



## Meeting of the Board of Trustees

January 26, 2015

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

#### **1.0 PROCEDURAL MATTERS**

##### **1.1 Call to Order**

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

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

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

- 1.3 Public Employee Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC Section 54957(b)) (4 matters)
  - A. Public Employee Discipline, Dismissal, Release (GC Section 54957(b).) (2 matters)
  - B. Public Employee Employment (GC Section 54957(b).) (3 matters)
    - 1. Counselor – Saddleback College
    - 2. Interim Director of Planning, Research and Accreditation - Saddleback College
    - 3. Human Resources Specialist, Office of Human Resources - District Services
- 1.4 Conference with Labor Negotiators (GC Section 54957.6)
  - A. SOCCCD Faculty Association  
Agency Designated Negotiator: David P. Bugay, Ph.D.
  - B. SOCCCD Police Officer Association  
Agency Designated Negotiator: David P. Bugay, Ph.D.
- 1.5 Conference with Legal Counsel (GC Section 54956.9) (2 matters)
  - A. Anticipated Litigation (GC Section 54956.9(d)(2) and (e)(1).) (1 case)
  - B. Anticipated Litigation (GC section 54956.9(d)(2) and (e)(3).) – Claim of Dr. Gina La Monica (The claim may be inspected by contacting Dr. David P. Bugay)

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



## **2.0 PROCEDURAL MATTERS**

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

### **2.2 Invocation**

Led by Trustee David B. Lang

### **2.3 Pledge of Allegiance**

Led by Trustee Marcia Milchiker

### **2.4 Recognitions: Speakers are limited to two minutes each.**

#### **A. Resolutions:**

1. None

#### **B. Commendations:**

1. None

### **2.5 Public Comments**

*Members of the public may address the Board on any item on the agenda at this time or during consideration of the item. Items not on the agenda that are within the subject matter jurisdiction of the Board may also be addressed at this time. If you wish to address the board, please complete a yellow form entitled, "Request to Speak" and submit it to the board's Executive Assistant. These forms are available outside the board room. **Speakers are limited to up to two minutes each.***

## **3.0 REPORTS**

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

#### **A. Board Reports**

#### **B. Chancellor's Report**

#### **C. College Presidents' Reports (*Written Reports included in Section 8.0*)**

#### **D. Associated Student Government Reports**

#### **E. Board Request(s) for Reports**

## **4.0 DISCUSSION ITEMS**

### **4.1 SOCCCD: Full-Time/Part-Time Classified Employees Information**

A presentation to address the request for information on replacement of full-time classified employees with part-time employees and the impact on services to students will be provided by the Vice Chancellor, Human Resources & Employer/Employee Relations and the College Presidents.



## **5.0 CONSENT CALENDAR ITEMS**

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

- 5.1 **SOCCCD: Board of Trustees Meeting Minutes**  
Approve minutes of a Regular Meeting held on December 15, 2014.
- 5.2 **Irvine Valley College: Irvine Valley College: Instrumental Music Area – Wind Symphony Out-of-State Student Travel to the College Band Directors National Association National Conference, Nashville, Tennessee, March 24-29, 2015**  
Approve the out-of-state student and faculty travel to the annual national College Band Directors National Association Conference in Nashville, Tennessee from March 24-29, 2015.
- 5.3 **Irvine Valley College: Psi Beta Honor Society, Out-of-State Conference Student Travel to Summerlin, Nevada, April 30 to May 3, 2015**  
Approve the School of Social Sciences, Department of Psychology, out-of-state conference student travel to the Western Psychological Association Conference to be held in Summerlin, Nevada from April 30 to May 3, 2015
- 5.4 **SOCCCD: Irvine Valley College Lighting Retrofit for Roadways, Walkways & Parking Lots Project, Notice of Completion, Anderson & Howard Electric, Inc.**  
Authorize the filing of the Notice of Completion for project to Anderson & Howard Electric, Inc. for a final contract amount of \$1,427,876 and authorize the release of retention 35 days after filing.
- 5.5 **Saddleback College: Curriculum Revisions for the 2015-16 Academic Year**  
Approve the proposed changes in curriculum for the 2015-2016 academic year at Saddleback College.
- 5.6 **SOCCCD: Saddleback College, Fine Arts and Parking Lots 9 & 10 Landscape Project, Award of Bid No. 2029, Clean Cut Landscape**  
Award and approve the agreement with Clean Cut Landscape of Clovis, CA in the amount of \$119,610.
- 5.7 **SOCCCD: Fine Arts HVAC Upgrades and Interior Renovations at Saddleback College, Preconstruction Services Agreement, Erickson-Hall Construction**  
Ratify the Preconstruction Services Agreement for the Saddleback College Fine Arts HVAC Upgrades and Interior Renovations project with Erickson-Hall Construction in the amount of \$45,640.
- 5.8 **SOCCCD: Saddleback College, Fine Arts HVAC Upgrades and Interior**



**Renovation Project, Architectural Agreement Amendment No. 2, gkkworks**

Approve Amendment No. 2 with gkkworks for additional architectural services in the amount of \$7,630 for the project for a total fee of \$265,510 and a revised submission date to DSA.

**5.9 SOCCCD: Saddleback College Technology & Applied Sciences Building Swing Space Project, Architectural Services Agreement, Amendment No. 5, R2A Architecture**

Approve Amendment No. 5 in the amount of \$10,000 with R2A Architecture for the project for a total fee of \$739,390.

**5.10 SOCCCD: Saddleback College Radio Transmitter Building Project, Award of Bid No. 2023, Pacific Winds Building, Inc.**

Award bid for the project and approve the Agreement with Pacific Winds Building, Inc. of Irvine, CA in the amount of \$150,000.

**5.11 Saddleback College: Study Abroad Program to Ireland, June 28, 2015 to July 19, 2015**

Approve the study abroad program and directs the administration to execute the Education Tour Field Study Travel Contractor Agreement with the USIT for coordinating all travel agreements.

**5.12 Saddleback College: Study Abroad Program to Paris, France and Venice, Florence, and Rome, Italy, May 25, 2015 to June 13, 2015**

Approve the study abroad program and directs the administration to execute the Education Tour Field Study Travel Contractor Agreement with EF Educational Tours for coordinating all travel agreements.

**5.13 SOCCCD: Budget Amendment Adopt Resolution No. 15-02 to Amend FY 2014-2015 Adopted Budget**

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

**5.14 SOCCCD: Authorization for District Institutional Memberships FY 2014-2015**

Approve the FY 2014-2015 memberships and estimated dues for organizations.

**5.15 SOCCCD: Academic Year 2015-2016 Non-Resident Tuition Fees for Foreign & Out-Of-State Students**

Adopt a 2015-2016 non-resident tuition fee of \$200 per semester unit based on the "Statewide average cost" option. It is further recommended to increase the capital outlay fee authorized by ECS 76141 to the calculated \$42 per semester unit rate based on capital outlay and maintenance needs of the colleges, and maintain the current \$54 per semester application fee as authorized by ECS 76142.

**5.16 SOCCCD: Saddleback College Sciences Building Project, Architectural**



**Agreement Amendment No. 4, Dougherty & Dougherty Architects, LLP**  
Approve Amendment No. 4, for an amount of \$26,647.50 with the revised contract amount of \$2,691,647.50 for the Sciences Building project at Saddleback College.

- 5.17 **SOCCCD: Gifts to the District and Foundations**  
Accept donations.
- 5.18 **SOCCCD: Payment of Bills**  
Ratify the payment of bills as listed.
- 5.19 **SOCCCD: Purchase Order/Confirming Requisitions**  
Ratify the purchase orders/confirming requisitions as listed.
- 5.20 **SOCCCD: Transfer of Budget Appropriations**  
Ratify transfer of budget appropriations as listed.
- 5.21 **SOCCCD: November – December 2014 Contracts**  
Ratify contracts as listed.

## **6.0 GENERAL ACTION ITEMS**

- 6.1 **SOCCCD: Saddleback College Public Hearing, Energy Services Contract**  
Open a public hearing and invite members of the public to present their comments with regard to the Saddleback College Energy Services Contract to upgrade Central Plant services.
- 6.2 **SOCCCD: Saddleback College Central Plant, Phase 2 Upgrade Services Project, Adopt Resolution No. 15-01 Authorizing Entering into an Energy Services Contract**  
Adopt Resolution No. 15-01 to authorize entering into an energy services contract.
- 6.3 **SOCCCD: Saddleback College Central Plant Phase 2, Upgrade Services Project, Award of Energy Services Contract, Southland Industries**  
Approve the Energy Services Agreement with Southland Industries, Garden Grove, CA, in the amount of \$1,340,000.
- 6.4 **SOCCCD: CCCT Board of Directors Nominations**  
Approve possible nomination(s) for transmittal to the CCCT office.
- 6.5 **SOCCCD: Appointment of Trustee Representatives for 2015**  
Approve nomination of two trustees to serve as advisory representatives to the Saddleback College Foundation and the Irvine Valley College Foundation.



- 6.6 **SOCCCD: Approval of Work Order for Information Technology Services, Neudesic, LLC**  
Approve the work order with Neudesic, LLC for an amount not to exceed \$200,000, for the term of January 27, 2015 through June 30, 2015.
- 6.7 **SOCCCD: Board Policy Revision: BP-5609 Matriculation**  
Accept for discussion and approval.
- 6.8 **SOCCCD: Board Policy Revision: BP 5420 Nursing Program; BP 3508 Public Safety Camera System**  
Accept for Review and Study
- 6.9 **SOCCCD: Approval of Agreement for the HR/Financial System Software Project - Budget Development Software, Tidemark Systems, Inc.**  
Approve contract as to form for the Budget Development Software Agreement with Tidemark Systems, Inc. for the amount of \$712,000 for a five year term effective January 27, 2015 and authorizes the designated staff to make necessary changes to finalize and execute the contract.
- 6.10 **SOCCCD: Academic Personnel Actions – Regular Items**  
Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Administrative Interim Assignment, Reduced Workload Program with STRS Retirement, Resignation/Retirement/Conclusion of Employment.
- 6.11 **SOCCCD: Classified Personnel Actions – Regular Items**  
Approve New Personnel Appointments, Authorization to Establish and Announce a Classified Position, Authorization to Change a Categorical Funded Position, Reclassification, Authorization to Change Classified Positions, Change of Status, Out of Class Assignments, Resignation/Retirement/Conclusion of Employment, Volunteers.
- 6.12 **SOCCCD: 2015-2016 Bonded Sabbatical Recommendations**  
Approve Faculty Sabbatical Leaves for the 2015-2016 Academic Year as Recommended by the SOCCCD District-wide Sabbatical Committee.

## **7.0 REPORTS**

- 7.1 **Saddleback College and Irvine Valley College: Grants Proposal Process**  
Board report requested by Trustee Dave Lang at the November 17, 2014 board meeting. A joint written report will be submitted by both colleges.
- 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: Monthly Financial Status Report**  
A review of current revenues and expenditures for FY 2014-2015.
- 7.6 **SOCCCD: Quarterly Financial Status Report**  
This report is for the period ending December 31, 2014.
- 7.7 **SOCCCD: Retiree (OPEB) Trust Fund**  
The report is for period ending December 31, 2014.

## **8.0 REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS**

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

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

## **9.0 ADDITIONAL ITEMS**

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



**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Classified Staffing  
**ACTION:** Discussion

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### **BACKGROUND**

The District employs many people in what Education Code defines as “classified service.” This group of valuable employees performs duties which range from entry level to executive responsibilities.

The number of both full-time and part-time classified employees has increased over the years the District has been in operation.

The Colleges and District Services review positions on a regular basis. Based upon the needs of the work area, positions may be re-posted to recruit the same position, reclassified for different duties, eliminated or changed to better serve work demands.

When changes to classified bargaining unit positions are recommended, the District is obligated to discuss the modifications with the bargaining unit representatives. Such discussions occur at regularly scheduled meetings.

Changes to positions may include number of months of service, number of hours and shift times. Positions may be created or eliminated. Positions may change from full-time to part-time, or from part-time to full-time, based upon the needs of the work group as determined by the supervisor and college or district administrators.

### **STATUS**

A presentation at tonight's board meeting regarding changes in classified service positions will be provided by the Vice Chancellor Human Resources & Employer/Employee Relations and the College Presidents.

Item Submitted By: *Dr. David P. Bugay, Vice Chancellor Human Resources & Employer/Employee Relations; Dr. Tod A. Burnett and Dr. Glenn R. Roquemore, Presidents*



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

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Minutes from:

December 15, 2014 Regular Meeting of the Board of Trustees (Exhibit A)  
are submitted to the Board for review and approval.

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



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

**MINUTES OF THE BOARD OF TRUSTEES' MEETING  
December 15, 2014**

**PRESENT**

**Members of the Board of Trustees:**

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

**Administrative Officers:**

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

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

**1.0 PROCEDURAL MATTERS**

**1.1 Call to Order**

**1.2 Public Comments**

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

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



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

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

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

**2.0 PROCEDURAL MATTERS**

**2.1 Actions Taken in Closed Session**

On a 7 to 0 vote, the board voted to reject the claim filed by the Law Office of Joshua A. Burt on behalf of Dr. Gina La Monica against the District.

**2.2 Invocation**

Led by Trustee David Lang

**2.3 Pledge of Allegiance**

Led by Trustee Marcia Milchiker

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

The Honorable Gassia Apkarian administered the Oath of Office to Trustee T.J. Prendergast, III, Trustee Nancy Padberg and Trustee Marcia Milchiker who were sworn into elected office to serve through 2018.

**2.5 Annual Organizational Meeting and Facilities Corporation Meeting**

A. Election of Officers

On a motion made by Trustee Jemal and seconded by Trustee Lang,



Trustee Prendergast was re-elected as Board President. The motion passed on a 7-0 vote.

On a motion made by Trustee Milchiker and seconded by Trustee Lang, Trustee Jemal was nominated Vice President of the Board of Trustees. The motion passed on a 7-0 vote.

On a motion made by Trustee Lang and seconded by Trustee Padberg, Trustee Wright was nominated Clerk of the Board of Trustees. The motion passed on a 7-0 vote.

The motion made by Trustee Jay and seconded by Trustee Jemal to nominate Trustee Milchiker Clerk of the Board of Trustees was withdrawn.

B. Appointment of Secretary and Assistant Secretary

On a motion made by Trustee Jay and seconded by Trustee Lang, Chancellor Poertner was appointed Secretary and Vice Chancellor Fitzsimons was appointed Assistant Secretary. The motion passed on a 7-0 vote.

C. Appointment of Trustee Representatives

**Representative to the Nominating Committee to the Committee on School District Organization:**

On a motion made by Trustee Lang and seconded by Trustee Jay, Trustee Prendergast was appointed Representative and Trustee Jemal was appointed Alternate Representative. The motion passed on a 7-0 vote.

**District's Political Action Representative to Orange County School Boards Association:**

On a motion made by Trustee Jay and seconded by Trustee Jemal, Trustee Wright was appointed Representative to the Orange County School Boards Association. The motion passed on a 7-0 vote.

**Representative to the Orange County Legislative Task Force:**

On a motion made by Trustee Jemal and seconded by Trustee Jay, Trustee Milchiker was appointed Representative to the Orange County Legislative Task Force and Trustee Lang was appointed Alternate Representative. The motion passed on a 7-0 vote.

**Representatives to the SOCCCD Audit Committee to serve on the Pre-Audit and Exit Meetings**

On a motion made by Trustee Jay and seconded by Trustee Wright, Trustee Lang was appointed Chair, Trustee Jemal and Trustee Padberg were appointed Representatives. The motion passed on a



7-0 vote.

D. Establishment of Regular Meeting Dates

On a motion made by Trustee Lang and seconded by Trustee Wright, the Board approved the dates of the Regular Board Meetings for the 2015 calendar year. The motion passed on a 7-0 vote.

E. Establishment of Agenda Planning Calendar

On a motion made by Trustee Lang and seconded by Trustee Wright, the Agenda Planning Calendar was approved on a 7-0 vote.

F. Approval of Agenda Format

On a motion made by Trustee Lang and seconded by Trustee Jemal, the Agenda Format was approved with one amendment. The blurb referencing reconvening after closed session if the meeting has not been completed by the time public session is scheduled to be convened was deleted from the agenda format. The motion was approved on a 7-0 vote.

G. Special Meeting of the Board of Directors, Facilities Corporation

On a motion made by Trustee Jay, seconded by Trustee Jemal and unanimously carried on a 7-0 vote, the same persons holding membership on the SOCCCD Board of Trustees were elected as directors of the Facilities Corporation 2011 of the South Orange County Community College District to a term of office extending until the next annual organizational meeting.

Trustee Prendergast was appointed President, Trustee Jemal was appointed Vice President, Trustee Wright was appointed Secretary, and Vice Chancellor Fitzsimons was appointed Chief Financial Officer to a term of office extending until the date of the next annual organizational meeting.

Chancellor Gary Poertner, was appointed to the office of Assistant Secretary and the Vice Chancellor of Business Services, Dr. Debra Fitzsimons, was appointed to the office of Assistant Treasurer.

2.6 **Recognitions: Speakers are limited to two minutes each.**

A. Resolutions:

1. None

B. Commendations:

1. None

2.7 **Public Comments**



*Members of the public may address the Board on any item on the agenda at this time or during consideration of the item. Items not on the agenda that are within the subject matter jurisdiction of the Board may also be addressed at this time. If you wish to address the board, please complete a yellow form entitled, "Request to Speak" and submit it to the board's Executive Assistant. These forms are available outside the board room. **Speakers are limited to up to two minutes each.***

Three public comments were heard by the board regarding part-time faculty contributions.

### **3.0 REPORTS**

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

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

### **4.0 DISCUSSION ITEMS**

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

Representatives from both colleges jointly presented how the colleges manage their enrollments.

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

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

### **5.0 CONSENT CALENDAR ITEMS**

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

Trustee Jemal requested to pull items 5.1 and 5.8 and Trustee Wright requested to pull item 5.7 for separate discussion/action.

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



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

Approve minutes of a Regular Meeting held on November 17, 2014.

Trustee Jemal was provided with clarification on a previous board item approved on the November 17, 2014 agenda.

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

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

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

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

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

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

Approve the Community Education courses, presenters and compensation.

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

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

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

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

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

Authorize the filing of the Notice of Completion for the Saddleback College Health Sciences Wet Seal project to Kinsman Construction, Inc. for a final contract amount of \$463,905.56.

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

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



Approve the DLR Group agreement for the criteria architect for the Saddleback College Athletics Stadium Renovation project in the amount of \$372,000.

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

- 5.9 **Saddleback College and Irvine Valley College: Speakers**  
Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 5.10 **SOCCCD: Saddleback College, Technology and Applied Sciences Building Swing Space, Architectural Services Amendment No. 4, R2A Architecture**  
Approve Amendment No. 4 in the amount of \$6,170 with R2A Architecture for the Saddleback College Technology and Applied Sciences Building Swing Space project.
- 5.11 **Saddleback College: Curriculum Revisions for the 2015-16 Academic Year**  
Approve the proposed changes in curriculum for the 2015-2016 academic year at Saddleback College.
- 5.12 **SOCCCD: Budget Amendment: Adopt Resolution No. 14-40 to Amend FY 2014-2015 Adopted Budget**  
Adopt resolution to amend the FY 2014-2015 Adopted Budget.
- 5.13 **SOCCCD: Purchase Order/Confirming Requisitions**  
Ratify the purchase orders/confirming requisitions as listed.
- 5.14 **SOCCCD: Transfer of Budget Appropriations**  
Ratify transfer of budget appropriations as listed.
- 5.15 **SOCCCD: Payment of Bills**  
Ratify the payment of bills as listed.
- 5.16 **SOCCCD: October - November 2014 Contracts**  
Ratify contracts as listed.

## **6.0 GENERAL ACTION ITEMS**

- 6.1 **Saddleback College: 2014 Student Equity Plan Report**  
Approve the 2014 Student Equity Plan submitted by Saddleback College.

Vice President for Student Services Juan Avalos presented an overview of the Student Equity Plan schedule and process.

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



- 6.2 **SOCCCD: Collaboration Agreement with Workday, Inc.**  
Approve collaboration agreement in which District will participate in Workday's Strategic Influencer Program for Workday Student Service.
- Vice Chancellor of Business Services Debra Fitzsimons, Vice Chancellor of Learning and Technology Services Bob Bramucci and Director, Information Technology-Academic Systems Jim Gaston gave a brief presentation on the Workday and SOCCCD Student System Collaboration Project.
- On a motion made by Trustee Lang and seconded by Trustee Jemal, this item was approved on a 7-0 vote.
- 6.3 **SOCCCD: Adopt Resolution No. 14-41 Withdraw Membership in Schools Excess Liability Fund (SELF)**  
Adopt Resolution No. 14-41 providing notice of intention to withdraw from SELF, JPA, effective July 1, 2015, to preserve our right to place coverage in an alternative program for the fiscal year 2015-2016.
- On a motion made by Trustee Lang and seconded by Trustee Padberg, this item was approved on a 7-0 vote.
- 6.4 **SOCCCD: Board Policy Revision: BP-3008 Records Retention and Destruction, BP-3515 Reporting of Crimes, BP-5230 Athletics**  
Accept for discussion and approval.
- On a motion made by Trustee Jemal and seconded by Trustee Milchiker, the meeting was extended to 9:30 p.m on a 6-1 vote with Trustee Jay casting a negative vote.
- On a motion made by Trustee Lang and seconded by Trustee Wright, item 6.4 was approved on a 7-0 vote.
- 6.5 **SOCCCD: Board Policy Revision: BP-104 Student Member of the Board of Trustees, BP-5609 Matriculation**  
Accept for Review and Study
- On a motion made by Trustee Lang and seconded by Trustee Padberg, this item was approved with a recommendation that the student trustee GPA requirement on BP 104 be increased. This item was approved on a 7-0 vote.
- 6.6 **SOCCCD: Academic Personnel Actions – Regular Items**  
Approve New Personnel Appointments, Authorization to Eliminate Academic Administrative Position and/or Position Numbers, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Administrative Interim Assignment, Extension of Administrative Temporary Assignment, Reassignment of Full-Time Faculty,



Workload Banking, Administrator Contract Extensions,  
Resignation/Retirement/Conclusion of Employment.

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

**6.7 SOCCCD: Classified Personnel Actions – Regular Items**

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

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

**7.0 REPORTS**

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

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

**7.2 SOCCCD: List of Board Requested Reports**

Status of board requested reports of the South Orange County Community College District Board of Trustees.

**7.3 SOCCCD: Basic Aid Report**

Report on projected receipts and approved projects.

**7.4 SOCCCD: Facilities Plan Status Report**

Status of current construction projects.

**7.5 SOCCCD: Monthly Financial Status Report**

A review of current revenues and expenditures for FY 2014-2015.

**7.6 SOCCCD: Retiree (OPEB) Trust Fund**

The report is for period ending October 31, 2014.

**8.0 REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS**

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

A. Saddleback College Academic Senate



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

**9.0 ADDITIONAL ITEMS**

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

Meeting was adjourned at 9:06 p.m. in memory of Saddleback College Professor Kay Stevens, Irvine Valley College Professor Marie De la Palme and Irvine Valley College student Kwane Kwabi.



Gary L. Poertner, Secretary



**TO:** Board of Trustees

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

**RE:** Irvine Valley College: Instrumental Music Area – Wind Symphony Out-of-State Student Travel to the Annual National College Band Directors National Association (CBDNA) Conference, Nashville, Tennessee, March 24-29, 2015

**ACTION:** Approval

---

**BACKGROUND**

Irvine Valley College (IVC) is committed to providing high-quality education and opportunities for our students. Since 1999, the Irvine Valley College Instrumental Music Area- Wind Symphony (IVCIMA-WS) has nominated select students to attend and participate in both the annual regional and national College Band Directors National Association (CBDNA) Intercollegiate Bands. Selected students have been placed in principal chairs of their respective sections on several occasions via seating auditions. IVC has placed students in College Band Directors Intercollegiate Bands for 16 consecutive years with the year of 2015 being year 17.

**STATUS**

Up to ten students and up to two faculty members are planning to attend the 2015 Intercollegiate Band at the CBDNA national conference at Vanderbilt University in Nashville, Tennessee, from March 24-29, 2015.

Funds are available through the Associated Students of IVC (ASIVC), approximately \$8,000.00. as well as funds raised from the IVC Instrumental Music Area C21 Foundation Account, approximately \$7,650.00, for a total amount of \$15,650.00 as depicted in EXHIBIT A. These cost estimates include airfare, hotel, ground transportation, food and contingency funds. There is no impact to the general fund.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the out-of-state travel to the annual national College Band Directors National Association Conference in Nashville, Tennessee from March 24-29, 2015.



**ESTIMATED EXPENSE SUMMARY**

**IRVINE VALLEY COLLEGE  
SCHOOL OF the ARTS**

**IMA Wind Symphony Travel to the CBDNA National Conference**  
March 24-29, 2015

**ESTIMATED COSTS OF CONFERENCE TRIP**

**Final costs will depend on the number of student nominees who are ultimately selected. There are potentially 12 people (10 students and up to 2 faculty members)**  
Expenses will be lower if fewer students are selected.

<b>COSTS TO BE PAID BY STUDENTS</b>	
<b>AIRFARE</b> for up to 10 students and up to two faculty members (Guestimate for round trip around \$500.00 per person)	\$6,000.00
<b>FOOD</b> \$30 per day x 10 students x 6 days Dr. Rochford and a second faculty member will pay their own food expenses; no district expense incurred	\$1,800.00
<b>HOTEL</b> , 4 rooms @ \$169.00 (plus tax?) 5 nights  2 male student rooms (up to 4 to a room) 1 female student room (up to 2 in the room) 2 faculty member rooms May be lower if not all 10 students nominated are selected.	\$4,850.00
<b>CONTINGENCY</b> (Ground transportation, checked luggage and large instrument fees, emergencies and contingencies)	\$3,000.00
<b>ESTIMATED TOTAL EXPENSE</b>	\$15,650.00

We have funding from the ASIVC and funds raised in the C21 IMA Foundation Account.



## CONFERENCE TRIP NARRATIVE

### DESCRIPTION

Up to 10 IVC Instrumental Music students from the IVC Wind Symphony will perform in the Small College and Community College Intercollegiate Band (SCIB) at the CBDNA National Conference at Vanderbilt University, Nashville, Tennessee. We will travel to Nashville on Tuesday, March 24, 2015, the conference dates are Wednesday, March 25<sup>th</sup> through Saturday, March 28<sup>th</sup>, we will return on Sunday, March 29<sup>th</sup>. The students need to be on site for seating auditions on Wednesday morning. Their final conference concert is 1:30pm on Saturday, March 28<sup>th</sup>.

### CBDNA 2015 SCIB and National Conference ([cbdna2015.org](http://cbdna2015.org))

In addition to daily rehearsals and the final concert, the students will attend all Conference concerts presented by major University programs, meet with guest composers and have a discussion session with the guest conductor outside of rehearsals, visit the resource room operated by M-R Music from St. Louis, and interact with students from across the nation in the SCIB as well as from the university ensembles.

### VENUE

Vanderbilt University Blair School of Music, Nashville, Tennessee

### FACULTY

The faculty member for this conference trip is Dr. Stephen Rochford; a second faculty member TBD

Dr. Stephen M. Rochford  
Director, Instrumental Music Area  
Conductor, Wind Symphony  
School of the Arts Representative, Academic Senate  
Irvine Valley College  
[srochford@ivc.edu](mailto:srochford@ivc.edu)

President and Interim Instrumental Music Representative, Southern Section, Music Association of California Community Colleges (MACCC)  
MACCC Representative to the California Music Educators Association StandUp4Music Coalition  
Member, College Band Directors National Association (CBDNA) Task Force on Small Colleges and Community Colleges  
Member, CBDNA Western/Northwestern Divisions, "Bridgeworks" Composition Consortium  
California State Representative for Two Year Colleges, Western Division, CBDNA



**TO:** Board of Trustees

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

**RE:** Irvine Valley College: Psi Beta Honor Society, Out-of-State Conference  
Student Travel to Summerlin, Nevada, April 30 to May 3, 2015

**ACTION:** Approval

---

### **BACKGROUND**

Irvine Valley College (IVC) is committed to providing high-quality education and a full range of scientific and cultural activities for students. As part of IVC's commitment to providing a high quality education to students, the Psychology Department and its psychology honors club (Psi Beta) have arranged for students to attend and participate in the annual meeting of the Western Psychological Association conference to be held at the Red Rock Hotel, Summerlin, Nevada. While attending the conference, students will present research posters and oral presentations based on faculty-mentored research they have conducted at IVC. Students will also attend symposia, lectures, and have many opportunities to network with students and professors from universities to which they hope to transfer.

### **STATUS**

The IVC School of Social Sciences and Department of Psychology propose to take up to 18 students to the professional psychology conference from April 30 to May 3, 2015. The cost breakdown summary, not to exceed \$11,200, is presented in EXHIBIT A. The majority of funding for this trip will come from the Psychology Department / Psi Beta Foundation account at Irvine Valley College. Foundation funding for student travel is derived from donations contributed by students, parents, and faculty to the Foundation account. General Funds (i.e., faculty professional development funds) will be used to pay travel expenses for of the faculty advisers and for the vans used to transport the students to and from the conference.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the School of Social Sciences, Department of Psychology, out-of-state conference student travel to the Western Psychological Association Conference to be held in Summerlin, Nevada from April 30 to May 3, 2015.



**INDIVIDUAL COST BREAKDOWN SUMMARY  
AND PROGRAM DESCRIPTION**

IRVINE VALLEY COLLEGE  
SCHOOL OF SOCIAL SCIENCES AND BEHAVIORAL SCIENCES

PSYCHOLOGY PROGRAM / PSI BETA CLUB  
OUT-OF-STATE TRAVEL CLASS  
WESTERN PSYCHOLOGICAL ASSOCIATION CONFERENCE

**ESTIMATED COSTS OF CONFERENCE ATTENDANCE**

<b>APPROXIMATE COSTS TO BE PAID BY PSYCHOLOGY/PSI BETA FOUNDATION ACCOUNT</b>	
Conference registration (18 students, \$75 each)	\$1,350
Food (18 students, 4 days, \$30/day)	\$2,160
Gasoline for college vans (240 gallons X \$4/gallon)	\$ 960
Student lodging (5 rooms at \$900 per room for 3 nights)	\$4,500
<b>TOTAL</b>	<b>\$8,970</b>
<b>APPROXIMATE COSTS TO BE PAID FROM THE GENERAL FUND</b>	
Two Psi Beta Advisors	
Conference registration (@ \$200 each)	\$ 400
Lodging (@ \$900 per room for 3 nights)	\$1,800
Transportation (included in gasoline for college vans – see above)	--
Two college vans used to transport students to and from conference	--
<b>TOTAL</b>	<b>\$ 2,200</b>
<b>GRAND TOTAL</b>	<b>\$11,170</b>



SUMMARY AND ITENARAY

ACTIVITY: Irvine Valley College Psi Beta Psychology honors students will travel to the annual conference of the Western Psychological Association (WPA) to present their research projects in poster sessions and symposia.

DATE: April 30 to May 3, 2014

LOCATION: The Red Rock Hotel Conference Center, located in Summerlin, Nevada

ATTENDEES: Professors Jerry Rudmann and Michael Cassens, and 18 Psi Beta Psychology honors students

IVC CONTACT: Dr. Jerry Rudmann, professor of psychology, co-advisor of Psi Beta, who will accompany students  
Irvine Valley College  
5500 Irvine Center Drive  
Irvine, CA 92618  
[jrudmann@ivc.edu](mailto:jrudmann@ivc.edu)



**IRVINE VALLEY COLLEGE  
SPRING 2015  
PSI BETA PSYCHOLOGY HONORS  
OUT OF STATE TRAVEL**

**TRAVEL SPECIFICS**

Thursday, April 30	Depart from Irvine Valley College at 7 am Arrive at conference hotel at noon Attend lectures, poster sessions, and presidential address
Friday, May 1	Participate in Psi Beta poster session Present oral summaries of research in Psi Beta symposium Attend lectures, poster sessions, exhibit hall, and WPA awards ceremony
Saturday, May 2	Attend lectures, poster sessions, symposia, psychology film festival
Sunday, May 3	Attend lectures and symposia Depart at 10 am Arrive at Irvine Valley College at 3 pm

Name	Title	Conference Attendance Dates	Location	Cost Estimates per person
Jerry Rudmann	Psi Beta co-advisor	April 30 to May 3	Red Rock Hotel Conference Center, Summerlin, NV	Not to exceed \$1,100
Mike Cassens	Psi Beta co-advisor	April 30 to May 3	Red Rock Hotel Conference Center, Summerlin, NV	Not to exceed \$1,100
Psi Beta Psychology Honors Students - 18	Students	April 30 to May 3	Red Rock Hotel Conference Center, Summerlin, NV	Full Package Cost per Student: \$498.33 Including: Conference registration, lodging, transportation, meals Total, not to exceed: \$8,970
				Total: \$11,170

The IVC Psi Beta Psychology foundation funds will be used to pay for student travel, not to exceed \$8,970.

Allocated General Funds will be used to pay for the following:

A. Professional Development funds will be used to pay all travel and lodging expenses for Psi Beta advisors and professors Jerry Rudmann and Mike Cassens – not to exceed \$2,200.

B. College vans will be used to transport students to the conference. Travel van funding comes from the General Funds.



**TO:** Board of Trustees

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

**RE:** SOCCCD: Irvine Valley College Lighting Retrofit for Roadways, Walkways & Parking Lots Project, Notice of Completion, Anderson & Howard Electric, Inc.

**ACTION:** Approval

---

### **BACKGROUND**

On March 31, 2014, the Board of Trustees approved a construction contract with Anderson & Howard Electric, Inc. for \$1,300,000. Previously approved change orders increased the contract by \$127,876 resulting in a final contract amount of \$1,427,876.

### **STATUS**

Contract work is complete and staff recommends that a Notice of Completion (EXHIBIT A) be filed for the Irvine Valley College Lighting Retrofit for Roadways, Walkways & Parking Lots project.

Irvine Valley College scheduled maintenance funds were used for this project.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees authorize the filing of the Notice of Completion (EXHIBIT A) for Irvine Valley College Lighting Retrofit for Roadways, Walkways & Parking Lots project to Anderson & Howard Electric, Inc. for a final contract amount of \$1,427,876 and authorize the release of retention 35 days after filing.



(Seal)



**TO:** Board of Trustees

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

**RE:** Saddleback College: Curriculum Revisions and New Courses for the 2015-16 Academic Year

**Action:** Approval

---

### **BACKGROUND**

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

### **STATUS**

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

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the proposed curriculum changes for the 2015-16 academic year at Saddleback College as listed in Exhibits A and B.



**2015-16 Proposed Curriculum Revisions  
Saddleback College**

**Exhibit A  
Page 1 of 11**

Division	Course Id	Catalog Id	Abbreviated Course Title	Action Taken
				assign=assignments
				cat desc= catalog description
				c/l w/+ cross-listed with (and list the other crs id)
				coreq=corequisite
				crs id=course prefix and/or number
				dc=delete course
				dv=delete version of course
				gr opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				reactv=course reactivation
				rec prep=recommended prep
				rpt=repeatability
				SAM code=occupational code (A=apprenticeship, B=advanced occupational, C=clearly occupational, D=possibly occupational, E=non-occupational)
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
ATAS	ARCH 51	428935.10	COMPUTER-AIDED DR	sch desc, moe, txt
ATAS	ARCH 122	48030.00	ARCHITECTURAL PRACTIC	moe
ATAS	ARCH 124A	48040.00	ARCHITECTURAL DWG I	sch desc, lrng obj, moe
ATAS	ARCH 124B	48050.00	ARCHITECTURAL DWG II	sch desc, moe, val
ATAS	ARCH 124C	48060.00	ARCHITECTURAL DWG III	sch desc, moe, assign, txt
ATAS	ARCH 126	48070.00	MATRLS/MTHDS OF CONST	moe, txt
ATAS	ARCH 132	48090.00	RES PLANNING & DESIGN	hrs fr <del>1 lec/5 lab/0 lrng cntr</del> to <u>1.5 lec/4.5 lab/0 lrng cntr</u> , sch desc, moe, assign, val
ATAS	ARCH 136	48110.00	BASIC ARCH DESIGN II	lrng obj, moe, assign, txt, val
ATAS	ARCH 152	48180.00	ADV CAD DESIGN	moe, txt, val



**2015-16 Proposed Curriculum Revisions  
Saddleback College**

**Exhibit A  
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ATAS	ARCH 161	198060.10	PRINT PLANS SPEC READ	moe, txt
ATAS	ARCH 162	198080.00	CONSTRUCTION ESTIMAT.	moe, txt
ATAS	ARCH 163	198070.00	IBC INSPECTION	moe, txt
ATAS	ARCH 164	198090.00	RESIDENTIAL INSPECT.	cat desc, moe, assign, txt, val
ATAS	ARCH 165	198120.00	ELECTRICAL CODE INSP.	moe, txt
ATAS	ARCH 200	433706.00	DESIGN/AZ,RIVERSIDE	hrs fr <del>1 lec/1 lab/0 lrng cntr</del> to <u>1 lec/1.5 lab/0 lrng cntr</u> , tps, moe
ATAS	ARCH 211	198240.00	CONCRETE INSPECTION	moe, txt
ATAS	ARCH 212	198135.00	PLUMBING CODES	moe, txt
ATAS	ARCH 213	198260.00	MECHANICAL CODES	moe, txt
ATAS	ARCH 218	992496.00	FOUNDN STUDIO ARCHTCT	tps, moe
ATAS	ARCH 219	992497.00	ARCH SPACE PLANNING	tps, moe, val
ATAS	ARCH 220	992495.00	REVIT AND BIM	lrng obj, moe, txt, val
ATAS	ARCH 221	992627.00	ADV REVIT/BIM II	moe, txt, val
ATAS	AUTO 100	120010.00	AUTO. FUNDAMENTALS	hrs fr <del>3 lec/1 lab/0 lrng cntr</del> to <u>2.5 lec/1.5 lab/0 lrng cntr</u> , tps, assign, txt
ATAS	AUTO 101	120020.00	AUTO ELECTRIC SYSTEMS	hrs fr <del>2 lec/2 lab/0 lrng cntr</del> to <u>2.5 lec/1.5 lab/0 lrng cntr</u> , sch desc, tps, txt, val
ATAS	AUTO 102	120030.00	ENGINE PERF/IGN	hrs fr <del>2 lec/2 lab/0 lrng cntr</del> to <u>2.5 lec/1.5 lab/0 lrng cntr</u> , tps, txt, val
ATAS	AUTO 103	120040.00	ENGINE PERF/EMISSIONS	hrs <del>2 lec/2 lab/0 lrng cntr</del> to <u>2.5 lec/1.5 lab/0 lrng cntr</u> , tps, txt
ATAS	AUTO 104A	120050.00	AUTOMOTIVE ENGINES	hrs fr <del>3 lec/5 lab/0 lrng cntr</del> to <u>3.5 lec/4.5 lab/0 lrng cntr</u> , tps, txt, val
ATAS	AUTO 104B	120060.00	AUTOMOTIVE ENGINES	hrs fr <del>3 lec/5 lab/0 lrng cntr</del> to <u>3.5 lec/4.5 lab/0 lrng cntr</u> , tps, txt, val
ATAS	AUTO 105	120070.00	AUTO POWER TRAIN	hrs fr <del>2 lec/2 lab/0 lrng cntr</del> to <u>2.5 lec/1.5 lab/0 lrng cntr</u> , sch desc, tps, val
ATAS	AUTO 106A	120080.00	AUTO SUSP AND ALIGN	hrs fr <del>3 lec/1 lab/0 lrng cntr</del> to <u>2.5 lec/1.5 lab/0 lrng cntr</u> , sch desc, tps, txt, val
ATAS	AUTO 106B	428167.00	AUTOMOTIVE BRAKE SYS	hrs fr <del>3 lec/1 lab/0 lrng cntr</del> to <u>2.5 lec/1.5 lab/0 lrng cntr</u> , sch desc, tps, txt, val
ATAS	AUTO 107	120090.00	AUTO TRANSMISSION	hrs fr <del>2 lec/2 lab/0 lrng cntr</del> to <u>2.5 lec/1.5 lab/0 lrng cntr</u> , sch desc, tps, val
ATAS	AUTO 108	120100.00	AUTO AIR CONDITIONING	hrs fr <del>2 lec/2 lab/0 lrng cntr</del> to <u>2.5 lec/1.5 lab/0 lrng cntr</u> , sch desc, tps, txt, val
ATAS	AUTO 109	120110.00	CLEAN AIR CAR COURSE	hrs fr <del>4 lec/2 lab/0 lrng cntr</del> to <u>4.5 lec/1.5 lab/0 lrng cntr</u> , cat desc, sch desc, tps, moe, txt, val
ATAS	AUTO 201	433655.00	ADV AUTO ELECTRICAL	hrs fr <del>2 lec/2 lab/0 lrng cntr</del> to <u>2.5 lec/1.5 lab/0 lrng cntr</u> , tps, assign



**2015-16 Proposed Curriculum Revisions  
Saddleback College**

**Exhibit A  
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ATAS	AUTO 202	433707.00	ADV ENG PERF DIAG	hrs fr <del>2 lec/2 lab/0 lrng cntr</del> to <u>2.5 lec/1.5 lab/0 lrng cntr</u> , tps
ATAS	AUTO 204A	429274.00	ENGN BLPRNTNG-ROT ASM	hrs fr <del>2 lec/2 lab/0 lrng cntr</del> to <u>2.5 lec/1.5 lab/0 lrng cntr</u> , tps, assign
ATAS	AUTO 204B	992485.00	ENGINE BLUEPRINTING	hrs fr <del>2 lec/2 lab/0 lrng cntr</del> to <u>2.5 lec/1.5 lab/0 lrng cntr</u> , tps, assign
ATAS	AUTO 205	433053.00	SMOG UPDATE TRAINING	assign, val
ATAS	AUTO 207	433426.00	AUTO ENG FUNDAMENTALS	txt, val
ATAS	AUTO 220	430307.00	ALT PROP SYS-AUTO	hrs fr <del>2 lec/2 lab/0 lrng cntr</del> to <u>2.5 lec/1.5 lab/0 lrng cntr</u> , tps, txt, val
ATAS	AUTO 226	450026.00	AUTO SERV CONSULTANT	tps, lrng obj, val
ATAS	AUTO 227	450147.00	AUTO SERVICE MGMT	val
ATAS	AUTO 228	450025.00	ADV VEHICLE PERFORM	tps, lrng obj, val
ATAS	AUTO 229	450113.00	DIESEL TECHNOLOGY	tps, assign, txt, val
ATAS	AUTO 231	992628.00	HEV-HYBRID ELEC TECH	hrs fr <del>2 lec/2 lab/0 lrng cntr</del> to <u>2.5 lec/1.5 lab/0 lrng cntr</u> , cat desc, sch desc, tps, txt, val
ATAS	AUTO 232	992629.00	DIESEL SYSTEMS TECH	sch desc, assign, val
ATAS	CMT 215	430336.00	ELEC FOR COMP TECHS	tps, lrng obj, moe, assign
ATAS	CMT 220	260090.00	COMPUTER MAINT-REPAIR	hrs fr <del>2 lec/2 lab/0 lrng cntr</del> to <u>2.5 lec/1.5 lab/0 lrng cntr</u> , tps, assign
ATAS	CMT 225	430338.00	COMPUTER REPAIR II	hrs fr <del>2 lec/2 lab/0 lrng cntr</del> to <u>2.5 lec/1.5 lab/0 lrng cntr</u> , tps, assign
ATAS	CMT 230	430344.00	APPLIED NETWORK TECH	hrs fr <del>2 lec/2 lab/0 lrng cntr</del> to <u>2.5 lec/1.5 lab/0 lrng cntr</u> , tps, assign, txt
ATAS	COS 440	431988.00	COSMETICIAN	units fr <del>16.0</del> to <u>18.0</u> , hrs fr <del>9 lec/28.5 lab/0 lrng cntr</del> to <u>9 lec/27.5 lab/0 lrng cntr</u> , lim fr <del>10th grade education or equivalent</del> to <u>California State Board of Barbering and Cosmetology Business and Professions Code Section 7321 provides that a student: (a) Is not less than 17 years of age. (b) Has completed the 10th grade in the public schools of this state or its equivalent</u> , tps, val
ATAS	DR 23	429627.00	ENGINEERING GRAPHICS	sch desc, moe, txt
ATAS	DR 51	428935.00	COMPUTER-AIDED DR	sch desc, moe, txt
ATAS	DR 100	236020.00	FUND OF MECH DESIGN	lrng obj, moe, txt
ATAS	DR 101	236030.00	MECHANICAL DESIGN	moe, txt, val
ATAS	DR 102	236040.00	MECH DESIGN PORTFOLIO	moe
ATAS	DR 120	236060.00	ENGINEERING TECH	moe
ATAS	DR 152	48180.10	ADV CAD DESIGN	moe, txt
ATAS	DR 200	992630.00	3D PARAMETRIC MOD	moe, txt, val
ATAS	DR 201	992631.00	ADV 3D PARAMETRIC	moe, txt
ATAS	DR 202	992632.00	GEO DIMENSIONING	moe, val



**2015-16 Proposed Curriculum Revisions  
Saddleback College**

**Exhibit A  
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ATAS	DR 203	992633.00	GREEN DESIGN	lrng obj, moe
ATAS	ENV 105	326240.00	ENV STDIES INTERNSHIP	hrs fr <del>1 lec/2 lab/0 lrng cntr</del> to <u>1.5 lec/1.5 lab/0 lrng cntr</u> , tps, moe
ATAS	ENV 126	144991.00	ENV DISASTERS	fr <del>ENV 126</del> to <u>ENV 16</u> , UC transferable course code fr <del>No UC Credit</del> to <u>Yes</u> , cat desc, sch desc
ATAS	ENV 200	432598.00	NATURALIST TRAINING	hrs fr <del>1 lec/2 lab/0 lrng cntr</del> to <u>1.5 lec/1.5 lab/0 lrng cntr</u> , tps, moe, assign
ATAS	ET 101	266010.05	SURVEY OF ELECTRONICS	sch desc, tps, lrng obj, moe
ATAS	ET 118	266100.00	ELCTRNC COMUNCATN SYS	moe, val
ATAS	FASH 100	162010.05	SEW FASH DESIGN I	hrs fr <del>2 lec/2 lab/0 lrng cntr</del> to <u>2.5 lec/1.5 lab/0 lrng cntr</u> , tps, lrng obj, moe
ATAS	FASH 111	162010.10	SEW FASH DESIGN II	hrs fr <del>2 lec/2 lab/0 lrng cntr</del> to <u>2.5 lec/1.5 lab/0 lrng cntr</u> , tps, lrng obj, val
ATAS	FASH 112	162010.20	FASHION SEWING ADVAN	hrs fr <del>2 lec/2 lab/0 lrng cntr</del> to <u>2.5 lec/1.5 lab/0 lrng cntr</u> , tps, moe, assign, txt, val
ATAS	FASH 113	450210.00	COUTURE SEWING	txt, val
ATAS	FASH 120	162170.05	TAILORING	hrs fr <del>2 lec/2 lab/0 lrng cntr</del> to <u>2.5 lec/1.5 lab/0 lrng cntr</u> , tps, lrng obj, moe, txt, val
ATAS	FASH 124	162210.00	WEARABLE ART	hrs fr <del>2 lec/2 lab/0 lrng cntr</del> to <u>2.5 lec/1.5 lab/0 lrng cntr</u> , tps, val
ATAS	FASH 132	162250.00	DRAPING FASHION DESIG	hrs fr <del>2 lec/2 lab/0 lrng cntr</del> to <u>2.5 lec/1.5 lab/0 lrng cntr</u> , tps, moe, val
ATAS	FASH 136	162260.00	APPAREL DESIGN	hrs fr <del>2 lec/2 lab/0 lrng cntr</del> to <u>2.5 lec/1.5 lab/0 lrng cntr</u> , tps, moe
ATAS	FASH 147	162330.05	SPECIAL EVENTS	hrs fr <del>2 lec/2 lab/0 lrng cntr</del> to <u>2 lec/3 lab/0 lrng cntr</u> , moe
ATAS	FASH 148	428948.00	VISUAL MERCHANDISING	hrs fr <del>2 lec/2 lab/0 lrng cntr</del> to <u>2 lec/3 lab/0 lrng cntr</u> , moe
ATAS	FASH 150	162340.00	FASHION APPAREL & TEC	hrs fr <del>2 lec/2 lab/0 lrng cntr</del> to <u>2.5 lec/1.5 lab/0 lrng cntr</u> , tps, txt
ATAS	FASH 154	162350.00	FASHION ILLUSTRATION	hrs fr <del>2 lec/2 lab/0 lrng cntr</del> to <u>2.5 lec/1.5 lab/0 lrng cntr</u> , tps, moe
ATAS	FASH 204	450037.00	AIMS CERTIFICATION	lrng obj, moe, assign, txt
ATAS	FASH 205	450038.00	CORSETS	hrs fr <del>2 lec/2 lab/0 lrng cntr</del> to <u>2.5 lec/1.5 lab/0 lrng cntr</u> , sch desc, tps, lrng obj, moe, assign, txt, val
ATAS	FASH 206	992371.00	KNITWEAR CONSTRUCTION	hrs fr <del>2 lec/2 lab/0 lrng cntr</del> to <u>2.5 lec/1.5 lab/0 lrng cntr</u> , tps, lrng obj, moe, txt, val
ATAS	FASH 208	992375.00	SEWING VINTAGE FASH	hrs fr <del>2 lec/2 lab/0 lrng cntr</del> to <u>2.5 lec/1.5 lab/0 lrng cntr</u> , tps, moe, txt, val



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ATAS	FASH 211	433959.00	ADV DRESMKG/CUSTM SEW	hrs fr <del>2 lec/2 lab/0 lng cntr</del> to <u>2.5 lec/1.5 lab/0 lng cntr</u> , tps, lng obj, moe, val
ATAS	FASH 214	433978.00	COUTURE LAB	coreq fr <del>FASH 112, 113, 120, 124, 208, 209, 211, 221, 230, 234, or 238</del> to <u>None</u> , moe, txt, val
ATAS	FASH 217	198261.00	FOOTWEAR DESIGN/CONST	hrs fr <del>1 lec/2 lab/0 lng cntr</del> to <u>1.5 lec/2 lab/0 lng cntr</u> , tps, txt
ATAS	FASH 218	198262.00	NEW YORK STUDY TOUR	hrs fr <del>1 lec/2 lab/0 lng cntr</del> to <u>1.5 lec/1.5 lab/0 lng cntr</u> , cat desc, sch desc, tps, lng obj, moe, assign, txt
ATAS	FASH 223	992609.00	MILLINERY DSGN	hrs fr <del>2 lec/2 lab/0 lng cntr</del> to <u>2.5 lec/1.5 lab/0 lng cntr</u> , tps, lng obj, moe
ATAS	FASH 224	992608.00	ACCESSORY DESIGN	hrs fr <del>2 lec/2 lab/0 lng cntr</del> to <u>2.5 lec/1.5 lab/0 lng cntr</u> , moe
ATAS	FASH 225	992595.00	APPAREL CART	cat desc, sch desc, tps, lng obj, moe, assign, txt
ATAS	FASH 230	162550.00	ALTERATIONS & FITTING	hrs fr <del>2 lec/2 lab/0 lng cntr</del> to <u>2.5 lec/1.5 lab/0 lng cntr</u> , tps, moe, txt, val
ATAS	FASH 240	162625.00	DYE PROCESSES FABRICS	hrs fr <del>2 lec/2 lab/0 lng cntr</del> to <u>2.5 lec/1.5 lab/0 lng cntr</u> , cat desc, tps, lng obj
ATAS	FASH 254	162630.00	FASH IN SO. CA	hrs fr <del>0.5 lec/1 lab/0 lng cntr</del> to <u>0.5 lec/1.5 lab/0 lng cntr</u> , moe
ATAS	FASH 260	429857.10	DIGITAL FASHION IMAGE	hrs fr <del>1 lec/2 lab/0 lng cntr</del> to <u>1.5 lec/1.5 lab/0 lng cntr</u> , tps, lng obj, moe, txt
ATAS	FN 50	338050.00	FUND OF NUTRITION	tps, moe, assign, txt
ATAS	FN 64	338100.00	NUTRITION ISSUES	tps, moe, assign, txt
ATAS	FN 110	338010.00	FOOD PREP. ESSENTIALS	prereq fr <del>FN 171 or 210 or ServSafe-Certificate</del> to <u>FN 171 or FN 210 or current ServSafe Certification</u> , tps, moe, txt, val
ATAS	FN 120	338020.00	CONTEMPORARY MEALS	prereq fr <del>FN 171 or 210 or ServSafe-Certificate</del> to <u>FN 171 or FN 210 or current ServSafe Certification</u> , cat desc, sch desc, tps, moe, assign, txt, val
ATAS	FN 140	338030.00	CULTURAL CUISINE	prereq fr <del>FN 171 or 210 or ServSafe-Certificate</del> to <u>FN 171 or FN 210 or current ServSafe Certification</u> , tps, moe, assign, txt, val
ATAS	FN 142	338040.00	CLASSICAL FR CUISINE	prereq fr <del>FN 171 or 210 or ServSafe-Certificate</del> to <u>FN 171 or FN 210 or current ServSafe Certification</u> , tps, moe, assign, txt, val



ATAS	FN 160	338060.00	WT MGT EATING DISORD	tps, moe
ATAS	FN 164	430351.00	SPORTS NUTRITION	tps, lng obj, moe, assign, txt
				prereq fr <del>FN 171 or 210 or ServSafe-Certificate</del> to <u>FN 171 or FN 210 or current ServSafe Certification</u> , cat desc, sch desc, tps, lng obj, moe, assign, txt, val
ATAS	FN 173	338140.00	CATERING AND BANQUETS	tps, lng obj, moe, assign, txt, val
ATAS	FN 205	992481.00	NUTRTN FOR CULN PROF	lng obj, moe, txt
ATAS	FN 210	450202.00	SERVSAFE	moe, assign, txt
				prereq fr <del>FN 171 or 210 or ServSafe-Certificate</del> to <u>FN 171 or FN 210 or current ServSafe Certification</u> , tps, lng obj, moe, assign, txt, val
ATAS	FN 220	338160.10	FR BISTRO CUISINE	tps, lng obj, moe, assign, txt, val
				prereq fr <del>FN 171 or 210 or ServSafe-Certificate</del> to <u>FN 171 or FN 210 or current ServSafe Certification</u> , tps, moe, assign, val
ATAS	FN 222	338180.00	CHINESE CUISINE	tps, moe, assign, val
				prereq fr <del>FN 171 or 210 or ServSafe-Certificate</del> to <u>FN 171 or FN 210 or current ServSafe Certification</u> , tps, moe, assign, val
ATAS	FN 223	338190.00	ASIAN CUISINE	tps, moe, assign, val
				prereq fr <del>FN 171 or 210 or ServSafe-Certificate</del> to <u>FN 171 or FN 210 or current ServSafe Certification</u> , tps, moe, assign, val
ATAS	FN 226	338195.00	MEXICAN CUISINE	tps, moe, assign, val
				prereq fr <del>FN 171 or 210 or ServSafe-Certificate</del> to <u>FN 171 or FN 210 or current ServSafe Certification</u> , tps, moe, assign, txt, val
ATAS	FN 227	429856.00	MEDITERRANEAN CUISINE	tps, moe, assign, txt, val
				prereq fr <del>FN 171 or 210 or ServSafe-Certificate</del> to <u>FN 171 or FN 210 or current ServSafe Certification</u> , tps, moe, assign, txt, val
ATAS	FN 228	428946.00	ITALIAN CUISINE	tps, moe, assign, txt, val
				prereq fr <del>FN 171 or 210 or ServSafe-Certificate</del> to <u>FN 171 or FN 210 or current ServSafe Certification</u> , tps, moe, assign, txt, val
ATAS	FN 230	338197.00	VEGETARIAN CUISINE	tps, moe, assign, txt, val
				prereq fr <del>FN 171 or 210 or ServSafe-Certificate</del> to <u>FN 171 or FN 210 or current ServSafe Certification</u> , tps, lng obj, moe, assign, txt, val
ATAS	FN 232	428456.00	HEALTHY COOKING	tps, lng obj, moe, assign, txt, val
				prereq fr <del>FN 171 or 210 or ServSafe-Certificate</del> to <u>FN 171 or FN 210 or current ServSafe Certification</u> , tps, moe, assign, txt, val
ATAS	FN 236	429564.00	AMERICAN REG CUISINE	tps, moe, assign, txt, val



ATAS	FN 240	429854.00	CULINARY PRINC I	prereq fr <del>FN 171 or 210 or ServSafe-Certificate</del> to <u>FN 171 or FN 210 or current ServSafe Certification</u> , rec prep fr <del>None</del> to <u>FN 246</u> , tps, moe, assign, txt, val
ATAS	FN 241	992635.00	CULINARY PRINC II	prereq fr <del>FN 171 or 210 or ServSafe-Certificate</del> to <u>FN 171 or FN 210 or current ServSafe Certification</u> , tps, lng obj, moe, assign, txt, val
ATAS	FN 244	430233.00	BAKING FUNDAMENTALS I	prereq fr <del>FN 171 or 210 or ServSafe-Certificate</del> to <u>FN 171 or FN 210 or current ServSafe Certification</u> , tps, lng obj, moe, txt, val
ATAS	FN 245	430235.00	BAKING FUND II	prereq fr <del>FN 171 or 210 or ServSafe-Certificate</del> to <u>FN 171 or FN 210 or current ServSafe Certification</u> , tps, lng obj, moe, assign, txt, val
ATAS	FN 246	992636.00	PANTRY	prereq fr <del>FN 171 or 210 or ServSafe-Certificate</del> to <u>FN 171 or FN 210 or current ServSafe Certification</u> , tps, moe, assign, txt, val
ATAS	FN 261	992579.00	INTERNSHIP	coreq fr <del>CWE 180</del> to <u>None</u> , cat desc, sch desc, lng obj, moe, assign, txt, val
ATAS	GC 195	374250.05	GRAPHICS STUDIO	hrs fr <u>1 lec/4 lab/0 lng cntr</u> to <u>2 lec/3 lab/0 lng cntr</u> , tps
ATAS	GC 210	450054.00	LETTERPRESS	cat desc, sch desc, tps, lng obj, moe, assign, txt
ATAS	HORT 10	18010.00	PLNT MAT.HERBACEOUS	moe, assign, txt
ATAS	HORT 20	18060.00	INTRO TO HORT SCIENCE	cat desc, tps, lng obj, moe, assign, txt
ATAS	HORT 120	428772.00	PEST MANAGEMENT	hrs fr <u>3 lec/2 lab/0 lng cntr</u> to <u>3.5 lec/1.5 lab/0 lng cntr</u> , moe, txt
ATAS	ID 212	429815.00	ADV CAD FOR INT DES	hrs fr <u>1 lec/4 lab/0 lng cntr</u> to <u>2 lec/3 lab/0 lng cntr</u> , tps, moe, assign
ATAS	MFG 200	433650.00	INTRO TO RAPID PROTO	moe, assign, txt, val
ATAS	MFG 201	433766.00	ADV CAD MODEL TOOLING	moe, txt, val
ATAS	MFG 202	433716.00	INDUSTRIAL MATERIALS	moe, txt
ATAS	MFG 203	433717.00	INTRO MANUFACTNG PROC	tps, lng obj, moe, txt
ATAS	MFG 204	433722.00	3D CAD SOLIDWK	SAM code fr <del>D</del> to <u>C</u> , tps, moe, txt, val
ATAS	MFG 205	450174.00	SILICNE/URETHNE MOLDS	assign
ATAS	MFG 206	450175.00	RESIN & FOAM CASTING	prereq fr <del>MFG 205</del> to <u>None</u> , rec prep fr <u>None</u> to <u>MFG 205</u> , moe
ATAS	MST 201	512280.00	MARLINSPIKE SEAMNSHIP	hrs fr <u>1 lec/2 lab/0 lng cntr</u> to <u>1.5 lec/1.5 lab/0 lng cntr</u> , tps, moe, assign
ATAS	MST 210	512300.00	COASTAL NAVIGATION	hrs fr <u>2 lec/2 lab/0 lng cntr</u> to <u>2.5 lec/1.5 lab/0 lng cntr</u> , tps, moe, assign



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ATAS	MST 211	512310.00	CELESTIAL NAVIGATION	hrs fr <del>2 lec/2 lab/0 lng cuntr</del> to <u>2.5 lec/1.5 lab/0 lng cuntr</u> , moe, assign
ATAS	MST 212	512372.00	SAIL, SEAMAN, BOAT SFTY	hrs fr <del>2 lec/2 lab/0 lng cuntr</del> to <u>2.5 lec/1.5 lab/0 lng cuntr</u> , cat desc, sch desc, tps, moe, assign
ATAS	MST 214A	433059.00	INTER OCEAN SAILING	hrs fr <del>2 lec/2 lab/0 lng cuntr</del> to <u>2.5 lec/1.5 lab/0 lng cuntr</u> , moe, assign
ATAS	MST 214B	512410.05	ADV CRUISING	hrs fr <del>2 lec/2 lab/0 lng cuntr</del> to <u>2.5 lec/1.5 lab/0 lng cuntr</u> , moe, assign
ATAS	MST 215	428952.00	VESSEL COMMAND & ORGN	hrs fr <del>2 lec/2 lab/0 lng cuntr</del> to <u>2.5 lec/1.5 lab/0 lng cuntr</u> , tps, moe, assign
ATAS	MST 216	430431.00	USCG LICENSE PREP	hrs fr <del>2 lec/2 lab/0 lng cuntr</del> to <u>2.5 lec/1.5 lab/0 lng cuntr</u> , tps, moe, assign
ATAS	MST 218	433424.00	ELECT AIDS NAVIGATION	hrs fr <del>2 lec/2 lab/0 lng cuntr</del> to <u>2.5 lec/1.5 lab/0 lng cuntr</u> , tps, moe, assign
ATAS	MST 219	433425.00	MARINE ECOL SURV/GIS	hrs fr <del>1 lec/4 lab/0 lng cuntr</del> to <u>2 lec/3 lab/0 lng cuntr</u> , moe, assign, txt, val
ATAS	MST 224	433971.00	CRUISE CHANNEL ISLDS	hrs fr <del>1 lec/1 lab/0 lng cuntr</del> to <u>1 lec/1.5 lab/0 lng cuntr</u> , assign
ATAS	TOUR 250	842010.00	INTRO TO TRAVEL/TOUR	assign, txt
ATAS	TOUR 252	842040.00	WRLD DEST.WEST.HEMIS.	txt
ATAS	TOUR 253	842050.00	WRLD DES-EUROPE	txt
ATAS	TOUR 254	842060.00	WRLD DES-PAC,AS,AF,ME	assign, txt
ATAS	TOUR 255	842070.00	SELLING DREAMS-TRAVEL	txt
ATAS	TOUR 257	842082.00	TOURS AND CRUISES	lng obj, moe, txt
ATAS	TOUR 259	842086.00	AIRLINE COMPUT TRAING	hrs fr <del>1 lec/2 lab/0 lng cuntr</del> to <u>1 lec/3 lab/0 lng cuntr</u> , tps, lng obj, moe, assign, txt, val
ATAS	TOUR 260	432577.00	ADV AIRLINE COMP TRN	hrs fr <del>1 lec/2 lab/0 lng cuntr</del> to <u>1 lec/3 lab/0 lng cuntr</u> , tps, moe, assign, txt, val
CS	COUN 100	650735.00	COLLEGE SUCCESS	cat desc, sch desc, tps, lng obj, moe, assign, txt
HSBS	HIT 219	992443.00	DIRECTED PRACTICE	units fr <del>3.0</del> to <u>4.0</u> , hrs fr <del>2 lec/2 lab/0 lng cuntr</del> to <u>3 lec/3 lab/0 lng cuntr</u> , prereq fr <del>HIT-202, 203, 207, 209, 212, 221, 220, and HSC-233</del> to <u>HIT 215</u> , txt, val
HSBS	HIT 220	650736.00	ICD-10-PCS	ti fr <del>ICD-10-PCS</del> to <u>ICD/PROCEDURE CODING</u> , units fr <del>3.0</del> to <u>2.0</u> , hrs fr <del>3 lec/0 lab/0 lng cuntr</del> to <u>2 lec/0 lab/0 lng cuntr</u> , prereq fr <del>HSC-244</del> to <u>BIO 113</u> , cat desc, sch desc, tps, lng obj, moe, txt, val
HSBS	HIT 221	992446.00	ICD-10-CM	ti fr <del>ICD-10-CM</del> to <u>ICD/DIAGNOSTIC CODING</u> , prereq fr <del>HSC-244</del> to <u>BIO 113</u> , cat desc, sch desc, tps, lng obj, assign, moe, val



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LA	SPAN 1	788010.00	ELEMENTARY SPANISH	coreq fr <del>SPAN 901</del> to <u>None</u> , tps, lng obj, assign, moe, txt, val
LA	SPAN 2	788060.00	ELEMENTARY SPANISH	coreq fr <del>SPAN 902</del> to <u>None</u> , tps, lng obj, assign, moe, txt, val
LA	SPAN 3	788080.00	INTERMEDIATE SPANISH	coreq fr <del>SPAN 903</del> to <u>None</u> , tps, lng obj, assign, moe, txt, val
LA	SPAN 4	788100.00	INTERMEDIATE SPANISH	coreq fr <del>SPAN 904</del> to <u>None</u> , tps, lng obj, assign, moe, txt, val
LA	SPAN 901	405058.00	SPANISH LANGUAGE LAB	dc
LA	SPAN 902	405059.00	SPANISH LANGUAGE LAB	dc
LA	SPAN 903	405060.00	SPANISH LANGUAGE LAB	dc
LA	SPAN 904	405061.00	SPANISH LANGUAGE LAB	dc
MSE	MATH 251	518190.00	BEGINNING ALGEBRA	crs id fr <del>MATH 251</del> to <u>MATH 353</u> , moe, txt
OELR	TU 100	848010.00	FUNDAMENTALS OF TUTORING	ti fr <del>Fundamentals of Peer Tutoring</del> to <u>Fundamentals of Tutoring</u> , cat desc, sch desc, tps, obj, assign, moe, txt
OELR	TU 300	848050.15	SUPERVISED TUTORING	cat desc, sch desc, obj, moe
SBS	ANTH 13	429275.00	MAGIC,WITCHCRFT,RELIG	cat desc, sch desc, tps, lng obj, assign, moe, txt
SBS	ANTH 14	430512.00	INTRO VISUAL CULTURE	cat desc, sch desc, tps, lng obj, assign, moe, txt
SBS	ANTH 15	430814.00	WORLD OF PRIMATES	cat desc, lng obj, assign, moe, txt
SBS	ANTH 16	30130.00	ARCHAEOLOGICAL FIELD METHODS	prereq fr <del>ANTH 9</del> to <u>None</u> , rec prep fr <del>None</del> to <u>ANTH 9</u> , cat desc, sch desc, assign, moe, txt, val
SBS	ANTH 100	992368.00	FORENSIC ANTHROPOLOGY	crs id fr <del>ANTH 100</del> to <u>ANTH 19</u> , UC transferable course code fr <del>No UC Credit</del> to <u>Yes</u> , cat desc, sch desc
SBS	CD 101	433414.00	PRIN PRAC YNG CHLD	cat desc, sch desc, tps, lng obj, assign, moe, txt, val
SBS	CD 107	992366.00	CHILD GROWTH AND DEVELOPMENT	crs id fr <del>CD 107</del> to <u>CD 7</u> , UC transferable course code fr <del>No UC Credit</del> to <u>Yes</u> , cat desc, sch desc
SBS	CD 110	416080.00	INTRODUCTION TO CURRICULUM	lim fr <del>None</del> to <u>Current Proof of Negative TB Test Result</u> , cat desc, sch desc, tps, lng obj, assign, moe, val
SBS	CD 111	416230.00	CHILD GUIDE/COM	tps, lng obj, assign, moe, txt, val
SBS	CD 112	432508.00	HEALTH,SAFETY,NUTRIT	cat desc, sch desc, tps, lng obj, assign, moe, txt, val
SBS	CD 113	416140.00	MATH AND SCIENCE	tps, moe, txt
SBS	CD 114	406105.00	ARTS EARLY CHILDHOOD	tps, moe, txt, val
SBS	CD 115	416130.00	LITERACY IN EC	tps, lng obj, moe, txt, val
SBS	CD 117	416070.00	TEACH DIVERSE SOCIETY	cat desc, sch desc, tps, lng obj, assign, moe, txt, val



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SBS	CD 120	416040.00	OBSV/ASSESSMENT	cat desc, sch desc, tps, lrng obj, moe, txt, val
SBS	CD 250	450192.00	GARD WITH YOUNG CHILD	moe, txt
SBS	ECON 11	428298.05	INTL POLITICAL ECON	moe, txt
SBS	ECON 20	248030.00	THE AMERICAN ECONOMY	moe, txt
SBS	ECON 4	248010.00	PRINCIPLES MICRO	assign, moe, txt, val
SBS	EDUC 41	450194.00	SECONDARY TEACHING	moe, txt
SBS	EDUC 131	254020.00	EDUC.PSYCHOLOGY	tps, moe, txt, val
SBS	EDUC 200	450195.00	INTRO ONLINE TCH LRNG	dc
SBS	EDUC 205	450196.00	MODELS ONL INST	dc
SBS	EDUC 210	450197.00	TECH FOR ONLINE INST	dc
SBS	EDUC 215	450198.00	EFFECTIVE INTERACTION	dc
SBS	EDUC 220	450199.00	UNIVERSAL DESIGN	dc
SBS	EDUC 225	450200.00	STUDENT ASMT ONLINE	dc
SBS	EDUC 240	254030.00	INSTRUCTIONAL ASSIST	dc
SBS	ES 1	429609.00	MULT EXP IN THE U.S.	cat desc, sch desc, tps, lrng obj, assign, moe, txt
SBS	ES 2	429618.00	MULTI IDENT IN U.S.	dc
SBS	ES 10	430515.00	MARGINS and BORDER CROSSINGS	dc
SBS	GEOG 1	350010.00	PHYSICAL GEOGRAPHY	cat desc, sch desc, lrng obj, assign, moe, txt, val
SBS	GEOG 1L	430812.00	PHYSICAL GEOG LAB	cat desc, sch desc, assign, moe, txt, val
SBS	GEOG 102	430497.00	GEOGRAPHY FIELD STUDY	tps, assign, moe, txt
SBS	GEOG 110	430513.05	INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS (GIS)	hrs fr <del>1 lec/2 lab/0 lrng cntr</del> to <u>1 lec/3 lab/0 lrng cntr</u> , tps, moe, txt
SBS	GIS 110	430513.00	INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEM (GIS)	hrs fr <del>1 lec/2 lab/0 lrng cntr</del> to <u>1 lec/3 lab/0 lrng cntr</u> , tps, moe, txt
SBS	GEOG 211	430514.05	INTERMEDIATE GIS	hrs fr <del>1 lec/2 lab/0 lrng cntr</del> to <u>1 lec/3 lab/0 lrng cntr</u> , tps, moe, assign, txt
SBS	GIS 211	430514.00	INTERMEDIATE GIS	hrs fr <del>1 lec/2 lab/0 lrng cntr</del> to <u>1 lec/3 lab/0 lrng cntr</u> , tps, moe, txt
SBS	HIST 12	431916.00	REVOLUTIONS/REVOLTS	cat desc, sch desc, lrng obj, assign, moe, txt, val
SBS	HIST 15	428695.00	THE VIETNAM WAR	assign, moe, txt
SBS	HIST 19	404130.00	U.S. SINCE 1945	cat desc, sch desc, tps, lrng obj, assign, moe, txt
SBS	HIST 22	404160.00	BASIC U.S. HISTORY	ti fr <del>BASIC UNITED STATES HISTORY</del> to <u>SURVEY OF UNITED STATES HISTORY</u> , cat desc, sch desc, assign, moe, txt



SBS	HIST 30	404190.05	HISTORY OF MEXICO	cat desc, sch desc, tps, lng obj, assign, moe, txt
SBS	HIST 32	404230.00	CALIFORNIA HISTORY	cat desc, sch desc, tps, lng obj, assign, moe, txt
SBS	HIST 33	429739.00	HIST OF CHICANAS/OS	ti fr <del>THE POLITICAL/SOCIAL HISTORY OF THE CHICANAS/OS</del> to <u>HISTORY OF THE CHICANAS/OS</u> , cat desc, sch desc, tps, lng obj, assign, moe, txt
SBS	HIST 40	404270.00	ENGLISH HIST TO 1688	ti fr <del>ENGLISH HISTORY TO 1688</del> to <u>HISTORY OF ENGLAND TO 1688</u> , cat desc, sch desc, assign, moe, txt
SBS	HIST 41	404290.00	ENGL HIST SINCE 1688	ti fr <del>ENGLISH HISTORY SINCE 1688</del> to <u>HISTORY OF ENGLAND SINCE 1688</u> , cat desc, sch desc, tps, assign, moe, txt
SBS	HIST 63	432310.00	EURO HIST SINCE 1650	assign, moe, txt
SBS	HIST 72	428491.00	HISTORY OF CHINA	cat desc, sch desc, tps, assign, moe, txt
SBS	HIST 74	430297.00	HISTORY MIDDLE EAST	tps, lng obj, assign, moe, txt
SBS	HIST 75	404380.00	INTR CONTEMP MID EAST	ti fr <del>INTRODUCTION TO THE CONTEMPORARY MIDDLE EAST</del> to <u>HISTORY OF THE MODERN MIDDLE EAST</u> , cat desc, sch desc, tps, lng obj, assign, moe, txt
SBS	HIST 81	404410.00	AFRICAN AMERICAN HIST	cat desc, sch desc, tps, lng obj, assign, moe, txt
SBS	PS 1	710010.05	AMERICAN GOVERNMENT	lng obj, moe, txt
SBS	PS 4	710060.00	INTRO TO POL SCIENCE	moe, txt
SBS	PS 10	710080.00	INTR POLITICAL THEORY	crs id fr <del>PS 10</del> to <u>PS 10H</u> , ti fr <del>INTRODUCTION TO POLITICAL THEORY</del> to <u>HONORS INTRODUCTION TO POLITICAL THEORY</u> , gr opt fr <del>Letter Grade or Pass/No Pass</del> to <u>Letter Grade only</u> , cat desc, sch desc, tps, lng obj, moe, txt
SBS	PS 11	428298.00	INTL POLITICAL ECON	moe, txt
SBS	PS 12	710090.00	COMP. POL. AND GOVT.	lng obj, moe, txt
SBS	SOC 25	776120.00	SOCIAL STRATIFICATION	rec prep fr <del>SOC 1</del> to <u>None</u> , tps, lng obj, assign, moe, txt, val
SBS	SOC 125	992291.00	SOCIOLOGY OF AGING	cat desc, rec prep fr <del>SOC 1</del> to <u>None</u> , sch desc, tps, lng obj, moe, txt, val
SBS	SOC 126	992292.00	DEATH AND DYING	cat desc, rec prep fr <del>SOC 1</del> to <u>None</u> , sch desc, tps, lng obj, assign, moe, txt, val
SBS	SOC 15	416030.10	SOC OF THE CHILD	tps, lng obj, assign, moe, txt, val
SBS	SOC 180	992290.00	INTRO TO GERONTOLOGY	cat desc, sch desc, assign, txt
SBS	WS 10	860010.00	INTRO WOMEN'S STUDIES	cat desc, sch desc, tps, assign, moe



**2015-16 Proposed New Courses**  
**Saddleback College**

**Exhibit B**  
**Page 1 of 3**

Division	Course Id	Catalog Id	Abbreviated Course Title	Action Taken
				assign=assignments
				cat desc= catalog description
				c/l w/+ cross-listed with (and list the other crs id)
				coreq=corequisite
				crs id=course prefix and/or number
				dc=delete course
				dv=delete version of course
				gr opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				reactv=course reactivation
				rec prep=recommended prep
				rpt=repeatability
				SAM code=occupational code (A=apprenticeship, B=advanced occupational, C=clearly occupational, D=possibly occupational, E=non-occupational)
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
ATAS	ENV 600	326241.00	WATER QUALITY MONITOR	nc, 3 units/2 hrs lec/3 hrs lab/0 hr lrng cntr, non-repeatable
ATAS	ENV 601	326242.00	WATER MANAGEMENT	nc, 4 units/4 hrs lec/0 hrs lab/0 hr lrng cntr, non-repeatable
ATAS	FN 601	430030.00	INTRO TO HOSPITALITY	nc, 3 units/3 hrs lec/0 hr lab/0 hr lrng cntr, non-repeatable
ATAS	FN 602	430031.00	HOSPITALITY - PRODUCTION AND COST CONTROL	nc, 3 units/3 hrs lec/0 hr lab/0 hr lrng cntr, non-repeatable
ATAS	FN 603	430032.00	HOSPITALITY LAW	nc, 3 units/3 hrs lec/0 hr lab/0 hr lrng cntr, non-repeatable



**2015-16 Proposed New Courses**  
**Saddleback College**

**Exhibit B**  
**Page 2 of 3**

ATAS	GD 600	90060.00	DIGITAL ILLUSTRATION II	nc, <b>prereq GD 149, rec prep GD 200</b> , 3 units/2 hrs lec/3 hrs lab/0 hr lrng cntr, non-repeatable
ATAS	GD 601	90061.00	BIOMEDICAL ILLUSTRATION	nc, <b>rec prep GD 149 and 200</b> , 3 units/2 hrs lec/3 hrs lab/0 hr lrng cntr, non-repeatable
ATAS	MFG 600	433757.00	CNC COMPUTER NUMERICAL CONTROL PROGRAMMING I	nc, 3 units/2 hrs lec/4 hrs lab/0 lrng cntr, non-repeatable
ATAS	MFG 601	433758.00	CNC COMPUTER NUMERICAL CONTROL PROGRAMMING II	nc, <b>rec prep MFG 600</b> , 3 units/2 hrs lec/4 hrs lab/0 hr lrng cntr, non-repeatable
BS	CIMP 622	0.00	ANDROID MOBILE APPS ADVANCED	nc, 3.5 units/3 hrs lec/1.5 hrs lab/0 hr lrng cntr, non-repeatable
BS	CIMP 625	0.00	WINDOWS STORE APPS BEGINNING	nc, 3.5 units/3 hrs lec/1.5 hrs lab/0 hr lrng cntr, non-repeatable
BS	CIMP 630	0.00	IPHONE & IPAD PROGRAMMING BEGINNING	nc, 3.5 units/3 hrs lec/1.5 hrs lab/0 hr lrng cntr, non-repeatable
BS	CIMP 640	0.00	CLOUD COMPUTING FOR DEVELOPERS	nc, 3.5 units/3 hrs lec/1.5 hrs lab/0 hr lrng cntr, non-repeatable
FAMT	CTVR 600	180092.00	ADVANCED RADIO PROGRAMMING	nc, <b>prereq CTVR 113</b> , 2 units/2 hrs lec/1 hr lab/0 hr lrng cntr, non-repeatable
FAMT	CTVR 601	180093.00	ADVANCED RADIO MANAGEMENT AND STATION OPERATIONS	nc, <b>prereq CTVR 113</b> , 2 units/2 hrs lec/1 hr lab/0 hr lrng cntr, non-repeatable
FAMT	CTVR 602	180091.00	AESTHETICS OF CINEMA	nc, 3 units/3 hrs lec/0 hr lab/0 hr lrng cntr, non-repeatable
FAMT	MUS 600	432580.00	SOUL MUSIC ENSEMBLE	nc, <b><u>lim of Audition--Student must perform at college level as determined by faculty</u></b> , 2 units/2 hrs lec/1 hr lab/0 hr lrng cntr, non-repeatable
FAMT	MUS 601	432581.00	ELECTRONIC MUSIC ENSEMBLE	nc, <b><u>lim of Audition--Student must perform at college level as determined by faculty</u></b> , 2 units/2 hrs lec/1 hr lab/0 hr lrng cntr, non-repeatable
FAMT	MUS 602	432582.00	POP MUSIC ENSEMBLE	nc, <b><u>lim of Audition--Student must perform at college level as determined by faculty</u></b> , 2 units/2 hrs lec/1 hr lab/0 hr lrng cntr, non-repeatable
FAMT	PHOT 603	431630.00	CREATIVE LIGHTING	nc, <b>prereq PHOT 55</b> , 3 units/2 hrs lec/3 hrs lab/0 hr lrng cntr, non-repeatable
KNES	DANC 615	992715.05	REPERTORY I	nc, <b><u>lim Audition mandatory at the beginning of the semester</u></b> , 2 units/0 hr lec/6 hrs lab/0 lrng cntr, non-repeatable



**2015-16 Proposed New Courses**  
**Saddleback College**

**Exhibit B**  
**Page 3 of 3**

KNES	DANC 600117	430343.00	SITE SPECIFIC PERFORMANCE	nc, 1 unit/0 hr lec/3 hrs lab/0 hr lrng cntr, non-repeatable
KNES	DANC 600118	430342.00	DANCE ENSEMBLE PERFORMANCE	nc, <b><u>lim Audition adjudicated by dance faculty at the beginning of the semester</u></b> , 2 units/0 hr lec/6 hrs lab/0 hr lrng cntr, non-repeatable
KNES	DANC 600179	430339.00	HIP HOP LEVEL I	nc, <b><u>rec prep DANC 178</u></b> , 1 unit/.50 hr lec/1.5 hrs lab/0 hr lrng cntr, non-repeatable
KNES	DANC 600180	430340.00	INTERMEDIATE HIP HOP	nc, <b><u>rec prep DANC 600179</u></b> , 1 unit/.50 hr lec/1.5 hrs lab/0 hr lrng cntr, non-repeatable
KNES	DANC 600181	430341.00	ADVANCED HIP HOP	nc, <b><u>rec prep DANC 600180</u></b> , 1 unit/.50 hr lec/1.5 hrs lab/0 hr lrng cntr, non-repeatable
KNES	IA 600	668180.00	WOMEN'S SAND VOLLEYBALL	nc, lim <b><u>Physical examination and be declared fit for athletics by a medical doctor (MD)</u></b> , 0 lec/10 lab/0 lrng cntr, R-E-3
LA	ENG 600	1000119.00	ACADEMIC READING AND STUDY SKILL FOR CONTENT AREA LAB	nc, 0 unit/0 hr lec/0 hr lab/1.5 hrs lrng cntr, non-repeatable
LA	PHIL 600	410031.00	HISTORY OF ANCIENT PHILOSOPHY	nc, 3 units/3 hrs lec/0 hr lab/0 hr lrng cntr, rec prep <b><u>Eligibility for ENG 1A</u></b> , non-repeatable
LA	PHIL 601	410032.00	HISTORY OF MODERN PHILOSOPHY	nc, 3 units/3 hrs lec/0 hr lab/0 hr lrng cntr, <b><u>rec prep Eligibility for ENG 1A</u></b> , non-repeatable
MSE	MATH 600H	0.00	HONORS ANALYTIC GEOMETRY AND CALCULUS	nc, <b><u>prereq Combination of MATH 2, passing grade and score of at least 80% on entrance exam administered by the Math Department</u></b> , 5 units/5 hrs lec/0 hr lab/0 hr lrng cntr, non-repeatable



**TO:** Board of Trustees

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

**RE:** SOCCCD: Saddleback College, Fine Arts and Parking Lots 9 & 10 Landscape Project, Award of Bid No. 2029, Clean Cut Landscape

**ACTION:** Approval

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### **BACKGROUND**

The Board of Trustees approved funding from basic aid funds for improving the campus appearance.

### **STATUS**

On November 25, 2014 and December 2, 2014, SOCCCD ran a newspaper advertisement requesting bids for the Saddleback College Fine Arts and Parking Lots 9 & 10 Landscape project. The request for bids was also posted on the district web site. On December 3, 2014, seven bidders attended the mandatory job walk. Two bids were received on December 16, 2014. The lowest bid meeting all specification requirements was submitted by Clean Cut Landscape of Clovis, CA, in the amount of \$119,610 (EXHIBIT A). Saddleback College staff has reviewed the bids and recommends approval.

Funds are available in the approved basic aid budget and Saddleback College General Fund.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees award Bid No. 2029, Saddleback College, Fine Arts and Parking Lots 9 & 10 Landscape project and approve the agreement (EXHIBIT B) with Clean Cut Landscape of Clovis, CA in the amount of \$119,610.



**Bid No. 2029**  
**Fine Arts and Parking Lots 9 & 10 Landscape Project**  
**Saddleback College**

**January 26, 2015**

**CONTRACTORS**

**AMOUNT**

**\*Clean Cut Landscape**  
**Clovis, CA**

**\$119,610**

**KASA Construction**  
**Chino, CA**

**\$297,400**

**\*RECOMMENDED AWARD**



**AGREEMENT – SADDLEBACK COLLEGE FINE ARTS & PARKING LOTS 9 & 10 LANDSCAPE PROJECT**

THIS AGREEMENT, dated the 27<sup>th</sup> day of January 2015, in the County of Orange, State of California, is by and between South Orange County Community College District, (hereinafter referred to as "DISTRICT"), and Clean Cut Landscape, 8406 N. Armstrong Avenue, Clovis, California, 93619 hereinafter referred to as "CONTRACTOR").

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

1. CONTRACTOR agrees to complete the Project known as Saddleback College Fine Arts, Parking Lots 9 & 10 Landscape Project according to all the terms and conditions set forth in the Project Documents, including but not limited to the Notice Calling For Bids, Information for Bidders, Bid Form, Bid Security, Designation of Subcontractors, Information Required of Bidder, all prequalification forms submitted pursuant to Public Contract Code Section 20111.5, if any, Non-collusion Affidavit, Workers' Compensation Certificate, Faithful Performance Bond, Payment Bond, Escrow Agreement, if applicable, Drug-Free Workplace Certification, Change Orders, Shop Drawing Transmittals, Insurance Certificates and Endorsements, Guarantees, Contractor's Certificate Regarding Non-Asbestos Containing Materials, Disabled Veteran Business Enterprises Certification, if applicable, General Conditions, Supplemental Conditions, if any, Special Conditions, if any, Drawings, Specifications, and all modifications, addenda and amendments thereto by this reference incorporated herein. The Project Documents are complementary, and what is called for by any one shall be as binding as if called for by all.

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

3. DISTRICT shall pay to the CONTRACTOR, as full consideration for the faithful performance of this Agreement, subject to any additions or deductions as provided in the Project Documents, the sum of One Hundred Nineteen Thousand, Six Hundred Ten Dollars (\$119,610).

4. The work shall be commenced on or before the tenth (10th) day after receiving the DISTRICT'S Notice to Proceed and shall be completed within Ninety (90) consecutive calendar days from the date specified in the Notice to Proceed.



5. **Time is of the essence.** If the work is not completed in accordance with Paragraph 4 above, it is understood that the DISTRICT will suffer damage. It being impractical and infeasible to determine the amount of actual damage, in accordance with Government Code Section 53069.85, it is agreed that CONTRACTOR shall pay to DISTRICT as fixed and liquidated damages, and not as a penalty, the sum of One Thousand Dollars (\$1000) for each calendar day of delay until work is completed and accepted. Time extensions may be granted by the DISTRICT as provided in Article 64 of the General Conditions. Liquidated damages shall be imposed as set forth in Article 64 of the General Conditions.

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

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

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

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

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



- (a) failure to comply with any applicable law, statute, code, ordinance, regulation, permit or orders;
- (b) any misrepresentation, misstatement or omission with respect to any statement made in the Project Documents or any document furnished by the CONTRACTOR in connection therewith;
- (c) any breach of duty, obligation or requirement under the Project Documents;
- (d) any failure to coordinate the work of other contractors;
- (e) any failure to provide notice to any party as required under the Project Documents;
- (f) any failure to act in such a manner as to protect the DISTRICT and the Project from loss, cost, expense or liability; or
- (g) any failure to protect the property of any utility company or property owner.

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

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

Public Liability Insurance for injuries including accidental death, to any one person in an amount not less than	\$2,000,000
Subcontractors of every tier	\$1,000,000
and	
Subject to the same limit for each person on account of one accident, in an amount not less than	\$2,000,000
Subcontractors of every tier	\$1,000,000
Property Damage Insurance in an amount not less than	\$2,000,000
Subcontractors of every tier	\$1,000,000



Course of Construction Insurance without exclusion or limitation in an amount not less than	\$2,000,000
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Excess Liability Insurance (Contractor only)	\$2,000,000
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Insurance Covering Special Hazards: The following special hazards shall be covered by rider or riders to above-mentioned public liability insurance or property damage insurance policy or policies of insurance, or by special policies of insurance in amounts as follows:

Automotive and truck where operated in amounts as above

Material hoist where used in amounts as above

### **Waiver of Subrogation**

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

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

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

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

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



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

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

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

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

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

DISTRICT

CONTRACTOR

South Orange County Community College District

Clean Cut Landscape

By: \_\_\_\_\_  
Debra L. Fitzsimons  
Vice Chancellor, Business Services

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

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

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

\_\_\_\_\_  
Contractor's License No.

\_\_\_\_\_  
Tax ID/Social Security No.

(CORPORATE SEAL OF CONTRACTOR,  
if corporation)



**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Fine Arts HVAC Upgrades and Interior Renovations at Saddleback College, Preconstruction Services Agreement, Erickson-Hall Construction  
**ACTION:** Ratification

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### **BACKGROUND**

On August 27, 2012 and June 17, 2013, the Board of Trustees approved \$4,950,000 from Basic Aid for the Saddleback College Fine Arts HVAC Upgrades and Interior Renovations project.

Government Code Sections 4217.10 through 4217.18 authorize community college districts to develop energy conservation, cogeneration and alternate energy supply source agreements without competitive bidding. This project qualifies and staff anticipates recommendation of this use after preconstruction services are complete.

The Preconstruction Services Agreement, phase one of this potentially two phase process, is for the purpose of providing value design services work, constructability review, phasing and estimating services associated with the project and in anticipation of entering into a construction agreement.

### **STATUS**

On September 2 and September 9, 2014, SOCCCD ran a newspaper advertisement requesting qualification submittals (RFQ) for the Saddleback College Fine Arts HVAC Upgrades and Interior Renovations project. The RFQ was also posted on the district web site. On September 19, 2014, seven prequalification packages were received. District services and college staff evaluated the submittals. Two firms were prequalified (EXHIBIT A) and invited to provide proposals. College and district services staff met with the qualified firms on October 17, 24 and November 3, 2014, to review existing conditions, plans and specifications. After receipt of proposals, both firms were invited to interview and Erickson-Hall is recommended for the Preconstruction Services Agreement (EXHIBIT B) in the amount of \$45,640 and have been approved in anticipation of and with no obligation for awarding them the Construction Agreement.

Project costs provided by both proposers had a 1.0% differential between them. Both proposals were over budget. The Preconstruction Services Agreement includes a requirement to reduce the project cost to within the Board approved budget.

Funds are available in the approved basic aid project budget of \$4,950,000.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees ratify the Preconstruction Services Agreement (EXHIBIT B) for the Saddleback College Fine Arts HVAC Upgrades and Interior Renovations project with Erickson-Hall Construction in the amount of \$45,640.



**BID No. 2021**  
**Prequalifications and Proposals for**  
**Fine Arts HVAC Upgrades and Interior Renovations**  
**Preconstruction Services**  
**Saddleback College**

**December 15, 2014**

**CONTRACTORS**

**AP Construction Group**  
**Van Nuys, CA**

**Erickson-Hall Construction<sup>1, 2</sup>**  
**Escondido, CA**

**Hamel Contracting, Inc.**  
**Murrieta, CA**

**Harik Construction, Inc.**  
**Glendora, CA**

**KEMCORP Construction, Inc.**  
**Ontario, CA**

**Perera Construction**  
**Ontario, CA**

**Southland Industries<sup>1</sup>**  
**Garden Grove, CA**

**<sup>1</sup> PREQUALIFIED TO PROVIDE PROPOSAL**  
**\* MINIMUM POINT REQUIRED - 150**

**<sup>2</sup> RECOMMENDED FOR PRECONSTRUCTION SERVICES**



**AGREEMENT –FINE ARTS HVAC UPGRADE AND INTERIOR RENOVATION, PRECONSTRUCTION SERVICES, SADDLEBACK COLLEGE**

This Preconstruction Services Agreement ("Agreement") is entered into by South Orange County Community College District, a California community college district duly organized and validly existing under the Constitution and laws of said State of California (hereinafter the "District"), and Erickson-Hall Construction (hereinafter the "Consultant"), as of 12/16/2014 ("Effective Date"), for the purposes of providing best value review, constructability review, phasing and estimating services associated with construction documents and plans (collectively, "Plans and Specifications") for the construction of the Fine Arts HVAC Upgrade and Interior Renovation Project to be located at the District's Saddleback College campus (hereinafter "Project").

**WHEREAS**, Consultant and District desire to enter into an Agreement for the construction of the Project using delivery method GC 4217.10 et seq. with an estimated construction value at \$3.2 million;

**WHEREAS**, the District requires Division of the State Architect approved Plans and Specifications for the Project prior to entering into the Construction Services Agreement;

**WHEREAS**, Consultant desires to provide consulting services regarding the design of the Project, including a best value review, a constructability review, estimating, planning and phasing services associated with the anticipated construction of the Project, and review of the Plans and Specifications in conjunction with gkkworks ("Architect");

**WHEREAS**, District and Architect entered into that certain "Architectural Services Agreement", dated January 28, 2014, ("Architect Agreement"), pursuant to which Architect agreed to design the Project;

**WHEREAS**, Consultant, in conjunction with Architect has the knowledge and experience necessary to prepare the Plans and Specifications and otherwise perform best value review and constructability review work;

**WHEREAS**, the parties acknowledge that the Consultant and District may, at a later date, negotiate and approve Construction Services Agreement which would utilize a Maximum Allowable Price equal to the entire construction budget for the Project, and which Maximum Allowable Price will not include the fee provided herein.

**NOW, THEREFORE**, the parties hereto agree as follows:



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#### ARTICLE I. - CONSULTANT'S BASIC SERVICES AND RESPONSIBILITIES

1. The Consultant's services shall consist of those services performed by the Consultant, Consultant's employees and Consultant's consultants as enumerated in Article II of this Agreement.

2. Relationship of Consultant to Other Project Participants. Consultant's services hereunder shall be provided in conjunction with contracts between the District and: (a) the Architect; (b) the Inspector; (c) Test/Inspection Service Providers; and (e) others providing services in connection with construction of the Project. The Architect is responsible for the adequacy and sufficiency of the Project design and the contents of Design Documents for the Project. The Architect shall perform its duties in accordance with its contract(s) with the District. Except as expressly set forth herein, neither this Agreement, nor Consultant's rendition of services hereunder shall be deemed Consultant's assumption of responsibility for the adequacy or sufficiency of the Project design or the Design Documents for the Project, which are and remain that of the Architect.

3. Consultant Standard of Care. Consultant shall provide the Basic Services and authorized Additional Services using its best professional skill and judgment, acting with due care and in accordance with professional standards of care, the terms hereof and applicable law, code, rule or regulation. Consultant's services hereunder shall be provided and completed promptly and in such a manner as to avoid hindrance, interruption, or delay to the orderly progress and timely completion of Project. Consultant shall without additional compensation, correct or revise any errors or omissions in its studies, reports, and other services.

4. Key Individual Assignments. The Consultant has been selected to perform the work herein because of the skills and expertise of key individuals. The Consultant shall designate David Erickson as Project Executive, Mat Gates as Construction Manager, Rick Osgood as Senior Project Manager, and Mike Riley, Chief Estimator as Estimator. So long as their performance continues to be acceptable to the District, these named individuals shall remain assigned to the Project. If dissatisfied with any performance, District has the right and can be expected to request replacement. Additionally, the Consultant must furnish the name of all other key people in Consultant's firm that will be associated with the Project

#### ARTICLE II. - SCOPE OF CONSULTANT'S SERVICES

1. The Consultant's services include those described in this Article, and in general, all those necessary to produce accurate Plans and Specifications.

