

The vision of the  
South Orange County Community College District  
is to be an educational leader in a changing world.

# AGENDA

## Meeting of the Board of Trustees



**Monday, December 5, 2011**

Call to order: 5:00 p.m.

[Followed by Public Comments/Closed Session]

Reconvene Open Session: 6:00 p.m.

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

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

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

### Board of Trustees

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



## Meeting of the Board of Trustees

December 5, 2011

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

#### **1.0 PROCEDURAL MATTERS**

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

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

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

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

- A. Student Discipline (EC 72122)
  - 1. Student Discipline (1)
    - a. Student Discipline/Dismissal/Release
- B. Conference with Labor Negotiators (GC Section 54957.6)
  - 1. California School Employees Association (CSEA)
    - a. Agency Designated Negotiator: David Bugay, Ph. D.
  - 2. Police Officers Association (POA)
    - a. Agency Designated Negotiator: David Bugay, Ph. D.
- C. Conference with Real Property Negotiators (GC Section 54956.8)
  - 1. Lease of Property by District: Portion of Saddleback College site: MG Promenade Apartments LLC, 28032 Marguerite Parkway, Mission Viejo
- D. Conference with Legal Counsel (GC Section 54956.9)
  - 1. Existing Litigation (GC Section 54956.9[b]) (1)
    - Westphal v. Wagner
  - 2. Anticipated Litigation (GC Section 54956.9 (2)

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

## 2.0 **PROCEDURAL MATTERS**

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

### 2.2 **Invocation**

Led by Trustee Bill Jay

### 2.3 **Pledge of Allegiance**

Led by Trustee Dave Lang

### 2.4 **Annual Organizational Meeting and Facilities Corporation Meeting**

- A. Election of Officers
- B. Appointment of Secretary and Assistant Secretary
- C. Appointment of Trustee Representatives
- D. Establishment of Regular Meeting Dates
- E. Establishment of Agenda Planning Calendar
- F. Approval of Agenda Format
- G. Special Meeting of the Board of Directors, Facilities Corporation

### 2.5 **Resolutions / Presentations / Introductions**

Resolution - Saddleback College Student Winners  
College Broadcasters, Inc., National Student  
Production Awards, October 26-30, 2011.

### 2.6 **Public Comments**

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

## 3.0 **REPORTS**

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

- A. Board Reports
- B. Chancellor's Report
- C. Board Request(s) for Report(s)

#### **4.0 DISCUSSION ITEM**

##### **4.1 SOCCCD: ATEP: Future Program and Educational Use by Colleges**

Each college will present to the Board of Trustees their vision and initial plans for future programs and education uses of the ATEP campus site for Saddleback College and Irvine Valley College.

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

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

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

Approve minutes of a regular meeting held on November 16, 2011.

##### **5.2 Saddleback College: Grant Acceptance, Youth Entrepreneurship Project mini-grant**

Accept sub-award of \$10,000 from Rancho Santiago Community College District.

##### **5.3 Saddleback College: Study Abroad Program to Santander, Spain**

Approve the Saddleback College study abroad program: Spanish Language Studies in Santander, Spain in the summer of 2012 and direct the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the Travel and Education for coordinating all travel agreements.

##### **5.4 Saddleback College: Community Education Non-Credit Program–Spring 2012 Additions**

Approve the additional Saddleback College Community Education courses, presenters, and compensation for Spring 2012.

##### **5.5 SOCCCD: Basic Aid Allocation-FY 2011-2012 for College Scheduled Maintenance Projects at SC and IVC and IT Project Development and Support**

Approve \$1,768,000 of basic aid allocation, in which \$768,000 is for IT Development Support through August 31, 2012 for SIS, MAP, and Sherpa and \$1,000,000 for College Scheduled Maintenance projects.

##### **5.6 Saddleback College and Irvine Valley College: Student Health Fee Stabilization**

Approve the request of both colleges to implement a student health fee increase of \$1 for the 2012-13 academic year; and implement automatic student health fee adjustments consistent with the State Chancellor's Office



advice when an increase occurs in the Implicit Price Deflator for State and Local Government Purchase of Goods and Services.

- 5.7 **Irvine Valley College: Dance, Associated Students of Irvine Valley College (ASIVC) 2011-12 Out-of-State Travel**  
Approve the out-of-state travel to Salt Lake City, Utah from March 13-16, 2012 for the Co-Curricular Dance Program. All costs for travel, food, lodging and incidentals will be paid by ASIVC. There is no impact to the general fund.
- 5.8 **Irvine Valley College: Dance Cultural and Educational Exchange Program: New Choreographic Landscapes Out-of-State Travel**  
Approve the out-of-state travel to Paris, France, and the subsequent welcome of French students to IVC from June – August, 2012. All costs for travel, food, lodging and incidentals will be paid by students. There is no impact to the general fund.
- 5.9 **Irvine Valley College: Landscaping Project; Award of Completion Contract for Bid No. 300**  
Approve the completion agreement with Diversified Landscape Management, Inc., in the amount of \$1,196,552.00.
- 5.10 **Irvine Valley College: Landscaping Project; Change Order No. 1**  
Approve change order resulting in an increase of \$4,129 in the project cost. The revised contract total amount is \$1,200,681.00.
- 5.11 **SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting**  
Adopt resolution 11-37 (Exhibit A) authorizing payment to Trustee Jay who was absent from the November 16, 2011 Meeting of the Board of Trustees.
- 5.12 **SOCCCD: Trustees' Requests for Attending Conferences**  
Approve/Ratify trustees' requests for attending conferences.
- 5.13 **SOCCCD: Education and Facilities Master Plan: CEQA Consultant Services, Amendment No. 1**  
Approve amendment to the agreement with RGP Planning & Development Services in the amount of \$26,450.00. The total revised amount is \$291,344.00.
- 5.14 **SOCCCD: Student Information System and My Academic Plan: Software Development Services: Agreement Amendment No. 1 - Crescent Solutions**  
Approve Amendment No. 1 and No.2, with Crescent Solutions in the amount of \$122,304 and \$68,544.00 respectively. The total combined agreement amendment(s) amount is \$190,848.00.

- 5.15 **SOCCCD: Sherpa Project: Quality Assurance Services: Agreement Amendment No.1 - eNamix**  
Approve amendment to agreement with eNamix in the amount of \$94,080.00.
- 5.16 **SOCCCD: Database Design Services: Agreement Amendment No. 1 - Nimble Consulting**  
Approve amendment to agreement with Nimble Consulting in the amount of \$168,000.00.
- 5.17 **SOCCCD: Software Development Services: Agreement Amendment No. 1 - Advance Tek**  
Approve amendment to agreement with Advance Tek in the amount of \$134,400.00.
- 5.18 **SOCCCD: Business Analysis and Project Management Services: Agreement Amendment No. 1 - Catalyst Consulting**  
Approve amendment to agreement with Catalyst Consulting in the amount of \$181,440.00
- 5.19 **SOCCCD: Budget Amendment: Adopt Resolution No. 11-36 to Amend 2011-2012 Restricted General Fund**  
Adopt resolution to amend the 2011-2012 adopted budget.
- 5.20 **SOCCCD: Gifts to the District and Foundations**  
Approve the acceptance of donations.
- 5.21 **SOCCCD: Payment of Bills**  
Approve check no. 153353 through 154032 processed through the Orange County Department of Education, totaling \$5,093,443.47; and check no. 010296 through 010308, processed through Saddleback College Community Education, totaling \$9,988.04; and check no. 008936 through 008941, processed through Irvine Valley College Community Education, totaling \$8,576.85.
- 5.22 **SOCCCD: Purchase Order/Confirming Requisitions**  
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P12-02179 through P12-02425 amounting to \$984,756.13. Approve confirming requisitions dated October 26, 2011 through November 14, 2011 totaling \$81,254.19.
- 5.23 **SOCCCD: Transfer of Budget Appropriations**  
Ratify the transfer of budget appropriations as detailed in the exhibit.
- 5.24 **SOCCCD: November 2011 Contracts**  
Ratify contracts as listed.

## **6.0     GENERAL ACTION ITEMS**

- 6.1     ATEP: Conduct a Public Hearing: Agreement for the Exchange of Real Property and Certification of the Addendum to FEIS/EIR**  
Conduct a public hearing to provide an opportunity for the public to comment on the subject pertaining to the approval of the Exchange Agreement and certification of the Exchange Agreement Addendum under CEQA.
- 6.2     ATEP: Resolution No. 11-38**  
Resolution of the Board of Trustees of the SOCCCD certifying the Addendum dated November 2011 to the Final Joint Program Final Environmental Impact Statement/Environmental Impact Report for the Disposal and Reuse of the MCAS Tustin and the MCAS Tustin Specific Plan/Reuse Plan Pursuant to the California Environmental Quality Act for the Land Exchange Agreement Project.
- 6.3     ATEP: Resolution No. 11-39**  
Resolution of the Board of Trustees of the South Orange County Community College District Approving the Agreement for the Exchange of Real Property between the County of Orange and the South Orange County Community College District at the Advanced Technology & Education Park Campus and Authorizing the Chancellor to Sign the Agreement.
- 6.4     SOCCCD: District Annual Audit Report: 2010-11**  
Accept report for review and study.
- 6.5     SOCCCD: Saddleback College Foundation and Irvine Valley College Foundation Annual Audit Reports: 2010-2011**  
Accept reports for review and study.
- 6.6     SOCCCD: Organizational Assessment for Administrators and Classified Managers**  
Approve a new integrated District Administrator Manager Salary Schedule.
- 6.7     SOCCCD: Academic Personnel Actions – Regular Items**  
Approve New Personnel Appointments, Reorganization and/or Reclassification of Classified Positions, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Administrator Contract Extension, Resignation/ Retirement/Conclusion of Employment.
- 6.8     SOCCCD: Classified Personnel Actions – Regular Items**  
Approve New Personnel Appointments, Authorization to Eliminate Classified Position and/or Position Numbers, Authorization to Establish and Announce

a Classified Position, Reorganization and/or Reclassification of Classified Positions, Change of Status, Change in Location, Out of Class Assignments, Resignation/Retirement/Conclusion of Employment, Volunteers.

## **7.0 REPORTS**

### **7.1 Irvine Valley College: Student Learning Outcomes Progress Toward Proficiency**

Pursuant to the request of Trustee President Padberg in November, IVC reports its progress toward the Accrediting Commission for Community and Junior Colleges 2012 proficiency requirement for student learning outcomes.

### **7.2 Saddleback College: Student Learning Outcomes Progress Toward Proficiency**

At the November 2011 SOCCCD Board of Trustees Meeting, President Padberg requested a report on Saddleback College's progress toward the Accrediting Commission for Community and Junior Colleges 2012 proficiency requirement for student learning outcomes.

### **7.3 Irvine Valley College and Saddleback College: Speakers**

Approve a listing of speakers for events and/or classes at Irvine Valley College.

### **7.4 SOCCCD: Basic Aid Report**

Report on projected receipts and approved projects.

### **7.5 SOCCCD: Facilities Plan Status Report**

Status of current construction projects.

### **7.6 SOCCCD: Monthly Financial Status Report**

The reports display the adopted budget, revised budget and transactions through October 31, 2011.

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

This report is for period ending October 31, 2011.

### **7.8 SOCCCD: Follow-up Information on Redistricting**

At the request of Trustee Fuentes, data from the OC Registrar of Voters from March 2011 regarding political party affiliation, is being provided.

## **8.0 WRITTEN REPORTS**

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

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

## **9.0     ADDITIONAL ITEMS**

### **9.1     Saddleback College: 2012-2013 Faculty Hiring Request Correction**

Approve the announcement of positions and recruitment of the replacement full-time faculty as shown in Exhibit A, contingent upon funding, at Saddleback College for the 2012-2013 academic year.

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

**TO:** Board of Trustees

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

**RE:** SOCCCD: Annual Organizational Meeting

**ACTION:** Approval

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### **BACKGROUND**

The provisions of Education Code Section 72000 require the Governing Board of each school and community college district to hold an Annual Organizational Meeting within a prescribed 15-day period. The Orange County Department of Education notified South Orange County Community College District that the 15-day period for 2011 is December 2 through December 16, 2011.

### **STATUS**

This year, the Annual Organizational Meeting of the Board of Trustees will be held on December 5, 2011, for the purpose of electing officers of the Board (Exhibit A), appointing a secretary and an assistant secretary of the Board (Exhibit B), appointing Trustee representatives to various committees and organizations (Exhibit C), establishing regular Board meeting dates and times (Exhibit D) establishing an agenda planning calendar (Exhibit E), and approving the Board meeting agenda format (Exhibit F), and to hold a Special Meeting of the Board of Directors of the Facilities Corporation 2011 of the South Orange County Community College District (Exhibit G).

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees take separate action on Exhibits A through G in order to comply with the requirements of the Annual Organizational Meeting, and to hold a Special Meeting of the Board of Directors of the Facilities Corporation 2011 of the South Orange County Community College District.

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



## **SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

### **ANNUAL ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES**

**DECEMBER 5, 2011**

**RONALD REAGAN BOARD OF TRUSTEES ROOM, ROOM 145, HEALTH  
SCIENCES/DISTRICT OFFICES BLDG.**

**SADDLEBACK COLLEGE, 28000 MARGUERITE PARKWAY, MISSION VIEJO, CA 92692**

### **AGENDA**

#### **CALL TO ORDER OF ANNUAL ORGANIZATIONAL MEETING**

##### **1. ANNUAL ORGANIZATIONAL MEETING**

It is recommended that the board take action on each of the items in Exhibits A through G in order to comply with the requirements of the Annual Organizational Meeting.

EXHIBIT A. Election of Officers

EXHIBIT B. Appointment of Secretary and Assistant Secretary

EXHIBIT C. Appointment of Trustee Representatives

EXHIBIT D. Establishment of Regular Meeting Dates and Times

EXHIBIT E. Establishment of Agenda Planning Calendar

EXHIBIT F. Approval of Agenda Format

**RECESS TO MEETING OF  
FACILITIES CORPORATION 2011 OF THE SOUTH ORANGE  
COUNTY COMMUNITY COLLEGE DISTRICT – Exhibit G**

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ELECTION OF OFFICERS OF THE BOARD OF TRUSTEES**

It is recommended that the board nominate and elect a president, vice president and clerk to a term of office extending until the date of the next annual organizational meeting.



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
**APPOINTMENT OF SECRETARY AND ASSISTANT SECRETARY**  
**TO THE BOARD OF TRUSTEES**

It is recommended that Gary L. Poertner be appointed to the office of Secretary, and that Debra L. Fitzsimons be appointed to the office of Assistant Secretary.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**APPOINTMENT OF TRUSTEE REPRESENTATIVES FOR 2012**

Representative to the Nominating Committee to the Committee on School District  
Organization (1) and Alternate Representative (1)

District's Political Action Representative to the Orange County School Boards  
Association (1)

Liaison to Orange County Community College Trustees Association (1)

Representative to the Orange County Legislative Task Force (1) and Alternate  
Representative (1)

Representatives to the SOCCCD Audit Committee to serve on the Pre-Audit and Exit Meetings  
Chair (1) and Representatives (2)

## REGULAR MEETINGS OF THE BOARD OF TRUSTEES

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Ronald Reagan Board of Trustees Room, Room 145  
Health Sciences/District Offices Bldg.,  
Saddleback College

### January 2012 through December 2012

MONDAY, JANUARY 23

MONDAY, FEBRUARY 27

MONDAY, MARCH 26

MONDAY, APRIL 30

MONDAY, MAY 21

MONDAY, JUNE 25

MONDAY, JULY 30

MONDAY, AUGUST 27

MONDAY, SEPTEMBER 24

MONDAY, OCTOBER 29

MONDAY, NOVEMBER 19

MONDAY, DECEMBER 17  
(Regular and Organizational Meeting)

**Unless otherwise posted, the time of Board of Trustees' meetings will be as follows:**

Open Session convened, followed by adjournment to Closed Session	5:00 p.m.
Open Session reconvened	6:00 p.m. or 6:30 p.m.
Adjournment	by 9:00 p.m.

## SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**2012 BOARD AGENDA PLANNING CALENDAR**

<b>PROPOSED BOARD MEETING DATES</b>	<b>ITEMS FOR CONSIDERATION</b>
Monday, January 23	CCCT Nomination New Curriculum (presented throughout the year as needed) Study Abroad Program (presented throughout the year as needed) Out-of-State Travel for Students (presented throughout the year as needed) Sabbatical Leave Recommendations Institutional Memberships Nonresident Fees
Monday, February 27	Instructional and Student Material/Lab Fees, Summer, Fall and Spring Semesters ( <b>share</b> ) Tenure Review Academic Senate Curriculum Review Report ( <b>share</b> ) Community Education Programs, Summer Sessions ( <b>share</b> )
Monday, March 26	Commencement Speakers ( <b>share</b> ) CCCT Election 2012-13 College Curriculum Revisions for Catalogs Orange County Teacher of the Year Selection ( <b>share</b> )
Monday, April 30	Outstanding Classified Employee Service Award presentation Classified Employees Week Resolution Resolutions for Teachers of the Year Board of Trustees' Self-Evaluation
Monday, May 21	Annual Accreditation Reports ( <b>share</b> ) 2012-13 Child Development Center Fees ( <b>share</b> ) Faculty Stipend Approvals, Summer and Fall Semester District/Colleges/ATEP Mission Statements ( <b>share</b> ) Five-Year Construction Plan – Information Records Destruction
Monday, June 25	Gann Limitation Worksheet Adoption of Tentative District Budget Adoption of Tentative IVC and SC Student Government Budgets ( <b>share</b> ) Five-Year Construction Plan – Approval Establishment of District Goals Community Education Programs, Fall Semester ( <b>share</b> )
Monday, July 30	Institutional Memberships Board Evaluates Chancellor
Monday, August 27	Adoption of Final District Budget Adoption of Final IVC and SC Student Government Budgets ( <b>share</b> )

**Exhibit E**

Monday, September 24	Total Expenditures Report of Faculty Stipends for Previous Academic Year <b>(share)</b>
Monday, October 29	Proposed New Faculty Positions <b>(share)</b> Accountability Reporting for Community Colleges (ARCC) <b>(share)</b>
Monday, November 19	Academic Calendar (Review and Study) Acceptance of District Audit Report Nonresident Fees (Information Item) Community Education Programs, Spring Semester <b>(share)</b> Faculty Stipend Approvals, Spring Semester Chancellor and Presidents Present Evaluations of Academic Administrators
Monday, December 17	Academic Calendar (Approval) Board of Trustees Organizational Meeting Facilities Corporation Annual Meeting Renewal or Noticing of Administrators' Contracts



## Meeting of the Board of Trustees

[insert date here]

### **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**

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

#### **2.0 PROCEDURAL MATTERS**

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

##### **2.2 Invocation**

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

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

##### **2.5 Public Comments**

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

### **3.0 REPORTS**

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

- A. Board Reports
- B. Chancellor's Report
- C. Board Requests for Reports

### **4.0 DISCUSSION ITEMS**

#### **4.1 Scheduled Discussion Item**

#### **4.2 Additional Discussion Item**

### **5.0 CONSENT CALENDAR ITEMS**

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

### **6.0 GENERAL ACTION ITEMS**

#### **6.1 Academic Personnel Actions**

#### **6.2 Classified Personnel Actions**

#### **6.3 Other Action Items**

### **7.0 REPORTS**

#### **7.1 Information Reports**

### **8.0 WRITTEN REPORTS**

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

- A. Saddleback College Academic Senate
- B. Faculty Association
- C. Irvine Valley College Academic Senate
- D. Associate Vice Chancellor, Economic Development
- E. President, Irvine Valley College

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

## **9.0 ADDITIONAL ITEMS**

- 9.1 Items submitted late for Board approval

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





## **SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**FACILITIES CORPORATION 2011 of the SOUTH ORANGE  
COUNTY COMMUNITY COLLEGE DISTRICT  
SPECIAL MEETING OF THE BOARD OF DIRECTORS  
DECEMBER 5, 2011  
RONALD REAGAN BOARD OF TRUSTEES ROOM, ROOM 145,  
HEALTH SCIENCES/DISTRICT OFFICES BLDG.  
SADDLEBACK COLLEGE, 28000 MARGUERITE PKWY., MISSION VIEJO, CA 92692**

### **AGENDA**

#### **CALL TO ORDER**

**1. ELECTION OF DIRECTORS AND OFFICERS**

The President recommends that the Board of Directors elect the same persons holding membership on the South Orange County Community College District Board of Trustees as directors of the Facilities Corporation 2011 of the South Orange County Community College District, to a term of office extending until the date of the next annual organizational meeting.

The President further recommends that the Board of Directors elect a president, vice president, secretary, and chief financial officer to a term of office extending until the date of the next annual organizational meeting.

It is recommended that the Chancellor be appointed to the office of assistant secretary and that the Vice Chancellor of Business Services be appointed to the office of assistant treasurer.

### **RECESS TO BOARD OF TRUSTEES' MEETING**

# RESOLUTION

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

DECEMBER 5, 2011

## SADDLEBACK COLLEGE STUDENT WINNERS

COLLEGE BROADCASTERS, INC. NATIONAL STUDENT PRODUCTION AWARDS

OCTOBER 26-30, 2011

**W**hereas, at the 2011 National Student Media Convention in Orlando, Florida, Saddleback College's cinema-television-radio students Debra Hill, Producer/Director, Zac Rodriguez, Assistant Director, Ryan Rodriguez, Cinematographer/Assistant Editor, and Larissa Garrett, Boom Operator, took first prize in the Best TV Documentary/ Public Affairs category for their documentary, From Bullets to Bubbles, and Kelly Jones, took first prize in the Best DJ category for her work on Saddleback College's radio station, KSBR 88.5 FM; and

**W**hereas, in both categories, more than 580 entries were received with 80 stations or classes represented among the finalists, mostly all from four-year colleges; and

**W**hereas, the film students displayed a tremendous work ethic and true dedication in the production of their 22-minute documentary about a group of disabled veterans who are trying to reinvent their lives through scuba diving; and

**W**hereas, Kelly Jones, an advanced radio broadcasting student, is recognized for her work on KSBR 88.5FM, but is also heard on the college's web-based station, OCRockRadio.com; and

**W**hereas, these students are an excellent example of the quality students in Saddleback's cinema-television-radio program, due in no small part to the outstanding faculty and staff; therefore,

**B**e it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend cinema-television-radio students Debra Hill, Zac Rodriguez, Ryan Rodriguez, Larissa Garrett and Kelly Jones for their outstanding dedication and well-deserved recognition.

Nancy M. Padberg, President

T.J. Prendergast III, Vice President

Marcia Milchiker, Clerk

Thomas A. Fuentes, Member

William O. Jay, Member

David B. Lang, Member

Frank M. Meldau, Member

Jordan Larson, Student Member

Gary L. Poertner, Chancellor



**TO:** Board of Trustees

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

**RE:** SOCCCD: ATEP Future Program and Educational Use by Colleges

**ACTION:** Presentation/Discussion

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### **BACKGROUND**

The Chancellor has requested that the college presidents prepare and present to the Board of Trustees each of their college's vision and planning for the use of the ATEP campus site for the future. In order to effectively progress with the planning schedule for the ATEP site and to fully engage in construction planning including building design, the proposed programs and education activities first need to be identified for input into the planning model. With the program areas identified it will then be possible to engage in the next step of "architectural programming" to further determine and prioritize the use and scheduling of the next buildings for ATEP for each college.

In preparation for tonight's board presentations two initial informal presentations were made by each college to the chancellor and open to college participation earlier this fall term. The presentation tonight will be a refinement of those initial presentations and also for the board to consider further at the January 2012 board meeting with the chancellor's recommendations.

### **STATUS**

Each college will present to the Board of Trustees their vision and initial plans for future programs and education uses of the ATEP campus site for Saddleback College and Irvine Valley College. College staff will assist the presidents with the presentations and also be available for discussion and questions by the board members.

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

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Minutes from:

November 16, 2011 Regular Meeting of the Board of Trustees (Exhibit A)

are submitted to the Board for review and approval.

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

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

**MINUTES OF THE BOARD OF TRUSTEES' MEETING  
November 16, 2011**

**PRESENT**

Members of the Board of Trustees:

Nancy M. Padberg, President  
T.J. Prendergast, Vice President  
Marcia Milchiker, Clerk  
Thomas A. Fuentes, Member  
David B. Lang, Member  
Frank M. Meldau, Member  
Jordan J. Larson, Student Member

Administrative Officers:

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

**ABSENT**

William O. Jay, Member

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

**1.0 PROCEDURAL MATTERS**

1.1 Call To Order

1.2 Public Comments

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

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

- A. Public Employee Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC Section 54957)
  - 1. Public Employee Employment (2)
    - a. Public Employee Discipline/Dismissal/Release
- B. Conference with Labor Negotiators (GC Section 54957.6)
  - 1. California School Employees Association (CSEA)
    - a. Agency Designated Negotiator: David Bugay, Ph. D.
  - 2. Police Officers Association (POA)
    - a. Agency Designated Negotiator: David Bugay, Ph. D.
- C. Conference with Real Property Negotiators (GC Section 54956.8)
  - 1. Lease of Property by District: Portion of Saddleback College site: MG Promenade Apartments LLC, 28032 Marguerite Parkway, Mission Viejo
- D. Conference with Legal Counsel (GC Section 54956.9)
  - 1. Existing Litigation (GC Section 54956.9[b]) (1 case)  
Westphal v. Wagner
  - 2. Initiation of Litigation (GC Section 54956.9[c]) (1 case)

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

### **2.0 PROCEDURAL MATTERS**

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

#### **2.2 Invocation**

Led by Trustee T.J. Prendergast

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

Led by Trustee Bill Jay

In Trustee Jay's absence, President Padberg led the Pledge of Allegiance

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

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

## 2.5 **Public Comments**

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

## 3.0 **REPORTS**

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

#### A. Board Reports

1. Trustee Prendergast requested that a resolution be written in support of other community colleges that will be affected by the County of Orange allocation of \$73.5 million in property tax funds.
2. Trustee Padberg requested a progress report from each college president on Student Learning Outcomes that need to be accomplished by 2012-2013.

#### B. Chancellor's Report

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

## 4.0 **DISCUSSION ITEM**

### 4.1 **SOCCCD: Student Success Planning**

Discussion was led by representatives from Saddleback College and Irvine Valley College.

Saddleback College presenters: Penny Skaff, Kevin O'Connor, Don Busche and Tammy Rice and Irvine Valley College presenters: Craig Justice, Lisa Davis Allen and Gwen Plano gave a PowerPoint presentation on Student Success Planning.

At 8:43 p.m. Trustee Prendergast made a motion, seconded by Trustee Meldau, to extend the meeting to 9:30 p.m.

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

A presentation on performance indicators for Saddleback and Irvine Valley College.

Christopher Tarman, Research and Planning Analyst, Irvine Valley College and Dr. Nicole Ortega, Research and Planning Analyst, Saddleback College presented a PowerPoint on the Accountability Reporting for Community Colleges.

## **5.0 CONSENT CALENDAR ITEMS**

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

Trustee Padberg requested to remove item 5.12 from the Consent Calendar for separate discussion/action.

On a motion made by Trustee Milchiker and seconded by Trustee Prendergast the balance of the Consent Calendar was approved on a 6-0 vote with Trustee Jay absent.

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

Approve minutes of a regular meeting held on October 24, 2011.

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

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

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

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

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

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

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

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

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

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

### **5.7 Saddleback College and Irvine Valley College: Speakers**

Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.



- 5.8 **SOCCCD: Document Management Solution: Amendment No. 1**  
Approve amendment to the contract with Perceptive Software in the amount of \$20,000.00. The total revised contract amount is \$446,845.00.
- 5.9 **SOCCCD: Contract Addendum for Credential Inc.**  
Approve contract addendum to add an electronic transcript delivery fee of \$.60 per transaction resulting in a decrease in revenue to the colleges by approximately \$4,440.00. The total revised contract amount is approximately \$99,336.00.
- 5.10 **SOCCCD: Budget Amendment: Adopt Resolution No. 11-34 to Amend 2011-2012 Restricted General Fund**  
Adopt resolution to amend the adopted budget.
- 5.11 **SOCCCD: Extension of Bid: Office Supplies**  
Approve the extension of the contract with Office Max to February 29, 2012 in the anticipated amount of \$55,000.00 for office supplies.
- 5.12 **SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting**  
Adopt resolution 11-33 (Exhibit A) authorizing payment to Trustee Fuentes who was absent from the October 24, 2011 Meeting of the Board of Trustees.
- On a motion made by Trustee Lang and seconded by Trustee Milchiker this item was approved on a 5-1 vote with Trustee Fuentes abstaining.
- 5.13 **SOCCCD: Trustees' Requests for Attending Conferences**  
Approve/Ratify trustees requests for attending conferences.
- 5.14 **SOCCCD: Payment of Bills**  
Approve check no. 152690 through 153352 processed through the Orange County Department of Education, totaling \$3,750,416.60; and check no. 010277 through 010295, processed through Saddleback College Community Education, totaling \$11,137.86; and check no. 008929 through 008935, processed through Irvine Valley College Community Education, totaling \$45,488.38.
- 5.15 **SOCCCD: Purchase Order/Confirming Requisitions**  
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P12-01962 through P12-02178 amounting to \$1,709,154.71. Approve confirming requisitions dated October 1 through October 25, 2011 totaling \$89,767.73.
- 5.16 **SOCCCD: Transfer of Budget Appropriations**  
Ratify the transfer of budget appropriations as detailed in the exhibit.

- 5.17 **SOCCCD October/November 2011 Contracts**  
Ratify contracts as listed.

## **6.0 GENERAL ACTION ITEMS**

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

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

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

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

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

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

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

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

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

- 6.4 **SOCCCD: Classified Personnel Actions – Regular Items**

Approve New Personnel Appointments, Authorization to Eliminate Classified Position and/or Position Numbers, Authorization to Establish and Announce a Classified Position, Reorganization and/or Reclassification of Classified Positions, Change of Status, Out of Class Assignments, Resignation/Retirement/Conclusion of Employment, Volunteers.

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

## **7.0 REPORTS**

### **7.1 Saddleback College and Irvine Valley College: Speakers**

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

### **7.2 SOCCCD: Basic Aid Report**

Report on projected receipts and approved projects.

### **7.3 SOCCCD: Facilities Plan Status Report**

Status of current construction projects.

### **7.4 SOCCCD: Quarterly Financial Status Report**

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

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

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

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

Calculations of the district non-resident related fees.

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

The report is for the period ending September 30, 2011.

At 9:27 p.m. Trustee Prendergast requested to extend the meeting to 10 p.m.

## **8.0 WRITTEN REPORTS**

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

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

- O. Associated Student Government of SC
- P. Associated Student Government of IVC

## **9.0 ADDITIONAL ITEMS**

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

The meeting adjourned at 9:46 p.m. in memory of Tom Yott, Saddleback College Foundation Board member.



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Gary L. Poertner, Secretary

**TO:** Board of Trustees

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

**RE:** Saddleback College: Grant Acceptance, Youth Entrepreneurship Project mini-grant

**ACTION:** Approval

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**BACKGROUND**

In July 2011, Saddleback College was selected by Rancho Santiago Community College to assist in the implementation of grant activities for the Youth Entrepreneurship Program (YEP) grant. Rancho Santiago Community College was awarded the YEP grants #10-172-045 and #10-172-051 from the California Community Colleges Chancellor's Office, Economic and Workforce Development Division, for preparation and implementation of creative entrepreneurial education projects whose target audience is youth and young adults who are enrolled in feeder high schools and/or affiliated community colleges, with special emphasis on rural or minority populations.

**STATUS**

In November 2011 Rancho Santiago Community College District (RSCCD) receiver of the YEP grant notified Saddleback College of its intent to award a \$10,000 sub-award for the period July 1, 2011 through December 31, 2011 to fund the project efforts as presented in Exhibit A. The sub-award will support partnership development with the local business community, an entrepreneurship speakers' series, entrepreneurship club, a business plan competition, and organized entrepreneurship networking activities.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees accept this sub-award of \$10,000 from Rancho Santiago Community College District.

EXHIBIT A

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

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

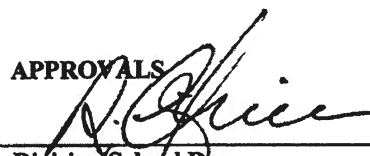
1. **PROJECT TITLE:** Youth Entrepreneurship Program Mini-Grant Award
2. **PROJECT DIRECTOR:** Rebecca Knapp
3. **PROJECT ADMINISTRATOR:** Rocky Cifone
4. **GRANTOR AGENCY:** Rancho Santiago Community College District
5. **FUNDING SOURCE:** California Community College Chancellor's Office , Economic and Workforce Development Division
6. **STARTING AND ENDING DATES OF THE PROJECT:** July 1, 2011—December 31, 2011.
7. **EXECUTIVE SUMMARY OF THE PROJECT (limit 125 words):**

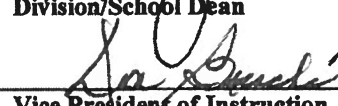
Saddleback College will address the goals of the California Community College Chancellor's Office Economic and Workforce Development Division through the development and implementation of the Youth Entrepreneurship Program (YEP). The YEP will be housed within the Division of Business Science & Economic Development as a component of the Saddleback College Business Department Entrepreneurship Program offerings. The goals of the grant funded activities are to support partnership development with the local business community, an entrepreneurship speakers' series, entrepreneurship club, a business plan competition, and organized entrepreneurship networking activities for local youth from feeder high schools and students at Saddleback College.

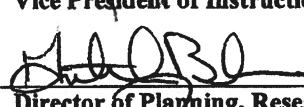
8. **SUMMARY BUDGET**

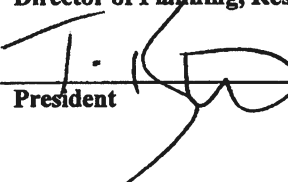
Grant Award	In Kind Matching	Indirect Costs	Project Total
\$10,000			\$10,000

9. **APPROVALS**

  
Division/School Dean

  
Vice President of Instruction

  
Director of Planning, Research & Grants

  
President

\_\_\_\_\_  
Chancellor

\_\_\_\_\_  
Vice Chancellor of Learning Services

  
Director of Fiscal Services

## EXPENDITURES SUMMARY

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

	GRANT (Amount)	MATCHING* (In-Kind/Actual)	SOURCE OF MATCH (Partnership/ College/Vendor)
1000 Certificated Salaries	\$ <u>2,125</u>		
2000 Classified Salaries	\$ <u>625</u>		
3000 Benefits	\$ <u>419</u>		
4000 Supplies	\$ <u>1,231</u>		
5000 Contracted Services and Other Expenses	\$ <u>2,600</u>		
6000 Capital Outlay			
Other Charges (Scholarships to students)	\$ <u>3,000</u>		
TOTALS	\$ <u>10,000</u>		

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

### PROJECT PERSONNEL (reflects the Expenditure Detail above)

	<u>Positions</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>New</u>	<u>Existing</u>
1.	Faculty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.	Senior Admin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PARTNERSHIPS (if applicable)

**TO:** Board of Trustees

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

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

**ACTION:** Approval

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### **BACKGROUND**

Saddleback College is committed to providing high quality education and a full range of cultural activities for students. In the past, the College has offered similar courses, which have been conducted in many countries of the world by expert faculty who provide academic course work in conjunction with cultural travel experiences. The college has conducted very successful study abroad programs during the summer semesters in Santander, Spain since 1994. Study abroad programs are authorized under Education Code 72640.

### **STATUS**

The Liberal Arts and Learning Resources Division at Saddleback College proposes to offer the study abroad program: Spanish Language Studies in Santander, Spain during the summer 2012 semester from June 29 to July 30, 2012. The program will be organized and arranged by Travel and Education (T&E) for a fee of \$5,750 per student at a cost of \$180 per day for 20-24 students, \$5,450 per student at a cost of \$170 per day for 25-29 students, or \$5,360 at a cost of \$168 per day for 30 or more students. Saddleback College solicited three bids for this program: CAPA, EF College Study Tours, and T & E. T & E is the only travel vendor able to provide the services that meet our criteria. The details of the program are summarized in the Narrative in Exhibit A and the Study Abroad Program Information Summary in Exhibit B. The required Educational Tour/Field Study Contractor Agreement is provided in Exhibit C, which includes evidence of liability insurance of not less than \$5,000,000. The proposal from T&E is included in Exhibit D. Financial Aid opportunities will be provided through the Office of Financial Aid for those students who qualify. There is no impact to the General Fund. The current travel warnings issued by the U.S. Department of State in Exhibit E does not include Spain.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the Saddleback College study abroad program: Spanish Language Studies in Santander, Spain in the summer of 2012 as summarized in Exhibit B, and direct the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the Travel and Education for coordinating all travel agreements in Exhibit C.



Study Abroad Narrative  
Santander, Spain, Summer 2012

Saddleback College has offered the Santander, Spain Study Abroad Program for over 19 consecutive years. In summer 2012, a group of 20 to 35 students and an on-site full-time faculty advisor will study Spanish language, culture, and history from June 29 through July 30. The faculty advisor will accompany the students on both their arrival and departure flights.

Students will enroll in a minimum of 8.25 units of Saddleback courses and will attend classes Monday through Saturday as well as six pre-departure lectures on culture, art, and civilization. Professors at Colegio Miguel de Unamuno will teach the courses, adhering to Saddleback's course outlines. The faculty advisor will teach one of the seven courses offered: Spanish 20A, Civilization of Spain Through 1898, as well as supervise the required language labs. The faculty advisor will also be present at Colegio Miguel de Unamuno, Monday through Friday, from 9:00 a.m. to 2:00 p.m. to supervise the curriculum and advise students. The Program includes more than 40 weekly hours of language instruction in addition to evening culture and civilization classes, and Sunday excursions to cultural and historic sites.

Accommodations for the students are in approved home stays, including meals. The faculty advisor will be provided a one bedroom apartment and is responsible for meals and the cost of utilities. All accommodations are within easy walking distance from Colegio Miguel de Unamuno.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

STUDY ABROAD PROGRAM INFORMATION SUMMARY

<b>1. PROGRAM</b>										
Location/Destination:		<b>Santander, Spain</b>			First Trip: Yes:		No:		<b>X</b>	
Dates: From:		<b>6/29/12</b>		To: <b>7/30/12</b>		Total No. of Days:		<b>32</b>		
Partner Name (Academic Institution):		<b>Colegio Miguel de Unamuno</b>								
Address:		<b>Calle Cisneros 79D, Santander, Spain</b>								
Contact Person:		<b>Alfredo Miguel de Pablo</b>			Telephone No.:		<b>(011) 0034696-932973</b>			
Description of Institution:		<b>College</b>								
Includes:	Accredited Instruction	Yes:	<b>X</b>	No:						
	Transfer College Units	Yes:	<b>X</b>	No:						
	Orientation	Yes:	<b>X</b>	No:						
	Books/Supplies	Yes:	<b>X</b>	No:						
	Tutors	Yes:	<b>X</b>	No:						
	Weekend Study Activities	Yes:	<b>X</b>	No:						
	Food	Yes:	<b>X</b>	No:						
	Transportation	Yes:	<b>X</b>	No:						
	Lodging	Yes:	<b>X</b>	No:						
Other:	Medical and travel insurance, as well as \$5,000,000 liability coverage with SOCCCD, \$50 non-refundable application fee, phone card with 200 minutes for calls to US, mobile phone which includes a local Spanish cell number, \$80 for expenses in Madrid (tapas), and T & E customer services, including accounting/billing services in US.									
Does Not Include: (Examples: Local Transportation at home; Personal Items, etc.)		Fees exclude passport or visa fees, meals other than those indicated on the itinerary, personal expenses, SOCCCD tuition or administrative fees, additional fieldtrips or excursions required by the SOCCCD faculty, fees and fuel charges (\$500-\$550) on airfare, \$125 refundable damage deposit, and anything not specified.								
Other:		Single supplement of \$200 for homestay accommodations in Santander.								
<b>2. FACULTY</b>										
Lead Faculty Name:		<b>Carmenmara Hernandez-Bravo (8 OSH)</b>								
Coordinates Trip:		Yes:	<b>X</b>	No:						
If No, Explain:										
Travels to Site:		Yes	<b>X</b>	No:						
Dates: From:		<b>6/29/12</b>			To:		<b>6/30/12</b>			
Teaching Assignment at Program Site:		Yes	<b>X</b>	No:						
Dates: From:		<b>7/2/12</b>			To:		<b>7/27/12</b>			
Requires Substitute at IVC and/or SC?		Yes		No:	<b>X</b>					
Unpaid Faculty Exchange:		Yes		No:	<b>X</b>					
If Yes, Faculty Name(s) Required:										
Assignments to be Covered:										
Course No.:	Course Title:			Date(s)		Time(s)				
SPAN 20B	Civilization of Spain 1898 to Present			6/30/12 – 7/30/12		M-R: 6pm – 10pm				
						Sat: 9am – 1pm (optional)				
						Sun: 9am – 9pm				
Other:										

3. COURSE(S) OFFERED AT PROGRAM SITE							
Course No.:	Course Title:						No. of Units
SPAN 1	Elementary Spanish						5
SPAN 2	Elementary Spanish						5
SPAN 3	Intermediate Spanish						5
SPAN 4	Intermediate Spanish						5
SPAN 6	Intermediate Spanish Grammar & Composition						3
SPAN 10	Intermediate Conversational Spanish						3
SPAN 20A	Civilization of Spain Through 1898						3
SPAN 999A	Spanish Language Lab						.25
SPAN 999B	Spanish Language Lab						.25
4. STUDENTS							
Minimum number of students required to make program:						20	
Minimum number of units:						8.25	
Maximum number of units:						11.25	
If this is a repeat program site, what is the average number of units taken per student?						8.25	
Other							
5. COSTS							
Student:							
Contracted cost per student: \$5,450 for 25-29 (\$170/day) or \$5,360 for 30 or more (\$168/day)						\$	5,750.00
Average cost per day: (It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)						\$	180.00
College:							
Additional costs to the District?		Yes:		No:	X		
If Yes Explain:							
Cost of substitute pay if instruction is also receiving salary for courses at IVC and/or SC during the same period of time.						\$	N/A
Other Costs						\$	0
6. OTHER ACTIVITIES NOT PART OF THE COURSE(S) (ATTACHMENTS)							
Excursions, field trips, tours, and extra curricular activities							
7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 a.m.							
9 a.m.	Language	Language	Language	Language	Language	Civilization,	Excursions
10a.m.	Classes	Classes	Classes	Classes	Classes	Classes	
11a.m.							
12 Noon							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.	Civilization,	Civilization,	Civilization,	Civilization,	Civilization,		
7 p.m.	Culture & Art	Culture & Art	Culture & Art	Culture & Art	Culture & Art		
8 p.m.	Classes	Classes	Classes	Classes	Classes		
9 p.m.							
10 p.m.							
Exceptions to weekly schedule:		Optional extra curricular activities during non-instructional periods					
8. ATTACHMENTS							
1. Vendor Proposal 2. Travel Warnings 3. Consular Information Sheet							

**9. REQUIRED SIGNATURES**



Lead Faculty Member

11/15/11

Date



Department Chair

11/15/11

Date



Division/School Dean

11/15/11

Date

Vice President, Instruction

Date

College President

Date

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

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

*Spanish Language Studies in Santander, Spain, Summer 2012*

This Agreement is made this 5th day of December, 2011 between the South Orange County Community College District, located at 28000 Marguerite Parkway, Mission Viejo, California ("DISTRICT") and Travel and Education (T&E) ("TRAVEL CONTRACTOR") located at 111 S. Independence Mall, East #860, Philadelphia, PA 19106 and is for the limited purpose of providing travel arrangements for the Educational Tour/Field Study Trip described on the Exhibits to this Agreement labeled "SPECIFIC TRIP DETAILS."

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

TRAVEL CONTRACTOR

DISTRICT

Travel and Education (T&E)

South Orange County Community  
College District

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

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

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

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

Title: President

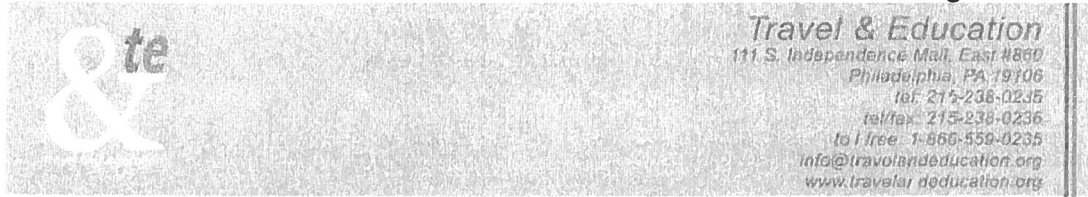
Title: Vice Chancellor, Business Services

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

Address: 28000 Marguerite Parkway  
Mission Viejo, CA 92692

Phone: (866) 559-0235

Phone: (949) 582-4664



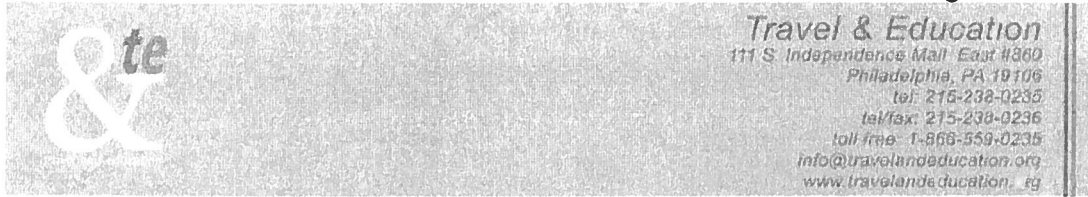
## TRAVEL & EDUCATION

### PROPOSAL 4 WEEK PROGRAM – SUMMER 2012/ SANTANDER SADDLEBACK COLLEGE - SOCCCD

<b>Departure from US:</b>	<b>Friday, June 29<sup>th</sup>, 2012</b>
<b>Arrive in Madrid:</b>	<b>Saturday, June 30<sup>th</sup>, 2012</b>
<b>Transfer to Santander:</b>	<b>Sunday, July 1<sup>st</sup>, 2012</b>
<b>Transfer to Madrid:</b>	<b>Sunday, July 29<sup>th</sup>, 2012</b>
<b>Departure from Madrid:</b>	<b>Monday, July 30<sup>th</sup>, 2012</b>

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

- A transportation package consisting of international airfare (Santa Ana/John Wayne airport or LAX – Madrid – Santa Ana/John Wayne airport or LAX) with one stop and round-trip transfers overseas between the airport and the hotel in Madrid.
- 1 night in Madrid on arrival: hotel in Madrid (triple occupancy) with breakfast; Tapas tour
- Group transfers by private bus from Madrid to Santander.
- Welcome and Farewell Receptions.
- Accommodation in Santander in homestays (2 students per homestay sharing a double room).
- Three meals per day in homestays, 7 days per week, plus a weekly laundry service in the homestay (additional washes may be arranged with the homestay family for an extra cost).
- An orientation program in Santander consisting of an orientation meeting with a T&E representative, local area information.
- Spanish language classes to be held at the Colegio Miguel de Unamuno for five hours per day, Monday through Friday (100 hours of coursework).
- All of the necessary class materials (textbooks, photocopies and classroom handouts as well as complementary folder).
- Guided visits of Santander with entrance fees included
- Excursions to Santillana del Mar and Comillas, Valle del Pas and Bilbao and Picos de Europa. All excursions will include the services of an English-speaking tour guide, all entrance fees to museums and a luxury tour bus (Viajes Altamira).
- Various cultural activities in the visited cities, guitar and cooking classes once a week
- Group transfer at the end of the program from Santander to Madrid and overnight in Madrid (triple occupancy) with breakfast included.



- Access to the student computer lab located at the Colegio Miguel de Unamuno with free e-mail, printing and internet facilities.
- \$50 non-refundable application fee.
- \$80 USD per student for expenses in Madrid (tapas)
- Medical insurance for up to \$1,000,000 Health Insurance Benefit per student.
  - Accident and Sickness Insurance Benefits
  - Emergency Medical Evacuation Benefit
  - Repatriation of Remains Benefit
  - Emergency Reunion Benefit
  - 24 hour International Emergency Assistance
- Local medical insurance coverage with includes coverage for accidents while traveling between locations and during scheduled activities.
- Travel insurance for each student includes trip cancellation and trip interruption.
- \$5,000,000 liability coverage with SOCCCD named as co-insured for the duration of the program.
- Phone card with 200 minutes for calls to the US for each student.
- Mobile phones provided for each student which includes a local Spanish cell number
- Accounting / billing services in the U.S.
- Pre-departure information services and a toll-free contact number in the U.S.
- Promotional materials including our full color comprehensive "T&E Acceptance and Orientation Packet".
- Advance planning services offered by our T&E office in Philadelphia and in Spain (including tutoring services)

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

Faculty support services (target enrollment **20 students** with 1 faculty member) as listed below:

- Roundtrip flights between Los Angeles and Madrid on the scheduled group flight.
- T&E can arrange air travel for faculty companions if they are traveling on the standard group flight. Since airfares change frequently, the cost cannot be determined until the ticket has been booked. Faculty will be billed for any companion tickets and they must be paid for in advance of planned travel. If, for any reason, a faculty member no longer requires an issued ticket, cancellation notification must reach T&E by **March 23<sup>th</sup>, 2012**, and s/he will need to pay a \$200 cancellation fee. After this date, the ticket is non-refundable and faculty will be responsible for the entire cost. Faculty may charge tickets to a major credit card.



- **T&E** will provide the SOCCCD faculty member with housing in a single room in the hotel in Madrid (arrival night and 1 night prior to departure) and ONE bedroom apartment while in Santander.
- **A pay-as-you-go mobile phone will be provided for accompanying faculty with courtesy credit of 100 €**
- Full participation on all activities scheduled on the itinerary, on the same basis as the students, including transfers, entrances, sightseeing tours, etc.

Faculty benefits are paid in full for an enrollment of 20 paying students or more, or pro rata for a lower enrollment.

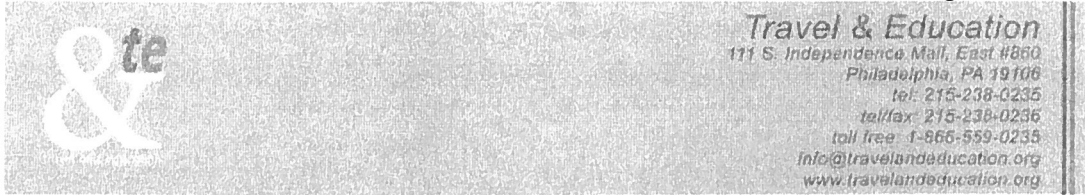
#### **PROGRAM FEES**

- **\$5750** US Dollars per participant for an enrollment of **20 to 24 paying student participants** with 1 faculty administrative visit.
- **\$5450** US Dollars per participant for an enrollment of **25 to 29 paying student participants** with 1 faculty administrative visit.
- **\$5360** US Dollars per participant for an enrollment of **30 or more paying student participants** with 1 faculty administrative visit.

Should SOCCCD wish to run this program with an enrollment below 20 paying student participants it would be necessary either to add a supplement to the fee above or to remove some components from the program. **T&E** would discuss these options with SOCCCD.

**This fee includes airfare**, but excludes fees and fuel surcharges which can range from **\$500 to \$550**, a **\$125** refundable damage deposit, passport or visa fees if applicable, meals other than those indicated on the itinerary, personal expenses, any SOCCCD tuition or administrative fees, additional fieldtrips or excursions required by the SOCCCD faculty and anything not specified. These fees are guaranteed not to change as a result of fluctuations in the \$/€ exchange rate. **T&E** will charge a \$35 returned check fee on each check returned by the bank for insufficient funds. **T&E** charges a 3% handling fee for all payments made via credit card.

**IMPORTANT NOTE:** The group airfare rate can only be guaranteed for a minimum enrollment of 10 or more students taking this option. Participants can be offered the **optional return dates of August 6<sup>th</sup> and 13<sup>th</sup>, 2012** however at least 10 participants must have the same return date of July 30<sup>th</sup>, 2012 (program end date).



#### **OPTIONAL COMPONENTS**

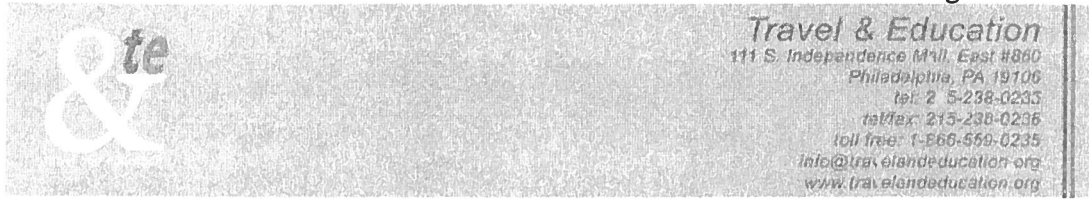
- Single Supplement for homestay accommodation in Santander is **\$200**.

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

- T&E would require SOCCCD to collect application forms and **\$450 non-refundable deposits plus airfare deposit of \$250** per student and to forward them to T&E Philadelphia office by **March 23<sup>rd</sup>, 2012**. Penalties apply to changed program bookings after this date. **Balance of airfare of \$1100 must be received by April 13<sup>th</sup>, 2012**. Full payment and confirmation of final numbers must be received by April 20<sup>th</sup>, 2012. Please note that these are not postmark dates, but the dates by which funds must arrive in the T&E Philadelphia office.
- **Students who have not paid the airfare balance of by the April 13<sup>th</sup>, 2012 will be enrolled in a land only program.**
- T&E reserves the right to withdraw students who are not paid in full by the final payment deadline.
- T&E can accept applications after April 20<sup>th</sup>, 2012, but cannot guarantee program costs after this date. Students applying after the application deadline date of April 20<sup>th</sup>, 2012 can only be accepted on a space-available basis.
- T&E accepts payment in the form of personal check or money order and VISA, MasterCard or Discover (3% handling fees apply for all charges paid by credit card).

#### **AIRFARE CONDITIONS**

- T&E will reserve spaces according to information on the student application form. Once airline tickets have been issued to students they can only be changed directly with the issuing agent once the student is abroad – agent and airline-imposed penalties apply.
- T&E cannot arrange airline tickets for students applying after April 20<sup>th</sup>, 2012. T&E is financially committed to any confirmed airline seats from April 20<sup>th</sup>, 2012 and therefore an airfare review will take place prior to this date. T&E requests that SOCCCD provide an indication of how many students intend to participate on the program. However, should SOCCCD subsequently decide to offer the program but arrange their own student airfare then T&E must be notified before March 23<sup>rd</sup>, 2012 and will be able to provide a land only fee.



## **REFUND POLICY**

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

### **WITHDRAWAL**

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

On or before April 13<sup>th</sup>, 2012

a refund of all fees paid less \$450 non-refundable application fee plus any additional non-refundable deposits paid by the student or by T&E on behalf of the student

After April 13<sup>th</sup>, 2011 but before May 4<sup>th</sup>, 2012

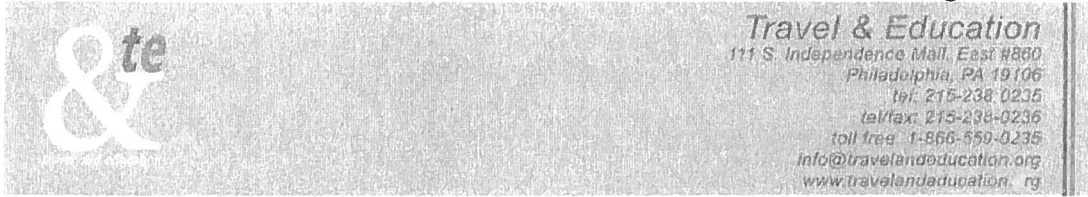
a refund of all fees paid less \$450 non-refundable application fee and airfare of \$1350, plus an additional \$310 for processing and insurance as well as any additional non-refundable deposits paid by the student or by T&E on behalf of the student.

After May 4<sup>th</sup>, 2012

no refund

- Once the program has begun students withdrawing receive no refund unless **T&E** suspends the program.
- It is understood that SOCCCD will not cancel the program if the necessary minimum number of participants have not been enrolled by May 4<sup>th</sup>, 2012.
- In the of the U.S. State Department issuing a travel warning which advises U.S. citizens not to travel to Spain, or if they are already in Spain, to leave it, **T&E** will
  - If the If the program has not started, either makes suitable alternative arrangements or cancel the program and refund all fees paid.
  - If the program has started, suspend the program and fly the student's home. If students are returned home they will receive a prorated rebate of fees paid to **T&E** for the proportion of the program not completed, less the \$100 processing fee, the \$210 insurance premium, the \$50 non-refundable application fee and any costs incurred flying the student home.





