



Meeting of the Board of Trustees

December 15, 2014

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**. If you wish to address the board on a closed session item, please complete a yellow form entitled, "Request to Speak" and submit it to the board's Executive Assistant. These forms are available outside the board room. **Speakers are limited to two minutes each.***

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- 1.3 Public Employee Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC Section 54957(b) (1 matter)
 - A. Public Employee Discipline, Dismissal, Release (GC Section 54957(b).) (1 matter)
- 1.4 Conference with Labor Negotiators (GC Section 54957.6)
 - A. SOCCCD Faculty Association
Agency Designated Negotiator: David Bugay, Ph.D.
- 1.5 Conference with Legal Counsel (GC Section 54956.9) (2 cases)
 - A. Anticipated Litigation (GC Section 54956.9(d)(2) and (e)(1)
 - B. Anticipated Litigation (GC section 54956.9(d)(2) and (e)(3) – Claim of Dr. Gina La Monica (The claim may be inspected by contacting the Office of Human Resources, Dr. David Bugay)

RECONVENE OPEN SESSION: 6:00 P.M.

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

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

2.2 Invocation

Led by Trustee David Lang

2.3 Pledge of Allegiance

Led by Trustee Marcia Milchiker

2.4 Administration of Oath of Office to New and Re-Elected Trustees

2.5 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

2.6 Recognitions: Speakers are limited to two minutes each.

- A. Resolutions:
 - 1. None
- B. Commendations:
 - 1. None

2.7 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. If you wish to address the board, please complete a yellow form entitled, "Request to Speak" and submit it to the board's Executive Assistant. These forms are available outside the board room. **Speakers are limited to up to two minutes each.***

3.0 REPORTS

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

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

4.0 DISCUSSION ITEMS

4.1 Saddleback College and Irvine Valley College: Enrollment Management Plan Presentation

Representatives from both colleges will jointly do a presentation on how the colleges manage their enrollments.

4.2 SOCCCD: 50% Law and Faculty Obligation Number (FON)

Presentation on the 50% Law and Faculty Obligation Number (FON) as it relates to SOCCCD will be provided by the Vice Chancellor of Business Services and the Vice Presidents of Administrative Services.

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 17, 2014.

5.2 SOCCCD: Irvine Valley College, Life Science Architectural Services Amendment No. 7, Dougherty & Dougherty Architects, LLP

Approve Amendment No. 7 in the amount of \$49,900 with Dougherty and Dougherty Architects, LLP for the Irvine Valley College Life Sciences building project for a total fee of \$1,414,511.

5.3 Saddleback College: Grant Acceptance, National Science Foundation Grant: Innovate from the Start: Engaging Engineering and Computer Science Under-graduates, University of California, Irvine

Approve the University of California, Irvine sub-award for \$190,001.

5.4 Saddleback College: Community Education, Spring 2015 – Additional Class Offerings

Approve the Community Education courses, presenters and compensation.

5.5 SOCCCD: Saddleback College, Technology and Applied Sciences Swing Space, Preconstruction Services, SOLPAC, Inc.

Approve the agreement for Technology and Applied Sciences Swing Space at Saddleback College with SOLPAC, Inc. for \$5,000.

5.6 SOCCCD: Saddleback College, Health Sciences Wet Seal Project, Change Order No. 1, Kinsman Construction, Inc.

Approve Change Order Request No. 1 for the Saddleback College Health Sciences Wet Seal project and authorize staff to execute the corresponding change order with the contractor which will result in a decrease of \$67,094.44 to the construction contract for a revised contract amount of \$463,905.56.

- 5.7 **SOCCCD: Saddleback College, Health Sciences Wet Seal Project, Notice of Completion, Kinsman Construction, Inc.**
Authorize the filing of the Notice of Completion for the Saddleback College Health Sciences Wet Seal project to Kinsman Construction, Inc. for a final contract amount of \$463,905.56.
- 5.8 **SOCCCD: Saddleback College, Athletics Stadium Renovation Project, Design-Build Criteria and Programming Architectural Services, DLR Group**
Approve the DLR Group agreement for the criteria architect for the Saddleback College Athletics Stadium Renovation project in the amount of \$372,000.
- 5.9 **Saddleback College and Irvine Valley College: Speakers**
Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 5.10 **SOCCCD: Saddleback College, Technology and Applied Sciences Building Swing Space, Architectural Services Amendment No. 4, R2A Architecture**
Approve Amendment No. 4 in the amount of \$6,170 with R2A Architecture for the Saddleback College Technology and Applied Sciences Building Swing Space project.
- 5.11 **Saddleback College: Curriculum Revisions for the 2015-16 Academic Year**
Approve the proposed changes in curriculum for the 2015-2016 academic year at Saddleback College.
- 5.12 **SOCCCD: Budget Amendment: Adopt Resolution No. 14-40 to Amend FY 2014-2015 Adopted Budget**
Adopt resolution to amend the FY 2014-2015 Adopted Budget.
- 5.13 **SOCCCD: Purchase Order/Confirming Requisitions**
Ratify the purchase orders/confirming requisitions as listed.
- 5.14 **SOCCCD: Transfer of Budget Appropriations**
Ratify transfer of budget appropriations as listed.
- 5.15 **SOCCCD: Payment of Bills**
Ratify the payment of bills as listed.
- 5.16 **SOCCCD: October - November 2014 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 **Saddleback College: 2014 Student Equity Plan Report**
Approve the 2014 Student Equity Plan submitted by Saddleback College.
- 6.2 **SOCCCD: Collaboration Agreement with Workday, Inc.**
Approve collaboration agreement in which District will participate in Workday's Strategic Influencer Program for Workday Student Service.
- 6.3 **SOCCCD: Adopt Resolution No. 14-41 Withdraw Membership in Schools Excess Liability Fund (SELF)**
Adopt Resolution No. 14-41 providing notice of intention to withdraw from SELF, JPA, effective July 1, 2015, to preserve our right to place coverage in an alternative program for the fiscal year 2015-2016.
- 6.4 **SOCCCD: Board Policy Revision: BP-3008 Records Retention and Destruction, BP-3515 Reporting of Crimes, BP-5230 Athletics**
Accept for discussion and approval.
- 6.5 **SOCCCD: Board Policy Revision: BP-104 Student Member of the Board of Trustees, BP-5609 Matriculation**
Accept for Review and Study
- 6.6 **SOCCCD: Academic Personnel Actions – Regular Items**
Approve New Personnel Appointments, Authorization to Eliminate Academic Administrative Position and/or Position Numbers, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Administrative Interim Assignment, Extension of Administrative Temporary Assignment, Reassignment of Full-Time Faculty, Workload Banking, Administrator Contract Extensions, Resignation/Retirement/Conclusion of Employment.
- 6.7 **SOCCCD: Classified Personnel Actions – Regular Items**
Approve New Personnel Appointments, Authorization to Establish and Announce A Classified Position, Authorization to Eliminate and Create Classified Positions, Reclassification, Authorization to Extend a Categorical Funded Position, Authorization to Change Classified Positions, Change of Status, Out of Class Assignments, Authorization to Change the Structure of the Classified Temporary Non-Bargaining Unit Salary Schedules, Resignation/Retirement/Conclusion of Employment, Volunteers.

7.0 REPORTS

- 7.1 **Saddleback College and Irvine Valley College: Speakers**
A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.

- 7.2 **SOCCCD: List of Board Requested Reports**
Status of board requested reports of the South Orange County Community College District Board of Trustees.
- 7.3 **SOCCCD: Basic Aid Report**
Report on projected receipts and approved projects.
- 7.4 **SOCCCD: Facilities Plan Status Report**
Status of current construction projects.
- 7.5 **SOCCCD: Monthly Financial Status Report**
A review of current revenues and expenditures for FY 2014-2015.
- 7.6 **SOCCCD: Retiree (OPEB) Trust Fund**
The report is for period ending October 31, 2014.

8.0 REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS

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

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

9.0 ADDITIONAL ITEMS

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 2.5

DATE: 12/15/14

TO: Board of Trustees

FROM: Gary L. Poertner, Cha

RE: SOCCCD: Annual Or

ACTION: Approval

Item 2.5 (cover sheet) and Exhibit G
have been corrected. New pages
were submitted at the board meeting
and have been included as part of
the agenda.

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 2014 is December 5 through December 19, 2014.

STATUS

This year, the Annual Organizational Meeting of the Board of Trustees will be held on December 15, 2014, 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 2014 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 2014 of the South Orange County Community College District.

Item Submitted By: Gary L. Poertner, Chancellor

CORRECTED ITEM

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 2.5

DATE: 12/15/14

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

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 2014 is December 5 through December 19, 2014.

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This year, the Annual Organizational Meeting of the Board of Trustees will be held on December 15, 2014, 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

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Annual Organizational Meeting

ACTION: Approval

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 2014 is December 5 through December 19, 2014.

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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 2014 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 15, 2014

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 2014 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 2015

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)

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

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

January 2015 through December 2015

MONDAY, JANUARY 26

MONDAY, FEBRUARY 23

MONDAY, MARCH 30

MONDAY, APRIL 27

MONDAY, MAY 18

MONDAY, JUNE 22

MONDAY, JULY 20

MONDAY, AUGUST 24

MONDAY, SEPTEMBER 28

MONDAY, OCTOBER 26

MONDAY, NOVEMBER 16

MONDAY, DECEMBER 14
(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.
Adjournment	9:00 p.m.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

2015 BOARD AGENDA PLANNING CALENDAR

PROPOSED BOARD MEETING DATES	ITEMS FOR CONSIDERATION
Presented throughout the year as needed	New Curriculum Study Abroad Program Out-of-State Travel for Students
Monday, January 26	CCCT Nomination Sabbatical Leave Recommendations Institutional Memberships Nonresident Fees Tenure Review
Monday, February 23	Instructional and Student Material/Lab Fees, Summer, Fall and Spring Semesters (share) Academic Senate Curriculum Review Report (share) Community Education Programs, Summer Sessions (share)
Monday, March 30	Academic Calendar (Review and Study) Commencement Speakers (share) CCCT Election 2015-16 College Curriculum Revisions for Catalogs Five-Year Construction Plan (Information)
Special Meeting in April	Board of Trustees Listening Sessions
Monday, April 27	Academic Calendar (Approval) Classified Employees Week Resolution Five-Year Construction Plan (Approval) Resolutions for Professors of the Year (from both colleges)
Special Meeting in May/June	Board of Trustees' Self-Evaluation
Monday, May 18	Basic Aid Allocation Recommendation Outstanding Classified Employee Service Award Presentation Annual Accreditation Reports (share) Faculty Stipend Approvals, Summer and Fall Semester District/Colleges/ATEP Mission Statements (share) Records Destruction
Monday, June 22	Gann Limitation Worksheet

Exhibit E

	Adoption of Tentative District Budget (Presentation) Adoption of Tentative IVC and SC ASG Budgets (Presentation) Establishment of District Goals Community Education Programs, Fall Semester (share)
Special Meeting in July	Board Evaluates Chancellor
Monday, July 20	Institutional Memberships 2015-16 Child Development Center Fees (share) Student Success Scorecard for Community Colleges (share)
Monday, August 24	Adoption of Final District Budget Adoption of Final IVC and SC Student Government Budgets
Monday, September 28	Annual Trustee Compensation and Travel District-wide Strategic Plan Annual Progress Report (share) Accreditation Midterm Reports (share)
Monday, October 26	2015-2016 Full-Time Faculty Hiring Chancellor and Presidents Present Evaluations of Academic Administrators Consideration of Administrators' Contract Renewal
Monday, November 16	Acceptance of District Audit Report Nonresident Fees (Information) Community Education Programs, Spring Semester (share) Faculty Stipend Approvals, Spring Semester
Monday, December 14	Board of Trustees Organizational Meeting Facilities Corporation Annual Meeting



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**. If you wish to address the board on a closed session item, please complete a yellow form entitled, "Request to Speak" and submit it to the board's Executive Assistant. These forms are available outside the board room. **Speakers are limited to two minutes each.***

RECESS TO CLOSED SESSION

RECONVENE OPEN SESSION: 6:00 P.M.

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2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

2.2 Invocation

2.3 Pledge of Allegiance

2.4 Recognitions: Speakers are limited to two minutes each.

- a. Resolutions
- b. Commendations

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. If you wish to address the board, please complete a yellow form entitled, "Request to Speak" and submit it to the board's Executive Assistant. These forms are available outside the board room. **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. Presidents' Reports
- D. Associated Student Government Reports
- E. 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 Staff response to public comments from the previous board meeting

7.2 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. Vice Chancellor, Technology & Learning Services
- F. Vice Chancellor, Human Resources
- G. Vice Chancellor, Business Services
- H. Irvine Valley College Classified Senate
- I. California School Employees Association
- J. Saddleback College Classified Senate
- K. Police Officers' Association

9.0 ADDITIONAL ITEMS

- 9.1 Items submitted late for Board approval

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

Item 2.5 (cover sheet) and Exhibit G
have been corrected. New pages
were submitted at the board meeting
and have been included as part of
the agenda.

Exhibit G



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

FACILITIES CORPORATION 2014 of the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT SPECIAL MEETING OF THE BOARD OF DIRECTORS DECEMBER 15, 2014

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 2014 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

CORRECTED EXHIBIT



**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 15, 2014**

**RONALD REAGAN BOARD OF TRUSTEES ROOM, ROOM 145,
HEALTH SCIENCES/DISTRICT OFFICES BLDG.
SADDLEBACK COLLEGE, 28000 MARGUERITE PKWY., MISSION VIEJO, CA 92692**

AGENDA

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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



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ANNUAL ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES

DECEMBER 15, 2014

RONALD REAGAN BOARD OF TRUSTEES ROOM, ROOM 145, HEALTH
SCIENCES/DISTRICT OFFICES BLDG.
SADDLEBACK COLLEGE, 28000 MARGUERITE PARKWAY, MISSION VIEJO, CA 92692

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1. ANNUAL ORGANIZATIONAL MEETING

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EXHIBIT C. Appointment of Trustee Representatives

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EXHIBIT E. Establishment of Agenda Planning Calendar

EXHIBIT F. Approval of Agenda Format

**RECESS TO MEETING OF
FACILITIES CORPORATION 2014 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 2015

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)

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)

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

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SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

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Special Meeting in May/June	Board of Trustees' Self-Evaluation
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Monday, June 22	Gann Limitation Worksheet

Exhibit E

	Adoption of Tentative District Budget (Presentation) Adoption of Tentative IVC and SC ASG Budgets (Presentation) Establishment of District Goals Community Education Programs, Fall Semester (share)
Special Meeting in July	Board Evaluates Chancellor
Monday, July 20	Institutional Memberships 2015-16 Child Development Center Fees (share) Student Success Scorecard for Community Colleges (share)
Monday, August 24	Adoption of Final District Budget Adoption of Final IVC and SC Student Government Budgets
Monday, September 28	Annual Trustee Compensation and Travel District-wide Strategic Plan Annual Progress Report (share) Accreditation Midterm Reports (share)
Monday, October 26	2015-2016 Full-Time Faculty Hiring Chancellor and Presidents Present Evaluations of Academic Administrators Consideration of Administrators' Contract Renewal
Monday, November 16	Acceptance of District Audit Report Nonresident Fees (Information) Community Education Programs, Spring Semester (share) Faculty Stipend Approvals, Spring Semester
Monday, December 14	Board of Trustees Organizational Meeting Facilities Corporation Annual Meeting



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**. If you wish to address the board on a closed session item, please complete a yellow form entitled, "Request to Speak" and submit it to the board's Executive Assistant. These forms are available outside the board room. **Speakers are limited to two minutes each.***

RECESS TO CLOSED SESSION

RECONVENE OPEN SESSION: 6:00 P.M.

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

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

2.2 Invocation

2.3 Pledge of Allegiance

2.4 Recognitions: Speakers are limited to two minutes each.

- a. Resolutions
- b. Commendations

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. If you wish to address the board, please complete a yellow form entitled, "Request to Speak" and submit it to the board's Executive Assistant. These forms are available outside the board room. **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. Presidents' Reports
- D. Associated Student Government Reports
- E. 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 Staff response to public comments from the previous board meeting

7.2 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. Vice Chancellor, Technology & Learning Services
- F. Vice Chancellor, Human Resources
- G. Vice Chancellor, Business Services
- H. Irvine Valley College Classified Senate
- I. California School Employees Association
- J. Saddleback College Classified Senate
- K. Police Officers' Association

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 2014 of the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT SPECIAL MEETING OF THE BOARD OF DIRECTORS DECEMBER 15, 2014

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 2014 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

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College and Irvine Valley College: Enrollment Management Plan Presentation

ACTION: Discussion

BACKGROUND

As defined by Irvine Valley College's and Saddleback College's missions, visions, goals, objectives and strategic planning processes, enrollment management is a comprehensive approach to integrating all of the college's practices, policies, programs, services and planning related to recruitment, retention, and successful completion of each student's goals. Enrollment management focuses on both long-term and short-term efforts that include monitoring and projecting full-time equivalent students (FTES), headcount, Weekly Student Contact Hours (WSCH), full-time equivalent faculty (FTEF), productivity (WSCH/FTEF), fill rates, and classroom utilization. An important part of enrollment management is coordinated and focused outreach support that comes in many forms such as: recruitment at local feeder high schools and presentations to parents, targeted student populations, and local organizations, all based on the college's enrollment forecast and needs. The responsibility for outreach lies with many individuals and groups within the colleges. The Admissions and Registration department oversees many enrollment functions that gives thousands of students access to SOCCCD each year. Those functions include application, registration, residency, adding and dropping classes, collection of attendance, monitoring repeatability, assessments, orientation, and petitions.

STATUS

Saddleback College and Irvine Valley College prepared a presentation on the enrollment management plans for each of the colleges. Vice Presidents for Instruction, Dr. Craig Justice and -Dr. Kathy Werle and Vice Presidents for Student Services, Dr. Linda Fontanilla, and Dr. Juan Avalos will jointly do a presentation regarding the enrollment processes at each college.



ENROLLMENT MANAGEMENT

Presentation to the Board of Trustees December 15, 2014

By

Dr. Craig Justice, Vice President for Instruction, Irvine Valley College

Dr. Kathy Werle, Vice President for Instruction, Saddleback College

Dr. Linda Fontanilla, Vice President for Student Services, Irvine Valley College

Dr. Juan Avalos, Vice President for Student Services, Saddleback College



Report Request

The colleges were asked to provide a report on what comprises enrollment management at Saddleback College and Irvine Valley College. What activities are planned for maintaining or increasing enrollment in the short and long range?



Definition

Enrollment management is an institution wide, **systematic**, comprehensive, **research-driven** system designed to locate, attract, and retain the students the institution wishes to serve.

--Noel-Levitz, LLC



Components of Enrollment Management

- Data Driven, Student-Centered Scheduling
- Student Success and Retention
- Outreach and Recruitment
- Managing “the Funnel”
- K-12 Partnerships
- Online Education



Student-Centered Schedule Development

- Review of Historical Data, Trends, Other Information
 - Gap Analysis, Bottlenecks
 - Goal: Offer What Students Need
- Effective Room Utilization
 - Block Scheduling
 - Attention to Course and Room Caps
- Balance
 - Days of Week, Times of Day
 - Mix of Online, Hybrid, and Face-to-Face Classes



Student-Centered Schedule Development

Analysis of data

- Unique needs of student populations require that you know who you are trying to serve
- Community and regional data that impact enrollment
- Individual student data that informs planners when to offer classes, where to offer them, and how (face-to-face, online, or hybrid)

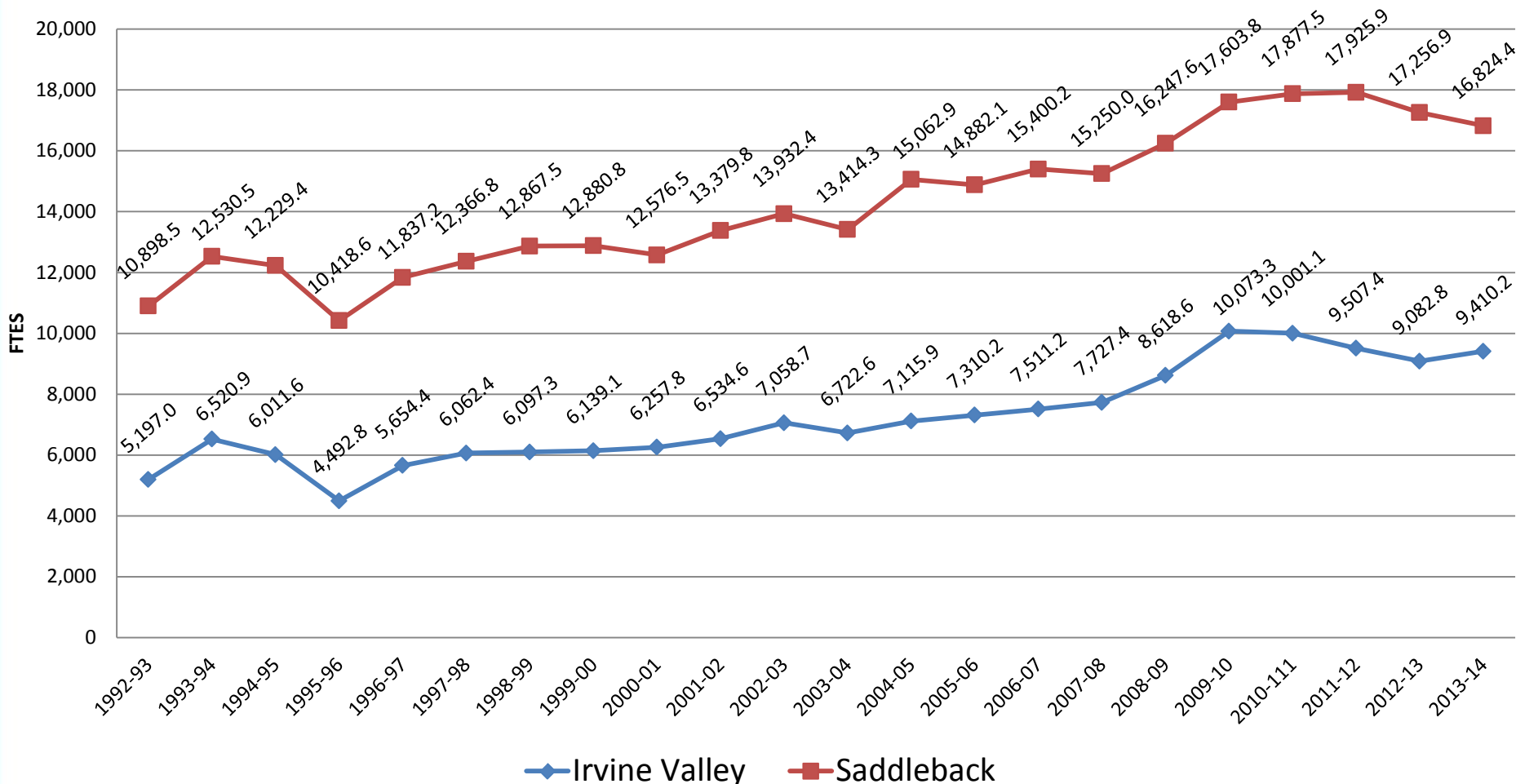


Identify Market Segments, Their Needs

- Recent High School Graduates
- Continuing Students
- Transfer, CTE, Basic Skills
- Skills Enhancement
- Lifelong Learners
- Returning Students
- Nonresident, International Students
- Adult Education



Total FTES by Academic Year and College

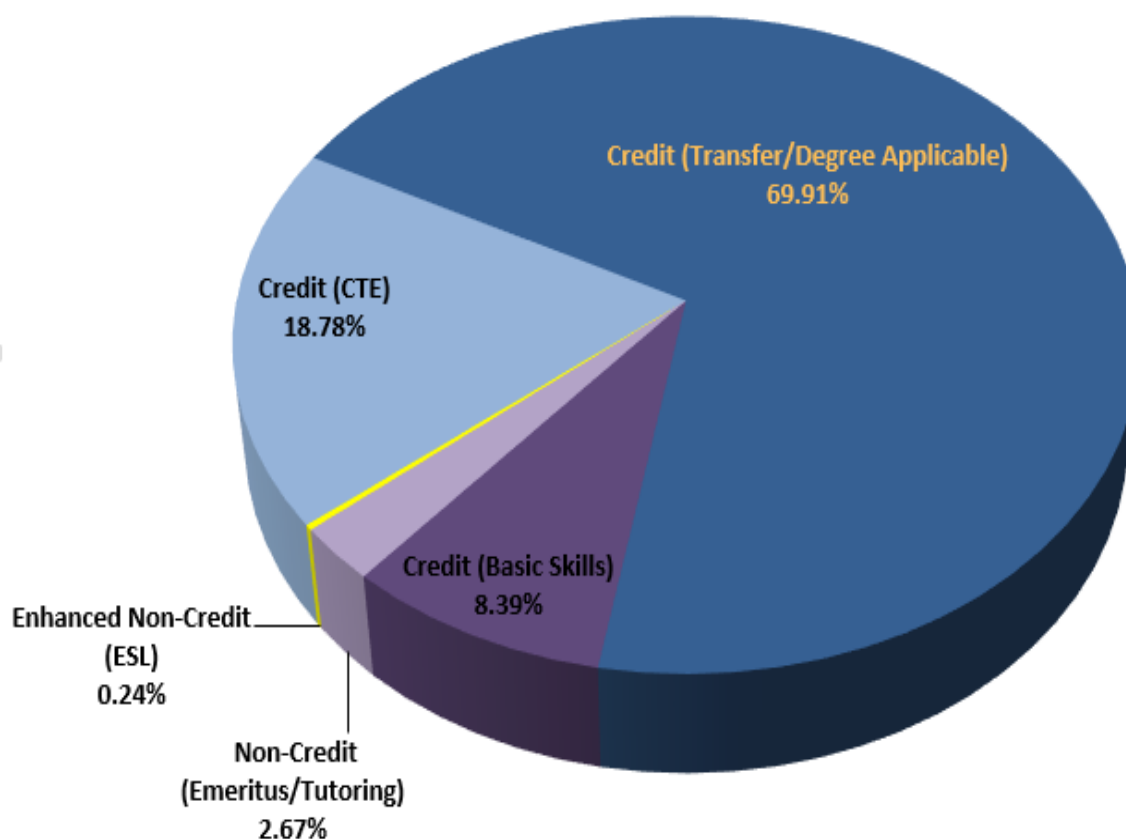


Note: FTES data for 2010-11 are taken from the CCFS 320 report. 2010-11 FTES data from the California Community College Chancellor's Office for that year was anomalous. FTES data from the CCCCCO datamart for 2010-11 was 15,529.3 for Irvine Valley and 24,670.4 for Saddleback.

Source: CCCCCO Data Mart

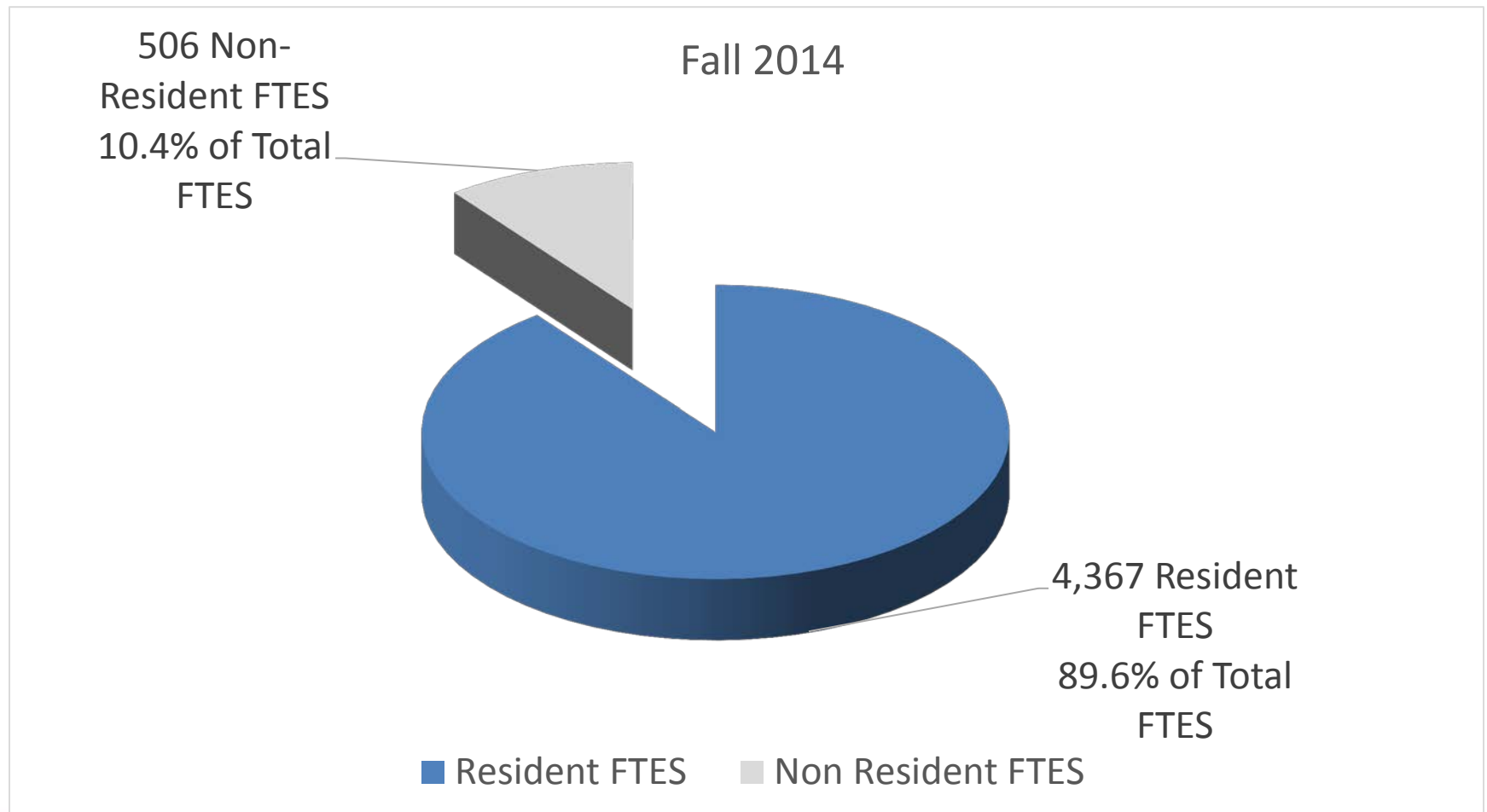


Irvine Valley College's FTES (2013-2014)



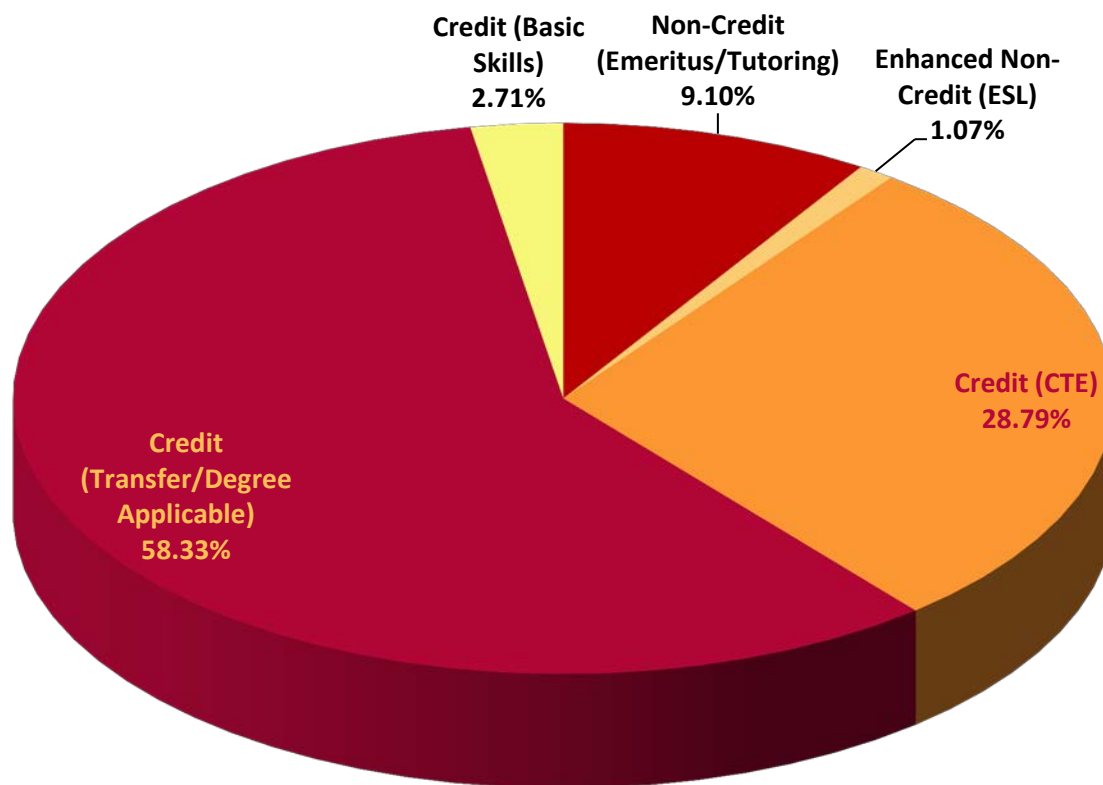


IVC Resident/Non-Resident FTES





Saddleback College's FTES (2013-2014)

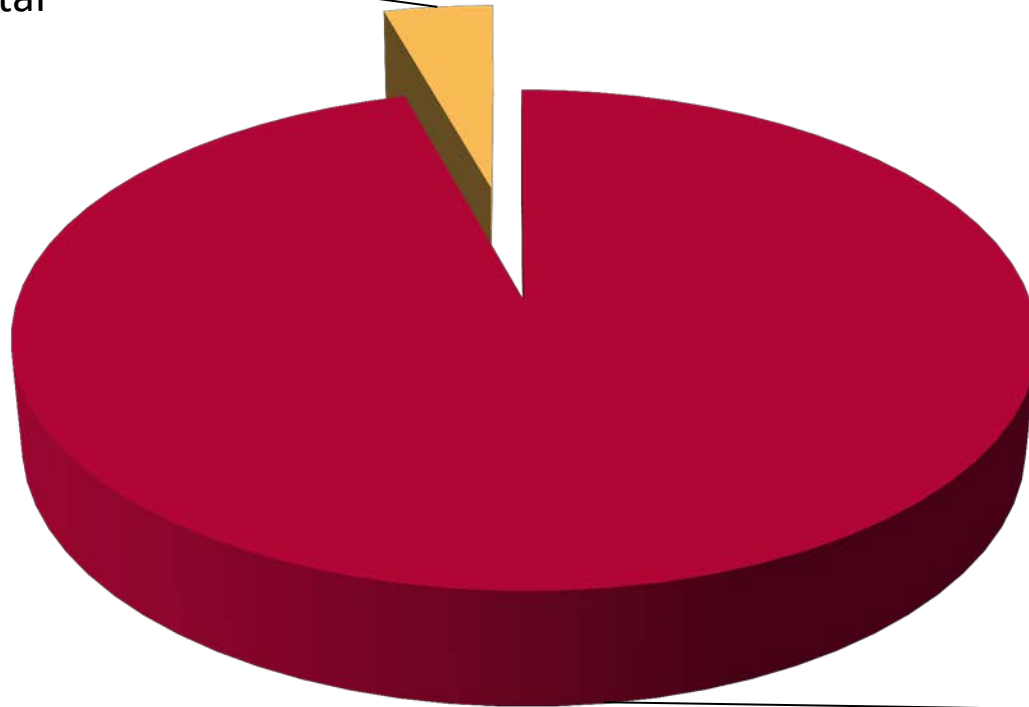




SC Resident/Non-Resident FTES

272 Non
Resident FTES
4.3% of Total
FTES

(Fall 2014)



6,076 Resident
FTES 95.7% of
Total FTES

■ Resident FTES ■ Non Resident FTES

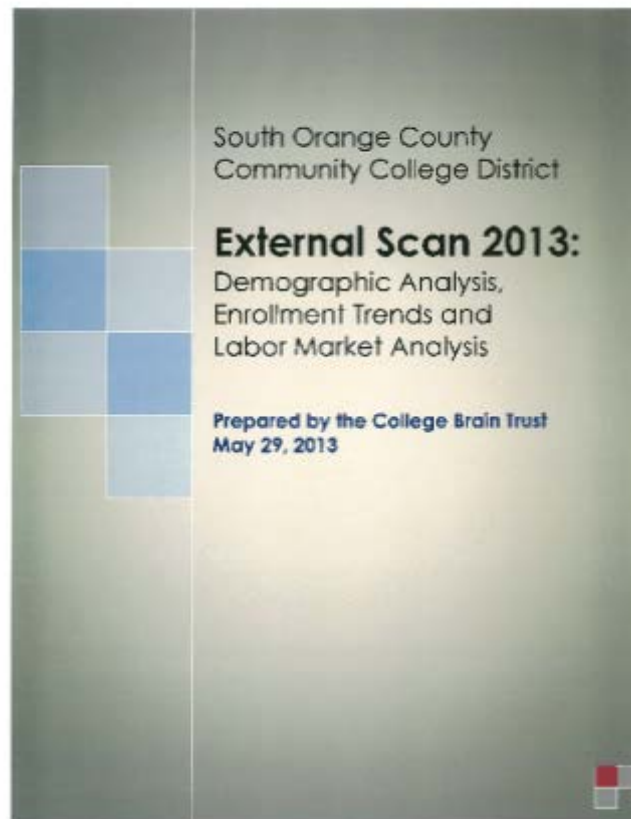


The Perfect Storm

- Reduction in Applications
- Fewer High School Grads
- Repeatability and Repetition Regulations
- New Enrollment Priorities
- New Matric Requirements
- Economic Upturn
- Prerequisite Validation
- Shifts in Demand for Undetermined Reasons
- Technology Glitches
- Parking Issue Perception
- Declining Population Base in Some Cities
- Greater Competition
- Scheduling Issues



Environmental Scan





Environmental Scan: Saddleback Insight

“Specifically, in the year 2020, the 15-19 year-old age range, the traditional college age population, will slightly decline in the Saddleback College service area and will increase only very slightly in the Irvine Valley College service area. These projections could influence the numbers of incoming freshmen for 2020 and enrollment projections.”



Environmental Scan: IVC Insight

“Examining the numbers of students enrolled currently in the 5th grade in the service areas’ unified school districts, and compared those numbers to the numbers of students enrolled in the 12th grade currently. The number of those currently enrolled in the 5th grade approximate the number that will be graduating in 2020. For SC service area, there is an -8.8% difference in the number of current 5th graders to 12th graders, and for Irvine Valley College, there is a 14% difference”.



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
SADDLEBACK COLLEGE ♦ IRVINE VALLEY COLLEGE ♦ ATEP

Enrollment Management Strategies



Current Efforts to Restore Enrollment

- Added Sections
- Sherpa Nudges
- Waitlist Use
- Targeted Marketing
- Monitor Section Enrollments



Additional Efforts to Restore Enrollment

- Student Retention Campaign
- Enrollment Management Work Group
- Faster Financial Aid notifications
- Appointment and Drop-in Assessment
- MAP Workshops
- Heightened K-12 Outreach



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
SADDLEBACK COLLEGE ♦ IRVINE VALLEY COLLEGE ♦ ATEP

Irvine Valley College

Efforts From Support Services



Student Success, Access, Matriculation, Marketing and Outreach (SSAMMO) Committee

- **Strategic Planning Committee with College-Wide Representation**
- **Purpose/Charge:**
- Develop and implement strategic planning objectives and strategies
- Review, critique, update and support matriculation processes
- Identify and propose solutions for student access concerns
- Recommend and review marketing materials.
- Support the planning and promotion of key events for the purposes of outreach and student recruitment



SB 1456 Matriculation Requirements

- **Apply for Admissions**
- **Mandated Services**
 - Orientation
 - Assessment
 - Advisement/First Semester Academic Plan
- **Enrollment**



IVC's Mega Outreach Event

- October 1, 2014
- Goal: 50 staff, faculty, & administrators to visit 500 organizations
- 55 volunteers
- Visited 426 organizations
- Positive results – Connected with local organizations in service area
- Celebration!



IVC CONNECT Partnership Program

MOUs with selected High Schools



Northwood High School
IUSD

Beckman High School
TUSD





2014 Campus Events

- Campus Tours
- High School Counselors' Conference
- President's Breakfast
- Fast Friday events
- Freshman Advantage Program
- Coordination with:
 - Marketing & Communications Department
 - Faculty & deans to promote their programs
 - Honors Program
 - Categorical programs
 - Student Ambassadors Program

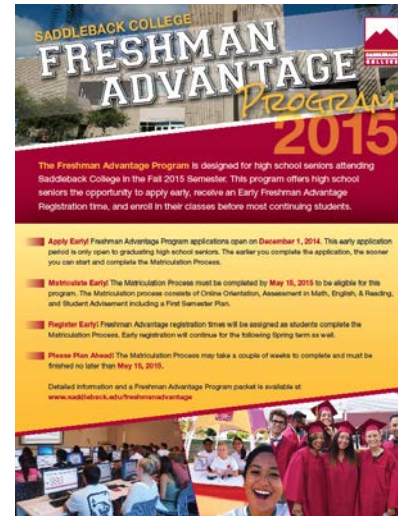






Freshman Advantage Program

District-Wide Collaboration
Encourages students to
matriculate on time
Early registration appointments
Targeted Sherpa messages
First-time students
must be fully matriculated
by May 15th priority deadline





SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
SADDLEBACK COLLEGE ♦ IRVINE VALLEY COLLEGE ♦ ATEP

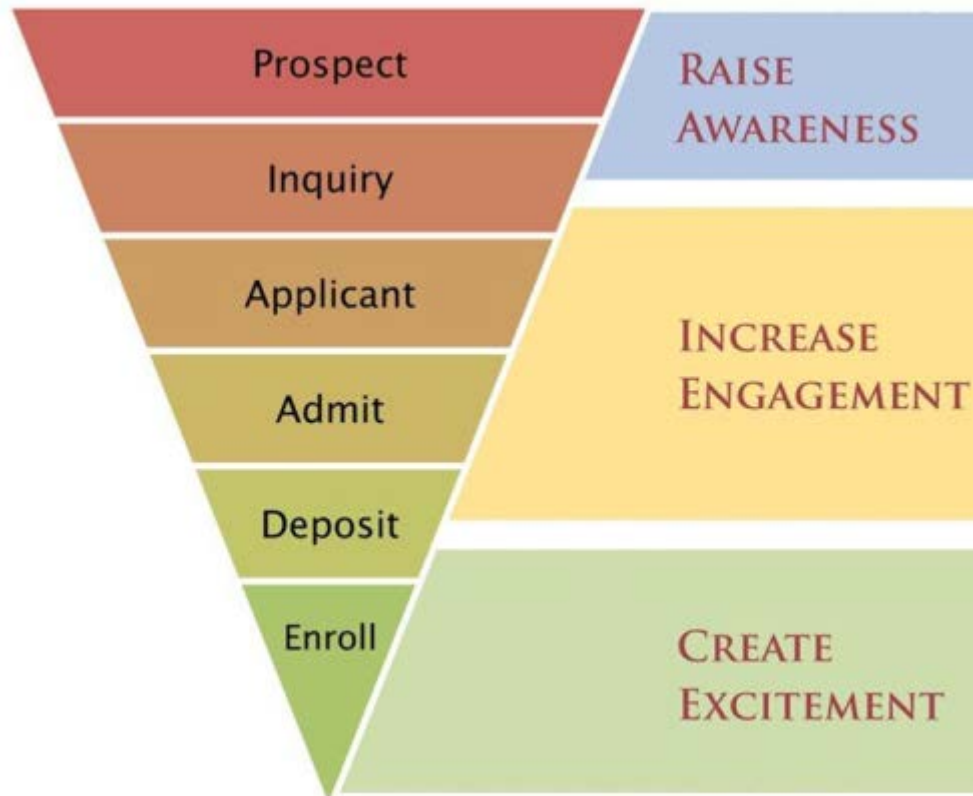
Saddleback College

Enrollment Management Highlights



The “Funnel”

Communication with potential students from time of first contact with the college through registration.





College Application-to-Enrollment Yields: 2010-2014

	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014
Total Student Applications	18,080	18,519	17,299	15,608	14,423
Students Enrolled	9,719	9,624	9,045	8,196	7,719
Yield	54%	52%	52%	53%	54%
First-Time Frosh Applications	5,023	6,046	5,781	5,265	5,072
First-Time Frosh Enrolled	2,846	3,370	3,142	2,933	2,746
Yield	57%	56%	54%	56%	54%



Financial Aid Application-to-Award Yields: 2010-2014

	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014
Total Financial Aid Applications	4,867	5,706	6,718	6,738	6,990
Total Financial Aid Awards	2,374	3,193	3,471	3,408	3,373*
Yield	49%	56%	52%	50%	48%
FTF Financial Aid Applications	1,058	1,249	1,397	1,394	1,480
FTF Financial Aid Awards	493	738	723	668	789*
Yield	47%	60%	52%	48%	53%

* Students have until 12/22/14 to complete their Financial Aid file and be awarded.



SC K-8th Grade Outreach Activities

After-School Programming at CUSD

- **2013-2014**
 - 30 Elementary, Middle, and High School locations
 - 10,499 Student Registrations
 - 147 Average number of classes with participation/session
 - 33 Partner Vendors
 - Junior Gauchos: Back to School Nights, Carnivals, Parent Meetings
- **2014-2015**
 - Expand locations
 - Partnerships with PTAs, foundations, and other parent organizations
 - Scholarship program



SC High School Partnership Activities

- **2013-2014**

- 21 College Nights/Career Fairs
- 142 Classroom Presentations
- 12 Application Workshops
- 21 Financial Aid Workshops
- 13 On Site Matriculation/
Assessment Only
- 307 Quad Visits
- 14 On-site Counseling 100
- Drop-In Counseling

- **2014-2015**

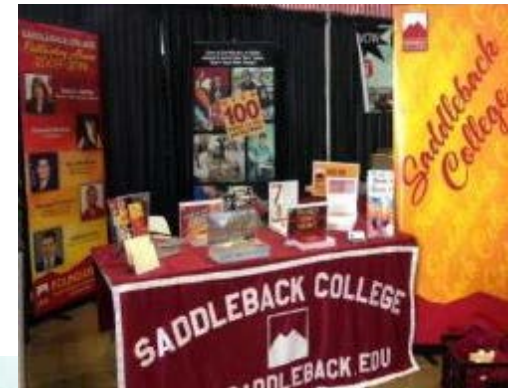
- K-12 Website
- Parent Orientations/Videos
- Streamlined/targeted messaging communications





Community Outreach Activities

- **2013-2014**
 - Orange County Fair
 - San Clemente Ocean Festival
 - City Festivals
- **2014-2015**
 - Expansion of off-site locations
 - Adult Education Focus
 - Student Equity Focus





Retention Strategies

- Advisement
- Student Engagement
- Tutoring
- Success Workshops
- Study Groups, etc.

Student success (and retention) is everyone's job.



Forecasting Future Needs

- Flexibility to adapt to changes in students' needs and preferences
- Program trends, transfer rates, labor market needs
- Sherpa: predictive analytics
- Follow-up contact with applicants
- A means to capture contact information from potential students and reach out to them



Questions and Answers

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: 50% Law and Faculty Obligation Number (FON)

ACTION: Discussion

BACKGROUND

Education Code 84362 requires community college districts to spend at least half of their current expense of education for classroom instructors, which is known as the 50% Law. The District is required to comply with the law or face penalties if an exception is not granted by the Board of Governors.

In addition to the 50% Law, California Code of Regulations Title 5 Section 51025 requires districts to increase the number of full-time faculty over the prior year in proportion to the amount of growth in funded credit FTES. The resulting required full-time faculty obligation number is commonly referred to as the FON. By November 30 each year, the Board of Governors will determine if adequate funds have been provided to the districts to fund the increase in FON for the fall of the succeeding fiscal year. The District is required to report the number of full-time faculty to the State Chancellor's Office each fall and indicate if the District meets the FON. If not, the District will be assessed a penalty for each number of faculty below the requirement.

STATUS

The District has annually met the 50% Law obligation. The calculation for FY 2013-2014 was 51.45% which was almost \$2 million over the requirement. The District monitors the calculation and reviews it with the District Resources Allocation Committee (DRAC) every month by comparing the calculation to the same point in prior years. In this way, the District can make necessary adjustments prior to year end.

The District has annually complied with the FON requirements. For the current year, fall 2014, the FON requirement is 353.8 faculty and the District's actual number is 376.0, which is above the requirement by 22.2 faculty members.

A presentation at tonight's board meeting regarding the 50% Law and the FON as it relates to SOCCCD will be provided by the Vice Chancellor of Business Services and the Vice Presidents of Administrative Services.

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

Minutes from:

November 17, 2014 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 17, 2014**

PRESENT

Members of the Board of Trustees:

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

Administrative Officers:

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

CALL TO ORDER: 4:00 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**. If you wish to address the board on a closed session item, please complete a yellow form entitled, "Request to Speak" and submit it to the board's Executive Assistant. These forms are available outside the board room. **Speakers are limited to two minutes each.***

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- 1.3 Public Employee Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC Section 54957(b) (10 matters)
 - A. Public Employee Employment, Evaluation of Performance (GC Section 54957(b).) (7 matters)
 1. Vice President for Student Services (SC)
 2. Dean, Fine Arts and Business Sciences (IVC)
 3. Dean, Online and Extended Education (IVC)
 4. Vice President for Instruction (IVC)
 5. Dean, Fine Arts & Media Technology (SC)
 6. Director, Health and Wellness Center (IVC)
 7. Vice President for Instruction (SC)
 - B. Public Employee Discipline, Dismissal, Release (GC Section 54957(b).) (2 matters)
 - C. Public Employee Employment (1 matter)
- 1.4 Conference with Labor Negotiators (GC Section 54957.6)
 - A. SOCCCD Faculty Association
Agency Designated Negotiator: David Bugay, Ph.D.
- 1.5 Conference with Legal Counsel (GC Section 54956.9)
 - A. Anticipated Litigation (GC Section 54956.9(d)(2) and (e)(1)(1 case)

RECONVENE OPEN SESSION: 7:00 P.M.

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

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

On a 6 to 1 vote with Trustee Bill Jay casting a negative vote, the board voted to terminate the Dean of Advanced Technology and Applied Science contract and directed counsel to prepare a formal decision for the board.

On a 7 to 0 vote, the board voted to accept the Dean, Fine Arts and Business Sciences resignation at Irvine Valley College, effective June 30, 2015.

On a 7 to 0 vote, the board approved a general leave with benefits to teach a part-time class for 2014-2015 academic year to a full-time classified employee at Saddleback College.

2.2 Invocation

Led by Trustee Tim Jemal

2.3 Pledge of Allegiance

Led by Trustee David Lang

2.4 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. If you wish to address the board, please complete a yellow form entitled, "Request to Speak" and submit it to the board's Executive Assistant. These forms are available outside the board room. **Speakers are limited to up to two minutes each.***

Two public comments were heard by the board, one was regarding part-time faculty and the other was a student comment.

2.5 Recognitions: Speakers are limited to two minutes each.

A. Resolutions:

1. None

B. Commendations:

1. Irvine Valley College President Glenn Roquemore commended:
 - a. Professor Tiffany Tran for her appointment to the Academic Senate for California Community Colleges, Transfer and Articulation Committee, for the 2014-2015 academic year;
 - b. Professor Diana Hurlbut for her appointment to the Academic Senate for California Community Colleges, Educational Policies Committee, for the 2014-2015 academic year; and
 - c. Corine Doughty, Dean of Instruction, Economic and Workforce Development, for her appointment to the California Community College Association of Occupational Education (CCCAOE) as President of the Board of Directors and CCCAO representative to the Faculty Association for California Community Colleges and the Board of Governors Consultation Council.
2. Saddleback College President Tod Burnett commended:
 - a. Chris Wilkinson, Chief of Police, Louis Sessler, Facilities Maintenance/Energy Project Manager and Michael James, Assistant Director of Facilities for their leadership in responding to Saddleback College main water line break.
3. President Tod Burnett and President Glenn Roquemore commended:
 - a. Saddleback College VETS Center and Irvine Valley College Veterans Services Center for being officially designated as 2015 Top Military Friendly Schools.

3.0 **REPORTS**

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

- A. Board Reports
- B. Chancellor's Report
- C. College Presidents' Reports (*Written Reports included in Section 8.0*)
- D. Associated Student Government Reports
- E. Board Request(s) for Reports
 - 1. Request for Report on the Grants Proposal Process at Saddleback College and Irvine Valley College.

On a motion made by Trustee Jemal and seconded by Trustee Wright, the Board Request for Report submitted by Trustee Lang was approved on a 7-0 vote.

4.0 **DISCUSSION ITEMS**

4.1 None

5.0 **CONSENT CALENDAR ITEMS**

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

Trustee Jemal requested to pull items 5.3 and 5.10 for discussion/action.

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

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

Approve minutes of a Regular Meeting held on October 27, 2014.

5.2 **Saddleback College: Study Abroad Program to Santander, Spain
July 3, 2015 – August 3, 2015**

Approve the Saddleback College study abroad program and direct administration to execute the Educational Tour/Field Study Travel Contractor Agreement with Travel and Education to coordinate all travel agreements.

5.3 **Saddleback College: FLS Language Centres dba FLS International-
Intensive English Program (IEP) License to Use Agreement**

Approve the license to use agreement for a one year term with an annual option to renew for up to four one year terms, at a monthly lease rate of \$10,243.

On a motion made by Trustee Jay and seconded by Trustee Jemal, this item

was approved on a 7-0 vote.

5.4 Saddleback College and Irvine Valley College: Spring 2015 Community Education Programs

Approve Community Education courses, presenters and compensation for Spring 2015.

5.5 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.

5.6 Irvine Valley College: Geology 170 Out-of-State Travel to the Grand Canyon National Park, Arizona, from April 30 to May 3, 2015

Approve the out-of-state travel request for the School of Physical Sciences and Technologies to study geology of the Grand Canyon National Park in southwestern Arizona from April 30 through May 3, 2015. The impact to general fund involves the use of college vans not to exceed \$1,968.00.

5.7 Irvine Valley College: Geography 102 Out-of-State Travel to Hawaii Volcanoes National Park, Hawaii Island, Hawaii from July 31 to August 7, 2015

Approve the out-of-state travel request for the School of Social Sciences to study the geology and geography of the island of Hawaii from July 31 to Aug. 7, 2015. There is no impact on the general fund.

5.8 Irvine Valley College: Grant Acceptance, National Science Foundation Grant: Innovate from the Start: Engaging Engineering and Computer Science Undergraduates, University of California, Irvine (UCI)

Approve the University of California, Irvine sub-award for \$151,564.00.

5.9 SOCCCD: Budget Amendment: Adopt Resolution No. 14-39 to Amend FY 2014-2015 Adopted Budget

Adopt resolution to amend the FY 2014-2015 Adopted Budget.

5.10 SOCCCD: Information Technology Consultant Services, Neudesic, LLC
Approve agreement for the period of January 1, 2015 to December 31, 2019

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

5.11 SOCCCD: Purchase Order/Confirming Requisitions

Ratify the purchase orders/confirming requisitions as listed.

5.12 SOCCCD: Transfer of Budget Appropriations

Ratify transfer of budget appropriations as listed.

5.13 SOCCCD: Payment of Bills

Ratify the payment of bills as listed.

- 5.14 **SOCCCD: October 2014 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 **SOCCCD: Acceptance of District Annual Audit Report: 2013-2014**
Accept for review

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

- 6.2 **SOCCCD: Acceptance of Retiree OPEB Trust Annual Audit Report: 2013-2014**
Accept for review

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

- 6.3 **SOCCCD: Acceptance of the Saddleback College Foundation, Irvine Valley College Foundation, ATEP Foundation, and SOCCCD Foundation Annual Audit Reports: 2013-2014**
Accept for review

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

- 6.4 **Saddleback College: 2014 Student Equity Plan Report**
Accept the draft 2014 Student Equity Plan submitted by Saddleback College for review and study.

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

- 6.5 **Irvine Valley College: 2014 Student Equity Plan Report**
Approve IVC's 2014 Student Equity Plan Report Executive Summary. IVC and Saddleback College presented a joint overview of the equity plans to the Board of Trustees at its September 27, 2014 board meeting. This is IVC's final report.

A correction was made to Exhibit A, page 20 under "Target." The goal for the transfer rate increase among Hispanic students incorrectly states a 5 point increase. It should read 3 points.

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

On a motion made by Trustee Jemal and seconded by Trustee Lang, the board unanimously approved the meeting be extended to 9:30 p.m.

6.6 SOCCCD: District-wide Air Blown Fiber, Award of Bid No. 318D, T and D Communications, Inc.

Award bid and approve the agreement with T and D Communications, Inc. of Fremont, CA in the amount of \$658,089.

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

6.7 SOCCCD: Board Policy Revision: BP-3008 Records Retention and Destruction, BP-3515 Reporting of Crimes, 132BP-4015 Accommodations for Employees with Disabilities, BP-5230 Athletics
Accept for review and study.

The board agenda item referenced four board policies for review, however the corresponding exhibit incorrectly listed five board policies. Exhibit C (BP 4011.1) was removed from the list of exhibits to match the four proposed items for the board to review and study.

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

6.8 SOCCCD: Cost of Living Allowance (COLA)

Approve 0.85% COLA for FY 2014-2015 per employee agreement.

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

6.9 SOCCCD: Academic Personnel Actions – Regular Items

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

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

6.10 SOCCCD: Classified Personnel Actions – Regular Items

Approve New Personnel Appointments, Authorization to Establish and Announce a Classified Position, Authorization to Eliminate and Create Classified Positions, Reorganization, Change of Status, Out of Class Assignments, 39 Month Reemployment, Resignation/Retirement/Conclusion of Employment, Volunteers.

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

7.0 REPORTS

- 7.1 **Saddleback College and Irvine Valley College: Speakers**
A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 7.2 **SOCCCD: Basic Aid Report**
Report on projected receipts and approved projects.
- 7.3 **SOCCCD: Facilities Plan Status Report**
Status of current construction projects.
- 7.4 **SOCCCD: Monthly Financial Status Report**
A review of current revenues and expenditures for FY 2014-2015.
- 7.5 **SOCCCD: Quarterly Investment Report**
The report is for the quarter as of September 30, 2014.
- 7.6 **SOCCCD: Academic Year 2015-2016 Non-Resident Tuition Fees for Foreign & Out-of-State Students**
The report provides an estimate of non-resident related fees based on current information.

8.0 REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS


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

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

9.0 ADDITIONAL ITEMS

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

Meeting adjourned at 9:06 p.m.



Gary L. Poertner, Secretary

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Irvine Valley College, Life Science Architectural Services
Amendment No. 7, Dougherty & Dougherty Architects, LLP

ACTION: Approval

BACKGROUND

On November 17, 2008, the Board of Trustees approved hiring Dougherty and Dougherty Architects, LLP for the Irvine Valley College Life Sciences project for \$1,080,310. The original agreement provided for additional services, if necessary. Amendments for \$284,301 were previously approved for a total contract amount of \$1,364,611.

A notice of completion was issued to the Surety on March 31, 2014. During the first year of occupancy, the project budget remains open to address issues that do not meet the original building design intent.

STATUS

Faculty and staff identified operational, safety and aesthetic deficiencies. District staff has reviewed the requests and determined there are items that should have been performed to meet the original building design intent. These items require additional architectural services to develop design and construction documents.

Staff recommends approval of a contract amendment (EXHIBIT A) in the amount of \$49,900 to Dougherty and Dougherty's architectural services agreement for a new contract total equaling \$1,414,511.

Funds for these services are available within the approved basic aid project budget of \$17,410,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Amendment No. 7 in the amount of \$49,900 (EXHIBIT A) with Dougherty and Dougherty Architects, LLP for the Irvine Valley College Life Sciences building project for a total fee of \$1,414,511.

**AMENDMENT No. 7
TO ARCHITECTURAL SERVICES AGREEMENT
FOR LIFE SCIENCES BUILDING PROJECT
AT IRVINE VALLEY COLLEGE**

December 15, 2014

THIS AMENDMENT shall modify the original agreement dated November 18, 2008, by and between the South Orange County Community College District, hereinafter referred to as "DISTRICT," and Dougherty and Dougherty Architects, LLP, 3194 Airport Loop Road, Costa Mesa, CA 92626-3405, 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 work is complete and certain deficiencies have been identified in the building that require additional work; and

WHEREAS, the scope of design services has been increased by \$49,900; and

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

ORIGINAL CONTRACT AMOUNT:	\$1,080,310
Amendment No. 1:	19,500
Amendment No. 2:	6,000
Amendment No. 3:	3,450
Amendment No. 4:	115,750
Amendment No. 5:	92,598
Amendment No. 6:	47,003
Amendment No. 7:	<u>49,900</u>
REVISED CONTRACT AMOUNT:	<u>\$1,414,511</u>

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

"DISTRICT"
South Orange County Community College District

"CONSULTANT"
Dougherty and Dougherty Architects, LLP

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

By: _____
Brian Paul Dougherty
Owner

Date: _____

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Grant Acceptance, National Science Foundation Grant: Innovate from the Start: Engaging Engineering and Computer Science Under-graduates, University of California, Irvine

ACTION: Approval

BACKGROUND

Saddleback College in, partnership with UCI, Irvine Valley College, and Santa Ana College are recipients of a National Science Foundation (NSF) award from Improving Undergraduate STEM Education (iUSE) program. SC will work alongside its partners to develop cross-enrollment opportunities in engineering and computer science for community college students; develop and articulate introductory engineering and computer science courses; establish community college cohorts for transfer to UCI; and offer a summer bridge program for community college students. The project will be known as *Innovate from the Start: Engaging Engineering and Computer Science Undergraduates*. Saddleback College will utilize grant funds to develop and/ or enhance computer science curriculum and purchase new lab equipment.

STATUS

Computer Science faculty member Michele Rousseau will lead the project for Saddleback College to ensure that SC students who transfer are prepared to start junior level coursework upon enrollment at UCI. The Grant Application Abstract, as presented in Exhibit A, is for \$190,001. The performance period is from October 1, 2014 through September 30, 2017.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the University of California, Irvine sub-award for \$190,001.

**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:** Innovate from the Start: Engaging Engineering and Computer Science Undergraduates.
2. **PROJECT DIRECTOR:** Michele Rousseau
3. **PROJECT ADMINISTRATOR:** Christopher McDonald
4. **GRANTOR AGENCY:** National Science Foundation/ UCI
5. **FUNDING SOURCE:** National Science Foundation
6. **STARTING AND ENDING DATES OF THE PROJECT:** Oct. 1, 2014- Sept. 30, 2017
7. **EXECUTIVE SUMMARY OF THE PROJECT (limit 125 words):**

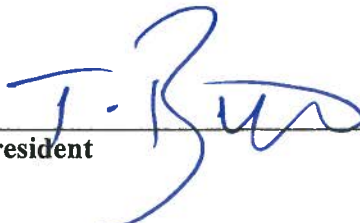
Saddleback College (SC) in partnership with the University of California, Irvine, Irvine Valley College and Santa Ana College is the sub-recipient of a National Science Foundation award from the Improving Undergraduate STEM Education program. This project "Innovate from the Start: Engaging Engineering and Computer Science Undergraduates" presents students with cross-enrollment opportunities, provides for the development and articulation of engineering and computer science courses, and offers a summer bridge program for community college transfer students. SC students enrolled in engineering or computer science associate degree programs will participate in a cohort with access to key student services at the community college and university level. SC will utilize grant funds to develop or enhance computer science curriculum and purchase new lab equipment.

8. SUMMARY BUDGET

Grant Award	In Kind Matching	Indirect Costs	Project Total
\$190,001		\$36,774	\$190,001

9. APPROVALS

 10/29/14
Division/School Dean


President

 10/29/14
Vice President of Instruction

Vice Chancellor of Learning Services

 10/29/14
Vice President of College Administrative Services

Chancellor

EXPENDITURES SUMMARY

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

	GRANT (Amount)	MATCHING* (In-Kind/Actual)	SOURCE OF MATCH (Partnership/ College/Vendor)
1000 Certificated Salaries	\$ 67,900		
2000 Classified Salaries	\$ 30,500		
3000 Benefits	\$ 13,602		
4000 Supplies	\$12,000		
5000 Contracted Services and Other Expenses			
6000 Capital Outlay	\$29,224		
Other Charges (indirect)	\$ 36,774		
TOTALS	\$190,001		

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

PROJECT PERSONNEL (reflects the Expenditure Detail above)

<u>Positions</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>New</u>	<u>Existing</u>
1. Faculty	[X]	[]	[]	[X]
2. Lab Tech	[]	[X]	[X]	[]
3. Student Lab Assistants (NBU)	[]	[X]	[X]	[]

PARTNERSHIPS (if applicable)

University of California, Irvine
 Santa Ana College
 Irvine Valley College

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Community Education, Spring 2015 – Additional Class Offerings

ACTION: Approval

BACKGROUND

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

STATUS

A variety of educational and recreational events have been planned by Saddleback College Community Education to serve the community during Spring 2015. Expenses for conducting these classes will be paid by the income from participant fees. Following Board approval of the Spring 2015 Community Education class offerings at the December 15, 2014 meeting, the college planned some additional classes to include in their Spring 2015 program. Exhibit A lists the additional class offerings, presenters, and compensation.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Community Education courses, presenters, and compensation.

SADDLEBACK COLLEGE

COMMUNITY EDUCATION NON-CREDIT PROGRAM-Spring II additional 2015

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
ADULT	Dog Training	1/1-12/31	Joe Palacio (I)	50% net	\$59.00
	Lean Start-Up Business Model Series	1/1-12/31	Barbara Cox (E)	15% net	\$39.00
	Lean Start-Up Business Model Series	1/1-12/31	Rebecca Knapp (E)	15% net	\$39.00
	Lean Start-Up Business Model Series	1/1-12/31	Scott Fredrickson (E)	15% net	\$39.00
CFK	PDM Young Actors Workshop Presents " GREASE"	1/1-12/31	Paul-Dean Martin (E)	\$25/hr	\$395.00
	Softball Clinic	1/1-12/31	Nick Trani (E)	n/a	\$120.00
	Softball Clinic	1/1-12/31	Greg Esteban\OC Elite (I)	n/a	\$120.00

(E) Employee

(I) Independent Contractor

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Saddleback College, Technology and Applied Sciences
Swing Space, Preconstruction Services, SOLPAC, Inc.

ACTION: Approval

BACKGROUND

On February 28, 2011, staff and legal counsel presented a summary of the Lease/Leaseback delivery method. On April 25, 2011, the Board of Trustees authorized staff to seek proposals for Lease/Leaseback services through a competitive proposal process.

Lease/Leaseback projects are constructed pursuant to the provisions set forth in the Education Code section 81330 *et seq.*

The Preconstruction Services Agreement is intended as phase I of this potentially two phase process and is for the purpose of providing value design services work, constructability review, phasing and estimating services associated with Saddleback College Technology and Applied Sciences (TAS) Swing Space construction documents and in anticipation of entering into Lease/Leaseback Agreements after successful completion of the preconstruction efforts.

STATUS

On September 9, 2014, staff placed an advertisement for the Request for Qualifications for Lease/Leaseback Services in the Orange County Register for two consecutive weeks. Additionally, all information was posted on the district web site. Eleven firms provided responses on September 26, 2014. The selection committee identified four firms which met the minimum qualifications to provide proposals (EXHIBIT A). Three of the four firms provided proposals. District and college staff interviewed each firm and determined SOLPAC, Inc. to provide the best value to the district (EXHIBIT A) proposing costs under the estimate. Staff recommends the Board approve SOLPAC, Inc. for the preconstruction services agreement (EXHIBIT B) for a fee of \$5,000 in anticipation of, and with no obligation for, awarding them the Lease/Leaseback contracts.

Funds for these services are available within the approved basic aid project budget of \$9,521,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the preconstruction services agreement (EXHIBIT B) for TAS Swing Space at Saddleback College with SOLPAC, Inc. for \$5,000.

BID No. 2022
Pre-qualifications and Proposals for
TAS Swing Space Project at Saddleback College

December 15, 2014

CONTRACTORS

Balfour Beatty Construction, LLC ¹
Irvine, CA

Barnhart-Reese Construction, Inc.
San Diego, CA

Construct 1 Corp.
Tustin, CA

DPR Construction ¹
Newport Beach, CA

Erickson-Hall Construction Co.
Escondido, CA

KEMCORP Construction, Inc.
Ontario, CA

Kitchell ¹
Costa Mesa, CA

Newman Midland Corporation
Cypress, CA

Paul C. Miller Construction Co, Inc.
Rancho Cucamonga, CA

P. H. Hagopian Contractor, Inc.
Orange, CA

SOLPAC, Inc. ^{1, 2}
San Diego, CA

¹ PREQUALIFIED TO PROVIDE PROPOSAL

**² RECOMMENDED FOR PRECONSTRUCTION
SERVICES**

AGREEMENT – TAS SWING SPACE PROJECT, PRECONSTRUCTION SERVICES, SADDLEBACK COLLEGE

This Preconstruction Services Agreement (“Agreement”) is entered into by South Orange County Community College DISTRICT, a California community college DISTRICT duly organized and validly existing under the Constitution and laws of said State of California (hereinafter the “DISTRICT”), and SOLPAC, Inc. dba. Soltek-Pacific Construction Co., Inc, a corporation (hereinafter the “CONSULTANT”), as of December 16, 2014 (“Effective Date”), for the purposes of providing value design service work, constructability review, phasing and estimating services associated with construction documents and plans (collectively, “Plans and Specifications”) for the construction of the TAS Swing Space Project to be located at the DISTRICT’s Saddleback College campus (hereinafter “Project”).

WHEREAS, CONSULTANT and DISTRICT desire to enter into a lease-leaseback arrangement for the construction of the Project pursuant to Education Code section 81330 *et seq.*, and anticipate entering into one or more lease-leaseback agreement documents in the future (“Lease-Leaseback Agreement Documents”);

WHEREAS, Education Code section 81332 states that the DISTRICT must have approved the Plans and Specifications for the Project prior to entering into the Lease-Leaseback Agreement Documents;

WHEREAS, CONSULTANT desires to provide consulting services regarding the design of the Project, including a constructability review and value engineering work, estimating, planning and phasing services associated with the anticipated construction of the Project, and review of the Plans and Specifications in conjunction with R2A Architects (“Architect”);

WHEREAS, DISTRICT and Architect entered into that certain “Architectural Services Agreement”, dated May 01, 2012, (“Architect Agreement”), pursuant to which Architect agreed to design the Project; WHEREAS, CONSULTANT, in conjunction with Architect has the knowledge and experience necessary to prepare the Plans and Specifications and otherwise perform constructability review and value engineering work;

WHEREAS, the parties acknowledge that the CONSULTANT and DISTRICT may, at a later date, negotiate and approve Lease-Leaseback Agreement Documents which would utilize a guaranteed maximum sum(s) equal to the entire construction budget for the Project, and which guaranteed maximum sum(s) will not include the fee provided herein. However, nothing in this Agreement shall be construed as any obligation by the DISTRICT to enter into a contract pursuant to the Lease-Leaseback Documents with CONSULTANT and that there are no warranties or guarantees (either expressed or implied) that CONSULTANT will be chosen as the lease-leaseback contractor (“Contractor”) who will construct the Project.

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE 1 CONSULTANT’S BASIC SERVICES AND RESPONSIBILITIES

AGREEMENT –TAS Swing Space Project, Pre-Construction Services, Saddleback College
December 16, 2014

- 1.1. **Services.** The CONSULTANT'S services shall consist of those services performed by the CONSULTANT and CONSULTANT'S employees as enumerated in this AGREEMENT.
- 1.2. **Standard of Care.** CONSULTANT shall provide the Services and authorized Additional Services using its best professional skill and judgment, acting with due care and in accordance with professional standards of care, the terms of this Agreement, and all applicable laws, codes, rules, regulations or ordinances. CONSULTANT'S Services shall be provided and completed promptly and in such a manner as to avoid hindrance, interruption, or delay to the orderly progress and timely completion of Project. CONSULTANT shall without additional compensation, correct or revise any errors or omissions in its studies, reports, and other services.
- 1.3. **Key Individual Assignment.** The CONSULTANT has been selected to perform the work herein because of the skills and expertise of key individuals. CONSULTANT assignment for this PROJECT is for one Project Manager and one Project CONSULTANT. The CONSULTANT shall designate Brandon Richie as Project Executive, and a management team of Robert Thompson as Project Manager, Jim Vieira as Project Superintendent, and Tom Scott as Estimator. So long as their performance continues to be acceptable to the DISTRICT, these named individuals shall remain in charge of the PROJECT. Additionally, the CONSULTANT must furnish the name of all other key people in CONSULTANT'S firm that will be associated with the PROJECT.
 - a. CONSULTANT shall submit, for written approval by the DISTRICT, the names of any consultant firms proposed for the Project. Nothing in this Agreement shall create any contractual relation between the DISTRICT and any consultants employed by the CONSULTANT under the terms of this Agreement.
 - b. CONSULTANT'S consultants shall be licensed to practice in California and have relevant experience with California education design and construction during the last five years. If any employee or consultant of the CONSULTANT is not acceptable to the DISTRICT then that individual shall be replaced with an acceptable competent person at the DISTRICT's request.
- 1.4. **Replacement of Key Individual.** If the designated project manager or any other designated lead or key person fails to perform to the satisfaction of the DISTRICT, then upon written notice the CONSULTANT will have 10 working days to remove that person from the PROJECT and replace that person with one acceptable to the DISTRICT after review of resume' and/or interview. A project manager and all lead or key personnel must also be designated by the CONSULTANT and are subject to all conditions previously stated in this paragraph
- 1.5. **Relationship of CONSULTANT to Other Project Participants.** CONSULTANT'S services hereunder shall be provided in conjunction with applicable contracts between the DISTRICT and: (a) the Contractor; (b) the Inspector; (c) Test/Inspection Service Providers; and (d) others providing services in connection with bidding and/or construction of the PROJECT. The CONSULTANT is responsible for the adequacy and sufficiency of the PROJECT design and the contents of Design Documents for the PROJECT. The CONSULTANT shall perform its duties in

AGREEMENT –TAS Swing Space Project, Pre-Construction Services, Saddleback College
December 16, 2014

accordance with its contract(s) with the DISTRICT. CONSULTANT shall coordinate all work with DISTRICT consultants as necessary to complete contract requirements

- 1.6. **Project Schedule.** The CONSULTANT acknowledges that all time limits stated in this Agreement are of the utmost importance to DISTRICT. The CONSULTANT shall submit for the DISTRICT's approval a schedule for the performance of the CONSULTANT'S services. The schedule may be adjusted as the PROJECT proceeds by mutual written agreement of the parties and shall include allowances for time required for the DISTRICT'S review and for approval by authorities having jurisdiction over the PROJECT. The time limits established by this schedule shall not, except for reasonable cause, be exceeded by the CONSULTANT.
- 1.7. **Duration.** The services covered by this AGREEMENT shall be completed within X months of the date of this AGREEMENT except for the post construction phase work to obtain DSA certification.

ARTICLE 2 SCOPE OF CONSULTANT'S SERVICES

- 2.1. **Project Scope.** The CONSULTANT'S services include those described in this Article, and in general, all those necessary to produce accurate Plans and Specifications.
- 2.2. **Preliminary Project Schedule.** CONSULTANT shall provide a written preliminary evaluation of the Project and schedule requirements. Such evaluation shall include alternative approaches to design and construction of the Project. CONSULTANT shall provide a preliminary Project schedule ("Project Schedule") for review and approval by the DISTRICT. The Project Schedule shall include all activity sequences and durations, construction phasing, milestone dates including estimating, bidding and submittal of the guaranteed maximum price proposal, constructability review and value engineering work, and delivery of materials or equipment requiring long-lead time procurements. The Project Schedule shall be prepared with the most recent edition of commercially available software designed specifically for the scheduling of construction projects and which utilizes the critical path method of scheduling. The Project Schedule shall be updated monthly and all changes from previous schedules must be indicated on the revised Project Schedule.
- 2.3. **Meetings.** CONSULTANT shall attend weekly Project coordination meetings and workshops during Project development for the Project, commencing upon Effective Date and continuing until execution of the Lease-Leaseback Agreement Documents or earlier termination of this Agreement, between DISTRICT'S representative(s), and other CONSULTANTS of the DISTRICT as required. CONSULTANT shall make formal presentations to the governing board of DISTRICT, if required. CONSULTANT'S services shall include:
 - a. Provide recommendations on construction feasibility;
 - b. Quick action to minimize adverse effects of labor or material shortages;
 - c. Address potential union actions;

AGREEMENT –TAS Swing Space Project, Pre-Construction Services, Saddleback College
December 16, 2014

- d. Knowledge of time requirements for procurement, installation, and construction cost including estimates of alternative designs or materials and possible economic savings or costs.
- 2.4. **Detailed Cost Estimate.** CONSULTANT shall provide a detailed cost estimate for the Construction Budget with supporting data, for review and approval by the DISTRICT. The CONSULTANT'S Estimate of Construction Costs shall be based upon the current market conditions. The cost estimate shall identify all costs for the Project, including all trades and unit costs. CONSULTANT shall also identify all allowances, contingencies, General Condition costs and fees. All fees are to be represented by either fixed amounts and shall exclude all pre-construction services. If any cost estimate submitted to the DISTRICT exceeds previously approved estimates for the Construction Budget, the CONSULTANT shall make appropriate recommendations to the DISTRICT. CONSULTANT shall consider sustainability and LEED certification and operating or maintenance costs when recommending systems modifications for the DISTRICT.
- 2.5. **Written Modifications Only.** The duties, responsibilities and limitations of authority of the CONSULTANT shall not be restricted, modified or extended without written agreement between the DISTRICT and CONSULTANT other than through the Construction Services Agreement and the Lease-Leaseback Agreement Documents which may be entered into at a later time.
- 2.6. **No Damages for No Lease/Leaseback Agreement.** DISTRICT shall not be responsible to CONSULTANT for any claims or damages resulting from DISTRICT'S failure to enter into the Lease-Leaseback Agreement Documents with CONSULTANT for any reason.
- 2.7. **Access.** CONSULTANT shall have access to the primary project site at all times. Access to the Village Modulares shall be coordinated with Saddleback College Facilities department.
- 2.8. **Constructability and Construction Strategy.** CONSULTANT shall, in conjunction with the DISTRICT, review the current status of completion and approvals of the Design Documents. The objective of these reviews is to confirm constructability and for the development of an overall strategy for constructing the Project. The CONSULTANT shall conduct such interviews and participate in meetings and conferences with the Architect, DISTRICT staff, and others as necessary to develop a construction strategy consistent with the objectives for the Project. Upon completion of these services and prior to commencing any other Basic Services under this Agreement, the CONSULTANT shall submit its written construction strategy to the DISTRICT for review and acceptance. This recommendation shall include any phasing necessary and identify project staging strategies. The CONSULTANT shall modify its written Project construction strategy as necessary to obtain mutual acceptance of the DISTRICT and the CONSULTANT.
- 2.9. **Value Engineering.** The CONSULTANT's review of Design Documents shall include value engineering analysis. Work of the Project depicted in the Design Documents construction processes/procedures, specified materials/equipment or other aspects of the Design Documents must be modified to reduce Construction Costs and/or the time for achieving Final Completion

AGREEMENT –TAS Swing Space Project, Pre-Construction Services, Saddleback College
December 16, 2014

of the Project and/or to extend life-cycle and/or to reduce maintenance/operations costs. Modifications to the Design Documents recommended by the CONSULTANT shall equal 30% of the identified costs and be set forth in writing and submitted to the DISTRICT for review. The DISTRICT shall have the sole and exclusive discretion to incorporate some, all or none of the CONSULTANT'S recommendations. If the DISTRICT accepts any of the CONSULTANT'S recommendation relative to modification(s) to the Design Documents, the CONSULTANT shall review the Design Documents as modified by the Architect for confirmation that the DISTRICT accepted modifications to the Design Documents are incorporated into the Design Documents.

- 2.10. **No Assumed Responsibility.** In conducting the document review, the CONSULTANT shall not be responsible for providing nor will the CONSULTANT have control or assume responsibility or liability, in whole or in part, over the Project design, design requirements, design criteria, or the substance or contents of the Design Documents. The CONSULTANT'S actions in conducting reviews and recommendations as provided herein are to be advisory only to the DISTRICT and the Architect.
- 2.11. **Record Retention.** CONSULTANT'S services shall include records retention of any contracts or documents between CONSULTANT and contractors and subcontractors related to CONSULTANTS services provided hereunder. CONSULTANT shall submit documents to the DISTRICT for its records and use.
- 2.12. **Subcontractor Bidding.** In the interest of minimizing the expenditure of funds for the construction of the Project, the CONSULTANT agrees to select appropriately State of California licensed subcontractors for each trade component of the Project in a manner that fosters competition. CONSULTANT agrees that it will either solicit bids from subcontractors pursuant to the competitive bid procedures set forth in the Public Contract Code, including the specific provisions of Public Contract Code section 20650 et seq., or utilize an informal bidding process established by the CONSULTANT, and approved by the DISTRICT, which also incorporates competitive bid procedures.
- a. CONSULTANT shall ensure a minimum of three (3) bids are received for each trade package, unless DISTRICT agrees to an alternate number.
 - b. The DISTRICT reserves the right to oversee the bidding process. CONSULTANT shall inform all bidders that the DISTRICT will not be a party to any contracts for construction services executed by the CONSULTANT and selected bidders.
 - c. The DISTRICT has a policy of pre-qualifying all contracts over One Million Dollars (\$1,000,000). The CONSULTANT shall assist the DISTRICT in: (a) development and implementing a program to inform potential bidders subject to pre-qualification of the pre-qualification process and to encourage potential Contractors to engage in the pre-qualification process; (d) review and evaluate responses to the pre-qualification application; and (e) recommendations to the DISTRICT for selection of Contractors deemed qualified to submit proposals subject to the pre-qualification process.

AGREEMENT –TAS Swing Space Project, Pre-Construction Services, Saddleback College
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- d. CONSULTANT shall submit a listing of proposed subcontractors, including their respective qualifications to perform such work, to the DISTRICT for the DISTRICT'S review. In no case will the CONSULTANT award any subcontracts until the DISTRICT has concurred to the scope and price of the subcontracted services. In addition, CONSULTANT shall provide the DISTRICT with full documentation regarding the bids or competitive quotes received by CONSULTANT. In no event shall such documentation be redacted or obliterated. In the event the CONSULTANT does not comply with this provision, the DISTRICT may terminate this Agreement. Any gaps in scoping trades are the CONSULTANT'S responsibility.
- e. Compliance with Disabled Veteran Business Enterprise (DVBE) contracting goals is required. In accordance with Education Code section 71028 the DISTRICT has a DVBE participation goal of 3% for this Project. The DISTRICT is seeking DVBE participation under this Agreement. The CONSULTANT must make a good faith effort to contact and utilize DVBE contractors and suppliers in securing bids for performance of the Project. Information regarding certified DVBE firms can be obtained from the Office of Small Business Certification and Resources (OSBCR) at (916) 323-5478 or (916) 322-5060 as well as the OSBCR website at www.dgs.ca.gov/osbcr. Verification of DVBE status must be obtained from the OSBCR by receiving an approved certification letter and reference number from that office. The CONSULTANT is encouraged to retain documentation of its good faith efforts, in the event such documentation is requested by the DISTRICT. Good faith efforts are demonstrated by evidence of the following: a) Contact was made with the DISTRICT regarding the identification of DVBEs; b) Contact was made with other state agencies and with local DVBE organizations to identify DVBEs; c) Advertising was published in trade papers and papers focusing on DVBEs; d) Invitations to bid were submitted to potential DVBE contractors; e) Available DVBEs were considered and f) CONSULTANT provides a list of DVBE contractors and percentage of participation.
- f. CONSULTANT agrees to bind every subcontractor by terms of the Contract Documents as far as such terms are applicable to subcontractor's work. If CONSULTANT shall subcontract any part of the work, CONSULTANT shall be as fully responsible to DISTRICT for acts and omissions of any subcontractor and of persons either directly or indirectly employed by any subcontractor, as it is for acts and omissions of persons directly employed by CONSULTANT. Nothing contained in Contract Documents shall create any contractual relation between any subcontractor and DISTRICT, nor shall the Contract Documents be construed to be for the benefit of any subcontractor.
- g. DISTRICT'S consent to any subcontractor shall not in any way relieve CONSULTANT of any obligations under the Contract Documents and no such consent shall be deemed to waive any provision of any Contract Document.
- h. A copy of each subcontract, in writing, shall be filed with the DISTRICT before the subcontractor begins work. Each subcontract shall contain a reference to the Contract

Documents between the DISTRICT and the Contractor and the terms of that Agreement and all parts of the Contract Documents shall be made a part of such subcontract insofar as applicable to the work covered thereby. Each subcontract will provide for termination in accordance with this agreement and the Contract Documents. Each subcontract shall provide for its annulment by the CONSULTANT at the order of the Architect if in the Architect's opinion the subcontractor fails to comply with the requirements of the Contract Documents insofar as the same may be applicable to this work. Nothing herein contained shall relieve the CONSULTANT of any liability or obligation hereunder.

ARTICLE 3 ADDITIONAL SERVICES

- 3.1. **Additional Services.** Additional services are not included in the Services set forth previously. If the DISTRICT requests in writing any of the Additional Services, CONSULTANT shall be compensated for the same in accordance with the provisions of the Agreement relating to Additional Services and the amounts indicated in Exhibit for Additional Services. The Board of Trustees of the District must approve an amendment to this Agreement, fully executed, prior to CONSULTANT performing any Additional Services. The CONSULTANT shall request payment for Additional Services in a separate line item on the same invoice submitted for Services in a format pre-approved by the DISTRICT.
- 3.2. **Notification and Authorization.** CONSULTANT shall notify the DISTRICT in writing of the need for additional services required due to circumstances beyond the CONSULTANT'S control. CONSULTANT shall obtain written authorization from the DISTRICT before rendering such services. Compensation for such services shall be compensated based on attached standard hourly rates. Such services shall include:
- a. **Material Project Scope Changes.** Services required or necessary as a result of significant changes in the requirements of the Project, including Project size, quality, or complexity.
 - b. **Termination of Architect or Other DISTRICT Consultants.** Services required or necessary as a result of the default or termination of the Architect or Other DISTRICT CONSULTANTS, failure of performance of the DISTRICT or a CONSULTANT under any Contract, or major defects or deficiencies in the work of a DISTRICT CONSULTANT or Contractor.
 - c. **Future Systems.** Services relative to future systems, facilities or equipment not included within the scope of the Project as reflected in the Project Documents provided through the RFP originally or via addendum.
 - d. **Furniture, Furnishings, Equipment Not in Project Scope.** Services in connection with the DISTRICT's procurement of furniture, furnishing or equipment not included within the scope of the Project as reflected in the Project Documents. Coordination consideration of furniture, fixture and equipment will be included within the original scope of work.

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- e. Changes in Duration. If the duration of CONSULTANT services is extended the CONSULTANT shall be entitled to additional compensation. The CONSULTANT shall provide a written request with analysis of anticipated resource expenditure to the DISTRICT in a format pre-approved by the DISTRICT.

ARTICLE 4 TERMS OF SERVICE

- 4.1. Time is of the Essence. Time is of the essence in the performance of each Party's obligations under this Agreement, including without limitation CONSULTANT'S performance of the service required hereunder and DISTRICT's payment of all sums due to CONSULTANT.
- 4.2. Term. Services under this Agreement shall be diligently performed by the CONSULTANT for Four (4) months. This term shall be extended at no cost to the DISTRICT as result of delays caused directly by CONSULTANT actions.
- 4.3. Billing Rate. Should services be necessary after the expiration of contract duration, they can be provided in accordance with the Billing Rates as provided in EXHIBIT B.
- 4.4. Suspension Notice. DISTRICT may suspend this Agreement at any time without penalty by written notice to CONSULTANT of such suspension. The Suspension Notice shall set forth the reason for the suspension, the anticipated term of the suspension, and shall be provided to the CONSULTANT not less than fifteen days prior to the suspension date. If the Project is suspended for more than 90 consecutive days (though 90 day period may be extended upon mutual written agreement of the Parties), either Party may terminate this Agreement without penalty by giving not less than fifteen days prior written notice.

ARTICLE 5 INDEMNITY AND INSURANCE

- 5.1. Indemnity.
 - a. DISTRICT does hereby agree to indemnify, hold harmless, and defend CONSULTANT, its employees, officers, agents, and subcontractors from any action taken by any person or entity attempting to challenge the propriety or legal authority of DISTRICT to enter into this Agreement, the Lease-Leaseback Agreement Documents or any other related documents.
 - b. To the fullest extent permitted by law, CONSULTANT agrees to indemnify and hold the DISTRICT and its Board of Trustees, officers, employees and agents harmless from all liability arising out of:
 1. Any and all claims under workers' compensation acts and other employee benefit acts with respect to CONSULTANT'S employees or CONSULTANT'S subcontractor's employees arising out of CONSULTANT's work under this Agreement; and

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2. Liability for damages for (1) death or bodily injury to person; (2) injury to, loss or theft of property; (3) any failure or alleged failure to comply with any provision of law or (4) any other loss, damage or expense arising under either (1), (2), or (3) above, sustained by the CONSULTANT or any person, firm or corporation employed by the CONSULTANT upon or in connection with the Project, except for liability resulting from the active and primary negligence, or willful misconduct of the DISTRICT, its officers, employees, agents or independent contractors who are directly employed by the DISTRICT;
 3. Any loss, including injury or death to persons or damage to property caused by any act, neglect, default or omission of the CONSULTANT, or any person, firm or corporation employed by the CONSULTANT, either directly or by independent contract, including all damages due to loss sustained by any person, firm or corporation including the DISTRICT, arising out of, or in any way connected with the Project, including injury or damage either on or off DISTRICT property; but not for any loss, injury, death or damages caused by active and primary negligence of the DISTRICT.
- 5.2. **Defend.** The CONSULTANT, at CONSULTANT'S own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings to the extent of the above described indemnification that may be brought or instituted against the DISTRICT, its officers, agents or employees, on any such claim or liability, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its officers, agents or employees in any action, suit or other proceedings as a result thereof.
- 5.3. **Insurance.** CONSULTANT shall purchase and maintain policies of insurance with an insurer or insurers, qualified to do business in the State of California, Best rated A or better, and acceptable to DISTRICT which will protect CONSULTANT and DISTRICT from claims which may arise out of or result from CONSULTANT'S actions or inactions relating to the Agreement, whether such actions or inactions be by themselves or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:
- a. CONSULTANT shall carry Workers' Compensation and Employers Liability Insurance in accordance with the laws of the State of California.
 - b. Comprehensive general and auto liability insurance with limits of not less than Two Million Dollars (\$2,000,000) combined single limit, bodily injury and property damage liability per occurrence, including:
 1. owned, non-owned and hired vehicles;
 2. broad form property damage;
 3. products/completed operations; and

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4. personal injury.
- c. Each policy of insurance required in (a) and (b) above shall name DISTRICT, the Board of Trustees, and its officers, agents and employees as additional insureds; shall state that, with respect to the operations of CONSULTANT hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation. CONSULTANT shall notify DISTRICT in the event of material change in, or failure to renew, each policy. Prior to commencing work, CONSULTANT shall deliver to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event CONSULTANT fails to secure or maintain any policy of insurance required hereby, DISTRICT may, at its sole discretion, secure such policy of insurance in the name of and for the account of CONSULTANT, and in such event CONSULTANT shall reimburse DISTRICT upon demand for the cost thereof.

ARTICLE 6 COMPENSATION TO THE CONSULTANT

- 6.1. **Contract Price for Basic Services.** The Contract Price for the CONSULTANT'S performance of the Basic Services under this Agreement shall consist of the following lump sum prices:

a.	Project Schedule	\$ 0.00
b.	Project Estimate	\$ 0.00
c.	Constructability Review	\$ 0.00
d.	Value Engineering	\$ 0.00
e.	SUBTOTAL:	\$ 0.00
f.	Reimbursable amount	\$ 5,000.00
g.	TOTAL:	\$ 5,000.00
- 6.2. **Price Inclusion.** The Contract Price is inclusive of personnel expenses (inclusive of all benefits and burdens), fees and personnel expenses of any sub-CONSULTANT or subcontractor to the CONSULTANT, travel for personnel to and from the Site, travel within the Counties of Los Angeles, Orange, Riverside, San Diego and San Bernardino, insurance and all other overhead/administrative expenses or costs associated with performance of the Basic Services, except for Allowable Reimbursable Expenses described in this Agreement. At no time shall meals be considered a reimbursable expense.
- 6.3. **CONSULTANT Monthly Billing Statements.** CONSULTANT shall submit monthly billing invoices to the DISTRICT for payment of the Contract Price for Basic Services, authorized Additional Services, and previously approved and allowable Reimbursable Expenses performed or incurred in the immediately prior month in a format previously approved by the DISTRICT. Previously approved and allowable Reimbursable Expenses shall be itemized and evidence shall be

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provided of the cost or value of any Allowable Reimbursable Expense costs for which payment is requested by CONSULTANT. Basic services are to be invoiced in equal amounts based on the agreed upon percent complete for each scope of work.