2. Consultant shall provide a written preliminary evaluation of the Project and schedule requirements. Such evaluation shall include alternative approaches to design and construction of the Project. Consultant shall provide a preliminary Project schedule ("Project Schedule") for review and approval by the District. The Project Schedule shall include all activity sequences and durations, construction phasing, milestone dates including estimating, bidding and submittal of the Maximum Allowable Price proposal, constructability review and best value review work, and delivery of materials or equipment requiring long-lead time procurements. The Project Schedule shall be prepared with the most recent edition of commercially available software designed specifically for the scheduling of construction projects and which utilizes the critical path method of scheduling. The Project Schedule shall be updated monthly and all changes from previous schedules must be indicated on the revised Project Schedule.



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3. Consultant shall attend weekly Project coordination meetings and workshops during Project development for the Project, commencing upon Effective Date and continuing until execution of the Construction Services Agreement or earlier termination of this Agreement, between District's representative(s), and other Consultants of the District as required. Consultant shall make formal presentations to the governing board of District, if required.

4. Consultant shall provide a detailed cost estimate for the Construction Budget with supporting data, for review and approval by the District. The Consultant's Estimate of Construction Costs shall be based upon the current market conditions. The cost estimate shall identify all costs for the Project, including all trades and unit costs. Consultant shall also identify all allowances, contingencies, General Condition costs and fees. All fees are to be represented by either fixed amounts and shall exclude all pre-construction services. If any cost estimate submitted to the District exceeds previously approved estimates for the Construction Budget, the Consultant shall make appropriate recommendations to the District. Consultant shall consider sustainability and operating or maintenance costs when recommending systems modifications for the District.

5. The duties, responsibilities and limitations of authority of the Consultant shall not be restricted, modified or extended without written agreement between the District and Consultant other than through the Construction Services Agreement which is expected to be entered into at a later time.

6. District shall not be responsible to Consultant for any claims or damages resulting from District's failure to enter into the Construction Services Agreement with Consultant for any reason.

7. Consultant shall have access to the primary project site at all times. Access shall be coordinated through the District Project Manager.

8. Consultant shall, in conjunction with the District, review the current status of completion and approvals of the Design Documents. The objective of these reviews is to confirm constructability and for the development of an overall strategy for constructing the Project. The Consultant shall conduct such interviews and participate in meetings and conferences with the Architect, District staff, and others as necessary to develop a construction strategy consistent with the objectives for the Project. Upon completion of these services and prior to commencing any other Basic Services under this Agreement, the Consultant shall submit its written construction strategy to the District for review and acceptance. This recommendation shall include any phasing necessary and identify project staging strategies. The Consultant shall modify its written Project construction strategy as necessary to obtain mutual acceptance of the District and the Consultant.

9. The Consultant's review of Design Documents shall include best value analysis. Work of the Project depicted in the Design Documents construction processes/procedures, specified materials/equipment or other aspects of the Design Documents may be modified to reduce construction costs and/or the time for achieving Final Completion of the Project and/or to extend life-cycle and/or to reduce maintenance/operations costs. Modifications to the Design Documents recommended by the Consultant shall be set forth in writing and submitted to the District for review. The District shall have the sole and exclusive discretion to incorporate some, all or none of the Consultant's recommendations. If the District accepts any of the Consultant's recommendation relative to modification(s) to the Design Documents, the Consultant shall review the Design Documents as modified by the Architect for confirmation that the District accepted modifications to the Design Documents are incorporated into the Design Documents.

10. In conducting the document review, the Consultant shall not be responsible for providing nor will the Consultant have control or assume responsibility or liability, in whole or in part, over the Project design, design



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requirements, design criteria, or the substance or contents of the Design Documents. The Consultant's actions in conducting reviews and recommendations as provided herein are to be advisory only to the District and the Architect.

11. Consultant's services shall include attendance at all weekly meetings and workshops with the District and any District Consultants, and provide recommendations on construction feasibility; quick action to minimize adverse effects of labor or material shortages; potential union actions; knowledge of time requirements for procurement, installation, and construction cost including estimates of alternative designs or materials and possible economic savings or costs.

12. Consultant's services shall include records retention of any contracts or documents between Consultant and contractors and subcontractors related to Consultants services provided hereunder. Consultant shall submit documents to the District for its records and use.

13. In the interest of minimizing the expenditure of funds for the construction of the Project, the Consultant agrees to select appropriately State of California licensed subcontractors for each trade component of the Project in a manner that fosters competition. Consultant agrees that it will either solicit bids from subcontractors pursuant to the competitive bid procedures set forth in the Public Contract Code, including the specific provisions of Public Contract Code section 20110 *et seq.*, or utilize an informal bidding process established by the Consultant and approved by the DISTRICT, which also incorporates competitive bid procedures. Consultant shall ensure a minimum of three (3) bids are received for each trade package, unless District agrees to an alternate number.

14. The District reserves the right to oversee the bidding process. Consultant shall inform all bidders that the District will not be a party to any contracts for construction services executed by the Consultant and selected bidders.

15. The District has a policy of pre-qualifying all contracts over One Million Dollars (\$1,000,000). The Consultant shall assist the District in: (a) development and implementing a program to inform potential bidders subject to pre-qualification of the pre-qualification process and to encourage potential Contractors to engage in the pre-qualification process; (d) review and evaluate responses to the pre-qualification application; and (e) recommendations to the District for selection of Contractors deemed qualified to submit proposals subject to the pre-qualification process.

16. Consultant shall submit a listing of proposed subcontractors, including their respective qualifications to perform such work, to the District for the District's review. In no case will the Consultant award any subcontracts until the District has concurred to the scope and price of the subcontracted services. In addition, Consultant shall provide the District with full documentation regarding the bids or competitive quotes received by Consultant. In no event shall such documentation be redacted or obliterated. In the event the Consultant does not comply with this provision, the District may terminate this Agreement. Any gaps in scoping trades are the Consultant's responsibility.

Compliance with Disabled Veteran Business Enterprise (DVBE) contracting goals is required. In accordance with Education Code section 71028 the District has a DVBE participation goal of 3% for this Project. The District is seeking DVBE participation under this Agreement. The Consultant must make a good faith effort to contact and utilize DVBE contractors and suppliers in securing bids for performance of the Project. Information regarding certified DVBE firms can be obtained from the Office of Small Business Certification and Resources (OSBCR) at (916) 323-5478 or (916) 322-5060 as well as the OSBCR website at [www.dgs.ca.gov/osbcr](http://www.dgs.ca.gov/osbcr). Verification of DVBE



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status must be obtained from the OSBCR by receiving an approved certification letter and reference number from that office. The Consultant is encouraged to retain documentation of its good faith efforts, in the event such documentation is requested by the District. Good faith efforts are demonstrated by evidence of the following: a) Contact was made with the District regarding the identification of DVBEs; b) Contact was made with other state agencies and with local DVBE organizations to identify DVBEs; c) Advertising was published in trade papers and papers focusing on DVBEs; d) Invitations to bid were submitted to potential DVBE contractors; e) Available DVBEs were considered and f) Consultant provides a list of DVBE contractors and percentage of participation.

17. Consultant agrees to bind every subcontractor by terms of the Contract Documents as far as such terms are applicable to subcontractor's work. If Consultant shall subcontract any part of the work, Consultant shall be as fully responsible to District for acts and omissions of any subcontractor and of persons either directly or indirectly employed by any subcontractor, as it is for acts and omissions of persons directly employed by Consultant. Nothing contained in Contract Documents shall create any contractual relation between any subcontractor and District, nor shall the Contract Documents be construed to be for the benefit of any subcontractor.

18. District's consent to any subcontractor shall not in any way relieve Consultant of any obligations under the Contract Documents and no such consent shall be deemed to waive any provision of any Contract Document.

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

### ARTICLE III. ADDITIONAL SERVICES

The services described in this Article are not included in the Scope of Basic Services hereunder. If the District requests in writing any of the Additional Services, Consultant shall be compensated for the same in accordance with the provisions of the Agreement relating to Additional Services and hourly rates provided by the Consultant as indicated in Exhibit "A" Consultant Services Billing Rates.

1. A Board approved amendment must be fully executed prior to Consultant performing any extra services.

2. The Consultant shall request payment of additional services in a separate line item on the same invoice submitted for regular services in a format pre-approved by the District.

3. Contingent Additional Services. If Contingent Additional Services described below are provided by the Consultant through no fault or neglect of the Consultant, prior to providing any such Additional Services, Consultant shall notify the District in writing. Unless the District shall notify Consultant in writing authorizing Additional Services, Consultant shall not proceed to provide such Additional Services. The following constitute Contingent Additional Services:



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- a. Material Project Scope Changes. Services required or necessary as a result of significant changes in the requirements of the Project, including Project size, quality, or complexity.
- b. Termination of Architect or Other District Consultants. Services required or necessary as a result of the default or termination of the Architect or Other District Consultants, failure of performance of the District or a Consultant under any Contract, or major defects or deficiencies in the work of a District Consultant or Contractor.
- c. Future Systems. Services relative to future systems, facilities or equipment not included within the scope of the Project as reflected in the Project Documents provided through the RFP originally or via addendum.
- d. Furniture, Furnishings, Equipment Not in Project Scope. Services in connection with the District's procurement of furniture, furnishing or equipment not included within the scope of the Project as reflected in the Project Documents. Coordination consideration of furniture, fixture and equipment will be included within the original scope of work.
- e. Changes in Duration. If the duration of Consultant services is extended the Consultant shall be entitled to additional compensation. The Consultant shall provide a written request with analysis of anticipated resource expenditure to the District in a format pre-approved by the District.

#### ARTICLE IV. DISTRICT'S RESPONSIBILITIES

1. The District has provided, via the Request for Proposals, to the Consultant information regarding requirements for the Project, including information regarding the District's objectives, schedule, constraints and criteria.

2. District Representative. The District shall designate a representative to act on the District's behalf with respect to the Project and who shall be authorized to render decisions on behalf of the District and to carry out the District's responsibilities under this Agreement, all of which shall be discharged or performed in a manner so as to avoid unreasonable delay in the orderly and sequential progress of the Consultant's performance of services and other obligations hereunder. Unless modified by written notice of the District to the Consultant, the District Representative is:

**David Schiermeyer, Construction Manager**

3. If the District observes or otherwise becomes aware of any fault or defect in the project or the Consultant's services or any non-conformity with the Construction documents, the District shall give prompt written notice thereof to the Consultant.

4. Inspections. The District shall retain a Project Inspector to participate in preconstruction services and to provide construction observations as required by applicable laws, rules, or regulations.

5. District Consultants. Except to the extent of Design Consultants retained by the Architect, other consultants required or desired by the District in connection with the Project shall be retained and paid for by the District. Such other consultants include, but may not be limited to, legal counsel, insurance/surety consultants, specialty equipment consultants and hazardous material assessment and abatement consultants.

#### ARTICLE V. TERMINATION



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1. This Agreement may be terminated by either party upon fourteen (14) days written notice to the other party in the event of a substantial failure of performance by such other party, including insolvency of Consultant; or if the District should decide to abandon or indefinitely postpone the Project.

2. In the event of a termination based upon abandonment or postponement by District the District shall pay to the Consultant for all services performed and all expenses incurred under this Agreement supported by documentary evidence, including payroll records, and expense reports up until the date of the abandonment or postponement plus any sums due the Consultant for Board approved extra services. In ascertaining the services actually rendered hereunder up to the date of termination of this agreement, consideration shall be given to both completed work and work in process of completion and to complete and incomplete drawings and other documents whether delivered to the District or in the possession of the Consultant at the time of termination and delivered upon termination.

3. This Agreement may be terminated without cause by District upon fourteen (14) days written notice to the Consultant. In the event of a termination without cause the District shall pay to the Consultant for all services performed and all expenses incurred under this Agreement supported by documentary evidence, including payroll records, and expense reports up until the date of notice of termination plus any sums due the Consultant for Board approved extra services. In ascertaining the services actually rendered hereunder up to the date of termination of this Agreement, consideration shall be given to both completed work and work in process of completion and to complete and incomplete drawings and other documents whether delivered to the District or in the possession of the Consultant at the time of termination and delivered upon termination. Consultant and District expressly acknowledge that in the event of such termination, Consultant will not receive any additional termination costs, and that consideration for entry into this termination for convenience clause exists.

4. In the event of a dispute between the parties as to performance of the work or the interpretation of this Consultant, or payment dispute, the parties shall attempt to resolve the dispute. Pending resolution of this dispute, Consultant agrees to continue the work diligently to completion. If the dispute is not resolved, Consultant agrees it will neither rescind the Agreement nor stop the progress of the work. Any controversy or claim arising out of or relating to this Agreement shall be first attempted to be resolved through mediation. If mediation is unsuccessful, they will be settled by binding arbitration in Orange County in accordance with the rules of the Orange County Superior Court ("Arbitration Rules"). To the extent that the provisions within this Article do not conflict with the Arbitration Rules, the parties agree to all of the provisions set forth in this Article. If requested, the parties agree to permit Architect to participate in any arbitration. If the parties are unable to agree on the arbitrator within thirty (30) days of the receipt of a written request for arbitration, they shall request that the presiding judge of the Orange County Superior Court designate one. The District shall pay one-half of the cost of the arbitration and the Consultant shall pay one-half of the cost of arbitration or if Architect participates in the arbitration, each party shall pay one-third of the cost of arbitration. Each party shall be responsible for its own attorney's fees and costs as to any such arbitration. Any arbitrator chosen or designated must have experience in construction issues. Notwithstanding the foregoing, once a written request for arbitration has been made, each party shall have the right to conduct discovery pursuant to the procedures set forth in the Civil Discovery Act of 2005, as amended, even if an action has not been filed.

#### ARTICLE VI. COMPENSATION TO THE CONSULTANT

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



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a. Project Schedule	\$ 7,920.00
b. Project Estimate	\$ 17,040.00
c. Constructability Review	\$ 10,560.00
d. Best Value Review	\$ 7,920.00
e. SUBTOTAL:	\$ 43,440.00
f. Reimbursable amount	\$ 2,200.00
g. TOTAL:	\$ 45,640.00

2. The Contract Price is inclusive of personnel expenses (inclusive of all benefits and burdens), fees and personnel expenses of any sub-consultant or subcontractor to the Consultant, travel for personnel to and from the Site, travel within the Counties of Los Angeles, Orange, Riverside, San Diego and San Bernardino, insurance and all other overhead/administrative expenses or costs associated with performance of the Basic Services, except for Allowable Reimbursable Expenses described in this Agreement. At no time shall meals be considered a reimbursable expense.

3. District Payments of the Contract Price.

- a. Consultant Monthly Billing Statements. Consultant shall submit monthly billing invoices to the District for payment of the Contract Price for Basic Services, authorized Additional Services, and previously approved and allowable Reimbursable Expenses performed or incurred in the immediately prior month in a format previously approved by the District. Previously approved and allowable Reimbursable Expenses shall be itemized and evidence shall be provided of the cost or value of any Allowable Reimbursable Expense costs for which payment is requested by Consultant. Basic services are to be invoiced in equal amounts based on the agreed upon percent complete for each scope of work.
- b. District Payment of Contract Price. Within thirty (30) days of the date of the District's receipt of Consultant's billing invoices, District will make payment to Consultant of undisputed amounts of the Contract Price due for Basic Services, authorized Additional Services, and Allowable Reimbursable Expenses. No deductions shall be made or withheld from payments due Consultant hereunder on account of any penalty, assessment, liquidated damages or other amounts withheld by the District from payment to the Architect or any Contractor. The District may, however, withhold or deduct from amounts otherwise due Consultant hereunder if Consultant shall fail to timely and completely perform material obligations to be performed on its part under this Agreement, with the amounts withheld or deducted being released after Consultant has fully cured its failure of performance, less costs, damages or losses sustained by the District as a result of such failure of performance of a material obligation hereunder.
- c. District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing services for District, except as follows: additional expenses such as, but not limited to, printing, reproduction, and messenger services or any items pre-approved in writing by the District. Reimbursable expenses shall be invoiced monthly at cost plus 5% markup.

ARTICLE VII. EMPLOYEES AND CONSULTANTS



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1. Consultant shall submit, for written approval by the District, the names of any consultant firms proposed for the Project. Nothing in this Agreement shall create any contractual relation between the District and any consultants employed by the Consultant under the terms of this Agreement.

2. Consultant's consultants shall be licensed to practice in California and have relevant experience with California education design and construction during the last five years. If any employee or consultant of the Consultant is not acceptable to the District then that individual shall be replaced with an acceptable competent person at the District's request.

#### ARTICLE VIII. INDEMNITY AND INSURANCE

1. To the extent permitted by law, Consultant agrees to indemnify, defend and hold District entirely harmless from all liability arising out of:

- a. Any and all claims under workers' compensation acts and other employee benefit acts with respect to Consultant's employees or Consultant's subcontractor's employees arising out of Consultant's work under this Agreement; and
- b. Liability for damages for (1) death or bodily injury to person; (2) injury to, loss or theft of property; (3) any failure or alleged failure to comply with any provision of law or (4) any other loss, damage or expense arising under either (1), (2), or (3) above, sustained by the Consultant or any person, firm or corporation employed by the Consultant upon or in connection with the Project, except for liability resulting from the active and primary negligence, or willful misconduct of the District, its officers, employees, agents or independent contractors who are directly employed by the District;
- c. Any loss, including injury or death to persons or damage to property caused by any act, neglect, default or omission of the Consultant, or any person, firm or corporation employed by the Consultant, either directly or by independent contract, including all damages due to loss sustained by any person, firm or corporation including the District, arising out of, or in any way connected with the Project, including injury or damage either on or off District property; but not for any loss, injury, death or damages caused by active and primary negligence of the District.

The Consultant, at Consultant's own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings to the extent of the above described indemnification that may be brought or instituted against the District, its officers, agents or employees, on any such claim or liability, and shall pay or satisfy any judgment that may be rendered against the District, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

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

- a. Consultant shall carry Workers' Compensation and Employers Liability Insurance in accordance with the laws of the State of California.



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- b. Comprehensive general and auto liability insurance with limits of not less than Two Million Dollars (\$2,000,000) combined single limit, bodily injury and property damage liability per occurrence, including:
  - i. owned, non-owned and hired vehicles;
  - ii. broad form property damage;
  - iii. products/completed operations; and
  - iv. personal injury.
- c. Each policy of insurance required in (a) and (b) above shall name District, the Board of Trustees, and its officers, agents and employees as additional insureds; shall state that, with respect to the operations of Consultant hereunder, such policy is primary and any insurance carried by District is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days' written notice shall be given to District prior to cancellation. Consultant shall notify District in the event of material change in, or failure to renew, each policy. Prior to commencing work, Consultant shall deliver to District certificates of insurance as evidence of compliance with the requirements herein. In the event Consultant fails to secure or maintain any policy of insurance required hereby, District may, at its sole discretion, secure such policy of insurance in the name of and for the account of Consultant, and in such event Consultant shall reimburse District upon demand for the cost thereof.

#### ARTICLE IX. TERM

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

#### ARTICLE X. MISCELLANEOUS

1. Consultant shall make a written record of all meetings, conferences, discussions and decisions made between or among the District, Consultant and District's Consultants during all phases of the Project and concerning any material condition in the requirements, scope, performance and/or sequence of the work.
2. Consultant, in the performance of this Agreement, shall be and act as an independent contractor. Consultant understands and agrees that Consultant and all of Consultant's employees shall not be considered



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officers, employees or agents of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant assumes the full responsibility for the acts and/or omissions of Consultant's employees or agents as they relate to the services to be provided under this Agreement. Consultant shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes for the respective Consultant's employees.

3. District does hereby agree to indemnify, hold harmless, and defend Consultant, its employees, officers, agents, and subcontractors from any action taken by any person or entity attempting to challenge the propriety or legal authority of District to enter into this Agreement, the Lease-Leaseback Agreement Documents or any other related documents.

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

5. The District and Consultant, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this Agreement with respect to the terms of this Agreement. Consultant shall not assign this Agreement.

6. This Agreement shall be governed by the laws of the State of California.

7. This Agreement represents the entire Agreement between the District and Consultant and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended or modified only by an agreement in writing signed by both the District and the Consultant.

8. Marginal Headings; Captions. The titles of the various Paragraphs of the Agreement and the Articles of these Conditions are for convenience of reference only and are not intended to and in no way shall enlarge or diminish the rights or obligations of Consultant and District hereunder.

9. Cumulative Rights; No Waiver. Duties and obligations imposed by this Agreement and rights and obligations hereunder are in addition to and not in lieu of any imposed by or available at law or inequity. No action or failure to act by District hereunder shall be deemed a waiver of any right or remedy afforded hereunder or acquiesce or approval of any breach or default by Consultant.

10. Consultant Accounting Records. Pursuant to and in accordance with the provisions of Government Code Section 8546.7 or any amendments thereto, all books, records, and files of the District and the Consultant, including, but not limited to the costs of administration of this Agreement, shall be subject to examination and audit of the State Auditor at the request of the District or as part of any audit of the District for a period of three (3) years after final payment is made under this agreement. During this time, Consultant shall maintain accounting records and make them available upon request of the District for reproduction or inspection.

11. Notices. Notices Consultant or District are required or desire to serve on the other shall be valid only if addressed to the other as set forth below or as modified by notice hereunder from time to time. Notices shall be effective only if by personal delivery requiring signature acknowledging receipt or by United States Mail, Certified, Return Receipt Requested, First Class, postage fully pre-paid. Notices effectuated by personal service shall be deemed effective as of delivery of such notices. Notices effectuated by United States Mail shall be deemed effective the third (3<sup>rd</sup>) working day after deposit in the United States Mail. Notices hereunder shall be addressed as follows:



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South Orange County Community College District	Erickson-Hall Construction
Dr. Debra L. Fitzsimons	David Erickson
28000 Marguerite Parkway	500 Corporate Dr.
Mission Viejo, CA 92692	Escondido, Ca. 92029
949-582-4678	Phone

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

**"DISTRICT"**

South Orange County Community College District

  
Dr. Debra L. Fitzsimons

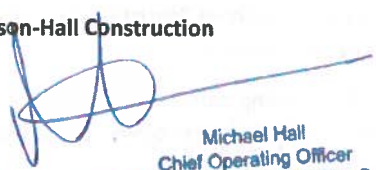
Vice Chancellor of Business Services

12.16.2014

Date

**"CONSULTANT"**

Erickson-Hall Construction

  
Michael Hall  
Chief Operating Officer  
Erickson-Hall Construction Co.

Mike Hall

Chief Operating Officer

11/24/14

Date

91-1903631

Tax Payer I.D.



**TO:** Board of Trustees

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

**RE:** SOCCCD: Saddleback College, Fine Arts HVAC Upgrades and Interior Renovation Project, Architectural Agreement Amendment No. 2, gkkworks

**ACTION:** Approval

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### **BACKGROUND**

On January 27, 2014, the Board of Trustees approved a contract with gkkworks for the Saddleback College Fine Arts HVAC Upgrades and Interior Renovation project for \$250,000. The original agreement provided for additional services, if necessary.

### **STATUS**

Additional architectural services are required to revise the construction document design. gkkworks will provide the additional architectural services for a fee of \$7,630 with a 31 day extension to the design schedule.

Staff recommends approval of Amendment No. 2 (EXHIBIT A) in the amount of \$7,630 for a new contract total equaling \$265,510 and a revised submission date to DSA.

Basic aid funds are available within the existing project budget of \$4,947,245.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Amendment No. 2 (EXHIBIT A) with gkkworks for additional architectural services in the amount of \$7,630 for the Saddleback College Fine Arts Building HVAC Upgrades and Interior Renovation project for a total fee of \$265,510 and a revised submission date to DSA.



**AMENDMENT NO. 2  
TO ARCHITECTURAL SERVICES AGREEMENT  
FOR  
FINE ARTS HVAC UPGRADES AND INTERIOR RENOVATIONS PROJECT  
SADDLEBACK COLLEGE**

**January 26, 2015**

**THIS AMENDMENT** shall modify the original agreement dated January 27, 2014 by and between the South Orange County Community College District, hereinafter referred to as "DISTRICT," and gkkworks, 2355 Main Street, Suite 220, Irvine, California, 92614, hereinafter referred to as "CONSULTANT."

**WHEREAS**, Article III, paragraph 2 of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

**WHEREAS**, Article I, paragraph 2 of the original agreement establishes the submission date to DSA as not later than July 31, 2014; and

**WHEREAS**, Article VIII, paragraph 1 establishes the compensation of the agreement at a total contract value of \$250,000; and

**WHEREAS**, the scope of services has increased to include additional architectural and engineering (A/E) services and extends the submission date to DSA; and

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

PROVIDE SUPPLEMENTAL A/E SERVICES		DSA SUBMISSION
Original Contract Amount:	\$250,000.00	7/31/2014
Amendment No. 1	\$ 7,880.00	9/15/2014
<b>Amendment No. 2</b>	<b><u>\$ 7,630.00</u></b>	<b>10/16/2014</b>
Revised Contract Amount	<b>\$265,510.00</b>	

Modify Article I, paragraph 2 to read, "Schedule to show a DSA submission date no later than October 16, 2014".

**IN WITNESS HEREOF**, the Parties have executed this Amendment No.2 as of the date set forth above.

"DISTRICT"  
South Orange County Community College District

"CONSULTANT"  
gkkworks

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

By: \_\_\_\_\_  
Matthew Greiner  
Principal in Charge

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

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



**TO:** Board of Trustees

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

**RE:** SOCCCD: Saddleback College Technology & Applied Sciences Building Swing Space Project, Architectural Services Agreement, Amendment No. 5, R2A Architecture

**ACTION:** Approval

---

### **BACKGROUND**

On April 30, 2012, the Board of Trustees approved hiring R2A Architecture for the Saddleback College Technology & Applied Sciences Building (TAS) Swing Space project for \$485,000. The original agreement provided for additional services, if necessary. On 9/23/2013, 1/27/2014, 5/19/2014 and 12/15/2014, the Board of Trustees approved amendments No.1 through 4 for a total of \$244,390 and a revised contract amount of \$729,390.

### **STATUS**

Additional architectural services are required to assist the District with finalizing the construction contract using the lease/leaseback delivery option. R2A Architecture has agreed to provide the additional architectural services for a fee of \$10,000.

Staff recommends approval of Amendment No. 5 (EXHIBIT A) for \$10,000 for a new contract total equaling \$739,390.

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

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Amendment No. 5 (EXHIBIT A) in the amount of \$10,000 with R2A Architecture for the Saddleback College Technology & Applied Sciences Building Swing Space project for a total fee of \$739,390.



**AMENDMENT No. 5  
TO ARCHITECTURAL SERVICES AGREEMENT  
FOR  
TECHNOLOGY & APPLIED SCIENCES BUILDING SWING SPACE PROJECT,  
SADDLEBACK COLLEGE**

**January 26, 2015**

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

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

**WHEREAS**, Article VIII, paragraph 1, establishes the compensation of the agreement at \$460,000 with a reimbursable allowance of \$25,000; and

**WHEREAS**, the Swing Space Project requires additional architectural/engineering services which were outside the original agreement; and

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

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

Original Contract Amount:	\$485,000.00
Amendment No. 1	\$ 46,000.00
Amendment No. 2	\$163,420.00
Amendment No. 3	\$ 28,800.00
Amendment No. 4	\$ 6,170.00
<b>Amendment No. 5</b>	<b><u>\$ 10,000.00</u></b>
Revised Contract Amount:	<b>\$739,390.00</b>

**IN WITNESS HEREOF**, the Parties have executed this Amendment No. 5 as of the date set forth above.

"DISTRICT"  
South Orange County Community College District

"CONSULTANT"  
R2A Architecture

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

By: \_\_\_\_\_  
Etienne Runge  
CEO

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

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



**TO:** Board of Trustees

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

**RE:** SOCCCD: Saddleback College Radio Transmitter Building Project,  
Award of Bid No. 2023, Pacific Winds Building, Inc.

**ACTION:** Approval

---

### **BACKGROUND**

KSBR (88.5 FM) is a commercial-free contemporary jazz and community information station serving Orange County and is broadcasted from Saddleback College in Mission Viejo and has been for more than 30 years.

In order to ensure continuation of radio broadcasting, a new structure at the Saddleback College Radio Transmitter Building is required.

### **STATUS**

On September 22 and 29, 2014, SOCCCD ran a newspaper advertisement requesting bids for the Saddleback College Radio Transmitter Building project. The request for bids was also posted on the district web site. On September 30, 2014 three bidders attended the mandatory job walk. Two bids were received on October 23, 2014. The lowest bid meeting all specification requirements was submitted by Pacific Winds Building, Inc., of Irvine, CA, in the amount of \$150,000. (EXHIBIT A). Saddleback College staff has reviewed the bids and recommends approval.

Funds are available in the Saddleback College general fund.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees award Bid No. 2023, Saddleback College Radio Transmitter Building project and approve the Agreement (EXHIBIT B) with Pacific Winds Building, Inc., of Irvine, CA in the amount of \$150,000.



**Bid No. 2023  
Radio Transmitter Building Project  
Saddleback College**

**January 26, 2015**

**CONTRACTORS**

**AMOUNT**

**\*Pacific Winds Building, Inc.  
Irvine, CA**

**\$150,000**

**JRH Construction  
Tustin, CA**

**\$159,912**

**\*RECOMMENDED AWARD**



**AGREEMENT – SADDLEBACK COLLEGE RADIO TRANSMITTER BUILDING PROJECT,  
CONSTRUCTION SERVICES**

THIS AGREEMENT, dated the 27<sup>th</sup> day of January 2015, in the County of Orange, State of California, is by and between South Orange County Community College District, (hereinafter referred to as "DISTRICT"), and Pacific Winds Building, Inc., 19 Hammond, Suite 504, Irvine, California, 92618 hereinafter referred to as "CONTRACTOR").

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

1. CONTRACTOR agrees to complete the Project known as Saddleback College Radio Transmitter Building according to all the terms and conditions set forth in the Project Documents, including but not limited to the Notice Calling For Bids, Information for Bidders, Bid Form, Bid Security, Designation of Subcontractors, Information Required of Bidder, all prequalification forms submitted pursuant to Public Contract Code Section 20111.5, if any, Non-collusion Affidavit, Workers' Compensation Certificate, Faithful Performance Bond, Payment Bond, Escrow Agreement, if applicable, Drug-Free Workplace Certification, Change Orders, Shop Drawing Transmittals, Insurance Certificates and Endorsements, Guarantees, Contractor's Certificate Regarding Non-Asbestos Containing Materials, Disabled Veteran Business Enterprises Certification, if applicable, General Conditions, Supplemental Conditions, if any, Special Conditions, if any, Drawings, Specifications, and all modifications, addenda and amendments thereto by this reference incorporated herein. The Project Documents are complementary, and what is called for by any one shall be as binding as if called for by all.

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

3. DISTRICT shall pay to the CONTRACTOR, as full consideration for the faithful performance of this Agreement, subject to any additions or deductions as provided in the Project Documents, the sum of One Hundred, Fifty Thousand Dollars (\$150,000).

4. The work shall be commenced on or before the tenth (10th) day after receiving the DISTRICT'S Notice to Proceed and shall be completed within One Hundred Twenty (120) consecutive calendar days from the date specified in the Notice to Proceed.



5. **Time is of the essence.** If the work is not completed in accordance with Paragraph 4 above, it is understood that the DISTRICT will suffer damage. It being impractical and infeasible to determine the amount of actual damage, in accordance with Government Code Section 53069.85, it is agreed that CONTRACTOR shall pay to DISTRICT as fixed and liquidated damages, and not as a penalty, the sum of One Thousand Dollars (\$1000) for each calendar day of delay until work is completed and accepted. Time extensions may be granted by the DISTRICT as provided in Article 64 of the General Conditions. Liquidated damages shall be imposed as set forth in Article 64 of the General Conditions.

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

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

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

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

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

- (a) failure to comply with any applicable law, statute, code, ordinance, regulation, permit or orders;



- (b) any misrepresentation, misstatement or omission with respect to any statement made in the Project Documents or any document furnished by the CONTRACTOR in connection therewith;
- (c) any breach of duty, obligation or requirement under the Project Documents;
- (d) any failure to coordinate the work of other contractors;
- (e) any failure to provide notice to any party as required under the Project Documents;
- (f) any failure to act in such a manner as to protect the DISTRICT and the Project from loss, cost, expense or liability; or
- (g) any failure to protect the property of any utility company or property owner.

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

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

Public Liability Insurance for injuries including accidental death, to any one person in an amount not less than	\$2,000,000
Subcontractors of every tier	\$1,000,000
and	
Subject to the same limit for each person on account of one accident, in an amount not less than	\$2,000,000
Subcontractors of every tier	\$1,000,000
Property Damage Insurance in an amount not less than	\$2,000,000
Subcontractors of every tier	\$1,000,000
Course of Construction Insurance without exclusion or limitation in an amount not less than	\$2,000,000
Excess Liability Insurance (Contractor only)	\$2,000,000



Insurance Covering Special Hazards: The following special hazards shall be covered by rider or riders to above-mentioned public liability insurance or property damage insurance policy or policies of insurance, or by special policies of insurance in amounts as follows:

Automotive and truck where operated in amounts as above

Material hoist where used in amounts as above

#### **Waiver of Subrogation**

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

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

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

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

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

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



receive from the escrow agent all securities, interest and payments received by escrow agent from DISTRICT pursuant to the terms of Section 22300.

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

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

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

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

“DISTRICT”

South Orange County Community College District

By: \_\_\_\_\_  
Debra L. Fitzsimons  
Vice Chancellor, Business Services

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

“CONTRACTOR”

Pacific Winds Building, Inc.

By: \_\_\_\_\_  
Joseph Longo  
President

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

\_\_\_\_\_  
Contractor's License No.

\_\_\_\_\_  
Tax ID/Social Security No.

(CORPORATE SEAL OF CONTRACTOR,  
if corporation)



**TO:** Board of Trustees

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

**RE:** Saddleback College: Study Abroad Program to Ireland, June 28, 2015  
- July 19, 2015

**ACTION:** Approval

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### **BACKGROUND**

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

### **STATUS**

The Fine Arts and Media Technology Division at Saddleback College proposes to offer the study abroad program in Dublin and Galway, Ireland from June 28, 2015 to July 19, 2015. The program will be organized and arranged by USIT Ireland, Ltd (USIT) for a fee of \$2,750 per student at a cost of \$125 per day for 6 or more students. The details of the program are summarized in the Program Narrative EXHIBIT A, and the Study Abroad Program Information Summary in EXHIBIT B. The required Education Tour / Field Study Contractor Agreement is provided in EXHIBIT C, which includes evidence of liability insurance of not less than \$5,000,000. The proposal from USIT is included in EXHIBIT D. Financial aid opportunities will be provided through the Office of Financial Aid for those students who qualify. There is no impact to the General Fund. The current travel warnings issued by the U.S. Department of State in EXHIBIT E do not include Ireland.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the Saddleback College study abroad program to Ireland, June 28, 2015 to July 19, 2015, as summarized in EXHIBIT A, and directs the administration to execute the Education Tour Field Study Travel Contractor Agreement with the USIT for coordinating all travel agreements in EXHIBIT C.



## **Ireland Study Abroad Narrative**

I am very excited to be able to offer Study Abroad to Ireland at Saddleback College. I have successfully taught the class through Cal State Long Beach for six years (I am an adjunct professor there and taught there before I became full time here at Saddleback). I have had Saddleback students take the trip in the past and they've had to pay the Cal State course fees. I wrote a course for Saddleback that now allows me to offer this class through Saddleback College, which will save our students about \$750.00 in course fees over what they would have to pay through the Cal State system.

The TA 128 class explores Irish Theatre, Cinema, and Culture beginning with the founding of the Abbey Theatre in 1904 by W.B. Yeats and Lady Augusta Gregory and continuing up to the present day with contemporary Irish writers and filmmakers. We explore the unique history of Ireland that led to the development of an incredibly rich and fascinating literary voice that reflects the culture, history, and values of Ireland, yet is powerfully received by international audiences. It is an experiential course that immerses the student in Ireland and allows them to experience the culture firsthand.

The course starts in Dublin where we stay in the dorms on the campus of Trinity College. Lunch is provided every day along with a welcome dinner our first night in town. While in Dublin, we see plays at the historic Abbey Theatre, the Gate Theatre, and others depending on the appropriateness for the course. We have gone to Smock Alley as well as the Gaiety as well as numerous others. The class tours historic sites in Dublin, gets lectures from Trinity faculty, views Irish films, hears Irish music, sees Irish dance and has classes with me as well.

We spend the next two weeks in Galway, where the trip is designed to coincide with the Galway Film Fleadh (Festival) and the International Arts Festival. We see many, many new Irish Films (a number of which have gone on to be nominated for awards including the Academy Award), as well as Theatre, Dance, and Music performances. We also travel to the famous Aran Islands, which were immortalized in the plays of J.M. Synge, form the setting for a number of contemporary plays by Martin McDonagh, and are part of the mythology of Ireland. The Aran Islands is in the Irish speaking section of Ireland and the students will experience spoken Irish in what is now an English speaking country. In Galway we stay in beautiful apartments.

Students come away from the trip with a new appreciation of the literature and arts of Ireland and a very deep understanding of the culture. They have a clear understanding of how the culture and history profoundly influence the writing and the performances. Ireland is known as "The Land of Saints and Scholars", and the students get to experience this firsthand during their course. I am very excited to teach this course through Saddleback and introduce our students to the literature, arts, and culture I treasure.



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**STUDY ABROAD PROGRAM INFORMATION SUMMARY**

<b>1. PROGRAM</b>									
Location/Destination:		<b>Dublin/Galway Ireland</b>		First Trip:		Yes:	<b>x</b>	No:	
Dates:		From:	<b>June 28, 2015</b>	To:	<b>July 19, 2015</b>	Total No. of Days:		<b>22</b>	
Partner Name (Academic Institution):		<b>USIT Ireland, Ltd.</b>							
Address:		<b>19/21 Aston Quay, O'Connell Bridge, Dublin 2, Ireland</b>							
Contact Person:		<b>Seona MacReamoinn</b>		Telephone No.:		<b>353 (0) 1 602 1600</b>			
Description of Institution:		<b>Study Abroad Provider</b>							
Includes:	Accredited Instruction	Yes:	<b>x</b>	No:					
	Transfer College Units	Yes:		No:	<b>x</b>				
	Orientation	Yes:	<b>x</b>	No:					
	Books/Supplies	Yes:	<b>x</b>	No:					
	Tutors	Yes:	<b>x</b>	No:					
	Weekend Study Activities	Yes:	<b>x</b>	No:					
	Food	Yes:	<b>x</b>	No:					
	Transportation	Yes:	<b>x</b>	No:					
	Lodging	Yes:	<b>x</b>	No:					
Other:									
Does Not Include: (Examples: Local Transportation at home; Personal Items, etc.)		<b>Airfare Course Fees Meals (Some meals provided)</b>							
Other:									
<b>2. FACULTY</b>									
Lead Faculty Name:		<b>William McGuire</b>							
Coordinates Trip:		Yes:	<b>x</b>	No:					
If No, Explain:									
Travels to Site:		Yes:	<b>x</b>	No:					
Dates:		From:	<b>June 28, 2015</b>		To:	<b>July 19, 2015</b>			
Teaching Assignment at Program Site:		Yes:	<b>x</b>	No:					
Dates:		From:	<b>June 28, 2015</b>		To:	<b>July 19, 2015</b>			
Requires Substitute at IVC and/or SC?		Yes:		No:	<b>x</b>				
Unpaid Faculty Exchange:		Yes:		No:	<b>x</b>				
If Yes, Faculty Name(s) Required:									
Assignments to be Covered:									
Course No.:	Course Title:			Date(s)			Time(s)		
Other:									
<b>3. COURSE(S) OFFERED AT PROGRAM SITE</b>									
Course No.:	Course Title:						No. of Units		
<b>TA 128</b>	<b>Theatre, Performance, and Culture</b>						<b>3</b>		



<b>4. STUDENTS</b>							
Minimum number of students required to make program:							<b>6</b>
Minimum number of units:							<b>3</b>
Maximum number of units:							<b>3</b>
If this is a repeat program site, what is the average number of units taken per student?							
Other							
<b>5. COSTS</b>							
Student:							
Contracted cost per student:							<b>\$ 2,750.00</b>
Average cost per day: <i>(It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)</i>							<b>\$ 125.00</b>
College:							
Additional costs to the District?		Yes:		No:	<b>x</b>		
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.							\$
Other Costs							\$
<b>6. OTHER ACTIVITIES NOT PART OF THE COURSE(S) (ATTACHMENTS)</b>							
<b>7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES</b>							
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
<b>8 a.m.</b>	Breakfast (8-10)	Breakfast (8-10)	Breakfast (8-10)	Breakfast (8-10)	Breakfast (8-10)	TA 128 Historical Site Visit (8-6)	
<b>9 a.m.</b>	↓	↓	↓	↓	↓	↓	
<b>10a.m.</b>	Instruction Time (10-12)	Instruction Time (10-12)	Instruction Time (10-12)	Instruction Time (10-12)	Instruction Time (10-12)	↓	
<b>11a.m.</b>	↓	↓	↓	↓	↓	↓	
<b>12 Noon</b>	↓	↓	↓	↓	↓	↓	
<b>1 p.m.</b>	Lunch (1-2)	Lunch (1-2)	Lunch (1-2)	Lunch (1-3)	Lunch (1-3)	↓	
<b>2 p.m.</b>	TA 128 Cultural Site Tour (2-6)	TA 128 Cultural Site Tour (2-6)	Instruction Time (2-5)	↓	↓	↓	
<b>3 p.m.</b>	↓	↓	↓	TA 128 Cultural Site Tour (3-6)	TA 128 Cultural Site Tour (3-6)	↓	
<b>4 p.m.</b>	↓	↓	↓	↓	↓	↓	
<b>5 p.m.</b>	↓	↓	↓	↓	↓	↓	
<b>6 p.m.</b>	↓	↓	Dinner (6-8)	Dinner (6-8)	Dinner (6-8)		
<b>7 p.m.</b>	Dinner (7-8)	Dinner (7-8)	↓	↓	↓		
<b>8 p.m.</b>	TA 128 Cultural Site Tour (8-10)	Theatre Performance (8-10)	Theatre Performance (8-10)	Theatre Performance (8-10)	Theatre Performance (8-10)		
<b>9 p.m.</b>	↓	↓	↓	↓	↓		
<b>10 p.m.</b>							
Exceptions to weekly schedule:							
<b>8. ATTACHMENTS</b>							
1. Course Outline							
2. Course Syllabus							
3. Contract Provider							



**9. REQUIRED SIGNATURES**

W.M.J. McBrat 10/21/14  
Lead Faculty Member Date

[Signature] 10/23/14  
Department Chair Date

[Signature] 10/23/14  
Division/School Dean Date

K. W. [Signature] 10/29/14  
Vice President, Instruction Date

\_\_\_\_\_  
College President Date



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**EDUCATIONAL TOUR/FIELD STUDY  
TRAVEL CONTRACTOR AGREEMENT**

**GENERAL TERMS AND CONDITIONS**

*Studies in Dublin and Galway, Ireland, June 28, 2015 to July 19, 2015*

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_ between the South Orange County Community College District, located at 28000 Marguerite Parkway, Mission Viejo, California ("DISTRICT") and USIT Ireland, Ltd. ("TRAVEL CONTRACTOR") located at 19/21 Aston Quay, O'Connell Bridge, Dublin 2, Ireland and is for the limited purpose of providing travel arrangements for the Educational Tour/Field Study Trip described on the Exhibits to this Agreement labeled "SPECIFIC TRIP DETAILS."

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


1. **INSTRUCTIONAL SERVICES** – District shall arrange for and provide all instructional services, including but not limited to appropriate course announcements, course descriptions and registration prerequisites, student selection and registration, pre-trip student orientation, lectures (staff and guest), student supervision, instruction by Trip Instructor and evaluation for said Educational Tour/Field Study Trip. *Summe*


2. **TRAVEL SERVICES** – TRAVEL CONTRACTOR shall arrange for and provide all transportation and lodging for the Educational Tour/Field Study Trip, the details of which TRAVEL CONTRACTOR shall specify on the Exhibit to this Agreement labeled "SPECIFIC TRIP DETAILS." Said Exhibit shall be prepared by TRAVEL CONTRACTOR and submitted to DISTRICT for written approval and acceptance by DISTRICT as part of this Agreement. In the event of a conflict between the terms and conditions of any of the SPECIFIC TRIP DETAILS set forth in such Exhibit and the terms and conditions set forth in this Agreement, the General Terms and Conditions set forth in this Agreement shall prevail. *Summe*


3. **PROMOTIONAL MATERIAL** – TRAVEL CONTRACTOR may prepare and provide at its own expense additional promotional material, which material must have the written approval of the DISTRICT administrator responsible for the activity before publication and distribution to the participants of the Educational Tour/Field Study Trip. Such material shall prominently display the statement: "Instructional Activities provided by Saddleback College or Irvine Valley College." All travel arrangements are the responsibility of TRAVEL CONTRACTOR. *Summe*

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




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

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

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

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

7. INDEMNIFICATION – TRAVEL CONTRACTOR shall protect, hold harmless, indemnify, and defend DISTRICT (including its trustees, officers and employees) from any and all 



liability as defined in this Paragraph. For purposes of this Agreement, liability means any and all claims, demands, losses, causes of action, suits, or judgments of any and every kind (including reasonable attorney's fees) that any person (including but not limited to Educational Tour/Field Study Trip participants or TRAVEL CONTRACTOR'S employees), or such person's heirs, executors, administrators or assigns may have against the DISTRICT, arising out of or in connection with TRAVEL CONTRACTOR'S activities under this Agreement which give rise to personal injury, accident, illness or death, or any loss or damage to property, or any other claim including but not limited to claims based on TRAVEL CONTRACTOR'S failure or refusal to perform in accordance with this Agreement, that results from any cause other than the sole negligence of the DISTRICT. *Sm*

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

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


10. TRIP CANCELLATION INSURANCE - TRAVEL CONTRACTOR shall make available to each Educational Tour/Field Study Trip participant trip cancellation insurance that will insure trip participants of trip transportation in spite of accident or illness of any participant that prevents that participant from either commencing the trip or requires the participant's early return from the trip.

11. GENERAL LIABILITY INSURANCE - TRAVEL CONTRACTOR shall for the duration of each Educational Tour/Field Study Trip maintain a comprehensive worldwide, general liability policy or policies insuring TRAVEL CONTRACTOR'S activities under this Agreement against risk of loss due to: (a) bodily injury, death or property damage caused by an occurrence arising out of the operation, maintenance or use, including loading and unloading of hired automobile, watercraft or aircraft in TRAVEL CONTRACTOR'S operations; (b) personal injury arising out of TRAVEL CONTRACTOR'S operations, and shall provide emergency medical services to participants while on the Educational Tour/Field Study Trip, and other general trip insurance *Sm*

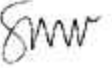



benefits as specifically set forth in SPECIFIC TRIP DETAILS. If the Educational Tour/Field Study Trip is to travel to locations beyond the continent of the United States, such policy shall be endorsed to provide coverage for planes brought into the United States, for occurrences elsewhere.

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

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


13. **TERM** – This Agreement shall be effective on the date first noted above when signed by TRAVEL CONTRACTOR and DISTRICT and shall continue in force until terminated. TRAVEL CONTRACTOR may, upon written notice to DISTRICT, cancel any particular Educational Tour/Field Study Trip no later than 45 days prior to the departure of the Educational Tour/Field Study Trip (or fewer days upon the express mutual written agreement of DISTRICT and TRAVEL CONTRACTOR specifically set forth SPECIFIC TRIP DETAILS) if the minimum number of participants specified in SPECIFIC TRIP DETAILS fails to sign up for Educational Tour/Field Study Trip. DISTRICT may, upon written notice to TRAVEL CONTRACTOR, cancel any particular Educational Tour/Field Study Trip or may terminate this Agreement in its entirety at any time if TRAVEL CONTRACTOR fails to satisfy any of the terms and conditions of this Agreement or DISTRICT may terminate this Agreement in its entirety in District's sole discretion upon 45 days prior to departure written notice to TRAVEL CONTRACTOR stating that DISTRICT so terminates (or fewer days upon the express mutual written agreement of DISTRICT and TRAVEL CONTRACTOR specifically set forth in SPECIFIC TRIP DETAILS). The termination or expiration of this Agreement shall not relieve any party from any liability arising from breach of this Agreement.

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

15. **NO MODIFICATION OF AGREEMENT** – This Agreement constitutes the full and complete understanding of the parties on the subject hereof, and supersedes all prior understandings or agreements on that subject. No oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. No prior or contemporaneous agreements, representations or understandings between TRAVEL CONTRACTOR and any Trip Instructor for any Educational Tour/Field Study Trip that are not set forth herein shall be 



binding upon DISTRICT. No waiver, modification or amendment of any provision of this Agreement shall be effective unless it is in writing and signed by both parties.

16. **NOTICE** – Any notices required or permitted hereunder shall be given in writing to the appropriate party at the address specified above or at such other address as the party may have noticed to the other in accordance with this Paragraph. Such notice upon personal delivery shall be deemed given at the time of personal delivery to the signatory of the appropriate party named below, or upon mailing by certified or registered mail three days after the date of such mailing. 

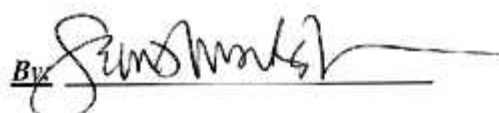
17. **CONTROLLING LAW** – This Agreement is made in California and its terms and conditions shall be construed in accordance with the laws of the State of California, excluding the body of law applicable to conflicts of law. TRAVEL CONTRACTOR warrants and agrees that any suit brought by DISTRICT or any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

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

**TRAVEL CONTRACTOR**

Name:

Date: 25 November, 2014

By: 

Title: Director  
Program Development

Address: USIT  
19-21 Aston Quay  
DUBLIN 2  
IRELAND

Phone:  
+3531 6021740

**DISTRICT**

South Orange County Community  
College District

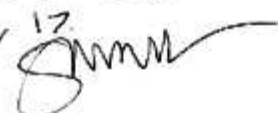
Date: \_\_\_\_\_

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

Title:  
Vice Chancellor, Business Services

Address:  
28000 Marguerite Parkway  
Mission Viejo, California 92692

Phone: (949) 582-4334

I agree to all initialed  
sections, with the exception  
of 10, 4/B, 12.  




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## PROPOSAL FOR THEATRE/FILM PROGRAM IN IRELAND

SADDLEBACK COLLEGE , CALIFORNIA

FACULTY LEADER DR. WILLIAM MCGUIRE

This proposal is to provide a fully immersive study abroad experience in Ireland for students which will draw on Ireland's rich cultural heritage in the areas of theatre and film together with a broader cultural context. The program will carefully combine the academic and the cultural, the classroom and the off-site experience together with integral field trips, performances, screenings and site visits.

### USIT – INCOMING PROGRAMMES

USIT, established in Ireland in 1959, is Ireland's leading educational travel company, providing opportunities for Irish students to work study, intern and volunteer abroad. In addition, USIT has over twenty five year experience designing academic and cultural programs for visiting faculty and students from more than forty state , community and private universities and colleges in the US as well as other international institutions and organisations. The flagship Irish Studies Summer School which takes place at Trinity College Dublin and Queens University Belfast has completed more than twenty five successful summer sessions. Universities and college partners in the US have include., The University of Wisconsin/Madison, The University of Minnesota, Old Dominion University, Carleton University, Community college of Vermont, Old Dominion University, California State Long Beach, Carlow University, Marlboro College, Iowa State University, Tulsa Community College.

### DATES and LOCATION

It is proposed to begin the program at the end of June in Dublin and then travel to the west of Ireland, to Galway for the remaining two weeks to take full advantage of the Film Fleadh (premier Irish film festival) and the annual International Galway Arts Festival.



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## HOUSING

We propose to house the students, during the Dublin stay, on campus at Trinity College, Ireland's oldest university dating back to the 17<sup>th</sup> century. The combination of this historic and central location in the capital city will offer not just a highly atmospheric location for the program but a convenient base from which to explore and visit the leading cultural institutions of the country.

Students will be housed in four and five bedroomed apartments, with shared kitchen and dining facilities. Faculty would stay on campus in a separate location.

In Galway, the apartment model will be used again as it offers an economical way of reducing costs but maintaining a high standard of housing. Again students will share living and dining facilities. The apartments complex is about a 15 minute walk from the city centre.

## MEALS

On campus in Dublin we will include lunch each day as this represents much better value for students than breakfast. We will provide welcome breakfast packs on arrival (cereal, juice, tea, bread) and there are a wide range of inexpensive cafes and eateries close to campus. In both Dublin and Galway there are kitchen facilities in the apartments to help students budget. Welcome and farewell group dinners in local restaurants will be included.

## GUEST SEMINARS

To complement the teaching of the accompanying faculty member at Trinity, it is proposed to introduce a number of guest seminars taught by local faculty in both locations. These could include an introductory history seminar to give overall cultural and political context, as well as seminars Irish theatre, contemporary playwrights and Irish cinema. We will also have local critical reviewers introduce the work of any new theatre makers whose work will be performed during the program. Our teaching faculty is drawn from a network of leading academics, practitioners and cultural commentators.



# IRELAND STUDY PROGRAMS

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## THEATRE PERFORMANCES

In Dublin we will arrange for students to see work at all the major theatres as well as lunchtime café theatre and experimental productions. We will visit Ireland's National Theatre, The Abbey Theatre for a backstage tour and also learn about the heritage of Irish theatre history with a visit to Smock Alley Theatre, on the site of an 18<sup>th</sup> century Dublin theatre of the same name and the Lir Academy at Trinity College, a new conservatory of drama training.

In Galway, the Arts Festival will present a unique opportunity to see a range of outstanding new Irish work from established and emerging playwrights.

## FILM SCREENINGS

While Ireland does not have the same long history of film production as other European countries, Irish actors, writers and directors have made acclaimed contributions to the world of cinema and in recent years have been engaged in both Hollywood and indie box office successes. A range of films will be screened during the programme and then at the Galway Film Fleadh, multiple screenings of shorts and features will be included in the programme. As with the arts Festival, opportunities to engage with directors and writers will be available through post show talks and events.

## FIELD TRIPS

It is important that students are introduced to the Irish landscape and to see as much of the countryside as possible. While there will be a free period for independent travel built into the program, a number of structured specialist group trips will be included. For example; during the Dublin sojourn, we will make a visit to Co. Wicklow and Glendalough and when in Galway, the students will visit the off shore Aran Islands and the Cliffs of Moher in Co. Clare.

## TRANSPORT

A mix of public and private transport will be used during the programme. We will use licensed, bonded insured and approved coach operators for any field visits together with local bus, tram and rail services.



# IRELAND STUDY PROGRAMS

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## BUDGET AND NOTES FOR IRELAND PROGRAM : SADDLEBACK COLLEGE

The proposed costs for 2015

The fee per student based on 12 and one faculty is €1940.00

The fee per student based on 10 and one faculty is €2050.00

The fee per student based on 8 and one faculty is €2215.00

All fees include

- \*One week of housing at Trinity College Dublin in four and five bedroomed apartments with shared living and kitchen facilities
- \*Two weeks housing in Galway at Gort Na Coiribe apartment complex in shared apartments
- \* Lunch on campus in Dublin
- \* One full Irish breakfasts in local café
- \*starter breakfast packs for apartments
- \* Welcome group dinner
- \*Farewell group meal
- \* Guest Seminars
- \*Classroom in Dublin and Galway
- \*Theatre Performances
- \* Dublin Literary
- \* Backstage tour of the Abbey theatre
- \* Visit to the Lir Theatre
- \*Introductory city tour of Dublin
- \* Transfer by coach to Galway
- \*Field visit to Co. Wicklow
- \* Field trip to Co. Clare
- \* Ferry to and from the Aran islands
- \*Bike hire on the island
- \* Screenings at Galway Film Fleadh
- \*Performances at Galway Arts Festival
- \* Services of Guide as appropriate
- \* Entrance fees to Dublin Castle, Kilmainham Jail, St. Patrick's Cathedral, Book of Kells, Glendalough, Cliffs of Moher, Dun Aengus





**Saddleback College  
Ireland Program**


**June 28 – July 19, 2015**

Day	Date	Overnight	Time	Programme Arrangements
Sun	28 June	Dublin		Arrive in Dublin and travel into the city centre Check in to apartments at Trinity College  <b>Welcome dinner</b>
Mon	29 June	Dublin		Introduction and orientation session  <b>Guest Seminar</b>  Lunch on campus  City Tour with visits to palces of historical and cultural significance  Attend the <b>Dublin Literary</b>
Tue	30 June	Dublin		Class  Walking tour of <b>Trinity College</b> and visit to the <b>Book of Kells</b> Visit to the Lir Training academy and to Smock Alley Theatre  Theatre performance
Wed	01 July	Dublin		<b>Guest Seminar</b>  Lunch on campus  <b>Class: /screenings</b>  Music session or other culural event
Thu	02 July	Dublin		<b>Class</b>  <b>Lunchtime Theatre Performance</b>  Backstage tour of <b>The Abbey Theatre</b>  <b>Evening theatre performance</b>
Fri	03 July	Dublin		<b>Guest Seminar</b> Class Lunch on campus  <b>Film Screening/visit to Co. Wicklow</b>  Evening Theatre Performance
Sat	04 July	Galway		Depart for travel to <b>Galway</b> check in on arrival to <b>Gort Na Coiribe</b> apartments
Sun	05 July	Galway		Day and evening free to explore <b>Galway</b>



Mon	06 July	Galway		Class <b>Film Screenings</b> Evening Free
Tue	07 July	Galway		Depart for full day on <b>Inismore</b> , the largest of the <b>Aran Islands</b> featuring strongly in the works of playwright John M Synge On arrival pick up bikes and explore the island Return to Galway
Wed	08 July	Galway		<b>Free day for travel</b>
Thu	09 July	Galway		<b>Afternoon Class</b> <b>Film Fleadh Screenings</b>
Fri	10 July	Galway		<b>Film Fleadh Screenings</b> Post show discussion
Sat	11 July	Galway		<b>Class</b> <b>Film Fleadh Screenings</b>
Sun	12 July	Galway		Class <b>Film Fleadh Screening</b>
Mon	13 July	Galway		Class <b>Galway Arts Festival performance</b>
Tue	14 July	Galway		Class and review <b>Galway Arts Festival Theatre performance</b>
Wed	15 July	Galway		Depart by private coach for morning field trip to the <b>Burren</b> and the <b>Cliffs of Moher</b> in Co. Clare <b>Galway Arts Festival Theatre performance</b>
Thu	16 July	Galway		<b>Class</b>
Fri	17 July	Galway		<b>Presentations</b> <b>Galway Arts Festival Theatre performance</b>
Sat	19 July	Galway		<b>Galway Arts Festival community event</b> <b>Farewell Group Dinner</b>
Sun	20 July			Free for departure





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## Ireland

Official Name: Ireland

LAST UPDATED: APRIL 3, 2014

### Quick Facts

PASSPORT VALIDITY:

Must be valid at point of entry

BLANK PASSPORT PAGES:

One page required for entry stamp

TOURIST VISA REQUIRED:

No

VACCINATIONS:

None

CURRENCY RESTRICTIONS FOR ENTRY:

Travelers entering or leaving the European Union must declare currency amounts over the value of 10,000 euro (or equivalent) to Irish Customs and Excise.

CURRENCY RESTRICTIONS FOR EXIT:

Travelers entering or leaving the European Union must declare currency amounts over the value of 10,000 euro (or equivalent) to Irish Customs and Excise.

Expand All

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- Entry, Exit & Visa Requirements+
- Safety and Security+
- Local Laws & Special Circumstances+
- Health+
- Travel & Transportation+

Assistance for U.S. Citizens

U.S. Embassy London  
24 Grosvenor Square  
London, W1K 6AH  
United Kingdom

Telephone  
+ (44) (20) 7499-9000

Emergency After-Hours Telephone  
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# Alerts and Warnings


## Travel Warnings


We issue a Travel Warning when we want you to consider very carefully whether you should go to a country at all. Examples of reasons for issuing a Travel Warning might include unstable government, civil war, ongoing intense crime or violence, or frequent terrorist attacks. We want you to know the risks of traveling to these places and to strongly consider not going to them at all. Travel Warnings remain in place until the situation changes; some have been in effect for years.

## Travel Alerts

We issue a Travel Alert for short-term events we think you should know about when planning travel to a country. Examples of reasons for issuing a Travel Alert might include an election season that is bound to have many strikes, demonstrations, or disturbances; a health alert like an outbreak of H1N1; or evidence of an elevated risk of terrorist attacks. When these short-term events are over, we cancel the Travel Alert.

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Enrolling in this free service will allow us to better assist you in case of an emergency while you are abroad.

ENROLL

## Refine by Destination

 Type	 Date	 Location
 Warning	January 8, 2015	<a href="#">Chad Travel Warning</a>
 Warning	January 7, 2015	<a href="#">Republic of South Sudan Travel Warning</a>
 Warning	January 5, 2015	<a href="#">Ukraine Travel Warning</a>
 Warning	December 24, 2014	<a href="#">Mexico Travel Warning</a>
 Alert	December 19, 2014	<a href="#">Worldwide Travel Alert</a>
 Warning	December 18, 2014	<a href="#">Mali Travel Warning</a>
 Warning	December 11, 2014	<a href="#">Venezuela Travel Warning</a>
 Warning	December 4, 2014	<a href="#">Haiti Travel Warning</a>
 Alert	December 2, 2014	<a href="#">Potential Implications for Travel Because of Ebola in Parts of West Africa</a>
 Warning	November 26, 2014	<a href="#">Lebanon Travel Warning</a>
 Warning	November 25, 2014	<a href="#">Democratic Republic of the Congo Travel Warning</a>
 Warning	November 25, 2014	<a href="#">Djibouti Travel Warning</a>



	Warning	November 21, 2014	<a href="#">El Salvador Travel Warning</a>
	Warning	November 20, 2014	<a href="#">Philippines Travel Warning</a>
	Warning	November 14, 2014	<a href="#">Colombia Travel Warning</a>
	Warning	November 12, 2014	<a href="#">Syria Travel Warning</a>
	Warning	November 5, 2014	<a href="#">Central African Republic Travel Warning</a>
	Alert	October 31, 2014	<a href="#">Burkina Faso Travel Alert</a>
	Warning	October 30, 2014	<a href="#">Sudan Travel Warning</a>
	Warning	October 30, 2014	<a href="#">Burundi Travel Warning</a>
	Warning	October 24, 2014	<a href="#">Somalia Travel Warning</a>
	Alert	October 10, 2014	<a href="#">South Pacific Tropical Cyclone Season - 2014 - 2015</a>
	Warning	October 7, 2014	<a href="#">Mauritania Travel Warning</a>
	Warning	September 25, 2014	<a href="#">Yemen Travel Warning</a>
	Alert	September 18, 2014	<a href="#">Mozambique Travel Alert</a>
	Warning	September 12, 2014	<a href="#">Eritrea Travel Warning</a>
	Warning	September 10, 2014	<a href="#">Israel, The West Bank and Gaza Travel Warning</a>
	Warning	September 5, 2014	<a href="#">Afghanistan Travel Warning</a>
	Warning	August 14, 2014	<a href="#">Sierra Leone Travel Warning</a>
	Warning	August 13, 2014	<a href="#">Algeria Travel Warning</a>
	Warning	August 10, 2014	<a href="#">Iraq Travel Warning</a>
	Warning	August 8, 2014	<a href="#">Saudi Arabia Travel Warning</a>
	Warning	August 8, 2014	<a href="#">Pakistan Travel Warning</a>
	Warning	August 8, 2014	<a href="#">Nigeria Travel Warning</a>
	Warning	August 7, 2014	<a href="#">Liberia Travel Warning</a>
	Warning	August 6, 2014	<a href="#">Cameroon Travel Warning</a>
	Warning	July 26, 2014	<a href="#">Libya Travel Warning</a>
	Warning	June 24, 2014	<a href="#">Honduras Travel Warning</a>
	Warning	June 19, 2014	<a href="#">Kenya Travel Warning</a>
	Alert	May 29, 2014	<a href="#">2014 Hurricane and Typhoon Season</a>
	Warning	May 22, 2014	<a href="#">Iran Travel Warning</a>
	Warning	May 20, 2014	<a href="#">North Korea Travel Warning</a>
	Warning	March 27, 2014	<a href="#">Niger Travel Warning</a>



**TO:** Board of Trustees

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

**RE:** Saddleback College: Study Abroad Program to Paris, France and Venice, Florence, and Rome, Italy, May 25, 2015 to June 13, 2015

**ACTION:** Approval

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### **BACKGROUND**

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

### **STATUS**

The Fine Arts and Media Technology Division at Saddleback College proposes to offer the study abroad program in France and Italy from May 25, 2015 to June 13, 2015. The program will be organized and arranged by EF Cultural Travel, Ltd. (EF Educational Tours) for a fee of \$3,990 per student at a cost of \$199.50 per day for 10 or more students. The details of the program are summarized in the Program Narrative EXHIBIT A, and the Study Abroad Program Information Summary in EXHIBIT B. The required Education Tour / Field Study Contractor Agreement is provided in EXHIBIT C, which includes evidence of liability insurance of not less than \$5,000,000. The proposal from EF Educational Tours is included in EXHIBIT D. Financial Aid opportunities will be provided through the Office of Financial Aid for those students who qualify. There is no impact to the General Fund. The current travel warnings issued by the U.S. Department of State in EXHIBIT E do not include Italy or France.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the Saddleback College study abroad program to France and Italy, May 25, 2015 to June 13, 2015, as summarized in EXHIBIT A, and directs the administration to execute the Education Tour Field Study Travel Contractor Agreement with EF Educational Tours for coordinating all travel agreements in EXHIBIT C.

Item Submitted By: *Dr. Tod A. Burnett, President*  
*Dr. Debra Fitzsimons, Vice Chancellor, Business Services*



### **France/Italy Study Abroad Narrative**

This learning adventure provides multiple opportunities for art lovers and artistically minded individuals wishing to expand their studies in art history, art appreciation, drawing and painting on location, while traveling abroad in Italy and France. Students may receive up to 6 units of College credit by enrolling in the ART 120 - Tour Art History/Appreciation, and/or Art 250 Landscape Painting. The emphasis of Art 120 will be on visiting numerous museums and galleries, and sampling a variety of cultural highlights in their original settings. The goal of this program is to provide an enriching and memorable cultural experience, by expanding the student's global perspective and increasing their studio skills and knowledge of art.



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**STUDY ABROAD PROGRAM INFORMATION SUMMARY**

<b>1. PROGRAM</b>										
Location/Destination:		France and Italy			First Trip:		Yes:	No:	X	
Dates:	From:	May 25, 2015		To:	June 13, 2015		Total No. of Days:		20	
Partner Name (Academic Institution):				EF Cultural Travel, Ltd (EF Educational Tours)						
Address:		8 Education Street, Cambridge, MA 02141								
Contact Person:		Kara Solomon			Telephone No.:		(617) 619-1656			
Description of Institution:		Study Abroad Provider								
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:	X	No:					
	Transportation		Yes:	X	No:					
	Lodging		Yes:	X	No:					
Other:	<b>Airfare:</b> Round-trip flights from listed gateway <b>Transportation:</b> Comfortable motor coach <b>Accommodations:</b> Overnight stays as specified on itinerary in hotels with private bathrooms <b>Meals:</b> As specified on itinerary <b>Tour Director:</b> Full-time Tour Director <b>Sightseeings:</b> As specified on itinerary									
Does Not Include: (Examples: Local Transportation at home; Personal Items, etc.)		Optional excursions; Beverages and lunches (unless otherwise noted); Insurance coverage; Transportation to free-time activities; Customary gratuities (for your Tour Director, bus driver and local guide); Portage; Adult supplement (if applicable); Weekend supplement; Shore excursion on cruises; Any applicable baggage-handling fee imposed by the airlines; Expenses caused by airline rescheduling, cancellations or delays caused by the airlines, bad weather or events beyond EF's control; Passports, visa and reciprocity fees.								
Other:										
Lead Faculty Name:		Vito-Leonardo Scarola								
Coordinates Trip:				Yes:	X	No:				
If No, Explain:										
Travels to Site:				Yes	X	No:				
Dates:		From:	May 25, 2015		To:	June 13, 2015				
Teaching Assignment at Program Site:				Yes	X	No:				
Dates:		From:			To:					
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:										
Course No.:	Course Title:				Date(s)		Time(s)			



Other:							
<b>3. COURSE(S) OFFERED AT PROGRAM SITE</b>							
Course No.:	Course Title:					No. of Units	
Art 120	Tour Art History and Appreciation					3	
Art 250	Plein Air – Landscape Painting					3	
<b>4. STUDENTS</b>							
Minimum number of students required to make program:						10	
Minimum number of units:						3	
Maximum number of units:						6	
If this is a repeat program site, what is the average number of units taken per student?						3	
Other							
<b>5. COSTS</b>							
Student:							
Contracted cost per student:						\$ 3,990.00	
Average cost per day:						\$ 199.50	
<i>(It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)</i>							
College:							
Additional costs to the District?		Yes:		No:	X		
If Yes		Explain:					
Cost of substitute pay if instruction is also receiving salary for courses at IVC and/or SC during the same period of time.						\$ 0	
Other Costs						\$ 0	
<b>6. OTHER ACTIVITIES NOT PART OF THE COURSE(S) (ATTACHMENTS)</b>							
<b>7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES</b>							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 a.m.	Tour of the City	Lecture/ Studio Museum Visit	Lecture/ Studio Museum Visit	Lecture/ Studio Museum Visit	Excursion Outside of City	Lecture/ Studio Museum Visit	Transfer to new city
9 a.m.							
10 a.m.							
11 a.m.							
12 Noon	Lecture / Studio Museum	Studio on Location	Lecture/ Studio Museum Visit	Lecture/ Studio Museum Visit	Lecture/ Studio Museum Visit	Lecture/ Studio Museum	Tour of the City
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.	Visit to Historical Landmarks	Visit to a Point of Interest					
5 p.m.							
6 p.m.							
7 p.m.							
8 p.m.	Visit to Historical Landmarks	Visit to a Point of Interest					
9 p.m.							
10 p.m.							
Exceptions to weekly schedule:							
<b>8. ATTACHMENTS</b>							
1. Course Outline							
2. Course Syllabus							
3. Contract Provider							



9. REQUIRED SIGNATURES

Vito-Lorenzo 11/18/14 [Signature] 11/18/14  
Lead Faculty Member Date Department Chair Date

[Signature] 11/18/14 [Signature] 11/19/14  
Division/School Dean Date Vice President, Instruction Date

[Signature] 11-24-14  
College President Date



## SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

### EDUCATIONAL TOUR/FIELD STUDY TRAVEL CONTRACTOR AGREEMENT

#### GENERAL TERMS AND CONDITIONS

This Agreement is made this       day of       , 2014 between the South Orange County Community College District, located at 28000 Marguerite Parkway, Mission Viejo, California ("DISTRICT") and EF Cultural Travel, Ltd ("TRAVEL CONTRACTOR") located at 8 Education Street, Cambridge, MA 02141 and is for the limited purpose of providing travel arrangements for the Educational Tour/Field Study Trip described on the Exhibits to this Agreement labeled "SPECIFIC TRIP DETAILS."

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

1. INSTRUCTIONAL SERVICES – District shall arrange for and provide all instructional services, including but not limited to appropriate course announcements, course descriptions and registration prerequisites, student selection and registration, pre-trip student orientation, lectures (staff and guest), student supervision, instruction by Trip Instructor and evaluation for said Educational Tour/Field Study Trip.
2. TRAVEL SERVICES – TRAVEL CONTRACTOR shall arrange for and provide all transportation and lodging for the Educational Tour/Field Study Trip, the details of which TRAVEL CONTRACTOR shall specify on the Exhibit to this Agreement labeled "SPECIFIC TRIP DETAILS." Said Exhibit shall be prepared by TRAVEL CONTRACTOR and submitted to DISTRICT for written approval and acceptance by DISTRICT as part of this Agreement. In the event of a conflict between the terms and conditions of any of the SPECIFIC TRIP DETAILS set forth in such Exhibit and the terms and conditions set forth in this Agreement, the General Terms and Conditions set forth in this Agreement shall prevail.
3. PROMOTIONAL MATERIAL – TRAVEL CONTRACTOR may prepare and provide at its own expense additional promotional material, which material must have the written approval of the DISTRICT administrator responsible for the activity before publication and distribution to the participants of the Educational Tour/Field Study Trip. Such material shall prominently display the statement: "Instructional Activities provided by Saddleback College or Irvine Valley College." All travel arrangements are the responsibility of TRAVEL CONTRACTOR."
4. PAYMENT BY TRIP PARTICIPANTS – All payments by Educational Tour/Field Study Trip participants for travel services shall be made directly to TRAVEL CONTRACTOR. All checks drawn by Educational Tour/Field Study Trip participants shall be made to the order of TRAVEL CONTRACTOR'S firm name or to such other name as TRAVEL CONTRACTOR may direct in writing.

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

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



ten days, any payments received from Educational Tour/Field Study Trip participants provided, however, that if any Educational Tour/Field Study Trip participants cancel after the date specified for final payment for participation in a particular Educational Tour/Field Study Trip TRAVEL CONTRACTOR shall refund payments within (10) ten days to said Educational Tour/Field Study Trip participants minus any non-recoverable charges or expenses incurred by TRAVEL CONTRACTOR in connection with its provision of travel services for those participants.

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

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

7. INDEMNIFICATION – TRAVEL CONTRACTOR shall protect, hold harmless, indemnify, and defend DISTRICT (including its trustees, officers and employees) from any and all liability as defined in this Paragraph. For purposes of this Agreement, liability means any and all claims, demands, losses, causes of action, suits, or judgments of any and every kind (including reasonable attorney’s fees) that any person (including but not limited to Educational Tour/Field Study Trip participants or TRAVEL CONTRACTOR’S employees), or such person’s heirs, executors, administrators or assigns may have against the DISTRICT, arising out of or in connection with TRAVEL CONTRACTOR’S activities under this Agreement which give rise to personal injury, accident, illness or death, or any loss or damage to property, or any other claim including but not limited to claims based on TRAVEL CONTRACTOR’S failure or refusal to perform in accordance with this Agreement, that results from any cause other than the sole negligence of the DISTRICT.

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

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

10. TRIP CANCELLATION INSURANCE – TRAVEL CONTRACTOR shall make available to each Educational Tour/Field Study Trip participant trip



cancellation insurance that will insure trip participants of trip transportation in spite of accident or illness of any participant that prevents that participant from either commencing the trip or requires the participant's early return from the trip.

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

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

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

TERM – This Agreement shall be effective on the date first noted above when signed by TRAVEL CONTRACTOR and DISTRICT and shall continue in force until terminated. TRAVEL CONTRACTOR may, upon written notice to DISTRICT, cancel any particular Educational Tour/Field Study Trip no later than 45 days prior to the departure of the Educational Tour/Field Study Trip (or fewer days upon the express mutual written agreement of DISTRICT and TRAVEL CONTRACTOR specifically set forth SPECIFIC TRIP DETAILS) if the minimum number of participants specified in SPECIFIC TRIP DETAILS fails to sign up for Educational Tour/Field Study Trip. DISTRICT may, upon written notice to TRAVEL CONTRACTOR, cancel any particular Educational Tour/Field Study Trip or may terminate this Agreement in its entirety at any time if TRAVEL CONTRACTOR fails to satisfy any of the terms and conditions of this Agreement or DISTRICT may terminate this Agreement in its entirety in District's sole discretion upon 45 days prior to departure written notice to TRAVEL CONTRACTOR stating that DISTRICT so terminates (or fewer days upon the express mutual written agreement of DISTRICT and TRAVEL CONTRACTOR specifically set forth in SPECIFIC TRIP DETAILS). The termination or expiration of this Agreement shall not relieve any party from any liability arising from breach of this Agreement.

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

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



16. NOTICE – Any notices required or permitted hereunder shall be given in writing to the appropriate party at the address specified above or at such other address as the party may have noticed to the other in accordance with this Paragraph. Such notice upon personal delivery shall be deemed given at the time of personal delivery to the signatory of the appropriate party named below, or upon mailing by certified or registered mail three days after the date of such mailing.

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

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

TRAVEL CONTRACTOR

DISTRICT

Name:

South Orange County Community  
College District

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

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

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

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

Title:

Title:  
Vice Chancellor, Business Services

Address:

Address:  
28000 Marguerite Parkway  
Mission Viejo, California 92692

Phone:

Phone: (949) 582-4334





## College Study Tours

*Designed by Professor Vito Leonardo Scarola | 20 days | May 25, - June 13, 2015*

# FRANCE AND ITALY







## College Study Tours

# FRANCE AND ITALY

### INCLUDED ON TOUR



Round-trip flights on a major carrier; Air-conditioned motorcoaches and internal transportation; Paris Unlimited Metro Pass, days 2-7; Superior tourist/ first -class hotels with private bathrooms; Breakfast daily; Select 8 meals with a mix of local cuisine (see Itinerary). Full-time Tour Director.

Sightseeing: Paris; Chartes; Versailles; Venice; Florence; Siena; San Gimignano; Vinci; Pisa; Assisi; Orvieto; Ancient Rome; The Vatican; Pompeii; Sorrento, Capri.

Entrances: Notre Dame Cathedral ; Louvre ; Seine Cruise ; Musee d'Orsay ; Sacré Cœur ; Pompidou Center ; Musee L'Orangerie; Chartres Cathedral ; Versailles Palace & Gardens ; Papal Palace Avignon ; Angeldon Museum ; Theatre Antique, Orange ; Maison Carrée (Square House) ; Glass-Blowing Factory; Doges' Palace; St. Marks Basilica; Accademia, Venice; Guggenheim, Venice; Santa Maria della Salute; Duomo, Florence; Uffizi; Medici Chapel; Chiesa di Santa Croce; Medici Chapel, Pitti Palace; San Miniato al Monte; Duomo, Siena; Baptistery & Cathedral, Pisa; Museo Leonardiano; Leonardo Da Vinci's Home; Basilica, Assisi; Colosseum; Forum Romanum; Sistine Chapel; St. Peter's Basilica; Borghese (incl. Villa/Gallery, Gardens, & Museum); Capitoline Museum; Galleria D'Arte Moderna; Pompeii Roman Ruins, Sorrento, Capri.

### 18 Overnight stays:

Paris (6)  
Venice (3)  
Florence (3)  
Rome (5)  
Sorrento 1



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### NOT INCLUDED ON TOUR

Optional excursions; Insurance coverage; Beverages and lunches (unless otherwise noted); Transportation to free-time activities; Customary gratuities (for your Tour Director, bus driver and local guide); Porterage; Adult supplement (if applicable); Weekend supplement; Shore excursion on cruises; Any applicable baggage-handling fee imposed by the airlines (see [efcst.com/baggage](http://efcst.com/baggage) for details); Expenses caused by airline rescheduling, cancellations or delays caused by the airlines, bad weather or events beyond EF Tour's control; Passports, visa and reciprocity fees.



## YOUR ITINERARY

### Day 1: Board Your Overnight Flight to Paris!

You are about to begin a wonderful art filled adventure! It starts the moment you board a wide-bodied, Trans-Atlantic jet for an overnight flight to Paris, France.

### Day 2: Paris

#### Arrive in Paris

Welcome to Paris, cosmopolitan City of Light. Over the centuries, Paris has grown to become the undisputed center of France, and one of the world's most important cities both culturally and politically. Equally famed for its high fashion, awe-inspiring museums and elegant cuisine, Paris has also been a center of theater, literature and philosophy throughout the ages.

#### Walking Tour of the Latin Quarter (*time permitting*)

Your Tour Director will lead you on a walking tour of Paris' famous Latin Quarter. Featuring a diversity of restaurants, the Latin Quarter is just a short walk down the Rue de la Seine from the museum area.

Visit Notre Dame Cathedral (*time permitting*)  
Built between 1163 and 1361 over the remains of an ancient Roman temple, it was here that Napoleon crowned himself emperor in 1804. Victor Hugo once described the sculptured façade of Notre Dame as "a vast symphony in stone." However, had it not been for the creation of his famous hunchback, Quasimodo, the cathedral might never have returned to its former glory. Hugo's novel *The Hunchback of Notre Dame* helped inspire a 23-year restoration of the cathedral that began in 1841. Step inside to admire the stained-glass rose window and seemingly weightless vaulted ceilings.

Bakeries, bistros and brasseries abound here in the Latin Quarter, which takes great pride in its food.

#### Welcome Dinner in the Latin Quarter

After sightseeing, enjoy dinner in one of its many delicious dining establishments.

#### *Overnight in Paris*

### Day 3: Paris

#### Guided Sightseeing of Paris

Discover the city on the Seine during your morning bus tour. Learn about Paris' origins as a Roman settlement as you pass through the Île de la Cité, where you will also see Notre Dame Cathedral. Pass by the imposing Arc de Triomphe, commemorating Napoleon's Grande Armée, and the École Militaire, where he graduated to Lieutenant. Continue down the elegant Champs-Élysées to the Place de la Concorde, dedicated to King Louis XV and the site where Louis XVI and Marie Antoinette were executed during the French Revolution.

Then, head through the Quartier Latin where you will see the world-renowned Sorbonne University, and drive along the Seine for wonderful views of the Musée D'Orsay, the Louvre and the Pont de Neuf, or 'new bridge', which is ironically Paris' oldest. Finally, make a photo stop at the iconic Eiffel Tower, built for the 1889 World's Fair. Learn why this impressive, yet controversial, symbol of Paris was spared the wrecking ball in 1909.

#### Visit the Louvre

The Palais du Louvre, built to defend the city in the 13th century, now safeguards one of the world's greatest art collections. Enter the museum through world-renowned architect I.M. Pei's 1989 modernist glass pyramid. Inside, discover priceless antiquities from Egypt, Greece, Italy and Asia such as the statues of *Venus de Milo* and *Nike of Samothrace*, better known as *Winged Victory*. You'll also see some of the Louvre's most prized paintings by Renaissance and European masters, including Leonardo da Vinci's painting of the mysterious *Mona Lisa*. This will be a great opportunity to learn from the old masters. Bring your sketchbooks and draw directly from the original sculptures, paintings and drawings on exhibit.

#### Seine River Cruise

This evening, take a narrated river cruise along the Seine. As your boat glides from one graceful bridge to the next, sit back and gaze at the illuminated landmarks of Paris as they pan into view.

#### *Overnight in Paris*

### Day 4: Paris

#### Visit the Musée d'Orsay

Part of this museum's draw is the building itself, not just the artwork that adorns its walls. Built for the 1900 Universal Exposition, the Gare d'Orsay functioned as a train station until 1939 and saved from destruction in 1970, was converted into a museum in 1986. The high, arching ceiling and enormous wall clocks hint at the days when trains zipped in and out of the spacious structure. The museum houses one of world's most magnificent and extensive collections of 19th and 20th century French noted for its collection of Impressionist paintings. Plan on seeing numerable masterpieces by i.e. Ingres, Courbet, Delacroix, Degas, Monet, Manet, Sisley, Pissarro, Cezanne, Van Gogh, Rodin, and Matisse among many other formidable French artists. The magnificent restaurant of the original train station has been renovated. It can be a marvelous place to have lunch.

#### Evening Walking Tour of Montmartre

This evening you will explore the neighborhood of Montmartre, the highest point in Paris. Once a medieval village, Montmartre is home to the famed Moulin Rouge nightclub. As you stroll along the narrow, cobbled streets, you'll see the many artists who paint the passing scene as visitors drift in and out of inviting cafés and shops. Upon reaching the crest of the hill, you might wish to step inside the grandiose white

basilica of Sacré-Coeur.

#### Dinner in Montmartre

Toast to creativity through the ages during dinner included as part of this itinerary.

#### *Overnight in Paris*

### Day 5: Paris

#### Visit the Pompidou Center

The building-whose design was selected from 681 proposals-is the creation of the Anglo-Italian team of Richard Rogers and Renzo Piano. Inaugurated in 1977, the building's external pipes lend an "inside-out" appearance, according to many Parisians. The Pompidou Center houses the Musée National d'Art Moderne, where you can see works by Rothko, Dali and Kandinsky.

#### Visit the Musée L'Orangerie

A pavilion built during the Second Empire and situated in the magnificent Tuileries gardens, the Orangerie has housed the renowned Jean Walter and Paul Guillaume art collections since 1984. These collections, though numbering fewer than 150 pieces, represent a truly remarkable group of impressionists and early 20th-century painters. The museum also features a circular hall, where visitors are surrounded by Monet's famous Water Lilies. After being inspired, you may want to pick out a favorite spot and paint or draw "en plein air" in the surrounding Tuileries gardens just outside the museum.

#### *Overnight in Paris*

### Day 6: Paris

#### Guided Sightseeing of Chartres

Your first morning stop is Chartres, where a local guide will enhance the visit with a lecture about this city's superb 13th century Gothic cathedral and its wonderful stained glass window, a jewel of medieval architecture and one of the most amazing achievements in Western architecture. With its two towers, one Gothic the other Romanesque, this is a truly unique experience. Take time to enjoy the picturesque gardens that surround the cathedral.

#### Guided Sightseeing of Versailles

Step back into le grand siècle as you experience the opulence of Versailles, the elaborate palace of Louis XIV. Built to be the envy of all Europe, France's most extravagant château continually threatened to bankrupt the national treasury. Here the Sun King held court in the most lavish style imaginable. At one point, 1,000 nobles were attended by 4,000 servants inside the palace, while 15,000 soldiers and servants inhabited the annexes. Tour the State Apartments of the King himself and walk through the historic Hall of Mirrors, where France, Spain and England officially recognized the independence of the United States in 1783, and where the Treaty of Versailles, which ended WWI, was signed. Admire the ornate decor of



the Queen's State Apartments, furnished for Marie Antoinette. After your visit inside the palace, be sure to take some time to stroll through the elaborate gardens, designed by André Le Nôtre. *(Because of the extreme popularity of Versailles, guided visits of the interior cannot be guaranteed during peak seasons. In this case, your group will hear a presentation from your guide before entering the palace.)*

*Overnight in Paris*

## Day 7: Paris

### Free Day in Paris

Enjoy free time for your own explorations of Paris. You might wish to visit the Rodin Museum. This museum filled with Rodin's wonderful works; The Thinker, The Gates of Paradise, The Burgers of Calais, etc. was once his studio. Other fascinating museums you may wish to visit are: The Picasso Museum, Musee Marmottan, Musee de Tokyo, The Grand and The Petit Palais, among others. Alternatively, you may wish to take a stroll through the Latin Quarter or take part in the timeless Parisian tradition of people-watching over a cup of café au lait at a sidewalk café. Last but not least, for the fashion conscious traveler, a visit to the Rue du Faubourg Saint Honoré is a must and don't forget to drop by and explore the famous Galeries Lafayette which have made fashion come alive for more than a century.

*Overnight in Paris*

## Day 8: Venice - Au Revoir France! Ciao Italia

### Board a Flight to Venice

Today we bid good-bye to Paris and and board an early morning flight to the magical city of Venice.

### Arrive in Venice

Arrive in magical Venice the home of Marco Polo known globally for its gondoliers and glassware, will be our home for the next few days. Upon arrival at Piazzale Roma we are transferred to our hotel on Lido Island.

### *Guided Sightseeing of Venice*

Venice is a heady mix of busy piazzas, thronging with pizzerias and cafes, as well as deserted streets, alongside canals, leading to hidden gems such as churches or local-dominated restaurants serving regional delicacies. Later on this evening, enjoy a casual stroll through the quaint streets crossing over the many bridges that connect the individual islands.

Dinner is included this evening.

*Overnight in Venice*

## Day 9: Venice

### Guided Sightseeing of Venice

Begin your sightseeing of la Serenissima (the city's nickname meaning "the most serene") at

St. Mark's Square, "the finest drawing room in Europe," according to Napoleon. Allegedly buried under the altar of the basilica are St. Mark's remains, which, in the 11th century, were smuggled out of Alexandria in a barrel of salt pork to prevent a thorough search by the city's Muslim guards. Also, see the Grand Canal and the 324-foot Campanile (Bell Tower), whose steps were originally built so that a noble could ascend on horseback. Look for the clock where two bronze figures have been striking the hour for over 500 years. Venice is also famous for its glassware-you'll see why during a glassblowing demonstration.

### Visit the Doges' Palace

Visit the grand 14th century pink and white Doges' Palace, from which mighty Venetian dukes once ruled. Here you'll stroll over the Bridge of Sighs, connecting the palace and its prison. As they crossed the bridge, prisoners supposedly sighed with perfect sadness as they regarded their beautiful city for the last time. Casanova made a daring escape from this prison in 1756.

### Visit the Basilica di San Marco

Begin your day in Venice at the Chiesa d'Oro (Church of Gold), which dominates the Piazza San Marco. This largely Byzantine styled church is richly adorned with mosaics that have been added over seven centuries. End your visit to the Basilica at the Marciano Museum. Enjoy a leisurely lunch and later on in the afternoon we will experience some of the most majestic Venetian paintings at the Scuola San Marco. Then relax at a local outdoor cafe for the rest of the afternoon.

*Overnight in Venice*

## Day 10: Venice

### Visit the Accademia Gallery

This afternoon you will visit the home of Venice's most remarkable collection of paintings. The Galleria dell'Accademia houses pieces by some of Venice's most famous sons, including Giorgione, Veronese, and Tintoretto.

### Visit the Guggenheim Museum

Peggy Guggenheim's former residence houses some of the most comprehensive modern-art collections in the world. A dedicated patron of the arts, she decided to move her collections to Venice after her collection grew to exceed the space she had in her New York gallery.

### Visit Santa Maria della Salute

Santa Maria della Salute was built to protect the city of Venice from a plague that killed nearly one-third of the population. Visit the church, and marvel at its dome, which is now an integral part of the Venetian skyline.

*Overnight in Venice*

## Day 11: Venice | Florence

### Transfer to Florence

Set deep in the heart of Tuscany is one of Italy's jewels. The city of Florence has delighted

visitors for centuries with its remarkable architecture. Whether sitting by the River Arno, strolling the beautifully housed streets or viewing the renaissance masterpieces that fill the city's churches and museums, one can only be astonished by the feeling of true beauty.

### Guided Sightseeing of Florence

Fall under the spell of the powerful Medici family on your guided tour. See Giotto's Bell Tower and the imposing marble cathedral in the Piazza del Duomo. Stand before Ghiberti's legendary *Gates of Paradise* (so dubbed by Michelangelo), and pass the classical statues of the Piazza della Signoria. Here you can see where Michelangelo's *David* originally stood. Later, watch local artisans at work at a leather workshop.

### Visit the Duomo

Visit the Duomo, which was commissioned in 1296 by the city fathers. Arnolfo di Cambio was given the assignment to erect a cathedral "with the most high and sumptuous magnificence" so that it would be "impossible to make it either better or more beautiful with the industry and power of man." The Duomo was not completed until 122 years later in 1418 after Filippo Brunelleschi developed the idea of double-shelled construction to build the Cathedral's dome. Later we will visit the San Marco Museum and also delight in the Michelangelo sculptures in the Medici Chapel and the drawings on the walls in the crypt below is a must if open to the public.

Dinner is included this evening.

*Overnight in Florence*

## Day 12: Florence

### Visit the Uffizi Gallery

Originally created as offices (Uffizi) for Cosimo de Medici, the building became a gallery in the 17th century. Today it houses one of the finest collections of Renaissance works of anywhere in the world. The three-sided gallery is a treasure-chest of pieces in a perfectly lit opulent setting, truly a gallery of special taste.

### Visit Santa Croce

Visit Chiesa di Santa Croce, where you will see monuments to both Dante and Michelangelo. You will also see the tomb of Galileo Galilei. Note that the sun is in the center of the solar system on the tomb that was designed for him in the 18th century, when he was finally permitted to have a Christian burial.

*Overnight in Florence*

## Day 13: Florence

### Visit the Palazzo Pitti

Visit three museums in the Pitti complex- the Galleria Palatina, highlighting 16th-century paintings, especially those of Raphael and Titian; the Galleria d'Arte Moderna, outlining Tuscan art from the mid-18th century to 1945; and the Museo degli Argenti, a collection of luxury items, including Lorenzo il Magnifico's antique vases.



Visit the San Miniato al Monte  
Atop a hill and right across the river sits the Romanesque church San Miniato al Monte. One of the few ancient churches of Florence to survive the centuries, the current building has a brilliant white-and-green façade adorned with a bronze eagle perched atop. The church is named after the martyred saint San Miniato, who, according to legend, picked up his head after being decapitated, walked across the river, up the hillside and didn't lie down to die until he reached the spot where the church was eventually constructed.

*Overnight in Florence*

#### Day 14: Florence

Guided Excursion to San Gimignano & Siena  
Today go to San Gimignano, famed in medieval times for its imposing towers. During the 8th century, at the height of the city's fame, the population of San Gimignano was twice its current number, and its walls contained five monasteries and four hospitals. San Gimignano is also renowned for Vernaccia, a local white wine, which is central to the city's economy. Continue on to Siena, in the heart of Italy's Tuscany region. Visit the Duomo, which houses major works by Donatello and Nicola Pisano, and walk along medieval streets to the Piazza del Campo, where the famed Palio (a thrilling bareback horse race) takes place each summer.

Excursion to Pisa and Vinci  
Visit the Pisa Baptistery & Cathedral  
Italy's largest baptistery (54.86m tall and 104m in circumference), the Battistero di San Giovanni is also slightly taller than the Leaning Tower across the square. As it shares the same unstable ground as the tower, the baptistery also has a slight lean of 0.6 degrees towards the cathedral. The baptistery's pulpit is a masterpiece carved in 1255-60 by Nicola Pisano. Begun in 1093, Pisa Cathedral (Duomo di Pisa) is a masterpiece of Romanesque architecture. Despite its proximity to the eye-catching and tourist-attracting Leaning Tower, the Duomo still dominates the monumental Piazza dei Miracoli.

Visit the Museo Leonardiano and Da Vinci's Home. Stop at the Museo Leonardiano located in the Castello Guidi in Vinci, a small town located amidst the Tuscan hills. It was just outside of the town that Leonardo da Vinci was born in 1452. At the museum you will see replicas of some of da Vinci's machines rebuilt directly from his drawings and notes. After, continue on to visit the home where Leonardo da Vinci was born. On our return, Time permitting, we will stop on top of Piazzale Michelangelo to enjoy a great sunset on the Arno Valley.

Dinner included this evening.

*Overnight in Florence*

#### Day 15: Florence | Assisi | Orvieto | Rome

Transfer to Assisi  
Travel into Umbria and the Vale of Spoleto to visit the hilltop town of Assisi, home to the stunning Basilica of St. Francis. Surrounded by breathtaking countryside and rich in local produce, this is one of the most endearing parts of Italy.

Guided Sightseeing of Assisi  
A local guide shows you the city, nestled between Mount Subasio and fields of olive groves, which draws millions of tourists every year with its religious significance and some of Italy's finest early Renaissance art. At the Basilica of St. Francis, follow the life of one of Italy's most beloved saints through Giotto's artful frescoes.

#### Sightseeing of Orvieto

Arrive late afternoon, to Rome, the Eternal City. The city is an incredible mix of archeological gems, Roman genius, Renaissance art and religious treasure. As Italy's capital, it is also the bustling heart of this exciting country. With its fashionable shopping and café-culture, Rome really is a unique European experience.

Dinner is included this evening.

