

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

AGENDA

Meeting of the Board of Trustees



Monday, December 17, 2012

Call to order: 5:00 p.m.

[Followed by Public Comments/Closed Session]

Reconvene Open Session: 6:30 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.

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

Board of Trustees

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



Meeting of the Board of Trustees

December 17, 2012

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/Discipline/Dismissal/Release (GC Section 54957)
 - 1. Public Employee Employment/Evaluation (1)
 - a. Director Advanced Technology Center
- B. 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, terms and terms of payment.
- C. Conference with Legal Counsel (GC Section 54956.9)
 - 1. Anticipated Litigation (GC Section 54956.9(b)(1), (b)(3)(A) and (b)(3)(C) (1 case)

RECONVENE OPEN SESSION: 6:30 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

2.2 Invocation

Led by Trustee T.J. Prendergast

2.3 Pledge of Allegiance

Led by Trustee Nancy Padberg

2.4 Resolutions/Commendations

Resolution: SOCCCD: Rob Merritt, Laguna Woods TV

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

2.6 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

2.7 Public Comments

*Members of the public may address the Board on any item on the agenda at this time or during consideration of the item. Items not on the agenda that are within the subject matter jurisdiction of the Board may also be addressed at this time. **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. Board Request(s) for Reports

4.0 DISCUSSION ITEMS

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.

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

Approve minutes of a Regular Meeting held on November 19, 2012.

5.2 **Saddleback College: Transfer Degrees for the Spring Semester 2013-2014 Academic Year**

Approve the proposed Associate Degrees for Transfer (AA-T/AS-T) recommended by the Curriculum Committee and the Academic Senate of Saddleback College for the Spring semester 2013-2014 Academic Year.

5.3 **Saddleback College: Grant Acceptance, Career Technical Education Community Collaborative Grant Renewal**

Accept the award of \$387,023 from the California Community College Chancellor's Office for the CTE Grant RFA 12-140-890.

5.4 **Irvine Valley College: Honors Geography 102, Out-of-State**

Travel Program

Approve the out-of-state travel request to Hawaii from June 1-9, 2013 for IVC students and their advisors. There is no impact to general funds.

- 5.5 **Irvine Valley College: Life Science Building: Change Order No. 8**
Approve change order increasing the project cost by \$15,598.34. The total revised contract amount is \$11,559,819.11.
- 5.6 **Irvine Valley College: Contract Amendment - RoadtripNation.org**
Approve agreement amendment with RoadtripNation.org increasing the agreement amount by \$2,000. The total revised agreement amount is \$197,000.00.
- 5.7 **Saddleback College and Irvine Valley College: Speakers**
Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 5.8 **SOCCCD: Resolution No. 12-36: Conflict of Interest – Biennial Review**
Adopt Resolution No. 12-36 and approve the revised Conflict of Interest Code, subject to the review and approval by the Orange County Board of Supervisors.
- 5.9 **SOCCCD: Budget Amendment: Adopt Resolution No. 12-38 to Amend FY 2012-2013 Adopted Budget**
Adopt resolution to amend adopted budget.
- 5.10 **SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting**
Adopt resolution 11-40 (Exhibit A) authorizing payment to Trustee Jay who was absent from the November 19, 2012 Meeting of the Board of Trustees.
- 5.11 **SOCCCD: Gifts to the District and Foundations**
Accept donations to the District and/or the Foundations as listed.
- 5.12 **SOCCCD: Payment of Bills**
Approve check no. 163930 through 164585 processed through the Orange County Department of Education, totaling \$3,880,753.80; and check no. 010554 through 010563, processed through Saddleback College Community Education, totaling \$7,889.80; and check no. 009055 through 009058, processed through Irvine Valley College Community Education, totaling \$2,437.97.
- 5.13 **SOCCCD: Purchase Order/Confirming Requisitions**
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P13-02188 through P13-02471 amounting to \$6,554,922.94. Approve confirming requisitions dated October 31, 2012 through November 27, 2012 totaling \$66,597.76.
- 5.14 **SOCCCD: Transfer of Budget Appropriations**
Approve the transfer of budget appropriations.

- 5.15 **SOCCCD: November/December 2012 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 **SOCCCD: Acceptance of the Saddleback College Foundation and Irvine Valley College Foundation Annual Audit Reports: FY 2011/2012**
Accept the Saddleback College Foundation and Irvine Valley College Foundation FY 2011-2012 audit reports for review.
- 6.2 **Irvine Valley College: Grant Acceptance, Career Development Work-Based Learning Linkages to Professional Organizations, Year Five**
Approve the continuation of the fifth year award of \$500,419.00 from the California Community Colleges Chancellor's Office for this multi-year grant, RFA No. 12-034.001.
- 6.3 **SOCCCD: Board Policy Revision: BP-138: Recording of Board of Trustee Meetings, BP-158: Political Activity, BP-2125: Weapons on Campus, BP-3102: Investment Policy, BP-3502: Campus Safety, BP-6105: Graduation Requirements for Degrees and Certificates of Achievement**
Accept for review and study
- 6.4 **SOCCCD: Board Policy Revision: BP-3410: Nondiscrimination, BP-5140: Disabled Students Programs and Services, BP-5505: Grade Grievance Policy, BP-5150: Extended Opportunity Programs and Services, BP-6110: Articulation of Courses and Programs, BP-1900- Alcoholic Beverages, BP-3004: Public Records, BP-3005: Designation of Authorized Signatures, BP-4073: Faculty Reassigned Time and Stipends**
Discussion/Approval
- 6.5 **SOCCCD: Academic Personnel Actions – Regular Items**
Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Administrator Contract Extension.
- 6.6 **SOCCCD: Classified Personnel Actions – Regular Items**
Approve New Personnel Appointments, Authorization to Revise Specifications to a Classified Job Classification, Authorization to Eliminate Classified Positions and/or Position Numbers, Authorization to Establish and Announce a Classified Position, Request to Rescind Layoff for Classified Positions, Change of Status, Out of Class Assignments, Resignation/Retirement/Conclusion of Employment, Volunteers.

7.0 REPORTS

- 7.1 **Saddleback College and Irvine Valley College: Speakers**
A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 7.2 **SOCCCD: Basic Aid Report**
Report on projected receipts and approved projects.
- 7.3 **SOCCCD: Facilities Plan Status Report**
Status of current construction projects.

8.0 WRITTEN REPORTS

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

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

9.0 ADDITIONAL ITEMS

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

RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

D E C E M B E R 1 7 , 2 0 1 2

ROB MERRITT

CHANNEL 6 TV NEWS ANCHOR

*W*hereas, Rob Merritt has served south Orange County's Laguna Woods Village community of 18,800 residents for 44 years, 40 of those years as the Channel 6 TV News Anchor; and

*W*hereas, Rob Merritt started at Channel 6 TV as a Communication Intern in January 1969, while he was a student at California State University, Fullerton completing his communications degree in Radio-TV-Film. He soon became a production assistant and in 1971 began his news anchor career by co-hosting the daily news program with the station manager; and

*W*hereas, for more than 30 years, Rob Merritt has conducted monthly interviews with South Orange County Community College District trustees, keeping Emeritus students and the community at large informed about district and college initiatives, activities, events, forums and board meeting outcomes; and

*W*hereas, in 2000, Rob Merritt and other Leisure World news staff received the first Dr. Tracy Strevey Community Service Award from the Leisure World Historical Society for their respected work in the community; therefore,

*B*e it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby express their deepest appreciation to Rob Merritt for his long-standing dedication and commitment to our district, including Saddleback College, Irvine Valley College, and the Advanced Technology & Education Park, and wish him well in his retirement.

Nancy M. Padberg, President

T.J. Prendergast III, Vice President

Marcia Milchiker, Clerk

William O. Jay, Member

Timothy Jemal, Member

David B. Lang, Member

James R. Wright, Member

Heather Park, Student Member

Gary L. Poertner, Chancellor



TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Annual Organizational Meeting

ACTION: Approval

BACKGROUND

The provisions of Education Code Section 72000 require the Governing Board of each school and community college district to hold an Annual Organizational Meeting within a prescribed 15-day period. The Orange County Department of Education notified South Orange County Community College District that the 15-day period for 2012 is December 7 through December 21, 2012.

STATUS

This year, the Annual Organizational Meeting of the Board of Trustees will be held on December 17, 2012, 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 2012 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 2012 of the South Orange County Community College District.



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ANNUAL ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES

DECEMBER 17, 2012

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 2012 OF THE SOUTH ORANGE
COUNTY COMMUNITY COLLEGE DISTRICT - Exhibit G**

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ELECTION OF OFFICERS OF THE BOARD OF TRUSTEES

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**APPOINTMENT OF SECRETARY AND ASSISTANT SECRETARY
TO THE BOARD OF TRUSTEES**

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

Debra L. Fitzsimons be appointed to the office of Assistant Secretary.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

APPOINTMENT OF TRUSTEE REPRESENTATIVES FOR 2012

Representative to the Nominating Committee to elect members to serve on the Orange County Committee on School District Organization (1) and Alternate Representative (1)

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

Liaison to Orange County Community College Trustees Association (1)

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

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

REGULAR MEETINGS OF THE BOARD OF TRUSTEES

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

January 2013 through December 2013

TUESDAY, JANUARY 22

MONDAY, FEBRUARY 25

MONDAY, MARCH 18

MONDAY, APRIL 29

MONDAY, MAY 20

MONDAY, JUNE 17

MONDAY, JULY 22

MONDAY, AUGUST 26

MONDAY, SEPTEMBER 23

MONDAY, OCTOBER 28

MONDAY, NOVEMBER 25

MONDAY, DECEMBER 16
(Regular and Organizational Meeting)

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

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

2013 BOARD AGENDA PLANNING CALENDAR

PROPOSED BOARD MEETING DATES	ITEMS FOR CONSIDERATION
Tuesday, January 22	CCCT Nomination New Curriculum (presented throughout the year as needed) Study Abroad Program (presented throughout the year as needed) Out-of-State Travel for Students (presented throughout the year as needed) Sabbatical Leave Recommendations Institutional Memberships Nonresident Fees
Monday, February 25	Instructional and Student Material/Lab Fees, Summer, Fall and Spring Semesters (share) Tenure Review Academic Senate Curriculum Review Report (share) Community Education Programs, Summer Sessions (share)
Monday, March 18	Commencement Speakers (share) CCCT Election 2013-14 College Curriculum Revisions for Catalogs Orange County Teacher of the Year Selection (share)
Monday, April 29	Classified Employees Week Resolution Resolutions for Teachers of the Year Board of Trustees' Self-Evaluation
Monday, May 20	Outstanding Classified Employee Service Award presentation Annual Accreditation Reports (share) 2013-14 Child Development Center Fees (share) Faculty Stipend Approvals, Summer and Fall Semester District/Colleges/ATEP Mission Statements (share) Five-Year Construction Plan – Information Records Destruction
Monday, June 17	Gann Limitation Worksheet Adoption of Tentative District Budget Adoption of Tentative IVC and SC Student Government Budgets Five-Year Construction Plan – Approval Establishment of District Goals Community Education Programs, Fall Semester (share)
Monday, July 22	Institutional Memberships Board Evaluates Chancellor
Monday, August 26	Adoption of Final District Budget Adoption of Final IVC and SC Student Government Budgets

Exhibit E

Monday, September 23	Total Expenditures Report of Faculty Stipends for Previous Academic Year (share)
Monday, October 28	Proposed New Faculty Positions (share) Accountability Reporting for Community Colleges (ARCC) (share)
Monday, November 25	Academic Calendar (Review and Study) Acceptance of District Audit Report Nonresident Fees (Information Item) Community Education Programs, Spring Semester (share) Faculty Stipend Approvals, Spring Semester Chancellor and Presidents Present Evaluations of Academic Administrators
Monday, December 16	Academic Calendar (Approval) Board of Trustees Organizational Meeting Facilities Corporation Annual Meeting Renewal or Noticing of Administrators' Contracts



Meeting of the Board of Trustees

[insert date here]

CALL TO ORDER: 5:00 P.M.

1.0 PROCEDURAL MATTERS

1.1 Call To Order

1.2 Public Comments

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

RECESS TO CLOSED SESSION

RECONVENE OPEN SESSION: 6:00 P.M.

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 Resolutions/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. **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. College 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 Information Reports

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 & 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 2012 of the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT SPECIAL MEETING OF THE BOARD OF DIRECTORS DECEMBER 17, 2012

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 2012 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 19, 2012 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 19, 2012**

PRESENT

Members of the Board of Trustees:

Nancy M. Padberg, President
T.J. Prendergast, Vice President
Marcia Milchiker, Clerk
David B. Lang, Member
Frank M. Meldau, Member
James R. Wright, Member
Heather Park, Student Member

ABSENT

Bill Jay, Member

Administrative Officers:

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

CALL TO ORDER: 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 (GC Section 54957) (13)
 - 1. Public Employee Employment/Evaluation (12)
 - a. Vice Chancellor for Technology and Learning Services (DS)
 - b. Vice Chancellor for Human Resources and Employer/Employee Relations (DS)
 - c. College President (SC)
 - d. Dean, Students and Counseling (IVC)
 - e. Dean, Enrollment Services (IVC)
 - f. Dean, Liberal Arts (IVC)
 - g. Vice Chancellor, Business Services (DS)
 - h. Director Student Health Center (SC)
 - i. Dean, Kinesiology & Athletics/Athletics Director (SC)
 - j. Associate Vice Chancellor, Economic Development (DS)
 - k. Dean, Health Science, Kinesiology & Athletics (IVC)
 - l. Dean, Math, Science & Engineering (IVC)
 - 2. Public Employee Employment/Evaluation: Chancellor (1)
- B. Public Employee Discipline/Dismissal/Release (GC 54954.5)
- C. Conference with Labor Negotiators (GC Section 54957.6)
 - 1. Unrepresented Employee: Chancellor
Agency Designated Negotiators: Nancy Padberg, Esq. - Board President, and Warren Kinsler, Esq. – General Counsel
- D. Conference with Legal Counsel (GC Section 54956.9)
 - 1. Initiation of Litigation (GC Section 54956.9[b][1] and [3][C] – *Wassmann v. SOCCCD*)
 - 2. Anticipated Litigation (GC Section 54956.9(b)(1) and (3)(c) (1 case)

RECONVENE OPEN SESSION: 6:00 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

On a 6-0 vote, the board affirmed the conclusion of an investigation and dismissed a claim filed by a Saddleback College student against an adjunct instructor.

2.2 Invocation

Led by Trustee James Wright

2.3 Pledge of Allegiance

Led by Trustee Mike Meldau

2.4 Resolutions/Commendations

A. Resolutions:

SOCCCD: Frank M. Meldau – Member, Board of Trustees

B. Commendations:

SOCCCD: Frank M. Meldau – Member, Board of Trustees

Irvine Valley College: Frank M. Meldau – Member, Board of Trustees

Saddleback College: Frank M. Meldau – Member, Board of Trustees

Saddleback College: Phillis Kucharski – Nursing Professor

Saddleback College: Chris Wilkinson – Chief of Police

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. Board Request(s) for Reports

Trustee Padberg requested to advance item 6.1 prior to moving to Discussion Items.

4.0 DISCUSSION ITEMS

4.1 **Saddleback College and Irvine Valley College: Student Success Task Force Recommendation 3 – “Incentivize Successful Student Behaviors”**

A presentation on Recommendation 3 of the California Community Colleges Student Success Task Force.

Saddleback and Irvine Valley College provided an overview of Recommendation #3. Saddleback College Professor Deanna Avetisian presented an overview of the BSI Math Tutoring Lab and Professor Marina Aminy presented an overview of the English tutoring center. Irvine Valley College professors Brooke Choo, Joel Sheldon and Dan de Roulet presented an overview of the Student Success Center.

4.2 **Saddleback College and Irvine Valley College: Foundations**

A presentation on the colleges' foundation annual reports.

Irvine Valley College Foundation Director Richard Morley and IVC Foundation Board President Bill Crosby along with Saddleback College Foundation President Jim Leach and Saddleback Foundation Director Don Rickner provided an overview of the foundation annual reports.

Trustee Marcia Milchiker requested to pull item 5.15 from the consent calendar.

On a motion made by Trustee Lang and seconded by Trustee Lang, the balance of the consent calendar was approved on a 6-0 vote with Trustee Jay absent.

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.

5.1 SOCCCD: Board of Trustees Meeting Minutes

Approve minutes of a Regular Meeting held on October 29, 2012.

5.2 Irvine Valley College: 2013 International Debate Tour – People's Republic of China (PRC)

Approve the out-of-state travel request for IVC students and their advisors. All costs for travel, food, lodging and incidentals will be paid through a combination of fund raising, forensics foundation account, or directly by the participants. Supplemental allocations from ASIVC and staff development money for faculty members may be utilized for tournament expenses, which may impact the general fund.

5.3 Saddleback College and Irvine Valley College: Spring 2013 Community Education Programs

Approve Community Education courses, presenters, and compensation for Spring 2013.

5.4 Saddleback College and Irvine Valley College: Speakers

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

5.5 Saddleback College: Study Abroad Program to Santander, Spain

Approve the Saddleback College study abroad program to Santander, Spain in the summer of 2013 and direct the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the Travel and Education travel vendor.

5.6 Saddleback College: Study Abroad Program to Peru

Approve the Saddleback College study abroad program to Peru in the spring of 2013 and direct the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the Travel and Education travel vendor.

5.7 Saddleback College: Grant Acceptance, CTE Pathways Initiative, Allied Health Expansion, Health Careers Readiness Project

Accept award of \$250,000 from the California Community College Chancellor's Office for the CTE Pathways Initiative Grant 12-129-001.

- 5.8 **Saddleback College: Award of Bid 2006: Demolish Saddleback College Classroom Cluster Building**
Award bid and approve agreement with Cal United Construction Group in the amount of \$42,400.
- 5.9 **Saddleback College: Donated Equipment**
Approve the donation to Saddleback Valley Unified School District.
- 5.10 **SOCCCD: Budget Amendment: Adopt Resolution No. 12-37 to Amend FY 2012-2013 Adopted Budget**
Adopt resolution to amendment adopted budget.
- 5.11 **SOCCCD: Transfer of Budget Appropriations**
Approve the transfer of budget appropriations.
- 5.12 **SOCCCD: Purchase Order/Confirming Requisitions**
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P13-01952 through P13-02187 amounting to \$789,695.11. Approve confirming requisitions dated October 10, 2012 through October 30, 2012 totaling \$163,657.04.
- 5.13 **SOCCCD: Payment of Bills**
Approve check no. 163378 through 163929 processed through the Orange County Department of Education, totaling \$1,795,678.08; and check no. 010531 through 010553, processed through Saddleback College Community Education, totaling \$46,994.95; and check no. 009047 through 009054, processed through Irvine Valley College Community Education, totaling \$14,689.21.
- 5.14 **SOCCCD: Gifts to the District and Foundations**
Accept donations to the District and/or the Foundations as listed.
- 5.15 **SOCCCD: October/November 2012 Contracts**
Ratify contracts as listed.

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

6.0 GENERAL ACTION ITEMS

- 6.1 **SOCCCD: Acceptance of District Annual Audit Report: 2011-12**
Accept for review.

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

- 6.2 **SOCCCD: Board Policy Revision: BP-3410: Nondiscrimination, BP-5140: Disabled Students Programs and Services, BP-5505: Grade Grievance Policy, BP-5150: Extended Opportunity Programs and Services, BP-6110: Articulation of Courses and Programs, BP-1900-Alcoholic Beverages, BP-3004: Public Records, BP-3005: Designation of Authorized Signatures, BP-4073: Faculty Reassigned Time and Stipends**

Accept for review and study

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

- 6.3 **SOCCCD: Board Policy Revision: BP-5300.5-Grade Changes, BP-3517-Student Organizations at Off-Campus Location**

Accept for discussion/approval.

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 agreement with Neudesic, LLC in the amount not to exceed \$500,000.

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

- 6.5 **SOCCCD: Academic Personnel Actions – Regular Items**
Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Chancellor Contract Extension, Resignation/Retirement/Conclusion of Employment.

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

- 6.6 **SOCCCD: Classified Personnel Actions – Regular Items**
Approve New Personnel Appointments, Authorization to Establish and Announce a Classified Position, Out of Class Assignments, Request to Rescind Layoff for Classified Positions, Leave of Absence, Resignation/Retirement/Conclusion of Employment, Volunteers.

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

7.0 REPORTS

- 7.1 **SOCCCD: List of Board Requested Reports**
Status report of board requested reports of the South Orange County Community College District Board of Trustees.

- 7.2 **Saddleback College and Irvine Valley College: Speakers**
A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 7.3 **SOCCCD: Basic Aid Report**
Report on projected receipts and approved projects.
- 7.4 **SOCCCD: Facilities Plan Status Report**
Status of current construction projects.
- 7.5 **SOCCCD: Retiree (OPEB) Trust Fund**
The annual report is for the period ending October 31, 2012.
- 7.6 **SOCCCD: Quarterly Investment Report**
This report is for the quarter ending on September 30, 2012.
- 7.7 **SOCCCD: Monthly Financial Status Report**
This report displays the adopted budget, revised budget and transactions through October 31, 2012.
- 7.8 **SOCCCD: Academic Year 2013-2014 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 WRITTEN REPORTS


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

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

9.0 ADDITIONAL ITEMS

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

The meeting was adjourned at 8:53 p.m.



Gary L. Poertner, Secretary

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Transfer Degrees for the Spring Semester 2013-2014 Academic Year
ACTION: Approval

BACKGROUND

Saddleback College's Curriculum Committee and Academic Senate have reviewed and approved the Associate Degrees for Transfer (AA-T/AS-T) for the Spring semester 2013-2014 Academic Year.

STATUS

Saddleback College proposes three Associate Degrees for Transfer (AA-T/AS-T) in Exhibit A. This is recommended by the Curriculum Committee and the Academic Senate of Saddleback College for the Spring semester 2013-2014 Academic Year.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the proposed Associate Degrees for Transfer (AA-T/AS-T) as listed in Exhibit A.

Item Submitted By: Tod A. Burnett, Ed. D., *President*

Geology Transfer Model Curriculum
CCC Major or Area of Emphasis: Geology
CSU Major or Majors: Geology
Total units: 24-28 (*all units are semester units*)

Exhibit A

In the four columns on the right, enter the course identifier, course title and number of units of a course that is comparable to the course indicated for the TMC (in the far left column). If the course may be double-counted, put an X in the GE column.

The units indicated in the TMC are semester units – and they are minimum units. All courses must be CSU transferable. Where there is an indicated C-ID descriptor, you are certifying that your course is comparable.

http://www.c-id.net/descriptors/view_final

No additional documentation is required for alignment with this TMC.

Geology Transfer Model Curriculum		Associate in Science degree in Geology for Transfer College Name: Saddleback College Program Requirements			
Course Title (units)	C-ID (or TCSU) Designation	Course ID	Course Title	Units	GE
Required Core: (24-28 units)					
Physical Geology with Lab (4) or Physical Geology (3) and Physical Geology Lab (1)	GEOL 101 or GEOL 100 and GEOL 100L	GEOL 1	Introduction to Physical Geology	4	<input checked="" type="checkbox"/>
Historical Geology with Lab (4) or Historical Geology (3) and Historical Geology Lab (1)	GEOL 111 or GEOL 110 and GEOL 110L	GEOL 2	Historical Geology	4	<input checked="" type="checkbox"/>
General Chemistry for Science Majors I, with Lab (4-5)	CHEM 110	CHEM 1A	General Chemistry	5	<input checked="" type="checkbox"/>
General Chemistry for Science Majors II, with Lab (4-5)	CHEM 120	CHEM 1B	General Chemistry	5	<input checked="" type="checkbox"/>
Calculus I (4-5) and Calculus II (4-5) or Single Variable Calculus Sequence (8-10)	MATH 210 & 220 or MATH 211 & 221 or MATH 900S	MATH 3A & MATH 3B (C-ID MATH 211 & 221)	Analytic Geometry and Calculus & Analytic Geometry and Calculus	5 & 5	<input checked="" type="checkbox"/>
Total Units for the Major:	24 - 28		Total Units for the Major:	28	
		Total Units that may be double-counted:			28

Notes:

1. When selecting 4-5 unit courses for the Associate in Science in Geology for Transfer, keep in mind that you may not require more than 60 units for the entire degree. Students must be allowed to double-count courses for general education and the major.
2. The approved TMC (<http://www.c-id.net/degreeereview.html>) includes some recommended courses that may benefit some students. Although these courses are not required for alignment with the TMC, counselors may want to include them when assisting students to select general education and elective courses.

History Transfer Model Curriculum
CCC Major or Area of Emphasis: History
CSU Major or Majors: History
Total units: 18 (*all units are semester units*)

Rev. 5/23/2011
 Template #1004

In the four columns on the right, enter the course identifier, course title and number of units of a course that is comparable to the course indicated for the TMC (in the far left column). If the course may be double-counted, put an X in the GE column.

The units indicated in the TMC are semester units – and they are minimum units. All courses must be CSU transferable. Where there is an indicated C-ID descriptor, you are certifying that your course is comparable. Where no reference descriptor is indicated, discipline faculty should compare the existing course to the sample course description(s) provided in the TMC at <http://www.c-id.net/degreeeview.html> and attach the appropriate report from ASSIST showing the required transferability status (i.e., CSU transferable, general education, or major preparation at CSU).

History Transfer Model Curriculum		Associate in Arts degree in History for transfer College Name: Saddleback College Program Requirements			
Course Title (units)	C-ID Designation	Course ID	Course Title	Units	GE
Required Core: 6 units					
History of the United States I (3)	HIST 130	HIST 16	History of the United States to 1876	3	
History of the United States II (3)	HIST 140	HIST 17	History of the United States since 1876	3	
List A: 6 units					
World History I (3) or Western Civilization I (3)	HIST 150 or HIST 170	HIST 4	World History to 1750	3	
World History II (3) or Western Civilization II (3)	HIST 160 or HIST 180	HIST 5	World History from 1750	3	
List B (one course from each group): 6 units					
Group 1:					
World History I or II (if not used in List A)(3)	HIST 150 or HIST 160	HIST 4 or HIST 5	World History to 1750 or World History from 1750	3 or 3	
Any history course not pertaining to the US or Europe articulated as fulfilling CSU GE Area C or D (3)		HIST 70	History of Asia to 1800	3	
		HIST 71	History of Asia since 1800	3	
		HIST 72	History of China	3	
		HIST 74	History of the Middle East to 1800	3	
		HIST 75	Introduction to the Contemporary Middle East	3	
		HIST 80	Introduction to Contemporary Africa	3	
		HIST 30	History of Mexico	3	
Any course from the humanities or social sciences (including history) that addresses any historically under-represented groups or non-western subjects articulated as fulfilling CSU GE Area C or D (3)		HIST 21	Women in United States History: A Multicultural Perspective	3	
		HIST 33	The Political/Social History of the Chicanas/os	3	
		HIST 81	African American History	3	
		HIST 62	European History to 1650	3	
		HIST 63	European History since 1650	3	
Any course in a language other than English which is articulated as fulfilling CSU GE Area					

C2 (3)					
Group 2:					
Any history course (including List A courses, if not used above) or any non-history course from the humanities or social sciences related to history articulated as fulfilling CSU GE Area C or D or any introductory level social sciences course articulated as fulfilling CSU GE Area D (3)					
Total Units for the Major:	18		Total Units for the Major:	18-20	
		Total Units that may be double-counted:			18

NOTE: No more than one course can be taken that is not articulated as either major preparation or general education.

Kinesiology Transfer Model Curriculum
CCC Major or Area of Emphasis: Kinesiology
CSU Major or Majors: Kinesiology
Total units: 20-24 (*all units are semester units*)

Rev. 8/20/2012
 Template #1008

In the four columns on the right, enter the course identifier, course title and number of units of a course that is comparable to the course indicated for the TMC (in the far left column). If the course may be double-counted with either CSU-GE or IGETC, put an X in the GE column.

The units indicated in the TMC are semester units – and they are minimum units. All courses must be CSU transferable. Where there is an indicated C-ID descriptor, you are certifying that your course is comparable. Where no reference descriptor is indicated, discipline faculty should compare the existing course to the sample course description(s) provided in the TMC at <http://www.c-id.net/degreeereview.html> and attach the appropriate report from ASSIST showing the required transferability status (i.e., CSU transferable, general education, or major preparation at CSU).

Kinesiology Transfer Model Curriculum		Associate in Arts degree in Kinesiology for transfer			
		College Name: Saddleback College			
		Program Requirements			
Course Title (units)	C-ID (or TCSU) Designation	Course ID	Course Title	Units	GE
Required Core: 14 units					
Introduction to Kinesiology (3)	KIN 100	KNES 51	Introduction to Kinesiology and Athletics	3	<input type="checkbox"/>
Human Anatomy with Lab (4)		BIO 11	Human Anatomy	4	<input checked="" type="checkbox"/>
Human Physiology with Lab (4)		BIO 12	Human Physiology	4	<input checked="" type="checkbox"/>
Movement Based Courses: (maximum 3) Select a maximum of one (1) course from any three (3) of the following areas for a maximum of three units ⁱⁱ . All movement based courses must be articulated as lower division preparation for the Kinesiology major at a CSU					
• Aquatics		KNES 41 KNES 42 KNES 44	Swimming for Nonswimmers Intermediate Swimming Aquatic Conditioning	1-1.5 1-1.5 1-1.5	<input checked="" type="checkbox"/>
• Combatives		KNES 90 KNES 93 KNES 94	Self-Defense (Co-Ed) Karate Beginning Aikido	1-1.5 1-1.5 1-1.5	<input checked="" type="checkbox"/>
• Dance		DANC 65 DANC 51 DANC 57	Pilates Conditioning Introduction to Ballet Introduction to Jazz Dancing	1-1.5 1-1.5 1-1.5	<input type="checkbox"/>
• Fitness		KNES 1 KNES 50 KNES 107	Cardiovascular Conditioning Aerobic Dance Survey and Assessment of Fitness	1-1.5 1-1.5 1.0	<input checked="" type="checkbox"/>
• Individual Sports		KNES 20 KNES 21 KNES 22 KNES 24	Beginning Golf I Beginning Golf II Intermediate Golf Beginning Tennis I	1-1.5 1-1.5 1-1.5 1-1.5	<input checked="" type="checkbox"/>
• Team Sports		KNES 70 KNES 71 KNES 72	Basketball Advanced Basketball Beginning Soccer	1-1.5 1-1.5 1-1.5	<input checked="" type="checkbox"/>

ⁱ If a C-ID descriptor has been finalized, it may be entered in this column. http://www.c-id.net/descriptors/view_final

ⁱⁱ While the language of the template is general, colleges must specify which courses students would select from.

		KNES 76 KNES 77	Beginning Soccer Advanced Soccer	1-1.5 1-1.5	
List A (select two): 6-10 units					
Introductory Statistics for General, Business, and Social Sciences (3)	STAT 110 (TCSU) STAT 120 (TCSU) SOCI 125	MATH 10	Introduction to Statistics	3	<input checked="" type="checkbox"/>
Human Biology (4)	BIOL 110 (TCSU)	BIO 20	Introduction to Biology	4	<input checked="" type="checkbox"/>
Survey of General, Organic, and Biological Chemistry (5) or General Chemistry I (5)	CHEM 210 (TCSU) or CHEM 110	CHEM 108 or CHEM 1A	Introduction to General, Organic, & Biochemistry or General Chemistry	4 or 4	<input checked="" type="checkbox"/>
Physics (4-5)	PHYS 105 or PHYS 205	PHYS 2A or PHYS 4A	Introduction to Physics or General Physics	5 or 5	<input checked="" type="checkbox"/>
First Aid and CPR (3)	KIN 101	HLTH 2	First Aid, CPR and AED	1.5	<input type="checkbox"/>
Total Units for the Major:	20-24		Total Units for the Major:	20.5-23	
		Total Units that may be double-counted:			21- 23

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Grant Acceptance, Career Technical Education
Community Collaborative Grant renewal

ACTION: **Approval**

BACKGROUND

In July, 2012, Saddleback College submitted a proposal requesting renewal of grant funding in response to the Career Technical Education Pathways Initiative, CTE Community Collaborative Grant RFA No. 12-140-890 issued by the California Community Colleges Chancellor's Office (CCCCO). The proposal supports the ongoing implementation of the South Orange County CTE Community Collaborative at Saddleback. The Collaborative will continue existing efforts in career exploration for middle school students along with strengthening CTE Professional Development and teacher and faculty externships. The Collaborative will also expand program focus to exploring and developing career pathways in Entrepreneurship, Culinary and Green Architecture/Design at Saddleback and Engineering-Robotics education at Irvine Valley.

STATUS

On November 7, 2012, the CCCCCO notified the College of its intent to award \$387,023 for the period November 1, 2012 through November 30, 2014 to fund the project efforts as presented in Exhibit A. In order to accomplish the goals identified in Exhibit A, Saddleback will expand existing efforts in 7th and 8th grade career exploration to additional school sites, and expand efforts to engage teacher & instructor participation in professional externships in business and industry. Saddleback's Business Science division will develop career pathway programs in entrepreneurship partnering with CTE programs in green design and culinary. Irvine Valley's Office of Career Technical Education will continue to develop a Robotic Technology education program to increase student interest and participation in STEM career pathways.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept this award of \$387,023 from the California Community College Chancellor's Office for the CTE Grant RFA 12-140-890.

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

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

1. **PROJECT TITLE:** Career Technical Education: Community Collaborative
2. **PROJECT DIRECTOR:** Mary Anstadt
3. **PROJECT ADMINISTRATOR:** Rocky Cifone
4. **GRANTOR AGENCY:** California Community Colleges Chancellor's Office, CTE Pathways Initiative
5. **FUNDING SOURCE:** California Community College Chancellor's Office
6. **STARTING AND ENDING DATES OF THE PROJECT:** November 1, 2012 – November 30, 2014.
7. **EXECUTIVE SUMMARY OF THE PROJECT (limit 125 words):**

Saddleback College will address the goals of the California Community College Chancellor's Office CTE Pathways Initiative through the ongoing implementation of the CTE Community Collaborative grant. Expansion and development of Career Pathways in the fields of Engineering and Design (Architecture & Drafting Technology, Robotics), Hospitality (Culinary Arts) and Entrepreneurship as well as Career Exploration for 7th/8th graders, faculty development and student retention efforts will be the primary focus for this funding.

8. **SUMMARY BUDGET**

Grant Award	In Kind Matching	Indirect Costs	Project Total
\$387,023	\$38,702	\$14,885	\$425,575

9. **APPROVALS:**



 Division/School Dean



 Vice President of Instruction



 Vice President of College Administrative Services

 Chancellor



 Vice Chancellor of Learning Services



 President

EXPENDITURES SUMMARY

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

	GRANT (Amount)	MATCHING* (In-Kind/Actual)	SOURCE OF MATCH (Partnership/College/Vendor)
1000 Certificated Salaries	\$ 26,400	\$4,800	College
2000 Classified Salaries	\$ 169,430	\$2,720	College
3000 Benefits	\$ 75,914		
4000 Supplies	\$ 10,796		College
5000 Contracted Services and Other Expenses	\$ 85,033	\$31,182	College
6000 Capital Outlay	\$ 4,565		
Other Charges (e.g.: Indirect Costs)	\$ 14,885		
TOTALS	\$ 387,023	\$38,702	

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

PROJECT PERSONNEL (reflects the Expenditure Detail above)

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

PARTNERSHIPS (if applicable)

Capistrano Unified School District
Capistrano-Laguna Beach ROP
Coastline ROP
Irvine Unified School District
Irvine Valley College
Laguna Beach Unified School District
Saddleback Valley Unified School District
Tustin Unified School District
Vital Link

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Honors Geography 102, Out-of-State Travel Program

ACTION: Approval

BACKGROUND

Irvine Valley College is committed to providing high-quality education and a full range of scientific and cultural activities for students. For many years, the College has offered courses in many areas of the world and expert talented faculty to provide a quality academic experience combined with cultural travel.

As part of offering high quality education to students, Irvine Valley College is offering an opportunity for students to study the geology and geography of the island of Hawaii. This island includes Kilauea Volcano, which has been erupting continuously since 1983, and four other volcanoes, each of which is rich with geologic and cultural sites. The island contains a rich heritage of field artifacts and monuments from ancient Hawaiians. Field studies will include visits to study many of these sites.

STATUS

The Irvine Valley College School of Social Sciences propose to offer an honors course, from 6/1/13 to 6/9/13, of field study in Hawaii as an out-of-state travel program, as described in the attached exhibits. A minimum enrollment of 12 students is required and a maximum of 22 students can be accommodated. The Out-of-State Travel Program Information Summary is presented in Exhibit A. The individual cost breakdown summary and program narrative are presented in Exhibit B. There is no impact to general funds.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the School of Social Sciences, Honors Geography, out of state travel program to Hawaii.

Item Submitted by: *Dr. Glenn R. Roquemore, President*

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

OUT-OF-STATE TRAVEL PROGRAM INFORMATION SUMMARY

1. PROGRAM										
Location/Destination:		Hawaii, USA			First Trip:		Yes:		No:	X
Dates:		From:	6/1/13	To:	6/9/13	Total No. of Days:		9		
Partner Name (Academic Institution):		N/A								
Address:		N/A								
Contact Person:		N/A			Telephone No.:		N/A			
Description of Institution:		N/A								
Includes:	Accredited Instruction		Yes:	X	No:					
	Transfer College Units		Yes:	X	No:					
	Orientation		Yes:	X	No:					
	Books/Supplies		Yes:		No:	X				
	Tutors		Yes:		No:	X				
	Weekend Study Activities		Yes:	X	No:					
	Food		Yes:		No:	X				
	Transportation LOCAL ONLY		Yes:	X	No:					
	Lodging		Yes:	X	No:					
Other:		All instruction by IVC faculty. Dates shown are for class meetings in Hawaii only, meetings at IVC are in Exhibit B. Local transportation during field study will be in rented vans.								
Does Not Include: (Examples: Local Transportation at home; Personal Items, etc.)		Personal expenses during program; all meals; student travel to and from Hawaii.								
Other:		Irvine Valley College tuition/administrative fees, extra protection insurance coverage for increased medical and/or personal effects.								
2. FACULTY										
Lead Faculty Name:		Brennan Wallace (1 OSH); Jodi Titus (1 OSH)								
Coordinates Trip:		Yes:	X	No:						
If No, Explain:										
Travels to Site:		Yes:	X	No:						
Dates:		From:	6/1/13	To:	6/9/13					
Teaching Assignment at Program Site:		Yes:	X	No:						
Dates:		From:	6/1/13	To:	6/9/13					
Requires Substitute at IVC and/or SC?		Yes:		No:	X					
Unpaid Faculty Exchange:		Yes:		No:	X					
If Yes, Faculty Name(s) Required:										
Assignments to be Covered:										
Other:										
3. COURSE(S) OFFERED AT PROGRAM SITE										
Course No.:		Course Title:							No. of Units	

GEOG 102	Geography Field Studies	2 Units

4. STUDENTS

Minimum number of students required to make program:	12
Minimum number of units:	2.0
Maximum number of units:	2.0
If this is a repeat program site, what is the average number of units taken per student?	N/A
Other – Maximum number of students	22

5. COSTS

Student:	
Contracted cost per student:	\$ 974.00
Average cost per day: (It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)	\$ 108.00

College:

Additional costs to the District?	Yes: X	No:	Insurance deductible of \$2500-\$5000 per vehicle in case of accident
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If Yes Explain:

Cost of substitute pay if instruction is also receiving salary for courses at IVC and/or SC during the same period of time.	\$ N/A
-----------------------------------------------------------------------------------------------------------------------------	---------------

Other Costs	\$ 0
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6. OTHER ACTIVITIES NOT PART OF THE COURSE(S) (ATTACHMENTS)

N/A

7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 a.m.	Classes	Classes	Classes	Classes	Classes	Classes	Classes
9 a.m.							
10a.m.	↓	↓	↓	↓	↓		
11a.m.	↓	↓	↓	↓	↓		
12 Noon	↓	↓	↓	↓	↓	↓	↓
1 p.m.	↓	↓	↓	↓	↓		
2 p.m.	↓	↓	↓	↓	↓		
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.							
7 p.m.							
8 p.m.	Classes		Classes		Classes		
9 p.m.	↓	↓	↓	↓	↓	↓	↓
10 p.m.	↓	↓	↓	↓	↓	↓	↓

Exceptions to weekly schedule: **N/A**

8. ATTACHMENTS

EXHIBIT B – Individual Cost Breakdown Summary and Program Description.

INDIVIDUAL COST BREAKDOWN SUMMARY AND PROGRAM DESCRIPTION

IRVINE VALLEY COLLEGE
SCHOOL OF SOCIAL SCIENCES AND BEHAVIORAL SCIENCES

HONORS GEOGRAPHY 102
OUT-OF-STATE TRAVEL CLASS
GEOGRAPHY FIELD STUDIES

ESTIMATED COSTS OF FIELD STUDY CLASS

COSTS TO BE PAID BY STUDENTS	
Instructor Airfare (2 instructors, round trip@ \$900.00 ea)	\$1,800.00
Instructor food (2 instructors, 9 days, \$31/day)	558.00
Vehicle rental (3ea, 11-passenger vans, days, \$186.00/day)	5,022.00
Vehicle rental (3ea, 4-W-D 11-pass vans, 1 day @ \$242.00/day)	726.00
Fuel for Vehicles (estimated)	600.00
Dorm Rooms, (24 beds @ \$17/bed/day, 9 days)	3264.00
Contingency (\$20/student x 22 students)	440.00
TOTAL COST	\$11,684.00
COST PER STUDENT (12 Students)*	\$974.00
APPROXIMATE COSTS NOT INCLUDED	
Student Airfare to and from Hawaii	\$900.00
Student food (9 days @ \$31/day)	279.00
Misc. personal costs	50.00
IVC fees (2.0 units @ \$46/unit)	92.00
IVC Health Fee	14.00
TOTAL COSTS NOT INCLUDED	\$1,335.00
GRAND TOTAL**	\$2,309.00

*The cost per student will be charged as a class fee to each student. If more than 12 students enroll, or if for any other reason there are unexpended funds at the end of the field study, each student will be refunded an amount as appropriate. The class can accommodate as many as 22 students, as the dorm room limit is 24, including the two IVC instructors.

**This is the estimated cost for each student enrolled, which includes IVC fees, student travel, food, and personal expenses.

PROGRAM NARRATIVE

PROGRAM DESCRIPTION

This program includes an honors field class to be held during the summer of 2013. This is an out-of-state travel class, with field study to be conducted on the big island of Hawaii, and with classroom time to be conducted at the campus of Irvine Valley College and in Hawaii.

HAWAIIAN PHYSICAL AND CULTURAL GEOGRAPHY

The island of Hawaii, often termed *The Big Island*, is a wonderland for studying physical and cultural geography in the field. The Island is made of five volcanoes, three of which have erupted in historic time, and one of which has been erupting continuously since 1983. These volcanoes offer a rich environment for study of physical geography. The geography class will promote critical thinking and student growth through classroom time and field observations. In addition to study of an erupting volcano in the field and visits to the 4 other volcanoes, students will be able to study in the field numerous sites that include modern and ancient geologic features, including lava tubes, historic and prehistoric lava flows and ash beds, cinder cones, volcanic craters, a volcanic caldera, gas vents, the world's largest landslides, and glacial features in a tropical setting (at the top of Mauna Kea, the largest mountain in the world). Various rock types will be studied, and coral growth in relation to volcanic materials observed and studied. The class will also be able to visit the Hawaiian Volcano Observatory, operated by the U.S. Geological Survey; the Center for Study of Active Volcanoes on the Hilo Campus of the University of Hawaii, the Geology Department of the University of Hawaii at Hilo, and the Tsunami Museum in Hilo. Classroom time prior to the field study will provide background to the students in preparation for the field study. Post-trip classroom time will be for student reports from independent projects each has undertaken.

Hawaiian cultural resources are generally accessible and reveal details of how ancient Hawaiians lived and interacted. Numerous field sites are available for field study to provoke student interaction, critical thinking, and problem solving. Sites include ancient trails, burial sites, preserved prehistoric footprints buried in volcanic ash, monuments of various types, numerous petroglyph sites, archaeological sites where ancient Hawaiians lived, sacred pools, the City of Refuge, royal fishing grounds, and a royal surfing area.

SCHEDULE

The schedules for these classes will include 100 hours of combined lecture and laboratory instruction time, with both IVC professors meeting all classes. The field portion of the classes will convene at Kilauea Volcano on June 1, 2013, and will end on Kilauea Volcano on the evening of June 9, 2013.

The overall schedule for both classes is as below:

May 1 IVC Organizational meeting/instruction	4 hours
May 7 Classroom instruction	4 hours
May 14 Classroom instruction	4 hours
June 1 Travel date (no instruction; travel to Hawaii)	
June 2 Field instruction	8 hours
June 2 Evening classroom instruction (Hawaii)	3 hours
June 3 Field instruction	10 hours
June 4 Field instruction	8 hours
June 4 Evening classroom instruction (Hawaii)	3 hours
June 5 Field instruction	10 hours
June 6 Field instruction	8 hours
June 6 Evening classroom instruction (Hawaii)	3 hours
June 7 Field instruction	11 hours
June 8 Field instruction	8 hours
June 9 Travel date (Exit from field; no instruction)	
June 12 Classroom instruction	4 hours
June 13 Classroom instruction	4 hours
June 14 Classroom instruction	4 hours
June 15 Classroom instruction	4 hours
TOTAL INSTRUCTION HOURS	100 hours

VENUE

IVC holds a reservation for 30 dorm-room beds at Kilauea Military Camp (KMC), within Hawaii Volcanoes National Park for June 1-9, 2013. KMC is a self-contained facility located about 3 miles from the small town of Volcano, Hawaii, and offers dormitory rooms for educational groups and military personnel. This venue is not open to travel agents or tourists. In addition to dormitory rooms, KMC has a snack bar, a cafeteria, a general store, laundry facilities, and limited recreational facilities (including bowling, indoor miniature golf, pinball machines, and a weight room), a post office, and a gasoline station. KMC is a secure military base operated as a Joint Forces Recreational Facility. It is walking distance from the Park Headquarters, and the Volcano House hotel and restaurant. It is a short ride from the Hawaiian Volcano Observatory, operated by the U.S. Geological Survey. KMC also has rooms available that can be used for classroom activities.

PROGRAM ENROLLMENT

Students will enroll in the geography class, for a total of 2 units of Honors credit. A minimum enrollment of 22 students is required and a maximum of 22 students can be accommodated (room reservations are for a maximum of 24 people, including 2 IVC instructors).

CONTRACTOR AND TRAVEL ARRANGEMENTS

No contractor has been retained to make travel arrangements for this program. KMC is open only to educational groups and military personnel, and does not allow travel agents or tourists to use its facilities. Student travel arrangements to and from Hawaii will be made by each student and paid separately by each student. Field vehicles will be rented through Harper's, the only rental agency on the big island that allows vehicles to be taken off paved roads and to the top of Mauna Kea. Prof. Titus will make the vehicle arrangements.

The class begins on May 1, 2013, with an organizational meeting on the IVC campus. The field portion of the class will convene in Hilo, Hawaii on June 1, 2013, and students will be released from the field studies in Hilo, Hawaii on the morning of June 9, 2013. The final class meeting will be held July 15, 2006 on the IVC campus.

