

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

AGENDA

Meeting of the Board of Trustees



Monday, December 16, 2013

Call to order: 5:00 p.m.

[Followed by Public Comments/Closed Session]

Reconvene Open Session: 5:30 p.m.

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

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

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

The meeting is video recorded for public viewing.

Board of Trustees

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



Meeting of the Board of Trustees

December 16, 2013

CALL TO ORDER: 5:00 P.M.

1.0 PROCEDURAL MATTERS

1.1 Call to Order

1.2 Public Comments

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

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- A. Public Employee Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC Section 54957) (3)
 - 1. Public Employee Employment (2)
 - a. Classified Employees
 - 2. Public Employee Employment, Evaluation of Performance, Discipline, Dismissal, Release (1)
 - a. Director, Student Life (IVC)

RECONVENE OPEN SESSION: 5:30 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 Jim Wright

2.4 Resolutions/Commendations

A. Resolutions

None

B. Commendations

1. Saddleback College – President Tod Burnett will be commending Deputy Chief of Police, Jim Pyle, who is retiring after 35 years of service.
2. Saddleback College – President Tod Burnett will be commending five architecture students for winning a student design award at the Orange County American Institute of Architects Competition.
3. Saddleback College – President Tod Burnett will be commending ten journalism students for winning awards in writing, layout and design.

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 Public Comments

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

3.0 REPORTS

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

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

4.0 DISCUSSION ITEMS

4.1 None

5.0 CONSENT CALENDAR ITEMS

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

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

Approve minutes of a Regular Meeting held on November 25, 2013.

5.2 **Irvine Valley College: Goodwill Industries of Orange County/DPI Amended Agreement for Interpreting Services for Fiscal Year 2013-2014**

Approve amendment to the agreement increasing the amount by \$90,000. The total revised agreement amount is \$95,000.

5.3 **Saddleback College: Student Out of State Travel – Scottsdale, AZ**

Approve the out-of-state travel request for up to 4 students and 2 advisors to attend the Student Veterans of America National Conference in Scottsdale, AZ from Thursday, January 2, 2014 through Sunday, January 5, 2014, at a cost not to exceed \$3,380.

5.4 **Saddleback College: Purchase of Four 12-Passenger Vans**

Approve award of bid to Raceway Ford in the amount of \$107,123.48.

5.5 **Saddleback College and Irvine Valley College: Speakers**

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

5.6 **SOCCCD: Budget Amendment: Adopt Resolution No. 13-42 to Amend FY 2013-2014 Adopted Budget**

Adopt resolution to amend the adopted budget.

- 5.7 **SOCCCD: Contract with eNamix for Quality Assurance Services**
Approve agreement with eNamix in the amount of \$81,600 for the term January 2, 2014 to June 30, 2014.
- 5.8 **SOCCCD: Construction Management Services Pool**
Approve the pool of firms for Construction Management services for no greater than a five year period.
- 5.9 **SOCCCD: Amendment to the 2011 Irvine Valley College Facilities Master Plan**
Approve the amendment to the Master Plan.
- 5.10 **SOCCCD: Purchase Order/Confirming Requisitions**
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P14-02352 through P14-02573 amounting to \$1,130,237.72. Approve confirming requisitions dated November 6, 2013 through November 24, 2013 totaling \$114,609.01.
- 5.11 **SOCCCD: Payment of Bills**
Approve check no. 174947 through 175554 processed through the Orange County Department of Education, totaling \$4,133,286.81; and check no. 010856 through 010862, processed through Saddleback College Community Education, totaling \$5,632.50; and check no. 009188 through 009193, processed through Irvine Valley College Community Education, totaling \$1,145.88.
- 5.12 **SOCCCD: Transfer of Budget Appropriations**
Approve the transfer of budget appropriations for the period ending November 30, 2013.
- 5.13 **SOCCCD: Gifts to the District and Foundations**
Accept donations.
- 5.14 **SOCCCD: November 2013 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 **Irvine Valley College: Resolution to Support Irvine Valley College Application for “Community College Pathway to Law School” Initiative**
Adopt Resolution No. 13-44 to support Irvine Valley College participation in the Community College Pathway to Law School initiative sponsored by the California State Bar’s Council on Access & Fairness.

- 6.2 **Saddleback College: Resolution to Support Saddleback College Application for “Community College Pathway to Law School” Initiative**
Adopt Resolution No. 13-45 reflecting support of Saddleback College in its application to participate in the State Bar Initiative – Pathway to Law School 2+2+3.
- 6.3 **Saddleback College: Sciences Building – Hire Construction Management Firm**
Approve an agreement with Kitchell CEM, Inc. in the amount of \$1,172,950.
- 6.4 **SOCCCD: Board Policy Revision: BP-4101.1-Faculty Salary Classification Changes and Initial Classification Placement, BP-4306-Calendar**
Discussion/Approval
- 6.5 **SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting**
Authorize payment to Trustee Jemal who was absent from the November 25, 2013 meeting of the Board of Trustees.
- 6.6 **SOCCCD: Academic Personnel Actions – Regular Items**
Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Authorization to Temporarily Increase Span of Control of an Administrative Position, Extension of Administrative Assignment, Reassignment of Full-Time Faculty, Reorganization of Reporting Structure, Administrator Contract Extensions
- 6.7 **SOCCCD: Classified Personnel Actions – Regular Items**
Approve New Personnel Appointments, Authorization to Establish and Announce a Classified Position, Authorization to Change Classified Positions, Authorization to Eliminate and Create Classified Positions, Change of Status, Out of Class Assignments, Leave of Absence, Resignation, Retirement, Conclusion of Employment, Volunteers

7.0 REPORTS

- 7.1 **Saddleback College and Irvine Valley College**
A report on Financial Aid debit cards requested by Trustee Milchiker.
- 7.2 **Saddleback College and Irvine Valley College**
A report on campus security cameras requested by Trustee Jemal.

- 7.3 **Saddleback College and Irvine Valley College**
A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 7.4 **SOCCCD: Basic Aid Report**
Report on projected receipts and approved projects.
- 7.5 **SOCCCD: Facilities Plan Status Report**
Status of current construction projects.
- 7.6 **SOCCCD: Monthly Financial Status Report**
This report displays the adopted budget, revised budget and transactions through November 30, 2013.
- 7.7 **SOCCCD: Retiree (OPEB) Trust Fund**
The report is for period ending November 30, 2013.

8.0 REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS

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

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

9.0 ADDITIONAL ITEMS

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

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 2013 is December 6 through December 20, 2013.

STATUS

This year, the Annual Organizational Meeting of the Board of Trustees will be held on December 16, 2013, 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 2013 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 2013 of the South Orange County Community College District.



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ANNUAL ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES

DECEMBER 16, 2013

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 2013 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 2014

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 2014 through December 2014

MONDAY, JANUARY 27

MONDAY, FEBRUARY 24

MONDAY, MARCH 31

MONDAY, APRIL 28

MONDAY, MAY 19

MONDAY, JUNE 23

MONDAY, JULY 21

MONDAY, AUGUST 25

MONDAY, SEPTEMBER 29

MONDAY, OCTOBER 27

MONDAY, NOVEMBER 17

MONDAY, DECEMBER 15
(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	5:30 p.m. or 6:00 p.m.
Adjournment	by 9:00 p.m.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

2014 BOARD AGENDA PLANNING CALENDAR**REVISED**

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 27	CCCT Nomination Sabbatical Leave Recommendations Institutional Memberships Nonresident Fees Tenure Review
Monday, February 24	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 31	Academic Calendar (Review and Study) Commencement Speakers (share) CCCT Election 2013-14 College Curriculum Revisions for Catalogs Five-Year Construction Plan – Information <i>(moved from May)</i> Orange County Teacher of the Year Selection (share)
Monday, April 28	Academic Calendar (Approval) Classified Employees Week Resolution Five-Year Construction Plan – Approval <i>(moved from June)</i> Resolutions for Teachers of the Year Student Success Scorecard for Community Colleges (share)
Special Meeting in May	Board of Trustees' Self-Evaluation
Monday, May 19	Basic Aid Allocation Recommendation <i>(new item)</i> 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

Exhibit E

Monday, June 23	Gann Limitation Worksheet Adoption of Tentative District Budget Adoption of Tentative IVC and SC Student Government Budgets Establishment of District Goals Community Education Programs, Fall Semester (share)
Special Meeting in July	Board Evaluates Chancellor
Monday, July 21	Institutional Memberships 2014-15 Child Development Center Fees (share)
Monday, August 25	Adoption of Final District Budget Adoption of Final IVC and SC Student Government Budgets
Monday, September 29	District-wide Strategic Plan Annual Progress Report (share) Accreditation Midterm Reports (share)
Monday, October 27	2014-2015 Full-Time Faculty Hiring Chancellor and Presidents Present Evaluations of Academic Administrators Consideration of Administrators' Contract Renewal
Monday, November 17	Acceptance of District Audit Report Nonresident Fees (Information Item) Community Education Programs, Spring Semester (share) Faculty Stipend Approvals, Spring Semester
Monday, December 15	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. 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
- L. Associated Student Government of SC
- M. Associated Student Government of IVC

9.0 ADDITIONAL ITEMS

- 9.1 Items submitted late for Board approval

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



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

FACILITIES CORPORATION 2013 of the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT SPECIAL MEETING OF THE BOARD OF DIRECTORS DECEMBER 16, 2013

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 2013 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: SOCCCD: Minutes of the Board of Trustees Meeting
ACTION: Approval

Minutes from:

November 25, 2013 Regular Meeting of the Board of Trustees (Exhibit A)
are submitted to the Board for review and approval.

Item Submitted by: Gary L. Poertner, Chancellor

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

**MINUTES OF THE BOARD OF TRUSTEES' MEETING
November 25, 2013**

PRESENT

Members of the Board of Trustees:

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

Administrative Officers:

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

ABSENT

Timothy Jemal, Member

CALL TO ORDER: 5:00 P.M.

1.0 PROCEDURAL MATTERS

1.1 Call to Order

1.2 Public Comments

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

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

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

RECONVENE OPEN SESSION: 6:00 P.M.

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

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

On a 6 to 0 vote with Trustee Jemal absent, the board adopted an amended resolution to not renew an educational administrator at Irvine Valley College, unless the employee accepts a one year contract.

On a 6-0 vote with Trustee Jemal absent, the board approved a three-month general leave, with benefits to a classified employee at Saddleback College.

2.2 Invocation

Led by Trustee Bill Jay

2.3 Pledge of Allegiance

Led by Trustee David Lang

2.4 Resolutions/Commendations

A. Resolutions

None

B. Commendations

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

2.5 Public Comments

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

3.0 REPORTS

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

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

On a motion made by Trustee Prendergast and seconded by Trustee Lang, the Request for Report on Security Cameras submitted by Trustee Jemal as well as the Request for Report on Higher One

submitted by Trustee Milchiker, were approved on a 6-0 vote with Trustee Jemal absent.

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. .

On a motion made by Trustee Prendergast and seconded by Trustee Wright, the consent calendar was approved on a 6-0 vote with Trustee Jemal absent.

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

Approve the use of CMAS contract for the IVC copier maintenance and supplies services and for analytical support for an annual amount of \$52,000 with a total estimated amount of \$156,000.

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

County Department of Education, totaling \$8,719,295.80; and check no. 010825 through 010855, processed through Saddleback College Community Education, totaling \$38,407.33; and check no. 009181 through 009187, processed through Irvine Valley College Community Education, totaling \$12,588.18.

5.18 SOCCCD: Gifts to the District and Foundations

Accept donations.

5.19 SOCCCD: Transfer of Budget Appropriations

Approve the transfer of budget appropriations for the period ending October 31, 2013.

5.20 SOCCCD: October/November 2013 Contracts

Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

6.1 SOCCCD: Acceptance of District Annual Audit Report: 2012-2013

Review and accept

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

6.2 SOCCCD: Acceptance of the Saddleback College Foundation, Irvine Valley College Foundation, ATEP Foundation, and SOCCCD Foundation Annual Audit Reports: 2012-2013

Review and accept

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

6.3 SOCCCD: Acceptance of Retiree OPEB Trust Annual Audit Report: 2012-2013

Review and accept

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

6.4 SOCCCD: Contract with Neudesic LLC for Software Development

Approve the contract with Neudesic, LLC in the amount of \$615,000.

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

6.5 SOCCCD: Board Policy Revision: BP-4101.1-Faculty Salary Classification Changes and Initial Classification Placement, BP-4306: Calendar

Accept for review and study.

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

6.6 SOCCCD: Board Policy Revision: BP-136: Minutes of the Board of Trustee Meetings, BP-158: Political Activity, BP-4085: Holidays, BP-5230: Athletics

Accept for discussion/approval

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

6.7 SOCCCD: Academic Personnel Actions – Regular Items

Approve New Personnel Appointments, Authorization to Establish and Announce Academic Administrative Position, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Academic Administrator Title/Position Change, Resignation/Retirement/Conclusion of Employment.

Replacement page provided for Exhibit A, C.1.

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

6.8 SOCCCD: Classified Personnel Actions – Regular Items

Approve New Personnel Appointments, Authorization to Establish and Announce a Classified Position, Authorization to Change Classified Positions, Authorization to Eliminate and Create Classified Positions, Change of Status, Out of Class Assignments, Authorization to Revise the Classified Temporary Non-Bargaining Unit Salary Schedules, Resignation/Retirement/Conclusion of Employment, Volunteers.

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

6.9 SOCCCD: Request to Rescind Spring 2014 Sabbatical

Approve request from faculty member to rescind Spring 2014 sabbatical leave.

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

7.0 REPORTS

- 7.1 **Saddleback College and Irvine Valley College: Speakers**
A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 7.2 **SOCCCD: Basic Aid Report**
Report on projected receipts and approved projects.
- 7.3 **SOCCCD: Facilities Plan Status Report**
Status of current construction projects.
- 7.4 **SOCCCD: Retiree (OPEB) Trust Fund**
The report is for period ending October 31, 2013.
- 7.5 **SOCCCD: Monthly Financial Status Report**
This report displays the adopted budget, revised budget and transactions through October 31, 2013.
- 7.6 **SOCCCD: Quarterly Investment Report**
The report is for the quarter ending September 30, 2013.
- 7.7 **SOCCCD: Academic Year 2014-2015 Non-Resident Tuition Fees for Foreign & Out-of-State Students**
An estimate of the District non-resident related fees based on current information.

8.0 REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS

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

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

M. Police Officers Association

9.0 ADDITIONAL ITEMS

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

The meeting was adjourned at 7:16 p.m.



Gary L. Poertner, Secretary

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Goodwill Industries of Orange County/DPI
Amended Agreement for Interpreting Services for Fiscal Year 2013-2014

ACTION: Approval

BACKGROUND

State and federal laws mandate IVC to provide interpreting services to deaf and hard of hearing students. Section 504 of the Rehabilitation Act of 1973 and Title II and Title III of the Americans with Disabilities Act (ADA), as well as other state and federal laws require the provision of auxiliary aids and services (i.e., interpreting services) necessary to ensure effective communication with deaf, hard of hearing or deaf-blind individuals.

On July 10, 2013, the college executed an Independent Contractor Agreement with Goodwill Industries of Orange County/DEAFinitely Professional Interpreting Services (DPI) as shown in Exhibit A, in the amount not to exceed \$5,000.00, to provide interpreting services for deaf and hard of hearing students. The expenditures for interpreting services for fiscal year 2012-2013 totaled \$88,723.75, as depicted in Exhibit B.

STATUS

In an effort to comply with the state and federal mandates and to meet the increasing demands and costs for fiscal year 2013-2014, it is necessary to increase the amount of the agreement for interpreting services by \$90,000.00. The Independent Contractor Agreement, Amendment No.1, marked as Exhibit C, between IVC and Goodwill Industries of Orange County/DEAFinitely Professional Interpreting Services (DPI), reflects the request for an additional \$90,000.00 for a total amended agreement amount not to exceed \$95,000.00. The term of the agreement is July 1, 2013 to June 30, 2014.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Independent Contractor Agreement, Amendment No.1 (Exhibit C), to amend the amount of the agreement with Goodwill Industries of Orange County/DEAFinitely Professional Interpreting Services (DPI) for a total not to exceed \$95,000.00 through fiscal year 2013-2014.

Item Submitted By: *Dr. Glenn R. Roquemore, President*
Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services

DISTRICT
COPYINDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made and entered into this 10 day of July, 2013 between:
Requisition No. RQ14-01080

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692-3635
Telephone (949) 582-4664

hereinafter called DISTRICT, and

(Name of Contractor): Goodwill Industries of O.C. (D.P.I.)
(Street Address): 410 North Fairview
(City, State, Zip Code): Santa Ana, CA 92703
(Telephone #): (714) 547-6301

hereinafter called CONTRACTOR.

WHEREAS, the DISTRICT is authorized by Section 53080 of the California Government Code to contract with and employ an independent contractor specially trained to perform special services required; and

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

The parties agree as follows:

1. The period of this Agreement shall be effective from 7-1-13 to 6-30-14 and may be modified by mutual agreement of the parties. The DISTRICT shall have the discretion to terminate this contract by providing CONTRACTOR 30 days prior written notice.

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

See attached job duties.

2. The DISTRICT shall pay the CONSULTANT \$ \$ 60.00 per hour, not to exceed \$ 5,000 (IVC) _____. The DISTRICT will pay expenses in the amount of (none) _____. The total contract amount is \$ 5,000.00 _____. Upon completion of the services provided for hereof and upon a signed invoice acceptable to the DISTRICT and approved by Monica Parks, payment will be made.
3. The DISTRICT shall not be liable to the CONSULTANT for personal injury or property damage sustained by him/her in the performance of this contract, whether caused by himself/herself, the DISTRICT, its officers, agents or employees, or by any third party. CONSULTANT agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever.
4. While performing service hereunder, the CONSULTANT is an independent contractor and not an officer, agent or employee of the South Orange County Community College District inclusive of Saddleback College and Irvine Valley College.
5. Neither party shall assign this Agreement or any part thereof without the written consent of the other party.

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

Contractor

South Orange County Community College District

Signature: [Signature]

Signature: [Signature]

By: Kim Seebach

By: Dr. Debra L. Fitzsimons

Title: Chief Operating Officer

Title: Vice Chancellor, Business Services

Date: 9-6-13

Date: AUG 29 2013

Contact Person: Debbie Barber

College Contact Person: Mary Rominger

DEAFinitely Professional Interpreting Services Job Duties

1. At the time the interpreter request is made by the District (service sites, Saddleback College & Irvine Valley College), the DISTRICT shall relay the following Information:
 - a. Name and phone number of person placing the request.
 - b. Date, time, and duration for the interpreting services needed.
 - c. The deaf person's name and medical number, if applicable.
 - d. Nature of the interpreting assignment (Course Name).
 - e. Location of the assignment, address, city and major cross streets.
 - f. Person to whom interpreter should report to and appropriate telephone number.
2. The DISTRICT shall pay the CONSULTANT for interpreting services as provided, as described below:
 - a. Assignments requested during normal business hours of 8:00am to 5:00pm Monday through Friday, excluding CONSULTANT holidays, to be billed at an hourly rate of \$60.00 to include a two-hour minimum per interpreter per day. If the request is for consecutive assignments with the same interpreter of sixty (60) minutes or less between assignments, the DISTRICT will be billed for the assignment in its entirety and not separately, with a two hour minimum for both or all consecutive classes. If the assignment exceeds the scheduled time, the DISTRICT will be charged in one half-hour increments.
 - b. Assignments scheduled outside of business hours Monday through Thursday 5:00pm to 8:00am and Friday through Monday at 5:00pm to 8:00am will be charged an hourly rate of \$65.00 with a minimum of two hours per interpreter. When the assignment is scheduled prior to normal business hours or extends after hours the assignment will be billed according to the appropriate rate. If the assignment exceeds the scheduled time, the DISTRICT will be charged in one half-hour increments. The CONSULTANT shall assume all expenses, including but not limited to expenses incurred by him/her in connection with performance hereunder.
 - c. The need for the number of interpreters to be determined at the time of the DISTRICTS request and used only when agreed upon by both the DISTRICT and the CONSULTANT.
3. The CONSULTANT shall assume all expenses, including, but not limited to, expenses incurred in connection with performance.

4. **CONSULTANT** to be notified by the **DISTRICT** when an assignment is cancelled with a 24-hour notice of cancellation, excluding weekends and **CONSULTANT** or **DISTRICT** holidays. In the event that a notice of cancellation is not made within the designated time required, the **DISTRICT** will be billed for the total number of hours scheduled, per interpreter, for any and all assignments resulting from the cancellation. Cancellations to be made directly through the **CONSULTANTS'** staff. Any cancellation notification given to the interpreter will not be accepted.
5. **CONSULTANTS** are to be notified immediately in the event an interpreter is more than ten (10) minutes late for a scheduled appointment(s).

**INTERPRETER TOTALS
FALL 2012 - SPRING 2013**

EXHIBIT B

	STUDENT	CLASS	CLASS	CLASS	CLASS	CLASS	GOODWILL/DPI
1	#####	RD 370					
2	#####	CS 6B	CS 37				
3	#####	HIST 1	PS 1			MS 20	\$14,340.00
4	#####	BIO 1					
5	#####	ESL361A					\$1,950.00
6	#####	NUT 1	ESL380B				\$9,540.00
7	#####	ESL360B					
8	#####	ESL340B	DMP210				\$16,031.25
9	#####	ESL341B					\$9,180.00
10	#####	PHOT 51					\$11,970.00
11	#####	ENGR 83					
12	#####	BIO 43	CS 37				120
13	#####	BIO 71	PS 1			MS 20	\$510.00
14	#####	ESL 362A					
15	#####	MATH 105	COM 1	ASTRO 20	ESL 380A	ANTH 1	\$255.00
16	#####	ESL 360A	ESL380B				\$7,005.00
17	#####	HD 150					
18	#####	ESL 340A	DMP210				\$4,890.00
19	#####	JA 1					\$10,742.50
20	#####	ESL 341A					\$2,190.00
TOTAL							<u><u>\$88,723.75</u></u>

INDEPENDENT CONTRACTOR AGREEMENT

AMENDMENT NO. 1

The Independent Contractor Agreement was executed on July 10, 2013, and the “**Effective Date**” is from July 1, 2013 to June 30, 2014 by and between Goodwill Industries of Orange County/DEAFinitely Professional Interpreting Services (DPI) located at 410 North Fairview, Santa Ana, CA 92703 and South Orange County Community College District located at 28000 Marguerite Parkway in Mission Viejo, California 92692-3635.

The parties hereby agree to the following amendment:

1. **THE TOTAL CONTRACT AMOUNT.** Increase the agreement amount with Goodwill Industries of Orange County/DEAFinitely Professional Interpreting Services (DPI) an additional \$90,000 to provide additional interpreting services as specified in the original agreement. The term of the agreement is July 1, 2013 to June 30, 2014. The total revised agreement amount is \$95,000.00.

**GOODWILL INDUSTRIES OF ORANGE COUNTY
DEAFINITLY PROFESSIONAL INTERPRETING SERVICES (DPI)**

By: _____
Kim Seebach
Chief Operating Officer

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

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

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Student Out-of-State Travel – Scottsdale, AZ

ACTION: Approval

BACKGROUND

The Saddleback College VETS Program, Associated Student Government, and the Transfer, Career, and Special Programs Division are committed to offering the highest quality of educational opportunities and experiences to its students. Saddleback College has made a commitment through the years to support activities that enhance effective student leadership and learning experiences. Periodically, student representatives participate in activities and trainings on a national level.

STATUS

Up to 4 student veterans and 2 advisors are planning to attend the Student Veterans of America (SVA) National Conference in Scottsdale, AZ. Dates of the conference, including travel, are from Thursday, January 2, 2014 through Sunday, January 5, 2014. Funds for this conference will come from the Associated Student Government Student Veterans Council, VETS Program Foundation and Classified Staff development in an amount not to exceed \$3,380. An overview of the conference related expenses is detailed in Exhibit A. There will be no impact to the general funds.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the out-of-state travel request for up to 4 students and 2 advisors to attend the Student Veterans of America National Conference in Scottsdale, AZ from Thursday, January 2, 2014 through Sunday, January 5, 2014, at a cost not to exceed \$3,380.

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Saddleback College

Student Veterans of America National Conference

Location: Scottsdale, AZ

Dates: Thursday, January 2, 2014 through Sunday, January 5, 2014

Number of Students: max 4

Number of Advisors: max 2

Number of Deans: max 1

Budget:

Conference Registration, Student Veterans	\$50./pp x 4 =	\$ 200.
Conference Registration, Non-Student	\$100./pp x 3 =	\$ 300.
Hotels (student rate)	\$99 x 3 days x 2 =	\$ 594.
Hotels (non-student rate)	\$135 x 3 days x 2 =	\$ 810.
Transportation (College Van)	\$0 =	\$ 0.
Mileage / 875 miles (.565/mile)	\$495. =	\$ 495.
Meals (student rate)	\$35/pp x 4 days x 7 =	\$ 980.

Grand Total = \$ 3,379.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Purchase of Four 12-Passenger Vans

ACTION: Approval

BACKGROUND

Saddleback College makes available 12-passenger vans to support classroom field trips and athletic programs to transport students and faculty. Due to regular wear and tear on the current vehicles, four existing 12-passenger vans require replacement.

STATUS

On November 4 and 11, 2013, SOCCCD ran a newspaper advertisement soliciting bids for Bid No. 2013, 12-passenger Ford vans. Additional marketing efforts included placing a copy of the bid on the district website and notifying six prospective vendors. Two vendors responded; however one submittal was rejected when it arrived past the deadline for receipt. The bid submitted by Raceway Ford was opened on November 19, 2013 in the amount of \$107,123.48. This amount is compared to an amount provided through a CMAS contract and was evaluated by staff as acceptable.

Funds are available in the college's general fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees award Bid 2013, purchase of four 12-passenger Ford vans, to Raceway Ford for a total amount of \$107,123.48.

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

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

<i>Presentation Date</i>	<i>Faculty Member Course Title/Activity</i>	<i>Speaker Name</i>	<i>Topic</i>	<i>General Fund Honarium/Travel</i>
Dec. 10, 2013 1:30 pm HS 102	April Cabbage-Vega WGXAC Speaker's Series	Mona Ebrahm	101 Reasons Why I am Glad I wear the Hijab	\$150.00

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: Budget Amendment: Adopt Resolution No. 13-42 to Amend FY 2013-2014 Adopted Budget

ACTION: Approval

BACKGROUND

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

STATUS

In order to properly account for the revenues and expenditures of these funds, it is necessary to amend the FY 2013-2014 Adopted Budget.

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

General Fund

CalWORKs at Saddleback College	\$45,018
CalWORKs at Irvine Valley College	\$55,810
Temporary Assistance for Needy Families (TANF) at Saddleback College	\$879
Temporary Assistance for Needy Families (TANF) at Irvine Valley College	\$574
Equal Employment Opportunity at District	\$4,472
WIA Veterans Pipeline Initiative at Saddleback College	\$170,600
Total Increase to the General Fund	<u><u>\$277,353</u></u>

Total Budget Amendment	<u><u>\$277,353</u></u>
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RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 13-42 to amend the FY 2013-2014 Adopted Budget as indicated in EXHIBIT A.

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION 13-42

December 16, 2013

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$277,353 is assured to said District in excess of the amounts required to finance the total proposed budget expenditures and transfers for the current fiscal year from sources listed in Title 5 of the California Code of Regulations, Section 58308;

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

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

General Fund

<u>Account</u>	<u>Income Source</u>	<u>Amount</u>
8100	Federal Revenue	\$1,453
8600	State Revenue	\$105,300
8800	Local Revenue	\$170,600
		<u>\$277,353</u>

<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
1000	Academic Salaries	\$103,086
2000	Classified Salaries	\$40,559
3000	Fringe Benefits	\$16,371
4000	Books and Supplies	\$20,213
5000	Other Operating Expenses and Services	\$80,210
6000	Capital Outlay	\$8,500
7000	Other Outgo	\$8,414
		<u>\$277,353</u>

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BUDGET AMENDMENT
GENERAL FUND
RESOLUTION 13-42
December 16, 2013

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

I, Gary L. Poertner, Secretary to the Board of Trustees of South Orange County Community College District of Orange County, California, hereby certify that the Budget Amendment and foregoing Resolution in the amount of \$277,353 was duly and regularly adopted by the said Board at a regular meeting thereof held on December 16, 2013.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 17th day of December 2013.

Gary L. Poertner
Secretary to the Board of Trustees

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Contract with eNamix for Quality Assurance Services

ACTION: Approval

BACKGROUND

To support several District IT infrastructure projects for Fiscal Year 2013-2014, the District is in need of expertise in the areas including but not limited to powershell automation, infrastructure virtualization, and active directory. eNamix provides these services and is familiar with District IT's infrastructure.

STATUS

District IT proposes that eNamix provide contract services to assist with several District IT infrastructure projects, including but not limited to powershell automation, infrastructure virtualization, and active directory.

The professional fees for these services will be based on time spent at a rate of \$85 per hour in an amount not to exceed \$81,600 for the term January 2, 2014 to June 30, 2014 (Exhibit A).

Funding for these software development services are provided by the basic aid allocation approved at the June 2013 board meeting.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the agreement with eNamix, attached as Exhibit A, for an amount not to exceed \$81,600 for the term January 2, 2014 to June 30, 2014.

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made and entered into this 25th day of November, 2013 between: Requisition No.

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692-3635
Telephone (949) 582-4664

hereinafter called DISTRICT, and

(Name of Contractor): eNamix, Inc.
 (Street Address): 15707 Rockfield Blvd., Suite 150
 (City, State, Zip Code): Irvine, CA 92618
 (Telephone #): 949-502-4210

hereinafter called CONTRACTOR.

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

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

The parties agree as follows:

1. The period of this Agreement shall be effective from 01/02/2014 to 06/30/2014 and may be modified by mutual agreement of the parties. The DISTRICT shall have the discretion to terminate this contract by providing CONTRACTOR 30 days prior written notice.

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

Assist with Powershell automation, infrastructure virtualization, and active directory. Consultant will assist with other IT infrastructure projects as needed.

2. The DISTRICT shall pay the CONTRACTOR \$85.00 per hour, not to exceed \$81,600. The DISTRICT will not pay expenses. Upon completion of the services provided for hereof and upon a signed invoice acceptable to the DISTRICT and approved by IT Director Jeff Dorsz, payment will be made.
3. The DISTRICT shall not be liable to the CONTRACTOR for personal injury or property damage sustained by him/her in the performance of this contract, whether caused by himself/herself, the DISTRICT, its officers, agents or employees, or by any third party. CONTRACTOR agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever.
4. While performing service hereunder, the CONTRACTOR is an independent contractor and not an officer, agent or employee of the South Orange County Community College District inclusive of Saddleback College and Irvine Valley College.
5. Neither party shall assign this Agreement or any part thereof without the written consent of the other party.

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

Contractor

South Orange County Community College District

Signature: _____

Signature: _____

By: _____

By: Dr. Debra L. Fitzsimons

Title: _____

Title: Vice Chancellor, Business Services

Date: _____

Date: _____

Contact Person: John Jeltema, 949-502-4210

College Contact Person: Jeff Dorsz, 949-582-4308

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Construction Management Services Pool

ACTION: Approval

BACKGROUND

The District employs Construction Management (CM) firms at various times for capital improvement projects, to support the District by performing specific elements of Design, Pre-Construction, Bid, Construction and Post Construction services. The District selects professional services on demonstrated competence and professional qualifications necessary for satisfactory performance.

STATUS

On October 11 and 18, 2013, SOCCCD ran a newspaper advertisement for consideration of a CM Services Pool, and proposals for the Saddleback College Sciences Building. Additional marketing efforts included placing a copy of the "Requests for Qualifications and Proposals" (RFP&Q) on the District's website.

On November 8, 2013, twenty-one proposals (EXHIBIT A) were received and members of the District and both College Facilities departments joined as a selection committee to evaluate the submittals for the pool and the proposals. Eight firms are recommended for the pool as follows:

- APSI Construction Management, Irvine, CA, Atul Apte
- Balfour Beatty Construction, Irvine, CA, John Bernardy
- Bernards Builders and Management Services, Irvine, CA, Kelvin Okino
- Cumming Construction Management, Inc, Aliso Viejo, CA, Anthony Sanchez
- gkkworks, Irvine, CA, Charlie Merrick
- Kitchell CEM, Inc., San Diego, CA, Russell A. Fox
- McCarthy Building Companies, Inc., Newport Beach, CA, Mark Mardock
- O'Connor Construction Management, Inc., Irvine, CA, Ciaran O'Connor

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

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

RECOMMENDATION

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

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

BID NO. 310D

**Proposals Submitted for RFQ for Construction Management Services Pool
And RFP for CM Services for Saddleback College Sciences Building**

<u>COMPANY NAME</u>	<u>CITY</u>	<u>SUBMITTOR'S NAME</u>
Abacus Project Management, Inc.	Newport Beach, CA	Jeffrey Pomeroy
*APSI Construction Management	Irvine, CA	Atul Apte
*Balfour Beatty Construction	Irvine, CA	John Bernardy
*Bernards Builders and Management Services	Irvine, CA	Kelvin Okino
*Cumming Construction Management, Inc.	Aliso Viejo, CA	Anthony Sanchez
fs3 Hodges	San Clemente, CA	Fred Saldana
Gilbane Building Company	San Diego, CA	Jennifer Farnham
*gkkworks	Irvine, CA	Charlie Merrick
Harris & Associates, Inc.	Irvine, CA	Christopher Dunne
J.E. Moore Consulting, Inc.	San Diego, CA	Thomas J. Fine
*Kitchell CEM, Inc.	San Diego, CA	Russell A. Fox
*McCarthy Building Companies, Inc.	Newport Beach, CA	Mark Mardock
NEEK LLC	Costa Mesa, CA	Farhad E. Khosravi
*O'Connor Construction Management, Inc.	Irvine, CA	Ciaran O'Connor

Paragon Construction Consulting	Newport Beach, CA	Brian Hobbs
PCM3, Inc.	Santa Ana, CA	Stephen Bachor
Pro West Constructors	Wildomar, CA	William Reifsteck
STV Construction, Inc.	Irvine, CA	Randall Duncan
TELACU Construction Management	Orange, CA	John Clem
Vanir Construction Management, Inc.	Irvine, CA	Mark Reinmiller
Yang Management, Inc.	Burbank, CA	Esther Shaw

*Top eight firms recommended for the Pool

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Amendment to the 2011 Irvine Valley College Facilities Master Plan

ACTION: Approval

BACKGROUND

Approved by the Board of Trustees on June 25, 2012, the Facilities Master Plans (FMPs) for Saddleback College and Irvine Valley College serve as a “blueprint for future development” of the campuses from 2011 through the 2031 planning horizon, informing planning and operations of the SOCCCD. The FMPs serve as the outline for a District five-year development plan and the foundation for the allocation of resources and goal setting at each campus.

The District agreement for a land exchange with the City of Tustin included ownership transfer of the existing temporary campus buildings. The transfer included a three year lease to permit the District to continue occupancy while making alternate arrangements. This significant change at the Advanced Technology and Education Park (ATEP) site were unforeseen at the time of the FMP development.

STATUS

Changes have resulted in a need to amend the Irvine Valley College FMP to include a new project for the Irvine Valley College campus, “ATEP Swing Space”. This project was entered into the Irvine Valley College strategic planning process using a resource form dated May 2013. The proposal to amend the FMP project list (EXHIBIT A) to include the “IVC ATEP Swing Space” met with Capital Improvement Committee approval on September 18, 2013 with the caveat that district and college facilities staff would work together to develop a measurable process to identify a best value approach. Upon Board of Trustees amendment approval, staff will take the next steps to clearly define a project scope and budget.

When the “ATEP Swing Space” is no longer required, the building could be converted to that portion of the IVC FMP project no. 16 identified for restrooms and concessions. This approach will maximize project value and may minimize the need for modification to the CEQA Master Plan.

A funding request for this project will be included in IVC requests to the Basic Aid Allocation Committee during the upcoming cycle.

RECOMMENDATION

The Chancellor recommends the Board of Trustees approve this amendment to the Irvine Valley College Facilities Master Plan (EXHIBIT A).

	Project Identification	Plan Legend	Project Value	Escalated Value
1	New Life Sciences Building	108	19,924,301	21,119,759
	a. Multi-story 30,000 GSF Building Approved and in construction			
	b. Secondary Effects - Relocate Life Sciences Program from A-400 to New Life Sciences Building			
2	New Barranca Parkway Campus Entrance/Exit Drive	125	2,149,510	2,278,481
	a. Approved to begin construction 2nd quarter 2012			
3	New ATEP Building	ATEP Campus	21,081,729	22,346,633
	a. Multi-story 30,000 GSF Building, Sitework, parking and site access Approved to begin program validation 2nd quarter 2011			
3	ATEP Swing Space	121	TBD	TBD
	a. Single-story Building to house ATEP programs on an interim basis			
4	Renovate A-400: H&L/SBS/Co-Curricular Center	104	10,912,895	11,567,669
	a. Remodel existing one story 12,094 GSF building and increase size to 24,000 GSF; update mechanical, replace 100% of interior partitions, lighting and finishes; renovate and modify exterior finishes			
	b. Secondary Effects - Relocate Social/Behavioral Sciences Program from A-200 and B-100 into A-400			
	c. Secondary Effects - Relocate Humanities/Languages from A-200, A-300 and B-100 into A-400			
	d. Secondary Effects - Relocate Co-curricular into A-400			
	e. Secondary Effects - Relocate CEC from portables into A-300			

	Project Identification	Plan Legend	Project Value	Escalated Value
5	Renovate A-200: Success Center Writing Lab, World Language/ESL, Reading/Tutoring	A-200	4,055,281	4,365,756
	a. Remodel existing one story 16,149 GSF building; update mechanical, replace 75% of interior partitions, 100% lighting and finishes; renovate and modify restrooms and exterior finishes			
	b. Secondary Effects - Relocate Humanities Success Center Programs from B-300 Second Floor into A-200			
6	Renovate B-300 Second Floor: Math/Computer Science	B-300	2,480,203	2,624,942
	a. Remodel 10,000 SF of existing two story building; update first and second floor restrooms, replace interior lighting and finishes			
	b. Secondary Effects - Relocate Math/Computer Science from B-100 into B-300 second floor			
3-7	New ATEP Building	ATEP Campus	21,081,729	22,346,633
	a. Multi-story 30,000 GSF Building, Sitework, parking and site access Approved to begin program validation 2nd quarter 2011			
7 8	New Surface Parking Lot: Phase I - 400 Spaces	124	2,675,620	2,919,696
	a. 135,000 SF area, new construction with lighting			
8 9	New Fine Arts Complex	118	38,666,372	43,306,337
	a. Single-story 57,560 GSF Building for Arts Instructional Labs and support			
	b. Secondary Effects - Relocate Fine Arts into New Fine Arts Complex			
	c. Hardscape/landscape for Connectivity to Campus			

Project Identification		Plan Legend	Project Value	Escalated Value
9 10	Renovate Performing Arts Yard	118	871,378	1,002,085
a.	31,000 SF area; demolition of existing asphalt paved surface and replace and expand to new concrete surface			
10 11	Renovate Soccer and Practice Fields	123	4,823,169	5,836,034
a.	400,000 SF area; remove northeast softball infield; install perimeter enclosure fencing; upgrade turf and drainage as required			
11 12	New Surface Parking Lot (Phase II - 250 spaces)	124	1,567,489	1,896,660
	79,000 SF Area, new construction with lighting			
12 13	Renovate A-Quad Landscape/Hardscape	101	4,712,387	5,701,987
	Renovate 100,000 SF area, demolition and new construction - 30% paved, 70% hardscape			
13 14	Renovate B-300 First Floor	B-300	1,984,163	2,400,837
	Remodel 12,000 SF of existing two story building; replace interior lighting and finishes			
14 15	New Fine Arts Promenade Landscape/Hardscape	105	5,803,676	7,196,558
	130,000 SF area, demolition and new construction - 20% paved, 80% landscape			
15 16	Renovate Campus Entrance Plaza	115	6,770,955	8,395,984
	Demolition and re-grading of existing 130,000 SF area; new transit drop-off; new car court; enhanced hardscape, landscape and lighting			
16 17	New Baseball Restroom/Bleachers/Concessions	120/121	746,541	948,107
	700 GSF building for restrooms and concessions; bleacher seating for 300 seats			

Project Identification		Plan Legend	Project Value	Escalated Value
17 18	New Clock Tower 50 foot tall memorial tower	112	413,367	549,779
18 19	New Auxiliary Gymnasium One story 25,000 GSF Building	114	13,435,435	17,466,150
19 20	Renovate B-100: New Bookstore/Conferencing Center Remodel existing one story 13,086 GSF building; update mechanical, replace 50% of interior partitions, 100% lighting and finishes; renovate and modify exterior finishes, including retail coffee shop	B-100	3,377,872	4,492,570
20 21	Renovate B-Quad Landscape/Hardscape 108,000 SF area, demolition and new construction - 30% paved, 70% landscape	109	4,821,515	6,557,260
21 22	New Irvine Center Drive Campus Entrance/Exit Drive Demolish existing landscape area and install new right-in/right-out drive	116	744,061	1,011,924
22 23	New Parking Lot 106,000 SF area, new construction with lighting	126	2,103,213	2,860,370
23 24	New Outdoor Lab/BEES Garden Expansion 40,000 SF area; provide perimeter fence enclosure, lighting and 600 LF of pedestrian walkways; Grade and install sprinkler infrastructure for future landscape			
24 25	New Student Services Center Expansion Annex Two story 16,000 GSF addition to the existing Student Services Center	106	9,259,426	13,148,385
a.	Secondary Effects - Relocate Administration to Student Services Center Expansion Annex			
b.	Relocate Co-curricular into A-100			

Project Identification	Plan Legend	Project Value	Escalated Value
25 26 Renovate Student Services pCenter (SSC) Building Remodel existing two story 30,588 GSF building; update mechanical, replace 50% of interior partitions, 100% lighting and finishes; renovate and modify exterior finishes; include 6.500 SF Food Service a. Secondary Effects - Relocate Food Services into temporary facility; provide three portables for temporary food service b. Secondary Effects - Relocate Food Services into SSC Building	SSC	8,495,854	12,318,988
26 27 Renovate Service Road: Pedestrian Improvement 36,000 SF area, demolition and new construction - 70% paved, 30% landscape	117	1,815	2,686,953
27 28 New Sand Volleyball Courts 12,000 SF area for three sand volleyball courts	122	777,130	1,150,154
28 29 New Athletics Stadium New regulation grass soccer field; New bleachers for 500 seats each side; New 1,000 SF Building: restrooms, concessions and team room	119	2,486,817	3,680,489
29 30 New Humanities & Languages/Social Behavioral Sciences Building Two story 22,000 GSF Building	103	12,731,711	19,224,884
30 31 New Parking Structure 800 space, multi story concrete parking structure	102	23,809,953	36,666,864
31 32 New Swimming Pools/Enclosure One 4-lane Olympic length lap pool and one shallow training pool; non-competition standard 20,000 SF paved pool deck, and perimeter fence enclosure	110	12,401,017	19,841,627

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

BACKGROUND

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

STATUS

Purchase orders processed in accordance with the general priorities of the adopted budget and numbered P14-02352 through P14-02573 amounting to \$1,130,237.72 are submitted to the Board of Trustees for approval. Confirming requisitions dated November 6, 2013 through November 24, 2013 totaling \$114,609.01 are also submitted.