**ACCEPTANCE OF PROPOSAL**

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

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

DATE \_\_\_\_\_

# U.S. Department of State

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Monday, November 14, 2011

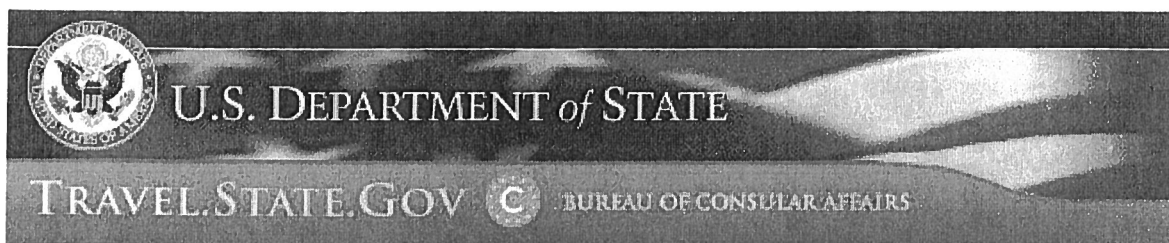
## Current Travel Warnings

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

Eritrea 11/04/2011  
Kenya 11/04/2011  
Guinea 11/04/2011  
Korea, Democratic People's Republic of 11/03/2011  
Iran 10/21/2011  
Nigeria 10/13/2011  
Lebanon 10/12/2011  
Mauritania 10/12/2011  
Mali 10/04/2011  
Syria 09/30/2011  
Libya 09/22/2011  
Algeria 09/19/2011  
Iraq 09/13/2011  
Yemen 09/02/2011  
Somalia 08/19/2011  
Chad 08/16/2011  
Haiti 08/08/2011  
Pakistan 08/08/2011  
Niger 08/05/2011  
Saudi Arabia 08/05/2011  
Central African Republic 07/28/2011  
Colombia 07/22/2011  
Congo, Democratic Republic of the 07/19/2011  
Republic of South Sudan 07/12/2011  
Israel, the West Bank and Gaza 06/22/2011  
Sudan 06/22/2011  
Cote d'Ivoire 06/16/2011

Philippines 06/14/2011  
Burundi 06/01/2011  
Uzbekistan 04/25/2011  
Mexico 04/22/2011  
Afghanistan 03/08/2011  
Nepal 01/12/2011

This site is managed by the Bureau of Consular Affairs, U.S. Department of State. External links to other Internet sites should not be construed as an endorsement of the views contained therein.



U.S. Department of State  
*Bureau of Consular Affairs*  
Washington, DC 20520

May 25, 2011

**COUNTRY DESCRIPTION:** Spain and Andorra are both advanced stable democracies and modern economies. Spain is a member of the North Atlantic Treaty Organization (NATO) and the European Union. Read the Department of State Background Notes on Spain and Andorra for additional information.

**SMART TRAVELER ENROLLMENT PROGRAM(STEP) / EMBASSY LOCATION:** If you are going to live in or visit Spain or Andorra, please take the time to tell our Embassy (and/or Consulate) about your trip. If you enroll, we can keep you up to date with important safety and security announcements. It will also help your friends and family get in touch with you in an emergency. Here's the link to the Smart Traveler Enrollment Program.

Local embassy information is available below and at the Department of State's list of embassies and consulates.

## **Diplomatic Posts**

*U.S. Embassy Madrid*

*U.S. Consulate General Barcelona*

There are six consular agencies in Spain, which provide limited services to American citizens, but are not authorized to issue passports. Anyone requesting service at one of the consular agencies should call ahead to verify that the service requested will be available on the day you expect to visit the agency. The agencies' contact information is below. Please note that the emergency after-hours telephone number for all of Spain is: (34) 91 587 2200. Ask to speak to the duty officer if you call this number for emergency assistance outside business hours.

## **U.S. Consular Agencies**

*U.S. Consular Agency Fuengirola (Málaga)*

*U.S. Consular Agency A Coruña*

*U.S. Consular Agency Las Palmas*

*U.S. Consular Agency Palma de Mallorca*

*U.S. Consular Agency Seville*

*U.S. Consular Agency Valencia*

For assistance regarding Andorra, please contact the U.S. Consulate General in Barcelona.

**ENTRY/EXIT REQUIREMENTS FOR U.S. CITIZENS:** Spain is a party to the Schengen Agreement. This means that U.S. citizens may enter Spain for up to 90 days for tourist or business purposes without a visa. You need sufficient funds and a return airline ticket. For additional details about travel into and within Schengen countries, please see our Schengen fact sheet.

The Spanish Government scrutinizes visitors who overstay their visas or their visa-free entry per the Schengen Agreement. Immediate deportation after spending a number of days in jail is not uncommon. You should leave Spain promptly at the end of the 90-day visa-free travel period or at the end of the time stated on your visa.

**If you wish to stay in Spain for three months or longer, you must get a criminal records check from the U.S. Federal Bureau of Investigation before you apply for your Spanish visa.**

U.S. citizens who apply for official residency in Spain will also need to supply local authorities with a criminal records check from the United States. Spanish officials will only take those performed by the Federal Bureau of Investigation's Criminal Justice Information Services office (CJIS). This process often takes 15 weeks or more.

You may obtain a copy of the records check by submitting a written request to the CJIS. The request must be accompanied by satisfactory proof of identity (consisting of name, date and place of birth, and a set of roll-linked fingerprint impressions) and a certified check or money order for the \$18 processing fee. The document must be apostilled by the state authority for state criminal records and apostilled by the Department of State for the FBI records.

The FBI will not provide copies of arrest records to individuals other than the subject of the record. If there is no criminal record, a report reflecting this fact is provided.

The embassy does not take fingerprints; rather, U.S. citizens can obtain a letter from the U.S. Embassy asking local police to take their fingerprints. You need to make an appointment for notarial services to obtain the letter.

The U.S. Department of State is unaware of any HIV/AIDS entry restrictions for visitors to or foreign residents of Spain and Andorra.

Visit the Embassy of Spain's website for the most current visa information. For more information concerning entry requirements for Spain, travelers should contact the Embassy of Spain at 2375 Pennsylvania Avenue NW, Washington, DC 20037, telephone (202) 452-0100 or (202) 728-2340, or the nearest Spanish Consulate in Boston, Chicago, Houston, Los Angeles, Miami, New Orleans, New York, San Francisco, or San Juan. Information for the Spanish Embassy and consulates can be found at the Embassy of Spain's website. Additional information can be found on the Spanish government website or obtained from the Tourist Office of Spain which has offices in several U.S. cities.

**Andorra** does not have an airport, therefore all visitors to Andorra must enter via a land border with either Spain or France. There are no visa requirements for entry into Andorra for stays of up to three months; however, the relevant regulations for France or Spain should be followed, depending on which country is transited to reach Andorra. Andorra is not part of the Schengen area. People entering Europe on a Schengen visa should therefore make sure that their visa entitles them to repeated visits to prevent them from being refused entry to Spain or France following a stay in Andorra.

For more information on entry requirements to Andorra, travelers should contact the Andorran Mission to the UN, 2 U.N. Plaza, 25th floor, New York, NY 10018, telephone (212) 750-8064, email Andorra@un.int.

Information about dual nationality or the prevention of international child abduction can be found on our website. For further information about customs regulations, please read our Customs Information page.

**THREATS TO SAFETY AND SECURITY:** Spain and Andorra share with the rest of the world an increased threat of international terrorist incidents. Like other countries in the Schengen area, Spain's open borders with its Western European neighbors allow the possibility of terrorist groups entering and exiting the country with anonymity. Spain's proximity to North Africa makes it vulnerable to attack from al-Qaida terrorists in the Maghreb region. We remind U.S. citizens to remain vigilant with regard to their personal security and to exercise caution at all times.

In March 2004, Islamist extremists bombed four commuter trains entering Madrid, causing 191 deaths and over 1,400 injuries. Spanish authorities tried the suspected terrorists and their co-conspirators in February 2007 and they were convicted in October 2007.

In January 2011, the Basque Fatherland and Liberty (ETA) terrorist organization publicly announced a "permanent, general and verifiable" ceasefire. However, the group has not renounced violence or laid down its arms. While recent arrests have weakened the organization,

ETA remains a threat. ETA has historically avoided targeting foreigners, instead directing their attacks against the police, military, local politicians, and Spanish government targets as well as towards disrupting transportation and daily life. However, foreigners have been killed or injured collaterally in ETA attacks. Two examples of this are the Barajas Airport bombing in December 2006, in which two Ecuadorian nationals were killed, and the bombing at the University of Navarre in October 2008, in which 17 students were injured, including one U.S. citizen student. In addition, bombs have been used as part of criminal extortion of businesses, particularly in the Basque region. The risk of being in the wrong place at the wrong time in event of an ETA action is a cause for concern. Bombings in Burgos and Palma de Mallorca in August 2009 underscore the importance of being vigilant.

**Stay up to date:**

- Bookmark our Bureau of Consular Affairs website
- Follow us on Twitter and the Bureau of Consular Affairs page on Facebook as well.
- You can also call 1-888-407-4747 toll-free within the United States and Canada, or call a regular toll line, 1-202-501-4444, from other countries.
- Take some time before travel to improve your personal security—things are not the same everywhere as they are in the United States. Here are some useful tips for traveling safely abroad.

**CRIME:** Andorra has a low rate of crime. While most of Spain has a moderate rate of crime and most of the estimated one million U.S. citizen tourists have trouble-free visits to Spain each year, street crimes against tourists occur in the principal tourist areas. Madrid and Barcelona, in particular, report incidents of pick-pocketing, mugging, and occasional violent attacks, some of which require the victim to seek medical attention. Although crimes occur at all times of day and night and to people of all ages, older tourists and Asian Americans seem to be particularly at risk. Criminals tend to frequent tourist areas and major attractions such as museums, monuments, restaurants, outdoor cafes, Internet cafes, hotel lobbies, beach resorts, city buses, subways, trains, train stations, airports, and ATMs.

In Madrid, incidents have been reported in all major tourist areas, including the area near the Prado Museum, near Atocha train station, in Retiro Park, in areas of old Madrid including near the Royal Palace, and in Plaza Mayor. There have been a number of passport and bag thefts reported at Madrid's Barajas Airport, local hotels, as well as in El Rastro (Madrid's flea market) and in the Metro.

In Barcelona, the largest number of incidents reported also occurred in major tourist areas--on Las Ramblas, Barcelona's El Prat Airport, Sants train station, Metro stations, in the Sagrada Familia Area, in the Gothic Quarter, in Park Güell, in Plaza Real, and along Barcelona's beaches. There have been a number of thefts reported at the Port Olimpic Area and nearby beaches.

Travelers should remain alert to their personal security and exercise caution. We suggest that travelers carry limited cash, only one credit card, and a copy of their passport; leaving extra cash, extra credit cards, passports and personal documents in a safe location. When carrying documents, credit cards, or cash, we recommend that you secure them in a hard-to-reach place and not carry all valuables together in a purse or backpack.

In the unfortunate event that you lose your passport, or are the victim of a passport theft, the Embassy or Consulate will only be able to issue a replacement during regular business hours, unless it is a life or death emergency.

Thieves often work in teams of two or more people. In many cases, one person distracts a victim while the accomplices perform the robbery. For example, someone might wave a map in your face and ask for directions, "inadvertently" spill something on you, or help you clean-up bird droppings thrown on you by a third unseen accomplice. While your attention is diverted, an accomplice makes off with your valuables. Thieves may drop coins or keys at your feet to distract you and try to take your belongings while you are trying to help. Attacks are sometimes initiated from behind, with the victim being grabbed around the neck and choked by one assailant while others rifle through or grab the belongings. A group of assailants may surround the victim in a crowded popular tourist area or on public transportation, and only after the group has departed does the person discover he/she has been robbed. Purse snatchers may grab purses or wallets and run away, or immediately pass the stolen item to an accomplice. A passenger on a passing motorcycle sometimes robs pedestrians. There have been reports of thieves posing as plainclothes police officers, beckoning to pedestrians from cars and sometimes confronting them on the street asking for documents, or to inspect their cash for counterfeit bills, which they ultimately confiscate as "evidence." The U.S. Embassy in Madrid has received reports of cars on limited access motorways being pulled over by supposed unmarked police cars. The Spanish police do not operate in this fashion. We encourage U.S. citizens to ask for a uniformed law enforcement officer if approached.

Theft from vehicles is also common. "Good Samaritan" scams are unfortunately common, where a passing car or helpful stranger will attempt to divert the driver's attention by indicating there is a flat tire or mechanical problem. When the driver stops to check the vehicle, the "Good Samaritan" will appear to help the driver and passengers while the accomplice steals from the unlocked car. Drivers should be cautious about accepting help from anyone other than a uniformed Spanish police officer or Civil Guard. Items high in value like luggage, cameras, laptop computers, or briefcases are often stolen from cars. We recommend that travelers not leave valuables in parked cars, and keep doors locked, windows rolled up, and valuables out of sight when driving.

While the incidence of sexual assault is statistically very low, attacks do occur. We recommend that U.S. citizens remain aware of their surroundings at all times, and travel with a companion if possible, especially at night. Spanish authorities warn of the availability of so-called "date-rape"



drugs and other drugs, including GBH and liquid ecstasy. U.S. citizens should not lower their personal security awareness because they are on vacation.

A number of U.S. citizens have been victims of various scams in Spain. One scheme involves a U.S. citizen receiving an email or telephone call requesting money to assist a relative or acquaintance who has been arrested, detained, robbed, or injured in Spain. If you receive such an email, we recommend that you not send money until independently confirming that the person is in fact in Spain and checking with the U.S. Embassy. Other scams include lottery or advance-fee scams in which a person is lured to Spain to finalize a financial transaction. Often the victims are initially contacted via Internet or fax and informed they have won the Spanish Lottery (El Gordo), inherited money from a distant relative, or are needed to assist in a major financial transaction from one country to another. For more information, please see the Bureau of Consular Affairs' web page on International Financial Scams.

Don't buy counterfeit and pirated goods, even if they are widely available. Not only are the bootlegs illegal in the United States, if you purchase them you may also be breaking local law.

**VICTIMS OF CRIME:** If you or someone you know becomes the victim of a crime abroad, you should contact the local police and the nearest U.S. embassy or consulate.

- If your passport is stolen we can help you replace it.
- For violent crimes such as assault and rape, we can help you find appropriate medical care, contact family members or friends, and help them send you money if you need it.
- Although the investigation and prosecution of the crime are solely the responsibility of local authorities, consular officers can help you to understand the local criminal justice process and to find an attorney if you need one.

The local equivalent to the "911" emergency line in Europe, including in Spain and Andorra, is 112.

Please see our information on victims of crime, including possible victim compensation programs in the United States.

**CRIMINAL PENALTIES:** While you are traveling in Spain and Andorra, you are subject to its laws even if you are a U.S. citizen. Foreign laws and legal systems can be vastly different from our own and criminal penalties will vary from country to country. There are also some things that might be legal in the country you visit, but still illegal in the United States. You can be prosecuted under U.S. law if you buy pirated goods. Engaging in sexual conduct with children or using or disseminating child pornography in a foreign country is a crime prosecutable in the United States. If you break local laws in Spain and Andorra, your U.S. passport won't help you avoid arrest or prosecution. It's very important to know what's legal and what's not where you are going.

Persons violating the laws of Spain and Andorra, even unknowingly, may be expelled, arrested, or imprisoned. Penalties for possessing, using, or trafficking in illegal drugs in Spain and Andorra are severe, and convicted offenders can expect long jail sentences and heavy fines.

The cities of Madrid and Barcelona and the Balearic Islands regional government have banned the consumption of alcohol in the street, other than in registered street cafes and bars. Visitors to Madrid, Barcelona, Mallorca, Ibiza, and Menorca should be aware that failure to respect this law might result in the imposition of fines. Throughout Spain and Andorra, driving under the influence could land you immediately in jail.

Based on the Vienna Convention on Consular Relations, bilateral agreements with certain countries, and customary international law, if you are arrested in Spain and Andorra, you have the option to request that the police, prison officials, or other authorities alert the nearest U.S. embassy or consulate of your arrest, and to have communications from you forwarded to the nearest U.S. embassy or consulate.

#### **SPECIAL CIRCUMSTANCES:**

**Accessibility:** While in Spain, individuals with disabilities may find accessibility and accommodation different from what you find in the United States. Spain has laws that prohibit discrimination against persons with physical, sensory, intellectual, and mental disabilities in employment, education, access to health care, access to information technology and communication, including social media, and the provision of other state services. The law mandates access to buildings for persons with disabilities. While the government generally enforces these provisions, levels of assistance and accessibility differed between regions. Madrid has made great strides in making public transportation and buildings accessible. Barcelona appears to be making a real effort to make its public transportation, museums and other public buildings accessible to those with physical disabilities. Most buses have ramps to accommodate wheelchairs and many metro stations have elevators for the same purpose. Taxis are available which accommodate wheelchairs. However, in the downtown historic area of the city and in some other areas, sidewalks can be narrow and have uneven surfaces. Tourists should take this into account when planning a visit to the city.

Andorran law prohibits discrimination against persons with physical, sensory, intellectual and mental disabilities in employment, education, access to health care, and the provision of other state services. These nondiscrimination laws help to protect travelers with disabilities. In practice persons with disabilities have easy access to public buildings. The government continues to adapt infrastructure to the needs of disabled persons to ensure accessibility to public transportation, museums, commerce, restaurants, and other buildings in the country.

**MEDICAL FACILITIES AND HEALTH INFORMATION:** Good medical care is available in both Spain and Andorra. Regulations regarding medications may vary from those in the United States.

Spanish regulations do not permit the international shipment of medication, so please do not ship medication from the United States to Spain. U.S. citizens who plan a lengthy trip to Spain should bring their medication or obtain a prescription for that medication from a Spanish physician.

You can find good information on vaccinations and other health precautions, on the CDC website. For information about outbreaks of infectious diseases abroad, consult the World Health Organization (WHO) website. The WHO website also contains additional health information for travelers, including detailed country-specific health information.

**MEDICAL INSURANCE:** You can't assume your insurance will go with you when you travel. It's very important to find out BEFORE you leave whether or not your medical insurance will cover you overseas. You need to ask your insurance company two questions:

- Does my policy apply when I'm out of the United States?
- Will it cover emergencies like a trip to a foreign hospital or a medical evacuation?

In many places, doctors and hospitals still expect payment in cash at the time of service. Your regular U.S. health insurance may not cover doctors' and hospital visits in other countries. If your policy doesn't go with you when you travel, it's a very good idea to take out another one for your trip. For more information, please see our medical insurance overseas page.

**TRAFFIC SAFETY AND ROAD CONDITIONS:** While in Spain and Andorra, you may encounter road conditions that differ significantly from those in the United States.

Traffic in Madrid and Barcelona is faster paced than in U.S. cities and can be unnerving because of unfamiliar signs or motorbikes weaving between traffic lanes. Drivers should always obey the closest traffic light, as there are separate pedestrian lights in the city. Drivers should be alert when driving at night in urban areas, because of the possibility of encountering drivers or pedestrians under the influence of alcohol. Night driving in isolated rural areas can be dangerous because of farm animals and poorly marked roads. Rural traffic is generally heavier in July and August as well as during the Christmas and Easter seasons.

Traffic regulations in effect in Spain include the prohibition on the use of a mobile phone without a hands-free device while driving a car. There is a fine of 300 euros for violation of this regulation and loss of driving privileges. In addition, all drivers and passengers are required to carry a reflective vest and put it on if they need to stop on the roadside. A reflective triangle warning sign for a vehicle stopped on the side of the road is also mandatory. Those renting vehicles are encouraged to check with the rental company about traffic regulations and safety equipment. U.S. citizens must obtain International Driving Permits prior to their arrival if they plan to drive in Spain. You are not allowed to drive on your American license. While rental car companies may rent a vehicle to you without the International Driving Permit, this is illegal and, if pulled over for a

traffic violation, your rental car may be detained and towed to the nearest impound lot. Pedestrians should use designated crossing areas when crossing streets and obey traffic lights.

One of the facets of Spanish traffic laws that many U.S. citizens find troublesome is traffic stops by the Spanish National Police or the Guardia Civil. Unlike in the United States where drivers receive traffic tickets and then pay the court via mail or in person, Spanish police authorities may levy fines on the spot and issue a receipt for the payment. This is done to ensure the traffic fine is paid by foreigners who rarely come back to Spain to pay the fine.

Public transportation in large Spanish cities is generally excellent. All major cities have metered taxis, in which extra charges must be posted in the vehicle. We advise travelers to use only clearly identified cabs and to ensure that taxi drivers always switch on the meter. A green light on the roof indicates that the taxi is available. Rail service is comfortable and reliable, but varies in quality and speed. Intercity buses are usually comfortable and inexpensive.

Please refer to our Road Safety page for more information. For specific information concerning Spanish driving permits, vehicle inspection, road tax and mandatory insurance, please contact the Spanish National Tourist Organization offices in New York. For information about driving in Andorra, refer to Andorra's Office of Tourism.

**AVIATION SAFETY OVERSIGHT:** The U.S. Federal Aviation Administration (FAA) has assessed the government of Spain's Civil Aviation Authority as being in compliance with International Civil Aviation Organization (ICAO) aviation safety standards for oversight of Spain's air carrier operations. Further information may be found on the FAA's safety assessment page.

**CHILDREN'S ISSUES:** Please see our Office of Children's Issues web pages on intercountry adoption and international parental child abduction.

\* \* \*

This replaces the Country Specific Information for Spain and Andorra dated November 8, 2010, to update sections on Smart Traveler Enrollment Program (STEP)/Embassy Location, Entry/Exit Requirements for U.S. Citizens, Threats to Safety and Security, Victims of Crime, Criminal Penalties, Special Circumstances, and Traffic Safety and Road Conditions.

**TO:** Board of Trustees

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

**RE:** Saddleback College: Community Education, Spring 2012 Additions

**ACTION:** Approval

---

### **BACKGROUND**

The South Orange County Community College District is known for offering high-quality, non-credit programs and fee-based classes. Saddleback College performs an important service and fulfills a vital part of its mission by offering these courses and programs through Community Education. The Community Education program, presenters, and accompanying compensation require the approval of the Board of Trustees.

### **STATUS**

At its November 16, 2011 meeting, the Board of Trustees approved the Community Education courses, presenters, and compensation requests for Spring 2012. The Saddleback College Community Education Department has identified additional offerings for its Spring 2012 schedule. The additional courses, presenters, and compensation are presented in Exhibit A.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the additional Saddleback College Community Education courses, presenters, and compensation for Spring 2012 as presented in Exhibit A.

## South Orange County Community College District

## SADDLEBACK COLLEGE

## COMMUNITY EDUCATION NON-CREDIT PROGRAM - SPRING 2012 Additions

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
Adult	Classic Car Show	1/3 - 5/31	AutoTech Foundation	\$30	\$35
	Business Expo	1/3 - 5/31	Business Science Div.	Varies	Varies
	Veterans Art Project (Grant)	1/3 - 5/31	Steve Dilley (E)	\$68.84/hr	\$0

(E) Employee

(I) Independent Contractor

**TO:** Board of Trustees

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

**RE:** SOCCCD: Basic Aid Allocation-FY 2011-2012 for College Scheduled Maintenance Projects at SC and IVC and IT Project Development and Support

**ACTION:** Approval

---

### **BACKGROUND**

Due to concerns raised in accreditation, a board policy and administrative regulation for a basic aid allocation process were to be developed this year. Therefore, no allocation of Basic Aid funds has been distributed this fiscal year to date for any capital or scheduled maintenance projects. There is currently \$40.4 M of uncommitted Basic Aid Funds.

In August 2011, BP 3110-Basic Aid Allocation Process was approved by the Board. AR 3110-Basic Aid Allocation Process is being finalized and is anticipated to be taken to Board Policies and Administration Regulation Advisory Council in January for their final review and approval, upon which it will be brought to the Board of Trustees for information and input.

Due to extenuating circumstances and timing issues, it has been determined that there is a need for approval of basic aid funding for two project areas prior to the administrative regulation being funded: a) IT Project Development and Support, and; b) College Scheduled Maintenance.

### **STATUS**

IT Project Development and Support: District IT is proposing that to continue the support of critical IT support and software projects for Fiscal Year 2011-12, that \$768,000 of basic aid funding be allocated for the continued support for contract IT services for the time period to extend through August 31, 2012 for the development of the Student Information System (SIS), My Academic Plan (MAP), and the Sherpa projects. The current contracts for the consultants expire on December 31, 2011 and if the contracts are not extended, these consultants will be assigned to other institutions and their loss to the projects will be highly detrimental to the colleges. This approval of basic aid funding is necessary so that there is not a gap of services to be provided for these projects and continuity of the support continues. These projects are strategic initiatives for the colleges and address multiple draft recommendations from the statewide Student Success Taskforce (Recommendations 2.2, 2.3, 2.4, 2.5, 3.3, and 3.4). Many of the consultants currently under contract to the district helped create and maintain these software systems and therefore possess critical hard-to-replace knowledge.

College Scheduled Maintenance: The colleges normally take advantage of both the winter and spring break extended time periods to both plan, design, and perform scheduled maintenance projects. If they do not begin to plan for high priority scheduled maintenance projects, they will lose the opportunity to provide scheduled maintenance for some large projects this fiscal year. Lack of continuity for scheduled maintenance projects for the colleges will create undue hardship for the colleges this fiscal year. It is requested that \$1 million of basic aid funding be allocated so that projects can be planned for at both Saddleback and Irvine Valley Colleges and can still be performed before the end of the fiscal year. To follow the spirit of the administrative regulation, there will be a fifty percent match of \$1 million of college budget, so the total of \$2 million is anticipated to be spent for scheduled maintenance.

No projects beyond these projects will be recommended to the board of trustees to be funded through the basic aid until AR 3110 is approved and the formal process is in place for basic aid allocation for this fiscal year.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve \$1,768,000 of basic aid allocation, in which \$768,000 is for IT Development Support through August 31, 2012 for SIS, MAP, and Sherpa and \$1,000,000 for College Scheduled Maintenance projects as outlined in detailed in EXHIBIT A. The colleges will provide a fifty percent match for the scheduled maintenance projects.

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



**COLLEGE SCHEDULED MAINTENANCE:**

**BP 3110 – Basic Aid Allocation Process** addressed the basic aid allocation for College Scheduled Maintenance to include “Fifty percent matching funds for scheduled maintenance and smaller renovation projects, including maintenance equipment, as identified in the 20-year Facility, Renovation and Scheduled Maintenance Plan. The other fifty percent will be funded by the site requesting the funds, whether district office or college, in receipt of the allocation. Allocations must be used within five years on the specific project for which funding was allocated. The allocation will be based on the distribution ratios used in the model established in the District Resource Allocation Council process. “

The District Resource Allocation Council (DRAC) split for 2011-2012 is SC: 65.74% and IVC: 34.26 %. For the \$1 million basic aid portion of the schedule maintenance allocation, it calculates to the following:

	<u>Basic aid portion</u>	<u>College Match</u>	<u>Total</u>
a) IVC	\$ 342,600	\$342,600	\$685,200
b) SC	<u>\$ 657,400</u>	<u>\$657,400</u>	<u>\$1,314,800</u>
Total	\$1,000,000	\$1,000,000	\$2,000,000

**a) Irvine Valley College Scheduled Maintenance Project:**

**Health, Safety, Security, Compliance-Athletic Fields**

Cost Estimate: \$685,200

Currently, the status of the Irvine Valley College outdoor athletic facilities is categorized as those in dire need of professional assessment, landscape design and engineering. At risk is the safety of IVC students using the facilities for daily scheduled classes / IVC team events as well as those of outside interests renting the fields for assorted team practices and conditioning. In addition, it is of critical importance that the college address ADA non-compliance concerns in regard to lack of access to the field spectator sections. Lastly, IVC needs to correct the long-standing security issues resulting from improper fencing.

**Varsity Soccer Field**

- Field is out of compliance for competition play: The North East portion of the field is slowly sinking and has become unplayable due to the un-level condition of the field and the severe saturation of turf resulting in an unsafe condition for players. As a result, the varsity soccer teams have moved to the practice fields for competition play until which time the main field is playable again.
  - Requires surveying, engineering, leveling and resurfacing.
- The access to the field is out of ADA compliance: Currently there are no means of adequate access to the varsity or utility fields by those with a disability.
  - Design and construct ADA compliant access ramps and sidewalks to spectator portions of both the varsity field and practice fields.

**Practice / Utility Fields**

- Fields are suffering from a similar condition: While still marginally playable, several large areas on the utility fields are out of level and to be surveyed, engineered, leveled and resurfaced for proper safety and compliance.

- Security fencing and gates: To ensure public safety and enforce campus regulations regarding the unauthorized public use of the campus fields, adequate fencing and secure gates need to be installed on the perimeter of the utility fields. The school is at constant risk due to safety / liability concerns because of the unlimited access. In addition, the IVC Campus Police Dept. is wasting valuable man-hours in covering the fields during off hours.

**Varsity Baseball Field**

- Infield and Outfield: Require surveying and appropriate resurfacing and leveling.
- Replace Outdated and Unsafe Warning-Track Material: Original material no longer drains properly and constitutes a safety hazard in damp weather.
- Home Plate Backstop: The original and outdated wire mesh frequently fails in providing adequate protection for spectators and is in need of replacement with updated cable/netting system.
- Baseball Dugouts: Need to be brought into proper DSA specifications to also include the installation of proper fencing for player protection during play.

There is a strong sense of urgency associated with these long-standing scheduled maintenance projects which have languished in the 'on-hold' position for far too long due to the lack of funding. Unfortunately, they have become issues that now constitute some serious safety and usability concerns. The IVC athletic fields are a vital part of the campus curriculum and student recreation as well as an income producing entity as they are regularly rented out to outside interests. With the rainy season upon us and the conditions of the facilities worsening by the week, it becomes imperative that we bring all of our fields up to the proper safety and playing compliance standards as soon as possible to coincide with the beginning of the 2012 spring term.

It is conceivable that the entire scope of scheduled maintenance / improvements as itemized above will cost an estimated \$600k - \$700k. It is therefore recommended, that the Basic Aid Allocation for IVC at \$342,600 be matched by Irvine Valley College for a total of \$685,200 to be applied toward the funding of the projects previously listed.

**b) Saddleback College Scheduled Maintenance Project:**

**Energy Management System Project Phase I**

Cost Estimate: \$1.314 million

- Saddleback College installed a computer controlled energy management system in 1995. This system was instrumental in managing the Heating, Ventilation, and Air Conditioning (HVAC) for the majority of buildings on campus, reducing energy costs and maintaining suitable comfort levels for building occupants.
- Throughout the years the college has operated and maintained this system with support from the system manufacturer. However, due to the age of the system and the technological advances of these systems, the manufacturer has chosen to no longer provide support and spare parts for our current system. This situation is causing the operation of the HVAC system and energy conservation efforts at the campus to be negatively impacted due to the lack of the manufacturer's support and the availability of spare parts for repairs.
- College staff has evaluated several state-of-the-art energy management systems and is recommending the replacement of the current system. The recommend system has been installed in a few smaller projects on campus and has performed to expectations.

- The system is expandable to include lighting controls and other energy conservation measures. In addition, implementation cost will be minimized since this system can utilize many of the existing control points in the current system. Installing this system at this time is essential to allow the college staff to operate its HVAC system at an optimal level with reduced energy costs.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT    ITEM: 5.6**  
**DATE: 12/5/2011**

**TO:**            Board of Trustees

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

**RE:**            Saddleback College and Irvine Valley College: Student Health Fee  
                    Stabilization

**ACTION:**      Approval

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**BACKGROUND**

California Education Code Section 76355 (Exhibit A) permits governing boards of community college districts to charge a student health. Currently, this fee is set at \$17 per semester and \$14 per summer session or intersession of at least 4 weeks for the South Orange County Community College District. This same code section allows districts to increase these fees by one dollar (\$1) when calculations for the Implicit Price Deflator for State and Local Government Purchase of Goods and Services show an increase of \$1 above the existing fee. This increase has occurred seven times since the fee was established at \$10 in 1993 (1997, 2001, 2004, 2005, 2006, 2007 and 2008).

On August 20, 2011 (Exhibit B), State Chancellor's Office Assistant Vice Chancellor Frederick E. Harris announced the Implicit Price Deflator Index supported a one dollar (\$1) increase in the student health fee to \$18 per semester and \$15 per summer session or intersession of at least 4 weeks. Since the college health centers are fully supported by the student health fees, using the Implicit Price Deflator Index adjustment assists the colleges in stabilizing the financial solvency of the health centers.

**STATUS**

It is a common practice in many community college districts to implement a permissible student health fee increase without prior Board approval. Currently, Saddleback College and Irvine Valley College must seek Board approval prior to implementing a student health fee increase. The colleges request approval to implement a student health fee increase of \$1 to the current health fees and to make future adjustments to the student health fee whenever the State Chancellor's Office advises the District of a \$1 increase in the Implicit Price Deflator for State and Local Government Purchase of Goods and Services. Increases in the allowable fee would be communicated to the Board of Trustees and to the student body prior to implementation.

The above request has the approval of the Planning and Budget Council of Saddleback College and the College Council, Academic Senate and Associated Students of Irvine Valley College (Exhibit C).

**RECOMMENDATION**

The Chancellor recommends the Board of Trustees permit the colleges to implement a student health fee increase of \$1 for the 2012-13 academic year and to implement automatic student health fee adjustments when the State Chancellor's Office advises the District of a \$1 increase in the Implicit Price Deflator for State and Local Government Purchase of Goods and Services.

Item Submitted By: *Tod A. Burnett. Ed.D., President and Dr. Glenn Roquemore, Presidents*

76355. (a) (1) The governing board of a district maintaining a community college may require community college students to pay a fee in the total amount of not more than ten dollars (\$10) for each semester, seven dollars (\$7) for summer school, seven dollars (\$7) for each intersession of at least four weeks, or seven dollars (\$7) for each quarter for health supervision and services, including direct or indirect medical and hospitalization services, or the operation of a student health center or centers, or both.

(2) The governing board of each community college district may increase this fee by the same percentage increase as the Implicit Price Deflator for State and Local Government Purchase of Goods and Services. Whenever that calculation produces an increase of one dollar (\$1) above the existing fee, the fee may be increased by one dollar (\$1).

(b) If, pursuant to this section, a fee is required, the governing board of the district shall decide the amount of the fee, if any, that a part-time student is required to pay. The governing board may decide whether the fee shall be mandatory or optional.

(c) The governing board of a district maintaining a community college shall adopt rules and regulations that exempt the following students from any fee required pursuant to subdivision (a):

(1) Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.

(2) Students who are attending a community college under an approved apprenticeship training program.

(d) (1) All fees collected pursuant to this section shall be deposited in the fund of the district designated by the California Community Colleges Budget and Accounting Manual. These fees shall be expended only to provide health services as specified in regulations adopted by the board of governors.

(2) Authorized expenditures shall not include, among other things, athletic trainers' salaries, athletic insurance, medical supplies for athletics, physical examinations for intercollegiate athletics, ambulance services, the salaries of health professionals for athletic events, any deductible portion of accident claims filed for athletic team members, or any other expense that is not available to all students. No student shall be denied a service supported by student health fees on account of participation in athletic programs.

(e) Any community college district that provided health services in the 1986-87 fiscal year shall maintain health services, at the level provided during the 1986-87 fiscal year, and each fiscal year thereafter. If the cost to maintain that level of service exceeds the limits specified in subdivision (a), the excess cost shall be borne by the district.

(f) A district that begins charging a health fee may use funds for startup costs from other district funds, and may recover all or part of those funds from health fees collected within the first five years following the commencement of charging the fee.

(g) The board of governors shall adopt regulations that generally describe the types of health services included in the health service program.

**Chris Hogstedt**

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**From:** Health Services Personnel [HSP-ALL@LISTSERV.CCCCO.EDU] on behalf of Harris, Fred [FHARRIS@CCCCO.EDU]  
**Sent:** Saturday, August 20, 2011 12:11 PM  
**To:** HSP-ALL@LISTSERV.CCCCO.EDU  
**Subject:** Student Health Fee Increase

## Memorandum

August 20, 2011

**Fiscal Services Memo 11-06**  
**Via E-mail Only**

**To:**  
Superintendents/Presidents  
Chief Business Officers  
Chief Student Services Officers  
Health Services Program Directors  
Financial Aid Officers  
Admissions and Records Officers  
Extended Opportunity Programs and Services Directors

**From:**  
Frederick E. Harris, Assistant Vice Chancellor  
College Finance and Facilities Planning

**Subject:**  
Student Health Fee Increase

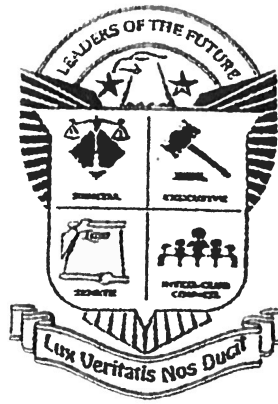
Education Code Section 76355 provides the governing board of a community college district the option of increasing the student health services fee by the same percentage as the increase in the Implicit Price Deflator for State and Local Government Purchase of Goods and Services. Whenever that calculation produces an increase of one dollar above the existing fee, the fee may be increased by \$1.00.

Based on calculations by the Financial, Economic, and Demographic Unit in the Department of Finance, the Implicit Price Deflator Index has now increased enough since the last fee increase of 2007 to support a one dollar increase in the student health fees. Effective with the Summer Session of 2011, districts may begin charging a maximum fee of \$18.00 per semester, \$15.00 for summer session, \$15.00 for each intersession of at least four weeks, or \$15.00 for each quarter.

For part-time students, the governing board shall decide the amount of the fee, if any, that the student is required to pay. The governing board may decide whether the fee shall be mandatory or optional.

The governing board operating a health services program must have rules that exempt the following students from any health services fee:

- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.



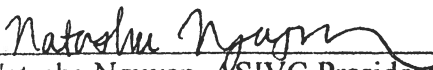
**Associated Student Government of Irvine Valley College**

November 1, 2011

To Whom It May Concern:

The Associated Students of Irvine Valley College (ASIVC) have reviewed the request by Chris Hogstedt to raise the Health Fee from \$17 to \$18 for Fall and Spring Semesters, and \$15 for Summer Sessions. Chris presented information to ASIVC during our meeting of October 18, and the students discussed the request for support of the \$1 increase on October 25. The increase will help to maintain the services that the Health and Wellness Center offer to our students.

The Associated Students, therefore, voted on Tuesday, November 1, 2011, to support the \$1 increase of Health Fees at Irvine Valley College. If fully approved the new fee would be effective Summer, 2012.

  
Natasha Nguyen, ASIVC President

Chris Hogstedt

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**From:** Lisa Davis Allen  
**Sent:** Thursday, November 10, 2011 8:30 AM  
**To:** Chris Hogstedt  
**Cc:** IVC ASENATE; Glenn Roquemore; Debra Fitzsimons; Davit Khachatryan  
**Subject:** Health Fee Increase

Chris

At the 11-3-11 Academic Senate Representative Council, the Senate moved to support a \$1.00 health fee increase in accordance with the current state-approved guidelines.

The Senate also moved to support a revision to the existing Board Policy 5610.1 "Student Fees" to permit automatic increases in student health fees, driven by current state-approved guidelines. I will forward this information to the Vice Chancellor of Business Services and the IVC Director of Fiscal Services.

Regards

L

Lisa Davis Allen, PhD  
President, ACU - Academic Senate  
Chief, Department of Academic Affairs  
Professor, Academic Affairs  
1000 Valley Road, Suite 100  
P.O. Box 1000, University of California  
[ldavisallen@ucdavis.edu](mailto:ldavisallen@ucdavis.edu)



**TO:** Board of Trustees

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

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

**ACTION:** Approval

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### **BACKGROUND**

In an effort to expand the learning environment for our students receiving instruction in a competitive co-curricular program, we attempt to provide firsthand experiences in various dance genres. In large part such experiences are local in nature, but occasionally require travel to out-of-state regional competitions and dance festivals. With these opportunities, our students are able to apply their instruction at an elite level as a performer or choreographer, and will be judged by conference adjudicators.

As part of offering high quality instruction to our students, Irvine Valley College and the Co-Curricular Dance Program are offering an opportunity for students to compete at the University of Utah.

### **STATUS**

The Irvine Valley College School of Fine Arts is requesting to attend the American College Dance Festival from March 13 through March 16, 2012 in Salt Lake City, Utah. A minimum of 15 students is required and a maximum of 20 students can be accommodated. The Out-of-State Student Travel Summary and Itinerary is presented in Exhibit A, and displays the cost breakdown. All costs for travel, food, lodging and incidentals will be paid by ASIVC. There is no impact to the general fund.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the out-of-state travel to Salt Lake City, Utah from March 13 through March 16, 2012 for the Co-Curricular Dance Program.

**EXHIBIT A**

**2011-2012  
OUT-OF-STATE STUDENT TRAVEL  
SUMMARY AND ITINERARY**

<b>DATE</b>	<b>CONFERENCE</b>	<b>LOCATION</b>	<b>ALLOCATION</b>	<b>PARTICIPATION</b>
<b>3/13-16/2012</b>	<b>American College Dance Festival</b>	<b>Salt Lake City, Utah</b>	<b>\$18,500.00**</b>	<b>20 students 2 advisors Dance</b>

**Notes:**

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

- ♦ Costs may vary for some Co-Curricular programs because IVC coordinates with other colleges to share rooms and team concepts.**
- ♦ Differences in costs also can be affected by differing amounts in registration fees for events.**
- ♦ Co-Curricular advisors may choose to take only one advisor in order to take more students to competitions.**

**TO:** Board of Trustees

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

**RE:** Irvine Valley College: Dance Cultural and Educational Exchange  
Program: *New Choreographic Landscapes*, Out-of-State Travel

**ACTION:** Approval

---

### **BACKGROUND**

Irvine Valley College (IVC) is committed to providing high quality education and a full range of scientific and cultural activities for students. For many years, the college has offered opportunities in many areas of the world with expert faculty supporting a quality educational experience combined with cultural travel.

IVC is offering an opportunity for dance students to participate in an exchange program with French students of the Paris Dance Conservatoire of Bagnolet, France. The trip will focus on classes and choreographic study of contemporary dance, the preparation of a joined performance with French counterparts, a lecture on French dance history and cultural visits of relevant dance institutions and dance performances in/around Paris.

### **STATUS**

The IVC dance students will travel to Paris, France from June 8-25, 2012. French student will travel to the IVC campus from July 28 to August 12, 2012. A minimum of 15 students is required. Details are set forth in the Summary and Itinerary, Exhibit A, and tentative budget, Exhibit B. All student costs for travel, food, lodging and incidentals will be paid by students and fundraising. Dance foundation and faculty development funds will cover faculty expenses and incidentals. There is no impact to the general fund.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the out-of-state travel to Paris, France and subsequent welcoming of French students at IVC from June 2012 – August 2012 for the Dance Cultural and Educational Exchange Program titled: *New Choreographic Landscapes*.

**ACTIVITY:** DANCE International Cultural and Educational Exchange Program;  
Irvine Valley College, California/Conservatoire de Bagnole, Paris

<b>Phase 1: IVC TO PARIS</b>
------------------------------

**WHEN:** June 8-25<sup>th</sup> 2012 - IVC TO PARIS

**WHERE:** Paris, France

**SOCccd CONTACT:**

Assistant Professor Marie de la Palme  
Irvine Valley College  
5500 Irvine Center Dr. Irvine, CA 92618  
(949) 451-5533 email: mdelapalme@ivc.edu

Estimated maximum participants: 15 students and 1-2 professors

Application deadline: February 1<sup>st</sup> 2012 (with \$500 deposit) – Balance due May 1<sup>st</sup> 2012

Funding sources: (Estimated cost - \$2,000 per person)

1. Fund raising by Dance Department
2. Student individual contributions
3. Staff development for faculty
4. Supplemental department/student government contributions (foundation account)

**Costs to include:**

1. Airfare (LAX – Charles de Gaulle - LAX)
2. Airport transfers (to and from CDG- NOT LAX)
3. NAVIGO metro passes for 3 weeks
4. Admission to 3 performances in Paris
5. 18 Classes in Ballet/Modern + Choreography workshops with French professors
6. Performance at Bagnole Conservatory of Dance in Paris
7. Cultural Visits

**Not included:**

1. Passport/visa costs
2. Housing: students will stay with exchange families;
3. Insurances (trip insurance and medical evacuation)
4. Breakfast and dinner with exchange families; lunches not included

**Travel specifics:**

06/08/2012	Depart LAX
06/09/2012	Arrive Paris – Transport to Conservatory
06/11-21/12	Residency at the Bagnole Conservatory: (classes, visits, choreography, repertoire.)
06/22/2012	Performance at Salle des Malassis in Paris
06/25/2012	Return to LA

**ACTIVITY:** DANCE International Cultural and Educational Exchange Program;  
Irvine Valley College, California/Conservatoire de Bagnolet, Paris

<b>Phase 2: French students to IVC</b>
--

**WHEN:** July 28-August 12 2012 - BAGNOLET CONSERVATORY TO IVC  
**WHERE:** Paris, France

**SOCCCD CONTACT**

Assistant Professor Marie de la Palme  
Irvine Valley College  
5500 Irvine Center Dr. Irvine, CA 92618  
(949) 451-5533 email: mdelapalme@ivc.edu

Estimated maximum participants: 15 students and 1-2 professors

**Funding sources:** All expenses covered by the Dance Conservatoire of Bagnolet  
Transportation: IVC buses driven by accredited IVC faculty  
All dance activities will be paid for by French students.  
Insurance: Every French participant will be covered with a travel insurance covering health, evacuation, etc...  
Passport/visa costs 11/22/11  
Housing: students will stay with exchange families  
Breakfast and dinner with exchange families; lunches not included

**Travel specifics:**

07/28/2012	Depart CDG
07/99/2012	Arrive LAX – Transport to IVC- meet with families and go home
07/30-08/11/12	Residency at IVC: classes, visits, choreography, repertoire
08/9 or 10/2012	Performance at IVC PAC – open to all, with donation suggested.
08/11/2012	Return to Paris- land 08/12

TENTATIVE BUDGET FOR FRENCH/US EXCHANGE  
SUMMER 2012

Exhibit B

WHAT	Qt	Cost	DETAILS
<b>Phase 1:</b>		in dollars	Irvine Valley College to Paris- June 8-25th, 2012
Intn'l Transportation	15 +2 plane tickets	\$25,500.00	LAX/Paris/LAX- approx \$1,500 per ticket
To and from the airport	14persons	\$594.00	Super Shuttle GDG/Paris/CDG: 297\$ $\times$ 2= \$594 dollars for round trip to airport
Local Transportation	14 Navigo passes	\$1,078.00	!8.85 euros/week= 56.55 for 3 weeks = 77 dollars for 3 weeks = 1,078 for 14 persons
Performance attendance		\$570.00	10 euros/outing= 13.58 dollars/ outing $\times$ 3 perf = 40.74\$ times 14 persons= \$570.-)
Cultural visits		\$570.00	10 euros/outing= 13.58 dollars/ outing $\times$ 3 outings = 40.74\$ times 14 persons= \$570.-)
Classes and workshops		\$2,200.00	18 classes $\times$ €90 (€40 gross/class + social withholdings at 60%)
Meals	18 days	\$0.00	With French exchange counterparts.
Housing		\$0.00	With French exchange counterparts.
	<b>TOTAL</b>	<b>\$30,512.00</b>	<b>\$1,794.82</b>
<b>Not included:</b>			
Lunches			Approx \$14/day for 18 days.
Insurance			Travel Insurance, including medical evacuation
<b>Phase 2:</b>		in euros	Paris to IVC July 28-August 12th, 2012
Intn'l Transportation	15 tickets	€ 13,600.00	Paris/LAX/Paris
To and from the airport	15	€ -	IVC vans
Local Transportation	15	€ -	2 IVC Vans of 15 each
Performance attendance		TBA	student contributions
Master Classes		€ 1,620.00	18 classes and rehearsals
French supervisors		€ 1,620.00	2 faculty members of the conservatoire who will also rehearse choreographies
Meals		€ -	Meals with American exchange counterparts. Lunches not included.
Housing		€ -	With their American exchange counterparts.
Cultural visits		TBA	Disneyland, Pirates Adventures, Elevations Studios, CSLB or other university
Insurance		TBA	Provided by French students; Liability release forms for IVC activities and use of our vans.
	<b>TOTAL</b>	<b>€ 16,840.00</b>	<b>To be paid entirely by French students.</b>

**TO:** Board of Trustees

**FROM:** Gary L. Poertner Chancellor

**RE:** Irvine Valley College: Landscaping Project; Award of Completion  
Contract for Bid No. 300

**ACTION:** Approval

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### **BACKGROUND**

On August 31, 2009, and May 24, 2010, the Board of Trustees approved funding from basic aid for the Irvine Valley College Landscaping Project. On August 30, 2010, the Board of Trustees approved a construction contract for \$1,200,000 with Belaire-West Landscaping. On December 3, 2010, Belaire-West Landscaping declared bankruptcy and prior to approval of their first pay application.

On July 20, 2010, after successful negotiations, the surety tendered and SOCCCD accepted Diversified Landscape Management, Inc. (DLM) as the completion contractor. On August 5, 2010, SOCCCD entered into a completion contract with DLM for \$1,196,552. Legal counsel for the District advised that no Board approval was required because the completion contract was in alignment with the original approval received from the Board.

### **STATUS**

Orange County Department of Education has approved progress payments thus far and has requested that the Board approve the contract with DLM to ensure that all Public Contract Code requirements are met. Staff recommends approval of this contract.

Funds for these services are available in the project budget which is \$1,796,000.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees award the completion contract to Diversified Landscape Management, Inc. for Bid No. 300, Irvine Valley College Landscape Project in the amount of \$1,196,552 and approve the Agreement, Exhibit A.

**AGREEMENT -GREAT LAWN PROJECT, IVC**

THIS AGREEMENT, dated the 5<sup>th</sup> day of August, 2011, in the County of Orange, State of California, is by and between South Orange County Community College District, (hereinafter referred to as "DISTRICT"), and **DIVERSIFIED LANDSCAPE MANAGEMENT, INC.**, 23052 Alicia Parkway, Suite 385, Mission Viejo, CA 92692, (951) 734-6161 (hereinafter referred to as "CONTRACTOR").

The DISTRICT and the CONTRACTOR, for the consideration stated herein, agree as follows:

1. CONTRACTOR agrees to complete the Project known as Great Lawn Project, Bid No. 300 at Irvine Valley College according to all the terms and conditions set forth in the Project Documents, including but not limited to: Addenda 1-4 inclusive, Bid Alternates 1-3 inclusive, Bidding and Contract Requirement Revisions Regarding Concrete Contractor Information, Requirements in Civil Engineering Material Laboratory Corporation letter dated March 28, 2011 regarding dividing site into three different zones, Bid Form, Designation of Subcontractors, Information Required of Bidder, all prequalification forms submitted pursuant to Public Contract Code Section 20111.5, if any, Non-collusion Affidavit, Workers' Compensation Certificate, Faithful Performance Bond, Payment Bond, Escrow Agreement, if applicable, Drug-Free Workplace Certification, Change Orders, Shop Drawing Transmittals, Insurance Certificates and Endorsements, Guarantees, Contractor's Certificate Regarding Non-Asbestos Containing Materials, Disabled Veteran Business Enterprises Certification, if applicable, General Conditions, Supplemental Conditions, if any, Special Conditions, if any, Drawings, Specifications, and all modifications, addenda and amendments thereto by this reference incorporated herein. The Project Documents are complementary, and what is called for by any one shall be as binding as if called for by all.

2. CONTRACTOR shall perform within the time set forth in Paragraph 4 of this Agreement everything required to be performed, and shall provide, furnish and pay for all the labor, materials, necessary tools, expendable equipment, and all taxes, utility and transportation services required for construction of the Project. All of said work shall be performed and completed in a good workmanlike manner in strict accordance with the drawings, specifications and all provisions of this Agreement as hereinabove defined and in accordance with applicable laws, codes, regulations, ordinances and any other legal requirements governing the Project. The CONTRACTOR shall be liable to the DISTRICT for any damages arising as a result of a failure to fully comply with this obligation, and the CONTRACTOR shall not be excused with respect to any failure to so comply by any act or omission of the Architect, Engineer, Inspector, Division of State Architect, or representative of any of them, unless such act or omission actually prevents the CONTRACTOR from fully complying with the requirements of the Project Documents, and unless the CONTRACTOR protests at the time of such alleged prevention that the act or omission is preventing the CONTRACTOR from fully complying with the Project Documents. Such protest shall not be effective unless reduced to writing and filed with the DISTRICT within three (3) working days of the date of occurrence of the act or omission preventing the CONTRACTOR from fully complying with the Project Documents.

3. DISTRICT shall pay to the CONTRACTOR, as full consideration for the faithful performance of this Agreement, subject to any additions or deductions as provided in the Project Documents, the sum of One Million One Hundred Ninety Six Thousand Five Hundred Fifty Two Dollars (\$1,196,552.00).

4. The work shall be commenced on or before the 5<sup>th</sup> day after receiving the DISTRICT'S Notice to Proceed and shall be completed within 180 consecutive calendar days from the date specified in the Notice to Proceed.

5. **Time is of the essence.** If the work is not completed in accordance with Paragraph 4 above, it is understood that the DISTRICT will suffer damage. It being impractical and infeasible to determine the amount of



actual damage, in accordance with Government Code Section 53069.85, it is agreed that CONTRACTOR shall pay to DISTRICT as fixed and liquidated damages, and not as a penalty, the sum of\_ One Thousand Dollars (\$1,000.00) for each calendar day of delay until work is completed and accepted. Time extensions may be granted by the DISTRICT as provided in Article 64 of the General Conditions. Liquidated damages shall be imposed as set forth in Article 64 of the General Conditions.

6. Termination for Cause or Non-appropriation. In the event CONTRACTOR defaults in the performance of the Agreement as set forth in General Conditions Article 13(a) or if there is a non-appropriation of funds or insufficient funds as set forth in General Conditions Article 13(d), then this Agreement shall terminate or be suspended as set forth in General Conditions Article 13.

Termination for Convenience. DISTRICT has discretion to terminate this Agreement at any time and require CONTRACTOR to cease all work on the Project by providing CONTRACTOR written notice of termination specifying the desired date of termination. Upon receipt of written notice from DISTRICT of such termination for DISTRICT's convenience, CONTRACTOR shall:

- (i) Cease operations as directed by DISTRICT in the notice;
- (ii) Take any actions necessary, or that DISTRICT may direct, for the protection and preservation of the work; and
- (iii) Not terminate any insurance provisions required by the Project Documents.

In case of such termination for DISTRICT's convenience, CONTRACTOR shall be entitled to receive payment from DISTRICT for work satisfactorily executed and for proven loss with respect to materials, equipment, and tools, including overhead and profit for that portion of the work completed. In the case of Termination for Convenience, DISTRICT shall have the right to accept assignment of subcontractors. The foregoing provisions are in addition to and not in limitation of any other rights or remedies available to the DISTRICT.

7. Hold Harmless and Indemnification. To the fullest extent permitted by law, the CONTRACTOR, at the CONTRACTOR's sole cost and expense, agrees to fully defend, indemnify and hold harmless, the DISTRICT, including but not limited to any of its governing board members, officers, employees, Construction Manager, Architect, and all other Agents and Representatives, from and against any and all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, anticipated losses of revenues, and expenses, including any fees of accountants, attorneys or other professionals, arising out of, in connection with, resulting from or related to, or claimed to be arising out of, in connection with, resulting from or related to any act or omission by the CONTRACTOR or any of its officers, agents, employees, subcontractors, sub-subcontractors, any person performing any of the work pursuant to a direct or indirect contract with the CONTRACTOR or individual entities comprising the CONTRACTOR, in connection with or relating to, or claimed to be in connection with or relating to the work, this Agreement, or the Project, including but not limited to any costs or liabilities arising out of or in connection with:

- (a) failure to comply with any applicable law, statute, code, ordinance, regulation, permit or orders;
- (b) any misrepresentation, misstatement or omission with respect to any statement made in the Project Documents or any document furnished by the CONTRACTOR in connection therewith;
- (c) any breach of duty, obligation or requirement under the Project Documents;
- (d) any failure to coordinate the work of other contractors;
- (e) any failure to provide notice to any party as required under the Project Documents;

- (f) any failure to act in such a manner as to protect the DISTRICT and the Project from loss, cost, expense or liability; or
- (g) any failure to protect the property of any utility company or property owner.

This indemnity shall survive termination of the contract or final payment thereunder. This indemnity is in addition to any other rights or remedies which the DISTRICT may have under the law or under the Project Documents. In the event of any claim or demand made against any party which is entitled to be indemnified hereunder, the DISTRICT may in its sole discretion reserve, retain or apply any monies due to the CONTRACTOR under the Project Documents for the purpose of resolving such claims; provided, however, that the DISTRICT may release such funds if the CONTRACTOR provides the DISTRICT with reasonable assurance of protection of the DISTRICT's interests. The DISTRICT shall in its sole discretion determine whether such assurances are reasonable.

8. CONTRACTOR shall take out, prior to commencing the work, and maintain, during the life of this Agreement, and shall require all subcontractors, if any, whether primary or secondary, to take out and maintain the insurance coverages set forth below and in Articles 16, 17, 18 and 19 of the General Conditions. CONTRACTOR agrees to provide all evidences of coverage required by DISTRICT including certificates of insurance and endorsements.

Public Liability Insurance for injuries including accidental death, to any one person in an amount not less than	\$2,000,000
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Subcontractors of every tier	\$1,000,000
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and

Subject to the same limit for each person on account of one accident, in an amount not less than	\$2,000,000
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Subcontractors of every tier	\$1,000,000
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Property Damage Insurance in an amount not less than	\$2,000,000
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Subcontractors of every tier	\$1,000,000
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Course of Construction Insurance without exclusion or limitation in an amount not less than	\$2,000,000
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Excess Liability Insurance (Contractor only)	\$2,000,000
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Insurance Covering Special Hazards: The following special hazards shall be covered by rider or riders to above-mentioned public liability insurance or property damage insurance policy or policies of insurance, or by special policies of insurance in amounts as follows:

Automotive and truck where operated in amounts as above

Material hoist where used in amounts as above

### **Waiver of Subrogation**

Contractor waives (to the extent permitted by law) any right to recover against the District, and its respective elected officials, officers, employees, agents, and representatives for damages to the Work, any part thereof, or any and all claims arising by reason of any of the foregoing, but only to the extent that such damages and/or claims are covered by property insurance and only to the extent of such coverage (which shall exclude deductible amounts) actually carried by the District.

The provisions of this section are intended to restrict each party to recovery against insurance carriers only to the extent of such coverage and waive fully and for the benefit of each, any rights and/or claims which might give rise to a right of subrogation in any insurance carrier. The District and the Contractor shall each obtain in all policies of insurance carried by either of them, a waiver by the insurance companies there under of all rights of recovery by way of subrogation for any damages or claims covered by the insurance.