*Overnight in Rome*

#### Day 16: Rome

Guided Sightseeing Rome  
On this morning's guided sightseeing tour you will relive ancient Roman History as you step inside the mighty Coliseum, and visit the ruins of the Roman Forum. Romanum, once the heart of the Roman Empire, and the Domus Aurea. We will then drive by the National monument, the Spanish steps, Gianicolo, Piazza Navona, Largo Argentina, San Luigi dei Francesi, San Agostino, the Pantheon, and have a chance to toss coins in the Trevi Fountain.

Visit the Capitoline Museums  
This afternoon, we will be immersed with the ancient through 17th century art treasures found in the Palatine Museum, and Museo Capitolino. Here you will see collections that include some of the most celebrated sculptures of the ancient world. The collections are housed in two buildings with the facades designed by Michelangelo. Since the foundation of the Capitoline Museums dates back to 1471, there is good reason to consider them the oldest existing public collection in the world!

Dinner included this evening.

*Overnight in Rome*

#### Day 17: Rome

Guided Sightseeing of the Vatican  
The world's largest dome is located in the world's smallest country. See both as you tour St. Peter's Basilica, erected in Vatican City on the site where the saint was martyred. Enter the basilica under the watchful eyes of the brightly dressed Swiss Guard. Inside, admire

Michelangelo's *Pietà* and try to find the artist's signature (it is the only sculpture he ever signed). Then continue on to the Vatican Museum, where elaborate galleries packed with one artistic masterpiece after another lead you directly to the Sistine Chapel. Between 1508 and 1512, Michelangelo painted some of the world's finest pictorial images on the Chapel's ceiling. This was his first attempt at working in fresco, which he did by standing up and craning backwards from a scaffold.

#### Afternoon Free

This afternoon you may wish to visit the Museo Nazionale Romano, the Octagonal Hall, and the Palazzo Altemps on your own. The environs of Rome offer a variety of interesting and picturesque spots to paint. You may want to take a late afternoon stroll through town and take photos or, perhaps, later take an opportunity to sit on the grassy banks of the Circus Maximus and imagine what it was like to watch chariot races there. Or do some shopping. Rome also has some of the most fashionable shops to be found anywhere; a trip along the Via del Corso confirms this. If not, just find a café, order a soda and watch the noise and bustle of this fascinating city go by.

Overnight in Rome

#### Day 18: Rome

Visit the Galleria Borghese  
The gallery was fully renovated during the 1990s and re-opened to the public shortly before the millennium. Inside, one can see amazing sculptures by Bernini, including *David*, crouching aggressively with his slingshot, *Apollo and Daphne*, and others. Elsewhere, the collection of paintings helps confirm the status of the gallery as one of the great Italian houses of art.

Visit to the Galleria Nazionale d'Arte Moderna  
This afternoon, you will visit the Galleria Nazionale d'Arte Moderna where you will view works by the Macchiaioli, Manzu, Marisse, Picasso, and Modigliani. Time permitting; we may have time to see other works by Caravaggio at Santa Maria Del Popolo.

Overnight in Rome

#### Day 19: Rome | Pompeii | Capri | Sorrento

Guided Excursion to Pompeii  
Full day excursion on a comfortable highway through the rolling hills of Campagna Romana we head first for Pompeii. Learn how wealthy Romans lived 2,000 years ago on an excursion to Pompeii, one of the richest archaeological sites in the world. When neighboring Mt. Vesuvius erupted in A.D. 79, volcanic ash completely buried the Roman resort. Now it is fully excavated, and you can see the ruins of villas, ancient temples, and Sabina Baths.

Amalfi Coast to Sorrento/ Capri  
We continue on to Sorrento where we may have some free time to paint and perhaps do some shopping or take an excursion to Capri.



Farewell dinner included this evening.

*Overnight in Sorrento*

#### Day 20: Return Home

Transfer to the Airport where you will be assisted with your check in for your return flight home.

*This Itinerary is subject to change.*

*For complete financial and registration details, please refer to the Booking Conditions at [www.efcst.com/bc](http://www.efcst.com/bc).*





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# U.S. PASSPORTS & INTERNATIONAL TRAVEL

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## France

Official Name: French Republic

LAST UPDATED: SEPTEMBER 29, 2014

### Quick Facts

<b>PASSPORT VALIDITY:</b> Must be valid for at least three months beyond your planned date of departure from <a href="#">the Schengen area</a> .	<b>VACCINATIONS:</b> None
<b>BLANK PASSPORT PAGES:</b> One page required for entry stamp	<b>CURRENCY RESTRICTIONS FOR ENTRY:</b> 10,000 Euro Max
<b>TOURIST VISA REQUIRED:</b> Not required for stays under 90 days	<b>CURRENCY RESTRICTIONS FOR EXIT:</b> 10,000 Euro Max


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Assistance for U.S. Citizens

**U.S. Embassy Paris**  
**2 Avenue Gabriel**  
**75008 Paris**  
**France**


Only the consular sections in Paris and Marseille are authorized to issue passports. The other offices provide limited services to U.S. citizens.




**Telephone**  
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**Emergency After-Hours Telephone**  
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**U.S. Embassy Paris**

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Please see the Fact Sheet for this country.



Passports > Country Information > Italy

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## Italy

Official Name: Italian Republic

LAST UPDATED: DECEMBER 5, 2014

### Quick Facts

**PASSPORT VALIDITY:**

Must be valid for at least three months beyond your planned date of departure from [the Schengen area](#). (Six months recommended.)

**BLANK PASSPORT PAGES:**

Two pages required for entry stamp

**TOURIST VISA REQUIRED:**

Not required for stays under 90 days

**VACCINATIONS:**

None

**CURRENCY RESTRICTIONS FOR ENTRY:**

10,000 Euros or equivalent

**CURRENCY RESTRICTIONS FOR EXIT:**


10,000 Euros or equivalent


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### Assistance for U.S. Citizens

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**Via Vittorio Veneto, 121**  
**00187 Rome, Italy**

 **Telephone**  
+ (39) 06-46741

 **Emergency After-Hours Telephone**  
+ (39) 06-46741

 **Fax**  
+ (39) 06-4674-2217

 **Email**  
[uscitizensrome@state.gov](mailto:uscitizensrome@state.gov)

 **U.S. Embassy Rome**

The Rome consular district include the regions of Lazio, Marche, Umbria, Abruzzo, and Sardegna.

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Passports > Alerts and Warnings

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# Alerts and Warnings


## Travel Warnings


We issue a Travel Warning when we want you to consider very carefully whether you should go to a country at all. Examples of reasons for issuing a Travel Warning might include unstable government, civil war, ongoing intense crime or violence, or frequent terrorist attacks. We want you to know the risks of traveling to these places and to strongly consider not going to them at all. Travel Warnings remain in place until the situation changes; some have been in effect for years.

## Travel Alerts

We issue a Travel Alert for short-term events we think you should know about when planning travel to a country. Examples of reasons for issuing a Travel Alert might include an election season that is bound to have many strikes, demonstrations, or disturbances; a health alert like an outbreak of H1N1; or evidence of an elevated risk of terrorist attacks. When these short-term events are over, we cancel the Travel Alert.

Learn About Your Destination

















### Enroll in STEP


























Enrolling in this free service will allow us to better assist you in case of an emergency while you are abroad.

ENROLL

## Refine by Destination

 Type	 Date	 Location
 Warning	January 8, 2015	<a href="#">Chad Travel Warning</a>
 Warning	January 7, 2015	<a href="#">Republic of South Sudan Travel Warning</a>
 Warning	January 5, 2015	<a href="#">Ukraine Travel Warning</a>
 Warning	December 24, 2014	<a href="#">Mexico Travel Warning</a>
 Alert	December 19, 2014	<a href="#">Worldwide Travel Alert</a>
 Warning	December 18, 2014	<a href="#">Mali Travel Warning</a>
 Warning	December 11, 2014	<a href="#">Venezuela Travel Warning</a>
 Warning	December 4, 2014	<a href="#">Haiti Travel Warning</a>
 Alert	December 2, 2014	<a href="#">Potential Implications for Travel Because of Ebola in Parts of West Africa</a>
 Warning	November 26, 2014	<a href="#">Lebanon Travel Warning</a>
 Warning	November 25, 2014	<a href="#">Democratic Republic of the Congo Travel Warning</a>
 Warning	November 25, 2014	<a href="#">Djibouti Travel Warning</a>



 Warning	November 21, 2014	<a href="#">El Salvador Travel Warning</a>
 Warning	November 20, 2014	<a href="#">Philippines Travel Warning</a>
 Warning	November 14, 2014	<a href="#">Colombia Travel Warning</a>
 Warning	November 12, 2014	<a href="#">Syria Travel Warning</a>
 Warning	November 5, 2014	<a href="#">Central African Republic Travel Warning</a>
 Alert	October 31, 2014	<a href="#">Burkina Faso Travel Alert</a>
 Warning	October 30, 2014	<a href="#">Sudan Travel Warning</a>
 Warning	October 30, 2014	<a href="#">Burundi Travel Warning</a>
 Warning	October 24, 2014	<a href="#">Somalia Travel Warning</a>
 Alert	October 10, 2014	<a href="#">South Pacific Tropical Cyclone Season - 2014 - 2015</a>
 Warning	October 7, 2014	<a href="#">Mauritania Travel Warning</a>
 Warning	September 25, 2014	<a href="#">Yemen Travel Warning</a>
 Alert	September 18, 2014	<a href="#">Mozambique Travel Alert</a>
 Warning	September 12, 2014	<a href="#">Eritrea Travel Warning</a>
 Warning	September 10, 2014	<a href="#">Israel, The West Bank and Gaza Travel Warning</a>
 Warning	September 5, 2014	<a href="#">Afghanistan Travel Warning</a>
 Warning	August 14, 2014	<a href="#">Sierra Leone Travel Warning</a>
 Warning	August 13, 2014	<a href="#">Algeria Travel Warning</a>
 Warning	August 10, 2014	<a href="#">Iraq Travel Warning</a>
 Warning	August 8, 2014	<a href="#">Saudi Arabia Travel Warning</a>
 Warning	August 8, 2014	<a href="#">Pakistan Travel Warning</a>
 Warning	August 8, 2014	<a href="#">Nigeria Travel Warning</a>
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 Warning	August 6, 2014	<a href="#">Cameroon Travel Warning</a>
 Warning	July 26, 2014	<a href="#">Libya Travel Warning</a>
 Warning	June 24, 2014	<a href="#">Honduras Travel Warning</a>
 Warning	June 19, 2014	<a href="#">Kenya Travel Warning</a>
 Alert	May 29, 2014	<a href="#">2014 Hurricane and Typhoon Season</a>
 Warning	May 22, 2014	<a href="#">Iran Travel Warning</a>
 Warning	May 20, 2014	<a href="#">North Korea Travel Warning</a>
 Warning	March 27, 2014	<a href="#">Niger Travel Warning</a>



**TO:** Board of Trustees

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

**RE:** SOCCCD: Budget Amendment: Adopt Resolution No. 15-02 to Amend FY 2014-2015 Adopted Budget

**ACTION:** Approval

---

### **BACKGROUND**

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

### **STATUS**

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

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

#### **General Fund**

Student Success & Support Program - Credit at Irvine Valley College	\$860,180
NSF iUSE at Saddleback College	\$190,001
Temporary Assistance for Needy Families (TANF) at Saddleback College	\$9,435
Small Business Deputy Sector Navigator at Saddleback College	\$7,500
Student Success & Support Program - Non-credit at Saddleback College	\$6,576
Faculty Entrepreneurship at Saddleback College	\$5,000
CalWORKs at Saddleback College	(\$4,728)
Total Increase to the General Fund	<u><u>\$1,073,964</u></u>
<b>Total Budget Amendment</b>	<u><u>\$1,073,964</u></u>

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt Resolution No. 15-02 to amend the FY 2014-2015 Adopted Budget as indicated in EXHIBIT A.



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

**RESOLUTION 15-02**

January 26, 2015

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$1,073,964 is assured to said District as an increase 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**

<b><u>Account</u></b>	<b><u>Income Source</u></b>	<b><u>Amount</u></b>
8100	Federal Revenue	\$199,436
8600	State Revenue	\$874,528
		<b><u>\$1,073,964</u></b>

<b><u>Account</u></b>	<b><u>Expenditure Description</u></b>	<b><u>Amount</u></b>
1000	Academic Salaries	\$539,240
2000	Classified Salaries	\$109,436
3000	Fringe Benefits	\$228,069
4000	Books and Supplies	\$11,157
5000	Other Operating Expenses and Services	\$179,661
6000	Capital Outlay	\$7,671
7000	Other Outgoing	(\$1,270)
		<b><u>\$1,073,964</u></b>



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BUDGET AMENDMENT  
GENERAL FUND  
**RESOLUTION 15-02**  
January 26, 2015

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 \$1,073,964 was duly and regularly adopted by the said Board at a regular meeting thereof held on January 26, 2015.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 27th day of January 2015.

---

Gary L. Poertner  
Secretary to the Board of Trustees



**TO:** Board of Trustees

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

**RE:** SOCCCD: Authorization for District Institutional Memberships FY 2014-2015

**ACTION:** Approval

---

### **BACKGROUND**

South Orange County Community College District Board Policy 3220 requires an annual approval of institutional memberships, which we submit twice a year in January and July.

### **STATUS**

Members of the staff of the District and colleges have benefited by participation in various professional organizations. District and college officials have identified the organizations in EXHIBIT A as the participation memberships for FY 2014-2015.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the FY 2014-2015 memberships and estimated dues for organizations represented in EXHIBIT A.



**South Orange County Community College District**  
**FY 2014-2015 Institutional Memberships**  
**District-wide Summary**

<u>Location</u>	<u>July</u> <u>FY 14-15</u>	<u>January</u> <u>FY 14-15</u>	<u>Difference</u>
District Services	\$ 64,014.00	\$ 64,267.00	\$ 253.00
Saddleback College	\$ 159,114.10	\$ 162,765.10	\$ 3,651.00
Irvine Valley College	\$ 78,143.00	\$ 116,870.00	\$ 38,727.00
<b>Grand Total:</b>	<b>\$ 301,271.10</b>	<b>\$ 343,902.10</b>	<b>\$ 42,631.00</b>



**South Orange County Community College District**  
**FY 2014-2015 Institutional Memberships**  
**District Services**

		July FY 14-15	January FY 14-15	Difference
<b>OFFICE OF THE GOVERNING BOARD (10)</b>				
10	Association of Governing Boards of Universities and Colleges (AGB)	2,675.00	2,675.00	0.00
10	Orange County School Board Association (OCSBA)	125.00	125.00	0.00
	SUBTOTAL	2,800.00	2,800.00	0.00
<b>OFFICE OF THE CHANCELLOR (11)</b>				
11	American Association of Community Colleges (AACC)	1,160.00	1,160.00	0.00
11	Community College League of California (CCLC)	40,404.00	40,404.00	0.00
11	Orange County Business Council (OCBC)	1,668.00	1,668.00	0.00
	SUBTOTAL	43,232.00	43,232.00	0.00
<b>OFFICE OF PUBLIC INFORMATION (11)</b>				
11	National Council for Marketing & Public Relations (NCMPR)	350.00	350.00	0.00
11	Orange County Public Affairs Association (OCPAA)	50.00	50.00	0.00
11	South Orange County Chamber of Commerce	235.00	235.00	0.00
	SUBTOTAL	635.00	635.00	0.00
<b>OFFICE OF TECHNOLOGY AND LEARNING SERVICES (12)</b>				
*	<b>12 Association for Institutional Research (AIR)</b>	<b>135.00</b>	<b>270.00</b>	<b>135.00</b>
12	Research and Planning Group for Calif. Comm. Colleges (the RP Group)	350.00	350.00	0.00
12	Society for College and University Planning (SCUP)	840.00	840.00	0.00
12	The Data Warehousing Institute (TDWI)	1,500.00	1,500.00	0.00
	SUBTOTAL	2,825.00	2,960.00	135.00
<b>OFFICE OF BUSINESS SERVICES (13)</b>				
13	Association of Defense Communities	240.00	240.00	0.00
*	<b>13 Calif. Assoc. of School Bus. Officials (CASBO)</b>	<b>912.00</b>	<b>930.00</b>	<b>18.00</b>
13	Community College Facilities Coalition (CCFC)	1,100.00	1,100.00	0.00
13	Design Build Institute of America (DBIA)	500.00	500.00	0.00
13	National Assoc. of College & University Business Officers (NACUBO)	2,985.00	2,985.00	0.00
13	Public Agency Risk Managers Association (PARMA)	100.00	100.00	0.00
	SUBTOTAL	5,837.00	5,855.00	18.00
<b>OFFICE OF HUMAN RESOURCES (14)</b>				
14	Assn. of Chief H.R. Off./Equal Employ. Opportunity Off. (ACHRO/EEO)	450.00	450.00	0.00
14	Cooperative Org. for the Dev. of Employee Selection Procedures (CODESP)	1,850.00	1,850.00	0.00
14	So. Cal. Comm. College Dist. Employment Relations Consortium (LCW Videoconference)	3,250.00	3,250.00	0.00
*	<b>14 So. Thirty Human Resources Consortium (Southern 30)</b>	<b>200.00</b>	<b>300.00</b>	<b>100.00</b>
	SUBTOTAL	5,750.00	5,850.00	100.00



January-2015

South Orange County Community College District  
FY 2014-2015 Institutional Memberships  
District Services

EXHIBIT A  
Page 3 of 12

		July FY 14-15	January FY 14-15	Difference
<b>OFFICE OF INFORMATION TECHNOLOGY (15)</b>				
15	EDUCAUSE (Professional Assoc. for Computing & Information)	2,780.00	2,780.00	0.00
15	Information Systems Security Association (ISSA)	155.00	155.00	0.00
SUBTOTAL		2,935.00	2,935.00	0.00
TOTAL DISTRICT MEMBERSHIPS		\$64,014.00	\$64,267.00	\$253.00

\* Changes from July 2014 list.



		July FY 14-15	January FY 14-15	Difference
	<b>OFFICE OF THE PRESIDENT (20)</b>			
20	American Association of Community Colleges (AACC)	17,000.00	17,000.00	0.00
*	<b>20 California Community College Council for Staff &amp; Organizational Development</b>	<b>0.00</b>	<b>50.00</b>	<b>50.00</b>
*	<b>20 The Democracy Commitment</b>	<b>0.00</b>	<b>1,000.00</b>	<b>1,000.00</b>
20	National Association of President Assistants in Higher Education (NAPAHE)	85.00	85.00	0.00
20	Orange County Business Council (OCBC)	1,666.00	1,666.00	0.00
20	South Orange County Regional Chamber of Commerce	5,000.00	5,000.00	0.00
20	Western Association of Schools & College Accreditation Commission for Colleges (WASC)	30,000.00	30,000.00	0.00
	<b>SUBTOTAL</b>	<b>53,751.00</b>	<b>54,801.00</b>	<b>1,050.00</b>
	<b>OFFICE OF PHYSICAL PLANT (21)</b>			
21	Assn. of Physical Plant Adm. of Universities and Colleges (APPA)	960.00	960.00	0.00
	<b>SUBTOTAL</b>	<b>960.00</b>	<b>960.00</b>	<b>0.00</b>
	<b>OFFICE OF INSTRUCTION (22)</b>			
22	California Community Colleges Chief Instructional Officers (CCCCIO)	300.00	300.00	0.00
*	<b>22 Honors Transfer Council of California (HTCC)</b>	<b>90.00</b>	<b>120.00</b>	<b>30.00</b>
22	League for Innovation	2,925.00	2,925.00	0.00
22	National College Testing Association (NCTA)	250.00	250.00	0.00
22	National Collegiate Honors Council (NCHC)	600.00	600.00	0.00
22	Western Regional Honors Council (WRHC)	75.00	75.00	0.00
	<b>SUBTOTAL</b>	<b>4,240.00</b>	<b>4,270.00</b>	<b>30.00</b>
	<b>OFFICE OF THE ACADEMIC SENATE (23)</b>			
23	Academic Senate for California Community Colleges (ASCCC)	3,831.60	3,831.60	0.00
	<b>SUBTOTAL</b>	<b>3,831.60</b>	<b>3,831.60</b>	<b>0.00</b>
	<b>OFFICE OF STUDENT SERVICES (24)</b>			
24	American College Health Association (ACHA)	2,000.00	2,000.00	0.00
24	California Community Colleges Chief Student Services Administrators Association (CCCCSSAA)	300.00	300.00	0.00
24	Health Services Association for California Community Colleges (HSACCC)	150.00	150.00	0.00
	<b>SUBTOTAL</b>	<b>2,450.00</b>	<b>2,450.00</b>	<b>0.00</b>
	<b>OFFICE OF FINANCIAL AID &amp; STUDENT SERVICES (26)</b>			
26	National Assoc. of Student Financial Aid Administrators (NASFAA)	2,526.00	2,526.00	0.00
	<b>SUBTOTAL</b>	<b>2,526.00</b>	<b>2,526.00</b>	<b>0.00</b>
	<b>OFFICE OF ADMISSIONS, RECORDS &amp; ENROLLMENT SERVICES (30)</b>			
30	Amer. Assoc. of Collegiate Registrars & Adm. Off. (AACRAO)	1,254.00	1,254.00	0.00
30	Calif. Assoc. of Comm. College Registrars & Adm. Officers (CACCRAO)	200.00	200.00	0.00
30	Consortium of So. Calif. Colleges and Universities (CSCCU)	250.00	250.00	0.00
30	National Association of Foreign Student Advisors (NAFSA)	445.00	445.00	0.00
	<b>SUBTOTAL</b>	<b>2,149.00</b>	<b>2,149.00</b>	<b>0.00</b>
	<b>OFFICE OF COMMUNITY EDUCATION &amp; CONTRACT EDUCATION (31)</b>			
31	No current memberships	0.00	0.00	0.00
	<b>SUBTOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>OFFICE OF SAFETY &amp; SECURITY (34)</b>			
34	California College & University Police Chief Association (CCUPCA)	100.00	100.00	0.00
34	International Association of Campus Law Enforcement Administrators (IACLEA)	225.00	225.00	0.00
	<b>SUBTOTAL</b>	<b>325.00</b>	<b>325.00</b>	<b>0.00</b>



		July FY 14-15	January FY 14-15	Difference
<b>OFFICE OF STUDENT DEVELOPMENT (36)</b>				
36	Alpha Gamma Sigma (AGS) Honor Society	50.00	50.00	0.00
36	American Institute of Architecture Students (AIAS)	275.00	275.00	0.00
36	California Nurses Student Association (CNSA)	30.00	30.00	0.00
36	Circle K	540.00	540.00	0.00
36	National Student Nurses Association (NSNA)	70.00	70.00	0.00
36	Phi Theta Kappa (PTK)	55.00	55.00	0.00
36	PSI Beta	50.00	50.00	0.00
SUBTOTAL		1,070.00	1,070.00	0.00
<b>OFFICE OF COLLEGE PUBLICATIONS (38)</b>				
38	Community College Public Relations Organization (CCPRO)	175.00	175.00	0.00
38	National Council for Marketing and Public Relations (NCMPR)	450.00	450.00	0.00
SUBTOTAL		625.00	625.00	0.00
<b>OFFICE OF COLLEGE FOUNDATION (39)</b>				
39	Association of Fundraising Professional	325.00	325.00	0.00
39	Council for Advancement and Support of Ed (CASE)	0.00	0.00	0.00
39	Council for Aid to Education (CAE)	600.00	600.00	0.00
39	Council on Resource Development (CRD)	650.00	650.00	0.00
39	Network of Calif. Community College Foundations (NCCCF)	450.00	450.00	0.00
39	Partnership for Philanthropic Planning Orange County (PPPOC)	350.00	350.00	0.00
SUBTOTAL		2,375.00	2,375.00	0.00
<b>OFFICE OF PLANNING, RESEARCH &amp; Accreditation (43)</b>				
*	<b>43 Association for Institutional Research (AIR)</b>	<b>250.00</b>	<b>270.00</b>	<b>20.00</b>
43	Society for College & University Planning (SCUP)	385.00	385.00	0.00
43	The Research and Planning Group (the RPA Group)	350.00	350.00	0.00
SUBTOTAL		985.00	1,005.00	20.00
<b>OFFICE OF GRANTS &amp; CONTRACTS (44)</b>				
44	Grant Professionals Association (GPA)	0.00	0.00	0.00
*	<b>44 National Association of College and University Food Services (NACUFS)</b>	<b>210.00</b>	<b>0.00</b>	<b>(210.00)</b>
SUBTOTAL		210.00	0.00	(210.00)
<b>DIVISION OF BUSINESS SCI. &amp; ECONOMIC &amp; WORKFORCE DEVT. (50)</b>				
50	Aliso Viejo Chamber of Commerce	175.00	175.00	0.00
50	California Association for Local Economic Development (ASTD)	80.00	80.00	0.00
50	CA Internship & Work Force Experience Assoc. (CIWEA)	150.00	150.00	0.00
50	California Placement Association (CPA)	125.00	125.00	0.00
50	Dana Point Chamber of Commerce	100.00	100.00	0.00
50	Mission Viejo Chamber of Commerce	150.00	150.00	0.00
50	Mountain Pacific Assoc. of Colleges and Employers (MPACE)	150.00	150.00	0.00
50	National Assoc. of Colleges and Employers (NACE)	400.00	400.00	0.00
50	National Association for Community College Entrepreneurship (NACCE)	750.00	750.00	0.00
50	National Association for Workforce Education (NCWE)	165.00	165.00	0.00
50	Laguna Niguel Chamber of Commerce	125.00	125.00	0.00
50	Lake Forest Chamber of Commerce	175.00	175.00	0.00
50	Rancho Santa Margarita Chamber of Commerce	150.00	150.00	0.00
50	San Clemente Chamber of Commerce	249.00	249.00	0.00
50	San Juan Capistrano Chamber of Commerce	135.00	135.00	0.00
SUBTOTAL		3,079.00	3,079.00	0.00



		July FY 14-15	January FY 14-15	Difference
<b>DIVISION OF COUNSELING SERVICES (51)</b>				
51	California Community College Association	50.00	50.00	0.00
51	California Community College Counselors Association	15.00	15.00	0.00
51	California Community Colleges Matric Professionals Association	75.00	75.00	0.00
51	South Coast Higher Education Council (SCHEC)	50.00	50.00	0.00
51	Southern Calif. Intersegmental Articulation Council (SCIAC)	75.00	75.00	0.00
SUBTOTAL		265.00	265.00	0.00
<b>DIVISION OF ADVANCED TECHNOLOGY &amp; APPLIED SCIENCES (52)</b>				
52	American Horticulture Society	40.00	40.00	0.00
*	<b>52 American Institute of Graphic Arts (AIGA)</b>	<b>0.00</b>	<b>675.00</b>	<b>675.00</b>
52	American Society of Landscape Architects (ASLA)	438.00	438.00	0.00
52	Association for Manufacturing	1,000.00	1,000.00	0.00
52	Automotive Engine Rebuilders Association (AERA)	251.00	251.00	0.00
52	Automotive Service Council	25.00	25.00	0.00
52	Automotive Transmission Rebuilders Association (ATRA)	395.00	395.00	0.00
52	California Automotive Teachers (CAT)	100.00	100.00	0.00
52	California Landscape Contractors Association	83.00	83.00	0.00
52	California Native Plant Society (CNPS)	75.00	75.00	0.00
52	Comptia	No Fee	No Fee	No Fee
	*NO FEE MEMBERSHIP			
52	Costume Society of America (CSA)	115.00	115.00	0.00
*	<b>52 The Ecology Center</b>	<b>0.00</b>	<b>500.00</b>	<b>500.00</b>
52	Fashion Business Inc.	500.00	500.00	0.00
52	International Textile & Apparel Association (ITAA)	300.00	300.00	0.00
52	National Career Pathways Network (NCPN)	750.00	750.00	0.00
52	National Council for Science and the Environment (NCSE)	3,000.00	3,000.00	0.00
52	National Coalition of Advance Technology Centers (NCATC)	600.00	600.00	0.00
*	<b>52 National Kitchen &amp; Bath Assoc. (NKBA)</b>	<b>1,150.00</b>	<b>1,107.00</b>	<b>(43.00)</b>
52	National Technical Honor Society (NTHS)	No Fee	No Fee	No Fee
	*NO FEE MEMBERSHIP			
52	North American Council of Automotive Teachers (NACAT)	450.00	450.00	0.00
52	SP2 Safety Membership	200.00	200.00	0.00
52	Society for Conservation Biology (SCB)	29.00	29.00	0.00
52	Society for Ecological Restoration-California (SERCAL)	50.00	50.00	0.00
52	Southern CA Regional Transit Training Consortium (SCR TTC)	500.00	500.00	0.00
52	Southern California Horticulture Society	35.00	35.00	0.00
*	<b>52 Surface Design Association</b>	<b>100.00</b>	<b>160.00</b>	<b>60.00</b>
52	US Green Building Council (USGBC)	300.00	300.00	0.00
SUBTOTAL		10,486.00	11,678.00	1,192.00
<b>DIVISION OF LIBERAL ARTS (53)</b>				
53	Associated College Press (ACP)	139.00	139.00	0.00
53	Journalism Association of Community Colleges (JACC)	500.00	500.00	0.00
53	National Association of Hispanic Journalist	75.00	75.00	0.00
53	Society of Professional Journalist	75.00	75.00	0.00
SUBTOTAL		789.00	789.00	0.00
<b>DIVISION OF HEALTH, HUMAN SERVICES (54)</b>				
*	<b>54 Accreditation Commission for Education in Nursing (ACEN)</b>	<b>0.00</b>	<b>2,625.00</b>	<b>2,625.00</b>
54	American Academy of Professional Coders (AAPC)	120.00	120.00	0.00
54	American Health Information Management Association (AHIMA)	165.00	165.00	0.00
54	Board of Registered Nursing	215.50	215.50	0.00
54	California Association for Alcohol & Drug Educators (CAADE)	200.00	200.00	0.00
*	<b>54 California Simulation Alliance (CSA)</b>	<b>0.00</b>	<b>350.00</b>	<b>350.00</b>
54	CAAHEP (EMT/Paramedic)	450.00	450.00	0.00
54	California Paramedic Program Directors	50.00	50.00	0.00
54	CoAEMSP (Paramedic Accrediting Organization)	1,200.00	1,200.00	0.00
54	Education Advisory Board Community College Forum	29,500.00	29,500.00	0.00
54	International Association Eating Disorder Professionals (IAEDP)	250.00	250.00	0.00
54	International Nursing Association for Clinical Simulation and Learning (INACSL)	200.00	200.00	0.00



		July FY 14-15	January FY 14-15	Difference
<b>DIVISION OF HEALTH, HUMAN SERVICES (54) (Cont'd)</b>				
54	National Association of EMS Educators (NAEMSE)	70.00	70.00	0.00
54	National League for Nursing (NLN)	1,655.00	1,655.00	0.00
*	<b>54 National League for Nursing Accrediting Commission (NLNAC) - Name Change ACEN</b>	<b>2,400.00</b>	<b>0.00</b>	<b>(2,400.00)</b>
54	National Organization of Associated Degree Nursing (NOADN)	400.00	400.00	0.00
54	Orange County/Long Beach Consortium For Nursing (OCLBCP)	150.00	150.00	0.00
54	So. Calif. Organ. of Assoc. Degree Nurs'g Prog. Directors of So Ca (ADN)	100.00	100.00	0.00
SUBTOTAL		37,125.50	37,700.50	575.00
<b>DIVISION OF FINE ARTS &amp; MEDIA TECHNOLOGY (55)</b>				
55	American Liszt Society	400.00	400.00	0.00
55	Association of Performing Arts Presenters (APAP)	759.00	759.00	0.00
55	Broadcast Education Association (BEA)	160.00	160.00	0.00
55	California Alliance for Jazz (CAJ)	50.00	50.00	0.00
55	CA Association of Professional Music Teachers (CAPMT)	142.00	142.00	0.00
55	California Broadcasters Association (CBA)	100.00	100.00	0.00
55	California Presenters (CP)	150.00	150.00	0.00
55	Choral America	140.00	140.00	0.00
*	<b>55 College Art Association of America (CAA)</b>	<b>300.00</b>	<b>615.00</b>	<b>315.00</b>
55	College Broadcasters, Inc. (CBI)	250.00	250.00	0.00
55	International Council of Fine Arts Deans (ICFAD)	450.00	450.00	0.00
55	Jazz Education Network (JEN)	300.00	300.00	0.00
*	<b>55 League of American Orchestras</b>	<b>75.00</b>	<b>150.00</b>	<b>75.00</b>
55	Music Association of California Community Colleges (MACCC)	75.00	75.00	0.00
55	Music Teachers Association of CA (MTAC)	176.00	176.00	0.00
55	National Association of Broadcasters (NAB)	360.00	360.00	0.00
55	National Council for Education of the Ceramic Arts (NCECA)	100.00	100.00	0.00
55	Radio, TV, News Directors Association (RTDNA)	150.00	150.00	0.00
55	South Orange County Chamber of Commerce	265.00	265.00	0.00
*	<b>55 United States Institute for Theatre Technology (USITT)</b>	<b>270.00</b>	<b>280.00</b>	<b>10.00</b>
55	Western Arts Alliance (WAA)	400.00	400.00	0.00
SUBTOTAL		5,072.00	5,472.00	400.00
<b>DIVISION OF MATH, SCIENCE &amp; ENGINEERING (56)</b>				
56	American Association for the Advancement of Science (AAAS)	250.00	250.00	0.00
56	Two Year College Chemistry Consortium (2YC3)	25.00	25.00	0.00
56	National Science Teachers Assn. (NSTA)	65.00	65.00	0.00
SUBTOTAL		340.00	340.00	0.00
<b>DIVISION OF KINESIOLOGY AND ATHLETICS (57)</b>				
57	American Baseball Coaches Association	50.00	50.00	0.00
57	American Football Coaches Association (AFCA)	60.00	60.00	0.00
57	American College Dance Association (ACDA)	350.00	350.00	0.00
57	American Kinesiology Association	150.00	150.00	0.00
57	American Volleyball Coaches Association	155.00	155.00	0.00
57	California Community College Athletic Directors Association (CCCAA)	180.00	180.00	0.00
57	CA Community College Athletic Trainers Association (CCCATA)	75.00	75.00	0.00
57	California Community College Athletic Associations (CCCAA)	9,715.00	9,715.00	0.00
57	California Community College Baseball Coaches Association	200.00	200.00	0.00
57	California Community College Cross Country & Track Coaches Association	200.00	200.00	0.00
57	California Community College Fastpitch Coaches Association	120.00	120.00	0.00
57	California Community College Football Coaches Association	145.00	145.00	0.00
57	California Community College Ladies Golf Coaches Association (CCCLGCA)	150.00	150.00	0.00
57	California Community College Men's Golf Coaches Association (CCMGCA)	100.00	100.00	0.00
57	California Community Colleges Men's Basketball Association	350.00	350.00	0.00
57	California Community College Physical Educators (CCCPE)	400.00	400.00	0.00
57	California Community College Soccer Coaches Association	100.00	100.00	0.00
57	California Community College Sports Information Association (CCCSIA)	100.00	100.00	0.00
57	California Community College Swim & Dive Coaches Association	120.00	120.00	0.00
57	California Community College Tennis Coaches Association	150.00	150.00	0.00
57	California Community College Water Polo Coaches Association - MEN	100.00	100.00	0.00
*	<b>57 California Community College Water Polo Coaches Association - WOMEN</b>	<b>0.00</b>	<b>100.00</b>	<b>100.00</b>



**South Orange County Community College District  
FY 2014-2015 Institutional Memberships  
Saddleback College**

		July FY 14-15	January FY 14-15	Difference
<b><i>DIVISION OF KINESIOLOGY AND ATHLETICS (57) (Cont'd)</i></b>				
57	California Community College Women's Basketball Coaches Association	240.00	240.00	0.00
57	California Community College Women's Volleyball Coaches Association (CCCWVCA)	170.00	170.00	0.00
57	California State Swimming & Diving Coaches Association	150.00	150.00	0.00
57	College Swimming Coaches Association of America	300.00	300.00	0.00
57	Golden State Spirit Association (GASSA)	30.00	30.00	0.00
57	Intercollegiate Tennis Association	330.00	330.00	0.00
57	National Alliance of Two Year Colleges Athletic Administrators (NATYCAA)	200.00	200.00	0.00
57	National Athletic Equipment Managers' Association	100.00	100.00	0.00
57	National Association of Collegiate Directors of Athletics (NACDA)	150.00	150.00	0.00
57	National Athletic Trainers Association (NATA)	400.00	400.00	0.00
57	National Fastpitch Coaches Association (NFCA)	70.00	70.00	0.00
57	National Soccer Coaches Association of America	205.00	205.00	0.00
57	Orange Empire Conference (OEC)	5,100.00	5,100.00	0.00
57	Southern CA Comm. College Cross Country/Track & Field Coaches Assoc. (SCCXCTFCA)	80.00	80.00	0.00
57	Southern California Football Association /National Conference Southern Div.	2,000.00	2,000.00	0.00
57	Yoga Alliance	600.00	600.00	0.00
SUBTOTAL		23,095.00	23,195.00	100.00
<b><i>DIVISION OF SOCIAL &amp; BEHAVIORAL SCIENCES (58)</i></b>				
*	<b>58 American Anthropological Association (AAA)</b>	<b>0.00</b>	<b>99.00</b>	<b>99.00</b>
*	<b>58 California Colleges for International Education (CCIE)</b>	<b>0.00</b>	<b>450.00</b>	<b>450.00</b>
	58 National Association for Ethnic Studies (NAES)	65.00	0.00	(65.00)
*	<b>58 National Women's Studies Association (NWSA)</b>	<b>0.00</b>	<b>150.00</b>	<b>150.00</b>
	58 Southwestern Anthropological Association (SWAA)	40.00	0.00	(40.00)
	58 Society for California Archeology (SCA)	100.00	0.00	(100.00)
SUBTOTAL		205.00	699.00	494.00
<b><i>DIVISION OF ONLINE EDUCATION AND LEARNING RESOURCES (59)</i></b>				
59	American Library Association (ALA)	1,300.00	1,300.00	0.00
59	Association of College and Research Libraries (ACRL)	90.00	90.00	0.00
59	Council of Chief Librarians (CCL)	100.00	100.00	0.00
59	Lib. Orientation and Instruction Exchange (LOEX)	80.00	80.00	0.00
59	The Library and Info. Technology Assoc.(LITA)	90.00	90.00	0.00
SUBTOTAL		1,660.00	1,660.00	0.00
<b><i>DIVISION OF COMMUNITY EDUCATION, EMERITUS INSTITUTE AND K-12 PARTNERSHIPS (60)</i></b>				
60	Association of Continuing % Community Ed (ACCE)	220.00	220.00	0.00
SUBTOTAL		220.00	220.00	0.00
<b><i>DIVISION OF TRANSFER, CAREER &amp; SPECIAL PROGRAMS (61)- New Division</i></b>				
61	Association of California Community College Teacher Education Program	100.00	100.00	0.00
61	Association on Higher Education & Disability (AHEAD)	260.00	260.00	0.00
61	California Association for Postsecondary Education & Disability (CAPED)	240.00	240.00	0.00
61	California Community College CalWORKS Association	50.00	50.00	0.00
61	California Community College EOPS Association	85.00	85.00	0.00
61	National Association of Veteran's Program Administrators (NAVPA)	275.00	275.00	0.00
61	National Career Development Association (NCDA)	195.00	195.00	0.00
61	Western Association for College Admissions	75.00	75.00	0.00
SUBTOTAL		1,280.00	1,280.00	0.00
<b>TOTAL SADDLEBACK COLLEGE MEMBERSHIPS</b>		<b>159,114.10</b>	<b>162,765.10</b>	<b>3,651.00</b>

\* Changes from July 2014 list.



South Orange County Community College District  
FY 2014-2015 Institutional Memberships  
Irvine Valley College

			July FY 14-15	January FY 14-15	Difference
	<b>PRESIDENT'S OFFICE (20)</b>				
*	20	<i>American Association of Community Colleges (AACC)</i>	10,000.00	12,626.00	2,626.00
*	20	<i>American Council on Education (ACE)</i>	3,311.00	3,863.00	552.00
*	20	<i>Association for Institutional Research (AIR)- moved to Div. 022</i>	135.00	0.00	(135.00)
	20	Black Chamber of Commerce of Orange County	300.00	300.00	0.00
	20	<i>California Association for Institutional Research (CAIR) - moved to Div. 022</i>	90.00	0.00	(90.00)
	20	Community College Public Relations Organization (CCPRO)	175.00	175.00	0.00
	20	Council for Resource Development (CRD)	600.00	600.00	0.00
	20	Irvine Chamber of Commerce	600.00	600.00	0.00
	20	Irvine Chamber of Commerce, Board Member, In addition to other Irvine Member	1,000.00	1,000.00	0.00
*	20	<i>National Association of Presidential Assistants in Higher Education (NAPAHE)</i>	150.00	250.00	100.00
	20	National Council for Marketing and Public Relations (NCMPR)	450.00	450.00	0.00
*	20	<i>Network of California Community College Foundations (NCCCF)</i>	600.00	750.00	150.00
	20	Orange County Business Council (OCBC)	1,666.00	1,666.00	0.00
	20	The Research and Planning Group for the California Community Colleges (the RP Group)	350.00	350.00	0.00
	20	Tustin Chamber of Commerce	186.00	186.00	0.00
	20	Western Association of School & College Accreditation Commission for Colleges (WASC)	23,284.00	23,284.00	0.00
		<b>SUBTOTAL</b>	<b>42,897.00</b>	<b>46,100.00</b>	<b>3,203.00</b>
	<b>OFFICE OF INSTRUCTION (22)</b>				
*	22	<i>Association for Institutional Research (AIR) - moved from Div. 020</i>	0.00	135.00	135.00
*	22	<i>California Association for Institutional Research (CAIR) - moved from Div. 020</i>	0.00	90.00	90.00
	22	California Community Colleges Chief Instructional Officers (CCCCIO)	300.00	300.00	0.00
*	22	<i>Education Advisory Board Community College Forum</i>	0.00	33,500.00	33,500.00
	22	Honors Transfer Council of California (HTCC)	120.00	120.00	0.00
	22	League for Innovation	2,925.00	2,925.00	0.00
	22	National Collegiate Honors Council (NCHC)	500.00	500.00	0.00
	22	Western Regional Honors Council (WRHC)	75.00	75.00	0.00
		<b>SUBTOTAL</b>	<b>3,920.00</b>	<b>37,645.00</b>	<b>33,725.00</b>
	<b>OFFICE OF THE ACADEMIC SENATE (23)</b>				
	23	Academic Senate for California Community Colleges (ASCCC)	2,800.00	2,800.00	0.00
		<b>SUBTOTAL</b>	<b>2,800.00</b>	<b>2,800.00</b>	<b>0.00</b>
	<b>OFFICE OF STUDENT SERVICES, OUTREACH AND COMMUNITY RELATIONS (24)</b>				
	24	Calif. Community College Chief Student Services Officers Association	300.00	300.00	0.00
	24	Calif. Community College Early Childhood Educators (CCCECE)	30.00	30.00	0.00
	24	Health Services Assoc. of the Calif. Community Colleges (HSACCC)	150.00	150.00	0.00
	24	National Association of Education for Young Children (NAEYC)	100.00	100.00	0.00
*	24	<i>Western Assoc. of Veteran Education Specialist (WAVES)</i>	0.00	75.00	75.00
		<b>SUBTOTAL</b>	<b>580.00</b>	<b>655.00</b>	<b>75.00</b>
	<b>OFFICE OF FINANCIAL AID (26)</b>				
*	26	<i>Western Assoc. of Veteran Education Specialist (WAVES) - moved to Div. 024</i>	75.00	0.00	(75.00)
	26	National Association Student Financial Aid Admin (NASFAA)	1,370.00	1,370.00	0.00
		<b>SUBTOTAL</b>	<b>1,445.00</b>	<b>1,370.00</b>	<b>(75.00)</b>
	<b>OFFICE OF ADMISSIONS &amp; RECORDS (30)</b>				
	30	American Association of Collegiate Registrars and Admission Officers (AACRAO)	1,015.00	1,015.00	0.00
	30	California Association of Community College Registrars and Adm. Officers (CACCRAO)	200.00	200.00	0.00
	30	National Association of Foreign Student Advisors (NAFSA)	390.00	390.00	0.00
		<b>SUBTOTAL</b>	<b>1,605.00</b>	<b>1,605.00</b>	<b>0.00</b>
	<b>OFFICE OF COMMUNITY ED (31)</b>				
	31	Association of Community & Continuing Education (ACCE)	160.00	160.00	0.00
	31	National College Testing Association (NCTA)	40.00	40.00	0.00
		<b>SUBTOTAL</b>	<b>200.00</b>	<b>200.00</b>	<b>0.00</b>



		July FY 14-15	January FY 14-15	Difference
	<b>OFFICE OF EXTENDED EDU (32)</b>			
32	NONE	0.00	0.00	0.00
	<b>SUBTOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>OFFICE OF SAFETY AND SECURITY (34)</b>			
34	California College and Universities Police Chief's Association (CCUPCA)	100.00	100.00	0.00
34	California Emergency Services Association (CESA)	175.00	175.00	0.00
34	California Public Parking Association	125.00	125.00	0.00
34	International Association of Law Enforcement Administration (IACLEA)	200.00	200.00	0.00
34	Orange County Training Managers Association (OCTMA)	100.00	100.00	0.00
	<b>SUBTOTAL</b>	<b>700.00</b>	<b>700.00</b>	<b>0.00</b>
	<b>OFFICE OF SUPPORTIVE SERVICES (35)</b>			
35	California Association for Post Secondary Education and Disability (CAPED)	240.00	240.00	0.00
	<b>SUBTOTAL</b>	<b>240.00</b>	<b>240.00</b>	<b>0.00</b>
	<b>OFFICE OF STUDENT DEVELOPMENT (36)</b>			
36	American Student Government Association	497.00	497.00	0.00
36	COSTCO	100.00	100.00	0.00
	<b>SUBTOTAL</b>	<b>597.00</b>	<b>597.00</b>	<b>0.00</b>
	<b>OFFICE OF LIBRARY SERVICES (37)</b>			
*	<b>37</b> Association of College and Research Libraries (ACRL) - move to Div. 071	110.00	0.00	(110.00)
*	<b>37</b> California Library Association (CLA) - move to Div. 071	150.00	0.00	(150.00)
*	<b>37</b> College Reading and Learning Association (CRLA) - move to Div. 071	50.00	0.00	(50.00)
*	<b>37</b> Council of Chief Librarians (CCL) - move to Div. 071	150.00	0.00	(150.00)
*	<b>37</b> American Library Association (ALA) - move to Div. 071	500.00	0.00	(500.00)
	<b>SUBTOTAL</b>	<b>960.00</b>	<b>0.00</b>	<b>(960.00)</b>
	<b>TECHNOLOGY SERVICES (41)</b>			
41	California Educational Technology Professionals (CETPA)	90.00	90.00	0.00
41	Directors of Educational Technology (DET/CHE)	75.00	75.00	0.00
41	Project Management Institute (PMI)	139.00	139.00	0.00
	<b>SUBTOTAL</b>	<b>304.00</b>	<b>304.00</b>	<b>0.00</b>
	<b>SCHOOL OF FINE ARTS (70)</b>			
70	American Association of Museums (AAM)	350.00	350.00	0.00
*	<b>70</b> American College Dance Festival Association (ACDFA) (2yr. memb.)	0.00	250.00	250.00
70	United States Institute of Theatre Technology (USITT)	180.00	180.00	0.00
70	College Art Association (CAA)	375.00	375.00	0.00
	<b>SUBTOTAL</b>	<b>905.00</b>	<b>1,155.00</b>	<b>250.00</b>
	<b>SCHOOL OF LANGUAGE AND LEARNING RESOURCES (71)</b>			
*	<b>71</b> American Library Association (ALA) - move from Div. 037	0.00	500.00	500.00
*	<b>71</b> Association of College and Research Libraries (ACRL) - move from Div. 037	0.00	110.00	110.00
*	<b>71</b> California Library Association (CLA) - move from Div. 037	0.00	150.00	150.00
*	<b>71</b> California Teachers of English to Speakers of Other Languages - move from 074	0.00	50.00	50.00
*	<b>71</b> College Reading and Learning Association (CRLA) - move from Div. 037	0.00	50.00	50.00
*	<b>71</b> Council of Chief Librarians (CCL) - move from Div. 037	0.00	150.00	150.00
*	<b>71</b> Teachers of English to Speakers of Other Languages (TESOL) - move from 074	0.00	120.00	120.00
	<b>SUBTOTAL</b>	<b>0.00</b>	<b>1,130.00</b>	<b>1,130.00</b>



		July FY 14-15	January FY 14-15	Difference
<b>SCHOOL OF BUSINESS SCIENCE (72)</b>				
72	Academy of Legal Studies in Business (ALSB)	60.00	60.00	0.00
72	American Association for Paralegal Education	450.00	450.00	0.00
72	American Management Association (AMA)	250.00	250.00	0.00
72	California Association for Local Economic Development (ASL)	80.00	80.00	0.00
72	Center for Computer Assisted Legal Instruction	250.00	250.00	0.00
72	Cisco Consortium	300.00	300.00	0.00
*	<b>72 Information Systems Security Associations (ISSA of OC)</b>	<b>0.00</b>	<b>110.00</b>	<b>110.00</b>
72	National Association for Community College Entrepreneurship (NACCE)	750.00	750.00	0.00
72	Orange County Legal Secretaries Association (OCLSA)	50.00	50.00	0.00
73	Orange County Paralegal Association (OCPA)	60.00	60.00	0.00
72	Society for Human Resources Management (SHRM)	180.00	180.00	0.00
72	Web Professional.org	49.00	49.00	0.00
SUBTOTAL		2,479.00	2,589.00	110.00
<b>SCHOOL OF GUIDANCE AND COUNSELING (73)</b>				
73	National Association of Colleges & Employers (NACE)	400.00	400.00	0.00
73	Southern California Intersegmental Articulation Council (SCIAC)	75.00	75.00	0.00
73	South Coast Higher Education Council (SCHEC)	50.00	50.00	0.00
SUBTOTAL		525.00	525.00	0.00
<b>SCHOOL OF HUMANITIES (74)</b>				
74	American Historical Association (AHA)	140.00	140.00	0.00
*	<b>74 Calif. Teachers of English to Speakers of Other Languages (CATESOL) - move to 071</b>	<b>50.00</b>	<b>0.00</b>	<b>(50.00)</b>
74	Community College Humanities Association (CCHA)	300.00	300.00	0.00
74	English Council of California Two Year Colleges (ECCTYC)	105.00	105.00	0.00
74	International Writing Centers Association	200.00	200.00	0.00
74	Organization of American Historians (OAH)	140.00	140.00	0.00
*	<b>74 Society for Cinema &amp; Media Services</b>	<b>0.00</b>	<b>300.00</b>	<b>300.00</b>
*	<b>74 Teachers of English to Speakers of Other Languages (TESOL) - move to 071</b>	<b>120.00</b>	<b>0.00</b>	<b>(120.00)</b>
SUBTOTAL		1,055.00	1,185.00	130.00
<b>SCHOOL OF LIFE SCIENCES &amp; TECHNOLOGIES (76)</b>				
76	Association for the Advancement of Sustainability in Higher Education (AASHE)	280.00	280.00	0.00
76	Association for Biology Laboratory Education (ABLE)	200.00	200.00	0.00
SUBTOTAL		480.00	480.00	0.00
<b>SCHOOL OF KINESIOLOGY, HEALTH &amp; ATHLETICS (77)</b>				
77	American Volleyball Coaches Association Women (AVCA)	155.00	155.00	0.00
*	<b>77 California Community College Athletic Association (CCCCAA)</b>	<b>6,750.00</b>	<b>7,250.00</b>	<b>500.00</b>
77	California Community College Athletic Directors Association (CCCADA)	100.00	100.00	0.00
77	California Community College Coaches Association - Baseball	115.00	115.00	0.00
*	<b>77 California Community College Coaches Association - Men's Basketball</b>	<b>300.00</b>	<b>325.00</b>	<b>25.00</b>
77	California Community College Coaches Association - Women's Basketball	200.00	200.00	0.00
77	California Community College Counselors/Advisors Academic Association for Athletics (CCCC/AAAA)	125.00	125.00	0.00
*	<b>77 CCC Badminton Coaches Association Women's (CCCWBCA)</b>	<b>100.00</b>	<b>150.00</b>	<b>50.00</b>
77	CCC Golf Coaches Association (CCCGCA)	150.00	150.00	0.00
77	CCC Ladies Golf Coaches Association (CCCLGCA)	150.00	150.00	0.00
77	CCC Men's Volleyball Coaches Association (CCCMVCA)	150.00	150.00	0.00
77	CCC Soccer Coaches Association (Men and Women) (CCCSA)	150.00	150.00	0.00
77	CCC Tennis Coaches Association (Men & Women)	50.00	50.00	0.00
*	<b>77 CCC Women's Volleyball Coaches Association (CCCWVCA)</b>	<b>175.00</b>	<b>125.00</b>	<b>(50.00)</b>
*	<b>77 Intercollegiate Tennis Association Men's and Women's ITA- Team</b>	<b>340.00</b>	<b>350.00</b>	<b>10.00</b>
*	<b>77 National Athletic Trainers Association (NATA)</b>	<b>458.00</b>	<b>538.00</b>	<b>80.00</b>
*	<b>77 National Association of Two Year College Athletic Administrators (NATYCAA)</b>	<b>100.00</b>	<b>100.00</b>	<b>0.00</b>
77	National Soccer Coaches Association of America (Men & Women-College Svcs)	410.00	410.00	0.00
77	Orange Empire Conference (OEC)	5,500.00	5,500.00	0.00
77	Women's Basketball Coaches Association (WBCA)	130.00	130.00	0.00
SUBTOTAL		15,608.00	16,223.00	615.00



		July FY 14-15	January FY 14-15	Difference
<b>SCHOOL OF PHYSICAL SCIENCES &amp; TECHNOLOGIES (78)</b>				
78	American Association of Physics Teachers (AAPT)	185.00	185.00	0.00
78	American Chemical Society (ACS)	151.00	151.00	0.00
78	Orange County Astronomers Association (OCA)	57.00	57.00	0.00
SUBTOTAL		393.00	393.00	0.00
<b>SCHOOL OF CAREER TECH EDUCATION AND WORKFORCE DEVELOPMENT (80)</b>				
*	80 American Society for Training and Development (ASTD) - name change to ATD	255.00	0.00	(255.00)
*	80 Association for Talent Development (ATD) - name change from ASTD	0.00	349.00	349.00
*	80 California Community College Association for Occupational Education (CCCAOE)	45.00	0.00	(45.00)
*	80 California Internship & Work Experience Association (CIWEA)	150.00	200.00	50.00
*	80 National Association of Colleges & Employers	0.00	425.00	425.00
SUBTOTAL		450.00	974.00	524.00
<b>SCHOOL OF MATHEMATIC, COMPUTER SCIENCE AND ENGINEERING (81)</b>				
81	No current memberships	0.00	0.00	0.00
SUBTOTAL		0.00	0.00	0.00
<b>TOTAL IRVINE VALLEY COLLEGE MEMBERSHIPS</b>		<b>78,143.00</b>	<b>116,870.00</b>	<b>38,727.00</b>

\* Changes from July 2014 list.



**TO:** Board of Trustees

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

**RE:** SOCCCD: Academic Year 2015-2016 Non-Resident Tuition Fees for Foreign & Out-of-State Students

**ACTION:** Approval

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### **BACKGROUND**

The California Education Code, Section 76140, requires each community college district of the state to establish a non-resident tuition fee no later than February 1 for the succeeding fiscal year. This rate is based on the expense of education per FTES for the previous fiscal year, modified by the projected increase in the U.S. Consumer Price Index for the current year and the year in which the fee will be in effect. The District may also set this fee below the calculated fee, but no less than the statewide average fee, or at a level not to exceed a contiguous district's established fee. The current fiscal year non-resident tuition fee is \$193 per unit.

Pursuant to Education Code Section 76141, a district may also charge nonresident students a capital outlay fee. Revenue derived from this fee shall be expended for purposes of capital outlay, maintenance, and equipment. Any fee charged pursuant to this section is limited by the following: 1) the amount that was expended by the district for capital outlay in the preceding fiscal year divided by the total full-time equivalent students of the district in the preceding year; OR 2) 50% of the 2014-2015 nonresident tuition fee adopted pursuant to EC 76140. The current fiscal year capital outlay fee is \$21 per semester unit.

In addition to the non-resident tuition fee, Chapter 170, Statutes of 1992, also added Education Code Section 76142, which authorized districts to charge non-resident applicants a processing fee not to exceed the lesser of: the actual cost of processing an application and other documentation required by the federal government, OR \$100, which may be deducted from the tuition fee at the time of enrollment. The fee is non-refundable if students fail to enroll subsequent to making an application for enrollment. The current fiscal year application fee is \$54. A report of estimated non-resident related fees was presented to the Board of Trustees at the November 25, 2013 board meeting.

### **STATUS**

The District rate for the 2015-2016 academic year may be established under one of seven prescribed options: the statewide average cost; the District average cost; the District average cost with 10% or more noncredit FTES; fee of a contiguous district; a rate that is no more than the District average cost but no less than statewide average cost as shown in EXHIBIT A, Non-Resident Tuition Fee Worksheet; highest years statewide average tuition; and no more than 12 comparable states' average tuition.



The statewide rate, representing the average statewide projected cost of education students is \$200 per semester unit; the calculated District rate is \$198 per semester unit; and the highest years statewide average tuition is \$200. The additional amount for capital outlay that can be levied under ECS 76141 is \$42 per semester unit. The actual document processing application fee has been calculated at \$67 as shown in EXHIBIT A.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt a 2015-2016 non-resident tuition fee of \$200 per semester unit based on the "Statewide average cost" option. It is further recommended to increase the capital outlay fee authorized by ECS 76141 to the calculated \$42 per semester unit rate based on capital outlay and maintenance needs of the colleges, and maintain the current \$54 per semester application fee as authorized by ECS 76142.



# California Community Colleges

## 2015-16 NONRESIDENT FEES WORKSHEET

EXHIBIT A  
PAGE 1 OF 3

### NONRESIDENT TUITION FEE CALCULATIONS FOR OPTIONS 1 THROUGH 7

2014-15 NONRESIDENT TUITION FEE (EC 76140)	(Col. 1) Statewide	(Col. 2) District	(Col. 3) 10% or More Noncredit FTES
<b>A. Expense of Education for Base Year</b> (2013-14 CCFS 311, Expenditures by Activity Report, AC 0100-6700, Cols: 1-3)	\$6,692,314,329	\$150,197,185	\$ _____
<b>B. Annual Attendance FTES</b> (2013-14 Recalc)	<u>1,167,090</u>	<u>26,398</u>	_____
<b>C. Average Expense of Education per FTES</b> (A ÷ B)	<u>\$5,734</u>	<u>\$5,690</u>	\$ _____
<b>D. U.S. Consumer Price Index Factor</b> (2 years)	x <u>1.044</u>	x <u>1.044</u>	<u>x 1.031</u>
<b>E. Average Cost per FTES for Tuition Year</b> (C x D)	<u>\$5,986</u>	<u>\$5,940</u>	\$ _____
<b>F. Average Per Unit Nonresident Cost – Semester (Qtr)</b>	<u>\$200</u> ( <del>\$133</del> )	<u>\$198</u>	\$ _____
<b>G. Statewide average – Semester (Qtr)</b>	<u>\$200</u> ( <del>\$133</del> )	<u>\$200</u>	\$ _____
<b>H. Comparable 12 state average – Semester (Qtr)</b>	<u>\$380</u> ( <del>\$253</del> )	<u>\$380</u>	\$ _____

**Annual Attendance FTES** includes all student contact hours of attendance in credit and noncredit courses for resident students, nonresident students and apprentices; however apprentice hours are divided by 525 to compute an FTES equivalent. Round tuition fee to the nearest dollar.

**Column 3** is an option for use by a district with ten percent or more noncredit FTES (*Section 76140(e)(1)(A)*). If your district qualifies, then fill out this column with noncredit FTES and noncredit expense of education data excluded.

### NONRESIDENT TUITION FEE CALCULATIONS FOR OPTIONS 6 OR 7

**Option 6 ‘Highest Years Statewide Average Tuition’.** Use the greater of the succeeding year, the current year or any of the four prior year’s statewide average nonresident tuition fee calculation, which is \$200 per semester unit.

**Option 7 ‘No more than 12 Comparable States Average Tuition’.** No greater than the 2013-14 average nonresident tuition fee of public community colleges in a minimum of 12 states comparable to California in cost of living. This average is calculated to be \$380 per semester unit.

**Requirement for Use of Option 6 or 7:** The additional revenue generated by the increased nonresident tuition permitted under options 6 or 7 shall be used to expand and enhance services to resident students (*EC 76140(e)(2)*). Districts meeting one or more criteria below shall be considered in compliance with the requirements of *EC 76140(e)(2)*. Please check all that apply:

- ☐ Revenue from nonresident tuition was less than 5% of total general fund revenue.
- ☐ Actual resident FTES was greater than funded resident FTES.
- ☐ Percent expenditures for counseling and student services were greater than statewide average (AC 6300 plus 6400 divided by AC 0100-6700, Cols. 1-3).
- ☐ Percent expenditures for instructional services were greater than statewide average (AC 0100-5900 divided by AC 0100-6700, Cols. 1-3).



**NONRESIDENT CAPITAL OUTLAY FEE (ECS 76141)**

EXHIBIT A  
PAGE 2 OF 3

The district governing board at its January 26, 2015 meeting adopted a **nonresident tuition fee** of \$ 200 per semester unit.

Basis for adoption is (*place an X in one box only*).

<input checked="" type="checkbox"/>	1. Statewide average cost, per column 1.
<input type="checkbox"/>	2. District average cost, per column 2.
<input type="checkbox"/>	3. District average cost with 10% or more noncredit FTES, per column 3.
<input type="checkbox"/>	4. Contiguous district. _____ . ( <i>Specify district and its fee</i> ).
<input type="checkbox"/>	5. No more than district average cost (Col. 2 or 3); no less than statewide average cost.
<input type="checkbox"/>	6. Statewide average cost, from 2013-14 (\$200 per semester unit; \$133 per quarter unit).
<input type="checkbox"/>	7. No more than average tuition of 12 states with cost of living comparable to California.

---

**NONRESIDENT CAPITAL OUTLAY FEE (EC 76141)**

For districts electing to charge a **capital outlay fee** to **any** nonresident student, please compute this fee as follows:

- a. Capital Outlay expense for 2013-14 \$33,237,780
- b. FTES for 2013-14 26,398
- c. Capital outlay expense per FTES (*line a divided by line b*) \$1,259
- d. Capital Outlay Fee per unit:
  - 1. Per semester unit (*line c divided by 30 units*) \$42

**OR**

- 2. Per quarter unit (*line c divided by 45 units*) \_\_\_\_\_
- e. 2015-16 Nonresident Student Capital Outlay Fee (*the lesser of line d **OR** 50% of adopted 2014-15 Nonresident Tuition Fee*) \$42

The district governing board at its January 26, 2015 meeting adopted a **nonresident capital outlay fee** of \$42 per semester unit.

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**Upon adoption of nonresident tuition and/or capital outlay fees by your district governing board by February 1, 2015, please submit a copy of this report by February 13, 2015 to:**

California Community Colleges Chancellor's Office  
Fiscal Services Unit  
1102 Q Street, 4<sup>th</sup> Floor  
Sacramento, CA 95811-6549 FAX (916) 323-3057

District **South Orange County Community College District**

Contact Person **Debra Fitzsimons**

Phone Number & email **949-582-4664 / dfitzsimons@socccd.edu**



**2015/16  
Capital Outlay Fee Calculation \*  
E.C.S. 76142**

A. Total Capital Outlay 2013-2014	\$ 33,237,780
B. FTES for 2013-2014	26,398
C. Foreign Student Charge per Academic Year (A / B)	\$ 1,259
D. Calculated 2015/16 Capital Outlay Fee, per unit (C / 30)	\$ 42
<b>E. Capital Outlay Fee, per unit Recommended **</b>	<b>\$ 42</b>

**2015/16  
Application Fee Calculation  
E.C.S. 76142**

A. Admissions & Records Operating Expense for 2013/14 (per CCFS-311, A.C. 6200)	\$ 3,549,594
B. FTES for 2013-2014	26,398
C. Student cost per academic year (A / B)	\$ 134
D. Calculated 2015/16 Application fee, per semester (C / 2)	\$ 67
<b>E. Application fee, per semester Recommended **</b>	<b>\$ 54</b>

**Comparison of Non-Resident Fees**

	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016***</u>
Non-Resident Tuition	\$ 179	\$ 190	\$ 193	\$ 200
Capital Outlay Fee	\$ 32	\$ 33	\$ 21	\$ 42
Application Fee	\$ 54	\$ 54	\$ 54	\$ 54

\* This portion of the Ed Code was amended by AB 947 (Chapter 377, statutes of 2009) to now charge this capital outlay fee to **ANY** nonresident student - **except** for "AB 540" students, who will continue to be exempt from this fee. AB 947 deleted the condition that a nonresident student capital fee will be charged **only** to nonresidents that were citizens and residents of a foreign country.

\*\*\* SUGGESTED 2015/16 FEES



**TO:** Board of Trustees

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

**RE:** SOCCCD: Saddleback College Sciences Building Project, Architectural Agreement Amendment No. 4, Dougherty & Dougherty Architects, LLP

**ACTION:** Approval

---

### **BACKGROUND**

On February 28, 2011, the Board of Trustees approved an agreement with Dougherty & Dougherty Architects, LLP to provide architectural services for the Sciences Building project at Saddleback College for \$2,604,000. On April 30, 2012, April 29, 2013, and August 26, 2013 the Board approved amendments equaling a new contract amount of \$2,665,000.

### **STATUS**

Additional architectural services are needed for the design and DSA approval of remedial fixes to pile foundations and are beyond the original agreement. The district will back charge the contractor for the additional engineering fees, for which they are responsible.

Staff recommends approval of additional architectural services for an amount of \$26,647.50 and a revised contract amount of \$2,691,647.50.

Basic aid funds are available in the project budget which is \$58,835,000.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Amendment No. 4, (EXHIBIT A), to Dougherty & Dougherty Architects, LLP, for an amount of \$26,647.50 with the revised contract amount of \$2,691,647.50 for the Sciences Building project at Saddleback College.



**TO:** Board of Trustees

**FROM:** Gary

**RE:** SOCC Agree **Item 5.16 (cover sheet) and Exhibit A** have been revised. New pages were submitted at the board meeting and have been included as part of the agenda. Project, Architectural ty Architects, LLP

**ACTION:** Approval

---

### **BACKGROUND**

On February 28, 2011, the Board of Trustees approved an agreement with Dougherty & Dougherty Architects, LLP to provide architectural services for the Sciences Building project at Saddleback College for \$2,604,000. On April 30, 2012, April 29, 2013, and August 26, 2013 the Board approved amendments equaling a new contract amount of \$2,665,000.

### **STATUS**

Additional architectural services are needed for the design and DSA approval of remedial fixes to pile foundations and are beyond the original agreement. The district will back charge the contractor for the additional engineering fees, for which they are responsible.

Staff recommends approval of additional architectural services for an amount of \$26,647.50 and a revised contract amount of \$2,691,647.50.

Basic aid funds are available in the project budget which is \$58,835,000.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Amendment No. 4, (EXHIBIT A), to Dougherty & Dougherty Architects, LLP, for an amount of \$26,647.50 with the revised contract amount of \$2,691,647.50 for the Sciences Building project at Saddleback College.

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



## **REVISED ITEM**

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 5.16**

**DATE: 1/26/15**

**TO:** Board of Trustees

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

**RE:** SOCCCD: Saddleback College Sciences Building Project, Architectural Agreement Amendment No. 4, Dougherty & Dougherty Architects, LLP

**ACTION:** Approval

---

### **BACKGROUND**

On February 28, 2011, the Board of Trustees approved an agreement with Dougherty & Dougherty Architects, LLP to provide architectural services for the Sciences Building project at Saddleback College for \$2,604,000. On April 30, 2012, April 29, 2013, and August 26, 2013 the Board approved amendments equaling a new contract amount of \$2,665,000.

### **STATUS**

Additional architectural services are needed for the design and DSA approval of remedial fixes to pile foundations and are beyond the original agreement. The district will back charge the contractor for the additional engineering.

Staff recommends approval of additional architectural services for an amount of \$35,932.50 and a revised contract amount of \$2,700,932.50.

Basic aid funds are available in the project budget which is \$58,835,000.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Amendment No. 4, (EXHIBIT A), to Dougherty & Dougherty Architects, LLP, for an amount of \$35,932.50 with the revised contract amount of \$2,700,932.50 for the Sciences Building project at Saddleback College.

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



**AMENDMENT NO. 4  
TO ARCHITECTURAL SERVICES AGREEMENT  
SCIENCES BUILDING  
SADDLEBACK COLLEGE**

**January 26, 2015**

**THIS AMENDMENT** shall modify the original agreement dated March 1, 2011, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and **DOUGHERTY & DOUGHERTY ARCHITECTS, LLP**, 3194 Airport Loop Road, Costa Mesa, California, 92626, hereinafter referred to as "CONSULTANT."

**WHEREAS**, Article 10.15, of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

**WHEREAS**, Article 8, establishes the compensation of the agreement at \$2,604,000.00; and

**WHEREAS**, the scope of services has been increased to include additional engineering services; and

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

1. Article 8, of the agreement shall be modified as follows: "The DISTRICT" shall compensate the "CONSULTANT" for services described in the original agreement and services required to include additional engineering services and as follows:

ORIGINAL AGREEMENT AMOUNT:	\$2,604,000.00
AMENDMENT NO. 1:	17,000.00
AMENDMENT NO. 2:	27,500.00
AMENDMENT NO. 3	16,500.00
<b>AMENDMENT NO. 4</b>	<b><u>26,647.50</u></b>
REVISED CONTRACT AMOUNT:	<b>\$2,691,647.50</b>

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

"DISTRICT"  
South Orange County Community College District

"CONSULTANT"  
Dougherty & Dougherty Architects, LLP

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

By: \_\_\_\_\_  
Brian Paul Dougherty  
Owner

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

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



**AMENDMENT NO. 4  
TO ARCHITECTURAL SERVICES AGREEMENT**

**Item 5.16 (cover sheet) and Exhibit A**  
have been revised. New pages were  
submitted at the board meeting and have  
been included as part of the agenda.

**THIS AMEN** March 1, 2011, by and  
between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter  
referred to as "DISTRICT," and **DOUGHERTY & DOUGHERTY ARCHITECTS, LLP**,  
3194 Airport Loop Road, Costa Mesa, California, 92626, hereinafter referred to as  
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**WHEREAS**, Article 10.15, of the original agreement establishes that it may be amended  
in writing by mutual consent of both parties; and

**WHEREAS**, Article 8, establishes the compensation of the agreement at \$2,604,000.00;  
and

**WHEREAS**, the scope of services has been increased to include additional engineering  
services; and

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

1. Article 8, of the agreement shall be modified as follows: "The DISTRICT" shall  
compensate the "CONSULTANT" for services described in the original agreement  
and services required to include additional engineering services and as follows:

ORIGINAL AGREEMENT AMOUNT:	\$2,604,000.00
AMENDMENT NO. 1:	17,000.00
AMENDMENT NO. 2:	27,500.00
AMENDMENT NO. 3	16,500.00
AMENDMENT NO. 4	<u>26,647.50</u>
REVISED CONTRACT AMOUNT:	<b>\$2,691,647.50</b>

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

**"DISTRICT"**

South Orange County Community College District

**"CONSULTANT"**

Dougherty & Dougherty Architects, LLP

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

By: \_\_\_\_\_  
Brian Paul Dougherty  
Owner

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

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



**REVISED ITEM**

**AMENDMENT NO. 4  
TO ARCHITECTURAL SERVICES AGREEMENT  
SCIENCES BUILDING  
SADDLEBACK COLLEGE**

**January 26, 2015**

**THIS AMENDMENT** shall modify the original agreement dated March 1, 2011, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and **DOUGHERTY & DOUGHERTY ARCHITECTS, LLP**, 3194 Airport Loop Road, Costa Mesa, California, 92626, hereinafter referred to as "CONSULTANT."

**WHEREAS**, Article 10.15, of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

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ORIGINAL AGREEMENT AMOUNT:	\$2,604,000.00
AMENDMENT NO. 1:	17,000.00
AMENDMENT NO. 2:	27,500.00
AMENDMENT NO. 3	16,500.00
<b>AMENDMENT NO. 4</b>	<b><u>35,932.50</u></b>
REVISED CONTRACT AMOUNT:	<b>\$2,700,932.50</b>

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

"DISTRICT"

South Orange County Community College District

"CONSULTANT"

Dougherty & Dougherty Architects, LLP

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

By: \_\_\_\_\_  
Brian Paul Dougherty  
Owner

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

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



**TO:** Board of Trustees

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

**RE:** 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  
January 26, 2015

**IRVINE VALLEY COLLEGE**

<b>Gift</b>	<b>Donated By:</b>
Toys & gift card	Rebecca Groff
Classroom supplies	Stephen Rochford
Clothing & toys	Sandy Rushing & Gail Polak
Gift cards	Sharon Louie
Toys & gift card	Toni Fuentes
Toys	Julie Scholl
Toys & gift card	Beatrice Tseng
Hair product and service gift basket	Advance Beauty College
Gift cards	Balboa Fun Ride Zone
Gift passes	Aquarium of the Pacific
Ticket vouchers	South Coast Repertory
Gift card	Famous Dave's BBQ
Gift card	Massage Envy Spa
Gift certificates	Irvine Lanes
Gift cards	In N Out Burger
Gifts cards	California Pizza Kitchen
Gift card	Costco Wholesale
Gift cards	Ross Stores, Inc.
Gift cards	Marie Callender's Restaurants
Gift card	Wal-Mart
Gift passes	Alpine Slide
Gift cards	Dave & Buster's
Gift card	Island's Fine Burger & Drinks
Gift certificate	Bluewater Grill Seafood



DONATIONS  
January 26, 2015

Gift card	Target
Gift card	Cheesecake Factory
Gift card	Black Angus

**SADDLEBACK COLLEGE**

<b>Gift</b>	<b>Donated By:</b>
Theatre costumes	Kathy Douglas
Audio equipment	Global Jump
Eberbach Corp. wooden cabinets	Dwight Mudry
Photography equipment	James O'Roark
Printing press	Edwin Weseloh
Allen Organ	Patti Spencer
Book donation	Ana Maria Cobos
Book donation	Cheryl Attman
Book donation	Isabel Cobos-Houser
Book donation	Vaughn Babcock
Book donation	Margaret Montgomery
Book donation	Diane Dale
Book donation	Kathleen Lynch
Book donation	Professor Josephine LaLommare
Book donation	Vaughn Babcock



**TO:** Board of Trustees

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

**RE:** SOCCCD: Payment of Bills

**ACTION:** Ratification

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**BACKGROUND**

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

**STATUS**

Checks No. 188012 through 189010 processed through the Orange County Department of Education, totaling \$9,145,801.33; and Checks No. 011318 through 011349 processed through Saddleback College Community Education, totaling \$135,648.17; and Checks No. 009343 through 009351, processed through Irvine Valley College Community Education, totaling \$24,012.51 are submitted for the approval of the Board of Trustees.

**RECOMMENDATION**

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



Checks Dated 11/24/2014 through 01/06/2015

Check Number	Check Date	Pay to the Order of	Check Amount
188012	11/24/2014	KARYN PERUGINI BOWER	471.52
188013	11/24/2014	TOD A. BURNETT	286.20
188014	11/24/2014	EDWARD GRIJALVA	149.00
188015	11/24/2014	CAROL HILTON	2,104.81
188016	11/24/2014	LUCAS OCHOA	110.00
188017	11/24/2014	KEITH SHACKLEFORD	477.76
188018	11/24/2014	CHRISTINA SMITH	864.58
188019	11/24/2014	ROSIE AGUILAR	329.36
188020	11/24/2014	EMCOR/Mesa Energy Systems	985.00
188021	11/24/2014	ENAMIX, INC.	1,264.41
188022	11/24/2014	HARBOR CONSTRUCTION CO., INC.	229,842.52
188023	11/24/2014	JACKSON, DE MARCO, TIDUS, & PECKENPAUGH	29,451.38
188024	11/24/2014	CANDACE KINCAID	329.30
188025	11/24/2014	MC KENNA LONG & ALDRIDGE, LLP	161.00
188026	11/24/2014	FRANCES MILLER	200.55
188027	11/24/2014	KATHRYN NUNEZ	287.85
188028	11/24/2014	PRESIDIO NETWORKED SOLUTIONS	165,000.00
188029	11/24/2014	QUEZADA PRO LANDSCAPE, INC.	14,450.00
188030	11/24/2014	S & B FOODS CATERING DIVISION	269.04
188031	11/24/2014	SWINERTON BUILDERS	1,283,696.05
188032	11/25/2014	AT & T	27.85
188033	11/25/2014	FOUND. FOR CA COMMUNITY COLL. ATTN: FINANCE DEPT.	225.00
188034	11/25/2014	FOUND. FOR CA COMMUNITY COLL. ATTN: FINANCE DEPT.	225.00 *
Cancelled on 12/18/2014, Cancel Register # AP12182014C			
188035	11/25/2014	HAITBRINK ASPHALT PAVING, INC.	21,395.00
188036	11/25/2014	HARDY DIAGNOSTICS	37.26
188037	11/25/2014	HIGHER ONE INC.	778.40
188038	11/25/2014	HORIZON	186.36
188039	11/25/2014	INTERMOUNTAIN LOCK & SECURITY SUPPLY, INC.	18,957.92
188040	11/25/2014	EFAX CORPORATE c/o J2 GLOBAL, INC.	151.30
188041	11/25/2014	JOHNSTONE SUPPLY	13.06
188042	11/25/2014	JUNIOR'S GOLF CARTS	520.39
188043	11/25/2014	J.W. PEPPER & SON, INC.	678.98
188044	11/25/2014	SAN JOSE MARRIOTT	500.93
188045	11/25/2014	MC CALLUM GROUP, INC.	4,000.00
188046	11/25/2014	MICRO CENTER A/R	140.38
188047	11/25/2014	MIKE BROWN GRANDSTANDS, INC.	750.00
188048	11/25/2014	MILLENNIUM BUSINESS SERVICES Marty Cohn	496.80
188049	11/25/2014	KATHRYN MILOSTAN-EGUS	32.50
188050	11/25/2014	MITCHELL1	1,456.92
188051	11/25/2014	MULTI-LITE USA, INC.	224.62
188052	11/25/2014	MUSIC THEATRE INTERNATIONAL	156.00
188053	11/25/2014	NAT'L ATHLETIC TRAINERS ASSN	538.00
188054	11/25/2014	NAT'L LEAGUE FOR NURSING	1,655.00
188055	11/25/2014	NEW ALTERNATIVES, INC.	600.00
188056	11/25/2014	NUB GAMES, INC.	360.00
188057	11/25/2014	O'REILLY AUTO PARTS	20.09

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

ESCAPE **NONLINE**

Page 1 of 23



Checks Dated 11/24/2014 through 01/06/2015

Check Number	Check Date	Pay to the Order of	Check Amount
188058	11/25/2014	OC TREASURER-TAX COLLECTOR	210.00
188059	11/25/2014	OC TREASURER-TAX COLLECTOR REVENUE RECOVERY/	322.35
188060	11/25/2014	POSTMASTER	1,134.00
188061	11/25/2014	REGENTS OF UNIVERSITY OF CALIFORNIA IRVINE	2,484.00
188062	11/25/2014	ROTO-ROOTER SERV. & PLUMBING HOFFMAN SOUTHWEST CORP	514.58
188063	11/25/2014	S & B FOODS CATERING DIVISION	81.00
188064	11/25/2014	SAFEWAY, INC.	106.20
188065	11/25/2014	SO. ORANGE CO. COMM. COL.DIST	2,594.00
188066	11/25/2014	STEVE TEH	277.50
188067	11/25/2014	JACOBSEN WEST	93.35
188068	11/25/2014	THORLABS, INC.	701.65
188069	11/25/2014	EDWIN TIONGSON	192.60
188070	11/25/2014	TRU-STONE TECHNOLOGIES INC	1,415.00
188071	11/25/2014	VERIZON	321.76
188072	11/25/2014	XPEDX	285.22
188073	11/25/2014	YALE/CHASE EQUIPMENT AND SERVICES, INC.	1,227.24
188074	11/25/2014	SAFEWAY, INC.	512.76
188075	12/01/2014	KEVIN M. DALLA BETTA	15.12
188076	12/01/2014	JOHN DEERE LANDSCAPES, INC.	5,835.81
188077	12/01/2014	FRED PRYOR SEMINARS	149.00
188078	12/01/2014	GOODWILL INDUSTRIES OF ORANGE COUNTY	1,065.00
188079	12/01/2014	W. W. GRAINGER	72.01
188080	12/01/2014	HACH COMPANY	7,619.34
188081	12/01/2014	HEWLETT PACKARD	967.29
188082	12/01/2014	HI-POD	3,038.84
188083	12/01/2014	INTERMOUNTAIN LOCK & SECURITY SUPPLY, INC.	4,339.40
188084	12/01/2014	IRVINE RANCH WATER DIST.	314.37
188085	12/01/2014	ISLAND PROMOTIONAL PRODUCTS	475.55
188086	12/01/2014	J. HARMON CONSTRUCTION INC.	845.00
188087	12/01/2014	JERRY'S ARTARAMA	386.71
		Unpaid Sales Tax	30.94
		Expensed Amount	417.65
188088	12/01/2014	GRP2 UNIFORMS, INC. KEYSTONE UNIFORMS OC	32.37
188089	12/01/2014	EUGENIA KIM	250.84
188090	12/01/2014	ASHLEY KREDEL	17.27
188091	12/01/2014	GARY I. KUSUNOKI	370.00
188092	12/01/2014	LAGUNA GRAPHIC ARTS, INC.	51.12
188093	12/01/2014	MAIN GRAPHICS	373.68
188094	12/01/2014	JUNE MC LAUGHLIN	250.00
188095	12/01/2014	McLOGAN SUPPLY COMPANY, INC.	4,854.60
188096	12/01/2014	CLIFFORD MEYER	156.22
188097	12/01/2014	MARCIA MILCHIKER	48.99
188098	12/01/2014	MITY-LITE, INC.	749.23
188099	12/01/2014	BRIAN MONACELLI	46.18
188100	12/01/2014	MONOPRICE, INC.	66.71
188101	12/01/2014	NCMPR	150.00
188102	12/01/2014	NEW YORK TIMES	18.36

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

ESCAPE 

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Checks Dated 11/24/2014 through 01/06/2015

Check Number	Check Date	Pay to the Order of	Check Amount
188103	12/01/2014	CHARLOTTE NISSER	1,561.86
188104	12/01/2014	OC TREASURER-TAX COLLECTOR	425.70
188105	12/01/2014	ORANGE CO. COMMERCIAL PRINTING	1,004.00
188106	12/01/2014	OCEANSIDE PHOTO & TELESCOPE	4,759.62
188107	12/01/2014	ANDREW PARK	200.00
188108	12/01/2014	LILIANN PEREZ-STROUD	120.00
188109	12/01/2014	PHARMEDIX	253.79
188110	12/01/2014	POSTMASTER	3,205.00
188111	12/01/2014	MELISSA PRICHARD	120.00
188112	12/01/2014	QUICK CAPTION	3,402.00
188113	12/01/2014	SPORTSPAGE	12,298.18
188114	12/01/2014	KAREN TAYLOR	23.52
188115	12/01/2014	VEOLIA ENERGY NORTH AMERICA HOLDINGS INC	242,181.00
188116	12/01/2014	ROBERT WADDINGTON	120.00
188117	12/02/2014	AAA ACCESS SMOG	100.00
188118	12/02/2014	AGUINAGA GREEN, INC.	853.20
188119	12/02/2014	AIRGAS NATIONAL CARBONATION	239.32
188120	12/02/2014	ALLIEDBARTON SECURITY SERVICES	2,128.64
188121	12/02/2014	APPERSON	75.71
188122	12/02/2014	JACK APPLEMAN	158.41
188123	12/02/2014	AT&T	50.03
188124	12/02/2014	JUAN AVALOS	547.62
188125	12/02/2014	AIRPORT VAN RENTAL	1,160.64
188126	12/02/2014	B & H PHOTO VIDEO REMITTANCE PROCESSING	4,679.34
			Unpaid Sales Tax 374.35
			Expensed Amount 5,053.69
188127	12/02/2014	BAKER & TAYLOR	1,666.49
188128	12/02/2014	NOELLE VARGAS BANUELOS	3,800.00
188129	12/02/2014	JOYCE BARTLOMAIN	73.89
188130	12/02/2014	MICHAEL BENNETT	190.56
188131	12/02/2014	ROBERT G. BOSANKO II	110.00
188132	12/02/2014	TAMARA BOSTWICK	54.03
188133	12/02/2014	DR. ROBERT BRAMUCCI	345.33
188134	12/02/2014	ANN BUCKLEY	75.60
188135	12/02/2014	TOD A. BURNETT	214.97
188136	12/02/2014	CA SCHOOL EMPLOYEES ASSN CHAPTER 586	1,286.80
188137	12/02/2014	CALIFORNIA STAGE/LIGHTING, INC	90.76
188138	12/02/2014	CARQUEST AUTO PARTS	331.00
188139	12/02/2014	CCBCA ATTN: PAUL MOORE	115.00
188140	12/02/2014	CDW GOVERNMENT, INC.	780.43
188141	12/02/2014	CINTAS DOCUMENT MANAGEMENT	134.00
188142	12/02/2014	CINTAS DOCUMENT MANAGEMENT	134.00
188143	12/02/2014	CINTAS CORPORATION	287.30
188144	12/02/2014	CLARK SECURITY PRODUCTS	246.69
188145	12/02/2014	JOE CLAYTON JR.	165.00
188146	12/02/2014	BARBARA COX	1,117.04
188147	12/02/2014	CR&R	2,522.64

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

ESCAPE 

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Checks Dated 11/24/2014 through 01/06/2015

Check Number	Check Date	Pay to the Order of	Check Amount
188148	12/02/2014	CR&R	2,792.26
188149	12/02/2014	CR&R	94.30
188150	12/02/2014	CR&R	404.88
188151	12/02/2014	CR&R	1,008.45
188152	12/02/2014	DAVIDSON OPTRONICS, INC.	84.96
188153	12/02/2014	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE, CASHIERING	6,473.00
188154	12/02/2014	RAJANPAL DHILLON	336.03
188155	12/02/2014	SUSAN DROGO	35.00
188156	12/02/2014	SHEILA DUFRESNE	20,000.00
188157	12/02/2014	DUNN-EDWARDS CORPORATION	928.70
188158	12/02/2014	ECONOMIC ALTERNATIVES, INC.	376.25
188159	12/02/2014	EDMUND OPTICS AMERICA	116.67
188160	12/02/2014	ARNETTE EDWARDS	120.00
188161	12/02/2014	EMCOR/Mesa Energy Systems	1,950.00
188162	12/02/2014	ARLENE ERICKSON	240.00
188163	12/02/2014	YVETTE ESTRADA	35.00
188164	12/02/2014	EXCELSIOR ELEVATOR CORPORATION	1,735.00
188165	12/02/2014	FEDERAL EXPRESS	31.68
188166	12/02/2014	FISHER SCIENTIFIC	7,256.40
188167	12/02/2014	GRACE GARCIA	15.12
188168	12/02/2014	INST FOR STRATEGIC FUNDING DEV	473.00
188169	12/02/2014	TIMOTHY JEMAL	187.36
188170	12/02/2014	DR. CRAIG JUSTICE	144.41
188171	12/02/2014	NICOLE MAJOR	115.06
188172	12/02/2014	AUTONATION SHARED SERVICE CTR SOUTH CALIFORNIA	646.28
188173	12/02/2014	MARK MINKLER	73.31
188174	12/02/2014	BRENNA NORRIS	83.61
188175	12/02/2014	SHARON NUSSENBAUM	416.00
188176	12/02/2014	JANINE O'BUCHON	90.46
188177	12/02/2014	O'MEARA, MICHAEL	15.12
188178	12/02/2014	PACIFIC COACHWAYS CHARTER SERVICES, INC.	5,764.50
188179	12/02/2014	PALOMAR COLLEGE WOMEN'S GOLF	150.00
188180	12/02/2014	PASCO SCIENTIFIC	1,472.37
188181	12/02/2014	LA NELL PEEBLES	36.94
188182	12/02/2014	RANDY W. PEEBLES	1,761.57
188183	12/02/2014	LILIANN PEREZ-STROUD	120.00
188184	12/02/2014	PSI-PAYPHONE STATIONS INNOVAT.	1,700.00
188185	12/02/2014	QUEST DIAGNOSTICS	454.16
188186	12/02/2014	TAMERA RICE	71.00
188187	12/02/2014	RIO GRANDE ALBUQUERQUE	384.31
Unpaid Sales Tax			29.25
Expensed Amount			413.56
188188	12/02/2014	CYNTHIA ROE	280.00
188189	12/02/2014	KAY RYALS	494.20
188190	12/02/2014	SADDLEBACK GOLF CARS, INC.	34.99
188191	12/02/2014	SAFEWAY, INC.	69.08
188192	12/02/2014	SAN JOAQUIN DELTA COLLEGE ATTN: DIANNA MILLER	50.00

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Check Number	Check Date	Pay to the Order of	Check Amount
188193	12/02/2014	ANGELA SANTOS	180.00
188194	12/02/2014	SEHI COMPUTER PRODUCTS, INC.	1,938.00
188195	12/02/2014	BARBARA SENDABA	30.24
188196	12/02/2014	SHERATON CERRITOS HOTEL	14,404.06
188197	12/02/2014	SIMS TREE HEALTH SPEC., INC.	990.00
188198	12/02/2014	SMART & FINAL	109.07
188199	12/02/2014	MAUREEN SMITH	47.41
188200	12/02/2014	THOMAS L. SMITH	301.35
188201	12/02/2014	JENNIFER SNIDER	315.00
188202	12/02/2014	SO. ORANGE CO. COMM. COL.DIST	512.00
188203	12/02/2014	TIM SOHN	61.71
188204	12/02/2014	STOUT & BURG ELECTRIC INC	1,288.00
188205	12/02/2014	STRAIGHT TALK CLINIC INC	10,360.00
188206	12/02/2014	SWEETWATER	1,147.06
188207	12/02/2014	ANTIMITE TERMITE & PEST CNTRL	65.00
188208	12/02/2014	THE EMBROIDERY STORE	653.72
188209	12/02/2014	U.S. DATA TRUST CORPORATION	5,000.00
188210	12/02/2014	VWR INTERNATIONAL, INC.	1,101.55
188211	12/02/2014	CHARLES H. WAGNER	600.00
188212	12/02/2014	JENNIFER WIJNKER	2,500.00
188213	12/02/2014	WORLD OF MOULDING	303.09
188214	12/02/2014	DISCOUNT SCHOOL SUPPLY	1,145.74
188215	12/02/2014	SAFEWAY, INC.	121.12
188216	12/02/2014	APPLE COMPUTER INC.	239,360.16
188217	12/02/2014	C.E.M. LAB CORP. CIVIL ENGINEERING MATERIAL LAB	29,780.50
188218	12/02/2014	COLLEGESOURCE, INC.	2,187.50
188219	12/02/2014	ELITE SHEET METAL INC	1,646.00
188220	12/02/2014	JIM GASTON	1,461.90
188221	12/02/2014	STEVE GROSS	1,403.96
188222	12/02/2014	BRUCE HAGAN	1,271.79
188223	12/02/2014	HAITBRINK ASPHALT PAVING, INC.	4,500.00
188224	12/02/2014	KINSMAN CONSTRUCTION INC	38,854.69
188225	12/02/2014	KITCHELL CEM	46,718.00
188226	12/02/2014	NEUDESIC, LLC	65,355.50
188227	12/02/2014	NIMBLE CONSULTING	11,266.00
188228	12/02/2014	YVONNE O'TOUSA	394.36
188229	12/02/2014	PARSONS BRINCKERHOFF, INC.	4,150.00
188230	12/02/2014	S & B FOODS CATERING DIVISION	168.11
188231	12/02/2014	SWRCB	5,113.00
188232	12/02/2014	SYNERGY SOFTWARE SOLUTIONS C/O PRATIK MODI	9,078.00
188233	12/03/2014	ARTICULATE GLOBAL, INC.	3,914.00
188234	12/03/2014	AT & T MOBILITY	12.85
188235	12/03/2014	AT & T	830.65
188236	12/03/2014	AT&T	551.45
188237	12/03/2014	AT&T	367.62
188238	12/03/2014	AT&T	1,736.57
188239	12/03/2014	B & H PHOTO VIDEO REMITTANCE PROCESSING	108.00

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Check Number	Check Date	Pay to the Order of	Check Amount
		Unpaid Sales Tax	8.64
		Expensed Amount	116.64
188240	12/03/2014	CHRISTINA BOWLES	36.00
188241	12/03/2014	CALIFORNIA STAGE/LIGHTING, INC	1,123.86
188242	12/03/2014	CANON SOLUTIONS AMERICA, INC.	32.67
188243	12/03/2014	CAPITOL ADVOCACY PARTNERS LLC	3,500.00
188244	12/03/2014	CARAVAN CANOPY INT'L, INC.	1,818.00
188245	12/03/2014	CHEVRON AND TEXACO BUSINESS CARD SERVICES	874.39
188246	12/03/2014	CLARK SECURITY PRODUCTS	117.83
188247	12/03/2014	ROGUE FITNESS	607.71
188248	12/03/2014	DirectTV	120.98
188249	12/03/2014	EASTBAY, INC DEPT 978835	9,730.71
188250	12/03/2014	ESSENCE ENTERTAINMENT	3,465.00
188251	12/03/2014	FISHER SCIENTIFIC	188.99
188252	12/03/2014	FULLERTON CIVIC LIGHT OPERA CO	724.60
188253	12/03/2014	JIM GASTON	22.68
188254	12/03/2014	GKKWORKS	6,410.25
188255	12/03/2014	W. W. GRAINGER	51.96
188256	12/03/2014	JERRY HANNULA	23.35
188257	12/03/2014	HARDY DIAGNOSTICS	520.25
188258	12/03/2014	RUBY HAZZARD	15.12
188259	12/03/2014	HITT MARKING DEVICES, INC.	100.40
188260	12/03/2014	HORIZON	15,014.72
188261	12/03/2014	JOANNA HUSSEY	120.00
188262	12/03/2014	INGARDIA BROTHERS PRODUCE, INC.	651.10
188263	12/03/2014	IRVINE PIPE & SUPPLY	212.74
188264	12/03/2014	IRVINE RANCH WATER DIST.	1,950.98
188265	12/03/2014	MADelyn JOHNSTON-PLESCIA	180.00
188266	12/03/2014	JOON SUNG JUN	750.00
188267	12/03/2014	LAGUNA BALLET, INC.	6,522.00
188268	12/03/2014	ALEXANDER LEIGH	840.00
188269	12/03/2014	MC MAHON, BRIAN	43.44
188270	12/03/2014	TOTTY PRINTING	733.94
188271	12/03/2014	MOULTON-NIGUEL WATER DIST.	6,559.64
188272	12/03/2014	OFFICE MAX INCORPORATED	4,887.46
188273	12/03/2014	PHARMEDIX	66.65
188274	12/03/2014	SANDRA POPE	75.60
188275	12/03/2014	DANIEL J. PREDOEHL	170.50
188276	12/03/2014	PRIME FABRICATION	4,752.00
188277	12/03/2014	QUINN POWER SYSTEMS	67,222.45
188278	12/03/2014	S & B FOODS CATERING DIVISION	395.01
188279	12/03/2014	SADDLEBACK COLLEGE FOUNDATION	1,500.00
188280	12/03/2014	SOUTHERN COUNTIES OIL CO.	3,330.82
188281	12/03/2014	SHERATON GRAND SACRAMENTO	10,704.83
188282	12/03/2014	SOFTERRA INC	425.00
188283	12/03/2014	JACOBSEN WEST	577.87
188284	12/03/2014	ULINE, INC. ATTN: ACCOUNTS RECEIVABLE	862.04
188285	12/03/2014	WANG, LISA ANH	52.05
188286	12/03/2014	XEROX CORPORATION	17,933.76