This flexible travel arrangement allows students to travel to and from Hawaii on their own schedules. While in the field, class will be convened at 8 am each morning, and students will be released each day so they may have dinner on their own schedule. Three evening sessions at KMC will be convened after dinner, as identified in the class schedule. Students will be released from the class for dinner, and will not return to class until it is reconvened in the morning after breakfast (except for the 3 evening sessions to be convened at KMC).

CLASS MEETING SITES

Classroom activities will be conducted at IVC prior to mobilizing for the field study and after returning from the field study. These pre-trip classroom activities will provide background to the students, in order to direct their studies and problem solving abilities in the field. Each student will be assigned a topic for special study in both physical and cultural geography. Post-trip classroom time will be for student presentations of projects and class summaries by both instructors.

Field activities in Hawaii will include study of Kilauea Volcano, which is erupting, Mauna Loa Volcano, Hualalai Volcano Mauna Kea Volcano, and Kohala Volcano. Field emphasis will be on Kilauea Volcano, where the KMC facility is located. Field study will include a trip to the top of Mauna Kea to observe and study the geological preserve there, which is a national monument and which also has numerous operating visual and radio telescopes (some of which are open to visit). Hawaiian cultural sites are on all five of the volcanoes.

Classroom time in Hawaii will be in classrooms and meeting rooms at KMC. KMC provides meeting rooms equipment for a nominal extra charge.

IVC INSTRUCTORS

All instruction will be from two current Irvine Valley College faculty with years of field class experience.

Prof. Brennan Wallace and Prof. Jodi Titus will co-instruct the Geography 102. Prof. Wallace is a physical geography and GIS lab instructor at IVC. He has extensive experience teach field geography courses at IVC, including classes to Yellowstone NP and the Pacific Northwest field class in 2011.

Prof. Titus is in her eighth year of full-time instruction in geography at IVC. She has previously taught Hawaiian field geography and maintains a high degree of interest in sharing her field experience with new students. She has been to all of the field study locations that will be studied in the field during this program.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Life Science Building: Change Order No. 8

ACTION: Approval

BACKGROUND

The Board of Trustees approved basic aid funding for the Irvine Valley College Life Sciences project for a total budget of \$24,861,000. On April, 25, 2011, the Board of Trustees approved an \$11,387,287 construction contract with Edge Development Inc. Previously approved change orders increased the contract by \$156,933.77 for a revised amount of \$11,544,220.77. Edge defaulted and Liberty Mutual, surety for Edge, will take the contract to project completion.

STATUS

Liberty Mutual has provided a take-over contractor and work is underway.

Exhibit A includes Board Change Order No. 8. It describes the required modifications contained in Change Order Requests (COR) numbers 139, 145, 150, 152 and 156. Approval of change order No. 8 will result in an increase of \$15,598.34.

The total change to the contract does not exceed the 10% limit allowed by Public Contract Code. Approval will bring the revised contract to \$11,559,819.11.

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

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Change Order Requests (COR) numbers 139, 145, 150, 152 and 156 for the Irvine Valley College Life Sciences project as described in EXHIBIT A and authorize staff to execute the corresponding change order with the contractor which will result in an increase of \$15,598.34 in the total project cost. The revised contract amount is \$11,559,819.11.

Bid No. 303

Board Change Order No. 8

December 17 2012

Bid #	BID PACKAGE DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	BCO # 8 COR Total	REVISED CONTRACT AMOUNT	Previously Approved Time Extension (cal days)
303	General Contractor	Edge Development Inc/Benchmark Consulting		\$11,387,287.00	\$156,933.77	\$15,598.34	\$11,559,819.11	
		27368 Via Industria, Suite 101 Temecula, CA 92590	TOTAL	11,387,287.00			11,559,819.11	8

COR No.	Date	Description	Requested	Status	Amount	Time Extension
139	11/16/2012	RFP #10 – Plaster wrap around box beam	by architect	reviewed	\$7,092.46	0
145	7/12/2012	RFI #443 – Dens Deck support at low roofs and boiler room roof	by architect	reviewed	\$4,258.51	0
150	11/14/2012	RFI #451 – New Custom frames/doors to fit in curtain wall system	by architect	reviewed	\$2,300.02	0
152	11/14/2012	ASI #020 – Cut brick around steel support “L” angle	by architect	reviewed	\$675.73	0
156	11/14/2012	T&M work to remove mullions for additional work approved in COR 121	by architect	reviewed	\$1,271.62	0

TOTAL THESE CHANGE ORDER REQUESTS**\$15,598.34**

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Contract Amendment, RoadtripNation.org

ACTION: Approval

BACKGROUND

Irvine Valley College contracts with RoadtripNation.org to provide services under a statewide leadership grant known as the *Career Development Work-Based Learning Linkages to Professional Organizations* grant. Our role is to serve as the fiduciary agent for this state grant, and to benefit as a college from the research, development, and implementation of career-centered activities designed to meet the needs of all California community colleges. The vendor assists the college to deliver additional Roadtrip services, including filming events and sharing them through Social Media, to community college counselors throughout the state.

STATUS

Irvine Valley College wishes to extend the contract term by two months and increase the compensation by \$2,000.00. The contract was initially scheduled to conclude December 31, 2012 and the original contract threshold was \$195,000.00. The amendment will extend the completion date to February 28, 2013 and increase the contract threshold to \$197,000.00. Roadtrip Nation.org is being asked to provide for the delivery of an additional Roadtrip to community college counselors, as presented in Exhibit A.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve a two-month contract extension and \$2,000 increase in the contract threshold for RoadtripNation.org as part of the *Career Development Work-Based Learning Linkages to Professional Organizations* grant.

AGREEMENT

AMENDMENT NO. 1

The Roadtrip Nation Independent Contractor/Consultant Agreement was executed on October 26, 2011 by and between Roadtrip Nation located at 853 W. 17th St., Costa Mesa, CA 92627 and South Orange County Community College District located at 28000 Marguerite Parkway in Mission Viejo, California 92692-3635 for the purpose of Content Licensing and Online Development and Campus Events, Social Media, and a Counselor Roadtrip. This amendment will provide for the delivery of an additional Roadtrip to community college counselors.

The parties hereby agree to the following amendments:

1. **Term.** The original Agreement term shall be extended two (2) months beyond the effective end date, extending the performance period through February 28, 2013. Any party wishing to terminate or modify this agreement shall notify the other party in writing of such intent no later than thirty (30) days prior to the termination of any Extended Term.
2. **Compensation.** The agreement shall be increased \$2,000.00 changing the initial threshold of \$195,000.00 to \$197,000.00

Each party has read and agrees to be bound by the terms and conditions of this Amendment. The parties hereunder hereby execute this Amendment as of this 15th day of November, 2012.

Name of Company

By: _____
Mike Marriner

Its: Co-Founder

South Orange County Community College District

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

Its: Vice Chancellor

INDEPENDENT CONTRACTOR/CONSULTANT AGREEMENT

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

hereinafter called DISTRICT, and

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

hereinafter called CONSULTANT.

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

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

The parties agree as follows:

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

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

See Attachment.

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

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

Consultant

South Orange County Community College District

Signature: [Signature]

Signature: [Signature]

By: Mike MARRINER

By: Dr. Debra L. Fitzsimons

Title: COFounder

Title: Vice Chancellor, Business Services

Date: 11/28/11

Date: 11-18-11

**SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT**

Contact Person: David D. Gatewood

College Contact Person: Rachel Manders

DEC 5 2011

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

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

Roadtrip Nation & CA Professional Associations

Phase 1 / Phase 2 Overview

Collaboration Concept:

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

Phase 1: Content Licensing and Online Development

Phase 2: Events and Social Media Outreach

Phase 1: Content Licensing and Online Development

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

Timeline:

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

Costs:

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

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

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

Timeline:

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

Costs:

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

Date of Service: 11/17/11 thru 12/30/12

Total Requisition not to Exceed: \$195,000.00

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>
10/19/12 10:30am SM 313	Sara Sheybani – Science Lecture Series	Chester Kyle, Ph.D.	Bicycle, solar cars, and Human Powered Aircrafts	\$1500 max ASG
11/9/12 10:00am SSC 212	Patricia Flanigan On-line Ed./Learning Resources	Teresa Sutcliffe	Understand “How to Flip the Classroom”	\$400 plus mileage from Los Angeles
2/1/13 9:30am Laguna Woods Village Auditorium, Clubhouse 3	Collette Chattopadhyay HUM 204X – Modern World Culture	John Kuri	“How Entertainment Affect the World”	\$100

IRVINE VALLEY COLLEGE

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

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Resolution No. 12-36: Conflict of Interest- Biennial Review

ACTION: Approval

BACKGROUND

On January 31, 2011, the South Orange County Community College District adopted an amendment to its Conflict of Interest Code as required by Government Code Section 87300 of the Political Reform Act of 1974. Pursuant to Government Code Section 87306.5(b), the Orange County Board of Supervisors (the "County"), as the code reviewing body for the District, has requested that the District conduct a biennial review of its Conflict of Interest Code and, if a change in the Code is necessitated by changed circumstances, submit an amended Code to the County. The amended code will become effective upon approval by the County.

STATUS

Consistent with the advisory opinions issued by the Fair Political Practices Commission, District legal counsel has recommended that the District's existing Conflict of Interest Code (Attachment A) is revised to reflect a format only change and that the list of designated positions and reporting categories are updated and amended as attached on EXHIBIT A.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 12-36 (EXHIBIT A) and approve the revised Conflict of Interest Code attached, subject to the review and approval by the Orange County Board of Supervisors.

Resolution Number No. 12-36

RESOLUTION OF THE BOARD OF TRUSTEES
OF SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
ADOPTING A CONFLICT OF INTEREST CODE
WHICH SUPERSEDES ALL PRIOR CONFLICT OF
INTEREST CODES AND AMENDMENTS
PREVIOUSLY ADOPTED

WHEREAS, the Political Reform Act of 1974, Government Code Section 81000 et. seq. ("the Act"), requires a local government agency to adopt a Conflict of Interest Code pursuant to the Act; and

WHEREAS, South Orange County Community College District has previously adopted a Conflict of Interest Code and that Code now requires updating; and

WHEREAS, amendments to the Act have in the past and foreseeably will in the future require conforming amendments to be made to the Conflict of Interest Code; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation, Title 2, California Code of Regulations, Section 18730, which contains terms for a standard model Conflict of Interest Code, which, together with amendments thereto, may be adopted by public agencies and incorporated by reference to save public agencies time and money by minimizing the actions required of such agencies to keep their codes in conformity with the Political Reform Act.

NOW THEREFORE, BE IT RESOLVED:

Section 1. The terms of Title 2, California Code of Regulations, Section 18730 (Attachment A) and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, together with Exhibits A and B in which members and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the South Orange County Community College District

Section 2. The provisions of all Conflict of Interest Codes and Amendments thereto previously adopted by the South Orange County Community College District and hereby superseded.

Section 3. The Filing Officer is hereby authorized to forward a copy of this Resolution to the Clerk of the Orange County Board of Supervisors for review and approval by the Orange County Board of Supervisors as required by California Government Code Section 87303.

ATTACHMENT A
CONFLICT OF INTEREST CODE FOR THE

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

The Political Reform Act, Government Code Sections 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regulations, Section 18730) which contains the terms of a standard Conflict of Interest Code, which may be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the Conflict of Interest Code of the South Orange County Community College District.

Designated employees shall file statements of economic interests with the South Orange County Community College District Political Reform Act Filing Officer, Vice Chancellor of Business Services, who will make the statements available for public inspection and reproduction (Government Code Section 82008).

Upon receipt of the statements of the Board members and Chancellor, the South Orange County Community College District's Filing Officer shall make and retain a copy and forward the original of these statements to the Clerk of the Orange County Board of Supervisors as the Filing Officer for these designated positions.

Statements for all other designated employees will be retained by the South Orange County Community College Filing Officer.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**LIST OF DESIGNATED POSITIONS
CONFLICT OF INTEREST CODE**

EXHIBIT “A”

<u>DESIGNATED POSITIONS</u>	<u>DISCLOSURE CATEGORIES</u>
Assistant Athletic Director	2
Assistant Dean, Health Science & Human Services/ Director of Nursing	2
Assistant Director of Facilities	2,3
Assistant Director of Facilities – Capital Outlay Projects	2,3
Assistant Director of Fiscal Services-Accounting and Budget	2
Assistant Manager, Child Development Center	2
Associate Director of Applications Delivery	2
Associate Director of Human Resources-Employer/ Employee Relations	2
Associate Provost	1,2,3
Associate Vice Chancellor of Economic Development	1,2,3
Buyer	2
Central Services Manager	2
Chancellor	1,2,3
Chief of Police	2
College Grants and Contracts Manager	2
Community Based Job Training Grant Project Director	2
Community Collaborative Grant Project Director	2
Construction Manager	2
Consultant	5
Dean of Academic Programs	2
Dean, Advanced Technology and Applied Science	2
Dean, Business Science and Economic, Workforce	2
Dean, Counseling Services	2
Dean, Enrollment Services	2
Dean of Fine Arts and Business Sciences	2
Dean of Fine Arts and Media Technology	2
Dean, Health Science and Human Services	2
Dean, Health Sciences, Kinesiology & Athletics	2
Dean of Humanities & Languages, Social Behavioral Sciences & Library Services	2

<u>DESIGNATED POSITIONS</u>	<u>DISCLOSURE CATEGORIES</u>
Dean of Kinesiology & Athletics/Athletics Director	2
Dean of Liberal Arts	2
Dean, Math, Science and Engineering	2
Dean, Online Education and Learning Resources	2
Dean, Social and Behavioral Sciences	2
Dean of Students & Counseling Services	2
Dean, Technical Preparation Project	2
Dean of Transfer, Career & Special Programs	2
Deputy Chief of Police	2
Director of Advanced Technology Center-Rapid Tech NSF	2
Director of Advanced Technology Project-Rapid-Tech	2
Director, Board Policies & Administrative Regulations Program	2
Director, Center for Applied and Competitive Tech	2
Director of Child Development Center	2
Director of College Broadcast Services	2
Director, College Foundation	2
Director, Community Education	2
Director, Economic & Workforce Development	2
Director, Emeritus Institute Instructional Programs	2
Director, Extended Education	2
Director, Facilities	2,3
Director of Facilities Planning	2,3
Director, Financial Aid	2
Director, Fiscal Services	1,2,3
Director of Foster and Kinship Care Education Program	2
Director of Information Technology – Academic Systems	2
Director of Information Technology – Administrative Systems	2
Director of Information Technology – Infrastructure & Security	2
Director, Information Technology, Program Analysis	2
Director, Learning Assistance	2
Director of Manufacturing Technology – Rapid Tech NSF	2
Director of Marketing & Communications	2
Director of Marketing, Communications & Broadcast Services	2
Director of Outreach and Recruitment	2
Director, Performing Arts & Operations	2
Director of Research, Planning and Accreditation	2
Director of Student Life	2
Director, Student Health Center	2
Director, Technical Preparation Project	2

<u>DESIGNATED POSITIONS</u>	<u>DISCLOSURE CATEGORIES</u>
Director, Technology Services	2
Director of Technology Services and Broadcast Systems	2
District Director, Information Technology	2
District Director of Public Affairs & Government Relations	2
District Director of Research, Planning & Data Management	2
Executive Director of Facilities Planning/Purchasing/ Materials Management	2,3
Executive Director of Fiscal Services/Comptroller	4
Executive Director of Human Resources & Employer/ Employee Relations	2
Educational Program Director	2
Facilities Maintenance and Energy Projects Manager	2,3
Financial Aid Director	2
Financial Analyst/Audit Supervisor	2
Grant Project Coordinator	2
Instructional Site Supervisor	2
Manager, Office of the President	2
Manager, Office of the Chancellor and Trustee Services	2
Member, Board of Trustees	4
Night Facilities Operations Supervisor	2
Payroll and Benefits Processing Manager	2
Police Operations Lieutenant	2
President	1,2,3
Project Director Career Technical Education	2
Provost	1,2,3
Purchasing Manager	2
Registrar	2
Risk Manager	2
Senior Buyer	2
Systems Manager, Computers & Networking Operations	2
User Experience Manager	2
Vice Chancellor, Business Services	4
Vice Chancellor, Educational Services	1,2,3
Vice Chancellor, Human Resources & Employer-Employee Relations	1,2,3
Vice Chancellor, Technology and Learning Services	1,2,3
Vice President for College Administrative Services	1,2,3
Vice President, Instruction	1,2,3
Vice President, Student Services	4

EXHIBIT “B”

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

DISCLOSURE CATEGORIES

DISCLOSURE CATEGORIES

Category 1: Designated employees whose duties are broad and undefinable.

A designated employee in this category shall disclose:

- (1) Interests in real property located within the jurisdiction of the District.
- (2) Business positions or investments in business entities or income from sources of the type which plan to do business, are currently doing business, or have done business with the District within the previous two (2) years.

Category 2: Designated employees whose duties involve contracting or purchasing.

A designated employee in either of the two following sub-categories shall disclose:

(1) *Contracts or makes purchases for entire District or College:*

Investments and business positions in business entities, or income from sources of the type which plan to do business, are currently doing business, or have done business with the District or College within the previous two (2) years and which provide services, supplies, materials, machinery or equipment of the type utilized by the District or College.

(2) *Contracts or makes purchases for specific department:*

Investments and business positions in business entities, or income from sources of the type which plan to do business, are currently doing business, or have done business with the District or College within the previous two (2) years and which provide services, supplies, materials, machinery or equipment of the type utilized by the designated employee's department or division.

Category 3: Designated employees whose decisions may affect real property interests.

A designated employee in this category shall disclose:

Investments and business positions in business entities, or income from sources of the type which plan to do business, are currently doing business, or have done business with the District or school within the previous two (2) years and which engage in land development, construction, or the acquisition, lease or sale of real property and all interests in real property located within the jurisdiction of the District.

Category 4: OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

Subject to the provisions of Government Code Sections 87200 through 87210, an official in this category shall disclose:

- (A) Interests in real property located within the jurisdiction of the District.
- (B) Business positions or investments in business entities or income from sources of the type which plan to do business, are currently doing business, or have done business within the jurisdiction of the District during the previous two (2) years.

Category 5: CONSULTANT

Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in this Conflict of Interest Code, subject to the following limitations:

The Chancellor may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties, and based upon that description, a statement of the extent of disclosure requirements. The Chancellor's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Budget Amendment: Adopt Resolution No. 12-38 to Amend FY 2012-2013 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 2012-2013 Adopted Budget.

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

General Fund

CalWORKs at Irvine Valley College	\$8,620
CalWORKs at Saddleback College	\$2,737
CTE Health Career Readiness at Saddleback College	\$250,000
CTE Work-based Learning Linkages at Irvine Valley College	\$500,419
Op-Tec/University of Florida Sub-award at Irvine Valley College	\$15,000
Temporary Assistance for Needy Families (TANF) at Irvine Valley College	\$1,221
Temporary Assistance for Needy Families (TANF) at Saddleback College	\$1,278
	<hr/>
Total Increase to the General Fund	<u><u>\$779,275</u></u>

Total Budget Amendment

\$779,275

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 12-38 to amend the FY 2012-2013 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 12-38

December 17, 2012

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$779,275 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	\$17,499
8600	State Revenue	\$761,776
		<hr/>
		<u>\$779,275</u>

<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
1000	Academic Salaries	\$91,403
2000	Classified Salaries	\$135,162
3000	Fringe Benefits	\$72,957
4000	Books and Supplies	\$23,581
5000	Other Operating Expenses and Services	\$419,609
6000	Capital Outlay	\$35,988
7000	Other Outgo	\$575
		<hr/>
		<u>\$779,275</u>

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BUDGET AMENDMENT
GENERAL FUND
RESOLUTION 12-38
December 17, 2012

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 \$779,275 was duly and regularly adopted by the said Board at a regular meeting thereof held on December 17, 2012.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 18th day of December 2012.

Gary L. Poertner
Secretary to the Board of Trustees

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

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

ACTION: Approval

BACKGROUND

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

STATUS

Trustee Bill Jay was absent from the November 19, 2012 board meeting due to medical reasons.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt resolution 12-40 (Exhibit A) authorizing payment to Trustee Jay who was absent from the November 19, 2012 meeting of the Board of Trustees.

Item Submitted By: Gary L. Poertner, Chancellor

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

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

RESOLUTION 11-40

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 19, 2012, the Board of Trustees of the South Orange County Community College District held a meeting; and

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

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

NOW, THEREFORE, BE IT RESOLVED that Trustee Bill Jay shall be paid at the regular rate of compensation for the meeting of the Board of Trustees held on Monday, November 19, 2012.

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 17, 2012

SADDLEBACK COLLEGE

Gift	Donated By:
Painting	Jose D. Thomas 21315 McIntosh Lane Lake Forest, California 92630
Position Finder for Automotive Technology	Jim Lindstrom 10228 Foothill Road Sunol, California 94586
Electronic 3D Gauge Electronic Edge Finder for Automotive Technology	Peter Lindstrom 22 Marseille Laguna Niguel, California 92677

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. 163930 through 164585 processed through the Orange County Department of Education, totaling \$3,880,753.80; and Checks No. 010554 through 010563, processed through Saddleback College Community Education, totaling \$7,889.80; and Checks No. 009055 through 009058, processed through Irvine Valley College Community Education, totaling \$2,437.97 are submitted for the approval of the Board of Trustees.

RECOMMENDATION

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

Checks Dated 10/31/2012 through 11/27/2012

Check Number	Check Date	Pay to the Order of	Check Amount
163930	10/31/2012	NCS PEARSON, INC.	95.90
163931	10/31/2012	PACIFIC COACHWAYS	2,337.25
163932	10/31/2012	THE PATON GROUP	2,124.29
163933	10/31/2012	PAYAM-E-ASHENA	250.00
163934	10/31/2012	J.W. PEPPER & SON, INC.	1,103.43
163935	10/31/2012	LILIANN PEREZ-STROUD	240.00
163936	10/31/2012	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	791.00
163937	10/31/2012	VERSARE SOLUTIONS, INC dba PORTABLEPARTITIONS.COM	1,272.00
		Unpaid Sales Tax	98.58
		Expensed Amount	1,370.58
163938	10/31/2012	PYRAMID TECHNOLOGY SERVICES	1,350.00
163939	10/31/2012	QUEZADA PRO LANDSCAPE, INC.	4,950.00
163940	10/31/2012	QUICK CAPTION	220.00
163941	10/31/2012	LAURA QUINTANA	50.00
163942	10/31/2012	RANCHO SANTIAGO COLLEGE	990.63
163943	10/31/2012	REILLY WORKPLACE INVESTIGATIONS	14,034.06
163944	10/31/2012	RICOH AMERICAS CORP	72.83
163945	10/31/2012	ROSETTA RILEY	50.00
163946	10/31/2012	GARY RYBOLD	63.41
163947	10/31/2012	S & B FOODS CATERING DIVISION	2,268.08
163948	10/31/2012	S & B FOODS CATERING DIVISION	323.52
163949	10/31/2012	SAFEWAY, INC.	86.92
163950	10/31/2012	JARED SCOTT	100.00
163951	10/31/2012	SEHI PROCOMP COMPUTER PRODUCTS	578.01
163952	10/31/2012	SHERATON CERRITOS HOTEL	7,214.60
163953	10/31/2012	SJM INDUSTRIAL RADIO	83.93
163954	10/31/2012	SMART LEVELS MEDIA	1,184.17
163955	10/31/2012	SOUTHERN COUNTIES OIL DBA/SC FUELS	5,852.34
163956	10/31/2012	SO. ORANGE CO. COMM. COL.DIST	8,975.00
163957	10/31/2012	ANTHONY TENG	150.00
163958	10/31/2012	TNR TECHNICAL, INC.	607.20
163959	10/31/2012	TRANSPORT SPECIALTIES, INC.	1,125.00
163960	10/31/2012	TREV'S GLASS	73.51
		Unpaid Sales Tax	5.02
		Expensed Amount	78.53
163961	10/31/2012	TUSTIN CHRYSLER JEEP DODGE WHOLESALE PARTS	99.47
163962	10/31/2012	U.S. DATA TRUST CORPORATION	6,000.00
163963	10/31/2012	ULINE ATTN: ACCOUNTS RECEIVABLE	2,509.10
163964	10/31/2012	UNIQUE MANAGEMENT SERVICES	29.85
163965	10/31/2012	US MARKERBOARD BRITE VISUAL PRODUCTS INC.	4,683.58
		Unpaid Sales Tax	20.69
		Expensed Amount	4,704.27
163966	10/31/2012	VFS FIRE & SECURITY SERVICES	625.00
163967	10/31/2012	VIDACARE CORPORATION	685.84
163968	10/31/2012	VISTA PAINT CORPORATE OFFICE	98.07
163969	10/31/2012	VIKYRA VYRAK	20.46
163970	10/31/2012	WARD'S NATURAL SCIENCE	129.33

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

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Checks Dated 10/31/2012 through 11/27/2012

Check Number	Check Date	Pay to the Order of	Check Amount
163971	10/31/2012	WARE DISPOSAL CO., INC.	1,071.62
163972	10/31/2012	WATERLINE TECHNOLOGIES POOL SUPPLY OF ORANGE COUNTY	84.05
163973	10/31/2012	WESTERN GRAPHICS PLUS, INC.	3,697.98
163974	10/31/2012	JIM WRIGHT	53.99
163975	10/31/2012	XPEDX	328.91
163976	10/31/2012	CARLOS ZELAYA	50.00
163977	10/31/2012	SAFEWAY, INC.	366.40
163978	10/31/2012	3D RAPID PROTOTYPING INC.	8,321.25
163979	10/31/2012	ACTIVEPDF, INC	699.00
163980	10/31/2012	AIR SOURCE INDUSTRIES, INC.	113.94
163981	10/31/2012	BOCA INTERNET TECHNOLOGIES INC DBA ALERTSITE	9,420.00
163982	10/31/2012	AMREIN ENGINEERING, AG	625.00
163983	10/31/2012	AMTECH ELEVATOR SERVICES	52.11
163984	10/31/2012	AUCA LOS ANGELES	88.98
163985	10/31/2012	OSIRIS AVALOS	50.00
163986	10/31/2012	B & H PHOTO VIDEO REMITTANCE PROCESSING	830.00
Unpaid Sales Tax			64.33
Expensed Amount			894.33
163987	10/31/2012	BECKMAN COULTER INC	316.55
163988	10/31/2012	BUDDY'S ALL STARS	1,026.97
163989	10/31/2012	CAL PRO SPORTS	173.57
163990	10/31/2012	CAMP CHEF	80.55
163991	10/31/2012	CDW GOVERNMENT, INC.	529.48
163992	10/31/2012	CHEVRON AND TEXACO BUSINESS CARD SERVICES	2,127.89
163993	10/31/2012	CLARK SECURITY PRODUCTS INC.	2,319.63
163994	10/31/2012	CULLIGAN	103.50
163995	10/31/2012	DELL MARKETING L.P. C/O DELL USA L.P.	2,754.37
163996	10/31/2012	DHARMA TRADING CO.	96.74
163997	10/31/2012	DirecTV	102.99
163998	10/31/2012	DRAMATISTS PLAY SERVICE, INC.	111.85
Unpaid Sales Tax			7.44
Expensed Amount			119.29
163999	10/31/2012	EASTBAY TEAM SPORTS DEPT. 5374	4,574.91
164000	10/31/2012	ECONOMIC ALTERNATIVES, INC.	358.33
164001	10/31/2012	EDWARDS, ARNETTE	180.00
164002	10/31/2012	EMCOR/Mesa Energy Systems	1,300.00
164003	10/31/2012	ESSENCE	18.00
164004	10/31/2012	EXPEDEON INC.	291.00
164005	10/31/2012	FISHER SCIENTIFIC	149.06
164006	10/31/2012	FREEWAY AUTO SUPPLY	79.27
164007	10/31/2012	MATTHEW SHERMAN	15.00
164008	10/31/2012	THE EMBROIDERY STORE	283.17
164009	10/31/2012	BCH WATERWORKS	160.00
164010	10/31/2012	DAIRY DEPOT	92.00
164011	11/01/2012	INSLEY CONSTRUCTION	26,135.55
164012	11/01/2012	PRESTO SPORTS, INC	3,000.00
164013	11/01/2012	TROXELL COMMUNICATIONS, INC.	21,409.93

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

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Checks Dated 10/31/2012 through 11/27/2012

Check Number	Check Date	Pay to the Order of	Check Amount
164014	11/01/2012	WESTERN GRAPHICS PLUS, INC.	4,078.30
164015	11/01/2012	WELLS FARGO #1606	2,970.06
		Unpaid Sales Tax	16.04
		Expensed Amount	2,986.10
164016	11/01/2012	WELLS FARGO #2078	6,095.46
164017	11/01/2012	WELLS FARGO #3317	3,459.01
		Unpaid Sales Tax	13.13
		Expensed Amount	3,472.14
164018	11/01/2012	WELLS FARGO #4198	2,990.36
		Unpaid Sales Tax	51.15
		Expensed Amount	3,041.51
164019	11/01/2012	WELLS FARGO #3317	1,406.22
164020	11/02/2012	ACADEMIC SENATE	75.00
164021	11/02/2012	CCCAOE	395.00
164022	11/02/2012	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	550.00
164023	11/02/2012	ORANGE COUNTY BUSINESS COUNCIL	600.00
164024	11/02/2012	WELLS FARGO #1598	2,895.68
164025	11/02/2012	ALLSTEEL INC.	4,046.06
164026	11/02/2012	LEE ARMSTRONG CO., INC.	55,000.00
164027	11/02/2012	BFK ENGINEERS	5,865.00
164028	11/02/2012	CRESCENT SOLUTIONS	7,560.00
164029	11/02/2012	DOUGHERTY + DOUGHERTY ARCHITECTS LLP	15,089.85
164030	11/02/2012	ENAMIX, INC.	5,767.00
164031	11/02/2012	GKKWORKS	428.69
164032	11/02/2012	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	1,625.00
164033	11/02/2012	JOYCE INSPECTION & TESTING	6,720.00
164034	11/02/2012	SYNERGY SOFTWARE SOLUTIONS	7,304.00
164035	11/02/2012	NIMBLE CONSULTING	10,375.00
164036	11/02/2012	PARSONS BRINCKERHOFF, INC.	3,926.03
164037	11/02/2012	PENN CORPORATE RELOCATION SERVICES, INC.	250.00
164038	11/02/2012	R.M. SYSTEMS, INC.	2,845.00
164039	11/02/2012	REPRO XPRESS	50.30
164040	11/05/2012	KATE ALDER	75.06
164041	11/05/2012	ROCKY CIFONE	56.59
164042	11/05/2012	WILL GLEN	414.14
164043	11/05/2012	YOLANDA GOULDSMITH	88.61
164044	11/05/2012	CRAIG HAYWARD	795.33
164045	11/05/2012	WILLIAM HEWITT	126.37
164046	11/05/2012	CAROL HILTON	19.75
164047	11/05/2012	DIANA HURLBUT	70.00
164048	11/05/2012	INNA LINK	837.95
164049	11/05/2012	DANIEL LUZKO	1,400.00
164050	11/05/2012	KIM MC CORD	58.26
164051	11/05/2012	RICHARD MORLEY	115.37
164052	11/05/2012	DIANE OAKS	112.37
164053	11/05/2012	GLENN ROQUEMORE	98.37
164054	11/05/2012	BRENNAN WALLACE	700.00
164055	11/05/2012	LIANNA ZHAO	89.44
164056	11/06/2012	RICOH AMERICAS CORPORATION	73.42

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

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Checks Dated 10/31/2012 through 11/27/2012

Check Number	Check Date	Pay to the Order of	Check Amount
164057	11/06/2012	SAFEWAY, INC.	529.36
164058	11/06/2012	SMART & FINAL IRIS CO.	899.31
164059	11/06/2012	POSTMASTER	20,400.00
164060	11/06/2012	WOODBIDGE HIGH SCHOOL	225.00
164061	11/06/2012	SAFEWAY, INC.	247.35
164062	11/06/2012	MARY ANSTADT	8.85
164063	11/06/2012	JOYCE BARTLOMAIN	14.99
164064	11/06/2012	MONIKA CONNOLLY	173.17
164065	11/06/2012	E-Z UP DIRECT	3,191.58
164066	11/06/2012	G & K SERVICES	157.70
164067	11/06/2012	GALLS INC. %GALLS RETAIL CA LOCK BOX	904.75
164068	11/06/2012	JIM GASTON	62.55
164069	11/06/2012	WILL GLEN	15.02
164070	11/06/2012	GMF SOUND, INC.	1,100.00
164071	11/06/2012	GOLF VENTURES WEST	1,166.32
164072	11/06/2012	GOODWILL INDUSTRIES OF ORANGE COUNTY	1,855.00
164073	11/06/2012	ESTER GRAHAM	14.99
164074	11/06/2012	W. W. GRAINGER	1,278.58
164075	11/06/2012	GRANICUS, INC.	1,075.00
164076	11/06/2012	GRESHAM SAVAGE NOLAN & TILDEN ATTORNEYS AT LAW	16,714.47
164077	11/06/2012	KELLY GRIMES	360.00
164078	11/06/2012	GROWTH SECTOR CO.	666.48
164079	11/06/2012	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	750.00
164080	11/06/2012	BRUCE HAGAN	74.93
164081	11/06/2012	HARBOR FREIGHT TOOLS	326.03
164082	11/06/2012	HARDY DIAGNOSTICS ACCOUNTS RECEIVABLE	2,099.97
164083	11/06/2012	HITT MARKING DEVICES, INC.	40.54
164084	11/06/2012	HORIZON	530.31
164085	11/06/2012	HUMANSIZE	508.31
164086	11/06/2012	LESLIE HUMPHREY	231.04
164087	11/06/2012	BARBARA ILLOWSKY	329.03
164088	11/06/2012	LISA INLOW	340.55
164089	11/06/2012	INSLEY CONSTRUCTION	275.00
164090	11/06/2012	INTERSTATE BATTERIES OF CALIFORNIA COAST	140.34
164091	11/06/2012	IRVINE RANCH WATER DIST.	12,120.42
164092	11/06/2012	CORINNE JACKSON	25.97
164093	11/06/2012	BILL JAY	8.65
164094	11/06/2012	JIM'S MUSIC CENTER, INC.	1,753.21
164095	11/06/2012	MADELYN JOHNSTON-PLESCIA CREATIONS BY MADELYN	204.00
164096	11/06/2012	JOHNSTONE SUPPLY	2,007.34
164097	11/06/2012	JAYNE JONES	1,667.34
164098	11/06/2012	K-LOG COMPANY	88.19
Unpaid Sales Tax			6.83
Expensed Amount			95.02
164099	11/06/2012	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	3,050.00
164100	11/06/2012	PIPS C/O KEENAN & ASSOCIATES	154,247.83
164101	11/06/2012	KAREN KELLEY	6.94

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

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Checks Dated 10/31/2012 through 11/27/2012

Check Number	Check Date	Pay to the Order of	Check Amount
164102	11/06/2012	KWIK KOPY PRINTING	377.12
164103	11/06/2012	LAGUNA GRAPHIC ARTS, INC.	89.11
164104	11/06/2012	DAVID B. LANG	16.63
164105	11/06/2012	A. M. LEONARD, INC.	2,790.19
		Unpaid Sales Tax	216.24
		Expensed Amount	3,006.43
164106	11/06/2012	SILVER LEOWIDJAJA	25.97
164107	11/06/2012	DIANE LEWIS	134.49
164108	11/06/2012	LIEBERT CASSIDY WHITMORE	9,653.23
164109	11/06/2012	NICOLE LOFTUS	44.87
164110	11/06/2012	MIROSLAVA MANCHIK	86.62
164111	11/06/2012	MC CALLUM GROUP, INC.	3,500.00
164112	11/06/2012	J. M. MC CONKEY CO.	1,751.93
164113	11/06/2012	TRACY MC CONNELL	25.72
164114	11/06/2012	MICHAEL LOWELL MC CORMICK	9.92
164115	11/06/2012	MEDCOM TRAINEX	406.40
164116	11/06/2012	FRANK M. MELDAU	7.96
164117	11/06/2012	MICHAEL MEYERS	120.00
164118	11/06/2012	MICRO CENTER A/R	533.16
164119	11/06/2012	MARCIA MILCHIKER	79.31
164120	11/06/2012	MILLENNIUM BUSINESS SERVICES Marty Cohn	220.89
164121	11/06/2012	ANNA MINNIECE	66.60
164122	11/06/2012	MITCHELL1	999.00
164123	11/06/2012	MONTGOMERY HARDWARE	3,232.74
164124	11/06/2012	CITIZENS BUSINESS BANK ATTN: LORI MOYNIHAN, VP	57,960.05
164125	11/06/2012	NASCO MODESTO	101.23
164126	11/06/2012	NAT'L ATHLETIC TRAINERS ASSN	458.00
164127	11/06/2012	NAT'L LEAGUE FOR NURSING	1,575.00
164128	11/06/2012	NCMPR	450.00
164129	11/06/2012	NEW DAY FILMS	304.00
		Unpaid Sales Tax	22.40
		Expensed Amount	326.40
164130	11/06/2012	NEW READER'S PRESS	45.36
		Unpaid Sales Tax	3.26
		Expensed Amount	48.62
164131	11/06/2012	NORMS REFRIGERATION	811.66
164132	11/06/2012	NORTH STATE ENVIRONMENTAL	11,516.57
164133	11/06/2012	OC Treasurer-Tax Collector	1,614.12
164134	11/06/2012	OCEANSIDE PHOTO & TELESCOPE	9,820.34
164135	11/06/2012	OMEGA ENGINEERING, INC.	70.18
164136	11/06/2012	OPTP	93.55
		Unpaid Sales Tax	5.97
		Expensed Amount	99.52
164137	11/06/2012	ORKIN PEST CONTROL 711	1,800.00
164138	11/06/2012	NANCY PADBERG	83.11
164139	11/06/2012	HEATHER PARK	40.59
164140	11/06/2012	PETERSON, LILIA	18.76
164141	11/06/2012	THOMAS JOHN PRENDERGAST	68.53

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Checks Dated 10/31/2012 through 11/27/2012

Check Number	Check Date	Pay to the Order of	Check Amount
164142	11/06/2012	LOUIS SESSLER	172.50
164143	11/06/2012	JIM WRIGHT	61.09
164144	11/06/2012	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	5,000.00
164145	11/06/2012	CA ASSN OF ALCOHOLISM & DRUG EDUCATORS	200.00
164146	11/06/2012	A G CONSTRUCTION	16,049.18
164147	11/06/2012	A-1 VISUAL SYSTEMS	732.66
164148	11/06/2012	AARDVARK CLAY AND SUPPLIES	1,758.48
164149	11/06/2012	ABC ICE HOUSE	140.08
164150	11/06/2012	AGUINAGA GREEN, INC.	330.79
164151	11/06/2012	AIR SOURCE INDUSTRIES, INC.	75.09
164152	11/06/2012	AIRGAS WEST	299.73
164153	11/06/2012	ALLIED REFRIGERATION INC	32.41
164154	11/06/2012	ARROWHEAD DRINKING WATER	40.93
164155	11/06/2012	ARS ENTERPRISES	857.11
164156	11/06/2012	ART SUPPLY WAREHOUSE	708.38
164157	11/06/2012	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	35,373.46
164158	11/06/2012	BAKER & TAYLOR	2,071.91
164159	11/06/2012	BESAFE TECHNOLOGIES, INC.	738.15
164160	11/06/2012	BISHOP COMPANY	5,937.11
164161	11/06/2012	BULBTRONICS	60.17
164162	11/06/2012	KRISTEN BUSH	1,760.50
164163	11/06/2012	BUTLER CHEMICALS, INC.	235.43
164164	11/06/2012	CAL PRO SPORTS	2,497.29
164165	11/06/2012	ROCKY CIFONE	25.45
164166	11/06/2012	CINEMA SECRETS, INC.	1,422.49
164167	11/06/2012	CINTAS CORPORATION	60.00
164168	11/06/2012	CINTAS DOCUMENT MANAGEMENT	120.00
164169	11/06/2012	MIKE COLLINS	125.44
164170	11/06/2012	COMMITTEE ON ACCREDITATION OF EDU PROG FOR THE EMS PROFESSNS	1,320.00
164171	11/06/2012	CONSOLIDATED ELECTRICAL DIST.	60.81
164172	11/06/2012	COSMOPOLITAN FOR LATINAS	10.00
164173	11/06/2012	ALLSTEEL, INC.	22,345.39
164174	11/06/2012	ALBERTSONS PURCHASE ADVANTAGE CARD	144.48
164175	11/07/2012	CITY OF TUSTIN ATTN: CITY MANAGER'S OFFICE	550.00
164176	11/07/2012	PACIFIC CLIPPINGS	59.00
164177	11/07/2012	PACIFIC COLOR PRINTING DANIEL HUNG TRAN	115.60
164178	11/07/2012	PARKWAY LAWNMOWER SHOP	194.46
164179	11/07/2012	PENN CORPORATE RELOCATION SERVICES, INC.	1,000.00
164180	11/07/2012	J.W. PEPPER & SON, INC.	377.13
164181	11/07/2012	LILIANN PEREZ-STROUD	360.00
164182	11/07/2012	RICHARD WHITMARK DBA RANCHO VIEJO GLASS	1,049.00
164183	11/07/2012	REFRIGERATION SUPPLIES DIST.	330.88
164184	11/07/2012	UCI CENTRAL CASHIER	1,993.00
164185	11/07/2012	S & S COMMUNICATIONS	1,055.95
164186	11/07/2012	S & B FOODS CATERING DIVISION	1,003.15
164187	11/07/2012	S & B FOODS CATERING DIVISION	48.33
164188	11/07/2012	S & B FOODS CATERING DIVISION	73.49
164189	11/07/2012	JARED SCOTT	90.00

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Check Number	Check Date	Pay to the Order of	Check Amount
164190	11/07/2012	SEHI PROCOMP COMPUTER PRODUCTS	541.98
164191	11/07/2012	SHRED-IT USA-SAN DIEGO	164.00
164192	11/07/2012	SIERRA SOIL, INC.	601.20
164193	11/07/2012	RUSSELL SIGLER, INC.	70.66
164194	11/07/2012	SIGNS PLUS MORE	188.57
164195	11/07/2012	SINGLEWIRE SOFTWARE, LLC	5,000.00
164196	11/07/2012	SMARDAN SUPPLY - EL MONTE	1,743.40
164197	11/07/2012	SO. ORANGE CO. COMM. COL.DIST	15,558.00
164198	11/07/2012	SOURCE GRAPHICS	74.24
164199	11/07/2012	TINO RAY YOUNGER SPORTS UNLIMITED	433.16
164200	11/07/2012	PATRIC TAYLOR	191.63
164201	11/07/2012	TIGER DIRECT C/O SYX SERVICES	81.40
		Unpaid Sales Tax	5.64
		Expensed Amount	87.04
164202	11/07/2012	TIME MASTERS	17.40
164203	11/07/2012	DIEMMY TRAN	240.00
164204	11/07/2012	TUTTLE-CLICK FORD	240.86
164205	11/07/2012	ULINE ATTN: ACCOUNTS RECEIVABLE	71.56
164206	11/07/2012	UNION ELECTRONIC DISTRIBUTORS	2,602.50
		Unpaid Sales Tax	201.69
		Expensed Amount	2,804.19
164207	11/07/2012	UNISOURCE WORLDWIDE INC.	2,481.54
164208	11/07/2012	VISTA PAINT CORPORATE OFFICE	246.96
164209	11/07/2012	WALTERS WHOLESALE ELECTRIC	1,755.14
164210	11/07/2012	WARD'S NATURAL SCIENCE	595.90
164211	11/07/2012	WATERLINE TECHNOLOGIES POOL SUPPLY OF ORANGE COUNTY	238.48
164212	11/07/2012	KATHY WEATHERWAX	630.00
164213	11/07/2012	KATHLEEN WERLE	107.38
164214	11/07/2012	DOUGLAS WESTLAKE	850.00
164215	11/07/2012	WICHE PUBLICATIONS	1,500.00
164216	11/07/2012	MICHAEL E. WILSON	14,484.00
164217	11/07/2012	XEROX CORPORATION	259.98
164218	11/07/2012	SMART & FINAL IRIS CO.	527.99
164219	11/07/2012	SO. ORANGE CO. COMM. COL. DISTWORKERS COMPENSATION	1,445.18
164220	11/07/2012	SOUTH COAST FAMILY PRACTICE	235.00
164221	11/07/2012	RPM CONSULTANT GROUP	2,870.00
164222	11/08/2012	AT & T MOBILITY	57.99
164223	11/08/2012	AT & T MOBILITY	14.82
164224	11/08/2012	AT & T	70.77
164225	11/08/2012	AT & T	54.23
164226	11/08/2012	AT & T	360.69
164227	11/08/2012	AT & T	27.28
164228	11/08/2012	AT & T	35.90
164229	11/08/2012	AT & T	61.16
164230	11/08/2012	AT & T	61.16
164231	11/08/2012	AT & T	61.16
164232	11/08/2012	AT&T	11.77

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Check Number	Check Date	Pay to the Order of	Check Amount
164233	11/08/2012	AT&T	6.41
164234	11/08/2012	SAN DIEGO GAS & ELECTRIC	1,021.90
164235	11/08/2012	SOUTHERN CALIFORNIA EDISON CO.	213.75
164236	11/08/2012	SOUTHERN CALIFORNIA EDISON CO.	2,323.67
164237	11/08/2012	SOUTHERN CALIFORNIA GAS CO.	2,155.33
164238	11/08/2012	SOUTHERN CALIFORNIA GAS CO.	19.99
164239	11/08/2012	SOUTHERN CALIFORNIA GAS CO.	1,395.75
164240	11/08/2012	SOUTHERN CALIFORNIA GAS CO.	41.13
164241	11/08/2012	DANA POINT YACHT MAINTENANCE	31.90
164242	11/08/2012	DAY & NIGHT DOOR SERVICE, INC	1,692.00
164243	11/08/2012	DASS LLC	644.39
Unpaid Sales Tax			48.29
Expensed Amount			692.68
164244	11/08/2012	MICHELE DUGAN	180.00
164245	11/08/2012	DUNN-EDWARDS CORPORATION	314.00
164246	11/08/2012	EASTBAY TEAM SPORTS DEPT. 5374	991.75
164247	11/08/2012	EBERHARD EQUIPMENT	757.74
164248	11/08/2012	EBSCO SUBSCRIPTION SERVICE	110.08
164249	11/08/2012	EMBLEM ENTERPRISES	232.52
164250	11/08/2012	ENTERPRISE RENT-A-CAR	409.43
164251	11/08/2012	EUROPRINT, INC.	1,659.35
164252	11/08/2012	EWING IRRIGATION PRODUCTS	946.33
164253	11/08/2012	EXCELSIOR ELEVATOR CORPORATION	1,137.50
164254	11/08/2012	EXPERIAN	77.00
164255	11/08/2012	FEDERAL EXPRESS	35.25
164256	11/08/2012	FISHER SCIENTIFIC	587.78
164257	11/08/2012	FREESTYLE	860.50
Unpaid Sales Tax			3.78
Expensed Amount			864.28
164258	11/08/2012	FREEWAY AUTO SUPPLY	294.86
164259	11/08/2012	JENNIFER HIGGINSON	306.00
164260	11/08/2012	LINDSAY STEINRIEDE	306.00
164261	11/08/2012	ALBERTSONS PURCHASE ADVANTAGE CARD	144.48
164262	11/08/2012	DAIRY DEPOT	50.88
164263	11/08/2012	AMARA AGUILAR	1,000.00
164264	11/08/2012	AMERICAN EXPRESS TRAVEL RELATED SERVICES CO INC	7,457.80
164265	11/08/2012	MICHAEL BENNETT	1,000.00
164266	11/08/2012	ANN BUCKLEY	132.77
164267	11/08/2012	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	460.00
164268	11/08/2012	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	550.00
164269	11/08/2012	CIWEA ATTN: SALLY CARDENAS	50.00
164270	11/08/2012	CMI EDUCATION	370.00
164271	11/08/2012	JENNIFER FOROUZESH	535.61
164272	11/08/2012	LINDA GLEASON	624.66
164273	11/08/2012	DR. CRAIG JUSTICE	667.72
164274	11/08/2012	TONI LAKOW	348.83
164275	11/08/2012	JAMES LAURIE	797.51
164276	11/08/2012	ANITA MC DONALD	132.77

