



Meeting of the Board of Trustees

May 18, 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 Student Discipline (EC 72122) (1 matter)
 - A. Student Discipline/Dismissal/Release
- 1.4 Public Employee Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC Section 54957(b).)
 - A. Public Employee Discipline, Dismissal, Release (GC Section 54957(b).) (2 matters)
- 1.5 Conference with Labor Negotiators (GC Section 54957.6)
 - A. SOCCCD Faculty Association
Agency Designated Negotiator: David P. Bugay, Ph.D.
 - B. California School Employees Association (CSEA)
Agency Designated Negotiator: David P. Bugay, Ph.D.
- 1.6 Conference with Legal Counsel (GC Section 54956.9) (2 cases)
 - A. Pending Litigation (GC Section 54956.9(d)(1)) (1 case)
Successor Agency to the Tustin Community Redevelopment Agency etc., et. al. v. Michael Cohen, an individual sued as the Director of Finance of the State of California, etc. et. al.; and real party in interest, the South Orange County Community College District etc. et. al. (GC Section 54956.9(d)(1))
 - B. Anticipated Litigation (GC Section 54956.9(d)(2) and (e)(1).) (1 case)

RECONVENE OPEN SESSION: 6:30 P.M.

2.0 **PROCEDURAL MATTERS**

2.1 **Actions Taken in Closed Session**

2.2 **Invocation**

Led by Trustee Tim Jemal

2.3 **Pledge of Allegiance**

Led by Trustee David Lang

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

A. Swearing In: Student Trustee Lemar Momand

B. Resolutions:

1. Mayra Arias, District Services Classified Employee Outstanding Service Award 2014-2015
2. Corine Reymond, Irvine Valley College Classified Employee Outstanding Service Award 2014-2015
3. Mark Sierakowski, Saddleback College Classified Employee Outstanding Service Award 2014-2015
4. Leleaga Meredith, Irvine Valley College Women's Golf, State Champion
5. Irvine Valley College Women's Volleyball, State Champions

C. Commendations:

1. Irvine Valley College President Glenn Roquemore will commend Craig Hayward for an award received from the RP Group for "Excellence in Research – Regional/Statewide Project"
2. Irvine Valley College President Glenn Roquemore will commend IVC Speech and Debate team for their gold awards in Debate and Overall Sweepstakes at the 2015 Phi Rho Pi National Tournament in Cleveland, OH.
3. Saddleback College President Tod Burnett will commend the Saddleback College Forensics Team for taking fourth place at a national tournament.

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: Basic Aid Allocation Recommendation for FY 2015-2016**
Item being presented to the board for information and discussion prior to approving the basic aid recommendations as part of the FY 2015-2016 Tentative Budget.

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 two Special Meetings held on April 22, 2015 and a Regular Meeting held on April 27, 2015.
- 5.2 **Irvine Valley College: Forensics Team Activities for the 2015-2016 Academic Year**
Approve the proposed 2015-2016 IVC Forensics Tournament Schedule to allow the Forensics team and their coaches to participate in the listed activities. The maximum cost estimates for the academic year will not exceed \$76,300.00.
- 5.3 **Irvine Valley College: 2015-2016 Instructional Material/Lab Fees**
Approve the additional instructional material/lab fees to the three new ART courses for the 2015-2016 academic year.
- 5.4 **SOCCCD: Irvine Valley College Food Services, Food Vending and Coffee Cart Services, S & B Foods**
Approve a one year agreement with four one-year extensions with S & B Foods for the Food Services, Food Vending and Coffee Cart Services with Irvine Valley College.
- 5.5 **Irvine Valley College: Curriculum Revisions for the 2015-2016 Academic Year**
Approve curriculum revisions as recommended by the Curriculum Committee in consultation with the Academic Senate for the 2015-2016 academic year,

pursuant to Title 5, Section 53200 et seq.

- 5.6 **Saddleback College: Curriculum Revisions for the 2015-16 Academic Year**
Approve the proposed changes in curriculum to new Transfer degrees, including revised courses for academic year 2015-16 and new Continuing Education curriculum.
- 5.7 **Saddleback College and Irvine Valley College: Speakers**
Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 5.8 **Saddleback College: Deletion of Transfer Degrees for the 2015/16 Academic Year**
Approve the proposed deletion of Infant Toddler Teacher Associate in Science Degree, Master Teacher Associate in Science, School Age Care and Recreation Associate in Science Degree, Site Supervisor Associate in Science Degree, and Advanced Fashion Design and Apparel Manufacturing Associate in Science Degree Program.
- 5.9 **Saddleback College: New Transfer Degree in Economics for the 2015/16 Academic Year**
Approve the proposed changes in curriculum to new Transfer degree, Associate in Arts in Economics for Transfer Degree.
- 5.10 **SOCCCD: Saddleback College Construction Superintendent Services, Award of Bid 2032, MEW Consulting**
Award bid and approve the agreement with MEW Consulting, West Covina, CA, in the amount not to exceed \$185,000 for a term of one year with four one-year options to renew.
- 5.11 **SOCCCD: City of Irvine Education Partnership Fund Grant Agreement with Irvine Valley College Foundation and Related Grant Sub-Agreement**
Approve the agreement with Irvine Valley College Foundation for \$100,000 and the related grant sub-agreement between Irvine Valley College Foundation and Irvine Valley College for the non-scholarship portion of the grant for the project year 2015-2016.
- 5.12 **SOCCCD: Agreement for Information Technology Services, eNamix**
Approve the agreement with eNamix for an amount not to exceed \$241,920, for the term of July 1, 2015 to June 30, 2016.
- 5.13 **SOCCCD: Saddleback College BGS Fire Repairs Project, Substitution of Subcontractor, Extreme Air Conditioning & Heating, Inc.**
Approve the removal of Extreme Air Conditioning & Heating, Inc., as subcontractor and its substitution by Aramco Mechanical as subcontractor on the BGS Fire Repairs project at Saddleback College.

- 5.14 **SOCCCD: Saddleback College Furniture Surplus**
Approve redistribution, donation to another educational organization or a charitable organization, with disposal of all remaining furniture from the Saddleback College BGS building and the Saddleback College Village renovations and empower district personnel to take this action.
- 5.15 **SOCCCD: Budget Amendment Adopt Resolution No. 15-23 to Amend FY 2014-2015 Adopted Budget**
Adopt resolution to amend the FY 2014-2015 Adopted Budget.
- 5.16 **SOCCCD: Gifts to the District and Foundations**
Accept donations.
- 5.17 **SOCCCD: Payment of Bills**
Ratify the payment of bills as listed.
- 5.18 **SOCCCD: Purchase Order/Confirming Requisitions**
Ratify the purchase orders/confirming requisitions as listed.
- 5.19 **SOCCCD: Transfer of Budget Appropriations**
Ratify transfer of budget appropriations as listed.
- 5.20 **SOCCCD: April 2015 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 **SOCCCD: OCSBA Maureen DiMarco Award Nomination**
Determine if the board wishes to make a nomination for the Maureen DiMarco Award as shown in Exhibit A.
- 6.2 **SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting**
Authorize payment to Trustee Padberg who was absent from the March 30, 2015 meeting.
- 6.3 **Irvine Valley College: Administrative Regulation 2150, Smoke Free District, Fine Amount**
Approve the new fine amount of \$38.00 for the violation of Administrative Regulation 2150. This fine amount is consistent with the current bail schedule for parking violations.
- 6.4 **SOCCCD: Board Policy Revision: BP- 108 Vacancies of the Board, BP-172 Board Self Evaluation, BP-4015 Accommodations for Employees with Disabilities, BP-5205 Charge for Catalog, BP-5505 Grade Grievance Policy, BP-5610 Auditing Courses, BP-6120 Academic Freedom, BP-6130 Textbook Adoption**
Accept for discussion and approval

- 6.5 **SOCCCD: Irvine Valley College A400 Design-Build Project, Board Change Order No. 3, Swinerton Builders**
Approve Board Change Order No. 3 to the agreement with Swinerton Builders for the Irvine Valley College A400 Design-build project and authorize staff to execute the corresponding change order which will result in an increase of \$25,851 for a revised contract total of \$9,175,851.
- 6.6 **SOCCCD: District-wide Air Blown Fiber, Board Change Order No. 3, T and D Communications, Inc.**
Approve Board Change Order No. 3 for the District-wide Air Blown Fiber project and authorize staff to execute the corresponding change order with the contractor resulting in an \$8,049 increase in the total project cost, for a revised contract amount of \$701,226.
- 6.7 **SOCCCD: 2015-2016 Full-Time Faculty Hiring Amendment**
Approve the amendment to the Irvine Valley College 2015-2016 faculty hiring list to include three new Counselor positions.
- 6.8 **SOCCCD: Academic Personnel Actions – Regular Items**
Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Extension of Temporary, Categorically-Funded, Full-Time Faculty Assignment, Resignation/Retirement/Conclusion of Employment.
- 6.9 **SOCCCD: Classified Personnel Actions – Regular Items**
Approve New Personnel Appointments, Authorization to Establish and Announce a Classified Position, Change of Status, Authorization of Temporary Change in Hours, Classified Bilingual Stipend, Additional Compensation, Out-of-Class Assignments, Resignation/Retirement/Conclusion of Employment, Volunteers.
- 6.10 **SOCCCD: Destruction of Class 3 Disposable Records**
Approve destruction of Class 3 disposable records in compliance with code.
- 6.11 **SOCCCD: Sabbatical Revision**
Approve revision to a previously approved sabbatical project and change from academic year 2015-2016 to Spring 2016.
- 6.12 **SOCCCD: District Initial Proposal to California School Employees Association Chapter 586**
Acceptance of District proposal to CSEA Chapter 586 for review and study; and set a public hearing on the proposal for the June 2015 Board meeting.
- 6.13 **SOCCCD: Contract Management Software System Project, Approval of Agreement, SciQuest, Inc.**
Approve the contract for the Contract Management Software System with SciQuest, Inc. for a five year term effective May 19, 2015.

7.0 **REPORTS**

- 7.1 **SOCCCD, Saddleback College, Irvine Valley College, and Advanced Technology and Education Park: Mission Statements**
Annual review of the district and college mission statements.
- 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 through April 30, 2015.
- 7.6 **SOCCCD: Quarterly Investment Report**
The report is for the period ending March 31, 2015.

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

9.0 **ADDITIONAL ITEMS**

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

RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

M A Y 1 8 , 2 0 1 5

MAYRA ARIAS

DISTRICT SERVICES CLASSIFIED EMPLOYEE OUTSTANDING SERVICE AWARD 2014-2015

Whereas, Mayra Arias, senior administrative assistant in Fiscal Services, has been selected for the 2014-2015 District Services Classified Employee Outstanding Service Award, an honor bestowed upon a classified employee each year from Saddleback College, Irvine Valley College and District Services; and

Whereas, Mayra Arias is organized, knowledgeable, professional, courteous and always positive; and

Whereas, Mayra Arias is instrumental in her department, but also assists other departments with questions related to Escape, Workday and Sharepoint, and is consistently helpful to college and District Services staff and administrators; and

Whereas, Mayra Arias continually strives to improve processes and has created numerous forms that have been used by district employees, and is also the area team leader for the Community Emergency Response Team (CERT); and

Whereas, Mayra Arias constantly strives to improve as a senior administrative assistant, completes projects under tight deadlines and undertakes assignments that fall outside the scope of her normal job duties; therefore,

Be it resolved the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate Mayra Arias for her outstanding service and unwavering dedication to our district, bestowing upon her the District Services Classified Employee Outstanding Service Award for 2014-2015.

T.J. Prendergast III, President

Timothy Jemal, Vice President

James R. Wright, Clerk

Barbara J. Jay, Member

David B. Lang, Member

Marcia Milchiker, Member

Nancy M. Padberg, Member

Lemar Momand, Student Member

Gary L. Poertner, Chancellor



RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

M A Y 1 8 , 2 0 1 5

CORINE REYMOND

IRVINE VALLEY COLLEGE CLASSIFIED EMPLOYEE OUTSTANDING SERVICE AWARD 2014-2015

*W*hereas, Corine Reymond, who joined Irvine Valley College in 2004, is recognized as Classified Employee of the Year for her contributions to the college; and

*W*hereas, she filled in for the executive assistant for the vice president of instruction for a year, and upon returning to her senior administrative assistant role with School of Kinesiology, Health and Athletics, introduced new methods for data and fiscal management, personnel documents, class scheduling and advanced software use; and

*W*hereas, each year she manages tables at Senior Day and Welcome Week and assists with operational aspects of foundation events such as the golf tournament and annual dinner, and is a member of the CSEA and Classified Senate teams and an appointee to the Academic and Technology Planning Committee; and

*W*hereas, Corine has been instrumental in assisting District Services in the development of software and tools for scheduling, payroll and business services, always mindful of end-users; and

*W*hereas, Corine's colleagues say she is a shining example of what we all aspire to be - skilled, dedicated and respected by her friends and colleagues; therefore,

*B*e it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate Corine Reymond as the Irvine Valley College Outstanding Classified Employee of the Year.

T.J. Prendergast III, President

Timothy Jemal, Vice President

James R. Wright, Clerk

Barbara J. Jay, Member

David B. Lang, Member

Marcia Milchiker, Member

Nancy M. Padberg, Member

Lemar Momand, Student Member

Gary L. Poertner, Chancellor



RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

MAY 18, 2015

MARK SIERAKOWSKI

SADDLEBACK COLLEGE

OUTSTANDING CLASSIFIED EMPLOYEE OF THE YEAR 2014-2015

*W*hereas, Mark Sierakowski, Saddleback College's network systems administrator for 30 years, is heralded for keeping campus operations running through his smooth and capable oversight of the college's network and servers; and

*W*hereas, Mark Sierakowski shares his knowledge in many capacities, helping to design and implement network upgrades throughout the campus, providing network access to contractors to complete work, and establishing criteria for networking in the new Sciences Building; and

*W*hereas, Mark Sierakowski's influence on campus operations goes well beyond the nuts and bolts of technology services; many do not know that they have him to thank for the college's heating and air conditioning that are controlled through a centralized server; and

*W*hereas, Mark Sierakowski has contributed throughout his service to college governance, having served as president of the Classified Senate and has participated on the college's chapter of the Classified School Employees Association; therefore,

*B*e it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend Mark Sierakowski for outstanding service and unique dedication to Saddleback College and bestows upon him the Saddleback College Classified Employee Outstanding Service Award for 2014-2015.

T.J. Prendergast III, President

Timothy Jemal, Vice President

James R. Wright, Clerk

Barbara J. Jay, Member

David B. Lang, Member

Marcia Milchiker, Member

Nancy M. Padberg, Member

Lemar Momand, Student Member

Gary L. Poertner, Chancellor



RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

MAY 18, 2015

LELEAGA MEREDITH IRVINE VALLEY COLLEGE 2014 CCCAA WOMEN'S GOLF STATE CHAMPION

Whereas, Leleaga Meredith, a sophomore at Irvine Valley College, won the California Community College Athletic Association Women's Golf State Championship individual title last November at Morro Bay Golf Course; and

Whereas, Leleaga Meredith followed up her third-place finish at the state championships in 2013 with her win in 2014 by shooting an even par 72 on the second day of the tournament to pull away from the field and earn her first state title; and

Whereas, Leleaga Meredith helped the Irvine Valley women's golf team finish third at the Southern California Regionals at Temecula Creek Inn and Resort; and

Whereas, Leleaga Meredith led Irvine Valley to second place in the Orange Empire Conference and placed third individually in conference; and

Whereas, Leleaga Meredith has been a two-year all-state, two-year all-regional and two-year all-Orange Empire Conference player for Irvine Valley; therefore,

Be it resolved that the Board of Trustees and Chancellor of the South Orange County Community College District do hereby commend and congratulate Leleaga Meredith for her outstanding effort as the California Community College Athletic Association Women's Golf State Champion for the 2014-2015 Year and wish her well in her future educational and golf endeavors.

T.J. Prendergast III, President

Timothy Jemal, Vice President

James R. Wright, Clerk

Barbara J. Jay, Member

David B. Lang, Member

Marcia Milchiker, Member

Nancy M. Padberg, Member

Lemar Momand, Student Member

Gary L. Poertner, Chancellor



RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

M A Y 1 8 , 2 0 1 5

IRVINE VALLEY COLLEGE WOMEN'S VOLLEYBALL TEAM CCCAA 2014 STATE CHAMPIONS

Whereas, the Irvine Valley College women's volleyball team, which included players Samantha Holdredge, Hannah Matt, Kayla Sheevel, Juju Cannon, Makani Wall, Kobi Pekich, Carleigh Peterson, Shaelyn Perez, Annie Mitchem, Emily Reinking, Samantha Goodman, Marisa Doran and Hailey Jones and coaches Tom Pestolesi, Ki Yi, Rich Brown, Butch May, Kaleo Baxter and Gary Nakamura, won the California Community College Athletic Association State Championship last December at Cabrillo College in Aptos, California; and

Whereas, the Irvine Valley College women's volleyball team captured its first ever state title after finishing third in the state in 2013 and ended the 2014 season perfect with a record of 27-0; and

Whereas, the Irvine Valley College women's volleyball team was led to success by two-time 2-Year National Player of The Year and Orange Empire Conference Most Valuable Player Annie Mitchem, all-region and two-time all-conference player Marisa Doran and all-conference players Hailey Jones, Kobi Pekich and Hannah Matt; and

Whereas, the Irvine Valley College women's volleyball team was guided by two-time Southern California Region and Orange Empire Conference Coach of the Year Tom Pestolesi; and

Whereas, the Irvine Valley College women's volleyball team has had five players sign to continue their careers at four-year schools, including three with Division 1 Universities; therefore,

Be it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate the Irvine Valley College women's volleyball team as State Champions.

T.J. Prendergast III, President

Timothy Jemal, Vice President

James R. Wright, Clerk

Barbara J. Jay, Member

David B. Lang, Member

Marcia Milchiker, Member

Nancy M. Padberg, Member

Lemar Momand, Student Member

Gary L. Poertner, Chancellor



TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Basic Aid Allocation Recommendation for FY 2015-2016

ACTION: Discussion and Information

BACKGROUND

District-wide planning includes transparent and inclusive budget allocations for basic aid funding. The Basic Aid Allocation Recommendation Committee (BAARC) is charged with the implementation of BP 3110 and AR 3110, Basic Aid Allocation Process, using the plans developed by other district-wide committees and councils. BAARC is chaired by Vice Chancellor Fitzsimons and is a 21 member participatory governance committee with representation from both colleges and district services staff, including the academic senates, CSEA, Classified Senate, administrators, and managers. The basic aid allocation recommendations follow the annual basic aid cycle which parallels the SOCCCD annual budget development process.

STATUS

BAARC received prioritized project lists for consideration from the Capital Improvement Committee (CIC) and the District Technology Committee (DTC). The lists were reviewed and recommendations (EXHIBIT A) are supported by a collaborative, collegial, inclusive, and transparent participatory governance process. The interaction with the colleges was extensive throughout the process. All of the district-wide planning and resource committees involved in the recommendation process consisted of college and district services members representing various groups and are considered participatory governance committees (EXHIBIT B). These recommendations are supported by both the college presidents and the chancellor.

The recommendations from BAARC to Chancellor Poertner are attached with a total recommended amount to be funded of \$61,352,373. The reserve for unrealized tax collections totals \$9,599,169 equals the 20% contingency required in BP 3110 and AR 3110. The unallocated balance of \$1 will remain in the basic aid reserve fund. This item is presented to the board for information and discussion prior to approving the basic aid recommendations as part of the FY 2015-2016 Tentative Budget.



To: Gary Poertner, Chancellor *df*
From: Dr. Debra L. Fitzsimons, Chair, Basic Aid Allocation Recommendation Committee
(BAARC) on behalf of BAARC
Subject: Recommendations by BAARC for Basic Aid Funding for FY 2015-2016
Date: May 11, 2015

Attached are the Basic Aid Allocation Recommendation Committee's (BAARC's) recommendations for the following items to be funded from Basic Aid:

Long Term Obligations and Fixed Expenses	\$ 3,825,000
Capital Projects	
o Capital Projects- Priorities FY 2015-2016	\$29,485,000
o Capital Projects-Construction Defects/Code Requirements	\$ 0
o Capital Projects-Special Project Support	\$11,765,108
Scheduled Maintenance and Small Renovation Projects	
o Scheduled Maintenance Projects- Priorities	\$ 0
o Renovation and Other Facilities Related Projects	\$ 3,473,268
District-wide Technology Priority Projects FY 2015-2016 (Option 1)	\$12,045,930
ATEP Site Operations	\$ <u>758,067</u>
Total BAARC Recommendation	\$61,352,373
Basic Aid Funds Available	\$61,352,374
Remaining Balance (to remain in basic aid fund)	\$ 1
Contingency for Unrealized Tax Collections (20%)	\$ <u>9,599,169</u>

BAARC completed its work following BP 3110 and AR 3110 in which planning drove the basic aid budget recommendations. The Capital Improvement Committee (CIC) and District Technology Committee (DTC) made funding priority recommendations to BAARC based on District-wide plans including the Education and Facilities Master Plan, 5 Year Construction Plan, Scheduled Maintenance Plan, and District-wide Technology Plan. The District-wide Strategic Plan, college strategic plans, and college technology plans were also utilized to support CIC and DTC's recommendations to BAARC. Their recommendations to BAARC honored and supported the college and district priority setting that took place through their respective participatory governance groups.

One of the first steps delineated within the BAARC process was to project the available funding using a conservative estimate for property tax and student fee income. The vice chancellor of business and the executive director of fiscal services developed a conservative determination of basic aid allocation amounts including funds returned from completed projects and unspent funds from the prior year. The Total Amount Available for Allocation after allowing for a conservative 20% Contingency for Unrealized Tax Collections of \$9,599,169 is \$61,352,374.

The Long Term Obligations and Fixed Expenses, which includes Retiree Benefits-Current Year-Ongoing Obligations of \$3,600,000, Legislative Advocacy of \$125,000, Insurance Deductibles of \$100,000, and Trustee Elections of \$0 which totals 3,825,000. The Long Term Obligations and Fixed Expenses were subtracted from the Total Amount Available for Allocation to get the Net Amount Available for Allocation of



\$57,527,374. This was the amount that BAARC was allowed to recommend for basic aid funding for the various areas such as capital projects, scheduled maintenance, and major technology initiatives outlined in the board policy and administrative regulation.

CIC submitted projects in categories of capital improvement, related special capital projects, renovation and facilities relate projects, and scheduled maintenance projects so that priorities were clear and based on various potential available funding levels. DTC did the same, providing various options for BAARC to consider which were prioritized. Both CIC and DTC priorities are outlined in the attached report. The ATEP operations recommendation was submitted by President Roquemore based on previous board approval (October 25, 2010) and totals \$758,067.

To balance the recommended priorities to the Net Amount Available for Allocation, BAARC considered multiple scenarios because they had a gap of \$2,225,356 to close at their May 8, 2015 meeting. The committee ultimately recommended funding a combined total project amount of \$61,352,373 inclusive of long term obligations.

BAARC understands that this is a recommendation to the Chancellor and that after conferring with the Presidents, some adjustments may be made by the Chancellor to this recommendation prior to it going to the Board of Trustees for information, discussion, and board input. We ask that if any adjustments are made, that BAARC be provided the adjustments. After Chancellor's final review and approval, a report to the board regarding the final basic aid recommendations will be presented to the Board of Trustees at the May 18, 2015 meeting. Then, once approved by the board, the basic aid recommendations will be incorporated into the Tentative Budget for FY 2015-2016 at the June 22, 2015 Board Meeting.

The recommendation to the Chancellor in this report was made with consensus by BAARC with no dissenting votes. The recommendations honors the planning processes that occurred both District-wide and at the college level throughout the year and is fully supportive of the recommendations that came out of the planning committees of CIC and DTC. It should be noted that DTC, CIC, BAARC, and ultimately BPARC will be reviewing and clarifying language in the BP and AR 3110 this coming year, to provide refinement to the Basic Aid process and definitions, as some grey areas did come up during the process this year. We are prepared to present this information to the presidents, chancellor, and Board of Trustees. Please let us know if you have any questions regarding the process or recommendations, as we would be happy to provide additional detailed information.

cc: BAARC, CIC, and DTC members
Presidents and Vice Chancellors

May 8, 2015 BAARC Meeting

**South Orange County CCD
Determination of Basic Aid Allocation Amounts
Fiscal Year 2015-2016**

	FY 2012-2013 Actual	FY 2013-2014 Actual	FY 2014-2015 Estimated	FY 2014-2015 Actual	FY 2015-2016 Projected
Property Tax Revenue ¹	157,563,422	161,688,659	163,300,000	171,835,000	176,570,000
Net Student Fee Revenue	18,304,310	17,015,450	16,500,000	16,150,000	16,150,000
Partnership for Excellence Funds	-	-	-	-	-
Interest on Property Taxes	32,411	24,097	24,000	24,000	24,000
Total Revenues	175,900,143	178,728,206	179,824,000	188,009,000	192,744,000
PY DRAC Allocation Adjustment	(553,591)	(1,210,730)	-	-	-
DRAC Model Allocation ³	(128,458,153)	(133,729,206)	(138,366,683)	(138,366,683)	(144,748,157)
Total Property Taxes for Basic Aid	46,888,399	43,788,270	41,457,317	49,642,317	47,995,843
Contingency for Unrealized Tax Coll (20%)	-	(7,853,846)	(8,291,463)	(8,291,463)	(9,599,169)
Net Amount Property Taxes for Basic Aid	46,888,399	35,934,424	33,165,854	41,350,854	38,396,674
Prior Year Contingency			7,853,846	7,853,846	8,291,463
Unallocated Prior Year Funds	52,514,423	9,178,170	10,737,725	10,737,725	14,684,237
Basic Aid Project Funds Returned	2,685	22,235,903	-	1,985,202	-
Total Basic Aid Funds Available	99,405,507	67,348,497	51,757,425	61,927,627	61,352,374
Long Term Obligations and Fixed Exp ²	(3,550,000)	(3,695,000)	(575,000)	(575,000)	(3,825,000)
Allocation for Basic Aid Projects	(70,787,592)	(52,853,446)	(46,688,390)	(46,688,390)	-
Additional Allocation	-	(62,326)	-	-	-
Allocation for Unfunded OPEB Liability	(15,889,745)	-	-	-	-
Net Amount Available for BAARC Allocation	9,178,170	10,737,725	4,494,035	14,684,237	57,527,374

Notes: ¹ Per BP 3110 and AR 3110, Property Taxes are based on conservative estimates

² Projection for FY 2015-2016

Retiree Benefits Current Year - On-Going	3,600,000
Legislative Advocacy	125,000
Insurance Fund for Deductibles	100,000
Trustee Election	-
	<u>3,825,000</u>

³ Assuming 1.58% COLA and 1.45% Growth for FY 2015-2016 DRAC Model until CCC system budget is finalized

This is a preliminary draft and all figures are estimates.