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Check Number	Check Date	Pay to the Order of	Check Amount
188287	12/03/2014	CARLOS ZELAYA	35.00
188288	12/03/2014	DAIRY DEPOT	57.59
188289	12/03/2014	SMART & FINAL	340.24
188290	12/03/2014	OFFICE MAX INCORPORATED	78.08
188291	12/04/2014	CHRISTIAN ALVARADO	45.30
188292	12/04/2014	BESAFE TECHNOLOGIES, INC.	738.15
188293	12/04/2014	BLICK ART MATERIALS	375.33
188294	12/04/2014	GREEN THUMB INTERNATIONAL	27.14
188295	12/04/2014	HARDY DIAGNOSTICS	838.02
188296	12/04/2014	JACK HARTIN PHOTOGRAPHY	500.00
188297	12/04/2014	HITT MARKING DEVICES, INC.	46.59
188298	12/04/2014	TRAININGTAGS.COM HODGE, LANCE D.	230.65
188299	12/04/2014	KE DESIGN INC	12,500.00
188300	12/04/2014	KATE KEENA PUBLIC RELATIONS /PUBLIC AFFAIRS	5,000.00
188301	12/04/2014	KENDOR MUSIC, INC.	575.92
Unpaid Sales Tax			44.88
Expensed Amount			620.80
188302	12/04/2014	GRP2 UNIFORMS, INC. KEYSTONE UNIFORMS OC	985.68
188303	12/04/2014	ERIN KIM	945.00
188304	12/04/2014	SHARON LANDIS	480.00
188305	12/04/2014	LAWNMOWERS ETC., LLC	180.29
188306	12/04/2014	LEWIS, DIANE	1,175.03
188307	12/04/2014	LIEBERT CASSIDY WHITMORE	19,676.14
188308	12/04/2014	LIVESCIBE	6,170.29
188309	12/04/2014	LOOMIS, FARGO & COMPANY	556.94
188310	12/04/2014	MARKERTEK VIDEO SUPPLY 1 TOWER DRIVE	335.12
188311	12/04/2014	MC CALLUM GROUP, INC.	4,000.00
188312	12/04/2014	MC KESSON MEDICAL SURGICAL	975.20
188313	12/04/2014	MEREDITH INSTRUMENTS INC	915.00
Unpaid Sales Tax			71.60
Expensed Amount			986.60
188314	12/04/2014	MONTGOMERY HARDWARE	5,072.33
188315	12/04/2014	MOORE MEDICAL, LLC	1,956.08
188316	12/04/2014	MSC INDUSTRIAL SUPPLY CO.	127.18
188317	12/04/2014	ORANGE COUNTY REGISTER	2,140.00
188318	12/04/2014	QUICK CAPTION	880.00
188319	12/04/2014	RICOH AMERICAS CORP	72.96
188320	12/04/2014	S & B FOODS CATERING DIVISION	35.48
188321	12/04/2014	SADDLEBACK GOLF CARS, INC.	577.00
188322	12/04/2014	SAFELITE AUTO GLASS	210.18
188323	12/04/2014	SIGMA ALDRICH CHEMICAL CO.	847.60
188324	12/04/2014	PENNY SKAFF	205.05
188325	12/04/2014	SOLINCO LLC	452.32
188326	12/04/2014	SPECTRUM CHEMICAL MFG. CORP.	246.55
188327	12/04/2014	SPOK, INC	92.31
188328	12/04/2014	TOWN & COUNTRY GLASS	338.00
188329	12/04/2014	UNISOURCE WORLDWIDE INC.	1,320.30
188330	12/04/2014	UNITED DIRECT MARKETING	594.00
188331	12/04/2014	UNITED RENTALS	1,744.18

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188332	12/04/2014	COLLEEN VAN GINKEL	35.00
188333	12/04/2014	VERIZON	75.06
188334	12/04/2014	MARY WILLIAMS	2,325.00
188335	12/04/2014	JIM WRIGHT	61.99
188336	12/04/2014	XEROX CORPORATION	1,119.82
188337	12/04/2014	LAKESHORE LEARNING MATERIALS	92.47
188338	12/04/2014	XEROX CORPORATION	18.22
188339	12/05/2014	RICHARD ROTH, ESQ	3,982.50
188340	12/05/2014	SPIE SALES	2,430.00
188341	12/08/2014	AMERICAN ASSOCIATION OF COMMUNITY COLLEGES	650.00
188342	12/08/2014	ABC ICE HOUSE	55.08
188343	12/08/2014	AIR SOURCE INDUSTRIES, INC.	49.70
188344	12/08/2014	AMERICAN EXPRESS TRAVEL RELATED SERVICES CO INC	1,629.80
188345	12/08/2014	APPLE COMPUTER INC.	4,796.00
188346	12/08/2014	WILLIAM (BEAU) ARBUTHNOT	534.24
188347	12/08/2014	PAM BARTON	1,200.00
188348	12/08/2014	JAMES BETTENCOURT	182.32
188349	12/08/2014	BIOEXPRESS LLC	359.98
		Unpaid Sales Tax	25.60
		Expensed Amount	385.58
188350	12/08/2014	CADENZA ARTISTS, LLC	2,500.00
188351	12/08/2014	KEEFE CARRILLO	20.23
188352	12/08/2014	CITRIX ONLINE	1,740.60
188353	12/08/2014	CLERY CENTER FOR SECURITY ON CAMPUS	395.00
188354	12/08/2014	CLUB CAR, LLC	13,640.69
188355	12/08/2014	CULLIGAN	62.35
188356	12/08/2014	KEVIN M. DALLA BETTA	15.12
188357	12/08/2014	DE NAULT'S TRUE VALUE HARDWARE	343.46
188358	12/08/2014	NIKOLE DELAROSA	200.00
188359	12/08/2014	DirecTV	14.99
188360	12/08/2014	DISPLAYS 2GO ATTN: ACCOUNTS RECEIVABLE	412.30
		Unpaid Sales Tax	28.75
		Expensed Amount	441.05
188361	12/08/2014	DUNIVIN'S TOWING	255.00
188362	12/08/2014	EMBASSY SUITES	289.14
188363	12/08/2014	FEDERAL EXPRESS	233.19
188364	12/08/2014	TERESA FLUEGEMAN	671.32
188365	12/08/2014	KATE FUENTES	420.00
188366	12/08/2014	JIM GASTON	943.47
188367	12/08/2014	GLAXOSMITHKLINE PHARMACEUTICAL	341.30
188368	12/08/2014	WILL GLEN	892.84
188369	12/08/2014	W. W. GRAINGER	1,377.77
188370	12/08/2014	STEPHEN HENKLE	285.00
188371	12/08/2014	HOME DEPOT CREDIT SERVICES	3,842.16
188372	12/08/2014	HOTSY OF SOUTHERN CALIFORNIA	505.12
188373	12/08/2014	ADVANCED OFFICE SERVICES IMAGING PLUS	49.34
188374	12/08/2014	LISA INLOW	387.90
188375	12/08/2014	IRVINE RANCH WATER DIST.	6,380.25

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Check Number	Check Date	Pay to the Order of	Check Amount
188376	12/08/2014	BILL JAY	8.72
188377	12/08/2014	TIMOTHY JEMAL	35.86
188378	12/08/2014	PIPS C/O KEENAN & ASSOCIATES	147,278.58
188379	12/08/2014	DAVIT S. KHACHATRYAN	120.66
188380	12/08/2014	KYLE KOSIDOWSKI	90.00
188381	12/08/2014	DAVID B. LANG	16.78
188382	12/08/2014	ANTHONY MACIEL	146.98
188383	12/08/2014	PORTLAND MARRIOTT DOWNTOWN WATERFRONT	511.80
188384	12/08/2014	PORTLAND MARRIOTT DOWNTOWN WATERFRONT	511.80
188385	12/08/2014	BRIAN M. MC CORD	210.00
188386	12/08/2014	MICHAEL LOWELL MC CORMICK	69.72
188387	12/08/2014	KENT S. MC FANN	24.96
188388	12/08/2014	MC KESSON MEDICAL SURGICAL	1,769.04
188389	12/08/2014	McMASTER CARR SUPPLY CO.	382.42
188390	12/08/2014	ROXANNE METZ	84.64
188391	12/08/2014	MICRO CENTER A/R	470.76
188392	12/08/2014	NANCY MONTGOMERY	87.33
188393	12/08/2014	KELVIN A. MOTA	50.00
188394	12/08/2014	MSC INDUSTRIAL SUPPLY CO.	101.57
188395	12/08/2014	NCMPR NATIONAL CONFERENCE	550.00
188396	12/08/2014	NCMPR	550.00
188397	12/08/2014	NEUDESIC, LLC	20,066.50
188398	12/08/2014	CHRISTOPHER O'NEAL dba BROTHERWISE GAMES	250.00
188399	12/08/2014	ORANGE CO. BUSINESS JOURNAL	1,750.00
188400	12/08/2014	HEIDI M. OCHOA	61.55
188401	12/08/2014	OFFICE MAX INCORPORATED	2,699.00
188402	12/08/2014	OMEGA ENGINEERING, INC.	92.26
188403	12/08/2014	PALOMAR COLLEGE WOMEN'S GOLF	430.00
188404	12/08/2014	PARADIGM, INC.	6,979.10
188405	12/08/2014	PHILIP STEPHEN PINES	1,666.67
188406	12/08/2014	PRENDERGAST, T. J.	24.30
188407	12/08/2014	ALLSTEEL, INC.	4,364.26
188408	12/08/2014	RAMCHANDANI, BRITTANY	10.08
188409	12/08/2014	REFPAY, LLC	20,000.00
188410	12/08/2014	TAMERA RICE	390.53
188411	12/08/2014	S & B FOODS CATERING DIVISION	1,674.76
188412	12/08/2014	SAFEWAY, INC.	330.78
188413	12/08/2014	GUISELLE SCOTT	175.00
188414	12/08/2014	SEHI COMPUTER PRODUCTS, INC.	2,492.56
188415	12/08/2014	SHIMADZU SCIENTIFIC INSTRUMENT	7,449.39
188416	12/08/2014	SIMS TREE HEALTH SPEC., INC.	330.00
188417	12/08/2014	SMART & FINAL	23.26
188418	12/08/2014	SOURCE GRAPHICS	68.76
188419	12/08/2014	STANCIL CORPORATION	1,164.00
188420	12/08/2014	STRATEGIC MOBILITY GROUP LLC	929.89

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Check Number	Check Date	Pay to the Order of	Check Amount
		Unpaid Sales Tax	60.04
		Expensed Amount	989.93
188421	12/08/2014	JODI TITUS	185.32
188422	12/08/2014	DIEMMY TRAN	480.00
188423	12/08/2014	TRAVEL LODGE	1,612.40
188424	12/08/2014	UC REGENTS UCLA CONFERENCE CENTER	5,670.00
188425	12/08/2014	LAURIE M. VARTANIAN dba RELIABLE RESPONSE	700.00
188426	12/08/2014	NATHAN VONAHSN	120.00
188427	12/08/2014	WEST COAST LIGHTS & SIRENS	321.22
188428	12/08/2014	WARD'S SCIENCE	222.46
188429	12/08/2014	WELLS FARGO #2496	768.21
188430	12/08/2014	WELLS FARGO BANK #2785 PAYMENT REMITTANCE CENTER	1,089.25
188431	12/08/2014	WELLS FARGO #3317	3,875.53
		Unpaid Sales Tax	55.86
		Expensed Amount	3,931.39
188432	12/08/2014	WELLS FARGO #4963	3,982.86
		Unpaid Sales Tax	4.21
		Expensed Amount	3,987.07
188433	12/08/2014	WILKINSON, CHRISTOPHER	53.87
188434	12/08/2014	JIM WRIGHT	61.64
188435	12/08/2014	XEROX CORPORATION	543.19
188436	12/08/2014	CANDICE YACONO	15.12
188437	12/08/2014	DAVID YOUNG	7.04
188438	12/08/2014	LIANNA ZHAO	2,347.10
188439	12/08/2014	BCH WATERWORKS	135.00
188440	12/08/2014	ALTERNATIVE DELIVERY SOLUTIONS	5,328.00
188441	12/08/2014	AMAZON WEB SERVICES INC	370.03
188442	12/08/2014	AMERICAN EXPRESS TRAVEL RELATED SERVICES CO INC	512.20
188443	12/08/2014	CARASOFT TECHNOLOGY CORP	165,159.20
188444	12/08/2014	CITY OF TUSTIN ATTN: ACCOUNTS RECEIVABLE	550.00
188445	12/08/2014	COLLEGESOURCE, INC.	1,400.00
188446	12/08/2014	ENAMIX, INC.	29,622.50
188447	12/08/2014	FACILITY DYNAMICS ENGINEERING CORPORATION	2,850.00
188448	12/08/2014	HARBOR CONSTRUCTION CO., INC.	143,370.20
188449	12/08/2014	JB TECHNOLOGY CONSULTING LLC	11,560.00
188450	12/08/2014	OCLC, INC. DEPT #34299	3,632.31
188451	12/08/2014	S & B FOODS CATERING DIVISION	169.95
188452	12/08/2014	SIERRA-CEDAR, INC.	77,535.33
188453	12/08/2014	TODD'S INSPECTION TESTING SERV	15,917.00
188454	12/08/2014	TODD ROBINSON	974.80
188455	12/08/2014	UNITED RENTALS	2,468.00
188456	12/08/2014	WELLS FARGO #2496	1,596.09
		Unpaid Sales Tax	29.64
		Expensed Amount	1,625.73
188457	12/09/2014	AAA ACCESS SMOG	350.00
188458	12/09/2014	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	64,124.52
188459	12/09/2014	ADVANCE BEAUTY COLLEGE, INC.	58,866.75

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Check Number	Check Date	Pay to the Order of	Check Amount
188460	12/09/2014	ALLIEDBARTON SECURITY SERVICES	2,402.56
188461	12/09/2014	APPLE COMPUTER INC.	661.44
188462	12/09/2014	ARTstor	1,815.00
188463	12/09/2014	AT & T MOBILITY	31.26
188464	12/09/2014	BAKER & TAYLOR	161.64
188465	12/09/2014	CALED (CA ASSOCIATION FOR LOCAL ECONOMIC DEVELOPMENT)	80.00
188466	12/09/2014	CDW GOVERNMENT, INC.	3,764.78
188467	12/09/2014	ROSALBA CERVANTES	35.00
188468	12/09/2014	CINTAS CORPORATION	60.53
188469	12/09/2014	EDUCATION 4 WORK SUSAN M. COLEMAN	10,000.00
188470	12/09/2014	DANA POINT YACHT MAINTENANCE	147.45
188471	12/09/2014	RAJANPAL DHILLON	201.05
188472	12/09/2014	DUNN-EDWARDS CORPORATION	1,694.74
188473	12/09/2014	EASTBAY, INC DEPT 978835	3,329.75
188474	12/09/2014	EBERHARD EQUIPMENT	107.52
188475	12/09/2014	FISHER SCIENTIFIC	2,270.98
188476	12/09/2014	FOSTER CARE AUXILIARY OF OC	120.00
188477	12/09/2014	FREEWAY AUTO SUPPLY	225.22
188478	12/09/2014	DEBORAH FRICKE	120.00
188479	12/09/2014	G/M BUSINESS INTERIORS	947.81
188480	12/09/2014	MARIA E. HUTCHINSON CERVANTES	480.00
188481	12/09/2014	BICHTUYEN JENSEN	30.24
188482	12/09/2014	LORI MANGELS	30.24
188483	12/09/2014	PHOENIX GROUP INFORMATION SYS.	3,399.43
188484	12/09/2014	REI	648.00
188485	12/09/2014	RIO GRANDE ALBUQUERQUE	352.58
Unpaid Sales Tax			27.43
Expensed Amount			380.01
188486	12/09/2014	GLENN ROQUEMORE	10.00
188487	12/09/2014	S & B FOODS CATERING DIVISION	5,383.20
188488	12/09/2014	GUISELLE SCOTT	945.00
188489	12/09/2014	SEHI COMPUTER PRODUCTS, INC.	676.12
188490	12/09/2014	SHAPE TOOLS, LLC	217.60
188491	12/09/2014	SMART & FINAL	52.54
188492	12/09/2014	SOUTHERN CALIFORNIA EDISON CO.	47,362.85
188493	12/09/2014	PRO OFFICE AND FILING SUPPLIES	744.98
188494	12/09/2014	TIJERAS CREEK GOLF CLUB	400.00
188495	12/09/2014	VENTEK INTERNATIONAL	675.00 *
Cancelled on 12/10/2014, Cancel Register # AP12102014			
188496	12/09/2014	WARD'S SCIENCE	44.32
188497	12/09/2014	EMMA ZAYAS	35.00
188498	12/09/2014	LIANNA ZHAO	16.45
188499	12/10/2014	ALISO VIEJO CHAMBER OF COMMERCE	150.00
188500	12/10/2014	B & H PHOTO VIDEO REMITTANCE PROCESSING	2,706.20
Unpaid Sales Tax			216.49
Expensed Amount			2,922.69
188501	12/10/2014	BATTERIES PLUS	172.80
188502	12/10/2014	BILLY TEES	345.60

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Check Number	Check Date	Pay to the Order of	Check Amount
188503	12/10/2014	BLUE HAZE ENTERTAINMENT	2,728.30
188504	12/10/2014	BSN SPORTS	8,703.04
188505	12/10/2014	DON BUSCHE	231.50
188506	12/10/2014	MIKE COLLINS	107.95
188507	12/10/2014	COX COMMUNICATIONS	2,124.16
188508	12/10/2014	DANA POINT CHAMBER OF COMMERCE	100.00
188509	12/10/2014	DS SERVICES OF AMERICA, INC SPARKLETTS	981.85
188510	12/10/2014	DS SERVICES OF AMERICA, INC SPARKLETTS	1,649.53
188511	12/10/2014	M. SCOTT GRABAU	322.90
188512	12/10/2014	HAIR CALIFORNIA BEAUTY ACADEMY	56,960.87
188513	12/10/2014	KENT HELWIG	600.00
188514	12/10/2014	EFAX CORPORATE c/o J2 GLOBAL, INC.	139.60
188515	12/10/2014	JERRY'S ARTARAMA	187.38
		Unpaid Sales Tax	14.99
		Expensed Amount	202.37
188516	12/10/2014	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	739.00
188517	12/10/2014	BRIAN KIM	15.12
188518	12/10/2014	LEARNING BY DESIGN	5,875.00
188519	12/10/2014	OTOUSA, YVONNE	15.12
188520	12/10/2014	ORANGE COUNTY BUSINESS COUNCIL	20,000.00 *
Cancelled on 12/15/2014, Cancel Register # AP12162014			
188521	12/10/2014	PACIFIC COLOR PRINTING	194.40
188522	12/10/2014	POSTMASTER	220.00
188523	12/10/2014	POSTMASTER	685.00
188524	12/10/2014	POSTMASTER	220.00
188525	12/10/2014	QUEST DIAGNOSTICS	272.79
188526	12/10/2014	STEVEN REMEYER dba LIKE-NU CONCRETE	3,521.00
		MAGIC	
188527	12/10/2014	RIO GRANDE ALBUQUERQUE	1,111.29
		Unpaid Sales Tax	88.16
		Expensed Amount	1,199.45
188528	12/10/2014	RJ COACHING AND CONSULTING RITA M. JONES	6,666.67
188529	12/10/2014	RSM CHAMBER OF COMMERCE	150.00
188530	12/10/2014	SAFEWAY, INC.	230.88
188531	12/10/2014	HENRY SCHEIN, INC.	653.82
188532	12/10/2014	SHOP ANATOMICAL INC	133.24
188533	12/10/2014	SOURCE GRAPHICS	171.72
188534	12/10/2014	STRAIGHT TALK CLINIC INC	2,940.00
188535	12/10/2014	BRIAN SVOBODA	1,250.00
188536	12/10/2014	SYSCO LOS ANGELES, INC.	935.84
188537	12/10/2014	THOMSON REUTERS WEST PAYMENT CENTER	458.16
188538	12/10/2014	VENTEK INTERNATIONAL	645.00
188539	12/10/2014	VWR INTERNATIONAL, INC.	58.99
188540	12/10/2014	WELLS FARGO #1606	4,356.41
		Unpaid Sales Tax	21.70
		Expensed Amount	4,378.11
188541	12/10/2014	WILDLIFE SUPPLY COMPANY	57.90
		Unpaid Sales Tax	3.84
		Expensed Amount	61.74
188542	12/10/2014	JIM WRIGHT	87.77

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Check Number	Check Date	Pay to the Order of	Check Amount
188543	12/10/2014	XEROX CORP.	4,376.64
188544	12/10/2014	ERIC SHULMAN	1,025.00
188545	12/10/2014	ANTIMITE TERMITE & PEST CNTRL	65.00
188546	12/10/2014	WELLS FARGO #1606	3,663.48
188547	12/11/2014	ARROWHEAD MOUNTAIN SPRING WATER CO.	43.43
188548	12/11/2014	BUTLER CHEMICALS, INC.	857.76
188549	12/11/2014	ROBERT CHABOYA	297.41
188550	12/11/2014	COX COMMUNICATIONS	2,066.06
188551	12/11/2014	COX COMMUNICATIONS	10.32
188552	12/11/2014	COX COMMUNICATIONS	1,115.18
188553	12/11/2014	CULLIGAN	119.70
188554	12/11/2014	JOHN DEERE LANDSCAPES, INC.	197.80
188555	12/11/2014	EASTBAY, INC DEPT 978835	1,228.60
188556	12/11/2014	W. W. GRAINGER	191.76
188557	12/11/2014	GRAYBAR ELECTRIC CO.	271.41
188558	12/11/2014	LINDA HALL	35.33
188559	12/11/2014	NEIL HAMAMURA	250.00
188560	12/11/2014	HARDY DIAGNOSTICS	76.24
188561	12/11/2014	CRAIG HAYWARD	300.00
188562	12/11/2014	GABRIELA HERNANDEZ	35.00
188563	12/11/2014	INTERMOUNTAIN LOCK & SECURITY SUPPLY, INC.	21,357.28
188564	12/11/2014	JERRY'S ARTARAMA	283.70
		Unpaid Sales Tax	22.70
		Expensed Amount	306.40
188565	12/11/2014	JOHNSTONE SUPPLY	105.14
188566	12/11/2014	KELLY PAPER	245.04
188567	12/11/2014	GRP2 UNIFORMS, INC. KEYSTONE UNIFORMS OC	860.15
188568	12/11/2014	KUSUNOKI, GARY I.	250.00
188569	12/11/2014	LAERDAL MEDICAL CORP.	1,222.91
188570	12/11/2014	LAGUNA GRAPHIC ARTS, INC.	93.24
188571	12/11/2014	LAURA'S INT PLANTSCAPE SERV	313.40
188572	12/11/2014	LEXIS-NEXIS MATTHEW BENDER & CO., INC.	261.47
188573	12/11/2014	LIBERTY DISTRIBUTION COMPANY	595.36
		Unpaid Sales Tax	47.63
		Expensed Amount	642.99
188574	12/11/2014	M-R MUSIC	262.65
188575	12/11/2014	MC KESSON MEDICAL SURGICAL	1,415.31
188576	12/11/2014	MEREDITH INSTRUMENTS INC	368.00
		Unpaid Sales Tax	28.48
		Expensed Amount	396.48
188577	12/11/2014	SALLIE MILLER	120.00
188578	12/11/2014	KATHRYN MILOSTAN-EGUS	134.50
188579	12/11/2014	MONJARAS & WISMEYER GROUP, INC	1,221.00
188580	12/11/2014	MOUSER ELECTRONICS	48.94
188581	12/11/2014	MUSIC THEATRE INTERNATIONAL	2,864.80
188582	12/11/2014	NEUDESIC, LLC	9,911.50
188583	12/11/2014	COUNTY OF ORANGE AR UNIT	210.00
188584	12/11/2014	COUNTY OF ORANGE AR UNIT	322.35
188585	12/11/2014	ORKIN PEST CONTROL 711	1,284.00

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Check Number	Check Date	Pay to the Order of	Check Amount
188586	12/11/2014	PHOENIX GROUP INFORMATION SYS.	200.00
188587	12/11/2014	PLAYSCRIPTS, INC	125.00
188588	12/11/2014	S & B FOODS CATERING DIVISION	174.85
188589	12/11/2014	SAN CLEMENTE CHAMBER OF COMMERCE	249.00
188590	12/11/2014	SAN JUAN CAPISTRANO CHAMBER OF COMMERCE	100.00
188591	12/11/2014	ANTIMITE TERMITE & PEST CNTRL	130.00
188592	12/11/2014	MICHAEL E. WILSON	8,296.00
188593	12/11/2014	XEROX CORPORATION	1,543.25
188594	12/11/2014	EDIE MONTGOMERY	932.60
188595	12/15/2014	AAA ACCESS SMOG	100.00
188596	12/15/2014	ACCCA	445.00
188597	12/15/2014	ACCUVANT INC.	81,981.12
188598	12/15/2014	ADAMSON POLICE PRODUCTS	328.86
188599	12/15/2014	ADCLUB ADVERTISING SERVICE	5,945.00
188600	12/15/2014	ARIEL ALEXANDER	185.80
188601	12/15/2014	ALLIEDBARTON SECURITY SERVICES	2,261.68
188602	12/15/2014	AMSTERDAM PRINTING & LITHO	575.74
		Unpaid Sales Tax	43.04
		Expensed Amount	618.78
188603	12/15/2014	AT & T	138.82
188604	12/15/2014	AT&T	16.29
188605	12/15/2014	AT&T	12.45
188606	12/15/2014	ATIXA	2,500.00
188607	12/15/2014	ASCCA	50.00
188608	12/15/2014	B & H PHOTO VIDEO REMITTANCE PROCESSING	7,559.00
		Unpaid Sales Tax	604.72
		Expensed Amount	8,163.72
188609	12/15/2014	BALBOA PARK CULTURAL PARTNERSHIP	1,155.00
188610	12/15/2014	CAROL BANDER	59.00
188611	12/15/2014	BIBLIOTHECA, LLC	312.00
188612	12/15/2014	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP	3,228.31
188613	12/15/2014	BJB ENTERPRISES, INC.	6,877.01
188614	12/15/2014	BLICK ART MATERIALS	3.61
188615	12/15/2014	DANIEL BORTIS	50.00
188616	12/15/2014	BUDDY'S ALL STARS	358.96
188617	12/15/2014	CALIBER SIGNS & IMAGING, INC.	271.14
188618	12/15/2014	CANON SOLUTIONS AMERICA, INC.	85.59
188619	12/15/2014	CARD INTEGRATORS CORPORATION DBA: CI SOLUTIONS	1,048.00
188620	12/15/2014	CDW GOVERNMENT, INC.	9,539.14
188621	12/15/2014	ROBERT CHABOYA	370.20
188622	12/15/2014	CINTAS CORPORATION	63.56
188623	12/15/2014	CopQuest Public Safety Products	523.15
188624	12/15/2014	CORE MANAGEMENT SERVICES	14,700.00
188625	12/15/2014	COX COMMUNICATIONS	2,365.18
188626	12/15/2014	STEVE CRAMPTON	235.00
188627	12/15/2014	DUSTIN CREAGER	350.00
188628	12/15/2014	CREATION ENGINE, INC.	450.00

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188629	12/15/2014	HOANG-QUYEN DANG	947.14
188630	12/15/2014	STEVIE M. DANIELS	1,000.55
188631	12/15/2014	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE, CASHIERING	5,271.00
188632	12/15/2014	DHARMA TRADING CO.	170.67
188633	12/15/2014	DJ ORTHOPEDICS, LLC	1,697.52
188634	12/15/2014	DOMINGUEZ, MARTIN	66.42
188635	12/15/2014	NICOLE DUPREE	1,200.00
188636	12/15/2014	EAGLE COMMUNICATIONS	2,524.27
188637	12/15/2014	EBERHARD EQUIPMENT	1,131.80
188638	12/15/2014	ECOFERT, INC	702.45
188639	12/15/2014	EPLUS TECHNOLOGY INC	26,674.97
188640	12/15/2014	EWING IRRIGATION PRODUCTS	1,295.52
188641	12/15/2014	EXPERIAN	254.00
188642	12/15/2014	FACILITIES PLANNING & PROGRAM SERVICES, INC	4,560.00
188643	12/15/2014	FEDERAL EXPRESS	89.36
188644	12/15/2014	JOHN FELLNER	689.17
188645	12/15/2014	FISHER SCIENTIFIC	3,276.77
188646	12/15/2014	TERESA FLUEGEMAN	372.20
188647	12/15/2014	MONICA FRIEDRICH	229.96
188648	12/15/2014	SARAH GEORGE	600.00
188649	12/15/2014	GEORGINA GUY	204.82
188650	12/15/2014	BRUCE HAGAN	30.24
188651	12/15/2014	CRAIG HAYWARD	912.09
188652	12/15/2014	RUTH HIGGINS	894.14
188653	12/15/2014	HSACCC ATTN: MARY JONES, RN, MSN	100.00
188654	12/15/2014	KELLOG WEST CONFERENCE CENTER	265.44
188655	12/15/2014	PHILLIS KUCHARSKI	246.95
188656	12/15/2014	LEADERSHIP CALIFORNIA	4,950.00
188657	12/15/2014	ROY MC CORD	951.36
188658	12/15/2014	MARCIA MILCHIKER	127.92
188659	12/15/2014	NANCY MONTGOMERY	72.07
188660	12/15/2014	JANINE O'BUCHON	232.74
188661	12/15/2014	OFFICE MAX INCORPORATED	8,221.68
188662	12/15/2014	PACIFIC COACHWAYS CHARTER SERVICES, INC.	1,916.38
188663	12/15/2014	BOB PARRETT CONSTRUCTION, INC.	13,536.00
188664	12/15/2014	LAWRENCE PEREZ	1,200.00
188665	12/15/2014	PETCO ANIMAL SUPPLIES, INC.	60.42
188666	12/15/2014	POSTMASTER	405.00
188667	12/15/2014	PROGRESSIVE BUS. PUBLICATIONS	299.00
188668	12/15/2014	JOYCE QUADE	1,200.00
188669	12/15/2014	EMILY QUINLAN	667.72
188670	12/15/2014	RICHARD ROTH, ESQ	5,752.50
188671	12/15/2014	SAFEWAY, INC.	27.38
188672	12/15/2014	SAN DIEGO GAS & ELECTRIC	1,220.31
188673	12/15/2014	SAN JOAQUIN DELTA COLLEGE ATTN: DIANNA MILLER	50.00
188674	12/15/2014	REVECA SANCHEZ	350.00
188675	12/15/2014	SHRED-IT USA-SAN DIEGO	65.00
188676	12/15/2014	SMART & FINAL	222.24

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188677	12/15/2014	SMART LEVELS MEDIA	3,128.76
188678	12/15/2014	SOUTHERN CALIFORNIA EDISON CO.	1,804.88
188679	12/15/2014	SOUTHERN CALIFORNIA EDISON CO.	247.94
188680	12/15/2014	TASER INTERNATIONAL, INC. ATTN: JENIFER BLIVEN	350.00
188681	12/15/2014	NATALIE J. TIMPSON	124.90
188682	12/15/2014	TOMARK SPORTS, INC.	1,191.72
188683	12/15/2014	TRUE MARKET SOLUTIONS INC	1,875.00 *
Reissued on 12/16/2014, Cancel Register # AP12172014			
188684	12/15/2014	U.S. DATA TRUST CORPORATION	5,000.00
188685	12/15/2014	UNITED SITE SERVICES OF CALIFORNIA, INC.	275.32
188686	12/15/2014	LUIS MAURICIO VASQUEZ	875.00
188687	12/15/2014	VIDEO INSIGHT INC	16,615.60
Unpaid Sales Tax			1,382.98
Expensed Amount			17,998.58
188688	12/15/2014	VITAL LINK EDUCATION AND BUSINESS CONSORTIUM	2,725.00
188689	12/15/2014	AMIRA WEGENEK	91.84
188690	12/15/2014	MARTINE WEHR	600.00
188691	12/15/2014	KATHLEEN WERLE	386.90
188692	12/15/2014	WHITE CAP INDUSTRIES	504.34
188693	12/15/2014	KOLIN WILLIAMS	880.76
188694	12/15/2014	YBP LIBRARY SERVICES	9,992.83
188695	12/15/2014	DENNIS DE LOS SANTOS	350.00
188696	12/15/2014	KIMBERLY AYLOR	350.00
188697	12/15/2014	DAIRY DEPOT	62.79
188698	12/15/2014	OFFICE MAX INCORPORATED	97.58
188699	12/15/2014	SAFEWAY, INC.	291.75
188700	12/15/2014	ANTIMITE TERMITE & PEST CNTRL	65.00
188701	12/15/2014	ALTERNATIVE DELIVERY SOLUTIONS	5,592.00
188702	12/15/2014	C BELOW INC	5,700.00
188703	12/15/2014	CDW GOVERNMENT, INC.	125,551.01
188704	12/15/2014	C.W. DRIVER CONTRACTORS INC.	1,247,754.00
188705	12/15/2014	DSE ARCHITECTURE, INC.	7,453.00
188706	12/15/2014	ENAMIX, INC.	25,600.00
188707	12/15/2014	EPD SOLUTIONS, INC.	607.50
188708	12/15/2014	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	3,900.00
188709	12/15/2014	HMC ARCHITECTS	28,923.80
188710	12/15/2014	BRIAN KIM	120.96
188711	12/15/2014	JAMES LAURIE	181.76
188712	12/15/2014	NEUDESIC, LLC	53,848.50
188713	12/15/2014	NIMBLE CONSULTING	9,563.00
188714	12/15/2014	R2A ARCHITECTURE	37,523.55
188715	12/15/2014	REDISQ TECHNOLOGIES	8,400.00
188716	12/15/2014	S & B FOODS CATERING DIVISION	220.71
188717	12/15/2014	PADHRAIC SMYTH	3,750.00
188718	12/15/2014	STUTZ ARTIANO SHINOFF & HOLTZ A.P.C.	4,151.69
188719	12/15/2014	SYNERGY SOFTWARE SOLUTIONS C/O PRATIK MODI	8,160.00
188720	12/15/2014	TYR	25,800.00
188721	12/15/2014	WORKDAY INC	3,295.00

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188722	12/15/2014	SO. ORANGE CO. COMM. COL. DIST	15,257.02
188723	12/15/2014	SO. ORANGE CO. COMM. COL. DISTWORKERS COMPENSATION	1,130.68
188724	12/16/2014	ALBERT USTER IMPORTS, INC.	38.65
188725	12/16/2014	ASCAP	8,495.13
188726	12/16/2014	BOUNDLESS NETWORK	1,160.60
188727	12/16/2014	DR. NANCY CARRITTE INDUSTRIAL PSYCHOLOGIST	3,400.00
188728	12/16/2014	CENTURION TECHNOLOGIES, INC.	1,202.40
188729	12/16/2014	CONSTELLATION NEWENERGY GAS DIVISION LLC BANK OF AMERICA	38,271.83
188730	12/16/2014	DOCUSIGN, INC	2,875.00
188731	12/16/2014	DS SERVICES OF AMERICA, INC SPARKLETTS	26.93
188732	12/16/2014	EASTBAY, INC DEPT 978835	669.20
188733	12/16/2014	G/M BUSINESS INTERIORS	493.93
188734	12/16/2014	WILL GLEN	28.38
188735	12/16/2014	W. W. GRAINGER	418.21
188736	12/16/2014	PREP GEAR	564.32
188737	12/16/2014	PSI-PAYPHONE STATIONS INNOVAT.	350.00
188738	12/16/2014	PYRO-COMM SYSTEMS	240.00
188739	12/16/2014	SCHOOLSIN	51.79
		Unpaid Sales Tax	3.52
		Expensed Amount	55.31
188740	12/16/2014	SEHI COMPUTER PRODUCTS, INC.	1,150.20
188741	12/16/2014	SHELL FLEET CARD SERVICES PROCESSING CENTER	3,140.68
188742	12/16/2014	BRUCE A. STEVENS	270.00
188743	12/16/2014	TIFFANY TRAN	81.73
188744	12/16/2014	WELLS FARGO #4955 ASG-SBC	143.88
188745	12/16/2014	KATHLEEN WERLE	154.51
188746	12/16/2014	WRIGHT LINE, LLC C/O EATON CORP	2,038.18
188747	12/16/2014	XEROX CORPORATION	48.89
188748	12/17/2014	B & H PHOTO VIDEO REMITTANCE PROCESSING	4,240.70
		Unpaid Sales Tax	339.56
		Expensed Amount	4,580.26
188749	12/17/2014	KENNETH BRADY	535.85
188750	12/17/2014	CANON SOLUTIONS AMERICA, INC.	198.00
188751	12/17/2014	FEOKTISTOVA, MARIA	45.36
188752	12/17/2014	SHRADER, JENAPHER	350.00
188753	12/17/2014	LINDA FONTANILLA	261.27
188754	12/17/2014	ASHLEY GRIFFITH	126.56
188755	12/17/2014	DR. CRAIG JUSTICE	746.42
188756	12/17/2014	PITNEY BOWES INC.	284.55
188757	12/17/2014	POCKET NURSE ENTERPRISES, INC.	1,163.06
		Unpaid Sales Tax	84.59
		Expensed Amount	1,247.65
188758	12/17/2014	QUALITY OFFICE FURNISHINGS	1,571.83
188759	12/17/2014	RAINBOW SYMPHONY STORE	172.45
188760	12/17/2014	GLENN ROQUEMORE	674.87

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Checks Dated 11/24/2014 through 01/06/2015

Check Number	Check Date	Pay to the Order of	Check Amount
188761	12/17/2014	S & B FOODS CATERING DIVISION	635.15
188762	12/17/2014	SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT	1,816.53
188763	12/17/2014	VLASTA SALNIKOVA	350.00
188764	12/17/2014	LAURA SARCONI	350.00
188765	12/17/2014	TODD SCHMALTZ	513.10
188766	12/17/2014	SEHI COMPUTER PRODUCTS, INC.	390.00
188767	12/17/2014	SMART & FINAL	20.99
188768	12/17/2014	SOUTHERN CALIFORNIA GAS CO.	4,443.55
188769	12/17/2014	SOUTHERN CALIFORNIA GAS CO.	36.48
188770	12/17/2014	SOUTHERN CALIFORNIA GAS CO.	1,456.99
188771	12/17/2014	SOUTHERN CALIFORNIA GAS CO.	47.25
188772	12/17/2014	BLAKE STEPHENS	91.90
188773	12/17/2014	TASER INTERNATIONAL, INC. ATTN: JENIFER BLIVEN	350.00
188774	12/17/2014	TECHNOLINK ASSOCIATION c/o KIMBERLY COVEY, CPA	750.00
188775	12/17/2014	TRUE MARKET SOLUTIONS INC	1,875.00
188776	12/17/2014	WEST COAST NETTING, INC.	2,680.65
188777	12/17/2014	DAN WALSH	80.90
188778	12/17/2014	SPENCER WILES	450.00
188779	12/17/2014	YALE/CHASE EQUIPMENT AND SERVICES, INC.	657.59
188780	12/17/2014	JENNIFER TODD	350.00
188781	12/17/2014	CDW GOVERNMENT, INC.	3,600.00
188782	12/17/2014	CREATIVE ALLIANCE GROUP	7,900.00
188783	12/17/2014	HMC ARCHITECTS	798.04
188784	12/17/2014	i3 SOLUTIONS C/O IDEN SADEGHIEH	8,965.00
188785	12/17/2014	JACKSON, DE MARCO, TIDUS, & PECKENPAUGH	40,393.60
188786	12/17/2014	LPA, INC.	22,984.00
188787	12/17/2014	PLANNET CONSULTING, INC.	1,582.00
188788	12/18/2014	ACSIG/EDGE	192,001.73 *
Reissued on 12/18/2014, Cancel Register # AP12182014C			
188789	12/18/2014	ALLIED STORAGE CONTAINERS, INC.	2,565.00
188790	12/18/2014	ARAMARK UNIFORM SERVICES, INC	220.51
188791	12/18/2014	AT & T	63.94
188792	12/18/2014	AT&T	5,539.03
188793	12/18/2014	B & H PHOTO VIDEO REMITTANCE PROCESSING	570.96
			Unpaid Sales Tax 45.68
			Expensed Amount 616.64
188794	12/18/2014	BLICK ART MATERIALS	237.28
188795	12/18/2014	BRENDA BORRON	338.27
188796	12/18/2014	BOUNDLESS NETWORK	1,886.91
188797	12/18/2014	DR. NANCY CARRITTE INDUSTRIAL PSYCHOLOGIST	300.00
188798	12/18/2014	CDW GOVERNMENT, INC.	2,053.00
188799	12/18/2014	CPP, INC. DAVIES-BLACK PUBLISHING	3,657.50
188800	12/18/2014	JOHN DEERE LANDSCAPES, INC.	156.98
188801	12/18/2014	DIAMONDS SPORTS FIELD MAINTENANCE INC.	2,116.80
188802	12/18/2014	INTERNATIONAL E-Z UP INC	1,208.42
188803	12/18/2014	EASTBAY, INC DEPT 978835	2,440.45
188804	12/18/2014	BLANCHE ELLIS	60.48

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Checks Dated 11/24/2014 through 01/06/2015

Check Number	Check Date	Pay to the Order of	Check Amount
188805	12/18/2014	FEDERAL EXPRESS	205.51
188806	12/18/2014	FISHER SCIENTIFIC	15,789.73
188807	12/18/2014	JOSH FRIEDMAN PRODUCTIONS	2,800.00
188808	12/18/2014	SANTOS GARCIA	5.00
188809	12/18/2014	VALERIE GELLER	200.00
188810	12/18/2014	W. W. GRAINGER	797.69
188811	12/18/2014	GRAYBAR ELECTRIC CO.	266.65
188812	12/18/2014	GEORGINA GUY	23.97
188813	12/18/2014	HARDY DIAGNOSTICS	1,312.52
188814	12/18/2014	HEWLETT PACKARD	2,864.92
188815	12/18/2014	HIGHER EDUCATION PUBLICATIONS	83.00
			Unpaid Sales Tax 6.64
			Expensed Amount 89.64
188816	12/18/2014	HUMANSIZE	689.58
188817	12/18/2014	HYATT LEGAL	7,727.30
188818	12/18/2014	JULIUS A. IBANEZ	750.00
188819	12/18/2014	IRVINE PIPE & SUPPLY	1,075.47
188820	12/18/2014	IRVINE RANCH WATER DIST.	2,360.54
188821	12/18/2014	JOHNSTONE SUPPLY	135.75
188822	12/18/2014	KE DESIGN INC	2,500.00
188823	12/18/2014	GRP2 UNIFORMS, INC. KEYSTONE UNIFORMS OC	2,199.39
188824	12/18/2014	KRATOS HBE	620.15
188825	12/18/2014	RAINA KROPP	100.00
188826	12/18/2014	KUSUNOKI, GARY I.	310.00
188827	12/18/2014	LEAGUE FOR INNOVATION	395.00
188828	12/18/2014	MAIN GRAPHICS	361.80
188829	12/18/2014	RACHEL MANDERS	58.50
188830	12/18/2014	MARSHALL MATERIALS	909.54
188831	12/18/2014	McMASTER CARR SUPPLY CO.	123.91
188832	12/18/2014	MEADE INSTRUMENTS CORPORATION	500.00
188833	12/18/2014	MF ATHLETIC COMPANY	7,348.03
188834	12/18/2014	MICRO CENTER A/R	1,123.17
188835	12/18/2014	MS IT ACADEMY	2,174.04
188836	12/18/2014	MIKE BROWN GRANDSTANDS, INC.	750.00
188837	12/18/2014	NORTH TEXAS EVALUATION CENTER c/o DR. DARRELL M. HULL	1,500.00
188838	12/18/2014	NOHEMY ORNELAS	3,112.50
188839	12/18/2014	PACIFIC COACHWAYS CHARTER SERVICES, INC.	644.09
188840	12/18/2014	PAUL GALLAGHER PGINET CONSULTING	20,000.00
188841	12/18/2014	RELIANCE STANDARD LIFE INS	40,014.70
188842	12/18/2014	RICOH USA, INC.	1,277.92
188843	12/18/2014	HARLAND TECHNOLOGY SERVICES A DIVISION OF SCANTRON	1,877.00
188844	12/18/2014	SEHI COMPUTER PRODUCTS, INC.	225.37
188845	12/18/2014	SHRED-IT USA -LA	201.59
188846	12/18/2014	SIMS TREE HEALTH SPEC., INC.	610.00
188847	12/18/2014	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	1,537,878.00
188848	12/18/2014	SOUTHERN CALIFORNIA EDISON CO.	119.86
188849	12/18/2014	SPOK, INC	34.60

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Check Number	Check Date	Pay to the Order of	Check Amount
188850	12/18/2014	THORLABS, INC.	838.49
188851	12/18/2014	UC REGENTS	20,000.00
188852	12/18/2014	UNUM LIFE INSURANCE COMPANY	6,253.00
188853	12/18/2014	UNUM LIFE INSURANCE COMPANY	3,809.40
188854	12/18/2014	UNUM LIFE INSURANCE COMPANY	1,514.46
188855	12/18/2014	VWR INTERNATIONAL, INC.	299.81
188856	12/18/2014	WARD'S SCIENCE	667.76
188857	12/18/2014	COLIN WENHARDT	1,105.00
188858	12/18/2014	WESTMINSTER PRESS, INC.	1,016.16
188859	12/18/2014	WILLIAMS RECORDING	2,000.00 *
Cancelled on 12/18/2014, Cancel Register # AP12182014C			
188860	12/18/2014	WILSON SPORTING GOODS, INC	1,376.35
188861	12/18/2014	YBP LIBRARY SERVICES	362.14
188862	12/18/2014	KLEIN, ELIZABETH	350.00
188863	12/18/2014	LEE, CONNIE	350.00
188864	12/18/2014	DISCOUNT SCHOOL SUPPLY	1,366.62
188865	12/18/2014	HANDWRITING WITHOUT TEARS	309.75
188866	12/18/2014	ALL AROUND UNDERGROUND CONTRACTORS INC.	38,513.75
188867	12/18/2014	CDW GOVERNMENT, INC.	354.79
188868	12/18/2014	DABCO, INC.	701.96
188869	12/18/2014	DOUGHERTY + DOUGHERTY ARCHITECTS LLP	25,590.00
188870	12/18/2014	GKKWORKS	8,499.85
188871	12/18/2014	i3 SOLUTIONS C/O IDEN SADEGHIEH	4,510.00
188872	12/18/2014	LCC3 CONSTRUCTION SERVICES INC	13,651.00
188873	12/18/2014	LIONAKIS	8,902.98
188874	12/18/2014	McCLELLAN NICHOLS SPORTS SYNDICATE, LLC	1,500.00
188875	12/18/2014	NINYO & MOORE	3,200.50
188876	12/18/2014	PENN CORPORATE RELOCATION SERVICES, INC.	336.00
188877	12/18/2014	ACSIG/EDGE	27,136.18 *
Reissued on 12/18/2014, Cancel Register # AP12182014C			
188878	12/18/2014	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	325,722.00
188879	12/19/2014	AAA ACCESS SMOG	150.00
188880	12/19/2014	ACCE/SAN DIEGO CONTINUING EDUCATION	325.00
188881	12/19/2014	ACSIG/EDGE	148,692.53
188882	12/19/2014	ACSIG/EDGE	43,309.20
188883	12/19/2014	AMERICAN FILING SYSTEMS INC	500.00
188884	12/19/2014	ALLIEDBARTON SECURITY SERVICES	2,128.64
188885	12/19/2014	ARAMARK UNIFORM SERVICES, INC	220.51
188886	12/19/2014	ASSOCIATION FOR TITLE IV ADMINISTRATORS	2,500.00
188887	12/19/2014	AT&T	12.47
188888	12/19/2014	AT&T	12.46
188889	12/19/2014	MICHAEL BENNETT	1,199.99
188890	12/19/2014	BORIS F. BUZAN	582.94
188891	12/19/2014	DEIDRE CAVAZZI	1,184.00
188892	12/19/2014	CSU FULLERTON CASHIER'S OFFICE UH 180	1,470.00
188893	12/19/2014	KIM D'ARCY	64.90
188894	12/19/2014	EWING IRRIGATION PRODUCTS	39.83
188895	12/19/2014	FREEWAY AUTO SUPPLY	70.25
188896	12/19/2014	WILL GLEN	96.77

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Checks Dated 11/24/2014 through 01/06/2015

Check Number	Check Date	Pay to the Order of	Check Amount
188897	12/19/2014	W. W. GRAINGER	159.67
188898	12/19/2014	STEVE KORPER	539.00
188899	12/19/2014	LAKE FOREST CHAMBER OF COMMERCE	175.00
188900	12/19/2014	LONG, ERIN	27.70
188901	12/19/2014	MC KESSON MEDICAL SURGICAL	2,425.51
188902	12/19/2014	MISSION VIEJO CHAMBER OF COMME	150.00
188903	12/19/2014	MOORE MEDICAL, LLC	237.23
188904	12/19/2014	NACCE	750.00
188905	12/19/2014	NORTH STATE ENVIRONMENTAL	522.79
188906	12/19/2014	ORANGE CO. COMMERCIAL PRINTING	1,506.00
188907	12/19/2014	PACIFIC RESEARCH & EVALUATION ATTN: STEVEN RIDER, PRES.	3,829.32
188908	12/19/2014	PACIFIC COACHWAYS CHARTER SERVICES, INC.	838.84
188909	12/19/2014	PETE'S ROAD SERVICE	253.80
188910	12/19/2014	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	1,980.72
188911	12/19/2014	NEW VISION CONSTRUCTION DAVID PUFAHL	927.16
188912	12/19/2014	PATRICK QUIGLEY	1,200.00
188913	12/19/2014	RDO WATER, LLC	5,151.60
188914	12/19/2014	JAMES REPKA	90.47
188915	12/19/2014	EILEEN-ALANNAH ROSENBERG	1,200.00
188916	12/19/2014	S & B FOODS CATERING DIVISION	464.03
188917	12/19/2014	SAN DIEGO GAS & ELECTRIC	59,620.26
188918	12/19/2014	SOUTHERN COUNTIES OIL CO.	3,398.10
188919	12/19/2014	HENRY SCHEIN, INC.	3,106.65
		Unpaid Sales Tax	300.85
		Expensed Amount	3,407.50
188920	12/19/2014	SEHI COMPUTER PRODUCTS, INC.	3,147.14
188921	12/19/2014	SOUTHERN CALIFORNIA EDISON CO.	2,016.17
188922	12/19/2014	SOUTH COAST SAILING TEAM ATTN: JIM WEHAN	600.00
188923	12/19/2014	BERNARD SOMERS	600.00
188924	12/19/2014	SPRINGSHARE, LLC	291.00
188925	12/19/2014	SAMANTHA J. VENABLE	1,200.00
188926	12/19/2014	VITAL LINK EDUCATION AND BUSINESS CONSORTIUM	8,300.00
188927	12/19/2014	VWR INTERNATIONAL, INC.	2,758.22
188928	12/19/2014	WARD'S SCIENCE	259.46
188929	12/19/2014	WILLIAMS RECORDING	2,000.00
188930	12/19/2014	DAIRY DEPOT	36.20
188931	12/19/2014	SAFEWAY, INC.	154.14
188932	12/19/2014	AMPCO CONTRACTING, INC.	25,164.90
188933	12/19/2014	COLLEGESOURCE, INC.	2,187.50
188934	12/19/2014	DSE ARCHITECTURE, INC.	2,563.31
188935	12/19/2014	EMCOR/Mesa Energy Systems	1,123.17
188936	12/19/2014	ENVIRON INTERNATIONAL CORP.	9,224.87
188937	12/19/2014	EPD SOLUTIONS, INC.	4,336.95
188938	12/19/2014	JB TECHNOLOGY CONSULTING LLC	8,500.00
188939	12/19/2014	NIMBLE CONSULTING	8,777.00
188940	12/19/2014	ORANGE COUNTY REGISTER	2,662.00
188941	12/19/2014	PRECISION PLUMBING	53,401.00

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Checks Dated 11/24/2014 through 01/06/2015

Check Number	Check Date	Pay to the Order of	Check Amount
188942	12/19/2014	REDISQ TECHNOLOGIES	6,120.00
188943	12/19/2014	SECTORPOINT INC	3,500.00
188944	12/19/2014	SEGURA ASSOCIATES, INC.	2,611.75
188945	12/19/2014	SYNERGY SOFTWARE SOLUTIONS C/O PRATIK MODI	6,528.00
188946	12/19/2014	WORKDAY INC	25,000.00
188947	12/19/2014	ACSIG/EDGE	21,956.28
188948	12/19/2014	ACSIG/EDGE	5,179.90
188949	01/05/2015	ROSIE AGUILAR	28.08
188950	01/05/2015	ALISO VIEJO CONFERENCE CENTER	805.15
188951	01/05/2015	ATTN: JAN SLATER CAREERCONNECTION.ME	100.00
188952	01/05/2015	NANCY BRACKEN	1,851.38
188953	01/05/2015	CHRISTOPHER M. CANADA	300.00
188954	01/05/2015	MARY CELESTE	487.31
188955	01/05/2015	MIKE COLLINS	683.23
188956	01/05/2015	BRADLEY CONRAD	33.32
188957	01/05/2015	EBSCO INFORMATION SERVICES PAYMENT PROCESSING CENTER	220.60
188958	01/05/2015	EMBLEM ENTERPRISES	178.32
188959	01/05/2015	W. W. GRAINGER	313.70
188960	01/05/2015	MARVIN ANDY GROUND	160.00
188961	01/05/2015	MARVIN ANDY GROUND	160.00
188962	01/05/2015	MARVIN ANDY GROUND	160.00
188963	01/05/2015	MARVIN ANDY GROUND	160.00
188964	01/05/2015	HOME DEPOT CREDIT SERVICES	5,156.93
188965	01/05/2015	PIPS C/O KEENAN & ASSOCIATES	147,278.58
188966	01/05/2015	NICOLE MAJOR	79.55
188967	01/05/2015	O'MEARA, MICHAEL	39.89
188968	01/05/2015	OFFICE MAX INCORPORATED	6,616.09
188969	01/05/2015	PACIFIC CLIPPINGS	59.00
188970	01/05/2015	PASCO SCIENTIFIC	5,258.52
188971	01/05/2015	PATON GROUP	18,300.38
188972	01/05/2015	PERIWINKLE ENTERTAINMENT PRODUCTIONS	5,000.00
188973	01/05/2015	PHARMEDIX	119.53
188974	01/05/2015	POCKET NURSE ENTERPRISES, INC.	1,092.37
Unpaid Sales Tax			83.67
Expensed Amount			1,176.04
188975	01/05/2015	RED DIGITAL CAMERA COMPANY	5,654.75
188976	01/05/2015	(JOHN) RICK REESE	17.66
188977	01/05/2015	REFRIGERATION SUPPLIES DIST.	181.14
188978	01/05/2015	RCC GOLF TRUST RIVERSIDE CITY COLLEGE	300.00
188979	01/05/2015	RICHARD ROTH, ESQ	10,177.50
188980	01/05/2015	ROTO-ROOTER SERV. & PLUMBING HOFFMAN SOUTHWEST CORP	3,870.75
188981	01/05/2015	S & B FOODS CATERING DIVISION	57.19
188982	01/05/2015	SCHLAIFER'S ENAMELING SUPPLIES INC.	357.05
Unpaid Sales Tax			26.69
Expensed Amount			383.74
188983	01/05/2015	SOUTHERN CALIFORNIA GAS CO.	13,098.43
188984	01/05/2015	SWISS, TIM	37.50

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Checks Dated 11/24/2014 through 01/06/2015

Check Number	Check Date	Pay to the Order of	Check Amount
188985	01/05/2015	THEATRE COMPANY	140.00
188986	01/05/2015	TRIBUNE MEDIA SERVICES, INC.	891.12
188987	01/05/2015	TVPAINT DEVELOPEMENT	12,700.00
188988	01/05/2015	UNITED SITE SERVICES OF CALIFORNIA, INC.	604.50
188989	01/05/2015	ROBERT WADDINGTON	120.00
188990	01/05/2015	WANG, LISA ANH	30.24
188991	01/05/2015	WAWAK	93.53
			Unpaid Sales Tax 7.09
			Expensed Amount 100.62
188992	01/05/2015	DOUGLAS WESTLAKE	187.50
188993	01/05/2015	FENTRISS WINN	128.00
188994	01/05/2015	FENTRISS WINN	128.00
188995	01/05/2015	FENTRISS WINN	128.00
188996	01/05/2015	FENTRISS WINN	128.00
188997	01/05/2015	OFFICE MAX INCORPORATED	123.65
188998	01/05/2015	DEPT INDUSTRIAL RELATIONS OFFICE OF SELF INS PLANS	12,295.64
188999	01/06/2015	CINTAS CORPORATION	175.07
189000	01/06/2015	MIKE COLLINS	23.46
189001	01/06/2015	DOWNTOWN FORD SALES	21,477.07
189002	01/06/2015	KATE FUENTES	360.00
189003	01/06/2015	TREY HANNULA	200.00
189004	01/06/2015	STEPHEN HENKLE	25.00
189005	01/06/2015	BRIAN M. MC CORD	305.00
189006	01/06/2015	SCOTT MC REYNOLDS	100.00
189007	01/06/2015	KELVIN A. MOTA	330.00
189008	01/06/2015	PARADISE BAKERY & CAFE	580.46
189009	01/06/2015	NATHAN VONAHSEN	275.00
189010	01/06/2015	AUTOLIFT SERVICES, INC.	9,360.00
Total Number of Checks			999
			9,389,714.24

Includes checks for only Bank Account COUNTY

	Count	Amount
Cancel	4	22,900.00
Reissue	3	221,012.91
Net Issue		9,145,801.33

## Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	864	4,138,525.28
12	Child Development Fund	18	4,995.62
40	Capital Outlay Fund	103	4,624,825.06
68	Self-Insurance Fund	4	28,761.40
71	Retiree Benefit Fund	3	352,858.18
Total Number of Checks		992	9,149,965.54
Less Unpaid Sales Tax Liability			4,164.21
Net (Check Amount)			9,145,801.33

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Checks Dated 11/24/2014 through 01/06/2015

Check Number	Check Date	Pay to the Order of	Check Amount
011318	11/26/2014	ACADEMIC CHESS C/O ADAM BRODY	20,260.80 *
Reissued on 12/10/2014			
011319	11/26/2014	BRICKS 4 KIDZ ALC ENTERPRISES	4,788.00
011320	11/26/2014	YOUNG REMBRANDTS KATHLEEN M. ANGEL	10,818.00
011321	11/26/2014	SAHEL YOGA LLC	892.80
011322	11/26/2014	DARREN BRIAN JONES BRAINSTORM STUDIOS	3,420.00
011323	11/26/2014	BOOGIE WOOGIE BABY	1,255.80
011324	11/26/2014	CONVERSA INC	630.00
011325	11/26/2014	CULINARY COOKING KIDS, LLC	7,792.20
011326	11/26/2014	FIT KIDS AMERICA	16,305.60
011327	11/26/2014	FUTURE BUILDERS WITH BRICKS	3,600.00
011328	11/26/2014	ART JUST CREATE IT	3,123.00
011329	11/26/2014	ATTN: JAVIER RIVAS HERNANDEZ ONE ON ONE BASKETBALL	4,176.00
011330	11/26/2014	TGA OF SOUTH ORANGE COUNTY C/O ANTHONY LEONE	1,656.00
011331	11/26/2014	LIL' CHEF SCHOOL	5,958.00
011332	11/26/2014	MAD SCIENCE OF ORANGE COUNTY	12,393.00
011333	11/26/2014	APRIL D. SAYEGH	720.00
011334	11/26/2014	SUPER READERS SUPER CHEFS	2,583.00
011335	11/26/2014	BRAIN BUILDERS EDUCATIONAL PROGRAMS	8,172.00
011336	11/26/2014	KIRIN CERTIFIED QUALITY ENGINEERING	864.00
011337	11/26/2014	DENISE LUDS	53.27
011338	12/04/2014	THE ARTBAR	345.60
011339	12/04/2014	KARTAR DIAMOND FENG SHUI SOLUTIONS	50.00
011340	12/04/2014	GOOD TIMES TRAVEL, INC.	3,348.00
011341	12/04/2014	POSTMASTER	20,108.16
011342	12/04/2014	ARRON SEARCY	44.31
011343	12/04/2014	YRMA GALLOSO	175.00
011344	12/10/2014	ACADEMIC CHESS C/O ADAM BRODY	20,260.80
011345	12/12/2014	XEROX CORPORATION	481.10
011346	12/12/2014	SYLVIA WALMRIN	49.00
011347	12/17/2014	ACADEMIC INNOVATIONS	249.00
011348	12/17/2014	OFFICE MAX INCORPORATED	223.03
011349	12/22/2014	CONNECTED WOMEN OF INFLUENCE	1,113.50
Total Number of Checks			32 155,908.97

Includes checks for only Bank Account SC-CMED

	Count	Amount
Reissue	1	20,260.80
Net Issue		135,648.17

## Fund Summary

Fund	Description	Check Count	Expensed Amount
09	SC Community Education Fund	31	135,648.17
Total Number of Checks		31	135,648.17
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			135,648.17

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

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Checks Dated 11/24/2014 through 01/06/2015

Check Number	Check Date	Pay to the Order of	Check Amount
009343	11/26/2014	CAROL GLAB	95.00
009344	12/05/2014	EDUCATION TO GO	1,595.00
009345	12/05/2014	SHARON LOUIE	13.80
009346	12/05/2014	VISION STRIKE, INC	562.50
009347	12/12/2014	EDUCATION TO GO	1,695.00
009348	12/15/2014	WELLS FARGO #3317	99.74
009349	12/17/2014	EDUCATION TO GO      GATLIN EDUCATION SERVICES	1,695.00
009350	12/17/2014	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	18,211.47
009351	12/17/2014	SHARON RICE	45.00
Total Number of Checks			9
			<u>24,012.51</u>

Includes checks for only Bank Account IVC-CMED

## Fund Summary

Fund	Description	Check Count	Expensed Amount
07	IVC Community Education Fund	9	24,012.51
Total Number of Checks		9	24,012.51
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			<u>24,012.51</u>

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

ESCAPE **ONLINE**

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**TO:** Board of Trustees

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

**RE:** SOCCCD: Purchase Orders/Confirming Requisitions

**ACTION:** Ratification

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### **BACKGROUND**

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

### **STATUS**

Purchase orders numbered P15-02691 through P15-03047 amounting to \$4,698,648.34 are submitted to the Board of Trustees for approval. Confirming requisitions dated November 24, 2014 through January 6, 2015 totaling \$104,833.86 are also submitted.

### **RECOMMENDATION**

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



(See Last Page) \*\*\*

PO Number	Vendor Name	Loc	Description	Order Amount
P15-02691	SAFELITE AUTO GLASS CORP.		Van #3 Windshield Parts&Service	312.65
P15-02692	SAMY'S CAMERA		TriPods	6,998.40
P15-02693	AMSTERDAM PRINTING & LITHO Att n: MATT SPLITGERBER		LED Illuminate Pens	618.78
P15-02694	DJ ORTHOPEDICS, LLC		Athletic Trainers Equipment	1,697.52
P15-02695	LAERDAL MEDICAL CORP.		Athletic Trainers Equipment	1,222.91
P15-02696	INTERNATIONAL E-Z UP, INC.		Athletic Trainers Equipment	1,208.42
P15-02697	HENRY SCHEIN, INC.		Athletic Training Equipment	1,506.24
P15-02698	B & H PHOTO		Photo Lenses	7,965.00
P15-02699	KIMBALL INTERNATIONAL C/O UNIT ED INTERIORS		Furniture for AGB	15,558.29
P15-02700	EAGLE COMMUNICATIONS		Radios to Maintain Radio Inventory	2,524.27
P15-02701	SYSTEMS SOURCE, INC.		Furniture for VII 2	6,832.77
P15-02702	EASTBAY TEAM SPORTS		W's Basketball Supplies	1,228.60
P15-02703	WELLS FARGO #2785		Dry Cleaning Services	156.00
P15-02704	BSN SPORTS		Men's Volleyball Supplies	1,122.76
P15-02705	CDW-G COMPUTER CENTERS		Replacement Headset for 3rd Fl. Tech. Staff	280.04
P15-02706	WILSON SPORTING GOODS, INC		Tennis Balls	1,376.35
P15-02707	ADAMSON POLICE PRODUCTS		Helmets	950.40
P15-02708	LIBERTY DISTRIBUTION COMPANY		Tennis Supplies	642.99
P15-02709	SEPULVEDA BUILDING MATERIALS	IVC Life Sci	2014-2015 Materials and Supplies for Bees garden	700.00
P15-02710	HITT MARKING DEVICES, INC.		Self Inking Date Stamps	117.95
P15-02711	HP CORPORATE HEADQUARTERS		Laptop for Board Meetinga	2,864.92
P15-02712	POSTMASTER		Postage for Spring 2015 Perf. Arts brochures	3,205.00
P15-02713	DICK BLICK COMPANY		Canvas Board, Oil Solvents.	266.91
P15-02714	RIO GRANDE ALBUQUERQUE		Silver Wires, Silver Sheets	1,199.45
P15-02715	B & H PHOTO		Replacement Remote Presenters	198.72
P15-02716	TREE OF LIFE NURSERY	IVC Life Sci	2014-2015 Bio Lab Plant Supplies	300.00
P15-02717	SOURCE GRAPHICS		Supplies for Teriostar Printer	240.48
P15-02718	AMERICAN MICROIMAGING INC		Document Imaging services	31,528.00
P15-02719	UNITED RENTALS		Lift Rental	1,744.18
P15-02720	U.S. DATA TRUST CORPORATION		Continuous Offsite Data Backup Service: Vault Live	60,000.00
P15-02721	U.S. TOY CO., INC. (dba) CONST RUCTIVE PLAYTHINGS		Storage Tubs	122.98
P15-02722	POCKET NURSE ENTERPRISES, INC.		Supplies for Nursing	1,247.65
P15-02723	CDW-G COMPUTER CENTERS		Network Refresh Project Cables	1,635.07
P15-02724	CDW-G COMPUTER CENTERS		Surface Pro Computer	1,935.90
P15-02725	WARD'S SCIENCE		Replacements for Mercury Filled Units	667.76
P15-02726	WESTMINSTER PRESS, INC.		Printing of At-A-Glance Brochure	1,016.16
P15-02727	VIDEO INSIGHT INC		Cams/Hardware/Parking Lots	17,998.58
P15-02728	NANCY'S NOTIONS		Spring 2015 Fee Based Supplies	218.42
P15-02729	MOSSY NISSAN INC. dba MOSSY NI SSAN OCEANSIDE		Nissan Work Vehicle	19,552.95

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

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(See Last Page) \*\*\*

PO Number	Vendor Name	Loc	Description	Order Amount
P15-02730	ORANGE COUNTY REGISTER		Bid 2027 Cafeteria Services 10/15 & 10/22/14	1,318.00
P15-02731	ORANGE COUNTY REGISTER		Ad for Surplus Auction 59; 10/29 & 11/5/14	822.00
P15-02732	PALOMAR CROSS COUNTRY		Entry Fee W. Golf 2014 Championship	580.00
P15-02733	BONE CLONES, INC.		Anthropology Skulls	9,117.17
P15-02734	WARD'S SCIENCE		Geography Supplies	259.46
P15-02735	ATTN: FRANCES VALERA LITTLE WI NDOWS		Resin, Templates, Doming Trays	182.38
P15-02736	KE DESIGNS	.	Consultant for CA Career Cafe	1,000.00
P15-02737	JOON SUNG JUN	.	Guest Artist	750.00
P15-02738	STRAIGHT TALK CLINIC INC	.	Contract Mental Health	34,000.00
P15-02739	PAC-VAN INC	.	Door for Storage Unit	1,247.00
P15-02740	CHARLES H. WAGNER	.	Guest Artist	600.00
P15-02741	CDW-G COMPUTER CENTERS	.	Symantec Ghost Software Renewal	3,500.00
P15-02742	CCBCA ATTN: PAUL MOORE	.	Membership: Baseball Program	115.00
P15-02743	ACCUVANT INC.	.	PAN Support & Threat Prevention Support Renewal	81,981.12
P15-02744	Netsupport	.	NetSupport School	1,140.47
P15-02745	SEHI PROCOMP COMPUTER PRODUCTS	.	Printer for Sr. Admin	429.22
P15-02746	HEIDI M. OCHOA	.	Supplies for Speech/Forensics	200.00
P15-02747	JOANNA HUSSEY	.	Wksp Trainer	120.00
P15-02748	ARLENE ERICKSON	.	Wkshp Trainer	240.00
P15-02749	ANGELA SANTOS	.	Wkshp Trainer	180.00
P15-02750	ERIN KIM	.	Wkshp Co-Trainer	945.00
P15-02751	SUSAN DROGO	.	Wkshp Monitor	35.00
P15-02752	YVETTE ESTRADA	.	Wkshp Panelist	35.00
P15-02753	CARLOS ZELAYA	.	Wkshp Panelist	35.00
P15-02754	MARIA E. HUTCHINSON CERVANTES	.	Wkshp Trainer	480.00
P15-02755	SEHI PROCOMP COMPUTER PRODUCTS	.	New Printer	720.98
P15-02756	GUISELLE SCOTT	.	Wkshp Co-Trainer, Monitor and Panelist	1,120.00
P15-02757	DIEMMY TRAN	.	Wkshp Trainer	960.00
P15-02758	ROSALBA CERVANTES	.	Wkshp Monitor	35.00
P15-02759	EMMA ZAYAS	.	Wkshp Panelist	35.00
P15-02760	GABRIELA HERNANDEZ	.	Wkshp Panelist	35.00
P15-02761	THORLABS, INC.	.	Regulated Power Supply	838.49
P15-02762	C BELOW INC	.	SC Water Main Break - Excavation Services	7,000.00
P15-02763	BJB ENTERPRISES, INC.	.	Vacuum Cart for Casting	6,877.01
P15-02764	TRUE MARKET SOLUTIONS INC	.	Irvine Sustainability Circle Registration	1,875.00
P15-02765	WELLS FARGO #3317	.	Timers	153.00
P15-02766	WELLS FARGO #3317	.	Label Maker	86.39
P15-02767	WELLS FARGO #3317 (DISTRICT)	.	Surface Pro 3 Personal Computer	1,602.26
P15-02768	WELLS FARGO #3317	.	Portable External Hard Drive	97.19
P15-02769	WELLS FARGO #3317	.	Instructional Supplies - Batteries	52.46
P15-02770	WELLS FARGO #3317	.	Wireless Presenters	174.90
P15-02771	DHARMA TRADING CO.	.	Silk Tissue Holders, 0bags	170.67

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(See Last Page) \*\*\*

PO Number	Vendor Name	Loc	Description	Order Amount
P15-02772	B & H PHOTO	Bldg W/Com Arts	Parts to Upgrade Red Epic Camera	4,515.78
P15-02773	WELLS FARGO #3317		Folding Utility Cart	51.79
P15-02774	SADDLEBACK GOLF CARS, INC.		Golf Cart	6,561.00
P15-02775	ALLIED STORAGE CONTAINERS, IN C.		20ft Reconditioned Storage Container	2,565.00
P15-02776	CHRISTOPHER O'NEAL dba BROTHER WISE GAMES		Guest Speaker	250.00
P15-02777	COLLEEN VAN GINKEL		Wkshp Panelist	35.00
P15-02778	CHAD TEMAN TEMAN TRAINING AND CONSULTING		Webinar for Int'l Student Services	150.00
P15-02779	McCLELLAN NICHOLS SPORTS SYNDI CATE, LLC		Sand Delivery on Campus	1,500.00
P15-02780	HOME DEPOT MISSION VIEJO STORE #614		2014-2015 Instructional Supplies	650.00
P15-02781	WARREN DISTRIBUTING, INC.		Emergency Instructional Supplies	324.00
P15-02782	AKON LLC		Replacement Curtains for Art	1,007.90
P15-02783	RF MACDONALD CO		Annex Boiler Inspections and Tune Up	2,250.00
P15-02784	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP		Reagents for Bio3A and 3C.	3,228.31
P15-02785	COLLEGE CENTRAL NETWORK		College Central Network Renewal	1,736.44
P15-02786	UNITED RENTALS		Water Tank Rental for Horticulture	2,000.00
P15-02787	COLIN WENHARDT		Production Services for Spelling Bee Product.	1,105.00
P15-02789	ASCAP		Music License Fees	8,495.13
P15-02790	TROXELL COMMUNICATIONS, INC.		Crestron Fusion Software	3,524.04
P15-02791	AG CONSTRUCTION & CONTRACTING INC		Health Center Interior Painting	6,813.00
P15-02792	AMPCO CONTRACTING, INC.		ATEP Land Exchange Demolition	2,425,000.00
P15-02793	CREATION ENGINE, INC.		SketchUp Pro 2015 Renewal	450.00
P15-02794	GRACE TRAINING SUPPLY		Supplies for Nursing	19,416.40
P15-02795	BROADCAST MUSIC, INC.		License Fees for District Music Use	9,253.54
P15-02796	SYSTEMS SOURCE, INC.		Installing Furniture for VII 2	1,058.35
P15-02797	KEN'S SPORTING GOODS		Baseball Team Supplies	3,871.11
P15-02798	MC KESSON GENERAL MEDICAL		Athletic Training Supplies	280.80
P15-02799	GUEST ARTISTS		Technicians for Guest Artist Events - 6892	1,500.00
P15-02800	DRAMATISTS PLAY SERVICE, INC.		Scripts for Dept Theatre Arts FY14/15	21.60
P15-02801	SAMUEL FRENCH		Scripts for Dept of Theatre Arts FY14/15	23.63
P15-02802	SEHI PROCOMP COMPUTER PRODUCTS		Maintenance Kit for Printer	390.00
P15-02803	UNITED SITE SERVICES OF CALIFORNIA, INC		Cardboard Trash Boxes for Events	604.50
P15-02804	ROTO-ROOTER SERVICE & PLUMBING COMPANY		Annual Storm Drain Cleaning	4,500.00
P15-02805	B & H PHOTO		Mouse Pads for SC Photo Classes	64.48
P15-02806	SHOR INTERNATIONAL CORP.		Casting Equipment	6,468.62
P15-02807	RAINA KROPP		Speaker - The Human Resources Symposium	100.00
P15-02808	PLAYSCRIPTS, INC		Performance Rights for High Fidelity	125.00
P15-02809	MAIN GRAPHICS		Brochures for Various Depts.	1,900.68

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ESCAPE **CONTINUE**

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PO Number	Vendor Name	Loc	Description	Order Amount
P15-02810	SPIE SALES	.	Reserving Booth Rental for Photonics West	2,430.00
P15-02811	ANASAZI INSTRUMENTS, INC.		Replacement Equipment for Student Use	25,812.00
P15-02812	CPP, INC. DAVIES BLACK PUBLISHING		SkillsOne MBTI Online College Assessments	3,462.50
P15-02813	OMEGA ENGINEERING, INC.		Safety Equipment - Thermocouple	238.04
P15-02814	POWER MUSIC		Music CD's	163.07
P15-02815	FISHER SCIENTIFIC		Safety Equipment for Employees	132.51
P15-02816	SCHLAIFER'S ENAMELING SUPPLIES INC.		Spring 2015 Fee Based Supplies	383.74
P15-02817	DISCOUNT SCHOOL SUPPLY SALES DEPARTMENT		Tempera, Const. Paper, Glue, Markers	1,329.33
P15-02818	PITNEY BOWES	SC WAREHOUSE	Mail Machine Supplies	284.55
P15-02819	PARADIGM, INC.		Printing Spring 2014 Diplomas/Certificates	6,979.10
P15-02820	AMERICAN ASSOCIATION OF COMMUNITY COLLEGES (AACC)		Workforce Dev Conference 2015	650.00
P15-02821	WELLS FARGO #4955 ASG-SBC		Utility Caddy	26.94
P15-02822	WELLS FARGO #3317 (DISTRICT)		Dvd	33.14
P15-02823	ORANGE CO. BUSINESS JOURNAL		Employment Advertisement	3,500.00
P15-02824	WELLS FARGO #4955 ASG-SBC		Sign Holders	70.09
P15-02825	DUNIVIN'S TOWING		Towing	255.00
P15-02826	DON BUSCHE		Reimbursement for Cell Phone Use	231.50
P15-02827	B & H PHOTO	.	Photo Umbrellas	616.64
P15-02828	LEARNING BY DESIGN		Economic and Workforce Development Plan	5,875.00
P15-02829	FISHER SCIENTIFIC		Fee-based Supplies for Student Use	2,711.55
P15-02830	LABOR LAW CENTER, INC.	.	Mandated Posters	59.29
P15-02831	SCHOOLSIN		Laser Presenter for IVC Nutrition Instructor	55.31
P15-02832	SEHI PROCOMP COMPUTER PRODUCTS		T120 Printers	2,696.59
P15-02833	McMASTER CARR SUPPLY COMPANY	.	Shop Supplies for DMP	123.91
P15-02834	POCKET NURSE ENTERPRISES, INC.		Medical Assisting Student Supplies	1,358.56
P15-02835	HANDWRITING WITHOUT TEARS		Instructional Books	309.75
P15-02837	KELLY PAPER	.	Large Format Paper	245.04
P15-02838	BOUNDLESS NETWORK	.	Tablecloths	181.06
P15-02839	WELLS FARGO #3317		Gyroscopes	44.04
P15-02840	WELLS FARGO #3317	SC Science	Marpac Sound Machine	53.99
P15-02841	VWR		Fee-based Supplies for Student Use	807.01
P15-02842	DAVID STONEMAN DAVID STONEMAN PIANO TUNING	.	Piano Tuning	3,035.00
P15-02843	SCHWEDE LLC C/O MATT SCHWEDE		Rosin Box for Art	6,632.80
P15-02844	AARDVARK CLAY AND SUPPLIES		Plaster, Porcelain, Sand	4,801.68
P15-02845	SAMY'S CAMERA		Photo Paper for Div. and Photo Dept.	1,499.04
P15-02846	HOIST SERVICE CO., INC.		Annual Lift Inspection for Transportation	800.00
P15-02847	AARDVARK CLAY AND SUPPLIES		Ball Mill for Ceramics	1,598.40

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(See Last Page) \*\*\*

PO Number	Vendor Name	Loc	Description	Order Amount
P15-02848	OCEANSIDE PHOTO & TELESCOPE		Supplies for Astro and Electronics Dept	125.82
P15-02849	JERRY'S ARTARAMA		Fast Film, Dyes, Vellum	202.37
P15-02850	AMERICAN GEOTECHNICAL, INC.		TAS Water Main Break	6,000.00
P15-02851	HITT MARKING DEVICES, INC.		Name Badges for Paramedic Students	636.40
P15-02852	RAINBOW SYMPHONY STORE		Diffraction Gratings Slides	172.45
P15-02853	ORANGE COUNTY BUSINESS COUNCIL		Membership Fees	20,000.00
P15-02854	WELLS FARGO #3317 (DISTRICT)		Scripts for Theatre	23.06
P15-02855	KEENAN & ASSOCIATES		Fine Arts Insurance Premium	739.00
P15-02856	VITAL LINK EDUCATION AND BUS INESS CONSORTIUM		Contract Services	2,725.00
P15-02857	BAKER & TAYLOR		Library Books	161.64
P15-02858	U.S. POSTAL SERVICE MISSION VI EJO POST OFFICE		Business Reply Permits	905.00
P15-02859	UNITED STATES POSTAL SERVICE B USINESS REPLY MAIL		Mail Permit #209	220.00
P15-02860	WELLS FARGO #3317 (DISTRICT)		Respirator Cartridge Replacements	26.04
P15-02861	CALED (CA ASSOCIATION FOR LOC AL ECONOMIC DEVELOPMENT)		Membership Renewal	80.00
P15-02862	MATTERHACKERS, INC.		3D Printer Supplies - Perkins	600.00
P15-02863	ELIVATE		Bar Bells, Medicine Ball, Exercise Wheel	2,171.82
P15-02864	ALISO VIEJO CHAMBER OF COMMERC E		Membership Renewal	150.00
P15-02865	DANA POINT CHAMBER OF COMMERCE		Membership Renewal	100.00
P15-02866	MISSION VIEJO CHAMBER OF COMM ERCE		Membership Renewal	150.00
P15-02867	RSM CHAMBER OF COMMERCE		Membership Renewal	150.00
P15-02868	SAN CLEMENTE CHAMBER OF COMMER CE		Membership Renewal	249.00
P15-02869	SAN JUAN CAPISTRANO CHAMBER O F COMMERCE		Membership Renewal	100.00
P15-02870	DISCOUNT SCHOOL SUPPLY SALES D EPARTMENT		Key Chains	37.29
P15-02871	HITT MARKING DEVICES, INC.		Self-inking Custom Stamp	36.75
P15-02872	CDW-G COMPUTER CENTERS		Computer Set-Up for New Workstation/Employee	3,018.89
P15-02873	MICHELE MOCK		Payment for Work on BSI Project	758.00
P15-02874	TREE ENTERPRISES, LLC		Rest Mat Sheets	330.90
P15-02875	VICTORY CUSTOM ATHLETIC, INC		Baseball Team Uniform Supplies	408.80
P15-02876	DICK BLICK COMPANY		Acrylics, Brushes, Paper	370.32
P15-02877	AARDVARK CLAY AND SUPPLIES		Glaze	178.98
P15-02878	DICK BLICK COMPANY		Oil Solvents, Artist Panels	215.57
P15-02879	DICK BLICK COMPANY		Paper, Acrylics, Pencils	748.43
P15-02880	PENN CORPORATE RELOCATION SE RVICES, INC.		Moving Boxes	436.00
P15-02881	PROGRESSIVE BUS. PUBLICATIONS		Subscription of Publication	299.00

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(See Last Page) \*\*\*

PO Number	Vendor Name	Loc	Description	Order Amount
P15-02882	LESLIE GROLL, INC. dba THE ELE	.	Safety Stripping	1,555.20
	CTRICAL CONNECTION			
P15-02883	ROBIN SATTERLEE	.	Payment for Work on BSI Project	758.00
P15-02884	POSTMASTER	.	Postage for Foundation Letter	405.00
P15-02885	TRENCH SHORING COMPANY		SC Water Main Break - Shoring Rental	10,000.00
P15-02886	ALLSTEEL, INC. C/O QUALITY OFF		Furniture to Refurbish Financial Aid	11,493.67
	ICE FURNISHINGS			
P15-02887	EASTBAY TEAM SPORTS		Jerseys, Shirts	1,389.46
P15-02888	DEMCO INC.	.	Binder Tape	59.01
P15-02889	SEHI PROCOMP COMPUTER		Printer Ink	450.55
	PRODUCTS			
P15-02890	SPORTSPAGE		Team Fleece, Jacket, Pants	794.07
P15-02891	EUROPRINT, INC.		Media Guide/IVC W. Basketball	361.80
P15-02892	VITAL LINK EDUCATION AND		Career and Tech.Ed. High School Career	8,522.00
	BUS INESS CONSORTIUM		Day	
P15-02893	MAIN GRAPHICS	.	Printing Donor Letters for Foundation	1,848.98
P15-02894	EASTBAY TEAM SPORTS		Socks	745.39
P15-02895	LUCK'S MUSIC LIBRARY	.	Class Music	1,764.00
P15-02896	DICK BLICK COMPANY		Gel Pens, Pencils, Paper	396.81
P15-02897	DOWNTOWN FORD SALES		Passenger Vans for Fleet	64,474.86
P15-02898	ALERT SERVICES, INC.		Athletic Training Equipment	4,357.95
P15-02899	APPLE COMPUTER, INC. ATTN:		Equipment for Emeritus Classes	1,118.56
	HiE d SALES SUPPORT			
P15-02900	B & H PHOTO	.	Matte Roll Paper, Toner Cartridges	1,237.68
P15-02901	NACCE		Membership Renewal	750.00
P15-02902	APPLE COMPUTER, INC. ATTN:		Upgraded iPad	824.38
	HiE d SALES SUPPORT			
P15-02903	MKH ELECTRONICS		Annual Maintenance Equipment	291.60
			Calibration	
P15-02904	SCANTRON CORPORATION		Scantron Forms	132.36
P15-02905	AUTOMOTIVE SERVICE		Membership Renewal	50.00
	COUNCILS OF CA/ORANGE			
	COAST CHAPTER 50			
P15-02906	LEAGUE FOR INNOVATION		Advertisement	395.00
P15-02907	EASTBAY TEAM SPORTS		Women's Track & Field Uniform Supplies	287.16
P15-02908	WILL GLEN	.	Reimbursements	500.00
P15-02909	CALIFORNIA HAZARDOUS		Annual Testing of Monitor System &	1,500.00
	SERVICE		Vapor Recovery	
P15-02910	SPORTS FIELD SERVICES		Patching Sod at the Football Field	4,650.00
P15-02911	ATTN: PROF J. MICHAEL	.	Robotics Rescue	20,000.00
	McCARTHY MECHANICAL &			
	AEROSPACE ENG.			
P15-02912	SADDLEBACK VALLEY UNIFIED		Summer Program Letter - Postage	1,816.53
	SCHOOL DISTRICT			
P15-02913	W. W. GRAINGER		Measuring Equip, Battery, Caliper	8,591.23
P15-02914	BOUNDLESS NETWORK		Heat Seal Bags	9,539.00
P15-02915	VITAL LINK EDUCATION AND	.	Deputy Sector Navigator Regional	2,300.00
	BUS INESS CONSORTIUM		Advisory	
P15-02916	PREP GEAR		Baseball Uniform Supplies	564.32
P15-02917	BALBOA PARK CULTURAL		Museum Tour Passes for B2E Field Trip	1,155.00
	PARTNERSHIP			

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PO Number	Vendor Name	Loc	Description	Order Amount
P15-02918	ACCESSDATA	.	Forensic Academic Program w/Student Manuals	4,367.00
P15-02919	MONSTERSLAYER, INC.		C Lommatsch Barrett Spring 2015 Feebase Sup	391.99
P15-02920	EDUCATIONAL GLOBAL TECHNOLOGI ES, INC. (EDGT)		Software for Nursing	90.00
P15-02921	SYSTEMS MAINTENANCE SERVICES	.	Dell Server Maintenance Renewal	6,960.00
P15-02922	T AND D COMMUNICATIONS, INC		Districtwide Air Blown Fiber Proj/IVC & Saddleback	658,089.00
P15-02923	THE TITAN GROUP		Background Investigation	1,750.00
P15-02924	PROFESSIONAL INVESTIGATIONS WAWAK		Sewing Supply Fashion 100,110, 111 Students	100.62
P15-02925	SEHI PROCOMP COMPUTER PRODUCTS		Printers for Fiscal Srvs. Dept.	755.52
P15-02926	DEMCO INC.	.	Book Covers and Book Tape	748.31
P15-02927	EASTBAY TEAM SPORTS		Air Cage Court	982.56
P15-02928	WELLS FARGO #4955 ASG-SBC		Adobe FormCentral	143.88
P15-02929	SO. COAST FIRE PROTECTION		Annual Maintenance of Fire Extinguishers	3,000.00
P15-02930	SO. COAST FIRE PROTECTION		Maintenance of Fire Supression System	3,000.00
P15-02931	MICROSOFT ITA		Microsoft IT Academy	2,174.04
P15-02932	BUDDY'S ALL STARS		Basketball Nets	48.88
P15-02933	APPLE COMPUTER, INC. ATTN: HIE d SALES SUPPORT		Geo Lab Equipment (IR)	376.92
P15-02934	LAKE FOREST CHAMBER OF COMMERCE		Membership Renewal	175.00
P15-02935	HOME DEPOT MISSION VIEJO STORE #614		2014-2015 IT Dept/Server Room Hardware	1,000.00
P15-02936	LESTER LITHOGRAPH		Printing of Crisis Intervention Folders	1,799.28
P15-02937	RED DIGITAL CAMERA COMPANY	Bldg W/Com Arts	Parts to Complete 2nd Red Epic Camera	5,654.21
P15-02938	GEORGE YARDLEY CO., INC.		Plumbing Supplies	202.25
P15-02939	CREATIVE ALLIANCE GROUP		Partnering Workshop Services	7,900.00
P15-02940	UNITED SITE SERVICES OF CALIFO RNIA, INC.		Portable Rent/Services at Horticulture	1,823.12
P15-02941	UNITED SITE SERVICES OF CALIFO RNIA, INC.		Portable Restroom Services	4,814.37
P15-02942	ALL AROUND UNDERGROUND CONTRA CTORS INC.		SC Water Main Break - Valve Installation	40,000.00
P15-02943	WHITE MECHANICAL INC		Replace HVAC System at Golf Shop	9,779.00
P15-02944	SCANTRON CORPORATION	.	Scantron Renewal	1,877.00
P15-02945	GENERAL DYNAMICS INFORMATION T ECHNOLOGY INC		1098-T Tax Form Mailing/Web Access - 2014 tax yr	40,000.00
P15-02946	DR. NANCY CARRITTE		Employee Coaching Services	300.00
P15-02947	INDUSTRIAL PSYCHOLOGIST			
P15-02947	POCKET NURSE ENTERPRISES, INC.		Overbed Table, Battery	104.12
P15-02948	CARIE CRUZ		Wkshp Monitor	140.00
P15-02949	SCOTT WELLS	.	Guest Speaker	350.00
P15-02950	MARIA E. HUTCHINSON		Wkshp Trainer	480.00
	CERVANTES			

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PO Number	Vendor Name	Loc	Description	Order Amount
P15-02951	OPUS INSPECTON INC		Equipment Dynamometer at TAS	13,500.00
P15-02952	ALA STORE AMERICAN LIBRARY ASSOCIATION		Annual Membership-American Library Assoc.	625.00
P15-02953	SADDLEBACK MATERIALS COMPANY		Annual Grounds Supplies, Poly Sand Bags	637.20
P15-02954	HATCHUEL TABERNIK & ASSOCIATES		Grant Assist with NSF IUSE	12,450.00
P15-02955	ORKIN EXTERMINATING, INC. ACUR ID		Annual Monthly Bee Box Services	8,200.00
P15-02956	PYRO-COMM SYSTEMS		Annual Maintenance for Elevator at LRC & HS	500.00
P15-02957	ALLSTEEL, INC. C/O QUALITY OFFICE FURNISHINGS		Furniture to Refurbish Desk: Off. Student Service	2,490.09
P15-02958	CDW-G COMPUTER CENTERS		Desktops for DSPS	13,144.00
P15-02959	LAERDAL MEDICAL CORP.		Equipment for EMS	49,873.14
P15-02960	VITAL LINK EDUCATION AND BUSINESS CONSORTIUM		Small Business Navigator Sub Grant	6,000.00
P15-02961	IVC FOUNDATION		Facility Rental Partnership Agreement w/ W.Soccer	675.00
P15-02962	W. W. GRAINGER		Respirators for Biology	357.09
P15-02963	ORANGE COUNTY REGISTER		Bid 2029 FA, Parking Lots 9 & 10, 11/25 & 12/3	2,662.00
P15-02964	PRECISION PLUMBING		PAC Emergency Repair	53,401.00
P15-02965	PASCO SCIENTIFIC		Instructional Supplies for Physics	226.24
P15-02966	BATTERY SYSTEMS ANAHEIM		Battery Supplies	500.00
P15-02967	ORKIN EXTERMINATING, INC. ACUR ID		Annual Bi-Monthly Gopher Services	10,500.00
P15-02968	ORKIN EXTERMINATING, INC. ACUR ID		Annual Pest Control	15,408.00
P15-02969	HAMPTON TEDDER ELECTRIC CO.		High Voltage & Co-Gen Preventive Maintenance	59,850.00
P15-02970	SCHNEIDER ELECTRIC		District Datacenter Power Work	5,250.00
P15-02971	TRANS WORLD SUPPLIES, INC. dba REUSCHE & CO.		Tracing Black, Sample Kit, Fee Based Supplies	275.53
P15-02972	LOEX CLEARINGHOUSE FOR LIBRARY INSTRUCTION (LOEX)		Institutional Membership	85.00
P15-02973	WELLS FARGO #3317		Library Book	118.79
P15-02974	CDW-G COMPUTER CENTERS		Kemp LoadMaster Maintenance Renewal	11,250.00
P15-02975	PIP PRINTING		Fritsen Workbook	722.96
P15-02976	EMBLEM ENTERPRISES		Patches	178.32
P15-02977	PRESIDIO NETWORKED SOLUTIONS		Instreamer - Telecom Hold Music (KSBR) Function	322.59
P15-02978	DEPT OF INDUSTRIAL RELATIONS SELF-INSURANCE PLANS		FY 2013-2014 Assessment Fees	12,295.64
P15-02979	EBSCO SUBSCRIPTION SERVICE		Periodical Subscriptions.	220.60
P15-02980	EMCOR/Mesa Energy Systems		Float Valve Warranty Repair	1,123.17
P15-02981	HP CORPORATE HEADQUARTERS		HS Laptops	14,774.53
P15-02982	ATTN: JAN SLATER CAREERCONNECT ION.ME		Speaker - The Human Resources Symposium	100.00

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PO Number	Vendor Name	Loc	Description	Order Amount
P15-02983	TRIBUNE MEDIA SERVICES C/O KYL E BROWNELL		Schedule Service for Ch. 39	891.12
P15-02984	CRI ELECTRIC, INC		Repair Electrical Panels in LRC	29,880.00
P15-02985	ORANGE COAST FENCE COMPANY		Install Fencing at CP	2,934.00
P15-02986	ALLSTEEL, INC. C/O QUALITY OFF ICE FURNISHINGS		Furniture to Refurbish Library	48,485.39
P15-02987	DONALD BOUCHARD dba ALEGRE SCI ENCE		Replacement Equipment for Student Use - NMR	10,800.00
P15-02988	TVPAINT DEVELOPPEMENT		TVPaint Animation 11 Professional	13,819.61
P15-02989	EAGLE COMMUNICATIONS		Two-Way Radio Equipment	12,276.30
P15-02990	OM WORKSPACE		Replace Defective Benches in LRC	9,738.14
P15-02991	MARISSA ROTH		Guest Speaker	100.00
P15-02992	AIRWOLF3D		FDM Printers for MFG Classes	8,779.20
P15-02993	CDW-G COMPUTER CENTERS		Network Refresh Phone Supplies	1,692.09
P15-02994	APPLE COMPUTER, INC. ATTN: HIE d SALES SUPPORT		Mac Pro for District IT	6,332.32
P15-02995	DAVID WILLNER		Guest Speaker	100.00
P15-02996	GOENGINEER, INC.		SolidWorks Subscription	4,320.00
P15-02997	CDW-G COMPUTER CENTERS		Startech Dock for Technology Services	74.70
P15-02998	SWEETWATER		Music Lab Hardware	5,070.02
P15-02999	WELLS FARGO #3317		DVD's	90.99
P15-03000	MERIDIAN IT INC		Server Storage Maintenance Project	967.84
P15-03001	APPLE COMPUTER, INC. ATTN: HIE d SALES SUPPORT		iPad for ATEP	847.72
P15-03002	GUISELLE SCOTT		Wkshp Panelist	35.00
P15-03003	WELLS FARGO #3317	Bldg W/Com Arts	Monitors	213.84
P15-03004	DAYLE McINTOSH CENTER FOR THE		Interpreting Svcs for Hearing Impaired Students	5,000.00
P15-03005	LIFELINE HEALTHCARE EDUCATION		CPR and 1st Aid Training for FMO Staff	1,000.00
P15-03006	AMERICAN BOOK RETURNS LLC		Library Book Drop	2,228.04
P15-03007	MEDCO SUPPLY COMPANY		Athletic Training Supplies	1,890.23
P15-03008	POSTMASTER		Payment for BRM Account 8842	1,475.21
P15-03009	WELLS FARGO #2785		Perusal Copy of High Fidelity	20.00
P15-03010	POCKET NURSE ENTERPRISES, INC.		Supplies for Medical Assisting	1,448.93
P15-03011	ORANGE COUNTY REGISTER		Bid 2030 Union Offices 11/25 & 12/3	2,470.00
P15-03012	READSPEAKER LLC		ReadSpeaker Blackboard Plug-ins	6,400.00
P15-03013	JAMECO ELECTRONICS		Parts for ET135	470.47
P15-03014	IMPRESSIONS GRAPHICS		Mens Volleyball Supplies	1,161.00
P15-03015	OKTA INC		Auto Password/Single Sign-on Assessment Project	12,000.00
P15-03016	DELL MARKETING		Printer Ink for Local Printers	118.97
P15-03017	CDW-G COMPUTER CENTERS		Laptop for ATEP	2,098.62
P15-03018	SEHI PROCOMP COMPUTER PRODUCTS		Printer and Printer Supplies	3,062.38
P15-03019	APPLE COMPUTER, INC. ATTN: HIE d SALES SUPPORT		Mac Mini	1,986.28
P15-03020	CALIFORNIA ALLIANCE FOR JAZZ		Jazz Advertising	100.00
P15-03021	YESENIA MIRANDA GOMEZ		Wkshp Panelist	35.00