### **Additional Insured Endorsement Requirements.**

The Contractor shall name, on any policy of insurance required the District, their officers, employees, Construction Manager, Architect, and all other Agents and Representatives as additional insureds. Subcontractors shall name the Contractor, the District, their officers, employees, Construction Manager, Architect, and all other Agents and Representatives as additional insureds. The Additional Insured Endorsement included on all such insurance policies shall state that coverage is afforded the additional insured with respect to claims arising out of operations performed by or on behalf of the insured. If the additional insureds have other insurance that is applicable to the loss, such other insurance shall be on an excess or contingent basis. The insurance provided by the Contractor must be designated in the policy as primary to any insurance obtained by the District. The amount of the insurer's liability shall not be reduced by the existence of such other insurance.

9. Public Contract Code Section 22300 permits the substitution of securities for any retention monies withheld by the DISTRICT to ensure performance under this Agreement. At the request and expense of the CONTRACTOR, securities equivalent to the monies withheld shall be deposited with the DISTRICT, or with a state or federally chartered bank in California as the escrow agent, who shall then pay such monies to the CONTRACTOR. The DISTRICT retains the sole discretion to approve the bank selected by the CONTRACTOR to serve as escrow agent. Upon satisfactory completion of the Agreement, the securities shall be returned to the CONTRACTOR. Securities eligible for investment shall include those listed in Government Code Section 16430 or bank or savings and loan certificates of deposit. The CONTRACTOR shall be the beneficial owner of any securities substituted for monies withheld and shall receive any interest thereon.

In the alternative, under Section 22300, the CONTRACTOR may request DISTRICT to make payment of earned retention monies directly to the escrow agent at the expense of the CONTRACTOR. Also at the CONTRACTOR's expense, the CONTRACTOR may direct investment of the payments into securities, and the CONTRACTOR shall receive interest earned on such investment upon the same conditions as provided for securities deposited by CONTRACTOR. Upon satisfactory completion of the Agreement, CONTRACTOR shall receive from the escrow agent all securities, interest and payments received by escrow agent from DISTRICT pursuant to the terms of Section 22300.

10. If CONTRACTOR is a corporation, the undersigned hereby represents and warrants that the corporation is duly incorporated and in good standing in the State of California, and that Cynthia J. Smallwood, whose title is President and Secretary, is authorized to act for and bind the corporation.

11. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not currently inserted, then upon application of either party the Agreement shall forthwith be physically amended to make such insertion or correction.

12. This Agreement constitutes the entire agreement of the parties. No other agreements, oral or written, pertaining to the work to be performed, exists between the parties. This Agreement can be modified only by an amendment in writing, signed by both parties and pursuant to action of the Governing Board of the District. This Agreement shall be governed by the laws of the State of California.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed.

DISTRICT

By: Debra L. Fitzsimons  
Signature

Dr. Debra L. Fitzsimons

Print Name

Vice Chancellor of Business Services

Title

8-5-11

CONTRACTOR

By: Cynthia J. Smallwood  
Signature

Cynthia J Smallwood  
Print Name

President  
Title

622626  
Contractor's License No.

33 0459 781  
Tax ID/Social Security No.

(CORPORATE SEAL OF CONTRACTOR,  
if corporation)

**TO:** Board of Trustees

**FROM:** Gary L. Poertner Chancellor

**RE:** Irvine Valley College: Landscaping Project; Change Order No. 1

**ACTION:** Approval

---

**BACKGROUND**

On August 31, 2009, and May 24, 2010, the Board of Trustees approved funding from basic aid for the Irvine Valley College Landscaping Project. On August 30, 2010, the Board of Trustees approved a construction contract for \$1,200,000 with Belaire-West Landscaping. This board meeting, a completion contract for \$1,196,552 with Diversified Landscape Management, Inc. is recommended.

**STATUS**

Exhibit A describes the required modifications contained in Change Order Requests (COR) numbers 1, 2, 4, 6, & 7. Approval of this change order will result in an increase of \$4,129 in the total project cost.

The total change to the contract does not exceed the 10% limit allowed by Public Contract Code. Approval of this COR will bring the revised total contract amount to \$1,200,681.

Funds for these services are available in the project budget which is \$1,796,000.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Change Order Request numbers 1, 2, 4, 6, & 7 for the Irvine Valley College Landscaping project as described in EXHIBIT A and authorize staff to execute the corresponding change orders with the contractor which will result in an increase of \$4,129 in the project cost. The revised contract total amount is \$1,200,681.

## IVC Landscape Project

Exhibit A

## Board Change Order No. 1

December 5, 2011

BID PACKAGE DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	BCO #1 COR Total	REVISED CONTRACT AMOUNT
General Contractor	Deviersified Landscape Management, Inc.		\$1,196,552.00	\$0.00		\$1,196,552.00
	23052 Alicia Parkway, Suite 385 Mission Viejo, CA 92692	<b>TOTAL</b>	<b>1,196,552.00</b>			<b>1,196,552.00</b>

COR No.	Date	Description	Requested	Status	Amount	Time Extension
1	10/28/2011	Concrete encasement of gas line	District	reviewed	-\$1,057.00	0
2	11/4/2011	Elimination of 1" weep holes	District	reviewed	\$0.00	0
4	11/18/2011	Deete skate stopper installation	Regulatory	reviewed	-\$857.00	0
6	11/18/2011	Adjustment to address Addendum No. 4 costs	District	reviewed	\$6,896.00	0
7	11/18/2011	Back charge to contractor for phone install	District	reviewed	-\$853.00	0
		<b>TOTAL THESE CHANGE ORDER REQUESTS</b>			<b>\$4,129.00</b>	

EXHIBIT A  
Page 1 of 1

**TO:** Board of Trustees

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

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

**ACTION:** Approval

---

**BACKGROUND**

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

**STATUS**

Trustee Bill Jay was absent from the November 16, 2011 board meeting due to medical reasons.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt resolution 11-37 (Exhibit A) authorizing payment to Trustee Jay who was absent from the November 16, 2011 meeting of the Board of Trustees.

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

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

**RESOLUTION 11-37**

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

WHEREAS, on November 16, 2011, the Board of Trustees of the South Orange County Community College District held a meeting; and

WHEREAS, Trustee Bill Jay could not be present at the meeting; and

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

NOW, THEREFORE, BE IT RESOLVED that Trustee Bill Jay shall be paid at the regular rate of compensation for the meeting of the Board of Trustees held on Wednesday, November 16, 2011.



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

---

**BACKGROUND**

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

**STATUS**

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

**RECOMMENDATION**

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

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

# **TRUSTEE ATTENDANCE AT CONFERENCES AND MEETINGS**

Trustees wishing to attend:

EVENT/LOCATION	DATE(s)*	ESTIMATED COST** (per person)	TRUSTEE REQUESTED ITEM:	TRUSTEE(S) ATTENDING
ACCT – 2012 Community College National Legislative Summit Marriott Wardman Park Hotel Washington, D.C.	2/13-2/16/12 (3)	\$2,450.00	none	

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

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

**TO:** Board of Trustees

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

**RE:** SOCCCD: Education and Facilities Master Plan: CEQA Consultant Services, Amendment No. 1

**ACTION:** Approval

---

**BACKGROUND**

On February 22, 2010, the Board of Trustees approved updating the District Education and Facilities Master Plan. On March 28, 2011, the Board of Trustees approved hiring RGP Planning & Development for CEQA Consultant services for a total of \$264,894 with an additional \$55,106 assigned to the CEQA project budget for future services known to be necessary but requiring project advancement for an understanding of scope.

**STATUS**

A traffic analysis is required to compare future growth against current traffic models in the cities of Irvine (ITAM) and Mission Viejo (SCSCAM). After input from both agencies, the scope of work for the necessary traffic studies (number of intersections and distance from campuses) is defined.

Staff recommends approval of Amendment No. 1 (Exhibit A) to the agreement with RGP Planning & Development Services for a fee equal to \$26,450.

Funds for these services were provided by the general fund account and are available in the project budget which is \$320,000.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Amendment No. 1, EXHIBIT A, in the amount of \$26,450, for the CEQA Consultant Services with RGP Planning & Development Services for a total fee of \$291,344.

**AMENDMENT NO. 1  
TO CEQA CONSULTANT SERVICES AGREEMENT**

**December 5, 2011**

**THIS AMENDMENT** shall modify the original agreement executed March 29, 2011, by and between the South Orange County Community College District, hereinafter referred to as “DISTRICT,” and RGP Planning and Development Services, 8921 Research Drive, Irvine, CA 92618, hereinafter referred to as “ARCHITECT.”

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

**WHEREAS**, the scope of services has been increased to include defined scope of work for the traffic analysis;

**WHEREAS**, this additional scope requires increased services by the “CONSULTANT”; and

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

1. Article VIII, paragraphs 1 and 2, of the agreement shall be modified as follows: “The DISTRICT” shall compensate the “CONSULTANT” for additional services described in the original agreement and issued after the date of this amendment as follows:

**FIXED FEE FOR SERVICES AS DESCRIBED HEREIN:**

- a) External analysis - Using the traffic models for Irvine (ITAM) and Mission Viejo (SCSCAM), existing counts and accepted annual growth factors, CONSULTANT shall distribute the traffic from the IVC and Saddleback campuses. Reflect necessary adjustments to short-term circulation system (2015/2016) adjacent to the campuses and surrounding area.
- b) Mitigation analysis – Using the off-site impact analysis, determine any mitigation, if necessary (for Saddleback College only).
- c) Saddleback College: Existing Traffic Counts - Compile the base traffic counts, including approved traffic studies and the City of Mission Viejo’s recently completed General Plan Circulation Element. Check against previous counts for historical trend and accuracy, and format for use in the Facilities Master Plans traffic study.
- d) Saddleback College: Expand existing count program–Review traffic counts in c) above, traffic data for approximately 12 roadway segments and 10 intersections identified by the City of Mission Viejo.

The additional cost associated with the above tasks is \$26,450, for a total contract amount of \$291,344.

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

“DISTRICT”

“CONSULTANT”

South Orange County Community College District

RGP Planning and Development Services

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

Dr. Debra L. Fitzsimons  
Vice Chancellor/Business Services

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

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

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

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

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

**TO:** Board of Trustees

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

**RE:** SOCCCD: Student Information System and My Academic Plan-  
Software Development Services: Agreement Amendment No. 1 and  
No.2-Crescent Solutions

**ACTION:** Approval

---

### **BACKGROUND**

To support the software projects for Fiscal Year 2011-12, the District is in need of expertise in the area of software development. Crescent Solutions provides these services and is familiar with IT's development efforts, particularly the Student Information System (SIS) and My Academic Plan (MAP).

### **STATUS**

District IT is proposing that Crescent Solutions assist by providing software development services for improvements to SIS and upgrades to MAP.

The professional fees for these services will be based on time spent at a rate of \$91 per hour in an amount not to exceed \$122,304 and time spent at a rate of \$51 per hour in an amount not to exceed \$68,544.

Funding for these software development services will be provided by the special basic aid allocation approved at the December 2011 board meeting.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve agreement Amendment No. 1 and Amendment No. 2 (EXHIBITS A and B) with Crescent Solutions, in the amount of \$122,304 and for \$68,544. The total combined contract amount is \$190,848.00.

**AGREEMENT  
AMENDMENT NO. 1**

The Independent Contractor/Consultant Agreement ("**Agreement**") was executed on May 2011 ("**Effective Date**") by and between Crescent Solutions located at 17871 Mitchell Ave. Suite 100, Irvine, California 92614 ("**Consultant**"), and South Orange County Community College District located at 28000 Marguerite Parkway in Mission Viejo, California 92692-3635 ("**District**").

The parties hereby agree to the following amendment:

1. **Term.** This Agreement shall continue for a term of eight (8) months from January 2, 2012 until August 31, 2012. No later than thirty (30) days prior to the termination of any Extended Term, any party wishing to terminate or modify this agreement shall notify the other party in writing of such intent.
2. The CONSULTANT shall, at times and places designated by it and acceptable to the DISTRICT perform the following services: **Perform software development tasks in support of enhancements to SIS, including off-hours support and deployment tasks. Participate in design teams for ongoing FY2011/12Projects.**
3. The DISTRICT shall pay the CONSULTANT **\$91.00** an hour, not to exceed **\$122,304**, including expenses and for services specified above. Upon submission of invoices for services provided and acceptable to the DISTRICT and approved by **Associate IT Directors Jim Gaston or Jim Phaneuf**, payment will be made.

Each party has read and agrees to be bound by the terms and conditions of this Amendment. The parties hereunder hereby execute this Amendment as of the 5th day of December 2011.

**Crescent Solutions**

By: \_\_\_\_\_  
Jeff Sarubbi  
Its: Contact Person

**South Orange County Community College District**

By: \_\_\_\_\_  
Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services  
South Orange County  
Community College District  
Its: Vice Chancellor

**AGREEMENT  
AMENDMENT NO. 2**

The Independent Contractor/Consultant Agreement (“**Agreement**”) was executed on May 2011 (“**Effective Date**”) by and between Crescent Solutions located at 17871 Mitchell Ave. Suite 100, Irvine, California 92614 (“**Consultant**”), and South Orange County Community College District located at 28000 Marguerite Parkway in Mission Viejo, California 92692-3635 (“**District**”).

The parties hereby agree to the following amendment:

1. **Term.** This Agreement shall continue for a term of eight (8) months from January 2, 2012 until August 31, 2012. No later than thirty (30) days prior to the termination of any Extended Term, any party wishing to terminate or modify this agreement shall notify the other party in writing of such intent.
2. The CONSULTANT shall, at times and places designated by it and acceptable to the DISTRICT perform the following services: **Perform software development tasks in support of enhancements to SIS, including off-hours support and deployment tasks. Participate in design teams for ongoing FY2011/12 Projects.**
3. The DISTRICT shall pay the CONSULTANT **\$51.00** an hour, not to exceed **\$68,544**, including expenses and for services specified above. Upon submission of invoices for services provided and acceptable to the DISTRICT and approved by **Associate IT Directors Jim Gaston or Jim Phaneuf**, payment will be made.

Each party has read and agrees to be bound by the terms and conditions of this Amendment. The parties hereunder hereby execute this Amendment as of the 5th day of December 2011.

**Crescent Solutions**

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

Jeff Sarubbi

Its: Contact Person

**South Orange County Community College District**

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

Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services  
South Orange County  
Community College District

Its: Vice Chancellor



**TO:** Board of Trustees

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

**RE:** SOCCCD: Sherpa Project: Quality Assurance Services: Agreement  
Amendment No. 1- eNamix

**ACTION:** Approval

---

### **BACKGROUND**

To support the new software projects for Fiscal Year 2011-12, the District is in need of expertise in the area of quality assurance (QA). eNamix provides these services and is familiar with IT's development efforts, particularly the Sherpa project.

### **STATUS**

District IT is proposing that eNamix assist by providing quality assurance services in support of the Sherpa project.

The professional fees for these services will be based on time spent at a rate of \$70 per hour in an amount not to exceed \$94,080.

Funding for these software development services will be provided by the special basic aid allocation approved at the December 2011 board meeting.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the agreement Amendment No. 1 (EXHIBIT A) with eNamix, for an amount not to exceed \$94,080.

**AGREEMENT  
AMENDMENT NO. 1**

The Independent Contractor/Consultant Agreement ("**Agreement**") was executed on May 2011 ("**Effective Date**") by and between eNamix located at 220 Technology Drive, Suite 100, Irvine, California 92618 ("**Consultant**"), and South Orange County Community College District located at 28000 Marguerite Parkway in Mission Viejo, California 92692-3635 ("**District**").

The parties hereby agree to the following amendment:

1. **Term.** This Agreement shall continue for a term of eight (8) months from January 2, 2012 until August 31, 2012. No later than thirty (30) days prior to the termination of any Extended Term, any party wishing to terminate or modify this agreement shall notify the other party in writing of such intent.
2. The CONSULTANT shall, at times and places designated by it and acceptable to the DISTRICT perform the following services: **Quality assurance (QA) services for the Sherpa project, including participation in design teams and work with the user community as needed to deliver projects on time and of high quality. QA services on other SIS projects as needed.**
3. The DISTRICT shall pay the CONSULTANT **\$70.00** an hour, not to exceed **\$94,080**, including expenses and for services specified above. Upon submission of invoices for services provided and acceptable to the DISTRICT and approved by **Associate IT Directors Jim Gaston or Jim Phaneuf**, payment will be made.

Each party has read and agrees to be bound by the terms and conditions of this Amendment. The parties hereunder hereby execute this Amendment as of the 5th day of December 2011.

**eNamix**

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

John Jeltema

Its: Contact Person

**South Orange County Community College District**

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

Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services  
South Orange County  
Community College District

Its: Vice Chancellor

**TO:** Board of Trustees

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

**RE:** SOCCCD: Database Design Services: Agreement Amendment No. 1-  
Nimble Consulting

**ACTION:** Approval

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### **BACKGROUND**

To support the software projects for Fiscal Year 2011-12, the District is in need of expertise in the area of database analysis, design, and programming. Nimble Consulting provides these services and is familiar with IT's development efforts, particularly the Student Information System (SIS).

### **STATUS**

District IT is proposing that Nimble Consulting assist by providing database design services for improvements to SIS, upgrades to MySite and SmartSchedule, and the Sherpa project, which will provide enhanced services to students by matching students with courses, services, and information.

The professional fees for these services will be based on time spent at a rate of \$125 per hour in an amount not to exceed \$168,000.

Funding for these software development services will be provided by the special basic aid allocation approved at the December 2011 board meeting.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the agreement Amendment No. 1 (EXHIBIT A) with Nimble Consulting, for an amount not to exceed \$168,000.

**AGREEMENT  
AMENDMENT NO. 1**

The Independent Contractor/Consultant Agreement ("**Agreement**") was executed on May 2011 ("**Effective Date**") by and between Nimble Consulting located at 2 Windgate, Mission Viejo, California, 92692 ("**Consultant**"), and South Orange County Community College District located at 28000 Marguerite Parkway in Mission Viejo, California 92692-3635 ("**District**").

The parties hereby agree to the following amendment:

1. **Term.** This Agreement shall continue for a term of eight (8) months from January 2, 2012 until August 31, 2012. No later than thirty (30) days prior to the termination of any Extended Term, any party wishing to terminate or modify this agreement shall notify the other party in writing of such intent.
2. The CONSULTANT shall, at times and places designated by it and acceptable to the DISTRICT perform the following services: **Perform database analysis, design and programming tasks in support of SIS enhancements, SmartSchedule upgrade and the Sherpa project. Participate in design teams for ongoing FY2011/12 Projects.**
- 3.
4. The DISTRICT shall pay the CONSULTANT **\$125.00** an hour, not to exceed **\$168,000**, including expenses and for services specified above. Upon submission of invoices for services provided and acceptable to the DISTRICT and approved by **Associate IT Directors Jim Gaston or Jim Phaneuf**, payment will be made.

Each party has read and agrees to be bound by the terms and conditions of this Amendment. The parties hereunder hereby execute this Amendment as of the 5th day of December 2011.

**Nimble Consulting**

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

Christian Hira

Its: Contact Person

**South Orange County Community College District**

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

Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services  
South Orange County  
Community College District

Its: Vice Chancellor

**TO:** Board of Trustees

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

**RE:** SOCCCD: Software Development Services: Agreement Amendment No. 1-Advance Tek

**ACTION:** Approval

---

### **BACKGROUND**

To support the software projects for Fiscal Year 2011-12, the District is in need of expertise in the area of software development. AdvanceTek provides these services and is familiar with IT's development efforts, particularly the Student Information System (SIS).

### **STATUS**

District IT is proposing that AdvanceTek assist by providing software development services for improvements to SIS, upgrades to MySite and SmartSchedule, and the Sherpa project, which will provide enhanced services to students by matching students with courses, services, and information.

The professional fees for these services will be based on time spent at a rate of \$100 per hour in an amount not to exceed \$134,400.

Funding for these software development services will be provided by the special basic aid allocation approved at the December 2011 board meeting.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the agreement Amendment No. 1 with AdvanceTek (EXHIBIT A), for an amount not to exceed \$134,400.

**AGREEMENT  
AMENDMENT NO. 1**

The Independent Contractor/Consultant Agreement ("**Agreement**") was executed on May 2011 ("**Effective Date**") by and between AdvanceTek located at 16101 Payton, Irvine, California 92620 ("**Consultant**"), and South Orange County Community College District located at 28000 Marguerite Parkway in Mission Viejo, California 92692-3635 ("**District**").

The parties hereby agree to the following amendment:

1. **Term.** This Agreement shall continue for a term of eight (8) months from January 2, 2012 until August 31, 2012. No later than thirty (30) days prior to the termination of any Extended Term, any party wishing to terminate or modify this agreement shall notify the other party in writing of such intent.
2. The CONSULTANT shall, at times and places designated by it and acceptable to the DISTRICT perform the following services: **Perform software development tasks in support of SIS enhancements, MySite upgrade, SmartSchedule upgrade and the Sherpa project. Participate in design teams for ongoing FY2011/12 Projects.**
- 3.
4. The DISTRICT shall pay the CONSULTANT **\$100.00** an hour, not to exceed **\$134,400**, including expenses and for services specified above. Upon submission of invoices for services provided and acceptable to the DISTRICT and approved by **Associate IT Directors Jim Gaston or Jim Phaneuf**, payment will be made.

Each party has read and agrees to be bound by the terms and conditions of this Amendment. The parties hereunder hereby execute this Amendment as of the 5th day of December 2011.

**AdvanceTek**

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

Jason Jung

Its: Contact Person

**South Orange County Community College District**

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

Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services  
South Orange County  
Community College District

Its: Vice Chancellor

**TO:** Board of Trustees

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

**RE:** SOCCCD: Business Analysis and Project Management Services:  
Agreement Amendment No. 1-Catalyst Consulting

**ACTION:** Approval

---

### **BACKGROUND**

To support the software projects for the Fiscal Year 2011-12, the District is in need of expertise in the area of business analysis and project management. Catalyst Consulting provides these services and is familiar with SOCCCD's development efforts, particularly My Academic Plan (MAP) and the Student Information Systems (SIS).

### **STATUS**

District IT is proposing that Catalyst Consulting assist in the analysis, design, and project management of the Sherpa, MySite, and SmartSchedule projects. Sherpa is the District IT Project to enhance services to students by matching students with courses, services, and information. The professional fees for these services will be based on time spent at a rate of \$135 per hour not to exceed \$181,440.

Funding for these services will be provided by the special basic aid allocation approved at the December 2011 board meeting.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the agreement Amendment No. 1 (EXHIBIT A) with Catalyst Consulting, for an amount not to exceed \$181,440.

**AGREEMENT  
AMENDMENT NO. 1**

The Independent Contractor/Consultant Agreement ("**Agreement**") was executed on May 2011 ("**Effective Date**") by and between Catalyst Consulting located at 3 Venezia Aisle, Irvine, California 92606 ("**Consultant**"), and South Orange County Community College District located at 28000 Marguerite Parkway in Mission Viejo, California 92692-3635 ("**District**").

The parties hereby agree to the following amendment:

1. **Term.** This Agreement shall continue for a term of eight (8) months from January 2, 2012 until August 31, 2012. No later than thirty (30) days prior to the termination of any Extended Term, any party wishing to terminate or modify this agreement shall notify the other party in writing of such intent.
2. The CONSULTANT shall, at times and places designated by it and acceptable to the DISTRICT perform the following services: **Provide business analysis and project management services for the SIS, Sherpa and MySite projects. Meet regularly with the user community to facilitate communication and ensure projects are meeting their specifications.**
3. The DISTRICT shall pay the CONSULTANT **\$135.00** an hour, not to exceed **\$181,440**, including expenses and for services specified above. Upon submission of invoices for services provided and acceptable to the DISTRICT and approved by **Associate IT Directors Jim Gaston or Jim Phaneuf**, payment will be made.

Each party has read and agrees to be bound by the terms and conditions of this Amendment. The parties hereunder hereby execute this Amendment as of the 5th day of December 2011.

**Catalyst Consulting**

By: \_\_\_\_\_  
Kurt Dowdle  
Its: Contact Person

**South Orange County Community College District**

By: \_\_\_\_\_  
Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services  
South Orange County  
Community College District  
Its: Vice Chancellor



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT****ITEM: 5.19**  
**DATE: 12/05/11**

**TO:** Board of Trustees

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

**RE:** SOCCCD: Budget Amendment: Adopt Resolution No. 11-36 to Amend 2011-12 Restricted General Fund

**ACTION:** Approval

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**BACKGROUND**

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

**STATUS**

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

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

California Work Opportunity & Responsibility to Kids (CalWORKS) at Saddleback College	-\$903
California Work Opportunity & Responsibility to Kids (CalWORKS) at Irvine Valley College	\$8,866
CalWORKS Regional Allocation at Irvine Valley College	\$500
Temporary Assistance for Needy Families (TANF) at Saddleback College	\$573
Temporary Assistance for Needy Families (TANF) at Irvine Valley College	\$1,951
Youth Entrepreneurship Program Subaward at Saddleback College	\$10,000
Optics & Photonics Education (OP-TEC) Subaward at Irvine Valley College	\$15,000
Total Increase to the General Fund	<u>\$35,987</u>
Total Budget Amendment	<u>\$35,987</u>

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt Resolution No. 11-36 to amend the 2011-12 Adopted Budget as indicated in Exhibits A & B.

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION 11-36

December 5, 2011

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$35,987 is assured to said District in excess of the amounts required to finance the total proposed budget expenditures and transfers for the current fiscal year from sources listed in Title 5 of the California Code of Regulations, Section 58199.5 as follows:

<u>Fund</u>	<u>Account</u>	<u>Income Source</u>	<u>Amount</u>
01	8199	OTHER FEDERAL REVENUE	\$17,524
01	8629	OTHER CATEGORICAL APPORTIONMENT	\$8,463
01	8690	OTHER STATE REVENUE	<u>\$10,000</u>
			<u>\$35,987</u>

WHEREAS, the Governing Board of the South Orange County Community College District can show just cause for the expenditure of such funds;  
NOW, THEREFORE, BE IT RESOLVED that, pursuant to Title 5 of the California Code of Regulations, Section 58199.5, such excess funds are to be appropriated according to the following schedule:

<u>Fund</u>	<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
01	1000	ACADEMIC SALARIES	\$10,912
01	2000	CLASSIFIED SALARIES	\$3,130
01	3000	FRINGE BENEFITS	\$4,464
01	4000	BOOKS AND SUPPLIES	\$2,311
01	5000	OTHER OPERATING EXPENSES & SERVICES	12,170
01	6000	CAPITAL OUTLAY	\$0
01	7000	OTHER OUTGO	<u>\$3,000</u>
			<u>\$35,987</u>

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND  
**RESOLUTION 11-36**

December 5, 2011

BUDGET AMENDMENT EXPENDITURE DETAIL

**California Work Opportunity & Responsibility to Kids (CalWORKS) at Saddleback College**

INCOME

01-	8629-	1-026-1-000-000-0000	OTHER CATEGORICAL APPORTIONMENT	<u>-903</u>
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EXPENDITURE

01-	1413-	1-026-1-051-000-6310	TEMP NCLSRM FACULTY, PT	-1,519
01-	1414-	1-026-1-051-000-6310	TEMP NCLSRM FACULTY, SUMMER	3,031
01-	2383-	1-026-1-051-000-6450	TEMP NINSTR, HOURLY	-3,210
01-	3120-	1-026-1-051-000-6310	STRS, NINSTR	-2,476
01-	3320-	1-026-1-051-000-6310	OASDI, NINSTR	1,034
01-	3360-	1-026-1-051-000-6310	MEDICARE, NINSTR	182
01-	3412-	1-026-1-051-000-6310	H & W, PT FACULTY	1,152
01-	3520-	1-026-1-051-000-6310	UNEMPLOY, NINSTR	880
01-	3620-	1-026-1-051-000-6310	WORK COMP, NINSTR	263
01-	3620-	1-026-1-051-000-6450	WORK COMP, NINSTR	-51
01-	4580-	1-026-1-051-000-6310	IN HOUSE, DUPLICATING & GRAPHICS	125
01-	4600-	1-026-1-051-000-6310	NON-INSTR SUPPLIES & MATERIALS < \$200	-163
01-	5269-	1-026-1-051-000-6310	MILEAGE	100
01-	5651-	1-026-1-051-000-6310	EQUIPMENT MAINT AGREEMENTS	-156
01-	5811-	1-026-1-051-000-6310	CONTRACT SERVICES	-100
01-	5840-	1-026-1-051-000-6310	POSTAGE	5
				<u>-903</u>

**California Work Opportunity & Responsibility to Kids (CalWORKS) at Irvine Valley College**

INCOME

01-	8629-	1-026-4-035-000-6310	OTHER CATEGORICAL APPORTIONMENT	<u>8,866</u>
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EXPENDITURE

01-	1414-	1-026-4-035-000-6310	TEMP NCLSRM FACULTY, SUMMER	4,198
01-	2383-	1-026-4-035-000-6460	TEMP NINSTR, HOURLY	2,190
01-	3120-	1-026-4-035-000-6310	STRS, NINSTR	914
01-	3360-	1-026-4-035-000-6310	MEDICARE, NINSTR	161
01-	3420-	1-026-4-035-000-6310	H & W, NINSTR CLASSIFIED & BOARD MBR	-359
01-	3520-	1-026-4-035-000-6310	UNEMPLOY, NINSTR	179
01-	3520-	1-026-4-035-000-6460	UNEMPLOY, NINSTR	130
01-	3620-	1-026-4-035-000-6310	WORK COMP, NINSTR	199
01-	3620-	1-026-4-035-000-6460	WORK COMP, NINSTR	1,254
				<u>8,866</u>

**CalWORKS Regional Allocation at Irvine Valley College**

INCOME

01-	8629-	1-027-4-035-000-6499	OTHER CATEGORICAL APPORTIONMENT	<u>500</u>
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EXPENDITURE

01-	5270-	1-027-4-035-000-6499	CONFERENCES/TRAVEL	-2000
01-	5999-	1-027-4-035-000-6499	ALLOCATED BUT NOT DISTRIBUTED	<u>2,500</u>
				<u>500</u>

**Temporary Assistance for Needy Families (TANF) at Saddleback College**

INCOME

01-	8199-	1-033-1-000-000-0000	OTHER FEDERAL FUNDS	<u>573</u>
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EXPENDITURE

01-	1413-	1-033-1-051-000-6310	TEMP NCLSRM FACULTY, PT	-1,454
01-	2342-	1-033-1-051-000-6310	NINSTR CLASSIFIED, OT	-1,000
01-	2383-	1-033-1-051-000-6310	TEMP NINSTR, HOURLY	3,025
01-	3120-	1-033-1-051-000-6310	STRS, NINSTR	187
01-	3220-	1-033-1-051-000-6310	PERS, NINSTR	-352
01-	3320-	1-033-1-051-000-6310	OASDI, NINSTR	125
01-	3360-	1-033-1-051-000-6310	MEDICARE, NINSTR	7
01-	3520-	1-033-1-051-000-6310	UNEMPLOY, NINSTR	10
01-	3620-	1-033-1-051-000-6310	WORK COMP, NINSTR	<u>25</u>
				<u>573</u>

**Temporary Assistance for Needy Families (TANF) at Irvine Valley College**

INCOME

01-	8199-	1-033-4-035-000-6310	OTHER FEDERAL FUNDS	<u>1,951</u>
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EXPENDITURE

01-	1211-	1-033-4-035-000-6310	REG NCLSRM FACULTY, CONTRACT	2,031
01-	3120-	1-033-4-035-000-6310	STRS, NINSTR	59
01-	3360-	1-033-4-035-000-6310	MEDICARE, NINSTR	11
01-	3430-	1-033-4-035-000-6310	H & W, NCLSRM ACADEMIC & RETIREES	-175
01-	3520-	1-033-4-035-000-6310	UNEMPLOY, NINSTR	12
01-	3620-	1-033-4-035-000-6310	WORK COMP, NINSTR	<u>13</u>
				<u>1,951</u>

**Youth Entrepreneurship Program Subaward at Saddleback College**

INCOME

01-	8690-	1-245-1-050-009-0506	OTHER STATE REVENUE	<u>10,000</u>
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EXPENDITURE

01-	1415-	1-245-1-050-009-0506	TEMP NCLSRM FACULTY, STIPENDS	2,125
01-	2342-	1-245-1-050-009-0506	NINSTR CLASSIFIED, OT	625
01-	3110-	1-245-1-050-009-0506	STRS, INSTR	176
01-	3220-	1-245-1-050-009-0506	PERS, NINSTR	67
01-	3320-	1-245-1-050-009-0506	OASDI, NINSTR	39
01-	3350-	1-245-1-050-009-0506	MEDICARE, INSTR	32
01-	3360-	1-245-1-050-009-0506	MEDICARE, NINSTR	10
01-	3510-	1-245-1-050-009-0506	UNEMPLOY, INSTR	36
01-	3520-	1-245-1-050-009-0506	UNEMPLOY, NINSTR	11
01-	3610-	1-245-1-050-009-0506	WORK COMP, INSTR	37
01-	3620-	1-245-1-050-009-0506	WORK COMP, NINSTR	11
01-	4580-	1-245-1-050-009-0506	IN HOUSE, DUPLICATING & GRAPHICS	250
01-	4600-	1-245-1-050-009-0506	NON-INSTR SUPPLIES & MATERIALS < \$200	981
01-	5173-	1-245-1-050-009-0506	GUEST SPEAKER	2,000
01-	5271-	1-245-1-050-009-0506	DISTRICT SUPPORTED COMM EVENT	600
01-	7500-	1-245-1-050-009-0506	STUDENT FINANCIAL AID	<u>3,000</u>
				<u>10,000</u>

**Optics & Photonics Education (OP-TEC) Subaward at Irvine Valley College**

INCOME

01-	8199-	1-322-4-080-093-6011	OTHER FEDERAL REVENUE	<u>15,000</u>
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EXPENDITURE

01-	1415-	1-322-4-080-093-0934	TEMP NCLSRM FACULTY, STIPENDS	2,500
01-	2342-	1-322-4-080-093-0934	NINSTR CLASSIFIED, OT	300
01-	2383-	1-322-4-080-093-0934	TEMP NINSTR, HOURLY	1,200
01-	3110-	1-322-4-080-093-0934	STRS, INSTR	207
01-	3220-	1-322-4-080-093-0934	PERS, NINSTR	164
01-	3320-	1-322-4-080-093-0934	OASDI, NINSTR	93
01-	3350-	1-322-4-080-093-0934	MEDICARE, INSTR	37
01-	3360-	1-322-4-080-093-0934	MEDICARE, NINSTR	22
01-	3510-	1-322-4-080-093-0934	UNEMPLOY, INSTR	41
01-	3520-	1-322-4-080-093-0934	UNEMPLOY, NINSTR	25
01-	3610-	1-322-4-080-093-0934	WORK COMP, INSTR	45
01-	3620-	1-322-4-080-093-0934	WORK COMP, NINSTR	27
01-	4580-	1-322-4-080-093-0934	IN HOUSE, DUPLICATING & GRAPHICS	618
01-	4600-	1-322-4-080-093-0934	NON-INSTR SUPPLIES & MATERIALS < \$200	500
01-	5153-	1-322-4-080-093-0934	CONSULTANT	3,721
01-	5270-	1-322-4-080-093-0934	CONFERENCES/TRAVEL	5,000
01-	5271-	1-322-4-080-093-0934	DISTRICT SUPPORTED COMM EVENT	<u>500</u>
				<u>15,000</u>

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BUDGET AMENDMENT  
GENERAL FUND  
**RESOLUTION 11-36**  
December 5, 2011

STATE OF CALIFORNIA   )  
                                      )  
COUNTY OF ORANGE    )

I, Gary L. Poertner, Secretary to the Board of Trustees of South Orange County Community College District of Orange County, California, hereby certify that the Budget Amendment and foregoing Resolution in the amount of \$35,987 was duly and regularly adopted by the said Board at a regular meeting thereof held on December 5, 2011.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 6th day of December, 2011.

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Gary L. Poertner  
Secretary to the Board of Trustees

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

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**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**  
**December 5, 2011**

**IRVINE VALLEY COLLEGE**

<b>Gift</b>	<b>Donated By:</b>
Book	Mr. Daniel Rivas 5500 Irvine Center Drive Irvine, California 92618
Fur Stole	Linda Chambers 1243 Quail Ridge Irvine, California 92603
Kenmore Chest Freezer	Kathy Schmeidler 5500 Irvine Center Drive Irvine, California 92618
#10 Styrofoam Fluted Columns	Elite Productions International 30100 Town Center Drive, Suite 409 Laguna Niguel, California 92677
Women's and Men's Clothing and accessories	Barri Brown 4 Delaware Irvine, California 92620
NFL Autographed Football	David Anderson Irvine Valley College
Books	Mr. Robert Newman 1403 Bellcour Way Lake Forest, California 92630

**SADDLEBACK COLLEGE**

<b>Gift</b>	<b>Donated By:</b>
9 Hardback books, 25 Paperback books and 1 VHS	Wendy Ardon 25291 Yatch Drive Dana Point, California 92629
14 Hardback books, 2 Paperback books	Olivia Komp 3242-2 F San Amadeo Laguna Woods, California 92637



**DONATIONS**  
**December 5, 2011**

Sony Surround Sound Receiver with 5 Speaks and Sub Woofer	Individual 221 Via Ballena San Clemente, California 92672
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**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Payment of Bills  
**ACTION:** Approval

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**BACKGROUND**

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

**STATUS**

Check No. 153353 through 154032 processed through the Orange County Department of Education, totaling \$5,093,443.47; and Check No. 010296 through 010308, processed through Saddleback College Community Education, totaling \$9,988.04; and Check No. 008936 through 008941, processed through Irvine Valley College Community Education, totaling \$8,576.85 are submitted for the approval of the Board of Trustees.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the payment of bills as listed in EXHIBIT A.

## Checks Dated 10/26/2011 through 11/14/2011

Check Number	Check Date	Pay to the Order of	Check Amount
153353	10/26/2011	HOME DEPOT CREDIT SERVICES	3,832.87
153354	10/26/2011	IRVINE PIPE & SUPPLY	640.84
153355	10/26/2011	IRVINE RANCH WATER DIST.	2,522.53
153356	10/26/2011	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	5,000.00
153357	10/26/2011	NLNAC Dir. for Bus. Operations	2,125.00
153358	10/26/2011	NEWBEGINNINGS, INC. CATERING DIVISION	4,157.35
153359	10/26/2011	HALEY NGUYEN	197.67
153360	10/26/2011	NORTH STATE ENVIRONMENTAL	352.09
153361	10/26/2011	NORTHERN SAFETY COMPANY	113.93
153362	10/26/2011	HSBC	1,186.93
		Unpaid Sales Tax	86.63
		Expensed Amount	1,273.56
153363	10/26/2011	OC Treasurer-Tax Collector	2,386.30
153364	10/26/2011	OCE-IMAGISTICS	22.00
153365	10/26/2011	ONESOURCE DISTRIBUTORS, LLC	90.96
153366	10/26/2011	UC REGENTS UCSB	1,007.50
153367	10/26/2011	PARKWAY LAWNMOWER SHOP	278.96
153368	10/26/2011	PARTS EXPRESS	328.75
		Unpaid Sales Tax	24.41
		Expensed Amount	353.16
153369	10/26/2011	LA NELL PEEBLES	44.24
153370	10/26/2011	PETE'S ROAD SERVICE	360.34
153371	10/26/2011	POWERTRON BATTERY CO.	696.50
153372	10/26/2011	PRECISION FLOOR COVERING	540.77
153373	10/26/2011	WATER VISIONS, INC. DBA PSI	501.69
153374	10/26/2011	PURETEC	251.70
153375	10/26/2011	QUEST DIAGNOSTICS	1,657.52
153376	10/26/2011	QUINN RENTAL SERVICES	6,338.74
153377	10/26/2011	REFRIGERATION SUPPLIES DIST.	235.01
153378	10/26/2011	ROSE PRINTING SERVICES, INC.	210.00
		Unpaid Sales Tax	14.73
		Expensed Amount	224.73
153379	10/26/2011	HOFFMAN SOUTHWEST CORP. ROTO-ROOTER SERV. & PLUMBING	4,470.00
153380	10/26/2011	SARGENT-WELCH LLC VWR INTERNATIONAL	977.45
153381	10/26/2011	JARED SCOTT	180.00
153382	10/26/2011	SHRED-IT CAMPO ENTERPRISES, INC.	244.00
153383	10/26/2011	DANIEL SMITH, INC.	37.99
		Unpaid Sales Tax	2.94
		Expensed Amount	40.93
153384	10/26/2011	SUPERIOR FILTRATION PRODUCTS	3,250.08
153385	10/26/2011	AURIC ENTERPRISES, INC. dba THORN SMITH LABORATORIES	252.00
		Unpaid Sales Tax	17.67
		Expensed Amount	269.67
153386	10/26/2011	TRI-AD	697.00
153387	10/26/2011	U.S. DATA TRUST CORPORATION	5,000.00
153388	10/26/2011	UNITED SITE SERVICES OF CALIFORNIA, INC.	914.54
153389	10/26/2011	USA SCIENTIFIC	162.38
153390	10/26/2011	VENDINI, INC.	234.73

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

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## Checks Dated 10/26/2011 through 11/14/2011

Check Number	Check Date	Pay to the Order of	Check Amount
153391	10/26/2011	VEOLIA ES TECHNICAL SOLUTIONS, LLC	4,624.60
153392	10/26/2011	VISTA PAINT CORPORATE OFFICE	244.20
153393	10/26/2011	VWR INTERNATIONAL, INC.	2,092.53
153394	10/26/2011	WARD'S NATURAL SCIENCE	551.68
153395	10/26/2011	W A X I E	313.55
153396	10/26/2011	WEST-LITE SUPPLY CO.	23.21
153397	10/26/2011	WESTMINSTER PRESS, INC.	1,489.11
153398	10/26/2011	WILLIAMS RECORDING	400.00
153399	10/26/2011	Z CORPORATION	2,675.00
153400	10/26/2011	SAFEWAY INC/PAVILIONS	855.75
153401	10/26/2011	SMART & FINAL IRIS CO.	598.25
153402	10/26/2011	JULIE ANDERSON	63.38
153403	10/26/2011	MONIKA CONNOLLY	18.43
153404	10/26/2011	TRACY DALY	42.64
153405	10/26/2011	FADAIEFARD, MOHAMMAD	51.95
153406	10/26/2011	KRISTEN J. FELLI	12.21
153407	10/26/2011	ESTER GRAHAM	106.60
153408	10/26/2011	LESLIE HUMPHREY	60.33
153409	10/26/2011	BART MC HENRY	94.00 *
Cancelled on 10/26/2011 Cancel Register # AP10262011C			
153410	10/26/2011	POSTMASTER	18,880.40
153411	10/27/2011	MARY ANSTADT	227.56
153412	10/27/2011	MARYAM AZARY	65.00
153413	10/27/2011	JUANITA BALTIERRA	65.00
153414	10/27/2011	ZINA BORATYNEC	65.00
153415	10/27/2011	CALIFORNIA PLACEMENT ASSOC. HELEN BEAIRD, DIRECTOR	25.00
153416	10/27/2011	TERESA CAMACHO	126.80
153417	10/27/2011	CCCCIO C/O CLAIRE BIANCALANA	365.00 *
Cancelled on 11/09/2011 Cancel Register # AP11092011C			
153418	10/27/2011	COMMUNITY COLLEGE LEAGUE OF CA	500.00
153419	10/27/2011	COMMUNITY COLLEGE LEAGUE OF CACCLC	460.00
153420	10/27/2011	MARIANA J. DE SARACHO	65.00
153421	10/27/2011	ELLE DUBOIS	82.52
153422	10/27/2011	FAIRMONT HOTEL	583.98
153423	10/27/2011	FAIRMONT HOTEL	389.22
153424	10/27/2011	ERIC R. GARCIA	65.00
153425	10/27/2011	JENNIFER GOLDEN	65.00
153426	10/27/2011	GEORGINA GUY	65.00
153427	10/27/2011	BRUCE HAGAN	1,056.64
153428	10/27/2011	STEVE HANDA	65.00
153429	10/27/2011	LOMA HOPKINS	65.00
153430	10/27/2011	CONNIE JACKSON	65.00
153431	10/27/2011	JAYNE KLUNDER	65.00
153432	10/27/2011	SARAH KOBATA	65.00
153433	10/27/2011	CAROL LERMAN	65.00
153434	10/27/2011	ORLANATHA NIN	65.00
153435	10/27/2011	MARIA PANIAGUA	50.00
153436	10/27/2011	LORI PARRA	75.00

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

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## Checks Dated 10/26/2011 through 11/14/2011

Check Number	Check Date	Pay to the Order of	Check Amount
153437	10/27/2011	GWEN PLANO	429.63
153438	10/27/2011	JENNIFER RACHMAN	65.00
153439	10/27/2011	GLENN ROQUEMORE	30.00
153440	10/27/2011	PENNY SKAFF	65.00
153441	10/27/2011	FAWN TANRIVERDI	636.30
153442	10/27/2011	TIFFANY TRAN	40.00
153443	10/27/2011	JEFF WILSON	62.20
153444	10/27/2011	ACS DIV.CHED EXAM INSTIT. IOWA STATE UNIVERSITY	92.00
		Unpaid Sales Tax	6.05
		Expensed Amount	98.05
153445	10/27/2011	AFFILIATED COMPUTER SERVICES	175.65
153446	10/27/2011	JAMES ALBERT SCHOOL OF COSMETOLOGY	12,698.00
153447	10/27/2011	ALL ELECTRONICS CORP.	277.99
153448	10/27/2011	ALLSTAR MICROELECTRONICS, INC	802.74
153449	10/27/2011	AUCA LOS ANGELES	55.79
153450	10/27/2011	LEE ARMSTRONG CO., INC.	931.01
153451	10/27/2011	ARROWHEAD DRINKING WATER	38.26
153452	10/27/2011	B & H PHOTO	60.00
		Unpaid Sales Tax	4.65
		Expensed Amount	64.65
153453	10/27/2011	BATTERIES PLUS, #440 LAKE FOREST STORE	95.97
153454	10/27/2011	BEARCOM	343.86
153455	10/27/2011	BISHOP COMPANY	1,184.53
153456	10/27/2011	CHRIS BOOKE	1,020.00
153457	10/27/2011	BP ENERGY COMPANY BANK OF AMERICA, %	137,380.14
		REMITTANCE	
153458	10/27/2011	BRAND ATHLETICS	315.93
153459	10/27/2011	C & H DISTRIBUTORS, INC.	197.28
153460	10/27/2011	CAL PRO SPORTS	1,454.30
153461	10/27/2011	CARD INTEGRATORS CORPORATION DBA: CI SOLUTIONS	181.63
153462	10/27/2011	CAREER COMMUNICATIONS, INC.	1,860.00
		Unpaid Sales Tax	144.15
		Expensed Amount	2,004.15
153463	10/27/2011	CAROLINA BIOLOGICAL SUPPLY	159.47
153464	10/27/2011	CDW GOVERNMENT, INC.	1,491.18
153465	10/27/2011	CINEMAGADGETS.COM	278.60
153466	10/27/2011	CINTAS CORPORATION	23.50
153467	10/27/2011	CLARK SECURITY PRODUCTS INC.	164.01
153468	10/27/2011	EDUCATION 4 WORK SUSAN M. COLEMAN	12,500.00
153469	10/27/2011	COMPUTER HEROES LLC	4,192.38
153470	10/27/2011	CONSOLIDATED ELECTRICAL DIST.	6,823.61
153471	10/27/2011	CONSTANT CONTACT	294.00
153472	10/27/2011	CONSUMERS PIPE - FONTANA	126.58
153473	10/27/2011	COX COMMUNICATIONS	2,743.54
153474	10/27/2011	CROWN VALLEY SELF STORAGE	177.30
153475	10/27/2011	CRUCIAL TECHNOLOGY	107.73
153476	10/27/2011	DA CAPO MUSIC	1,884.97
153477	10/27/2011	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE, CASHIERING	624.00

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

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## Checks Dated 10/26/2011 through 11/14/2011

Check Number	Check Date	Pay to the Order of	Check Amount
153478	10/27/2011	DISH NETWORK	59.79
153479	10/27/2011	DIVERSIFIED BUSINESS SERVICES	1,218.95
153480	10/27/2011	DOOLEY ENTERPRISES, INC.	1,889.40
153481	10/27/2011	EAGLE COMMUNICATIONS	220.02
153482	10/27/2011	ECONOMIC ALTERNATIVES, INC.	9,117.40
153483	10/27/2011	ELECTRON MICROSCOPY SCIENCES	5,432.68
Unpaid Sales Tax			421.03
Expensed Amount			5,853.71
153484	10/27/2011	ENTERPRISE RENT-A-CAR	832.76
153485	10/27/2011	EWING IRRIGATION PRODUCTS	798.96
153486	10/27/2011	EXCELSIOR ELEVATOR CORPORATION	580.50
153487	10/27/2011	FEDERAL EXPRESS	124.67
153488	10/27/2011	FISHER SCIENTIFIC	2,274.90
153489	10/27/2011	FOSTER CARE AUXILIARY OF OC	120.00
153490	10/27/2011	FREEWAY AUTO SUPPLY	11.62
153491	10/27/2011	DAIRY DEPOT	29.88
153492	10/27/2011	ADVANCE TEK	8,200.00
153493	10/27/2011	CATALYST CONSULTING	8,370.00
153494	10/27/2011	C.E.M. LAB CORP. CIVIL ENGINEERING MATERIAL LAB	37,190.25
153495	10/27/2011	ENAMIX, INC.	5,600.00
153496	10/27/2011	GKKWORKS	4,475.00
153497	10/27/2011	HCTD., LLC c/o HUDSON PACIFIC PROPERTIES	45,500.00
153498	10/27/2011	JACKSON, DE MARCO, TIDUS, & PE	27,786.75
153499	10/27/2011	JOYCE INSPECTION & TESTING	6,560.00
153500	10/27/2011	MC CARTHY BUILDING COMPANIES	16,666.00
153501	10/27/2011	NEUDESIC, LLC	66,529.00
153502	10/27/2011	NIMBLE CONSULTING	10,500.00
153503	10/27/2011	R.M. SYSTEMS, INC.	397.00
153504	10/27/2011	R2A ARCHITECTURE	9,564.72
153505	10/27/2011	REPRO XPRESS	249.14
153506	10/27/2011	RGP PLANNING & DEVELOPMENT SERVICES	16,878.83
153507	10/27/2011	RJM DESIGN GROUP, INC.	5,197.05
153508	10/27/2011	UNITED SITE SERVICES OF CALIFORNIA, INC.	732.16
153509	10/27/2011	WEST COAST TECHNOLOGY	27,348.38
153510	10/28/2011	OFFICEMAX CONTRACT INC.	7,223.98
153511	10/28/2011	XEROX CORP.	6,224.48
153512	10/28/2011	JUANITA BALTIERRA	648.65
153513	10/28/2011	PAUL BONKOWSKI	46.08
153514	10/28/2011	DR. ROBERT BRAMUCCI	100.00
153515	10/28/2011	ANN BUCKLEY	185.20
153516	10/28/2011	CASBO CASBO PROFESSIONAL DEVELOPMENT	205.00
153517	10/28/2011	CASBO CASBO PROFESSIONAL DEVELOPMENT	205.00
153518	10/28/2011	CASBO CASBO PROFESSIONAL DEVELOPMENT	205.00
153519	10/28/2011	ROCKY CIFONE	685.51
153520	10/28/2011	COMMUNITY COLLEGE LEAGUE OF CA	460.00

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

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## Checks Dated 10/26/2011 through 11/14/2011

Check Number	Check Date	Pay to the Order of	Check Amount
153521	10/28/2011	CHRISTINE COY	500.00
153522	10/28/2011	YOLANDA GOULDSMITH	117.30
153523	10/28/2011	MARVIN ANDY GROUND	1,000.00
153524	10/28/2011	RUBY HAZZARD	191.54
153525	10/28/2011	TONI LAKOW	184.99
153526	10/28/2011	ANITA MC DONALD	185.00
153527	10/28/2011	MIKE SAUTER	777.90
153528	10/28/2011	PARISA SOLTANI	760.96
153529	10/28/2011	SOKHA SONG	184.99
153530	10/28/2011	SHARON EILEEN TASH	500.00
153531	10/28/2011	TIFFANY TRAN	119.69
153532	10/31/2011	VALERIE CASEY	1,600.00
153535	10/31/2011	KENT HELWIG	2,000.00
153536	10/31/2011	MASAYA PALMER	1,600.00
153537	10/31/2011	DONALD L. EISENTRAUT	1,500.00
153538	10/31/2011	FRANCHISE TAX BOARD	500.00
153539	10/31/2011	FHEG IVC BOOKSTORE No. 895 MA 759	9,948.75
153540	11/01/2011	AT & T MOBILITY	12.04
153541	11/01/2011	AT & T	46.37
153542	11/01/2011	AT & T	326.40
153543	11/01/2011	AT & T	54.49
153544	11/01/2011	AT & T	54.49
153545	11/01/2011	AT & T	54.49
153546	11/01/2011	AT&T	545.20
153547	11/01/2011	AT&T	363.46
153548	11/01/2011	AT&T	1,651.09
153549	11/01/2011	A-1 AWARDS	30.17
153550	11/01/2011	AACRAO MEMBERSHIP	1,015.00
153551	11/01/2011	ADCLUB ADVERTISING SERVICE	3,040.00
153552	11/01/2011	ALLIED REFRIGERATION INC	231.50
153553	11/01/2011	AMTECH ELEVATOR SERVICES	1,800.55
153554	11/01/2011	WARREN ANSALDO	2.99
153555	11/01/2011	ARC AMER. REPROGRAPHICS CO.	59.53
153556	11/01/2011	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP	150.85
153557	11/01/2011	ATHLETIC PUBLISHING COMPANY	160.91
		Unpaid Sales Tax	11.19
		Expensed Amount	172.10
153558	11/01/2011	BRADLEY'S PLASTIC BAG CO.	296.59
153559	11/01/2011	BUSINESS MACHINE SECURITY	144.30
153560	11/01/2011	CAL PRO SPORTS	690.74
153561	11/01/2011	CHENG & TSUI ORDERS DEPARTMENT	208.99
		Unpaid Sales Tax	14.72
		Expensed Amount	223.71
153562	11/01/2011	CHRONICLE OF HIGHER EDUCATION	69.50
153563	11/01/2011	CIWEA ATTN: SALLY CARDENAS	150.00
153564	11/01/2011	COACH AMERICA	7,014.86
153565	11/01/2011	JANE L. COLLIER	180.00
153566	11/01/2011	COMPUTROLS, INC.	51,774.00

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## Checks Dated 10/26/2011 through 11/14/2011

Check Number	Check Date	Pay to the Order of	Check Amount
		Unpaid Sales Tax	3,146.50
		Expensed Amount	54,920.50
153567	11/01/2011	CONSOLIDATED ELECTRICAL DIST.	53.34
153568	11/01/2011	JOHN DEERE LANDSCAPES, INC.	1,575.40
153569	11/01/2011	DISPLAYS 2GO	629.96
		Unpaid Sales Tax	39.14
		Expensed Amount	669.10
153570	11/01/2011	EARTH DESIGN	1,732.50
153571	11/01/2011	EDWARD EIEN	2,300.00
153572	11/01/2011	ESSENCE ENTERTAINMENT	385.00
153573	11/01/2011	FISHER SCIENTIFIC	3,423.33
153574	11/01/2011	FOSTER CARE AUXILIARY OF OC	120.00
153575	11/01/2011	FREEWAY AUTO SUPPLY	14.29
153576	11/01/2011	OFFICEMAX CONTRACT INC.	4,392.56
153577	11/02/2011	MAYRA ARIAS	79.13
153578	11/02/2011	BARBARA BANGS	14.99
153579	11/02/2011	COLLETTE CHATTOPADHYAY	77.23
153580	11/02/2011	GALE SUPPLY COMPANY	9,751.38
153581	11/02/2011	GILBERT & STEARNS, INC.	2,861.71
153582	11/02/2011	GKKWORKS	1,690.00
153583	11/02/2011	GOLF VENTURES WEST	277.87
153584	11/02/2011	GOOD HANDS CLEANERS	303.50
153585	11/02/2011	GOODWILL INDUSTRIES OF ORANGE COUNTY	1,350.00
153586	11/02/2011	GOVCONNECTION	222.28
153587	11/02/2011	M. SCOTT GRABAU	75.49
153588	11/02/2011	W. W. GRAINGER	561.91
153589	11/02/2011	GREEN THUMB INTERNATIONAL	127.91
153590	11/02/2011	DENISE A. GREEN	49.00
153591	11/02/2011	MATTHEW E. GREGORY	101.25
153592	11/02/2011	KELLY GRIMES	720.00
153593	11/02/2011	MARLYS GRODT	5,500.00
153594	11/02/2011	HERCULES PORTABLE POWER, INC.	1,480.00
153595	11/02/2011	IRVINE RANCH WATER DIST.	293.37
153596	11/02/2011	FHEG IVC BOOKSTORE No. 895 MA 759	3,083.16
153597	11/02/2011	PIPS C/O KEENAN & ASSOCIATES	167,733.00
153598	11/02/2011	MARK KRUHMIN	34.08
153599	11/02/2011	NICOLE LOFTUS	181.87
153600	11/02/2011	BART MC HENRY	94.00
153601	11/02/2011	BETH MUELLER	44.96
153602	11/02/2011	CITIZENS BUSINESS BANK ATTN: LORI MOYNIHAN, VP	56,287.05
153603	11/02/2011	NCMPR NATIONAL OFFICE ATTN: BECKY OLSON	450.00
153604	11/02/2011	NEWBEGINNINGS, INC. CATERING DIVISION	344.10
153605	11/02/2011	ALEX QUINONES	37.63
153606	11/02/2011	JANE ROSENKRANS	14.99
153607	11/02/2011	KAY RYALS	20.00
153608	11/02/2011	SOKHA SONG	44.96
153609	11/02/2011	JACQUELINE ZIMBALIST	14.99
153610	11/02/2011	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	5,385.35