To: Basic Aid Allocation Recommendation Committee (BAARC) members *df*
From: Dr. Debra L. Fitzsimons, Chair, Capital Improvement Committee (CIC) on behalf of CIC
Subject: **Capital Improvement and Scheduled Maintenance Related Recommendations to BAARC for FY 2015-2016**
Date: March 16, 2015, REVISION 1: April 3, 2015, REVISION 2: April 8, 2015
REVISION 3: May 8, 2015 to reflect BAARC's recommendations

Attached are the Capital Improvement Committee's (CIC) recommendations for the following items to be funded from Basic Aid:

• Capital Projects- Priorities FY 2015-2016	\$29,485,000
• Capital Projects-Special Project Support – Planning, Specialists, Legal	\$11,765,108
• Capital Projects-Defective Construction/Code Requirements	\$0
• Scheduled Maintenance Projects- Priorities	\$0
• Renovation and Other Facilities Related Projects	\$3,473,268
Total CIC recommendation for Capital-Related Projects =	<u>\$44,723,376</u>

As required in BP and AR 3110, the prioritized lists were based on college priorities and plans, including the EFMP and 5 Year Construction Plan. (Please see the attachments for the various related spreadsheets). In addition, we had stated to BAARC that if they were to find that there was additional basic aid allocation funds available, CIC recommends that the next few facilities projects potentially to be funded would be: Renovation and Other Facilities Related Projects: a) SC Cafeteria Upgrades \$1,500,000, b) IVC B200 First and Second Floor Major Renovation Initial Design and Planning \$400,000, and; c) IVC Campus-wide Access Control Key FOB Project \$850,000.

It should be noted that this revised CIC recommendation and accompanying tables includes the addition of two facilities projects that were initially reviewed by DTC, but were facilities related for which CIC has primary jurisdiction. They include the IVC Emergency Blue Light Poles project and the SC Data Center Project.

CIC recommends that the facilities definitions and basic aid AR 3110 be updated after this basic aid allocation process is completed, so that it is clear what projects are to be submitted to CIC in future basic aid cycles. It is our understanding that BAARC had a gap between income and projected projects of \$2,225,356 and recommended some cuts and phasing of DTC and CIC projects, as well as the addition of \$660,519 to be split equally to the SC Cafeteria Upgrades and IVC Campus-wide Access Control Key FOB Project. In the spirit of continual improvement, CIC will be reviewing this process in the BP and AR 3110 to recommend further defined language to ensure processes are clear when it comes to balancing and priorities including what constitutes unallocated funds.

The CIC recommendations honored and supported the college and district planning and priority setting that took place through their respective participatory governance groups. We would like to mention that the Capital Improvement Committee process along with the interactive processes and communication to and from the colleges' participatory government groups and leadership went extremely smooth and collegially. This is now the fourth year that we have followed the basic aid funding recommendation processes outlined in BP and AR 3110. The committee is very pleased with how well everything went within the CIC processes and how well the CIC members and colleges worked together to make these recommendations. We were well prepared when we presented CIC recommendations at the BAARC meeting on April 3, 2015 and are appreciative of each of the CIC member contributions to the CIC efforts this year.

Attachments

cc: CIC members - Jeff Hurlbut, Chris McDonald, Mark McElroy, Brett McKim, Debra Fitzsimons, Carol Hilton, Davit Khachatryan, Brandye D'Lena, Craig Justice, Kathy Werle, John Edwards, John Ozurovich, Kim McCord
Chancellor Poertner, Presidents Roquemore and Burnett

Capital and Scheduled Maintenance Project Priorities-FY 2015-2016		
Revised Recommendation to BAARC based on 5 8 15 BAARC Meeting		
Capital Projects (Identified in the EFMP)		Recommended Basic Aid Funding
SC	Major Renovation - ATAS	\$0
SC	ATAS Major Renovation Swing Space New Building	\$0
SC	Site Improvement	\$7,945,000
IVC	IVC ATEP Building	\$3,250,000
IVC	New Parking Lot Phase IA	\$90,000
SC	Gateway Building	\$0
IVC	Fine Arts Building	\$0
IVC	Health Center/Concessions	\$400,000
IVC	Major Renovation - A200 Student Success Center	\$0
IVC	Major Renovation B300 Second Floor	\$0
SC	Major Renovation - Athletic Stadium	\$17,050,000
SC	SC ATEP Building	\$0
SOCCCD	DS Relocation (From Strategic Plan)	\$0
SC	SC Campus Village Offline	\$0
SC	SC MSE Building Renovation	\$750,000
Subtotal for Capital Projects		\$29,485,000
Capital Projects-Special Projects that support Capital Projects & Capital Planning		Recommended Basic Aid Funding
District Wide	Capital Improvement Needs-Planning, Specialists, Legal Support	\$11,765,108
SC	Defective Construction/Code Requirement Projects	\$0
Subtotal for Special Projects		\$11,765,108
Scheduled Maintenance and Small Renovation Projects		Recommended Basic Aid Funding
District wide	Scheduled Maintenance Projects	\$0
District wide	Renovation and Other Facilities Related Projects	\$3,473,268
Total - CIC Recommendation FY 2015-2016		\$44,723,376
Other - IVC ATEP Site Operations		\$0
IT Projects (DTC Recommendation FY 2015-2016)		\$0
Subtotal CIC and Other recommendations to BAARC		\$44,723,376
Long Term Obligations		\$3,825,000
Total		\$48,548,376

revised based on BAARC recommendations on 5 8 15

Capital Projects (Based on EFMP) FY 2015-2016 - Projects under consideration for Basic Aid Funding Allocations

Capital Projects	FY 2013-2014 Project Budget Estimates	FY 2014-2015 Project Budget Estimates	FY 2015-2016 Project Budget Estimates	Basic Aid Funding Assigned	Future Basic Aid Consideration	FY 2015-2016 Basic Aid Funding
Saddleback College - ATAS Renovation	\$14,733,000	\$17,435,000	\$17,435,000	\$17,435,000	\$0	\$0
Original Project Budget	\$8,755,055					
Scope change estimate, approved via EFMP Approval Process	\$5,977,945			\$14,733,000		
New Project Total				-\$8,523,000		
Transfer funds to Sciences Building						
Reinstate transferred funds		\$8,523,000				
CD Estimate Adjustment, Electronic Locks, IT Scope		\$1,818,000				
Two year escalation to mid point of construction		\$884,000		\$11,225,000		
Saddleback College ATAS Renovation Swing Space	\$5,807,000	\$9,950,000	\$10,250,000	\$10,250,000	\$0	\$0
Scope Change Estimate	\$3,714,000					
New Project Total				\$9,521,000		
Eighteen months escalation to mid point of construction		\$429,000				
Additional scope requested by college		\$300,000		\$729,000		
Saddleback College - Site Improvements	\$3,436,260	\$13,580,000	\$21,525,000	\$13,580,000	\$0	\$7,945,000
Storm Drain Repairs	\$1,500,000					
Loop Road Repairs	\$3,442,000					
Demolition and Upper Quad Remodel	\$1,000,000					
	\$5,942,000	\$5,942,000	\$7,945,000			
Rough Order of Magnitude Estimate* for Improvements		\$7,638,000				
		\$13,580,000				
Irvine Valley College - New ATEP Building	\$0	\$23,000,000	\$26,100,000	\$21,450,000	\$1,400,000	\$3,250,000
Rough Order of Magnitude Estimate* for Project		\$23,000,000				
Previous basic aid set aside for ATEP New Buildings				\$12,500,000		
Budget Assignment from 2014				\$8,950,000		
Estimated Parking Lot Budget			\$3,100,000			
Irvine Valley College - New Parking Lot Phase IA	\$3,010,000	\$3,100,000	\$3,100,000	\$3,010,000	\$0	\$90,000
Original Funding				\$2,920,000		
2012 project funding escalation	\$90,000					
2012 project funding				\$90,000		
one year escalation to midpoint		\$90,000				
State Escalation Tracking						
Saddleback College - Gateway Building**	\$13,202,000	\$13,297,000	\$13,297,000	\$890,000	\$12,407,000	\$0
project budget	\$44,161,000	\$44,479,000	\$44,479,000			
Less State Funding	\$30,959,000	\$31,182,000	\$31,182,000			
Net Basic Aid Funds Needed	\$13,202,000	\$13,297,000	\$13,297,000			
2013 project funding				\$1,545,115		
Reduced to prelim and working drawings match		\$890,000				
Construction and Equipment		\$12,407,000		-\$655,115		
State Escalation Tracking						
Irvine Valley College - Fine Arts**	\$10,893,000	\$11,170,000	\$11,170,000	\$795,000	\$10,375,000	\$0
Project Budget	\$36,819,000	\$37,756,000	\$37,756,000			
Less state funding	\$25,926,000	\$26,586,000	\$26,586,000			
Net Basic Aid Funds Needed	\$10,893,000	\$11,170,000	\$11,170,000			
2008-2013 project funding				\$7,352,000		
2008 architect fees expensed				-\$61,278		
Funding returned to Basic Aid for redistribution				-\$7,290,722		
Preliminary Plans and Working Drawings match		\$795,000		\$795,000		
Construction and Equipment		\$10,375,000				
Irvine Valley College - New Baseball Restrooms / Bleachers/ Concessions with a portion of the New Student Services Expansion Annex (Suggest new name of Health Center/ Concessions)	\$0	\$0	\$5,200,000	\$0	\$4,800,000	\$400,000
Project Budget			\$5,200,000			
Planning Phase		\$400,000				
Irvine Valley College - A200 Renovation Success Center	\$5,350,000	\$5,511,000	\$5,677,000	\$505,005	\$5,171,995	\$0
One year escalation to midpoint of construction	\$164,000					
Equipment and contingency	\$850,000			\$46,095		
One year escalation to midpoint of construction		\$161,000				
Planning Phase		\$505,005		\$458,910		
Construction and equipment		\$5,005,995				
One year escalation to midpoint of construction			\$166,000			
Irvine Valley College - Renovate B 300 Second Floor	\$3,744,000	\$3,857,000	\$3,973,000	\$0	\$3,973,000	\$0
Escalation	\$79,000					
Equipment & Contingency	\$1,040,000					
One year escalation to midpoint of construction		\$113,000				
Planning Phase						
Construction and Equipment						
One year escalation to midpoint of construction			\$116,000			
Saddleback College - Athletics Stadium Renovation	\$0	\$17,750,000	\$18,000,000	\$950,000	\$0	\$17,050,000
Design Criteria Development		\$950,000				
Rough Order of Magnitude Estimate* for Improvements		\$16,800,000				
Estimate Adjustment from Planning Phase			\$2,250,000			
Less savings from combined projects - stadium and site improvement			-\$2,000,000			
Saddleback College - New ATEP Buildings*	\$23,000,000	\$23,000,000	\$23,000,000	\$0	\$23,000,000	\$0
Rough Order of Magnitude Estimate* for Project	\$23,000,000					
Original Funding				\$12,500,000		
Move 12.5 mil to IVC New ATEP Building above				-\$12,500,000		
SOCCCD - District Services Relocation (rec from strategic plan)	\$0	\$0	\$23,050,000	\$0	\$23,050,000	\$0
Project Budget			\$23,050,000			
Saddleback College Campus Village Offline***	\$0	\$200,000	\$200,000	\$0	\$200,000	\$0
Project Budget		\$200,000				
Saddleback College MSE Building Renovation	\$0	\$0	\$27,000,000	\$0	\$26,250,000	\$750,000
Rough Order of Magnitude Estimate* for Project			\$27,000,000			
Total Requested				\$45,035,005	\$110,626,995	\$29,485,000

revised 5 8 15 to reflect BAARC recommendations

* Note 1: Rough Order of Magnitude Estimate indicates a ballpark figure that will require additional planning and estimating to arrive at accurate project budget.

** Note 2: If state funding for IVC Fine Arts and Saddleback College Gateway Building projects become available, the district has committed to matching this project at that time.

*** Note 3: This is a note to the State Chancellor's office in relationship to our agreement with them to remove Village space from our inventory at the time the library comes on line.
It is not a separate project in our EFMP.

PROJECT: Planning, Technical, Specialty, and Legal Consultants to support Capital Program-FY 2015-2016		
Description	COMMENTS	2015-16 Budget Requested
FPP, IPP, 5 Year Plans	At this time, it is not known if a new series of documents or a roll over will suffice for next years FPP, IPP process. This is budgeting for this uncertainty.	0
DSA Close Out	In previous years, projects were not closed out with DSA and must be. No project budget is assigned to address these outstanding issues. Staff estimates that there are seventeen projects between IVC and Saddleback. Dollars include fees for consultant to pursue close out, engineers to sign off on unsigned documents, additional fees required at DSA	60,000
Design/Build Specialty Consultant	Design Build is delivery method not previously used by the District and will require experts to advise the district in contracts, timing, associated documents such as performance specifications, building information specifications, surveys, etc.	0
DSA Inspector, Engineering and PM Services	On-Site DSA inspection, engineering, and PM services. Better oversight and project management services for projects will be provided. This amount is for year one transitional purposes for project budgets already previously budgeted that may not be able to absorb this cost and will only be used if needed. For all new projects, these services are incorporated into the total project budget.	0
Legal Counsel for facilities related issues, environmental, etc.	Construction projects result in need for legal counsel for a number of reasons. Examples include Design Build, review of contract documents, claims avoidance, addressing surety take over, and environmental issues, storm drain	0
ATEP Site Development (Pre-construction)	Site Planning Services (Pre-construction) The overall site planning and legal services encompasses a number of specialty consultant firms and contracts and some fees. These vary in specialization ranging from site planning matters, due diligence evaluations, environmental planning, state CEQA processes, land assessments, land use planning, construction planning, environmental and related insurance and also includes specialists pursuing construction funding and other external funding opportunities.	1,000,000
ATEP Site Dev - Utilities/Infrastructure (Phase I)	A Utilities and Infrastructure Plan is required to support construction of the site project as well as to support future development. Planning will be completed so that actual construction may be undertaken in phases. Construction for Phase I will include the utility infrasture to permit future growth on site through appopriate sized main lines. Phase I will also include rehabilitation of exiting roadways into the site and the utility infrastructure required to hook the site into the new Bell Avenue.	7,000,000
Parking Study	Analyze parking at both colleges to develop a Parking Plan for SC and IVC. Using analysis from the colleges, assist in creating a Parking Plan exploring all available options at the ATEP site.	200,000
Sustainability/Energy Planning Consultant	A Sustainability/Energy Plan is needed to develop the ATEP site and for the colleges as thet are considering sustainability/energy projects. A consultant would be hired to assist the district with developing the ATEP Sustainability Plan, and to create various scopes of work as needed, provide advice to maximize the use of current best practices, take advantage of Savings by Design programs, and recommend procurement methods for various projects.	200,000
ADA - Physical Access Transition Plan	Develop Physical Access/Transition Plans for each college to meet Title II and III requirements and ensure we are annually reviewing the plan and meeting goals. Provide and evaluation of district and college facilities; including buildings, parking lots and walkways.	400,000
Lease/Lease Back Consultant	Expert assistance to advise district on new lease/lease back building delivery method	0
20 yr. Facilities, Renovation, and Scheduled Maintenance Facilities System Project	Facilities System Software project to support the plan.This 2nd year amount is for implementation costs and for correction of project scope to include infrastructure projects.	0
District-wide Mapping	District-wide consultant to survey/map the underground utilities and infrastructure	0
Pre-planning and investigation	To provide a fund to pre-plan complex projects and investigate feasibility prior to IPP stage of a project and budget development	0
Data Center Project(from DTC List)	Explore all options for SC to determine best approach for resolving current SC data center issues, which may include a new portable center, off campus solutions, or renovation of existing center	2,905,108
Total Requested Funding		\$11,765,108

revised on 5 8 15 to relect BAARC recommendations

PROJECT: Design and Construction Defections/Omissions FY 2015-2016 First Draft		
Location	Project	FY 2015-16 Budget Requested
SC	District and HS HVAC	0
	District and HS Building cracks	0
IVC	None Requested	0
Total Requested Funding		\$0

04/08/15 version 8

PROJECT: Renovation Projects (Small and Major) and other Facilities Related Projects FY 2015-2016			
Location	Project	FY 2015-16 Budget Requested	FY 2015-16 Funding Consideration
SC	1 Small Renovation - Radio/ TV move to LRC	\$200,000	\$0
	Major Renovation - Fine Arts HVAC, Interior Improvements & Temp. Outdoor		
	2 Theater	\$5,050,000	\$2,750,000
	3 Small Renovation - Cafeteria Upgrades	\$1,500,000	\$330,259
	4 Small Renovation - Baseball/Softball Fields Renovation (NCAA Regulations)	\$850,000	\$0
	5 Major Renovation - Electronic Access Control (BGS, HS, SSC)	\$1,800,000	\$0
	6 Major Renovation - PE Phase II	\$2,800,000	\$0
	7 Major Renovation - Landscape / Irrigation Renovation	\$1,600,000	\$0
	8 Major Renovation - SSC HVAC Replacement	\$2,500,000	\$0
	9 Minor Renovation - Football / Practice Field Renovation	\$550,000	\$0
Subtotal-SC		\$16,850,000	\$3,080,259
IVC	1 Major Renovation - Install Solar Shade Structure (See Consultant Planning Sheet)+	\$3,500,000	\$0
	2 Small Renovation - New Campus Electronic Marquees (Below qualifying value)-	\$250,000	\$0
	3 Major Renovation - Campuswide (access control) Key FOB Project	\$1,250,000	\$330,259
	4 Major Renovation - B200 First Floor Renovation (Planning Document Support?)	\$1,500,000	\$0
	5 Major Renovation - B200 Second Floor Renovation (Planning Document Support?)	\$1,500,000	
	6 Major Renovation - Library Renovation	\$1,000,000	\$0
	7 Emergency Blue Light Poles (from DTC List)++	\$338,996	
Subtotal-IVC		\$9,338,996	\$330,259
DW	1 Union Relocation (augmentation)**	62,750	62,750
Total Requested Funding		\$26,251,746	\$3,473,268

revised based on BAARC recommendations from 5 8 15 meeting

* IVC's submittal for New Campus Electronic Marquees does not qualify under BP and AR 3110, so it was deleted from the list.

** Previously authorized funded at original project amount of \$100,000 in 2013.

+ Planning for this item can be funded out of sustainability plan on consultant sheet

++IVC will fund this partially from Parking Lot Phase 1A, as appropriate, and the remainder from local funds.

SOCCCD Scheduled Maintenance Projects Priority List for FY 2015-2016						
Priority	College	Project Name	Project Total	College Portion	Basic Aid Request	%
1	SC	PE/CP Sewer Ejection System	\$700,000	\$0	\$0	
Subtotal for SC			\$700,000	\$0	\$0	
1						
Subtotal for IVC			\$0	\$0	\$0	
Totals			\$700,000	\$0	\$0	

Breakdown of basic aid requests by College					
College	Amount	Percentage	DRAC SPLIT FY 2013-2014	If Amount followed DRAC	Difference
SC	\$0	1.00	0.6552	\$0	\$0
IVC	\$0	0.00	0.3448	\$0	\$0
	\$0		1.00	\$0	

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Note: DRAC split for the 2013-2014 fiscal year DRAC Model:

3 Year Average Resident Funded FTES		
SC	IVC	Total
17,437	9,175	26,611
65.52%	34.48%	100.00%

PROJECT DESCRIPTIONS

CIC Recommendations FY 2015-2016

Capital Construction Projects:

Listed in the priority order shown on the Five Year Plan

1. **SC Site Improvements:** This project will correct deficiencies of the existing Southeast campus perimeter storm drain system for drainage control on campus by constructing a new storm drain system that will collect much of the existing surface flow storm water into a new underground system meeting current agency requirements. In addition, this project relocates the athletic practice fields and throwers park to a location more central to campus athletics functions and facilities. The third component of this project creates new surface parking to offset parking losses incurred by the construction of the Sciences Building and Auto-Tech Swing Space Building. The forth component of this project is to upgrade the campus upper quad to address ADA compliant issues and increase student interaction on the campus. This year's funding request aligns the project budget with the full scope of work identified by the criteria architect.
2. **IVC New ATEP Building:** The City of Tustin obtained ownership of the ATEP classroom buildings during the recent land exchange. A lease provides three years to develop/obtain alternate housing for the programs (approximately year end 2017). Work with the criteria architect resulted in defining final project parameters. Last year funding for FF&E was outstanding and the cost of the associated parking lot has been added to arrive at this year's request.
3. **IVC New Surface Parking Lot Phase IA:** IVC is currently leasing property to accommodate overflow parking. This project creates a new 400 space surface parking lot with lighting to meet existing and projected parking needs. This year's funding request addresses escalation and fully funds the project.
4. **IVC New Baseball Restroom, Bleachers, Concessions with a portion of the New Student services Expansion Annex** (to be renamed: Health Center/Concessions): This project will incorporate many components of the New Baseball Restrooms, Bleachers, Concessions project and combine them with a portion of the New Student Services Expansion Annex (approximately 2,000 ASF). This additional space will allow the college to relocate the Health Services Center, currently in the Student Services Center (SSC) building, to an area southwest of the Police facilities. Vacated space will serve existing SSC expansion needs. This year's funding request is for the design portion of the estimated budget.

5. **SC Athletics Stadium Renovation:** The existing stadium was built in 1968, does not meet ADA requirements and no longer supports athletic programs and community needs. This project will provide a maximum capacity of 10,000 seats in the stadium with new rest rooms, press box, concessions, ticket kiosks, scoreboard, sound systems, artificial turf and storage. It will also replace the current grandstands and upgrade pedestrian access to meet ADA requirements. The College is currently undergoing a "Site Improvement" project which will address practice field relocation. It is wise to address the Athletic Stadium design concurrently and coordinate these project needs. Work with the criteria architect resulted in a budget estimated at a total of \$20,000,000. The project is expected to experience savings of an estimated \$2,000,000 due to concurrency with the Site Improvement project. Full project funding is requested.
6. **SC MSE Building Renovation:** When the Sciences building is complete, a portion of this building will remain occupied by the Mathematics and Computer Sciences departments. An estimated 52,000 SF will remain active in this 1974, 81,420 SF building and requires renovation. This funding request is for the design portion of the estimated budget.

Renovation Projects

1. **SC Fine Arts HVAC, Interior Improvements & Temporary Outdoor Theater Renovation:** The focus for the Fine Arts Renovation project is replacement of defunct HVAC units and the associated interior improvements. Aesthetic improvements were included to the extent the budget permitted. However, the architect's estimate was below the proposals provided through the 4217 process. The college is requesting all designed improvements be funded to permit minimal functionality. Additionally, during DSA plan check of this project, they identified a canopy structure that may be non-compliant and must be addressed as a part of this project moving forward. Staff is researching this claim and will resolve prior to project start. The college is requesting full funding for the budget identified in the proposal process and have indicated adjustments will be made to either the canopy or the project to keep the project in alignment with funds requested this year.
2. **District wide Union Offices Relocation:** Previously, \$100,000 was allocated to provide Union Offices in the building located at the entry to the college on College Drive and Marguerite. The project requires an additional \$62,750 to be completed. This amount is being requested this year.