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PO Number	Vendor Name	Loc	Description	Order Amount
P15-03022	EVENTS		Spring Int'l Student Prgm Orientation	630.46
P15-03023	SPECTRUM LABORATORY PRODUCTS		Sodium Chloride for MS20 Labs	631.31
P15-03024	ZAMA SPORTS		Womens Soccer Supplies	699.84
P15-03025	MARTHA ALENA HUGHES		Wkshp Trainer	360.00
P15-03026	PARSONS BRINCKERHOFF, INC.		Labor Compliance Services Land Exchange Demo	7,193.00
P15-03027	MKH ELECTRONICS		Equipment Repairs	726.88
P15-03028	SOLTEK PACIFIC CONSTRUCTION CO		Preconstruction Services TAS Swing Space	5,000.00
P15-03029	ERICKSON-HALL CONSTRUCTION CO	SC FineArts Ren	Preconstruction Svcs FA HVAC Reno	45,640.00
P15-03030	GUISELLE SCOTT		Wkshp Trainer	120.00
P15-03031	AUTOLIFT SERVICES, INC.		SC Water Main Break - Remove Lift at TAS	20,000.00
P15-03032	KENT TREPTOW		Freelance Photographer for Misc. Projects	3,000.00
P15-03033	GCI CONSTRUCTION, INC.		SC Main Water Break - Pipe Repairs	95,279.40
P15-03034	TOTTY PRINTING		Transcript Envelopes with Window	1,162.21
P15-03035	TOTTY PRINTING		Transcript Insert Envelopes	1,020.99
P15-03036	SCANTRON CORPORATION	IB4	IVC Scantrons	299.43
P15-03037	FISHER SCIENTIFIC	IVC Life Sci	Safety Equip Respirator, Filter Cartridge	97.44
P15-03038	ELEARNING BROTHERS LLC		Medical Template Subscription	1,299.00
P15-03039	QM QUALITY MATTERS, INC.		Quality Assurance Subscription	3,300.00
P15-03040	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.		Environmental Survey	590.00
P15-03041	DR. NANCY CARRITTE INDUSTRIAL PSYCHOLOGIST		360 Professional Leadership Training	8,000.00
P15-03042	CHAD TEMAN TEMAN TRAINING AND CONSULTING		Webinar for Int'l Student Prgm	150.00
P15-03043	WELLS FARGO #1606		Voluntary Framework of America Membership	3,000.00
P15-03044	PSI-PAYPHONE STATIONS INNOVAT.		Payphone Stations Innovation Jun '14 Payment	300.00
P15-03045	AUGUSOFT, INC.		Lumens Professional License	33,000.00
P15-03046	DR. NANCY CARRITTE INDUSTRIAL PSYCHOLOGIST		Employee Coaching Services	300.00
P15-03047	SCHOLARSHIPS		Scholarship for 4th Semester Nursing Student	350.00
Total Number of POs			355	Total 4,698,648.34

## Fund Recap

Fund	Description	PO Count	Amount
01	General Fund	313	1,082,819.69
12	Child Development Fund	5	2,130.25
40	Capital Outlay Fund	36	3,601,402.76
68	Self-Insurance Fund	1	12,295.64
Total			4,698,648.34

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Includes 11/24/2014 - 01/06/2015

Requisition Number	Vendor Name	Description	Requisition Total
RQ15-02292	CAROLINE DURDELLA	Camtasia software license	93.75
RQ15-02514	AARDVARK CLAY AND SUPPLIES	Replacement Cables Slabroller	122.04
RQ15-03455	DANIEL BORTIS	ConfReimb-CMC3 Conf-Evolving the Mathematical Mind	50.00
RQ15-03481	STEVIE M. DANIELS	ConfReimb-CA AssnTeachersEnglishSpeakersOtherLang	1,000.55
RQ15-03601	WELLS FARGO #1606	Acoustical Material for Classroom	2,923.55
RQ15-03638	KAY RYALS	So. Ca. Conf. for Undergraduate research	1,650.00
RQ15-03730	GLENN ROQUEMORE	Amer. Ass'n Com. College Conf.	645.00
RQ15-03770	CRAIG HAYWARD	Reimb, SurveyMonkey (GOLD) subscription	300.00
RQ15-03776	CATHLEEN GREINER	Institute for Strategic Grant Dev. Conf.	598.20
RQ15-03826	STEVE GROSS	Workday Rising 2014 Conference	1,403.96
RQ15-03835	DR. CRAIG JUSTICE	Conf: CA Comm Coll Assoc of Occupational Edu	746.42
RQ15-03836	ROBERT CHABOYA	Reimb. Food for DSN Event	297.41
RQ15-03843	JULIANNA FRENCH	Pac. Southwest Collegiate Forensic Ass'n Conf.	122.20
RQ15-03879	MERRY L. KIM	ACTE Career Tech Vision	1,552.34
RQ15-03881	WELLS FARGO #1606	Additional Order of Holiday Cards for President	85.23
RQ15-03883	MERRY L. KIM	Inst. for Strategic Funding Conf.	498.00
RQ15-03892	TERENCE NELSON	Veterans Summit Conf.	1,189.13
RQ15-03898	KOLIN WILLIAMS	Veterans Summit Conf.	291.00
RQ15-03902	DAVIT S. KHACHATRYAN	Governor's Proposed Budget Workshop	589.50
RQ15-03908	MANUEL ONTIVEROS	Conference for Basic Supervision	231.04
RQ15-03909	PATRICK HIGA	Clery Act Training Seminar	934.14
RQ15-03911	CANDIDATE	Candidate travel reimbursement	1,060.60
RQ15-03925	S & B FOODS	Boxed Lunch for CalWORKs Student Support Group	81.00
RQ15-03928	LAGUNA GRAPHIC ARTS, INC.	Business Cards	46.62
RQ15-03936	TONI LAKOW	Registry Job Fair	650.00
RQ15-03938	JAKE MUNNS	2015 Registry Job Fair	818.20
RQ15-03939	WELLS FARGO #1606	Refreshments for Energy Advisory Board Mtg.	768.52
RQ15-03940	ANASTASIA VENDROVSKY	2015 Registry Job Fair	818.20
RQ15-03954	RACHEL MANDERS	Reimbursement for mailing grant	58.50
RQ15-03965	ROY MC CORD	Amer. Ass'n. of Com. Col. Nat. Science Conf.	951.36
RQ15-03966	STEVE WEIBEL	Taser Training Academy	400.00
RQ15-03968	MICHAEL BENNETT	To reimburse for KNEA supplies	190.56
RQ15-03970	GLENN ROQUEMORE	White House Summit in Washington DC	2,305.77
RQ15-03975	TONI LAKOW	Cal. Com.College Registry Job Fair	317.00
RQ15-03977	JAKE MUNNS	Registry Job Fair	317.00
RQ15-03986	RYAN MALIGIE	Taser training	400.00
RQ15-03994	PACIFIC COACHWAYS	Bus for Emeritus Field Trip	1,009.25
RQ15-03995	WELLS FARGO #3317	Amazon.com	161.95
RQ15-03998	DR. CRAIG JUSTICE	Dual Enrollment Programs Conference	530.97
RQ15-04000	JENNIFER MC CUE	Nat. Council for Marketing Pub. Rel. Conf	1,584.00
RQ15-04002	PACIFIC COACHWAYS	Bus for Emeritus Field Trip	838.84
RQ15-04005	EUROPRINT, INC.	FA Flyer	999.00
RQ15-04008	STEPHANIE REYNA	Nat. Council for Marketing Pub. Rel. Conf	1,583.44
RQ15-04011	JOHN FELLNER	Garmin Radar Repair Reimbursement	689.17
RQ15-04013	WELLS FARGO #3317 (DISTRICT)	Supplies for the Workday Software Project	1,395.59

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Includes 11/24/2014 - 01/06/2015

Requisition Number	Vendor Name	Description	Requisition Total
RQ15-04016	WELLS FARGO #2785	Replacement parts for FA restroom door	687.91
RQ15-04017	JIM GASTON	Reimb: Community College League of CA Annual Conv.	943.47
RQ15-04021	BRANDYE D'LENA	Ass'n of Chief Bus. Officials task force meetings	550.00
RQ15-04022	S & B FOODS	Food - Flex Week Events (Jan. 2015)	5,000.00
RQ15-04023	GRACE GARCIA	National Conf. on Trusteeship	1,950.00
RQ15-04024	JOYCE BARTLOMAIN	National Conf. on Trusteeship	2,000.00
RQ15-04026	LAGUNA GRAPHIC ARTS, INC.	Business cards	46.62
RQ15-04040	BRIAN MONACELLI	Optical Society of SoCal Dec. Meeting Reimb.	30.00
RQ15-04043	RAJANPAL DHILLON	Reimbursement for Cam Bearing Key	99.05
RQ15-04044	RAJANPAL DHILLON	Reimbursement for ASE Exams	102.00
RQ15-04049	S & B FOODS CATERING DIVISION	Honors Transfer Council Meeting 12/5/14	380.81
RQ15-04062	WELLS FARGO #1606	Door Batteries	42.09
RQ15-04063	BROOKE SAUTER	Reimb. Veteran's Summit	899.73
RQ15-04068	WILKINSON, CHRISTOPHER	Backup for Stancil Recorder	53.87
RQ15-04076	TAMARA BOSTWICK	Reimbursement for Book Purchase	45.95
RQ15-04079	BRUCE GILMAN	Conf. Reimb- CAI Vendor Selection	383.60
RQ15-04091	JASON CONWAY	Reimb. Veteran's Summit	500.00
RQ15-04096	LINDA HALL	Reimbursement for Division Supplies	35.33
RQ15-04109	LINDA FONTANILLA	Title IX Coordinator Training Course	3,099.00
RQ15-04111	WELLS FARGO #4955 ASG-SBC	Wrist Supply	12.95
RQ15-04113	GLENN ROQUEMORE	Overpayment Rec'd from Com Coll Leage of CA	10.00
RQ15-04117	JUAN AVALOS	Health Service Ass'n Cal. Com. Col.. Conf	100.00
RQ15-04124	LEADERSHIP CALIFORNIA	Leadership CA Tuition	4,950.00
RQ15-04127	WELLS FARGO #3317	USB Cable	42.68
RQ15-04133	TODD SCHMALTZ	Clery Act Training Seminar	821.14
RQ15-04140	TOD A. BURNETT	Ass'n. of Cal. Com. Col. Admin. Conf.	1,945.00
RQ15-04141	MARCIA MILCHIKER	Conf. for Undergraduate Research	127.92
RQ15-04144	MATTHEW BENDER & CO., INC. LEXIS	Library books	261.47
RQ15-04145	NEXIS MATTHEW BENDER		
RQ15-04145	SPENCER WILES	Music for Jazz Concert	450.00
RQ15-04150	TAMARA BOSTWICK	Reimbursement for Advisory Meeting Expenses	107.75
RQ15-04151	DANIEL SCOTT	Nat. Ass'n for Com. Col. Entrepreneurship Conf.	1,500.00
RQ15-04155	WELLS FARGO #3317 (DISTRICT)	Refreshments for Board Meeting	406.94
RQ15-04157	WELLS FARGO #4963	HD Base for PAC	106.40
RQ15-04162	SCHOLARSHIPS	Scholarship for 4th Semester Nursing Student	350.00
RQ15-04164	EILEEN-ALANNAH ROSENBERG	ConfReimb-Natl Collegiate Honors Council	1,200.00
RQ15-04165	CAROL BANDER	ConfReimb-CATESOL OC Chapter Workshop	59.00
RQ15-04166	BORIS F. BUZAN	ConfReimb-ABYC Standards Certification	582.94
RQ15-04169	DIANE OAKS	Reprint of 2014 Holiday Cards	81.22
RQ15-04170	SAMANTHA J. VENABLE	ConfReimb-Nursing & Nurse Educator Conference	1,200.00
RQ15-04172	SCHOLARSHIPS	Scholarship for 4th Semester Nursing Student	350.00
RQ15-04173	SCHOLARSHIPS	Scholarship for 4th Semester Nursing Student	350.00
RQ15-04174	SCHOLARSHIPS	Scholarship for 4th Semester Nursing Student	350.00
RQ15-04175	SARAH GEORGE	ConfReimb-AmericanStudiesAssoc.ofTexas	600.00
RQ15-04176	PATRICK QUIGLEY	ConfReimb-American Mathematical Assn	1,200.00
RQ15-04177	ARIEL ALEXANDER	ConfReimb-Music Association of CCC	185.80

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Includes 11/24/2014 - 01/06/2015

Requisition Number	Vendor Name	Description	Requisition Total
RQ15-04178	JOYCE QUADE	ConfReimb-CA Business Education Association	1,200.00
RQ15-04180	GREGORY JENKS	ConfReimb-Evangelical Theological Society	600.00
RQ15-04181	BERNIE SOMERS	ConfReimb-CA Cmty College Veterans' Summit	600.00
RQ15-04183	WELLS FARGO #1606	Snagit	112.32
RQ15-04185	ERICA VOGEL	ConfReimb-Anthropology Assoc of America	1,200.00
RQ15-04187	NARGES M. RABII	ConfReimb-Oxford Women's Leadership Symposium	600.00
RQ15-04188	CHRISTINA GHANBARPOUR	ConfReimb-American Historical Association	1,126.67
RQ15-04190	PENNY SKAFF	Conf. Reimb- CAI Vendor Selection	495.00
RQ15-04194	SCHOLARSHIPS	Scholarship for 4th sem nursing student	350.00
RQ15-04195	SCHOLARSHIPS	Scholarship for 4th sem nursing student	350.00
RQ15-04196	SCHOLARSHIPS	Scholarship for 4th sem nursing student	350.00
RQ15-04197	SCHOLARSHIPS	Scholarship for 4th sem nursing student	350.00
RQ15-04199	SCHOLARSHIPS	Scholarship for 4th sem nursing student	350.00
RQ15-04200	SCHOLARSHIPS	Scholarship for 4th sem nursing student	350.00
RQ15-04201	DAVID BUGAY	Administrator Conference Reimbursement	457.25
RQ15-04206	PACIFIC COACHWAYS	Bus for Emeritus Field Trip	644.09
RQ15-04207	CATHLEEN GREINER	Ass'n of Com. Col. Cont. Ed. Conference	508.09
RQ15-04208	S & B FOODS CATERING DIVISION	Catering for Management Team Breakfast Meeting	419.80
RQ15-04209	TERESA FLUEGEMAN	Com.Col. League of Cal. Conf.	1,227.28
RQ15-04210	TECHNOLINK ASSOCIATION	Technolink Registration	750.00
RQ15-04214	ACCOUNTING OFFICE PACIFIC COACHWAYS	Bus for Emeritus Field Trip	850.00
RQ15-04215	WELLS FARGO #2785	Dry Cleaning - Shine Cleaners	350.00
RQ15-04227	DR. CRAIG JUSTICE	Cal. Com. Col. Chief Inst. Officers Conf.	1,038.50
RQ15-04231	DR. CRAIG JUSTICE	Cal. Com. Col. Chief Inst. Officers Conf.	743.00
RQ15-04236	DR. CRAIG JUSTICE	Cal. Com. Col. Chief Inst. Officers Conf.	675.00
RQ15-04245	WELLS FARGO #1606	Prezi Education Pro	59.00
RQ15-04248	DR. CRAIG JUSTICE	C Justice to AACC WDI, Jan 28-29, 2015	600.00
RQ15-04250	DR. CRAIG JUSTICE	Personnel Meeting	220.00
RQ15-04257	REGION VIII EOPS DIRECTORS FULLERTON COLLEGE/EOPS DEPT.	Coastlin Com. Col. EOPs Conf.	1,000.00
RQ15-04268	JOANNE DE MARCHI	Specialty Items for Student Use	68.79
RQ15-04270	NANCY MONTGOMERY	Title IX Coordinator Training Course	2,500.00
RQ15-04278	STEVE KORPER	ConfReimb-ForensicComputerExaminerCertificat eProg	539.00
RQ15-04288	JAMES REPKA	Reimb: classroom materials	90.47
RQ15-04293	SHERRI J. BANES	Reimbursement for office supplies	15.53
RQ15-04299	LINDA FONTANILLA	Postage reimbursement	7.05
RQ15-04302	WELLS FARGO #3317 (DISTRICT)	appfigures.com web service renewal	95.64
RQ15-04317	WELLS FARGO #3317 (DISTRICT)	Digital River GmbH license renewal	550.00
RQ15-04336	ERIC R. GARCIA	ConfReimb-Veterans Summit	600.00
RQ15-04337	FRANCES HAWKINS	ConfReimb-Veterans Summit	460.20
RQ15-04360	BARBARA COX	Project 287 - Books and Non-instructional Supplies	184.00
RQ15-04363	BRIAN MONACELLI	Reimbursement for Supply Purchase	34.47
RQ15-04365	BRUCE GILMAN	ConfReimb-AVID National Conference	574.00
RQ15-04366	ARIEL ALEXANDER	ConfReimb-Ableton Live InDepth Online Training	595.00
RQ15-04367	BARBARA HUGGINS	ConfReimb-Elsevier Faculty Development	1,200.00

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

ESCAPE 

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Includes 11/24/2014 - 01/06/2015

Requisition Number	Vendor Name	Description	Requisition Total
RQ15-04368	PATRICIA MC GINLEY	ConfReimb-Elsevier Faculty Development	1,200.00
RQ15-04369	DAVID DIXON	ConfReimb-American Association of Physics Teachers	915.14
RQ15-04370	MARIANA J. DE SARACHO	ConfReimb-Int'l Conference on Education	1,200.00
RQ15-04372	MARGOT LOVETT	ConfReimb-Reacting to the Past-Regional Faculty	541.98
RQ15-04373	ANTHONY HUNTLEY	ConfReimb-Na'l Academy of the Sciences	150.00
RQ15-04376	GEORGINA GUY	ConfReimb-CCC Chancellor's Office LDESM Training	444.67
RQ15-04377	CLAIRE CESAREO-SILVA	ConfReimb-CCC Anthropology Teachers Assoc	735.00
RQ15-04378	MICHAEL HOGGATT	ConfReimb-Global Access	380.00
RQ15-04380	JOEY SELLERS	ConfReimb-So.CA School Band &Orchestra Association	640.00
RQ15-04383	FLEUR FONG	ConfReimb-NeurokineticTherapy-PilatesInstructor s	600.00
RQ15-04384	RAJANPAL DHILLON	ConfReimb-CA Automotive Teacher Conference	600.00
RQ15-04391	EMILY QUINLAN	Reimbursement for Non-Instructional Supplies	58.78
RQ15-04411	DR. CRAIG JUSTICE	Columbia College Dec 17-19, 2014	741.66
RQ15-04421	BROOKE CHOO	CAPED Conference	1,056.80
RQ15-04423	MICHELLE LIVOTE	CATESOL Conference	85.93
RQ15-04425	EMIKO KIYOCHI	Hatsune Miku Expo Conv.	355.38
RQ15-04428	REBECCA BECK	UC Writing Conference	351.60
RQ15-04429	JEFF WILSON	UC Writing Conf.	293.08
RQ15-04430	COLLEEN HILDEBRAND	CATESOL Conf.	664.05
RQ15-04432	DEVON BRADLEY	Jepson Herbarium Conf.	1,230.00
		<b>Total</b>	<b>154</b>
			<b>104,833.86</b>

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 

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Fund Summary			
Fund	Description	Requisition Count	Amount
01	General Fund	151	99,110.76
40	Capital Outlay Fund	3	5,723.10
Total		154	<u>104,833.86</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:** Ratification

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### **BACKGROUND**

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

### **STATUS**

For the current reporting period ending December 31, 2014 and in accordance with Administrative Regulation 3101, the Transfer of Budget Appropriations are summarized on EXHIBIT A and presented for ratification.

### **RECOMMENDATION**

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



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**TRANSFER OF BUDGET APPROPRIATIONS SUMMARY**

**For the period 12-01-14 to 12-31-14**

**General Fund**

<b><u>Account</u></b>	<b><u>Description</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
1000	Academic Salaries	\$79,254	
2000	Classified Salaries		\$32,466
3000	Fringe Benefits		\$2,603
4000	Books and Supplies		\$11,323
5000	Other Operating Expenses & Services		\$20,555
6000	Capital Outlay		\$12,307
7000	Other Outgo		
<b>Total Transfers - General Fund</b>		<b><u>\$79,254</u></b>	<b><u>\$79,254</u></b>

**Capital Outlay**

<b><u>Account</u></b>	<b><u>Description</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
5000	Other Operating Expenses & Services		\$10,309
6000	Capital Outlay		\$547
7000	Other Outgo	\$10,856	
		<b><u>\$10,856</u></b>	<b><u>\$10,856</u></b>
<b>Total Transfers</b>		<b><u>\$90,110</u></b>	<b><u>\$90,110</u></b>



**TO:** Board of Trustees

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

**RE:** SOCCCD: November – December 2014 Contracts

**ACTION:** Ratification

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### **BACKGROUND**

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

<b><u>CONTRACTOR NAME</u></b>	<b><u>CONTRACT AMOUNT</u></b>
<u>GCI</u> Agreement – For mainline pipe repair and shoring placement in connection with Saddleback College water main break October 14, 2014. (Emergency resolution approved by Board on October 27, 2014). <div style="text-align: right;">Saddleback College</div>	\$95,279.40
<u>Kennan &amp; Associates</u> Amendment No 1 – For safety compliance and training services rendered during the term of July 1, 2014 – June 30, 2015, not to exceed \$35,000 for a new contract total of \$85,000. <div style="text-align: right;">District Services</div>	\$85,000.00
<u>Custom Corporate Communications</u> Educational Services Sub-Contractor Agreement – To provide contract training for the Employment Training Panel (ETP) contract during the term of December 9, 2014 – June 29, 2015 <div style="text-align: right;">Irvine Valley College</div>	\$85,000.00
<u>Hampton Tedder Electric, Inc.</u> Agreement – For preventive maintenance of high voltage substations to be performed during winter break 2014. <div style="text-align: right;">Saddleback College</div>	\$59,850.00
<u>Quest Consulting and Training Corporation</u> Educational Services Sub-Contractor Agreement – To provide contract training for the Employment Training Panel (ETP) contract during the term of December 9, 2014 – June 29, 2015 <div style="text-align: right;">Irvine Valley College</div>	\$55,000.00

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



<u>American Micro Image Amendment No. 1</u> Agreement – For additional scanning services to archive purchasing documents in the additional amount of \$31,528.00 for a new contract total of \$54,718.00. District Services	\$54,718.00
<u>Precision Plumbing</u> Agreement – For repair of fire line in the Performing Arts Center (demo & restoration included) starting June 20, 2015 Irvine Valley College	\$53,401.00
<u>Kaplan</u> License to Use Agreement – For use of a portion of IVC campus to operate a private ESL instructional program from January 14, 2015 to December 31, 2015. Irvine Valley College	\$52,782.00 Revenue
<u>General Dynamics Information Technology Inc.</u> Independent Contractor Agreement – To provide 1098T processing services for reporting period of 2014. District Services	\$42,250.00
<u>All Around Underground Contractors</u> Agreement – For valve installation repair services in connection with Saddleback College water main break October 14, 2014. (Emergency resolution approved by Board on October 27, 2014). Saddleback College	\$40,000.00
<u>Lumens Professional</u> Software License Agreement and Annual Subscription Agreement– For managing online self-scheduling system for community education. Irvine Valley College	\$33,000.00
<u>CRI Electric</u> Agreement – For repair of electrical panels at the LRC building, scheduled for December 15, 2014. Saddleback College	\$29,880.00
<u>DSE Architecture</u> Amendment No 1 – To change configuration plans for union offices for an additional \$5,000 which brings contract total to \$29,280.00. Saddleback College	\$29,280.00
<u>Edison International</u> Grant Agreement – For 2015 Summer Bridge program for at risk students & \$10,000 for STEM scholarships. Irvine Valley College Foundation	\$25,000.00 Revenue

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



<u>AG Construction</u> Construction Agreement – For construction remodeling services of counselors' offices SSC270, scheduled for November 30, 2014. Irvine Valley College	\$21,351.20
<u>Driving Miz Daisy</u> License To Use Agreement – License to use college property to operate a Vintage Flea Market on the 2 <sup>nd</sup> Sunday of every month. Effective dates December 9, 2014 – June 30, 2015. Saddleback College	\$21,000.00 Estimated revenue
<u>Autolift Services</u> Agreement – To provide vehicle lift removal including concrete break in connection with Saddleback College water main break October 14, 2014. (Emergency resolution approved by Board on October 27, 2014). Saddleback College	\$20,000.00
<u>UCI Dept. of Mechanical &amp; Aerospace Engineering</u> Independent Contractor Agreement – To implement the rescue robotic program curriculum at the high school and community college level through development and training sessions. November 3, 2014 to December 31, 2014. Saddleback College	\$20,000.00
<u>In-and-Out Burger</u> Mobile Unit Agreement –For Senior day 2015 refreshments provided for approximately 2500 high school students visiting the campus, March 3, 2015. Irvine Valley College (ASG)	\$17,725.00
<u>Orkin</u> Independent Contractor Agreement – To provide weekly pest control service campus wide, January 1, 2015 – December 31, 2017. Saddleback College	\$15,408.00
<u>Eagle Communications</u> Independent Contractor Agreement – For the purchase and installation and maintenance of a new 2-way radio system for Technology Services, July 1, 2014 – June 30, 2015. Saddleback College	\$14,000.00
<u>TVPaint</u> Software Agreement – To purchase new animation software for the school of business sciences. Irvine Valley College	\$13,819.61



<u>McCormack Roofing</u> Construction Agreement – For SSC roof maintenance repairs, starting January 2, 2015. Irvine Valley College	\$13,400.00
<u>Hatchuel Tabernik &amp; Associates, Inc.</u> Independent Contractor Agreement – For grant assistance for the National Science Foundation iUSE program, November 21, 2014 to January 21, 2015. Saddleback College	\$12,450.00
<u>CDW-G</u> Software Maintenance Agreement – To provide server maintenance and support for MySite and other critical services. Saddleback College	\$11,250.00
<u>Alegre Science</u> Independent Contractor Agreement – To provide training for employees in Chemistry dept. on software use and application. Saddleback College	\$10,800.00
<u>Orkin</u> Independent Contractor Agreement – To provide gopher treatment services twice a month, January 1, 2015 – December 31, 2017 Saddleback College	\$10,500.00
<u>SMARTHINKING</u> Software Agreement – To provide online tutoring services software, November 1, 2014 – November 30, 2015 Irvine Valley College	\$10,000.00
<u>Trench Shoring</u> Independent Contractor Agreement – For a shoring rental in connection with Saddleback College water main break October 14, 2014. (Emergency resolution approved by Board on October 27, 2014). Saddleback College	\$10,000.00
<u>Dayle McIntosh</u> Amendment No 1 – To extend the term of the original agreement and correct the rate from \$67 per hour to \$64 per hour. Total not to exceed \$8,600.00, June 30, 2014 to September 60, 2015. Irvine Valley College	\$8,600.00
<u>Vital Link Education</u> Independent Contractor Agreement – To oversee, organize and coordinate a high school career day for the CTE Transitions Grant, scheduled for February 20, 2015. Saddleback College	\$8,522.00

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



<u>Orkin</u> Independent Contractor Agreement – To provide maintenance on eight (8) bee boxes and removal of any bee hives, January 1, 2015 - December 31, 2017. Saddleback College	\$8,200.00
<u>B &amp; P Services</u> Agreement – To repair ductless split air heat pump system in M300 office space . Irvine Valley College	\$8,156.00
<u>Parsons Brinkerhoff, Inc.</u> Consultant Agreement – For management of Labor code and Payroll Compliance on November1, 2014 - April 1, 2015. District Services	\$7,193.00
<u>C Below, Inc</u> Agreement – To provide excavation services in connection with Saddleback College water main break October 14, 2014. (Emergency resolution approved by Board on October 27, 2014). Saddleback College	\$7,000.00
<u>Systems Maintenance Services</u> Software Maintenance Agreement – To renew the maintenance for the IT servers campus-wide. Saddleback College	\$6,960.00
<u>Read Speaker</u> Software Agreement – To provide Blackboard building block software, December 1, 2014 – December 1, 2015 Irvine Valley College	\$6,400.00
<u>VMWare Horizon</u> Software Maintenance Agreement – To renew license of VMWare Horizon Enterprise software. Irvine Valley College	\$6,250.00
<u>Julie Slark</u> Independent Contractor Agreement – To provide assistance on grant, December 9, 2014 to December 23, 2014. Saddleback College	\$6,000.00



<u>Vital Link Orange County</u> Independent Contractor Agreement – To provide community partner services in education and business for the “Partnership Development” program through the grant sub agreement, December 1, 2014 to December 31, 2014. Irvine Valley College	\$6,000.00
<u>American Geotechnical, Inc</u> Independent Contractor Agreement – For TAS renovation project in connection with Saddleback College water main break October 14, 2014. (Emergency resolution approved by Board on October 27, 2014). November 21, 2014 to June 30, 2015. Saddleback College	\$6,000.00
<u>Lyon Air Museum</u> Facility Rental Agreement – For IVC Foundation Awards Dinner, April 11, 2015. Irvine Valley College (Foundation)	\$5,750.00
<u>Dell</u> Services Agreement – To provide professional configuration services for campus-wide IT storage servers. Irvine Valley College	\$5,574.00
<u>Dayle McIntosh</u> Independent Contractor Agreement – To provide sign language interpreter services, DSPS, October 1, 2014 to September 30, 2015. Irvine Valley College	\$5,000.00
<u>Dayle McIntosh</u> Independent Contractor Agreement – To provide sign language interpreter services, Human Services Division, October 1, 2014 to September 30, 2015. Saddleback College	\$5,000.00
<u>Airport Van Rental, Inc.</u> Rental Agreement – For van rentals for field trips and athletic events, July 1, 2014 to June 30, 2017. Saddleback College	\$5,000.00
<u>Solano Community College District</u> Grant Sub- Agreement – To implement the Faculty Entrepreneurship Champion Mini-grant Project, November 20, 2014 through June 30, 2015. District Services	\$5,000.00



<u>United Site Services</u> Independent Contractor Agreement – For portable restroom rental services campus-wide, in connection with Saddleback College water main break October 14, 2014. (Emergency resolution approved by Board on October 27, 2014). November 21, 2014 until June 30, 2015. Saddleback College	\$4,814.37
<u>Shred-it</u> Customer Service Agreement – To provide shredding services for the IT Department, December 10, 2014. District Services	\$4,800.00
<u>Sports Field Service</u> Agreement – To remove and replace damaged turf and sod patch at the football field scheduled for December 12, 2014. Saddleback College	\$4,650.00
<u>AccessData</u> Software Agreement – To provide Forensic software. Irvine Valley College	\$4,367.00
<u>SolidWorks</u> License and Subscription Service Agreement – For purchase of additional software licenses. Irvine Valley College	\$4,320.00
<u>UC Irvine Willied Body Program</u> Anatomical Material Request – For anatomical materials to be used in the Biology 11- Human Anatomy class, scheduled for January 13, 2015. Irvine Valley College	\$4,308.12
<u>LCS Constructors, Inc.</u> Independent Contractor Agreement – To provide Fume hood inspection and preventive maintenance for all chemical fume hoods campus wide, December 9 - 21 2014. Saddleback College	\$3,900.00
<u>Flag Systems, Inc.</u> Independent Contractor Agreement – To provide a technician and sound equipment services for the 2015 commencement ceremony, May 20-22, 2015. Saddleback College	\$3,900.00
<u>David Stoneman</u> Independent Contractor Agreement – To provide piano tuning services for the 2014 - 2015 IVC music season. Irvine Valley College	\$3,035.00

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



<u>South Coast Fire Protection</u> Independent Contractor Agreement – For maintenance service of fire extinguishers campus-wide, December 5, 2014 to June 30, 2017. Saddleback College	\$3,000.00
<u>Kent Treptow</u> Independent Contractor Agreement – To provide photography services, December 1, 2014 to June 30, 2015. Irvine Valley College	\$3,000.00
<u>South Coast Fire Protection</u> Independent Contractor Agreement – For required maintenance service of the fire system in Village 3, Culinary & Cafeteria from December 5, 2014 to June 30, 2017 Saddleback College	\$3,000.00
<u>Orange Coast Fence Company</u> Agreement – For installation of fencing at central plant cooling tower, December 8, 2014 Saddleback College	\$2,934.00
<u>Vital Link Orange County</u> Independent Contractor Agreement – To provide community partner services in education and business for the “partnership development” program through the Information Communications Technology and Digital Media Deputy Sector Navigator grant sub agreement. December 1, 2014 to December 31, 2014. Irvine Valley College	\$2,725.00
<u>Residence Inn, Marriott</u> Letter of Intent – For a retreat for nursing faculty, February 27-28, 2015. Saddleback College	\$2,430.00
<u>Vital Link Orange County</u> Independent Contractor Agreement – To provide support services to the Deputy Sector Navigator for the Regional Advisory on December 11, 2015 at ATEP. Irvine Valley College	\$2,300.00
<u>R.F. MacDonald Co</u> Agreement – For inspection and tune-up services for the boiler, October 15, 2014. Irvine Valley College	\$2,250.00
<u>National Instruments</u> Software Agreement – To renew our current licenses of LabView and Multisim software, December 12, 2014 to December 11, 2015. Irvine Valley College	\$2,204.80

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



<u>Cal Building Systems</u> Independent Contractor Agreement – For SSC duct detector repairs December 15, 2014 to January 15, 2015. Irvine Valley College	\$2,160.00
<u>United Rental</u> Independent Contractor Agreement – For rental of 40-50' boom lift. Saddleback College	\$2,000.00
<u>Enterprise Rent A Car</u> Rental Agreement – For rental of vehicles for the college. November 6, 2014 – June 30, 2015. Irvine Valley College	\$2,000.00
<u>Cal Building Services</u> Independent Contractor Agreement – For inspection and certification of seven duct detectors, part of HVAC project, December 01, 2014 – December 10, 2014. Saddleback College	\$1,920.00
<u>The Titan Group</u> Independent Contractor Agreement – For a background check for Campus Police department. Saddleback College	\$1,750.00
<u>SEK Solutions</u> Independent Contractor Agreement – For installation of Campus Police equipment for November 21, 2014 – February 28, 2015. Saddleback College	\$1,600.00
<u>Rancho Santiago Community College District</u> Grant Sub Agreement – To provide training to student veterans, November 1, 2014 – December 31, 2014. Irvine Valley College	\$1,500.00 Revenue
<u>South Coast Fire Protection</u> Independent Contractor Agreement – For required fire extinguisher service, November 13-14, 2014. Saddleback College	\$1,500.00
<u>California Hazardous Service</u> Independent Contractor Agreement – To provide annual testing of monitor system and vapor recovery for the fuel tank at Transportation Dept., November 01, 2014 – June 30, 2017. Saddleback College	\$1,500.00
<u>Bruce Thew</u> Independent Contractor Agreement – To provide filming/video recording services for Saddleback College home football games, September 01, 2014 – September 01, 2015. Saddleback College	\$1,500.00

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



<u>Schneider Electric</u> Independent Contractor Agreement – To provide assistance to District IT with a power issue in the district datacenter, December 4, 2014. District Services	\$1,400.00
<u>Brian Svoboda</u> Independent Contractor Agreement – To provide sound technician services for “The Nutcracker”, December 16-21, 2014. Saddleback College	\$1,250.00
<u>Jeffrey Segal</u> Independent Contractor Agreement – To provide production services for “25 <sup>th</sup> Annual Putnam County Spelling Bee,” December 1-19, 2014. Irvine Valley College	\$1,190.00
<u>Balboa Park Cultural Partnership</u> Group Sales Contract – For a student trip to the Science Center and Air & Space Museum at Balboa Park, December 9, 2014. Saddleback College	\$1,155.00
<u>NetSupport School</u> Software License Agreement – To purchase 50 additional licenses to allow instructor remote monitoring of student classroom computers. Irvine Valley College	\$1,147.75
<u>NetSupport School</u> Software Agreement – To purchase classroom management software. Irvine Valley College	\$1,140.47
<u>Emcor Services/Mesa Energy</u> Independent Contractor Agreement – To provide work required on cooling tower float valve. Irvine Valley College	\$1,123.17
<u>Chris Booke</u> Independent Contractor Agreement – To provide production services for “25 <sup>th</sup> Annual Putnam County Spelling Bee,” December 1-19, 2014. Irvine Valley College	\$1,105.00
<u>Penn Corporate Relocation Services</u> Independent Contractor Service – To provide relocation services for a donated piece of equipment for the Fine Arts Department. Saddleback College	\$1,070.00
<u>Gayle's Embroidery</u> Independent Contractor Agreement – To provide embroidery services for the Intercollegiate Athletics Department, November 10, 2014 – June 30, 2015= Irvine Valley College	\$1,000.00

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



<u>Eric Marienthal</u> Independent Contractor Agreement – For IVC Jazz Picnic guest artist performance, May 2, 2015. Irvine Valley College	\$1,000.00
<u>Vendini, Inc</u> Master Service Contract – To provide the Performing Arts Center box office professional design services for their online ticket system. Irvine Valley College	\$995.00
<u>United Rentals</u> Rental Agreement – For emergency rental of water trailer for irrigation of plants at Horticulture, in connection with Saddleback College water main break October 14, 2014. (Emergency resolution approved by Board on October 27, 2014). November 21, 2014 until June 30, 2015. Saddleback College	\$974.80
<u>Brian Cummings</u> Independent Contractor Agreement – To provide photography services for the Nursing Department pinning ceremonies for fall and spring semesters. Saddleback College	\$970.00
<u>Michael Messiner</u> Independent Contractor Agreement – For guest speaker, October 21, 2014. Saddleback College	\$700.00
<u>Norman Krieger</u> Independent Contractor Agreement – For a guest artist for the master class in the Music Department, December 10, 2014. Saddleback College	\$700.00
<u>Jake Jacobs</u> Agreement – For community education presenter who will offer courses in the area of Personal Enrichment class during spring 2015. Irvine Valley College	\$600.00
<u>H2 Environmental</u> Agreement – To provide environmental survey of Mathematics, Science & Engineering building. Saddleback College	\$590.00
<u>Pyro-Comm Systems</u> Independent Contractor Agreement – To disable fire alarm panel so Amtech Elevator company can perform state required testing, December 15, 2014 – June 30, 2017. Saddleback College	\$500.00

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



<u>Brekel</u> Software Agreement – For 3D animator software. Irvine Valley College	\$398.16
<u>Scott Wells</u> Independent Contractor Agreement – For guest speaker to present a discussion on “Modeling for Games”, scheduled on December 15, 2014. Saddleback College	\$350.00
<u>Ron King</u> Amendment No. 1 – For additional musical guest performance, amendment of \$150.00 for new contract total of \$350.00 on December 4, 2014. Saddleback College	\$350.00
<u>Ashley McAdams</u> Independent Contractor Agreement – For psychology guest speaker, October 7, 2014. Saddleback College	\$300.00
<u>Janice Phung</u> Independent Contractor Agreement – For psychology guest speaker, November 25, 2014. Saddleback College	\$300.00
<u>Karen Wu</u> Independent Contractor Agreement – For psychology guest speaker, November 18, 2014. Saddleback College	\$300.00
<u>Elliott Koenig</u> Independent Contractor Agreement – For musical guest performance at Future Teacher’s Club event, December 4, 2014. Saddleback College	\$200.00
<u>BlackBaud</u> Solutions Agreement – To provide SSL certification. Irvine Valley College	\$150.00
<u>Jan Slater</u> Independent Contractor Agreement – For a guest speaker at the Human Resources Symposium 2014, November 13-14, 2014. Saddleback College	\$100.00
<u>Iman Bar, MD</u> Clinical Service Agreement – For the Medical Assistant Program. Saddleback College	\$0.00



<u>Neudesic</u> Amendment No 2. – No cost time extension from August 31, 2014 to December 31, 2015. Saddleback College	\$0.00
<u>Recovery Education Institute</u> Educational Service Agreement – To provide Human Services and Mental Health Worker classes, July 1, 2014 – June 30, 2015. Saddleback College	\$0.00
<u>Ricoh</u> Maintenance Agreement – For printer software upgrade for MicroPress, November 6, 2014. Saddleback College	\$0.00
<u>Hoag</u> Clinical Service Agreement – To provide entry level nursing program, January 1, 2014. Saddleback College	\$0.00
<u>The Shops @ Mission Viejo</u> Facilities Use Agreement – For permission to students, faculty and staff to perform holiday performances at the Mission Viejo mall, scheduled for November 28, 2014, December 6, 2014 & December 19, 2014. Saddleback College	\$0.00
<u>Knott's Berry Farm</u> Ticket Agreement – For 2015 discounted student admission tickets. January 1, 2015 to December 31, 2015. Saddleback College (ASG)	\$0.00



**TO:** Board of Trustees

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

**RE:** SOCCCD: Saddleback College Public Hearing, Energy Services Contract

**ACTION:** Approval

---

### **BACKGROUND**

California's Government Code (GC) sections 4217.10 through 4217.18 authorize community college districts to develop energy conservation, cogeneration and alternative energy supply source agreements. Districts may enter into energy services contracts which the governing board determines is in the best interest of the district provided that such determination is made at a regularly scheduled public hearing in which public notice is given at least two weeks in advance.

The Notice of Public Hearing has been posted to the district's website, and is publically displayed at Saddleback College, Irvine Valley College and the ATEP campus.

Saddleback College staff has identified a project to upgrade Central Plant services at Saddleback College.

The Board of Trustees will hold a public hearing at its regularly scheduled meeting to consider the project before acting to approve it.

### **RECOMMENDATION**

Open a public hearing and invite members of the public to present their comments with regard to the Saddleback College Energy Services Contract to upgrade Central Plant services.



**TO:** Board of Trustees

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

**RE:** SOCCCD: Saddleback College Central Plant, Phase 2 Upgrade Services Project, Adopt Resolution No. 15-01 Authorizing Entering into an Energy Services Contract

**ACTION:** Approval

---

### **BACKGROUND**

California's Government Code (GC) sections 4217.10 through 4217.18 authorize community college districts to develop energy conservation, cogeneration and alternative energy supply source agreements without competitive bidding. Districts may enter into energy services contracts based on terms and conditions which the governing board determines is in the best interest of the District provided that such determination is made at a regularly scheduled public hearing in which public notice is given at least two weeks in advance.

District staff has identified a project to upgrade services for the Central Plant at Saddleback College.

### **STATUS**

Staff recommends the Board authorize entering into an energy services contract (EXHIBIT A) for the Saddleback College Central Plant, Phase 2 Upgrade Services project.

Funds are available in the approved basic aid capital project budget of \$750,000 with the remaining \$590,000 provided from Saddleback College Scheduled Maintenance Budget.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt Resolution No. 15-01 (EXHIBIT A) to authorize entering into an energy services contract for the Saddleback College Central Plant, Phase 2 Upgrade Services project.



RESOLUTION NO. 15-01

RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE  
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
AUTHORIZING ENTERING INTO AN ENERGY SERVICES CONTRACT AT SADDLEBACK  
COLLEGE FOR CENTRAL PLANT PHASE 2 UPGRADE SERVICES PROJECT

January 26, 2015

**WHEREAS**, California Government Code Section 4217.12(a)(1) authorizes a public agency to enter into an energy service contract with respect to an energy conservation facility on terms that the public agency's governing board determines are in the best interests of the public agency and if the governing board finds that the anticipated cost to the public agency for the energy provided by the energy conservation project will be less than the anticipated marginal cost to the district of thermal, electrical or other energy that would have been consumed by the District in the absence of those purchases; and

**WHEREAS**, District staff in connection with San Diego Gas & Electric and their consultants have completed an assessment of the existing Central Plant facilities at Saddleback College and have determined that the upgrades at the existing Central Plant, will provide energy conservation to the district in the amount of \$66,275 annually; and,

**WHEREAS**, on January 26, 2015, pursuant to Government Code Section 4217.10 *et seq.*, the Board held a public hearing at a regularly scheduled Board meeting, with respect to the district entering into an energy service contract; and,

**WHEREAS**, based upon review by district staff, college staff and consultants, the anticipated cost to the district for the utilities for the Central Plant will be less than the anticipated marginal cost to the district for same utilities that would have been consumed in the absence of this energy conservation project; and,

**WHEREAS**, the district desires to enter into an energy service contract, to upgrade the Central Plant services.

**NOW, THEREFORE, BE IT RESOLVED**, that the South Orange County Community College District Board of Trustees hereby finds that:

1. The above recitals are true and correct.
2. The district held a public hearing at a regularly scheduled meeting of the Board for which notice was given not less than two weeks in advance.
3. Based on all available information reviewed by the Board in connection herewith, and pursuant to Government Code section 4217.12, the Board hereby determines that it is in the best interest of the district to enter into an energy service contract for the implementation of the Central Plant Phase 2 Upgrade Services project at Saddleback College.



4. The district's Vice Chancellor of Business Services and designees are authorized to take all steps and perform all actions necessary to enter into an energy service contract, and to take any actions deemed necessary to protect the interests of the district.

**PASSED AND ADOPTED**, by the Board of Trustees of the South Orange County Community College District, Orange County, State of California, on January 26, 2015.

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T.J. Prendergast, III, President

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Tim Jemal, Vice President

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James R. Wright, Clerk

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William O. Jay, Member

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David B. Lang, Member

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Marcia Milchiker, Member

---

Nancy Padberg, Member

---

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



**TO:** Board of Trustees

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

**RE:** SOCCCD: Saddleback College Central Plant Phase 2, Upgrade Services Project, Award of Energy Services Contract, Southland Industries

**ACTION:** Approval

---

### **BACKGROUND**

Government Code Sections 4217.10 through 4217.18 authorizes community college districts to develop energy conservation, cogeneration and alternate energy supply source agreements without competitive bidding. A public hearing was held and the Board has approved a resolution authorizing the use of an energy services contract for the Saddleback College Central Plant Phase 2 Upgrade Services project.

Phase 1 of the Central Plant upgrade incorporates the new Sciences Building into the central plant operation. Phase 2 improves the efficiency and provides for future campus expansion. This will be accomplished by installing automated controls, valve replacement, restoration of the underground thermal energy storage tank, recalibrations of temperatures with replacement of plate and heat exchangers and modification to volume flows through circulation pump replacement.

Under GC 4217.12 the Board must find that the anticipated cost to the district for conservation services provided under this agreement will be less than the anticipated cost to the district of thermal, electrical, or other energy that would have been consumed by the district in the absence of these purchases. The annual yearly savings (EXHIBIT A) is approximately \$66,275.

### **STATUS**

On August 26 and September 2, 2014, SOCCCD ran a newspaper advertisement asking for Request for Proposals for the Saddleback College Central Plant Phase 2 Upgrade Services project with a maximum allowable price of \$1,340,000. The Saddleback College Facilities department evaluated two proposals (EXHIBIT B) received September 23, 2014. Both proposals agreed to perform the work for the maximum allowable price. Based on a combination of technical merit and total costs distribution, the committee recommends award to Southland Industries of Garden Grove, CA as the best value to the District with a maximum allowable price of \$1,340,000.

Funds are available in the approved basic aid capital project budget of \$750,000 with the remaining \$590,000 provided from Saddleback College Scheduled Maintenance Budget.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the Energy Services Agreement (EXHIBIT C) for the Saddleback College Central Plant Phase 2 Upgrade Services project with Southland Industries, Garden Grove, CA, in the amount of \$1,340,000.

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



**CENTRAL PLANT PHASE 2 UPGRADE SERVICES PROJECT  
SADDLEBACK COLLEGE  
JANUARY 26, 2015**

Based upon a cost savings analysis, San Diego Gas & Electric Demand Response program provided the following estimate of energy conservation for Central Plant Phase 2 Upgrade Services at Saddleback College:

Electricity Savings: 61,111 kWh/yr

**Annual yearly utility savings:** Approximately \$66,275 per year.



**CENTRAL PLANT PHASE 2 UPGRADE SERVICES PROJECT  
SADDLEBACK COLLEGE  
January 26, 2015**

<b><u>COMPANY NAME</u></b>	<b><u>CITY</u></b>	<b><u>SUBMITTER'S NAME</u></b>
<b>*Southland Industries</b>	<b>Garden Grove, CA</b>	<b>Dave Dopudja</b>
<b>Salas O'Brien</b>	<b>Santa Ana, CA</b>	<b>Darin Anderson</b>

**\*RECOMMENDED AWARD**



## Agreement

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## AGREEMENT: CENTRAL PLANT, PHASE II UPGRADE SERVICES, SADDLEBACK COLLEGE

This Agreement between is entered into on this 26th day of January 2015 by and between the South Orange County Community College DISTRICT ("DISTRICT") and Southland Industries at 7390 Lincoln Way, Garden Grove, CA 92841 ("CONTRACTOR").

### ARTICLE 1 DEFINITIONS

- 1.1. Capitalized terms used in the Contract Documents shall have the meanings assigned to them in the General Conditions which are part of this Agreement. If not defined in the General Conditions they shall have the meanings assigned to them elsewhere in the Contract Documents. If not defined in the General Conditions or elsewhere, they shall have the meanings reasonably understood to apply to them by the context of the portion of the Contract Documents where such terms are used.

### ARTICLE 2 THE WORK

- 2.1. **Scope of Work.** CONTRACTOR shall execute the entire Work called for by the Contract Documents, except to the extent specifically indicated in the Contract Documents to be the responsibility of DISTRICT or other Project Team members retained by DISTRICT.
- 2.2. **Standard of Performance.** In addition to and without limiting CONTRACTOR'S other obligations under the Contract Documents, CONTRACTOR shall at all times in its performance of its obligations under the Contract Documents conform to the following general standards of performance:
  - a. comply with the requirements of the Contract Documents;
  - b. comply with Applicable Laws;
  - c. conform to the standard of care applicable to those who provide project services and construction of the type called for by this Agreement for projects of a scope and complexity that is comparable to the Project;
  - d. furnish efficient business administration of the Work, utilizing sufficient senior level management and other qualified personnel to manage the Work; and
  - e. apply its best and highest skill and attention to completing the Work in an expeditious and economical manner, consistent with the expressed best interests of the DISTRICT and within the limitations of the Contract Sum and Contract Time.

### ARTICLE 3 CONTRACT TIME

- 3.1. **Dates of Commencement.** The Contract Time for completion of the design portion of the Work shall be measured from the Date of Commencement of Design. The Contract Time for Completion of entire Work, including the design and non-design portions, shall be measured from the Date of Commencement of Construction.



- 3.2. **Notice to Proceed.** The design portion of the Work shall not commence prior to the date fixed in the Notice to Proceed with Design. No physical construction at the Site shall proceed prior to the date fixed in the Notice to Proceed with Construction.
- 3.3. **Contract Time.**
- a. Design. The CONTRACTOR shall complete the Final Construction Documents and receive DSA over the counter approval. A Notice to Proceed for the Design Phase will be issued upon full execution of this contract.
  - b. Design and Construction. CONTRACTOR shall achieve Completion of the entire Work, including the design and non-design portions of the Work, not later than 75 Calendar Days after the Date of Commencement of Design/Construction unless a DSA over the counter review is not agreeable to DSA and a more extensive review is required. In that event, DSA review time will be added to the contract days by amendment.
- 3.4. **Liquidated Damages to District.**
- a. DISTRICT Right. The DISTRICT and the CONTRACTOR acknowledge and agree that if the CONTRACTOR fails to Complete the Work within the Contract Time, the DISTRICT will suffer substantial losses which are both extremely difficult and impracticable to ascertain and on that basis agree, as a reasonable estimate of those losses and not a penalty, to the payment by CONTRACTOR of liquidated damages pursuant to this Section 3.4.
  - b. Daily Rate. If the CONTRACTOR fails to achieve Completion of the entire Work within the Contract Time for Completion, the CONTRACTOR shall pay the DISTRICT as liquidated damages the amount of Two Thousand Seven Hundred and Fifty Dollars (\$2,750) per Day for each Day occurring after the expiration of the Contract Time for Completion until the CONTRACTOR achieves Completion of the entire Work.
  - c. Extensions of Time. Liquidated damages shall not be charged to Contractor for Delays to Completion for which the Contractor is entitled under the Contract Documents to receive an adjustment of the Contract Time for Completion.
  - d. Partial Completion. Liquidated damages shall not be reduced or apportioned for Completion of portions of the Work prior to Completion of the entirety of the Work.
  - e. Remedies. DISTRICT may deduct such liquidated damages as are payable hereunder from money due or to become due to the CONTRACTOR, or pursue any other legal remedy to collect such liquidated damages from the CONTRACTOR and/or its Surety.
  - f. Not a Limitation. DISTRICT'S rights under this Section 3.4 shall not be interpreted as precluding or limiting: (1) any right or remedy of DISTRICT in the event of CONTRACTOR Default other than a failure to Complete the Work within the Contract Time; or (2) DISTRICT'S right to order an acceleration, at CONTRACTOR'S Own Expense, of performance of the Work to overcome Delay, including, without limitation, a Delay for which DISTRICT has the right to assess liquidated damages.



3.5. **Liquidated Damages to Contractor.**

- a. CONTRACTOR'S Right. DISTRICT and CONTRACTOR acknowledge and agree that if CONTRACTOR is unable due to Compensable Delay to Complete the Work within the Contract Time, the CONTRACTOR and its affected Subcontractors and Subconsultants will suffer losses which are both extremely difficult and impracticable to ascertain and on that basis agree, as a reasonable estimate of those losses and not a penalty, to the payment by DISTRICT of liquidated damages pursuant to this Section 3.5.
- b. Daily Rate. The Contract Sum shall be increased by the sum of Two Thousand Seven Hundred and Fifty Dollars (\$2,750) per Day as liquidated damages for each Day for which CONTRACTOR is entitled under the Contract Documents to an adjustment extending the Contract Time for Completion due to Compensable Delay, with no additional amount added thereto for Allowable Markup thereon.
- c. Payment by DISTRICT. A Change Order or Unilateral Change Order for an adjustment to the Contract Sum for the liquidated damages permitted by this Section 3.5 shall be executed prior to Final Completion. Notwithstanding any other provision of the Contract Documents to the contrary and without limitation to the DISTRICT'S rights of withholding payment permitted elsewhere in the Contract Documents or under Applicable Laws, amounts due to the CONTRACTOR pursuant to this Section 3.5 shall be payable as part of, and not prior to the due date for, Final Payment to CONTRACTOR.
- d. Exclusive Remedy. Liquidated damages payable pursuant to this Section 3.5 constitute the CONTRACTOR'S sole and exclusive right and remedy for recovery of Losses to CONTRACTOR and its Subcontractors and Subconsultants, of every Tier, due to Delay, regardless of the cause or duration of the Delay and regardless of whether the Delay is a Compensable Delay, Excusable Delay or Unexcused Delay.

**ARTICLE 4     CONTRACT SUM**

4.1. **Lump Sum Contract.**

- a. Price. DISTRICT shall pay the CONTRACTOR in current funds for the CONTRACTOR'S complete performance of the Work in accordance with the Contract Documents. DISTRICT will pay CONTRACTOR a Lump Sum Price to be negotiated at the end of the design phase of the Contract, including an open-book buyout of subcontracts. The end of the design phase is deemed to occur when the design documents for the Project receive Division of State Architect ("DSA") final approval. In no event, however, shall the Lump Sum Price be greater than the Maximum Allowable Price (MAP) of \$One Million Three Hundred and Forty Thousand Dollars/00 (\$1,340,000). The MAP is the maximum amount the DISTRICT will pay and includes all costs and fixed fees set forth below for Design and Pre-Construction Services, Construction Services, Fee, and Hard Costs as defined below.
  1. Maximum Allowable Price (MAP). This is the advertised price that is the maximum amount contained in the DISTRICT'S budget for all Work to be provided by the



CONTRACTOR, and is the amount the CONTRACTOR agrees, through its control of the design, in collaboration with the DISTRICT, will not be exceeded when establishing the Lump Sum Price.

2. Fixed Fees. Fixed fees include Design and Preconstruction Services. Construction Services and Fee, as defined below.
  3. Open Book Buyout of Subcontracts. This shall be accomplished collaboratively with the DISTRICT during the design process using Hard Costs as the design target amount. The final Hard Costs amount will be included in the Lump Sum Price.
- b. Design and Pre-Construction Services. The total fixed sum payable for Design and Pre-Construction Services, including without limitation, all engineering and design work and all other preconstruction services shall be Two Hundred Sixty Five Thousand Three Hundred and Twenty Dollars and 00/100 (\$265,320.00) subject to adjustment by Change Order, according to terms of the Contract Documents. This amount shall be incorporated into the Lump Sum Price as stipulated in this Article 4.1. The amount payable to the CONTRACTOR in the event that the Agreement is terminated prior to commencement of construction shall be limited to a prorated amount of the Design and Preconstruction Services, based on the percentage of acceptable completion of the Construction Documents that has been accomplished by CONTRACTOR at the time of such termination.
- c. Construction Services. The total sum payable for Construction Services shall not exceed One Hundred Thirty Six Thousand Six Hundred and Eighty Dollars and 00/100 (\$136,680.00). These sums are incorporated into the MAP as stipulated in Article 4.1, and includes without limitation all construction administration, supervision, oversight, and other site based expenses such as office, staff, materials and supplies, superintendent(s), assistant superintendent(s), project engineer(s), project manager(s), scheduler(s), scaffolding, trailers and storage, fencing, utilities, computers, taxes, mobilization and demobilization, all of which shall be included in Construction Services.
- d. Fee. The Fee payable to the CONTRACTOR shall not exceed (11.2 %) of the MAP, not to exceed One Hundred and Fifty Thousand and Eighty Dollars and 00/100 (\$150,080.00). These sums are incorporated into the MAP as stipulated in Article 4.1, and includes all home office based categories including without limitation home office expenses, staff, materials, and supplies, accounting, computer, equipment and software, legal, estimating, vehicles not dedicated solely to the Work, Bonds and Insurance.
- e. Hard Costs. The total sum payable for Hard Costs shall not exceed Seven Hundred Eighty Seven Thousand Nine Hundred and Twenty Dollars and 00/100 (\$787,920.00). These sums will be incorporated into the Lump Sum Price as stipulated in Article 4.1, and included 2% CONTRACTOR contingency, and includes all monies for trades work. All of this amount shall be available for open book pricing, estimating and procurement, and includes without limitation, demolition and abatement, hoisting, rough and final clean up,



and storm water protection. This is the target price upon which to design the Project and contains no costs for anything other than the elements of hard costs of construction.

- f. All Inclusive Lump-Sum Price. This shall be the sum total of Fixed Fees and final Hard Costs established at the end of the design phase of the Contract. The Contract Sum set forth in Article 4 is the total lump-sum maximum amount payable by DISTRICT to CONTRACTOR for performance of the Work under the Contract Documents and is deemed to cover all losses arising out of or related to the performance of the Work, including, without limitation, the effects of natural elements upon the Work, unforeseen difficulties or obstructions affecting the performance of the Work (including, without limitation, unforeseen conditions at the Site that do not constitute Differing Site Conditions) and fluctuations in market conditions and price escalations (whether occurring locally, nationally or internationally) from any cause.

## ARTICLE 5 INSURANCE

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

Public Liability Insurance for injuries including accidental death, to any one person in an amount not less than	\$2,000,000
Subcontractors of every tier and Subject to the same limit for each person on account of one accident, in an amount not less than	\$1,000,000 \$2,000,000
Subcontractors of every tier	\$1,000,000
Property Damage Insurance in an amount not less than	\$2,000,000
Subcontractors of every tier	\$1,000,000
Course of Construction Insurance without exclusion or limitation in an amount not less than	\$2,000,000
Excess Liability Insurance (Contractor only)	\$2,000,000



Insurance Covering Special Hazards: The following special hazards shall be covered by rider or riders to above-mentioned public liability insurance or property damage insurance policy or policies of insurance, or by special policies of insurance in amounts as follows:

Automotive and truck where operated in amounts as above

Material hoist where used in amounts as above

- 5.2. **Waiver of Subrogation.** Contractor waives (to the extent permitted by law) any right to recover against the District, and its respective elected officials, officers, employees, agents, and representatives for damages to the Work, any part thereof, or any and all claims arising by reason of any of the foregoing, but only to the extent that such damages and/or claims are covered by property insurance and only to the extent of such coverage (which shall exclude deductible amounts) actually carried by the District.
- a. The provisions of this section are intended to restrict each party to recovery against insurance carriers only to the extent of such coverage and waive fully and for the benefit of each, any rights and/or claims which might give rise to a right of subrogation in any insurance carrier.
  - b. The District and the Contractor shall each obtain in all policies of insurance carried by either of them, a waiver by the insurance companies there under of all rights of recovery by way of subrogation for any damages or claims covered by the insurance.
- 5.3. **Additional Insured Endorsement Requirements.** The Contractor shall name, on any policy of insurance required the District, their officers, employees, Construction Manager, and all other Agents and Representatives as additional insureds. Subcontractors shall name the Contractor, the District, their officers, employees, Construction Manager, and all other Agents and Representatives as additional insureds. The Additional Insured Endorsement included on all such insurance policies shall state that coverage is afforded the additional insured with respect to claims arising out of operations performed by or on behalf of the insured. If the additional insureds have other insurance that is applicable to the loss, such other insurance shall be on an excess or contingent basis. The insurance provided by the Contractor must be designated in the policy as primary to any insurance obtained by the District. The amount of the insurer's liability shall not be reduced by the existence of such other insurance.

## ARTICLE 6 ENUMERATION OF CONTRACT DOCUMENTS

- 6.1. **List of Contract Documents.** The Contract Documents, include, without limitation, the following:
- a. **Project Criteria.** The Project Criteria set forth in the RFP Documents.
  - b. **RFP Documents.** The RFP Documents and Addenda, with the exception of Approved Deviations.
  - c. **Design Build Proposal.** The CONTRACTOR'S written responses to the RFP, including its Proposal. The Contract Documents shall not include any portion of the Proposal that deviates from the Project Program or Criteria.



- d. **Agreement.** This executed Agreement between DISTRICT and CONTRACTOR.
- e. **Design Phase Terms and Conditions.** The Design Phase Terms and Conditions to the Agreement.
- f. **General Conditions.** The General Conditions to the Agreement.
- g. **Division One Requirement.** The Division One Requirements to the Agreement.
- h. **General Requirements, Supplemental and Special Conditions.** Any General Requirements and Supplemental and Special Conditions.
- i. **Final Construction Documents.** The Final Construction Drawings and Technical Specifications to be hereafter prepared by the CONTRACTOR and its Subconsultants that are accepted by the DISTRICT and approved by the DSA in accordance with the terms of the Contract Documents; provided, however, that, with the exception of Approved Deviations, the Contract Documents shall not include any portion of the Proposal that deviates from the Project Program or Criteria.
- j. **Addenda.** All Addenda associated with the completed set of contract documents.
- k. **Reference Documents.** All Reference Documents associated with the completed set of contract documents.

If CONTRACTOR is a corporation, the undersigned hereby represents and warrants that the corporation is duly incorporated and in good standing in the State of California, and that Chris Taylor, whose title is Division Leader/Vice President, is authorized to act for and bind the corporation.

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

**CONTRACTORS ARE REQUIRED BY LAW TO BE LICENSED AND REGULATED BY THE CONTRACTOR'S STATE LICENSE BOARD WHICH HAS JURISDICTION TO INVESTIGATE COMPLAINTS AGAINST CONTRACTORS IF A COMPLAINT REGARDING A PATENT ACT OR OMISSION IS FILED WITHIN FOUR YEARS OF THE DATE OF THE ALLEGED VIOLATION. A COMPLAINT REGARDING A LATENT ACT OR OMISSION PERTAINING TO STRUCTURAL DEFECTS MUST BE FILED WITHIN 10 YEARS OF THE DATE OF THE ALLEGED VIOLATION. ANY QUESTIONS CONCERNING A CONTRACTOR MAY BE REFERRED TO THE REGISTRAR, CONTRACTORS STATE LICENSE BOARD, P.O. BOX 26000, SACRAMENTO, CALIFORNIA, 95826.**



DISTRICT

South Orange County Community College District

CONTRACTOR

\_\_\_\_\_, a \_\_\_\_\_

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

Dr. Debra L. Fitzsimons,  
Vice Chancellor, Business Services

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

Chris Taylor  
Division Leader/Vice President



**RFQ & P - Exhibit F**  
**Design Phase Terms and Conditions**

**DESIGN PHASE TERMS AND CONDITIONS**

Design Phase Terms and Conditions are supplemental to the General Conditions. CONTRACTOR is responsible to ensure that all services noted within in these Design Terms and Conditions are met and are incorporated into the Agreement by reference.

**ARTICLE 1     DEFINITIONS**

Capitalized terms used in these Terms and Conditions shall have the meanings assigned to them in the General Conditions. If not defined in the General Conditions they shall have the meanings assigned to them elsewhere in the Contract Documents. If not defined in the General Conditions or elsewhere, they shall have the meanings reasonably understood to apply to them by the context of the portion of the Contract Documents where such terms are used.

**ARTICLE 2     DESIGNER'S SERVICES AND RESPONSIBILITIES**

- 2.1. The DESIGNER'S services shall consist of those services performed by the DESIGNER, DESIGNER'S employees and DESIGNER'S consultants as enumerated in Articles II and III of these Terms and Conditions.
- 2.2. The DESIGNER'S services shall be performed in a manner which is consistent with professional skill and care and the orderly progress of the work. The DESIGNER represents that he/she will follow the standards of his/her profession in performing all services under these Terms and Conditions.

**ARTICLE 3     SCOPE OF DESIGNER'S SERVICES**

- 3.1. **Accurate Plans.** The DESIGNER'S services include all services and cost estimating services necessary to produce a reasonably complete and accurate set of Plans and Specifications.
- 3.2. **Key Individuals.** The CONTRACTOR will select DESIGNER to perform the work herein because of the skills and expertise of key individuals. The CONTRACTOR shall designate key individuals from the DESIGNER'S firm for acceptance by the DISTRICT. So long as their performance continues to be acceptable to the DISTRICT, these named individuals shall remain in charge of the Project.
- 3.3. **Name Others.** Additionally, the CONTRACTOR must furnish the name of all other key people related to the DESIGN that will be associated with the Project.
  - a. Key Individuals will include a list of qualified engineers for the PROJECT. CONTRACTOR shall ensure that each engineer places his or her name, seal and signature on all drawings and specifications prepared by said engineer.
  - b. The CONTRACTOR is responsible for the management of consultants in order to meet the terms of all phases of these Terms and Conditions. Nothing in the foregoing shall create



any contractual relationship between DISTRICT and any consultants employed by CONTRACTOR under these Terms and Conditions.

- c. If a designated key person fails to perform to the satisfaction of the DISTRICT, then upon written notice the CONTRACTOR will have 10 working days to remove that person from the Project and replace that person with one acceptable to the DISTRICT. All lead or key personnel for the CONTRACTOR are subject to all conditions previously stated in this paragraph.

3.4. **Technical Specifications Provided.** The CONTRACTOR shall adhere to technical specifications provided, ascertain the DISTRICT'S needs and the requirements of the PROJECT and shall arrive at a mutual written understanding of such needs and requirements not defined within the technical specifications with the DISTRICT, prior to drafting preliminary designs for the PROJECT.

3.5. **BIM.** The CONTRACTOR and their consultant shall employ Building Information Modeling (BIM) using Revit or other approved software and make regular posting to a website accessible to the DISTRICT throughout the design process. Clash detection will be employed as one form of consultant coordination. The CONTRACTOR will be responsible to manage the BIM Model from the Project start to finish.

- a. The CONTRACTOR shall establish protocols for :

- 1. Model origin, grid and units
- 2. Information sharing and saving
- 3. Clash detection

- b. The CONTRACTOR shall:

- 1. Facilitate collection of sub-consultants model information
- 2. Maintain record copies of all model files
- 3. Combine files and develop necessary vehicle to share information to sub-consultant and to DISTRICT as indexed tif and pdf files.
- 4. Perform and report on clash detection as deliverable to each phase
- 5. Assist sub consultants with meeting all requirements

- c. The CONTRACTOR shall be responsible to archive model as a complete bid set and provide same to DISTRICT in tif and pdf format.

- d. The CONTRACTOR, subcontractors and their subconsultants shall use the following criteria for model development:

- 1. Model Content: Elements are actual constructed assemblies accurate in terms of size, shape, location, quantity and orientation. Non geometric information may be attached to the modeled elements.



2. Analysis: The model may be analyzed for system performance by applying specific criteria assigned to the model Elements
  3. Cost Estimating: A cost estimate may be developed based on the specific data using conceptual estimating techniques.
  4. Schedule: Schedule information may be organized in order using a time-scale from detailed model elements and systems.
  5. Other Authorized Uses: Additional uses of the model may be fully developed if pre-approved and on an as needed basis.
- 3.6. **LEED Guidelines.** The project shall be designed in accordance with the requirements to meet LEED Gold certification. Actual certification may not be a requirement of the Project and the DISTRICT and CONTRACTOR will make this determination throughout the course of the Project. Paperwork for certification shall be complete by the CONTRACTOR. Commissioning and Energy Modeling are outside the parameters of these Terms and Conditions. CONTRACTOR will be responsible to coordinate services employed by the DISTRICT. These documents shall comply with all applicable laws, statutes, ordinances, codes, rules and regulations currently existing and as amended, enacted, issued or adopted in the future which are applicable to these documents.
- 3.7. **Outline Codes.** The CONTRACTOR shall prepare and submit to DISTRICT an outline of applicable provisions of building codes that apply to this project. The outline shall include a written report and diagrammatic drawings which delineate the design criteria (e.g. exit paths, travel distances, required exits, rated walls, rated corridors, building occupancy, construction type, and fire zones.) This graphic documentation of the design criteria shall be updated with each subsequent submittal.
- 3.8. **Compliance.** These documents shall comply with all applicable laws, statutes, ordinances, codes, rules and regulations currently existing and as amended, enacted, issued or adopted in the future which are applicable to these documents.
- 3.9. **Estimate.** The CONTRACTOR shall submit to the DISTRICT a written estimate of the construction cost and shall advise the DISTRICT, in writing, of any adjustments to the estimate of Construction Cost at the completion of the Schematic, Design Development, 50% Construction Document and 100% Construction Document phase.
- 3.10. **Investigate Existing Conditions.** The CONTRACTOR shall investigate existing conditions or facilities and make measured drawings of such conditions or facilities.
- 3.11. **CGS.** The CONTRACTOR shall develop and provide to the DISTRICT all necessary documentation in order to submit the Geotechnical Report, provided by others, to the California Geological Survey (CGS) and coordinate follow up with Geotechnical Consultant as necessary to obtain CGS approval in order to obtain Division of the State Architect stamped documents.
- 3.12. **Phased Approval.** Based on the approved Schematic Design Documents and any adjustments authorized by the DISTRICT, the CONTRACTOR, subcontractor and subconsultants shall prepare, for approval by the DISTRICT, Design Development Documents consisting of drawings and other



documents to describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, materials, and such other elements as may be appropriate. Based on the approved Design Development Documents and any further adjustments authorized by the DISTRICT, the CONTRACTOR, subcontractor and subconsultants shall prepare, for approval by the DISTRICT, drawings and specifications setting forth in detail the requirements for the construction of the Project.

- 3.13. **Authority Having Jurisdiction.** The CONTRACTOR shall file documents required for the approval of governmental authorities having jurisdiction over the Project including funding submittals with the DISTRICT'S assistance. Included in this filing shall be an energy modeling document for submittal to the State. The DISTRICT shall pay all fees required by such governmental authorities.
- 3.14. **Bid Documents.** The CONTRACTOR shall prepare all necessary bidding information and bidding forms required by the DISTRICT. Plans or specifications, which include a requirement that the CONTRACTOR provide operation manuals and adequate training for the DISTRICT in the operation of mechanical, electrical, heating and air conditioning systems installed by the CONTRACTOR, shall be part of the bid documents prepared by the CONTRACTOR.
- 3.15. **Obtain Bids.** The CONTRACTOR, following the DISTRICT'S approval of the Construction Documents and of the 100% Construction Document estimate of Construction Cost, shall obtain subcontractor bids for the PROJECT.
- 3.16. **Construction.** The CONTRACTOR'S responsibility to provide services for the construction of the Project commences with the Acceptance of the Lump Sum Price for Construction and terminates at the issuance to the DISTRICT of the final certificate for payment by the CONTRACTOR and the final close out acknowledgement by the Division of the State Architect.
- 3.17. **Site Visits.** The DESIGNER shall visit the site not less than once per week while Work is in progress, and as often as necessary and appropriate to the stage of construction, to inspect the site and work; to familiarize himself/herself with the progress and quality of the Work; and to determine if the Work is proceeding in accordance with the Plans and Specifications. The DESIGNER shall have access to the work at all times.
- 3.18. **Submittal Review.** The DESIGNER shall participate in the review of shop drawings, product data, and samples for the purpose of checking for conformance with the Plans and Specifications.
- 3.19. **CCDs.** DSA construction change directives shall be submitted for approval on an on-going basis throughout the Project. CONTRACTOR shall prepare a set of reproducible record drawings showing significant changes in the work made during construction based on marked-up prints, drawings and other data. All as-built information shall be transferred to the BIM model throughout the course of construction.
- 3.20. **Warranties.** The CONTRACTOR shall forward to the DISTRICT for the DISTRICT'S review all written warranties and related documents required by the Plans and Specifications and request a final certificate for payment upon compliance with the requirements of the Agreement.



- 3.21. **Substitutions.** The CONTRACTOR shall provide services in connection with evaluating substitutions proposed by subcontractors, obtain written acceptance by the DISTRICT for any changes to the original documents and making subsequent revisions to drawings, specifications and other documentation resulting there from.

#### ARTICLE 4 DISTRICT'S RESPONSIBILITIES

- 4.1. **DISTRICT Representative.** The DISTRICT shall appoint a representative authorized to act on the DISTRICT's behalf with respect to the Project. The DISTRICT or its authorized representative shall render decisions in a timely manner pertaining to documents submitted by the CONTRACTOR. CONTRACTOR shall consult with authorized employees, agents, and representatives of DISTRICT relative to the design and construction of the Project. However, CONTRACTOR shall accept directives only from DISTRICT's designated representative and not from other DISTRICT employees or consultants. The DISTRICT shall notify CONTRACTOR in writing if, at its sole option, it makes a change in the DISTRICT representative.
- 4.2. **Legal Description.** The DISTRICT shall furnish a legal description of the site and surveys describing physical characteristics, legal limitations and utility locations for the site of the PROJECT as required.
- 4.3. **Geotechnical Information.** The DISTRICT shall furnish geotechnical data when these data are reasonably deemed necessary by DESIGNER, including test logs, soil classifications, soil bearing values, and other data necessary to define subsoil conditions.
- 4.4. **Nonconformance.** The DISTRICT shall give prompt written notice to the CONTRACTOR if the DISTRICT becomes aware of any fault or defect in the PROJECT or nonconformance with the Agreement. However, the DISTRICT's failure or omission to do so shall not relieve the CONTRACTOR of his/her responsibilities hereunder and the DISTRICT shall have no duty to observe, inspect or investigate the Project.
- 4.5. **Reliable Information.** The CONTRACTOR may rely on the information provided by DISTRICT but only to the extent such reliance is consistent with CONTRACTOR'S obligations under these Terms and Conditions.

#### ARTICLE 5 COST OF CONSTRUCTION

- 5.1. **General.** The construction cost shall be the total cost to the DISTRICT of all elements of the Project designed or specified by the CONTRACTOR.
- 5.2. **Fixed Cost.** A fixed limit of construction cost has been established and is a condition of the Agreement. The CONTRACTOR shall furnish a construction cost estimate and obtain DISTRICT agreement in writing before commencing with each document phase.



## EXHIBIT A DESIGN PHASE RESPONSIBILITIES AND SERVICES

### ARTICLE 1 BASIC SERVICES

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

- 1.1. **Jurisdiction.** Determine the agencies who have jurisdiction over essential buildings and coordinate with and implement the requirements of the funding and regulatory agencies, i.e.: State Chancellor's Office, Division of the State Architect, State Fire Marshal, Health Department, etc.
- 1.2. **Subconsultants.** Contract for or employ sub-consultants to the extent deemed necessary for completion of the Project including: architects, mechanical, electrical, structural, civil engineers, landscape architects licensed as such by the State of California. The names of said sub-consultants shall be submitted to the DISTRICT for approval prior to commencement of work. The DISTRICT reserves the right to reject the use of any sub-consultants. Nothing in the forgoing procedure shall create any contractual relationship between the DISTRICT and any sub-consultants employed by the CONTRACTOR under terms of these Terms and Conditions.
- 1.3. **Professional Care.** Agree to exercise usual and customary professional care in its efforts to comply with all laws and regulations which apply to Project.
- 1.4. **Review Data.** Review site surveys, subsoil data, chemical, mechanical and other data logs of borings, record documents, etc., furnished pursuant to these Terms and Conditions. Advise the DISTRICT whether such data are sufficient for purposes of design, or whether additional data are necessary. Recommend the manner in which it be provided and services obtained.
- 1.5. **Quality.** Be responsible for the professional quality, technical accuracy and the coordination of all studies, reports, projections, master plans, designs, drawings, specifications and other services furnished. Correct or revise any errors or omissions in its studies, reports, projections, master plans, design, drawings, specifications and other services.
- 1.6. **Data and Phones.** Be responsible for the design and the layout of data and phones using DISTRICT established standards. The coordination effort shall include location and routing of the raceways, conduits, and outlets and required spaces to accommodate electrical, data and communication wiring. DESIGNER to coordinate with DISTRICT or their consultants to finalize phone system design.
- 1.7. **Local Approvals.** Provide services required to obtain local agencies approval for off-site work including review by regulatory agencies having jurisdiction over the Project.
- 1.8. **Grading and Drainage.** Develop a grading and drainage plan and a site plan from architectural information showing a final development of the site, this drawing will also include a horizontal and vertical control plan and a utility infrastructure plan. The services described in this Subparagraph shall be provided by a professional civil engineer.



- 1.9. **Existing Utilities.** Document the location of existing utility lines, telephone, water and sewage, etc., within the limits of the DISTRICT on-site property. This information shall be provided by the DISTRICT. DESIGNER to verify the capacity of all existing project utilities.
- 1.10. CONTRACTOR shall ensure
- a. cooperation between DESIGNERS with other professionals employed by the DISTRICT for the design, coordination or management of other work related to the Project;
  - b. a representative is assigned to chair, conduct and take minutes of bi-weekly coordination meetings during the entire design phase with sub-consultants;
  - c. the DISTRICT and/or its representative is invited to participate in these meetings; and
  - d. maintain a separate log to document design/coordination comments generated in these meetings.
- 1.11. CONTRACTOR is not responsible for:
- a. Ground contamination or hazardous material analysis
  - b. Any asbestos testing or development of specification for abatement
  - c. Environmental impact report
  - d. Historical significance report
  - e. Soils investigation
  - f. Geotechnical hazard report
  - g. Topographic survey

## ARTICLE 2 PROJECT INITIATION

Upon final execution of the Agreement with the DISTRICT:

- 2.1. **Work Plan.** Within the first week following execution of the contract, meet with the DISTRICT and their representatives to prepare a detailed task analysis and work plan for documentation in a computer generated project schedule. This task analysis and work plan will identify specific tasks including as necessary, but not limited to: interviews, data collection, analysis, report preparation, planning, architectural programming, schematic design preparation and estimating that are part of the work of the Project. Also identified will be milestone activities or dates, specific task responsibilities, required times for completion and additional definition of deliverables.
- a. Work plan shall include allowances for the periods of time required for DISTRICT's review and approval of submissions and for approvals by authorities having jurisdiction over the Project.
  - b. Work plan, when approved by DISTRICT, shall not be exceeded except when DISTRICT and CONTRACTOR mutually agree, in writing, to a revised Project Schedule.



- 2.2. **Kick Off.** Participate in a general Project kick-off meeting to include the CONTRACTOR, subcontractors, sub-consultants, and DISTRICT staff.
- a. The project kick-off meeting will introduce key team members from the DISTRICT and the CONTRACTOR to each other defining roles and responsibilities relative to the Project.
  - b. Identify and review pertinent information and/or documentation necessary from the DISTRICT for the completion of the Project.
  - c. Review and explain the overall project goals, general approach, tasks, work plan and procedures and deliverable products of the Project.
  - d. Review and explain the task analysis and project work plan for all parties present; determine any adjustments or fine tuning that needs to be made to the work plan.

### ARTICLE 3 PROGRAM AND SITE DEVELOPMENT

- 3.1. **Pre-Design Investigation.** Perform pre-design investigations to establish appropriate guidelines around and within which the Project is to be designed. Identify design issues relating to functional need, directives and constraints imposed by regulatory codes.
- a. Document and take into consideration existing physical characteristics of the proposed site such as topography, drainage, plant coverage, views to and from the proposed site, current site usage and potential for future development and facility expansion. In addition, DESIGNER shall design the foundation of the Project in accordance with recommendations of the DISTRICT'S soil consultant as provided by the DISTRICT.
  - b. Review the existing conditions. Analyze the proposed site's existing conditions relative to potential effect on circulation, access, parking, constructability, facility expansion and future development potential.
  - c. Review proposed plans and confer as necessary with the local jurisdiction to obtain their advisory input regarding zoning, water service, fire protection, site access, mass transit and other areas of site design related to the city services or governance
- 3.2. **Information Checklist.** Complete information check list identifying critical issues affecting Project completion and certification; significant site considerations; applicable planning and zoning requirements; applicable code requirements; applicable fire and life safety requirements; sanitary and storm sewer service requirements; electrical power service and requirements; heating, ventilating and air conditioning requirements; natural gas availability and requirements; and domestic and fire water service requirements.
- 3.3. **Programming Meeting.** Conduct Program meeting with the DISTRICT selected project committee.

### ARTICLE 4 SCHEMATIC DESIGN

Prepare for the DISTRICT'S review a Schematic Design as follows:

- 4.1. **Architectural.**



- a. Scaled floor plans and/or site plans, as appropriate, showing overall dimensions, identifying the various major areas and their relationship. Include circulation and a tabulation of all net usable floor areas and a summary of gross floor area. Also, provide typical layouts of major equipment or operational layout.
- b. Preliminary building exterior elevations and sections in sufficient detail to demonstrate design concept indicating location and size of fenestration.
- c. Identify proposed roof system, deck, insulation system and drainage technique.
- d. Site plan with building located and minimum one (1) foot contour grade intervals. All major site development, such as paving, utilities and outside facilities shall be shown, including property lines, adjacent existing structures, walls and fences fifty feet beyond the Project.
- e. Building design shall pay particular attention to orientation, solar consideration and passive energy techniques and shall exceed all adopted energy regulations by 15%.
- f. Identify minimum finish requirements, including ceiling, floors, walls, doors, windows, and types of hardware.
- g. Identify code requirements, include occupancy classification(s) and type of construction.

4.2. **Structural.**

- a. Layout structural systems with dimensions and floor elevations. Identify structural systems (pre-cast, structural steel with composite deck, structural steel bar joists, etc.); with preliminary sizing identified.
- b. Identify foundation systems (fill requirements, piles, caissons, spread footings, etc.); with preliminary sizing identified.

4.3. **Mechanical.**

- a. Provide "Basis of Design Narrative"
- b. Calculate block heating, ventilation and cooling loads including skin versus internal loading.
- c. Select a minimum of two (2) HVAC approaches that appear compatible with loading conditions for subsequent life cycle costing.
- d. Show selected system on drawings as follows:
  - 1. Single line drawing(s) of all mechanical equipment spaces, ductwork and pipe chases.
  - 2. Location and preliminary sizing of all major equipment and duct work in allocated spaces
  - 3. Schematic piping
  - 4. Temperature control zoning.



4.4. **Electrical.**

- a. Provide "Basis of Design Narrative"
- b. Calculate overall approximate electrical loads.
- c. Identify proposed electrical system for service, power, lighting, low voltage and communication loads.
- d. Show system(s) selected on drawings as follows:
  1. Single line drawing(s) showing major distribution system.
  2. Location and preliminary sizing of all major electrical systems and components including:
    - i. Load centers
    - ii. Main panels
    - iii. Switch gear
- e. Identify and define the scope of data/telephone system.

4.5. **Civil.**

- a. Development of on and off site utility systems such as sewer, water, storm drain, firewater lines and fire hydrants.
- b. Identify surface improvements including roadways, parking (with assumed wheel weights) preliminary finish grades and drainage.
- c. Coordinate finish floor elevations with architectural site plan.

4.6. **Landscaping.** Development and coordination of landscape design concepts entailing analysis of existing conditions, proposed components and how the occupants will use the facility. Include location and description of planting, ground improvements and visual barriers.

4.7. **Specifications.** Review technical specifications and their criteria and quality standards. CONTRACTOR is to use DISTRICT'S technical specifications in development of the Project unless alternatives are accepted via Change Order to the Project.

4.8. **Probable Costs.**

- a. Schematic Probable costs: This probable cost consists of unit cost applied to the major items and quantities of work. The unit cost shall reflect the complete direct current cost of work. Complete cost meaning labor, material, waste allowance, design allowance, sales tax and subcontractor's mark-up.
- b. General conditions shall be applied separately. This probable cost shall be prepared by specification section and summarized by the Construction Specification Institute (CSI) category.



- c. The probable cost shall separate the Project's building cost from site and utilities cost. CONTRACTOR to submit to the DISTRICT the cost estimating format for prior review and approval.
  - d. Escalation: all probable costs shall be priced out at current market conditions. The probable costs shall incorporate all adjustments as appropriate, relating to mid-point construction, contingency, and cost index (i.e. Lee Saylor Index).
- 4.9. **Meetings.** During the Schematic Design Phase it is anticipated that two (2) meetings monthly, will convene between the DISTRICT and the CONTRACTOR to address specific design issues and to facilitate the decision making process. Such meetings shall be held at the Project campus. Decisions made at such meetings and subsequently approved by the DISTRICT shall be binding.
- 4.10. **Deliverables.**
- a. Schematic Design Package submittal
  - b. Probable Cost
  - c. A statement indicating changes made to the program design
- 4.11. **Presentation.** CONTRACTOR, subcontractor and sub-consultants shall present and review with the DISTRICT the detailed Schematic Design. The schematic design studies shall be revised within the program parameters until a final concept has been accepted and approved by the DISTRICT at no additional cost to the DISTRICT.
- 4.12. **Project Cessation Provision.** Upon completion of the schematic design study, the DISTRICT shall have the right to terminate the Agreement upon written notice of such termination to CONTRACTOR. The DISTRICT shall pay the CONTRACTOR only the fee associated with the services provided under the Schematic Design Phase.

## ARTICLE 5 DESIGN DEVELOPMENT

- 5.1. **Authorization.** Upon written authorization by the DISTRICT to proceed with the Design Development Phase: Prepare, from the Schematic Design Phase documents approved by the DISTRICT, Design Development Phase documents consisting of the following:
- 5.2. **Architectural.**
- a. Scaled, dimensioned floor plans with final room locations including all openings.
  - b. 1/8" scale building sections showing dimensional relationships and materials.
  - c. Site plan completely drawn with beginning notes and dimensions including grading and paving.
  - d. Preliminary development of details and large scale blow-ups.
  - e. Legend showing all symbols used on drawings.
  - f. Floor plans identifying all fixed and major movable equipment and furniture.



- g. Further specification review of architectural, structural, mechanical, electrical, civil and landscape systems and equipment.
- h. Typical reflected ceiling development including ceiling grid and heights for each ceiling showing:
  - 1. Light fixtures
  - 2. Ceiling registers or diffusers
- i. Access Panels
- j. A tabulation of both the net and gross assignable floor areas, and a comparison to the initial program area requirements.
- k. Provide a binder with catalogue cut sheets and technical comparison of all equipment suggested in lieu of DISTRICT technical specifications. Obtain sign off from DISTRICT and College Director of Facilities as back up to Change Order.

5.3. **Structural.**

- a. Structural drawing with all major members located and sized.
- b. Establish final building and floor elevations.
- c. Identify foundation requirement (fill requirement, piles, etc.) with associated soil pressure, water table and seismic center. Include necessary soil mitigation if required by soils report.

5.4. **Mechanical.**

- a. Heating and cooling load calculations and major duct or pipe runs substantially located and sized to interface with structural.
- b. Schedule major mechanical equipment indicating size and capacity.
- c. Devices in ceiling should be located. Begin coordination with electrical and architectural ceiling plans.
- d. Recommendations to acquire LEED® certification. Discuss “Go-No Go”.
- e. Legend showing all symbols used on drawings.
- f. More developed outline specifications indicating quality level and manufacturer.

5.5. **Electrical:**

- a. All lighting fixtures should be located and scheduled showing all types and quantities of fixtures to be used, including proposed lighting levels for each usable space(s).
- b. All major electrical equipment should be scheduled indicating size and capacity.



- c. Complete electrical distribution including a one line diagram indicating final location of data/telephone, switchboards, communications, controls; (high and low voltage) motor control centers, panels, transformers and emergency generators, if required.
  - d. Recommendations to acquire LEED® certification. Discuss “Go-No Go”.
  - e. Legend showing all symbols used on drawings.
- 5.6. **Civil.**
- a. Further refine SD drawings of points of connection and runs for utility systems for sewer, water, storm drain and fire water. Includes pipe sizes, materials, invert elevation location and description of manholes, clean outs, hookups, bedding and installation details.
  - b. Further refine SD roadways, parking and storm drainage improvements. Includes details and large scale drawings of curb and gutter, manhole, thrust blocks, paved parking and roadway sections.
- 5.7. **Landscape.** Further refine SD concepts. Includes coordination of hardscape, landscape planting, ground cover and irrigation main distribution lines.
- 5.8. **Specification.** Collaborate with DISTRICT on supplementary conditions for subcontractors, if needed. Begin to define submittal requirements for review and approval by DISTRICT.
- 5.9. **Probable Cost.** Design Development Probable Cost: Prepared by specification section, summarized by CSI category. The probable cost shall include unit costs of materials, labor and equipment. Sales tax, contractor's mark-ups shall be identified as a separate line item. Soft cost including estimated CM fee and general conditions shall be listed separately.
- 5.10. **Meetings.** During the Design Development Phase it is anticipated that two meetings per month will convene to address specific design issues and to facilitate the decision making process. Such meetings will be held at the Project campus. Documented decisions (not pending items) made at such meetings and subsequently approved by the DISTRICT shall be binding.
- 5.11. **Deliverables.**
- a. Design Development Package Submittal
  - b. Binder of Catalogue Cut Sheets and Technical Comparison
  - c. Probable Cost
  - d. DSA File, including correspondence, meeting notes, etc. to date

## ARTICLE 6 50% CONSTRUCTION DOCUMENT

- 6.1. **Authorization.** Upon written authorization from the DISTRICT to proceed with the Construction Documents Phase: Prepare, from Design Development Phase Documents approved by the DISTRICT, Construction Documents consisting of the following:
- 6.2. **Architectural.**



- a. Site plan developed to show building location, all topographical elements and existing/proposed contour lines.
- b. Elevations (exterior and interior), sections and floor plans corrected to reflect design development review comments.
- c. Architectural details and large blow-ups underway.
- d. Well-developed finish, door, and hardware schedules.
- e. Site utility plans underway.
- f. Fixed equipment schedules, details and identification underway.
- g. Reflected ceiling plans coordinated with floor plans and mechanical and electrical systems.
- h. Color Boards with interior finish samples included for flooring, paint and wall finishes, doorframe and door finishes, casework, tile, countertops, etc.
- i. Finalize any outstanding items for binder with catalogue cut sheets of all proposed alternative equipment. Obtain sign off from DISTRICT and College Director of Facilities listing all items on transmittal sheet.

6.3. **Structural.**

- a. Structural floor plans and sections with detailing well advanced.
- b. Structural footing and foundation plans, floor and roof framing plans with detailing well advanced.
- c. Completed cover sheet with general notes, symbols and legends.

6.4. **Mechanical.**

- a. Mechanical calculations virtually completed with all piping and ductwork sized.
- b. Large scale mechanical details underway.
- c. Mechanical equipment schedule substantially developed.

6.5. **Electrical.**

- a. Lighting, power, signal and communication plans including all switching and controls. Fixture schedule and lighting details development underway.
- b. Distribution information on all power consuming equipment; lighting and device branch wiring development underway. 20% spares must be included per new panel.
- c. All electrical equipment schedules underway.
- d. Special system components should be approximately located on plans.
- e. Completely develop the layout of data/telephone system, including equipment room layouts, raceway and conduit routing and outlet locations.



- 6.6. **Civil.** All site plans, site utilities, parking and roadway systems updated to reflect update comments from Design Development review.
- 6.7. **Landscape.** All landscape, hardscape and irrigation plans updated to reflect update comments from Design Development.
- 6.8. **Probable cost.** Update and refine the Design Development Phase Probable cost sorted by approved scope for bid packages.
- 6.9. **Specifications.** Virtually complete review of technical specifications. Complete submittal list with review and approval by DISTRICT.

## ARTICLE 7 CONSTRUCTION DOCUMENTS DSA SUBMITTAL

- 7.1. **Authorization.** DESIGNER must respond to/incorporate constructability comments from 50% construction document phase. Upon written authorization from the DISTRICT to proceed with the Construction Documents Phase: Prepare, from Design Development Phase Documents approved by the DISTRICT, Construction Documents consisting of the following
- 7.2. **Architectural.**
  - a. Completed site plan, floor plans, elevations and sections.
  - b. Architectural details and large blow-ups completed.
  - c. Finish, door and hardware schedules completed, including all details.
  - d. Site utility plans completed.
  - e. Fixed equipment details and identification completed.
  - f. Reflected ceiling plans completed.
- 7.3. **Structural.**
  - a. Structural floor plans and sections with detailing completed.
  - b. Structural calculations completed.
- 7.4. **Mechanical.**
  - a. Large scale mechanical details completed.
  - b. Mechanical equipment schedules completed.
  - c. Completed electrical schematic for HVAC equipment.
  - d. Complete energy conservation calculations and report.
- 7.5. **Electrical.**
  - a. Lighting and power plan including all switching and controls. Fixture schedule and lighting details completed.