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Check Number	Check Date	Pay to the Order of	Check Amount
164277	11/08/2012	MILLENNIUM BILTMORE HOTEL	172.17
164278	11/08/2012	FRANCES MILLER	182.25
164279	11/08/2012	PENNY SKAFF	387.00
164280	11/08/2012	SOKHA SONG	129.51
164281	11/09/2012	EISENHOWER DANCE ENSEMBLE	4,000.00
164282	11/09/2012	JESSE WILLIAM GREEN	1,040.00
164283	11/09/2012	INGARDIA BROTHERS PRODUCE, INC.	2,263.92
164284	11/09/2012	IRVINE RANCH WATER DIST.	384.39
164285	11/09/2012	KIMBALL OFFICE KIMBALL INT'L.	15,512.24
164286	11/09/2012	KELLEN MILLER	1,040.00
164287	11/09/2012	PERIWINKLE ENTERTAINMENT PRODUCTIONS	5,500.00
164288	11/09/2012	COMMUNITY COLLEGE LEAGUE OF CA	16,455.00
164289	11/09/2012	EMPLOYMENT DEVELOPMENT DEPT.	23,309.50
164290	11/09/2012	ALTERNATIVE DELIVERY SOLUTIONS	6,416.00
164291	11/09/2012	CATALYST CONSULTING	4,185.00
164292	11/09/2012	DELL MARKETING L.P. C/O DELL USA L.P.	445.05
164293	11/09/2012	DOUGHERTY + DOUGHERTY ARCHITECTS LLP	13,890.00
164294	11/09/2012	FACILITIES PLANNING & PROGRAM SERVICES, INC	9,975.00
164295	11/09/2012	JOYCE INSPECTION & TESTING	6,720.00
164296	11/09/2012	MC CARTHY BUILDING COMPANIES	61,140.00
164297	11/09/2012	MC KENNA LONG & ALDRIDGE, LLP	845.00
164298	11/09/2012	FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES	22,100.00
164299	11/09/2012	NEUDESIC, LLC	46,934.00
164300	11/09/2012	R. M. SYSTEMS, INC.	914.00
164301	11/09/2012	RGP PLANNING & DEVELOPMENT SERVICES	10,940.75
164302	11/09/2012	STUTZ ARTIANO SHINOFF & HOLTZ A.P.C.	5,795.50
164303	11/09/2012	TRANE U.S. INC.	699.64
164304	11/13/2012	XEROX CORPORATION	23,935.67
164305	11/13/2012	PACIFIC COLOR PRINTING DANIEL HUNG TRAN	366.35
164306	11/13/2012	PACIFIC COACHWAYS	833.00
164307	11/13/2012	PC MALL GOV. INC.	196.03
164308	11/13/2012	PENN CORPORATE RELOCATION SERVICES, INC.	126.00
164309	11/13/2012	MARK PETERSEN	51.66
164310	11/13/2012	POLISHED IMAGE	93.69
164311	11/13/2012	PRESQUE ISLE CULTURES	116.50
Unpaid Sales Tax			6.32
Expensed Amount			122.82
164312	11/13/2012	PWS THE LAUNDRY COMPANY	7,354.59
164313	11/13/2012	Q-PLUS	2,498.00
164314	11/13/2012	QUEST DIAGNOSTICS	1,076.51
164315	11/13/2012	QUEZADA PRO LANDSCAPE, INC.	4,780.00
164316	11/13/2012	RAUL PACHECO dba R & R VISIBLE PRODUCTS	550.20
164317	11/13/2012	ROBERT RICKERSON	457.40
164318	11/13/2012	RICOH USA, INC.	1,277.20
164319	11/13/2012	RICOH AMERICAS CORPORATION	73.42
164320	11/13/2012	S & B FOODS CATERING DIVISION	1,255.83
164321	11/13/2012	JEFFREY SEGAL	1,020.00
164322	11/13/2012	SEHI PROCOMP COMPUTER PRODUCTS	1,202.27

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Checks Dated 10/31/2012 through 11/27/2012

Check Number	Check Date	Pay to the Order of	Check Amount
164323	11/13/2012	LOUIS SESSLER	12.57
164324	11/13/2012	SHELF MASTER, INC.	561.98
164325	11/13/2012	SHERATON GRAND SACRAMENTO	6,025.97
164326	11/13/2012	SIEMENS INDUSTRY INC.	77.00
164327	11/13/2012	SIMPLICITY PATTERN CO., INC.	32.40
		Unpaid Sales Tax	2.51
		Expensed Amount	34.91
164328	11/13/2012	SIMPLOT PARTNERS	1,995.54
164329	11/13/2012	SIXTEN, INC. dba SIXTEN & ASSOC.	1,464.50
164330	11/13/2012	SMART & FINAL IRIS CO.	42.22
164331	11/13/2012	SOC CCD DISTRICT DEPOSITORY	1,380.00
164332	11/13/2012	AURIC ENTERPRISES, INC. dba THORN SMITH LABORATORIES	1,001.75
		Unpaid Sales Tax	75.64
		Expensed Amount	1,077.39
164333	11/13/2012	TOWNSEND PUBLIC AFFAIRS, INC ATTN:CHRISTOPHER TOWNSEND	3,500.00
164334	11/13/2012	ANTHONY D.TUASON	1,000.00
164335	11/13/2012	PAMELA TURNER	50.00
164336	11/13/2012	U.S. DATA TRUST CORPORATION	6,000.00
164337	11/13/2012	VENTEK INTERNATIONAL	270.00
164338	11/13/2012	VIATRON SYSTEMS, INC.	22,837.50
164339	11/13/2012	VISTA PAINT CORPORATE OFFICE	224.77
164340	11/13/2012	VWR INTERNATIONAL, INC.	148.22
164341	11/13/2012	WEST COAST LIGHTS & SIRENS, INC.	361.40
164342	11/13/2012	WARD'S NATURAL SCIENCE	316.65
164343	11/13/2012	WATERLINE TECHNOLOGIES POOL SUPPLY OF ORANGE COUNTY	2,081.63
164344	11/13/2012	XPEDX	321.63
164345	11/13/2012	AIR SOURCE INDUSTRIES, INC.	54.80
164346	11/13/2012	ALLIED ELECTRONICS INC. ACCTS. RECEIVABLE DEPT.	139.81
164347	11/13/2012	ALLSTEEL INC.	1,732.66
164348	11/13/2012	AUCA LOS ANGELES	88.98
164349	11/13/2012	ARBOR SCIENTIFIC	775.95
		Unpaid Sales Tax	58.90
		Expensed Amount	834.85
164350	11/13/2012	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	35,373.46
164351	11/13/2012	BAKER & TAYLOR	388.40
164352	11/13/2012	BLICK ART MATERIALS	153.07
164353	11/13/2012	MARK BORDELON	243.19 *
Cancelled on 11/14/2012, Cancel Register # AP11142012A			
164354	11/13/2012	TAMARA BOSTWICK	12.67
164355	11/13/2012	BOUNDLESS NETWORK	909.77
164356	11/13/2012	BRAVO SIGN & DESIGN	1,335.06
164357	11/13/2012	BRENNER-FIEDLER & ASSOC., INC.	17.71
164358	11/13/2012	BRUSTEIN & MANASEVIT	25.00
		Unpaid Sales Tax	1.94
		Expensed Amount	26.94
164359	11/13/2012	CALIFORNIA STAGE/LIGHTING, INC	564.93

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Check Number	Check Date	Pay to the Order of	Check Amount
164360	11/13/2012	CAL PRO SPORTS	484.77
164361	11/13/2012	CDW GOVERNMENT, INC.	142.82
164362	11/13/2012	CLUB CAR, INC.	234.96
164363	11/13/2012	COAST FITNESS REPAIR SHOP	426.71
164364	11/13/2012	COMPUTER PROTECTION TECHNOLOGYCORPORATE OFFICE	2,320.00
164365	11/13/2012	DIANE EDWARDS	100.00
164366	11/13/2012	DAIRY DEPOT	50.88
164367	11/14/2012	W. W. GRAINGER	941.34
164368	11/14/2012	GRAYBAR ELECTRIC CO.	1,051.21
164369	11/14/2012	CHRISTINE PITCHESS dba MAKING CONNECTIONS	35,000.00
164370	11/14/2012	MISSION AUTO EQUIP & LIFTS	156.24
164371	11/14/2012	MONJARAS & WISMEYER GROUP, INC	992.70
164372	11/14/2012	MOULTON-NIGUEL WATER DIST.	8,915.09
164373	11/14/2012	ONE SOURCE DISTRIBUTORS, INC.	12,771.30
164374	11/15/2012	AT & T	224.53
164375	11/15/2012	AT&T	5,679.86
164376	11/15/2012	AT&T	11.78
164377	11/15/2012	AT&T	11.77
164378	11/15/2012	SAN DIEGO GAS & ELECTRIC	72,505.36
164379	11/15/2012	XEROX CORPORATION	266.02
164380	11/15/2012	DR. ROBERT BRAMUCCI	987.28
164381	11/15/2012	DAVID BUGAY	728.90
164382	11/15/2012	TOD A. BURNETT	2,350.00
164383	11/15/2012	BRANDYE D'LENA	20.00
164384	11/15/2012	DR. LINDA FONTANILLA	7.00
164385	11/15/2012	TONY LIPOLD	99.00
164386	11/15/2012	EDWARD TACKETT	543.74
164387	11/15/2012	JODI TITUS	1,145.37
164388	11/15/2012	SHELL FLEET CARD SERVICES PROCESSING CENTER	3,506.33
164389	11/15/2012	C3 OFFICE SOLUTIONS, LLC	14,869.50
164390	11/15/2012	DELL MARKETING L.P. C/O DELL USA L.P.	22,293.96
164391	11/15/2012	ENAMIX, INC.	5,840.00
164392	11/15/2012	ESCAPE TECHNOLOGY, INC.	1,350.00
164393	11/15/2012	i3 SOLUTIONS	3,500.00
164394	11/15/2012	MC KENNA LONG & ALDRIDGE, LLP	9,884.44
164395	11/15/2012	NEUDESIC, LLC	60,356.00
164396	11/15/2012	NIMBLE CONSULTING	10,250.00
164397	11/15/2012	NUVENTIVE, LLC	35,963.50
164398	11/15/2012	PUBLIC ECONOMICS, INC.	5,466.69
164399	11/15/2012	SYNERGY SOFTWARE SOLUTIONS	9,130.00
164400	11/16/2012	UC REGENTS BIRCH AQUARIUM AT SCRIPPS	201.50
164401	11/16/2012	PACIFIC COACHWAYS	2,152.50
164402	11/16/2012	PENN CORPORATE RELOCATION SERVICES, INC.	2,234.00
164403	11/16/2012	PHOENIX GROUP	3,342.88
164404	11/16/2012	WATER VISIONS, INC. DBA PSI	294.46
164405	11/16/2012	QUICK CAPTION	240.00

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Check Number	Check Date	Pay to the Order of	Check Amount
164406	11/16/2012	REDLEAF PRESS	946.66
		Unpaid Sales Tax	66.70
		Expensed Amount	1,013.36
164407	11/16/2012	RIO GRANDE ALBUQUERQUE THE BELL GROUP	132.70
		Unpaid Sales Tax	6.78
		Expensed Amount	139.48
164408	11/16/2012	ROYAL PLYWOOD CO., LLC	1,051.40
164409	11/16/2012	S & B FOODS CATERING DIVISION	75.32
164410	11/16/2012	S & B FOODS CATERING DIVISION	193.14
164411	11/16/2012	SARGENT WELCH	1,142.64
164412	11/16/2012	SCIENCE KIT, INC.	158.26
164413	11/16/2012	SECURITAS SECURITY SVCS, USA	107.24
164414	11/16/2012	SEHI PROCOMP COMPUTER PRODUCTS	861.90
164415	11/16/2012	J. A. SEXAUER	128.20
164416	11/16/2012	SIEMENS INDUSTRY INC.	93.61
164417	11/16/2012	SJM INDUSTRIAL RADIO	1,580.00
164418	11/16/2012	SMART LEVELS MEDIA	934.19
164419	11/16/2012	DANIEL SMITH, INC.	1,842.78
		Unpaid Sales Tax	142.55
		Expensed Amount	1,985.33
164420	11/16/2012	SNAP-ON INDUSTRIAL A Division of IDSC Holdings	129.80
164421	11/16/2012	SOUTHERN COUNTIES OIL DBA/SC FUELS	4,075.16
164422	11/16/2012	SOCCERKRAZE	4,536.65
164423	11/16/2012	SVM, LP	4,118.95
164424	11/16/2012	UNITED SITE SERVICES OF CALIFORNIA, INC.	117.76
164425	11/16/2012	VERNIER SOFTWARE	114.52
164426	11/16/2012	WORLDWIDE RECOVERY SYSTEMS, INC.	154.00
164427	11/16/2012	XEROX CORPORATION	188.57
164428	11/16/2012	SMART & FINAL IRIS CO.	163.04
164429	11/16/2012	SOUTH COAST FAMILY PRACTICE	65.00
164430	11/16/2012	ACSIG/EDGE	143,215.30
164431	11/16/2012	ACSIG/EDGE	44,316.02
164432	11/16/2012	HYATT LEGAL	7,461.70
164433	11/16/2012	PRUDENTIAL INSURANCE COMPANY OF AMERICA	27,260.26
164434	11/16/2012	PRUDENTIAL INSURANCE COMPANY OF AMERICA	15,320.73
164435	11/16/2012	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	1,296,269.00
164436	11/16/2012	UNUM LIFE INSURANCE COMPANY	3,298.00
164437	11/16/2012	UNUM LIFE INSURANCE COMPANY	1,848.50
164438	11/16/2012	UNITED BEHAVIORAL HEALTH U.S. BEHAVIORAL HEALTH PLAN	3,213.00
164439	11/16/2012	ACSIG/EDGE	20,974.75
164440	11/16/2012	ACSIG/EDGE	5,197.58
164441	11/16/2012	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	331,191.00
164442	11/19/2012	MARYAM AFSHARI	1,000.00
164443	11/19/2012	CARRIE DANKO	100.00
164444	11/19/2012	LISA DAVIS-ALLEN	597.19
164445	11/19/2012	SIBYLLE GEORGIANNA	700.00
164446	11/19/2012	BRUCE HAGAN	1,269.44
164447	11/19/2012	ARDITH LYNCH	930.00

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

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Checks Dated 10/31/2012 through 11/27/2012

Check Number	Check Date	Pay to the Order of	Check Amount
164448	11/19/2012	CLIFFORD MEYER	130.00
164449	11/19/2012	JANINE O'BUCHON	100.00
164450	11/19/2012	RANDY W. PEEBLES	200.00
164451	11/19/2012	MAUREEN SMITH	344.83
164452	11/19/2012	EDWIN TIONGSON	4,856.80
164453	11/20/2012	LAURA ABRAMS	70.18
164454	11/20/2012	JOYCE BARTLOMAIN	25.87
164455	11/20/2012	TAMARA BOSTWICK	31.30
164456	11/20/2012	ANN BUCKLEY	14.99
164457	11/20/2012	CHANG, DAVID H.	75.55
164458	11/20/2012	MONIKA CONNOLLY	70.27
164459	11/20/2012	BRANDYE D'LENA	28.50
164460	11/20/2012	RAJANPAL DHILLON	495.12
164461	11/20/2012	GRACE GARCIA	25.38
164462	11/20/2012	DENNIS GORDON	29.97
164463	11/20/2012	RAUL B. GUTIERREZ	14.99
164464	11/20/2012	GEORGINA GUY	104.46
164465	11/20/2012	RUBEN GUZMAN	134.87
164466	11/20/2012	BRUCE HAGAN	74.93
164467	11/20/2012	PATTY HELTON	29.97
164468	11/20/2012	ERIC HILDEN	112.39
164469	11/20/2012	HOME DEPOT	4,824.61
164470	11/20/2012	DAVIT S. KHACHATRYAN,	89.91
164471	11/20/2012	TEDDI LORCH	14.99
164472	11/20/2012	LORI MANGELS	179.82
164473	11/20/2012	MC GANN, KATHLEEN	5.55
164474	11/20/2012	SANDRA POPE	44.96
164475	11/20/2012	WALTER RICE	44.96
164476	11/20/2012	JAMES ROGERS	17.56
164477	11/20/2012	SHANNON SEIFERT	53.39
164478	11/20/2012	SOKHA SONG	59.94
164479	11/20/2012	CYNDI STAGGS	14.99
164480	11/20/2012	FELICIA STINSON	116.04
164481	11/20/2012	TIFFANY TRAN	110.22
164482	11/20/2012	KATHLEEN WERLE	35.96
164483	11/20/2012	CHRISTOPHER WILKINSON	37.96
164484	11/20/2012	HOME DEPOT	80.81
164485	11/21/2012	CATALYST CONSULTING	4,702.42
164486	11/21/2012	CRESCENT SOLUTIONS	4,968.00
164487	11/21/2012	DELL MARKETING L.P. C/O DELL USA L.P.	42,547.86
164488	11/21/2012	ENVIRON INTERNATIONAL CORP.	10,704.94
164489	11/21/2012	i3 SOLUTIONS	6,000.00
164490	11/21/2012	JACKSON, DE MARCO, TIDUS, & PECKENPAUGH	35,664.80
164491	11/21/2012	PARSONS BRINCKERHOFF, INC.	5,322.50
164492	11/21/2012	PERCEPTIVE SOFTWARE	26,293.90
164493	11/21/2012	TEAMDYNAMIXHE	27,700.00
164494	11/21/2012	ADRENALIN SPORTS APPAREL DBA JOANN MARIE HYDER	357.95
164495	11/21/2012	G & K SERVICES	259.00

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

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Checks Dated 10/31/2012 through 11/27/2012

Check Number	Check Date	Pay to the Order of	Check Amount
164496	11/21/2012	GALE SUPPLY COMPANY	166.41
164497	11/21/2012	GENESIS, INC.	254.00
		Unpaid Sales Tax	18.60
		Expensed Amount	272.60
164498	11/21/2012	JACQUELINE GOODE	240.00
164499	11/21/2012	GOODWILL INDUSTRIES OF ORANGE COUNTY	2,340.00
164500	11/21/2012	W. W. GRAINGER	682.70
164501	11/21/2012	GRAPHIC CHEMICAL & INK CO.	278.64
		Unpaid Sales Tax	16.80
		Expensed Amount	295.44
164502	11/21/2012	GRESHAM SAVAGE NOLAN & TILDEN ATTORNEYS AT LAW	6,914.85
164503	11/21/2012	KELLY GRIMES	840.00
164504	11/21/2012	HAYNEEDLE	2,044.96
		Unpaid Sales Tax	156.55
		Expensed Amount	2,201.51
164505	11/21/2012	TONI HELMS	1,105.00
164506	11/21/2012	HIGHER ONE INC.	1,813.04
164507	11/21/2012	HIRSCH PIPE & SUPPLY	27.89
164508	11/21/2012	HUMANSIZE	7,726.54
164509	11/21/2012	INDUSTRIAL METAL SUPPLY CO.	791.96
164510	11/21/2012	FHEG IVC BOOKSTORE STORE NO. 895 M.A 729	30.96
164511	11/21/2012	EFAX CORPORATE c/o J2 GLOBAL, INC.	151.80
164512	11/21/2012	MADelyn JOHNSTON-PLESCIA CREATIONS BY MADelyn	192.00
164513	11/21/2012	JOHNSTONE SUPPLY	796.35
164514	11/21/2012	JUDGE NETTING, INC.	8,800.00
164515	11/21/2012	LISA KAPCHINSKE	540.00
164516	11/21/2012	KEN PRESS	1,024.35
		Unpaid Sales Tax	77.27
		Expensed Amount	1,101.62
164517	11/21/2012	KLOPFENSTEIN ART EQUIPMENT	217.34
		Unpaid Sales Tax	15.50
		Expensed Amount	232.84
164518	11/21/2012	KRATOS HBE	620.15
164519	11/21/2012	TOD KUBO	1,190.00
164520	11/21/2012	LOS ANGELES TIMES	182.00
164521	11/21/2012	LAGUNA BALLET, INC.	12,151.00
164522	11/21/2012	LAGUNA CLAY CO.	2,282.15
164523	11/21/2012	LAGUNA TOOLS, INC	799.92
164524	11/21/2012	LAURA'S INT PLANTSCAPE SERV	267.88
164525	11/21/2012	LAWNMOWERS ETC., LLC	5,634.39
164526	11/21/2012	LETHAN CORPORATION DBA SCI-SUPPLY	149.95
		Unpaid Sales Tax	11.62
		Expensed Amount	161.57
164527	11/21/2012	CHIEF, LOC CDS	30.00
		Unpaid Sales Tax	2.33
		Expensed Amount	32.33
164528	11/21/2012	LOOMIS, FARGO & COMPANY	658.36
164529	11/21/2012	MS IT ACADEMY	1,843.66

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

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Checks Dated 10/31/2012 through 11/27/2012

Check Number	Check Date	Pay to the Order of	Check Amount
164530	11/21/2012	NEWPORT COMPUTER SOLUTIONS	13,592.66
164531	11/21/2012	JACOBSEN, MARYBETH	724.60
164532	11/21/2012	HOMEROOM TEACHER	103.06
164533	11/26/2012	ANDRE ROSSIGNOL	1,020.00
164534	11/26/2012	BENJAMIN SAYLES	500.00
164535	11/26/2012	TESORO HIGH SCHOOL TESORO MUSIC BOOSTERS	300.00
164536	11/26/2012	ROBERT WADDINGTON	240.00
164537	11/26/2012	COLIN WENHARDT	1,020.00
164538	11/26/2012	WESTERN GRAPHICS PLUS, INC.	2,202.95
164539	11/26/2012	AT & T	63.49
164540	11/26/2012	AT & T	27.22
164541	11/26/2012	AT&T	47.37
164542	11/26/2012	SOUTHERN CALIFORNIA EDISON CO.	1,711.12
164543	11/26/2012	SOUTHERN CALIFORNIA EDISON CO.	8,305.23
164544	11/26/2012	SOUTHERN CALIFORNIA EDISON CO.	14,352.97
164545	11/26/2012	SOUTHERN CALIFORNIA EDISON CO.	94.66
164546	11/26/2012	SOUTHERN CALIFORNIA GAS CO.	14,546.07
164547	11/26/2012	VERIZON	136.42
164548	11/26/2012	VERIZON	609.99
164549	11/26/2012	XEROX CORPORATION	1,891.79
164550	11/27/2012	GEMPLER'S	5,583.62
164551	11/27/2012	GOODSON MANUFACTURING COMPANY	129.09
		Unpaid Sales Tax	10.00
		Expensed Amount	139.09
164552	11/27/2012	HOME DEPOT	108.54
164553	11/27/2012	MAIN GRAPHICS	1,965.12
164554	11/27/2012	MIROSLAVA MANCHIK	53.88
164555	11/27/2012	MAQUINSAL SEWING MACHINE CO.	150.58
164556	11/27/2012	MARCIVE, INC.	140.47
164557	11/27/2012	MARKET-BASED SOLUTIONS, INC.	7,844.89
164558	11/27/2012	JENNIFER MC CUE	80.00
164559	11/27/2012	MERCADO CORONA, INC.	695.00
164560	11/27/2012	MUSIC THEATRE INTERNATIONAL	1,622.38
164561	11/27/2012	NORTHERN TOOL & EQUIPMENT CO.	829.97
		Unpaid Sales Tax	59.74
		Expensed Amount	889.71
164562	11/27/2012	ORANGE CO. HEALTH CARE AGENCY ENVIRONMENTAL HEALTH	80.00
164563	11/27/2012	OC REGISTER COMMERCIAL BILLING	5,777.39
164564	11/27/2012	OCE-IMAGISTICS	60.00
164565	11/27/2012	ORKIN PEST CONTROL 711	3,696.50
164566	11/27/2012	SADDLEBACK COLLEGE FOUNDATION	3,750.00
164567	11/27/2012	HARLAND TECHNOLOGY SERVICES A DIVISION OF SCANTRON	8,412.00
164568	11/27/2012	JAS PRODUCTIONS	250.00
164569	11/27/2012	ORKIN PEST CONTROL 711	93.60
164570	11/27/2012	AMERICAN ASSOCIATION OF COMMUNITY COLLEGES	300.00
164571	11/27/2012	JUAN AVALOS	264.50
164572	11/27/2012	DR. ROBERT BRAMUCCI	33.31

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

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Checks Dated 10/31/2012 through 11/27/2012

Check Number	Check Date	Pay to the Order of	Check Amount
164573	11/27/2012	CALIFORNIA PLACEMENT ASSN C/O MAGGI DUNSMORE	25.00
164574	11/27/2012	BEN DOLAN	1,328.33
164575	11/27/2012	CAROL HILTON	43.00
164576	11/27/2012	LESLIE HUMPHREY	259.01
164577	11/27/2012	EMIKO KIYOCHI	700.00
164578	11/27/2012	CARLA REISCH	102.50
164579	11/27/2012	THE RP GROUP	75.00
164580	11/27/2012	MICHELLE SCHARF	105.00
164581	11/27/2012	EDWARD TACKETT	288.43
164582	11/27/2012	TIFFANY TRAN	168.39
164583	11/27/2012	CHRISTOPHER WILKINSON	303.86
164584	11/27/2012	WYNDHAM GARDEN HOTEL	227.70
164585	11/27/2012	MINDIA GABICHVADZE	1,133.32
Total Number of Checks			656
			3,880,996.99

Includes checks for only Bank Account COUNTY

	Count	Amount
Cancel	1	243.19
Net Issue		3,880,753.80

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	584	2,851,003.95
12	Child Development Fund	13	2,224.97
40	Capital Outlay Fund	50	662,066.60
68	Self-Insurance Fund	4	6,745.18
71	Retiree Benefit Fund	4	360,233.33
Total Number of Checks		655	3,882,274.03
Less Unpaid Sales Tax Liability			1,520.23
Net (Check Amount)			3,880,753.80

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

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Checks Dated 10/31/2012 through 11/27/2012

Check Number	Check Date	Pay to the Order of	Check Amount
010554	11/01/2012	ACCE	49.00
010555	11/01/2012	CHRISTY NELSON C/O MEMORY SCHOOL	357.00
010556	11/01/2012	ERIK BERGSTROM	350.00
010557	11/15/2012	COHEN-NAGLESTAD ENTERPRISES LLC	374.00
010558	11/15/2012	DELL MARKETING L.P. C/O DELL USA L.P.	109.91
010559	11/15/2012	HAITBRINK ASPHALT PAVING, INC.	4,300.00
010560	11/15/2012	INSIGHT SYSTEMS GROUP, INC.	185.71
010561	11/15/2012	MASTERS NOTARY ACADEMY	1,540.00
010562	11/15/2012	SADDLEBACK COLLEGE	150.00
010563	11/15/2012	XEROX CORPORATION	474.18
Total Number of Checks			10
			7,889.80

Includes checks for only Bank Account SC-CMED

Fund Summary

Fund	Description	Check Count	Expensed Amount
09	SC Community Education Fund	10	7,889.80
Total Number of Checks		10	7,889.80
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			7,889.80

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

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Checks Dated 10/31/2012 through 11/27/2012

Check Number	Check Date	Pay to the Order of	Check Amount
009055	11/15/2012	REBECCA MAY BRUBAKER	20.07
009056	11/15/2012	EDUCATION TO GO	693.50
009057	11/15/2012	KAYLAA FOX	29.40
009058	11/16/2012	EDUCATION TO GO GATLIN EDUCATION SERVICES	1,695.00
Total Number of Checks			4
			2,437.97

Includes checks for only Bank Account IVC-CMED

Fund Summary

Fund	Description	Check Count	Expensed Amount
07	IVC Community Education Fund	4	2,437.97
Total Number of Checks		4	2,437.97
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			2,437.97

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

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TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: 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 P13-02188 through P13-02471 amounting to \$6,554,922.94 are submitted to the Board of Trustees for approval. Confirming requisitions dated October 31, 2012 through November 27, 2012 totaling \$66,597.76 are also submitted.

RECOMMENDATION

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

Includes P13-02188 - P13-02471

PO Number	Vendor Name	Site	Description	Account Amount
P13-02188	INSLEY CONSTRUCTION		Replace Store Front/BSTIC Resource Center Entrance	40,700.00
P13-02189	SCANTRON CORPORATION		Scantron Class Climate Renewal	1,403.00
P13-02190	FISHER SCIENTIFIC		Instructional Supplies - Chemicals & Glassware	3,587.79
P13-02191	FISHER SCIENTIFIC		Supplies For Bio 3C and Bio 3B	780.58
P13-02192	INSLEY CONSTRUCTION		Rebuild Area for International Student Office	10,050.00
P13-02193	PRECISION FLOOR COVERING		Carpet for New Bookstore Area	12,528.60
P13-02194	MAQUINSAL SEWING MACHINE CO.		Sewing Machine Supplies	150.58
P13-02195	SIMPLICITY PATTERN CO., INC.		Dept Resource - Pattern Catalogs	34.91
P13-02196	AURIC ENTERPRISES, INC. dba THORN SMITH LABORATORIES		Chemicals for student use in chemistry 1B	1,077.39
P13-02197	W. W. GRAINGER		Safety Equipment: Respirators	206.49
P13-02198	VWR INTERNATIONAL, INC.		For Anatomy Lab: Wood Applicators	148.22
P13-02199	SCIENCE KIT, INC.		Physics supplies - Lamp bases	158.26
P13-02200	NASCO WEST INDUSTRIES, INC.		Physics supplies - Optical and Rotational Demos	77.40
P13-02201	LETHAN CORPORATION DBA SCI-SUPPLY		Physics supplies - Sterling engine	161.57
P13-02202	W. W. GRAINGER		Supplies for use in chemistry labs	386.35
P13-02203	GENESIS, INC.		Lab Supplies for Ecology Owl Pettets	272.60
P13-02204	WESTMINSTER PRESS, INC.		District Mailer	14,377.28
P13-02205	B & H PHOTO		SC Photography Supplies/ photo paper	484.07
P13-02206	WELLS FARGO #3317		Reference Book for VPSS	19.84
P13-02207	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.		Asbestos survey in Vil 9-3 and Vil 9-4	655.00
P13-02208	TOWN & COUNTRY GLASS		Replace broken glass in SM-203	471.00
P13-02209	COMMITTEE ON ACCREDITATION OF EDU PROG FOR THE EMS PROFESSNS		Annual Accreditation for EMS Department	1,200.00
P13-02210	MIROSLAVA MANCHIK		Supplies and materials	215.50
P13-02211	ROCKY CIFONE		Books and supplies	258.60
P13-02212	C3 OFFICE SOLUTIONS		Sharp 70" Touchscreen Displays	14,868.50
P13-02213	ORANGE COUNTY REGISTER		Ad for proposal for software #301D	598.00
P13-02214	ORANGE COUNTY REGISTER		Ad for proposal for degree audit software bid 302D	566.00
P13-02215	ORANGE COUNTY REGISTER		Ad for demo CC bldg at SC - Bid #2006	1,846.00
P13-02216	SEHI PROCOMP COMPUTER PRODUCTS		Tech.-Printer	1,202.27
P13-02217	CAL PRO SPORTS		Supplies for athletic department	377.24
P13-02218	SVM, LP ATTN: CHECK DEPT.		Gas Cards for Care Students	4,118.95
P13-02219	DISCOUNT SCHOOL SUPPLY SALES DEPARTMENT		IVC Childcare/glue/paper/finger paint/fabric	861.13
P13-02220	PRONINE		Practice balls for baseball team	430.46
P13-02221	COMPUTER PROTECTION TECHNOLOGY		Uninterruptible Power Systems Prev Maint Renewal	2,320.00

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

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Includes P13-02188 - P13-02471

PO Number	Vendor Name	Site	Description	Account Amount
P13-02222	CORE SUPPORT SYSTEMS, INC.		APC Preventive Maint Renewal	13,189.76
P13-02223	SINGLEWIRE SOFTWARE, LLC		Telecom Informacast License Renewal	5,000.00
P13-02224	EASTBAY TEAM SPORTS		Women's basketball supplies	1,271.00
P13-02225	TEAM DYNAMIXHE		IT Governance & Project Mgmt Software	30,357.00
P13-02226	WELLS FARGO #3317 (DISTRICT)		Help Desk Books for Task Force Use	766.99
P13-02227	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.		Core drilling, asbestos survey	1,530.00
P13-02228	FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES		Agreement for ccc, gis & onuma	18,000.00
P13-02229	ABC SCHOOL EQUIPMENT, INC.		Whiteboard for Fine Arts/Business Sci	519.00
P13-02230	TOMARK SPORTS EQUIPMENT		Supplies for IVC athletics	1,048.98
P13-02231	VITAL LINK EDUCATION AND BUSINESS CONSORTIUM		CTE Collaborative Middle School Job Shadow	7,684.00
P13-02232	W. W. GRAINGER		Chemistry strainers	89.86
P13-02233	MAIN GRAPHICS		Printing IVC master template for business cards	1,473.37
P13-02234	ORANGE COUNTY REGISTER		OC Register Sept 2012-2013	392.21
P13-02235	MAIN GRAPHICS		Set-up/Establish website for IVC business cards	1,411.53
P13-02236	AMERICAN AIR BALANCE CO. INC.		SM fume exhaust cleaning	9,450.00
P13-02237	MAIN GRAPHICS		President's Letter to HS Senior Parents	1,965.12
P13-02238	WICHE PUBLICATIONS		WCET Membership Fee	1,500.00
P13-02239	MIKE BROWN GRANDSTANDS, INC. BRAND SERVICES, INC.		Extra Football Stadium Bleacher rental	6,600.00
P13-02240	WOODBIDGE HIGH SCHOOL		Woodbridge HS Boys Basketball Ad	225.00
P13-02241	DIAMONDS SPORTS FIELD MAINTENANCE INC.		Baseball field supplies	1,939.50
P13-02242	HARLAND TECHNOLOGY SERVICES		Class Climate Software Maintenance Renewal	8,412.00
P13-02243	THE BLIND FACTORY		Roller Shade and Blinds Purchase	1,435.00
P13-02244	ORANGE CO. TAX COLLECTOR TREASURER		Annual Mandatory Assessments	654.96
P13-02245	KEENAN & ASSOCIATES		Loss Control/Risk Mgmt. Agreement	25,000.00
P13-02246	POSTMASTER		Postage	20,400.00
P13-02247	L.A. TIMES		LA Times Annual Subscription 2012-2013	182.00
P13-02248	AMTECH RELIABLE ELEVATOR CO.		Library Elevator Scheduled Maintenance	65,050.00
P13-02249	DB MECHANICAL, INC.		Financial Aid Remodel Project	10,615.00
P13-02250	VERNIER SOFTWARE		USB cables for LabPro data acquisition units	114.52
P13-02251	ANTHONY D. TUASON		Choreography services for Christmas Carol	1,000.00
P13-02252	AGILENT TECHNOLOGIES, INC.		Annual Maintenance Agreement, Chemistry GCs	5,880.00

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

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Includes P13-02188 - P13-02471

PO Number	Vendor Name	Site	Description	Account Amount
P13-02253	NUVENTIVE		TracDat SharePoint Integration	35,963.50
P13-02254	DELL MARKETING		Toner 4 Printer	381.77
P13-02255	SOCCERKRAZE		Men's soccer gear	4,057.65
P13-02256	BEACON BAY	.	Car Wash Tickets	1,100.00
P13-02257	APPLE COMPUTER, INC. ATTN: HIED SALES SUPPORT	.	Supplies for Photography Dept.	84.05
P13-02258	IRONWOOD PLUMBING, INC.		Repair Water Pipes in SSC 130	1,186.00
P13-02259	SMART LEVELS MEDIA		Early Bird Posters/SC	934.19
P13-02260	SIGNS PLUS MORE		Graphic Sign for Art Gallery	188.57
P13-02261	CA STATE DEPT OF EDUCATION CHILD DEVELOPMENT DIVISION	.	IVC Lib. books	332.20
P13-02262	DELL MARKETING		Local Printer Ink Cartridges	94.14
P13-02263	XPEDX	.	IVC Paper for Duplicating	321.63
P13-02264	BFK ENGINEERS		Survey services for A400 building	9,500.00
P13-02265	PERCEPTIVE SOFTWARE, USA INC. ATTN: STEPHANIE JONES		Additional licenses for ECM Project	26,910.00
P13-02266	RIO GRANDE ALBUQUERQUE		Supplies for Art Dept. SC/Ultravest	139.48
P13-02267	DELL MARKETING	.	Toner cartridge	450.37
P13-02268	WELLS FARGO #3317 (DISTRICT)		Physics supplies - Magnets	27.92
P13-02269	EBSCO SUBSCRIPTION SERVICE	.	New subscription	110.08
P13-02270	JEFFREY SEGAL	.	Contract Services	1,020.00
P13-02271	MC KESSON GENERAL MEDICAL CORP		Medical Assisting Supplies	614.55
P13-02272	CALIBER SIGNS & IMAGING, INC.		Sign Supplies IVC MO	2,000.00
P13-02273	CDW-G COMPUTER CENTERS	.	Headset for Tech Department	90.51
P13-02274	MC KESSON GENERAL MEDICAL CORP		Otoscope Bulb	39.57
P13-02275	WELLS FARGO #3317 (DISTRICT)		Blue tooth keyboard/SC Dist.	107.74
P13-02276	MC KESSON GENERAL MEDICAL CORP		Medical supplies	206.88
P13-02277	THE LIBRARY OF CONGRESS CATALOGING DISTRIBUTION SVC.	.	Lib instructional supplies/reference guides	32.33
P13-02278	WELLS FARGO #3317	Bldg W/Com Arts	Mini Hard Drive Adaptors SC/tv	203.65
P13-02279	COAST FITNESS REPAIR SHOP		supplies for life fitness center	425.97
P13-02280	SOCCERKRAZE		men's soccer gear	479.00
P13-02281	ART SUPPLY WAREHOUSE		CTE Collab Arch/Draft Materials/acrylics/sheet	1,434.74
P13-02282	ALLSTEEL, INC. C/O QUALITY OFFICE FURNISHINGS		Rehab of Financial Aid Office	40,919.67
P13-02283	QUALITY OFFICE FURNISHINGS		Rehab of Financial Aid Office	4,300.08
P13-02284	ZAMA SPORTS		women's soccer supplies	281.87
P13-02285	APPLE COMPUTER, INC. ATTN: HIED SALES SUPPORT		Vouchers for iPad Apps for Health Sciences	1,000.00
P13-02286	DICK BLICK COMPANY	.	Supplies for Photography/SC/ wood frames	73.34
P13-02287	UNITED INTERIORS		Michael O'Meara Keyboard Tray	372.42
P13-02288	EASTBAY TEAM SPORTS		Men's Tennis Uniform Supplies	1,672.95
P13-02289	SEHI PROCOMP COMPUTER PRODUCTS		HP Laser Jet Pro M1536dnf Printer	445.37
P13-02290	DIANE EDWARDS		Guest Speaker - Diane Edwards	100.00

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Includes P13-02188 - P13-02471

PO Number	Vendor Name	Site	Description	Account Amount
P13-02291	WELLS FARGO #3317		Instructional supplies for geology/book	33.45
P13-02292	DAYLE McINTOSH CENTER FOR THE DISABLED		Deaf Instructor Onisha Blagdon training at CIDDE	124.00
P13-02293	INDUSTRIAL TECHNICAL SERVICES CORP.		Maintenance of hvac variable drives	4,700.00
P13-02294	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.		Oversee asbestos air monitoring in Vil 9-3 & 9-4	950.00
P13-02295	ORKIN EXTERMINATING, INC. ACURID		Emergency bee removal by the gym	500.00
P13-02296	MICROSOFT ITA		License Renewal	1,843.66
P13-02297	SHIFFLER EQUIPMENT SALES, INC.		Tablet Tops for Desks	617.56
P13-02298	MWAVE.COM div of CLT COMPUTER	.	Projector Lamps	1,562.21
P13-02299	EUROPRINT, INC.	.	For CTE & Workforce Development/flyer	183.18
P13-02300	SEHI PROCOMP COMPUTER PRODUCTS	.	2 Privacy filters per Lydia Welhan	333.56
P13-02301	SUNNY COMMUNICATIONS, INC.	.	Dispatch Console Upgrade	20,625.00
P13-02302	MOTOROLA SOLUTIONS, INC.	.	Dispatch Console Upgrade	5,594.56
P13-02303	CDW-G COMPUTER CENTERS	.	Dispatch Console Upgrade	2,469.07
P13-02304	CLEAN SOURCE		Bid 300D - Janitorial supplies	1,975.06
P13-02305	Q-PLUS		Software Maintenance + License	2,498.00
P13-02306	TONI HELMS	.	"Grease" Production Services	1,105.00
P13-02307	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP		Supplies for Bio 3C	1,770.03
P13-02308	JOHN DEERE LANDSCAPES, INC.		Grounds annual irrigation supplies	3,674.93
P13-02309	NORMAN S. WRIGHT/AIRELINK MECHANICAL EQUIPMENT, LLC		PE100 a/c equipment parts	3,604.24
P13-02310	ORANGE COUNTY REGISTER		Ad for auction 58 at SC 10/.29,11/5	486.00
P13-02311	HOME DEPOT MISSION VIEJO STORE #614		Workbench for bandsaw	187.64
P13-02312	SEHI PROCOMP COMPUTER PRODUCTS		Dept. Supply	346.90
P13-02313	QIAGEN		Supplies for Bio 3C	435.14
P13-02314	BIOEXPRESS		Supplies for Bio 3C	327.80
P13-02315	DEPT. OF PESTICIDE REGULATION		Pesticide license renewal for Raul Leal	60.00
P13-02316	ALL THE KING'S FLAGS		Flag Accessories	189.74
P13-02317	ORANGE COUNTY BUSINESS COUNCIL		Membership renewal	5,000.00
P13-02318	ORANGE CO. HEALTH CARE AGENCY ENVIRONMENTAL HEALTH		Fire authority above ground storage tank	80.00
P13-02319	RIDDELL AMERICAN SPORTS CORP		Baseball Team Supplies	2,617.30
P13-02320	SEHI PROCOMP COMPUTER PRODUCTS		Toner for VPSS Office Printer	877.41
P13-02321	REAL VOLLEYBALL		Men's volleyball gear	3,193.07
P13-02322	EASTBAY TEAM SPORTS		Knee-department supplies	449.10
P13-02323	MEDCO SUPPLY COMPANY		Knee straps for ivc athletes	68.28

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Includes P13-02188 - P13-02471

PO Number	Vendor Name	Site	Description	Account Amount
P13-02324	ABC SCHOOL EQUIPMENT, INC.	.	White Boards for LRC Tutoring	3,480.33
P13-02325	EAGLE COMMUNICATIONS	.	Change callbox radio frequency	1,010.00
P13-02326	MISSION PRINTING COMPANY	.	Envelopes for Holiday Cards	310.32
P13-02327	WATER VISIONS, INC. DBA PSI	.	Pressure Washer Parts	294.46
P13-02328	ALLIED REFRIGERATION, INC.	.	HVAC Supplies	1,141.37
P13-02329	FISHER SCIENTIFIC	.	Chemistry Supplies	726.61
P13-02330	SARGENT-WELCH LLC VWR INTERNATIONAL COMPANY	.	Chemistry Supplies	1,198.19
P13-02331	SCIENCE KIT, INC.	.	Chemistry Supplies	326.87
P13-02332	SIGMA-ALDRICH CHEMICAL CO.	.	Chemistry Supplies	24.83
P13-02333	SPECTRUM LABORATORY PRODUCTS	.	Chemistry Supplies	188.45
P13-02334	WILMAD/LAB GLASS	.	Chemistry Supplies	1,309.17
P13-02335	VWR INTERNATIONAL, INC.	.	Chemistry Supplies	795.25
P13-02336	CHARLENE REED	.	For CA Career Social Media	15,000.00
P13-02337	WILLIAMS RECORDING	.	Contract Services-Audio Recording	1,600.00
P13-02338	MC GRAW-HILL COMPANIES	.	IVC Lib.Basic Skill Materials	1,042.41
P13-02339	COUNCIL FOR RESOURCE DEVELOP.	.	Purchase login for CRD Apprv'd Mbrshp	325.00
P13-02340	HARRIS/RAGAN MANAGEMENT GROUP	.	Guest Speaker	100.00
P13-02341	ALLSTAR AWARDS	.	Purchasing Name Badges IVC Lib.	51.76
P13-02342	WELLS FARGO #3317 (DISTRICT)	.	Batteries for ppt remotes for Biology instructors	6.79
P13-02343	MILLENNIUM BUSINESS SERVICES Marty Cohn	.	Business Cards	49.57
P13-02344	C.W. DRIVER CONTRACTORS INC.	SC Science	Preconstruction serv. for science bldg.	145,175.00
P13-02345	WELLS FARGO #3317	.	Flash drives SC Sci Math	90.49
P13-02346	DICK BLICK COMPANY	.	Art Supplies tracing paper/glue	57.08
P13-02347	DANIEL SMITH, INC.	.	Art Supplies etching ground/paints/transfer paper	1,068.97
P13-02348	WEST COAST INTERNET, INC.	.	Internet Service for Emeritus	261.60
P13-02349	FREESTYLE	.	Photography Supplies/lumi dye/film	437.46
P13-02350	WELLS FARGO #3317	.	Books SC Bus Sci	150.63
P13-02351	CAMPUS CONCERTS ATTN: PAT MAKI	.	Musicians for Choral Concerts	5,000.00
P13-02352	ALA STORE AMERICAN LIBRARY ASSOCIATION	.	IVC Lib. bookmarks	36.48
P13-02353	MOORE MEDICAL CORP.	.	Over the counter meds	120.55
P13-02354	REDLEAF PRESS	.	IVC Lib.Purchase dvds	1,013.36
P13-02355	PAIGE COMPANY	.	Purchase storage boxes IVC lib.	460.51
P13-02356	CDW-G COMPUTER CENTERS	.	Dispatch Console Upgrade	802.89
P13-02357	TALLEY, INC.	.	Dispatch Console Upgrade	393.39
P13-02358	POWER MUSIC	.	Music CDs for Fitness Classes SC/PE	261.37
P13-02359	MILLENNIUM BUSINESS SERVICES Marty Cohn	.	Business Cards for Campus Police	80.81
P13-02360	EUROPRINT, INC.	.	Electrician Trainee Flyers/ IVC	546.29