- 6.4. **DISTRICT Payment of Contract Price.** Within thirty (30) days of the date of the DISTRICT's receipt of CONSULTANT'S billing invoices, DISTRICT will make payment to CONSULTANT of undisputed amounts of the Contract Price due for Basic Services, authorized Additional Services, and Allowable Reimbursable Expenses. No deductions shall be made or withheld from payments due CONSULTANT hereunder on account of any penalty, assessment, liquidated damages or other amounts withheld by the DISTRICT from payment to the Architect or any Contractor. The DISTRICT may, however, withhold or deduct from amounts otherwise due CONSULTANT hereunder if CONSULTANT shall fail to timely and completely perform material obligations to be performed on its part under this Agreement, with the amounts withheld or deducted being released after CONSULTANT has fully cured its failure of performance, less costs, damages or losses sustained by the DISTRICT as a result of such failure of performance of a material obligation hereunder.
- 6.5. **Withholding Payment.** The DISTRICT may, however, withhold or deduct from amounts otherwise due CONSULTANT hereunder if CONSULTANT shall fail to timely and completely perform material obligations to be performed on its part under this Agreement, with the amounts withheld or deducted being released after CONSULTANT has fully cured its failure of performance, less costs, damages or losses sustained by the DISTRICT as a result of such failure of performance of a material obligation hereunder.
- 6.6. **Payment in Full.** This compensation shall be compensation in full for all services performed by the CONSULTANT under the terms of this AGREEMENT, except where additional compensation is agreed upon between the CONSULTANT and DISTRICT in writing as provided for as additional services.
- 6.7. **Monthly Payments.** Payments for CONSULTANT services shall be made monthly and, where applicable, shall be 95% of the services performed within each phase of service, on the basis set forth in paragraph 1. 100% payment will be made upon DISTRICT acceptance of each phase.
- 6.8. **Late payments.** Invoices shall be on a form and in the format approved by the DISTRICT. Payments are due and payable upon receipt of the CONSULTANT'S invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the legal rate prevailing at the time, at the site of the PROJECT.
- 6.9. **Additional Expenses Pre-Approved.** DISTRICT shall not be liable to CONSULTANT for any costs or expenses paid or incurred by CONSULTANT in performing services for DISTRICT, except as follows: additional expenses such as, but not limited to, printing, reproduction, and messenger services or any items pre-approved in writing by the DISTRICT. Reimbursable expenses shall be invoiced monthly at cost plus 5% markup.

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- 6.10. **Non Waiver of Rights.** Neither the DISTRICT'S review, approval of, nor payment for, any of the services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement, and CONSULTANT shall remain liable to the DISTRICT in accordance with applicable law for all damages to the DISTRICT caused by CONSULTANT'S failure to perform any of the services furnished under this Agreement.

ARTICLE 7 WORK PRODUCT

- 7.1. **District Ownership of Documents.** The drawings, specifications, presentation materials including slides and models and other documents prepared by the CONSULTANT for this PROJECT shall be and remain the property of the DISTRICT pursuant to Education Code Section 17316. Such drawings and specifications and other documents supplied as herein required shall be the property of the DISTRICT whether or not the work for which they were made is executed. CONSULTANT grants to DISTRICT the right to reuse all or part of the fore mentioned drawings, specifications and other documents at its sole discretion for the construction of all or part of this or another PROJECT constructed for the DISTRICT. The DISTRICT is not bound by this AGREEMENT to employ the services of CONSULTANT in the event such drawings, specifications and/or other documents are reused. CONSULTANT grants to the DISTRICT the right to copy, use, modify, and reuse any and all copyrights and designs embodied in the plans, specifications and other documents prepared or caused to be prepared by the CONSULTANT pursuant to this AGREEMENT.
- 7.2. **Documentation.** The CONSULTANT shall make a written record of all meetings, conferences, discussions and decisions made between or among the DISTRICT and CONSULTANT during all phases of the PROJECT and concerning any material condition in the requirements, scope, performance and/or sequence of the work. The CONSULTANT shall provide a draft copy of such record to the DISTRICT for review and comment, make adjustments and provide a final copy to the DISTRICT.
- 7.3. **Electronic Copy of Documents.** The CONSULTANT shall perform the work under this agreement using DISTRICT approved software and shall deliver electronic copy via CD, DVD or thumb drive in both the software format and PDF format. If work is terminated prior to contract completion, a copy of the work completed to date shall be provided to the DISTRICT.
- 7.4. **Copyright/Trademark/Patent.** CONSULTANT understands and agrees that all matters produced under this AGREEMENT shall become the property of DISTRICT and cannot be used without DISTRICT's express written permission, except CONSULTANT shall distribute copies of his reports to DSA and other parties as required by California Administrative Code, Title 24. DISTRICT shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the DISTRICT. CONSULTANT consents to use of CONSULTANT'S name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

ARTICLE 8 TERMINATION

- 8.1. **Substantial Failure or Performance.** This Agreement may be terminated by either party upon fourteen (14) days written notice to the other party in the event of a substantial failure of performance by such other party, including insolvency of CONSULTANT; or if the DISTRICT should decide to abandon or indefinitely postpone the Project.
- 8.2. **Abandonment or Postponement.** In the event of a termination based upon abandonment or postponement by DISTRICT the DISTRICT shall pay to the CONSULTANT for all services performed and all expenses incurred under this Agreement supported by documentary evidence, including payroll records, and expense reports up until the date of the abandonment or postponement plus any sums due the CONSULTANT for Board approved extra services. In ascertaining the services actually rendered hereunder up to the date of termination of this agreement, consideration shall be given to both completed work and work in process of completion and to complete and incomplete drawings and other documents whether delivered to the DISTRICT or in the possession of the CONSULTANT at the time of termination and delivered upon termination.
- 8.3. **Without Cause.** This Agreement may be terminated without cause by DISTRICT upon fourteen (14) days written notice to the CONSULTANT. In the event of a termination without cause the DISTRICT shall pay to the CONSULTANT for all services performed and all expenses incurred under this Agreement supported by documentary evidence, including payroll records, and expense reports up until the date of notice of termination plus any sums due the CONSULTANT for Board approved extra services. In ascertaining the services actually rendered hereunder up to the date of termination of this Agreement, consideration shall be given to both completed work and work in process of completion and to complete and incomplete drawings and other documents whether delivered to the DISTRICT or in the possession of the CONSULTANT at the time of termination and delivered upon termination. CONSULTANT and DISTRICT expressly acknowledge that in the event of such termination, CONSULTANT will not receive any additional termination costs, and that consideration for entry into this termination for convenience clause exists.

ARTICLE 9 DISPUTES, MEDIATION AND ARBITRATION

- 9.1. **Work to Continue.** In the event of a dispute between the parties as to performance of the work or the interpretation of this Agreement, or payment dispute, the parties shall attempt to resolve the dispute. Pending resolution of this dispute, CONSULTANT agrees to continue the work diligently to completion. If the dispute is not resolved, CONSULTANT agrees it will neither rescind the Agreement nor stop the progress of the work.
- 9.2. **Mediation.** Any controversy or claim arising out of or relating to this Agreement shall be first attempted to be resolved through mediation.

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- 9.3. **Arbitration.** If mediation is unsuccessful, they will be settled by binding arbitration in Orange County in accordance with the rules of the Orange County Superior Court (“Arbitration Rules”). To the extent that the provisions within this Article do not conflict with the Arbitration Rules, the parties agree to all of the provisions set forth in this Article. If requested, the parties agree to permit Architect to participate in any arbitration. If the parties are unable to agree on the arbitrator within thirty (30) days of the receipt of a written request for arbitration, they shall request that the presiding judge of the Orange County Superior Court designate one. The DISTRICT shall pay one-half of the cost of the arbitration and the CONSULTANT shall pay one-half of the cost of arbitration or if Architect participates in the arbitration, each party shall pay one-third of the cost of arbitration. Each party shall be responsible for its own attorney’s fees and costs as to any such arbitration. Any arbitrator chosen or designated must have experience in construction issues. Notwithstanding the foregoing, once a written request for arbitration has been made, each party shall have the right to conduct discovery pursuant to the procedures set forth in the Civil Discovery Act of 2005, as amended, even if an action has not been filed.

ARTICLE 10 DISTRICT’S RESPONSIBILITIES

- 10.1. **District Provided Information.** The DISTRICT has provided, via the Request for Proposals, to the CONSULTANT information regarding requirements for the Project, including information regarding the DISTRICT’s objectives, schedule, constraints and criteria.
- 10.2. **DISTRICT Representative.** The DISTRICT shall designate a representative to act on the DISTRICT’s behalf with respect to the Project and who shall be authorized to render decisions on behalf of the DISTRICT and to carry out the DISTRICT’s responsibilities under this Agreement, all of which shall be discharged or performed in a manner so as to avoid unreasonable delay in the orderly and sequential progress of the CONSULTANT’s performance of services and other obligations hereunder. Unless modified by written notice of the DISTRICT to the CONSULTANT, the DISTRICT Representative is:
- David Schiermeyer, Construction Manager
- 10.3. **DISTRICT Notification.** If the DISTRICT observes or otherwise becomes aware of any fault or defect in the project or the CONSULTANT’S services or any non-conformity with the Construction documents, the DISTRICT shall give prompt written notice thereof to the CONSULTANT. However, the DISTRICT’S failure or omission to do so shall not relieve the CONSULTANT of his/her responsibilities hereunder and the DISTRICT shall have no duty to observe, inspect or investigate the PROJECT.
- 10.4. **Inspections.** The DISTRICT shall retain a Project Inspector to participate in preconstruction services and to provide construction observations as required by applicable laws, rules, or regulations.
- 10.5. **DISTRICT Consultants.** Except to the extent of Design CONSULTANTS retained by the Architect, other CONSULTANTS required or desired by the DISTRICT in connection with the Project shall be

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retained and paid for by the DISTRICT. Such other CONSULTANTS include, but may not be limited to, legal counsel, insurance/surety CONSULTANTS, specialty equipment CONSULTANTS and hazardous material assessment and abatement CONSULTANTS.

ARTICLE 11 MISCELLANEOUS

- 11.1. **Affirmative Action.** CONSULTANT agrees that CONSULTANT will not engage in unlawful discrimination in employment of persons because of race, ethnicity, religion, nationality, disability, gender, marital status or age of such persons.
- 11.2. **Compliance with Applicable Laws.** The services completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT's general right of inspection to secure the satisfactory completion thereof. CONSULTANT agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to CONSULTANT, CONSULTANT'S business, equipment and personnel engaged in services covered by this AGREEMENT or accruing out of the performance of such services.
- 11.3. **CONSULTANT Accounting Records.** Pursuant to and in accordance with the provisions of Government Code Section 8546.7 or any amendments thereto, all books, records, and files of the DISTRICT and the CONSULTANT, including, but not limited to the costs of administration of this Agreement, shall be subject to examination and audit of the State Auditor at the request of the DISTRICT or as part of any audit of the DISTRICT for a period of three (3) years after final payment is made under this agreement. During this time, CONSULTANT shall maintain accounting records and make them available upon request of the DISTRICT for reproduction or inspection.
- 11.4. **Review, Approval or Acceptance.** Review, approval or acceptance of CONSULTANT'S work whether by DISTRICT or others, shall not relieve CONSULTANT from responsibility for errors and omissions in CONSULTANT'S work.
- 11.5. **Cumulative Rights; No Waiver.** Duties and obligations imposed by this Agreement and rights and obligations hereunder are in addition to and not in lieu of any imposed by or available at law or inequity. No action or failure to act by DISTRICT hereunder shall be deemed a waiver of any right or remedy afforded hereunder or acquiesce or approval of any breach or default by CONSULTANT. CONSULTANT shall make a written record of all meetings, conferences, discussions and decisions made between or among the DISTRICT, CONSULTANT and DISTRICT'S consultants during all phases of the Project and concerning any material condition in the requirements, scope, performance and/or sequence of the work.
- 11.6. **Definitions.** Not Used
- 11.7. **Employment with Public Agency.** CONSULTANT, if an employee of another public agency, agrees that CONSULTANT will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this AGREEMENT. Additionally, No member, officer or employee of the

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DISTRICT during tenure or for one year thereafter, shall have any interest direct or indirect, in this Agreement or the proceeds thereof.

- 11.8. **Governing Law.** This AGREEMENT shall be governed by the laws of the State of California. The duties and obligations of the parties created hereunder are performable in Orange County and such county shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Agreement.
- 11.9. **Independent Contractor.** CONSULTANT, in the performance of this Agreement, shall be and act as an independent contractor. CONSULTANT understands and agrees that CONSULTANT and all of CONSULTANT'S employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT'S employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONSULTANT assumes the full responsibility for the acts and/or omissions of CONSULTANT'S employees or agents as they relate to the services to be provided under this Agreement. CONSULTANT shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes for the respective CONSULTANT'S employees.
- 11.10. **Marginal Headings; Captions.** The titles of the various Paragraphs of the Agreement and the Articles of these Conditions are for convenience of reference only and are not intended to and in no way shall enlarge or diminish the rights or obligations of CONSULTANT and DISTRICT hereunder.
- 11.11. **Non-Assignment.** The DISTRICT and CONSULTANT, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this AGREEMENT with respect to the terms of this AGREEMENT. The obligations of the CONSULTANT pursuant to this AGREEMENT shall not be assigned by the CONSULTANT. Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of any third party against either the DISTRICT or CONSULTANT. The sale or transfer of a majority membership interest in CONSULTANT firm or the admission of new member to the CONSULTANT firm which causes there to be a change in majority ownership and / or control of CONSULTANT firm shall be deemed an assignment for purposes of this Agreement. Nothing contained in this Agreement is intended to make any person or entity who is not a signatory to the Agreement a third party beneficiary of any right created by the Agreement or by operation of law.
- 11.12. **Permits/Licenses.** CONSULTANT and all CONSULTANT'S employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this AGREEMENT.
- 11.13. **Notifications.** Notices by either the CONSULTANT or DISTRICT that are required or that they desire to serve on the other shall be valid only if addressed to the other as set forth below or as

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modified by notice hereunder from time to time. Notices shall be effective only if by personal delivery requiring signature acknowledging receipt or by United States Mail, Certified, Return Receipt Requested, First Class, postage fully pre-paid. Notices effectuated by personal service shall be deemed effective as of delivery of such notices. Notices effectuated by United States Mail shall be deemed effective the third (3rd) working day after deposit in the United States Mail.

11.14. **Communications.** Communications between the parties shall be addressed as follows:

South Orange County Community College District Dr. Debra L. Fitzsimons	SOLPAC, Inc. DBA Soltek Pacific Construction Co., Inc. Steve Thompson
28000 Marguerite Parkway	2424 Congress Street
Mission Viejo, CA 92692	San Diego, Ca. 92110
949-582-4678	(619) 296-6247

11.15. **Severability.** If any provision of this Agreement is deemed illegal, invalid unenforceable or void by any court of competent jurisdiction, such provision shall be deemed stricken and deleted here from, but all remaining provisions will remain and continue in full force and effect.

11.16. **Entire Agreement/ Amendment.** This Agreement represents the entire Agreement between the DISTRICT and CONSULTANT and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended or modified only by an agreement in writing signed by both the DISTRICT and the CONSULTANT.

11.17. **Binding Agreement.** The DISTRICT and CONSULTANT, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this AGREEMENT with respect to the terms of this AGREEMENT.

This Agreement entered into as of the day and year first written above.

"DISTRICT"

"CONSULTANT"

South Orange County Community College DISTRICT

SOLPAC, Inc. DBA Soltek Pacific Construction Co., Inc.

Dr. Debra L. Fitzsimons
Vice Chancellor of Business Services

Steve Thompson
President

Date

Date

Tax Payer I.D.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Saddleback College, Health Sciences Wet Seal Project, Change Order No. 1, Kinsman Construction, Inc.

ACTION: Approval

BACKGROUND

On August 27, 2012, the Board of Trustees approved basic aid funding for the Saddleback College Health Sciences/DS Waterproofing project for a total budget of \$1,000,000. On July 21, 2014, the Board of Trustees approved a \$531,000 construction contract with Kinsman Construction, Inc.

STATUS

EXHIBIT A describes the required modifications contained in Change Order Request No. 1. Approval will result in a \$67,094.44 construction contract decrease for a revised contract amount of \$463,905.56.

The total change to the contract does not exceed the 10% limit allowed by Public Contract Code.

Funds are available within the approved basic aid project budget of \$1,000,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Change Order Request No. 1 (EXHIBIT A) for the Saddleback College Health Sciences Wet Seal project and authorize staff to execute the corresponding change order with the contractor which will result in a decrease of \$67,094.44 to the construction contract for a revised contract amount of \$463,905.56.

Saddleback College Health Sciences Wet Seal Project
Board Change Order No. 1
December 15, 2014

Bid #	BID PACKAGE DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	BCO COR Total	REVISED CONTRACT AMOUNT	Previously Approved Time Extension (cal days)
2018	General Contractor	Kinsman Construction, Inc.		\$531,000.00	\$0.00	-\$67,094.44	\$463,905.56	0
		17760 Rowland Street City of Industry, CA 91748	TOTAL	531,000.00			463,905.56	0

COR No.	Date	Description	Requested	Status	Amount	Time Extension
1	12/15/2014	Deductive change order to remove unused allowance from contract total.	by college	reviewed	-\$67,094.44	0 days
		TOTAL THIS CHANGE ORDER REQUEST			-\$67,094.44	

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Saddleback College, Health Sciences Wet Seal Project,
Notice of Completion, Kinsman Construction, Inc.

ACTION: Approval

BACKGROUND

On August 27, 2012, the Board of Trustees approved basic aid funding for the Saddleback College Health Sciences / DS Waterproofing project for a total budget of \$1,000,000. On July 21, 2014, the Board of Trustees approved a \$531,000 construction contract with Kinsman Construction, Inc. Pending December board approval, Change Order Request No. 1 is recommended for a decrease of \$67,094.44 resulting in a final contract amount of \$463,905.56.

STATUS

Contract work is complete and staff recommend that a Notice of Completion (EXHIBIT A) be filed for the Saddleback College Health Sciences Wet Seal Project.

Funds are available within the approved basic aid project budget of \$1,000,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees authorize the filing of the Notice of Completion (EXHIBIT A) for the Saddleback College Health Sciences Wet Seal project to Kinsman Construction, Inc. for a final contract amount of \$463,905.56. It is also recommended that the Board authorize the release of retention 35 days after filing.

(Seal)

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Saddleback College, Athletics Stadium Renovation Project, Design-Build Criteria and Programming Architectural Services, DLR Group

ACTION: Approval

BACKGROUND

On March 26, 2012, the Board of Trustees adopted a resolution authorizing the use of design-build procurement as a delivery option. On June 23, 2014, the Board of Trustees adopted a resolution authorizing design-build procurement for the Saddleback College Athletics Stadium Renovation project (Project).

STATUS

A criteria architect is necessary to further define project scope and budget, to aid in defining Project priorities, and to help develop the requests for qualifications and proposal (RFQ & P) package to select a design-builder.

On September 8, 2014, SOCCCD issued an RFP to the Architectural Services Pool for the Project. On October 1, 2014, district and college staff evaluated three proposals (EXHIBIT A) using an objective and measured process. Two firms were invited to interview. Staff recommends approval of DLR Group for the Criteria and Programming Architect agreement (EXHIBIT B) in the amount of \$372,000.

Basic aid funds for these services are available within the approved project design budget of \$950,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the DLR Group agreement (EXHIBIT B) for the criteria architect for the Saddleback College Athletics Stadium Renovation project in the amount of \$372,000.

**RFP for Criteria and Programming Architect for Design-Build Procurement
Saddleback College Athletics Stadium Renovation Project
SOCCCD**

December 15, 2015

<u>COMPANY NAME</u>	<u>CITY</u>	<u>SUBMITTOR'S NAME</u>
*DLR Group	Santa Monica, CA	Kaveh Amirdelfan
HMC Architects	Ontario, CA	James Wurst
LPA, Inc.	Irvine, CA	Steven Flanagan

*** Recommended Firm**

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AGREEMENT – DESIGN-BUILD CRITERIA AND PROGRAMMING ARCHITECTURAL SERVICES, ATHLETICS STADIUM, SADDLEBACK COLLEGE

This AGREEMENT is made and entered into this 15th day of December in the year 2014 between **South Orange County Community College District**, 28000 Marguerite Parkway, Mission Viejo, California 92692, hereinafter referred to as "DISTRICT", and **DLR Group Inc. of California**, 3130 Wilshire Blvd, Floor 6, Santa Monica, CA 90403, 310-828-0040, hereinafter referred to as "ARCHITECT";

WHEREAS, DISTRICT desires to obtain criteria architectural services for Saddleback College Athletics Stadium, hereinafter referred to as "PROJECT"; and

WHEREAS, ARCHITECT is fully licensed to provide architectural services in conformity with the laws of the State of California;

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE 1 ARCHITECT'S SERVICES AND RESPONSIBILITIES

- 1.1. **Services.** The ARCHITECT'S services shall consist of those services performed by the ARCHITECT and ARCHITECT'S employees as enumerated in this AGREEMENT.
- 1.2. **Standard of Care.** ARCHITECT shall provide the Services and authorized Additional Services using its professional skill and judgment, acting with due care and in accordance with professional standards of care, the terms of this Agreement, and all applicable laws, codes, rules, regulations or ordinances. ARCHITECT'S Services shall be provided and completed promptly and in such a manner as to avoid hindrance, interruption, or delay to the orderly progress and timely completion of Project. ARCHITECT shall without additional compensation, correct or revise any errors or omissions in its studies, reports, and other services.
- 1.3. **Key Individual Assignment.** The ARCHITECT has been selected to perform the work herein because of the skills and expertise of key individuals. ARCHITECT assignment for this PROJECT is for one Project Executive and one Project Manager. The ARCHITECT shall designate Kaveh Amirdelfan, AIA as Principal in Charge/Project Manager, Sandra Corozelli, AIA as Project Architect and Greg Garlock, Athletic Facility Specialist. So long as their performance continues to be acceptable to the DISTRICT, these named individuals shall remain in charge of the PROJECT. Additionally, the ARCHITECT must furnish the name of all other key people in ARCHITECT'S firm that will be associated with the PROJECT.
- 1.4. **Replacement of Key Individual.** If the designated project manager or any other designated lead or key person fails to perform to the satisfaction of the DISTRICT, then upon written notice the ARCHITECT will have 10 working days to remove that person from the PROJECT and replace that person with one acceptable to the DISTRICT after review of résumé and/or

interview. A project manager and all lead or key personnel must also be designated by the ARCHITECT and are subject to all conditions previously stated in this paragraph

- 1.5. **Relationship of ARCHITECT to Other Project Participants.** ARCHITECT'S services hereunder shall be provided in conjunction with contracts between the DISTRICT and: (a) the Design-Build Entity; (b) the Inspector; (c) Test/Inspection Service Providers; and (d) others providing services in connection with design, bidding and/or construction of the PROJECT. The Architect shall perform its duties in accordance with its contract(s) with the DISTRICT. ARCHITECT shall coordinate all work with DISTRICT consultants as necessary to complete contract requirements.
- 1.6. **Project Schedule.** The ARCHITECT acknowledges that all time limits stated in this Agreement are of the utmost importance to DISTRICT. The ARCHITECT shall submit for the DISTRICT's approval a schedule for the performance of the ARCHITECT'S services. The schedule may be adjusted as the PROJECT proceeds by mutual written agreement of the parties and shall include allowances for time required for the DISTRICT's review and for approval by authorities having jurisdiction over the PROJECT. The time limits established by this schedule shall not, except for reasonable cause, be exceeded by the ARCHITECT.
- 1.7. **Duration.** The services covered by this AGREEMENT shall be completed within 48 months of the date of this AGREEMENT.
- 1.8. **Exclusion from Design-Build Participation.** The ARCHITECT acknowledges that pursuant to California Education Code section 81703(c)(2)(A), the scope of work and services rendered under this Agreement will render ARCHITECT ineligible and will prohibit participation as a member of a proposing Design-Build Entity or any work on the PROJECT(s) as a subcontractor or sub consultant.

ARTICLE 2 SCOPE OF ARCHITECT'S SERVICES

- 2.1. **Services.** The ARCHITECT'S services consist of those described in Article 2 and further delineated in Exhibit A, and include civil, structural, mechanical, electrical, plumbing, AV/IT, landscape engineering services, furniture, fixture and equipment consultation services and cost estimating services. Criteria and Programming Development and Project Oversight services will produce a reasonably complete and accurate set of criteria and programming documents sufficient to issue request for proposals for the delivery of a design-build project and other services that may be required by the DISTRICT.
- 2.2. **Qualified Personnel.** The ARCHITECT shall provide enough qualified personnel to properly perform services required under this AGREEMENT and DISTRICT shall have the right to remove any of ARCHITECT'S personnel from the PROJECT.
- 2.3. **Subconsultants.** The ARCHITECT has submitted a list of qualified engineers for the PROJECT. ARCHITECT shall ensure that each engineer places his or her name, seal and signature on all drawings and specifications prepared by said engineer. The ARCHITECT is responsible for the

management of their consultants in order to meet the terms of all phases of this agreement. Nothing in the foregoing shall create any contractual relationship between DISTRICT and any consultants employed by ARCHITECT under the terms of this Agreement. ARCHITECT is as responsible for the performance of its consultants as it would be if it had rendered these services itself.

- 2.4. **Written Understanding.** The ARCHITECT shall ascertain the DISTRICT's needs and the requirements of the PROJECT and shall arrive at a mutual written understanding of such needs and requirements with the DISTRICT, prior to drafting preliminary designs for the PROJECT.
- 2.5. **Written Records.** The ARCHITECT shall make a written record of all meetings, conferences, discussions and decisions made between or among the DISTRICT, ARCHITECT and Design-Build Entity during all phases of the PROJECT and concerning any material condition in the requirements, scope, performance and/or sequence of the work. The ARCHITECT shall provide a draft copy of such record to the DISTRICT for review and comment, make adjustments and provide a final copy to the DISTRICT and a copy to the Design-Build Entity upon request.
- 2.6. **Schedule – Budget Analysis.** The ARCHITECT shall provide a written preliminary evaluation of the DISTRICT's PROJECT, schedule and construction budget requirements, each in terms of the other and shall advise the DISTRICT, in writing, of any adjustments to the estimate of Construction Cost. Such evaluation shall include alternative approaches to design and construction of the PROJECT.
- 2.7. **Construction Cost.** The ARCHITECT shall submit to the DISTRICT a written probable statement of cost for the construction of the project and shall advise the DISTRICT, in writing, of any adjustments to the estimate of Construction Cost. This cost evaluation by the ARCHITECT represents the ARCHITECT'S best judgment as a professional familiar with the construction industry. During the bidding phase, the construction cost shall be determined by the Best Value bid.
- 2.8. **BIM.** The ARCHITECT and their consultant shall assist the DISTRICT in updating the BIM Standards to a level of current industry practices and validate modeling progress of Design-Build Entity throughout the project.
- 2.9. **Sustainability.** The project shall be designed in accordance with the requirements to meet LEED Gold certification and paperwork for certification shall be complete by the Design-Build Entity. Commissioning and Energy Modeling are outside the parameters of this agreement and will be services employed by the District. These documents shall comply with all applicable laws, statutes, ordinances, codes, rules and regulations currently existing and as amended, enacted, issued or adopted in the future which are applicable to these documents.

- 2.10. **Regulatory Compliance.** The ARCHITECT shall comply with all applicable federal, state and local laws, statutes, ordinances, codes, rules and regulations currently existing and as amended, enacted, issued or adopted in the future and which are applicable to the PROJECT.
- 2.11. **Building Codes.** The ARCHITECT shall prepare and submit to DISTRICT an outline of applicable provisions of building codes that will apply to this project. The outline shall include a written report and diagrammatic drawings which delineate the design criteria (e.g. exit paths, travel distances, required exits, rated walls, rated corridors, building occupancy, construction type, and fire zones) This graphic documentation of the design criteria shall be included in the Design-Build RFP.
- 2.12. **Existing Conditions.** The ARCHITECT shall investigate existing conditions or facilities and make recommendations to include additional documents if deemed appropriate in order to acquire a comprehensive proposal from the Design-Build Entity.
- 2.13. **Coordination for Geological Report.** The ARCHITECT shall develop and provide to the DISTRICT all necessary documentation in order to submit the Geotechnical Report, provided by others, to the California Geological Survey (CGS) and coordinate follow-up with Geotechnical Consultant as necessary to obtain CGS approval in order to obtain Division of the State Architect stamped documents.
- 2.14. **Not Responsible for Hazardous Material.** Unless otherwise provided in this AGREEMENT, the ARCHITECT and ARCHITECT'S consultants shall have no responsibility for the presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the PROJECT site, including, but not limited to, asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances.
- 2.15. **SDs to DDs.** The ARCHITECT shall review all drawing package submittals for conformance to the Design-Build RFP.
- 2.16. **DDs to CDs.** The ARCHITECT shall review all drawing package submittals for conformance to the Design-Build RFP.
- 2.17. **Coordination for Government Authorities.** The ARCHITECT, if required, shall assist the DISTRICT in the filing of documents required for the approval of governmental authorities having jurisdiction over the PROJECT including funding submittals with the DISTRICT's assistance. Included in this filing shall be an energy modeling document for submittal to the State. The DISTRICT shall pay all fees required by such governmental authorities.
- 2.18. **Design-Build RFP Prep.** The ARCHITECT shall prepare all necessary RFQ/RFP documents required by the DISTRICT and shall assist the DISTRICT in preparing the conditions of the Design-Build Entity's contract and coordinating same with the technical specifications. Plans or specifications, which include a requirement that the Design-Build Entity provide operation manuals and adequate training for the DISTRICT in the operation of mechanical, electrical, heating and air conditioning systems installed by the Design-Build Entity, shall be part of the Design-Build RFP prepared by the ARCHITECT.

- 2.19. **Bid Marketing.** The ARCHITECT, following the DISTRICT's approval of the Design-Build RFQ/RFP and of the probable statement of Construction Cost, shall assist the DISTRICT in obtaining proposals for the PROJECT.
- 2.20. **Design and Construction Administration.** The ARCHITECT shall provide administration during the design and construction phases of the Design-Build contract. The ARCHITECT'S responsibility to provide services for the design phase commences with the Phase I Notice to Proceed (NTP) to the Design-Build Entity and for the construction of the PROJECT commences with the NTP for Phase II, Design-Build contract and continues through the final close out acknowledgement by the Division of the State Architect. Additionally, ARCHITECT will provide a warranty review a year after Substantial Completion. It is anticipated that the Design-Build Entity's duration for Phase I and Phase II activities will be 30 months.
- 2.21. **Evaluate Design-Build Entity Performance.** The ARCHITECT shall evaluate the performance of the Design-Build Entity under the requirements of the Design-Build contract when requested in writing by the DISTRICT.
- 2.22. **Coordination of Others.** The ARCHITECT shall coordinate design and construction activities performed by separate Design-Build Entities, contractors or by the DISTRICT's own employees.
- 2.23. **Submittals.** The ARCHITECT shall review and approve or take other appropriate action upon Design-Build Entity's action submittals of shop drawings, product data, and samples for the purpose of checking for conformance with the Design-Build contract. The ARCHITECT's action shall be taken as to cause no delay in the work, while allowing sufficient time in the ARCHITECT's professional judgment to permit adequate review and in no case exceed fifteen (15) working days after receipt. When certification of performance characteristics of materials, systems or equipment is required by the Design-Build contract, the ARCHITECT shall be entitled to rely upon such certification to establish that the materials, systems or equipment will meet the performance criteria required by the Design-Build contract/RFP.
- 2.24. **Substitutions.** The ARCHITECT shall provide services in connection with evaluating substitutions proposed by the Design-Build Entity, obtain written acceptance by the DISTRICT for any changes to the original documents and making subsequent revisions to drawings, specifications and other documentation resulting there from.
- 2.25. **District Representative.** The ARCHITECT shall be the DISTRICT's representative during design and construction phases and shall advise and consult with the DISTRICT until final payment to the Design-Build Entity is due. The ARCHITECT shall have authority to act on behalf of the DISTRICT only to the extent provided in this AGREEMENT unless otherwise modified in writing.
- 2.26. **Site Visits.** The ARCHITECT shall visit the site at appropriate stages of construction up to a maximum of 40 site visits while work is in progress, to observe the site and work; to familiarize himself/herself with the progress and quality of the work; and to determine for

- the DISTRICT's benefit and protection if the work is proceeding in accordance with the Design-Build contract and schedule. The ARCHITECT can provide additional site visits beyond 60 visits as an additional service. On the basis of his/her on-site observations and inspections as an ARCHITECT, the ARCHITECT shall keep the DISTRICT informed of the progress and quality of the work and he/she shall use reasonable care to guard the DISTRICT against defects and deficiencies in the work and against the Design-Build Entity's failure to carry out the work in accordance with the Design-Build contract and the schedule. The ARCHITECT shall provide services made necessary by major defect or deficiencies in the work of the Design-Build Entity which through reasonable care should have been discovered by the ARCHITECT and promptly reported to the DISTRICT and Design-Build Entity but which he/she failed to do.
- 2.27. **Site Access.** The ARCHITECT shall have access to the work at all times.
- 2.28. **Certification of Payment.** The ARCHITECT shall review and certify the amounts due the Design-Build Entity. The ARCHITECT'S certification for payment shall constitute a representation to the DISTRICT, based on the ARCHITECT's observations and inspections at the site that the work has progressed to the point indicated, that quality of the work is in accordance with the Design-Build contract and that the Design-Build Entity is entitled to payment in the amount certified.
- 2.29. **Reject Work.** The ARCHITECT shall reject work which does not conform to the Design-Build contract. The ARCHITECT has authority to require additional inspection or testing of the work in accordance with the provisions of the Design-Build contract, whether or not such work is fabricated, installed or completed.
- 2.30. **Change Orders.** If required by the DISTRICT, the ARCHITECT shall assist with preparation of change orders with supporting documentation and data for the DISTRICT's approval and execution in accordance with the Design-Build contract, and may authorize minor changes in the work not involving an adjustment in the contract sum or an extension of time. The ARCHITECT shall evaluate and make written recommendations regarding Design-Build Entity's proposals for possible change orders. DSA change orders shall be submitted for approval on an on-going basis throughout the project. Design-Build Entity shall prepare a set of reproducible record drawings showing significant changes in the work made during construction based on marked-up prints, drawings and other data furnished by the Design-Build Entity to the ARCHITECT.
- 2.31. **Claim Evaluation.** If required by the DISTRICT, the ARCHITECT shall assist to evaluate and render written recommendations, within a reasonable time on all claims, disputes or other matters at issue between the DISTRICT and Design-Build Entity relating to the execution or progress of the work as provided in the Design-Build contract.
- 2.32. **Substantial Completion.** The ARCHITECT shall inspect the PROJECT to determine the date or dates of substantial completion and the date of final completion, receive and forward to the DISTRICT for the DISTRICT's review all written warranties and related documents required by

the Design-Build contract and issue a final certificate for payment upon compliance with the requirements of the Design-Build contract.

ARTICLE 3 ADDITIONAL ARCHITECT'S SERVICES

- 3.1. **Additional Services.** Additional services are not included in the Services set forth previously. If the DISTRICT requests in writing any of the Additional Services, ARCHITECT shall be compensated for the same in accordance with the provisions of the Agreement relating to Additional Services and the amounts indicated in Exhibit for Additional Services. The Board of Trustees of the District must approve an amendment to this Agreement, fully executed, prior to ARCHITECT performing any Additional Services. The ARCHITECT shall request payment for Additional Services in a separate line item on the same invoice submitted for Services in a format pre-approved by the DISTRICT
- 3.2. **Notification and Authorization.** ARCHITECT shall notify the DISTRICT in writing of the need for additional services required due to circumstances beyond the ARCHITECT'S control. ARCHITECT shall obtain written authorization from the DISTRICT before rendering such services. Compensation for such services shall be compensated based on attached standard hourly rates. Such services shall include:
- a. **Regulatory Revisions.** Making material revisions in drawings, specifications or other documents when such revisions are required by the enactment or revision of laws, rules or regulations subsequent to the preparation of such documents.
 - b. **Scope Change after Phase Approvals.** Providing services required because of significant changes made in the PROJECT after approval of each phase of the work including, but not limited to, size, quality, complexity, or the DISTRICT's schedule, except for services required under Article V, paragraph 10 and changes related to design errors or omissions.
 - c. **Change Orders.** Preparing drawings, specifications and other documentation and supporting data, and providing other services in connection with change orders required by causes beyond the control of the ARCHITECT.
 - d. **Damage or Destruction.** Providing consultation concerning replacement of work damaged by fire and furnishing services required in connection with the replacement of such work.
 - e. **Design-Build Entity Default.** Providing services made necessary by the default of the Design-Build Entity, by major defects or deficiencies in the work of the Design-Build Entity, or by failure of performance of either the DISTRICT or Design-Build Entity under the Design-Build contract.
 - f. **Legal Services.** Providing services in connection with an arbitration proceeding or legal proceeding except where the ARCHITECT is a party thereto.

- g. Consultant Coordination. Providing services, other than coordination and incorporation of information into the design documents, in connection with the work of consultants retained by the DISTRICT.
 - h. Test and Balance. Providing assistance in the utilization of equipment or systems such as testing, adjusting and balancing, preparation of operation and maintenance manuals, training personnel for operation and maintenance and consultation during operation.
- 3.3. **Construction Administration Add Service.** If authorized in writing by DISTRICT, ARCHITECT shall provide one or more Project Representatives to assist in carrying out more extensive representation at the site than is described herein. The Project Representative(s) shall be selected, employed and directed by the ARCHITECT, and the ARCHITECT shall be compensated therefore as agreed by the DISTRICT and ARCHITECT. Through the observations of such Project Representative(s), the ARCHITECT shall endeavor to provide further protection for the DISTRICT against defects and deficiencies in the work, but the furnishing of such project representation shall not modify the rights, responsibilities or obligations of the ARCHITECT as described elsewhere in this AGREEMENT. Such services shall be compensated

ARTICLE 4 TERMS OF SERVICE

- 4.1. **Time is of the Essence.** Time is of the essence in the performance of each Party's obligations under this Agreement, including without limitation ARCHITECT'S performance of the service required hereunder and DISTRICT's payment of all sums due to ARCHITECT.
- 4.2. **Term.** Services under this Agreement shall be diligently performed by the ARCHITECT for 48 months. This term shall be extended at no cost to the DISTRICT as result of delays caused directly by ARCHITECT actions.
- 4.3. **Billing Rate.** Should services be necessary after the expiration of contract duration, they can be provided in accordance with the Billing Rates as provided in Exhibit "A".
- 4.4. **Suspension Notice.** DISTRICT may suspend this Agreement at any time without penalty by written notice to ARCHITECT of such suspension.

ARTICLE 5 INDEMNITY AND INSURANCE

- 5.1. To the fullest extent permitted by law, ARCHITECT agrees to indemnify and hold the DISTRICT and its Board of Trustees, officers, employees and agents harmless from all liability arising out of:
 - a. **Workers Compensation and Employer's Liability.** Any and all claims under workers' compensation acts and other employee benefit acts with respect to ARCHITECT'S employees or ARCHITECT'S subcontractor's employees arising out of ARCHITECT'S work under this agreement; and

- b. **General Liability.** If arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the ARCHITECT, the ARCHITECT shall indemnify and hold the DISTRICT harmless from any liability for damages for (i) death or bodily injury to person; (ii) injury to, loss or theft of property; (iii) any failure or alleged failure to comply with any provision of law; or (iv) any other loss, damage or expense arising under either i, ii, and iii above, sustained by the ARCHITECT or the DISTRICT, or any person, firm or corporation employed by the ARCHITECT or the DISTRICT upon or in connection with the Project, except for liability resulting from the sole or active negligence, or willful misconduct of the DISTRICT, its officers, employees, agents or independent architects who are directly employed by the DISTRICT.
 - c. The ARCHITECT, at its own expense, cost and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the DISTRICT (other than professional negligence covered by section below, its officers, agents, or employees, that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the ARCHITECT, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its officers, agents, or employees, in any action, suit or other proceedings as a result thereof; and
 - d. **Professional Liability.** If arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the ARCHITECT, the ARCHITECT shall indemnify and hold the DISTRICT harmless from any loss, injury to, death of persons, or damage to property caused by any act, neglect, default, or omission of the ARCHITECT, or any person, firm, or corporation employed by the ARCHITECT, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm, or corporation, including the DISTRICT, arising out of, or in any way connected with, the PROJECT, including injury or damage either on or off DISTRICT property; but not for any loss, injury, death, or damages caused by sole or active negligence, or willful misconduct of the DISTRICT. With regard to the ARCHITECT'S obligation to indemnify for acts of professional negligence, such obligation does not include the obligation to provide defense counsel or to pay for the defense of actions or proceedings brought against the DISTRICT, but rather to reimburse the DISTRICT for attorneys' fees and costs incurred by the DISTRICT in defending such actions or proceedings brought against the DISTRICT that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the ARCHITECT
- 5.2. **Purchase and Maintain Insurance.** ARCHITECT shall purchase and maintain project specific insurance with an insurer or insurers, qualified to do business in the State of California and acceptable to DISTRICT policies of insurance, which will protect ARCHITECT and DISTRICT from claims which may arise out of or result from ARCHITECT'S actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for

whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

- a. **Statutory Workers' Compensation and Employers' Liability.** ARCHITECT shall purchase and maintain Workers' Compensation Insurance covering claims under workers' or workmen's compensation, disability benefit and other similar employee benefit acts under which ARCHITECT may be liable. ARCHITECT shall purchase and maintain Employer's Liability Insurance covering bodily injury (including death) by accident or disease to any employee which arises out of the employee's employment by ARCHITECT. The Employer's Liability Insurance required of ARCHITECT hereunder may be obtained by ARCHITECT as a separate policy of insurance or as an additional coverage under the Worker's Compensation Insurance required to be obtained and maintained by ARCHITECT hereunder.
- b. **Comprehensive general and auto liability.** ARCHITECT shall purchase and maintain Commercial General Liability and Property Insurance as will protect ARCHITECT from the types of claims set forth below which may arise out of or result from ARCHITECT'S services under this Agreement and for which ARCHITECT may be legally responsible: (i) claims for damages because of bodily injury, sickness or disease or death of any person other than ARCHITECT'S employees; (ii) claims for damages insured by usual personal injury liability coverage which are sustained (a) by a person as a result of an offense directly or indirectly related to employment of such person by ARCHITECT, or (b) by another person; (iii) claims for damages, other than to the Work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom; (iv) claims for damages because of bodily injury, death of a person or property damages arising out of ownership, maintenance of use of a motor vehicle; (v) contractual liability insurance applicable to ARCHITECT'S obligations under this Agreement; and (vi) for completed operations.

Comprehensive general and auto liability insurance with limits of not less than \$1,000,000 combined single limit, bodily injury and property damage liability per occurrence, including:
 1. owned, non-owned and hired vehicles;
 2. blanket contractual;
 3. broad form property damage;
 4. products/completed operations; and
 5. personal injury.
- c. **Professional liability insurance.** Professional liability insurance, including contractual liability, with limits of 1,000,000. Such insurance shall be maintained during the term of this AGREEMENT and renewed for a period of at least 5 years thereafter if available to the professional and/or at rates consistent with the time of execution of

this AGREEMENT adjusted for inflation. In the event that ARCHITECT subcontracts or assigns any portion of his/her duties, he/she shall require any such subcontractor to purchase and maintain insurance coverage as provided in this subparagraph.

- d. **Additional Insured.** Each policy of insurance required in (a) and (b) above shall name DISTRICT and its officers, agents and employees as additional insureds; shall state that, with respect to the operations of ARCHITECT hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation; and, shall waive all rights of subrogation. ARCHITECT shall notify DISTRICT in the event of material change in, or failure to renew, each policy. Prior to commencing work, ARCHITECT shall deliver to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event ARCHITECT fails to secure or maintain any policy of insurance required hereby excepting professional liability, DISTRICT may, at its sole discretion, secure such policy of insurance in the name of and for the account of ARCHITECT, and in such event ARCHITECT shall reimburse DISTRICT upon demand for the cost thereof.
- 5.3. **State Authorized Insurers.** All policies of insurance required hereunder shall be issued by insurer(s) authorized to issue insurance by the State of California and to the reasonable satisfaction of the DISTRICT. Coverage under each policy of insurance, whether by endorsement or otherwise, shall provide that such policy will not be materially modified, canceled or allowed to expire without at least thirty (30) days advance written notice to the District.
- 5.4. **Insurance Evidenced.** Prior to commencing work, ARCHITECT shall deliver to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event ARCHITECT fails to secure or maintain any policy of insurance required hereby excepting professional liability, DISTRICT may, at its sole discretion, secure such policy of insurance in the name of and for the account of ARCHITECT, and in such event ARCHITECT shall reimburse DISTRICT upon demand for the cost thereof.
- 5.5. **Coverage Amounts**

Insurance Policy	Minimum coverage Amount
Workers Compensation	In accordance with applicable law
Employers Liability	One Million dollars (\$1,000,000)
Professional Liability	One Million (\$1,000,000) per occurrence and One Million dollars (\$1,000,000) project specific in the aggregate

ARTICLE 6 COMPENSATION TO THE ARCHITECT

6.1. **Contract Price for Services.** The Contract Price for the ARCHITECT'S performance of the Services under this Agreement shall consist of the following lump sum prices:

a.	Task 1 - Design-Build Criteria	\$178,000
b.	Task 2 – Design-Build Selection & Design Oversight	\$ 79,000
c.	Task 3 – Construction Observation & Closeout	\$100,000
d.	Reimbursable Cost	\$ 15,000
e.	TOTAL	\$372,000

6.2. **Price Inclusions.** The Contract Price is inclusive of personnel expenses (inclusive of all benefits and burdens), fees and personnel expenses of any sub-consultant or subcontractor to the ARCHITECT, travel for personnel to and from the Site, travel within the Counties of Los Angeles, Orange, Riverside, San Diego, San Bernardino and Ventura, insurance and all other overhead/administrative expenses or costs associated with performance of the Services, except for Allowable Reimbursable Expenses described in this Agreement. At no time shall meals be considered a reimbursable expense. The items and services identified in Exhibit B are services included in the ARCHITECT'S compensation for Services as set forth in Article 2 and Exhibit A.

6.3. **ARCHITECT Monthly Billing Statements.** ARCHITECT shall submit monthly billing invoices to the DISTRICT for payment of the Contract Price for Services, authorized Additional Services, and previously approved and allowable Reimbursable Expenses performed or incurred in the immediate prior month in a format previously approved by the DISTRICT. Previously approved and allowable Reimbursable Expenses shall be itemized and evidence shall be provided of the cost or value of any Allowable Reimbursable Expense costs for which payment is requested by ARCHITECT.

6.4. **DISTRICT Payment of Contract Price.** Within thirty (30) days of the date of the District's receipt of ARCHITECT'S billing invoices, DISTRICT will make payment to ARCHITECT of undisputed amounts of the Contract Price due for Services, authorized Additional Services, and Allowable Reimbursable Expenses. No deductions shall be made or withheld from payments due ARCHITECT hereunder on account of any penalty, assessment, liquidated damages or other amounts withheld by the DISTRICT from payment to the Architect or any Design-Build Entity.

6.5. **Withholding Payment.** In accordance with California Civil Code Section 3320. The DISTRICT may withhold or deduct from amounts otherwise due ARCHITECT hereunder if ARCHITECT shall fail to timely and completely perform material obligations to be performed on its part

under this Agreement, with the amounts withheld or deducted being released after ARCHITECT has fully cured its failure of performance, less costs, damages or losses sustained by the DISTRICT as a result of such failure of performance of a material obligation hereunder.

- 6.6. **Payment in Full.** This compensation shall be compensation in full for all services performed by the ARCHITECT under the terms of this AGREEMENT, except where additional compensation is agreed upon between the ARCHITECT and DISTRICT in writing as provided for as additional services.
- 6.7. **Monthly Payments.** Payments for ARCHITECT services shall be made monthly and, where applicable, shall be 95% of the services performed within each phase of service, on the basis set forth in paragraph 1. 100% payment will be made upon DISTRICT acceptance of each phase.
- 6.8. **Late payments.** Invoices shall be on a form and in the format approved by the DISTRICT. Payments are due and payable upon receipt of the ARCHITECT'S invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the legal rate prevailing at the time, at the site of the PROJECT.
- 6.9. **Schedule Delay.** To the extent that the time initially established for the completion of ARCHITECT'S services is exceeded or extended through no fault of the ARCHITECT, compensation for any services rendered during the additional period of time may be computed as follows: at standard hourly rates (See Exhibit B) or as a fixed fee.
- 6.10. **Reimbursable Expenses** incurred by the ARCHITECT and ARCHITECT'S employees and ARCHITECTS in the interest of the PROJECT shall have prior DISTRICT written approval before incurred and records of such expenses shall be provided to DISTRICT for the DISTRICT's review. The District shall not be liable to ARCHITECT for any costs or expenses paid or incurred by ARCHITECT in performing services for DISTRICT, except reimbursable expenses that have been pre-approved in writing. Expenses may be invoiced during the monthly pay request at cost plus 10% markup.
 - a. Reimbursable expenses are in addition to compensation for Original and Additional Services and include expenses incurred by the ARCHITECT and ARCHITECT'S employees and ARCHITECTS in the interest of the PROJECT.
 - b. Reimbursable expenses shall be expense of transportation in connection with the PROJECT; expenses in connection with authorized out-of-town travel; long-distance communications; and fees paid for securing approval of authorities having jurisdiction over the PROJECT. ARCHITECT'S normal travel expense (including to and from the PROJECT) and meals are excluded.
 - c. Expense of reproductions (except those needed for the use of the ARCHITECT and his or her ARCHITECTS or identified specifically as a deliverable), postage and handling of Drawings, Specifications and other documents are reimbursable upon DISTRICT's prior written approval.

- d. If authorized in advance in writing by the DISTRICT, expense of overtime work requiring higher than regular rates will be reimbursed.
 - e. Expense of renderings, models and mock-ups requested by the DISTRICT if not part of ARCHITECT'S Services will be reimbursed.
 - f. For reimbursable expenses, compensation shall be computed at a multiple of 1.05 times the expenses incurred by the ARCHITECT, the ARCHITECT'S employees and ARCHITECTS in the interest of the PROJECT.
 - g. For additional services of ARCHITECTS, compensation shall be computed at a multiple of 1.05 times the amounts billed to the ARCHITECT for such services.
- 6.11. **Non Waiver of Rights.** Neither the DISTRICT'S review, approval of, nor payment for, any of the services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement, and ARCHITECT shall remain liable to the DISTRICT in accordance with applicable law for all damages to the DISTRICT caused by ARCHITECT'S failure to perform any of the services furnished under this Agreement.

ARTICLE 7 ARCHITECT'S WORK PRODUCT

- 7.1. **District Ownership of Documents.** The drawings, specifications, presentation materials including slides and models and other documents prepared by the ARCHITECT for this PROJECT shall be and remain the property of the DISTRICT pursuant to Education Code Section 17316. Such drawings and specifications and other documents supplied as herein required shall be the property of the DISTRICT whether or not the work for which they were made is executed. ARCHITECT grants to DISTRICT the right to reuse all or part of the fore mentioned drawings, specifications and other documents at its sole discretion for the construction of all or part of this or another PROJECT constructed for the DISTRICT. If the drawings, specifications and/or other documents are reused for another project constructed for the DISTRICT, then the DISTRICT agrees that ARCHITECT shall not be responsible for any reuse of the drawings, specifications and/or other documents. The DISTRICT is not bound by this AGREEMENT to employ the services of ARCHITECT in the event such drawings, specifications and/or other documents are reused. ARCHITECT grants to the DISTRICT the right to copy, use, modify, and reuse any and all copyrights and designs embodied in the plans, specifications and other documents prepared or caused to be prepared by the ARCHITECT pursuant to this AGREEMENT.
- 7.2. **Electronic Copy of Documents.** The ARCHITECT shall perform the work under this agreement and shall deliver electronic copy via CD, DVD or thumb drive in both the software format and PDF format upon request of the DISTRICT.
- 7.3. **Copyright/Trademark/Patent.** ARCHITECT understands and agrees that all matters produced under this AGREEMENT shall become the property of DISTRICT and cannot be used without DISTRICT's express written permission, except ARCHITECT shall distribute copies of his

reports to DSA and other parties as required by California Administrative Code, Title 24. DISTRICT shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the DISTRICT. ARCHITECT consents to use of ARCHITECT'S name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

ARTICLE 8 TERMINATION

- 8.1. **Termination for Convenience.** DISTRICT may, at any time, with or without reason, terminate this AGREEMENT and compensate ARCHITECT only for services satisfactorily rendered to the date of termination. 30 day written notice by DISTRICT shall be sufficient to stop performance of services by ARCHITECT. Notice shall be considered applicable as of the date established on the termination notice and deemed given when received by the ARCHITECT or no later than three days after the day of mailing, whichever is sooner.
- 8.2. **Termination for Cause.** DISTRICT may terminate this AGREEMENT upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this AGREEMENT by the ARCHITECT; or (b) any act by ARCHITECT exposing the DISTRICT to liability to others for personal injury or property damage; or (c) ARCHITECT is adjudged a bankrupt, ARCHITECT makes a general assignment for the benefit of creditors or a receiver is appointed on account of ARCHITECT'S insolvency. Written notice by DISTRICT shall contain the reasons for such intention to terminate and unless within ten (10) days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this AGREEMENT shall upon the expiration of the ten (10) days cease and terminate. In the event of such termination, the DISTRICT may secure the required services from another architect. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to DISTRICT. Written notice by DISTRICT shall be deemed given when received by the other party or no later than three days after the day of mailing, whichever is sooner.
- 8.3. **Termination by Either Party.** This AGREEMENT may be terminated without cause by the DISTRICT upon not less than 7 days written notice to the ARCHITECT. This AGREEMENT may be terminated by either party upon not less than 7 days written notice should the other party fail substantially to perform in accordance with the terms of this AGREEMENT through no fault of the party initiating the termination.
- 8.4. **Suspension of PROJECT.** The District may suspend this Agreement at any time without penalty by written notice to ARCHITECT of such suspension. The Suspension Notice shall set forth the reason for the suspension, the anticipated term of the suspension and shall be provided to the ARCHITECT not less than fifteen days prior to the suspension date. If the PROJECT is suspended by the DISTRICT for more than ninety consecutive days, the ARCHITECT shall be compensated for services satisfactorily performed prior to such suspension. When the PROJECT is resumed, the ARCHITECT'S compensation shall be

- equitably adjusted to provide for expenses incurred in the interruption and resumption of the ARCHITECT'S services.
- 8.5. **Abandonment of PROJECT.** If the DISTRICT abandons the PROJECT for more than ninety consecutive days, the ARCHITECT shall be compensated for services satisfactorily performed prior to the abandonment and ARCHITECT may terminate this AGREEMENT by giving not less than 7 days written notice to the DISTRICT.
- 8.6. **Non Payment.** The DISTRICT's failure to make payments to the ARCHITECT in accordance with this AGREEMENT shall be considered substantial nonperformance and cause for termination by the ARCHITECT.
- a. In the event the DISTRICT fails to make timely payment, the ARCHITECT may, upon 7 days written notice to the DISTRICT, suspend performance of services under this AGREEMENT.
 - b. Unless payment in full is received by the ARCHITECT within 7 days of the date of the notice, the suspension shall take effect without further notice.
 - c. In the event of a suspension of services, the ARCHITECT shall have no liability to the DISTRICT for delay or damage caused the DISTRICT because of such suspension of services.
- 8.7. **ARCHITECT Compensation.** The ARCHITECT shall be compensated for services satisfactorily performed prior to a termination which is not the fault of the ARCHITECT. The DISTRICT shall pay the ARCHITECT only the fee associated with the services provided, since the last billing and up to the notice of termination.
- 8.8. **Liability for District Damages.** In the event of termination due to the fault of ARCHITECT, ARCHITECT shall receive compensation due for services satisfactorily rendered prior to the date of termination. The ARCHITECT is liable for all damages suffered by the DISTRICT due to ARCHITECT'S failure to perform as provided in the AGREEMENT.

ARTICLE 9 DISPUTES, MEDIATION, ARBITRATION

- 9.1. **Work to Continue.** In the event of a dispute between the parties as to performance of the work, the interpretation of this Agreement, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute. Pending resolution of the dispute, ARCHITECT agrees to continue to diligently perform and provide services hereunder until completion of the work. If the dispute is not resolved, ARCHITECT agrees it will neither rescind this Agreement nor stop the progress of the work. The DISTRICT and ARCHITECT agreed that, in the event that a dispute comes to litigation, each party will bear its own legal expenses.
- 9.2. **Mediation Requirements.** All claims, disputes or controversies arising out of or relating to the PROJECT or to this agreement or the breach thereof shall be first attempted to be resolved through mediation.

- 9.3. **Arbitration.** If mediation is unsuccessful, claims, disputes or controversies arising out of or relating to this AGREEMENT will be decided by arbitration in accordance with the American Arbitration Association then prevailing unless the parties mutually agree otherwise.
- a. No arbitration arising out of or relating to this Agreement shall include, by consolidation, joinder or in any other manner, any additional person not a party to this Agreement except by written consent containing a specific reference to this Agreement and signed by the ARCHITECT, District and any other person sought to be joined. Consent to arbitration involving an additional person or persons shall not constitute consent to arbitration of any dispute not described therein or with any person not named therein.
 - b. This agreement to arbitrate shall be specifically enforceable under applicable law in any court having jurisdiction thereof.
 - c. Notice of demand for arbitration shall be filed in writing with the other party to this AGREEMENT in accordance with the rules of the American Arbitration Association. The demand shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based upon such claim, dispute or other matter in questions would be barred by the applicable statutes of limitation.
 - d. In any judicial proceeding to enforce this agreement to arbitrate, the only issues to be determined shall be those set forth in 9 U.S.C. Section 4 Federal Arbitration act and such issues shall be determined by the court without a jury. All other issues, such as, but not limited to, arbitrability, prerequisites to arbitration, compliance with contractual time limitations, applicability of indemnity clauses, clauses limiting damages and statutes of limitation shall be for the arbitrators whose decision thereon shall be final and binding. There shall be no interlocutory appeal of an order compelling arbitration.
 - e. The award rendered by the arbitrators shall be final and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.
 - f. Unless otherwise provided, this Agreement shall be governed by the law of the state and county where the Project is located.

ARTICLE 10 DISTRICT'S RESPONSIBILITIES

- 10.1. **District Provided Information.** The DISTRICT shall provide to the ARCHITECT full information regarding requirements for the PROJECT, including information regarding the DISTRICT's objectives, schedule, constraints and criteria.
- 10.2. **District Representative.** The DISTRICT shall appoint a representative authorized to act on the DISTRICT's behalf with respect to the PROJECT. The DISTRICT or its authorized representative shall render decisions in a timely manner pertaining to documents submitted by the

ARCHITECT. ARCHITECT shall consult with authorized employees, agents, and representatives of DISTRICT relative to the design and construction of the Project. However, ARCHITECT shall accept directives only from DISTRICT's designated representative and not from other DISTRICT employees or consultants. The DISTRICT shall notify ARCHITECT in writing if, at its sole option, it makes a change in the DISTRICT representative. Unless modified by written notice by the DISTRICT to the ARCHITECT, the DISTRICT Representative is:

Mary Opel – Construction Manager

- 10.3. **District Notification.** The DISTRICT shall give prompt written notice to the ARCHITECT if the DISTRICT becomes aware of any fault or defect in the PROJECT or nonconformance with the Design-Build contract. However, the DISTRICT's failure or omission to do so shall not relieve the ARCHITECT of his/her responsibilities hereunder and the DISTRICT shall have no duty to observe, inspect or investigate the PROJECT.
- 10.4. **Project Description.** The DISTRICT shall furnish a legal description of the site and surveys describing physical characteristics, legal limitations and utility locations for the site of the PROJECT as required.
- 10.5. **Geotechnical Data.** The DISTRICT shall furnish geotechnical data when these data are reasonably deemed necessary by ARCHITECT, including test logs, soil classifications, soil bearing values, and other data necessary to define subsoil conditions.
- 10.6. **Reliable Information.** The ARCHITECT may rely on the information provided by DISTRICT but only to the extent such reliance is consistent with ARCHITECT'S obligations under this agreement

ARTICLE 11 MISCELLANEOUS

- 11.1. **Affirmative Action.** ARCHITECT agrees that ARCHITECT will not engage in unlawful discrimination in employment of persons because of race, ethnicity, religion, nationality, disability, gender, marital status or age of such persons.
- 11.2. **Compliance with Applicable Laws.** The services completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT's general right of inspection to secure the satisfactory completion thereof. ARCHITECT agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to ARCHITECT, ARCHITECT'S business, equipment and personnel engaged in services covered by this AGREEMENT or accruing out of the performance of such services.
- 11.3. **ARCHITECT Accounting Records.** Pursuant to and in accordance with the provisions of Government Code Section 8546.7 or any amendments thereto, all books, records, and files of the DISTRICT and the ARCHITECT, including, but not limited to the costs of administration of this Agreement, shall be subject to examination and audit of the State Auditor at the request of the DISTRICT or as part of any audit of the DISTRICT for a period of three (3) years after final payment is made under this agreement. During this time, ARCHITECT shall maintain

accounting records and make them available upon request of the DISTRICT for reproduction or inspection.

- 11.4. **Review, Approval or Acceptance.** Review, approval or acceptance of ARCHITECT'S work whether by DISTRICT or others, shall not relieve ARCHITECT from responsibility for errors and omissions in ARCHITECT'S work.
- 11.5. **Cumulative Rights; Non Waiver.** Duties and obligations imposed by this Agreement and rights and obligations hereunder are in addition to and not in lieu of any imposed by or available at law or inequity. The failure of DISTRICT or ARCHITECT to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this AGREEMENT shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.
- 11.6. **Definitions**
- a. **Contract.** A Contract for Construction services awarded by the DISTRICT to a Design-Build Entity/Consultant for the design and construction of a portion of the PROJECT.
 - b. **Design-Build Entity.** A Design-Build Entity to the DISTRICT under a Contract awarded by the DISTRICT for construction of the PROJECT.
 - c. **Design Documents.** The Drawings, Specifications, calculations and other work product and Instruments of Service prepared by or on behalf of the Architect for the PROJECT. Design Documents include surveys, soil reports and other documents prepared for the PROJECT by a licensed Architect or registered Engineer, whether under contract to the Architect or DISTRICT.
 - d. **Submittals.** Shop Drawings, Product Data or Samples prepared or provided by a Design-Build Entity or a Subcontractor to a Design-Build Entity or suppliers illustrating some portion of work of the PROJECT.
 - e. **Site.** The physical area for construction and activities relating to construction of the PROJECT.
 - f. **Design-Build contract Documents.** The Contract Documents issued by or on behalf of the DISTRICT under a Contract for construction of the PROJECT. Design-Build contract Documents include all modifications issued by or on behalf of the DISTRICT. Unless otherwise expressly stated, references to the Design-Build contract Documents are referenced to all of the Contract Documents issued for the Contract awarded for PROJECT construction.
 - g. **Substantial Completion.** Substantial Completion is when the Work of a Contract has been completed and installed including completion of commissioning and the Work can be used or occupied for its intended purposes, subject only to minor corrections, repairs or modifications.

- h. **Final Completion.** Final Completion is when all of the Work of a Contract has been completed and installed (including items noted for correction, repair or modification upon Substantial Completion) and the Design-Build Entity has completed all other obligations to be performed on its part under the Contract.
- 11.7. **Employment with Public Agency.** ARCHITECT, if an employee of another public agency, agrees that ARCHITECT will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this AGREEMENT. Additionally, No member, officer or employee of the DISTRICT during tenure or for one year thereafter, shall have any interest direct or indirect, in this Agreement or the proceeds thereof.
- 11.8. **Governing Law.** This AGREEMENT shall be governed by the laws of the State of California. The duties and obligations of the parties created hereunder are performable in Orange County and such county shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Agreement.
- 11.9. **Independent Contractor.** ARCHITECT, in the performance of this AGREEMENT, shall be and act as an independent contractor. ARCHITECT understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. ARCHITECT assumes the full responsibility for the acts and/or omissions of his or her employees or agents as they relate to the services to be provided under this AGREEMENT. ARCHITECT shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes for the respective ARCHITECT's employees.
- 11.10. **Marginal Headings; Captions.** The titles of the various Paragraphs of the Agreement and the Articles of these Conditions are for convenience of reference only and are not intended to and in no way shall enlarge or diminish the rights or obligations of ARCHITECT and DISTRICT hereunder.
- 11.11. **Non-Assignment.** The DISTRICT and ARCHITECT, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this AGREEMENT with respect to the terms of this AGREEMENT. The obligations of the ARCHITECT pursuant to this AGREEMENT shall not be assigned by the ARCHITECT. Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of any third party against either the DISTRICT or ARCHITECT. The sale or transfer of a majority membership interest in ARCHITECT firm or the admission of new member to the ARCHITECT firm which causes there to be a change in majority ownership and / or control of ARCHITECT firm shall be deemed and assignment for purposes of this Agreement. Nothing contained in this Agreement is intended to make any person or entity who is not a signatory to the

Agreement a third party beneficiary of any right created by the Agreement or by operation of law.

- 11.12. **Permits/Licenses**. ARCHITECT and all ARCHITECT'S employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this AGREEMENT.
- 11.13. **Notifications**. All notices or demands to be given under this AGREEMENT by either party to the other shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served requiring signature acknowledging receipt, or if mailed, on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section.
- 11.14. **Communications** between the parties shall be sent to the following addresses:
- | | |
|----------------------------|------------------------------|
| DISTRICT | ARCHITECT |
| Mary Opel | Kaveh Amirdelfan, AIA |
| South Orange County | Principal, |
| Community College District | DLR Group Inc. of California |
| 28000 Marguerite Parkway | 3130 Wilshire Blvd, Floor 6 |
| Mission Viejo, CA 92692 | Santa Monica, CA 90403 |
| COPY | |
| Dr. Debra L. Fitzsimons | |
| South Orange County | |
| Community College District | |
| 28000 Marguerite Parkway | |
| Mission Viejo, CA 92692 | |
- 11.15. **Severability**. If any provision of this Agreement is deemed illegal, invalid unenforceable or void by any court of competent jurisdiction, such provision shall be deemed stricken and deleted herefrom, but all remaining provisions will remain and continue in full force and effect.
- 11.16. **Entire Agreement/Amendment**. This AGREEMENT and any exhibits attached hereto represent the entire AGREEMENT between the DISTRICT and ARCHITECT and supersede all prior negotiations, representations or agreements, either written or oral with respect to the services contemplated. This AGREEMENT may be amended or modified only by an agreement in writing signed by both the DISTRICT and the ARCHITECT.
- 11.17. **Binding Agreement**. The DISTRICT and ARCHITECT, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this AGREEMENT with respect to the terms of this AGREEMENT.

This AGREEMENT entered into as of the day and year first written above.

"DISTRICT"

"ARCHITECT"

South Orange County Community College District

DLR Group of California

Dr. Debra L. Fitzsimons
Vice Chancellor, Business Services

Kaveh Amirdlefan, AIA
Principal

(Date)

(Date)

(Taxpayer number)

EXHIBIT A - RESPONSIBILITIES AND SERVICES OF ARCHITECT

ARCHITECT will provide all professional services necessary for completing the following:

A. BASIC SERVICES

ARCHITECT agrees to provide the services described below:

1. Determine the agencies who have jurisdiction over essential buildings and coordinate with and implement the requirements of the funding and regulatory agencies, i.e.: State Chancellor's Office, Division of the State Architect, State Fire Marshal, Health Department, etc.
2. Contract for or employ at ARCHITECT'S expense, sub-consultants to the extent deemed necessary for completion of the Project including: architects; mechanical, electrical, plumbing, structural, civil engineers, landscape architects, AV/IT, Cost Estimator licensed as such by the State of California. The names of said sub-consultants shall be submitted to the DISTRICT for approval prior to commencement of work. The DISTRICT reserves the right to reject the use of any sub-consultants. Nothing in the forgoing procedure shall create any contractual relationship between the DISTRICT and any sub-consultants employed by the ARCHITECT under terms of this Agreement.
3. Agree to exercise usual and customary professional care in its efforts to comply with all laws and regulations which apply to work of this Agreement.
4. Cooperate with other professionals employed by the DISTRICT for the criteria, design, coordination or management of other work related to the Project.
5. Chair, conduct and take minutes of meetings during the entire criteria phase with sub-consultants, ARCHITECT shall invite the DISTRICT and/or its representative to participate in these meetings. ARCHITECT shall keep a separate log to document design/coordination comments generated in these meetings.
6. Review site surveys, subsoil data, chemical, mechanical and other data logs of borings, record documents, etc., furnished to ARCHITECT pursuant to this Agreement and advise the DISTRICT whether such data are sufficient for purposes of design, or whether additional data are necessary. ARCHITECT shall advise whether additional data are needed and, if so, recommend the manner in which it be provided and services obtained.
7. Be responsible for the professional quality, technical accuracy and the coordination of all studies, reports, projections, master plans, designs, drawings, specifications and other services furnished by ARCHITECT under this Agreement. ARCHITECT shall, without additional compensation, correct or revise any errors or omissions in its studies, reports, projections, master plans, design, drawings, specifications and other services.

8. If desired by the DISTRICT and agreed to by the ARCHITECT, ARCHITECT shall provide other required services to determine such compliance not specifically identified and included in the scope of this Agreement through an amendment to this Agreement, as an additional service.

9. Be responsible for establishing the requirement for the layout of data and phones using DISTRICT established standards. The coordination effort shall include location and routing of the raceways, conduits, and outlets and required spaces to accommodate electrical, data and communication wiring. ARCHITECT to coordinate with DISTRICT or their consultants to finalize phone system design.

10. Provide services required to obtain local agencies approval for off-site work including review by regulatory agencies having jurisdiction over the Project.

11. Develop the basis of design for the project's grading and drainage plan which is to include architectural information showing a final development of the site, this drawing will also include a horizontal and vertical control plan and a utility infrastructure plan. The services described in this Subparagraph shall be provided by a professional civil engineer who is to subcontract with the ARCHITECT.

12. ARCHITECT to document the location of existing utility lines, telephone, water and sewage, etc., within the limits of the DISTRICT on-site property. This information shall be provided by the DISTRICT. ARCHITECT to verify the capacity of all existing project utilities in establishing project Criteria.

13. Maintain a log of all meetings, site visits or discussions held in conjunction with the work of this Project, with documentation of major discussion points, observations, decisions, questions or comments. These shall be furnished to the DISTRICT and/or their representative for inclusion in the overall project documentation.

14. ARCHITECT is not responsible for:

- a. Ground contamination or hazardous material analysis
- b. Any asbestos testing, design or abatement
- c. Environmental impact report
- d. Historical significance report
- e. Soils investigation
- f. Geotechnical hazard report
- g. Topographic survey

15. Neither the DISTRICT'S review, approval of, nor payment for, any of the services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement, and ARCHITECT shall remain liable to the DISTRICT in accordance with applicable law for

all damages to the DISTRICT caused by ARCHITECT'S failure to perform any of the services furnished under this Agreement.

16. Providing interior design and other similar services required for or in connection with color coordination including furnishing unless agreed to as an additional service. ARCHITECT is required to establish a template floor plan to demonstrate that each space houses the required functions. Such floor plans will include furniture layout for functions and adhere to all ADA circulation requirements. The DISTRICT shall procure furnishing and moveable equipment.

17. Criteria Documents: Work with the District in the development of the Design-Build Request for Proposal and all associated documents. Criteria documents will include the following and have been separated into the RFP work performed by others:

<u>Description</u>	<u>Responsibility</u>
<u>Criteria Architect</u>	
Project Description and Criteria	Criteria Architect
Sustainability Standards	Criteria Architect
Updated BIM Standards	Criteria Architect and District
Design-Build Entity's Reference Documents	Design Build Project Consultant, Criteria Architect and District
Prequalification Questionnaire	Criteria Architect and District
<u>District</u>	
Development Master Plan	District
Utility Survey Information	District Civil Consultant
District-wide Signage Standards	District/College Facilities
Technical Hazardous Material Abatement Specifications	District's Environmental Consultant
Entry to Property Agreement	District
Design-Build Entity's Reference Documents	Design Build Project Consultant, District and Criteria Architect
<u>Design-Build Project Consultant</u>	
Integrated Project Delivery	Design-Build Project Consultant
Prequalification Questionnaire	Design-Build Project Consultant
Rules for Interview and Negotiations	Design-Build Project Consultant
Specific Design-Build Proposal Requirements	Design-Build Project Consultant
Proposal Evaluation Factors, Scoring and Ranking Methodology	Design-Build Project Consultant
Design-Build Entity's Reference Documents	Design-Build Project Consultant, and Criteria Architect
<u>Design-Build Legal Counsel</u>	
Design Build Contract & General Conditions	Design-Build Legal Counsel

Non-Collusion Declaration	Design-Build Legal Counsel
Proposal, Performance and Payment Bond	Design-Build Legal Counsel
Letter of Organization	Design-Build Legal Counsel
DVBE Requirements	Design-Build Legal Counsel
Evidence of Insurance, including E&O	Design-Build Legal Counsel

18. Project programming, including, but not limited to:

- a. Programming documents.
- b. The development of criteria for all site improvements related to the project, including, but not limited to: potable water, reclaimed water, sewer, data, electricity, site drainage of the building, path of travel, parking, and access to the project site from city street.
- c. Scope of work will include meetings with District and College participants to define facilities programming.
- d. Project budget estimate is \$12,000,000 for construction hard costs
- e. Oversight of Design-Build Entity during design with allowance for construction/closeout.

19. The DISTRICT is contracting for the services of ARCHITECT to act as the project's Design-Build Criteria Architect. The role of the ARCHITECT will include the development of the operational and programming needs for the new facility; review of design alternatives for the project; assist in the development of the project requirements; development of a Request for Proposals (RFP) to be used by DISTRICT to solicit Design-Build Entity Teams; and to assist DISTRICT through the project's Design-Build process as a whole.

B. TASK I- DESIGN-BUILD CRITERIA AND RFP DEVELOPMENT

Upon final execution of the Contract with the DISTRICT, the ARCHITECT shall:

DEVELOPMENT OF ARCHITECTURAL PROGRAM

1. Perform pre-design investigations to establish appropriate guidelines around which and within which the Project is to be designed. Identify design issues relating to functional need, directives and constraints imposed by regulatory codes.
2. Complete information check list identifying critical issues affecting project completion and certification; significant site considerations; applicable planning and zoning requirements; applicable code requirements; applicable fire and life safety requirements; sanitary and storm sewer service requirements; electrical power service and requirements; heating, ventilating and air conditioning requirements; natural gas availability and requirements; and domestic and fire water service requirements.
3. Conduct architectural program meeting with the DISTRICT selected project committee.

4. Develop an operational summary describing each of the facilities areas operational philosophy and principles; activities and their detailed sequence, location of adjacent areas and any access/circulation requirements/restrictions.
5. Provide architectural programming planning sessions with key stakeholders to obtain information on the goals of each functional component, specific activities to be carried out by the staff in each component, the services to be provided, service delivery method, functional relationships between components in addition to security needs, specialty equipment; defining materials and quality standards.
6. Develop probable construction cost for the Project; probable costs are to be based on the developed functional architectural programs as approved by the DISTRICT.
7. Probable costs prepared by the ARCHITECT:
 - a. All costs are to be based on current bid prices, with escalation rate and duration clearly identified as a separate line item; rate of cost escalation and projected bid and construction dates are to be as approved by the DISTRICT.
 - b. Contingencies for design, bidding or construction, if included in the probable costs, are to be included as individual line items, with the percentage and base of calculation clearly identified.
 - c. All construction probable costs developed per the above should additionally be presented in and summarized by the Construction Specification Institute (CSI) category.
 - d. One week prior to the submittal of documents, the ARCHITECT'S proposed cost format must be submitted to the DISTRICT for review and approval.
 - e. ARCHITECT shall submit a unit cost breakdown for two types of new building cost models ranging from a low end per square foot cost for the DISTRICT'S consideration, to high end per square foot cost. The unit cost shall not include the site work, the general Design-Build Entity's overhead and profit, and general condition. (Include separate line items for additional upgrades/condition assessment scope and possible alternate reductions).
 - f. Sub-consultants listed in A. Basic Services, item no. 2 shall participate in the progress meeting as appropriate and shall provide input and feedback into the development of the probable cost.

SITE PLANNING

Prepare a Test-fit Site Plan configuration for the proposed facility. The development of this Site Plan should incorporate or be based upon completion of the following tasks:

1. Document and take into consideration existing physical characteristics of the proposed site such as topography, drainage, plant coverage, views to and from the proposed site, sun exposure for day lighting and the potential of solar panels, current site usage and potential for future development and facility expansion. Review the existing conditions. Analyze the proposed site's existing conditions

relative to potential effect on circulation, access, parking, constructability, facility expansion and future development potential.

2. Review proposed plans and confer as necessary with the local jurisdiction to obtain their advisory input regarding zoning, water service, fire protection, site access, mass transit and other areas of site design related to the city services or governance.

RFP DEVELOPMENT

1. Prepare Design Criteria – identifying all project criteria.
2. Review and update as required Technical Standard provided by the DISTRICT for the Design-Build RFP.
3. Review and comment on DISTRICT prepared General Conditions and Special Conditions – which is part of the Request for Proposals (RFP) seeking D-B Entity Teams.
4. Assist DISTRICT in preparing and publishing the RFP.

MEETINGS

During the Architectural Programming and RFP Development Phase it is anticipated that a series of meetings will be convened between the DISTRICT and the ARCHITECT. These meeting will not exceed one day in duration and will be held on the PROJECT's campus location. Decisions made at such meetings and subsequently approved by the DISTRICT shall be binding. Any revisions or reconsiderations of such decisions shall constitute a change in the scope of services of the ARCHITECT.

DELIVERABLES

1. ARCHITECT shall provide to the DISTRICT the following quantities of materials resulting from the work of the Project:
 - a. Three copies of RFP and one electronic copy. (A written program prepared by ARCHITECT that incorporates the DISTRICT's program planning, design objectives, constraints, and criteria including space requirements, relationships, flexibility, expendability, special equipment and systems and a comparison between developed program and FPP program, include narrative explaining any deviations)combined with the DISTRICT's Instructions to Proposers, Proposal Forms, General Conditions, Special Conditions and other required documents.
 - b. Three copies of Project Probable Cost and one electronic copy.
 - c. One copy of Information Checklist
2. ARCHITECT along with sub-consultants shall present and review with the DISTRICT the summary and detail of Task I work.

PROJECT CESSATION PROVISIONS

Upon completion and review of the functional and Architectural program and master site planning, no further work shall be done unless and until the DISTRICT has approved Task I as complete and has given a written Notice of proceed to ARCHITECT for Task II.

C. TASK II – DESIGN-BUILD ENTITY SELECTION AND DESIGN OVERSIGHT

DESIGN - BUILD ENTITY SELECTION

Design-Build Entity Selection and Design Oversight: Upon written authorization from the DISTRICT, to proceed with the Design-Build Entity Selection and Design Phase. The ARCHITECT shall assist the DISTRICT'S with a Design-Build Entity to execute the project:

1. ARCHITECT will assist with the selection procedures, participate in pre-proposal meeting(s) with competing Design-Build Entity Teams and issue any clarification documentation. Assist DISTRICT with the evaluation of the Design-Build Entity Teams' submissions including proposal review and participation in scheduled interviews with Design-Build Entity Teams for the purpose of selection.
2. Review and comment on the proposed project budget and schedule and make recommendations.
3. Review checklist for permits, approvals and/or easements.
4. Develop site design criteria for review by DISTRICT that allows development of the site within any constraints.
5. Establish a schedule of milestones for the selected Design-Build Entity Team that indicates when progress submissions are to be made to the DISTRICT.
6. Attend validation meeting that will occur within two weeks of award to Design-Build Entity.
7. Attend periodic design meetings, as requested, to provide oversight during Design-Build Entity Team's Design Development for conformance with the Request for Proposals (RFP) and validate progress of BIM model.
8. Conduct two (2) formal reviews of the Design-Build Entity Team's designs for conformance with the program and RFP requirements, and advise DISTRICT in writing of same. The formal reviews will be as follows:
 - a. At the end of the Design-Build Entity Team's Design Development Phase of work, which is approximately 30% completion of the Design-Build Entity Team's Construction Documents.
 - b. At approximately 95% completion of the Design-Build Team's Construction Documents including the Project manual (specifications), but before any construction begins.

- c. Each of these reviews will be followed up with a report and informational meeting with DISTRICT to discuss the findings, and then a subsequent meeting, if necessary, with the Design-Build Entity Team to convey same.
- d. The second review will incorporate a follow-up check, prior to construction starting, to ensure that the review comments are incorporated into the Design-Build Entity Team's Final Construction Documents.

MEETINGS

During the Design-Build Entity Selection and Design Oversight Phase meetings as outlined above will convene between the DISTRICT and the ARCHITECT to address project progress and to facilitate the decision making process. Such meetings shall be held at the PROJECT CAMPUS. Decisions made at such meetings and subsequently approved by the DISTRICT shall be binding. Any revisions or reconsideration of such decisions shall constitute a change in the scope of services of the ARCHITECTS.

DELIVERABLES

1. Written statement indicating changes made by the Design-Build Entity to the program design or RFP requirements at each required review.

PROJECT CESSATION PROVISIONS

Upon completion of the Design-Build Entity Selection and Design Oversight Phase, the DISTRICT shall have the right to terminate this Agreement upon written notice of such termination to ARCHITECT. The DISTRICT shall pay the ARCHITECT only the fee associated with the services provided under the Design-Build Entity Selection and Design Oversight Phase.

D. TASK III – CONSTRUCTION OBSERVATION AND CLOSEOUT

CONSTRUCTION ADMINISTRATION PHASE

The ARCHITECT'S responsibility to provide Services for the Construction Phase under this Agreement commences with the Phase II Notice to Proceed for Construction issued to the Design-Build Entity and continues through the issuance to the final close out acknowledgement by the Division of the State Architect. All Construction Administration work required of the ARCHITECT shall be also be required of ARCHITECT'S sub consultants as pertains to their scope of work. Additionally, ARCHITECT will provide a warranty review a year after Substantial Completion.

1. The ARCHITECT will proceed with the services required by the Construction Administration Phase of this Agreement upon written direction by the DISTRICT.
2. The ARCHITECT shall attend pre-construction meeting, conducted by the Design-Build Entity Team to confirm DISTRICT expectations and to monitor course of action to be taken to achieve construction schedule requirements.
3. The ARCHITECT shall review and approve or take other appropriate action upon select Design-Build Entity's submittals such as: shop drawings, project data, and samples for conformance with RFP, periodic payment requisitions, requests for design-build agreements and items prerequisite to project closeout.
 - a. The ARCHITECT'S action shall be taken within twenty-one (21) calendar days so as to cause no unreasonable delay in the work or in the construction of the DISTRICT or of separate contractors, while allowing sufficient time in the ARCHITECT'S professional judgment to permit adequate review. In no case shall the review period associated with a single, particular submittal exceed twenty one (21) calendar days from the receipt by the ARCHITECT.
4. During the course of construction, respond to select Requests for Information/Clarification as they relate to the RFP. RFI's must be responded to in a most expeditious manner so as not to impact and delay the construction progress.
5. ARCHITECT shall provide construction observation services at the job site for on-site review of the construction of the Project and in coordination with the construction progress meetings. The purpose of these visits is to observe the work in progress, evaluate compliance with Design-Build agreement, RFP and construction documents of the Project and report findings to DISTRICT.
6. The ARCHITECT shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work. The ARCHITECT shall endeavor to guard the DISTRICT against defects and deficiencies in the work. However, the ARCHITECT shall not be a guarantor of the Design-Build Entity's performance.

The ARCHITECT shall not be responsible for, nor have control or charge of, construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Project, and shall not be responsible for contractors' failure to carry out work in accordance with the Contract Documents. The ARCHITECT shall not be responsible for, nor have control over, the acts or omissions of the contractors, subcontractors, any of their agents or employees.

CLOSE OUT PHASE

1. The ARCHITECT'S responsibility to provide Services for the Close Out phase under this Agreement commences with the Design-Build Entity's request for a punch list walk and concludes at the close out the project with the Division of the State Architect.

2. The ARCHITECT will visit the facilities with the Design-Build Entity Team, DSA, DISTRICT and any other agencies and participate in/ develop punch lists as appropriate to identify apparent deficiencies in construction following the acceptance of the Design-Build Entity's work.

- a. ARCHITECT shall walk with DISTRICT and Design-Build Entity to confirm that punch list items are completed. ARCHITECT may use original list with items highlighted to show those areas as still outstanding.
- b. ARCHITECT shall perform follow up walk for any punch list items that were outstanding.
- c. After the third punch list walk, if there remains any incomplete items, ARCHITECT shall provide to the DISTRICT a cost analysis of all outstanding items.

3. Attend project close out meetings. Design-Build Entity will be responsible to develop initial punch list. This will be followed by a punch list walk performed by the Design-Build Criteria Architect who will provide a final punch list identifying items, if any, for completion and items stated in the Certificate of Acceptance for completion or correction, as the case may be.

4. If requested the DISTRICT, the ARCHITECT shall perform a building walk one month prior to the one year warranty period (as established by the Notice of Completion filed by the Board of Trustees) to evaluate the condition of all facilities/ improvements. ARCHITECT shall meet with the maintenance and facilities representatives and make recommendations for which, if any, warranty items will be requested prior to warranty expiration.

5. The ARCHITECT will provide end deliverables in hardcopy and electronic copy.

EXHIBIT B - CRITERIA AND BILLING FOR EXTRA WORK

A. The following extra services to this Agreement shall be performed by ARCHITECT if needed and requested by the DISTRICT.

1. Making revisions in drawings, specifications or other documents when such revisions are:
 - a. Inconsistent with approvals or instructions previously given by the DISTRICT.
 - b. Required by the enactment or revisions of codes, laws or regulations subsequent to the preparations of such documents.
 - c. Due to changes required as a result of the DISTRICT'S failure to respond to a written request from the ARCHITECT within a reasonable time, as requested by ARCHITECT.
2. Providing services required because of significant documented changes in the Project initiated by the DISTRICT, including but not limited to, size, quality, complexity, the DISTRICT'S schedule, or method of bidding or negotiating and contracting for construction.
3. Prepare drawings, specifications and other documentation and supporting data, evaluating Design-Build Entity's proposals, and providing other services in connection with change orders and construction change directives. ARCHITECT shall not be due any fee for extra services due to change orders resulting from ARCHITECT'S design errors and omissions.
4. Providing consultation concerning replacement of work damaged by fire or other cause during construction, and furnishing services required in connection with replacement of such work.
5. Providing services made necessary by the default of the Design-Build Entity, by major defects or deficiencies in the work of the Design-Build Entity for Payment, or in the absence of a final Certificate of Payment, more than sixty (60) days after the date of substantial completion of work.
6. Providing services in connection with evaluating substitutions (excluding the first substitution) proposed by the Design-Build Entity and making subsequent revisions to the drawings, specifications and other documentation resulting there from if the Design-Build Entity failed to follow the ARCHITECT'S specified specification of the Project.

B. The following rates which include overhead, administrative cost and profit shall be utilized in arriving at the fee for extra services. The sub-consultant hourly rates as shown below include a 10% administration fee/mark-up fee. The hourly rates reflected below shall be effective as of the date of execution of this Contract and shall be revised each twelve (12) months; thereafter based upon

changes in the Consumer Price Index for the previous twelve month period, using the CPI for the geographical area of the ARCHITECT and each sub-consultant involved in the Project.

<u>Architectural/Engineering Services - DLR</u>	<u>Fee Per Hour</u>
Discipline Leader	\$235
Senior Professional	\$175
Professional	\$115
Professional Support	\$165
Technical	\$ 90
Clerical	\$ 70
 <u>Civil Engineer**- Bradow & Johnston</u>	
Associate Principal/Director of Civil Engineering	\$195
Project Manager	\$148
Project Engineer	\$120-124
Design Engineer	\$94-107
CAD Technician	\$94
 <u>AV/IT**- P2S Engineers</u>	
Principal Engineer	\$227
Engineer Grade 1-5	\$147-216
Design Engineer Grade 1-5	\$115-180
Designer Grade 1-4	\$101-123
CAD/BIM Designer Grade 1-4	\$76-102
 <u>Landscape Architect**- Carter, Romanek</u>	
Principal Landscape Architect	\$120
Senior Landscape Architect	\$90
Staff Support/CAD Operator	\$65
Clerical	\$50

Cost Estimator** - The Capital Projects Group

Principal	\$235
Senior Mechanical/Electrical Consultant	\$180
Senior Architectural/Structural Consultant	\$150
Junior Consultant	\$75

** Indicates 10% administrative mark-up has been applied

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

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

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

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

<i>Presentation Date</i>	<i>Faculty Member Course Title/Activity</i>	<i>Speaker Name</i>	<i>Topic</i>	<i>General Fund Honorarium/Travel</i>
Nov. 13, 2014	Emily Quinlan (HR Symposium – Grant Funded)	Raina Kropp	Success in your job search	\$100
Jan. 23, 2015	Rob Henry/HUM 204X Modern World Culture: 1700-Present (EI) Ticket #20025	Marissa Roth	Infinite Light: A Photographic Meditation on Tibet	\$100
Jan. 30, 2015	Rob Henry/HUM 204X Modern World Culture: 1700-Present (EI) Ticket #20025	David Willner	FDA & Medicinal Chemistry	\$100
Feb 6, 2015	Rob Henry/HUM 204X Modern World Culture: 1700-Present (EI) Ticket #20025	Judge James Gray	Our Drug Laws Have Failed	\$100
Mar. 13, 2015	Rob Henry/HUM 204X Modern World Culture: 1700-Present (EI) Ticket #20025	Sidney H. Golub	“Cures or Clones? The facts and frictions of human stem cells”	\$100
Mar. 20, 2015	Rob Henry/HUM 204X Modern World Culture: 1700-Present (EI) Ticket #20025	Charles Belk	Fitting the Description: Turning Adversity into Triumph	\$100
Apr. 3, 2015	Rob Henry/HUM 204X Modern World Culture: 1700-Present (EI) Ticket #20025	Timothy Vargish	American Versus the Axis in the Second World War, 1941-1945	\$100
Apr. 17, 2015	Rob Henry/HUM 204X Modern World Culture: 1700-Present (EI) Ticket #20025	Calvin Dellefield	Influence and Power – My Experience in Working at the White House	\$100
May 15, 2015	Rob Henry/HUM 204X Modern World Culture: 1700-Present (EI) Ticket #20025	Nicole Hartshorn	From Republic to Empire – Augustus and the Imperial Ideal	\$100

IRVINE VALLEY COLLEGE

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

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Saddleback College, Technology and Applied Sciences Building Swing Space, Architectural Services Amendment No. 4, R2A Architecture

ACTION: Approval

BACKGROUND

On April 30, 2012, the Board of Trustees approved hiring R2A Architecture for the Saddleback College Technology & Applied Sciences Building (TAS) Swing Space project for \$485,000. The original agreement provided for additional services, if necessary. Amendments for \$238,220 were previously approved for a total contract amount of \$723,220.

STATUS

Additional architectural services are required to modify information technology and reconfigure space to meet curriculum needs at the TAS Swing Space project. R2A Architecture has agreed to provide the additional architectural services for a fee of \$6,170.

Staff recommends approval of a contract amendment (EXHIBIT A) for \$6,170 for a new contract total equaling \$729,390.

Funds for this amendment are available within the approved basic aid project budget of \$9,520,687.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Amendment No. 4 (EXHIBIT A) in the amount of \$6,170 with R2A Architecture for the Saddleback College Technology & Applied Sciences Building Swing Space project for a total fee of \$729,390.

**AMENDMENT No. 4
TO ARCHITECTURAL SERVICES AGREEMENT
FOR
TECHNOLOGY & APPLIED SCIENCES BUILDING SWING SPACE PROJECT,
SADDLEBACK COLLEGE**

December 15, 2014

THIS AMENDMENT shall modify the original agreement dated May 16, 2012, by and between the South Orange County Community College District, hereinafter referred to as "DISTRICT," and R2A Architecture, 2900 Bristol St. Suite E-205, Costa Mesa, California, 92626, hereinafter referred to as "CONSULTANT."

WHEREAS, Article X, paragraph 15 of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

WHEREAS, Article VIII, paragraph 1, establishes the compensation of the agreement at \$460,000 with a reimbursable allowance of \$25,000 for an original contract total of \$485,000; and

WHEREAS, the Swing Space Project required additional architectural/engineering (A/E) services which were outside the original agreement; and

WHEREAS, Article III, paragraph 2 establishes that the contract amount for additional services may be adjusted by mutual written agreement.

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

- Modify architectural compensation from \$723,220 with an increase of \$6,170 for a total contract value of \$729,390

Original Contract Amount:	\$485,000.00
Amendment No. 1	\$ 46,000.00
Amendment No. 2	\$163,420.00
Amendment No. 3	\$ 28,800.00
Amendment No. 4	<u>\$ 6,170.00</u>
Total Contract Amount	<u>\$729,390.00</u>

IN WITNESS HEREOF, the Parties have executed this Amendment No.4 as of the date set forth above.

"DISTRICT"
South Orange County Community College District

"CONSULTANT"
R2A Architecture

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

By: _____
Etienne Runge
CEO

Date: _____

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Curriculum Revisions for the 2015-16 Academic Year

Action: Approval

BACKGROUND

Saddleback College's Curriculum Committee and Academic Senate review and approve the curriculum on a regular basis. Subsequently, the curriculum is recommended to the college president or designee for approval.

STATUS

Saddleback College (SC) proposes revisions and deletions to the curriculum of the College. Exhibit A includes revised and deleted courses that are recommended by the Curriculum Committee and includes collegial consultation with the Academic Senate of Saddleback College for the 2015-2016 academic year pursuant to Title 5, Section 53200 et seq.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the proposed changes in curriculum for the 2015-2016 academic year at Saddleback College as listed in Exhibit A.