Educational and Facilities Master Plan can be found at the SOCCCD web page at http://www.socccd.edu/about/about_planning.html

**District-wide Technology Committee
2015-2016 Proposed Technology Projects
for Basic Aid Funding Consideration**

EXHIBIT A
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**REVISED SUMMARY - BASED ON BAARC RECOMMENDATION
at 5.8.2015 Meeting**

Project Priority	Votes Received	Project Name	2015-2016 Estimated Cost
1*	24	Campus Desktop Refresh	\$ 1,500,000
2*	20	Classroom Technology & Audio Visual Refresh- Year 1 (Year 2 = \$3,757,132)	\$ 1,500,000
3	20	Tableau for Data Visualization (Research and Reporting)	\$ 270,000
4	18	Early Alert System	\$ 226,800
5	18	Emergency Blue Light Poles-IVC (\$338,996) <i>Moved to CIC for basic aid funding consideration</i>	\$ -
6	17	New Student Print Solution	\$ 221,634
7	16	District IT Back Office Automation	\$ 210,000
8	15	Portable Data Center - Saddleback (\$2,905,108) <i>Moved to CIC for basic aid funding consideration</i>	\$ -
9	14	Workday Student BPA Sessions	\$ 227,800
10	13	MAP Enhancements	\$ 262,080
11	11	District-wide Platform for Online Tutoring, SI, Office Hours and Appointment Scheduling	\$ 201,000
12	10	HR/Financial System Software Project-Workday (Year 3-request for augmentation)	\$ 877,000
13	10	Server and Storage Scheduled Maintenance	\$ 925,000
14*	8	District-wide Data Backup and Disaster Recovery System (Year 2 = \$900,000)	\$ 900,000
15	8	System Testing and Stability	\$ 377,000
16	8	Unified ID Student Card System	\$ 452,000
17	7	Refresh MDF and IDFs (Year 2 = \$500,000) <i>(project costs reduced from \$1,147,500 per year per project sponsor)</i>	\$ 500,000
18	7	Workday Big Data	\$ 170,000
19	6	SIS Enhancements	\$ 1,814,400

* Requested funding amended during DTC deliberations

2015-04-27

**District-wide Technology Committee
2015-2016 Proposed Technology Projects
for Basic Aid Funding Consideration**

EXHIBIT A
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**REVISED SUMMARY - BASED ON BAARC RECOMMENDATION
at 5.8.2015 Meeting**

Project Priority	Votes Received	Project Name	2015-2016 Estimated Cost
20	5	Workday Student Strategic Influencer Program - Year 1	\$ 375,000
21	4	Waitlist Mobile One-Click Registration	\$ 264,600
22	3	Capture and Report Positive Attendance Hours Electronically	\$ 198,000
		Sub-total	\$ 11,472,314
		Contingency for Innovative Technology-related Research and Development (5% as detailed in AR 3110)	\$573,616
		Total	\$ 12,045,930

District-wide Technology Committee – 2015-2016 Proposed Technology Projects

1

Project Name:	Campus Desktop Refresh
Project Type:	Hardware
Request Initiated By:	Bruce Hagan; Anthony Maciel
Project Sponsor(s):	
Impact:	Irvine Valley; Saddleback
Primary Users:	All
Project Description:	This project is to replace 1/4 of desktops and 1/7 of classroom technology.
Project Justification:	To remain a leader in technology and provide the best possible user experience for students and employees.
Program Review:	
District-Wide Goals Supported:	Goal 2 - SOCCCD will promote students' success by enhancing the teaching and learning environment.
Estimated Cost:	\$2,000,000.00
Cost Description:	\$1,500,000 for Desktop Refresh \$500,000 for campus Technology This should be broken down according to DRAC model between SC and IVC.
Start-Up Funding:	
Project Duration Estimate:	
Ongoing Costs:	
Ongoing Costs Description:	
Ongoing Costs Funding Source:	
Resource Contact(s):	
Approval Log:	
IVC Rank:	
Saddleback Rank:	
District Services Rank:	
DTC Rank:	
Notes:	

District-wide Technology Committee – 2015-2016 Proposed Technology Projects

2

Project Name:	Classroom Technology &. Audio Visual Refresh - Year 1
Project Type:	Hardware; Software; Service
Request Initiated By:	Anthony Maciel
Project Sponsor(s):	Anthony Maciel; Bruce Hagan
Impact:	Irvine Valley; Saddleback
Primary Users:	Students; Faculty; Staff; Administrators/Managers; Community; All
Project Description:	This project will upgrade all classrooms and college rooms with up to date technology that meets 21st century standards. This Includes all audio visual equipment and Infrastructure.
Project Justification:	The equipment In the classroom and conference rooms Is old and outdated. The College Technology Committee recently approved AV standards that will provide Instructors and all employees with the ability to use up to date equipment. This project will afford the IT staff to be more proactive and handle equipment problems more efficiently.
Program Review:	
District-Wide Goals Supported:	Goal 1 - SOCCCD will foster an environment characterized by creativity, Innovation, respectful Interactions and collaboration.; Goal 2 - SOCCCD will promote students' success by enhancing the teaching and learning environment.
Estimated Cost:	\$2,628,566.00
Cost Description:	Equipment and Install - \$4,251,302 Switches - \$300,300 Cabling - \$257,400 Project Management - \$84,000 Tax - \$364,129 Total - \$5,257,131 1 year - \$2,628,566 2 year - \$2,628,566
Start-Up Funding:	\$1,000,000.00
Project Duration Estimate:	2 years with 1M the first year and the rest the second year.
Ongoing Costs:	\$30,000 .00
Ongoing Costs Description:	Maintenance
Ongoing Costs Funding Source:	Department budget
Resource Contact(s):	Anthony Maciel
Approval Log:	
IVC Rank:	
Saddleback Rank:	
District Services Rank:	
DTC Rank:	
Notes:	

District-wide Technology Committee – 2015-2016 Proposed Technology Projects

3

Project Name:	Tableau for Data Visualization (Research and Reporting)
Project Type:	Software: Service
Request Initiated By:	Denice Inciong; Craig Hayward; Nicole Ortega
Project Sponsor(s):	Robert Bramucci
Impact:	District Services; Irvine Valley; Saddleback; District-wide
Primary Users:	Faculty; Staff; Administrators/Managers; Community
Project Description:	<p>Tableau is a leader in data visualization and has the ability to enhance data understanding and discovery and turn cumbersome and difficult to comprehend tabular reporting into easy to understand visualizations. We would like to deploy Tableau against the district-wide data warehouse and have each research office trained to create customize reports using Tableau. As Tableau is a powerful and sophisticated tool, training is an important part of the project for both the researchers and users.</p> <p>Tableau will also be used to re-vamp the inFORM data warehouse which is 8 years old and in need of an assessment and usability study so it can better serve the colleges and district services. Tableau enforces security layers by users' roles and also enables users to save filters and customize their dashboards and make accessing individual reports much easier and efficient. Additionally, the server will allow reports to also be distributed on the public website for better accountability in key performance indicators of student success and institutional efficiency and effectiveness.</p> <p>The Tableau Server deployment would include at least an 8 core server license, maintenance, training and desktops for each research office.</p> <p>Also as part of the Tableau project, we propose to conduct a pilot dashboard on "Student Demand and Enrollment Management." The details of this pilot is included in the notes area of this form.</p>
Project Justification:	<p>The strength of Tableau is in data visualization, which can greatly enhance data understanding, discovery and relationships. Tableau would be deployed against the district-wide data warehouse and each research office will be able to customize reports using Tableau desktop (which is needed to design dashboards and visualizations). This will enhance the research offices ability to provide information and reports that are easier to understand and navigate.</p> <p>Using Tableau to refresh inFORM will address identified user needs that cannot be addressed with our current software and infrastructure. For example, users have difficulty finding reports and must select many filters to run reports they use table. Tableau also enforces security layers by users roles and also enables users to save filters and customize their dashboards and make accessing individual reports much easier and efficient.</p>
Program Review:	District Services Research, Planning and Data Management's Administrative Unit Review contains as a main objective the maintenance and enhancement of the inFORM Data Warehouse to support the colleges and district offices in research and reporting. This objective has been in the unit review for the last 3 years with smaller resource requests tied to bettering inFORM.
District-Wide Goals Supported:	<p>Goal 2 - SOCCCD will promote students' success by enhancing the teaching and learning environment;</p> <p>Goal 4 - SOCCCD will strengthen long-term financial health and institutional effectiveness through integrated planning and resource allocation.</p>
Estimated Cost:	\$270,000.00

District-wide Technology Committee – 2015-2016 Proposed Technology Projects

Project Name: Tableau for Data Visualization (Research and Reporting) Page 2

Cost Description:	<p>The Tableau Server deployment would include an 8 core server license (\$108,000), maintenance (\$27,000), training (\$37,000) and 12 desktops (\$18,000) for each college's research office (4 each) and college IT (2 each) - total Tableau start-up is \$190,000. Additionally \$30,000 is needed for hardware to ensure CPU and storage requirements are met for the server license.</p> <p>Total start-up costs: \$220,000</p> <p>A pilot project on "Student Demand and Enrollment Management" is budgeted at \$50,000 to conduct a needs assessment and requirements for the dashboard.</p>
Start-Up Funding:	\$220,000.00
Project Duration Estimate:	The implementation and training of Tableau would span the 2015-2016 year. Potential development of the Tableau platform could continue into the 2016-2017 academic year.
Ongoing Costs:	\$27,000.00
Ongoing Costs Description:	Annual maintenance
Ongoing Costs Funding Source:	District-wide licenses
Resource Contact(s):	
Approval Log:	
IVC Rank:	
Saddleback Rank:	
District Services Rank:	
DTC Rank:	
Notes:	<p>Tableau PILOT: "Student Demand" Enrollment Management Dashboard</p> <p>Enrollment management is a vital matter for both students and schools. For a student who cannot secure a seat in the sole class he or she needs for graduation, suboptimal enrollment management could mean delay or failure to reach academic goals; for public institutions, it reflects on their stewardship of taxpayer resources.</p> <p>Most colleges utilize locally-created database/spreadsheet tools to oversee enrollment management activities. For example, IVC has a research analyst assigned to the Office of Instruction who uses a purpose-built Excel spreadsheet to create enrollment planning sheets and "What If" enrollment scenarios. Such tools tend to focus on faculty load, cost projections, FTES, WSCH, FTEF, and similar load and efficiency factors.</p> <p>The American Council on Education (ACE) surveyed digital enrollment management tools used by six colleges and universities. They found that all of the tools utilized historical course enrollment information in conjunction with local knowledge (e.g., "enrollment in this elective has historically been soft, and we just lost the most popular instructor in the department, so we might expect a drop in enrollment"). Some tools went on to add econometric variables such as unemployment rate and job demand across various sectors.</p> <p>Surprisingly, however, none of the tools incorporated any metrics of student demand. Owing to the success of the My Academic Plan and WaitList projects led by District IT in tandem with diverse teams of experts at Saddleback and IVC, for the first time SOCCCD now possesses two types of student demand data derived from WaitList and MAP primary plan data.</p> <p>We propose a pilot project to improve enrollment management by providing the Offices of Instruction and VPIs at both Saddleback and IVC with this student</p>

District-wide Technology Committee – 2015-2016 Proposed Technology Projects

Project Name: Tableau for Data Visualization (Research and Reporting) Page 3

	<p>enrollment demand data in a highly-consumable "dashboard" format powered by Tableau Server.</p> <p>This work, besides being immediately useful, will also inform the future creation of a more comprehensive tool. Concurrently, Dr. Craig Justice, the current President of the statewide association of Chief Instructional Officers, is engaging in "requirements building" activities with his peers that will inform future construction of a larger-scale software tool. The proposed pilot provides the perfect foundation for the larger work.</p>
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District-wide Technology Committee – 2015-2016 Proposed Technology Projects

4

Project Name:	Early Alert
Project Type:	Software
Request Initiated By:	Jim Gaston
Project Sponsor(s):	Penelope Skaff; Arleen Elseroad
Impact:	Irvine Valley; Saddleback
Primary Users:	Students; Faculty/ Staff
Project Description:	<p>An early alert system provides students a notification that they are at risk of failing a class and provides information regarding college resources that can assist them in getting back on the right track. We do not currently have an early alert system in place and this puts us out of compliance with state requirements.</p> <p>This project involves three phases:</p> <ol style="list-style-type: none"> 1. Phase One – Pilot an early alert system at Saddleback using the Retention Center feature in Blackboard and a template email created by the Matriculation department. No additional funding is required for this phase. 2. Phase Two – Construct a simple early alert roster in MySite that provides faculty an easy and intuitive method to flag students who are at risk. Sherpa will send appropriate notifications to the students and this information will also appear in the new Student Success Dashboard accessible to students and authorized staff in MySite. This phase will be funded using state SSSP funds. 3. Phase Three – Expand on the simple roster in MySite and integrate it with the Blackboard Retention Center, providing faculty with all the information available to make a proper assessment. Additional features can be added based on the prioritization decisions of the Early Alert Design Team. This phase requires basic aid funding.
Project Justification:	An early alert system is an integral part of the student success initiative and is required for the colleges to be in full compliance with state requirements.
Program Review:	
District-Wide Goals Supported:	<p>Goal 1 - SOCCCD will foster an environment characterized by creativity, innovation, respectful interactions and collaboration;</p> <p>Goal 2 - SOCCCD will promote students' success by enhancing the teaching and learning environment.</p>
Estimated Cost:	\$226,800.00
Cost Description:	
Start-Up Funding:	
Project Duration Estimate:	
Ongoing Costs:	
Ongoing Costs Description:	Ongoing costs of this module will be absorbed by the SIS Enhancements budget.
Ongoing Costs Funding Source:	
Resource Contact(s):	Penelope Skaff; Arleen Elseroad
Approval Log:	
IVC Rank:	
Saddleback Rank:	
District Services Rank:	
DTC Rank:	
Notes:	

District-wide Technology Committee – 2015-2016 Proposed Technology Projects

5

Project Name:	Emergency Blue Light Poles
Project Type:	Hardware
Request Initiated By:	Bruce Hagan
Project Sponsor(s):	Glenn Roquemore
Impact:	Irvine Valley
Primary Users:	Students; Faculty; Staff; Administrators/Managers
Project Description:	IVC is seeking updated emergency poles for all parking lots and strategically placed interior locations. These poles would be used to provide an easily accessible and visual way to requests emergency help. These poles could also be used as a deterrent, video surveillance, and mass notification in the campus of an natural disaster.
Project Justification:	To provide safety and security of SOCCCD employees and students.
Program Review:	
District-Wide Goals Supported:	Goal 2 - SOCCCD will promote students' success by enhancing the teaching and learning environment.
Estimated Cost:	\$338,996.00
Cost Description:	Maintenance for the poles and software that will be housed in campus police.
Start-Up Funding:	
Project Duration Estimate:	
Ongoing Costs:	
Ongoing Costs Description:	
Ongoing Costs Funding Source:	
Resource Contact(s):	Bruce Hagan
Approval Log:	
IVC Rank:	
Saddleback Rank:	
District Services Rank:	
DTC Rank:	
Notes:	

District-wide Technology Committee – 2015-2016 Proposed Technology Projects

6

Project Name:	New Student Print Solution
Project Type:	New Student Print Solution
Request Initiated By:	Bruce Hagan; Anthony Maciel
Project Sponsor(s):	Bruce Hagan; Anthony Maciel; Patricia Flanigan Chapin; Karima Feldhus
Impact:	Irvine Valley; Saddleback
Primary Users:	Students
Project Description:	This request is to replace the current student print system used by college libraries and labs with a Xerox solution. The new solution will enable payments by Credit Card, Student ID Card or PayPal. This will also allow students to print from either campus.
Project Justification:	Provide a better service experience for students desiring to print on the campuses.
Program Review:	
District-Wide Goals Supported:	Goal 1 - SOCCCD will foster an environment characterized by creativity, innovation, respectful interactions and collaboration. Goal 2 - SOCCCD will promote students' success by enhancing the teaching and learning environment.
Estimated Cost:	\$221,634.00
Cost Description:	5 color copiers (3 SC, 2 IVC) 21,205 16 color printers (8 SC and 1 spare, 6 IVC and 1 spare) \$1,579 Equitract Education Solution \$46,150
Start-Up Funding:	
Project Duration Estimate:	1 year
Ongoing Costs:	\$30,000.00
Ongoing Costs Description:	
Ongoing Costs Funding Source:	
Resource Contact(s):	
Approval Log:	
IVC Rank:	
Saddleback Rank:	
District Services Rank:	
DTC Rank:	
Notes:	Tax is reflected in this costs.

District-wide Technology Committee – 2015-2016 Proposed Technology Projects

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Project Name:	District IT back office automation
Project Type:	Service
Request Initiated By:	Jeff Dorsz
Project Sponsor(s):	Jeff Dorsz
Impact:	District-wide
Primary Users:	All
Project Description:	Automation of back office processes will improve efficiencies of internal services processes. This will also reduce the chances of incorrect provisioning. It will also reduce the time needed to resolve issues.
Project Justification:	Many back office systems in district IT are in need of automation.
Program Review:	
District-Wide Goals Supported:	Goal 1 - SOCCCD will foster an environment characterized by creativity, innovation, respectful interactions and collaboration; Goal 2 - SOCCCD will promote students' success by enhancing the teaching and learning environment.
Estimated Cost:	\$210,000.00
Cost Description:	Contract Services: \$195,000 Project Management: \$15,000
Start-Up Funding:	\$0.00
Project Duration Estimate:	
Ongoing Costs:	
Ongoing Costs Description:	
Ongoing Costs Funding Source:	
Resource Contact(s):	Jeff Dorsz
Approval Log:	
IVC Rank:	
Saddleback Rank:	
District Services Rank:	
DTC Rank:	
Notes:	

District-wide Technology Committee – 2015-2016 Proposed Technology Projects

8

Project Name:	Portable Data Center
Project Type:	Hardware; Service
Request Initiated By:	Anthony Maciel
Project Sponsor(s):	Carol Hilton; Anthony Maciel
Impact:	Saddleback
Primary Users:	Students; Faculty; Staff; Administrators/Managers; Community; All
Project Description:	This project is for the purchase and installation of a performance optimized data center (POD). This data center will house all crucial institutional systems (e.g. core switches, servers, SAN, etc.)
Project Justification:	The College does not have a proper data center to house all critical systems that house all institutional data. The existing location lacks a fire suppressant system, proper air conditioning and air flow, backup power, etc. Identifying an existing college building to house the data center would be impossible due to the high demand for space. The portable data center provides a solution without affecting cap loads since it cannot be assigned for office or classroom space.
Program Review:	
District-Wide Goals Supported:	Goal 1 - SOCCCD will foster an environment characterized by creativity, innovation, respectful interactions and collaboration; Goal 2 - SOCCCD will promote students' success by enhancing the teaching and learning environment.
Estimated Cost:	\$2,905,108.00
Cost Description:	Turnkey Equipment with UPS, Design-build, and Site Services - \$2,497,550 Deployment, installation services, and 1 year proactive maintenance & support - \$246,068 Project Management - \$84,000 Tax - \$77,490
Start-Up Funding:	
Project Duration Estimate:	1 year
Ongoing Costs:	\$80,000.00
Ongoing Costs Description:	Maintenance of equipment will only be needed after first year.
Ongoing Costs Funding Source:	College Funds
Resource Contact(s):	Anthony Maciel
Approval Log:	
IVC Rank:	
Saddleback Rank:	
District Services Rank:	
DTC Rank:	
Notes:	

District-wide Technology Committee – 2015-2016 Proposed Technology Projects

9

Project Name:	Workday Student BPA Sessions
Project Type:	Software
Request Initiated By:	Jim Gaston
Project Sponsor(s):	Juan Avalos; Linda Fontanilla; Craig Justice; Kathy Werle
Impact:	District-wide
Primary Users:	Students; Faculty; Staff; Administrators/Managers
Project Description:	<p>This project will fund a series of comprehensive Business Process Analysis (BPA) sessions across all areas of the colleges. We are planning BPA sessions for the following areas but can add others as needed.</p> <ul style="list-style-type: none"> • Curriculum Management • Class Scheduling and Instructional Staffing • Application • Matriculation • Academic Planning/Degree Audit • Counseling Services • Core Records • Registration • Student Accounts • Faculty Services and Grade Collection • Transcripts • Awards Management • DSPS • EOPS • Financial Aid • Student Engagement/Sherpa • Data Warehouse/Management Reporting/State Reporting • Student Outreach and Development
Project Justification:	Before we begin the implementation of the Workday Student system in 2017 we should do a comprehensive Business Process Analysis (BPA) of all the areas that will be using the new system. The intent is to not replicate inefficient business processes when we begin the configuration of the new system. This was the process that was used for the Workday HCM/Fiscal systems and the information that came out of the BPA sessions was critical to the implementation.
Program Review:	
District-Wide Goals Supported:	<p>Goal 1 - SOCCCD will foster an environment characterized by creativity, innovation, respectful interactions and collaboration;</p> <p>Goal 2 - SOCCCD will promote students' success by enhancing the teaching and learning environment;</p> <p>Goal 3 - SOCCCD will advance economic and workforce development through regional partnerships with educational institutions and industry and by strengthening career technical education;</p> <p>Goal 4 - SOCCCD will strengthen long-term financial health and institutional effectiveness through integrated planning and resource allocation.</p>
Estimated Cost:	\$227,800.00
Cost Description:	<p>SIG Contract to facilitate BPA sessions: \$150,800</p> <p>Food for BPA Sessions: \$27,000</p> <p>Logistics (venue, supplies, etc.): \$50,000</p>

District-wide Technology Committee – 2015-2016 Proposed Technology Projects

Project Name: Workday Student BPA Sessions - Page 2

Start-Up Funding:	
Project Duration Estimate:	The BPA sessions will take 1.5-3 days for each area and will be scheduled in Fall 2015 and Spring 2016.
Ongoing Costs:	
Ongoing Costs Description:	
Ongoing Costs Funding Source:	
Resource Contact(s):	Jim Gaston
Approval Log:	
IVC Rank:	
Saddleback Rank:	
District Services Rank:	
DTC Rank:	
Notes:	

District-wide Technology Committee – 2015-2016 Proposed Technology Projects

10

Project Name:	MAP Enhancements
Project Type:	Software
Request Initiated By:	Jim Gaston
Project Sponsor(s):	Jerilyn Chuman; Elizabeth Cipres
Impact:	Irvine Valley; Saddleback
Primary Users:	Students; Faculty
Project Description:	This project will assign dedicated development consultants to the MAP system and they will work on the highest prioritized enhancements requested by the MAP Design Team.
Project Justification:	MAP is at the center of the college student success initiatives and it's important that we keep development staff dedicated to this project so we can continue to make the requested enhancements in a timely manner. As we transition to Workday the need for a dedicated MAP budget will begin to diminish. However at this time we do not want other SIS enhancements to suffer because of the centrality of MAP to the college success strategies. Continuing to dedicate resources to MAP is a wise investment at this time.
Program Review:	
District-Wide Goals Supported:	Goal 1 - SOCCCD will foster an environment characterized by creativity, innovation, respectful interactions and collaboration; Goal 2 - SOCCCD will promote students' success by enhancing the teaching and learning environment.
Estimated Cost:	\$262,080.00
Cost Description:	
Start-Up Funding:	
Project Duration Estimate:	This project will cover the MAP costs for the 2015/16 fiscal year.
Ongoing Costs:	
Ongoing Costs Description:	
Ongoing Costs Funding Source:	
Resource Contact(s):	Jim Gaston
Approval Log:	
IVC Rank:	
Saddleback Rank:	
District Services Rank:	
DTC Rank:	
Notes:	

District-wide Technology Committee – 2015-2016 Proposed Technology Projects

11

Project Name:	District-wide Platform for Online Tutoring, SI, Office Hours and Appointment Scheduling
Project Type:	Software; Service
Request Initiated By:	Brooke Choo; Christina Hinkle
Project Sponsor(s):	Bruce Hagan
Impact:	Irvine Valley; Saddleback
Primary Users:	Students; Faculty
Project Description:	<p>This proposal is for a three-year district-wide strategic initiative between the IVC Student Success Center and Saddleback Learning Resource Center that would evaluate, pilot and adopt new software platforms for online tutoring, online SI, online office hours and online appointment scheduling in coordination with college and District IT. As the district initiates online tutoring to meet accreditation standards, it also needs to keep in step with technological advances by offering its students access to online supplemental instruction, online faculty office hours and the ability to schedule appointments (whether it be for tutoring or other student services) online. This is particularly important for accreditation for our Distance Education (DE) students who never set foot on campus but the colleges are still required to provide access to the same support services offered on campus. This technology is also coming down pipeline via the CCCCO Online Education Initiative (OEI) which aims to bring 24-7 online tutoring opportunities to CCC students statewide for OEI classes, but colleges will likely want to continue these services for non-OEI classes as well. Additionally, there is an opportunity to support the Completion Agenda and Student Success Act (which both recommend tutoring support to bolster student success) by strengthening and expanding both colleges' online services, as many students now prefer to access services and interface online. This is true not just for our digital native students, but also for our older students who work during the day or who have childcare or transportation issues. All students benefit from the access to scheduling appointments online, as well as online tutoring, online office hours and online supplemental instruction. Finally, instead of each campus individually addressing this inevitable progress in technology, the students at both campuses will benefit if the district formulates a collaborative approach. There may be a fiscal savings as well with this greater buying power in terms of licensing fees.</p>
Project Justification:	<p>Software and online contract service vendors need to be evaluated, vetted and negotiated and then the software piloted for one year on both campuses. After the pilot, the district can decide about institutionalizing a platform and adopting it on an on-going basis. Maintenance would involve the annual license fee for district-wide use.</p>
Program Review:	<p>District-wide Objective Objective 1.1 (Support innovative ...) This district-wide initiative supports innovative online ideas that improve collaboration and respectful interactions district-wide, particularly those between the Saddleback Learning Resource Center and the IVC Student Success Center. Having these two important centers collaborate would aim to benefit student success district-wide.</p> <p>District-wide Objective Objective 1.2 (Improve climate ...) This initiative would improve district climate in the areas of commitment, and respectful collaboration, in particular, between the Saddleback Learning Resource</p>

District-wide Technology Committee – 2015-2016 Proposed Technology Projects

Project Name: District-wide Platform for Online Tutoring, SI, Office Hours and Appointment Scheduling - Page 2

	<p>Center and the IVC Student Success Center. Partnering together to strengthen student support and student services is a worthy endeavor that benefits all students in the district.</p> <p>District-wide Objective</p> <p>Objective 2.1 (Increase completion ...)</p> <p>Offering online tutoring options in addition to face-to-face tutoring would expand the academic support students can receive. Encouraging online supplemental instruction and online office hours would also engender student engagement with faculty. All three of these efforts would support student completion rates (degrees, certificates, and transfer) while preserving access, enhancing quality, and closing achievement gaps.</p> <p>District-wide Objective</p> <p>Objective 2.3 (Student engagement ...)</p> <p>Offering online tutoring, online office hours and online supplemental instruction increases opportunities for student engagement outside the classroom, evidenced by expanding student services and instructional support.</p> <p>District-wide Objective</p> <p>Objective 4.3 (Financial planning ...)</p> <p>This three-year district-wide Basic Aid request supports the objective to develop and initiate multi-year financial planning.</p> <p>District-wide Objective</p> <p>Objective 4.2 (Improve efficiencies ...)</p> <p>Expanding and offering online scheduling capability district-wide would improve the processes and procedures for efficiency, effectiveness, and responsiveness district-wide.</p> <p>Program Review-Strategy</p> <p>PR Strategy: Provide online tutoring access - "The Student Success Center (SSC) needs for accreditation to provide an online tutoring option for IVC's 100% distance education (DE) students that never set foot on campus, but an online modality of tutoring provides a learning opportunity for our on-campus students as well. Online tutoring that is available at night and on the weekends can meet the students' learning needs in the moment when they are completing their assignments. An online modality can further provide access to tutoring to students who are prevented from attending face-to-face tutoring due to childcare issues, work schedules, disability, transportation issues, etc. It is the SSC's objective to offer ~24-7 online tutoring to all IVC students for the most requested tutoring subjects. The SSC feels that online tutoring will complement face-to-face tutoring and provide holistic academic support to IVC students."</p> <p>Program Review-Strategy</p> <p>PR Strategy: Support Basic Skills Students - "One arm of the Student Success Center's mission is to support IVC students enrolled in basic skills courses. We hope that students in basic skills courses can receive tutoring from us without being turned away due to lack of tutoring hours available. We also hope that these students will have higher course completion rate than students not receiving tutoring." Providing online tutoring in reading, writing, ESL and math would provide an additional option of support for basic skills enrolled students.</p>
District-Wide Goals Supported:	<p>Goal 1 - SOCCCD will foster an environment characterized by creativity, innovation, respectful interactions and collaboration;</p> <p>Goal 2 - SOCCCD will promote students' success by enhancing the teaching and learning environment.</p>
Estimated Cost:	\$201,000.00

District-wide Technology Committee – 2015-2016 Proposed Technology Projects

Project Name: District-wide Platform for Online Tutoring, SI, Office Hours and Appointment Scheduling - Page 3