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Includes P13-02188 - P13-02471

PO Number	Vendor Name	Site	Description	Account Amount
P13-02361	RIO GRANDE ALBUQUERQUE		Art Supplies brass/copper/wax SC Fa	2,002.42
P13-02362	UNIVERSITY PRODUCTS	.	Photography Supplies/rag board	227.25
P13-02363	ALLEN DISPLAY	.	Sign Holder for the PAC	285.22
P13-02364	SJM INDUSTRIAL RADIO	.	Radio Repair/Reprogramming	1,580.00
P13-02365	APPLE COMPUTER, INC. ATTN: HIED SALES SUPPORT	.	Mac Adapters	135.77
P13-02366	MERCADO CORONA, INC.		Food & Drinks for End of Semester Event, B2E Grant	695.00
P13-02367	COLIN WENHARDT	.	"Grease" Production Services	1,020.00
P13-02368	ANTHONY C. BERNETICH	.	"Grease" Production Services	1,020.00
P13-02369	ANDRE ROSSIGNOL	.	"Grease" Production Services	1,020.00
P13-02370	GOVERNMENT	.	CurricUNET Renewal 2012-2013	9,244.80
P13-02371	CADENZA ARTISTS, LLC	.	Musician Services	4,500.00
P13-02372	BENJAMIN SAYLES	.	Dance performance-"Sacred Ritual"	500.00
P13-02373	LIGHTNING TOOLS, LTD.	.	Lightning Tools Maintenance Renewal	3,421.92
P13-02374	TX RX SYSTEMS BRAND PRODUCTS	.	Dispatch Console Upgrade	5,375.86
P13-02375	EWING IRRIGATION PRODUCTS		Irrigation Parts Stock	7,475.47
P13-02376	BUTTERICK/MCCALL/VOGUE PATTERN COMPANY		Student Supplies-Patterns	153.54
P13-02377	SEHI PROCOMP COMPUTER PRODUCTS		ink for brochures	449.07
P13-02378	ORANGE COUNTY REGISTER	.	Lariat's printing and delivery charges	15,000.00
P13-02379	PARTEK SOLUTIONS		SC Parking permit dispenser paper	596.65
P13-02380	MSC INDUSTRIAL SUPPLY CO.		SC Art Supplies/bondo	97.32
P13-02381	KELLY PAPER		TAS/SC Recycled Printer Paper	84.07
P13-02382	DISPLAYS 2GO		Sign holders for ISP SC	97.15
P13-02383	ROBERT WADDINGTON		FKCE Wkshp Trainer	240.00
P13-02384	JACQUELINE GOODE		FKCE Wkshp Trainer	240.00
P13-02385	MARGUERITE BEAL		FKCE Wkshp Monitor	490.00
P13-02386	DENISE BLAIR		FKCE Wkshp CoTrainer	630.00
P13-02387	JENNIFER SNIDER		FKCE Wkshp Monitor	35.00
P13-02388	NACCE		Membership Renewal	750.00
P13-02389	JAS PRODUCTIONS	Bldg W/Com Arts	Studio Class Session	250.00
P13-02390	BRIAN I. PEREZ	Bldg W/Com Arts	CTVR 110 Audio class on site to Radio Station KWVE	250.00
P13-02391	LIFETIME MEMORY PRODUCTS, INC.		Flash Storage Media	61.34
P13-02392	SNAP-ON INCORPORATED		Timing light repair	129.80
P13-02393	ELSEVIER SPECIAL MARKETS		Software access for nursing	35,274.00
P13-02394	SONIC FOUNDRY	.	Mediasite 4-year Support Renewal	9,600.00
P13-02395	HAYAN CHARLSTON	.	"Grease" Production Services	1,020.00
P13-02396	FISHER SCIENTIFIC	.	Medical Refrigerator	794.42
P13-02397	MWAVE.COM div of CLT COMPUTER	.	Laptop Battery	27.61
P13-02398	SADDLEBACK APPLIANCES		Dishwashers for Saddleback CDC	1,245.84

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Includes P13-02188 - P13-02471

PO Number	Vendor Name	Site	Description	Account Amount
P13-02399	RICHARD THE THREAD EMPIRE TAPE COMPANY		Student Supplies-Fabric	793.39
P13-02400	CALIFORNIA PERIPHERALS & COMPONENTS, INC	.	Rails for QNAP Storage Unit	203.05
P13-02401	SWEETWATER	.	SoundForgeMac Editing Software	334.15
P13-02402	LASER SOURCE	.	Toner for Campus Printers	857.69
P13-02403	QUEZADA PRO LANDSCAPE, INC.		Tree service at the entrance of college drive	1,500.00
P13-02404	QUEZADA PRO LANDSCAPE, INC.		Emergency tree service at the slope	1,430.00
P13-02405	BALBOA POWER SQUADRON c/o JOHN TARLOS-TREASURER		Materials for MST 218 Students	353.67
P13-02406	MINDIA GABICHVADZE		Argosy Clinical Intern	1,133.32
P13-02407	BIOMETRICS4ALL	.	Live Scan Maint	960.00
P13-02408	CHRIS BOOKE	.	"Grease" Production Services	1,020.00
P13-02409	LISA KAPCHINSKE	.	Production & research assistance for Perspectives	540.00
P13-02410	TOWN & COUNTRY GLASS		Emergency work: replace broken window at BGS	2,291.00
P13-02411	KATHARINE S. BROOKS	.	To Develop & Present Webinars	8,000.00
P13-02412	SARS SOFTWARE PRODUCTS, INC.	.	Renewal of SARS Support	7,290.00
P13-02413	FACILI-SERV		Emergency replacing gym bleacher motor	929.00
P13-02414	DR. DANIEL R. BRUNSTETTER		Guest Speaker-HUM 204X	100.00
P13-02415	SPORTS TURF MANAGERS ASSN.		Landscape subscription	35.00
P13-02416	C.R.I. ELECTRIC		Install electrical power to SSC-225	11,985.00
P13-02417	DR. NALINI RAO		Guest Speaker	100.00
P13-02418	SAMY'S CAMERA	.	Photography	170.78
P13-02419	ENGRAVING, AWARDS & GIFTS dba ENGRAVINGAWARDSGIFTS.COM		Supplies/matte/film/SC Ceremonial Keys/SC	354.87
P13-02420	SEHI PROCOMP COMPUTER PRODUCTS		Printer Supplies	554.18
P13-02421	MATERIALISE		RapidTech Contract Service	1,519.28
P13-02422	PROMETRIC, INC.	Bldg W/Com Arts	Test Vouchers for Student Cert.	750.00
P13-02423	SIGMA-ALDRICH CHEMICAL CO.		Instructional Supplies-Chemicals	338.53
P13-02424	AAA ELECTRIC MOTOR SALES		Stock for Campus A/C Units	409.73
P13-02425	ORANGE COUNTY SHERIFF'S DEPT. COMMUNICATIONS DIVISION	.	Dispatch Console Upgrade	22,812.59
P13-02426	McMASTER CARR SUPPLY COMPANY		Supplies for Astronomy	503.25
P13-02427	VWR INTERNATIONAL, INC.		Thionyl Chloride	33.40
P13-02428	GRAINGER PARTS OPERATIONS		Oil drum pump	117.68
P13-02429	SUSAN NARUCKI		Guest Speaker-Emeritus	100.00
P13-02430	ASHLEY BROWN		CTVR Rent-Student Film Project	300.00
P13-02431	FACILI-SERV		Bleacher understructure service & repair	4,323.00
P13-02432	FLOOR TECH GROUP		Carpet for SSC 130 (Financial Aid)	6,872.00
P13-02433	FISHER SCIENTIFIC		Autoclave bags	204.09

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Includes P13-02188 - P13-02471

PO Number	Vendor Name	Site	Description	Account Amount
P13-02434	MILLENNIUM BUSINESS SERVICES Marty Cohn	.	Custom Business Cards IVC/Police	99.13
P13-02435	PROFESSIONAL RETAIL SERVICE		Phycis supplies - 20g weights	350.58
P13-02436	COLLEGE BOARD CUES SOFTWARE SERVICES		Annual Maintenance/Power Faids	21,158.87
P13-02437	THE TRANE COMPANY SO. CA L.A. TRANE PARTS, SALES & SVC.		Emergency Chiller Repair in PE 200	9,298.03
P13-02438	SECURE-IT		Supplies for the Electronics department	18.58
P13-02439	NORTHERN SAFETY COMPANY		Plumbing- frame assembly for sign	32.61
P13-02440	WARD'S NATURAL SCIENCE		Microslide Making Supplies	56.40
P13-02441	VALLEY CLINICAL & CONSULTING SERVICES		Pre-employment Evaluation	450.00
P13-02442	I3 SOLUTIONS		Project Mgmt Consulting Services	50,400.00
P13-02443	ASCAP		ASCAP Music License Fees	9,015.20
P13-02444	REGISTRATIONS FOR YOU	.	Internet Connection for Conf. Presentation	85.00
P13-02445	COMPUTERLAND OF SILICON VALLEY	.	Symantec Ghost Lic Renewal	2,032.50
P13-02446	SEHI PROCOMP COMPUTER PRODUCTS	.	HP Toner Cartridge for Lariat	551.93
P13-02447	LIBERTY MUTUAL ATTN: JASON STONEFELD	IVC Life Sci	Surety-Bid 303, Life Sciences Bldg. Project	5,476,433.77
P13-02448	EMILY QUINLAN	.	Reimbursement-HR symposium event	431.00
P13-02449	THE SCIENCE SOURCE		Physics supplies - Resonance Tube Sets	418.99
P13-02450	McMASTER CARR SUPPLY COMPANY		Physics supplies - Experiment boards parts	210.72
P13-02451	UNITED SITE SERVICES OF CALIFORNIA, INC.		Portable Toilet for the IVC Baseball field.	1,500.00
P13-02452	COMMUNITY CHURCH, CONGREGATIONAL	.	Facility Use for Guitar Concert 2-6-13	200.00
P13-02453	SCIENCE FIRST		Physics supplies - Double cone ramp	40.93
P13-02454	QUINN RENTAL SERVICES		Lift rental	1,000.00
P13-02455	COLLEGE SOURCE, INC.	.	Transfer Evaluation System Renewal	6,472.00
P13-02456	APPLE COMPUTER, INC. ATTN: Hied SALES SUPPORT	.	Apple Software Renewal	10,833.00
P13-02457	TECHNOLOGY INTEGRATION GROUP	.	KACE Support Renewal	6,560.16
P13-02458	ORANGE COUNTY REGISTER		Ad for Audit services RFP 11/9, 11/16	646.00
P13-02459	LISA R. WELLER	.	Harpischord tunings	450.00
P13-02460	POSTMASTER		Postage for Emeritus 2013 Brochure	600.97
P13-02461	NINA M. YAMASAKI		FKCE Wkshp CoTrainer	525.00
P13-02462	BOUNDLESS NETWORK		CTE outreach materials/totes	1,507.75
P13-02463	SCREENSCOPE, INC.	.	Purchase DVDs.	915.88
P13-02464	WELLS FARGO #3317 (DISTRICT)		apple store.com	2,533.80

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Includes P13-02188 - P13-02471

PO Number	Vendor Name	Site	Description	Account Amount
P13-02465	SCANTRON CORPORATION	.	Scantrons for Language Lab	102.52
P13-02466	NATIONAL STUDENT CLEARINGHOUSE		StudentTracker Annual Renewal	1,791.80
P13-02467	SCANTRON CORPORATION	.	Scantrons for Reading Lab/SC	198.95
P13-02468	WEST COAST TECHNOLOGY		PAC Data Storage Back-up	6,417.00
P13-02469	CI SOLUTIONS, CARD INTEGRATORS CORPORATION		ID Card Machine/Camera System Replacement	2,585.99
P13-02470	MILLENNIUM BUSINESS SERVICES Marty Cohn		Receipt Books/Dist AP	2,688.19
P13-02471	MICHAEL K. DOMINIC		FKCE Wkshp Trainer	300.00
			Total	284
				6,554,922.94

Fund Summary

Fund	Description	PO Count	Amount
01	General Fund	267	653,519.57
12	Child Development Fund	2	2,106.97
40	Capital Outlay Fund	15	5,899,296.40
	Total	284	6,554,922.94

PO Changes

	<u>New PO Amount</u>	<u>Change Amount</u>
Total PO Changes		

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Listing

Includes 10/31/2012 - 11/27/2012

Requisition Number	Vendor Name	Description	Requisition Total
RQ13-02419	SADDLEBACK BOOKSTORE - #296	Student Uniforms	125.16
	FOLLETT HIGHER EDUCATION GROUP		
RQ13-02676	DAVID BUGAY	Conference for David Bugay	375.00
RQ13-02844	PACIFIC COACHWAYS	Bus for Emeritus FT	833.00
RQ13-02884	WILLIAM L. KELLY	Workshop for Bill Kelly	332.17
RQ13-02996	ROGER PEDEN	WIA funded student-Peden, R.	221.18
RQ13-03045	RANDY W. PEEBLES	CONFERENCE	50.00
RQ13-03058	RAJANPAL DHILLON	Reimbursement-Auto. Tech. Transport Rental	85.25
RQ13-03064	KARIMA FELDTHUS	ConfReimburse-OCSC Leadership Dialogue	12.50
RQ13-03068	JENNA MC CARTY	ConfReimburse-OCSC Leadership Dialogue	12.50
RQ13-03093	WELLS FARGO #1598	Survey Monkey for certificate development	294.49
RQ13-03127	WELLS FARGO #4198	Tableclothsfactory.com-Tablecloth for HR Symposium	314.86
RQ13-03146	IRVINE VALLEY COLLEGE BOOKSTORE	EOPS Bookstore Billing Fall 2012 (Oct)	1,252.77
RQ13-03155	SADDLEBACK COLLEGE FOUNDATION	Reverse Abatement	3,750.00
RQ13-03157	IRVINE VALLEY COLLEGE BOOKSTORE	CARE Books Fall 2012 (Oct)	45.26
RQ13-03165	JUAN AVALOS	CCLC conference - Los Angeles Nov. 15 - 17, 2012	814.50
RQ13-03172	EDWIN TIONGSON	Paul Winters 2012 Speech Invitational	4,856.80
RQ13-03192	ORANGE COUNTY BUSINESS COUNCIL	IVC Attendance/OCBC Economic Forecast Conf.	600.00
RQ13-03199	WELLS FARGO #4198	Dean's Retreat - 10/31/12 The Hills Hotel	800.00
RQ13-03207	TINO YOUNGER dba SPORTS UNLIMITED	Shirts for the Athletic Training Program	433.16
RQ13-03223	TOD A. BURNETT	Washington DC Lobbying Trip - 10/23/12-10/27/12	2,350.00
RQ13-03228	LOUIS SESSLER	Reimbursement-Z-Bar Supplies	12.57
RQ13-03231	YOLANDA GOULDSMITH	Reimbursementnt-UC Counselor Conference	88.61
RQ13-03237	REGENTS OF UNIV. OF CAL.	* cadaver for paramedic students	1,993.00
RQ13-03238	KIM D'ARCY	ASCCC Fall Plenary Conference	495.00
RQ13-03240	KIMBERLY STANKOVICH	ASCCC Fall Plenary Conference	495.00
RQ13-03241	PACIFIC COACHWAYS	Bus for Emeritus Field Trip	908.82
RQ13-03242	JUAN AVALOS	CSSO conf. Nov 8,2012 - Irvine Marriott	100.00
RQ13-03243	BRENNAN WALLACE	Conf Reimb-Assoc of Pacific Coast Geographers	700.00
RQ13-03244	BRUCE GILMAN	ASCCC Fall Plenary Conference	500.00
RQ13-03245	DAN WALSH	ASCCC Fall Plenary Conference	500.00
RQ13-03246	ERIC HILDEN	CIWEA Southern Workshop 11/9 for Hilden	220.00
RQ13-03253	MARK BORDELON	Reimbursement for field trip expenses	25.71
RQ13-03258	S & S COMMUNICATIONS	Police radios	1,055.95
RQ13-03260	S & B FOODS	Refreshments-Student Research Symposium	246.10
RQ13-03262	ENVIRONMENTAL NATURE CENTER	Fee for Field Trip 11/28/12	50.00
RQ13-03264	PACIFIC COACHWAYS	Bus for Emeritus Field Trip	809.18
RQ13-03270	MADELYN JOHNSTON-PLESCIA CREATIONS BY MADELYN	Flowers for the K-12 Partner B'fast	192.00
RQ13-03274	WEST COAST LIGHTS & SIRENS, INC.	Repair Emergency Lighting on 2009 Dodge Charger	361.40
RQ13-03278	REPRO XPRESS	Plans and drawings for Demo CC bldg.	50.30

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

ESCAPE ONLINE

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Listing

Includes 10/31/2012 - 11/27/2012

Requisition Number	Vendor Name	Description	Requisition Total
RQ13-03279	WELLS FARGO #1598	2012 NCMPR Paragon Awards Entries	210.00
RQ13-03280	WELLS FARGO #1598	Toll Road	59.00
RQ13-03286	TAMARA BOSTWICK	Reimbursement for paper	12.67
RQ13-03287	HARBOR FREIGHT TOOLS	tools	258.74
RQ13-03288	PAMELA TURNER	Reimbursement for Field Trip	50.00
RQ13-03290	XEROX CORPORATION	Copier staples	259.98
RQ13-03291	KATHLEEN WERLE	Reimbursement for office supplies	107.38
RQ13-03293	RUSSELL HAMILTON	CCLC conference	1,801.51
RQ13-03295	KAREN BRONSON	Reimbursement-Postage	9.00
RQ13-03299	KEN PATTON	ATE-PI Conference 2012 - Reimbursement Only	1,291.49
RQ13-03302	SOCCCD DISTRICT DEPOSITORY	Fall 2012 Enrollment fee reimbursement	1,380.00
RQ13-03320	WELLS FARGO #3317	Library DVD per Jenny Langrell	19.13
RQ13-03322	WELLS FARGO #3317	amazon.com	82.43
RQ13-03323	COAST FITNESS REPAIR SHOP	Fitness Equipment Repair	151.36
RQ13-03324	COAST FITNESS REPAIR SHOP	Fitness Equipment Repair	275.35
RQ13-03327	TERENCE NELSON C/O VETS CENTER	T.Nelson CCLC Conference	697.17
RQ13-03340	WELLS FARGO #1598	Credit card request for field trip reservations	400.00
RQ13-03342	ROBERT RICKERSON	Reimbursement-"Horizons" Art Show Banners	457.40
RQ13-03345	EMILY QUINLAN	Reimbursement for ERTSC conference	200.00
RQ13-03350	KATHERINE SCHMEIDLER	Conf. Reimbursement-Fall 2012 Plenary Session	412.00
RQ13-03351	BOB URELL	Conf Reimbursement-Fall 2012 Plenary Session	412.00
RQ13-03352	DIANA HURLBUT	Conf. Travel-Fall 2012 Plenary Session	412.00
RQ13-03353	ROOPA MATHUR	Conf. Travel-Fall 2012 Plenary Session	412.00
RQ13-03363	MISSION AUTO EQUIP & LIFTS	compressor repair	158.24
RQ13-03364	S & B FOODS CATERING DIVISION	Meal vouchers for Lego exhibit	180.00
RQ13-03369	LOMA HOPKINS	ConfReimb-CAPED Convention	1,000.00
RQ13-03370	ARDITH LYNCH	ConfReimb-CAPED Convention	930.00
RQ13-03371	MINDI WOLF	ConfReimb-CAPED Convention	500.00
RQ13-03372	JOHN CONLEY	ConfReimb-Applied Geography Conference	500.00
RQ13-03373	MARYAM AFSHARI	ConfReimb-The School for The Work	1,000.00
RQ13-03374	MAUREEN SMITH	ConfReimb-CA Geographical Society Board Meeting	344.83
RQ13-03375	MELINDA SMITH	ConfReimb-Ball Fiber Tours	500.00
RQ13-03376	CYNTHIA MARSHALL C/O ATAS DIVISION	ConfReimb-American Assoc Diabetes Educators	458.20
RQ13-03377	HIROMI TAKIZAWA	ConfReimb-Gesamtkunstwerk Int'l Glass Exhibition	500.00
RQ13-03378	CLIFFORD MEYER C/O AUTO TECH	ConfReimb-CA Automotive Teachers Conference	130.00
RQ13-03380	WELLS FARGO #3317 (DISTRICT)	Radio Shack-Courier cell phone charger	21.52
RQ13-03384	ANTHONY TENG	Reimbursement- Perkins ACCT	215.73
RQ13-03386	CHRISTOPHER WILKINSON	Conf. Reimburse.-Mgt. Team Retreat	303.86
RQ13-03390	MIROSLAVA MANCHIK	Entrepreneurship Advisory Meeting	200.00
RQ13-03391	STEPHEN FELDER	Conf Reimbursement-Comm College Humanities Assoc	1,240.00
RQ13-03393	JUNE M. MILLOVICH	Reimbursement-Books for CD Instruction	75.44
RQ13-03395	BROOKE CHOO	Conf Reimbursement-CAPED 2012	642.60
RQ13-03398	HARBOR FREIGHT TOOLS	Supplies for "Grease"	258.74
RQ13-03399	MARK BORDELON	Conf. Reimbursement-Geological Society	256.11

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

Includes 10/31/2012 - 11/27/2012

Requisition Number	Vendor Name	Description	Requisition Total
RQ13-03400	MARIE DE LA PALME	Reimbursement for dance supplies	185.27
RQ13-03401	THE RP GROUP	SS Post Conference Registration - L. Fontanilla	75.00
RQ13-03402	LEE HAGGERTY	AASCU Conf. Reim	1,358.83
RQ13-03403	WELLS FARGO #3317 (DISTRICT)	USPS-Labor Compliance Disc Mailing for SC LRC	18.95
RQ13-03404	JUNE M. MILLOVICH	Reimbursement-Supplies for CD	24.01
RQ13-03405	INTEGRATED COMMERCIAL DESIGN	AMX box repair for HS board room	1,100.00
RQ13-03411	WEST COAST LIGHTS & SIRENS, INC.	Repair Emergency Lighting on 2007 Dodge Charger	87.69
RQ13-03416	WELLS FARGO #4198	Good Hand Cleaners - Table Cloths Outreach events	195.00
RQ13-03417	WELLS FARGO #4198	CTE Materials for the Capstone Events	1,200.00
RQ13-03419	PHILLIS KUCHARSKI	Conference Reimburse-N-OADN	562.40
RQ13-03427	CHRISTOPHER WILKINSON	Medical Cost Reimbursement	577.00
RQ13-03429	CARLA REISCH	Conf. Reimbursement-FACCC Symposium	102.50
RQ13-03432	MICHELLE SCHARF	Conf. Reimbursement-UC Counselor	40.00
RQ13-03433	WELLS FARGO #1598	My Safety Sign-Mercury	29.44
RQ13-03434	TIFFANY TRAN	Conf. Reimbursement-UC Counselor	40.00
RQ13-03437	TIFFANY TRAN	Conf. Reimbursement-CSU Counselor	128.39
RQ13-03439	EMIKO KIYOCHI	Conf. Reimbursement-Meaningful Play	700.00
RQ13-03442	M. SCOTT GRABAU	Reimbursement-"Grease" Theatre Supplies	188.62
RQ13-03445	MEDIA DISTRIBUTORS	DV Tapes	30.59
RQ13-03451	BAKER & TAYLOR	Library book per Jenny Langrell	54.09
RQ13-03453	COAST FITNESS REPAIR SHOP	Fitness Equipment Repair	706.85
RQ13-03464	COMPUTER HEROES LLC	Repair of Rottler F68	118.44
RQ13-03469	SOMMER MC CARTNEY	Expense Reimbursement for PE Class Supplies	50.08
RQ13-03474	WELLS FARGO #4198	Shopmatrox.com-Graphic Card for "Christmas Carol"	550.00
RQ13-03475	LIGHTER THAN AIR BALLOON DECORATING	Balloon for Lego League Event	981.28
RQ13-03479	S & B FOODS	Paralegal Advisory Committee Meeting	44.39
RQ13-03484	CAROL DANNA	Reimbursement for dance unitards	132.93
RQ13-03493	MICHELLE SCHARF	Conf. Reimbursement-CSU Counselor	65.00
RQ13-03499	WELLS FARGO #3317 (DISTRICT)	Panera Bakery-Refreshments for Chancellors Meeting	80.00
RQ13-03500	WELLS FARGO #4198	Walmart-Firearms cleaning supplies	250.00
RQ13-03505	MARIE DE LA PALME	Reimbursement for Dance costumes	90.19
RQ13-03506	DR. ROBERT BRAMUCCI	ACBO Conference Reimbursement	33.31
RQ13-03507	THOMAS L. SMITH	Reimbursement-Print Head Cleaning Kit	18.55
RQ13-03511	MALIA HILL	Reimbursement-Patterns-FASH 100	17.11
RQ13-03518	DR. ROBERT BRAMUCCI	Reimb Bob Bramucci for USB Mobile LCD Monitor	183.16
RQ13-03521	THOMAS L. SMITH	Reimbursement-Adaptor & Power Cord	19.00
RQ13-03522	CANDIDATE REIMBURSEMENT	Candidate Trav. Reimbursement	637.87
RQ13-03528	SO. ORANGE CO. COMM. COL.DIST	Return to Title IV Funds	3,169.00
RQ13-03532	EDWARD TACKETT	Conf Reimburse-NIST Workshop 2012	1,416.55
RQ13-03541	WELLS FARGO #3317	Amazon.com-Mac Book Power Adaptor	50.00
RQ13-03543	ANDERSEN'S DOOR SERVICE, INC.	Repair Rolling Fire Door in PAC	150.00
RQ13-03573	S & B FOODS	Networking and Business Event	1,077.50
RQ13-03574	UC REGENTS UCSB NATURAL RESERVE SYSTEM	Field Study for BIO 102	734.40

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ESCAPE ONLINE

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Listing

Includes 10/31/2012 - 11/27/2012

Requisition Number	Vendor Name	Description	Requisition Total
RQ13-03579	FISDAP HEADWATERS SOFTWARE, INC.	Access to Fisdap study tools for PM class	25.00
RQ13-03580	CASEY MOIR	ConfReimb-CA Automotive Teachers Conference	45.00
RQ13-03583	MARINA AMINY	ConfReimb-International Writing Centers Assoc.	721.02
RQ13-03584	LISA ELSTON	ConfReimb-Tech Packs in Microsoft Excel Workshop	182.75
RQ13-03585	MONICA FRIEDRICH	ConfReimb-American Society for Microbiology	500.10
RQ13-03586	HELEN ALEXANDER	ConfReimb-College Reading/Learning Association	500.00
RQ13-03591	JAMES REPKA	Reimbursement-Minerals for Classroom Use	312.11
RQ13-03606	SANDRA F. KENNEDY	ConfReimb-American Anthropological Association	500.00
RQ13-03607	LARRY RADDEN	ConfReimb-National Communication Association	1,000.00
RQ13-03608	CHRISTINA GHANBARPOUR	ConfReimb-American Historical Association	500.00
RQ13-03618	WELLS FARGO #4198	Sirchie: Stain detection Kit	94.27
		Total	137
			66,597.76

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

ESCAPE ONLINE

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Fund Summary			
Fund	Description	Requisition Count	Amount
01	General Fund	134	66,448.01
12	Child Development Fund	2	99.45
40	Capital Outlay Fund	1	50.30
Total		137	<u>66,597.76</u>

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

ESCAPE ONLINE

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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, 2012, 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 11-01-12 to 11-30-12

General Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
1000	Academic Salaries		\$31,673
2000	Classified Salaries		\$19,465
3000	Fringe Benefits		\$14,882
4000	Books and Supplies		\$9,420
5000	Other Operating Expenses & Services	\$51,151	
6000	Capital Outlay	\$20,227	
7000	Other Outgo	\$4,062	
Total Transfers - General Fund		\$75,440	\$75,440

Child Development Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
5000	Other Operating Expenses & Services	\$1,246	
6000	Capital Outlay		\$1,246
Total Transfers - Child Development Fund		\$1,246	\$1,246

Capital Outlay Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
6000	Capital Outlay		\$1,000
7000	Other Outgo	\$1,000	
Total Transfers - Capital Outlay Fund		\$1,000	\$1,000

<u>Total Transfers</u>		\$77,686	\$77,686
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TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: November/December 2012 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 \$81,000 for equipment, supplies and maintenance projects. During November/December 2012, the following contracts were reviewed and approved by the Vice Chancellor of Business Services, following review by legal counsel, when appropriate.

CONTRACTOR NAME**CONTRACT AMOUNT**

The College Board Enrollment Agreement – For a PowerFAIDS software subscription, maintenance and support for a 3 year term. Saddleback College	\$73,209.12
Scholarship Solutions, LLC STARS Application Services Agreement – To license scholarship software for 3 years. Saddleback College and Irvine Valley College	\$50,961.00 (split 50/50 by Saddleback College and Irvine Valley College)
Presidio Proposal Agreement – To complete a district-wide wireless assessment and provide a wireless network refresh plan. District Services	\$41,630.00
Vangent, Inc. Independent Consultant Agreement – For standard service which includes administrative and student web access to their 1098-T tax forms. District Services	\$39,445.00
Padhraic Smyth Consulting Agreement – For work on the development of predictive analytics software for student completion. District Services	\$20,000.00

University of Central Florida Research Subaward Agreement Amendment #2 – To fund the improvement and quality of Photonics Technician Education through the National Center for Optics and Photonics Education (OP-TEC). This modification funds the year 7 budget period, September 1, 2012 through August 31, 2013. Irvine Valley College	\$15,000.00 (Revenue)
C.R.I. Electric Agreement – To install electrical power to the Student Services Center Building Room 225. Saddleback College	\$11,985.00
Apple Inc. Maintenance Renewal Agreement – To renew the Apple software collection - OSX Server, Apple Remote Desktop and Aperture from 1/30/13 – 1/29/14. Irvine Valley College	\$10,833.00
Catalyst Consulting Independent Contractor Agreement – To perform work on the Predictive Analytics Project. District Services	\$10,000.00
Vital Link Consultant Agreement – To act as project manager and facilitate the days activities for the Entrepreneurship of Entertainment event at Saddleback College on February 7, 2013. Saddleback College	\$9,545.00
In-N-Out Mobile Unit Agreement – To provide an In-N-Out mobile unit truck to serve approximately 2,000 hamburgers and cheeseburgers at Saddleback College on “Senior Day 2013” Thursday, March 28, 2013 from 11:00 AM – 2:00 PM. Saddleback College	\$9,240.00
Ipswitch, Inc. Statement of Work – To provide 3-day on-site infrastructure health monitoring and alerting software training up to 8 students (for the price of 4 students). Dates not confirmed, but will occur before the end of the 2012 calendar year. District Services	\$7,995.00
Kirkland Productions Performance Contract Agreement – To perform “Same Sex Marriage: A Debate” on Thursday, March 7, 2013 at the	\$7,311.00

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

McKinney Theatre. Saddleback College	
Technology Integration Group Maintenance Renewal Agreement – Annual software support and maintenance renewal for KACE from 11/29/12 – 11/28/13. Irvine Valley College	\$6,560.16
CollegeSource Maintenance Renewal Agreement – Annual maintenance renewal for the Transfer Evaluation System (TES) from 2/1/13 – 1/13/14. Irvine Valley College	\$6,472.00
West Coast Technology Maintenance Renewal Agreement – Renewal of data storage back-up through June 30, 2014. District Services	\$6,417.00
Managing Editor Inc. Service Order Agreement – To use Adobe Digital Publishing Suite Professional by Saddleback College for one year. Saddleback College	\$5,940.00
Gary L. Vogt & Associates Consultant Agreement Amendment No. 1 – To extend the real estate appraisal of ATEP agreement period to June 30, 2013. Total revised contract amount is \$16,000.00. ATEP	\$5,500.00
Doug Hershberger Independent Contractor Agreement – To repair the Steinway D grand piano in the McKinney Theatre. Saddleback College	\$5,000.00 (\$3,500.00 Foundation Funds and \$1,500.00 General Funds)
Penn Corporate Relocation Services Quote / Agreement – To relocate furniture from the Cluster Classroom building to Village buildings (TBD) including study (computer) carrels, computer tables, tablet chairs, task chairs and file cabinets. Saddleback College	\$4,897.71
One-Stop Center Cost Sharing Agreement – To offer workshops such as goal setting, occupational research, time management, etc. at the OC One-Stop Center. Irvine Valley College	\$4,624.00

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

Facili-Serv Service and Repair Agreement – To service and make repairs to the gym bleachers at Saddleback College. Saddleback College	\$4,323.00
Newport Computer Solutions, Inc. Transaction Product Agreement – Renewal agreement for support and maintenance of backup software products. District Services	\$3,590.23
Quezada Pro Landscape, Inc. Quote / Agreement – To remove and dispose of existing plant and soil materials at the Library and McKinney Theatre area. Saddleback College	\$3,410.00
Penn Corporate Relocation Services Quote / Agreement – To move the Transfer Center out of the Cluster Classroom Bldg. and into the Student Services Center 225 A & B. Saddleback College	\$3,404.00
College Publisher Inc. College Partner Affiliate Agreement – Service and licensing fee to use the online publishing interface for the Lariat newspaper. Saddleback College	\$2,990.00
Town & Country Glass Contract Agreement – For emergency replacement of broken window in the BGS Bldg. Saddleback College	\$2,291.00
National Instruments Quote / Agreement – For software including a circuit design education standard service program and a NI academic site license from 12/28/12 – 12/27/13. Irvine Valley College	\$2,146.80
Aiden Ely Independent Consultant Agreement – To develop and deliver a webinar about the Student Success Act of 2012; effective 11/08/12 – 12/31/12. Irvine Valley College	\$2,000.00
Microsoft ITA Program Agreement – To renew the Microsoft IT Academy License effective from 1/01/13 – 12/31/13. Saddleback College	\$1,843.66

Penn Corporate Relocation Services Quote / Agreement – To relocate and install computer carrels in Matriculation at Village 8. Saddleback College	\$1,809.71
United Site Services Site Service Quotation Agreement – To provide a portable wheelchair accessible toilet for the baseball field during the baseball season, January 7, 2013 – May 23, 2013 (depending on the team results). Irvine Valley College	\$1,500.00
Quezada Pro Landscape, Inc. Quote / Agreement - To prune 9 large Sycamore trees at the golf range. Saddleback College	\$1,350.00
Frank Felice Independent Contractor Agreement – To provide musical commission – a choral work for piano and mixed choir, texts by composer to include engraving and proofreading effective from 10/26/12 to completion. Irvine Valley College	\$1,000.00
H2 Environmental Consulting Services, Inc. Proposal – To oversee air monitoring project in Village Bldg. 9, Room Nos. 9-03 and 9-04. Saddleback College	\$950.00
Quinn CAT Quote / Agreement – To rent a lift from 11/16/12 – 11/22/12 to replace lights that are out on campus streets. Saddleback College	\$934.33
Lisa Weller Independent Contractor Agreement – To tune the harpsichord for five IVC performances between 10/31/12 – 12/19/12. Irvine Valley College	\$750.00
The Hills Hotel Contract – For a Dean's Retreat on 10/31/12 from 9:00 am – 5:00 pm. Saddleback College	\$702.36
Benjamin Sayles Agreement – To perform "Sacred Ritual" for the Irvine Valley Dance Department, effective 11/1/12 – 12/02/12. Irvine Valley College	\$500.00

Regina Faison Agreement – To teach the CPR / AED certification class on 11/09/12. Irvine Valley College	\$500.00
H2 Environmental Consulting Services, Inc. Amendment No. 1 – To increase original contract by \$500 for additional environmental services in A400. The total revised contract amount is \$3,540.00. Irvine Valley College	\$500.00
Nora Rejai Independent Contractor Agreement – To provide light operator services for 2 technical rehearsals and all performances of the Saddleback College Dance Department student production of “Winterdance” in the McKinney Theater effective from 11/13/12 – 11/17/12. Saddleback College	\$450.00
Michael Dessen Trio Independent Contract Agreement – To discuss and perform some of their music, as well as invite student performers to participate in collaborative improvisations in the Fine Arts Bldg. Room 103 from 1:30 p.m. – 3:30 p.m. on Friday, November 30, 2012. Saddleback College	\$400.00
Wander Sound Agreement – To provide DJ services for “Freak Fest” event 11:30 am – 1:30 pm on 10/31/12. Irvine Valley College	\$350.00
Trane Services Company Change Order Agreement – To add refrigerant to complete the emergency chiller repair project in PE 200. Total contract is now \$9,298.03 Irvine Valley College	\$293.05
Community Church, Congregational Facility Use Agreement – A facility use fee to hold the “John Schneiderman” concert in the church on February 6, 2013. Irvine Valley College	\$200.00
Om P. Chaurasia, MD, FACP Affiliation Agreement – To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College	\$0.00

West Anaheim Medical Center Business Associate Agreement – To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College	\$0.00
Sonic Foundry Agreement Amendment No. 1 - To extend the Mediasite support an additional 3 years from 9/30/13 to 9/29/16 at no additional cost. The original contract term was incorrectly shown as 9/30/12 to 9/29/13. Corrected term is 9/30/12 to 9/29/16. The total contract amount is \$9,600.00. Irvine Valley College	\$0.00
Credentials Inc. Transcripts Plus School to School Agreement Addendum – Allows Credentials, Inc. to serve as the verifier of student authorization with certain third party education institutions allowing transcripts to be auto-delivered electronically. Irvine Valley College	\$0.00
Tustin Unified School District Memorandum of Understanding – To implement an Early College Program to provide the opportunity for academically qualified high school students to complete the Intersegmental General Education Course (IGETe) Certification and transfer to one of the UC or CSU campuses with almost two years' worth of transferrable college credit. Irvine Valley College	\$0.00
Argosy University Consortium Agreement 2012-2013 – To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College	\$0.00
Mussarat Abidi, MD Affiliation Agreement - To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College	\$0.00

RECOMMENDATION

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

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Acceptance of the Saddleback College Foundation and Irvine Valley College Foundation Annual Audit Reports: FY 2011-2012

ACTION: Review and Accept

BACKGROUND

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

STATUS

The Board of Trustees employed the firm of Macias Gini & O'Connell, Certified Public Accountants, to conduct an audit of the Saddleback College Foundation (EXHIBIT A) and the Irvine Valley College Foundation (EXHIBIT B) funds for FY 2011-2012. The general purpose financial statements with accompanying audit report have been completed and are being submitted to the college Foundation Boards, as well as to the members of the Board of Trustees.

The auditors issued an unqualified opinion for both the Saddleback College Foundation and the Irvine Valley College Foundation for the FY 2011-2012 financial statements with no financial findings.

These Foundations are considered component units of the District and are included through discrete presentation in the District's audit report. The Foundations' audit committee met and reviewed the financial statements with the external auditors. The Foundation audit reports were presented to the Foundation Director at Saddleback College and the Foundation Director at Irvine Valley College before the final version was printed. Each had an opportunity to meet with the auditors and was able to ask questions of the auditors about their audit reports.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept the Saddleback College Foundation and the Irvine Valley College Foundation FY 2011 - 2012 audit reports for review and acceptance.

**SADDLEBACK COLLEGE FOUNDATION
(A Discretely Presented Component Unit of the
South Orange County Community
College District)**

**Financial Statements
and Independent Auditor's Report**

For the Year Ended June 30, 2012



Certified Public Accountants.

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**SADDLEBACK COLLEGE FOUNDATION
FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2012**

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LA/Century City
2029 Century Park East, Suite 500
Los Angeles, CA 90067
310.277.3373

Sacramento

Walnut Creek

Oakland

Newport Beach

San Diego

Seattle

Independent Auditor's Report

Board of Directors
Saddleback College Foundation
Mission Viejo, California

We have audited the accompanying statement of financial position of the Saddleback College Foundation (Foundation), a discretely presented component unit of the South Orange County Community College District (District), as of June 30, 2012, and the related statements of activities, functional expenses, and cash flows for the year then ended. These financial statements are the responsibility of the Foundation's management. Our responsibility is to express an opinion on these financial statements based on our audit. The prior year comparative information has been derived from the Foundation's 2011 financial statements, and, in our report dated November 28, 2011, we expressed an unqualified opinion on the financial statements.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control over financial reporting. Accordingly, we express no such opinion. An audit also includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Saddleback College Foundation as of June 30, 2012, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Macias Fini & O'Connell LLP

Los Angeles, California
November 26, 2012

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SADDLEBACK COLLEGE FOUNDATION
STATEMENT OF FINANCIAL POSITION
June 30, 2012
(with comparative totals as of June 30, 2011)

Assets	2012	2011
Current assets:		
Cash and cash equivalents	\$ 420,646	\$ 198,604
Investments	5,013,962	2,519,358
Investments with the Foundation for California		
Community Colleges	825,766	852,693
Accounts Receivable	90,517	59,375
Prepaid expenses	2,002	4,800
Total current assets	<u>\$ 6,352,893</u>	<u>\$ 3,634,830</u>
 Liabilities and net assets		
Current liabilities		
Accounts payable	\$ 334,045	\$ 252,157
Due to the District	41,355	27,611
Trust accounts	65,751	50,180
Total current liabilities	<u>441,151</u>	<u>329,948</u>
 Net assets		
Unrestricted	216,102	293,485
Temporarily restricted	4,083,987	1,653,662
Permanently restricted	<u>1,611,653</u>	<u>1,357,735</u>
 Total net assets	<u>5,911,742</u>	<u>3,304,882</u>
Total liabilities and net assets	<u><u>\$ 6,352,893</u></u>	<u><u>\$ 3,634,830</u></u>

See accompanying notes to the financial statements.

SADDLEBACK COLLEGE FOUNDATION
STATEMENT OF ACTIVITIES
Year Ended June 30, 2012
(with comparative totals for the year ended June 30, 2011)

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>	
				<u>2012</u>	<u>2011</u>
Support and revenue					
Support					
Contributions	\$ 36,977	\$ 2,860,172	\$ 253,918	\$ 3,151,067	\$ 628,196
Special events	65,024	238,142	-	303,166	203,479
In-kind donations	75,802	-	-	75,802	56,823
Donated services	187,826	-	-	187,826	237,886
Donated professional fees	26,027	-	-	26,027	15,765
Total support	<u>391,656</u>	<u>3,098,314</u>	<u>253,918</u>	<u>3,743,888</u>	<u>1,142,149</u>
Revenue					
Interest and dividends	64,984	56,271	-	121,255	101,788
Unrealized gain/(loss) on investments	(27,817)	(5,466)	-	(33,283)	260,284
Realized gain/(loss) on investments	7,986	(6)	-	7,980	69,325
Sales and commissions	14,330	116,199	-	130,529	137,822
Other revenue	400	-	-	400	58,435
Total revenue	<u>59,883</u>	<u>166,998</u>	<u>-</u>	<u>226,881</u>	<u>627,654</u>
Total support and revenue before net assets released from restriction	451,539	3,265,312	253,918	3,970,769	1,769,803
Net assets released from restrictions	<u>845,319</u>	<u>(845,319)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total support and revenue after net assets released from restriction	<u>1,286,526</u>	<u>2,430,325</u>	<u>253,918</u>	<u>3,970,769</u>	<u>1,769,803</u>
Expenses					
Program services	1,051,628	-	-	1,051,628	982,525
Supporting services:					
Management and general	106,229	-	-	106,229	65,741
Fundraising	206,052	-	-	206,052	197,895
Total expenses	<u>1,363,909</u>	<u>-</u>	<u>-</u>	<u>1,363,909</u>	<u>1,246,161</u>
Change in net assets	(77,383)	2,430,325	253,918	2,606,860	523,642
Net assets					
Beginning of year	293,485	1,653,662	1,357,735	3,304,882	2,781,240
End of year	<u>\$ 216,102</u>	<u>\$ 4,083,987</u>	<u>\$ 1,611,653</u>	<u>\$ 5,911,742</u>	<u>\$ 3,304,882</u>

See accompanying notes to the financial statements.

SADDLEBACK COLLEGE FOUNDATION
STATEMENT OF FUNCTIONAL EXPENSES
Year Ended June 30, 2012
(with comparative totals for the year ended June 30, 2011)

	Program Services	Management & General	Fundraising	Total	
				2012	2011
Salaries and benefits	\$ 201,107	\$ 45,475	\$ 49,298	\$ 295,880	\$ 317,544
Scholarship payments	289,985	-	-	289,985	232,412
Program activities	78,134	-	-	78,134	56,871
Special events	-	-	156,754	156,754	138,346
Professional fees	37,692	-	-	37,692	23,060
Contract services	157,032	-	-	157,032	120,157
Supplies and printing	128,030	-	-	128,030	105,470
Seminars and conferences	27,629	-	-	27,629	21,108
Dues and memberships	8,925	-	-	8,925	6,605
In-kind donations	50,812	-	-	50,812	56,823
Program equipment and software	72,282	-	-	72,282	99,683
General operating	-	60,754	-	60,754	68,082
Total	<u>\$ 1,051,628</u>	<u>\$ 106,229</u>	<u>\$ 206,052</u>	<u>\$ 1,363,909</u>	<u>\$ 1,246,161</u>

See accompanying notes to the financial statements.

SADDLEBACK COLLEGE FOUNDATION
STATEMENT OF CASH FLOWS
Year ended June 30, 2012
(with comparative totals for the year ended June 30, 2011)

	<u>2012</u>	<u>2011</u>
Cash flows from operating activities:		
Change in net assets	\$ 2,606,860	\$ 523,642
Adjustments to reconcile change in net assets to net cash provided by operating activities		
Realized gain on investments	(7,980)	(69,325)
Unrealized loss/(gain) on investments	33,283	(260,284)
Changes in operating assets and liabilities:		
Increase in accounts receivable	(31,142)	(59,375)
Decrease/(increase) in prepaid expenses	2,798	(1,154)
Increase/(decrease) in accounts payable	81,888	(70,832)
Increase in due to the District	13,744	27,611
Increase/(decrease) in trust accounts	15,571	(26,119)
Net cash provided by operating activities	<u>2,715,022</u>	<u>64,164</u>
Cash flows from investing activities:		
Purchase of investments	(3,536,439)	(1,562,040)
Proceeds on the sale of investments	<u>1,043,459</u>	<u>1,241,580</u>
Net cash used by investing activities	<u>(2,492,980)</u>	<u>(320,460)</u>
Net increase (decrease) in cash and cash equivalents	222,042	(256,296)
Cash and cash equivalents, beginning of year	<u>198,604</u>	<u>454,900</u>
Cash and cash equivalents, end of year	<u><u>\$ 420,646</u></u>	<u><u>\$ 198,604</u></u>

See accompanying notes to the financial statements.