- b. Distribution information on all power consuming equipment, including lighting, power, signal and communication device(s) branch wiring completed.
  - c. All electrical equipment schedules completed.
  - d. Special system components plans completed.
  - e. Electrical load calculations completed.
- 7.6. **Civil.** All site plans, site utilities, parking and roadway systems completed.
- 7.7. **Probable Cost.** Update and refine the 50% Construction Document Probable cost.
- 7.8. **Specifications:** Completed review. No additional revisions by CONTRACTOR or DISTRICT.

## ARTICLE 8 CONSTRUCTION DOCUMENTS FINAL STAGE

- 8.1. **Regulatory Comment Incorporation.** The construction document final stage shall be for the purpose of the incorporating all Regulatory Agencies' comments into the drawings, specifications, and probable cost. All corrections made by the CONTRACTOR during this stage shall be at no additional cost to the DISTRICT.
- 8.2. **Final Document Submittal.** The final contract documents delivered to the DISTRICT upon completion shall consist of the following:
- a. Drawings: All drawings with Architect/sub-consultant's State license stamp and DSA stamp.
  - b. Specifications: Technical specifications in CSI format.
  - c. Completely coordinated sub-consultant's work.
- 8.3. **Meetings.** During the Construction Document Phase it is anticipated that two meetings per month will convene to address specific design issues and to facilitate the decision making process. Such meetings will normally be held at the Project campus. Documented decisions made at such meetings and subsequently approved by the DISTRICT shall be binding.
- 8.4. **Deliverables.**
- a. Fifty percent (50%) submittal – (50%) working drawings, Accepted specification revisions, and probable costs. Statement of requirements for testing and inspection of service for compliance with construction documents and applicable codes.
  - b. One hundred percent (100%) submittal – (100%) working drawings, final specifications, engineering calculations and all other DSA submittal requirements and probable costs. DSA file including all correspondence, meeting, back check comments, checklists, etc. to date.
  - c. A statement at each stage of CD review indicating any authorized changes made to the program from the last submittal and the cost impact of such changes on the Construction Cost.



## ARTICLE 9 BIDDING PHASE

- 9.1. See Contract Sum section of the Agreement.

## ARTICLE 10 CLOSE OUT PHASE

- 10.1. **Basic Services.** The CONTRACTOR'S responsibility to provide basic services for the Close Out phase under these Terms and Conditions commences with the Contractor's request for a punch list walk and terminates at the close out the project with the Division of the State Architect.
- 10.2. **Building Walk.** CONTRACTOR shall perform a building walk one month prior to the one year warranty period (as established by the Notice of Completion filed by the Board of Trustees) to evaluate the condition of all facilities/ improvements. CONTRACTOR shall meet with the maintenance and facilities representatives and make recommendations for which, if any, warranty items will be requested prior to warranty expiration.



**TO:** Board of Trustees

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

**RE:** SOCCCD: CCCT Board of Directors Nomination

**ACTION:** Approval

---

### **BACKGROUND**

The California Community College Trustees (CCCT) was conceived with the idea that all community college trustees in California, joined together in one organization, could successfully work to preserve and improve California's quality, community-based, locally-governed colleges. The CCCT Board of Directors consists of twenty-one members, including a non-voting Student Trustee Director, and meets five times a year.

### **STATUS**

From January 1 through February 15, 2015, nominations for membership on the CCCT Board of Directors will be accepted in the League office. Nominations are to be made by each District Board of Trustees who are members of CCCT, and each District may nominate only members of its board. Each nominee must have consented to be nominated, and only one Trustee per District may serve on the Board. During the election period between March 10 and April 25, each member District will have one vote for each vacancy on the CCCT board who will serve three-year terms. Seven persons will be elected to the board this year; five incumbents are eligible to run for re-election, one board member has termed out, and one seat is vacated by a trustee that did not run for re-election at the district level. This vacated seat will be filled by the trustee that receives the least number of votes among the top seven vote getters. Pursuant to the CCCT Governing Policies, that person will complete the term of the vacated seat, which expires in 2016. The newly elected members of the Board will assume their responsibilities at the conclusion of the annual conference on May 3, 2015.

### **RECOMMENDATION**

It is recommended that the Board of Trustees determine if they wish to make any nominations for membership on the CCCT Board of Directors, and, if so, approve the nomination(s) for transmittal to the CCCT office as shown in Exhibit A.

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



**TO:** Board of Trustees

**FROM:** Gary **Item 6.4 (cover sheet only)** has been revised. A new page was submitted at the board meeting and has been included as part of the agenda.

**RE:** SOC

**ACTION:** Approval

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The California Community College Trustees (CCCT) was conceived with the idea that all community college trustees in California, joined together in one organization, could successfully work to preserve and improve California's quality, community-based, locally-governed colleges. The CCCT Board of Directors consists of twenty-one members, including a non-voting Student Trustee Director, and meets five times a year.

### **STATUS**

From January 1 through February 15, 2015, nominations for membership on the CCCT Board of Directors will be accepted in the League office. Nominations are to be made by each District Board of Trustees who are members of CCCT, and each District may nominate only members of its board. Each nominee must have consented to be nominated, and only one Trustee per District may serve on the Board. During the election period between March 10 and April 25, each member District will have one vote for each vacancy on the CCCT board who will serve three-year terms. Seven persons will be elected to the board this year; five incumbents are eligible to run for re-election, one board member has termed out, and one seat is vacated by a trustee that did not run for re-election at the district level. This vacated seat will be filled by the trustee that receives the least number of votes among the top seven vote getters. Pursuant to the CCCT Governing Policies, that person will complete the term of the vacated seat, which expires in 2016. The newly elected members of the Board will assume their responsibilities at the conclusion of the annual conference on May 3, 2015.

### **RECOMMENDATION**

It is recommended that the Board of Trustees determine if they wish to make any nominations for membership on the CCCT Board of Directors, and, if so, approve the nomination(s) for transmittal to the CCCT office as shown in Exhibit A.

Item Submitted By: Gary L. Poertner, Chancellor



## **REVISED ITEM**

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 6.4**

**DATE: 1/26/15**

**TO:** Board of Trustees

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

**RE:** SOCCCD: CCCT Board of Directors Nomination

**ACTION:** Approval

---

### **BACKGROUND**

The California Community College Trustees (CCCT) was conceived with the idea that all community college trustees in California, joined together in one organization, could successfully work to preserve and improve California's quality, community-based, locally-governed colleges. The CCCT Board of Directors consists of twenty-one members elected by the membership, the elected officers of the CCCT, and a student trustee member.

### **STATUS**

From January 1 through February 15, 2015, nominations for membership on the CCCT Board of Directors will be accepted in the League office. Nominations are to be made by member district board of trustees, and each district may nominate only members of its board. Each nominee must have consented to be nominated, and only one trustee per district may serve on the board. During the election period between March 10 and April 25, each member district will have one vote for each vacancy on the CCCT board who will serve three-year terms. Seven persons will be elected to the board this year; five incumbents are eligible to run for re-election, one seat is open due to a member that has opted not to run for re-election, and one seat was vacated by a trustee that did not win re-election at the district level in November. The newly elected members of the Board will assume their responsibilities at the conclusion of the annual conference on May 3, 2015 and the President of the CCCT board will administer the Oath of Office at the June 19-20, 2015 meeting in Sacramento.

### **RECOMMENDATION**

It is recommended that the Board of Trustees determine if they wish to make any nominations for membership on the CCCT Board of Directors, and, if so, approve the nomination(s) for transmittal to the CCCT office as shown in Exhibit A.

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





**Date:** January 6, 2015  
**To:** California Community College Trustees  
California Community College Chancellors/Superintendents  
**From:** Thuy Thi Nguyen, Interim President and CEO, Community College League of California  
**Subject:** CCCT Board Election - 2015

On December 29, 2014, a special meeting of the CCCT board was held via teleconference to review the section of the Governing Policies that pertains to the terms of CCCT board members. The action taken by the board, which was by unanimous vote of the members present, with one member abstaining, addresses the apparent unintended consequences that would result in trustees assuming a vacant position on the board, whether the successor was appointed by secret ballot vote of the CCCT board or assumed a vacated seat by receiving the least number of votes in the regular election cycle. Both of these scenarios typically shorten the new board member months or years in his/her term pursuant to the CCCT Governing Policies. The amendment adopted by the board is noted below and the revised term schedule is attached. Both documents as well as the unapproved minutes of the meeting are available in the Library tab of the League's BoardDocs site at <https://www.boarddocs.com/ca/cclca/bod/Board.nsf>

## **I. CCCT BOARD OF THE LEAGUE**

### **A. Purpose, Membership and Quorum**

1. The CCCT Board of the League shall be the California community colleges trustees policymaking body of the League and work in cooperation with the CEOCCC Board of the League which acts as the California community colleges chief executive officers policymaking body of the League. Its primary purposes are:
  - a. To promote and advance public education by seeking citizen and legislative support for community colleges;
  - b. provide education, information and assistance to member boards; and
  - c. cooperate with persons and organizations whose interests and purposes are the betterment of community college educational opportunities for California residents.
2. [1]The CCCT Board shall consist of twenty one (21) members elected by the membership, the elected officers of the CCCT, and a student trustee member.
3. The student trustee member shall be a voting member of the CCCT Board, and shall serve a one-year term, or until a successor is elected. The student trustee member may, at the Board's discretion, participate in closed sessions, but shall not serve as an officer. Only a student trustee serving on a member board of the League may be a student trustee member.
5. [2]CCCT Board members shall be elected by the institutional member governing boards for alternate three-year terms. No CCCT Board member shall serve more than three (3) terms consecutively, *once they have been elected to the board*. ~~A term is any period of time between elections during which a person serves regardless of the manner in which the person was selected to serve.~~

A person holding a seat as both an officer and a CCCT Board member shall continue to be a member until the term as member expires.



6. An officer cannot resign as a CCCT Board member to create a vacancy on the Board. An officer holding a seat as a member may resign the seat as an officer and serve the remaining time as a CCCT Board member.
7. Thirteen (13) members shall constitute a quorum of the Board. Action shall require a majority vote of those present after a quorum has been declared, unless otherwise provided. The members at the meeting may continue to do business until adjournment notwithstanding the withdrawal of members leaving less than a quorum.
8. [3]A vacancy on the Board which occurs between June and November 15 of each year, shall be filled by *appointment by* secret majority vote of the Board, acting on recommendations of the Executive Committee. The recommendations shall include two – five names which include at least the runner-up in the previous CCCT board election, persons who have demonstrated familiarity with the work of the CCCT and the League, and persons whose backgrounds and districts served would strengthen the balance of the Board. Background on the recommendations shall be provided prior to Board action. The new member may be seated immediately after appointment by the Board. Any such appointment shall be only until the next scheduled election of the CCCT Board, *at which time the appointed member will be eligible to run.*

A vacancy in the student trustee member position shall be filled by appointment of the CCCT Board President, subject to approval of the Board.

The election process will remain the same with the nomination period beginning January 1 through February 15 and the election period is March 10 through April 25. Nominations are to be made by member district board of trustees; and each district may nominate only members of its board. Each nominee must be a local community college district trustee, other than the student trustee, and must have consented to be nominated. Only one trustee per district may serve on the board. Please use only the official forms, which are attached.

This year there will be seven (7) people elected to the board under the new term schedule:

- Five (5) are incumbents
- One (1) seat is open due to a member that opted to not run for re-election to CCCT
- One (1) is a seat vacated by a member that did not win re-election at the district level in November.
- All seven (7) seats will be for a three-year term.

Election results will be announced at the CCCT annual conference. The newly elected members of the board will assume their responsibilities at the conclusion of the annual conference, May 3, 2015 and the President of the CCCT board will administer the Oath of Office at the June 19-20, 2015 meeting in Sacramento.

If you have any questions about the CCCT board election process, please contact Judy Centlivre (916-444-8641 or [jcentlivre@ccleague.org](mailto:jcentlivre@ccleague.org)) at the League office.

Attachments: (mailed only to CCC Chancellors/Superintendents)

Official Nominating Form  
Official Biographical Sketch Form  
Official Statement of Candidacy  
CCCT Term Schedule  
CCCT Board Roster





## CCCT BOARD NOMINATION FORM 2015

Must be returned to the League office **postmarked no later than February 15, 2015**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

Mail to:  
CCCT Board Nominations  
Community College League of California  
2017 "O" Street  
Sacramento, CA 95811

The governing board of the \_\_\_\_\_ Community  
College District nominates \_\_\_\_\_ to be a  
candidate for the CCCT Board.

This nominee is a member of the \_\_\_\_\_ Community  
College District governing board, which is a member in good standing of the Community College League of  
California. The nominee has been contacted and has given permission to be placed into nomination.  
Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

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Signature of Clerk or Secretary of Governing Board



**CCCT BOARD  
BIOGRAPHIC SKETCH FORM**

Must be returned to the League office **postmarked no later than February 15, 2015**, along with the nomination form and statement of candidacy. **Faxed material will not be accepted.**

**PERSONAL**

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ (home) \_\_\_\_\_ (office)

E-Mail: \_\_\_\_\_

**EDUCATION**

Certificates/Degrees: \_\_\_\_\_

\_\_\_\_\_

**PROFESSIONAL EXPERIENCE**

Present Occupation: \_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COMMUNITY COLLEGE ACTIVITIES**

College District Where Board Member: \_\_\_\_\_

Years of Service on Local Board: \_\_\_\_\_

Offices and Committee Memberships Held on Local Board: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

State Activities (CCCT and other organizations boards, committees, workshop presenter;  
Chancellor's Committees, etc) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



National Activities (*ACCT and other organizations, boards, committees, etc.*): \_\_\_\_\_

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**CIVIC AND COMMUNITY ACTIVITIES**

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**OTHER**

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## CCCT BOARD STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2015** along with the nomination form and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

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What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

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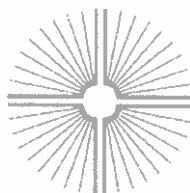
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CCCT Term Schedule

<u>Election</u>	<u>Group</u>	<u>Seat</u>	<u>First Elected</u>	<u>Next Election</u>	<u>Terms Left for Incumbent</u>
<b>2015</b>	I.	Chaniot	2009	2015	1
	I.	Jones	2009	2015	1
	I.	Ontiveros	2009	2015	1
	I.	Otto	2009	2015	1
	I.	Ransford	2012	2015	2
	I.	Zableckis	2009	2015	1
	I.	Vacancy	n/a	2015	3
<b>2016</b>	II.	Wah	2013	2016	2
	II.	Biggin	2013	2016	2
	II.	Gulassa	2010	2016	1
	II.	Hart	2010	2016	1
	II.	Jaffe	2010	2016	1
	II.	Keith	2013	2016	2
	III.	Blum	2014	2017	2
<b>2017</b>	III.	Casas	2011	2017	1
	III.	Castellanos	2011	2017	1
	III.	Chadwick	2011	2017	1
	III.	Gomez	2011	2017	1
	III.	Grey	2014	2017	2
	III.	Haynes	2014	2017	2
	III.	Moreno	2011	2017	1
approved by the CCCT board 12.29.14					





**CALIFORNIA COMMUNITY COLLEGE TRUSTEES  
2014-15 BOARD ROSTER**

**SALLY BIGGIN**  
Redwoods CCD

**STEPHEN BLUM**  
Ventura County CCD

**LAURA CASAS**  
Foothill DeAnza CCD

**STEPHAN CASTELLANOS**  
San Joaquin Delta CCD

**NANCY CHADWICK**  
Palomar CCD

**JANET CHANIOT**  
1<sup>st</sup> Vice President  
Mendocino-Lake CCD

**PAUL GOMEZ**  
2<sup>nd</sup> Vice President  
Chaffey CCD

**ADRIENNE GREY**  
West Valley-Mission CCD

**CY GULASSA**  
Peralta CCD

**JERRY HART**  
Imperial CCD

**PAMELA HAYNES**  
Los Rios CCD

**LOUISE JAFFE**  
President  
Santa Monica CCD

**BERNARD "BEE JAY" JONES**  
Allan Hancock Joint CCD

**SUSAN KEITH**  
Citrus CCD

**JIM MORENO**  
Coast CCD

**JOANNA NAVARRO**  
Compton CCD

**MANNY ONTIVEROS**  
Immediate Past-President  
North Orange County CCD

**DOUGLAS OTTO**  
Long Beach CCD

**ANN RANSFORD**  
Glendale CA

**LINDA WAH**  
Pasadena CCD

**MARCIA ZABLECKIS**  
Barstow CCD

**VACANCY**



**TO:** Board of Trustees

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

**RE:** SOCCCD: Appointment of Trustee Representatives for 2015

**ACTION:** Approval

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**BACKGROUND**

An annual Organizational Meeting of the Board of Trustees was held on Monday, December 15, 2014, for the purpose of electing officers of the Board, appointing a secretary and an assistant secretary of the Board, appointing Trustee representatives to various committees and organizations, establishing regular Board meeting dates and times, establishing an agenda planning calendar and approving the Board meeting agenda format.

**STATUS**

The Appointment of Advisory Representatives to the Saddleback College Foundation and Irvine Valley College Foundation are being added to the list of Appointments of Trustee Representatives for 2015, listed as Exhibit C on the December 15, 2014, board agenda, item 2.5. The action to nominate two representatives is being requested this month and will be added to the exhibit list of future organizational meetings.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees take separate action on nominating two trustees to serve as advisory representatives to the Saddleback College Foundation and Irvine Valley College Foundation.



**TO:** Board of Trustees

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

**RE:** SOCCCD: Approval of Work Order for Information Technology Services, Neudesic, LLC

**ACTION:** Approval

---

### **BACKGROUND**

District IT has been heavily involved in the implementation of the Workday Human Capital Management and Financial systems. In order to properly support ongoing operations and project obligations, assistance is required.

### **STATUS**

District IT is proposing that Neudesic, LLC provide staff augmentation to provide assistance on the Workday implementation project.

A master agreement between Neudesic, LLC and South Orange County Community College District for IT Services was approved on November 17, 2014. Based on that contract, Neudesic will complete assigned tasks as described in the work order (EXHIBIT A), at the rates specified in the master agreement, in an amount not to exceed \$200,000.

Funding for these technology services are provided by the basic aid funding allocated to the Workday implementation project.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the work order with Neudesic LLC, EXHIBIT A, for an amount not to exceed \$200,000, for the term of January 27, 2015 through June 30, 2015.

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



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
WORK ORDER FOR INFORMATION TECHNOLOGY CONSULTANT SERVICES

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To:

Neudesic, LLC  
8105 Irvine Center Drive, Suite 1200  
Irvine, CA 92618

PO Number:

A contract between IT Consultant and South Orange County Community College District for IT Services was approved on November 17th, 2014. Based on that contract, IT Consultant shall complete the following projects, at the rates specified in the contract as described below:

Item	Description	Start Date	End Date	Not to Exceed Amt.
1	Workday project: provide project management, business analysis, database design, programming, and quality assurance services for the following projects: SIS enhancements, EOPS system, multiple prerequisite support, and eTranscript receiving.	1/27/15	6/30/15	\$200,000

Work order approved by:  
DISTRICT

Accepted by:  
IT CONSULTANT

South Orange County Community College District

Neudesic, LLC

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Dr. Debra L. Fitzsimons  
Vice Chancellor, Business Services

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Parsa Rohani  
Chief Executive Officer

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(Date)

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(Date)

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Dr. Robert Bramucci  
Vice Chancellor, Technology and Learning Services

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(Date)



**TO:** Board of Trustees

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

**RE:** SOCCCD: Board Policy Revision, BP-5609 Matriculation

**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**

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

Legal counsel has been involved throughout the review process. The proposed policy was presented to the Chancellor's Council on December 4, 2014 for review and recommendation to the Chancellor.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees accept for discussion and approval of the board policy, as shown in EXHIBIT A.



# BOARD POLICY

5609 5050

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS

## MATRICULATION STUDENT SUCCESS AND SUPPORT PROGRAMS

To assist in attaining equality of educational opportunity and success for the students in the South Orange County Community College District, ~~the colleges~~ Colleges shall provide students opportunity for (1) access, (2) equitable, quality education, and (3) successful attainment of their educational objectives, with full range of support services through matriculation, all of which acknowledge the requirements and intent of the Seymour Campbell Act of 1986; and Student Success Task Force Requirements, September 2012.

### *Reference:*

*California Education Code, Section 78210 et. seq.; Title 5,  
California Code of Regulations, Sections 55500 et. seq.)*

Adopted: 6-15-92  
Technical Update: 4-26-99  
Revised: 5-26-09



**TO:** Board of Trustees

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

**RE:** SOCCCD: Board Policy Revision: BP-5420 Nursing Program, BP-3508  
Public Safety Camera System

**ACTION:** Review/Study

---

### **BACKGROUND**

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

### **STATUS**

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

Legal counsel has been involved throughout the review process. The proposed policy was presented to the Chancellor's Council on December 4, 2014 for review and recommendation to the Chancellor.

### **RECOMMENDATION**

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



# BOARD POLICY

5420

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS

DELETE BOARD POLICY- Move language to new AR-5420.

## NURSING PROGRAM

The District shall consider all of the following when screening nursing students:

- ~~Academic degrees or diplomas, or relevant certificates, held by the applicant;~~
- ~~Grade point average in relevant coursework;~~
- ~~Life experiences or special circumstances of an applicant; and~~
- ~~Proficiency or advanced level coursework in languages other than English.~~

~~The Nursing Program will admit qualified F-1 (student) visa applicants only after all fully qualified U.S. Citizen applicants have been placed. If the number of qualified U.S. citizen applicants exceeds the number of spaces available in the program for any academic term, no F-1 visa applicants will be admitted during that term.~~

~~Nursing students who have earned a baccalaureate or higher degree from a regionally accredited institution of higher learning are not required to complete any general education requirements. Instead, these students only need to complete the coursework necessary for licensing as a registered nurse.~~

~~Nursing students are subject to all policies, regulations, and guidelines outlined in the Associate Degree Nursing (ADN) Student Handbook published by the Saddleback College Nursing Department.~~

### *References:*

~~*Education Code Sections 66055.8, 66055.9, 70101, 70106, 70120, 70124, 70125, 70128.5, 78260, 78261, 78261.3, 78261.5, 87482, 89267, 89267.3, and 92645; Title 5 Sections 55060, et seq.; Health and Safety Code Section 128050.*~~



# BOARD POLICY

# 3508

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS

## PUBLIC SAFETY CAMERA SYSTEM

The South Orange County Community College District authorizes the use of a public safety camera system for the purpose of creating a safer environment for all those who work at or visit the District. Cameras may be placed in strategic public locations, such as parking lots, building entrances, exteriors, hallways, and lobbies, throughout the District at the direction of each college or district services and established procedures will be followed. This camera system is not intended for use in classrooms or private offices. These cameras can be used for detecting and deterring crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters, and to assist District officials in providing services to the college community.



**TO:** Board of Trustees

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

**RE:** SOCCCD: Approval of Agreement for the HR/Financial Software System Project - Budget Development Software, Tidemark Systems, Inc.

**ACTION:** Approval

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### **BACKGROUND**

SOCCCD entered into an agreement with Workday, Inc. on January 27, 2014 to address its current and aging HR/Financial software systems (which are now 26 and 15 years old, respectively). Concurrently and in a districtwide effort, staff evaluated business processes that are no longer adequate and consequently expose the district to increasing risk in compliance, financial, operational, and strategic areas. Design and training sessions are underway reinforcing discernment regarding the software's operational functionality.

### **STATUS**

On October 15 and 22, 2012, SOCCCD ran a newspaper advertisement for consideration of Enterprise Finance, Human Resource and Payroll Software and Related Services, RFP #301D. Additional marketing efforts included placing a copy of the "Requests for Proposals" (RFP) on the District's website and notifying firms known to provide these services. On December 10, 2012, seven proposals were received. Steering committee members evaluated the submittals to select finalists. The respondents were required to submit a total integrated solution. Three firms along with their implementation partners and other solution partners presented their software and implementation strategy to hundreds of district and college end users over week-long presentations. End users evaluated each module at the end of the presentations, and their evaluations were reviewed by the steering committee. Follow-up Q & A sessions addressed perceived weaknesses. Reference checks included calls to colleges currently using each of three potential software solutions.

Workday, Inc., the recommended firm, included a budget development software partner, Tidemark Systems, Inc., and an implementation partner, Sierra-Cedar. Workday and Sierra-Cedar were recommended to the board and their final contracts were fully executed in January 2014.

The decision for and the execution of the budget development software agreement was delayed until further into project implementation when the team was better informed. Additionally, the district did not want to accrue unnecessary costs before the project was ready to implement the budget development software. Tidemark Systems, Inc. was selected as the solution that would best meet the district's needs and fully integrates with Workday's HR/Financial System Software. Legal counsel reviewed this agreement with staff and the vendor. Basic aid funding for this agreement is included in the HR/Finance Software System Project budget.



## **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve contract for the Budget Development Software Agreement with Tidemark Systems, Inc. for the amount of \$712,000 (EXHIBIT A), plus agreed upon expenses, for a five year term effective January 27, 2015 and authorizes the designated staff to make necessary changes to finalize and execute the contract.





## MASTER SUBSCRIPTION AGREEMENT

This Master Subscription Agreement ("**Agreement**") is made and entered into as of the later of the dates beneath the parties' signatures below ("**Effective Date**") between Tidemark Systems, Inc., having a principal office at 3200 Bridge Parkway, Suite 202, Redwood City CA 94065 ("**Company**") and **South Orange County Community College District** having a principal office at **28000 Marguerite Pkwy, Mission Viejo, CA 92692-3635** ("**Customer**"). Company and Customer are sometimes referred to herein individually as a "**Party**" and together as the "**Parties**."

1. **Definitions.** Capitalized terms shall have the meaning described herein.

"**Confidential Information**" means all confidential information, including source code, algorithms, formulas, methods, know-how, processes, designs, new products, developmental work, marketing requirements, marketing plans, customer names, prospective customer names, disclosed by a Party to the other Party, whether orally or in writing, that is designated as confidential. Customer Confidential Information includes Customer Data, whether or not such Customer Data is marked confidential. Confidential Information (other than Customer Data) shall not include any information that: (i) is or becomes generally known to the public without breach of any obligation owed to the disclosing Party; (ii) was known to the receiving Party prior to its disclosure by the disclosing Party without breach of any obligation owed to the disclosing Party, (iii) is received from a third party without breach of any obligation owed to the disclosing Party, or (iv) was independently developed by the receiving Party, without use of the disclosing Party's Confidential Information.

"**Customer Data**" means any electronic data or information submitted by Customer or Users to the Service.

"**Documentation**" means the electronic and hard copy user guides for the Service published by Company, as may be updated from time to time, provided the functionality during a subscription term shall not be materially diminished.

"**Malicious Code**" means viruses, worms, time bombs, Trojan horses and other harmful or malicious code, files, scripts, agents or programs.

"**Order**" means the order document to this Agreement executed by each of the Parties identifying the Service to which Customer has purchased a subscription, and other transaction-specific information.

"**Service**" means the software-as-a-service applications offered by Company as described in the Documentation and subscribed to pursuant to an Order. Service includes without limitation, any improvements, upgrades and new version releases. If any products or functionality are renamed, repackaged or rebundled by Company, Customer is entitled to at least equivalent functionality at no additional cost to Customer.

"**SLA**" means Tidemark's Service Level Agreement, attached hereto as an Exhibit.

"**Users**" are named employees or third party individuals that provide services to Customer that are authorized by Customer to access or received Customer Data from the Service.

2. **Access To Service.**

2.1 **Access to the Service.** Subject to the terms of this Agreement, Company: (i) shall provide Customer; and (ii) Company hereby grants to Customer, a non-exclusive, non-transferable, right to; through the Users, access to and use of the Service and Documentation during the subscription term set forth on the applicable Order solely for Customer's internal business purposes, and solely in accordance with the terms of this Agreement.

2.2 **Restrictions.** Customer shall not, and shall ensure Users do not: (i) copy, duplicate, modify or incorporate in any other work any portion of the Service; and (ii) reverse compile, disassemble, reverse engineer or otherwise reduce to human perceivable form any of the Service; (iii) license, sublicense, sell, resell, rent, lease, transfer, assign, distribute, time share, offer in a service bureau, or otherwise make the Service or Documentation available to any third party, other than to Users as permitted herein; (iv) attempt to access the Service or the networks and/or infrastructure except as permitted pursuant to the Documentation and this Agreement; (v) use the Service to store or transmit obscene, threatening, infringing information, or information in violation of applicable laws, or use the Service, or submit Customer Data, in violation of applicable laws; (vi) send or store Malicious Code in connection with the Service; (vii) disrupt or interfere with the Service or any information contained therein; or (viii) share User names or passwords with others. Each User subscriptions is for the designated User only and cannot be shared or used by more than one User, provided, however, Customer may reassign a subscription to a new User that has replaced a former User who no longer requires ongoing use of the Service. If the number of actual Users accessing the Service under a license category is higher than the applicable permitted licensed number of Users set forth in the Order Form, Customer will pay Tidemark an additional subscription fee per additional User at an annualized rate for the remainder of the subscription term based on





the per User monthly fee set forth in the Order Form. Subscription fees for any such additional User licenses shall be paid by Customer within thirty (30) days of the date of Tidemark's invoice.

2.3 **System Availability and Maintenance.** Company shall provide the Service in accordance with the SLA.

3. **Customer Obligations.**

3.1 **Designation of Users.** Customer shall: (i) enable access of the Service only to Users, and only for Customer's and its affiliated companies' internal business purposes and not for the benefit of a third party, only in accordance with the terms of this Agreement and the Documentation; and (ii) to the extent Customer would be liable, be liable for the acts and omissions of each User as if they were the acts and omissions of Customer; and (iii) solely responsible for the legality, accuracy and quality of all Customer Data.

3.2 **Cooperation and Assistance.** Customer shall, to the extent necessary for Company to provide the Service: (i) provide Company with full, good faith cooperation and such information as may be required by Company in order to offer the Service; (ii) provide such assistance and cooperation as may be reasonably requested by Company from time to time; and (iii) timely and fully carry out all other Customer responsibilities set forth herein.

4. **Fees And Expenses.**

4.1 **Fees, Taxes.** Customer shall pay Company an annual subscription fee as set forth in the applicable Order. Additional User subscriptions can be purchased at any time by executing an additional Order, provided, such subscriptions will co-terminate with the subscription term of the original Order. Company shall pay all contributions, taxes and premiums payable under federal, state and local laws measured upon the payroll of employees engaged in the performance of work under this Agreement, and all applicable sales, use, excise, transportation, privilege, occupational and other taxes applicable to furnish the work performance hereunder and shall save Customer harmless from liability for any such contributions, premiums, and taxes for Company's employees and sub-contractors, if applicable. Customer is a tax-exempt entity. Company shall be responsible for taxes assessable against Company based on Company's income, real or tangible property and employees. All payment obligations under any and all Orders are non-cancelable and all payments made are non-refundable, except as set forth herein. The number of Users set forth on any respective Order cannot be decreased during the subscription term.

4.2 **Invoices and Payment, Right to Suspend.** Company shall invoice Customer as set forth in the Order. Each invoice is due and payable thirty (30) days after the invoice date. If Company has not received payment (except for payments which are subject of a good faith and reasonable dispute) within thirty (30) days after the due date, Company reserves the right to: (i) assess interest on past due amounts at the rate of one percent (1%) per month or the maximum amount allowed by law, whichever is less, commencing with the date payment was due; and (ii) in addition to any other rights or remedies it may have under this Agreement or by law, Company reserves the right to suspend the Service upon thirty (30) days notice, without liability to Customer, until such undisputed amounts are paid in full.

5. **Proprietary Rights.**

5.1 **Company Intellectual Property Rights.** Company and/or its licensors own all right, title and interest in and to the Service and Documentation, and all modifications thereto, and all intellectual property rights therein. Except as expressly stated herein, this Agreement does not grant Customer any rights related to the Service, Documentation, or any modifications thereto, or any intellectual property rights therein.

5.2 **Customer Data.** As between the Parties, Customer owns its Customer Data and retains all rights to the Customer Data.

5.3 **Customer Input, Aggregated Data.** Company shall have the royalty-free, worldwide, transferable, sub-licensable, irrevocable, perpetual license to use: (i) any requests, recommendations or feedback offered by Customer or Users related to the Service, including requests for enhancements and improvements, excluding any Customer Data; and (ii) any aggregated data related to the use of or provision of the Service, provided such data does not reveal the identity, whether directly or indirectly, of any individual or specific data entered by any individual into the Service and excluding any Customer Data. Nothing shall identify the Customer as the sole source of any aggregated data or subset of aggregated data. Company is not obligated to incorporate requests, recommendations or feedback into the Service, and Customer is not obligated to provide any requests, recommendations or feedback to Company.

6. **Confidentiality.** Each party agrees to protect the other's Confidential Information with the same standard of care such party uses to protect its own Confidential Information, but in no event with less than a reasonable standard of care. Neither party shall use the Confidential Information of the other party for any reason other than as contemplated under





this Agreement. Neither party shall disclose the Confidential Information of the other party to any employee or third party except those who have a need to know and who are subject to non-disclosure obligations no less restrictive than those set forth herein. The receiving party may disclose the Confidential Information of the disclosing party in response to a valid court order, law, or other governmental action, provided that, to the extent permitted by law, (i) the disclosing party is notified in writing before disclosure of the information and given a reasonable opportunity to obtain a protective order, and (ii) the receiving party assists the disclosing party, at the disclosing party's sole expense, in any attempt to limit or prevent the disclosure of the Confidential Information. It is understood that Customer is subject to the California Public Records Act (Gov. Code § 6250 *et seq.*). If Company fails to obtain a court order enjoining that disclosure, Customer will release the requested information on the date required under the California Public Records Act.

## 7. Customer Data.

7.1 **Unauthorized Disclosure.** Company agrees to hold Customer Data in strict confidence and shall not access Customer Data except to provide the Service, prevent or address service or technical problems, or as requested by Customer. Each Party shall promptly notify the other party of any unauthorized disclosure of Customer Data, and shall work cooperatively with the other Party to mitigate the impact of such disclosure. Company, within one (1) business day of discovery of any breach or unauthorized disclosure, shall report to Customer any use or disclosure of Customer Data not authorized by the Agreement or in writing by Customer. Company's report shall identify: (i) the nature of the unauthorized use or disclosure; (ii) the Customer Data used or disclosed, (iii) who made the unauthorized use or received the unauthorized disclosure, (iv) what Company has done or shall do to mitigate any effect of the unauthorized use or disclosure, and (v) what corrective action Company has taken or shall take to prevent future similar unauthorized use or disclosure. Company shall provide such other information, including a written report, requested by Customer. Company shall indemnify, defend and hold Customer harmless from all claims, liabilities, damages or judgments involving a third party, including Customer's costs and attorney's fees, which arise as a result of Company's failure to meet any of its obligations under this Agreement.

7.2 **System Security.** Company shall provide the Service according to commercially acceptable standards and no less rigorously than it protects its own confidential information, and in accordance with a reasonable and appropriate security program designed to ensure the security, including protection against threats, hazards and unauthorized disclosure, and integrity of the Customer Data. Company shall develop, implement, maintain and use appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity and availability of all electronically maintained or transmitted Customer Data received from or on behalf of Customer. These measures will be extended by contract to all subcontractors used by Company and any assignee of Company. Notwithstanding anything to the contrary: (i) Customer is solely responsible for maintaining the security and confidentiality of its User names and passwords; and (ii) Company shall have no liability to Customer or any third party for any unauthorized disclosure or access to Customer's account or Customer Data which results from Customer's sole misuse, loss or theft of any User name or password. The Parties acknowledge and agree that Company has no control of the communication lines used to transmit information between the Service and Customer and Users, and Company shall have no liability for any issues arising from the operation of the communication lines. Customer understands that its use of the Service and compliance with any terms hereunder does not constitute compliance with any law. Customer acknowledges and agrees that it has an independent duty to comply with any and all laws applicable to it.

7.3 **Return or Destruction of Customer Data.** Upon termination, cancellation, expiration or other conclusion of the Agreement, Company shall return all Customer Data to Customer in a format reasonably acceptable to Customer, or if return is not feasible as determined by Customer in written notice to Company, destroy any and all Customer Data.

7.4 **Location of Customer Data.** Subject to the terms of this provision, Customer Data will be housed in a data center located in the United States. Customer Data shall not be stored outside of the United States.

7.5 **Customer Remedies.** If Customer reasonably determines in good faith that Company has materially breached any of its obligations under this Section, Customer shall provide Company with written notice of such breach. If such breach is not cured within five (5) days, or, in the event it is reasonably agreed between the parties that it is not feasible to cure the breach within five (5) days and efforts to provide such cure is not commenced within five (5) days of such notice, Customer may, in its sole discretion, terminate the Agreement immediately. Customer shall provide written notice to Company describing the violation and the action it intends to take.

8. **Limited Warranties.** Each Party warrants that it has the authority to enter into this Agreement, and shall comply with all laws applicable to it related to data security, and the transmission of personal data. Company warrants that during the Term (i) the Service shall perform materially and substantially in accordance with the Agreement; and (ii) the





functionality of the Service will not be materially or substantially decreased during the Term and shall meet the service levels set forth in the Service Level Agreement attached hereto. Company warrants that during the Term of this Agreement installers and/or executables made available by Company to the Customer are free from defects in material and workmanship. Company further warrants that during the Term of the Agreement the Service shall operate materially and substantially in accordance with the functional specifications in the Agreement under normal, proper and intended usage and that the Services does not contain any Malicious Code or other harmful code or disabling device or any unlawful, discriminatory, libelous, harmful, obscene or otherwise objectionable material of any kind. Company further warrants that (a) Company has the right to possess, use and license the Service to Customer for the purposes contemplated herein and stated in the Agreement and (b) that to Company's knowledge, the Service does not infringe any copyright, trademark or trade secret of any third party; provided, however, that notwithstanding any other terms of this Agreement to the contrary, Company shall have no obligation to Customer with respect to any claim that arises from any modification of the Service by Customer or any third party not authorized by Company.

## 9. **Term And Termination.**

9.1 **Agreement Term.** This Agreement shall commence on the Effective Date and shall continue until the subscription terms of all Orders have expired or been terminated pursuant to the terms of this Agreement. In no event shall the Term of the Agreement, or any Order exceed five (5) years from the Effective Date of this Agreement.

9.2 **Subscription Term.** Each Order shall specify a Service subscription term for a given number of Users which will commence on the date the Order is accepted by Company. The parties may agree to extend the term of an Order upon mutual written agreement.

9.3 **Termination.** A party may terminate this Agreement upon notice in the event the other party fails to cure a material breach of which it has been notified within thirty (30) days of such written notice of breach. In the event of any termination of this Agreement, all Orders will simultaneously terminate. Upon any termination by Customer pursuant to this section, Company shall refund Customer any prepaid fees for the affected Service that were to be provided after the effective date of termination. Performance by Customer under the Agreement may be dependent upon the appropriation and allotment of funds by Customer's Board of Trustees, (collectively, the "Funding Sources.") Customer shall in good faith seek funds from the Funding Sources for payment of amounts due under Order Forms. If the Funding Sources fail to appropriate or allocate the necessary funds, then Customer will issue written notice to Company and Customer may terminate the Agreement or the impacted Order Form(s) without further duty or obligation as to all unfunded periods occurring after receipt of such notice.

9.4

9.5 **Effect of Termination.** Upon termination, Customer shall immediately cease use and access of the Service and, return Company Confidential Information, and, except as explicitly set forth in the subsection herein entitled "Termination for Cause" pay any undisputed unpaid fees due based on services performed by Company as of the date of termination pursuant to the Orders.

9.6 **Reserved [Return of Customer Data addressed above.]**

9.7 **Surviving Provisions.** The terms of Sections 1, 4 - 7, and 9 - 12 shall survive termination of this Agreement.

## 10. **Indemnification.**

10.1 **Company Indemnification.** Company shall defend, indemnify and hold Customer harmless against any loss, damage or costs (including reasonable attorneys' fees) in connection with claims, demands, suits, or proceedings ("Claims") made or brought against Customer by a third party alleging that the use of the Service as contemplated hereunder infringes a copyright, a U.S. patent, trade name, trade secret, trademark or other proprietary or contractual right of a third party, excluding such claims caused by the sole negligence or willful misconduct of the Customer. If Customer is enjoined from using the Service or Company reasonably believes it will be enjoined, Company shall have the right at its sole option to obtain for Customer the right to continue use of the Service or to replace or modify the Service so that it is no longer infringing so long as the replacement or modified Service provides the same level and quality of the Service set forth in this Agreement. If neither of the foregoing options is reasonably available to Company, then use of the Service may be terminated at the option of Company. Additionally, Company agrees to and does hereby indemnify, hold harmless and defend Customer and its Board of Trustees, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense (including attorneys' fees), of any nature whatsoever ("Damages"), which may be incurred by reason of any injury to or death of any person(s), or damage to or loss of any property or any and all other actions, claims, liens, damages to persons or property, penalties, obligations or liabilities that





may be asserted or claimed by any person, firm, association, entity, corporation, political subdivision, or other organization, caused by any act, neglect, default, or omission of the Company, or any person, firm or corporation employed by the Company, either directly or by independent contract, arising out of, or related to, the services covered by this Agreement, whether said Damages occur either on or off Customer's property, except for liability for Damages which result from the sole negligence or willful misconduct of Customer or its officers, employees or agents.

10.2 **Customer Indemnification.** Customer shall defend Company against any third party claim against Company alleging that the Customer Data, or Customer's use of the Service in breach of the terms herein, violates applicable laws, and/or infringes a US patent, copyright or trade secret, and shall indemnify Company against such damages and attorney costs and expenses finally awarded against Company as a result of such claim, or which Company paid pursuant to a court-approved settlement of such claim, excluding such claims caused by the sole negligence or willful misconduct of the Company.

10.3 **Indemnification Process.** Each party's obligation as an indemnifying party is contingent upon the indemnified party: (i) promptly giving the indemnifying Party written notice of the claim; (ii) giving the indemnifying Party the sole control of the defense and settlement of the claim (provided that the indemnifying party may not settle or defend any claim unless it unconditionally releases the indemnified Party of all liability), and (c) provides to the indemnifying Party all reasonable assistance, at the indemnifying Party's expense.

10.4 **Exclusive Remedy.** This "Indemnification" section states the indemnifying party's sole liability to, and the indemnified party's exclusive remedy for, the other party for any type of claim described in this section.

11. **Compliance with Applicable Laws.** Company agrees to comply with all federal, State and local laws, rules, regulations and ordinances that are now or may in the future become applicable to Company, Company's business, equipment and personnel engaged in operations covered by this Agreement. Company certifies that it is familiar with the federal and state laws, as well as any other applicable requirements for the storage and transmission of Customer Data and Company will comply with all such requirements. Company and all Company's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this Agreement.

12. **Limitation of Liability.** IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES, INCLUDING LOST PROFITS OR REVENUE, LOST SAVINGS, LOSS OF USE, BUSINESS INTERRUPTION, OR COST OF SUBSTITUTE GOODS ARISING OUT OF, OR IN ANY WAY CONNECTED TO, THIS AGREEMENT EXCLUDING FRAUD OR WILLFUL MISCONDUCT, WHETHER OR NOT SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

IN NO EVENT SHALL EITHER PARTY'S AGGREGATE LIABILITY ARISING OUT OF, OR IN ANY WAY CONNECTED TO, THIS AGREEMENT (WHETHER IN CONTRACT, TORT (INCLUDING STRICT LIABILITY) OR ANY OTHER LEGAL THEORY), EXCEED THE SUBSCRIPTION FEES PAID BY CUSTOMER IN THE TWELVE MONTH PERIOD PRECEDING THE CLAIM, OR IN THE EVENT SUCH LIABILITY ARISES WITHIN THE FIRST YEAR OF SERVICE, THE EQUIVALENT AMOUNT OF TWELVE MONTH'S FEES. The provisions of this Agreement allocate the risks between Company and Customer. Company's pricing reflects this allocation of risk and the limitation of liability specified herein.

13. **Insurance.** Company agrees to carry a comprehensive general and automobile liability insurance with limits of One Million Dollars (\$1,000,000.00) per occurrence combined single limit for bodily injury and property damage in a form mutually acceptable to both parties to protect Company and Customer against liability or claims of liability which may arise out of this Agreement. Company shall provide Two Million Dollars (\$2,000,000.00) in Cyber Liability Insurance to cover Security, Privacy, Business Interruption, Cyber Extortion, and Denial of Service. In addition, Company agrees to provide an endorsement to these policies stating, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by Customer shall be excess and noncontributory." Company shall provide Customer with certificates of insurance evidencing all coverages and endorsements required hereunder including a thirty (30) day written notice of cancellation or reduction in coverage. Company agrees to name Customer and its officers, agents and employees as additional insured under said policies. Company agrees to maintain workers' compensation insurance as required under the laws of the State of California.

#### 14. **General.**

14.1 **Force Majeure.** Neither party shall be liable for any failure or delay in the performance of its obligations hereunder to the extent such failure or delay is beyond the reasonable control of such party, and without fault or





negligence of such party, including strikes, shortages, riots, insurrection, fires, flood, storm, explosions, acts of God, war, governmental action, labor conditions, earthquakes, and material shortages.

14.2 **Other Projects.** This Agreement shall not prevent Company from entering into similar agreements with third parties, or from independently developing, using, selling or licensing materials, products or services which are similar to those provided hereunder.

14.3 **Governing Law, Waiver of Jury Trial.** This Agreement and all matters arising out of or relating to this Agreement, shall be governed by the laws of the State of California, with venue in Orange County, excluding its conflict of law provisions.

14.4 **Notices.** All notices required to be sent hereunder shall be in writing and shall be deemed to have been given upon the date sent by confirmed facsimile or three (3) days following the date such notice was mailed by first class mail, or two (2) days following the date such notice was mailed by overnight carrier, to the addresses first set forth above. Notices to each party shall be addressed to "Legal". Either party may change its notice address or contact by providing notice pursuant to the terms set forth in this Section.

14.5 **Waiver; Cumulative Remedies.** The waiver by either party of any default or breach of this Agreement shall not constitute a waiver of any other or subsequent default or breach. Except than as expressly stated herein otherwise, the remedies provided herein are in addition to, and not exclusive of, any other remedies of a party at law or in equity.

14.6 **Export Administration.** The Service, Documentation, and derivatives thereof may be subject to export laws and regulations of the United States and other jurisdictions. Customer shall not permit Users to access or use Service in a U.S.-embargoed country or in violation of any U.S. export law or regulation.

14.7 **Relationship Between the Parties.** The parties are independent contractors. This Agreement does not create a partnership, franchise, joint venture, agency, fiduciary or employment relationship between the parties. There are no third-party beneficiaries to this Agreement.

14.8 **Assignment.** Neither party may assign any of its rights or obligations hereunder, whether by operation of law or otherwise, without the prior written consent of the other party (which consent shall not be unreasonably withheld, but may be conditioned). Notwithstanding the foregoing, either party may assign this Agreement in its entirety (including all Order Forms) without consent of the other party in connection with a merger, acquisition, corporate reorganization, or sale of all or substantially all of its assets provided the assignee has agreed to be bound by all of the terms of this Agreement and all past due fees are paid in full. Any assignee of Company must agree in writing to protect Customer Data at the same level or higher than as required under this Agreement. This Agreement shall inure to the benefit of the permitted successors and assigns of Company and, subject to the restrictions on transfer or assignment herein set forth, shall be binding upon Customer and Customer's successors and assigns.

14.9 **Marketing Activities.** Company may list Customer as a customer of the Company in its written materials. Customer agrees to consider participating in reference calls, site visits, joint marketing presentations, case studies and the like, and agrees to consider providing quotes for use in marketing materials as reasonably requested by Company, and subject to approval of the copy by Customer, in Customer's sole discretion. Pursuant to Education Code section 71025, Company shall not, without the express written permission of the Board of Governors of the California Community Colleges, use the name, or any abbreviation of it, or any name of which these words are a part in any of the following ways to imply, indicate or otherwise suggest that any organization, or any product or service of that organization, is connected or affiliated with, or is endorsed, favored or supported by, or is opposed by one or more California Community Colleges, the Board of Governors of the California Community Colleges, or the office of the Chancellor of the California Community Colleges. From time to time, Company may request Customer to participate in reference calls and/or site visits with noncompetitive new clients, partners, media and industry analysts, provided, that, Customer shall have no obligation to participate in any such reference calls or site visits. Company will attempt to give Customer a 2-week notice in requesting an upcoming reference.

14.10 **Entire Agreement.** This Agreement, including all Orders, exhibits, appendices and attachments hereto, constitutes the complete agreement between the parties and supersedes all prior or contemporaneous agreements or representations, written or oral, concerning the subject matter of this Agreement. This Agreement may not be modified or amended except in a writing signed by a duly authorized representative of each party, no other act, document, usage or custom shall be deemed to amend or modify this Agreement. In the event of a conflict, the provisions of an Order shall take precedence over provisions of the body of this Agreement and over any other exhibit or attachment hereto. This Agreement supersedes all prior and contemporaneous agreements, proposals or representations, written or oral, concerning its subject matter. If any provision of this Agreement is held by a court of competent jurisdiction to be contrary





to law, the provision shall be modified by the court and interpreted so as best to accomplish the objectives of the original provision to the fullest extent permitted by law, and the remaining provisions of this Agreement shall remain in effect. Notwithstanding any language to the contrary therein, no terms or conditions stated in a Customer purchase order or in any other Customer order documentation shall be incorporated into or form any part of this Agreement, and all such terms or conditions shall be null and void. This Agreement may be executed electronically, by facsimile and in counterparts, which taken together shall form one binding legal instrument.

14.11 **Continued Performance During Dispute.** In the event that a dispute arises between Customer and Company, Company expressly agrees to continue to perform its obligations under this Agreement during the pendency of the dispute. Each party agrees to the other that it shall diligently and in good faith attempt to resolve any disputes which may arise..

14.12 **Audit.** Company security procedures, financial records and supporting documents shall be made available within a reasonable timeframe for inspection, reproduction and audit by the Customer or its auditors at Customer's reasonable request no more than once per year.

**IN WITNESS WHEREOF**, the parties have caused this Service Agreement to be signed by their duly authorized representatives.

**CUSTOMER**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

**TIDEMARK SYSTEMS, INC.**

Signature:  \_\_\_\_\_

Name: Phil Wilmington

Title: COO

Date: January 14, 2015





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

Quote-Order Number: S112414SO154

### ORDER

Customer Name: **South Orange County Community College District**

Billing Contact Name: **Debra Fitzsimons**

Billing Contact email: **dfitzsimons@socccd.edu**

Billing Contact address: **28000 Marguerite Pkwy, Mission Viejo, CA 92692-3635**

Service Description	Number of Users	Monthly Rate/User	Subscription Term (in months)	Total Subscription Fee for the Subscription Term
Tidemark Act – Full Use	100	Included	60	
Tidemark Explore – View Only	100	Included	60	
<b>TOTAL SUBSCRIPTION FEES FOR THE SUBSCRIPTION TERM</b>				<b>\$ 612,000</b>

Company shall invoice Customer, and Customer shall pay Company, the Subscription Fee for the Subscription Term as set for the in the table annually. Subscription Term is five years from the Effective Date of this Order Form.

Payment #	Payment Due Date	Payment Amount
1	Effective Date	\$ 122,400
2	Upon the First anniversary of the Effective Date	\$ 122,400
3	Upon the Second anniversary of the Effective Date (Jan. 1, 2017)	\$ 122,400
4	Upon the Third anniversary of the Effective Date	\$ 122,400
5	Upon the Fourth anniversary of the Effective Date	\$ 122,400
	<b>Total Due</b>	<b>\$612,000</b>

This offer set forth in this Order expires, and is void and has no effect, if Company does not receive a signed copy of this Order on or before.

Unless this section is completed by Customer, Customer represents and warrants that Customer does not require a purchase order for purchase or payment of the subscriptions pursuant to this Order.

Purchase Order Number: \_\_\_\_\_

Purchase Order Amount: \_\_\_\_\_





**PROFESSIONAL SERVICES:** The Customer and Company agree that Company will perform certain professional services as follows:

- **Services to be performed:** Company will provide professional services to: (1) assist Customer in the implementation and configuration of the Tidemark Higher Education application for budget development with Workday, including Departmental Budgeting, Position Budgeting, Analytics and Variance Reporting, and UAT / Deployment; and (2) instantiate the Service tenant and import data reasonably necessary to support aforementioned applications (collectively the "Professional Services"). A specific statement of work will be provided to the customer and agreed upon within 30 days of Envision session.

**Estimated initial service block and Professional Service fees:** The initial delivery of Professional Services will constitute up to eight (8) service blocks for a total estimate of \$100,000. Each service block will consist of 1 FTE delivering Professional Services for 10 business days during regular business hours. Additional service blocks beyond the initial eight (8) may be purchased by the Customer at a discounted cost of \$12,500 per additional service block as necessary. Company will notify Customer once the initial eight (8) service blocks are utilized and Company shall stop work at such point unless Customer has ordered additional service blocks and has authorized Company to continue providing Professional Services. Any travel and expenses to be charged to Customer must be (i) reasonable and in accordance with Customer's travel and expense reimbursement policy, which will be provided on request; and (ii) supported by receipts or other documentation when reimbursement is sought.

- **Payment of Professional Services fees:** Payment for Professional Services is due and owing from Customer as follows:
  - Professional Services will be invoiced by Company to Customer on a monthly basis as the service blocks are utilized, with payment due and owing to Company within thirty (30) days after the invoice date.

<b>Total Estimated Initial Service Blocks</b>	<b>Total Estimated Professional Services Fees for Initial 8 Service Blocks</b>
<b>8 Service Blocks</b>	<b>\$100,000.00</b>

Upon signature by Customer and submission to Company, this Order is governed by the Master Subscription Agreement between Customer and Tidemark Systems, Inc., unless this Order is rejected by Tidemark Systems, Inc.

**CUSTOMER**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

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

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





## ATTACHMENT 1

### SERVICE LEVEL AGREEMENT (SLA)

#### Exhibit 1 Tidemark Systems Product Support Service Level Agreement

This Exhibit is subject to and made a part of the attached Master Subscription Agreement ("**Agreement**").

#### 1. Definitions.

**"Bug"** means a failure of the Service to materially comply with the Documentation that can be reproduced by Company.

**"Customer Contact"** is a Customer employee designated by Customer to be the liaison between Customer and Company regarding Service issues. A Customer Contact may be replaced upon five day's prior written notice.

**"Service Support Hours"** means the hours on Monday- Friday between the hours of 8 am and 8 pm Eastern Time, excluding Company observed holidays.

#### 2. Service Issues.

**A. Technical Assistance.** Company will provide technical assistance to Customer through up to two (2) Customer Contacts during Service Support Hours. In addition, Customer, through its Customer Contacts, shall have access to Company's technical knowledge base and self service tools.

**B. Bug Definition, Categorization and Response.** Each Bug shall be assigned a Priority based on the type of Bug, and Company shall respond to submission of a Bug, all as set forth in the table below.

Priority	Description and Examples	Company Response Time
Priority 1 – Critical	Critical Service issue affecting all Company in-production customers, including Service unavailability.	Company will respond during Service Support Hours within 2 hours of the case being submitted, and will continuously work during Service Support Hours until a workaround or a fix is provided for the Bug. The Customer Contact will be updated twice daily on progress.
Priority 2 – Urgent	Major Service functionality is impacted, significant performance degradation is experienced, or the development/test system is unavailable. Issue is persistent and affects many Company in-production customers.	Company will respond during Service Support Hours within 4 hours of the case being submitted and will continuously work during Service Support Hours until a workaround or a fix is provided for the Bug. The Customer Contact will be updated daily on progress.
Priority 3 – High	Service performance issue or Bug affecting some but not all Company customers. The Service has a functional loss which does not impede processes from being completed, but affects performance or user quality.	Company will respond during Service Support Hours within 1 day of the case being submitted. The Customer Contact will be updated weekly on progress.
Priority 4 – Medium	Inquiry regarding a routine technical issue; information requested on Service capabilities, navigation, installation or configuration; Bug affecting a small number of Company customers.	Company will respond during Service Support Hours within 2 days of the case being submitted. The Customer Contact will be updated on an as needed basis.





Customer Contacts may submit to Company reports of Bugs, and such reports shall contain information reasonably necessary for Company to efficiently identify and confirm the Bug and commence addressing the Bug, including, without limitation, the following:

- A full description of the Bug and expected results.
- A reproducible test case that demonstrates the specific sequence that causes the Bug being reported.
- All applicable error, trace and system files.
- Exact wording of all error messages.
- Any special circumstances surrounding the discovery of the Bug.
- Any additional information and cooperation reasonably requested by Company.

**3. Service Availability.** Company will make available the Service to Customer's production tenant 98% of the time, measured over a calendar month, provided, however, that the following shall not be considered downtime, and the time to perform the following shall not be included in the time the Service is unavailable: (i) preventative maintenance, We reserve the right to perform daily maintenance and if necessary will be performed at 11pm Eastern. Notification is provided by email and the application. Regular weekly maintenance is performed at 7pm Eastern every Saturday. ; (ii) application of updates to the Service; (iii) causes beyond the reasonable control of Company (e.g., floods, fires, loss of electricity or other utilities).

**4. Service Credits.** If in any calendar quarter, the Company fails to meet the Service Availability minimum as set forth in Section 3 of this SLA, t, Tidemark shall provide for each month where uptime is below 98% as the sole and exclusive remedy, and upon Customer's written request as specified below, a service credit equal to one month's edition Service fee, for the use of the Service under all affected Order Forms then in effect.

If more than six consecutive months: Within thirty (30) days of such failure either Party shall have the option to terminate the entire Agreement and upon such termination, in addition to the service credits outlined above, Customer shall receive a refund of all prepaid subscription fees that are unearned as of the date written notice of such termination is received.

**5. Exclusions.** Notwithstanding anything to the contrary, Company will have no obligations related to maintenance and support, or responsibilities with respect to Service issues caused by: (1) the use or functioning of the Service with third party products other than those specified in the Documentation; (2) use of the Service in breach of the Agreement or the Documentation; (3) any modification, customizations or enhancements of the Service by any person or entity other than Company, (4) causes beyond the reasonable control of Company (e.g., floods, fires, loss of electricity or other utilities), negligence of Customer or any third party, operator error, attempted access, maintenance or other use by unauthorized persons, failure of or caused by any third party software, hardware, or data feeds, or failure or corruption of any database.



**TO:** Board of Trustees

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

**RE:** SOCCCD: Academic Personnel Actions – Regular Items

**ACTION:** Approval/Ratification

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**BACKGROUND**

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

**STATUS**

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

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

**RECOMMENDATION**

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



## SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

### ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS

#### A. NEW PERSONNEL APPOINTMENTS

1. **ACADEMIC EMPLOYMENT** (Ratified – Pursuant to Board Policy 4002.1)
  - a. POSADA, TIMOTHY, is to be employed as Journalism Instructor, Pos #1765, Division of Liberal Arts, Saddleback College, effective January 12, 2015. Approximate Salary Placement: Class V, Step 1. This is a replacement position for Amara Aguilar, who resigned. (Exhibit B, Attachment 1)
2. **ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF** (Ratified - Pursuant to Board Policy 4002.1)

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Backman, Jolene	MA/Chemistry	Chemistry/IVC	II/1	01/20/15
Barta, Nicole	MA/Comm. Studies	Speech/SC	II/1	01/20/15
Brock, Julie	MS/Counseling	Counseling/SC	II/1	01/20/15
Bronikowski, M.	PhD/Chemistry	Chemistry/SC	V/1	01/20/15
Catchings, Libby	MA/English	Writing/IVC	II/1	01/20/15
Cauchon, Steven	MA/Political Science	Political Sci./IVC	II/1	01/20/15
Colonelli, Nicholas	BA/Occup. Studies	EMT/SC	I/1	01/20/15
Chauhan, Sonia	MA/Pure Mathematics	Math/IVC	II/1	01/20/15
Connor, Sean	MA/Comm. Studies	Speech/SC	II/1	01/20/15
Datu, Ruth	MA/Counseling	Counseling/SC	II/1	01/20/15
DePaoli, Lisa	MA/TESL	ESL/SC	II/1	01/20/15
Douvillier, Aaron	BA/Aeronautics	Automotive/SC	I/1	01/20/15
Ehle, Gerald	BS/Bus. Admin.	Real Estate/SC	I/1	01/20/15
Gonzalez, Haydee	MA/Counseling	Counseling/IVC	II/1	12/01/14
Gunn, Dennis	BA/Marketing	Real Estate/SC	I/1	01/20/15
Hail, Henry	MA/Sociology	Sociology/SC	II/1	01/20/15
Herman, Len	BA/Computer Science	Real Estate/SC	II/1	01/20/15
Higgins, Connor	MFA/Creative Writing	Writing/IVC	II/1	01/20/15
Johnson, Jeffrey	PhD/English	Writing/IVC	V/1	01/20/15
<sup>1</sup> Kosulandich, R.	MLS/Library Science	Librarian/IVC	V/13	01/20/15
Lee, Ho Jin	MA/Economics	Economics/IVC	II/1	01/20/15
Lin, Yuan	MS/Computer Science	Comp. Science/SC	II/1	01/20/15
Marquez, Vanessa	MA/Ass.Tech&HS	DSPS/IVC	II/1	01/20/15
McClure, Dave	MA/Finance	Economics/IVC	II/1	01/20/15
Miller, Erin	MA/Env. Policy/Mgmt	Env'l Studies/SC	II/1	01/20/15
Mullen, Timothy	MA/English Lit.	English/SC	II/1	01/20/15
Nguyen, Ha	MS/Info./Comp. Sci.	Comp. Science/SC	II/1	01/20/15
Nguyen, Kathleen	MA/Edu. Counseling	Counseling/SC	II/1	01/20/15
Nguyen, Kevin	MA/Geological Sci.	Geology/SC	II/1	01/20/15
Noone, Kristin	MA/English	Writing/IVC	II/1	01/20/15
Ou, Mark	PhD/Med. Bioscience	Biology/IVC	II/1	01/20/15
Parillo, Michael	MA/English	Writing/IVC	II/1	01/20/15

<sup>1</sup> STRS retiree



**A. NEW PERSONNEL APPOINTMENTS - Continued**

**2. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF (Ratified - Pursuant to Board Policy 4002.1)**

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Regus, John	PhD/Biology	Biology/SC	V/1	01/20/15
Rios, Maria	MA/Counseling	Counseling/SC	II/1	01/20/15
Salem, Patrick	MA/CIM	CIM/IVC	II/1	01/20/15
Sevi, Kayleigh	MA/English	Writing/IVC	II/1	01/20/15
Taibjee, Sukena	MA/Library Info. Sci.	Librarian/IVC	II/1	01/20/15
Vayo, Louis	MA/Applied Econ	Economics/IVC	II/1	01/20/15
Virzi, Susan	MA/Comm. Studies	Communic./IVC	III/2	01/20/15
Womack, Malia	MA/Human Rights	Women/Gndr/SC	II/1	01/20/15
Zarei, Anahita	PhD/Electr. Engin.	Engineering/IVC	V/1	01/20/15

**EQUIVALENCY**

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Augsburger, Susan	MS/Occup. Therapy	Kinesiology/SC	II/1	01/20/15

Equivalency is based on a Bachelor of Science degree in Occupational Therapy from Purdue University, a Master of Science in Healthcare Administration from California State University, Long Beach, and 28 years of experience working as an Occupational Therapist with an emphasis on treating patients with neurological impairments. Shas supervised students in clinical, research, and academic setting, co-authored articles on stroke rehabilitation, and received a number of awards for her clinical work with a diverse population of patients, including those with burns, spinal cord injury, and brain injury.

Austin, Jeffrey	MA/Liberal Studies	History/SC	II/1	01/20/15
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Equivalency is based on a Bachelor of Arts degree in History and a Master of Arts degree in Liberal Studies with a concentration in History. Mr. Austin is a Ph.D. degree candidate in History at Florida International University. He has been a Section Instructor at Florida International University, teaching U.S. History I and II, World History, Europe since 1650, and Latin American from 2007 through 2013. He will also be teaching U.S. History and History of California as a part-time Instructor at San Diego Mesa College in Spring 2015.



**A. NEW PERSONNEL APPOINTMENTS - Continued**

Applicant	Highest Degree	Assignment	Approx. Salary Placement	Start Date
Bravo, Adam	BA/Jazz Studies	Music/SC	I/1	01/20/15

Equivalency is based on ten years of professional experience and a Bachelor's degree in Jazz Performance from the University of Southern California, where he received recognition as an *Outstanding Student*, for the USC Thornton Jazz Orchestra. Mr. Bravo is a recipient of the *Downbeat* magazine award, as a runner up, for *Best Original Song*. He has extensive experience in both the television and musical recording industries. His awards include *Outstanding Soloist* at the Monterey Jazz Festival, the Irvine Jazz Festival, and the Fullerton Jazz Festival. Career teaching highlights include music clinician at Mission Viejo High School, La Paz Intermediate School, St. Margaret's Episcopal School, and Mater Dei High School. His former private students have gone on to win *Spotlight Awards*, the *Shelly Manne New Talent Award*, and the Honorable Mention in the *Young Arts Competition*.

Cons-Diller, Andrea	PhD/Education	Writing/IVC	V/1	01/20/15
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Equivalency is based on a Bachelor's degree in Education from Eastern Washington University, a Master's and Ph.D. degree in Education from UC Irvine; for all of these degrees Dr. Cons completed extensive course work in English and writing. Dr. Cons is pursuing a Master's degree in English from UC Irvine with expected completion in June 2015. Over the past four years, Dr. Cons has taught five different levels of composition courses ranging from three levels below transfer to second-level transfer, and has taught courses at other institutions that would be the equivalent of WR301, WR201, WR1, and WR2 at Irvine Valley College. She also taught in the Academic English Program at UC Irvine for two years.

Dinh, Amber Le	MA/English	LD Assess./IVC	II/1	01/20/15
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Equivalency is based on a combination of education and experience. Ms. Dinh has a Bachelor's degree in English from the University of California, Los Angeles, and a Master's degree in English from the University of California, Fullerton. For the past year and a half, she has worked as an English instructor for entry level writing courses within the community college system. She currently teaches a special services math course designed specifically for students with learning disabilities at Irvine Valley College and has worked in the Student Success Center. She provides tutoring to a diverse group of individuals, including DSPS students struggling with Reading, Writing, Math, and Study Skills. Ms. Dinh has successfully completed courses in learning disability assessment through the California State University, Sacramento Extension Program for Adult Learning Disabilities. She attended the Learning Disability Eligibility and Services Model (LDESM) Training and is about to receive her certificate by the California Community College Chancellor's Office as a certified LD Specialist.



**A. NEW PERSONNEL APPOINTMENTS - Continued**

Applicant	Highest Degree	Assignment	Approx. Salary Placement	Start Date
Grandmont, C.	No Degree	Food/Nutrition/SC	I/1	01/20/15

Equivalency is based on Ms. Grandmont possessing over eight years of hands-on experience in the restaurant and food service industry. She has previously been employed at Layer Cake Bakery and Café in Irvine and currently holds several positions at Orange Coast College as a part-time Baking Instructor, Food Service Cafeteria Supervisor, and Bake Shop Sous Chef. Her awards and accomplishments include possessing an Advanced Baking & Pastry Certificate, attained in December 2008, and a Culinary Arts Certificate, attained in May 2008, from Orange Coast College. She was also a member of Orange Coast Colleges' Hot Food Competition Team winning a Gold Medal in 2007. Ms. Grandmont has been the recipient of several scholarships and has demonstrated exceptional passion for the culinary arts.

Harrington, Chris	MA/Physic & Math	Env'l Studies/SC	IV/1	01/20/15
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Equivalency is based on Mr. Harrington possessing over a decade of experience as the Environmental Promotion Officer at Toshiba, as well as the Chief Corporate Social Responsibility Officer. He has also served on the Member Committee (Board of Directors) of a recycling management company jointly owned by Toshiba, Sharp, and Panasonic. He has presented at numerous environmental conferences, from "Beyond Copenhagen" and legal seminars to a Water Conference hosted by OC Sustainability Collaborative. He is an advisor to the board of Sustainability Council of Orange County. Specifically, Mr. Harrington has dealt with the issue of balancing environmental and economic matters within a major international corporation which is a valuable additional perspective to the environmental economics course.

Krones, Kimberly	No Degree	Real Estate/SC	I/1	01/20/15
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Equivalency is based upon Ms. Krones' education and experience that includes 166 units at California State University Pomona with an emphasis in kinesiology and in real estate, 240 hours BRE renewal classes and broker education equivalent to 18 college units. Ms. Krones has additional experience in residential resale, REO sales for Bank of America, loan brokering, property management and commercial. Since 2004, Ms. Krones has been running education programs for real estate agents in small and large group settings, as well as individualized one to one training.

<sup>2</sup> Larson, Gary	MA/Geography	PE/Swimming/SC	II/1	01/20/15
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Equivalency is based on a Bachelor of Arts and a Master of Arts degrees from California State University, Fullerton; and, five years of experience as a Saddleback College Swim Class Coach's Aide for Kinesiology, three years of experience as an Assistant Coach for the Saddleback College Swim Team, and one year of experience as Assistant Coach for Saddleback College Women's Golf Team. Mr. Larson is a lifelong waterman, who has dedicated over 25 years to the sport of surfing and 15 years to long-distance paddling.

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<sup>2</sup> Approved by the Board of Trustees to teach Geography on November 17, 2014  
January 26, 2015



**A. NEW PERSONNEL APPOINTMENTS - Continued**

Applicant	Highest Degree	Assignment	Approx. Salary Placement	Start Date
Markle, Victoria	No Degree	Graphic Design/SC	I/1	01/20/15

Equivalency is based on 15 years as a design educator at such schools as Brooks College, Southeast R.O.P., and at the Long Beach Unified School District. Ms. Markle has been a full-time graphic design instructor at both the high school and college level, and an adjunct instructor and corporate trainer in design and software courses. She also has been a professional graphic designer for over 24 years in the publishing field and as an owner of her own design firm, Keystroke Graphics.

Newman, Scott	JD/Law	Paralegal/IVC	V/1	01/20/15
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Equivalency is based on a Juris Doctorate Degree in Law. Mr. Newman has been a licensed attorney for nine years and throughout that time has worked with paralegals and other legal professionals. He has participated in their hiring process and training, including training for civil litigation and evaluation. He has worked closely with and overseen paralegals on extensive document review projects requiring knowledge and use of Adobe and document management software. He also has utilized paralegals extensively in the discovery process working with them on preparation of discovery responses and providing feedback and guidance on the preparation of these responses. Mr. Newman has utilized and worked with paralegals in preparation of trial, drafting of motions, and trial organization. His work with paralegals has been extensive as a supervising attorney and as a mentor.

Orzechowski, Misty	AA/Fashion Design	Fashion/SC	I/1	01/20/15
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Equivalency is based on an Associate in Arts degree in Fashion Design, a Fashion Design Certificate, Basic Costume Construction and Sourcing skills award, Fashion Merchandising Certificate, and a Visual Merchandising Certificate; all earned at Saddleback College. As the Head of Saddleback Fashion club, she was the main student coordinator and consultant for Fashion a La Mode for three years. Ms. Orzechowski has worked for Goodspeed Empire Design and has worked and interned at Volcom, Lajolla Group, and Cach Cach, where she worked doing design and pattern making using Lectra and Full Circle to produce designs for clothing; both for children and adults. Her industry experience is 6-plus years in a wide variety of fashion and costume experience, including her current full-time position as Pattern Maker and Designer for Discount Dance Supply. She is also in charge of training pattern makers and designers using Lectra, Illustrator, CAD preproduction, hand patterning, and grading.

Podolak, Mark	AS/Graphic Design	Graphic Design/SC	I/1	01/20/15
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Equivalency is based on an Associate of Science degree in graphic design from Brooks College, and over 30 years of experience as a professional graphic designer. As the creative director and principal of the successful Orange County design firm Creatovision, and art director for SmackDab Marketing, Mr. Podolak has designed graphics for clients such as ARCO, Philips Electronics, 3M Corporation, USC, and UCLA. Furthermore, he has been an adjunct instructor for graphic design classes at Brooks College and has served as the assistant department chair for the design program at that college.



**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 2014/2015 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Alvarez, Lisa	Co-Facilit., Eng. Diag. Coord/IVC	1,161.00	01/20/15-05/21/15
Aminy, Marina	Co-Chair, English/SC	870.50	01/12/15-05/22/15
Barrett, Victoria	HS Dance Day Coordinator/IVC	50.00	11/21/14-11/21/14
Barrows, Morgan	Chair, Environ. Studies Ecology/SC	2,322.00	01/12/15-05/22/15
Beckman, Jack	Co-Chair, English/SC	4,354.00	01/12/15-05/22/15
Bennett, Michael	Chair, Adapted Kinesiology/SC	1,451.00	01/12/15-05/22/15
Bowman, Donald	Chair, Accounting/SC	2,032.00	01/12/15-05/22/15
Branch-Stewart, K.	Chair, Human Services/SC	2,032.00	01/12/15-05/22/15
Castroconde, M.	Chair, Mathematics/IVC	6,966.00	01/12/15-05/22/15
Cesareo, Claire	Chair, Anthro/Cross Cult. Studies/SC	2,903.00	01/12/15-05/22/15
Chambers, Elizabeth	Chair, Sociology/IVC	1,161.00	01/20/15-05/22/15
Cox, Barbara	Chair, Business/SC	3,483.00	01/12/15-05/22/15
Crabb, Kerry	Chair, Intercollegiate Athletics/SC	2,903.00	01/12/15-05/22/15
Crammer, Cale	Co-Facilitator, MUN/IVC	1,161.00	01/20/15-05/21/15
Cubbage, April	Chair, Sociology/SC	2,322.00	01/12/15-05/22/15
Cubbage, April	Chair, Women's/Gender Studies/SC	1,161.00	01/12/15-05/22/15
Daniels, Stevie	Coordinator, ESL Lab Svcs/SC	1,721.00	01/12/15-05/22/15
Davison, John	Co-Chair, Physical Sciences/IVC	2,903.00	01/12/15-05/22/15
Delson, Cheryl	Chair, Library Services/IVC	871.00	01/20/15-05/22/15
Delson, Cheryl	Facilitator, Library Services/IVC	1,161.00	01/20/15-05/22/15
Duffy, Michelle	Co-Chair, Reading/SC	1,306.00	01/12/15-05/22/15
Duquette, Janice	Chair, Kinesiology/Recreation/SC	5,225.00	01/12/15-05/22/15
Etter, Bill	Co-Facilitator, Eng.Diag. Coord/IVC	1,161.00	01/20/15-05/21/15
Evancoe, Eugene	Chair, Electr/Comp Maint Tech/SC	1,451.00	01/12/15-05/22/15
Even, Ryan	Chair, Photography/SC	1,451.00	01/12/15-05/22/15
Fahimi, Traci	Chair, PS/IVC	1,451.00	01/20/15-05/22/15
Farnsworth, Robert	Chair, Hort./Landscape Design/SC	2,032.00	01/12/15-05/22/15
Fier, Scott	Chair, Chemistry/SC	1,742.00	01/12/15-05/22/15
Forouzesh, Jennifer	Chair, Nursing/SC	2,032.00	01/12/15-05/22/15
Fox, Lindsay	Chair, Fashion/SC	3,193.00	01/12/15-05/22/15
Frame, Stewart	Co-Facilitator, MUN/IVC	580.50	01/20/15-05/21/15
Gabriella, Wendy	Chair, Anthropology/IVC	1,161.00	01/20/15-05/22/15
Garcia, Renee	Coord., Great Teachers Seminar/SC	996.36	08/13/14-12/20/14
Goodman, Richard	Liaison for Drug Court//SC	1,398.40	01/12/15-05/22/15
Grihalva, Lawrence	Co-Chair, EMS/SC	209.00	01/12/15-05/22/15
<sup>3</sup> Haeri, Melanie	Chair, Reading/IVC	1,451.00	01/20/15-05/21/15
Haeri, Melanie	Facilitator, Reading Center/IVC	1,161.00	01/20/15-05/21/15
<sup>4</sup> Haeri, Mitchell	Co-Chair, Astron./Physics/Engin./SC	1,016.00	01/12/15-05/22/15
Hardick, Randolph	Co-Chair, EMS/SC	639.00	01/12/15-05/22/15
Hernandez, Jerry	Co-Chair, Kin/Hlth/Athletics/IVC	2,903.00	01/20/15-05/21/15
Hernandez-Bravo, C	Chair, Int'l Languages/SC	6,966.00	01/12/15-05/22/15
Hernandez-Bravo, C	Coordinator, Language Lab/SC	1,721.00	01/12/15-05/22/15

<sup>3</sup> Spouse of Mitchell Haeri, Physics/Astronomy Instructor, Saddleback College

<sup>4</sup> Spouse of Melanie Haeri, Reading Instructor, Irvine Valley 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 2014/2015 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	<u>Effective Date</u>
		<u>Amount (\$)</u>	
Hochwald, Seth	Co-Chair, Computer Science/IVC	871.00	01/12/15-05/22/15
Hoggatt, Michael	Chair, Special Services/SC	1,451.00	01/12/15-05/22/15
Hoolihan, Lori	Co-Chair, FCS/Foods/Nutrition/SC	1,306.00	01/20/15-05/21/15
Hunt, Matthew	Coordinator, Writing Center/SC	1,721.00	01/12/15-05/22/15
Huntley, Anthony	Co-Chair, Biology/SC	2,322.00	01/12/15-05/22/15
Inlow, Lisa	Co-Chair, FCS/Foods/Nutrition/SC	1,306.00	01/12/15-05/22/15
Kaufmann, Jefferey	Co-Chair, Life Sciences/IVC	2,612.00	01/12/15-05/22/15
Kiernan, Maria	Co-Chair, Emeritus – Fine Arts/SC	4,644.00	01/12/15-05/22/15
King, Donna	Chair, Human Dev./IVC	2,032.00	01/20/15-05/22/15
Kirk, Julie	Chair, Visual Arts/IVC	4,064.00	01/20/15-05/21/15
Knapp, Rebecca	Coordinator, CTE Fac./SC	2,321.00	01/12/15-05/22/15
Konishi, Hiromasa	Chair, Cinema/TV/Radio/SC	1,741.00	01/12/15-05/22/15
Lam, Chin	Chair, ESL/SC	3,483.00	01/12/15-05/22/15
Langrell, Jenny	Coordinator, Library/SC	3,413.00	01/12/15-05/22/15
Loke, Chan	Co-Chair, Computer Science/IVC	871.00	01/12/15-05/22/15
Lovett, Margot	Chair, History/SC	4,644.00	01/12/15-05/22/15
Lowe, Leslie	Co-Chair, Emeritus – Health/SC	4,644.00	01/12/15-05/22/15
MacNeil, Diana	HS Dance Day Coordinator/IVC	50.00	11/21/14-11/21/14
Mamoon, Sofiah	Chair, Health Info. Technology/SC	1,161.00	01/12/15-05/22/15
Manuel-Ellison, R.	Chair, Theatre/IVC	2,612.00	01/20/15-05/21/15
Manuel-Ellison, R.	Facilitator, Theatre Production/IVC	2,903.00	01/20/15-05/21/15
McCaughey, Colin	Facilitator, CTE/IVC	2,322.00	01/20/15-05/22/15
McCaughey, Colin	Chair, AOJ/IVC	1,451.00	01/20/15-05/22/15
McDonough, Mary	Facilitator, Human Dev (CTE)/IVC	2,322.00	01/20/15-05/21/15
McFann, Kent	Chair, Theatre Arts/SC	3,193.00	01/12/15-05/22/15
Melendez, Robert	Early College Facilitator Couns/IVC	4,800.00	01/20/15-05/22/15
Melendez, Robert	Chair, Guidance/Counseling/IVC	2,322.00	01/20/15-05/22/15
Melendez, Robert	Facil, Stud. Succ & Dept. Coord/IVC	2,322.00	01/20/15-05/22/15
Meyer, Clifford	Chair, Automotive Technology/SC	2,032.00	01/12/15-05/22/15
Meyer-Canales, K.	Co-Chair, Astron./Physics/Engin./SC	1,016.00	01/12/15-05/22/15
Milostan-Egus, K.	Facilitator, Dance Production/IVC	1,742.00	01/20/15-05/21/15
Milostan-Egus, K.	Chair, Dance/IVC	2,903.00	01/20/15-05/21/15
Myers, Charles	Co-Chair, Cinema/TV/Radio/SC	1,741.50	01/12/15-05/22/15
Navarro, Adam	Assistant Forensics Coach/SC	326.00	01/20/15-05/21/15
<sup>5</sup> Obermeyer, V.	Co-Chair, Art/SC	2,612.00	08/18/14-12/20/14
Obermeyer, V.	Co-Chair, Art/SC	3,483.00	01/12/15-05/22/15
<sup>6</sup> Ochoa, Heidi	AVID Professional Dev./SC	50.00	11/14/14-11/14/14
Ochoa, Heidi	Forensics Co-Director/Coach/SC	3,500.00	01/12/15-05/22/15
<sup>7</sup> Ochoa, Lucas	AVID Professional Dev/SC	25.00	11/14/14-11/14/14
Ochoa, Lucas	Forensics Coach/SC	1,500.00	01/12/15-05/22/15

<sup>5</sup> Per new MOU between District and Faculty Association approved November 3, 2014. This is a stipend for Fall 2014 not previously approved by the Board of Trustees.

<sup>6</sup> Spouse of Lucas Ochoa, Speech Instructor, Saddleback College

<sup>7</sup> Spouse of Heidi Ochoa, Speech 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 2014/2015 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	<u>Effective Date</u>
		<u>Amount (\$)</u>	
O'Leary, Thomas	Chair, Art History/SC	1,451.00	01/12/15-05/22/15
O'Rourke, Shawn	Forensics Coach/SC	1,500.00	01/12/15-05/22/15
Penland, Barbara	Co-Chair, EMS/SC	313.00	01/12/15-05/22/15
Pestolesi, Diane	Dir., Asst. Nursing/Special Proj./SC	2,032.00	01/12/15-05/22/15
Pestolesi, Thomas	Co-Chair, Kin/Hlth/Athletics/IVC	2,903.00	01/20/15-05/21/15
Quade, Joyce	Chair, CIM/SC	418.80	06/02/14-08/10/14
Quade, Joyce	Chair, CIM/SC	5,805.00	01/12/15-05/22/15
Radden, Larry	Forensics Co-Director/Coach/SC	3,500.00	01/12/15-05/22/15
Renault, Irene	Coordinator, Reading Lab/SC	1,721.00	01/12/15-05/22/15
Repka, James	Chair, Geology/Oceanography/SC	2,032.00	01/12/15-05/22/15
Rosenberg, Alannah	Chair, Economics/SC	1,161.00	01/12/15-05/22/15
Ross, Priscilla	Co-Chair, Life Sciences/IVC	2,612.00	01/12/15-05/21/15
Rousseau, Michele	Chair, Computer Science/SC	1,451.00	01/12/15-05/22/15
Rousseau, Michele	Coordinator, CS Learning Ctr/SC	2,800.00	01/12/15-05/22/15
Rybold, Gary	Chair, Communications/IVC	2,032.00	01/20/15-05/21/15
Sahani, Navneet	Co-Facilitator, MUN/IVC	580.50	01/20/15-05/21/15
<sup>8</sup> Schermerhorn, B.	Co-Chair, Real Estate/SC	418.80	06/02/14-08/10/14
Schermerhorn, B.	Co-Chair, Real Estate/SC	725.50	01/12/15-05/22/15
Skaff, Penelope	Co-Coord. Student Success Init./SC	6,966.00	01/12/15-05/22/15
Smith, Basil	Chair, Humanities/Philosophy/SC	2,032.00	01/12/15-05/22/15
Smith, Christina	Chair, Educational Studies/SC	1,451.00	01/12/15-05/22/15
Smith, Jeanne	Chair, Mathematics/SC	6,966.00	01/12/15-05/22/15
Smith, Jeanne	Transcripts Eval., Math Place./SC	1,500.00	01/12/15-05/22/15
Stankovich, K.	Chair, Speech/SC	2,612.00	01/12/15-05/22/15
Steinriede, Lindsay	Chair, Health/SC	1,161.00	01/12/15-05/22/15
Stephens, Blake	Chair, Archit/Draft/Mfg Tech/SC	2,322.00	01/12/15-05/22/15
Stevenson, Glen	Chair, Manufacturing Tech/SC	1,161.00	01/12/15-05/22/15
Stevenson, William	Coordinator, English Comp./SC	3,442.00	01/12/15-05/22/15
Stuffer, Martha	Chair, Econ/IVC	2,032.00	01/20/15-05/22/15
Tabibzadeh, K.	Co-Chair, Physical Sciences/IVC	2,903.00	01/12/15-05/21/15
Tamer, Rita	Chair, Sign Language/SC	1,451.00	01/12/15-05/22/15
Tamialis, Barbara	Chair, Child Development/SC	2,903.00	01/12/15-05/22/15
Taylor, Karen	Chair, Graphic Comm/Design/SC	2,612.00	01/12/15-05/22/15
Teh, Steve	Co-Chair, Biology/SC	2,322.00	01/12/15-05/22/15
Thomas, Arlene	Chair, Inter. Dsgn/Travel Mgmt/SC	2,032.00	01/12/15-05/22/15
Tiongson, Edwin	Facilitator, Forensics/IVC	5,805.00	01/20/15-05/21/15
Titus, Jodi	Chair, Geog/IVC	1,451.00	01/20/15-05/22/15
Tresler, Matthew	Chair, Music/IVC	3,483.00	01/20/15-05/21/15
Tucker, Kari	Chair, Psychology/IVC	2,322.00	01/20/15-05/22/15
Twicken, Lawrence	Chair, Political Science/SC	1,742.00	01/12/15-05/22/15
Urell, Robert	Chair, Business Sciences/IVC	6,386.00	01/20/15-05/21/15

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<sup>8</sup> Son-in-Law of Martin Welc, Real Estate Instructor, Saddleback College  
January 26, 2015



**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 2014/2015 fiscal years.

Name	Activity	Not to Exceed	
		Amount (\$)	Effective Date
Vogel, Jeff	Co-Chair, Reading/SC	1,306.00	01/12/15-05/22/15
Walsh, Daniel	Chair, Geography/SC	2,322.00	01/12/15-05/22/15
Wegenek, Amira	Chair, Psychology/SC	4,064.00	01/12/15-05/22/15
<sup>9</sup> Welc, Martin	Co-Chair, Real Estate/SC	418.80	06/02/14-08/10/14
Welc, Martin	Co-Chair, Real Estate/SC	725.50	01/12/15-05/22/15
Weston, Norman	Chair, Music/SC	5,225.00	01/12/15-05/22/15
Wolff, Michelle	Coordinator, AHA/SC	1,223.60	01/12/15-05/22/15
Wolken, Matthew	Chair, Drafting-Engineer/IVC	2,032.00	01/12/15-05/21/15
Wolken, Matthew	Facilitator, Engineering/IVC	2,322.00	01/12/15-05/21/15

**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 2014/2015 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
Beck, Rebecca	Prgm Advisory Group, AB86/IVC	667.00	06/11/14-07/07/14
Caggiano, Jodi	Instructor Training/SC	1,048.80	12/01/14-12/05/14
Garcia, Renee	Acad. Reading Practicum/BSI/SC	137.68	08/25/14-12/19/14
Grimm, Amy	Outreach for Museum Studies/IVC	500.00	08/11/14-12/19/14
Haeri, Melanie	Prgm Advisory Group, AB86/IVC	100.00	06/11/14-07/07/14
Henmi, Judy	DSPS Faculty Coordinator/IVC	3,442.00	01/20/15-05/20/15
Henmi, Judy	Prgm Advisory Group, AB86/IVC	360.00	06/11/14-07/07/14
McCord, Roy	Co-Project Director, Photonics/IVC	2,322.00	11/18/14-12/20/14
McCord, Roy	Co-Project Director, Photonics/IVC	4,644.00	01/12/15-05/22/15
Monacelli, Brian	Co-Project Director/IVC	3,483.00	01/13/14-05-14-15
Urell, Robert	Prgm Advisory Group, AB86/IVC	667.00	06/11/14-07/07/14
Wilson, Jeff	Prgm Advisory Group, AB86/IVC	667.00	06/11/14-07/07/14

**D. INTERIM ASSIGNMENT (Pursuant to California Code of Regulations, Title 5, 53021(b)(1))**

1. MOON, HOCHIN, is to be employed as a one-semester, full-time, Temporary/Interim Counselor (Articulation & Generalist), Division of Counseling, Saddleback College, effective January 12, 2015. Approximate Salary Placement: Class II, Step 1. Per Title 5, 53021 (b)(1). This is a temporary/interim replacement for Ralph Meza, who resigned.
2. ORTEGA, NICOLE, ID #16314, Temporary/Interim Director of Planning, Research, and Accreditation, Division of Research, Planning, and Accreditation, Saddleback College, Integrated Academic/Classified Administrators/Managers Salary Range 19, Step 1, assignment effective January 2, 2015 to December 31, 2016, or sooner. This is a temporary/interim replacement for Caroline Durdella, who resigned.

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<sup>9</sup> Father-in-Law of Brockton Schermerhorn, Real Estate Instructor, Saddleback College  
January 26, 2015



**E. REDUCED WORKLOAD PROGRAM WITH STRS RETIREMENT**

1. DO, TAM, ID #7799, Counselor, Pos #1646, School of Guidance and Counseling, Irvine Valley College, has requested to participate in a reduction in teaching contract to 50% workload beginning the academic year 2015-16 in accordance with Article XXXI, Section 1, of the Academic Employee Master Agreement 2011-2014, effective date to participate in the CalSTRS Reduced Workload Program is August 10, 2015.

**F. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT**

1. DURDELLA, CAROLINE, ID #18747, Director of Planning, Research, and Accreditation, Division of Research, Planning, and Accreditation, Saddleback College, Pos #4629, resignation effective December 3, 2014. Payment is authorized for any compensated time off. (Start date: June 18, 2012)
2. MINKLER, MARK, ID #19451, Counselor: Veterans/Generalist, School of Guidance and Counseling, Irvine Valley College, Pos #4713, resignation effective July 31, 2015 and retirement effective August 10, 2015. Payment is authorized for any compensated time off. (Start date: July 29, 2013)
3. ROSENKRANS, JANE, ID #10050, Dean of Enrollment Services, Office of Admissions, Records, and Student Services, Saddleback College, Pos #4608, resignation effective March 1, 2015, and retirement effective March 2, 2015. Payment is authorized for any compensated time off. (Start date: April 22, 1999)



**ATTACHMENT 1**

NAME: TIMOTHY POSADA

POSITION: JOURNALISM INSTRUCTOR  
Liberal Arts  
Saddleback College  
Full-Time, Tenure Track

EDUCATION:

M.A. Cultural Studies  
Claremont Graduate University  
Claremont, CA

M.A. Theology  
Fuller Theological Seminary  
Pasadena, CA

B.A. Communication Studies  
Azusa Pacific University  
Azusa, CA

EXPERIENCE:

Mr. Posada is a college lecturer with seven years of experience teaching a range of subjects – 100 to 400 level – in university settings, and is a Ph.D. candidate, at the dissertation phase, in a Cultural Studies program at Claremont Graduate University. He has taught as a part-time instructor at Azusa Pacific University, at Biola University, at Mt. Sierra College, and at Vanguard University of Southern California. He has administrative experience overseeing student workers, managing publication budgets, and interacting with university departments concerning student affairs. His areas of expertise include: Media/Film Studies, Communications, Cultural Studies, Visual Culture, Journalism, Writing Composition, Popular Culture, Multimedia Design, and Theology & Media.

PROFESSIONAL AFFILIATIONS:

- College Media Advisers, 2009-2012
- The International Association for the Fantastic in the Arts, 2011-2012
- Cultural Studies Student Executive Committee, Claremont Graduate University, 2011-2012

AWARDS:

- Azusa Pacific University Journalism Student of the Year Award, 2005



**TO:** Board of Trustees

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

**RE:** SOCCCD: Classified Personnel Actions – Regular Items

**ACTION:** Approval/Ratification

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**BACKGROUND**

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

**STATUS**

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

**RECOMMENDATION**

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



**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. ADAMS HUFF, CAROL is to be employed as Library Assistant I, Pos. #5007, School of Library Services, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 115, Step 1, 20 hours per week, 10 months per year, effective January 12, 2015. This position was approved by the Board of Trustees on May 19, 2014.
  - b. <sup>1</sup>ANDERSON, STACY is to be employed as Program Assistant, Categorical, Pos. #5001, Division of Health Science and Human Services, Saddleback College, Classified Bargaining Unit Salary Schedule Range 118, Step 1, 40 hours per week, 12 months per year, effective December 4, 2014. This position was approved by the Board of Trustees on May 19, 2014 with employment in this grant funded position contingent upon funding by the Enrollment Growth for ADN Grant.
  - c. BARNAK, GARY is to be employed as Grant Project Manager, Categorical, Pos. #4874, a classified manager, Division of Health Sciences and Human Services, Saddleback College, Academic and Classified Administrator and Manager Salary Schedule Range 9, Step 1, 40 hours per week, 12 months per year, effective January 2, 2015. This is a replacement for Cheryl West. Employment in this grant funded position is contingent upon funding by the TAACCCT Grant.
  - d. GATES, STEPHANIE is to be employed as Health Center Nurse, Pos. #5043, Health and Wellness Center, Office of Student Services, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 136, Step 2, 20 hours per week, 10 months per year, effective December 16, 2014. This position was approved by the Board of Trustees on July 21, 2014.
  - e. GUILLAUME, PAMELA is to be employed as Senior Administrative Assistant, Pos. #3326, Office of the President, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 127, Step 1, 40 hours per week, 12 months per year, effective January 20, 2015. This is a replacement for Monica Cataldo.
  - f. GUILLEN, DARLINE is to be employed as Disabled Student Program Specialist, Pos. #3220, Division of Transfer Center, Career and Special Programs, Saddleback College, Classified Bargaining Unit Salary Schedule Range 123, Step 1, 40 hours per week, 12 months per year, effective January 13, 2015. This is a replacement for Marie Bowman, who resigned.
  - g. HAUGEN, LESLIE is to be employed as Senior Administrative Assistant, Pos. #3256, Division of Advanced Technology and Applied Sciences, Saddleback College, Classified Bargaining Unit Salary Schedule Range 127, Step 1, 40 hours per week, 12 months per year, effective December 15, 2014. This is a replacement for Elle Dubois.

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<sup>1</sup> Stacy Anderson is Tracy McConnell's niece.



**A. NEW PERSONNEL APPOINTMENTS - Continued**

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

- h. <sup>1</sup>MCCONNELL, TRACY is to be employed as Administrative Assistant, Pos. #4774, Division of Fine Arts and Media Technology, Saddleback College, 40 hours per week, 12 months per year, effective December 15, 2014, in accordance with Article 17 of the C.S.E.A. contract. This is a replacement for Sherri Banes, who received a change in status.
- i. O'DONNELL, LEAH is to be employed as Library Assistant I, Pos. #5006, School of Library Services, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 115, Step 1, 20 hours per week, 10 months per year, effective January 20, 2015. This position was approved by the Board of Trustees on May 19, 2014.
- j. RONDEAU, JAMES is to be employed as Director of College Broadcast Services, Pos. #4602, a classified manager, Division of Fine Arts and Media Technology, Saddleback College, Academic and Classified Administrators and Managers Salary Schedule Range 16, Step 4, 40 hours per week, 12 months per year, effective January 5, 2015. This is a replacement for Terry Wedel, who retired.
- k. VERA, JANET is to be employed as Director of the Student Success and Support Program, Pos. #4981, a classified manager, School of Admissions, Records and Enrollment Services, Irvine Valley College, Academic and Classified Administrators and Managers Salary Schedule Range 11, Step 4, 40 hours per week, 12 months per year, effective January 20, 2015. This position was approved by the Board of Trustees on March 31, 2014.