**2015-2016 Proposed Curriculum Revisions
Saddleback College**

EXHIBIT A
page 1 of 9

Division	Course Id	Catalog Id	Abbreviated Course Title	Action Taken
				assign=assignments
				cat desc= catalog description
				c/l w/+ cross-listed with (and list the other crs id)
				coreq=corequisite
				crs id=course prefix and/or number
				dc=delete course
				dv=delete version of course
				gr opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prreq=prerequisite
				reactv=course reactivation
				rec prep=recommended prep
				rpt=repeatability
				SAM code=occupational code (A=apprenticeship, B=advanced occupational, C=clearly occupational, D=possibly occupational, E=non-occupational)
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
BS	ACCT 1A	601000.00	FINANCIAL ACCOUNTING	hrs fr 5 lec/0 lab/0 lrng cntr to <u>4 lec/1 lab/0 lrng cntr</u> , tps, moe
BS	ACCT 1B	602000.00	MANAGERIAL ACCOUNTING	hrs fr 5 lec/0 lab/0 lrng cntr to <u>4 lec/1 lab/0 lrng cntr</u> , tps, moe, val
BS	ACCT 120	428465.00	INTRO FINANCIAL PLAN	cat desc, sch desc, obj, moe, txt
BS	ACCT 202A	608000.00	INTERMED ACCOUNT I	assign, moe, txt, val
BS	ACCT 202B	609000.00	INTERM ACCOUNTING II	sch desc, assign, moe, txt, val
BS	ACCT 203	610000.00	COST ACCOUNTING	moe, txt, val
BS	ACCT 214	603000.05	BUS ANALYSIS & CALC	sch desc, obj, assign, moe, txt
BS	ACCT 215	613000.05	GENERAL ACCOUNTING	moe, txt
BS	ACCT 217	616000.00	PRTNSHP & CORP TAX	moe, txt, val

2015-2016 Proposed Curriculum Revisions
Saddleback College

EXHIBIT A
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BS	ACCT 235	450146.00	ENTREPREN ACCOUNTING	cat desc, sch desc, tps, assign, moe, txt
BS	ACCT 275	430483.00	AUDITING	assign, moe, txt, val
BS	BUS 12	500060.00	BUSINESS LAW	dc
BS	BUS 14	428957.10	LEGAL ENVIRONMENT OF BUSINESS	dc
BS	BUS 136	500180.00	PRINCIPLES OF RETAILING	SAM code fr D to <u>C</u> , cat desc, sch desc, tps, obj, assign, moe
BS	BUS 260	431663.00	EXPORTING & IMPORTING	cat desc, sch desc, tps, obj, assign, moe, txt
BS	CWE 180	431108.00	CO-OP-ED-BUSINESS	cat desc, sch desc, tps, obj, assign, moe, txt
BS	CWE 180	429980.00	CO-OP-ED BUSINESS	cat desc, sch desc, tps, obj, assign, moe, txt
BS	CWE 180	431090.00	CO-OP-ED-BUSINESS	cat desc, sch desc, tps, obj, assign, moe, txt
BS	CWE 180	431092.00	CO-OP-ED-BUSINESS	cat desc, sch desc, tpcs, obj, assign, moe, txt
BS	CIM 10	500260.25	INTRODUCTION TO INFORMATION SYSTEMS	hrs fr 3 lec/0 lab/3 lrng cntr to <u>3 lec/0 lab/0 lrng cntr</u> , cat desc, sch desc, tps, assign, moe, txt
BS	CIM 112	192300.05	MICROSOFT OFFICE	hrs fr 3 lec/0 lab/3 lrng cntr to <u>2 lec/3 lab/0 lrng cntr</u> , sch desc, tps, obj, assign, moe, txt
BS	CIM 120	192265.00	COMPUTER LITERACY	hrs fr 1.5 lec/0 lab/1.5 lrng cntr to <u>1.5 lec/0 lab/0 lrng cntr</u> , sch desc, tps, obj, assign, moe, txt
BS	CIM 121A	192290.05	KEYBOARDING FOR COMPUTERS: BEGINNING	hrs fr 1.5 lec/0 lab/1.5 lrng cntr to <u>1.5 lec/.5 lab/0 lrng cntr</u> , cat desc, sch desc, tps, obj, assign, moe, txt
BS	CIM 121B	192290.40	KEYBOARDING FOR COMPUTERS: INTERMEDIATE	hrs fr 1.5 lec/0 lab/1.5 lrng cntr to <u>1.5 lec/.5 lab/0 lrng cntr</u> , sch desc, tps, obj, assign, moe, txt, val
BS	CIM 121C	192290.45	KEYBOARDING FOR COMPUTERS: INTERMEDIATE	hrs fr 1.5 lec/0 lab/1.5 lrng cntr to <u>1.5 lec/.5 lab/0 lrng cntr</u> , sch desc, tps, assign, moe, txt, val
BS	CIM 219	992302.00	MS SQL BUS DEVEL	crs id fr CIM 219 to <u>CIMP 210</u> , cat desc, sch desc, tps, obj, assign, moe, txt
BS	CIM 274A	431658.00	PHOTOSHOP--BEG	hrs fr 1.5 lec/0 lab/1.5 lrng cntr to <u>1.5 lec/1 lab/0 lrng cntr</u> , cat desc, sch desc, tps, obj, assign, moe, txt
BS	CIM 274B	431658.20	PHOTOSHOP--ADV	hrs fr 1.5 lec/0 lab/1.5 lrng cntr to <u>1.5 lec/1 lab/0 lrng cntr</u> , cat desc, sch desc, tps, obj, assign, moe, txt, val
BS	CIMA 104A	612000.20	SPREADSHEETS: EXCEL--BEG	cat desc, tps, obj, assign, moe, txt

**2015-2016 Proposed Curriculum Revisions
Saddleback College**

EXHIBIT A
page 3 of 9

BS	CIMA 212	433078.00	MANAGING PROJECTS WITH MICROSOFT PROJECT	hrs fr 2 lec/3 lab/0 lrng cntr to <u>3 lec/.5 lab/0 lrng cntr</u> , cat desc, sch desc, tps, assign, moe, txt
BS	CIMA 202	405001.00	ADVANCED WORD PROCESSING: WORD	hrs fr 3 lec/0 lab/3 lrng cntr to <u>3 lec/1 lab/0 lrng cntr</u> , cat desc, sch desc, tps, obj, assign, moe, txt, val
BS	CIMA 204	992714.00	ADVANCED SPREADSHEETS: EXCEL	hrs fr 3 lec/0 lab/3 lrng cntr to <u>3 lec/1 lab/0 lrng cntr</u> , cat desc, sch desc, tps, obj, assign, moe, txt, val
BS	CIMA 206	405002.00	ADVANCED DATABASE ACCESS	hrs fr 3 lec/0 lab/3 lrng cntr to <u>3 lec/1 lab/0 lrng cntr</u> , cat desc, sch desc, tps, obj, assign, moe, txt
BS	CIMA 212	433078.00	MS PROJECT	hrs fr 2 lec/3 lab/0 lrng cntr to <u>3 lec/.5 lab/0 lrng cntr</u> , cat desc, sch desc, tps, assign, moe, txt
BS	CIMA 223A	430472.00	QUICKBOOKS--BEGINNING	hrs fr 1.5 lec/0 lab/1.5 lrng cntr to <u>1.5 lec/.5 lab/0 lrng cntr</u> , rec prep fr CIMN 100 or 100A and ACCT 1A or 215 to <u>CIMN 100A</u> , sch desc, tps, obj, assign, moe, txt, val
BS	CIMA 223B	4030472.05	QUICKBOOKS--ADVANCED	hrs fr 1.5 lec/0 lab/1.5 lrng cntr to <u>1.5 lec/.5 lab/0 lrng cntr</u> , cat desc, sch desc, tps, assign, moe, txt, val
BS	CIMA 283A	431069.00	OFFICE SKILLS - OFFICE PROCEDURES	hrs fr .5 lec/0 lab/9.5 lrng cntr to <u>2.5 lec/0 lab/0 lrng cntr</u> , sch desc, tps, obj, assign, moe, txt
BS	CIMA 283B	431070.00	OFFICE SKILLS - KEYBOARDING	hrs fr .5 lec/0 lab/2.5 lrng cntr to <u>.5 lec/1 lab/0 lrng cntr</u> , sch desc, tps, obj, assign, moe, txt
BS	CIMA 283D	431072.00	OFFICE SKILLS - WINDOWS	hrs fr .5 lec/0 lab/2.5 lrng cntr to <u>.5 lec/1 lab/0 lrng cntr</u> , cat desc, sch desc, tps, assign, moe, txt
BS	CIMA 283E	431073.00	OFFICE SKILLS-WORD PROCESSING (WORD)	hrs fr .5 lec/0 lab/2.5 lrng cntr to <u>.5 lec/1 lab/0 lrng cntr</u> , cat desc, sch desc, tps, assign, moe, txt
BS	CIMA 283F	431074.00	OFFICE SKILLS-SPREADSHEETS (EXCEL)	hrs fr .5 lec/0 lab/2.5 lrng cntr to <u>.5 lec/1 lab/0 lrng cntr</u> , cat desc, sch desc, tps, obj, assign, moe, txt
BS	CIMA 283G	431998.00	OFFICE SKILLS - DESKTOP PRESENTATION FOR BUSINESS (POWERPOINT)	hrs fr .5 lec/0 lab/2.5 lrng cntr to <u>.5 lec/1 lab/0 lrng cntr</u> , cat desc, sch desc, tps, assign, moe, txt
BS	CIMA 283H	431999.00	OFFICE SKILLS-DATABASE (ACCESS)	hrs fr .5 lec/0 lab/2.5 lrng cntr to <u>.5 lec/1 lab/0 lrng cntr</u> , cat desc, sch desc, tps, assign, moe, txt
BS	CIMA 283J	432591.00	OFFICE SKILLS-DESKTOOP PUBLISHING (PUBLISHER)	hrs fr .5 lec/0 lab/2.5 lrng cntr to <u>.5 lec/1 lab/0 lrng cntr</u> , cat desc, sch desc, tps, obj, assign, moe, txt

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BS	CIMA 283K	992692.00	OFFICE SKILLS-BUSINESS EMAIL (OUTLOOK)	hrs fr 5 lec/0 lab/2.5 lrng cntr to <u>5lec/1lab/0lrng cntr</u> , cat desc, sch desc, tps, assign, moe, txt
BS	CIMA 288	433988.00	DATABASE REPORTING	hrs fr 3 lec/1 lab/0 lrng cntr to <u>3 lec/1.5 lab/0 lrng cntr</u> , tps, obj, assign, moe, txt
BS	CIMN 100	431692.00	COMPUTER OPERATING SYSTEMS: WINDOWS	hrs fr 3 lec/0 lab/3 lrng cntr to <u>3 lec/0 lab/0 lrng cntr</u> , cat desc, sch desc, tps, object, assign, moe, txt
BS	CIMN 100A	429849.00	COMPUTER OPERATING SYSTEMS: WINDOWS- BEGINNING	hrs fr 1.5 lec/0 lab/1.5 lrng cntr to <u>1.5 lec/0 lab/0 lrng cntr</u> , cat desc, sch desc, tps, assign, moe, txt
BS	CIMN 100B	429849.05	COMPUTER OPERATING SYSTEMS: WINDOWS- INTERMEDIATE	hrs fr 1.5 lec/0 lab/1.5 lrng cntr to <u>1.5 lec/0 lab/0 lrng cntr</u> , cat desc, sch desc, tps, assign, moe, txt, val
BS	CIMN 220 A	992295.00	MCSE CERTIFICATION EXAM PREP I	hrs fr 3 lec/0 lab/3 lrng cntr to <u>2.5 lec/1.5 lab/0 lrng cntr</u> , cat desc, sch desc, tps, assign, moe, txt
BS	CIMN 220B	992296.00	MCSE CERTIFICATION EXAM PREP II	hrs fr 3 lec/0 lab/3 lrng cntr to <u>2.5 lec/1.5 lab/0 lrng cntr</u> , cat desc, sch desc, tps, assign, moe, txt
BS	CIMN 220C	992297.00	MCSE CERTIFICATION EXAM PREP III	hrs fr 3 lec/0 lab/3 lrng cntr to <u>2.5 lec/1.5 lab/0 lrng cntr</u> , cat desc, tps, assign, moe, txt
BS	CIMN 220D	992298.00	MCSE CERTIFICATION EXAM PREP IV	hrs fr 3 lec/0 lab/3 lrng cntr to <u>2.5 lec/1.5 lab/0 lrng cntr</u> , cat desc, sch desc, tps, assign, moe, txt
BS	CIMN 220E	992299.00	MCSE CERTIFICATION EXAM PREP V	hrs fr 3 lec/0 lab/3 lrng cntr to <u>2.5 lec/1.5 lab/0 lrng cntr</u> , cat desc, sch desc, tps, assign, moe, txt
BS	CIMN 220F	992676.00	MCSE CERTIFICATION EXAM PREP VI	hrs fr 3 lec/0 lab/3 lrng cntr to <u>2.5 lec/1.5 lab/0 lrng cntr</u> , cat desc, sch desc, tps, assign, moe, txt
BS	CIMN 230	431691.00	COMPUTER OPERATING SYSTEMS; UNIX/LINUX	hrs fr 3 lec/0 lab/3 lrng cntr to <u>3 lec/0 lab/0 lrng cntr</u> , cat desc, sch desc, tps, obj, assign, moe
BS	CIMN 240	432334.00	FUNDAMENTAL UNIX/LINUX SYSTEM ADMINISTRATION	hrs fr 3 lec/0 lab/3 lrng cntr to <u>3 lec/0 lab/0 lrng cntr</u> , cat desc, sch desc, tps, obj, assign, moe
BS	CIMN 250	432335.00	NETWORK AND SECURITY ADMINISTRATION USING UNIX/LINUX	hrs fr 3 lec/0 lab/3 lrng cntr to <u>3 lec/0 lab/0 lrng cntr</u> , sch desc, tps, obj, assign, txt
BS	CIMN 260	433756.00	INTERCONNECTING CISCO NETWORK DEVICES CCNA	obj, assign, moe, txt
BS	CIMP 5	192280.05	BUSINESS PROGRAMMING I: VISUAL BASIC	hrs fr 3 lec/1 lab/0 lrng cntr to <u>3 lec/1.5 lab/0 lrng cntr</u> , cat desc, sch desc, tps, obj, assign, moe, txt

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BS	CIMP 7A	430488.00	BUSINESS PROGRAMMING: JAVA BEGINNING	hrs fr 3 lec/0 lab/3 lrng cntr to <u>3 lec/0 lab/0 lrng cntr</u> , cat desc, sch desc, tps, obj, assign, moe, txt
BS	CIMP 7B	430488.05	BUSINESS PROGRAMMING: JAVA ADVANCED	hrs fr 3 lec/0 lab/3 lrng cntr to <u>3 lec/0 lab/0 lrng cntr</u> , cat desc, sch desc, tps, obj, assign, moe, txt, val
BS	CIMP 115	433995.00	BUSINESS PROGRAMMING - C#	hrs fr 3 lec/1 lab/0 lrng cntr to <u>3 lec/1.5 lab/0 lrng cntr</u> , obj, assign, moe, txt
BS	CIMP 220	405000.00	ANDROID MOBILE APPS- BEGINNER	hrs fr 3 lec/1 lab/0 lrng cntr to <u>3 lec/1.5 lab/0 lrng cntr</u> , tps, obj, assign, moe, txt
BS	CIMP 230	433418.00	INTRODUCTION TO COMPUTER GAME DESIGN	hrs fr 3 lec/0 lab/3 lrng cntr to <u>3 lec/0 lab/0 lrng cntr</u> , cat desc, sch desc, tps, obj, assign, moe, txt
BS	CIMS 200	431704.00	INFORMATION SECURITY FUNDAMENTALS	cat desc, sch desc, assign, moe, txt
BS	CIMS 250	450172.00	CYBERLAW	cat desc, sch desc, tps, assign, moe, txt
BS	CIMW 100	992719.00	WEB SITE DEVELOPMENT: HTML	hrs fr 3 lec/0 lab/3 lrng cntr to <u>3 lec/0 lab/0 lrng cntr</u> , cat desc, rec prep fr CIMN-100 to <u>none</u> , sch desc, tps, obj, assign, moe, txt, val
BS	CIMW 100A	433032.00	WEB SITE DEVELOPMENT: HTML-BEGINNING	hrs fr 1.5 lec/0 lab/1.5 lrng cntr to <u>1.5 lec/0 lab/0 lrng cntr</u> , cat desc, sch desc, tps, assign, moe, txt, val
BS	CIMW 100B	433032.20	WEB SITE DEVELOPMENT: HTML-ADVANCED	hrs fr 1.5 lec/0 lab/1.5 lrng cntr to <u>1.5 lec/0 lab/0 lrng cntr</u> , cat desc, sch desc, tps, assign, moe, txt, val
BS	CIMW 105	429892.00	WEB DEVELOPMENT AND DB: INTRO SQL AND MYSQL	hrs fr 3 lec/0 lab/3 lrng cntr to <u>3 lec/0 lab/0 lrng cntr</u> , cat desc, sch desc, sch desc, tps, obj, assign, txt
BS	CIMW 110A	431703.00	INTRO TO CREATING WEB PAGES I USING DREAMWEAVER & WP	hrs fr 1.5 lec/0 lab/1.5 lrng cntr to <u>1.5 lec/0 lab/0 lrng cntr</u> , cat desc, sch desc, tps, obj, assign, moe, txt
BS	CIMW 110B	431703.20	INTRO TO CREATING WEB PAGES II USING DREAMWEAVER & WP	hrs fr 1.5 lec/0 lab/1.5 lrng cntr to <u>1.5 lec/0 lab/0 lrng cntr</u> , cat desc, sch desc, tps, obj, assign, moe, txt, val
BS	CIMW 115	650750.00	INTRO WEB DESIGN AND DEVELOPMENT WEB PAGE CREATION DREAMWEAVER	hrs fr 3 lec/0 lab/3 lrng cntr to <u>3 lec/0 lab/0 lrng cntr</u> , cat desc, sch desc, tps, obj, assign, moe, txt
BS	CIMW 207	429605.00	SOCIAL MEDIA & WEB	hrs fr 1.5 lec/0 lab/1.5 lrng cntr to <u>1.5 lec/.5 lab/0 lrng cntr</u> , cat desc, sch desc, tps, obj, assign, moe, txt
BS	CIMW 220	992615.00	WEB AND MOBILE 3D/2D ANIMATION; ADOBE FLASH	hrs fr 3 lec/0 lab/3 lrng cntr to <u>3 lec/1 lab/0 lrng cntr</u> , cat desc, sch desc, tps, assign, moe
BS	CIMW 220A	432007.00	WEB ANIMATION: FLASH BEGINNING	dc

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BS	CIMW 220B	432007.05	WEB ANIMATION: FLASH INTERMEDIATE	dc
BS	CIMW 240	430446.00	CSS (CASCADING STYLE SHEETS) & RWD (RESPONSIVE WEB DESIGN)	hrs fr 3 lec/0 lab/3 lng cntr to <u>3 lec/0 lab/0 lng cntr</u> , cat desc, sch desc, tps, obj, assign, moe, txt
BS	CIMW 245	432603.00	WEB DEVELOPMENT: PHP & CMS/WORDPRESS AND E- COMMERCE	hrs fr 3 lec/0 lab/3 lng cntr to <u>3 lec/0 lab/0 lng cntr</u> , cat desc, sch desc, tps, obj, assign, moe, txt
BS	CIMW 250A	432589.00	MS ASP.NET--BEG	crs id fr CIMW 250A to <u>CIMW 250</u> , rec prep fr CIMP 5 and CIMW 100A to <u>none</u> , cat desc, sch desc, obj, assign, moe, txt
BS	CIMW 250B	432589.05	MS ASP.NET--ADV	dc
BS	CIMW 260	432013.05	WEB DEVELOPMENT; JAVASCRIPT, FRAMEWORKS JQUERY AND AJAX	hrs fr 3 lec/0 lab/3 lng cntr to <u>3 lec/0 lab/0 lng cntr</u> , cat desc, sch desc, tps, obj, assign, moe, txt
BS	CIMW 262	992269.00	AJAX--ADVANCED JAVASCRIPT WITH XML	cat desc, rec prep fr CIM 269A to <u>None</u> , sch desc, tps, obj, assign, moe, txt, val
BS	CIMW 280	432597.00	PORTFOLIO PROJECT	cat desc, sch desc, tps, obj, assign, moe, txt
BS	RE 250	740220.00	REAL ESTATE LIC PREP	SAM code fr D to <u>C</u> , cat desc, sch desc, tps, obj, moe, txt
EI	ART 13X	971004.10	ADVANCED CERAMICS-EI	tps, lng obj, assign, moe, txt, val
EI	ART 14XA	970501.00	BEG-SLIPCASTING-EI	sch desc, tps, lng obj, assign, moe, txt
EI	ART 14XB	970502.00	INT-SLIPCASTING-EI	tps, lng obj, assign, moe, txt, val
EI	ART 14XC	970503.00	ADV-SLIPCASTING-EI	cat desc, tps, lng obj, assign, moe, txt, val
EI	ART 28X	970566.00	CONT ART/CULTURE-EI	cat desc, sch desc, tps, lng obj, assign, moe, txt
EI	ART 31XA	970577.00	BEG INTARSIA-EI	hrs fr 2 lec/1 lab/0 lng cntr to <u>1 lec/2 lab/0 lng cntr</u> , cat desc, sch desc, tps, lng obj, assign, moe, txt, val
EI	ART 41X	433866.00	ART MEDIA STUDIES -EI	tps, lng obj, assign, moe, txt
EI	ART 51X	971007.10	INT OIL/ACRYL PTNG-EI	cat desc, sch desc, tps, lng obj, assign, moe, txt, val
EI	ART 52X	971009.10	ADV OIL/ACRYL PTNG-EI	cat desc, tps, lng obj, assign, moe, txt, val
EI	ART 55XA	970701.00	BEG CHINESE BRUSH-EI	cat desc, sch desc, tps, lng obj, assign, moe, txt
EI	FASH 110XA	971101.00	BEG CLOTH CONS-EI	cat desc, sch desc, tps, lng obj, assign, moe, txt
EI	FASH 110XB	971110.00	INT CLOTH CONS-EI	SAM code fr D to <u>E</u> , tps, lng obj, assign, moe, txt, val
EI	FASH 110XC	971112.00	ADV CLOTH CONS-EI	SAM code fr D to <u>E</u> , tps, lng obj, assign, moe, txt, val

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EI	FASH 125X	433664.00	RIBBON WORK (EI)	cat desc, sch desc, tps, moe
EI	FASH 282XB	971290.00	INT CROCHETING-EI	sch desc, tps, moe, txt
EI	FASH 283XB	971294.05	INT KNITTING-EI	dv
EI	FASH 283XB	971294.00	INT KNITTING-EI	tps, lrng obj, assign, moe, txt, val
EI	GERO 120X	971085.10	WEIGHT RISK FACTOR-EI	ti fr Physical Fitness/Weight Control (EI) to <u>Weight-Related Health Risk</u> , cat desc, tps, lrng obj, assign, moe, txt
EI	KNEA 101X	971118.20	PHYS FITNESS BACK-EI	hrs fr 0 lec/1 lab/1 lrng cntr to <u>1lec/1lab/0lrng cntr</u> , cat desc, tps, moe, txt, val
EI	PHOT 50XB	971039.10	INT DIGITAL PHOTO-EI	cat desc, sch desc, tps, moe, txt
EI	PHOT 59XA	971043.10	BEG COLOR PRINTING-EI	tps, assign, moe, txt
EI	PHOT 59XB	971045.10	ADV COLOR PRINTING-EI	tps, assign, moe, txt
EI	SPAN 232X	433748.00	ADV PRAC SPANISH (EI)	cat desc, lrng obj, moe, txt, val
LA	CHI 21	156050.00	INTRO/CHINESE CULTURE	moe, txt
LA	ENG 24	428961.00	ETHNIC VOICES IN LIT.	tps, lrng obj, assign, moe, txt, val
LA	ENG 52	314600.00	FILM AS LITERATURE	tps, lrng obj, assign, moe, txt, val
LA	ENG 142	314530.00	CHILDREN'S LITERATURE	tps, lrng obj, assign, moe, txt, val
LA	ENG 160	431929.00	LITERARY MAGAZINE	hrs fr 2 lec/2 lab/0 lrng cntr to <u>3 lec/1 lab/0 lrng cntr</u> , tps, lrng obj, assign, moe, txt, val
LA	ENG 221	992288.00	ACADEMIC RDG:ANATOMY	lrng obj, txt
LA	ENG 222	992287.00	ACADEMIC RDG:PHYSIOLO	tps, lrng obj, assign, txt
LA	ENG 267	428800.00	NOVEL WORKSHOP	moe, txt
LA	ENG 334	296030.00	SPELL SKILLS COLLEGE	tps, lrng obj, assign, txt
LA	ENG 335	430815.00	SPELLING LABORATORY	hrs fr 0 lec/1 lab/0 lrng cntr to <u>0 lec/1.5 lab/0 lrng cntr</u> , tps, moe, txt, val
LA	ENG 336	433068.00	EXPANDED READ SKILLS	dc
LA	ENG 340	320050.05	READ SKILLS/COLLEGE	tps, lrng obj, assign, moe, txt, val
LA	ENG 341	428285.00	READING LABORATORY	tps, lrng obj, assign, txt, moe, val
LA	ENG 345	992205.00	BUILD BASIC READ SKILL	tps, lrng obj, assign, moe, txt val
LA	ENG 346	992280.00	BASIC RDG SKILLS LAB	lrng obj, assign, moe, txt, val
LA	ESL 320	302090.05	BEGINNING MULTISKILLS I	units fr 3-0 to <u>6.0</u> , assign, moe, txt
LA	ESL 320	429671.00	BEGINNING MULTISKILLS I	assign, moe, txt
LA	ESL 321	992558.00	BEGINNING MULTISKILLS II	units fr 3-0 to <u>6.0</u> , assign, moe, txt
LA	ESL 321	429674.00	BEGINNING MULTISKILLS II	assign, moe, txt
LA	ESL 322	302030.05	BEG CONVERSATION	units fr 2-0 to <u>3.0</u> , assign, moe, txt
LA	ESL 322	302035.00	BEG CONVERSATION	assign, moe, txt
LA	ESL 323	302010.05	BEGINNING PRONUNCIATION	units fr 2-0 to <u>3.0</u> , lrng obj, assign, moe, txt
LA	ESL 323	429676.00	BEGINNING PRONUNCIATION	lrng obj, assign, moe, txt
LA	ESL 325	433998.00	BEG READING & WRITING	assign, moe, txt, val
LA	ESL 325	433999.00	BEG READING & WRITING	assign, moe, txt, val

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LA	ESL 330	429886.00	INTERMEDIATE MULTISKILLS I	units fr 3.0 to <u>6.0</u> , assign, moe, txt
LA	ESL 330	429675.00	INTERMEDIATE MULTISKILLS I	assign, moe, txt
LA	ESL 331	433951.00	INTERMEDIATE MULTISKILLS II	units fr 3.0 to <u>6.0</u> , tps, lrng obj, assign, moe, txt
LA	ESL 331	429673.00	INTERMEDIATE MULTISKILLS II	assign, moe, txt
LA	ESL 332	992682.00	INTERMEDIATE CONVERSATION	units fr 2.0 to <u>3.0</u> , assign, moe, txt
LA	ESL 332	992684.00	INTERMEDIATE CONVERSATION	assign, moe, txt
LA	ESL 333	254080.00	INTERMEDIATE PRONUNCIATION	units fr 2.0 to <u>3.0</u> , tps, lrng obj, assign, moe, txt
LA	ESL 333	254083.00	INTERMEDIATE PRONUNCIATION	tps, lrng obj, assign, moe, txt
LA	ESL 340	302190.05	ADVANCED MULTISKILLS	units fr 3.0 to <u>6.0</u> , lrng obj, assign, txt
LA	ESL 340	429686.00	ADVANCED MULTISKILLS	obj, assign, txt
LA	ESL 342	254085.00	ADVANCED CONVERSATION	units fr 2.0 to <u>3.0</u> , lrng obj, assign, moe, txt
LA	ESL 342	254075.00	ADVANCED CONVERSATION	lrng obj, assign, moe, txt
LA	ESL 343	254060.00	ADVANCED PRONUNCIATION	units fr 2.0 to <u>3.0</u> , lrng obj, assign, moe, txt
LA	ESL 343	254063.00	ADVANCED PRONUNCIATION	lrng obj, assign, moe, txt, val
LA	ESL 344	431920.00	IDIOMS & EXPRESSIONS	units fr 2.0 to <u>3.0</u> , tps, lrng obj, assign, moe, txt
LA	ESL 344	432782.00	IDIOMS & EXPRESSIONS	tps, lrng obj, assign, moe, txt
LA	ESL 346	302280.05	ADV WRIT FOR WORK	assign, moe, txt
LA	ESL 346	302285.00	ADV WRIT FOR WORK	assign, moe, txt
LA	ESL 350	302210.05	ESSENTIAL ACADEMIC SKILLS	units fr 3.0 to <u>6.0</u> , lrng obj, assign, moe, txt, val
LA	ESL 350	302215.10	ESSENTIAL ACADEMIC SKILLS	lrng obj, assign, moe, txt, val
LA	ESL 354	302300.05	VOCAB SKILLS-COLLEGE	tps, assign, moe, txt, val
LA	ESL 354	302310.00	VOCAB SKILLS-COLLEGE	tps, assign, moe, txt, val
LA	ESL 355	429819.00	COLL ESL READING: LIT	moe, txt, val
LA	ESL 355	429820.00	COLL ESL READING: LIT	moe, txt, val
LA	ESL 356	992285.00	ACADEMIC SUCCESS ESL	assign, moe, val
LA	ESL 356	992286.00	ACADEMIC SUCCESS ESL	assign, moe, val
LA	ESL 358	302320.05	LISTEN/NOTE-TAKE-COLL	assign, moe, val
LA	ESL 358	302325.20	LISTEN/NOTE-TAKE-COLL	assign, moe, val
LA	ESL 359	433742.00	AMER LANG & CULT FILM	tps, lrng obj, assign, moe, txt, val
LA	ESL 359	433724.00	AMER LANG & CULT FILM	tps, lrng obj, assign, moe, txt, val
LA	ESL 801	992791.00	INTERMEDIATE WRITING II LAB	moe, txt, val

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LA	ESL 801	992795.00	INTERMEDIATE WRITING II LAB	moe, txt, val
LA	ESL 802	992797.00	ADVANCED WRITING I LAB	moe, txt
LA	ESL 802	992796.00	ADVANCED WRITING I LAB	moe, txt
LA	GER 10	362120.00	INTER CONVER GERMAN	dc
LA	HUM 21	428070.05	SEARCH: IDEAS OF SELF	moe, txt, val
LA	HUM 22	428090.00	GODS, CLOCKS, VISIONS	tps, assign, moe, txt, val
LA	HUM 25	428100.05	EARTH:CONTEMP.ISSUES	assign, moe, txt, val
LA	JRN 125	464160.05	MAGAZINE JOURNALISM	units fr 2.0 to 3.0 , tps, assign, moe, txt, val
LA	JA 21	458050.00	INT. JAPANESE CULTURE	tps, lng obj, moe, txt
LA	KOR 21	429299.00	INT. KOREAN CULTURE	obj, moe, txt
LA	KOR 250	429585.00	PRACTICAL KOREAN	dc
LA	SPAN 21C	434016.00	HISPANIC CUL & LIT US	tps, lng obj, moe, txt, val
MSE	BIO 110	992362.00	ANATOMY DISCUSSION	moe, txt, val
MSE	BIO 120	992363.00	PHYSIOLOGY DISCUSSION	cat desc, moe, txt
MSE	BIO 22	144240.00	HUMAN GENETICS	moe, txt
MSE	CHEM 108	430793.00	INTRO GEN,ORG,BIOCHEM	obj, assign, moe,txt
MSE	GEOL 1	356010.00	INTRO TO PHYSICAL GEO	tps, assign, moe, txt
MSE	GEOL 172	356190.05	GFS: MOJAVE DESERT	cat desc, tps, assign, moe
MSE	GEOL 183	356730.05	GFS: ANZA-BORREGO	cat desc, tps, assign, moe, txt
MSE	MATH 351	428409.00	PRE-ALGEBRA MATH	moe, txt

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Budget Amendment: Adopt Resolution No. 14-40 to Amend FY 2014-2015 Adopted Budget

ACTION: Approval

BACKGROUND

Title 5 of the California Code of Regulations, Section 58308 provides that the Board of Trustees by resolution may amend the District budget to provide for the expenditure of funds, the amount of which was unknown at the time of the adoption of the final budget.

STATUS

In order to properly account for the revenues and expenditures of these funds, it is necessary to amend the FY 2014-2015 Adopted Budget.

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

General Fund

CalWORKs at Irvine Valley College	(\$8,495)
Disabled Students Programs & Services (DSP&S) at Irvine Valley College	<u>\$223,743</u>
Total Increase to the General Fund	<u>\$215,248</u>
Total Budget Amendment	<u>\$215,248</u>

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 14-40 to amend the FY 2014-2015 Adopted Budget as indicated in EXHIBIT A.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION 14-40

December 15, 2014

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$215,248 is assured to said District as a reduction of the amounts required to finance the total proposed budget expenditures and transfers for the current fiscal year from sources listed in Title 5 of the California Code of Regulations, Section 58308;

WHEREAS, the Governing Board of the South Orange County Community College District can show just cause for the expenditure of such funds;

NOW, THEREFORE, BE IT RESOLVED that, pursuant to Title 5 of the California Code of Regulations, Section 58308, such excess funds are to be appropriated according to the following schedule:

General Fund

<u>Account</u>	<u>Income Source</u>	<u>Amount</u>
8600	State Revenue	\$215,248
		<u>\$215,248</u>

<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
1000	Academic Salaries	\$102,538.00
2000	Classified Salaries	\$86,322.00
3000	Fringe Benefits	(\$27,958.00)
4000	Books and Supplies	\$6,500.00
5000	Other Operating Expenses and Services	\$35,246.00
6000	Capital Outlay	\$12,600.00
		<u>\$215,248</u>

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BUDGET AMENDMENT
GENERAL FUND
RESOLUTION 14-40
December 15, 2014

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 \$215,248 was duly and regularly adopted by the said Board at a regular meeting thereof held on December 15, 2014.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 16th day of December 2014.

Gary L. Poertner
Secretary to the Board of Trustees

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

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 numbered P15-02392 through P15-02690 amounting to \$2,207,660.09 are submitted to the Board of Trustees for approval. Confirming requisitions dated October 27, 2014 through November 23, 2014 totaling \$98,310.56 are also submitted.

RECOMMENDATION

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

(See Last Page) ***

PO Number	Vendor Name	Loc	Description	Order Amount
P15-02392	AIR SOURCE INDUSTRIES, INC.		Oxygen Tank	54.80
P15-02393	McMASTER CARR SUPPLY COMPANY		BMW Supplies	245.75
P15-02394	AG CONSTRUCTION & CONTRACTING INC		Peforming Arts Center Flood Damage Repair	38,023.65
P15-02395	CORE SUPPORT SYSTEMS, INC.		APC Preventive Maint Renewal	12,982.89
P15-02396	TOMARK SPORTS EQUIPMENT		Basketball Supplies	1,207.28
P15-02397	ULINE, INC.		Cardboard Mailers SC A+R	1,709.10
P15-02398	CDW-G COMPUTER CENTERS		Singlewire Telecom Informacast License Renewal	11,335.00
P15-02399	WARD'S SCIENCE		Classroom supplies student use	748.44
P15-02400	FITNESS ANYWHERE LLC		Fitness Equipment	2,618.90
P15-02401	TROXELL COMMUNICATIONS, INC.		Wall Mount	189.01
P15-02402	SAN CLEMENTE ART SUPPLY		Watercolors	113.78
P15-02403	POWER SYSTEMS		Fitness Equipment for PE102	1,489.08
P15-02404	WARD'S SCIENCE		Marine Science Lab Supplies	91.23
P15-02405	BILLY TEES		Volleyball Uniform Supplies	345.60
P15-02406	PRESIDIO NETWORKED SOLUTIONS		District Core Network Switches (Network Refresh)	442,212.28
P15-02407	YBP LIBRARY SERVICES		GOBI 2014-2015 Yearly Subscription	835.00
P15-02408	INDUSTRIAL TECHNICAL SERVICES CORP.		Maintenance Service of HVAC Variable Drives	16,000.00
P15-02409	McMASTER CARR SUPPLY COMPANY		Shop Supplies for DMP	138.69
P15-02410	SPRINGSHARE, LLC		LibAnalytics	499.00
P15-02411	ARTstor		Artstor Annual Access Fee	1,815.00
P15-02412	G/M BUSINESS INTERIORS		Ergonomic Chair	479.81
P15-02413	CI SOLUTIONS, CARD INTEGRATORS CORPORATION		ID Card Printer Service Warranty Renewal	500.00
P15-02414	TECHSMITH CORP		Camtasia-Snaggit-Morea Licenses/Support Renewal	813.95
P15-02415	B & H PHOTO		Panasonic Video Camera and Equipment	2,582.90
P15-02416	QUICK CAPTION		Captioning Services for DHH	1,440.00
P15-02417	RAINBOW SYMPHONY STORE		Diffraction Grating and Solar Glasses	134.60
P15-02418	WEST COAST NETTING, INC.		Baseball Protective Screens	2,809.89
P15-02419	MULTI-LITE USA, INC.	Bldg W/Com Arts	Replacement Bulbs for Lighting Kits	224.62
P15-02420	GLAXO SMITH KLINE (GSK)	SC Science	Vaccines	2,500.00
P15-02421	MERIDIAN IT INC		Server Refresh Project - vmWare Horizon	22,002.80
P15-02422	SUN DATA SUPPLY INC		Replacement Fuser for Registrar Printer	157.97
P15-02423	CALIFORNIA STAGE/LIGHTING, INC		Rental Lighting for Music Dept.	490.00
P15-02424	EZ-GO/TEXTRON		Ez-Go Carts	14,213.99
P15-02425	SOURCE GRAPHICS		Replacement Printer/Scanner for Arch.	18,062.99
P15-02426	AUDIO VISUAL INTEGRATION SYSTEMS, INC.		Repairs Audio	999.32
P15-02427	SCANTRON CORPORATION		Class Climate Upgrade	5,000.00
P15-02428	REGENTS OF THE UCI WILLED BODY PROGRAM C/O MARK BROOKS	IVC Life Sci	Cadaver for Bio. 200 Class	4,308.12

*** See the last page for criteria limiting the report detail.

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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(See Last Page) ***

PO Number	Vendor Name	Loc	Description	Order Amount
P15-02429	B & H PHOTO		Lens Cleaner Pens	897.10
P15-02430	WELLS FARGO #1606	.	Web Hosting Add-On Resources	82.32
P15-02431	COMPUTERLAND OF SILICON VALLEY	.	ProTools and Auralia for Music Lab	8,729.00
P15-02432	GEMPLER'S		Greenhouse Supplies	355.53
P15-02433	CR MRIG COMPANY dba ACADEMIC IMPRESSIONS		CD Recorded Webcast - Strategic Budgeting	378.00
P15-02434	SOFTERRA INC		LDAP Administrator Licenses Renewal	425.00
P15-02436	ORANGE COUNTY REGISTER		Bid 317D -ITC Consultant Services Ad	1,410.00
P15-02437	BLUE HAZE ENTERTAINMENT	Bldg W/Com Arts	Grip Accessories to be Given to Students	2,748.30
P15-02438	BSN SPORTS		Football Equipment	1,983.75
P15-02439	SOUTHERN CALIFORNIA EDISON CO.		License Agrmt w/ SC Edison	1,062.00
P15-02440	RIDDELL AMERICAN SPORTS CORP		Football Equipment	21,734.57
P15-02441	REI		Backpacking Class Equipment	13,724.64
P15-02442	WESTERN AG ENTERPRISES, INC.		Baseball Field Cover	3,980.00
P15-02443	CARAHSOFT TECHNOLOGY CORP		Nutanix Platform - Server Refresh Project	213,687.23
P15-02444	CDW-G COMPUTER CENTERS	.	Monitor Filter Screens for DSPS	649.17
P15-02445	B & H PHOTO		Ink Cartridge	533.52
P15-02446	HOLLANDER GLASS, INC.		Grinder Heads	268.83
P15-02447	GANAHL LUMBER	.	Dance Supplies	375.00
P15-02448	VS ATHLETICS		Track & Field Supplies	206.39
P15-02449	BSN SPORTS		Mens Volleyball Supplies	662.66
P15-02450	BSN SPORTS		Life Fitness Center Supplies	187.80
P15-02451	MERIDIAN IT INC		Server Refresh Project - Arista Switch	22,692.14
P15-02452	BSN SPORTS		Mens Volleyball Supplies	334.65
P15-02453	COLORADO TIME SYSTEMS		Scoreboard, Controller, Clock	4,201.20
P15-02454	ELITE SHEET METAL INC		Expansion Joint Repair to Support HVAC Changes	1,646.00
P15-02455	BSN SPORTS		Men's Volleyball Supplies	4,403.58
P15-02456	EMCOR/Mesa Energy Systems		Replace Existing Float Valve	985.00
P15-02457	LEAGUE OF AMERICAN ORCHESTRAS MEMBER SERVICES		Music Membership	150.00
P15-02458	COMMUNITY WORKS DESIGN GROUP		Certified water auditing at Baseball field	2,500.00
P15-02459	MK COUNSELING INC CHARLES PETE RSON		FKCE wkshp trainer	300.00
P15-02460	BOUNDLESS NETWORK		Promotional Item - Phone Speakers	1,912.00
P15-02461	MODERN POSTCARD		Spring Classes Mailer	13,532.80
P15-02462	B.A.M., INC.		End Mills for CNC Machines	1,559.65
P15-02463	SWEETWATER		Sound Equipment for Theatre	1,500.00
P15-02464	FASHION SUPPLIES, INC		Fullbody Forms	4,472.82
P15-02465	AGUINAGA GREEN, INC.		Top Soil & Mulch Supply	938.52
P15-02466	CHRONICLE OF HIGHER EDUCATION		Subscription to The Chronicle of Higher Education	89.00
P15-02467	WELLS FARGO #3317 (DISTRICT)		100 Watt Bulbs	38.60
P15-02468	WEST COAST LIGHTS & SIRENS		Parts for Police Vehicle	4,139.78

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(See Last Page) ***

PO Number	Vendor Name	Loc	Description	Order Amount
P15-02469	FISHER SCIENTIFIC	IVC Life Sci	Materials and Supplies for Life Sciences	990.19
P15-02470	SHIFFLER EQUIPMENT SALES, INC.		Felt Gliders for Desks	433.46
P15-02471	USA SCIENTIFIC		Gloves for Student Use	900.75
P15-02472	RYONET CALIFORNIA		Replacement Ink Cartridges	307.77
P15-02474	SCOTT JOHNSON		Contract Services	2,000.00
P15-02475	DAVID PUFAHL dba NEW VISION CO NSTRUCTION		Removal of Fireplace in SSC-212	14,806.90
P15-02476	AIR		2014-2015 Membership Dues	270.00
P15-02477	FISHER SCIENTIFIC		Chemical and Glassware for Bio 20.	1,675.06
P15-02478	CYNMAR CORPORATION		Instr. Equip: Vacuum Pump and Filter	852.84
P15-02479	HACH COMPANY		Safety - Replacement Equipment Student Use	7,619.33
P15-02480	FISHER SCIENTIFIC		Safety - Replacement Equipment Student use	8,702.96
P15-02481	ISLAND PROMOTIONAL PRODUCTS AD VERTISING SPECIALTIES		Outreach T-Shirts	472.32
P15-02482	SO. ORANGE CO. COMM. COL.DIST		Fall 2014 Care Grants	36,000.00
P15-02483	HIGHER EDUCATION PUBLICATIONS		Higher Education Directory	89.64
P15-02484	PSI-PAYPHONE STATIONS INNOVAT.		2014/2015 Payphone Stations Agreement	3,600.00
P15-02485	SVM, LP ATTN: CHECK DEPT.		Gas Cards for Care Students	3,995.95
P15-02486	MODERN POSTCARD		Postage for Spring Mailer	13,566.17
P15-02487	CENTRAL RESTAURANT PRODUCTS		Insulated Drink Container	400.83
P15-02488	SJM INDUSTRIAL RADIO		400MHz Radios	1,624.64
P15-02489	LIVESCRIBE		Smart Pens, Cases and Cords	6,170.29
P15-02490	SANTA CRUZ BIOTECHNOLOGY		Antibody and Protein Samples for Bio 3C	432.30
P15-02491	AVALON TENT & PARTY		Commencement 2015 Avalon Stage	4,427.41
P15-02492	CALIFORNIA STAGE/LIGHTING, INC		Commencement 2015 Cal Stage	737.00
P15-02493	PSI-PAYPHONE STATIONS INNOVAT.		Payphone Service 2014/2015	2,800.00
P15-02494	HAMAMURA, NEIL		Contract Recording Concerts	500.00
P15-02495	CHEMICAL CONSULTANTS, INC.		Dip Tank for Env. Friendly Screen Reclamation	351.01
P15-02496	PASCO SCIENTIFIC		Instructional Equipment for Student Use	9,410.88
P15-02497	PHILLIPS DESIGN & MARKETING		Energy Project Brochures	3,111.84
P15-02498	UNITED SITE SERVICES OF CALIFO RNIA, INC		Decathlon Annual Fence Rental	4,191.62
P15-02499	ALL THE KING'S FLAGS		Flag Pole Parts	386.38
P15-02500	VIATRON SYSTEMS, INC.		Microfilm Conversion Services - Final Phase	13,883.00
P15-02501	KENT HELWIG		Contrat Services Theatre	600.00
P15-02502	S & B FOODS CATERING DIVISION		Meal Cards for Care Students	1,000.00
P15-02503	WELLS FARGO #3317 (DISTRICT)		Headsets Deliver to LAC B354	268.66
P15-02504	INSTITUTE FOR EVIDENCE-BASED CHANGE		Guest Speaker for Student Success Summit	2,000.00

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PO Number	Vendor Name	Loc	Description	Order Amount
P15-02505	TAKACH PRESS CORP.		Printmaking-Cleaner/Ground/Pump	271.07
P15-02506	ARTICULATE GLOBAL, INC.	.	Articulate Storyline - Tutoring Software	3,914.00
P15-02507	TURF TIRE DISTRIBUTORS	.	Tires for Golf Cart	151.85
P15-02508	B & H PHOTO	Bldg W/Com Arts	Camcorder Camera Packages	20,698.07
P15-02509	CDW-G COMPUTER CENTERS		VmWare License Renewal	1,550.00
P15-02510	SOURCE GRAPHICS	.	Pigment	2,833.70
P15-02511	APPERSON EDUCATION PRODUCTS A PPERSON PRINT RESOURCES		Scantron Forms	75.71
P15-02512	WELLS FARGO #3317		Tape Recorder	42.23
P15-02513	BAKER & TAYLOR	.	Library Books and Library DVD	1,583.81
P15-02514	WELLS FARGO #3317 (DISTRICT)		Protective Cases for Equipment	95.01
P15-02515	BOUNDLESS NETWORK		Pens	757.08
P15-02516	NEW READER'S PRESS	.	Library Newspaper Subscription	42.00
P15-02517	CARAVAN CANOPY INT'L, INC.		Transfer Center Canopies	1,818.00
P15-02518	STEVEN REMEYER dba LIKE-NU CON CRETE MAGIC		Repair Cracks in Concrete at SM	3,521.00
P15-02519	HITT MARKING DEVICES, INC.		Self-Inking Custom Stamps	50.20
P15-02520	GOVERNMENT		2014-2015 Curricunet Maint & Hosting Support	9,630.00
P15-02521	CDW-G COMPUTER CENTERS	.	Employee Computer Refresh	128,376.00
P15-02522	MARTINA "TINA" RODGERS		Wksp Panelist Grant	35.00
P15-02523	GRACE EVANGELICAL LUTHERAN CHURCH		Wksp Rent Grant 069	275.00
P15-02524	JACQUELINE GOODE		Wksp Trainer - Grant	240.00
P15-02525	ELECTRO-TECHNIC PRODUCTS		Keepers / Induction Coil	324.50
P15-02526	HITT MARKING DEVICES, INC.		Self-Inking Custom Stamps	50.20
P15-02527	BLUE LABEL BATTERY INC	.	Replacement Projector Lamps	855.36
P15-02528	COMMUNITY COLLEGE LEAGUE OF CA	.	Library Database Renewal	7,119.73
P15-02529	SPINART PRESENTATION PRODUCTS INC.	.	Projector for Performing Arts Center	58,097.71
P15-02530	CALIFORNIA COMMUNICATION	.	Health Science Wi-Fi Project - Wiring	10,599.20
P15-02531	AMERICAN FILING SYSTEMS INC	.	Repair Service Call for Tier Filing Shelves	500.00
P15-02532	EPLUS TECHNOLOGY, INC	.	Health Science Wi-Fi Project - Hardware	26,665.20
P15-02533	THORLABS, INC.	.	Scratch and Dig Paddle	81.89
P15-02534	THORLABS, INC.	.	Laser Diode Module	125.08
P15-02535	THORLABS, INC.	.	Laser Diode Module	125.08
P15-02536	THORLABS, INC.	.	Collimated Laser Diode	203.40
P15-02537	THORLABS, INC.	.	Threaded Kinematic Pitch	498.25
P15-02538	MOBILE MODULAR MGMT. CORP.		* Lease of two (2) mobile classrooms	12,936.00
P15-02539	NLNAC, INC. NATIONAL LEAGUE FOR NURSING		NLN membership renewal	1,655.00
P15-02540	DOCUSIGN, INC	.	DocuSign Annual Service 2014-2015	2,875.00
P15-02541	ANDREW GUZMAN	.	Contract Services Concessions	560.00
P15-02542	OCEANSIDE PHOTO & TELESCOPE		Instructional Equipment - Student Use	4,759.62
P15-02543	APPLE COMPUTER, INC. ATTN: HIE d SALES SUPPORT	.	iMac 27-inch for SSC and Lib101	239,360.16
P15-02544	APPLE COMPUTER, INC. ATTN: HIE d SALES SUPPORT	.	AppleCare OS Support	4,796.00

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PO Number	Vendor Name	Loc	Description	Order Amount
P15-02545	SAMY'S CAMERA		Replacement Equipment: Student Use	53,971.40
P15-02546	SEHI PROCOMP COMPUTER PRODUCTS		Div Printer-Attachment	215.52
P15-02547	POSTMASTER		Postage Expenses	348.70
P15-02548	CAPITOL ADVOCACY PARTNERS LLC ATTN: DANA DEBEAUMONT		Federal Leg. - Oct 2014-June-2015	37,500.00
P15-02549	MICROSOFT ITA		Surface Tablet	866.15
P15-02550	BALANCED BODY		Pilates Equipment	14,396.67
P15-02551	WELLS FARGO #3317		Hard Drives	345.56
P15-02552	CDW-G COMPUTER CENTERS		Printer for DSPS	313.23
P15-02553	DAVIDSON OPTRONICS, INC.		Frosted Bulbs for Light Box	84.96
P15-02554	QUEZADA PRO LANDSCAPE, INC.		Tree Trimming at ATEP	2,010.00
P15-02555	WELLS FARGO #3317		Handbook for Adjunct/Part Time Faculty	27.03
P15-02556	SPRINGBOARDS AND MORE		Aquatics Equipment	12,332.85
P15-02557	RAINBOW SYMPHONY STORE		Purchase of Diffraction Gratings Slides	108.17
P15-02558	RAINBOW SYMPHONY STORE		Purchase for Polarized Film- Linear Polarization	230.02
P15-02559	EDMUND OPTICS AMERICA		Scratch Dig Paddles	116.67
P15-02561	COLLEGE HEALTH SERVICES, LLC		Student Health 101 Magazine	6,050.00
P15-02562	DRM INSPECTIONS INC	SC Science	AWS Welding Procedure Review	4,800.00
P15-02563	XPEDX		Paper	285.22
P15-02564	EVENTS		College Career Events	2,000.00
P15-02565	GROSSMONT COLLEGE		Speech-Griffin Invitational, El Cajon	475.00
P15-02566	B & H PHOTO	Bldg W/Com Arts	Replacement Wireless Mic Systems	5,053.69
P15-02567	NEW ALTERNATIVES, INC.		Workshop Trainer	600.00
P15-02568	REPRO XPRESS		Reprographics Services for Bid 318d	46.00
P15-02569	WEST COAST INTERNET, INC.		Internet for emeritus clubhouse 4	472.10
P15-02570	A-1 AWARDS		Board President Appreciation Plaque	59.02
P15-02571	CopQuest Public Safety Products		Evidence and Safety Equipment	808.92
P15-02572	TROJAN BRAND CONDOMS C/O CHURCH & DWIGHT CO.		Health Center Supplies	91.04
P15-02573	FELICIA REVERS		Workshop Trainer	120.00
P15-02574	CDW-G COMPUTER CENTERS		Multitech 4Port SMS Server	1,294.69
P15-02575	IN-N-OUT BURGER ATTN: COOKOUT COORDINATOR		High School Senior Day 2015	7,440.00
P15-02576	VWR		Safety - Replacement Equipment Student Use	2,251.02
P15-02577	VWR		Safety - Replacement Equipment for Student Use	7,627.05
P15-02578	PLANT DEPOT		Fine Arts Patio Enhancements	350.00
P15-02579	YALE/CHASE EQUIPMENT AND SERVICES, INC		Taylor Dunn Cart Parts	657.59
P15-02580	AUTONATION FORD TUSTIN		Parts of Van #4 and SUV #52	646.28
P15-02581	CALIFORNIA INSTITUTE FOR NURSING & HEALTH CARE		Membership: CA Simulation Alliance	350.00
P15-02582	WEST COAST LIGHTS & SIRENS		led highlighter	336.52
P15-02583	MOORE MEDICAL CORP.		Supplies for Nursing	34.01
P15-02584	QUEEN BEACH PRINTERS INC		Spring 2015 P.A. Brochure SC Fine Arts	6,665.00
P15-02585	BROWNELLS INC		Armorer's kit	1,236.34
P15-02586	PYRO-COMM SYSTEMS		Fire Alarm Inspection and Testing	16,500.00

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PO Number	Vendor Name	Loc	Description	Order Amount
P15-02587	MSC INDUSTRIAL SUPPLY CO.	.	Electronic Calipers	127.18
P15-02588	EPLUS TECHNOLOGY, INC	.	HS Wi-Fi Project - Licensing	17,511.00
P15-02589	EBSCO SUBSCRIPTION SERVICE	.	2014-2015 Annual Subscription Renewal	3,433.16
P15-02590	MARKERTEK VIDEO SUPPLY 1 TOWER DRIVE	.	Surge Protectors for Boardroom	358.63
P15-02591	BARR COMMERCIAL DOOR OF ORANGE	.	Replacement of roll up gate	9,583.50
P15-02592	UNITED POWER & BATTERY	.	Batteries for Back-Up	3,667.98
P15-02593	MAIN GRAPHICS	.	IVC President's Letter to HS Parents 2014	3,373.56
P15-02594	SADDLEBACK GOLF CARS, INC.	.	Paint Golf Cart	577.00
P15-02595	RIO GRANDE ALBUQUERQUE	.	Spring 2015 Fee Based Supplies	413.74
P15-02596	SEHI PROCOMP COMPUTER PRODUCTS	.	HP Laser Jet Enterprise 600 Printer M602n	1,938.00
P15-02597	KENDOR MUSIC, INC.	.	Music Publications	620.74
P15-02598	MONOPRICE, INC.	.	Cables for Electronics Dept	70.76
P15-02599	BIOEXPRESS	.	Cells for Bio3C	381.60
P15-02600	UCS, LTD.	.	Track & Field Equipment	25,884.48
P15-02601	NORTH TEXAS EVALUATION CENTER c/o DR. DARRELL M. HULL	.	Consultant Agreement	1,500.00
P15-02602	ADVANCED TECH. CONSULTANTS T S ENTERPRISES ASSOC., INC.	.	Energy Project Software and Supplies	21,036.96
P15-02603	EBERHARD EQUIPMENT	.	Parts for 997 Mower	1,131.80
P15-02604	THE GREAT GAZEBO, INC	.	Canopy Cover Replacement	891.51
P15-02605	EN4ORM OFFICE INTERIORS	.	Rework Conference Desk	4,190.40
P15-02606	TECHNOLOGY INTEGRATION GROUP	.	Support & Maintenance Renewal	5,860.92
P15-02607	SEHI PROCOMP COMPUTER PRODUCTS	.	Ink for Brochures	901.50
P15-02608	CDW-G COMPUTER CENTERS	.	Computers for Health and Wellness Center	4,441.20
P15-02609	DICK BLICK COMPANY	.	Donna Hanna Chase Spring 2015 Fee Based Supplies	61.96
P15-02610	CDW-G COMPUTER CENTERS	.	Workstation- Computer, Monitors, Scanner	2,768.89
P15-02611	DICK BLICK COMPANY	.	Lyndelle Stonick -Spring 2015 Fee Based Supplies	316.98
P15-02612	SCHOOLS FIRST FEDERAL CREDIT UNION	.	Premium for Sabbatical Bonds	10,662.00
P15-02613	SO. COAST FIRE PROTECTION	.	Fire Extinguisher Service	1,500.00
P15-02614	MC KESSON GENERAL MEDICAL	.	Supplies for Nursing	977.41
P15-02615	NCMPR NATIONAL CONFERENCE	.	Webinar	150.00
P15-02616	B & H PHOTO	.	Photo Paper	116.64
P15-02617	CDW-G COMPUTER CENTERS	.	B118 Computer Refresh	56,519.20
P15-02618	PRIME FABRICATION	.	Shelving Unit	10,584.00
P15-02619	WRIGHT LINE, LLC ATTN: MITSI B ENDER	.	Blanking Panels for District IT Server Room	2,132.54
P15-02620	LIVING DIRECT INC	.	Immunization/Medicine Refrigerator	1,078.92
P15-02621	MERIDIAN IT INC	.	VMware View Audit	4,440.00

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PO Number	Vendor Name	Loc	Description	Order Amount
P15-02622	PACIFIC COACHWAYS		Bus for Emeritus Field Trip	750.00
P15-02623	J. HARMON CONSTRUCTION INC.		Repairing HVAC pipe in HS building	845.00
P15-02624	B & H PHOTO	Bldg W/Com Arts	Shotgun Microphones for On-Camera Use	323.89
P15-02625	APPLE COMPUTER, INC. ATTN: HIE d SALES SUPPORT		iPad Mini 3 for Dept.	669.60
P15-02626	WILDLIFE SUPPLY COMPANY		Water Sample Replacement Parts	61.74
P15-02627	MADELYN JOHNSTON-PLESCIA		Flowers for High School Conference	180.00
P15-02628	BSN SPORTS		Men's Volleyball Supplies	334.65
P15-02629	ADRENALIN SPORTS APPAREL DBA J OANN MARIE HYDER		Mens Soccer	730.35
P15-02630	CA SCHOOL EMPLOYEES ASSN CHAPT ER 586		CSEA President Conference Attendance	1,299.12
P15-02631	CI SOLUTIONS, CARD INTEGRATORS CORPORATION		ID Card Printers	13,451.40
P15-02632	HOME DEPOT MISSION VIEJO STORE #614		Hard Hats for Arch Field Trips	180.92
P15-02633	BSN SPORTS		Men's Volleyball Supplies	826.64
P15-02634	SOLINCO LLC		Tennis Supplies	452.33
P15-02635	SEK SOLUTIONS LLC		Weapon Storage Cabinet	2,533.36
P15-02636	ASICS AMERICA CORPORATION		Womens Tennis Supplies	616.76
P15-02637	ASICS AMERICA CORPORATION		Men's Tennis Supplies	133.16
P15-02638	ASICS AMERICA CORPORATION		Badminton	3,792.30
P15-02639	EASTBAY TEAM SPORTS		Tennis Supplies	1,095.48
P15-02640	ENAMIX, INC.		Travel Expenses-Workday Rising Conf	1,264.41
P15-02641	STANCIL CORPORATION		Voice Logging Recorder Maintenance Contract	1,164.00
P15-02642	CI SOLUTIONS, CARD INTEGRATORS CORPORATION		District Services Proximity ID Cards	1,048.00
P15-02643	HEWLETT PACKARD		Desktops for District IT Developers	9,493.20
P15-02644	YALE/CHASE EQUIPMENT AND SERVICES, INC		Repair of Fine Arts Starbuss	1,848.85
P15-02645	MSC INDUSTRIAL SUPPLY CO.		Dial Callpers	111.72
P15-02646	FISHER SCIENTIFIC		Safety - Replacement Equipment for Student Use	16,330.87
P15-02647	NATIONAL BALSA		Plywood for Arch Classes	478.05
P15-02648	HITT MARKING DEVICES, INC.	SC WAREHOUSE	Self Inking Stamps	46.59
P15-02649	CLERY CENTER FOR SECURITY ON CAMPUS		Educational Videos	459.00
P15-02650	DISCOUNT SCHOOL SUPPLY SALES D EPARTMENT		Tempera, Watercolors, Chalk, Organizers, Ribbon	1,145.74
P15-02651	LAKESHORE LEARNING MATERIALS		Clear Storage Box	85.98
P15-02652	RIO GRANDE ALBUQUERQUE		Spring 2015 Fee Based Supplies	367.56
P15-02653	COMPUTERLAND OF SILICON VALLE Y		Symantec Ghost Maint Renewal	1,964.75
P15-02654	BELL'S INDUSTRIAL SERVICE		Equipment Repairs	378.80
P15-02655	MARK IV COMMUNICATIONS, INC.		Disabled Students Office Cable Installs	1,649.46
P15-02656	SEHI PROCOMP COMPUTER PRODUCTS		HP LaserJet Ent 600 Printer M601n	2,492.56
P15-02657	MF ATHLETIC COMPANY		Track and Field Equipment	17,908.04

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PO Number	Vendor Name	Loc	Description	Order Amount
P15-02658	MITCHELL1	.	ProDemand Subscription Renewal	1,456.92
P15-02659	XEROX CORPORATION	.	Lease/Maintenance for 4 New Walk-Up Copiers	20,512.09
P15-02660	UNITED DIRECT MARKETING	.	Mail Processing for Emeritus Spring 2015 Brochure	641.52
P15-02661	TRU-STONE TECHNOLOGIES INC	.	Granite Table and Stand	1,514.20
P15-02662	ANTHEM SPORTS, LLC	.	Softball Field Benches	26,505.20
P15-02663	HENRY SCHEIN, INC.	.	Game ReadySystem, Chiller, Battery	4,431.89
P15-02664	NAT'L ATHLETIC TRAINERS ASSN	.	NATA Membership for IVC Athletic Trainers	538.00
P15-02665	PROVISIO, LLC SiteKiosk SALES TEAM	.	SiteKiosk Upgrade	735.00
P15-02666	MAGNA PUBLICATIONS, INC.	.	Handbook - Adjunct/Part time Faculty	27.60
P15-02667	ORANGE CO. COMMERCIAL PRINTING	.	Lariat Print Expenses: Ongoing.	9,900.00
P15-02668	AUTOMIC DESIGNS, INC.	.	2 Flag Decals	28.51
P15-02669	4CSD ATTN: JAN SCHARDT	.	4C/SD Membership 2014-2015	50.00
P15-02670	BOUNDLESS NETWORK	.	Enterprise Pens	673.00
P15-02671	MOUSER ELECTRONICS INC.	.	Parts for Electronics Classes	48.92
P15-02672	HARDY DIAGNOSTICS	.	Microbiology Premade Media	847.22
P15-02673	MODERN POSTCARD	.	Holiday Cards	902.36
P15-02674	LANCE D. HODGE	.	Training Tags for EMT	230.65
P15-02675	UNITED INTERIORS	.	Installation of Furniture at AGB	1,485.00
P15-02676	POSTMASTER	.	Postage for High School Parent Letter	1,134.00
P15-02677	REGENTS OF UNIV. OF CAL.	.	Cadaver Lab for Paramedic Students	2,484.00
P15-02678	B & H PHOTO	Bldg W/Com Arts	Parts for Epic Camera Upgrade	2,598.80
P15-02679	SHOP ANATOMICAL INC	.	Health Class Supplies	201.60
P15-02680	CENTURION TECHNOLOGIES, INC.	.	Smartshield Lic Maintenance Renewal	1,202.40
P15-02681	(JOHN) RICK REESE	.	Reimbursement-Instructional Supplies-FY 14-15	50.00
P15-02682	BAKER & TAYLOR	.	Library Books	1,666.49
P15-02683	QUARTERMASTER	.	Campaign Hat	393.08
P15-02684	MELISSA PRICHARD	.	Wksp Trainer	120.00
P15-02685	SHARON LANDIS	.	Wksp Trainer	480.00
P15-02686	DISPLAYS 2GO ATTN: ACCOUNTS RE CEIVABLE	.	Sign Holders for the PAC	451.63
P15-02687	MARIA ORTIZ	.	Wksp Translator	300.00
P15-02688	CPP, INC. DAVIES BLACK PUBLISH ING	.	CPP 14/15 Skillsone Site Renewal Fee	195.00
P15-02689	STATE WATER RES. CONTROL BOARD	.	Annual Permit Fee	5,113.00
P15-02690	ADAMSON POLICE PRODUCTS	.	Seat Organizers	328.85
Total Number of POs			296	Total 2,207,660.09

Fund Recap

Fund	Description	PO Count	Amount
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Fund Recap

Fund	Description	PO Count	Amount
01	General Fund	277	1,015,799.85
12	Child Development Fund	2	1,231.72
40	Capital Outlay Fund	17	1,190,628.52
Total			2,207,660.09

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Includes 10/27/2014 - 11/23/2014

Requisition Number	Vendor Name	Description	Requisition Total
RQ15-02870	CANDIDATE	Candidate travel reimbursement	250.84
RQ15-02929	HOANG-QUYEN DANG	Reimburse for FSA Training Conference	889.75
RQ15-03049	DR. CRAIG JUSTICE	Accreditation Workshop	110.00
RQ15-03084	WILLIAM (BEAU) ARBUTHNOT	Porac conference	1,443.71
RQ15-03094	S & B FOODS CATERING DIVISION	Breakfast for HS Conference 2014	859.68
RQ15-03126	JUAN AVALOS	Accreditation Workshop	110.00
RQ15-03155	PACIFIC COACHWAYS	Bus for Emeritus Field Trip	907.13
RQ15-03165	NANCY MONTGOMERY	Veteran Summit conference	1,348.16
RQ15-03180	ASHLEY GRIFFITH	Comm. College League of Calif. Annual Conf.	550.00
RQ15-03187	S & B FOODS CATERING DIVISION	CTE Attraction & Networking Session	537.30
RQ15-03237	ELIZABETH CIPRES	Reimbursement for CCC Academic Dean's Retreat	75.26
RQ15-03255	CATHLEEN GREINER	Directors of Ed. Tech. Cal. Higher Ed Conf.	456.50
RQ15-03257	BRUCE GILMAN	Reimbursement to attend Student Success Conf	416.00
RQ15-03282	DAVID D. GATEWOOD	CCCAOE Conference 2014	551.20
RQ15-03285	DR. CRAIG JUSTICE	CA. Com. College Chiefs Instuc Conf.	773.02
RQ15-03290	S & B FOODS	Boxed Lunch for CalWorks Student Support Group	81.00
RQ15-03302	DAVID BUGAY	Administrator Conference	802.63
RQ15-03319	SO. ORANGE CO. COMM. COL.DIST	Return of Title IV funds -Fall 2014	6,596.00
RQ15-03323	GLENN ROQUEMORE	Orange County Business Coun. Conf.	100.00
RQ15-03330	SOPHIE MILLER	Reimbursement for Supplies	215.50
RQ15-03331	TEDDI LORCH	Personnel Testing Council Conf.	169.00
RQ15-03345	WELLS FARGO #3317 (DISTRICT)	DRI*VMware	49.99
RQ15-03360	WELLS FARGO #2785	Part for Broken Tripod (Credit Card Purchase)	72.50
RQ15-03365	ROBERT CHABOYA	Cal. Com. Col. Ass'n Occup. Ed. Conf.	1,500.00
RQ15-03368	JENNIFER CALDERIN	Work Day Rising Conf.	3,702.53
RQ15-03374	WELLS FARGO #4732	Postcards Fine Arts	200.00
RQ15-03386	S & B FOODS	Refreshments for Audit mtg	64.69
RQ15-03387	ROBIN SMITH	Reimbursement for Art Studio Supplies	13.61
RQ15-03389	KEN SCHLENKER	Trade Adj. Assist. Com. Col. & Career Conf.	1,614.20
RQ15-03397	DANIEL J. PREDOEHL	Standout Assessment Testing	45.00
RQ15-03408	WELLS FARGO #1606	Educator kit for health center	153.15
RQ15-03418	ACCE/SAN DIEGO CONTINUING EDUC ATION	Ass'n. of Com. and Cont. Ed Workshop	49.00
RQ15-03419	JUAN AVALOS	Compliance Workshop	250.00
RQ15-03423	PENNY SKAFF	UC Counselor's conf attendance	50.00
RQ15-03425	CHRISTOPHER MCDONALD	Travel Reimbursement/San Francisco	2,764.44
RQ15-03428	WELLS FARGO BANK #2785	CANDY FOR FINAID OUTREACH	100.00
RQ15-03430	PAYMENT REMITTANCE CENTER		
RQ15-03430	ANDREW CRAVEN	Cal. Public Parking Ass'n Conf.	1,260.33
RQ15-03432	RANDY W. PEEBLES	Tustin Com. Foundation Conf.	50.00
RQ15-03438	CADENCE WYNTER	Reimburse C. Wynter/Conf.-Attachment	400.00
RQ15-03444	WELLS FARGO #1606	Reservations for GEOG Field Studies SUM15	1,732.76
RQ15-03451	FRANCES HAWKINS	ConfReimb-CSU Cmty College Counselor Conference	132.52
RQ15-03452	MARIBEL PINEDA	ConfReimb-CSU Cmty College Counselor Conference	105.00
RQ15-03453	PAMELA PATTERSON	ConfReimb-CAPED Adapted P.E. Conference	566.68

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Includes 10/27/2014 - 11/23/2014

Requisition Number	Vendor Name	Description	Requisition Total
RQ15-03454	REBECCA KNAPP	ConfReimb-Teaching Professor Technology Conference	1,200.00
RQ15-03456	HENRY BUNCH	ConfReimb-CMC3 Conf-Evolving the Mathematical Mind	50.00
RQ15-03457	RENATA CIOCZEK-GEORGES	ConfReimb-CMC3 Conf-Evolving the Mathematical Mind	50.00
RQ15-03458	LINDA NGUYEN	ConfReimb-CMC3 Conf-Evolving the Mathematical Mind	50.00
RQ15-03459	NOUSHIN SEDDIGHZADEH	ConfReimb-CMC3 Conf-Evolving the Mathematical Mind	50.00
RQ15-03461	JAMES ROGERS	Reimbursement for office supplies	17.24
RQ15-03464	STEPHANIE SORENSON	ConfReimb-CMC3 Conf-Evolving the Mathematical Mind	50.00
RQ15-03465	MARGUERITE TRESS	ConfReimb-CMC3 Conf-Evolving the Mathematical Mind	50.00
RQ15-03466	ANN MARIE BRESLIN	ConfReimb-CA Assn PostSecondary Educ & Disability	1,200.00
RQ15-03468	KIM D'ARCY	ConfReimb-CA Assn PostSecondary Educ & Disability	1,105.08
RQ15-03469	CALIFORNIA PLACEMENT ASSOC. c/o ROSA ASCENCIO	CPA Regional Workshop Conference	25.00
RQ15-03470	BREANNA DANIELS	ConfReimb-CA Assn PostSecondary Educ & Disability	600.00
RQ15-03471	LORI HOOLIHAN	ConfReimb-Food & Nutrition Conference & Expo	600.00
RQ15-03472	CSSO REGION 8 TRAINING	Sexual Assault Compliance Training	250.00
RQ15-03473	KOLIN WILLIAMS	ConfReimb-Nat'l Assn VeteransProgramAdministrators	1,175.00
RQ15-03474	LONG, ERIN	reimbursement Office Supplies Party City	47.50
RQ15-03475	CHRIS HO	ConfReimb-Chinese Brush Painting Seminar & Exhibit	600.00
RQ15-03476	CATHERINE ARREGUIN	Science Tech. Eng. Math Conf.	577.72
RQ15-03477	LAGUNA GRAPHIC ARTS, INC.	SOCCCD Logo Posters	75.60
RQ15-03478	KAREN TAYLOR	ConfReimb-SpecialtyPrinting/ImagingTechnology Expo	594.98
RQ15-03479	BRENDAPLASCENCIA CARRIZOSA	ConfReimb-CA Forum for Professional Development	871.16
RQ15-03480	CHRISTINA SMITH	ConfReimb-CA Forum for Professional Development	864.58
RQ15-03482	CHIN LAM	ConfReimb-CA AssnTeachersEnglishSpeakersOtherLang	1,062.44
RQ15-03483	PHILLIS KUCHARSKI	ConfReimb-Neuromuscular/NeurodegenerativeDisorders	246.95
RQ15-03484	JANINE O'BUCHON	ConfReimb-Neuromuscular/NeurodegenerativeDisorders	232.74
RQ15-03495	MARYAM AZARY	ConfReimb-Mental Health Research Symposium	1,080.00
RQ15-03498	NICOLE DUPREE	ConfReimb-Neuroscience Psychopharmacology Congress	1,200.00
RQ15-03499	LAWRENCE PEREZ	ConfReimb-American Mathematical Assn	1,200.00
RQ15-03500	DEIDRE CAVAZZI	ConfReimb-SocietyDanceHistoryScholars/Research	1,184.00
RQ15-03503	GEORGINA GUY	ConfReim-Strengths-Focused CBT: BuildingResilience	204.82

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Includes 10/27/2014 - 11/23/2014

Requisition Number	Vendor Name	Description	Requisition Total
RQ15-03504	MARTINE WEHR	ConfReim-Criminology at Intersections ofOppression	600.00
RQ15-03505	EMILY QUINLAN	ConfReimb-StreetLaw-Cmty	906.00
RQ15-03506	RYAN MALIGIE	Patrol Rifle Course Training	612.50
RQ15-03507	LAGUNA GRAPHIC ARTS, INC.	Business Cards	51.12
RQ15-03508	ESTER GRAHAM	Education Law Conference	159.00
RQ15-03509	TEDDI LORCH	2014 Education Law Conference	169.00
RQ15-03514	WELLS FARGO #1606	Renewal of Constant Contact Subscription	387.00
RQ15-03517	DIANE OAKS	Reimburement for Solar Decathlon Event Supplies	46.08
RQ15-03518	BRITTANY RAMCHANDANI	Reimbursments for Solar Decathlon Event Supplies	57.07
RQ15-03521	EMILY QUINLAN	Reimbursement-HR symposium event	230.49
RQ15-03523	JAVIER WILLIAMS	Reimburse Conf Expenses	635.89
RQ15-03524	WILLIAM BALDWIN	Roland Academy Workshop	1,400.00
RQ15-03529	WILL GLEN	Reimb.For Will Glen to Attend	1,709.80
RQ15-03530	JEFF TILLOTSON	Conf. Reimb. - Heatwave 2014	412.84
RQ15-03532	S & B FOODS CATERING DIVISION	Food for Student Success Summit	2,063.61
RQ15-03535	CASFAA 2002	Cal. Ass'n of Student Fin. Aid Admin. Conf.	265.90
RQ15-03536	BSG GRAPHICS, INC.	Signs for walk-in testing	81.00
RQ15-03537	CASFAA 2002	Cal. Ass'n of Student Fin. Aid Admin. Conf.	278.00
RQ15-03538	TIFFANY TRAN	2014 Plenary Session Conf.	450.02
RQ15-03539	A-1 AWARDS	Name badges	1,604.50
RQ15-03546	JOHNSTONE SUPPLY	Damaged Thermostat Purchase (Warranty B400)	261.24
RQ15-03547	PENNY SKAFF	Reimb: Student Success Presentation Supplies	205.05
RQ15-03550	BALLPARK PIZZA TEAM RSM	Pizza for President Chat 10-29	212.48
RQ15-03551	LAGUNA GRAPHIC ARTS, INC.	Business cards	42.12
RQ15-03552	KATHERINE SCHMEIDLER	2014 Plenary Session Conf.	450.02
RQ15-03553	BOB URELL	2014 Plenary Session Conf.	450.02
RQ15-03554	BRETT MC KIM	2014 Plenary Session Conf.	450.02
RQ15-03555	BROOKE CHOO	2014 Plenary Session Conf.	450.02
RQ15-03556	DIANA HURLBUT	2014 Plenary Session Conf.	450.02
RQ15-03569	MICHELLE SCHARF	Reimb: Cal State Univ. Counselors Conference	105.00
RQ15-03570	MICHELLE SCHARF	Reimb: UC Counselors Conference	50.00
RQ15-03572	WELLS FARGO #3317 (DISTRICT)	Refreshments for board meeting	475.00
RQ15-03573	JOHN LICITRA	Reimb: Cal State Univ. Counselors Conference	70.00
RQ15-03574	JOHN LICITRA	Reimb: UC Counselors Conference	50.00
RQ15-03577	CARYN SUSSMAN	Reimb: Cal State Univ. Counselors Conference	110.46
RQ15-03578	BRENNA NORRIS	Conf. Reimb: Optical Society of SoCal	83.61
RQ15-03579	CARYN SUSSMAN	Reimb: UC Counselors Conference	50.00
RQ15-03580	BRENDA BORRON	Reimb: UC Writing Conference	338.60
RQ15-03584	MICHELLE LIVOTE	Reimb: iFalcon Conference	72.36
RQ15-03585	MARTHA STUFFLER	Reimb: Meet the Experts Conference	1,380.60
RQ15-03586	BRIAN MONACELLI	Conf. Reimb: Optical Society of SoCal	83.61
RQ15-03589	JUAN AVALOS	Ass'n Cal. Com. Col. Admin. Conf.	1,245.00
RQ15-03595	CCC EOPS REGION VIII FULLERTON COLLEGE	Cal. Community Colleges EOPS Ass'n Conf.	1,000.00
RQ15-03596	CCC EOPS REGION VIII FULLERTON COLLEGE	California Community Colleges EOPS Ass'n Conf.	200.00
RQ15-03599	PMW ASSOCIATES	Police Management Tuition Fee	3,140.00

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Includes 10/27/2014 - 11/23/2014

Requisition Number	Vendor Name	Description	Requisition Total
RQ15-03600	CHRISTOPHER MCDONALD	Reimb: CA CC Chief Instr. Officers Conf.	494.80
RQ15-03611	BRUCE HAGAN	DET/CHE 2014 Conference	350.00
RQ15-03619	S & B FOODS CATERING DIVISION	Refreshments for Family Night 2014	241.65
RQ15-03625	WELLS FARGO #3317 (DISTRICT)	Apple Lightning Power Cord	22.42
RQ15-03627	THOMAS L. SMITH	Reimburse for Purchase of Power Supplies	297.68
RQ15-03631	WELLS FARGO #3317 (DISTRICT)	Employment Verification	20.00
RQ15-03632	ROOPA MATHUR	Reimb: Strengthening Student Success Conf.	1,400.00
RQ15-03633	EDWIN TIONGSON	Interpretation Book & Bundle	192.60
RQ15-03635	WILL GLEN	CCUPCA Conf.	750.00
RQ15-03642	AMANDA ROMERO	UC Counselor Conference-Registration reimbursement	50.00
RQ15-03643	ERIN LONG	Tape and Staple Gun	30.47
RQ15-03644	AMANDA ROMERO	CSU Counselor Conference 10/3/14 LB Conv Ctr	136.92
RQ15-03647	ROBERT CONRAD	CSU Counselor Conference 10/3/14, LB Conv Ctr	120.12
RQ15-03648	JESSICA M. CHA	Reimbursement for Office Supplies	20.51
RQ15-03651	S & B FOODS CATERING DIVISION	HS Partnership Council	217.08
RQ15-03655	RAJANPAL DHILLON	Reimbursement: 1/2" Drive Torque Wrench	131.48
RQ15-03663	BARBARA PENLAND	Reimbursement for Treatment Guidelines-Class 73	273.29
RQ15-03670	THOMAS L. SMITH	Reimburse for Repair Parts	3.67
RQ15-03671	A-1 AWARDS	Name badges	115.83
RQ15-03674	MARCIA MILCHIKER	Conf. Reimb: OC Business Council Election	100.97
RQ15-03675	WELLS FARGO #4732	Batteries for Carts 6, 15 and 16 (out of service)	3,736.32
RQ15-03676	WELLS FARGO #2496	Meals for Partnering Consultation Nov 7, 2014	740.00
RQ15-03694	S & B FOODS CATERING DIVISION	CSSO Region 8 Sexual Assault Compliance Training	1,675.00
RQ15-03697	MARCELO PIRES	Reimbursement for Lab Supplies	19.88
RQ15-03701	LOUIS SESSLER	Reimbursement Fed Ex shipment	48.75
RQ15-03703	SO. ORANGE CO. COMM. COL.DIST	Return of Title IV funds -Fall 2014	1,180.00
RQ15-03704	ASHLEY KREDEL	FKCE supplies reimbursement	17.27
RQ15-03735	TIMOTHY JEMAL	Com. Col. League Of Cal. Conf.	1,400.00
RQ15-03736	RACHEL MANDERS	ISFD Conference Dec 8-9 in Irvine	348.00
RQ15-03738	WELLS FARGO #2785	External Drive	397.43
RQ15-03740	ANTHONY MACIEL	Technology master plan open forums	300.00
RQ15-03746	RAJANPAL DHILLON	Reimbursement to R.Dhillon for Instructors shirts	253.20
RQ15-03760	WELLS FARGO #4963	Credit Card Request for Poster Boards & Name Tags	239.54
RQ15-03765	VALERIE GELLER	Fall 2014 Instructional Supplies	200.00
RQ15-03769	CRAIG HAYWARD	Reimb Cal. Assoc. of Inst. Researchers (CAIR)	1,000.00
RQ15-03774	THOMAS L. SMITH	reimburse for wireless cards for CMT230 class	34.62
RQ15-03777	LAURA SOBCHIK	Conf. Reimb- CAI Vendor Selection	497.00
RQ15-03787	LOUIS SESSLER	Reimbursement for green building certification	50.00
RQ15-03790	KENNETH BRADY	ConferenceReimbursement-ASCCC Fall Plenary Session	550.00
RQ15-03797	SO. ORANGE CO. COMM. COL.DIST	R2T4 Fall 2014	512.00
RQ15-03798	CANDIDATE	Candidate travel reimbursement	501.26
RQ15-03803	WELLS FARGO #1606	Holiday Cards for President	88.50
RQ15-03804	WELLS FARGO #3317 (DISTRICT)	Cables.com	394.42
RQ15-03813	JUNE MC LAUGHLIN	Institutional Membership	250.00

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.

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Includes 10/27/2014 - 11/23/2014

Requisition Number	Vendor Name	Description	Requisition Total
RQ15-03814	MAUREEN SMITH	Reimburse Geog field study-Attachment	47.41
RQ15-03815	WELLS FARGO #3317 (DISTRICT)	Employment Verification	12.00
RQ15-03816	CARLO CHAN	CMC3 South Fall Conference	65.68
RQ15-03822	CLIFFORD MEYER	Reimbursement C.meyer Lowes/EPWI	156.22
RQ15-03823	SHARON NUSSENBAUM	Reimbursement for Sharon Nussenbaum	416.00
RQ15-03827	JIM GASTON	Workday Rising 2014 Conference	1,461.90
RQ15-03828	BRIAN MONACELLI	Refund for Lowe's purchase	7.52
RQ15-03830	BRIAN MONACELLI	Refund for purchase from Home Depot	34.35
RQ15-03831	BRIAN MONACELLI	Refund for Michael's purchase	4.31
RQ15-03837	ROBERT CHABOYA	Reimbursement for travel expenses to DSN event	370.20
RQ15-03838	KIM MC CORD	Fiscal Standards Committee meeting	263.00
RQ15-03842	LA NELL PEEBLES	Reimbursement for postage	36.94
RQ15-03855	JERRY HANNULA	Expense Reimbursement	23.35
RQ15-03863	SANTOS GARCIA	t-b test	5.00
RQ15-03866	DR. ROBERT BRAMUCCI	Bid Data Strategies Book	37.79
RQ15-03868	MARK MINKLER	Reimburse mileage for USC counselor conf 11/7/14	73.31
RQ15-03872	STEVE TEH	Reimbursement for student use lab supplies	277.50
RQ15-03873	SO. ORANGE CO. COMM. COL.DIST	Return of Title IV funds -Fall 2014	2,369.00
RQ15-03905	SO. ORANGE CO. COMM. COL.DIST	Return of Pell Grant Funds - 12/13	225.00
RQ15-03914	WELLS FARGO #3317 (DISTRICT)	Refreshments for DAM meeting	550.00
RQ15-03915	RAJANPAL DHILLON	Reimbursement for Glass Gun/Nozzle	82.83
RQ15-03916	NANCY MONTGOMERY	HWC Staff meeting Luncheon	122.30
RQ15-03918	NANCY MONTGOMERY	Reimburse campus police cars first aid kits	47.33
RQ15-03920	NANCY MONTGOMERY	Notary charges to establish FPACT program @HWC	40.00
		Total	186
			98,310.56

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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Fund Summary			
Fund	Description	Requisition Count	Amount
01	General Fund	181	91,750.47
40	Capital Outlay Fund	5	6,560.09
Total		186	<u>98,310.56</u>

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

BACKGROUND

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

STATUS

For the current reporting period ending November 30, 2014, and in accordance with Administrative Regulation 3101, the Transfer of Budget Appropriations are summarized on EXHIBIT A and presented for ratification.