**SADDLEBACK COLLEGE FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2012**

NOTE 1 - ORGANIZATION

The Saddleback College Foundation (Foundation) was founded in 1989 to assist in the achievement and maintenance of a superior program of public education and community participation with the South Orange County Community College District (District) by receiving contributions from the public, raising funds, and making contributions to educational and community programs of the District.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

The Foundation is a discretely presented component unit of the District and has been included in the District's basic financial statements.

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting.

Financial Statement Presentation

The Financial Accounting Standards Board (FASB) implemented the FASB Accounting Standards Codification (Codification) effective July 1, 2009. The Codification has become the source of authoritative accounting principles generally accepted in the United States of America (GAAP) recognized by FASB to be applied to nongovernmental entities. On the effective date of the Codification, the Codification superseded all then existing accounting and reporting standards. All other non-grandfathered accounting literature not included in the Codification has become non-authoritative. References to GAAP included in the Codification are noted as Accounting Standards Codification (ASC).

Classification of Net Assets

The Foundation reports information regarding its financial position and activities according to three classes of net assets:

Unrestricted net assets - Net assets that are not subject to donor-imposed stipulations.

Temporarily restricted net assets - Net assets subject to donor-imposed stipulations that may or will be met, either by actions of the Foundation and/or passage of time. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

SADDLEBACK COLLEGE FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
YEAR ENDED JUNE 30, 2012

EXHIBIT A

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Permanently restricted net assets - Net assets subject to donor-imposed stipulations that they be maintained permanently by the Foundation. Generally, the donors of these assets permit the Foundation to use all or part of the income earned on any related investments for general or specific purposes. Earnings generated from permanently restricted net assets are primarily available for scholarships.

Cash and Cash Equivalents

Cash and cash equivalents consist of cash in an interest bearing bank accounts and money market funds. The Foundation considers all short-term highly liquid investments, with a maturity date of not more than three months from the date of acquisition to be cash equivalents.

Fair Value of Financial Instruments

The Foundation has applied the provisions of ASC 820, *Fair Value Measurements and Disclosures*, for fair value measurements of financial assets and financial liabilities and for fair value measurement of nonfinancial items that are recognized or disclosed at fair value in the financial statements on a recurring basis. ASC 820 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. ASC 820 also establishes a framework for measuring fair value and expands disclosure about fair value measurements.

Investments

Investments purchased by the Foundation or contributed by donors are recorded at fair value, generally based on quoted market values, on the statement of financial position. Realized gains and losses on sales of securities are determined based on the cost of the individual securities and the sale price at the date of sale. Unrealized gains and losses on marketable securities are calculated as the difference between cost and fair value of all securities on hand from one year to the next. Interest and dividend income is reported in the year earned. Investment income or loss (including realized and unrealized gains and losses on investments, interest, and dividends) is included in the statement of activities as increases or decreases in unrestricted net assets unless the income or loss is restricted by donor or law.

Contributions

Contributions, including unconditional promises to give, are recorded when made. All contributions are available for unrestricted use unless specifically restricted by the donor. Conditional promises to give are recognized when the conditions on which they depend are substantially met. Unconditional promises to give due in subsequent years are reported at the present value of their estimated future value in their respective net asset category.

Recognition of Donor Restricted Contributions

Donor-restricted support is reported as an increase in temporarily or permanently restricted net assets depending on the nature of the restriction. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

**SADDLEBACK COLLEGE FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
YEAR ENDED JUNE 30, 2012**

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Donated Assets and Services

The Foundation records the value of donated services when there is an objective basis available to measure the value. Donated services are recorded at fair value when a specialized skill is provided that would have otherwise been purchased or paid. Donated supplies and equipment are reflected in the accompanying statement of activities as both revenue and expense since these donated items are accepted by the Foundation on behalf of Saddleback College.

Functional Allocations of Expenses

The costs of providing the various programs and supporting services have been summarized on a functional basis in the statement of activities. Program services include expenses incurred in supporting the educational programs at Saddleback College and scholarship payments. Supporting services include the administrative expenses incurred by the Foundation. In addition, certain costs have been allocated among the programs and supporting services based on time spent by the Foundation's personnel.

Estimates

The preparation of financial statements in conformity with GAAP require management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Income Taxes

The Foundation is exempt from federal income and state franchise taxes under Section 501(c)(3) of the Internal Revenue Code and Section 23701(d) of the California Revenue and Taxation Code, respectively. Accordingly, there is no provision for income taxes recorded in the financial statements. The Foundation has applied ASC topic 740-10-25, *Income taxes – Overall – Recognition*, for uncertainty in tax positions and has determined there is no material impact on the financial statements. The Foundation's federal and state returns for 2011, 2010, 2009, and 2008 are subject to examination, generally for three years (federal) and four years (state) after they were filed.

Summarized Financial Information of the Prior Year

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with GAAP. Accordingly, such information should be read in conjunction with the Foundation's financial statements for the fiscal year ended June 30, 2011, from which the summarized information was derived.

SADDLEBACK COLLEGE FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
YEAR ENDED JUNE 30, 2012

NOTE 3 - SECURED DEPOSITS

The Foundation's cash deposits are maintained at the same financial institution as the District's and are contractually insured and collateralized in accordance with California Government Code requirements to secure its deposits by pledging government securities as collateral. The market value of pledged securities is equal to 110 percent of an agency's deposits. California law also allows financial institutions to secure an agency's deposits by pledging first trust deed mortgage notes having a value of 150 percent of an agency's total deposits. Collateral is considered to be held in the name of the Foundation. At June 30, 2012, the bank balance for the Foundation of \$432,820 was entirely insured and collateralized as described above. The book balance for the Foundation was \$420,646.

In addition, the Foundation maintains cash and investment balances with three credit worthy, high-quality financial institutions. The financial institutions that held the cash and investment balances provided up to \$500,000 protection, including \$100,000 for cash, through the Securities Investor Protection Corporation (SIPC).

NOTE 4 – FAIR VALUE MEASUREMENTS

FASB ASC 820, *Fair Value Measurements and Disclosures*, establishes a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. This hierarchy consists of three broad levels: Level 1 inputs consist of unadjusted quoted prices in active markets for identical assets and have the highest priority, Level 2 inputs consist of observable inputs other than quoted prices for identical assets, and Level 3 inputs have the lowest priority. The Foundation uses appropriate valuation techniques based on the available inputs to measure the fair value of its investments. When available, the Foundation measures fair value using Level 1 inputs because they generally provide the most reliable evidence of fair value. Level 3 inputs were used only when Level 1 or Level 2 inputs were not available.

- Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets that the Foundation has the ability to access at the measurement date.
- Level 2 inputs are inputs other than quoted prices included within Level I that are observable for the asset, either directly or indirectly, such as quoted prices for similar assets or liabilities, quoted prices in markets that are not active, or other observable inputs that can be corroborated by observable market data.
- Level 3 inputs are unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the asset.

The level in the fair value hierarchy within which a fair value measurement in its entirety falls is based on the lowest-level input that is significant to the fair value measurement in its entirety.

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

SADDLEBACK COLLEGE FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
YEAR ENDED JUNE 30, 2012

NOTE 4 – FAIR VALUE MEASUREMENTS (Continued)

These funds are invested in a pooled investment fund held by the FCCC. At June 30, 2012, the fair value of this investment was \$825,766, and included an unrealized loss of \$1,517. The FCCC has assembled an investment advisory committee charged with the responsibility for directing and monitoring the investment management of the Endowment's assets.

Investments are presented in the financial statements at their aggregate fair value. The fair value of investments at June 30, 2012, is as follows:

	Fair Value	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Common stocks and options	\$ 1,827,265	\$ 1,827,265	\$ -	\$ -
Mutual funds	3,078,857	3,078,857	-	-
Mortgage and asset backed securities	58,997	-	58,997	-
Government and Government Sponsored Entity (GSE) bonds	48,843	-	48,843	-
Investments with FCCC	825,766	-	825,766	-
Total	<u>\$ 5,839,728</u>	<u>\$ 4,906,122</u>	<u>\$ 933,606</u>	<u>\$ -</u>

The following schedule summarizes the investment return and its classifications in the statement of activities for the year ended June 30, 2012:

Net depreciation in fair value of investments	\$ (33,283)
Interest and dividend income	121,255
Investment income, net	<u>\$ 87,972</u>

NOTE 5 - TRUST ACCOUNTS

The Foundation acts as a fiscal agent for organizations and groups of Saddleback College. Accordingly, \$65,751 of cash at June 30, 2012, belongs to other parties. The Foundation does not have discretion over the funds held on behalf of others.

SADDLEBACK COLLEGE FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
YEAR ENDED JUNE 30, 2012

NOTE 6 - NET ASSETS

Temporarily Restricted Net Assets

Temporarily restricted net assets at June 30, 2012, are restricted for the following purposes:

Program services	\$ 3,937,881
Scholarships	<u>135,369</u>
	<u><u>\$ 4,073,250</u></u>

Permanently Restricted Net Assets

Permanently restricted net assets totaling \$1,622,390 are restricted for investment in perpetuity, which represents the Foundation's endowment funds.

Net Assets Released from Restrictions

Net assets of \$845,319 were released from temporarily restricted net assets during the fiscal year. The Foundation met donor imposed restrictions by incurring qualified expenses.

Program services	\$ 602,214
Scholarships	<u>273,105</u>
	<u><u>\$ 875,319</u></u>

NOTE 7 - ENDOWMENT

The Foundation's endowment consists of approximately 68 individual funds established primarily for scholarships. Net assets associated with endowment funds are classified and reported based on the existence or absence of donor-imposed restrictions.

Interpretation of Relevant Law

The Board of Trustees of the Foundation has interpreted the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Foundation classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment fund that is not classified in permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by the organization in a manner consistent with the standard of prudence prescribed by UPMIFA. In accordance with UPMIFA, the organization considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

SADDLEBACK COLLEGE FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
YEAR ENDED JUNE 30, 2012

NOTE 7 - ENDOWMENT (Continued)

- (1) The duration and preservation of the fund
- (2) The purposes of the organization and the donor-restricted endowment fund
- (3) General economic conditions
- (4) The possible effect of inflation and deflation
- (5) The expected total return from income and the appreciation of investments
- (6) Other resources of the organization
- (7) The investment policies of the organization

Return Objectives and Risk Parameters

The Foundation has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of the endowment assets. Endowment assets include those assets of donor-restricted funds that the Foundation must hold in perpetuity or for a donor-specified period(s) as well as board-designated funds. Under this policy, as approved by the Board of Trustees, the endowment assets are invested in a manner that is intended to produce results that exceed the price and yield results of the S&P 500 index while assuming a moderate level of investment risk. The Foundation expects its endowment funds, over time, to provide an average rate of return ranging from 5 to 8 percent annually. Actual returns in any given year may vary from this amount.

Strategies Employed for Achieving Objectives

To satisfy its long-term rate-of-return objectives, the Foundation relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). The Foundation targets a diversified asset allocation that places a greater emphasis on equity-based investments to achieve its long-term return objectives within prudent risk constraints.

Spending Policy and How the Investment Objectives Relate to Spending Policy

The Foundation has a policy of appropriating for distribution each year 4 percent of its endowment fund's average fair value over the prior 12 quarters through the calendar year-end proceeding the fiscal year in which the distribution is planned. While it is the Foundation's goal to distribute 4 percent, it is not guaranteed and is contingent upon current market conditions. In establishing this policy, the Foundation considered the long-term expected return on its endowment. Accordingly, over the long term, the Foundation expects the current spending policy to allow its endowment to grow at an average of 2 percent annually. This is consistent with the Foundation's objective to maintain the purchasing power of the endowment assets held in perpetuity or for a specified term as well as to provide additional real growth through new gifts and investment return.

Endowment net assets composition by fund as of June 30, 2012, is as follows:

	Temporarily Restricted	Permanently Restricted	Total
Donor-restricted endowments	\$ 171,203	\$ 1,611,653	\$ 1,782,856

SADDLEBACK COLLEGE FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
YEAR ENDED JUNE 30, 2012

EXHIBIT A

NOTE 7 - ENDOWMENT (Continued)

Changes in endowment net assets by fund as of June 30, 2012 are as follows:

	Temporarily Restricted	Permanently Restricted	Total
Endowment net assets, beginning of year	\$ 265,006	\$ 1,357,735	\$ 1,622,741
Investment return			
Investment income	21,857	-	21,857
Net realized and unrealized loss	(43,781)	-	(43,781)
Total investment return	(21,924)	-	(21,924)
Contribution	-	253,918	253,918
Appropriations for endowment spending	(71,879)	-	(71,879)
Endowment net assets, end of year	\$ <u>171,203</u>	\$ <u>1,611,653</u>	\$ <u>1,782,856</u>

Funds with Deficiencies

From time to time, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level that the donor or UPMIFA requires the Foundation to retain as a fund of perpetual duration. In accordance with GAAP, deficiencies of this nature are reported in unrestricted net assets. There were no deficiencies as of June 30, 2012.

NOTE 8 - CHARITABLE REMAINDER UNITRUST INTEREST

The Foundation is a 50% beneficiary of the Lycette Charitable Remainder Unitrust (the Unitrust). The Foundation's beneficiary interest was valued at approximately \$210,000 at the time it was written in 2006. The Unitrust is managed by the Foundation and is not recorded in the financial statements as the donor has reserved the right to designate other beneficiaries at any time. The donor has restricted any distribution received by the Foundation to be applied equally to benefit the Landscape and Horticulture Department and the Theatre Arts Department.

SADDLEBACK COLLEGE FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
YEAR ENDED JUNE 30, 2012

EXHIBIT A

NOTE 9 - GIFT ANNUITIES

The Foundation is a named beneficiary of charitable gift annuities administered by the Community College League of California. The Foundation is entitled to the remaining funds in the annuities designated by the donors at the end of the donors' lifetime. The balance of annuity investments at June 30, 2012, is approximately \$51,581. The present value of the future gifts has not been calculated or recorded in the financial statements due to uncertainty of the amount of the future gifts to be received.

NOTE 10 - RELATED PARTIES

To assist the Foundation in carrying out its purpose, the District provides administrative services to the Foundation. The District pays salaries and benefits of the executive director and the senior accounting specialist and contributed to the Foundation's audit fee. In addition, working space for employees who perform administrative services for the Foundation is provided by the District at no charge. The donated services included \$187,826 of salaries and benefits and \$26,027 for contract services. These donated services have been reflected in the accompanying statement of activities as revenues under donated services and donated professional fees and as expenses under salaries and benefits and contract services. The value of donated facilities has not been determined and is therefore not included in the accompanying financial statements; however, management does not believe the amount to be material.

NOTE 11 - SUBSEQUENT EVENTS

The Foundation has evaluated subsequent events through November 26, 2012, which is the date the financial statements were issued.

IRVINE VALLEY COLLEGE FOUNDATION
(A Discretely Presented Component Unit of the
South Orange County Community College District)

Financial Statements
and Independent Auditor's Report

For the Year Ended June 30, 2012



Certified Public Accountants.

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**IRVINE VALLEY COLLEGE FOUNDATION
FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2012**

EXHIBIT B

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Sacramento

Walnut Creek

Oakland

Newport Beach

San Diego

Seattle

Independent Auditor's Report

Board of Directors
Irvine Valley College Foundation
Mission Viejo, California

We have audited the accompanying statement of financial position of Irvine Valley College Foundation (Foundation), a discretely presented component unit of the South Orange County Community College District (District), as of June 30, 2012, and the related statements of activities, functional expenses and cash flows for the year then ended. These financial statements are the responsibility of the Foundation's management. Our responsibility is to express an opinion on these financial statements based on our audit. The prior year comparative information has been derived from the Foundation's 2011 financial statements, and, in our report dated November 28, 2011, we expressed an unqualified opinion on the financial statements.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control over financial reporting. Accordingly, we express no such opinion. An audit also includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Irvine Valley College Foundation as of June 30, 2012, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Macias Jini & O'Connell LLP

Los Angeles, California
November 26, 2012

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IRVINE VALLEY COLLEGE FOUNDATION
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2012
(with comparative totals as of June 30, 2011)

EXHIBIT B

Assets	2012	2011
Cash and cash equivalents	\$ 177,465	\$ 235,137
Investments	1,018,290	1,045,846
Investments with the Foundation for California		
Community Colleges	377,726	385,334
Accounts receivable	2,716	5,614
Prepaid expenses	2,633	4,621
Total assets	<u>\$ 1,578,830</u>	<u>\$ 1,676,552</u>
Liabilities and net assets		
Liabilities		
Accounts payable	\$ 6,405	\$ 111,863
Total liabilities	<u>6,405</u>	<u>111,863</u>
Net assets		
Unrestricted	188,173	222,806
Temporarily restricted	504,507	485,032
Permanently restricted	<u>879,745</u>	<u>856,851</u>
Total net assets	<u>1,572,425</u>	<u>1,564,689</u>
Total liabilities and net assets	<u>\$ 1,578,830</u>	<u>\$ 1,676,552</u>

See accompanying notes to the financial statements.

IRVINE VALLEY COLLEGE FOUNDATION

EXHIBIT B

STATEMENT OF ACTIVITIES

Year Ended June 30, 2012

(with comparative totals for the year ended June 30, 2011)

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>	
				<u>2012</u>	<u>2011</u>
Support and revenue					
Support					
Contributions	\$ 6,746	\$ 464,756	\$ 22,894	\$ 494,396	\$ 460,266
Special events	13,815	37,140	-	50,955	119,868
In-kind donations	11,282	-	-	11,282	2,648
Donated services	394,787	-	-	394,787	375,956
Donated professional fees	13,216	-	-	13,216	16,229
Total support	<u>439,846</u>	<u>501,896</u>	<u>22,894</u>	<u>964,636</u>	<u>974,967</u>
Revenue					
Interest and dividends	9,876	11,430	-	21,306	17,874
Unrealized (loss)/gain on investments	(15,076)	(16,312)	-	(31,388)	96,431
Realized gain on investments	3,222	5,430	-	8,652	45,116
Sales and commissions	42,442	56,111	-	98,553	134,492
Other revenue	10,115	-	-	10,115	41,725
Total revenue	<u>50,579</u>	<u>56,659</u>	<u>-</u>	<u>107,238</u>	<u>335,638</u>
Total support and revenue before net assets released from restriction	490,425	558,555	22,894	1,071,874	1,310,605
Net assets released from restrictions	<u>539,080</u>	<u>(539,080)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total support and revenue after net assets released from restriction	<u>1,029,505</u>	<u>19,475</u>	<u>22,894</u>	<u>1,071,874</u>	<u>1,310,605</u>
Expenses					
Program services	782,587	-	-	782,587	650,145
Supporting services					
Management and general	143,033	-	-	143,033	161,801
Fundraising	138,518	-	-	138,518	131,525
Total expenses	<u>1,064,138</u>	<u>-</u>	<u>-</u>	<u>1,064,138</u>	<u>943,471</u>
Change in net assets	(34,633)	19,475	22,894	7,736	367,134
Net assets					
Beginning of year, as restated	222,806	485,032	856,851	1,564,689	1,197,555
End of year	<u>\$ 188,173</u>	<u>\$ 504,507</u>	<u>\$ 879,745</u>	<u>\$ 1,572,425</u>	<u>\$ 1,564,689</u>

See accompanying notes to the financial statements.

IRVINE VALLEY COLLEGE FOUNDATION

EXHIBIT B

STATEMENT OF FUNCTIONAL EXPENSES**Year Ended June 30, 2012****(with comparative totals for the year ended June 30, 2011)**

	Program Services	Management & General	Fundraising	Total	
				2012	2011
Salaries and benefits	\$ 193,423	\$ 88,872	\$ 112,492	\$ 394,787	\$ 375,956
Scholarship payments	303,155	-	-	303,155	266,089
Program activities	92,269	-	-	92,269	34,736
Special events	-	-	26,026	26,026	29,365
Professional fees	13,216	-	-	13,216	23,724
Contract services	73,208	-	-	73,208	61,555
Supplies and printing	28,493	-	-	28,493	39,152
Seminars and conferences	37,494	-	-	37,494	31,092
Dues and memberships	2,015	-	-	2,015	2,900
In-kind donations	11,282	-	-	11,282	2,648
Program equipment and software	28,032	-	-	28,032	20,636
General operating	-	54,161	-	54,161	55,618
Total	<u>\$ 782,587</u>	<u>\$ 143,033</u>	<u>\$ 138,518</u>	<u>\$ 1,064,138</u>	<u>\$ 943,471</u>

EXHIBIT B

See accompanying notes to the financial statements.

IRVINE VALLEY COLLEGE FOUNDATION

EXHIBIT B

STATEMENT OF CASH FLOWS

Year Ended June 30, 2012

(with comparative totals for the year ended June 30, 2011)

	<u>2012</u>	<u>2011</u>
Cash flows from operating activities:		
Change in net assets	\$ 7,736	\$ 367,134
Adjustments to reconcile change in net assets to net cash used in operations		
Unrealized (gain)/loss on investments	31,388	(96,431)
Realized gain on investments	(8,652)	(45,116)
Changes in operating assets and liabilities:		
Decrease/(increase) in accounts receivable	2,898	(5,614)
Decrease/(increase) in prepaid expenses	1,988	(2,260)
Increase/(decrease) in accounts payable	(105,458)	2,459
Decrease in trust accounts	-	(80)
Net cash (used in) provided by operating activities	<u>(70,100)</u>	<u>220,092</u>
Cash flows from investing activities:		
Purchase of investments	(1,492,316)	(1,259,273)
Proceeds on the sale of investments	<u>1,504,744</u>	<u>950,850</u>
Net cash provided by (used in) investing activities	<u>12,428</u>	<u>(308,423)</u>
Net decrease in cash and cash equivalents	(57,672)	(88,331)
Cash and cash equivalents, beginning of year	<u>235,137</u>	<u>323,468</u>
Cash and cash equivalents, end of year	<u><u>\$ 177,465</u></u>	<u><u>\$ 235,137</u></u>

See accompanying notes to the financial statements.

**IRVINE VALLEY COLLEGE FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2012**

EXHIBIT B

NOTE 1 - ORGANIZATION

The Irvine Valley College Foundation (Foundation) was founded in 1989 to assist in the achievement and maintenance of a superior program of public education and community participation with the South Orange County Community College District (the District) by receiving contributions from the public, raising funds, and making contributions to educational and community programs of the District and by developing, conducting and financing programs and projects designed to benefit the students enrolled in the educational and community programs of the District.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

The Foundation is a discretely presented component unit of the District and has been included in the District's basic financial statements.

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting.

Financial Statement Presentation

The Financial Accounting Standards Board (FASB) implemented the FASB Accounting Standards Codification (Codification) effective July 1, 2009. The Codification has become the source of authoritative accounting principles generally accepted in the United States of America (GAAP) recognized by FASB to be applied to nongovernmental entities. On the effective date of the Codification, the Codification superseded all then existing accounting and reporting standards. All other non-grandfathered accounting literature not included in the Codification has become non-authoritative. References to GAAP included in the Codification are noted as Accounting Standards Codification (ASC).

Classification of Net Assets

The Foundation reports information regarding its financial position and activities according to three classes of net assets:

Unrestricted net assets - Net assets that are not subject to donor-imposed stipulations.

Temporarily restricted net assets - Net assets subject to donor-imposed stipulations that may or will be met, either by actions of the Foundation and/or the passage of time. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

IRVINE VALLEY COLLEGE FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
YEAR ENDED JUNE 30, 2012

EXHIBIT B

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Classification of Net Assets (continued)

Permanently restricted net assets - Net assets subject to donor-imposed stipulations that they be maintained permanently by the Foundation. Generally, the donors of these assets permit the Foundation to use all or part of the income earned on any related investments for general or specific purposes. Earnings generated from permanently restricted net assets are primarily available for scholarships.

Cash and Cash Equivalents

Cash and cash equivalents consist of cash in an interest bearing bank account and money market funds. The Foundation considers all short-term highly liquid investments, with a maturity date of not more than three months from the date of acquisition to be cash equivalents.

Fair Value of Financial Instruments

The Foundation has applied the provisions of ASC 820, *Fair Value Measurements and Disclosures*, for fair value measurements of financial assets and financial liabilities and for fair value measurement of nonfinancial items that are recognized or disclosed at fair value in the financial statements on a recurring basis. ASC 820 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. ASC 820 also establishes a framework for measuring fair value and expands disclosure about fair value measurements.

Investments

Investments purchased by the Foundation or contributed by donors are recorded at fair value, generally based on quoted market values, on the statement of financial position. Realized gains and losses on sales of securities are determined based on the cost of the individual securities and the sale price at the date of sale. Unrealized gains and losses on marketable securities are calculated as the difference between cost and fair value of all securities on hand from one year to the next. Interest and dividend income is reported in the year earned. Investment income or loss (including realized and unrealized gains and losses on investments, interest, and dividends) is included in the statement of activities as increases or decreases in unrestricted net assets unless the income or loss is restricted by donor or law.

Contributions

Contributions, including unconditional promises to give, are recorded when made. All contributions are available for unrestricted use unless specifically restricted by the donor. Conditional promises to give are recognized when the conditions on which they depend are substantially met. Unconditional promises to give due in subsequent years are reported at the present value of their estimated future value in their respective net asset category.

IRVINE VALLEY COLLEGE FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
YEAR ENDED JUNE 30, 2012

EXHIBIT B

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Recognition of Donor Restricted Contributions

Donor-restricted support is reported as an increase in temporarily or permanently restricted net assets depending on the nature of the restriction. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

Donated Assets and Services

The Foundation records the value of donated services when there is an objective basis available to measure the value. Donated services are recorded at fair value when a specialized skill is provided that would have otherwise been purchased or paid. Donated supplies and equipment are reflected in the accompanying statement of activities as both revenue and expense since these donated items are accepted by the Foundation on behalf of Irvine Valley College.

Functional Allocations of Expenses

The costs of providing the various programs and supporting services have been summarized on a functional basis in the statement of activities. Program services include expenses incurred in supporting the educational programs at Irvine Valley College and scholarship payments. Supporting services include the administrative expenses incurred by the Foundation. In addition, certain costs have been allocated among the programs and supporting services based on estimated time spent by the Foundation's personnel.

Estimates

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Income Taxes

The Foundation is exempt from federal income and state franchise taxes under Section 501(c)(3) of the Internal Revenue Code and Section 23701(d) of the California Revenue and Taxation Code, respectively. Accordingly, there is no provision for income taxes recorded in the financial statements. The Foundation has applied ASC topic 740-10-25, *Income taxes – Overall – Recognition*, for uncertainty in tax positions and has determined there is no material impact on the financial statements. The Foundation's federal and state returns for 2011, 2010, 2009, and 2008 are subject to examination, generally for three years (federal) and four years (state) after they were filed.

IRVINE VALLEY COLLEGE FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
YEAR ENDED JUNE 30, 2012

EXHIBIT B

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Summarized Financial Information of the Prior Year

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with GAAP. Accordingly, such information should be read in conjunction with the Foundation's financial statements for the fiscal year ended June 30, 2011, from which the summarized information was derived.

NOTE 3 – RESTATEMENT OF BEGINNING NET ASSETS

The accompanying financial statements contain a restatement of beginning net assets at July 1, 2011, of temporarily restricted net assets and permanently restricted net assets. The restated beginning balances at July 1, 2011, were due to an incorrect classification of contribution revenue in the amount of \$58,295, resulting in an overstatement of permanently restricted beginning net assets and an understatement of temporarily restricted beginning net assets.

NOTE 4 - SECURED DEPOSITS

The Foundation's cash deposits are maintained at the same financial institution as the District's and are contractually insured and collateralized in accordance with California Government Code requirements to secure its deposits by pledging government securities as collateral. The market value of pledged securities is equal to 110 percent of an agency's deposits. California law also allows financial institutions to secure an agency's deposits by pledging first trust deed mortgage notes having a value of 150 percent of an agency's total deposits. Collateral is considered to be held in the name of the Foundation. At June 30, 2012, the bank balance for the Foundation of \$314,675 was entirely insured and collateralized as described above. The book balance for the Foundation was \$177,465.

In addition, the Foundation maintains cash and investment balances with a credit worthy, high quality financial institution. The financial institution that held the cash and investment balances provided up to \$500,000 protection, including \$100,000 for cash, through Securities Investor Protection Corporation (SIPC).

NOTE 5 – FAIR VALUE MEASUREMENTS

FASB ASC 820, *Fair Value Measurements and Disclosures*, establishes a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. This hierarchy consists of three broad levels: Level 1 inputs consist of unadjusted quoted prices in active markets for identical assets and have the highest priority, Level 2 inputs consist of observable inputs other than quoted prices for identical assets, and Level 3 inputs have the lowest priority. The Foundation uses appropriate valuation techniques based on the available inputs to measure the fair value of its investments. When available, the Foundation measures fair value using Level 1 inputs because they generally provide the most reliable evidence of fair value. Level 3 inputs were used only when Level 1 or Level 2 inputs were not available.

IRVINE VALLEY COLLEGE FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
YEAR ENDED JUNE 30, 2012

EXHIBIT B

NOTE 5 – FAIR VALUE MEASUREMENTS (Continued)

- Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets that the Foundation has the ability to access at the measurement date.
- Level 2 inputs are inputs other than quoted prices included within Level I that are observable for the asset, either directly or indirectly, such as quoted prices for similar assets or liabilities, quoted prices in markets that are not active, or other observable inputs that can be corroborated by observable market data.
- Level 3 inputs are unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the asset.

The level in the fair value hierarchy within which a fair value measurement in its entirety falls is based on the lowest-level input that is significant to the fair value measurement in its entirety.

The Foundation has entered into a partnership arrangement with the California Community Colleges Scholarship Endowment (Endowment) through the Foundation for California Community Colleges (FCCC). The Endowment has been set up to provide matching scholarship funds for California community colleges. The Endowment was formed through a generous \$50 million matching commitment from the Bernard Osher Foundation and an initial contribution of \$25 million. The California Community Colleges and the FCCC had until June 2011, to raise an additional \$50 million, for which the Osher Foundation provided a 50 percent match up to \$25 million. Beginning with the 2009-10 year, the Endowment distributed scholarship funding from the initial \$25 million gift to each participating community college. The allocation will be based on each college's Full Time Equivalent Student (FTES) and each scholarship is valued at maximum of \$1,000 per school year per student.

These funds will be invested in a pooled investment fund held by the Foundation for California Community Colleges (FCCC). At June 30, 2012, the fair value of this investment was \$377,726, and included an unrealized loss of \$275. The FCCC has assembled an investment advisory committee charged with the responsibility for directing and monitoring the investment management of the Endowment's assets.

Investments are presented in the financial statements at their aggregate fair value. The fair value of investments at June 30, 2012, is as follows:

	Fair Value	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Mutual funds	\$ 1,018,290	\$ 1,018,290	\$ -	\$ -
Investments with FCCC	377,726	-	377,726	-
Total	<u>\$ 1,396,016</u>	<u>\$ 1,018,290</u>	<u>\$ 377,726</u>	<u>\$ -</u>

IRVINE VALLEY COLLEGE FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
YEAR ENDED JUNE 30, 2012

EXHIBIT B

NOTE 5 – FAIR VALUE MEASUREMENTS (Continued)

The following schedule summarizes the investment return and its classifications in the statement of activities for the year ended June 30, 2012:

Net depreciation in fair value of investments	\$ (22,736)
Interest and dividend income	21,306
Investment loss	<u>\$ (1,430)</u>

NOTE 6 - NET ASSETS

Temporarily Restricted Net Assets

Temporarily restricted net assets at June 30, 2012, are restricted for the following purposes:

Program services	\$ 337,615
Scholarships	<u>178,487</u>
Total	<u>\$ 516,102</u>

Permanently Restricted Net Assets

Permanently restricted net assets totaling \$877,625 are restricted for investment in perpetuity, which represents the Foundation's endowment funds.

Net Assets Released from Restrictions

Net assets of \$539,080 were released from temporarily restricted net assets during the fiscal year. The Foundation met donor imposed restrictions by incurring qualified expenses.

Program services	\$ 244,372
Scholarships	<u>294,708</u>
Total	<u>\$ 539,080</u>

NOTE 7 - ENDOWMENT

The Foundation's endowment consists of 38 individual funds established for a variety of purposes. Its endowment includes both endowment funds held by the District and the Foundation for California Community Colleges. As required by GAAP, net assets associated with endowment funds are classified and reported based on the existence or absence of donor-imposed restrictions. The Foundation does not maintain any Board designated endowment funds.

IRVINE VALLEY COLLEGE FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
YEAR ENDED JUNE 30, 2012

EXHIBIT B

NOTE 7 - ENDOWMENT (Continued)

Interpretation of Relevant Law

The Board of Governors of the Foundation has interpreted the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Foundation classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment fund that is not classified in permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by the organization in a manner consistent with the standard of prudence prescribed by UPMIFA. In accordance with UPMIFA, the organization considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

- (1) The duration and preservation of the fund
- (2) The purposes of the organization and the donor-restricted endowment fund
- (3) General economic conditions
- (4) The possible effect of inflation and deflation
- (5) The expected total return from income and the appreciation of investments
- (6) Other resources of the organization
- (7) The investment policies of the organization

Return Objectives and Risk Parameters

The Foundation has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of the endowment assets. Endowment assets include those assets of donor-restricted funds that the organization must hold in perpetuity or for a donor-specified period(s). Under this policy, as approved by the Board of Governors, the endowment assets are invested in a manner that is intended to maximize investment earnings while assuming a moderate level of investment risk. The Foundation expects its endowment funds, over time, to provide an average rate of return of approximately 5 percent annually. Actual returns in any given year may vary from this amount.

Strategies Employed for Achieving Objectives

To satisfy its long-term rate-of-return objectives, the Foundation relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). The Foundation targets a diversified asset allocation that places a greater emphasis on equity-based investments to achieve its long-term return objectives within prudent risk constraints.

IRVINE VALLEY COLLEGE FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
YEAR ENDED JUNE 30, 2012

EXHIBIT B

NOTE 7 - ENDOWMENT (Continued)

Spending Policy and How the Investment Objectives Relate to Spending Policy

The Foundation has a policy of appropriating for distribution each year 3 percent of its endowment fund's average fair value over the prior 12 quarters through the calendar year-end proceeding the fiscal year in which the distribution is planned. In establishing this policy, the Foundation considered the long-term expected return on its endowment. Accordingly, over the long term, the Foundation expects the current spending policy to allow its endowment to grow at an average of 2 percent annually. This is consistent with the Foundation's objective to maintain the purchasing power of the endowment assets held in perpetuity or for a specified term as well as to provide additional real growth through new gifts and investment return.

Endowment net asset composition by fund as of June 30, 2012, is as follows:

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Donor-restricted endowments	\$ (29,632)	\$ 88,255	\$ 879,745	\$ 938,368

Changes in the Foundation's endowment as of June 30, 2012, are as follows:

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Endowment net assets, beginning of year, as restated (Note 3)	\$ (29,632)	\$ 117,696	\$ 856,851	\$ 944,915
Investment return				
Investment income	-	11,430	-	11,430
Net realized and unrealized loss	-	(3,274)	-	(3,274)
Total investment return	-	8,156	-	8,156
Contributions	-	-	22,894	22,894
Appropriation for endowment spending	-	(37,597)	-	(37,597)
Endowment net assets, end of year	\$ (29,632)	\$ 88,255	\$ 879,745	\$ 938,368

IRVINE VALLEY COLLEGE FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
YEAR ENDED JUNE 30, 2012

EXHIBIT B

NOTE 7 - ENDOWMENT (Continued)

Funds with Deficiencies

From time to time, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level that the donor or UPMIFA requires the Foundation to retain as a fund of perpetual duration. In accordance with GAAP, deficiencies of this nature are reported in unrestricted net assets. There were no deficiencies as of June 30, 2012.

NOTE 8 - RELATED PARTIES

To assist the Foundation in carrying out its purpose, the District provides administrative services to the Foundation. The District pays salaries and benefits of the executive director and foundation specialist and contributed to the Foundation's audit fee. In addition, working space for employees who perform administrative services for the Foundation is provided by the District at no charge. The donated services included \$394,787 of salaries and benefits and \$13,216 for contract services. These donated services have been reflected in the accompanying statement of activities as revenues under donated services and donated professional fees and as expenses under salaries and benefits and contract services. The value of donated facilities has not been determined and is therefore not included in the accompanying financial statements; however, management does not believe the amount to be material.

NOTE 9 - SUBSEQUENT EVENTS

The Foundation has evaluated subsequent events through November 26, 2012, which is the date the financial statements were issued.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Grant Acceptance, Career Development Work-Based Learning Linkages to Professional Organizations, Year Five

ACTION: Approval

BACKGROUND

This statewide leadership grant offered by California Community Colleges Chancellor's Office (CCCCO) is for a fifth year of funding. Known as "Career Development Work-Based Learning Linkages to Professional Organizations," this grant requires a college-based home where the host understands the value of serving a statewide need for developing relationships between national, state, and regional professional associations and career technical education faculty, students, and programs. Intended outcomes include increased engagement of association members in developing academic programs, internships, and placement opportunities for community colleges. Irvine Valley College was offered this grant because of its growing reputation in providing career technical education leadership in Southern California, and specifically the Orange County/Los Angeles region.

STATUS

We are currently hosting this grant in its fourth year of funding and will continue with the fiduciary responsibilities by serving as fiscal agent in this fifth year project. Irvine Valley College has completed the necessary paperwork required by the CCCCCO. The Grant Application Abstract and Grant Agreement are presented in Exhibit A. The multi-year granting period is from November 1, 2012 through November 30, 2014.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept this fifth year award of \$500,419.00 from the CCCCCO for the "Career Development Work-Based Learning Linkages to Professional Organizations" grant, RFA No. 12-034-001.

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

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
UNIT APPLYING: IRVINE VALLEY COLLEGE**

GRANT APPLICATION ABSTRACT

1. **PROJECT TITLE:** Career Development Work-Based Learning Linkages to Professional Organizations (Funding Year 5)
2. **PROJECT DIRECTOR:** Susan Coleman (Principal) & David D. Gatewood (Associate)
3. **PROJECT ADMINISTRATOR:** David D. Gatewood
4. **GRANTOR AGENCY:** State Chancellor's Office
5. **FUNDING SOURCE:** SB70
6. **STARTING AND ENDING DATES OF THE PROJECT:** November 1, 2012 – November 30, 2014
7. **EXECUTIVE SUMMARY OF THE PROJECT (limit 125 words):**

Professional Associations are an untapped resource for Career Technical Education students and faculty statewide for connecting with business and industry related to work-based learning experiences, scholarships, and ultimately student employment. This fifth award will build on the work of the first four awards.

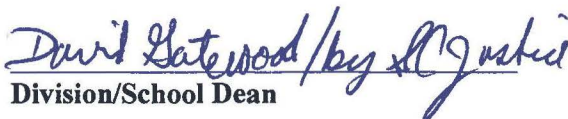
Grant objectives:

- Create a professional association resources database
- Develop opportunities for faculty, counselors, career professionals, and students to increase industry knowledge and experience through professional associations
- Implement *CACareerCafe.com* website's work-based learning activities, tools, and resources supporting educational, career, and personal development goals
- Continue to establish and train a network of intermediaries in each region of the State to deliver career development and work-based learning activities, tools, and resources to community colleges
- Work alongside CCCCO to integrate career modules into CA Career Cafe

8. **SUMMARY BUDGET**

Grant Award	In Kind Matching	Indirect Costs	Project Total
\$481,172.00	\$ N/A	\$19,247.00	\$500,419.00

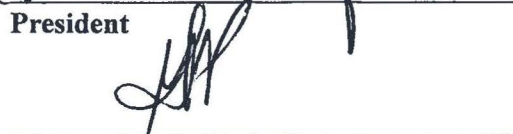
9. **APPROVALS**


Division/School Dean

 11/26/12
Vice President of Instruction


President


Vice Chancellor, Technology & Lrng Serv


Chancellor

EXPENDITURES SUMMARY

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

	GRANT (Amount)	MATCHING* (In-Kind/Actual)	SOURCE OF MATCH (Partnership/College/Vendor)
1000 Certificated Salaries	\$ <u>1,000.00</u>	\$ _____	_____
2000 Classified Salaries	\$ <u>72,000.00</u>	\$ _____	_____
3000 Benefits	\$ <u>27,000.00</u>	\$ _____	_____
4000 Supplies	\$ <u>2,300.00</u>	\$ _____	_____
5000 Contracted Services and Other Expenses	\$ <u>369,872.00</u>	\$ _____	_____
6000 Capital Outlay	\$ <u>9,000.00</u>	\$ _____	_____
7000 Other Charges (e.g.: Indirect Costs)	\$ <u>19,247.00</u>	\$ _____	_____
TOTALS	\$ <u>500,419.00</u>	\$ _____	_____

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

PROJECT PERSONNEL (reflects the Expenditure Detail above)

<u>Positions</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>New</u>	<u>Existing</u>
1. Student Help/Work Study	[]	[X]	[]	[X]
2. Administrator	[]	[X]	[]	[X]
3. Classified Manager	[X]	[]	[]	[X]

PARTNERSHIPS (if applicable)

Partnership Name/Location _____

•Retail	•Technology	•Real Estate Public	•Public: City, Education, Municipalities
•Hospitality	•Health Care	•Manufacturing	•Charitable Non-Profit •Financial

Partnership Name/Location _____

•Retail	•Technology	•Real Estate Public	•Public: City, Education, Municipalities
•Hospitality	•Health Care	•Manufacturing	•Charitable Non-Profit •Financial

**THIS FORM MAY BE REPLICATED
BUT UNDER NO CIRCUMSTANCES CAN THE LANGUAGE BE ALTERED**

BOG, California Community Colleges Chancellor's Office - 6870	DISTRICT USE ONLY	
	District (Grantee): <u>South Orange County CCD</u>	
	College: <u>Irvine Valley College</u>	

Grant Agreement	BOG-CCCCO USE ONLY	
CTE Pathways Initiative	Grant Agreement No.: <u>12 - 034 - 001</u>	
Career Development Work-based Learning Linkages to Professional Organizations	Funding Fiscal Year	
RFA # <u>12 - 034</u>	<u>2012-13</u>	Total Amount Encumbered : \$ <u>500,419</u>

This grant is made and entered into, by and between, the BOG, California Community Colleges Chancellor's Office and the aforementioned district, hereafter referred to as the Grantee. The grant shall consist of this Grant Agreement face sheet and the Grantee's application, with all required forms. The RFA Specification and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 11/11 and II, Rev. 4/08), as set forth in the RFA Instructions are incorporated into this grant by reference.

The total amount payable for this grant shall not exceed the amount specified above as "Amount Encumbered".

The term of this grant shall be from November 1, 2012 to November 30, 2014. The Final Report must be submitted within 30 days of the grant end date.

This grant is subject to any additional restrictions, limitations or conditions enacted in the state budget and/or Executive Orders that may affect the provisions, term, or funding of this agreement in any manner.

GRANTEE	
Project Director: David Gatewood	Total Grant Funds Requested: \$ <u>500,419</u> Total Match Funds, (if applicable): <u>—</u>
Signature, Chief Executive Officer (or authorized Designee)	
Date:	
Print Name/Title of Person Signing:	District Address: 28000 Marguerite Pkwy Mission Viejo, CA 92692

STATE OF CALIFORNIA						
Project Monitor: Cynthia McFarland		Agency Address: 1102 Q Street, 4th Floor Sacramento, CA 95811				
Item:	Object of Expenditure	Chapter	Statute	Fiscal Year	Amount	
6870 - 680 - 0001	3235 - 751 - 40445	2x4	2009	2012-13	\$	500,419
-	-	-	-	-	-	-
Total Amount Encumbered : \$						500,419

Signature, Accounting Manager (or Authorized Designee) Budgeted funds are available for the period and purpose of the expenditures stated above.	
Date:	
Signature, Executive Vice Chancellor (or authorized Designee)	
Date:	
Print Name/Title of Person Signing: Steve Bruckman, Executive Vice Chancellor	

**Chancellor's Office
California Community Colleges
Application Budget Summary**

RFA Specification No.: 12-034-001

Program Year: 2012-13

RFA Specification Title: Career Development Work-Based Learning Linkages to Professional Organizations

Telephone No.: (949) 451-5650/(949) 451-5777

District/College: South Orange County CCD/Irvine Valley College

Fax No.: (714) 258-8081

Object of Expenditure	Classification	Line	Total Program Funds Requested	Other Source of Funds	Match, if required
1000	Instructional Salaries	1	1,000.00		
2000	Noninstructional Salaries	2	72,000.00		
3000	Employee Benefits	3	27,000.00		
4000	Supplies and Materials	4	2,300.00		
5000	Other Operating Expenses and Services	5	369,872.00		
6000	Capital Outlay	6	9,000.00		
7000	Other Outgo	7			
Total Direct Costs¹		8	481,172		-
Total Indirect Costs (4% of line 8)		9	19,247.00		
Total Project Costs		10	500,419.00		-

¹Administration is limited to 5% of the Total Direct Expenditures (Voc Ed only)

NOTE: Provide an Application Budget Detail Sheet for each funding source including match, if required.

I authorize this cost proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with applicable State and federal regulations.