- 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>
Adrian, Christopher	Human Resources Assistant/Dist.	121/1	01/12/15
Emmil-Lugo, Alison	Senior Administrative Assistant/SC	127/1	11/17/14
<sup>2</sup> Espinoza, Ariana	Program Assistant/SC	118/1	11/17/14
Gibson, Patrick	Custodian/SC	113/1	12/08/14
Gonzales, Christian	Groundskeeper/IVC	118/1	11/19/14
Hunter, Amy	Senior Administrative Assistant/IVC	127/1	01/05/15
Kopp, Edward	Plumber/IVC	128/1	11/18/14
Martinez Campos, Omar	Custodian/SC	113/1	12/01/14
Morales, Jose	Administrative Assistant /IVC	121/1	12/15/14
Pakshir, Peyman	Laboratory Technician, SSC/IVC	122/1	11/10/14
Shiroma, Regina	Office Assistant/SC	113/1	01/02/15
So, Thy	Automotive Diagnostic Technician/SC	128/1	12/15/14
Wallace, Daniel	Building Maintenance Worker/SC	124/1	11/08/14
Warner, Gregory	Police Officer/IVC	II/1	01/02/15
Watt, Sara	Administrative Assistant/IVC	121/1	12/15/14
Zavala, Jonathan	Custodian/IVC	113/1	12/15/14

<sup>2</sup> Daughter of Agustin Espinoza, Network Systems Technician II, Office of College Technology, Saddleback College.



**A. NEW PERSONNEL APPOINTMENTS - Continued**

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2014/2015** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate (\$)</u>	<u>Name</u>
Aboga A, Kimverly	Child Dev. Center Aide/SC	10.00	01/01/15-06/30/15
Abrahams, Lawrence	Coaching Aide/IVC	25.00	01/01/15-06/30/15
Adams, Matthew	TMD Aide/SC	20.00	12/04/14-06/30/15
Adrian, Christopher	Project Specialist/Dist.	18.00	01/01/15-06/30/15
Agortsas, Alexander	Coaching Aide/IVC	25.00	01/01/15-06/30/15
Aldape, Monica	Adpt'd Kinesiology Aide/SC	14.00	01/01/15-06/30/15
Aldape, Timothy	Adpt'd Kinesiology Aide/SC	12.50	01/01/15-06/30/15
Aldrich, David	TMD Aide/IVC	14.00	01/01/15-06/30/15
Alhariri, Nour	Project Specialist/SC	15.00	01/01/15-06/30/15
Alwood, Aimee	TMD Aide/IVC	15.00	01/01/15-06/30/15
Angoshtari, Mir Omid	Project Specialist/SC	10.50	01/01/15-06/30/15
Apolinar, Regienne	Adt'd Kinesiology Aide/IVC	12.50	01/01/15-06/30/15
Araiza, Jorge	Coaching Aide/SC	15.00	01/01/15-06/30/15
Arevalo, Sylvia	Project Specialist/SC	20.00	01/01/15-06/30/15
Areyan, Patric	Project Specialist/SC	15.00	01/01/15-06/30/15
Areyan, Patric	Project Specialist/SC	15.00	01/01/15-06/30/15
Artemov, Juliana	Project Specialist/SC	11.50	01/01/15-06/30/15
Artemov, Tatyana	Project Specialist/SC	20.00	01/01/15-06/30/15
<sup>3</sup> Avalos, Magdalena	Project Specialist/SC	30.00	01/01/15-06/30/15
Baggs, Trudi	Project Specialist/SC	35.00	01/01/15-06/30/15
Banks, Joshua	Project Specialist/IVC	13.00	01/01/15-06/30/15
Barnes, Justin	TMD Aide/SC	9.50	01/01/15-06/30/15
Bausch, Kathryn	TMD Aide/SC	10.50	01/01/15-06/30/15
Baxter, Greg	Coaching Aide/IVC	15.00	01/01/15-06/30/15
Becker, Judith	Project Specialist/IVC	16.00	01/01/15-06/30/15
Beltran, Carla	Child Dev. Center Aide/SC	12.00	01/01/15-06/30/15
Berg, Anthony	Outreach Aide/SC	12.50	01/01/15-06/30/15
Boomer, Melissa	Project Specialist (IT)/Dist.	12.00	01/01/15-06/30/15
Bosley, Alexis	Clerk, Short-Term/IVC	9.50	12/09/14-06/30/15
Boyer, Gary	TMD Aide/SC	20.00	01/01/15-06/30/15
Bozmarova, Gabrielle	Project Specialist (IT)/Dist.	12.00	01/01/15-06/30/15
Brewer, Elysia	Project Specialist/SC	10.50	01/01/15-06/30/15
Briggs, Erick	Special Proj. Coord/SC	50.00	12/01/14-06/30/15
Brown, Darryl	Coaching Aide/SC	15.00	01/01/15-06/30/15
Brown, Lucy	Project Specialist/SC	16.00	01/01/15-06/30/15
Buchea, Jason	TMD Aide/IVC	20.00	01/01/15-06/30/15
Buck, Alison	Project Specialist/SC	10.50	01/01/15-06/30/15
Burkett, Austin	TMD Aide/SC	10.50	01/01/15-06/30/15

<sup>3</sup> Spouse of Juan Avalos, Vice President of Student Services, Saddleback College



**A. NEW PERSONNEL APPOINTMENTS - Continued**

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2014/2015** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate (\$)</u>	<u>Name</u>
Burns, Amos	Project Specialist/SC	16.00	12/04/14-06/30/15
Butcher, Donald	Coaching Aide/SC	15.00	01/01/15-06/30/15
Calabrese, Daniel C.	Project Specialist/SC	16.00	12/15/14-06/30/15
Cannon, Kevin	Project Specialist/SC	16.00	12/02/14-06/30/15
Carey, Peter	Coaching Aide/IVC	25.00	01/01/15-06/30/15
Carlson, Patricia	Project Specialist/IVC	55.00	01/01/15-06/30/15
Cervantes, Martha	Project Specialist/SC	18.00	01/01/15-06/30/15
Chacon, Elsa	Clerk – Short Term/SC	14.00	01/01/15-06/30/15
Chacon, Justine	Coaching Aide/SC	15.00	01/01/15-06/30/15
Chalan, Sheila	Clerk, Short-Term/IVC	9.50	01/05/15-06/30/15
Chan, Sommarani	Project Specialist/IVC	13.00	01/01/15-06/30/15
Choi, Katlin	Project Specialist/SC	20.00	01/01/15-06/30/15
Chon, Jessie	Project Specialist (IT)/IVC	15.00	01/01/15-06/30/15
Christensen, Dylan	Coaching Aide/SC	15.00	01/01/15-06/30/15
Ciago, Ronald	TMD Aide/IVC	20.00	01/01/15-06/30/15
Conkey, Charles	Coaching Aide/SC	15.00	01/01/15-06/30/15
Cook, Kathleen	Child Dev. Center Aide/SC	20.00	01/01/15-06/30/15
Copelan, Joshua	TMD Aide/IVC	10.50	01/01/15-06/30/15
Corrales, Enrique	Project Specialist/SC	16.00	12/19/14-06/30/15
Cosmakos, Rachel	Project Specialist/SC	18.00	01/01/15-06/30/15
Cram, Michael	Coaching Aide/SC	25.00	01/01/15-06/30/15
Crosby, Brandon	Coaching Aide/SC	15.00	01/01/15-06/30/15
Daniel, Nicole	Project Specialist/SC	10.50	01/01/15-06/30/15
Darby, Lucy	Project Specialist/SC	14.00	01/01/15-06/30/15
Dawood, Matthew	Special Proj. Coord./IVC	40.00	11/15/14-02/14/15
De Nicola, Beverly	Project Specialist/IVC	40.00	01/01/15-06/30/15
<sup>4</sup> Dear, Derek	ST C. Security Officer/SC	12.00	01/01/15-06/30/15
Dehnke, Allen	Project Specialist (IT)/Dist.	15.00	01/01/15-06/30/15
DePaolo, Carolyn	Coaching Aide/SC	15.00	01/01/15-06/30/15
Dhillon, Rajanpal	Project Specialist/SC	20.00	12/01/14-06/30/15
DiMartino, Nadja	Project Specialist/SC	9.50	01/01/15-06/30/15
Directo, Brandon	Coaching Aide/IVC	25.00	01/01/15-06/30/15
Dixon, Sheryn	Project Specialist/IVC	20.00	01/01/15-06/30/15
Dominguez, Martin	Project Specialist/IVC	20.00	01/01/15-06/30/15
Duncan, Danielle	Project Specialist/SC	16.00	12/04/14-06/30/15
Duncan, Stuart	Coaching Aide/IVC	25.00	01/01/15-06/30/15
Ebrahimpoor Khorsa, Pegah	Project Specialist/SC	15.00	01/01/15-06/30/15

<sup>4</sup> Son of Donald Dear, Police Officer, Office of Safety and Security, Saddleback College.



**A. NEW PERSONNEL APPOINTMENTS** - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2014/2015** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate (\$)</u>	<u>Name</u>
Eien, Edward	TMD Aide/IVC	20.00	01/01/15-06/30/15
Espinosa Davila, Ximena	Project Specialist/SC	12.50	01/01/15-06/30/15
<sup>5</sup> Espinoza, Agustin	Project Specialist (IT)/SC	12.00	01/01/15-06/30/15
Esteban, Jennifer	Coaching Aide/SC	15.00	01/01/15-06/30/15
Farrukh, Amna	Clerk – Short Term/IVC	9.50	01/01/15-06/30/15
Faulkner, Richard	Project Specialist/IVC	12.50	01/01/15-06/30/15
Fellner, John	Project Specialist/SC	9.50	01/01/15-06/30/15
Firouzabadi, Lili	Clerk – Short Term/SC	11.00	01/01/15-06/30/15
Fleischli, David	TMD Aide/SC	9.50	01/01/15-06/30/15
Florkey, Alexandra	TMD Aide/IVC	9.50	01/01/15-06/30/15
Formaneck, Donald	TMD Aide/IVC	20.00	01/01/15-06/30/15
Fox, Jill	Project Specialist/SC	16.00	01/01/15-06/30/15
Garcia, Amy	Project Specialist/SC	9.50	01/01/15-06/30/15
Garza, Norma	Clerk – Short Term/SC	14.00	01/01/15-06/30/15
Geier, Brian	Adt'd Kinesiology Aide/SC	20.00	01/01/15-06/30/15
Gibbs, Shannon	Project Specialist/SC	20.00	11/15/14-06/30/15
Gibbs, Shannon	Project Specialist/IVC	15.00	01/01/15-06/30/15
Gonzalez, David	Outreach Aide/SC	14.00	01/01/15-06/30/15
Gonzalez, Deyanira	Project Specialist/SC	16.00	01/01/15-06/30/15
Gould Morgan, Dece	Project Specialist/SC	20.00	01/01/15-06/30/15
Gramling, Maria Cristina	Child Dev. Center Aide/SC	12.00	01/01/15-06/30/15
Gray, Gabriela	Project Specialist/SC	10.50	01/01/15-06/30/15
Gregory, Matthew	TMD Aide/IVC	20.00	01/01/15-06/30/15
Guillen, Yvette	TMD Aide/SC	9.50	01/01/15-06/30/15
Guiral, Kylie	Clerk – Short Term/SC	14.00	01/01/15-06/30/15
<sup>6</sup> Gutierrez, Francois	Project Specialist/SC	11.50	01/01/15-06/30/15
Hammer, Alexandra	Coaching Aide/IVC	25.00	01/01/15-06/30/15
Haraikawa, Susan	Clerk – Short Term/IVC	9.50	01/01/15-06/30/15
Harris, Ashley	Adt'd Kinesiology Aide/IVC	10.50	01/01/15-06/30/15
Hartman, John	Project Specialist/SC	20.00	01/01/15-06/30/15
Hayashi-Smith, Melanie	Clerk – Short Term/SC	14.00	01/01/15-06/30/15
Hellriegel, John	Project Specialist/SC	20.00	01/01/15-06/30/15
Hernandez, Joany	TMD Aide/SC	12.50	01/01/15-06/30/15
Hernandez, Madeline	Project Specialist/SC	20.00	01/01/15-06/30/15
Hillenbrand, Nicholas	TMD Aide/IVC	14.00	01/01/15-06/30/15
Ho, Rosa	Project Specialist/Dist.	16.00	01/01/15-06/30/15

<sup>5</sup> Son of Augustin Espinoza, Network Systems Technician II, Office of College Technology, Saddleback College.

<sup>6</sup> Son of Raul Gutierrez, Applications Specialist II, Office of Information Technology, District.



**A. NEW PERSONNEL APPOINTMENTS** - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2014/2015** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate (\$)</u>	<u>Name</u>
Hodge, Kevin	Coaching Aide/SC	15.00	01/01/15-06/30/15
Hodge, Phillip	Special Project Coord./SC	50.00	01/12/15-06/30/15
Hodosh, Seth	Adt'd Kinesiology Aide/SC	12.50	01/01/15-06/30/15
Holmes, Michael	Project Specialist/SC	15.00	01/01/15-06/30/15
Hughes, Jacob	Adt'd Kinesiology Aide/SC	11.50	01/01/15-06/30/15
Hume, Juliette	Clerk – Short Term/SC	14.00	01/01/15-06/30/15
Jacob, Daryl	Project Specialist/SC	15.00	01/01/15-06/30/15
Janisch, Gail	Project Specialist/SC	15.00	01/01/15-06/30/15
Johnson, Matthew	Project Specialist/SC	12.50	01/01/15-06/30/15
Johnson, Tess	Project Specialist (IT)/Dist.	12.00	01/01/15-06/30/15
<sup>7</sup> Johnston-Plescia, Madelyn	Project Specialist/SC	15.00	01/01/15-06/30/15
Jones, David	TMD Aide/IVC	20.00	01/01/15-06/30/15
Jose, Ashley	Clerk, Short-Term/IVC	10.00	01/05/15-06/30/15
Jose, Ashley	Clerk – Short Term/IVC	9.50	01/01/15-06/30/15
Kalantari, Mehrandokht	TMD Aide/SC	9.50	01/01/15-06/30/15
Kaplan, Jeffrey	Coaching Aide/IVC	25.00	01/01/15-06/30/15
Kayal, Sagarika	Project Specialist (IT)/Dist.	12.00	01/01/15-06/30/15
Keener, Michael	TMD Aide/SC	9.50	01/01/15-06/30/15
Khodabandeh, Elaheh	Project Specialist/SC	10.50	01/05/15-06/30/15
Kim, Daniel	Project Specialist/SC	10.50	01/01/15-06/30/15
Klein, Marisa	Project Specialist/SC	18.00	01/01/15-06/30/15
Klink, John	Coaching Aide/SC	15.00	01/01/15-06/30/15
Knopick, Eric	Adt'd Kinesiology Aide/SC	9.50	01/01/15-06/30/15
Kofford, Whitney	TMD Aide/SC	18.00	01/01/15-06/30/15
Kohlhas, Paul	TMD Aide/IVC	20.00	01/01/15-06/30/15
Kokesch, Aaron	TMD Aide/IVC	20.00	01/01/15-06/30/15
Kristjanson, Johann	Project Specialist/SC	16.00	01/01/15-06/30/15
Kristol-Harper, Alona	TMD Aide/IVC	20.00	01/06/15-06/30/15
Kulik, Christopher	Project Specialist/IVC	20.00	01/01/15-06/30/15
Kwok, Anne	Project Specialist/SC	16.00	01/01/15-06/30/15
La Londe, Mia	Child Dev. Center Aide/SC	11.00	01/01/15-06/30/15
Lancaster, Thomas	Coaching Aide/IVC	25.00	01/01/15-06/30/15
Lapinski, Zachary	TMD Aide/SC	11.50	01/01/15-06/30/15
Larson, Derek	Project Specialist (IT)/Dist.	12.00	01/01/15-06/30/15
Larson, Gary	Coaching Aide/SC	15.00	01/01/15-06/30/15
Lasezkay, George	Coaching Aide/IVC	25.00	01/01/15-06/30/15
Lavini, Claudia	Project Specialist (IT)/Dist.	12.00	01/01/15-06/30/15
Lawson, Briana	Project Specialist/SC	10.50	01/01/15-06/30/15

<sup>7</sup> Mother of Trisha Fain, Executive Assistant, Office of the Vice President of Instruction, Saddleback College.



**A. NEW PERSONNEL APPOINTMENTS** - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2014/2015** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate (\$)</u>	<u>Name</u>
Lee, Florence	Project Specialist/SC	15.00	01/01/15-06/30/15
<sup>8</sup> Leftwich, Denham	Project Specialist/SC	12.50	01/20/15-06/30/15
Lindahl, Glenda	Project Specialist/SC	18.00	01/01/15-06/30/15
<sup>9</sup> Lipold, Anthony	Coaching Aide/SC	25.00	12/21/14-06/30/15
<sup>9</sup> Lipold, Christopher	Project Specialist/SC	15.00	08/01/14-09/14/14
Lopez, Johanna	Project Specialist/SC	16.00	01/01/15-06/30/15
Loria, Natalie	Coaching Aide/IVC	25.00	01/01/15-06/30/15
Loveless, Robert	Project Specialist/IVC	14.00	01/01/15-06/30/15
Lucas, Richard	TMD Aide/IVC	12.50	01/01/15-06/30/15
Madariaga Benavide, Marco	Outreach Aide/SC	13.00	01/01/15-06/30/15
Magyar, Tracey	Child Dev. Center Aide/SC	20.00	01/01/15-06/30/15
Mahoney, Christina	Clerk – Short Term/SC	15.00	01/01/15-06/30/15
Malec, Christopher	Coaching Aide/SC	15.00	01/01/15-06/30/15
<sup>10</sup> Manders, Nicolas	Project Specialist/IVC	16.00	01/01/15-06/30/15
Martin, Dennis	Project Specialist/SC	15.00	01/01/15-06/30/15
Martin, Mary	Clerk – Short Term/SC	16.00	01/01/15-06/30/15
Martinez, Jacqueline	Coaching Aide/IVC	25.00	01/01/15-06/30/15
Martinez, Michael	Coaching Aide/IVC	25.00	01/01/15-06/30/15
Mathews, Marcus	TMD Aide/SC	9.50	01/01/15-06/30/15
Matos, Arsenio	Project Specialist (IT)/SC	20.00	01/01/15-06/30/15
May, Robert	Coaching Aide/IVC	25.00	01/01/15-06/30/15
Mayville, Joseph	Adt'd Kinesiology Aide/SC	9.50	01/01/15-06/30/15
McClure, Tyne	Coaching Aide/IVC	25.00	01/01/15-06/30/15
McFann, Steven	TMD Aide/SC	9.50	01/01/15-06/30/15
McGee, LaToya	Project Specialist/IVC	9.50	01/01/15-06/30/15
McGinley, Shaun	Coaching Aide/SC	15.00	01/01/15-06/30/15
McLain, Heather	TMD Aide/SC	14.00	01/01/15-06/30/15
Melendez, Steven	Coaching Aide/SC	15.00	01/01/15-06/30/15
Mellado, Timothy	Coaching Aide/SC	15.00	01/01/15-06/30/15
Metcalf, Andria	Project Specialist/SC	16.00	01/01/15-06/30/15
Meyers, Cole	Project Specialist/IVC	12.50	01/01/15-06/30/15
Millard, William	Project Specialist/SC	13.00	01/01/15-06/30/15
Mobedshahi, Noushin	TMD Aide/IVC	20.00	01/01/15-06/30/15
Monterola, Miguel	Coaching Aide/IVC	25.00	01/01/15-06/30/15
Moock, Marlee	Child Dev. Center Aide/SC	12.00	01/01/15-06/30/15

<sup>8</sup> Son of Giziel Leftwich, Senior Administrative Assistant, Division of Liberal Arts, Saddleback College.

<sup>9</sup> Brothers, and sons of Anthony Lipold, Dean of Kinesiology and Athletics, Saddleback College.

<sup>10</sup> Son of Rachel Manders, Grants Analyst, Office of Academic Program/Economic/Workforce Development, Irvine Valley College.



**A. NEW PERSONNEL APPOINTMENTS - Continued**

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2014/2015** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate (\$)</u>	<u>Name</u>
Morales, Jamee	Coaching Aide/SC	25.00	12/15/14-06/30/15
Moreno Corral, Edna	Project Specialist/SC	10.50	01/01/15-06/30/15
<sup>11</sup> Moreno, Deisy	Project Specialist/SC	10.50	01/01/15-06/30/15
<sup>11</sup> Moreno, Mariana	Project Specialist/SC	16.00	12/01/14-06/30/15
Mortensen, Tina	Coaching Aide/IVC	25.00	01/01/15-06/30/15
Muldez, Brahma Mae	Project Specialist/SC	10.50	01/01/15-06/30/15
Murillo, Ariel	TMD Aide/IVC	9.50	01/01/15-06/30/15
Murtaugh, David	Coaching Aide/SC	15.00	01/01/15-06/30/15
Naiknavare, Abhijeet	TMD Aide/SC	9.50	01/01/15-06/30/15
Nakamura, Gary	Coaching Aide/IVC	25.00	01/01/15-06/30/15
Namiranian, Armita	TMD Aide/IVC	12.50	01/01/15-06/30/15
Neal, Judith	Special Project Coord./Dist.	50.00	12/15/14-12/31/14
Neal, Judith	Project Specialist/Dist.	50.00	01/01/15-06/30/15
Nguyen, Dominique	Project Specialist/IVC	9.50	01/01/15-06/30/15
Niederecker, Andriana	TMD Aide/SC	9.50	01/01/15-06/30/15
Nisperos, Leilani	Project Specialist/IVC	20.00	01/01/15-06/30/15
Norlin, Kacy	Project Specialist/IVC	20.00	01/01/15-06/30/15
Norris, Brenna	Project Specialist/IVC	18.00	01/01/15-06/30/15
Nur, Arian	Project Specialist (IT)/Dist.	12.00	01/01/15-06/30/15
O'Connor, Sean	Coaching Aide/SC	15.00	01/01/15-06/30/15
O'Donnell, Leah	Project Specialist/IVC	15.50	01/01/15-06/30/15
Oatman, Geniffer	TMD Aide/SC	9.50	01/01/15-06/30/15
Ochiai, Alan	Coaching Aide/IVC	25.00	01/01/15-06/30/15
Oka, Joanne	Project Specialist (IT)/Dist.	12.00	01/01/15-06/30/15
Ortiz, Maria	Child Dev. Center Aide/SC	12.00	01/01/15-06/30/15
Ortiz-Burgos, Liz	TMD Aide/SC	9.50	01/01/15-06/30/15
Ott, Joseph	TMD Aide/IVC	10.50	01/01/15-06/30/15
Paegert, Kina	Project Specialist/IVC	20.00	01/01/15-06/30/15
Palma Serrano, Nayeli	Adt'd Kinesiology Aide/SC	11.50	01/01/15-06/30/15
Palmer, James	Project Specialist/IVC	20.00	01/01/15-06/30/15
Parra, Antonio	Adt'd Kinesiology Aide/SC	12.50	01/01/15-06/30/15
<sup>12</sup> Parra, Cristina	Clerk – Short Term/SC	14.00	01/01/15-06/30/15
Patterson, Amber	Adt'd Kinesiology Aide/SC	12.50	01/01/15-06/30/15
Peeler, Danielle	Coaching Aide/SC	15.00	01/01/15-06/30/15
Pendergraft, Robin	Clerk, Short-Term/IVC	9.50	12/10/14-06/30/15

<sup>11</sup> Sisters; both work in Division of Counseling Services, Saddleback College.

<sup>12</sup> Daughter of Lori Parra, Extended Opportunity Program Specialist-Bilingual, Division of Transfer, Career and Special Programs, Saddleback College.



**A. NEW PERSONNEL APPOINTMENTS** - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2014/2015** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate (\$)</u>	<u>Name</u>
Petrovich, Alexis	Project Specialist/SC	14.00	01/01/15-06/30/15
Picard, Amanda	TMD Aide/IVC	10.50	01/01/15-06/30/15
<sup>13</sup> Pouresfandiari, Pouyan	Project Specialist/IVC	15.00	01/01/15-06/30/15
<sup>13</sup> Pouresfandiari, Shahram	Project Specialist/IVC	15.00	01/02/15-06/30/15
Preston, Lynn	Project Specialist/SC	15.00	01/01/15-06/30/15
Qader, Sheila	Project Specialist/IVC	9.50	01/01/15-06/30/15
Quinn, Johnathan	Coaching Aide/SC	15.00	01/01/15-06/30/15
<sup>14</sup> Racino, Christopher	Project Specialist/SC	15.00	01/01/15-06/30/15
<sup>14</sup> Racino, Heather	Project Specialist/SC	12.50	12/18/14-06/30/15
Ramirez, Rachel	Project Specialist/SC	16.00	01/01/15-06/30/15
Rand, Amy	TMD Aide/SC	9.50	01/01/15-06/30/15
Raphael, Jerome	Project Specialist (IT)/Dist.	12.00	01/01/15-06/30/15
Redman, Ryan	Project Specialist/SC	9.50	01/01/15-06/30/15
ReitsemaPretorius, Catharine	TMD Aide/SC	15.00	01/01/15-06/30/15
Richards, Ryan	Coaching Aide/SC	15.00	01/01/15-06/30/15
Roach, Dana	Coaching Aide/SC	15.00	01/01/15-06/30/15
Robinson, Terrill	Project Specialist/SC	65.00	01/01/15-06/30/15
Rodriguez, Daniela	TMD Aide/SC	9.50	01/01/15-06/30/15
Rodriguez, Elizabeth	TMD Aide/IVC	14.00	01/01/15-06/30/15
Rodriguez, Maria	Project Specialist/SC	15.00	01/01/15-06/30/15
Roehler, Trevor	TMD Aide/IVC	14.00	01/01/15-06/30/15
Rooklidge, Matthew	Project Specialist/SC	14.00	01/01/15-06/30/15
Rosales, Jessica	Project Specialist/Dist.	20.00	01/01/15-06/30/15
Sack, Tammy	Project Specialist/IVC	20.00	01/01/15-06/30/15
Sanchez, Bridget	Project Specialist/SC	20.00	01/01/15-06/30/15
Sanchez, Phillip	Project Specialist/SC	16.00	01/01/15-06/30/15
Sanchez, Ricardo	Project Specialist (IT)/SC	15.00	01/01/15-06/30/15
Santoso, Jennifer	Project Specialist/SC	10.50	01/01/15-06/30/15
Saunders, Michael	ST C. Security Officer/SC	12.00	01/01/15-06/30/15
Savage, Christina	Child Dev. Center Aide/SC	20.00	01/01/15-06/30/15
Schaefer, Riley	Project Specialist/SC	14.00	01/01/15-06/30/15
Schick, Kevin	Coaching Aide/SC	15.00	01/01/15-06/30/15
Schlenker, Kenneth	Special Project Coord./SC	80.00	01/02/15-06/30/15
Schlesinger, David	Project Specialist/SC	16.00	01/01/15-06/30/15
Sclafani, Andrew	TMD Aide/IVC	20.00	01/01/15-06/30/15

<sup>13</sup> Pouyan from Office Special Programs & Services, is the son of Shahram, from School of Library Services.

<sup>14</sup> Spouses; both work in the Division of Business Sciences and Vocational Education and Workforce Development.



**A. NEW PERSONNEL APPOINTMENTS - Continued**

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2014/2015** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate (\$)</u>	<u>Name</u>
Seany, Alec	TMD Aide/IVC	9.50	01/01/15-06/30/15
Sebold, Margaret	Clerk – Short Term/SC	16.00	01/01/15-06/30/15
Seitz, Kyle	TMD Aide/IVC	14.00	01/01/15-06/30/15
Selberis, Anastasia	Project Specialist (IT)/Dist.	12.00	01/01/15-06/30/15
Senda, Thokozile	Project Specialist/SC	16.00	01/01/15-06/30/15
Sevcik, Stacie	Project Specialist/IVC	25.00	01/01/15-06/30/15
Severin, Lynn	Project Specialist/SC	20.00	01/01/15-06/30/15
Shadia, Marwa	Project Specialist/IVC	14.00	01/01/15-06/30/15
Shadid, Bryan	Coaching Aide/SC	15.00	01/01/15-06/30/15
Shomph, Crystal	TMD Aide/IVC	20.00	01/01/15-06/30/15
Sierra, Sergio	Project Specialist/SC	10.50	01/01/15-06/30/15
Silva, Felissa	Child Dev. Center Aide/SC	20.00	01/01/15-06/30/15
Simpson, Michael	Project Specialist/IVC	12.50	01/01/15-06/30/15
Siriwardena, Yenuka	Project Specialist/SC	10.50	01/01/15-06/30/15
Skidmore, Brian	ST C. Security Officer/SC	12.00	01/01/15-06/30/15
Sohn, Timothy	Project Specialist/IVC	20.00	12/04/14-06/30/15
Solorio, Annette	Project Specialist/SC	18.00	01/01/15-06/30/15
Sparkuhl, Julie	Project Specialist/SC	12.50	01/01/15-06/30/15
Stephens, Gary	Coaching Aide/SC	15.00	01/01/15-06/30/15
Stinson, Felicia	Project Specialist/IVC	30.00	01/01/15-06/30/15
Stone, Kailani	TMD Aide/SC	9.50	01/01/15-06/30/15
Strickland, Brandon	Coaching Aide/SC	15.00	01/01/15-06/30/15
Sunico, Anton	Project Specialist/SC	10.50	01/01/15-06/30/15
Susnjara, Anthony	Coaching Aide/IVC	25.00	01/01/15-06/30/15
Sussman, Diane	TMD Aide/SC	9.50	01/01/15-06/30/15
Sutton, Caitlin	Project Specialist/SC	9.50	01/01/15-06/30/15
Takenaka, Kyoko	TMD Aide/SC	9.50	01/01/15-06/30/15
Takorian, Kaitlin	TMD Aide/IVC	9.50	01/01/15-06/30/15
Tate, Christopher	Outreach Aide/SC	12.50	01/01/15-06/30/15
Tejeda, Guillermo	Project Specialist/IVC	16.00	01/01/15-06/30/15
<sup>15</sup> Teng, Marisa	Outreach Aide/SC	11.50	01/01/15-06/30/15
Tesch, Gregory	Project Specialist (IT)/Dist.	50.00	01/01/15-06/30/15
<sup>16</sup> Theriault, Brandon	Project Specialist/IVC	15.00	01/01/15-06/30/15
Tintcheva, Milena	Project Specialist/IVC	20.00	01/01/15-06/30/15
Tolero, Joshua Alexand	Project Specialist/IVC	16.00	01/01/15-06/30/15

<sup>15</sup> Daughter of Anthony Teng, Dean of Business Science, Economic and Workforce Development, Saddleback College.

<sup>16</sup> Son of James Theriault, Police Officer, and Sandra Theriault, Dispatcher Lead, Office of Campus Safety and Security, Irvine Valley College.



**A. NEW PERSONNEL APPOINTMENTS - Continued**

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2014/2015** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate (\$)</u>	<u>Name</u>
Tomlinson, Warren	Project Specialist/SC	16.00	01/01/15-06/30/15
Tong, Tam	Project Specialist/IVC	11.50	01/01/15-06/30/15
Torcivia, Thomas	Outreach Aide/SC	12.50	01/01/15-06/30/15
Torres Infante, Lorena	Project Specialist/SC	10.50	01/01/15-06/30/15
Trabattoni, Claudio	Coaching Aide/SC	25.00	01/01/15-06/30/15
Tracey, Claire	Project Specialist/SC	16.00	01/02/15-06/30/15
Trapani, Peter	Clinical Specialist/SC	20.00	01/01/15-06/30/15
Trumble, Phillip	Coaching Aide/SC	15.00	01/01/15-06/30/15
Trytten, Lacey	Outreach Aide/SC	12.50	01/01/15-06/30/15
Tung, Haiyun	Coaching Aide/IVC	25.00	01/01/15-06/30/15
Ullrich, Karen	Child Dev. Center Aide/SC	12.00	01/01/15-06/30/15
Van Scheik, Jessie	Child Dev. Center Aide/SC	12.00	01/01/15-06/30/15
Vann, Amber	Coaching Aide/IVC	25.00	01/01/15-06/30/15
Varho, Matt	TMD Aide/IVC	20.00	01/01/15-06/30/15
Viray, Jeffrey	Clerk - Short Term/IVC	9.50	01/01/15-06/30/15
Vitale, Linda	Project Specialist/Dist.	20.00	01/01/15-06/30/15
Wallace, Kyle	Coaching Aide/SC	25.00	12/15/14-06/30/15
Warner Lemus, Larina	TMD Aide/IVC	9.50	01/01/15-06/30/15
<sup>17</sup> Watt, Deborah	Project Specialist/SC	16.00	01/01/15-06/30/15
<sup>18</sup> Webster, Perry	Coaching Aide/SC	25.00	12/15/14-06/30/15
Weiss, Elizabeth	Project Specialist/IVC	40.00	01/01/15-06/30/15
Welch, Hailey	TMD Aide/SC	9.50	01/01/15-06/30/15
Wells, Douglas	Adt'd Kinesiology Aide/SC	16.00	01/01/15-06/30/15
White, Matthew	Coaching Aide/SC	15.00	01/01/15-06/30/15
Williams, Christopher	Project Specialist/SC	16.00	01/01/15-06/30/15
Williamson, Jehann	TMD Aide/IVC	20.00	01/01/15-06/30/15
Willis, Heather	TMD Aide/IVC	20.00	11/12/14-06/30/15
Wilson, Curtis	Coaching Aide/SC	15.00	01/01/15-06/30/15
Wolvin, Barry	Project Specialist/SC	15.00	11/01/14-06/30/15
Wyche, Sonja	Project Specialist/Dist.	30.00	01/01/15-06/30/15
Yaganeh, Samira	Project Specialist/SC	16.00	01/01/15-06/30/15
Yasukochi, Donal	Coaching Aide/SC	15.00	01/01/15-06/30/15
Yazdanie, Haider	Clerk, Short-Term/IVC	10.00	01/05/15-06/30/15
Yell, Lacey	Coaching Aide/SC	15.00	01/01/15-06/30/15

<sup>17</sup> Mother of Sara Watt, Clerical Assistant, Division of Online Education and Extended Education, Irvine Valley College, and James Watt,

<sup>18</sup> Brother of Patrick Perry, Counseling Office Assistant, Division of Transfer, Career and Special Programs, Saddleback College.



**A. NEW PERSONNEL APPOINTMENTS - Continued**

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2014/2015** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate (\$)</u>	<u>Name</u>
Yi, Ki	Coaching Aide/IVC	25.00	01/01/15-06/30/15
Yip, Vienna	Project Specialist/SC	15.00	12/23/14-06/30/15
Yonan, Kirsten	Coaching Aide/SC	15.00	01/01/15-06/30/15
Zane, Lauren	Child Dev. Center Aide/SC	12.00	01/01/15-06/30/15
Zarro, Lucas	Project Specialist (IT)/Dist.	12.00	01/01/15-06/30/15
Zevon, Sarah	Project Specialist/IVC	9.50	01/01/15-06/30/15
Zotınca, Alexandru	Coaching Aide/IVC	25.00	01/01/15-06/30/15

4. 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 **2014/2015** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed (\$)</u>	<u>Start/End Date</u>
Abrams, Cameron	Tutor/IVC	15.00/hr	01/15/15-06/30/15
Alyassini, M. Bilal	Tutor/IVC	15.00/hr	01/15/15-06/30/15
Aziz, Mohammad	Tutor/IVC	15.00/hr	01/15/15-06/30/15
Blundell-Siska, Mary	Tutor/IVC	15.00/hr	01/15/15-06/30/15
Bucknam, Keatyn	Tutor/SC	15.00/hr	01/12/15-06/30/15
Bui, Gary	Tutor/IVC	15.00/hr	01/15/15-06/30/15
Bystry, Phillip	Workforce Trainer/IVC	72.00/hr	12/04/14-06/30/15
Chang, Sun	Tutor/IVC	15.00/hr	01/15/15-06/30/15
Chu, Warren	Tutor/SC	15.00/hr	12/04/14-06/30/15
Cruz, Linda	Tutor/IVC	12.00/hr	01/20/15-06/30/15
Eiseman, Stepahnie	Interpreter IV/IVC	30.00/hr	12/20/14-06/30/15
Farrukh, Baber	Tutor/IVC	15.00/hr	01/15/15-06/30/15
Fotoohi, Kamran	Tutor/IVC	15.00/hr	01/15/15-06/30/15
Galbraith, Mark	Med. Professional/SC	100.00/hr	07/01/14-06/30/15
Gialamas, Gus	Med. Professional/SC	100.00/hr	07/01/14-06/30/15
Hernandez, Mark	Clin. Skills Spec./SC	30.00/hr	12/01/14-06/30/15
Heston, Wesley	Tutor/IVC	15.00/hr	12/17/14-06/30/15
Hoffman, Matthew	Tutor/IVC	15.00/hr	12/15/14-06/30/15
Ip, Arista	Tutor/SC	15.00/hr	12/15/14-06/30/15
Jacobs, Jacob	Comm. Ed./IVC	2500.00/cs	12/19/14-06/30/15
Kelly, Meagan	Interpreter IV/IVC & SC	30.00/hr	01/01/15-06/30/15
Limbo, Harvey	Tutor/IVC	15.00/hr	01/15/15-06/30/15
Marangi, Kent	Med. Professional/SC	100.00/hr	07/01/14-06/30/15
Medellin, Jaselle	Tutor/SC	15.00/hr	10/21/14-06/30/15



**A. NEW PERSONNEL APPOINTMENTS - Continued**

4. 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 **2014/2015** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed (\$)</u>	<u>Start/End Date</u>
Montano, Sophia	Tutor/IVC	15.00/hr	01/15/15-06/30/15
Morefield, Michael	Interpreter IV/IVC	42.00/hr	01/01/15-06/30/15
Nastanski, Jennifer	Clinical Skills Spec./SC	30.00/hr	12/18/14-06/30/15
Ostergaard, Dawn	Tutor/IVC	12.00/hr	01/20/15-06/30/15
Ostgaard, Polly	Interpreter IV/IVC	42.00/hr	12/04/14-06/30/15
Parker, Kelsie	Model/SC & IVC	22.00/hr	12/09/14-06/30/15
Purcell, Darren	Clin. Skills. Spec./SC	30.00/hr	11/15/14-06/30/15
Rashoff, Karyn	Comm. Ed./IVC	2500.00/cs	12/19/14-06/30/15
Rodriguez, Jubilee	Tutor/IVC	15.00/hr	01/15/15-06/30/15
Rolfe, Matthew	Clin. Skills Spec./SC	30.00/hr	12/18/14-06/30/15
Shirazi, Dorsa	Tutor/IVC	15.00/hr	01/15/15-06/30/15
To, Thy	Tutor/IVC	15.00/hr	01/15/15-06/30/15
Torabi, Farkhondeh	Tutor/IVC	15.00/hr	01/15/15-06/30/15
Von Raabe, Janice	Comm. Ed./IVC	2500.00/cs	12/04/14-06/30/15
Winters, Rachel	Captionist/IVC	42.00/hr	12/09/14-06/30/15

**B. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION**

1. ADMINISTRATIVE ASSISTANT, CATEGORICAL, Classified Bargaining Unit Salary Schedule Range 121, School of Guidance and Counseling, 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 27, 2015. Employment in this government grant funded position is contingent upon funding by the Student Success and Support Programs.
2. FINANCIAL AID SPECIALIST, CATEGORICAL, Classified Bargaining Unit Salary Schedule Range 125, Financial Aid, Office of Student Services, Saddleback College, seeks authorization to establish and announce a part-time, 25 hours per week, 12 months per year position to its staff complement, effective January 27, 2015. Employment in this government grant funded position is contingent upon funding by the Board of Governors Fee Offset Waiver Program (BFAP).
3. FINANCIAL AID SPECIALIST, BILINGUAL PREFERRED, CATEGORICAL, Classified Bargaining Unit Salary Schedule Range 125, including 2% Bilingual Stipend, Financial Aid, Office of Student Services, Saddleback College, seeks authorization to establish and announce a part-time, 25 hours per week, 12 months per year position to its staff complement, effective January 27, 2015. Employment in this government grant funded position is contingent upon funding by the Board of Governors Fee Offset Waiver Program (BFAP).



**B. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION -**  
Continued

4. POLICE OFFICER, Police Officers Association Salary Schedule Range II, Advanced Technology and Education Park facility, Office of Campus Safety and Security, Irvine Valley College, seek authorization to establish and announce a part-time, two days, 16 hours per week, 12 months per year position to its staff complement effective January 27, 2015.
5. POLICE OFFICER, Police Officers Association Salary Schedule Range II, Advanced Technology and Education Park facility, Office of Campus Safety and Security, Irvine Valley College, seek authorization to establish and announce a part-time, two days, 16 hours per week, 12 months per year position to its staff complement effective January 27, 2015.
6. POLICE OFFICER, Police Officers Association Salary Schedule Range II, Advanced Technology and Education Park facility, Office of Campus Safety and Security, Irvine Valley College, seek authorization to establish and announce a part-time, three days, 24 hours per week, including a 5% shift differential, 12 months per year position to its staff complement effective January 27, 2015.
7. POLICE OFFICER, Police Officers Association Salary Schedule Range II, Advanced Technology and Education Park facility, Office of Campus Safety and Security, Irvine Valley College, seek authorization to establish and announce a part-time, three days, 24 hours per week, 12 months per year position to its staff complement effective January 27, 2015.
8. POLICE OFFICER, Police Officers Association Salary Schedule Range II, Advanced Technology and Education Park facility, Office of Campus Safety and Security, Irvine Valley College, seek authorization to establish and announce a part-time, two days, 24 hours per week, 12 months per year position to its staff complement effective January 27, 2015.
9. POLICE OFFICER, Police Officers Association Salary Schedule Range II, Advanced Technology and Education Park facility, Office of Campus Safety and Security, Irvine Valley College, seek authorization to establish and announce a part-time, two days, 24 hours per week, 12 months per year position to its staff complement effective January 27, 2015.
10. PROGRAM TECHNICIAN, CATEGORICAL, Classified Bargaining Unit Salary Schedule Range 122, Division of Business Sciences, and Economic and Workforce Development, Saddleback College seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement effective January 27, 2014. Employment in this government grant funded position is contingent upon funding by Project 270, Orange County Career Pathway Partnership Trust.
11. <sup>19</sup>SENIOR LABORATORY TECHNICIAN, ENVIRONMENTAL STUDIES, Division of Advanced Technology and Applied Sciences, Saddleback College, Classified Bargaining Unit Salary Schedule Range 130, part-time, 29 hours per week, 12 months per year position to its staff complement, effective December 1, 2014. (See Exhibit B, Attachment 1)

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<sup>19</sup> Item approved by Board of Trustees December 15, 2014. Exhibit B, job description for review/approval.



**B. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION -**  
Continued

12. STUDENT EQUITY PROGRAM MANAGER, CATEGORICAL, a classified manager, Academic and Classified Administrators and Managers Salary Schedule Range 9, Division of Admissions, Records and Enrollment Services, Irvine Valley College seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement effective January 27, 2015. Employment in the categorical funded position is contingent upon funding by the Student Equity Plan Program (as part of the Student Success and Support Program). (See Exhibit B, Attachment 2)

**C. AUTHORIZATION TO CHANGE A CATEGORICAL FUNDED POSITION**

1. SADDLEBACK COLLEGE seeks authorization to change the following Classified categorical/grant funded position within their organization.
  - a. PROGRAM SENIOR LABORATORY TECHNICIAN (SIMULATION), CATEGORICAL, Pos. #4040, a categorical/grant funded position, Classified Bargaining Unit Salary Schedule Range 130, Division of Health Science and Human Services, full-time, 40 hours per week, 12 months per year position; funding to change from the Enrollment Growth grant to the Division of Health Sciences and Human Services general fund, effective July 1, 2015. If approved, "Categorical" will be removed from the position title.
    - i. **CHANGE** COURTNEY RICE, ID #17060, position funding for Program Senior Laboratory Technician (Simulation), Categorical, Pos. #4040, Division of Health Science and Human Services, Classified Bargaining Unit Salary Schedule Range 130, Step 5, full-time, 40 hours per week, 12 months per year, effective July 1, 2015.
  - b. PROGRAM COORDINATOR, CATEGORICAL, Pos. #4659, a categorical/grant funded position, Classified Bargaining Unit Salary Schedule Range 134, Division of Business Sciences, and Economic and Workforce Development, full-time, 40 hours per week, 12 months per year position; funding to change from Project 276, SB70 Career Technical Education (CTE) Collaborative, to Project 270, Orange County Career Pathway Partnership Trust (OCCPPT), in accordance with funding by the Career Café, Career Technical Education grant, effective December 1, 2014. Employment in this categorical/grant funded position is contingent upon funding by the Orange County Career Pathway Partnership Trust grant.
    - i. **CHANGE** MARY ANSTADT, ID #10795, position funding for Program Coordinator, Categorical, Pos. #4659, Division of Business Sciences, and Economic and Workforce Development, Classified Bargaining Unit Salary Schedule Range 134, Step 6, 12 months per year, full-time, 40 hours per week effective December 1, 2014.



**C. AUTHORIZATION TO CHANGE A CATEGORICAL FUNDED POSITION** - Continued

2. IRVINE VALLEY COLLEGE seeks authorization to change the following Classified categorical/grant funded position within their organization.
  - a. PROJECT DIRECTOR, CAREER TECHNICAL EDUCATION, CATEGORICAL, Pos. #4638, a categorical/grant funded, classified manager position, Academic and Classified Administrator and Manager Salary Schedule Range 13, School of Instruction, Economic and Workforce Development, full-time, 40 hours per week, 12 months per year position; funding to change from Career Cafe, CTE Transition, and Perkins grants, to CTE Transition, and Perkins grants, effective December 1, 2014. Employment in this categorical/grant funded position is contingent upon funding by these grants.
  - i. **CHANGE** MERRY KIM, ID #10795, position funding for Project Director, Career Technical Education, Categorical, Pos. #4638, School of Instruction, Economic and Workforce Development, Academic and Classified Administrator and Manager Salary Schedule Range 13, Step 1, 40 hours per week, 12 months per year position effective December 1, 2014.

**D. RECLASSIFICATION**

1. IRVINE VALLEY COLLEGE seeks authorization to reclassify, by eliminating and creating the following Classified positions, within their organization as defined by Title 5 Education Regulation, Section (c) (3).
  - a. **ELIMINATE** CLERICAL ASSISTANT, Pos. #4479, School of Extended and Online Education, Classified Bargaining Unit Salary Schedule Range 113, part-time, 20 hours per week, 10 months per year, and **ELIMINATE** CLERICAL ASSISTANT, Pos. #4480, School of Extended and Online Education, Classified Bargaining Unit Salary Schedule Range 113, part-time, 20 hour per week, 10 months per year from its staff complement, and **CREATE** ADMINISTRATIVE ASSISTANT, School of Extended and Online Education, Classified Bargaining Unit Salary Schedule Range 121, full -time, 40 hours per week, 11 months per year position to its staff complement, effective January 27, 2015. (Pos. #4479 and Pos. #4480 were approved by the Board of Trustees on November 16, 2011)
  - b. **ELIMINATE** PROGRAM SPECIALIST, CATEGORICAL, Pos. #4994, School of Instruction, and Economic and Workforce Development, Classified Bargaining Unit Salary Schedule Range 130, full-time, 40 hour per week, 12 months per year, and **CREATE** PROGRAM COORDINATOR, CATEGORICAL, School of Instruction, and Economic and Workforce Development, Classified Bargaining Unit Salary Schedule Range 134, full-time, 40 hours per week, 12 months per year position to its staff complement, effective January 27, 2015. (Pos. #4994 was approved by the Board of Trustees on April 28, 2014)



**E. AUTHORIZATION TO CHANGE CLASSIFIED POSITIONS**

1. SADDLEBACK COLLEGE has been authorized to change the hours per week and/or months per year for the following Classified positions within their organization pursuant to Article 14 of the C.S.E.A. Contract.
  - a. **ELIMINATE** FINANCIAL AID SPECIALIST, Pos. #4288, Financial Aid, Office of Student Services, Classified Bargaining Unit Salary Schedule Range 125, part-time, 25 hours per week, 12 months per year from its staff complement, and **CREATE** FINANCIAL AID SPECIALIST, Financial Aid, Office of Student Services, Classified Bargaining Unit Salary Schedule Range 125, full-time, 40 hours per week, 12 months per year position to its staff complement, effective January 2, 2015. (Pos. #4288 was approved by the Board of Trustees on April 26, 2010)
    - i. **CHANGE** NATALIE TIMPSON, ID #19569, from Financial Aid Specialist, Pos. #4288, Financial Aid, Office of Student Services, Classified Bargaining Unit Salary Schedule Range 125, Step 2, 25 hours per week, 12 months per year; to Financial Aid Specialist, Financial Aid, Office of Student Services, Classified Bargaining Unit Salary Schedule Range 125, Step 2, 40 hours per week, 12 months per year; effective January 2, 2015.
2. IRVINE VALLEY COLLEGE has been authorized to change the hours per week and/or months per year for the following Classified positions within their organization pursuant to Article 14 of the C.S.E.A. Contract.
  - a. **ELIMINATE** SENIOR LABORATORY TECHNICIAN, CHEMISTRY, Pos. #4820, School of Physical Sciences and Technology, Classified Bargaining Unit Salary Schedule Range 130, full-time, 40 hours per week, 11 months per year from its staff complement, and **CREATE** SENIOR LABORATORY TECHNICIAN, CHEMISTRY, School of Physical Sciences and Technology, Classified Bargaining Unit Salary Schedule Range 130, full-time, 40 hours per week, 12 months per year position to its staff complement, effective January 2, 2015. (Pos. #4820 was approved by the Board of Trustees on July 22, 2013)
    - i. **CHANGE** DJIAN-LUKE TY, ID #16067, from Senior Laboratory Technician, Chemistry, Pos. #4820, School of Physical Sciences and Technology, Classified Bargaining Unit Salary Schedule Range 130, Step 4, full-time, 40 hours per week, 11 months per year; to Senior Laboratory Technician, Chemistry, Pos. #4820, School of Physical Sciences and Technology, Classified Bargaining Unit Salary Schedule Range 130, Step 4, full-time, 40 hours per week, 12 months per year; effective January 2, 2015.



**F. CHANGE OF STATUS**

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

- a. HERNANDEZ, MILTON, ID #17671, Custodian, Pos. #4947, Classified Bargaining Unit Salary Schedule Range 113, Step 1, 20 hours per week, 12 months per year, Office of Physical Plant, Irvine Valley College, is to be employed as Lead Custodian, Pos. #5039, Classified Bargaining Unit Salary Schedule Range 119, Step 1, 40 hours per week, 12 months per year, effective December 8, 2014. This position was approved on July 21, 2014.
- b. GATES, STEPHANIE, ID #15939, Health Center Nurse, Pos. #5043, Classified Bargaining Unit Salary Schedule Range 136, Step 2, 20 hours per week, 10 months per year, Health and Wellness Center, Office of Student Services, Irvine Valley College, is to be employed as Health Center Nurse, Pos. #4855, Classified Bargaining Unit Salary Schedule Range 136, Step 2, 20 hours per week, 10 months per year, effective January 5, 2015. This is a replacement for Dani Raja, who resigned.

**G. OUT OF CLASS ASSIGNMENTS**

1. <sup>20</sup>BUCKLEY, ANN, ID #18123, Temporary Human Resources Project Supervisor, Pos. #4051, a temporary assignment, Academic and Classified Administrator and Manager Salary Schedule Range 8, Step 2, 40 hours per week, Office of Human Resources, District, temporary assignment to end on February 20, 2015, and to be given a temporary change in status to Human Resources Specialist, Pos. #4482, Classified Bargaining Unit Salary Schedule Range 127, Step 3, 40 hours per week, Office of Human Resources, District, effective February 23, 2015. This is a temporary replacement for Ellen Nialis, who resigned.
2. HIGA, PATRICK, ID #20110, Police Operations Lieutenant, Pos. #4868, Academic and Classified Administrator and Manager Salary Schedule Range 12, Step 2, 40 hours per week, 12 months per year, Campus Safety and Security, Office of College Administrative Services, Saddleback College, has been given a temporary change in assignment to Interim Chief of Police, Pos. #5139, Academic and Classified Administrator and Manager Salary Schedule Range 16, Step 1, 40 hours per week, Campus Safety and Security, Office of College Administrative Services, Saddleback College, effective December 20, 2014. This is a temporary replacement for Christopher Wilkinson, who retired.
3. NUTTING, PATRICIA, ID #18034, Admissions and Records Specialist I, Pos. #2727, Classified Bargaining Unit Salary Schedule Range 116, Step 1, 25 hours per week, 12 months per year, Division of Admissions, Records and Enrollment Services, Saddleback College, has been given a temporary change in assignment to Admissions and Records Specialist I, Pos. #2738, Classified Bargaining Unit Salary Schedule Range 116, Step 1, 40 hours per week, Division of Admissions, Records and Enrollment Services, Saddleback College, effective December 8, 2014. This is a temporary reassignment for Donald Powell, who received a change in status.

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<sup>20</sup> Permanent appointment is Human Resources Assistant, Pos. #3464, Office of Human Resources, District.



**G. OUT OF CLASS ASSIGNMENTS - Continued**

4. MOSQUEDA, RICHARD, ID #18077, Building Maintenance Worker, Pos. #5085, a temporary assignment, Classified Bargaining Unit Salary Schedule Range 124, Step 2, 40 hours per week, Office of Physical Plant, Irvine Valley College, temporary assignment ended effective December 4, 2014, and returned to permanent assignment as Custodian, Pos. #1315, Classified Bargaining Unit Salary Schedule Range 113, Step 4, 40 hours per week, 12 months per year, Office of Physical Plant, Irvine Valley College, effective December 5, 2014.
5. NGUYEN, VICENT, ID #8500, Admissions and Records Evaluator, Pos. #4989, a temporary assignment, Classified Bargaining Unit Salary Schedule Range 126, Step 4, 40 hours per week, School of Admissions, Records and Enrollment Services, Irvine Valley College, temporary assignment ends on January 31, 2015, and returns to permanent assignment as Admissions and Records Specialist II, Pos. #4460, Classified Bargaining Unit Salary Schedule Range 120, Step 6, 40 hours per week, 12 months per year, School of Admissions, Records and Enrollment Services, Irvine Valley College, effective February 1, 2015.
6. <sup>21</sup>TIMPSON, NATALIE, ID #19569, Financial Aid Specialist, Pos. # 5054, a temporary assignment, Classified Bargaining Unit Salary Schedule Range 125, Step 2, 40 hours per week, Financial Aid, Office of Student Services, Saddleback College, temporary assignment ended effective January 16, 2015, and returned to permanent assignment as Financial Aid Specialist, Classified Bargaining Unit Salary Schedule Range 125, Step 2, 40 hours per week, 12 months per year, Financial Aid, Office of Student Services, Saddleback College, effective January 2, 2015.

**H. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT**

1. BUCKLEY, ANN, ID #18123, Human Resources Assistant, Pos. #3464, Classified Bargaining Unit Salary Schedule Range 121, Step 5, 40 hours per week, 12 Months per year, Office of Human Resources, District, resignation effective May 1, 2015. Payment is authorized for any compensated time off. (Permanent Start date: June 7, 2011)
2. DONN, DENISE, ID #20379, Assistant Dean, Financial Aid and Student Support Services, Pos. #4998, Academic and Classified Administrator and Manager Salary Schedule Range 20, Step 3, 40 hours per week, 12 months per year, Financial Aid, Office of Student Services, Irvine Valley College, conclusion of employment effective January 16, 2015. (Probationary Start date: September 15, 2014)
3. GREEN, DENISE, ID #9450, Laboratory Technician, Reading, Pos. #3300, Classified Bargaining Unit Salary Schedule Range 122, Step 6, 25 hours per week, 11 Months per year, Division of Liberal Arts, Saddleback College, resignation effective December 27, 2014 and retirement effective December 28, 2014. Payment is authorized for any compensated time off. (Permanent Start date: August 18, 1998)

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<sup>21</sup> Permanent change in hours presented on this agenda effective January 2, 2015.



## **H. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT**

4. KAKEMOTO, WARREN, ID # 20507, Program Analyst, Pos. #4976, Classified Bargaining Unit Salary Schedule Range 142, Step 1, 40 hours per week, 12 Months per year, Office of College Technology, Saddleback College, conclusion of employment effective January 2, 2015. (Probationary Start date: September 29, 2014)
5. MAJOR, NICOLE, ID #15735, Foster and Kinship Care Education Program Director - Categorical, Pos. #5023, a classified manager, Academic and Classified Administrator and Manager Salary Schedule Range 12, Step 5, 32 hours per week, 12 Months per year, Division of Social and Behavioral Sciences, Saddleback College, resignation effective January 30, 2015. Payment is authorized for any compensated time off. (Permanent Start date: January 1, 2010)
6. PATE, BRITNEE, ID #12547, Community Education Program Specialist, Pos. #4853, Classified Bargaining Unit Salary Schedule Range 127, Step 1, 24 hours per week, 12 months per year, Division of Community Education, Emeritus Institute, and K-12 Partnership, Saddleback College, resignation effective January 14, 2015. Payment is authorized for any compensated time off. (Permanent Start date: January 23, 2013)
7. TIMPSON, NATALIE, ID #19569, Financial Aid Specialist, Categorical, Pos. #4288, Classified Bargaining Unit Salary Schedule Range 125, Step 2, 40 hours per week, 12 Months per year, Financial Aid, Office of Student Services, Saddleback College, resignation effective January 16, 2015. Payment is authorized for any compensated time off. (Permanent Start date: August 26, 2013)

## **I. VOLUNTEERS**

1. The following individuals are to be approved as Volunteers for the 2014/2015 academic year.

### Advanced Technology and Applied Sciences, Saddleback College

Aguayo, Janessa	Hedin, Karin	Ibarra Villa, Jorge
Little, Craig		

### Community Education, Emeritus Inst./K-12 Partnerships, Saddleback College

Canedo Jr., Jose	Diaz, Robert	Ertle, Jeffrey
Esteban, Greg	Krochmalny, Brian	Molina, Chris
Ogata, Jimmy		

### Extended Education, Irvine Valley College

Sher-Rassp, Denise

### Fine Arts and Media Technology, Saddleback College

Bateman, Emily	Berkson, Brianna	Berkson, Nancy
Berkson, Sheaden	Brewer-Kahes, Christina	Cohen, Myrna Jayne
Friedman, Shaune	Friess, Elizabeth	Friess, Natalie
Heiden, Charles	Howe, Bailey	Howe, Teresa
Hunter, Amy	Hwang, Daniel	Margeson, Becky
Miller, Michael	Minagar, Julie	Minagar, Nikki
Noel, Kindel	Polfer, Jill	Prosser, Sue



**I. VOLUNTEERS - Continued**

1. The following individuals are to be approved as Volunteers for the 2014/2015 academic year.

Fine Arts and Media Technology, Saddleback College

Raring, Casey	Razavi, Tannaz	Reyes, Nazly
Robison, Anne	Saldana, Michelle	Shevlin, Timothy
Steines, Allyson	Steines, Claire	Walker, Dylan
Walker, Jamie	Walker, Payton	

Guidance and Counseling, Irvine Valley College

Abdelmonem, Rwan	Alvarado, Leslie	Avila, Jose
Johnson, Dallas	Kim, Taehoon	Mendez, Ana
Nguyen, Nate	Ortega, Vanessa	Raposa, Denise
Salimi, Layla		

Humanities and Languages, Irvine Valley College

Koike, Kazuki	Nabors-Keating, Yurie	Takahashi, Risa
Tsukui, Tomoko		

Liberal Arts, Saddleback College

Ayoughi, Fatemeh

Social and Behavioral Sciences, Saddleback College

Wheelahan, Melissa

Transfer Center, Career and Special Programs, Saddleback College

Kurper, Kim



**ATTACHMENT 1**

South Orange County Community College District

**SENIOR LABORATORY TECHNICIAN, ENVIRONMENTAL STUDIES – JC #, Classified  
Bargaining Unit Salary Schedule Range 130**

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

**SUMMARY DESCRIPTION**

Under direction from the assigned instructor, performs complex technical work in an instructional learning environment for a highly technical or complex subject area; exercises judgment and initiative in coordinating labs and other instructional facilities and materials within the assigned area; provides a high level of academic assistance to assigned instructors; may oversee and provide lead direction to Lab Technician positions..

**DISTINGUISHING CHARACTERISTICS**

Positions in the Senior Lab Technician class are distinguished from the Lab Technician by the level of responsibility assumed and the complexity and range of duties assigned. Employees assume greater responsibility for more technical aspects of a learning program, perform at a skill level with a considerable degree of independence, and operate complex apparatus, equipment and machines. In addition, the Senior Lab Technician must possess extensive technical and academic training and experience in the assigned field, set up complex labs such as chemistry or biology, handle hazardous materials, oversee and manage assigned budgets, specify, order and inventory laboratory equipment, supplies and materials and provide significant academic and technical assistance to assigned instructors. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and are fully aware of the operating policies and procedures of the work unit.

**REPRESENTATIVE DUTIES**

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

1. Participate in the planning and implementation of laboratory exercises, experiments and procedures; implement new or modified policies and procedures as required.
2. Prepare for laboratory demonstrations; set up laboratory apparatus; assist students in the use of a variety of laboratory equipment and instruments; ensure student compliance with laboratory policies, procedures and safety precautions; demonstrate proper care and cleaning procedures for laboratory equipment.
3. Assist instructors in developing experiments and laboratory activities; develop and prepare lab practicum tests, study sheets, visual instructional aides, sample exercises and exams, and laboratory experiments.
4. Provide assistance to students on a variety of laboratory and course related matters; review student work in progress and assist in resolving technical experimentation problems.
5. Assist instructors, staff and students in the use of a variety of laboratory equipment, materials and supplies in an instructional setting; monitor students involved in laboratory activities; ensure student compliance with laboratory policies, procedures and safety precautions; demonstrate safety and emergency procedures in class and laboratory situations.



South Orange County Community College District  
Page 2 - Senior Laboratory Technician, Environmental Studies

6. Maintain a clean and safe learning environment; diagnose and repair malfunctioning laboratory equipment; maintain, clean and test equipment relating to biology, chemistry and various other experimentation and study including microscopes, balances, lasers, cameras, vacuum pumps, optical systems, computers, hand power tools, telescopes, meters, generators and heaters.
7. Oversee and participate in the ordering and maintenance of supplies, materials and equipment; acquire and maintain an inventory of materials for instructional programs including but not limited to a variety of specimen collections, chemicals, laboratory supplies, glassware, books, slides and films; store, discard and rotate materials according to standard procedures; receive, assemble and test new equipment.
8. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
9. May oversee and provide lead direction to Lab Technician positions, part time hourly staff and student volunteers.
10. Prepare solutions and mixtures of chemicals for assigned laboratory use; dispense and label chemicals in appropriate containers.
11. Monitor and dispose of chemicals and chemical waste; identify, collect and store unwanted and expired chemicals according to established safety guidelines and procedures.
12. Maintain de-ionized water purification system; maintain contract with outside vendor; read and log usage; monitor system for maintenance needs.
13. Check out and collect borrowed equipment including microscopes, lenses, balances, power tools, magnifiers, calculators and study sets; inspect equipment and materials for proper condition upon return.
14. Provide for and maintain a suitable environment for a variety of living organisms utilized in lab experiments; feed, clean and monitor organisms and maintain records of condition.
15. Prepare and sterilize specialized media for growth of bio hazardous microorganisms; maintain bacteria and microorganisms under safe and sterile conditions; perform proper decontamination and disposal of all microbial and fungal bio hazardous waste.
16. Respond to inquiries and requests for information; answer phones; relay messages for faculty and staff.
17. Respond to laboratory emergencies including injuries and chemical spills; serve as floor monitor during evacuations.
18. Perform related duties as required.

QUALIFICATIONS

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



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Knowledge of:

Operational characteristics of laboratory apparatus, equipment and materials pertaining to assigned laboratory.

Advanced theories and applications of the assigned scientific discipline.

Advanced principles and practices of laboratory operations.

Methods and techniques used in handling and disposing of hazardous chemicals.

Proper methods of storing equipment, materials, chemicals and supplies used within the assigned laboratory.

Advanced mathematical principles and scientific concepts.

Properties and safe handling of bio hazardous and pathogenic materials. Electronics and related repair techniques.

Principles and procedures of record keeping and filing.

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

Basic principles and practices of budget preparation and administration. Occupational hazards and standard safety practices.

Ability to:

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

Perform duties at an advanced skill level with a considerable degree of independence. Provide assistance to students on matters related to assigned laboratories.

Provide assistance to instructors in the development of laboratory experiments and demonstrations.

Correctly and efficiently set up laboratory equipment and materials used in exercises and experiments.

Safely mix, dispense and store solutions for chemistry lab experiments. Properly store and dispose of hazardous chemicals and materials. Troubleshoot and repair electronic, optical and mechanical equipment. Anticipate resource needs of the department and individual instructors.

Operate, understand the mechanical function of and perform routine maintenance and repairs on laboratory equipment within assigned area.

Interpret and apply department policies, procedures, rules and regulations. Ensure adherence to safe work practices and procedures.

Participate in budget preparation and administration.

Maintain an adequate inventory of materials for instructional programs. Communicate clearly and concisely, both orally and in writing.

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

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

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in biology, general science, environmental studies/science or a related field.

Experience:

Three years of increasingly responsible experience in monitoring and implementing a laboratory program.



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Page 4 - Senior Laboratory Technician, Environmental Studies

**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 laboratory setting; exposure to potentially hazardous chemicals, noise, dust, grease, smoke, fumes, noxious odors, and gases; work with laboratory equipment and apparatus; may work in, near or with water. Moderate exposure to risks controlled by safety precautions.

Physical: Primary functions require sufficient physical ability and mobility to work in a laboratory setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate laboratory equipment and apparatus requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information; may require the wearing of safety glasses or goggles, lab coat, rubber or plastic gloves, respirators or face shields.

Created by Forsberg Consulting Services October, 2014



## ATTACHMENT 2

South Orange County Community College District

**STUDENT EQUITY PROGRAM MANAGER, CATEGORICAL, JC #, (Classified Management),**  
Integrated Academic and Classified Administrator and Manager Salary Schedule Range 9

### DEFINITION

To plan, develop, organize, coordinate, implement, manage, oversee, review, report and evaluate the services, operations and activities of a college-wide Student Equity Program related to the academic, support services, and social needs of students from culturally and socially diverse backgrounds; ensure the timely development, implementation and promotion of programs, services, events, operations and activities; and coordinate assigned activities with other college programs, support services, other departments and outside agencies.

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.

### PROGRAM DEFINITION

The Student Equity Program is a categorically-funded program. It is designed to ensure equal educational opportunities and promote student success for all students, regardless of race, gender, age, disability, or economic circumstances. It will focus on increasing access, course completion, ESL and basic skills completion, degrees, certificates and transfer for all students as measured by success indicators linked to the Student Success Scorecard and the campus-based research identified in the most recent Student Equity Plan. The Student Equity Program Manager will coordinate and manage the Student Equity Program, including related initiatives, services, operations and activities. The position will be eliminated when funding for the position is exhausted.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Dean of Enrollment Services or President's designee.

Exercises functional and technical supervision over specialists and support staff as assigned.

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

Plan, develop, organize, implement, coordinate, manage, oversee, review, report and evaluate the services, operations and activities of the Student Equity Program, in coordination with the Student Success and Support Program and other student support programs and services; develop and implement program objectives, policies and procedures; and assure consistency of goals, objectives, policies and procedures with those of the College and the District; develop work processes that facilitate attainment of established program goals and objectives.

Develop, schedule, assign, direct, manage, review, monitor, report and evaluate program operations, day-to-day activities and staff to ensure efficient delivery of services to students; and assure program compliance with State regulations and District policies and procedures.

Provide technical information and assistance to students, staff, faculty, administrators and others concerning the Student Equity Program requirements, interpret policies and regulations and determine appropriate courses of action in unusual and complex circumstances.

Promote awareness of the College's matriculation processes; develop Student Equity Program outreach, advertising and marketing plans and materials, including flyers, website, and social media.



South Orange County Community College District  
Page 2 – Student Equity Program Manager, Categorical

Schedule and coordinate orientation and assessment sessions and participate in outreach programs; oversee the process for clearing of prerequisites and the evaluation of transfer equivalencies.

Train, supervise and evaluate the performance of personnel as assigned; delegate and review assignments and projects; evaluate work products and results, develop appropriate procedures to accommodate student needs for information and assistance; establish and monitor timelines and prioritize work.

Develop and recommend Student Equity Program budget, monitor budget to ensure that expenditures and operations remain within established budget limitations; prepare recommendations and justifications regarding budget requests; direct the forecast of additional funding for staffing, equipment, materials, and supplies; implement mid-year budget adjustments; and authorize expenditures according to District policies and applicable regulations; and prepare fiscal reports as directed.

Prepare and maintain detailed and comprehensive records and files regarding the assigned program; research and respond to inquiries from federal, State and local agencies; compile and analyze data related to program participation and evaluation; and oversee data collection for accurate MIS reporting; ensure compliance with District policies and procedures and State and federal laws related to assigned program; review and certify the accuracy of data concerning program participation.

Coordinate program activities, events and special activities with other student services functions and instructional programs; serve on College and District committees, task forces and other work groups; provide technical expertise concerning the College's Student Equity Program.

Learn and apply emerging technologies and advances to perform duties in an efficient, organized and timely manner.

Maintain current knowledge of the regulations, policies and program requirements, including computer hardware and software enhancements; work with Information Technology personnel on a continual basis to assist in improving relevant computer systems; conduct workshops for faculty and staff as needed.

Serve as part of the management team in assigned division.

Prepare and submit a variety of statistical and narrative reports as needed, such as annual recap data and special reports, proposals, recommendations and other materials as requested; and coordinate and respond to periodic audits.

Communicate with instructional and student services program personnel, College and District administrators and support personnel, representatives of State and federal agencies, educational institutions, social service organizations, counselors and others to coordinate programs and activities as needed and provide Student Equity Program information to others.

Make oral presentations to students, parents, counselors and professional colleagues at various gatherings regarding the Student Equity Program; conduct workshops to provide specialized information.

Perform related duties as assigned.



South Orange County Community College District  
Page 3 – Student Equity Program Manager, Categorical

QUALIFICATIONS

EDUCATION AND EXPERIENCE GUIDELINES

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

Education:

Completion of a bachelor's degree from an accredited college or university in a discipline related to the assignment (i.e. Marketing and Public Relations, Social Sciences, Liberal Studies, Psychology, Sociology or Business Administration).

Experience:

At least two years of increasingly responsible experience working in a community college student services program involving student services delivery and accessibility, including at least one year of lead or supervisory experience.

Licenses or Other Requirements:

Must possess a valid unrestricted California Driver's License; the use of a personal vehicle for local travel in performance of job duties will be required on an occasional basis.

Knowledge of:

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

Appropriate safety precautions and procedures.

Budget preparation and administration.

California Community College Student Success Act, Student Equity, and Student Success and Support Program guidelines and regulations.

California Education Code, Title 5, Chancellor's Office administrative procedures, Federal laws and regulations and other legal parameters that affect the policies and practices of the College's Student Equity Program .

College counseling practices and office operations.

Computer systems and software applications related to area of assignment, including capabilities and limitations.

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

Current research and best practices in student success and equity.

Development and coordination of a Student Equity Program at a community college.

District and community college organization, operations, policies and objectives.

Effective oral and written communication skills, including correct English usage, grammar, spelling, punctuation and vocabulary.

Evaluation and statistical methodology for preparation of statistical research and reports.

Federal laws and regulations and other legal parameters that affect the policies and practices of student success and equity of the District.

Grant proposal writing and special funding resources.

Information management systems and software as applied to office automation, spreadsheets, and standard accounting procedures.

Interpersonal skills including tact, patience, diplomacy and courtesy.

Marketing, promotion and public relations techniques.

Modern office practices, procedures and equipment.



South Orange County Community College District  
Page 4 – Student Equity Program Manager, Categorical

Knowledge of:

Operation of computer, peripherals and software programs, including student information systems, database management, spreadsheet, word processing and specialized software.  
Oral and written communication skills to include public speaking.  
Planning and organizational skills.  
Preparation, publication and distribution of informational and promotional materials.  
Principles and practices of training, supervision and performance evaluation.  
Principles of business administration, management, marketing and record keeping.  
Principles of communicating and collaborating effectively with diverse students, faculty, staff and administration.  
Program review, student learning outcomes and program evaluation process.

Ability to:

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Assist in equity-related research and evaluation.  
Collect, compile and analyze data.  
Communicate clearly, concisely and effectively, both orally and in writing, with a wide range of administrators, faculty, staff, students and others outside the District.  
Coordinate, supervise and use automated systems to maintain records, collect data, and generate reports.  
Demonstrate sensitivity to, respect for, and understanding of a diverse population and academic, socioeconomic, cultural, ethnic and disability issues.  
Develop, implement, manage, monitor and evaluate the delivery of an effective Student Equity Program.  
Draft, edit and submit copy for college publications on the Student Equity Program services.  
Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.  
Envision, develop, and maintain short and long term strategic Student Equity initiatives.  
Establish and maintain cooperative and effective working relationships with a wide diversity of students, faculty, staff and community members in an atmosphere of collegial decision-making and demonstrated consensus-building skills.  
Interpret, apply and explain applicable federal, State and local laws, rules, regulations, policies and procedures and apply them in a variety of procedural situations.  
Lead, manage and train staff, as assigned, in order to accomplish the established goals of the department.  
Learn District and State of California regulations, policies and procedures related to assignment.  
Maintain current knowledge of assigned community college student services program.  
Maintain the security of confidential materials.  
Meet schedules and timelines.  
Operate a variety of office equipment including a computer terminal.  
Operate a vehicle, observing legal and defensive driving practices.  
Operate applications software, including database management, spreadsheet, word processing and software related to area of assignment.  
Operate office equipment such as computer, printer, and copier.  
Plan, organize, coordinate, and evaluate complex program and projects.  
Prepare analytical reports, proposals and other written plans for the District, Board of Trustees, Chancellor's Office and other outside agencies.  
Prepare and administer budgets for assigned program areas.  
Prepare and present oral and written reports and recommendations.  
Prepare effective letters, press releases and promotional materials.  
Provide leadership to assigned college on issues related to student equity.



South Orange County Community College District  
Page 5 – Student Equity Program Manager, Categorical

Ability to:

Read, understand, interpret and apply technical information.

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

Respond to requests and inquiries from the public.

Successfully represent the District by communicating both verbally and in writing to large groups of students, faculty and the public.

Train, lead, direct, supervise and evaluate the performance of assigned personnel.

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

Understand, communicate, and enforce regulations effectively.

Work confidentially with discretion.

Work independently with minimum administrative direction.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

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

Work Environment

Standard office setting. Duties are typically performed at a counter or desk using a computer; subject to noise from office equipment operation; frequent interruptions and contact with students, staff and the general public. At least minimal environmental controls are in place to assure health and comfort.

Physical Demands

Incumbents regularly sit or stand for long periods, walk short distances on a regular basis, travel to various locations on and off campus to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 10 pounds.

Finalized by Marlys Grodt and Associates, January, 2015



**TO:** Board of Trustees

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

**RE:** SOCCCD: 2015-2016 Bonded Sabbatical Recommendations

**ACTION:** Approval

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### **BACKGROUND**

Under the authority of Article XXVI, Section H, of the Academic Employee Master Agreement, 33 semesters are available for sabbatical leave for the 2015-2016 academic year. According to Article XXVI, Section I, Subsection A, of the Academic Employee Master Agreement, sabbaticals are allowed for the professional enhancement of the faculty member, which shall benefit the faculty member, his/her college, students, and/or the District. Sabbatical applications and supporting information were forwarded to and reviewed by the SOCCCD District-wide Sabbatical Committee, comprised of faculty and administrators representing the colleges and the district. Using the criteria of Article XXVI, twenty-four (24) full-time faculty members are recommended for bonded sabbatical leaves during the 2015-2016 year. Of the twenty-four proposals selected, six (6) faculty members requested full-year sabbatical leaves. Of the eighteen (18) faculty members requesting single-semester sabbaticals, eleven (11) requested sabbaticals for Fall Semester 2015 and seven (7) requested sabbatical leave for Spring Semester 2016.

### **STATUS**

The SOCCCD Sabbatical Committee met and reviewed all requests for sabbaticals for the 2015-2016 academic year. The committee, chaired by Dr. Tony Huntley, Professor, Mathematics, Science and Engineering, Saddleback College, and Dr. David Bugay, Vice Chancellor, Human Resources & Employer/Employee Relations, voted to recommend faculty members listed in Exhibit A for sabbatical leaves during the 2015-2016 academic year. Budget planning will reflect provisions to accommodate the sabbatical teaching loads.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve bonded sabbatical leave during the 2015-2016 academic year for the recommended faculty members listed in Exhibit A.

Item Submitted by: *David Bugay, Ph.D., Vice Chancellor, Human Resources & Employer/Employee Relations*



South Orange County Community College District  
**2015-2016 Sabbatical Committee Recommendations**

**MIKE BENNETT**

KNEA/Transfer, Career & Special Programs  
Saddleback College  
AY 2015-2016

**TITLE: Exercise with Special Populations Curriculum and Videos**

**GOALS and OBJECTIVES:**

1. Write curriculum for “Exercise with Special Populations” course that will prepare students to sit for ACSM’s Fitness Inclusive Trainer Certificate.
2. Create 20+ videos that will be used by Saddleback College students enrolled in above course, Intro to Therapy and Rehab, Adapted Kinesiology Assisting, and CWE course that allow them to complete skills checklist.
3. Establish video library of 40+ exercise protocols, including precautions and contraindications, that students with disabilities enrolled in KNEA courses can use to improve their exercise regimens and progress toward personal fitness goals.

**ACTIVITIES:**

- Take ACSM personal trainer and Fitness Inclusive Trainer certificate exams.
- Write curriculum for Exercise with Special Populations course that will prepare students for CIFT exam.
- Develop partnerships (both internal and external to SOCCCD) to maximize benefits to students enrolled in Exercise with Special Populations course.
- Create video skills checklist and exercise protocols that can be used by students exploring pre-professional allied health programs and activity courses in KNEA class at Saddleback College.

**PRODUCTS:**

1. American College of Sports Medicine Certified Inclusive Fitness Trainer Certificate
2. Curriculum for Exercise with Special Populations Course including articulation to CSU system, collaboration with IVC’s fitness certificate, and
3. Video Library including at least 20 videos to master skills for students enrolled in Introduction to Therapy and Rehab, Adapted Kinesiology Assisting, Exercise for Special Populations and 40 videos with exercise protocols for students with disabilities enrolled in KNEA 1-6 courses



**JOANNE CHEN**

Chinese Dept., Languages and Learning Resources  
Irvine Valley College  
Spring 2016

**TITLE: Integrating Culture in the Chinese Program through PowerPoint Presentations**

**GOALS and OBJECTIVES:**

The goal of the first part of my sabbatical is to establish a resource and enrich the Chinese curriculum through cultural PowerPoint presentations. I will create 15 Chinese Culture Learning Units on various aspects of Chinese culture. My goal is for students to get an in-depth glimpse into Chinese culture so that, when they visit, they'll fit right in. Cultural understanding is an important part of a language program. Experiencing other cultures develops a better understanding and appreciation of the relationship between languages and other cultures, as well as the student's native culture. Students become better able to understand other people's points of view, ways of life, and contributions to the world.

**ACTIVITIES:**

1. I will research, develop and assemble 15 Chinese Culture Learning Units on various aspects of Chinese culture. Each unit will consist of the following:
  - a. One PowerPoint presentation
  - b. In-class worksheet with culture terms and questions which allow students to discuss
  - c. An online quiz embedded in Blackboard which allows students to check for understanding
2. I will post the Culture Power Point presentations on this website to share with other Chinese instructors in the US and around the world. <http://ivcchineselink.wikispaces.com/>

**PRODUCTS:**

1. 15 Chinese Culture Learning Units: 15 PowerPoint presentations on various aspects of Chinese culture, 15 in-class worksheets, and 15 online quizzes.
2. A teaching resource website with all 15 culture PowerPoint presentations, worksheets and online quizzes which can be accessed by any instructor using Chinese Link Textbook.



**ROBERT COSGROVE**  
Liberal Arts  
Saddleback College  
Fall 2015

**TITLE: Finding Our Roots: The Influence of the Greeks and Why It Matters**

**GOALS and OBJECTIVES:**

1. To heighten in my English 44 students in Classical Mythology, and English 21A, World Literature, an understanding of and an appreciation for the Greek way of life and its influence, not only in terms of the ancient world, but also in terms of our world today! To establish parallels between the life of the Greeks and our life today.
2. To develop in my English 44 students in Classical Mythology, and English 21A, World Literature, an understanding of and an appreciation the ways in which the themes of the timeless myths of the Greeks repeat themselves in our lives today! To document ways that the timeless themes of ancient Greek mythology recur in our lives today and to emphasize that we can learn to better our lives by knowing and understanding these themes.
3. To improve the quality of my teaching in English 44, Classical Mythology and in English 21A, World Literature/To become a more effective teacher by developing my knowledge of and appreciation for Greek culture through travel and research and deepening my appreciation for the mystery and magic of Greek mythology so that I can better convey that mystery and magic to my students.

**ACTIVITIES:**

I propose to include/undertake the following activities during the course of my sabbatical:

- researching the sites I will be visiting on my tour and documenting their significance to the Greek way of life and the Greek ideal;
- researching critical commentaries on the sites and the works connected with those sites;
- touring sites significant to the Greek way of life;
- creating a photo file and a written log of my research and reading to share with my students and my colleagues;
- establishing links between my sabbatical activities and my classroom teaching;
- revising lesson plans and lectures in the light of my sabbatical activities;
- creating a presentation to share with my colleagues.

**PRODUCTS:**

1. PowerPoint presentations to enhance my classroom teaching
2. Notes, quizzes, and exams that incorporate information from my sabbatical
3. A paper that documents my sabbatical activities, showing both colleagues and students the profound influence that Ancient Greece has on our lives and the ways that its themes and values can inform us.



**APRIL CUBBAGE**

Sociology and Women and Gender Studies/Social and Behavioral Sciences  
Saddleback College  
Fall 2015

**TITLE: PhD Dissertation: "Embodied Gender: How Parent's Use Gendered Discourse in the Social Constructions of their Children's Bodies"**

**GOALS and OBJECTIVES:**

1. To code and analyze data collected for dissertation and to complete the literature review, along with three chapters for my dissertation for my doctorate in sociology.
2. To make 80% progress towards completing my dissertation.
3. Further my knowledge in the field of sociology and gender and to use this knowledge to better inform my teaching.
4. To draw off of the dissertation chapters to create lectures for Soc1 and Soc 2 on the topics of gender, family and methodology and to create lectures for WS10 on gender, family and the body.
5. To use my research experience and gained from researching and writing the dissertation to create and teach in-depth research methods through an honor's Social Problems class I plan to propose.

**ACTIVITIES:**

1. Extensively research the last six years of literature in the specializations of gender, body and family in the field of sociology.
2. Completely rewrite existing chapter containing literature review and write section in chapter about methods.
3. Code data on twenty in-depth interviews (each interview is approximately 30 pages in length) and analyze the data for patterns and significant findings from 45 interviews.
5. Write two additional findings chapters and have all chapters revised and approved by dissertation chair.

**PRODUCTS:**

1. Letter of completion of goals by dissertation chair Dr. Karen Pyke.
2. Manuscript containing 3 out of 4 chapters for completion of dissertation.
3. PowerPoint presentation for dissemination of project to colleagues, college, district and community.
4. Presentation of findings and project in a talk given during the Spring semester 2016.



**KIM D'ARCY**

Disabled Student Programs & Services (DSPS)/Transfer Career & Special Programs (TC&SP)  
Saddleback College  
Fall 2015

**TITLE: Disabled Student Programs & Services (DSPS): Learning Disability (LD) Center and College Advantage Program (CAP) Webpages, Student Focused Videos and Best Practices**

**GOALS and OBJECTIVES:**

Provide an additional tool for current/prospective DSPS students, staff/faculty to assist in meeting educational goals and strategies for classroom success. Within DSPS homepage, create two webpages on LD Center and College Advantage Program (CAP); accessible; student-focused; with videos to guide through the LD assessment/high school transition processes, learning disability-related learning strategies and links to additional on- off-campus resources. Webpages will provide additional information/resources to Saddleback College and high school faculty and staff. Conduct a review of best practices of other CA Community College LD and high school transition programs with the goal of providing possible programmatic and procedural recommendations for our current programs.

1. Provide general information on the learning disability assessment process and on the CCCC Learning Disability Eligibility & Services Model (LDESM).
2. Provide an interactive student focused (accessible) video outlining the process of the learning disability assessment. Provide links to additional resources on topics such as learning strategies, understanding/coping with a learning disability, and disability management strategies.
3. Provide a section geared towards faculty members to assist them in understanding and recognizing learning disabilities, strategies for working with students with learning disabilities, and information on outreach opportunities.
4. Revise and provide more detailed information about CAP.
5. Provide an interactive student focused (accessible) video outlining the process of transitioning from high school to Saddleback College.
6. Provide links to other Saddleback College webpages, which are relevant to the transitioning DSPS student (i.e. Matriculation, Financial Aid, etc.).
7. Provide recommendations to the Saddleback College DSPS department on best practices of a learning disability program.
8. Provide recommendations to the Saddleback College DSPS department on best practices of a high school transition program.

**ACTIVITIES:**

August: Research and conduct site visits of other CA CC DSPS programs, best practices, websites, learning resources, strategies and videos. Synthesize research data, produce a draft proposal of key resources and information. September: Training on how to navigate and manipulate the website. Develop draft proposals of the webpage layout. October: Develop the LD Program and CAP videos with a draft proposal and approval of scripts, layout and video accessibility. November/December: Finalize LD and CAP videos and fully implement two webpages. January: Focus on marketing materials and presentations of the full webpages and videos.

**PRODUCTS:**

1. A full, interactive LD webpage with resources, information and strategies geared towards Saddleback College and high school students, faculty/staff. An accessible video guiding students, faculty/staff through the LD assessment process.
2. A full interactive accessible CAP webpage with general information and resources geared towards Saddleback College and high school students, faculty/staff. An accessible video guiding students, faculty/staff through the CAP high school transition process.
3. Recommendations of efficiencies and best practices with regards to the day-to-day operations and procedures within the LD Program and CAP.



**FRANK GONZALEZ**

Department of Mathematics/MSE Division  
Saddleback College  
Spring Semester 2016

**TITLE: Development of Cross-Course Mathematics Objective Videos at Saddleback College**

**GOALS and OBJECTIVES:**

1. Create a series of approximately 20 to 30 objective videos for a variety of our mathematics courses at Saddleback College.
2. Organize these videos and the several other supplementary materials the Mathematics department has developed over the years on our department website.
3. Overhaul our department website.

**ACTIVITIES:**

I will start by investigating which software/tool to use to make the objective videos and surveying faculty to decide which objectives the Mathematics department would like me to make videos about. I will also begin to collect the multitude of supplemental resources most used by faculty, and begin reviewing these resources for revision purposes. Over the following months (see timeline) I will then begin the production of the objective videos and the revision of supplemental materials to be as diverse as possible and ADA compliant. Finally, I will upload all the videos and subsequent material to our newly overhauled department website.

**PRODUCTS:**

1. Approximately 20 to 30 Camtasia or LiveScribe objective videos on a variety of objectives common to several of our courses. These videos will be made available to all Saddleback students and other instructors on the Saddleback server or through YouTube.
2. The organization and revision of supplemental resources developed by other faculty in the math department. These will then be made available to all Saddleback students and other instructors on the department website.
3. A more well organized and functional department webpage.



**AMY GRIMM**

Art Department, School of the Arts  
Irvine Valley College  
Spring Semester 2016

**TITLE: The Broad: A New Contemporary Art Museum in Los Angeles**

**GOALS and OBJECTIVES:**

1. To capitalize on this important event in museum history to gain an understanding about the collectors/philanthropists Eli and Edythe Broad. Gather information, quotes, photographs; focus on how the Broad's personal and professional life led them to open a new museum. Use this research to improve upon the currency and relevancy of class lectures for ARTH 110 Intro to Museums.
2. To evaluate how the collection is used in a curatorial and educational capacity to increase intellectual dialog about contemporary art. Document in photographs and in a narrative the contemporary art collection, highlighting seminal works and collections practice. Use this information to supplement and enhance class lectures for courses such as ARTH 28 Contemporary Art History, and ARTH 120 Curatorial Practice, and ARTH 125 Visitor Services and Museum Education.
3. To visually record the opening of a new museum, the architectural design and construction, while documenting the process necessary to open a new museum. I will examine the timeline and the process of opening a new museum in downtown Los Angeles. Documenting such a large scale event in museum history will not only provide my students in ARTH 110 Introduction to Museums important relevancy/currency, but may also serve as an important way to introduce the college community to museum studies.

**ACTIVITIES:**

Include research and writing about the Broads, how they built their contemporary art collection and about the development of the new museum. My research is not dependent of museum staff, and most content will be gathered from websites and other online resources. Make visits to the museum, take photographs inside and out, and possibly speak to staff and community members if possible. I also hope to informally connect with people on the streets outside of the museum and ask them their opinion about *The Broad*. I will examine how *The Broad* impacts the regional and national museum community. To critically examine this topic, I'm also very interested in the current press (blogs, articles, scholarly journals, that includes public opinions about *The Broad*.

**PRODUCTS:**

Three PowerPoint presentations to include:

1. Biographical information about the Broads, quotes and photographs highlighting how their personal and professional life led them to open a new museum. This research will be a resource to improve upon the currency and relevancy of class lectures for ARTH 110 Introduction to Museums.
2. Visual representation of the collection, collection focus, and collection history; overview of seminal works and current collection practice and standards; also provide a context for how the collection is used in a curatorial and educational capacity to increase intellectual dialog about contemporary art. To supplement and enhance class lectures for courses such as ARTH 28 Contemporary Art History, and ARTH 120 Curatorial Practice, and ARTH 125 Visitor Services and Museum Education.
3. Photographs, architectural information, construction timeline, and the process of opening a new museum in downtown Los Angeles. Direct quotes from articles and interviews to provide context to examine the impact on downtown Los Angeles and the greater national and international art community. This presentation will not only provide my students in ARTH 110 Introduction to Museums with important current museum practice, but may also serve as an important resource to introduce the greater college community to the discipline of museum studies.



**MARIA KIERNAN**

Emeritus Institute Fine/Studio Art  
Saddleback College  
Spring Semester 2016

**TITLE: Traditional and Contemporary Portrait Atelier Techniques: An On-line Approach**

**GOALS AND OBJECTIVES:**

1. This sabbatical will lead to the improvement of curriculum in the field of studio art and the creation of a new on-line course in portrait painting and drawing.
2. This sabbatical will enhance both, my professional skills as a figurative artist, and my ability to communicate these skills to our student population through technology.
3. The sabbatical will be the basis for an open dialogue with-in our department and community advisors, in order to discuss as a group the possibility for new on-line, hybrid and enhanced curriculum in various disciplines to benefit and reach both, traditional and non-traditional students.

**ACTIVITIES:**

1. During the Sabbatical I will develop new ways of delivering studio art course content by creating on-line projects, improving assessment methods for life-long learners, and designing on-line curriculum that would benefit and further develop our program's offerings and reach.
2. Activities will involve research of traditional and contemporary techniques of portraiture, painting methods, stylistic approaches and palettes. This research will involve an in depth study of art materials and procedures as related to portraiture, selected museum visits, and skill building activities involving painting and sketching from life models, forensic facial reconstruction and props.
3. The sabbatical will include educational activities such as, evaluating, analyzing and applying enhanced, hybrid and on-line course design strategies related to the field of studio art. It will also require me to learn the pertinent technology (software, apps and programs).

**PRODUCTS:**

1. The final product of this sabbatical is the development of a new portrait Fine Arts course for both, traditional and non-traditional, students who, because of mobility, disability, and, work and travel schedules, would benefit from the development of on-line, hybrid and enhanced courses. This will include lesson outlines, lectures and videos/slide presentations, assignments, and, formative and summative methods of evaluation.
2. Portfolio of finished paintings and sketches featuring the human face, facial features, hair, skin tone and effects of aging on facial structures, to be utilized as content building aids and visual examples for class assignments.
3. Presentation of the Sabbatical project for peer review, to be delivered to instructors and administrators during Flex Week.



**CHIN LAM**

ESL/Liberal Arts  
Saddleback College  
AY 2015-2016

**TITLE: Developing a More Complete Picture of our ESL Student Population**

**GOALS and OBJECTIVES:**

1. Gain a better understanding of the student population served by the Saddleback College ESL department, including success rates, and develop recommendations and strategies for how the College and ESL department can better serve these students and attract new students.
2. Update the Saddleback College ESL website to make it more useable and effective for current and prospective ESL students.

**ACTIVITIES:**

In this project, I will:

1. Conduct a full, statistical analysis of the ESL student population at Saddleback College for the past 5 years. The analysis will include at least the following variables for each student: a) country of origin, b) age, c) previous educational experience, d) courses enrolled in, e) times of courses enrolled in, f) semesters attended, g) positive attendance hours (noncredit) or retention (credit), h) persistence, i) educational goals, j) full time or part-time student status, k) enrollment/completion in non-ESL courses, and l) ESL student pathways (how do they find Saddleback ESL, do they progress into higher levels in ESL and beyond, when do we lose them)
2. Develop, administer, and analyze a survey of our current ESL students at Saddleback College to obtain additional information not available in existing college data.
3. Develop recommendations for the ESL department and the college of actions and changes that will improve the experience of existing ESL students and help to attract new students.
4. Analyze our current ESL website and update it to make it more informative and effective for current and prospective ESL students.

**PRODUCTS:**

1. A report detailing the full statistical analysis of the ESL student population, including recommendations for the program and the college.
2. A summary of the statistical analysis report and a presentation of the highlights of the study which can easily be shared with interested constituents.
3. An updated ESL website.



**MICHAEL LONG**

Counseling  
Saddleback College  
Fall Semester 2015

**TITLE: Student Athlete Counseling Website**

**GOALS and OBJECTIVES:**

1. Service Saddleback College student athletes, one of the largest populations on campus. . There are over 400 student athletes every year at Saddleback College and only one counselor (me) who has been overseeing them since 2007.
2. Build a one stop shop website where student athletes can have access to the most current NCAA, NAIA, and CCCAA legislation information that impacts their ability to play. Students will also have access to new and current academic, career and personal counseling information to help them reach their goals.
3. This website will give all general counselors who meet with student athletes more confidence to address transfer eligibility issues.
4. Build upon and refresh my own current knowledge of all NCAA, NAIA and CCCAA transfer rules and eligibility requirements.
5. Market my efforts and this website to the entire Saddleback College community.

**ACTIVITIES:**

1. Gather current NCAA, CCCAA and NAIA legislation and transfer information. These rules constantly change and the newest rules pertaining to transfer and how it impacts our student athletes is required. Research, plan, and prepare all Saddleback College information to aide students in a successful transition from either high school or another college. This will include the application, matriculation, and registration process. All necessary information such as the college catalog, class schedule and student handbook will be available.
2. Gather current and most useful academic, career planning information as well as helpful resources for personal counseling and students in crisis. This will include links to transfer information as well as career planning courses, resume writing, and interviewing techniques. Part of this research will come from current Saddleback College resources as well as other websites
3. Build a user friendly website where athletes have access to the most current NCAA, CCCAA, and NAIA legislation. Students will also have current academic, career and personal counseling information and present the new website at the 2016 in-service to counseling staff and PE division.