RECOMMENDATION

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TRANSFER OF BUDGET APPROPRIATIONS SUMMARY

For the period 11-01-14 to 11-30-14

General Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
1000	Academic Salaries	\$194,798	
2000	Classified Salaries	\$523,590	
3000	Fringe Benefits		\$245,586
4000	Books and Supplies		\$155,189
5000	Other Operating Expenses & Services		\$218,631
6000	Capital Outlay		\$110,894
7000	Other Outgo	\$11,912	
Total Transfers - General Fund		<u>\$730,300</u>	<u>\$730,300</u>

Capital Outlay

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
5000	Other Operating Expenses & Services		\$740
6000	Capital Outlay	\$740	
		<u>\$740</u>	<u>\$740</u>
Total Transfers		<u>\$731,040</u>	<u>\$731,040</u>

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

BACKGROUND

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

STATUS

Checks No. 187116 through 188011 processed through the Orange County Department of Education, totaling \$6,706,406.35; and Checks No. 011298 through 011317 processed through Saddleback College Community Education, totaling \$23,302.76; and Checks No. 009330 through 009342, processed through Irvine Valley College Community Education, totaling \$132,268.63 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 10/27/2014 through 11/23/2014

Check Number	Check Date	Pay to the Order of	Check Amount
187116	10/27/2014	ARC AMER. REPROGRAPHICS CO.	199.92
187117	10/27/2014	APPLE COMPUTER INC.	74.52
187118	10/27/2014	JUAN AVALOS	16.00
187119	10/27/2014	CANON USA INC FACTORY SERVICE CENTER	426.62
187120	10/27/2014	CAROLINA BIOLOGICAL SUPPLY	122.88
187121	10/27/2014	CERRITOS COLLEGE FOUNDATION ATTN ETTA WALTON	1,200.00
187122	10/27/2014	CHEFS' TOYS	79.41
187123	10/27/2014	CINTAS DOCUMENT MANAGEMENT	60.00
187124	10/27/2014	CINTAS DOCUMENT MANAGEMENT	134.00
187125	10/27/2014	CINTAS DOCUMENT MANAGEMENT	134.00
187126	10/27/2014	CINTAS DOCUMENT MANAGEMENT	134.00
187127	10/27/2014	CINTAS CORPORATION	85.92 *
Cancelled on 10/27/2014, Cancel Register # AP10282014			
187128	10/27/2014	CLARK SECURITY PRODUCTS	544.76
187129	10/27/2014	CR&R	809.76
187130	10/27/2014	CR&R	94.30
187131	10/27/2014	CR&R	1,008.45
187132	10/27/2014	RAJANPAL DHILLON	234.50
187133	10/27/2014	DIVERSIFIED BUSINESS SERVICES PROFORMA	2,527.92
187134	10/27/2014	DUNN-EDWARDS CORPORATION	114.70
187135	10/27/2014	CAROLINE DURDELLA	87.50
187136	10/27/2014	EASTBAY, INC DEPT 978835	1,408.76
187137	10/27/2014	ARLEEN ELSEROAD	16.00
187138	10/27/2014	EMED COMPANY, INC.	444.54
Unpaid Sales Tax			33.17
Expensed Amount			477.71
187139	10/27/2014	EMPIRE CLEANING SUPPLY	246.24
187140	10/27/2014	PATRICIA K. FLANIGAN	400.00
187141	10/27/2014	LINDA FONTANILLA	111.88
187142	10/27/2014	SAMUEL FRENCH	1,700.00
187143	10/27/2014	ADVANCED OFFICE SERVICES IMAGING PLUS	49.34
187144	10/27/2014	ROXANNE METZ	56.32
187145	10/27/2014	CLIFFORD MEYER	190.00
187146	10/27/2014	GLENN ROQUEMORE	225.89
187147	10/27/2014	SAFEWAY, INC.	39.68
187148	10/27/2014	SIGN A RAMA	560.52
187149	10/27/2014	TAKACH PRESS CORP.	2,024.00
Unpaid Sales Tax			154.32
Expensed Amount			2,178.32
187150	10/27/2014	HIROMI TAKIZAWA	600.00
187151	10/27/2014	TOMARK SPORTS, INC.	1,663.16
187152	10/27/2014	SHOUKA TORABI	57.22
187153	10/27/2014	TROXELL COMMUNICATIONS, INC.	2,746.09
187154	10/27/2014	TUTTLE-CLICK FORD	37.95
187155	10/27/2014	UNITED SCOPE LLC	4,515.05
187156	10/27/2014	VS ATHLETICS	394.26
Unpaid Sales Tax			1.62
Expensed Amount			395.88

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

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Checks Dated 10/27/2014 through 11/23/2014

Check Number	Check Date	Pay to the Order of	Check Amount
187157	10/27/2014	WARD'S SCIENCE	98.08
187158	10/27/2014	ENOVITY, INC ATTN: ACCOUNTS RECEIVABLE	1,800.00
187159	10/27/2014	EPD SOLUTIONS, INC.	3,758.10
187160	10/27/2014	GKKWORKS	2,381.97
187161	10/27/2014	KITCHELL CEM	46,718.00
187162	10/27/2014	LCC3 CONSTRUCTION SERVICES INC	12,264.00
187163	10/27/2014	LINK-SYSTEMS INTERNATIONAL INC	7,000.00
187164	10/27/2014	SAN FRANCISCO MARRIOTT MARQUISMARIA SALCIDO-GROUP HOUSING	53.55
187165	10/27/2014	ORANGE COUNTY REGISTER	9,432.00
187166	10/27/2014	S & B FOODS CATERING DIVISION	190.30
187167	10/27/2014	S & B FOODS CATERING DIVISION	201.10
187168	10/27/2014	STRATA INFORMATION GROUP	41,457.85
187169	10/27/2014	TMCx SOLUTIONS, LLC	3,680.00
187170	10/28/2014	ALLIEDBARTON SECURITY SERVICES	2,128.64
187171	10/28/2014	BLICK ART MATERIALS	136.94
187172	10/28/2014	BSN SPORTS	2,782.39
187173	10/28/2014	BUDDY'S ALL STARS	210.60
187174	10/28/2014	CHEVRON AND TEXACO BUSINESS CARD SERVICES	1,285.64
187175	10/28/2014	CINTAS CORPORATION	85.92
187176	10/28/2014	COMMITTEE ON ACCREDITATION OF EDU PROG FOR THE EMS PROFESSNS	3,200.00
187177	10/28/2014	DATAMAX O'NEIL	1,214.23
187178	10/28/2014	DE NAULT'S TRUE VALUE HARDWARE	22.09
187179	10/28/2014	GLAXOSMITHKLINE PHARMACEUTICAL	1,408.80
		Unpaid Sales Tax	107.90
		Expensed Amount	1,516.70
187180	10/28/2014	BOB PARRETT CONSTRUCTION, INC.	2,690.00
187181	10/28/2014	PEP BOYS REMITTANCE DEPARTMENT	170.64
187182	10/28/2014	PHOENIX GROUP INFORMATION SYS.	224.40
187183	10/28/2014	SOUTHERN COUNTIES OIL CO.	118.16
187184	10/28/2014	SCHOOLOUTFITTERS.COM	590.67
187185	10/28/2014	SEHI COMPUTER PRODUCTS, INC.	2,586.52
187186	10/28/2014	WHITE CAP INDUSTRIES	1,116.62
187187	10/28/2014	XEROX EDUCATION SERVICES, INC.	175.50
187188	10/29/2014	ROBERT G. BOSANKO	126.00
187189	10/29/2014	ROBERT G. BOSANKO	126.00
187190	10/29/2014	DON BUTCHER	1,584.00
187191	10/29/2014	DENISE M. HARRIS	403.00
187192	10/29/2014	JENNIFER HIGGINSON	612.00
187193	10/29/2014	JENNIFER HIGGINSON	612.00
187194	10/29/2014	INTERSTATE BATTERIES OF CALIFORNIA COAST	1,390.66
187195	10/29/2014	JOHNSTONE SUPPLY	418.05
187196	10/29/2014	LAGUNA WOODS VILLAGE POTTERS	4,560.00
187197	10/29/2014	WILLIAM M. MCNICOL	192.00
187198	10/29/2014	WILLIAM M. MCNICOL	192.00
187199	10/29/2014	WILLIAM M. MCNICOL	192.00
187200	10/29/2014	BRAD MCREYNOLDS	312.00
187201	10/29/2014	MICHELLE QUON	104.00

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Checks Dated 10/27/2014 through 11/23/2014

Check Number	Check Date	Pay to the Order of	Check Amount
187202	10/29/2014	MICHELLE QUON	104.00
187203	10/29/2014	SHERATON GRAND SACRAMENTO	2,891.00
187204	10/29/2014	LINDSAY STEINRIEDE	342.00
187205	10/29/2014	WELLS FARGO #4732	204.43
187206	10/30/2014	ADVANCE BEAUTY COLLEGE, INC.	66,193.88
187207	10/30/2014	AIRGAS NATIONAL CARBONATION	823.54
187208	10/30/2014	AIRWOLF3D	41.30
187209	10/30/2014	ALLIEDBARTON SECURITY SERVICES	2,128.64
187210	10/30/2014	AT&T	553.19
187211	10/30/2014	AT&T	368.78
187212	10/30/2014	AT&T	50.38
187213	10/30/2014	AT&T	1,712.71
187214	10/30/2014	AIRPORT VAN RENTAL	113.42
187215	10/30/2014	BAKER & TAYLOR	4,890.42
187216	10/30/2014	JOYCE BARTLOMAIN	9.99
187217	10/30/2014	BLICK ART MATERIALS	119.94
187218	10/30/2014	CAROLINA BIOLOGICAL SUPPLY	889.79
187219	10/30/2014	CINTAS CORPORATION	65.10
187220	10/30/2014	CONSTELLATION NEWENERGY GAS DIVISION LLC	42,929.90
187221	10/30/2014	BANK OF AMERICA	
187221	10/30/2014	CORE SUPPORT RESOURCES, INC.	12,982.89
187222	10/30/2014	CPP, INC. DAVIES-BLACK PUBLISHING	4,150.00
187223	10/30/2014	DirecTV	120.98
187224	10/30/2014	DIVERSIFIED BUSINESS SERVICES PROFORMA	2,885.40
187225	10/30/2014	EAGLE COMMUNICATIONS	293.61
187226	10/30/2014	EASTBAY, INC DEPT 978835	20.25
187227	10/30/2014	EMPIRE CLEANING SUPPLY	3.56
187228	10/30/2014	FEDERAL EXPRESS	60.57
187229	10/30/2014	FISHER SCIENTIFIC	155.71
187230	10/30/2014	FLAGS USA, INC.	128.96
187231	10/30/2014	FREEWAY AUTO SUPPLY	192.42
187232	10/30/2014	FRY'S ELECTRONICS	211.62
187233	10/30/2014	JAMIE LYNN GILBERT	494.80
187234	10/30/2014	GILBERT & STEARNS, INC.	4,590.00
187235	10/30/2014	GOODWILL INDUSTRIES OF ORANGE COUNTY	1,592.50
187236	10/30/2014	W. W. GRAINGER	682.08
187237	10/30/2014	GREEN THUMB INTERNATIONAL	19.38
187238	10/30/2014	CATHLEEN GREINER	183.97
187239	10/30/2014	MARVIN ANDY GROUND	1,080.00
187240	10/30/2014	MARVIN ANDY GROUND	1,080.00
187241	10/30/2014	MARVIN ANDY GROUND	260.00
187242	10/30/2014	MARVIN ANDY GROUND	1,080.00
187243	10/30/2014	HAIR CALIFORNIA BEAUTY ACADEMY	17,057.25
187244	10/30/2014	IMPACT CANOPIES USA	2,698.34
187245	10/30/2014	IRVINE RANCH WATER DIST.	320.45
187246	10/30/2014	JACKSTIN JACKSON KELLY	28,755.00
187247	10/30/2014	JUNIOR'S GOLF CARTS	312.43
187248	10/30/2014	DR. CRAIG JUSTICE	87.79
187249	10/30/2014	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	754.00

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Checks Dated 10/27/2014 through 11/23/2014

Check Number	Check Date	Pay to the Order of	Check Amount
187250	10/30/2014	KELLY PAPER	258.08
187251	10/30/2014	KWALL LLC	9,325.00
187252	10/30/2014	LOS ANGELES TRADE TECH COLLEGEATTN DIMITRI LAGOS	90.00
187253	10/30/2014	LAGUNA GRAPHIC ARTS, INC.	125.64
187254	10/30/2014	CHIN LAM	76.44
187255	10/30/2014	RICHARD LIPSKY	1,042.97
187256	10/30/2014	MATCO TOOLS MARK JACOBSON	296.74
187257	10/30/2014	MERCK SHARP & DOHME CORP.	941.41
187258	10/30/2014	MOUSER ELECTRONICS	1,671.56
187259	10/30/2014	NEUDESIC, LLC	6,537.00
187260	10/30/2014	O'REILLY AUTO PARTS	178.81
187261	10/30/2014	OC TREASURER-TAX COLLECTOR	23,412.50
187262	10/30/2014	ORANGE COUNTY REGISTER	2,500.37
187263	10/30/2014	OFFICE MAX INCORPORATED	3,553.23
187264	10/30/2014	ORKIN PEST CONTROL 711	250.00
187265	10/30/2014	PACIFIC RESEARCH & EVALUATION ATTN: STEVEN RIDER, PRES.	3,829.32
187266	10/30/2014	PALOMAR COLLEGE MEN'S BASKETBALL	550.00
187267	10/30/2014	PALOMAR COLLEGE WOMEN'S GOLF	475.00
187268	10/30/2014	PARKWAY LAWNMOWER SHOP	430.92
187269	10/30/2014	PHOENIX GROUP INFORMATION SYS.	5,370.32
187270	10/30/2014	QUEST DIAGNOSTICS	1,646.17
187271	10/30/2014	CHARLENE REED	12,500.00
187272	10/30/2014	S & B FOODS CATERING DIVISION	459.11
187273	10/30/2014	SAFELITE AUTO GLASS	240.09
187274	10/30/2014	SOUTHERN COUNTIES OIL CO.	4,360.36
187275	10/30/2014	SCANTRON CORPORATION	62.89
187276	10/30/2014	SMART & FINAL	12.04
187277	10/30/2014	SOUTH COAST STRIPING INC	27,192.00
187278	10/30/2014	SPECTRUM CHEMICAL MFG. CORP.	568.94
187279	10/30/2014	THORLABS, INC.	1,301.28
187280	10/30/2014	SHOUKA TORABI	26.66
187281	10/30/2014	TRUSTWAVE HOLDINGS, INC.	1,650.00
187282	10/30/2014	UNIVERSAL SPECIALTIES, INC.	153.93
187283	10/30/2014	BOB URELL	8.98
187284	10/30/2014	VWR INTERNATIONAL, INC.	638.29
187285	10/30/2014	WARD'S SCIENCE	213.53
187286	10/30/2014	FENTRISS WINN	864.00
187287	10/30/2014	WORLDWIDE RECOVERY SYSTEMS, INC.	172.00
187288	10/30/2014	XEROX CORPORATION	339.74
187289	10/30/2014	UNITED STATES TREASURY	1,411.50
187290	10/30/2014	DAIRY DEPOT	57.59
187291	10/30/2014	OFFICE MAX INCORPORATED	128.17
187292	10/30/2014	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	5,598.35
187293	11/03/2014	MARYAM AFSHARI	80.00
187294	11/03/2014	MARY ANSTADT	119.80
187295	11/03/2014	AT & T MOBILITY	14.73
187296	11/03/2014	AT & T	830.78

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Checks Dated 10/27/2014 through 11/23/2014

Check Number	Check Date	Pay to the Order of	Check Amount
187297	11/03/2014	JUAN AVALOS	110.00
187298	11/03/2014	MARYAM AZARY	80.00
187299	11/03/2014	B & H PHOTO VIDEO REMITTANCE PROCESSING	201.90
		Unpaid Sales Tax	16.15
		Expensed Amount	218.05
187300	11/03/2014	DON BOWMAN	1,164.36
187301	11/03/2014	TOD A. BURNETT	1,251.48
187302	11/03/2014	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	365.00
187303	11/03/2014	CHANG, DAVID H.	53.98
187304	11/03/2014	SARAH CHANG	80.00
187305	11/03/2014	ELIZABETH CIPRES	75.26
187306	11/03/2014	MARIANA DESARACHO	70.00
187307	11/03/2014	DET/CHE C/O SAN FRANCISCO CITY COLLEGE	300.00
187308	11/03/2014	ARLEEN ELSEROAD	192.93
187309	11/03/2014	KARIMA FELDHUS	35.00
187310	11/03/2014	JENNIFER FOROUZESH	99.86
187311	11/03/2014	SCOTT FREDRICKSON	1,164.36
187312	11/03/2014	BRUCE GILMAN	416.00
187313	11/03/2014	DR. CRAIG JUSTICE	110.00
187314	11/03/2014	TAMARA LANDES	660.00
187315	11/03/2014	NICOLE MAJOR	112.48
187316	11/03/2014	CHRISTOPHER MCDONALD	2,764.44
187317	11/03/2014	NICOLE ORTEGA	38.59
187318	11/03/2014	P2S ENGINEERING INC	2,425.50
187319	11/03/2014	BOB PARRETT CONSTRUCTION, INC.	2,997.00
187320	11/03/2014	DANIEL J. PREDOEHL	45.00
187321	11/03/2014	PREMIER FITNESS SERVICES	275.00
187322	11/03/2014	QUICK CAPTION	1,440.00
187323	11/03/2014	COURTNEY RICE	75.97
187324	11/03/2014	JAMES ROGERS	17.24
187325	11/03/2014	ROYAL PLYWOOD CO., LLC	145.20
187326	11/03/2014	S & B FOODS CATERING DIVISION	164.43
187327	11/03/2014	SAFEWAY, INC.	281.76
187328	11/03/2014	JARED SCOTT	100.00
187329	11/03/2014	PENNY SKAFF	50.00
187330	11/03/2014	SMART & FINAL	569.49
187331	11/03/2014	Southern California Edison AR Division Rm G-44	1,062.00
187332	11/03/2014	LAURA SOBCHIK	49.22
187333	11/03/2014	SO. ORANGE CO. COMM. COL.DIST	6,596.00
187334	11/03/2014	SPINITAR PRESENTATION PRODUCTS INC.	758.12
187335	11/03/2014	SYSCO RIVERSIDE INC	581.41
187336	11/03/2014	GARY TAYLOR JR	360.00
187337	11/03/2014	ANTHONY TENG	1,359.29
187338	11/03/2014	TRAFFIC MANAGEMENT INC.	182.52
187339	11/03/2014	TRITON AIR INC	623.83
187340	11/03/2014	ANASTASIA VENDROVSKY	90.76
187341	11/03/2014	JAN VENTURA	70.00

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 10/27/2014 through 11/23/2014

Check Number	Check Date	Pay to the Order of	Check Amount
187342	11/03/2014	WALTERS WHOLESALE ELECTRIC	327.62
187343	11/03/2014	LISA ANH H WANG	16.30
187344	11/03/2014	WARD'S SCIENCE	349.36
187345	11/03/2014	WELLS FARGO #1606	1,242.27
		Unpaid Sales Tax	4.10
		Expensed Amount	1,246.37
187346	11/03/2014	WELLS FARGO BANK #2785 PAYMENT REMITTANCE CENTER	1,291.51
187347	11/03/2014	JIM WRIGHT	61.99
187348	11/03/2014	AUDIO SYSTEMS GROUP	929.99
		Unpaid Sales Tax	54.40
		Expensed Amount	984.39
187349	11/03/2014	COLLEGESOURCE, INC.	1,662.50
187350	11/03/2014	ENAMIX, INC.	29,112.20
187351	11/03/2014	TONI FUENTES	15.12
187352	11/03/2014	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	1,500.00
187353	11/03/2014	HUDSON PACIFIC SERVICES LLC c/o HUDSON PACIFIC PROPERTIES	23,532.70
187354	11/03/2014	i3 SOLUTIONS C/O IDEN SADEGHIEH	12,045.00
187355	11/03/2014	KINSMAN CONSTRUCTION INC	139,759.33
187356	11/03/2014	NEUDESIC, LLC	67,391.00 *
Cancelled on 11/04/2014, Cancel Register # AP11052014			
187357	11/03/2014	NIMBLE CONSULTING	11,004.00
187358	11/03/2014	OFFICE MAX INCORPORATED	57.02
187359	11/03/2014	P2S ENGINEERING INC	1,800.00
187360	11/03/2014	PARSONS BRINCKERHOFF, INC.	2,150.00
187361	11/03/2014	PEOPLE ADMIN, INC.	2,741.88
187362	11/03/2014	REDISQ TECHNOLOGIES	4,020.00
187363	11/03/2014	CORINE REYMOND	45.36
187364	11/03/2014	SYNERGY SOFTWARE SOLUTIONS C/O PRATIK MODI	9,792.00
187365	11/03/2014	WELLS FARGO BANK #2785 PAYMENT REMITTANCE CENTER	476.60
187366	11/04/2014	AALRR ATTN: EVENTS	119.00
187367	11/04/2014	AALRR ATTN: EVENTS	119.00
187368	11/04/2014	ACCCA	445.00
187369	11/04/2014	WILLIAM BALDWIN	1,016.25 *
Cancelled on 11/20/2014, Cancel Register # AP11212014			
187370	11/04/2014	UC REGENTS BIRCH AQUARIUM AT SCRIPPS	644.00
187371	11/04/2014	TAMARA BOSTWICK	227.78
187372	11/04/2014	DR. DAVID BUGAY	369.17
187373	11/04/2014	CALIFORNIA PLACEMENT ASSOC. c/o ROSA ASCENCIO	25.00
187374	11/04/2014	ROBERT CHABOYA	30.00
187375	11/04/2014	LONG BEACH CITY COLLEGE ATTN: VICKI LERCH	250.00
187376	11/04/2014	LONG BEACH CITY COLLEGE ATTN: VICKI LERCH	250.00
187377	11/04/2014	ANNE FITZGERALD	370.97
187378	11/04/2014	KATE FUENTES	140.00
187379	11/04/2014	HAIR CALIFORNIA BEAUTY ACADEMY	18,274.50
187380	11/04/2014	STEPHEN HENKLE	240.00
187381	11/04/2014	HITT MARKING DEVICES, INC.	29.95

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Check Number	Check Date	Pay to the Order of	Check Amount
187382	11/04/2014	HOLIDAY INN EXPRESS SAN DIEGO SOUTH-CHULA VISTA	412.50
187383	11/04/2014	HORIZON	393.93
187384	11/04/2014	INGARDIA BROTHERS PRODUCE, INC.	1,427.69
187385	11/04/2014	IRVINE RANCH WATER DIST.	6,509.92
187386	11/04/2014	JOHNSTON-PLESCIA, MADELYN	150.00
187387	11/04/2014	JOHNSTONE SUPPLY	41.03
187388	11/04/2014	J.W. PEPPER & SON, INC.	169.53
187389	11/04/2014	PIPS C/O KEENAN & ASSOCIATES	147,278.58
187390	11/04/2014	KELE INC.	142.41
		Unpaid Sales Tax	10.22
		Expensed Amount	152.63
187391	11/04/2014	KYLE KOSIDOWSKI	120.00
187392	11/04/2014	VICKIE KRUHMIN	60.00
187393	11/04/2014	PHILLIS KUCHARSKI	90.48
187394	11/04/2014	CAROLINA KUSSOY	914.70
187395	11/04/2014	LEWIS, DIANE	243.43 *
Reissued on 11/06/2014, Cancel Register # AP11062014			
187396	11/04/2014	MAQUINSAL SEWING MACHINE CO.	3,429.55
187397	11/04/2014	SHIRLEY MARIN	55.00
187398	11/04/2014	SCOTT MC REYNOLDS	100.00
187399	11/04/2014	MF ATHLETIC COMPANY	498.69
187400	11/04/2014	NANCY MONTGOMERY	793.41
187401	11/04/2014	KELVIN A. MOTA	130.00
187402	11/04/2014	RED DEVIL EQUIPMENT CO.	84.42
		Unpaid Sales Tax	5.64
		Expensed Amount	90.06
187403	11/04/2014	REGENCY ENTERPRISES INC DBA REGENCY LIGHTING	81.55
187404	11/04/2014	MITCHELL R. RIDDER	55.00
187405	11/04/2014	DONALD RYAN	75.00
187406	11/04/2014	SAFEWAY, INC.	97.19
187407	11/04/2014	TODD SCHMALTZ	294.99
187408	11/04/2014	JARED SCOTT	300.00
187409	11/04/2014	SMART & FINAL	198.27
187410	11/04/2014	ROBIN SMITH	13.61
187411	11/04/2014	JENNIFER SNIDER	210.00
187412	11/04/2014	VWR INTERNATIONAL, INC.	54.76
187413	11/04/2014	WELLS FARGO #2496	6,045.00
187414	11/04/2014	JAVIER WILLIAMS	635.89
187415	11/04/2014	CADENCE WYNTER	400.00
187416	11/04/2014	YBP LIBRARY SERVICES	31.77
187417	11/04/2014	DAVID YOUNG	370.99
187418	11/04/2014	MARK ZANDONELLA	245.00
187419	11/04/2014	ANDERSON & HOWARD ELECTRIC	46,451.00
187420	11/04/2014	CAROL DANNA	16.13
187421	11/04/2014	NEUDESIC, LLC	73,982.00
187422	11/04/2014	JOHN OZUROVICH	815.19
187423	11/04/2014	SIERRA-CEDAR, INC.	97,326.87
187424	11/04/2014	STUTZ ARTIANO SHINOFF & HOLTZ A.P.C.	2,252.50

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Check Number	Check Date	Pay to the Order of	Check Amount
187425	11/05/2014	ALLIED REFRIGERATION INC	625.97
187426	11/05/2014	ARROWHEAD MOUNTAIN SPRING WATER CO.	46.43
187427	11/05/2014	AT & T MOBILITY	33.53
187428	11/05/2014	AT&T	12.77
187429	11/05/2014	ECONOMIC ALTERNATIVES, INC.	376.25
187430	11/05/2014	FRED MILLS TRAINING SOLUTIONS	60.00
187431	11/05/2014	JOSH FRIEDMAN PRODUCTIONS	1,200.00
187432	11/05/2014	FHEG IVC BOOKSTORE STORE NO 895 MA	3,393.90
187433	11/05/2014	J. M. MC CONKEY CO.	1,209.96
187434	11/05/2014	LAGUNA BALLET, INC.	12,921.00
187435	11/05/2014	LAGUNA GRAPHIC ARTS, INC.	42.12
187436	11/05/2014	LEAGUE OF AMERICAN ORCHESTRAS MEMBER SERVICES	150.00
187437	11/05/2014	LIEBERT CASSIDY WHITMORE	13,528.90
187438	11/05/2014	LIFETIME MEMORY PRODUCTS, INC.	547.56
187439	11/05/2014	LONG, ERIN	47.50
187440	11/05/2014	MARKERTEK VIDEO SUPPLY 1 TOWER DRIVE	202.81
		Unpaid Sales Tax	15.01
		Expensed Amount	217.82
187441	11/05/2014	MICHAEL LOWELL MC CORMICK	58.93
187442	11/05/2014	MEREDITH INSTRUMENTS INC	803.00
		Unpaid Sales Tax	62.24
		Expensed Amount	865.24
187443	11/05/2014	SOPHIE MILLER	215.50
187444	11/05/2014	MK COUNSELING INC CHARLES PETERSON	300.00
187445	11/05/2014	MOULTON-NIGUEL WATER DIST.	10,676.45
187446	11/05/2014	ORANGE COUNTY REGISTER	1,410.00
187447	11/05/2014	HM RECEIVABLES CO II LLC	2,115.62
187448	11/05/2014	S & B FOODS CATERING DIVISION	1,424.14
187449	11/05/2014	SOUTHERN CALIFORNIA EDISON CO.	62,786.27
187450	11/05/2014	TECHSMITH CORP SOFTWARE ORDER	813.95
187451	11/05/2014	TEQUIPMENT.NET	4,713.75
		Unpaid Sales Tax	377.10
		Expensed Amount	5,090.85
187452	11/05/2014	TNR TECHNICAL, INC.	249.86
187453	11/05/2014	UNITED INTERIORS	1,620.00
187454	11/05/2014	VICENTI, LLOYD & STUTZMAN LLP	15,006.54
187455	11/05/2014	VISTA PAINT CORPORATE OFFICE	207.54
187456	11/05/2014	VWR INTERNATIONAL, INC.	3,579.70
187457	11/05/2014	XPEDX	654.27
187458	11/05/2014	SAFEWAY, INC.	522.41
187459	11/05/2014	SO. ORANGE CO. COMM. COL. DISTWORKERS COMPENSATION	1,130.68
187460	11/07/2014	A-1 AWARDS	1,720.33
187461	11/07/2014	AAA ACCESS SMOG	50.00
187462	11/07/2014	AARDVARK CLAY AND SUPPLIES	2,580.12
187463	11/07/2014	EMERSON ABBOTT	43.44
187464	11/07/2014	ABC ICE HOUSE	108.00
187465	11/07/2014	ACCE/SAN DIEGO CONTINUING EDUCATION	49.00

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Check Number	Check Date	Pay to the Order of	Check Amount
187466	11/07/2014	ADRENALIN SPORTS APPAREL DBA JOANN MARIE HYDER	3,758.62
187467	11/07/2014	AMARA AGUILAR	310.38
187468	11/07/2014	ASSOCIATION FOR INSTITUTIONAL RESEARCH	135.00
187469	11/07/2014	ASSOCIATION FOR INSTITUTIONAL RESEARCH	135.00
187470	11/07/2014	ALLIEDBARTON SECURITY SERVICES	2,128.64
187471	11/07/2014	AMERICAN EXPRESS TRAVEL RELATED SERVICES CO INC	2,088.80
187472	11/07/2014	ARC AMER. REPROGRAPHICS CO.	45.41
187473	11/07/2014	APPLE COMPUTER INC.	82.08
187474	11/07/2014	ARAMARK UNIFORM SERVICES, INC	220.51
187475	11/07/2014	ASICS	3,166.25
187476	11/07/2014	B & H PHOTO VIDEO REMITTANCE PROCESSING	55.90
Unpaid Sales Tax			4.47
Expensed Amount			60.37
187477	11/07/2014	BALLPARK PIZZA TEAM	212.48
187478	11/07/2014	NOELLE VARGAS BANUELOS	3,800.00
187479	11/07/2014	BESAFE TECHNOLOGIES, INC.	738.15
187480	11/07/2014	ZINA BORATYNEC	120.00
187481	11/07/2014	BOUNDLESS NETWORK	5,646.80
187482	11/07/2014	ANN MARIE BRESLIN	120.00
187483	11/07/2014	BSG GRAPHICS, INC.	81.00
187484	11/07/2014	BSN SPORTS	12,955.57
187485	11/07/2014	CALIFORNIA METAL-X	3,013.20
187486	11/07/2014	CALIFORNIA STAGE/LIGHTING, INC	376.69
187487	11/07/2014	CARD INTEGRATORS CORPORATION DBA: CI SOLUTIONS	500.00
187488	11/07/2014	CAROLINA BIOLOGICAL SUPPLY	691.09
187489	11/07/2014	CASFAA CSU CHANNEL ISLANDS	250.00
187490	11/07/2014	CASFAA CSU CHANNEL ISLANDS	250.00
187491	11/07/2014	CCCAOE	1,470.00
187492	11/07/2014	CCC EOPS REGION VIII FULLERTON COLLEGE	1,200.00
187493	11/07/2014	CDW GOVERNMENT, INC.	6,404.14
187494	11/07/2014	JESSICA M. CHA	29.65
187495	11/07/2014	CHRONICLE OF HIGHER EDUCATION BULLETIN BOARD	89.00
187496	11/07/2014	CINTAS CORPORATION	65.10
187497	11/07/2014	MIKE COLLINS	238.55
187498	11/07/2014	CONSUMERS PIPE & SUPPLY CO.	6,776.57
187499	11/07/2014	CULVER-NEWLIN	853.80
187500	11/07/2014	DANA POINT YACHT MAINTENANCE	68.80
187501	11/07/2014	DELL MARKETING L.P. C/O DELL USA L.P.	548.32
187502	11/07/2014	DirecTV	15.99
187503	11/07/2014	DRAMATISTS PLAY SERVICE, INC.	301.26
187504	11/07/2014	DUNN-EDWARDS CORPORATION	3,389.47
187505	11/07/2014	CAROLINE DURDELLA	93.08
187506	11/07/2014	EASTBAY, INC DEPT 978835	17,451.90
187507	11/07/2014	ELECTRONIX EXPRESS	606.75
Unpaid Sales Tax			44.80
Expensed Amount			651.55

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Check Number	Check Date	Pay to the Order of	Check Amount
187508	11/07/2014	ESSENCE ENTERTAINMENT	275.00
187509	11/07/2014	FEDERAL EXPRESS	235.63
187510	11/07/2014	FISHER SCIENTIFIC	810.32
187511	11/07/2014	FOSTER CARE AUXILIARY OF OC	120.00
187512	11/07/2014	FREEWAY AUTO SUPPLY	340.05
187513	11/07/2014	SAMUEL FRENCH	133.49
187514	11/07/2014	DEBORAH FRICKE	120.00
187515	11/07/2014	G/M BUSINESS INTERIORS	436.83
187516	11/07/2014	GALLADE CHEMICAL, INC.	1,583.88
187517	11/07/2014	W. W. GRAINGER	932.17
187518	11/07/2014	JORGE GUERRERO	50.00
187519	11/07/2014	HAIR CALIFORNIA BEAUTY ACADEMY	21,010.50
187520	11/07/2014	HERNANDEZ, MADELINE	72.83
187521	11/07/2014	JENNIFER HIGGINSON	2,121.16
187522	11/07/2014	HOLLANDER GLASS, INC.	268.83
187523	11/07/2014	HOME DEPOT CREDIT SERVICES	3,988.06
187524	11/07/2014	LOMA HOPKINS	70.00
187525	11/07/2014	HUMANSIZE	516.07
187526	11/07/2014	INGARDIA BROTHERS PRODUCE, INC.	243.85
187527	11/07/2014	INTERMOUNTAIN LOCK & SECURITY SUPPLY, INC.	1,428.79
187528	11/07/2014	IRVINE RANCH WATER DIST.	19,719.32
187529	11/07/2014	MARC JACKSON	57.72
187530	11/07/2014	MICHAEL JAMES	38.79
187531	11/07/2014	BILL JAY	8.72
187532	11/07/2014	SCOTT JOHNSON	2,000.00
187533	11/07/2014	REBECCA KNAPP	1,200.00
187534	11/07/2014	LAGUNA GRAPHIC ARTS, INC.	75.60
187535	11/07/2014	DAVID B. LANG	16.78
187536	11/07/2014	LAURA'S INT PLANTSCAPE SERV	200.00
187537	11/07/2014	RONI LEBAUER	15.12
187538	11/07/2014	LEWIS, DIANE	226.91
187539	11/07/2014	JOHN LICITRA	120.00
187540	11/07/2014	MICHELLE LIVOTE	72.36
187541	11/07/2014	LOOMIS, FARGO & COMPANY	517.91
187542	11/07/2014	MAIN GRAPHICS	134.84
187543	11/07/2014	ROOPA MATHUR	1,400.00
187544	11/07/2014	KIM MC CORD	77.35
187545	11/07/2014	MC GRAW-HILL COMPANIES	380.87
187546	11/07/2014	MC KESSON MEDICAL SURGICAL	148.70
187547	11/07/2014	McMASTER CARR SUPPLY CO.	384.44
187548	11/07/2014	CHRISTOPHER MCDONALD	494.80
187549	11/07/2014	MIKI MIKOLAJCZAK	120.00
187550	11/07/2014	MARCIA MILCHIKER	100.97
187551	11/07/2014	SALLIE MILLER	120.00
187552	11/07/2014	DONALD MINEO	38.86
187553	11/07/2014	ANNA MINNIECE	10.76
187554	11/07/2014	ORLANTHA NIN	120.00
187555	11/07/2014	KACY NORLIN	45.36
187556	11/07/2014	NORTH STATE ENVIRONMENTAL	992.50

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Check Number	Check Date	Pay to the Order of	Check Amount
187557	11/07/2014	O'MEARA, MICHAEL	15.12
187558	11/07/2014	DIANE OAKS	46.08
187559	11/07/2014	ORANGE CO. COMMERCIAL PRINTING	1,004.00
187560	11/07/2014	ORANGE CO. FARM SUPPLY	307.42
187561	11/07/2014	ORKIN PEST CONTROL 711	200.00
187562	11/07/2014	PACIFIC COACHWAYS CHARTER SERVICES, INC.	907.13
187563	11/07/2014	NANCY PADBERG	14.76
187564	11/07/2014	PARKWAY LAWNMOWER SHOP	504.86
187565	11/07/2014	GILLIAN PATELLA	60.48
187566	11/07/2014	BARBARA PENLAND	273.29
187567	11/07/2014	MARIBEL PINEDA	105.00
187568	11/07/2014	PHILIP STEPHEN PINES	1,666.67
187569	11/07/2014	PMW ASSOCIATES	3,140.00
187570	11/07/2014	SANDRA POPE	120.96
187571	11/07/2014	PRAXAIR DISTRIBUTION	52.71
187572	11/07/2014	PREMIER FITNESS SERVICES	632.58
187573	11/07/2014	PRENDERGAST, T. J.	58.92
187574	11/07/2014	PROFORCE MARKETING INC. PROFORCE LAW ENFORCEMENT	4,062.75
187575	11/07/2014	JENNIFER RACHMAN	50.00
187576	11/07/2014	RAINBOW SYMPHONY STORE	532.40
187577	11/07/2014	RAMCHANDANI, BRITTANY	97.22
187578	11/07/2014	RJ COACHING AND CONSULTING RITA M. JONES	10,000.00
187579	11/07/2014	JOHN RUSSO	9.07
187580	11/07/2014	S & B FOODS CATERING DIVISION	3,970.30
187581	11/07/2014	SAFEWAY, INC.	45.54
187582	11/07/2014	SC ASSOCIATED STUDENT BODY	108.00
187583	11/07/2014	FHEG - SADDLEBACK BOOKSTORE STORE NO. 296	15,887.26
187584	11/07/2014	FHEG - SADDLEBACK BOOKSTORE STORE NO. 296	19,506.86
187585	11/07/2014	SOUTHERN COUNTIES OIL CO.	4,244.94
187586	11/07/2014	MICHELLE SCHARF	155.00
187587	11/07/2014	SCIAC UNIVERSITY OF SO. CAL.	75.00 *
Cancelled on 11/07/2014, Cancel Register # AP11102014			
187588	11/07/2014	MATTHEW SHERMAN	324.00
187589	11/07/2014	SJM INDUSTRIAL RADIO	182.22
187590	11/07/2014	SKS, INC. PETROLEUM DISTRIBUTORS	299.70 *
Cancelled on 11/07/2014, Cancel Register # AP11102014			
187591	11/07/2014	SO. ORANGE CO. COMM. COL.DIST	17,380.00
187592	11/07/2014	MARTHA STUFFLER	1,380.60
187593	11/07/2014	SUN DATA SUPPLY INC	157.97
187594	11/07/2014	CARYN SUSSMAN	160.46
187595	11/07/2014	SVM, LP	5,118.95
187596	11/07/2014	SVM, LP	3,995.95
187597	11/07/2014	PATRIC TAYLOR	99.90
187598	11/07/2014	TUTTLE-CLICK FORD	513.18
187599	11/07/2014	ULINE, INC. ATTN: ACCOUNTS RECEIVABLE	1,709.10
187600	11/07/2014	VISTA PAINT CORPORATE OFFICE	370.20
187601	11/07/2014	ROBERT WADDINGTON	120.00
187602	11/07/2014	WARD'S SCIENCE	114.72

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187603	11/07/2014	DEB WATT	109.00
187604	11/07/2014	WELLS FARGO #3317	3,185.14
		Unpaid Sales Tax	43.13
		Expensed Amount	3,228.27
187605	11/07/2014	WELLS FARGO #1598 CENTER	345.38
		Unpaid Sales Tax	10.68
		Expensed Amount	356.06
187606	11/07/2014	JENNIFER WIJNKER	2,500.00
187607	11/07/2014	KOLIN WILLIAMS	50.00
187608	11/07/2014	MICHAEL E. WILSON	11,254.00
187609	11/07/2014	ERIK JENSEN WIRED PLANET	75.00
187610	11/07/2014	JIM WRIGHT	87.77
187611	11/07/2014	XEROX CORP.	13,129.94
187612	11/07/2014	XEROX CORPORATION	16,517.67
187613	11/07/2014	CANDICE YACONO	20.16
187614	11/07/2014	DAIRY DEPOT	57.59
187615	11/07/2014	US FOODS	1,127.39
187616	11/07/2014	XEROX CORPORATION	24.35
187617	11/07/2014	ALTERNATIVE DELIVERY SOLUTIONS	21,423.00
187618	11/07/2014	AMAZON WEB SERVICES INC	370.22
187619	11/07/2014	APPLE COMPUTER INC.	85.32
187620	11/07/2014	CDW GOVERNMENT, INC.	649.17
187621	11/07/2014	ENVIRON INTERNATIONAL CORP.	5,291.58
187622	11/07/2014	GKKWORKS	21,542.22
187623	11/07/2014	i3 SOLUTIONS C/O IDEN SADEGHIEH	4,400.00
187624	11/07/2014	JB TECHNOLOGY CONSULTING LLC	6,120.00
187625	11/07/2014	NINYO & MOORE	2,520.50
187626	11/07/2014	ORANGE COUNTY REGISTER	1,126.00
187627	11/07/2014	TODD'S INSPECTION TESTING SERV	15,917.00
187628	11/07/2014	TODD ROBINSON	
187628	11/07/2014	WELLS FARGO #3317	1,469.18
187629	11/10/2014	ERLYNNE BALLO	20.38
187630	11/10/2014	JANICE BROWN	20.38
187631	11/10/2014	SYLVIA CARMONA	15.90
187632	11/10/2014	BEEP COLCLOUGH	20.38
187633	11/10/2014	DENISE C. DONN	28.00
187634	11/10/2014	DAVID D. GATEWOOD	551.20
187635	11/10/2014	ASHLEY GRIFFITH	52.00
187636	11/10/2014	GEORGINA GUY	68.77
187637	11/10/2014	SANDY JEFFRIES	10.57
187638	11/10/2014	KENNETH LEE	71.68
187639	11/10/2014	SILVER LEOWIDJAJA	20.38
187640	11/10/2014	ANDREA MC GINLEY	155.34
187641	11/10/2014	NANCY MONTGOMERY	314.99
187642	11/10/2014	PENN CORPORATE RELOCATION SERVICES, INC.	126.00
187643	11/10/2014	PHILLIPS DESIGN & MARKETING	1,000.00
187644	11/10/2014	MARCELO PIRES	19.88
187645	11/10/2014	DONNA PRIBYL	64.30
187646	11/10/2014	KIM REZVANI	155.34

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Check Number	Check Date	Pay to the Order of	Check Amount
187647	11/10/2014	AMANDA ROMERO	171.14
187648	11/10/2014	SCIAC-ATTN:PATTI GARNET OFFICE REGISTRAR CSUSM	75.00
187649	11/10/2014	SKS, INC. PETROLEUM DISTRIBUTORS	299.70
187650	11/10/2014	CLAIRE TRACEY	155.34
187651	11/10/2014	WEINSTEIN, TYLER	29.65
187652	11/10/2014	JAVIER WILLIAMS	152.45
187653	11/10/2014	KARINE ZAKARYAN	20.38
187654	11/10/2014	C.W. DRIVER CONTRACTORS INC.	1,454,335.00
187655	11/10/2014	GINA LAKOW-ORAM	125.00
187656	11/12/2014	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	43,509.77
187657	11/12/2014	AIR SOURCE INDUSTRIES, INC.	48.70
187658	11/12/2014	AT & T	108.26
187659	11/12/2014	CANON SOLUTIONS AMERICA, INC.	52.92
187660	11/12/2014	CDW GOVERNMENT, INC.	1,550.00
187661	11/12/2014	CHANNING L. BETE CO., INC.	59.08
187662	11/12/2014	COX COMMUNICATIONS	2,066.06
187663	11/12/2014	COX COMMUNICATIONS	10.32
187664	11/12/2014	COX COMMUNICATIONS	1,115.18
187665	11/12/2014	COX COMMUNICATIONS	2,124.16
187666	11/12/2014	RAJANPAL DHILLON	131.48
187667	11/12/2014	DS SERVICES OF AMERICA, INC SPARKLETTS	984.01
187668	11/12/2014	DS SERVICES OF AMERICA, INC SPARKLETTS	1,757.17
187669	11/12/2014	ECOLOGICAL FERTIGATION INC	702.45
187670	11/12/2014	EVIDENCE-BASED, INC	1,678.22
187671	11/12/2014	FLAG STORE USA	161.42
Unpaid Sales Tax			11.79
Expensed Amount			173.21
187672	11/12/2014	RAWLINGS SPORTING GOODS CO, INC	203.14
187673	11/12/2014	RICOH AMERICAS CORP	72.96
187674	11/12/2014	MARTINA "TINA" RODGERS	35.00
187675	11/12/2014	S & B FOODS CATERING DIVISION	72.74
187676	11/12/2014	SAN DIEGO GAS & ELECTRIC	1,665.92
187677	11/12/2014	SMART & FINAL	5.98
187678	11/12/2014	SOUTHERN CALIFORNIA EDISON CO.	2,193.96
187679	11/12/2014	SOUTHERN CALIFORNIA EDISON CO.	240.77
187680	11/12/2014	SOUTHERN CALIFORNIA GAS CO.	3,438.51
187681	11/12/2014	SOUTHERN CALIFORNIA GAS CO.	18.28
187682	11/12/2014	SOUTHERN CALIFORNIA GAS CO.	45.18
187683	11/12/2014	TRAFFIC MANAGEMENT INC.	3,797.63
187684	11/12/2014	TURF TIRE DISTRIBUTORS	151.85
187685	11/12/2014	TUSTIN CHRYSLER JEEP DODGE WHOLESALE PARTS	74.22
187686	11/12/2014	UNITED SITE SERVICES OF CALIFORNIA, INC.	275.32
187687	11/12/2014	UNIVERSAL SPECIALTIES, INC.	115.46
187688	11/12/2014	VENTEK INTERNATIONAL	805.00
187689	11/14/2014	MARY ANSTADT	429.13
187690	11/14/2014	BAKER & TAYLOR	1,583.81
187691	11/14/2014	BENAVIDES, CRISTINA	20.38
187692	11/14/2014	BSN SPORTS	388.80
187693	11/14/2014	SUZIE BUGAY	51.70

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Check Number	Check Date	Pay to the Order of	Check Amount
187694	11/14/2014	BULBTRONICS	397.59
187695	11/14/2014	TERESA FLUEGEMAN	160.50
187696	11/14/2014	FRESNO CITY COLLEGE FCC CROSS COUNTRY FUND	182.00
187697	11/14/2014	JACQUELINE GOODE	240.00
187698	11/14/2014	GRACE EVANGELICAL LUTHERAN CHURCH	125.00
187699	11/14/2014	ESTER GRAHAM	30.24
187700	11/14/2014	W. W. GRAINGER	89.17
187701	11/14/2014	RUBY HAZZARD	30.24
187702	11/14/2014	HYATT REGENCY INDIAN WELLS RESORT	878.39
187703	11/14/2014	KIMBALL OFFICE KIMBALL INT'L.	12,742.87
187704	11/14/2014	KEN KINDER	84.81
187705	11/14/2014	TOD KUBO	1,068.00
187706	11/14/2014	ALEXANDER LEIGH	840.00
187707	11/14/2014	MILLENNIUM BUSINESS SERVICES Marty Cohn	162.00
187708	11/14/2014	MOBILE MODULAR MGMT. CORP.	12,936.00
187709	11/14/2014	MODERN POSTCARD	27,098.97
187710	11/14/2014	MOULTON-NIGUEL WATER DIST.	29,387.61
187711	11/14/2014	NEUDESIC, LLC	10,638.50
187712	11/14/2014	NEW READER'S PRESS	42.00
187713	11/14/2014	OC TREASURER-TAX COLLECTOR	2,303.02
187714	11/14/2014	ORKIN PEST CONTROL 711	2,759.00
187715	11/14/2014	THE OUTDOOR MEDIA GROUP	54.00
187716	11/14/2014	P2S ENGINEERING INC	2,772.00
187717	11/14/2014	PACIFIC CLIPPINGS	59.00
187718	11/14/2014	PETCO ANIMAL SUPPLIES, INC.	51.81
187719	11/14/2014	POSTMASTER	348.70
187720	11/14/2014	POSTMASTER	200.00
187721	11/14/2014	PSI-PAYPHONE STATIONS INNOVAT.	1,500.00
187722	11/14/2014	PUBLIC SQUARED	4,688.30
187723	11/14/2014	RAMADA INN	1,921.00
187724	11/14/2014	SAFE NAVIGATION, INC.	208.14
187725	11/14/2014	LINDSAY STEINRIEDE	342.00
187726	11/14/2014	SUPERIOR SERVICE CORP	387.50
187727	11/14/2014	SWISS, TIM	16.19
187728	11/14/2014	GRP2 UNIFORMS, INC. KEYSTONE UNIFORMS OC	638.25
187729	11/14/2014	WESTERN GRAPHICS PLUS, INC.	20,000.00
187730	11/14/2014	DOUGLAS WESTLAKE	668.75
187731	11/14/2014	XEROX CORPORATION	5,529.22
187732	11/14/2014	BCH WATERWORKS	270.00
187733	11/14/2014	RPM CONSULTANT GROUP	2,600.00
187734	11/18/2014	A-1 AWARDS	59.02
187735	11/18/2014	AAA ACCESS SMOG	150.00
187736	11/18/2014	ACSIG/EDGE	148,533.84
187737	11/18/2014	ACSIG/EDGE	43,262.88
187738	11/18/2014	ADCLUB ADVERTISING SERVICE	4,276.93
187739	11/18/2014	ADI	826.95
187740	11/18/2014	ADVANCE BEAUTY COLLEGE, INC.	76,423.50
187741	11/18/2014	AIR SOURCE INDUSTRIES, INC.	54.80

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Check Number	Check Date	Pay to the Order of	Check Amount
187742	11/18/2014	AIRGAS NATIONAL CARBONATION	278.33
187743	11/18/2014	ALL THE KING'S FLAGS	386.38
187744	11/18/2014	ALLIEDBARTON SECURITY SERVICES	2,145.27
187745	11/18/2014	B & H PHOTO VIDEO REMITTANCE PROCESSING	2,885.57
		Unpaid Sales Tax	230.85
		Expensed Amount	3,116.42
187746	11/18/2014	BAM, INC.	1,445.60
		Unpaid Sales Tax	114.05
		Expensed Amount	1,559.65
187747	11/18/2014	BILLY TEES	6,083.42
187748	11/18/2014	BOSE CORPORATION-SST THE MOUNTAIN	496.80
187749	11/18/2014	BROADCAST SUPPLY WORLDWIDE	9,341.50
		Unpaid Sales Tax	747.32
		Expensed Amount	10,088.82
187750	11/18/2014	BSN SPORTS	2,171.55
187751	11/18/2014	CALIFORNIA INSTITUTE FOR NURSING & HEALTH CARE	350.00
187752	11/18/2014	CALIFORNIA STAGE/LIGHTING, INC	239.00
187753	11/18/2014	CAPITOL ADVOCACY PARTNERS LLC	3,765.43
187754	11/18/2014	JESSICA M. CHA	20.51
187755	11/18/2014	CINTAS CORPORATION	65.10
187756	11/18/2014	COLLEGE BOARD ATTN: ACCTS. RECEIVABLE	10,278.42
187757	11/18/2014	COLLEGE HEALTH SERVICES, LLC	6,050.00
187758	11/18/2014	COMPUTERLAND	8,729.00
187759	11/18/2014	CULLIGAN	57.35
187760	11/18/2014	DANA WHARF SPORTFISHING	2,400.00
187761	11/18/2014	DS SERVICES OF AMERICA, INC SPARKLETTS	50.88
187762	11/18/2014	DSE ARCHITECTURE, INC.	1,200.00
187763	11/18/2014	MICHELE DUGAN	120.00
187764	11/18/2014	EAGLE COMMUNICATIONS	2,315.65
187765	11/18/2014	EBSCO INFORMATION SERVICES PAYMENT PROCESSING CENTER	3,433.16
187766	11/18/2014	ARNETTE EDWARDS	120.00
187767	11/18/2014	FEOKTISTOVA, MARIA	30.24
187768	11/18/2014	FISHER SCIENTIFIC	284.71
187769	11/18/2014	FLOOR TECH GROUP	19,990.00
187770	11/18/2014	FREEWAY AUTO SUPPLY	55.12
187771	11/18/2014	G.J. AUTOMOTIVE EQUIPMENT CO.	255.66
187772	11/18/2014	JIM GASTON	52.92
187773	11/18/2014	GEMPLER'S	355.53
187774	11/18/2014	GONZALEZ-DELGADO, VIANNEY	45.36
187775	11/18/2014	GOVERNET c/o BIBBY SERVICES	9,630.00
187776	11/18/2014	W. W. GRAINGER	88.93
187777	11/18/2014	GREEN THUMB INTERNATIONAL	24.22
187778	11/18/2014	GEORGINA GUY	36.10
187779	11/18/2014	ANDREW GUZMAN	560.00
187780	11/18/2014	LINDA HALL	48.42
187781	11/18/2014	HYATT LEGAL	7,710.70

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Check Number	Check Date	Pay to the Order of	Check Amount
187782	11/18/2014	IN-N-OUT BURGER ATTN: COOKOUT COORDINATOR	500.00
187783	11/18/2014	TIMOTHY JEMAL	71.84
187784	11/18/2014	LORI MANGELS	120.96
187785	11/18/2014	PACIFIC RESEARCH & EVALUATION ATTN: STEVEN RIDER, PRES.	3,829.32
187786	11/18/2014	PACIFIC COACHWAYS CHARTER SERVICES, INC.	3,087.01
187787	11/18/2014	PLANT DEPOT	184.62
187788	11/18/2014	RELIANCE STANDARD LIFE INS	40,136.10
187789	11/18/2014	SC ASSOCIATED STUDENT BODY	576.99
187790	11/18/2014	SHELL FLEET CARD SERVICES PROCESSING CENTER	2,948.88
187791	11/18/2014	SHIFFLER EQUIPMENT SALES, INC.	433.46
187792	11/18/2014	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	1,535,070.00
187793	11/18/2014	THOMAS L. SMITH	34.62
187794	11/18/2014	SOURCE GRAPHICS	2,833.70
187795	11/18/2014	STORMWIND STUDIOS	19,615.00
187796	11/18/2014	UNUM LIFE INSURANCE COMPANY	3,695.20
187797	11/18/2014	UNUM LIFE INSURANCE COMPANY	1,922.56
187798	11/18/2014	WALTERS WHOLESALE ELECTRIC	373.32
187799	11/18/2014	XEROX CORPORATION	278.67
187800	11/18/2014	DAIRY DEPOT	50.12
187801	11/18/2014	SADDLEBACK GOLF CARS, INC.	284.20
187802	11/18/2014	ACSIG/EDGE	22,432.35
187803	11/18/2014	ACSIG/EDGE	5,318.86
187804	11/18/2014	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	325,692.00
187805	11/19/2014	CHRISTIAN ALVARADO	155.34
187806	11/19/2014	APPLE COMPUTER INC.	713.64
187807	11/19/2014	AT & T	94.54
187808	11/19/2014	AT&T	5.35
187809	11/19/2014	AT&T	6,264.36
187810	11/19/2014	AT&T	12.80
187811	11/19/2014	AT&T	12.77
187812	11/19/2014	CAROL BANDER	907.90
187813	11/19/2014	ANN MARIE BRESLIN	1,200.00
187814	11/19/2014	HENRY BUNCH	50.00
187815	11/19/2014	CARAVAN CANOPY INT'L, INC.	1,253.24
187816	11/19/2014	CDW GOVERNMENT, INC.	2,009.25
187817	11/19/2014	CENTRAL RESTAURANT PRODUCTS	377.11 *
Cancelled on 11/20/2014, Cancel Register # AP11212014			
187818	11/19/2014	CERAMIC SERVICES INC	11,586.16
187819	11/19/2014	CHEMICAL CONSULTANTS, INC.	351.01
187820	11/19/2014	RENATA CIOCEK-GEORGES	50.00
187821	11/19/2014	CNSA	861.00
187822	11/19/2014	ANDREW CRAVEN	1,260.33
187823	11/19/2014	CULVER-NEWLIN	433.60
187824	11/19/2014	CYNMAR CORPORATION	852.84
187825	11/19/2014	DECKER EQUIPMENT	455.40

Unpaid Sales Tax 31.68

Expensed Amount 487.08

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Checks Dated 10/27/2014 through 11/23/2014

Check Number	Check Date	Pay to the Order of	Check Amount
187826	11/19/2014	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE, CASHIERING	64.00
187827	11/19/2014	DET/CHE C/O SAN FRANCISCO CITY COLLEGE	350.00
187828	11/19/2014	EASTBAY, INC DEPT 978835	917.37
187829	11/19/2014	FASHION SUPPLIES, INC	4,472.82
187830	11/19/2014	FISHER SCIENTIFIC	1,503.26
187831	11/19/2014	SHEILA FORSBERG	7,700.00
187832	11/19/2014	FRED MILLS TRAINING SOLUTIONS	814.76
187833	11/19/2014	MARVIN ANDY GROUND	1,440.00
187834	11/19/2014	INSTITUTE FOR STRATEGIC FUNDING DEVELOPMENT	348.00
187835	11/19/2014	WILLIAM M. MCNICOL	648.00
187836	11/19/2014	SAN DIEGO GAS & ELECTRIC	89,570.28
187837	11/19/2014	SOUTHERN CALIFORNIA EDISON CO.	2,233.15
187838	11/19/2014	SOUTHERN CALIFORNIA EDISON CO.	21,519.36
187839	11/19/2014	SOUTHERN CALIFORNIA EDISON CO.	99.04
187840	11/19/2014	SOUTHERN CALIFORNIA GAS CO.	10,590.22
187841	11/19/2014	SOUTHERN CALIFORNIA GAS CO.	1,538.28
187842	11/19/2014	SOUTHERN CALIFORNIA GAS CO.	1,465.49
187843	11/19/2014	SOUTHERN CALIFORNIA GAS CO.	1,517.61
187844	11/19/2014	SO. ORANGE CO. COMM. COL.DIST	1,180.00
187845	11/19/2014	FENTRISS WINN	1,152.00
187846	11/19/2014	FENTRISS WINN	864.00
187847	11/19/2014	FENTRISS WINN	864.00
187848	11/19/2014	FENTRISS WINN	864.00
187849	11/19/2014	APPLE COMPUTER INC.	867.72
187850	11/19/2014	DENISE AVILES	123.00
187851	11/19/2014	JENNIFER CALDERIN	21.48
187852	11/19/2014	C.E.M. LAB CORP. CIVIL ENGINEERING MATERIAL LAB	36,105.00
187853	11/19/2014	COLLEGESOURCE, INC.	7,859.92
187854	11/19/2014	DRM INSPECTIONS INC	4,800.00
187855	11/19/2014	ENAMIX, INC.	27,522.50
187856	11/19/2014	ENOVITY, INC ATTN: ACCOUNTS RECEIVABLE	675.00
187857	11/19/2014	EPD SOLUTIONS, INC.	5,477.25
187858	11/19/2014	GKKWORKS	25,640.00
187859	11/19/2014	HUDSON PACIFIC SERVICES LLC c/o HUDSON PACIFIC PROPERTIES	22,750.00
187860	11/19/2014	JACKSON, DE MARCO, TIDUS, & PECKENPAUGH	1,640.00
187861	11/19/2014	NEUDESIC, LLC	67,428.50
187862	11/19/2014	NIMBLE CONSULTING	10,742.00
187863	11/19/2014	PLANNET CONSULTING, INC.	4,689.98
187864	11/19/2014	R2A ARCHITECTURE	17,258.50
187865	11/19/2014	REDISQ TECHNOLOGIES	4,260.00
187866	11/19/2014	REPRO XPRESS	46.00
187867	11/19/2014	S & B FOODS CATERING DIVISION	290.32
187868	11/19/2014	SIERRA-CEDAR, INC.	114,984.38
187869	11/19/2014	PADHRAIC SMYTH	6,250.00
187870	11/19/2014	STRATA INFORMATION GROUP	50,052.81

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Check Number	Check Date	Pay to the Order of	Check Amount
187871	11/19/2014	SYNERGY SOFTWARE SOLUTIONS C/O PRATIK MODI	8,976.00
187872	11/19/2014	WORKDAY INC	5,951.25
187873	11/20/2014	AAA ACCESS SMOG	50.00
187874	11/20/2014	AMTECH ELEVATOR SERVICES	4,800.00
187875	11/20/2014	ROBERT G. BOSANKO II	84.00
187876	11/20/2014	DR. DAVID BUGAY	239.00
187877	11/20/2014	CAROLINA BIOLOGICAL SUPPLY	49.24
187878	11/20/2014	TROJAN BRAND CONDOMS C/O CHURCH & DWIGHT CO.	91.04
187879	11/20/2014	CINTAS CORPORATION	65.10
187880	11/20/2014	COX COMMUNICATIONS	2,365.18
187881	11/20/2014	KIM D'ARCY	1,105.08
187882	11/20/2014	BREANNA DANIELS	600.00
187883	11/20/2014	DIVERSIFIED BUSINESS SERVICES PROFORMA	532.10
187884	11/20/2014	CORINE DOUGHTY	140.00
187885	11/20/2014	EDEN LABEL SOLUTIONS	3,860.35
187886	11/20/2014	ESTER GRAHAM	150.09
187887	11/20/2014	FRANCES HAWKINS	132.52
187888	11/20/2014	CAROL HILTON	434.25
187889	11/20/2014	CHRIS HO	600.00
187890	11/20/2014	LORI HOOLIHAN	600.00
187891	11/20/2014	CHIN LAM	1,062.44
187892	11/20/2014	ANNE LAWSON	1,200.00
187893	11/20/2014	RONI LEBAUER	966.64
187894	11/20/2014	TEDDI LORCH	10.00
187895	11/20/2014	SAFIAH MAMOON	1,995.01
187896	11/20/2014	ROXANNE METZ	232.78
187897	11/20/2014	SOPHIE MILLER	164.79
187898	11/20/2014	KEN SCHLENKER	820.03
187899	11/20/2014	LINDA NGUYEN	50.00
187900	11/20/2014	SHAWN O'ROURKE	110.00 *
Cancelled on 11/21/2014, Cancel Register # AP11242014			
187901	11/20/2014	PAMELA PATTERSON	566.68
187902	11/20/2014	LA NELL PEEBLES	179.76
187903	11/20/2014	BRENDA PLASCENCIA-CARRIZOSA	871.16
187904	11/20/2014	(JOHN) RICK REESE	1,200.00
187905	11/20/2014	S & B FOODS CATERING DIVISION	1,035.18
187906	11/20/2014	SAFEWAY, INC.	1,011.19
187907	11/20/2014	NOUSHIN SEDDIGHZADEH	50.00
187908	11/20/2014	PENNY SKAFF	100.00
187909	11/20/2014	SMART & FINAL	821.86
187910	11/20/2014	LAURA SOBCHIK	497.00
187911	11/20/2014	STEPHANIE SORENSON	50.00
187912	11/20/2014	KAREN TAYLOR	594.98
187913	11/20/2014	KEVIN FLEMING TELOS EDUCATIONAL SERVICES	6,000.00
187914	11/20/2014	THOMSON REUTERS WEST PAYMENT CENTER	458.16
187915	11/20/2014	THOMSON REUTERS	170.00
187916	11/20/2014	JEFF TILLOTSON	412.84

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Check Number	Check Date	Pay to the Order of	Check Amount
187917	11/20/2014	MARGUERITE TRESS	50.00
187918	11/20/2014	TROXELL COMMUNICATIONS, INC.	189.01
187919	11/20/2014	UNISOURCE WORLDWIDE INC.	4,480.92
187920	11/20/2014	USA SCIENTIFIC ACCOUNTS RECEIVABLES	900.75
187921	11/20/2014	VENDINI, INC.	273.00
187922	11/20/2014	VERIZON	62.84
187923	11/20/2014	VICTORY CUSTOM ATHLETIC, INC	6,157.54
187924	11/20/2014	VITAL LINK EDUCATION AND BUSINESS CONSORTIUM	3,000.00
187925	11/20/2014	VS ATHLETICS	205.49
		Unpaid Sales Tax	.90
		Expensed Amount	206.39
187926	11/20/2014	KYLE WALLACE	70.00
187927	11/20/2014	WARD'S SCIENCE	853.99
187928	11/20/2014	KOLIN WILLIAMS	95.00
187929	11/20/2014	MARK ZANDONELLA	106.00
187930	11/20/2014	DAIRY DEPOT	62.79
187931	11/20/2014	SMART & FINAL	1,118.60
187932	11/20/2014	DR. ROBERT BRAMUCCI	1,376.94
187933	11/20/2014	JENNIFER CALDERIN	1,793.34
187934	11/20/2014	C.E.M. LAB CORP. CIVIL ENGINEERING MATERIAL LAB	68,599.50
187935	11/20/2014	KEVIN M. DALLA BETTA	125.46
187936	11/20/2014	DOUGHERTY + DOUGHERTY ARCHITECTS LLP	25,590.00
187937	11/20/2014	DVV ASSOCIATES, INC.	3,750.00
187938	11/20/2014	EPD SOLUTIONS, INC.	2,124.75
187939	11/20/2014	GKKWORKS	10,275.00
187940	11/20/2014	DENICE INCIONG	892.96
187941	11/20/2014	DAN JOHNSON	308.08
187942	11/20/2014	TONI LAKOW	321.09
187943	11/20/2014	LCC3 CONSTRUCTION SERVICES INC	15,841.00
187944	11/20/2014	LPA, INC.	14,872.00
187945	11/20/2014	ANTHONY MACIEL	279.46
187946	11/20/2014	BRENDA MATHIAS	300.20
187947	11/20/2014	KIM MC CORD	134.00
187948	11/20/2014	PARSONS BRINCKERHOFF, INC.	4,005.00
187949	11/20/2014	SHANNON SEIFERT	1,305.63
187950	11/20/2014	TMCx SOLUTIONS, LLC	4,640.00
187951	11/20/2014	SASHIKO WEIDENKOPF	220.84
187952	11/21/2014	ADCLUB ADVERTISING SERVICE	1,050.00
187953	11/21/2014	AIR SOURCE INDUSTRIES, INC.	75.20
187954	11/21/2014	ALLIEDBARTON SECURITY SERVICES	2,128.64
187955	11/21/2014	B & H PHOTO VIDEO REMITTANCE PROCESSING	19,995.53
		Unpaid Sales Tax	1,599.64
		Expensed Amount	21,595.17
187956	11/21/2014	BELL'S INDUSTRIAL SERVICE	378.80
187957	11/21/2014	UC REGENTS BIRCH AQUARIUM AT SCRIPPS	259.00
187958	11/21/2014	BLAIR'S TOWING	115.00
187959	11/21/2014	BLUE LABEL BATTERY INC	855.36

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 10/27/2014 through 11/23/2014

Check Number	Check Date	Pay to the Order of	Check Amount
187960	11/21/2014	BOUNDLESS NETWORK	880.26
187961	11/21/2014	DR. ROBERT BRAMUCCI	55.79
187962	11/21/2014	CALIFORNIA STAGE/LIGHTING, INC	107.73
187963	11/21/2014	CDW GOVERNMENT, INC.	313.23
187964	11/21/2014	CENTRAL RESTAURANT PRODUCTS	388.97
		Unpaid Sales Tax	11.86
		Expensed Amount	400.83
187965	11/21/2014	CLARK SECURITY PRODUCTS	5,148.00
187966	11/21/2014	MIKE COLLINS	86.38
187967	11/21/2014	COMWARE TECHNICAL SERVICES INC	2,180.25
187968	11/21/2014	FEDERAL EXPRESS	408.16
187969	11/21/2014	GALE SUPPLY COMPANY	134.46
187970	11/21/2014	GRANICUS, INC.	1,075.00
187971	11/21/2014	DAYLE McINTOSH CENTER FOR THE	128.00
187972	11/21/2014	OFFICE MAX INCORPORATED	27,483.16
187973	11/21/2014	PASCO SCIENTIFIC	2,680.01
187974	11/21/2014	QUICK CAPTION	2,310.00
187975	11/21/2014	EMILY QUINLAN	230.49
187976	11/21/2014	THE RACK DEPOT, INC.	567.99
187977	11/21/2014	RAINBOW SYMPHONY STORE	134.60
187978	11/21/2014	REFRIGERATION SUPPLIES DIST.	533.72
187979	11/21/2014	REI	12,644.64
187980	11/21/2014	FELICIA REVERS	120.00
187981	11/21/2014	ROBERT RICKERSON	32.79
187982	11/21/2014	RICOH USA, INC.	1,277.92
187983	11/21/2014	ROGERS ATHLETIC CO.	1,850.00
187984	11/21/2014	S & B FOODS CATERING DIVISION	1,370.58
187985	11/21/2014	SAFEWAY, INC.	37.97
187986	11/21/2014	SANTA CRUZ BIOTECHNOLOGY	432.30
187987	11/21/2014	SAPLING LEARNING	18.00
187988	11/21/2014	SCHOOLS FIRST FEDERAL CREDIT UNION	10,662.00
187989	11/21/2014	JARED SCOTT	100.00
187990	11/21/2014	SEHI COMPUTER PRODUCTS, INC.	215.52
187991	11/21/2014	LOUIS SESSLER	98.75
187992	11/21/2014	SHRED-IT USA -LA	236.25
187993	11/21/2014	QUICK SIGNS	81.32
187994	11/21/2014	SOUTHERN CALIFORNIA EDISON CO.	10,650.76
187995	11/21/2014	SOURCE GRAPHICS	18,062.99
187996	11/21/2014	SPINITAR PRESENTATION PRODUCTS INC.	2,186.32
187997	11/21/2014	AMY SUPINGER dba SUPINGER STRATEGIES	5,400.00
187998	11/21/2014	TAKACH PRESS CORP.	252.10
		Unpaid Sales Tax	18.97
		Expensed Amount	271.07
187999	11/21/2014	TAMS-WITMARK MUSIC LIBRARY	1,831.25
188000	11/21/2014	ATTN: TEAM DEPARTMENT TENNIS WAREHOUSE	685.77
188001	11/21/2014	UNISOURCE WORLDWIDE INC.	343.31
188002	11/21/2014	UNIVERSAL SPECIALTIES, INC.	86.09
188003	11/21/2014	WEST COAST INTERNET, INC.	472.10
188004	11/21/2014	WARD'S SCIENCE	75.21

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Checks Dated 10/27/2014 through 11/23/2014

Check Number	Check Date	Pay to the Order of	Check Amount
188005	11/21/2014	WESTERN AG ENTERPRISES, INC.	3,700.00
		Unpaid Sales Tax	280.00
		Expensed Amount	3,980.00
188006	11/21/2014	WESTMINSTER PRESS, INC.	2,126.52
188007	11/21/2014	YALE/CHASE EQUIPMENT AND SERVICES, INC.	1,848.85
188008	11/21/2014	YBP LIBRARY SERVICES	835.00
188009	11/21/2014	OFFICE MAX INCORPORATED	143.57
188010	11/21/2014	SO. ORANGE CO. COMM. COL. DIST	345.58
188011	11/21/2014	RICHARD SNEED	314.70
Total Number of Checks			896
			6,776,004.76

Includes checks for only Bank Account COUNTY

	Count	Amount
Cancel	7	69,354.98
Reissue	1	243.43
Net Issue		6,706,406.35

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	775	3,636,099.35
12	Child Development Fund	10	3,419.01
40	Capital Outlay Fund	94	2,707,303.91
68	Self-Insurance Fund	4	7,218.18
71	Retiree Benefit Fund	5	356,357.91
Total Number of Checks		888	6,710,398.36
Less Unpaid Sales Tax Liability			3,992.01
Net (Check Amount)			6,706,406.35

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Checks Dated 10/27/2014 through 11/23/2014

Check Number	Check Date	Pay to the Order of	Check Amount
011298	10/28/2014	OFFICE MAX INCORPORATED	547.34
011299	10/31/2014	COHEN-NAGLESTAD ENTERPRISES LLC	558.00
011300	10/31/2014	GOOD TIMES TRAVEL, INC.	3,224.00
011301	10/31/2014	INSIGHT SYSTEMS GROUP, INC.	439.88
011302	11/07/2014	BILLY TEES	309.07
011303	11/07/2014	COHEN-NAGLESTAD ENTERPRISES LLC	59.00
011304	11/07/2014	GOOD TIMES TRAVEL, INC.	3,300.00
011305	11/07/2014	INSIGHT SYSTEMS GROUP, INC.	384.88
011306	11/07/2014	DENISE LUDS	156.94
011307	11/07/2014	ARRON SEARCY	59.76
011308	11/07/2014	NATHAN SEARCY	59.29
011309	11/07/2014	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	15.16
011310	11/07/2014	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	65.25
011311	11/21/2014	WIKI THINK	7,255.76
011312	11/21/2014	COHEN-NAGLESTAD ENTERPRISES LLC	98.00
011313	11/21/2014	EM SOFTWARE, INC.	100.00
011314	11/21/2014	GOOD TIMES TRAVEL, INC.	5,604.00
011315	11/21/2014	TGA OF SOUTH ORANGE COUNTY C/O ANTHONY LEONE	411.12
011316	11/21/2014	OFFICE MAX INCORPORATED	104.61
011317	11/21/2014	XEROX CORPORATION	550.70
		Total Number of Checks	20
			23,302.76

Includes checks for only Bank Account SC-CMED

Fund Summary

Fund	Description	Check Count	Expensed Amount
09	SC Community Education Fund	20	23,302.76
Total Number of Checks		20	23,302.76
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			23,302.76

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

ESCAPE ONLINE

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Checks Dated 10/27/2014 through 11/23/2014

Check Number	Check Date	Pay to the Order of	Check Amount
009330	10/29/2014	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	4,136.30
009331	10/29/2014	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	12,763.84
009332	10/31/2014	A.G. WEALTH MANAGEMENT ADVISORS, INC.	174.00
009333	10/31/2014	ACADEMIC CHESS C/O ADAM BRODY	450.00
009334	10/31/2014	ACCE	49.00
009335	11/07/2014	L. JOYCE ARNTSON	3,500.00
009336	11/07/2014	BRUBAKER, REBECCA MAY	4.17
009337	11/07/2014	HENRY LEE	50.00
009338	11/07/2014	SHASTA CNTY DSTRCT ATTY'S OFF ATTN: ROBERT MICHAEL	199.00
009339	11/21/2014	EDUCATION TO GO	9,363.75
009340	11/21/2014	ORANGE COUNTY REGISTER	5,120.00
009341	11/21/2014	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	64,118.54
009342	11/21/2014	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	32,340.03
Total Number of Checks			13
			132,268.63

Includes checks for only Bank Account IVC-CMED

Fund Summary

Fund	Description	Check Count	Expensed Amount
07	IVC Community Education Fund	13	132,268.63
Total Number of Checks		13	132,268.63
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			132,268.63

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

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TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: October - November 2014 Contracts

ACTION: Ratification

BACKGROUND

On January 16, 2007, the board authorized the Chancellor/designee to approve individual business contracts up to a maximum limit of \$100,000, with the following exceptions: contracts involving bid limits, the Chancellor/designee shall be limited to less than \$15,000 for public works projects and \$83,400 for equipment, supplies and maintenance projects. During October - November 2014, the following contracts were reviewed and approved by the Vice Chancellor of Business Services, following review by legal counsel, when appropriate.

CONTRACTOR NAME

CONTRACT AMOUNT

<u>ACCUVANT</u> Independent Contractor Agreement – To provide Palo Alto Network (PAN) and Threat Prevention Support Renewal to September 30, 2017. <div style="text-align: right;">Saddleback College</div>	\$81,921.12
<u>US Data Trust Corp</u> Service Agreement – To provide online back up and data protection services, October 1, 2014 until October 1, 2015. <div style="text-align: right;">Saddleback College</div>	\$60,000.00
<u>Ed2Go</u> Educational Services Agreement – To provide online classes for community education FY 2014-2015. <div style="text-align: right;">Irvine Valley College</div>	\$45,500.00 (Estimated based upon anticipated attendance)
<u>California Stage and Lighting, Inc.</u> Independent Contractor Agreement – To provide lighting and stage rentals, supplies purchases and lighting and/or stage equipment repair services as needed October 23, 2014 through June 30, 2017. <div style="text-align: right;">Saddleback College</div>	\$45,000.00
<u>Haltbrink Asphalt Paving</u> Change Order – To remove and replace fencing for \$1,800.00, completion date November 18, 2014. New total is \$33,200.00. <div style="text-align: right;">Irvine Valley College</div>	\$33,200.00

<u>Kate Keena Public Relations</u> Independent Contractor Agreement – To provide Professional Consulting Services for community outreach for the Athletic and Community Education Departments. Saddleback College	\$20,000.00
<u>Rancho Santiago Community College District</u> Agreement – To provide a sub-agreement for the Deputy Sector Navigator Small Business – SB1070 grant, October 28, 2014 through December 31, 2014. Saddleback College	\$20,000.00
<u>Floortech Group</u> Change Order – To repair restroom floors in the Health Sciences Building. Saddleback College	\$19,990.00
<u>Pyro-Comm Systems, Inc.</u> Independent Contractor Agreement – For semi- annual and annual inspection and testing of fire alarm equipment, campus wide. Saddleback College	\$16,500.00
<u>New Vision Construction</u> Agreement – To remove fireplace in SSC-212. Saddleback College	\$14,806.90
<u>CI Solutions ID Card System</u> Service Agreement – To upgrade ID Card system. Term November 1, 2014 to October 31, 2015 Saddleback College	\$13,451.40
<u>New Vision Construction</u> Change Order – To augment original contract by \$366.01 for a new total of \$12,443.21 to install new fire rated door in SSC-240. Irvine Valley College	\$12,443.21
<u>Town & Country Glass</u> Change Order No 1 – For additional costs of \$5,000.00 to repair/replace glass, mirrors or protective film damage campus wide for a total of \$10,000.00. Saddleback College	\$10,000.00
<u>Computer Land</u> Software License Agreement – To purchase Pro Tools and Auralia software for the music lab. Irvine Valley College	\$8,836.50
<u>Nancy Carritte</u> Independent Contractor Agreement – To provide Professional Leadership training for Admission and Records staff from August 1, 2014 to Dec 31, 2014. Saddleback College	\$8,000.00

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

<u>Creative Alliance Group</u> Independent Contractor Agreement – To provide customized partnership workshop for the A400 building. Irvine Valley College	\$7,900.00
<u>Kratos Public Safety & Security Solutions, Inc.</u> System Service Agreement – For renewal of electronic door entry services and software. Saddleback College	\$7,441.80
<u>Technology Integration Group</u> License Agreement – To renew DELL KACE maintenance software to support systems integration management. Irvine Valley College	\$5,860.92
<u>Scantron Corporation</u> Agreement – For software that will be used to evaluate faculty by students. Saddleback College	\$5,000.00
<u>DRM Inspections, Inc</u> Independent Contractor Agreement – To provide professional services for AWS Welding procedure review for Saddleback College Sciences building August 1, 2014 thru October 30, 2014 Saddleback College	\$4,800.00
<u>Apple, Inc.</u> Support Agreement – For AppleCare Technical Support Saddleback College	\$4,796.00
<u>Roto-Rooter Service & Plumbing</u> Independent Contractor Agreement – For annual maintenance of campus wide storm drain cleaning services October 1, 2014 thru June 30, 2017. Saddleback College	\$4,500.00
<u>Mark IV Print Communications</u> Independent Contractor Agreement – For installation of data cables and network infrastructure items in DSPS office from September 1, 2014 thru June 30, 2015. Saddleback College	\$4,500.00
<u>Avalon Tent & Party</u> Rental Agreement – For stage and stanchion rentals May 20-22, 2015. Saddleback College	\$4,427.41
<u>Meridian IT</u> Statement of Work – For perform an audit of current VMware and produce a report with their recommended best practices. Saddleback College	\$4,400.00

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

<u>United Site Services of California, Inc.</u> Independent Contractor Agreement – For fence rental for Solar Decathlon construction site. Irvine Valley College	\$4,191.62
<u>Ouezada Pro Landscape, Inc.</u> Agreement – To remove branches and plant trees at Technology and Applied Science slope. Saddleback College	\$4,170.00
<u>Articulate Global, Inc</u> End-User License Agreement – For faculty/staff to create instructional Software for online learning, tutoring and instructional purposes. Saddleback College	\$3,914.00
<u>Source Graphics</u> Maintenance Agreement – For a 3-year Service Maintenance Agreement for TeroStar LP-1030 MF printer, October 29, 2014 to October 28, 2017. Irvine Valley College	\$3,850.00
<u>Kaitlyn Pietras</u> Independent Contractor Agreement – To perform as set designer and projection designer for Theatre Arts FY 2014-2015. Saddleback College	\$3,600.00
<u>Like-Nu Concrete Magic</u> Agreement – To repair and patch cracks in existing concrete at Math, Science, Engineering (MSE) building. Saddleback College	\$3,521.00
<u>Norton</u> License Agreement – To provide a renewal agreement for the Symantec Ghost software. Irvine Valley College	\$3,500.00
<u>Vital Link Orange county</u> Independent Contractor Agreement – To participate with the CTE OC Regional Advisory meeting for the FY 2014-2015. Saddleback College	\$3,000.00
<u>Refrigeration Unlimited, Inc.</u> Amendment No 1 – To increase the contract amount by \$900.00 for repair and maintenance for the cafeteria equipment, totaling \$2,900.00. Saddleback College	\$2,900.00
<u>DocuSign</u> Subscription Agreement – To renew yearly subscription of DocuSign; software is used for electronic signatures. Irvine Valley College	\$2,875.00

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

<u>Springshare, LLC</u> License Agreement – To renew yearly subscription of Library Databases (Britannica Online & LibGuides) 1/2015 – 12/2015. Irvine Valley College	\$2,649.73
<u>Advanced Technology Consultants</u> Software License – For software site license for demonstration purposes to faculty teaching/developing courses in the energy sector throughout the Orange County region. Irvine Valley College	\$2,500.00
<u>KE Designs</u> Amendment No 1 – To manage professional associations which offer internships/mentorships for Career Café, August 4, 2014 thru June 30, 2015. Irvine Valley College	\$2,500.00
<u>Community Works Design Group</u> Independent Contractor Agreement – For water audit of exiting irrigation systems at baseball field. Saddleback College	\$2,500.00
<u>Avalon Tent & Party</u> Rental Agreement – For tent rental for the Solar Decathlon event October 24, 2014. Irvine Valley College	\$2,430.00
<u>Quezada Pro Landscape, Inc.</u> Agreement – For tree trimming around parking area and building at ATEP. Irvine Valley College	\$2,010.00
<u>Institute for Evidence Based Change</u> Independent Contractor Agreement – For Student Success Summit keynote speaker on April 17, 2015. Saddleback College	\$2,000.00
<u>Norton</u> License Agreement – To provide Symantec Ghost Solution Suite software that assists with computer imaging, deployment and system management. Saddleback College	\$1,964.75
<u>SCANTRON</u> Subscription Services – For renewal of current subscription of Scantron Services November 13, 2014 to November 12, 2015. Irvine Valley College	\$1,877.00
<u>True Market Solutions</u> Participant Company Agreement – For Irvine Sustainability Circle membership. Program includes 6 monthly workshops for IVS Faculty & Staff, an implementable Sustainability action plan and individual coaching and more. Irvine Valley College	\$1,875.00

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

<u>ARTSTOR</u> Independent Contractor Agreement – For renewal of the digital library database for arts and sciences. Irvine Valley College	\$1,815.00
<u>Lee Armstrong Company, Inc.</u> Agreement – To replace flooring in child development center. Saddleback College	\$1,600.00
<u>Rachel Verbeek</u> Independent Contractor Agreement – To perform as a guest artist for dept of music's ensembles during the FY 2014/2015 season. Saddleback College	\$1,500.00
<u>McClellan Nichols</u> Agreement – For sand delivery for sand volleyball. Irvine Valley College	\$1,500.00
<u>Mitchell 1 Automotive Software</u> Customer License Agreement – To renew the automotive subscription. Saddleback College	\$1,456.92
<u>Pac Van</u> Independent Contractor Agreement – To purchase and install a door to the Irvine Valley College Police Dept Storage shed. Irvine Valley College	\$1,247.00
<u>Stancil Corporation</u> Independent Contractor Agreement – To provide Voice Logging Recorder System for the Campus Police Dept. Saddleback College	\$1,164.00
<u>Four Winds Interactive</u> Agreement – To renew the content license for the digital signage in the Life Sciences Building and the Vet Center. Irvine Valley College	\$1,062.60
<u>J. Harmon Construction, Inc.</u> Agreement – For emergency HVAC pipe repair at Health Science Building October 5, 2014. Saddleback College	\$845.00
<u>California Stage & Lighting</u> Rental Agreement – For pipe and drape rentals May 20-22, 2015. Saddleback College	\$737.00
<u>Early Childhood Mentor Program (Chabot – Las Positas CCD)</u> Agreement – To provide mentor program to coordinate student placements August 1, 2014 thru July 31, 2015. Irvine Valley College	\$650.00

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

<u>Emerald Mirror and Glass</u> Independent Contractor Agreement – For replacement of broken glass. Irvine Valley College	\$600.00
<u>Chuck Wagner</u> Independent Contractor Agreement – To present guest artist seminar “Musical Theatre on Broadway” November 10, 2014 Irvine Valley College	\$600.00
<u>Christopher Matthew Canada</u> Independent Contractor Agreement – To perform as a guest artist photographer during the Theatre Arts production “Lend Me A Tenor” on November 8, 2014. Saddleback College	\$600.00
<u>Andrew Guzman</u> Independent Contractor Agreement – To perform nightly theatre concession stand duties including food and beverage preparation, customer service, cash handling, inventory control, merchandise and supply restocking, and facility upkeep for Oct 30, 2014 to November 9, 2014. Irvine Valley College	\$560.00
<u>Guillaume Sutre</u> Independent Contractor Agreement – To perform as a guest artist for the music dept. on November 15, 2014. Saddleback College (ASG)	\$500.00
<u>Ryan Dragon</u> Independent Contractor Agreement – To perform as a guest artist for the Music Department on November 24, 2014. Saddleback College	\$450.00
<u>Payphone Stations Innovations</u> Payphone Services Agreement – To provide seven (7) public payphones across the Irvine Valley College campus. Irvine Valley College	\$350.00
<u>Payphone Stations Innovations</u> Payphone Services Agreement – To provide six (6) public payphones across the Saddleback College campus. Saddleback College	\$300.00
<u>Julie Nace</u> Independent Contractor Agreement – Skills testing services for Paramedic Program. Saddleback College	\$300.00
<u>Caitlin Cavanagh</u> Independent Contractor Agreement – For a guest speaker on psychology October 28, 2014. Saddleback College	\$300.00

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

<u>Christopher O'Neal</u> Independent Contractor Agreement – To lead a digital media class on gaming design on October 22, 2014. Irvine Valley College	\$250.00
<u>Gary Wicks</u> Independent Contractor Agreement – To perform as a guest artist for commercial music program on November 18, 2014. Saddleback College	\$150.00
<u>Chizuko Asada</u> Independent Contractor Agreement – To perform as a guest adjudicator for 2014 Concerto Competition on November 22, 2014. Saddleback College	\$150.00
<u>Wen-Chi "Judy" Huang</u> Independent Contractor Agreement – To perform as a guest adjudicator for 2014 Concerto Competition on November 22, 2014. Saddleback College	\$150.00
<u>Saddleback Golf Cars, Inc.</u> Independent Contractor Agreement – To repaint rear body of cart November 7, 2014 to December 7, 2014. Saddleback College	\$147.00
<u>Playscripts</u> Performance Rights – To perform staged reading of High Fidelity on April 15, 2015. Saddleback College	\$125.00
<u>Raina Kropp</u> Independent Contractor Agreement – To perform as a guest speaker for The Human Resources Symposium 2014 from November 13, 2014 to November 14, 2014. Saddleback College	\$100.00
<u>Godaddy.com</u> Online Agreement – Additional resources for web hosting for WordPress. Irvine Valley College	\$82.32
<u>Brookhurst Foot and Ankle Clinic</u> Clinical Agreement – To provide clinical/internship experience in the Health Sciences program. Saddleback College	\$0.00
<u>California State University Long Beach</u> Internship Agreement – To provide fieldwork/internship experience in the CSLB Department of Kinesiology program October 30, 2014 thru October 29, 2019. Saddleback College	\$0.00

<u>HireRight</u> Test Agreement – Pilot program for background screenings of potential job applicants. Saddleback College	\$0.00
<u>Orange Coast Women's Medical Group</u> Clinical Agreement – For Orange Coast Women's Medical Group to be a clinical site for Health Information Technology students. Saddleback College	\$0.00
<u>Dr Scott Holden</u> Independent Contractor Agreement – To perform at the piano concert as a guest artist for music department on November 8, 2014. Saddleback College	\$0.00
<u>CCCAA Badminton Championship</u> Event Contract – For the California Community College Badminton Championship in May 7, 2015 thru May 9, 2015. Irvine Valley College	\$0.00
<u>California State University, Fullerton</u> Clinical Agreement – To provide Psychology training services through October 30, 2019. Irvine Valley College	\$0.00
<u>County of Orange</u> Training Agreement – To provide training services to eligible workforce investment act (WIA) clients July 1, 2014 through June 30, 2016. Irvine Valley College	\$0.00
<u>SCE</u> Owner's Agreement – To enter into Savings By Design Partnership to assist district to obtain SCE Rebate for A400 Bldg. Irvine Valley College	\$0.00
<u>Matthew McDonald</u> Independent Contractor Agreement – To perform as a guest artist for benefit event on November 18, 2014. Saddleback College	\$0.00
<u>Payden & Rygel</u> Asset Allocation Management Agreement – To provide an Investment Advisor for the Irvine Valley College Foundation account. Irvine Valley College Foundation	Fee schedule based on percentage of market value

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: 2014 Student Equity Plan Report

ACTION: Approval

BACKGROUND

In November 2002, the Board of Governors adopted recommendations of the Task Force on Equity and Diversity to implement title 5 regulations requiring colleges to develop a Student Equity Plan (SEP). Colleges were asked to update and complete plans in 2005. In response to the economic downturn and State budget cuts that began in 2008-09 and continued through 2012-13, the legislature instituted categorical program flexibility that suspended many regulatory requirements related to student equity and other initiatives.

The Student Success Act of 2012 (SB1456) reaffirmed the importance of student equity in the effort to improve student success. SB1456 has served as an impetus to review and update the student equity planning process. The plan focuses on increasing access, course completion, ESL and basic skills completion, degrees, certificates and transfer as measured by metrics linked to the CCC Student Success Scorecard.

The Board of Governors has made student equity planning a requirement for receipt of state funding. In January 2014, the governor's 2014-15 budget proposed to target \$100 million of additional Student Success and Support Program funding to close achievement gaps in access and success in underrepresented student groups, as identified in local SEPs.

STATUS

In the spring 2013, Saddleback College established a Student Equity workgroup and five subgroups led by faculty content experts, aimed at analyzing success gaps, articulating strategies, and making funding recommendations. Saddleback College is submitting its 2014 Student Equity Plan, Exhibit A, to the Board of Trustees for approval.

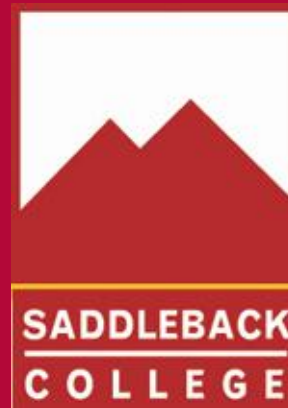
RECOMMENDATION

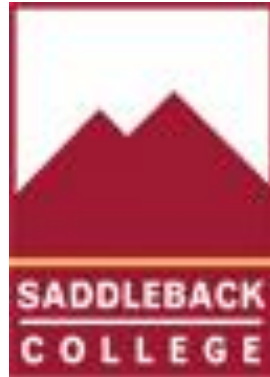
The Chancellor recommends that the Board of Trustees approve the 2014 Student Equity Plan submitted by Saddleback College.

Item Submitted By: *Dr. Tod Burnet, President*

STUDENT EQUITY PLAN

2014





Saddleback College Student Equity Plan

December 2014

2014 SADDLEBACK COLLEGE STUDENT EQUITY PLAN

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Goals and Activities

- Access
- Course Completion (*Retention*)
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- Degree and Certificate Completion
- Transfer

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Saddleback College

2014 Student Equity Plan Signature Page

District: South Orange County Community College District

Date Approved by Board of Trustees: _____

College President: _____
Tod A. Burnett, Ed.D

Vice President for Student Services: _____
Juan Avalos, Ph.D

Vice President for Instruction: _____
Kathy Werle, Ph.D

Academic Senate President: _____
Daniel Walsh, M.A

Student Equity Work Group Chair: _____
Georgina Guy, Psy. D

Executive Summary

EXECUTIVE SUMMARY

INTRODUCTION AND BACKGROUND

ABOUT SADDLEBACK COLLEGE

Saddleback College is one of the two colleges that comprise the South Orange County Community College district. Located in Mission Viejo, Saddleback College began offering classes in 1968. The college serves the communities of Lake Forest, Mission Viejo, Laguna Niguel, Rancho Santa Margarita, San Juan Capistrano, Laguna Beach, and San Clemente, as well as a large unincorporated area of the county. Located at the approximate midpoint between Los Angeles and San Diego. The campus sits on a 200 acre hillside close to the coast, mountains and desert. The area is largely suburban with both multi- and single family homes.

The accreditation agency (ACCJC/WASC) reaffirmed the college's accreditation in 2010; the next accreditation visit will occur in 2016.

Saddleback College is the postsecondary educational anchor of South Orange County, offering over 200 programs of study to 40,000 students a year. In 2012-13, Saddleback awarded 2440 degrees and certificates and prepared and transferred 3500 students to 4-year universities. Over its 46-year history, Saddleback has developed a wide array of occupational and career and technical education (CTE) programs.

The number one priority of the College is student success. From its renowned educational programs to its stellar student services, Saddleback College works tirelessly to ensure that students learn and achieve their goals, whether that be improving their English abilities, transferring to a four-year university, or retooling for a new career. To serve the diverse needs of our students, the College offers courses in a variety of formats (face-to-face, online, hybrid, full term, and short term) and at multiple locations.

In addition, the College also offers a huge selection of student clubs and activities such as the Associated Student Government, the Model United Nations, an award-winning student newspaper, a radio station, and a television station.

In addition to being a center of learning, Saddleback College has developed into one of South Orange County's premier cultural and recreational sites. The campus hosts film festivals, music and dance concerts, and lectures by renowned Newsmakers and scholars, and it is home to an award-winning theatre arts program. Its men's and women's intercollegiate athletic teams have achieved a solid reputation for success and hold more than 100 conference, state, and national titles. On-campus sports facilities include a golf driving range and putting greens, an aquatics complex, a football stadium, baseball and softball fields, gymnasium and fitness facilities, tennis courts, and an all-weather track. Saddleback College has become an integral part of the South Orange County landscape, linking education with community growth and vitality. After 46 years, Saddleback College continues to strengthen its ties with the communities it serves and to help residents fulfill their dreams and aspirations.

Vision

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

Mission

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

Values

Saddleback College embraces:

Commitment

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

Excellence

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

Collegiality

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

Success

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

Partnership

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

Innovation

We anticipate and welcome change by encouraging innovation and creativity.

Academic Freedom

We endorse academic freedom and the open exchange of ideas.

Sustainability

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

Inclusiveness

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

Global Awareness

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

Saddleback College Institutional Student Learning Outcomes (ISLOs)

Preamble

Saddleback College's primary mission is to foster learning and student success. Students should expect to develop knowledge, skills and abilities across four broad areas as a result of their overall experience at Saddleback College. The broad areas are identified by the Institutional Student Learning Outcomes (ISLOs) listed below:

Effective Communication

Students completing a degree or transfer program at Saddleback College will be able to:

- Demonstrate the ability to understand, evaluate, and analyze readings from a variety of texts and to apply that ability in academic, personal, and professional contexts.
- Demonstrate the ability to clearly express themselves and the knowledge they have attained in various forms of writing.
- Demonstrate the ability to orally communicate ideas to others in a clear, coherent, and structured fashion when speaking with one or more of the following modes: interpersonally, in small group settings, or in public presentations.

Intellectual and Practical Skills

Students completing a degree or transfer program at Saddleback College will be able to:

- Demonstrate competence in fundamental computing and information technology.
- Demonstrate competence in scientific and quantitative reasoning necessary for informed judgment and decision making.
- Conduct effective research, including the identification, evaluation, synthesis, and responsible use of sources and information.
- Analyze information and ideas independently and logically in order to arrive at reasoned, meaningful, and creative conclusions.
- Work with others to develop creative, logical, and reasoned solutions to problems.
- Develop cognitive, physical, and affective skills which will afford students the opportunity to be well-rounded individuals.

Community/Global Consciousness and Responsibility

Students completing a degree or transfer program at Saddleback College will be able to:

- Demonstrate knowledge of cultural diversity and awareness of multiple perspectives in the U.S. and globally.
- Demonstrate the ability to effectively communicate and interact with others in academic, personal, and professional contexts.

- Demonstrate awareness of the necessity for social responsibility and accountability of citizenship in a democratic society.
- Demonstrate an awareness of the necessity for ethical conduct in academic, personal, and professional contexts.

Breadth of Subject Area Knowledge

Students completing a degree or transfer program at Saddleback College will be able to:

- Describe the scope, key principles, and defining the framework of the discipline of study within the natural sciences and mathematics, including an understanding of the methods of scientific inquiry.
- Describe the scope, key principles, and defining the framework of the discipline of study within the arts and humanities in order to understand the rich history of human knowledge, discourse, and achievements.
- Describe the scope, key concepts, and defining the framework of the discipline of study within the social and behavioral sciences in order to understand the complexities of social interactions and human experiences.

STUDENT EQUITY PLAN SUMMARY

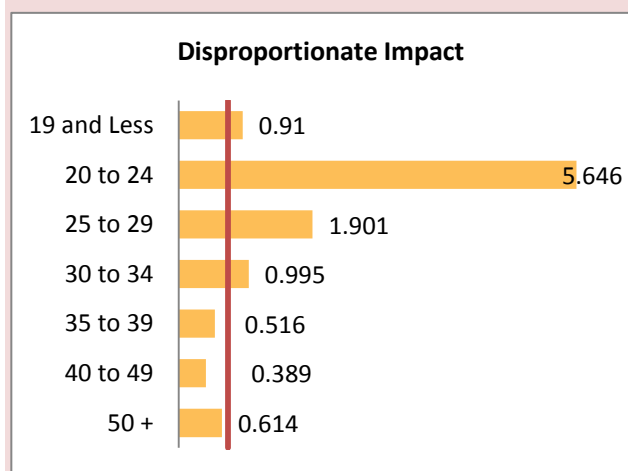
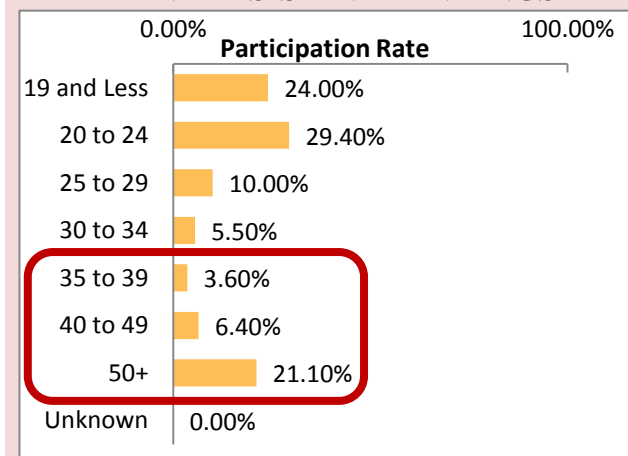
I. INDICATOR: ACCESS (AGE)

THE PERCENTAGE OF EACH POPULATION GROUP THAT IS ENROLLED COMPARED TO THE ADULT POPULATION WITHIN THE COMMUNITY SERVED. THIS PERCENTAGE IS FREQUESNTLY CALCULATED AS A PARTICIPATION RATE.

CAMPUS BASED RESEARCH

Major ACCESS disparity for students who are 35 to 39 years of age, 40 to 49 years of age and for ages 50+ .

DATA ANALYSIS AND FINDINGS



RESOURCES

- Outreach, DSPS, EOPS, VETS
- Camp Pendleton to reach out to Active Military

ACTIVITIES PLANNED

Research

- Conduct further research to determine the reasons for disproportionate impact among this identified population.
- Survey age populations of 35 and older to determine their interests in learning and/or college career paths.

Outreach

- Develop an Outreach plan focused on the needs and interests of the adult learner. Include specialized populations: Disabled Students, students from educationally and socioeconomic disadvantaged backgrounds, and active Military, VETS.

Expansion of Services

- Look into hiring the need to hire staff that will oversee the ongoing planning of goals, objectives and activities of Student Equity Funding. Staffing should include:
 - a. Program Director
 - b. Administrative Assistant

OBJECTIVE I.1

Saddleback College will work to ensure the educational needs of the adult learner, ages 35 to 50+, have been identified and that staffing and programing will be provided to enable this population the opportunity to meet their educational goals.

FUNDING SOURCES

SEP & SSSP Research Analyst (50% SSSP funding; 50% SEP funding). SEP Request= \$49,000

STUDENT EQUITY PLAN SUMMARY

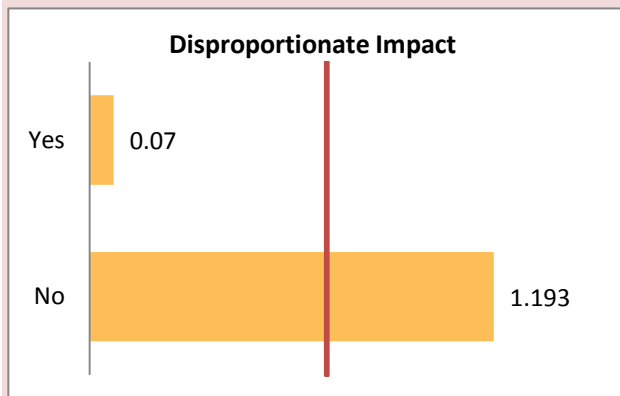
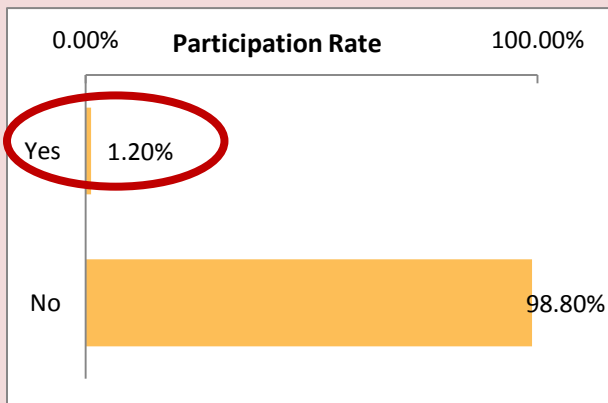
I. INDICATOR: ACCESS (ECONOMICALLY DISADVANTAGED)

THE PERCENTAGE OF EACH POPULATION GROUP THAT IS ENROLLED COMPARED TO THE ADULT POPULATION WITHIN THE COMMUNITY SERVED. THIS PERCENTAGE IS FREQUENTLY CALCULATED AS A PARTICIPATION RATE.