Project Director Name/Title

(Signature)
(Authorized Signature)

10/3/2012
Date

☒ **District Chief Business Officer**

(Signature)
(Authorized Signature)

10/4/12
Date

Application Budget Detail

District: South Orange County Community College District

Chancellor's Office College: Irvine Valley College
California
Community Colleges

RFA Specification No.: 12-034-001

Program Year: 2012-13

Source of Funds: Career Technical Education Pathways Initiative

Object of Expenditure	Classification	Total Program Budget	Match, if required
1000	Faculty Stipends	1,000.00	
2000	Classified Support	50,000.00	
2000	Temporary Short-Term	20,000.00	
2000	Project Special Services Support	2,000.00	
3000	Benefits	27,000.00	
4000	Supplies/Materials	2,300.00	
5000	Conference/Travel	5,000.00	
5000	Community Relations	10,000.00	
5000	Contract Printing	3,000.00	
5000	Contract Services	301,372.00	
5000	Contract Software	500.00	
5000	Advertising	35,000.00	
5000	Grant Participant Allocations	15,000.00	
6000	New Equipment - Technology	9,000.00	
Total Direct Costs		481,172.00	-
Total Indirect Costs (4% of Direct Costs)		19,247.00	-
Total Project Costs		500,419.00	-

Chancellor's Office
California Community Colleges

District: South Orange County Community College District
College: Irvine Valley College
Funding Source: 12-034-001

APPLICATION ANNUAL WORKPLAN

Objective	Procedure/Activities	Performance Outcomes	Timelines	Responsible Person(s)
1. Continue to research and identify business and industry related professional associations by industry sector and career pathway.	1.1 Contact Perkins collaborative grants in industry sectors for professional association linkages.	Perkins collaborative grant directors contacted for industry sectors professional association linkages.	December 2014	Susan Coleman Rita Jones Research Assistant
	1.2 Meet with WBL and CD advisory committee for professional association WBL project.	Meetings with project advisory committees.	Ongoing	Susan Coleman Rita Jones
	1.3 Offer to do Career Café training for staff development activities of the business and industry advisory committees or collaborative grants.	Conduct 5 trainings for collaborative or advisory faculty staff development activities.	Ongoing	Susan Coleman Rita Jones
	1.4 Continue to populate database for professional association information by industry sector.	Increase in the number of professional association information in database.	December 2014	Susan Coleman Rita Jones Research Consultant

	1.5 Determine career pathways to research for professional association affiliation.	Career pathways identified to be included in the project within an industry sector.	Ongoing	Susan Coleman Rita Jones Advisory Committee
	1.6 Maintain data base system for storing professional association information.	Database system monitored, maintained and revised as needed.	February 2013	Project Consultant Web Coordinator

Chancellor's Office
California Community Colleges

District: South Orange County Community College District
College: Irvine Valley College
Funding Source: 12-034-001

APPLICATION ANNUAL WORKPLAN

Objective	Procedure/Activities	Performance Outcomes	Timelines	Responsible Person(s)
2. Continue to develop resources and activities to connect students to professional associations.	2.1 Identify professional associations to be contacted in 15 industry sectors.	Professional associations identified in 15 industry sectors.	Ongoing	Susan Coleman Rita Jones Research Assistant
	2.2 Identify stars of professional associations that can be used for videos and panel discussions with students, counselor and faculty.	Stars in industry sector professional associations identified and interviewed; invited to participate in panel presentations.	December 2013	Susan Coleman Rita Jones Advisory Committee Members
	2.3 Develop resources and activities for counselors, career staff, and faculty to connect students to professional associations for information, experience, mentors, and the workplace.	Generic pathway resource developed for more in-depth exploration by students; posted on cacareercafe.com website.	Ongoing	Susan Coleman Rita Jones Project Consultant
	2.4 Identify regional/local branches of national associations.	Regional/local branches of national associations identified for all regions of California.	Ongoing	Susan Coleman Rita Jones Research Assistant
	2.5 Develop resources for students to connect them to	Location and access of information determined.	Ongoing	Susan Coleman Rita Jones

	professional associations through the CaCareerCafe.org.			Advisory Committee Project Consultant Web Coordinator
	2.6 Maintain professional association information in the database.	Information organized and maintained in a database.	Ongoing	Research Assistant Web Coordinator
	2.7 Continue to use videos of professionals and students on the CaCareerCafe.com website.	Videos uploaded and connected to students activities and also uploaded to CaCareerBriefs.com website.	December 2013	Susan Coleman Rita Jones

Chancellor's Office
California Community Colleges

District: South Orange County Community College District

College: Irvine Valley College

Funding Source: 12-034-001

APPLICATION ANNUAL WORKPLAN

Objective	Procedure/Activities	Performance Outcomes	Timelines	Responsible Person(s)
3. Continue to improve the CaCareer Café with high quality work-based learning activities, tools, and resources that promote students' education, career, and personal development goals.	3.1 Research and develop a plan for the development of the activities, tools, and resources. Continue to research and update activities and resources.	Plan for activities, tools and resources to be developed to support high quality work-based learning.	December 2013	Susan Coleman Rita Jones Project TEAM
	3.2 Hire consultants for project TEAM.	Consultants hired for research, writing, instructional design, and graphics.	July 2013	Susan Coleman Project Assistant
	3.3 Develop the activities, tools and resources.	Consultant works with project team to develop activities, tools, and resources to connect students to professional organizations.	December 2013	Susan Coleman Rita Jones Project Consultants

	3.4 Design content, graphic format, and delivery for career development and work-based learning activities, tools, and sources.	Work-based learning activities, tools, and resources designed, updated, and uploaded to cacareercafe.org website.	December 2013	Susan Coleman Rita Jones Project Consultant Graphic Artist
	3.5 Continue to design, print, and distribute high quality marketing materials for website projects for students and career professionals.	High quality marketing materials designed, printed, and distributed to students and career professionals; distribution tracked.	Ongoing	Susan Coleman Project Consultants Project Assistant
	3.6 Pilot work-based learning activities with faculty and students.	Activities pilot tested with students and faculty.	June 2013	Susan Coleman Rita Jones Trainers
	3.7 Activities, tools and resources evaluated by faculty, students and project TEAM.	Activities, tools, and resources evaluated for effectiveness.	June 2013	Susan Coleman Rita Jones Project Consultant Trainers
	3.8 Activities, tools, and resources revised to meet the needs of students and faculty.	Activities, tools and resources revised.	January 2013	Susan Coleman Rita Jones Project Consultant
	3.9 Activities, tools and resources uploaded to website to be determined.	Activities, tools, and resources available online for students and faculty.	December 2013	Web Coordinator Susan Coleman
	3.10 Work with Career Development Advisory Committee to plan fall and spring staff development workshops.	Fall and spring staff development workshops for 200 counselors and career professionals.	December 2013	Susan Coleman Rita Jones CD Advisory Committee

	3.11 Work with Geo Solutions to continue to implement portal to VOS system via CaCareer Café.com.	Jobs portal for CCC students available on CaCareerCafe.com website to link students to jobs and the economy.	December 2013	Susan Coleman Consultants Web Coordinator
	3.12 Market jobs portal to ccc students.	Community college students to use jobs portal on the CaCareer Café.com website.	Ongoing	Susan Coleman Rita Jones Web Coordinator Charlene Reed
	3.13 Market jobs portal to California business and industry.	Business and industry partners to post jobs and internships via ccc web portal on CaCareerCafe.com website.	Ongoing	Susan Coleman Rita Jones Charlene Reed Web Coordinator
	3.14 Monitor CaCareerCafe.com website usage.	Usage of CaCareerCafe collected and monitored.	Weekly	Susan Coleman Web Coordinator

Chancellor's Office
California Community Colleges

District: Coast Community College District

College: Orange Coast College

RFA Specification Number 12-034-001

APPLICATION ANNUAL WORKPLAN

Objective	Procedure/Activities	Performance Outcomes	Timelines	Responsible Person(s)
4. Increase the number of faculty, counselors, career staff, and administrators using the CaCareerCafe to prepare and connect their students to the workplace through professional associations.	4.1 Develop and present a series of training events with supporting materials and resources that utilizes professional associations in the career development process including workshops, webinars, BLOG, and leadership conferences for CTE faculty.	Two Workshops planned for fall 2013.	December 2012	Susan Coleman Rita Jones Dr. Kate Brooks CD Advisory Committee Academic Senate Leaders Project staff
	4.2 Plan and present two 1 1/2-Day workshops in for counselors and career staff who completed training in fall 2013 in the North and South.	Conference sites located and reserved for training.	June 2013	Susan Coleman Rita Jones Project Consultant
	4.3 Research sites for fall workshops.	Training materials are developed that emphasize the	July 2013	Susan Coleman Rita Jones

		value of professional associations, career development module and student success resources.		
	4.4 Develop training materials that link faculty, counselors, and career staff with a professional associations and student success modules and resources.	Develop materials for workshop/classroom use with handouts, worksheets, web links, publicity ideas and other information related to professional associations career development module and student success resources.	August 2013	Susan Coleman Rita Jones Project Consultant
	4.5 Develop training materials for participants in workshops.	Resources and handouts developed and utilized for training counselors, faculty, and career staff.	November 2013	Project Consultant Rita Jones
	4.6 Develop training resources for workshops and webinars.	Career Development Advisory teams will conduct training for counselors/career staff at their local campus and a regional workshop utilizing information and materials and resources they received at the train-the-trainer workshop.	November 2013	Project Consultant Rita Jones
	4.7 Work with Career Development advisory committee to plan, develop and deliver local and regional workshops for counselors/career at their college in their region	Each advisory member will deliver a workshop/activity at their college and region on the materials and resources development for professional associations around appreciative coaching.	March – June 2013	Susan Coleman Rita Jones Advisory Committee Project Consultant

	utilizing the information, materials, and resources they learned at workshops and webinars.			
	4.8 Work with Advisory Committee to develop a local regional activity to be delivered by the counselor/career staff that have completed appreciative coaching training focusing on connecting students to professional organizations.	Participants evaluate experiences, materials, and resources presented at Train-the-Trainer workshops and regional workshops.	May 2013	Susan Coleman Rita Jones Advisory Committee
	4.9 Evaluate experiences, material, resources, and workshop.	Activities, resources, and tools for working with professional associations are revised.	June 2013	Susan Coleman Rita Jones Project Consultant
	4.10 Revise activities, resources, and tools developed.	Webinars on using cacareercafe.com website planned and scheduled.	January 2014	Susan Coleman Rita Jones Project Consultant
	4.11 Develop plan for webinars on CaCareerCafe.com.	Webinars marketed to counselors, career staff, and faculty.	July 2013	Susan Coleman Rita Jones Project Consultant
	4.12 Market webinars to faculty and counselors statewide.	Webinars on social networking and student success.	May 2013	Rita Jones Project Assistant
	4.13 Plan, market, and deliver a series of webinars on social media and student success topics identified by consultant for faculty,	Webinar series evaluated by participants.	July 2014	Susan Coleman Rita Jones Project Consultant

	counselors and career professionals.			
	Track participation in webinars.	Project TEAM and consultants to provide technical assistance to counselors, career staff, and faculty.	September 2013	Susan Coleman Rita Jones Project TEAM
	Provide technical assistance to counselors, faculty, and career staff utilizing CACareerCafe.com website.	Usage and effectiveness of CaCareer Café.com website monitored and evaluated.	Ongoing	Rita Jones Project TEAM
	Evaluate usage of CaCareerCafe.com.		Ongoing	Susan Coleman Rita Jones Project TEAM

Chancellor's Office
California Community Colleges

District: South Orange County Community College District

College: Irvine Valley College

RFA Specification Number: 12-034-001

APPLICATION ANNUAL WORKPLAN

Objective	Procedure/Activities	Performance Outcomes	Timelines	Responsible Person(s)
5. Develop website and materials for "Work-Based Learning: Linkages to Professional Organizations" for CTE faculty, counselors and career staff.	5.1 Work with Career Development Advisory and WBL Advisory Committee, to revise CaCareerBriefs.com website for counselors, career staff and faculty.	Plan for CaCareerBriefs.com website developed for counselors, career professionals, and faculty.	August 2013	Susan Coleman Rita Jones Advisory Committee Web Coordinator Consultant
	5.2 Develop content for CaCareerBriefs.com website.	Content uploaded to CaCareerBriefs.com website.	December 2013	Susan Coleman Rita Jones Advisory Committee Project Consultants Web Consultant
	5.3 Design graphics for CaCareerBriefs.com website.	Graphics designed for CaCareerBriefs.com website.	December 2013	Project TEAM Graphic Artist
	5.4 Develop marketing plan for CaCareerBriefs.com that include social media and print resources.	Marketing plan developed and implemented.	January 2013	Project TEAM
	5.5 Marketing materials designed and developed for	Marketing materials distributed to counselors,	Ongoing	Project TEAM Graphic Artist

	5.6 CaCareerBriefs.com website.	faculty and career staff.		Project Consultant
	5.7 Evaluate effectiveness of CACareerBriefs.com website.	CaCareerBriefs.com website evaluated by users.	Ongoing	Susan Coleman Rita Jones Project Consultants
	5.8 Track the number of counselors, career staff, and faculty using the website.	Website usage tracked and evaluated.	Ongoing	Susan Coleman Rita Jones Admin Assistant
	5.9 Update and expand materials and resources connecting students to professional association.	Monitor number of students using the Professional Association database.	Ongoing	Susan Coleman Rita Jones CDA Advisory Committee

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Board Policy Revision: BP-138: Recording of Board of Trustee Meetings, BP-158: Political Activity, BP-2125: Weapons on Campus, BP-3102: Investment Policy, BP-3502: Campus Safety, BP-6105: Graduation Requirements for Degrees and Certificates of Achievement

ACTION: Review and Study

BACKGROUND

Board policies and administrative regulations are periodically reviewed to ensure that they are satisfactory, meet the District's needs, and are in compliance with current laws and regulations.

STATUS

Six board policies are presented to the board for "Review and Study." The new language and amendments to the board policies were reviewed and revised by the District's Board Policy and Administrative Regulation Advisory Council and includes collegial consultation with the Academic Senates, pursuant to Title 5 Section 53200 et. seq.

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Council on December 6, 2012 for review and recommendation to the Chancellor.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept for review and study the board policies, as shown in Exhibit A through F.

BOARD POLICY

138

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

RECORDING OF BOARD OF TRUSTEE MEETINGS

Any audio or video recording of an open and public Board meeting made by or at the direction of the Board~~If the Board causes any tape or video recording of a meeting, the recording~~ shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code ~~Sections 6250, et seq.~~ The Chancellor shall enact administrative procedures to ensure that any such recordings are maintained for at least thirty days following the taping or recording.

Persons attending an open and public meeting of the Board may, at their own expense, record the proceedings with an audio or video tape recording or a still or motion picture camera or may broadcast the proceedings. However, if the Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the President of the Board of Trustees to stop.

Reference:

Government Code Sections 54953.5, 54953.6; 6250

Education Code Section 72121(a)

BOARD POLICY

158

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

POLITICAL ACTIVITY

Members of the Board of Trustees shall not use District funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing board.

Initiative or referendum measures may be drafted on an area of legitimate interest to the District. The Board may by resolution express the board's position on ballot measures. Public resources may be used only for informational efforts regarding ~~ballot~~ District Bond measures.

Reference:

*Education Code Sections 7054.1; 7056;
Government Code 8314*

BOARD POLICY

2125

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

ADMINISTRATION

WEAPONS ON CAMPUS

Firearms or other weapons shall be prohibited on any college or district site or in any facility of the District except for activities conducted under the direction of district officials and as authorized by the Campus Chief of Police. ~~Any person who believes that he or she may properly possess a firearm or other weapon on campus or in a District site or other facility of the District must promptly notify Campus Police.~~

~~Activities involving firearms, knives, explosives, dangerous objects or weapons conducted under the direction of District officials, shall be authorized by a campus Chief of Police, before taking place.~~

~~Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2 1/2 inches, or any other weapon as described in California Penal Code Section 626.10, onto campus grounds is prohibited by law, with the exception of a duly appointed peace officer who is engaged in the performance of his or her duties, regardless of whether the person has been authorized by a District employee to have the weapon. Prior authorization must be obtained from a Campus Police Chief in advance of bringing any of the aforementioned weapons onto District property.~~

References:

Penal Code Sections 626.9h and 626.10

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

3102
BUSINESS

INVESTMENT POLICY

The Chancellor is responsible for ensuring that ~~the District funds of the District that are~~ invested that are not required for the immediate needs of the District be invested : ~~Investments shall be~~ in accordance with current laws, ~~including California Government Code Sections 53600, et seq.~~

Investments shall be made based on the following criteria:

The preservation of principal shall be of primary importance.

The investment program must remain sufficiently flexible to permit the District to meet all operating requirements.

Transactions should be avoided that might impair public confidence.

The Board of Trustees has given the authority to manage the investments of the Retiree Health Benefits Trust to the Retirement Board of Authority (RBOA).

The District's Chief Fiscal Officer must provide the Chancellor and the Board of Trustees with, at least, the required quarterly and annual reports on investments ~~as specified by Government Code Section 53646.~~

This policy will be reviewed periodically, as needed, to ensure its consistency with the objectives of safety, yields, and possible changes in applicable laws and financial trends. Any proposed amendments will be presented to the Board for review prior to approval.

All private investment advisors/managers, legal counsel, or any other financial professionals employed or retained by the District including, without limitation, financial advisors, underwriters, bond counsel, and disclosure counsel must review this policy and sign the statement of compliance confirming that they have reviewed this investment policy and will fully comply with its requirements.

[See Administrative Regulation 3102-Investments]

Reference:

Government Code Section 53600 et seq.

Adopted: 9-16-96
Revised: 4-26-99
Revised: 9-29-03
Revised: 10-27-08

BOARD POLICY

3502

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS

CAMPUS SAFETY

The board is committed to a safe and secure District work and learning environment. To that end, the Chancellor shall establish a campus safety plan and ensure that it is posted or otherwise made available to students. The campus safety plan shall include availability and location of security personnel, methods for summoning assistance of security personnel, any special safeguards that have been established, any actions taken in the preceding 18 months to increase safety, and any changes in safety precautions to be made during the next 24 months. The South Orange County Community College District maintains a District Department of Campus Safety Police Policy Manual-, which is reviewed annually in compliance with the Jeanne Clery Act.

Reference:

Education Code 67380(a)(4)

Jeanne Clery Act

BOARD POLICY

6105

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

INSTRUCTION

GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES OF ACHIEVEMENT

The District grants the degrees of Associate in Arts (AA), Associate in Arts for Transfer (AA-T), Associate in Science (AS), and Associate in Science for Transfer (AS-T) to those students who have completed the subject requirements for graduation and who have attained a 2.0 grade point average in courses applicable to the degree. Students must also complete the general education, residency, and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement upon successful completion of a State approved pattern of degree-applicable coursework.

The Chancellor, in consultation with the faculty, shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the local curriculum committee. The procedures shall assure that graduation requirements are published in the colleges' catalogs and included in other resources that are convenient for students.

Reference:

Education Code Section 70902(b)(3)

Title 5, Sections 55060 et. seq.

Board Policy – 2100.1-Delegation of Authority to Academic Senate

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Board Policy Revision: BP-3410: Nondiscrimination, BP-5140: Disabled Students Programs and Services, BP-5505: Grade Grievance Policy, BP-5150: Extended Opportunity Programs and Services, BP-6110: Articulation of Courses and Programs, BP-1900-Alcoholic Beverages, BP-3004: Public Records, BP-3005: Designation of Authorized Signatures, BP-4073: Faculty Reassigned Time and Stipends

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

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

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Council on November 8, 2012 for review and recommendation to the Chancellor and presented to the Board of Trustees for review and study at the November 19, 2012 board meeting.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept for discussion/approval the board policies, as shown in Exhibit A through I.

BOARD POLICY

3410

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS

NONDISCRIMINATION

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because he she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Chancellor shall establish administrative regulations that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics.

References:

Education Code Sections 66250 et seq., 72010 et seq., 87100 et seq.;

Title 5 Sections 53000 et seq. and 59300 et seq.;

Penal Code Section 422.55;

Government Code Sections 12926.1 and 12940 et seq.

BOARD POLICY

5140

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS

DISABLED STUDENTS PROGRAMS AND SERVICES

Students with disabilities shall be provided with assistance in the regular educational programs in the District to the extent possible.

The Disabled Students Programs and Services (DSPS) program shall be the primary provider for support programs and services that facilitate equal educational opportunities for disabled students who can profit from instruction as required by federal and state laws.

DSPS services shall be available to students with disabilities verified through DSPS Center. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, accessible facilities, equipment, instructional programs, rehabilitation counseling and academic counseling.

No student with disabilities is required to participate in the Disable Students Programs and Services program.

The District shall comply with all requirements established by the relevant law and regulations.

References:

Education Code Sections 67310 and 84850;

Title 5 Sections 56000 et seq.

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

5505
STUDENTS

GRADE GRIEVANCE POLICY

I. GENERAL PROVISIONS

A. Grade Grievance

By law, the instructor is solely responsible for the grades assigned; no instructor may be directed to change a grade except in certain narrow circumstances authorized by California Education Code, ~~Section 76224(a)~~.

B. California Education Code Section 76224(a)

When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final.

This policy provides the procedures for challenging grades given in any course of instruction offered in the District. This policy does not apply to the following:

1. The challenge process for prerequisites, corequisites, advisories, and limitations on enrollment.
2. Student discipline.
3. Employee discipline.
4. Challenges to established district policies and administrative regulations.
5. Financial claims against the District.

II. DEFINITIONS

- A. Mistake: an unintentional act, omission or error by the instructor or the college.
- B. Fraud: a deception deliberately practiced in order to secure unfair or unlawful gain.
- C. Bad Faith: an intent to deceive or to act in a manner contrary to law and/or a grade assigned because of a student's protected characteristics contrary to Education Code ~~Section 66250 et. seq. (including, but not limited to, Section 66270)~~ and Title 5, California Code of Regulations, ~~Section 593000 et. Seq.~~ If, pursuant to the discrimination and harassment complaint procedure it is determined that a grade was

the results of discrimination or harassment the grade may be changed as a remedy for the discrimination or harassment.

- D. Incompetence: a lack of ability, legal qualification, or fitness to discharge a required duty.
- E. Day: Unless otherwise provided, day shall mean any day on which the District administrative offices are open for business. The deadlines contained herein may be modified by mutual agreement of the parties.
- F. Student: A currently enrolled student or a former student. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code ~~Section 76224(a)~~ and the provisions herein.
- G. Respondent: Any person claimed by a grievant to be responsible for the alleged grievance.
- H. The College President: The President of the College or a designated representative of the College President.
- I. Ombudsperson: The College President shall appoint an employee who shall assist students in seeking resolution by informal means. This person shall be called an ombudsperson.

III. INFORMAL RESOLUTION

Any student who believes he or she has a grade grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to resolve the problem with the faculty member with whom the student has the grievance or that person's dean or designee. If informal resolution of the problem is not possible, the student may elect to pursue a formal grievance pursuant to the procedures herein.

IV. FORMAL GRIEVANCE PROCESS

A. Written Statement of Grievance

Any student who believes he or she has a grade grievance shall file a written, signed Statement of Grievance form stating the basis for the grade grievance with the appropriate dean or designee no later than 45 days after the student knew or should have known of the grade in the course. The dean or designee shall provide a copy of the written Statement of Grievance form to the affected faculty member within 5 days after

the form has been filed. The Statement of Grievance must be filed whether or not the student has initiated efforts at informal resolution, if the student wishes the grievance to become official. The faculty member shall not engage in any conduct that may be construed as retaliation for filing the grievance. Filing a grievance is a protected activity.

B. Request for a Grievance Hearing

The student may request a grievance hearing after the written Statement of Grievance form has been filed. A request for a grievance hearing shall be filed with the appropriate dean or designee on a Request for Grievance Hearing form within 30 days after filing the Statement of Grievance.

The student may withdraw his/her written Statement of Grievance and/or Request for a Grievance Hearing at any time. The notice of withdrawal shall be in writing and filed with the appropriate dean or designee. The dean or designee shall notify the affected faculty member in writing within 5 days that the student has withdrawn the grievance and no further action may be taken.

C. Grievance Hearing Panel

1. The Grievance Hearing Panel shall consist of the appropriate dean or designee, a representative appointed by the Associated Student Government and a faculty member appointed by the Academic Senate.
2. Within 15 days following receipt of the Request for Grievance Hearing, the Hearing Panel shall meet to select a Chair and to determine on the basis of the Statement of Grievance whether there is sufficient grounds for a hearing.
3. The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following:
 - a. The Statement of Grievance contains facts which, if true, would constitute a grievance under these procedures and;
 - b. The grievant is a student as defined in these procedures and;
 - c. The grievant is personally and directly affected by the alleged grievance and;
 - d. The grievance was filed in a timely manner and;
 - e. The grievance is not, based on the allegations contained in the written grievance, frivolous, without foundation or filed for the purposes of harassment. In determining whether a grievance is frivolous, without foundation or filed for

Adopted: 8-24-82

Revised: 5-15-89

Technical Update: 4-26-99

Revised: 2-26-07

purposes of harassment, the panel shall not at this phase, consider facts outside the grievance.

4. If the Grievance Hearing Panel determines that the written Statement of Grievance does not meet each of the aforementioned requirements, within 5 days of the Hearing Panel decision, the Chair shall notify the student in writing that the Request for a Grievance Hearing has been rejected. The notice shall contain the specific reasons for the rejection of a hearing and the procedures for appeal (See Section V.A. 1 herein).
5. If the Grievance Hearing Panel determines that the written Statement of Grievance meets each of the aforementioned requirements, the Chair shall schedule a grievance hearing no later than 45 days from the decision of the Hearing Panel. All parties to the grievance shall be notified in writing by the Chair of the date, time and location of the grievance hearing 10 days prior to the grievance hearing.

D. Hearing Procedures

1. The decision of the Grievance Hearing Panel Chair shall be final on all matters the conduct of the hearing unless there is a vote of a majority of the other members of the panel to the contrary.
2. Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues alleged in the grievance. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted. The parties shall exchange exhibits and lists of witnesses 5 days prior to the hearing.
3. Unless the Grievance Hearing Panel determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant shall make the first presentation, followed by the respondent. The grievant may present rebuttal evidence after the respondent's evidence. The burden shall be on the grievant to prove by a preponderance of the evidence that the facts alleged are true and that a grievance has been established as specified above.
4. Each party to the grievance may represent himself or herself or may be represented by a person of his or her choice. A party shall not be represented by an attorney unless notification is presented to the Chair 10 days prior to the date of the hearing. If one party is permitted to be represented by an attorney, any other party shall have the right to be represented by an attorney. The Chair of the Hearing Panel may continue the hearing in order to accommodate counsel upon a showing of good cause. The Hearing Panel may also request legal assistance through the College President. Any legal advisor provided to the Hearing Panel sits in an advisory capacity but shall not be a member of the Panel nor vote with it.

Adopted: 8-24-82
Revised: 5-15-89
Technical Update: 4-26-99
Revised: 2-26-07

5. Hearing shall be closed and confidential. Witnesses shall not be present at the hearing when not testifying.
6. The hearing shall be recorded by the Hearing Panel Chair by recording or stenographic recording and this document shall be the only recording made of the proceedings. No witness who refused to be recorded may be permitted to give testimony. At the onset of the hearing the Chair shall ask each person present to identify themselves by name and thereafter shall ask witnesses to identify themselves by name. The recording shall remain in the custody of the College at all times, unless released to a professional transcribing service. Any party may request a copy of the recording at their own expense.
7. All Testimony shall be taken under oath administered by the Chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded shall be considered to be unavailable.

E. Hearing Panel Decision

Within 15 days following the close of the hearing, the Grievance Hearing Panel shall prepare a written decision which shall include specific factual findings regarding the grievance and the specific conclusions regarding whether a grievance has been established as defined above. Where appropriate the decision shall articulate the factual basis for any credibility determinations necessary to the panel's decision. The Hearing Panel decision shall also include a specific statement regarding the relief to be afforded the grievant if any. The Hearing Panel decision shall be based only on the record of the hearing, and not on matters outside the record. The record consists of the written Statement of Grievance, any written response by the respondent and the oral and written evidence produced at the hearing.

V. APPEAL PROCESS

A. Written Statement of Appeal

1. Within 10 days following the Grievance Hearing Panel decision regarding the merits of the grievance, any party to the grievance may file a written Statement of Appeal with the College President. The written Statement of Appeal shall state the specific basis for the appeal and shall be sent to all parties.
2. All parties may submit a written response to the appeal to the College President within 10 days of the filing of the written Statement of Appeal.

3. The College President shall review the record of the hearing and the documents submitted in connection with the appeal, but shall not consider any matters outside the formal record. The College President may decide to sustain, reverse or modify the decision of the Grievance Hearing Panel. The College President's decision shall be in writing and shall include a statement of reasons for the decision. The College President's decision shall be final.
4. The decision on appeal shall be reached within 20 days after receipt of the appeal documents. Copies of the College President's decision shall be sent to all parties.
5. Within 10 days following the Grievance Panel's decision regarding whether the Statement of Grievance warrants a formal Grievance Hearing, any party to the grievance may file a written Statement of Appeal with the College President. The College President shall review the Statement of Grievance and the Request for a Grievance Hearing in accordance with the requirements for a grievance provided herein but shall not consider any other matters. The College President's decision whether to grant a grievance hearing shall be final and not subject to further appeal. The filing of an appeal pursuant to this provision shall stay all proceedings on the underlying grievance until a decision is reached by the College President. If the College President's decision is that the matter shall proceed to a hearing the time lines shall be extended by the period of time the matter was under consideration with the College President.

References:

California Education Code, Section 76224(a), 66250, 66270

Title 5, California Code of Regulation, Section 593000 et. Seq.

Adopted: 8-24-82
Revised: 5-15-89
Technical Update: 4-26-99
Revised: 2-26-07

BOARD POLICY

5150

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

Support services and programs that are in addition to the traditional student services programs shall be provided in order to assist students who have language, social, and economic disadvantages to succeed academically in the District.

The Extended Opportunity Programs and Services (EOPS) is established to provide services that may include, but are not limited to, outreach, recruitment, orientation, assessment, tutorial services, counseling and advising, and financial aid.

The District shall comply with all requirements established by the relevant law and regulations.

References:

Education Code Section 69640-69656

Title 5 Sections 56200 et seq.

BOARD POLICY

6110

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

INSTRUCTION

ARTICULATION OF COURSES AND PROGRAMS

The Chancellor or designee in consultation with the Academic Senates shall establish procedures that assure appropriate articulation of the colleges' educational courses and programs with proximate baccalaureate level institutions and high schools. The procedures also may support articulation with institutions, including other local community colleges and those that are not geographically proximate but that are appropriate and advantageous for partnership with the colleges.

~~The articulation of individual courses and programs of instruction shall be developed and maintained under the direction of the South Orange County Community College District Board of Trustees in accordance with Title 5, California Code of Regulations, the California Education Code, and SOCCCD Board Policy 2100.1, Delegation of Authority to the Academic Senate. At a minimum, the articulation of courses and programs shall be developed and maintained in accordance with the following (California Education Code, Sections 66700, 70901, 78016, 70902; and the California Code of Regulations, Section 51022(b)); Title 5.~~

- ~~1. Proximate public and private four year colleges and universities~~
- ~~2. Area high schools~~

References:

Title 5, California Code of Regulations, Section 51022

California Education Code, Sections 66700, 70901, 78016, and 70902

Board Policy 2100.1

California Senate Bill 1440, 2010

BOARD POLICY

1900

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

COMMUNITY RELATIONS

ALCOHOLIC BEVERAGES

The Chancellor/or designee is authorized to approve as appropriate and permitted by law the serving of alcoholic beverages at District sites if the alcoholic beverages ~~is~~ are for use at ~~F~~ foundation fund-raising events.

Alcoholic beverages at District sites are permitted if the alcoholic beverage is for use during a fundraiser held to benefit the College/District/~~ATEP~~ Foundations that have obtained a license under the Business and Professions Code to do so provided that no alcoholic beverages can be acquired, possessed or used at a football game or other athletic contests sponsored by the district. (~~BPC 25608~~).

To lower the district liability exposure, liability insurance will be required to be purchased by the Foundations when holding events where alcohol is served.

Reference:

Business and Professions Code Sections ~~24045.4, 24045.6, and 25608~~ 24045.3, 24045.6 and 25608

BOARD POLICY

3004

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS

PUBLIC RECORDS

The Chancellor shall establish ~~procedures~~regulations for records management, including access by the public that comply with the requirements of the California Public Records Act.

Reference:

Government Code Section 6250, et seq.

BOARD POLICY

3005

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS

DESIGNATION OF AUTHORIZED SIGNATURES

Authority to sign orders and other transactions on behalf of the Board of Trustees is delegated to the Chancellor and designees ~~other officers appointed by the Chancellor.~~

The authorized signatures shall be filed in the Orange County Office of Education.

Reference:

Education Code Section 85232, 85233

BOARD POLICY

4073

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES PERSONNEL

FACULTY REASSIGNED TIME AND STIPENDS

A faculty member's primary assignment is to provide teaching, library, and counseling services as described in Board Policy 4309 Duties and Responsibilities of the Faculty and SOCCCD ~~Faculty Association Academic Employee~~ Master Agreement. In addition, faculty is expected to fulfill an essential leadership role in the coordination of programs and in the representation of faculty in the effective participation in college and district governance. Specifically, Education Code Section 70902, "Duties and Responsibilities of the Board of Trustees," states that the Board of Trustees shall:

~~(b) (7) Establish procedures Regulations are to be adopted~~ that are consistent with minimum standards established by the board of governors to ensure faculty, staff, and students the opportunity to express their opinions. ~~at the campus level, to ensure that~~ These opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance, and to ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards. Academic and Professional matters upon which the Board of Trustees will rely primarily upon the advice and council of the Academic Senate for curriculum and academic standards.

I. REASSIGNED TIME

Reassigned time is part of a faculty load that is subtracted from the faculty's primary assignment to create time for leadership functions. When coordination of a program or engaging in effective college or District participation requires significant amounts of time in addition to the faculty member's primary assignment, the President of the college may recommend reassigned time for the faculty leader to the Chancellor.

II. STIPENDS

A stipend is a monetary payment to faculty that does not result in a reduction in a faculty's primary assignment. When a college president determines that program coordination or effective participation warrants compensation, a stipend may be paid to the faculty member following recommendation to the Chancellor and approval by the Board of Trustees.

FACULTY REASSIGNED TIME AND STIPENDS

III. EQUITY

The amount of a stipend or reassigned time will be calculated using objective and relevant workload measures that promote equitable compensation for leadership assignments.

IV. ACCOUNTABILITY

The expected outcomes of the leadership assignment shall be specified and approved in advance by the college president.

V. EXCLUSIONS

The Board of Trustees may exclude some stipend and reassigned time expenditures from a college's limitation or establish separate limitations for them. The costs of reassigned time and stipends awarded to the SOCCCD Faculty Association, accreditation, service to certain state-wide community college organizations, and grants and categorical monies would be excluded from college specific calculations. Stipends and Reassigned time for non-reoccurring assignment would be excluded from college specific calculations, by recommendation of the President and approval of the Chancellor.

VI. LIMITATIONS

The Board of Trustees may establish limitations on the total expenditures for reassigned time and stipends as a part of the budget approval process. If a percentage cap is chosen, then each college will be assigned a percentage that takes into consideration the size of the college and need.

Reference

California Education Code Section 70902

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. 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>
Fujiwara, Melissa	PhD/Sociology	Sociology/IVC	V/1	01/22/13
Huber, Kenneth	PhD/Mathematics	Mathematics/SC	V/I	01/22/13
Idleman, Brandee	MLIS/Library Sci.	Ref. Librarian/IVC	II/1	01/22/13
Laus, Vincent	MA/Sociology	Sociology/IVC	II/1	01/22/13
Loudon, Joshua	MA/Anthropology	Anthropology/SC	II/1	01/22/13
Mahdavi, Annahita	MA/Psychology	Psychology/SC	II/1	01/22/13
Murphy-Klein, L.	BA/Economics	Fashion/SC	I/1	01/22/13
Norton, Joanna	MA/Sociology	Sociology/SC	II/1	01/22/13
O'Mara, Wm.(Liam)	MA/History	History/SC	II/1	01/22/13
Pheasant, Sean	PhD/Chemistry	Chemistry/IVC	V/1	01/22/13
Reed, James L.	MS/Healthcare Mgt.	Med. Lab. Tech/SC	II/1	01/22/13
Shah, Priva	PhD/English	English/SC	V/1	01/22/13
Wild, Kyleb	MA/Anthropology	Anthropology/SC	II/1	01/22/13
Zameni, Heidi	MA/English Lit.	English/SC	II/1	01/22/13

EQUIVALENCY

As outlined in the Academic Hiring Policies, Division 1, Part 4, Section 3B, Review of Equivalent Minimum Qualifications, members of the hiring committee, including faculty with discipline expertise, have met and rendered an affirmative decision that each recommended candidate possesses the educational background equivalent to the minimum qualifications for each respective position. As such, the following individuals are submitted for approval/ratification as part-time instructors under Equivalencies as outlined in the Title 5 Regulations and Minimum Qualifications, Article 2, Section 53430.

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Arroyo, Jose	MA/Learning Dis.	Math SS325/IVC	III/1	01/22/13

Equivalency is based upon a Bachelor of Arts in Special Education and a Master of Arts in Learning Disabilities. Mr. Arroyo has worked as a Learning Disabilities Specialist in the North Orange County Community College District and as a Math Strategies instructor at Cerritos College. He has also worked for the School of Continuing Education Department of Cypress College as a Learning Disabilities Specialist, helping high school students attending the community college to complete the work needed to obtain their high school diploma. Mr. Arroyo has experience teaching developmental mathematics. He has taught Basic Mathematics, Pre-Algebra, Algebra 1 and Geometry at several institutions. He is currently working at Irvine Valley College's Learning Center tutoring students enrolled in MSS 325 (Basic Arithmetic Skills), Math 350G (Math Modules), Math 351 (Arithmetic Review and Pre-Algebra Mathematics) and Math 353-Basic Arithmetic Skills, a class designed for students with learning disabilities.

A. NEW PERSONNEL APPOINTMENTS - Continued

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

Bastida, Donald	No Degree	Comm. TVR/SC	I/1	01/22/13
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Equivalency is based upon completion of 113 units of college coursework taken at San Francisco State University in Broadcast Communication Arts, and at Santa Rosa Junior College, where he completed all the radio classes including Broadcast News, Radio Station Operation, and Radio Production, as well as extensive professional experience in the field. Mr. Bastida has been employed in the radio industry since 1987. His experience includes Operations Manager of Shadow Broadcast Services in San Francisco, and most recently the Vice President of Operations for Clear Channel's Los Angeles-based Traffic and News Reporting division, the largest such operation in the world. He currently sits on the Radio Advisory Boards for Fullerton College and Mt. San Antonio College, and is familiar with Saddleback College's Cinema/TV/ Radio Department as a student in numerous Cinema classes.

Galloway, Laura	MA/Org. Leadership	Business/SC	II/1	01/22/13
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Equivalency is based upon the combination of education, experience and teaching background. Ms. Galloway's educational accomplishments include a Ph.D. in Organizational Development from Fielding Graduate University, and two Master's Degrees, one in Organizational Leadership and one in Human and Organizational Systems. Her business experience includes director-level employment and advanced executive development. Ms. Galloway has taught business and management courses at both two-year and four-year colleges since 2000, including live hybrid, and online courses.

McCutchan, Alexis	BA/Economics	Accounting/IVC	I/1	01/22/13
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Equivalency is based upon a Bachelor of Arts degree in Economics from University of California, Irvine, and a Certified Public Accountant license. Ms. McCutchan has worked for one of the four largest public accounting firms in the world and in their tax division; this is considered the peak of professional career attainment and involves the most complex accounting and tax work in the industry. She now works for a local public accounting firm, also in the tax department. In order to pass the CPA examination, she had to improve upon her college education in the areas of financial accounting, auditing and internal controls, business law and government regulation, and taxation.

Yu, Amy	BA/Economics	Accounting/IVC	I/1	01/22/13
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Equivalency is based upon a Bachelor of Arts degree in Economics from University of California, Los Angeles and a Certified Public Accountant license. Ms. Yu has approximately ten years of public accounting experience, seven of which were with one of the largest CPA firms in the world, Ernst & Young. While at Ernst & Young, Ms. Yu worked in the auditing of numerous companies, both publicly held and private; this is considered the peak of professional career attainment and involved the most complex accounting in the industry. Ms. Yu also worked several years at Squar Milner, a large local firm with approximately 250 professionals which rounded her exposure to smaller non-public companies.

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 2012/2013 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	<u>Effective Date</u>
		<u>Amount (\$)</u>	
Aguilar, Amara	Dept. Chair, Journalism/SC	2,876.00	01/14/13-05/24/13
Bagwell, Janet	Dept. Co-Chair, Reading/SC	1,984.50	01/14/13-05/24/13
Bagwell, Janet	Co-Coord. Reading Lab/SC	860.50	01/14/13-05/24/13
Barragan, Valeria	Presenter, Online Ed. Pgrm/SC	500.00	08/20/12-12/19/12
Barrows, Morgan	Chair, Env. Studies/Ecology/SC	4,172.50	01/14/13-05/24/13
Bennett, Michael	Chair, Adapted Kinesiology/SC	3,442.00	01/14/13-05/24/13
Branch-Stewart, K.	Chair, Human Services/SC	4,053.00	01/14/13-05/24/13
Brass, Monique	Facilitator, Fitness Center/IVC	2,858.00	01/22/13-05/23/13
Camelot, Allison	Chair, Sociology/SC	3,475.00	01/14/13-05/24/13
Carey, Margaret	Reading Lrng Ctr.-Adjust. Pay/SC	1,606.50	08/20/12-12/19/12
Castroconde, Miriam	Chair, Math, CS & Engin./IVC	6,065.00	01/22/13-05/23/13
Cesareo-Silva, C.	Chair, Anthro/Ethnic Studies/SC	3,345.00	01/14/13-05/24/13
Chambers, Elizabeth	Chair, Social Science/IVC	809.00	01/22/13-05/23/13
Chattopadhyay, C.	Co-Chair, Honors Program/SC	10,326.00	01/14/13-05/24/13
Chen, Fang-I	Facilitator, Acquisition Ctr/IVC	2,286.00	01/22/13-05/23/13
Clafin, Christopher	Chair, Graphic Comm./Design/SC	4,045.00	01/14/13-05/24/13
Cosgrove, Robert	Mid-term Accreditation Rpts/SC	3,442.00	01/14/13-05/24/13
Cox, Barbara	Chair, Business/SC	4,984.00	01/14/13-05/24/13
Crabb, Kerry	Chair, Athletics Program/SC	2,729.00	01/14/13-05/24/13
Crammer, Cale	Co-Facilitator, MUN/IVC	1,143.00	01/22/13-05/23/13
Cubbage-Vega, A.	Chair, Women/Gender Studies/SC	2,161.00	01/14/13-05/24/13
Davis-Allen, Lisa	Co-Chair, Accred. Task Force/IVC	3,429.00	08/13/12-10/15/12
Davis-Allen, Lisa	Facilitator, Distance Education/IVC	3,429.00	08/20/12-12/19/12
Davis-Allen, Lisa	Chair, Visual Arts/IVC	2,517.00	01/22/13-05/23/13
Davis-Allen, Lisa	Facilitator, Dist.Ed&Instr.Tech/IVC	3,429.00	01/22/13-05/23/13
Davison, John	Co-Chair, PST/IVC	2,205.00	01/22/13-05/23/13
Delson, Cheryl	SLO Coord. Add'l Fall Wk/IVC	1,200.00	10/18/12-12/19/12
Delson, Cheryl	SLO Coordinator/IVC	2,000.00	01/14/13-05/24/13
Delson, Cheryl	Co-Chair, Library Services/IVC	1,315.00	01/22/13-05/23/13
DeRoulet, Daniel	Co-Chair, English/IVC	2,357.00	01/22/13-05/23/13
DeRoulet, Daniel	Diagnostic Coordination H&L/IVC	572.00	01/22/13-05/23/13
Duquette, Janice	Chair, KN/Recreation Dept/SC	4707.00	01/14/13-05/24/13
Evancoe, Eugene	Chair, Electr./App. Comp Tech/SC	2,373.00	01/14/13-05/24/13
Evans, Julie	Facilitator, Writing Center/IVC	4,572.00	01/22/13-05/23/13
Even, Ryan	Chair, Photo Department/SC	2,590.00	01/14/13-05/24/13
Farnsworth, Robert	Chair, Horticulture/LD/SC	3,885.00	01/14/13-05/24/13
Farthing, Scott	Chair, Music Department/SC	4,437.00	01/14/13-05/24/13
Felder, Stephen	Chair, Humanities/IVC	3,632.00	01/22/13-05/23/13
Fier, Scott	Chair, Chemistry Department/SC	2,722.00	01/14/13-05/24/13
Forouzesh, Jennifer	Chair, Nursing Program/SC	3,113.50	01/14/13-05/24/13
Fox, Lindsay	Chair, Fashion/SC	4,466.00	01/14/13-05/24/13
Frame, Stewart	Co-Facilitator, MUN/IVC	1,143.00	01/22/13-05/23/13
Fretz, David	Co-Recorder, Academic Senate/IVC	1,714.50	08/20/12-12/19/12
Fretz, David	Recorder, Academic Senate/IVC	3,429.00	01/22/13-05/23/13
Gabriella, Wendy	Chair, Anthropology/IVC	744.00	01/22/13-05/23/13

B. ADDITIONAL COMPENSATION: GENERAL FUND - Continued

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2012/2013 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Amount (\$)</u>	<u>Effective Date</u>
Galbraith, Mark	Athletic Teams Physicals/SC	1,000.00	01/22/13-01/31/13
Garant, Dorothy	Chair, Dance Department/SC	2,641.00	01/14/13-05/24/13
Gialamas, Gus	Athletic Teams Physicals/SC	1,000.00	01/22/13-01/31/13
Goodman, Richard	Liaison HumSvcs&Drug Court/SC	1,376.80	01/14/13-05/24/13
Grihalva, Lawrence	Co-Chair EMS/Pgrm Director/SC	860.50	01/14/13-05/24/13
Haeri, Melanie	Facilitator, Reading Center/IVC	1,721.00	01/22/13-05/23/13
Haeri, Melanie	Chair, Reading/IVC	589.00	01/22/13-05/23/13
Haeri, Mitchell	Co-Chair, Astro/Physics/Engin/SC	1,436.50	01/14/13-05/24/13
Hardick, Randolph	Co-Chair, EMS/Paramedic Dir/SC	2,856.86	01/14/13-05/24/13
Hays, Scott	Presenter, Online Ed. Pgrm/SC	500.00	08/20/12-12/19/13
Hernandez, Jerry	Co-Chair, Kinesiology/IVC	2,296.00	01/22/13-05/23/13
Hernandez-Bravo, C	Chair, Int'l Languages/SC	5,557.00	01/14/13-05/24/13
Hernandez-Bravo, C	Coordinator, Language Lab/SC	1,721.00	01/14/13-05/24/13
Hewitt, Suzanne	Chair, FCS & Foods/Nutrition/SC	3,227.00	01/14/13-05/24/13
Hoggatt, Michael	Chair, DSPS/SC	2,919.00	01/14/13-05/24/13
Horan, Elizabeth	Prep/Teaching Wkshops/SC	550.72	08/17/12-08/25/12
Hunt, Matthew	Coordinator, Writing Center/SC	1,721.00	01/14/13-05/24/13
Huntley, Anthony	Co-Chair, Biology Department/SC	2,018.50	01/14/13-05/24/13
Jacobsen, Karen	Chair, Health Department/SC	2,229.00	01/14/13-05/24/13
Kaufmann, Jeffery	Co-Chair, LST/IVC	2,149.00	01/22/13-05/23/13
Kil, Joon	Chair, Political Science/IVC	1,062.00	01/22/13-05/23/13
Konishi, Hiromasa	Chair, CTVR Department/SC	2,038.50	01/14/13-05/24/13
Langrell, Jenny	Mid-term Accreditation Rpts/SC	3,442.00	01/14/13-05/24/13
Langrell, Jenny	Chair, Library Department/SC	3,442.00	01/14/13-05/24/13
Levin, Patricia	Co-Chair, Art Department/SC	2,149.00	01/14/13-05/24/13
Lin, Anthony	Co-Chair, Library Services/IVC	1,315.00	01/22/13-05/23/13
Long, Michael	Co-Coord./Prep.Teacher Seminar/SC	500.00	08/20/12-12/19/12
Lovett, Margot	Mid-term Accreditation Rpts/SC	3,442.00	01/14/13-05/24/13
Lovett, Margot	Chair, History Department/SC	4,172.00	01/14/13-05/24/13
Lowe, Leslie	Chair, Emeritus (Health)/SC	3,237.50	01/14/13-05/24/13
Manuel-Ellison, R.	Chair, Theatre Arts/IVC	1,116.00	01/22/13-05/23/13
Manuel-Ellison, R.	Facilitator, Theatre/IVC	2,858.00	01/22/13-05/23/13
McCaughey, Colin	Chair, AOJ/IVC	857.00	01/22/13-05/23/13
McCaughey, Colin	Facilitator, AOJ/IVC	2,286.00	01/22/13-05/23/13
McDonough, Mary	Chair, Human Development/IVC	1,405.00	01/22/13-05/23/13
McDonough, Mary	Facilitator, Human Dev./IVC	2,286.00	01/22/13-05/23/13
McFann, Kent	Chair, Theatre Department/SC	3,887.00	01/14/13-05/24/13
McNeil, Mark	Chair, Economics/IVC	1,489.00	01/22/13-05/23/13
Melendez, Robert	Chair, Counseling/IVC	2,728.00	01/22/13-05/23/13
Melendez, Robert	Facilitator, Counseling/IVC	1,143.00	01/22/13-05/23/13
Meyer, Clifford	Chair, Automotive/SC	3,986.00	01/14/13-05/24/13

B. ADDITIONAL COMPENSATION: GENERAL FUND - Continued

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2012/2013 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Amount (\$)</u>	<u>Effective Date</u>
Meyer, Kurt	Co-Chair, English/IVC	2,357.00	01/22/13-05/23/13
Meyer, Kurt	Diagnostic Coordination H&L/IVC	572.00	01/22/13-05/23/13
Meyer-Canales, K.	Co-Chair, Astro/Physics/Engin/SC	1,436.50	01/14/13-05/24/13
Myers, Charles	Co-Chair, CTVR Department/SC	2,038.50	01/14/13-05/24/13
Obermeyer, V.	Co-Chair, Art Department/SC	2,149.00	01/14/13-05/24/13
Ochoa, Heidi	Co-Director/Coach, Forensics/SC	5,163.00	01/14/13-05/24/13
Penland, Barbara	Co-Chair, EMS/Paramedic Dir/SC	1,411.22	01/14/13-05/24/13
¹ Pestolesi, Diane	Director, Nursing Pgrm/SC	3,855.04	11/08/12-12/19/12
Pestolesi, Diane	Director, Asst Nursing Pgrm/SC	3,113.50	01/14/13-05/24/13
² Pestolesi, Thomas	Co-Chair, Kinesiology/IVC	2,296.00	01/22/13-05/23/13
Quade, Joyce	Chair, CIM Department/SC	5,098.00	01/14/13-05/24/13
Quade, Joyce	Coodintator, CIM Lab/SC	5,713.72	01/14/13-05/24/13
Radden, Larry	Co-Director/Coach, Forensics/SC	5,163.00	01/14/13-05/24/13
Renault, Irene	Co-Chair, Reading Dept./SC	1,984.50	01/14/13-05/24/13
Renault, Irene	Co-Coordinator, Reading Lab/SC	860.50	01/14/13-05/24/13
Repka, James	Chair, Geology/Oceanography/SC	2,814.00	01/14/13-05/24/13
Rodriguez, Roland	Co-Chair, LST/IVC	2,149.00	01/22/13-05/23/13
Rosenberg, Alannah	Presenter, Online Ed. Pgrm/SC	500.00	08/20/12-12/19/13
Rousseau, Michele	Chair, Computer Science Dept/SC	2,500.00	01/14/13-05/24/13
Rybold, Gary	Co-Facilitator, Forensics/IVC	2,858.00	01/22/13-05/23/13
Schermerhorn, B.	Co-Chair, Real Estate/SC	1,925.50	01/22/13-05/23/13
Smith, Basil	Chair, Humanities/Philosophy/SC	2,815.00	01/14/13-05/24/13
Schmeidler, Kathy	Co-Recorder, Acad. Senate/IVC	1,714.50	08/20/12-12/19/12
Smith, Christina	Chair, Education Department/SC	2,316.00	01/14/13-05/24/13
Smith, Jeanne	Chair, Mathematics Department/SC	5,629.00	01/14/13-05/24/13
Smith, Maureen	Co-Chair, Geography Depart./SC	1,678.00	01/14/13-05/24/13
Stankovich, K.	Chair, Speech Department/SC	3,144.00	01/14/13-05/24/13
Stephens, Blake	Mid-term Accreditation Rpts/SC	4,123.00	05/21/12-08/12/12
Stephens, Blake	Mid-term Accreditation Rpts/SC	3,442.00	01/14/13-05/24/13
Stephens, Blake	Chair, Architecture/Drafting/SC	4,552.00	01/14/13-05/24/13
Stevens, Kay	Chair, Medical Asst/Ins. Coding/SC	2,967.00	01/14/13-05/24/13
Stevenson, William	Coordinator, English Comp./SC	3,442.00	01/14/13-05/24/13
Street, Karah	Presenter, Online Ed. Pgrm/SC	500.00	08/20/12-12/19/12
Tabibzadeh, Kiana	Co-Chair, PST/IVC	2,205.00	01/22/13-05/23/13
Tamer, Rita	Chair, Sign Language Pgrm/SC	3,161.00	01/14/13-05/24/13
Tamilais, Barbara	Chair, Child Development Dept/SC	5,501.00	01/14/13-05/24/13
Teh, Steve	Co-Chair, Biology Department/SC	2,018.50	01/14/13-05/24/13
Teng, Anthony	Mid-term Accreditation Repts/SC	3,442.00	01/14/13-05/24/13
Teng, Anthony	Chair, Accounting Department/SC	4,453.00	01/14/13-05/24/13
Thomas, Arlene	Chair, Interior Design/Travel/SC	3,413.00	01/14/13-05/24/13
Tiongson, Edwin	Chair, Speech/IVC	1,152.00	01/22/13-05/23/13

¹ Wife of Thomas Pestolesi, Physical Education Instructor/Head Volleyball, Irvine Valley College.