Cost Description:	Appointment Scheduling system \$30,000 Online Meeting platform \$30,000 Online Tutoring Contracted Services \$75,000 District Services for integration (if necessary) \$40,000
Start-Up Funding:	
Project Duration Estimate:	1 year
Ongoing Costs:	
Ongoing Costs Description:	
Ongoing Costs Funding Source:	
Resource Contact(s):	
Approval Log:	
IVC Rank:	
Saddleback Rank:	
District Services Rank:	
DTC Rank:	
Notes:	

District-wide Technology Committee – 2015-2016 Proposed Technology Projects

12

Project Name:	HR/Financial System Software Project-Workday Project (year 3 - request for augmentation)
Project Type:	Software; Service
Request Initiated By:	Debra Fitzsimons
Project Sponsor(s):	Debra Fitzsimons; Kim McCord; Jim Laurie; Jim Phaneuf; Carol Hilton; Davit Khachatryan
Impact:	District-wide
Primary Users:	Faculty; Staff; Administrators; All
Project Description:	<p>This request is for augmentation to the original HR/Financial System Software (Workday Project) budget. The project has already been approved and funded and is in implementation stage.</p> <p>There is a need for additional funding for the following: 1) additional resources necessary to address payroll/county integration issues; 2) testing and training lead costs; 3) additional training credits that needed purchases; 4) additional Sierra/Cedar implementation support costs for current implementation and for next updates/releases for this year.</p>
Project Justification:	Needed funds to complete project implementation
Program Review:	
District-Wide Goals Supported:	<p>Goal 1 - SOCCCD will foster an environment characterized by creativity, innovation, respectful interactions and collaboration;</p> <p>Goal 4 - SOCCCD will strengthen long-term financial health and institutional effectiveness through integrated planning and resource allocation.</p>
Estimated Cost:	\$877,000.00
Cost Description:	consultant fees, training credits
Start-Up Funding:	
Project Duration Estimate:	We anticipate going live for the HCM phase in January 2015 and for Finance in July 2015, however, we also need to work on the first two updates for this fiscal year.
Ongoing Costs:	
Ongoing Costs Description:	
Ongoing Costs Funding Source:	
Resource Contact(s):	Debra Fitzsimons
Approval Log:	
IVC Rank:	
Saddleback Rank:	
District Services Rank:	
DTC Rank:	
Notes:	

District-wide Technology Committee – 2015-2016 Proposed Technology Projects

13

Project Name:	Server and Storage Scheduled Maintenance
Project Type:	Hardware
Request Initiated By:	Bruce Hagan, Jeff Dorsz; Anthony Maciel
Project Sponsor(s):	
Impact:	District-wide
Primary Users:	All
Project Description:	This project is to refresh the equipment for IVC, SC and District.
Project Justification:	This will allow the normal replacement of server room equipment. This project also includes a nominal increase to systematically begin building a VDI environment at Saddleback and IVC without submitting a large VDI project.
Program Review:	
District-Wide Goals Supported:	Goal 1 - SOCCCD will foster an environment characterized by creativity, innovation, respectful interactions and collaboration; Goal 2 - SOCCCD will promote students' success by enhancing the teaching and learning environment.
Estimated Cost:	\$925,000.00
Cost Description:	The breakdown of request is: \$350,000 IVC \$375,000 District \$200,000 SC
Start-Up Funding:	
Project Duration Estimate:	
Ongoing Costs:	
Ongoing Costs Description:	
Ongoing Costs Funding Source:	
Resource Contact(s):	
Approval Log:	
IVC Rank:	
Saddleback Rank:	
District Services Rank:	
DTC Rank:	
Notes:	

District-wide Technology Committee – 2015-2016 Proposed Technology Projects

14

Project Name:	District-wide data backup and disaster recovery system
Project Type:	Hardware; Software
Request Initiated By:	Bruce Hagan
Project Sponsor(s):	
Impact:	District-wide
Primary Users:	All
Project Description:	This is to replace EOL data backup solutions and prepare for VDI backup and recovery needs.
Project Justification:	This is to add new tiered storage solution that will allow for backing up VDI needs, Sharepoint Farms (with failover capabilities), and other mission critical systems in case of a disaster.
Program Review:	
District-Wide Goals Supported:	Goal 2 - SOCCCD will promote students' success by enhancing the teaching and learning environment.
Estimated Cost:	\$1,800,000.00
Cost Description:	This is for hardware storage solution that would include failover sites for critical systems backup/failover, normal backup hardware and software, and backup/recovery of virtual desktops.
Start-Up Funding:	
Project Duration Estimate:	1 year
Ongoing Costs:	
Ongoing Costs Description:	
Ongoing Costs Funding Source:	
Resource Contact(s):	
Approval Log:	
IVC Rank:	
Saddleback Rank:	
District Services Rank:	
DTC Rank:	
Notes:	

District-wide Technology Committee – 2015-2016 Proposed Technology Projects

15

Project Name:	System Testing and Stability
Project Type:	Hardware; Software
Request Initiated By:	Jim Gaston
Project Sponsor(s):	Robert Bramucci
Impact:	District-wide
Primary Users:	All
Project Description:	<p>The purpose of this project is to equip district and college technology staff with the resources needed to ensure stability to mission-critical systems. This project will fund the following services:</p> <ul style="list-style-type: none"> • A multi-year contract with Neudesic to perform proactive audits of the MySite system and infrastructure prior to each semester. The contract will also include a SLA that will require Neudesic to provide senior level technical staff to assist in the event of a critical performance issue. (\$150,000) • A district-wide pilot of a Microsoft Premier Support agreement that will provide high level support to district and college technical staff within the Microsoft support system. (\$100,000) • A project to create regression and load testing scripts to test the performance of MySite registration after any modifications are made to it. (\$37,000) • Additional hardware to support the load testing initiative. (\$80,000)
Project Justification:	It is critical that district and college online services are stable and reliable, particularly during the high volume times at the beginning and end of each semester. This project invests a relatively modest amount of money that can help minimize system problems that might have an adverse impact on enrollments.
Program Review:	
District-Wide Goals Supported:	Goal 2 - SOCCCD will promote students' success by enhancing the teaching and learning environment.
Estimated Cost:	\$377,000.00
Cost Description:	Costs are listed in the project description.
Start-Up Funding:	
Project Duration Estimate:	
Ongoing Costs:	
Ongoing Costs Description:	
Ongoing Costs Funding Source:	
Resource Contact(s):	Jim Gaston; Anthony Maciel; Bruce Hagan
Approval Log:	
IVC Rank:	
Saddleback Rank:	
District Services Rank:	
DTC Rank:	
Notes:	

District-wide Technology Committee – 2015-2016 Proposed Technology Projects

16

Project Name:	Unified ID Student Card system
Project Type:	Hardware; Software
Request Initiated By:	Bruce Hagan
Project Sponsor(s):	Bruce Hagan
Impact:	Irvine Valley; Saddleback
Primary Users:	Students; Faculty; Staff; Administrators/Managers
Project Description:	This project is to create a unified student ID Card system that will allow for students to use for lab checkin, events, printing, and entry to doors. By unifying the cards, students can go to any campus and have the card work. The cards can also be managed by either campus technology department.
Project Justification:	To allow for a single card solution that will work for both campuses future needs.
Program Review:	
District-Wide Goals Supported:	Goal 1 - SOCCCD will foster an environment characterized by creativity, innovation, respectful interactions and collaboration; Goal 2 - SOCCCD will promote students' success by enhancing the teaching and learning environment.
Estimated Cost:	\$452,000.00
Cost Description:	This includes hardware such as printers, ID cards and software. Any budget left over, it would be desirable to take the student ID photos and integrate into MySite.
Start-Up Funding:	
Project Duration Estimate:	
Ongoing Costs:	
Ongoing Costs Description:	
Ongoing Costs Funding Source:	
Resource Contact(s):	
Approval Log:	
IVC Rank:	
Saddleback Rank:	
District Services Rank:	
DTC Rank:	
Notes:	

District-wide Technology Committee – 2015-2016 Proposed Technology Projects

17

Project Name:	Refresh MDF and IDF's
Project Type:	Hardware; Software
Request Initiated By:	Bruce Hagan
Project Sponsor(s):	Bruce Hagan
Impact:	District-wide
Primary Users:	All
Project Description:	This request is to refresh each MDF and IDF with the latest hardware and monitoring software. Each MDF has a need to address air quality, air conditioning, fire suppression and have better monitoring systems to be proactive with outages versus reactive.
Project Justification:	Provide a more robust business continuity service in the case of power outages or natural disasters.
Program Review:	
District-Wide Goals Supported:	Goal 2 - SOCCCD will promote students' success by enhancing the teaching and learning environment.
Estimated Cost:	\$2,295,000.00
Cost Description:	Fire Suppression System (MDF)8 @\$125,000.00 x 1,000,000 Add networking cards to all UPS's and switches for a Lights Out system500 @ \$300.00 = \$150,000.00 Lights out software to allow for remote access to hardware 3@\$90,000.00 = \$270,000.00 Infrastructure monitoring solution that allows for change management3@\$65,000.00 = \$195,000.00 Filtered air 8@ \$85,000.00 = \$680,000.00
Start-Up Funding:	\$100,000.00
Project Duration Estimate:	2 years
Ongoing Costs:	\$60,000.00
Ongoing Costs Description:	Software licensing and maintenance on equipment.
Ongoing Costs Funding Source:	
Resource Contact(s):	Bruce Hagan
Approval Log:	
IVC Rank:	
Saddleback Rank:	
District Services Rank:	
DTC Rank:	
Notes:	

District-wide Technology Committee – 2015-2016 Proposed Technology Projects

18

Project Name:	Workday Big Data
Project Type:	Software
Request Initiated By:	Jim Gaston
Project Sponsor(s):	Robert Bramucci
Impact:	District-wide
Primary Users:	Faculty; Staff; Administrators/Managers
Project Description:	This project will purchase the Big Data module for Workday HCM/Fiscal.
Project Justification:	<p>The Big Data module will allow us to perform advanced reporting including analytics for the HCM (Human Resources) and Fiscal systems. This is a requirement for our participation in the Workday Student Strategic Influencer program. This purchase also provides us full production access to any early releases of Workday Student modules.</p> <p>The estimated annual cost for the Big Data HCM, Fiscal and Student systems is \$400,000 a year. Because we are helping to design the student portion of the Workday Big Data system we will have full access forever at no cost beyond this initial modest investment.</p>
Program Review:	
District-Wide Goals Supported:	<p>Goal 1 - SOCCCD will foster an environment characterized by creativity, innovation, respectful interactions and collaboration;</p> <p>Goal 2 - SOCCCD will promote students' success by enhancing the teaching and learning environment;</p> <p>Goal 3 - SOCCCD will advance economic and workforce development through regional partnerships with educational institutions and industry and by strengthening career technical education;</p> <p>Goal 4 - SOCCCD will strengthen long-term financial health and institutional effectiveness through integrated planning and resource allocation.</p>
Estimated Cost:	\$170,000.00
Cost Description:	
Start-Up Funding:	
Project Duration Estimate:	
Ongoing Costs:	
Ongoing Costs Description:	
Ongoing Costs Funding Source:	
Resource Contact(s):	Jim Gaston; Robert Bramucci; Denice Inciong
Approval Log:	
IVC Rank:	
Saddleback Rank:	
District Services Rank:	
DTC Rank:	
Notes:	

District-wide Technology Committee – 2015-2016 Proposed Technology Projects

19

Project Name:	SIS Enhancements
Project Type:	Software
Request Initiated By:	Jim Phaneuf
Project Sponsor(s):	Juan Avalos; Linda Fontanilla
Impact:	District-wide
Primary Users:	Students; Faculty; Staff; Administrators/Managers
Project Description:	<p>This is not a traditional project, rather it is a collection of small to medium sized enhancements and modifications to the Student Information System (SIS). The SIS changes that will be funded based on this request consist of mandatory system modifications and elective enhancements. Mandatory system modifications are those required by state or federal government, bargaining unit contract, or changing business requirements. Enhancements are changes requested by SIS users to improve the system in terms of efficiency, performance, or function.</p> <p>Service requests are submitted on regular basis by SIS users asking for modifications or enhancements to SIS. These requests are added to a “backlog” of potential system changes. A change prioritization group with representation from both colleges meets regularly to select items from the backlog to be implemented in the subsequent monthly development cycle. The \$1,814,400 requested budget for this project is sufficient to fund the mandatory system modifications and a significant number of user requested enhancements over the period of one year.</p>
Project Justification:	<p>This project will help ensure that:</p> <ul style="list-style-type: none"> • SIS remains in compliance with legal requirements, contractual requirements, and local business requirements. • SIS is continuously enhanced, making it more efficient and useful for students, faculty, and staff.
Program Review:	
District-Wide Goals Supported:	<p>Goal 1 - SOCCCD will foster an environment characterized by creativity, innovation, respectful interactions and collaboration;</p> <p>Goal 4 - SOCCCD will strengthen long-term financial health and institutional effectiveness through integrated planning and resource allocation.</p>
Estimated Cost:	\$1,814,400.00
Cost Description:	The cost is based on the number of contracted resources required to perform this work for a year.
Start-Up Funding:	
Project Duration Estimate:	This project will span the 15-16 fiscal year.
Ongoing Costs:	
Ongoing Costs Description:	There are no explicit ongoing costs, although any software created may require maintenance at some point. Future maintenance will be covered by a combination of IT operating budget and future basic aid allocations.
Ongoing Costs Funding Source:	
Resource Contact(s):	Jim Phaneuf; Sandra Pope; Davit Khachatryan; Anthony Maciel; Kathy Werle; Arleen Elseroad; Penelope Skaff; Ruben Guzman; Bruce Hagan; Jane Rosenkrans; Craig Justice; Donald Lindboe; Joyce Demanik
Approval Log:	
IVC Rank:	
Saddleback Rank:	
District Services Rank:	
DTC Rank:	
Notes:	

District-wide Technology Committee – 2015-2016 Proposed Technology Projects

20

Project Name: Workday Student Strategic Influencer Program – Year One	
Project Type:	Software
Request Initiated By:	Jim Gaston
Project Sponsor(s):	Juan Avalos; Linda Fontanilla; Craig Justice; Kathy Werle
Impact:	District-wide
Primary Users:	Students; Faculty; Staff; Administrators/Managers
Project Description:	This project will fund the college and district costs to participate in the first year of the Workday Strategic Influencer program that was approved by the board of trustees at the December 2014 meeting.
Project Justification:	<p>After months of negotiation with Workday we were able to attain price guarantees that will result in millions of dollars of savings over the lifetime of the Workday Student system. In exchange for the substantial discounts the district committed 50% of Jim Gaston's time, 30% of Bob Bramucci's and 20% of Denice Inciong's to assist Workday over the next two years in the construction of their student success and analytics modules. In addition, college staff will also need to participate in on-site meetings with the other strategic influencer institutions twice a year and periodically via online conferencing.</p> <p>We have a unique and exciting opportunity to help shape the next generation of student system being constructed by Workday, but we don't want the participation in that program to impact the existing projects or budgets at the colleges or district office. This request will fund the travel costs associated with the Strategic Influencer program and provide backfill funds to minimize the impact of this work on existing services and projects.</p>
Program Review:	
District-Wide Goals Supported:	<p>Goal 1 - SOCCCD will foster an environment characterized by creativity, innovation, respectful interactions and collaboration;</p> <p>Goal 2 - SOCCCD will promote students' success by enhancing the teaching and learning environment;</p> <p>Goal 3 - SOCCCD will advance economic and workforce development through regional partnerships with educational institutions and industry and by strengthening career technical education.</p>
Estimated Cost:	\$375,000.00
Cost Description:	<p>District Backfill Costs: \$250,000</p> <p>College Backfill Costs: \$75,000</p> <p>Travel for Student Success and Analytics: \$30,000</p> <p>Travel for Strategic Influencer Meetings: \$20,000</p>
Start-Up Funding:	
Project Duration Estimate:	
Ongoing Costs:	
Ongoing Costs Description:	
Ongoing Costs Funding Source:	
Resource Contact(s):	Jim Gaston
Approval Log:	
IVC Rank:	
Saddleback Rank:	
District Services Rank:	
DTC Rank:	
Notes:	

District-wide Technology Committee – 2015-2016 Proposed Technology Projects

21

Project Name: Waitlist Mobile One-Click Registration	
Project Type:	Software
Request Initiated By:	Jim Gaston
Project Sponsor(s):	
Impact:	Irvine Valley; Saddleback
Primary Users:	Students
Project Description:	<p>One of the top requests that came out of the Fall 2014 waitlist pilot was to create a mechanism that allows students to easily accept or decline a seat in a class when they are notified they can enroll. Currently students receive an email and a text message (if they opt-in) that notifies them when a seat is available. The students have to log into MySite, navigate to registration and enter the ticket number and APC that is provided to them. If they no longer want the class they have to navigate to the waitlist page to remove themselves and few students are using this feature. This project would make the process simpler and mobile friendly so it can easily be conducted on their phones.</p> <p>Please note that this request is sponsored by the Waitlist Design Team but the Sharepoint form requires a username to be entered in that field.</p>
Project Justification:	<p>The new waitlist system has received very favorable reviews by faculty and students, but we can make it better. We would like to increase the number of students who accept a seat from the waitlist and increase the number of students who remove themselves from the waitlist if they no longer wish to enroll. In Spring 2015 students who started in one of the top 10 waitlist slots enrolled at an average rate of 56% when notified a seat was available. Most of the 44% who declined simply ignored the message, allowing the APC code to expire at 11:00 PM the following day. This wastes valuable time for students who are after the student who declined the seat. This new feature will send the student a mobile-friendly link with a simple yes/no interface so the system can immediately notify the next student on the waitlist that a seat is open.</p>
Program Review:	
District-Wide Goals Supported:	<p>Goal 1 - SOCCCD will foster an environment characterized by creativity, innovation, respectful interactions and collaboration;</p> <p>Goal 2 - SOCCCD will promote students' success by enhancing the teaching and learning environment.</p>
Estimated Cost:	\$264,600.00
Cost Description:	
Start-Up Funding:	
Project Duration Estimate:	This project will be completed approximately 3.5 months after it begins.
Ongoing Costs:	
Ongoing Costs Description:	Any maintenance of this feature will be absorbed by the SIS Enhancements budget.
Ongoing Costs Funding Source:	
Resource Contact(s):	Jim Gaston
Approval Log:	
IVC Rank:	
Saddleback Rank:	
District Services Rank:	
DTC Rank:	
Notes:	

District-wide Technology Committee – 2015-2016 Proposed Technology Projects

22

Project Name:	Capture and Report Positive Attendance Hours Electronically
Project Type:	Software
Request Initiated By:	Sandra Pope
Project Sponsor(s):	Juan Avalos; Linda Fontanilla; Arleen Elseroad; Jane Rosenkrans
Impact:	District-wide
Primary Users:	Faculty; Staff
Project Description:	<p>For faculty with positive attendance classes, it is required for them, based on audit conditions, to report PA hour totals on a daily basis and at the end of term. Faculty capture daily hours via SARS Trak or a manual process outside of the SIS. The end-of-term submission is a manual calculation and entry of the daily hours into SIS through the Grades Management module in the SIS. Current online submission of PA hours is limited to only end-of-semester totals.</p> <p>A&R and Faculty would like to have a way for faculty to report or automatically capture their daily PA hours online. Daily reported hours could be uploaded to the SIS from an Excel form or SARS Trak, or could be entered via a new interface in the SIS, and the term totals could be automatically calculated and populated. Daily capture of PA hours will be accessible via class rosters and the SIS, so that both Faculty and A&R can check for students' attendance, withdrawals, or no show activity.</p>
Project Justification:	<p>This would allow A&R to no longer require paper daily rosters due to audit requirements and ease faculty administration of PA hour's entry and calculation. Having daily positive attendance hours stored within the SIS will allow visibility of students' positive attendance activity on a daily basis from an SIS interface and a Faculty Class Roster, rather than from disparate systems like SARS-Trak and paper records.</p>
Program Review:	
District-Wide Goals Supported:	Goal 1 - SOCCCD will foster an environment characterized by creativity, innovation, respectful interactions and collaboration.
Estimated Cost:	\$198,000.00
Cost Description:	The cost is based on 2.75 headcount for 12 weeks.
Start-Up Funding:	
Project Duration Estimate:	
Ongoing Costs:	
Ongoing Costs Description:	
Ongoing Costs Funding Source:	Future maintenance costs will be covered through the SIS Enhancements project.
Resource Contact(s):	Joyce Semanik; Ruben Guzman; Jim Phaneuf; Sandra Pope
Approval Log:	
IVC Rank:	
Saddleback Rank:	
District Services Rank:	
DTC Rank:	
Notes:	



IRVINE VALLEY COLLEGE

5500 Irvine Center Drive, Irvine, CA 92618 | T 949-451-5100 | www.ivc.edu

MEMORANDUM

DATE: April 15, 2015

TO: Dr. Debra Fitzsimons
Chair, Basic Aid Allocation Recommendation Committee
Vice Chancellor of Business Services

FROM: Dr. Glenn Roquemore *NR*
President, Irvine Valley College

RE: 2015-16 Basic Aid Allocation Recommendation for ATEP Site Operation

BACKGROUND

On September 27, 2010 the Board of Trustees (BOT) approved a reorganization in which Irvine Valley College was designated to administer and operate the currently developed 1.5 acre Advanced Technology & Education Park (ATEP) site. On October 25, 2010, the BOT adopted Resolution 10-19 (Exhibit A) to continue using basic aid to cover the costs of staff, designated faculty, instructional support and facilities at ATEP through June 30, 2011. The resolution also authorized the use of basic aid to fund infrastructure staffing expenses of a groundskeeper, maintenance worker and campus coordinator, prior to the achievement of center status. Subsequently, Board Policy 3110 was adopted authorizing basic aid funds for certain one-time (non-recurring) projects including site development. Supporting the ATEP Site Operations is required while the rest of the site is being developed and, thus maintenance of the currently developed site is an integral part of the overall site development project. Therefore, funding for ATEP Site Operations is being requested as part of the basic aid allocation process for FY 2015-16 as summarized below.

SUMMARY

As delineated below, the FY 2015-16 basic aid funding request for ATEP Site Operation, compared to 2014-15, is 16.7% higher due primarily to increased cost of security services at the site. The addition of a Sergeant has been approved by the Board of Trustees and is needed to provide a proper level of security oversight at the site. In addition, due to several issues with the former security firms, a new and more reputable security firm is being contracted which results in a higher cost. These steps would allow IVC, as site administrator, to provide adequate levels of security for students, staff and facilities at ATEP.

RECOMMEND ACTION

Recommend funding for ATEP Site Operations from basic aid for FY 2015-16 tentative budget at \$778,067 as shown below. Based on the projected beginning balance of \$20,000 for 2014-15, the net basic aid request is \$758,067 as shown below

Divisions	2013-14 Budget	2014-15 Budget	2015-16 Budget	Comment	\$ CHANGE	% CHANGE
Division 016 Office of Advanced Tech & Education Park	201,579	185,409	202,725	Increase due to internet costs	17,316	
Division 021 Office of Physical Plant	287,829	163,299	166,325		3,026	
Division 025 Office of College Fiscal Services	126,055	111,206	108,010		(3,196)	
Division 034 Office of Safety and Security	112,059	196,706	301,007	Sergeant plus security firm costs	104,301	
TOTAL Funding Needed for ATEP Operations	727,522	656,620	778,067		121,447	16.7%
Beginning Balance (2014-15 figure is projected)	130,992	147,562	20,000			
Basic Aid Funding Request (Total from above less Beg. Bal)	596,530	509,058	758,067			

BOARD OF TRUSTEES: TIMOTHY JEMAL, DAVID B. LANG, MARCIA MILCHIKER, NANCY M. PADBERG,
T.J. PRENDERGAST III, JAMES R. WRIGHT • GARY L. POERTNER, CHANCELLOR

AN EQUAL OPPORTUNITY EMPLOYER

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
RESPONSIBILITIES OF CURRENT AND FUTURE DEVELOPMENT OF THE
ADVANCED TECHNOLOGY & EDUCATION PARK

RESOLUTION 10-19

October 25, 2010

Whereas, in 2004 the City of Tustin conveyed 68.37 acres of land for the Advanced Technology & Education Park (ATEP) to the South Orange County Community College District (SOCCCD) and both Irvine Valley College and Saddleback College worked together with the SOCCCD to determine the initial academic direction and long range academic plans for the new site; and

Whereas, since 2004 the SOCCCD administration has been responsible for the hiring and supervision of personnel to manage the ATEP site;

Whereas, with input from both Colleges, since 2004 the SOCCCD administration has led the municipal liaison, legal, facilities planning, fiscal management, partnership development, and land development activities for the 68-acre site; and

Whereas, an initial 1.5 acres of the ATEP site was developed into classrooms, offices and parking and since the fall of 2007 Irvine Valley College and Saddleback College scheduled and held courses at ATEP; and

Whereas, both Colleges and the SOCCCD worked together for several months to determine the most effective way to manage the currently developed 1.5 acre ATEP site for instruction and related services and continue municipal liaison, legal, facilities planning, fiscal management, partnership development, and land development activities of the remaining acres; and

Whereas, on September 27, 2010 the Board of Trustees approved a reorganization in which Irvine Valley College is designated to administer and operate the currently developed 1.5 acre ATEP site, while Saddleback College will continue to direct its sole program at the site; and

Whereas, most activities related to ATEP have been funded through basic aid and both Colleges reimbursed for designated faculty costs; and

Whereas, basic aid will continue to be used to cover the costs of staff, designated faculty, instructional support and facilities at ATEP through June 30, 2011; and

**RESPONSIBILITIES OF CURRENT AND FUTURE DEVELOPMENT OF THE
ADVANCED TECHNOLOGY & EDUCATION PARK**

Whereas, prior to the achievement of center status basic aid will continue to fund the infrastructure staffing expenses of a groundskeeper, maintenance worker and campus coordinator; and

Whereas, when the expanded ATEP site is designated as a center, funding for the site will be allocated according to the SB361 model; and

Whereas, commercial partnerships for the ATEP site will be directed by the SOCCCD and any resulting revenues be utilized to supplement basic aid; and

Whereas, development of partnerships with educational institutions will be a shared responsibility between the SOCCCD and the Colleges; and

Whereas, while future facility planning of the ATEP site will be led by the SOCCCD, with input from the Colleges, the determination of educational programs is the responsibility of both Colleges through their strategic planning processes; therefore,

Be it resolved that Irvine Valley College, Saddleback College and the District Office shall work together to move forward the development of the Advanced Technology & Education Park to meet the educational needs of the community.