RECOMMENDATION

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

Includes P14-02352 - P14-02573

PO Number	Vendor Name	Loc	Description	Account Amount
P14-02352	COLLEGE SOURCE, INC.		CollegeSource/TES - site licence subscr 13-14	6,008.00
P14-02354	GOVERNET	.	CurricUNET 2013-2014 annual maintenance	9,630.00
P14-02355	ABOUBACAR KOUYATE		Guest artist - MUS 23 -world music	450.00
P14-02356	CALIFORNIA RETROFIT, INC.		Replace parking lot light poles	19,875.35
P14-02357	JEFFREY SEGAL	.	Contract services	1,360.00
P14-02358	CHRIS BOOKE	.	Contract services	1,020.00
P14-02359	ELECTRONIX EXPRESS		Logic pulser, probe	188.23
P14-02360	PASCO SCIENTIFIC		Instructional supplies for Physics Dept.	335.00
P14-02361	DELL MARKETING	.	Dell P25 for computer labs	1,393.46
P14-02362	R2A ARCHITECTURE		Design plan for AGB modifications project	4,985.00
P14-02363	SHRED-IT		Shredding services	150.00
P14-02364	MOBILIZED TECH SYSTEMS	Bldg W/Com Arts	Mobile cart for portable production system	5,774.80
P14-02365	VITAL LINK EDUCATION AND BUS INESS CONSORTIUM		CTEoc regional advisory	2,000.00
P14-02366	GREENLEIGH & WONG	.	Projector lamps	3,061.80
P14-02367	TECHNICAL SERVICE LLC		Disabled student chairs	2,583.36
P14-02368	G/M BUSINESS INTERIORS		File storage cabinets / bookshelf clips	83.87
P14-02369	SYSTEMS SOURCE, INC.		Contract services IVC Theatre	200.00
P14-02370	SAMANTHA MC CANN	.	Contract services	200.00
P14-02371	DANIELLE AGUIRRE	.	Annual SCIAAC membership dues 2013-2014	75.00
P14-02372	SCIAAC CSU SAN MARCOS		PARMA membership renewal	100.00
P14-02373	PARMA		Sweeper vac SC Lib.	41.43
P14-02374	WELLS FARGO #3317	.	Supplies - Goggles	5,314.17
P14-02375	FISHER SCIENTIFIC		Filter regulator	85.30
P14-02376	POWERMATIC ASSOCIATES		Consulting services	750.00
P14-02377	JULIE A. PAGE	.	Gloves for Biology	725.03
P14-02378	USA SCIENTIFIC		Textbooks for sign language SC HS	189.87
P14-02379	DAWN SIGN PRESS		Monitor arms & keyboard trays	4,207.71
P14-02380	QUALITY OFFICE FURNISHINGS		Supplies for Fashion classes	317.04
P14-02381	CHEFS' TOYS		5lb.medium/glass cutting oil Emeritus	230.22
P14-02382	HOLLANDER GLASS, INC.	.	Book tape SC Lib.	154.92
P14-02383	DEMCO INC.		Guest speaker - Luis A. Cardenas	100.00
P14-02384	LUIS A. CARDENAS		Guest speaker - Carroll Saron	100.00
P14-02385	CARROLL S. SERON		Guest speaker - Jeffrey Wasserstrom	100.00
P14-02386	JEFFREY WASSERSTROM		Guest speaker - Jack Anderson (John D. Anderson)	100.00
P14-02387	JOHN D. ANDERSON		iPad case/keyboard for Chancellor's Office	88.37
P14-02388	WELLS FARGO #3317 (DISTRICT)		Printer stand SC Fin. Aid	189.32
P14-02389	WELLS FARGO #3317 (DISTRICT)		DSA A#109129 LRC reopen for close-out	750.00
P14-02390	DIV. OF THE STATE ARCHITECT	.	Library database CCLC renewal	2,462.74
P14-02391	ST ATE OF CALIFORNIA		Membership dues AACC 2014	8,939.00
P14-02392	COMMUNITY COLLEGE LEAGUE OF CA	.		
P14-02393	AMERICAN ASSOCIATION OF COMMUNITY COLLEGES			

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 P14-02352 - P14-02573

PO Number	Vendor Name	Loc	Description	Account Amount
P14-02393	DELL MARKETING	.	Dell Precision T3600 with NVIDIA Quadro K4000	154,308.76
P14-02394	DISPLAYS 2GO	.	Photography supplies - display racks	96.60
P14-02395	GRACE TRAINING SUPPLY	.	Supplies for Nursing	18,511.55
P14-02396	CAL BUILDING SYSTEMS	.	Replace duct detector at PE 200	1,223.52
P14-02398	SEHI PROCOMP COMPUTER PRODUCTS	.	Replacement printer for LRC 209	679.87
P14-02399	KUBOTA TRACTOR CORPORATION	.	Grounds equipment	19,128.58
P14-02400	POWR-FLITE	.	FMO equipment	1,018.06
P14-02401	W. W. GRAINGER	.	FMO equipment for vehicle #120	305.69
P14-02402	IRVINE PIPE & SUPPLY	.	Campus wide plumbing replacement parts	1,959.87
P14-02403	SUMMIT SUPPLY	.	Grounds supplies/equipment	233.64
P14-02404	EVENTS	.	Veterans Center open house	3,100.00
P14-02405	DELL MARKETING	.	Workstations & Music Room	25,617.21
P14-02406	FINDAWAY WORLD	.	Library dvd case decoupler SC	104.14
P14-02407	DHARMA TRADING CO.	.	Melinda Smith-Spring 2014-fee based	437.39
P14-02408	B & H PHOTO	.	Photography classes - lights/stands SC	4,186.08
P14-02409	SAMY'S CAMERA	.	Photography classes - adapter SC	367.20
P14-02410	DOCUSIGN, INC	.	DocuSign annual service 2013-2014	3,105.00
P14-02411	MC CALLUM GROUP, INC.	.	Mc Callum contract Oct 2013 - Sept 2015 yr 1	48,000.00
P14-02412	POSTMASTER	.	Postage expenses	389.12
P14-02413	S & B FOODS	.	Meal cards for EOPS students	3,000.00
P14-02414	S & B FOODS	.	Meal cards for CARE students	2,000.00
P14-02415	GUERRILLA BEEKEEPERS LLC	.	Remove bees at ATEP	683.00
P14-02416	CAPITOL ADVOCACY PARTNERS LLC ATTN: DANA DEBEAUMONT	.	CAP federal leg. - Oct 2013-Sept 2014	42,000.00
P14-02417	ARTCRAFT AND FOREMOST INC. DBA PROMOTIONS NOW	.	Marvel Twist Action Stylus Pen SCTransfer Ctr	1,713.00
P14-02418	EUROPRINT, INC.	.	Printing 1000 flyers for CTE department IVC	307.80
P14-02419	DOCTOR'S AMBULANCE SERVICE	.	CPR card supplies for CPR classes	1,000.00
P14-02420	BSN SPORTS	.	Knes supplies	90.31
P14-02421	ALLSTEEL, INC. C/O CORP. BUSIN ESS INTERIORS	.	Cabinet for supplies/storage	568.16
P14-02422	POCKET NURSE ENTERPRISES, INC.	.	Supplies for Nursing	1,050.84
P14-02423	SIMULAIDS, INC.	.	Equip for Program, EMS ed	251.20
P14-02424	SchoolOutfitters.com	.	Cart for large screen TV used in LWV4	311.40
P14-02425	DONOVAN RAITT	.	Contract services	600.00
P14-02426	SCHLAIFER'S ENAMELING SUPPLIES INC.	.	Silver/flatwire/water color enamels SC Emeritus	369.61
P14-02427	EMBLEM ENTERPRISES	.	Patches	254.88
P14-02428	NANCY'S NOTIONS	.	Melinda Smith-Spring 2014-fee based supplies	277.95
P14-02429	DRACAST INC.	Bldg W/Com Arts	Replacement lighting kits	4,631.69
P14-02430	GUEST ARTISTS	.	Musicians for "Metamorphoses"	700.00
P14-02431	SADDLEBACK GOLF DRIVING RANGE	.	Men's Golf team supplies	1,789.60

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Includes P14-02352 - P14-02573

PO Number	Vendor Name	Loc	Description	Account Amount
P14-02432	EASTBAY TEAM SPORTS		Basketball supplies	111.30
P14-02433	GOOD SPORTS, INC.		Pay in advance - subscription for K.Shackelford	29.00
P14-02434	GALLUP PRESS BOOKS		CTE collaborative assessment codes	3,600.00
P14-02435	LIGHTER THAN AIR BALLOON DE CORATING		Lego tournament	669.60
P14-02436	TEL-ATOMIC, INC.		Physics equipment - GM counters/detectors	20,444.44
P14-02437	LAERDAL MEDICAL CORP.		Equipment for Nursing	5,181.41
P14-02438	INTERACT COMMUNICATIONS, INC.		Marketing campaign	25,000.00
P14-02439	ORANGE COUNTY REGISTER		Bid ad 2013 - 12 Passenger Ford Vans	1,158.00
P14-02440	HINES INDUSTRIES, INC.		Bearing blocks	98.55
P14-02441	SKS, INC. HALVOLINE		Vehicle motor fluids IVC	1,562.22
P14-02442	APPLE COMPUTER, INC. ATTN: HIE d SALES SUPPORT		MacBook Airs	3,566.64
P14-02443	PROFESSIONAL PERSONNEL LEASING		Svcs rendered in referring/hiring	2,024.55
P14-02444	PROAIR CONSTRUCTION SVCS. INC.		Repair duct insulation at SM 1st floor	1,170.00
P14-02445	VITAL LINK EDUCATION AND BUS INESS CONSORTIUM		Vital Link - First Lego League	4,875.00
P14-02446	WELLS FARGO #3317		Digital camera SC MO	106.91
P14-02447	CALIFORNIA HAZARDOUS SERVICE		Repair tank hose/meter at Transportation	1,000.00
P14-02448	INDUSTRIAL TECHNICAL SERVICES CORP.		Maintenance of hvac variable drives	4,700.00
P14-02449	H2 ENVIRONMENTAL CONSULTING S ERVICES, INC.		Test for remediation in A205	1,200.00
P14-02450	CCCWVCA KANOE BANDY, TREASURER		CCCWVCA Membership for Head and Assistant Coach	175.00
P14-02451	ALLSTEEL, INC. C/O QUALITY OFF ICE FURNISHINGS		Furniture for IVC Foundation Office	24,220.47
P14-02454	CAL BUILDING SYSTEMS		Bad pull station at ATEP	124.38
P14-02455	HAITBRINK ASPHALT PAVING, INC.		Repair exterior walkway / drainage SSC170E	7,980.00
P14-02456	DAVID B. COLEMAN COLEMAN'S LANDSCAPE CONTRACTOR		Remove softball field/repair area for general use	27,800.00
P14-02457	ORANGE COUNTY REGISTER		Bld ad 15 RFQ&P for dev master pln svcs ATEP	1,478.00
P14-02458	KOROSEAL INTERIOR PRODUCTS GRP		Chair rail for BSTIC	525.63
P14-02459	SADDLEBACK GOLF CARS, INC.		Ezgo cart #7 1998 service and repair IVC Hvac	1,186.24
P14-02460	ELECTRONIX EXPRESS		Audio transformers for ET-135	84.60
P14-02461	QUEZADA PRO LANDSCAPE, INC.		ATEP tree removal and stump grinding	4,580.00
P14-02462	WELLS FARGO #3317 (DISTRICT)		DVD for use in microbiology lab SC	29.33
P14-02463	HOME DEPOT MISSION VIEJO STORE #614		Hardware, cleaning supplies, storage containers	200.00
P14-02464	GUTTER MASTERS		Repair gutter wat District warehouse	790.00
P14-02465	LASER SOURCE		Ink cartridges	644.76
P14-02466	NEW ENGLAND BIOLABS		Lambda digests for Bio3A and 3C.	892.08

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Includes P14-02352 - P14-02573

PO Number	Vendor Name	Loc	Description	Account Amount
P14-02467	ECS PUBLISHING CORPORATION		Rental Music for Feast of Lights	847.35
P14-02468	RED DIGITAL CAMERA COMPANY	Bldg W/Com Arts	Upgrade for RED Epic Camera	23,041.80
P14-02469	ZOLL MEDICAL CORPORATION		training equipment EMS	30,849.23
P14-02470	DB MECHANICAL, INC.		Exterior Repair of A300	12,895.00
P14-02471	PENHALL RENTALS		Rental to Move Equipment at ATEP	303.90
P14-02472	PATRICIA CRAIG		Guest Speaker - Patricia Craig	100.00
P14-02473	POSTMASTER		Postage	21,900.00
P14-02474	FUNDAMENT & ASSOCIATES, INC.		Consultant services for Science Bldg & CP	15,000.00
P14-02475	DAVID PUFAHL dba NEW VISION		Replace drain pipes in PE women's locker room	9,086.09
P14-02476	FISHER SCIENTIFIC		Bottles and Supplies for Bio 3A.	1,307.52
P14-02477	ASCAP		ASCAP Music License Fees	9,171.95
P14-02478	YBP LIBRARY SERVICES		Blanket PO for the purchase of books.	30,000.00
P14-02479	SO. ORANGE CO. COMM. COL.DIST		Fall 2013 CARE grants	16,000.00
P14-02480	HARRIS COMMUNICATIONS		Textbook for ASL SC	69.43
P14-02481	DISCOUNT SCHOOL SUPPLY		blocks , puzzles, figures, costumes IVC	1,578.80
P14-02482	BOB PARRETT CONSTRUCTION		Child Dev.	
P14-02483	SCANTRON CORPORATION		Replace glass with wire glass in SSC-208	1,575.00
P14-02484	THE MICHAEL HINGSON GROUP, INC		Scantron forms IVC Lib.	75.81
P14-02485	WELLS FARGO #3317 (DISTRICT)		Pre-Payment for DALs Speaker	5,000.00
P14-02486	PBS VIDEO/SHOP PBS PBS EDUCATI ONAL VIDEO		Supplies for SC nursing/ lancets.	53.66
P14-02487	DANIEL SMITH, INC.		DVD on Bacteria for Microbiology Lab SC	58.24
P14-02488	HITT MARKING DEVICES, INC.		Printmaking Supplies-ink/Paper/Plates	4,369.57
P14-02489	HAUSER & MILLER		Stamps/Nameplate IVC police	132.96
P14-02490	RACO INDUSTRIES, INC.		silver wire SC Emeritus	1,140.84
P14-02491	NACCE		printer receipt paper IVC sbs	72.41
P14-02492	CALED (CA ASSOCIATION FOR LOC AL ECONOMIC DEVELOPMENT)		Membership Renewal	750.00
P14-02493	MARK PETERSEN		Membership Renewal	80.00
P14-02494	CINTAS CORPORATION		Reimbursement for misc. supplies	500.00
P14-02496	SINGLEWIRE SOFTWARE, LLC		Towel Pick up/Delivery Invoices	140.00
P14-02497	EDUCATIONAL GLOBAL TECHNOLOGI ES, INC. (EDGT)		Telecom Informacast License Renewal	17,351.00
P14-02498	B & H PHOTO		Software for Nursing	426.60
P14-02499	SOFTERRA INC		INSTRUCTIONAL EQUIP PERKINS GRANT	203.26
P14-02500	WELLS FARGO #3317 (DISTRICT)		LDAP Administrator Licenses	1,525.00
P14-02501	CLARK SECURITY PRODUCTS INC.		Physics supplies - shrink tubing SC	32.35
P14-02502	MONOPRICE, INC.		Masterlock Padlocks for Computers	469.88
P14-02503	MICHELLE JACKSON		Speakers and Supplies for Conference Room	125.86
P14-02504	BUDOMART AMERICA		Production supplies for FY13-14 season	300.00
P14-02505	MONTGOMERY HARDWARE		badminton supplies	1,673.78
			Replace CP metal doors	1,382.52

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 P14-02352 - P14-02573

PO Number	Vendor Name	Loc	Description	Account Amount
P14-02506	MERIDIAN IT INC		VDI Readiness Assessment	12,000.00
P14-02507	G/M BUSINESS INTERIORS	IB4	Recommendations	
P14-02508	DELL MARKETING		IVC Life Science Bldg furniture	82,566.43
P14-02509	HUMANSKALE C/O UNITED INTERIOR S		PowerEdge R620 Server	3,759.62
P14-02510	STARS ONLINE		Office equipment for fiscal services	937.44
P14-02511	B & H PHOTO		STARS Multi-ASP hosting (Fin-Aid)	16,987.00
P14-02512	LEE ARMSTRONG CO.		Fixed lens SC Fine arts	2,363.76
P14-02513	MEDCO SUPPLY COMPANY		Replace flooring in HS-102	9,887.00
P14-02514	APRIL D. SAYEGH		Perkins/Deluxe Exerc Rail Sys	634.72
P14-02515	JACOBSEN WEST		Theatre Arts Curriculum Development	600.00
P14-02516	LAB RESEARCH PRODUCTS		Grounds equipment	17,766.00
P14-02517	PHIPPS & BIRD		Competitive Equipment - Chemistry & Biology	9,813.54
P14-02518	BRAVO SIGN & DESIGN		Replacement part for Student Wet Spirometer	84.96
P14-02519	W. W. GRAINGER		Signs for Lot 5, Tennis Court and Outreach	3,957.00
P14-02520	WESTMINSTER PRESS, INC.		Drop lights	115.78
P14-02521	B & H PHOTO	Bldg W/Com Arts	Spring 2014 mailer	13,877.50
P14-02522	HUMANSKALE C/O UNITED INTERIOR S		Hard drive recorder for production system	4,438.80
P14-02523	ROTH CARNEY APC		Ergonomic chair for Loc Pham	599.00
P14-02524	VIDIFLO, LLC	Bldg W/Com Arts	Investigative Services July through December 2013	30,000.00
P14-02525	MARK IV COMMUNICATIONS, INC.		Engineering, Assembly of Portable System	4,562.00
P14-02526	U.S. POSTAL SERVICE IRVINE MAIN OFFICE		Run Data for Foundation Rehab	1,905.79
P14-02527	ORANGE CO. COMMERCIAL PRINTING		Replenish Postal Permit 8842-001	500.00
P14-02528	SIERRA SOIL, INC.		PRINTING EXPENSES 3 ISSUES LARIAT	1,956.00
P14-02529	HORIZON		Supplies for baseball field maintenance	694.40
P14-02530	HORIZON		Baseball maintenance supplies	1,150.31
P14-02531	DEMCO INC.		Grounds supplies	3,761.21
P14-02532	BRENNER-FIEDLER & ASSOC., INC.		IVC Library Labels	83.44
P14-02533	WELLS FARGO #3317		Supplies to Service Vacuum Pumps	235.24
P14-02534	SCHOOL SPECIALTY, INC.		dvd and dvd storage cases Sc Sci.math	58.71
P14-02535	DICK BLICK COMPANY		Art classes/Linoleum SC	269.46
P14-02536	EMMA ZAYAS		Supplies for art classes/paper/glue SC	92.53
P14-02537	REBECA JUAREZ		FKCE Wkshp CoTrainer	45.00
P14-02538	LIGHTING SUPPLY, INC.		FKCE Wkshp Trainer	210.00
P14-02539	WELLS FARGO #3317		Lights for electrician	1,850.82
P14-02540	MOUSER ELECTRONICS INC.		Keyboard for DMP ATEP	38.99
P14-02541	CDW-G COMPUTER CENTERS		Electronics instructional batteries, lamps	252.65
P14-02542	CAL BUILDING SYSTEMS		Copier/Printer	4,422.60
P14-02543	HILLYARD FLOOR CARE SUPPLY		Hook up of pull station at ATEP & re-program ATEP	1,536.00
P14-02544	VICTORY CUSTOM ATHLETIC		Custodial equipment	18,358.74
			Baseball uniform embroidery	42.24

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 P14-02352 - P14-02573

PO Number	Vendor Name	Loc	Description	Account Amount
P14-02545	B & P SERVICES, INC.		Replace fan motors in PE 200	3,175.00
P14-02546	EBERHARD EQUIPMENT		Bucket for tractor	6,717.60
P14-02547	BATTERIES PLUS, #440 LAKE FORE ST STORE	Bldg W/Com Arts	Batteries for various devices	69.12
P14-02548	THEA DISPEKER, INC dba DISPEKE R ARTISTS		Contract engagement agreement	6,000.00
P14-02549	1-WORLD GLOBES & MAPS		Replacement wall mural for geology lab	778.95
P14-02550	COLLEGE BOARD CUES SOFTWARE SE RVICES		PowerFAIS maintenance	26,334.72
P14-02551	TEACHING STRATEGIES, INC.		Saddleback CDC/assessment portfolios	83.94
P14-02552	JACK HARTIN PHOTOGRAPHY		Photographs for promotions	351.00
P14-02553	ESSENCE ENTERTAINMENT		Dancers for IVC dance productions	5,500.00
P14-02554	APPLE COMPUTER, INC. ATTN: HiE d SALES SUPPORT		Computer mouse	74.52
P14-02555	NAT'L ATHLETIC TRAINERS ASSN		NATA membership for IVC athl. trainers	458.00
P14-02556	QUEZADA PRO LANDSCAPE, INC.		Remove trees in drainage right of way	4,550.00
P14-02557	SPORTS FACILITIES GROUP, INC.		Replace bleachers motor	1,925.00
P14-02558	VWR		Elisa supplies, albumin	364.33
P14-02559	EUREKA CAREER INFO. SYSTEMS		Eureka subscription	1,522.60
P14-02560	VWR		Cotton tipped applicators	67.35
P14-02561	W. W. GRAINGER		Respirators/gloves for SC art classes	1,804.14
P14-02562	RANSOM AND RANDOLPH		Supplies for art classes/vestment SC	1,069.60
P14-02563	S & B FOODS		Refreshments for DRAC Meeting	86.40
P14-02564	WELLS FARGO #3317 (DISTRICT)		Refreshments for District-wide committee meetings	1,500.00
P14-02565	HITT MARKING DEVICES, INC.		Self inking stamp IVC	23.47
P14-02566	CPP, INC. DAVIES BLACK PUBLISH ING		CPP 13/14 Skillsone Site Renewal Fee	195.00
P14-02567	COMPUTERLAND OF SILICON VALLE Y		Instructional supplies - Fall 2013	90.86
P14-02568	LAERDAL MEDICAL CORP.		Equipment for simulation lab	23,852.68
P14-02569	LAKESHORE LEARNING MATERIALS		IVC Child Dev. helmets/toys/crafts	1,319.65
P14-02570	SEHI PROCOMP COMPUTER PRODUCTS		Color scanner	461.62
P14-02571	BUDDY'S ALL STARS		SB S'14	1,019.96
P14-02572	RIO GRANDE ALBUQUERQUE		SC jewelry/metals/drills/wax/mandrels	2,259.23
P14-02573	SEHI PROCOMP COMPUTER PRODUCTS		Maintenance staff printer	679.87
Total Number of POs			216	Total 1,130,237.72

Fund Summary

Fund	Description	PO Count	Amount
01	General Fund	199	765,717.07
12	Child Development Fund	3	2,982.39
40	Capital Outlay Fund	13	361,438.26
68	Self-Insurance Fund	1	100.00
Total			1,130,237.72

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 11/06/2013 - 11/24/2013

Requisition Number	Vendor Name	Description	Requisition Total
RQ14-02110	JERILYN CHUMAN	Reimburse Conference Expenses for Jerilyn Chuman	1,087.86
RQ14-02321	PACIFIC COACHWAYS	Bus for Emeritus Field Trip	882.88
RQ14-02422	JACQUELINE ZIMBALIST	Reimburse-Supplies and Cleaning for FAMT	172.11
RQ14-02530	PACIFIC COACHWAYS	Bus for Emeritus Field Trip	746.75
RQ14-02601	MARLA'S MANIA	Saddleback Name Badges	1,303.78
RQ14-02735	PACIFIC COACHWAYS	Bus for Emeritus Field trip	683.75
RQ14-02840	SOUTH COAST A.Q.M.D	AQMD Fee Back Billing	109.00
RQ14-03166	MIROSLAVA MANCHIK	CA PERKINS Joint Special Populations Conference	1,047.15
RQ14-03287	PACIFIC COACHWAYS	Bus for Emeritus Field Trip	761.11
RQ14-03306	PACIFIC COACHWAYS	Bus for Emeritus Field Trip	982.63
RQ14-03409	BELL'S INDUSTRIAL SERVICE	Laudry Equipment Repair	127.50
RQ14-03421	WELLS FARGO #1606	moving an optics table from IVC	1,600.00
RQ14-03422	TASER INTERNATIONAL, INC.	tasers	1,452.37
RQ14-03423	MARK BORDELON	Reimbursement for field trip expenses	209.90
RQ14-03429	JUAN AVALOS	ACCCA Conference	955.00
RQ14-03445	SANDY JEFFRIES	Travel for Sand Jeffries/ ACE Annual Conference	1,330.00
RQ14-03460	KIM MC CORD	Travel reimbursement	250.00
RQ14-03470	SADDLEBACK COLLEGE FOUNDATION	KNEA Exercise Bike	3,036.00
RQ14-03486	GARY RYBOLD	Rybold Conference Reimbursement	525.09
RQ14-03490	JULIANNA FRENCH	French Conference Reimbursement	525.09
RQ14-03492	MARK MINKLER	Minkler Conference Reimbursement	1,366.24
RQ14-03493	RANDY HEUSER	Reimbursement for Training/Bus. Cards	71.88
RQ14-03495	SIBYLLE GEORGIANNA	Gerogianna Conference Reimbursement	700.00
RQ14-03501	STEVE TEH	Reimbursement for student project supplies	982.00
RQ14-03502	WELLS FARGO #3317	Amazon Digital Svcs Dist. IT	11.99
RQ14-03503	WELLS FARGO #3317 (DISTRICT)	CablesPlus	137.20
RQ14-03509	BONNIE JOY MASSEY	Massey Conference Reimbursement	435.00
RQ14-03513	MARY ANSTADT	CA PERKINS Joint Special Populations Conference	867.15
RQ14-03515	TERESA FLUEGEMAN	T. Fluegeman - Legislative Trip - 10.31.13	405.29
RQ14-03516	BAKER & TAYLOR	Library book	20.95
RQ14-03518	EMCOR/Mesa Energy Systems	Diagnostic Work Previously Completed for Chillers	643.00
RQ14-03521	TIFFANY TRAN	Tran Conference Reimbursement	88.59
RQ14-03529	ROBERT RICKERSON	Reimbursement-Supplies-Another Show III	177.05
RQ14-03533	TIFFANY TRAN	Tran Conference Reimbursement	80.81
RQ14-03534	TIFFANY TRAN	Tran Conference Reimbursement	788.59
RQ14-03541	DONNA RANE-SZOSTAK	Reimbursement for purchase of supplies	18.82
RQ14-03545	DOCTOR'S AMBULANCE SERVICE	CPR Cards for CPR Class	120.00
RQ14-03547	DOCTOR'S AMBULANCE SERVICE	CPR Cards for CPR Class	100.00
RQ14-03548	SCHOLARSHIPS	Scholarship for Nursing Student	350.00
RQ14-03552	MARCIA MILCHIKER	Conference for Marcia Milchiker	1,900.00
RQ14-03554	SCHOLARSHIPS	Scholarship for Nursing Student	350.00
RQ14-03559	SCHOLARSHIPS	Scholarship for Nursing Student	350.00
RQ14-03562	SOUTH COAST FAMILY MEDI-CENTER, INC.	Preplacement exam	235.00
RQ14-03563	ANDERSON'S DOOR SERVICE INC	Door repair in PAC	615.00

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Listing

Includes 11/06/2013 - 11/24/2013

Requisition Number	Vendor Name	Description	Requisition Total
RQ14-03564	LVH ENTERTAINMENT	Repairs to ETC Dimming System	750.00
RQ14-03566	JUDY HENMI	Conference Reimbursement	594.28
RQ14-03567	YCCD/LEADERSHIP	Registration for CCC Registry Job Fairs 2014	2,830.00
RQ14-03569	EVIDENCE-BASED, INC	Background investigation	304.45
RQ14-03573	KATHLEEN WERLE	Conference - CCCC Statewide Collaboration Summit	165.00
RQ14-03575	BECKY THOMAS	Reimbursement for Pumpkin Patch Field Trip	50.00
RQ14-03577	CME ASSOCIATES	Conference SC Student Health Center	988.20
RQ14-03578	SUMMIT PROFESSIONAL EDUCATION LLC	Conference DSM 5 SC Health Center	365.04
RQ14-03581	DOCTOR'S AMBULANCE SERVICE	CPR Cards for CPR Class	70.00
RQ14-03583	DOCTOR'S AMBULANCE SERVICE	CPR Cards for CPR Class	105.00
RQ14-03593	BRIAN MCMAHON SADDLEBACK COLLEGE	Reimburse Brian McMahon for map copies	10.53
RQ14-03594	EARL PAGAL	Travel reimbursement	57.94
RQ14-03596	DEPT. OF PESTICIDE REGULATION	Pesticide license fee for Emerson Abbott	30.00
RQ14-03598	BUSINESS SERVICES	Postage	3.04
RQ14-03599	WELLS FARGO #3317 (DISTRICT)	Axure Software Solutions	289.00
RQ14-03601	BLAKE STEPHENS	Conference Reimbursement-ASCCC Fall Plenary Session	530.00
RQ14-03606	KATHLEEN WERLE	Lunch for AVID meeting - Nov. 12-13, 2013	55.99
RQ14-03615	RANDY W. PEEBLES	CONFERENCE	50.00
RQ14-03617	SYSCO LOS ANGELES	Groceries for Student use in Culinary class	456.91
RQ14-03619	DR. CRAIG JUSTICE	AACC Convention for Craig Justice	3,080.00
RQ14-03620	SCOTT KIM	Groceries for Student Use in Culinary Class	35.65
RQ14-03622	JIM GASTON	Reimburse for Sacramento PR Trip	332.12
RQ14-03625	S & B FOODS	First Lego League Event Food	819.67
RQ14-03627	WELLS FARGO #1598	Workshop for IUSD Counselors/Staff	432.00
RQ14-03631	JUAN AVALOS	Dual Enrollment Conf 1/31/14, Hilton Costa Mesa	80.00
RQ14-03641	WELLS FARGO #1598	Workshop for TUSD Counselors/Staff	118.00
RQ14-03645	ANNE AKERS	Workshop For IUSD Counselors/Staff	38.88
RQ14-03647	KIM MC CORD	Travel reimbursement	500.00
RQ14-03648	WELLS FARGO #1606	Target Purchase - Replacements CDC	518.21
RQ14-03649	ANNE AKERS	Workshop For TUSD Counselors/Staff	17.28
RQ14-03650	DIV. OF THE STATE ARCHITECT STATE OF CALIFORNIA	DSA Permit Fee A400 Project	42,850.00
RQ14-03653	MATCO TOOLS MARK JACOBSON	tools	567.50
RQ14-03654	CLAIRE TRACEY	USA Funds University-Irvine 11/12/13	27.66
RQ14-03657	NATALIE J. TIMPSON	USA Funds University-Irvine 11/12/13	27.66
RQ14-03667	SHERRI J. BANES	Reimbursement for office supplies	53.65
RQ14-03669	WELLS FARGO #1598	Postage for Embassy Billing-USPS	46.16
RQ14-03671	CENGAGE LEARNING	PreCalculus textbooks for B2E program	4,548.24
RQ14-03673	LARRY RADDEN	Reimbursement-Speech Supplies-Plays	45.98
RQ14-03675	LARRY WARD	Reimbursement-Art Supplies-Gas Can and Oil	35.49
RQ14-03676	CHRIS CLAFLIN	Chris Claflin Direct Payment Reimbursement	420.00
RQ14-03680	KIM MC CORD	Travel reimbursement	300.00
RQ14-03682	BILLY TEES	Baseball Team Uniform Supplies	1,346.76
RQ14-03690	SIGNS PLUS	RR Signs for Football Stadium	282.93
RQ14-03691	LINDA SOUTHWELL	Student art supplies	35.00

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Listing

Includes 11/06/2013 - 11/24/2013

Requisition Number	Vendor Name	Description	Requisition Total
RQ14-03697	KNUTE JOSIFEK	reimbursement for purchase of kits	82.71
RQ14-03699	S & B FOODS	Water service for district-wide forums	17.28
RQ14-03701	JANE ROSENKRANS	Statewide Collaboration/Dual Prgrms Conference	50.00
RQ14-03702	AVERY CALDWELL	Reimbursement	225.00
RQ14-03703	FLASHBAY, INC.	First Lego League Event 11/17/13 Flash Drives	3,292.00
RQ14-03705	LESLIE HUMPHREY	Statewide Collaboration/Dual Prgrms Conf.	75.00
RQ14-03706	RUDY GARDEA	Conference Reimbursement	115.00
RQ14-03709	JENNIFER HEDGECOCK	Faculty Reimbursement for Guest Speaker	321.45
RQ14-03710	BRUCE GILMAN	Conf. Expense - AHE Fall Prof Learning	1,366.01
RQ14-03711	MARIANA DESARACHO	Conf. Expense - AHE Fall Prof Learning	1,366.01
RQ14-03712	MICHAEL ENGELS	Conf. Expense - AHE Fall Prof Learning	1,366.01
RQ14-03718	MICHELLE DUFFY	Conf. Expense - AHE Fall Prof Learning	1,366.01
RQ14-03728	SCHOLARSHIPS	Scholarship for Nursing Student	350.00
RQ14-03727	SCHOLARSHIPS	Scholarship for Nursing Student	350.00
RQ14-03728	SCHOLARSHIPS	Scholarship for Nursing Student	150.00
RQ14-03730	SAN JOAQUIN DELTA COLLEGE	Reg fee/Dual Enrollment Conference	50.00
RQ14-03731	JESS PEREZ	Expense Reimbursement	17.36
RQ14-03733	WELLS FARGO #4198	Plexiglass--Vendor: Paragon Plastics	399.60
RQ14-03734	CALIFORNIA ESCROW ASSOCIATION	Books	40.00
RQ14-03737	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	Environmental Testing for A200 Building	2,800.00
RQ14-03738	EMILY QUINLAN	CCLC Annual Conference Soaring to New Heights	1,020.80
RQ14-03739	MIROSLAVA MANCHIK	EWD Advisory Planning Meeting	250.00
RQ14-03745	TOD A. BURNETT	Reimbursement for Leadership Training Books.	65.30
RQ14-03747	ALICE ANDERSON	Honorarium for Guest Speaker Poetry Readings	500.00
RQ14-03749	TAMARA WAGNER	Conference Reimbursement	90.00
RQ14-03750	JODI TITUS	Conference Reimbursement	1,400.00
RQ14-03752	RON GRANT	Student Materials for MST Classes	172.25
RQ14-03753	KAITLYN PIETRAS	Reimbursement of design supplies for Metamorphoses	349.34
RQ14-03758	MICHELLE MAHONEY	Conference Reimbursement	40.00
RQ14-03761	LISA INLOW	Grocery Supplies for Student Use/Cul. Arts class	24.90
RQ14-03762	CARYN SUSSMAN	Conference Reimbursement	67.21
RQ14-03763	JH RECOGNITION COMPANY	Nursing pins for students in financial need	511.04
RQ14-03765	SCOTT KIM	Groceries for Student Use/Cul. Arts Classes	66.84
RQ14-03766	PLASTIC & METAL CENTER, INC.	cable welding for life fitness center	70.20
RQ14-03767	JOVAN STOJANOVSKI	life fitness center cable	43.31
RQ14-03770	WELLS FARGO #3317 (DISTRICT)	Lunch for all day workshop with Workday Reps	324.00
RQ14-03772	BERTRAND'S MUSIC	Instrument repair	325.05
RQ14-03777	JAMES ROGERS	Reimbursement for Jim Rogers	51.82
RQ14-03780	WELLS FARGO #1598	USB Flash drive for the IVC Athletic department	118.00
RQ14-03781	KWIK KOPY PRINTING	Self-Address Envelope	140.40
RQ14-03790	YOLANDA GOULDSMITH	Conference Reimbursement	85.20
RQ14-03792	A-1 AWARDS	Plaques for Veterans Celebration	334.64
RQ14-03794	YOLANDA GOULDSMITH	Conference Reimbursement	128.81
RQ14-03820	CITY OF IRVINE	Plan Revision Fees - Barranca Rd	474.00
RQ14-03825	TOD A. BURNETT	ACCCA CONFERENCE - 2014	1,195.00
RQ14-03835	BAKER & TAYLOR	Library books per Jenny Langrell	94.71

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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Listing

Total	134	<u>114,609.01</u>
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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	129	70,658.86
12	Child Development Fund	2	568.21
40	Capital Outlay Fund	2	43,324.00
68	Self-Insurance Fund	1	57.94
Total		134	114,609.01

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: Payment of Bills
ACTION: Approval

BACKGROUND

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

STATUS

Checks No. 174947 through 175554 processed through the Orange County Department of Education, totaling \$4,133,286.81; and Checks No. 010856 through 010862, processed through Saddleback College Community Education, totaling \$5,632.50; and Checks No. 009188 through 009193, processed through Irvine Valley College Community Education, totaling \$1,145.88 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 11/06/2013 through 11/24/2013

Check Number	Check Date	Pay to the Order of	Check Amount
174947	11/06/2013	A & W ELECTRIC MOTOR SERVICE, INC.	4,122.60
174948	11/06/2013	A TO Z CIRCUIT BREAKERS	102.61
174949	11/06/2013	ABC SCHOOL EQUIPMENT, INC.	342.08
174950	11/06/2013	ABRASIVE WAREHOUSE & EQUIPMENT	138.29
174951	11/06/2013	ADI	501.58
174952	11/06/2013	AIRGAS USA, LLC	222.69
174953	11/06/2013	ALBERT USTER IMPORTS, INC.	226.26
174954	11/06/2013	ALLIEDBARTON SECURITY SERVICES	1,463.44
174955	11/06/2013	APPLE COMPUTER INC.	1,035.72
174956	11/06/2013	ARROWHEAD DRINKING WATER	14.86
174957	11/06/2013	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	78,969.79
174958	11/06/2013	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	38,198.05
174959	11/06/2013	AIRPORT VAN RENTAL SOLUTIONS	734.66
174960	11/06/2013	BENNETT PRODUCTIONS UNLIMITED	3,280.00
174961	11/06/2013	BESAFE TECHNOLOGIES, INC.	738.15
174962	11/06/2013	THE BLACK BOOK DEPOT INTERPWOKRS CORP.	390.88
174963	11/06/2013	BOUNDTREE MEDICAL	403.43
Unpaid Sales Tax			32.27
Expensed Amount			435.70
174964	11/06/2013	ERIC BRENTON	600.00
174965	11/06/2013	KRISTEN BUSH	1,855.00
174966	11/06/2013	CALIBER SIGNS & IMAGING, INC.	2,541.80
174967	11/06/2013	CARQUEST AUTO PARTS	29.74
174968	11/06/2013	CDW GOVERNMENT, INC.	146.64
174969	11/06/2013	CINTAS DOCUMENT MANAGEMENT	120.00
174970	11/06/2013	CLARK SECURITY PRODUCTS	3.87
174971	11/06/2013	COMPUTERLAND	1,380.00
174972	11/06/2013	COUNCIL OF CHIEF LIBRARIANS OF CALIFORNIA CMTY COLLEGES	150.00
174973	11/06/2013	BARBARA COX	659.87
174974	11/06/2013	CR&R	92.00
174975	11/06/2013	CROSSOVER SYMMETRY	965.44
174976	11/06/2013	MICHELE DUGAN	360.00
174977	11/06/2013	EASTBAY TEAM SPORTS DEPT #5374	330.48
174978	11/06/2013	EBERHARD EQUIPMENT	777.46
174979	11/06/2013	EBSCO SUBSCRIPTION SERVICE	9,028.83
174980	11/06/2013	ELECTRONIX EXPRESS	159.80
Unpaid Sales Tax			11.82
Expensed Amount			171.62
174981	11/06/2013	EMBLEM ENTERPRISES	1,088.29
174982	11/06/2013	EUROPRINT, INC.	2,197.80
174983	11/06/2013	EXCELSIOR ELEVATOR CORPORATION	3,645.00
174984	11/06/2013	DION & SONS INC	7,228.04
174985	11/06/2013	FEDERAL EXPRESS	11.90
174986	11/06/2013	FONTIS SOLUTIONS div of IMAGE DISTRIBUTION	639.36
174987	11/06/2013	SERV	
174987	11/06/2013	FRANCHISE DESIGNS	1,815.20
174988	11/06/2013	FREEWAY AUTO SUPPLY	357.43
174989	11/06/2013	DEBORAH FRICKE	180.00

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 11/06/2013 through 11/24/2013

Check Number	Check Date	Pay to the Order of	Check Amount
174990	11/06/2013	FSP BOOKS & VIDEOS	950.00
		Unpaid Sales Tax	75.00
		Expensed Amount	1,025.00
174991	11/06/2013	DANIEL SMITH, INC.	924.31
		Unpaid Sales Tax	73.94
		Expensed Amount	998.25
174992	11/06/2013	ANTIMITE TERMITE & PEST CONTROL	987.00
174993	11/06/2013	STACY CORBIN	650.00
174994	11/06/2013	DAIRY DEPOT	55.68
174995	11/06/2013	EMERSON ABBOTT	46.17
174996	11/06/2013	ROBERTO ARAUJO	13.27
174997	11/06/2013	KRESTA GRABAU	500.00
174998	11/06/2013	HAIR CALIFORNIA BEAUTY ACADEMY	34,816.50
174999	11/06/2013	IRVINE VALLEY COLLEGE BOOKSTORE No. 895	2,048.74
175000	11/06/2013	BILL JAY	8.80
175001	11/06/2013	TIMOTHY JEMAL	105.17
175002	11/06/2013	CANDACE KINCAID	53.66
175003	11/06/2013	DAVID B. LANG	16.93
175004	11/06/2013	DIANE LEWIS	76.06
175005	11/06/2013	LOOMIS, FARGO & COMPANY	551.74
175006	11/06/2013	BRIAN MCMAHON SADDLEBACK COLLEGE	46.17
175007	11/06/2013	MERCADO CORONA, INC.	586.88
175008	11/06/2013	MOULTON-NIGUEL WATER DIST.	11,424.29
175009	11/06/2013	MANUEL ONTIVEROS	13.27
175010	11/06/2013	ORKIN PEST CONTROL 711	4,234.00
175011	11/06/2013	JOHN OZUROVICH	36.93
175012	11/06/2013	NANCY PADBERG	100.55
175013	11/06/2013	PRENDERGAST, T. J.	57.69
175014	11/06/2013	DAVID ROBINSON	151.87
175015	11/06/2013	ANTHONY RODGERS OPERATIONS SUPERVISOR	13.27
175016	11/06/2013	MATT SUAREZ	84.21
175017	11/06/2013	WRIGHT, JIM	116.56
175018	11/06/2013	RUBY HAZZARD	30.51
175019	11/06/2013	CHAFFEY COLLEGE ATHLETICS ATTN WBB - PLUNKETT	400.00
175020	11/06/2013	EAST LOS ANGELES COLLEGE ATHLETICS	375.00
175021	11/06/2013	MARVIN ANDY GROUND	702.00
175022	11/06/2013	MARVIN ANDY GROUND	702.00
175023	11/06/2013	LOS SERRANOS GOLF COURSE	350.00
175024	11/06/2013	SC ASSOCIATED STUDENT BODY	252.00
175025	11/06/2013	W. W. GRAINGER	28.80
175026	11/06/2013	JOHN PERRY	500.00
175027	11/06/2013	ROYAL PLYWOOD CO., LLC	2,700.43
175028	11/06/2013	SADDLEBACK GOLF CARS, INC.	12,531.96
175029	11/06/2013	SAFEWAY, INC.	50.70
175030	11/06/2013	SCIAC CSU SAN MARCOS	75.00
175031	11/06/2013	SILVINO'S PRO FLASH RX, INC.	153.00
175032	11/06/2013	TIM SWISS	152.10
175033	11/06/2013	THEATRE COMPANY	1,580.00

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Checks Dated 11/06/2013 through 11/24/2013

Check Number	Check Date	Pay to the Order of	Check Amount
175034	11/06/2013	TUTTLE-CLICK FORD	159.86
175035	11/06/2013	U.S. MAIL SUPPLY INC	82.52
175036	11/06/2013	VENTEK INTERNATIONAL	202.60
175037	11/06/2013	VOCATIONAL BIOGRAPHIES, INC.	325.00
175038	11/06/2013	WALRUS MUSIC PUBLISHING	1,335.95
175039	11/06/2013	WARD'S NATURAL SCIENCE	86.75
175040	11/06/2013	WENGER CORPORATION	142.79
175041	11/06/2013	DOUGLAS WESTLAKE	325.00
175042	11/06/2013	VIRGINIA WONG	233.41
175043	11/06/2013	US FOODS	743.00
175044	11/06/2013	AT&T	11.91
175045	11/06/2013	PACIFIC COACHWAYS	1,082.38
175046	11/06/2013	SOUTHERN CALIFORNIA EDISON CO.	62,082.48
175047	11/06/2013	SOUTHERN CALIFORNIA EDISON CO.	1,844.80
175048	11/06/2013	SOUTHERN CALIFORNIA EDISON CO.	191.56
175049	11/06/2013	BLAKE STEPHENS	156.79
175050	11/06/2013	PATRIC TAYLOR	234.46
175051	11/07/2013	AMERICAN EXPRESS TRAVEL RELATED SERVICES CO INC	2,142.00
175052	11/07/2013	DR. ROBERT BRAMUCCI	24.31
175053	11/07/2013	TOD A. BURNETT	499.80
175054	11/07/2013	TERESA CAMACHO	185.07
175055	11/07/2013	CATHLEEN GREINER	25.00
175056	11/07/2013	GEORGINA GUY	187.87
175057	11/07/2013	MARIA HANSON	185.05
175058	11/07/2013	KIM MC CORD	208.60
175059	11/07/2013	KEVIN O'CONNOR	120.15
175060	11/07/2013	LORI PARRA	185.05
175061	11/07/2013	PCC FORENSICS T/A	276.00
175062	11/07/2013	TIFFANY TRAN	84.77
175063	11/07/2013	KATHLEEN WERLE	387.69
175064	11/07/2013	PENN CORPORATE RELOCATION SERVICES, INC.	126.00
175065	11/07/2013	T. J. PRENDERGAST	64.99
175066	11/07/2013	RICOH USA, INC.	11.50
175067	11/07/2013	SAMY'S CAMERA ATTN: ACCOUNTS RECEIVABLES	1,674.00
175068	11/07/2013	SCIAC CSU SAN MARCOS	75.00
175069	11/07/2013	JEFFREY SEGAL	1,360.00
175070	11/07/2013	VITAL LINK EDUCATION AND BUSINESS CONSORTIUM	2,000.00
175071	11/07/2013	WESTMINSTER PRESS, INC.	1,829.52
175072	11/07/2013	MICHAEL E. WILSON	11,968.00
175073	11/07/2013	PARMA	100.00
175074	11/07/2013	AT & T MOBILITY	32.50
175075	11/07/2013	SAN DIEGO GAS & ELECTRIC	1,067.15
175076	11/07/2013	SOUTHERN CALIFORNIA GAS CO.	3,058.73
175077	11/07/2013	SOUTHERN CALIFORNIA GAS CO.	45.95
175078	11/07/2013	HIRSCH PIPE & SUPPLY	4,324.90
175079	11/07/2013	INTERSTATE ALL BATTERY CENTER	120.35

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Check Number	Check Date	Pay to the Order of	Check Amount
175080	11/07/2013	IRVINE CHAMBER OF COMMERCE	1,000.00
175081	11/07/2013	IRVINE VALLEY COLLEGE BOOKSTORE No. 895	40,551.45
175082	11/07/2013	LAGUNA BALLET, INC.	10,269.00
175083	11/07/2013	OC TREASURER-TAX COLLECTOR	1,553.00
175084	11/08/2013	AEGIS IDENTITY SOFTWARE INC	3,750.00
175085	11/08/2013	AIR CONTROL SYSTEMS	830.00
175086	11/08/2013	APPLE COMPUTER INC.	1,675.32
175087	11/08/2013	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP	5,606.48
175088	11/08/2013	DELL MARKETING L.P. C/O DELL USA L.P.	27,556.68
175089	11/08/2013	DIV. OF THE STATE ARCHITECT STATE OF CALIFORNIA	750.00
175090	11/08/2013	DIV. OF THE STATE ARCHITECT DSA ACCTS RECEIVABLE	200.90
175091	11/08/2013	DIV. OF THE STATE ARCHITECT DSA ACCTS RECEIVABLE	19.60
175092	11/08/2013	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	62,988.00
175093	11/08/2013	VON MEYER FIRE AND LIFE SAFETY	4,975.00
175094	11/12/2013	ACE SAW & SUPPLY	131.60 *
Reissued on 11/12/2013, Cancel Register # AP11122013A			
175095	11/12/2013	ALLIEDBARTON SECURITY SERVICES	1,463.44 *
Reissued on 11/12/2013, Cancel Register # AP11122013A			
175096	11/12/2013	AV SOLUTIONS	6,100.00 *
Reissued on 11/12/2013, Cancel Register # AP11122013A			
175097	11/12/2013	BAKER & TAYLOR	20.95 *
Reissued on 11/12/2013, Cancel Register # AP11122013A			
175098	11/12/2013	CALIFORNIA STAGE/LIGHTING, INC	37.80 *
Reissued on 11/12/2013, Cancel Register # AP11122013A			
175099	11/12/2013	CANON SOLUTIONS AMERICA, INC.	52.92 *
Reissued on 11/12/2013, Cancel Register # AP11122013A			
175100	11/12/2013	COMPUTER CO-OP	405.33 *
Reissued on 11/12/2013, Cancel Register # AP11122013A			
175101	11/12/2013	COX COMMUNICATIONS	2,052.80 *
Reissued on 11/12/2013, Cancel Register # AP11122013A			
175102	11/12/2013	COX COMMUNICATIONS	2,110.56 *
Reissued on 11/12/2013, Cancel Register # AP11122013A			
175103	11/12/2013	COX COMMUNICATIONS	10.29 *
Reissued on 11/12/2013, Cancel Register # AP11122013A			
175104	11/12/2013	COX COMMUNICATIONS	1,125.70 *
Reissued on 11/12/2013, Cancel Register # AP11122013A			
175105	11/12/2013	CUMMINS-ALLISON CORP.	101.93 *
Reissued on 11/12/2013, Cancel Register # AP11122013A			
175106	11/12/2013	DELL MARKETING L.P. C/O DELL USA L.P.	104.62 *
Reissued on 11/12/2013, Cancel Register # AP11122013A			
175107	11/12/2013	RAJANPAL DHILLON	72.88 *
Reissued on 11/12/2013, Cancel Register # AP11122013A			
175108	11/12/2013	DISCOUNT DANCE SUPPLY CO.	376.95 *
Reissued on 11/12/2013, Cancel Register # AP11122013A			
175109	11/12/2013	MICHAEL K. DOMINIC	360.00 *
Reissued on 11/12/2013, Cancel Register # AP11122013A			
175110	11/12/2013	DUNN-EDWARDS CORPORATION	211.86 *
Reissued on 11/12/2013, Cancel Register # AP11122013A			
175111	11/12/2013	EASTBAY TEAM SPORTS DEPT #5374	3,757.90 *