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## Checks Dated 10/26/2011 through 11/14/2011

Check Number	Check Date	Pay to the Order of	Check Amount
153611	11/02/2011	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	12,850.00
153612	11/02/2011	WELLS FARGO #1598	1,471.57
		Unpaid Sales Tax 2.63	
		Expensed Amount 1,474.20	
153613	11/02/2011	WELLS FARGO #2078	3,209.00
153614	11/02/2011	WELLS FARGO #3317	779.38
		Unpaid Sales Tax 45.78	
		Expensed Amount 825.16	
153615	11/02/2011	PAR WEST TURF SERVICES INC.	4,622.48
153616	11/02/2011	THE PATON GROUP	494.55
153617	11/02/2011	LILIANN PEREZ-STROUD	240.00
153618	11/02/2011	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	791.00
153619	11/02/2011	POLISHED IMAGE	210.11
153620	11/02/2011	PRAXAIR	93.56
153621	11/02/2011	PYRO-COMM SYSTEMS	4,925.00
153622	11/02/2011	QUICK CAPTION	1,100.00
153623	11/02/2011	RAUL PACHECO dba R & R VISIBLE PRODUCTS	777.31
153624	11/02/2011	R2A ARCHITECTURE	2,065.00
153625	11/02/2011	THE RACK DEPOT, INC.	3,833.18
153626	11/02/2011	RENAISSANCE LEARNING INC.	118.71
153627	11/02/2011	ROBERT RICKERSON	16.50
153628	11/02/2011	RICOH AMERICAS CORPORATION RICOH CUSTOMER FINANCE CORP.	70.70
153629	11/02/2011	ROSE BUSINESS FORMS CO. DBA ROSE PRINTING SERVICES, INC.	80.00
		Unpaid Sales Tax 5.27	
		Expensed Amount 85.27	
153630	11/02/2011	SAFE NAVIGATION, INC.	131.92
153631	11/02/2011	SAFEWAY INC/PAVILIONS	34.03
153632	11/02/2011	SARGENT-WELCH LLC VWR INTERNATIONAL	51.11
153633	11/02/2011	FHEG - SADDLEBACK BOOKSTORE STORE NO 296 M.A. F11111	105.44
153634	11/02/2011	SCANTRON CORPORATION	295.61
153635	11/02/2011	SCHOOL SPECIALTY	600.21
153636	11/02/2011	SCIENCE KIT, INC.	72.80
153637	11/02/2011	SEHI PROCOMP COMPUTER PRODUCTS	894.01
153638	11/02/2011	HELENE SHOTWELL	120.00
153639	11/02/2011	SIMS TREE HEALTH SPEC., INC.	357.50
153640	11/02/2011	SMARDAN SUPPLY - EL MONTE	7,944.56
153641	11/02/2011	SO. ORANGE CO. COMM. COL.DIST	5,207.00
153642	11/02/2011	SPECTRUM CHEMICAL MFG. CORP.	171.42
153643	11/02/2011	TINO RAY YOUNGER SPORTS UNLIMITED	1,962.97
153644	11/02/2011	AMY L. STINSON	76.89
153645	11/02/2011	ALENA STRICKLAND	770.00
153646	11/02/2011	BARBARA TAMIALIS	456.60
153647	11/02/2011	TAMS-WITMARK MUSIC LIBRARY	25.25
153648	11/02/2011	TECHNIC BUSINESS SOLUTIONS	85.00
153649	11/02/2011	TERMITE TERRY PEST CONTROL	160.00
153650	11/02/2011	TNR TECHNICAL, INC.	543.47
153651	11/02/2011	TUTTLE-CLICK FORD	125.73

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## Checks Dated 10/26/2011 through 11/14/2011

Check Number	Check Date	Pay to the Order of	Check Amount
153652	11/02/2011	LUIS MAURICIO VASQUEZ	875.00
153653	11/02/2011	VSA, Inc.	407.21
153654	11/02/2011	VWR INTERNATIONAL, INC.	442.04
153655	11/02/2011	WARE DISPOSAL CO., INC.	3,201.76
153656	11/02/2011	WHITE CAP INDUSTRIES	203.63
153657	11/02/2011	WILMAD/LAB GLASS	55.36
153658	11/02/2011	MICHAEL E. WILSON	11,968.00
153659	11/02/2011	EMERSON WINTER	50.00
153660	11/02/2011	ZEBRA TECHNOLOGIES CORPORATION	259.92
		Unpaid Sales Tax	20.14
		Expensed Amount	280.06
153661	11/02/2011	SMART & FINAL IRIS CO.	680.98
153662	11/02/2011	RPM CONSULTANT GROUP	2,370.00
153663	11/03/2011	SHERRI J. BANES	505.12
153664	11/03/2011	DAVID BUGAY	167.47
153665	11/03/2011	COMMUNITY COLLEGE LEAGUE OF CA	500.00
153666	11/03/2011	MARIE DE LA PALME	60.00
153667	11/03/2011	BEN DOLAN	996.74
153668	11/03/2011	FAIRMONT HOTEL	194.66
153669	11/03/2011	FAIRMONT HOTEL	389.32
153670	11/03/2011	ALINE GREGORIO	700.00
153671	11/03/2011	JUDY HENMI	547.18
153672	11/03/2011	CAROL HILTON	422.41
153673	11/03/2011	TEDDI LORCH	184.16
153674	11/03/2011	BETH MUELLER	116.70
153675	11/03/2011	MARIA NUNEZ	329.24
153676	11/03/2011	KEVIN O'CONNOR	1,218.19
153677	11/03/2011	EFREN RANGEL	622.98
153678	11/03/2011	EDWARD TACKETT	247.00
153679	11/03/2011	HOME DEPOT CREDIT SERVICES	820.88
153680	11/03/2011	J.W. PEPPER & SON, INC.	225.43
153681	11/03/2011	QUEZADA PRO LANDSCAPE, INC.	9,920.00
153682	11/03/2011	RICOH AMERICAS CORPORATION	11.50
153683	11/03/2011	SARGENT-WELCH LLC VWR INTERNATIONAL	110.63
153684	11/03/2011	SOUTHERN COUNTIES OIL DBA/SC FUELS	5,315.21
153685	11/03/2011	ATOM ENGINEERING CONSTRUCTION	73,823.00
153686	11/03/2011	BAYLEY CONSTRUCTION	756,088.19
153687	11/03/2011	COMMUNITY BANK ATTN: L. BUHL-ESCROW 1623	84,009.81
153688	11/03/2011	CRESCENT SOLUTIONS	6,987.00
153689	11/03/2011	ENAMIX, INC.	5,600.00
153690	11/03/2011	ENVIRON	6,521.39
153691	11/03/2011	FAST TRAX BOBCAT SERVICES	2,000.00
153692	11/03/2011	GKKWORKS	10,099.65
153693	11/03/2011	MC KENNA LONG & ALDRIDGE, LLP	6,340.00
153694	11/03/2011	NEUDESIC, LLC	66,193.50
153695	11/03/2011	R2A ARCHITECTURE	2,280.12
153696	11/03/2011	RED STONE, INC	6,560.00
153697	11/03/2011	REPRO XPRESS	53.32

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## Checks Dated 10/26/2011 through 11/14/2011

Check Number	Check Date	Pay to the Order of	Check Amount
153698	11/03/2011	RGP PLANNING & DEVELOPMENT SERVICES	17,796.15
153699	11/03/2011	RR SYSTEMS, INC.	962.00
153700	11/04/2011	POSTMASTER	19,611.00
153701	11/04/2011	ABC ICE HOUSE	232.75
153702	11/04/2011	ACOUSTICAL MATERIAL SERVICES	4,142.20
153703	11/04/2011	WARREN ANSALDO	2.99
153704	11/04/2011	ARROWHEAD DRINKING WATER	43.09
153705	11/04/2011	ART SUPPLY WAREHOUSE	75.51
153706	11/04/2011	ARTALKS DESIGN, LLC	755.67
153707	11/04/2011	BAKER & TAYLOR	495.69
153708	11/04/2011	BANNERSANDSIGNS.NET	23.86
153709	11/04/2011	MARGUERITE BEAL	210.00
153710	11/04/2011	BEARCOM	343.86
153711	11/04/2011	BLICK ART MATERIALS	69.63
153712	11/04/2011	BRAND ATHLETICS	8,729.92
153713	11/04/2011	MIKE BROWN GRANDSTANDS	2,000.00
153714	11/04/2011	CALIFORNIA GEOLOGICAL SURVEY SCHOOL REVIEW UNIT	104.16
153715	11/04/2011	CALIFORNIA STAGE/LIGHTING, INC	97.78
153716	11/04/2011	CDE PRESS ACCOUNTING OFFICE	267.36
153717	11/04/2011	CHEVRON AND TEXACO BUSINESS CARD SERVICES	2,654.89 *
Cancelled on 11/04/2011 Cancel Register # AP11042011D			
153718	11/04/2011	CLARK SECURITY PRODUCTS INC.	30.00
153719	11/04/2011	MIKE COLLINS	65.99
153720	11/04/2011	COMPUTERLAND	194.79
153721	11/04/2011	CWI COURTNEY WATERPROOFING INC.	43,215.00
153722	11/04/2011	CROWN FENCE	4,500.00
153723	11/04/2011	CULLIGAN	101.87
153724	11/04/2011	DARRELL DEETER	226.49
153725	11/04/2011	DELL MARKETING L.P. C/O DELL USA L.P.	3,665.10
153726	11/04/2011	RAJANPAL DHILLON	78.39
153727	11/04/2011	DUNN-EDWARDS CORPORATION	62.41
153728	11/04/2011	ECONOMIC ALTERNATIVES, INC.	4,482.55
153729	11/04/2011	ARNETTE EDWARDS	180.00
153730	11/04/2011	EMBLEM ENTERPRISES	672.26
153731	11/04/2011	ENTERPRISE RENT-A-CAR	357.08
153732	11/04/2011	FEDERAL EXPRESS	245.28
153733	11/04/2011	FERGUSON ENTERPRISES INC #1350	839.46
153734	11/04/2011	PATRICIA K. FLANIGAN	34.48
153735	11/04/2011	BEN MEADOWS COMPANY ACCOUNT # 5252156	16.97
153736	11/04/2011	OFFICEMAX CONTRACT INC.	5,398.92
153737	11/04/2011	OFFICEMAX CONTRACT INC.	5,581.50
153738	11/04/2011	OFFICEMAX CONTRACT INC.	206.70
153739	11/04/2011	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	49.00
153740	11/04/2011	SHERRI J. BANES	1,881.81
153741	11/04/2011	SYLVIA CARMONA	49.00
153742	11/04/2011	BEEP COLCLOUGH	587.50
153743	11/04/2011	WILL GLEN	90.48
153744	11/04/2011	ORANGE COUNTY SCHOOL BOARDS ASSOCIATION	31.00

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## Checks Dated 10/26/2011 through 11/14/2011

Check Number	Check Date	Pay to the Order of	Check Amount
153745	11/04/2011	EDWARD TACKETT	167.75
153746	11/04/2011	MARIA CRISTINA VIEYRA	49.00
153747	11/04/2011	WASFAA SUSAN SHOGREN, REGISTRAR	101.00
153748	11/04/2011	WASFAA SUSAN SHOGREN, REGISTRAR	101.00
153749	11/04/2011	WELLS FARGO #1606	1,792.32
153750	11/04/2011	WELLS FARGO #1606	143.93
153751	11/04/2011	XEROX CORP.	21,931.84
153752	11/07/2011	HAITBRINK ASPHALT PAVING, INC.	5,305.00
153753	11/07/2011	GEORGE T. HALL	3,541.60
153754	11/07/2011	HALO BRANDED SOLUTIONS	8,975.22
153755	11/07/2011	HARDY DIAGNOSTICS	757.47
153756	11/07/2011	ALINDE HERRON	18.29
153757	11/07/2011	HIRSCH PIPE & SUPPLY	497.14
153758	11/07/2011	HITT MARKING DEVICES, INC.	119.47
153759	11/07/2011	HONORS TRANSFER COUNCIL OF CA C/O MT. SAN ATONIO COLLEGE	90.00
153760	11/07/2011	ANTHONY HUNTLEY	27.50
153761	11/07/2011	IMAGING PLUS	39.46
153762	11/07/2011	INTERCOLLEGIATE TENNIS ASSOC. MEMBERSHIP DEPARTMENT	170.00
153763	11/07/2011	IRVINE PIPE & SUPPLY	1,230.73
153764	11/07/2011	IRVINE RANCH WATER DIST.	10,394.35
153765	11/07/2011	JACKSON, DE MARCO, TIDUS, & PE	7,993.00 *
Cancelled on 11/07/2011 Cancel Register # AP11072011A			
153766	11/07/2011	KAPLAN EARLY LEARNING COMPANY	170.87
153767	11/07/2011	GARY I. KUSUNOKI	220.00
153768	11/07/2011	LAB SAFETY SUPPLY CO. ACCT # 5252156	299.88
153769	11/07/2011	LAGUNA GRAPHIC ARTS, INC.	269.38
153770	11/07/2011	SHARON LANDIS	480.00
153771	11/07/2011	LASER SOURCE	2,294.74
153772	11/07/2011	LAURA'S INT PLANTSCAPE SERV	422.84
153773	11/07/2011	CHIEF, LOC CDS	525.00
153774	11/07/2011	JOAN LUNDBOHM	100.00
153775	11/07/2011	THE MAGELLAN GROUP DONALD L. RICKNER	7,190.00
153776	11/07/2011	MAQUINSAL SEWING MACHINE CO.	426.61
153777	11/07/2011	MAYO CLINIC HEALTH LETTER SUBSCRIPTION SERVICES	29.55
153778	11/07/2011	MC CALLUM GROUP, INC.	3,500.00
153779	11/07/2011	JENNA MC CARTY	30.17
153780	11/07/2011	KENT S. MC FANN	19.37
153781	11/07/2011	UNIVERSITY OF HAWAII	17,549.46
153782	11/07/2011	KAPLAN EARLY LEARNING COMPANY	1,075.22
153783	11/07/2011	MC KESSON MEDICAL SURGICAL	82.00
153784	11/07/2011	JACKSON, DE MARCO, TIDUS, & PE	3,436.50
153785	11/07/2011	AMERICAN EXPRESS TRAVEL RELATED SERVICES CO INC	5,503.71
153786	11/07/2011	COMMUNITY COLLEGE LEAGUE OF CA	460.00
153787	11/07/2011	FAIRMONT HOTEL	389.32
153788	11/07/2011	DEBRA L. FITZSIMONS	85.45
153789	11/07/2011	KEN PATTON	289.06

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## Checks Dated 10/26/2011 through 11/14/2011

Check Number	Check Date	Pay to the Order of	Check Amount
153790	11/07/2011	LARRY RADDEN	100.00
153791	11/07/2011	DANIEL SCOTT	1,777.54
153792	11/07/2011	JODI TITUS	802.80
153793	11/08/2011	LAURA ABRAMS	30.55
153794	11/08/2011	KATE ALDER	30.08
153795	11/08/2011	DAVID E. ANDERSON, JR.	44.10
153796	11/08/2011	DONOVAN ENTERTAINMENT, INC.	2,000.00
153797	11/08/2011	EUGENE DRAKE	119.88
153798	11/08/2011	JENNIFER GLEIZER	39.41
153799	11/08/2011	HAIR CALIFORNIA BEAUTY ACADEMY	23,485.00
153800	11/08/2011	FHEG IVC BOOKSTORE No. 895 MA 759	25,921.20
153801	11/08/2011	JOHNSTONE SUPPLY	196.22
153802	11/08/2011	KELE INC.	585.44
		Unpaid Sales Tax	40.43
		Expensed Amount	625.87
153803	11/08/2011	CANDACE KINCAID	54.01
153804	11/08/2011	JAMES LAURIE	126.54
153805	11/08/2011	LORI MANGELS	153.18
153806	11/08/2011	ANITA MC DONALD	14.99
153807	11/08/2011	MARGIE MCNELLY LICENSED MARRIAGE & FAMILY THERAPIST	480.00
153808	11/08/2011	MERCURY DOCUMENT IMAGING CO.	306.00
153809	11/08/2011	MIFCO	156.60
		Unpaid Sales Tax	10.31
		Expensed Amount	166.91
153810	11/08/2011	MILLENNIUM BUSINESS SERVICES Marty Cohn	171.32
153811	11/08/2011	MISSION AUTO EQUIP & LIFTS, INC	280.40
153812	11/08/2011	MISSION PRINTING COMPANY	808.13
153813	11/08/2011	MOUNTAIN MEDICAL	508.54
153814	11/08/2011	MOUSER ELECTRONICS	55.00
153815	11/08/2011	NAT'L LEAGUE FOR NURSING	1,575.00
153816	11/08/2011	NAVIGATORS PRINT & DESIGN INC	452.38
153817	11/08/2011	Netsupport	1,731.66
153818	11/08/2011	NEUDESIC, LLC	33,527.50
153819	11/08/2011	NEWBEGINNINGS, INC. CATERING DIVISION	664.17
153820	11/08/2011	HALEY NGUYEN	146.05
153821	11/08/2011	CSPI/NUTRITION ACTION HEALTHLETTER	20.00
153822	11/08/2011	OC Treasurer-Tax Collector	17,977.00
153823	11/08/2011	OC REGISTER COMMERCIAL BILLING	2,089.32
153824	11/08/2011	OCE-IMAGISTICS	51.84
153825	11/08/2011	OFFICEPLANIT	2,451.31
153826	11/08/2011	ORANGEWOOD CHILDREN'S FOUNDATION	315.00
153827	11/08/2011	ORCHARD SUPPLY HARDWARE	219.35
153828	11/08/2011	ORKIN PEST CONTROL 711	637.50
153829	11/08/2011	SANDRA POPE	14.99
153830	11/08/2011	SHANNON SEIFERT	26.58
153831	11/08/2011	DAN WALSH	54.28
153832	11/08/2011	TYLER WEINSTEIN	58.45
153833	11/08/2011	BROOKE DAHER	14.99

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## Checks Dated 10/26/2011 through 11/14/2011

Check Number	Check Date	Pay to the Order of	Check Amount
153834	11/08/2011	EARL PAGAL	14.99
153835	11/08/2011	ADCLUB ADVERTISING SERVICE	4,590.00
153836	11/08/2011	ADVANTA ENERGY CORP	800.00
153837	11/08/2011	AIRGAS WEST	144.90
153838	11/08/2011	AUCA LOS ANGELES	59.70
153839	11/08/2011	BESAFE TECHNOLOGIES, INC.	738.15
153840	11/08/2011	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP	708.45
153841	11/08/2011	DENISE BLAIR	525.00
153842	11/08/2011	BLICK ART MATERIALS	58.14
153843	11/08/2011	BRAND ATHLETICS	2,281.89
153844	11/08/2011	KRISTEN BUSH	980.00
153845	11/08/2011	BUTLER CHEMICALS, INC.	453.21
153846	11/08/2011	BOOK WHOLESALERS, INC. BWI	80.80
153847	11/08/2011	CA COMMERCIAL LIGHTING SUPPLY	585.09
153848	11/08/2011	CALIFORNIA STAGE/LIGHTING, INC	260.44
153849	11/08/2011	CAROLINA BIOLOGICAL SUPPLY	4,437.88
153850	11/08/2011	CDW GOVERNMENT, INC.	5,080.80
153851	11/08/2011	THECHAIRSTORE.COM	184.90
Unpaid Sales Tax			12.00
Expensed Amount			196.90
153852	11/08/2011	CHEVRON AND TEXACO BUSINESS CARD SERVICES	2,654.89
153853	11/08/2011	CLARK SECURITY PRODUCTS INC.	45.27
153854	11/08/2011	MIKE COLLINS	160.16
153855	11/08/2011	CONTRACT PAPER GROUP, INC.	6,068.48
153856	11/08/2011	CWI COURTNEY WATERPROOFING INC.	25,475.00
153857	11/08/2011	DANA POINT YACHT MAINTENANCE	31.90
153858	11/08/2011	DAY & NIGHT DOOR SERVICE, INC	1,364.00
153859	11/08/2011	ROBERT DEMMON	93.86
153860	11/08/2011	MICHELE DUGAN	180.00
153861	11/08/2011	EAGLE COMMUNICATIONS	834.21
153862	11/08/2011	EBERHARD EQUIPMENT	3,283.94
153863	11/08/2011	EBSCO AR SERVICE CTR	8,770.18
153864	11/08/2011	FACILITIES PLANNING & PROGRAM SERVICES, INC	8,400.00
153865	11/08/2011	FEDERAL EXPRESS	1,133.28
153866	11/08/2011	FREEWAY AUTO SUPPLY	422.08
153867	11/08/2011	OFFICEMAX CONTRACT INC.	6,252.05
153868	11/08/2011	BCH WATERWORKS	135.00
153869	11/08/2011	POSTMASTER	1,118.95
153870	11/08/2011	AT & T	65.48
153871	11/08/2011	AT & T	26.01
153872	11/08/2011	AT & T	35.14
153873	11/08/2011	AT&T	11.42
153874	11/08/2011	SAN DIEGO GAS & ELECTRIC	994.64
153875	11/08/2011	SOUTHERN CALIFORNIA EDISON CO.	56,647.42
153876	11/08/2011	SOUTHERN CALIFORNIA EDISON CO.	77,272.62
153877	11/08/2011	SOUTHERN CALIFORNIA EDISON CO.	2,249.97
153878	11/09/2011	ATHENA COLLEGE OF BEAUTY	40,195.75
153879	11/09/2011	JAMES ALBERT SCHOOL OF COSMETOLOGY	8,975.75
153880	11/09/2011	ALLSTEEL INC.	4,255.62

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

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## Checks Dated 10/26/2011 through 11/14/2011

Check Number	Check Date	Pay to the Order of	Check Amount
153881	11/09/2011	INGRID STALHEIM ANDREWS	100.00
153882	11/09/2011	BAKER & TAYLOR	4,506.71
153883	11/09/2011	TAMARA BOSTWICK	18.20
153884	11/09/2011	FOUNDATION FOR CCC      ATTN: STEVE TUCK, PURCHASING	128,861.42
153885	11/09/2011	CDW GOVERNMENT, INC.	4,074.33
153886	11/09/2011	COMPUTERLAND	98.05
153887	11/09/2011	SPARKLETTS	794.29
153888	11/09/2011	SPARKLETTS	1,140.97
153889	11/09/2011	DUNN-EDWARDS CORPORATION	5,688.34
153890	11/09/2011	ENTERPRISE RENT-A-CAR	476.10
153891	11/09/2011	ENVIRONMENTAL NATURE CENTER	50.00
153892	11/09/2011	ESSENCE ENTERTAINMENT	3,025.00
153893	11/09/2011	CHERYL ASHE EVEREST	100.00
153894	11/09/2011	EXPERIAN	77.00
153895	11/09/2011	FISHER SCIENTIFIC	163.15
153896	11/09/2011	FREESTYLE	2,132.24
153897	11/09/2011	FREEWAY AUTO SUPPLY	290.11
153898	11/09/2011	DAVID FRETZ	232.92
153899	11/09/2011	FREY SCIENTIFIC	21.61
153900	11/09/2011	EARTHPLAY	2,791.81
153901	11/09/2011	STEVE CRAPO	140.00
153902	11/09/2011	ADVANCE TEK	8,000.00
153903	11/09/2011	CATALYST CONSULTING	9,720.00
153904	11/09/2011	CDW GOVERNMENT, INC.	315.44
153905	11/09/2011	COLORADO TIME SYSTEMS	430.31
153906	11/09/2011	CRESCENT SOLUTIONS	4,284.00
153907	11/09/2011	CROWN FENCE	6,173.00
153908	11/09/2011	DIVERSIFIED LANDSCAPE MGT.    INC.	57,330.00
153909	11/09/2011	DOUGHERTY + DOUGHERTY      ARCHITECTS LLP	13,098.91
153910	11/09/2011	DVV ASSOCIATES, INC.	875.00
153911	11/09/2011	GRIFFITH CO.	62,789.58
153912	11/09/2011	H2 ENVIRONMENTAL CONSULTING    SERVICES, INC.	20,320.00
153913	11/09/2011	JOYCE INSPECTION & TESTING	13,280.00
153914	11/09/2011	MC CARTHY BUILDING COMPANIES	61,714.00
153915	11/09/2011	NIMBLE CONSULTING	10,750.00
153916	11/09/2011	AMERICAN EXPRESS      TRAVEL RELATED SERVICES CO INC	681.00
153917	11/09/2011	CITY OF TUSTIN      ATTN: CITY MANAGER'S OFFICE	550.00
153918	11/09/2011	PACIFIC COLOR PRINTING      DANIEL HUNG TRAN	183.18
153919	11/09/2011	PARKER LIGHTING	1,239.13
153920	11/09/2011	PARKWAY LAWNMOWER SHOP	2,741.50
153921	11/09/2011	PASCO SCIENTIFIC	642.80
153922	11/09/2011	LILIANN PEREZ-STROUD	360.00
153923	11/09/2011	PETE'S ROAD SERVICE	32.77
153924	11/09/2011	POWER FORD TUSTIN	193.57
153925	11/09/2011	PURETEC	513.36
153926	11/09/2011	QUEST DIAGNOSTICS	587.12
153927	11/09/2011	QUEZADA PRO LANDSCAPE, INC.	3,285.00

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

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## Checks Dated 10/26/2011 through 11/14/2011

Check Number	Check Date	Pay to the Order of	Check Amount
153928	11/09/2011	THE RACK DEPOT, INC.	851.51
153929	11/09/2011	DEBBIE RADOSH	100.00
153930	11/09/2011	REPRO XPRESS	38.60
153931	11/09/2011	RICOH AMERICAS CORPORATION	124.10
153932	11/09/2011	RIO GRANDE ALBUQUERQUE THE BELL GROUP	1,336.52
		Unpaid Sales Tax	99.46
		Expensed Amount	1,435.98
153933	11/09/2011	S & B FOODS CATERING DIVISION	73.54
153934	11/09/2011	SAFEWAY INC/PAVILIONS	141.53
153935	11/09/2011	SAMY'S CAMERA	177.79
153936	11/09/2011	JARED SCOTT	90.00
153937	11/09/2011	SHRED-IT CAMPO ENTERPRISES, INC.	80.00
153938	11/09/2011	SMART & FINAL IRIS CO.	802.83
153939	11/09/2011	SNADER AND ASSOCIATES INC.	20,851.51
153940	11/09/2011	JENNIFER SNIDER	315.00
153941	11/09/2011	SO. ORANGE CO. COMM. COL.DIST	791.00
153942	11/09/2011	SOCCERKRAZE	347.48
153943	11/09/2011	SPORTS FIELD INSTALLATION	28,720.00
153944	11/09/2011	SPORTS IMPORTS	388.78
153945	11/09/2011	MELANIE STEVENSON	100.00
153946	11/09/2011	CINDY STRINGHAM	100.00
153947	11/09/2011	STUDY IN THE USA INC.	2,540.00
153948	11/09/2011	AMY SUPINGER dba SUPINGER STRATEGIES	1,750.00
153949	11/09/2011	PENNY TACQUARD	100.00
153950	11/09/2011	TURF TIRE DISTRIBUTORS	334.24
153951	11/09/2011	TUTTLE-CLICK FORD	501.95
153952	11/09/2011	U.S. DATA TRUST CORPORATION	5,000.00
153953	11/09/2011	ULINE ATTN: ACCOUNTS RECEIVABLE	342.96
153954	11/09/2011	UNION ELECTRONIC DISTRIBUTORS	574.50
		Unpaid Sales Tax	44.52
		Expensed Amount	619.02
153955	11/09/2011	UNIVERSAL SPECIALTIES, INC.	35.52
153956	11/09/2011	ISABELLE VALLE	100.00
153957	11/09/2011	VENTEK INTERNATIONAL	180.00
153958	11/09/2011	WEST COAST INTERNET, INC.	267.55
153959	11/09/2011	WARE DISPOSAL CO., INC.	13,463.82
153960	11/09/2011	WATER TECH AG SUPPLY	818.90
153961	11/09/2011	WAXIE	305.05
153962	11/09/2011	WESTERN GRAPHICS PLUS, INC.	875.11
153963	11/09/2011	WHITE CAP INDUSTRIES	326.11
153964	11/09/2011	Z CORPORATION	5,250.00
153965	11/09/2011	ZBATTERY.COM, INC.	331.06
		Unpaid Sales Tax	19.39
		Expensed Amount	350.45
153966	11/09/2011	ROCKVIEW FARMS	320.90
153967	11/09/2011	SMART & FINAL IRIS CO.	437.76
153968	11/09/2011	BECKY THOMAS	135.09
153969	11/09/2011	TWO TWINS FROM TEXAS BLIND COMPANY	696.00

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

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## Checks Dated 10/26/2011 through 11/14/2011

Check Number	Check Date	Pay to the Order of	Check Amount
153970	11/09/2011	SO. ORANGE CO. COMM. COL. DISTWORKERS COMPENSATION	8,385.39
153971	11/10/2011	JOSE MAGANA THE BLACK BOOK DEPOT	94.99
		Unpaid Sales Tax 6.82	
		Expensed Amount 101.81	
153972	11/10/2011	PAUL BONKOWSKI	15.00
153973	11/10/2011	G & K SERVICES	232.01
153974	11/10/2011	THE GALE GROUP	59.27
153975	11/10/2011	GANAHL LUMBER	67.72
153976	11/10/2011	GAYLE'S EMBROIDERY	64.00
153977	11/10/2011	GRANICUS, INC.	1,075.00
153978	11/10/2011	LAWRENCE GRIHALVA	37.60
153979	11/10/2011	GEORGINA GUY	232.54
153980	11/10/2011	H & H AUTO PARTS WHOLESALE	152.18
153981	11/10/2011	MELANIE HAERI	195.48
153982	11/10/2011	HALO BRANDED SOLUTIONS	332.65
153983	11/10/2011	HITT MARKING DEVICES, INC.	47.89
153984	11/10/2011	HORIZON	1,107.67
153985	11/10/2011	INGARDIA BROTHERS PRODUCE, INC.	1,714.00
153986	11/10/2011	INVITROGEN CORPORATION c/o BANK OF AMERICA	221.98
153987	11/10/2011	FHEG IVC BOOKSTORE No. 895 MA 759	221.85
153988	11/10/2011	JACKSON, DE MARCO, TIDUS, & PE	1,540.50
153989	11/10/2011	VERNA JONES	100.00
153990	11/10/2011	KELLE COMPANY	204.91
153991	11/10/2011	LAERDAL MEDICAL CORP.	605.82
153992	11/10/2011	LAGUNA BALLET, INC.	10,574.00
153993	11/10/2011	LAGUNA BEACH UNIF. SCHOOL DIST	2,813.07
153994	11/10/2011	MATS, MATS, MATS TINYINKLING.COM, LLC	466.99
153995	11/10/2011	McMASTER CARR SUPPLY CO.	76.87
153996	11/10/2011	MEDCO SUPPLY COMPANY	1,275.45
153997	11/10/2011	CLIFFORD MEYER C/O AUTO TECH	77.86
153998	11/10/2011	MICRO CENTER A/R	559.16
153999	11/10/2011	MID-WEST LIGHTING	5,155.98
154000	11/10/2011	SALLIE MILLER	120.00
154001	11/10/2011	MOULTON-NIGUEL WATER DIST.	8,462.25
154002	11/10/2011	NASCO MODESTO	102.20
154003	11/10/2011	NAT'L ATHLETIC TRAINERS ASSN	458.00
154004	11/10/2011	NEW DAY FILMS	210.00
		Unpaid Sales Tax 15.11	
		Expensed Amount 225.11	
154005	11/10/2011	NEWPORT COMPUTER SOLUTIONS	233.50
154006	11/10/2011	NORTH STATE ENVIRONMENTAL	16,658.61
154007	11/10/2011	OC Treasurer-Tax Collector	210.00
154008	11/10/2011	OFFICEPLANIT	2,502.49
154009	11/10/2011	ONESOURCE DISTRIBUTORS, LLC	5,187.42
154010	11/10/2011	ORKIN PEST CONTROL 711	2,159.00
154011	11/10/2011	MARIA PANIAGUA	58.75
154012	11/10/2011	JOHN ZAVALA	1,020.00
154013	11/10/2011	RICOH AMERICAS CORPORATION	65.56

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

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## Checks Dated 10/26/2011 through 11/14/2011

Check Number	Check Date	Pay to the Order of	Check Amount
154014	11/10/2011	SOUTHERN CALIFORNIA GAS CO.	19.27
154015	11/10/2011	XEROX CORP.	2,526.43
154016	11/10/2011	XEROX CORP.	157.23
154017	11/14/2011	AT & T	253.89
154018	11/14/2011	AT&T	5,575.31
154019	11/14/2011	AT&T	11.43
154020	11/14/2011	AT&T	11.38
154021	11/14/2011	ACSIG/EDGE	127,284.48
154022	11/14/2011	ACSIG/EDGE	42,215.04
154023	11/14/2011	HYATT LEGAL	7,129.70
154024	11/14/2011	PACIFICARE BEHAVIORAL HEALTH	3,070.20
154025	11/14/2011	PRUDENTIAL INSURANCE COMPANY OF AMERICA	25,613.35
154026	11/14/2011	PRUDENTIAL INSURANCE COMPANY OF AMERICA	14,251.89
154027	11/14/2011	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	1,175,899.00
154028	11/14/2011	UNUM LIFE INSURANCE COMPANY	1,477.81
154029	11/14/2011	UNUM LIFE INSURANCE COMPANY	3,315.52
154030	11/14/2011	ACSIG/EDGE	19,094.53
154031	11/14/2011	ACSIG/EDGE	5,334.08
154032	11/14/2011	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	319,370.00
Total Number of Checks			678
			5,104,550.36

Includes checks for only Bank Account COUNTY

	Count	Amount
Cancel	4	11,106.89
Net Issue		5,093,443.47

## Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	601	3,100,818.16
12	Child Development Fund	15	8,346.50
40	Capital Outlay Fund	47	1,612,138.65
68	Self-Insurance Fund	7	30,227.22
71	Retiree Benefit Fund	4	346,168.61
Total Number of Checks		674	5,097,699.14
Less Unpaid Sales Tax Liability			4,255.67
Net (Check Amount)			5,093,443.47

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

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## Checks Dated 10/26/2011 through 11/14/2011

Check Number	Check Date	Pay to the Order of	Check Amount
010296	10/28/2011	ACCE	49.00
010297	10/28/2011	SHRED-IT CAMPO ENTERPRISES, INC.	130.00
010298	11/04/2011	COMMUNITY COLLEGE LEAGUE OF CA	460.00
010299	11/04/2011	EDUCATION TO GO	1,887.50
010300	11/04/2011	FAIRMONT HOTEL	194.66
010301	11/10/2011	CALIFORNIA MIND INSTITUTE C/O BALAJI NETTIMI	524.00
010302	11/10/2011	FENG SHUI SOLUTIONS KARTAR DIAMOND	70.00
010303	11/10/2011	EDUCATION TO GO	2,148.00
010304	11/10/2011	KAYLAA FOX	1,913.40
010305	11/10/2011	ESTELLA GARRISON	177.78
010306	11/10/2011	INSIGHT SYSTEMS GROUP, INC.	585.20
010307	11/10/2011	DAN MIKELS MEMORY SCHOOL	1,286.00
010308	11/10/2011	MICHELLE BERGQUIST SMART BUSINESS RESULTS	562.50
Total Number of Checks			13 9,988.04

Includes checks for only Bank Account SC-CMED

## Fund Summary

Fund	Description	Check Count	Expensed Amount
09	SC Community Education Fund	13	9,988.04
Total Number of Checks		13	9,988.04
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			9,988.04

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

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## Checks Dated 10/26/2011 through 11/14/2011

Check Number	Check Date	Pay to the Order of	Check Amount
008936	11/04/2011	INCREDIFLIX, INC.	5,821.40
008937	11/04/2011	MAD SCIENCE OF ORANGE COUNTY	907.20
008938	11/04/2011	MARK SEVI	525.00
008939	11/10/2011	EDUCATION TO GO	1,218.25
008940	11/10/2011	DIANE LLOYD	55.00
008941	11/10/2011	ELEANOR STICKLE	50.00
Total Number of Checks			6
			8,576.85

Includes checks for only Bank Account IVC-CMED

## Fund Summary

Fund	Description	Check Count	Expensed Amount
07	IVC Community Education Fund	6	8,576.85
Total Number of Checks		6	8,576.85
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			8,576.85

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

ESCAPE ONLINE

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

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**BACKGROUND**

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

**STATUS**

Purchase orders processed in accordance with the general priorities of the adopted budget and numbered P12-02179 through P12-02425 amounting to \$984,756.13 are submitted to the Board of Trustees for approval. Confirming requisitions dated October 26, 2011 through November 14, 2011 totaling \$81,254.19 are also submitted.

**RECOMMENDATION**

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

Includes P12-02179 - P12-02425

PO Number	Vendor Name	Site	Description	Account Amount
P12-02179	POSTMASTER		Postage for spring mailer	18,880.40
P12-02180	XEROX CORPORATION ATTN: ARDIE HOOD		XEROX COPIER MAINTENANCE/ATEP	2,000.00
P12-02181	NEWARK ELECTRONICS		FMO SUPPLIES	261.29
P12-02182	CAROLINA BIOLOGICAL SUPPLY		Replacement Articulated Human Skeleton Models	4,437.88
P12-02183	NASCO WEST INDUSTRIES, INC.		Dept. Supplies dust pan	102.20
P12-02184	McKESSON GENERAL MEDICAL CORP		Medical supplies	329.84
P12-02185	H & H AUTO PARTS WHOLESALE		TRANSPORTATION ANNUAL SUPPLIES	152.18
P12-02186	VEOLIA ES TECHNICAL SOLUTIONS, LLC		TO OBTAIN WASTE CONTAINERS.	132.75
P12-02187	PASCO SCIENTIFIC		Instructional supplies for physics	642.80
P12-02188	NLNAC, INC. NATIONAL LEAGUE FOR NURSING		NLN MEMBERSHIP RENEWAL	1,575.00
P12-02189	LABCONCO CORPORATION		OBTAIN A FILTER FOR BIOLOGY'S LYOPHILIZER	479.19
P12-02190	CDW GOVERNMENT, INC.		Microsoft LifeCam Studio for Business	87.57
P12-02191	WELLS FARGO #3317		TEXTBOOKS FOR MLT PRACTICUM	710.48
P12-02192	B & P SERVICES, INC.		HVAC DUCTING AND INSTALLATION IN PRES OFFICE	1,480.00
P12-02193	CLARK SECURITY PRODUCTS INC.		POWERHOUSE 2 LATCHGUARD	30.00
P12-02194	TERMITE TERRY PEST CONTROL		ATEP ONE TIME TERMITE SERVICE	160.00
P12-02195	TAMS-WITMARK MUSIC LIBRARY		royalties and rentals for "My One & Only!"	9,842.00
P12-02196	WELLS FARGO #3317 (DISTRICT)		Wireless Notebook Presenter Mouse - Amazon.com	54.95
P12-02197	WELLS FARGO #3317 (DISTRICT)		SUPPLIES FOR CHEMISTRY PREPROOM	201.06
P12-02198	WELLS FARGO #3317		Logitech Cordless Mouse	61.76
P12-02200	MIKE BROWN GRANDSTANDS, INC. BRAND SERVICES, INC.		Baseball Bleacher Seating	6,000.00
P12-02201	TECHSMITH CORP SOFTWARE ORDER		Screen capture software	151.80
P12-02202	GLENCOE/MC GRAW HILL JAMESTOWN EDUCATION		Answer Keys for Classroom Books	88.84
P12-02203	MERCURY DOCUMENT IMAGING CO.		Copier/fax service contract	306.00
P12-02204	ORANGEWOOD CHILDREN'S FOUNDATION		Workshop Trainers	315.00
P12-02205	EBSCO AR SERVICE CTR		Annual periodical subscription per Ana Maria Cobos	8,770.18
P12-02206	HITT MARKING DEVICES, INC.		SELF-INKING STAMP	47.89
P12-02207	LILIANN PEREZ-STROUD		Workshop Trainer	2,160.00
P12-02208	IRVINE TENNIS		WOMEN'S TENNIS ORDER	7,571.64
P12-02209	FANTASY DESIGNS		WOMEN'S TENNIS EMBROIDERY	420.44
P12-02210	MAYO CLINIC HEALTH LETTER		Subscription to Mayo Clinic	29.55

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

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## Includes P12-02179 - P12-02425

PO Number	Vendor Name	Site	Description	Account Amount
P12-02211	NEWPORT COMPUTER SOLUTIONS, INC		Network Card for IT Server	233.50
P12-02212	NUTRITION ACTION HEALTHLETTER		Subscription	20.00
P12-02213	CAL PRO SPORTS		MEN'S BASKETBALL EMBROIDERY FOR BACKPACKS	297.66
P12-02214	ACTION DUCT CLEANING CO.		FA-100 AIR DUCT CLEANING	4,900.00
P12-02215	BIBLIOTECA ITG, LLC		Library Supplies	251.61
P12-02216	D3 SPORTS, INC.		BASEBALL GEAR	1,691.68
P12-02217	WELLS FARGO #3317 (DISTRICT)		PHYSICS SUPPLIES	101.72
P12-02218	WEST COAST INTERNET, INC.		INTERNET SERVICE FOR EMERITUS	267.55
P12-02219	WELLS FARGO #3317 (DISTRICT)		Flash drives	250.55
P12-02220	THE BLIND FACTORY		A208 AND A307A BLINDS	275.00
P12-02221	ROYAL PLYWOOD CO., LLC		Green Screen Materials	630.90
P12-02222	EBERHARD EQUIPMENT		PAYMENT FOR MOWER RENTAL	587.02
P12-02223	HARDY DIAGNOSTICS		MEDIA SUPPLIES FOR MICROBIOLOGY	2,343.89
P12-02224	Netsupport		Architecture Curriculum Develop. Software	1,731.66
P12-02225	CLARK SECURITY PRODUCTS		Security cable and locks for student furniture	93.60
P12-02226	ULINE, INC.		GENERAL SUPPLIES - LABELLING TAPE	342.96
P12-02228	EMERSON WINTER		PRIDE Panelist	50.00
P12-02229	TASTE CATERING, INC.		EDCC WORKSHOP WITH LUNCH	251.44
P12-02230	GRAINGER PARTS OPERATIONS		RAPIDTECH NONINSTR SUPPL	36.23
P12-02231	REPRO XPRESS	IVC Great Lawn	BID SET	500.00
P12-02232	MARGUERITE BEAL		PRIDE Monitor	210.00
P12-02233	WELLS FARGO #3317 (DISTRICT)		Ergonomic Computer Equipment for Linda Bashor	106.52
P12-02234	CLARK SECURITY PRODUCTS INC.		KEY BLANKS FOR ATEP LOCATION	45.27
P12-02235	APPLE COMPUTER, INC.		IPAD 2 FOR ALT MEDIA STUDENTS - MIKE SAUTER	660.04
P12-02236	DELL MARKETING		Printer Cartridges	204.70
P12-02237	BRAVO SIGN & DESIGN		STUDENT FINE ART	842.59
P12-02238	SPORTS IMPORTS		BADMINTON BOLTS AND HOOKS	388.78
P12-02239	ACUSHNET COMPANY		GOLF BALLS FOR MEN'S GOLF TEAM	1,526.04
P12-02240	POLISHED IMAGE		WBB '11/'12 Emboidery on backpacks	210.11
P12-02241	BRAND ATHLETICS		SWEATERS FOR WOMEN'S BASKETBALL	224.86
P12-02242	D3 SPORTS, INC.		BASEBALL HATS FOR TEAM	1,470.14
P12-02243	TRIARCH INC.		Replacement Botany Microslides	1,393.42
P12-02244	PACKEDWAREHOUSE.COM		MAGNifiles	277.56
P12-02245	WATER TECH AG SUPPLY		FERTILIZER FOR FOOTBALL FIELD	818.90
P12-02246	UNDERHILL		GROUPS SUPPLIES	282.60
P12-02247	LAURA'S INT PLANTSCAPE SERV		Replacement Plants for the PAC	500.00

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Includes P12-02179 - P12-02425

PO Number	Vendor Name	Site	Description	Account Amount
P12-02248	FREESTYLE	.	Student Photo Supplies	2,132.24
P12-02249	WAXIE SANITARY SUPPLY	.	ATEP CUSTODIAL BLANKET	1,000.00
			SUPPLY ORDER	
P12-02250	ARTALKS DESIGN, LLC	.	Posters for the PAC	799.96
P12-02251	MESA GOLF CARTS	IVC Warehouse	ELECTRIC CART MAINTENANCE	500.00
P12-02252	WHITE CAP INDUSTRIES	.	MAINTENANCE SUPPLIES	1,000.00
P12-02253	GRAYBAR ELECTRIC CO.	.	ANNUAL ELECTRICAL EQUIP	209.40
P12-02254	COMPUTERLAND OF SILICON VALLEY	.	Adobe Software/Licenses	317.62
P12-02255	XEROX CORPORATION	.	Xerox Supply and Maintenance PE - July	56.48
P12-02256	UNITED INTERIORS	.	Ergonomic Computer Equipment for Linda Bashor	309.40
P12-02257	JAYNE JONES	.	Consultant Agreement	20,000.00
P12-02258	MILLENNIUM BUSINESS SERVICES Marty Cohn	.	Business Cards: Don Bradshaw	49.57
P12-02259	LIVESCRIIBE	.	SMARTPEN FOR ALT MEDIA AREA	169.07
P12-02260	B & H PHOTO	.	CLASSROOM/LAB USE	303.86
P12-02261	RAUL PACHECO dba R & R VISIBLE PRODUCTS	.	Whiteboard for TAS 118	227.79
P12-02262	MILLENNIUM BUSINESS SERVICES Marty Cohn	.	Job Opportunity Letterhead	1,031.57
P12-02263	McKESSON GENERAL MEDICAL CORP	.	Room 177 Health Center Supplies	114.40
P12-02264	DEMCO INC.	.	Demco supplies for Career Center	822.26
P12-02265	SEHI PROCOMP COMPUTER PRODUCTS	.	toner for new copier/printer	429.96
P12-02266	TECTA AMERICA SOUTHERN CALIFORNIA, INC.	.	HS STORAGE ROOM ROOF	24,600.00
P12-02267	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION	.	CTE Collaborative Child Development	1,488.77
P12-02268	DISCOUNT SCHOOL SUPPLY	.	CLASSROOM MATERIALS FOR SC CDC	2,272.99
P12-02269	KAPLAN SCHOOL SUPPLY	.	CLASSROOM MATERIALS FOR SC CDC	809.14
P12-02270	DENISE BLAIR	.	PRIDE CoTrainer	630.00
P12-02271	JULIE NACE	.	NR CONSULTANT	300.00
P12-02272	MICRO-MARK	.	C. Sivets - Spring 2012 - Fee Based Supplies	68.88
P12-02273	SMART LEVELS MEDIA	.	Printing-Newsletter	2,920.03
P12-02274	GOODSON MANUFACTURING COMPANY	.	Carbide tips	25.88
P12-02275	WELLS FARGO #3317 (DISTRICT)	.	Microwave for Lab use	220.81
P12-02276	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION	.	CTE Natural mug promotional	366.40
P12-02277	LASER SOURCE	.	Toner for LD specialist printer	128.22
P12-02278	SEHI PROCOMP COMPUTER PRODUCTS	.	Projector for CA Career Cafe Project	795.39
P12-02279	LEE ARMSTRONG CO., INC.	.	HEALTH CENTER FLOORS	2,646.00
P12-02281	BAKER & TAYLOR BOOKS	.	Purchase books	10,000.00

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Includes P12-02179 - P12-02425

PO Number	Vendor Name	Site	Description	Account Amount
P12-02282	MILLENNIUM BUSINESS SERVICES Marty Cohn		Business Cards for Brooke Daher	43.10
P12-02283	COLLEGE BRAIN TRUST		Collective Bargaining Data Collection Service	900.00
P12-02284	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION		Bamboo Coasters Promotional	503.41
P12-02285	FIRE MOUNTAIN GEMS & BEADS INC		C Sivets - Spring 2012 - Fee Based Supplies	164.46
P12-02286	METALLIFEROUS		C.Sivets - Spring 2012 - Fee Based Supplies	382.29
P12-02287	XPEDX		Paper for Duplicating	683.89
P12-02288	PAPERCLIP COMMUNICATIONS		Best Practices Resource Binder	178.32
P12-02289	SUNNEN PRODUCTS		Repair parts	177.05
P12-02290	ERNEST PACKAGING SOLUTIONS		Student Supplies Fashion	267.66
P12-02291	EUROPRINT, INC.		Senior Day Publications	1,725.08
P12-02292	STUDIO TWO BLACK DIAMOND PRINTING		AA/AS Certification Flyers	371.74
P12-02293	3D RAPID PROTOTYPING INC.		RAPIDTECH NONINSTR SUPPL	229.61
P12-02294	IDENTITY LINKS		For Lego Tournament Nov, 13, 2011	659.91
P12-02295	AGUINAGA GREEN, INC.		Native Garden Mulch Materials	247.83
P12-02296	XEROX CORPORATION		XEROX COPIER /ATEP	7,000.00
P12-02297	UNITED INTERIORS		Ergonomic lab stool for Professor Jane Horlings	281.23
P12-02298	OCE'		SX 1480 (TRANSCRIPT)FAX MAINTENANCE AGREEMENT	250.00
P12-02299	U.S. POSTAL SERVICE ATTENTION: BULK MAIL		Postage for mailing Spring 2012 Postcard	19,611.00
P12-02300	DICK BLICK COMPANY		K. Mahotka-Patterson-Spring 2012-Supplies	254.72
P12-02301	TREND OFFSET PRINTING		Printing of Spring 2012 Postcards	12,300.00
P12-02302	CDW-G COMPUTER CENTERS		Headset for Jennifer Calderin	768.23
P12-02303	CDW-G COMPUTER CENTERS		Headset for Sandy Jefferies	768.23
P12-02304	CDW-G COMPUTER CENTERS		Headset for Jennifer Winston	768.23
P12-02305	DELL MARKETING		Dell Workstation Support	17,264.35
P12-02306	MONSTERSLAYER, INC.		C. Sivets-Spring 2012-Fee Based Supplies	515.90
P12-02307	MILLENNIUM BUSINESS SERVICES Marty Cohn		BUSINESS CARDS	49.57
P12-02308	J. M. McCONKEY CO.		Horticulture Supplies	470.46
P12-02309	NAT'L ATHLETIC TRAINERS ASSN		MEMBERSHIP/NATIONAL ATHLETIC TRAINER	458.00
P12-02310	COMPUTERLAND OF SILICON VALLEY		SYMANTEC GHOST LIC/MAINT RENEWAL	2,032.50
P12-02311	WAYFAIR, LLC. dba COOKWARE.COM		Dept Supplies	128.23
P12-02312	JUST 4 BANNERS		Banners for Lego Event on Nov. 13	242.96
P12-02313	MELANIE STEVENSON		Perkins- Child Development	100.00
P12-02314	VERNA JONES		Perkins- Child Development	100.00
P12-02315	CHERYL ASHE EVEREST		Perkins-Child Development	100.00
P12-02316	CINDY STRINGHAM		Perkins-Child Development	100.00

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Includes P12-02179 - P12-02425

PO Number	Vendor Name	Site	Description	Account Amount
P12-02317	DEBBIE RADOSH		Perkins- Child Development	100.00
P12-02318	PENNY TACQUARD		Perkins-Child Development	100.00
P12-02319	INGRID STALHEIM ANDREWS		Perkins- Child Development	100.00
P12-02320	ISABELLE VALLE		Perkins-Child Development	100.00
P12-02321	COMPUTERLAND OF SILICON VALLEY		Non-Inst. Supply	91.35
P12-02322	RACO INDUSTRIES, INC.		Printer Paper for Receipt Printer.	195.47
P12-02323	NEW ALTERNATIVES, INC.		Foster Parent Co-Trainer	600.00
P12-02324	LAGUNA GRAPHIC ARTS, INC.		Presentation printing	500.00
P12-02325	WELLS FARGO #3317 (DISTRICT)		Battery packs for walkie talkies	42.96
P12-02326	GRACE TRAINING SUPPLY		Nursing Supplies SP 2012	687.37
P12-02327	McKESSON GENERAL MEDICAL CORP		Nursing Supplies for SP 2012	174.82
P12-02328	McKESSON GENERAL MEDICAL CORP		Nursing Supplies Sp 2012	93.74
P12-02329	CORE SUPPORT SYSTEMS, INC.		APC Preventive Maint Renewal	11,761.63
P12-02330	MARKERTEK VIDEO SUPPLY 1 TOWER DRIVE	Bldg W/Com Arts	Tape and Cable tester items	188.56
P12-02331	ROADTRIP NATION		Roadtrip Nation Planning and Events	195,000.00
P12-02332	EDUCATIONAL GLOBAL TECHNOLOGIES, INC. (EDGT)		Online tutorial subscription	100.00
P12-02333	SAFEGUARD BUSINESS SYSTEMS		medical chart supplies	25.88
P12-02334	PRODUCTION ADVANTAGE		Stage lighting Software	982.63
P12-02335	B & H PHOTO		Student Photo Supplies	40.95
P12-02336	ORANGE CO. TAX COLLECTOR TREASURER		Annual Mandatory Assessments	641.88
P12-02337	LASER SOURCE		Toner	140.94
P12-02338	MARK IV COMMUNICATIONS, INC.		INSTALL DATA DROPS IN PRESIDENT'S OFFICE (A100)	615.33
P12-02339	ATHENA COLLEGE OF BEAUTY		Blanket PO for Beauty School Payments	364,598.62
P12-02340	FAST TRAX BOBCAT SERVICES		REPAIR MAIN RECLAIMED WATER LINE	6,500.00
P12-02341	FISHER SCIENTIFIC		CHEMISTRY INSTRUCTIONAL SUPPLY	802.93
P12-02342	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP		pGLO Kit for Biology Majors Lab	113.59
P12-02343	WARD'S NATURAL SCIENCE		LAB SUPPLIES	213.35
P12-02344	WALTERS WHOLESALE ELECTRIC		ATEP ELECTRICAL SUPPLIES	449.10
P12-02345	EBERHARD EQUIPMENT		MOWER 855, 997 AND 1445 PARTS	439.08
P12-02346	ETR ASSOCIATES		STD Facts; for Student Health Center 177	174.99
P12-02347	W. W. GRAINGER		LIGHT KIT FOR LIFT FOR TRAVEL TO ATEP	123.50
P12-02348	CCCMVCA % TOM PESTOLESI, TREASURER		CCCMVCA MEMBERSHIP	125.00
P12-02349	DEWEY'S APPLIANCES		Refrigerator for CIDDE Staff Lounge	431.00

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## Includes P12-02179 - P12-02425

PO Number	Vendor Name	Site	Description	Account Amount
P12-02350	W. W. GRAINGER		FIRST AID KITS FOR FORD	66.37
			ESCAPE AND FORD F150	
P12-02351	EBERHARD EQUIPMENT		MANUALS FOR JOHN DEERE	225.12
			MOWERS	
P12-02352	NOTHING BUT AIR		For Lego Tournament, Balloons	130.00
P12-02353	THE LAURIA COMPANIES, INC.		Stickers & Posters for	862.00
	GRAPHIC EDGE		CACareerCafe	
P12-02354	POSTMASTER		Additional postage	1,118.95
P12-02355	UNITED INTERIORS		Monitor Arms	338.72
P12-02356	CDW-G COMPUTER CENTERS		Annual Maintenance: Copier for	750.00
			CDC	
P12-02357	POCKET NURSE ENTERPRISES, INC.		Nursing Supplies for Spring 2012	887.68
P12-02358	AMERICAN MEDICAL ASSOCIATION		Book for MA Instructor	118.57
P12-02359	DISPENSING SOLUTIONS, INC.		Prescription drugs	506.07
P12-02360	IRVINE TENNIS		MENS TENNIS ORDER	7,181.44
P12-02361	JENNIFER SNIDER		PRIDE Co-trainer	315.00
P12-02362	MC FADDEN-DALE INDUSTRIAL		SNORKEL LIFT TIRE LUG	115.97
			WRENCH	
P12-02363	TWO TWINS FROM TEXAS BLIND COMPANY		CLEANING BLINDS	696.00
P12-02364	WELLS FARGO #2078		BOOKS ORDER FROM AMAZON	14.54
P12-02365	ATHENA COLLEGE OF BEAUTY		Payment for Cosmetology Program	3,400.00
			Review	
P12-02366	SEHI PROCOMP COMPUTER PRODUCTS		Printer Tray Purchase	99.82
P12-02367	CAL PRO SPORTS		COACHING BOARDS FOR MEN'S	89.02
			AND WOMEN'S BASKETBALL	
P12-02368	COMPUTERLAND OF SILICON VALLEY		VStudio Premium w/MSDN	788.00
			Subscription	
P12-02369	BLACKBOARD INC.		Community Engagement	22,058.00
P12-02370	NETZEL GRIGSBY ASSOC., INC.		Grigsby Capital Campaign	25,500.00
			Feasibility Study	
P12-02371	FANTASY DESIGNS		MEN'S TENNIS EMBROIDERY	919.45
P12-02372	LAERDAL MEDICAL CORP.		Nursing Supplies Spring 2012	262.07
P12-02373	AHIMA		Electronic health records guide	84.32
P12-02374	ERIN KIM		PRIDE Panelist	50.00
P12-02375	INDUSTRIAL METAL SUPPLY CO.		Metal Pieces for BSTIC Antenna	55.06
			Project	
P12-02376	SEHI PROCOMP COMPUTER PRODUCTS		Waste Cartridge - M. O'Meara's	34.42
			Printer	
P12-02377	KELLY-WRIGHT HARDWOODS		Instructional supplies	500.00
P12-02378	MAIN GRAPHICS		Envelopes with new ATEP graphic	254.52
P12-02379	SOUTHERN CALIFORNIA SANITATION	IVC Great Lawn	GREAT LAWN WORK	387.90
P12-02380	DIRECT PAINTING & DECORATING INC.	SC Bridge Ren	PAINTING OF BRIDGE	3,890.00
P12-02381	TOWN & COUNTRY GLASS		BGS-325 WINDOW	505.00
			REPLACEMENT	
P12-02382	QUALITY OFFICE FURNISHINGS		FURNISHINGS FOR IVC LIBRARY	9,049.46
P12-02383	CITY OF IRVINE		ADVERTISEMENT-CDC	1,000.00