CAMPUS BASED RESEARCH

Results for 2012-13 indicated that there was major ACCESS disparity for those students who are economically disadvantaged.

DATA ANALYSIS AND FINDINGS



RESOURCES

- Financial Aid, DSPS, EOPS, Outreach
- Feeder High Schools
- Camp Pendleton to reach out to Active Military
- Cities/areas with higher populations of lower income residents
-

ACTIVITIES PLANNED

Research

- GIS Mapping on age, employment status, ethnicity, and average income (especially San Juan Capistrano).
- College access points.
- Data on active military and veterans.
- Data on students currently receiving Pell Grant and Board of Governor's Fee Waiver.

Outreach

- Develop campaigns to effectively communicate financial assistance and college resources with materials, videos and multilingual resources.
- Market open access enrollment, Distance (on-line) education, and Evening and Weekend classes.
- Work with city and county municipalities and transit authorizes to increase public transportation to the college.
- Activities focused on financial resources available to students, including specialized populations, EOPS, DSPS, VETS, Active Military, Foster Youth, and Service area High Schools.

Expansion of Services

- Financial Aid outreach and assistance with the application process for educationally and economically disadvantaged students, disabled students, and active military.
- Create a seamless pre-enrollment and post-enrollment progression for educationally and economically disadvantaged students, disabled students, and active military.

OBJECTIVE I.2

Outreach activities and materials will be designed to reach out to those individuals who are economically disadvantaged in order to support increased awareness of resources and assistance with application for financial aid opportunities. Research will provide precise data about age, employment status, ethnicity, and average income, active military and veterans, and college access points.

FUNDING SOURCES

SEP Financial Aid Specialist (12 months, 40 hours/week): \$95,000
SEP Student Ambassadors (10 students, 15-20 hours/week each): \$40,000
Financial Aid Outreach Mileage: \$2,000
Supplies and Materials: \$5,000

STUDENT EQUITY PLAN SUMMARY

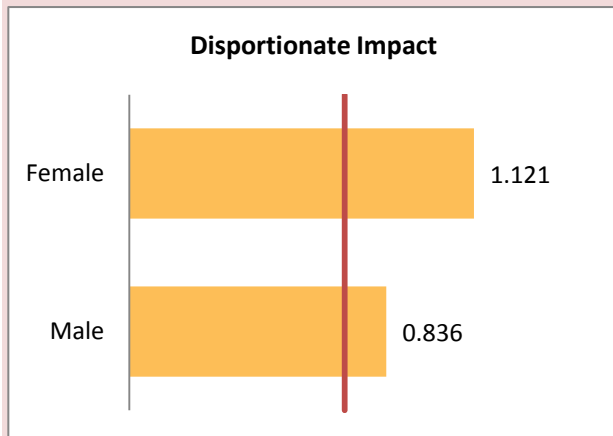
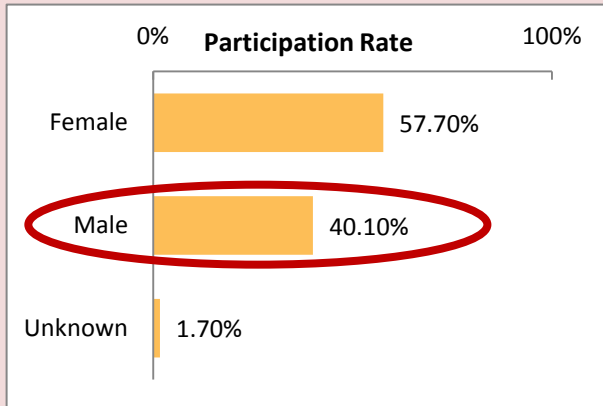
I. INDICATOR: ACCESS (GENDER)

THE PERCENTAGE OF EACH POPULATION GROUP THAT IS ENROLLED COMPARED TO THE ADULT POPULATION WITHIN THE COMMUNITY SERVED. THIS PERCENTAGE IS FREQUENTLY CALCULATED AS A PARTICIPATION RATE.

CAMPUS BASED RESEARCH

For 2012-13, the results indicated that there was moderate ACCESS disparity among male students.

DATA ANALYSIS AND FINDINGS



RESOURCES

- Financial Aid, DSPS, EOPS, Outreach, High Schools
- Camp Pendleton to reach out to Active Military

ACTIVITIES PLANNED

Research

- Review GIS mapping and research data about male students for possible reasons for disproportionate impact.
- Survey the local community (including active military and veterans) about their workforce interests.
- Research possible “packaged” streamlined, and short-term educational programs to meet population educational needs.

Outreach

- Provide targeted outreach efforts on men in the local community and Active Military.
- Market open access enrollment, Distance (on-line) Education, and evening and weekend classes to prospective male students.

Expansion of Services

- Provide funding for expanded counseling to active military at Camp Pendleton, which includes a critical mass of prospective male students.

OBJECTIVE I.3

Outreach activities and materials will be designed to reach out to prospective male students in order to support increased awareness of resources and assistance with application for financial aid opportunities. Research will provide precise data about age, employment status, ethnicity, and average income, active military and veterans, and college access points for this population.

FUNDING SOURCES

Counseling OSH (\$18,000) for Veterans and Active Military, Project Specialist (\$3,000), One SEP part-time Outreach Specialist to support targeted efforts (\$20,000), Materials (\$20,000), and Outreach Mileage (\$5,000).

STUDENT EQUITY PLAN SUMMARY

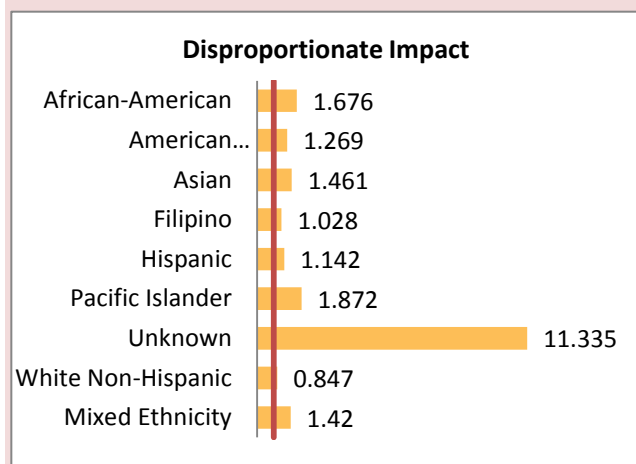
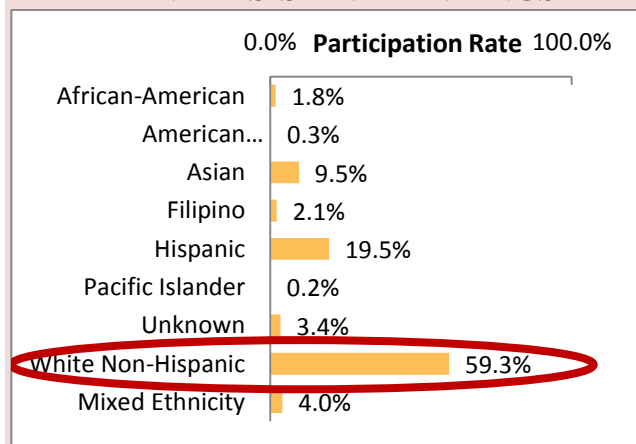
I. INDICATOR: ACCESS (ETHICITY)

THE PERCENTAGE OF EACH POPULATION GROUP THAT IS ENROLLED COMPARED TO THE ADULT POPULATION WITHIN THE COMMUNITY SERVED. THIS PERCENTAGE IS FREQUENTLY CALCULATED AS A PARTICIPATION RATE.

CAMPUS BASED RESEARCH

2012-13 results indicated that there was moderate ACCESS disparity among the White, Non-Hispanic population .

DATA ANALYSIS AND FINDINGS



RESOURCES

ACTIVITIES PLANNED

Research

- Further research for possible reasons for disproportionate impact among the White, Non-Hispanic population.
- Conduct research in GIS Mapping regarding age, employment status, and average income.
- Survey people about their workforce interests.

OBJECTIVE I.4

Further research to determine the possible reasons for the disproportionate impact.for White, Non-Hispanic Students.

STUDENT EQUITY PLAN SUMMARY

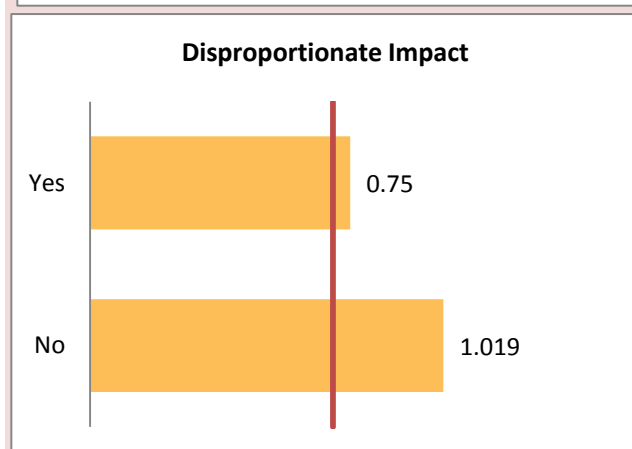
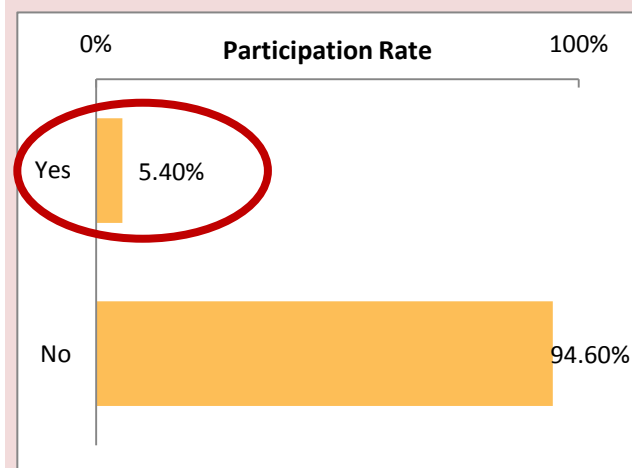
I. INDICATOR: ACCESS (DISABILITY STATUS)

THE PERCENTAGE OF EACH POPULATION GROUP THAT IS ENROLLED COMPARED TO THE ADULT POPULATION WITHIN THE COMMUNITY SERVED. THIS PERCENTAGE IS FREQUENTLY CALCULATED AS A PARTICIPATION RATE.

CAMPUS BASED RESEARCH

For 2012-13, there was a moderate Access (.075) disparity among students who are disabled.

DATA ANALYSIS AND FINDINGS



RESOURCES

- DSPS, Outreach, Matriculation, High Schools.

ACTIVITIES PLANNED

Research

- Gather data to identify the different disability categories among students and individuals with disabilities in the community.
- Disaggregate disability data by ethnicity, income, ESL status, educational level, Veteran/active military status, city of residence, age, employment status, and foster youth status.
- College access points and physical accessibility/barriers around the campus, including campus access routes.

Outreach

- Provide a seamless pre-enrollment and post-enrollment progression for entering students with disabilities.

Expansion of Services

- Conduct prospective student presentations for high school seniors with disabilities.
- Provide disability services for evening and weekend classes.
- Develop a campaign to increase understanding of the different processes, procedures, and college resources which will assist individuals with disabilities be successful at Saddleback.
- Work with city and county municipalities and transit authorities to increase ACCESS transportation to the college.

OBJECTIVE I.5

Conduct research of students with disabilities to more effectively target activities. Remove barriers that prevent students from learning about the college, applying, matriculating, or enrolling in the college and streamline these processes for individuals with disabilities. Develop outreach efforts targeted towards individuals with disabilities within the campus and community, in particular High School Seniors in our “feeder schools”.

STUDENT EQUITY PLAN SUMMARY

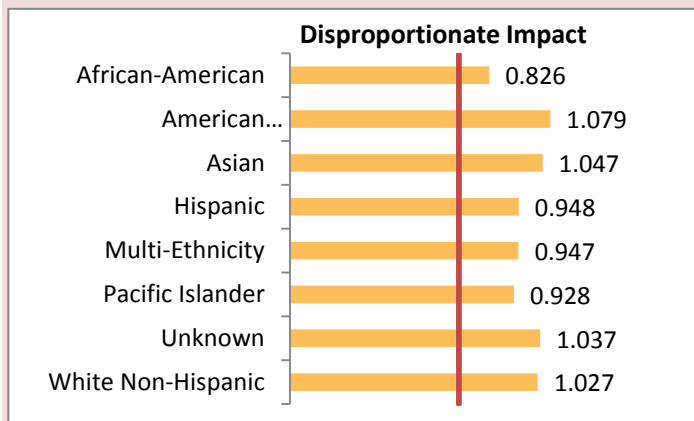
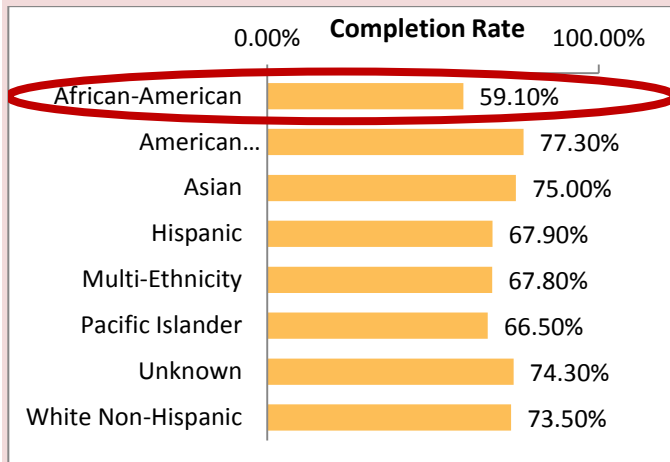
II. INDICATOR: COURSE COMPLETION (ETHNICITY)

THE PERCENTAGE OF STUDENTS, BY POPULATION GROUP, THAT SUCCESSFULLY COMPLETES A CREDIT COURSE.

CAMPUS BASED RESEARCH

ETHNICITY: MODERATE DISPROPORTIONATE IMPACT WAS INDICATED FOR AFRICAN-AMERICAN STUDENTS.

DATA ANALYSIS AND FINDINGS



RESOURCES

- Matriculation, Financial Aid, Outreach, DSPS, EOPS
- Learning Resource Center (LRC)
- Faculty Center for Student Success
- AVID for Higher Learning

ACTIVITIES PLANNED

Research

- Gather more data on the completion rates of African-American students and identify barriers for course completion.

Outreach

- Institute campus-wide Early Alert Program for faculty to use to help identify and refer high risk African-American students to support services on campus that lead to student success.
- Provide resources for college-wide professional development to train faculty and staff on how to assist African-American students with barriers that impede course completion.

Expansion of Services

- Working through the LRC, implement summer refresh program for English, reading and math assessment preparation. An estimated 500 students to complete program.
- Investigate the need for adding course prerequisites to degree applicable courses to encourage students to enroll in appropriate classes based on placement results in English, reading and math.

OBJECTIVE II.1

Saddleback College will work to ensure that the educational needs of African-American students have been researched and identified. That targeted outreach, training and other support programs have been identified and implemented to assist this population of students with the best possible learning environment that supports course completion.

FUNDING SOURCES

Stipend for SEP faculty chair for implementation and coordination of SEP plan (\$10,000 per semester): \$20,000
Stipend for five faculty SEP subgroup leads of \$3,000 each for annual SEP plan development (5 X \$3,000): \$15,000
Professional development opportunities (via AVID) for faculty on how to support African-American students to overcome specific barriers that impede course completion, often first-time generation college students: \$25,000
Faculty stipends and support materials for LRC tutoring targeted specifically at African-American students to overcome specific barriers that impede course completion for this community, often first-time generation college students: \$75,000
SEP Support Staff \$8,800.00

STUDENT EQUITY PLAN SUMMARY

III. INDICATOR: ESL AND BASIC SKILLS COMPLETION (ESL BY AGE)

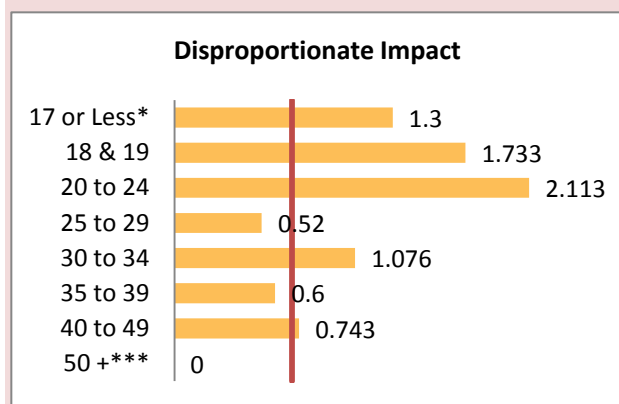
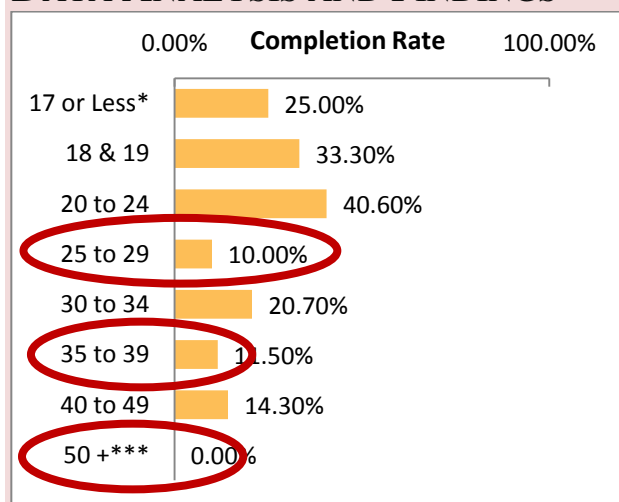
THE PERCENTAGE OF CREDIT STUDENTS WHO ATTEMPTED A COURSE DESIGNATED AT “LEVELS BELOW TRANSFER” IN ESL AND SUCCESSFULLY COMPLETED A COLLEGE-LEVEL ESL OR COLLEGE-LEVEL ENGLISH COURSE WITHIN SIX YEARS.

CAMPUS BASED RESEARCH

Basic Skills Improvement (BSI) for ESL by Age:

The data below indicates that students between the ages of 25-29, 35-39, and 50+ have the lowest completion rates. These students experience the greatest adverse impact when compared to the 40.6% completion rate of the highest performing subgroup, students 20-24 years of age.

DATA ANALYSIS AND FINDINGS



RESOURCES

- Learning Resource Center (LRC)
- Online tutoring platform
- Financial Aid, EOPS, CalWORKs, Counseling, Matriculation
- Faculty offering online office hours using an online platform
- AVID for Higher Education
- Career Services

ACTIVITIES PLANNED

Research

- Confirm whether students are taking ESL courses for primarily social rather than academic reasons.
- Determine their employment status and the number of hours employed per week. Investigate if students are applying for financial aid, and the type of aid they are applying for (e.g., BOG fee waiver, Pell Grant, work study, etc.).
- Investigate if students are entering the workforce immediately after attending Saddleback.
- Determine if they are taking only 30 units and leaving upon disqualification for further financial aid, or if they are taking one or two classes.
- Determine the percentage of students who are impacted by external commitments (e.g., family barriers and crises).

Outreach

- Educate employees about expanded services available (financial aid, tutoring, etc.) for students in the this age group
- Outreach to ESL classes to encourage use of services
- Financial Literacy workshops for interested students.
- Student Services ‘Fair’ tailored for older (25+ years) population in evening, designed to provide information on services available at Saddleback

Expansion of Services

- Consider developing a community education platform for students who just want to take a course for social reasons.
- Extend LRC tutoring hours (earlier before classes meet and later into the evening, from 7 am-9 pm) and begin Saturday

morning tutoring (9am-1 pm).

- Establish an online tutoring platform, and to extend the online tutoring platform to include instructor office hours.
- Establish a peer mentor program following the AVID model
- Connect with faculty from ESL to begin offering office hours online through this platform.
- Counselor and ESL instructor co-facilitate in-person ESL group advisement sessions.
- Consider alternate locations and times of ESL courses.
- Create a learning community with Advanced ESL courses and Counseling 160 course.
- Enhance Career and Job Placement Services to include developing resumes, cover letters, interviewing skills, internships, customer service skills, and other job training.

OBJECTIVE III.1

Increase Basic Skills Improvement (BSI) for students 25 years of age and older in ESL. Lessen disproportionate impact for these groups to the moderate disparity level (PI of .71-.85) by 2020.

FUNDING SOURCES

Extend tutoring hours (\$12 per hour x 4-5 tutors x 5 days a week + Saturdays/ Faculty Tutorial Specialists 8-9 OSH: \$12,000 per semester + Front desk staff \$10,000): \$67,016 (yearly cost)

Online tutoring & office hours platform: \$20,000 for unlimited user access

Peer Mentor Program with 15 cohorts: \$20,000 (entire academic year)

STUDENT EQUITY PLAN SUMMARY

III. INDICATOR: ESL AND BASIC SKILLS COMPLETION (ENGLISH BY AGE)

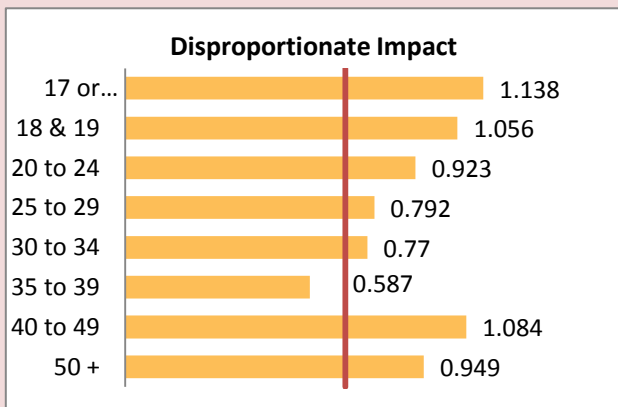
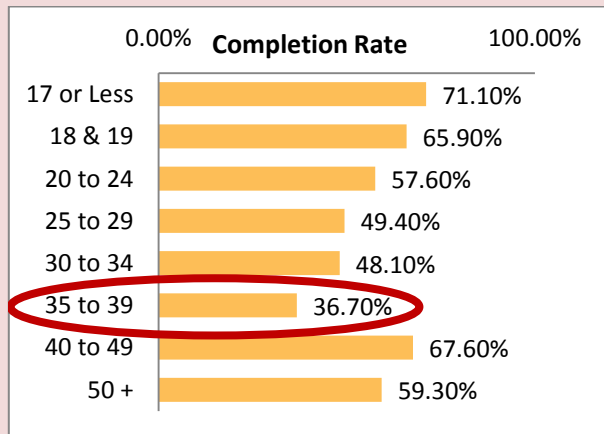
THE PERCENTAGE OF CREDIT STUDENTS WHO ATTEMPTED A COURSE DESIGNATED AT “LEVELS BELOW TRANSFER” IN ENGLISH AND SUCCESSFULLY COMPLETED A COLLEGE-LEVEL ENGLISH COURSE WITHIN SIX YEARS.

CAMPUS BASED RESEARCH

Basic Skills Improvement (BSI) for English by Age:

The data below indicates that students between the ages of 35-39 have the lowest completion rate in English. These students experience the greatest adverse impact when compared to the 71.1% completion rate of the highest performing subgroup, students 17 years of age and under.

DATA ANALYSIS AND FINDINGS



RESOURCES

- LRC (Learning Resource Center)
- Online tutoring platform
- Faculty offering online office hours using online platform
- AVID for Higher Education
- Counseling Services, DSPS

ACTIVITIES PLANNED

Research

- Determine the educational goals of the students in the identified group, as well as their employment status and the number of hours employed per week.
- Investigate if students are applying for financial aid, and the type of aid they are applying for (e.g., BOG fee waiver, Pell Grant, work study, etc.).
- Collect data on whether these students are completing the ESL sequence (visiting/temporary students may be taking classes for social reasons). Identify the desirability and availability of English courses offered in the evenings and on the weekends.
- Determine the percentage of students who are impacted by external commitments (e.g., family barriers and crises).

Outreach

- Educate employees about expanded services available (financial aid, tutoring, etc.) for students in the this age group
- Outreach to English classes to encourage use of services
- Financial Literacy workshops for interested students
- Student Services 'Fair' tailored for older (25+ years) population in evening, designed to provide information on services available at Saddleback

Expansion of Services

- Extend LRC tutoring hours (earlier before classes meet and later into the evening, from 7 am-9 pm) and begin Saturday morning tutoring (9am-1 pm).
- Establish an online tutoring platform, and to extend the online tutoring platform to include instructor office hours.

- Establish a peer mentor program following the AVID model
- Connect with faculty from ESL to begin offering office hours online through this platform.

OBJECTIVE III.2

Increase Basic Skills Improvement (BSI) for students 35-39 years of age in English. Lessen disproportionate impact for this group to the moderate disparity level (PI of .71-.85) by 2020.

FUNDING SOURCES

(same as previous)

STUDENT EQUITY PLAN SUMMARY

IV. INDICATOR: DEGREE AND CERTIFICATE COMPLETION

30-UNIT RATE: *THE PERCENTAGE OF FIRST TIME, DEGREE, CERTIFICATE AND/OR TRANSFER SEEKING FIRST-TIME STUDENTS WITH A MINIMUM OF SIX UNITS EARNED WHO ATTEMPTED ANY MATH OR ENGLISH IN THE FIRST THREE YEARS AND EARNED AT LEAST 30 UNITS IN THE CCC SYSTEM WITHIN SIX YEARS OF ENTRY.*

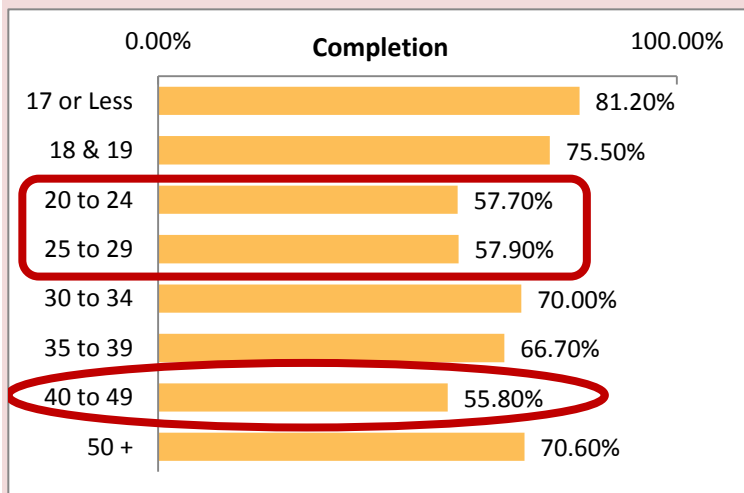
PERSISTENCE RATE: *THE PERCENTAGE OF FIRST TIME, DEGREE, CERTIFICATE AND/OR TRANSFER SEEKING FIRST-TIME STUDENTS WITH A MINIMUM OF SIX UNITS EARNED WHO ATTEMPTED ANY MATH OR ENGLISH IN THE FIRST THREE YEARS AND ENROLLED IN THE FIRST THREE CONSECUTIVE PRIMARY SEMESTER TERMS ANYWHERE IN THE CCC SYSTEM.*

STUDENT PROGRESS AND ATTAINMENT RATE (SPAR): *THE PERCENTAGE OF FIRST TIME, DEGREE, CERTIFICATE AND/OR TRANSFER SEEKING FIRST-TIME STUDENTS WITH A MINIMUM OF SIX UNITS EARNED WHO ATTEMPTED ANY MATH OR ENGLISH IN THE FIRST THREE YEARS AND ACHIEVED ANY OF THE FOLLOWING OUTCOMES WITHIN SIX YEARS OF ENTRY:*

- i. *EARNED AN AA/AS OR CREDIT CERTIFICATE (CHANCELLOR'S OFFICE APPROVED)*
- ii. *TRANSFERRED TO A FOUR-YEAR INSTITUTION (STUDENTS SHOWN TO HAVE ENROLLED AT ANY FOUR-YEAR INSTITUTION OF HIGHER EDUCATION AFTER ENROLLING AT A CCC)*
- iii. *ACHIEVED "TRANSFER PREPARED" (STUDENT SUCCESSFULLY COMPLETED 60 UC/CSU TRANSFERRABLE UNITS WITH A GPA ≥ 2.0)*

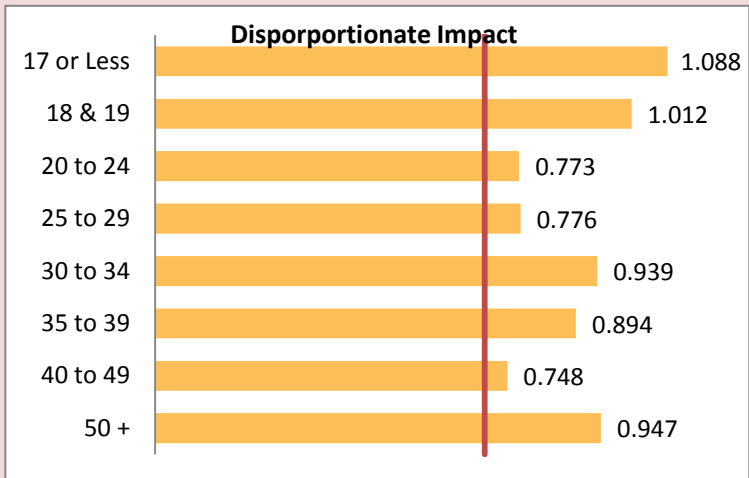
CAMPUS BASED RESEARCH

30-UNIT RATE: Moderate disparity was found for students who began college at 20 years of age or older, and particularly in the 20-29 year old Age Range, and the 40-49 year old range.

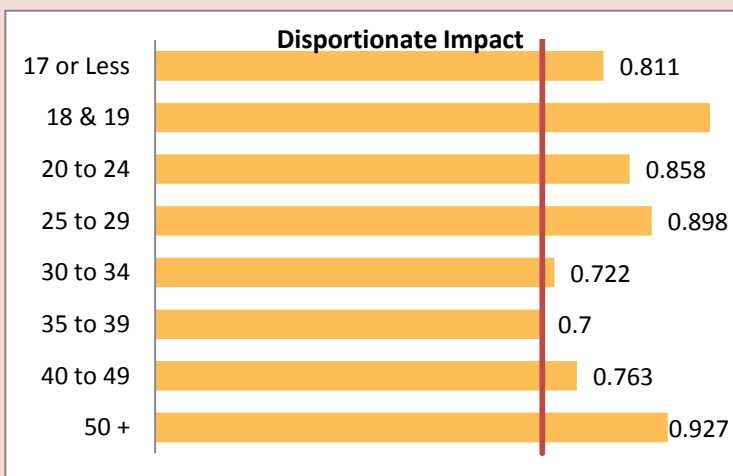
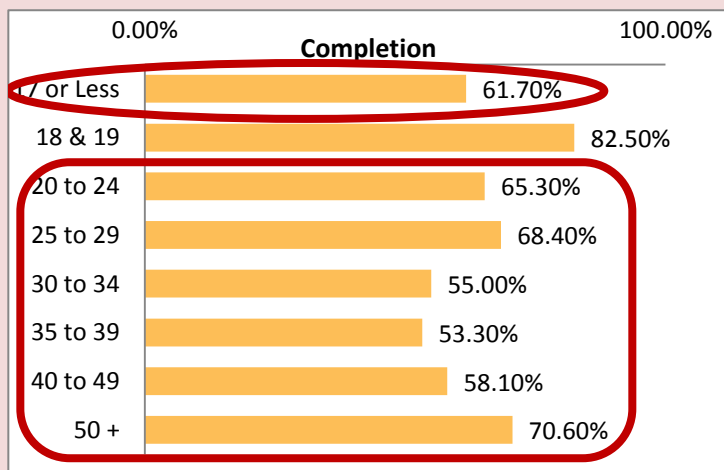


RESOURCES

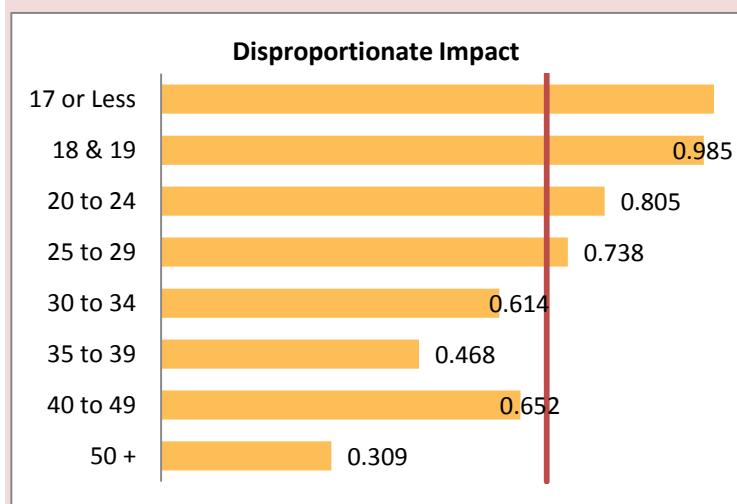
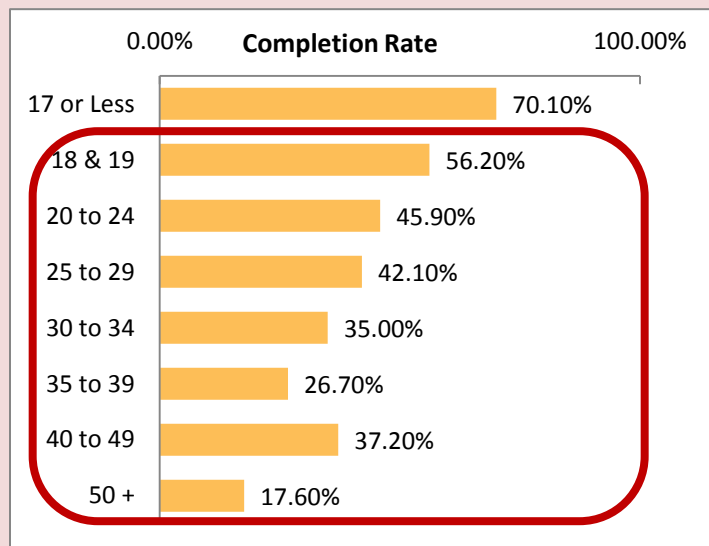
- Learning Resource Center (LRC)
- AVID for Higher Learning
- Financial Aid, DSPS, EOPS
- Career and Re-Entry Center
- Child Development Center
- Counseling Services Division
- Transfer, Career, and Special Programs



Persistence Rate: Moderate disparity was found for almost all age groups, with the exception of the 18 and 19 year olds.



Student Progress and Attainment Rate (SPAR): Major disparity was found for age groups after the age of 30. Moderate disparity was found for Hispanic students, disabled students, and 20-29 year olds.



ACTIVITIES PLANNED

RESEARCH

- Research the particular needs of students who start college for the first time one or more years after graduating from high school (“gap” students) such as financial needs, childcare needs, time constraints due to working schedules, etc.
- Investigate increasing Child Development Center subsidies for working students.
- Implement drop survey to provide information on why student are unsuccessful in completing their courses.
- Conduct research on the needs for and feasibility of evening, weekend, and/or online student services.
- Investigate the expansion of peer-led Supplemental Instruction programs targeted specifically at “gap” students, Hispanic students, and disabled students.

OUTREACH

- Implement a program to reach out to students who were disqualified or dropped out and never returned to the college.
- Create marketing materials, such as a brochure, aimed specifically at the “Transition to College” services available to “gap” students.
- Hold “Transition to College” workshops in the local communities, especially those with large Hispanic populations.
- Increase marketing in local communities (such as through the printed catalog and movie theatre ads) with the inclusion of student services information.
- Increase use of Student Ambassador program in local communities.
- Create an outreach program for pregnant students in local high schools.

EXPANSION OF SERVICES

- Re-envision the Reentry Center as the “Transition to College” Center.
- Create “Transition to College” activities modeled after the Freshman Advantage but targeted towards the “gap” students.
- Reinvigorate and expand Career Guidance services.
- Create alumni workshops series.
- Institute “drop intervention” services for students who

drop courses.

- Hold group counseling workshops for students who were disqualified or dropped out and never returned to college.
- Conduct “Reality Check” workshops to ensure that students are not overextending themselves.
- Using AVID model, create peer mentor program targeted specifically at “gap” students, Hispanic students, and disabled students.
- Increase publicity regarding financial aid services, especially to part-time students.
- Increase publicity of work study financial aid.

OBJECTIVES VI. 1, 2 &3

IV.1. Expand student services targeted to “gap” students (those students who took one or more years off after graduating high school before entering college for the first time) and extensively publicize these services.

IV.2. Institute peer mentor program for first-time college students geared towards the “gap” students (those students who took one or more years off after graduating high school before entering college for the first time), Hispanic students, and disabled students.

IV.3. Expand outreach efforts to the community in an effort to target “gap” students and Hispanic students and make them aware of the services available to them.

FUNDING SOURCES

Drop Survey IT programming and implementation: \$20,000

“Transition to College” program for “gap” students modeled after Freshman Advantage program expenses: \$50,000

“Transition to College” outreach: \$20,000

“Transition to College” marketing services and materials: \$10,000

SEP Outreach \$5,000

New signs and “Transition to College” Center materials: \$5,000

SEP Marketing services and promotional materials (Outreach, Financial Aid, Counseling, etc.): \$25,000

Peer mentors (program based on AVID model targeting “gap” students, Hispanic students, and disabled students): \$20,000

Counseling OSH for “Reality Check” workshops and Stop-Out workshops: \$10,000

STUDENT EQUITY PLAN SUMMARY

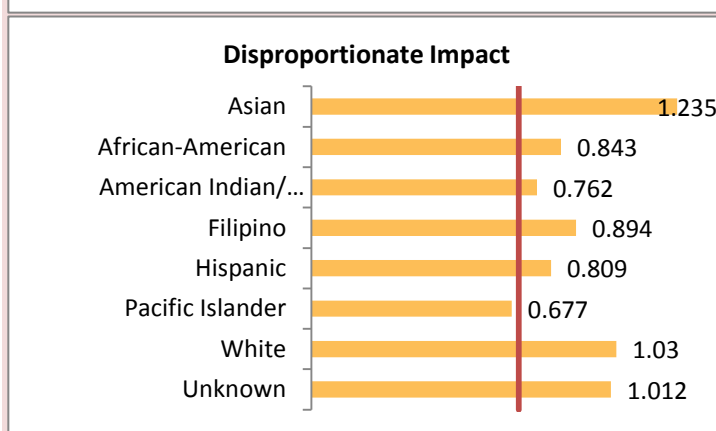
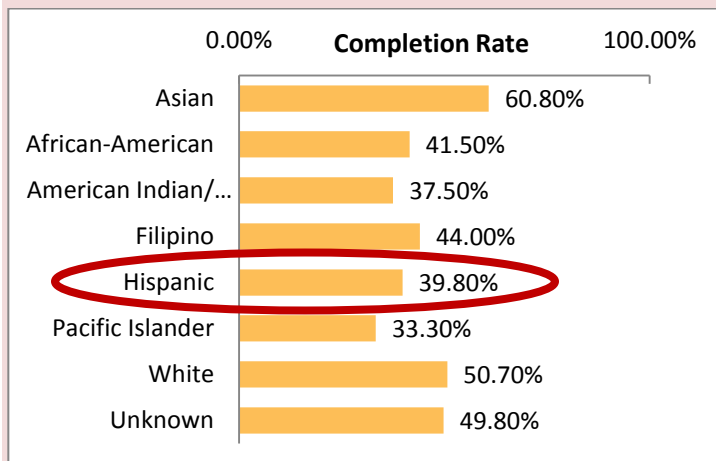
V. INDICATOR: TRANSFER (ETHNICITY)

RATIO OF THE NUMBER OF STUDENTS BY POPULATION GROUP WHO COMPLETE A MINIMUM OF 12 UNITS AND HAVE ATTEMPTED A TRANSFER LEVEL COURSE IN MATHEMATICS OR ENGLISH TO THE NUMBER OF STUDENTS WHO ACTUALLY TRANSFER AFTER ONE OR MORE (UP TO SIX) YEARS.

CAMPUS BASED RESEARCH

Ethnicity: Moderate disparity for African- American and Hispanic students. There is a large cohort of Hispanic students (314) experiencing disproportionate impact.

DATA ANALYSIS AND FINDINGS



RESOURCES

- PASS Program for athletes (LRC & Athletics)
- Counseling Center, Transfer Center

ACTIVITIES PLANNED

Research

- Gather demographic information of students in the Hispanic student cohort (age, financial aid status, first-generation status, and employment) in order to determine how to best serve this student population.
- Determine the ethnic breakdown of students in athletic programs at Saddleback College.

Outreach

- Outreach to locate motivated students who can serve as mentors to students who are struggling with meeting the requirements for transfer.

Expansion of Services

- Student-to-Student mentoring programs (VOLUNTEERS).
- Student Success Coaches (PAID) in the LRC for athletes and other students in need of assistance (Case Manager-Non Counseling Position).
- Transfer Services for students of color

OBJECTIVE V.1

Students of all ethnicities showing behavioral intent to transfer will be given opportunities to meet their goals.

FUNDING SOURCES

Mentors (\$300 book vouchers each semester x 20 mentors= \$6,000 per semester x 2= \$12,000); Student Success Coaches (\$28,000 per year x 3= \$ 84,000).

STUDENT EQUITY PLAN SUMMARY

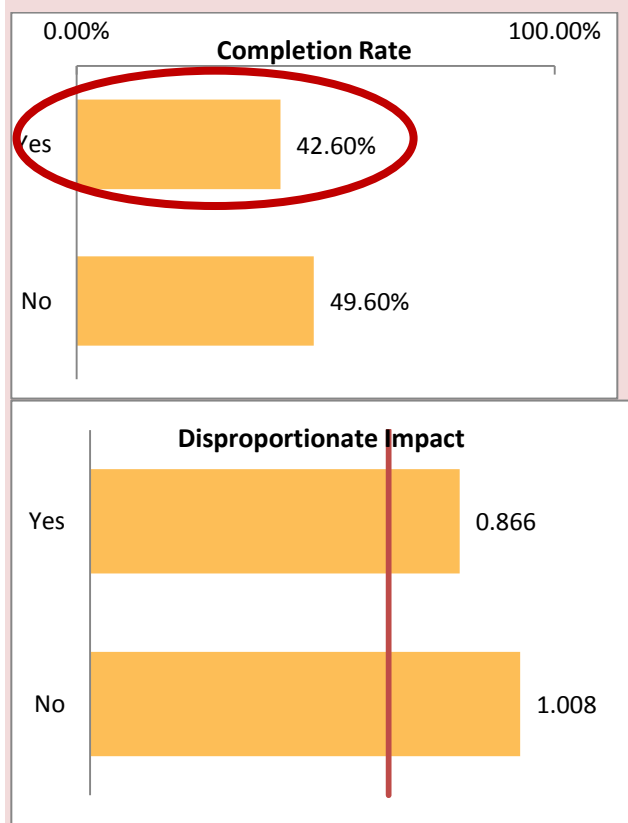
V. INDICATOR: TRANSFER (DISABILITY STATUS)

RATIO OF THE NUMBER OF STUDENTS BY POPULATION GROUP WHO COMPLETE A MINIMUM OF 12 UNITS AND HAVE ATTEMPTED A TRANSFER LEVEL COURSE IN MATHEMATICS OR ENGLISH TO THE NUMBER OF STUDENTS WHO ACTUALLY TRANSFER AFTER ONE OR MORE (UP TO SIX) YEARS.

CAMPUS BASED RESEARCH

Disability Status: Moderate disparity among students who are disabled. There is a growing number of students with disabilities at Saddleback College with a 55% increase from 2003-04 to 2007-08.

DATA ANALYSIS AND FINDINGS



RESOURCES

- DSPS, Counseling, Transfer, Learning Resource Center

ACTIVITIES PLANNED

RESEARCH

- Determine if there are specific academic areas with a higher need for accommodated testing services.
- Determine transfer options for students with disabilities (e.g. disability friendly campuses, alternative course replacements)

OUTREACH

- No recommendations at this time

EXPANSION OF SERVICES

- Increase the awareness of invisible disabilities on campus by offering professional development and training for the Saddleback College community (e.g. how to counsel a student with a Traumatic Brain Injury, how to reach students with Autism in the classroom).

OBJECTIVE V.2

Students with disabilities would experience a safe environment at Saddleback College and have opportunities to continue their education at a four-year institution.

FUNDING SOURCES

Professional Development aimed at improving service to DSPS student populations: \$5,000

Campus-Based Research

Student Equity Plan: Disproportionate Impact Tables

Executive Summary:

In November 2002, the Board of Governors (BOG) adopted the recommendations of the Task Force on Equity and Diversity to implement title 5 regulations requiring colleges to develop a Student Equity Plan. Regulations require that the plan must address increasing access, course completion, English as a Second Language (ESL) and basic skills completion, degrees and certificates, and transfer, for at a minimum, the following student population groups who may be disproportionately impacted by college practices, programs or services: American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks, Hispanics, Whites, men, women, and persons with disabilities.

In Spring 2014, a taskforce was developed to examine student equity at Saddleback College. The student equity plan focuses on promoting student success for all students, regardless of race, gender, age, disability, or economic circumstances. The intention of student equity is to conduct research to determine if all student subgroups are achieving success and to develop goals and activities to address any disparities. Based on Title 5 requirements, colleges have been directed to do an evaluation of the student equity plan's five student success indicators (Access, Transfer, ESL and Basic Skills Completion, Course Completion, and Degree/Certificate Completion) to assess whether there is a disproportionate impact among certain sub populations.

Disproportionate impact (DI) occurs when “the percentage of persons from a particular racial, ethnic, gender, age or disability group who are directed to a particular service or placement based on an assessment instrument, method, or procedure is significantly different from the representation of that group in the population of persons being assessed, and that discrepancy is not justified by empirical evidence demonstrating that the assessment instrument, method or procedure is a valid and reliable predictor of performance in the relevant educational setting.” [Title 5 Section 55502(d)] Simply, DI identifies any performance gaps for targeted populations so that goals can be developed to provide opportunities in the future to those students.

In order to assess disproportionate impact, a Proportionality Index was used (PI). The proportionality methodology compares the percentage of a disaggregated subgroup in an initial cohort to its own percentage in the resultant outcome group. The formula for proportionality is the percentage in the outcome group divided by the percentage in the original cohort (Completed Percentage/Cohort Percentage). The following table displays the interpretations of the PI ratios:

Proportionality Index (PI)	Interpretation
1.0	Proportions of subgroups are equal.
Less Than 1.0	Subgroup is less prevalent in the outcome group.
More Than 1.0	Subgroup is more prevalent in the outcome group.

A ratio of 1.0 indicates that a subgroup is present in both conditions at the same rate. A ratio of less than 1.0 indicates that the subgroup is less prevalent in the outcome than the cohort. According to the Center for Urban Education – a center housed at University of Southern California (USC) that leads research and develops tools needed for institutions to produce equity in student outcomes - subgroups that have a ratio less than .70 show that there is a major disparity among the population. Subgroups with a PI of .71-.85 can be considered to have

moderate disparities while those between **.86-.99** are mild or slight (the three levels of PI have been color coded in the data tables - **Red** =Major, **Olive Green** =Moderate, **Orange**=Mild). Conversely, a ratio greater than 1.0 indicates that the subgroup is more prevalent in the outcome than the cohort. The higher the proportionality, the higher the rate at which a subgroup has attained a desired educational outcome; the lower the proportionality index the lower the attainment rate.

Findings:

Overall, Saddleback College has been fairly equitable across the five student success indicators. The majority of the disparities within the indicators were observed within the age groups and ethnicities. Specifically, results indicated that students **over the age of 35** exhibited the most moderate (PI= .71-.85) to major (PI = \leq .70) disproportionate impact as did the **American-Indian/Alaskan Native, Hispanic and Pacific Islander populations**. The Office of Research, Planning and Accreditation gathered much of the data used in Saddleback College's Student Equity Plan from the California Community College Chancellor's Office, Management Information Systems (Data Mart and Data on Demand). Data procedures provided by the State were followed closely to ensure consistency and reliability. The following information represents findings for each indicator on **major** disparities within the population for the most recent term/year:

- 1) **Course Completion:** The percentage of students, by population group, that successfully complete a credit course. Successful course completion means the completion of a credit course for which a student receives a recorded grade of A, B, C, Pass, IA, IB, IC, Incomplete Pass. This indicator only displays gender, age and ethnicity tables based on the limitations of the Data Mart report.
 - The results for Fall 2013 indicated that there was no major disparity among the populations.
- 2) **ESL and Basic Skills Completion:** This indicator is comprised of three metrics: ESL Completion, Remedial English Completion, and Remedial Math Completion.
 - ESL: The percentage of credit students who attempted a course designated at "levels below transfer" in ESL and successfully completed a college-level ESL or college-level English course within six years.
 - Remedial English: The percentage of credit students who attempted a course designated at "levels below transfer" in English and successfully completed a college-level course in English within six years.
 - Remedial Math: The percentage of credit students who attempted a course designated at "levels below transfer" in Math and successfully completed a college-level course in Math within six years.
 - For ESL Completion, the results for the 2007-08 cohort year indicated that there were major disparities among **25-29, 35-39, and 50+** age groups and among the **Hispanic** populations.
 - For Remedial English, the results for the 2007-08 cohort year indicated that there was major disparity among the **35-39** age group.
 - For Remedial Math, the results for the 2007-08 cohort year indicated that there were major disparities among the **American Indian/Alaskan Native, Filipino and Pacific Islander** populations.

- 3) Degree and Certificate Completion: This indicator is comprised of three metrics: 30-Unit Rate, Persistence Rate and Student Progress and Attainment Rate (SPAR).
- 30-Unit Rate: The percentage of first-time, degree, certificate and/or transfer seeking students with minimum of 6 units earned who attempted any Math or English in the first three years and earned at least 30 units in the CCC system within six years of entry
 - Persistence Rate: The percentage of first-time, degree, certificate and/or transfer seeking students with minimum of 6 units earned who attempted any Math or English in the first three years and enroll in first three consecutive primary semester terms anywhere in the CCC system
 - Student Progress and Attainment Rate (SPAR): The percentage of first-time, degree, certificate and/or transfer seeking students with minimum of 6 units earned who attempted any Math or English in the first three years and achieved any of the following outcomes within six years of entry:
 - i. Earned AA/AS or credit Certificate (Chancellor's Office approved)
 - ii. Transfer to four-year institution (students shown to have enrolled at any four-year institution of higher education after enrolling at a CCC)
 - iii. Achieved "Transfer Prepared" (student successfully completed 60 UC/CSU transferable units with a GPA ≥ 2.0)
- For 30-Unit Rate, the results for the 2007-08 cohort year indicated that there were no major disparities among the populations.
 - For Persistence Rate, the results for the 2007-08 cohort year indicated that there was major disparity among the **35-39** age group.
 - For SPAR, the results for the 2007-08 cohort year indicated that there was major disparity among **30-50+** age groups and among the **American-Indian/Alaskan Native** and **Pacific Islander** populations.
- 4) Transfer: Of first-time college students who have shown "behavioral intent to transfer," the percentage of students who transfer to a four-year institution six years after initial enrollment. "Behavioral intent to transfer" refers to students who have completed twelve credit units and attempted transfer-level math or English within six years of entry into the system.
- The results for the 2007-08 cohort year indicated that there was major disproportionate impact among **35-39** and **50+** age groups, the **Pacific Islander** population and students who are in the **CalWorks program**.
- 5) Access: The percentage of each population group that is enrolled compared to that group's representation in the adult population within the community served.
- The results for 2012-13 indicated that there was major disproportionate impact for those students who are **35 years or older** in age and for students who are **economically disadvantaged**.

For purposes of the Student Equity Plan data procedures, DI only needs to be reported for the most current term/year. Therefore, any synthesis made about the following tables should only be reflective of the most recent term/year.

[Type text]

Access

Table 39. Access by Gender

	2008-09	2009-10	2010-11	2011-12	2012-13
	PI	PI	PI	PI	PI
Female	1.151	1.131	1.122	1.124	1.121
Male	0.822	0.842	0.842	0.836	0.836
Total					

-For 2012-13, the results indicated that there was slight disparity among male students in terms of Access.

Table 40. Access by Age

	2008-09	2009-10	2010-11	2011-12	2012-13
	PI	PI	PI	PI	PI
19 and Less	0.910	0.920	0.897	0.906	0.910
20 to 24	4.792	5.070	5.511	5.548	5.646
25 to 29	1.769	1.835	1.957	1.927	1.901
30 to 34	0.935	0.922	0.993	0.997	0.995
35 to 39	0.613	0.601	0.531	0.512	0.516
40 to 49	0.464	0.456	0.439	0.428	0.389
50 +	0.717	0.666	0.610	0.609	0.614

-For 2012-13, the results indicated that there was major disparity among students who were over the age of 35 years old in terms of Access. There was also slight disparity among ages 19 or less and 30-34.

Table 41. Access by Ethnicity

	2008-09	2009-10	2010-11	2011-12	2012-13
	PI	PI	PI	PI	PI
African-American	1.464	1.422	1.590	1.709	1.676
American Indian/Alaskan Native	3.294	2.209	1.693	1.434	1.269
Asian	1.361	1.361	1.405	1.371	1.461
Filipino	1.025	0.986	0.945	0.980	1.028
Hispanic	0.740	0.859	0.976	1.066	1.142
Pacific Islander	5.411	4.022	2.881	2.617	1.872
Unknown	18.325	14.880	15.364	13.580	11.335
White Non-Hispanic	0.973	0.937	0.890	0.870	0.847
Mixed Ethnicity	0.013	0.719	1.063	1.258	1.420

-For 2012-13, the results indicated that there was moderate disparity among the White, Non-Hispanic population in terms of Access.

Table 42. Access by Disability Status

	2008-09	2009-10	2010-11	2011-12	2012-13
	PI	PI	PI	PI	PI
Yes	0.667	0.681	0.764	0.736	0.750
No	1.026	1.025	1.018	1.020	1.019

-For 2012-13, the results indicated that there was moderate disparity among students who are disabled in terms of Access.

Table 43. Access by Economically Disadvantaged Status

	2008-09	2009-10	2010-11	2011-12	2012-13
	PI	PI	PI	PI	PI
Yes	0.087	0.070	0.070	0.081	0.070
No	1.190	1.193	1.193	1.191	1.193

-For 2012-13, the results indicated that there was major disparity for those students who are economically disadvantaged in terms of Access.

Course Completion

Table 1. Course Completion by Gender

	Fall 2009		Fall 2010		Fall 2011		Fall 2012		Fall 2013	
	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)
Female	1.016	66.9%	1.031	73.1%	1.034	73.6%	1.028	74.6%	1.029	73.7%
Male	0.979	64.5%	0.964	68.4%	0.962	68.4%	0.968	70.2%	0.969	69.4%
Unknown	1.100	72.4%	1.044	74.0%	1.068	76.0%	1.060	76.9%	0.989	70.9%
Total		65.8%		70.9%		71.2%		72.5%		71.6%

-For Fall 2013, the results indicated that there was a slight disparity among the male and unknown students in terms of course completion.

Table 2. Course Completion by Age Group

	Fall 2009		Fall 2010		Fall 2011		Fall 2012		Fall 2013	
	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)
17 or Less	1.110	73.1%	1.116	79.2%	1.035	73.7%	1.061	77.0%	1.104	79.0%
18 & 19	1.024	67.4%	0.985	69.8%	1.006	71.6%	0.993	72.0%	1.004	71.9%
20 to 24	0.947	62.3%	0.950	67.4%	0.956	68.0%	0.965	70.0%	0.969	69.4%
25 to 29	0.967	63.6%	0.988	70.1%	0.985	70.1%	0.995	72.2%	0.976	69.9%
30 to 34	0.996	65.5%	1.035	73.4%	1.007	71.6%	1.030	74.7%	1.033	74.0%
35 to 39	1.030	67.8%	1.063	75.4%	1.051	74.8%	1.057	76.7%	1.033	74.0%
40 to 49	1.060	69.8%	1.085	77.0%	1.098	78.1%	1.085	78.7%	1.082	77.5%
50 +	1.106	72.8%	1.188	84.3%	1.143	81.3%	1.123	81.5%	1.084	77.7%
Unknown	1.063	70.0%	1.410	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Total		65.8%		70.9%		71.2%		72.5%		71.6%

-For Fall 2013, the results indicated that there was a slight disparity among the 20-24 and 25-29 year olds in terms of course completion.

Table 3. Course Completion by Ethnicity

	Fall 2009		Fall 2010		Fall 2011		Fall 2012		Fall 2013	
	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)
African-American	0.834	54.9%	0.828	58.7%	0.806	57.4%	0.829	60.1%	0.826	59.1%
American Indian/Alaskan Native	0.925	60.9%	0.981	69.6%	0.884	62.9%	0.991	71.9%	1.079	77.3%
Asian	1.046	68.8%	1.053	74.7%	1.058	75.3%	1.069	77.6%	1.047	75.0%
Hispanic	0.952	62.7%	0.936	66.4%	0.950	67.6%	0.932	67.6%	0.948	67.9%
Multi-Ethnicity	0.948	62.4%	0.953	67.6%	0.952	67.7%	0.981	71.2%	0.947	67.8%
Pacific Islander	1.006	66.2%	0.950	67.4%	0.819	58.3%	0.923	66.9%	0.928	66.5%
Unknown	0.883	58.1%	1.045	74.2%	1.048	74.6%	1.051	76.2%	1.037	74.3%
White Non-Hispanic	1.019	67.0%	1.017	72.1%	1.020	72.6%	1.024	74.3%	1.027	73.5%
Total		65.8%		70.9%		71.2%		72.5%		71.6%

-For Fall 2013, the results indicated that there was moderate disparity among the African-American population in terms of course completion. The Hispanic, Pacific Islander and multi-ethnic populations also resulted in mild disparities.

ESL and Basic Skills Completion

Basic Skills Improvement for ESL

Table 4. BSI-ESL Disproportionate Impact by Gender

	2003-04		2004-05		2005-06		2006-07		2007-08	
	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)
Female	1.059	19.8%	1.074	14.4%	0.886	16.4%	0.978	17.3%	0.980	18.9%
Male	0.860	16.1%	0.865	11.6%	1.239	23.0%	1.085	19.1%	1.058	20.3%
Total		18.7%		13.4%		18.5%		17.6%		19.2%

-For 2007-08, the results indicated that there was a slight disparity in the female population in terms of basic skills improvement for ESL.

Table 5. BSI-ESL Disproportionate Impact by Age Group

	2003-04		2004-05		2005-06		2006-07		2007-08	
	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)
17 or Less*	2.673	50.0%	3.736	50.0%	2.700	50.0%	2.833	50.0%	1.300	25.0%
18 & 19	2.092	39.1%	3.113	41.7%	1.964	36.4%	1.667	29.4%	1.733	33.3%
20 to 24	2.187	40.9%	1.551	20.8%	2.700	50.0%	1.813	32.0%	2.113	40.6%
25 to 29	0.844	15.8%	0.830	11.1%	0.982	18.2%	1.259	22.2%	0.520	10.0%
30 to 34	0.668	12.5%	0.498	6.7%	0.470	8.7%	0.548	9.7%	1.076	20.7%
35 to 39	0.985	18.4%	1.031	13.8%	0.600	11.1%	1.259	22.2%	0.600	11.5%
40 to 49	0.605	11.3%	1.051	14.1%	0.000	0.0%	0.482	8.5%	0.743	14.3%
50 +***	0.223	4.2%	0.000	0.0%	0.000	0.0%	0.567	10.0%	0.000	0.0%
Total		18.7%		13.4%		18.5%		17.6%		19.2%

-For 2007-08, the results indicated that there was major disparity between 25-29, 35-39, and 50+ age groups. There is also a moderate disparity among the 40-49 year old population.

*The sample size for this category was less than 10 students for 2007-08.

***There were zero completers in this category for 2007-08.

Table 6. BSI-ESL Disproportionate Impact by Ethnicity

	2003-04		2004-05		2005-06		2006-07		2007-08	
	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)
Asian	1.465	27.4%	2.051	27.5%	0.614	11.4%	1.308	23.1%	1.451	27.9%
African-American**	2.673	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.000	0.0%
American Indian/ Alaskan Native**	N/A	N/A	0.000	0.0%	0.000	0.0%	0.000	0.0%	0.000	0.0%
Filipino*	2.673	50.0%	0.000	0.0%	0.000	0.0%	0.000	0.0%	1.733	33.3%
Hispanic	0.457	8.5%	0.251	3.4%	0.592	11.0%	0.507	9.0%	0.433	8.3%
Pacific Islander	N/A	N/A	7.472	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
White	1.400	26.2%	1.513	20.3%	1.416	26.2%	1.447	25.5%	1.079	20.8%
Unknown	0.334	6.3%	0.498	6.7%	3.600	66.7%	1.214	21.4%	1.642	31.6%
Total		18.7%		13.4%		18.5%		17.6%		19.2%

-For 2007-08, the results indicated that there was a major disproportionate impact among the Hispanic population in terms of basic skills improvement for ESL. Although the African-Americans and American Indian/Alaskan Natives populations show disparity, the cohort sizes were extremely small making it difficult to generalize for those categories.

*The sample size for this category was less than 10 students for 2007-08.

** The sample size for this category was less than 10 students **and** there were zero completions in this category for 2007-08.

Table 7. BSI-ESL Disproportionate Impact by Disability Status

	2003-04		2004-05		2005-06		2006-07		2007-08	
	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)
Yes**	2.138	40.0%	0.000	0.0%	0.000	0.0%	2.429	42.9%	0.000	0.0%
No	0.980	18.3%	1.027	13.7%	1.022	18.9%	0.944	16.7%	1.040	20.0%
Total		18.7%		13.4%		18.5%		17.6%		19.2%

-For 2007-08, although there was a major disparity for students with disabilities, the cohort size was too small to generalize for this category.

The sample size for this category was less than 10 students **and there were zero completions for 2007-08.

Table 8. BSI-ESL Disproportionate Impact by Economically Disadvantaged Status

	2003-04		2004-05		2005-06		2006-07		2007-08	
	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)
Yes	1.882	35.2%	2.242	30.0%	2.430	45.0%	1.453	25.6%	1.418	27.3%
No	0.719	13.5%	0.717	9.6%	0.616	11.4%	0.881	15.5%	0.867	16.7%
Total		18.7%		13.4%		18.5%		17.6%		19.2%

-For 2007-08, the results indicated that there was moderate disparity among students who are not economically disadvantaged in terms of basic skills improvement for ESL.

Basic Skills Improvement for English

Table 9. BSI-English Disproportionate Impact by Gender

	2003-04		2004-05		2005-06		2006-07		2007-08	
	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)
Female	1.046	69.0%	1.051	69.1%	1.008	67.2%	1.008	66.2%	1.076	67.2%
Male	0.952	62.8%	0.951	62.6%	0.992	66.1%	0.990	65.0%	0.934	58.3%
Unknown*	1.515	100.0%	1.520	100.0%	N/A	N/A	1.523	100.0%	0.801	50.0%
Total		66.0%		65.8%		66.7%		65.7%		62.4%

-For 2007-08, the results indicated that there was slight disparity among male students in terms of basic skills improvement. There was also moderate disparity among the unknown, the sample size is too small to generalize.

*The sample size for this category was less than 10 for 2007-08.

Table 10. BSI-English Disproportionate Impact by Age Group

	2003-04		2004-05		2005-06		2006-07		2007-08	
	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)
17 or Less	1.118	73.8%	1.247	82.0%	1.075	71.7%	1.007	66.1%	1.138	71.1%
18 & 19	1.115	73.6%	1.088	71.6%	1.088	72.5%	1.072	70.4%	1.056	65.9%
20 to 24	0.851	56.2%	0.882	58.0%	0.864	57.6%	0.897	58.9%	0.923	57.6%
25 to 29	0.853	56.3%	0.829	54.5%	0.945	63.0%	0.921	60.5%	0.792	49.4%
30 to 34	0.850	56.1%	0.776	51.0%	0.825	55.0%	0.831	54.5%	0.770	48.1%
35 to 39	0.778	51.4%	0.652	42.9%	0.767	51.1%	0.653	42.9%	0.587	36.7%
40 to 49	0.757	50.0%	0.950	62.5%	0.593	39.5%	0.943	61.9%	1.084	67.6%
50 +	0.606	40.0%	0.507	33.3%	0.714	47.6%	0.812	53.3%	0.949	59.3%
Total		66.0%		65.8%		66.7%		65.7%		62.4%

-For 2007-08, the results indicated that there was major disparity among the 35-39 age group in terms of basic skills improvement for English. There appears to be moderate disparity among students 25-34 years old and the 50+ group.

Table 11. BSI-English Disproportionate Impact by Ethnicity

	2003-04		2004-05		2005-06		2006-07		2007-08	
	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)
Asian	1.087	71.7%	1.063	69.9%	1.162	77.5%	1.129	74.1%	1.082	67.5%
African-American	0.870	57.4%	1.000	65.8%	0.764	50.9%	1.015	66.7%	0.988	61.7%
American Indian/ Alaskan										
Native	1.515	100.0%	0.760	50.0%	0.917	61.1%	0.846	55.6%	0.748	46.7%
Filipino	0.998	65.9%	1.115	73.3%	1.077	71.8%	1.105	72.5%	1.068	66.7%
Hispanic	0.834	55.0%	0.873	57.4%	0.985	65.7%	0.937	61.5%	0.879	54.9%
Pacific Islander	0.202	13.3%	1.520	100.0%	0.882	58.8%	0.685	45.0%	0.721	45.0%
White	1.069	70.6%	1.015	66.8%	1.012	67.5%	0.989	65.0%	1.030	64.3%
Unknown	0.921	60.8%	1.043	68.6%	0.860	57.3%	1.122	73.7%	1.028	64.2%
Total		66.0%		65.8%		66.7%		65.7%		62.4%

-For 2007-08, the results indicated that there was moderate disparity among the American Indian/Alaskan Natives and the Pacific Islanders in terms of basic skills improvement for English. There is also a mild disparity among the African-American and Hispanic populations.

Table 12. BSI-English Disproportionate Impact by Disability Status

	2003-04		2004-05		2005-06		2006-07		2007-08	
	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)
Yes	1.001	66.1%	1.043	68.6%	0.929	61.9%	1.088	71.4%	1.160	72.4%
No	1.000	66.0%	0.996	65.5%	1.007	67.1%	0.992	65.1%	0.984	61.4%
Total		66.0%		65.8%		66.7%		65.7%		62.4%

-For 2007-08, the results indicated that there was slight disparity among students who do not have a disability in terms of basic skills improvement for English.

Table 13. BSI-English Disproportionate Impact by Economically Disadvantaged Status

	2003-04		2004-05		2005-06		2006-07		2007-08	
	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)
Yes	0.997	65.8%	0.921	60.6%	1.032	68.8%	0.996	65.4%	0.996	62.2%
No	1.001	66.1%	1.024	67.4%	0.992	66.1%	1.001	65.7%	1.001	62.5%
Total		66.0%		65.8%		66.7%		65.7%		62.4%

-For 2007-08, the results indicated that there was slight disparity among students who are economically disadvantaged in terms of basic skills improvement for English.

Basic Skills Improvement for Math

Table 14. BSI-Math Disproportionate Impact by Gender

	2003-04		2004-05		2005-06		2006-07		2007-08	
	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)
Female	1.043	40.1%	1.054	40.3%	1.097	42.8%	1.054	41.5%	1.096	44.3%

Male	0.930	35.7%	0.920	35.2%	0.882	34.4%	0.921	36.3%	0.876	35.4%
Unknown**	2.601	100.0%	0.000	0.0%	0.000	0.0%	2.541	100.0%	0.000	0.0%
Total		38.4%		38.3%		39.0%		39.4%		40.4%

-For 2007-08, the results indicated that there was slight disparity among male students in terms of basic skills improvement for Math. Although, there was a major disparity for the “Unknown” category, the cohort was too small to generalize.

The sample size for this category was less than 10 **and there were zero completers for 2007-08.

Table 15. BSI-Math Disproportionate Impact by Age Group

	2003-04		2004-05		2005-06		2006-07		2007-08	
	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)
17 or Less	1.301	50.0%	1.022	39.1%	1.357	52.9%	1.164	45.8%	0.791	32.0%
18 & 19	1.005	38.6%	1.180	45.2%	1.049	40.9%	0.907	35.7%	1.011	40.9%
20 to 24	0.926	35.6%	0.833	31.9%	0.881	34.4%	1.025	40.4%	0.905	36.6%
25 to 29	1.032	39.7%	0.860	32.9%	1.061	41.4%	1.270	50.0%	1.034	41.8%
30 to 34	1.330	51.1%	1.089	41.7%	0.877	34.2%	0.953	37.5%	0.724	29.3%
35 to 39	1.091	41.9%	0.849	32.5%	1.318	51.4%	0.717	28.2%	1.305	52.8%
40 to 49	0.638	24.5%	1.038	39.7%	0.889	34.7%	1.411	55.6%	1.124	45.5%
50 +	1.409	54.2%	0.402	15.4%	0.699	27.3%	0.907	35.7%	1.465	59.3%
Total		38.4%		38.3%		39.0%		39.4%		40.4%

-For 2007-08, the results indicated that there was moderate disparity among the 17 or less and 30-34 age groups in terms of basic skills improvement for Math. There was also slight disparity among the 20-24 year olds.

Table 16. BSI-Math Disproportionate Impact by Ethnicity

	2003-04		2004-05		2005-06		2006-07		2007-08	
	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)
Asian	0.958	36.8%	1.568	60.0%	1.349	52.6%	1.155	45.5%	1.554	62.9%
African-American	0.612	23.5%	0.845	32.4%	0.460	17.9%	0.762	30.0%	0.907	36.7%
American Indian/ Alaskan										
Native	2.081	80.0%	0.000	0.0%	1.121	43.8%	0.847	33.3%	0.495	20.0%
Filipino	1.734	66.7%	1.359	52.0%	1.410	55.0%	1.524	60.0%	0.323	13.0%
Hispanic	0.891	34.3%	0.759	29.0%	1.025	40.0%	1.099	43.2%	0.941	38.0%

Pacific Islander	0.434	16.7%	1.161	44.4%	1.282	50.0%	0.282	11.1%	0.190	7.7%
White	1.020	39.2%	1.057	40.4%	0.993	38.7%	0.939	36.9%	1.035	41.9%
Unknown	1.145	44.0%	0.933	35.7%	1.025	40.0%	1.247	49.1%	1.106	44.7%
Total		38.4%		38.3%		39.0%		39.4%		40.4%

-For 2007-08, the results indicated that there were major disproportionate impact among the American Indian/Alaskan Native, Filipino and Pacific Islander populations in terms of basic skills improvement for Math. There is also a slight disparity among the African-American and Hispanic populations.

Table 17. BSI-Math Disproportionate Impact by Disability Status

	2003-04		2004-05		2005-06		2006-07		2007-08	
	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)
Yes	1.010	38.8%	1.027	39.3%	0.925	36.1%	1.270	50.0%	1.099	44.4%
No	0.999	38.4%	0.996	38.1%	1.010	39.4%	0.966	38.0%	0.987	39.9%
Total		38.4%		38.3%		39.0%		39.4%		40.4%

-For 2007-08, the results indicated that there was slight disparity among students who are not disabled in terms of basic skills improvement for Math.

Table 18. BSI-Math Disproportionate Impact by Economically Disadvantaged Status

	2003-04		2004-05		2005-06		2006-07		2007-08	
	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)
Yes	1.044	40.1%	0.768	29.4%	0.919	35.9%	1.118	44.0%	1.037	41.9%
No	0.986	37.9%	1.074	41.1%	1.024	39.9%	0.962	37.8%	0.990	40.0%
Total		38.4%		38.3%		39.0%		39.4%		40.4%

-For 2007-08, the results indicated that there was slight disparity among students who are not economically disadvantaged in terms of basic skills improvement for Math.

Degree and Certificate Completion

30-Units Rate

Table 19. 30-Units by Gender

	2003-04		2004-05		2005-06		2006-07		2007-08	
	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)
Female	1.015	75.6%	1.013	75.8%	0.998	74.7%	1.011	74.2%	1.020	76.1%
Male	0.984	73.3%	0.987	73.9%	1.002	75.0%	0.987	72.4%	0.978	72.9%
Unknown	1.342	100.0%	1.336	100.0%	N/A	N/A	1.227	90.0%	1.149	85.7%
Total		74.5%		74.8%		74.8%		73.3%		74.6%

-For 2007-08, the results indicated that there was slight disparity among the male students in terms of 30-Units Rate.

Table 20. 30-Units by Age Group

	2003-04		2004-05		2005-06		2006-07		2007-08	
	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)
17 or Less	1.034	77.0%	1.042	77.9%	1.059	79.3%	0.990	72.6%	1.088	81.2%
18 & 19	1.039	77.4%	1.051	78.6%	1.029	77.0%	1.046	76.7%	1.012	75.5%
20 to 24	0.851	63.4%	0.739	55.3%	0.807	60.4%	0.746	54.7%	0.773	57.7%
25 to 29	0.753	56.1%	0.764	57.1%	0.501	37.5%	0.701	51.4%	0.776	57.9%
30 to 34	0.723	53.8%	0.585	43.8%	0.465	34.8%	0.930	68.2%	0.939	70.0%
35 to 39	0.775	57.7%	0.752	56.3%	0.534	40.0%	0.682	50.0%	0.894	66.7%
40 to 49	0.776	57.8%	0.983	73.5%	0.850	63.6%	0.646	47.4%	0.748	55.8%
50 +	0.549	40.9%	0.297	22.2%	0.764	57.1%	0.682	50.0%	0.947	70.6%
Total		74.5%		74.8%		74.8%		73.3%		74.6%

-For 2007-08, the results indicated that there was moderate disparity among the 20-29 and 40-49 age groups in terms of 30-Units Rate. There was also slight disparity among the 30-39 and 50+ populations.

Table 21. 30-Units by Ethnicity

	2003-04		2004-05		2005-06		2006-07		2007-08	
	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)
Asian	1.012	75.4%	1.026	76.7%	1.015	75.9%	1.045	76.6%	1.100	82.0%
African-American	0.790	58.8%	1.022	76.5%	0.770	57.6%	0.789	57.9%	0.902	67.2%
American Indian/Alaskan Native	1.193	88.9	1.093	81.8	0.719	53.8	1.023	75.0	0.754	56.3
Filipino	1.062	79.1	0.990	74.1	1.069	80.0	1.067	78.3	0.916	68.3
Hispanic	0.885	65.9	0.900	67.3	0.941	70.4	0.946	69.4	0.935	69.7
Pacific Islander	0.604	45.0%	0.802	60.0%	0.943	70.6%	0.852	62.5%	1.049	78.3%
White	1.035	77.1%	1.019	76.2%	1.026	76.8%	1.014	74.3%	1.004	74.8%
Unknown	0.956	71.2%	1.054	78.9%	0.956	71.5%	1.021	74.9%	1.054	78.6%
Total		74.5%		74.8%		74.8%		73.3%		74.6%

-For 2007-08, the results indicated that there was moderate disparity among American Indian/Alaskan Native students in terms of 30-Units Rate. There was also slight disparity among the African-American, Filipino and Hispanic populations.

Table 22. 30-Units by Disability Status

	2003-04		2004-05		2005-06		2006-07		2007-08	
	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)
Yes	1.175	87.5%	1.093	81.8%	1.061	79.4%	1.085	79.5%	1.026	76.5%
No	0.992	73.9%	0.994	74.4%	0.996	74.6%	0.995	73.0%	0.998	74.5%
Total		74.5%		74.8%		74.8%		73.3%		74.6%

-For 2007-08, the results indicated that there was slight disparity among students who were not disabled in terms of 30-Units Rate.

Table 23. 30-Units by Economically Disadvantaged Status*

	2003-04		2004-05		2005-06		2006-07		2007-08	
	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)
Yes	1.035	77.1%	1.046	78.3%	1.035	77.4%	1.043	76.5%	1.049	78.3%
No	0.988	73.6%	0.983	73.6%	0.988	73.9%	0.982	72.1%	0.979	73.0%
Total		74.5%		74.8%		74.8%		73.3%		74.6%

-For 2007-08, the results indicated that there was slight disparity among students who were not economically disadvantaged in terms of 30-Units Rate.

Persistence Rate

Table 24. Persistence by Gender

	2003-04		2004-05		2005-06		2006-07		2007-08	
	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)
Female	1.024	80.7%	1.010	77.1%	0.999	75.5%	1.018	79.7%	1.015	77.3%

Male	0.974	76.7%	0.990	75.6%	1.001	75.6%	0.985	77.2%	0.985	75.0%
Unknown	1.269	100.0%	1.309	100.0%	0.000	0.0%	0.638	50.0%	1.000	76.2%
Total		78.8%		76.4%		75.5%		78.3%		76.2%

-For 2007-08, the results indicated that there was slight disparity among the male population in terms of Persistence Rate.

Table 25. Persistence by Age Group

	2003-04		2004-05		2005-06		2006-07		2007-08	
	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)
17 or Less	0.829	65.4%	0.896	68.5%	0.881	66.5%	0.778	60.9%	0.811	61.7%
18 & 19	1.065	84.0%	1.069	81.7%	1.067	80.6%	1.079	84.5%	1.083	82.5%
20 to 24	0.876	69.0%	0.775	59.2%	0.783	59.1%	0.841	65.9%	0.858	65.3%
25 to 29	0.867	68.3%	0.748	57.1%	0.828	62.5%	0.803	62.9%	0.898	68.4%
30 to 34	0.943	74.4%	0.900	68.8%	0.691	52.2%	0.929	72.7%	0.722	55.0%
35 to 39	1.025	80.8%	0.941	71.9%	0.728	55.0%	0.821	64.3%	0.700	53.3%
40 to 49	1.015	80.0%	0.924	70.6%	0.963	72.7%	0.974	76.3%	0.763	58.1%
50 +	0.923	72.7%	0.800	61.1%	1.135	85.7%	0.798	62.5%	0.927	70.6%
Total		78.8%		76.4%		75.5%		78.3%		76.2%

-For 2007-08, the results indicated that there was a major disproportionate impact among the 35-39 age group in terms of Persistence Rate. There was also moderate disparity among ages 17 or less, 20-24, 30-34, and 40-49 and slight disparity among the 25-29 and 50+ age groups.

Table 26. Persistence by Ethnicity

	2003-04		2004-05		2005-06		2006-07		2007-08	
	PI	Completion	PI	Completion	PI	Completion	PI	Completion	PI	Completion

		Rate (%)		Rate (%)		Rate (%)		Rate (%)		Rate (%)
Asian	0.997	78.6%	1.035	79.1%	0.946	71.4%	1.016	79.6%	1.077	82.0%
African-American	0.821	64.7%	0.976	74.5%	0.920	69.5%	0.806	63.2%	1.019	77.6%
American Indian/ Alaskan										
Native	0.987	77.8%	0.952	72.7%	0.917	69.2%	0.958	75.0%	0.739	56.3%
Filipino	1.004	79.1%	1.043	79.6%	1.059	80.0%	0.999	78.3%	0.985	75.0%
Hispanic	0.967	76.2%	0.931	71.1%	1.019	77.0%	0.979	76.7%	0.998	76.0%
Pacific Islander	0.825	65.0%	0.873	66.7%	1.013	76.5%	0.851	66.7%	0.913	69.6%
White	1.014	79.9%	1.013	77.3%	1.008	76.1%	1.018	79.7%	0.998	76.0%
Unknown	1.012	79.7%	1.025	78.3%	0.929	70.1%	0.962	75.3%	0.990	75.4%
Total		78.8%		76.4%		75.5%		78.3%		76.2%

-For 2007-08, the results indicated that there was moderate disparity among the American Indian/Alaskan population in terms of Persistence Rate. There was also slight disparity among the Filipino, Hispanic, Pacific Islander, White and unknown groups.

Table 27. Persistence by Disability Status

	2003-04		2004-05		2005-06		2006-07		2007-08	
	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)
Yes	1.110	87.5%	1.042	79.6%	1.051	79.4%	1.074	84.1%	1.075	81.9%
No	0.995	78.4%	0.997	76.2%	0.997	75.3%	0.996	78.0%	0.996	75.8%
Total		78.8%		76.4%		75.5%		78.3%		76.2%

-For 2007-08, the results indicated that there was a slight disparity among students who were not disabled in terms of Persistence Rate.

Table 28. Persistence by Economically Disadvantaged Status

	2003-04		2004-05		2005-06		2006-07		2007-08	
	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)
Yes	1.000	78.8%	0.972	74.2%	0.984	74.4%	0.975	76.4%	0.977	74.4%
No	1.000	78.8%	1.010	77.2%	1.006	75.9%	1.010	79.1%	1.010	76.9%
Total		78.8%		76.4%		75.5%		78.3%		76.2%

-For 2007-08, the results indicated that there was slight disparity among students who were economically disadvantaged in terms of Persistence Rate.

Student Progress and Attainment Rate (SPAR)

Table 29. SPAR by Gender

	2003-04		2004-05		2005-06		2006-07		2007-08	
	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)
Female	0.993	57.5%	1.045	61.4%	1.022	59.9%	1.000	58.6%	1.040	59.3%
Male	1.009	58.4%	0.953	56.0%	0.979	57.4%	0.958	55.4%	0.960	54.7%
Unknown	0.000	0.0%	1.701	100.0%	0.000	0.0%	0.000	90.0%	1.085	61.9%
Total		57.9%		58.8%		58.6%		57.1%		57.0%

-For 2007-08, the results indicated that there was slight disparity among the male population in terms of SPAR.

Table 30. SPAR by Age Group

	2003-04		2004-05		2005-06		2006-07		2007-08	
	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)
17 or Less	1.174	68.0%	1.195	70.3%	1.161	68.0%	1.196	68.3%	1.229	70.1%
18 & 19	1.010	58.4%	1.014	59.6%	0.998	58.4%	0.998	57.0%	0.985	56.2%
20 to 24	0.815	47.2%	0.703	41.3%	0.752	44.0%	0.742	42.4%	0.805	45.9%
25 to 29	0.632	36.6%	0.729	42.9%	0.747	43.8%	0.550	31.4%	0.738	42.1%
30 to 34	0.665	38.5%	0.691	40.6%	0.594	34.8%	0.955	54.5%	0.614	35.0%
35 to 39	0.931	53.8%	0.851	50.0%	0.683	40.0%	0.375	21.4%	0.468	26.7%
40 to 49	0.691	40.0%	0.851	50.0%	0.879	51.5%	0.691	39.5%	0.652	37.2%
50 +	0.471	27.3%	0.284	16.7%	0.488	28.6%	0.657	37.5%	0.309	17.6%
Total		57.9%		58.8%		58.6%		57.1%		57.0%

-For 2007-08, the results indicated that there was a major disproportionate impact among ages 30-50+ in terms of SPAR. There was also moderate disparity among 20-29 year olds and slight disparity among the 18 and 19 year olds.

Table 31. SPAR by Ethnicity

	2003-04	2004-05	2005-06	2006-07	2007-08
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	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)
Asian	1.234	71.4%	1.385	81.4%	1.181	69.2%	1.201	68.6%	1.330	75.8%
African-American	0.847	49.0%	0.834	49.0%	0.810	47.5%	0.860	49.1%	0.877	50.0%
American Indian/ Alaskan Native	1.152	66.7%	0.773	45.5%	0.657	38.5%	1.138	65.0%	0.438	25.0%
Filipino	0.903	52.2%	0.851	50.0%	0.922	54.0%	0.914	52.2%	0.935	53.3%
Hispanic	0.766	44.3%	0.868	51.0%	0.795	46.6%	0.825	47.1%	0.832	47.5%
Pacific Islander	0.346	20.0%	0.794	46.7%	0.703	41.2%	0.802	45.8%	0.686	39.1%
White	1.041	60.2%	0.999	58.7%	1.044	61.2%	1.021	58.3%	1.020	58.2%
Unknown	1.017	58.8%	1.141	67.1%	1.043	61.1%	1.091	62.3%	1.021	58.3%
Total		57.9%		58.8%		58.6%		57.1%		57.0%

-For 2007-08, the results indicated that there was major disparity among the American Indian/Alaskan Native and Pacific Islander populations in terms of SPAR. There was also moderate disparity among the Hispanic students and slight disparity among the African-American and Filipino students.

Table 32. SPAR by Disability Status

	2003-04		2004-05		2005-06		2006-07		2007-08	
	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)
Yes	0.990	57.3%	0.882	51.8%	0.756	44.3%	0.822	47.0%	0.800	45.6%
No	1.000	57.9%	1.008	59.2%	1.014	59.4%	1.010	57.7%	1.012	57.7%
Total		57.9%		58.8%		58.6%		57.1%		57.0%

-For 2007-08, the results indicated that there was moderate disparity among students who were disabled in terms of SPAR.

Table 33. SPAR by Economically Disadvantaged Status

	2003-04		2004-05		2005-06		2006-07		2007-08	
	PI	Completion	PI	Completion	PI	Completion	PI	Completion	PI	Completion

	Rate (%)		Rate (%)		Rate (%)		Rate (%)		Rate (%)	
Yes	0.951	55.0%	0.970	57.0%	0.995	58.3%	0.961	54.9%	0.966	55.1%
No	1.017	58.8%	1.011	59.4%	1.002	58.7%	1.016	58.0%	1.014	57.9%
Total		57.9%		58.8%		58.6%		57.1%		57.0%

-For 2007-08, the results indicated that there was slight disparity among students who were economically disadvantaged in terms of SPAR.

Transfer Velocity

Table 34. Transfer Velocity by Gender

	2003-04		2004-05		2005-06		2006-07		2007-08	
	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)
Female	0.969	48.2%	1.038	54.0%	1.013	51.5%	1.024	50.5%	1.013	49.9%
Male	1.036	51.5%	0.957	49.8%	0.987	50.2%	0.974	48.0%	0.987	48.6%
Unknown	0.000	0.0%	1.924	100.0%	0.000	0.0%	1.184	58.3%	0.963	47.4%
Total		49.8%		52.0%		50.8%		49.3%		49.2%

-For 2007-08, the results indicated that there was slight disparity among the male and unknown populations in terms of Transfer Velocity.

Table 35. Transfer Velocity by Age Group

	2003-04		2004-05		2005-06		2006-07		2007-08	
	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)
17 or Less	1.164	57.9%	1.124	58.4%	1.121	56.9%	1.150	56.7%	1.162	57.2%
18 & 19	1.004	50.0%	1.008	52.4%	1.022	51.9%	1.003	49.4%	0.989	48.7%
20 to 24	0.885	44.0%	0.784	40.8%	0.710	36.1%	0.718	35.4%	0.716	35.6%
25 to 29	0.437	21.7%	0.577	30.0%	0.518	26.3%	0.451	22.2%	0.847	41.7%
30 to 34	0.670	33.3%	0.120	6.3%	0.394	20.0%	0.780	38.5%	0.739	36.4%
35 to 39	0.502	25.0%	0.770	40.0%	0.164	8.3%	0.184	9.1%	0.677	33.3%

40 to 49	0.402	20.0%	0.962	50.0%	0.328	16.7%	0.568	28.0%	0.771	37.9%
50 +	0.365	18.2%	0.240	12.5%	0.000	0.0%	0.406	20.0%	0.406	20.0%
Total		49.8%		52.0%		50.8%		49.3%		49.2%

-For 2007-08, the results indicated that there was major disparity between 35-39 and 50+ age groups in terms of Transfer Velocity. There was also moderate disparity between 20-34 and 40-49 year olds.

Table 36. Transfer Velocity by Ethnicity

	2003-04		2004-05		2005-06		2006-07		2007-08	
	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)
Asian	1.148	57.1%	1.288	67.0%	1.106	56.2%	1.136	56.0%	1.235	60.8%
African-American	1.116	55.6%	1.055	54.8%	0.909	46.2%	1.015	50.0%	0.843	41.5%
American Indian/ Alaskan										
Native	1.005	50.0%	0.770	40.0%	0.656	33.3%	0.913	45.0%	0.762	37.5%
Filipino	0.779	38.8%	0.895	46.5%	0.959	48.7%	0.728	35.9%	0.894	44.0%
Hispanic	0.728	36.2%	0.870	45.2%	0.772	39.2%	0.816	40.2%	0.809	39.8%
Pacific Islander	0.355	17.6%	0.962	50.0%	0.656	33.3%	0.477	23.5%	0.677	33.3%
White	1.051	52.3%	0.999	51.9%	1.032	52.4%	1.034	51.0%	1.030	50.7%
Unknown	0.974	48.5%	1.039	54.0%	1.178	59.8%	1.056	52.1%	1.012	49.8%
Total		49.8%		52.0%		50.8%		49.3%		49.2%

-For 2007-08, the results indicated that there was a major disproportionate impact among the Pacific Islander population in terms of Transfer Velocity. There was also moderate disparity among the African-American, American Indian/Alaskan Native, and Hispanic populations. The Filipino students resulted in slight disparity.

Table 37. Transfer Velocity by Disability Status

	2003-04		2004-05		2005-06		2006-07		2007-08	
	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)
Yes	0.893	44.4%	0.806	41.9%	0.707	35.9%	0.707	34.9%	0.866	42.6%
No	1.005	50.0%	1.012	52.6%	1.016	51.6%	1.016	50.0%	1.008	49.6%

Total	49.8%	52.0%	50.8%	49.3%	49.2%
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-For 2007-08, the results indicated that there was slight disparity among students who were disabled in terms of Transfer Velocity.

Table 38. Transfer Velocity by CalWORKS Status

	2003-04		2004-05		2005-06		2006-07		2007-08	
	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)	PI	Completion Rate (%)
Yes	1.148	57.1%	0.000	0.0%	0.000	0.0%	2.029	100.0%	0.581	28.6%
No	0.999	49.7%	1.001	52.0%	1.004	51.0%	0.999	49.2%	1.001	49.3%
Total		49.8%		52.0%		50.8%		49.3%		49.2%

-For 2007-08, the results indicated that there was major disparity for those students who are in the CalWorks program in terms of Transfer Velocity.

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Student Equity Plan: Data for the Student Success Indicators

Definitions and Data Sources for the Student Success Indicators:

Based on the availability of data, each student success indicator was broken down by gender, age, ethnicity, disability status, and those who are economically disadvantaged. With the exception of the indicator on Access, the data was extracted following the student equity data procedures and data sources. The following are the definitions and data sources of the student success indicators:

1) Course Completion –

Definition: The percentage of students, by population group, that successfully complete a credit course. Successful course completion means the completion of a credit course for which a student receives a recorded grade of A, B, C, Pass, IA, IB, IC, Incomplete Pass

Data Source: The data for this indicator was extracted from the “Enrollment Retention and Success Rate” report from the Data Mart on the State Chancellor’s site.

2) ESL and Basic Skills Completion –

Definitions:

ESL: The percentage of credit students who attempted a course designated at “levels below transfer” in ESL and successfully completed a college-level ESL or college-level English course within six years.

Remedial English: The percentage of credit students who attempted a course designated at “levels below transfer” in English and successfully completed a college-level course in English within six years.

Remedial Math: The percentage of credit students who attempted a course designated at “levels below transfer” in Math and successfully completed a college-level course in Math within six years.

Data Source: The data for these indicators was extracted from State Chancellor’s, Data on Demand site.

3) Degree and Certificate Completion –

Definitions:

30-Unit Rate: The percentage of first-time, degree, certificate and/or transfer seeking students with minimum of 6 units earned who attempted any Math or English in the first three years and earned at least 30 units in the CCC system within six years of entry

Persistence Rate: The percentage of first-time, degree, certificate and/or transfer seeking students with minimum of 6 units earned who attempted any Math or English in the first three years and enroll in first three consecutive primary semester terms anywhere in the CCC system

Student Progress and Attainment Rate (SPAR): The percentage of first-time, degree, certificate and/or transfer seeking students with minimum of 6 units earned who attempted any Math or English in the first three years and achieved any of the following outcomes within six years of entry:

- ❖ Earned AA/AS or credit Certificate (Chancellor’s Office approved)
- ❖ Transfer to four-year institution (students shown to have enrolled at any four-year institution of higher education after enrolling at a CCC)
- ❖ Achieved “Transfer Prepared” (student successfully completed 60 UC/CSU transferable units with a GPA ≥ 2.0)

Data Source: The data for these indicators was extracted from State Chancellor’s, Data on Demand site.

4) Transfer–

Definition: Of first-time college students who have shown “behavioral intent to transfer,” the percentage of students who transfer to a four-year institution six years after initial enrollment. “Behavioral intent to transfer” refers to students who have completed twelve credit units and attempted transfer-level math or English within six years of entry into the system.

The outcome is transfer to a four-year institution within a given time period subsequent to initial enrollment. A data match with the National Student Clearinghouse (NSC), University of California (UC) and California State University (CSU) provided information on the enrollment of former CCC students at public and private four-year transfer institutions within the United States.

Data Source: The data for this indicator was extracted from the “Transfer Velocity” report from Data Mart on the State Chancellor’s site.

5) Access-

Definition: The percentage of each population group that is enrolled compared to that group’s representation in the adult population within the community served. The percentage is frequently calculated as a participation rate.

Data Source: The State Chancellor’s Office is still in the process of developing a standardized, statewide methodology for the Access indicator. Locally, it was decided to use demographic data from the US Census, American Community Survey (ACS) Fact Finder, as the comparison to our college’s demographic data from State Chancellor’s Data Mart site.

Access

The percentage of each population group that is enrolled compared to that group's representation in the adult population within the community served. The percentage is frequently calculated as a participation rate. For this indicator, data from the U.S. Census' American Community Survey was used as the comparison group.