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Check Number	Check Date	Pay to the Order of	Check Amount
		Reissued on 11/12/2013, Cancel Register # AP11122013A	
175112	11/12/2013	ELENCO ELECTRONICS, INC.	307.89 *
		Reissued on 11/12/2013, Cancel Register # AP11122013A	
175113	11/12/2013	EXPERIAN	127.00 *
		Reissued on 11/12/2013, Cancel Register # AP11122013A	
175114	11/12/2013	FISHER SCIENTIFIC	411.48 *
		Reissued on 11/12/2013, Cancel Register # AP11122013A	
175115	11/12/2013	JACK FROST	105.54 *
		Reissued on 11/12/2013, Cancel Register # AP11122013A	
175116	11/12/2013	FRY'S ELECTRONICS	538.75 *
		Reissued on 11/12/2013, Cancel Register # AP11122013A	
175117	11/12/2013	OFFICEMAX CONTRACT INC.	9,881.34 *
		Reissued on 11/12/2013, Cancel Register # AP11122013A	
175118	11/12/2013	DAIRY DEPOT	111.76 *
		Reissued on 11/12/2013, Cancel Register # AP11122013A	
175119	11/12/2013	ANTIMITE TERMITE & PEST CONTROL	65.00 *
		Reissued on 11/12/2013, Cancel Register # AP11122013A	
175120	11/12/2013	ACE SAW & SUPPLY	131.60
175121	11/12/2013	ALLIEDBARTON SECURITY SERVICES	1,463.44
175122	11/12/2013	AV SOLUTIONS	6,100.00
175123	11/12/2013	BAKER & TAYLOR	20.95
175124	11/12/2013	CALIFORNIA STAGE/LIGHTING, INC	37.80
175125	11/12/2013	CANON SOLUTIONS AMERICA, INC.	52.92
175126	11/12/2013	COMPUTER CO-OP	405.33
175127	11/12/2013	COX COMMUNICATIONS	2,052.80
175128	11/12/2013	COX COMMUNICATIONS	2,110.56
175129	11/12/2013	COX COMMUNICATIONS	10.29
175130	11/12/2013	COX COMMUNICATIONS	1,125.70
175131	11/12/2013	CUMMINS-ALLISON CORP.	101.93
175132	11/12/2013	DELL MARKETING L.P. C/O DELL USA L.P.	104.62
175133	11/12/2013	RAJANPAL DHILLON	72.88
175134	11/12/2013	DISCOUNT DANCE SUPPLY CO.	376.95
175135	11/12/2013	MICHAEL K. DOMINIC	360.00
175136	11/12/2013	DUNN-EDWARDS CORPORATION	211.86
175137	11/12/2013	EASTBAY TEAM SPORTS DEPT #5374	3,757.90
175138	11/12/2013	ELENCO ELECTRONICS, INC.	307.89
		Unpaid Sales Tax	22.39
		Expensed Amount	330.28
175139	11/12/2013	EXPERIAN	127.00
175140	11/12/2013	FISHER SCIENTIFIC	411.48
175141	11/12/2013	JACK FROST	105.54
175142	11/12/2013	FRY'S ELECTRONICS	538.75
175143	11/12/2013	OFFICEMAX CONTRACT INC.	9,881.34
175144	11/12/2013	DAIRY DEPOT	111.76
175145	11/12/2013	ANTIMITE TERMITE & PEST CONTROL	65.00
175146	11/12/2013	XEROX CORPORATION	20,017.51
175147	11/12/2013	XEROX CORPORATION	35.02
175148	11/12/2013	AT & T	70.99
175149	11/12/2013	AT & T	29.29
175150	11/12/2013	AT & T	36.00

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Check Number	Check Date	Pay to the Order of	Check Amount
175151	11/12/2013	AT&T	8.85
175152	11/12/2013	SHERATON GRAND SACRAMENTO	10,630.00
175153	11/12/2013	SOUTHERN CALIFORNIA GAS CO.	32.81
175154	11/12/2013	SOUTHERN CALIFORNIA GAS CO.	1,768.31
175155	11/13/2013	ISA ADNEY INTERNATIONAL, LLC	4,603.50
175156	11/13/2013	G & K SERVICES	185.77
175157	11/13/2013	MARLYS GRODT	2,000.00
175158	11/13/2013	IRVINE RANCH WATER DIST.	13,691.24
175159	11/13/2013	JACKSTIN JACKSON KELLY	12,500.00
175160	11/13/2013	ALEXANDER LEIGH	1,700.00
175161	11/13/2013	MAIN GRAPHICS	550.80
175162	11/13/2013	MOLE-RICHARDSON CO.	605.11
175163	11/13/2013	ORANGE CO. COMMERCIAL PRINTING	1,004.00
175164	11/13/2013	ORANGE COUNTY REGISTER	1,676.84
175165	11/13/2013	DAVID PUFAHL dba NEW VISION CONSTRUCTION	4,963.71
175166	11/13/2013	MOBILIZED TECH SYSTEMS	2,887.40
175167	11/13/2013	ERIK JENSEN WIRED PLANET	675.00
175168	11/13/2013	POSTMASTER	389.12
175169	11/13/2013	QUEST DIAGNOSTICS	1,827.74
175170	11/13/2013	CHARLENE REED	6,900.00
175171	11/13/2013	ROBERT RICKERSON	177.05
175172	11/13/2013	SAFEWAY, INC.	100.67
175173	11/14/2013	GALE SUPPLY COMPANY	47.25
175174	11/14/2013	GEMPLER'S	424.00
175175	11/14/2013	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	1,500.00
175176	11/14/2013	CRAIG HAYWARD	19.95
175177	11/14/2013	INGARDIA BROTHERS PRODUCE, INC.	243.57
175178	11/14/2013	IRVINE VALLEY COLLEGE BOOKSTORE No. 895	1,350.00
175179	11/14/2013	TIMOTHY JEMAL	97.84
175180	11/14/2013	MORITAKA KINA	480.00
175181	11/14/2013	JULIE KIRK	72.88
175182	11/14/2013	KNORR SYSTEMS, INC.	860.12
175183	11/14/2013	DIANE LEWIS	483.44
175184	11/14/2013	LIBRARY ADVANTAGE	70.20
175185	11/14/2013	LONE STAR PERCUSSION	82.33
Unpaid Sales Tax			5.24
Expensed Amount			87.57
175186	11/14/2013	OCEANSIDE PHOTO & TELESCOPE	323.89
175187	11/14/2013	UC REGENTS BIRCH AQUARIUM AT SCRIPPS	154.00
175188	11/14/2013	PHOENIX GROUP	1,698.64
175189	11/14/2013	PURETEC	536.13
175190	11/14/2013	SADDLEBACK GOLF CARS, INC.	51.39
175191	11/14/2013	U.S. DATA TRUST CORPORATION	5,000.00
175192	11/14/2013	UNITED VOLLEYBALL SUPPLY, LLC.	560.03
Unpaid Sales Tax			44.80
Expensed Amount			604.83
175193	11/14/2013	VENTEK INTERNATIONAL	883.70
175194	11/14/2013	WARD'S NATURAL SCIENCE	295.58

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Check Number	Check Date	Pay to the Order of	Check Amount
175195	11/14/2013	AMERICAN ASSOCIATION OF COMMUNITY COLLEGES	8,939.00
175196	11/14/2013	ADVANCE BEAUTY COLLEGE, INC.	52,421.63
175197	11/14/2013	ATRA	395.00
175198	11/14/2013	B & H PHOTO VIDEO REMITTANCE PROCESSING	155.52
		Unpaid Sales Tax	12.44
		Expensed Amount	167.96
175199	11/14/2013	BELL'S INDUSTRIAL SERVICE	127.50
175200	11/14/2013	BLICK ART MATERIALS	96.47
175201	11/14/2013	CHRIS BOOKE	1,020.00
175202	11/14/2013	CDW GOVERNMENT, INC.	228.90
175203	11/14/2013	COLLEGESOURCE, INC.	6,008.00
175204	11/14/2013	DE NAULT'S TRUE VALUE HARDWARE	65.79
175205	11/14/2013	DISPLAYS 2GO	486.30
		Unpaid Sales Tax	33.83
		Expensed Amount	520.13
175206	11/14/2013	DOCTOR'S AMBULANCE SERVICE	290.00
175207	11/14/2013	EARTHLITE MASSAGE TABLES	233.60
175208	11/14/2013	EASTBAY TEAM SPORTS DEPT #5374	1,732.21
175209	11/14/2013	EMCOR/Mesa Energy Systems	643.00
175210	11/14/2013	FEDERAL EXPRESS	144.11
175211	11/14/2013	FOSTER CARE AUXILIARY OF OC	120.00
175212	11/14/2013	FREEWAY AUTO SUPPLY	102.01
175213	11/14/2013	MADELYN JOHNSTON-PLESCIA	150.00
175214	11/14/2013	AUTONATION SHARED SERVICE CTR SOUTH CALIFORNIA	100.43
175215	11/14/2013	SOPHIE MILLER	876.20
175216	11/14/2013	OFFICEMAX CONTRACT INC.	4,673.85
175217	11/14/2013	SHELL FLEET CARD SERVICES PROCESSING CENTER	3,896.13
175218	11/14/2013	CCCWVCA KANOE BANDY, TREASURER	175.00
175219	11/14/2013	AT&T	5,781.15
175220	11/14/2013	AT&T	11.88
175221	11/14/2013	AT&T	11.87
175222	11/14/2013	SAN DIEGO GAS & ELECTRIC	72,678.13
175223	11/14/2013	SOUTHERN CALIFORNIA EDISON CO.	102.13
175224	11/14/2013	JOHN TIMBERLAKE	1,666.67
175225	11/14/2013	HYATT REGENCY SAN FRANCISCO AIRPORT	154.43
175226	11/15/2013	FRESNO CITY COLLEGE FCC CROSS COUNTRY FUND	112.00
175227	11/15/2013	RAMADA INN	1,632.85
175228	11/15/2013	MATTHEW SHERMAN	648.00
175229	11/15/2013	ACCCA	445.00
175230	11/15/2013	AMARA AGUILAR	1,000.00
175231	11/15/2013	BARBARA BLANCHARD	186.07
175232	11/15/2013	ANDREW CRAVEN	621.56
175233	11/15/2013	LINDA FONTANILLA	301.98
175234	11/15/2013	ANNIE GILBERT	496.00
175235	11/15/2013	ERIC HILDEN	25.00
175236	11/15/2013	DR. CRAIG JUSTICE	506.17

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Check Number	Check Date	Pay to the Order of	Check Amount
175237	11/15/2013	DAVIT S. KHACHATRYAN,	172.37
175238	11/15/2013	KEITH SHACKLEFORD	230.81
175239	11/15/2013	EARL PAGAL	57.94
175240	11/15/2013	DONOVAN RAITT	600.00
175241	11/15/2013	SAFEWAY, INC.	11.92
175242	11/15/2013	SMART & FINAL	170.60
175243	11/15/2013	SMART & FINAL	459.47 *
Cancelled on 11/15/2013, Cancel Register # AP11152013H			
175244	11/15/2013	ALVAREZ & MARSAL REAL ESTATE ADVISORY SERV.	850.00
175245	11/15/2013	CAROLINA BIOLOGICAL SUPPLY	267.68
175246	11/15/2013	CDW GOVERNMENT, INC.	5,332.75
175247	11/15/2013	C.E.M. LAB CORP. CIVIL ENGINEERING MATERIAL LAB	1,990.00
175248	11/15/2013	COLLEGESOURCE, INC.	1,312.50
175249	11/15/2013	DELL MARKETING L.P. C/O DELL USA L.P.	2,807.91
175250	11/15/2013	DIGITAL NETWORKS GROUP, INC.	3,439.20
175251	11/15/2013	C.W. DRIVER CONTRACTORS, INC.	87,861.80
175252	11/15/2013	FACILITIES PLANNING & PROGRAM SERVICES, INC	4,190.00
175253	11/15/2013	GROWERS SUPPLY	389.16
		Unpaid Sales Tax	19.92
		Expensed Amount	409.08
175254	11/15/2013	FISHER SCIENTIFIC	16,116.20
175255	11/15/2013	FORESTRY SUPPLIERS, INC.	329.58
		Unpaid Sales Tax	20.72
		Expensed Amount	350.30
175256	11/15/2013	GKKWORKS	8,206.59
175257	11/15/2013	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	12,445.00
175258	11/15/2013	i3 SOLUTIONS	3,450.00
175259	11/15/2013	EPD SOLUTIONS, INC.	8,292.50
175260	11/15/2013	MONOPRICE, INC.	824.50
175261	11/15/2013	NIMBLE CONSULTING	10,500.00
175262	11/15/2013	PARSONS BRINCKERHOFF, INC.	225.00
175263	11/15/2013	PRESIDIO NETWORKED SOLUTIONS	22,695.00
175264	11/15/2013	REDISQ TECHNOLOGIES	3,465.00
175265	11/15/2013	S & B FOODS CATERING DIVISION	108.70
175266	11/15/2013	S & B FOODS CATERING DIVISION	101.14
175267	11/15/2013	S & B FOODS CATERING DIVISION	124.90
175268	11/15/2013	SARGENT WELCH	14,760.57
175269	11/15/2013	SOUTHLAND INSTRUMENTS, INC.	73,829.89
175270	11/15/2013	SYNERGY SOFTWARE SOLUTIONS	7,790.00
175271	11/15/2013	TODD'S INSPECTION TESTING SERV TODD ROBINSON	14,583.00
175272	11/15/2013	U.S. DEMOLITION, INC.	479,240.00
175273	11/15/2013	SMART & FINAL	459.47 *
Reissued on 11/15/2013, Cancel Register # AP11152013I			
175274	11/15/2013	SMART & FINAL	459.47
175275	11/18/2013	ACSIG/EDGE	142,186.24
175276	11/18/2013	ACSIG/EDGE	43,827.42
175277	11/18/2013	HYATT LEGAL	7,387.00
175278	11/18/2013	PRUDENTIAL INSURANCE COMPANY OF AMERICA	27,594.32

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 11/06/2013 through 11/24/2013

Check Number	Check Date	Pay to the Order of	Check Amount
175279	11/18/2013	PRUDENTIAL INSURANCE COMPANY OF AMERICA	15,493.30
175280	11/18/2013	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	1,368,800.00
175281	11/18/2013	UNUM LIFE INSURANCE COMPANY	3,109.18
175282	11/18/2013	UNUM LIFE INSURANCE COMPANY	1,520.75
175283	11/18/2013	UNITED BEHAVIORAL HEALTH U.S. BEHAVIORAL HEALTH PLAN	3,180.87
175284	11/18/2013	ACSIG/EDGE	22,936.93
175285	11/18/2013	ACSIG/EDGE	5,569.56
175286	11/18/2013	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	331,402.00
175287	11/18/2013	LINDSAY STEINRIEDE	342.00
175288	11/18/2013	FENTRISS WINN	624.00
175289	11/18/2013	FENTRISS WINN	1,152.00
175290	11/18/2013	FENTRISS WINN	624.00
175291	11/18/2013	FENTRISS WINN	624.00
175292	11/18/2013	SPECTRUM CHEMICAL MFG. CORP.	397.03
175293	11/18/2013	PACIFIC COACHWAYS	5,547.26
175294	11/18/2013	PASCO SCIENTIFIC	335.00
175295	11/18/2013	PETE'S ROAD SERVICE	338.05
175296	11/18/2013	PHOENIX GROUP	3,921.54
175297	11/18/2013	PINNACLE LANDSCAPE COMPANY	3,918.00
175298	11/18/2013	PROFESSIONAL PERSONNEL LEASING	2,024.55
175299	11/18/2013	QUEZADA PRO LANDSCAPE, INC.	4,860.00
175300	11/18/2013	REGENCY ENTERPRISES INC DBA REGENCY LIGHTING	914.65
175301	11/18/2013	RICOH USA, INC.	1,277.92
175302	11/18/2013	S & B FOODS CATERING DIVISION	698.49
175303	11/18/2013	S & B FOODS CATERING DIVISION	859.68
175304	11/18/2013	S.O.S. SURVIVAL PRODUCTS	192.70
175305	11/18/2013	GUISELLE SCOTT	140.00
175306	11/18/2013	SCOTT, JARED	200.00
175307	11/18/2013	SEHI PROCOMP COMPUTER PRODUCTS	3,059.35
175308	11/18/2013	SOUTH COAST FAMILY MEDI-CENTER, INC.	235.00
175309	11/18/2013	STAR MAINTENANCE SUPPLY	200.23
175310	11/18/2013	TASER INTERNATIONAL, INC.	1,452.37
175311	11/18/2013	TENNIS WAREHOUSE (TEAM SALES)	459.70
175312	11/18/2013	TNR TECHNICAL, INC.	1,093.01
175313	11/18/2013	TRI-CITY TECHNOLOGIES	109.99
175314	11/18/2013	TROXELL COMMUNICATIONS, INC.	2,041.20
175315	11/18/2013	ULINE ATTN: ACCOUNTS RECEIVABLE	159.39
175316	11/18/2013	ULINE, INC. ATTN: ACCOUNTS RECEIVABLE	105.91
175317	11/18/2013	UNITED INTERIORS	2,386.34
175318	11/18/2013	UNITED SITE SERVICES OF CALIFORNIA, INC.	275.32
175319	11/18/2013	USA MOBILITY WIRELESS, INC.	65.10
175320	11/18/2013	LAURIE M. VARTANIAN dba RELIABLE RESPONSE	700.00
175321	11/18/2013	VILLAGE NURSERIES	184.16
175322	11/18/2013	VISTA PAINT CORPORATE OFFICE	46.96
175323	11/18/2013	VWR INTERNATIONAL, INC.	99.69
175324	11/18/2013	WORLDWIDE RECOVERY SYSTEMS, INC.	154.00
175325	11/18/2013	YALE/CHASE EQUIPMENT AND SERVICES, INC.	622.31
175326	11/18/2013	RICHARD SNEED	314.70

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Checks Dated 11/06/2013 through 11/24/2013

Check Number	Check Date	Pay to the Order of	Check Amount
175327	11/18/2013	KATE ALDER	176.22
175328	11/18/2013	CAROL BANDER	845.08
175329	11/18/2013	ZINA BORATYNEC	632.00
175330	11/18/2013	JODI CAGGIANO	125.00
175331	11/18/2013	JERILYN CHUMAN	1,087.86
175332	11/18/2013	CME ASSOCIATES	915.00
175333	11/18/2013	KIM D'ARCY	480.00
175334	11/18/2013	CASHIER DEPT. OF PESTICIDE REGULATION	30.00
175335	11/18/2013	TERESA FLUEGEMAN	405.29
175336	11/18/2013	MONICA FRIEDRICH	230.88
175337	11/18/2013	GCCCD AUXILIARY ATTN: JSPAC COORDINATOR	200.00
175338	11/18/2013	GCCCD AUXILIARY ATTN: JSPAC COORDINATOR	200.00
175339	11/18/2013	ALICE GRIFFIN	55.00
175340	11/18/2013	RANDY HEUSER	71.88
175341	11/18/2013	KRIS JONES	500.00
175342	11/18/2013	TONY LIPOLD	668.00
175343	11/18/2013	ARDITH LYNCH	1,000.00
175344	11/18/2013	CASEY MOIR	45.00
175345	11/18/2013	BRETT MYHREN	584.58
175346	11/18/2013	KEVIN O'CONNOR	994.06
175347	11/18/2013	SAN JOAQUIN DELTA COLLEGE ATTN: DIANNA MILLER	50.00
175348	11/18/2013	SAN JOAQUIN DELTA COLLEGE ATTN: DIANNA MILLER	50.00
175349	11/18/2013	SUMMIT PROFESSIONAL EDUCATION LLC	338.00
175350	11/18/2013	NATALIE J. TIMPSON	27.66
175351	11/18/2013	CLAIRE TRACEY	27.66
175352	11/18/2013	DIV. OF THE STATE ARCHITECT STATE OF CALIFORNIA	42,850.00
175353	11/19/2013	THE MICHAEL HINGSON GROUP, INC	5,000.00
175354	11/19/2013	A TO Z CIRCUIT BREAKERS	87.91
175355	11/19/2013	ALLIEDBARTON SECURITY SERVICES	1,480.07
175356	11/19/2013	AMTECH ELEVATOR SERVICES	50.00
175357	11/19/2013	ANDERSON'S DOOR SERVICE INC	615.00
175358	11/19/2013	APEX TENT & PARTY CORP	203.57
175359	11/19/2013	ARAMARK UNIFORM SERVICES	156.81
175360	11/19/2013	ADVANTA ENERGY C/O AVIVA ENERGY CORP	800.00
175361	11/19/2013	AIRPORT VAN RENTAL SOLUTIONS	517.26
175362	11/19/2013	B & H PHOTO VIDEO REMITTANCE	404.12
		PROCESSING	
		Unpaid Sales Tax	32.33
		Expensed Amount	436.45
175363	11/19/2013	SHERRI J. BANES	53.65
175364	11/19/2013	KEVIN BANKSON	70.00
175365	11/19/2013	CAL BUILDING SYSTEMS	1,223.52
175366	11/19/2013	CANON SOLUTIONS AMERICA, INC.	29.70
175367	11/19/2013	ZAC CHANDLER	80.00
175368	11/19/2013	CINTAS DOCUMENT MANAGEMENT	120.00
175369	11/19/2013	COLLEGE OF THE DESERT	300.00
175370	11/19/2013	SOBOBA BAND OF LUISENO INDIANSdba THE COUNTRY CLUB	300.00
175371	11/19/2013	COX COMMUNICATIONS	2,383.04

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Checks Dated 11/06/2013 through 11/24/2013

Check Number	Check Date	Pay to the Order of	Check Amount
175372	11/19/2013	COMPUTER SPORTS MEDICINE, INC.	500.00
175373	11/19/2013	D4 SOLUTIONS INC.	2,146.94
175374	11/19/2013	DAWN SIGN PRESS	189.87
175375	11/19/2013	WILLIE DE LA BARCENA	40.00
175376	11/19/2013	DUNN-EDWARDS CORPORATION	3,274.13
175377	11/19/2013	EBERHARD EQUIPMENT	111.51
175378	11/19/2013	ECOLOGICAL FERTIGATION INC	702.45
175379	11/19/2013	ECONOMIC ALTERNATIVES, INC.	11,568.68
175380	11/19/2013	ARNETTE EDWARDS	180.00
175381	11/19/2013	EMCOR/Mesa Energy Systems	1,339.00
175382	11/19/2013	EVIDENCE-BASED, INC	304.45
175383	11/19/2013	EWING IRRIGATION PRODUCTS	114.15
175384	11/19/2013	FISHER SCIENTIFIC	848.66
175385	11/19/2013	KATE FUENTES	120.00
175386	11/19/2013	TREY HANNULA	50.00
175387	11/19/2013	STEPHEN HENKLE	160.00
175388	11/19/2013	KELVIN A. MOTA	280.00
175389	11/19/2013	RCC GOLF TRUST RIVERSIDE CITY COLLEGE	300.00
175390	11/19/2013	S & B FOODS CATERING DIVISION	185.76
175391	11/19/2013	KELLIE COONEY	350.00
175392	11/19/2013	DAIRY DEPOT	62.32
175393	11/19/2013	AT & T	63.11
175394	11/19/2013	JULIE A. PAGE	750.00
175395	11/19/2013	SOUTHERN CALIFORNIA EDISON CO.	1,788.80
175396	11/19/2013	SOUTHERN CALIFORNIA EDISON CO.	9,638.84
175397	11/19/2013	SOUTHERN CALIFORNIA EDISON CO.	22,096.28
175398	11/19/2013	VERIZON	128.82
175399	11/19/2013	SO. ORANGE CO. COMM. COL. DIST	2,973.42
175400	11/19/2013	GREAT WOLF LODGE	1,469.36
175401	11/19/2013	MARY ANSTADT	12.37
175402	11/19/2013	GILLIAN ASHTON	61.02
175403	11/19/2013	BARBARA CAREY	95.70
175404	11/19/2013	COONEY, NATALIE	115.03
175405	11/19/2013	CAROLINE DURDELLA	77.97
175406	11/19/2013	TERESA FLUEGEMAN	102.83
175407	11/19/2013	SARA FRAZIER	15.26
175408	11/19/2013	GRACE GARCIA	23.03
175409	11/19/2013	JIM GASTON	239.20
175410	11/19/2013	DENNIS GORDON	66.11
175411	11/19/2013	ESTER GRAHAM	15.26
175412	11/19/2013	GEORGINA GUY	48.16
175413	11/19/2013	PATTY HELTON	61.02
175414	11/19/2013	ALEX ISAI C/O FMO DEPT	13.27
175415	11/19/2013	DAVIT S. KHACHATRYAN,	86.14
175416	11/19/2013	KEN KINDER	46.44
175417	11/19/2013	SUSAN KWAN	7.63
175418	11/19/2013	TONI LAKOW	80.29
175419	11/19/2013	SHARON LOUIE	14.63
175420	11/19/2013	LORI MANGELS	183.06

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Checks Dated 11/06/2013 through 11/24/2013

Check Number	Check Date	Pay to the Order of	Check Amount
175421	11/19/2013	TRACY MC CONNELL	27.87
175422	11/19/2013	FRANCES MILLER	94.45
175423	11/19/2013	ANNA MINNIECE	19.63
175424	11/19/2013	SANDRA POPE	45.77
175425	11/19/2013	LOUIS SESSLER	123.97
175426	11/19/2013	SOKHA SONG	67.29
175427	11/19/2013	BRUCE HAGAN	86.45
175428	11/20/2013	GALE SUPPLY COMPANY	448.20
175429	11/20/2013	GOOD SPORTS, INC.	29.00
175430	11/20/2013	GOVERNET c/o BIBBY SERVICES	9,630.00
175431	11/20/2013	HILLYARD FLOOR CARE SUPPLY HILLYARD/LOS ANGELES	300.38
175432	11/20/2013	HOME DEPOT CREDIT SERVICES	2,667.56
175433	11/20/2013	HORIZON	2,004.48
175434	11/20/2013	JOHNSON CONTROLS, INC.	46,746.00
175435	11/20/2013	MAIN GRAPHICS	401.76
175436	11/20/2013	MICHAEL LOWELL MC CORMICK	215.12
175437	11/20/2013	MC FADDEN-DALE INDUSTRIAL HARDWARE LLC	19.61
175438	11/20/2013	MCGRAW-HILL COMPANIES	302.04
175439	11/20/2013	McLOGAN SUPPLY COMPANY, INC.	38.49
175440	11/20/2013	McMASTER CARR SUPPLY CO.	313.76
175441	11/20/2013	MICRO CENTER A/R	399.56
175442	11/20/2013	MOORE MEDICAL, LLC	329.49
175443	11/20/2013	AEROFUND FINANCIAL, INC.	359.40
175444	11/20/2013	POSTMASTER	21,900.00
175445	11/20/2013	SMART & FINAL	85.13
175446	11/20/2013	SOUTHERN CALIFORNIA GAS CO.	9,716.62
175447	11/20/2013	SMART & FINAL	560.17
175448	11/20/2013	PACIFIC COACHWAYS	4,057.12
175449	11/20/2013	PITNEY BOWES INC.	791.00
175450	11/20/2013	POCKET NURSE ENTERPRISES, INC.	139.50
Unpaid Sales Tax			9.36
Expensed Amount			148.86
175451	11/20/2013	LARRY RADDEN	45.98
175452	11/20/2013	DONNA RANE-SZOSTAK	18.82
175453	11/20/2013	SO COAST A.Q.M.D.	109.00
175454	11/20/2013	SYSCO RIVERSIDE INC	456.91
175455	11/20/2013	UNISOURCE WORLDWIDE INC.	709.13
175456	11/20/2013	LARRY WARD	35.49
175457	11/20/2013	SASHIKO WEIDENKOPF	522.52
175458	11/20/2013	JACQUELINE ZIMBALIST	172.11
175459	11/20/2013	BECKY THOMAS	50.00
175460	11/20/2013	KAITLYN PIETRAS	349.34
175461	11/21/2013	ACCCA	175.00
175462	11/21/2013	LOIS DI ALTO	96.20
175463	11/21/2013	JULIANNA FRENCH	525.09
175464	11/21/2013	JIM GASTON	332.12
175465	11/21/2013	BONNIE JOY MASSEY	435.00
175466	11/21/2013	MARK MINKLER	1,366.24

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Checks Dated 11/06/2013 through 11/24/2013

Check Number	Check Date	Pay to the Order of	Check Amount
175467	11/21/2013	JOHN OZUROVICH	82.70
175468	11/21/2013	GARY RYBOLD	525.09
175469	11/21/2013	SAN JOAQUIN DELTA COLLEGE ATTN: DIANNA MILLER	50.00
175470	11/21/2013	SAN JOAQUIN DELTA COLLEGE ATTN: DIANNA MILLER	50.00
175471	11/21/2013	SAN JOAQUIN DELTA COLLEGE ATTN: DIANNA MILLER	50.00
175472	11/21/2013	TIFFANY TRAN	957.99
175473	11/21/2013	CHRISTOPHER WILKINSON	181.00
175474	11/21/2013	YCCD FOR CCC REGISTRY JOB FAIRATTEN: NANCY HOLMES	2,830.00
175475	11/21/2013	PENN CORPORATE RELOCATION SERVICES, INC.	240.00
175476	11/21/2013	PLASTIC & METAL CENTER, INC.	70.20
175477	11/21/2013	LINDSEY POLLAK	5,000.00
175478	11/21/2013	POWER MUSIC, INC	188.83
Unpaid Sales Tax			13.65
Expensed Amount			202.48
175479	11/21/2013	R2A ARCHITECTURE	5,399.17
175480	11/21/2013	JAMES ROGERS	51.82
175481	11/21/2013	S & B FOODS CATERING DIVISION	358.56
175482	11/21/2013	S & B FOODS CATERING DIVISION	8.64
175483	11/21/2013	S & B FOODS CATERING DIVISION	8.64
175484	11/21/2013	SAFEGUARD BUSINESS SYSTEMS	50.41
175485	11/21/2013	SCANTRON CORPORATION	1,449.00
175486	11/21/2013	STARS ONLINE	16,987.00
175487	11/21/2013	SHRED-IT USA-SAN DIEGO	112.88
175488	11/21/2013	SIGNS PLUS	282.93
175489	11/21/2013	STAR MAINTENANCE SUPPLY	851.73
175490	11/21/2013	JOVAN STOJANOVSKI	43.31
175491	11/21/2013	TIM SWISS	127.74
175492	11/21/2013	TOWN & COUNTRY GLASS	205.00
175493	11/21/2013	UNITED SITE SERVICES OF CALIFORNIA, INC.	140.24
175494	11/21/2013	USA SCIENTIFIC ACCOUNTS RECEIVABLES	725.03
175495	11/21/2013	WATER TECH AG SUPPLY	2,519.20
175496	11/21/2013	KATHLEEN WERLE	55.99
175497	11/21/2013	BRIAN WALKER	350.00
175498	11/21/2013	ERICA WARRINGTON	350.00
175499	11/21/2013	APPLE COMPUTER INC.	42.12
175500	11/21/2013	CALIBER PAVING COMPANY INC	7,263.00
175501	11/21/2013	DELL MARKETING L.P. C/O DELL USA L.P.	23,843.99
175502	11/21/2013	DIRECT SYSTEMS SUPPORT	9,136.50
175503	11/21/2013	ENAMIX, INC.	6,400.00
175504	11/21/2013	FISHER SCIENTIFIC	6,986.57
175505	11/21/2013	JACKSON, DE MARCO, TIDUS, & PECKENPAUGH	31,345.40
175506	11/21/2013	EPD SOLUTIONS, INC.	1,897.50
175507	11/21/2013	NEUDESIC, LLC	76,460.00
175508	11/21/2013	PENCO ENGINEERING	2,502.00
175509	11/21/2013	STRATA INFORMATION GROUP	19,316.52
175510	11/21/2013	APRIL D. SAYEGH	600.00
175511	11/22/2013	AAA ACCESS SMOG	50.00
175512	11/22/2013	ABC SCHOOL EQUIPMENT, INC.	1,652.40

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Checks Dated 11/06/2013 through 11/24/2013

Check Number	Check Date	Pay to the Order of	Check Amount
175513	11/22/2013	AIR SOURCE INDUSTRIES, INC.	237.18
175514	11/22/2013	ALICE ANDERSON	500.00
175515	11/22/2013	APPLE COMPUTER INC.	5,406.36
175516	11/22/2013	ARAMARK UNIFORM SERVICES	156.81
175517	11/22/2013	ASCAP	9,171.95
175518	11/22/2013	AIRPORT VAN RENTAL SOLUTIONS	706.44
175519	11/22/2013	B & H PHOTO VIDEO REMITTANCE PROCESSING	177.00
		Unpaid Sales Tax	14.16
		Expensed Amount	191.16
175520	11/22/2013	BENNETT PRODUCTIONS UNLIMITED	3,580.00
175521	11/22/2013	BERTRAND'S MUSIC	325.05
175522	11/22/2013	BOUNDTREE MEDICAL	405.24
175523	11/22/2013	BSN SPORTS	1,084.21
175524	11/22/2013	BUDOMART AMERICA	1,673.78
175525	11/22/2013	TOD A. BURNETT	65.30
175526	11/22/2013	CALIFORNIA ESCROW ASSOCIATION	40.00
175527	11/22/2013	CALIFORNIA STAGE/LIGHTING, INC	1,139.18
175528	11/22/2013	CAL BUILDING SYSTEMS	124.38
175529	11/22/2013	CALED (CA ASSOCIATION FOR LOCAL ECONOMIC DEVELOPMENT)	80.00
175530	11/22/2013	CENGAGE LEARNING	4,548.24
175531	11/22/2013	CINTAS CORPORATION	140.00
175532	11/22/2013	CITRIX ONLINE	1,740.60
175533	11/22/2013	CLARK SECURITY PRODUCTS	1,038.56
175534	11/22/2013	CLUB CAR, INC.	220.41
175535	11/22/2013	BARBARA COX	131.52
175536	11/22/2013	CR&R	2,461.00
175537	11/22/2013	CR&R	1,185.00
175538	11/22/2013	CROWN FENCE	1,606.00
175539	11/22/2013	DEMCO INC.	154.92
175540	11/22/2013	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE, CASHIERING	155.00
175541	11/22/2013	DHARMA TRADING CO.	437.39
175542	11/22/2013	DISH NETWORK	69.85
175543	11/22/2013	DIVERSIFIED BUSINESS SERVICES	522.55
175544	11/22/2013	DIVERSIFIED BUSINESS SERVICES	395.75
175545	11/22/2013	DRACAST INC.	4,631.69
175546	11/22/2013	MARISSA K. DRAMMISSI	750.00
175547	11/22/2013	DUNN-EDWARDS CORPORATION	216.38
175548	11/22/2013	EASTBAY TEAM SPORTS DEPT #5374	2,316.55
175549	11/22/2013	FEDERAL EXPRESS	66.10
175550	11/22/2013	FREY SCIENTIFIC	699.02
175551	11/22/2013	OFFICEMAX CONTRACT INC.	2,664.44
175552	11/22/2013	ERIN DELUCA	350.00
175553	11/22/2013	DAIRY DEPOT	55.58
175554	11/22/2013	OFFICEMAX CONTRACT INC.	531.47
Total Number of Checks			608
			4,164,252.04

Includes checks for only Bank Account COUNTY

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Checks Dated 11/06/2013 through 11/24/2013

Check Number	Check Date	Pay to the Order of	Check Amount												
			<table><tr><td></td><td>Count</td><td>Amount</td></tr><tr><td>Cancel</td><td>1</td><td>459.47</td></tr><tr><td>Reissue</td><td>27</td><td>30,505.76</td></tr><tr><td>Net Issue</td><td></td><td>4,133,286.81</td></tr></table>		Count	Amount	Cancel	1	459.47	Reissue	27	30,505.76	Net Issue		4,133,286.81
	Count	Amount													
Cancel	1	459.47													
Reissue	27	30,505.76													
Net Issue		4,133,286.81													

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	509	2,645,542.91
12	Child Development Fund	11	2,729.47
40	Capital Outlay Fund	52	1,122,051.24
68	Self-Insurance Fund	4	3,161.87
71	Retiree Benefit Fund	4	360,223.19
Total Number of Checks		580	4,133,708.68
Less Unpaid Sales Tax Liability			421.87
Net (Check Amount)			4,133,286.81

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Checks Dated 11/06/2013 through 11/24/2013

Check Number	Check Date	Pay to the Order of	Check Amount
010856	11/08/2013	GREGORY J. ATWOOD THE GLASS SPECTRUM	900.00
010857	11/08/2013	COHEN-NAGLESTAD ENTERPRISES LLC	163.50
010858	11/08/2013	DATA TO DESIGN	825.00
010859	11/08/2013	FENG SHUI SOLUTIONS KARTAR DIAMOND	50.00
010860	11/08/2013	KAYLAA FOX	1,219.00
010861	11/08/2013	GOOD TIMES TRAVEL, INC.	1,845.00
010862	11/08/2013	MASTERS NOTARY ACADEMY	630.00
Total Number of Checks			7
			5,632.50

Includes checks for only Bank Account SC-CMED

Fund Summary

Fund	Description	Check Count	Expensed Amount
09	SC Community Education Fund	7	5,632.50
	Total Number of Checks	7	5,632.50
	Less Unpaid Sales Tax Liability		.00
	Net (Check Amount)		5,632.50

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

ESCAPE ONLINE

Page 1 of 1

Checks Dated 11/06/2013 through 11/24/2013

Check Number	Check Date	Pay to the Order of	Check Amount
009188	11/08/2013	BRUBAKER, REBECCA MAY	18.83
009189	11/08/2013	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	62,067.19 *
009190	11/08/2013	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	3,446.44 *
009191	11/08/2013	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	31,082.08 *
009192	11/15/2013	AVALON TENT & PARTY	392.05
009193	11/15/2013	IRVINE VALLEY COLLEGE	735.00
Total Number of Checks			6 97,741.59

Includes checks for only Bank Account IVC-CMED

	Count	Amount
Cancel	3	96,595.71
Net Issue		1,145.88

Fund Summary

Fund	Description	Check Count	Expensed Amount
07	IVC Community Education Fund	3	1,145.88
Total Number of Checks		3	1,145.88
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			1,145.88

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.

ESCAPE ONLINE

Page 1 of 1

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

BACKGROUND

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

STATUS

For the current reporting period ending November 30, 2013, and in accordance with Administrative Regulation 3101, the Transfer of Budget Appropriations are summarized on EXHIBIT A and presented for ratification.

RECOMMENDATION

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TRANSFER OF BUDGET APPROPRIATIONS SUMMARY

For the period 11-01-13 to 11-30-13

General Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
1000	Academic Salaries	\$7,978	
2000	Classified Salaries		\$24,395
3000	Fringe Benefits	\$12,505	
4000	Books and Supplies	\$18,617	
5000	Other Operating Expenses & Services	\$109,654	
6000	Capital Outlay		\$81,404
7000	Other Outgo		\$42,955
Total Transfers - General Fund		<u>\$148,754</u>	<u>\$148,754</u>
Total Transfers		<u>\$148,754</u>	<u>\$148,754</u>

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Gifts to the District and Foundations

ACTION: Approval

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

DONATIONS
December 16, 2013

SADDLEBACK COLLEGE

Gift	Donated By:
Art Supplies	Jerry Dyer

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**ITEM: 5.14**
DATE: 12/16/13

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: November 2013 Contracts

ACTION: Ratification

BACKGROUND

On January 16, 2007, the board authorized the Chancellor/designee to approve individual business contracts up to a maximum limit of \$100,000, with the following exceptions: contracts involving bid limits, the Chancellor/designee shall be limited to less than \$15,000 for public works projects and \$83,400 for equipment, supplies and maintenance projects. During November 2013, the following contracts were reviewed and approved by the Vice Chancellor of Business Services, following review by legal counsel, when appropriate.

CONTRACTOR NAME**CONTRACT AMOUNT**

Core Support Systems Agreement – For semi-annual service on air conditioning units located in District IT Server Room. District Services	\$39,631.98
Penn Corporate Relocation Services Independent Contractor Agreement – To relocate office staff from Building A-200 and Building A-400 to Life Sciences Building.. Irvine Valley College	\$24,866.06
AK Constructors, Inc. Agreement – To remove archway outside of PE 200. Irvine Valley College	\$18,940.00
CDW Government Iformacast Mobile Software License Agreement – For renewal of emergency broadcast through the phone network for both campuses. IVC & Saddleback College	\$17,351.00
Environment Planning Development Solutions, Inc. Independent Contractor Agreement – To perform Paleontological monitoring and related management services for the new Sciences Building at Saddleback College. District Services	\$14,000.00

DB Mechanical Inc. Agreement – For exterior repair of A300. Irvine Valley College	\$12,895.00
Meridian IT Statement of Work – For virtual desktop infrastructure. Start date 10/25/13 and ending 12/13/13 District Services	\$12,000.00
Beach Paving, Inc. Agreement – For repairs of Parking Lot 2, Power House 4 and Police Department. Irvine Valley College	\$11,800.00
RPM Consulting Independent Contractor Agreement – For consulting services related to GASB 43 & 45 compliance and the District's OPEB trust. District Services	\$11,000.00
SCJCD/CTE Employment Survey Agreement – To gather information on employment outcomes for students participating in the CTE programs at California community colleges. Irvine Valley College	\$10,052.00
Roth Carney APC Amendment No. 1 – For additional funds needed for ongoing investigative services. The original contract amount is \$80,000 and the total revised contract amount is \$90,000. District Services	\$10,000.00
Lee Armstrong Company Inc. Agreement – To replace flooring in HS-102. Saddleback College	\$9,887.00
Market-based Solutions Agreement – To purchase SCAQMD Rule 2202 emission credits. Irvine Valley College	\$8,134.40
Caliber Paving Company, Inc. Agreement – To complete ATEP asphalt repair. Irvine Valley College	\$7,263.00
New Vision Construction Agreement – To demo wall for furniture installation and install new windows at Community Ed. Saddleback College	\$6,494.83

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

Dispeker Artists Engagement Agreement – For the engagement of artists on 2/6/14 (Master Class) and 2/7/14 (Recital). Irvine Valley College	\$6,000.00
Essence Entertainment Independent Contractor Agreement – For blanket purchase order for guest artist (actors and musicians) for the 2013/2014 IVC Theatre Department season. Irvine Valley College	\$6,000.00
Essence Entertainment Independent Contractor Agreement – For dancers for the productions of “Perspectives” and “Nutcracker”. Irvine Valley College	\$5,500.00
AVID Center Implementation Agreement – For annual membership and license fee to support the program for student readiness. Saddleback College	\$5,250.00
The Michael Hingston Group, Inc. Independent Contractor Agreement – To perform as a Distinguished Academic Lecture Series Guest Speaker “Speaking with Vision”. Irvine Valley College	\$5,000.00
Maria Simpson Independent Contractor Agreement – To work with VPI in planning for meetings, etc. and developing strategies. Saddleback College	\$5,000.00
Vital Link Independent Contractor Agreement – To facilitate the exhibit logistics and implementation of the First Lego League Competition. Irvine Valley College	\$4,875.00
Parsons Brinkerhoff Amendment No. 3 – To provide labor compliance services for the Life Sciences project. Irvine Valley College	\$4,065.00
Employment Development Department Trade Act Educational Agreement – To participate in a project to obtain/provide educational training services to enhance student job skills to lead to employment opportunities. Irvine Valley College	\$3,425.00

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

Employment Development Department Trade Act Educational Agreement – To participate in a project to obtain/provide educational training services to enhance student job skills to lead to employment opportunities. Irvine Valley College	\$3,055.14
gkkworks Agreement – To provide Final Project Proposals Update services for Saddleback College Gateway Building and Irvine Valley College Fine Arts Building projects. District Services	\$3,040.00
Williams Recording Independent Contractor Agreement – For the recording of the Music Department concerts for the 2013-2014 season. Irvine Valley College	\$3,000.00
In-N-Out Burger Mobile Unit Agreement – To provide food for Homecoming 2014 on 2/11/14. Irvine Valley College	\$2,596.00 (ASG)
Deann Burch Independent Contractor Agreement – To provide services for CA Career Café by modifying and creating content for the CAP project. Irvine Valley College	\$2,000.00
H2 Environment Consulting Services, Inc. Agreement – To provide consultant services for the Central Plant Upgrades for the Saddleback College Sciences Building Project. District Services	\$1,800.00
Nabih Youssef & Associates Independent Contractor Agreement – To evaluate existing structural conditions of the Saddleback College TAS Building North and South Wing and provide report. District Services	\$1,800.00
Musser & Associates Independent Contractor Agreement – To move an optics table from B311 at IVC to a storage container at ATEP. Irvine Valley College	\$1,600.00

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

Phoenix Group Information Systems Service Agreement – For ongoing citation processing for parking citations. Saddleback College	\$1,443.00
Aramark Uniform Services Service Agreement – For shop rags for Fine Arts. Saddleback College	\$1,100.00
Schneider Electric Time & Material Authorization – To resolve data center battery backup system problem. District Services	\$920.00
Donovan Raitt Independent Contractor Agreement – To provide musician services for the production of “Footloose”. Irvine Valley College	\$600.00
April Sayegh Independent Contractor Agreement – For curriculum consultation and development of Department of Theatre Arts. Saddleback College	\$600.00
Dramatists Play Services, Inc Nonprofessional License – For stage performance rights of “Crimes of the Heart”. Irvine Valley College	\$525.00
Jack Hartin Photographic Arts Independent Contractor Agreement – For Performing Arts photography on December 6, 2013. Irvine Valley College	\$351.00
Le Paige Independent Contractor Agreement – To provide live music for Homecoming 2014. Irvine Valley College	\$350.00
Big Bear Mountain Resorts Agreement – To provide ticket vouchers for purchase to the winter program at Big Bear Mountain. Irvine Valley College	\$340.00

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

R.M. Systems, Inc. Agreement – For fire alarm installation and monitoring. Irvine Valley College	\$220.00
Michael Kaufman Independent Contractor Agreement – To perform as a guest artist for the music program on 11/7/13. Saddleback College	\$200.00
Brendan White Independent Contractor Agreement – To perform as a guest artist for the music program on 11/7/13. Saddleback College	\$200.00
Matias Loyola Independent Contractor Agreement – To perform as musician for the production of “Metamorphoses” on 11/7/13-11/10/13. Saddleback College	\$200.00
Public Economics Independent Contractor Agreement – For consulting services regarding former redevelopment agencies and site development. District Services	Amount based on cost recovery
Mission Dermatology Center, Inc (Rancho Santa Margarita) Agreement – To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College	\$0.00
Mission Dermatology Center, Inc (San Clemente) Agreement – To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College	\$0.00
NVision Laguna Hills Agreement – To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College	\$0.00
MedX Healthcare, Inc. Agreement – To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College	\$0.00

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

Newport Children's Medical Group Agreement – To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College	\$0.00
The Retina Institute Agreement – To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College	\$0.00
Nohemy Orneles Amendment #1 – To extend contract term to complete reports, conduct a Financial Aid Office audit and submit recommendations. Irvine Valley College	\$0.00

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Resolution to Support Application for *Community College Pathway to Law School* Initiative

ACTION: Approval

BACKGROUND

The State Bar's Council on Access & Fairness is in the process of establishing agreements with 20 community colleges and 4 law schools whereby the laws would guarantee priority enrollment or admission to community college students who meet certain criteria. Pursuant to a letter dated Sept. 30, 2013, the State Bar of California has invited each California Community College to submit a Letter of Interest to be considered to participate in this diversity outreach pipeline initiative titled the *Community College Pathway to Law School*. The application process requires a resolution to be approved by the SOCCCD Board of Trustees.

STATUS

In order to comply with the requirements to be considered for the *Community College Pathway to Law School*, IVC requests the SOCCCD Board of Trustees consider and approve the Resolution. The proposed Resolution marked as Exhibit A, sets forth reasons why IVC is a strong candidate for this initiative. IVC's diverse student population and robust Paralegal and Administration of Justice programs pave an avenue for student success and transfer.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Resolution to support its participation in the *Community College Pathway to Law School* initiative.

**RESOLUTION OF THE SOUTH ORANGE COUNTY COMMUNITY
COLLEGE DISTRICT IN SUPPORT OF
IRVINE VALLEY COLLEGE TO SUBMIT LETTER OF INTEREST FOR THE
STATE BAR OF CALIFORNIA INITIATIVE PATHWAY TO LAW SCHOOL 2+2+3**

Resolution #13-44

WHEREAS, the State of California is a majority-minority state with approximately 60 percent of its population made up of persons from racial-ethnic minority groups, while the California State Bar is made up of approximately 20 percent racial-ethnic minority lawyers.

WHEREAS, the community college system, with 112 community colleges, has the largest and most diverse student population of the three post-secondary public systems in California, with 60 to 70 percent of its population are students of color.