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Includes P12-02179 - P12-02425

PO Number	Vendor Name	Site	Description	Account Amount
P12-02384	HAITBRINK ASPHALT PAVING, INC.		TAS CONCRETE SIDEWALK REPAIR	2,250.00
P12-02385	MISSION VIEJO GLASS		EMERGENCY GLASS REMOVAL AT BGS	950.00
P12-02386	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION		CTE Padfolios	1,487.64
P12-02387	W. W. GRAINGER		FMO SUPPLIES	931.03
P12-02388	INTUIT		Intuit QuickBooks 2011	646.45
P12-02389	J. HARMON CONSTRUCTION INC.		CP CHILLER	6,375.00
P12-02390	MOLE-RICHARDSON	Bldg W/Com Arts	Bulbs for lightin kits for student use	252.79
P12-02391	PRODUCT STATION, INC. dba TOTAL HOME MEDICAL		INstructor Supply Nursing program	204.67
P12-02392	COMPUTERLAND OF SILICON VALLEY		ADOBE ACROBAT UPDATE/RENEWAL FOR SC CDC	102.36
P12-02393	FULL SPECTRUM SOLUTIONS, INC.		Floor lamps for the PAC	428.85
P12-02394	DESTINO SALES ASSOCIATES		Service Awards	1,521.49
P12-02395	POCKET NURSE ENTERPRISES, INC.		SHARPS CONTAINERS FOR THE PARAMEDIC CLASS	370.22
P12-02396	HORIZON		GROUPS FERTILIZER	1,250.33
P12-02397	SADDLEBACK APPLIANCES		Refrigerator Filters	96.65
P12-02398	DELL MARKETING		TONER FOR SC CDC PRINTER	302.77
P12-02399	PYRAMID TECHNOLOGY SERVICES		IBM SAN Switch Maintenance Renewal	1,350.00
P12-02400	DISCOUNT SCHOOL SUPPLY SALES DEPARTMENT		Supplies for Classroom Chidcare	916.69
P12-02401	VITAL LINK EDUCATION AND BUSINESS CONSORTIUM		Robotics Mgmt/Support Svcs	1,500.00
P12-02402	MARCIVE, INC.		Library authority processing service	122.65
P12-02403	SCANTRON CORPORATION		Scantrons for testing	2,476.25
P12-02404	EUROPRINT, INC.		Early Bird Registration Publications	921.26
P12-02405	SEHI PROCOMP COMPUTER PRODUCTS		TONER FOR VETERAN'S CEN ER	201.39
P12-02406	WALLCUR, INC.		Nursing Supplies for SP 2012	162.94
P12-02407	REALVOLLEYBALL.COM		MEN'S VOLLEYBALL ORDER	5,879.51
P12-02408	VILLA FORD		SYSTEMATIC FLEET REPLACEMENT	22,727.48
P12-02409	W. MYERS CO.		REPLACEMENT ICE MAKING UNIT	3,315.48
P12-02410	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA		Pay for Spring 2012 database renewals	5,132.73
P12-02411	MARY T. JONES		STUDENT SERVICES MNGMENT WORKSHOP FACILITATOR	500.00
P12-02412	AT&T MOBILITY GOVERNMENT SALES		AT&T calnet Teleconferencing services	600.00
P12-02413	MAIN ELECTRIC SUPPLY CO.		LIGHT POLE REPLACEMENT	1,367.07
P12-02414	THOMSON WEST ATTN: MICHAEL LOONAN		CA Education Code 2012 Edition	70.04
P12-02415	B & H PHOTO		Photography supplies/K.Kinder	107.48

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Includes P12-02179 - P12-02425

PO Number	Vendor Name	Site	Description	Account Amount
P12-02416	DICK BLICK COMPANY		D.Hanna Chase-Fall 2011-Material Fee	84.81
P12-02417	COMPUTERLAND OF SILICON VALLEY		CTE Collab. Software & License for Automotive	668.00
P12-02418	GOENGINEER		RAPIDTECH SOFTWARE MAINTENANCE	805.97
P12-02419	FLOOR TECH GROUP		REPLACEMENT CARPETING FOR LIBRARY RENOVATION	8,623.00
P12-02420	VENTEK INTERNATIONAL		SERVICE FOR ATEP PERMIT MACHINE	540.00
P12-02421	PACIFIC PARKING SYSTEMS, INC.		PARTS FOR PERMIT MACHINE	2,194.23
P12-02422	XPEDX		Paper for Duplicating	92.95
P12-02423	Buggies Unlimited		Windshield Hardware Kit	26.37
P12-02424	CDW-G COMPUTER CENTERS		Videocard for President Roquemore's PC	46.20
P12-02425	ALBERT USTER IMPORTS		Student Supplies--Culinary Arts Lab	300.00
			<b>Total</b>	<b>244</b>
				<b>984,756.13</b>

Fund Summary			
Fund	Description	PO Count	Amount
			.00
01	General Fund	228	919,830.53
12	Child Development Fund	9	6,946.60
40	Capital Outlay Fund	6	57,935.90
68	Self-Insurance Fund	1	43.10
Total		244	984,756.13

PO Changes	
New PO Amount	Change Amount
Total PO Changes	

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## Listing

Includes 10/26/2011 - 11/14/2011

Requisition Number	Vendor Name	Description	Requisition Total
RQ12-02667	DR. CRAIG JUSTICE	CCLC Conferences expenses/C.Justice	1,404.00
RQ12-02769	MONIKA CONNOLLY	NAFSA Regional Conference reimbursement	1,200.00
RQ12-02801	BEEP COLCLOUGH	Reimbursment--BColclough--CCCEOPSA Conference	587.50
RQ12-02889	PATRICIA K. FLANIGAN	Conference for Patricia K. Flanigan	1,146.62
RQ12-02893	RICOH AMERICAS CORPORATION RICOH BUSINESS SOLUTIONS	Shipping and Copies * C Attached	11.50
RQ12-02923	LESLIE HUMPHREY	Conference for Leslie Humphrey * C Attached	699.40
RQ12-03010	AMY L. STINSON	Reimbursement for field trip expenses	76.89
RQ12-03036	RUSSELL HAMILTON	CCLC Board Meeting & 4CS Meeting	1,783.98
RQ12-03038	ENVIRONMENTAL NATURE CENTER	Fee for Field Trip facility	50.00
RQ12-03039	S & B FOODS	Caree Ctr Workshop: How to Navigate Career Cafe	120.14
RQ12-03040	TERENCE NELSON % VETS CENTER	CCL of California Conf 11-17-11 to 11-19-11	1,132.72
RQ12-03042	GOOD HANDS CLEANERS	Tablecloths * C Attached	190.00
RQ12-03056	S & B FOODS	Refreshments for 11/4/11 Dist Planning Mtg	56.89
RQ12-03069	COLLETTE CHATTOPADHYAY	Conference Reimbursement - NCHC Conference	1,000.00
RQ12-03112	EAGLE COMMUNICATIONS	RADIO REPAIRS	834.21
RQ12-03122	BRANDYE D'LENA	CONF. TRAVEL CCFC	663.40
RQ12-03135	S & B FOODS CATERING DIVISION	LUNCH FOR BASIC AID AAR WORKGROUP	49.57
RQ12-03144	SYLVIA CARMONA	Training Seminar for Sylvia Carmona	150.00
RQ12-03146	EMBLEM ENTERPRISES	Patches for PD Uniforms	672.26
RQ12-03150	MARIA CRISTINA VIEYRA	Training Seminar for Cristina Vieyra	150.00
RQ12-03159	KAREN BRONSON	CASBO Workshop Registration	300.00
RQ12-03160	KRISTEN J. FELLI	CASBO Workshop Registration	300.00
RQ12-03161	SHERYL MARIANO	CASBO Workshop Registration	280.00
RQ12-03162	MIKE SAUTER	Reimburse for Conference	777.90
RQ12-03165	TINO YOUNGER dba SPORTS UNLIMITED	Shirts for Training Staff	677.48
RQ12-03166	FHEG IVC BOOKSTORE STORE NO. 895 M.A 729	EOPS Bookstore Billing	25,921.90
RQ12-03167	JUDY HENMI	Conference Reimb-Henmi, Judi - CAPED	547.18
RQ12-03171	ALINE GREGORIO	Conference Reimb-Gregorio, Aline Assn of Am. Geog.	700.00
RQ12-03173	KEVIN O'CONNOR	Conference Reimbursement- Kevin O'Connor	1,218.19
RQ12-03180	YOLANDA GOULDSMITH	Conference Reimb-Gouldsmith, Yolanda UC Couns.	117.30
RQ12-03181	JERRY RUDMANN	Conf Reimb-Rudmann, Jerry - Strength. Stud. Succ.	570.40
RQ12-03182	PARISA SOLTANI	Conf Reimb-Soltani, Parisa, Strength Stud Succ	760.96
RQ12-03186	MARK BORDELON	Conf Reimb-Bordelon, Mark - GeoTeach Assoc.	300.00
RQ12-03189	LISA DAVIS-ALLEN	Plenary Registration for Lisa Davis Allen	735.33
RQ12-03190	JOVAN STOJANOVSKI	Conf Reimb-Stojanovski, J--Sports Medicine Meeting	775.00
RQ12-03191	SYLVIE GROTE	Conf Reimb-Grote, Silvie Coll. of Med. Conf.	560.00
RQ12-03193	SYLVIE GROTE	Conf Reimb-Grote, CAPED Conf.	140.00
RQ12-03194	STEPHEN ROCHFORD	Conference for Stephen Rochford	1,021.14
RQ12-03196	DANIEL DE ROULET	Conf Reimb-D. de Roulet--Int'l Conf. on Higher Ed	1,310.00
RQ12-03198	JUNE MC LAUGHLIN	Conf Reimb-McLaughlin, June-Paralegal Ed	560.00
RQ12-03199	M. SCOTT GRABAU	Conf Reimb-Grabau, M. Scott-USITT Conf.	635.00

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

ESCAPE ONLINE

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Includes 10/26/2011 - 11/14/2011

Requisition Number	Vendor Name	Description	Requisition Total
RQ12-03202	STEPHEN FELDER	Conf Reimb-Felder, Stephen - Ann Hist Assn Mtg	1,132.00
RQ12-03204	JOEL SHELDON	Conf Reimb-Sheldon, Joel-Math Conf.	750.00
RQ12-03218	SO. ORANGE CO. COMM. COL.DIST	R2T4 Direct Loan Repayment	336.00
RQ12-03221	BWI	Civil War Video	80.80
RQ12-03223	LAWRENCE GRIHALVA	REIMBURSEMENT-LGRIHALVA-EMT CLASS SUPPLIES	37.60
RQ12-03226	SO. ORANGE CO. COMM. COL.DIST	Return to Title IV Funds	4,539.00
RQ12-03228	MAQUINSAL SEWING MACHINE CO.	Equip. Repair Fashion Dept.	426.61
RQ12-03231	SO. ORANGE CO. COMM. COL.DIST	R2T4 Direct Loan Repayment	332.00
RQ12-03233	TONY LIPOLD	CCCAA Fall Conference	572.75
RQ12-03239	NEWBEGINNINGS, INC.	Refreshments for accred visit team	47.41
RQ12-03241	TAMS-WITMARK MUSIC LIBRARY	Perusal charges for Geo.M!	25.25
RQ12-03249	KANAKO BENZ	Reimbursement purchase of costume socks	38.52
RQ12-03251	M. SCOTT GRABAU	Reimbursement-Lighting Design Class Supplies	75.49
RQ12-03253	WELLS FARGO #3317 (DISTRICT)	CDW Government	157.70
RQ12-03258	LASER SOURCE	Printer Repair	60.00
RQ12-03261	CLIFFORD MEYER C/O AUTO TECH	Reimbursement-Shop Related Items	77.86
RQ12-03269	TONY LIPOLD	Conference Expense Reimbursement-SC Mgr Retreat	104.04
RQ12-03272	WELLS FARGO #1598	NCMPR Paragon Awards Entries	210.00
RQ12-03273	LAGUNA BEACH UNIF. SCHOOL DIST	CTE Grant Allocation with LBUSD	2,813.07
RQ12-03274	WELLS FARGO #1598	Supplies for Geology-Pacific West Maps	45.00
RQ12-03282	WELLS FARGO #3317	iPad Power Adapter - D. Fitzsimons (Apple Store)	31.25
RQ12-03291	ROBERT RICKERSON	Reimbursement for Reagan display supplies	16.50
RQ12-03293	ORANGE COUNTY SCHOOL BOARDS ASSOCIATION	Conference for Trustee Prendergast	31.00
RQ12-03294	COACH AMERICA	Bus for EI Field Trip	930.35
RQ12-03301	CDW GOVERNMENT, INC.	Payment of Outstanding Invoice XRL3882	236.44
RQ12-03307	DONNA HANNA-CHASE	Reimbursement-Fall 2011-INSTRUCTIONAL SUPPLIES	36.58
RQ12-03308	SO. ORANGE CO. COMM. COL.DIST	R2T4 FALL 2011 REPAYMENTS	791.00
RQ12-03317	DAN WALSH	Conference Reimbursement - ASCCC C-ID DIG Meeting	586.56
RQ12-03319	S & B FOODS	IVC2IVC Lecture Refreshments	57.11
RQ12-03321	EDWIN TIONGSON	Reimbursement Speech supplies	220.46
RQ12-03322	COACH AMERICA	Bus for Emeritus Field Trip	989.00
RQ12-03324	GAYLE'S EMBROIDERY	COACHES BAGS AND POLOS EMBROIDERED	64.00
RQ12-03328	IRVINE VALLEY COLLEGE BOOKSTORE	Books for CBJT Grant	80.70
RQ12-03335	ROBERT DEMMON	Reimbursement-Shop Related Items	93.86
RQ12-03341	TEDDI LORCH	2011 Education Law Conference	87.00
RQ12-03345	WELLS FARGO #1598	Tripod for BSTIC Antenna Project-Radio Shack	39.86
RQ12-03347	REPRO XPRESS	SET UP/DIGITAL PLOTTING COSTS	38.60
RQ12-03355	WELLS FARGO #4198	OFFICE SUPPLIES-OFFICE MAX	130.00
RQ12-03357	SADDLEBACK GOLF CARS, INC.	**HEADLIGHT ASSEMBLY	331.89
RQ12-03373	SOCCERKRAZE	MEN'S SOCCER REPLACEMENT WARM UP PANTS	347.48
RQ12-03374	JENNIFER MC CUE	Reimbursement-Paragon Award Entries	175.00

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ESCAPE ONLINE

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Includes 10/26/2011 - 11/14/2011

Requisition Number	Vendor Name	Description	Requisition Total
RQ12-03375	JUAN AVALOS	REIMBURSEMENT FOR CONFERENCE REGISTRATION	50.00
RQ12-03385	BAKER & TAYLOR	Library books per Ana Maria Cobos	361.21
RQ12-03386	KEN PATTON	ASTM F42 COMMITTEE MEETING	1,480.79
RQ12-03387	THE GALE GROUP	Library book per Ana Maria Cobos	59.27
RQ12-03389	NINA WELCH	Reimbursement - Supplies	87.55
RQ12-03391	STEVE CRAPO	Reimbursement to Steve Crapo--Window Damage Repair	140.00
RQ12-03393	SO. ORANGE CO. COMM. COL.DIST	Return to Title IV Funds	1,691.00
RQ12-03394	ROOPA MATHUR	Conf Reimburse: R. Mathur-Walden Writers Symposium	1,400.00
RQ12-03399	REBECCA GROFF	Conf Reimburse: R. Groff-CCCAA Convention	1,210.00
RQ12-03402	JERRY MC GRATH	Conf. Reimb.-J McGrath-Photo Exhib-Castleton Coll	1,400.00
RQ12-03403	BROOKE CHOO	Conf Reimburse: B. Choo-CAPED Conv.	619.00
RQ12-03404	DIANA HURLBUT	Conf Reimburse: D Hurlbut-Nat'l Bio Teach Workshp	235.00
RQ12-03406	SO. ORANGE CO. COMM. COL.DIST	Return to Title IV Funds	245.00
RQ12-03409	MATTHEW TRESLER	Conf Reimburse-M Tresler-MACCC Conf.	854.04
RQ12-03415	DAVID BUGAY	Webinar Registration	55.00
RQ12-03422	LASER SOURCE	Printer Repair	125.90
RQ12-03423	COACH AMERICA	Bus for Emeritus Field Trip	959.20
RQ12-03430	WELLS FARGO #3317 (DISTRICT)	appFigures.com	95.64
RQ12-03431	WELLS FARGO #3317 (DISTRICT)	PATCH CABLE CDW-G	316.22
RQ12-03444	CHRISTINA ABEL	REIMBURSEMENT - INSTRUCTIONAL SUPPLIES	15.00
RQ12-03451	DISCOUNT DANCE SUPPLY CO.	Dance 65 Costumes	494.03
RQ12-03452	JOHN L. GLIHA	Candidate Reimbursement - Gliha	1,030.86
RQ12-03468	CLIFFORD MEYER C/O AUTO TECH	Reimbursement-Shop Items	139.23
RQ12-03470	S & B FOODS	Food for Exhibitors at Lego Tournament	92.00
RQ12-03480	BEN DOLAN	RAPIDTECH NONINSTR SUPPL REIMB	290.93
RQ12-03481	LEXIS-NEXIS	Library books per Ana Maria Cobos	215.00
RQ12-03483	STEVE TEH	Reimbursement for Purchase of EIA Kit	155.82
RQ12-03499	LIGHT BULBS ETC.	Dept. Supplies	73.90
		<b>Total</b>	<b>110</b>
			<b>81,254.19</b>

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ESCAPE ONLINE

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Fund Summary			
Fund	Description	Requisition Count	Amount
01	General Fund	108	80,877.75
40	Capital Outlay Fund	1	236.44
68	Self-Insurance Fund	1	140.00
Total		110	81,254.19

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

ESCAPE ONLINE

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

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**BACKGROUND**

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

**STATUS**

In accordance with Administrative Regulation 3101, the Transfer of Budget Appropriations delineated on EXHIBIT A is presented for ratification.

**RECOMMENDATION**

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

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**TRANSFER OF BUDGET APPROPRIATIONS**

Journal Number	Account	Description	From	To
BR12-00165	01-5321-0-000-1-059-097-4930	ROYALTY FE,Gen Studie,Non-Project	3,000.00	.00
	01-5811-0-000-1-059-097-4930	CONTR SERV,Gen Studie,Non-Project	3,000.00	.00
	01-5812-0-000-1-059-097-4930	CNTRCT SOF,Gen Studie,Non-Project	2,440.00	.00
	01-2383-0-000-1-059-097-4930	HR ST SAL,Gen Studie,Non-Project	.00	1,940.00
	01-4580-0-000-1-059-097-4930	DUPL CHBAC,Gen Studie,Non-Project	.00	3,000.00
	01-4600-0-000-1-059-097-4930	NINSTR SUP,Gen Studie,Non-Project	.00	3,000.00
	01-6410-0-000-1-059-097-4930	NEW EQUIP,Gen Studie,Non-Project	.00	500.00
			<b>8,440.00</b>	<b>8,440.00</b>
BR12-00166	01-1211-0-000-4-037-087-6120	RG NC FSAL,Library Se,Non-Project	84,879.00	.00
	01-3120-0-000-4-037-087-6120	STRS NINST,Library Se,Non-Project	7,003.00	.00
	01-3360-0-000-4-037-087-6120	MED NI EMP,Library Se,Non-Project	1,231.00	.00
	01-3430-0-000-4-037-087-6120	BEN NC ACA,Library Se,Non-Project	19,991.00	.00
	01-3520-0-000-4-037-087-6120	UNE NI STA,Library Se,Non-Project	1,367.00	.00
	01-3620-0-000-4-037-087-6120	WCO NINSTR,Library Se,Non-Project	1,528.00	.00
	01-6999-0-000-4-025-000-6720	CAP OUTL HOLDG,Fiscal Ope,Non-Project	.00	115,999.00
			<b>115,999.00</b>	<b>115,999.00</b>
BR12-00169	01-4300-0-000-1-020-000-6630	INSTR SUPP,RSRCH, PLN,Non-Project	5,000.00	.00
	01-5825-0-000-1-020-000-6630	OTHR OPERA,RSRCH, PLN,Non-Project	10,000.00	.00
	01-6220-0-000-1-020-000-6630	BLDG (CNT),RSRCH, PLN,Non-Project	10,000.00	.00
	01-5811-0-000-1-020-000-6630	CONTR SERV,RSRCH, PLN,Non-Project	.00	25,000.00
			<b>25,000.00</b>	<b>25,000.00</b>
BR12-00176	01-2131-2-100-1-050-000-4900	RG MAN SAL,lds Studie,NSF Rapid	45,100.00	.00
	01-5153-2-100-1-050-000-4900	CONSULTANT,lds Studie,NSF Rapid	.00	45,100.00
			<b>45,100.00</b>	<b>45,100.00</b>
BR12-00177	01-5270-1-095-1-050-000-4900	CONFERENCE,lds Studie,NSF ADV TECH ED	11,857.00	.00
	01-1415-1-095-1-050-000-4900	HR NC FSTI,lds Studie,NSF ADV TECH ED	.00	11,857.00
			<b>11,857.00</b>	<b>11,857.00</b>
BR12-00179	01-6220-0-000-1-025-000-6510	BLDG (CNT),Build Main,Non-Project	90,000.00	.00
	01-4600-0-000-1-021-080-6510	NINSTR SUP,Build Main,Non-Project	.00	90,000.00
			<b>90,000.00</b>	<b>90,000.00</b>
BR12-00181	01-2141-1-024-4-035-075-6420	RG CLE SAL,DSPS,DSP & S	7,200.00	.00
	01-3210-1-024-4-035-075-6420	PERS INSTR,DSPS,DSP & S	1,781.00	.00
	01-3310-1-024-4-035-075-6420	OAS IN CLS,DSPS,DSP & S	2,216.00	.00
	01-3350-1-024-4-035-075-6420	MED IN EMP,DSPS,DSP & S	534.00	.00
	01-3510-1-024-4-035-075-6420	UNE IN STA,DSPS,DSP & S	593.00	.00
	01-3610-1-024-4-035-075-6420	WCO INSTRU,DSPS,DSP & S	548.00	.00
	01-2383-1-024-4-035-075-6420	HR ST SAL,DSPS,DSP & S	.00	2,000.00
	01-3210-1-024-4-035-075-4900	PERS INSTR,lds Studie,DSP & S	.00	1,781.00
	01-3310-1-024-4-035-075-4900	OAS IN CLS,lds Studie,DSP & S	.00	2,216.00
	01-3350-1-024-4-035-075-4900	MED IN EMP,lds Studie,DSP & S	.00	534.00
	01-3510-1-024-4-035-075-4900	UNE IN STA,lds Studie,DSP & S	.00	593.00
	01-3610-1-024-4-035-075-4900	WCO INSTRU,lds Studie,DSP & S	.00	548.00
	01-5651-1-024-4-035-075-6420	MAINT AGRM,DSPS,DSP & S	.00	2,200.00
	01-5811-1-024-4-035-075-6420	CONTR SERV,DSPS,DSP & S	.00	3,000.00
			<b>12,872.00</b>	<b>12,872.00</b>
BR12-00184	01-2131-2-100-1-050-000-4900	RG MAN SAL,lds Studie,NSF Rapid	18,385.00	.00
	01-2141-2-100-1-050-000-4900	RG CLE SAL,lds Studie,NSF Rapid	31,088.00	.00
	01-2251-2-100-1-050-000-4900	RG IN TSAL,lds Studie,NSF Rapid	10,808.00	.00
	01-3210-2-100-1-050-000-4900	PERS INSTR,lds Studie,NSF Rapid	1,181.00	.00
	01-3220-2-100-1-050-000-4900	PERS NINST,lds Studie,NSF Rapid	9,534.00	.00
	01-3310-2-100-1-050-000-4900	OAS IN CLS,lds Studie,NSF Rapid	308.00	.00
	01-3320-2-100-1-050-000-4900	OAS NI CLS,lds Studie,NSF Rapid	2,000.00	.00
	01-4600-2-100-1-050-000-4900	NINSTR SUP,lds Studie,NSF Rapid	.00	4,054.00
	01-5270-2-100-1-050-000-4900	CONFERENCE,lds Studie,NSF Rapid	.00	2,087.00
	01-5650-2-100-1-050-000-4900	EQUIP REPR,lds Studie,NSF Rapid	.00	510.00
	01-5811-2-100-1-050-000-4900	CONTR SERV,lds Studie,NSF Rapid	.00	11,415.00
	01-5900-2-100-1-050-000-4900	GRNTS/ALLO,lds Studie,NSF Rapid	.00	55,238.00
			<b>73,304.00</b>	<b>73,304.00</b>

Journal Number	Account	Description	From	To
BR12-00186	01-4200-0-000-7-010-000-6610	BKS/MAG/PR,Dist Admin,Non-Project	500.00	.00
	01-4580-0-000-7-010-000-6610	DUPL CHBAC,Dist Admin,Non-Project	2,700.00	.00
	01-5650-0-000-7-010-000-6610	EQUIP REPR,Dist Admin,Non-Project	4,000.00	.00
	01-5811-0-000-7-010-000-6610	CONTR SERV,Dist Admin,Non-Project	1,000.00	.00
	01-5721-0-000-7-010-000-6610	LEGAL FEES,Dist Admin,Non-Project	.00	7,700.00
	01-5840-0-000-7-010-000-6610	POSTAGE,Dist Admin,Non-Project	.00	500.00
			<b>8,200.00</b>	<b>8,200.00</b>
BR12-00187	01-4300-2-074-4-025-000-6011	INSTR SUPP,Instructio,Lottery R	12,814.00	.00
	01-5812-2-074-4-041-061-6110	CNTRCT SOF, Learning C, Lottery R	.00	12,814.00
			<b>12,814.00</b>	<b>12,814.00</b>
BR12-00188	01-6300-0-000-4-037-087-6120	LIBRARY BO,Library Se,Non-Project	5,133.00	.00
	01-5812-0-000-4-037-087-6120	CNTRCT SOF,Library Se,Non-Project	.00	5,133.00
			<b>5,133.00</b>	<b>5,133.00</b>
BR12-00191	01-1313-0-000-4-022-099-3901	HR CLS FPT,Wfch Tba,Non-Project	95,000.00	.00
	01-6220-0-000-4-021-080-6599	BLDG (CNT),Oth Operat,Non-Project	.00	55,000.00
	01-6120-0-000-4-021-080-6599	SITE (CNT),Oth Operat,Non-Project	.00	40,000.00
			<b>95,000.00</b>	<b>95,000.00</b>
BR12-00196	01-1415-1-218-4-022-104-4930	HR NC FSTI,Gen Studie,10/11 BscSkls	50,589.00	.00
	01-1413-1-218-4-073-000-6310	HR NC FPT,Counseling,10/11 BscSkls	.00	413.00
	01-1414-1-218-4-035-075-6320	HR NC FSUM,Matriculat,10/11 BscSkls	.00	11,269.00
	01-1415-1-218-4-073-000-6310	HR NC FSTI,Counseling,10/11 BscSkls	.00	6,884.00
	01-1415-1-218-4-073-074-6310	HR NC FSTI,Counseling,10/11 BscSkls	.00	3,442.00
	01-1415-1-218-4-073-074-6480	HR NC FSTI,Student Ve,10/11 BscSkls	.00	3,442.00
	01-1415-1-218-4-074-000-6320	HR NC FSTI,Matriculat,10/11 BscSkls	.00	9,500.00
	01-1415-1-218-4-074-024-6320	HR NC FSTI,Matriculat,10/11 BscSkls	.00	639.00
	01-2483-1-218-4-081-045-6110	HR IN SSAL,Learning C,10/11 BscSkls	.00	15,000.00
			<b>50,589.00</b>	<b>50,589.00</b>
BR12-00219	01-4344-0-000-1-057-006-6960	INSTR FEE-,Cocurr Act,Non-Project	1,000.00	.00
	01-4584-0-000-1-057-006-6960	DUPL FEE,Cocurr Act,Non-Project	570.00	.00
	01-4584-0-000-1-057-032-0837	DUPL FEE,Health Edu,Non-Project	300.00	.00
	01-5270-0-000-1-057-006-6960	CONFERENCE,Cocurr Act,Non-Project	500.00	.00
	01-5811-0-000-1-057-006-6960	CONTR SERV,Cocurr Act,Non-Project	8,685.00	.00
	01-4300-0-000-1-057-006-6960	INSTR SUPP,Cocurr Act,Non-Project	.00	5,000.00
	01-4300-0-000-1-057-049-0835	INSTR SUPP,Phys Ed At,Non-Project	.00	1,500.00
	01-5650-0-000-1-057-006-6960	EQUIP REPR,Cocurr Act,Non-Project	.00	3,865.00
	01-6410-0-000-1-057-006-6960	NEW EQUIP,Cocurr Act,Non-Project	.00	690.00
			<b>11,055.00</b>	<b>11,055.00</b>

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Recommended for Ratification

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

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**Saddleback College**

Journal Number	BR12-00158	BR12-00183	BR12-00207
	BR12-00159	BR12-00193	BR12-00208
	BR12-00160	BR12-00194	BR12-00209
	BR12-00162	BR12-00198	BR12-00210
	BR12-00164	BR12-00200	BR12-00212
	BR12-00171	BR12-00201	BR12-00213
	BR12-00175	BR12-00202	BR12-00216
	BR12-00178	BR12-00203	BR12-00217
	BR12-00182	BR12-00206	BR12-00218

**Irvine Valley College**

Journal Number	BR12-00168	BR12-00197	BR12-00211
	BR12-00173	BR12-00204	BR12-00215
	BR12-00190	BR12-00205	

**District**

Journal Number	BR12-00161	BR12-00167	BR12-00174
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**TO:** Board of Trustees

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

**RE:** SOCCCD: November 2011 Contracts

**ACTION:** Ratification

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**BACKGROUND**

On January 16, 2007, the board authorized the Chancellor/designee to approve individual business contracts up to a maximum limit of \$100,000, with the following exceptions: Sub-award agreements, for contracts involving bid limits the Chancellor/designee shall be limited to less than \$15,000 for public works projects and \$78,900 for equipment, supplies and maintenance projects. During November 2011, the following contracts were reviewed and approved by the Vice Chancellor of Business Services, following review by legal counsel, when appropriate.

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

The Magellan Group Letter of Agreement – Lead in a strategic planning workshop, provide advice to the college on the development of the foundation, work with marketing groups and members of the foundation representative to produce a vision statement and mission and goals statements, conduct donor development meetings and develop forms and procedures. Irvine Valley College	\$39,270.00
Vangent, Inc. Consultant Agreement – Renew agreement for accessing and managing 1098-T Tax Document. SOCCCD	\$36,550.00
i3 Solutions Consultant Agreement – Provide project management services to District IT including support of the analysis and implementation of the District-wide vulnerability assessment project. SOCCCD	\$30,000.00
Netzel Grigsby Associates, Inc. Campaign Readiness Assessment and Feasibility Study Service Agreement – To manage the planning, preparation and implementation of a Campaign Readiness Assessment and Feasibility Study. Saddleback College	\$24,000.00

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

<p>ADCAMP Right to Use Agreement – To refurbish bus shelters and connected display panels for advertising on the college campus. Irvine Valley College</p>	<p>\$12,000.00 (revenue)</p>
<p>The College Brain Trust Consultant Agreement – Assist the college in preparing, facilitating and reporting on a workshop designed to develop a positive culture by mutual respect and collaboration. Irvine Valley College</p>	<p>\$7,018.00</p>
<p>On Course Workshop Consultant Agreement – Provide an on-course facilitator to lead a one day professional development workshop. Saddleback College</p>	<p>\$4,000.00</p>
<p>Edward Eien Consultant Agreement – Load in dance floor, tech, light focus, dress rehearsals, show and strike for dance concert. Irvine Valley College</p>	<p>\$2,300.00</p>
<p>Pyramid Master Services Agreement – Maintenance for 2 IBM SAN switches. SOCCCD</p>	<p>\$1,350.00</p>
<p>City of Anaheim Agreement Amendment No. 1 – The amendment modifies the work plan summary for the Workforce Development to limit the programs included under the agreement. Irvine Valley College</p>	<p>\$0.00</p>
<p>Farjad Sarafian, MD, Inc. Clinical Training Affiliation Agreement- To provide clinical training for students at Saddleback College.</p>	<p>\$0.00</p>
<p>Mission Hospital Clinical Training Affiliation Agreement with School Instructor-Provide clinical training for students at Saddleback College.</p>	<p>\$0.00</p>
<p>Mission Hospital Clinical Training Affiliation Agreement without School Instructor-Provide clinical training for students at 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:** ATEP: Conduct a Public Hearing: Agreement for the Exchange of Real Property and Certification of the Addendum to FEIS/EIR

**ACTION:** Public Hearing

---

### **BACKGROUND**

On December 6, 2010, the County of Orange ("County") and SOCCCD entered into a Memorandum of Understanding ("MOU") concerning a proposed property exchange between the County and SOCCCD within the former Marine Corps Air Station Tustin, an area now referred to as "Tustin Legacy." Following the execution of the MOU, SOCCCD and County and their respective legal counsel have negotiated an Agreement for the Exchange of Real Property (the "Exchange Agreement") that sets forth the terms and conditions concerning the proposed exchange of the ultimate ownership of two 10 acre parcels of land within Tustin Legacy. Under the Exchange Agreement, the United States acting through the Department of the Navy ("Navy") would transfer to the City of Tustin ("City"), and City would in turn transfer to SOCCCD, a 10-acre site that is currently subject to County's public benefit conveyance application. Such site would otherwise be transferred to the County following the issuance of a Finding of Suitability for Transfer ("FOST") by the Navy for the site. SOCCCD would in return transfer to County a 10 acre parcel, part of which is currently owned by SOCCCD in fee, and part of which will be transferred from the Navy to the City and then from the City to SOCCCD following issuance of a FOST. The properties to be exchanged between SOCCCD and County are depicted on the map attached as Exhibit B. to the Exchange Agreement. Before the land exchange may be consummated, the conditions identified in the Exchange Agreement must be satisfied or waived.

The Exchange Agreement and its implementation activities are considered a "project" under CEQA. The Exchange Agreement will be approved, carried out, and implemented by SOCCCD and its agents, and the County and its agents, and therefore, both SOCCCD and County jointly analyzed and prepared the Initial Study/Addendum dated November 2011 ("Exchange Agreement Addendum") to the previously-certified Specific Plan Final Environmental Impact Statement/Environmental Impact Report (FEIS/EIR) dated October 1996 and as amended by the Errata dated September 1998, the supplement to the FEIS/EIR dated December 6, 2004, the addendum to the FEIS/EIR dated April 3, 2006, SOCCCD's Long-Range Plan Addendum, and SOCCCD's Concept Plan Addendum (these are collectively referred to as the "FEIS/EIR") for the Exchange Agreement for the Exchange Agreement Project. Since SOCCCD will be the first agency to approve the project under CEQA, SOCCCD is the lead agency under CEQA, California Code of Regulations, Title 14, Chapter 3 ("CEQA Guidelines"), sections 15050-15051, and the County is a responsible agency.

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

Public hearing notices for the Board of Trustees' public hearing on December 5, 2011, were published in the Tustin News on November 24, 2011 and on the ATEP website. The public notices invited all interested persons to attend the public hearing and express opinions about the Exchange Agreement and CEQA compliance related thereto. The Exchange Agreement and Exchange Agreement Addendum were posted on the ATEP's website, and copies were made available for public inspection at SOCCCD offices and the ATEP Campus. The documents were also made available for public inspection at the public hearing in the Board of Trustees' boardroom.

### **STATUS**

The Board of Trustees will conduct a public hearing pertaining to the approval of the Exchange Agreement (EXHIBIT A) and certification of the Exchange Agreement Addendum under CEQA for the purpose of hearing and considering any comments from the public about these documents before the Board of Trustees makes a decision.

Agenda Item 6.1

ATEP: Conduct a Public Hearing:  
Agreement for the Exchange of Real Property and Certification of the Addendum  
to FEIS/EIR

[Exhibits A - T](#)

are available for viewing in the Chancellor's Office  
Room HS 334, Health Sciences Bldg., Third Floor

Saddleback College  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

**TO:** Board of Trustees

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

**RE:** ATEP: Resolution No. 11-38: Resolution of the Board of Trustees of the South Orange County Community College District certifying the Addendum dated November 2011 to the Final Joint Program Final Environmental Impact Statement/Environmental Impact Report for the Disposal and Reuse of the MCAS Tustin and the MCAS Tustin Specific Plan/Reuse Plan Pursuant to the California Environmental Quality Act for the Land Exchange Agreement Project

**ACTION:** Approval

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**BACKGROUND**

On December 6, 2010, the County of Orange ("County") and SOCCCD entered into a Memorandum of Understanding ("MOU") concerning a proposed property exchange between the County and SOCCCD within the former Marine Corps Air Station Tustin, an area now referred to as "Tustin Legacy." Following the execution of the MOU, SOCCCD and County and their respective legal counsel have negotiated an Agreement for the Exchange of Real Property (the "Exchange Agreement") that sets forth the terms and conditions concerning the proposed exchange of the ultimate ownership of two 10 acre parcels of land within Tustin Legacy. Under the Exchange Agreement, the United States acting through the Department of the Navy ("Navy") would transfer to the City of Tustin ("City"), and City would in turn transfer to SOCCCD, a 10-acre site that is currently subject to County's public benefit conveyance application. Such site would otherwise be transferred to the County following the issuance of a Finding of Suitability for Transfer ("FOST") by the Navy for the site. SOCCCD would in return transfer to County a 10 acre parcel, part of which is currently owned by SOCCCD in fee, and part of which will be transferred from the Navy to the City and then from the City to SOCCCD following issuance of a FOST. The properties to be exchanged between SOCCCD and County are depicted on the map attached as **EXHIBIT B.** to the Exchange Agreement. Before the land exchange may be consummated, the conditions identified in the Exchange Agreement must be satisfied or waived.

The proposed land exchange benefits the County by allowing the location of future County of Orange facilities adjacent to other County facilities at the Rancho Santiago Community College District Sheriff's Training Academy site also located within Tustin Legacy, and benefits SOCCCD by rationalizing property boundaries to allow the location of and to create a unified land area for future expansion of SOCCCD's Advanced Technology & Education Park campus.

The City approved a Specific Plan Amendment ("SPA") to the Specific Plan/Reuse Plan to allow for implementation of the Exchange Agreement and conducted an environmental checklist ("City CEQA Checklist") for the SPA concluding that no additional environmental impacts would occur from approval of the SPA project. The SPA does not modify the permitted intensity of land use development at the ATEP Campus of 893,851 square feet, does not change the number of vehicle trips (5,470 trips per day) budgeted to the ATEP Campus, does not change the uses allowed by the City Conveyance Agreement, and does not change or affect the City's approval of the Phase 3A Concept Plan or SOCCCD's right to construct the Phase 3A Concept Plan. SOCCCD intends to use the property it receives in the Exchange Agreement, as with all Property under its control, in accordance with Section 3.2 of the Conveyance Agreement as the Advanced Technology Educational Campus and consistent with the description of the Advanced Technology Educational Campus in the City Conveyance Agreement, and as the definition may be amended in the future by mutual agreement of the City and SOCCCD.

The Exchange Agreement and its implementation activities are considered a "project" under CEQA. The Exchange Agreement will be approved, carried out, and implemented by SOCCCD and its agents, and the County and its agents, and therefore, both SOCCCD and County jointly analyzed and prepared the Initial Study/Addendum dated November 2011 ("Exchange Agreement Addendum") to the previously-certified Specific Plan Final Environmental Impact Statement/Environmental Impact Report (FEIS/EIR) dated October 1996 and as amended by the Errata dated September 1998, the supplement to the FEIS/EIR dated December 6, 2004, the addendum to the FEIS/EIR dated April 3, 2006, SOCCCD's Long-Range Plan Addendum, and SOCCCD's Concept Plan Addendum (these are collectively referred to as the "FEIS/EIR") for the Exchange Agreement Project. Since SOCCCD will be the first agency to approve the project under CEQA, SOCCCD is the lead agency under CEQA, California Code of Regulations, Title 14, Chapter 3 ("CEQA Guidelines"), sections 15050-15051, and the County is a responsible agency.

The Exchange Agreement Project proposes to permit the same uses as proposed in the Specific Plan/Reuse Plan and previously analyzed in the FEIS/EIR and City CEQA Checklist. The Proposed Project exchanges ultimate property ownership of two parcels between SOCCCD and the County. The land exchange would not change the future development condition that was analyzed in the FEIS/EIR as there would be no change to development intensity, building height restrictions, setbacks, signage, and other development standards. There are no new or increased significant adverse project-specific or cumulative impacts with regard to any environmental resource areas that would occur as a result of the implementation of the Project. There is no new information relative to environmental resource areas that were not in existence at the time the FEIS/EIR was prepared. Therefore, the Project and its implementation are consistent with the FEIS/EIR. No new mitigation measures are required in relation to impacts to any environmental resource areas. The Project will implement the relevant mitigation measures of the City's adopted MMRP that are applicable to the Project.

## **STATUS**

The County and District jointly prepared the Exchange Agreement Addendum **(EXHIBIT C)**, and it is ready for certification by the respective governing Boards of SOCCCD and County.

## **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt Resolution No. 11-38 **(EXHIBIT A)** entitled "Resolution of the Board of Trustees of the South Orange County Community College District certifying the Addendum dated November 2011 to the Final Joint Program Final Environmental Impact Statement/Environmental Impact Report for the Disposal and Reuse of the MCAS Tustin and the MCAS Tustin Specific Plan/Reuse Plan Pursuant to the California Environmental Quality Act for the Land Exchange Agreement Project."

Agenda Item 6.2

ATEP: Resolution No. 11-38:

Resolution of the Board of Trustees of the South Orange County Community College District certifying the Addendum dated November 2011 to the Final Joint Program Final Environmental Impact Statement/Environmental Impact Report for the Disposal and Reuse of the MCAS Tustin and the MCAS Tustin Specific Plan/Reuse Plan Pursuant to the California Environmental Quality Act for the Land Exchange Agreement Project.

[Exhibits A - C](#)

are available for viewing in the Chancellor's Office  
Room HS 334, Health Sciences Bldg., Third Floor

Saddleback College  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: ATEP: Resolution No. 11-39: Resolution of the Board of Trustees of the South Orange County Community College District Approving the Agreement for the Exchange of Real Property between the County of Orange and the South Orange County Community College District at the Advanced Technology & Education Park Campus and Authorizing the Chancellor to Sign the Agreement

ACTION: Approval

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### **BACKGROUND**

On December 6, 2010, the County of Orange ("County") and SOCCCD entered into a Memorandum of Understanding ("MOU") concerning a proposed property exchange between the County and SOCCCD within the former Marine Corps Air Station Tustin, an area now referred to as "Tustin Legacy." Following the execution of the MOU, SOCCCD and County and their respective legal counsel have negotiated an Agreement for the Exchange of Real Property (the "Exchange Agreement") that sets forth the terms and conditions concerning the proposed exchange of the ultimate ownership of two 10 acre parcels of land within Tustin Legacy. Under the Exchange Agreement, the United States acting through the Department of the Navy ("Navy") would transfer to the City of Tustin ("City"), and City would in turn transfer to SOCCCD, a 10-acre site that is currently subject to County's public benefit conveyance application. Such site would otherwise be transferred to the County following the issuance of a Finding of Suitability for Transfer ("FOST") by the Navy for the site. SOCCCD would in return transfer to County a 10 acre parcel, part of which is currently owned by SOCCCD in fee, and part of which will be transferred from the Navy to the City and then from the City to SOCCCD following issuance of a FOST. The properties to be exchanged between SOCCCD and County are depicted on the map attached as **EXHIBIT B.** to the Exchange Agreement. Before the land exchange may be consummated, the conditions identified in the Exchange Agreement must be satisfied or waived.

The proposed land exchange benefits the County by allowing the location of future County of Orange facilities adjacent to other County facilities at the Rancho Santiago Community College District Sheriff's Training Academy site also located within Tustin Legacy, and benefits SOCCCD by rationalizing property boundaries to allow the location of and to create a unified land area for future expansion of SOCCCD's Advanced Technology & Education Park campus.



The City and its legal counsel have reviewed and participated in the drafting of the Exchange Agreement. The Exchange Agreement incorporates substantially all of the City's requested contractual language. The City has also worked with the Navy to obtain an amendment to the Navy-City Conveyance Agreement in the form attached as an exhibit to the Exchange Agreement, which amendment will implement the Exchange Agreement. Further, upon execution of an amendment to the City-SOCCCD Conveyance Agreement in the form attached as an exhibit to the Exchange Agreement, the land to be exchanged with the County will be a permitted transfer under the City Conveyance Agreement, and the City will commit to timely deliver the deeds and other instruments with respect to the properties covered by the Exchange Agreement in order to consummate the exchange in accordance with the Exchange Agreement.

### **STATUS**

The negotiation of the Exchange Agreement (**EXHIBIT C**) has been completed and is now ready for approval by the respective governing boards of SOCCCD and County.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt Resolution No. 11-39 (**EXHIBIT A**), entitled "Resolution of the Board of Trustees of the South Orange County Community College District Approving the Agreement for the Exchange of Real Property between the County of Orange and the South Orange County Community College District at the Advanced Technology & Education Park Campus and Authorizing the Chancellor to Sign the Agreement to approve the Agreement for the Exchange of Real Property between the County of Orange and SOCCCD."

Agenda Item 6.3

ATEP: Resolution No. 11-39:

Resolution of the Board of Trustees of the South Orange County Community College District Approving the Agreement for the Exchange of Real Property between the County of Orange and the South Orange County Community College District at the Advanced Technology & Education Park Campus and Authorizing the Chancellor to Sign the Agreement.

[Exhibits A - T](#)

are available for viewing in the Chancellor's Office  
Room HS 334, Health Sciences Bldg., Third Floor

Saddleback College  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

**TO:** Board of Trustees

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

**RE:** SOCCCD: District Annual Audit Report: 2010-11

**ACTION:** Review

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### **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 Macias Gini & O'Connell, Certified Public Accountants, to conduct the audit of all District funds for the 2010/2011 fiscal year. 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 2010-2011 financial statements with no financial findings. The 2010-2011 audit report includes one finding on state compliance. The finding pertains to the tracking of TBA Hours (To Be Arranged) to insure student participation is accounted for properly and apportionment is not claimed unless the student's attendance has been documented as of the census point. The Offices of Instruction are making certain all requirements as outlined in the Student Accounting Manual are met to claim apportionment.

A Board sub-committee on the audit, consisting of Trustees Milchiker, Padberg, and Lang, had an opportunity to meet with the auditors before the final version was printed. The sub-committee was able to question the auditors in depth about the findings and recommendations.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees accept the 2010/2011 audit report for review.

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

**TO:** Board of Trustees

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

**RE:** SOCCCD: Saddleback College Foundation and Irvine Valley College  
Foundation Annual Audit Reports: 2010-2011

**ACTION:** Review

---

### **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 Macias Gini & O'Connell, Certified Public Accountants, to conduct an audit of the Saddleback College Foundation and the Irvine Valley College Foundation funds for the 2010/2011 fiscal year. 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 both the Saddleback College Foundation and the Irvine Valley College Foundation for the 2010/2011 financial statements with no financial findings.

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 Director of Fiscal Services at Saddleback College and the Foundation Director at 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 and the Irvine Valley College Foundation 2010/2011 audit reports for review.

**TO:** Board of Trustees

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

**RE:** SOCCCD: Organizational Assessment for Administrators and  
Classified Managers

**ACTION:** Approval

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**BACKGROUND**

A contract with Marlys Grodt & Associates to study and accomplish an organizational assessment for administrators and classified managers was approved by the Board of Trustees on September 27, 2010.

**STATUS**

As a part of the study, it was determined that a new integrated salary schedule is appropriate for all administrators and managers. The new SOCCCD District Administrator Manager Salary Schedule is the first of six phases of action being recommended for approval. Four positions on the December Personnel Board agendas are part of reorganization at the colleges, and these positions are being placed on the new integrated salary schedule as part of the implementation plan.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the SOCCCD District Administrator Manager Salary Schedule as shown in Exhibit A.

### SOCCCD District Administrator Manager Salary Schedule

Range Number:	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	\$ 3,750	\$ 3,938	\$ 4,134	\$ 4,341	\$ 4,558	\$ 4,786	\$ 5,025	\$ 5,277
2	\$ 3,938	\$ 4,134	\$ 4,341	\$ 4,558	\$ 4,786	\$ 5,025	\$ 5,277	\$ 5,540
3	\$ 4,134	\$ 4,341	\$ 4,558	\$ 4,786	\$ 5,025	\$ 5,277	\$ 5,540	\$ 5,817
4	\$ 4,341	\$ 4,558	\$ 4,786	\$ 5,025	\$ 5,277	\$ 5,540	\$ 5,817	\$ 6,108
5	\$ 4,558	\$ 4,786	\$ 5,025	\$ 5,277	\$ 5,540	\$ 5,817	\$ 6,108	\$ 6,414
6	\$ 4,786	\$ 5,025	\$ 5,277	\$ 5,540	\$ 5,817	\$ 6,108	\$ 6,414	\$ 6,734
7	\$ 5,025	\$ 5,277	\$ 5,540	\$ 5,817	\$ 6,108	\$ 6,414	\$ 6,734	\$ 7,071
8	\$ 5,277	\$ 5,540	\$ 5,817	\$ 6,108	\$ 6,414	\$ 6,734	\$ 7,071	\$ 7,425
9	\$ 5,540	\$ 5,817	\$ 6,108	\$ 6,414	\$ 6,734	\$ 7,071	\$ 7,425	\$ 7,796
10	\$ 5,817	\$ 6,108	\$ 6,414	\$ 6,734	\$ 7,071	\$ 7,425	\$ 7,796	\$ 8,186
11	\$ 6,108	\$ 6,414	\$ 6,734	\$ 7,071	\$ 7,425	\$ 7,796	\$ 8,186	\$ 8,595
12	\$ 6,414	\$ 6,734	\$ 7,071	\$ 7,425	\$ 7,796	\$ 8,186	\$ 8,595	\$ 9,025
13	\$ 6,734	\$ 7,071	\$ 7,425	\$ 7,796	\$ 8,186	\$ 8,595	\$ 9,025	\$ 9,476
14	\$ 7,071	\$ 7,425	\$ 7,796	\$ 8,186	\$ 8,595	\$ 9,025	\$ 9,476	\$ 9,950
15	\$ 7,425	\$ 7,796	\$ 8,186	\$ 8,595	\$ 9,025	\$ 9,476	\$ 9,950	\$ 10,447
16	\$ 7,796	\$ 8,186	\$ 8,595	\$ 9,025	\$ 9,476	\$ 9,950	\$ 10,447	\$ 10,970
17	\$ 8,186	\$ 8,595	\$ 9,025	\$ 9,476	\$ 9,950	\$ 10,447	\$ 10,970	\$ 11,518
18	\$ 8,595	\$ 9,025	\$ 9,476	\$ 9,950	\$ 10,447	\$ 10,970	\$ 11,518	\$ 12,094
19	\$ 9,025	\$ 9,476	\$ 9,950	\$ 10,447	\$ 10,970	\$ 11,518	\$ 12,094	\$ 12,699
20	\$ 9,476	\$ 9,950	\$ 10,447	\$ 10,970	\$ 11,518	\$ 12,094	\$ 12,699	\$ 13,334
21	\$ 9,950	\$ 10,447	\$ 10,970	\$ 11,518	\$ 12,094	\$ 12,699	\$ 13,334	\$ 14,000
22	\$ 10,447	\$ 10,970	\$ 11,518	\$ 12,094	\$ 12,699	\$ 13,334	\$ 14,000	\$ 14,700
23	\$ 10,970	\$ 11,518	\$ 12,094	\$ 12,699	\$ 13,334	\$ 14,000	\$ 14,700	\$ 15,436
24	\$ 11,518	\$ 12,094	\$ 12,699	\$ 13,334	\$ 14,000	\$ 14,700	\$ 15,436	\$ 16,207
25	\$ 12,094	\$ 12,699	\$ 13,334	\$ 14,000	\$ 14,700	\$ 15,436	\$ 16,207	\$ 17,018
26	\$ 12,699	\$ 13,334	\$ 14,000	\$ 14,700	\$ 15,436	\$ 16,207	\$ 17,018	\$ 17,869
27	\$ 13,334	\$ 14,000	\$ 14,700	\$ 15,436	\$ 16,207	\$ 17,018	\$ 17,869	\$ 18,762
28	\$ 14,000	\$ 14,700	\$ 15,436	\$ 16,207	\$ 17,018	\$ 17,869	\$ 18,762	\$ 19,700

Chancellor is a contracted position.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 6.7**  
**DATE: 12/05/11**

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

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**BACKGROUND**

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

**STATUS**

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

Those academic personnel actions shown in Exhibit A, Exhibit B and Exhibit C are presented to the Board of Trustees for approval/ratification to be effective on the dates as shown on the Exhibit.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve/ratify the academic personnel actions as shown in Exhibit A, Exhibit B and Exhibit C.

## 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>
Bastian, James	JD/Law	Paralegal/IVC	V/6	01/09/12
Brimer, Sandra	MLS/Library Science	Librarian/SC	II/6	01/09/12
Burger, Alice	MA/Digital Filmmkg.	CIM/IVC	I/9	01/09/12
Cser, Agnes	MA/German	German/SC	II/6	01/09/12
Goracke, Michelle	MA/Geography	Geography/SC	II/6	01/09/12
Kim, Bonnie	MS/TESOL	ESL/SC	II/6	01/09/12
Koh, Soong-Hee	MA/English Comp.	ESL/SC	II/6	01/09/12
Kuang, Jessica	PhD/Mathematics	Mathematics/IVC	V/6	01/09/12
<sup>1</sup> Lewis, David	BA/Political Sci.	Real Estate/IVC	I/6	01/09/12
<sup>2</sup> Mattoon, Mark	MA/English Literature	English/IVC	II/6	01/09/12
Nguyen, Huy	MS/Mathematics	Mathematics/IVC	II/6	01/09/12
Olbrich, Mila	MSN/Nursing Educ.	Nursing/SC	II/6	01/09/12
Reddy, Mohan	MS/Computer Science	CIM/IVC	II/6	01/09/12
Reynolds, Irene	JD/Law	Paralegal/IVC	V/6	01/09/12
Ryan, Mutsuno	MS/Mathematics	Mathematics/IVC	II/6	01/09/12
Shoji, Brent	MBA/Marketing	Bus.Mgmt./IVC	II/6	01/09/12
Stone, Scott	MLIS/Library Science	Librarian/SC	II/6	01/09/12
Sundquist, Jeff	MLIS/Library Science	Librarian/SC	II/6	01/09/12
Urtnowski, Matthew	<sup>3</sup> BS/Computer Science	CIM/IVC	I/6	01/09/12
Weckerly, Michelle	MBA/Marketing	Bus.Mgmt./IVC	II/6	01/09/12
Wirtz, Beverly	MA/History	History/SC	II/6	01/09/12
Zach, Alicia	MLIS/Library Science	Librarian/SC	II/6	01/09/12
Zaher, Ursola	BA/Comm/TV/Film	CA/Radio/TV/Film/SC	I/6	01/09/12

<sup>1</sup> Per the state chancellor's office, a Bachelor's degree is approved to teach Real Estate.

<sup>2</sup> Husband of Michelle Gray Mattoon, Part-Time Faculty for the School of Humanities & Languages, Irvine Valley College

<sup>3</sup> Per the State Chancellor's office, a Bachelor's degree is approved to teach Computer Information Management.



**A. NEW PERSONNEL APPOINTMENTS**

**1. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF**

**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>
Ho, Thach-Vu	BS/Molecular Biology	Biology/SC	I/6	01/09/12

Equivalency is based on a Bachelor of Science degree in Molecular Biology from California State University, Long Beach (CSULB), and all coursework completed toward a Master of Science degree in Biology from CSULB, with the degree expected to be conferred on December 22, 2011. Mr. Ho obtained his teaching experience working as a Teaching Associate in the CSULB Biology Department. He is also currently active in the field of biology as a Research Technician III/Supervisor for the University of Southern California.

Judd, Frederick	JD/Law	Accounting/IVC	V/6	01/09/12
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Equivalency is based on a Juris Doctorate in Law from Brigham Young University in Provo, Utah, and a Bachelor of Science degree in Accounting from Arizona State University in Tempe. Mr. Judd is a Certified Public Accountant with an active license to practice in Arizona, and has maintained this certification since earning it in 1981. Mr. Judd has over twenty-five years of experience in the field of finance and business, including service as Chief Financial Officer (CFO) or VP of Finance for over seventeen years. In these capacities, he has had wide exposure to positions requiring significant accounting, audit, and legal judgment. Mr. Judd is a current member of the Arizona State Society of CPAs and the State Bar of California.