² Husband of Diane Pestolesi, Nursing Instructor, Saddleback College

B. ADDITIONAL COMPENSATION: GENERAL FUND - Continued

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2012/2013 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Amount (\$)</u>	<u>Effective Date</u>
Tiongson, Edwin	Co-Facilitator, Forensics/IVC	2,858.00	01/22/13-05/23/13
Titus, Jodi	Chair, Geography/IVC	572.00	01/22/13-05/23/13
Tresler, Matthew	Chair, Music/IVC	2,204.00	01/22/13-05/23/13
Tucker, Kari	Chair, Psychology/IVC	2,002.00	01/22/13-05/23/13
Twicken, Lawrence	Chair, Political Science Dept/SC	2,936.00	01/14/13-05/24/13
Urell, Robert	Chair, Business Science/IVC	5,197.00	01/22/13-05/23/13
Walsh, Daniel	Co-Chair, Geography Dept/SC	1,118.00	01/14/13-05/24/13
Weatherford, T.	Facilitator, Dance/IVC	1,715.00	01/22/13-05/23/13
Weatherford, T.	Chair, Dance/IVC	1,376.00	01/22/13-05/23/13
Wegenek, Amira	Chair, Psychology Department/SC	3,746.00	01/14/13-05/24/13
Welc, Martin	Chair, Real Estate Department/SC	1,925.50	01/14/13-05/24/13
Wolff, Michele	Coordinator, AHA Training Ctr/SC	1,135.86	01/22/13-05/23/13
Woodward, Ken	Chair, Economics Department/SC	2,468.00	01/14/13-05/24/13
Ziehm, Carol	Mid-term Accreditation Rpts/SC	2,306.00	01/14/13-05/24/13

2. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated at their respective hourly rate for Non-Instructional Assignments/Projects (3-for-1) for 2012/2013 fiscal year.

<u>Name</u>	<u>Assignment/Project</u>	<u>Effective Date</u>
Anderson, Michael	ESL Read/Grade Writing Samples/IVC	01/22/13-05/23/13
Beasley, James	ESL Read/Grade Writing Samples/IVC	01/22/13-05/23/13
Beck, Rebecca	ESL Read/Grade Writing Samples/IVC	01/22/13-05/23/13
Bodnar, Coral	ESL Read/Grade Writing Samples/IVC	01/22/13-05/23/13
Do, Anhvy	ESL Read/Grade Writing Samples/IVC	01/22/13-05/23/13
Fesler, Susan	ESL Read/Grade Writing Samples/IVC	01/22/13-05/23/13
Henderson, Pamela	ESL Read/Grade Writing Samples/IVC	01/22/13-05/23/13
Hildebrand, Colleen	ESL Read/Grade Writing Samples/IVC	01/22/13-05/23/13
Livote, Michelle	ESL Read/Grade Writing Samples/IVC	01/22/13-05/23/13
Luther, Barbara	ESL Read/Grade Writing Samples/IVC	01/22/13-05/23/13
Man, Georgina	ESL Read/Grade Writing Samples/IVC	01/22/13-05/23/13
McGirr, Julie	ESL Read/Grade Writing Samples/IVC	01/22/13-05/23/13
Sims, Larry	ESL Read/Grade Writing Samples/IVC	01/22/13-05/23/13
Stern, Heather	ESL Read/Grade Writing Samples/IVC	01/22/13-05/23/13
Stern, Susan	ESL Read/Grade Writing Samples/IVC	01/22/13-05/23/13
Striedter, Anna	ESL Read/Grade Writing Samples/IVC	01/22/13-05/23/13
Wilson, Jeffrey	ESL Read/Grade Writing Samples/IVC	01/22/13-05/23/13

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 2012/2013 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Beck, Rebecca	Co-Coord./BSI, ESL Assess/IVC	1,450.00	08/13/12-12/19/12
Beck, Rebecca	Co-Coord./BSI, ESL Assess/IVC	1,450.00	01/15/13-05/24/13
Chu, Hencelyn	Lab Field Services/SJSU Grant/SC	1,500.00	08/20/12-12/19/12
Edwards, Paula	Lab Tutor/Perkins Grant/SC	1,550.00	08/20/12-12/19/12
Huntington, John	Vocal, Carmina Burana/SC	600.00	10/01/12-10/31/12
Rosenn, Tristen	Jazz Combo Evaluations/SC	50.00	10/01/12-10/31/12
Schmalhofer, S.	Lab Tutor/Perkins Grant/SC	1,120.00	08/20/12-12/19/12
Stout, Ronald	Jazz Combo Evaluations/SC	50.00	10/01/12-10/31/12
Tanriverdi, Fawn	Coord.CalWORKs/TANF Pgrm/IVC	3,442.00	01/14/13-05/24/13
Wilson, Jeffrey	Co-Coord./BSI, ESL Assess/IVC	1,450.00	08/13/12-12/19/12
Wilson, Jeffrey	Co-Coord./BSI, ESL Assess/IVC	1,450.00	01/15/13-05/24/13

D. ADMINISTRATOR CONTRACT EXTENSIONS

1. The following South Orange County Community College District Administrators are to receive the specified contract extension, effective July 1, 2013.

<u>Administrator</u>	<u>Assignment</u>	<u>Salary Placement</u>	<u>Contract Term/Yr.</u>
Bramucci, Robert	Vice Chancellor, Tech/Learning Svcs/Dist.	27/7	06/30/2016
Bugay, David	Vice Chancellor, Human Resources/Dist.	27/7	06/30/2016
Burnett, Tod	President/SC	27/7	06/30/2014
Cipres, Elizabeth	Dean, Students & Counseling Services/IVC	22/8	06/30/2014
Elseroad, Arleen	Dean, Enrollment Services/IVC	22/6	06/30/2016
Feldhus, Karima	Dean, Liberal Arts/IVC	22/8	06/30/2016
Fitzsimons, Debra	Vice Chancellor, Business Services/Dist.	27/8	06/30/2016
Harris-Caldwell, J.	Director, Student Health Center/SC	19/6	06/30/2016
Lipold, Anthony	Dean, Kines.&Athletics/Athletics Dir/SC	22/8	06/30/2016
Peebles, Randy	Associate Vice Chancellor, Econ. Dev/D	25/7	06/30/2016
Shackleford, Keith	Dean, HS, Kinesiology & Athletics/IVC	22/8	06/30/2016
Zhao, Lianna	Mathematics, Science & Engineering/IVC	22/6	06/30/2016

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** (Information Items – Pursuant to Board Policy 4002.1)

- a. ¹RICKNER, DONALD, ID #1040, is to be employed as Acting Director of College Foundation, pos. #4696, College Foundation, Office of College Administrative Services, Saddleback College, Integrated Administrator/Manager Salary Range Y16, Step 8, 40 hours per week, 12 months per year, effective December 1, 2012. This is a temporary replacement for Richard Jenkins, who resigned.
- b. WILHEIM, MELINDA is to be employed as Graphics Designer/Production Technician, Pos. #4654, Marketing, Communications and Broadcast Systems, Irvine Valley College, Classified Bargaining Unit Salary Range 126, Step 1, 29 hours per week, 12 months per year, effective November 28, 2012. This position was approved by the Board of Trustees on July 25, 2012.

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>
Gaskey, Steve	Senior Laboratory Technician, Art/SC	130/1	11/20/12
Johnson, Elena	Health Center Nurse/SC	136/1	11/28/12
Kaffer, Jana	Health Center Nurse/SC	136/1	10/30/12
Lam, Miranda	Library Assistant I/IVC	115/1	11/21/12
Lam, Miranda	Library Assistant II/IVC	119/1	11/21/12
Lam, Miranda	Library Assistant III/IVC	121/1	11/21/12
Lam, Miranda	Library Technician/IVC	125/1	11/21/12
Lau, Loretta	Library Assistant I/IVC	115/1	11/21/12
Lau, Loretta	Library Assistant II/IVC	119/1	11/21/12
Lau, Loretta	Library Assistant III/IVC	121/1	11/21/12
Lau, Loretta	Library Technician I/IVC	125/1	11/21/12
Lopez, Johanna	Administrative Assistant/SC	121/1	11/21/12
Pate, Britnee	Office Assistant/SC	113/1	11/21/12
Rocca, Maria Fernanda	Senior Health Office Assistant/IVC	124/1	11/07/12
² Searcy, Arronlea	Community Education Program Spec./SC	127/1	11/21/12
Sharma, Mamta	Child Development Specialist/IVC	122/1	11/21/12
Sharma, Mamta	Senior Child Development Specialist/IVC	128/1	11/21/12
Swanson, Sheri	Senior Administrative Assistant/Dist.	127/1	11/08/12
Zavala, Mauricio	Groundskeeper/IVC	118/1	11/01/12

¹ Dr. Rickner has rescinded his retirement with California Public Employees Retirement System.

² Mother of Nathan Searcy, Recreation Aide, Office of Community Education and Contracts, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS – Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2012/2013** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate(\$)</u>	<u>Start/End Date</u>
Bolin, Christina	Coaching Aide/SC	15.00	11/20/12-06/30/13
Downing, Chad	Project Specialist/SC	15.00	10/29/12-06/30/13
Eien, Edward	TMD Aide/IVC	20.00	11/09/12-06/30/13
Gaskey, Steve	Project Specialist/SC	20.00	12/06/12-12/31/12
Gibson, John Spec.	Proj. Coord./IVC	40.00	10/25/12-06/30/13
Hoshall, Melanie	Project Specialist/IVC	15.00	10/01/12-06/30/13
Lopez, Johanna	Project Specialist/SC	20.00	11/20/12-06/30/13
Madariaga Benavide, M.	Outreach Aide/SC	11.50	01/01/13-06/30/13
Maeda, Evan	TMD Aide/IVC	20.00	01/01/13-06/30/13
Magnetta, Jeri	Project Specialist/SC	16.00	01/01/13-06/30/13
Malec, Christopher	Coaching Aide/SC	15.00	01/01/13-06/30/13
Manzanares Castane, A.	Child Dev. Center Aide/SC	12.00	01/01/13-06/30/13
Mareks, Michelle	Project Specialist/SC	15.00	01/01/13-06/30/13
Martin, Mary	Clerk - Short Term/SC	15.00	01/01/13-06/30/13
Martinez, Paul	Project Specialist/SC	15.00	10/01/12-06/30/13
Mayville, Joseph	Adapt. Kines. Aide/SC	8.50	01/01/13-06/30/13
McAnlis, Allen	Project Specialist/SC	9.50	01/01/13-06/30/13
McCann, Samantha	TMD Aide/IVC	10.50	01/01/13-06/30/13
McGinley, Shaun	Coaching Aide/SC	15.00	01/01/13-06/30/13
McGowan, Christian	TMD Aide/IVC	8.50	01/01/13-06/30/13
McLain, Heather	TMD Aide/SC	8.50	01/01/13-06/30/13
McNamee, Carly	TMD Aide/IVC	8.50	01/01/13-06/30/13
Medlen, Nicole	Child Dev. Center Aide/SC	12.00	01/01/13-06/30/13
Melendez, Steven	Coaching Aide/SC	15.00	01/01/13-06/30/13
Metcalf, Andria	Clerk - Short Term/SC	11.00	01/01/13-06/30/13
Mier Y Teran, Eduardo	Project Specialist/IVC	9.50	01/01/13-06/30/13
Mino, Carla	Child Dev. Center Aide/SC	10.00	01/01/13-06/30/13
Minot, Mason	Project Specialist/IVC	10.50	01/01/13-06/30/13
Mitchell, Kevin	Coaching Aide/SC	15.00	01/01/13-06/30/13
Mobedshahi, Noushin	TMD Aide/IVC	20.00	01/01/13-06/30/13
Mohyi, Jasmine	Child Dev. Center Aide/SC	12.00	01/01/13-06/30/13
Monterola, Miguel	Coaching Aide/IVC	15.00	01/01/13-06/30/13
Moran, Devin	Coaching Aide/IVC	15.00	01/01/13-06/30/13
Mortensen, Tina	Coaching Aide/IVC	15.00	01/01/13-06/30/13
Murtaugh, David	Coaching Aide/SC	15.00	01/01/13-06/30/13
Myers, Ashley	TMD Aide/SC	11.50	01/01/13-06/30/13
Nakamura, Gary	Coaching Aide/IVC	15.00	11/01/12-06/30/13
Naranjo, Nicholas	Clerk, Short-Term/IVC	9.00	11/07/12-06/30/13
Newberry, Daniel	Coaching Aide/SC	15.00	01/01/13-06/30/13
Nocella, Kirsten	Project Specialist/IVC	10.50	01/01/13-06/30/13
Nutting, Patricia	Clerk - Short Term/SC	10.50	01/01/13-06/30/13
Ochiai, Alan	Coaching Aide/IVC	15.00	01/01/13-06/30/13

A. NEW PERSONNEL APPOINTMENTS – Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2012/2013** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate(\$)</u>	<u>Start/End Date</u>
Ohlig, Vanessa	Child Dev. Center Aide/SC	10.00	01/01/13-06/30/13
Ortiz, Maria	Child Dev. Center Aide/SC	12.00	01/01/13-06/30/13
Overduin, Alexander	Project Specialist/Dist.	20.00	01/01/13-06/30/13
Palma Serrano, Nayeli	Adapt. Kines. Aide/SC	11.50	01/01/13-06/30/13
Parra, Antonio	Adapt. Kines. Aide/SC	10.50	01/01/13-06/30/13
³ Parra, Cristina	Clerk - Short Term/SC	12.50	01/01/13-06/30/13
Peeler, Danielle	Coaching Aide/SC	15.00	01/01/13-06/30/13
Perez, Denice	Project Specialist/SC	14.00	01/01/13-06/30/13
⁴ Pestolesi, Kari	Coaching Aide/IVC	15.00	01/01/13-06/30/13
Petrovich, Alexis	Project Specialist/SC	13.00	01/01/13-06/30/13
Phan, James	Project Specialist/IVC	10.50	01/01/13-06/30/13
Phelps, Riley	TMD Aide/SC	8.50	01/01/13-06/30/13
Phillips, Rebecca	Coaching Aide/IVC	15.00	01/01/13-06/30/13
Pinto, Patricia	Adapt. Kines. Aide/IVC	11.50	01/01/13-06/30/13
Quezada, Terry	Project Specialist/SC	10.50	01/01/13-06/30/13
Quinn, Johnathan	Coaching Aide/SC	15.00	01/01/13-06/30/13
Raissian, Behnaz	Project Specialist/SC	10.50	01/01/13-06/30/13
Ramirez, Adriana	Project Specialist/SC	14.00	01/01/13-06/30/13
Richards, Ryan	Coaching Aide/SC	15.00	01/01/13-06/30/13
Richardson, Kayla	TMD Aide/SC	9.50	01/01/13-06/30/13
Roach, Dana	Coaching Aide/SC	15.00	01/01/13-06/30/13
Robinson, Marc	TMD Aide/SC	8.50	01/01/13-06/30/13
Rocca, Maria Fernanda	Project Specialist/IVC	20.00	11/07/12-06/30/13
Rodriguez, Daniela	TMD Aide/SC	8.50	01/01/13-06/30/13
Roehler, Trevor	TMD Aide/IVC	10.50	01/01/13-06/30/13
Runde, Jessica	TMD Aide/IVC	20.00	01/01/13-06/30/13
Rusinkovich, Todd	Coaching Aide/SC	15.00	01/01/13-06/30/13
Samaie, Pegah	TMD Aide/SC	8.50	01/01/13-06/30/13
Sandhu, Ravinder	Project Specialist/SC	12.50	01/01/13-06/30/13
Schlesinger, David	Project Specialist/SC	16.00	01/01/13-06/30/13
Schmid, Teresa CDC	Project Specialist/SC	20.00	01/01/13-06/30/13
Scott, David	TMD Aide/SC	9.50	01/01/13-06/30/13
Senda, Thokozile	Project Specialist/SC	14.00	01/01/13-06/30/13
Serrano, Carlos	Outreach Aide/SC	12.50	01/01/13-06/30/13
Shadid, Bryan	Coaching Aide/SC	15.00	01/01/13-06/30/13
Shepherd, Meeghan	TMD Aide/IVC	14.00	01/01/13-06/30/13
Silva, Felissa	Child Dev. Center Aide/SC	12.00	01/01/13-06/30/13
Skinner, Daniel	ST Campus Sec. Off./IVC	18.00	01/01/13-06/30/13

³ Daughter of Lori Parra, Extended Opportunity Program Specialist-Bilingual, Division of Counseling Services and Special Programs, Saddleback College.

⁴ 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 **2012/2013** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate(\$)</u>	<u>Start/End Date</u>
Sotelo, Floridel	Project Specialist/IVC	20.00	01/01/13-06/30/13
⁵ Sparkuhl, Julie	Project Specialist/SC	12.00	10/09/12-06/30/13
⁶ Steinriede, Lindsay	Coaching Aide/SC	15.00	01/01/13-06/30/13
Stephens, Gary	Coaching Aide/SC	15.00	01/01/13-06/30/13
Stinson, Felicia	Project Specialist/SC	20.00	01/01/13-06/30/13
Strand, Cathie	TMD Aide/IVC	12.50	01/01/13-06/30/13
Strickland, Brandon	Coaching Aide/SC	15.00	01/01/13-06/30/13
Sullivan, Desiree	Project Specialist (IT)/Dist.	12.00	01/01/13-06/30/13
Sussman, Diane	TMD Aide/SC	8.50	01/01/13-06/30/13
Swanson, Sheri	Project Specialist/Dist.	20.00	11/08/12-06/30/13
Tate, Christopher	Outreach Aide/SC	10.50	01/01/13-06/30/13
Tenchka, Kathleen	Project Specialist/IVC	16.00	01/01/13-06/30/13
Tesch, Gregory	Project Specialist (IT)/Dist.	50.00	01/01/13-06/30/13
Toice, Katrina	TMD Aide/SC	8.50	01/01/13-06/30/13
Tomlinson, Warren	Project Specialist/SC	16.00	01/01/13-06/30/13
Tracey, Claire	Project Specialist/SC	14.00	09/15/12-06/30/13
Trippe, William	Project Specialist/SC	12.50	01/01/13-06/30/13
Trumble, Phillip	Coaching Aide/SC	15.00	01/01/13-06/30/13
Tu, Veronica	Project Specialist/SC	12.50	10/09/12-06/30/13
Tung, Haiyun	Coaching Aide/IVC	15.00	01/01/13-06/30/13
Turk, Anthony	Project Specialist/SC	16.00	01/01/13-06/30/13
Uhlman, John	Project Specialist/SC	18.00	01/01/13-06/30/13
Vann, Amber	Coaching Aide/IVC	15.00	01/01/13-06/30/13
Varho, Matt	TMD Aide/IVC	20.00	01/01/13-06/30/13
Vartanian, Laurie	Child Dev. Center Aide/SC	10.00	01/01/13-06/30/13
Vega, Angel	Child Dev. Center Aide/SC	10.00	01/01/13-06/30/13
Velazquez, Maria	Project Specialist/SC	12.50	01/01/13-06/30/13
Vigueras, Carla	TMD Aide/IVC	14.00	01/01/13-06/30/13
Wagner Steiner, Sheri	Project Specialist/SC	10.50	01/01/13-06/30/13
Wang, Charles	Adapt. Kines. Aide/IVC	12.50	01/01/13-06/30/13
Ward, Larry	Project Specialist/SC	13.00	10/04/12-06/30/13
Watt, Deborah	Project Specialist/SC	20.00	01/01/13-06/30/13
Watters, Damien	Coaching Aide/SC	15.00	01/01/13-06/30/13
Webster, Patrick	Outreach Aide/SC	12.50	01/01/13-06/30/13
Weiss, Elizabeth	Spec. Proj. Coord./IVC	40.00	01/01/13-06/30/13
Welch, Hailey	TMD Aide/SC	8.50	01/01/13-06/30/13
Wells, Douglas	Adapt. Kines. Aide/SC	16.00	01/01/13-06/30/13
Whelan, Andrew	Project Specialist/SC	10.50	11/15/12-06/30/13
White, Brennan	Project Specialist/SC	12.50	01/01/13-06/30/13

⁵ Siblings, Julie Sparkuhl, Project Specialist, Division of Online Education and Learning Resources, Saddleback College.
Emily Sparkuhl, Interpreter III, Transfer, Career and Special Programs, Saddleback College.

⁶ Daughter of William Steinriede, Coaching Aide, Division of Kinesiology and Athletics, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS – Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2012/2013** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate(\$)</u>	<u>Start/End Date</u>
Wickstrom, Julie	TMD Aide/SC	8.50	01/01/13-06/30/13
Wilford, Scott	Coaching Aide/SC	15.00	01/01/13-06/30/13
Wilkings, Kelly	Coaching Aide/SC	15.00	01/01/13-06/30/13
Williamson, Jehann	TMD Aide/IVC	20.00	01/01/13-06/30/13
Wilson, Curtis	Coaching Aide/SC	15.00	01/01/13-06/30/13
Winfrey, Sarah	TMD Aide/SC	8.50	01/01/13-06/30/13
Woods, Christopher	Coaching Aide/SC	15.00	01/01/13-06/30/13
Yaganeh, Samira	Project Specialist/SC	15.50	10/15/12-06/30/13
Yamaguchi, Troy	Coaching Aide/SC	15.00	01/01/13-06/30/13
Yasukochi, Donal	Coaching Aide/SC	15.00	01/01/13-06/30/13
Yearwood, Susan	Project Specialist/SC	12.50	09/05/12-06/30/13
Yell, Lacey	Coaching Aide/SC	15.00	01/01/13-06/30/13
Yi, Ki	Coaching Aide/IVC	15.00	01/01/13-06/30/13
Young, Victoria	TMD Aide/IVC	8.50	01/01/13-06/30/13
Yunes, Omar	Coaching Aide/SC	15.00	01/01/13-06/30/13
Ziencina, Taylor	Coaching Aide/IVC	15.00	01/01/13-06/30/13
Zotınca, Alexandru	Coaching Aide/IVC	15.00	01/01/13-06/30/13

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 **2012/2013** academic year.

<u>Name</u>	<u>Start/End Date</u>
Orlinsky, Kayla	11/21/12-06/30/13

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 **2012/2013** 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>
Azartash, Koosha	Tutor/SC	12.00/hr	11/01/12-06/30/13
Beckley, Shelley	Comm. Ed./SC	2500.00/cs	11/13/12-06/30/13
Danz, Christina	Interpreter IV/SC	30.00/hr	11/01/12-06/30/13
Davis-Soriano, Michelle	Captionist/SC	42.00/hr	11/01/12-06/30/13
Hannon, Karen	Interpreter IV/SC	42.00/hr	11/01/12-06/30/13
Incavo, Kathleen	Interpreter IV/SC	42.00/hr	11/16/12-06/30/13
Pouresfandiari, Shahram	Tutor/IVC	12.00/hr	10/15/12-06/30/13
Pourreza, Atousa	Comm. Ed./SC	2500.00/cs	11/27/12-06/30/13
Rosen, Anna	Tutor/SC	12.00/hr	10/30/12-06/30/13
⁵ Sparkuhl, Emily	Interpreter III/SC	25.00/hr	11/01/12-06/30/13

B. AUTHORIZATION TO REVISE SPECIFICATIONS TO A CLASSIFIED JOB CLASSIFICATION

1. COLLEGE GRANTS AND CONTRACTS MANAGER, Categorical, a grant funded position, Administrator/Manager Integrated Salary Schedule Range 13, Office of College Administrative Services, Saddleback College, seeks authorization to revise the job classification specifications for this full-time, 40 hours per week, 12 months per year position, approved by the Board of Trustees on October 29, 2012, effective December 18, 2012. Employment in this categorically funded position is contingent upon funding by contract revenue and indirect grant income. (Exhibit B, Attachment 1)

C. AUTHORIZATION TO ELIMINATE CLASSIFIED POSITION AND/OR POSITION NUMBERS

1. SENIOR ADMINISTRATIVE ASSISTANT, Pos. #4030, Classified Bargaining Unit Salary Range 127, Office of Instruction, Irvine Valley College seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, effective January 1, 2013. (Position approved: January 20, 2009)

D. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION

1. COORDINATED SCHEDULING ANALYST, Classified Bargaining Unit Salary Range 132, Office of Instruction, Irvine Valley College seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement, effective January 1, 2013. (Exhibit B, Attachment 2)
2. DISPATCHER LEAD, Classified Bargaining Unit Salary Schedule Range 123, Office of Campus Safety and Security, Irvine Valley College seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement, pursuant to reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021, effective December 18, 2012. (Exhibit B, Attachment 3)
3. SENIOR GRAPHICS DESIGNER/PUBLICATIONS EDITOR, Classified Bargaining Unit Salary Range 136, Office of Marketing and Communications, Saddleback College seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement, effective December 18, 2012.

E. REQUEST TO RESCIND LAYOFF FOR CLASSIFIED POSITIONS

1. ⁷PROGRAM ASSISTANT, Categorical Funded, Classified Bargaining Unit Salary Schedule Range 118, Pos. #4305, Division of Health Sciences and Human Services, Saddleback College, seeks to rescind layoff of this full-time, 40 hours per week, 12 months per year categorical funded position from its staff complement, pursuant to reinstatement of the CTE Health Career Bootcamp Grant for one year effective January 1, 2013. (Position appointed to Ashley Mooney, ID #17924)

⁷ This items was presented to the Board of Trustees as Program Specialist in error on the November 19, 2012 Classified Personnel Actions.

F. CHANGE OF STATUS

1. CLASSIFIED EMPLOYMENT

- a. DI ALTO, STEPHANIE, ID #18268, Curriculum Assistant, Pos. #3939, Classified Bargaining Unit Salary Range 121, Step 2, 29 hours per week, 12 months per year, Office of Instruction, Saddleback College, has been given a temporary increase in hours to 40 hours per week, effective October 29, 2012 through March 29, 2013.

G. OUT OF CLASS ASSIGNMENTS

1. ARIAS, MAYRA, ID #14821, Senior Administrative Assistant, Pos. #3429, Classified Bargaining Unit Salary Schedule Range 127, Step 6, 40 hours per week, 12 months per year, Fiscal Office, Office of Business Services, District, is to be given a temporary change in assignment to Senior Administrative Assistant, Pos. #3429, Classified Bargaining Unit Salary Schedule Range 127, Step 6, 40 hours per week, Office of the President, Saddleback College, effective January 7, 2013. This was a temporary reassignment for Tricia Fain, who will be in a temporary assignment.
2. FAIN, TRICIA, ID #14834, Senior Administrative Assistant, Pos. #3541, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, Office of Instruction, Saddleback College, has been given a temporary change in assignment to Executive Assistant, Pos. #3345, Classified Bargaining Unit Salary Range 133, Step 4, 40 hours per week, Office of Instruction, Saddleback College, effective January 2, 2013. This is a temporary reassignment for Kathleen Schlick, who retired.
3. HAZZARD, RUBY, ID #16706, Benefits Specialist, a temporary assignment, Pos. #4642, Classified Bargaining Unit Salary Range 127, Step 2, 40 hours per week, Office of Business Services, District, temporary assignment ended on November 12, 2012 and returned to permanent assignment as Human Resources Assistant, Pos. #4463, Classified Bargaining Unit Salary Range 121, Step 3, 40 hours per week, 12 months per year, Office of Human Resources District, effective November 13, 2012. Brooke Daher returned from leave.
4. HAZZARD, RUBY, ID #16706, Human Resources Assistant, Pos. #4463, Classified Bargaining Unit Salary Range 121, Step 3, 40 hours per week, 12 months per year, Office of Human Resources, District, has been given a temporary change in assignment to Benefits Specialist, Pos. #4396, Classified Bargaining Unit Salary Range 127, Step 1, 40 hours per week, Risk Management, Office of Business Services, District, effective December 3, 2012. This is a temporary reassignment for Brooke Daher, who is resigned.
5. LOONEY, CAMERON, ID #16144, Custodian, Pos. #4314, Classified Bargaining Unit Salary Range 113, Step 4, 40 hours per week, 12 months per year, Office of Physical Plant, Irvine Valley College, has been given a temporary change in assignment to Groundskeeper, Pos. #4639, Classified Bargaining Unit Salary Range 118, Step 3, 40 hour per week, Office of Physical Plant, Irvine Valley College, effective January 2, 2013. This is a temporary replacement for Cindy Glenn, who retired.

G. OUT OF CLASS ASSIGNMENTS – Continued

6. ORLICH, VICTORIA, ID #16839, Program Assistant, Categorical, a temporary assignment, Pos. #4508, Classified Bargaining Unit Salary Range 118, Step 5, 40 hours per week, Division of Health Sciences and Human Services, Saddleback College, ended on October 23, 2012, and has been given a temporary reassignment to Health Sciences and Human Services Program Specialist, Categorical, Pos. #3234, Classified Bargaining Unit Salary Range 123, Step 4, 40 hours per week, Division of Health Sciences and Human Services, Saddleback College, effective October 24, 2012. This is a temporary reassignment for Chelsey Gray, who is on leave.

H. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. DAHER, BROOKE, ID #17221, Benefits Specialist, Pos. #4396, Office of Business Services, District, 40 hours per week, 12 months per year, resignation effective January 2, 2013. Payment is authorized for any compensated time off. (Permanent Start date: November 2, 2009)

I. VOLUNTEERS

1. The following individuals are to be approved as Volunteers for the 2012/2013 academic years.

Community Education, Saddleback College

Elconin, Alexi

Gallina, Ana

Hirsch, Rudy

Kim, Henry

Fine Arts and Media Technology, Saddleback College

Dorsey, Brooke

Dorsey, Cassie

Dorsey, Emma

Dorsey, Rima

Getz, Ann

Getz, Hannah

Gieselman, Dana

Gieselman, Mary

Hawley, Mary-Kay

Hawley, Melanie

Herring, Megan

Howe, Bailey

Howe, Terese

Lee, Alexandra

Lee, Ayndi

Monroe, Carol

Monroe, Skye

Pargeo, Charlotte

Pratt, Carrie

Toole, Shelly

Toole, Sydney

Fine Arts, Irvine Valley College

Hacela, Christopher

Rodriguez, Michael

Career Guidance and Counseling, Irvine Valley College

Alhadeff, Lindsay

Online Education and Learning Resources, Saddleback College

Jelvani, Alborz

Noel, Kindle

Transfer Center Special Program

Forsberg, Michael

ATTACHMENT 1

South Orange County Community College District

COLLEGE GRANTS AND CONTRACTS MANAGER - ID # , Classified Manager - Integrated
Administrator/Manager Salary Schedule Range 13

DEFINITION

To manage and provide leadership, coordination and support on matters related to grant and contract administration at a community college, including, but not limited to research, identification, coordination, development, writing, procurement and management of grants and research, development, writing and management of college contracts, working in coordination with appropriate district personnel.

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

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Vice President of College Administrative Services or other administrator as designated by the president.

Exercises functional and technical supervision over professional, technical and classified staff as assigned.

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

Provide leadership, administration and advocacy in the functions of grant writing and contracts processing for a community college, working in coordination with appropriate district personnel.

Oversee all grant-funded programs and coordinate compliance and reporting activities.

Coordinate and support the development, writing and design of all comprehensive grant proposals, including needs statements, project objectives, implementation strategies, budget, evaluation procedures, supporting demographic data and other materials.

Lead the College to identify and assist in the writing process of grants to support various College constituencies; develop systems and processes and support the College's efforts to secure State, federal, and foundation grants and other external funding sources for enhancement of special programs and institutional innovations related to student access and success.

Disseminate and provide advisement about the availability of external funding; communicate and work effectively with faculty members, staff and managers regarding grants relevant to their field; provide information concerning specific funding sources; coordinate timelines and protocol for grant submission and reports.

Provide leadership in the development and implementation of regular training and education programs for faculty and staff that promote a clearer understanding of the college's grant and development process.

South Orange County Community College District
Page 2 - College Grants and Contracts Manager

EXAMPLES OF DUTIES

Serve as liaison to other educational providers, including K-12, and higher education partners on matters relating to grants; work collaboratively and develop partnerships/agreements with advisory boards, professional associations, K-12 and transfer institutions, business and industry; meet with representatives of business, industry, and local government; cultivate and promote positive and substantive relationships and funding alternatives with local business and industry; serve as a leader and advocate for the College within the business community.

Serve on a variety of campus, District, community, and State committees; organize, chair or attend a variety of workshops, professional conferences, and administrative/staff meetings related to grants and contracts.

Work with appropriate College and District staff to coordinate and facilitate the paperwork for all College contracts and agreements, including, but not limited to, terms and conditions, compliance review, renewals, extensions and amendments; ensure accuracy, inclusion and approvals of all necessary and required contract terms and conditions, in accordance with District policies and procedures; after required approvals are obtained, draft Board agenda items related to contracts and agreements and forward to the Office of the Vice Chancellor of Business Services for Board docket submittal.

Coordinate and support the development, writing, design and execution of contract proposals; maintain records and timelines.

Develop, prepare, submit, administer, monitor and review annual program budgets for assigned areas, including annual budget requests for equipment, supplies and personnel; direct the acquisition, maintenance and use of equipment; and maintain an equipment-replacement plan; direct the maintenance of adequate records and controls to assure that expenditures and operations remain within established budget limitations; monitor and approve purchase requisitions.

Participate in the selection of assigned staff in accordance with various District policies and legal requirements; train, supervise and evaluate the performance of assigned personnel in keeping with the policies of the Board of Trustees and administrative procedures; provide orientation for new employees.

Maintain current knowledge of methods and new technologies pertinent to areas of assignment; monitor legislation, new State Education Code regulations and other State guidelines to determine impact on grant writing and contracts.

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

Perform related duties as assigned.

South Orange County Community College District
Page 3 - College Grants and Contracts Manager

EDUCATION AND EXPERIENCE GUIDELINES:

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

Education:

A Bachelor's Degree from an accredited institution in a field related to grants procurement and grant and contract administration or coordination. A Master's degree from an accredited institution in a related field is desirable.

Experience:

A minimum of three of recently successful management experience relating to grants and contract administration or coordination, at least three years of successful experience directly-related to grant writing and submittal specifically focused on the development of funding opportunities with federal, state and local agencies and other external funding sources; and at least three years of experience directly related to successful documentation, administration, compliance and review of contracts; and experience working in a participatory governance environment.

QUALIFICATIONS

Knowledge of:

Applicable District objectives, policies and local, State and federal laws, codes and regulations.

Computer systems and software applications related to area of assignment.

District and College organization, operations and objectives.

Grant writing.

Interpersonal skills including tact, patience and diplomacy.

Oral and written communication skills.

Principles and practices of contracts and alternative funding for public agencies.

Principles and practices of leadership and administration, including organization, budget preparation, grant and report writing and contract administration.

Principles and practices of training and supervision.

Strong oral and written communication skills, including giving presentations to small as well as large groups.

Ability to:

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

Collect, compile and analyze and data.

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

Coordinate, support, and exercise leadership in college grants and contracts processes.

Demonstrate leadership, management, supervisory, and team-building skills.

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

Demonstrate strong and effective writing, editing and verbal communication skills.

Develop, prepare and administer program and project budgets.

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

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

South Orange County Community College District
Page 4 - College Grants and Contracts Manager

QUALIFICATIONS

Ability to:

Evaluate grants and contracts accurately, and efficiently.

Exercise judgment or choice among possible actions, sometimes without clear precedents and often with concern for the consequences of the action.

Interpret, apply and explain applicable District policies and procedures and local, State and federal laws and regulations.

Manage multiple assignments and tasks, set priorities, and adapt to changing conditions and work assignments.

Operate computer/applications software, including database management, spreadsheet, word processing and software related to area of assignment.

Operate computers, peripherals and assigned office equipment.

Plan and organize work to meet deadlines.

Plan, design and produce extensive reports, proposals, position papers and other formal documents.

Plan, organize and coordinate assigned activities in a manner conducive to full performance and high morale.

Plan, organize and execute effective oral presentations, supported by sophisticated multi-media programs for large audiences.

Plan, organize and execute effective written reports supported by facts, documentation and research.

Plan, organize, coordinate, manage and expedite projects related to assignment.

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

Train and provide supervision and work direction to others as assigned.

Train others in the tools and techniques of grant writing.

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 diverse individuals and groups including, but not limited to, race, ethnicity, physical ability, religion and sexual orientation.

Work independently with little direction in a multi-project, fast-paced environment while meeting concurrent deadlines.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

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

Work Environment

Standard office setting. Typically, duties are performed in an office environment while sitting at a desk or computer workstation. An incumbent also visits educational sites and is subject to contact with others, frequent interruptions, noise from talking or office equipment and demanding legal timelines. At least minimal environmental controls to assure health and comfort.

South Orange County Community College District
Page 5 - College Grants and Contracts Manager

Physical Demands

The incumbent regularly sits for long periods, walks short distances on a regular basis, travels to various locations to visit educational sites, attend meetings and conduct work; uses hands and fingers to operate an electronic keyboard or other office machines; reaches with hands and arms, speaks clearly and distinctly to answer telephones and to provide information; sees to read fine print and operate computer; hears and understands voices over telephone and in person; and lifts, carries, and/or moves objects weighing up to 10 pounds.

Approved by the Board of Trustees: October 29, 2012
Revised by Marlys Grodt and Associates: November 21, 2012

ATTACHMENT 2

South Orange County Community College District

COORDINATED SCHEDULING ANALYST – ID # - Classified Bargaining Unit Salary Range 132

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

SUMMARY DESCRIPTION

Under direction of the Vice President for Instruction, plans, conducts, and presents research and analysis of the College's instructional performance data, multi-year schedule plans, and instructional staffing budgets and budget projections; maintains database and analytical tools for schedule planning, enrollment targets, and efficiency measures; and provides a full range of decision and schedule planning support to the Vice President for Instruction.

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. Assist the Vice President for Instruction in implementing enrollment management processes, schedule planning tools, and in the analysis of the personnel costs related to the scheduled offerings of the College.
2. Coordinate procedures for College enrollment tracking, measurement, and planning; provide research support including data acquisition and analysis for enrollment management and planning.
3. Coordinate with District Information Technology, the College Research and Planning Office, and the College Technology Services unit for the development and implementation of an accurate, effective, and useful District information and college scheduling management system.
4. Coordinate with the Vice President for Instruction in achieving a multi-year planned student-centered schedule that conforms to established enrollment targets and efficiency targets set by the Vice President for Instruction.
5. Operate computer and peripheral equipment including the technical aspects of current spreadsheet and database management software; utilize query programs to access data warehouse data; download and transfer data as required for various projects; maintain data quality and integrity.
6. Assist in the design and maintenance of the Office of Instruction website and intranet site; update information as needed; interface with District Information Technology for the maintenance and implementation of SIS, CSIS, CurrSIS, and related software.
7. Perform technical accounting work in the preparation, maintenance, and review of the budgeted and expended personnel accounts related to offering sections of courses to students.
8. Maintain the College's inventory of classrooms and laboratories used in offering sections of courses.
9. Assist in conducting basic and advanced scheduling training classes as required.
10. Provide information on and interpretation of the regulations and codes pertaining to course scheduling and apportionment claims; provide information and guidance in implementing the Student Attendance Accounting Module.
11. Participate in the development of end user documentation for schedule planning tools.
12. Coordinate activities for meetings, committees, task forces, projects, and assignments related to coordinated scheduling; attend and prepare summary notes for meetings; maintain various statistical records as required.
13. Perform related duties as required.

South Orange County Community College District
Page 2 - Coordinated Scheduling Analyst

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:

Standard research methods including data collection and coding methods and procedures.
Office procedures, methods, and equipment including operating characteristics of personal and mainframe computers, peripherals, and a variety of software applications including word processing, advanced spreadsheet, and database management applications.
Principles and procedures of complex data management and reporting.
Principles and practices of fiscal, statistical, and administrative report preparation.
Principles of business letter writing.
Analytical and organizational skills.
Presentation and training skills.
Oral and written communication skills.
Principles, practices, and procedures of record keeping.
Principles and practices used to establish and maintain files and information retrieval and storage systems.
Work organization principles and practices.
English usage, grammar, spelling, punctuation, and vocabulary.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Perform research and analysis work of a specialized nature involving the use of independent judgment and personal initiative.
Analyze current and historical statistical data and develop sound, logical conclusions and recommendations.
Assist in planning, organizing, and directing projects requiring multiple tasks and input from a variety of sources.
Access, download, consolidate, and analyze data from District information systems.
Compile data and prepare and present administrative, analytical, and technical reports and recommendations.
Understand the organization and operation of the assigned program area as necessary to assume assigned responsibilities.
Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.
Plan and organize work to meet schedules and changing deadlines.
Operate office equipment including personal and mainframe computers, peripherals, and supporting applications including advanced spreadsheet and database management systems used in data analysis, maintenance, and report preparation.
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 well in team situations and collaborate effectively with diverse groups of people.
Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

South Orange County Community College District
Page 3 Coordinated Scheduling Analyst

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 business administration, economics, sociology, statistics, finance, or a related field.

Experience:

Two years of increasingly responsible experience in the collection, analysis, reporting, and presentation of data.

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 staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

ATTACHMENT 3

South Orange County Community College District

DISPATCHER LEAD - ID # , Classified Bargaining Unit Salary Schedule Range 123

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

SUMMARY DESCRIPTION

Under direction from the Chief of Police or designee, leads, plans, and coordinates operations for police department's radio communications system, computer-aided dispatch and records management system, fire and intrusion alarm systems, and records management; performs duties of a Dispatcher; and provides administrative assistance as needed within the department.

DISTINGUISHING CHARACTERISTICS

This is the lead level class in the Dispatcher series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. The Dispatcher Lead functions as a dispatcher and is assigned additional responsibility for the Communications Bureau, specialized functions of the police department that include the Police Communications Center, computerized records management system, non-computerized law enforcement records, emergency communications, and fire and intrusion alarm systems. Scope of responsibilities may include District-wide dispatch and related services. The incumbent provides lead direction and oversees the day to day activities of the Police Communications Center and alarm monitoring services correlating all communication and emergency activities with police officers, parking and related support staff.