Donald P. Wagner, President

Nancy M. Padberg, Vice President

Marcia Milchiker, Clerk

Thomas a. Fuentes, Member

William O. Jay, Member

David B. Lang, Member

John S. Williams, Member



Basic Aid Allocation Recommendation Committee (BAARC)

Purpose of the Committee:

This governance committee is charged with implementing the BP-3110 and AR-3110-Basic Aid Allocation Process and utilizes plans developed by other District-wide Committees and Councils. The Basic Aid Allocation recommendations follow the Annual Basic Aid Allocation Cycle which parallels the SOCCCD annual budget development process.

Meets:

Generally once a month in Fall, twice a month in Spring.

Chair:

Vice Chancellor of Business Services

Members (21 members including the chair):

Vice Presidents for Instruction, or representative (2 in total, one from each college)
 Directors of Facilities, or representative (2 in total, one from each college)
 Executive Director of Fiscal Services/Comptroller
 Executive Director of Facilities Planning/Purchasing/Materials
 Vice President College Administrative Service or representative (2 in total, one from each college)
 Academic Senate Presidents and/or representative (6 in total, three from each college)
 Vice Chancellor of Technology and Learning Services (or delegate)
 Classified Senate President or representatives (2 in total, one from each college)
 CSEA – one representative
 College I.T. Directors
 Additional Resources to the group: District Director Research, Planning & Data Management

Reporting/Recommending Responsibilities:

Recommendations made to Chancellor. Recommendations are finalized and incorporated into the SOCCCD annual budget development process, which receives Board of Trustee approval prior to implementation.

SharePoint Site:

<http://sharepoint.socccd.edu/sites/dwc/baarc>

Decision-Making Process:

Consensus; It is expected that throughout the process that the committee members interactively provide information and gather input from their Presidents and leadership.

Communication Process:

For transparency, the Basic Aid Allocation Recommendation Committee (BAARC) utilizes the SharePoint site for all agendas, minutes, and handouts. The committee interacts with various District-wide committees, as part of its work.

Updated: September 8, 2014



CAPITAL IMPROVEMENT COMMITTEE (CIC)

Purpose of the Committee:

Develop and coordinate a prioritized District-wide 20-year Facility, Renovation, and Scheduled Maintenance Plan that utilizes uniform, data driven criteria. Recommend, submit and coordinate district-wide capital improvement, facilities, and scheduled maintenance related projects, working interactively with the colleges and district services.

Meets:

Approximately 3 or 4 times each semester, or as needed. It is expected that the development of the initial 20-year Facility, Renovation, and Scheduled Maintenance Plan and process will require more meetings.

Chair:

Vice Chancellor, Business Services (1)

Members:

Vice Presidents of Instruction, or representatives, one from each college (2)
 Directors of Facilities, or representatives, one from each college (2)
 Academic Senate Presidents, or representatives, one from each college (2)
 Director of Fiscal Services, or representative, Irvine Valley College (1)
 Vice President of Administrative Services, or representative, Saddleback College (1)
 Executive Director of Fiscal Services/Comptroller (1)
 Executive Director of Facilities Planning/Purchasing/Materials Management (1)
 District Director of Facilities Planning (1)

Reporting/Recommending Responsibilities:

Recommendations are made to Basic Aid Allocation Recommendation Committee, college presidents, Chancellor Executive Council and/or Chancellor depending on the item.

SharePoint Site:

<https://sharepoint.socccd.edu/chancellor/dwc/cic/default.aspx>

Decision-Making Process:

Consensus

Communication Process:

All agendas, minutes, handouts, and presentations are available on SharePoint. This group will gather wide-spread input and communicate out to other district-wide committees and the colleges, as appropriate.



DISTRICT-WIDE TECHNOLOGY COMMITTEE

Purpose of the Committee:

To coordinate technology issues, development of and updates to the district-wide technology plan, and implementation of new systems, hardware, and software district-wide; review potential district and college IT projects and funding sources; and explore new software and hardware.

Meets:

Every month. Location rotates between Saddleback College and Irvine Valley College.

Chair:

Vice Chancellor, Technology & Learning Services (1)

Members:

Vice Presidents of/for Instruction, one from each college (2)
 Vice Presidents of/for Student Services, one from each college (2)
 District Director, Research, Planning & Data Management (1)
 Director, IT-Administrative Systems, District Services (1)
 Director, IT- Academic Systems, District Services (1)
 Director, IT- Infrastructure/Security (1)
 Systems Manager, Computer & Network Operating Systems, District Services (1)
 Deans, Online Education & Learning Resources, one from each college (2)
 Dean, Enrollment Services, one per committee (1)
 Directors, Technology, one from each college (2)
 Faculty representatives, two from each college to include Distance Education chairs (4)
 Classified technology/DE representative, IVC, one total (1)
 Classified technology/DE representative, Saddleback, one total (1)
 District Services Representative, one total (1)

Reporting/Recommending Responsibilities:

Chancellor's Executive Council
 Chancellor's Council
 College strategic planning committees
 College technology committees

SharePoint Site:

<https://sharepoint.socccd.edu/chancellor/dwc/dwtc/default.aspx>

Decision-Making Process:

The committee uses consensus as the primary tool for making decisions and recommendations. In the rare event that consensus cannot be reached, the committee may utilize majority vote as a final determination in establishing recommendations to Chancellor's Executive Council, Chancellor's Council, college and District Services strategic planning committees, and college technology committees.

Communication Process:

SharePoint, two-way communication/feedback by committee representatives to college technology committees and constituent groups.



SOCCCCD FY 2015-2016 Basic Aid Allocation Recommendations

Board of Trustees Meeting

May 18, 2015



How did the Basic Aid allocation process come about?

In February, 2011, both IVC and SC were placed on warning by ACCJC, with 6 recommendations, several involving the need for comprehensive district-wide planning that drives resource allocation.

Accreditation Recommendation #2:

"The teams recommend that the district and the colleges develop and implement a resource allocation model driven by planning that includes all district funds and is open, transparent, inclusive, and that is widely disseminated and reviewed/evaluated periodically for effectiveness."



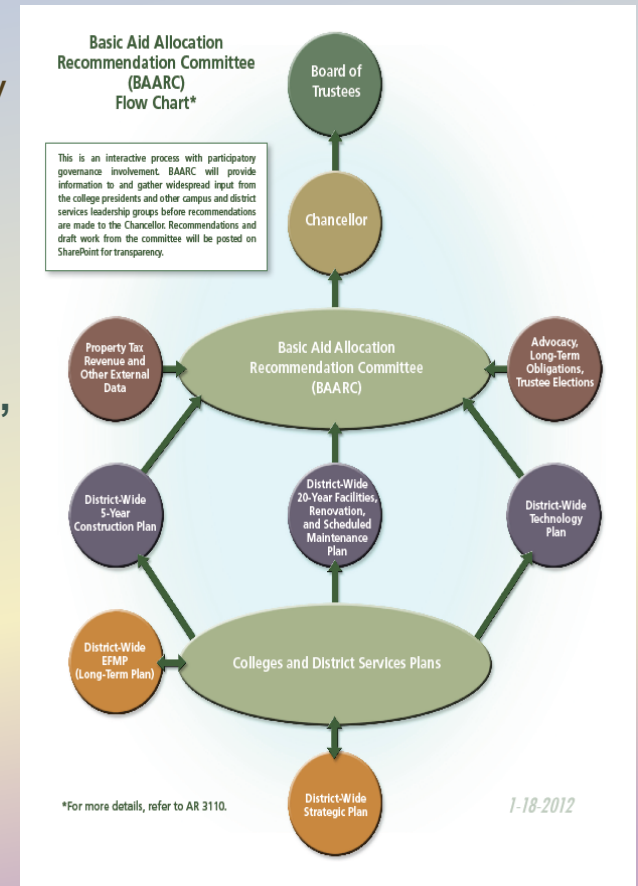
How did the Basic Aid allocation process come about?

The Accreditation Recommendation #2 Committee was formed to address the issue.

- Based on general consensus of the input across the district, the committee determined that the issues were not with the DRAC model, which folks felt worked rather well.
- However, there were district-wide concerns with the lack of a credible process for making recommendations for basic aid resources, that those allocations were not based on planning, nor communicated in an open, timely, or transparent manner.

The committee recommended that a policy and administrative regulation for basic aid allocation be developed **based on planning and that the process be participative, transparent, and open.**

- **BP 3110**
(approved 8-29-11)
- **AR 3110**
(approved 2-27-12)





BP 3110 - approved 8-29-11 **AR 3110**- approved 2-27-12

Only one-time projects are to be funded by basic aid monies, to protect the district and colleges and to be fiscally conservative.

In accordance with the vision, mission, strategic directions and planning documents of the District and colleges, the Board of Trustees will allocate basic aid funds for the following purposes:

1. Capital construction, major renovation, large infrastructure projects, and site development. These projects will follow district and college strategic plans, Education and Facilities Master Plan, 20-year Facility, Renovation and Scheduled Maintenance Plan and Five Year Construction Plan.
2. Retirees benefit trust fund and other long term obligations.
3. Trustee elections, legislative advocacy, major legal fees and judgments
4. Major technology initiatives as identified in the District and College Technology Plans.
5. Small renovation projects, including maintenance equipment and fifty percent matching funds for scheduled maintenance as identified in the 20-year Facility, Renovation and Scheduled Maintenance Plan. The other fifty percent will be funded by the site requesting the funds, whether district office or college.



Basic Aid Process

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

3110

BUSINESS

BASIC AID FUNDS ALLOCATION PROCESS

Basic aid refers to local property tax receipts that exceed general purpose revenue entitlement derived from the State of California SB 361 (or successor funding bill) calculation. The process for identification and prioritization of basic aid allocations will follow this policy and is recognized to be an annual and dynamic process. Allocation of basic aid will be made based on district and college planning documents and supporting data. The Board will determine both the timing of allocation approval and how much of the annual collections will be allocated each year. A reasonable amount of basic aid funds will not be allocated until the end of the fiscal year when total annual receipts are certain, to ensure the availability of resources for potential unexpected needs of a significant nature.

In accordance with the vision, mission, strategic directions and planning documents of the District and colleges, the Board of Trustees will allocate basic aid funds for the following purposes:

1. Capital construction, major renovation, large infrastructure projects, and site development. These projects will follow district and college strategic plans, Education and Facilities Master Plan, 20-year Facility, Renovation and Scheduled Maintenance Plan and Five Year Construction Plan.
2. Retirees benefit trust fund and other long term obligations.
3. Trustee elections, legislative advocacy, major legal fees and judgments.
4. Major technology initiatives as identified in the District and College Technology Plans.
5. Fifty percent matching funds for scheduled maintenance and smaller renovation projects, including maintenance equipment, as identified in the 20-year Facility, Renovation and Scheduled Maintenance Plan. The other fifty percent will be funded by the site requesting the funds, whether district office or college, in receipt of the allocation. Allocations must be used within five years on the specific project for which funding was allocated. The allocation will be based on the distribution ratios used in the model established in the District Resource Allocation Council process.

The Chancellor shall establish Administrative Regulations regulating the use of basic aid funds.

Adopted: 8-29-11

Page 1 of 1

BP and AR 3110 were established to ensure basic aid funding recommendations followed a transparent, participatory, and inclusive process and that planning drives all basic aid funding recommendations.

Basic Aid Allocation Recommendation Council (BAARC), is the district-wide participatory committee responsible for making recommendations to the Chancellor.

BAARC received recommendations from district-wide planning committees (CIC and DTC) which were based on the EFMP, strategic plans, Information Technology Plan and other planning documents.



How has the new BP and AR 3110 process been working?

- In **May 2012, \$74,337,592** was recommended and approved to be funded for capital and technology related projects, which represented two years of basic aid funding (excess property tax revenue)
- In **June 2013, \$52,853,446** was allocated for basic aid projects
- In **June 2014, \$47,263,390** was allocated for basic aid projects
- This month, an additional **\$61,352,373** is being recommended
- This totals approx. **\$236 million** of funding for capital and major technology projects in a 4 year period



How has the new BP and AR 3110 process been working?

The feedback regarding the processes for the first four years was extremely positive; there seems to be general consensus that the process has been working well and as intended.

We committed to **continual improvement** and refinement of the process.

We will conduct our **annual review** of the BP and AR 3110 process after this basic aid cycle is completed because we noticed there was some **clarification language** needed on a couple aspects of the AR.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Annual Cycle for Basic Aid Allocation

Month	Information feeding into the committee	Actions that will be taken by committee or others
January	<p>District Fiscal Office receives and reviews property tax revenue updates for previous tax year</p> <p>Governor's Budget recommendations occur in January</p> <p>Legislative sessions begin and continue until end of June, when final state budget is passed.</p> <p>Vice Chancellor of Business Services will continuously monitor legislative and state budget situation. Regular updates will be provided to several District-wide committees including District-wide Strategic Planning Committee, DRAC, BAARC, Chancellor's Council, Board of Trustees, etc.</p>	<p>District-wide committees and councils responsible for planning are continuing to meet throughout the academic year.</p> <p>College and district services based committees and councils responsible for planning are continuing to meet throughout the academic year.</p> <p>Unless there is an emergency to address, Basic Aid Allocation Recommendation Committee (BAARC) does not meet until latter half of March of each calendar year.</p>
February	District Fiscal Office receives and reviews property tax revenue updates for previous tax year	
March	All District-wide plans must be updated and submitted to BAARC as part of the Basic Aid Allocation Process, updates need to	Basic Aid Allocation Recommendation Committee will begin their annual process.



SOCCCD FY 2015-2016 Basic Aid Allocation Recommendations

BAARC:

- Met this spring semester to review district-wide & college plans and funding priorities for basic aid funding
- Finalized recommendations to Chancellor on May 11, 2015
- Chancellor and college presidents support BAARC recommendations as presented this evening
- BP and AR 3110 was strictly followed; the process went well
- BAARC discussions were collegial; input was broad-based
- Final recommendations were reflective of the mindful discussion & integrated planning efforts



Basic Aid Allocation Recommendation Committee (BAARC)

Purpose of the Committee:

This governance committee is charged with implementing the BP-3110 and AR-3110-Basic Aid Allocation Process and utilizes plans developed by other District-wide Committees and Councils. Basic Aid Allocation recommendations follow the Annual Basic Aid Allocation Cycle which parallels the SOCCCD annual budget development process.

Meets:

Generally once a month in Fall, twice a month in Spring.

Chair:

Vice Chancellor of Business Services

Members (21 members including the chair):

Vice Presidents for Instruction, or representative (2 in total, one from each college)
 Directors of Facilities, or representative (2 in total, one from each college)
 Executive Director of Fiscal Services/Comptroller
 Executive Director of Facilities Planning/Purchasing/Materials
 Vice President College Administrative Service or representative (2 in total, one from each college)
 Academic Senate Presidents and/or representative (6 in total, three from each college)
 Vice Chancellor of Technology and Learning Services (or delegate)
 Classified Senate President or representatives (2 in total, one from each college)
 CSEA – one representative
 College I.T. Directors
 Additional Resources to the group: District Director Research, Planning & Data Management

Reporting/Recommending Responsibilities:

Recommendations made to Chancellor. Recommendations are finalized and incorporated into the SOCCCD annual budget development process, which receives Board of Trustee approval prior to implementation.

SharePoint Site:

<http://sharepoint.socccd.edu/sites/dwc/baarc>

Decision-Making Process:

Consensus; It is expected that throughout the process that the committee members interactively provide information and gather input from their Presidents and leadership.

Communication Process:

For transparency, the Basic Aid Allocation Recommendation Committee (BAARC) utilizes the SharePoint site for all agendas, minutes, and handouts. The committee interacts with various District-wide committees, as part of its work.

Updated: September 8, 2014



SOCCCD FY 2015-2016 Basic Aid Allocation Recommendations

Allocations-Based on Conservative Estimates:

Total estimated Property Taxes for Basic Aid	\$47,995,843
Less 20% Contingency for Unrealized Tax Collections	(\$9,599,169)
Plus Prior Year Contingency and Unallocated Funds	<u>\$22,955,700</u>
Amount Available for Allocation	\$61,352,374
 Long Term Obligations and Fixed Expenses	 <u>(\$3,825,000)</u>
Net Amount Available for BAARC Allocation	\$57,527,374



SOCCCD FY 2015-2016 Basic Aid Allocation Recommendations

Allocations *(Please refer to the following pages in board item 4.1)*

Long Term Obligations (bottom of p. 5)	\$3,825,000
Capital Projects (p.5 ,6, descriptions are on page11-12)	\$29,485,000
Capital Projects Construction Defects/Code Requirements (p. 8)	\$0
Planning, Technical, Specialty, and Legal Consultants to support Capital Programs (p. 7)	\$11,765,108
Scheduled Maintenance Projects (Basic Aid Portion) (p.10)	\$0
Small and Major Renovation Projects (p. 9)	\$3,473,268
District-Wide Technology Projects (p. 13-41 including descriptions)	\$12,045,930
ATEP Operations (p. 42-44)	<u>\$758,067</u>

Total Allocations

\$61,352,374

Remaining Balance to remain in basic aid fund	\$1
Contingency for Unrealized Tax Collections (20%)	\$9,599,169



SOCCCD FY 2015-2016 Basic Aid Allocation Recommendations

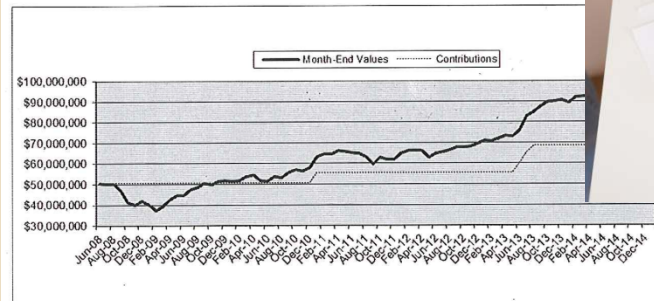
Allocations *(Please refer to the following pages in board item 4.1)*

Long Term Obligations (bottom of p. 3)

\$3,825,000

- Retiree Benefits \$3,600,000
- Legislative Advocacy \$125,000
- Insurance Fund for Deductibles \$100,000
- Trustee Election \$0

<i>Performance</i>	<i>January 2015</i>	<i>Year-To-Date</i>	<i>Annualized Since Ince</i>
South Orange CCCD	-0.04%	-0.04%	6.02% annualized r
S&P 500	-3.00%	-3.00%	9.33% (Domestic S
MSCI EAFE	0.49%	0.49%	1.34% (Internation
Barclays Aggregate	2.10%	2.10%	5.24% (Domestic E
Barclays Global	-0.16%	-0.16%	3.20% (Global Bor





SOCCCD FY 2015-2016 Basic Aid Allocation Recommendations

Allocations *(Please refer to the following pages in board item 4.1)*

Capital Projects (p.5 ,6, descriptions are on page11-12)	\$29,485,000
Capital Projects Construction Defects/Code Requirements (p. 8)	\$0
Planning, Technical, Specialty, and Legal Consultants to support Capital Programs (p. 7)	\$11,765,108
Scheduled Maintenance Projects (Basic Aid Portion) (p.10)	\$0
Small and Major Renovation Projects (p. 9)	<u>\$3,473,268</u>
Total CIC Recommendations for Capital Related Projects	<u>\$44,723,376</u>





SOCCCD FY 2015-2016 Basic Aid Allocation Recommendations

Allocations *(Please refer to the following pages in board item 4.1)*

Capital Projects (p.5 ,6, descriptions are on page11-12)

\$29,485,000

SC Site Improvement	IVC ATEP Building	IVC New Parking Lot	IVC Health Ctr Concessions	SC Athletics Stadium	SC MSE Building Reno
• \$ 7,945,000	• \$ 3,250,000	• \$ 90,000	• \$ 400,000	• \$ 17,050,000	• \$ 750,000

Planning, Technical, Specialty, and Legal Consultants to support Capital Programs (p. 7)

\$11,765,108

DSA Closeout	ATEP Site Development	ATEP Site Dev Utilities	Parking Study	Sustainability Planning Consult	ADA Physical Transition Plan	Data Center (DTC list)
• \$ 60,000	• \$ 1,000,000	• \$ 7,000,000	• \$ 200,000	• \$ 200,000	• \$ 400,000	• \$ 2,905,108

Small and Major Renovation Projects (p. 9)

\$3,473,268

SC Fine Arts HVAC	SC Cafeteria Upgrades	IVC Key FOB Project	DW Union Relocation (augmentation)
• \$ 2,750,000	• \$ 330,259	• \$ 330,259	• \$ 62,750



SOCCCD FY 2015-2016 Basic Aid Allocation Recommendations

Allocations *(Please refer to the following pages in board item 4.1)*

District-Wide Technology Projects (p. 13-41 including descriptions)

\$12,045,930

• Campus Desktop Refresh

• IVC, SC \$1,500,000

• Classroom Technology & Audio Visual Refresh (year 1 of 2)

• IVC, SC \$1,500,000

• Tableau for Data Visualization, Research and Reporting

• District-wide \$270,000

• Early Alert (at risk students)

• IVC, SC \$226,800

• New Student Print Solution

• IVC, SC \$221,634

• District IT Back Office Solution – (IT Automation Efficiency)

• DS \$210,000

• Workday Student BPA Sessions

• District-Wide \$227,800

• Workday Big Data

• District-wide \$170,000

• Workday Student Strategic Influencer Program Year 1

• District-wide \$375,000

• HR/Financial System Software Project- Workday (year 3 request for augmentation)

• IVC, SC, DS – district-wide \$877,000



SOCCCD FY 2015-2016 Basic Aid Allocation Recommendations

Allocations *(Please refer to the following pages in board item 4.1)*

District-Wide Technology Projects (p. 13-41 including descriptions)

\$12,045,930

• Server and Storage Scheduled Maintenance

• IVC, SC, DS – district-wide \$925,000

• District-wide Data Backup and Disaster Recovery System

• IVC, SC, DS – district-wide \$900,000

• System Testing and Stability

• IVC, SC, DS – district-wide \$377,000

• Unified ID Student Card System

• District-wide \$452,000

**• Refresh MDF and IDF's – (Network Closet Racks)
(year 2 of project)**

• IVC, SC \$500,000

**• District-wide Platform for Online Tutoring,
Supplemental Instruction, Office Hours and
Appointment Scheduling**

• District-wide \$201,000

• SIS Enhancements

• IVC, SC, DS – district-wide \$1,814,400

• MAP Enhancements

• IVC, SC \$262,080

• Waitlist Mobile One-Click Registration

• IVC, SC – district-wide \$262,600

**• Capture and Report (Student) Positive
Attendance Hours Electronically**

• IVC, SC – district-wide \$198,000



SOCCCD FY 2015-2016 Basic Aid Allocation Recommendations

Allocations *(Please refer to the following pages in board item 4.1)*

ATEP Operations (p. 42-44)

\$758,067

RECOMMEND ACTION

Recommend funding for ATEP Site Operations from basic aid for FY 2015-16 tentative budget at \$778,067 as shown below. Based on the projected beginning balance of \$20,000 for 2014-15, the net basic aid request is \$758,067 as shown below

Divisions	2013-14 Budget	2014-15 Budget	2015-16 Budget	Comment	\$ CHANGE	% CHANGE
				Increase due to internet		
Division 016 Office of Advanced Tech & Education Park	201,579	185,409	202,725	costs	17,316	
Division 021 Office of Physical Plant	287,829	163,299	166,325		3,026	
Division 025 Office of College Fiscal Services	126,055	111,206	108,010		(3,196)	
				Sergeant plus security firm		
Division 034 Office of Safety and Security	112,059	196,706	301,007	costs	104,301	
TOTAL Funding Needed for ATEP Operations	727,522	656,620	778,067		121,447	16.7%
Beginning Balance (2014-15 figure is projected)	130,992	147,562	20,000			
Basic Aid Funding Request (Total from above less Beg. Bal)	596,530	509,058	758,067			



SOCCCD FY 2015-2016 Basic Aid Allocation Recommendations

This item 4.1 is presented for information and discussion for the Board of Trustees

We want your questions and input this evening

After this evening, the next steps are that the basic aid projects get incorporated into the FY 2015-2016 Tentative Budget

The FY 2015-2016 Tentative Budget comes to the board of trustees at the June Board meeting each year, for review and approval





Thank you

to CIC, DTC, BAARC members

and all other participants!

Questions and Discussion

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

Minutes from:

April 22, 2015 Special Meetings of the Board of Trustees (Exhibits A & B) and
April 27, 2015 Regular Meeting of the Board of Trustees (Exhibit C)

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
HS 145, Health Sciences/District Offices Building
Saddleback College**

**MINUTES OF THE SPECIAL MEETING of the BOARD OF TRUSTEES
April 22, 2015**

PRESENT

Members of the Board of Trustees:

James R. Wright, Clerk
Timothy Jemal, Member
David B. Lang, Member
Marcia Milchiker, Member

ABSENT

T.J. Prendergast, Vice President
Nancy M. Padberg, Member

CALL TO ORDER: 12:30 P.M.

1.0 PROCEDURAL MATTERS

- 1.1 Call to Order
- 1.2 **Invocation**
Led by Trustee Jemal
- 1.3 **Pledge of Allegiance**
Led by Trustee Milchiker

4.0 DISCUSSION ITEMS

- 2.1 Comments by the Board of Trustees regarding process for the Listening Session, and solicitation of comments including, but not limited to the following: campus environment, services for students, quality of instruction, ongoing construction and maintenance projects, and suggestions for improvement of Saddleback College and the South Orange County Community College District.

2.2 Faculty, staff, students and members of the public are encouraged to attend this special listening session at which time members of the board will entertain comments regarding issues relating to the district. The board would like to receive comments on matters similar to those provided by example in item 2.1.

- Trustee Jemal gave introductory remarks and welcomed everyone to the listening session.
- Audience members addressed the board on issues relating to the district.
- Board members thanked the audience for their attendance and participation and are look forward to future listening sessions.
- No action by the board was taken.

ADJOURNMENT

The meeting was adjourned at 2:01 p.m.

Gary L. Poertner
Chancellor

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
Library Building, the CAFÉ, First Floor
Irvine Valley College

MINUTES OF THE SPECIAL MEETING of the BOARD OF TRUSTEES
April 22, 2015

PRESENT

Members of the Board of Trustees:

Timothy Jemal, Vice President
David B. Lang, Member
Marcia Milchiker, Member
James R. Wright, Clerk

ABSENT

Nancy M. Padberg, Member
T.J. Prendergast, III, President

CALL TO ORDER: 3:00 P.M.