WHEREAS, studies show that diversity in the legal and judicial system is a priority for public trust and confidence and the appearance of fairness in the courts. Attorneys make up the majority of elected officials and other key local, state, and national leaders, and it is equally important that those leaders represent the rich diversity of California. In an increasing global economy, attorneys representing key entities should embody and have sensitivity to clients from diverse backgrounds in order to respond to global business demands. Attorneys directly representing clients should also reflect the rich diversity of the state population to the extent possible in order to maximize cultural sensitivity and public faith in the legal profession.

WHEREAS, the State Bar of California through its Council on Access and Fairness established the *Community College Pathway to Law School Diversity Pipeline Initiative* (also referred to as “2+2+3”) to create a pathway for community college students. The model requires the development of or affirming existing articulation agreements between community colleges and the four-year undergraduate institutions, and developing an admissions agreement between the community colleges and law schools. Twenty (20) community colleges will be selected for this ten (10) year pilot program. Students regardless of ethnicity/race from the selected community colleges would be guaranteed admission or priority enrollment if they achieve specific criteria such as completing certain community college courses that are based on the Shultz-Zedeck Lawyering Competencies (Effectiveness Factors), achieving specified grade point averages, and obtaining predetermined Law School Admissions Test (L.S.A.T.) scores. Support for the students, including mentoring, pre-law activities, counseling, internships, and possibly scholarships, would be developed as part of the Initiative in order to provide students with the best possible chance for success on the L.S.A.T., in law school, and in the legal profession.

WHEREAS, Irvine Valley College educates a diverse student population, and has a strong record of student success. IVC has a 57% transfer rate which is the second highest in the state of California and is 61% ethnically diverse. IVC has a strong International Student and Veterans program. We recently established a well funded Veterans Center and are a Veteran friendly school. Our students work, take care of family and successfully complete their courses with our support. We have a Pre-law club, Administration of Justice club, Paralegal and Administration of

Justice Program as well as a complete law section in our library. We are committed to legal education and are well situated through our close proximity to Orange County law firms, local courts and county government centers to serve the interests of students pursuing an education in law.

WHEREAS, Irvine Valley College is committed to providing our students with educational opportunities beyond their time at our college, including pursuing a meaningful career in the legal profession, IVC also shares the State Bar's goal of a diverse legal profession to serve the needs of our diverse state and the diverse communities that IVC serves in Orange County.

THEREFORE, BE IT RESOLVED, that Irvine Valley College wishes to submit a Letter of Interest to be selected among the 20 community colleges for this innovative initiative.

RESOLUTION ADOPTED AND APPROVED BY THE SOCCCD BOARD OF TRUSTEES

Dated: _____, 2013

Nancy M. Padberg, Board President

William O. Jay, Member

Marcia Milchiker, Clerk

Timothy Jemal, Member

T.J. Prendergast, Vice President

James R. Wright, Member

David B. Lang, Member

Gary L. Poertner, Chancellor
and Secretary to the Governing Board

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Resolution to Support Application for *Community College Pathway to Law School* Initiative

ACTION: Approval

BACKGROUND

The State Bar of California, through its Council on Access and Fairness, has created an extraordinary opportunity for 20 community colleges in California to be selected as participants in a newly developed Initiative. The Pathway to Law School 2+2+3 Program is designed to reach out to minority students. The diverse population of students is encouraged to consider following an academic path which starts at one of the 20-select community colleges (two years), transfer the students to a four-year university (two years), and lead those students to law school (three years).

The unique aspect of this opportunity is that each student who successfully completes the program requirements at Saddleback College will be guaranteed admission to one of the four participating universities and its affiliated law school. At this time, the four transfer universities are UC Irvine, USC, UC Davis and Santa Clara University. More transfer and law schools may be included in the future.

Saddleback College is eager to apply and participate in this wonderful initiative which will create new pathways and opportunities for student success. Saddleback College is committed to this ten-year project and has prepared its application for consideration by the State Bar Selection Committee.

Saddleback College seeks the approval of the SOCCCD board to demonstrate support for its participation in the initiative.

STATUS

Saddleback College has prepared the required documents including, its application, a letter of interest form and has obtained numerous letters of support from: The local educational community, including UCI Chancellor, Michael Drake, Capo USD Superintendent, Joe Farley and Saddleback Valley USD Superintendent, Clint Harwick. The local legal community including: The Legal Aid Society of Orange County and several prominent local law firms and attorneys. The deans of the internal departments which will be affected within Saddleback College have also given their full support.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution reflecting support of Saddleback College in its application to participate in the State Bar Initiative – Pathway to Law School 2+2+3.

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

**RESOLUTION OF THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE
DISTRICT IN SUPPORT OF SADDLEBACK COLLEGE TO SUBMIT LETTER OF
INTEREST FOR THE STATE BAR OF CALIFORNIA INITIATIVE
PATHWAY TO LAW SCHOOL 2+2+3**

Resolution #13-45

WHEREAS, the State of California is a majority-minority state with approximately 60 percent of its population made up of persons from racial-ethnic minority groups, while the California State Bar is made up of approximately 20 percent racial-ethnic minority lawyers.

WHEREAS, the community college system, with 112 community colleges, has the largest and most diverse student population of the three post-secondary public systems in California, with 60 to 70 percent of its population are students of color.

WHEREAS, studies show that diversity in the legal and judicial system is a priority for public trust and confidence and the appearance of fairness in the courts. Attorneys make up the majority of elected officials and other key local, state, and national leaders, and it is equally important that those leaders represent the rich diversity of California. In an increasing global economy, attorneys representing key entities should embody and have sensitivity to clients from diverse backgrounds in order to respond to global business demands. Attorneys directly representing clients should also reflect the rich diversity of the state population to the extent possible in order to maximize cultural sensitivity and public faith in the legal profession.

WHEREAS, the State Bar of California through its Council on Access and Fairness established the *Community College Pathway to Law School Diversity Pipeline Initiative* (also referred to as “2+2+3”) to create a pathway for community college students. The model requires the development of or affirming existing articulation agreements between community colleges and the four-year undergraduate institutions, and developing an admissions agreement between the community colleges and law schools. Twenty (20) community colleges will be selected for this ten (10) year pilot program. Students regardless of ethnicity/race from the selected community colleges would be guaranteed admission or priority enrollment if they achieve specific criteria such as completing certain community college courses that are based on the Shultz-Zedeck Lawyering Competencies (Effectiveness Factors), achieving specified grade point averages, and obtaining predetermined Law School Admissions Test (L.S.A.T.) scores. Support for the students, including mentoring, pre-law activities, counseling, internships, and possibly scholarships, would be developed as part of the Initiative in order to provide students with the best possible chance for success on the L.S.A.T., in law school, and in the legal profession.

WHEREAS, Saddleback College educates a diverse student population, and has a strong record of student success. As reflected in Exhibit A to this Resolution, Saddleback College enjoys a diverse student body with 44% of its population comprised of racial and ethnic minorities. As reflected in Exhibit B to this Resolution, Saddleback College has a robust record of student

transfers to four-year universities, UCs, CSUs and private institutions. Saddleback College offers comprehensive support services to all of its students, including those who are traditionally underserved and at risk of non-completion.

WHEREAS, Saddleback College is committed to providing our students with educational opportunities beyond their time at our college, including pursuing a meaningful career in the legal profession. Saddleback College also shares the State Bar's goal of a diverse legal profession to serve the needs of our diverse state and the diverse communities that Saddleback College serves in Southern Orange County, California.

THEREFORE, BE IT RESOLVED, that Saddleback College to submit a Letter of Interest to be selected among the 20 community colleges for this innovative initiative.

RESOLUTION ADOPTED AND APPROVED BY THE SOCCCD BOARD OF TRUSTEES

Dated: _____, 2013

Nancy M. Padberg, Board President

William O. Jay, Member

Marcia Milchiker, Clerk

Timothy Jemal, Member

T.J. Prendergast, Vice President

James R. Wright, Member

David B. Lang, Member

Gary L. Poertner, Chancellor
and Secretary to the Governing Board

Saddleback College*Office of Planning, Research, and Accreditation*

Data for the State Bar Initiative – Pathway to Law School 2+2+3 Application
 (Data needed regarding Saddleback College's "minority" population)

Excerpt from Pathway Memorandum:**Who is considered a "Minority Student" for Purposes of the Initiative?**

The administrators who led the conference call were not specific with regard to the targeted demographic of the Initiative. However, the following were identified as more specifically targeted groups (not in order of preference):

➤ Ethnic Distribution:

Saddleback College	Fall 2013	%
American Indian, Alaskan Native	62	0.23%
Black, African-American	497	1.88%
Cambodian	32	0.12%
Central American	128	0.48%
Chinese	560	2.12%
Decline to state	1,206	4.56%
Filipino	499	1.89%
Indian Sub-Continent	173	0.65%
Japanese	195	0.74%
Korean	391	1.48%
Laotian	12	0.05%
Laotian	5	0.02%
Mexican, Chicano, Mexican-American	1,883	7.13%
Middle Eastern	24	0.09%
Mixed Ethnicity	3,656	13.84%
Other Asian	395	1.49%
Other Hispanic	358	1.35%
Other Non-White	21	0.08%
Other Pacific Islander	27	0.10%
Pacific Islander; Guamanian	6	0.02%
Pacific Islander; Hawaiian	10	0.04%
Pacific Islander; Samoan	4	0.02%
South American	262	0.99%
Vietnamese	317	1.20%
White, Non-Hispanic	15,699	59.42%
Grand Total	26,422	100%

➤ Gender Distribution:

Saddleback College	Fall 2013	%
Decline	433	1.64%
Female	15,257	57.74%
Male	10,732	40.62%
Grand Total	26,422	100%

Saddleback College*Office of Planning, Research, and Accreditation***➤ Persons with Disabilities:**

As of Fall 2013, Saddleback has a total of 1,754 students that are using disabled services which roughly make up 6.6% of our Fall 2013 population (N=26,422 at section census). Ardith Lynch, Coordinator of Special Services, stated that by the end of the academic year this number will most likely increase to 2,200.

➤ Veterans:

As of Fall 2013, Saddleback has a total of 795 students that are Veterans/Military which roughly make up 3.0% of the our Fall 2013 population (N=26,422 at section census). I spoke with Don Lindboe, Veterans Office Manager, to confirm the number.

Note: This data excludes military dependents. All military data is self-reported and is captured from the college application.

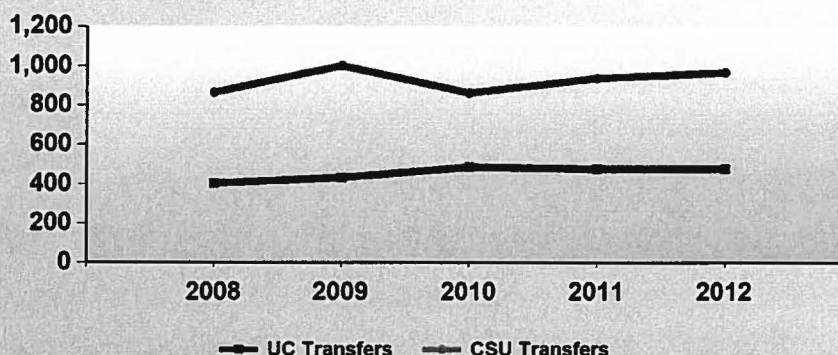
**Section 8 :
Transfers**



SADDLEBACK COLLEGE
YOUR PATH TO THE TOP

The source for the transfer information is from **National Student Clearing House** and is requested every semester using the student's first attendance date. The year of the first semester of attendance at the 4-year college is used to report the transfer year. The college of record is used determine which college to report the transfer.

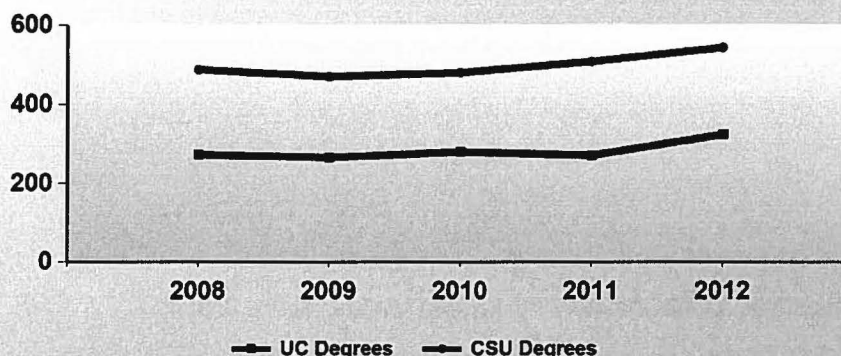
Figure 1 : Annual Transfers to UC and CSU



Transfers to UC / CSU	2008-09	2009-10	2010-11	2011-12	2012-13
University of California System	403	432	486	477	478
California State University System	865	1,002	863	940	970
Total Transfers to UC / CSU	1,268	1,434	1,349	1,417	1,448

Degrees earned are also provided by National Student Clearing House. The numbers reported here are of students who attended Saddleback College and transferred to a UC / CSU College and earned a degree. The year of the graduation date is used to report the year.

Figure 2 : Degrees Earned from UC / CSU



Degrees Earned from UC / CSU	2008-09	2009-10	2010-11	2011-12	2012-13
University of California System	273	266	280	271	324
California State University System	488	470	480	508	543
Total Graduation from UC / CSU	761	736	760	779	867

Section 8 :
Transfers



SADDLEBACK COLLEGE
YOUR PATH TO THE TOP

Transfers to UC / CSU (Top 25)	2008-09	2009-10	2010-11	2011-12	2012-13
CALIFORNIA STATE UNIVERSITY - FULLERTON	497	681	628	530	572
UNIVERSITY OF CALIFORNIA - IRVINE	172	168	164	151	175
CALIFORNIA STATE UNIVERSITY - LONG BEACH	149	89	78	170	192
UNIVERSITY OF CALIFORNIA-LOS ANGELES	78	87	72	90	86
UNIVERSITY OF CALIFORNIA-SAN DIEGO	49	46	86	60	42
UNIVERSITY OF CALIFORNIA-SANTA BARBARA	54	61	45	43	71
CALIFORNIA STATE UNIVERSITY - SAN MARCOS	64	47	30	53	27
CALIFORNIA STATE POLYTECHNIC	29	49	21	41	38
UNIVERSITY OF CALIFORNIA - BERKELEY	7	15	20	54	45
CALIFORNIA STATE UNIVERSITY - DOMINGUEZ HILLS	33	30	15	27	18
UNIVERSITY OF CALIFORNIA-SANTA CRUZ	17	13	26	32	29
UNIVERSITY OF CALIFORNIA-DAVIS	14	21	24	30	19
CALIFORNIA STATE UNIVERSITY - NORTHRIDGE	11	18	17	22	20
CALIFORNIA STATE UNIVERSITY - CHICO	16	16	12	19	22
CALIFORNIA STATE UNIVERSITY - SACRAMENTO	30	24	5	12	10
CALIFORNIA STATE UNIVERSITY - LOS ANGELES	15	12	19	14	12
UNIVERSITY OF CALIFORNIA-EXTENSION	4	6	33	7	
CALIFORNIA STATE UNIVERSITY - SAN BERNARDINO	8	10	9	8	10
CALIFORNIA STATE UNIVERSITY - EAST BAY	2	10	5	9	11
CALIFORNIA STATE UNIVERSITY - BAKERSFIELD		5	9	5	17
CALIFORNIA STATE UNIVERSITY - FRESNO	3	5	3	14	10
CALIFORNIA STATE UNIVERSITY - MONTEREY BAY	3	5	7	6	2
CALIFORNIA STATE UNIV CHANNEL ISLANDS	5		3	7	6
UNIVERSITY OF CALIFORNIA - HASTINGS COLLEGE OF LAW	3	4	2	6	2
UNIVERSITY OF CALIFORNIA - MERCED	2	3	3	3	2

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SADDLEBACK COLLEGE
YOUR PATH TO THE TOP

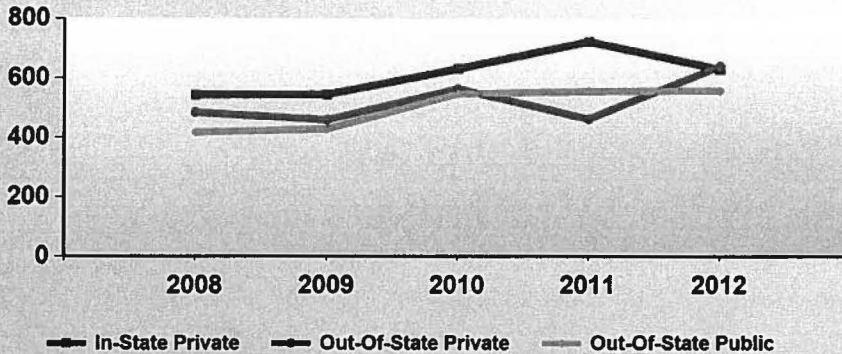
Degrees Earned from UC / CSU (Top 25)	2008-09	2009-10	2010-11	2011-12	2012-13
BACHELOR OF ARTS	441	463	477	493	536
BACHELOR OF SCIENCE	200	151	162	173	192
BACHELOR OF ARTS IN PSYCH & SOC BEHAVIOR	19	15	13	12	16
BACHELOR OF FINE ARTS	10	7	15	9	8
BACHELOR OF ARTS IN PSYCHOLOGY	13	6	9	9	4
BACHELOR OF ARTS IN CRIM,LAW & SOCIETY	8	6	5	9	8
BACHELOR OF SCIENCE IN BIOLOGICAL SCIENCES	5	7	5	6	9
BACHELOR OF ARTS IN ENGLISH	6	9	4	6	5
BACHELOR OF ARTS IN POLITICAL SCIENCE	4	7	5	4	9
BACHELOR OF ARTS IN HISTORY	8	2	5	3	4
BACHELOR OF ARTS IN SOCIOLOGY	4	6	2	4	5
BACHELOR OF ARTS IN ECONOMICS		6	5	3	2
BACHELOR OF ARTS IN BUSINESS ECONOMICS	2	2	2	7	1
BACHELOR OF ARTS IN ANTHROPOLOGY	2	3	2	2	4
BACHELOR OF SCIENCE IN COMPUTER SCIENCE	3	2	2		5
BACHELOR OF MUSIC	1	1	4	3	2
BACHELOR OF ARTS IN INTERNATIONAL STUDIES	3	1	2	1	3
BACHELOR OF SCIENCE IN PUBLIC HEALTH SCIENCES		4	2	2	2
BACHELOR OF SCIENCE IN ELECTRICAL ENGINEERING	2	1	3	3	1
BACHELOR OF SCIENCE IN MATHEMATICS	2	2	1	2	2
BACHELOR OF ARTS IN SOCIAL ECOLOGY	3	3	1	1	1
BACHELOR OF SCIENCE IN MECHANICAL ENGINEERING		1	3		4
BACHELOR OF ARTS IN STUDIO ART	3	2	1		2
BACHELOR OF SCIENCE IN CHEMISTRY	3		1	1	3
BACHELOR OF SCIENCE IN INFORMATION AND COMPUTER SC	3	2	1	1	1

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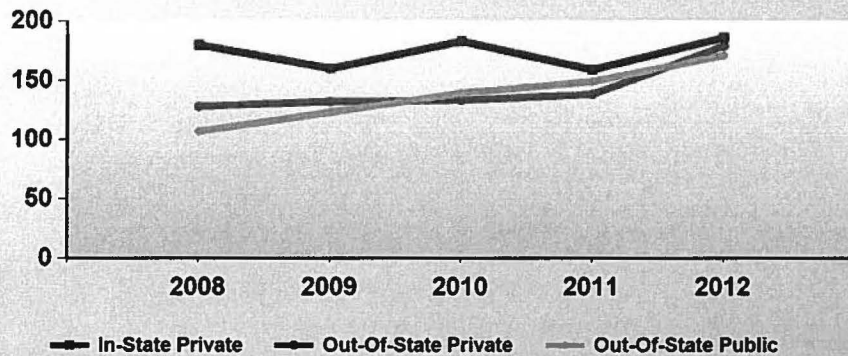
SADDLEBACK COLLEGE
YOUR PATH TO THE TOP

Figure 3 : Annual Transfers to Other Institutions



Transfers to Other Institutions	2008-09	2009-10	2010-11	2011-12	2012-13
In-State (Private)	544	545	633	725	632
Out-of-State (Private)	485	460	565	464	643
Out-of-State (Public)	418	429	548	557	559
Total Transfers to Other Institutions	1,447	1,434	1,746	1,746	1,834

Figure 4 : Degrees Earned from Other Institutions



Degrees Earned from Other Institutions	2008-09	2009-10	2010-11	2011-12	2012-13
In-State (Private)	180	160	183	159	186
Out-of-State (Private)	128	132	133	138	179
Out-of-State (Public)	107	123	139	149	171
Total Degrees Earned	415	415	455	446	536

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Transfers to In-State Private Institutions (Top 25)	2008-09	2009-10	2010-11	2011-12	2012-13
UNIVERSITY OF SOUTHERN CALIFORNIA	50	45	70	67	76
CONCORDIA UNIVERSITY - IRVINE	34	32	50	48	70
CHAPMAN UNIVERSITY-ORANGE	36	41	42	37	47
BRANDMAN UNIVERSITY				115	62
VANGUARD UNIVERSITY OF SOUTHERN CALIFORNIA	25	35	34	42	41
ASHFORD UNIVERSITY	21	30	44	36	32
NATIONAL UNIVERSITY	36	46	22	3	
BIOLA UNIVERSITY	16	20	29	20	18
CHAPMAN UNIVERSITY-AC 1	25	34	37		
LOYOLA MARYMOUNT UNIVERSITY	15	17	14	17	16
AZUSA PACIFIC UNIVERSITY	8	5	14	22	20
ACADEMY OF ART UNIVERSITY	13	14	13	14	10
POINT LOMA NAZARENE UNIVERSITY	8	15	8	13	14
UNIVERSITY OF SAN DIEGO	7	10	18	12	9
ITT TECHNICAL INSTITUTE	22	11	17		
UNIVERSITY OF SAN FRANCISCO	10	7	8	13	12
CALIFORNIA BAPTIST UNIVERSITY -UNDERGRADS	7	10	11	12	9
PEPPERDINE UNIVERSITY	10	13	10	9	6
ARGOSY UNIVERSITY - ORANGE COUNTY	12	14	17	4	
ARGOSY UNIVERSITY	1	1		30	8
UNIVERSITY OF LA VERNE - TERM NON-EDUCATION	13	5	6	8	8
SOUTHERN CALIFORNIA UNIVERSITY OF HEALTH SCIENCES	4	2	5	6	20
ALLIANT INTERNATIONAL UNIVERSITY	9	10	7	6	3
CHAPMAN UNIVERSITY-LAW	7	6	7	7	8
UNIVERSITY OF REDLANDS - DEGREE SEEKING	5	8	2	11	8

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Degrees Earned from In-State Private Institutions (Top 25)	2008-09	2009-10	2010-11	2011-12	2012-13
BACHELOR OF ARTS	101	80	98	96	109
BACHELOR OF SCIENCE	54	41	49	39	48
BACHELOR OF FINE ARTS	4	8	8	6	6
BFA	6	9	4	4	5
BOLD: BACHELOR OF SCIENCE	6	1	6	5	
BACHELOR OF BUSINESS ADMIN	3	4	3		3
BACHELOR OF BUSINESS ADMIN.		1	3	1	3
BACHELOR OF ARCHITECTURE		3	1	2	2
BACHELOR OF MUSIC		3	2		1
BS IN BUSINESS ADMINISTRATION	1	2	1		
BOLD: BACHELOR OF ARTS	2		1		
BBA					3
BACHELOR OF SCIENCE IN NURSING		1			2
BACHELOR OF ARCH 1ST PROF		1	1	1	
BSBA		3			
BSN	1	1			
BM	1		1		
BACHELOR OF SOCIAL WORK			2		
BACHELOR OF SCIENCE IN NURSNG				1	1
BACHELOR OF SCIENCE COMMERCE		1	1		
BACHELOR OF SCIENCE IN HEALTH SCIENCES	1			1	
BACHELOR OF ACCOUNTANCY		1			1
BACHELOR OF SCIENCE/ART			1		1
BACHELOR OF SCIENCE IN ACCT.				1	
BACHELOR OF SCIENCE IN ENGR.				1	
BACHELOR OF BUSINESS ADMINISTRATION			1		
BACHELOR OF SCI NURSING					1
BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION				1	

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Transfers to Out-of-State Private Institutions (Top 25)	2008-09	2009-10	2010-11	2011-12	2012-13
UNIVERSITY OF PHOENIX (AZ)	200	151	155	100	98
ITT TECHNICAL INSTITUTE (IN)	2	3	37	22	27
GRAND CANYON UNIVERSITY (AZ)			34	21	25
BRIGHAM YOUNG UNIVERSITY (UT)	20	19	12	11	13
WALDEN UNIVERSITY (MN)	10	8	12	11	19
NEW YORK UNIVERSITY (NY)	11	7	4	8	13
DEVRY UNIVERSITY (IL)					38
LIBERTY UNIVERSITY (VA)	4	4	9	6	14
KELLER GRADUATE SCHOOL OF MANAGEMENT (IL)	8	8	8	4	5
GEORGE WASHINGTON UNIVERSITY (DC)	2	7	7	6	7
CAPELLA UNIVERSITY (MN)	6	3	9	4	6
BRIGHAM YOUNG UNIVERSITY - IDAHO FALL/WINTER (ID)	4	2	1	7	12
WEBSTER UNIVERSITY TERMS (MO)	5	2	6	6	4
GRAND CANYON UNIVERSITY TRACK (AZ)	1	10	8		
PARK UNIVERSITY (MO)	4	4	3	5	3
STRAYER UNIVERSITY-WASHINGTON (DC)	1	2	5	4	7
WEBSTER UNIVERSITY SEMESTER (MO)	6	1	5	6	1
EXCELSIOR COLLEGE (NY)	2	3	5	4	4
GRAND CANYON UNIVERSITY-TRADITIONAL (AZ)	2	10	5		1
BOSTON UNIVERSITY (MA)	3	3	1	4	6
COLUMBIA COLLEGE ADULT8WK UNDERGRAD (MO)	3	2	4	3	5
EMBRY-RIDDLE AERONAUTICAL UNIV.-WORLDWIDE CAMPUS (FL)	5	3	3	3	3
DEPAUL UNIVERSITY (IL)	5	3	1	3	4
CHAMBERLAIN COLLEGE OF NURSING (MO)	2	3	2		8
BRIGHAM YOUNG UNIVERSITY -IDAHO WINTER/SPRING (ID)	3	1	3	4	3
SOUTHERN METHODIST UNIVERSITY (TX)	2	5	2	2	3
SOUTHERN NEW HAMPSHIRE- 08WEEK UNGRAD (NH)	1	1	2	1	9

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YOUR PATH TO THE TOP

Degrees Earned from Out-of-State Private Institutions (Top 25)	2008-09	2009-10	2010-11	2011-12	2012-13
BACHELOR OF ARTS	25	23	26	26	37
BACHELOR OF SCIENCE	18	20	18	25	40
BSB/M	32	21	18	9	10
BS	8	10	14	10	10
BA	7	10	7	10	15
BS/P	1	3	6	7	10
BSB/ACC	2	6	4	7	4
BSB/A	8	4	1	3	6
BSN	5	6	3	4	1
BACHELOR OF FINE ARTS	2	5	2	4	2
BSM	1	1	8	2	1
BSB/MKT	1	3	3	3	3
BSHS	3	2	2	2	1
BSIT	4	2		1	
BSCJA	1		2	2	1
BACHELOR OF BUSINESS ADMIN.			1	1	3
BSB/F	2		1		2
BSHA	1	2	1		1
BACHELOR OF MUSIC		1		1	2
BACHELOR OF SCIENCE IN NURSING		1		2	1
BACHELOR OF BUSINESS ADMIN	1	1			2
BSHS/M	1	1	1	1	
BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION		1	1		1
BS IN NURSING			1	1	1
B.A.			2		1
BS/COM		1		2	

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YOUR PATH TO THE TOP

Transfers to Out-of-State Public Institutions (Top 25)	2008-09	2009-10	2010-11	2011-12	2012-13
ARIZONA STATE UNIVERSITY (AZ)	32	19	36	37	58
UNIVERSITY OF ARIZONA (AZ)	12	16	26	21	23
COLLEGE OF SOUTHERN NEVADA (NV)	23	21	14	20	15
NORTHERN ARIZONA UNIVERSITY (AZ)	15	8	11	19	23
UNIVERSITY OF MARYLAND - UNIVERSITY COLLEGE (MD)	16	11	17	15	17
UNIVERSITY OF COLORADO BOULDER (CO)	13	7	18	13	21
UNIVERSITY OF NEVADA LAS VEGAS (NV)	8	11	18	15	12
PORTLAND STATE UNIVERSITY (OR)	9	10	10	12	16
UNIVERSITY OF OREGON (OR)	4	10	11	14	11
UTAH VALLEY UNIVERSITY (UT)	10	13	8	8	7
OREGON STATE UNIVERSITY (OR)	7	5	10	6	13
BOISE STATE UNIVERSITY (ID)	6	3	9	7	14
UNIVERSITY OF TEXAS ARLINGTON (TX)	2	1	4	17	14
ADAMS STATE UNIVERSITY EXTENDED (CO)		3	4	15	10
UNIVERSITY OF HAWAII AT MANOA (HI)	9	5	10	5	2
UNIVERSITY OF UTAH (UT)	3	4	8	9	7
COLORADO STATE UNIVERSITY (CO)	3	6	5	6	10
UNIVERSITY OF WASHINGTON - SEATTLE (WA)	4	4	10	6	4
METROPOLITAN STATE UNIVERSITY OF DENVER (CO)	4	5	7	5	4
UNIVERSITY OF COLORADO DENVER (CO)	4	3	4	11	3
UNIVERSITY OF MONTANA (MT)	4	4	5	6	5
BELLEVUE COLLEGE (WA)	5	3	7	3	3
PENNSYLVANIA STATE UNIVERSITY (PA)	3	3	3	7	5
UNIVERSITY OF TEXAS AT AUSTIN (TX)	3	2	6	4	5
UTAH STATE UNIVERSITY (UT)	1	5	2	6	5

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Degrees Earned from Out-of-State Public Institutions (Top 25)	2008-09	2009-10	2010-11	2011-12	2012-13
BACHELOR OF ARTS	36	55	36	61	60
BACHELOR OF SCIENCE	31	35	49	47	68
BS IN NURSING		3	8	3	2
BACHELOR OF SCIENCE IN NURSING	4	2		3	3
BACHELOR OF GENERAL STUDIES	3	2	1	2	4
BS IN BUSINESS ADMINISTRATION	4		2	1	3
BACHELOR OF BUSINESS ADMIN			5	2	1
BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION			4	2	1
BACHELOR OF BUSINESS ADMIN.		1	2	1	2
BACHELOR OF INTERDISCIPLINARY STUDIES			1	2	2
BACHELOR OF BUSINESS ADMINISTRATION		3	1		1
BACHELOR OF SCIENCE IN BUSINESS	1	1	2		1
BACHELOR OF FINE ARTS		1	1	2	1
BACHELOR OF ARTS IN EDUCATION	2	1	1		
BACHELOR OF APPLIED SCIENCE	2	1			1
BACHELOR OF SOCIAL WORK		1	3		
BACHELOR INTERDISCIPLINARY STUDIES	1	2			
BACHELOR OF TECHNOLOGY				2	1
BS IN EDUCATION		1	2		
BACHELOR OF SCIENCE IN EDUCATION				2	1
BACHELOR OF ARTS IN BUSINESS ADMINISTRATION	1		1		1
BACHELOR OF LIBERAL STUDIES			1		1
BS					2
BA	1			1	
BACHELOR OF BUS ADMIN	1		1		
BACHELOR OF SCIENCE IN AGRICULTURAL ECONOMICS		1	1		
BACHELOR OF UNIVERSITY STUDIES	1		1		
BACHELOR OF SCIENCE IN HOTEL ADMINISTRATION			1		1
BACHELOR OF SCIENCE IN BIOLOGY	1				1
BACHELOR OF CLINICAL HEALTH SERVICES					2
BACHELOR OF ARTS (HISTORY)	1				1
BACHELOR OF ARTS IN SOCIAL SCIENCES (GENERAL STUDI	1		1		

Transfer Velocity Report: 2006-07 Cohort (Followed for 6 years) Demographics				
Gender	Transferred Student		Cohort Student	
Saddleback Total	1066	100.00%	2163	100.00%
Female	549	51.50%	1088	50.30%
Male	510	47.84%	1063	49.14%
Unknown	7	0.66%	12	0.55%
Age	Transferred Student		Cohort Student	
Saddleback Total	1066	100.00%	2163	100.00%
17 or Less	259	24.30%	457	21.13%
18 & 19	747	70.08%	1511	69.86%
20 to 24	40	3.75%	113	5.22%
25 to 29	6	0.56%	27	1.25%
30 to 34	5	0.47%	13	0.60%
35 to 39	1	0.09%	11	0.51%
40 to 49	7	0.66%	25	1.16%
50 +	1	0.09%	5	0.23%
Unknown	0	0.00%	1	0.05%
Ethnicity	Transferred Student		Cohort Student	
Saddleback Total	1066	100.00%	2163	100.00%
African-American	17	1.59%	34	1.57%
American Indian/Alaskan Native	9	0.84%	20	0.92%
Asian	70	6.57%	125	5.78%
Filipino	14	1.31%	39	1.80%
Hispanic	123	11.54%	306	14.15%
Pacific Islander	4	0.38%	17	0.79%
Unknown	101	9.47%	194	8.97%
White Non-Hispanic	728	68.29%	1428	66.02%
*Cohorts are first-time college students with a minimum of 12 units earned who attempted a transfer level math or English course.				
*Transferred Student = a student from the cohort that enrolled in a four-year institution within 6 years of being identified for a cohort.				
*Data retrieved from California Community College Chancellor's Office Transfer Velocity Report.				

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Sciences Building - Hire Construction Management Firm

ACTION: Approval

BACKGROUND

The Board of Trustees has approved \$67,358,000 in basic aid for the Saddleback College Sciences Building. On October 28, 2013, the Board of Trustees approved the award of bid for project construction. At this meeting the Board of Trustees is being asked to approve eight firms for a pool from which to draw Construction Management Services for a five year period.

STATUS

All eight firms from the pool submitted proposals for Construction Management Services for the Saddleback College Sciences Building. Five of the firms participated in interviews held on November 21, 2013:

- Balfour Beatty Construction – Mr. John Bernardy
- Cumming Construction Management, Inc. – Mr. Anthony Sanchez
- Kitchell CEM, Inc. – Mr. Russell A. Fox
- Bernards Builders and Management Services – Mr. Kelvin Okino
- O'Connor Construction Management, Inc. – Mr. Ciaran O'Connor

Kitchell CEM, Inc. was selected as the recommendation to the Board for the Construction Management Services for the Sciences Building at Saddleback College for a not to exceed amount of \$1,172,950.

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

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve an agreement (EXHIBIT A) with Kitchell CEM, Inc. to provide Construction Management services for the Saddleback College Sciences Building for a price of \$1,172,950.

**AGREEMENT: CONSTRUCTION MANAGEMENT SERVICES FOR SCIENCES BUILDING AT
SADDLEBACK COLLEGE**

This AGREEMENT is made and entered into this 17th day of December in the year 2013 between **South Orange County Community College District**, 28000 Marguerite Parkway, Mission Viejo, California 92692, hereinafter referred to as "DISTRICT", and Kitchell CEM, Inc., 940 South Coast Drive #115, Costa Mesa, CA 92629, phone 949.413.8830, hereinafter referred to as "CM";

WHEREAS, DISTRICT desires to obtain Construction Management (CM) services for the Sciences Building at Saddleback College, hereinafter referred to as "PROJECT"; and

WHEREAS, CM is fully licensed as required by the State of California, experienced and competent to provide CM services in conformity with the laws of the State of California;

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE I - CM'S SERVICES AND RESPONSIBILITIES

1. **Basic Services.** The CM's services shall consist of those services performed by the CM and CM's employees as enumerated in this AGREEMENT.
2. **Standard of Care.** The CM's services shall be performed in a manner which is consistent with professional skill and care and the orderly progress of the work. The CM represents that he/she will follow the standards of his/her profession in performing all services under this AGREEMENT the terms hereof and applicable law, code, rule or regulations. CM shall without additional compensation, correct or revise any errors or omissions in its studies, reports, and other services.
3. **Key Individual Assignment.** The CM has been selected to perform the work herein because of the skills and expertise of key individuals. CM assignment for this PROJECT is for one Project Manager and one Project Engineer. The CM shall designate Domingo Camarano, as Project Executive, and a management team of Rafael Quezon as Project Manager and Karla Embry as Senior Project Engineer. So long as their performance continues to be acceptable to the DISTRICT, these named individuals shall remain in charge of the PROJECT. Additionally, the CM must furnish the name of all other key people in CM's firm that will be associated with the PROJECT.
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 CM 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 CM and are subject to all conditions previously stated in this paragraph
5. **Relationship of CM to Other Project Participants.** CM's services hereunder shall be provided in conjunction with contracts between the DISTRICT and: (a) the Architect; (b) the Contractor; (c) the Inspector; (d) Test/Inspection Service Providers; and (e) others providing services in

connection with bidding and/or construction of the PROJECT. The Architect is responsible for the adequacy and sufficiency of the PROJECT design and the contents of Design Documents for the PROJECT. The Architect shall perform its duties in accordance with its contract(s) with the DISTRICT. Except as expressly set forth herein, neither this Agreement, nor CM's rendition of services hereunder shall be deemed CM's assumption of responsibility for the adequacy or sufficiency of the PROJECT design or the Design Documents for the PROJECT, which are and remain that of the Architect. CM shall coordinate all work with DISTRICT CMs as necessary to complete contract requirements

6. **Acceptance of Project Schedule.** The CM shall accept the DISTRICT's project schedule for the performance of the CM'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 CM.

The services covered by this AGREEMENT shall be completed within 25 months of the date of this AGREEMENT except for the post construction phase work to obtain DSA certification.

ARTICLE II - SCOPE OF CM'S SERVICES

Preparation for Entering Construction Phase

1. **Review of Design Documents.** The CM, including the CM's Project Manager and Project Engineer for PROJECT construction, shall review the Design Documents completed by the Architect to attain a complete understanding of the design and scope of the PROJECT.
2. **Master Construction Schedule.** The CM shall work with DISTRICT, Architect and Contractor to develop and submit to the DISTRICT for review and acceptance a Master Construction Schedule which shall reflect all of the work necessary to complete PROJECT construction. This effort will occur through a pull planning exercise facilitated by the Contractor with the subcontractors and including DISTRICT, Architect and CM. The Master Construction Schedule shall be prepared by the Contractor 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 CM will be responsible to review the Master Construction Schedule for completion, appropriate logic ties, submittal and procurement considerations and change review through digger or comparable software upon the initial and each subsequent monthly submittal. The CM's use of scheduling software other than Microsoft Project Professional 2010, Microsoft Project Professional 2013, Primavera SureTrak or Primavera Project Planner P6 will require written approval of the DISTRICT which may be granted, withheld or conditioned in the sole discretion of the DISTRICT. CM will review the Master Construction Schedule to confirm that it indicates (a) the start/finish dates for the principal activities necessary to complete PROJECT construction, (b) a

sequence, in a logical, reasonable and orderly manner so that PROJECT construction is completed within the Construction Budget and within the time established by the DISTRICT. If the DISTRICT's requirements for the PROJECT include phasing elements of PROJECT construction, or coordination relative to infrastructure shut downs such as those that will be required in the case of Central Plan work, the DISTRICT's phasing/coordination requirements shall be set forth in the Master Construction Schedule. The CM acknowledges that the CM's review of the Master Construction Schedule prepared by the Contractor will be relied upon during the initial and subsequent monthly schedule submittals to arrive at acceptance.

3. Construction Budget: CM Estimate of Construction Costs: The CM shall review Construction Cost Estimates prepared by others for the PROJECT as depicted in Design Documents as of the date of this Agreement. Based upon such reviews, the CM shall prepare Construction Cost Estimates for the PROJECT in order to perform a comparative analysis with the Contractor's proposed PROJECT costs and provide recommendations to the DISTRICT for how to proceed with the Contractor's recommendation. The Construction Cost Estimate shall be based upon the then current market conditions. .

CM's Best Judgment. Evaluations of the DISTRICT's PROJECT preliminary estimates of Construction Costs and detailed estimates of construction costs prepared by the CM represent the CM's best judgment as a person or entity familiar with the construction industry. It is recognized, however, that neither the CM nor the DISTRICT has control over the cost of labor, materials or equipment, over Contractor's methods of determining bid prices, or over market or negotiating conditions. Accordingly, the CM cannot and does not warrant or represent that final negotiated prices will not vary from the PROJECT cost estimate or evaluation prepared by the CM

Construction Phase

1. Administration and Coordination of the Contract and Construction. CM will provide administrative, management, and related services necessary to administer the PROJECT and to coordinate the work of the Contractor during the Construction Phase of the PROJECT including but not limited to: (a) schedule, coordinate and conduct construction meetings; (b) record, maintain and distribute minutes of construction meetings ; (c) in consultation with the Architect and Contractor, review procedures for the receipt and processing of Submittals with recommendations for improvement, if necessary; (d) in consultation with the DISTRICT, the Architect, and the Contractor review and/or implement procedures for the handling and disposition of the Contractor's requests for interpretation or clarifications; (e) review and/or establish and implement procedures for the transmittal and receipt of communications, drawings and other information between DISTRICT, CM, Architect and the Contractor relating to PROJECT

construction; (f) coordinate activities of the Contractor, Inspector and Test/Inspection Service Providers and other DISTRICT consultants as needed.

2. Monitoring of Construction Costs. CM will monitor on-going Construction Costs and advise the DISTRICT of the financial condition of the PROJECT by: (a) development of PROJECT financial reports to the DISTRICT, including those reflecting variations between actual Construction Costs and the Construction Budget and estimated costs of unperformed PROJECT activities; (b) maintaining records reflecting the actual costs for activities completed or in progress, including records relating to work performed on a unit costs basis and additional work performed by the Contractor; (c) monitoring and advising the DISTRICT of costs pertaining to potential, pending and completed changes to the work of the Contractor; and (d) advising and making written recommendations to the DISTRICT for adjustments to the Construction Budget relative to actual or anticipated Construction Costs. The CM shall prepare and submit cost reports to the DISTRICT on a monthly basis. The extent of detail and the nature of the format of such reports, the information compiled by the CM and reports generated by the CM shall specifically indicate the original amount of the Contract, the extent of adjustment to the Contract by DISTRICT approved Change Orders or approvals to allowance expenditures and the extent of potential further adjustment of the Contract as of the date of the CM's report based upon potential changes known at the time of the CM's preparation of the cost report. The format for such reports must be pre-approved in writing by the DISTRICT.
3. Applications for Progress Payments. CM will participate in the review of progress payments to the Contractor and in consultation with the DISTRICT, the Architect and the DSA Inspector of Record, make written recommendations for the disbursement of progress payments to the Contractor as follows: (a) CM will review and recommend modifications if necessary to procedures for submittal, review, processing, and disbursement of progress payments to Contractor, along with associated forms and reporting systems; (b) based upon CM's observations and evaluations of each application for progress payment, CM will review and certify to the DISTRICT the amount due on each such application for progress payment and CM's written certifications constitute a representation to the DISTRICT that, based on CM's observations and evaluations at the Site, the data in the application for progress payment accurately reflects that the work has progressed to the point indicated in the application for progress payment and the quality of the work is in accordance with the Contract for the PROJECT; and (c) CM's representations relative to each application for progress payment are subject to an evaluation of the work for conformity with the requirements of the Contract for the Substantial Completion of the PROJECT, results of subsequent tests, inspections and other procedures, minor deviations correctable prior to completion and any specific qualifications expressed by CM. CM's acceptance of an application for progress payment pursuant to the preceding shall be a representation that the Contractor is entitled to payment in the amount so certified. The CM's review of each application for progress payment shall be undertaken and completed within one week of receipt by CM so that the DISTRICT can meet its obligations to make progress payment due the Contractor within the time permitted by applicable law without incurring interest liability or other penalties/liabilities.

4. Substantial Completion; Punchlist. In consultation with the Architect and the DISTRICT, the CM will assist in ascertaining the achievement of Substantial Completion of the PROJECT. If upon inspection of the work of the Contractor, the CM determines that Substantial Completion has not been achieved, the CM will assist the Architect in noting the conditions of the work and the measures necessary for the Contractor to achieve Substantial Completion of PROJECT construction. Upon the Contractor achieving Substantial Completion, the CM will participate with the DISTRICT and the Architect to inspect the work completed by the Contractor to note punchlist items to be completed by the Contractor as a condition to achieving Final Completion of the PROJECT.

5. PROJECT Progress:
 - a. Master Construction Schedule. During the Preparation for Entering the Construction Phase, CM will, in consultation with the DISTRICT, the Architect and the Contractor participate in the development of an overall comprehensive Master Construction Schedule for construction of the PROJECT showing the activities of the Contractor necessary for completion of PROJECT construction. CM shall monitor the Master Construction Schedule on a monthly basis so that the DISTRICT is kept fully informed at all times of the status and progress of overall PROJECT construction and status of the Contractor's construction progress. Where the actual rate of PROJECT construction progress is behind that indicated by the Master Construction Schedule, CM shall advise and make written recommendation to the DISTRICT for remedial action and facilitate the improvement by Contractor.

 - b. Coordination of Construction Activities. CM shall coordinate the activities of the Contractor with those of the CM, the Architect, Inspector, Test/Inspection Service Providers, other DISTRICT consultants as needed and the DISTRICT in conformity with the Master Construction Schedule, including the coordination and sequencing of Contractor's construction activities so that Site space is appropriately allocated and the Master Construction Schedule is maintained. A material obligation of the CM under this Agreement is the coordination of the activities of the Contractor in a manner so that PROJECT construction is completed in accordance with the Master Construction Schedule and within the Construction Budget.

 - c. Progress Reports. CM will maintain records of the progress of PROJECT construction, including written progress reports and photographs reflecting the status of PROJECT construction and percentage completion. A two week narrative with four pictures will be provided to the DISTRICT for website reporting in the format directed by the DISTRICT. All changes will be documented on an "As-Built" set of documents which will record all RFIs, architectural supplement information, substitutions and change orders. The Contractor's field changes

(location, material, undocumented changes, etc.) will be incorporated monthly during the pay application review and reviewed monthly with the DISTRICT. CM will maintain daily reports during PROJECT construction showing weather conditions, the Contractor and their Subcontractors by count, visitors at the Site, work accomplished, problems encountered and other matters materially affecting the PROJECT, completion of the PROJECT or Construction Costs in a format approved by the DISTRICT. CM will provide a monthly progress report including a narrative on the construction progress identifying any critical items and proposed solutions, an on-going chronology of milestone events, a graph with one axis for expenditure and the other for time showing actual in comparison to anticipated, an on-going and updated change order log, a pay request summary including percent complete and a bulleted 30 day look ahead list of upcoming activities to be reviewed in a meeting between the CM and DISTRICT. All documents shall be in a format approved by the DISTRICT.

- d. Substantial Completion and Final Completion. Upon request of the Contractor, CM will in conjunction with the DISTRICT, Inspector, and the Architect determine that Substantial Completion and Final Completion have been achieved for the PROJECT. Upon determining that Substantial Completion/Final Completion of the PROJECT has been achieved, the CM shall issue Certificates of Substantial Completion and Final Completion, as applicable.

6. Site Observations

- a. CM On-Site. At all times during which there are construction activities, CM shall have its management team as identified in Article I Item 3 agreed by the DISTRICT, or other authorized representative at the Site to observe Site construction activities and to coordinate the activities of the Contractor. CM shall maintain at the Site the Contract, Drawings, Specifications, approved Change Orders, Submittals, applicable laws, codes, rules, regulations and ordinances and other written or electronic materials relating to the PROJECT
- b. CM and Contractor. With respect to the Contractor's work, the CM shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work of the Contractor since these are solely the Contractor's responsibility under the Contract. The CM shall not be responsible for a Contractor's failure to carry out the work in accordance with the respective Contract. The CM shall not have control over or charge of acts or omissions of the Contractor, Subcontractors, or their agents or employees, or any other persons performing portions of the work not directly employed by the CM.