Nagai, Ayako	MA/Teaching ESL	Japanese/IVC	II/6	01/09/12
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Equivalency is based upon a Master of Arts degree in Teaching English as a Second Language from the University of Illinois at Urbana-Champaign and her doctoral project in Education. Ms. Nagai will be awarded her Doctor of Philosophy in December 2011 and her dissertation focuses on conversational skills of Japanese and English. Ms. Nagai taught three years at University of Illinois as a teaching assistant and her courses range from beginning to advanced levels. Recently, Ms. Nagai has taught Japanese at the Department of East Asian Languages and Literatures of the University of California, Irvine, teaching beginning to advanced level students for the last six years.

**A. NEW PERSONNEL APPOINTMENTS**

**1. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF**

**EQUIVALENCY**

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Slevcove, Joel	MA/Education	Theatre Arts/SC	II/6	01/09/12

Equivalency is based upon a Bachelor of Arts degree in Communications from Wheaton College, Wheaton, Illinois, and a Master of Arts degree in Education from Claremont Graduate University. The class Mr. Slevcove will teach is TA 20, Theatre Appreciation, which is an undergraduate transferable course that he has taught part time for several years at Concordia University, Irvine. Mr. Slevcove's scholarship at Wheaton College was entirely in theater arts. In addition to his literary appreciation of theater, Mr. Slevcove utilizes his theatrical directing background in teaching the elements of production appreciation in his Theatre Appreciation courses. Mr. Slevcove has directed over 30 productions including seventeen Shakespeare plays.

Uchida, Yoshiko	MA/Japanese Linguistics	Japanese/IVC	II/6	01/09/12
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Equivalency is based upon a Master of Arts degree in Japanese Linguistics from Ohio State University. Ms. Uchida has over twenty years of experience teaching Japanese at various universities, such as the University of Chicago, Ohio State University, and Indiana University; she has taught beginning to advanced levels of Japanese language as well as Japanese culture and anime courses. Ms. Uchida is a native Japanese speaker and fluent in English; while she majored in French Literature for her Bachelor's degree in Japan, Ms. Uchida has received certificates from American Council on Teaching Foreign Languages/ACTFL as an oral proficiency tester and the Japanese Ministry of Education in the second level test in Practical English. Ms. Nagai is an active member of major foreign language organizations in the United States and has presented papers in "Teaching Anime from Aspects of Culture and Language", "How to Teach Reading Comprehension Using the Internet", "Japanese Proficiency Tests" and many others at workshops and conferences.

Wanberg, Kyle	MA/Comparative Lit.	Humanities/IVC	II/6	01/09/12
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Equivalency is based upon a Master of Arts degree in Comparative Literature from University of California, Irvine, and a Bachelor of Arts degree in Philosophy from Skidmore College, Saratoga Springs, New York, and an anticipated Doctor of Philosophy award in Comparative Literature from University of California, Irvine, as of December 15, 2011. Mr. Wanberg has extensive research and writing experience in areas related to myth and legend, especially into Pima mythology, and his analysis included a variety of critical approaches and comparative study. Mr. Wanberg is well versed in world literatures, particularly those related to myth, legend, and fairy tale.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

2. **ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF** (Ratified - Pursuant to Board Policy 4002.1)

**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>
Hogan, Susan	MA/Counseling Psychology	Nursing/SC	II/6	11/08/11

Equivalency is based on a Master of Arts degree in Counseling Psychology from Pepperdine University in Malibu, a Bachelor of Arts degree in Teaching from the State University of New York at Oneonta in Oneonta, New York, and an Associate of Arts degree in Nursing from Saddleback College. Ms. Hogan is a Board Certified Psychiatric and Mental Health Nurse, with over twenty-six consecutive years of experience in the Psychiatric Nursing field. She is currently a liaison between Orange County Mental Health and the Department of Justice in Sacramento, training psychiatrists, psychiatric nursing staff, and emergency room physicians at Mission Hospital. Ms. Hogan is a member of the American Psychiatric Nurses' Association.

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

1. **IRVINE VALLEY COLLEGE, Office of College President**, seeks authorization to reorganize the following Classified Bargaining Unit position to an Academic Administrator position within their organization as defined in Title V Education Regulation, Section (c), Recruitment 53021. (Exhibit C)
- 1a. **REPLACE RESEARCH AND PLANNING ANALYST**, by eliminating Pos #4078, Classified Bargaining Unit Salary Range 138, full-time, 40 hours per week, 12 months per year position from its staff complement, and establishing a **DIRECTOR OF RESEARCH, PLANNING, AND ACCREDITATION**, Academic Administrator Salary Range 19, full-time, 40 hours per week, 12 months per year position, effective January 1, 2012. (Position #4078 was approved May 26, 2009) (Exhibit B)
- 1ai. **RECLASSIFY TARMAN, CHRISTOPHER**, ID #16817, from Research and Planning Analyst, Pos #4078, Classified Bargaining Unit Salary Range 138, Step 4, 40 hours per week, 12 months per year, to Director of Research, Planning, and Accreditation, Academic Administrator Salary Range 19, Step 1, 40 hours per week, 12 months per year, effective January 1, 2012.

**C. ADDITIONAL COMPENSATION: GENERAL FUND**

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

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u> <u>Amount</u>	<u>Effective Date</u>
Clark, Katherine	Facilitator, SLO/IVC	\$ 3,442.00	08/15/11-12/16/11
Clark, Katherine	Facilitator, SLO/IVC	3,442.00	01/09/12-05/18/12
Mackenzie, Emalee	Facilitator/Liaison, SLO/IVC	500.00	08/22/11-12/18/11
Mackenzie, Emalee	Facilitator/Liaison, SLO/IVC	500.00	01/09/12-05/18/12
Schmeidler, Katherine	Chair, Life Sciences/IVC	3,442.00	01/09/12-05/17/12
Stone, Lee Ann	Facilitator, Comp. Lrng. Ctr./IVC	1,721.00	01/09/12-05/18/12
Stone, Lee Ann	Facilitator, Tutoring Center/IVC	1,721.00	01/09/12-05/18/12
Tabibzadeh, Kiana	Chair, Physical Sciences/IVC	1,721.00	08/22/11-12/18/11
Tran, Tiffany	Chair, Guidance/Counseling/IVC	1,721.00	01/09/12-05/18/12
Tran, Tiffany	Facilitator, Guid/Counseling/IVC	1,721.00	01/09/12-05/18/12

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

<u>Name</u>	<u>Assignment/Project</u>	<u>Effective Dates</u>
Anderson, Michael	ESL Read/Grade Writing Samples/IVC	01/03/12-05/18/12
Baker, Erquin	ESL Read/Grade Writing Samples/IVC	01/03/12-05/18/12
Beasley, James	ESL Read/Grade Writing Samples/IVC	01/03/12-05/18/12
Beck, Rebecca	ESL Read/Grade Writing Samples/IVC	01/03/12-05/18/12
Bodnar, Carol	ESL Read/Grade Writing Samples/IVC	01/03/12-05/18/12
Coleman, Catherine	ESL Read/Grade Writing Samples/IVC	01/03/12-05/18/12
Fesler, Susan	ESL Read/Grade Writing Samples/IVC	01/03/12-05/18/12
Henderson, Pamela	ESL Read/Grade Writing Samples/IVC	01/03/12-05/18/12
Hildebrand, Colleen	ESL Read/Grade Writing Samples/IVC	01/03/12-05/18/12
Livote, Michelle	ESL Read/Grade Writing Samples/IVC	01/03/12-05/18/12
Luther, Barbara	ESL Read/Grade Writing Samples/IVC	01/03/12-05/18/12
Man, Georgina	ESL Read/Grade Writing Samples/IVC	01/03/12-05/18/12
McGirr, Julie	ESL Read/Grade Writing Samples/IVC	01/03/12-05/18/12
Rivas, Daniel	ESL Read/Grade Writing Samples/IVC	01/03/12-05/18/12
Sims, Larry	ESL Read/Grade Writing Samples/IVC	01/03/12-05/18/12
Stanfield, Scott	Reading of Challenge/ESL Essays/SC	01/03/12-05/18/12
Stern, Susan	ESL Read/Grade Writing Samples/IVC	01/03/12-05/18/12
Striedter, Anna	ESL Read/Grade Writing Samples/IVC	01/03/12-05/18/12
Wilson, Jeffrey	ESL Read/Grade Writing Samples/IVC	01/03/12-05/18/12

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

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

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>		<u>Effective Date</u>
		<u>Amount</u>		
Cesareo-Silva, Claire	Fall BSI Workshop/SC	\$ 500.00		08/22/11-12/18/11
Copeland, Mindy	Dance Prep./Foundation/IVC	400.00		08/02/11-12/04/11
Cruz, Raul	Dance Prep./Foundation/IVC	400.00		08/02/11-12/04/11
Jones, Monik	Dance Prep./Foundation/IVC	400.00		08/02/11-12/04/11
Nemeth, Angelika	Dance Prep./Foundation/IVC	400.00		08/02/11-12/04/11
Patton, Kenneth	Representative, RapidTech/IVC	10,000.00		08/22/11-12/19/11
Patton, Kenneth	Representative, RapidTech/IVC	10,000.00		01/09/12-05/18/12

**E. ADMINISTRATOR CONTRACT EXTENSION**

1. The following South Orange County Community College District Administrators are to receive the specified contract extension, effective July 1, 2012.

<u>Administrator</u>	<u>Assignment</u>	<u>Salary</u>	<u>Contract</u>
		<u>Placement</u>	<u>Term/Yr.</u>
Avalos, Juan	Vice President, Instruction/SC	III/3	06/30/2015
Justice, S. Craig	Vice President, Instruction/IVC	III/6	06/30/2015
McHenry, Bart	Dean, Fine Arts & Media Technology/SC	II/4	06/30/2015
Werle, Kathleen	Dean, Academic Program/IVC	II/4	06/30/2015

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

1. BREWINGTON, ELIZABETH, ID #3859, Nursing Instructor, Pos #1724, Academic Faculty Salary Column 2, Step 12, Division of Health Sciences and Human Services, Saddleback College, resignation effective May 18, 2011 and retirement May 19, 2011. Payment is authorized for any compensated time off. (Start date: August 16, 2010)

South Orange County Community College District

**DIRECTOR OF RESEARCH, PLANNING, AND ACCREDITATION - ID # - District Administrator Salary Range 19**

**DEFINITION**

To provide leadership to plan, conduct and present research and analysis of institutional data related to the development, assessment, and effectiveness of College programs, services, and activities; provide a variety of complex decision-making and strategic planning support to the President of the College or designees; assist the College Accreditation Liaison Officer by providing research, analysis, and organizational support for accreditation, including the comprehensive self-study; organize, coordinate and monitor implementation of accreditation agendas and recommendations; articulate accreditation activities with the District as necessary; and provide regular progress reports to the College and administration.

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 general direction from the President or designee.

Exercises functional and technical supervision over professional, technical and classified staff as assigned.

**EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

Plan, organize, control, conduct and direct operations and activities involved in the research, review, analysis, interpretation and reporting of a variety data and information used in assessing institutional effectiveness, planning, accreditation and decision-making, and determining implications of practices, policies, measures and procedures.

Train, guide, supervise, support and evaluate the performance of assigned personnel; delegate and review assignments and projects; evaluate work products and results; establish and monitor timelines and prioritize work; interview, select and recommend hiring of employees; recommend transfers, reassignment, termination and disciplinary action; motivate staff and resolve conflicts within the group.

Develop, organize, facilitate, implement, review and evaluate a comprehensive, integrated and collaborative strategic planning process for the College; communicate the changing expectations, trends and needs of educational preparation effectively to College personnel.

Develop and oversee implementation of a process for monitoring progress on all College goals, objectives, and strategies and report on this progress to the President and appropriate College constituencies.

Coordinate research efforts related to strategic planning and all other activities related to institutional effectiveness, including the Institutional Effectiveness Annual Report, program review, matriculation, and validation of placement testing.

Assist the College in the development of its Facilities and Educational Master Plan by coordinating the efforts of College constituents and facilitating the sharing of best practices, assuring consistency of plans with other College and District plans and providing appropriate trend data.

South Orange County Community College District  
Page 2 - Director of Research, Planning, and Accreditation

EXAMPLES OF DUTIES

Assist the College Accreditation Liaison Officer by providing research, analysis, and organizational support for accreditation, including the comprehensive self-study; organizing, coordinating, and monitoring implementation of accreditation agendas and recommendations; articulating accreditation activities with the District as necessary; and providing regular progress reports to the College and administration.

Prepare a variety of mandated and requested District, State and federal reports.

Develop and implement effective and sound survey instruments as determined by the administration, faculty, or staff for both required and investigative data trends analysis; collect and process data; analyze data and present results in comprehensive reports; assist College leadership to access student demographic data as well as with data analysis for additional planning purposes.

Co-Chair the Institutional Effectiveness Committee and serve on the SLO/SSO Task Force.

Attend, conduct and participate in various meetings and committees; prepare and deliver oral presentations.

Provide assistance for Student Learning Outcomes (SLOs), Student Services Outcomes (SSOs), and Administrative Unit Outcomes (AUO) development.

Maintain an understanding of current research methodologies and practices, and applications of technology pertaining to areas of responsibility.

Train college personnel to access/utilize reports on the inFORM Data Warehouse website.

Maintaining data integrity by testing new data measures, training college personnel who input data, and assisting District IT employees in tracking down data errors.

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:

An earned Master's degree from an accredited college or university in a research-oriented discipline or related field that demonstrates applications related to planning, research, and accreditation; qualifications to teach an academic discipline offered at assigned college.

Experience:

At least five years increasingly responsible experience in the following: research design, statistical methods (qualitative and quantitative), data inference, data analysis (using SPSS, SAS, or other statistical software), report writing, presentation of information, participatory governance, strategic planning and accreditation practices, including at least one year of supervisory and public contact experience.

South Orange County Community College District  
Page 3 - Director of Research, Planning, and Accreditation

QUALIFICATIONS

Knowledge of:

Advanced statistical procedures and research methods including those related to sampling, projections, significance, and distributions.

Applicable laws, codes, regulations, policies, and objectives.

Computer systems and software applications related to area of assignment.

Data collection and coding methods.

Data warehouse structures and techniques and data collection information systems

District and College organization, operations and objectives.

Interpersonal skills including tact, patience and diplomacy.

Principles and best practices of strategic planning and accreditation standards for community colleges.

Principles and practices of developing and measuring student learning outcomes, student services outcomes, and administrative unit outcomes.

Principles and practices of leadership and administration, including organization, budget preparation and report writing.

Principles and practices of training and supervision.

Principles and practices used in the development and implementation of survey instruments and techniques.

Strong oral and written communication skills, including giving presentations to small as well as large groups.

Ability to:

Analyze current and historical statistical data and develop sound, logical conclusions and recommendations.

Compile data and prepare and present administrative, analytical, and technical reports and recommendations.

Coordinate, support, and exercise leadership in college and district planning processes.

Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.

Demonstrate leadership, management, supervisory, and team-building skills.

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

Demonstrate strong and effective writing, editing and verbal communication skills

Develop and implement comprehensive research designs and methods with specific timelines.

Develop and maintain research and planning website.

Develop, prepare and administer program and project budgets.

Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

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

Evaluate program and institutional effectiveness objectively, accurately, and efficiently.

Exercise judgment or choice among possible actions, sometimes without clear precedents and often with concern for the consequences of the action.

Facilitate and coordinate the activities of large groups for the purpose of institutional planning.

Interpret, apply and explain applicable District policies and procedures and local, State and federal laws and regulations.

Manage multiple assignments and tasks, set priorities, and adapt to changing conditions and work assignments.

Operate computer/applications software, including database management, spreadsheet, word processing and software related to area of assignment.

Operate computers, peripherals and assigned office equipment.

Perform statistical research and analysis work of a specialized nature involving the use of independent judgment and personal initiative.



## QUALIFICATIONS

### Ability to:

- Plan and organize work to meet deadlines.
- Plan, design and produce extensive reports, proposals, position papers and other formal documents.
- Plan, organize and coordinate assigned activities in a manner conducive to full performance and high morale.
- Plan, organize and execute effective oral presentations, supported by sophisticated multi-media programs for large audiences.
- Plan, organize and execute effective written reports supported by facts, documentation and research.
- Plan, organize, coordinate, manage and expedite projects related to assignment.
- Relate effectively to people of varied academic, cultural, and socioeconomic backgrounds.
- Remain current in the field of research and planning.
- Train and provide supervision and work direction to others as assigned.
- Train others in the tools and techniques of research and the use of data.
- Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.
- Use highly analytical thinking to identify, scrutinize, improve and streamline statistical data and complex work processes.
- Work independently with minimal supervision.

## WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

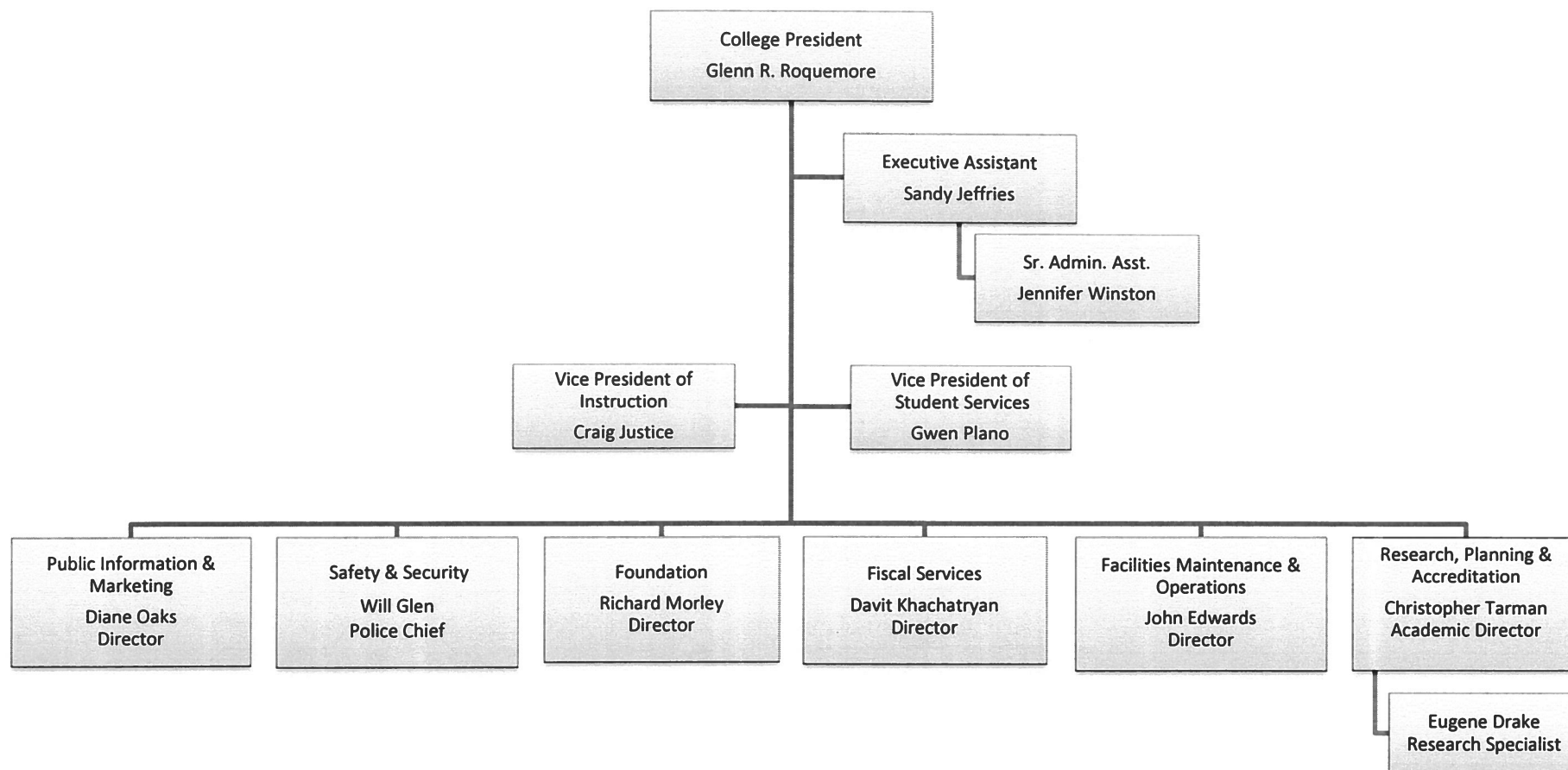
### Work Environment

Standard office setting. Typically, duties are performed in an office environment while sitting at a desk or computer workstation. An incumbent also visits educational sites and is subject to contact with others, frequent interruptions, noise from talking or office equipment and demanding legal timelines. At least minimal environmental controls to assure health and comfort.

### Physical Demands

The incumbent regularly sits for long periods, walks short distances on a regular basis, travels to various locations to visit educational sites, attend meetings and conduct work; uses hands and fingers to operate an electronic keyboard or other office machines; reaches with hands and arms, speaks clearly and distinctly to answer telephones and to provide information; sees to read fine print and operate computer; hears and understands voices over telephone and in person; and lifts, carries, and/or moves objects weighing up to 10 pounds.

# Irvine Valley College Organizational Chart Office of the President



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 6.8**  
**DATE: 12/05/11**

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

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**BACKGROUND**

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

**STATUS**

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

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve/ratify the classified personnel actions as shown in Exhibit A, Exhibit B, and Exhibit C.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS**

**A. NEW PERSONNEL APPOINTMENTS**

**1. CLASSIFIED EMPLOYMENT** (Information Items – Pursuant to Board Policy 4002.1)

- a. GRECU, ILEANA is to be employed as Custodian, Pos #3156, Facilities Custodial, Office of Physical Plant, Saddleback College, Classified Bargaining Unit Salary Range 113, Step 1, 40 hours per week, 12 months per year, effective November 15, 2011. This is a replacement position for Anthony Castorena, who resigned.
- b. DILLON, JAY is to be employed as Director, College Foundation, Pos #3039, College Foundation, Office of College Fiscal Services, Saddleback College, Classified Management Salary Range 8, Step 2, 40 hours per week, 12 months per year, effective January 3, 2012. This is a replacement position for Dave Jenkins.
- c. TJOA, GENE is to be employed as Database Administrator, Pos #4408, Office of Information Technology, District, Classified Bargaining Unit Salary Range 152, Step 4, 40 hours per week, 12 months per year, effective November 28, 2011. This position was approved by the Board of Trustees on July 25, 2011.

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>
Siemon, Heather	Senior Graphic Designer/SC	134/1	11/02/11

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

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Start/End Date</u>
Brandao, Eric	Project Specialist/SC	\$ 9.50	10/15/11-06/30/12
<sup>1</sup> Casillas, Meghan	Project Specialist/SC	16.00	10/24/11-06/30/12
<sup>2</sup> Dang, Hanh-Quyen	Project Specialist/SC	13.00	11/15/11-06/30/12
Darby, Lucy	TMD Aide/SC	8.50	11/10/11-06/30/12
Escalante, Mario	Project Specialist/SC	16.00	11/03/11-01/31/12
Ghaffari, Azadeh	Project Specialist/SC	16.00	10/01/11-06/30/12
Kwok, Anne	Project Specialist/SC	16.00	10/24/11-06/30/12
Perez, Denise	Project Specialist/SC	14.00	11/15/11-06/30/12
Raheb, Ernest	Adapt. Kines. Aide/SC	10.50	01/01/12-06/30/12
Ramirez, Ana	Adapt. Kines. Aide/IVC	8.50	01/01/12-06/30/12
Ramirez, Irene	TMD Aide/IVC	8.50	01/01/12-06/30/12
Rawlins, Antonietta	Project Specialist/SC	9.00	01/01/12-06/30/12

<sup>1</sup> Daughter of Lurdes Casillas, Senior Administrative Assistant, Office of Admissions, Records & Enrollment Services, Saddleback College.

<sup>2</sup> Sister of Hoang-Quyen Dang, Financial Aid Specialist, Office of Financial Aid Saddleback College.

**A. NEW PERSONNEL APPOINTMENTS**

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

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Start/End Date</u>
Redjai, Nora	TMD Aide/SC	\$ 8.50	01/01/12-06/30/12
Reeder, Annie	Project Specialist/SC	13.00	01/01/12-06/30/12
Richards, Ryan	Coaching Aide/SC	15.00	01/01/12-06/30/12
Richardson, Kayla	TMD Aide/SC	9.50	01/01/12-06/30/12
Roach, Dana	Coaching Aide/SC	15.00	01/01/12-06/30/12
Roehler, Trevor	TMD Aide/IVC	10.50	01/01/12-06/30/12
Rusinkovich, Todd	Coaching Aide/SC	15.00	01/01/12-06/30/12
Sadeghieh, Iden	Project Specialist (IT)/D	25.00	01/01/12-06/30/12
Salarfar, Maryam	Clerk - Short Term/IVC	11.00	01/01/12-06/30/12
Sandhu, Ravinder	Project Specialist/SC	9.50	01/01/12-06/30/12
Schlesinger, David	Project Specialist/SC	16.00	01/01/12-06/30/12
Schmid, Teresa	CDC Project Spec./SC	20.00	01/01/12-06/30/12
Scienski, Saundra	Project Specialist/SC	16.00	01/01/12-06/30/12
Scott, David	TMD Aide/SC	9.50	01/01/12-06/30/12
Scott, Leigha	Project Specialist/SC	9.50	01/01/12-06/30/12
Sebold, Margaret	Clerk - Short Term/SC	15.00	01/01/12-06/30/12
Serrano, Carlos	Outreach Aide/SC	12.50	01/01/12-06/30/12
Shadid, Bryan	Coaching Aide/SC	15.00	01/01/12-06/30/12
Shamlou, Reza	TMD Aide/IVC	10.50	01/01/12-06/30/12
Skinner, Daniel	ST Campus Security Off./IVC	18.00	01/01/12-06/30/12
Smith, Ryan	Coaching Aide/SC	15.00	01/01/12-06/30/12
Soifua, Monalito	Coaching Aide/SC	15.00	01/01/12-06/30/12
Starkey, Sean	Adapt. Kines. Aide/SC	11.50	01/01/12-06/30/12
<sup>3</sup> Steinriede, Lindsay	Coaching Aide/SC	15.00	01/01/12-06/30/12
Stephens, Gary	Coaching Aide/SC	15.00	01/01/12-06/30/12
Stratton, Carmen	Coaching Aide/SC	15.00	01/01/12-06/30/12
Strickland, Brandon	Coaching Aide/SC	15.00	01/01/12-06/30/12
Supe, Jose	Coaching Aide/IVC	15.00	01/01/12-06/30/12
Swanson, Cora	Project Specialist/SC	20.00	11/01/11-06/30/12
Tatro, Shani	Clerk - Short Term/IVC	9.00	01/01/12-06/30/12
Tenchka, Kathleen	Project Specialist/IVC	11.50	01/01/12-06/30/12
Tesch, Gregory	Project Specialist (IT)/D	50.00	01/01/12-06/30/12
Thom, Bethany	Coaching Aide/SC	15.00	01/01/12-06/30/12
Tomlinson, Warren	DSPS Proctor/SC	16.00	01/01/12-06/30/12
Tracey, Claire	Project Specialist/SC	12.50	01/01/12-06/30/12
Trumble, Phillip	Coaching Aide/SC	15.00	01/01/12-06/30/12
Uhler, Jessica	TMD Aide/SC	8.50	01/01/12-06/30/12
Uhlman, John	ST Campus Security Off./SC	18.00	01/01/12-06/30/12
Varho, Matt	TMD Aide/IVC	20.00	01/01/12-06/30/12
Vega, Kristin	Child Dev. Center Aide/SC	10.00	01/01/12-06/30/12
Vidal, Daniel	Project Specialist/SC	12.50	01/01/12-06/30/12

<sup>3</sup> Daughter of William Steinriede, Coaching Aide, Division of Kinesiology and Athletics, Saddleback College.

**A. NEW PERSONNEL APPOINTMENTS**

**1. CLASSIFIED EMPLOYMENT** (Information Items – Pursuant to Board Policy 4002.1)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Start/End Date</u>
Vigil Romero, Andrae	Project Specialist/SC	\$ 14.00	01/01/12-06/30/12
Watt, Deborah	Project Specialist/SC	20.00	01/01/12-06/30/12
Watters, Damien	Coaching Aide/SC	15.00	01/01/12-06/30/12
Webster, Patrick	Outreach Aide/SC	12.50	01/01/12-06/30/12
Weiss, Elizabeth	Special Proj. Coord./TVC	40.00	01/01/12-06/30/12
Welch, Hailey	TMD Aide/SC	8.50	01/01/12-06/30/12
Wells, Douglas	Adapt. Kines. Aide/SC	16.00	01/01/12-06/30/12
Whiting, David	Coaching Aide/SC	15.00	01/01/12-06/30/12
Wickstrom, Julie	TMD Aide/SC	8.50	01/01/12-06/30/12
Wilford, Scott	Coaching Aide/SC	15.00	01/01/12-06/30/12
Wilkings, Kelly	Coaching Aide/SC	15.00	01/01/12-06/30/12
Williamson, Jehann	TMD Aide/TVC	20.00	01/01/12-06/30/12
Wilson, Curtis	Coaching Aide/SC	15.00	01/01/12-06/30/12
Winfrey, Sarah	TMD Aide/SC	8.50	01/01/12-06/30/12
Winn, Fentriss	Coaching Aide/SC	15.00	01/01/12-06/30/12
Wong Burdett, Rebecca	Project Specialist/TVC	20.00	01/01/12-06/30/12
Yaganeh, Samira	Project Specialist/SC	11.50	01/01/12-06/30/12
Yamaguchi, Troy	Coaching Aide/SC	15.00	01/01/12-06/30/12
Yannarella, Leiane	Project Specialist/SC	16.00	11/15/11-06/30/12
<sup>4</sup> Yasukochi, Britinee	Coaching Aide/SC	15.00	01/01/12-06/30/12
<sup>4</sup> Yasukochi, Donal	Coaching Aide/SC	15.00	01/01/12-06/30/12
Yi, Ki	Coaching Aide/TVC	15.00	01/01/12-06/30/12
Yunes, Omar	Adapt. Kines. Aide/SC	20.00	01/01/12-06/30/12
Ziencina, Taylor	Coaching Aide/TVC	15.00	01/01/12-06/30/12

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

1. VETERANS SPECIALIST, Pos #4419, Classified Bargaining Unit Salary Range 126, Office of College Fiscal Services, Saddleback College seeks authorization to eliminate this part-time, 29 hours per week, 12 months per year position from its staff complement, effective August 30, 2011. (Position approved: August 29, 2011)

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

1. FISCAL/VETERAN'S SPECIALIST, Classified Bargaining Unit Salary Range 126, Office of College Fiscal Services, Saddleback College seeks authorization to establish and announce a part-time, 29 hours per week, 12 months per year position to its staff complement, effective August 29, 2011.

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<sup>4</sup> Father and Daughter, both Coaching Aides for Division of Kinesiology and Athletics, Saddleback College.

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

1. **SADDLEBACK COLLEGE, Office of College President**, seeks authorization to reorganize the following Classified Management positions within their organization as defined in Title V Education Regulation, Section (c), Recruitment 53021. (Exhibit C, Attachment 1)
  - 1a. **REPLACE DIRECTOR OF FISCAL SERVICES**, by eliminating Pos #3014, Classified Management Salary Range 08, full-time, 40 hours per week, 12 months per year position from its staff complement, and establishing a VICE PRESIDENT FOR ADMINISTRATIVE SERVICES, Classified Management Salary Range 24, full-time, 40 hours per week, 12 months per year position, effective January 1, 2012. (Position #3014 was approved August 30, 2004) (Exhibit B, Attachment 1)
    - 1ai. **RECLASSIFY HILTON, CAROL**, ID #2075, from Director of Fiscal Services, Pos #3014, Classified Management Salary Range 08, Step 10, 40 hours per week, 12 months per year, to Vice President for Administrative Services, Classified Management Salary Range 24, Step 5, 40 hours per week, 12 months per year, effective January 1, 2012.
  - 1b. **REPLACE DIRECTOR OF COLLEGE RADIO STATION OPERATIONS**, by eliminating Pos #3579, Classified Management Salary Range 07, full-time, 40 hours per week, 12 months per year position from its staff complement, and establishing a DIRECTOR OF COLLEGE BROADCAST SERVICES, Classified Management Salary Range 16, full-time, 40 hours per week, 12 months per year position, effective January 1, 2012. (Position #3579 was approved April 24, 2006) (Exhibit B, Attachment 2)
    - 1bi. **RECLASSIFY WEDEL, TERRY**, ID #2408, from Director of College Radio Station Operations, Pos #3579, Classified Management Salary Range 07, Step 10, 40 hours per week, 12 months per year, to Director of College Broadcast Services, Classified Management Salary Range 16, Step 7, 40 hours per week, 12 months per year, effective January 1, 2012.
2. **IRVINE VALLEY COLLEGE, Office of College President**, seeks authorization to reorganize the following Classified Management positions within their organization as defined in Title V Education Regulation, Section (c), Recruitment 53021. (Exhibit C, Attachment 2)
  - 2a. **REPLACE DIRECTOR OF PUBLIC INFORMATION AND MARKETING**, by eliminating Pos #3631, Classified Management Salary Range 06, full-time, 40 hours per week, 12 months per year position from its staff complement, and establishing a DIRECTOR OF MARKETING, COMMUNICATIONS AND BROADCAST SERVICES, Classified Management Salary Range 16, full-time, 40 hours per week, 12 months per year position, effective January 1, 2012. (Position #3631 was approved September 25, 2006) (Exhibit B, Attachment 3)
    - 2ai. **RECLASSIFY OAKS, DIANE**, ID #15359, from Director of Public Information and Marketing, Pos #3631, Classified Management Salary Range 06, Step 6, 40 hours per week, 12 months per year, to Director Of Marketing, Communications and Broadcast Services, Classified Management Salary Range 16, Step 2, 40 hours per week, 12 months per year, effective January 1, 2012.

## **E. CHANGE OF STATUS**

### **1. CLASSIFIED EMPLOYMENT**

- a. TRUONG, PHEOLIN, ID #16899, Financial Aid Specialist, Pos #3650, Classified Bargaining Unit Salary Range 125, Step 3, 25 hours per week, 12 months per year, Financial Aide, Office of Student Services, Saddleback College, has been given a temporary increase in hours to 40 hours per week, with benefits, pursuant to Article 7.3.1.1 of the C.S.E.A. contract, effective November 17, 2011.
- b. HAZZARD, RUBY, ID #16706, Human Resources Assistant, Pos #4463, 40 hours per week, 12 months per year, Office of Human Resources, District, was submitted to the Board of Trustees on November 16, 2011 for a reclassification effective November 1, 2011 with a salary placement of Classified Bargaining Unit Salary Range 121, Step 3, in error. The correct Classified Bargaining Unit Salary placement is Range 121, Step 2, pursuant to Article 8.7.1 of the C.S.E.A. contract. Refer to Item 6.4, Classified Personnel Actions, Page 8, item D7bi presented to the Board of Trustees on November 16, 2011.

## **F. CHANGE IN LOCATION**

- a. KENNEDY, SHARON, ID #1972, Senior Administrative Assistant, Pos #3750, Classified Bargaining Unit Salary Range 127, Step 5, 40 hours per week, 12 months per year, School of Career Technical Education and Workforce Development, Advanced Technology and Education Park Facility, Irvine Valley College, has been granted a voluntary transfer to Senior Administrative Assistant, Pos #3527, Classified Bargaining Unit Salary Range 127, Step 5, 40 hours per week, 12 months per year, DSPS, School of Guidance and Counseling, Irvine Valley College, effective November 8, 2011. This is a replacement position for Heather Whitecotton, who was given a change in status.
- b. WHITECOTTON, HEATHER, ID #12890, Senior Administrative Assistant, Pos #3527, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, DSPS, School of Guidance and Counseling, Irvine Valley College, is to be granted a voluntary transfer to Senior Administrative Assistant, Pos #3750, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, School of Career Technical Education and Workforce Development, Advanced Technology and Education Park Facility, Irvine Valley College, effective November 8, 2011. This is a replacement position for Sharon Kennedy, who was given a change in status.

## **G. OUT OF CLASS ASSIGNMENTS**

1. ZAKARYAN, KARINE, ID #11437, Admissions and Records Specialist II, Pos #3743, Classified Bargaining Unit Salary Range 116, Step 6, 28 hours per week, 12 months per year, Office of Admissions, Records and Enrollment Services, Irvine Valley College, temporary assignment was extended as Admission and Records Specialist II, Classified Bargaining Unit Salary Range 120, Step 5, 40 hours per week, School of Admissions, Records and Enrollment Services, Irvine Valley College, effective November 1, 2011, pending approval by the Board of Trustees for a permanent change of status. This employee was approved by the Board of Trustees on November 16, 2011 for a permanent change of status effective November 1, 2011.





**ATTACHMENT 1**

South Orange County Community College District

**VICE PRESIDENT FOR ADMINISTRATIVE SERVICES - ID # - District Classified Manager Salary Range 24**

**DEFINITION**

To plan, organize, coordinate, direct and control the College's administrative support programs, operations, activities and staff, including Fiscal Services (including budget, accounting and contracts), Facilities, Police, Contracted Services, Technology Services, Student Payments Office, Veterans Office, Research, Planning and Grants, and Duplicating Services, ensuring that programs are operating within the appropriate fiscal parameters and remain in compliance with District, local, State and/or federal requirements; provide leadership for college and district planning; ensure timely and accurate submission of College financial reports, including the adopted budget; provide fiscal oversight of the College Foundation; provide leadership in the planning, development, continuous evaluation, and improvement of assigned programs and services; serve as a member of the College's Executive Staff.

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 general direction from the College President.

Exercises functional and technical supervision over the Director of Facilities, Director of Technology Services, Director of Planning, Research and Grants, and other assigned personnel.

**EXAMPLES OF DUTIES** – Duties may include, but are not limited to, the following:

Provides leadership in the planning, development, continued evaluation, and improvement for areas of responsibility.

Works in collaboration with the President, Vice President for Instruction, the Vice President for Student Services, and other executive staff to integrate instruction, support services and operational services for student success.

Serves as a member of the College President's executive team to help achieve the goals and objectives of the College and to make recommendations to the President regarding plans, policies and procedures of College operations and budget.

Provides institutional leadership in the promotion of collegial consultation process through active participation in College and District-wide committees.

Plan, coordinate and direct the development of the annual College restricted and unrestricted budgets, including local income, grants, contracts and categorical funds.

Provides oversight of Foundation fiscal operations.

South Orange County Community College District  
Page 2 - Vice President for Administrative Services

EXAMPLES OF DUTIES

Train, guide, supervise and evaluate the performance of assigned personnel; delegate and review assignments and projects; evaluate work products and results; establish and monitor timelines and prioritize work, interview, select and recommend hiring of employees; recommend transfers, reassignment, termination and disciplinary actions; motivate and develop staff and resolve conflicts.

Plan, develop, organize, coordinate, direct and evaluate the fiscal programs, services, operations and activities of the College involving, facilities, technology, student financial services, student veteran's services and College-wide budget and accounting.

Forecast short-range and long-range College revenues and expenditures; prepare multi-year financial projections and financial analysis for the College President, Board of Trustees, or District management.

Perform accounting and budgeting work according to Title 5, Section 59011 of the California Code of Regulations for submission to the District Fiscal department; ensure the timely and accurate maintenance of budget for the College and may include its ancillary organizations such as Associated Student Government (ASG) and Foundation; prepare journal entries for college for submittal and approval to District accounting department.

Compile and analyze data related to area of assignment; develop organizational structures and work processes that facilitate attainment of established program goals and objectives.

Coordinate College fiscal affairs with District departments and personnel; work cooperatively with District offices and personnel on behalf of the College to develop, implement and maintain appropriate criteria, methods and procedures to optimize efficient and effective delivery of services related to assigned functions; monitor and evaluate operations and activities and take corrective actions as necessary.

Provide technical expertise, information and guidance to the College President regarding assigned functions; assist in the formulation and development of policies, procedures and programs; develop and administer goals, objectives, policies and priorities for areas of assignment.

Prepare, administer, and monitor annual budgets for area of assignment; prepare recommendations, plans and justification for integration into College plans and budget allocation; co-chair College Strategic Planning and Budget Committee; authorize expenditures according to District policies and applicable regulations, as appropriate.

Provide technical expertise and guidance regarding areas of responsibility; research and resolve problems; ensure compliance with established procedures and improve operational functions.

Provide assistance to College management and staff in the development, preparation, maintenance and reporting of fiscal records, including accounting and budget records.

Communicate with other District or College fiscal services personnel, administrators and support personnel, representatives of State and federal agencies, educational institutions, social service organizations, counselors and others to coordinate programs and activities, as appropriate.

Provide college-wide leadership for budget and planning; with the Director of Planning, Research and Grants, co-chair the Planning and Budget Steering Committee and work together to develop the strategic plan and budget integration; develop college facility, technology, police, contracted services, equipment and staffing plans; provide leadership in district/college planning by serving on the Educational and Facilities Master Plan committee; and provide leadership for the accreditation process.

South Orange County Community College District  
Page 3 - Vice President for Administrative Services

EXAMPLES OF DUTIES

Represent the College on State committees and task forces and on District and College committees, such as the District Resource Allocation Committee (DRAC); chair assigned college committees; serve on other committees, task forces and other work groups; provide technical expertise concerning the operations of the College.

Represent the College on the Retirement Board of Authority to provide guidance for the accounting treatment of 'other post-employment benefits'; assist in District compliance with Government Accounting Standards

Ensure the timely and accurate preparation and submittal of a variety of statistical and narrative reports, proposals, recommendations and other materials, as needed or requested, including budget reports.

Prepare, administer and monitor annual budgets for area of assignment; prepare recommendations and justifications regarding budget requests; authorize expenditures according to District policies and applicable regulations.

Maintain current knowledge of changes, concepts, methods, requirements, regulations and policies for assigned programs, including computer programs and software enhancements.

Make oral presentations and conduct workshops to provide specialized information regarding the fiscal services of the College; assure the dissemination of information related to new or revised automated systems, requirements or regulations affecting fiscal operations/services.

Serve as on duty evening administrator when assigned.

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:

Bachelor's degree from an accredited college or university with major course work in finance, accounting, business administration or a closely related field. Master's degree preferred.

Experience:

Five years of increasingly responsible leadership experience in the development, organization, and management of administrative support services including fiscal services for a large public educational organization, including at least four years in a supervisory capacity.

LICENSES AND OTHER CERTIFICATION:

Valid California driver's license.

## QUALIFICATIONS

### Knowledge of:

Applicable District policies and local, State and federal laws, codes and regulations.  
Computer systems and software applications related to area of assignment, including capabilities and limitations.  
District and College organization, operations and objectives.  
Interpersonal skills including tact, patience and diplomacy.  
Methods and techniques used in financial research and revenue forecasting.  
Modern office practices, procedures, methods, and equipment.  
Modern principles, practices, methods and techniques of directing administrative support functions such as Facilities, Technology, Student Payments Office, Veterans Office and Duplicating Services.  
Modern principles, practices, methods and techniques of finance administration involving accounting and budget development and administration.  
Oral and written communication skills.  
Organizational and management practices as applied to analysis and evaluation of assigned fiscal programs, policies and operational needs.  
Principles and practices of mathematics, statistics and financial analysis.  
Principles and practices of training, supervision and performance evaluation.

### Ability to:

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Assist in developing policies and procedures for areas of assignment.  
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 the development and administration of a community college budget.  
Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.  
Establish and maintain cooperative and effective working relationships with those contacted in the course of work.  
Evaluate the financial stability of the College and prepare complex statistical and financial statements, reports and analyses.  
Forecast current and future revenues and expenditures affecting the College's financial condition.  
Interpret and analyze financial and budget data and draw logical conclusions.  
Interpret, apply and explain applicable District policies and procedures and local, State and federal laws and regulations.  
Learn the College and District organization, operations and policies.  
Operate computer and applications software, including database management, spreadsheet, word processing and software related to area of assignment.  
Operate modern office equipment such as computer, printer, calculator, copier and facsimile machine.  
Plan and organize work.  
Plan, develop, organize, coordinate, direct, monitor, control and evaluate assigned functions and services.  
Prepare and administer budgets for assigned program areas.  
Prepare complex and comprehensive financial summaries, statements, reports and analyses.  
Prepare oral and written reports and recommendations.

South Orange County Community College District  
Page 5 - Vice President for Administrative Services

QUALIFICATIONS

Ability to:

Relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy.

Select, train, lead, direct, 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.

Work effectively with others to determine and achieve College goals.

Work independently with minimum administrative direction.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Standard office setting. Typically, duties are performed in an office environment while sitting at a desk or computer terminal. Incumbents are subject to contact with administrators and other personnel, 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 of time, 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.

## ATTACHMENT 2

South Orange County Community College District

### **DIRECTOR OF COLLEGE BROADCAST SERVICES - ID # - District Classified Manager Salary Range 16**

#### **DEFINITION**

To plan, develop, organize, coordinate, implement, direct and evaluate the programs, services, staffing, broadcast operations and activities for all broadcast services of Saddleback College, including the college's radio and television stations (KSBR-FM, OCRockRadio.com and Channel 39), related online components, and production facilities, used as part of the College's instructional program and an important element of its marketing efforts and its community service mission; develop and maintain policies that assure compliance with applicable federal law and regulations; coordinate assigned activities with other college divisions and outside agencies; select, schedule, and coordinate students and community volunteers; conduct fundraising activities on behalf of the stations; and perform a variety of technical tasks related to college broadcast services.

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 direction from the dean of fine arts and media technology or presidential designee.

Exercises functional and technical supervision over assigned students, community volunteers and other staff as assigned.

#### **EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

Develop long-range financial goals and objectives for the television and radio stations to fund the television and radio stations; encourage and solicit contributions from outside sources; develop sources of community-based financial support, including the production of a annual major fundraising concert event, the production of several smaller fundraising events, on and off-air campaigns for listener contributions and solicitation of program underwriting and sponsorship; direct and produce off-air fundraising concerts, events and other activities; prepare, implement and administer contracts with outside organizations and agencies;.

Ensure that broadcast program content is in compliance with college and district goals and policies as well as state and federal laws by training and evaluating student and volunteer staff, performing ongoing assessment of student and volunteer-produced material through reviews of recorded air checks and written material and meeting with student/volunteer department heads.

Develop organizational structures and work processes, which facilitate attainment of established program goals and objectives; develop and implement appropriate methods and procedures to optimize efficient and effective delivery of operations, activities and special fundraising events; prepare daily program logs; monitor work flow; review and evaluate work products, methods and procedures.

Direct, organize, direct, oversee and participate in the development of the television and radio stations' work plans, programming, operations and activities; coordinate the production and direction of aired programming including newscasts, promotional spots, public service announcements and required regulated elements; conduct programming of live broadcasts and interviews; review retail, airplay and audience research for marketing strategies.

South Orange County Community College District  
Page 2 - Director of College Broadcast Services

EXAMPLES OF DUTIES

Work with students to facilitate the development of public affairs, entertainment, and sports programming created outside of course assignments; ensure compliance with the stations' public service mission by responding to requests for information from the community regarding programming, announcements, policies, procedures and regulations.

Coordinate with the CTVR faculty to ensure that the radio and television stations and production facilities, as well as the workflow of assigned staff, advances the Department's instructional goals.

Evaluate outside programming sources for inclusion on television station including public interest programming from local school districts, community organizations and national programming exchanges.

Plan, prepare and administer annual budgets; analyze and justify the need for additional funds for staffing, equipment, materials and supplies as required; prepare and submit purchase requisitions; prepare and submit recommendations and justifications regarding budget requests; authorize, monitor and control expenditures according to district policies and applicable regulations.

Operate equipment used in broadcast media productions, such as broadcast transmitters; studio-transmitter links; transmitting and studio processors; satellite demodulator; miscellaneous audio and video production equipment (microphones, cameras, digital recorders, lights, switcher); telephone hybrids and hardware codecs; EAS receiver/monitor; integrated music scheduling, production, and playback software system; video scheduling and playback system; digital archiving system; and networked digital audio console system; train and assist students, staff and volunteers in the use of equipment; ensure the maintenance, cleaning and inspection of production studios and included equipment; respond to and resolve broadcasting emergencies and equipment malfunctions.

Conduct routine tours of facilities to assure a clean and safe environment; monitor and report repair needs; prepare prioritized acquisition list for upgrading of the facility.

Coordinate program operations and activities with student services functions and instructional programs; serve on campus and district committees, task forces and other work groups; provide technical expertise concerning the college broadcast services and operations.

Communicate with district and college administrators and personnel, representatives of state and federal agencies, educational institutions, community organizations and others to coordinate programs, operations, services and activities; respond to inquiries and requests for information regarding programming, announcements, policies, procedures and regulations.

Review and evaluate technical quality of programs and make recommendations for improvements; ensure compliance with district policies as well as State and federal laws related to assigned program; review and certify the accuracy of data concerning program participation.

Manage the college's dedicated broadcast services, such as cable television channel and radio station, as assigned; propose, negotiate, implement, and maintain agreements and contacts for broadcast services with external organizations and agencies; monitor broadcast services for adherence to technical standards; correct broadcast emergencies and malfunctions as needed.



South Orange County Community College District  
Page 3 - Director of College Broadcast Services

EXAMPLES OF DUTIES

Propose, negotiate, implement and maintain agreements and contracts for the college's cable channel and/or radio station with external organizations and agencies.

Manage the duties of "designated chief operator," as required by the Federal Communications Commission, for the college's licensed broadcast facilities to include: FM broadcast station, translator stations, microwave systems, satellite systems, cable television channel, automated broadcast systems, broadcast studios, FCC correspondence, license renewal, record keeping, inspection, maintenance and repair.

Train, supervise and evaluate the performance of assigned students and community volunteers; plan, prepare, prioritize, delegate, monitor and review work assignments and projects; establish and monitor timelines; and ensure that deadlines are met.

Compile and analyze data related to program participation and evaluation; prepare and submit a variety of statistical and narrative reports, such as daily radio programming logs, station operation logs, FCC EAS logs, Underwriting Proof of Performance Affidavits, all elements of the required FCC Public Inspection Files, ownership, program issues, donor acknowledgement, music licensing, financial reports for fundraising activities for Foundation and fundraising event committees; prepare district reports for each of the 3 music copyright organizations; prepare webcast stream and content reports for music performance organization; prepare budget reports, annual recap data and special reports, proposals, recommendations and other materials as requested; coordinate and respond to periodic audits.

Administer the up-to-date maintenance of non-performance music licenses (ASCAP, BMI, and SESAC) for both Saddleback and Irvine Valley colleges.

Review publications, journals and literature to stay abreast of changing communication, technology and philosophy related to assigned area of responsibility.

Make oral presentations to students, staff and professional colleagues at various gatherings; conduct workshops to provide specialized information regarding radio and televisions stations and their operations; develop and direct the distribution of brochures, flyers and other materials to publicize and market the television and radio stations for students and the community.

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:

Equivalent to a bachelor's degree from an accredited college or university with major course work in communication or related field. A master's degree in communication or related field is preferred.

Experience:

Five years of increasingly responsible media broadcasting and programming experience that also involves supervision, budget administration, and the operation of integrated broadcast programming, scheduling, and playback software.

South Orange County Community College District  
Page 4 - Director of College Broadcast Services

QUALIFICATIONS

Licenses and Other Certification:

A valid California Driver's License.

Knowledge of:

Budget preparation and administration.  
Communications and broadcast media technologies, including systems and procedures.  
Correct English composition, grammar, spelling and vocabulary.  
Create audio and video productions.  
District and college organization, operations, objectives policies and procedures.  
Interpersonal skills including tact, patience and diplomacy.  
Methods of non-profit/public radio and television fundraising and underwriting development.  
Operation of computer, peripherals and software programs, including database management, spreadsheet, word processing and specialized software.  
Oral and written communication.  
Planning and organizational skills.  
Principles and practices of administration, supervision and training.  
Principles and practices of designing and producing media broadcasts.  
Principles and practices of production journalism.  
Principles and practices of public relations and marketing.  
Production of large fundraising events  
Safety standards and basic first aid practices.  
Specialized broadcast media-related equipment and related software, such as broadcast transmitters; studio-transmitter links; transmitting and studio processors; satellite demodulator; miscellaneous audio and video production equipment (microphones, cameras, digital recorders, lights, switcher); telephone hybrids and hardware codecs; EAS receiver/monitor; integrated music scheduling, production, and playback software system; video scheduling and playback system; digital archiving system; and networked digital audio console system.  
State and federal laws and regulations related to assigned program.

Ability to:

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.  
Assign and review the work of assigned production and technical staff.  
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 the comprehensive operations of a radio and TV station.  
Develop, implement and evaluate the delivery of broadcast media operations and services to students and the community.  
Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.  
Establish and maintain cooperative and effective working relationships with those contacted in the course of work.  
Exercise responsibility for the direction, control and planning of broadcast operations.  
Interpret, apply and explain complex and technical state and federal laws and regulations related to assigned program.

South Orange County Community College District  
Page 5 - Director of College Broadcast Services

QUALIFICATIONS

Ability to:

Maintain knowledge of changing communication, technology, equipment and philosophy related to assigned area of responsibility.

Maintain the security of confidential materials.

Manage basic network infrastructure.

Operate office equipment such as computer, printer, calculator, copier and facsimile machine.

Operation of specialized equipment and related software, such as broadcast transmitters; studio-transmitter links; transmitting and studio processors; satellite demodulator; miscellaneous audio and video production equipment (microphones, cameras, digital recorders, lights, switcher); telephone hybrids and hardware codecs; EAS receiver/monitor; integrated music scheduling, production, and playback software system; video scheduling and playback system; digital archiving system; and networked digital audio console system.

Plan, organize, coordinate and direct the comprehensive broadcast operations and activities of college radio and television stations in a manner conducive to full performance and high morale.

Prepare and administer a budget.

Prepare and deliver oral presentations.

Prepare oral and written reports and recommendations.

Produce and direct a variety of broadcasted programs.

Relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy.

Respond to and troubleshoot broadcast emergencies and equipment failures during and after working hours.

Train and supervise a large diverse staff of employees and volunteers.

Train, supervise and evaluate the performance of assigned classified staff, volunteers and student assistants.

Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.

Work effectively with others to achieve common goals of the college, including student recruitment and retention.

Work independently with little direction.

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 or radio or television station setting. Duties are performed either in an office environment while sitting at a desk or computer workstation or in a radio or television station. Incumbents are subject to contact with students, vendors, district and college personnel and radio and television station staff and volunteers; also subject to frequent interruptions, noise from talking or office/radio/TV stations equipment and demanding timelines. At least minimal environmental controls are required to assure health and comfort. The person assigned to this classification is on call seven days a week, 24 hours a day.

South Orange County Community College District  
Page 6 - Director of College Broadcast Services

### WORK ENVIRONMENT AND PHYSICAL DEMANDS

#### Physical Demands

Incumbents regularly sit for long periods, walk short distances on a regular basis, travel to remote broadcasts, events, and off-campus locations to attend meetings and/or 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 20 pounds. On rare occasions this position involves working on high voltage transmitting equipment and antennas. Occasionally work involves climbing ladders in television studio.

Finalized by Marlys Grodt and Associates: November 19, 2011

**ATTACHMENT 3**

South Orange County Community College District

**DIRECTOR OF MARKETING, COMMUNICATIONS & BROADCAST SERVICES- ID # - District  
Classified Manager Salary Range 16**

**DEFINITION**

To serve as a member of the President's executive team; strategize, plan, organize and direct the public information, community relations, broadcast services, video and other media production, marketing, graphic and web design, publications and other internal and external communication programs, services, operations and activities for the college, including IVC Performing Arts Center; create, write, produce, publish, and distribute a wide variety of materials; train, supervise and evaluate the performance of assigned personnel; provide for media coverage; plan, organize and administer public relations activities; develop the college's marketing plan and related promotional materials; coordinate the production of various print and electronic publications, and, when necessary, coordinate with district public affairs efforts.

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**

Receive direction from the president.

Exercise functional and technical supervision over marketing, public information, graphics and web design, publications, video production and other staff as assigned.

**EXAMPLES OF DUTIES** – Duties may include, but are not limited to, the following:

Serve as an integral member of the President's management team, receive direction from the college president; provide short and long-range strategic planning, leadership and administration to all aspects of the college's communications, marketing, public/media relations, institutional website, new/digital media, video and publications vehicles.

Chair the college marketing and outreach committee, part of the college's strategic planning process; chair the campus website taskforce and supervise the progress and necessary campus buy-in to make change successful; serve on other campus and district committees, task forces and work groups as assigned or as appropriate; work with representatives from all college departments/areas and governance groups, to ensure coordination of the college's marketing and outreach plan; and provide advocacy and technical expertise concerning marketing and communications

Plan and coordinate marketing research and data approaches to college enrollment management efforts; ensure the timely and accurate development, design, publication and distribution of the college's schedule of classes.

Develop, implement, direct and evaluate the marketing, communication and public relations strategies established in the college strategic plan and marketing plan; promote the college's mission, vision, and values through promoting the diverse academic and student services programs, activities and news to the college community.

Optimize interactive, electronic marketing efforts by providing guidance and direction on innovative web, email and social media strategies.

South Orange County Community College District  
Page 2 - Director of Marketing, Communications & Broadcast Services

EXAMPLES OF DUTIES

Evaluate and enhance the college's website, print publications, and cable television programs to maximize their interest and use; effectively use emerging technologies and cutting edge marketing tools.

Develop strategies to enable the college's communication department to leverage online and social media tools across multiple platforms.

Evaluate and supervise the development and distribution of new technologies and mediums for communication and marketing, such as social networking, websites and digital media content.

Remains current on industry trends related to e-marketing, search engine advertising, email, banners, landing pages, linking strategies, internet tracking tools, social networking sites and other emerging technologies and approaches.

Serve as assigned college's governmental relations representative; establish and maintain relationships with elected officials, community partners and other external groups within the college community, including municipalities and non-profit organizations.