1.0 PROCEDURAL MATTERS

- 1.1 Call to Order
- 1.2 **Invocation**
Led by Trustee Wright
- 1.3 **Pledge of Allegiance**
Led by Trustee Lang

4.0 DISCUSSION ITEMS


- 2.1 Comments by the Board of Trustees regarding process for the Listening Session, and solicitation of comments including, but not limited to the following: campus environment, services for students, quality of instruction, ongoing construction and maintenance projects, and suggestions for improvement of Irvine Valley College and the South Orange County Community College District.
- 2.2 Faculty, staff, students and members of the public are encouraged to attend this special listening session at which time members of the board will

entertain comments regarding issues relating to the district. The board would like to receive comments on matters similar to those provided by example in item 2.1.

- Trustee Jemal gave introductory remarks and welcomed everyone to the listening session.
- Audience members addressed the board on issues relating to the district.
- Board members thanked the audience for their attendance and participation and look forward to future listening sessions.
- No action by the board was taken.

ADJOURNMENT

The meeting was adjourned at 4:31 p.m.



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
April 27, 2015**

PRESENT

Members of the Board of Trustees:

T.J. Prendergast, III, President
Timothy Jemal, Vice President
James R. Wright, Clerk
Barbara J. Jay, Member
David B. Lang, Member
Marcia Milchiker, 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
Glenn Roquemore, President Irvine Valley College

ABSENT

Nancy M. Padberg, Member

CALL TO ORDER: 5:30 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).)
 - 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 P. Bugay, Ph.D.
- 1.5 Conference with Legal Counsel (GC Section 54956.9) (1 case)
 - A. Anticipated Litigation (GC Section 54956.9(d)(2) and (e)(1).) (1 case)

RECONVENE OPEN SESSION: 6:30 P.M.

2.0 PROCEDURAL MATTERS

- 2.1 **Actions Taken in Closed Session**
- 2.2 **Invocation**
Led by Trustee Tim Jemal
- 2.3 **Pledge of Allegiance**
Led by Trustee Dave Lang
- 2.4 **Recognitions: Speakers are limited to two minutes each.**
 - A. Resolutions:
 - 1. Keefe Carrillo, Student Trustee
 - 2. Saddleback College Men's Basketball Team
 - 3. Classified Employees Week
 - 4. Sanjai Gupta, Professor of the Year, Irvine Valley College
 - 5. Jack Appleman, Associate Professor of the Year, Irvine Valley College
 - 6. Cecilia Kim, Emeritus Professor of the Year, Irvine Valley College
 - 7. Karah Street, Professor of the Year, Saddleback College
 - 8. Bob Mathews, Associate Professor of the Year, Saddleback College
 - 9. Gerald Binder, Emeritus Professor of the Year, Saddleback College
 - B. Commendations:
 - 1. Saddleback College President Tod Burnett commended journalism students for having received a first place award in a national competition for their work in the WALL Literary Journal.

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.***

One public comment was made regarding faculty negotiations.

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, Irvine Valley College: Service Area Conflicts between Colleges**

Report being presented as result of the Trustee Listening Sessions held at the colleges on April 30, 2014. A presentation on the service area conflicts between the colleges was provided by the college presidents and vice presidents.

4.2 **SOCCCD: BP 4011.1 Process for Hiring Faculty**

Report being presented as a result of the Trustee Listening Sessions held at the colleges on April 30, 2014. A presentation on the hiring and employment process for full-time faculty was provided by the Vice Chancellor, Human Resources & Employer/Employee Relations.

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 March 30, 2015.

An amendment was made to the minutes of March 30, 2015, page 4,

the balance of the consent calendar was seconded by Trustee Jemal.

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

- 5.2 **Saddleback College: Transfer Degrees for the 2015/16 Academic Year**
Approve the proposed changes in curriculum to new Transfer degrees.
- 5.3 **Saddleback College: Curriculum Revisions for the 2015-16 Academic Year**
Approve the proposed curriculum changes for the 2015-16 academic year.
- 5.4 **SOCCCD: Saddleback College, Site Improvements, Design-Build Criteria and Programing Architectural Services Agreement, Amendment No. 1, DLR Group**
Approve Amendment No. 1 with DLR Group for substitution of key individuals for the Saddleback College Site Improvements project; Andrea Cohen Gehring as Principal in Charge and Chris Ward as Project Manager. This is a no cost change and the total fee will remain \$280,000.
- 5.5 **SOCCCD: Saddleback College, Athletics Stadium Renovation Project, Design-Build Criteria and Programming Architectural Services Agreement, Amendment No. 1, DLR Group**
Approve Amendment No. 1 with DLR Group for substitution of key individuals for the Saddleback College Athletics Stadium Renovation project; Andrea Cohen Gehring as Principal in Charge and Chris Ward as Project Manager. This is a no cost change and the total contract amount will remain \$372,000.
- 5.6 **SOCCCD: Saddleback College, Advanced Technology and Applied Science (ATAS) Renovation Project, Lease/Leaseback Delivery Method**
Approve authorization to request qualifications and seek proposals for lease/leaseback delivery method for the Saddleback College, Advanced Technology and Applied Science Renovation project.
- 5.7 **Saddleback College and Irvine Valley College: Speakers**
Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.
- On a motion made by Trustee Jemal and seconded by Trustee Lang, this item was approved on a 6-0 vote.
- 5.8 **Irvine Valley College: Curriculum Revisions for the 2015-2016 Academic Year**
Approve curriculum revisions as recommended by the Curriculum Committee in consultation with the Academic Senate for the 2015-2016 academic year, pursuant to Title 5, Section 53200 et seq.

- 5.9 **Irvine Valley College: Community Education, Summer 2015**
Approve the additional courses, presenters and compensation for Summer 2015.
- 5.10 **SOCCCD: Advanced Technology and Education Park (ATEP) Land Exchange Demolition, Architectural Services Agreement, Amendment No. 4, gkkworks**
Approve Amendment No. 4 with gkkworks for additional architectural services in the amount of \$19,810 for the ATEP Land Exchange Demolition project for a total fee of \$130,065.
- 5.11 **SOCCCD: Contract Specialist Services for HR/Finance Software Procurement, Amendment No. 1, Facilities Planning and Program Services, Inc.**
Approve Amendment No. 1 with Facilities Planning and Program Services, Inc. for a decrease in the contract amount by \$30,000 for Contract Specialist Services for HR/Finance Software Procurement, for a revised contract total of \$88,000.
- 5.12 **SOCCCD: Budget Amendment Adopt Resolution No. 15-18 to Amend FY 2014-2015 Adopted Budget**
Adopt resolution to amend the FY 2014-2015 Adopted Budget.
- 5.13 **SOCCCD: Gifts to the District and Foundations**
Accept donations.
- 5.14 **SOCCCD: Payment of Bills**
Ratify the payment of bills as listed.
- 5.15 **SOCCCD: Purchase Order/Confirming Requisitions**
Ratify the purchase orders/confirming requisitions as listed.
- 5.16 **SOCCCD: Transfer of Budget Appropriations**
Ratify transfer of budget appropriations as listed.
- 5.17 **SOCCCD: March 2015 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 **SOCCCD: 2016-2017 Academic Calendar**
Approve the proposed Academic Calendar for 2016-2017.

On a motion made by Trustee Lang and seconded by Trustee Jemal, this item was approved on a 6-0 vote.
- 6.2 **SOCCCD: District-wide Air Blown Fiber, Change Order No. 2, T and D**

Communications, Inc.

Approve Board Change Order No. 2 for the District-wide Air Blown Fiber project and authorize staff to execute the corresponding change order with the contractor resulting in a \$9,798 increase in the total project cost and add 67 days to the project schedule, for a revised contract completion date of June 30, 2015, and a revised contract amount of \$693,177.

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

6.3 SOCCCD: Saddleback College, Sciences Building Project, Change Order No.1, C.W. Driver

Approve Board Change Order No. 1 for the Saddleback College Sciences Building project and authorize staff to execute the corresponding change order with the contractor resulting in a decrease of \$218,772 in the total project cost. The revised contract amount is \$53,625,272.

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

6.4 SOCCCD: Saddleback College Storage Area Networks (SAN) Technology Equipment, Extension of Term, NetApp, Inc

Approve extended use of the Master Price Agreement No. B27170 through the extended date of September 30, 2015. Estimated expenditures for the term under this agreement will not exceed \$500,000.

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

6.5 SOCCCD: Advanced Technology and Education Park (ATEP), IVC First Building Project, Design-Build Criteria and Programming Architectural Services Agreement, Amendment No. 1, LPA, Inc

Approve Amendment No. 1 with LPA, Inc. reallocating the contract amount of \$135,200 designated for branding services to the Advanced Technology and Education Park campus architect task. This is a no cost change and the total contract amount will remain \$644,300.

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

6.6 SOCCCD: Computer Equipment and Related Devices, Extension of Term, Hewlett Packard Co

Approve use of the Master Price Agreement No. B27164 through the extended date of September 15, 2015. Annual expenditures for the term under this agreement will not exceed \$1,999,334.

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

6.7 SOCCCD: Contract with Neudesic LLC for Software Development

Approve the work order with Neudesic LLC, for an amount not to exceed \$1,215,800 for the term of April 28, 2015 through April 30, 2016.

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

6.8 SOCCCD: ATEP Land Exchange Demolition Project, Change Order No.2, AMPCO Contracting, Inc.

Approve Board Change Order No. 2 for the ATEP Land Exchange Demolition project and authorize staff to execute Board Change Order No. 2 with AMPCO Contracting, Inc. for a no cost change extending the contract by 37 days, with the total project cost remaining at \$2,425,000.

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

6.9 SOCCCD: Board Policy Revision: BP- 108 Vacancies of the Board, BP-172 Board Self Evaluation, BP-4015 Accommodations for Employees with Disabilities, BP-5205 Charge for Catalog, BP-5505 Grade Grievance Policy, BP-5610 Auditing Courses, BP-6120 Academic Freedom, BP-6130 Textbook Adoption

Accept for review and study.

Correction to Exhibit I, new sentence added to Board Policy 5707: "This information regarding student financial obligation is provided to students through the online registration system."

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

6.10 Irvine Valley College: Administrative Regulation 2150, Smoke Free District, Fine Amount

Approve the new fine amount of \$38.00 for the violation of Administrative Regulation 2150. This fine amount is consistent with the current bail schedule for parking violations.

The board voted unanimously to amend this item from Approval to Review and Study. The item will be submitted for approval at a future board meeting.

On a motion made by Trustee Jemal and seconded by Trustee Wright, the board voted unanimously to extend the meeting to 9:30 p.m.

6.11 Irvine Valley College: Reorganization of Instructional Unit

Approve the reorganization of the Instructional Unit effective July 1, 2015, in order to balance workloads and increase efficiency. The Dean, Fine Arts

and Business Sciences to be split into two positions, 1) Dean, the Arts, and 2) Dean, Business Sciences, Online and Extended Education. There is no impact to the general fund.

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

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

Authorize payment to Trustee Padberg who was absent from the March 30, 2015 meeting.

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

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

Authorize payment to Student Trustee Carrillo who was absent from the March 30, 2015 meeting.

On a motion made by Trustee Milchiker and seconded by Trustee Wright, this item was approved by a 6-0 vote with Student Trustee Carrillo abstaining from the vote.

6.14 SOCCCD: Academic Personnel Actions – Regular Items

Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Reorganization of Academic Administrator Positions, Extension/Revision of Administrative Interim Assignment, Authorization to Eliminate Academic Positions and/or Position Numbers, Resignation/Retirement/Conclusion of Employment.

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

6.15 SOCCCD: Classified Personnel Actions – Regular Items

Approve New Personnel Appointments, Authorization to Establish and Announce a Classified Position, Authorization to Extend a Categorical Funded Position, Reorganization, Classified Bilingual Stipend, Additional Compensation, Change of Status, Out of Class Assignments, Leave of Absence, Resignation/Retirement/Conclusion of Employment, Volunteers.

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

6.16 SOCCCD: Adopt Resolution No. 15-22 Classified Employee Layoff

Approve the reduction or discontinuance of a classified service position.

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

6.17 SOCCCD: Recess to Public Hearing – California School Employees Association (CSEA) Chapter 586

Conduct a public hearing to provide an opportunity for the public to comment on the initial proposal from CSEA.

A Public Hearing was held to allow the District to enter into collective bargaining negotiations pursuant to the requirements of California Government Code 3547.

7.0 REPORTS

7.1 Saddleback College and Irvine Valley College: Professors of the Year
Saddleback College and Irvine Valley College Professors of the Year

7.2 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.

7.3 SOCCCD: Staff response to public comments from the previous board meeting
Individual responses to public comments made at the March board meeting have been provided to members of the public through district administration.

7.4 SOCCCD: Basic Aid Report
Report on projected receipts and approved projects.

7.5 SOCCCD: Facilities Plan Status Report
Status of current construction projects.

7.6 SOCCCD: Monthly Financial Status Report
A review of current revenues and expenditures for FY 2014-2015 through March 31, 2015.

7.7 SOCCCD: Retiree (OPEB) Trust Fund
The report is for period ending March 31, 2015.

7.8 SOCCCD: Quarterly Financial Status Report
The report is for the period ending March 31, 2015.

8.0 REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS

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

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

9.0 ADDITIONAL ITEMS

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

Meeting adjourned at 9:29 p.m. in memory of Armando Ruiz, former counselor at Saddleback and Irvine Valley College and Vice President of Student Services at Irvine Valley College, Janice Jensen, ESL Instructor at Saddleback College, Manuel Cortes-Rangel, former Spanish instructor at Saddleback College, Julie Bright, former Nursing faculty and Dean of Health Sciences and Human Services at Saddleback College and Saddleback College student and football player, Zach Cornwell.



Gary L. Poertner, Secretary

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Forensics Team Activities for the 2015-16 Academic Year

ACTION: Approval

BACKGROUND

Forensics students, through their participation in the speech and debate team, have brought considerable honor to the College, the District, and the community. The Irvine Valley College Forensics Team has competed in a number of speech tournaments throughout the state and country over the years.

STATUS

Irvine Valley College plans to participate in a number of speech tournaments during the 2015-2016 academic year. Most tournaments will incur entry and judging fees and many tournaments may require lodging, transportation, and meals for the students and coaches on trips that take place over a number of days. The tournaments and maximum cost estimates for each event are described in Exhibit A. Funding will be through the combined budget allocations of student government (ASIVC), department general fund, staff development, and the Foundation, an amount not to exceed \$76,300.00.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the participation of the Irvine Valley College Forensics Team and their coaches for the 2015-2016 speech tournament schedule at a total estimated maximum budget not to exceed \$76,300.00

Exhibit A
2015-2016 IVC Forensics Tournament Schedule

2015 FALL SEMESTER							
Dates	Tournament	Location	Entry	Meals	Lodging	Air/Ground	Total
July 28-Aug 1	So Cal Debate Forum - Summer Camp	CSULB	\$0				
Sept. 11-13	PSCFA Coaches Conference	IVC	\$100				\$100
Sept. 22	PSCFA Seminar	OCC	\$0				\$0
Sept. 21	Early Bird	Fullerton	\$0				\$0
Sept. 25-26	PSCFA Warm-up	El Camino	\$0				\$0
Oct. 2-4	Aztec Invitation	SDSU	\$1,800	\$800	\$1,500		\$4,100
Oct. 9	Great to be Free NPDA	IVC	\$0				\$0
Oct. 10	So Cal Debate Forum - Fall Invitational	IVC	\$0				\$0
Oct. 16	Sleep in Late - Go Home Early IE Tournament	IVC	\$0				\$0
Oct. 17-18	Davidson Memorial Tournament	Concordia	\$0				\$0
Oct. 23	Free for Me LD Tournament	IVC	\$0				\$0
Oct. 24-25	Watson/Lancer	PCC	\$1,800	\$800	\$1,200		\$3,800
Oct.29-Nov.2	Paul Winters Invitational/Delta Swing	U of Pacific/Delta	\$2,500	\$1,400	\$2,500		\$6,400
Oct. 30	Express Debate	Fullerton	\$0				\$0
Nov 6-8	Robert Barbera Invitational	CSUN	\$2,100	\$1,000	\$1,500		\$4,600
Nov. 11	STOA Debate Invitational	IVC	\$0				\$0
Nov. 13-15	Dahlan/Griffin Invitational Swing	Grossmont	\$2,400	\$800	\$1,500		\$4,700
Dec. 6-8	PSCFA Fall Champs	Mt Sac	\$4,000				\$4,000
2016 SPRING SEMESTER							
Dates	Tournament	Location	Entry	Lodging	Meals	Air/Ground	Total
Jan. 9	So Cal Debate Forum - Winter Invitational	IVC	\$0				\$0
Jan. 16-17	Close to the Coast	OCC	\$1,800				\$1,800
Jan. 30-Feb.1	Back to the Beach Invitational	CSULB/Mt SAC	\$1,800				\$1,800
Feb. 12-14	Tabor/Venitsky, LD Champs	Cerritos	\$2,800				\$2,800
Feb. 20-22	PSCFA Spring Champs	Moorpark	\$4,000	\$1,800	\$1,500		\$7,300
Feb. 26-28	Western States	SDSU	\$2,800	\$1,800	\$1,500		\$6,100
Mar. 4-5	Express Debate	Fullerton	\$0				\$0
Mar. 9-13	CCCFA State Championships	Concord	\$2,200	\$3,500	\$3,500		\$9,200
Mar. 18-27	NPDA/NPTA National Championships	CSULB/El Camino	\$2,000	\$0	\$1,000		\$3,000
Apr. 1-11	Phi Rho Pi National Championships	Costa Mesa	\$2,200	\$5,000	\$2,500		\$9,700
Apr. 14-17	IPDA National Championships	Texas or Kansas	\$1,000	\$2,000	\$500	\$2,500	\$6,000
Apr. 25-26	PSCFA Cool-Off	Saddleback	\$900				\$900
GRAND TOTAL			\$36,200	\$18,900	\$18,700	\$2,500	\$76,300

***Estimated Cost Breakdown by Funding**

*ASIVC	\$30,000
*IVC Conference Account-Forensics Coach Travel	\$10,000
*IVC Staff Development Fund	\$4,000
*Foundation Account/Fundraising	\$32,300
Total Funding (Estimate)	\$76,300

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: 2015-2016 Instructional Material/Lab Fees

ACTION: Approval

BACKGROUND

The Board of Trustees approves changes in instructional material/laboratory fees. Such fees are charged, in compliance with the California Education Code and state regulations, in order to support the cost of specialized materials, supplies, and activities of various types of instruction. Proceeds from the fees are utilized to support the instructional costs for which they are collected.

STATUS

Irvine Valley College proposes to add instructional material/lab fees to three new ART courses as outlined in Exhibit A.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the proposed instructional material/lab fees for the 2015-2016 academic year.

South Orange County Community College District

IRVINE VALLEY COLLEGE
2015/2016 Instructional Material Fees

Course	Cat. I.D.	Title	Proposed Fee	Purpose
<u>FINE ARTS</u>				
ART 42	14495.00	Color Theory	\$25.00	Cost for materials
ART 64	14520.00	Printmaking: Alternative Processes	\$30.00	Cost for materials
ART 62	14515.00	Printmaking: Painterly Techniques	\$30.00	Cost for materials

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Irvine Valley College Food Services, Food Vending and Coffee Cart Services, S & B Foods

ACTION: Approval

BACKGROUND

The Current five year agreement for the Food Services, Food Vending and Coffee Cart Services at Irvine Valley College (IVC) expires on June 30, 2015.

STATUS

On March 5 and March 12, 2015, SOCCCD ran a newspaper advertisement for consideration of the Food Services, Food Vending and Coffee Cart Services at IVC for a one year agreement with four one-year extensions. On March 20, 2015, eight vendors attended the mandatory pre-proposal meeting. Four proposals were received (EXHIBIT A) on April 7, 2015. The IVC Cafeteria Task Force evaluated the proposals and recommends award to S & B Foods (EXHIBIT B) based on their professional and thorough response and their partnership value to the college. The President supports the recommendation.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve a one year agreement with four one-year extensions with S & B Foods (EXHIBIT C) for the Food Services, Food Vending and Coffee Cart Services with Irvine Valley College as defined in the attached agreement.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
28000 Marguerite Parkway
Mission Viejo, CA 92692

Proposals Submitted for RFQ & P for Food Services, Food Vending and Coffee Cart Services
Irvine Valley College
May 18, 2015

<u>COMPANY NAME</u>	<u>CITY</u>	<u>SUBMITTER'S NAME</u>
EJ Monarch	Huntington Beach, CA	Jorge Molina
Pacific Dining Food Service Management	San Mateo, CA	Richard McMahon
Pfd Management	San Francisco, CA	Erik Pak
*S& B Foods	Rowland Heights, CA	James and Cindy Gau

***Recommended firm for Beverage Supply/Promotional Services**

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
28000 Marguerite Parkway
Mission Viejo, CA 92692

May 18, 2015

FOOD SERVICES, FOOD VENDING AND COFFEE CART SERVICES
COMPENSATION FOR IRVINE VALLEY COLLEGE

Category	S & B Foods	EJ Monarch	Pacific Dining Food Service Management	Pfd Management
Commission	\$90,000 Annual or 15% of net sales, whichever is greater	20% of net sales, One-time \$20,000 facilities improvement	\$36,000 Annual or 7% of net sales, or Base rent of 13% annually	None stated
President's Catering Credit:	\$2,500/annually		\$1,000/annually	
IVC VP Student Services:	\$1,500/annually	\$1,000/annual scholarship	\$500 scholarship/annual 10-\$20 gift card/annual	Drink with \$20 gift card,
ASIVC Food Catering Credit:	\$2,000/annually		\$1,500/annually	
Breakfast/ Luncheon:	300 guests twice yearly @ \$2,500 = \$5,000			
Discounts:	ASB Cardholders: 10% Daily Staff and Faculty: 20% Food Friday	Daily Specials, i.e. Grill special: \$2 Foot long Deli: \$5 + Potato Salad: \$1 +chips, soda: \$1.5 Pizza slice: \$2	ASB Cardholders: 10% Daily Staff and Faculty: 20% Food Friday 20% Coffee daily	ASB Cardholders: 10% Daily

AGREEMENT - FOOD SERVICES, FOOD VENDING AND COFFEE CART SERVICES, IRVINE VALLEY COLLEGE

This Agreement is made this 1st day of July, 2015 by and between the South Orange County Community College District, hereinafter called the "DISTRICT," and S & B Foods, 17943 Calle Barcelona, Rowland Heights, CA 91748, hereinafter called the "VENDOR" for Irvine Valley College (the "College") campus having its principal place of business at 28000 Marguerite Parkway, CA 92692.

WHEREAS, the DISTRICT fosters sustainable food service that economically supports environmentally sustainable food systems as a way of contributing to the quality of life in the region;

WHEREAS, the DISTRICT and Irvine Valley College chose this VENDOR as one who can deliver a variety of high quality, sustainably produced and procured, foods on a daily basis;

WHEREAS, VENDOR is specially experienced and competent to provide to the DISTRICT the scope of services identified herein and has indicated its willingness and commitment to provide such services on the terms hereafter set forth in this Agreement; and

WHEREAS, in accordance with Education Code Section 88004.5, a community college district may enter into a contract for management consulting services relating to food service for a term not to exceed one year, renewable on a year-to-year basis, so long as such contract does not cause or result in the elimination of any food service classified personnel or position or cause or result in any adverse effect upon any food service classified personnel or position with respect to wages, benefits, or other terms and conditions of employment.

WHEREAS, the DISTRICT has determined that it is in the best interests of the DISTRICT to contract with VENDOR to provide services for Food Services, Food Vending and Coffee Cart Services at Irvine Valley College,

NOW, THEREFORE, in consideration of the mutual promises herein contained, the PARTIES hereto agree as follows:

ARTICLE 1 VENDOR'S SERVICES AND RESPONSIBILITIES

- 1.1. **Services.** The VENDOR'S services shall consist of those services performed by the VENDOR and VENDOR'S employees as enumerated in this Agreement.
- 1.2. **Standard of Care.** VENDOR shall provide the Services using its best professional skill and judgment, acting with due care and in accordance with professional standards of care, the terms of this Agreement, and all applicable laws, codes, rules, regulations or ordinances. VENDOR'S Services shall be provided and completed promptly and in such a manner as to avoid hindrance, interruption, or delay to the orderly campus operations. VENDOR shall without additional compensation, correct or revise any errors in its services.
- 1.3. **Supervision.** Food Services VENDOR shall provide, at all times, adequate and expert managerial and administrative supervision for its employees. VENDOR shall employ a Food Services Manager who shall be assigned to the cafeteria on a full-time basis. The Food Services Manager shall coordinate all activities connected with the provision of services specified in the Agreement and shall meet with the assigned DISTRICT representative(s) on an as-needed basis to coordinate enforcement of DISTRICT/COLLEGE policy, the implementation of suggestions and requests, and the prompt resolution of complaints. It will be the responsibility of VENDOR to respond, in writing if so requested, to inquiries, requests for change, and recommendations. Failure to provide adequate supervision shall be cause for termination of this Agreement.

- 1.4. **Key Individual Assignment.** The VENDOR has been selected to perform the work herein because of the skills and expertise of key individuals. VENDOR assignment for this PROJECT is for *Cindy Gau as Owner/Operator, James Gau as Owner/Operator, Evelyn Arellano as Executive Chef, Jennifer Wu as Executive Chef, Jorge Baeza as Head Chef, Steven Te as Asian Chef Specialist, Arturo Vasquez as Food Preparer, Vanessa Viray as Cashier*. The VENDOR shall designate Cindy and James Gau as primary points of contact. So long as their performance continues to be acceptable to the DISTRICT, these named individuals shall remain in charge of the services. Additionally, the VENDOR must furnish the name of all other key people in VENDOR'S employment that will be associated with providing services.
- 1.5. **Replacement of Key Individual.** If the designated key person(s) fails to perform to the satisfaction of the DISTRICT, then upon written notice the VENDOR will have 10 working days to remove that person from the operations and replace that person with one acceptable to the DISTRICT after review of resume' and/or interview.
- 1.6. **Relationship of VENDOR to Other Participants.** VENDOR'S services hereunder may be provided in conjunction with applicable contracts between the DISTRICT and others providing services. The VENDOR shall perform its duties in accordance with its contract(s) with the DISTRICT. VENDOR shall coordinate all work with DISTRICT participants as necessary to complete contract requirements
- 1.7. **VENDOR'S Certifications, Representations and Warranties.** VENDOR makes the following certifications, representations, and warranties for the benefit of the DISTRICT and VENDOR acknowledges and agrees that the DISTRICT, in deciding to engage VENDOR pursuant to this Agreement, is relying upon the truth and validity of the following certifications, representations and warranties and their effectiveness throughout the term of this Agreement and the course of VENDOR'S engagement hereunder:
- a. VENDOR is qualified in all respects to provide to the DISTRICT all of the services contemplated by this Agreement and, to the extent required by any applicable laws, VENDOR has all such licenses and/or governmental approvals as would be required to carry out and perform for the benefit of the DISTRICT, such services as are called for hereunder.
 - b. VENDOR, in providing the services and in otherwise carrying out its obligations to the DISTRICT under this Agreement, shall, at all times, comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, including worker's compensation and equal protection and non-discrimination laws.