- c. Construction Quality. The CM will guard the DISTRICT against defects and deficiencies in construction and workmanship on the basis of its Site observations, and CM will be responsible to report observations of any of the above mentioned activities to the DISTRICT and to coordinate quality control efforts with the DSA Inspector of Record. CM will establish and implement a quality control program to monitor the workmanship of the Contractor for conformity with: (a) accepted industry standards; (b) applicable laws, codes, rules, regulations, or ordinances; (c) and the requirements of the Contract.
- d. Rejection of Work. Whenever in the ordinary course of discharging its services hereunder, CM shall discover or observe patent conditions of defective or deficient construction or workmanship which has or may have an adverse impact upon building life-safety systems or operations, structural elements or integrity or the safety of persons or property, CM shall take prompt action appropriate under the circumstances, including stopping the work and thereupon notifying the DISTRICT in writing. In other circumstances, where defective or deficient work is observed by CM, the DISTRICT shall be notified in writing by the CM of such conditions and if directed by the DISTRICT, the CM shall stop or reject such work. CM's responsibilities hereunder shall be limited to defective or deficient work of an apparent and patent nature.
- e. Site Safety.
 - i. Contractor Safety Program. CM shall review the safety program of the Contractor for conformity with requirements of the Contract and applicable law. CM shall monitor the Contractor's compliance with the Contractor's safety programs and advise the DISTRICT of measures, if any, necessary or appropriate to obtain the Contractor's compliance. The CM is responsible for verifying that the Contractor has established a safety program, that the safety program established by the Contractor is in compliance with applicable law, and that the Contractor has implemented its safety program.
 - ii. Safety Violations; Safety Conditions. The CM shall promptly notify the DISTRICT in writing of all CM observed instances of a Contractor's failure to comply with applicable safety requirements. In the event of a safety violation or other unsafe conditions on or about the PROJECT Site which have an immediate potential or actual adverse effect on life or property, the CM is authorized, without prior notice or prior directive of the DISTRICT, to take all actions deemed necessary and appropriate by the CM under the existing circumstances to prevent such actual or potential adverse effect.

7. Changes and Claims.

- a. Coordination of Changes. CM will coordinate and disseminate correspondence, drawings and other written materials by and between the Contractor, the District, Inspector, Test/Inspection Service Providers and the Architect relating to changes to the Contract. CM will coordinate the Contractor's performance of changes authorized by the DISTRICT. CM will maintain a log or other written records in a format previously approved by the

DISTRICT to monitor the disposition of changes and Change Orders to keep the DISTRICT advised of the status of the same and the actual or potential impact of any particular change or Change Order or the cumulative effects thereof on Construction Costs or time for completion of PROJECT construction.

- b. Processing of Changes and Change Orders. CM will assist the DISTRICT and the Architect in evaluation of requests by Contractor for issuance of Change Orders and/or expenditures of allowances, assist in negotiations with Contractor relative to Change Orders proposals and the adjustment of Contract price or Contract time. CM will make written recommendations to the DISTRICT and the Architect for handling and disposition of the Contractor's proposals relative to Change Orders. If a change to the Contract is approved or authorized by the DISTRICT, CM will assist the DISTRICT and the Architect in the preparation of a Change Order reflecting such approved or authorized change to the Contract. The CM is not authorized, without the prior written consent and approval of the DISTRICT, to effectuate or authorize any change to the Contract. The CM shall be liable to the DISTRICT for all direct and consequential costs, losses or damages resulting from the CM's direction or authorization to effectuate a change to the Contract without the prior consent and approval of the DISTRICT.
- c. Claims Handling. CM will assist the Architect in the review, evaluation and processing of claims asserted by Contractor. CM will make written recommendations to the DISTRICT as to merit, handling, and disposition of Contractor's claims

Post-Construction Phase

- 1. Review and Transmittal of Contractor Close-Out Documents. The CM shall begin to consider close out requirements upon execution of the contract. The CM shall receive from the Contractor the close-out documents and items to be submitted by the Contractor under the terms of its Contract upon completion of its obligations under the Contract. The CM shall review the Contractor's close-out documents and items to determine conformity with requirements of the Contract. If the CM determines that the Contractor's close-out documents and items are not in conformity with requirements of the Contract, the CM shall make written recommendations to the DISTRICT for measures to secure compliance with the requirements of the Contract. The CM shall deliver to the DISTRICT all of the Contractor's close-out documents and items, except for the Contractor's as-built drawings which the CM shall transmit to the Architect.
- 2. CM PROJECT Records. Within thirty (30) days of the date of issuance of a certificate of Final Completion for the Contract, the CM shall assemble and deliver to the DISTRICT all of the PROJECT records maintained during the Construction Phase by the CM relating to the PROJECT. Notwithstanding any provision of this Agreement to the contrary or any provision of law to the contrary, all documents, work product, whether of a tangible or intangible nature, whether in draft or

final form and whether recorded in writing or any other medium, including without limitation, electronic files relating to the PROJECT or this Agreement, are the sole and exclusive property of the DISTRICT.

3. Contractor's Post-Construction Obligations. If the Contractor is obligated under the terms of its Contract to provide work, labor, materials or services after completion of PROJECT construction, the CM shall monitor Contractor's post-construction activities for conformity with requirements of the Contract. The CM shall make written recommendations, as necessary, for securing Contractor's compliance with post-construction obligations.
4. PROJECT Reports. The CM shall monitor the filing of DSA reports and other actions required by applicable law, code rule, regulation or ordinance to be undertaken by the Architect, Inspector, Test/Inspection Service Provider, or Contractor upon completion of PROJECT construction. If the Architect, Inspector, Test/Inspection Service Provider, or the Contractor has not filed reports or taken other actions required upon completion of PROJECT construction, the CM shall make written recommendations to the DISTRICT for measures to secure compliance by the Architect, Inspector, Test/Inspection Service Provider, or the Contractor with regard to such requirements. The CM will assist the DISTRICT in completion and submission of reports and other actions required to be undertaken by the DISTRICT upon completion of PROJECT construction pursuant to applicable law, code, rule, regulation, or ordinance or otherwise required to allow the DISTRICT to use/occupy the PROJECT for the purposes intended.

ARTICLE III -ADDITIONAL CM SERVICES

1. The CM shall be given additional compensation for the services described in Article III.
2. CM shall notify the DISTRICT in writing of the need for additional services required due to circumstances beyond the CM's control. CM 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 PROJECT scope or other requirements of the PROJECT, including PROJECT size, quality, or complexity or material changes to the Master Construction Schedule.
 - b. Termination/Default of Architect or Contractor. Services required or necessary as a result of the default or termination of the Architect or the Contractor, failure of Performance of the Contractor, or major defects or deficiencies in the work of the Contractor.
 - c. Damage or Destruction to PROJECT. Except to the extent caused by the CM, services and consultation associated or necessitated by damage or destruction to the PROJECT prior to completion by an act of God, fire or other casualty

- d. Furniture Systems. Services related to furniture systems, facilities or equipment not included within the scope of the PROJECT.
 - e. Investigation of Existing Conditions. Services to investigate existing conditions or facilities or to provide measured drawings thereof.
 - f. Furniture, Furnishings, Equipment Not in PROJECT Scope. Service in connection with the DISTRICT's selection, procurement or installation of furniture, furnishings or equipment not included within the scope of this PROJECT.
3. Compensation for Additional Services. If the duration of CM services is extended, due to the DISTRICT's need for Additional Services, the CM shall be entitled to additional compensation as set forth in Exhibit A. Escalation may be applied to services performed beyond the duration of the original Contract at a rate negotiated between the DISTRICT and CM. The CM shall provide a written request for such escalation with analysis of anticipated resource expenditure to the DISTRICT in a format pre-approved by the DISTRICT.

ARTICLE IV: TERM OF SERVICES

- 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 CM's performance of the service required hereunder and DISTRICT's payment of all sums due to CM.
- 2. Term. Services under this Agreement shall be diligently performed by the CM for 25 months. This term shall be extended at no cost to the DISTRICT as result of delays caused directly by CM actions. Should services be necessary after the expiration of 25 months of service, they can be provided as Additional Services in accordance with the Billing Rates as provided in Exhibit "A". Extensions to the duration of the CM services shall be addressed as outlined in Article III.
- 3. Suspension Notice. DISTRICT may suspend this Agreement at any time without penalty by written notice to CM of such suspension. (refer to Article VII)

ARTICLE V – INDEMNITY AND INSURANCE

- 1. CM Indemnity of District. CM shall indemnify, defend and hold harmless the Indemnified Parties from all claims, demands, liabilities, actions and causes of action arising out of this Agreement, including without limitation, claims for bodily injury, death, physical property damage (other than to the work of the PROJECT itself and property damage covered by a Builders Risk Insurance obtained by the Contractor) and demands, losses, liabilities or other claims arising out of CM's services hereunder or the negligent, willful acts omissions. The Indemnified Parties are: the DISTRICT, the DISTRICT's Board of Trustees and each individual member thereof and the employees, officers, agents and representatives of the DISTRICT. The CM's obligations hereunder shall survive termination of this Agreement and the completion of obligations hereunder, until barred by the applicable statute of limitations.

2. **Hold Harmless.** To the fullest extent permitted by law, CM agrees to indemnify and hold DISTRICT, and its board of Trustees, officers, employees and agents, entirely harmless from all liability arising out of:
 - a. **Workers Comp Claims.** Any and all claims under workers' compensation acts and other employee benefit acts with respect to CM's employees or his/her subcontractor's employees arising out of CM's work under this AGREEMENT including a waiver of subrogation; and
 - b. **CM Negligence.** Any and all claims for damages costs and/or charges caused by CM's negligent acts, errors and/or omissions, recklessness or willful misconduct in the performance of his/her obligations as stated in this AGREEMENT, or the negligent acts, errors and/or omissions, recklessness or willful misconduct of CM's CMs, employees or agents in the performance of their obligations under this AGREEMENT. The coverages of such indemnification shall include, without limitation attorneys' fees and court costs incurred by DISTRICT with regard thereto. Said indemnity is intended to apply during the period of this AGREEMENT of CM's performance and shall survive the expiration or termination of this AGREEMENT until such time as any matter covered by such indemnity is barred by the applicable statute of limitations.
 - c. **Reimbursement for Defense.** Regarding the defense of any claim embraced by CM's indemnity, each indemnitee shall control its own defense and at the time of claim resolution CM will reimburse the indemnities for all costs reasonable and appropriately incurred in this regard to the extent of any fault by or attributable to CM's negligence and to the extent covered by CM's liability insurance.
3. **CM shall purchase and maintain insurance** with an insurer or insurers, qualified to do business in the State of California and acceptable to DISTRICT policies of insurance, which will protect CM and DISTRICT from claims which may arise out of or result from CM'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. **Workers' Compensation and Employers Liability Insurance.** CM 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 CM may be liable. CM 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 CM. The Employer's Liability Insurance required of CM hereunder may be obtained by CM as a separate policy of insurance or as an additional coverage under the Worker's Compensation Insurance required to be obtained and maintained by CM hereunder.
 - b. **Comprehensive general and auto liability.** CM shall purchase and maintain Commercial General Liability and Property Insurance as will protect CM from the types of claims set forth below which may arise out of or result from CM's services under this Agreement and

for which CM may be legally responsible: (i) claims for damages because of bodily injury, sickness or disease or death of any person other than CM'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 CM, 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 CM's obligations under this Agreement; and (vi) for completed operations.

CM shall purchase and maintain 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**, 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 CM 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 (b) above shall name DISTRICT, District Board of Trustees, District officers, District agents, District employees, and District Contractors as additional insureds and shall state that, with respect to the operations of CM hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance. Each policy of insurance stated in (a) and (b) above 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. CM shall notify DISTRICT in the event of material change in, or failure to renew, each policy.

4. **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. Coverages 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. **Prior to commencing work**, CM shall deliver to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event CM 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 CM, and in such event CM shall reimburse DISTRICT upon demand for the cost thereof.
6. **DISTRICT Indemnity of CM**. The DISTRICT shall indemnify, defend and hold harmless CM from all claims arising out of this Agreement, including without limitation, claims for bodily injury (including death) and physical property damage (other than to the work of the PROJECT itself and property damage covered by a Builders Risk Insurance) which arise out of the negligent or willful acts, work of the omissions. The DISTRICT shall cause the Contractor to indemnify CM to the same extent as the DISTRICT is indemnified and to have the CM named as an additional insured on all policies associated with the PROJECT.

7. **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 VI - COMPENSATION TO THE CM

The DISTRICT shall compensate the CM as follows:

1. **Contract Price for Basic Services**. The Contract Price for the CM's performance of the Basic Services under this Agreement shall consist of the following lump sum prices:

(a) Preparation for Entering Construction Phase	included in (b)
(b) Construction Phase	\$1,104,448
(c) Post-Construction Phase (Close Out)	\$44,352
(d) Job Site Overhead/General Conditions Costs	\$19,150
(e) Reimbursable Cost	<u>\$5,000</u>
TOTAL	\$1,172,950

2. **Price Inclusions.** The Contract Price is inclusive of personnel expenses (inclusive of all benefits and burdens), fees and personnel expenses of any sub-CM or subcontractor to the CM, 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 Basic 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 CM's compensation for Basic Services as set forth in Article II.
3. **CM Monthly Billing Statements.** CM 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 provided of the cost or value of any Allowable Reimbursable Expense costs for which payment is requested by CM. Basic Services are to be invoiced in 25 equal monthly amounts of \$46,718 for Construction Phase and Post-Construction Phase (Close-out) and Jobsite Overhead Costs.
4. **DISTRICT Payment of Contract Price.** Within thirty (30) days of the date of the District's receipt of CM's billing invoices, DISTRICT will make payment to CM 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 CM hereunder on account of any penalty, assessment, liquidated damages or other amounts withheld by the DISTRICT from payment to the Architect or any Contractor.
5. **Withholding Payment.** The DISTRICT may, however, withhold or deduct from amounts otherwise due CM hereunder if CM 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 CM 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. **Payment in Full.** This compensation shall be compensation in full for all services performed by the CM under the terms of this AGREEMENT, except where additional compensation is agreed upon between the CM and DISTRICT in writing as provided for as additional services.
7. **Monthly Payments.** Payments for CM 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.
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 CM'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.
9. **Schedule Delay.** To the extent that the time initially established for the completion of CM's services is exceeded or extended through no fault of the CM, compensation for any services rendered during the

additional period of time may be computed as follows: at standard hourly rates. See Exhibit (attached with Sample Agreement) or as a fixed fee.

10. **Reimbursable Expenses** incurred by the CM and CM's employees and CMs 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 CM for any costs or expenses paid or incurred by CM 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 Basic and Additional Services and include expenses incurred by the CM and CM's employees and CMs 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. CM'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 CM and his or her CMs 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 CM's Basic Services will be reimbursed.
- f. For reimbursable expenses, compensation shall be computed at a multiple of one point zero five (1.05) times the expenses incurred by the CM, the CM's employees and CMs in the interest of the PROJECT.

Cost + 5%

- g. For additional services of CMs, compensation shall be computed at a multiple of one point zero five (1.05) times the amounts billed to the CM for such services.

Cost + 5%

ARTICLE VII – CM'S DOCUMENTS

1. **District Ownership of Documents**. The documents prepared by the CM for this PROJECT shall be and remain the property of the DISTRICT pursuant to Education Code Section 17316. Such documents supplied as herein required shall be the property of the DISTRICT whether or not the work for which they were made is executed. CM grants to the DISTRICT the right to copy, use, modify, and reuse any

and all copyrights and designs embodied in the documents prepared or caused to be prepared by the CM pursuant to this AGREEMENT.

2. **Documentation.** The CM shall make a written record of all meetings, conferences, discussions and decisions made between or among the DISTRICT, CM and Contractor during all phases of the PROJECT and concerning any material condition in the requirements, scope, performance and/or sequence of the work. The CM 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 Contractor upon request.
3. **Electronic Copy of Documents.** The CM shall perform the work under this agreement and shall deliver electronic copy of all reports and documentation via CD or DVD in PDF format upon completion of each of the three phases, preparation to enter into construction, construction, and post construction. If work is terminated prior to completion, a copy of the work completed to date shall be provided to the DISTRICT.
4. **Copyright/Trademark/Patent.** CM 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 CM 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. CM consents to use of CM's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

ARTICLE VIII – TERMINATION

1. **Termination for Convenience.** DISTRICT may, at any time, with or without reason, terminate this AGREEMENT and compensate CM 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 CM. Notice shall be considered applicable as of the date established on the termination notice and deemed given when received by the CM or no later than three days after the day of mailing, whichever is sooner.
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 CM; or (b) any act by CM exposing the DISTRICT to liability to others for personal injury or property damage; or (c) CM is adjudged a bankrupt, CM makes a general assignment for the benefit of creditors or a receiver is appointed on account of CM's insolvency. Written notice by DISTRICT shall contain the reasons for such intention to terminate and unless within ten (10) days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this AGREEMENT shall upon the expiration of the ten (10) days cease and terminate. In the event of such termination, the DISTRICT may secure the required services from another contractor. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to DISTRICT. Written notice by DISTRICT shall be deemed given when received by the other party or no later than three days after the day of mailing, whichever is sooner.

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

ARTICLE IX – DISPUTES, MEDIATION AND ARBITRATION

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, CM agrees to continue to diligently perform and provide services hereunder until completion of the work. If the dispute is not resolved, CM agrees it will neither rescind this Agreement nor stop the progress of the work. The DISTRICT and CM agreed that, in the event that a dispute comes to litigation, each party will bear its own legal expenses.

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.
3. **Agreement Governance.** Unless otherwise provided, this Agreement shall be governed by the law of the state and county where the PROJECT is located.

ARTICLE X - DISTRICT'S RESPONSIBILITIES

1. **District Provided Information.** The DISTRICT shall provide to the CM full information regarding requirements for the PROJECT, including information regarding the DISTRICT's objectives, schedule, constraints and criteria.
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 CM.
3. **District Notification.** The DISTRICT shall give prompt written notice to the CM if the DISTRICT becomes aware of any fault or defect in the PROJECT or nonconformance with the construction contract. However, the DISTRICT's failure or omission to do so shall not relieve the CM of his/her responsibilities hereunder and the DISTRICT shall have no duty to observe, inspect or investigate the PROJECT.

ARTICLE XI - MISCELLANEOUS

1. **Affirmative Action.** CM agrees that CM 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.
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. CM 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 CM, CM's business, equipment and personnel engaged in services covered by this AGREEMENT or accruing out of the performance of such services.
3. **CM 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 CM, 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, CM shall maintain accounting records and make them available upon request of the DISTRICT for reproduction or inspection.
4. **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 CM 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.

5. **Definitions**

- a. **Contract.** A Contract for Construction services awarded by the DISTRICT to a Contractor/Consultant for the construction of a portion of the PROJECT.
- b. **Contractor.** A Contractor 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. **Architect.** The Architect is Dougherty & Dougherty. References to the Architect include Brian Dougherty, Seung Paek and its managers retained to prepare or provide any portion of the Design Documents.
- e. **Submittals.** Shop Drawings, Product Data or Samples prepared or provided by a Contractor or a Subcontractor to a Contractor or suppliers illustrating some portion of work of the PROJECT.
- f. **Site.** The physical area for construction and activities relating to construction of the PROJECT.
- g. **Construction Contract Documents.** The Contract Documents issued by or on behalf of the DISTRICT under a Contract for construction of the PROJECT. Construction Contract Documents include all modifications issued by or on behalf of the DISTRICT. Unless otherwise expressly stated, references to the Construction Contract Documents are referenced to all of the Contract Documents issued for the Contract awarded for PROJECT construction.
- h. **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.
- i. **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 Contractor has completed all other obligations to be performed on its part under the Contract.

- 6. **Employment with Public Agency.** CM, if an employee of another public agency, agrees that CM 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.

7. **Full Force of Remaining Contract.** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions hereof will nevertheless continue in full force and effect and shall not be affected, impaired or invalidated in any way.
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.
9. **Independent Contractor.** CM, in the performance of this AGREEMENT, shall be and act as an independent contractor. CM 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. CM 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. CM 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 CM's employees.
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 CM and DISTRICT hereunder.
11. **Non-Assignment.** The obligations of the CM pursuant to this AGREEMENT shall not be assigned by the CM. 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 CM. The sale or transfer of a majority membership interest in CM firm or the admission of new member to the CM firm which causes there to be a change in majority ownership and / or control of CM 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.
12. **Permits/Licenses.** CM and all CM'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.
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.

14. **Communications** between the parties shall be sent to the following addresses:

DISTRICT
Dr. Debra L. Fitzsimmons
South Orange County
Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692

CM
Russell A. Fox
Kitchell CEM, Inc.

940 South Coast Drive #115
Costa Mesa, CA 92629

15. **Entire Agreement / Amendment**. This AGREEMENT and any exhibits attached hereto represent the entire AGREEMENT between the DISTRICT and CM 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 CM.
16. **Binding Agreement**. The DISTRICT and CM, 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.
17. This AGREEMENT entered into as of the day and year first written above.

DISTRICT
SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

CM
Kitchell CEM, Inc.

Dr. Debra L. Fitzsimons
Vice Chancellor, Business Services

(Signature) _____
Russell A. Fox
President

(Date)

(Date)

(Taxpayer number)

Exhibit A

The following rates which include overhead, administrative cost and profit shall be utilized in arriving at the fee for extra services. 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 CM.

<u>CM Services</u>	<u>Fee Per Hour</u>
Project Executive	\$185
Senior Construction Manager	\$170
Construction Manager	\$160
Assistant Construction Manager	\$135
Senior Project Engineer	\$110
Project Engineer	\$ 90
Project Controls	\$115
Accounting Specialist	\$ 80
Site Superintendent	\$155
Project Assistant/Administrative Support (FOM)	\$ 65
Scheduler	\$125
Estimator	\$125
Safety	\$135
Virtual Construction /BIM Specialist	\$135
QA/QC Specialist	\$135
IT Support	\$100
Engineering and Architectural Services Manager	\$150
Resident Engineer	\$150
Licensed Engineer (Civil, Structural, Mechanical, Electrical)	\$130
Registered Architect	\$130

Exhibit B

General Conditions Items for CM's Jobsite Offices

- Jobsite Trailer – provided by contractor
- Task chairs - provided by contractor
- Desks – provided by contractor
- Conference table – provided by contractor
- Chairs for conference table – provide by contractor
- (1) five drawer file cabinet – provide by contractor
- Internet Connection – provide by District
- Computers and necessary software – provided by Construction Manager
- Printer/Fax/Scanner/Copier – provided by the Construction Manager
- Phone line/Phone – provided by the District
- Cell Phones – provided by the Construction Manager
- Bottled Water Service – provided by the Construction Manager
- Hard Hats/ PPE – each provides own
- First Aid Kit – provide by the contractor
- All necessary office supplies – provided by the Construction Manager
- Trash service/trailer cleaning – provided by the contractor
- 25 month IOR trailer rental @ \$100/month - provided by the Construction Manager

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Board Policy Revision: BP-4101.1-Faculty Salary Classification Changes and Initial Classification Placement, BP-4306-Calendar

ACTION: 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

Two board policies are presented to the Board of Trustees for "Discussion/Approval." The new language and amendments to the board policies was reviewed and revised by the District's Board Policy and Administrative Regulation Advisory Council and includes collegial consultation with the Academic Senates, pursuant to Title 5 Section 53200 et. seq.

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Council on November 14, 2013 for review and recommendation to the Chancellor and presented to the Board of Trustees for review and study at the November 25, 2013 board meeting.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept for discussion/approval the board policies, as shown in EXHIBITS A and B.

BOARD POLICY

4101.1

SOUTH ORANGE COUNT
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES PERSONNEL

FACULTY SALARY CLASSIFICATION CHANGES AND INITIAL CLASSIFICATION PLACEMENT

Units of credit accumulated by academic personnel as a result of approved graduate study may be used for 1) initial salary class placement; and 2) transferring from one salary class to another. Such credit must be upper division or graduate courses taken at an accredited college or university. (See No. 2.a. and b. below.)

Methods and regulations determining initial classification placement and for changing an employee's salary classification shall be as follows:

1. Official verification of coursework taken shall be completed and/or degree conferred by August 1st for the fall semester and 1st business day of the spring calendar year in January for the spring semester. All transcripts documenting the coursework taken for a change of column must be submitted to Human Resources. All approved course work taken shall be completed and/or degree shall be conferred by September 1 of the year in which the salary classification is to become effective.
2. Courses taken shall be those approved by the conferring institution for graduate credit. Further all courses shall be within the faculty member's primary assignment. Exceptions to this are as noted below.
 - a. Lower division courses and upper division courses which do not count toward graduate credit must be approved by the Vice President of Instruction/ Vice President of Student Services prior to enrollment in order to be accepted for salary credit. It is the employee's responsibility to secure such approvals prior to enrolling in the course. No more than nine (9) of the units used for a change of salary class may be lower division units under any circumstances.
 - b. Course work taken outside the faculty member's primary assignment must be approved by the Vice President of Instruction/Vice President of Student Services prior to enrolling in the course.
3. All transcripts that show evidence of course work taken toward a change of salary class must be on file with the Office of Human Resources no later than October 15 of the year in which the salary classification is to become effective.
4. A grade of "C" or higher must be earned in all course work accepted for salary classification credit. A pass/fail course must be noted as "pass," and a credit/non-credit course must be noted as "credit" on the transcript.

Adopted: 2-25-74 Revised: 4-10-89
Revised: 2-24-75 Technical Update: 4-26-99
Revised: 7-11-77
Revised: 6-10-85

BOARD POLICY

4306

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

CALENDAR

The Board of Trustees will annually adopt a calendar for the academic year.

The following days are recognized as holidays by the Board of Trustees:

- Independence Day
- Labor Day
- * Admission Day
- Veterans' Day
- Thanksgiving Days
- Winter Recess
- New Year's Day
- Martin Luther King, Jr. Day
- Lincoln's Day
- Presidents' Day
- Friday of Spring Break
- Memorial Day

* Authorized state holiday, which may be designated on a non-instructional day in lieu of September 9.

Reference:

California Education Code, Section 88205.5, [88203](#), [88205](#)

Adopted: 12-09-85
Revised: 4-10-89
Technical Update: 4-26-99
Revised: 4-25-11
[Review Only](#)

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

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

ACTION: Approval

BACKGROUND

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

STATUS

Trustee Tim Jemal was absent from the November 25, 2013 board meeting due to out of town family matters.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt resolution 13-43 (Exhibit A) authorizing payment to Trustee Jemal who was absent from the November 25, 2013 meeting of the Board of Trustees.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

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

RESOLUTION 13-43

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

WHEREAS, on November 25, 2013, the Board of Trustees of the South Orange County Community College District held a meeting; and

WHEREAS, Trustee Tim Jemal could not be present at the meeting; and

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

NOW, THEREFORE, BE IT RESOLVED that Trustee Tim Jemal shall be paid at the regular rate of compensation for the meeting of the Board of Trustees held on Monday, November 25, 2013.

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

BACKGROUND

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

STATUS

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

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

RECOMMENDATION

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

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. ADMINISTRATIVE EMPLOYMENT (Ratified – Pursuant to Board Policy 4002.1)

- a. BUSCHE, DONALD, ID #1263, is hereby employed on an interim basis as Acting Academic Director of Economic and Workforce Development, Division of Business Science and Workforce Development, Saddleback College, Integrated Academic/Classified Administrators/Managers Salary Range 19, Step 8, at 37.5 percent of full time (15 hours per week), effective January 2, 2014 through June 30, 2014. This is a new position approved by the Board of Trustees on August 26, 2013.
- b. KIGER, CHRIS, ID #19500, is to be employed on an interim basis as Acting Director of Health and Wellness Center, Academic Administrator, Student Health Center, Office of the Vice President for Student Services, Irvine Valley College, Academic & Classified Administrators/Classified Managers Salary Range 19, Step 5, at 80 percent of full time (32 hours per week), effective January 21, 2014, to February 13, 2014. This is a new position approved by the Board of Trustees on October 28, 2013.

2. 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>
Abbas, Rima	MS/Chemistry	Chemistry/SC	II/I	01/21/14
¹ Albo, Jane	AA/ConsumerSvc.	Food/Nutrition/SC	I/10	01/21/14
Black, Janine	MS/Education	ESL/SC	II/1	01/21/14
Breslin, Ann Marie	MA/Counseling	LD/Assessment/IVC	II/1	01/21/14
Corney, Michael	MFA/Art	Art/SC	III/1	01/21/14
Dachslager, Howard	PhD/Math	Comp. Science/IVC	V/1	01/21/14
Davis, Dollie	PhD/Political Econ.	Tutoring/SC	V/1	01/21/14
Dimick, Janae	MA/English	Writing/SC	II/1	01/21/14
George, Kenneth	MBA/Business	Entr./IVC	IV/1	01/21/14
Gil, Eloise	MA/TESOL	Tutoring/IVC	II/1	01/21/14
Heng, Ramy	MS/Math	Math/SC	II/1	01/21/14
Jahani, Amir	MS/Biology	Biology/SC	II/1	01/21/14
Jankans, Jeremy	PhD/Math	Math/SC	II/1	01/21/14
Kang, Hannah	PhD/Psychology	Psychology/IVC	V/1	01/21/14
Kuang, Shilong	PhD/Mathematics	Math/SC	V/1	01/21/14
Mann, Katherine	MSW/Social Work	Applied Psych./SC	II/1	01/21/14
Montoya, Jesus	MEd/School Couns.	Applied Psych./SC	II/1	01/21/14
Neujahr, Courtney	MA/Comm. Studies	Communications/IVC	II/1	01/21/14
Nishigawara, N.	MFA/Ceramics	Art/SC	III/1	01/21/14
Null, Christopher	MA/History	History/SC	II/1	01/21/14
Seeley, Tiffany	MA/Geography	Geography/SC	II/1	01/21/14
Settle, Scott	MFA/Fine Arts	Art/IVC	III/1	01/21/14

¹ Part-time faculty STRS retiree, effective June 2, 2013.

2. **ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF** - Continued

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Tovar, Anna	MS/Counseling	Applied Psych./SC	II/1	01/21/14
Tracy, Terrence	MA/Arts	Human. (FA Seg.)/SC	II/1	01/21/14
Whelan, Garrett	MS/Comp. Science	CIM/IVC	II/1	01/21/14

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>
Kazemi, Michael	PhD/Law	Human Svc./SC	V/1	01/21/14

Equivalency is based Mr. Kazemi's experience as an attorney, with a background in both Ethical Issues and Arbitration, and teaching experiences in the social sciences in higher education. He has been a guest lecturer at Saddleback College for Ethics and Conflict Resolution/Mediation and his guest lectures have been well received by Human Services students and faculty.

Rowe, Cybele	BS/Ceramics	Art/SC	I/1	01/21/14
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Equivalency is based on extensive experience as a working artist. Ms. Rowe has had numerous solo exhibitions in major international cities. She has participated in many group exhibitions in both the United States and Australia. Her work is in the collections of Will Smith, Halle Berry, EMI Records and many prominent institutions such as the Children's Medical Research Institute, Australia. She has been featured in a number of documentaries including: CNN, Making the Most of It July 01, USA Live, Interview with Greg Fitsimmons in February 1997, and Arts Review Program Australia in September 1992. Ms. Rowe studied and trained as an artist in Australia.

B. ADDITIONAL COMPENSATION: GENERAL FUND

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2013/2014 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Marangi, Kent	Team Physician/SC	1,000.00	01/21/14-01/31/14
Myhren, Brett	Online Educator Program/SC	500.00	08/12/13-12/21/13

C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for 2013/2014 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Barrows, Morgan	Sustainability/Perkins/SC	200.00	08/19/13-12/21/13
Bromberger, K.	Professional Develop./BSI/SC	137.68	10/18/13-11/15/13
Caldwell, Avery	Research 3D Animation/SC	1,850.00	09/01/13-12/18/13
Chu, Hencelyn	Curric. ROP/iPad App./SC	5,507.20	08/19/13-12/15/13
Claflin, Christopher	Grant Implementation/Perkins/SC	320.00	09/01/13-12/18/13
Cox, Barbara	Sustainability/Perkins/SC	800.00	08/19/13-12/21/13
Cox, Barbara	CTE Social Needs/Perkins/SC	2,000.00	08/19/13-12/21/13
Fanelli, Tracy	Research Rpt/New Curriculum/SC	1,000.00	09/01/13-12/18/13
Fredrickson, Scott	CTE Social Needs/Perkins/SC	200.00	08/19/13-12/21/13
Gregory, Eric	Professional Develop./BSI/SC	137.68	09/20/13-11/15/13
Hole, Jason	Bridge2Engin/Winter Math Jam/SC	840.00	01/14/14-01/17/14
Knapp, Rebecca	CTE Social Needs/Perkins/SC	200.00	08/19/13-12/21/13
Lipp, Alex	Bridge2Engin/Winter Math Jam/SC	840.00	01/14/14-01/17/14
Manchik, Victor	Perkins Sustainability/SC	200.00	08/19/13-12/21/13
Paige, Monique	Grant Coordinator/Perkins/SC	1,500.00	01/21/14-05/22/14
Pollizzi, Vince	Perkins Sustainability/SC	200.00	08/19/13-12/21/13
Pollizzi, Vince	Perkins CTE Social Needs/SC	200.00	08/19/13-12/21/13
Tamialis, Barbara	Grant Mentor/Perkins/SC	500.00	01/21/14-05/22/14

D. AUTHORIZATION TO TEMPORARILY INCREASE SPAN OF CONTROL OF AN ADMINISTRATIVE POSITION

1. TENG, ANTHONY, ID #14620, is to be employed as Acting Dean of Business Science and Economic Workforce Development **and** Acting Dean of Advanced Technology and Applied Science, Saddleback College, Integrated Academic/Classified Administrators/Managers Salary Range 22, Step 3, effective January 1, 2014 to June 30, 2014. This is a temporary increase in span of control.

E. EXTENSION OF ADMINISTRATIVE ASSIGNMENT (Ratified – Pursuant to Board Policy 4002.1)

1. BLANCHARD, BARBARA, ID #19572, Acting Dean of Instruction, Economic and Workforce Development, Pos #4873, Office of the Vice President for Instruction, Irvine Valley College, Integrated Academic/Classified Administrators/Managers Salary Range 22, Step 4, full-time, 40 hours per week, assignment is to be extended effective January 1, 2014 to June 30, 2014 or sooner .
2. ²KELLY, 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) assignment is to be extended effective January 1, 2014 through June 30, 2014 or sooner.

² SOCCCD STRS Retiree

F. 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 Coordinator/Counselor, School of Guidance and Counseling, Irvine Valley College, effective January 14, 2014 to May 23, 2014. This is a temporary, one semester **only** reassignment, for Fawn Tanriverdi, who will be on sabbatical leave.

G. REORGANIZATION OF REPORTING STRUCTURE

1. Irvine Valley College seeks authorization to reorganize the reporting structure for the faculty and staff of the Honors Program from the Dean of Liberal Arts and Library Services to the Vice President for Instruction, effective January 1, 2014.

H. ADMINISTRATOR CONTRACT EXTENSIONS

1. The following South Orange County Community College District Administrators are to receive the specified contract extension, effective July 1, 2014.

<u>Administrator</u>	<u>Assignment</u>	<u>Salary Placement</u>	<u>Contract Term/Yr.</u>
Burnett, Tod	President/SC	27/8	06/30/2017
Chuman, Jerilyn	Dean, Counseling Services/SC	22/8	06/30/2017
Cipres, Elizabeth	Dean, Students & Counseling Services/IVC	22/8	06/30/2017
Durdella, Caroline	Director, Research, Planning & Accredited./SC	19/6	06/30/2017
Flanigan, Chapin, P.	Dean, Online Educ. & Learning Resources/SC	22/8	06/30/2017
Fontanilla, Linda	Vice President for Student Services/IVC	25/5	06/30/2017
Gatewood, David	Dean, Fine Arts & Business Services/IVC	22/8	06/30/2015
Hayward, Craig	Director, Research, Planning & Accredited./IVC	19/6	06/30/2017
Inciong, Denise	District Director, Research, Plan. & Data Mgmt	19/7	06/30/2017
McDonald, C.	Dean, Math, Science & Engineering/SC	22/5	06/30/2017
Nelson, Terence	Dean, Transfer, Career & Special Pgrms/SC	22/6	06/30/2017
O'Connor, Kevin	Dean, Liberal Arts/SC	22/8	06/30/2017
Rane-Szostak, D.	Dean, Health Science & Human Services/SC	22/7	06/30/2017
Rice, Tamera	Asst. Dean, HS & HS, Director of Nursing/SC	20/8	06/30/2017
Roquemore, Glenn	President/IVC	27/8	06/30/2017
Rosenkrans, Jane	Dean, Enrollment Services/SC	22/8	06/30/2017
Weekes, Patricia	Director, Learning Assistance/SC	17/5	06/30/2017
Wynter, Cadence	Dean, Social & Behavioral Sciences/SC	22/5	06/30/2017

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

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

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

- a. FERNANDEZ-OROZCO, REGINA is to be employed as Assistive Technology Assistant, Pos. #4819, Office of Technology Services, Irvine Valley College, Classified Bargaining Unit Salary Range 134, Step 1, 40 hours per week, 12 months per year, effective December 12, 2013. This position was approved by the Board of Trustees on July 22, 2013.
 - b. LEATHERMAN, MARY is to be employed as Dispatcher/Records, Pos. #4782, Office of Campus Safety and Security, Irvine Valley College, Classified Bargaining Unit Salary Range 119, Step 1, 40 hours per week, 12 months per year, effective November 15, 2013. This position was approved by the Board of Trustees on May 20, 2013.
 - c. ORLANDO, KAREN is to be employed as Development Assistant II, Pos. #4802, Office of College Foundation, Irvine Valley College, Classified Bargaining Unit Salary Range 131, Step 1, 40 hours per week, 12 months per year, effective October 28, 2013. This position was approved by the Board of Trustees on June 17, 2013.
 - d. PHILLIPS, LINUS is to be employed as Laboratory Assistant, Pos. #4771, Division of Mathematics, Sciences and Engineering, Saddleback College, Classified Bargaining Unit Salary Range 116, Step 2, 20 hours per week, 12 months per year, effective December 1, 2013. This position was approved by the Board of Trustees on April 29, 2013.
2. The following individuals are to be employed as **Substitutes** in the classification noted below, on an if-and-as-needed basis. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Classification</u>	<u>Range/Step</u>	<u>Start Date</u>
Case, Pamela	Senior Counseling Office Assistant/SC	119/1	11/04/2013
Costanzo, Marina	Accounting Assistant/IVC	118/1	11/01/2013
Hernandez, Nadine	Ext'd Opportunity Program Specialist/IVC	121/1	11/25/2013
Kirk, Alicia	Program Assistant (Cat.)/SC	118/1	11/26/2013
Lopez, Johanna	Administrative Assistant /IVC	121/1	12/01/2013
¹ McDonald, Kaye	Senior Administrative Assistant/SC	127/1	12/01/2013
Reyes-Godina, Perla	Program Assistant (Cat.)/IVC	118/1	10/16/2013

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2013/2014** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly (\$)</u>	<u>Start/End Date</u>
Choi, Kaitlin	Project Specialist/SC	20.00	07/01/13 - 06/30/14

¹ Wife of Christopher McDonald, Dean of Mathematics, Sciences and Engineering, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2013/2014** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly (\$)</u>	<u>Start/End Date</u>
Cooke, Brianna	Project Specialist/SC	10.50	11/19/13 - 06/30/14
Crosby, Brandon	Coaching Aide/SC	15.00	11/19/13 - 06/30/14
Dixon, Sheryn	Project Specialist/IVC	20.00	10/01/13 - 06/30/14
Feoktistova, Maria	Project Specialist/SC	14.00	11/05/13 - 06/30/14
Feoktistova, Maria	Project Specialist/SC	20.00	12/01/13 - 06/30/14
Guajardo, Zachary	Clerk, Short-Term/SC	14.00	11/15/13 - 06/30/14
Hammel, Suzanne	Project Specialist/IVC	20.00	11/06/13 - 06/30/14
Ichikawa, Sherry	Clerk, Short-Term/SC	14.00	11/15/13 - 06/30/14
Kirk, Alicia	Project Specialist/SC	20.00	11/26/13 - 06/30/14
Kulik, Christopher	Project Specialist/IVC	20.00	11/20/13 - 06/30/14
Lavini, Claudia	Project Specialist (IT)/Dist.	12.00	01/01/14 - 06/30/14
Leigh, Alexander	TMD Aide/SC	20.00	01/01/14 - 06/30/14
Link, Inna	Project Specialist/SC	12.50	01/01/14 - 06/30/14
² Lipold, Anthony	Coaching Aide/SC	15.00	01/01/14 - 06/30/14
³ Long, Jeffrey	Project Specialist/SC	20.00	11/15/13 - 06/30/14
⁴ Looney, Tia	Project Specialist/SC	13.00	01/01/14 - 06/30/14
Loper-Leddy, Kay	Project Specialist/SC	12.50	01/01/14 - 06/30/14
Lopez, Johanna	Project Specialist/SC	16.00	01/01/14 - 06/30/14
Loria, Natalie	Coaching Aide/IVC	15.00	01/01/14 - 06/30/14
Lu, Hui Juan	Project Specialist/SC	12.50	01/01/14 - 06/30/14
Lucas, Richard	TMD Aide/IVC	16.00	01/01/14 - 06/30/14
Ludes, Denise	Spec. Project Coord./SC	25.00	01/01/14 - 06/30/14
Lye, Lain	Project Specialist/IVC	15.00	01/01/14 - 06/30/14
Madariaga Benavide, Marco	Outreach Aide/SC	12.50	01/01/14 - 06/30/14
Maeda, Evan	TMD Aide/IVC	20.00	01/01/14 - 06/30/14
Magnetta, Jeri	Project Specialist/SC	16.00	01/01/14 - 06/30/14
Mahoney, Christina	Clerk - Short Term/SC	15.00	01/01/14 - 06/30/14
Malec, Christopher	Coaching Aide/SC	15.00	01/01/14 - 06/30/14
Malik, Amber	Project Specialist/IVC	9.50	01/01/14 - 06/30/14
Manzanares Castane, Ariadna	Child Dev. Center Aide/SC	12.00	01/01/14 - 06/30/14
Martin, Mary	Clerk - Short Term/SC	15.00	01/01/14 - 06/30/14
Martinez, Michael	Coaching Aide/IVC	15.00	01/01/14 - 06/30/14
Martinez, Paul	Project Specialist/SC	15.00	01/01/14 - 06/30/14
Mathews, Marcus	TMD Aide/SC	16.00	01/01/14 - 06/30/14
Mayville, Joseph	Adapted Kinesiology Aide/SC	9.50	01/01/14 - 06/30/14
McCann, Samantha	TMD Aide/IVC	16.00	01/01/14 - 06/30/14

² Son of Anthony Lipold, Dean of Kinesiology and Athletics, Saddleback College.

³ Brother of Michael Long, Counselor, Counseling Services, Saddleback College.

⁴ Wife of Cameron Looney, Custodian, Office of Physical Plant, Irvine Valley College and daughter-in-law of Michael Looney, Police Officer, Office of Campus Safety and Security, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2013/2014** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly (\$)</u>	<u>Start/End Date</u>
⁵ McDonald, Kaye	Project Specialist/SC	20.00	11/04/13 - 06/30/14
⁵ McDonald, Kaye	Project Specialist/IVC	20.00	01/01/14 - 06/30/14
⁶ McFann, Steven	TMD Aide/SC	20.00	11/21/13 - 06/30/14
McGinley, Shaun	Coaching Aide/SC	15.00	01/01/14 - 06/30/14
McGowan, Christian	TMD Aide/IVC	16.00	01/01/14 - 06/30/14
McLain, Heather	TMD Aide/SC	16.00	01/01/14 - 06/30/14
McNulty, Karen	TMD Aide/SC	20.00	01/01/14 - 06/30/14
Medlen, Nicole	Child Dev. Center Aide/SC	12.00	01/01/14 - 06/30/14
Mejia, Corliss	Project Specialist/IVC	15.00	01/01/14 - 06/30/14
Melendez, Steven	Coaching Aide/SC	15.00	01/01/14 - 06/30/14
Mier Y Teran, Eduardo	Project Specialist/IVC	10.50	01/01/14 - 06/30/14
Miller, Matthew	Project Specialist/SC	16.00	01/01/14 - 06/30/14
Mitchell, Kevin	Coaching Aide/SC	15.00	01/01/14 - 06/30/14
Mizar, Marjorie	Project Specialist/SC	18.00	01/01/14 - 06/30/14
Mobedshahi, Noushin	TMD Aide/IVC	20.00	01/01/14 - 06/30/14
Modrynski, Jason	Project Specialist/SC	15.00	11/15/13 - 06/30/14
Monterola, Miguel	Coaching Aide/IVC	15.00	01/01/14 - 06/30/14
Montes, Noah	Coaching Aide/IVC	15.00	01/01/14 - 06/30/14
Morales, Jamee	Coaching Aide/SC	15.00	01/01/14 - 06/30/14
Moran, Devin	Coaching Aide/IVC	15.00	01/01/14 - 06/30/14
Morrison, Suzannah	Project Specialist/IVC	20.00	01/01/14 - 06/30/14
Mortensen, Tina	Coaching Aide/IVC	15.00	01/01/14 - 06/30/14
Murray, Emily	Project Specialist/SC	11.50	01/01/14 - 06/30/14
Murtaugh, David	Coaching Aide/SC	15.00	01/01/14 - 06/30/14
Naiknavare, Abhijeet	TMD Aide/SC	16.00	01/01/14 - 06/30/14
Nakamura, Gary	Coaching Aide/IVC	15.00	01/01/14 - 06/30/14
Namiranian, Armita	TMD Aide/IVC	16.00	01/01/14 - 06/30/14
Naranjo, Nicholas	Project Specialist/IVC	9.50	01/01/14 - 06/30/14
Newberry, Daniel	Coaching Aide/SC	15.00	01/01/14 - 06/30/14
Newboles, Alec	Project Specialist/SC	15.00	11/07/13 - 06/30/14
Ng, Christopher	Project Specialist/IVC	12.50	01/01/14 - 06/30/14
Norlin, Kacy	Project Specialist/IVC	20.00	10/30/13 - 06/30/14
Nur, Arian	Project Specialist (IT)/Dist.	12.00	01/01/14 - 06/30/14
Nutting, Patricia	Clerk - Short Term/SC	15.00	01/01/14 - 06/30/14
Ochiai, Alan	Coaching Aide/IVC	15.00	01/01/14 - 06/30/14
Ohlig, Vanessa	Child Dev. Center Aide/SC	12.00	01/01/14 - 06/30/14
Oka, Joanne	Project Specialist (IT)/Dist.	12.00	01/01/14 - 06/30/14
Ontiveros, Sergio	Project Specialist/SC	9.50	01/01/14 - 06/30/14
Ortiz, Maria	Child Dev. Center Aide/SC	12.00	01/01/14 - 06/30/14
Pahlavan, Sarvinaz	Project Specialist/SC	20.00	11/05/13 - 06/30/14

⁵ Wife of Chris Mc Donald, Dean of Mathematics, Sciences & Engineering, Saddleback College.