Table 34. Participation Rate by Gender

		ACS 2008-2012	2008-09	2009-10	2010-11	2011-12	2012-13
Female	Count	249,182	22,666	23,609	22,876	23,007	22,509
	Percent (%)	51.5%	59.3%	58.3%	57.8%	57.9%	57.7%
Male	Count	234,906	15,244	16,554	16,155	16,113	15,811
	Percent (%)	48.5%	39.9%	40.9%	40.8%	40.6%	40.1%
Unknown	Count	0	344	361	542	119	673
	Percent (%)	0.0%	0.9%	0.9%	1.4%	1.6%	1.7%
Total	Count	484,088	38,254	40,524	39,573	39,739	38,993
	Percent (%)	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Table 40. Participation Rate by Age

		ACS 2008-2012	2008-09	2009-10	2010-11	2011-12	2012-13
19 and Less	Count	127,735	9,193	9,842	9,366	9,509	9,370
	Percent (%)	26.4%	24.0%	24.2%	23.7%	23.9%	24.0%
20 to 24	Count	24,933	9,532	10,683	11,341	11,465	11,449
	Percent (%)	5.2%	24.9%	26.4%	28.7%	28.9%	29.4%
25 to 29	Count	25,433	3,587	3,941	4,105	4,058	3,928
	Percent (%)	5.3%	9.4%	9.7%	10.4%	10.2%	10.0%
30 to 34	Count	26,636	1,968	2,055	2,161	2,180	2,133
	Percent (%)	5.5%	5.1%	5.1%	5.5%	5.5%	5.5%
35 to 39	Count	33,569	1,617	1,680	1,449	1,404	1,388
	Percent (%)	6.9%	4.2%	4.2%	3.7%	3.5%	3.6%
40 to 49	Count	79,152	2,911	3,029	2,847	2,788	2,489
	Percent (%)	16.4%	7.6%	7.5%	7.2%	7.0%	6.4%
50+	Count	166,630	9,434	9,285	8,300	8,331	8,232
	Percent (%)	34.4%	24.7%	22.9%	21.0%	21.0%	21.1%
Unknown	Count	0	12	9	4	4	4
	Percent (%)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total	Count	484,088	38,254	40,524	39,573	39,739	38,993
	Percent (%)	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Table 41. Participation Rate by Ethnicity

		ACS 2008-2012	2008-09	2009-10	2010-11	2011-12	2012-13
African-American	Count	5,369	616	634	692	747	719
	Percent (%)	1.1%	1.6%	1.6%	1.8%	1.9%	1.8%
American Indian/ Alaskan Native	Count	834	252	179	134	114	99
	Percent (%)	0.2%	0.7%	0.4%	0.3%	0.3%	0.3%
Asian	Count	31,266	3,385	3,584	3,615	3,541	3,703
	Percent (%)	6.5%	8.9%	8.8%	9.1%	8.9%	9.5%
Filipino	Count	9,514	784	799	748	779	802
	Percent (%)	2.0%	2.1%	2.0%	1.9%	2.0%	2.1%
Hispanic	Count	82,891	4,839	5,954	6,607	7,246	7,615
	Percent (%)	17.1%	12.7%	14.7%	16.7%	18.2%	19.5%
Pacific Islander	Count	617	207	163	114	104	73
	Percent (%)	0.1%	0.6%	0.4%	0.3%	0.3%	0.2%
Unknown	Count	1,497	2,103	1,809	1,824	1,619	1,326
	Percent (%)	0.3%	5.5%	4.5%	4.6%	4.1%	3.4%
White Non- Hispanic	Count	338,693	26,054	26,586	24,661	24,189	23,106
	Percent (%)	70.0%	68.1%	65.6%	62.3%	60.9%	59.3%
Mixed Ethnicity	Count	13,407	14	816	1,178	1,400	1,550
	Percent (%)	2.8%	0.04%	2.0%	3.0%	3.5%	4.0%
Total	Count	484,088	38,254	40,524	39,573	39,739	38,993
	Percent (%)	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Table 42. Participation Rates by Disability Status

		ACS 2008-2012	2008-09	2009-10	2010-11	2011-12	2012-13
Yes	Count	34,675	1,822	1,984	2,155	2,120	2,111
	Percent (%)	7.2%	4.8%	4.9%	5.5%	5.3%	5.4%
No	Count	447,521	36,432	38,540	37,418	37,619	36,882
	Percent (%)	92.8%	95.2%	95.1%	94.5%	94.7%	94.6%
Total	Count	482,196	38,254	40,524	39,573	39,739	38,993
	Percent (%)	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Table 43. Participation Rates by Economically Disadvantaged Status*

		ACS 2008-2012	2008-09	2009-10	2010-11	2011-12	2012-13
Yes	Count	31,024	559	481	483	566	479
	Percent (%)	17.2%	1.5%	1.2%	1.2%	1.4%	1.2%
No	Count	149,759	37,695	40,043	39,090	39,173	38,514
	Percent (%)	82.8%	98.5%	98.8%	98.8%	98.6%	98.8%
Total	Count	180,769	38,254	40,524	39,573	39,739	38,993
	Percent (%)	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

*Note: A student is deemed economically disadvantaged and is categorized as “yes” if he/she is a participant in the EOPS/CARE and CalWORKS program at Saddleback College. The ACS data was aggregated based on the income level of families residing in the Saddleback College service area. According to Pell Grant eligibility requirements, families who earn less than \$30,000 annually qualify for the grant, therefore they were counted in the “Yes” category for being economically disadvantaged.

Course Completion

Cohort Totals include all course enrollments during the term, which for some students include enrollment in multiple classes. Percent (%) Completed (same as Completion Rate) is the percentage of courses that were successfully completed with a grade of A, B, C, Pass, Incomplete A, Incomplete B, Incomplete C, or Incomplete Pass.

Table 35. Course Completion Rates by Gender

		Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013
Female	Cohort Total	107,193	101,765	97,594	93,187	90,207
	% Completed	66.9%	73.1%	73.6%	74.6%	73.7%
Male	Cohort Total	94,851	91,380	89,959	85,790	82,430
	% Completed	64.5%	68.4%	68.4%	70.2%	69.4%
Unknown	Cohort Total	2,067	2,484	2,169	2,330	2,093
	% Completed	72.4%	74.0%	76.0%	76.9%	70.9%
Total	Cohort Total	204,111	195,629	189,722	181,307	174,730
	% Completed	65.8%	70.9%	71.2%	72.5%	71.6%

Table 36. Course Completion Rates by Age Group

		Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013
17 and Less	Cohort Total	5,172	3,662	3,575	3,160	3,035
	% Completed	73.1%	79.2%	73.7%	77.0%	79.0%
18 and 19	Cohort Total	68,864	63,898	61,674	58,275	54,328
	% Completed	67.4%	69.8%	71.6%	72.0%	71.9%
20 to 24	Cohort Total	69,939	68,890	68,566	65,982	65,461
	% Completed	62.3%	67.4%	68.0%	70.0%	69.4%
25 to 29	Cohort Total	19,464	19,112	19,353	18,911	18,973
	% Completed	63.6%	70.1%	70.1%	72.2%	69.9%
30 to 34	Cohort Total	9,467	9,386	9,973	9,756	9,196
	% Completed	65.5%	73.4%	71.6%	74.7%	74.0%
35 to 39	Cohort Total	7,254	5,741	5,717	5,820	5,538
	% Completed	67.8%	75.4%	74.8%	76.7%	74.0%
40 to 49	Cohort Total	12,200	11,248	11,130	9,991	9,411
	% Completed	69.8%	77.0%	78.1%	78.7%	77.5%
50+	Cohort Total	11,731	13,688	9,734	9,412	8,788
	% Completed	72.8%	84.3%	81.3%	81.5%	77.7%
Unknown	Cohort Total	20	4	0	0	0
	% Completed	70.0%	100.0%	0.0%	0.0%	0.0%
Total	Cohort Total	204,111	195,629	189,722	181,307	174,730
	% Completed	65.8%	70.9%	71.2%	72.5%	71.6%

Table 37. Course Completion Rates by Ethnicity

		Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013
African-American	Cohort Total	4,121	4,144	4,475	4,456	4,555
	% Completed	54.9%	58.7%	57.4%	60.1%	59.1%
American Indian/ Alaskan Native	Cohort Total	1,120	726	504	558	431
	% Completed	60.9%	69.6%	62.9%	71.9%	77.3%
Asian	Cohort Total	19,594	18,451	17,320	16,441	15,822
	% Completed	68.8%	74.7%	75.3%	77.6%	75.0%
Hispanic	Cohort Total	32,918	35,901	40,493	42,078	42,742
	% Completed	62.7%	66.4%	67.6%	67.6%	67.9%
Multi-Ethnicity	Cohort Total	4,414	7,337	8,669	9,340	9,028
	% Completed	62.4%	67.6%	67.7%	71.2%	67.8%
Pacific Islander	Cohort Total	1,222	714	573	472	325
	% Completed	66.2%	67.4%	58.3%	66.9%	66.5%
Unknown	Cohort Total	6,968	10,109	6,375	4,214	2,794
	% Completed	58.1%	74.2%	74.6%	76.2%	74.3%
White Non- Hispanic	Cohort Total	133,754	118,247	111,313	103,748	99,033
	% Completed	67.0%	72.1%	72.6%	74.3%	73.5%
Total	Cohort Total	204,111	195,629	189,722	181,307	174,730
	% Completed	65.8%	70.9%	71.2%	72.5%	71.6%

ESL and Basic Skills Completion

Basic Skills Improvement for ESL

The percentage of credit students who attempted a course designated at “levels below transfer” in ESL and successfully completed a college-level ESL or college-level English course within six years. The cohort is defined as the year the student attempts a course at “levels below transfer” in ESL at Saddleback College.

Table 38. BSI-ESL Completion Rates by Gender

		2003-04	2004-05	2005-06	2006-07	2007-08
Female	Cohort Total	207	174	128	139	122
	% Completed	19.8%	14.4%	16.4%	17.3%	18.9%
Male	Cohort Total	87	95	61	47	59
	% Completed	16.1%	11.6%	23.0%	19.1%	20.3%
Total	Cohort Total	294	269	189	186	181
	% Completed	18.7%	13.4%	18.5%	17.6%	19.2%

Table 39. BSI-ESL Completion Rates by Age Group

		2003-04	2004-05	2005-06	2006-07	2007-08
17 and Less	Cohort Total	2	2	6	2	4
	% Completed	50.0%	50.0%	50.0%	50.0%	25.0%
18 and 19	Cohort Total	23	12	11	17	15
	% Completed	39.1%	41.7%	36.4%	29.4%	33.3%
20 to 24	Cohort Total	44	53	38	25	32
	% Completed	40.9%	20.8%	50.0%	32.0%	40.6%
25 to 29	Cohort Total	38	27	22	27	20
	% Completed	15.8%	11.1%	18.2%	22.2%	10.0%
30 to 34	Cohort Total	48	45	23	31	29
	% Completed	12.5%	6.7%	8.7%	9.7%	20.7%
35 to 39	Cohort Total	38	29	27	18	26
	% Completed	18.4%	13.8%	11.1%	22.2%	11.5%
40 to 49	Cohort Total	53	64	38	47	35
	% Completed	11.3%	14.1%	0.0%	8.5%	14.3%
50+	Cohort Total	48	37	24	20	21
	% Completed	4.2%	0.0%	0.0%	10.0%	0.0%
Total	Cohort Total	294	269	189	187	182
	% Completed	18.7%	13.4%	18.5%	17.6%	19.2%

Table 40. BSI-ESL Completion Rates by Ethnicity

		2003-04	2004-05	2005-06	2006-07	2007-08
Asian	Cohort Total	73	51	44	52	43

	% Completed	27.4%	27.5%	11.4%	23.1%	27.9%
African-American	Cohort Total	2	0	0	0	3
	% Completed	50.0%	0.0%	0.0%	0.0%	0.0%
American Indian/ Alaskan Native	Cohort Total	0	1	1	2	1
	% Completed	0.0%	0.0%	0.0%	0.0%	0.0%
Filipino	Cohort Total	2	3	1	5	3
	% Completed	50.0%	0.0%	0.0%	0.0%	33.3%
Hispanic	Cohort Total	117	119	73	67	60
	% Completed	8.5%	3.4%	11.0%	9.0%	8.3%
Pacific Islander	Cohort Total	0	1	0	0	0
	% Completed	0.0%	100.0%	0.0%	0.0%	0.0%
White	Cohort Total	84	79	61	47	53
	% Completed	26.2%	20.3%	26.2%	25.5%	20.8%
Unknown	Cohort Total	16	15	9	14	19
	% Completed	6.3%	6.7%	66.7%	21.4%	31.6%
Total	Cohort Total	294	269	189	187	182
	% Completed	18.7%	13.4%	18.5%	17.6%	19.2%

Table 41. BSI-ESL Completion Rates by Disability Status

		2003-04	2004-05	2005-06	2006-07	2007-08
Yes	Cohort Total	5	7	4	7	7
	% Completed	40.0%	0.0%	0.0%	42.9%	0.0%
No	Cohort Total	289	262	185	180	175
	% Completed	18.3%	13.7%	18.9%	16.7%	20.0%
Total	Cohort Total	294	269	189	187	182
	% Completed	18.7%	13.4%	18.5%	17.6%	19.2%

Table 42. BSI-ESL Completion Rates by Economically Disadvantaged Status*

		2003-04	2004-05	2005-06	2006-07	2007-08
Yes	Cohort Total	71	50	40	39	44
	% Completed	35.2%	30.0%	45.0%	25.6%	27.3%
No	Cohort Total	223	219	149	148	138
	% Completed	13.5%	9.6%	11.4%	15.5%	16.7%
Total	Cohort Total	294	269	189	187	182
	% Completed	18.7%	13.4%	18.5%	17.6%	19.2%

*Note: A student is deemed economically disadvantaged and is categorized as “yes” if he/she is a recipient of a BOG fee waiver, Department of Social Services, CalWorks, TANF, General Assistance, Pell Grant or Workforce Investment Act

Basic Skills Improvement for English

The percentage of credit students who attempted a course designated at “levels below transfer” in English and successfully completed a college-level course in English within six years.

Table 43. BSI-English Completion Rates by Gender

		2003-04	2004-05	2005-06	2006-07	2007-08
Female	Cohort Total	646	706	771	822	825
	% Completed	69.0%	69.1%	67.2%	66.2%	67.2%
Male	Cohort Total	624	751	723	814	923
	% Completed	62.8%	62.6%	66.1%	65.0%	58.3%
Unknown	Cohort Total	1	1	0	4	6
	% Completed	100.0%	100.0%	0.0%	100.0%	50.0%
Total	Cohort Total	1,271	1,458	1,494	1,640	1,754
	% Completed	66.0%	65.8%	66.7%	65.7%	62.4%

Table 44. BSI-English Completion Rates by Age Group

		2003-04	2004-05	2005-06	2006-07	2007-08
17 and Less	Cohort Total	61	50	53	62	76
	% Completed	73.8%	82.0%	71.7%	66.1%	71.1%
18 and 19	Cohort Total	705	858	924	999	1030
	% Completed	73.6%	71.6%	72.5%	70.4%	65.9%
20 to 24	Cohort Total	260	317	295	343	382
	% Completed	56.2%	58.0%	57.6%	58.9%	57.6%
25 to 29	Cohort Total	71	77	73	86	89
	% Completed	56.3%	54.5%	63.0%	60.5%	49.4%
30 to 34	Cohort Total	57	49	40	44	52
	% Completed	56.1%	51.0%	55.0%	54.5%	48.1%
35 to 39	Cohort Total	37	35	45	49	30
	% Completed	51.4%	42.9%	51.1%	42.9%	36.7%
40 to 49	Cohort Total	60	48	43	42	68
	% Completed	50.0%	62.5%	39.5%	61.9%	67.6%
50+	Cohort Total	20	24	21	15	27
	% Completed	40.0%	33.3%	47.6%	53.3%	59.3%
Total	Cohort Total	1,271	1,458	1,494	1,640	1,754
	% Completed	66.0%	65.8%	66.7%	65.7%	62.4%

Table 45. BSI-English Completion Rates by Ethnicity

	2003-04	2004-05	2005-06	2006-07	2007-08
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Asian	Cohort Total	92	93	102	116	151
	% Completed	71.7%	69.9%	77.5%	74.1%	67.5%
African-American	Cohort Total	47	38	53	33	47
	% Completed	57.4%	65.8%	50.9%	66.7%	61.7%
Filipino	Cohort Total	44	45	39	51	39
	% Completed	65.9%	73.3%	71.8%	72.5%	66.7%
Hispanic	Cohort Total	218	256	233	299	328
	% Completed	55.0%	57.4%	65.7%	61.5%	54.9%
American Indian/ Alaskan Native	Cohort Total	3	6	18	9	15
	% Completed	100.0%	50.0%	61.1%	55.6%	46.7%
Pacific Islander	Cohort Total	15	9	17	20	20
	% Completed	13.3%	100.0%	58.8%	45.0%	45.0%
White	Cohort Total	755	909	950	979	992
	% Completed	70.6%	66.8%	67.5%	65.0%	64.3%
Unknown	Cohort Total	97	102	82	133	162
	% Completed	60.8%	68.6%	57.3%	73.7%	64.2%
Total	Cohort Total	1,271	1,458	1,494	1,640	1,754
	% Completed	66.0%	65.8%	66.7%	65.7%	62.4%

Table 46. BSI-English Completion Rates by Disability Status

		2003-04	2004-05	2005-06	2006-07	2007-08
Yes	Cohort Total	112	137	134	140	163
	% Completed	66.1%	68.6%	61.9%	71.4%	72.4%
No	Cohort Total	1,159	1,321	1,360	1,500	1,591
	% Completed	66.0%	65.5%	67.1%	65.1%	61.4%
Total	Cohort Total	1,271	1,458	1,494	1,640	1,754
	% Completed	66.0%	65.8%	66.7%	65.7%	62.4%

Table 47. BSI-English Completion Rates by Economically Disadvantaged Status*

		2003-04	2004-05	2005-06	2006-07	2007-08
Yes	Cohort Total	275	345	317	353	362
	% Completed	65.8%	60.6%	68.8%	65.4%	62.2%
No	Cohort Total	996	1,113	1,177	1,287	1,392
	% Completed	66.1%	67.4%	66.1%	65.7%	62.5%
Total	Cohort Total	1,271	1,458	1,494	1,640	1,754
	% Completed	66.0%	65.8%	66.7%	65.7%	62.4%

*Note: A student is deemed economically disadvantaged and is categorized as “yes” if he/she is a recipient of a BOG fee waiver, Department of Social Services, CalWorks, TANF, General Assistance, Pell Grant or Workforce Investment Act

Basic Skills Improvement for Math

The percentage of credit students who attempted a course designated at “levels below transfer” in Math and successfully completed a college-level course in Math within six years

Table 48. BSI-Math Completion Rates by Gender

		2003-04	2004-05	2005-06	2006-07	2007-08
Female	Cohort Total	439	518	444	470	501
	% Completed	40.1%	40.3%	42.8%	41.5%	44.3%
Male	Cohort Total	291	352	366	342	364
	% Completed	35.7%	35.2%	34.4%	36.3%	35.4%
Unknown	Cohort Total	1	0	0	1	3
	% Completed	100.0%	0.0%	0.0%	100.0%	0.0%
Total	Cohort Total	731	870	810	813	868
	% Completed	38.4%	38.3%	39.0%	39.4%	40.4%

Table 49. BSI-Math Completion Rates by Age Group

		2003-04	2004-05	2005-06	2006-07	2007-08
17 and Less	Cohort Total	12	23	17	24	25
	% Completed	50.0%	39.1%	52.9%	45.8%	32.0%
18 and 19	Cohort Total	295	352	396	367	394
	% Completed	38.6%	45.2%	40.9%	35.7%	40.9%
20 to 24	Cohort Total	208	229	195	223	224
	% Completed	35.6%	31.9%	34.4%	40.4%	36.6%
25 to 29	Cohort Total	63	79	58	60	55
	% Completed	39.7%	32.9%	41.4%	50.0%	41.8%
30 to 34	Cohort Total	45	48	38	32	41
	% Completed	51.1%	41.7%	34.2%	37.5%	29.3%
35 to 39	Cohort Total	31	40	35	39	36
	% Completed	41.9%	32.5%	51.4%	28.2%	52.8%
40 to 49	Cohort Total	53	73	49	54	66
	% Completed	24.5%	39.7%	34.7%	55.6%	45.5%
50+	Cohort Total	24	26	22	14	27
	% Completed	54.2%	15.4%	27.3%	35.7%	59.3%
Total	Cohort Total	731	870	810	813	868
	% Completed	38.4%	38.3%	39.0%	39.4%	40.4%

Table 50. BSI-Math Completion Rates by Ethnicity

		2003-04	2004-05	2005-06	2006-07	2007-08
Asian	Cohort Total	19	25	19	22	35
	% Completed	36.8%	60.0%	52.6%	45.5%	62.9%
African-American	Cohort Total	34	34	39	20	30
	% Completed	23.5%	32.4%	17.9%	30.0%	36.7%

Filipino	Cohort Total	15	25	20	15	23
	% Completed	66.7%	52.0%	55.0%	60.0%	13.0%
Hispanic	Cohort Total	143	186	185	185	184
	% Completed	34.3%	29.0%	40.0%	43.2%	38.0%
American Indian/ Alaskan Native	Cohort Total	5	1	16	9	10
	% Completed	80.0%	0.0%	43.8%	33.3%	20.0%
Pacific Islander	Cohort Total	6	9	4	9	13
	% Completed	16.7%	44.4%	50.0%	11.1%	7.7%
White	Cohort Total	459	534	462	498	497
	% Completed	39.2%	40.4%	38.7%	36.9%	41.9%
Unknown	Cohort Total	50	56	65	55	76
	% Completed	44.0%	35.7%	40.0%	49.1%	44.7%
Total	Cohort Total	731	870	810	813	868
	% Completed	38.4%	38.3%	39.0%	39.4%	40.4%

Table 51. BSI-Math Completion Rates by Disability Status

		2003-04	2004-05	2005-06	2006-07	2007-08
Yes	Cohort Total	85	117	97	92	99
	% Completed	38.8%	39.3%	36.1%	50.0%	44.4%
No	Cohort Total	646	753	713	721	769
	% Completed	38.4%	38.1%	39.4%	38.0%	39.9%
Total	Cohort Total	731	870	810	813	868
	% Completed	38.4%	38.3%	39.0%	39.4%	40.4%

Table 52. BSI-Math Completion Rates by Economically Disadvantaged Status*

		2003-04	2004-05	2005-06	2006-07	2007-08
Yes	Cohort Total	177	211	184	200	186
	% Completed	40.1%	29.4%	35.9%	44.0%	41.9%
No	Cohort Total	554	659	626	613	682
	% Completed	37.9%	41.1%	39.9%	37.8%	40.0%
Total	Cohort Total	731	870	810	813	868
	% Completed	38.4%	38.3%	39.0%	39.4%	40.4%

*Note: A student is deemed economically disadvantaged and is categorized as “yes” if he/she is a recipient of a BOG fee waiver, Department of Social Services, CalWorks, TANF, General Assistance, Pell Grant or Workforce Investment Act

Degree and Certificate Completion

30-Units Rate

The percentage of first-time, degree, certificate and/or transfer seeking students with minimum of 6 units earned who attempted any Math or English in the first three years and earned at least 30 units in the CCC system within six years of entry

Table 53. 30-Units Rates by Gender

2003-04	2004-05	2005-06	2006-07	2007-08
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Female	Cohort Total	1,089	1,110	1,129	1,228	1,301
	% Completed	75.6%	75.8%	74.7%	74.2%	76.1%
Male	Cohort Total	1,014	1,094	1,220	1,257	1,341
	% Completed	73.3%	73.9%	75.0%	72.4%	72.9%
Unknown	Cohort Total	2	1	0	10	21
	% Completed	100.0%	100.0%	0.0%	90.0%	85.7%
Total	Cohort Total	2,105	2,205	2,349	2,495	2,663
	% Completed	74.5%	74.8%	74.8%	73.3%	74.6%

Table 54. 30-Units Rates by Age Group

		2003-04	2004-05	2005-06	2006-07	2007-08
17 and Less	Cohort Total	387	390	463	445	515
	% Completed	77.0%	77.9%	79.3%	72.6%	81.2%
18 and 19	Cohort Total	1,403	1,478	1,612	1,763	1,819
	% Completed	77.4%	78.6%	77.0%	76.7%	75.5%
20 to 24	Cohort Total	142	179	159	170	196
	% Completed	63.4%	55.3%	60.4%	54.7%	57.7%
25 to 29	Cohort Total	41	42	32	35	38
	% Completed	56.1%	57.1%	37.5%	51.4%	57.9%
30 to 34	Cohort Total	39	32	23	22	20
	% Completed	53.8%	43.8%	34.8%	68.2%	70.0%
35 to 39	Cohort Total	26	32	20	14	15
	% Completed	57.7%	56.3%	40.0%	50.0%	66.7%
40 to 49	Cohort Total	45	34	33	38	43
	% Completed	57.8%	73.5%	63.6%	47.4%	55.8%
50+	Cohort Total	22	18	7	8	17
	% Completed	40.9%	22.2%	57.1%	50.0%	70.6%
Total	Cohort Total	2,105	2,205	2,349	2,495	2,663
	% Completed	74.5%	74.8%	74.8%	73.3%	74.6%

Table 55. 30-Units Rates by Ethnicity

		2003-04	2004-05	2005-06	2006-07	2007-08
Asian	Cohort Total	126	129	133	137	178
	% Completed	75.4%	76.7%	75.9%	76.6%	82.0%
African-American	Cohort Total	51	51	59	57	58
	% Completed	58.8%	76.5%	57.6%	57.9%	67.2%
Filipino	Cohort Total	67	54	50	46	60
	% Completed	79.1%	74.1%	80.0%	78.3%	68.3%
Hispanic	Cohort Total	273	343	365	382	413
	% Completed	65.9%	67.3%	70.4%	69.4%	69.7%

American Indian/ Alaskan Native	Cohort Total	9	11	13	20	16
	% Completed	88.9%	81.8%	53.8%	75.0%	56.3%
Pacific Islander	Cohort Total	20	30	17	24	23
	% Completed	45.0%	60.0%	70.6%	62.5%	78.3%
White	Cohort Total	1,406	1,426	1,568	1,614	1,606
	% Completed	77.1%	76.2%	76.8%	74.3%	74.8%
Unknown	Cohort Total	153	161	144	215	309
	% Completed	71.2%	78.9%	71.5%	74.9%	78.6%
Total	Cohort Total	2,105	2,205	2,349	2,495	2,663
	% Completed	74.5%	74.8%	74.8%	73.3%	74.6%

Table 56. 30-Units Rates by Disability Status

		2003-04	2004-05	2005-06	2006-07	2007-08
Yes	Cohort Total	96	137	131	132	149
	% Completed	87.5%	81.8%	79.4%	79.5%	76.5%
No	Cohort Total	2,009	2,068	2,218	2,363	2,514
	% Completed	73.9%	74.4%	74.6%	73.0%	74.5%
Total	Cohort Total	2,105	2,205	2,349	2,495	2,663
	% Completed	74.5%	74.8%	74.8%	73.3%	74.6%

Table 57. 30-Units Rates by Economically Disadvantaged Status*

		2003-04	2004-05	2005-06	2006-07	2007-08
Yes	Cohort Total	529	598	616	720	800
	% Completed	77.1%	78.3%	77.4%	76.5%	78.3%
No	Cohort Total	1,576	1,607	1,733	1,775	1,863
	% Completed	73.6%	73.6%	73.9%	72.1%	73.0%
Total	Cohort Total	2,105	2,205	2,349	2,495	2,663
	% Completed	74.5%	74.8%	74.8%	73.3%	74.6%

*Note: A student is deemed economically disadvantaged and is categorized as “yes” if he/she is a recipient of a BOG fee waiver, Department of Social Services, CalWorks, TANF, General Assistance, Pell Grant or Workforce Investment Act

Persistence Rate

The percentage of first-time, degree, certificate and/or transfer seeking students with minimum of 6 units earn who attempted any Math or English in the first three years and enroll in first three consecutive primary semester terms anywhere in the CCC system

Table 58. Persistence Rates by Gender

		2003-04	2004-05	2005-06	2006-07	2007-08
Female	Cohort Total	1,089	1,110	1,129	1,228	1,301

	% Completed	80.7%	77.1%	75.5%	79.7%	77.3%
Male	Cohort Total	1,014	1,094	1,220	1,257	1,341
	% Completed	76.7%	75.6%	75.6%	77.2%	75.0%
Unknown	Cohort Total	2	1	0	10	21
	% Completed	100.0%	100.0%	0.0%	50.0%	76.2%
Total	Cohort Total	2,105	2,205	2,349	2,495	2,663
	% Completed	78.8%	76.4%	75.5%	78.3%	76.2%

Table 59. Persistence Rates by Age Group

		2003-04	2004-05	2005-06	2006-07	2007-08
17 and Less	Cohort Total	387	390	463	445	515
	% Completed	65.4%	68.5%	66.5%	60.9%	61.7%
18 and 19	Cohort Total	1,403	1,478	1,612	1,763	1,819
	% Completed	84.0%	81.7%	80.6%	84.5%	82.5%
20 to 24	Cohort Total	142	179	159	170	196
	% Completed	69.0%	59.2%	59.1%	65.9%	65.3%
25 to 29	Cohort Total	41	42	32	35	38
	% Completed	68.3%	57.1%	62.5%	62.9%	68.4%
30 to 34	Cohort Total	39	32	23	22	20
	% Completed	74.4%	68.8%	52.2%	72.7%	55.0%
35 to 39	Cohort Total	26	32	20	14	15
	% Completed	80.8%	71.9%	55.0%	64.3%	53.3%
40 to 49	Cohort Total	45	34	33	38	43
	% Completed	80.0%	70.6%	72.7%	76.3%	58.1%
50+	Cohort Total	22	18	7	8	17
	% Completed	72.7%	61.1%	85.7%	62.5%	70.6%
Total	Cohort Total	2,105	2,205	2,349	2,495	2,663
	% Completed	78.8%	76.4%	75.5%	78.3%	76.2%

Table 60. Persistence Rates by Ethnicity

		2003-04	2004-05	2005-06	2006-07	2007-08
Asian	Cohort Total	126	129	133	137	178
	% Completed	78.6%	79.1%	71.4%	79.6%	82.0%
African-American	Cohort Total	51	51	59	57	58
	% Completed	64.7%	74.5%	69.5%	63.2%	77.6%
Filipino	Cohort Total	67	54	50	46	60
	% Completed	79.1%	79.6%	80.0%	78.3%	75.0%
Hispanic	Cohort Total	273	343	365	382	413

	% Completed	76.2%	71.1%	77.0%	76.7%	76.0%
American Indian/ Alaskan Native	Cohort Total	9	11	13	20	16
	% Completed	77.8%	72.7%	69.2%	75.0%	56.3%
Pacific Islander	Cohort Total	20	30	17	24	23
	% Completed	65.0%	66.7%	76.5%	66.7%	69.6%
White	Cohort Total	1,406	1,426	1,568	1,614	1,606
	% Completed	79.9%	77.3%	76.1%	79.7%	76.0%
Unknown	Cohort Total	153	161	144	215	309
	% Completed	79.7%	78.3%	70.1%	75.3%	75.4%
Total	Cohort Total	2,105	2,205	2,349	2,495	2,663
	% Completed	78.8%	76.4%	75.5%	78.3%	76.2%

Table 61. Persistence Rates by Disability Status

		2003-04	2004-05	2005-06	2006-07	2007-08
Yes	Cohort Total	96	137	131	132	149
	% Completed	87.5%	79.6%	79.4%	84.1%	81.9%
No	Cohort Total	2,009	2,068	2,218	2,363	2,514
	% Completed	78.4%	76.2%	75.3%	78.0%	75.8%
Total	Cohort Total	2,105	2,205	2,349	2,495	2,663
	% Completed	78.8%	76.4%	75.5%	78.3%	76.2%

Table 62. Persistence Rates by Economically Disadvantaged Status*

		2003-04	2004-05	2005-06	2006-07	2007-08
Yes	Cohort Total	529	598	616	720	800
	% Completed	78.8%	74.2%	74.4%	76.4%	74.4%
No	Cohort Total	1,576	1,607	1,733	1,775	1,863
	% Completed	78.8%	77.2%	75.9%	79.1%	76.9%
Total	Cohort Total	2,105	2,205	2,349	2,495	2,663
	% Completed	78.8%	76.4%	75.5%	78.3%	76.2%

*Note: A student is deemed economically disadvantaged and is categorized as “yes” if he/she is a recipient of a BOG fee waiver, Department of Social Services, CalWorks, TANF, General Assistance, Pell Grant or Workforce Investment Act

Student Progress and Attainment Rate (SPAR)

The percentage of first-time, degree, certificate and/or transfer seeking students with minimum of 6 units earned who attempted any Math or English in the first three years and achieved any of the following outcomes within six years of entry:

- ❖ Earned AA/AS or credit Certificate (Chancellor’s Office approved)
- ❖ Transfer to four-year institution (students shown to have enrolled at any four-year institution of higher education after enrolling at a CCC)
- ❖ Achieved “Transfer Prepared” (student successfully completed 60 UC/CSU transferable units with a GPA ≥ 2.0)

Table 63. SPAR by Gender

		2003-04	2004-05	2005-06	2006-07	2007-08
Female	Cohort Total	1,089	1,110	1,129	1,228	1,301

	% Completed	57.5%	61.4%	59.9%	58.6%	59.3%
Male	Cohort Total	1,014	1,094	1,220	1,257	1,341
	% Completed	58.4%	56.0%	57.4%	55.4%	54.7%
Unknown	Cohort Total	2	1	0	10	21
	% Completed	0.0%	100.0%	0.0%	90.0%	61.9%
Total	Cohort Total	2,105	2,205	2,349	2,495	2,663
	% Completed	57.9%	58.8%	58.6%	57.1%	57.0%

Table 64. SPAR by Age Group

		2003-04	2004-05	2005-06	2006-07	2007-08
17 and Less	Cohort Total	387	390	463	445	515
	% Completed	68.0%	70.3%	68.0%	68.3%	70.1%
18 and 19	Cohort Total	1,403	1,478	1,612	1,763	1,819
	% Completed	58.4%	59.6%	58.4%	57.0%	56.2%
20 to 24	Cohort Total	142	179	159	170	196
	% Completed	47.2%	41.3%	44.0%	42.4%	45.9%
25 to 29	Cohort Total	41	42	32	35	38
	% Completed	36.6%	42.9%	43.8%	31.4%	42.1%
30 to 34	Cohort Total	39	32	23	22	20
	% Completed	38.5%	40.6%	34.8%	54.5%	35.0%
35 to 39	Cohort Total	26	32	20	14	15
	% Completed	53.8%	50.0%	40.0%	21.4%	26.7%
40 to 49	Cohort Total	45	34	33	38	43
	% Completed	40.0%	50.0%	51.5%	39.5%	37.2%
50+	Cohort Total	22	18	7	8	17
	% Completed	27.3%	16.7%	28.6%	37.5%	17.6%
Total	Cohort Total	2,105	2,205	2,349	2,495	2,663
	% Completed	57.9%	58.8%	58.6%	57.1%	57.0%

Table 65. SPAR by Ethnicity

		2003-04	2004-05	2005-06	2006-07	2007-08
Asian	Cohort Total	126	129	133	137	178
	% Completed	71.4%	81.4%	69.2%	68.6%	75.8%
African-American	Cohort Total	51	51	59	57	58
	% Completed	49.0%	49.0%	47.5%	49.1%	50.0%
Filipino	Cohort Total	67	54	50	46	60
	% Completed	52.2%	50.0%	54.0%	52.2%	53.3%
Hispanic	Cohort Total	273	343	365	382	413
	% Completed	44.3%	51.0%	46.6%	47.1%	47.5%
American Indian/ Alaskan Native	Cohort Total	9	11	13	20	16
	% Completed	66.7%	45.5%	38.5%	65.0%	25.0%
Pacific Islander	Cohort Total	20	30	17	24	23
	% Completed	20.0%	46.7%	41.2%	45.8%	39.1%

White	Cohort Total	1,406	1,426	1,568	1,614	1,606
	% Completed	60.2%	58.7%	61.2%	58.3%	58.2%
Unknown	Cohort Total	153	161	144	215	309
	% Completed	58.8%	67.1%	61.1%	62.3%	58.3%
Total	Cohort Total	2,105	2,205	2,349	2,495	2,663
	% Completed	57.9%	58.8%	58.6%	57.1%	57.0%

Table 66. SPAR by Disability Status

		2003-04	2004-05	2005-06	2006-07	2007-08
Yes	Cohort Total	96	137	131	132	149
	% Completed	57.3%	51.8%	44.3%	47.0%	45.6%
No	Cohort Total	2,009	2,068	2,218	2,363	2,514
	% Completed	57.9%	59.2%	59.4%	57.7%	57.7%
Total	Cohort Total	2,105	2,205	2,349	2,495	2,663
	% Completed	57.9%	58.8%	58.6%	57.1%	57.0%

Table 67. SPAR by Economically Disadvantaged Status*

		2003-04	2004-05	2005-06	2006-07	2007-08
Yes	Cohort Total	529	598	616	720	800
	% Completed	55.0%	57.0%	58.3%	54.9%	55.1%
No	Cohort Total	1,576	1,607	1,733	1,775	1,863
	% Completed	58.8%	59.4%	58.7%	58.0%	57.9%
Total	Cohort Total	2,105	2,205	2,349	2,495	2,663
	% Completed	57.9%	58.8%	58.6%	57.1%	57.0%

*Note: A student is deemed economically disadvantaged and is categorized as “yes” if he/she is a recipient of a BOG fee waiver, Department of Social Services, CalWorks, TANF, General Assistance, Pell Grant or Workforce Investment Act

Transfer Velocity

Of first-time college students who have shown “behavioral intent to transfer,” the percentage of students who transfer to a four-year institution six years after initial enrollment. “Behavioral intent to transfer” refers to students who have completed twelve credit units and attempted transfer-level math or English within six years of entry into the system.

The outcome is transfer to a four-year institution within a given time period subsequent to initial enrollment. A data match with the National Student Clearinghouse (NSC), University of California (UC) and California State University (CSU) provided information on the enrollment of former CCC students at public and private four-year transfer institutions within the United States.

Table 68. Transfer Rates by Gender

		2003-04	2004-05	2005-06	2006-07	2007-08
Female	Cohort Total	921	930	952	1,088	1,087
	% Completed	48.2%	54.0%	51.5%	50.5%	49.9%
Male	Cohort Total	842	862	997	1,063	1,048

	% Completed	51.5%	49.8%	50.2%	48.0%	48.6%
Unknown	Cohort Total	1	1	0	12	19
	% Completed	0.0%	100.0%	0.0%	58.3%	47.4%
Total	Cohort Total	1,764	1,793	1,949	2,163	2,154
	% Completed	49.8%	52.0%	50.8%	49.3%	49.2%

Table 69. Transfer Rates by Age Group

		2003-04	2004-05	2005-06	2006-07	2007-08
17 and Less	Cohort Total	366	368	425	457	479
	% Completed	57.9%	58.4%	56.9%	56.7%	57.2%
18 and 19	Cohort Total	1,187	1,239	1,333	1,511	1,453
	% Completed	50.0%	52.4%	51.9%	49.4%	48.7%
20 to 24	Cohort Total	109	103	122	113	139
	% Completed	44.0%	40.8%	36.1%	35.4%	35.6%
25 to 29	Cohort Total	23	20	19	27	24
	% Completed	21.7%	30.0%	26.3%	22.2%	41.7%
30 to 34	Cohort Total	21	16	10	13	11
	% Completed	33.3%	6.3%	20.0%	38.5%	36.4%
35 to 39	Cohort Total	16	15	12	11	9
	% Completed	25.0%	40.0%	8.3%	9.1%	33.3%
40 to 49	Cohort Total	30	24	24	25	29
	% Completed	20.0%	50.0%	16.7%	28.0%	37.9%
50+	Cohort Total	12	8	4	6	10
	% Completed	18.2%	12.5%	0.0%	20.0%	20.0%
Total	Cohort Total	1,764	1,793	1,949	2,163	2,154
	% Completed	49.8%	52.0%	50.8%	49.3%	49.2%

Table 70. Transfer Rates by Ethnicity

		2003-04	2004-05	2005-06	2006-07	2007-08
African-American	Cohort Total	36	31	39	34	41
	% Completed	55.6%	54.8%	46.2%	50.0%	41.5%
American Indian/ Alaskan Native	Cohort Total	8	10	9	20	8
	% Completed	50.0%	40.0%	33.3%	45.0%	37.5%
Asian	Cohort Total	105	115	121	125	153
	% Completed	57.1%	67.0%	56.2%	56.0%	60.8%
Filipino	Cohort Total	49	43	39	39	50
	% Completed	38.8%	46.5%	48.7%	35.9%	44.0%
Hispanic	Cohort Total	207	241	278	306	314
	% Completed	36.2%	45.2%	39.2%	40.2%	39.8%
Pacific Islander	Cohort Total	17	20	15	17	15
	% Completed	17.6%	50.0%	33.3%	23.5%	33.3%
Unknown	Cohort Total	130	137	122	194	259
	% Completed	48.5%	54.0%	59.8%	52.1%	49.8%
White Non-	Cohort Total	1,212	1,196	1,326	1,428	1,314

Hispanic	% Completed	52.3%	51.9%	52.4%	51.0%	50.7%
Total	Cohort Total	1,764	1,793	1,949	2,163	2,154
	% Completed	49.8%	52.0%	50.8%	49.3%	49.2%

Table 71. Transfer Rates by Disability Status

		2003-04	2004-05	2005-06	2006-07	2007-08
Yes	Cohort Total	81	105	103	109	115
	% Completed	44.4%	41.9%	35.9%	34.9%	42.6%
No	Cohort Total	1,683	1,688	1,846	2,054	2,039
	% Completed	50.0%	52.6%	51.6%	50.0%	49.6%
Total	Cohort Total	1,764	1,793	1,949	2,163	2,154
	% Completed	49.8%	52.0%	50.8%	49.3%	49.2%

Table 72. Transfer Rates by CalWORKS Status

		2003-04	2004-05	2005-06	2006-07	2007-08
Yes	Cohort Total	7	2	7	2	7
	% Completed	57.1%	0.0%	0.0%	100.0%	28.6%
No	Cohort Total	1,757	1,791	1,942	2,161	2,147
	% Completed	49.7%	52.0%	51.0%	49.2%	49.3%
Total	Cohort Total	1,764	1,793	1,949	2,163	2,154
	% Completed	49.8%	52.0%	50.8%	49.3%	49.2%

Goals and Activities

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I. Access

The percentage of each population group that is enrolled compared to that group's representation in the adult population within the community.

Data Source

The State Chancellor's Office is still in the process of developing a standardized, statewide methodology for the Access indicator. Locally, it was decided to use demographic data from the US Census, American Community Survey (ACS) Fact Finder, as the comparison to our College's demographic data from State Chancellor's Data Mart site.

Methodology

The proportionality index for Access was calculated by dividing the percentage of each subgroup in the Saddleback College population by the percentage of the same subgroup represented in the community. Saddleback College's data was identified through the service area's zip codes.

Findings

- The results for the 2012-13 cohort year indicated that there were major disproportionate impacts among students who are between the ages of 35 to 39 years of age (PI=0.516), 40 to 49 years of age (PI =0.389) and for 50+ years (PI = 0.614) in terms of Access.
- Additionally, major disproportionate impacts are indicated for those students who are economically disadvantaged (PI =.070) in terms of Access.
- Moderate disparity was indicated for White, Non-Hispanic students (PI = 0.847) in terms of Access.
- Moderate disparity was found for disabled students (PI = 0.075) in terms of Access.
- Moderate disproportionate impacts are indicated among male students (PI = 0.836) in terms of Access.
- Mild disparity are indicated for students 19 years of age or less (PI=0.910) as well as for students who are between the ages of 30 and 34 (PI= 0.995).

Objectives and Activities

Objective 1.1: Saddleback College will work to ensure that the educational needs of the adult learner, ages 35 to 50+, have been identified and that staffing and programing will be provided to enable this population the opportunity to meet their educational goals.

Activity	Expected Outcomes	Responsible Person	Target Date
Research Conduct research to determine the reasons for disproportionate impact among this identified population.	Research outcomes will provide necessary data to determine reasons for DI.	Research Office	Spring 2015
Research/survey age populations of 35 and older to determine their interests for learning and/or college career paths.	Next year's activities can be identified and developed.		Summer 2015
Outreach Develop an Outreach plan and implement activities focused on the needs and interests of the adult learner, 35-50+ years of age.	Educational opportunities will be recognized for this student population.	Outreach	Spring 2015
Include specialized populations: Disabled students, students from educational and socioeconomic disadvantaged backgrounds, and active Military, Veterans.	Students from these populations will enroll and bring alignment into proportionate impact. Students will initiate action toward their goals.	Veterans Center DSPS	Fall 2015
Activity	Expected Outcomes	Responsible Person	Target Date
Expansion of Services Look into the need to hire staff that will oversee the on-going planning of goals, objectives and activities of Student Equity Funding. Staffing may include: <ol style="list-style-type: none"> Program Director Administrative Assistant Researcher Special Project Research Coordinator 	Research, Outreach, and Activities will be monitored for completion.	Student Equity Personnel	Spring 2015

Objective 1.2: Outreach activities and materials will be designed to reach out to those individuals who are economically disadvantaged, in order to support increased awareness of resources and assistance with applying for financial opportunities in order to enter college. The research will provide precise data about age, employment status, ethnicity status, and average income, active military and veterans, and college access points.

Activity	Expected Outcomes	Responsible Person	Target Date
Research GIS Mapping on age, employment status, ethnicity, and average income (especially San Juan Capistrano). College access points. Active military and veterans. Students currently receiving Pell Grant and Board of Governor's Fee Waiver.	Detailed data will enable precise populations to identify specific target areas for outreach and activities.	Research Office	Spring 2015
Outreach Develop campaigns to effectively communicate financial assistance and college resources with materials, videos and multilingual resources which assist others in understanding the financial resources available to them. Market open access enrollment, Distance (on-line) education, and Evening and Weekend classes. Work with city and county municipalities and transit authorizes to increase public transportation to the college.	Students with economic challenges will be able to access information regarding financial resources and services available to them. Students with economic challenges will have greater access to education that fits into their daily schedules. Students with limited incomes and without means of personal transportation will be able to access public transportation during non-primetime class hours.	Student Equity Personnel Outreach Public Information Financial Aid DSPPS	Summer 2015 Fall 2015 Spring 2015

Provide Outreach activities focused on the financial resources available to students, including specialized populations, EOPS, DSPS, VETS, Active Military, Foster Youth, and Service area High Schools.	Specialized populations who often have financial limitations will have access to information, transportation and financial resources to attend college.	EOPS	Spring 2015
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Activity	Expected Outcomes	Responsible Person	Target Date
<p>Expansion of Services Hire a Financial Aid Specialist to provide information regarding financial aid availability and assistance with the application process that would outreach to specialized populations (Specialized populations would include educationally and economically disadvantaged students, disabled students, active military, and feeder high schools).</p> <p>Assist in-coming students by creating a seamless pre-enrollment and post enrollment progression for specialized populations of students entering college so that “at risk” students are not lost when moving from one process to the next while entering College. (Specialized populations would include educationally and economically disadvantaged students, disabled students, active military, and feeder high schools).</p>	Additional staff will be able to successfully provide Outreach to these populations.	<p>Student Equity Personnel</p> <p>Financial Aid</p>	February, 2015

Objective 1.3: Conduct research to review data regarding male students for possible reasons for disproportionate impacts. Survey the local community about their workforce interests, including active military and Veterans.
Provide for additional counseling male students.

Activity	Expected Outcomes	Responsible Person	Target Date
Research Conduct research to review data about male students for possible reasons for disproportionate impacts. Use such data as GIS mapping. Survey the local community about their workforce interests, including active military and veterans. Research possible “packaged” streamlined, and short-term educational programs, to meet the educational needs for the working adult learner and include active military.	Determine reasons for DI. Determine interests of population Determine programmatic possibilities that will meet the educational needs of this population	Research Office	Spring 2015
Outreach Provide focused outreach efforts to the local community and Active Military and develop campaigns that will communicate more effectively college resources for this population. Market open access enrollment, Distance (on-line) Education, and evening and weekend classes	Students from population group will enroll.	Veterans Center Outreach	Spring 2015
Expansion of Services Provide expanded counseling to active military at Camp Pendleton.	Active military will be able to successfully apply and enroll to college.	Veterans Center	Spring 2015

Objective 1.4: Further research to determine reasons for the disproportionate impact for White, Non-Hispanic Students.

Activity	Expected Outcomes	Responsible Person	Target Date
Research Conduct further research for possible reasons for disproportionate impacts among the White, Non-Hispanic population. Conduct research in GIS Mapping regarding age, employment status, Ethnicity status, and average income. Survey people about their workforce interests.	Determine reasons for disproportionate impact.	Research	March, 2015
Outreach Provide focused outreach efforts to the local community and develop campaigns that will communicate more effectively college resources for this population. Market open access enrollment, Distance (on-line) Education, and evening and weekend classes	Increase enrollment and delivery of services for this population	Outreach	Fall 2015
Expansion of Services Provide funding for expanded services for this population.	White; Non-Hispanic Students will be successfully applying and fully enroll in classes	Outreach	Fall 2015

Objective 1.5: Further research of students with disabilities to more effectively target activities. Remove barriers that prevent individuals with disabilities from learning about the college, applying to the college, matriculating, or enrolling in the college and streamline these processes for individuals with disabilities. Develop outreach efforts targeted towards individuals with disabilities within the campus and community, in particular High School Seniors in our “feeder schools”.

Activity	Expected Outcomes	Responsible Person	Target Date
Research Gather data to identify the breakdown of different disability categories among students and individuals with disabilities in the community.	Ascertain whether there are certain categories that are more disproportionately impacted.	Researcher DSPS	Spring 2015.
Gather disaggregated data in order to identify overlays with other underrepresented groups such as ethnicity, income, ESL status, educational level, Veteran/active military status, city of residence, age, employment status, and foster youth status.	The data will help determine other types of barriers that will need to be eliminated.	Researcher DSPS	Spring 2015.
Research all access points into the College, physical accessibility/barriers around the campus and include campus access routes.	Identify barriers that need to be removed.	Researcher DSPS	Spring 2015.
Activity	Expected Outcomes	Responsible Person	Target Date

<p>Outreach Provide a seamless pre-enrollment and post-enrollment progression for entering students with disabilities.</p>	<p>Students with disabilities will successfully enroll, request accommodations, and receive their accommodations in a timely manner.</p>	<p>DSPS</p>	<p>Spring 2015</p>
<p>Expansion of Services Conduct prospective student presentations for high school seniors with disabilities.</p> <p>Provide disability services for evening and weekend college classes.</p> <p>Develop a campaign to increase understanding of the different college processes and procedures (i.e., difference between application and the registration process) and college resources which will assist students with disabilities be successful at Saddleback College.</p> <p>Work with city and county municipalities and transit authorities to increase ACCESS transportation to the college.</p>	<p>The student will be able to efficiently enroll and register for classes and securely in a timely manner receive their accommodations.</p> <p>Greater physical access from the community into the college will be provided enabling disabled persons to enter college.</p>	<p>DSPS</p>	<p>Spring 2015</p>

II. Course Completion

The percentage of students, by population group, that successfully completes a credit course. Successful course completion means the completion of a credit course for which a student received a recorded grade of A, B, C, D, Pass, IA, IB, IC, Incomplete Pass.

Data Source

The data for this indicator was extracted from the Enrollment Retention and Success Rate report from the Data Mart on the State Chancellor's site. This indicator only displays gender, age, and ethnicity tables based on limitations of the Data Mart report.

Methodology

Cohort total include all course enrollments during the term, which for some students include enrollment in multiple classes.

Findings

The results for the 2007-2008 cohort year indicated that there were no disproportionate impact in course completion when disaggregated by gender, age, and ethnicity.

- Fall 2013 results indicated there was a slight disparity among the male and unknown students in term of course completion.
 - Mild disparity was found amongst males students (PI=.969)
 - Mild disparity was found amongst unknown students (PI=.989)
- Fall 2013 results indicated that there was a slight disparity among the 20-24 and 24 – 29 year olds in terms of course completion.
 - Mild disparity was found for two age groups: 20-24 year olds (PI=0.969), 25-29 year olds (PI=0.976)
- Fall 2013 results indicated that there was moderate disparity among the African –American population in terms of course completion. The Hispanic, Pacific Islander and multiethnic population are resulted in mild disparities.
 - Mild disparity was found for the following ethnicities: African-American (PI=0.826), Filipino (PI=0.928), and Hispanic (PI=0.948), but the variation between these groups and all others was insignificant.

Objectives and Activities

Objective II.1.: Saddleback College will work to ensure that the unique educational needs of African-American Students have been identified, researched, and targeted outreach, training and programs have been planned and implemented to assist this population of students with the best possible learning environment that supports course completion.

Activity	Expected Outcomes	Responsible Person	Target Date
Research Coordinate with the Office of Research and Planning to gather more data on the completion rates of African-American students' and identify barriers for course completion.	Begin capturing data on this cohort of students and identify barriers to completion.	Director of Planning, Research, and Accreditation	Spring 2015
Outreach Institute campus wide Early Alert Program for faculty to use to help identify and refer high risk African-American students to support services on campus that lead to student success. Provide resources for college-wide professional development to train faculty and staff on how to assist high risk African-American students with barriers that impede course completion.	Identify and implement a campus wide early alert program that could be adopted by 51% of the college faculty. Ongoing trainings for faculty and staff to improve teaching methodologies, strategies and services to students.	Student Success Coordinating Cmte Matriculation Coordinator/Dean of Counseling and Academic Senate	Spring 2015 Summer 2015
Expansion of Services Working through the LRC, implement Summer Refresh Program in English, reading and math assessment preparation. Budget \$75,000 for faculty stipends and program materials. An estimated 500 students to complete program.	An English, reading, and math placement Refresh Program will be available to students to participate in before they enroll.	LRC Faculty Director	Spring 2015

Investigate the need for adding course prerequisites to degree applicable courses to encourage students to enroll in appropriate classes based on placement results in English, reading and math.	Explore opportunities with Curriculum committee and Academic Senate.	Academic Senate Saddleback College Curriculum Committee Student Success College Wide Committee Co-Chairs Dean of Counseling	Fall 2015
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III. ESL and Basic Skills Completion

Data Source

ESL and basic skills completion data was extracted from the State Chancellor's, Data on Demand site.

ESL: *The percentage of credit students who attempted a course designated at “levels below transfer” in ESL and successfully completed a college-level ESL or college-level English course within six years.*

Methodology

BSI-ESL tracks a cohort of students from the time they first attempt a course at “levels below transfer” in ESL. A cohort is comprised of students who attempted a remedial credit ESL course that particular year and have a social security number. By subgroup, proportionality index is calculated by dividing the percentage of students who successfully completed a college-level ESL course or a college-level English course within six years by the percentage of students in the overall cohort.

Findings

- **For ESL Completion, the results for the 2007-08 cohort year indicated that there were major disparities among 25-29, 35-39, and 50+ age groups and among the Hispanic populations.**
- Students 25 years old and older are less prevalent in the outcome group with PIs decreasing and disproportionate impact increasing with students' age.
- Hispanic students are impacted with a PI of 0.433. Also, American Indian/Alaskan Natives and African American students are extremely impacted with a PI of 0.00. However, their cohort sizes are less than 10, so the results should not be generalized to the entire population.
- Disabled students are also extremely impacted with a PI of 0.00. Yet again, their cohort size was less than 10, so results cannot be generalized.

Remedial English: *The percentage of credit students who attempted a course designated at “levels below transfer” in English and successfully completed a college-level course in English within six years.*

Methodology

BSI-English tracks a cohort of students from the time they first attempt a course at “levels below transfer” in English. A cohort is comprised of students who attempted a remedial English course that particular year and have a social security number. By subgroup, proportionality index is calculated by dividing the percentage of students who successfully completed a college-level English course within six years by the percentage of students in the overall cohort.

Findings

- **For Remedial English, the results for the 2007-2008 cohort year indicated that there was major disparity among the 35-39 age group.**
- Compared to the youngest age group with a completion rate of 71.1%, students between the ages of 35 to 39 have a completion rate of 36.7%. They are disproportionately impacted with a PI of 0.587. Students 25 years and older are less prevalent in the outcome group, with PIs decreasing and disproportionate impact increasing with students’ age.
- American Indian/Alaskan Native and Pacific Islander students are also impacted, with PIs of 0.748 and 0.721 respectively. However, the cohort sizes of these groups (20 or less) are small, so the moderate disparity should not be generalized to the general population.

Remedial Math: *The percentage of credit students who attempted a course designated at “levels below transfer” in Math and successfully completed a college-level course in Math within six years.*

Methodology

BSI-Math tracks a cohort of students from the time they first attempt a course at “levels below transfer” in Math. A cohort is comprised of students who attempted a remedial credit Math course that particular year and have a social security number. By subgroup, proportionality index is calculated by dividing the percentage of students who successfully completed a college-level Math within six years by the percentage of students in the overall cohort.

Findings

- **For Remedial Math, the results for the 2007-08 cohort year indicated that there were major disparities among the American Indian/Alaskan Native, Filipino, and Pacific Islander populations.**
- Students age 17 and under and 30 and above are less prevalent in the outcome group, with PIs decreasing and disproportionate impact increasing with students’ age, and also increasing in the youngest age group.
- Students with an unknown gender are extremely impacted with a PI of 0.00, but addressing this population is difficult since their gender is not known.
- American Indian/Alaskan Native students, Filipino students, and Pacific Islander students are also impacted ($PI < 0.50$), but the smaller cohort sizes (<25) make for inconsistent findings over the years.

Objectives and Activities

Objective III.1.: Increase Basic Skills Improvement (BSI) for students 25 years of age and older in ESL. Lessen disproportionate impact for these groups to the moderate disparity level (PI of .71-.85) by 2020.

Activity	Expected Outcomes	Responsible Person	Target Date
<p>Research</p> <p>Confirm whether students are taking ESL courses for social rather than academic reasons: Determine educational goals of the students in the identified group, as well as the number/percentage who are enrolled in college-level ESL or college-level English; who have enrolled only in ESL classes; who are still enrolled at Saddleback; and the number/ percentage of students who stayed at Saddleback for more than one year.</p> <p>Determine their employment status and the number of hours employed per week.</p> <p>Investigate if students are applying for financial aid, and the type of aid they are applying for (e.g., BOG fee waiver, Pell Grant, work study, etc.).</p> <p>Investigate if students are entering the workforce immediately after attending Saddleback.</p> <p>Determine if they are taking only 30 units and leaving upon disqualification for further financial aid, or if they are taking</p>	<p>Identify if the disparity expressed by ESL Basic Skills students ages 25+ is related to their differing educational goals, or some other cause that needs to be addressed</p>	<p>Research Office</p> <p>Work group/task force to analyze data findings</p>	<p>Fall 2015</p>

one or two classes.			
Determine the percentage of students who are impacted by external factors (e.g., family barriers and crises).			
Outreach Educate faculty and staff about expanding services available (financial aid, tutoring, etc.) for students in the this age group. Counselors outreach to ESL classes to encourage use of services. Financial aid workshops for students interested in Financial Literacy. Student Services ‘Fair’ tailored for older (25+ years) population in the evening, designed to provide information on services available at Saddleback.	Increased use of campus services, namely tutoring and office hours, by students ages 25-29, 35-39, and 50+. Increased rates of Basic Skills Improvement for ESL according to their educational goals.	LRC coordinators and staff ESL counselors and faculty participating in “Student Fair” and peer mentor program Faculty, staff, and students involved in workshops and education program about extended service	Fall 2015
Expansion of Services Consider developing a community education platform for students who just want to take a course for social reasons. Extend hours of LRC (Learning Resource Center) on campus (earlier before classes meet and later into the evening, from 7 am-9 pm) and begin Saturday morning tutoring (9am-1 pm). Establish an online tutoring platform. Extend the online tutoring platform to	Increased use of campus services, namely tutoring and office hours, by students ages 25-29, 35-39, and 50+. Increased rates of Basic Skills Improvement for ESL according to their educational goals.	LRC coordinators and staff ESL instructors participating in the online office hour platform Students to serve as peer mentors in the outreach program	Fall 2015

<p>include instructor office hours. Connect with faculty from ESL to begin offering office hours online through this platform.</p> <p>Establish a peer mentor program following the AVID model.</p> <p>During the in-person ESL group advisement, not only have a counselor conduct the advisement, but also have an ESL instructor present.</p> <p>Consider alternative locations and times of ESL courses.</p> <p>Create a learning community with the Advanced ESL courses and the Counseling 160 course.</p> <p>Enhance Career and Job Placement Services to include developing resumes, cover letters, interviewing skills, internships, customer service skills, and job training, etc....</p>		(modeled after AVID)	
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Objective III.2.: Increase Basic Skills Improvement (BSI) for students 35-39 years of age in English. Lessen disproportionate impact for this group to the moderate disparity level (PI of .71-.85) by 2020.

Activity	Expected Outcomes	Responsible Person	Target Date
Research Determine the educational goals of the students in the identified group. Determine their employment status and the number of hours employed per week. Investigate if students are applying for financial aid, and the type of aid they are applying for (e.g., BOG fee waiver, Pell Grant, work study, etc.). Collect data on whether these students are completing the ESL sequence (visiting/temporary students may be taking classes for social reasons). Identify the desirability and availability of English courses offered in the evenings and on the weekends. Determine the percentage of students who are impacted by external factors (e.g., family barriers and crises).	Identify the needs of this group, and determine if the disproportionate impact is due to differing educational goals or other external sources that need to be addressed Analyze accessibility of courses and campus services, as they meet the needs of this population	Research Office Work group/task force to analyze data findings	Fall 2015
Outreach Educate faculty and staff about expanding services available (financial aid, tutoring, etc.) for students in the this age group.	Increased use of campus services, namely tutoring and office hours, by students ages 25-29, 35-39, and 50+. Increased rates of Basic Skills Improvement for ESL	LRC coordinators and staff	Fall 2015

<p>Counselors outreach to ESL classes to encourage use of services.</p> <p>Financial aid workshops for students interested in Financial Literacy.</p> <p>Student Services ‘Fair’ tailored for older (25+ years) population in the evening, designed to provide information on services available at Saddleback.</p>	<p>according to their educational goals.</p>	<p>ESL counselors and faculty participating in “Student Fair” and peer mentor program</p> <p>Faculty, staff, and students involved in workshops and education program about extended service</p>	
<p>Expansion of Services</p> <p>Extend hours of LRC (Learning Resource Center) on campus (earlier before classes meet and later into the evening, from 7 am-9 pm) and begin Saturday morning tutoring (9am-1 pm).</p> <p>Establish an online tutoring platform.</p> <p>Extend the online tutoring platform to include instructor office hours. Connect with faculty from English to begin offering office hours online through this platform.</p> <p>Establish a peer mentor program following the AVID model.</p>	<p>Increased use of campus services, namely tutoring and office hours, by students ages 25-29, 35-39, and 50+.</p> <p>Increased rates of Basic Skills Improvement of English according to their educational goals.</p>	<p>LRC coordinators and staff</p> <p>English instructors participating in the online office hour platform</p> <p>Students to serve as peer mentors in the outreach program (modeled after AVID)</p>	<p>Fall 2015</p>

IV. Degree and Certificate Completion

30-Unit Rate: *The percentage of first time, degree, certificate and/or transfer seeking first-time students with a minimum of six units earned who attempted any math or English in the first three years and earned at least 30 units in the CCC system within six years of entry.*

Data Source

30 Units data were extracted from the Student Progress and Attainment Rate, which was downloaded from Data-on-Demand.

Methodology

The 30 Unit Rate includes only students who took a credit course in the California Community College (CCC) system for the first time, have a valid SSN, earned six units within the first three years of enrollment anywhere in the CCC system, and attempted a Math or English during those three years. Students who previously enrolled in courses outside of the CCC system are excluded. By subgroup, proportionality index is calculated by dividing the percentage of students who earned 30 units within six years of entry by the percentage of students in the overall cohort.

Findings

- **The results for the 2007-2008 cohort year indicated that there were no major disparities among the populations.**
- **Some disparity was found for all students who began college at 20 years of age or older.**
 - Moderate disparity was found for three age groups: 20-24 year olds (PI=0.773), 25-29 year olds (PI=0.776), and 40-49 year olds (PI=0.748).
 - Mild disparity was found for three age groups: 30-34 year olds (PI=0.939), 35-39 year olds (PI=0.894), and the 50+ group (PI=0.947).
- **No significant disparity was found for any other population.**
 - Moderate disparity was found in American Indian/Alaskan Native students (PI=0.754). However, this group is comprised of a very small number of students (<20).
 - Mild disparity was found for the following ethnicities: African-American (PI=0.902), Filipino (PI=0.916), and Hispanic (PI=0.935), but the variation between these groups and all others was insignificant.
 - Mild disparity was also found for males, but the difference between males (PI=0.978) and females (PI=1.020) was insignificant.

- Mild disparity was found for the students without disabilities, but the difference between non-disabled students (PI=0.998) and disabled students (PI=1.026) was insignificant.
- Mild disparity was found for students who are not economically disadvantaged, but the difference between non-economically disadvantaged students (PI=0.979) and economically disadvantaged students (PI=1.049) was insignificant.

Persistence Rate: *The percentage of first time, degree, certificate and/or transfer seeking first-time students with a minimum of six units earned who attempted any math or English in the first three years and enrolled in the first three consecutive primary semester terms anywhere in the CCC system.*

Data Source

Persistence data was extracted from the Student Progress and Attainment Rate, which was downloaded from Data-on-Demand.

Methodology

The Persistence Rate includes only students who took a credit course in the California Community College (CCC) system for the first time, have a valid SSN, earned six units within the first three years of enrollment anywhere in the CCC system, and attempted a Math or English during those three years. Students who previously enrolled in course outside of the CCC system are excluded. By subgroup, proportionality index is calculated by dividing the percentage of students who enrolled in the first three consecutive primary semester terms anywhere in the CCC system by the percentage of students in the overall cohort.

Findings

- **The results for the 2007-2008 cohort indicated that some disparity was found for almost all age groups, with the exception of 18 and 19 year olds.**
 - Major disparity was found among the 35-39 year olds (PI=0.700). However, this group is comprised of a very small number of students (<20).
 - Moderate disparity was found for four age groups: 17 or less (PI=0.811), 20-24 year olds (PI=0.858), 30-34 year olds (PI=0.722), and 40-49 year olds (0.763).
 - Mild disparity was found for two age groups: 25-29 year olds (PI=0.898) and the 50+ group (PI=0.927).
- **No significant disparity was found for any other population.**
 - Moderate disparity was found for American Indian/Alaskan Native students (PI=0.739). However, this group is comprised of a very small number of students (<20).

- Mild disparity was found for the following ethnicities: Filipino (PI=0.985), Hispanic (PI=0.998), Pacific Islander (PI=0.913), and White (PI=0.998), but the variation between these groups and all others was insignificant.
- Mild disparity was found for males, but the difference between males (PI=0.985) and females (PI=1.015) was insignificant.
- Mild disparity was found for the students without disabilities, but the difference between non-disabled students (PI=0.996) and disabled students (PI=1.075) was insignificant.
- Mild disparity was found for economically disadvantaged students, but the difference between economically disadvantaged students (PI=0.977) and non-economically disadvantaged students (PI=1.010) was insignificant.

Student Progress and Attainment Rate (SPAR): *The percentage of first time, degree, certificate and/or transfer seeking first-time students with a minimum of six units earned who attempted any math or English in the first three years and achieved any of the following outcomes within six years of entry:*

- *Earned an AA/AS or credit Certificate (Chancellor's Office approved)*
- *Transferred to a four-year institution (students shown to have enrolled at any four-year institution of higher education after enrolling at a CCC)*
- *Achieved "Transfer Prepared" (student successfully completed 60 UC/CSU transferrable units with GPA ≥ 2.0)*

Data Source

SPAR data were downloaded from Data-on-Demand.

Methodology

SPAR includes only students who took a credit course in the California Community College (CCC) system for the first time, have a valid SSN, earned six units within the first three years of enrollment anywhere in the CCC system, and attempted a Math or English during those three years. Students who previously enrolled in courses outside of the CCC system are excluded. By subgroup, proportionality index is calculated by dividing the percentage of students who earned any of the above outcomes within six years of entry by the percentage of students in the overall cohort.

Findings

- **2007-2008 cohort results indicated some disparity for almost all age groups after the age of 17.**
 - Major disparity was found in all age groups over the age of 30: 30 -34 year olds (PI=0.614), 35-39 year olds (PI=0.468), 40-49 year olds (PI=0.652), and the 50 + group (PI=0.309).

- Moderate disparity was found for the age groups between 20 and 29: 20-24 years old (PI=0.805) and 25-29 year olds (PI=0.739).
- Mild disparity was found for the 18 & 19 year olds (PI=0.985).
- **Moderate disparity was found for Hispanic students (PI=0.832).** Due to the large number of students in this category (413), this is a significant finding.
- **Moderate disparity was found for disabled students (PI=0.800).** Due to the number of students in this category (149), this is a significant finding.
- **No significant disparity was found for any other population.**
 - Major disparity was found for American Indian/Alaskan Natives (PI=0.438) and for Pacific Islanders (PI=0.686). However, these groups are comprised of very small numbers of students (16 and 23 respectively).
 - Mild disparity was found for African-American students (PI=0.877) and Filipino students (PI=0.935).
 - Mild disparity was found for males, but the difference between males (PI=0.960) and females (PI=1.040) was insignificant.
 - Mild disparity was found for economically disadvantaged students, but the difference between economically disadvantaged students (PI=0.966) and non-economically disadvantaged students (PI=1.014) was insignificant.

Objectives and Activities

Objective IV.1.: Expand student services targeted to “gap” students (those students who took one or more years off after graduating high school before entering college for the first time) and extensively publicize these services.

Activity	Expected Outcomes	Responsible Person	Target Date
Research Conduct additional research on the particular needs of students who start college for the first time one or more years after graduating from high school (“gap” students) such as financial needs, childcare needs, time constraints due to work schedules, etc. This can be done, in part, by adding questions to the biannual student survey and by holding focus group sessions with students from targeted populations.	An understanding of the needs of “gap students in order to develop targeted services and programs.	Research Office	Spring 2016
Investigate increasing Child Development Center subsidies for working students.	Greater access to child care services for students.	Child Development Center	Fall 2015
Implement drop survey to provide information on why the student is unsuccessful in completing their courses.	An understanding of the reasons for why students drop in an effort to provide targeted services and programs.	VP for Instruction Director of District IT Research Office	Spring 2016
Conduct research on the needs for and feasibility of evening, weekend, and/or online student services.	An understanding of when and how to offer services in order to reach more students.		Spring 2016
Outreach Work with The Saddleback College Foundation about the possibility of establishing a Saddleback Student job	Provide additional resources for the employment of students.	Dean, Transfer, Career, and Special Programs Director, Saddleback	Fall 2015

service.		College Foundation	
Implement a program to reach out to students who were disqualified or dropped out and never returned to the college.	Re-enroll students so that they can complete their degree or certificate.	Vice President of Student Services	Spring 2016
Create marketing materials, such as a brochure, aimed specifically at the “Transition to College” services available to “gap” students.	Increased awareness of services available to students.	Director, Marketing and Communications	Spring 2016
Expansion of Services Re-envision the Reentry Center as the “Transition to College” Center.	Packaging and reframing of current services in order to reach “gap” students.	Dean, Transfer, Career, and Special Programs	Spring 2016
Create “Transition to College” activities modeled after the Freshman Advantage but targeted towards the “gap” students.	Greater ability to reach “gap” students and provide them with the necessary services.	Dean, Transfer, Career, and Special Programs	Spring 2016
Reinvigorate and expand Career Guidance services.	Provide additional direction and motivation for “gap” students.	Dean, Transfer, Career, and Special Programs	Spring 2016
Create alumni workshop series.	Provide additional direction and motivation for “gap” students.	Dean, Transfer, Career, and Special Programs	Fall 2015
Institute “drop intervention” services for students who drop courses.	Increased chances of success in future semesters for students who had to drop courses.	Dean of Counseling	Fall 2016
Hold group counseling workshops for students who were disqualified or dropped out and never returned to college.	Re-enroll students so that they can complete their degree or certificate.	Dean of Counseling	Fall 2016
Conduct “Reality Check” workshops to ensure that students are not overextending themselves.	Increased chances of completing degree or certificate due to a greater understanding of commitments.	Dean of Counseling	Fall 2016

Objective IV.2.: Institute a peer mentor program for first-time college students geared towards the “gap” students (those students who took one or more years off after graduating high school before entering college for the first time), Hispanic students, and disabled students.

Activity	Expected Outcomes	Responsible Person	Target Date
Research Investigate the expansion of peer-led Supplemental Instruction programs targeted specifically at “gap” students, Hispanic students, and disabled students.	Increased success and retention rates in classes.	Dean, Online Education and Learning Resources	Fall 2015
Outreach Recruit students to serve as mentor	Create a supportive educational environment for students	Outreach Director Dean, Counseling and Services	Spring 2016
Expansion of Services Using AVID model, create a peer mentor program targeted specifically at “gap” students, Hispanic students, and disabled students.	Provide peer support for students from the groups experiencing disproportionate impact.	Dean, Transfer, Career, and Special Programs Dean, Online Education and Learning Resources	Spring 2016

Objective IV.3.: Expand outreach efforts to the community in an effort to target “gap” students and Hispanic students and make them aware of the services available to them.

Activity	Expected Outcomes	Responsible Person	Target Date
Outreach Hold “Transition to College” workshops in the local communities, especially those with large Hispanic populations.	Students enroll in college as early as possible following graduation from High School.	Director, Outreach and Recruitment	Spring 2016
Increase marketing in local communities such as through the printed catalog and movie theatre ads with the inclusion of student services information.	Increased awareness of the process of registration and the services available for students.	Director, Marketing and Communication	May 2016
Increase use of Student Ambassador program in local communities.	Increased awareness of the process of registration and the services available for students.	Director, Outreach and Recruitment	May 2016
Create an outreach program for pregnant students in local high schools.	Increased awareness of the services available.	Director, Student Life	May 2016
		Director, Outreach and Recruitment Director, Child Development Center	May 2016
Expansion of Services Increase publicity regarding financial aid services, especially to part-time students.	Increased awareness of the financial aid resources available to students.	Director, Student Financial Assistance and Scholarship Office	Fall 2015
Increase publicity of work study financial aid.	Increased awareness of the financial aid resources available to students.	Director, Student Financial Assistance and Scholarship Office	Fall 2015

V. Transfer

The percentage of students with “behavioral intent to transfer,” who transfer to a four-year college or university after six years of attendance.

Data Source

The *Transfer Velocity* report, Data Mart, California Community Colleges Chancellor’s Office

Methodology

Behavioral intent to transfer is the percentage of students in the cohort who have completed twelve units, including transfer-level math or English within six years of entry into the system.

Findings

Gender

There was a mild disparity in transfer rates for male (PI=0.987) and unknown student populations (PI=0.963).

Age Group

There was a major disproportionate impact among students who entered college in 2007-08 between the ages of 35-39 and over age 50. However, there are a small number of students in the 35-39 year old cohort (9 students) and the over age 50 cohorts (10 students). After evaluating the *Transfer Rates by Age Group* table, the Workgroup noted moderate disparities in transfer rates for students between ages 20-24 (PI=0.716) & 25-29 (PI=0.847). The cohort size of these groups combined is 163 students with transfer rates between 35.6%-41.7%, which is low in comparison to the age 17 and the less cohort rate of 57.2%.

Ethnicity

Overall, the Pacific Islander student population was the only ethnic group experiencing major disproportionate impact in the area of transfer (PI=0.677). The 2007-08 cohort size of this group was small with only 15 students out of 2154. Moderate disparity was noted for African-American students (PI=0.843); American Indian/Alaskan Native students (PI=0.762); and Hispanic students (PI=0.809). A slight disparity was noted in transfer velocity for Filipino students (PI=0.894). The largest ethnic group in the cohort with disproportionate impact is the Hispanic student group with (314 students).

Disability Status

There is a moderate disparity among students who are disabled (42.6%) versus non-disabled (49.6%) and a cohort size of 115. Although the disparity is slight, there is a growing number of students with disabilities at Saddleback College with a 55% increase from 2003-04 to 2007-08.

Objectives and Activities

Objective V.1 Saddleback College students of all ethnicities showing behavioral intent to transfer will be given equitable opportunities to meet their goals.

Activity	Expected Outcomes	Responsible Person	Target Date
Research Gather demographic information of students in the Hispanic student cohort (age, financial aid status, first-generation status, and employment)	The Transfer Equity Subgroup will be better equipped to address the disparity in transfer success for Hispanic students with additional demographic details.	The Office of Planning, Research and Accreditation (OPRA)	Spring 2015
Research best practices for transfer related to students of color.	Saddleback College will utilize information from best practices for planning effective transfer services for Hispanic students.	Transfer Center Coordinator/Counselor	
Determine the demographics of students in athletic programs at Saddleback College.	Determination of disproportionate impact on ethnic minority students in athletic programs at Saddleback College	The Office of Planning, Research and Accreditation (OPRA) & Athletics Department	
Outreach Locate motivated students who can serve as mentors to students who are struggling with meeting the requirements for transfer.	Motivated students would be trained to mentor new students and those who struggle with meeting transfer requirements.	Transfer Center Coordinator/Counselor	Spring 2015

<p>Expansion of Services Student to Student mentoring programs (VOLUNTEERS).</p> <p>Student Success Coaches (PAID) in the LRC for athletes and other students in need of assistance (Case Manager-Non Counseling Position).</p> <p>Specialized transfer services for students of color.</p>	<p>New programs in mentoring and coaching and specialized transfer services would increase the retention of Hispanic students as well as all students of color at Saddleback College.</p> <p>Targeted services to athletes dependent upon the results of research stated above.</p>	<p>Transfer Center Coordinator/Counsel Athletics Department LRC Director</p>	<p>Spring 2015</p>
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Objective V. 2: Students with disabilities would experience a safe environment at Saddleback College and have equitable opportunities to continue their education at a four-year institution.

Activity	Expected Outcomes	Responsible Person	Target Date
Research Determine if there are specific academic areas with a higher need for accommodated testing services. Research transfer options for students with disabilities (e.g., disability friendly campuses, alternative course replacements)	The Transfer Equity Subcommittee can focus on the areas of greatest academic need /the academic areas that create roadblocks in the pathway of transfer for students with disabilities. Students with disabilities will be informed of transfer options that facilitate an alternative means of meeting requirements and transfer campuses that provide support for transfers.	The Office of Planning, Research, and Accreditation. DSPS Coordinator/Counselor Transfer Center Coordinator/Counselor	Spring 2016 Spring 2016
Outreach No recommendations at this time	Not applicable at this time	Not applicable at this time	Not applicable at this time
Expansion of Services Increase the awareness of invisible disabilities on campus by offering professional development and training for the Saddleback College community (e.g., how to counsel a student with a Traumatic Brain Injury, how to reach students with Autism in the classroom).	The Saddleback College community would experience increased understanding, competence and comfort with disabilities which would, as a result, create a welcoming and safe place for students to complete their transfer requirements.	DSPS Coordinator/Counselor Transfer Center Coordinator/Counselor	Spring 2016

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Budget

SADDLEBACK COLLEGE						
2014-2015 Student Equity Budget Plan - Salaries/Benefits						
Controlling Account	SEP FUNDS	BSI FUNDS	DISTRICT FUNDS	STUDENT SUCCESS FUNDS	PERKINS FUNDS	OTHER FUNDS
1000 Academic Salaries						
III.1 Extending Tutoring/Faculty	24,000.00					
II.1 SEP Faculty Chair	20,000.00					
I.3. Counseling for Vets	18,000.00					
II.1 SEP Group Leads	15,000.00					
II.1 Faculty Tutoring LRC	75,000.00					
IV.1 Counseling Workshops	10,000.00					
Subtotal	162,000.00	0.00	0.00	0.00	0.00	0.00
2000 Classified Salaries						
III.1 Front desk staff	20,000.00					
I.1 SEP Research Analyst	49,000.00			49,000.00		
I.3 Project Specialist	3,000.00					
I.3 SEP PT Outreach Specialist	20,000.00					
I.2 Access Financial Aid Specialist	95,000.00					
V.1 3 Student Success Coaches	84,000.00					
II.1. SEP Support Staff	8,800.00					
IV.1,2 &3 Transition to College Program	50,000.00					
IV.1,2 &3 Transition to College Outreach	20,000.00					
IV.1, 2 & 3 Peer Mentor	20,000.00					
IV.1, 2 & 3 SEP Outreach	5,000.00					
I.2 Student Ambassadors	38,725.00					
III.1 Peer Mentor Program	20,000.00					
Subtotal	433,525.00	0.00	0.00	49,000.00	0.00	0.00
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00

SADDLEBACK COLLEGE						
2014-2015 Student Equity Budget Plan - Operating Expenses						
4000 Supplies and Materials						
I.3 Materials	20,000.00					
I.2 Supplies & Materials	5,000.00					
IV.1, 2 & 3 Transition to College Marketing Materials	10,000.00					
IV. 1, 2 & 3 New Signs	5,000.00					
IV. 1, 2 & 3 SEP Marketing Services	25,000.00					
Subtotal	65,000.00	0.00	0.00	0.00	0.00	0.00
5000 Other Outgoing Expenses & Services						
I.2 FA Outreach Mileage	2,000.00		5,000.00			
II.1 Professional Development - faculty ans staff	25,000.00		10,000.00			
V.2 Professional Development	5,000.00		20,000.00			
I.3 Outreach Mileage	5,000.00					
Subtotal	37,000.00	0.00	35,000.00	0.00	0.00	0.00
6000 Capital Outlay						
III.1 Online Tutoring/office hours platform	20,000.00					
IV.1, 2, & 3 IT Drop Survey	20,000.00					
Subtotal	40,000.00	0.00	0.00	0.00	0.00	0.00
7000 Other Outgoing						
III.1 Peer Mentor Program	20,000.00					
V.1 Peer Mentors	12,000.00					
Subtotal	32,000.00	0.00	0.00	0.00	0.00	0.00
OPERATING EXPENSES TOTALS	174,000.00	0.00	35,000.00	0.00	0.00	0.00
Grand Total	714,516.00	0.00	35,000.00	0.00	0.00	0.00

Evaluation Schedule and Process

EVALUATION SCHEDULE AND PROCESS

Indicate the schedule and process for evaluating progress in implementing the goals identified in the plan (title 5 §54220(a)(5)). The evaluation should link to the goals and budget sections of these guidelines. The evaluation process should also link to the college program review process. The process needs to ensure how to address compliance issues, and mitigate disproportionate impact where found.

Saddleback College's goal is for our Student Equity Plan (SEP) to be embedded or strongly aligned with major planning efforts on campus (i.e. Strategic Planning, Student Success, Technology Planning, Program Reviews, etc.). The evaluation of the Student Equity Plan will be monitored and coordinated by the Student Equity Plan Work Group, in direct partnership with major college leadership councils: Consultation Council, Student Success Coordinating Committee, and Budget Planning and Assessment Committee (BPARC). Consultation Council is the highest ranking leadership council on campus with representatives from all major constituency groups who make recommendations directly to our college president.

Saddleback College's program review process requires each program/department to conduct regular self-evaluations that lead to resource requests and budget allocation. As Student Equity Plan activities are assigned and completed, responsible individuals can incorporate the progress made in their Program Review, allowing them to request resources and/or funds to support their efforts to mitigate the disproportionate impact on indicated groups.

On an annual basis, individuals responsible for the activities outlined for each Student Equity Plan goal, as indicated in the 2014-15 Student Equity Plan, will submit a report to the Student Equity Plan Work Group, led by the Vice President for Student Services, a faculty chair, five faculty subgroup leaders, staff and student representatives. The SEP Work Group will review and present to the Student Success Coordinating Committee then to Consultation Council for input and discussion regarding progress made, and to address any barriers presented in the report. The President will give the final approval and forward a summary report to the Board of Trustees.

Student Equity Plan Report

Presentation to the Board of Trustees

December 15, 2014

By:

Juan Avalos

Penny Skaff

Deanna Valdez

Georgina Guy

Claire Cesareo

Orlantha Nin

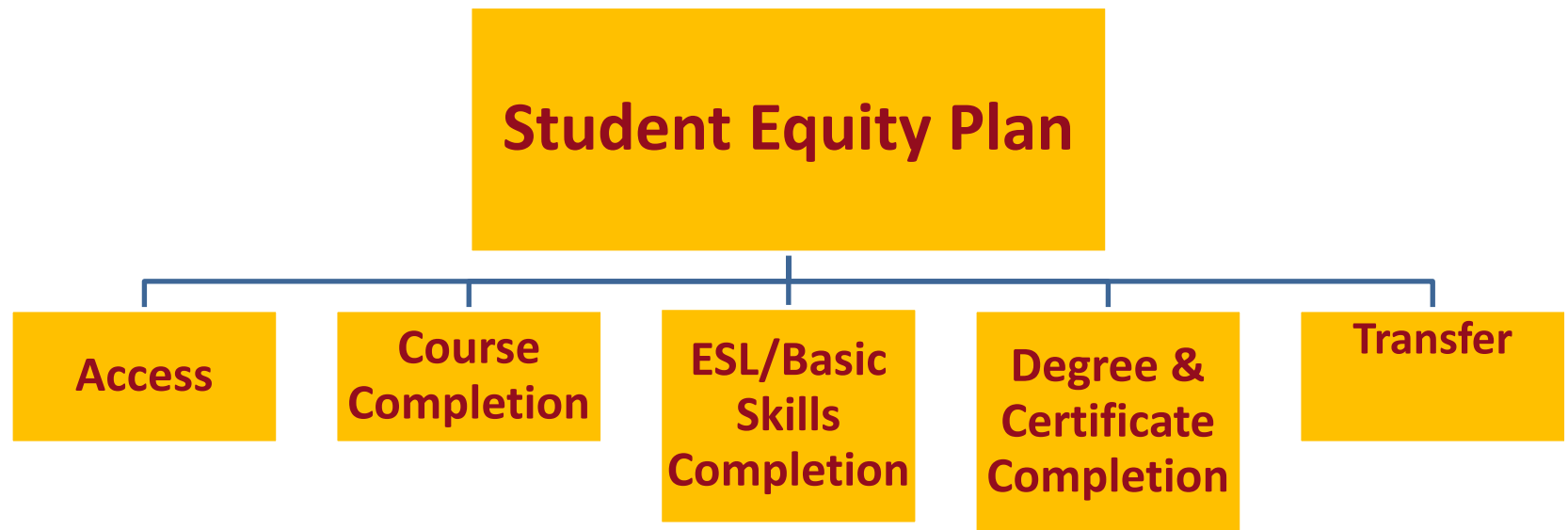
Special Thank You:

Chair:

Dr. Georgina Guy

Faculty Sub-Group Leads:

- Ardith Lynch (ACCESS)
- Penny Skaff (COURSE COMPLETION)
- Deanna Valdez (ESL/BASIC SKILLS COMPLETION)
- Claire Cesareo (DEGREE AND CERTIFICATE COMPLETION)
- Orlantha Nin (TRANSFER)



Focus of Disproportionate Impact:

Men	American Indians/Alaskan Natives
Women	Asians
Foster youth**	Black or African-American
Students with disabilities	Hispanic or Latino
Low-income students	Native Hawaiian/Pacific Islander
Veterans**	

**Added as part of 2014-15 Budget Trailer Bill (SB 860). To be included in next year's report.

Disproportionate Impact Interpretation:

According to USC's **Center for Urban Education** – Equity in student outcomes research leader– subgroups with a Proportionality Index (PI) of less than .70 show a major disparity on the student outcome when compared to the overall student group. The higher the proportionality index, the higher the rate at which a subgroup has attained a desired educational outcome; the lower the proportionality index the lower the attainment rate.

In other words:

- PI less than .70 = **Major** disproportionality
- PI .71 - .85 = **Moderate** disproportionality
- PI .86 - .99 = **Mild** disproportionality

Disproportionate Impact Findings:

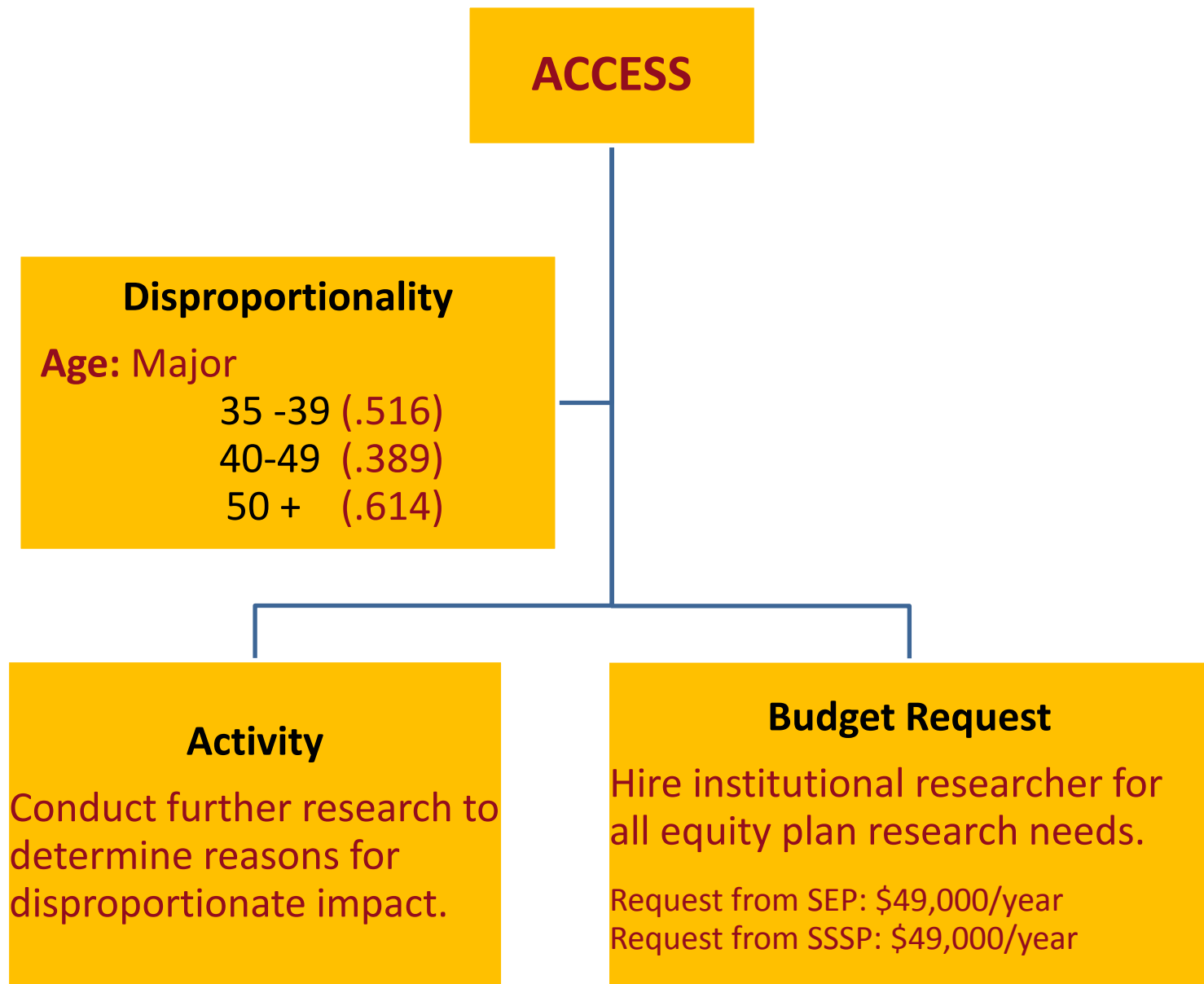
Major Disproportionality (PI less than .70)

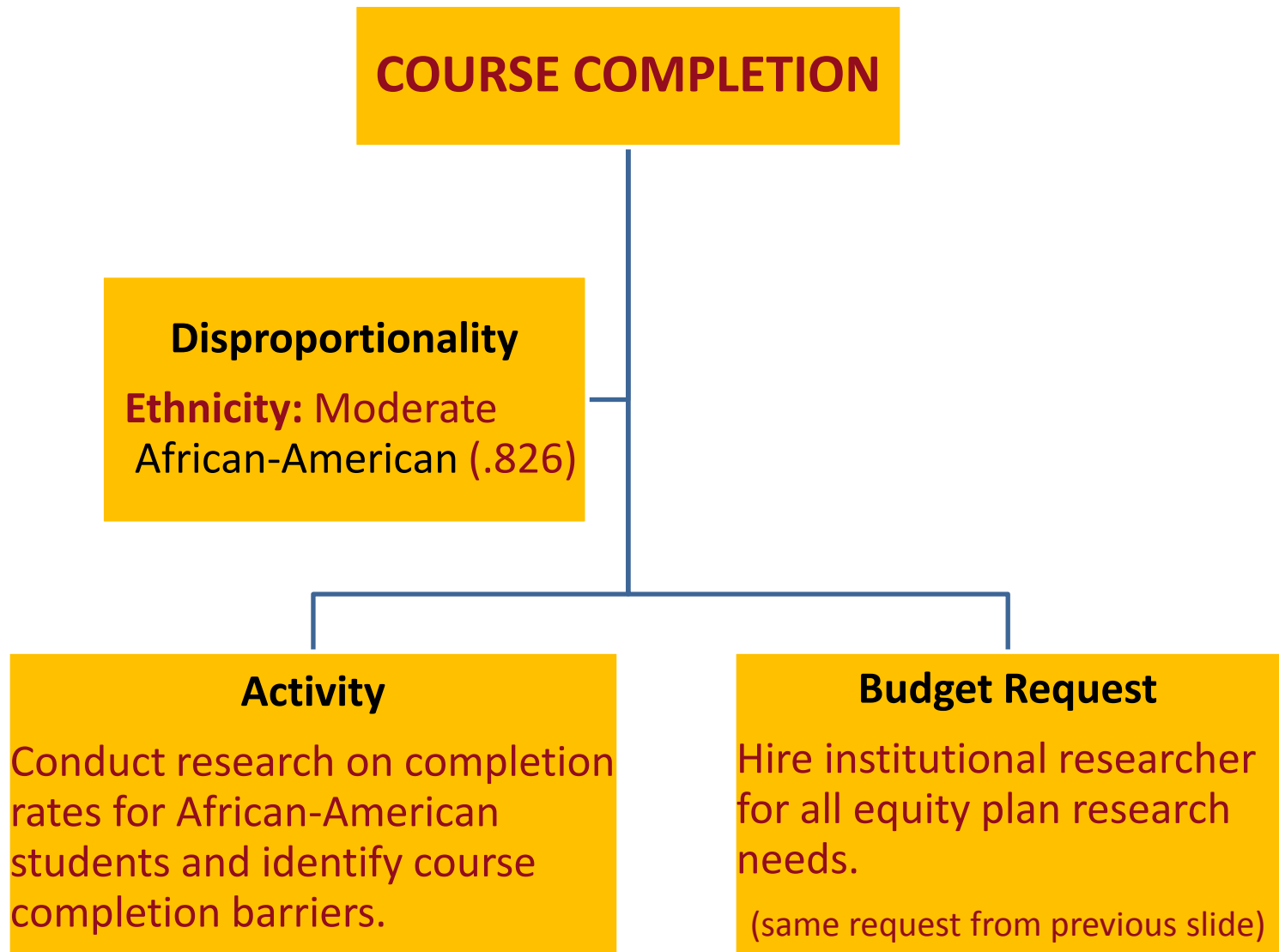
Age:	Access
Age:	ESL Completion
Ethnicity (Hispanic):	ESL Completion
Age:	Remedial English
Economically Disadvantaged:	Access
Age:	SPAR

Disproportionate Impact Findings:

Moderate Disproportionate Impact (PI .71 - .85)

Disabled:	Access
Gender (Male):	Access
Ethnicity (White/Non-Hispanic):	Access
Ethnicity (African-American):	Course Completion
Age:	30-Unit Rate
Age:	Persistence
Age:	SPAR
Ethnicity (Hispanic):	SPAR
Disabled:	SPAR
Ethnicity (African-American):	Transfer
Ethnicity (American Indian/Alaskan Native):	Transfer
Ethnicity (Hispanic):	Transfer
Disabled:	Transfer





ESL/BASIC SKILLS COMPLETION

Disproportionality

Age: Major (ESL)

25-29 (.520)

35-30 (.600)

50+ (.000)*

*There were zero completers for 2007-2008

Activity

Provide extended hours in the LRC (early, late and Saturdays) in an effort to serve age group that tend to have work, family and other obligation during normal operating hours.