ARTICLE 2 SCOPE OF SERVICES

- 2.1. **Right to Use.** VENDOR will have the right to the use of the cafeteria, kitchens, service rooms, auxiliary storage rooms, and the dining room and its serving facilities and equipment, hereinafter all referred to as "Facilities". VENDOR agrees to operate said Facilities under the direction and control of the DISTRICT as hereinafter set forth for the benefit of Irvine Valley College students and to procure, prepare, and serve, at VENDOR'S own expense, food items for Irvine Valley College during the term of this Agreement.
- 2.2. **Education Code.** The PARTIES understand that Education Code Section 88004.5 applies to this Agreement and requires that the performance of this Agreement shall not cause or result in the elimination of any food service classified personnel or position or cause or result in any adverse effect upon any food service classified personnel or position with respect to wages, benefits, or other terms and conditions of employment. Accordingly, the

DISTRICT, as determined in its sole discretion, has the right to require changes to this Agreement and/or the scope of services to be performed by VENDOR in order to ensure compliance with Education Code Section 88004.5.

2.3. **Services.** VENDOR shall be responsible for providing food services at the cafeteria including the following:

- a. Operate the Irvine Valley College cafeteria and provide catering services for College and Associated Students of Irvine Valley College-sponsored functions, except as otherwise specified in this Agreement (See Exhibit C for Sample menus). VENDOR will offer an enhanced dessert selection for fresh made cakes, pies and other bakery items and low-fat yogurt alternatives.
- b. Provide marketing services including signage as approved through the Cafeteria Task Force and advertisements in the school newspaper and on the college website.
- c. Maintenance of the food service premises which shall include but not be limited to cleaning of all filter screens, service and maintenance of overhead sprinkler system, and cleaning of the entire hood exhaust system. Sprinkler system and hood exhaust system shall be serviced no less than twice annually, and VENDOR shall provide proof of maintenance to the DISTRICT.
- d. Maintain in safe and proper working condition and repair, at VENDOR'S expense, all food service furniture, fixtures and equipment used by VENDOR in the food preparation and service areas.
- e. With the exception of items that may need replacement due to ordinary wear and tear, or damage resulting from the negligence of the DISTRICT, its agent or employees, or acts of God, VENDOR shall replace, at this expense, all lost or broken furniture, fixtures, and equipment with new items of equal or greater quality and value. At the termination of the Agreement, VENDOR shall surrender these items to the DISTRICT. In particular, VENDOR shall responsible for the replacement of the loss and breakage to the initial inventory of china, glassware, silverware, and all other movable kitchen and serving supplies originally furnished by the DISTRICT. 6. The cafeteria, kitchens, service rooms, auxiliary storage rooms, dining room and serving facilities shall be used and occupied by VENDOR for the supplying of meals aforesaid to the DISTRICT and for no other purpose, except as hereinafter provided.
- f. The VENDOR will complete an inventory of DISTRICT-owned supplies and equipment each year on or by July 1 of the year for which the inventory is effective with DISTRICT confirmation. In connection therewith, VENDOR shall permit DISTRICT to enter the Facilities to complete this task.
- g. VENDOR shall be responsible for installing VENDOR'S own equipment, supplies, etc. as required to fulfill this Agreement. Exhibit B lists VENDOR'S equipment identified within the proposal.
- h. Cleaning and maintaining proper sanitation in the food preparation, service, and dining areas, including the staff dining room and the outside dining areas. This shall include but not be limited to bussing of dishes and cleaning of tables; cleaning spills from floors; and mopping, waxing, and shampooing floors as applicable and as needed. Failure to comply with this paragraph shall be cause for termination of this Agreement.
- i. Personal hygiene must be maintained at a high standard meeting or exceeding the requirements of the Orange County Health Department. Uniforms must be clean and pressed at all times.

- j. Furnishing and maintaining two commercial microwave ovens for use by cafeteria customers, one located in B100 at the food vending area and the second located in the staff dining area.
- k. Removal of all trash and garbage to waste receptacles (DISTRICT-provided). VENDOR shall keep trash and garbage receptacle areas clean at all times.
- l. Extermination and pest control services in the Facilities.
- m. All linens, towels, uniforms, table linens, and laundry service costs.
- n. All paper supplies including disposable plates, cups, napkins and utensils, Styrofoam excluded.
- o. If necessary as determined by the DISTRICT, permanent serving trays shall be provided by VENDOR.
- p. All office supplies and telephone expenses.
- q. All kitchen supplies not originally furnished by DISTRICT.
- r. The regular days of operation for FY 2015-2016 shall be as shown on Exhibit A. VENDOR shall post days and hours of operation information at designated locations. Proposed changes to hours of operation must be made to the Cafeteria Task Force at the monthly meeting. A recommendation will then be taken to the College with a determination provided to the VENDOR within 10 business days of the original proposal received at the monthly meeting.
- s. Menus will be provided to the Cafeteria Task Force members quarterly for review. VENDOR agrees to meet the Committee's requests regarding menu content unless VENDOR can demonstrate that compliance would impose a financial hardship upon the food services operation to an extent greater than the quality demonstrated in sample menus provided during the RFP process (See Exhibit C). Menus shall be posted and distributed daily/weekly by the VENDOR.
- t. VENDOR shall augment current food choices with greater hot entrée diversity than exists at the time of executing this contract. Additional selections to be determined in discussions held at the monthly Cafeteria Task Force meetings and to include specific ethnic items such as falafels, curry dishes, hummus and pita sandwiches.
- u. VENDOR will offer monthly outdoor theme barbeques that coincide with on campus holidays and activities. Sample themes are presented in Exhibit D for discussion and mutual agreement between VENDOR and DISTRICT during the monthly meetings with the Cafeteria task force.
- v. VENDOR will offer health conscious selections including low-carb style sandwiches, healthy burritos, low-fat selections such as alfalfa sprouts, fresh vegetables, whole wheat breads, low fat cheese, low fat meat items and vegetarian soy items, fresh whole fruit and fresh cut seasonal fruit.
- w. VENDOR shall provide vegetarian options and highlight these selections with signage.
- x. VENDOR shall provide signage regarding student ASB discounts and will have cashier inquire if a student will be using their ASB card to obtain the discount at the point of sale. Cashier will enforce one student discount per card.
- y. VENDOR will provide information on the range of calories menu selections.

- z. VENDOR shall attend and participate in monthly Cafeteria Task Force meetings.
- aa. VENDOR shall offer at the cafeteria fountain drinks 100% from the designated exclusive beverage VENDOR and have the right to 25% of the shelf space allocated to bottle and can Beverage Products sold in the Cafeteria. VENDOR shall not use Beverage Vendor coolers to stock their product. VENDOR shall provide alternate selections, not competitive product, i.e. if Beverage Vendor has a mocha coffee selection, VENDOR may not provide a mocha alternative, however VENDOR may provide a peppermint alternative.
- bb. VENDOR is aware of the College and DISTRICT'S position of fostering sustainable and environmentally sound practices. VENDOR shall practice sustainability with an approach of continuous improvement. The current practices shall serve to define a baseline expectation including the following:
 - 1. Use of non-trans fat oil in all cooking
 - 2. Use of brown rather than bleached coffee filters
 - 3. Coffee grounds saved for composting performed by the Horticulture Department.
 - 4. Use "green" cleaning supplies for which staff is properly trained.
 - 5. 100% styro-foam free in all packaging and serving ware.

2.4. **Coffee Cart.** VENDOR agrees to install and operate a coffee cart:

- a. Coffee cart will be at a location next to the southwest corner of the A-100 building for the duration of this Agreement. If opportunities for alternate or addition locations exist in the future, DISTRICT and VENDOR will negotiate terms of use at that time as an amendment to this Agreement.
- b. Operation of this coffee cart service shall be under the direction and control of the DISTRICT as hereinafter set forth for the benefit of Irvine Valley College students.
- c. Provide a Coffee Cart of equal or greater quality to that which is most recently located at the college.
- d. Service includes all food/product costs as well as the cost of paper supplies, plates, cups, napkins, and utensils.
- e. Signs, marketing and promotion. VENDOR shall add one sign to the coffee cart location with their logo clearly visible from 75 yards. Proposed design shall be reviewed and approved by the Cafeteria Task Force. VENDOR shall clearly post hours of operation at each location.
- f. VENDOR shall operate the Coffee Cart service and provide compliance with the Health Department.
- g. Equipment maintenance shall be the responsibility of the VENDOR. VENDOR equipment list is attached as Exhibit B.
- h. Maintain the satellite carts and surrounding areas in proper sanitary conditions. Clean spills from floors and maintain them free from food and debris.
- i. VENDOR agrees to sell at these locations coffee, tea, milk, and may also sell donuts, and pastries, fruits, sandwiches, salads, and pre-packaged snacks and food items. VENDOR shall not sell at this location any products in direct competition with the products of the designated beverage supplier.

- j. No cooked meals shall be sold at the satellite cart locations
- k. Any ice necessary for service is VENDOR'S responsibility.
- l. Transportation between locations is VENDOR'S responsibility.
- m. VENDOR agrees to develop drink incentives throughout the year at various times.
- n. VENDOR shall have the exclusive rights to operate a satellite coffee cart on the Irvine Valley College campus.

2.5. **Food Vending.** VENDOR agrees to install and operate food vending machines:

- a. Operation of this food vending service shall be under the direction and control of the DISTRICT as hereinafter set forth for the benefit of Irvine Valley College students.
- b. Without cost to the DISTRICT provide a sufficient number of new or used automated food, and miscellaneous vending machines (in excellent appearance and operating condition) in locations approved by Irvine Valley College,
- c. VENDOR shall be responsible for keeping these machines in operation 24 hours per day, 7 days per week, with debit or credit card readers supplied as required to provide under normal conditions, students, faculty, and staff with sufficient amounts of food, and other miscellaneous products of good quality, dispensed in conformity with all applicable federal, state and local laws, and health and sanitation standards, including marked expiration dates on those food items requiring expiration identification, and;
- d. VENDOR shall provide a minimum of one debit/credit card per bank or location of vending machines. If this machine is determined repeatedly empty, another debit/credit card shall be provided at the bank where this situation occurs. The number of debit/credit card readers shall be determined by need. Any system which accepts credit card information must adhere to the District's certification requirement and pass the current version of the Payment Card Information Digital Security Standards or PCI-DSS certification. Storage and transmission of payment card information must use a PCI certified 3rd party and not district network resources.
- e. VENDOR has sole responsibility for security of vending machines and for cleanliness of the machines.
- f. VENDOR service vehicles are not permitted in most areas of the Campus. Routing must be pre-approved by College Facilities Director prior to first site visit. Some locations may require alternate delivery, i.e. handcarts. Any truck caught violating the approved routing will be fined \$100/occasion.
- g. Additional machines under same or better conditions shall be installed as may be required by DISTRICT to permit prompt and convenient serving of food and beverages. VENDOR agrees to install and maintain in operation these machines even if not all locations are profitable, as long as the number of non-profitable machines does not exceed 25% of all machines.
- h. The vending machines to be installed shall remain the sole responsibility of the VENDOR who shall have the right at any reasonable time to ask for removal and/or replacement of any of the machines as mutually agreed upon in writing with the DISTRICT.

- i. VENDOR'S service of the Equipment will be provided during normal college hours, and VENDOR will not be obligated to provide service during periods in which it is prevented from doing so due to strikes, civil disturbances, or other causes beyond the control of VENDOR. VENDOR shall be responsible for the repair and replacement of Equipment to the extent necessary as a result of theft and vandalism.
- j. VENDOR, under the direction and inspection of the College Facilities Department, shall provide any additional electrical outlets or water supply as may be necessary to provide services.
- k. VENDOR shall be responsible to provide the latest technology for food vending during the course of the contract.
- l. VENDOR shall be responsible for the payment of all refunds for funds lost in food vending machines. Signs shall be installed at each and every vending machine notifying customer that refunds will be provided at the cafeteria.
- m. VENDOR agrees not to sell any products in direct competition with the products of the designated beverage supplier. Drinks such as hot coffee, milk, hot cocoa, etc., shall be allowed.
- n. VENDOR shall be responsible for Product quality control. The DISTRICT shall have the right to have replaced any and all Product in which a consumer may reject due to inferior Product quality or freshness. Under no circumstance will DISTRICT allow product which is passed its expiration date to be filled in Vending Machines. All expired Product will be replaced at no cost to the DISTRICT. Vending machine sample product list may be found in Exhibit E.
- o. VENDOR shall provide a quarterly business report which includes at a minimum: 1) information specific to the sale of Product through the Vending Machines including: volume, total sales, and a comparison with the previous quarter, 2) results of the independent audit performed quarterly and for the period leading up to the report.

2.6. **Operational Procedures.** VENDOR agrees to the following operational procedures:

- a. VENDOR service vehicles are not permitted in most areas of the Campus. Routing must be pre-approved by College Facilities Director prior to first site visit. Some locations may require alternate delivery, i.e. handcarts. Any truck caught violating the approved routing will be fined \$100/ occasion.
- b. VENDOR'S service of the Equipment will be provided during normal college hours, and VENDOR will not be obligated to provide service during periods in which it is prevented from doing so due to strikes, civil disturbances, or other causes beyond the control of VENDOR. VENDOR shall be responsible for the repair and replacement of Equipment to the extent necessary as a result of theft and vandalism.
- c. VENDOR, under the direction and inspection of the College Facilities Department, shall provide any additional electrical outlets or water supply as may be necessary to provide services.
- d. VENDOR agrees not to sell any products in direct competition with the products of the designated beverage supplier. Drinks such as hot coffee, milk, hot cocoa, etc., shall be allowed.

- e. VENDOR shall be responsible for Product quality control. The DISTRICT shall have the right to have replaced any and all Product in which a consumer may reject due to inferior Product quality or freshness. Under no circumstance will DISTRICT allow product which is passed its expiration date to be sold.
- f. VENDOR shall provide an annual business report which includes at a minimum: 1) information specific to the sale of Product through the Vending Machines including: volume, total sales, and a comparison with the previous quarter, 2) results of the independent audit performed ~~quarterly~~ and for the period leading up to the report.
- g. Vendor will utilize auditable sales collection mechanisms. District reserves the right to conduct sales and expense audit at any time
- h. VENDOR shall give preference to Irvine Valley College students for employment as needed. Students are available through the Irvine Valley College Office of Career Placement and shall be employed to work as waiters, waitresses, cleaning personnel, or other help in accordance with State of California and federal labor laws.
- i. VENDOR shall assume responsibility for ensuring that food service employees obtain health examinations as required by law.
- j. VENDOR shall consult with the DISTRICT with regard to the appointment, service, transfer, or dismissal of all VENDOR personnel working at the college.
- k. VENDOR shall provide DISTRICT a list of all VENDOR'S personnel scheduled to work at the college. All VENDOR'S personnel shall be subject to DISTRICT and Irvine Valley College regulations regarding personal behavior and use of Facilities, and shall be subject to exclusion from the Facilities if requested in writing by the DISTRICT for violations thereof. DISTRICT reserves the right to exclude any of VENDOR'S personnel with or without reason from the Facilities providing that such request does not violate any applicable federal, state, or local employment laws, and is administered in accordance with VENDOR'S personnel policies.
- l. Upon request, VENDOR shall attend and participate in monthly Cafeteria Task Force meetings.

2.7. **Other.** VENDOR shall be responsible for the following items:

- a. All food costs.
- b. All labor costs, Social Security taxes, and unemployment insurance.
- c. All salaries, wages, and employee benefits payable to or on behalf of the VENDOR'S employees. All employees (including students) shall be employed by the VENDOR in his/her own name, and the VENDOR shall hold the DISTRICT harmless from any and all claims, demands or liability on account thereof.
- d. All transportation and vehicle costs required for VENDOR'S operation.
- e. All taxes including real estate taxes, applicable and insurance costs incurred by VENDOR.
- f. To collect and remit to the State Board of Equalization all sales taxes, where required, generated by the food services program at the College. A copy of the remittance and all gross sales shall be submitted to

the DISTRICT at the time of each payment and no less than quarterly. Failure to pay any taxes owed to any governmental body shall be cause for termination of this Agreement.

- 2.8. **No Alcohol.** VENDOR agrees that no intoxicating beverages shall be kept, sold, or served upon the premises of the DISTRICT (except amounts required for food preparation, i.e., cooking wine).
- 2.9. **Close out.** On termination of the Agreement, VENDOR shall vacate all parts of DISTRICT'S Facilities occupied by it or assignees and shall restore the same to the DISTRICT in the same condition as when originally made available to VENDOR, reasonable wear and tear expected. VENDOR and DISTRICT shall jointly conduct a closing inventory and inspection, and VENDOR shall replace or repair all lost, damaged or destroyed DISTRICT-supplied equipment, supplies or other property.
- 2.10. **Minimum Specifications.** The following minimum food specifications shall be adhered to:
 - a. Meats USDA Choice
 - b. Poultry and Eggs USDA Choice
 - c. Milk and Dairy Products USDA Inspected
 - d. Fresh Fruits and Vegetables USDA Grade A
 - e. Canned Fruits and Veggies US Grade A Choice or Fancy
 - f. Frozen Foods USDA Grade A Fancy
 - g. Beverages National Brands
 - h. When reasonable, a selection of organically grown food will be offered.
- 2.11. **Contact Information.** VENDOR shall provide the College with a phone number where they can be reached 24 hours a day, seven days a week, in case of emergencies. VENDOR shall also provide an e-mail address for emergency notifications.
- 2.12. **Culinary Use.** VENDOR shall allow the Culinary Department to use the Cafeteria kitchen for special events.
 - a. VENDOR shall purchase prepared foods wholesale from the college's culinary arts department to the extent the culinary arts department is able to prepare foods in accordance with vendor requirements (e.g. adherence to health code, appropriate food to support the existing menu, etc.)
- 2.13. **Student Opportunity.** VENDOR shall provide work-based learning opportunities for Irvine Valley College students as determined by and in agreement with the college's instructional programs.
- 2.14. **Coffee Cart Agreement.** VENDOR shall maintain a separate agreement with the Coffee Cart VENDOR in order to allow compliance with the Health Department. This agreement may include storage of dairy or other perishables in the cafeteria refrigerator or may include provision of ice for use by the coffee cart vendor.

ARTICLE 3 ADDITIONAL VENDOR SERVICES

Additional vending machines or coffee cart locations may be placed on campus with the written and mutual Agreement of the parties. Specific locations are not guaranteed.

ARTICLE 4 TERMS OF SERVICE

- 4.1. **Time is of the Essence.** Time is of the essence in the performance of each Party's obligations under this Agreement, including without limitation VENDOR'S performance of the service required hereunder and DISTRICT'S payment of all sums due to VENDOR.
- 4.2. **Term.** The term of this Agreement shall commence on July 1, 2015 and shall terminate on June 30, 2016. For years two (FY 2016-2017) and three (FY2017-2018), the VENDOR shall have the sole option to extend or refuse the option to this Agreement. Renewal will be automatic. Refusal of option must be provided to Irvine Valley College by January 2016 and January 2017. For years four (FY 2018-2019) and five (FY 2019-2020) either party may refuse option for renewal. Renewal will be automatic. Refusal of the option to renew must be provided from one party to the other by January 2018 and January 2019.
- 4.3. **Renewal.** Both parties understand that at the termination of five years from Effective Date the DISTRICT is required to send out a "Requests for Qualifications and Proposals". After five years, there is no possibility for automatic renewal. The DISTRICT will send out the "Requests for Qualifications and Proposals" to interested parties at least thirty days prior to the expiration of the Term.

ARTICLE 5 INDEMNITY AND INSURANCE

- 5.1. **Indemnity.** To the fullest extent permitted by law, VENDOR agrees to indemnify and hold the DISTRICT and its Board of Trustees, officers, employees and agents harmless from all liability arising out of:
- a. Any and all claims under workers' compensation acts and other employee benefit acts with respect to VENDOR'S employees or VENDOR'S subcontractor's employees arising out of VENDOR'S work under this agreement; and
 - b. If arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the VENDOR, the VENDOR shall indemnify and hold the DISTRICT harmless from any liability for damages for (i) death or bodily injury to person; (ii) injury to, loss or theft of property; (iii) any failure or alleged failure to comply with any provision of law; or (iv) any other loss, damage or expense arising under either i, ii, and iii above, sustained by the VENDOR or the DISTRICT, or any person, firm or corporation employed by the VENDOR or the DISTRICT upon or in connection with services, except for liability resulting from the sole or active negligence, or willful misconduct of the DISTRICT, its officers, employees, agents or independent consultants who are directly employed by the DISTRICT.
 - c. The VENDOR, at its own expense, cost and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the DISTRICT (other than professional negligence covered by section below, its officers, agents, or employees, that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the VENDOR, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its officers, agents, or employees, in any action, suit or other proceedings as a result thereof.
- 5.2. **General Liability.** The VENDOR shall provide, at its sole expense, general liability insurance including operations, contractual, products, and protective liability subject to the following limits:

- a. Public Liability Insurance and Products Liability Insurance with limits of \$1,000,000 single person and \$5,000,000 aggregate coverage; \$1,000,000 Employer's Liability Insurance per accident limit for bodily injury and property damage liability; \$1,000,000 products liability; \$1,000,000 for each accident or death; \$500,000 comprehensive automotive liability, injury or death of each person; \$100,000 each accident in a single policy or a combination of an underlying and excess or umbrella-type coverage. VENDOR shall furnish a Certificate of Insurance naming the South Orange County Community College District, the Board of Trustees, Irvine Valley College, the Associated Students of Irvine Valley College and all of their respective officers, agents, employees, and volunteers as certificate holders.

VENDOR shall furnish a separate additional insured endorsement naming all the above-mentioned persons and institutions as additional insured.

- 5.3. **Worker's Compensation.** Worker's Compensation Insurance covering all VENDOR'S employees connected with the performance of food service and food vending machine operations.
- 5.4. **Additional Insureds.** These policies shall name the DISTRICT and its Board of Trustees, officers, employees and agents as an additional insured to the extent indemnified and shall provide an endorsement stating the necessity of thirty (30) days' written notice to the DISTRICT before cancellation, reduction or other modification of coverage. These policies shall be primary and non-contributing with any insurance carried by the DISTRICT and shall contain a severability of interests clause with respect to gross liability, protecting each named insured as though a separate policy had been issued to each. Certificates of the above policies shall be furnished to the DISTRICT, together with copies of receipts for all premium payments made thereon.
- 5.5. **Property.** DISTRICT shall keep its buildings, including the Premises and all property contained therein, insured against loss or damage from fire, explosion or other cause normally covered by standard broad form property insurance policies.
- 5.6. **Verification.** Either party shall have the right, during the Term from time to time, to request copies of certificates of insurance and/or other evidence of the adequacy of the above insurance coverage's.
- 5.7. **Cancellation.** VENDOR must provide the DISTRICT with a 30 day cancellation notice in the event that VENDOR'S insurance policy is cancelled before the expiration date of the term.

ARTICLE 6 CONSIDERATION

- 6.1. **Food Services.** The VENDOR agrees to operate all cash sales on a straight profit and loss system, returning to the DISTRICT the greater of:
 - a. A minimum annual commission of \$90,000, or,
 - b. a 15% commission on net sales (gross sales after sales tax), whichever is greater between items 6.1 a. and b.
 - c. If \$90,000 has not been met by the last month of the fiscal year, VENDOR will provide the difference in one lump sum payment due at the time of the June payment.

- 6.2. **Payment Calculations.** VENDOR shall submit a sales analysis report indicating monthly and year-to-date information to Irvine Valley College and the Cafeteria Task Force. Failure to provide sales analysis reports or failure to pay commissions on time shall be a material cause for termination of this Agreement.
- 6.3. **Due Date.** Commission payments are due monthly within twenty (20) days after the close of each calendar month.
- 6.4. **Building Closure.** In the event of a building closure (opening), commissions may be renegotiated after a 30 day period during which the impact is under evaluation by the VENDOR. If warranted, VENDOR will provide proposal for modification to the Cafeteria Task Force. A recommendation will be made to the College with a determination provided to the VENDOR within ten (10) days after the original presentation to the committee.
- 6.5. **Promotional Items.**
- a. VENDOR shall provide Two Thousand Five Hundred Dollars (\$2,500) of catering credit each year to be used at the discretion of the office of the Irvine Valley College President.
 - b. VENDOR shall provide Two Thousand Five Hundred Dollars (\$2,500) of upfront catering credit to be used at the discretion of ASIVC. If requested by ASIVC, caterer will collaborate with ASIVC to provide a subsidized catering menu for ASIVC events to utilize this catering credit. The college anticipates this catering credit will be used to provide a hot breakfast or lunch for approximately 300 guests two times a year. Menu will be mutually agreed upon with adequate banquets setting, including linens, flowers, plastic flatware, etc.
 - c. VENDOR shall provide the College two 65" Television in the cafeteria seating areas. The Television shall be purchased by the VENDOR and remain the property of the VENDOR. VENDOR shall be responsible for all maintenance. Signal fee will be provided by the College. The programming decision making process will be agreed upon between the College and the VENDOR.
 - d. VENDOR shall provide a Two Thousand Dollars (\$2,000) catering credit annually to ASIVC to be used at their discretion.
 - e. VENDOR shall provide a One Thousand Five Hundred Dollars (\$1,500) catering credit annually to be used at the discretion of the office of the Irvine Valley College Vice President of Student Services.
 - f. VENDOR agrees to the following percentage price discounts for current ASB cardholders at ten percent (10%) daily.
 - g. Staff and Faculty will be provided with discounted rates for coffee and tea and 20% discounts every Friday off food purchases through the cafeteria.
- 6.6. **Prices.**
- a. DISTRICT reserves the right to ensure that charges for items sold under this Agreement are not in excess of what would be considered reasonable and in balance to what is being charged at similar college facilities. Furthermore, VENDOR warrants that charges for items sold under this Agreement are not in excess of what would be considered reasonable and in balance to what is being charged at similar college facilities.