**PRODUCTS:**

Comprehensive website to help student athletes that is also accessible to faculty, staff and the community. This website will not replace seeing a counselor but will help athletes find some answers to questions they have regarding remaining eligible and transferring as a student athlete.



**DIANA MCCULLOUGH**

School of Guidance and Counseling  
Irvine Valley College  
Fall Semester 2015

**TITLE: Development of a Manual in Electronic Format for the Training of Irvine Valley College's Counseling Interns, Adjunct and First-Year Counselors**

**GOALS and OBJECTIVES:**

1. Develop a training manual that will provide a standardized curriculum for the training of counseling interns, adjunct and first-year counselors. The manual will include organized and categorized materials, sample forms, best practices, and website resources.
2. Compilation of counselor training materials in a manual format will allow for effective and efficient training of counselors.

**ACTIVITIES:**

Sabbatical activities will include a review of current research in the field of community college counselor training. Contacts will be made with local colleges that may offer intern/new counselor training programs for the purpose of determining additional information that may be included in the training manual. The manual will include academic counseling best practices, college community resources, samples of all forms used in counseling sessions with notations on how and when to use forms, transfer patterns and procedures, developing academic plans, personal and academic counseling issues, addressing specific populations and a list of useful counseling websites.

**PRODUCTS:**

1. Documentation of research review and contacts with college counselor training programs.
2. Manual for the Training of Irvine Valley College's Counseling Interns, Adjunct and First-Year Counselors.



**MARY MCDONOUGH**

Human Development/Social and Behavioral Sciences  
Irvine Valley College  
AY 2015-2016

**TITLE: Updating and Preparing Traditional and Electronic Materials for two key Human Development Courses/HD 15 Socialization of the Child and HD 120 Guidance and Discipline**

**GOALS and OBJECTIVES:**

1. To acquire additional skills in technology specifically related to electronic means of content delivery/Use online instruction modules such as Blackboard, PowerPoint, Mediasite and other relevant content-delivery technologies.
2. Update the HD 15 Socialization of the Child course/Create new Lecture Notes and PowerPoints, do in-depth review of 5-10 potential texts, add additional electronic teaching materials.
3. Update the HD 120 Guidance and Discipline course/Create new PowerPoints, investigate additional resources, do in-depth review of 3-5 potential texts, and add additional electronic teaching materials.

**ACTIVITIES:**

I intend to add needed electronic components to the courses I teach. I am an enthusiastic lecturer and I elicit lots of student participation, but it is time that I include more options for student learning to take place online. I need to take the time I do not have during the school year and master some of the new technology so that I can readily incorporate it into the courses I teach. I intend to utilize such resources as the IVC Innovation Technology Center and work through the extensive training modules provided. I will focus on improving and updating the HD 15 and HD 120 courses because I teach close to 200 students in them each semester and we intend to offer both as part of our regular, intensive, hybrid, and online rotation.

**PRODUCTS:**

1. Course materials including but not limited to scripts and media presentations, updated lecture notes, and new and updated PowerPoint presentations, to be used in HD 15 in regular, intensive, hybrid, or online delivery.
2. Course materials including but not limited to scripts and media presentations, updated lecture notes, and new and updated PowerPoint presentations to be used in HD 120 in regular, intensive, hybrid, or online delivery.
3. Journal validating online courses and tutorials completed.



**MARK MCNEIL**

School of Social Sciences  
Irvine Valley College  
Fall Semester 2015

**TITLE: Develop Internet Based Materials for Economics Courses**

**GOALS and OBJECTIVES:**

1. Refine the focus of the global economics course in collaboration with other instructors at other community colleges.
2. Review, revise and otherwise develop materials that are appropriate for this type of course at the lower division level.
3. Create a web location to post these materials to make them available to students or to other instructors.

**ACTIVITIES:**

Collaborate with other community college instructors about the course content and the various options for materials that deliver this content, with a particular emphasis on internet delivery mobile devices.

Read, review materials, and refine content related to a lower division global economics course.

Integrate or adapt these materials and make them available online for standard computers and for mobile devices. Develop a website for this purpose.

**PRODUCTS:**

1. Refined course outline and materials.
2. Prepared materials such as web based materials, lecture outlines, problem sets, or interactive games related to the course.
3. A web space to accommodate and disseminate these materials.



**LORETTA NICCOLA**

Nursing, Health Science & Human Services  
Saddleback College  
AY 2015-2016

**TITLE: Self-Learning Modules for N174 Women's Health Nursing**

**GOALS and OBJECTIVES:**

1. Create methodology that engages students and fosters cultural competency in nursing students delivering patient care in the diverse clinical setting. The focus will be on the primary cultures with which we serve in our clinical facilities. This will assist the students in cultural awareness and learning to provide the best patient care and advocacy possible since quality, safety, and diversity are intertwined.
2. Create an online methodology that teaches evidence based nursing (EBN) practice in the litigious arena of obstetrics. EBN is an approach that assists nurses in making quality decisions that improve health and safety outcomes in patient care and help protect nurses from malpractice issues. Maximize student learning by online format of the above modules. A variety of multimedia presentations that will address the various learning styles of students, thus increasing student success.

**ACTIVITIES:**

During this sabbatical, Professor Niccola will develop innovative learning resources for this critical nursing content that enable students to learn at their own pace using materials that are interactive, engaging and current. Activities will include:

- Research review & summary/categorization of information/acquire electronic teaching aids.
- Develop student assessment tool & student outcomes.
- Meet with pertinent staff: faculty, CIDDE, librarians, hospital content experts.
- Generate interactive online modules and implement them into N174's Bb teaching platform.
- Develop a case study that will facilitate students integrating the content to their clinical practice.
- Develop exam questions that reflect key concepts covered in the learning modules.
- Integrate key concepts into N174 lecture content.

The activities will assist nursing students to develop clinical judgment and critical decision making skills in caring for patients of diverse cultures and practicing best quality care.

**PRODUCTS:**

1. "Cultural Nursing Care in the Obstetrical Patient" interactive education module that will increase specific knowledge of the most common cultural groups served in the nursing program and integrate this theory content to the clinical lab experience.
2. Case study that students will utilize critical thinking and clinical judgment skills to evaluate a culture and apply culturally competent nursing care.
3. An "Evidence Based Practice in Obstetrical Nursing" web-based module. This module will be in a format that students can learn and apply EBP. The module will also yield the opportunity to incorporate an ongoing edit and modify feature as EBP and Standards of Practice continue to evolve.



**JAMIE POSTER**

Humanities Department, School of Humanities  
Irvine Valley College  
AY 2015-2016

**TITLE: Cinema Production and Exhibition in the Digital Age**

**GOALS and OBJECTIVES:**

Many aspects of filmmaking and viewing are changing rapidly as digital technologies continue to proliferate. Academic publishing moves at a pace that is far exceeded by the changes in digital technologies, therefore even the best film studies textbooks are unable to provide updated and current information. Digitization impacts industrial processes, aesthetic qualities, social and cultural engagement, and existing theoretical approaches in media criticism. For my sabbatical project, I propose to research the recent, present, and upcoming developments in digital filmmaking and exhibition. This project would afford me the opportunity to provide important supplements to the textbook offerings in my film and media studies classes. It also has relevance across the campus community (Art History and Digital Media Arts, for example). I will therefore develop a website to provide public access to my findings.

**ACTIVITIES:**

**PHASE 1: RESEARCH**

- August-September: Read multiple books and articles from academic and film production sources. Compile comprehensive notes on each source.
- October-November: Read multiple trade publications from the film and CGI industries. Compile comprehensive notes on each source.
- December: Critically watch documentaries and technologically path-breaking feature films. Compile comprehensive notes on each film.

**PHASE 2: SYNTHESIS AND COMPOSITION**

- January: Make substantive revisions to four lectures and PowerPoints for HUM 71. Create 2-4 new online components for DE section.
- February: Craft two new lectures and PowerPoints: one for HUM 70 and another for HUM 71H.
- March: Make substantive revisions to three lectures and PowerPoints for JRNL 40. Create 1-3 new online components for DE section.
- April: Plan, design, and begin production of website version of research results.
- May: Complete and launch website.

**PRODUCTS:**

- 4 PowerPoint presentations for HUM 71 on digitization in Film Industry, Cinematography, Editing, and Sound. 4 online modules on the above topics for the DE section.
- 1-2 PowerPoint presentations for HUM 71H on digitization and film theory.
- 1 PowerPoint presentation for HUM 70 on Digital Technology in Contemporary Film Production.
- 3 PowerPoint presentations for JRNL 40 on digitization in Visual Media, Advertising, and Ownership Structures. 3 Online modules on the above listed topics for the DE section.
- Website for sharing the above materials with the campus community, including a publishing component to facilitate regular updating.



**IRENE RENAULT**

Liberal Arts  
Saddleback College  
Fall Semester 2015

**TITLE: Create a Hybrid Class for English 340**

**GOALS and OBJECTIVES:**

1. Create a Hybrid class for English 340
2. Make course content available to all English 340 Instructors
3. Increase student success and enrollment

**ACTIVITIES:**

The proposed project would begin with an analysis of what goals and objectives can best be met online and which require face to face classroom time. For example, topics covered in 340 include a range of study skills including textbook annotation, note taking, summarizing, reading graphics and visuals, vocabulary development including content area vocabulary, using context clues and knowledge of Greek and Latin Roots.

PowerPoints with audio will be created for instruction to introduce each of these skill areas for the online portion. Guided practice and assessment of individual student skill development will take place in the classroom.

Vocabulary units will be introduced online.

All quizzes and exams will be created in Blackboard and completed online. Students will receive instruction for writing assignments in the classroom while completing and submitting these assignments online.

**PRODUCTS:**

1. Power Points for instruction in areas such as Academic Reading, writing, vocabulary
2. Blackboard Hybrid course: Course in English 340 organized in folders that can be utilized by all Reading Faculty
3. Online assessment tests



**KAY FERGUSON RYALS**

English/Humanities  
Irvine Valley College  
Fall Semester 2015

**TITLE: Supporting Undergraduate Research and Service-Learning in the Humanities at Irvine Valley College**

**GOALS and OBJECTIVES:**

1. To expand IVC's commitment to undergraduate research and service-learning, which have been determined to be "high impact practices" that promote student success.
2. To determine best practices for supporting faculty-mentored undergraduate research and service learning in the humanistic disciplines at IVC and to share these results with Humanities faculty colleagues, the IVC Committee on Undergraduate Research, the Honors Advisory Committee, and other interested faculty in the college and/or district via a report of findings and a PowerPoint presentation.
3. To garner ideas for more effectively incorporating research projects and/or service-learning in my own Writing 1 and Writing 2 and Literature classes as indicated by my investigations and into clubs or programs that offer additional opportunities.

**ACTIVITIES:**

I will utilize a variety of sources including publications, websites, and interviews to determine best practices for mentoring undergraduate research and service-learning in the Humanities. I will also work with the College Researcher to create a tool for gathering data relevant to the faculty and student experience of faculty-mentored research at IVC and with the College Grants Specialist to seek grants to fund undergraduate research and service-learning projects in the Humanities. If possible, I will attend the annual "Critical Inquiry in the Arts and Humanities Institute" sponsored by the Council on Undergraduate Research, contingent upon faculty team participation, availability of faculty development funds, and time/location.

**PRODUCTS:**

1. Written report summarizing findings, including best practices for incorporating undergraduate research and service-learning into the Humanities, resources for faculty, grants listings, and recommendations for IVC Committee on Undergraduate Research and Honors Advisory Committee.
2. PowerPoint of findings to present at Spring 2016 Flex event.



**MICHELLE SCHARF**

Guidance and Counseling  
Irvine Valley College  
AY 2015-2016

**TITLE: Developing a Horticultural Therapy Workshop Program at Irvine Valley College**

**GOALS and OBJECTIVES:**

1. Earn a graduate certificate in Horticultural Therapy (HT) from Kansas State University (KSU)
2. Earn the American Horticultural Therapy Association (AHTA) certification, Horticultural Therapist Registered (HTR)
3. Develop a Horticultural Therapy workshop program at IVC

**ACTIVITIES:**

The first activity is educational, which spans the year of the sabbatical. This includes completion of 12 units from KSU to earn the graduate certificate and 3 units from Saddleback College to meet educational requirements for AHTA HTR certification. The second activity is experiential. This includes completing 60 hours of practicum to earn the graduate certificate as well as partial fulfillment of internship hours toward the AHTA HTR certification. The experiential portion of the project will also allow me to assess the program's effectiveness throughout the spring 2016 semester. The third activity is the creation and assessment of the IVC HT workshop program and accompanying manual, which spans the year of the sabbatical.

**PRODUCTS:**

1. Graduate Certificate in Horticultural Therapy from Kansas State University
2. Partial fulfillment of American Horticultural Therapy Association certification of Horticultural Therapist Registered
3. IVC Horticultural Therapy Workshop Program and Program Manual



**RITA TAMER**

American Sign Language/Health Science  
Saddleback College  
Fall Semester 2015

**TITLE: Increasing Student Success through Online Teaching Innovation**

**GOALS and OBJECTIVES:**

1. To clarify student expectations throughout the course. The student will have a clear and/or better understanding of the expectations of the course and how to navigate through Blackboard.
2. To update videos. With the assistance of the Faculty Center for Instructional Design and Distance Education, the student will have current and updated videos that relate to the topic.
3. To provide more information for students to better succeed in an online or hybrid ASL course. Assignments and/or projects will be explained in more detail to better assist the student in understanding what is expected of them.
4. To rearrange, redesign and update the site to be more user-friendly.
5. To update Discussion Boards. Discussion Boards will help the student better understand the Deaf Community.
6. To update quizzes and/or exams. Quizzes and/or exams will be updated along with explanations of missed questions which will be provided once the quiz and/or exam is complete.

**ACTIVITIES:**

- Review the site and determine what needs to be removed, updated and/or added including all documents, videos, quizzes, tests, Discussion Boards and announcements
- Update, add or create new documents.
- Update and create new videos
- Filming.
- Formatting each video clip
- Captioning the videos
- Upload videos to the site with the assistance of the Faculty Center for Instructional Design and Distance Education.
- Researching new ideas and come up with current Discussion Boards to better promote communication and critical thinking skills for the students.
- Re-examine quizzes and tests. Writing new quizzes and exams.
- Redesign the site to become more user-friendly once parts have been removed, updated and/or added.

**PRODUCTS:**

1. A model for other online instructors to follow.
2. An online course that will allow the online learner to understand the requirements needed to pass the course successfully.
3. All course material presented on the site will be current for learning more about the Deaf community and their language.



**KAREN TAYLOR**

ATAS Graphic Design/Graphic Communications  
Saddleback College  
Spring Semester 2016

**TITLE: Study of Sustainable Graphic Design as a Business Practice and as a Discipline**

**GOALS and OBJECTIVES:**

1. To acquire knowledge about the field of Sustainable Graphic Design
2. To investigate the use of Sustainable Graphic Design principles in the graphic design and print industry
3. To research the potential of a Sustainable Graphic Design certificate for our students at Saddleback College

**ACTIVITIES:**

1. Read and summarize current literature on sustainable design
2. Investigate and visit design firms who specialize in sustainable design
3. Research, contact, and visit colleges currently offering sustainable design programs and certificates
4. Research employment opportunities and employment predictions for designers specializing in sustainable design
5. Investigate the potential for creating a Sustainable Graphic Design Certificate at Saddleback College

**PRODUCTS:**

1. A written summary of the reviewed current literature and industry publications
2. A written summary of the interviews with designers currently practicing sustainable design
3. A written summary of the current and predicted career opportunities in the field of sustainable design
4. A written recommendation of the potential value of developing a certificate in sustainable graphic design at Saddleback College
5. A final comprehensive written report of the sabbatical project
6. A final presentation of the sabbatical project for flex week August 2016



**MATTHEW TRESLER**

Choral Music/Music/School of the Arts  
Irvine Valley College  
Spring Semester 2016

**TITLE: A Study of Choral Music in the French Baroque**

**GOALS and OBJECTIVES:**

1. To research French Baroque choral repertoire and create a program for performance at IVC
2. To deepen my own expertise in, and knowledge of the composers, genres, stylistic characteristics, and literature of the French Baroque.

**ACTIVITIES:**

I plan to research the major genres of choral compositions in the French Baroque period, and database the compositional output in these genres by the major composers of the period. I will then collect and evaluate the musical scores of this repertoire. I will travel to Paris, France for private instruction in French Baroque style with Zachary Wilder, a working expert in the field. While in France, I will also visit the Centre de Musique Baroque de Versailles (CMBV) and libraries to gather materials and musical scores.

**PRODUCTS:**

1. A program of French Baroque Choral music to be presented by the IVC Master Chorale in the 2016-2017 academic year.
2. A database of choral repertoire suitable for performance by community college choirs.
3. Lecture slides on the French Baroque for Music Appreciation classes.



**DAN WALSH**

Geography/Social and Behavioral Science  
Saddleback College  
Fall Semester 2015

**TITLE: Research and Course Improvement into the Geography of Alcohol**

**GOALS and OBJECTIVES:**

1. Research Alcohol as an Industry and its role in Culture.
2. Investigate Interdisciplinary Opportunities at Saddleback College.
3. Investigate existing alcohol-related courses and potential for new course.
4. Field Data Collection.

**ACTIVITIES:**

This sabbatical will include:

- A. Scholarly research of subject matter.
- B. Collaborative Meetings with Saddleback College Faculty to explore interdisciplinary options.
- C. Meetings and communications with faculty at other colleges regarding the courses available in the subject matter, information about the industry and potential articulation agreements.
- D. Field research visiting distilleries, vineyards & wineries.
- E. Development of lecture materials including potentially new courses.

**PRODUCTS:**

1. Increase subject matter knowledge.
2. Lecture material including PowerPoint slides and potentially topic specific handouts and/or exercises.
3. Lab exercises on soils of wine producing areas and mapping distribution of alcohol production (type) compared with climate.
4. Potential new course.



**NORMAN WESTON**

Music, Fine Arts  
Saddleback College  
Fall Semester 2015

**TITLE: Ballet for Deidre**

**GOALS and OBJECTIVES:**

1. To complete an extended major work for flute, alto saxophone, trombone, piano, and string quartet, based on principles found in the Fibonacci series and its related concepts.
2. To complete a Finale version of both the score and parts, as well as a MIDI version of the score for rehearsal purposes.
3. To publically perform the work in February, 2016 at Saddleback College.

**ACTIVITIES:**

Composition and orchestration of the ballet; creation of the MIDI version of the score and inputting the finished score into Finale; creation of the parts in Finale; supervision of the rehearsals; coordination with the choreographer on the dance rehearsals, and public performance of the work.

**PRODUCTS:**

1. Score of "Ballet for Deidre"
2. Individual parts for "Ballet for Deidre"
3. MIDI version of the score for "Ballet for Deidre"



**KEN WOODWARD**

Social and Behavioral Sciences  
Saddleback College  
Spring Semester 2015

**Title: MOOConomics: The Impact of MOOCs on Economics Instruction**

**GOALS and OBJECTIVES:**

1. To examine and evaluate the emergence of MOOCs (Massive Open Online Courses) and their impact on economics instruction.
2. To earn certificates of completion in five MOOCs offered in the areas of macroeconomics, microeconomics, Behavioral economics, Sustainable Development as well as Online Education.
3. To prepare a digital document which evaluates the emergence of MOOCs (Massive Open Online Courses) and their impact on economics instruction.
4. To apply the specific skills acquired to improve the design and implementation of the economics curriculum at Saddleback College.

**ACTIVITIES:**

The central activity of my sabbatical project will involve the completion and thorough evaluation of five highly enrolled MOOCs in four separate areas of economics as well as online education. Drawing upon bibliographic research and my actual MOOC experiences a digital presentation will be developed which will evaluate the emergence of MOOCs (Massive Open Online Courses) and their impact on economics instruction. The knowledge gained from the sabbatical project will facilitate the updating and improvement of the economics principles courses at Saddleback. MOOC best practices and cutting edge content in the areas of Behavioral Economics and Sustainable Development will be incorporated into the macroeconomics principles class course in order to facilitate student success.

**PRODUCTS:**

1. Evidence of completion of five MOOCs in the areas of microeconomics, macroeconomics, Behavioral Economics, Sustainable Development, and online education.
2. An annotated bibliography which will survey the current research on MOOCs and their potential for boosting student success with special reference to economics instruction.
3. Comprehensive course evaluations of five MOOCs covering the areas of microeconomics, macroeconomics, Behavioral Economics, Sustainable Development, Behavioral Economics, and online education.
4. A digital presentation which will examine and evaluate the emergence of MOOCs (Massive Open Online Courses) and their impact on economics instruction. This presentation will be accessible to all district personnel and students on a redesigned faculty website.
5. Course Materials for Principles of Macroeconomics (Econ 2) that incorporate MOOC best practices and interactive content. Learning units/class presentations covering the areas of Behavioral Economics and Sustainable Development will be produced as part of a redesign and update of Economics 2. (Macroeconomic Principles)



**TO:** Board of Trustees

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

**RE:** Saddleback College and Irvine Valley College: Board Report  
Grants Proposal Process

**ACTION:** Information

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**BACKGROUND**

At the November 14, 2014 Board of Trustees meeting, Trustee David Lang requested a report on the grants proposal process at Saddleback College and Irvine Valley College.

**STATUS**

Saddleback College and Irvine Valley College prepared a report on the grants proposal process at the colleges, which is attached as Exhibit A. Representatives from Saddleback College and Irvine Valley College will be available to answer questions regarding the grants proposal process at the colleges.



## **South Orange County Community College District Grants Proposal Process**

### **A Joint Report from Saddleback College and Irvine Valley College**

This summary report is being provided to the SOCCCD Board of Trustees to provide information about grant proposal processes at Irvine Valley College and Saddleback College. This report outlines how the colleges determine which grants should be applied for, how budgets (including match) are developed, how grant performance is measured, and what exposure the district has related to grants.

#### **Decision to Pursue Grants (Question A):**

Irvine Valley College: Irvine Valley College has a formal process for pursuing grants which is outlined at [IVCGrantFlowProcess.docx](#). The authorization form ensures transparency with faculty groups and alignment with the institutional/program goals, vision, and mission (see link at: [IVCGrantAuthorizationToApply.doc](#)).

Irvine Valley College determines needs based on industry advisory recommendations, program review, and demonstrated regional or local labor market needs. Since the introduction of the California Community College Office's "Doing What Matters for Jobs and the Economy," there is greater emphasis on collaboration and regionalization. For example, Irvine Valley College is collaborating and leveraging funds on the BioTech regional alignment project in Orange County. Fullerton, Santa Ana, Santiago Canyon, and Irvine Valley have worked in tandem with the advisory board recommendations to develop curriculum reflecting the needs of the regional economy. Each college has an area of emphasis or specialization with agreed upon and shared core curriculum.

Based on the example above, Irvine Valley College would research opportunities to support expanding the Biotech initiative to build clean rooms or design/develop a Biotech incubator for Orange County.

Saddleback College: The College Grants Office has developed in recent years to include two full time grants analysts, a full-time grants accounting specialist and a manager who also engages in grant writing activities. This has allowed the college greater capacity to actively manage the grants operation and ensure grant objectives are met. Comprehensive resources to include a detailed Grants Manual and other support information can be accessed at <http://www.saddleback.edu/grants/documents-and-resources>. Staff in the Saddleback College Grants Office conduct grant-seeking activities on a regular basis. After initial review of grant opportunities, staff inform relevant faculty, staff and administrators of these opportunities, and decisions about whether to pursue an application are made jointly. In some cases, faculty, staff and administrators learn about grants in their program areas that they wish to pursue and consult with the Grants Office prior to grant submission.



Grants scoping includes an evaluation based on a number of factors including: alignment with current initiatives and plans; institutional capacity to manage the grant and produce required deliverables; and financial considerations. If there is sufficient interest in pursuing a grant, a grants team is assembled which includes a grants analyst, an identified project director (typically a faculty member or an administrator), the administrator who oversees the program pursuing the grant (may also be the project director), programmatic content experts, and needed resource support (e.g. research staff). Depending on grant type and program structure, outside partners or other stakeholders are invited to participate in the process.

One of the Administrative Unit Outcomes in the Grants Office is to ensure grants are aligned with college planning. The department's commitment to this outcome was emphasized in the Grants section of Saddleback College President Burnett's 2014 State of the College report (p. 8). To this end, the grants office reviewed the 2014-2020 Strategic Plan and related action steps in order to develop a shared understanding of the strategic plan and how grants activities may align with college and districtwide planning. The Grants Office Request Form (available on the college's website at [http://www.saddleback.edu/uploads/grants/grant\\_request\\_form\\_8\\_2013.docx](http://www.saddleback.edu/uploads/grants/grant_request_form_8_2013.docx)) requires those interested in seeking a grant to outline how the proposed grant aligns with strategic plan goals and objectives as well as identify which Program Review area(s) of need are addressed with the grant.

Prior to preparation and submission of a grants proposal, The Grants Office Request Form must be completed and routed for review and approval by the Dean over the program area, the Vice President over the program area, and the Vice President of Administrative Services. The Grants Office Request Form also identifies other campus departments or offices that may be impacted during proposal development stage or by the grant itself.

### **District-Wide Coordination and Match (Question B):**

Coordination of Proposal Process: Some grants are awarded at the college level, and others are awarded at the district level. Coordination between the two colleges and with the district is informal. Saddleback and Irvine Valley do not necessarily coordinate their grant activities unless the grant includes a regional focus/scope. Grants staff and project directors typically notify their counterparts at the sister college when they are considering or have made a decision to apply for a grant, and since the two colleges typically include additional partners on their grants, when it makes sense to do so the "lead" college will include the sister college on the application.

Grant proposal budgets are reviewed by a Senior Accounting Specialist in District Services, and grant proposals are reviewed by the Vice Chancellor for Technology and Learning Services to ensure each proposal is reasonable and that impacted areas (e.g. technology) have been considered in the application.



### Match Requirements:

Many grant projects require a matching contribution, i.e., require that the grant recipient contributes additional resources to ensure the project's success. There are no formal guidelines or processes for determining or tracking match within the district. The requirements of the particular grant determine what can be used as match, as well as how much and what type of match is required.

There are two types of match: cash match and in-kind match. Cash match is a monetary contribution to the project, whereas in-kind match represents a donation of time or resources. In some cases the difference between cash match and in-kind match is clear: as in, a community volunteer assists with a project activity at no cost (clearly in-kind), or if an organization donates funds to support a student recognition banquet (clearly cash). However, when salary and benefits for existing staff are used as match for a project, whether that contribution is considered cash match or in-kind match depends on the funder and grant terms. Some funders would consider existing staff time contributions as in-kind, because these persons would be employed with or without the grant, and are taking on additional duties related to the grant as part of their existing positions. Other funders would consider existing staff time contributions as cash match, because staff are paid for their work, and real funds are associated with the percentage of time contributed.

In receiving a grant, an institution has to provide resources to ensure that the grant is implemented effectively and achieves its objectives. A grant increases the work load of support staff (e.g., Accounting, Accounts Payable, Human Resources, Payroll, Purchasing, Resource Development, Research), as well as facility usage, utilities, maintenance, and so on. Rather than having to itemize and document these as costs to charge to a grant or to use as match to a project an indirect rate is used. The South Orange County Community College District has a federally approved indirect cost rate of 37%. Some funders indicate a flat indirect rate (such as state grants at 4%) that they allow in the Request for Grant Application Instructions. Most often funders do not allow the entire indirect rate to be charged to the grant, but accept the value of the indirect that is not charged as match to the project. Indirect is a convenient and helpful way for the institution to meet a portion of its match commitment.

Sometimes there is an opportunity to match one grant project with another grant project because they share activities or goals: the general rule is such situations is that state grants cannot be used as match to state grants and federal grants cannot be used as match to other federal grants, but state can match federal and vice versa.

### Irvine Valley College:

When IVC is developing the match for a project we are guided by the following:

1. Use existing resources and indirect to meet the match commitment
2. Ensure that all identified match plays an actual role in supporting the project



### 3. Do not over match – only match the required amount

In the majority of cases, match provided for a grant consists of existing staff to support the project as part of their regular duties and indirect.

#### Saddleback College:

Match requirements are carefully reviewed at the grant scoping phase, and if they are onerous they may result in a college decision not to pursue a particular grant. Additionally, the application form identifies specific match requirements and must be approved at the Vice President level before an application is submitted. Grant match is the responsibility of the college; in this regard match is identified by the college, tracked by the college, and reported by the college. This function is part of the responsibilities of the Grants Accounting Specialist.

#### Business Process Analysis:

In September 2014, Vice Chancellor Fitzsimons coordinated a 3-day Business Process Analysis (BPA) workshop in advance of the grants design sessions scheduled for January 2015. The BPA process identified a number of differences between the two colleges with respect to grants development and grants implementation processes, and process re-engineering discussions took place. Some of the needs for business process improvements will be addressed through the implementation of Workday, and others will require re-engineering separate from the Workday implementation project. These business process improvement needs related to grants are acknowledged by both colleges as well as district services and are well-documented as part of the colleges' continuous quality improvement processes.

#### **Assessment of Grants Performance (Question C):**

Irvine Valley College - State grants are required to submit quarterly reports and identify key momentum points. All state grants have formative activities and goals that must be measured by the end of the grant cycle.

Federal grants require similar reporting; however, each grant requires an independent evaluator to ensure the fiduciary responsibilities are being met. This is a requirement of each grant submission.

Saddleback College - The Grants Office at Saddleback College assesses grants performance along several dimensions, including: grant expenditures (percentage of dollars spent and percentage of time elapsed), achievement of grant objectives and outcomes, and compliance with fiscal and performance reporting requirements. The-grants accounting specialist provides assistance and monitors grant budgets to ensure they are spent appropriately. This position assists with grants fiscal training for staff members new to grant management, and provides continuous fiscal support over the duration of the grant.



**District Exposure (Question D):**

Grants are awarded to institutions of learning and the district is the fiscal agent. Grants are managed by the colleges to support the grant objectives. Both Saddleback and IVC work independently from the district in identifying state, federal and private foundation grants to enhance the college mission, vision, and goals.

Financial: The SOCCCD has minimal exposure in the pursuit of grants – if a grant proposal includes an unreasonable match requirement, an unreasonable sustainability requirement, or activities that cannot reasonably be accomplished as proposed, the college and district can choose not to accept it if an award is made, or to terminate an existing grant. Once the district accepts a grant award on behalf of the college, the district is responsible for meeting all of the terms and conditions of the award. While sometimes match requirements can appear onerous, Saddleback College has not experienced difficulty identifying appropriate match and this has not posed a problem for the college or the district. Grant requirements requiring that positions be institutionalized are more risky, as faculty and staff positions can only be paid out of the general fund after they have been approved through the college's prioritization and resource allocation process. To this end, both the college and district Human Resources staff take steps to ensure that all position announcements and faculty contracts identify the source of funding and explain that the positions are contingent upon categorical funding, where appropriate. These positions are monitored carefully and layoff notices are given when funding ends.

Reputation: Some grants the college receives are high profile. For example when the college partners with an important community partner (e.g. the Orange County Workforce Investment Board or the Orange County Department of Education) on a grant, the college must be sure to deliver on any promises with regard to grant objectives, activities, and outcomes or risk damage to our local reputation. The college also needs to deliver on its promises to funders or risk being denied for future funding. Federal grants in particular have numerous requirements which, if not met, can jeopardize the college's success in winning future grants from that agency.

Staff Training: Staff training can help to minimize exposure vis-à-vis adherence to grant guidelines. To this end, the Saddleback College Grants and Contracts Manager has obtained numerous certificates in federal grants management including coursework in the following: Accountability for Federal Grants – Planning, Measuring, and Reporting Grant Performance; Audit of Federal Grants and Cooperative Agreements; Uniform Administrative Requirements for Grants – OMB Circulars A-102 and 2CFR Part 215; and Cost Principles – 2CFR 220 (A-21), 225 (A-87), and 230 (A-122), and FAR 31.2. To improve collegewide and districtwide awareness of federal guidelines, Saddleback College coordinated on-site certified training for over fifteen members of the Saddleback College, Irvine Valley College, and District Services staff and management teams on Procuring Goods and Services Under Federal Grants.



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

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**BACKGROUND**

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

**STATUS**

Administrative Regulation 6140 requires that the Board of Trustees be notified, at each board meeting, of speakers who have been invited to speak and/or who have spoken at the colleges since the last board meeting. Exhibit A lists invited speakers and other pertinent information.

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



**SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT****SADDLEBACK COLLEGE**

<b><i>Presentation Date/Time</i></b>	<b><i>Location</i></b>	<b><i>Faculty Member</i></b>	<b><i>Course Title/Activity</i></b>	<b><i>Speaker</i></b>	<b><i>Topic</i></b>
December 10, 2014 9:00 am	VIL 3	Lisa Inlow	FN173 Catering	Melanie Kronamen	Marketing

**IRVINE VALLEY COLLEGE**

<b><i>Presentation Date/Time</i></b>	<b><i>Location</i></b>	<b><i>Faculty Member</i></b>	<b><i>Course Title/Activity</i></b>	<b><i>Speaker</i></b>	<b><i>Topic</i></b>



**TO:** Board of Trustees

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

**RE:** SOCCCD: Basic Aid Report

**ACTION:** Information

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### **BACKGROUND**

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

### **STATUS**

As of December 31, 2014, total estimated Basic Aid receipts are \$565.4M and total approved projects are \$552.6M. The balance of \$12.8M includes the reserve of \$8.3M and unallocated funds of \$4.5M.

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

There were no changes for the FY 2014-2015 Basic Aid allocation from the December 2014 Board report.



**South Orange County Community College District  
Expenditure History for Approved Basic Aid Projects  
January 26, 2015**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/10 Actual</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Actual</i>	<i>2013/14 Actual</i>	<i>Balance Remaining for 2014/15</i>
<b>CLOSED PROJECTS</b>							
CLOSED PROJECTS TOTAL	171,397,951	163,407,481	3,994,632	3,818,817	177,022	-	-
<b>CAPITAL PROJECTS</b>							
Campus Appearance Improvement IVC & SC (2009)	1,000,000	594,149	144,365	738	140,555	29,330	90,863
ATEP Building Demolition (2007)	13,700,000	73,885	1,439,404	781,124	109,025	1,744,947	9,551,614
ATEP First Building Phase 3A (2011)	21,450,000					761	21,449,239
ATEP Operating Budget* (2006)	12,706,616	8,599,864	1,798,762	507,119	564,290	579,960	656,621
ATEP Site Development (2012)	340,436			31,948	98,851	209,637	-
ATEP Site Development (2013)	6,000,000				693,427	681,207	4,625,365
ATEP Site Development Negotiations (2008)	4,265,883	2,572,209	618,846	322,921	652,433	99,475	-
ATEP Staffing, Equipment, Program Development (2007)	891,611	191,974	346,066	291,119	7,785	14,204	40,463
IVC A200 Success Center (2014)	505,005						505,005
IVC A400 Bldg Remodel (2011)	13,013,000			28,153	608,333	953,102	11,423,412
IVC ATEP Swing Space (2014)	-						-
IVC B200 Classroom Wing & Labs (2015)	400,000						400,000
IVC B400 Labs and Entrance Controls (2015)	410,000						410,000
IVC Defects Performing Arts Center (2014)	1,400,000					2,611	1,397,389
IVC Design and Install Entrance from Barranca (2003)	2,850,000	51,526	45,644	143,803	25,074	67,052	2,516,900
IVC Fine Arts Building (2008) - State Delay, Future Project request	856,278	61,278					795,000
IVC Life Sciences Project (2004)	13,490,000	875,136	448,231	(1,169,892)	693,544	2,416,169	10,226,813
IVC New Parking Lot (2013)	3,010,000						3,010,000
IVC Performing Arts Center Waterproofing (2013)	470,000						470,000
IVC Repair Exteriors A100, A200, A300, A400, B100 (2010)	400,000		215,836	34,022	57,439	91,367	1,336
IVC Replace Main Water Valves (2010)	275,000	6,035	76,957	97,311	17,485	75,117	2,096
IVC Replace Natural Gas Piping A&B Quads (2010)	230,000	3,088	41,368		78,605	74,349	32,590
IVC SSC HVAC System (2010)	800,000	1,346	19,668	732	12,124	635,534	130,597
IVC Upgrade Exterior & Entries to B300 (2013)	680,000						680,000
SC Athletic Stadium (2015)	950,000						950,000
SC Building Repairs - Library Remodel (2003)	9,819,000	589,404	745,863	1,817,215	(630,004)	4,864,713	2,431,809
SC Building Repairs - LRC Comm Arts Renovation (2013)	2,622,000			-	12,320	14,990	2,594,689
SC Building Repairs - ATAS Building (2003)	17,435,313	153,424	13,800	94,380	167,292	405,643	16,600,774
SC Building Repairs - ATAS Swing Space Renov (2013)	10,249,687				124,917	519,146	9,605,624
SC Central Plant/CoGen Upgrade (2015)	750,000						750,000
SC Demolition and Upper Quad Remodel (2008)	1,000,000						1,000,000
SC Digital Security Access (2015)	650,000						650,000
SC Fine Arts HVAC Renovation (2013)	4,950,000				2,754	76,091	4,871,155
SC Fire Alarm System (2015)	500,000						500,000
SC Golf Driving Range Net Replacement (2005)	300,000	101,800	4,950	19,300	42,520		131,430
SC Health Sciences/DS Waterproofing (2013)	1,000,000					5,209	994,791
SC LRC Defects (2015)	750,000						750,000
SC New Gateway Building (2013) (Match)	890,000						890,000
SC Pool Deck Replacement (2010)	1,500,000	23	1,276,844	189,784	8,121	20,950	4,278
SC Roof Replace Tech & Applied Science, Village Bldg 3-8 (2010)	1,500,000	166,833	851,935	337,751	63,860	51,229	28,392
SC Sciences Building (M/S/E annex) (2003)	67,358,346	29,595	258,563	1,840,003	295,740	7,324,533	57,609,911
SC Site Improvements (2008)	12,580,000	5,740	212,701	-	1,464	107,278	12,252,816
SC PE 200 and 300 Interior Renovation (2014)	1,000,000						1,000,000
SC PE 400 and 500 Renovation (2014)	800,000						800,000



**South Orange County Community College District  
Expenditure History for Approved Basic Aid Projects  
January 26, 2015**

<i><b>Project Description</b></i>	<i><b>Approved Amount</b></i>	<i><b>1999/10 Actual</b></i>	<i><b>2010/11 Actual</b></i>	<i><b>2011/12 Actual</b></i>	<i><b>2012/13 Actual</b></i>	<i><b>2013/14 Actual</b></i>	<i><b>Balance Remaining for 2014/15</b></i>
SC Water Damages/Storm Drainage Issues (2013)	750,000				10,710	3,495	735,795
<b>CAPITAL PROJECTS TOTAL</b>	<b>236,498,175</b>	<b>14,077,308</b>	<b>8,559,803</b>	<b>5,367,531</b>	<b>3,858,665</b>	<b>21,068,099</b>	<b>183,566,768</b>
<b>SCHEDULED MAINTENANCE</b>							
IVC Library Exterior (2013)	275,000					1,830	273,171
IVC Lighting & Walkways (2013)	795,055					332,278	462,777
IVC SM B100 Roof & HVAC (2015)	493,350						493,350
IVC Sports Facilities (2012)	342,600				702	43,312	298,586
SC 12KV Elec Distr Repair (2014)	200,000						200,000
SC Central Plant (2013)	750,000				61,780	23,875	664,345
SC Energy Management System (2012)	657,400			323,678	333,722		-
SC HVAC PE 100 (2014)	800,000						800,000
SC PE 200 Bleacher Repairs (2014)	725,000						725,000
SC PE Complex (2013)	500,000						500,000
<b>SCHEDULED MAINTENANCE PROJECTS TOTAL</b>	<b>5,538,405</b>	<b>-</b>	<b>-</b>	<b>323,678</b>	<b>396,204</b>	<b>401,295</b>	<b>4,417,228</b>
<b>IT PROJECTS</b>							
Campus Desktop Refresh (2013)	4,249,334				648,198	843,987	2,757,148
SOCCCD Automate Electronic Transcript Receiving (2015)	453,600						453,600
SOCCCD Automated Password Reset & Single Sign-On Assess (2015)	115,600						115,600
SOCCCD Awards Management System (2013)	500,000				303,641	154,230	42,129
SOCCCD Blackboard Plug-ins (2013)	150,000				2,000		148,000
SOCCCD Class Schedule Upgrade & Recommendation (2015)	735,000						735,000
SOCCCD Degree Audit/MAP Upgrade (2013)	1,332,640				230,118	396,373	706,149
SOCCCD Document Management Solution (2011)	659,202			622,823	18,731		17,648
SOCCCD District-wide Automatic Email Archive (2015)	165,000						165,000
SOCCCD District-wide Hardware Refresh (2014)	505,000					484,919	20,081
SOCCCD District-wide Network Security (2015)	369,895						369,895
SOCCCD District-wide Server/Storage Maintenance (2015)	950,000						950,000
SOCCCD End-of-Life Core Network/Tech Refresh (2013)	6,984,658				446,032	3,496,228	3,042,398
SOCCCD Enterprise Backup Solution (2014)	150,000					24,933	125,067
SOCCCD Enterprise Content Mgmt Expansion (2013)	150,000				31,386		118,614
SOCCCD HR/Bus Svcs Integrated Software (2013)	11,500,000			16,131	150,433	1,971,236	9,362,199
SOCCCD Intl and Student Scholar Mgmt (2014)	54,500						54,500
HRIS Data Migration	20,000				15,000		5,000
IT Governance - TeamDymanixHE Software	50,000				14,400		35,600
TracDat Integration with SharePoint	36,000				35,964		37
DW Infrastructure Inventory System	75,000						75,000
MySite Help System	20,000				420	5,946	13,635
Unified Communications System	50,000				28,928		21,072
IT Contingency	361,855				31,800	32,800	297,255
SOCCCD IT Basic Aid Projects (2013)	612,855			-	126,511	38,746	447,599
SOCCCD IT Projects SC/IVC/ATEP Instruct & Student Svc (2010)	8,744,770	2,906,089	2,665,868	1,745,944	888,629	136,099	402,141
SOCCCD Master Calendar Integration (2014)	300,000					58,500	241,500
SOCCCD Matriculation SEP System (2013)	100,000				332		99,668
SOCCCD MySite Message Customization (2014)	150,000						150,000
SOCCCD MySite Security (2014)	302,000					47,280	254,720
SOCCCD New Library System (2014)	100,000					21,909	78,091
SOCCCD Online Catalog (2014)	125,000						125,000
SOCCCD Predictive Analytics (2013)	250,000				54,052		195,948
SOCCCD Student Conduct & Incident Reporting (2015)	13,060						13,060
SOCCCD Student Info Sys AR Enhancement/Electronic Refunds (2015)	600,000						600,000
SOCCCD Student Information System Enhancement (2013-2015)	4,512,000				1,047,013	1,720,024	1,744,963



**South Orange County Community College District  
Expenditure History for Approved Basic Aid Projects  
January 26, 2015**

<i><b>Project Description</b></i>	<i><b>Approved Amount</b></i>	<i><b>1999/10 Actual</b></i>	<i><b>2010/11 Actual</b></i>	<i><b>2011/12 Actual</b></i>	<i><b>2012/13 Actual</b></i>	<i><b>2013/14 Actual</b></i>	<i><b>Balance Remaining for 2014/15</b></i>
SOCCCD Student Information System Upgrade-Phase I/Phase II (2006)	14,102,260	14,031,285	4,250	22,466	1,350	6,531	36,378
SOCCCD Student Success Dashboard (2014)	550,000					52,324	497,676
SOCCCD Support Multiple Prerequisites (2015)	302,400						302,400
SOCCCD Technology Needs 2007/08 (2008)	8,036,477	6,680,995	923,579	392,177	28,547	2,020	9,159
SOCCCD Virtual Desktop (2014)	50,000					13,050	36,950
SOCCCD Waitlist Modification (2014)	250,000					249,920	81
SOCCCD Wireless Coverage Expansion (2015)	738,000						738,000
<b>IT PROJECTS TOTAL</b>	<b>68,863,251</b>	<b>23,618,369</b>	<b>3,593,697</b>	<b>2,799,541</b>	<b>3,976,974</b>	<b>9,718,309</b>	<b>25,156,361</b>
<b>OTHER ALLOCATIONS</b>							
IVC Debt Retirement - Energy Loans (2014)	2,316,647					2,316,647	-
SOCCCD Design/Build Specialty Consultant (2013)	525,000			13,300	91,725		419,975
SOCCCD Dist Union Offices (2014)	100,000						100,000
SOCCCD District-wide Mapping (2015)	400,000						400,000
SOCCCD DSA Inspec, Engineer, and PM Svcs (2014)	350,000					145,830	204,170
SOCCCD DSA Project Close Out (2013)	340,000				12,256	14,334	313,409
SOCCCD Facilities Software System (2013)	1,129,000				309,248	65,550	754,202
SOCCCD FPP, IPP, 5 Year Plans (2013)	210,000					3,040	206,960
SOCCCD Insurance Deductibles (2014)	200,000					100,000	100,000
SOCCCD Lease/Leaseback Consultant (2013)	425,000				8,531	9,265	407,204
SOCCCD Legislative Advocacy Services - Basic Aid (2004 - present)	585,000	149,494		117,900	100,578	110,074	106,953
SOCCCD Legal Counsel Facility Related Issues (2013)	900,000				35,073	2,804	862,123
SOCCCD Pre-Planning and Investigation (2015)	200,000						200,000
SOCCCD Trustee Election/General Election Expense (2004 - present)	2,598,988	981,697	417,291	-	354,083	-	845,917
SOCCCD Retiree Benefits (2001 - present)	60,027,683	27,417,938	8,000,000	2,600,000	18,489,745	3,520,000	-
<b>OTHER ALLOCATIONS TOTAL</b>	<b>70,307,318</b>	<b>28,549,129</b>	<b>8,417,291</b>	<b>2,731,200</b>	<b>19,401,240</b>	<b>6,287,545</b>	<b>4,920,913</b>
<b>BASIC AID PROJECT TOTALS</b>	<b>552,605,100</b>	<b>229,652,287</b>	<b>24,565,423</b>	<b>15,040,767</b>	<b>27,810,106</b>	<b>37,475,247</b>	<b>218,061,270</b>
Commitments		349,516,741	41,176,493	(9,951,045)	70,406,108	54,193,413	47,263,390
Cumulative Commitments		349,516,741	390,693,234	380,742,189	451,148,297	505,341,710	552,605,100
Receipts		355,217,605	38,737,963	39,301,044	46,888,399	43,788,270	41,457,317
Cumulative Receipts		355,217,605	393,955,568	433,256,612	480,145,011	523,933,281	565,390,598
Cumulative Expenses		229,652,287	254,217,711	269,258,477	297,068,583	334,543,830	552,605,100
Uncommitted Basic Aid Funds		125,565,318	139,737,857	163,998,135	183,076,428	189,389,451	12,785,498
						<i><b>Receipts Change</b></i>	<i><b>Allocation Change</b></i>
<b>Total Change from December 2014 Report</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Facilities Plan Status Report  
**ACTION:** Information

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### **BACKGROUND**

On August 30, 2004, the Board of Trustees received a list of projects under consideration for local funding and a report on the status of each project. The Board requested to be kept informed about these and other facilities projects.

### **STATUS**

(EXHIBIT A) provides an up-to-date report on the status of current construction projects.



FACILITIES PLAN STATUS REPORT  
January 26, 2015

**SADDLEBACK COLLEGE**

**1. SCIENCES BUILDING**

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

Budget Narrative: Budget reflects Board agenda action on 8/26/08, 10/27/08, 4/27/09, 6/22/09, 5/24/10, 2/28/2011 and 8/24/2012. On February 28, 2011, the Board reassigned \$14,789,346 from other Saddleback College projects and applied \$29,000,000 from basic aid dollars to partially fund the Sciences building after three years running with no state funding. On August 27, 2012, the Board approved \$11,179,000 to fund the remainder of the project budget. In August, the state chancellor's office has escalated the project budget to \$59,050,000 resulting in the unassigned amount of \$215,000. On October 28, 2013, the Board approved reassignment of funds from existing encumbered funding from the ATAS renovation project for an amount of \$8,523,000 for a new project budget equaling \$67,358,000.

Status: Pile anomalies resulted in schedule delays. Contractor is working toward recovery and this delay is not expected to impact projected occupancy. Temporary chillers removed and campus supplied by new permanent equipment.

In Progress: Structural steel fabrication continues. Review of building mock up underway. Retaining wall installation continues. Bridge abutment construction continues with two abutments completed. The Furniture, Fixture & Equipment (FF&E) committee is reviewing furniture options. Spoils dirt from the site is continuing to be exported off-hours to limit disruption to the campus. *Observatory grub and grading underway.*

Recently Completed: Central Plant canopy is complete. Central Plant piping of new systems is completed. *All pile foundations, grade beams, and pile caps are completed and the first floor slab is completed.*

Focus: Retaining wall construction. Deep underground plumbing and electrical duct bank installation. Review of work sequencing, procurement, submittals, and subcontractor lean planning coordination meetings. Backfill and compaction adjacent to the retaining walls continues. Placement of shallow underground utilities. *Structural steel building frame underway.*

Project Start: March 2011	Scheduled Finish: December 2015
Projected Finish: February 2016	DSA Close Out: Pending



## 2. SITE IMPROVEMENTS

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

Budget Narrative: Budget reflects Board agenda action on 3/24/08. Several previously budgeted projects are integrated into a single project budget: Upper Quad (2008 - \$1M) incorporated into work scope with isolated budget, Loop Road (2008 - \$3,442,000), Storm Drain Repairs (2013 - \$1,500,000) and Storm Drain, Parking, Practice Fields (2014 - \$7,638,000) for a total project budget of \$13,580,000.

Status: *Project is on hold while college considers approach to address scope over budget. Awaiting recommendation for moving forward.*

In Progress: Project is on hold while college considers approach for moving forward.

Recently Completed: Presentation of probable cost by Criteria Architect.

Focus: Work with *college*, stakeholders and Criteria Architect to address the project scope relative to the allowable budget.

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

## 3. TECHNOLOGY AND APPLIED SCIENCE (TAS) RENOVATION PROJECT

	Original	Revision	Total
Project Budget:	\$8,755,055	\$8,679,945	\$17,435,000
State Match:	-	-	-
Basic Aid Allocation:	\$1,956,000	\$15,479,000	\$17,435,000

Budget Narrative: Budget reflects Board agenda action on 2/28/11, 8/27/2012, 10/25/2013, and 6/23/2014. The original basic aid assignment of \$1,956,000 met design costs. The scope was revised to include both the North and South wing with a new budget estimated at \$14,733,000. On August 27, 2012, the Board approved \$12,777,000 to fully fund the project budget. On October 25, 2013, the Board approved reassignment of funds for an amount of \$8,523,000 for the Saddleback College Sciences Building project for a reduced budget equaling \$6,210,000. On June 23, 2014 the Board approved restored funding of \$8,523,000 and an additional \$2,702,000 to fully fund the project.

Status: *DSA has approved documents. Construction start is anticipated April 2016 after completion of the TAS Auto Tech Swing Space project.*



In Progress: *Updating geotech report with information obtained from water break analysis.*

Recently Completed: *DSA approval.*

Focus: Construction start anticipated April 2016 upon completion of the TAS Auto Tech Swing Space project.

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

#### **4. TECHNOLOGY AND APPLIED SCIENCE (TAS) SWING SPACE PROJECT**

	Original	Revision	Total
Project Budget:	\$5,807,000	\$4,443,000	\$10,250,000
State Match:	-	-	-
Basic Aid Allocation:	\$5,807,000	\$4,443,000	\$10,250,000

Budget Narrative: Budget reflects Board agenda action on 8/27/2012, 6/17/13 and 6/23/2014. On August 27, 2012, the Board approved \$5,807,000 to fund the original project budget. On June 17, 2013, and June 23, 2014 the Board approved additional funding of \$3,714,000 and \$729,000 respectively.

Status: *DSA approved documents received.*

In Progress: *Board approved preconstruction services underway.*

Recently Completed: *DSA approval.*

Focus: *Preconstruction services. District is soliciting proposals for testing & special inspection services, construction management, and DSA inspection services.*

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

#### **5. FINE ARTS HVAC UPGRADES AND INTERIOR RENOVATION PROJECT**

	Original	Revision	Total
Project Budget:	\$1,000,000	\$3,950,000	\$4,950,000
State Match:	-	-	-
Basic Aid Allocation:	\$1,000,000	\$3,950,000	\$4,950,000

Budget Narrative: Budget reflects Board agenda action on 5/21/2012 and 6/17/13. On May 21, 2012, the Board approved \$1,000,000 to fund the original project budget. On June 17, 2013, the Board approved additional funding of \$3,950,000.



Status: Construction Documents submitted to DSA on October 16, 2014.

In Progress: DSA review of documents. Preconstruction services *to the Board for ratification in January 2015.*

Recently Completed: *Preconstruction services evaluation and selection.*

Focus: *Facilitate DSA review comments and response. Preconstruction services.*

Project Start: July 2012	Scheduled Finish: September 2015
Projected Finish: September 2015	DSA Close Out: Pending

## 6. ATHLETICS STADIUM PROJECT

	Original	Revision	Total
Project Budget:	\$18,800,000	-	\$18,800,000
State Match:	-	-	-
Basic Aid Allocation:	\$950,000	-	\$950,000
Unallocated Amount:	\$17,850,000		\$17,850,000

Budget Narrative: Budget reflects Board action on 6/23/2014.

Status: *Finalizing contract with criteria architect.*

In Progress: *Scheduling kick-off meeting with criteria architect.*

Recently Completed: *Selection of Criteria Architect*

Focus: Begin project programming.

Project Start: July 2014	Scheduled Finish: Pending
Projected Finish: Pending	DSA Close Out: Pending

## 7. GATEWAY PROJECT

	Original	Revision	Total
Project Budget:	\$42,867,000	\$1,612,000	\$44,479,000
<b>Anticipated</b> State Match:	\$30,053,000	\$1,129,000	\$31,182,000
Basic Aid Allocation:	\$1,545,115	\$(655,115)	\$890,000
Unallocated Amount:	\$41,321,885		\$43,589,000

Budget Narrative: Budget reflects Board action on 6/17/2013 and 6/23/2014.



Status: The State will not be including an education facilities bond on the November ballot.

In Progress: The project is awaiting funding.

Recently Completed: On Hold.

Focus: On Hold.

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

## 8. PHOTO RADIO TELEVISION RENOVATION PROJECT

	Original	Revision	Total
Project Budget:	\$2,622,000	\$0	\$2,622,000
State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$2,622,000	\$0	\$2,622,000

Budget Narrative: Budget reflects Board action on 8/27/2012.

Status: Construction is underway and approximately 45 days behind schedule due to the HVAC subcontractor replacement.

In Progress: Casework, pull data lines, and floor preparation is in *progress including high moisture content at slab and mitigation*.

Recently Completed: Drywall tape and finish, roof patch, and final installation of HVAC is completed. T-Bar suspension system is complete with lights to follow; HVAC ducting and VAV boxes are completed.

Focus: Review of submittal and RFI processes to assure timely turnarounds. Prime and paint, cabinets, and flooring preparation and installation.

Project Start: January 2012	Scheduled Finish: <i>February 2015</i>
Projected Finish: November 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: The final Notice of Completion was filed on September 24, 2007.

In Progress: Six change orders remain in "Pending" status and must be closed to arrive at DSA close out. Requesting Architect provide all open status items to district to close project using alternate architectural firm.

Recently Completed: Letter forwarded to DSA requesting assistance with architectural firm's reluctance to take necessary steps toward close out.

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

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

## 2. LIFE SCIENCES PROJECT

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

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

Status: *Mediation meeting held.*

In Progress: *Finalize mediation resolutions.*

Recently Completed: *Second mediation meeting.*

Focus: *Finalize mediation resolutions.*



Project Start: December 2008	Scheduled Finish: July 2012
Projected Finish: February 28, 2014	DSA Close Out: May 8, 2014

### 3. BARRANCA ENTRANCE

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

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

Status: Construction documents are at the City of Irvine for final back-check approval.

In Progress: Legal review and negotiation with the City of Irvine and Southern California Edison for required Easement Deed and Agreements.

Recently Completed: Receipt of easement documents from Southern California Edison Title Group.

Focus: Conclude agency negotiations and prepare documents to bid. Southern California Edison to prepare 3<sup>rd</sup> and final easement needed for project.

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

### 4. A400 RENOVATION AND EXPANSION PROJECT

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

Budget Narrative: Budget reflects Board agenda action on 2/28/2011, 8/27/2012 and 6/17/2013. On 8/27/2012, the Board approved \$10,463,000 additional to fund the project budget. Staff analyzed the budget identified in the Education and Facilities Master Plan and determined there was no allowance for equipment. On 6/17/13 the Board approved \$1,550,000 for furniture, fixtures and equipment.

Status: *Structural concrete is complete.*



In Progress: Metal stud framing is ongoing including mechanical, electrical and plumbing rough-ins. Exterior site work is in progress at the turnabout in front of A100 bldg.

Recently Completed: Building concrete at 1<sup>st</sup> floor is completed.

Focus: Site work at the turnabout. On-going furniture, fixture and equipment selection. Discussing project delay.

Project Start: December 2012	Scheduled Finish: May 2015
Projected Finish: July 2015	DSA Close Out: Pending

## 5. FINE ARTS PROJECT

	Original	Revision	Total
Project Budget:	\$35,703,000	\$2,053,000	\$37,756,000
<b>Anticipated</b> State Match:	\$25,141,000	\$1,447,000	\$26,588,000
Basic Aid Allocation:	\$795,000	-	\$795,000
Unallocated Amount:	\$34,908,000		\$36,961,000

Budget Narrative: Budget reflects Board action on 6/23/2014.

Status: The State will not be including an education facilities bond on the November ballot.

In Progress: The project is waiting funding.

Recently Completed: On Hold.

Focus: On Hold.

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

## ATEP

### 1. ATEP DEMOLITION

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

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



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

In Progress: *Building demo and drainage channel work underway.*

Recently Completed: *Remediation is completed on the two dormitory buildings.*

Focus: *Adhere to various regulatory requirements specific to ATEP site.*

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

## 2. ATEP - IVC FIRST BUILDING

	Original	Revision	Total
Project Budget:	\$23,000,000	-	\$23,000,000
State Match:	-	-	-
Basic Aid Allocation:	\$12,500,000	8,950,000	\$21,450,000

Budget Narrative: Budget reflects Board action on 2/28/2011 and 6/23/2014. \$12,500,000 was originally allocated to the Phase 3A project budget and transferred to the IVC ATEP First Building budget of \$12,500,000 with \$8,950,000 additional funds approved on 6/23/14.

Status: Meetings with criteria architect, faculty and staff to develop project criteria. *Received submittal request for qualification proposals from interested design-build entities.*

In Progress: *Review of request for qualification proposals from interested design-build entities.*

Recently Completed: College sign off on building program.

Focus: Identify components of RFP that require updating and project specific modifications.

Project Start: July 2014	Scheduled Finish: February 2018
Projected Finish: December 2017	DSA Close Out: Pending

## DISTRICT WIDE

### 1. 20 YEAR FACILITIES, RENOVATION AND SCHEDULED MAINTENANCE FACILITIES SYSTEM



	Original	Revision	Total
Project Budget:	\$704,000	\$425,000	\$1,129,000
State Match:	-	-	-
Basic Aid Allocation:	\$704,000	\$425,000	\$1,129,000

Budget Narrative: Budget reflects Board action on 6/25/2012, 6/17/2013 and 6/23/2014.

Status: Irvine Valley College is employing the Maintenance Direct portion of the software modules.

In Progress: Develop contract for infrastructure condition assessment.

Recently Completed: Training with Planning Direct Module and Onuma graphic interface.

Focus: Upload information with State Chancellor's Office FUSION website. Perform infrastructure condition assessment.

Project Start: July 2012	Scheduled Finish: June 2013
Projected Finish: September 2014	DSA Close Out: N/A

Project updates for active projects may be viewed at:  
<http://www.socccd.edu/businessservices/ProjectUpdates.html>.

Definitions:

Project Start:	Month Architect/Consultant(s) are brought on board for design of project
Scheduled Finish:	Assumed duration of project depending on variables, such as agency review, etc. outside District and consultant control
Projected Finish:	Identified finish at the time of the report
DSA Close Out:	The process of sending required documents to DSA to obtain project certification.

Note: When state matches are identified, the project budgets reflect the allocated state match as reported in FUSION for the latest planning year 2016-2017. (FUSION is the State Chancellor's Office database for Capital Outlay.) The word "Anticipated" is included in project budget table when money has not yet been allocated but the amount has been identified by the state.

The "Revisions" column for the State Match category includes changes due to escalation and changes that may have occurred to the state's percentage (i.e. going from an 80% match down to a 70% match and so on as the economy changes)



from the original project approvals to current date. The “Revisions” column for the Basic Aid Allocation will show a total variation to date taking into account both increased and decreased basic aid allocations.

The Unassigned category identifies an underfunded budget.

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



**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Monthly Financial Status Report  
**ACTION:** Information

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**BACKGROUND**

Monthly General Fund financial reports (EXHIBIT A) are provided to the Board of Trustees to keep members regularly informed of current information and provide an alert to any significant changes in the projected year ending balance. These reports provide district-wide and college financial information.

**STATUS**

The reports display the adopted budget, revised budget and transactions through December 31, 2014 (EXHIBIT A). A review of current revenues and expenditures for FY 2014-2015 show they are in line with the budget.



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
General Fund Income and Expenditure Summary  
As of December 31, 2014

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Actual Beg Bal & Receipts/ Expenditures	% Actual to Revised
<b>SOURCES OF FUNDS</b>					
BEGINNING FUND BALANCE:		\$ 44,236,531	44,236,531	44,236,531	100.00%
REVENUES:					
Federal Sources	8100-8199	\$ 4,402,878	4,680,216	309,854	6.62%
State Sources	8600-8699	25,690,086	26,804,238	10,502,419	39.18%
Local Sources	8800-8899	195,166,457	195,166,457	109,170,165	55.94%
Other Financing Sources	8900-8912			12,805	
Total Revenue		225,259,421	226,650,911	119,995,243	52.94%
INCOMING TRANSFERS	8980-8989	0	0	0	
<b>TOTAL SOURCES OF FUNDS</b>		<b>\$ 269,495,952</b>	<b>270,887,442</b>	<b>164,231,774</b>	<b>60.63%</b>
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 70,886,553	71,381,935	32,957,861	46.17%
Other Staff Salaries	2000-2999	46,086,852	45,395,868	17,788,596	39.19%
Employee Benefits	3000-3999	39,578,000	40,029,613	17,608,950	43.99%
Supplies & Materials	4000-4999	5,637,251	5,873,172	1,592,842	27.12%
Services & Other Operating	5000-5999	23,397,149	24,338,866	9,573,557	39.33%
Capital Outlay	6000-6999	11,856,016	11,825,128	1,523,707	12.89%
Payments to Students	7500-7699	756,776	745,505	238,167	31.95%
Total Expenditures		\$ 198,198,597	199,590,087	81,283,680	40.73%
OTHER FINANCING USES:					
Debt Service	7100-7199	0	0	0	
Inter Fund Transfers Out	7300-7399	\$ 1,197,350	1,197,350	427,915	35.74%
Basic Aid Transfers Out	7300-7399	43,861,973	43,861,973	0	0.00%
Intra Fund Transfers Out	7400-7499	0	0	12,805	0.00%
Total Other Uses		45,059,323	45,059,323	440,720	0.98%
<b>TOTAL USES OF FUNDS</b>		<b>243,257,920</b>	<b>244,649,410</b>	<b>81,724,400</b>	<b>33.40%</b>
<b>ENDING FUND BALANCE</b>		<b>\$ 26,238,032</b>	<b>26,238,032</b>	<b>82,507,374</b>	
<b>RESERVES</b>					
Reserve for Unrealized Tax Collections (Basic Aid)		\$ 12,785,498	12,785,498		
Reserve for Economic Uncertainties		11,452,534	11,452,534		
College Reserves for Economic Uncertainties		2,000,000	2,000,000		
<b>TOTAL RESERVES</b>		<b>\$ 26,238,032</b>	<b>26,238,032</b>		

NOTE: As of December 31, 2013 actual revenues to date were **60.84%** and actual expenditures to date were **36.93%** of the revised budget to date.



**SADDLEBACK COLLEGE**General Fund Income and Expenditure Summary  
As of December 31, 2014

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
<b>SOURCES OF FUNDS</b>					
LOCATION BEGINNING BALANCE		\$ 10,154,792	10,154,792	10,154,792	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 86,859,848	86,859,848	45,945,196	52.90%
Restricted Budget Allocation		18,987,615	19,183,555	6,874,532	35.84%
Total Revenue		105,847,463	106,043,403	52,819,728	49.81%
INCOMING TRANSFERS	8980-8989	0	0	0	
<b>TOTAL SOURCES OF FUNDS</b>		<b>\$ 116,002,255</b>	<b>116,198,195</b>	<b>62,974,520</b>	<b>54.20%</b>
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 45,603,021	45,516,453	20,724,713	45.53%
Other Staff Salaries	2000-2999	24,053,664	23,442,009	8,834,278	37.69%
Employee Benefits	3000-3999	22,371,315	22,613,002	9,820,030	43.43%
Supplies & Materials	4000-4999	3,794,239	3,921,669	1,015,222	25.89%
Services & Other Operating	5000-5999	10,802,761	11,481,654	4,163,544	36.26%
Capital Outlay	6000-6999	7,540,065	7,381,577	1,210,220	16.40%
Payments to Students	7500-7699	487,190	491,831	135,433	27.54%
Total Expenditures		\$ 114,652,255	114,848,195	45,903,440	39.97%
OTHER FINANCING SOURCES/(USES):					
Debt Service	7100-7199	0	0	0	
Transfers Out	7300-7399	\$ 350,000	350,000	250,000	71.43%
Other Transfers	7400-7499	0	0	0	
Total Other Uses		350,000	350,000	250,000	71.43%
<b>TOTAL USES OF FUNDS</b>		<b>115,002,255</b>	<b>115,198,195</b>	<b>46,153,440</b>	<b>40.06%</b>
<b>LOCATION OPERATING BALANCE</b>		<b>\$ 1,000,000</b>	<b>1,000,000</b>	<b>16,821,080</b>	
<b>RESERVES</b>					
Reserve for Economic Uncertainties		\$ 1,000,000	1,000,000		

NOTE: As of December 31, 2013, actual revenues to date were **56.24%** and actual expenditures to date were **40.59%** of the revised budget to date.



**IRVINE VALLEY COLLEGE**  
General Fund Income and Expenditure Summary  
As of December 31, 2014

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
<b>SOURCES OF FUNDS</b>					
LOCATION BEGINNING BALANCE		4,172,110	4,172,110	4,172,110	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 50,657,293	50,657,293	27,039,101	53.38%
Restricted Budget Allocation		9,005,144	10,180,694	5,126,105	50.35%
Total Revenue		59,662,437	60,837,987	32,165,206	52.87%
INCOMING TRANSFERS	8980-8989	0	0	0	
<b>TOTAL SOURCES OF FUNDS</b>		<b>63,834,547</b>	<b>65,010,097</b>	<b>36,337,316</b>	<b>55.89%</b>
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	23,650,937	24,232,887	11,659,515	48.11%
Other Staff Salaries	2000-2999	13,942,833	13,863,504	5,723,062	41.28%
Employee Benefits	3000-3999	13,012,792	13,222,718	5,949,236	44.99%
Supplies & Materials	4000-4999	1,651,169	1,769,584	542,584	30.66%
Services & Other Operating	5000-5999	5,691,449	5,927,235	2,355,612	39.74%
Capital Outlay	6000-6999	3,968,431	4,093,145	272,945	6.67%
Payments to Students	7500-7699	269,586	253,674	102,734	40.50%
Total Expenditures		62,187,197	63,362,747	26,605,688	41.99%
OTHER FINANCING SOURCES/(USES):					
Debt Service	7100-7199	0	0	0	
Transfers Out	7300-7399	647,350	647,350	177,915	27.48%
Other Transfers	7400-7499	0	0	12,805	
Total Other Uses		647,350	647,350	190,720	29.46%
<b>TOTAL USES OF FUNDS</b>		<b>62,834,547</b>	<b>64,010,097</b>	<b>26,796,408</b>	<b>41.86%</b>
<b>LOCATION OPERATING BALANCE</b>		<b>1,000,000</b>	<b>1,000,000</b>	<b>9,540,908</b>	
<b>RESERVES</b>					
Reserve for Economic Uncertainties		1,000,000	1,000,000		

NOTE: As of December 31, 2013, actual revenues to date were **58.49%** and actual expenditures to date were **43.01%** of the revised budget to date.



**TO:** Board of Trustees

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

**RE:** SOCCCD: Quarterly Financial Status Report

**ACTION:** Information

---

**BACKGROUND**

Title 5, California Code of Regulations, Section 58310 requires each community college district to prepare a Quarterly Financial Status Report based on measurements and standards as established by the Board of Governors and certified on forms provided by the Chancellor no later than forty-five days following completion of each quarter.

**STATUS**

The California Community Colleges Quarterly Financial Status Report for SOCCCD, as of December 31, 2014 for FY 2014-2015, is attached (EXHIBIT A) for the Board of Trustees' information and review.



# CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

## Quarterly Financial Status Report, CCFS-31 IQ

### VIEW QUARTERLY DATA

CHANGE THE PERIOD 

Fiscal Year: 2014-2015

District: (890) SOUTH ORANGE

Quarter Ended: (Q2) Dec 31, 2014

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2011-12	Actual 2012-13	Actual 2013-14	Projected 2014-2015
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
<b>A. Revenues:</b>					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	178,949,792	192,456,241	196,304,963	197,246,069
A.2	Other Financing Sources (Object 8900)	0	3,877	0	0
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	178,949,792	192,460,118	196,304,963	197,246,069
<b>B. Expenditures:</b>					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	138,718,862	148,087,433	147,552,068	163,371,542
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	40,871,237	37,873,228	39,024,983	44,959,323
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	179,590,099	185,960,661	186,577,051	208,330,865
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	-640,307	6,499,457	9,727,912	-11,084,796
D.	<b>Fund Balance, Beginning</b>	21,735,766	21,095,459	27,594,916	37,322,828
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	21,735,766	21,095,459	27,594,916	37,322,828
E.	<b>Fund Balance, Ending (C. + D.2)</b>	21,095,459	27,594,916	37,322,828	26,238,032
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	11.7%	14.8%	20%	12.6%



**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	27,828	27,803	24,960	24,892
-----	---	--------	--------	--------	--------

**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

		As of the specified quarter ended for each fiscal year			
		2011-12	2012-13	2013-14	2014-2015
H.1	Cash, excluding borrowed funds		55,973,993	61,984,046	75,248,807
H.2	Cash, borrowed funds only		20,000,000	20,000,000	0
H.3	Total Cash (H.1+ H.2)	71,639,843	75,973,993	81,984,046	75,248,807

**IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:**

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
<b>I.</b>	<b>Revenues:</b>				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	197,246,069	197,246,069	107,960,492	54.7%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	197,246,069	197,246,069	107,960,492	54.7%
<b>J.</b>	<b>Expenditures:</b>				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	163,371,542	163,371,542	73,062,367	44.7%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	44,959,323	44,959,323	404,000	0.9%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	208,330,865	208,330,865	73,466,367	35.3%
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	-11,084,796	-11,084,796	34,494,125	
L.	Adjusted Fund Balance, Beginning	37,322,828	37,322,828	37,322,828	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	26,238,032	26,238,032	71,816,953	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	12.6%	12.6%		



V. Has the district settled any employee contracts during this quarter? **NO**

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic		Classified	
	Permanent		Temporary			
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:						
Year 1:						
Year 2:						
Year 3:						
b. BENEFITS:						
Year 1:						
Year 2:						
Year 3:						

\* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? **NO**

This year? **NO**  
Next year? **NO**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)



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**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q  
CERTIFY QUARTERLY DATA**

CHANGE THE PERIOD 

Fiscal Year: 2014-2015

District: (890) SOUTH ORANGE

Quarter Ended: (Q2) Dec 31, 2014

Your Quarterly Data is ready for certification.

Please complete the fields below and click on the 'Certify This Quarter' button

**Chief Business Officer**

**CBO Name:** Dr. Debra L. Fitzsimons, Vice Char

**CBO Phone:** Use format 999-555-1212  
949-582-4665

**CBO Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

**Chief Executive Officer Name:** Gary L. Poertner, Chancellor

**CEO Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

**Electronic Cert Date:** \_\_\_\_\_

**District Contact Person**

**Name:** Kim McCord

**Title:** Exec. Dir., Fiscal Services/Comptr

**Telephone:** Use format 999-555-1212  
949-582-4661

**Fax:** Use format 999-555-1212  
949-347-0390

**E-Mail:** krmccord@socccd.edu

**Certify This Quarter**

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California Community Colleges, Chancellor's Office  
Fiscal Services Unit  
1102 Q Street, Suite 4554  
Sacramento, California 95814-6511

Send questions to:  
Christine Atalig (916)327-5772 [atalig@ccccc.edu](mailto:atalig@ccccc.edu) or Tracy Britten (916)323-6899 [tbritten@ccccc.edu](mailto:tbritten@ccccc.edu)

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

---

### **BACKGROUND**

In April 2008 the SOCCCD Board of Trustees authorized the establishment of an irrevocable trust to comply with GASB No. 43 (Financial Reporting for Postemployment Benefit Plans Other Than Pensions) and GASB No. 45 (Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions). The trust was established with the Benefit Trust Company and is administered through the Futuris Public Entity Trust Program.

### **STATUS**

This report is for the periods ending November 30, 2014, and December 31, 2014 (EXHIBIT A).

For November, the portfolio was comprised of 49.3% Fixed Funds (Bonds) and 50.7% Common Stocks (Domestic and International). The portfolio's performance increased .69%, ending with a fair market value of \$96,004,369, and an annualized return of 6.33%.

For the period ending December, the portfolio was comprised of 49.4% Fixed Funds (Bonds) and 50.6% Common Stocks (Domestic and International). The portfolio's performance decreased 1.01%, ending with a fair market value of \$95,241,531, and an annualized return of 6.08% which is consistent with the market.



December 5, 2014

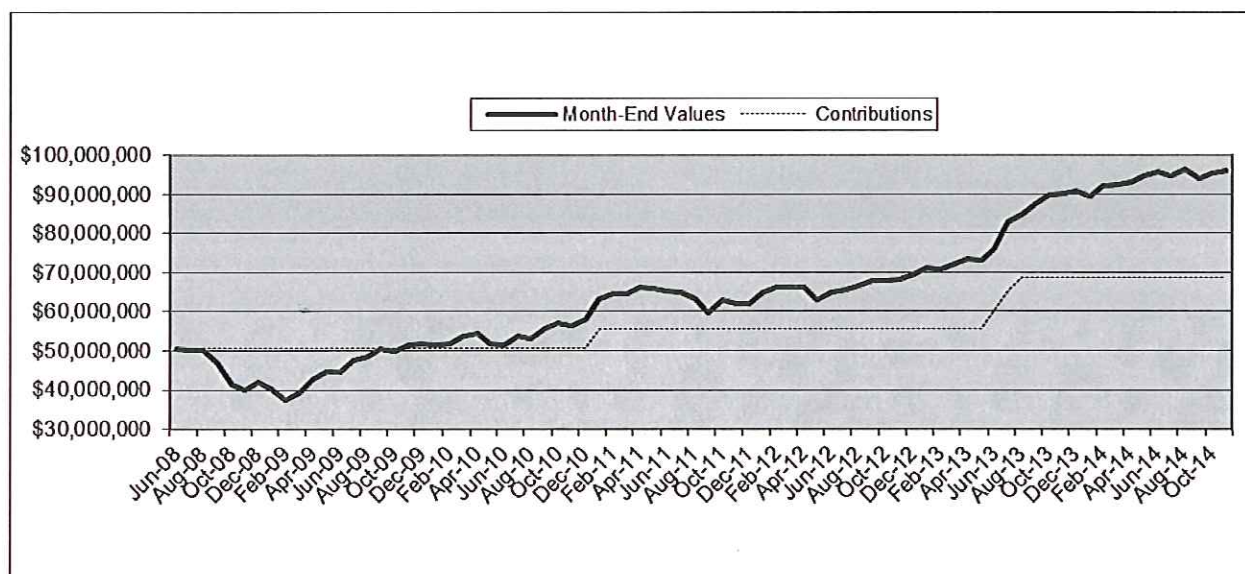
South Orange County Community College District  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

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

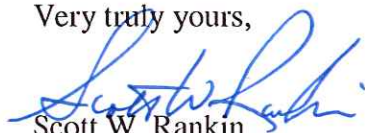
With a fair market value on November 30th of \$96,004,369.33 your portfolio's performance was up 0.69% for the month and up 6.33% on an annualized basis since the June 24<sup>th</sup>, 2008 inception date net of program fees.

Your portfolio ended the month as a diversified mix of bond funds (49.3%), and common stock funds (50.7%). It was designed to be invested over a long time frame. Deposits included the initial contribution of \$50,791,103 in June 2008, and additional contributions of \$4,618,708 on January 10, 2011, \$5,000,000 on June 17, 2013, \$5,000,000 on July 31, 2013 and \$3,389,912.76 on August 20, 2013 for a total of \$68,799,723.76. Below is the performance of your portfolio for various time frames since inception.

<u>Performance</u>	<u>November 2014</u>	<u>Year-To-Date</u>	<u>Annualized Since Inception</u>
South Orange CCCD	0.69%	5.81%	6.33% annualized return
S&P 500	2.69%	13.96%	10.15% (Domestic Stocks)
MSCI EAFE	1.36%	-1.49%	1.86% (International stocks)
Barclays Aggregate	0.71%	5.86%	5.03% (Domestic Bonds)
Barclays Global	-0.37%	1.29%	3.42% (Global Bonds)



Very truly yours,



Scott W. Rankin  
Senior Vice President



January 9, 2015

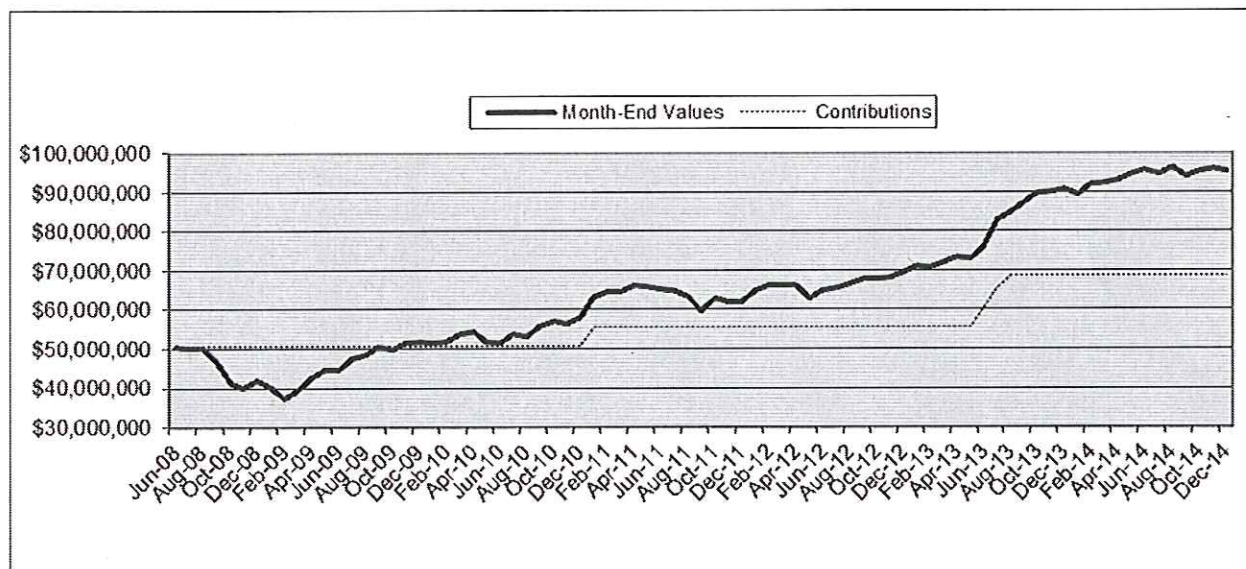
South Orange County Community College District  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

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

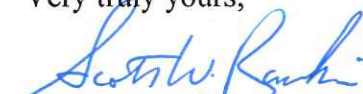
With a fair market value on December 31st of \$95,241,531.04 your portfolio's performance was down -1.01% for the month and up 6.08% on an annualized basis since the June 24<sup>th</sup>, 2008 inception date net of program fees.

Your portfolio ended the month as a diversified mix of bond funds (49.4%), and common stock funds (50.6%). It was designed to be invested over a long time frame. Deposits included the initial contribution of \$50,791,103 in June 2008, and additional contributions of \$4,618,708 on January 10, 2011, \$5,000,000 on June 17, 2013, \$5,000,000 on July 31, 2013 and \$3,389,912.76 on August 20, 2013 for a total of \$68,799,723.76. Below is the performance of your portfolio for various time frames since inception.

<u>Performance</u>	<u>December 2014</u>	<u>Year-To-Date</u>	<u>Annualized Since Inception</u>
South Orange CCCD	-1.01%	4.74%	6.08% annualized return
S&P 500	-0.25%	13.68%	9.97% (Domestic Stocks)
MSCI EAFE	-3.46%	-4.90%	1.29% (International stocks)
Barclays Aggregate	0.09%	5.95%	4.97% (Domestic Bonds)
Barclays Global	-0.69%	0.59%	3.27% (Global Bonds)



Very truly yours,

  
Scott W. Rankin  
Senior Vice President



## Benefit Trust - Retiree (OPEB) Trust

EXHIBIT A  
Page 3 of 3

Month - Year	Contributions	Contribution Balance	Month-End Investment Values
June-08	\$ 50,791,103	\$ 50,791,103	\$ 50,589,708
June-09	\$ -	\$ 50,791,103	\$ 44,706,214
June-10	\$ -	\$ 50,791,103	\$ 51,342,419
June-11	\$ 4,618,708	\$ 55,409,811	\$ 65,060,898
June-12	\$ -	\$ 55,409,811	\$ 64,788,984
July-12	\$ -	\$ 55,409,811	\$ 65,563,930
August-12	\$ -	\$ 55,409,811	\$ 66,464,346
September-12	\$ -	\$ 55,409,811	\$ 67,752,206
October-12	\$ -	\$ 55,409,811	\$ 67,885,330
November-12	\$ -	\$ 55,409,811	\$ 68,138,640
December-12	\$ -	\$ 55,409,811	\$ 69,357,729
January-13	\$ -	\$ 55,409,811	\$ 70,991,112
February-13	\$ -	\$ 55,409,811	\$ 70,937,479
March-13	\$ -	\$ 55,409,811	\$ 71,945,351
April-13	\$ -	\$ 55,409,811	\$ 73,452,895
May-13	\$ -	\$ 55,409,811	\$ 72,940,697
June-13	\$ 5,000,000	\$ 60,409,811	\$ 76,038,439
July-13	\$ 5,000,000	\$ 65,409,811	\$ 82,877,790
August-13	\$ 3,389,913	\$ 68,799,724	\$ 84,697,024
September-13	\$ -	\$ 68,799,724	\$ 87,424,231
October-13	\$ -	\$ 68,799,724	\$ 89,609,089
November-13	\$ -	\$ 68,799,724	\$ 89,951,634
December-13	\$ -	\$ 68,799,724	\$ 90,697,726
January-14	\$ -	\$ 68,799,724	\$ 89,457,863
February-14	\$ -	\$ 68,799,724	\$ 92,015,106
March-14	\$ -	\$ 68,799,724	\$ 92,418,028
April-14	\$ -	\$ 68,799,724	\$ 93,035,180
May-14	\$ -	\$ 68,799,724	\$ 94,606,053
June-14	\$ -	\$ 68,799,724	\$ 95,689,395
July-14	\$ -	\$ 68,799,724	\$ 94,769,733
August-14	\$ -	\$ 68,799,724	\$ 96,479,698
September-14	\$ -	\$ 68,799,724	\$ 94,002,753
October-14	\$ -	\$ 68,799,724	\$ 95,339,341
November-14	\$ -	\$ 68,799,724	\$ 96,004,369
December-14	\$ -	\$ 68,799,724	\$ 95,241,531
	<b>\$ 68,799,724</b>		





# IRVINE VALLEY COLLEGE

5500 Irvine Center Drive, Irvine, CA 92618 | T 949-451-5100 | [www.ivc.edu](http://www.ivc.edu)

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

**FROM:** Glenn R. Roquemore, PhD, President *GRR*

**DATE:** January 15, 2015

**SUBJECT:** **President's Report for the January 26, 2015 Board of Trustees Meeting**

## **Congrats to the College Band Directors National Association 2015 Representatives**

The Irvine Valley College (IVC) Music Department congratulates Douglas Lue, clarinet, and Hayden Burkett, bass trombone, for their appointments as the 2015 representatives to the College Band Directors National Association (CBDNA) Small College and Community College Intercollegiate Band. Nancy Stealy, clarinet, and Kirk Mendaros, horn, have been selected as alternates. The ensemble will perform as part of the bi-annual CBDNA National Conference at Vanderbilt University's Blair School of Music in Nashville, Tennessee, March 25-28, 2015. The ensemble will perform on Saturday, March 28, in the Ingram Center for the Performing Arts. Dr. Ray Cramer, Emeritus Professor/Director of Bands/Wind Conducting at Indiana University's Jacobs School of Music, will conduct the ensemble.

## **IVC Celebrates Annie Mitchem**

The American Volleyball Coaches Association (AVCA) announced that IVC sophomore middle blocker Annie Mitchem has been named the 2014 AVCA two-year college national player of the year for the second season in a row. Mitchem, who was also named the Orange Empire Conference MVP, all-state and All-American two years in a row, became the second player in Two-Year College/AVCA Player of the Year history to win the honor in both of her seasons. Mitchem will be joining the University of Hawai'i next season.

## **Edison International Again Supports IVC STEM & Summer Bridge**

On Friday, December 19, IVC President Glenn Roquemore received a check from Jennifer Johnson, Regional/Public Affairs Manager for Southern California Edison, supporting Science, Technology, Engineering and Mathematics (STEM) programs at IVC. For the second year in a row, Edison International will provide \$25,000 to support enrichment programs for IVC's Summer Bridge curriculum and STEM scholarships. The 2015 Bridge Program will help to smooth the transition of high school grads who will be entering IVC as freshmen and set them on the road to successful transfer to a four-year college or university.

## **Congratulations Sina Karachiani**

Congratulations to IVC music major Sina Karachiani for first prize award at the 2014 Music Association of California Community Colleges State Composition Contest. Karachiani won for his work, Sonata for Contrabass and Piano, 1st Movement.



### **28th Annual Astounding Inventions**

On Saturday, January 24, young inventors from kindergarten through eighth grade competed at the 28th Annual Irvine Valley College "Astounding Inventions" competition, presented by Knobbe Martens Olson & Bear, LLP and the IVC Foundation. The 2015 competition and exhibition featured a variety of science, technology, engineering, and math (STEM) activities, displays and demonstrations. More than 450 students presented inventions that they conceived and crafted on their own. The students competed for \$10,000 in cash prizes, certificates of achievement and ribbons from the IVC Foundation. The inventions were grouped by grade level and were judged on their originality, usefulness, and a written description and illustration submitted by the student. Over sixty judges representing the scientific, education, civic and business communities determined the winners at the event. In addition, as part of its title sponsorship, Knobbe Martens will select two students' inventions from the event (one from Irvine Unified School District and one from Tustin Unified School District), based on the perceived patentability of the invention, and will offer to conduct a pro bono prior art search and write a provisional patent application for the invention.

### **IVC Faculty Professional Development Week**

IVC held its annual spring Faculty Professional Development Week on January 12-16, 2015. The week kicked off with President Roquemore's breakfast and welcome address, which included an update on campus activities, accomplishments, shared governance groups, budget, construction, accreditation, student success, and welcome remarks from South Orange County Community College Board President TJ Prendergast and the Pledge of Allegiance led by student veteran Daniel Lopez. During the week, events were scheduled for faculty that focused on academic, professional, and community building activities. The week culminated with a Classified Senate luncheon hosted by President Roquemore for the IVC classified staff to discuss current collegiate topics.

### **Toys for Tots Success**

Over 150 toys were collected by the IVC Performing Arts Center's (PAC) "Toys for Tots" holiday campaign this year. The PAC offered two free tickets to a performance for the spring semester if you brought a new, unwrapped toy to donate to the Toys for Tots campaign. PAC Operations Manager Karen Martin and PAC Production Manager Patric Taylor, who organized and ran the campaign, first kicked off the campaign a few years ago and initially only received a couple of dozen donations. However, their persistence and optimism have paid off and, this year, they exceeded their goal of collecting 100 toys during the 2014 campaign.





## **SADDLEBACK COLLEGE**

28000 Marguerite Parkway • Mission Viejo, CA 92692  
949.582.4500 • [www.saddleback.edu](http://www.saddleback.edu)

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

**FROM:** Dr. Tod A. Burnett, President

**SUBJECT:** Report for January 26, 2015 Board of Trustees Meeting

Spring semester classes began Tuesday, January 20<sup>th</sup>. It is always a pleasure to see our students return to campus!

Professional Development Week was held Tuesday, January 12<sup>th</sup> through Friday, January 16<sup>th</sup>. During the week, President Burnett hosted the faculty breakfast, part-time faculty dinner, and classified staff luncheon. The presentation at these events provided updates on enrollment management, student success, economic and workforce development, and K-12 partnerships. In addition to Dr. Burnett, presenters included Dr. Kathy Werle, Dr. Juan Avalos, Dean Patricia Flanigan, Academic Senate President Dan Walsh, Professors Bruce Gilman and Penny Skaff, and CSEA President Scott Ferguson Greene, and Classified Senate President Mike Sauter. Thank you to our members of the Board of Trustees who attended these events!

President Burnett named this year's Leadership and Innovations Award winners:

Faculty: AVID Leadership Team: Bruce Gilman, English; Mariana DeSaracho, Counseling; Michelle Duffy, Reading; Mike Engels, Counseling; and Emily Quinlan, Business Law

Part-time Faculty: Jorge Guerrero, Counseling

Classified Management: Michael James, Assistant Director of Facilities and Maintenance; Louis Sessler, Energy Projects Manager

Classified Staff: Edward de la O, Grants Analyst; Javier Williams, Financial Aid Specialist

### **Office of Instruction**

#### *Division of Fine Arts and Media Technology*

On Saturday, January 10<sup>th</sup>, KSBR's Gary & Kelly presented their free concert and interview with special guest Melissa Manchester to a full house in the McKinney Theatre. On Saturday, January 17<sup>th</sup>, audiences were treated to An Evening of Comedy & Magic in the McKinney Theatre with a meet-the-magicians reception following the show in the Studio Theatre. On January 24<sup>th</sup>, the Keyboard Studies program presented a duo violin and piano recital with Grace Fong and Gilles Apap. On the next day, January 25<sup>th</sup>, Fong gave a piano master class to Saddleback students. On January 26<sup>th</sup> in the McKinney Theatre the Saddleback Jazz Faculty wowed the audience with great jazz. Our Concert Hour free music series presented a free cello concert with Laszlo Mezo in FA 101. Theatre Arts and Music auditions were held the end of January to cast students in upcoming plays and music performances.



*Division of Community Education, Emeritus Institute, and K-12 Partnerships*

On January 2<sup>nd</sup> the Spring 2015 Gaucho Guide was delivered to over 260,000 south Orange County homes. The Gaucho Guide features more than 100 Saddleback College Community Education not-for-credit classes for children, teens, and adults. Popular classes include business and entrepreneurship, computer skills, art and music, sports and dance, College for Kids, day trips and tours.

Upcoming sessions of our CUSD After-School Experience programs held at Capistrano Unified elementary schools will be shortened from 8 weeks to 5 weeks to allow families an opportunity to register their children for multiple experiences. Registration for these new sessions opened in mid-January.

Estella Castillo-Garrison, Dean of the Division of Community Education, Emeritus Institute, and K-12 Partnerships, attended the "Get Focused, Stay Focused" Conference earlier this month in Santa Barbara. Highlights of the conference included an innovative pathway for delivering the knowledge and skills necessary for student success. Dr. Garrison and Leslie Humphrey, Director of Outreach, will attend the California Community College Chancellor's Office Dual Enrollment Conference in Sacramento at the end of January.

**Office of Student Services**

The Financial Aid Office opened the Foundation Office online scholarship application on January 26<sup>th</sup>.

The Financial Aid Office began conducting "How to Complete the Scholarship Application Workshops" and continues the following workshops:

- FAFSA Wednesdays – Hands-on financial aid application assistance
- New FA Student Orientations - Students leave with a better understanding of the financial aid policies, procedures, timelines and budgeting basics.

The Financial Aid Office conducted five financial aid workshops at local high schools and will participate in a college fair geared for foster youth at Cerritos College on January 31<sup>st</sup>.





## REPORT TO THE SOCCCD BOARD OF TRUSTEES FOR JANUARY 26, 2015

### Business Services Highlights Vice Chancellor Dr. Debra L. Fitzsimons

**State Budget Update:** The Governor released his Budget Proposal for Fiscal Year 2015-2016 on January 9th. The outlook for California Community Colleges appears positive. The budget proposes many augmentations to current programs, including COLA, Growth, and Student Success. In addition, the improved state revenues in the current year require an augmentation to Proposition 98 funding resulting in added one-time funding.

#### **Highlights of the governor's budget proposal are:**

##### **California Community College System**

- \$92.4 million for 1.58% COLA
- \$106.9 million for 2% Growth
- \$49 million to increase Career Development and College Preparation (CDCP) FTES (also known as enhanced non-credit) to full credit rate
- \$125 million increase to the base allocation
- \$100 million for Student Success (new \$'s)
- \$100 million for Student Equity Plans (new \$'s)
- \$39.6 million for Proposition 39 energy Efficiency Projects (same amount as prior year)
- \$48 million (one-time) for Career Technical Education (CTE) (districts submit competitive proposals for these \$'s)
- \$94.5 million (one-time) to retire remaining deferrals (new \$'s)
- \$353.5 million (one-time) to pay down outstanding district mandated costs claims

##### **South Orange County CCD Impact**

- \$2.2 million for COLA
- \$2.6 million for Growth (maximum, only if the full 2% is allowed for SOCCCD under new growth funding formula)
- \$242 thousand for increased rate for CDCP FTES (Saddleback College only)
- \$2.9 million increase in base allocation
- \$2.1 million for Student Success
- \$1.6 million for Student Equity Plans
- \$7.8 million for mandated cost claims reimbursement





## Business Services Highlights - continued

The funds for mandated cost claims reimbursement are one-time and intended to pay down prior year reimbursement claims. The funds are unrestricted and must be spent within two years.

As a reminder, although the governor's budget proposal looks positive, most of the increases are one-time in nature. In addition, it should be noted that the Proposition 30 funds, which the district has been receiving, will be going away and we need to plan. The Prop 30 funds are based on increased taxes which will sunset in tax years of 2016 and 2018. SOCCCD currently receives between \$2.5 and \$2.7 million dollars each year of Prop 30 funds, which will be eliminated in phases, with first phase being eliminated in FY 2016-2017 and the second phase of elimination in FY 2018-2019.

While the state budget will inevitably change before the final adoption in June, this initial proposal indicates the Governor continues to strongly support the California Community Colleges. The new funding will provide new on-going dollars to support student success, provide access for additional students, and help to partially address new costs the district is facing in the coming year, such as the dramatic CALPERS and CALSTRS rate increases.