Budget

4-5 faculty tutors x 5 days a week + Saturdays; a Faculty Tutorial Specialist and a front desk staff.

Request from SEP: \$67, 016/year

DEGREE AND CERTIFICATE COMPLETION

Disproportionality

Age: Moderate (30-unit rate)

20-24 (.773)

25-29 (.776)

40-49 (.748)

Activity

Re-envision the Reentry Center as the “Transition-to-College” Center. Create a new freshman program specifically targeted towards these “gap” students, including peer mentors for the impacted age groups.

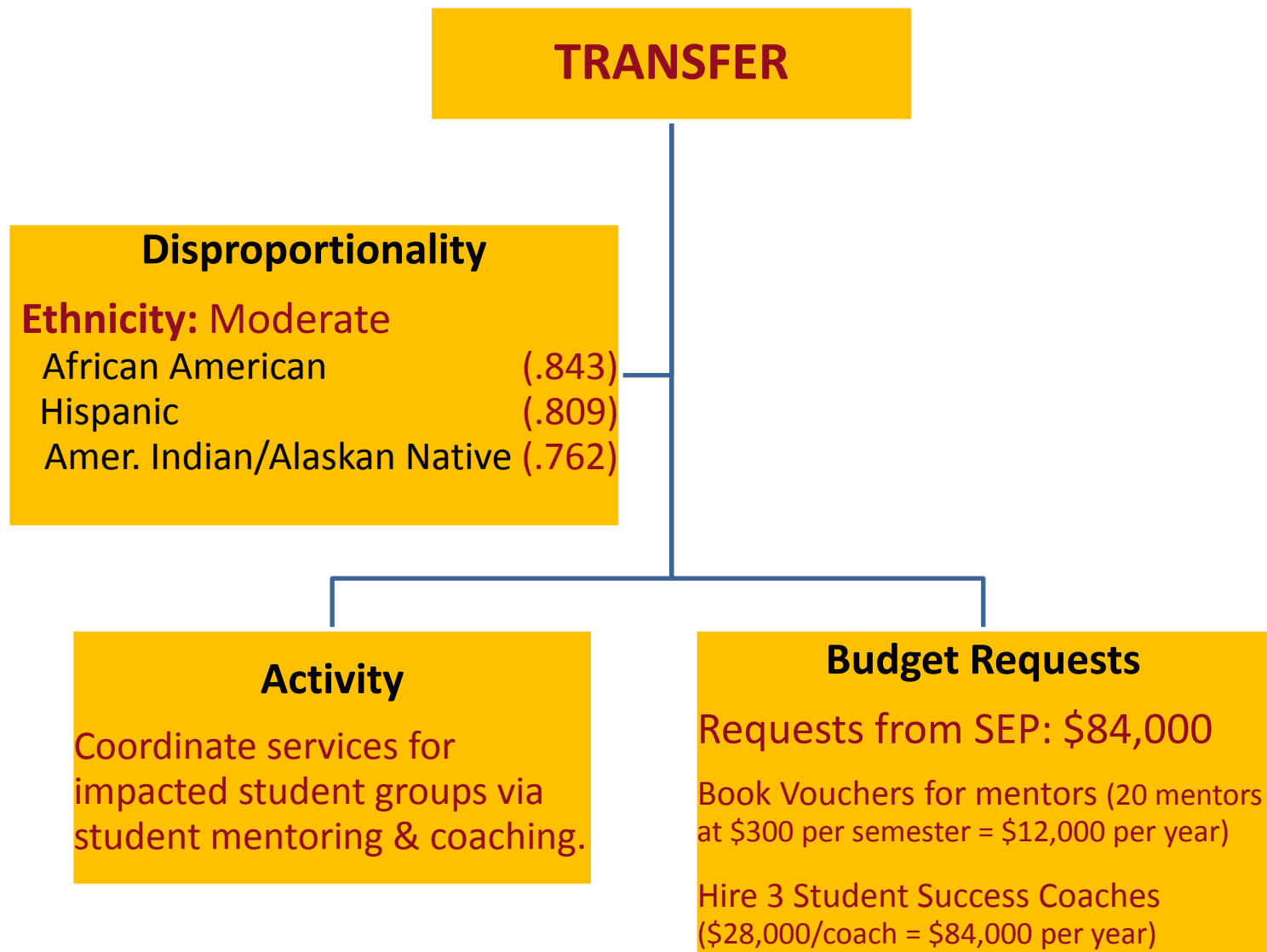
Budget Requests

Requests from SEP: \$80,000

\$50,000 (program expenses)

\$10,000 (new signs and material)

\$20,000 (student mentors)



SADDLEBACK COLLEGE

2014-2015 Student Equity Budget Plan - Salaries/Benefits

Controlling Account	SEP FUNDS	BSI FUNDS	DISTRICT FUNDS	SSSP FUNDS	OTHER
1000 Academic Salaries					
ESL/BS Extending Tutoring/faculty	67,016.00				
ESL/BS Tutorial Specialist OSH	24,000.00				
SEP Co-Chairs	28,000.00				
Access Counseling for Vets	18,000.00				
Subtotal	137,016.00	0.00	0.00	0.00	0.00
2000 Classified Salaries					
ESL/BS Front desk staff	20,000.00				
SEP Research	49,000.00			49,000.00	
CC Outreach Specialist	25,000.00				
CC LRC Summer Refresh Program for English, Reading and Math Assessment	75,000.00				
Access Project Specialist	3,000.00				
Access Senior Administrator	18,000.00				
Access - Research Program Specialist	14,000.00				
Access Financial Aid Specialist	25,000.00				
Transfer - Outreach	5,000.00				
Transfer - 3 Student Success Coaches	84,000.00				
DCC - Trnsition to College Program expenses	50,000.00				
DCC - Transition to College Outreach	20,000.00				
DCC-Outreach for pregnant students	5,000.00				
Subtotal	393,000.00	0.00	0.00	49,000.00	0.00
Subtotal	0.00	0.00	0.00	0.00	0.00
SALARIES & BENEFITS TOTAL	530,016.00	0.00	0.00	49,000.00	0.00

SADDLEBACK COLLEGE

2014-2015 Student Equity Budget Plan - Operating Expenses

4000 Supplies and Materials						
materials	14,000.00					
Access Materials	2,000.00					
Access Materials Supplies	2,500.00					
Transfer - Marketing and Info materials	25,000.00					
DCC-New signs & Materials	5,000.00					
DCC - Outreach Marketing Materials	25,000.00					
DCC - Financial Aid Marketing Materials	5,000.00					
DCCC-Marketing Materials	5,000.00					
Subtotal	83,500.00	0.00	0.00	0.00	0.00	0.00
5000 Other Outgoing Expenses & Services						
CC mileage for outreach activities	5,000.00		5,000.00			
CC Professional Development fro faculty ans staff	10,000.00		10,000.00			
Transfer - Professional Development	10,000.00		20,000.00			
Subtotal	25,000.00	0.00	35,000.00	0.00	0.00	0.00
6000 Capital Outlay						
ESL/BS Online Tutoring/office hours platform	20,000.00					
DCC- Programming and implementation	20,000.00					
Subtotal	40,000.00	0.00	0.00	0.00	0.00	0.00
7000 Other Outgoing						
ESL/BS Peer Mentor Program	20,000.00					
Transfer - Specialized Career Exploration & Assessment	10,000.00					
Transfer-Mentors book vouchers	12,000.00					
DCC-Peer Mentors	20,000.00					
Subtotal	62,000.00	0.00	0.00	0.00	0.00	0.00
OPERATING EXPENSES TOTALS	210,500.00	0.00	35,000.00	0.00	0.00	0.00
Grand Total	752,291.00	0.00	35,000.00	0.00	0.00	0.00

Questions?



TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Collaboration Agreement with Workday, Inc.

ACTION: Approval

BACKGROUND

Workday, Inc. ("Workday") was selected to provide cloud-based human resources and finance software systems utilized by the District. Workday does not currently have a student information system (SIS) but is in the process of developing Workday Student, a SIS that will include student success and big data components. In recognition of SOCCCD's previous development of a student information system and its work on student success and predictive analytics software, Workday has determined that the District has a unique perspective that can be mutually beneficial as Workday develops the Workday Student system. Workday is collaborating with a limited number of colleges and universities as "design partners" or "strategic influencers."

STATUS

Workday has approached the District with a collaboration opportunity to be a "strategic influencer" by providing input into the development of its cloud-based student information and big data systems. This collaboration can potentially meet the future needs of the District as the District's Student Information System reaches the end of its useful life.

The district's fiscal commitment is a one-time payment of \$170,000 payable on or before December 1, 2016. In return, the District will receive access to the existing Workday Big Data product for the human resources and finance systems (valued at an estimated \$400,000 per year) as well as full access to all Workday Student modules as they are released over the collaboration period.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the collaboration agreement with Workday, Inc., as shown in EXHIBIT A for a three-year term.

Collaboration Agreement
Between Workday, Inc. and South Orange County Community College District

THIS COLLABORATION AGREEMENT (the “Collaboration Agreement”) is made and entered into as of the later of the signature dates of the parties below (the “Effective Date”) by and between South Orange County Community College District, a California community college district duly organized and validly existing under the Constitution and laws of said State of California (the “District”), and Workday, Inc., a Delaware corporation with headquarters in Pleasanton, California (“Workday”). The District and Workday are collectively referred to in this Collaboration Agreement individually as “Party” and collectively as the “Parties.” This Collaboration Agreement is made with reference to the following facts:

WHEREAS, The District’s Information Technology Department has designed, developed and currently utilizes a home-grown student information system (“SIS”) and student success suite (“Student Success Suite”) (collectively “District Student System”). The “Student Success Suite” has been recognized as innovative software by the many individuals who have used it, the California Community College Chancellor’s Office, other California community colleges, and elite private universities across the country. Additionally, the Student Success Suite has garnered national awards and received favorable press attention from media outlets such as The Chronicle of Higher Education, Campus Technology News, and eCampus News.

WHEREAS, Workday currently provides cloud-based human resources and finance systems utilized by the District, but does not have a student information system. Workday is in the process of developing a new student information system and student success suite (“Workday Student Service”) and has recognized that the District has a unique perspective that can be useful as Workday develops the Workday Student Service.

WHEREAS, as part of the development of the Workday Student Service, Workday is collaborating with a limited number of colleges and universities, which Workday is referring to as “Design Partners.” The Design Partner group was closed in early 2014 and is not admitting new members. However, due to the unique nature of the District’s experience with its own District Student System, Workday has approached the District with a different collaboration opportunity to be what Workday refers to as a “strategic influencer” and provide input into the development of its cloud based student information system.

WHEREAS, the District is interested in this collaboration as part of its mission of contributing to the advancement of knowledge and innovation and because it can potentially meet the future needs of the District as the District Student System reaches the end of its useful life.

WHEREAS, this collaboration for the development of a cloud-based student information system (“Collaboration”) will be mutually beneficial to the District and Workday.

WHEREAS, the objective of this Collaboration Agreement is to establish the terms and conditions of a collaboration between the District and Workday.

NOW, THEREFORE, in consideration of the mutual covenants set forth below, the Parties hereby agree as follows:

1. **General.** The existing Master Subscription Agreement (“MSA”) effective January 28, 2014 between the parties will generally apply to this Collaboration Agreement except as specifically identified in this Agreement.

2. **Strategic Influencer Program.** The District will participate in Workday's Strategic Influencer Program for Workday Student Service. The District's terms and conditions, including pricing, on this Collaboration Agreement reflects its Strategic Influencer status.
3. **Overview of Program:** This Strategic Influencer Program is intended to enable a select group of higher education institutions an opportunity to provide input into and gain early access to Workday's Student Service. Institutions are selected for participation based upon their ability to provide thought leadership for the other peer institutions of their type (Public, Private, Research, Community College, Multi-Campus/Multi-Institution Systems, Non-Traditional / For-Profit, Professional School, Global, etc.). The District has been selected both for its Community College status and also for its unique experience with its own District Student System.
4. **Participation Benefits:** The District will have an opportunity to influence the Workday Student Service scope and design, increasing the likelihood that early releases of the Workday Student Service will meet the District's critical needs. In addition, if the District decides to commence its efforts to implement the Workday Student Service within twelve (12) months of all portions of Workday Student Service being released for production use by customers, it will receive priority from Workday's third party implementation vendors.
5. **Participation Obligations:** The Strategic Influencer Program is expected to last approximately three (3) years. If the District is no longer a subscriber to Workday's Human Capital Management and/or Financials Service, the District may not remain part of the Strategic Influencer Program. Throughout the Strategic Influencer Program, the District shall:
 - a. Identify Subject Matter Experts ("SME") in specific functional/technical/strategic areas identified by Workday. All such SMEs must be senior-level for their designated role;
 - b. Make all such SMEs available to the Strategic Influencer Program for in-person meetings of up to one and half (1.5) days in duration, up to two (2) times per year. The District is responsible for its travel-related costs for such meetings;
 - c. Make all such SMEs available for other virtual meetings throughout the Strategic Influencer Program for teleconferences or online meetings using internet technology;
 - d. Allow Workday to use its institution name and logo as part of a list of Strategic Influencer participants on Workday's website, news releases, and presentations as well as participate in marketing and other publicity programs for Workday Student.
6. **Early Access to Student Service:** Prior to all portions of Workday Student Service being released for production use by customers, the District will receive, as part of the Strategic Influencer Program, access to a Workday Student tenant populated with demonstration data. This tenant shall not be used for implementation or Production purposes and there are no warranties or SLAs associated with the District's use of such tenant. The District shall not populate such tenant with any actual data.
7. **Communications:** The Workday Student Program Manager will be the main contact for the Strategic Influencers, managing their needs, questions, and requests with regards to



- Workday Student Service and the respective product management and development organizations. This includes the dissemination of information, scheduling focused calls with the Workday Student Service program management team, managing the collaborative communities that are available to the Strategic Influencers, and being the point of contact for managing escalations. All communications regarding the Strategic Influencer Program and Workday Student Service concern software that is under development and, whether or not marked, are Confidential Information subject to protection pursuant to Section 4 of the MSA. In the event of a Public Records Act request for such communications, the process set forth in Section 4.3 of the MSA will be used by the parties.
8. **Workday Community:** Throughout the Strategic Influencer Program's duration, to the extent available, the District shall have access to the Workday Student Service portion of Workday's online Community site to share information and ideas, which may be restricted and otherwise not available to Workday customers who are not participating in the Strategic Influencer or design partner programs.
9. **Access to Workday Big Data Analytics in the Workday Data Center:** Throughout the Strategic Influencer Program, the District shall receive, at no cost to the District, access to Workday's Big Data Analytics in Workday Data Center for HR/Finance module platform for testing case studies only, with no more than 1 terabyte of data loaded for testing purposes. As part of the Strategic Influencer Program, the District shall receive a limited term subscription to use Workday's Big Data Analytics in the Workday Data Center (Workday SKU BDAWD) from December 1, 2016 through November 30, 2017. This subscription is limited to 1,369 FSE Workers (defined in section 10 below) and 2 Terabytes of data usage. If the District has more FSE Workers during the subscription term, the annual fee for additional FSE Workers is \$23.00 each. If the District uses more than 2 Terabytes of data, the fee for each additional Terabyte or fraction during the subscription term is \$10,000.00.
10. **FSE Workers and Growth.** The District's use of BDAWD is based on the number of FSE Workers for the HCM Service that the District is utilizing pursuant to its This Agreement # 1 with Workday. The number of FSE Workers is calculated by first multiplying the number of workers in each category of workers by the applicable percentage rate specified below and then adding the resulting numbers for each category of worker together for a total sum.

Sample Total FSE Worker Calculation:

Worker Category	Applicable Number	Applicable Percentage	FSE Worker Calculation
Full-Time Employees	2,000	100.0%	2,000
Part-Time Employees	500	25.0%	125
Associates	100	12.5%	13
Former Workers with Access	0	2.5%	0
Totals:	2,600		2,138



Pricing for the Big Data Analytics in Workday Data Center portion of the Service is based on the following categories of Employees/Workers:

“Full-Time Employee” means: (a) for Employees reported to the Integrated Postsecondary Education Data System (“IPEDS”), a full-time employee (faculty and other staff) as reported by the District to IPEDS annually in the fall; and (b) for Employees not reported to IPEDS, an employee of the District regularly scheduled for more than twenty hours per week regardless of the method of payment or actual hours worked, whether or not such employee is eligible to receive employee benefits in accordance with the District’s internal standard practices. A Full-Time Employee will be considered non-temporary if they are hired to work for a period of more than 3 months in a given year.

“Part-Time Employee” means: (a) for Employees reported to IPEDS, a part-time employee (faculty and other staff) as reported by the District to the IPEDS annually in the fall; and (b) for Employees not reported to IPEDS, an employee of the District regularly scheduled for twenty hours per week or less regardless of the method of payment or actual hours worked, whether or not such employee is eligible to receive employee benefits in accordance with the District’s internal standard practices. A Part-Time Employee will be considered non-temporary if they are hired to work for a period of more than 3 months in a given year.

“Associate” means an individual not counted as a Full-Time Employee or Part-Time Employee but in one of the following categories: temporary employees, student workers, visiting academics, independent contractors and affiliated non-employees including, but not limited to, volunteers and vendors.

“Former Worker With Access” is a former worker (Employee or Associate) that continues to have access to the Service through the Employee Self-Service features.

The District may increase the permitted number of FSE Workers during the Term of this Agreement (each an “Additional FSE Worker”) by providing written notice to Workday and paying Workday a Subscription Fee for Additional FSE Workers for any such increased use of the particular Service category in accordance with the rate table in this Agreement. No later than October 31st each year, the District must report to Workday the actual number of FSE Workers as of October 15th and specify the number in each worker category. If the actual number of FSE Workers is higher than the number of permitted FSE Workers stated in this Agreement, the District will be invoiced for the applicable Subscription Fees for Additional FSE Workers for such overage for the full annual period of this Agreement that is in progress as of October 15th. The Subscription Fee for Additional FSE Workers is calculated by multiplying the increase in the number of FSE Workers for each particular Service category by the applicable fee. For the avoidance of doubt, the total Subscription Fees set forth herein for the Term of this Agreement will be due even if the actual number of FSE Workers falls below the stated number of permitted FSE Workers. Subscription Fees for Additional FSE Workers are due within thirty (30) days of the invoice date. An amendment to this Agreement will be required for FSE Worker increases.

11. **Production use of Workday Student Service:** As part of the Collaboration Agreement, the District is entitled to utilize the Generally Available portions of Workday Student



Service from December 1, 2016 through November 30, 2017. Use of the Generally Available portions of Workday Student Service is subject to all terms and conditions of the MSA for up to 23,000 Full-time Equivalent Students (FTE Students as defined in Section 12 below). If the District has more FTE Students during the subscription term, the annual fee for additional FTE Students is \$69.00 each.

12. **FTE Students and Growth.** The number of FTE Students is calculated by first multiplying the number of students in each category of students (as defined below) by the applicable percentage rate specified below and then adding the resulting numbers for each category of student together for a total sum.

Sample Total FTE Student Calculation:

Student Category	Applicable Number	Applicable Percentage	FTE Student Calculation
Full Time Equivalent Students reported to IPEDS	20,000	100%	20,000
Students not reported to IPEDS	20,000	25%	5,000
Total	40,000		25,000

“**Full Time Equivalent Students reported to IPEDS**” is the total of the Full Time Equivalent Students most recently reported to the United States Department of Education through the IPEDS survey, utilizing the higher of the IPEDS FTE calculated using the instructional hours and full-time and part-time reporting methods calculation for IPEDS FTE. In the event that the IPEDS report is discontinued or the District ceases reporting to IPEDS Full Time Equivalent Students reported to IPEDS shall be calculated for all students who are physically present at the District’s facilities or enrolled in a degree-seeking course with instructional hours by utilizing the most recent instructional hours IPEDS FTE calculation.

“**Students not reported to IPEDS**” is the total of individual students whose records are in active status in the Service and who are not included in the IPEDS reporting.

The District may increase the permitted number of FTE Students during the Term of this Agreement (each an “**Additional FTE Student**”) by providing written notice to Workday and paying Workday a Subscription Fee for Additional FTE Students for any such increased use of the particular Service category in accordance with the rate table in this Agreement. No later than October 31st each year, the District must report to Workday the actual number of FTE Students (calculated as described above) as of October 15th. If the actual number of FTE Students is higher than the number of permitted FTE Students stated in this Agreement, the District will be invoiced for the applicable Subscription Fees for Additional FTE Students for such overage for the full annual period of this This Agreement that is in progress as of October 15th. The Subscription Fee for Additional FTE Students is calculated by multiplying the increase in the number of FTE Students by the applicable fee. For the avoidance of doubt, the total Subscription Fees set forth herein for the Term of this Agreement will be due even if the actual number of FTE Students falls below the stated number of permitted FTE Students. Subscription Fees for Additional FTE Students are due within thirty (30) days of the invoice date. An amendment to this Agreement will be required for FTE Student increases.



13. Fees for this Collaboration Agreement: Customer shall pay Workday a fee of \$170,000.00 US Dollars due on December 1, 2016, unless accelerated as described in section 14 below. A summary of the fees is as follows:

Term of this Agreement for WSS	December 1, 2014 through November 30, 2017
Term of this Agreement in Months WSS	36
Term of this Agreement for BDAW	December 1, 2016 through November 30, 2017
Term of this Agreement in Months BDAWD	12
Currency	USD
Total Fee*	170,000

Payment #	Payment Due Date	Payment Amount
1	December 1, 2016	170,000
	Total Fees	170,000

* No fees are due for the first two annual periods (12/1/2014-11/30/2016); fees are for the permitted numbers stated below.

SKU	Service	Permitted FTE Students
WSS	<p>Workday Student Service includes the following components:</p> <p>The following components are generally available: Student Recruiting Academic Foundation</p> <p>The following components will be provided on an if and when available basis: Admissions Student Records Academic Advising Financial Aid Student Accounts Student Portfolio Faculty Portfolio Student Retention Institutional Effectiveness</p>	23,000

SKU	Service	Permitted FSE Workers
BDAWD	Big Data Analytics in Workday Data Center	1,369

Annual Fee per Additional FTE Student	Fee
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WSS	69.00
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Annual Fee per Additional FSE Worker	Fee
BDAWD	23.00

SKU	Service	Quantity
BDA1TB	Big Data Analytics 1 Terabyte Data Usage	2

*During the Term of this Agreement the annual fee for additional BDA1TB increments will be \$10,000.

Translations	Number of Languages
Number of Translations	US English Only

Billing Contact for the District
Jim Gaston
28000 Marguerite Pkwy
Mission Viejo, CA. 92692
United States
1-949 582-4336
jgaston@socccd.edu

The District may need to travel in order to participate in the Strategic Influencer Program and is responsible for its own travel costs.

14. Acceleration of subscription start date and agreement fee due date: In the event that Customer wishes to use BDAWD or any portion of Workday Student Service in production prior to December 1, 2016, the following will apply: The District will notify Workday that it wishes to accelerate its use of the Workday Services and the parties shall execute an amendment to this Agreement reflecting the acceleration and the new start date of the District's right to use the Workday Service in production. Upon mutual execution of the amendment, the \$170,000 scheduled to be due as of December 1, 2016, will be invoiced and shall be due in accordance with the MSA.

15. Service Credits. Workday will provide SLA Service Credits as set forth in the Agreement for periods when the District is using the Workday Service in production. Service credits are inapplicable prior to production use.

16. Warranty. The warranty in the MSA is applicable to BDAWD at all times. The warranty for Workday Student Service in the MSA is applicable only to modules that have been released as generally available.

17. Ownership Rights. The District does not obtain any ownership rights to Workday Student Service as a result of its participation in this Agreement. Pricing for the optional three year subscription cost takes into account the District's participation in the Strategic Influencer Program.

18. Firm Pricing for Subscription immediately following Collaboration Agreement. The District, in executing this Agreement, is not making any commitment to utilize the Workday Student Service in production or to purchase a subscription to it after the end of



this Agreement. However, in consideration for its participation in this Agreement, the District has the option to utilize Workday Student Service and BDAWD following the end of this Agreement in accordance with the pricing below for a single, three year subscription term. The District shall exercise this option, if at all, by executing an Order Form subject to the terms of the MSA for Workday Student Service and BDAWD with a subscription term commencing immediately after the end of the Agreement term.



Annual period beginning at the end of the Term of this Agreement	Applicable Annual Subscription Fees for WSS and BDAWD (combined)	Annual Fees for Additional FTE Student during each Year	Annual fees for Additional FSE Worker during each Year
Year 1	726,000	69.00	23.00
Year 2	726,000	69.00	23.00
Year 3	726,000	69.00	23.00

The Base Subscription Fee upon which the Annual Subscription Fee is calculated commencing with Year 1 includes (a) \$726,000 plus (b) any fees for Additional FTE Students or FSE Workers attributable to the Year prior to renewal. The Base Subscription Fee covers only the number of FTE Students and FSE Workers on which the total subscription fees for the Year prior to renewal are based, which will be the Permitted FTE Student and FTE Worker baselines for the entire renewal term. The Annual Subscription Fees (which cover only the number of FTE Students and FSE Workers in the Year prior to renewal), along with any applicable Subscription Fees for Additional FTE Students or FSE Workers for the Year are due by the first day of the corresponding Year. During each Year, the Subscription Fees per Additional FTE Student or FSE Worker rate will be increased by the same percentage rate that the annual Subscription Fee increased for the corresponding Year. Additionally, by providing written notice to Workday at least ninety (90) days prior to the end of its first three-year subscription term, the District may elect to continue use of the Service by renewing its subscription for a single three (3) year term beginning at the end of Year 3 at the stated rate(s):

Annual period beginning at the end of the First Subscription Term	Applicable Annual Renewal Subscription Fees
Renewal Year 1	Year 3 Subscription Fee x (1 + CPI -)
Renewal Year 2	Renewal Year 1 Subscription Fee x (1 + CPI)
Renewal Year 3	Renewal Year 2 subscription fee x (1+(CPI+4))

The District is receiving a substantial discount based on its participation in this Agreement. The stated Subscription Fees for Renewal Years 1 through 3 are for the number of FTE Students and FSE Workers for Year 3 of the subscription. Any applicable Subscription Fees for Additional FTE Students or FSE Workers for the Renewal Years are due by the first day of the corresponding Renewal Year. During each Renewal Year, the Subscription Fees per Additional FTE Student or FSE Worker will be increased by the same percentage rate that the annual Subscription Fee increased for the corresponding Year. Renewals will be documented with a new Order Form.

Commencing after the first year of any subscription term, upon the District's written request, Workday will negotiate in good faith with the District concerning firm pricing for the next



multi-year subscription period, taking into account the District's participation in the Strategic Influencer Program.

“CPI” means the Consumer Price Index rate established by the United States Department of Labor for All Urban Consumers, US City Average, All Items (change in annual average) for the calendar year preceding the beginning of each Renewal Year, if a positive number.

19. Effective Date of this Collaboration Agreement:

This Collaboration Agreement is effective as of the later of the dates beneath the parties' signatures below.

This Agreement is only valid and binding on the parties when executed by both parties and is subject to the additional terms in the above-referenced MSA. All remittance advice and invoice inquiries can be directed to Accounts.Receivable@workday.com. Except for Student Recruiting and Academic Foundation, Workday Student Service is not generally available and is not required to use any other Workday Service application subscribed to by the District.



IN WITNESS WHEREOF, this This Agreement is entered into and becomes a binding part o as of the
“**Order Effective Date**” defined above.

**South Orange County Community College Workday, Inc.
District**

Signature

Signature

Name

Name

Title

Title

Date Signed

Date Signed



Workday and SOCCCD Student System Collaboration Project

Custom SIS Satisfaction Level

- College accreditation survey of student satisfaction with MySite:
 - IVC: 90%
 - Saddleback: 96%
- District Services Survey
 - Faculty: 93%
 - Administrators: 100%
 - Managers: 91%
 - Staff: 86%

Custom SIS Pros and Cons

- Benefits
 - Designed for direct student use
 - Modern technology
 - Built to college specifications
- Drawbacks
 - No user community outside of SOCCCD
 - Limited end user configuration
 - Concerns regarding long term sustainability

Partnership Opportunity

- Workday is seeking partners to assist them in collaborating in the production of the Workday Student system.
- Other partners include Yale, Rochester, University of Texas, Southern New Hampshire, Broward CC, Tallahassee CC and others.

Why Workday Student?

- Combination of student-centered vision and cutting edge technology.
- Growing client base
 - Industry: Includes Netflix, Salesforce, Symantec and Yahoo.
 - Education: Includes Yale, Cornell, Brown and Carnegie Mellon.
- Configurable design empowers end users and lowers support costs.
- Fully integrated with HR and Fiscal systems – one unified interface.
- Lower cost.
- “Mobile First” design.
- Workday was selected as our HR/Fiscal vendor through a comprehensive RFP process.
- Fully embedded reporting and analytics.
- We can help shape the product as it is developed.
- Provides more stability and business continuity.

Three Options

1. Custom SIS

- Continue our current path.

2. Workday Client

- Purchase Workday Student when it is fully released in 2017.

3. Workday Strategic Influencer

- Partner with Workday now as a Strategic Influencer.

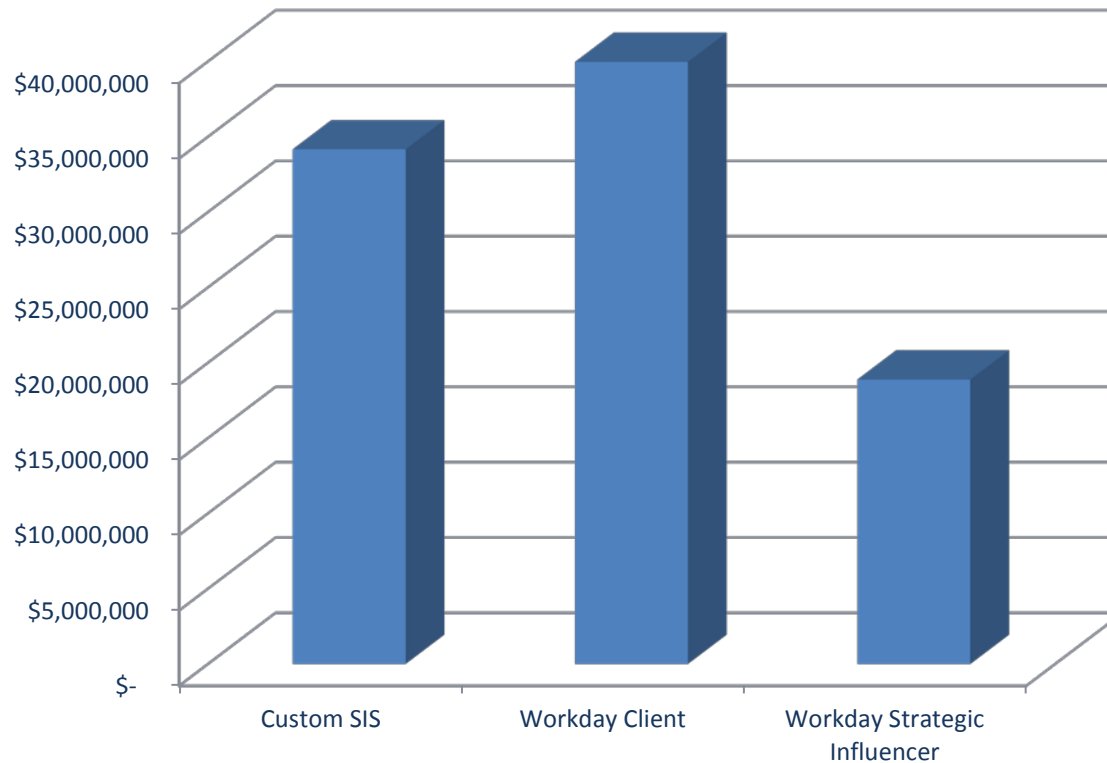
Value of the Collaboration Partnership to SOCCCD

- After collaboration is completed in 2017 we will have the option to use the developed system.
- Costs would be \$726,000/year for SOCCCD (standard price would be \$1,518,000).
 - Currently our SIS maintenance budget is \$1,500,000/year.
- We will get Big Data for Workday HR, Fiscal and Student at no cost – forever (\$400,000/year value).

Module	Standard Annual Cost	Our Annual Cost	Discount
Workday Student	\$1,518,000	\$726,000	\$792,000
Big Data for Workday Student	\$400,000	\$0	\$400,000
Total Annual Discount:			\$1,192,000

- Workday estimates that by participating as a strategic influencer partner over a 7 year period we would gain \$8,344,000 worth of discounts compared to other institutions.

Projected 10 Year Cost Comparison of Three Options



Important!

- At this time we are *not* committing to implement Workday Student in 2017.
- In return for our collaboration partnership we will be given a price guarantee with a substantial discount.

Bottom Line

- Partnership will produce a long term sustainable strategic direction for all our systems.
- Very low risk.
- Significant basic aid savings that can be used for other purposes at the colleges.
- We will end up with a better system for our students, faculty and staff at a lower cost.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Adopt Resolution No. 14-41 Withdraw Membership in Schools Excess Liability Fund (SELF)

ACTION: Approve

BACKGROUND

The South Orange County Community College District currently participates in the School's Excess Liability Fund (SELF), a Joint Powers Authority, for excess liability coverage from \$5,000,001 to \$30,000,000. SOCCCD is exploring the district's excess liability program options for the 2015-2016 program year. SELF requires its members provide notice of intention to withdraw from the JPA by Board Resolution to be received no later than December 31, 2014 for it to be effective July 1, 2015.

STATUS

The Statewide Association of Community Colleges, SWACC, currently provides up to \$1,000,000 of liability coverage. SOCCCD through its membership in SWACC receives liability coverage from \$1,000,000 to \$5,000,000 through the Schools Association for Excess Risk, SAFER, Joint Powers Authority. Currently, a coverage determination is made by SWACC for the first \$5,000,000 of coverage. If the loss is higher than \$5,000,000, SELF will make another coverage determination for the next \$25,000,000 in limits. The memorandum of coverage for SELF has some differences from the memorandum of coverage for SWACC. This could result in a gap in coverage where indemnification and/or defense could not be covered.

In order to ensure SOCCCD is provided adequate and comprehensive liability coverage it has been determined the district's excess liability coverage should be reviewed for the 2015-2016 program year.

SOCCCD is currently required to give notice of intention to withdraw from the SELF program by December 31, 2014 in order to preserve our right to evaluate the market for the most effective excess liability coverage program available for SOCCCD for the next fiscal year.

RECOMMENDATION

The Chancellor recommends the Board adopt Resolution No. 14-41 (EXHIBIT A) providing notice of intention to withdraw from SELF, JPA, effective July 1, 2015 to preserve our right to place coverage in an alternative program for the fiscal year 2015-2016.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

DECLARING WITHDRAWAL OF MEMBERSHIP IN THE
SCHOOLS EXCESS LIABILITY FUND JPA

RESOLUTION 14-41

December 15, 2014

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

WHEREAS, California community college and school districts have determined there is a need for fiscally stable excess liability coverage to protect their agency against unforeseen liability claims; and

The college presently has \$5,000,000 in liability limits through its membership in the Statewide Association of Community Colleges "SWACC" Joint Powers Authority; and

The college presently has coverage from \$5,000,001 to \$30,000,000 in liability limits through the Schools Excess Liability Fund; and

The districts desires to explore alternatives and seek quotations for appropriate coverage for all limits of excess liability coverage; and

In order for the district to be able to make an informed decision on this matter it must give notice of withdrawal to the Schools Excess Liability Fund Joint Powers Authority by December 31, 2014.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the South Orange County Community College District notifies the Schools Excess Liability Fund Joint Powers Authority of its intent to withdraw from that Joints Powers Authority effective July 1, 2015.

PASSED AND ADOPTED by the 15 of December this 2014, by the following vote:

AYES:
NOES:
ABSENT:

I, _____, Secretary of the South Orange County Community College District Board of Trustees, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the Board of Trustees at a regularly called and conducted meeting held on said date.

Gary L. Poertner
Secretary of Board of Trustees

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Board Policy Revision: BP-3008 Records Retention and Destruction, BP-3515 Reporting of Crimes, BP-5230 Athletics

ACTION: Discussion/Approval

BACKGROUND

Board policies and administrative regulations are periodically reviewed to ensure that they are satisfactory, meet the District's needs, and are in compliance with current laws and regulations.

STATUS

Three board policies are presented to the Board of Trustees for "Review / Study." The new language to the board policy was reviewed and revised by the District's Board Policy and Administrative Regulation Advisory Council and includes collegial consultation with the Academic Senates, pursuant to Title 5 Section 53200 et. seq.

Legal counsel has been involved throughout the review process. The proposed policy was presented to the Chancellor's Council on November 6, 2014 for review and recommendation to the Chancellor.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept for discussion and approval the board policies, as shown in EXHIBIT A through C.

BOARD POLICY

30083310

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS

RECORDS RETENTION AND DESTRUCTION

The Chancellor shall establish administrative procedures to assure the retention and destruction of all District records-including electronically stored information as defined by the Federal Rules of Civil Procedures-in compliance with Title 5. Such records shall include but not be limited to student records, employment records and financial records.

Reference:

Title 5, Sections 59020, et seq.;

Federal Rules of Civil Procedures, Rules 16, 26, 33, 34, 37, 45

[See Administrative Regulation-~~3008~~ 3310]

BOARD POLICY

3515

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS

REPORTING OF CRIMES

The Chancellor and College Presidents shall assure that, as required by law, all occurrences reported to campus police of, and arrests for, crimes that are committed on campus and that involve violence, hate crimes, theft, destruction of property, illegal drugs, or alcohol intoxication are compiled and recorded.

The Chancellor and College Presidents shall also assure that all occurrences, acts of bias, and hate crimes reported to, and for which a written report is prepared by campus police, are compiled and recorded.

Furthermore, all such information concerning the crimes and acts of bias shall be made available within two business days following the request of any student or employee of, or applicant for admission to, any campus within their respective jurisdictions, or to the media, unless the information is the type of information exempt from disclosure.

These crime statistics shall be submitted annually to the Department of Education in compliance to the Jeanne Clery Act. The information shall be disseminated by the campus police in a manner that aids the prevention of similar crimes, and made available as required by law.

Reference:

Education Code Section 67380

Jeanne Cleary Act

BOARD POLICY

5230

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS

INTERCOLLEGIATE ATHLETICS

The District may maintain organized athletic programs for men and women in intercollegiate athletics. The programs shall not discriminate on the basis of gender in the availability of athletic opportunities.

The Chancellor or designee shall assure that the athletic program complies with state law, the California Community Colleges Athletic Association (CCCCAA), and Sports Guides and appropriate Conference Constitution regarding student athlete participation.

Reference:

Title IX, Education Amendments of 1972;

Education Code Sections 66271.6, 66271.8, 67360 et. seq.

Adopted: 12-07-09
Revised: 5-20-13
Revised: 11-25-13

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Board Policy Revision: BP-104 Student Member of the Board of Trustees, BP-5609 Matriculation

ACTION: Review/Study

BACKGROUND

Board policies and administrative regulations are periodically reviewed to ensure that they are satisfactory, meet the District's needs, and are in compliance with current laws and regulations.

STATUS

Two board policies are presented to the Board of Trustees for "Review / Study." The new language to the board policy was reviewed and revised by the District's Board Policy and Administrative Regulation Advisory Council and includes collegial consultation with the Academic Senates, pursuant to Title 5 Section 53200 et. seq.

Legal counsel has been involved throughout the review process. The proposed policy was presented to the Chancellor's Council on December 4, 2014 for review and recommendation to the Chancellor.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept for review and study the board policies, as shown in EXHIBIT A through B.

BOARD POLICY

104

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

STUDENT MEMBER OF THE BOARD OF TRUSTEES

A. There shall be one nonvoting (advisory) student member of the Board of Trustees.

B. QUALIFICATIONS

Candidates for Student Trustee must meet the following criteria:

1. Be currently enrolled in the South Orange County Community College District (SOCCCD) for at least five units and is in good standing (i.e., not on academic or social probation). The student member is not required to give up employment with the District.
2. Have completed no fewer than 12 units in the SOCCCD.
3. Have a minimum cumulative 2.0 G.P.A.
4. Candidates must be students of record of the designated college prior to and during their term of office.

C. REQUIREMENTS OF OFFICE

While in office the Student Trustee must:

1. Maintain eligibility as defined in Section B, 1., 2., 3., and 4 (above), during his/her term of office.
2. Hold no other elected or appointed ASGSC/ASIVC positions within the SOCCCD.

D. TERM OF OFFICE

1. The term of the Student Trustee is one year (May through the following April).
2. A Student Trustee term of office terminates upon a determination of disqualification under the provisions of Section E.

E. DISQUALIFICATION FROM OFFICE

Adopted:	7-14-80	Revised:	5-11-92	Revised:	11-29-03	Revised:	4-25-11
Revised:	4-23-82	Revised:	4-25-94	Revised:	11-14-05	Revised:	7-30-12
Revised:	3-07-88	Revised:	4-26-99	Revised:	8-27-07		
Revised:	1-17-89	Revised:	8-26-02	Revised:	8-26-08		

1. Automatic and immediate forfeiture of office, including all rights and privileges thereof, will be required if the Student Trustee:
 - a. Does not maintain the requirements of office contained in Sections B, C, and K; or
 - b. Is suspended for more than 10 days pursuant to student conduct policies or regulations.
2. A student disqualified from office under the provisions above, shall be liable for any compensation received after he or she became ineligible for office.
3. Upon disqualification from office, the student must immediately return all District property provided to him or her while in office.
4. In addition to any of the disqualifying event set forth above, the office of Student Trustee will become vacant upon the occurrence of any of the events set forth in Government Code, Section 1770.

F. ELECTION

There shall be an election during the spring semester. The student trustee position shall be rotated between Irvine Valley College and Saddleback College. The election shall be held only on the campus of the college that is designated for the student trustee position for the upcoming year. The Student Member of the Board of Trustees will be elected by students enrolled at the designated college. The student member may be recalled by all the students of the student body in an election held for that purpose in accordance with administrative regulations established by the Chancellor.

G. RECALL

The Student Trustee is subject to recall procedures established for recalling officers of the Associated Student Governments at each campus. No recall election will be held if the petition to recall is received within 90 days prior to the scheduled student elections, which are held in April.

H. SELECTION OF A REPLACEMENT

If a Student Trustee position becomes vacant due to qualification, recall, resignation, or other reasons, the board shall:

1. Order a special election, or

Adopted:	7-14-80	Revised:	5-11-92	Revised:	11-29-03	Revised:	4-25-11
Revised:	4-23-82	Revised:	4-25-94	Revised:	11-14-05	Revised:	7-30-12
Revised:	3-07-88	Revised:	4-26-99	Revised:	8-27-07		
Revised:	1-17-89	Revised:	8-26-02	Revised:	8-26-08		

2. Make an appointment to fill the vacancy within 60 days. All rules of eligibility shall apply and the replacement Student Trustee shall serve out the remainder of the one-year term.

No special election will be called if the vacancy occurs within 90 days prior to the scheduled April student elections. The student member position on the board will remain vacant for that time.

I. INSTALLATION IN OFFICE

1. The person elected or appointed student trustee will be sworn into office at the first board meeting following his or her election, or at the meeting at which he or she is appointed by the board.
2. The President of the Board of Trustees may appoint a Trustee to serve as the student trustee's mentor.

J. RIGHTS AND PRIVILEGES

On or before the regular meeting in April of each year, the Board shall consider whether to afford the student member any of the following privileges:

1. The Student Trustee shall be seated with the board and be recognized as a full member of the Board at public meetings, and shall receive all materials presented to board members for open session, and to participate in discussion at board meetings.
2. The Student Trustee shall have the right to make and second motions.
3. The Student Trustee shall be compensated in the amount of ~~\$200- as stated in BP-164 Board Member Compensation.~~ per month paid by the District.
4. The Student Trustee shall receive mileage reimbursement (BP-4051, Reimbursement) paid by the District.
5. The Student Trustee shall receive the same college health services available to all college students, and said services shall be paid for by the District.
6. With prior Board of Trustee approval, the Student Trustee may attend State of California conferences which relate to their duties as a student member of the Board of Trustees. Reimbursement will be paid by the District.
7. The Student Trustee shall receive college parking fee reimbursement paid by the District.

Adopted:	7-14-80	Revised:	5-11-92	Revised:	11-29-03	Revised:	4-25-11
Revised:	4-23-82	Revised:	4-25-94	Revised:	11-14-05	Revised:	7-30-12
Revised:	3-07-88	Revised:	4-26-99	Revised:	8-27-07		
Revised:	1-17-89	Revised:	8-26-02	Revised:	8-26-08		

K. DUTIES AND RESPONSIBILITIES

The Student Trustee shall agree to perform to the best of his/her ability the following duties and responsibilities:

1. Attend all regular and special meetings of the board, except closed sessions.
2. Review the agenda of the board prior to each meeting.
3. Confer with leaders of the ASGSC/ASIVC at least monthly at each campus prior to each meeting of the board. Attend annual ASGSC and ASIVC retreats, student government meetings, commencement ceremonies, chancellor's opening sessions and other key district-wide and college events.
4. When appropriate, confer with students, student groups and organizations, and/or college and District administrators in relation to District policies and board actions and/or agenda items.
5. Participate in the discussion of agenda items presented.
6. Cast an advisory vote on public agenda items; however, the Student Trustees vote will not be included in determining the vote required to carry any measure before the board.
7. When appropriate, provide feedback to all students, student groups, and leaders of the associated student governments at each campus concerning District and board policies and actions.

See J. (above), Rights & Privileges

Reference:

California Education Code Section 72023.5

Adopted:	7-14-80	Revised:	5-11-92	Revised:	11-29-03	Revised:	4-25-11
Revised:	4-23-82	Revised:	4-25-94	Revised:	11-14-05	Revised:	7-30-12
Revised:	3-07-88	Revised:	4-26-99	Revised:	8-27-07		
Revised:	1-17-89	Revised:	8-26-02	Revised:	8-26-08		

BOARD POLICY

5609 5050

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS

MATRICULATION STUDENT SUCCESS AND SUPPORT PROGRAMS

To assist in attaining equality of educational opportunity and success for the students in the South Orange County Community College District, ~~the colleges~~ Colleges shall provide students opportunity for (1) access, (2) equitable, quality education, and (3) successful attainment of their educational objectives, with full range of support services through matriculation, all of which acknowledge the requirements and intent of the Seymour Campbell Act of 1986; and Student Success Task Force Requirements, September 2012.

Reference:

*California Education Code, Section 78210 et. seq.; Title 5,
California Code of Regulations, Sections 55500 et. seq.)*

Adopted: 6-15-92
Technical Update: 4-26-99
Revised: 5-26-09

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

BACKGROUND

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

STATUS

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

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

RECOMMENDATION

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

Item Submitted By: *David Bugay, Ph.D., Vice Chancellor, Human Resources & Employer/Employee Relations*

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

1. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Bent, Dennis	JD/Law	Economics/IVC	V/1	01/20/15
Bosworth, Rain	PhD/Exp. Psychology	Psychology/SC	V/1	02/09/15
Bui, Bonnie	MA/Sociology	Sociology/SC	II/1	01/20/15
Butler, Alan	BA/Industrial Arts	Automotive/SC	I/1	01/20/15
Centeno, Deborah	AA/Liberal Studies	Sign Lang./SC	I/1	01/20/15
Evans, Max	MFA/Creative Writ.	Tutoring/IVC	IV/1	01/20/15
Lee, Minji	PhD/Musical Arts	Music/IVC	V/1	01/20/15
Lunetto, Kathleen	AA/Culinary Arts	Foods/Nutrition/SC	I/1	01/20/15
¹ Meyer, Harold Fred	MS/Physics	Physics/SC	V/4	01/20/15
Nastanski, Jennifer	MS/Nursing	Nursing/SC	II/1	01/15/15
Nelson, Erika	MA/English	English/SC	II/1	01/20/15
Nersesian, Avo	MA/Geography	Geography/IVC	II/1	01/20/15
Weaver, Megan	MFA/Film Prod.	CTVR/SC	V/1	01/20/15
Webb, Jaclyn	MA/Taxation	Accounting/IVC	II/1	01/20/15
Woods, Wind	MFA/English	English/SC	III/1	01/20/15

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>
Ciago, Ronald	No Degree	Dance/IVC	I/1	01/20/15

Equivalency is based on Mr. Ciago being a well-known professional percussionist and vocalist who has performed live or recorded with an immense list of famous artists, which include: Tito Puente and Paul Rogers of Bad Company, Rickie Lee Jones, Patrick Moraz of the Moody Blues, Al Jardine of the Beach Boys, Paul Williams, Ray Manzarek of the Doors, Frank Stallone, Reeves Gabrels and Earl Slick (David Bowie), Mick Taylor of the Rolling Stones, Jack Douglas (Producer- John Lennon/Aerosmith). Mr. Ciago has played on over 350 CD's. He also is a producer and song-writer. He studied at the Berklee College of Music and teaches drums and percussion in various educational settings. In addition, he is a much sought after dance accompanist working for California State University, Long Beach; Chapman University; Orange Coast College; Fullerton College; Irvine Valley College; amongst others.

¹ STRS Retiree. Father of Katherine Meyer-Canales, full-time Physics Instructor at Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Hogan, Miertschin, L.	BA/Liberal Studies	CIM/IVC	I/1	01/20/15

Equivalency is based on Ms. Miertschin possessing a Teaching Credential conferred from California State University in Long Beach, as well as eminence evidenced through technology publications and professional performance in presentations, computer software applications, and training documents. Additionally, she currently has 3 years of teaching experience at the Capistrano Unified School District, 15 years of teaching experience at the Capistrano Adult School, and approximately 10 years in marketing at Best Life Assurance Co.

Kelsey, David	MA/Philosophy	Humanities/SC	III/1	01/20/15
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Equivalency is based on Mr. Kelsey possessing a Bachelor's from the University of Arizona and Master's degree from UC Davis in Philosophy. He has taught at Coastline Community College for 7 years, as well as Santiago Canyon College and four other colleges around the area; teaching both undergraduate courses as well as advanced courses in Ethics. At Coastline he has taught *Introduction to Philosophy*, *Critical Thinking* and *Introduction to Humanities*. For the *Introduction to Humanities* course, Mr. Kelsey developed the course to include elements of Philosophy, History, Art History, Religious Studies, Anthropology, and an overall survey of human civilization. Also, he was a teaching assistant at UC Davis for *Introduction to Philosophy*, *Critical Reasoning Ethical & Social Problems*, *Bioethics* and *Philosophy of Law*.

Tully, Jade	BA/Communications	Kinesiology/IVC	I/1	01/20/15
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Equivalency is based on Ms. Tully possessing more than 18 years of combined experience in Kinesiology. Her experience includes 6 years in the private sector with Coast Fitness and Girls On The Run, and an additional 12 years in the public sector as a coach and trainer with Santa Margarita High School and the CBVA. In these capacities, she has worked with a wide range of athletes, including those at the intercollegiate athletic level of strength, fitness, and plyometrics. Additionally, Ms. Tully possesses an educational certification in Kinesiology from the National Academy of Sports Medicine (NASM.ORG), which is the most reputable of the national certifying organizations in personal training, and a Bachelor of Arts degree in Communications.

2. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF (Ratified - Pursuant to Board Policy 4002.1)

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Raysky, Yelena	MA/Counseling	Counseling/IVC	II/1	12/01/14
Rubino, Joseph	MA/Edu. Counseling	Counseling/IVC	II/1	12/01/14
Thompson, Chanty	MA/Edu. Counseling	Counseling/IVC	II/1	12/01/14

B. AUTHORIZATION TO ELIMINATE ACADEMIC ADMINISTRATIVE POSITION AND/OR POSITION NUMBERS

1. **ELIMINATE ACADEMIC DIRECTOR OF ECONOMIC AND WORKFORCE DIRECTOR**, Pos #4879, Division of Business Science and Economic and Workforce Development, Saddleback College, Integrated Academic/Classified Administrators/Managers Salary Range 19, full-time, 40 hours per week, 12 months per year position from its staff complement, effective December 31, 2014. (Position was approved by the Board of Trustees on August 26, 2013)

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 2014/2015 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Abbruzzese, Mark	Early College Pgrm Facilitation/IVC	100.00	08/18/14-12/19/14
² Aminy, Marina	Co-Chair, English/SC	*873.50	08/11/14-12/20/14
Bahkta, Asmita	Chair, Med. Lab. Tech./SC	*2,032.00	08/11/14-12/20/14
Barrows, Morgan	Chair, Env.Studies/Ecology/MST/SC	*3,483.00	08/11/14-12/20/14
³ Beckham, Jack	Co-Chair, English/SC	*873.50	08/11/14-12/20/14
Bowman, Donald	Chair, Accounting/SC	*3,773.00	08/11/14-12/20/14
Bradley, Devon	Facilitator, Bio. Outdoor Learn./IVC	3,483.00	01/13/15-05/21/15
Branch-Stewart, K.	Chair, Human Services/SC	*3,193.00	08/11/14-12/20/14
Brass, Monique	Facilitator, Life Fitness Ctr/IVC	2,902.50	01/20/15-05/21/15
Camelot, Allison	Chair, Sociology/SC	*2,902.50	08/11/14-12/20/14
Castroconde, Miriam	Chair, Mathematics/IVC	*6,966.00	08/11/14-12/20/14
Cesareo, Claire	Chair, Anthro/Cross Cult. Studies/SC	*2,903.00	08/11/14-12/20/14
Chambers, Elizabeth	Chair, Sociology/IVC	*1,161.00	08/11/14-12/20/14
Chan, Cheri	Early College Pgrm Facilitation/IVC	100.00	08/18/14-12/19/14
Claffin, Christopher	Chair, Graphic Comm./Design/SC	*3,773.00	08/11/14-12/20/14
Cox, Barbara	Chair, Business/SC	*5,225.00	08/11/14-12/20/14
Crabb, Kerry	Chair, Intercollegiate Athletics/SC	*2,903.00	08/11/14-12/20/14
Cruz, Raul	Production Assistant/IVC	1,900.00	10/18/14-12/20/14
Cubbage-Vega, A.	Chair, Women's/Gender Studies/SC	*1,161.00	08/11/14-12/20/14
Daniels, Stevie	Chair, ESL/SC	*3,773.00	08/11/14-12/20/14
Davison, John	Co-Chair, Phys. Sciences/Tech./IVC	*2,902.00	08/11/14-12/20/14
Delson, Cheryl	Chair, Library Services/IVC	*2,032.00	08/11/14-12/20/14
Duquette, Jan	Chair, Kinesiology/Recreation/SC	*7,547.00	08/11/14-12/20/14
Evancoe, Eugene	Chair, Electr./CompMaint Tech/SC	*1,451.00	08/11/14-12/20/14
Evans, Julie	Facilitator, Writing Center/IVC	4,644.00	01/20/15-05/21/15
Even, Ryan	Chair, Photography/SC	*1,451.00	08/11/14-12/20/14
Fahimi, Traci	Chair, Political Sciences/IVC	*1,451.00	08/11/14-12/20/14
Farnsworth, Robert	Chair, Hort./Landscape Design/SC	*3,193.00	08/11/14-12/20/14
Fier, Scott	Chair, Chemistry/SC	*1,742.00	08/11/14-12/20/14

*Per new MOU between District and Faculty Association, approved November 3, 2014.

² 3 LHE taken as reassigned time

³ 3 LHE taken as reassigned time

C. ADDITIONAL COMPENSATION: GENERAL FUND - Continued

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2014/2015 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Amount (\$)</u>	<u>Effective Date</u>
Forouzesh, Jennifer	Chair, Nursing/Health Science/SC	*3,193.00	08/11/14-12/20/14
Fox, Lindsay	Chair, Fashion/SC	*4,354.00	08/11/14-12/20/14
Gabriella, Wendy	Chair, Anthropology/IVC	*1,161.00	08/11/14-12/20/14
Garant, Dorothy	Chair, Dance/SC	*2,032.00	08/11/14-12/20/14
Gaudet, Jennifer	Facilitator, Lang. Acquisition Ctr/IVC	2,322.00	01/20/15-05/21/15
Golden, Kristin	Early College Pgrm Facilitation/IVC	54.00	08/18/14-12/19/14
Griffin, Alice	Early College Pgrm Facilitation/IVC	46.00	10/28/14-12/19/14
Grihalva, Lawrence	Co-Chair, EMS/Paramedics/SC	*679.00	08/11/14-12/20/14
Grimalda, Andrew	Early College Pgrm Facilitation/IVC	100.00	08/18/14-12/19/14
Haeri, Melanie	Co-Chair, English/Reading/IVC	*2,612.00	08/11/14-12/20/14
Haeri, Mitchell	Co-Chair, Astron/Physics/Engin/SC	*1,016.00	08/11/14-12/20/14
Hardick, Randall	Co-Chair, EMS/Paramedics/SC	*2,075.00	08/11/14-12/20/14
Harper, Melody	Early College Pgrm Facilitation/IVC	200.00	08/18/14-12/19/14
Hernandez, Jerry	Co-Chair, Kin./Health/Athletics/IVC	*2,903.00	08/11/14-12/20/14
Hernandez-Bravo, C	Chair, International Languages/SC	*6,966.00	08/11/14-12/20/14
Hochwald, Seth	Co-Chair, Computer Science/IVC	*874.00	08/11/14-12/20/14
Hoggatt, Michael	Chair, Special Services/SC	*1,451.00	08/11/14-12/20/14
Hogan, Daniel	Early College Pgrm Facilitation/IVC	100.00	08/18/14-12/19/14
Hoolihan, Lori	Co-Chair, FCS/Foods/Nutrition/SC	*1,306.00	08/11/14-12/20/14
Huntley, Anthony	Co-Chair, Biology/SC	*2,322.00	08/11/14-12/20/14
Inlow, Lisa	Co-Chair, FCS/Foods/Nutrition/SC	*1,306.00	08/11/14-12/20/14
Jones, Monik	Dance Perform. Choreography/IVC	600.00	08/18/14-12/12/14
Jones, Monik	High School Dance Day Event/IVC	50.00	11/21/14-11/21/14
Kaufmann, Jeffrey	Co-Chair, Life Sciences/Tech./IVC	*2,612.00	08/11/14-12/20/14
Kiernan, Maria	Co-Chair, Emeritus-Fine Arts/SC	*4,644.00	08/11/14-12/20/14
King, Donna	Chair, Human Development/IVC	*2,032.00	08/11/14-12/20/14
Kirk, Julie	Chair, Visual Arts/IVC	*4,063.00	08/11/14-12/20/14
Konishi, Hiro	Co-Chair, Cinema/TV/Radio/SC	*2,032.00	08/11/14-12/20/14
Koontz, Jennifer	Early College Pgrm Facilitation/IVC	100.00	08/18/14-12/19/14
Kremenetski, K.	Early College Pgrm Facilitation/IVC	100.00	08/18/14-12/19/14
Loke, Chan	Co-Chair, Computer Science/IVC	*874.00	08/11/14-12/20/14
Lovett, Margot	Chair, History/SC	*4,644.00	08/11/14-12/20/14
Lowe, Leslie	Co-Chair, Emeritus-Health/SC	*4,644.00	08/11/14-12/20/14
Manuel-Ellison, Ron	Chair, Theatre Arts/IVC	*5,515.00	08/11/14-12/20/14
Mamoon, Sofiah	Chair, Health Info. Technology/SC	*1,161.00	08/11/14-12/20/14
McCaughey, Colin	Chair, Admin. of Justice/IVC	*3,773.00	08/11/14-12/20/14
McFann, Kent	Chair, Theatre Arts/SC	*4,354.00	08/11/14-12/20/14
Melendez, Robert	Early College Pgrm Facilitation/IVC	4,800.00	08/18/14-12/19/14
Melendez, Robert	Chair, Counseling/IVC	*4,644.00	08/11/14-12/20/14
Meyer, Clifford	Chair, Automotive Tech./SC	*3,193.00	08/11/14-12/20/14
Meyer-Canales, K.	Co-Chair, Astron./Physics/Engin./SC	*1,016.00	08/11/14-12/20/14
Myers, Charles	Co-Chair, Cinema/TV/Radio/SC	*2,032.00	08/11/14-12/20/14
Milostan-Egus, K.	Chair, Dance/Prod. Ensembles/IVC	*4,645.00	08/11/14-12/20/14

*Per new MOU between District and Faculty Association, approved November 3, 2014.

C. ADDITIONAL COMPENSATION: GENERAL FUND - Continued

2. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2014/2015 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Amount (\$)</u>	<u>Effective Date</u>
O'Leary, Thomas	Chair, Art History/SC	*1,451.00	08/11/14-12/20/14
Penland, Barbara	Co-Chair, EMS/SC	*1,019.00	08/11/14-12/20/14
⁴ Pestolesi, Diane	Director, Asst. Nursing/Spec. Proj/SC	*3,193.00	08/11/14-12/20/14
⁵ Pestolesi, Thomas	Co-Chair, Kin./Health/Athletics/IVC	*2,900.00	08/11/14-12/20/14
Quade, Joyce	Chair, CIM/SC	*5,805.00	08/11/14-12/20/14
Reed, Michael	Chair, Journalism/SC	*2,032.00	08/11/14-12/20/14
Renault, Irene	Co-Chair, Reading/SC	*1,596.50	08/11/14-12/20/14
Repka, James	Chair, Geology/Oceanography/SC	*2,032.00	08/11/14-12/20/14
Rosenberg, Alannah	Chair, Economics/SC	*1,161.00	08/11/14-12/20/14
Ross, Priscilla	Chair, Life Sciences/Tech./IVC	*2,612.00	08/11/14-12/20/14
Rousseau, Michele	Chair, Computer Science/SC	*1,451.00	08/11/14-12/20/14
Scarola, Vito	Co-Chair, Art/SC	*871.00	08/11/14-12/20/14
⁶ Schermerhorn, B.	Co-Chair, Real Estate/SC	*1,306.00	08/11/14-12/20/14
Seraphin, Eva	Early College Pgrm Facilitation/IVC	200.00	08/18/14-12/19/14
Shiring, Richard	Early College Pgrm Facilitation/IVC	100.00	08/18/14-12/19/14
Smith, Basil	Chair, Humanities/Philosophy/SC	*2,032.00	08/11/14-12/20/14
Smith, Christina	Chair, Educational Studies/SC	*1,451.00	08/11/14-12/20/14
Smith, Maureen	Chair, Geography/SC	*2,322.00	08/11/14-12/20/14
Smith, Jeanne	Chair, Mathematics/SC	*8,417.00	08/11/14-12/20/14
Stahler, John	Early College Pgrm Facilitation/IVC	100.00	08/18/14-12/19/14
Stankovich, K.	Chair, Speech/SC	188.44	06/16/14-08/10/14
Stankovich, K.	Chair, Speech/SC	*2,612.00	08/11/14-12/20/14
Steinriede, Lindsay	Chair, Health/SC	*1,161.00	08/11/14-12/20/14
Stephens, Blake	Chair, Archit./Drafting/Mfg Tech/SC	*4,644.00	08/11/14-12/20/14
Stevens, Kay	Chair, Med. Assisting/Med. Ins./SC	*2,322.00	08/11/14-12/20/14
Stewart, Robin	Early College Pgrm Facilitation/IVC	100.00	08/18/14-12/19/14
Stuffer, Martha	Chair, Economics/IVC	*2,032.00	08/11/14-12/20/14
⁷ Tabibzadeh, Kiana	Co-Chair, Phys. Sciences/Tech/IVC	*2,902.00	08/11/14-12/20/14
Tamer, Rita	Chair, Sign Language/SC	*2,032.00	08/11/14-12/20/14
Tamialis, Barbara	Chair, Child Development/SC	*5,225.00	08/11/14-12/20/14
Tan, Jennifer	Early College Pgrm Facilitation/IVC	100.00	08/18/14-12/19/14
Teh, Steve	Co-Chair, Biology/SC	*2,322.00	08/11/14-12/20/14
Thomas, Arlene	Chair, Int. Design/Travel Mgmt/SC	*2,612.00	08/11/14-12/20/14
Tiongson, Edwin	Chair, Comm. Studies/Forensics/IVC	*7,837.00	08/11/14-12/20/14
Titus, Jodi	Chair, Geography/IVC	*1,451.00	08/11/14-12/20/14
Tresler, Matthew	Chair, Music/IVC	*3,483.00	08/11/14-12/20/14
Tucker, Kari	Chair, Psychology/IVC	*2,322.00	08/11/14-12/20/14
Twicken, Lawrence	Chair, Political Science/SC	*1,742.00	08/11/14-12/20/14

*Per new MOU between District and Faculty Association, approved November 3, 2014.

⁴ Spouse of Thomas Pestolesi, PE Instructor/Head Volleyball (M&W), Irvine Valley College

⁵ Spouse of Diane Pestolesi, Nursing Instructor, Saddleback College

⁶ Son-in-Law of Martin Welc, Real Estate Instructor, Saddleback College

⁷ Spouse of Glenn Roquemore, President, Irvine Valley College

C. ADDITIONAL COMPENSATION: GENERAL FUND - Continued

3. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2014/2015 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Urell, Robert	Chair, Business Sciences/IVC	*6,386.00	08/11/14-12/20/14
Vang, Burlee	Early College Pgrm Facilitation/IVC	100.00	08/18/14-12/19/14
Vogel, Jeff	Co-Chair, Reading/SC	*1,596.50	08/11/14-12/20/14
Webber, Jonathan	Early College Pgrm Facilitation/IVC	100.00	08/18/14-12/19/14
Wegenek, Amira	Chair, Psychology/SC	*4,064.00	08/11/14-12/20/14
⁸ Welc, Martin	Co-Chair, Real Estate/SC	*1,306.00	08/11/14-12/20/14
Weston, Norman	Chair, Music/SC	*5,225.00	08/11/14-12/20/14
Wolken, Matthew	Chair, Drafting/Engineering/IVC	*4,354.00	08/11/14-12/20/14

*Per new MOU between District and Faculty Association, approved November 3, 2014.

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 2014/2015 fiscal year.

<u>Name</u>	<u>Assignment/Project</u>	<u>Effective Date</u>
Anderson, Michael	Read/Grade ESL Writing Samples/IVC	01/20/15-05/21/15
Beasley, James	Read/Grade ESL Writing Samples/IVC	01/20/15-05/21/15
Beck, Rebecca	Read/Grade ESL Writing Samples/IVC	01/20/15-05/21/15
Fesler, Susan	Read/Grade ESL Writing Samples/IVC	01/20/15-05/21/15
Hildebrand, Colleen	Read/Grade ESL Writing Samples/IVC	01/20/15-05/21/15
Livote, Michelle	Read/Grade ESL Writing Samples/IVC	01/20/15-05/21/15
Luther, Barbara	Read/Grade ESL Writing Samples/IVC	01/20/15-05/21/15
Stern, Susan	Read/Grade ESL Writing Samples/IVC	01/20/15-05/21/15
Wilson, Jeffrey	Read/Grade ESL Writing Samples/IVC	01/20/15-05/21/15

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 2014/2015 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Afshari, Maryam	Academic Reading Practicum/SC	137.68	08/25/14-12/19/14
Choo, Brooke	BSI Connect Faculty Wkshops/IVC	1,000.00	08/11/14-12/19/14
Choo, Brooke	BSI Connect Faculty Wkshops/IVC	1,000.00	01/20/15-05/21/15
Chu, Hencelyn	MLT Pgrm Reapprov./Accred./SC	2,968.49	07/01/14-08/10/14
Chu, Hencelyn	MLT Dev./Articul. Agreements/SC	2,994.54	08/18/14-12/20/14
Ciocek-Georges, R.	Academic Reading Practicum/SC	206.52	08/25/14-12/19/14
Cox, Barbara	HR Symposium/SC	139.84	11/13/14-11/14/14
Dingman, Jamie	Writing Workshop/BSI/IVC	500.00	01/20/15-05/21/14
Do, Tu	TAACCCT Online Dev./SC	2,994.54	08/18/14-12/20/14
Farnsworth, Robert	CTE Articul./Network Session/SC	70.00	11/13/14-11/13/14

⁸ Father-in-Law of Brockton Schermerhorn, Real Estate Instructor, Saddleback College
December 15, 2014

D. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND - Continued

2. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for 2014/2015 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Forouzesh, Jennifer	Implem. Technology/Perkins/SC	344.20	10/13/14-12/20/14
Fredrickson, Scott	CTE Articul./Network Session/SC	70.00	11/13/14-11/13/14
Fredrickson, Scott	HR Symposium/SC	139.84	11/13/14-11/14/14
Gleason, Linda	Nursing Student Success/SC	3,442.00	08/18/14-12/20/14
Hardick, Randolph	Implem. Technology/Perkins/SC	344.20	10/13/14-12/20/14
Henmi, Judy	Pgrm Advisor Group AB86/IVC	360.00	06/11/14-07/07/14
Ho, Jen Yung	Academic Reading Practicum/SC	137.68	08/25/14-12/19/14
Huggins, Barbara	Implem. Technology/Perkins/SC	344.20	10/13/14-12/20/14
Knapp, Rebecca	HR Symposium/SC	139.84	11/13/14-11/14/14
Kucharski, Phillis	Implem. Technology/Perkins/SC	344.20	10/13/14-12/20/14
Lee, Kenneth	CTE Articul./Network Session/SC	70.00	11/13/14-11/13/14
Manchik, Victor	HR Symposium/SC	139.84	11/13/14-11/14/14
McClaine, Serena	Implem. Technology/Perkins/SC	344.20	10/13/14-12/20/14
Monacelli, Brian	Co-Project Director, Photonics/IVC	4,064.00	08/18/14-12/19/14
O'Buchon, Janine	Implem. Technology/Perkins/SC	344.20	10/13/14-12/20/14
Pinter, Gerald	Jazz Pgrm Rehearsal/Concert/SC	359.28	12/10/14-12/13/14
Plascencia-Carrizo, B	Academic Reading Practicum/SC	137.68	08/25/14-12/19/14
Pollizzi, Vincent	CTE Articul./Network Session/SC	70.00	11/13/14-11/13/14
Quinlan, Emily	Coordinate HR Symposium/SC	1,118.72	08/18/14-11/14/14
Richiusa, Gordon	Academic Reading Practicum/SC	137.68	08/25/14-12/19/14
Richiusa, Gordon	Professional Dev. Practicum/BSI/SC	68.84	08/25/14-12/19/14
Vogel, Jeff	English/Reading Wkshop/BSI/SC	1,600.00	08/25/14-12/19/14
Warner, Brent	ESL Workshop/BSI/IVC	250.00	08/11/14-12/19/14
Watt, Deborah	Professional Dev. Practicum/BSI/SC	68.84	08/25/14-12/19/14
Ziehm, Carol	Professional Dev. Practicum/BSI/SC	68.84	08/25/14-12/19/14

E. ADMINISTRATIVE INTERIM ASSIGNMENT (Pursuant to California Code of Regulations, Title V, 53021(b)(1))

1. BUSCHE, DONALD, ID #1263, is hereby employed as Interim Dean of Advanced Technology and Applied Science, Pos #4617, Division of Advanced Technology and Applied Science, Saddleback College, Integrated Academic/Classified Administrators/Managers Salary Range 22, Step 5, part-time, temporary assignment effective December 31, 2014. This is a temporary replacement for Don Taylor, who retired.
2. TENG, ANTHONY, ID #14620, Interim Dean of Business Science and Economic & Workforce Development, Pos. #5073, Division of Business Science and Economic & Workforce Development, Saddleback College, Integrated Academic/Classified Administrators/Managers Salary Range 22, Step 4, assignment effective January 1, 2015 to June 30, 2015, or sooner. This is a temporary replacement for Rocco Cifone.

F. EXTENSION OF ADMINISTRATIVE TEMPORARY ASSIGNMENT (Ratified – Pursuant to Board Policy 4002.1)

1. KELLY, WILLIAM, ID #1233, Acting Board Policies and Administrative Regulations Program Director, Pos #4649, Office of Administrative and Business Services, District, Integrated Academic/Classified Administrators/Managers Salary 19, Step 6, 30 percent of full time (12 hours per week), temporary assignment is to be extended effective January 1, 2015 through June 30, 2015 or sooner.

G. REASSIGNMENT OF FULL-TIME FACULTY

1. DO, TAM, ID #7799, Counselor Generalist, School of Guidance and Counseling, Irvine Valley College, Pos #1646, is reassigned to EOPS/CARE/CalWORK's Counselor, School of Guidance and Counseling, Irvine Valley College, effective January 13, 2015 to May 22, 2015. This is a temporary, one semester **only** reassignment, for Parisa Soltani, who will be on sabbatical leave.

H. WORKLOAD BANKING

1. WHITE, RICHARD, ID #2813, Art Instructor/Ceramics, Division of Fine Arts, Saddleback College, Pos #1544, is requesting a leave of absence for the Spring 2015 Semester, based on the equivalent of 15 banked LHE, in accordance with Article XXVIII, Academic Employee Master Agreement 2011-2014, in compliance with the Workload Banking Program.

I. ADMINISTRATOR CONTRACT EXTENSIONS

1. The following South Orange County Community College District Administrators are to receive the specified contract extension, effective July 1, 2015.

<u>Administrator</u>	<u>Assignment</u>	<u>Salary Placement</u>	<u>Contract Term/Yr.</u>
Avalos, Juan	Vice President for Student Svcs/SC	25/7	06/30/2018
Greiner, A. Cathleen	Dean, Online & Extended Educ./IVC	22/4	06/30/2018
Justice, S. Craig	Vice President for Instruction/IVC	25/8	06/30/2018
McHenry, Bart	Dean, Fine Arts & Media Tech./SC	22/8	06/30/2016
Montgomery, Nancy	Director, Health & Wellness Ctr/IVC	19/7	06/30/2018
Werle, Kathy	Vice President for Instruction/SC	25/7	06/30/2018

J. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. GATEWOOD, DAVID, ID #16329, Dean of Fine Arts and Business Sciences, School of Fine Arts, Irvine Valley College, Pos #4647, resignation effective June 30, 2015. Payment is authorized for any compensated time off. (Start Date: August 11, 2008)
2. LA MONICA, GINA, ID #20214, Dean of Advanced Technology and Applied Science, Division of Advanced Technology and Applied Science, Saddleback College, Pos #4617, termination effective November 18, 2014. Payment is authorized for any compensated time off. (Start Date: July 14, 2014)

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

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

Item Submitted By: *David Bugay, Ph.D., Vice Chancellor, Human Resources & Employer/Employee Relations*

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

1. **CLASSIFIED EMPLOYMENT** (Information Items – Pursuant to Board Policy 4002.1)

- a. ANDERSON, LA REE is to be employed as Accounting Specialist, Categorical, Pos. #5042, Office of Grants and Contracts, Saddleback College, Classified Bargaining Unit Salary Schedule Range 127, Step 1, 40 hours per week, 12 months per year, effective December 1, 2014. This position was approved by the Board of Trustees on July 21, 2014, with employment in this categorical/grant funded position contingent upon funding by 50% College grants and 50% District specially funded program.
- b. CHAN, RICK is to be employed as Senior Matriculation Specialist, Categorical, Pos. #3501, Division of Counseling Services, Saddleback College, Classified Bargaining Unit Salary Schedule Range 127, Step 1, 40 hours per week, 12 months per year, effective November 17, 2014. This is a replacement for Laura Toscano, who received a change in status. Employment in this categorical position is contingent upon government special funding of the Matriculation Program.
- c. DELGADO, CHRISTINA is to be employed as Director, International Student Program, Pos. #4979, a Classified Manager, Division of Admissions, Records and Enrollment Services, Irvine Valley College, Integrated Academic and Classified, Administrator and Manager Salary Schedule Range 11, Step 7, 40 hours per week, 12 months per year, effective December 1, 2014. This position was approved by the Board of Trustees on February 24, 2014.
- d. FLORES, ANA is to be employed as Senior Health Office Assistant, Pos. #4778, Health and Wellness Center, Office of Student Services, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 124, Step 2, 33 hours per week, 10 months per year, effective December 8, 2014. This is a replacement for Barbara Anzlovar.
- e. LARSON, HEATHER is to be employed as Scheduling and Enrollment Planning Analyst, Pos. #4995, Office of Instruction, Saddleback College, Classified Bargaining Unit Salary Schedule Range 138, Step 1, 40 hours per week, 12 months per year, effective December 8, 2014. This position was approved by the Board of Trustees on April 28, 2014.
- f. LONG, JEFFREY is to be employed as Senior Matriculation Specialist, Categorical, Pos. #5002, Division of Counseling Services, Saddleback College, Classified Bargaining Unit Salary Schedule Range 127, Step 1, 40 hours per week, 12 months per year, effective November 10, 2014. This position was approved by the Board of Trustees on May 19, 2014, with employment contingent upon government special funding of the matriculation program.

A. NEW PERSONNEL APPOINTMENTS - Continued

- g. MILLER, JANET is to be employed as Senior Administrative Assistant, Pos. #4975, Division of Community Education, Emeritus Institute, and K-12 Partnership, Saddleback College, Classified Bargaining Unit Salary Schedule Range 127, Step 1, 40 hours per week, 12 months per year, effective January 5, 2015. This position was approved by the Board of Trustees on March 31, 2014.
 - h. WEBSTER, PATRICK is to be employed as Counseling Office Assistant, Pos. #3238, Division of Transfer, Career and Special Programs, Saddleback College, Classified Bargaining Unit Salary Schedule Range 115, Step 1, 29 hours per week, 12 months per year, effective December 21, 2014. This is a replacement for Meghan Casillas, who resigned.
2. The following individuals are to be employed as **Substitutes** in the classification noted below, on an if-and-as-needed basis. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Classification</u>	<u>Range/</u> <u>Step</u>	<u>Start Date</u>
Bjorkman, Michael	Building Maintenance Worker/SC	124/1	10/27/2014
Gonzalez, Christian	Custodian/IVC	113/1	11/18/2014
Hostetter, Timothy	Building Maintenance Worker/SC	124/1	11/07/2014
Langford, Jim	Laboratory Technician Photography/Art/SC	122/1	10/29/2014
¹ Maynard, Emily	Student Development Office Assistant/SC	121/1	11/18/2014
Oliver, Maureen	Risk Manager/SC	12/01	10/30/2014
² Singh, Tegh	Custodian/IVC	113/1	11/18/2014
Villegas, Jose Roberto	Custodian/IVC	113/1	11/19/2014
Weiss, Elizabeth	Application Specialist II/SC	138/1	11/01/2014

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2014/2015** 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</u> <u>Rate (\$)</u>	<u>Start/End Date</u>
Boukather, Cody	Project Specialist/SC	10.50	07/01/14-06/30/15
Concepcion, Alexandra	Project Specialist/IVC	18.00	11/01/14-06/30/15
Dawood, Matthew	Spec. Project Coord./IVC	40.00	09/01/14-11/14/14
Emmil-Lugo, Alison	Project Specialist/SC	20.00	10/27/14-06/30/15
Galvan, Adrian	Outreach Aide/SC	16.00	11/19/14-06/30/15
Gonzalez, David	Project Specialist/SC	16.00	09/29/14-06/30/15
Gulin, Serafim	Project Specialist/SC	15.00	09/15/14-06/30/15
Hensley, Kersti	Clerk, Short-Term/SC	12.00	11/03/14-06/30/15
³ Lipold, Christopher	Project Specialist/SC	15.00	08/01/14-09/30/14

¹ Wife of Daniel Predoehl, Director of Emeritus Instructional Program, Division of Community Education, Emeritus Institute and K-12 Partnerships, Saddleback College.

² Son of Rajbir Singh, Campus Security Officer, Advanced Technology and Education Park Facility, Irvine Valley College.

³ Son of Anthony Lipold, Dean of Kinesiology and Athletics, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2014/2015** 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>
Loenker, Priscilla	Clerk, Short-Term/SC	14.00	11/17/14-06/30/15
Marquina, Maritza	Project Specialist/SC	20.00	10/30/14-06/30/15
Martin, Brian	Project Specialist/SC	20.00	10/30/14-06/3/015
Martinez, Paul	Project Specialist/SC	15.00	09/23/14-06/30/15
Moghaddam, Ehsan	Coaching Aide/SC	25.00	10/28/14-06/30/15
Poon, Vanessa	Project Specialist/SC	16.00	11/18/14-06/30/15
Rosales, Jessica	Project Specialist/SC	18.00	11/21/14-06/30/15
Shiroma, Regina	Project Specialist/SC	20.00	10/30/14-06/30/15
Tabarzadi, Vahideh	Project Specialist/SC	12.50	10/21/14-06/30/15
Willis, Heather	TMD Aide/IVC	20.00	11/10/14-06/30/15
Wong, Jacqueline	Project Specialist/IVC	20.00	11/07/14-06/30/15

4. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2014/2015** academic year.

<u>Name</u>	<u>Start/End Date</u>
Ali, Amir	11/05/14-06/30/15
Mekonnen, Haben	11/10/14-06/30/15
Montano, Sophia	10/27/14-06/30/15
Morgan, Daniel	10/30/14-06/30/15
Nofal, Rana	11/05/14-06/30/15
Saliba, Hanna	11/10/14-06/30/15
Yearwood, Drew	10/15/14-06/30/15

5. The following individuals are to be employed on a temporary basis, as **Professional Expert, Community Education, and Contract Education**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the 2014/2015 academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed (\$)</u>	<u>Start/End Date</u>
Alvarado, Anabell	Model/SC	22.00/hr	11/07/14-06/30/15
Eiseman, Stephanie	Interpreter/IVC	30.00/hr	11/18/14-06/30/15
Godinez, Michelle	Comm. Ed./SC	2500.00/cs	11/13/14-06/30/15
Lust, Jessica	Tutor/SC	15.00/hr	11/05/14-06/30/15
Martin, Douglas	Firearms Trainer/IVC	75.00/hr	07/01/14-06/30/15
Meach, Neil	Clinical Skills Spec./SC	30.00/hr	10/31/14-06/30/15
Purcell, Darren	Clinical Skills Spec./SC	30.00/hr	11/19/14-06/3/015

B. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION

1. DIRECTOR OF ANNUAL GIVING AND DEVELOPMENT SERVICES, a temporary Classified Manager, Integrated Academic and Classified, Administrator and Manager Salary Schedule Range 18, Office of College Foundation, Irvine Valley College seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement, effective December 16, 2014. The position and employment therein is temporary for up to six months during the recruitment period for the position of Executive Director of Foundation which is currently vacant.
2. DIRECTOR OF OUTREACH AND RECRUITMENT, CATEGORICAL, a Classified Manager, Integrated Academic and Classified, Administrator and Manager Salary Schedule Range 8, Office of College Student Services, Irvine Valley College seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement, effective December 16, 2014. Employment in this categorical position is contingent upon funding by Student Equity.
3. HEAD INTERPRETER, CATEGORICAL, Classified Bargaining Unit Salary Schedule Range 142, Transfer, Career and Special Programs, Saddleback College seeks authorization to establish and announce a part-time, 19 hours per week, 11 months per year position to its staff complement, effective December 16, 2014. Employment in this categorical position is contingent upon government special funding of Disabled Students Programs and Services (Exhibit B, Attachment 1)
4. ADMISSIONS AND RECORDS EVALUATOR, CATEGORICAL, Classified Bargaining Unit Salary Schedule Range 126, Office of Admissions, Records and Enrollment Services, Irvine Valley College seeks authorization to establish and announce two (2) full-time, 40 hours per week, 12 months per year positions to its staff complement, effective December 16, 2014. Employment in these categorical positions are contingent upon government special funding of the Student Success and Support Program.
5. SENIOR HVAC TECHNICIAN, Classified Bargaining Unit Salary Schedule Range 130, Office of Physical Plant, Saddleback College seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement, effective January 1, 2015.
6. SENIOR MATRICULATION SPECIALIST, CATEGORICAL, Classified Bargaining Unit Salary Schedule Range 127, Office of Admissions, Records and Enrollment Services, Irvine Valley College seeks authorization to establish and announce two (2) full-time, 40 hours per week, 12 months per year positions to its staff complement, effective December 16, 2014. Employment in these categorical positions are contingent upon government special funding of the Matriculation Program.
7. SENIOR OPERATIONS PLANNING SPECIALIST, Classified Bargaining Unit Salary Schedule Range 130, Office of Physical Plant, 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 January 1, 2015.

C. AUTHORIZATION TO ELIMINATE AND CREATE CLASSIFIED POSITIONS

1. IRVINE VALLEY COLLEGE seeks authorization to eliminate and create the following Classified positions, within their organization as defined by Title 5 Education Regulation, Section (a) and (b), Recruitment 53021.
 - a. **ELIMINATE** ASSISTIVE TECHNOLOGY ASSISTANT, Pos. #4819, Office of Technology Services, Classified Bargaining Unit Salary Schedule Range 134, full-time, 40 hour per week, 11 months per year from its staff complement, and **CREATE** ALTERNATE MEDIA SPECIALIST, Office of Technology Services, Classified Bargaining Unit Salary Schedule Range 140, full-time, 40 hour per week, 12 months per year position to its staff complement, effective December 16, 2014. (Pos. #4819 was approved by the Board of Trustees on July 22, 2013)
 - b. **ELIMINATE** LABORATORY TECHNICIAN, STUDENT SUCCESS, Pos.#5022, School of Humanities and Languages, Classified Bargaining Unit Salary Schedule Range 122, full-time, 40 hour per week, 11 months per year from its staff complement, and **CREATE** two (2) positions, LABORATORY TECHNICIAN, STUDENT SUCCESS, Language Center, School of Humanities and Languages, Classified Bargaining Unit Salary Schedule Range 122, part-time, 25 hour per week, 12 months per year, and LABORATORY TECHNICIAN, STUDENT SUCCESS, Writing Center, School of Humanities and Languages, Classified Bargaining Unit Salary Schedule Range 122, part-time, 25 hour per week, 12 months per year, to its staff complement, effective December 16, 2014. (Pos. #5022 was approved by the Board of Trustees on June 23, 2014)

D. RECLASSIFICATION

1. IRVINE VALLEY COLLEGE seeks authorization to reclassify, by eliminating and creating the following Classified positions, within their organization as defined by Title 5 Education Regulation, Section (c) (3).
 - a. **ELIMINATE** LABORATORY TECHNICIAN, STUDENT SUCCESS CENTER, Pos. #4502, School of Languages and Learning Resources, Classified Bargaining Unit Salary Schedule Range 122, full-time, 40 hour per week, 12 months per year from its staff complement, and **CREATE** SENIOR LABORATORY TECHNICIAN, STUDENT SUCCESS CENTER, School of Languages and Learning Resources, Classified Bargaining Unit Salary Schedule Range 130, full-time, 40 hours per week, 12 months per year position to its staff complement, effective December 16, 2014. (Pos. #4502 was approved by the Board of Trustees on February 27, 2012) (Exhibit B, Attachment 3)
 - i. **PROMOTE** ALICE GRIFFIN, ID #18269, from Laboratory Technician, Student Success, Pos. #4502, School of Languages and Learning Resources, Classified Bargaining Unit Salary Schedule Range 122, Step 4, 40 hours per week, 12 months per year; to Senior Laboratory Technician, Student Success Center, School Languages and Learning Resources, Classified Bargaining Unit Salary Schedule Range 130, Step 1, 40 hours per week, 12 months per year; effective December 16, 2014.

D. RECLASSIFICATION - Continued

- b. **ELIMINATE** ADMINISTRATIVE ASSISTANT, Pos. #4012, Office of the Academic Senate, Classified Bargaining Unit Salary Schedule Range 121, full-time, 40 hour per week, 12 months per year from its staff complement, and **CREATE** SENIOR ADMINISTRATIVE ASSISTANT, Office of Academic Senate, Classified Bargaining Unit Salary Schedule Range 127, full-time, 40 hours per week, 12 months per year position to its staff complement, effective July 1, 2014. (Pos. #4012 was approved by the Board of Trustees on February 23, 2009)
 - i. **PROMOTE** STEFANIE ALVAREZ, ID #13181, from Administrative Assistant, Pos. #4012, Office of Academic Senate, Classified Bargaining Unit Salary Schedule Range 121, Step 6, 40 hours per week, 12 months per year; to Senior Administrative Assistant, Office of Academic Senate, Classified Bargaining Unit Salary Schedule Range 127, Step 4, 40 hours per week, 12 months per year; effective July 1, 2014.
 - c. **ELIMINATE** PARKING COORDINATOR, Pos. #3635, Office of Campus Safety and Security, Classified Bargaining Unit Salary Schedule Range 127, full-time, 40 hour per week, 12 months per year from its staff complement, and **CREATE** POLICE SERVICES SPECIALIST, Office of Campus Safety and Security, Classified Bargaining Unit Salary Schedule Range 132, full-time, 40 hour per week, 12 months per year to its staff complement, effective December 16, 2014. (Pos. #3635 was approved by the Board of Trustees on September 25, 2009) (Exhibit B, Attachment 2)
 - i. **PROMOTE** MARK ZANDONELLA, ID #15388, from Parking Coordinator, Pos. #3635, Office of Campus Safety and Security, Classified Bargaining Unit Salary Schedule Range 127, Step 6, 40 hours per week, 12 months per year; to Police Services Specialist, Office of Campus Safety and Security, Classified Bargaining Unit Salary Schedule Range 132, Step 5, 40 hours per week, 12 months per year; effective December 16, 2014.
2. SADDLEBACK COLLEGE seeks authorization to eliminate and create the following Classified positions, within their organization as defined by Title 5 Education Regulation, Section (a) and (b), Recruitment 53021.
- a. **ELIMINATE** LABORATORY TECHNICIAN, ENVIRONMENTAL STUDIES, Pos. #4871, Division of Advanced Technology and Applied Sciences, Classified Bargaining Unit Salary Schedule Range 122, part-time, 29 hour per week, 12 months per year from its staff complement, and **CREATE** SENIOR LABORATORY TECHNICIAN, ENVIRONMENTAL STUDIES, Division of Advanced Technology and Applied Sciences, Classified Bargaining Unit Salary Schedule Range 130, part-time, 29 hours per week, 12 months per year position to its staff complement, effective December 1, 2014. (Pos. #4871 was approved by the Board of Trustees on October 28, 2013)
 - i. **PROMOTE** JOHN RICHARDS, ID #14873, from Laboratory Technician, Environmental Studies, Pos. #4871, Division of Advanced Technology and Applied Sciences, Classified Bargaining Unit Salary Schedule Range 122, Step 6, 29 hours per week, 12 months per year; to Senior Laboratory Technician, Environmental Studies, Classified Bargaining Unit Salary Schedule Range 130, Step 3, 29 hours per week, 12 months per year; effective December 1, 2014.

D. RECLASSIFICATION - Continued

- b. **ELIMINATE** PROGRAM ASSISTANT, CATEGORICAL, Pos. #5041, Division of Health Sciences and Human Services, Classified Bargaining Unit Salary Schedule Range 118, part-time, 24 hour per week, 12 months per year from its staff complement, and **CREATE** PROGRAM TECHNICIAN, CATEGORICAL, Division of Health Sciences and Human Services, Classified Bargaining Unit Salary Schedule Range 122, part-time, 24 hours per week, 12 months per year position to its staff complement, effective December 1, 2014 through September 30, 2017. Employment in the categorical grant funded position is contingent upon funding by the TAACCCT grant. (Pos. #5041 was approved by the Board of Trustees on July 21, 2014)
- i. **PROMOTE** ALICIA KIRK, ID #14590, from Program Assistant, Categorical, Pos. #5041, Division of Health Sciences and Human Services, Classified Bargaining Unit Salary Schedule Range 118, Step 1, 24 hours per week, 12 months per year; to Program Technician, Categorical, Classified Bargaining Unit Salary Schedule Range 122, Step 1, 24 hours per week, 12 months per year; effective December 1, 2014 through to September 30, 2017.