⁶ Son of Kent Mc Fann, full-time Theatre Arts Instructor, Fine Arts and Media Technology, Saddleback College

A. NEW PERSONNEL APPOINTMENTS - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2013/2014** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly (\$)</u>	<u>Start/End Date</u>
Palma Serrano, Nayeli	Adapted Kinesiology Aide/SC	11.50	01/01/14 - 06/30/14
Palmer, Brent	Project Specialist/SC	13.00	01/01/14 - 06/30/14
Palmer, Tyler	Project Specialist/SC	12.50	01/01/14 - 06/30/14
Park, Christina	Project Specialist/SC	13.00	01/01/14 - 06/30/14
Parra, Antonio	Adapted Kinesiology Aide/SC	11.50	01/01/14 - 06/30/14
⁷ Parra, Cristina	Clerk - Short Term/SC	15.00	01/01/14 - 06/30/14
Peeler, Danielle	Coaching Aide/SC	15.00	01/01/14 - 06/30/14
⁸ Pestolesi, Kari	Coaching Aide/IVC	15.00	01/01/14 - 06/30/14
Petersen, Brandon	Project Specialist/SC	15.00	01/01/14 - 06/30/14
Petrovich, Alexis	Project Specialist/SC	14.00	01/01/14 - 06/30/14
Pham, Peter	Spec. Project Coord./IVC	40.00	01/01/14 - 06/30/14
Quinn, Johnathan	Coaching Aide/SC	15.00	01/01/14 - 06/30/14
Racino, Christopher	Project Specialist/SC	12.50	01/01/14 - 06/30/14
Ramirez, Adriana	Project Specialist/SC	16.00	01/01/14 - 06/30/14
Raphael, Jerome	Project Specialist (IT)/Dist.	12.00	01/01/14 - 06/30/14
Rasouli, Monira	Project Specialist/IVC	9.50	01/01/14 - 06/30/14
Reed, Margaret	TMD Aide/IVC	16.00	01/01/14 - 06/30/14
Richards, Ryan	Coaching Aide/SC	15.00	01/01/14 - 06/30/14
Roach, Dana	Coaching Aide/SC	15.00	01/01/14 - 06/30/14
Robinson, Laura	Spec. Project Coord./SC	50.00	01/01/14 - 06/30/14
Rocca, Maria	Project Specialist/IVC	20.00	01/01/14 - 06/30/14
Rodriguez, Daniela	TMD Aide/SC	16.00	01/01/14 - 06/30/14
Roehler, Trevor	TMD Aide/IVC	16.00	01/01/14 - 06/30/14
Rosales, Jessica	Project Specialist/Dist.	20.00	01/01/14 - 06/30/14
Runde, Jessica	TMD Aide/IVC	20.00	01/01/14 - 06/30/14
Sack, Tammy	Project Specialist/IVC	20.00	10/01/13 - 06/30/14
Sanchez, Phillip	Project Specialist/SC	10.50	01/01/14 - 06/30/14
Saucedo Daniel, Jorge	Spec. Project Coord./IVC	35.00	01/01/14 - 06/30/14
Savage, Ariel	Project Specialist/SC	15.00	01/01/14 - 06/30/14
Schlesinger, David	Project Specialist/SC	16.00	01/01/14 - 06/30/14
Schmid, Teresa	CDC Project Specialist/SC	20.00	01/01/14 - 06/30/14
Sclafani, Andrew	TMD Aide/IVC	20.00	01/01/14 - 06/30/14
Searcy, Arronlea	Spec. Project Coord./SC	25.00	01/01/14 - 06/30/14
Sebold, Margaret	Project Specialist/SC	16.00	01/01/14 - 06/30/14
Seitz, Kevin	TMD Aide/IVC	20.00	11/04/13 - 06/30/14
Selberis, Anastasia	Project Specialist (IT)/Dist.	12.00	01/01/14 - 06/30/14
Senda, Thokozile	Project Specialist/SC	16.00	01/01/14 - 06/30/14
Serrano, David	Project Specialist/IVC	16.00	01/01/14 - 06/30/14

⁷ Daughter of Lori Parra, Extended Opportunity Program Specialist-Bilingual, Division of Counseling Services and Special Programs, Saddleback College.

⁸ Daughter of Thomas and Diane Pestolesi, Full-time, Physical Education Instructor, School of Health, Kinesiology and Athletics, Irvine Valley College; and Full-time, Nursing Instructor, Division of Health Sciences and Human Services, Saddleback College, respectively.

A. NEW PERSONNEL APPOINTMENTS - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2013/2014** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly (\$)</u>	<u>Start/End Date</u>
Sevcik, Stacie	Project Specialist/IVC	18.00	01/01/14 - 06/30/14
Shadid, Bryan	Coaching Aide/SC	15.00	01/01/14 - 06/30/14
Shepherd, Meeghan	TMD Aide/IVC	16.00	01/01/14 - 06/30/14
Silva, Felissa	Child Dev. Center Aide/SC	12.00	01/01/14 - 06/30/14
Simpson, Robin	Project Specialist/SC	20.00	11/05/13 - 06/30/14
Skinner, Daniel	ST Campus Sec. Off./IVC	20.00	10/01/13 - 06/30/14
Snyder, Deborah	Project Specialist/SC	12.50	01/01/14 - 06/30/14
Sparkuhl, Julie	Project Specialist/SC	12.50	01/01/14 - 06/30/14
Steinriede, Lindsay	Coaching Aide/SC	15.00	01/01/14 - 06/30/14
Stephens, Gary	Coaching Aide/SC	15.00	01/01/14 - 06/30/14
Stinson, Felicia	Project Specialist/SC	20.00	01/01/14 - 06/30/14
Strickland, Brandon	Coaching Aide/SC	15.00	01/01/14 - 06/30/14
Sullivan, Desiree	Project Specialist (IT)/Dist.	12.00	01/01/14 - 06/30/14
Sussman, Diane	TMD Aide/SC	16.00	01/01/14 - 06/30/14
Takenaka, Kyoko	TMD Aide/SC	16.00	01/01/14 - 06/30/14
Talby, Ethan	Project Specialist/SC	15.00	01/01/14 - 06/30/14
Tate, Christopher	Outreach Aide/SC	12.50	01/01/14 - 06/30/14
Terrado, Kevin	Project Specialist/SC	15.00	01/01/14 - 06/30/14
Tesch, Gregory	Project Specialist (IT)/Dist.	50.00	01/01/14 - 06/30/14
Thampi, Advait	Project Specialist/IVC	16.00	01/01/14 - 06/30/14
Toice, Katrina	TMD Aide/SC	16.00	01/01/14 - 06/30/14
Tomlinson, Warren	Project Specialist/SC	16.00	01/01/14 - 06/30/14
Torcivia, Thomas	Outreach Aide/SC	12.50	01/01/14 - 06/30/14
Trippe, William	Project Specialist/SC	9.50	01/01/14 - 06/30/14
Trumble, Phillip	Coaching Aide/SC	15.00	01/01/14 - 06/30/14
Trytten, Lacey	Outreach Aide/SC	12.50	01/01/14 - 06/30/14
Tu, Veronica	Project Specialist/SC	10.50	01/01/14 - 06/30/14
Tung, Haiyun	Coaching Aide/IVC	15.00	01/01/14 - 06/30/14
Turk, Anthony	Project Specialist/SC	16.00	01/01/14 - 06/30/14
Turner, Jacqueline	Coaching Aide/IVC	15.00	01/01/14 - 06/30/14
Ullrich, Karen	Child Dev. Center Aide/SC	12.00	01/01/14 - 06/30/14
Van Scheik, Jessie	Child Dev. Center Aide/SC	12.00	01/01/14 - 06/30/14
Vann, Amber	Coaching Aide/IVC	15.00	01/01/14 - 06/30/14
Varho, Matt	TMD Aide/IVC	20.00	01/01/14 - 06/30/14
Venkatesan, Salila	Project Specialist (IT)/Dist.	12.00	01/01/14 - 06/30/14
Viduya, Natalie	Project Specialist/IVC	15.00	10/01/13 - 06/30/14
Viguerras, Carla	TMD Aide/IVC	16.00	01/01/14 - 06/30/14
Wagner Steiner, Sheri	Project Specialist/SC	10.50	01/01/14 - 06/30/14
Warner Lemus, Larina	TMD Aide/IVC	16.00	01/01/14 - 06/30/14
⁹ Watt, Sara	Project Specialist/SC	12.50	01/01/14 - 06/30/14

⁹ Daughter of Deborah Watt, temporary, substitute, Senior Administrative Assistant, Division of Counseling Services, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2013/2014** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly (\$)</u>	<u>Start/End Date</u>
¹⁰ Webster, Patrick	Outreach Aide/SC	12.50	01/01/14 - 06/30/14
¹⁰ Webster, Perry	Coaching Aide/SC	15.00	01/01/14 - 06/30/14
Weiss, Elizabeth	Spec. Project Coord./IVC	40.00	01/01/14 - 06/30/14
Welch, Hailey	TMD Aide/SC	16.00	01/01/14 - 06/30/14
Wells, Douglas	Adapted Kinesiology Aide/SC	16.00	01/01/14 - 06/30/14
Whelan, Andrew	Project Specialist/SC	10.50	01/01/14 - 06/30/14
Wiedeman, Ashley	Project Specialist/SC	14.00	01/01/14 - 06/30/14
Wilford, Scott	Coaching Aide/SC	15.00	01/01/14 - 06/30/14
Wilkings, Kelly	Coaching Aide/SC	15.00	01/01/14 - 06/30/14
Williams, Christopher	Project Specialist/SC	15.00	01/01/14 - 06/30/14
Williamson, Jehann	TMD Aide/IVC	20.00	01/01/14 - 06/30/14
Wilson, Curtis	Coaching Aide/SC	15.00	01/01/14 - 06/30/14
Wolvin, Barry	Project Specialist/SC	15.00	01/01/14 - 06/30/14
Woods, Christopher	Coaching Aide/SC	15.00	01/01/14 - 06/30/14
Yarber, Mariam	Project Specialist/SC	12.50	01/01/14 - 06/30/14
Yasukochi, Donal	Coaching Aide/SC	15.00	01/01/14 - 06/30/14
Yearwood, Susan	Project Specialist/SC	12.50	01/01/14 - 06/30/14
Yell, Lacey	Coaching Aide/SC	15.00	01/01/14 - 06/30/14
Yi, Ki	Coaching Aide/IVC	15.00	01/01/14 - 06/30/14
Yunes, Omar	Coaching Aide/SC	15.00	01/01/14 - 06/30/14
Zajac, Melissa	Project Specialist (IT)/Dist.	12.00	01/01/14 - 06/30/14
Zane, Lauren	Child Dev. Center Aide/SC	12.00	01/01/14 - 06/30/14
Zotınca, Alexandru	Coaching Aide/IVC	15.00	01/01/14 - 06/30/14

4. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2013/2014** academic year.

<u>Name</u>	<u>Start/End Date</u>
Cooke, Brianna	11/19/13-06/30/14

5. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2013/2014** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed (\$)</u>	<u>Start/End Date</u>
Abbott, Amy	Comm. Ed./SC	2500.00/cs	11/12/13-06/30/14
Afshari Aliabad, Rozsan	Tutor/IVC	12.00/hr	11/15/13-06/30/14

¹⁰ Brothers, Patrick works in the Outreach and Community Relations, Office of Student Services, Saddleback College; Perry works in the Division of Kinesiology and Athletics, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

5. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2013/2014** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed (\$)</u>	<u>Start/End Date</u>
Avaloz Galvez, Diego	Tutor/SC	12.00/hr	08/15/13-06/30/14
Bonetti, Tanya	Comm. Ed./SC	2500.00/cs	11/13/13-06/30/14
Carlsen, Heather	Comm. Ed./SC	2500.00/cs	11/13/13-06/30/14
Chae, Jong	Tutor/IVC	12.00/hr	10/01/13-06/30/14
Grimalda, Andrew	Comm. Ed./IVC	2500.00/cs	10/01/13-06/30/14
Kopenhefer, Melissa	Comm. Ed./SC	2500.00/cs	08/12/13-06/30/14
Lopez, Ed	Comm. Ed./IVC	2500.00/cs	10/01/13-06/30/14
¹¹ McCaughey, Colin	Comm. Ed./IVC	2500.00/cs	07/01/13-06/30/14
Molina, Victoria	Interpreter IV/IVC	42.00/hr	11/25/13-06/30/14
Murtz, Al	Comm. Ed./IVC	2500.00/cs	10/01/13-06/30/14
Sayrafi, Mahrad	Tutor/IVC	12.00/hr	11/04/13-06/30/14
Sharar, Erica	Comm. Ed./IVC	2500.00/cs	10/01/13-06/30/14
Stahler, John	Comm. Ed./IVC	2500.00/cs	10/01/13-06/30/14
Smith, Elizabeth	Comm. Ed./IVC	2500.00/cs	10/01/13-06/30/14
Stamen, Barbara	Comm. Ed./SC	2500.00/cs	11/12/13-06/30/14
Voisard, Norbert	Tutor/IVC	12.00/hr	11/13/13-06/30/14
Zamanian, Ali	Tutor/IVC	12.00/hr	10/01/13-06/30/14

B. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION

1. PROGRAM SPECIALIST, Classified Bargaining Unit Salary Schedule Range 130, Office of Community Education, Saddleback College seeks authorization to establish and announce a part-time 24 hours per week, 12 months per year position to its staff complement, effective December 17, 2013.
2. PROGRAM SPECIALIST, Classified Bargaining Unit Salary Schedule Range 130, Office of Community Education, Saddleback College seeks authorization to establish and announce a part-time 24 hours per week, 12 months per year position to its staff complement, effective December 17, 2013.

C. AUTHORIZATION TO CHANGE CLASSIFIED POSITIONS

1. IRVINE VALLEY COLLEGE seeks authorization to change the hours per week and/or months per year for the following Classified positions within their organization.

¹¹ Spouse of Monique Brass, part-time Faculty, Health, Kinesiology and Athletics, Irvine Valley College.

C. AUTHORIZATION TO CHANGE CLASSIFIED POSITIONS - Continued

- a. **ELIMINATE** SENIOR ADMINISTRATIVE ASSISTANT, School of Business Sciences, Pos. #4751, Classified Bargaining Unit Salary Schedule Range 127, full-time, 40 hours per week, 10 months per year position from its staff complement, and **CREATE** SENIOR ADMINISTRATIVE ASSISTANT, School of Business Sciences, Classified Bargaining Unit Salary Schedule Range 127, full-time, 40 hours per week, 12 months per year position to its staff complement, effective December 17, 2013. (Position #4751 was approved by the Board of Trustees on February 25, 2013)

D. AUTHORIZATION TO ELIMINATE AND CREATE CLASSIFIED POSITIONS

1. IRVINE VALLEY COLLEGE seeks authorization to eliminate and create the following Classified positions, within their organization as defined by Title V Education Regulation, Section (a) and (b), Recruitment 53021.
 - a. **ELIMINATE** SENIOR ADMINISTRATIVE ASSISTANT, Pos. #3488, Office of Physical Plant, Classified Bargaining Unit Salary Schedule Range 127, 40 hours per week, 12 months per year position from its staff complement, and **CREATE** SENIOR OPERATIONS PLANNING SPECIALIST, Office of Physical Plant, Classified Bargaining Unit Salary Schedule Range 130, 40 hours per week, 12 months per year position to its staff complement, effective November 26, 2013. (Position #3488 was approved by the Board of Trustees on February 27, 2006) (Exhibit B, Attachment 5)
 - i. **RECLASSIFY** SUSAN SWEET, ID #1824, from Senior Administrative Assistant, Pos. #3488, Office of Physical Plant, Classified Bargaining Unit Salary Schedule Range 127, Step 6, 40 hours per week, 12 months per year; to Senior Operations Planning Specialist, Office of Physical Plant, Classified Bargaining Unit Salary Schedule Range 130, Step 6, 40 hours per week, 12 months per year effective November 26, 2013.
 - b. **ELIMINATE** ADMINISTRATIVE ASSISTANT, Pos. #3496, Office of Physical Plant, Classified Bargaining Unit Salary Schedule Range 121, 40 hours per week, 12 months per year position from its staff complement, and **CREATE** OPERATIONS PLANNING SPECIALIST, Office of Physical Plant, Classified Bargaining Unit Salary Schedule Range 126, 40 hours per week, 12 months per year position to its staff complement, effective November 26, 2013. (Position #3496 was approved by the Board of Trustees on February 27, 2006) (Exhibit B, Attachment 2)
 - i. **RECLASSIFY** NIKKITA PULIYANDA, ID #13626, from Administrative Assistant, Pos. #3496, Office of Physical Plant, Classified Bargaining Unit Salary Schedule Range 121, Step 6, 40 hours per week, 12 months per year; to Operations Planning Specialist, Office of Physical Plant, Classified Bargaining Unit Salary Schedule Range 126, Step 5, 40 hours per week, 12 months per year effective November 26, 2013.
2. SADDLEBACK COLLEGE seeks authorization to eliminate and create the following Classified positions, within their organization as defined by Title V Education Regulation, Section (a) and (b), Recruitment 53021.

D. AUTHORIZATION TO ELIMINATE AND CREATE CLASSIFIED POSITIONS -

Continued

- a. **ELIMINATE** COLLEGE INFORMATION OPERATOR, Pos. #3356, Outreach and Community Relations, Office of Admissions, Records and Enrollment Services, Classified Bargaining Unit Salary Schedule Range 113, 40 hours per week, 12 months per year position from its staff complement, and **CREATE** OUTREACH ASSISTANT, Outreach and Community Relations, Office of Admissions, Records and Enrollment Services, Classified Bargaining Unit Salary Schedule Range 117, 40 hours per week, 12 months per year position to its staff complement, effective January 6, 2014. (Position #3356 was approved by the Board of Trustees on February 27, 2006) (Exhibit B, Attachment 3)
 - i. **RECLASSIFY** SANDRA MALAGON, ID #10314, from College Information Operator, Pos. #3356, Outreach and Community Relations, Office of Admissions, Records and Enrollment Services, Classified Bargaining Unit Salary Schedule Range 113, Step 6, 40 hours per week, 12 months per year; to Outreach and Community Relations, Office of Admissions, Records and Enrollment Services, Classified Bargaining Unit Salary Schedule Range 117, Step 5, 40 hours per week, 12 months per year effective January 6, 2014.
- b. **ELIMINATE** LABORATORY TECHNICIAN, LANGUAGE, Pos. #3299, Division of Liberal Arts, Classified Bargaining Unit Salary Schedule Range 122, 40 hours per week, 12 months per year position from its staff complement, and **CREATE** SENIOR LABORATORY TECHNICIAN, LANGUAGE, Division of Liberal Arts, Classified Bargaining Unit Salary Schedule Range 130, 40 hours per week, 12 months per year position to its staff complement, effective December 17, 2013. (Position #3299 was approved by the Board of Trustees on February 27, 2006) (Exhibit B, Attachment 4)
 - i. **RECLASSIFY** LINDA GRAVESEN, ID #2289, from Laboratory Technician, Language, Pos. #3299, Division of Liberal Arts, Classified Bargaining Unit Salary Schedule Range 122, Step 6, 40 hours per week, 12 months per year; to Senior Laboratory Technician, Language, Division of Liberal Arts, Classified Bargaining Unit Salary Schedule Range 130, Step 3, 40 hours per week, 12 months per year effective December 17, 2013.
- c. **ELIMINATE** SENIOR OPERATIONS PLANNING SPECIALIST, Pos. #4672, Office of Physical Plant, Classified Bargaining Unit Salary Schedule Range 130, 40 hours per week, 12 months per year position from its staff complement, and **CREATE** FACILITIES OPERATIONS SUPERVISOR, a Classified Management position, Office of Physical Plant, Integrated Administrator/Manager Salary Schedule Range 10, 40 hours per week, 12 months per year position to its staff complement, effective January 1, 2014. (Position #4672 was approved by the Board of Trustees on September 24, 2012) (Exhibit B, Attachment 1)
 - i. **RECLASSIFY** JESSICA CHA, ID #12376, from Senior Operations Planning Specialist, Pos. #4672, Office of Physical Plant, Classified Bargaining Unit Salary Schedule Range 130 Step 6, 40 hours per week, 12 months per year; to Facilities Operations Supervisor, a Classified Management position, Office of Physical Plant, Integrated Administrator/Manager Salary Schedule Range 10, Step 1, 40 hours per week, 12 months per year effective January 1, 2014.

E. CHANGE OF STATUS

1. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4002.1)

- a. AYAD, CATHERINE, ID #14726, Health Sciences and Human Services Program Specialist, Categorical, a grant funded position, Pos. #4160, Classified Bargaining Unit Salary Schedule Range 123, Step 6, 40 hours per week, 12 months per year, Division of Health Sciences and Human Services, Saddleback College has been granted a lateral transfer into the assignment of Health Science and Human Services Program Specialist, Categorical, a grant funded position, Pos. #4885, Classified Bargaining Unit Salary Range 123, Step 6, 40 hours per week, 12 months per year, Division of Health Sciences and Human Services, Saddleback College, in accordance with Article 17 of the C.S.E.A. contract, effective January 1, 2014. Pos. #4160, was approved by the Board of Trustees to be eliminated due to lack of funding by the Allied Health Programs-MLT grant. Employment in Pos. #4885, a grant funded position, is contingent upon funding by the Enrollment Growth ADN grant.
- b. DEYO, MICHELLE, ID #15986, Clerical Assistant, Categorical, a grant funded position, Pos. #3985, Classified Bargaining Unit Salary Schedule Range 113, Step 4, 24 hours per week, 12 months per year, Division of Business Sciences, Vocational Education and Economic Development, Saddleback College has been placed into the assignment of Clerical Assistant, Pos. #4480, Classified Bargaining Unit Salary Range 113, Step 4, 20 hours per week, 10 months per year, Office of Extended Education, Irvine Valley College, in accordance with Article 17 of the C.S.E.A. contract, effective January 1, 2014. Pos. #3985, was eliminated due to lack of funding by the Rapid Tech grant.
- c. NORMAN, SHAWN, ID #5881, Child Development Specialist, Pos. #3476, Classified Bargaining Unit Salary Range 122, Step 6, 40 hours per week, 12 months per year, Child Development Center, Office of Student Services, Saddleback College, is to be employed as Senior Child Development Specialist, Pos. #3500, Classified Bargaining Unit Salary Range 128, Step 4, 40 hours per week, 12 months per year, Child Development Center, Office of Student Services, Saddleback College, effective January 1, 2014. This is a replacement for Wesley Thomas, who retired.
- d. ¹²PRINZING, KEITH, ID #19354, Police Officer, Pos. #4235, Police Officer Salary Schedule Range 2, Step 1, 24 hours per week, 12 months per year, 5% Shift differential, Office of Campus Safety and Security, Irvine Valley College, is to be employed as Police Officer, Pos. #3172, Police Officer Salary Schedule Range 2, Step 2, 40 hours per week, 12 months per year, 5 % Shift differential, Office of Campus Safety and Security, Irvine Valley College, effective October 31, 2013. This is a replacement for Vickie Stevens.
- e. TY, DJIAN-LUKE, ID #16067, Laboratory Technician, Life and Physical Sciences, Pos. #4032, Classified Bargaining Unit Salary Range 122, Step 6, 40 hours per week, 12 months per year, 5% shift differential, School of Physical Sciences and Technology, Irvine Valley College is to be employed as Senior Laboratory Technician, Chemistry, Pos. #4820, Classified Bargaining Unit Salary Range 130, Step 3, 40 hours per week, 11 months per year, School of Physical Sciences and Technology, Irvine Valley College, effective January 1, 2014. This is position was approved by the Board of Trustees on August 26, 2013.

¹² Correcting effective date submitted to the Board of Trustees on November 25, 2013.

F. OUT OF CLASS ASSIGNMENTS

1. CHAKRABORTY, JHUMA, ID #15941, Library Technician, Pos. #1377, a temporary assignment, Classified Bargaining Unit Salary Range 125, Step 1, 40 hours per week, School of Library Services, Irvine Valley College, temporary assignment ended on November 1, 2013, returned to permanent assignment as Library Assistant I, Pos. #4313, Classified Bargaining Unit Salary Range 115, Step 5, 40 hours per week, 12 months per year, School of Library Services, Irvine Valley College November 4, 2013.
2. CHAKRABORTY, JHUMA, ID #15941, Library Assistant I, Pos. #4313, Classified Bargaining Unit Salary Range 115, Step 5, 40 hours per week, 12 months per year, School of Library Services, Irvine Valley College, has been given a temporary change in assignment to Library Technician, Pos. #1377, Classified Bargaining Unit Salary Range 125, Step 1, 40 hours per week, School of Library Services, Irvine Valley College, effective December 2, 2013 through December 3, 2013. This is a temporary replacement for Juequang Ling, who was in a temporary assignment.
3. IRWIN, DELORES, ID #14048, Accounting Specialist, Pos. #4076, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, Office of Business Services, District, has been given a temporary change in assignment to Senior Administrative Assistant, Pos. #4751, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, School of Business Sciences, Irvine Valley College, effective December 2, 2013. This is a temporary reassignment for Lois Ann Hildabidle, who resigned.
4. LING, JYUEGUANG, ID #16323, Library Technician, Pos. #1377, Classified Bargaining Unit Salary Range 125, Step 4, 40 hours per week, 12 months per year, School of Library Services, Irvine Valley College, has been given a temporary change in assignment to Senior Administrative Assistant, Pos. #4816, Classified Bargaining Unit Salary Range 127, Step 4, 40 hours per week, School of Library Services, Irvine Valley College, effective December 2, 2013 through December 3, 2013. This was a temporary replacement for two days only, for Rocio Navarro, who resigned.
5. STRAUSS, BARBARA, ID #14227, Financial Aid Specialist, Pos. #2267, Classified Bargaining Unit Salary Range 125, Step 6, 40 hours per week, 12 months per year, Financial Aide, Office of Student Services, Irvine Valley College, has been given a temporary change in assignment to Accounting Specialist, Pos. #4076, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, Office of Business Services, District, effective December 2, 2013. This is a temporary reassignment for Delores Irwin, who is in a temporary assignment.

G. LEAVE OF ABSENCE

1. CONNOLLY, MONIKA, ID #17294, International Student Program Specialist, Pos. #3535, Classified Bargaining Unit Salary Range 129, Step 5, 40 hours per week, 12 months per year, School of Admissions, Records and Enrollment Services, Saddleback College, has been granted a three month unpaid leave of absence, with benefits, effective January 16, 2014 through April 4, 2014.
2. HSU, JEFFREY, ID #15147, Police Officer, Pos. #3142, Police Officer Association Salary Range 2, Step 6, 40 hours per week, 12 months per year, Office of Campus Safety and Security, Irvine Valley College, has been given an unpaid leave, with benefits effective October 29, 2013.

H. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. ANDERSEN ASHLEY, ID #17924, Program Assistant, Categorical, Pos. #4305, Classified Bargaining Unit Salary Range 118, Step 4, 40 hours per week, 12 months per year, Division of Health Sciences and Human Services, Saddleback College, resignation effective November 20, 2013. Payment is authorized for any compensated time off. (Permanent Start date: December 20, 2010)
2. ARENDTS, ERIKA, ID #4881, Clerical Assistant, Pos. #4480, Office of Extended Education, Irvine Valley College, Classified Bargaining Unit Salary Range 113, Step 3, 20 hours per week, 10 months per year, conclusion of employment effective December 31, 2013. 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: May 1, 2012)
3. HART, NATALIE, ID #18677, Student Development Office Assistant, Pos. #4481, Student Development, Office of Student Services, Saddleback College, resignation effective December 6, 2013. Payment is authorized for any compensated time off. (Permanent Start date: May 21, 2012)
4. RYOO, CHRISTINA, ID #18824, Admissions and Records Specialist I - Bilingual, Pos. #3983, School of Admissions, Records and Enrollment Services, Irvine Valley College, resignation effective November 18, 2013. Payment is authorized for any compensated time off. (Permanent Start date: August 6, 2012)

I. VOLUNTEERS

1. The following individuals are to be approved as Volunteers for the **2013/2014** academic years.

School of Guidance and Counseling, Irvine Valley College

Breslin, Ann Marie

Kulik, Christopher

McFarlin, Charlie

Emeritus Institute, Saddleback College

Ott, Jacqueline

Fine Arts and Media Technology, Saddleback College

Getz, Ann

Getz, Hannah

Getz, Sophie

Lee, Alexandra

Lee, Cindi

Tilton, Jill

Health Sciences and Human Services, Saddleback College

Henderson, Kathryn

Humanities & Languages, Irvine Valley College

Kudaka, Kiko

Kumagai, Takami

Office of Physical Plant, Irvine Valley College

You, Seung Wong

I. VOLUNTEERS - Continued

1. The following individuals are to be approved as Volunteers for the **2013/2014** academic years.

Outreach and Community Relations, Saddleback College

Ambroson, Gabriel

Favor, Andrew

Iribarren, Nicole

Maltzman, Amir

Perez, Rosa

Suleiman, Sereen

Bautista, Daisy

Gil, Chantelle

Kuszyk, Alexander

Motamedzadeh, Ali

Shanafelt, Katarina

Branson, Dakota

Hayes, Michael

Lappin, David

Natoolo, Lydia

Selbens, Anastasia

ATTACHMENT 1

South Orange County Community College District

FACILITIES OPERATIONS SUPERVISOR, Job ID #, Administrator and Manager Integrated Salary Range 10
– (Classified Management)

DEFINITION

To plan, organize, coordinate and supervise the daily operations and activities at assigned areas of the College, involving office administrative, semi-skilled building maintenance staff, custodial, locksmith, painting, and transportation services; take care of any emergency operational situations or facilities related issues that will assist in the functional operations of the facilities maintenance department and the college, for students, faculty and staff; inspect facilities and work performed; train, supervise and evaluate the performance of assigned staff; perform a variety of technical tasks related to the areas of assignment and general maintenance of College facilities as needed; schedule the annual and semi-annual sports fields and campus grounds projects and services.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Assistant Director of Facilities or designee.

Exercises functional and technical supervision over the office administration, building maintenance, custodial, locksmith, painting, and transportation services staff as assigned.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Supervise and evaluate the work of assigned administrative (e.g. master calendar, requisitions, purchase orders, contracts, budgets, work order system, payroll and annual supply order processing), building maintenance, custodial, locksmith, painting staff, and transportation services to ensure that College facilities are maintained in a clean, safe and sanitary condition, and in an efficient and cost-effective manner.

Prepare and assign regular and special work schedules to ensure proper office administration, building maintenance, building locks and hardware, custodial services, event set ups, campus grounds, vehicles and equipment maintenance, corridors, lobbies and fixtures; note deficiencies and take appropriate corrective action.

Order, receive, inspect, store, issue, control the inventory of and delivery of grounds supplies and equipment; ensure purchase of the most economical and highest quality supplies and equipment; requisition supplies and equipment needed to maintain administrative, building maintenance, custodial, event set ups, grounds, locksmith, painting and transportation services, to maintain college facilities.

Train, supervise and evaluate the performance of assigned staff; develop procedures and provide instruction related to the administration, building maintenance, custodial, event set ups, locksmith, and transportation services in support of college facilities and programs; assist in selection of assigned staff.

Prepare and maintain records related to grounds inventory supplies, personnel, work performed and equipment; participate in developing and overseeing the grounds budget according to established policies and procedures.

South Orange County Community College District
Page 2 - Facilities Operations Supervisor

EXAMPLES OF DUTIES – Cont'd

Inspect buildings and campus grounds and other facilities to ensure compliance with established security and safety measures; identify and report dangerous, unsafe, unsecured and unsightly conditions to superiors; recommend appropriate corrective action.

Participate in performing duties relating to classified staff as assigned under training or emergency conditions.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Appropriate storage, handling, use and disposal of chemical cleaning agents and custodial equipment.

Basic risk management.

Budget preparation and administration.

Correct English composition, grammar, spelling and vocabulary.

Health and safety precautions and procedures.

Interpersonal skills including tact, patience and diplomacy.

Methods and techniques of inventory control and record keeping.

Methods of planning, prioritizing, coordinating, organizing, scheduling and supervising daily, administrative procedures and facilities operations of a community college.

Methods, equipment, tools and materials used in cleaning buildings and other college facilities.

Oral and written communication skills.

Planning and organizational skills.

Principles of training and supervision.

Ability to:

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.

Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.

Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

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

Estimate quantity and types of materials and supplies needed.

Evaluate the effectiveness of various supplies and equipment.

Interpret, apply and explain applicable legal mandates related to areas of assignment.

Learn applicable local, State and federal laws and regulations related to area of assignment.

Learn College organization, operations and objectives.

Learn District policies and procedures.

Maintain records and prepare routine reports.

Maintain security of confidential materials.

Meet schedules and timelines.

Operate office equipment such as computer, printer, calculator, copier and facsimile machine.

Plan, organize, coordinate, implement and oversee a comprehensive office operation at a community college.

Prepare and oversee budgets for assigned area.

Prepare oral and written reports and recommendations.

Relate effectively to people of varied academic, cultural and socioeconomic background using tact, diplomacy and courtesy.

South Orange County Community College District
Page 3 - Facilities Operations Supervisor

Ability to:

Schedule, assign, supervise, inspect and evaluate assigned facility operations to ensure the cleanliness and maintenance of District facilities.

Train, supervise and evaluate the performance of assigned personnel.

Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.

Work effectively with others to achieve common goals.

EDUCATION AND EXPERIENCE GUIDELINES

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

Education:

Equivalent to graduation from high school supplemented by specialized training in office administration, supervision and maintenance/ operations or closely related field. BA or BS degree with a major in business administration or other related field is preferred.

Experience:

Five years of increasingly responsible experience in administrative office management (e.g. master calendar, requisitions, purchase orders, contracts, payroll and annual supply order processing), scheduling projects and work activities for staff, facilities work order systems, assignment of building maintenance and event set ups, vehicle usage and equipment maintenance, custodial operations, locksmith painting, including at least three years of experience in a lead or supervisory capacity.

LICENSES OR OTHER REQUIREMENTS:

Valid California driver's license.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Duties are primarily performed in an indoor and outdoor environment. The position is subject to travel from site to site, to supervise staff and inspect their work. Exposure to potentially hazardous chemicals, noxious odors, gases, and all types of weather and temperature conditions. The work environment is noisy when subordinates are using mowers, blowers or other power equipment. An employee in this class is regularly exposed to contact and fumes/odors from pesticides, paints, thinners, cleaning agents and chemicals. Also regularly exposed to dust or other airborne particles. Must be willing to work varied hours and respond to emergencies in a timely manner.

Physical Demands

Incumbents regularly ride in a vehicle and stand for long periods of time; walk at a normal pace for extended periods; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; bend, stoop, kneel, or crouch; hear to receive work direction and communicate with others. Must see clearly enough to read written directions and instructions on fertilizers, paints, oil and cleaning supplies and to inspect and ensure cleanliness of assigned facilities.

ATTACHMENT 2

South Orange County Community College District

OPERATIONS PLANNING SPECIALIST, Job ID #, Classified Bargaining Unit Salary Schedule Range 126

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

SUMMARY DESCRIPTION

Under general supervision from the assigned administrator of record or his/her designee, provide a variety of support to department operational activities; : provides assistance to management in coordinating and executing day to day operational activities; serves as primary administrator of the work order system; administers campus-wide hazardous waste program and coordinates activities; schedules college owned vehicles and coordinates additional needs with selected vendor; maintains the Master Calendar for facility use and coordinates set up activities; performs a variety of other duties that require basic knowledge of maintenance activities and the various trades and crafts and contribute to the smooth operations of the department and the timely completion of various projects; provides assistant to the Senior Operations Planning Specialist as needed and may perform administrative, secretarial, and clerical duties in support of assigned areas.

DISTINGUISHING CHARACTERISTICS

This is a hybrid administrative and specialized classification that is distinguished from the Administrative Assistant series by the responsibility for coordinating and participating in planning day to day operational activities. This is considered an intermediate level in the series and requires demonstrated experience in performing administrative functions at a level comparable to an Administrative Assistant and specific experience that demonstrates a basic level of knowledge and understanding of maintenance activities and the various trades and crafts.

This class is further distinguished from the Senior Operations Planning Specialist by the level of responsibility assigned and the level of knowledge related to maintenance operations required to work collaboratively and effectively with various trades and understand the impact of decisions. As on the job experience is acquired, knowledge is expected to increase and enable individuals in this class to work with a higher degree of independence.

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 coordination of day to day operations and related activities; provide responsible general support to relieve the supervisor of a wide variety of clerical, technical, and administrative detail; assist in organizing functions and activities as assigned.
2. Provide reliable and responsive customer service on the phone and in person, answering questions and communicating information that requires knowledge and understanding of departmental and District policies and procedures; refer to other departments or individuals as appropriate using sound judgment.
3. Serve as liaison between assigned supervisor and the College administrative staff, academic and classified staff, students, representatives of community agencies, and the general public by relaying messages, answering questions, clarifying information, responding to requests, or referring callers to the appropriate supervisor, administrator or others as necessary.

South Orange County Community College District
Page 2 - Operations Planning Specialist

4. Attend, and participate in a variety of maintenance related meetings as assigned; work in cooperation with Lead worker in executing various maintenance projects; and assist in coordinating activities between skilled trades as necessary and appropriate.
5. Administer college-wide maintenance management system; review all maintenance requests; create work order and provide to appropriate Lead Worker; prepare a variety of reports; provide training to users to ensure information is input correctly
6. Maintain the Master Calendar and coordinate facility use for special events; receive requests for facility use; work with event planners to determine physical needs; attend meetings to coordinate services needed for set up and other event activities; follow up to ensure all user needs are met.
7. Coordinate, schedule, and manage routine vendor activities, including but not limited to quarterly hazardous material removal, daily waste hauler, fire alarm testing, elevator inspection and repair, and weekly pest control companies; coordinate activities with various departments; ensure compliance with appropriate State guidelines and regulations.
8. Coordinate transportation needs and maintain records; schedule requests for college owned vehicles; coordinate and arrange rentals from outside agency; maintain driver records and ensure all drivers have been tested in compliance with college policy; maintain and monitor fuel credit cards and related receipts and submit to accounts payable.
9. Provide responsible administrative support as needed; plan and organize office support functions for assigned area; discuss and review activities and calendar of events on a regular basis with supervisor to assure timely coordination of office activities and priority of assigned projects; coordinate the flow of activities through the office in relation to priorities and schedules.
10. Utilize electronic technology to correspond with others and to maintain assigned calendars, schedules, and appointments; coordinate and arrange meetings; coordinate activities with other divisions and departments.
11. Participate in the departmental orientation and training of new classified and substitute employees when assigned.
12. Collect, research, compile, verify, summarize, and record information related to assigned maintenance areas; prepare and distribute reports; verify and review forms and reports prepared by others for completeness and conformance with established regulations and procedures.
13. Coordinate specialized functions or projects independently, as assigned; assure that work is performed in a timely and accurate manner; use independent judgment to develop and provide recommendations, suggestions, or information as necessary to meet established timelines.
14. Order office supplies and materials as directed; assure their timely receipt and storage; assure proper functioning of office equipment.
15. Provide staff support to standing and ad hoc committees and other groups as assigned; may attend meetings and take notes or record proceedings; prepare and distribute agendas, background materials, and minutes as appropriate.
16. Format, type, proofread, duplicate, and distribute correspondence, notices, lists, forms, memoranda, and other materials according to established procedures, policies, and standards.

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17. Utilize various computer applications and software packages; maintain and generate reports from a database or network system.
18. Operate office equipment including computer equipment, typewriter, calculator, copier, and facsimile machine.
19. Interact with South Orange County Community College District, Irvine Valley College, Advanced Technology Education Park, and Saddleback College's administrators, divisions, departments, faculty, staff, and students in all matters related to the area of assignment; interpret and apply policies and procedures and process sensitive complaints and requests for information.
20. Perform related duties as required.

QUALIFICATIONS

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

Knowledge of:

General maintenance activities.

Various trades and crafts at an operational level that enables the ability to perform duties.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles, practices, and procedures of business letter writing.

Principles and practices used to establish and maintain files and information retrieval systems. Methods and techniques of research and report preparation.

Basic mathematical concepts.

Principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.

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

Ability to:

Learn and understand the organization and operation of the assigned division and/or department as necessary to assume assigned responsibilities.

Learn, understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.

Demonstrate and apply general knowledge of maintenance activities and building trades. Demonstrate initiative in increasing technical knowledge related to assigned area. Perform duties involving the use of independent judgment and personal initiative.

Review, and identify the need for priority revisions while working collaboratively with multiple trades and outside contractors/vendors.

Use sound judgment in recognizing scope of authority.

Respond to requests for information and assistance and exercise excellent customer service. Type or enter data at a speed necessary for successful job performance.

Use correct English usage, grammar, spelling, punctuation, and vocabulary. Research, compile, and interpret data.

Prepare a variety of clear and concise operational reports. Implement and maintain complex filing systems.

Independently compose and prepare correspondence and memoranda. Plan and organize work to meet schedules and changing deadlines.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

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

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Ability to:

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

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 two years of college level coursework or specialized training in public administration, business administration, construction management, or a related field.

Experience:

Two years of increasingly responsible experience as an administrative assistant or secretary in a construction or maintenance environment that provides broad, general knowledge of building and maintenance trades.

LICENSE OR CERTIFICATE:

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

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment:

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

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and to occasionally travel to other offices or locations to attend meetings or to pick up or deliver materials. Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

ATTACHMENT 3

South Orange County Community College District

OUTREACH ASSISTANT, Job ID #, Classified Bargaining Unit Salary Schedule Range 117

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

SUMMARY DESCRIPTION

Under general supervision from assigned management staff, provides general administrative, secretarial and clerical assistance in support of departmental programs and functions; responsible for operation of a central switchboard; provides information and assistance to students, faculty, staff, and the general public; maintains schedules, budgetary records, files, and other materials that support daily operations; may provide direction to student workers; and participates in a variety of meetings, special events, and projects related to outreach activities.

DISTINGUISHING CHARACTERISTICS

This is a single incumbent classification that is distinguished by its responsibility for performing a broad range of administrative, secretarial, and clerical duties in support of outreach activities while having primary responsibility for the operation of a centralized switchboard. Incumbents in this classification must have broad knowledge of campus operations and resources in order to direct incoming calls appropriately and must be able to adapt quickly to changing work priorities in order to meet the needs of the department. Centralized switchboard and reception services are essential and, as the primary operator, the incumbent is responsible for training and overseeing hourly student workers that provide back-up assistance to maintain coverage.

REPRESENTATIVE DUTIES

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

1. Perform a variety of duties in support of departmental services and operations and to assist the administrator in meeting program objectives; relieve assigned administrator of a variety of clerical and technical details; develop schedules related to departmental activities; assure the timely completion of work in accordance with established policies, procedures, and standards.
2. Operate a central switchboard console for an assigned campus; receive and transfer calls to appropriate personnel; provide general information; take and transmit messages for staff.
3. Greet and assist the students, faculty, staff, and the general public at central reception area; provide general information regarding the location, dates, and times of events, College policies and procedures, and other general College information; provide materials, maps, class schedules, catalogs, and other information as requested.
4. Develop schedules and provide training to hourly and/or student workers to assure adequate coverage of central switchboard and reception desk; process and prepare time sheets or other documents required to verify work.
5. Assist in the administration of the telephone system college-wide; report trouble with phone lines including pay phones; place new phone orders; coordinate with technicians to ensure phones are in proper working order.

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Page 2 – Outreach Assistant

6. Word process, enter data, and proofread a variety of documents and forms including general correspondence, agendas, reports, and memoranda as necessary from rough draft, recordings, or verbal instruction; compose routine correspondence; disseminate information as appropriate.
7. Operate a variety of office equipment and learn to use new technology as necessary to perform duties; utilize electronic technology to correspond with others and to maintain calendars, schedules, and appointments; coordinate and arrange meetings; coordinate activities with other divisions, departments, and outside resources.
8. Perform a variety of general clerical duties including photocopying, distribution of information and forms, and operating a fax machine; receive, sort and distribute incoming and outgoing mail.
9. Initiate purchasing of departmental goods and services; maintain adequate inventory levels of office supplies, equipment and other departmental inventories; prepare and process forms and requisitions, including purchase requisitions, check requests, independent contracts, and work order forms; post, monitor, and track invoices and other expenditures.
10. Establish and maintain accurate and up-to-date departmental files and records; update and monitor various logs, accounts, and files for current and accurate information; verify accuracy of information, researching discrepancies and recording information.
11. Provide staff support to standing and ad hoc committees and other groups as assigned; attend meetings and take notes or record proceedings; assist in organizing special events and activities.
12. Maintain schedule for assigned rooms; assist faculty and staff in scheduling rooms; maintain accurate records.
13. Assist students with navigating through the District's website; assist with on-line registration and related matters.
14. 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:

Operating characteristics of a multi-line switchboard console.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

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

Basic principles and practices used to establish and maintain files and information retrieval systems. Basic principles, practices, and procedures of record keeping.

Basic mathematical concepts.

Basic research methods and techniques. Work organization principles and practices.

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

Ability to:

Learn and understand the organization and operation of the assigned department as necessary to assume assigned responsibilities.

Learn, understand, interpret, and apply general administrative and office policies and procedures.

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Page 3 – Outreach Assistant

Maintain current knowledge of campus events and locations.
Perform a variety of campus receptionist and administrative and clerical support functions of a general nature for an assigned office.
Operate a switchboard.
Respond tactfully, clearly, concisely, and appropriately to requests and inquiries from students, staff, the general public, press, or other agencies; effectively present information in person or on the telephone to students, staff or the public.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Use sound judgment in recognizing scope of authority and resolving difficult situations. Type or enter data at a speed necessary for successful job performance.
Compile and organize data and information to prepare routine reports and business correspondence.
Maintain filing systems.
Train and provide work direction to others.
Plan and organize work to meet schedules and changing deadlines.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Adapt to changing technologies and learn functionality of new equipment and systems.
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
Work effectively with minimal 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 the completion of the twelfth grade; college level coursework or specialized training in business administration, public relations, or other directly related field is desirable.

Experience:

One year of experience providing administrative and clerical support in an environment that involves frequent interruptions. Demonstrated experience operating a centralized switchboard and providing information to the general public is highly desirable.

LICENSE OR CERTIFICATE:

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

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.

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Page 4 – Outreach Assistant

Environment: Work is performed primarily in a standard office setting. Duties are typically performed at a desk, computer terminal, or central switchboard that may limit the ability to leave the incumbent's workstation. Environment is subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, academic and classified staff, and the public. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and to travel to other offices or locations in the performance of assigned duties. Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. Hearing: Hear in the normal audio range with or without correction.

Created by Forsberg Consulting Services, November, 2012

ATTACHMENT 4

South Orange County Community College District

**SENIOR LABORATORY TECHNICIAN, LANGUAGE, Job ID #, 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 the Dean or other designee, performs complex technical work in an instructional learning environment for a highly technical or complex subject area; 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 provides lead direction to Lab Technician positions, part-time hourly staff, and/or student volunteers.

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, perform at a skill level with a considerable degree of independence, and operate complex apparatus, equipment and machines. In addition, the Senior Lab Technician must possess extensive technical or academic training and experience in the assigned field, set up complex labs, monitor assigned budgets, order and inventory laboratory supplies and materials and provide significant academic assistance to assigned instructors. 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. Participate in the planning and implementation of laboratory exercises and assignments; implement new or modified policies and procedures as required.
2. Assist instructors in developing instructional materials; prepare study sheets, visual instructional aides, sample exercises and exams, and laboratory assignments; assist in grading exams and maintaining related records.
3. Prepare for laboratory demonstrations and exercises; set up laboratory materials and apparatus; assist students in the use of a variety of laboratory equipment including computer hardware and software; ensure student compliance with laboratory policies, procedures, and safety precautions; demonstrate proper use of laboratory equipment; monitor students involved in lab activities.
4. Provide assistance to students on a variety of laboratory and course related matters; review student work in progress and assist in resolving problems.
5. Maintain a clean and safe learning environment; perform routine and minor repairs on laboratory equipment; maintain, clean and test hardware and software as needed; maintain records of equipment and material use.
6. Oversee and participate in the ordering and maintenance of supplies, materials, and equipment; acquire and maintain an inventory of materials for instructional programs; receive, assemble and test new equipment.
7. Participate in budget preparation and administration for assigned lab; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
8. Oversee and provide lead direction to Language Lab Technician positions, part time hourly staff, and student volunteers.
9. Perform a variety of duties related to the matriculation of incoming and continuing students; determine course equivalencies to clear prerequisites; administer student placement testing, process results, and advise student of tests results and course options.