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. Lead, plan, coordinate, staff, control and organize assigned functions to accomplish department goals and objectives; perform duties of a Dispatcher.
2. Develop and establish operating procedures and instructions; assign and transmit them to Bureau staff.
3. Ensure dispatchers are fully trained and able to perform assigned functions; provide comprehensive training to new dispatchers; coordinate, plan and provide in-service training on a regular basis to ensure Bureau staff maintains skills necessary to effectively perform assigned duties.
4. Coordinate and oversee emergency communications operation which include Dispatchers; and determine priority of needs.
5. Maintain liaison with local, State, and federal police communications networks for immediate retrieval of criminal information.
6. Coordinate, review, and recommend the budget covering assigned communication activities.
7. Review reports, correspondence, information or other documents submitted by personnel for accuracy, completeness, and appropriateness of actions taken and coordinate the entry of reports into an effective computerized record-keeping system.
8. Recommend changes in operating policies and procedures; coordinate the scheduling and assignment of personnel.
9. Keep College in compliance with local, State, and federal requirements pertaining to computerized criminal records, radio communication, and fire and intrusion alarm systems; make recommendations and implement changes to ensure compliance.

South Orange County Community College District
Page 2 - Dispatcher Lead

REPRESENTATIVE DUTIES

10. Attend a variety of meetings and conferences to correlate police communications activity operation with all College personnel.
11. Maintain all records of police reports and activities in a computerized records management system and prepare required reports.
12. Maintain records of College alarm system including reports of all alarm activity; coordinate alarm activities with college schedules and prepare related reports.
13. Administer police department access to computerized criminal records systems through local, State, and federal systems, providing training to all affected District personnel.
14. Act as the College's Automated Terminal Coordinator and assure the confidentiality of criminal records accessed through the California Law Enforcement Telecommunications System.
15. Perform related duties as required.

QUALIFICATIONS

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

Knowledge of:

Principles of police science, administration and organization as they relate to dispatching police services.

Modern Community College police methods and procedures.

Local, State and federal communications laws.

Local, State and federal records laws.

Principles and practices of personnel management, lead supervision, and training.

Budget analysis and justification.

College organization, operations, rules, regulations, policies, procedures and objectives.

Oral and written communication systems, equipment and procedures.

Law enforcement agencies in Orange County.

Modern office procedures, methods and equipment including computers and applicable software applications.

Fire and intrusion alarm monitoring systems and operations.

Emergency communications radio systems in correlation with other emergency agencies and federal requirements.

Administration and operation of a 24-hour Police Communications Dispatch Center.

Computer networks that provide criminal information to the College police department such as CLETS and NCIC.

Administration of department computer record-keeping and reporting requirements as prescribed by law.

Report preparation and record-keeping techniques.

English usage, spelling, grammar, and punctuation.

Ability to:

Perform the duties of a Dispatcher.

Lead, organize, and review the work of staff.

Plan, coordinate, and direct assigned functions effectively.

Exercise effective leadership, independent judgment and initiative.

Analyze emergency and non-emergency situations accurately and respond quickly and effectively.

Interpret and apply laws and department rules and regulations.

Understand and apply principles of effective community college police administration.

South Orange County Community College District
Page 3 - Dispatcher Lead

QUALIFICATIONS

Ability to:

Analyze, develop and recommend changes in methods, systems policy and procedures related to complex and sensitive issues and programs.
Prepare clear, concise and comprehensive written, verbal and statistical reports.
Recognize and resolve problems of a sensitive, political, organizational or administrative nature.
Work confidentially with discretion.
Establish and meet schedules and time lines.
Select, train, and oversee assigned personnel.
Work in a liaison capacity with various governmental agencies and the community.
Operate equipment used in a police records and communication center including supporting software applications.
Adapt to changing technologies and learn functionality of new equipment and systems.
Communicate clearly and concisely, both orally and in writing.
Provide clear and concise verbal directions quickly and accurately.
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.
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 course work in criminal justice, records management, or other related program area is desirable.

Experience:

Five years experience as a P.O.S.T. certified Dispatcher.

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 pick up/deliver documents or other materials.
- Possession of a P.O.S.T. Dispatcher certificate.
- Completion of P.O.S.T. Communications Training Officer and Records courses within one year.

TESTING AND BACKGROUND CHECK:

- Must submit to a thorough background investigation pursuant to standards established by the Commission for P.O.S.T.
- Must undergo a medical examination as required by Commission for P.O.S.T.

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.

South Orange County Community College District
Page 4 - Dispatcher Lead

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Environment:

Work is performed primarily in a campus police 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, 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 may 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.

Created by Forsberg Consulting Services, September 2012

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.

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

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

<i>Presentation Date/Time</i>	<i>Location</i>	<i>Faculty Member</i>	<i>Course Title/Activity</i>	<i>Speaker</i>	<i>Topic</i>
11/26/12 1:00pm	SSC 212	Kris Leppien-Christensen	Psi Beta Club	Matthew Larder	Suicide & Bullying in the LGBT Population
11/26/12 5:00pm	SSC 212	Kris Leppien-Christensen	Psi Beta Club	Nancy Wooldrige, Veronica Scarpelli	Suicide Victim & Awareness
11/27/012 2:00pm	SSC 211C	Kris Leppien-Christensen	Psi Beta Club	Anna Mendez, Victoria Mendez, Jonah Mowry	Bullying and Awareness and Prevention
11/27/12 12:00pm	SSC 211	Kris Leppien-Christensen	Psi Beta Club	Dr. Greg Olsen	Neurotransmitters & Hormones
11/27/12 2:00pm	TAS 225	Morgan Barrows	Green Living / ENV 202	Helen Wood	Master Gardener Compost and Worm Composting
11/28/12 10:00am	SSC Quad	Kris Leppien-Christensen	Psi Beta Club	Tanya Brown	Personal Story & Grief Recovery Insight
11/28/12 10:00am	SSC 212	Kris Leppien-Christensen	Psi Beta Club	Jodi Barber	"Overtaken" Screening and Discussion
11/28/12 12:00pm	SSC 212	Kris Leppien-Christensen	Psi Beta Club	Denise Kirkpatrick	Mental Health Food Cooking Demo
11/28/12 8:00pm	BGS 339	Kris Leppien-Christensen	Psi Beta Club	Corinne Powers	Transgender Life, Challenges & Transition
11/29/12 11:00am	SSC 212	Kris Leppien-Christensen	Psi Beta Club	Nancy Wooldrige, Veronica Scarpelli	Suicide Victim & Awareness
11/29/12 4:00pm	BGS 356	Kris Leppien-Christensen	Psi Beta Club	Dr. Greg Olsen	Neurotransmitters & Hormones
12/3/12 2:00pm	BGS 235	Jennifer Golden	SCTA Club	Elizabeth Munroe	Pro/Coms of Teaching in Private Schools
12/4/12 2:00pm	TAS 225	Morgan Barrows	Green Living / ENV 202	Neal Shapiro	Rainwater Harvesting

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>
12/6/12 11:00am	BSTIC 212	Caroline Kussoy	Administrative Assistant Program	Sari Yasui	Resume Workshop

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

BACKGROUND

The Board of Trustees has requested regular information reports about projected basic aid receipts and approved projects.

STATUS

EXHIBIT A shows FY 1999–2000 actual Basic Aid receipts since the District became a Basic Aid District, as well as the projects that the Board of Trustees has approved for funding with Basic Aid Funds.

As of November 30, 2012, Total Basic Aid Estimated Receipts of \$472.7M less Total Approved Projects in the amount of \$455.1M leaves a \$17.6M balance for uncommitted Basic Aid Funds which includes approximately \$16M to be committed to OPEB retiree medical liability.

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, 2012 report.

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
December 17, 2012**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/08 Actual</i>	<i>2008/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>Balance Remaining for 2012/13</i>
CLOSED PROJECTS							
CLOSED PROJECTS TOTAL	114,482,353	112,114,469	1,747,393	619,815	675	-	-
CAPITAL PROJECTS							
Campus Appearance Improvement IVC & SC (2009)	1,000,000		378,837	215,312	144,365	738	260,748
ATEP Building Demolition (2007)	7,000,000		61,693	12,192	1,439,404	781,124	4,705,587
ATEP Development (2008)	3,750,000	565,425	1,041,250	750,807	735,035	555,174	102,309
ATEP First Building Phase 3A (2011)	12,500,000						12,500,000
ATEP Operating Budget* (2006)	11,601,028	3,935,289	2,273,645	2,390,930	1,798,762	507,119	695,283
ATEP Renovation (2002)	7,964,191	7,192,625	103,660	450,213	153,872	29,990	33,831
ATEP Site Development (2012)	340,436					31,948	308,488
ATEP Site Development (2013)	2,100,000						2,100,000
ATEP Site Development Negotiations (2008)	4,265,883	899,132	1,080,568	592,509	618,846	322,921	751,907
ATEP Staffing, Equipment, Program Development (2007)	891,611		20,689	171,285	346,066	291,119	62,452
IVC A-400 Bldg Remodel (2011)	11,463,000					28,153	11,434,847
IVC Business & Technology Innovation Center (2002)	10,182,000	6,571,307	2,292,938	23,716	-	(346)	1,294,385
IVC Design and Install Entrance from Barranca (2003)	2,850,000	9,950	-	41,576	45,644	143,803	2,609,026
IVC Fine Arts Building (2008)	8,897,115	61,163	115	-		-	8,835,837
IVC Landscaping PAC & BSTIC (2009)	1,796,000		-	105,493	146,485	1,286,761	257,261
IVC Life Sciences Project (2004)	17,410,000		81,776	793,360	448,231	(1,169,892)	17,256,525
IVC New Parking Lot (2013)	2,920,000						2,920,000
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	150,142
IVC Replace Main Water Valves (2010)	275,000			6,035	76,957	97,311	94,697
IVC Replace Natural Gas Piping A&B Quads (2010)	230,000			3,088	41,368		185,544
IVC Science Lab Addition & Remodel (2006)	6,980,000	362,837	2,373,462	2,024,161	412,531	-	1,807,009
IVC SSC HVAC System (2010)	800,000			1,346	19,668	732	778,254
IVC Upgrade Exterior & Entries to B300 (2013)	680,000						680,000
IVC Utility Service Project (2006)	416,000	346,223	-	-		-	69,777
SC Bridge Replacement (2010)	1,700,000			2,693	97,266	661,721	938,320
SC Building Repairs - Library Remodel (2003)	7,141,000	77,892	-	511,511	745,863	1,817,215	3,988,518
SC Building Repairs - LRC Comm Arts Renovation (2013)	2,622,000					-	2,622,000
SC Building Repairs - ATAS Building (2003)	14,733,313	152,376	1,048	-	13,800	94,380	14,471,709
SC Building Repairs - ATAS Swing Space Renov (2013)	5,806,687						5,806,687
SC Demolition and Upper Quad Remodel (2008)	1,000,000		-	-			1,000,000
SC Demolition of Lower Campus Buildings (2002)	1,719,000	1,718,545	-	-			455
SC Fine Arts HVAC Renovation (2013)	1,000,000						1,000,000
SC Golf Driving Range Net Replacement (2005)	300,000	91,800	5,000	5,000	4,950	19,300	173,950
SC Health Sciences/DS Waterproofing (2013)	1,000,000						1,000,000
SC Loop Road (2008)	3,442,000		-	5,740	212,701	-	3,223,559
SC M/S/E Bldg, Soil, & Slab Repairs (2003)	128,710	128,595	115	-			-
SC M/S/E Plaza Repairs (2008)	69,288		69,288	-			-
SC M/S/E Renovation (2009)	39,000		39,000	-			-
SC McKinney Theater Restroom remodel (2007)	2,542,000	267,956	2,023,613	72,862	121	8,244	169,204
SC New Gateway Building (2013) (Match)	1,545,115						1,545,115

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
December 17, 2012**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/08 Actual</i>	<i>2008/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>Balance Remaining for 2012/13</i>
SC Pool Deck Replacement (2010)	1,500,000			23	1,276,844	189,784	33,349
SC Roof Replace Tech & Applied Science, Village Bldg 3-8 (2010)	1,500,000			166,833	851,935	337,751	143,481
SC Sciences Building (M/S/E annex) (2003)	58,835,346	29,595	-	-	258,563	1,840,003	56,707,184
SC Storm Drain Repairs (2013)	1,500,000						1,500,000
SC Temporary Classroom Facilities (2005)	7,269,285	7,176,367	450	300		-	92,168
SC Village Expansion (2009)	3,942,000		463,110	2,942,595	474,450	(33,574)	95,418
SC Village Remodel (2007)	4,130,000	244,229	2,014,945	1,311,975	124,943	13,762	420,147
SC Water Damages/Storm Drainage Issues (2013)	750,000						750,000
CAPITAL PROJECTS TOTAL	241,397,008	29,831,305	14,325,202	12,601,556	10,704,505	7,889,263	166,045,177

SCHEDULED MAINTENANCE							
College Scheduled Maintenance Projects (2005)	1,000,000	965,319	7,765	2,630	-	24,285	0
College Scheduled Maintenance Projects (2006)	4,000,000	909,270	1,420,296	1,182,288	250,144	40,735	197,267
IVC Library Exterior (2013)	275,000						275,000
IVC Lighting & Walkways (2013)	475,000						475,000
IVC Sports Facilities (2012)	342,600						342,600
SC Central Plant (2013)	750,000						750,000
SC Energy Management System (2012)	657,400					323,678	333,722
SC PE Complex (2013)	500,000						500,000
SCHEDULED MAINTENANCE PROJECTS TOTAL	8,000,000	1,874,589	1,428,061	1,184,918	250,144	388,698	2,873,590

IT PROJECTS							
Campus Desktop Refresh (2013)	750,000						750,000
SOCCCD Awards Management System (2013)	500,000						500,000
SOCCCD Blackboard Plug-ins (2013)	150,000						150,000
SOCCCD Degree Audit/MAP Upgrade (2013)	750,000						750,000
SOCCCD Document Management Solution (2011)	659,202					622,823	36,379
SOCCCD End-of-Life Core Network/Tech Refresh (2013)	2,500,000						2,500,000
SOCCCD Enterprise Content Mgmt Expansion (2013)	150,000						150,000
SOCCCD HR/Bus Svcs Integrated Software (2013)	3,000,000					16,131	2,983,869
HRIS Data Migration	20,000						20,000
IT Governance - TeamDymanixHE Software	50,000						50,000
TracDat Integration with SharePoint	35,000						35,000
DW Infrastructure Inventory System	75,000						75,000
MySite Help System	20,000						20,000
Unified Communications System	50,000						50,000
IT Contingency	277,855						277,855
SOCCCD IT Basic Aid Projects (2013)	527,855					-	527,855
SOCCCD IT Projects SC/IVC/ATEP Instruct & Student Svc (2010)	8,744,770			2,906,089	2,665,868	1,745,944	1,426,869
SOCCCD Matriculation SEP System (2013)	100,000						100,000
SOCCCD Predictive Analytics (2013)	250,000						250,000
SOCCCD Student Information System Enhancement (2013)	1,500,000						1,500,000
SOCCCD Student Information System Upgrade-Phase I/Phase II (2006)	14,102,260	8,819,991	4,111,633	1,099,661	4,250	22,466	44,259
SOCCCD Technology Needs 2007/08 (2008)	8,036,477	1,668,384	3,815,348	1,197,263	923,579	392,177	39,726
IT PROJECTS TOTAL	41,720,564	10,488,375	7,926,981	5,203,013	3,593,697	2,799,541	11,708,957

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
December 17, 2012**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/08 Actual</i>	<i>2008/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>Balance Remaining for 2012/13</i>
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OTHER ALLOCATIONS							
College (SC) Instructional Equipment Needs (2005)	1,392,000	858,276	473,955	55,238	-	1,847	2,685
SOCCCD Consultant District Educational & Facilities Master Plan (2005)	735,010	370,010	-	-	321,010	21,400	22,590
SOCCCD Design/Build Specialty Consultant (2013)	175,000					13,300	161,700
SOCCCD DSA Project Close Out (2013)	160,000						160,000
SOCCCD Facilities System (2013)	704,000						704,000
SOCCCD FPP, IPP, 5 Year Plans (2013)	100,000						100,000
SOCCCD Lease/Leaseback Consultant (2013)	175,000						175,000
SOCCCD Legislative Advocacy Services - Basic Aid (2004 - present)	435,000	102,000	34,354	13,140		117,900	167,606
SOCCCD Legal Counsel Facility Related Issues (2013)	300,000						300,000
SOCCCD Legal Defense for Invocation Complaint (2010)	1,208,817					1,208,817	-
SOCCCD Trustee Election/General Election Expense (2004 - present)	2,198,988	453,867	527,830	-	417,291	-	800,000
SOCCCD Additional 1% Contingency (2009)	1,278,101		-	-	1,278,101	-	-
SOCCCD Retiree Benefits (2001 - present)	40,617,938	24,417,938	500,000	2,500,000	8,000,000	2,600,000	2,600,000
OTHER ALLOCATIONS TOTAL	49,479,854	26,202,091	1,536,139	2,568,378	10,016,402	3,963,264	5,193,580

BASIC AID PROJECT TOTALS	455,079,779	180,510,829	26,963,776	22,177,681	24,565,424	15,040,766	185,821,304
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	<i>1999/08 Actual</i>	<i>2008/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>Balance Remaining for 2012/13</i>
Commitments	257,813,653	54,256,170	37,446,916	41,176,493	(9,951,045)	74,337,592
Cumulative Commitments	257,813,653	312,069,823	349,516,739	390,693,233	380,742,187	455,079,779
Receipts	265,016,219	51,179,365	39,022,021	38,737,963	39,301,044	39,462,256
Cumulative Receipts	265,016,219	316,195,584	355,217,605	393,955,568	433,256,612	472,718,868
Cumulative Expenses	180,510,829	207,474,605	229,652,286	254,217,709	269,258,475	455,079,779
Uncommitted Basic Aid Funds	84,505,390	108,720,979	125,565,319	139,737,859	163,998,137	17,639,089

<i>Change from November 2012 Report:</i>	<i>Approved Amount</i>						<i>2012/13 and Forward</i>
	-						-
Total Change	-						-

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 17, 2012

SADDLEBACK COLLEGE

1. JAMES B. UTT LIBRARY 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	\$2,156,000	\$7,141,000

Budget Narrative: Budget reflects Board agenda action on 10/24/04 and 6/22/09. 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 \$13,673,000 and this amount was returned to the basic aid account. Equipment *reimbursement* of \$2,000,000 is pending from the state.

Contractor delays result in extended costs for inspections, labor compliance, and project management cost. Staff will seek reimbursement during settlement discussions with the contractor.

Status: The contractor is *seventeen* months behind schedule. The Division of Labor Standards Enforcement (DLSE) *negotiation is on-going*. Other *reasons for contractor* payment withholdings *include* stop notices filed by subcontractors and material suppliers. *Claim issues have been combined and a Judge has been assigned*.

In Progress: Project punch list, building systems commissioning with M&O, close out documents and warranties submittals, DSA close out. District counsel, staff and labor compliance consultant efforts continued *with the contractor's* mutual agreement. A *DLSE hearing is scheduled with all parties for December 19, 2012*.

Recently Completed: A *strategy meeting, held on December 12, 2012, between District Counsel and staff addressed labor negotiations and claims issues*.

Focus: Complete final punch list. Legal issues and close out of outstanding change orders. *Warranty repair for flooring delamination at the third floor; a work plan for repairs over the holiday break is under review by college and district staff*.

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	\$6,816,000	\$59,050,000
State Match:	\$36,564,000	(\$36,564,000)	-
Basic Aid Allocation:	\$3,867,000	\$54,968,000	\$58,835,000
Unassigned:	\$11,803,000	(\$11,588,000)	\$215,000

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.

Status: The project was submitted to Division of the State Architect (DSA) on June 5, 2012, with central plant submittal on August 1, 2012 and also currently under review. *DSA review comments were returned to the architect and document revision is underway.*

In Progress: Review of the DSA construction documents is underway by the college and district. Weekly meetings continue with the contractor and user group to address cost reduction measures.

Recently Completed: *The Preconstruction Services Agreement is Board approved and cost reduction meetings began Friday, November 2, 2012.*

Focus: Staff is continuing efforts on constructability reviews and cost reduction measures.

Project Start: March 2011	Scheduled Finish: October 2014
Projected Finish: October 2014	DSA Close Out: Pending

3. SECONDARY EFFECTS - LOOP ROAD

	Original	Revision	Total
Project Budget:	\$11,697,00	(\$2,699,417)	\$8,997,583
State Match:	-	-	-
Basic Aid Allocation:	\$3,442,000	-	\$3,442,000
Unassigned:	\$8,255,000	(\$2,699,417)	\$5,555,583

Budget Narrative: Budget reflects Board agenda action on 3/24/08. During the discovery phase and further defined through the Education and Facilities Master Plan (EFMP) process, the architect determined the budget estimate to be \$8,997,583. Environmental impacts could increase the project estimate.

Status: Phase I planning is complete. Phase II work placed on hold. Environmental impacts are expected to be influential in budget and schedule planning.

In Progress: Priority order for secondary effects is under consideration in relationship to scheduled maintenance concerns.

Recently Completed: Focus on the Loop Road project is directed toward secondary effects. The College anticipates removal or a lowered priority of the primary Loop Road construction scope during the Education and Facilities Master Planning process scheduled for 2015.

Focus: District and College staff and administration identified the secondary effects for the Loop Road project, specific to parking lot/storm drainage improvements, as a high priority. The current budget assignment will combine with scheduled maintenance budget assignment for storm drainage to achieve economy of scale.

Project Start: Phase I-Feb 2010, Phase II-Feb 2011	Scheduled Finish: On Hold
Projected Finish: On Hold	DSA Close Out: On Hold

4. 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	\$12,777,000	\$14,733,000

Budget Narrative: Budget reflects Board agenda action on 2/28/11 and 8/27/2012. 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.

Status: The design is in the Design Development phase is underway. (Note: Design phases: Programming, Schematic, Design Development, Construction Documents, DSA Submittal)

In Progress: The architect and District are working with the user groups to further define user needs in support of educational delivery.

Recently Completed: A supplemental geotechnical investigation at North Wing was conducted *last* month. Surveying and utilities location mapping is completed.

Focus: Design Development with end user participation.

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

5. TAS SWING SPACE PROJECT

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

Budget Narrative: Budget reflects Board agenda action on 8/27/2012. On August 27, 2012, the Board approved \$5,807,000 to fund the original project budget.

Status: Schematic Design is underway.

In Progress: Two design meetings were held this month with end users. Village swing space Schematic Design *continued* for all remaining TAS Building programs. *Two* meetings were held with the user group to further refine layouts in Village swing space buildings.

Recently Completed: Programming is complete.

Focus: Swing Space Schematic Design efforts.

Project Start: May 2012	Scheduled Finish: December 2014
Projected Finish: December 2014	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. Approximately 17 remain in "Pending" status and must be closed to arrive at DSA close out.

Recently Completed:

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. B-200 SCIENCE LAB ANNEX AND B-239 REMODEL

	Original	Revision	Total
Project Budget:	\$4,120,000	\$2,860,000	\$6,980,000
State Match:	-	-	-
Basic Aid Allocation:	\$4,120,000	\$2,860,000	\$6,980,000

Budget Narrative: Budget reflects Board actions on 6/26/06 and 9/22/08.

Status: Construction complete and occupied. DSA close out underway.

In Progress: District staff and the architect continue coordination toward this DSA close out effort. One change order remains to be resubmitted for DSA review.

Recently Completed: The Notice of Completion was filed on July 8, 2010. Two of three remaining change orders have been approved.

Focus: DSA Close Out

Project Start: July 2006	Scheduled Finish: December 2009
Finish: May 2010	DSA Close Out: Underway

3. 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	\$16,297,000	\$17,410,000

Budget Narrative: Budget reflects Board agenda action on 6/22/2004, 5/23/2005, 3/24/2008, 4/27/2009, and 5/24/2010. The original budget totaled \$24,861,000. The 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. The Board reallocated 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 \$6,797,891 resulting in no need for additional basic aid funding. Approximately half of the state's contribution for construction funding and all equipment funding are pending.

Status: *Surety take-over results in Work that is once again underway.*

In Progress: *Review and negotiate subcontractor's change order requests related to work with previous contractor. Contractor is establishing subcontractor relationships. Staff and end users are developing furniture, fixture and equipment lists. Finalizing coordination and contract with Irvine Ranch Water District for Non-Potable water to toilets.*

Recently Completed: *Initial review of repair to work in place-one step back, two steps forward. Negotiation with various subcontractors to resolve building membrane issues, heading toward building weather-tight condition. Finalize contract change issues: Purchase order, change order language, numbering convention for logs moving forward.*

Focus: *Commissioning meetings for HVAC and controls advancement necessary to condition building.*

Project Start: December 2008	Scheduled Finish: July 2012
Projected Finish: April 2013	DSA Close Out: Pending

4. FINE ARTS BUILDING

	Original	Revision	Total
Project Budget:	\$31,451,000	\$3,541,000	\$34,992,000
Anticipated State Match:	\$28,305,000	(\$3,715,000)	\$24,590,000
Basic Aid Allocation:	\$3,200,000	\$5,697,115	\$8,897,115
Unallocated:	(\$54,000)	1,558,885	\$1,504,885

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 and 4/27/2009. On August 27, 2012, the Board approved an additional \$1,545,115 to fund the revised project budget.

Status: The District submitted a Final Project Proposal to the State Chancellor's Office on June 30, 2008. Funding was pushed back first to December, 2009, and again to September, 2010. The District re-submitted once more with a shift of funding to the 2013-2014 fiscal year. Though final budget will be resolved after the State Chancellor's Office has completed the funding process.

In Progress: The State Chancellor's Office indicates a preference to roll the 2013-14 projects to 2014-15 which includes this project.

Recently Completed: On Hold

Focus: Awaiting State Chancellor's Office funding approval.

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.* The City of Irvine has provided meeting minutes from a 1996 City Council meeting that, in the context of a land exchange between them and the Irvine Company, included a description of an SOCCCD agreement to provide a pedestrian bridge creek crossing in exchange for land use at the Barranca connection. District finds no evidence of participating in this understanding.

In Progress: *Finalize minor planting designations at entrance. Set meeting to discuss pedestrian bridge question.*

Recently Completed: *A November meeting with the City of Irvine focused on plan and specification coordination. Division of the State Architect complete with accessibility review.*

Focus: *Resolve pedestrian bridge question with City of Irvine.*

Project Start: March 2010	Scheduled Finish: Spring/Summer 2013
Projected Finish: Spring/Summer 2013	DSA Close Out: Pending

6. GREAT LAWN PROJECT

	Original	Revision	Total
Project Budget:	\$1,250,000	\$546,000	\$1,796,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$1,250,000	\$546,000	\$1,796,000

Budget Narrative: Budget reflects Board agenda action on 8/31/2009 and 5/24/2010. The basic aid assignment of \$1,796,000 was sufficient to meet project costs.

Status: Construction Complete.

In Progress: After Civil Engineer is satisfied that the parking lot signage is complete, all Close Out documentation will be forwarded to DSA.

Recently Completed: Construction Complete.

Focus: DSA Close Out

Project Start: March 2009	Scheduled Finish: December 2011
Projected Finish: May 2012	DSA Close Out: Underway

7. A400 RENOVATION AND EXPANSION PROJECT

	Original	Revision	Total
Project Budget:	\$3,004,051	\$8,458,949	\$11,463,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$1,000,000	\$10,463,000	\$11,463,000

Budget Narrative: Budget reflects Board agenda action on 2/28/2011 and 8/27/2012. 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. Staff will recommend an increase in the project budget to address the furniture, fixture and equipment expenditure during the 2012-2013 Basic Aid Allocation review process.

Status: The Board approved the use of Design-Build procurement. Criteria document and programming efforts are complete.

In Progress: The Request for Proposals have been received by the three selected firms and are under review by the selection committee. Site topographic and utility surveys are underway. *Staff recommendation of chosen firm under development and anticipated for January Board of Trustees meeting.*

Recently Completed: Geotechnical Analysis and Draft Report complete. *Selection committee has analyzed proposals and held interviews with three proposing firms.*

Focus: Design-Build Entity selection process.

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	-	\$7,000,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$7,000,000	-	\$7,000,000

Budget Narrative: Budget reflects Board action on 4/22/2004.

Status: *Four demolition projects are complete with one identified as outstanding: ATEP Building Foundations and Infrastructure Demolition.*

In Progress: *Discussions are underway with City of Tustin and the Navy regarding a potential amendment to a previous agreement permitting construction and identifying conditions for same. Prequalification and bid document development is underway.*

Recently Completed: *Plan check by City of Tustin.*

Focus: Ensure that site is left in good condition to meet on-going maintenance needs. Obtain permission necessary to move forward with construction.

Project Start: September 2010	Scheduled Finish: June 2012
Projected Finish: August 2012	DSA Close Out: N/A

2. ATEP MONUMENT SIGNAGE

	Original	Revision	Total
Project Budget:	-	-	-
Anticipated State Match:	-	-	-
Basic Aid Allocation:	-	-	-

Budget Narrative: There is money in the ATEP Renovation/Temporary Buildings fund should this project move forward.

Status: The Valencia Loop Road monument sign reflects the design of the City's sign on the opposite corner. Plan comments have been addressed and resubmitted to the City.

In Progress: On Hold and part of the current negotiations with the City of Tustin.

Recently Completed: On Hold

Focus: On Hold

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

3. 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 to begin developing the Criteria documents and programming. Programming completed January 2012.

In Progress: Criteria Document development.

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	-	\$704,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$704,000	-	\$704,000

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

Status: Progress meetings held monthly. Pilot efforts complete.

In Progress: Data download for report development and review. Data reporting *and* compatibility *tests* between SchoolDude software and State Chancellor FUSION data

base. *IVC space dimensioning and synchronizing with FUSION. (Previous “Be Safe” efforts remove need for this at Saddleback College). Consultants performing condition assessments for remainder of both campuses.*

Recently Completed: Condition Assessments for IVC and Saddleback Student Services complete for pilot assessment.

Focus: Continued progress on condition assessment completion.

<i>Project Start: July 2012</i>	<i>Scheduled Finish: June 2013</i>
<i>Projected Finish: June 2013</i>	<i>DSA Close Out: N/A</i>

Project updates for active projects may be viewed at:
<http://socccd.edu/businessservices/ProjectUpdates.html>.

Definitions:

Project Start:	Month Architect/ <i>Consultant(s)</i> are brought on board for design/ <i>project</i>
Scheduled Finish:	Assumed duration of project depending on variables, such as agency review, <i>etc.</i> that is outside of the control of District and consultants
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. Level of project complication dictates timeframe for completing this scope of work.

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

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

The Unassigned category identifies an underfunded budget.

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

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Written Reports

ACTION: None

Written Reports

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

Saddleback College Academic Senate
Faculty Association
Irvine Valley College Academic Senate
Associate Vice Chancellor, Economic Development
President, Irvine Valley College
President, Saddleback College
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



IRVINE VALLEY COLLEGE

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

FROM: Glenn R. Roquemore, President *GR*

DATE: December 6, 2012

SUBJECT: **President's Report for the December 17, 2012 Board of Trustees Meeting**

Fall 2012 Student Research Symposium Award Winners

On Saturday, November 10, IVC held the Fall 2012 Student Research Symposium sponsored by the IVC Committee on Undergraduate Research, the IVC Honors Program, and the IVC chapter of Psi Beta Honor Society. Fifty-five students from IVC and Saddleback shared poster displays and oral presentations of their projected, completed, or ongoing research in a range of disciplines including Anthropology, Art History, Biology, Geography, English, Math, Physics, Political Science, and Psychology. The event featured a keynote address by Said Shokair, Director of UC Irvine's Undergraduate Research Opportunities Program (UROP).

IVC Forensics Take First Place Sweepstakes at the 2012 Pacific Meets the Delta Swing

On November 2-4, 2012, the Irvine Valley College Speech and Debate Team took home multiple awards to earn a First-Place Sweepstakes Award among community colleges at the 2012 Pacific Meets the Delta Swing. This swing event is a joint union between two separate tournaments: the 2012 Mustang Invitational held at San Joaquin Delta College and the 2012 Paul Winters Invitational held at the University of the Pacific. The team sent twelve students to compete in three days of competition. The two tournaments hosted a combine of 44 different schools drawing in national programs from University of Utah, UC Berkley, Texas Tech University, and other California programs. The IVC Forensics program had a full "Team Break" where all twelve competitors advanced to at least one elimination round and won an award in at least one event. **IVC received team sweepstake awards for 1st Place Pacific Meets The Delta Swing Sweepstakes Award – community college division; 1st Place Paul Winters Invitational Sweepstakes Award – community college division; and 3rd Place Mustang Invitational Sweepstakes Award – community college division.**

Veterans Update

The IVC Veterans Office recently held a moving tribute to our troops in honor of Veterans Day, as well as an inaugural car show on Veterans Day weekend. In addition, the college hosted an extremely successful inaugural gala on October 13 in support of IVC's new "Veterans Angels" fundraising project. After expenses, the gala raised \$16,588.50. In addition, the foundation has received multiple inquiries about an even bigger event celebrating Veterans Angels slated for June 15, 2013. Plans are already underway for this unprecedented event to engage with and invest in the education of Iraq/Afghanistan and other recent conflict veterans. The evening will support the IVC Veterans Angels project, launched last October to fund direct educational services for veterans, including tutoring and case management services and, in some cases, assistance with tuition, books, fees and emergency funds. The Veterans Angels project enables the IVC Foundation to build an endowment and the capacity to raise even more money to help veterans.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES: William O. Jay, David B. Lang, Frank M. Meldau, Marcia Milchiker, Nancy M. Padberg, T. J. Prendergast III, James R. Wright
Gary L. Poertner, Chancellor • Glenn R. Roquemore, Ph.D., President, Irvine Valley College

An Equal Opportunity Institution

IVC Women's Golf Team Caps Wins State Championship

The Irvine Valley women's golf team captured its second state championship in three years as the Lasers posted a two-day team total of 628 to easily run away with the title on November 13 at Temecula Creek Inn. The title finished off an undefeated season for the Lasers. Glendale placed second with a score of 660 followed by Canada (673) and San Joaquin Delta College (689). Irvine Valley, which won in 2010 for its first women's golf title, shot a team score of 318 on November 12 and bettered that with a team score of 310 on November 13. Glendale, which shot a 330 on the first day, could not make up any ground as the Vaqueros shot another 330 on Tuesday. Sophomore Sally Kim carded a 3-over-par 75 to pace the Lasers with sophomore Kate Cho carding a 76 and freshman Vanessa Honnes posting a 77 during the November 13 round. Sophomore Halle Young rounded out the scoring with an 82 for the Lasers. Freshman Shaiyana Sam had the throw-out score of 87 for IVC. Glendale's Pattraporn Silawanna shot a 77 for the second consecutive day, but no other Glendale golfer broke 80. Thanawan Sriratchaya shot an even 80 both days for Glendale. Taylor Crandall of Palomar College captured the individual medalist title with a 2-under-par 70 on the second day to go with a 78 on the first day for a tournament total of 148. She edged out IVC's Cho, who was the individual runner-up with a 151 total (75-76). Cho was the medalist at the recent Orange Empire Conference Finals. Silawanna edged out last year's individual champion, Kristin Grimes of College of the Canyons, for third place. Both players posted two-day totals of 154 with Silawanna earning the advantage on a card-off from the back nine (40-41). Riley Sexton (79-77) of Sacramento City and Kim of IVC (81-75) tied for fifth place at 156 with Sexton also earning the advantage in a card-off (37-39). The top six players earned all-state recognition and received individual medals.

Program Review Kickoff

On Friday, November 16, Kathy Schmeidler, Chris Tarman, and Kathy Werle conducted a "Program Review Kickoff" to provide information for faculty and administrators on conducting comprehensive program reviews or two- or four-year updates. This is the second year IVC is using TracDat to document program reviews, so information was shared about what to include in the various sections of the report, how to upload and link documents to support the review, and the resource request process and the types of evidence to provide as rationales. The Kickoff was videotaped so that it will be available to those unable to attend this session.

IVC Honoring Classified Retirees

On Wednesday, November 28, IVC held a recognition ceremony in the Performing Arts Center to honor seventeen classified employees who will be leaving the South Orange County Community College district upon retirement. The employees included: Michael Bouquet, Garilynn Dickson, Alice Felli, Cindy Glenn, Suzanne Hammel, Evelyn Jones, Sharon Kennedy, Florence Lee, Earlene Munder, Jan Nassar, Linda Renne, Elaine Rubenstein, Jamie Smith, Jan Stephens, Paul Tang, Rolland Taylor, and Laura U'Ren.

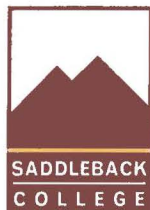
IVC Model UN Kudos

IVC's Model United Nations Club participated at the National Model United Nations Conference in Washington D.C. from October 26-28, 2012. IVC won six awards, including Outstanding Delegation, making IVC the only community college to win this award alongside five four-year universities. In addition, IVC's team won the committee award for the World Health Organization, as well as four out of ten position paper awards, while the remaining six awards were given to six different universities. IVC was awarded for its position papers for the Human Rights Council, the International Atomic Energy Agency, the Security Council and the World Health Organization. Out of 75 participating schools, 70 were four-year universities, yet IVC was the most highly awarded institution. The team for the World Health Organization was Theodore Hunt and Lilia Hachim; the Security Council was Jibran Samla and Max Hyman; the International Atomic Energy Agency was Cooper Lushbaugh and Summer Gary; the Economic and Social Council was Farheen Jamil and Audrey Meaney; the General Assembly was Kaitlin O'Neill and Sierra Avila-Mott; and the Human Rights Council was Gabriel Masri and David Sadakane. The advisor for the trip was Stewart Frame, and the advisor for training students on how to write position papers was Cale Crammer.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES: Thomas A. Fuentes, William O. Jay, David B. Lang, Frank M. Meldau, Ph.D., Marcia Milchiker, Nancy M. Padberg, T. J. Prendergast, III
Gary L. Poertner, Chancellor • Glenn R. Roquemore, Ph.D., President, Irvine Valley College

An Equal Opportunity Institution



SADDLEBACK COLLEGE

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949.582.4500 • www.saddleback.edu

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

FROM: Dr. Tod A. Burnett, President

SUBJECT: Report for December 17, 2012 Board of Trustees Meeting

On behalf of the faculty, staff, and management at Saddleback College, Dr. Burnett welcomes Tim Jemal to the South Orange County Community College District Board of Trustees. We are all excited to work with Tim and know that he will serve our board and college with distinction.

Office of Instruction

Advanced Technology and Applied Science

Our Fall Plant Sale was a huge success again this year. Special thanks go out to Yvonne Alliman and Tina Maldini. Proceeds from the sale go to student scholarships in our department.

Ecology students went on a fieldtrip to the Bolsa Chica Wetlands where they were able to assess the wetland ecosystem including plant adaptations, food webs, and the effects of pollution. Over 50 students volunteered in the California native garden. Ecological Restoration students are busy designing ecological restoration work plans for various sites in Orange County, including one on Saddleback Campus. The Environmental Awareness Club has been busy planning a beach cleanup down at Doheny Beach as well as planning for Earth Week.

Business Science & Economic and Workforce Development

The division hosted "Election 2012: How the Results Will Affect Small Business" on Friday, December 7th from 2:00 p.m. to 5:00 p.m. This event, geared toward the local business community, featured keynote speaker Michael Villines, former California Assemblyman, and roundtable Panelists Lucy Dunn, President and CEO of the Orange County Business Council; Reuben Franco, CEO of the Orange County Hispanic Chamber of Commerce; Diane Harkey, California State Assemblywoman, representing the 73rd Assembly District; Rick Reiff, Host and Executive Producer, "SoCal Insider," PBS SoCal (KOCE-TV) and Executive Editor of the Orange County Business Journal; and Frank Ury, Mayor of the City of Mission Viejo.

Emeritus Institute

An Impressionist Art Exhibition featuring art work by Saddleback College Emeritus Institute students in Maestro Javier Alvarez classes was on display at Anne's Boutique Wines on 17th Street in Costa Mesa during the month of November. The Artist's Reception was held on Saturday, November 10th, and the show closed on December 3rd.

The Emeritus Institute is proud to announce the Spring Distinguished Guest Lecture Series beginning on Friday, January 25th, 2013. This lecture class is held in Laguna Woods Village, Club House 3, Auditorium and enrollments are expected to exceed 400 students. Scheduled speakers include O.C. Film Commissioner Janice Arrington, The Irvine Museum President James Irvine Swinden, and Dr. Alannah Rosenberg from Saddleback College.

Fine Arts and Media Technology

December was a very busy month for FAMT with numerous holiday performances starting with Charles Dickens' *A Christmas Carol* in the Studio Theatre to sold-out houses (December 1-9). On that same weekend (December 1st and 2nd) the Saddleback College Choirs, conducted by Scott Farthing, and the Saddleback College Symphony, conducted by Yorgos Kouritas, presented *A Feast of Lights* in the McKinney Theatre. The Saddleback art students put on their annual holiday student art sale in the Art Gallery on December 1-4. Audience members were able to partake in choosing creative gifts from our talented students. On December 3rd, our student jazz combos performed and on December 5th the Saddleback Big Band held their yearly holiday concert. Both performances took place in the McKinney Theatre. On December 6th, the Keyboard Studies program presented *A Musical Gallery: 7 Portraits at Christmastide*. Our annual Saddleback Students Recital was held on December 6th at noon as part of our Concert Hour Series. On December 7th, the Speech and Debate Showcase Fundraiser was held in the McKinney Theatre and the next afternoon, our students performed their own compositions in a Student Composition Recital also in the McKinney Theatre. The festivities in the McKinney culminated in Laguna Ballet's *The Nutcracker* on December 13-16 in the McKinney Theatre.

Health Sciences and Human Services

The Division of Health Sciences and Human Services had a great deal to be thankful for this November: Our MLT students continue to shine, with our 'pass rate' on the national certification exam remaining at an amazing 100%. Phillis Kucharski, Nursing Professor, was recipient of Nurse Educator of the Year Award from the national Organization for Associate Degree Programs. This is a very special honor—made more so because her nomination convincing documentation came from her students. In December, 63 nursing students will complete the program and be 'initiated' into the world of professional nursing at their Pinning Ceremony on December 11th. This is one of the largest graduating classes in recent years. We are looking forward to another wonderful year as we close out 2012 and begin the new year!

Online Education and Learning Resources

Library Instruction – Research Workshops

Now that the Library is back at the heart of campus in the renovated Library and Learning Resource Center, the librarians have launched a long awaited project to add new, advanced research instruction to our established series of research workshops. We've accomplished this through an embedded-librarian model that integrates librarians into courses more meaningfully than we ever have been in the past. The response from faculty has been positive and creative, resulting in new partnerships that benefit students. In the library, our mission includes developing independent learners because we know that self-efficacy and perseverance are vital elements of student success. By working with faculty to improve their students' research experiences across the curriculum, we are fulfilling our mission by contributing to learning goals that include strengthening habits of mind, encouraging inquiry and curiosity, and developing facility with communication and information technologies. Specifically, the embedded-librarian projects this semester include collaborations like the one with Nursing 204 in which students interested in entering Saddleback's nursing program have a chance to learn about the professional expectations.

The number of faculty participating in embedded-librarian projects has more than tripled since last year and the range of instructional interventions being offered by the library has expanded significantly, providing new and evolving ways for librarians to collaborate with faculty across the campus. Since Information Competency is an Institutional Student Learning Outcome, this type of coordination and communication across disciplines is essential. The library plays a growing role as a hub of cross-disciplinary activity and the embedded-librarian program is a dynamic component that keeps the library responsive to students' needs.

Social & Behavioral Sciences

The Womens' and Gender Studies Advisory Committee is hosting two speaking events before the end of the semester.

The first event is on November 28, and is on body image awareness by Kjerstin Gruys, a Ph.D candidate in sociology from UCLA. Her talk will discuss her research and experience of going a year without looking in a mirror and how this relates to larger cultural and political body issues.

The second event will be held on December 3, featuring Dr. Adina Knack who will speak on STD stigma and sexuality in the 21st Century.

Office of Student Services

Career and Re-Entry Center

The CCLD has officially changed its name to the Career and Re-Entry Center. The Re-Entry Program unveiled its new webpage streamlining information for Re-Entry students. Beginning stages of planning a resurgence of the annual conference entitled "Women's Conference" was set. The focus will steer the event towards all Re-Entry Students and bring in experts in the non-traditional student and today's economy.

EOPS/CARE

The Associated Student Government and EOPS/CARE/CalWORKs sponsored the Turkey Dinner Giveaway. We had 25 families who received non-perishable food (e.g., corn cans, pumpkin cream, cornbread, stuffing mix, mashed potatoes, and turkey gravy) along with a \$20.00 gift card to buy their turkey at Albertson's Grocery store. We also had six frozen turkeys that were given to six students.

Because of the wonderful work and effort put forth by the ASG students, more EOPS/CARE and CalWORKs students were given the opportunity to receive canned goods, stuffing mix, corn, etc. We have had an average of six students each day picking up non-perishable foods.

Through the Adopt-a-family event, we have 18 families that submitted forms and ASG will make sure that of their children be adopted through the Adopt-a-Family (38 children under the age of 16 years old) that will be able to enjoy some holiday gifts with the assistance and support of ASG.

VETS Program

On December 6th and 7th the VETS Program Counselor Kolin Williams and Director Terence Nelson presented at the Veterans Summit in Redwood City held by the State Chancellor's Office and FACC.

On December 4th VETS hosted a workshop funded through a Perkins grant entitled Allied Health Careers for Veterans.

VETS Program Counselor Kolin Williams was voted the Region 8 Veterans Program Directors Consortium Vice President and began his one year tenure in the position.

The VETS Team worked in conjunction with the Classified Senate to select and distribute Thanksgiving Dinners to over 55 Veterans families.

With donations from the Saddleback College Baseball team, the VETS Program selected 15 student Veterans families to receive free Christmas trees to help celebrate the Holiday season.

Transfer Center

The Transfer Center is moving to Student Services Center 225. The Center will be open on January 2, 2013; transfer counselors begin their spring semester on January 15, 2013.

The Transfer Center counselors are busy helping Fall 2013 California State University and the University of California applicants with the next steps on their application process. Workshops on "So You've Applied to the CSU/UC ... Now What?" workshops are being taught by the counselors.

College representatives from California State University Fullerton and the Art Institute of California (Orange County campus) are visiting the Transfer Center.

Transfer counselors are making class visits to Education 115, Applied Psychology 1, Sociology 1, English 300, English 340, and English 170 classes. These class visits give counselors an opportunity to discuss the transfer process to students and a way to encourage students to visit the Transfer Center.

Teacher Preparation Pipeline (TPP)

Pact staff met with representatives from Project Tomorrow, a K-12 science/math docent teaching program, to explore ways to work together on future projects and grants

The representative from Cal State Fullerton held a Teaching Information Seminar on Dec. 4

Guest speaker Gail Watts, and SCTA organizer from the CTE Human Rights Dept. spoke to SCTA members on Dec. 6

Several Saddleback students applied for the UCI Noyce Teacher Internship Program