E. AUTHORIZATION TO EXTEND A CATEGORICAL FUNDED POSITION

- 1. IRVINE VALLEY COLLEGE seeks authorization to extend the following Classified categorical/grant funded position within their organization.
 - a. PROGRAM TECHNICIAN, CATEGORICAL, Pos. #4804, a categorical/grant funded position, Classified Bargaining Unit Salary Schedule Range 122, Advanced Technology and Education Park Facility, School of Academic Programs, part-time, 20 hours per week position is requested to be extended through to June 30, 2015, in accordance with funding by the Career Café, Career Technical Education grant, which was extended through to June 30, 2015. Employment in this categorical/grant funded position is contingent upon funding by the Career Technical Education grant.
 - i. **CHANGE** CHRISTINA FRIEND, ID #19691, Program Technician, Categorical, Pos. #4804, Advanced Technology and Education Park Facility, School of Academic Programs, Classified Bargaining Unit Salary Schedule Range 122, Step 2, part-time, 20 hours per week, assignment to be extended effective December 1, 2014 through to June 30, 2015.

F. AUTHORIZATION TO CHANGE CLASSIFIED POSITIONS

- 1. IRVINE VALLEY COLLEGE has been authorized to change the hours per week and/or months per year for the following Classified positions within their organization pursuant to Article 14 of the C.S.E.A. Contract.
 - a. **ELIMINATE** COSTUME/MAKEUP DESIGNER, Pos. #4803, School of Fine Arts, Classified Bargaining Unit Salary Schedule Range 132, full-time, 40 hours per week, 10 months per year from its staff complement, and **CREATE** COSTUME/MAKEUP DESIGNER, School of Fine Arts, Classified Bargaining Unit Salary Schedule Range 132, full-time, 40 hours per week, 11 months per year position to its staff complement, effective November 1, 2014. (Position #4803 was approved by the Board of Trustees on June 17, 2013)

F. AUTHORIZATION TO CHANGE CLASSIFIED POSITIONS - Continued

- i. **CHANGE** NANCY BRACKEN, ID #8186, from Costume/Makeup Designer, Pos. #4803, School of Fine Arts, Classified Bargaining Unit Salary Schedule Range 132, Step 2, full-time, 40 hours per week, 10 months per year; to Costume/Makeup Designer, Pos. #4803, School of Fine Arts, Classified Bargaining Unit Salary Schedule Range 132, Step 2, full-time, 40 hours per week, 11 months per year, effective November 1, 2014.
- b. ⁴**ELIMINATE** ADMINISTRATIVE ASSISTANT, Pos. #4283, Financial Aid, Office of Student Services, Classified Bargaining Unit Salary Schedule Range 121, part-time, 25 hours per week, 12 months per year position from its staff complement, and **CREATE** ADMINISTRATIVE ASSISTANT, Pos. 4970, Financial Aid, Office of Student Services, Classified Bargaining Unit Salary Schedule Range 121, full-time, 40 hours per week, 12 months per year position to its staff complement, effective retroactive to February 5, 2013.
 - i. **CHANGE** DESIREE ORTIZ, ID #14245, Administrative Assistant, Pos. #4283, Financial Aid, Office of Student Services, Classified Bargaining Unit Salary Schedule Range 121, Step 6, part-time, 25 hours per week, 12 months per year to Administrative Assistant, Financial Aid, Office of Student Services, Classified Bargaining Unit Salary Schedule Range 121, Step 6, full-time, 40 hours per week, 12 months per year, effective retroactive to February 5, 2013.

G. CHANGE OF STATUS

1. **CLASSIFIED EMPLOYMENT** (Information Items – Pursuant to Board Policy 4002.1)
 - a. FEOKTISTOVA, MARIA, ID #19809, Human Resources Specialist (Temporary), Pos. #4929, Classified Bargaining Unit Salary Schedule Range 127, Step 2, 40 hours per week, 12 months per year, Office of Human Resources District, is to be employed as Human Resources Specialist, Pos. #3516, Classified Bargaining Unit Salary Schedule Range 127, Step 2, 40 hours per week, 12 months per year, Office of Human Resources, District, effective December 1, 2014. This is a replacement for Sandra Griffin, who retired.
 - b. ⁵LAKOW-ORAM, GINA, ID #10094, Administrative Assistant, Pos. #3270, Classified Bargaining Unit Salary Schedule Range 121, Step 3, 40 hours per week, 12 months per year, Office of Facilities, Planning and Purchasing, District, is to be employed as Buyer, Pos. #4992, Classified Bargaining Unit Salary Schedule Range 126, Step 2, 40 hours per week, 12 months per year, Office of Facilities Planning and Purchasing, District, effective December 1, 2014. This position was approved by the Board of Trustees on April 28, 2014.

⁴ Correcting effective date from January 1, 2014, as approved by Board of Trustees on March 31, 2014, to be effective retroactive to February 5, 2013.

⁵ Daughter of I. Antonia Lakow, Senior Human Resources Specialist, Office of Human Resources, District; Sister of Maria Lakow, Sr. Administrative Assistant, Information Technology Center, Saddleback College and William Lakow, Multimedia Technician, Office of College Technology, Saddleback College.

G. CHANGE OF STATUS - Continued

- c. PARKS, MONICA, ID #14103, Disabled Student Program Specialist, Pos. #3542, Classified Bargaining Unit Salary Schedule Range 123, Step 6, 40 hours per week, 12 months per year, DSP&S, School of Guidance and Counseling, Irvine Valley College, is to be employed as Senior Administrative Assistant, Pos. #3497, Classified Bargaining Unit Salary Schedule Range 127, Step 5, 40 hours per week, 12 months per year, School of Guidance and Counseling, Irvine Valley College, effective December 8, 2014. This is a replacement for Hedy Renfro, who retired.

H. OUT OF CLASS ASSIGNMENTS

1. ALBA, DANIEL, ID #17501, Building Maintenance Worker, a temporary assignment, Pos. #5036, Classified Bargaining Unit Salary Schedule Range 124, Step 1, 40 hours per week, Office of Physical Plant, Saddleback College, temporary assignment ended on November 14, 2014, and returned to permanent assignment as Custodian, Pos. 1113, Classified Bargaining Unit Salary Schedule Range 113, Step 5, 40 hours per week, 12 months per year, Office of Physical Plant, Saddleback College, effective November 15, 2014.
2. BOSTWICK, TAMERA, ID #13397, Acting Project Director, Career Technical Education, Categorical, a temporary manager assignment, Pos. #4932, Integrated Academic and Classified, Administrator and Manager Salary Schedule Range 13, Step 2, 40 hours per week, Office of Academic Program and Economic and Workforce Development, Irvine Valley College, temporary assignment ended on October 30, 2014, and returned to permanent assignment as Senior Administrative Assistant, Pos. 3235, Classified Bargaining Unit Salary Schedule Range 127, Step 6, 40 hours per week, 12 months per year, Office of Academic Program and Economic and Workforce Development, Irvine Valley College, effective October 31, 2014.
3. DAI, FARIBA, ID #14044, International Student Program Specialist, a temporary assignment, Pos. #3535, Classified Bargaining Unit Salary Schedule Range 129, Step 6, 40 hours per week, Division of Admissions, Records and Enrollment Services, Saddleback College, temporary assignment ended on November 9, 2014, and returned to permanent assignment as Senior Admissions and Records Specialist, Bilingual, Pos. 3229, Classified Bargaining Unit Salary Schedule Range 126, Step 6, including 2% bilingual stipend, 40 hours per week, 12 months per year, Division of Admissions, Records and Enrollment Services, Saddleback College, effective November 10, 2014.
4. ⁶HEREDIA, GRISEL, ID #17280, Admissions and Records Specialist II, Pos. #5102, a temporary assignment, Classified Bargaining Unit Salary Schedule Range 120, Step 4, including a 2% bilingual stipend, 40 hours per week, Division of Admissions, Records, and Enrollment Services, Saddleback College, temporary assignment ended on November 14, 2014, and has been temporarily reassigned to Senior Admissions and Records Specialist, Pos. #3323, Classified Bargaining Unit Salary Schedule Range 126, Step 1, including a 2% bilingual stipend, 40 hours per week, Division of Admissions, Records, and Enrollment Services, Saddleback College effective November 17, 2014. This is a temporary reassignment for Shirley Gauthier, who is on leave.

⁶ Permanent assignment is Admissions & Records Specialist I, Pos. #2743, 40 hours per week, 12 months per year.

H. OUT OF CLASS ASSIGNMENTS - Continued

5. ⁷ORLANDO, KAREN, ID #19193, Development Assistant II, Pos. #4802, Classified Bargaining Unit Salary Schedule Range 121, Step 2, 40 hours per week, 12 months per year, Office of College Foundation, Irvine Valley College, is to be given a temporary change in assignment to Director of Annual Giving and Development Services, a Classified Manager, Integrated Academic and Classified, Administrator and Manager Salary Schedule Range 18, Step 1, 40 hours per week, Office of College Foundation, Irvine Valley College, effective December 16, 2014. This is a temporary reassignment in a vacant position.
6. SILGAILIS, STEVE, ID #15658, Admissions and Records Specialist II, a temporary assignment, Pos. #4904, Classified Bargaining Unit Salary Schedule Range 120, Step 5, 40 hours per week, School of Admissions, Records and Enrollment Services, Irvine Valley College, temporary assignment ended on October 31, 2014, and returned to permanent assignment as Office Assistant, Pos. 3149, Classified Bargaining Unit Salary Schedule Range 113, Step 6, 25 hours per week, 12 months per year, DSPS, School of Guidance and Counseling, Irvine Valley College, effective November 1, 2014.

I. AUTHORIZATION TO CHANGE THE STRUCTURE OF THE CLASSIFIED TEMPORARY NON-BARGAINING UNIT SALARY SCHEDULES

1. Approval is requested to change the structure of the Non-Bargaining Unit Salary Schedules, for 2014-2015, effective January 15, 2015. (Exhibit C, Attachment 1)

J. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. AVILES, DENISE, ID #18611, Program Technician, Categorical, Pos. #4789, Office of Business Services, District, Classified Bargaining Unit Salary Schedule Range 122, Step 2, 40 hours per week, 12 months per year, resignation effective December 9, 2014. Payment is authorized for any compensated time off. (Permanent Start date: July 29, 2013)
2. FOUNDS, RICK, ID #9971, Computer and Audio Visual Technician, Pos. #4464, Office of Technology Services, Saddleback College, Classified Bargaining Unit Salary Schedule Range 126, Step 6, 40 hours per week, 12 months per year, resignation effective December 30, 2014, retirement effective December 31, 2014. Payment is authorized for any compensated time off. (Permanent Start date: April 3, 2000)
3. GAUTHIER, SHIRLEY, ID #7819, Senior Admissions and Records Specialist, Pos. #3323, Division of Admissions, Records and Enrollment Services, Saddleback College, Classified Bargaining Unit Salary Schedule Range 126, Step 6, 40 hours per week, 12 months per year, resignation effective December 30, 2014, retirement effective December 31, 2014. Payment is authorized for any compensated time off. (Permanent Start date: March 22, 2010)

⁷ This item is contingent upon approval of the Director of Annual Giving and Development Services, presented on this agenda.

J. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT - Continued

4. KNUDSEN, KELLY, ID #14701, Library Assistant I, Pos. #3284, Division of Online Education and Learning Resources, Saddleback College, Classified Bargaining Unit Salary Schedule Range 115, Step 6, 40 hours per week, 12 months per year, conclusion of employment effective November 28, 2014. Employee has been placed on a 39 month re-employment list in accordance with Education Code 88017 and 88117. Payment is authorized for any compensated time off. (Permanent Start date: January 3, 2006)
5. MCCONNELL, TRACY, ID #13022, Program Technician (Categorical), Pos. #4660, Division of Business Sciences and Vocational Education and Economic Development, Saddleback College, Classified Bargaining Unit Salary Schedule Range 122, Step 6, 40 hours per week, 12 months per year, conclusion of employment effective November 28, 2014. Employee has been placed on a 39 month re-employment list in accordance with Education Code 88017 and 88117. Payment is authorized for any compensated time off. (Permanent Start date: January 29, 2009)
6. PEARSON, JENNIFER, ID #20301, Student Development Office Assistant, Categorical, Pos. #4481, Office of Student Development, Saddleback College, Classified Bargaining Unit Salary Schedule Range 121, Step 1, 29 hours per week, 12 months per year, resignation effective November 13, 2014. Payment is authorized for any compensated time off. (Start date: August 4, 2014)
7. SENDABA, BARBARA, ID #12978, Executive Assistant, Pos. #3325, Office of Student Services, Saddleback College, Classified Bargaining Unit Salary Schedule Range 133, Step 6, 40 hours per week, 12 months per year, resignation effective December 30, 2014, retirement effective December 31, 2014. Payment is authorized for any compensated time off. (Permanent Start date: August 2, 2004)
8. STANLEY, ROBERT, ID #17290, Webmaster, Pos. #4201, Office of Technology Services, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 144, Step 6, 40 hours per week, 12 months per year, resignation effective November 30, 2014, retirement effective December 1, 2014. Payment is authorized for any compensated time off. (Permanent Start date: November 30, 2009)

K. VOLUNTEERS

1. The following individuals are to be approved as Volunteers for the 2014/2015 academic year.

Advanced Technology and Applied Sciences, Saddleback College

Dhillon, Rajanpal	Miller, Steffan	Strickland, Bernard
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Community Education, Emeritus Institute/K-12 Partnerships, Saddleback College

Kajach, Susan	Polfer, Jill	Raring, Casey
Song, Yoon	Thompson, Christine	Trazi, Michael

K. VOLUNTEERS - Continued

Fine Arts and Media Technology, Saddleback College

Berkson, Brianna	Berkson, Nancy	Chavez, Virginia
Himes, Marjorie	Jackson, Gabrielle	Kornievsky, George
Kroe, Barbara	MacKenzie, Jeanette	Mayenzet, Maria
Morris, Eva Marie	Oien, Lawrence	Rosen, Aaron
Singer, Jeffrey	Stenson, Ronald	Wensko, Nathan

Fine Arts, Irvine Valley College

Gandasetiawan, Kania	Miyagawa, Maki	Paulsen, Morgan
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Guidance and Counseling, Irvine Valley College

Davis, Teresa	Ortega, Vanessa	Vu, Tiffany
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Kinesiology and Athletics, Saddleback College

Arenado, Jonah	Arenado, Nolan	Borbon, Julio
Espinosa, Dan	Fricke, Scott	

Life Sciences and Technologies, Irvine Valley College

Casey-Senften, Jen	Senften, John
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Liberal Arts, Saddleback College

Beachaine, Kim

Division/School, Irvine Valley College

Custer, Alexandria

Transfer, Career and Special Programs, Saddleback College

Cook, Jonathan	Donohue, Michael	Lewis, Cindy
Sullivan, Danny		

ATTACHMENT 1

South Orange County Community College District

HEAD INTERPRETER (CATEGORICAL) – JC #, Classified Bargaining Unit Salary Schedule Range 142

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

SUMMARY DESCRIPTION

Under direction from assigned supervisory or management staff and the DSPS Coordinator, oversee, schedule, and functionally supervise, and participate in the work of staff providing accommodations such as sign and oral interpreting, assistive listening devices, and real time captioning, for students who are deaf or hard of hearing in the District; and perform a variety of administrative duties related to assigned area of responsibility.

REPRESENTATIVE DUTIES

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

1. Oversee, schedule, and functionally supervise the provision of accommodation services and activities for students who are deaf or hard of hearing; oversee and participate in the provision of interpreting services both inside and outside of the classroom; provide interpreting services as needed
2. Plan, schedule, assign, functionally supervise, and review the work of staff responsible for providing interpreting services or CART services for the deaf and hard of hearing students enrolled in college classes and attending events on campus; coordinate and establish work schedules and methods for providing services including the scheduling of sign language interpreters or real-time captioners for deaf and hard of hearing students as needed.
3. Recruit, select, and functionally supervise interpreters and real time captioners; provide for or conduct staff training.
4. Observe and oversee conduct of staff; ensure professional code of ethics (RID) is followed and confidentiality of information exchanged in interpreting situations is maintained; work with employees to correct deficiencies; implement personnel procedures.
5. Advise students regarding the various interpretation services available; resolve student-interpreter problems.
6. Provide faculty and staff guidance regarding the implementation of accommodations and promotion of awareness of deaf issues.
7. Conduct research and advise the District on the use of appropriate equipment and interpretive aids in support of interpretation and CART services.
8. Recommend and assist in the implementation of program goals and objectives; implement policies and procedures; prepare and implement policy and procedures manuals and forms as necessary.
9. Monitor program performance; recommend and implement modifications to systems and procedures.
10. Verify monthly timecards of assigned staff for accurate reporting of hours worked.
11. Schedule assigned services and operations with other campus departments and functions.
12. Perform a variety of general administrative and clerical duties as required; answer phones, provide assistance to students, and answer questions from the general public.
13. Perform related duties as required.

QUALIFICATIONS

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

South Orange County Community College District
Page 2 - Head Interpreter (Categorical)

Knowledge of:

Basic operations, services, and activities of deaf and hard of hearing communication (sign language) interpreting services and CART services.
Principles and practices of program development and implementation.
American Sign Language (ASL) and other communication modes used by deaf persons.
Advanced interpretation and application techniques of American Sign Language.
Use and operation of various devices designed for deaf and hard of hearing people.
RID Code of Professional Conduct.
Resources available to the deaf community.
Principles and practices used in recruiting, selecting, and hiring staff.
Principles and practices of providing training, work direction, and guidance to staff.
Appropriate use of spoken and written English including grammar, spelling, punctuation, and vocabulary.
Pertinent federal, state, and local laws, codes, and regulations including federal and state disability laws, codes, and regulations that impact postsecondary educational institutions.
Current standards of practice and certification requirements related to sign language interpreters.
Current CART standards of practice and certification requirements related to real time captioners.
Confidentiality requirements when dealing with personal and sensitive student information.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Record keeping methods and procedures.
Principles and practices used to establish and maintain files and information retrieval systems.
Work organization principles and practices.
Interpersonal skills using tact, patience, and courtesy.
Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Ability to:

Independently coordinate and direct the provision of accommodated communication services for the District's deaf and hard of hearing community.
Assess the communication need and styles of students and assign the appropriate interpreters or captionists to classes, students and related events.
Provide interpreting, transliterating, and other support services to deaf and hard of hearing individuals in various settings in order to facilitate communication among peers, instructors, staff, and others.
Perform advanced interpreting services.
Recruit, select, and train interpreter staff.
Functionally supervise and evaluate the skill set of interpreters and other assigned staff, and provide for the evaluation of captioners.
Operate and train staff in the use of technical devices for the deaf and hard of hearing.
Demonstrate a capability to successfully work with the deaf students and the deaf community.
Manage agency contracts.
Understand the organization and operation of the District as necessary to assume assigned responsibilities.
Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, standards of practices and ordinances.
Develop, implement, and maintain various records and reports related to interpreting functions and assigned activities.
Operate office equipment including computers and supporting software applications.
Adapt to changing technologies and learn functionality of new equipment and systems.

South Orange County Community College District
Page 3 - Head Interpreter (Categorical)

Ability to:

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

Work independently and effectively in the absence of supervision.

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

Communicate clearly and concisely, both orally and in writing.

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

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

Education/Training:

Equivalent to a Bachelor's degree; field of study specifically related to sign language interpreting is highly desirable. Graduate level studies in sign language interpreting is also highly desirable.

Experience:

Sufficient interpreting experience to have obtained Masters level certification issued by the Registry of Interpreters for the Deaf (RID) or National Association of the Deaf (NAD); experience must include working with deaf and hard of hearing students in an instructional or related setting. Some administrative experience in a related program area is desirable.

License or Certificate:

Possession of a Masters level certificate issued by the Registry of Interpreters for the Deaf (RID) or National Association of the Deaf (NAD); certification must be maintained in accordance with requirements of certifying agency.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Work is performed in an indoor and outdoor environment including classroom and office setting; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, academic and classified staff, and others. At least minimal environmental controls are in place to ensure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and classroom setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination; dexterity of hand and fingers to interpret for students who are deaf and hard of hearing; continuous use of elbows, shoulders, neck, back, lips, and/or jaw; and to verbally communicate to exchange information. Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

ATTACHMENT 2

South Orange County Community College District

POLICE SERVICES SPECIALIST – JC #, Classified Bargaining Unit Salary Schedule Range 132

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

SUMMARY DESCRIPTION

Under direction from the Chief of Police or designee, coordinates a variety of police business support services including College parking functions and programs, emergency operations center administration, emergency preparedness support and coordination, supporting special events, department equipment and fleet management, and other functions in support of police business support services; may lead, plan, train and review the work of assigned staff.

DISTINGUISHING CHARACTERISTICS

This is an experienced classification that requires broad knowledge of police support services in order to coordinate administrative and operational activities with a high degree of independence. Incumbents are expected to have general knowledge of service areas such as communications, parking enforcement and administration, and emergency management practices as well as knowledge of various administrative functions in support of police business support services. Incumbents are expected to increase their depth of knowledge in all areas over time and maintain current knowledge of best practices for assigned areas.

REPRESENTATIVE DUTIES

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

1. Participate in the administration of departmental activities and coordination of day to day operations related to assigned program areas; assist supervisor in prioritizing work and overseeing a variety of department activities; provide responsible and complex administrative and operational support and perform a wide variety of technical, administrative, and operational duties; assist in organizing functions and activities as assigned.
2. Coordinate, oversee, and participate in the College's parking functions; interpret and explain parking rules and regulations to those being cited; serve as first level appeals officer for parking citation appeals; serve as liaison between the College and local courts regarding traffic violations.
3. Oversee the use of parking facilities for special events; coordinate with staff responsible for campus events; assess impact on campus parking; identify and coordinate physical needs; develop costs associated with events; coordinate activities of organizers and staff involved in special event.
4. Assist the Emergency Operation Center (EOC) Director in the administration of the EOC function; act as lead worker and/or backup as needed in emergency management practices and processes; assist management personnel with the development, evaluation, and testing of emergency and disaster operating procedures in conjunction with other College departments, the District, and outside agencies; assist in organizing the appropriate level of EOC organization and monitor staffing patterns to ensure functional positions are staffed to the greatest effect with available resources; assist in training EOC emergency management staff; may represent College at off-campus local and county emergency management meetings.
5. Recommend expenditures for Department equipment, materials, and supplies and ensure their timely ordering, receipt, and storage; ensure proper functioning of Department equipment; prepare purchase requisitions, check requests, independent contracts, and claims for reimbursement of special funds related to assignment; post, monitor, and track invoices and other expenditures.

South Orange County Community College District
Page 2 – Police Services Specialist

6. Coordinate the procurement, installation, maintenance, and repair of Department vehicle fleet and equipment; plan and direct research into new equipment and preparation of specifications; requisition and maintain necessary supplies and equipment; coordinate Department fleet management activities.
7. Coordinate the collection and delivery of monies to the business office from College campus parking permit dispensers and citation/permit payments according to established policies and procedures.
8. Provide oversight and coordinate work schedules for assigned staff and functions; prioritize work assignments; review and validate completed work for accuracy; identify training needs and provide recommendations to Supervisor on the extent of additional training needed.
9. Coordinate and/or provide training to staff in a variety of areas including proper handling of cash transactions, auditing parking permit transactions, collection of parking fines, placement or removal of vehicle registration holds with the Department of Motor Vehicles, and maintenance and auditing of accounts receivable records.
10. Collect, research, compile, analyze, verify, summarize, record, and evaluate information; prepare and distribute narrative, statistical, and financial data, recommendations, and alternatives as requested; complete reports; verify and review forms and reports for completeness and conformance with established regulations and procedures.
11. Assist the Chief of Police in the preparation and administration of the parking budget(s); organize and coordinate parking budget materials and meetings; research and prepare cost estimates for parking budget recommendations; submit justifications for parking budget items; allocate funds to proper parking budget codes; monitor and track expenditures; provide regular parking budget reports to supervisor for control of expenditures; assist in resolving parking budget issues and problems including to identify and research discrepancies; monitor open accounts; recommend parking budget revisions.
12. Coordinate and oversee specialized functions or projects as assigned including special event planning and implementation; ensure that work is performed in a timely and accurate manner; use independent judgment to develop and provide recommendations, suggestions, or information as appropriate.
13. Interact with South Orange County Community College District, Irvine Valley College, and Saddleback College's administrators, divisions, departments, faculty, staff, and students in all matters related to the area of parking services and other areas of assignment; interpret and apply policies and procedures and process sensitive complaints and requests for information.
14. Interpret, ensure compliance with, and implement changes in policies, codes, regulations, and laws governing assigned responsibilities including emergency preparedness, parking, and traffic control.
15. Provide input to the College and District Public Information Officer on press releases, news conferences, and requests for information from the press related to areas of assignment.
16. Evaluate operations and activities of assigned police support services functions and programs; recommend improvements or modifications; prepare various reports on operations and activities.
17. Assist in the implementation of goals and objectives related to area of assignment; assist in the development of policies and procedures related to assigned operations and programs.
18. Research and apply for Public Safety and Homeland Security grants being offered to individual Public Safety Departments.
19. Perform related duties as required.

QUALIFICATIONS

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

South Orange County Community College District
Page 3 – Police Services Specialist

Knowledge of:

Principles of administration and organization as they relate to police business support services.

College organization and operations as well as community college police methods and procedures.

Pertinent federal, state, local, and District laws, codes, rules, and regulations relative to police support services activities and services.

Processes, procedures, and practices used to support management staff in budget preparation and administration.

Principles, practices and procedures of complex fiscal, statistical, and administrative research and report preparation.

Statistical procedures and mathematical concepts.

Principles and practices of personnel coordination, lead supervision, and training.

Emergency communications radio systems in correlation with other emergency agencies and federal requirements.

Report preparation and record-keeping techniques.

Parking enforcement and traffic control principles and practices.

National Incident Management System and Standardized Emergency Management System (NIMS/SEMS).

Modern office procedures, methods, and equipment including computers and applicable software applications.

Office procedures, methods, and equipment including computers and applicable software applications such as spreadsheets and databases.

Ability to:

Plan, coordinate, and direct assigned police business support services functions effectively.

Lead, organize, train, direct, and review the work of assigned staff.

Participate in the preparation and administration of assigned budgets.

Research, compile, analyze, and interpret data.

Prepare clear, concise and comprehensive written and verbal administrative and financial reports.

Analyze emergency and non-emergency situations accurately and respond quickly and effectively.

Interpret and apply federal, state, local and District laws, codes, rules and regulations relative to police support services.

Read, understand, and interpret standard official legal documents.

Understand principles of effective community college police administration.

Analyze, develop, and recommend changes in methods, systems policy, and procedures related to complex and sensitive issues and programs of assigned area.

Exercise judgment and discretion in analyzing and resolving problems.

Work in a liaison capacity with various governmental agencies and the community.

Learn standard procedures regarding the use of police radios and department telephones.

Operate equipment used in a police support services operation including supporting software applications.

Enter data into computer database.

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

Give, follow, and understand written and oral instructions.

Evaluate operations and activities of College police support services programs and recommend improvements.

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

Communicate clearly and concisely, both orally and in writing.

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

South Orange County Community College District
Page 4 – Police Services Specialist

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

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in public administration, business administration, criminal justice, or related field.

Experience:

Five years of increasingly responsible experience in a public safety or related environment that demonstrates knowledge of emergency operations planning, parking enforcement and administration, emergency communications, and general business administration.

License or Certificate:

A valid California driver's license and proof of insurability is required to drive a District or personal vehicle.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Work is performed in a campus police office setting with occasional work in a field environment. Duties are often performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, staff, and others. At least minimal environmental controls are in place to assure health and comfort; travel from site to site; exposure to inclement weather conditions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and field setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. **Vision:** See in the normal visual range with or without correction. **Hearing:** Hear in the normal audio range with or without correction.

Created by Forsberg Consulting Services November, 2014

ATTACHMENT 3

South Orange County Community College District

**SENIOR LABORATORY TECHNICIAN, STUDENT SUCCESS CENTER – JC #, Classified
Bargaining Unit Salary Schedule Range 130**

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

SUMMARY DESCRIPTION

Under direction from Dean of assigned area, performs complex technical work in an instructional environment; exercises judgment and initiative in coordinating labs and other instructional facilities and materials within the assigned area; provides a high level of academic assistance to assigned instructors; and oversees and may provide lead direction to Lab Technician positions, part time hourly staff, tutors, and/or students workers.

DISTINGUISHING CHARACTERISTICS

Positions in the Senior Lab Technician class are distinguished from the Lab Technician by the level of responsibility assumed and the complexity of duties assigned. Employees assume greater responsibility for more technical aspects of a learning program and perform at a skill level with a considerable degree of independence. In addition, the Senior Lab Technician must possess extensive technical and academic training and experience in the assigned field, oversee and manage assigned budgets, specify and order supplies and materials, and provide significant academic assistance to the department faculty. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and are fully aware of the operating policies and procedures of the work unit.

REPRESENTATIVE DUTIES

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

1. Oversee the functioning of the Student Success Center front desk and reception area; oversee and participate in the processing of large number of students including students scheduling, changing, and cancelling appointments as well as those making inquiries by phone and in person; recommend procedures to improve the efficiency of front desk operations and services including to research various online scheduling platforms and vendors.
2. Create tutor schedules including online tutoring schedules; establish discipline details in scheduling system and monitor online scheduling.
3. Provide significant academic assistance to instructional staff; communicate with faculty to understand their tutoring needs; liaison with campus faculty regarding tutoring for their courses; assist instructors in preparing materials for use in the Student Success Center and ensuring operational needs of the Center are met.
4. Orient and provide information and assistance to students as needed; answer phone and respond appropriately to inquiries; schedule tutorial sessions for students using scheduling software.
5. Monitor computer labs; assist students in the use of a variety of equipment in assigned area; ensure student compliance with Center policies, procedures, and safety precautions; oversee student check-in and check-out processes.
6. Hire, train, oversee, and provide lead direction Lab Technician positions, part time hourly staff, tutors, and/or students workers.
7. Monitor time sheets for Center staff; ensure staff do not exceed permitted hours/days per year; prepare, monitor, and certify payroll time cards.

South Orange County Community College District
Page 2 - Senior Laboratory Technician, Student Success Center

8. Oversee and participate in outreach presentations in the classroom; prepare material to communicate Student Success Center activities; prepare flyers, notices, and other hard copy information; maintain and update Student Success Center website.
9. Oversee and participate in the ordering and maintenance of supplies, materials, and equipment; acquire and maintain necessary and adequate inventory levels; order equipment and supplies as needed including to create invoices for special orders.
10. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control Center expenditures; process expenditure transfers.
11. Maintain a clean and safe learning environment; clean table tops, desks, and furniture; perform routine and minor repairs on equipment within the Center; liaison with other campus departments to ensure working order of facilities, equipment, furnishings, etc.
12. Prepare student reports including those regarding enrollment and usage; maintain and prepare data regarding student enrollment and usage of the Center; manage and maintain the Center's electronic scheduling system and ensure all necessary data is tracked; coordinate with Research Department in conducting research studies on student success at the Student Success Center.
13. Perform related duties as required.

QUALIFICATIONS

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

Knowledge of:

Operational characteristics of equipment and materials pertaining to assigned instructional area.
Advanced principles and practices of instructional area operations.
Basic principles and practices of budget preparation and administration.
Principles and practices of providing training, work direction, and guidance to lower-level staff and student workers.
Principles and techniques of customer service.
English usage, spelling, grammar, and punctuation.
Principles and procedures of record keeping and filing.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Perform complex technical work in an instructional learning environment in a highly technical or complex area.
Perform duties at an advanced skill level with a considerable degree of independence.
Plan, schedule, direct, coordinate, and review the work and performance of assigned staff in a manner conducive to proficient performance and high morale.
Provide assistance to instructors in the development of relevant materials.
Provide assistance to students on matters related to assigned area.
Interpret and apply department policies, procedures, rules, and regulations.
Participate in budget preparation and administration.
Anticipate resource needs of the department and individual instructors.
Maintain an adequate inventory of materials for instructional programs.
Operate and demonstrate the proper use of specialized equipment, supplies, and materials.
Operate, understand the mechanical function of, and perform routine maintenance and repairs on equipment within assigned area.

South Orange County Community College District
Page 3 - Senior Laboratory Technician, Student Success Center

Ability to:

Correctly and efficiently set up laboratory equipment and materials including computer equipment.
Write clear explanations and directions.
Adapt to changing technologies and learn functionality of new equipment and systems.
Maintain the cleanliness of assigned instructional area.
Ensure adherence to safe work practices and procedures.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in English, education, or a related field.

Experience:

Three years of increasingly responsible instructional assistance experience or similar experience requiring strong customer service skills.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Work is performed primarily in a classroom setting; may be exposed to noise, dust; work with instructional area equipment and apparatus; frequent interaction with students. At least minimal environmental controls to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate instructional area equipment and apparatus requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information. Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NON-BARGAINING UNIT SALARY SCHEDULES
(eff. 01/15/15)**

**NON-BARGAINING UNIT, TEMPORARY, SHORT TERM HOURLY SALARY
SCHEDULE***

*Non-Bargaining Unit, Temporary, Short Term, Hourly employees may not exceed (in any combination of assignments) a maximum of **160 days** in any fiscal year. Education Code 88003 states that "Short-term employee," as used in this section, means any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis. Any number of hours per day constitutes a day worked. The Department/Division is responsible for tracking the amount of days. All ranges are based on skill level/departamental budget, not longevity.

<u>Range</u>	<u>Level of Service</u>	<u>Hourly Rate</u>
Range 001	Entry.....	9.50
Range 002	10.00
Range 003	10.50
Range 004	11.00
Range 005	11.50
Range 006	12.00
Range 007	Intermediate	12.50
Range 008	13.00
Range 009	13.50
Range 010	14.00
Range 011	14.50
Range 012	15.00
Range 013	15.50
Range 014	16.00
Range 015	16.50
Range 016	17.00
Range 017	17.50
Range 018	18.00
Range 019	18.50
Range 020	19.00
Range 021	19.50
Range 022	Skilled	20.00
Range 023	21.00
Range 024	22.00
Range 025	23.00
Range 026	24.00

South Orange County Community College District
Page 2 – NBU Salary Schedules, 2015-2016

Ranges 027+ require HR approval prior to use, unless otherwise noted.

Range 027	Advanced	25.00
Range 028	27.50
Range 029	30.00
Range 030	32.50
Range 031	35.00
Range 032	37.50
Range 033	40.00
Range 034	42.50
Range 035	45.00
Range 036	47.50
Range 037	50.00
Range 038	52.50
Range 039	55.00
Range 040	57.50
Range 041	60.00
Range 042	62.50
Range 043	65.00
Range 044	67.50
Range 045	70.00
Range 046	72.50
Range 047	75.00
Range 048	77.50
Range 049	80.00
Range 050	82.50
Range 051	85.00
Range 052	87.50
Range 053	90.00
Range 054	92.50
Range 055	95.00
Range 056	97.50
Range 057	100.00

South Orange County Community College District
Page 3 – NBU Salary Schedules, 2015-2016

SHORT-TERM NBUS: (Live Scans required if non-student)

Adapted Kinesiology Aide	Ranges 001-022
Campus Security Officer (Short-Term)	Ranges 001-037
Certified Test Proctors	Ranges 001-022
Child Development Center Aide	Ranges 001-022 (Depending on ECE units, Permit)
Clerk -- Short Term	Ranges 001-022 (A&R /Comm. Ed./Fiscal Office use only)
Coaching Aide	Ranges 001-029
DSPS Proctor	Ranges 001-022
Firearms Trainer	Ranges 037-049
Lab Aide.	Ranges 001-022
Matriculation Proctor	Ranges 001-022
Outreach Aide	Ranges 001-022
Project Specialist	Ranges 001-057 (023+ require HR approval)
Theatre, Music, Dance Aide	Ranges 001-057 (023+ require HR approval)

STUDENT POSITIONS: (BP 4215 & EC88003)

Student Help	Ranges 001-022 (Limited to 20 hours per week) (Fall, Spring – 12 units; Summer - 6 units)
Work-Study	Ranges 001-022 (Federal, CalWorks, EOPS)

EC88003 and BP/AR 4215: Full-time students employed part time, and part-time students employed part time in any college work-study program, or in a work experience education program conducted by a community college district and which is financed by state or federal funds, shall not be a part of the classified service. Student help employees with 12 or more units are exempt from paying Social Security, Medicare and unemployment taxes. Student help employees may only work 20 hours or less per week (excludes summer). Human resources must be notified immediately, and the employee's assignment ended if the employee falls below the minimum required units. Employment of either full-time or part-time students in any college work-study program, or in a work experience education program shall not result in the displacement of classified personnel or impair existing contracts for services.

South Orange County Community College District
Page 4 – NBU Salary Schedules, 2015-2016

PROFESSIONAL EXPERTS: (Live Scan required)

Captionists	Ranges 022-047
Clinical Skills Specialists (Health Sci.)	Ranges 012-037
Interpreters (Sign Language)	Ranges 022-047 (Experience/Certification based)
Lead Interpreter (Sign Language)	Ranges 037-057 (Experience/Certification based)
Medical Professional	Ranges 029-057
Models (Art)	Ranges 024-047
Tutors	Ranges 001-037 (AA degree/ equiv. knowledge/experience required)
Workforce Trainer	Ranges 037-057

COMMUNITY EDUCATION EXPERTS: (Live Scan Required)

<u>Job Title</u>	<u>Ranges available</u>
Aquatics Aide	Ranges 001-002
Recreation Aide	Ranges 001-002
Recreation Leader	Ranges 003-029
Sr. Lifeguard	Ranges 003-022
Community/Contract Education Presenter	(Salary Specified in Community Education Service Agreement)

EC 88003: Part-time playground positions, apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment, shall not be a part of the classified service.

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

BACKGROUND

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

STATUS

Administrative Regulation 6140 requires that the Board of Trustees be notified, at each board meeting, of speakers who have been invited to speak and/or who have spoken at the colleges since the last board meeting. Exhibit A lists invited speakers and other pertinent information.

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

<i>Presentation Date/Time</i>	<i>Location</i>	<i>Faculty Member</i>	<i>Course Title/Activity</i>	<i>Speaker</i>	<i>Topic</i>
11/17/14 6:00 p.m.	BGS 250	Emily Quinlan	BUS 223	Ric Ottaiano, Attorney at Law	Careers in Employment Law
12/4/14 2:30 p.m.	BGS	J. Hedgecock	Future Teacher's Club	Gail Watts	"Got Privilege" – issues for LGBT members that come from affluent families
12/4/14 2:30 p.m.	BGS	J. Hedgecock	Future Teacher's Club	Lisa Adams	"The Princess Boy" – a transgender girl who wrote a children's book
12/4/14 2:30 p.m.	BGS	J. Hedgecock	Future Teacher's Club	Jess Sanchez	Speaking about his personal experience growing up in a low income neighborhood as an LGBT
2/20/15 9:30 a.m.	Laguna Woods Village Auditorium	Rob Henry	HUM 204X	Assemblymember Don Wagner	"Sacramento Politics: The Good, the Bad and the Ugly"
4/24/15 9:30 a.m.	Laguna Woods Village Auditorium	Rob Henry	HUM 204X	Tod Burnett	Passion for Saddleback College

IRVINE VALLEY COLLEGE

<i>Presentation Date/Time</i>	<i>Location</i>	<i>Faculty Member</i>	<i>Course Title/Activity</i>	<i>Speaker</i>	<i>Topic</i>

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: List of Board Requested Reports

ACTION: Information

BACKGROUND

At a prior board meeting, members of the Board of Trustees asked for a listing of reports requested by the board every six months. To ensure that follow up and tracking takes place regarding the board requested reports, this item includes a table providing status and includes date report is requested by the board, report topic, name of trustee requesting report, requested due date, person responsible for preparing the report and the date the report is scheduled to be submitted to the board for their review. This report is intended to be a standing item on every board agenda, when appropriate, with old information dropped off and new requests added.

STATUS

The Board report listing (EXHIBIT A) is coordinated and prepared by the Office of the Chancellor and Trustee Services.

This report is intended to provide status of board requested reports of the South Orange County Community College District Board of Trustees. In the event additional information would be useful or desired by the board, supplemental information will be provided.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
LISTING OF BOARD REPORTS REQUESTED**

Date Report Requested	Report Topic	Board Member Requesting Report	Report Due Date	Report to be Submitted By:	Date Submitted to the Board of Trustees
7/21/14	Enrollment Management	Marcia Milchiker	December 2014	Tod Burnett and Glenn Roquemore	12/15/14
11/17/14	Grants Proposal Process	Dave Lang	January 2015	Tod Burnett and Glenn Roquemore	
7/21/14	Career Technical Education Certificate Programs	Tim Jemal	March 2015	Tod Burnett and Glenn Roquemore	

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Basic Aid Report
ACTION: Information

BACKGROUND

The District returned to Basic Aid status in FY 1999-2000. The Board of Trustees has requested regular information reports (EXHIBIT A) about projected basic aid receipts and approved projects.

STATUS

As of November 30, 2014, total estimated Basic Aid receipts are \$565.4M and total approved projects are \$552.6M. The balance of \$12.8M includes the reserve of \$8.3M and unallocated funds of \$4.5M.

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.

There were no changes for the FY 2014-2015 Basic Aid allocation from the November 2014 Board report.

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
December 15, 2014**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/10 Actual</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Actual</i>	<i>2013/14 Actual</i>	<i>Balance Remaining for 2014/15</i>
CLOSED PROJECTS							
CLOSED PROJECTS TOTAL	171,397,951	163,407,481	3,994,632	3,818,817	177,022	-	-
CAPITAL PROJECTS							
Campus Appearance Improvement IVC & SC (2009)	1,000,000	594,149	144,365	738	140,555	29,330	90,863
ATEP Building Demolition (2007)	13,700,000	73,885	1,439,404	781,124	109,025	1,744,947	9,551,614
ATEP First Building Phase 3A (2011)	21,450,000					761	21,449,239
ATEP Operating Budget* (2006)	12,706,616	8,599,864	1,798,762	507,119	564,290	579,960	656,621
ATEP Site Development (2012)	340,436			31,948	98,851	209,637	-
ATEP Site Development (2013)	6,000,000				693,427	681,207	4,625,365
ATEP Site Development Negotiations (2008)	4,265,883	2,572,209	618,846	322,921	652,433	99,475	-
ATEP Staffing, Equipment, Program Development (2007)	891,611	191,974	346,066	291,119	7,785	14,204	40,463
IVC A200 Success Center (2014)	505,005						505,005
IVC A400 Bldg Remodel (2011)	13,013,000			28,153	608,333	953,102	11,423,412
IVC ATEP Swing Space (2014)	984,000						984,000
IVC B200 Classroom Wing & Labs (2015)	400,000						400,000
IVC B400 Labs and Entrance Controls (2015)	410,000						410,000
IVC Defects Performing Arts Center (2014)	1,400,000					2,611	1,397,389
IVC Design and Install Entrance from Barranca (2003)	2,850,000	51,526	45,644	143,803	25,074	67,052	2,516,900
IVC Fine Arts Building (2008) - State Delay, Future Project request	856,278	61,278					795,000
IVC Life Sciences Project (2004)	13,490,000	875,136	448,231	(1,169,892)	693,544	2,416,169	10,226,813
IVC New Parking Lot (2013)	2,026,000						2,026,000
IVC Performing Arts Center Waterproofing (2013)	470,000						470,000
IVC Repair Exteriors A100, A200, A300, A400, B100 (2010)	400,000		215,836	34,022	57,439	91,367	1,336
IVC Replace Main Water Valves (2010)	275,000	6,035	76,957	97,311	17,485	75,117	2,096
IVC Replace Natural Gas Piping A&B Quads (2010)	230,000	3,088	41,368		78,605	74,349	32,590
IVC SSC HVAC System (2010)	800,000	1,346	19,668	732	12,124	635,534	130,597
IVC Upgrade Exterior & Entries to B300 (2013)	680,000						680,000
SC Athletic Stadium (2015)	950,000						950,000
SC Building Repairs - Library Remodel (2003)	9,819,000	589,404	745,863	1,817,215	(630,004)	4,864,713	2,431,809
SC Building Repairs - LRC Comm Arts Renovation (2013)	2,622,000			-	12,320	14,990	2,594,689
SC Building Repairs - ATAS Building (2003)	17,435,313	153,424	13,800	94,380	167,292	405,643	16,600,774
SC Building Repairs - ATAS Swing Space Renov (2013)	10,249,687				124,917	519,146	9,605,624
SC Central Plant/CoGen Upgrade (2015)	750,000						750,000
SC Demolition and Upper Quad Remodel (2008)	1,000,000						1,000,000
SC Digital Security Access (2015)	650,000						650,000
SC Fine Arts HVAC Renovation (2013)	4,950,000				2,754	76,091	4,871,155
SC Fire Alarm System (2015)	500,000						500,000
SC Golf Driving Range Net Replacement (2005)	300,000	101,800	4,950	19,300	42,520		131,430
SC Health Sciences/DS Waterproofing (2013)	1,000,000					5,209	994,791
SC LRC Defects (2015)	750,000						750,000
SC New Gateway Building (2013) (Match)	890,000						890,000
SC Pool Deck Replacement (2010)	1,500,000	23	1,276,844	189,784	8,121	20,950	4,278
SC Roof Replace Tech & Applied Science, Village Bldg 3-8 (2010)	1,500,000	166,833	851,935	337,751	63,860	51,229	28,392
SC Sciences Building (M/S/E annex) (2003)	67,358,346	29,595	258,563	1,840,003	295,740	7,324,533	57,609,911
SC Site Improvements (2008)	12,580,000	5,740	212,701	-	1,464	107,278	12,252,816
SC PE 200 and 300 Interior Renovation (2014)	1,000,000						1,000,000
SC PE 400 and 500 Renovation (2014)	800,000						800,000
SC Water Damages/Storm Drainage Issues (2013)	750,000				10,710	3,495	735,795
CAPITAL PROJECTS TOTAL	236,498,175	14,077,308	8,559,803	5,367,531	3,858,665	21,068,099	183,566,768

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
December 15, 2014**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/10 Actual</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Actual</i>	<i>2013/14 Actual</i>	<i>Balance Remaining for 2014/15</i>
SCHEDULED MAINTENANCE							
IVC Library Exterior (2013)	275,000					1,830	273,171
IVC Lighting & Walkways (2013)	795,055					332,278	462,777
IVC SM B100 Roof & HVAC (2015)	493,350						493,350
IVC Sports Facilities (2012)	342,600				702	43,312	298,586
SC 12KV Elec Distr Repair (2014)	200,000						200,000
SC Central Plant (2013)	750,000				61,780	23,875	664,345
SC Energy Management System (2012)	657,400			323,678	333,722		-
SC HVAC PE 100 (2014)	800,000						800,000
SC PE 200 Bleacher Repairs (2014)	725,000						725,000
SC PE Complex (2013)	500,000						500,000
SCHEDULED MAINTENANCE PROJECTS TOTAL	5,538,405	-	-	323,678	396,204	401,295	4,417,228
IT PROJECTS							
Campus Desktop Refresh (2013)	4,249,334				648,198	843,987	2,757,148
SOCCCD Automate Electronic Transcript Receiving (2015)	453,600						453,600
SOCCCD Automated Password Reset & Single Sign-On Assess (2015)	115,600						115,600
SOCCCD Awards Management System (2013)	500,000				303,641	154,230	42,129
SOCCCD Blackboard Plug-ins (2013)	150,000				2,000		148,000
SOCCCD Class Schedule Upgrade & Recommendation (2015)	735,000						735,000
SOCCCD Degree Audit/MAP Upgrade (2013)	1,332,640				230,118	396,373	706,149
SOCCCD Document Management Solution (2011)	659,202			622,823	18,731		17,648
SOCCCD District-wide Automatic Email Archive (2015)	165,000						165,000
SOCCCD District-wide Hardware Refresh (2014)	505,000					484,919	20,081
SOCCCD District-wide Network Security (2015)	369,895						369,895
SOCCCD District-wide Server/Storage Maintenance (2015)	950,000						950,000
SOCCCD End-of-Life Core Network/Tech Refresh (2013)	6,984,658				446,032	3,496,228	3,042,398
SOCCCD Enterprise Backup Solution (2014)	150,000					24,933	125,067
SOCCCD Enterprise Content Mgmt Expansion (2013)	150,000				31,386		118,614
SOCCCD HR/Bus Svcs Integrated Software (2013)	11,500,000			16,131	150,433	1,971,236	9,362,199
SOCCCD Intl and Student Scholar Mgmt (2014)	54,500						54,500
HRIS Data Migration	20,000				15,000		5,000
IT Governance - TeamDymanixHE Software	50,000				14,400		35,600
TracDat Integration with SharePoint	36,000				35,964		37
DW Infrastructure Inventory System	75,000						75,000
MySite Help System	20,000				420	5,946	13,635
Unified Communications System	50,000				28,928		21,072
IT Contingency	361,855				31,800	32,800	297,255
SOCCCD IT Basic Aid Projects (2013)	612,855			-	126,511	38,746	447,599
SOCCCD IT Projects SC/IVC/ATEP Instruct & Student Svc (2010)	8,744,770	2,906,089	2,665,868	1,745,944	888,629	136,099	402,141
SOCCCD Master Calendar Integration (2014)	300,000					58,500	241,500
SOCCCD Matriculation SEP System (2013)	100,000				332		99,668
SOCCCD MySite Message Customization (2014)	150,000						150,000
SOCCCD MySite Security (2014)	302,000					47,280	254,720
SOCCCD New Library System (2014)	100,000					21,909	78,091
SOCCCD Online Catalog (2014)	125,000						125,000
SOCCCD Predictive Analytics (2013)	250,000				54,052		195,948
SOCCCD Student Conduct & Incident Reporting (2015)	13,060						13,060
SOCCCD Student Info Sys AR Enhancement/Electronic Refunds (2015)	600,000						600,000
SOCCCD Student Information System Enhancement (2013-2015)	4,512,000				1,047,013	1,720,024	1,744,963
SOCCCD Student Information System Upgrade-Phase I/Phase II (2006)	14,102,260	14,031,285	4,250	22,466	1,350	6,531	36,378
SOCCCD Student Success Dashboard (2014)	550,000					52,324	497,676

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
December 15, 2014**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/10 Actual</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Actual</i>	<i>2013/14 Actual</i>	<i>Balance Remaining for 2014/15</i>
SOCCCD Support Multiple Prerequisites (2015)	302,400						302,400
SOCCCD Technology Needs 2007/08 (2008)	8,036,477	6,680,995	923,579	392,177	28,547	2,020	9,159
SOCCCD Virtual Desktop (2014)	50,000					13,050	36,950
SOCCCD Waitlist Modification (2014)	250,000					249,920	81
SOCCCD Wireless Coverage Expansion (2015)	738,000						738,000
IT PROJECTS TOTAL	68,863,251	23,618,369	3,593,697	2,799,541	3,976,974	9,718,309	25,156,361
OTHER ALLOCATIONS							
IVC Debt Retirement - Energy Loans (2014)	2,316,647					2,316,647	-
SOCCCD Design/Build Specialty Consultant (2013)	525,000			13,300	91,725		419,975
SOCCCD Dist Union Offices (2014)	100,000						100,000
SOCCCD District-wide Mapping (2015)	400,000						400,000
SOCCCD DSA Inspec, Engineer, and PM Svcs (2014)	350,000					145,830	204,170
SOCCCD DSA Project Close Out (2013)	340,000				12,256	14,334	313,409
SOCCCD Facilities Software System (2013)	1,129,000				309,248	65,550	754,202
SOCCCD FPP, IPP, 5 Year Plans (2013)	210,000					3,040	206,960
SOCCCD Insurance Deductibles (2014)	200,000					100,000	100,000
SOCCCD Lease/Leaseback Consultant (2013)	425,000				8,531	9,265	407,204
SOCCCD Legislative Advocacy Services - Basic Aid (2004 - present)	585,000	149,494		117,900	100,578	110,074	106,953
SOCCCD Legal Counsel Facility Related Issues (2013)	900,000				35,073	2,804	862,123
SOCCCD Pre-Planning and Investigation (2015)	200,000						200,000
SOCCCD Trustee Election/General Election Expense (2004 - present)	2,598,988	981,697	417,291	-	354,083	-	845,917
SOCCCD Retiree Benefits (2001 - present)	60,027,683	27,417,938	8,000,000	2,600,000	18,489,745	3,520,000	-
OTHER ALLOCATIONS TOTAL	70,307,318	28,549,129	8,417,291	2,731,200	19,401,240	6,287,545	4,920,913
BASIC AID PROJECT TOTALS	552,605,100	229,652,287	24,565,423	15,040,767	27,810,106	37,475,247	218,061,270
Commitments	349,516,741	41,176,493	(9,951,045)	70,406,108	54,193,413	47,263,390	
Cumulative Commitments	349,516,741	390,693,234	380,742,189	451,148,297	505,341,710	552,605,100	
Receipts	355,217,605	38,737,963	39,301,044	46,888,399	43,788,270	41,457,317	
Cumulative Receipts	355,217,605	393,955,568	433,256,612	480,145,011	523,933,281	565,390,598	
Cumulative Expenses	229,652,287	254,217,711	269,258,477	297,068,583	334,543,830	552,605,100	
Uncommitted Basic Aid Funds	125,565,318	139,737,857	163,998,135	183,076,428	189,389,451	12,785,498	
					<i>Receipts Change</i>	<i>Allocation Change</i>	
Total Change from November 2014 Report	-	-	-	-	-	-	-

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Facilities Plan Status Report
ACTION: Information

BACKGROUND

On August 30, 2004, the Board of Trustees received a list of projects under consideration for local funding and a report on the status of each project. The Board requested to be kept informed about these and other facilities projects.

STATUS

(EXHIBIT A) provides an up-to-date report on the status of current construction projects.

FACILITIES PLAN STATUS REPORT
December 15, 2014

SADDLEBACK COLLEGE

1. SCIENCES BUILDING

	Original	Revision	Total
Project Budget:	\$52,234,000	\$8,308,000	\$67,358,000
State Match:	\$36,564,000	(\$36,564,000)	-
Basic Aid Allocation:	\$3,867,000	\$63,491,000	\$67,358,000

Budget Narrative: Budget reflects Board agenda action on 8/26/08, 10/27/08, 4/27/09, 6/22/09, 5/24/10, 2/28/2011 and 8/24/2012. On February 28, 2011, the Board reassigned \$14,789,346 from other Saddleback College projects and applied \$29,000,000 from basic aid dollars to partially fund the Sciences building after three years running with no state funding. On August 27, 2012, the Board approved \$11,179,000 to fund the remainder of the project budget. In August, the state chancellor's office has escalated the project budget to \$59,050,000 resulting in the unassigned amount of \$215,000. On October 28, 2013, the Board approved reassignment of funds from existing encumbered funding from the ATAS renovation project for an amount of \$8,523,000 for a new project budget equaling \$67,358,000.

Status: Pile anomalies resulted in schedule delays. Contractor is working toward recovery and this delay is not expected to impact projected occupancy. Temporary chillers removed and campus supplied by new permanent equipment.

In Progress: Structural steel fabrication continues. Pile repairs are *nearly completed*. Review of building mock underway. Retaining wall installation continues. Bridge abutment construction *continues with two abutments completed*. The Furniture, Fixture & Equipment (FF&E) committee is reviewing furniture options. *Spoils dirt from the site is continuing to be exported off-hours to limit disruption to the campus. Rebar is nearly completed in preparation for concrete.*

Recently Completed: Central Plant canopy is complete. Central Plant piping of new systems is completed. *Concrete at building lines J to E pile caps and grade beams have been placed. Excavation of grade beams and pile caps E to A lines is completed.*

Focus: Retaining wall construction. Deep underground plumbing and electrical duct bank installation. Excavation for grade beams and pile caps is underway. Review of work sequencing, procurement, submittals, and subcontractor lean planning coordination meetings. Backfill and compaction adjacent to the retaining walls, *grade beams and pile caps continue. Placement of shallow underground utilities. Placement of rebar in preparation of pouring the building slab on grade.*

Project Start: March 2011	Scheduled Finish: December 2015
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Projected Finish: December 2015	DSA Close Out: Pending
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2. SITE IMPROVEMENTS

	Original	Revision	Total
Project Budget:	\$11,697,000	\$1,883,000	\$13,580,000
State Match:	-	-	-
Basic Aid Allocation:	\$3,442,000	\$10,138,000	\$13,580,000

Budget Narrative: Budget reflects Board agenda action on 3/24/08. Several previously budgeted projects are integrated into a single project budget: Upper Quad (2008 - \$1M) incorporated into work scope with isolated budget, Loop Road (2008 - \$3,442,000), Storm Drain Repairs (2013 - \$1,500,000) and Storm Drain, Parking, Practice Fields (2014 - \$7,638,000) for a total project budget of \$13,580,000.

Status: The Criteria Architect presented probable cost based on defined in program-level scope on August 25th. As expected, the cost for the defined scope is beyond the budget.

In Progress: Review meetings with stakeholder group to determine the best course of action for the project. Project is on hold while college considers approach with recommendation for moving forward.

Recently Completed: Presentation of probable cost by Criteria Architect.

Focus: Work with stakeholders and Criteria Architect to address the project scope relative to the allowable budget.

Project Start: Phase I-Feb 2010	Scheduled Finish: June 2016
Projected Finish: On Hold	DSA Close Out: On Hold

3. TECHNOLOGY AND APPLIED SCIENCE (TAS) RENOVATION PROJECT

	Original	Revision	Total
Project Budget:	\$8,755,055	\$8,679,945	\$17,435,000
State Match:	-	-	-
Basic Aid Allocation:	\$1,956,000	\$15,479,000	\$17,435,000

Budget Narrative: Budget reflects Board agenda action on 2/28/11, 8/27/2012, 10/25/2013, and 6/23/2014. The original basic aid assignment of \$1,956,000 met design costs. The scope was revised to include both the North and South wing with a new budget estimated at \$14,733,000. On August 27, 2012, the Board approved \$12,777,000 to fully fund the project budget. On October 25, 2013, the Board approved reassignment of funds for an amount of \$8,523,000 for the Saddleback College Sciences Building project for a

reduced budget equaling \$6,210,000. On June 23, 2014 the Board approved restored funding of \$8,523,000 and an additional \$2,702,000 to fully fund the project.

Status: DSA has provided review comments, and architect is revising drawings to resubmit. Construction start anticipated April 2016 after completion of the TAS Auto Tech Swing Space project.

In Progress: Responses to DSA review comments for resubmission.

Recently Completed: Fire and Access approvals at DSA

Focus: Structural backcheck DSA on 12/2/2014. Construction start anticipated April 2016 upon completion of the TAS Auto Tech Swing Space project.

Project Start: September 2011	Scheduled Finish: March 2015
Projected Finish: April 2017	DSA Close Out: Pending

4. TECHNOLOGY AND APPLIED SCIENCE (TAS) SWING SPACE PROJECT

	Original	Revision	Total
Project Budget:	\$5,807,000	\$4,443,000	\$10,250,000
State Match:	-	-	-
Basic Aid Allocation:	\$5,807,000	\$4,443,000	\$10,250,000

Budget Narrative: Budget reflects Board agenda action on 8/27/2012, 6/17/13 and 6/23/2014. On August 27, 2012, the Board approved \$5,807,000 to fund the original project budget. On June 17, 2013, and June 23, 2014 the Board approved additional funding of \$3,714,000 and \$729,000 respectively.

Status: Construction documents in DSA review

In Progress: DSA review of construction documents.

Recently Completed: *Evaluation committee conducted interviews with contractors, with recommendation submitted during this December Board meeting for preconstruction services.*

Focus: *DSA back check appointment for Fire, Access and Structural on 12/9/2014. Anticipate beginning Preconstruction services on 12/16/2014 with Board approval at this December Board meeting.*

Project Start: May 2012	Scheduled Finish: December 2014
Projected Finish: January 2016	DSA Close Out: Pending

5. FINE ARTS HVAC UPGRADES AND INTERIOR RENOVATION PROJECT

	Original	Revision	Total
Project Budget:	\$1,000,000	\$3,950,000	\$4,950,000
State Match:	-	-	-
Basic Aid Allocation:	\$1,000,000	\$3,950,000	\$4,950,000

Budget Narrative: Budget reflects Board agenda action on 5/21/2012 and 6/17/13. On May 21, 2012, the Board approved \$1,000,000 to fund the original project budget. On June 17, 2013, the Board approved additional funding of \$3,950,000.

Status: Construction Documents submitted to DSA on October 16, 2014.

In Progress: DSA review of documents. *Receipt of proposals for preconstruction services and preliminary GMP.*

Recently Completed: *Architect submittal of Construction Documents to DSA. Evaluation committee conducted interviews with contractors, with recommendation submitted during this December Board meeting for preconstruction services.*

Focus: *Anticipate beginning Preconstruction services with Board approval at this December Board meeting.*

Project Start: July 2012	Scheduled Finish: September 2015
Projected Finish: September 2015	DSA Close Out: Pending

6. ATHLETICS STADIUM PROJECT

	Original	Revision	Total
Project Budget:	\$18,800,000	-	\$18,800,000
State Match:	-	-	-
Basic Aid Allocation:	\$950,000	-	\$950,000
Unallocated Amount:	\$17,850,000		\$17,850,000

Budget Narrative: Budget reflects Board action on 6/23/2014.

Status: *Recommending project criteria architect at this December Board meeting.*

In Progress: *Recommendation to Board for project criteria architect.*

Recently Completed: *Evaluation process for criteria architect services complete.*

Focus: Begin project programming.

Project Start: July 2014	Scheduled Finish: Pending
Projected Finish: Pending	DSA Close Out: Pending

7. GATEWAY PROJECT

	Original	Revision	Total
Project Budget:	\$42,867,000	\$1,612,000	\$44,479,000
Anticipated State Match:	\$30,053,000	\$1,129,000	\$31,182,000
Basic Aid Allocation:	\$1,545,115	\$(655,115)	\$890,000
Unallocated Amount:	\$41,321,885		\$43,589,000

Budget Narrative: Budget reflects Board action on 6/17/2013 and 6/23/2014.

Status: The State will not be including an education facilities bond on the November ballot.

In Progress: The project is awaiting funding.

Recently Completed: On Hold.

Focus: On Hold.

Project Start: Pending	Scheduled Finish: Pending
Projected Finish: Pending	DSA Close Out: Pending

8. PHOTO RADIO TELEVISION RENOVATION PROJECT

	Original	Revision	Total
Project Budget:	\$2,622,000	\$0	\$2,622,000
State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$2,622,000	\$0	\$2,622,000

Budget Narrative: Budget reflects Board action on 8/27/2012.

Status: Construction is underway and approximately 45 days behind schedule due to the HVAC subcontractor replacement.

In Progress: *Casework, pull data lines, and floor preparation is in progress.*

Recently Completed: *Drywall tape and finish, roof patch, and final installation of HVAC is completed. T-Bar suspension system is complete with lights to follow; HVAC ducting and VAV boxes are completed.*

Focus: Review of submittal and RFI processes to assure timely turnarounds. *Prime and paint, cabinets, and flooring preparation and installation.*

Project Start: January 2012	Scheduled Finish: December 2014
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Projected Finish: November 2014	DSA Close Out: Pending
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IRVINE VALLEY COLLEGE

1. PERFORMING ARTS CENTER AND PARKING LOT 5 EXTENSION

	Original	Revision	Total
Project Budget:	\$16,304,000	\$17,309,000	\$33,613,000
State Match:	\$14,472,000	-	\$14,472,000
Basic Aid Allocation:	\$1,832,000	\$17,309,000	\$19,141,000

Budget Narrative: Budget reflects Board agenda action on 4/30/2001, 10/28/2002, 1/20/2004, 2/23/2004, 12/13/2004, and 1/31/2006. Budget also reflects reporting as shown on State Chancellor's Office FUSION report fiscal year 03-04 and 07-08.

Status: The final Notice of Completion was filed on September 24, 2007.

In Progress: Six change orders remain in "Pending" status and must be closed to arrive at DSA close out. *Requesting Architect provide all open status items to district to close project using alternate architectural firm.*

Recently Completed: Letter forwarded to DSA requesting assistance with architectural firm's reluctance to take necessary steps toward close out.

Focus: Change order close-out. DSA Close-Out Consultant is engaged to work with the architect to complete this effort.

Project Start: October 2003	Scheduled Finish:
Finish: Complete: July 2007	DSA Close Out: Underway

2. LIFE SCIENCES PROJECT

	Original	Revisions	Total
Project Budget:	\$24,861,000	(\$4,371,000)	\$20,490,000
State Match:	\$17,393,000	(\$3,825,000)	\$13,568,000
Basic Aid Allocation:	\$1,113,000	\$1,780,000	\$13,490,000

Budget Narrative: Budget reflects Board agenda action on 6/22/2004, 5/23/2005, 3/24/2008, 4/27/2009, 5/24/2010 and 6/17/2013. The original project budget totaled \$24,861,000. The project budget was reduced to \$20,490,000 when a lower-than-estimated bid was received and the state reduced their match to \$13,568,000. When the state indicated they may not have funds for their match, the Board allocated a portion of the state's short fall using basic aid funding for a funded total of \$17,410,000. The state has reimbursed the district \$13,568,000 resulting in no need for additional basic aid

funding. \$5,700,000 of the state reimbursement has been returned to basic aid project funds.

Status: Surety legal counsel is developing claim.

In Progress: Warranty corrections and surety negotiations. *Establishing date for mediation in January 2015.*

Recently Completed: Initial mediation set for September 26, 2014 was held with no resolution.

Focus: Negotiations between Surety and District to resolve added costs of schedule delay.

Project Start: December 2008	Scheduled Finish: July 2012
Projected Finish: February 28, 2014	DSA Close Out: May 8, 2014

3. BARRANCA ENTRANCE

	Original	Revision	Total
Project Budget:	\$2,850,000	-	\$2,850,000
State Match:	-	-	-
Basic Aid Allocation:	\$2,850,000	-	\$2,850,000

Budget Narrative: Budget reflects Board agenda action on 4/27/2009. The current basic aid assignment of \$2,850,000 is considered sufficient to meet project costs.

Status: Construction documents are at the City of Irvine for final back-check approval.

In Progress: Legal review and negotiation with the City of Irvine and Southern California Edison for required Easement Deed and Agreements.

Recently Completed: Receipt of easement documents from Southern California Edison Title Group.

Focus: Conclude agency negotiations and prepare documents to bid. Southern California Edison to prepare 3rd and final easement needed for project.

Project Start: March 2010	Scheduled Finish: Summer/Fall 2015
Projected Finish: Early 2016	DSA Close Out: Pending

4. A400 RENOVATION AND EXPANSION PROJECT

	Original	Revision	Total
Project Budget:	\$3,004,051	\$10,008,949	\$13,013,000

State Match:	-	-	-
Basic Aid Allocation:	\$1,000,000	\$12,013,000	\$13,013,000

Budget Narrative: Budget reflects Board agenda action on 2/28/2011, 8/27/2012 and 6/17/2013. On 8/27/2012, the Board approved \$10,463,000 additional to fund the project budget. Staff analyzed the budget identified in the Education and Facilities Master Plan and determined there was no allowance for equipment. On 6/17/13 the Board approved \$1,550,000 for furniture, fixtures and equipment.

Status: *Concrete poured at the 2nd floor and roof. Plumbing underground utilities work progressing on first floor.*

In Progress: *Steel punchlist, ground floor plumbing and concrete slab on grade preparation.*

Recently Completed: *2nd floor concrete deck and roof concrete deck poured.*

Focus: *Complete below slab on grade plumbing, and prep for slab on grade concrete. On-going furniture, fixture and equipment selection. Discussing project delay.*

Project Start: December 2012	Scheduled Finish: May 2015
Projected Finish: May 2015	DSA Close Out: Pending

5. FINE ARTS PROJECT

	Original	Revision	Total
Project Budget:	\$35,703,000	\$2,053,000	\$37,756,000
Anticipated State Match:	\$25,141,000	\$1,447,000	\$26,588,000
Basic Aid Allocation:	\$795,000	-	\$795,000
Unallocated Amount:	\$34,908,000		\$36,961,000

Budget Narrative: Budget reflects Board action on 6/23/2014.

Status: The State will not be including an education facilities bond on the November ballot.

In Progress: The project is waiting funding.

Recently Completed: On Hold.

Focus: On Hold.

Project Start: Pending	Scheduled Finish: Pending
Projected Finish: Pending	DSA Close Out: Pending

ATEP

1. ATEP DEMOLITION

	Original	Revision	Total
Project Budget:	\$7,000,000	\$6,700,000	\$13,700,000
State Match:	-	-	-
Basic Aid Allocation:	\$7,000,000	\$6,700,000	\$13,700,000

Budget Narrative: Budget reflects Board action on 4/22/2004 and 6/17/2013.

Status: Six demolition projects including the ATEP Building Foundations and Infrastructure Demolition are complete.

In Progress: *Ten day period for environmental notification. Mobilization*

Recently Completed: *ATEP Land Exchange Demo: Insurance approval by City of Tustin.*

Focus: *Begin construction on Land Exchange Demo project.*

Project Start: September 2010	Scheduled Finish: March 2013
Projected Finish: On-going	DSA Close Out: N/A

2. ATEP - IVC FIRST BUILDING

	Original	Revision	Total
Project Budget:	\$23,000,000	-	\$23,000,000
State Match:	-	-	-
Basic Aid Allocation:	\$12,500,000	8,950,000	\$21,450,000

Budget Narrative: Budget reflects Board action on 2/28/2011 and 6/23/2014. \$12,500,000 was originally allocated to the Phase 3A project budget and transferred to the IVC ATEP First Building budget of \$12,500,000 with \$8,950,000 additional funds approved on 6/23/14.

Status: Meetings with criteria architect, faculty and staff to develop project criteria.

In Progress: Meetings with Criteria Architect to develop Request for Proposal documents for Design-Build delivery.

Recently Completed: College sign off on building program.

Focus: Identify components of RFP that require updating and project specific modifications.

Project Start: July 2014	Scheduled Finish: February 2018
Projected Finish: December 2017	DSA Close Out: Pending

DISTRICT WIDE

1. 20 YEAR FACILITIES, RENOVATION AND SCHEDULED MAINTENANCE FACILITIES SYSTEM

	Original	Revision	Total
Project Budget:	\$704,000	\$425,000	\$1,129,000
State Match:	-	-	-
Basic Aid Allocation:	\$704,000	\$425,000	\$1,129,000

Budget Narrative: Budget reflects Board action on 6/25/2012, 6/17/2013 and 6/23/2014.

Status: Irvine Valley College is employing the Maintenance Direct portion of the software modules.

In Progress: Develop contract for infrastructure condition assessment.

Recently Completed: Training with Planning Direct Module and Onuma graphic interface.

Focus: Upload information with State Chancellor's Office FUSION website. Perform infrastructure condition assessment.

Project Start: July 2012	Scheduled Finish: June 2013
Projected Finish: September 2014	DSA Close Out: N/A

Project updates for active projects may be viewed at:
<http://www.socccd.edu/businessservices/ProjectUpdates.html>.

Definitions:

Project Start:	Month Architect/Consultant(s) are brought on board for design of project
Scheduled Finish:	Assumed duration of project depending on variables, such as agency review, etc. outside District and consultant control
Projected Finish:	Identified finish at the time of the report

DSA Close Out: The process of sending required documents to DSA to obtain project certification.

Note: When state matches are identified, the project budgets reflect the allocated state match as reported in FUSION for the latest planning year 2016-2017. (FUSION is the State Chancellor's Office database for Capital Outlay.) The word "Anticipated" is included in project budget table when money has not yet been allocated but the amount has been identified by the state.

The "Revisions" column for the State Match category includes changes due to escalation and changes that may have occurred to the state's percentage (i.e. going from an 80% match down to a 70% match and so on as the economy changes) from the original project approvals to current date. The "Revisions" column for the Basic Aid Allocation will show a total variation to date taking into account both increased and decreased basic aid allocations.

The Unassigned category identifies an underfunded budget.

The Budget Narrative paragraph for each project discusses the history of change to all category amounts over the life of the project.

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

BACKGROUND

Monthly General Fund financial reports (EXHIBIT A) 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. These reports provide district-wide and college financial information.

STATUS

The reports display the adopted budget, revised budget and transactions through November 30, 2014 (EXHIBIT A). A review of current revenues and expenditures for FY 2014-2015 show they are in line with the budget.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
General Fund Income and Expenditure Summary
As of November 30, 2014

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Actual Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
BEGINNING FUND BALANCE:		\$ 44,236,531	44,236,531	44,236,531	100.00%
REVENUES:					
Federal Sources	8100-8199	\$ 4,402,878	4,480,780	260,327	5.81%
State Sources	8600-8699	25,690,086	25,929,710	8,977,419	34.62%
Local Sources	8800-8899	195,166,457	195,166,457	32,086,232	16.44%
Other Financing Sources	8900-8912			12,805	
Total Revenue		225,259,421	225,576,947	41,336,783	18.32%
INCOMING TRANSFERS	8980-8989	0	0	0	
TOTAL SOURCES OF FUNDS		\$ 269,495,952	269,813,478	85,573,314	31.72%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 70,886,553	70,921,544	26,745,108	37.71%
Other Staff Salaries	2000-2999	46,086,852	45,253,966	14,048,344	31.04%
Employee Benefits	3000-3999	39,578,000	39,798,941	14,442,981	36.29%
Supplies & Materials	4000-4999	5,637,251	5,847,310	1,384,965	23.69%
Services & Other Operating	5000-5999	23,397,149	23,800,843	8,236,004	34.60%
Capital Outlay	6000-6999	11,856,016	12,146,744	1,218,078	10.03%
Payments to Students	7500-7699	756,776	746,775	234,667	31.42%
Total Expenditures		\$ 198,198,597	198,516,123	66,310,147	33.40%
OTHER FINANCING USES:					
Debt Service	7100-7199	0	0	0	
Inter Fund Transfers Out	7300-7399	\$ 1,197,350	1,197,350	427,915	35.74%
Basic Aid Transfers Out	7300-7399	43,861,973	43,861,973	0	0.00%
Intra Fund Transfers Out	7400-7499	0	0	12,805	0.00%
Total Other Uses		45,059,323	45,059,323	440,720	0.98%
TOTAL USES OF FUNDS		243,257,920	243,575,446	66,750,867	27.40%
ENDING FUND BALANCE		\$ 26,238,032	26,238,032	18,822,447	
RESERVES					
Reserve for Unrealized Tax Collections (Basic Aid)		\$ 12,785,498	12,785,498		
Reserve for Economic Uncertainties		11,452,534	11,452,534		
College Reserves for Economic Uncertainties		2,000,000	2,000,000		
TOTAL RESERVES		\$ 26,238,032	26,238,032		

NOTE: As of November 30, 2013 actual revenues to date were **30.18%** and actual expenditures to date were **30.98%** of the revised budget to date.

SADDLEBACK COLLEGE

General Fund Income and Expenditure Summary
As of November 30, 2014

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE			Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS						
LOCATION BEGINNING BALANCE			\$ 10,154,792	10,154,792	10,154,792	100.00%
REVENUES:						
Unrestricted Budget Allocation			\$ 86,859,848	86,859,848	12,434,286	14.32%
Restricted Budget Allocation			18,987,615	18,977,271	6,273,803	33.06%
Total Revenue			105,847,463	105,837,119	18,708,089	17.68%
INCOMING TRANSFERS	8980-8989		0	0	0	
TOTAL SOURCES OF FUNDS			\$ 116,002,255	115,991,911	28,862,881	24.88%
USES OF FUNDS						
EXPENDITURES:						
Academic Salaries	1000-1999		\$ 45,603,021	45,507,689	16,850,055	37.03%
Other Staff Salaries	2000-2999		24,053,664	23,369,532	6,970,715	29.83%
Employee Benefits	3000-3999		22,371,315	22,597,956	8,020,899	35.49%
Supplies & Materials	4000-4999		3,794,239	3,903,095	886,598	22.72%
Services & Other Operating	5000-5999		10,802,761	11,071,451	3,471,265	31.35%
Capital Outlay	6000-6999		7,540,065	7,699,087	958,979	12.46%
Payments to Students	7500-7699		487,190	493,101	131,933	26.76%
Total Expenditures			\$ 114,652,255	114,641,911	37,290,444	32.53%
OTHER FINANCING SOURCES/(USES):						
Debt Service	7100-7199		0	0	0	
Transfers Out	7300-7399		\$ 350,000	350,000	250,000	71.43%
Other Transfers	7400-7499		0	0	0	
Total Other Uses			350,000	350,000	250,000	71.43%
TOTAL USES OF FUNDS			115,002,255	114,991,911	37,540,444	32.65%
LOCATION OPERATING BALANCE			\$ 1,000,000	1,000,000	(8,677,563)	
RESERVES						
Reserve for Economic Uncertainties			\$ 1,000,000	1,000,000		

NOTE: As of November 30, 2013, actual revenues to date were **27.13%** and actual expenditures to date were **33.56%** of the revised budget to date.

The negative Location Operating Balance was anticipated, occurs annually, and is due to the timing of property tax receipts.

IRVINE VALLEY COLLEGE
General Fund Income and Expenditure Summary
As of November 30, 2014

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		4,172,110	4,172,110	4,172,110	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 50,657,293	50,657,293	8,756,337	17.29%
Restricted Budget Allocation		9,005,144	9,313,014	4,693,149	50.39%
Total Revenue		59,662,437	59,970,307	13,449,486	22.43%
INCOMING TRANSFERS	8980-8989	0	0	12,805	
TOTAL SOURCES OF FUNDS		63,834,547	64,142,417	17,634,401	27.49%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	23,650,937	23,781,260	9,418,979	39.61%
Other Staff Salaries	2000-2999	13,942,833	13,794,079	4,482,148	32.49%
Employee Benefits	3000-3999	13,012,792	13,007,092	4,857,825	37.35%
Supplies & Materials	4000-4999	1,651,169	1,762,396	461,618	26.19%
Services & Other Operating	5000-5999	5,691,449	5,799,315	1,999,971	34.49%
Capital Outlay	6000-6999	3,968,431	4,097,251	231,341	5.65%
Payments to Students	7500-7699	269,586	253,674	102,734	40.50%
Total Expenditures		62,187,197	62,495,067	21,554,616	34.49%
OTHER FINANCING SOURCES/(USES):					
Debt Service	7100-7199	0	0	0	
Transfers Out	7300-7399	647,350	647,350	177,915	27.48%
Other Transfers	7400-7499	0	0	12,805	
Total Other Uses		647,350	647,350	190,720	29.46%
TOTAL USES OF FUNDS		62,834,547	63,142,417	21,745,336	34.44%
LOCATION OPERATING BALANCE		1,000,000	1,000,000	(4,110,935)	
RESERVES					
Reserve for Economic Uncertainties		1,000,000	1,000,000		

NOTE: As of November 30, 2013, actual revenues to date were **24.46%** and actual expenditures to date were **34.83%** of the revised budget to date.

The negative Location Operating Balance was anticipated, occurs annually, and is due to the timing of property tax receipts.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Retiree (OPEB) Trust Fund

ACTION: Information

BACKGROUND

In April 2008 the SOCCCD Board of Trustees authorized the establishment of an irrevocable trust to comply with GASB No. 43 (Financial Reporting for Postemployment Benefit Plans Other Than Pensions) and GASB No. 45 (Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions). The trust was established with the Benefit Trust Company and is administered through the Futuris Public Entity Trust Program.

STATUS

This report is for the period ending October 31, 2014 (EXHIBIT A). The portfolio is comprised of 49.6% Fixed Funds (Bonds) and 50.4% Common Stocks (Domestic and International). The portfolio's performance increased 1.37% in the month of October 31, 2014, ending with a fair market value of \$95,339,341. Since inception, the trust has earned a 6.30% annualized return which is consistent with the market.

November 7, 2014

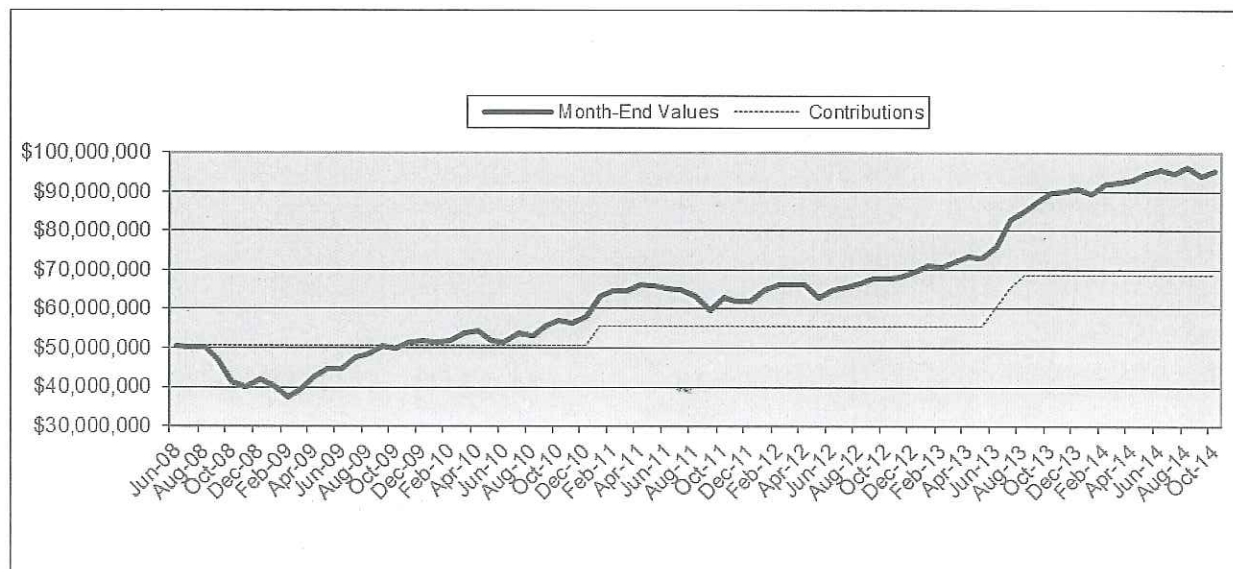
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692

Re: South Orange County CCD Retiree (OPEB) Irrevocable Trust


With a fair market value on October 31st of \$95,339,340.79 your portfolio's performance was up 1.37% for the month and up 6.30% on an annualized basis since the June 24th, 2008 inception date net of program fees.

Your portfolio ended the month as a diversified mix of bond funds (49.6%), and common stock funds (50.4%). It was designed to be invested over a long time frame. Deposits included the initial contribution of \$50,791,103 in June 2008, and additional contributions of \$4,618,708 on January 10, 2011, \$5,000,000 on June 17, 2013, \$5,000,000 on July 31, 2013 and \$3,389,912.76 on August 20, 2013 for a total of \$68,799,723.76. Below is the performance of your portfolio for various time frames since inception.

<u>Performance</u>	<u>October 2014</u>	<u>Year-To-Date</u>	<u>Annualized Since Inception</u>
South Orange CCCD	1.37%	5.09%	6.30% annualized return
S&P 500	2.44%	10.98%	9.83% (Domestic Stocks)
MSCI EAFE	-1.45%	-2.81%	1.67% (International stocks)
Barclays Aggregate	0.98%	5.11%	4.98% (Domestic Bonds)
Barclays Global	0.01%	1.67%	3.53% (Global Bonds)



Very truly yours,


Scott W. Rankin
Senior Vice President

Benefit Trust - Retiree (OPEB) Trust

EXHIBIT A
Page 2 of 2

Month - Year	Contributions	Contribution Balance	Month-End Investment Values
June-08	\$ 50,791,103	\$ 50,791,103	\$ 50,589,708
June-09	\$ -	\$ 50,791,103	\$ 44,706,214
June-10	\$ -	\$ 50,791,103	\$ 51,342,419
June-11	\$ 4,618,708	\$ 55,409,811	\$ 65,060,898
June-12	\$ -	\$ 55,409,811	\$ 64,788,984
July-12	\$ -	\$ 55,409,811	\$ 65,563,930
August-12	\$ -	\$ 55,409,811	\$ 66,464,346
September-12	\$ -	\$ 55,409,811	\$ 67,752,206
October-12	\$ -	\$ 55,409,811	\$ 67,885,330
November-12	\$ -	\$ 55,409,811	\$ 68,138,640
December-12	\$ -	\$ 55,409,811	\$ 69,357,729
January-13	\$ -	\$ 55,409,811	\$ 70,991,112
February-13	\$ -	\$ 55,409,811	\$ 70,937,479
March-13	\$ -	\$ 55,409,811	\$ 71,945,351
April-13	\$ -	\$ 55,409,811	\$ 73,452,895
May-13	\$ -	\$ 55,409,811	\$ 72,940,697
June-13	\$ 5,000,000	\$ 60,409,811	\$ 76,038,439
July-13	\$ 5,000,000	\$ 65,409,811	\$ 82,877,790
August-13	\$ 3,389,913	\$ 68,799,724	\$ 84,697,024
September-13	\$ -	\$ 68,799,724	\$ 87,424,231
October-13	\$ -	\$ 68,799,724	\$ 89,609,089
November-13	\$ -	\$ 68,799,724	\$ 89,951,634
December-13	\$ -	\$ 68,799,724	\$ 90,697,726
January-14	\$ -	\$ 68,799,724	\$ 89,457,863
February-14	\$ -	\$ 68,799,724	\$ 92,015,106
March-14	\$ -	\$ 68,799,724	\$ 92,418,028
April-14	\$ -	\$ 68,799,724	\$ 93,035,180
May-14	\$ -	\$ 68,799,724	\$ 94,606,053
June-14	\$ -	\$ 68,799,724	\$ 95,689,395
July-14	\$ -	\$ 68,799,724	\$ 94,769,733
August-14	\$ -	\$ 68,799,724	\$ 96,479,698
September-14	\$ -	\$ 68,799,724	\$ 94,002,753
October-14	\$ -	\$ 68,799,724	\$ 95,339,341
	\$ 68,799,724		



TO: Gary L. Poertner, Chancellor, and Members of the Board of Trustees

FROM: Glenn R. Roquemore, PhD, President

DATE: December 4, 2014

SUBJECT: President's Report for the December 15, 2014 Board of Trustees Meeting

IVC Receives NetLab+ Grant

Irvine Valley College (IVC) was awarded a regional NetLab+ grant with Coastline and Cypress Colleges to be used for IVC's CIM networking courses. The Orange County NetLab Consortium, Coastline, Cypress, and Irvine Valley, represents three levels of CyberSecurity/Networking curriculum and advanced NetLab technology within Orange County. The consortium will pilot the sharing of resources, expertise, training, and support between the three colleges in an effort to develop a model that could be expanded to include other colleges and high schools in the county. Finally, Coastline will host staff development opportunities for faculty and technicians from the OC NetLab Consortium to learn to incorporate existing national Center for Systems Security and Information Assurance (CSSIA) curriculum into their classes and teach technical staff to setup and maintain their own NetLab Pods.

IVC Model UN Wins in DC

For the third consecutive year, the Irvine Valley College Model United Nations team was the most decorated college at the National Model United Nations Conference in Washington, DC. IVC MUN won a total of 12 awards and took away top honors for Outstanding Delegation. Individual IVC team members also received research awards. Congratulations to Carla Adame, Marina Boodram, Dianna Castro, Robert Charles, Kristina Enriquez, Zak Faruki, Stevyn Fessler, Anne Fitricia, Hendry Hendry, Alex Hoxie, Timothy Hunt, Sean Khanaki, Amanda Kilian, Michelle Ku, Sarah Min, Sherveen Mosavat, Alana Mouchard, Rachel Mucho, Mona Nabi, Namiko Naka, Aria Noosha, Luis Oliman, Karina Pauletti, Shardae Schick, Agnes Shin, Alisha Siddiqui, Darian Taban, Catalina Tam, William Tarng, Audrey Todd, and Joseph Trimmer.

Chi Tau Epsilon-XTE

Members of IVC's Administration of Justice student club Chi Tau Epsilon-XTE won big at the recent ACJA Region 11 Conference in San Diego. Accompanied by club advisor/shooting coach Ted Falencki, seven IVC students took top awards in Crime Scene Investigation, Team and Individual Firearms, Juvenile Justice and Physical Agility. Congratulations to Sierra Bryan, Anthony Pham, Kia Golblad, Aranzazu Bravo, Mike McNicholas, Andy Zhou and Breanna Alatorre.

Transfer Fair

On November 18, the Transfer Center held a mid-semester Transfer Fair. Representatives from numerous colleges and universities were on campus to discuss transfer options with students before the application deadlines close.

Circle K Wins at Conference

Twenty-five members from the IVC K Club recently traveled to Sonoma, California for their annual Fall Training Conference held November 7-9. Over 650 Circle K members from the California-Nevada-Hawaii District gathered for educational workshops, service projects and the opportunity to meet and bond with other members from across the District. The IVC Circle K Club won third place in the Outstanding T-shirt contest, beating 21 other schools including UC and Cal State clubs. The T-shirt, designed by former club member Tracy Phan, featured the club's theme, "Seasons of Service," emphasizing that the club provides community service year-round. IVC's Circle K club has grown to over 50 members this year.

3rd Annual Irvine Valley College/Saddleback College Student Research Symposium

On Saturday, November 15, IVC's Honors Program and the IVC Committee on Undergraduate Research hosted the Student Research Symposium, which was generously supported by the Associated Students of Irvine Valley College (ASIVC). Fifty students from IVC and Saddleback Colleges shared poster displays and oral presentations of their research in a range of disciplines including anthropology, biology and health sciences, economics, engineering, geography, history, legal studies, literature, mathematics, physics, political science, psychology, and sociology. The event featured a keynote address by Dr. David Dixon, Assistant Professor of Physics at Saddleback College, who spoke on "Pathological Physics: Tales from 'The Box.'" IVC President Glenn Roquemore and SOCCCD Trustee Marcia Milchiker also attended the event and shared with the audience their own experiences as research scientists. The following students received conference awards for their faculty-mentored research: first-place went to Amanda Hale for her research with Professor Priscilla Ross on Improving Entomopathogenic Nematode Viability; second-place went to Alex Pham for his research with Professor June McLaughlin on a Case Study: Alameda County Drug Disposal; and Cody Strohl took third-place for his research with Professor Martha Stuffer for his research on The Robotic Age: The Consequences of an Automated Economy. Outstanding research abstract awards were awarded to Monica Kirolos and Katayoun Yazdi-Nejad, Melissa Mokhtari, Zeina Mousa, Karina Pauletti, Milena Tintcheva and Kayla Orlinsky.

IVC Forensics Wins 2014 Griffin-Mann Invitational

Over the weekend of November 15-16, the IVC Speech and Debate Team took the first-place award in overall sweepstakes and a second-place award in debate sweepstakes at the 2014 Griffin-Mann Invitational held at Grossmont College in El Cajon, CA. The team took 20 students, over 30 individual speaking events, and nine debate teams including a hybrid team with Compton Speech and Debate. The tournament hosted a combined 25 community colleges and four-year institutions. This tournament drew programs throughout the state as well as teams from Arizona and Texas. IVC Forensics beat out other programs including Orange Coast College, Mt. San Antonio College, Saddleback College, Pt. Loma Nazarene University and SDSU. While the team in totality found success, it was the combined efforts in both individual events and debate that led to the team's success. Key students to mention include first-place winner in open impromptu, Jacee Cantler, who beat out 77 other students; and the squad's top performer at the tournament, Anthony Kim, who took home a fifth-place speaker award and bronze medal in parliamentary debate and a first-place award in novice informative debate.



SADDLEBACK COLLEGE

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TO: Members of the Board of Trustees
Gary L. Poertner, Chancellor

FROM: Dr. Tod A. Burnett, President

SUBJECT: Report for December 15, 2014 Board of Trustees Meeting

President Burnett attended the Community College League of California's annual convention and the Chief Executive Offices of the California Community Colleges meeting on November 20th through 22nd.

The Dr. Burnett invited esteemed guests to *A Feast of Lights* on Sunday, December 7th. This annual tradition in the McKinney Theatre features the Saddleback College Symphony and Saddleback College Choirs, and celebrates the season with old and new holiday favorites and a sing-along.

Students and employees attended the Saddleback College holiday open house on Wednesday, December 10th. Guests brought canned goods and gift cards as a token of appreciation to our student veterans and their families.

Office of Instruction

Division of Fine Arts and Media Technology

December was a busy month for FAMT events. On December 1st, our own Jazz Combos performed in the McKinney Theatre. Numerous holiday performances followed starting with *A Feast of Lights* in the McKinney Theatre to sold-out houses (December 5th -7th). On that same weekend, the Saddleback art students put on their annual holiday student art sale in the Art Gallery on December 5th-9th. Also on that same weekend and continuing through the 14th, the Department of Theatre Arts presented *A Charlie Brown Christmas* on December 5th-14th in the Studio Theatre. On December 10th concert artist and USC piano professor Norman Krieger held a master class in the McKinney Theatre. On December 11th, Saddleback applied music students presented a free recital at noon in the McKinney Theatre and at 7:30 p.m. on the same day, the Saddleback Wind Ensemble performed. On December 12th Saddleback chamber music students performed in FA103 at 9 am and in the evening, the Saddleback Big Band held their yearly holiday concert. On December 13th, student composition students presented a recital of their works and on the same day the Commercial Music Ensemble presented a lively concert outside in the Fine Arts courtyard at 7:30 p.m. Also, on December 13th, the Saddleback Big Band took their holiday show to Laguna Woods where they entertained the folks in the Clubhouse 3 Theater at 7:00 p.m. The FAMT festivities culminated with the Laguna Ballet's *The Nutcracker* on December 18th-21st in the McKinney Theatre.

Division of Health Sciences and Human Services

The Saddleback College Nursing Program honored 52 graduating nursing students in a symbolic candle lighting and pinning ceremony on Tuesday, December 9th in the McKinney Theatre. Each graduate

received a time-honored pin, a symbol of a nurse's service to others, and their induction into the nursing profession.

Nursing Program Director Tamera Rice welcomed the graduating students, their family members and friends, dignitaries from the South Orange County Community College District Board of Trustees and the Chancellor's office, college administrators, faculty members, and staff. A "Remember When" speech was delivered by graduating students Emily Wilkerson and Dustin Creager. Professor Christina Bowles presented the fall 2014 graduating class.

Each graduate received a symbolic pin from Professors Phillis Kucharski and Janine O' Buchon. The class pledge was read by graduate Jennifer Bean. Graduating students Christina Delannoy and Amber Pacholka gave the farewell to class speech. Professors Betsy Brewington and Loretta Niccola, and graduate Adam Nili assisted in the lighting of the individual candles, symbolizing the "passing of the flame" from Florence Nightingale to each nurse.

Division of Social and Behavioral Sciences

The geography department presented The Geography of Water Issues on Wednesday, December 3rd in SSC 212. The event was hosted by the honors physical geography class.