Participate in the IVC college foundation as a board member to support "college-wide" special events, board development, fundraising campaigns, and alumni relations efforts; plan, develop, implement, coordinate, direct and evaluate marketing strategies to support the foundation; use all avenues of media, such as web and digital media, traditional media (newspapers, radio, television), direct mail, advertising, database management, special events, displays, brochures, flyers, and other relevant marketing vehicles to promote the foundation throughout the year.

Provide collaborative marketing support for the foundation to integrate overall college branding to build relationships across all other college programs and constituencies, such as alumni, donors, sponsors, lifelong learners and corporate partners.

Manage the college's dedicated cable television channel and other broadcast services as assigned; propose, negotiate, implement, and maintain agreements and contracts for the college's cable channel with external organizations and agencies; monitor broadcast services for adherence to technical standards; and serve as primary contact with the City of Irvine regarding the Master License for IVCTV.

Direct, organize, oversee, and participate in the development of the television stations' work plans, programming, operations and activities; coordinate the production and direction of aired programming including promotional spots, public service announcements, original programming, and required regulated elements; supervise programming of live broadcasts and interviews.

Work with staff to develop student and volunteer training to ensure compliance with district goals and policies; coordinate use of the television station production facilities, as well as the workflow of assigned staff to advance the college's goals.

Evaluate outside programming sources for inclusion on television station including public interest programming from local school districts, community organizations and national programming exchanges.

Plan, prepare and administer annual budgets; analyze and justify the need for additional funds for staffing, equipment, materials and supplies as required; prepare and submit purchase requisitions; prepare and submit recommendations and justifications regarding budget requests; authorize, monitor and control expenditures according to district policies and applicable regulations.

South Orange County Community College District  
Page 3 - Director of Marketing, Communications & Broadcast Services

EXAMPLES OF DUTIES

Operate equipment used in audio and video production, such as microphones, cameras, digital recorders, lights, and other equipment as trained or assigned.

Evaluate the performance of assigned students and community volunteers involved in broadcasting; plan, prepare, prioritize, delegate, monitor and review work assignments and projects; establish and monitor timelines; and ensure that deadlines are met.

Ensure that broadcast program content is in compliance with college and district goals and policies as well as state and federal laws; maintain relationship with cable company; respond to and ensure the correction of broadcast emergencies and ensure timely repair and correction of service interruptions caused by power outages, equipment failures or malfunctions; monitor and report repair needs; and prepare prioritized acquisition list for upgrading of facility.

Oversee college public relations activities, including press releases, social networking, electronic marquees and website content, coordinate with fine arts and athletics public information officers, coordinate public relations and marketing activities with radio station director and television station personnel.

Plan, initiate, manage and maintain effective relations with external organizations, including media such as newspapers, radio and television; collect information concerning the college, its program and events, and disseminate through mass communication media on a regular basis; serve as liaison between college staff and the media; maintain open lines of communication with the media, college staff, students, district and the general public; and serve as information resource for all groups.

Conduct formal and informal interviews to gather information for the preparation of written materials, such as press releases and newsletters; write, edit and produce speeches, press releases, flyers, articles, copy for brochures, class schedule and other publications.

Prepare various reports related to assignment as needed, including the President's report for the Board of Trustees; ensure maintenance and accessible storage/retrieval of a variety of records and files, including general community college system information/statistics and college publications, catalogs, promotional materials and news articles.

In conjunction with the college president and chief of police, develop and assess sensitive matters and emergency situations and execute timely external and internal communications utilizing the college's communications plans and communications strategies to ensure that accurate information is conveyed to all audiences; act as college liaison with the media when the disaster preparedness plan is activated.

Photograph and/or supervise photography of events for marketing purposes; arrange for artwork and/or photography for publication; distribute photo to appropriate publications and sources; approve graphic designs for college print and electronic publications, including college electronic signs, television stations and radio stations.

Train, supervise and evaluate the performance of assigned professional, technical and support personnel involved in marketing (public relations/advertising/marketing), electronic media (video production), digital media (website), and publications (graphic design); delegate and review assignments and projects; evaluate work products and results; establish and monitor timelines and prioritize work; and recommend and implement personnel actions affecting assigned staff.

South Orange County Community College District  
Page 4 - Director of Marketing, Communications & Broadcast Services

EXAMPLES OF DUTIES

Prepare and administer annual program budgets; prepare recommendations and justifications regarding budget requests; authorize expenditures according to district policies and applicable regulations.

Plan, facilitate and direct special events and receptions when assigned.

Work with the district director of public affairs and government relations to coordinate work and avoid duplication of efforts.

Perform other 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:

Equivalent of a Bachelor's degree from an accredited college or university with major course work in journalism, communications, public relations, marketing or related field. A Master's degree preferred.

Experience:

At least three years of increasingly responsible professional experience in the development and implementation of a public information, public relations, marketing or closely-related program, including at least one year in a supervisory or management capacity, preferably in a public education environment.

Licenses and Certificates:

A valid California driver's license.

Knowledge of:

Applicable local, state and federal laws, regulations and rules, including the state education code.

Cable television programming and production.

Capabilities of computer applications, systems and hardware used in the field of public information and marketing.

Capabilities of current web design, desktop publishing, word processing, spreadsheet, graphics, presentation, internet and database software programs,

Community colleges and their function in higher education.

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

Critical issues and problems affecting community colleges.

Graphic and web design.

Interpersonal skills including tact, patience and diplomacy.

Journalistic styles, methods and techniques of interviewing, reporting, writing, editing, proofreading and production.

Local newspaper, radio, television and other communications media resources.

Media relations and organizational communication strategies.

Missions, goals and policies of the district, the college and its president.

Objectives and interests of employee, student, and business/industry organizations and community groups impacting the district and its colleges.

Operation of computer, peripherals and software programs, including information systems, database management, spreadsheet, word processing and specialized software.

Organization, functions and inter-relationships of various operating units of the college.



## QUALIFICATIONS

### Knowledge of:

Principles and practices of budget preparation and administration.  
Principles and practices of public information, public relations and marketing.  
Principles and techniques of graphic design, standards and printing services.  
Principles of organization and management, including training and supervision.  
Principles, procedures, methods and techniques required to establish and maintain positive external and internal relations.  
Principles, processes, procedures, methods and techniques of preparing, producing and disseminating news and other information to all major communication media.  
Research, statistical, and forecasting methods and techniques.  
Special event planning and coordination.  
Techniques of writing, editing and mass-producing news and other information.

### Ability to:

Anticipate conditions, plan ahead, establish priorities and meet schedules and timelines.  
Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.  
Determine solutions and formulate recommendations.  
Develop and evaluate data.  
Develop and maintain internal communications programs to keep faculty and staff informed, using messaging across the college to include the marquee, the district's television station, college-wide emails, the president's on-line magazine and other communication vehicles.  
Develop, prepare and administer assigned budget.  
Develop, write and coordinate the production of college publications and promotional and marketing materials in an effective and appropriate manner.  
Direct staff and colleagues toward successful completion of program goals and objectives.  
Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.  
Establish and maintain effective and cooperative working relationships with others, including representatives of the media and community organizations.  
Evaluate the public relations value of information.  
Exercise initiative, discretion and critical judgment.  
Identify the characteristics of target audiences and determine the most effective communications techniques for reaching and motivating these groups.  
Interact with district personnel, students and the public in planning and conducting public relations activities.  
Learn the missions, goals and policies of the district, college and the president.  
Navigate political landscapes and build and maintain relationships with elected officials and community partners.  
Operate a networked personal computer and peripherals and desktop publishing, word processing, database, graphics, presentation, Internet and Web design software to enter, download and manipulate data to design, write, publish and distribute various assigned reports and newsletters.  
Operate a digital camera to set up, take, scan, download and edit digital and other photos for publication.  
Plan, develop, organize, coordinate, implement and evaluate a comprehensive community college public information, public relations and marketing program.  
Prepare effective reports, correspondence and presentations.  
Present information on a wide variety of subjects using the full array of written, oral and visual formats and techniques.

South Orange County Community College District  
Page 6 - Director of Marketing, Communications & Broadcast Services

## QUALIFICATIONS

### Ability to:

Present informative and persuasive concepts effectively, verbally and in writing.  
React independently and promptly to situations and events.  
Recognize critical elements of problems.  
Relate effectively with people of varied academic, cultural and socio-economic background using tact, patience, diplomacy and courtesy.  
Research and prepare newsworthy articles.  
Research, compile and analyze data for special projects such as the college foundation's annual report and the president's annual accomplishments book.  
Seek and achieve the understanding and support of individuals or groups with indifferent or opposing points of view.  
Serve as a college spokesperson on behalf of the college and its president.  
Set up and maintain web pages.  
Speak and write effectively.  
Train, motivate, develop, supervise, direct and evaluate the work of others.  
Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.  
Use a computer to edit and prepare articles for publication.  
Use modern office practices procedures and equipment.  
Write and edit speeches, articles, and other communications for the president and others as assigned.  
Write, edit and disseminate news releases, articles and other informational materials.

## WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

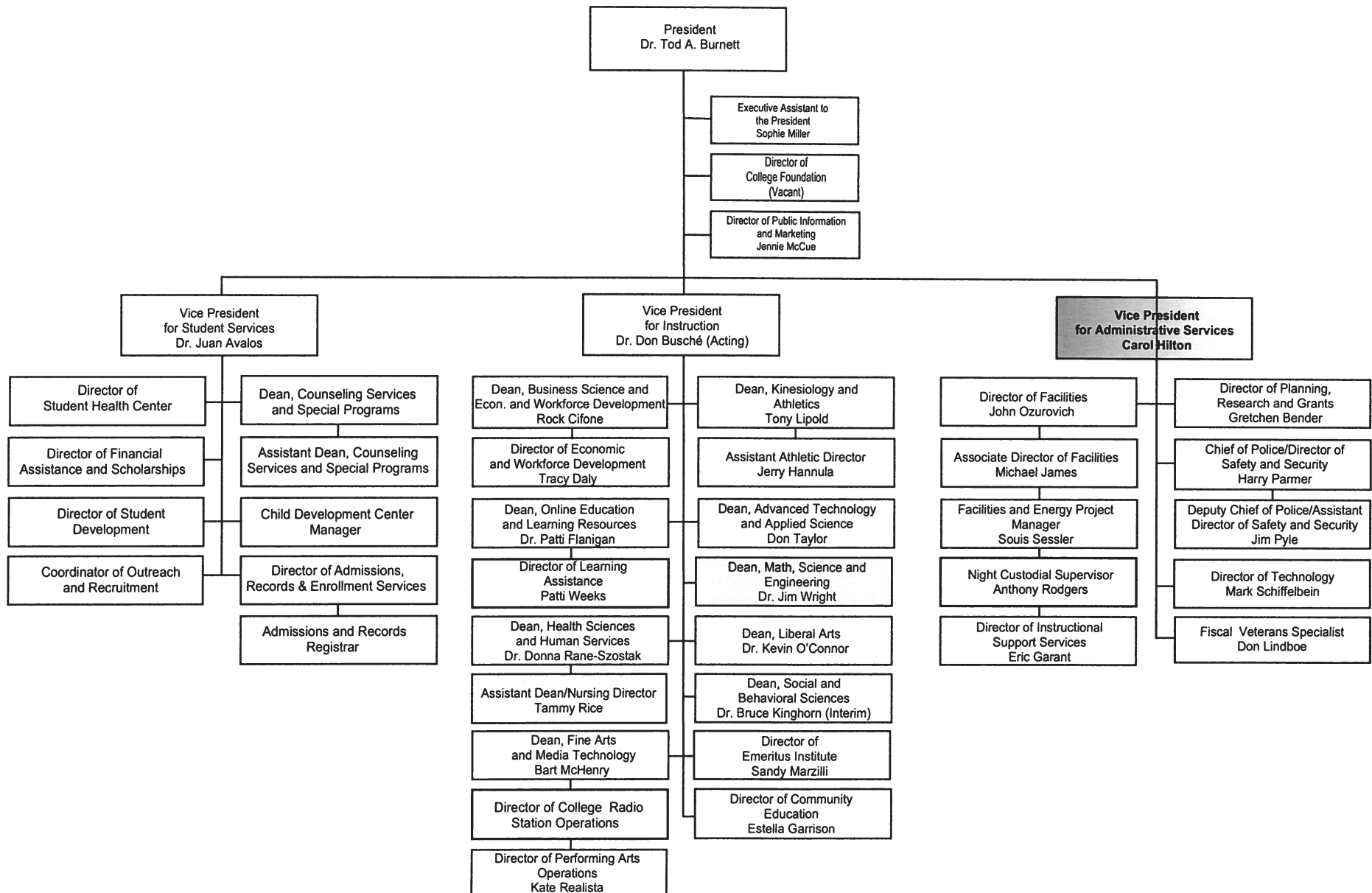
### Work Environment

Standard office setting. Typically, duties are performed in an office environment while sitting at a desk or computer workstation. Incumbents are subject to contact with others, frequent interruptions, noise from talking or office equipment and demanding timelines. May travel to other areas of the campus and/or the community to attend meetings or events or conduct work during regular, weekend or evening hours. At least minimal environmental controls to assure health and comfort.

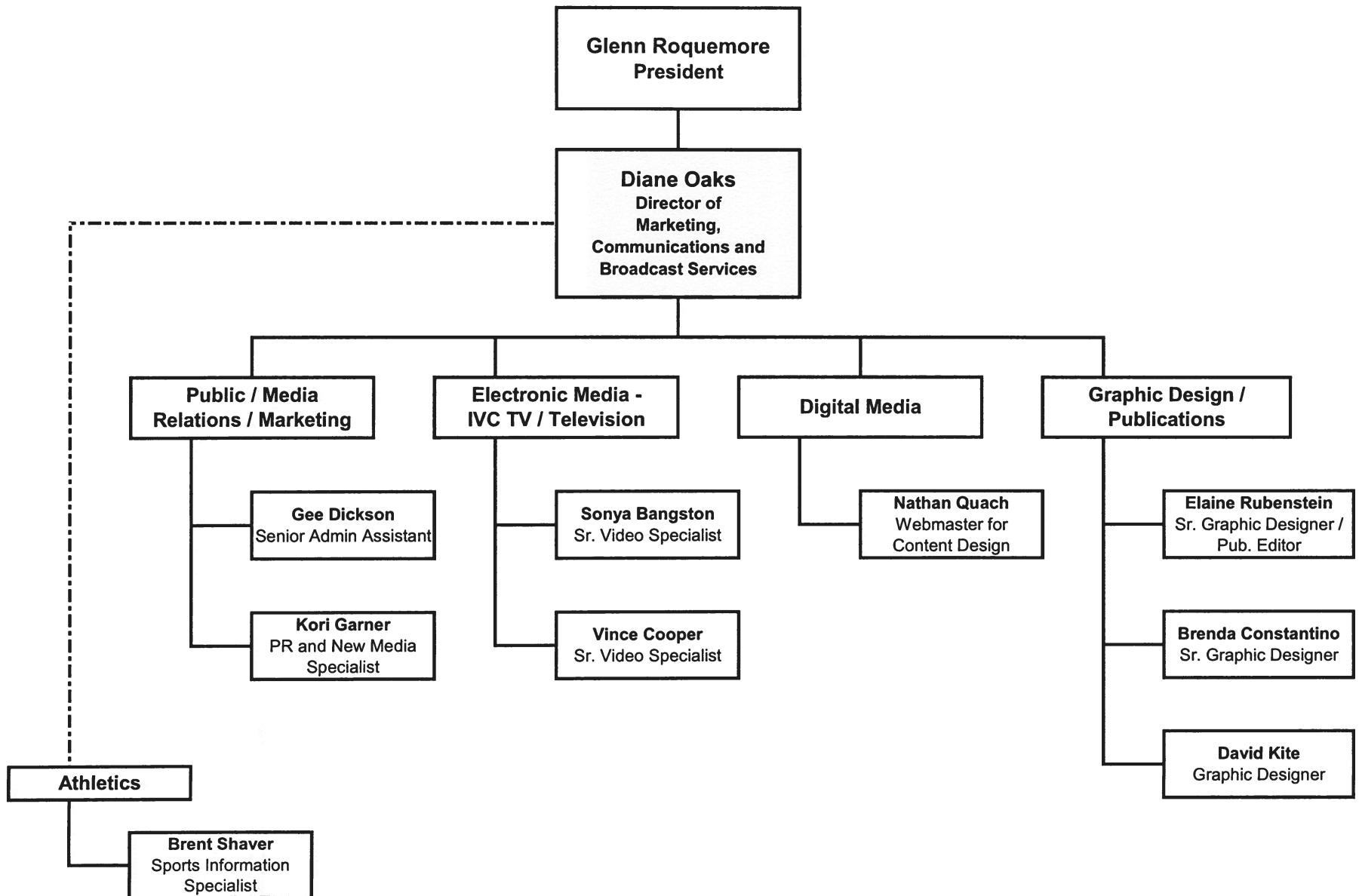
### Physical Demands

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 15 pounds.

**Saddleback College**  
**Proposed Management Organizational Chart**  
November 21, 2011



**Irvine Valley College  
Organizational Chart  
November 21, 2011**



**TO:** Board of Trustees

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

**RE:** Irvine Valley College: Student Learning Outcomes Progress Toward Proficiency

**ACTION:** Information

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**BACKGROUND**

At the November 2011 SOCCCD Board of Trustees Meeting, President Padberg requested a report on Irvine Valley College's progress toward the Accrediting Commission for Community and Junior Colleges (ACCJC) 2012 proficiency requirement for student learning outcomes (SLOs).

**STATUS**

Since its initial efforts in 2007, Irvine Valley College has been working to fully establish systematic development, data collection, and assessment of SLOs in order to meet the Accrediting Commission for Community and Junior Colleges (ACCJC) fall 2012 deadline. To date, the status on this effort is as follows:

- The development of institutional student learning outcomes (ISLOs) is complete and assessment is ongoing.
- Course SLO development: approximately 95% for all catalog-listed courses have at least one corresponding SLO prepared for assessment.
- Newly created courses have SLOs embedded in the course outline of record.
- Program SLO development is comparable to the status of course SLOs.
- Course and program SLO data collection has been realized in approximately 70% of all active courses.
- While assessment is ongoing, a smaller percentage of course and program SLOs have completed assessments and identified avenues to effect quality improvement (where deemed necessary).

To date, faculty members have conducted data collection and assessment manually. The recent TracDat software implementation will provide the necessary instrument for expediting SLO configuration, management, and tracking and help the institution to meet the ACCJC Fall 2012 proficiency deadline. Through TracDat, all SLOs will be directly connected to the larger program reviews in order to provide critical context.

IVC has employed SLO coordinators (student services and instruction) who currently are completing a gap analysis in order to more effectively focus assessment efforts. In addition, school faculty liaisons are facilitating SLO work among their colleagues, and technology support is available for training. A comprehensive launch of TracDat for data entry is scheduled for December 2011. With the launch, SLO assessments will accelerate substantially in the spring 2012 semester, and the college will meet the imposed ACCJC deadline.

Exhibit A provides an up-to-date report on the progress toward SLO proficiency at Irvine Valley College.

# Student Learning Outcomes Progress Toward Proficiency

## Irvine Valley College Status Report

Requestor: SOCCCD Board of Trustees Information Report  
December 16, 2011

### Background:

#### Accrediting Commission for Community and Junior Colleges (ACCJC) 2002 Standards: Standard II. Student Learning Programs and Services

"The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes."

#### **ACCJC 2007 Rubric for Evaluating Institutional Effectiveness in SLOs:**

Levels of Implementation	Characteristics of Institutional Effectiveness in Student Learning Outcomes
<b>Awareness</b>	<ul style="list-style-type: none"> <li>• There is preliminary, investigative dialogue about student learning outcomes.</li> <li>• There is recognition of existing practices such as course objectives and how they relate to student learning outcomes.</li> <li>• There is exploration of models, definitions, and issues taking place by a few people.</li> <li>• Pilot projects and efforts may be in progress.</li> <li>• The college has discussed whether to define student learning outcomes at the level of some courses or programs or degrees; where to begin.</li> </ul>
<b>Development</b>	<ul style="list-style-type: none"> <li>• College has established an institutional framework for definition of student learning outcomes (where to start), how to extend, and timeline.</li> <li>• College has established authentic assessment strategies for assessing student learning outcomes as appropriate to intended course, program, and degree learning outcomes.</li> <li>• Existing organizational structures (e.g. Senate, Curriculum Committee) are supporting strategies for student learning outcomes definition and assessment.</li> <li>• Leadership groups (e.g. Academic Senate and administration), have accepted responsibility for student learning outcomes implementation.</li> <li>• Appropriate resources are being allocated to support student learning outcomes and assessment.</li> <li>• Faculty and staff are fully engaged in student learning outcomes development.</li> </ul>
<b>Proficiency</b>	<ul style="list-style-type: none"> <li>• Student learning outcomes and authentic assessment are in place for courses, programs and degrees.</li> <li>• Results of assessment are being used for improvement and further alignment of institution-wide practices.</li> <li>• There is widespread institutional dialogue about the results.</li> <li>• Decision-making includes dialogue on the results of assessment and is purposefully directed toward improving student learning.</li> <li>• Appropriate resources continue to be allocated and fine-tuned.</li> <li>• Comprehensive assessment reports exist and are completed on a regular basis.</li> <li>• Course student learning outcomes are aligned with degree student learning outcomes.</li> <li>• Students demonstrate awareness of goals and purposes of courses and programs in which they are enrolled.</li> </ul>
<b>Sustainable Continuous Quality Improvement</b>	<ul style="list-style-type: none"> <li>• Student learning outcomes and assessment are ongoing, systematic and used for continuous quality improvement.</li> <li>• Dialogue about student learning is ongoing, pervasive and robust.</li> <li>• Evaluation and fine-tuning of organizational structures to support student learning is ongoing.</li> <li>• Student learning improvement is a visible priority in all practices and structures across the college.</li> <li>• Learning outcomes are specifically linked to program reviews.</li> </ul>

The ACCJC announced that by **Fall 2007** member institutions were required to reach the **DEVELOPMENT** level of the *Rubric for Evaluating Institutional Effectiveness in Student Learning Outcomes*.

The ACCJC announced that by **Fall 2012** member institutions were required to reach the **PROFICIENCY** level of the *Rubric for Evaluating Institutional Effectiveness in Student Learning Outcomes*.

These expectations are aligned with the ACCJC's 2002 decision to grant institutions 10 years to fully implement new standards on student learning and its assessment.<sup>1</sup>

**Status:**

Since the ACCJC's announcement in 2007, Irvine Valley College has been working to fully establish systematic development, data collection, and assessment of student learning outcomes in order to meet the projected Accrediting Commission for Community and Junior Colleges (ACCJC) Fall 2012 proficiency deadline (see table).

Through the leadership of the IVC Academic Senate, the faculty has the primary responsibility for "academic and professional matters" concerning curriculum management, program development, and policies regarding student preparation and success.<sup>2</sup> This professional responsibility includes the work of student learning outcomes and all effects that those outcomes may have on academic standards, program development, and degree requirements. To date, the status on this institution-wide effort is as follows:

**AWARENESS:**

- For over four years there has continued to be complex, collegial and investigative dialogue about student learning outcomes among faculty.
- Faculty have acknowledged the relationship between student learning outcomes for academic and student service programs, and recognize the contribution both make toward student success.
- Faculty have recognized previously-developed course objectives found in *Course Outline of Records*, and linked them to the more current understanding of student learning outcomes.
- Faculty have investigated various SLO models to be developed specific to the needs of the college's programs.
- Faculty and other curriculum specialists have identified the relationship between course, program and institutional SLOs.

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<sup>1</sup> Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, "Accreditation Notes" (Summer 2008) p. 9.

<sup>2</sup> California Education Code of Regulations, "Title 5: Article 2. Academic Senates §53200. Definitions."

- Faculty have defined best practices around the state and discussed how that applies to IVC's standards.

**DEVELOPMENT:**

- The College has developed an institutional structure for training faculty in the writing and assessment of course and program level student learning outcomes.
- Mechanisms for faculty work in student learning outcomes have been established to support the effort toward 2012 proficiency status.
- IVC professionals have established a matrix for SLO assessment timetables, and measuring collected data.
- Approximately 95% of all catalog-listed courses have at least one student learning outcome prepared for assessment.
- Approximately 70% of all active courses have assessable course and program student learning outcomes.
- All newly created courses have student learning outcomes and assessment methods embedded in the course outline of record.
- Increased institutional resources have been directed to support efforts to meet the ACCJC's deadline of Fall 2012.

**PROFICIENCY:**

- A gap analysis to determine remaining student learning outcomes deficiencies is underway and will be completed by January 2012.
- Assessment rubrics are in place for most courses and programs.
- Continued data collection, assessment and resulting course/program improvement will continue toward 100% completion.
- Course student learning outcomes are aligned with program student learning outcomes. TracDat will provide a mechanism for tracking the assessment of institutional learning outcomes beginning in early Spring 2012.
- There is widespread discipline-level dialogue about assessment results and how those results might improve existing courses and programs.
- Planned modifications for improvement in courses and programs are being implemented.
- Appropriate college resources continue to be allocated in support of institutional efforts to meet the Fall 2012 ACCJC deadline.
- The College has hired two SLO coordinators (instructional and student services) and eight school faculty liaisons to assist with faculty training in TracDat, facilitate data collection, and serve as an aide to faculty working on student learning outcomes.
- Faculty will continue to undergo training in TracDat in order to accelerate the College's collection and analysis of student learning outcome data at the course, program and institutional levels.



- Comprehensive assessment reports exist and are completed on a regular basis. TracDat is expected to further streamline the data reporting function for state compliance.
- Faculty articulates student learning outcomes in their course syllabi to continually increase student success and academic responsibility. Student awareness of course goals and purposes are enhanced through teaching-learning dialogue centered around student learning outcomes.
- Evaluation and modification of organizational structures to further support student learning is ongoing.
- Academic improvement through the assessment of student learning outcomes data is a visible priority in all College practices and structures.
- Student learning outcomes are specifically linked to program reviews as a means of increasing student success.

**Sustainable Continuous Quality Improvement (Not yet Required)**

- Evaluation and fine-tuning of organizational structures to support student learning is ongoing.
- Student learning improvement is a visible priority in all practices and structures across the college.
- Learning outcomes are specifically linked to program reviews.
- With the expected student learning outcomes proficiency achieved by Fall 2012, continued and systematic measures will be taken to ensure the institutionalization of best practices throughout the campus by 2014.

***Summary***

To date, faculty members have produced most data collection and assessment manually. The recent TracDat software purchase will provide the necessary instrument for expediting SLO configuration, management, and tracking and help the institution to meet the ACCJC Fall 2012 proficiency deadline. Through TracDat, all SLOs will be directly connected to the larger program reviews in order to provide critical context.

With the institution's recent acquisition of a student learning outcomes coordinator, a crucial gap analysis identifying specific areas of concern will be finished by January 2012. This analysis will give accurate direction toward completion and more effectively focus assessment efforts. In addition, school faculty liaisons are facilitating SLO work among their colleagues, and expanded technology support is available for training. A comprehensive launch of TracDat for data entry is scheduled for December 2011. With an expanded launch in January 2012, it is projected that student learning outcomes assessments will accelerate substantially in the spring semester, and that the college will meet the imposed ACCJC deadlines for proficiency by Fall 2012.

**Examples**

**Mapping:**

Example 1: SLO Mapping Form / Business Sciences

Example 2: SLO Mapping Form / Life Sciences Biology

Example 3: SLO Mapping Form / Political Science

**Timetable:**

Example 1: SLO Planning Timetable / Administration of Justice

Example 2: SLO Planning Timetable / Art History

Example 3: SLO Planning Timetable / Spanish

**Assessment:**

Example 1: SLO Assessment Measurement / Japanese

Example 2: SLO Assessment Measurement / Psychology

## Mapping Example 1: Student Learning Outcome Mapping Form / Business Sciences

## Course, Program, and Institutional SLO Mapping Form

Program / Department CIM/Business SciencesDate 10/08/2010  
(MM/DD/YYYY)

Course SLO ID Number*	SLO Statement	Program SLO (Required of Majors?)	Institutional SLO (Teaches to an ISLO?)	Depth to Which the ISLO is Taught**
CIM 100_ SLO	Students in CIM 100, Introduction to Computers, Keyboarding and Document Processing, will correctly type an average of 25 words per minute with an accuracy of 70%.	Yes <input type="radio"/> No <input checked="" type="radio"/>	ISLO 1(B): Communicate effectively when writing to a wide variety of audiences	I R A <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
CIM 263_ SLO#1	Students in CIM 263, 1, Internetworking Technologies, will list the seven layers of the OSI Reference Model and explain their functions with an accuracy of 70%.	Yes <input type="radio"/> No <input checked="" type="radio"/>	NONE: This SLO does not teach an ISLO.	I R A <input type="radio"/> <input type="radio"/> <input type="radio"/>
CIM 241.1_ SLO#1	Students in CIM 241.1, Creating a Web Page, will create and publish a working website with a minimum of four pages and including images, lists, tables, links, and navigation.	Yes <input type="radio"/> No <input checked="" type="radio"/>	ISLO 8: Critical Thinking - Use media to access, organize, evaluate, and synthesize information	I R A <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
CIM 225.1_ SLO#1	The student will use Creative Suite software to create a product (such as a brochure or a website) using Bridge, Photoshop, Illustrator, InDesign, Flash, Fireworks, Acrobat, and/or Dreamweaver, with an accuracy of 70 percent or better.	Yes <input type="radio"/> No <input checked="" type="radio"/>	ISLO 8: Critical Thinking - Use media to access, organize, evaluate, and synthesize information	I R A <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
ACC_CIM 212.1_ SLO#1	The student will use Excel to develop, save, and print an income statement with appropriate formulas, functions and formatting with at least 70% accuracy.	Yes <input type="radio"/> No <input checked="" type="radio"/>	ISLO 8: Critical Thinking - Use media to access, organize, evaluate, and synthesize information	I R A <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
ACC_CIM 212.2_ SLO#1	The student will use spreadsheet software to create an organized range of data and convert it to a table with at least 70% accuracy.	Yes <input type="radio"/> No <input checked="" type="radio"/>	ISLO 8: Critical Thinking - Use media to access, organize, evaluate, and synthesize information	I R A <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
CIM 107.1_ SLO#1	Students will be able to use Microsoft Word to produce a professional printed letter, memo, or report that contains specific text, graphics, and appropriate formatting with an accuracy of 70 percent or better.	Yes <input type="radio"/> No <input checked="" type="radio"/>	ISLO 1(B): Communicate effectively when writing to a wide variety of audiences	I R A <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
CIM 100A_ SLO#1	The student will use word processing software to create a business letter with correct placement, formatting, punctuation, and spelling with at least 70% accuracy.	Yes <input type="radio"/> No <input checked="" type="radio"/>	ISLO 1(B): Communicate effectively when writing to a wide variety of audiences	I R A <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>

\*Identify course SLOs using course ID number followed by SLO # (e.g., The third SLO for the Economics 1 course would be 1.3).

\*\*I = Introductory level of teaching / learning for this ISLO, R = ISLO is reinforced and further developed, A = Advanced level of learning takes place.

## Mapping Example 2: Student Learning Outcome Mapping Form / Biology

Program / Department Life Sciences Bio 1 Intro BioDate 10/15/2010  
(MM/DD/YYYY)

Course SLO ID Number*	SLO Statement	Program SLO (Required of Majors?)	Institutional SLO (Teaches to an ISLO?)	Depth to Which the ISLO is Taught**
Bio 1.1	Student will be able to communicate scientific processes and ideas effectively in written and oral forms.	Yes <input checked="" type="radio"/> No <input type="radio"/>	ISLO 1(B): Communicate effectively when writing to a wide var	I R A <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
Bio 1.2	Student will be able to demonstrate understanding of the mechanisms driving evolution, the role of evolution as the central unifying concept of biology and describe similarities and differences of the major taxonomic groups	Yes <input checked="" type="radio"/> No <input type="radio"/>	ISLO 5: Critical Thinking - Apply the fundamentals of scientific ir	I R A <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
Bio 1.3	Student will be able to effectively apply current technology and scientific methodologies for problem solving	Yes <input checked="" type="radio"/> No <input type="radio"/>	ISLO 2: Critical Thinking - engage in critical thinking to solve prc	I R A <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
Bio 1.4	Student will be able to identify and explain relationships between form and function of biological structures at the molecular, cellular, organismal, and ecosystem levels.	Yes <input checked="" type="radio"/> No <input type="radio"/>	ISLO 5: Critical Thinking - Apply the fundamentals of scientific ir	I R A <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
Bio 1.5	Student will be able to locate and evaluate various types of scientific information including primary research articles, mass media sources and world wide web information.	Yes <input checked="" type="radio"/> No <input type="radio"/>	ISLO 1(B): Communicate effectively when writing to a wide var	I R A <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
Bio 1.6	Student will be able to recognize and apply basic ethical principles to biological practices and understand the role of scientists and biological science in society.	Yes <input checked="" type="radio"/> No <input type="radio"/>	ISLO 13: Responsibilities - Promote physical and mental well-be	I R A <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
Bio 1.7	Student will be able to demonstrate understanding of how organisms interact with one another and with their environment, and explain interactions at the population and community levels.	Yes <input checked="" type="radio"/> No <input type="radio"/>	ISLO 5: Critical Thinking - Apply the fundamentals of scientific ir	I R A <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
Bio 1.8	Students will demonstrate understanding of the fundamental biological processes of metabolism, homeostasis, growth, reproduction, development, genetics and whole organism physiology.	Yes <input checked="" type="radio"/> No <input type="radio"/>	ISLO 5: Critical Thinking - Apply the fundamentals of scientific ir	I R A <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>

\*Identify course SLOs using course ID number followed by SLO # (e.g., The third SLO for the Economics 1 course would be 1.3).

\*\*I = Introductory level of teaching / learning for this ISLO, R = ISLO is reinforced and further developed, A = Advanced level of learning takes place.

## Mapping Example 3: Student Learning Outcome Mapping Form / Political Science

Program / Department Political ScienceDate 10/14/2010  
(MM/DD/YYYY)

Course SLO ID Number*	SLO Statement	Program SLO (Required of Majors?)	Institutional SLO (Teaches to an ISLO?)	Depth to Which the ISLO is Taught**		
1.1	At the completion of PS 1, students will be able to define key concepts in American Government (such as politics, capitalism, federalism, civil liberties, civil rights, grants of power in the U.S. constitution, checks and balances, political parties, conservatism/liberalism, and public policy) with an accuracy of 70% or higher.	Yes <input checked="" type="radio"/> No <input type="radio"/>	ISLO 2: Critical Thinking - engage in critical thinking to solve prc	I	R	A
1.2	Students will be able to identify contemporary political issues and present different viewpoints with an accuracy of 70% or higher.	Yes <input checked="" type="radio"/> No <input type="radio"/>	ISLO 2: Critical Thinking - engage in critical thinking to solve prc	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.1	Students will analyze the political behavior of groups and individuals by stating the problem, presenting different sides of the argument, and make a recommendation at an accuracy of 70% or higher.	Yes <input checked="" type="radio"/> No <input type="radio"/>	ISLO 2: Critical Thinking - engage in critical thinking to solve prc	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.1	At the completion of PS 3, students will be able to select the work of either Thomas Hobbes or John Locke and relate their respective theory of human nature to their larger conception of political institutions at an accuracy of 70% or higher. This SLO will be assessed by a writing assignment that will be scored using a standardized grading rubric.	Yes <input checked="" type="radio"/> No <input type="radio"/>	ISLO 2: Critical Thinking - engage in critical thinking to solve prc	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
6.1	Upon completing the course, students will be able to identify the states of the Middle East and North Africa on a political map with 100% accuracy.	Yes <input type="radio"/> No <input checked="" type="radio"/>	ISLO 8: Global Awareness - Demonstrate an awareness of hist	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
12.1	Students will compare and contrast the government and politics of industrial democracies, developing countries and/or communist/post-communist systems at an accuracy of 70% or higher. This SLO will be assessed by a writing assignment or a final exam which will be scored using a departmentally-derived grading rubric.	Yes <input checked="" type="radio"/> No <input type="radio"/>	ISLO 8: Global Awareness - Demonstrate an awareness of hist	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
14.1	Students critically evaluate the cause of violent conflict based on three levels of analysis and analyze prospects for peace at an accuracy of 70% or higher. This SLO will be assessed by a writing assignment or a final exam which will be scored using a departmentally-derived grading rubric.	Yes <input checked="" type="radio"/> No <input type="radio"/>	ISLO 8: Global Awareness - Demonstrate an awareness of hist	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
17.1	Upon completing the course, students will be able to identify major political development processes of Mexico, Cuba, Chile, Brazil and Argentina with an accuracy of 70% or higher. This SLO will be assessed by a 10 multiple-choice question test written by the instructor.	Yes <input type="radio"/> No <input checked="" type="radio"/>	ISLO 8: Global Awareness - Demonstrate an awareness of hist	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

\*Identify course SLOs using course ID number followed by SLO # (e.g., The third SLO for the Economics 1 course would be 1.3).

\*\*I = Introductory level of teaching / learning for this ISLO, R = ISLO is reinforced and further developed, A = Advanced level of learning takes place.

Timetable Example 1: Student Learning Outcome Planning Timetable Form / Administration of Justice

Exhibit A

Planning Timetable

Program / Department Administration of Justice

Date 10/11/2010

Courses	Fall 2009	Spring 2010	Fall 2010	Spring 2011	Fall 2011	Spring 2012	Fall 2012
2		X				X	
4				X			
5				X			
8					X		
102				X			
103						X	
105							X
106			X				
107			X				
111					X		
112				X			
113			X				
119					X		
150				X			
250			X				
260					X		

SLO Cycle

1. Establish course SLOs
2. Map them to Program SLOs (PSLOs) and Institutional SLOs (ISLOs)
3. Assess them in all sections of each course
  - a. Set up SLOs in eLumen
  - b. Input scores to eLumen
4. Analyze and discuss SLO results (in meetings of all discipline faculty)
5. Complete an Action Plan to help students better achieve expected learning outcomes
6. Request needed resources via a strategy form
7. Repeat the cycle: refine and assess SLOs, analyze and discuss results, plan and implement changes.

**Value of SLOs** – Grades and SLOs are both necessary, one for establishing a student's level of accomplishment, the other for figuring out how to help the student learn more, do more. Grades are a summary of an individual student's performance whereas SLOs are formative in providing information that can be used to inform and reshape the way in which instruction is provided in order to improve student learning.

9/12/2010 Rev

Timetable Example 2: Student Learning Outcome Planning Timetable Form / Art History

Exhibit A

Program / Department: Art History Program / Department of Art

Date: 10-04-10

Courses	Fall 2009	Spring 2010	Fall 2010	Spring 2011	Fall 2011	Spring 2012	Fall 2012
Art 4				X			
Art 20					X		
Art 22						X	
Art 23							X
Art 24				X			
Art 25					X		
Art 26						X	
Art 27							X
Art 28				X			
Art 29					X		
Art 30						X	
Art 31							X
Art 104				X			
Art 133					X		
Art 1/Phot 1						X	
Art 150/DMA 150							X

SLO Cycle
1. <u>Establish</u> course SLOs
2. <u>Map them</u> to Program SLOs (PSLOs) and Institutional SLOs (ISLOs)
3. <u>Assess them</u> in all sections of each course
a. Set up SLOs in eLumen
b. Input scores to eLumen
4. <u>Analyze and discuss</u> SLO results (in meetings of all discipline faculty)
5. <u>Complete an Action Plan</u> to help students better achieve expected learning outcomes
6. <u>Request needed resources</u> via a strategy form
7. <u>Repeat the cycle</u> : refine and assess SLOs, analyze and discuss results, plan and implement changes.

**Value of SLOs** – Grades and SLOs are both necessary, one for establishing a student's level of accomplishment, the other for figuring out how to help the student learn more, do more. Grades are a summary of an individual student's performance whereas SLOs are formative in providing information that can be used to inform and reshape the way in which instruction is provided in order to improve student learning.

## Exhibit A

[illegible]

1. Establish course SLOs
2. Map them to Program SLOs (PSLOs) and Institutional SLOs (ISLOs)
3. Assess them in all sections of each course
  - a. Set up SLOs in eLumen
  - b. Input scores to eLumen
4. Analyze and discuss SLO results (in meetings of all discipline faculty)
5. Complete an Action Plan to help students better achieve expected learning outcomes
6. Request needed resources via a strategy form
7. Repeat the cycle: refine and assess SLOs, analyze and discuss results, plan and implement changes.

**9/12/2010 Rev**





***Student Learning Outcomes in Instruction:***  
***Measuring Success to Inform Teaching and Improve Learning***

Course Japanese 2 Program/Department Japanese/H&L  
 Instructor(s) completing this form Fumiko Ishii  
 Date (mm/dd/yy) 11/02/10

	II	III	IV
Course SLO	Assessment Plan Include assessment method, & who, what, when, how	Assessment Results Report Narrative summary	Use of Results Check options and provide narrative summary
1. Students will be able to formulate sentences using the correct vocabulary. 2. Students will be able to formulate sentences using the correct particles. 3. Students will be able to use correct verb convention within the sentences.	1. Students will be given a quiz for vocabulary to test the competency in mid April 2010, by F. Ishii. 2 & 3. Both SLO are given during the final to test students competency on particle usage for various purposes and verb conventions by F. Ishii  Also an Institutional SLO? If so, select all that apply (push control and left mouse button for each choice). None - Does Not Address an ISLO Aesthetic Awareness - Critique Art Aesthetic Awareness - Perform Art Aesthetic Awareness - Recognize Art Communication Oral Communication Written Critical Thinking - Argumentation Critical Thinking - Information Synthesis Critical Thinking - Math, Data Critical Thinking - Problems, Decisions Critical Thinking - Scientific Inquiry Global Awareness - Diversity Global Awareness - Intercultural Global Awareness - Issues, Events Personal Development - Civic, Environment Personal Development - Self-Improvement	During the flex week Japanese instructors' meeting on 8/18/10, we discussed the importance of mastering the Japanese symbols during JA1 in order to advance to JA2, because for those students who did not learn symbols will continue to have problems.  1. There is a great discrepancy among the students who correctly use vocabulary within sentences - 72.5% and those who have problems - 20%. The rest is average (C) - 7.5%. 2. 65% of students had a good command of particles; 25% was below average and C was 10%. 3. 85% of students scored well above average and they are competent in how verb conjugation works. 7.5% of students did poorly and had difficulty conjugating especially the irregular verbs.	Next step(s) regarding this SLO: (Select all that apply – push control and left mouse button for each choice). Modify Assessment Modify SLO Modify Instruction Modify Curriculum Repeat Same Assessment Assess a Different SLO  Conclusions and/or improvements because of assessing this SLO.  For all SLO it became clear that symbol writing and reading should be considered as a priority for further advancement. More activities, games, practices, etc. should be directed to that end. Additionally, we need to use more visual aids, audio files, PPT files, games, exercises to enhance the learning experience of students.
Also a program SLO? <input checked="" type="checkbox"/>  Also a certificate SLO? <input type="checkbox"/>			



**Student Learning**  
**Measuring Success**

**completed SLO assessment**  
**update form**

**Learning**

Course: Psychology 2- Research Methods Program/Department: Psychology Program

Instructor(s) completing this form: Kari Tucker, Yemmy Taylor, Michael Cassens

Date (dd/mm/yy): 11/11/09

	II	III	IV
Course SLO (just one SLO per form)	Assessment Plan Include assessment method, & who, what, when, how	Assessment Results Report Narrative summary	Use of Results Check options and provide narrative summary
<p>Students will be able to write a paper according to the American Psychological Association's (APA's) style guide.</p> <p>The specific SLO is: Students will score 85% or better on an APA-style research paper that they submit as a major requirement for this course.</p> <p>Also a program SLO? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Also a certificate SLO? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<p>Instructors teaching sections of this course have all agreed to use the same departmentally-designed scoring rubric.</p> <p>This SLO also an Institutional SLO? If so, check all that apply:</p> <p><input type="checkbox"/> Aesthetic Awareness – Critique art  <input type="checkbox"/> Aesthetic Awareness – Perform art  <input type="checkbox"/> Aesthetic Awareness – Recognize art  <input type="checkbox"/> Communication – Oral  <input checked="" type="checkbox"/> Communication – Written  <input type="checkbox"/> Critical thinking – Argumentation  <input type="checkbox"/> Critical thinking – Information synthesis  <input type="checkbox"/> Critical thinking – Math, data  <input type="checkbox"/> Critical thinking – Solving problems, making decisions  <input checked="" type="checkbox"/> Critical thinking – Scientific Inquiry  <input type="checkbox"/> Global awareness – Diversity  <input type="checkbox"/> Global awareness – Intercultural  <input type="checkbox"/> Global awareness – Issue, events  <input type="checkbox"/> Personal development – Civic, environment  <input type="checkbox"/> Personal development – Self-improvement</p>	<p>Last semester (spring of 2009) 79 of 91 students scored 85% or higher on this paper. The biggest challenge for students was using the proper format when citing sources in the paper's narrative. The second most challenging area for students was proper formatting of statistical symbols in the results sections of their papers.</p>	<p>Next step(s) regarding this SLO: (Select ALL that apply):</p> <p><input type="checkbox"/> Modify assessment  <input type="checkbox"/> Modify SLO  <input type="checkbox"/> Modify instruction  <input type="checkbox"/> Modify curriculum  <input checked="" type="checkbox"/> Repeat using the same assessment again  <input type="checkbox"/> Assess a different SLO</p> <p>Please describe any improvement(s) as a consequence of discussing and/or assessing this SLO.  The following improvements were brought about by assessing this SLO:</p> <p>The scoring rubric has been helpful for communicating to students the scoring criteria used to grade their papers.  The rubric saves time in grading the papers – often instructors can just check boxes and spend a little less time writing comments.</p>

**TO:** Board of Trustees

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

**RE:** Saddleback College: Student Learning Outcomes Progress Toward Proficiency

**ACTION:** Information

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### **BACKGROUND**

At the November 2011 SOCCCD Board of Trustees Meeting, President Padberg requested a report on Saddleback College's progress toward the Accrediting Commission for Community and Junior Colleges (ACCJC) 2012 proficiency requirement for student learning outcomes (SLOs).

### **STATUS**

Saddleback College has been working diligently on the implementation of Student Learning Outcomes (SLOs) as a way to improve the college's institutional effectiveness. These efforts were recognized by the ACCJC 2010 visiting team.

Exhibit A provides an up-to-date report on the progress toward SLO proficiency at Saddleback College.

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

**Saddleback College  
Student Learning Outcome Proficiency  
Report Requested by the Board of Trustees**

**November 2011**

Since 2004, Saddleback College has been working diligently on the implementation of Student Learning Outcomes (SLOs) as a way to improve the college's institutional effectiveness. These efforts were recognized by the ACCJC 2010 visiting team, and we received the following commendation:

“The team commends the college on the leadership role the academic senate and its committees have taken in championing the development and implementation of student learning outcomes and program reviews”.

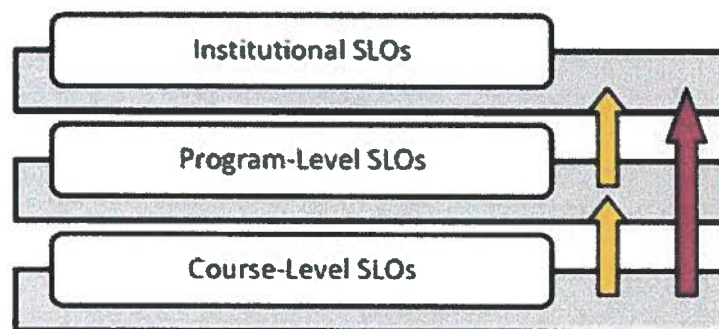
The accreditation visiting team report also indicated that the college had made commendable progress in identifying and assessing SLOs at the course level, and in linking those outcomes to program and institutional levels. The team also confirmed that course SLOs are maintained by the college, are available to faculty, and are provided in nearly all course syllabi.

According to the team report, the college currently meets all of Standard IIA with the exception of the additional work needed to complete SLO activities for all degrees and certificates. The college is on track to complete this work and to achieve the proficiency level of the Commission's Rubric for Evaluating Institutional Effectiveness by 2012.

Since receiving the comments from the ACCJC, the Educational Planning and Assessment (EPA) Committee at Saddleback College has continued to expand and develop our assessment process.

**SLO Assessment at Saddleback College**

Saddleback College assesses Student Learning Outcomes on three levels:



**Course SLOs** represent what a student will be able to think, do or feel as the result of having completed a specific course.

**Program-Level SLOs** represent what a student will be able to think, do, or feel as the result of completing a program of study.

**Institutional-Level SLOs** represent a student will be able to think, do or feel as the result of having completed a degree at Saddleback College.

These three levels are all linked, so that as assessment takes place at the course level we are able to evaluate how student success at the course, program and institutional level simultaneously.

In addition, assessment also occurs in all of the student support and administrative units on campus in the form of Administrative Units (AUOs). AUOs are modeled after SLOs, and are reflective of the fact that student success and institutional effectiveness go beyond the classroom and include everything that is done on campus.

**Rubric for Evaluating Institutional Effectiveness (Student Learning Outcomes)**

Below is an outline of all the components of the ACCJC rubric for proficiency and the ways in which Saddleback College conforms to those requirements:

- I. Student learning outcomes and authentic assessment are in place for courses, programs and degrees.
  - a. All programs at the college have established SLOs and assessment methods for their courses.
  - b. Course level SLOs are currently linked to Institutional SLOs.
  - c. Programs and degrees have established SLOs in varying stages of development, and we are currently in the process of providing support and training for faculty to expand and strengthen program SLOs and link all course SLOs to these program level SLOs. This process being supported by the implementation of the TracDat software system.
- II. Results of assessment are being used for improvement and further alignment of institution-wide practices.
  - a. After assessment takes place, faculty within each department meet to review results and identify potential changes in their curriculum or teaching practices indicated by the findings. These plans are recorded with the assessment results for future tracking.
- III. There is widespread institutional dialogue about the results.
  - a. Dialogue about the results takes place in all of the departments and student service and administrative units in which assessment takes place.
  - b. The Educational Planning and Assessment Committee holds regular meetings and workshops in which these topics are discussed.
  - c. A semesterly newsletter is produced which highlights successes in individual programs and units.

- IV. Decision-making includes dialogue on the results of assessment and is purposefully directed toward improving student learning.
  - a. Decision-making within each department and division on campus is based on the results of SLO assessment. For example, departmental goals, scheduling decisions, and resource allocations all take into consideration the results of SLO assessment.
- V. Appropriate resources continue to be allocated and fine-tuned.
  - a. The college has allocated considerable resources to SLO assessment on campus in the form of human resources, education, technology, and equipment:
    - i. Human Resources – EPA Coordinator, SLO Coordinator, Program Review Coordinator, and Research Specialist
    - ii. Education – Training, workshops and conference attendance
    - iii. Technology – ParScore and Class Climate, TracDat
    - iv. Equipment – Scanners
- VI. Comprehensive assessment reports exist and are completed on a regular basis.
  - a. Annual ACCJC Report
  - b. SLO Status Report
  - c. CurricUNET/TracDat Reports on the departmental and unit level
- VII. Course student learning outcomes are aligned with degree student learning outcomes.
  - a. Each SLO is linked to Institutional SLOs, which are based upon the general education requirements for AA and AS degrees.
  - b. SLOs are also aligned to program-level SLOs in most departments, and work is continuing in this area in preparation for TracDat implementation.
- VIII. Students demonstrate awareness of goals and purposes of courses and programs in which they are enrolled.
  - a. Course SLOs are listed in the online class schedule, are posted on the vast majority of syllabi, and are also posted on many department websites.
  - b. Program-level SLOs are posted on many department websites, and we are in the process of updating all department website templates to include this as a standard feature.
  - c. Institutional SLOs are posted in the college catalog and on the college website.

*Report prepared by June Millovich, SLO Coordinator, and Claire Cesareo-Silva, EPA Coordinator*

**TO:** Board of Trustees

**FROM:** Gary Poertner, Chancellor

**RE:** Saddleback College and Irvine Valley College: Speakers

**ACTION:** Information

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**BACKGROUND**

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

**STATUS**

Administrative Regulation 6140 requires that the Board of Trustees be notified, at each board meeting, of speakers who have been invited to speak and/or who have spoken at the colleges since the last board meeting. Exhibit A lists invited speakers and other pertinent information.

## SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

### SADDLEBACK COLLEGE

<b><i>Presentation Date/Time</i></b>	<b><i>Location</i></b>	<b><i>Faculty Member</i></b>	<b><i>Course Title/Activity</i></b>	<b><i>Speaker</i></b>	<b><i>Topic</i></b>
11/21/11 7:00pm	BGS 244	Don Bowman	Intermediate Accounting	Shannon Finley	CPA Exam & Review Course
11/28/11 6:00pm	SSC 212	Dr. Kris Leppien-Christense	Mental Health Awareness Week	Kristen Pankratz, Dr. Nancy Pearce, Dr. Morrow	Mental Illness
11/29/11 11:00am	SSC 212	Amira Wegenek	Mental Health Awareness Week	Wendy Bucholz	Depression, Anxiety, Anger & Being an Effective Therapist
11/30/11 2:00pm	SSC 212	Dr. Kris Leppien-Christense	Mental Health Awareness Week	Elaine Werner-Hudson	The Dangers of Black Tar Heroin
12/1/11 5:00pm	BGS 254	Dr. Kris Leppien-Christense	Mental Health Awareness Week	Keri Berstein, Kelly Anderson	Mental Illness
1/5/11 4:30pm	SSC 212	Penelope Skaff	Flex Week Activity	Myron H. Dembo, Ph.D.	Student Success Strategy

### IRVINE VALLEY COLLEGE

<b><i>Presentation Date/Time</i></b>	<b><i>Location</i></b>	<b><i>Faculty Member</i></b>	<b><i>Course Title/Activity</i></b>	<b><i>Speaker</i></b>	<b><i>Topic</i></b>
11/2/11 7:00pm	B209	Deborah Orrill Env 195	Environmental Training	Greg Warren, City of Orange	Recycling and Zero Waste: Creating change, introducing value, and engaging participants
11/4/11 7:00pm	B214	Bill Roley Env 190	Environmental Training	Phillip Henderson	Green Jobs Interviewing
11/5/11 7:00pm	B214	Bill Roley Env 190	Environmental Training	Jenna McCarty	Recycling Grant Planning
11/16/11 7:15pm	B209	Deborah Orrill Env 195	Environmental Training	Sue Gordon, Rainbow Disposal	Commercial recycling and contracts, AB 341
11/18/11 7:00pm	B214	Bill Roley Env 190	Environmental Training	Gary Liss	Sustainable Communities



11/21/11 7:00pm	B209	Deborah Orrill Env 195	Environmental Training	Rosalie Mulé, Waste Management, Inc.	Markets and Economics, Recycling & Resource Management
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**TO:** Board of Trustees

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

**RE:** SOCCCD: Basic Aid Report

**ACTION:** Information

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### **BACKGROUND**

The Board of Trustees has requested regular information reports about projected basic aid receipts and approved projects.

### **STATUS**

EXHIBIT A shows actual Basic Aid receipts since the District became a Basic Aid District in 1999/2000, as well as the projects that the Board of Trustees has approved for funding with Basic Aid Funds. As of 11/16/11 Total Basic Aid Estimated Receipts of \$433.2M less Total Approved Projects in the amount of \$392.8M leaves a \$40.4M balance for uncommitted Basic Aid Funds. EXHIBIT B shows actual and estimated expenditures for Basic Aid Funds. It should be noted that some of the approved projects are for state funded project match. Although approved, these funds will not be needed until the projects are approved by the State for funding.