South Orange County Community College District
Page 2 – Senior Laboratory Technician, Language

10. Develop and provide orientations to students that are tailored to the course; demonstrate use of instructional computers and related software programs, features and equipment to instructors, students and staff; demonstrate use of digital audio listening and recording processes.
11. Manage Add Permit Codes (APC) for all required lab sections; create new codes as needed; complete Late Add Permit cards in order for students to enroll in co-requisite lab and course; identify students enrolled in lab without concurrent enrollment in identified language course, advise student, and drop from lab with authorization from Department Chair.
12. Provide hardware and software support and assistance to students, faculty, and staff; investigate user complaints; work closely with District I.T. to ensure all lab computers are configured correctly and to resolve problems; provide specialized training for faculty and staff; create and produce various materials and resources to assist users; research new applications for instructional review/assessment.
13. Provide web-based online course technical assistance to instructors and students; provide specialized training for faculty and staff for online software applications; create usernames/passwords for instructor web accounts; develop user navigational guides, on-line tutorials, customized reference and instructions, and user documents; monitor lab server content and update/organize content; prepare digital content by converting audio and video to compatible format for upload to server; implement online learning program in conjunction with new text adoptions; produce instructional materials related to use of discipline related web-based learning systems.
14. Set parameters, control access, and troubleshoot the positive attendance SARS TRAK database; set up instructor accounts for positive attendance tracking; download database reports, convert attendance data, and compile and sort hours to create accurate grade reports; issue pass/fail grade based on compiled attendance data.
15. Manage Student Learning Outcome (SLO) process for International Languages department; prepare instructions, distribute answer forms, collect, and score SLO forms and questions; train lab staff in use of machine scoring and reporting; prepare reports for Department Chair.
16. Respond to inquiries and requests for information; answer phones; relay messages for faculty and staff.
17. Respond to laboratory emergencies including injuries.
18. 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 computer and laboratory equipment as well as various materials pertaining to assigned laboratory and subject area.

Advanced theories and applications of the assigned subject matter.

Advanced principles and practices of laboratory operations.

Parts, tools, equipment, and methods used in the diagnosis, formatting, installation, and maintenance of assigned laboratory equipment and material.

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.

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.

Occupational hazards and standard safety practices.

Ability to:

Perform complex technical work in an instructional learning environment for a highly technical or complex subject area.

Perform duties at an advanced skill level with a considerable degree of independence.

Provide assistance to students on matters related to assigned laboratories.

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Page 3 – Senior Laboratory Technician, Language

Ability to:

Provide assistance to instructors in the development of relevant materials.
Correctly and efficiently set up laboratory equipment and materials used in exercises including computer equipment.
Provide software application support and assistance for routine desktop usage and online distance education course management and software systems.
Write clear explanations and directions.
Adapt to changing technologies and learn functionality of new equipment and systems.
Plan, schedule, direct, coordinate, and review the work and performance of assigned staff in a manner conducive to proficient performance and high morale.
Interpret and apply department policies, procedures, rules and regulations.
Ensure adherence to safe work practices and procedures.
Participate in budget preparation and administration.
Maintain an adequate inventory of materials for instructional programs.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Use sound judgment in recognizing scope of authority
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, a foreign language, education, or a related field.

Experience:

Three years of increasingly responsible experience in a language laboratory or similar environment.

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 student learning lab; may be exposed to noise and dust; work with computers and software. At least minimal environmental controls to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in a laboratory 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 assigned laboratory 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.

ATTACHMENT 5

South Orange County Community College District

SENIOR OPERATIONS PLANNING SPECIALIST, Job ID #291, 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 the assigned administrator of record or his/her designee, performs a combination of administrative and coordinative functions in support of department activities; performs the more complex administrative and secretarial duties in support of the Department Director and other departmental managers; coordinates and prioritizes the full range of department-wide administrative, secretarial, and clerical support; provides assistance to management in planning and coordinating day to day operational activities; collaborates with multiple trades, outside contractors and vendors to effectively coordinate projects and project budget activities; administers the work order system; coordinates a variety of semi- skilled maintenance activities and set-ups for events campus wide; and performs a variety of other duties that require knowledge of maintenance activities and the various trades and crafts and contribute to the smooth operations of the department and the timely completion of various projects.

DISTINGUISHING CHARACTERISTICS

This is a hybrid administrative and specialized classification that is distinguished from the Administrative Assistant series by the responsibility for coordinating and participating in planning day to day operational activities. This is an experienced classification; incumbents are assigned to independently perform the full range of diverse functions that include administrative and coordinative duties as described in the Representative Duties section. Demonstrated experience performing administrative functions at a level comparable to a Senior Administrative Assistant is required in addition to specific experience that demonstrates functional knowledge and understanding of maintenance activities and the various trades and crafts. Incumbents at this level receive instruction or assistance only as new or unusual situations arise, and must be fully aware of the operating procedures and policies of the work unit.

This class is further distinguished from the Operations Planning Specialist by the level of responsibility for complex administrative and secretarial duties and by the level of knowledge related to maintenance operations required to work collaboratively and effectively with various trades and understand the impact of decisions.

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;; provide responsible and complex administrative and operational support, relieving the supervisor of a wide variety of clerical, technical, and administrative detail; assist in organizing functions and activities as assigned.
2. Coordinate, attend, and participate in maintenance staff meetings as assigned; work in cooperation with Lead worker in executing various maintenance projects; and assist in coordinating activities between skilled trades as necessary and appropriate.
3. Attend and participate in unit meetings as requested; coordinate with Lead workers and other staff as necessary to address emergency situations.
4. Administer college-wide maintenance management system; review all maintenance requests; create work order and provide to appropriate Lead Worker.

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Page 2 – Senior Operations Planning Specialist

5. Oversee the use of various facilities for special events; coordinate with position responsible for Master Calendar; assess impact on facilities; identify and coordinate physical needs; assist with developing costs associated with event; coordinate activities of contractors, vendors and staff involved in special event.
6. May participate in space planning, furniture and configuration within buildings assigned to Facilities; collaborate with Lead Workers who assess data and other technical requirements.
7. Coordinate, schedule, and manage routine vendor activities, including but not limited to quarterly hazardous material removal, daily waste hauler, fire alarm testing, elevator inspection and repair, and weekly pest control companies; coordinate activities with various departments; ensure compliance with appropriate State guidelines and regulations.
8. Provide responsible and complex administrative support; plan and organize administrative office support functions; coordinate, oversee, and evaluate the flow of office work and assure that work is performed in a timely and accurate manner; review, update, and inform the supervisor and others of essential timelines; delegate tasks to other staff as appropriate and oversee completion of work; discuss and review calendar of events on a regular basis with supervisor to assure timely coordination of office activities and status of assigned projects; develop schedules related to division/department activities and services.
9. Utilize electronic technology to correspond with others and to maintain assigned calendars, schedules, and appointments; coordinate and arrange meetings; coordinate activities with other divisions and departments; make travel arrangements for department staff; process conference reimbursement and other requests.
10. Participate in the departmental orientation and training of new classified and substitute employees when assigned; assign, schedule, train, and provide work direction to semi-skilled administrative staff as assigned; prioritize work assignments; as appropriate, review and validate completed work for accuracy.
11. 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.
12. Coordinate and oversee specialized functions or projects independently, as assigned; assure that work is performed in a timely and accurate manner; use independent judgment to develop and provide recommendations, suggestions, or information as appropriate.
13. Answer telephones and respond to questions and requests for information from administrative, management, academic, and/or classified staff and the general public; communicate information in person or by telephone where judgment, knowledge, and interpretation of policies and procedures are necessary.
14. Serve as liaison between assigned supervisor and the College administrative staff, academic and classified staff, students, representatives of community agencies, and the general public by relaying messages, answering questions, clarifying information, responding to requests, or referring callers to the appropriate supervisor, administrator or others as necessary.
15. Assure that Board agenda items and supporting documents are developed, prepared, and forwarded within District timelines and legal requirements and guidelines; assure the administrator receives timely notification of Board requests for information or action; assure that the Board receives information and notification of action taken as requested.

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Page 3 – Senior Operations Planning Specialist

16. Assist supervisor in the preparation and administration of program budget(s); assist in preparing cost estimates for budget recommendations; assist in submitting justifications for budget items; allocate funds to proper budget codes; monitor and track expenditures in a timely manner; provide regular problems; monitor open accounts; process budget/expense transfers; recommend budget revisions.
17. Prepare, coordinate, and track contracts through the College and District processes, interfacing with the contractor/vendor, the College Budget Manager, and District staff as required on behalf of the administrator; produce and track purchase orders as required with contract submission.
18. Recommend expenditures for office equipment, materials, and supplies and assure their timely ordering, receipt, and storage; assure proper functioning of office 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; process and prepare time sheets for signature.
19. Provide staff support to standing and ad hoc committees and other groups as assigned; attend meetings and take notes or record proceedings; prepare and distribute agendas, background materials, and minutes as appropriate.
20. Compose correspondence independently; prepare preliminary responses to letters, general correspondence, and personal inquiries of a sensitive nature for administrator's approval.
21. Format, type, proofread, duplicate, and distribute correspondence, notices, lists, forms, memoranda, and other materials according to established procedures, policies, and standards.
22. Establish and maintain a variety of complex, interrelated filing systems including confidential files; establish and maintain files for information, records, and reports involving classified and management payroll and attendance, budget, production and cost records, inventory, manuals, and updated resource materials; organize and maintain all plan room documents including construction building drawings, plans and other documents, in a manner that facilitates retrieval.
23. Receive mail and identify and refer matters to the appropriate person in order of priority.
24. Utilize various computer applications and software packages; maintain and generate reports from a database or network system.
25. Operate office equipment including computer equipment, typewriter, calculator, copier, and facsimile machine.
26. Interact with South Orange County Community College District, Irvine Valley College, Advanced Technology Education Park, and Saddleback College's administrators, divisions, departments, faculty, staff, and students in all matters related to the area of assignment; interpret and apply policies and procedures and process sensitive complaints and requests for information.
27. 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.

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Knowledge of:

Operational characteristics, services, and activities of the functions, programs, and operations of the assigned division or department.

Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Code and other legal requirements related to area of assignment. Maintenance activities.

Various trades and crafts at an operational level that enables the ability to perform duties.

Work organization and office management principles and practices.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Processes, procedures, and practices of budget preparation and administration.

Principles, practices, and procedures of business letter writing.

Principles and procedures used in complex, inter-related record keeping.

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

Principles, practices and procedures of complex fiscal, statistical, and administrative research and report preparation.

Statistical procedures and mathematical concepts.

Principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.

Principles and practices of providing training, work direction, and guidance to lower-level office staff and student workers.

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

Ability to:

Understand the organization and operation of the assigned division and/or department as necessary to assume assigned responsibilities.

Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.

Demonstrate and apply general knowledge of maintenance activities and building trades.

Perform duties involving the use of independent judgment and personal initiative.

Assist in coordination of administrative functions and operational activities of the assigned office.

Review, and identify the need for priority revisions while working collaboratively with multiple trades and outside contractors/vendors.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Use sound judgment in recognizing scope of authority.

Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.

Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.

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

Participate in the preparation and administration of assigned budgets.

Use correct English usage, grammar, spelling, punctuation, and vocabulary. Research, compile, analyze, and interpret data.

Prepare a variety of clear and concise administrative and financial reports.

Implement and maintain complex filing systems.

Independently compose and prepare correspondence and memoranda.

Plan, schedule, direct, coordinate, and review the work and performance of assigned staff in a manner conducive to proficient performance and high morale.

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Ability to:

Plan and organize work to meet schedules and changing deadlines.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Adapt to changing technologies and learn functionality of new equipment and systems.
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
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 two years of college level coursework or specialized training in public administration, business administration, construction management, or a related field.

Experience:

Four years of increasingly responsible experience as an administrative assistant or secretary, including one year at a level comparable to a Senior Administrative Assistant with the District and experience in a construction or maintenance environment that provides broad, general knowledge of building and maintenance trades. Experience in a lead capacity is highly desirable.

LICENSE OR CERTIFICATE:

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

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

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

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and to occasionally travel to other offices or locations to attend meetings or to pick up or deliver materials. Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Report on Cost/Benefit of Using Higher One to Distribute Financial Aid Funds to Our Students and Our Colleges

ACTION: Information

BACKGROUND

Higher One is a financial services company, specializing in higher education financial aid disbursements. Currently, Higher One works with 72 institutions of higher learning in California, 60 California Community Colleges. Please see **Attachment A** for listing of California Community Colleges using Higher One.

As a tool to provide timely and accurate services and to eliminate long lines and delays, Saddleback and Irvine Valley College disburse financial aid through Higher One. Students that file the Free Application for Federal Student Aid (FAFSA) and complete their financial aid file are issued a Higher One Card. Higher One provides each student a co-branded (Saddleback or IVC) Higher One MasterCard via mail. Students have to use the Saddleback/IVC Card to select one of three options to receive their disbursement.

1. Open a no monthly fee Higher One checking account (disbursement available the day SOCCCD releases them to Higher One)
2. Direct Deposit to student's bank account (ACH process) and disbursements available 2-3 business days after SOCCCD releases them to Higher One
3. Receive a paper check (disbursements available in 5-7 business days after SOCCCD releases them to Higher One)

All grants (state and federal) and loans are disbursed on dates established by each college in coordination with District Fiscal Services. On each disbursement date funds are wired to Higher One.

Some of the disbursement delivery features include:

1. Automatic e-mail notification to all recipients when funds are deposited
2. Automatic e-mail confirmation to college administrators file processing
3. Real-time refund data and audit trails via www.higheronesupport.com
4. Online Refund Reversal Processing
5. Compliance with all federal and state regulatory requirements
6. Compliance with privacy and security requirements
7. FDIC insured funds

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

Specific Request for Report Questions

1. Are there hidden fees charged to our students?

Before opening an account with Higher One, it is mandatory that students acknowledge and accept the fee schedule before they are permitted to open an account. Higher One's Fee Summary is posted on Higher One's website and on the bottom of every page of each student's online profile. See **Attachment B** for Higher One's Fee Summary.

In comparing fees, Higher One's fees have been shown to be comparable with Wells Fargo, a competitive banking institution, as set forth below.

Fee Name	Wells Fargo	Higher One
Monthly Service	\$0	\$0
Non-Wells Fargo ATM Use	\$2.50	\$2.50
Insufficient Funds- 1 st occasion	\$25.00/day (1 st occasion in 12 month period)	\$29.00/ first item
Insufficient Funds- 2 nd and subsequent	\$35.00/day	\$38.00 (max. 3)
Stop Payments	\$31.00	\$24.00
Returned Deposits	\$12.00	\$7.00
Personal Checks	Varies- over the counter is \$1.00/check	\$7.00/ 50 checks
Multiple copies of checks	\$5.00/item	\$5.00/item
Cash Advance at other Bank	\$3.00/transaction	3.5%
Account Research	\$25.00/hour	\$25.00/hour

2. How accessible are the ATM's?

At Saddleback College, Higher One has provided 3 ATMs which are located in the Student Services Center Lobby, the Basketball Gym foyer and the Math, Science and Engineering Building. The hours of access for all locations is 6:30 a.m. to 9:00 p.m. At Irvine Valley, Higher One has installed 2 ATMs located in the Student Services Center Lobby and the campus Bookstore. The ATM in the bookstore can be accessed during the operating hours of the bookstore which are: M-Th 7:30 a.m. – 7:30 p.m., F 8:00 a.m. – 4:00 p.m. Please note that the hours are reduced during campus holidays and extended during the 1st week of classes. The ATM in the Student Services Lobby can be accessed from 7:00 a.m. to 9:00 p.m.

3. How long do the lines get for students who use the Higher One ATM's?

Both campuses have accessible ATMs that are convenient and accessible, eliminating the burden of long lines. The colleges provide in advance disbursement dates and estimated disbursement amounts to Higher One so that they can forecast cash needs for the ATMs.

4. What are the colleges doing to educate students on how to access their monies?

At both Saddleback College and Irvine Valley College, extensive educational and promotional marketing is integrated with current and upcoming college channels, as set forth below.

- A. Irvine Valley College has taken advantage of informational materials offered by Higher One that range from *How to Avoid Fees* to *Banking 101* to offer to our students. We have also posted the Higher One customer service information in the Financial Aid office and on our website.
- B. The first E-mail we send to applicants informs students that financial aid disbursements are issued through the Higher One/Saddleback Card. It goes on to inform and describe to students that they have options for receiving their refund. (Saddleback and Irvine Valley College)
- C. Saddleback Card/Higher One Flyer is being developed. It explains the card and offers ways to avoid fees.
- D. FAFSA (Free Application for Federal Student Aid) Wednesdays is our existing ongoing hands on workshop. Tips on how to avoid fees has been incorporated. (Saddleback College)
- E. During workshops and quad sits students are informed about Higher One's services, which includes information on avoiding fees. (Irvine Valley College and Saddleback College)
- F. Higher One Fees and tips on how to avoid fees has been incorporated to the Financial Aid Award Notice and Financial Aid Award Brochure (Saddleback College)
- G. New fall 2014 students/financial aid applicants will need to attend a Financial Aid Orientation. The Financial Aid Orientation will help students to understand the eligibility requirements, how to review their award status, how to maintain their aid eligibility, personal finance, the three disbursement choices available through Higher One and tips for usage and ways to avoid unnecessary fees. (Saddleback College)
- H. New Unique Saddleback Card/Higher One Web site. Information will include Higher One Options and tips on how to avoid unnecessary fees. Available January 2014.
- I. The Financial Aid website is currently being updated to include additional information regarding Higher One's services. (Irvine Valley College)

The Financial Aid Directors at both colleges agree that both colleges should have the same Higher One Website and informational handouts. We will continue to work and develop materials together.

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

According to the California Collegiate Brain Trust that assessed the Saddleback College Student Services program at Saddleback in 2010 the average in the state is 30 days. Saddleback processes completed files in an average of 25 days. Irvine Valley College has recently hired an interim Director of Financial Aid. Under the leadership of this individual Irvine Valley College now processes completed files in an average of 30 days.

6. Is Higher One the best way to disburse funds to our students?

Higher One does not sell or share personal information with any third-party providers or servicers. Higher One helps schools comply with Department of Education regulations on debit cards and the electronic disbursement of financial aid refunds. Higher One's electronic disbursement technology helps schools combat financial aid fraud.

Before Higher One, many students had no choice but to wait for a paper check. Now with Higher One, students can choose to receive their refund electronically in as little as 2 days into the bank of their choice, electronically the same day by opening up a Higher One account, or through a traditional paper check which takes 5-7 days.

Positive changes that Higher One offers:

- No more lines or checks handled
- Improved student customer service through greater access to information through online and telephone contact with Higher One
- Enhanced communications to students about their refund status
- Staff time freed for other functions during peak semester periods

Higher One is saving SOCCCD money. The total estimated savings to District Services for FY 2012-2013 is \$11,560. According to District Fiscal Services we have processed 51.45% more payments as of November 26, 2013 versus the same period of time last year, this equates to an estimated projected savings of \$17,508 in FY 2013-2014. See **Attachment C** for breakdown of savings.

Exhibits Attached

1. Attachment A: Listing of Community Colleges Using Higher One
2. Attachment B: Higher One's Fee Summary
3. Attachment C: SOCCCD Breakdown of Savings

California Community Colleges that use Higher One Services

Allan Hancock College	Long Beach City College
American River College	Los Angeles City College
Antelope Valley College	Los Angeles Harbor College
Berkeley City College	Los Angeles Mission College
Butte College	Pierce College
Cabrillo College	LA Trade Tech College
Cerritos College	LA Southwestern College
Chabot College	Merced College
Chaffee College	Merritt College
Coastline College	Mission College
College of Alameda	Modesto Junior College
College of the Canyons	Moorpark College
College of the Desert	Mt. San Antonio College
College of the Sequoias	Ohlone College
Compton Community College	Orange Coast College
Consumes River College	Oxnard College
Cuesta College	Sacramento City College
Cypress College	Saddleback College
DeAnza College	San Joaquin Delta College
East Los Angeles College	San Jose City College
El Camino College	Shasta College
Evergreen Valley College	Sierra College
Folsom Lake College	Solano Community College
Foothill College	Ventura College
Fullerton College	Victor Valley College
Golden West College	West Los Angeles College
Imperial Valley College	West Valley College
Irvine Valley College	Woodland Community College
Laney College	Yuba College
Las Positas College	
Lassen Community College	

Higher One Fee Schedule

Fee Schedules

We offer optional services to help you manage your account and avoid fees. To learn more use [EasyHelpSM](#) or watch the following videos: [How to choose a checking account](#), [Avoid foreign ATM fees](#), [Avoid PIN fees](#). Also, we've made our Fee Schedule even easier to understand. We have voluntarily adapted Pew's simple disclosure format.

Fees may vary by school program and account type. Please log in to see the fee schedule associated with your specific account.

OneAccount

How to Use the OneAccount for Free			Effective August 1st, 2013	
Account Usage	Fee Name	Fee	Explanation	How to Avoid Fee
	Minimum deposit needed to open account	No minimum deposit	There is no minimum opening deposit for the OneAccount.	N/A
	Monthly service fee	\$3.95 per month ¹ \$0 monthly service fee when: You are a student ² OR Direct deposit \$100.00 or more per month	You have chosen the OneAccount which has a monthly service fee unless you are a student or set up direct deposit.	\$0 monthly service fee when: You are a student OR Direct deposit \$100.00 or more per month.
	ATM fee (for using Higher One's ATMs)	No ATM fee for using a Higher One ATM .	You can withdraw cash for free at Higher One ATMs .	N/A
	Fee for using a non-Higher One ATM	\$2.50 (Plus any fees the ATM owner charges)	A non-Higher One ATM has been used. (Includes all withdrawals, inquiries, and declines.) Higher One will only charge up to one non-Higher One ATM decline fee and up to one non-Higher One balance inquiry fee per day.	Make sure you use FREE Higher One ATMs .
	International ATM fee	\$5.00	A non-Higher One ATM has been used in an area outside of the United States. Currently, Higher One has no international ATMs.	Conduct Debit MasterCard signature (Swipe & Sign) transactions for all your purchases instead of visiting the ATM.
	Merchant PIN-based transaction	\$0.50 per transaction	At checkout you selected "debit" and entered your Personal Identification Number (PIN), or a merchant processed your transaction as a PIN-less debit transaction even if you did not explicitly provide your PIN. When merchants process a transaction as a PIN-less debit, the PIN fee cannot be avoided.	Over half of OneAccount holders never receive more than one PIN fee... they are easy to avoid! Instead of entering your Personal Identification Number (PIN) at checkout, choose "credit" and sign the receipt to avoid the PIN fee. When merchants process a transaction as a PIN-less debit, the PIN fee cannot be avoided. If the merchant prompts you to enter your PIN, you may have to hit "cancel" to change the payment type to "credit."

Overdrafts	Insufficient Funds Fee Returned Item or Paid Item (No insufficient funds fees on card transactions)	First item (for lifetime of the account): \$29.00 All additional items: \$38.00	You have spent more money than you have available in your OneAccount by making payments via an e-check, paper check, or via ACH. The maximum number of insufficient funds fee/unavailable funds fee returned item or paid item charged is up to 3 per day. The same item may be submitted multiple times to your account.	The majority of account holders never pay an insufficient funds fee. To ensure you're among them, sign up for our Mobile Alerts, track your purchases and pay special attention to purchases made with an e-check or a paper check, and via ACH.
	Unavailable Funds Fee Returned Item or Paid Item (No unavailable funds fees on card transactions)	First item (for lifetime of the account): \$29.00 All additional items: \$38.00	You have deposited items that are uncollected or a hold has been placed on your OneAccount. The maximum number of insufficient funds fee/unavailable funds fee returned item or paid item charged is up to 3 per day. The same item may be submitted multiple times to your account.	The majority of account holders never pay an unavailable funds fee. To ensure you're among them, sign up for our Mobile Alerts, track your purchases and pay special attention to purchases made with an e-check or a paper check, and via ACH.
	Maximum number of Insufficient Funds Fee/Unavailable Funds Fee Returned Item or Paid Item charged per day.	Up to 3	You have spent more money than you have available in your OneAccount by making payments via an e-check, paper check, or via ACH.	The majority of account holders never pay an insufficient funds fee or returned item fee. To ensure you're among them, sign up for our Mobile Alerts, track your purchases and pay special attention to purchases made with an e-check or a paper check, and via ACH.

Other Fees	Stop payment fee	\$24.00	You have requested the stop payment of a check or electronic transaction.	Do your best to keep your checks in a safe place to protect against loss or theft; keep track of checks that are written, and be sure you have sufficient funds in your account to cover outstanding checks or electronic transfers.
	Card replacement	\$20.00	A replacement card was ordered for you.	Be sure to keep your card in a safe place to protect against loss or theft.

SOCCCD Savings

District Senior Accounting Staff Savings = \$4,648	
Number of Disbursements per FY	➤ 40
Savings of 3 hours per Disbursement	➤ 120 hours of Senior Staff Accounting Staff Time
Average Salary & Benefits	➤ \$38.73/hour x 120 hours = \$4,648

Check Printing Savings = \$6,012	
Payments Issued:	➤ 18,196 total payments • 18,108 electronic payments • 88 print checks
Cost of Print Checks	➤ \$0.163 per check x 18,196 = \$2,966
Cost of Copy Paper for Check Copy:	➤ \$38.73/hour x 120 hours = \$4,648
Cost of Envelopes	➤ 36.39 boxes x \$65.19/box = \$2,372
Cost of Printer Ink	➤ 3 cartridges x \$178.49/cartridge = \$535

Wells Fargo Bank Savings = \$900	
Positive Pay Monthly Fee	➤ 12 months x \$50/month = \$600
Fees for Lost, Canceled, And Stop Payment Checks	➤ \$0.163 per check x 18,196 = \$2,966
Cost of Copy Paper for Check Copy:	➤ 50 checks (estimated) x \$6.00/each = \$300
Note: WFB savings may be hard to quantify, as our accounts are subject to analysis of balances	

Total estimated savings of costs to District Fiscal Services for FY 2012-2013 is \$11,560. Please note that we have processed 51.45% more payments in FY 2013-2014 through today's date versus the same period of time last year, which equates to an estimated projected savings of \$17,508 in FY 2013-2014.

Data provided by Betty A. McClelland Senior Accounting Specialist, District Fiscal Services-11/26/2013

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College and Irvine Valley College: Board Report
Campus Security Cameras

ACTION: Information

BACKGROUND

At the November 25, 2013 board meeting, Trustee Tim Jemal requested a report regarding security cameras at Saddleback College and Irvine Valley College.

STATUS

Saddleback College and Irvine Valley College prepared written reports on security cameras at Saddleback College and Irvine Valley College. This report is presented in Exhibit A. In addition, representatives from Saddleback College and Irvine Valley College will do a presentation and/or be available to answer questions regarding campus security cameras at the colleges.

Furthering and maintaining a safe environment for our students, faculty, staff, managers, and visitors are a top priority for Saddleback and Irvine Valley Colleges. The Campus Police Departments are in the forefront of this vital endeavor and play a major role. The use of public safety cameras has been a proven safety enhancement and cost effective component in achieving this goal. We are pleased to provide a status report to the Board of Trustees, and respond to the specific questions raised.

1) Information supporting the use of public safety cameras to detect and deter crime.

The South Orange County Community College District covers a large geographical area, to include multiple buildings, roads, parking lots, walkways and grounds. On any given day our facilities are frequented by tens of thousands of students, staff, and visitors. While our District resides in a relatively safe location, we cannot take for granted the safety of our constituents and crimes do occur on college campuses. The use of public safety cameras as a tool enables staff to effectively create a safer learning and working environment for all those who live, work and visit the District.

The public safety cameras can be used in real time by:

- Safeguarding against potential man-made and natural threats.
- Assist in the management of emergency response situations (e.g. active shooter, fire).
- Provide a deterrent to individuals who know their activities are being recorded.
- Allow assessment of a situation prior to deployment of personnel.
- Assist in the traffic management flow of vehicles.
- Provide early detection of traffic issues.
- Help emergency services personnel maintain public order - identify then prioritize responding resources.

Recorded images can easily be researched around specific times and days and may be used for a variety of purposes. Major examples are:

- Assist in identifying, apprehending and prosecuting offenders.
- Assessing misuse of fire alarm systems.
- Activity around high value or highly sensitive areas (e.g. central plant).
- Assist in gathering evidence for criminal and civil court actions.
- Identify individuals in need of assistance (e.g. disruptive or troubled individual).
- Traffic accidents.
- Pedestrian and vehicle traffic activity.

- Areas located within the district with cash and credit card transactions.

2) Projected installation and maintenance costs.

Campus Police, College Information Technology, and College Facilities worked together to determine the most effective product to meet campus needs. Cost per camera at is estimated to be \$1,325 per camera. This cost includes processor for video storage, camera and mounting brackets, cable, speaker box and installation. Per unit cost differs by camera specifications; this is an average amount derived from the actual cost of recently installed cameras at Saddleback College. Staff secured camera licenses, video management software, Microsoft windows server software, and camera service agreements at no cost.

3) Access and storage of recorded data.

All media storage is stored in a secure area with access restricted to authorized persons. There are individual user accounts with specific rights, and these users are authorized by the Chief of Police and currently limited to Campus Police and College Information Technology Director and/or designee. The "User Manager Utility," allows the College I.T. Director and/or designee to add, modify, or delete users, and assign permissions to individual users. Recordings not otherwise needed for official reasons are retained for a period of not less than ninety days (90) and thereafter erased. A "Checksum Watermark" is embedded into the video to ensure it has not been tampered with. Any recordings needed as evidence in a criminal or civil proceeding are copied to a suitable medium and booked into evidence within the Campus Police Departments in accordance with current evidence procedures. (Government Code § 34090.6).

Approved Campus Police Department staff involved in video monitoring are required to be appropriately trained and supervised. All users have individual user accounts. Images from each camera are recorded on a 24-hour basis every day of the week. These images are transmitted to monitors installed in the two Campus Police Dispatch Centers and Officers Report writing rooms. When activity warranting further investigation is reported or detected at any camera location, the dispatcher may selectively VIEW ONLY the appropriate camera images and relay any available information to responding campus police officers. The Operations Lieutenant, Sergeant, campus police officer or dispatcher are authorized to zoom the cameras with telephoto lens in and out to more effectively view a particular area for any legitimate public safety purpose.

The review or the release of video images shall be done only with the authorization of the Campus Chief of Police or his/her designee, and only with a properly completed written request from the requesting party. Requests for recorded video images from other government agencies or by the submission of a court order or subpoena shall be submitted to the Campus Chief of Police or his/her designee, who will promptly research the request and submit the results of such search through the Chief of Police to the College District Legal Counsel's office for further handling. Every reasonable effort will be made to preserve the data requested until the request has been fully processed by the College District Legal Counsel's office.

Video images captured by public safety cameras that are requested under the Public Records Act by the public or media will be made available only to the extent required by law.

4) On-going reporting to management and the board on the effectiveness of the cameras in ensuring and enhancing public safety.

Each Chief of Police or his/her designee will conduct an annual review of the public safety camera system in conjunction with the Director of Technology Services or his/her designee. The annual review will include an inventory of safety camera installations, date of installation, and summary of the purpose, adherence to the SOCCCD public safety camera policy and any SOCCCD policy and administrative regulation changes. The results of each review will be documented and maintained by the Chief of Police or his/her designee. Any concerns or deviations from the SOCCCD policy will be addressed promptly and effectively.

5) How to ensure personal liberties and privacy of students, managers, faculty, staff and visitors are upheld.

Use of public safety cameras will be conducted in a professional, ethical, and legal manner, with the sole purpose of creating a safer environment and will not be used to invade the privacy of individuals, or to look into private areas or areas where the reasonable expectation of privacy exists. Video monitoring shall not be used to harass, intimidate or discriminate against any individual or group to include students, managers, faculty, staff and visitors.

All public areas that are monitored by public safety cameras are marked in a conspicuous manner with appropriate signs to inform the public that the area is monitored by public safety cameras. Signs within the district shall be well lit to ensure visibility. The video management software uses the “privacy zone” settings to black out any areas within the video necessary. The area will not be visible in live or recorded video.

REF: Board Policy 3400 – Vandalism

Persons shall be held responsible for any damage to District property caused by their careless or wrongful acts. The District shall take appropriate action to recover the costs of repairing or replacing damaged property. Reference: California Education Code, Section 70902

REF: AR 3728 - Information Security – Physical Security

....The following additional physical security controls are specific to areas that may contain systems or media that are in-scope for credit card data processing or storage: (Saddleback College over 25 locations).

- *Video cameras must be used to monitor individual physical access to areas where credit card data is stored, processed, or transmitted.*

REF: SOCCCD Police Department Policy Manual: Policy 378

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.

November 18, 2013
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>
Nov. 18, 2013 11:00 am	BGS 232	Brent Palmer	Psi-Beta/Psychology	Crystal Omelas	Addiction and Recovery
Nov. 19, 2013 6:00 pm		Rosie Beshk	Anthro #2	Delores Schiefert	Archeology
Nov. 19, 2013 10:30 am	BGS 232	Brent Palmer	Psi-Beta/Psychology Club	Dr. Brian Licuanan	Sleeping Disorders
Nov. 19, 2013 1:00 pm	BGS 256	Brent Palmer	Psi-Beta/Psychology Club	Jodi Barber, Dimitri Zarate, Ian Kellam, Tori DeGroote	Drug Abuse
Nov. 20, 2013 1:00 pm	BGS 232	Brent Palmer	Psi-Beta/Psychology Club	Dr. Pennington	Addiction and Alcoholism
Dec. 11, 2013 5:30 pm	HS 207	Margaret Huang	N165 – Fundamentals of Aging	Julie Schoen	Medicare

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>
Jan. 28, 2014 7:00 pm	BSTIC 120	Antonia Castro Graham	SRM 190	Trevor Blythe	Setting up a Municipal Recycling Program
Feb. 1, 2014 8:00 am – 4:00 pm	BSTIC 212, 214, 216, 219, LRC	Donald Bradshaw	Business Sciences community outreach	Hoda Hessaramiri and others, to be determined	Free tax preparation “Mega” community event

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Basic Aid Report
ACTION: Information

BACKGROUND

The District returned to Basic Aid status in FY 1999-2000. The Board of Trustees has requested regular information reports about projected basic aid receipts and approved projects.

STATUS

As of November 30, 2013, total estimated Basic Aid receipts are \$519.4M and total approved projects are 507.7M. The balance of \$11.7M includes the reserve of \$7.8M and unallocated funds of \$3.9M.

It should be noted that some of the approved projects are for state funded project match. Although approved, these funds will not be needed until the projects are approved by the State for funding.

There were no changes for the Basic Aid allocation from the November, 2013 Board report.

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
December 16, 2013**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Actual</i>	<i>Balance Remaining for 2013/14</i>
CLOSED PROJECTS							
CLOSED PROJECTS TOTAL	166,258,363	151,126,393	7,520,626	3,582,102	3,818,817	177,023	33,403
CAPITAL PROJECTS							
Campus Appearance Improvement IVC & SC (2009)	1,000,000	378,837	215,312	144,365	738	140,555	120,193
ATEP Building Demolition (2007)	13,700,000	61,693	12,192	1,439,404	781,124	109,025	11,296,561
ATEP First Building Phase 3A (2011)	12,500,000						12,500,000
ATEP Operating Budget* (2006)	12,197,558	6,208,934	2,390,930	1,798,762	507,119	564,290	727,523
ATEP Site Development (2012)	340,436				31,948	98,851	209,637
ATEP Site Development (2013)	4,100,000					693,427	3,406,573
ATEP Site Development Negotiations (2008)	4,265,883	1,979,700	592,509	618,846	322,921	652,433	99,475
ATEP Staffing, Equipment, Program Development (2007)	891,611	20,689	171,285	346,066	291,119	7,785	54,667
IVC A200 Success Center (2014)	46,095						46,095
IVC A400 Bldg Remodel (2011)	13,013,000				28,153	608,333	12,376,514
IVC Defects Performing Arts Center (2014)	1,400,000						1,400,000
IVC Design and Install Entrance from Barranca (2003)	2,850,000	9,950	41,576	45,644	143,803	25,074	2,583,952
IVC Fine Arts Building (2008) - State Delay, Future Project request	61,278	61,278					-
IVC Life Sciences Project (2004)	13,490,000	81,776	793,360	448,231	(1,169,892)	693,544	12,642,981
IVC New Parking Lot (2013)	3,010,000						3,010,000
IVC Performing Arts Center Waterproofing (2013)	470,000						470,000
IVC Repair Exteriors A100, A200, A300, A400, B100 (2010)	400,000		-	215,836	34,022	57,439	92,703
IVC Replace Main Water Valves (2010)	275,000		6,035	76,957	97,311	17,485	77,213
IVC Replace Natural Gas Piping A&B Quads (2010)	230,000		3,088	41,368		78,605	106,939
IVC Science Lab Addition & Remodel (2006)	5,180,000	2,736,299	2,024,161	412,531	-		7,009
IVC SSC HVAC System (2010)	800,000		1,346	19,668	732	12,124	766,130
IVC Upgrade Exterior & Entries to B300 (2013)	680,000						680,000
SC Building Repairs - Library Remodel (2003)	12,091,000	77,892	511,511	745,863	1,817,215	(630,004)	9,568,522
SC Building Repairs - LRC Comm Arts Renovation (2013)	2,622,000				-	12,320	2,609,680
SC Building Repairs - ATAS Building (2003)	6,210,313	153,424	-	13,800	94,380	167,292	5,781,417
SC Building Repairs - ATAS Swing Space Renov (2013)	9,520,687					124,917	9,395,770
SC Demolition and Upper Quad Remodel (2008)	1,000,000		-				1,000,000
SC Fine Arts HVAC Renovation (2013)	4,950,000					2,754	4,947,246
SC Golf Driving Range Net Replacement (2005)	300,000	96,800	5,000	4,950	19,300	42,520	131,430
SC Health Sciences/DS Waterproofing (2013)	1,000,000						1,000,000
SC New Gateway Building (2013) (Match)	1,545,115						1,545,115
SC Pool Deck Replacement (2010)	1,500,000		23	1,276,844	189,784	8,121	25,228
SC Roof Replace Tech & Applied Science, Village Bldg 3-8 (2010)	1,500,000		166,833	851,935	337,751	63,860	79,621
SC Sciences Building (M/S/E annex) (2003)	67,358,346	29,595	-	258,563	1,840,003	295,740	64,934,444
SC Site Improvements (2008)	12,580,000	-	5,740	212,701	-	1,464	12,360,095
SC SM 12KV Elec Distr Repair (2014)	200,000						200,000
SC SM HVAC PE 100 (2014)	800,000						800,000
SC SM PE 200 Bleacher Repairs (2014)	725,000						725,000
SC SM PE 200 and 300 Interior Renovation (2014)	1,000,000						1,000,000
SC SM PE 400 and 500 Renovation (2014)	800,000						800,000
SC Water Damages/Storm Drainage Issues (2013)	750,000					10,710	739,290
CAPITAL PROJECTS TOTAL	217,353,322	11,896,866	6,940,902	8,972,334	5,367,531	3,858,665	180,317,024
SCHEDULED MAINTENANCE							
IVC Library Exterior (2013)	275,000						275,000
IVC Lighting & Walkways (2013)	900,000						900,000
IVC Sports Facilities (2012)	342,600					702	341,898
SC Central Plant (2013)	750,000					61,780	688,220
SC Energy Management System (2012)	657,400				323,678	333,722	-
SC PE Complex (2013)	500,000						500,000
SCHEDULED MAINTENANCE PROJECTS TOTAL	3,425,000	-	-	-	323,678	396,204	2,705,117.71

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
December 16, 2013**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Actual</i>	<i>Balance Remaining for 2013/14</i>
IT PROJECTS							
Campus Desktop Refresh (2013)	2,250,000					648,198	1,601,802
SOCCCD Awards Management System (2013)	500,000					303,641	196,359
SOCCCD Blackboard Plug-ins (2013)	150,000					2,000	148,000
SOCCCD Degree Audit/MAP Upgrade (2013)	1,000,000					230,118	769,882
SOCCCD Document Management Solution (2011)	659,202				622,823	18,731	17,648
SOCCCD DW Hardware Refresh (2014)	505,000						505,000
SOCCCD End-of-Life Core Network/Tech Refresh (2013)	5,500,000					446,032	5,053,968
SOCCCD Enterprise Backup Solution (2014)	150,000						150,000
SOCCCD Enterprise Content Mgmt Expansion (2013)	150,000					31,386	118,614
SOCCCD HR/Bus Svcs Integrated Software (2013)	5,250,000				16,131	150,433	5,083,436
SOCCCD Intl and Student Scholar Mgmt (2014)	54,500						54,500
HRIS Data Migration	20,000					15,000	5,000
IT Governance - TeamDymanixHE Software	50,000					14,400	35,600
TracDat Integration with SharePoint	36,000					35,964	37
DW Infrastructure Inventory System	75,000						75,000
MySite Help System	20,000					420	19,581
Unified Communications System	50,000					28,928	21,072
IT Contingency	306,855					31,800	275,055
SOCCCD IT Basic Aid Projects (2013)	557,855				-	126,511	431,344
SOCCCD IT Projects SC/IVC/AEP Instruct & Student Svc (2010)	8,744,770		2,906,089	2,665,868	1,745,944	888,629	538,240
SOCCCD Master Calendar Integration (2014)	300,000						300,000
SOCCCD Matriculation SEP System (2013)	100,000					332	99,668
SOCCCD MySite Message Customization (2014)	150,000						150,000
SOCCCD MySite Security (2014)	50,000						50,000
SOCCCD New Library System (2014)	100,000						100,000
SOCCCD Online Catalog (2014)	125,000						125,000
SOCCCD Predictive Analytics (2013)	250,000					54,052	195,948
SOCCCD Student Information System Enhancement (2013)	3,000,000					1,047,013	1,952,987
SOCCCD Student Information System Upgrade-Phase I/Phase II (2006)	14,102,260	12,931,624	1,099,661	4,250	22,466	1,350	42,909
SOCCCD Student Success Dashboard (2014)	550,000						550,000
SOCCCD Technology Needs 2007/08 (2008)	8,036,477	5,483,732	1,197,263	923,579	392,177	28,547	11,179
SOCCCD Virtual Desktop (2014)	50,000						50,000
SOCCCD Waitlist Modification (2014)	250,000						250,000
IT PROJECTS TOTAL	52,535,064	18,415,356	5,203,013	3,593,697	2,799,541	3,976,974	18,546,483
OTHER ALLOCATIONS							
IVC Debt Retirement - Energy Loans (2014)	2,316,647						2,316,647
SOCCCD Design/Build Specialty Consultant (2013)	350,000				13,300	91,725	244,975
SOCCCD Dist Union Offices (2014)	100,000						100,000
SOCCCD DSA Inspec, Engineer, and PM Svcs (2014)	175,000						175,000
SOCCCD DSA Project Close Out (2013)	280,000					12,256	267,744
SOCCCD Facilities Software System (2013)	1,004,000					309,248	694,752
SOCCCD FPP, IPP, 5 Year Plans (2013)	175,000						175,000
SOCCCD Insurance Deductibles (2014)	100,000						100,000
SOCCCD Lease/Leaseback Consultant (2013)	350,000					8,531	341,469
SOCCCD Legislative Advocacy Services - Basic Aid (2004 - present)	510,000	136,354	13,140		117,900	100,578	142,027
SOCCCD Legal Counsel Facility Related Issues (2013)	600,000					35,073	564,927
SOCCCD Trustee Election/General Election Expense (2004 - present)	2,198,988	981,697	-	417,291	-	354,083	445,917
SOCCCD Retiree Benefits (2001 - present)	60,027,683	24,917,938	2,500,000	8,000,000	2,600,000	18,489,745	3,520,000
OTHER ALLOCATIONS TOTAL	68,187,318	26,035,989	2,513,140	8,417,291	2,731,200	19,401,240	9,088,457
BASIC AID PROJECT TOTALS	507,759,067	207,474,605	22,177,681	24,565,424	15,040,767	27,810,106	210,690,485

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
December 16, 2013**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Actual</i>	<i>Balance Remaining for 2013/14</i>
		312,069,823	37,446,916	41,176,493	(9,951,045)	70,406,108	56,610,772
		312,069,823	349,516,739	390,693,233	380,742,187	451,148,295	507,759,067
		316,195,584	39,022,021	38,737,963	39,301,044	46,888,399	39,269,228
		316,195,584	355,217,605	393,955,568	433,256,612	480,145,011	519,414,239
		207,474,605	229,652,286	254,217,709	269,258,476	297,068,582	507,759,067
		108,720,979	125,565,319	139,737,859	163,998,136	183,076,429	11,655,172
<i>Change from November 2013 Report:</i>	<i>Approved Amount</i>						<i>2013/14 and Forward</i>
Total Change from November 2013 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 16, 2013***SADDLEBACK COLLEGE****1. LIBRARY AND LEARNING RESOURCE REMODEL**

	Original	Revision	Total
Project Budget:	\$21,124,000	\$1,690,000	\$22,814,000
State Match:	\$16,139,000	(\$466,000)	\$15,673,000
Basic Aid Allocation:	\$4,985,000	\$7,106,000	\$12,091,000

Budget Narrative: Budget reflects Board agenda action on 10/24/04, 6/22/09 and 6/17/13. The state approved 2011-2012 planning budget totaled \$21,124,000. A lower-than-estimated bid was received and the state reduced their match to \$15,673,000. The Board reallocated a portion of the state's short fall using basic aid funding for a funded total of \$22,814,000. The state has reimbursed their match equal to \$15,673,000 with \$13,673,000 returned to basic aid account.

Status: Contractor delays result in extended costs for inspections, labor compliance, and project management cost. Staff will seek reimbursement during settlement. The remaining state reimbursement will remain in the project budget until completion of negotiations. Claims have been combined and a Judge has been assigned. September 10th and 11th was used to mediate subcontractor claims against the contractor. District-Contractor mediation took place on November 4th and 11th. Settlement terms have been recommended to the Board of Trustees.

In Progress: DSA close out.

Recently Completed: The District and Architect of Record met with DSA and close out of outstanding change orders is complete.

Focus: Legal issues and DSA close out with certification.

Project Start: October 2004	Scheduled Finish: January 2012
Projected Finish: September 2012	DSA Close Out: Pending

2. SCIENCES BUILDING

	Original	Revision	Total
Project Budget:	\$52,234,000	\$8,308,000	\$67,358,000
State Match:	\$36,564,000	(\$36,564,000)	-
Basic Aid Allocation:	\$3,867,000	\$63,491,000	\$67,358,000

Budget Narrative: Budget reflects Board agenda action on 8/26/08, 10/27/08, 4/27/09, 6/22/09, 5/24/10, 2/28/2011 and 8/24/2012. On February 28, 2011, the Board reassigned \$14,789,346 from other Saddleback College projects and applied \$29,000,000 from basic aid dollars to partially fund the Sciences building after three years running with no state funding. On August 27, 2012, the Board approved \$11,179,000 to fund the remainder of the project budget. In August, the state chancellor's office has escalated the project budget to \$59,050,000 resulting in the unassigned amount of \$215,000. Last month the Board approved reassignment of funds from existing encumbered funding from the ATAS renovation project for an amount of \$8,523,000 for a new project budget equaling \$67,358,000.