The District estimates receipts in future years as follows:

<b><u>Year</u></b>	<b><u>Basic Aid Receipts</u></b>
2011 – 2012	\$39,203,922
2012 – 2013	\$36,317,404
2013 – 2014	\$35,279,068
2014 – 2015	\$34,204,878

**South Orange County Community College District  
Board Approved Basic Aid Project Distribution  
As of November 16, 2011 Board Meeting**

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

**Total Receipts**  
**Total Approved Projects**  
**Uncommitted Basic Aid Funds**

Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
2005/06 Allocation for Salary Schedule Restructure			\$354,301	\$1,422,791	\$2,467,908	\$4,245,000
College Instructional Equipment Allocation				\$468,000	\$924,000	\$1,392,000
Retiree Benefit Liability Contribution	\$38,017,938					\$38,017,938
College/District Contributions for Debt Retirement			\$101,000	\$1,727,469	\$2,552,232	\$4,380,701
College Scheduled Maintenance Projects				\$1,673,000	\$3,327,000	\$5,000,000
Campus Appearance Improvement				\$335,000	\$665,000	\$1,000,000
Technology Needs for IVC, SC, ATEP & District		\$136,477	\$5,297,000	\$5,203,275	\$8,667,343	\$19,304,095
ATEP First Building Phase 3A		\$12,500,000				\$12,500,000
ATEP Operating Budget		\$10,963,521				\$10,963,521
ATEP Staffing, Equipment, Program Development		\$891,611				\$891,611
ATEP Renovation/Temp Bldgs		\$7,964,191				\$7,964,191
ATEP Building Demolition		\$7,000,000				\$7,000,000
ATEP Hangar & Chapel Utilities		\$0				\$0
ATEP Site Development		\$340,436				\$340,436
ATEP Site Development Negotiations		\$4,265,883				\$4,265,883
ATEP Development		\$3,750,000				\$3,750,000
ATEP Parking Lot Renovation		\$176,414				\$176,414
College Science Equipment & TV Studio Updates				\$500,000	\$500,000	\$1,000,000
College Sports Facilities				\$896,000	\$817,310	\$1,713,310
COPS Debt Retirement Contribution	\$34,400,000					\$34,400,000
IVC Business & Technology Innovation Center				\$10,182,000		\$10,182,000
IVC Design and Install Entrance from Barranca				\$2,850,000		\$2,850,000
IVC Fine Arts Building				\$7,352,000		\$7,352,000
IVC Floor Repairs				\$58,340		\$58,340
IVC Life Sciences Project				\$17,410,000		\$17,410,000
IVC Lot Expansion and Phase 1 of Lot 6				\$1,476,759		\$1,476,759
IVC Maintenance and Police Facility				\$4,553,656		\$4,553,656
IVC Modular Building - AT100				\$370,000		\$370,000
IVC Landscaping (PAC & BSTIC)				\$1,796,000		\$1,796,000
IVC Performing Arts Center				\$17,006,209		\$17,006,209
IVC Utility Service Project				\$416,000		\$416,000
IVC Remove/Relocate IVC Maint., Police, Whse, & A-500 Bldgs				\$484,122		\$484,122
IVC Modular Building Replacement (CEC)				\$197,402		\$197,402
IVC Science Lab Addition & Remodel				\$6,980,000		\$6,980,000
IVC A-300 Building Remodel				\$1,902,389		\$1,902,389
IVC A-400 Building Remodel				\$1,000,000		\$1,000,000

Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
IVC Early College Program				\$60,000		\$60,000
IVC Replace Main Water Valves				\$275,000		\$275,000
IVC Replace Natural Gas Piping A&B Quads				\$230,000		\$230,000
IVC Repair Exteriors A100, A200, A300, A400, B100				\$400,000		\$400,000
IVC SSC HVAC System				\$800,000		\$800,000
SC M/S/E Bldg, Soil, & Slab Repairs					\$128,710	\$128,710
SC M/S/E Plaza Repair					\$69,288	\$69,288
SC M/S/E Renovation					\$39,000	\$39,000
SC M/S/E Bldg Ventilation System					\$0	\$0
SC Building Repairs TAS Building					\$1,956,000	\$1,956,000
SC Building Repairs/Library Remodel					\$20,141,000	\$20,141,000
SC Demolition of Lower Campus Buildings					\$1,719,000	\$1,719,000
SC Demolition 2007/08					\$1,000,000	\$1,000,000
SC Village Remodel					\$4,130,000	\$4,130,000
SC Village Expansion					\$3,942,000	\$3,942,000
SC Golf Driving Range Net Replacement					\$300,000	\$300,000
SC Health Science/District Office Building			\$7,012,875		\$8,238,780	\$15,251,655
SC Hire Consultant for Parking/Traffic Study					\$24,250	\$24,250
SC McKinney Theater Lighting and Sound Systems Upgrade					\$1,335,000	\$1,335,000
SC BGS Mold Abatement and Air Quality Improvements					\$8,724,200	\$8,724,200
SC Sciences Building					\$47,656,346	\$47,656,346
SC Science/Applied Science Bldg					\$14,850	\$14,850
SC Bridge Replacement					\$1,700,000	\$1,700,000
SC Pool Deck Replacement					\$1,500,000	\$1,500,000
SC Roof Replace Tech & Applied Science, Village Bldg 3-8					\$1,500,000	\$1,500,000
SC Temporary Classroom Facilites					\$7,269,285	\$7,269,285
SC McKinney Theater Restroom Remodel					\$2,542,000	\$2,542,000
SC Loop Road					\$3,442,000	\$3,442,000
SOCCCD Replace HR & Bdgt Dev Systems			\$897,740			\$897,740
SOCCCD Student Information System Upgrade-Phase I/Phase II			\$14,102,260			\$14,102,260
SOCCCD Districtwide Telephone System	\$4,499,498					\$4,499,498
SOCCCD Fiscal and HR Systems Repl.			\$27,500			\$27,500
SOCCCD Consultant for District Educational & Facilities Master Plan	\$735,010					\$735,010
SOCCCD HR Recruitment Work Plan			\$85,911			\$85,911
SOCCCD Legislative Advocacy Services - Basic Aid	\$285,000					\$285,000
SOCCCD Enrollment Mgmt, Mktg, Outreach & Recruitment Efforts	\$329,830					\$329,830
SOCCCD Document Management Solution	\$659,202					\$659,202
SOCCCD IT Projects SC/IVC/ATEP Instruction & Student Services			\$7,976,770			\$7,976,770
SOCCCD Legal Defense for Invocation Complaint	\$2,000,000					\$2,000,000
SOCCCD Additional 1% Contingency	\$1,278,101					\$1,278,101
SOCCCD Special Trustee/General Election Expense	\$1,398,988					\$1,398,988
<b>Total Approved Projects</b>	<b>\$83,603,567</b>	<b>\$47,988,533</b>	<b>\$35,855,357</b>	<b>\$88,025,412</b>	<b>\$137,292,502</b>	<b>\$392,765,371</b>

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

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

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

Project Description	Approved Amount	1999/04 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Actual	2009/10 Actual	2010/11 Actual	2012 and Forward	Total
SC Science Equip & TV Studio	500,000	500,000			-	-	-		-	500,000
SC Science/Applied Science Bldg	14,850	14,850	-	-	-	-	-		-	14,850
SC Sports Facilities	817,310	805,320	11,990		-	-	-		-	817,310
SC Bridge Replacement	1,700,000						2,693	97,266	1,600,041	1,700,000
SC M/S/E Bldg Ventilation System Upgrade	-						-		-	-
SC Pool Deck Replacement	1,500,000						23	1,276,844	223,133	1,500,000
SC Roof Replace Tech & Applied Science, Village Bldg 3-8	1,500,000					166,833	851,935		481,232	1,500,000
SC Temporary Classroom Facilities	7,269,285	714	3,729,338	3,341,007	105,308	450	300		92,168	7,269,285
SC McKinney Theater Restroom remodel	2,542,000			162,708	105,248	2,023,613	72,862	121	177,448	2,542,000
SC Loop Road	3,442,000				-	-	5,740	212,701	3,223,559	3,442,000
SOCCCD: Replace HR & Bdgt Dev Systems	897,740		208,797	672,943	16,000	-	-		0	897,740
SOCCCD: Student Information System Upgrade-Phase I/Phase II	14,102,260			3,515,073	5,304,918	4,111,633	1,099,661	4,250	66,725	14,102,260
SOCCCD: Districtwide Telephone System	4,499,498	3,764,183	627,911	107,404	-	-	-		0	4,499,498
SOCCCD: Fiscal and HR Systems Repl.	27,500		27,500		-	-	-		-	27,500
SOCCCD: Consultant District Educational & Facilities Master Plan	735,010		370,010		-	-	-	321,010	43,990	735,010
SOCCCD: HR Recruitment Work Plan	85,911	85,911			0	-	-		-	85,911
SOCCCD: Legislative Advocacy Services - Basic Aid	285,000	39,702	24,298	24,000	14,000	34,354	13,140		135,506	285,000
SOCCCD: Enrollment Mgmt/Mktg, Outreach & Recruit Strategy	329,830		184,690	85,327	59,813	-	-		-	329,830
SOCCCD: Document Management Solution	659,202								659,202	659,202
SOCCCD: IT Projects SC/IVC/ATEP Instruct & Student Svc	7,976,770						2,906,089	2,665,868	2,404,813	7,976,770
SOCCCD: Legal Defense for Invocation Complaint	2,000,000								2,000,000	2,000,000
SOCCCD: Additional 1% Contingency	1,278,101					-	-		1,278,101	1,278,101
SOCCCD: Trustee Election/General Election Expense	1,398,988	453,867			-	527,830	-		417,291	1,398,988
Totals	392,765,370	64,620,943	33,077,552	44,726,959	38,085,375	26,963,776	22,188,298	21,664,298	141,438,170	392,765,371

	1999/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Actual	2009/10 Actual	2010/11 Actual	2012 and Forward
Commitments	141,294,076	11,145,072	34,465,912	70,908,593	54,256,170	37,446,916	41,176,493	2,072,138
Cumulative Commitments	141,294,076	152,439,148	186,905,060	257,813,653	312,069,823	349,516,739	390,693,233	392,765,371
Receipts	114,528,126	46,899,203	52,896,017	50,692,873	51,179,365	39,022,021	38,737,963	39,203,922
Cumulative Receipts	114,528,126	161,427,329	214,323,346	265,016,219	316,195,584	355,217,605	393,955,568	433,159,490
Cumulative Expenses	64,620,943	97,698,495	142,425,454	180,510,829	207,474,606	229,662,904	251,327,202	392,765,371
Cash Balances	49,907,183	63,728,834	71,897,892	84,505,390	108,720,978	125,554,701	142,628,366	40,394,119

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

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**BACKGROUND**

On August 30, 2004, the Board of Trustees received a list of projects under consideration for local funding and a report on the status of each project. The Board requested to be kept informed about these and other facilities projects.

**STATUS**

EXHIBIT A provides an up-to-date report on the status of current construction projects.

## FACILITIES PLAN STATUS REPORT

December 5, 2011

### SADDLEBACK COLLEGE

#### 1. JAMES B. UTT LIBRARY REMODEL

Reallocation of basic aid funding has allowed this project to move forward. Board awarded construction in May 2010. Work is on-going as follows: Curtain wall system installation with glazing; Ceramic tile installation at the *first floor*; Installation of interior and exterior doors and hardware on all three floors; Floor preparation for resilient vinyl flooring on second and third floors. Completed work includes: Second and third floor wall insulation and drywall, installation of toilet partitions at the first floor, first and second floor drywall taping, compliance work at parking lots 9, 10, and 11, Hardscape and landscaping work at East and South elevation. The District and furniture consultant are advancing vendor contracts for purchase of the FF&E. Project updates may be viewed at: <http://soccdd.edu/businessservices/ProjectUpdates.html>. The overall project budget is \$21,124,000 with a state contribution of \$16,139,000 and a basic aid contribution of \$4,985,000.

#### 2. SCIENCES BUILDING

On February 28, 2011, the Board approved moving forward with the Sciences building with awareness that State funding is compromised and reassigned \$14,789,346 basic aid dollars from other Saddleback College projects to the Sciences building. The Board of Trustees approved Dougherty and Dougherty as the Architect. Parking lot #5 was selected as the building location site. Meetings of the Design Team are being held on a bi-weekly basis. *Design development is ongoing.* Individual departmental meetings with user groups were conducted last month to *further* define storage and support space requirements and individual laboratory requirements. *Meetings were held this month with Saddleback M&O.* The team continues to research alternative energy solutions. The overall project budget is \$58,835,000 with \$47,656,346 currently assigned from basic aid and \$11,178,654 anticipated from future basic aid distribution.

#### 3. LOOP ROAD

The Board approved the Loop Road project in March, 2009. After further Education and Facilities Master Planning analysis, the preliminary budget estimate for this project is \$11,697,000 (Previously the estimate was reported as inadequate at \$5,650,000. Project phasing is under consideration.) Architectural selection was Board approved in February, 2010. In September and October, the project team including the engineering group met with the City of Mission Viejo and the Army Corp of Engineers. Mission Viejo accepted the design and the project related reports. On February 28, 2011, the Board approved moving forward with phase II of the design and secondary effects. This project will be included in the Environmental Report that is underway and will be reevaluated upon completion of that effort. \$3,442,000 of the overall project budget is approved for funding through basic aid. Recent estimates identify the project cost at \$7,914,000.00.



#### 4. VILLAGE EXPANSION PROJECT

The Board approved the Village Expansion project in November, 2008. The Notice of Completion for the building portion was filed in June, 2010. The final for the site work was filed in August 2010. DSA Close Out is underway. The overall project budget is \$3,942,000 funded through basic aid.

#### 5. BRIDGE REPLACEMENT PROJECT

In March 2010, the Board approved an architect and basic aid funding of \$1,700,000 for the southeast library bridge due to a finding of failing structural integrity. DSA approval was obtained in April and the Board approved the award of the construction contract in June, 2011. The Notice to Proceed occurred in September 2011. Renovation of the storm drain system is complete. The prefabricated bridge was delivered to the site and installed. *Concrete work at the site and bridge deck is complete. Site and bridge electrical work is ongoing. Bridge signage is ongoing.* The overall project budget is \$1,700,000 funded through basic aid.

#### 6. TAS RENOVATION PROJECT

On February 28, 2011, the Board approved the TAS building renovation project. After further Education and Facilities Master Planning analysis, the preliminary budget estimate for this project is \$15,616,000. Previously this project was estimated at \$8,755,055. The current basic aid assignment of \$1,956,000 is sufficient to meet anticipated design costs. In August, the Board of Trustees approved gkkworks to provide construction documents to address renovation *of the north and south wings in relationship to the seismic improvement.* The architect and District have developed a programming schedule and end user design meetings began this month.

### IRVINE VALLEY COLLEGE

#### 1. PERFORMING ARTS CENTER AND PARKING LOT 5 EXTENSION

The building construction is 100% complete. Total change orders represent 2.75% of the original contract amount. There were 69 change orders requiring DSA approval. Approximately 12 remain outstanding and are necessary to arrive at DSA close out. Follow up continues with a shifting of assigned personnel at the San Diego office relative to scheduling and furloughs causing delay.

#### 2. B-200 SCIENCE LAB ANNEX AND B-239 REMODEL

In addition to the Annex and Remodel, the Board approved funding for accessible restroom facilities February 20, 2008. The Notice of Completion was filed on July 8, 2010. DSA close out is ongoing. The overall project budget is \$6,980,000 funded through basic aid. Follow up continues with a shifting of assigned personnel at the San Diego office relative to scheduling and furloughs causing a bit of a delay.

### 3. LIFE SCIENCES PROJECT

The Board of Trustees awarded construction on April 25, 2011. Project updates may be viewed at: <http://soccdd.edu/businessservices/ProjectUpdates.html>. The project has had a rough start. The general contractor has proposed recovery of lost time. *Steel framing is underway*. The contractor has *just* provided the appropriate documentation to process the *September* pay application. The overall project budget is \$21,036,000 with \$13,568,000 from the state and \$7,468,000 funded through basic aid. The Board has assigned basic aid funding to this project in the amount of \$17,410,000 to address the potential lack of bond funding from the state.

### 4. FINE ARTS BUILDING

The District submitted a Final Project Proposal to the State Chancellor's Office on June 30, 2008. Funding was pushed back first to December, 2009, and again to September, 2010. The District re-submitted once more with a shift to funding to the 2013-2014 fiscal year. Though final budget will be resolved after the State Chancellor's Office has completed the funding process, the overall project budget is anticipated at \$34,552,000 with \$24,330,000 anticipated from the state and \$10,222,000 proposed as funded through basic aid.

### 5. BARRANCA ENTRANCE

The Board approved funding for the Barranca Entrance project March, 2010. On February 28, 2011, the Board approved moving forward phase II of the design.

The first of two plan check fees has been submitted to the City of Irvine. This review precedes final design and submittal to DSA. The overall project budget is \$2,850,000 funded through basic aid.

### 6. GREAT LAWN PROJECT

The Board of Trustees approved the Landscape Improvements project in March, 2009. Contractor was approved August, 2010. The original Contractor declared bankruptcy on December 6, 2010. The kick off meeting with the new contractor was held August 19, 2011. Grading, electrical underground *and concrete flatwork* are underway. The overall project budget is \$1,796,000 funded through basic aid.

### 7. A400 RENOVATION AND EXPANSION PROJECT

On February 28, 2011, the Board approved moving forward with the renovation of the A400 building. During the Education and Facilities Master Planning process, this building was identified for a renovation and expansion. The preliminary budget estimate for this project is \$11,568,000. (Previously this project was estimated at \$3,004,051.) Budget will be finalized early in the design phase anticipated for winter, 2011. The current basic aid assignment of \$1,000,000 is sufficient to meet anticipated design costs.

## **ATEP**

### **1. ATEP BUILDING DEMOLITION**

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

### **2. ATEP MONUMENT SIGNAGE**

A monument sign is needed at Valencia Loop Road that reflects the design of the City's monument sign on the opposite corner. Plans have been submitted to the City of Tustin and have been returned with comments. Comments have been addressed and resubmitted to the City.

### **3. ATEP FIRST BUILDING PHASE 3A**

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

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

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**BACKGROUND**

Monthly General Fund financial reports (EXHIBIT A) for the two colleges and the District are provided to the Board of Trustees to keep members regularly informed of current information and provide an alert to any significant changes in the projected year ending balance.

**STATUS**

The reports display the adopted budget, revised budget and transactions through October 31, 2011. A review of current revenues and expenditures for the 2011/12 fiscal year show that they are in line with the budget.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

General Fund Income and Expenditure Summary

As of October 31, 2011

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
<b>SOURCES OF FUNDS</b>					
BEGINNING FUND BALANCE:		28,463,180	28,463,180	0	28,463,180
REVENUES:					
Federal Sources	8100-8199	\$ 1,909,500	2,892,243	982,743	119,889
Other State Sources	8600-8699	14,707,813	14,799,295	91,482	4,233,704
Other Local Sources	8800-8899	174,973,921	174,973,921	0	22,911,929
Total Revenue		191,591,234	192,665,459	1,074,225	27,265,522
BASIC AID				0	
INCOMING TRANSFERS	8980-8989			0	
<b>TOTAL SOURCES OF FUNDS</b>		<b>220,054,414</b>	<b>221,128,639</b>	<b>1,074,225</b>	<b>55,728,702</b>
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	61,660,421	61,502,600	(157,821)	18,047,605
Other Staff Salaries	2000-2999	39,771,693	40,094,848	323,155	9,499,983
Employee Benefits	3000-3999	34,363,697	34,459,500	95,803	10,951,593
Supplies & Materials	4000-4999	5,459,896	5,442,072	(17,824)	900,222
Services & Other Operating	5000-5999	18,545,192	19,418,278	873,086	5,582,578
Capital Outlay	6000-6999	7,528,724	7,467,299	(61,425)	1,531,886
Payments to Students	7500-7699	157,618	176,869	19,251	51,363
Total Expenditures		167,487,241	168,561,466	1,074,225	46,565,230
OTHER FINANCING USES:					
Inter Fund Transfers Out	7300-7399	834,000	834,000	0	484,000
Basic Aid Transfers Out		39,128,922	39,128,922	0	0
Intra Fund Transfers Out	7400-7499	0	0	0	0
Debt Service	7100-7199	422,424	422,424	0	56,287
Total Other Sources (Uses)		40,385,346	40,385,346	0	540,287
<b>TOTAL USES OF FUNDS</b>		<b>207,872,587</b>	<b>208,946,812</b>	<b>1,074,225</b>	<b>47,105,517</b>
<b>ENDING FUND BALANCE</b>		<b>12,181,827</b>	<b>12,181,827</b>	<b>0</b>	<b>8,623,185</b>
Reserve for Economic Uncertainties		10,210,900	10,210,900	0	
Location Reserves for Economic Uncertainties		1,970,927	1,970,927	0	
Nondesignated Budget Allocation		\$ 0	\$ 0	\$ 0	\$ 0

**SADDLEBACK COLLEGE**  
General Fund Income and Expenditure Summary  
As of October 31, 2011

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
<b>SOURCES OF FUNDS</b>					
LOCATION BEGINNING BALANCE		11,936,755	11,936,755	0	11,936,755
REVENUES:					
Unrestricted Budget Allocation		\$ 79,169,155	79,169,155	0	9,516,638
Restricted Budget Allocation		7,869,187	8,880,405	1,011,218	3,296,977
Total Revenue		87,038,342	88,049,560	1,011,218	12,813,615
BASIC AID		0	0	0	0
INCOMING TRANSFERS	8980-8989	0	0	0	0
<b>TOTAL SOURCES OF FUNDS</b>		<b>98,975,097</b>	<b>99,986,315</b>	<b>1,011,218</b>	<b>24,750,370</b>
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	39,552,151	39,571,407	19,256	11,565,083
Other Staff Salaries	2000-2999	20,439,118	20,732,041	292,923	4,822,972
Employee Benefits	3000-3999	19,381,376	19,528,793	147,417	6,098,829
Supplies & Materials	4000-4999	4,006,790	3,978,014	(28,776)	633,560
Services & Other Operating	5000-5999	8,420,702	9,026,161	605,459	2,266,750
Capital Outlay	6000-6999	5,178,961	5,153,900	(25,061)	1,020,018
Payments to Students	7500-7699	75,072	75,072	0	39,221
Total Expenditures		97,054,170	98,065,388	1,011,218	26,446,433
OTHER FINANCING SOURCES/(USES):					
Transfers Out	7300-7399	350,000	350,000	0	250,000
Other Transfers	7400-7499	0	0	0	0
Debt Service	7100-7199	0	0	0	0
Total Other Sources (Uses)		350,000	350,000	0	250,000
<b>TOTAL USES OF FUNDS</b>		<b>97,404,170</b>	<b>98,415,388</b>	<b>1,011,218</b>	<b>26,696,433</b>
<b>LOCATION OPERATING BALANCE</b>		<b>1,570,927</b>	<b>1,570,927</b>	<b>0</b>	<b>(1,946,063)</b>
Reserve for Economic Uncertainties		1,570,927	1,570,927	0	0
Nondesignated Budget Allocation		\$ 0	\$ 0	\$ 0	0

**IRVINE VALLEY COLLEGE**  
General Fund Income and Expenditure Summary  
As of October 31, 2011

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
<b>SOURCES OF FUNDS</b>					
LOCATION BEGINNING BALANCE		3,080,005	3,080,005	0	3,080,005
REVENUES:					
Unrestricted Budget Allocation		\$ 43,955,845	43,955,845	0	5,968,372
Restricted Budget Allocation		6,045,795	6,108,802	63,007	2,309,045
Total Revenue		50,001,640	50,064,647	63,007	8,277,417
BASIC AID		0	0	0	0
INCOMING TRANSFERS	8980-8989	0	0	0	0
<b>TOTAL SOURCES OF FUNDS</b>		<b>53,081,645</b>	<b>53,144,652</b>	<b>63,007</b>	<b>11,357,422</b>
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	20,643,985	20,466,908	(177,077)	6,131,035
Other Staff Salaries	2000-2999	12,448,504	12,478,736	30,232	2,973,768
Employee Benefits	3000-3999	11,374,866	11,323,252	(51,614)	3,583,668
Supplies & Materials	4000-4999	1,267,487	1,274,249	6,762	257,374
Services & Other Operating	5000-5999	4,677,883	4,951,013	273,130	1,265,672
Capital Outlay	6000-6999	1,529,950	1,492,273	(37,677)	215,452
Payments to Students	7500-7699	82,546	101,797	19,251	12,143
Total Expenditures		52,025,221	52,088,228	63,007	14,439,112
OTHER FINANCING SOURCES/(USES):					
Transfers Out	7300-7399	234,000	234,000	0	234,000
Other Transfers	7400-7499	0	0	0	0
Debt Service	7100-7199	422,424	422,424	0	56,287
Total Other Sources (Uses)		656,424	656,424	0	290,287
<b>TOTAL USES OF FUNDS</b>		<b>52,681,645</b>	<b>52,744,652</b>	<b>63,007</b>	<b>14,729,399</b>
<b>LOCATION OPERATING BALANCE</b>		<b>400,000</b>	<b>400,000</b>	<b>0</b>	<b>(3,371,977)</b>
Reserve for Economic Uncertainties		400,000	400,000	0	0
Nondesignated Budget Allocation		\$ 0	\$ 0	\$ 0	0

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Retiree (OPEB) Trust Fund  
**ACTION:** Information

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### **BACKGROUND**

In April 2008 the SOCCCD Board of Trustees authorized the establishment of an irrevocable trust to comply with GASB No. 43 (Financial Reporting for Postemployment Benefit Plans Other Than Pensions) and GASB No. 45 (Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions). The trust was established with the Benefit Trust Company and is administered through the Futuris Public Entity Trust Program. It was funded in June 2008 with a deposit of \$50,791,103. An additional deposit was made on January 10, 2011 of \$4,618,708.

### **STATUS**

This report is for the period ending October 31, 2011 (Exhibit A). The portfolio is comprised of 55.3% Fixed Funds (Bonds) and 44.7% Common Stocks (Domestic and International). The fair market value at October 31, 2011 is Sixty Three, Million, Seventy Six Thousand, and Sixty Hundred Fifty Eight Dollars (\$63,076,658).



November 22, 2011

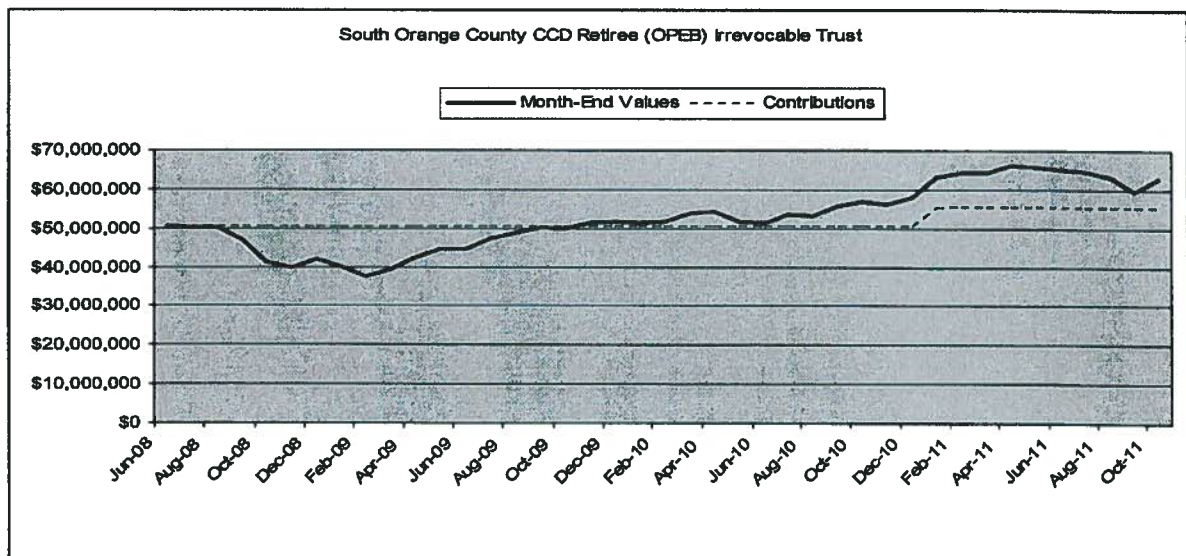
South Orange County Community College District  
 28000 Marguerite Parkway  
 Mission Viejo, CA 92692

Re: South Orange County CCD Retiree (OPEB) Irrevocable Trust

With a fair market value at October 31<sup>st</sup> of \$63,076,658, your portfolio was up 5.93% for the month and up 4.40% on an annualized basis since the June 24<sup>th</sup>, 2008, inception date net of program fees.

Your portfolio ended the quarter as a diversified mix of bond funds (55.3%), and common stock funds (44.7%). It was designed to be invested over a long time frame. Deposits included the initial contribution of \$50,791,103 in June 2008 and an additional contribution of \$4,618,708.00 on January 10<sup>th</sup>, 2011, for a total of \$55,409,811. Below is the performance of your portfolio for various time frames since inception.

<u>Performance</u>	<u>October 2011</u>	<u>Year-To-Date</u>	<u>Annualized Since Inception</u>
South Orange CCCD	5.93%	0.61%	4.40% annualized return
S&P 500	10.93%	1.31%	1.60% (Domestic Stocks)
MSCI EAFE	9.64%	-6.78%	-5.03% (International stocks)
Barclays Aggregate	0.11%	6.79%	7.02% (Domestic Bonds)



Very truly yours,

*Scott W. Rankin*  
 Scott W. Rankin  
 Senior Vice President

<b>Month - Year</b>	<b>Month-End Values</b>	<b>Contributions</b>
June-08	\$ 50,589,708	\$ 50,791,103
July-08	\$ 50,258,631	\$ 50,791,103
August-08	\$ 50,118,614	\$ 50,791,103
September-08	\$ 46,745,893	\$ 50,791,103
October-08	\$ 41,284,495	\$ 50,791,103
November-08	\$ 39,925,535	\$ 50,791,103
December-08	\$ 42,088,691	\$ 50,791,103
January-09	\$ 40,197,373	\$ 50,791,103
February-09	\$ 37,536,078	\$ 50,791,103
March-09	\$ 39,286,708	\$ 50,791,103
April-09	\$ 42,576,531	\$ 50,791,103
May-09	\$ 44,714,521	\$ 50,791,103
June-09	\$ 44,706,214	\$ 50,791,103
July-09	\$ 47,373,064	\$ 50,791,103
August-09	\$ 48,600,027	\$ 50,791,103
September-09	\$ 50,319,808	\$ 50,791,103
October-09	\$ 49,909,637	\$ 50,791,103
November-09	\$ 51,369,745	\$ 50,791,103
December-09	\$ 51,753,635	\$ 50,791,103
January-10	\$ 51,302,290	\$ 50,791,103
February-10	\$ 51,881,829	\$ 50,791,103
March-10	\$ 53,833,529	\$ 50,791,103
April-10	\$ 54,530,453	\$ 50,791,103
May-10	\$ 51,860,270	\$ 50,791,103
June-10	\$ 51,342,419	\$ 50,791,103
July-10	\$ 53,704,177	\$ 50,791,103
August-10	\$ 53,206,683	\$ 50,791,103
September-10	\$ 55,816,988	\$ 50,791,103
October-10	\$ 57,104,621	\$ 50,791,103
November-10	\$ 56,224,029	\$ 50,791,103
December-10	\$ 58,006,867	\$ 50,791,103
January-11	\$ 63,349,822	\$ 55,409,811
February-11	\$ 64,479,212	\$ 55,409,811
March-11	\$ 64,427,596	\$ 55,409,811
April-11	\$ 66,174,437	\$ 55,409,811
May-11	\$ 65,875,362	\$ 55,409,811
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

**TO:** Board of Trustees

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

**RE:** SOCCCD: Follow-up Information on Request for Board Report

**ACTION:** Information

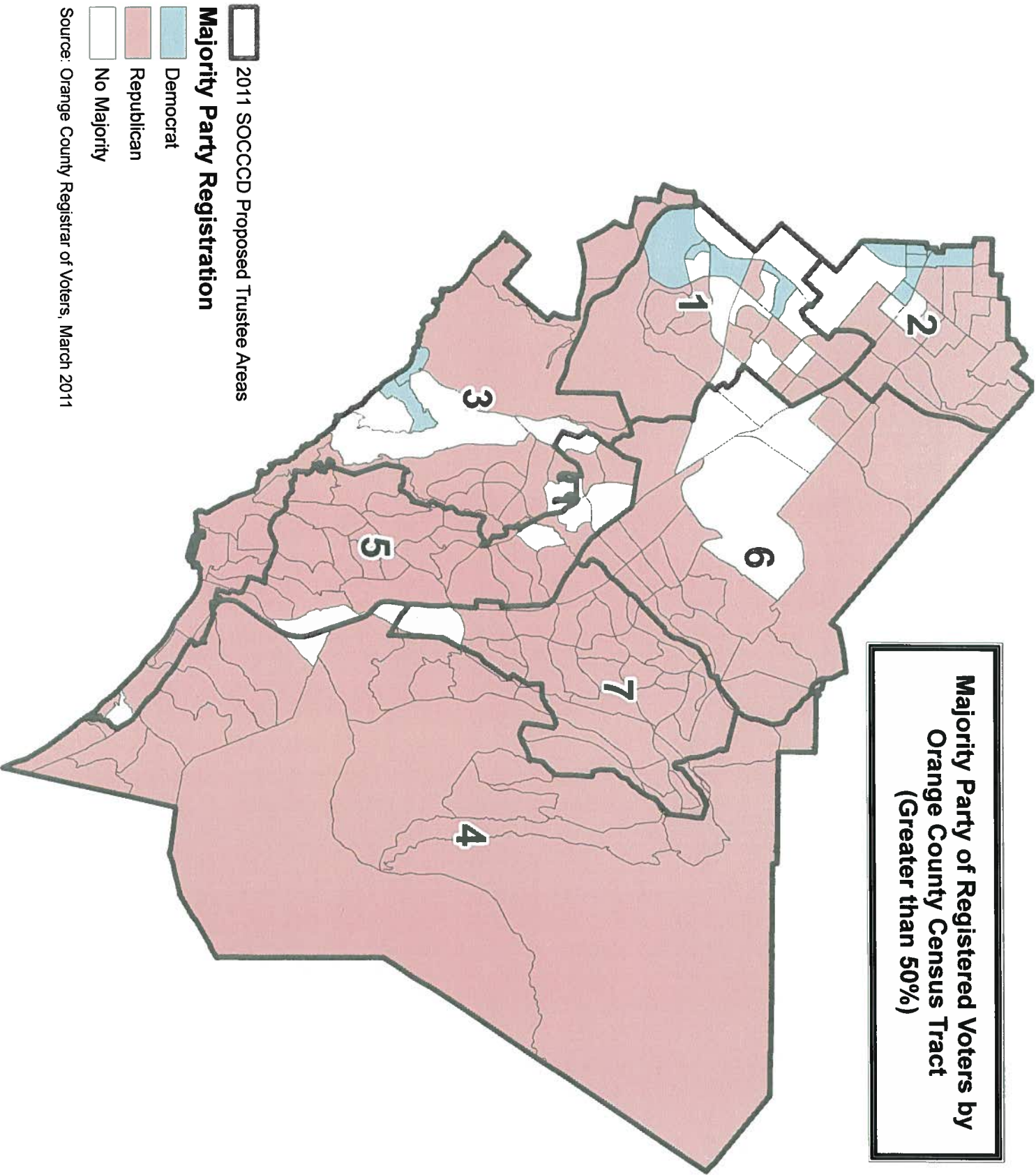
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### **BACKGROUND**

At the November 16 SOCCCD Board of Trustees meeting, while discussing Agenda Item 6.1 on Adjustments to Trustee Area Boundaries to Comply with California Voting Rights Act, Trustee Tom Fuentes requested additional information regarding party affiliation in our service area.

### **STATUS**

The attached map, Exhibit A, contains data from the OC Registrar of Voters from March 2011. The data was provided by census tract and included the number of registered voters and their party affiliation. The map displays the majority party of those registered to vote by census tract. This means that if there were 1,000 registered voters in the census tract, the party that had 50.1% or 501 or more registered voters was assigned as the majority party. If no group had more than 50%, then the tract had no majority.



**TO:** Board of Trustees

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

**RE:** Written Reports

**ACTION:** None

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**Written Reports**

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

Saddleback College Academic Senate  
Faculty Association  
Irvine Valley College Academic Senate  
Associate Vice Chancellor, Economic Development  
President, Irvine Valley College  
President, Saddleback College  
Associate Vice Chancellor, Economic Development  
Vice Chancellor, Technology & Learning Services  
Vice Chancellor, Human Resources  
Vice Chancellor, Business Services  
Irvine Valley College Classified Senate  
California School Employees Association  
Saddleback College Classified Senate  
Police Officers' Association  
Associated Student Government of SC  
Associated Student Government of IVC



## SADDLEBACK COLLEGE

28000 Marguerite Parkway • Mission Viejo, CA 92692  
949.582.4722 • [www.saddleback.edu](http://www.saddleback.edu)

**Tod A. Burnett, Ed.D.**  
President

**TO:** Members of the Board of Trustees  
Gary L. Poertner, Chancellor

**FROM:** Dr. Tod A. Burnett, President

**SUBJECT:** Report for December 5, 2011 Board of Trustees Meeting

Dr. Burnett attended the Community College League of California's annual convention and partnership conference in San Jose. The themes of the conference were student success, equity, and access.

Dr. Burnett attended the Orange County Workforce Investment Board meeting on November 15<sup>th</sup> for a briefing on the 2011/2012 workforce indicators report, presented by Dr. Wallace Walrod, Vice President of Economic Development and Research at the Orange County Business Council.

Saddleback College hosted a student success town hall on November 8<sup>th</sup> that was attended by nearly 200 students, faculty, staff, and community members, who were given the opportunity to provide suggestions about ways to increase student completions at the state's community college system. The town hall was part of a series of meetings held by Chancellor Jack Scott's statewide Student Success Task Force that is examining ways to improve student achievement in California. The task force has produced a draft of recommendations for development of a plan to be adopted by the California Community Colleges Board of Governors and presented to the state legislature by no later than March 2012.

Dr. Tod Burnett hosted his annual reception preceding The Feast of Lights on December 4<sup>th</sup>. Participants included members of the Board of Trustees and the Saddleback College Foundation Board of Governors, and local elected officials.

### **Office of Instruction**

#### *Advanced Technology & Applied Science*

Kia Motor America has donated a GDS Global Diagnostic System to the Auto Tech department at Saddleback College, enabling the department to perform factory diagnostics and reprogramming to all Kia vehicles. Automotive technology student Mike McAllister will be receiving a \$750 scholarship from Tuttle Click each semester, a complete tool box, and the opportunity to work at a local Tuttle Click dealership.

The Alternative Energy Technologies students visited the National Fusion Laboratory to see how nuclear fusion works, the prospects of nuclear fusion as a viable energy source, and what studies graduate students are doing in the field. Students of the Natural History of CA, ENV 24 hiked and did restoration work in the Prado Basin near Corona, an 11,000 acre area behind the dam and spillway (still sports "200 years of freedom" in large painted letters) seen off the 91 Freeway. These ongoing efforts have resulted in lush riparian habitat that currently supports the single largest least Bell's vireo population in existence.



Fashion instructor Judi Nowland was appointed as one of five commissions to the newly formed City of Dana Point Arts and Culture Commission.

#### *Business Science & Economic and Workforce Development*

President Tod Burnett, Dean Rocky Cifone, Vice President Juan Avalos, and Directors Tracy Daly and Gretchen Bender participated in a Community College Briefing and Reception, on November 15<sup>th</sup>, cosponsored by the Orange County Business Council and the Orange County Workforce Investment Board.

The Business Science Division Fall Film Series wrapped up on December 5<sup>th</sup> with "Wal-Mart: The High Cost of Low Price". Other thematic presentations sponsored by the Division involving business, management, real estate, and accountancy included "Pirates of Silicon Valley" and "Wall Street". Post-movie discussions between faculty and students supplemented relevant classroom activities.

The South Orange County Regional Chamber of Commerce is partnering with the college to conduct a business retention survey of 100 businesses in the Spring of 2012. The Chamber recently voted to contribute \$5,000 to the effort for scholarships for the student interns working on the project. Representatives from the Chamber will work with the students on survey questions and presentation of the results.

Working with Business Department faculty, the Accounting Department is cooperatively developing a new Business Sustainability class to be offered during the Spring 2012 semester. The curriculum will include expert guest speakers from the community and field trips to neighboring businesses.

Professor Rebecca Knapp has received a renewal of a Young Entrepreneurship Grant for Spring 2012 in the amount of \$10,000. This accompanies a Faculty Entrepreneurship Program Improvement mini-grant for \$5000. Both awards are part of the State Chancellor's office Economic and Workforce Development

Computer Information Management Students Get Free Software: The Business Science Division has renewed its ongoing partnership with Microsoft as a member of the MSDN Academic Alliance. This membership now allows the Division to offer over 150 titles from the Microsoft software library free of charge to CIM students. These are not just academic versions but full retail products complete with registration keys. Students are allowed to keep the software after the course is complete. Visual Studio Professional alone retails for \$799 and is just one example of the savings we can offer our CIM students.

#### *Emeritus Institute*

The Emeritus Institute's holiday concerts will include: Casta del Sol: Emeritus Choral, "It's a Wonderful Season" on December 9<sup>th</sup> and 10<sup>th</sup>, Laguna Woods Village: Emeritus Choral, "Holiday Concert" December 17<sup>th</sup>, Laguna Woods Village: Emeritus Village Singers, and Symphony "Messiah Concert" December 2<sup>nd</sup>, and Norman P. Murray: Emeritus Voice and Rhythms, "Holiday Music" December 7<sup>th</sup>.

Emeritus Instructors and students are participating in "Be a Santa to a Senior" program through Home Instead Senior Care.

#### *Fine Arts & Media Technology*

On December 1<sup>st</sup> the Saddleback College Wind Ensemble performed *Winter Winds*, under the direction of John Hannon, in the McKinney Theatre. On December 2<sup>nd</sup> through 11<sup>th</sup>, the Department of Theatre

Arts presents *A Christmas Carol* by Charles Dickens in the Studio Theatre to sold out houses. *A Feast of Lights* was presented by the Saddleback College Choirs and Saddleback College Symphony Orchestra on December 3<sup>rd</sup> and 4<sup>th</sup> in the McKinney Theatre. This popular annual holiday event was conducted by Dr. Scott Farthing and Branden Muresan, and a traditional wassail catered by the Saddleback College Culinary Arts program was served to appreciative patrons. On December 5<sup>th</sup> the Jazz Combo students performed a concert in the McKinney Theatre. On December 7<sup>th</sup>, the Saddleback Big Band will hold their annual holiday concert, to a family audience. The Saddleback music students perform a recital in FA 101 at noon on December 8<sup>th</sup> and admission is free. The composition students performed a recital of their original works on December 10<sup>th</sup> at 2 pm. The Professional Guest Artist Series presents the Laguna Ballet's *The Nutcracker* on December 15<sup>th</sup> – 18<sup>th</sup> in the McKinney Theatre to round out the season.

#### *Health Science & Human Services*

Sixty new first semester nursing students and seven advanced placement nursing students will be entering Saddleback College spring 2012. Nursing Orientation took place on December 2<sup>nd</sup>. A Student Nurse Association barbecue was held for the students and campus faculty, staff, and administration, proceeds went to the Saddleback College Nursing Student Association.

Fifty-two nursing students graduating will be graduating this semester. The Nursing Pinning ceremony will be held December 6<sup>th</sup> at 8:00 p.m. in the McKinney Theatre.

#### *Liberal Arts*

Phi Theta Kappa, the international honor society for two-year colleges, will be having its fall induction ceremony on Friday, December 9<sup>th</sup>, from 6:00 to 8:00 p.m. in SSC 212. Typically, 100 to 125 Saddleback students accept the invitation to join PTK each semester, many of whom participate in the candlelight induction ceremony that brings deserved attention to their scholarship.

#### *Math, Science & Engineering*

The Science Lecture series presents "Untangling Amyloid: Slowing the Progression of Alzheimer's Disease and Type 2 Diabetes." Amyloid-linked diseases, such as Alzheimer's, represent a serious threat to the overall health of our nation. Dr. David Moffet's research at Loyola Marymount University involves screening thousands of substances to find those few that are capable of preventing the first step in the formation of toxic amyloid. This lecture is dedicated to former college President Dr. Richard McCullough for his more than 37 years of service to the students of Saddleback College. Dr. McCullough will be present at the event to introduce our guest speaker.

#### *Online Education & Learning Resources*

On Tuesday, December 6<sup>th</sup> we will be having an Associate Faculty Potluck Party from 1:00 p.m. to 3:00 p.m. in BGS 135. All faculty and staff are welcome to meet and greet our Associate Faculty.

New directions! We are in the process of obtaining a "Mobile Catalog" (Library) for the iPhone, Android, and Blackberry. We expect to get this going by the beginning of Spring 2012.

#### *PE/Kinesiology & Athletics*

Saddleback athletics instructor Lindsay Steinriede became the top women's longboard surfer in the world this past month when she won the ASP Women's Longboard World Title in China. Steinriede started competing in longboard competitions in 2002, and last year won the ASP North American regional championship. Steinriede made it to the quarterfinals of the event in China, which earned her enough points for the World Title, coming on the heels of capturing the longboard event at la Cote des



Basques in Biarritz, France, earlier in the year. Steinriede coaches the Saddleback surf team that finished in sixth place at nationals this past season. She is also the assistant coach for Saddleback's women's soccer team. Steinriede is the daughter of the late Bill Steinriede, who spent nearly three decades around the Gaucho athletics programs, once coaching the women's basketball team to a 27-3 record during the 1981-82 season.

The Saddleback College football program started out the season 7-0 and was ranked as the No. 1 team in Southern California and the No. 2 team in the state for several weeks. The team has now qualified for its 11<sup>th</sup> consecutive post-season bowl game, earning a post-season bowl bid every year since 2001.

The Saddleback women's golf team qualified for the post-season for the 12<sup>th</sup> time in the past 13 years after placing second in the Orange Empire Conference, and both the men's and women's cross country teams placed high enough at the Southern California regional race to qualify for the state meet.

Basketball tournament were held: The women's team hosted a tournament November 21<sup>st</sup> through 23<sup>rd</sup> and the men's team will be hosting tournaments on back-to-back weekends, December 8<sup>th</sup> through 10<sup>th</sup> and December 15<sup>th</sup> through 17<sup>th</sup>.

#### *Social & Behavioral Sciences*

The FKCE Program is partnering with *Putting Pride into Practice* director Rob Woronoff to offer three (one Spanish and two English) training sessions during this fiscal year. This workshop will offer social workers, foster parents, and other caregivers an opportunity to gain a better understanding of the issues facing Lesbian, gay, bisexual, transgender and questioning (LGBTQ) foster youth, plus the necessary skills to treat them with the care, respect, and love that all children deserve.

The Psi Beta Honor Society and Psychology club volunteered for the Leukemia and Lymphoma Society's Light up the Night event. The Club also cooperated with IVC's Psi Beta chapter to help Olive Crest of Santa Ana, a Non-Profit foundation that works to prevent child abuse and preserve families, to make "lunches of love". The sack lunches were delivered to at risk children who are a part of the Olive Crest program.

#### **Office of Student Services**

The Child Development Center hosted an annual holiday tea on Thursday, December 8<sup>th</sup> for all of the children and parents at the center. The CDC children sang holiday carols in various parts of the campus throughout the month of December.

The Child Development Center was featured in a recent article in the Orange County Register "Ask The Teacher" written by Carol Veravanich. She recommends parents who are looking for a quality child care setting to visit the Saddleback College Child Development Center.

On December 2<sup>nd</sup>, the VETS Program was presented as a best practice in veterans resource centers at the GACCC Veterans Summit on behalf of the California Community College Chancellor's Office.

The Back on Track Wheel and Walk-A-Thon, sponsored by the adapted kinesiology program, will be held on December 14, 2011 at the Saddleback College Stadium. The college's adapted kinesiology program serves over 400 disabled and elderly students each semester. Students with severe and chronic disabilities, such as spinal cord injury, brain injury, autism, and stroke take part in these classes.

The financial aid office began the series of FAFSA Friday workshops on December 2<sup>nd</sup>. Students received assistance with the completion of financial aid forms.

In the 2010-2011 academic year 11,882 federal financial aid applications were received. To date the Financial Aid Office has already received 11,894 applications. Students can continue to apply for financial aid through the end of the spring semester. More than 8,400 Board of Governors Enrollment Fee Waivers have been awarded to date. This volume represents an increase of 17.2% over the entire 2010-2011 aid year, and 2,358 Pell Grants have been awarded to date. For the entire 2010-2011 academic year 2,439 Pell Grants were awarded.

The Transfer Center is conducting the following workshops: California State University Fullerton Teaching Information Seminar, So You've Applied to the CSU for Fall 2012....Now What?, So You've Applied to a CSU for Fall 2012....Now What?

The Student Development office is organizing a talent show to be held on December 7<sup>th</sup>, with all proceeds going to the family of Audra DiPadova, whose four-year-old son Max is battling brain cancer.

Associate Student Government is sponsoring an adopt a family program to provide clothes and toys at the holidays for needy families.

Since the beginning of the fall semester more than 72 outreach sessions have been accomplished by Registered Nurses and Clinical Psychologists. Students are provided with essential information on services provided at the Health Center including health care education, emergency crisis services, mental health counseling's, screenings, prevention, and treatments available. More than 2900 students have utilized the Health Center since the beginning of the fall semester.

### **External Affairs**

Work continues on the college's strategic plan.

**Alumni Engagement Program:** The Phoenix Philanthropy Group interviewed several college faculty, staff, and administrators for feedback as it helps the college plan an alumni engagement program. An electronic survey will also be sent to alumni in January to evaluate their expectations for a comprehensive alumni program.

**Campaign to Improve the Number of High School Employees Who Would Recommend Saddleback College:** Interact Communications is conducting personal interviews with counselors from the local high schools to determine their views on Saddleback College. Following the interviews, a report will be submitted in February, enabling the college to assess and address problem areas.

The Outreach Department coordinated Family Night, which was held on November 14<sup>th</sup> and was attended by more than 300 high school students and their parents. Workshops on transfer, financial assistance, and student life were provided and well attended.

**TO:** Gary L. Poertner, Chancellor, and Members of the Board of Trustees

**FROM:** Glenn R. Roquemoire, President 

**DATE:** November 23, 2011

**SUBJECT: President's Report for the December 5, 2011 Board of Trustees Meeting**

### **IVC Foundation Participates in National Philanthropy Day**

On November 15, IVC joined some 30 other prominent organizations from throughout Orange County to attend and participate in the award for Outstanding Philanthropist in Orange County. This annual community event, in its 26<sup>th</sup> year, recognizes the charitable and nonprofit organizations throughout Orange County. The event recognized over 100 individuals, support groups and businesses for their work in the community.

### **Angel Tree Sponsored by ASIVC**

This year, ASIVC is again proud to sponsor its annual Angel Tree benefiting the Boys and Girls Club of Tustin. The Angel Tree is located in the Student Services Lobby and available from November 7 through December 9 for students, faculty and staff to pick a name. Donations and unwrapped toys can be dropped off in Student Services room 260. This year, ASIVC is also collecting items for the Irvine Animal Care Center. The shelter is accepting gently used and new pet supplies and toys for its shelter pets.

### **IVC Named Military Friendly Campus**

Irvine Valley College has now been designated as a Military Friendly School, one of a prestigious list of 1,000 colleges, universities and trade schools nationwide. IVC received this distinction for being among the elite schools in the nation to offer military members, veterans, and military spouses the best education, value, and welcoming atmosphere. IVC is now listed in the Military Friendly Schools Guide and website which helps veterans and military service members narrow their field and select the college that best meets their unique needs. In addition, IVC will have the ability to use the Military Friendly logo in its recruitment efforts. Veterans and service members value this identification, as it indicates that a designated school appreciates military experience. Veterans and service members have more than 7,000 schools nationwide to select from for an education, currently, only 1,000 schools have the Military Friendly endorsement.

### **IVC Music Performances**

On December 9 at 8 p.m., IVC's Instrumental Music Area will present an endowment benefit concert on the main stage of the IVC Performing Arts Center. The IVC Wind Symphony Instrumental Music Area Symphony will hold an endowment benefit concert on Saturday, December 10 at 7:30 p.m. on the Main Stage of the IVC Performing Arts Center.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES: Thomas A. Fuentes, William O. Jay, David B. Lang, Frank M. Meldau, Ph.D., Marcia Milchiker, Nancy M. Padberg, T. J. Prendergast, III  
Gary L. Poertner, Chancellor • Glenn R. Roquemoire, Ph.D., President, Irvine Valley College

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### **IVC Athletes Succeeding After Transfer**

In November, two of IVC's standouts from last season's men's basketball teams had impressive first game performances with their new four-year college teams. Joe Eberhard (now at Sacramento State) and Ephraim Ekanem (now at Northern Arizona) shined with their new teams. Eberhard, who scored 18 of his 20 points in the second half, also finished with eight rebounds, six assists, two blocked shots and a steal in 33 minutes. Sacramento State defeated Simpson, 79-65, in a men's basketball exhibition game. Ekanem helped lead the Northern Arizona men's basketball team to a 93-71 victory over Western New Mexico at the Rolle Activity Center. Ekanem posted a double-double with a team-high 16 points and 10 rebounds. He was one of five players in double figures. Eberhard and Ekanem are two of five former IVC players expected to be playing prominent roles at four-year Division I schools this season. The others are Matt Ballard (San Jose State), Durrell Norman (Northern Arizona) and Travis Fulton (Pacific). Eberhard, Ballard, Norman and Fulton are all starters.

### **C.O.N.N.E.C.T. Mentoring Students at IVC**

IVC has just welcomed a new program to its campus. C.O.N.N.E.C.T.: The Student Network is a peer mentoring program that provides a support system for all IVC students. C.O.N.N.E.C.T. promotes increased student-to-college connectedness by providing personal relationships, social activities, educational workshops, and recognition of student achievements at Irvine Valley College. To learn more about the mentoring program, visit the website at [www.CONNECTivc.org](http://www.CONNECTivc.org)

### **IVC Presents Distinguished Lecture Series**

On Thursday, January 26 at 7 p.m. in the Irvine Valley College Performing Arts Center Main Stage, the IVC Academic Senate and the Associated Students of IVC will present its Distinguished Academic Students Lecture Series by Celine Glon lecturer on French culture, art and history for the Alliance Française Newport Beach, San Diego, and Dallas, Texas; Southern Methodist University Continuing Education; and schools including The Hockaday School, Greenhill School, Dallas International School, Cistercian Preparatory School and The Bishop's School, San Diego. The lecture will be free and open to the public. A reception will follow the lecture.

### **Steinway Guest Artist in Performing Arts Center**

On Sunday, December 11 at 2 p.m., the IVC Music Department/Keyboard Area presents Ning An, Steinway Artist and Winner of William Kapell International Competition on the main stage of the Irvine Valley College Performing Arts Center.

### **IVC Theatre Production**

The IVC Theatre Department presents six performances of Rumors in the Irvine Valley College Performing Arts Center. This outrageous comedy by Neil Simon takes place at the tastefully appointed Sneden Landing townhouse, where the deputy mayor of New York has just shot himself. While he lies bleeding of a flesh wound in the other room, his wife nowhere in sight, four couples are gathering to celebrate their hosts' tenth wedding anniversary. His lawyer and wife must get the story straight before the other guests arrive. A delightful, classic farcical

hilarity ensues. The show runs two weekends, December 3-4 and December 7-10 in the IVC Studio Theatre.

#### **IVC Music Performances**

On December 9 at 8 p.m., IVC's Instrumental Music Area will present an endowment benefit Concert on the main stage of the IVC Performing Arts Center. The IVC Wind Symphony Instrumental Music Area Symphony will hold an endowment benefit concert on Saturday, December 10 at 7:30 p.m. on the Main Stage of the IVC Performing Arts Center.

#### **Fall Dance Concert**

On December 2, 3 and 4, the IVC Dance Department presented its fall Dance Concert. The concert featured works by student and faculty choreographers in a variety of genres, including jazz, ballet, modern, tap, hip-hop, and world dance, as well as repertoire from the IVC Performing Dance Ensemble. The performance was held on the Main Stage of the Performing Arts Center.

#### **IVC Forensics Record**

The IVC Forensics team has had a fantastic start this semester with 35 students recognized at awards ceremonies. This is a new record of the amount of successful IVC students. The team has been the top community college point earner at the four major tournaments they have attended: Concordia University, University of the Pacific, CSU Northridge, and Grossmont College. League championships will be held December 2-4 at Cerritos College.



## **MEMORANDUM**

TO: Chancellor Gary Poertner  
Members of the Board of Trustees  
FROM: Dr. Randy W. Peebles, Associate Vice Chancellor  
DATE: November 23, 2011  
RE: ATEP Report for the December 5, 2011 Board of Trustees Meeting

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### **County of Orange and SOCCCD Land Exchange**

The initial approvals are ready for the SOCCCD Board of Trustees and the County of Orange Board of Supervisors to review the details of the ten (10) acre land exchange agreement for the Tustin Legacy properties. This ten for ten acre exchange will greatly enhance the usable land area for the SOCCCD ATEP site making it more economical and straight forward to develop. Currently the county ten acre parcel has a more efficient rectangular shape which would be advantageous to our future development. The exchange will place the new county site a few hundred feet to the south along Armstrong Avenue and adjacent to the RSCCD Sherriff's training center. The county intends to use this land for an animal care facility and for staff training and education including sheriff's training. As the board considers the exchange agreement a corresponding environmental CEQA review process will be initiated.

### **Demolition Activities**

The ATEP site in Tustin is gaining a new look as 16 building structures have been removed with only two small structures remaining. You can gaze across the property now and see trees and open areas moving us closer to being able to further develop the site. Announcements for bids on the two remaining buildings are out with a job site walk planned, moving through the necessary steps for the district to select and approve a contractor(s). These additional demolition activities could start early in the new year.

### **College Program Planning for ATEP**

Irvine Valley College and Saddleback College are working to carefully identify the program areas that will be located in the first buildings to be expanded at the ATEP site. Following the two college presentations at the December board meeting, additional meetings will take place in December and January to do what is called "architectural programming." This is where an architect and professional team will listen and work with college administration and faculty to identify the facility and space needs of the selected program areas. This is the first step in the design process for the new buildings.

**TO:** Board of Trustees

**FROM:** Gary Poertner, Chancellor

**RE:** Saddleback College: 2012-2013 Faculty Hiring Request Correction

**ACTION:** **Approval**

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**BACKGROUND**

Saddleback College is dedicated to serving the educational needs of its students and communities. The college best serves constituents by providing quality lower-division, transfer, career technical, basic skills, and community education courses. A high priority in advancing the mission of Saddleback College is to increase the number of qualified full-time faculty.

**STATUS**

In preparation for the next academic year, Saddleback College identified replacement and full-time faculty positions. The college president reviewed the list and presented it to the board for approval at its October 24, 2011, meeting. Upon closer analysis of program needs and in consultation with the appropriate division deans and department chair, it was determined there was a greater need for faculty in two disciplines different from the approved positions. The discipline changes were approved through the collegial consultation process and recommended to the college president. The previously approved disciplines and requested disciplines are shown in Exhibit A. This request will not result in an increase in the number of replacement faculty positions previously approved.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the announcement of positions and recruitment of the replacement full-time faculty as shown in Exhibit A, contingent upon funding, at Saddleback College for the 2012-2013 academic year.

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

**Addendum – December 5, 2011 Due to Discipline Changes**

<b>Division</b>	<b>Previous Academic Discipline</b>	<b>Requested Academic Discipline</b>	<b>Tenure Status</b>	<b>Position Type*</b>	<b>Faculty Type</b>
Liberal Arts	English	<b>Reading</b>	Tenure-Track	Replacement (Lagatta)	Classroom
Liberal Arts	International Languages	<b>International Languages - French</b>	Tenure-Track	Replacement-(Frede)	Classroom