Status: *Contractor has mobilized and is beginning initial investigations for infrastructure work.*

In Progress: *Weekly construction progress meetings are underway and the contractor is preparing project submittals for team review and comment. Coordination between contractor, architect, District and College staff for data reroute.*

Recently Completed: The District and C.W Driver have executed all agreements. Fencing, signage, contractor offices and mobilization of the site is underway. *Project inspector of record has been approved by the Board and project construction manager is recommended during this month's agenda.*

Focus: Construction administrative requirements in preparation for construction activities. *Preparation for infrastructure work preceding soil relocation to portion of golf driving range.*

Project Start: March 2011	Scheduled Finish: December 2015
Projected Finish: December 2015	DSA Close Out: Pending

3. SITE IMPROVEMENTS

	Original	Revision	Total
Project Budget:	\$11,697,000	\$1,883,000	\$13,580,000
State Match:	-	-	-
Basic Aid Allocation:	\$3,442,000	\$10,138,000	\$13,580,000

Budget Narrative: Budget reflects Board agenda action on 3/24/08. With the project shifting focus from the Loop Road to its secondary effects (Site Improvements), several previously budgeted projects have been integrated into a single project budget for scales of economy: Upper Quad (2008 - \$1M) incorporated into work scope with isolated budget, Loop Road (2008 - \$3,442,000), Storm Drain Repairs (2013 - \$1,500,000) and Storm Drain, Parking, Practice Fields (2014 - \$7,638,000) for a total project budget of \$13,580,000.

Status: Site Improvements includes site-work (relocation of the practice fields), infrastructure (storm drain improvements) and relocation of parking lots at the New Sciences Building in parking lot 5. Environmental impacts are expected to be influential in budget and schedule planning.

In Progress: Criteria Architect proposals under review.

Recently Completed: Criteria Architect proposals were received mid-November.

Focus: Hiring of a Criteria Architect to develop a definitive scope of work and prepare bid documents for Design/Build procurement.

Project Start: Phase I-Feb 2010	Scheduled Finish: June 2016
Projected Finish: On Hold	DSA Close Out: On Hold

4. TECHNOLOGY AND APPLIED SCIENCE (TAS) RENOVATION PROJECT

	Original	Revision	Total
Project Budget:	\$8,755,055	\$5,977,945	\$14,733,000
State Match:	-	-	-
Basic Aid Allocation:	\$1,956,000	\$4,254,000	\$6,210,000

Budget Narrative: Budget reflects Board agenda action on 2/28/11, 8/27/2012 and 10/25/2013. The original basic aid assignment of \$1,956,000 met design costs. The scope was revised to include both the North and South wing with a new budget estimated at \$14,733,000. On August 27, 2012, the Board approved \$12,777,000 to fully fund the project budget. On October 25, 2013, the Board approved reassignment of funds from the ATAS renovation project for an amount of \$8,523,000 for the Saddleback College Sciences Building project for a reduced budget equaling \$6,210,000 with an

understanding that this project will hold a high priority when requesting future basic aid funding.

Status: gkkworks is currently at 75% construction documents.

In Progress: Construction documents are in the final stage of design, and submission to DSA expected on December 18, 2013.

Recently Completed: Architect completed the 75% construction document *review with TAS Dan Donald Busche and the TAS department chairs.*

Focus: Architect to submit construction documents to DSA by 12/18/2013. Construction *to start in January 2016 after completion of the TAS Auto Tech interim housing expected to complete in December 2015.*

Project Start: September 2011	Scheduled Finish: March 2015
Projected Finish: April 2017	DSA Close Out: Pending

5. TECHNOLOGY AND APPLIED SCIENCE (TAS) SWING SPACE PROJECT

	Original	Revision	Total
Project Budget:	\$5,807,000	\$3,714,000	\$9,521,000
State Match:	-	-	-
Basic Aid Allocation:	\$5,807,000	\$3,714,000	\$9,521,000

Budget Narrative: Budget reflects Board agenda action on 8/27/2012 and 6/17/13. On August 27, 2012, the Board approved \$5,807,000 to fund the original project budget. On June 17, 2013, the Board approved additional funding of \$3,714,000.00.

Status: Schematic Design review is complete. Campus recommended Auto Tech location in parking lot 1. The new building location is being reviewed for design implications, budget, and compliance with CEQA.

In Progress: Environmental, fire-life-safety, access, design revisions, budget impacts and CEQA are under review.

Recently Completed: CEQA noise study, underground utility survey, and revised construction estimate.

Focus: Provide comprehensive review of completed items and revised estimate relative to project budget.

Project Start: May 2012	Scheduled Finish: December 2014
Projected Finish: January 2016	DSA Close Out: Pending

IRVINE VALLEY COLLEGE**1. PERFORMING ARTS CENTER AND PARKING LOT 5 EXTENSION**

	Original	Revision	Total
Project Budget:	\$16,304,000	\$17,309,000	\$33,613,000
State Match:	\$14,472,000	-	\$14,472,000
Basic Aid Allocation:	\$1,832,000	\$17,309,000	\$19,141,000

Budget Narrative: Budget reflects Board agenda action on 4/30/2001, 10/28/2002, 1/20/2004, 2/23/2004, 12/13/2004, and 1/31/2006. Budget also reflects reporting as shown on State Chancellor's Office FUSION report fiscal year 03-04 and 07-08.

Status: Construction complete and occupied. DSA Close Out underway. The final Notice of Completion was filed on September 24, 2007.

In Progress: There were 69 change orders requiring DSA approval. Six remain in "Pending" status and must be closed to arrive at DSA close out.

Recently Completed: Close out of six change orders.

Focus: Change order close-out. DSA Close-Out Consultant is engaged to work with the architect to complete this effort.

Project Start: October 2003	Scheduled Finish:
Finish: Complete: July 2007	DSA Close Out: Underway

2. LIFE SCIENCES PROJECT

	Original	Revisions	Total
Project Budget:	\$24,861,000	(\$4,371,000)	\$20,490,000
State Match:	\$17,393,000	(\$3,825,000)	\$13,568,000
Basic Aid Allocation:	\$1,113,000	\$1,780,000	\$13,490,000

Budget Narrative: Budget reflects Board agenda action on 6/22/2004, 5/23/2005, 3/24/2008, 4/27/2009, 5/24/2010 and 6/17/2013. The original project budget totaled \$24,861,000. The project budget was reduced to \$20,490,000 when a lower-than-estimated bid was received and the state reduced their match to \$13,568,000. When the state indicated they may not have funds for their match, the Board allocated a portion of the state's short fall using basic aid funding for a funded total of \$17,410,000. The state has reimbursed the district \$12,843,000 resulting in no need for additional basic aid funding. \$5,700,000 of the state reimbursement has been returned to basic aid project funds. Outstanding state reimbursement is \$725,000 which is the remaining portion of the state's contribution for equipment funding reimbursement.

Status: The completion is projected for November 30, 2013. This delay will not impact the projected spring occupancy, however, project related consultant agreements are under review and some may require another extension. Construction is 97% complete.

In Progress: Commissioning and punch list corrections are ongoing.

Recently Completed: All furniture, fixtures and equipment have been ordered. Final testing of the Building Automation System (BAS) in preparation for Building Commissioning

Focus: Correction work continues. Negotiations between Surety and District to resolve added costs of schedule delay and minimize project impacts. Furniture installation and IT/Audio Visual installation will commence in early December. Move of non-critical items to commence in December with the bulk of the building move taking place beginning January 2.

Project Start: December 2008	Scheduled Finish: July 2012
Projected Finish: November 30, 2013	DSA Close Out: Pending

3. FINE ARTS BUILDING

	Original	Revision	Total
Project Budget:	\$31,451,000	\$5,368,000	\$36,819,000
Anticipated State Match:	\$28,305,000	(\$2,379,000)	\$25,926,000
Basic Aid Allocation:	\$3,200,000	(\$3,200,000)	\$10,893,000
Unallocated:	(\$54,000)	-	\$10,893,000

Budget Narrative: Budget reflects reporting as shown on State Chancellor's Office FUSION report planning year 2014-15. Budget reflects Board agenda action on 3/24/2008, 4/27/2009 and 3/18/2013. On August 27, 2012, the Board approved an additional \$1,545,115 to fund the revised project budget. On March 18, 2013, the Board approved release of the assigned basic aid funds back to the basic aid budget until such time as the State was in a position to provide matching funds. Project budget has been rewritten to reflect this re-start on project funding and to reflect the latest state budget information.

Status: The District submitted a Final Project Proposal (FPP) to the State Chancellor's Office on June 30, 2008. Funding was pushed back first to December, 2009, and again to September, 2010. The District re-submitted once more with a shift of funding to the 2013-2014 fiscal year. The State Chancellor's office has recently adopted a new method for projecting enrollments with the expectation that projections will better align with actual enrollments. With this measure, the IVC Fine Arts project currently does not qualify for FPP approved status. If it is not funded in this fiscal year, it will not be eligible in the following FPP submittal for funding consideration.

In Progress:

Recently Completed: State Chancellor's office provided submittal to the Legislative Analyst Office on July 1, 2013 in anticipation of a 2014 bond.

Focus: Obtain FPP funding for IVC. This project will be removed from the Facilities Report until it receives funding from basic aid and/or the state matching funds.

Project Start: On Hold	Scheduled Finish: On Hold
Projected Finish: On Hold	DSA Close Out: Pending

5. BARRANCA ENTRANCE

	Original	Revision	Total
Project Budget:	\$2,850,000	-	\$2,850,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$2,850,000	-	\$2,850,000

Budget Narrative: Budget reflects Board agenda action on 4/27/2009. The current basic aid assignment of \$2,850,000 is considered sufficient to meet project costs.

Status: Plan coordination issues with the City of Irvine 98% complete.

In Progress: Finalize negotiations with the City of Irvine for easement and maintenance of landscape. Finalize negotiations with utility company for easement. Develop specifications for bid documents.

Recently Completed: Irvine Company approval of project Landscaping Plans and City of Irvine approval of "Laser Way" for name of new access road.

Focus: Conclude agency negotiations and prepare documents to bid.

Project Start: March 2010	Scheduled Finish: Summer/Fall 2015
Projected Finish: Early 2016	DSA Close Out: Pending

6. A400 RENOVATION AND EXPANSION PROJECT – See Update at the end of this report

	Original	Revision	Total
Project Budget:	\$3,004,051	\$10,008,949	\$13,013,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$1,000,000	\$12,013,000	\$13,013,000

Budget Narrative: Budget reflects Board agenda action on 2/28/2011, 8/27/2012 and 6/17/2013. On August 27, 2012, the Board approved \$10,463,000 additional to fund the project budget. Staff analyzed the budget identified in the Education and Facilities Master Plan and determined there was no allowance for equipment. On June 17, 2013 the Board approved \$1,550,000 for furniture, fixtures and equipment.

Status: The 75% construction documents have been reviewed by District and staff. Contractor is incorporating comments and working on 100% construction documents.

In Progress: 100% construction documents in progress, with submission to DSA expected on 12/03/2013.

Recently Completed: IVC Faculty/End Users accepted 50% construction documents and provided review comments on 75% construction documents.

Focus: Continue 100% construction document for DSA submission in December 2013. Begin furniture, fixture and equipment selection.

Project Start: December 2012	Scheduled Finish: May 2016
Projected Finish: May 2016	DSA Close Out: Pending

ATEP

1. ATEP BUILDING DEMOLITION

	Original	Revision	Total
Project Budget:	\$7,000,000	\$6,700,000	\$13,700,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$7,000,000	-	\$7,00,000

Budget Narrative: Budget reflects Board action on 4/22/2004 and 6/17/2013.

Status: Six demolition projects including the ATEP Building Foundations and Infrastructure Demolition are complete.

In Progress: Development of Demolition plans for the property associated with the City of Tustin land exchange.

Recently Completed: ATEP Building Foundations and Infrastructure Demolition.

Focus: Ensure that site is left in good condition to meet on-going maintenance needs.

Project Start: September 2010	Scheduled Finish: March 2013
Projected Finish: On-going	DSA Close Out: N/A

2. ATEP FIRST BUILDINGS - PHASE 3A

	Original	Revision	Total
Project Budget:	-	-	-
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$12,500,000	-	\$12,500,000

Budget Narrative: Budget reflects Board action on 2/28/2011. \$12,500,000 has been allocated to the Phase 3A project budget.

Status: Board approved two 30,000 square feet buildings, one for Saddleback College and one for Irvine Valley College. Board approved Design/Build as a delivery method for these projects and Criteria Architect has developed the Criteria documents. Programming completed January 2012. IVC Technical Specifications approved during A400 project development. Saddleback College completed review of the technical specifications.

In Progress: Colleges are performing reviews on programming objectives.

Recently Completed:

Focus: Development of RFP criteria documents underway with district and college facilities department participation.

Project Start: January 2013	Scheduled Finish: June 2016
Projected Finish: June 2016	DSA Close Out: Pending

DISTRICT WIDE**1. 20 YEAR FACILITIES, RENOVATION AND SCHEDULED MAINTENANCE FACILITIES SYSTEM**

	Original	Revision	Total
Project Budget:	\$704,000	300,000	\$1,004,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$704,000	-	\$704,000

Budget Narrative: Budget reflects Board action on 6/25/2012 and 6/17/2013.

Status: Consultants are continuing to move forward with the project. Irvine Valley College is beginning to employ the Maintenance Direct portion of the software modules.

In Progress: Coordinate condition assessment and scheduled maintenance information into a graphic representation at State Chancellor's website. *Analysis of recently*

completed projects and the associated schedule of values to develop customized cost model(s).

Recently Completed: *Coordination efforts with software and condition assessment consultants to determine best way align the local costs into customized cost model(s).*

Focus: Schedule training at college level, and upload information with State Chancellor's Office FUSION website.

Project Start: July 2012	Scheduled Finish: June 2013
Projected Finish: January 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/project
Scheduled Finish:	Assumed duration of project depending on variables, such as agency review, etc. outside District and consultant control
Projected Finish:	Identified finish at the time of the report
DSA Close Out:	The process of sending required documents to DSA to obtain project certification.

Note: Project budgets reflect the allocated state match as reported in FUSION for the planning year 2014-2015. (FUSION is the State Chancellor's Office database for Capital Outlay.)

The "Revisions" column for the State Match category includes changes due to escalation and changes that may have occurred to the state's percentage (i.e. going from an 80% match down to a 70% match and so on as the economy changes) from the original project approvals to current date. The "Revisions" column for the Basic Aid Allocation will show a total variation to date taking into account both increased and decreased basic aid allocations.

The Unassigned category identifies an underfunded budget.

The Budget Narrative paragraph for each project discusses the history of change to all category amounts over the life of the project.

IRVINE VALLEY COLLEGE A400 BUILDING
PROGRESS UPDATE FOR DECEMBER 16, 2013

The design build delivery method has provided opportunities for partnership and team efforts not found in delivery methods previously employed. Milestone approvals have confirmed Irvine Valley College satisfaction with the project design for both aesthetics and program function.

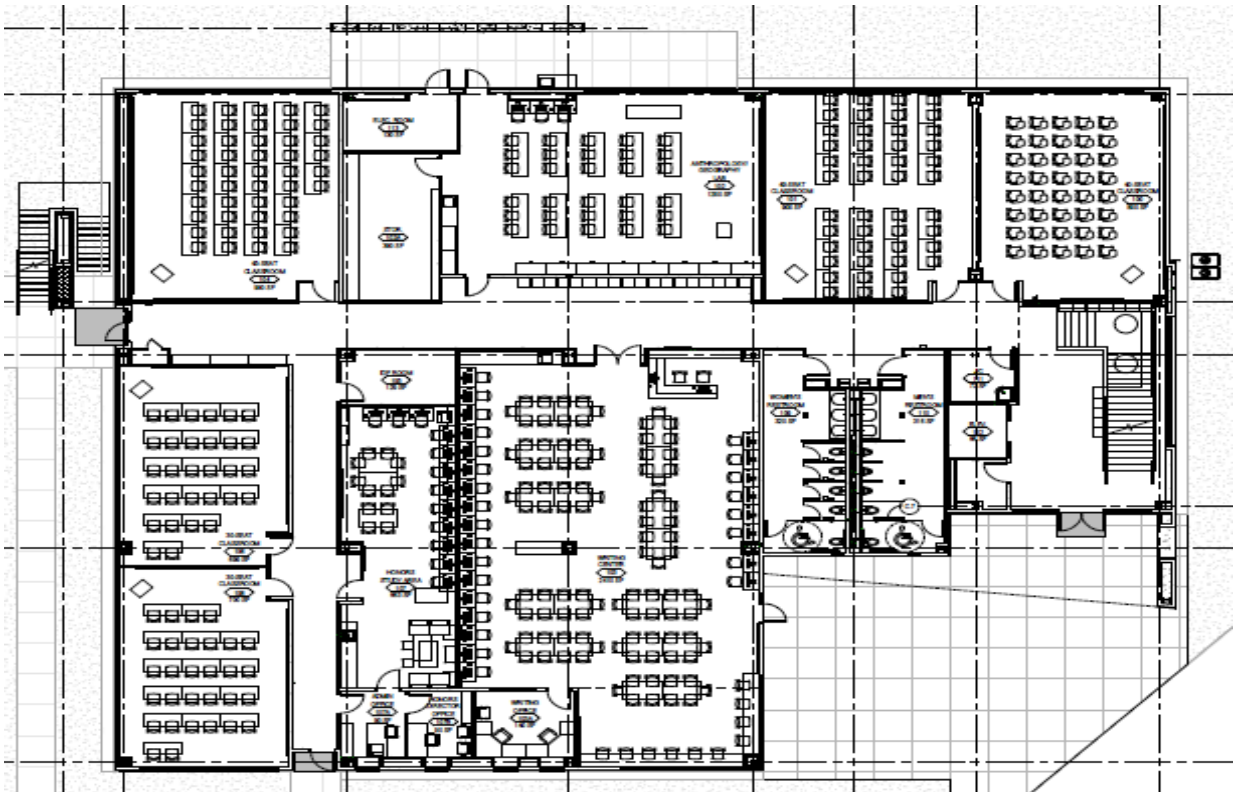
The A400 Building reached a major milestone when construction documents were submitted to DSA. (Scheduled for December 9th at this writing) During the anticipated six months for DSA review time, the College Maintenance and Operations staff will check the documents for conformance to the technical standards while others team members will continue to ensure design and program adherence. Furniture selection and minor color changes are also in process. The scheduled twelve-month construction duration results in a building completion slated for May 2015 with occupancy the following fall semester.

Concurrent with finalizing the construction documents, the design builder will finish obtaining their subcontractors. They currently have contracts with mechanical, plumbing, electrical, fire sprinkler, and elevator subcontractors and are developing contracts for structural steel, and doors and hardware. With the submission of the construction documents to DSA, the remaining subcontractor procurement will shortly follow.

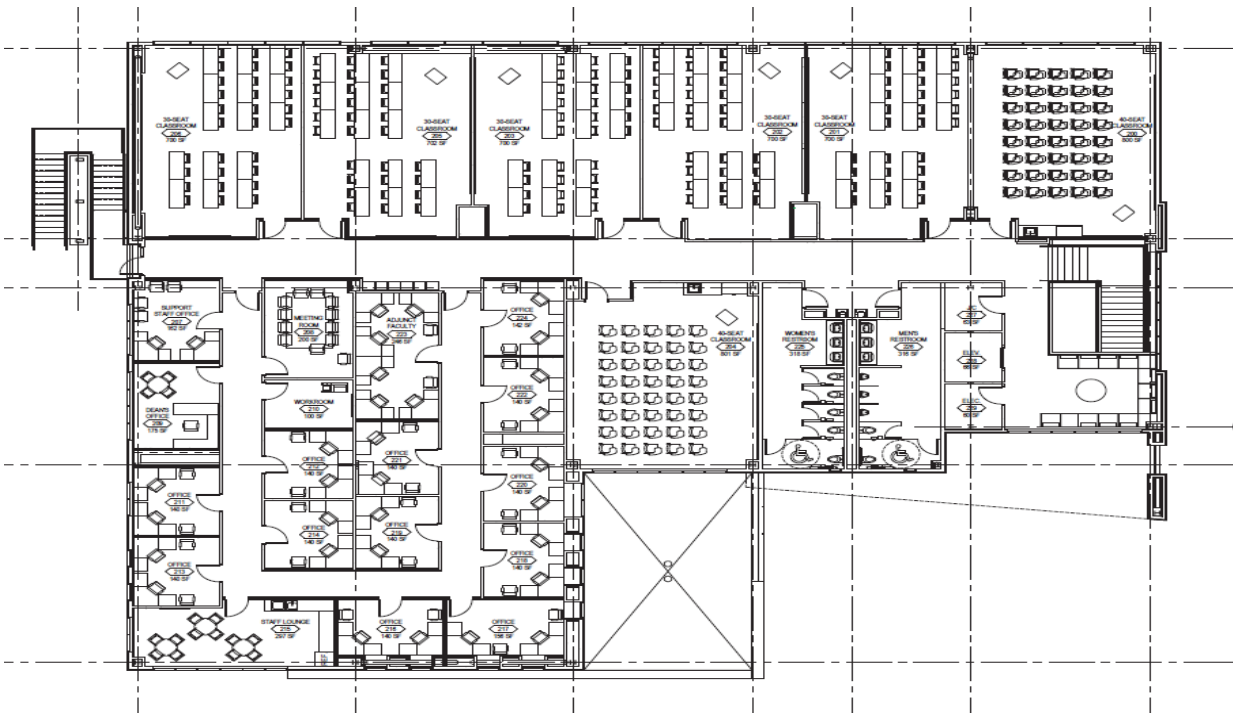
The design build team has demonstrated the collaborative project mentality predicted in the early design build presentations to the Board of Trustees. Though no delivery method is a panacea and district staff continues to experience lessons learned, many of the questions that stall projects during construction are being addressed now. Participants remain enthusiastic about the choice to move forward with the design build delivery method for the A400 Building.

The following pages illustrate the A400 project.

1st Floor Plan



2nd Floor Plan



Exterior Elevation – S/W Corner



Exterior Elevation - S/E Corner



Exterior Elevation – N/E Corner



Exterior Elevation - N/W Corner



TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Monthly Financial Status Report

ACTION: Information

BACKGROUND

Monthly General Fund financial reports (EXHIBIT A) for the two colleges and the District are provided to the Board of Trustees to keep members regularly informed of current information and provide an alert to any significant changes in the projected year ending balance.

STATUS

The reports display the adopted budget, revised budget and transactions through November 30, 2013 (EXHIBIT A). A review of current revenues and expenditures for FY 2013-2014 show they are in line with the budget. When compared with prior year trends, there is a decrease in current year revenues due to a change in accounting practice. The past practice has been to record property tax revenues on a cash basis in the year received. Based on best practices, for FY 2012-2013, property taxes received in July for the prior fiscal year were accrued as receivable in the prior year and not as FY 2013-2014 revenue.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
General Fund Income and Expenditure Summary
As of November 30, 2013

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Actual Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
BEGINNING FUND BALANCE:		\$ 34,319,623	34,319,623	34,319,623	100.00%
REVENUES:					
Federal Sources	8100-8199	\$ 1,437,406	4,638,324	236,067	5.09%
State Sources	8600-8699	16,576,274	17,590,291	5,257,548	29.89%
Local Sources	8800-8899	187,210,910	187,381,510	33,806,584	18.04%
Other Financing Sources	8900-8912			0	
Total Revenue		205,224,590	209,610,125	39,300,199	18.75%
INCOMING TRANSFERS	8980-8989	0	0	0	
TOTAL SOURCES OF FUNDS		\$ 239,544,213	243,929,748	73,619,822	30.18%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 67,332,618	68,124,525	25,854,193	37.95%
Other Staff Salaries	2000-2999	41,249,943	42,040,897	13,142,927	31.26%
Employee Benefits	3000-3999	35,816,180	36,258,584	13,288,946	36.65%
Supplies & Materials	4000-4999	5,090,739	4,926,334	1,229,996	24.97%
Services & Other Operating	5000-5999	20,660,367	22,487,780	7,347,483	32.67%
Capital Outlay	6000-6999	5,781,881	5,905,771	924,285	15.65%
Payments to Students	7500-7699	398,441	880,929	156,267	17.74%
Total Expenditures		\$ 176,330,169	180,624,820	61,944,097	34.29%
OTHER FINANCING USES:					
Debt Service	7100-7199	2,254,321	2,316,647	2,316,646	100.00%
Inter Fund Transfers Out	7300-7399	\$ 3,209,000	3,489,806	454,000	13.01%
Basic Aid Transfers Out	7300-7399	33,804,051	33,804,051	3,520,000	10.41%
Intra Fund Transfers Out	7400-7499	0	0	0	0.00%
Total Other Uses		39,267,372	39,610,504	6,290,646	15.88%
TOTAL USES OF FUNDS		215,597,541	220,235,324	68,234,743	30.98%
ENDING FUND BALANCE		\$ 23,946,672	23,694,424	5,385,079	
RESERVES					
Reserve for Unrealized Tax Collections (Basic Aid)		\$ 11,717,496	11,655,170		
Reserve for Economic Uncertainties		11,296,568	11,296,568		
College Reserves for Economic Uncertainties		932,608	742,686		
TOTAL RESERVES		\$ 23,946,672	23,694,424		

NOTE: As of November 30, 2012, actual revenues to date were **35.19%** and actual expenditures to date were **33.14%** of the revised budget to date.

SADDLEBACK COLLEGE

General Fund Income and Expenditure Summary
As of November 30, 2013

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		\$ 9,959,945	9,959,945	9,959,945	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 85,095,866	85,095,866	15,846,636	18.62%
Restricted Budget Allocation		9,097,454	12,802,490	3,457,871	27.01%
Total Revenue		94,193,320	97,898,356	19,304,507	19.72%
INCOMING TRANSFERS	8980-8989	0	0	0	
TOTAL SOURCES OF FUNDS		\$ 104,153,265	107,858,301	29,264,452	27.13%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 43,634,681	44,040,324	16,864,487	38.29%
Other Staff Salaries	2000-2999	20,664,930	21,306,305	6,580,754	30.89%
Employee Benefits	3000-3999	20,323,819	20,712,895	7,492,925	36.18%
Supplies & Materials	4000-4999	3,643,373	3,736,099	851,980	22.80%
Services & Other Operating	5000-5999	8,977,419	10,412,760	3,059,723	29.38%
Capital Outlay	6000-6999	4,110,114	4,259,195	805,539	18.91%
Payments to Students	7500-7699	223,929	631,739	103,251	16.34%
Total Expenditures		\$ 101,578,265	105,099,317	35,758,659	34.02%
OTHER FINANCING SOURCES/(USES):					
Debt Service	7100-7199	0	0	0	
Transfers Out	7300-7399	\$ 2,075,000	2,258,984	270,000	11.95%
Other Transfers	7400-7499	0	0	0	
Total Other Uses		2,075,000	2,258,984	270,000	11.95%
TOTAL USES OF FUNDS		103,653,265	107,358,301	36,028,659	33.56%
LOCATION OPERATING BALANCE		\$ 500,000	500,000	(6,764,207)	
RESERVES					
Reserve for Economic Uncertainties		\$ 500,000	500,000		

NOTE: As of November 30, 2012, actual revenues to date were **34.69%** and actual expenditures to date were **34.76%** of the revised budget to date.

The negative Location Operating Balance was anticipated and due to the timing of property tax receipts.

IRVINE VALLEY COLLEGE
General Fund Income and Expenditure Summary
As of November 30, 2013

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		1,544,479	1,544,479	1,544,479	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 47,898,208	47,898,208	9,204,748	19.22%
Restricted Budget Allocation		5,674,197	6,350,224	2,898,563	45.65%
Total Revenue		53,572,405	54,248,432	12,103,311	22.31%
INCOMING TRANSFERS	8980-8989	0	0	0	
TOTAL SOURCES OF FUNDS		<u>55,116,884</u>	<u>55,792,911</u>	<u>13,647,790</u>	24.46%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	21,888,688	22,274,952	8,441,517	37.90%
Other Staff Salaries	2000-2999	12,795,573	12,945,152	4,127,400	31.88%
Employee Benefits	3000-3999	11,506,470	11,559,798	4,263,074	36.88%
Supplies & Materials	4000-4999	1,200,271	943,104	349,240	37.03%
Services & Other Operating	5000-5999	5,092,095	5,481,653	1,831,225	33.41%
Capital Outlay	6000-6999	1,142,667	1,115,554	98,458	8.83%
Payments to Students	7500-7699	174,512	249,190	53,016	21.28%
Total Expenditures		53,800,276	54,569,403	19,163,930	35.12%
OTHER FINANCING SOURCES/(USES):					
Debt Service	7100-7199	0	0	0	
Transfers Out	7300-7399	884,000	980,822	184,000	18.76%
Other Transfers	7400-7499	0	0	0	
Total Other Uses		884,000	980,822	184,000	18.76%
TOTAL USES OF FUNDS		<u>54,684,276</u>	<u>55,550,225</u>	<u>19,347,930</u>	34.83%
LOCATION OPERATING BALANCE		<u>432,608</u>	<u>242,686</u>	<u>(5,700,140)</u>	
RESERVES					
Reserve for Economic Uncertainties		<u>432,608</u>	<u>242,686</u>		

NOTE: As of November 30, 2012, actual revenues to date were **31.46%** and actual expenditures to date were **36.68%** of the revised budget to date.

The negative Location Operating Balance was anticipated and due to the timing of property tax receipts.

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Retiree (OPEB) Trust Fund
ACTION: Information

BACKGROUND

In April 2008 the SOCCCD Board of Trustees authorized the establishment of an irrevocable trust to comply with GASB No. 43 (Financial Reporting for Postemployment Benefit Plans Other Than Pensions) and GASB No. 45 (Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions). The trust was established with the Benefit Trust Company and is administered through the Futuris Public Entity Trust Program. It was funded in June, 2008 with a deposit of \$50,791,103. Additional deposits were made in the amounts of \$4,618,708 in January, 2011, and \$13,389,913 in June - August, 2013.

STATUS

This report is for the period ending November 30, 2013 (Exhibit A). The portfolio is comprised of 49.9% Fixed Funds (Bonds) and 50.1% Common Stocks (Domestic and International). The fair market value at November 30, 2013 is \$89,951,634. Since inception, the trust has earned a 6.25% annualized return, which is down .22% from the prior month. The annualized return is consistent with the market.

December 5, 2013

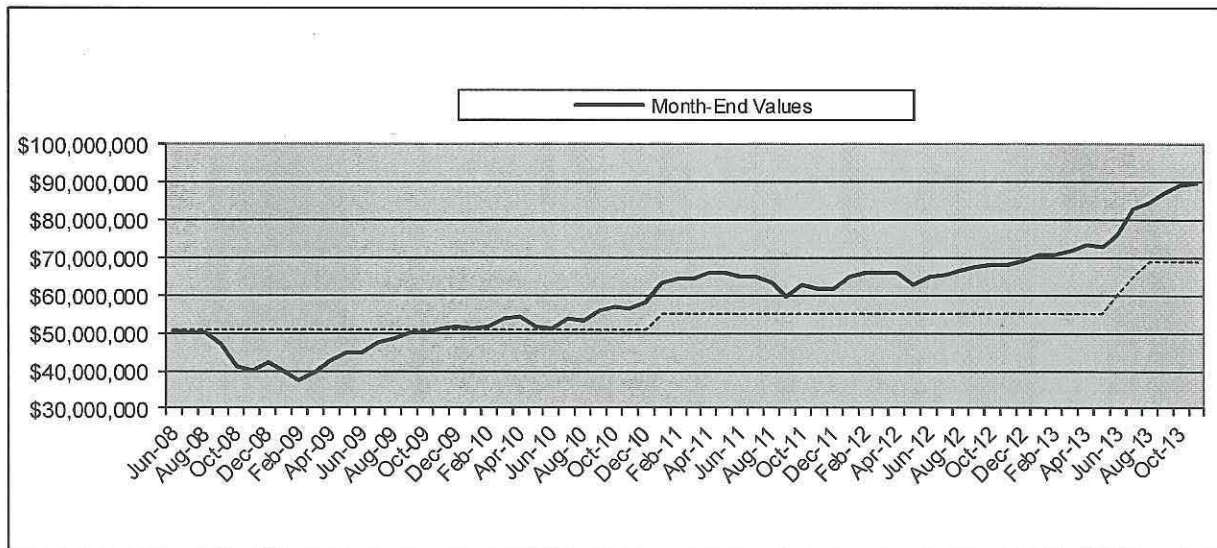
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692

Re: South Orange County CCD Retiree (OPEB) Irrevocable Trust

With a fair market value on November 30th of \$89,951,634.28 your portfolio's performance was up 0.35% for the month and up 6.25% 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 (49.9%), and common stock funds (50.1%). 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>November 2013</u>	<u>Year-To-Date</u>	<u>Annualized Since Inception</u>
South Orange CCCD	0.35%	9.44%	6.25% annualized return
S&P 500	3.05%	29.14%	8.95% (Domestic Stocks)
MSCI EAFE	0.77%	20.97%	2.21% (International stocks)
Barclays Aggregate	-0.37%	-1.46%	4.98% (Domestic Bonds)
Barclays Global	-0.82%	-2.00%	3.94% (Global Bonds)



Very truly yours,

Scott W. Rankin
Scott W. Rankin

Senior Vice President

Benefit Trust - Retiree (OPEB) Trust

EXHIBIT A
Page 2 of 2

Month - Year	Month-End Values	Contributions
June-08	\$ 50,589,708	\$ 50,791,103
June-09	\$ 44,706,214	\$ 50,791,103
June-10	\$ 51,342,419	\$ 50,791,103
June-11	\$ 65,060,898	\$ 55,409,811
July-11	\$ 64,945,129	\$ 55,409,811
August-11	\$ 63,185,567	\$ 55,409,811
September-11	\$ 59,495,123	\$ 55,409,811
October-11	\$ 63,076,658	\$ 55,409,811
November-11	\$ 61,958,358	\$ 55,409,811
December-11	\$ 61,922,567	\$ 55,409,811
January-12	\$ 64,741,289	\$ 55,409,811
February-12	\$ 66,183,867	\$ 55,409,811
March-12	\$ 66,171,932	\$ 55,409,811
April-12	\$ 66,175,447	\$ 55,409,811
May-12	\$ 63,042,614	\$ 55,409,811
June-12	\$ 64,788,984	\$ 55,409,811
July-12	\$ 65,563,930	\$ 55,409,811
August-12	\$ 66,464,346	\$ 55,409,811
September-12	\$ 67,752,206	\$ 55,409,811
October-12	\$ 67,885,330	\$ 55,409,811
November-12	\$ 68,138,640	\$ 55,409,811
December-12	\$ 69,357,729	\$ 55,409,811
January-13	\$ 70,991,112	\$ 55,409,811
February-13	\$ 70,937,479	\$ 55,409,811
March-13	\$ 71,945,351	\$ 55,409,811
April-13	\$ 73,452,895	\$ 55,409,811
May-13	\$ 72,940,697	\$ 55,409,811
June-13	\$ 76,038,439	\$ 60,409,811
July-13	\$ 82,877,790	\$ 65,409,811
August-13	\$ 84,697,024	\$ 68,799,724
September-13	\$ 87,424,231	\$ 68,799,724
October-13	\$ 89,609,089	\$ 68,799,724
November-13	\$ 89,951,634	\$ 68,799,724

TO: Board of Trustees

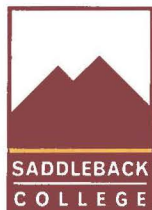
FROM: Gary L. Poertner, Chancellor

RE: Reports from Administration and Governance Groups

ACTION: None

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

Saddleback College Academic Senate
Faculty Association
Irvine Valley College Academic Senate
Associate Vice Chancellor, Economic Development
Vice Chancellor, Technology & Learning Services
Vice Chancellor, Human Resources
Vice Chancellor, Business Services
Irvine Valley College Classified Senate
California School Employees Association
Saddleback College Classified Senate
Police Officers' Association
Associated Student Government of SC
Associated Student Government of IVC



SADDLEBACK COLLEGE

28000 Marguerite Parkway • Mission Viejo, CA 92692
949.582.4722 • www.saddleback.edu

Tod A. Burnett, Ed.D.
President

TO: Members of the Board of Trustees
Gary L. Poertner, Chancellor

FROM: Dr. Tod A. Burnett, President

SUBJECT: Report for December 16, 2013 Board of Trustees Meeting

Dr. Burnett invited esteemed guests to the Feast of Lights on Sunday, December 8th. This annual tradition in the McKinney Theatre features the Saddleback College Symphony and Saddleback College Choirs, and celebrates the holidays with old and new holiday favorites and a sing-along.

Saddleback College held a groundbreaking for the new Sciences Building on Monday, December 16th. Thank you to all of the members of our Board of Trustees and Chancellor Gary Poertner for attending. We look forward to the ribbon cutting to celebrate the opening of the new building in 2015!

Students and employees attended the Saddleback College holiday celebration on Wednesday, December 11th. Guests brought canned goods and gift cards as a token of appreciation to our student veterans and their families.

Office of Instruction

Advanced Technology and Applied Science

Architecture students are collaborating with students from UC Irvine and Chapman University Chapman University on an entry application for the 2015 Solar Decathlon, a United States Department of Energy home design and building competition. It had been held on the National Mall in Washington, D.C. until the past year when the 2013 Solar Decathlon was held at the Orange County Great Park in Irvine. It drew crowds of thousands to see the latest in sustainable solar residential design and construction techniques. Dan Riley, adjunct professor in rapid digital manufacturing, and Blake Stephens, architecture professor, are on the team and working on the competition entry documents.

Several experts from the University of California cooperative extension master's food preserver program collaborated with Chef Joanne DeMarchi and the students in Foods and Nutrition FN 110 – Food Preparation Essentials to learn several techniques in food preservation. This class provided a hands-on learning experience that taught our students the basics of food dehydration, canning, fermenting and freezing food safely. Food preservation is a healthy and economical way to provide foods year-round to individuals and their families.

Graphic design instructors Avery Caldwell, Rudy Gardea, and Christopher Claflin recently attended the Creative Talent Network Exposition in Burbank to gain first-hand information on emerging trend in the animation industry. With funding provided by a Perkins Grant earmarked for expanding our current animation program, the three instructors spent the day talking to professional animators, software manufacturers, and representatives from other colleges currently offering robust animation programs.

On Sunday, December 1st Saddleback College's Fashion Department collaborated with Kaleidoscope Center, a retail property centrally located in Mission Viejo, to host A Taste of Fashion, an afternoon of holiday shopping open to the public. The event featured a fashion show showcasing Tropez Boutique, The Exchange Boutique & Chang Yeo Style, performances by the St. Kilian Choir and Cal Elite Ballet Company performed "The Nutcracker."

Social and Behavioral Sciences

The Honors Cultural Geography course presented its semester long research project in the form of a Geography of Death Poster Session on December 5th. Topics included malnutrition in India, murder in Syria, the HIV epidemic in Swaziland, Mexican drug war deaths, road traffic deaths in India, and tsunami deaths in Japan.

Professor Kris Leppien-Christensen was recently elected to the American Psychological Association's Psychology Teachers at Community Colleges (PT@CC) Committee. His three-year term begins on Jan 1, 2014 and ends on Dec 31, 2016. PT@CC is a network to represent and support psychology teachers within the two-year college community. Governed by the Committee of Psychology Teachers at Community Colleges, PT@CC strives to promote the highest professional standards for teaching psychology as a scientific discipline with applications to a wide range of human concerns, cultivate a professional identity with the discipline of psychology among psychology teachers at two-year colleges, develop leadership qualities among psychology teachers at two-year colleges and increase their participation and representation in professional psychology activities and organizations, establish and maintain communication with all groups involved in the teaching of psychology and with the greater psychological community, and encourage psychological research on teaching and learning at two-year colleges for the purpose of giving students the best possible educational opportunities.

The Women's and Gender Studies Advisory Committee, along with the Ethnic Studies Advisory Committee, welcomed author and comedian Mona Ebrahim to discuss her new book, "101 Reasons Why I Wear the Hijab". Ms. Ebrahim uses humor to discuss her decision to wear the hijab and her experience being a Muslim feminist. The event was open to all and a book signing followed her talk and Q&A session on Tuesday, December 10th.



TO: Gary L. Poertner, Chancellor, and Members of the Board of Trustees

FROM: Glenn R. Roquemore, PhD, President

DATE: December 5, 2013

SUBJECT: President's Report for the December 16, 2013 Board of Trustees Meeting

Michael Hingson: Speaking with Vision

Michael Hingson, former Irvine resident and renowned hero, lectured to IVC students, faculty, and staff on November 20 in the PAC. As a former Irvine resident, Hingson shared his stories of living in the area, as well as his life growing up blind. Hingson is most notably remembered for his heroic evacuation with his guide dog, Roselle, from the 78th floor of the World Trade Center on 9-11. Michael Hingson spoke on his life, heroism, and his connection with his guide dog.

IVC Participates in Adopt-a-Family

IVC took part in the Adopt-A-Family project to support IVC students of low-income families. IVC has taken part in the Adopt-A-Family Program for many years and has helped over 6,500 families. This year, IVC faculty, staff, administrators, and associated students expect to support 250 families this holiday season.

Angel Tree Sponsored by ASIVC

This year, ASIVC was again proud to sponsor its annual Angel Tree benefiting the Boys and Girls Club of Tustin. The Angel Tree was located in the Student Services Lobby and available from November 5 through December 12 for students, faculty and staff to pick a name. Donations and unwrapped gifts were dropped off in Student Services Center Room 260 and ASIVC delivered to the Boys and Girls Club of Tustin.

IVC Students Recognized in the Orange County Register for OSI Stove

IVC students, Zachary Ho and Geoffrey Mangalam, were recognized with a front-page story in the Irvine World News on November 18 for their Open Source International (OSI) Stove. Ho and Mangalam developed a smokeless stove that is lightweight and portable in design. They send the stoves to refugee camps in war-torn areas of the world. Their efforts are to give people who are living in refugee camps the opportunity to survive by eliminating the need to go out into the open land to collect firewood. Ho and Mangalam plan to send 200 OSI Stoves to Dadaab in Kenya, the world's largest refugee camp.

PAC Supports Toys for Tots

The Performing Arts Center ran a toy drive and collected toys valued at \$10, and donated the toys to the Orange County Toys for Tots. Toys for Tots served over 360 organizations throughout Orange County this year. Donors received two tickets to any upcoming PAC performance (excluding benefits) throughout the 2013-2014 Season.

IVC Administration of Justice Club Competes in Sacramento

Members of the Irvine Valley College Administration of Justice student club (Chi Tau Epsilon – XTE) recently returned from successfully competing at the American Criminal Justice Association – Lambda Alpha Epsilon Region 1 Conference held in Sacramento. The nine student competitors and club advisor Colin McCaughey were sponsored by ASIVC and participated in workshops, competitions, and the career fair. Students Joseph White, Frank Schaefer, and Aranzazu Bravo were honored with awards at the competition. Participating club members include: Anthony Pham, Aranzazu Bravo, Frank Schaefer, Joseph White, Michelle Espino, Roger Garcia, and Matthew Lee.

Performing Arts Events

During this busy season, the PAC has put on numerous events, which have included: the fall production of the critically acclaimed drama, *Crimes of the Heart* debuted Friday, December 6 in the Studio Theatre. The **Master Chorale Concert** featured Conrad Susa's "Carols and Lullabies: Christmas in the Southwest" and other Spanish language carols held on the PAC Main Stage Sunday, December 8. The **Wind Symphony hosted the Instrumental Music Endowment Benefit Concert** on the PAC Main Stage Thursday, December 12. Guest student conductors were Anthony Gilleland, Arthur Priest, and Sergio Ortiz. The **14th Annual Piano Feast Benefit Recital** or "keyboard extravaganza" was held Sunday, December 15 on the PAC Main Stage. All keyboard faculty members were featured, including Susan Boettger, Rufus Choi, Christine Azzoni Dow, Anna Gliadkovskaya, Fang-Fang Shi Inouye, Daniel Luzko, and Suzanne Wong.

Englehardt-York Concert to Benefit College Scholarships

IVC will host the Toulouse Englehardt and John York Concert to benefit IVC scholarships. Englehardt teaches biology part-time at IVC and is also a professional Rock 'n' Roll musician. John York was a member of The Byrds in the 1960's. The concert will be at 8 p.m. Thursday, February 6 on the PAC Main Stage. All proceeds from the concert will be matched by the IVC Foundation PROIVC campaign.

IVC Revises Four College Strategic Planning Committees

IVC has revised the names of its four Strategic Planning Committees. The first change was recommended at the July 2012 retreat by the Strategic Planning Oversight and Budget Development Committee to merge both the Student Success and Matriculation Committee and the Marketing and Outreach Committee. The subsequent changes to the strategic planning committees were recommended at the July 2013 retreat, accepted by all governance groups, and went into effect November 1 of this year. The four revised strategic planning committees for the college are named as follows: the Budget Development and Resource Planning Committee (BDRPC); the Academic Planning and Technology Committee (APTC); the Institutional Effectiveness Committee (IEC); and the Student Success, Access, Matriculation, Marketing, and Outreach Committee (SSAMMOC).

Students Honored Certificates of Business

IVC business students were honored certificates of business at a recognition ceremony held at 10 a.m. on Friday, December 20 in BSTIC 101. About 60 students will be recognized for their proficiency in Accounting, Management, Paralegal, Real Estate, and CIM.

TO: Chancellor Gary Poertner
Members of the Board of Trustees
FROM: Dr. Randy W. Peebles, Associate Vice Chancellor
DATE: December 5, 2013
RE: ATEP Report for the December 16, 2013 Board of Trustees Meeting

Demolition

Work continues in preparing the ATEP site for future construction and development. We have just completed another phase of demolition that included removing all the previously demolished building ground floor surfaces and basement structures. After these in-ground structures were removed, the site was also rough graded and hydro-seeded with natural grasses to cover and hold firm the bare ground exposed during the demolition process. As you now drive by the ATEP site, it is easier to see the cleared site and visualize the expansive areas that we have the opportunity to develop.



Hydro seeding of ATEP site

In the spring, the district is going out to bid on the next phase of demolition. We will be clearing the right-of-way area for the extension of the future Bell Avenue. This demolition project could be completed sometime next summer.

Future Bell Avenue

The city of Tustin and the district are in the process of designing the future Bell Avenue extension that will cross our ATEP site east to west connecting to Red Hill Avenue and Armstrong Avenue. This is an important piece of the ATEP infrastructure, providing easy access to the campus and access for future ground lease partner's sites. The city and district will be sharing the construction costs. Completion of Bell Avenue is anticipated in late 2015 or early 2016.

Navy Environmental Remediation at ATEP

The Department of the Navy continues to monitor and process environmental remediation at Tustin Legacy sites including the ATEP site. About half of the ATEP land site has been conveyed to the district by fee (deeded). The other half is leased in furtherance of conveyance (LIFOC). That means the land will be transferred to the district in fee (deeded) when the Navy has completed environmental remediation to the degree that it is safe for public use. In meetings with the Navy, the district now has information that indicates the level of protection needed to safeguard the public on our leased land has now been achieved. Because of the various agencies involved in approving the transfer, documentation for this process will probably take between one and two years, 2014-15.

Commercial Real Estate Broker

In addition to facilities for Irvine Valley College and Saddleback College, the district envisions other education and non-education partners sharing the ATEP site. CB Richard Ellis, Inc. is the district's designated real estate broker for the ATEP site property in Tustin. Approved agreements this year with the city of Tustin now allow the district to consider opportunities for ground leases on the site that are not college or education entities. The district is looking for win-win partnerships that support student success. The board approved the criteria for future site partners during their April 25, 2011 board meeting (items 6.13 and 6.14).

ATEP Development Master Plan

In August of this year, a major land exchange between the city of Tustin and SOCCCD was completed that changed and improved the shape and configuration of the ATEP site. Instead of an irregular shape with very limited road access, the district now owns a more valuable and nicely configured land area with ample future roadway access. A new development master plan will focus on site development, access, area assignments and usage, and the needed infrastructure to support development. The timeline provides that the work will be done during the spring term with review and input by the colleges, district services, the chancellor's executive team and the board of trustees. The ATEP Development Master Plan will support future building site designations and construction plans along with the required infrastructure. This Development Master Plan will support ATEP related planning in updates of the District-wide Education and Facilities Master Plan and the District-wide Strategic Plan.