- b. Changes in the food services menu as requested by VENDOR or recommended by DISTRICT may be implemented at any time upon review by Cafeteria Task Force and if mutually agreed by both parties in writing.
 - c. Prices may be renegotiated once a year provided the VENDOR can prove to the satisfaction of the DISTRICT that costs have increased by that percentage or more during the preceding period. New prices and the date for implementation will be reviewed by the VENDOR with the Cafeteria Task Force and the College and mutually agreed upon. VENDOR will submit its request for price changes providing sufficient time for the Cafeteria Task Force to review the request before applying the proposed increase. If satisfactory negotiations cannot be consummated, the VENDOR or DISTRICT may terminate this Agreement upon ninety (90) days' written notice to the other party.
- 6.7. **Liquidated Damages.** If the cafeteria is not open for business in accordance with this Agreement, it is understood that the DISTRICT will suffer damage. It being impractical and infeasible to determine the amount of actual damage, the VENDOR agrees to pay to DISTRICT as fixed and liquidated damages, and not as a penalty, the sum of two hundred dollars (\$200) for each business day of delay until the cafeteria is open for business. This amount shall be in addition to any payments due to or to become due to DISTRICT.

ARTICLE 7 TAXES

The VENDOR assumes complete liability for all taxes applicable to the operations, income and transactions of the VENDOR. The DISTRICT shall not be liable and will not make reimbursement to the VENDOR for any tax imposed either directly or indirectly upon the VENDOR by any authority by reason of this Agreement or otherwise.

ARTICLE 8 BREACH OF CONTRACT AND TERMINATION

- 8.1. **Termination for Convenience.** DISTRICT may, after the completion of year three of the Agreement, may, with or without reason, terminate this Agreement. Written notice by DISTRICT shall be provided by the last day in January for the intent to terminate at fiscal year-end (June 30th). Notice shall be considered applicable as of the date established on the termination notice and deemed given when received by the VENDOR or no later than three days after the day of mailing, whichever is sooner.
- 8.2. **Termination for Cause.** DISTRICT may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this Agreement by the VENDOR; or (b) any act by VENDOR exposing the DISTRICT to liability to others for personal injury or property damage; or (c) VENDOR is adjudged a bankrupt, VENDOR makes a general assignment for the benefit of creditors or a receiver is appointed on account of VENDOR'S insolvency. Written notice by DISTRICT shall contain the reasons for such intention to terminate and unless within ten (10) days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the ten (10) days cease and terminate unless other terms are provided in the Notice of intent to terminate for cause. In the event of such termination, the DISTRICT may secure the required services from another VENDOR. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to DISTRICT. Written notice by DISTRICT shall be deemed given when received by the other party or no later than three days after the day of mailing, whichever is sooner.

- 8.3. **Termination by Either Party.** This Agreement may be terminated without cause by the DISTRICT upon notice to the VENDOR after the first three years of this Agreement are complete. This Agreement may be terminated by either party with written notice in January for the intent to terminate at fiscal year-end (June 30th) if intent to terminate should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

ARTICLE 9 DISPUTES, MEDIATION AND ARBITRATION

- 9.1. **Work to Continue.** In the event of a dispute between the parties as to performance of the work, the interpretation of this Agreement, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute. Pending resolution of the dispute, VENDOR agrees to continue to diligently perform and provide services hereunder until completion of the work.
- 9.2. **Mediation Requirements.** All claims, disputes or controversies arising out of or relating to the PROJECT or to this agreement or the breach thereof shall be first attempted to be resolved through mediation.
- 9.3. **Legal Expenses.** The DISTRICT and VENDOR agree that, in the event that a dispute comes to litigation, each party will bear its own legal expenses.

ARTICLE 10 DISTRICT'S RESPONSIBILITIES

- 10.1. **District Provided Information.** The DISTRICT shall provide to the VENDOR information regarding requirements for the Services, including information regarding the current equipment locations and potential future equipment locations. DISTRICT shall provide an academic calendar for the guidance of the VENDOR prior to the beginning of each fiscal year (July 1). DISTRICT and VENDOR shall thereafter determine the regular days of operation for each year.
- 10.2. **Facilities.** DISTRICT shall make available to the VENDOR, for the duration of this Agreement, the existing food services facilities at Irvine Valley College. These facilities shall be and remain the sole property of the DISTRICT. The DISTRICT, College, and Associated Students of Irvine Valley College shall have the right to use bulletin boards and distribute materials inside the food service facilities at any time in accordance with procedures and limitations established by the DISTRICT and College.
- 10.3. **Parking.** Parking at Irvine Valley College by the VENDOR'S employees shall be subject to the same regulations and parking fees as apply to all college vendors.
- 10.4. **Maintenance.** DISTRICT shall furnish the services of maintenance staff when available as required for the proper maintenance and repair of facilities and utilities (including plumbing and wiring).
- 10.5. **District Representative.** The DISTRICT shall appoint the representative identified below and they are authorized to act on the DISTRICT'S behalf with respect to the operations of this Agreement. VENDOR shall accept directives only from DISTRICT'S designated representative and not from other DISTRICT employees or consultants. The DISTRICT shall notify VENDOR in writing if, at its sole option, it makes a change in the DISTRICT representative. Unless modified by written notice by the DISTRICT to the VENDOR, the DISTRICT Representative is:

Director of Student Life

Linda Fontanilla, Vice President, Student Services

10.6. District Costs. DISTRICT shall be responsible for and assume the costs of the following:

- a. All utilities required for the operation of the food services.
- b. Provide building space only for the VENDOR to use and maintain.
- c. Provide maintenance of outside areas except the areas noted within this Agreement as being the responsibility of the VENDOR.
- d. DISTRICT shall provide VENDOR office space in the cafeteria. The office shall be for the use of the VENDOR during the term of this Agreement.
- e. DISTRICT shall provide all necessary keys to insure that VENDOR'S supervisory personnel shall have access to facilities at all times.
- f. DISTRICT shall make available all furniture, fixtures and equipment currently owned by DISTRICT for the provision of food services, as shown in EXHIBIT B.
- g. DISTRICT will provide all building replacement lamps required. This does not include equipment lamp replacement.
- h. When equipment owned by the DISTRICT is no longer functional, College and VENDOR will negotiate alternatives. Prior to any/all replacement, VENDOR must obtain an independent analysis confirming need and at no cost to the DISTRICT. The brand, model, and quality shall be at the sole discretion of the DISTRICT, but recommendations by the VENDOR shall be taken under advisement.
- i. The DISTRICT'S single point of contact for all contract negotiations will be Dr. Debra L. Fitzsimons with contact information listed in 11.5.

10.7. Authorized VENDOR. VENDOR will be given first priority for food services for all Associated Students of Irvine Valley College or College-sponsored functions such as banquets, parties, conferences or other special events. VENDOR agrees to provide such services if requested by the Associated Students of Irvine Valley College or College and also agrees that the Associated Students of Irvine Valley College or College have the right to obtain catering services from other VENDORS if they determine that the VENDOR cannot provide the variety and quality of services required at reasonable and competitive prices.

- a. The following exceptions shall apply:
 1. Athletic events snack bar shall be managed by the College clubs.
 2. Occasional home-baked-item "bake sales"; ethnic food events; theatre, music, art, speech, etc. sponsored by student or faculty groups and approved by DISTRICT or college administration.
 3. Pre-packaged foods sponsored by the Fines Art Department.
 4. Mobile food trucks at construction sites.
- b. Also not included in the food services agreement are:

1. All beverage vending machines. The DISTRICT will enter into a separate agreement for beverage vending machines.
- 10.8. **Substitute Performance.** In the event that VENDOR fails, refuses, or neglects to commence and complete promptly and adequately its maintenance obligations or any other necessary repairs of the Facilities or equipment that are its responsibility, the DISTRICT may, but shall not be required to, make or complete such maintenance or repairs and VENDOR shall reimburse DISTRICT for all costs and expenses thereby incurred within thirty (30) calendar days after receipt of an invoice from the DISTRICT. If reasonably possible under the circumstances, the DISTRICT shall give VENDOR written notice prior to commencement of any substitute performance. Any failure by DISTRICT to give such notice, however, shall not prejudice the DISTRICT'S rights hereunder or alter VENDOR'S obligations hereunder.
- 10.9. **Evaluation of Service.** The DISTRICT shall have a Cafeteria Task Force committee to appraise and evaluate the operations of the VENDOR.
 - a. The DISTRICT reserves the right to have designated representatives review, inspect and evaluate the operation and condition of the food service facilities with respect to the quantity and quality of food sold and served, the methods of service, the prices of a la carte selections, the hours of meal service, and the safety, sanitation, and maintenance of all Facilities.
 - b. If the committee determines that the cafeteria operation does not meet the requirements of this Agreement, it will notify the VENDOR in writing of the complaint, the facts involved, and the solution sought. If the VENDOR fails to satisfy the complaint within ten (10) days, the DISTRICT shall have the right to terminate the Agreement in accordance with this Agreement.

ARTICLE 11 MISCELLANEOUS

- 11.1. **Affirmative Action.** VENDOR agrees that VENDOR will not engage in unlawful discrimination in employment of persons because of race, ethnicity, religion, nationality, disability, gender, marital status or age of such persons.
- 11.2. **Compliance with Applicable Laws.** The services completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT'S general right of inspection to secure the satisfactory completion thereof.
 - a. VENDOR 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 VENDOR, VENDOR'S business, equipment and personnel engaged in services covered by this Agreement or accruing out of the performance of such services.
 - b. It is expressly understood that the VENDOR assumes sole responsibility for the observances of, and so observes and complies with all provisions of federal, state, and local laws relating to or governing the operation of food service areas. All licenses and permits shall be obtained, displayed, and paid for by the VENDOR.
 - c. Any system which accepts credit card information must adhere to the District's certification requirement and pass the current version of the Payment Card Information Digital Security Standards or PCI-DSS certification. Storage and transmission of payment card information must use a PCI certified 3rd party and not district network resources.

11.3. **Health and Safety Regulations**

- a. The VENDOR shall comply with all federal, state and local health and sanitation regulations relating to personnel and maintenance of the Facilities and shall also comply with any DISTRICT rules and regulations.
- b. Failure to comply with this section within ten (10) days of receiving notice from the DISTRICT of a violation shall be cause for termination of the Agreement in accordance with Section XXII, Paragraph B of this Agreement.
- c. VENDOR understands that Education Code Sections 88004.5, 88021, 88022, 88023, 88024, and 88025, and any other health criteria established by the DISTRICT, are applicable to all persons providing food service management consulting services under this Agreement.

11.4. **VENDOR 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 VENDOR, 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, VENDOR shall maintain accounting records and make them available upon request of the DISTRICT for reproduction or inspection.

11.5. **Cumulative Rights; Non Waiver.** Duties and obligations imposed by this Agreement and rights and obligations hereunder are in addition to and not in lieu of any imposed by or available at law or inequity. The failure of DISTRICT or VENDOR to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Agreement shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

11.6. **Advertisement.** In no instance shall the DISTRICT name be used by the VENDOR in connection with any advertising or promotions without the specific prior written consent of the DISTRICT.

- a. VENDOR is responsible for any associated advertising costs. Advertising is at the discretion of the VENDOR subject to approval by the DISTRICT which shall not be unreasonably withheld.

11.7. **Employment with Public Agency.** VENDOR, if an employee of another public agency, agrees that VENDOR will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this Agreement. Additionally, No member, officer or employee of the DISTRICT during tenure or for one year thereafter, shall have any interest direct or indirect, in this Agreement or the proceeds thereof.

11.8. **Governing Law.** This Agreement shall be governed by the laws of the State of California. The duties and obligations of the parties created hereunder are performable in Orange County and such county shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Agreement.

11.9. **Independent Contractor.** VENDOR, in the performance of this Agreement, shall be and act as an independent contractor. VENDOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT'S employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. VENDOR assumes the full

responsibility for the acts and/or omissions of his or her employees or agents as they relate to the services to be provided under this Agreement. VENDOR 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 VENDOR'S employees.

- 11.10. **Marginal Headings; Captions.** The titles of the various Paragraphs of the Agreement and the Articles of these Conditions are for convenience of reference only and are not intended to and in no way shall enlarge or diminish the rights or obligations of VENDOR and DISTRICT hereunder.
- 11.11. **Non-Assignment.** The DISTRICT and VENDOR, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this Agreement with respect to the terms of this Agreement. The obligations of the VENDOR pursuant to this Agreement shall not be assigned by the VENDOR. 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 VENDOR. The sale or transfer of a majority membership interest in VENDOR firm or the admission of new member to the VENDOR firm which causes there to be a change in majority ownership and/or control of VENDOR firm shall be deemed and assignment for purposes of this Agreement. Nothing contained in this Agreement is intended to make any person or entity who is not a signatory to the Agreement a third party beneficiary of any right created by the Agreement or by operation of law.
- 11.12. **Permits/Licenses.** VENDOR and all VENDOR'S employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this Agreement.
- 11.13. **Notifications.** All notices or demands to be given under this Agreement by either party to the other shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served requiring signature acknowledging receipt, or if mailed, on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section.
- 11.14. **Communications.** Communications between the parties shall be sent to the following addresses:

DISTRICT

Linda Fontanilla
South Orange County
Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692
lfontanilla@ivc.edu

VENDOR

James and Cindy Gau
S & B Foods

17943 Calle Barcelons
Rowland Heights, CA 91748
adidachow@yahoo.com

Copy

Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services
South Orange County
Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692
dfitzsimons@socccd.edu

- 11.15. **Severability.** If any provision of this Agreement is deemed illegal, invalid unenforceable or void by any court of competent jurisdiction, such provision shall be deemed stricken and deleted here from, but all remaining provisions will remain and continue in full force and effect.
- 11.16. **Entire Agreement / Amendment.** This Agreement and any exhibits attached hereto represent the entire Agreement between the DISTRICT and VENDOR and supersede all prior negotiations, representations or agreements, either written or oral with respect to the services contemplated. This Agreement may be amended or modified only by an agreement in writing signed by both the DISTRICT and the VENDOR.
- 11.17. **Binding Agreement.** The DISTRICT and VENDOR, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this Agreement with respect to the terms of this Agreement.

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

DISTRICT

VENDOR

South Orange County Community College District

S & B Foods

Dr. Debra L. Fitzsimons
Vice Chancellor, Business Services

James Gau or Cindy Gau
Owner/Operator

(Date)

(Date)

(Taxpayer number)

Exhibit A	Hours of Operation
Exhibit B	Existing Equipment List
Exhibit C	Sample Menus
Exhibit D	Potential Monthly Barbeque Themes
Exhibit E	Sample Product List for Food Vending

Exhibit A
Hours of Operation

When classes are in session:

Monday-Thursday	7:00 am – 9:00 pm
Friday	7:00 am – 2:00 pm
Saturday	10:00 am – 2:00 pm

When classes are not in session:

Monday – Thursday	7:30 am – 1:30 pm
Friday	7:30 am – Noon

The facility will be closed when the campus is closed.

VENDOR will be available for catering College and District events at any time on any day of the week.

Exhibit B
Existing Equipment List

College Owned

- Three stainless steel tables located in kitchen
- Two beige tables located in the server
- Pretzel Warmer
- Two snack racks
- Soup server
- Bev Air glass one door cooler
- Numerous steam table pans
- Numerous big pots and pans
- Knife holder
- Numerous small wares
- Menu signs
- Cafeteria trays
- Two cup dispensers
- Four Carts
- Lays Chips racks
- Stoves
- Walk in Refrigerator
- Freezer
- Stainless Steel Sink(s)
- Prep stations
- Tables/Chairs
- Ice Machine
- Moveable Ice/drink containers (green -3)

S&B Owned

- Other small wares
- Two heat lamp warmers

- Pizza warmer
- Soup tureen
- All big pots & pans
- Outside Refrigerator
- Two Inside Refrigerators
- Vitamin Water Refrigerator
- 2 Chest Freezers
- Coffee/ drink machines – Starbucks
- Menu signs
- Food Vending machines – First Class Vending
- Coffee Cart – The Drip

Exhibit C
Sample Menus

BREAKFAST ITEMS

Breakfast Burritos-----	\$4.75
Breakfast Burritos W/No Meat-----	\$4.00
Breakfast Sandwich-----	\$3.95
Bagel or Croissant Sandwich-----	\$4.50
Breakfast Plate Comb-----	\$4.95
Add addition items-----	\$1.25
Huevos Rancheros-----	\$4.75
Egg & Cheese Quesadilla-----	\$3.50

Omelets:

1. Items-----\$3.25
2. Items-----\$4.00
3. Items-----\$4.75

HOT OFF THE GRILL

Hamburger-----	\$2.95
Cheeseburger-----	\$3.25
Patty melt-----	\$4.75
Philly Cheesesteak-----	\$4.75
Grill Chicken Sandwich-----	\$4.75
Hot Dog-----	\$2.75
Grill Cheese-----	\$3.25
Pastrami & Provolone-----	\$4.75
Turkey Burger-----	\$4.25
Garlic & Herb Fries-----	\$2.25
Onion Rings-----	\$2.50
Chicken Tenders-----	\$2.75
Chicken Tenders & French fries-----	\$4.50

SANDWICHES & WRAPS

WITH FRIES OR PASTA SALAD

Tuna Salad-----	\$5.50
Chicken Salad-----	\$5.50
Vegetarian Wrap-----	\$5.50
Tuna melt-----	\$5.50
Sandwich only-----	\$4.50
Roast Beef & Cheddar-----	\$5.50
BLT-----	\$5.25
BLAT-----	\$5.75
Turkey Provolone-----	\$5.50
Ham & Swiss-----	\$5.50

GOURMET SALAD

Chicken Caesar-----	\$5.50
Salmon Caesar-----	\$5.50
Trio Sampler-----	\$5.75
Cobb Salad-----	\$5.75

SOUTH OF THE BORDER

Burritos-----	\$4.50
Taco-----	\$2.50
Taco Combo W/Rice & Beans-----	\$5.75
Cheese Quesadilla-----	\$3.25
Chicken Quesadilla-----	\$4.50
Asada Quesadilla-----	\$4.50
Tostadas-----	\$5.75

MEDITERRANEAN & VEGGIE

Falafel Plate.....	\$4.25
Spicy Sautéed Zucchini.....	\$3.25
Teriyaki or Veggie Bowl.....	\$4.75

S&B FOODS

FOOD SERVICE PROGRAM

IRVINE VALLEY COLLEGE

CATERING MENU

Contact: Cindy Gau

(626) 383 – 8011

(949) 451 – 5448

Revised 4/7/2015 LML

IVC - Food Services, Food Vending, Coffee Cart Services Agreement
July 1, 2015

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CATERING ORDER PROCEDURES

CATERING ORDER FORMS

Please contact the Catering Department to obtain a Catering Order Form. All areas must be completed and retain a copy for your files. You can email your order to a designated address to be determined. You may also contact the Catering Manager directly by phone (949) 451 – 5448, cafeteria ext. **Note: All orders must be confirmed by both Client and Catering Manager.** An original catering order form from the Catering Department with Requisition number or P.O. number with signature will stand as a booked event. Cash or Check payments must be paid prior to date of Event.

LABOR CHARGES

Any servers that are requested for an event will be billed at \$25 per hour per server.

TIME CONSTRAINT REQUIREMENTS

Lead Time required for service: Coffee/Service/Afternoon breaks (1 week); Breakfast/Lunch (1 week); Dinner/Special

Functions (2 weeks). In order for the College Catering Department to ensure proper catering service and food quality these guidelines must be adhered to. Any other special requests (after business hours, weekends and off shift) must be coordinated through the Catering Department. **An additional Labor Charge will apply to any type of food service that is considered a special request. No same day service please.**

MENU SELECTION

The event guaranteed guest count is required (3) business days prior to the event by noon and is not subject to reduction.

Clients must provide a Requisition number or P.O. number upon confirmation of menu and guest guarantee. Any changes to the original menu selection must be made at least 48 hours in advance. A change in the menu will result in an additional charge.

If multiple entrees are requested, the following stipulations will apply:

- 1.) There will be a \$2.00 additional charge per person
- 2.) Normal guarantee procedure is required with indication of each entrée.

LEFTOVER FOOD

Due to insurance regulations, no remaining food and beverages may be removed from the premises. At the conclusion of the function, food/beverage/utensils etc. become the property of the Catering Department. Also due to health code regulations our buffets are designed to stay open for one hour. After that time Catering Staff will remove food. Unless otherwise specified prior to event/meeting.

CANCELLATION POLICY

All cancellations must be received at least 48 hours prior to the event in writing to the Catering Manager. Failure to notify the department of meeting/event cancellation the following charges apply:

- 1.) 0 day Notice – Charged 100% of Event Invoice
- 2.) Day of Event – Charged 100% of Event Invoice
- 3.) 1 day Notice – Charged 50% of Event Invoice

CATERING ORDER PROCEDURES (CONT.)

CAKE CUTTING

The Cafeteria Catering Department will pre-arrange the presentation, cutting and service of your cake for \$1.00 per person. Additional charges will apply for cake plates and utensils at \$1.25.

PAYMENT PROCEDURES

Upon placement of catering order, you will have a tentative booked catering estimate and receive it via fax. Please verify order and sign and fax back with requisition number. **YOUR ORDER WILL NOT BE CONFIRMED WITHOUT A REQUISITION NUMBER.** After event is completed a final invoice will be generated and sent to the appropriate billing department for payment.

*****Note Sales tax of 8.00% will be charged on all food and beverage items. No discounts please.**

À LA CARTE

BEVERAGES

Starbucks Coffee (per gallon)	\$ 11.95
Starbucks Decaffeinated Coffee (per gallon)	\$ 11.95
One Gallon Hot Water with 10 Assorted Tea Bags	\$ 9.95
Beverages (by the gallon)	\$ 9.25
(orange juice, lemonade, ice tea, and punch)	
Cranberry Juice , Apple Juice (by the gallon)	\$ 10.95
Bottled Tropicana Juice (12 oz.)	\$ 2.00
Snapple	\$ 2.25
Soft Drinks	\$ 1.75
Bottled Water	\$ 1.75
Mineral Water (Perrier)	\$ 2.50

PASTRIES

Assorted Danish (large)	\$ 12.95 per dz.
Assorted Danish (small)	\$ 8.95 per dz.
Assorted Muffins	\$ 12.95 per dz.
Mini Muffins Or Mini Bagels w/Cream Cheese	\$ 8.95 per dz.
Bagels w/Cream Cheese	\$ 13.75 per dz.
Croissants	\$ 1.75 each
Cinnamon Rolls	\$ 1.95 each
Fruit Yogurt	\$ 1.50 each
Assorted Cookies	\$ 9.00 per dz.
Brownies	\$ 12.95 per dz.
Coffee Cake	\$ 1.95 each
Assorted Dessert Bars (lemon, Apple, Raspberry)	\$ 16.50 per dz.

SPECIAL SERVICES

China & Silver Service (per setting)	\$ 2.25 per
Plastic Utensils	\$ 0.25 each
Plastic Cake Plates	\$ 0.25 each
Plastic Dinner Plates	\$ 0.50 each
Cloth Linen (white or blue)	\$ 6.50 each
Cloth Linen (all other colors w/3 day notice)	\$ 9.00 each
Cloth Napkins	\$ 1.25 each
Round Table Cloth (3 day notice)	\$ 19.95 each

****The above Special Service item prices are subject to change without notice****

À La Carte Appetizers

Hot Appetizers

Barbecued Flavored Meatballs (allow 3 per person)	\$ 1.95 per person
Chicken Tenders includes your choice of 2 sauces (allow 2 per person)	\$ 2.25 per person
<ul style="list-style-type: none"> • honey mustard • ranch • smoky BBQ • sweet & sour 	
Assorted Flavored wings served with spicy herb ranch dipping sauce (allow 3 per person)	\$ 2.75 per person
<ul style="list-style-type: none"> • Asian style chicken wings • Flaming hot wings 	
Egg rolls served with sweet & sour sauce for dipping (allow 3 per person)	\$ 2.50 per person
Potstickers (allow 3 per person) served with sweet & sour sauce	\$ 2.50 per person
Shrimp Tempura (allow one per person) with dipping sauce	\$ 2.25 per person
Smoked Chicken Quesadilla (allow 2 per person) with sour cream & salsa	\$ 2.95 per person
Mini Taquitos (allow 3 per person) with sour cream & salsa	\$ 1.95 per person

Cold Appetizers

Mini Sandwiches on croissants or sliced triangle bread (allow 3 halves per person) (Grilled vegetable with sun dried tomato pesto, turkey & provolone with dijonaise, roast beef & cheddar with horseradish spread, egg salad with green onion, chicken salad)	\$ 2.50 per person
Crudités Assorted Vegetables	\$ 2.50 per person
Cheese & Crackers	\$ 2.50 per person
Seasonal Fresh Fruit	\$ 2.50 per person
Sushi: California Rolls or Tempura Rolls (5 pieces)	\$10.00 per roll
Includes wasabi and soy sauce	
Bruschetta (Toast points with a blend of Roma tomatoes, garlic, basil, & olive oil)	
Small (3 per person)	\$ 1.75 per person
Large (2 per person)	\$ 2.25 per person
Chilled Shrimp Platter includes lemon wedges & cocktail sauce	\$100.00 per platter
Serves 25 people (2 Shrimps per person)	

COLD LUNCHEON FARE

BACK TO BASIC BOX LUNCH

A hearty Sandwich (Turkey, Ham, Tuna, Chicken) with Whole Fruit, Chips,
a Fresh Baked Cookie And Soft Drink \$7.75

GRAB & GO

Assortment of Hearty Sandwiches on platters with Assorted Breads, lettuce, tomatoes \$8.75
Your choice of 1 salad: macaroni, pasta, potato, green, chips, whole fruit, cookies and cold beverages

DELI STACKS

Assorted Meats and Cheese arranged on platters served with Sandwich Spreads,
Antipasto Relish Tray, Condiments, Fresh Baked Breads and Rolls, Choice of Salad,
Cookies or Brownies, Assorted beverages \$9.25

UNDER WRAPS

Choice of Chicken Caesar, Roast Beef, with horseradish sour cream, roasted turkey with dijonaise,
Grilled vegetables with sun dried tomato, wrapped in flour tortillas with spinach and baby greens,
And Roma tomatoes with choice of salad, cookies or brownies, and assorted beverages \$9.25

SPECTACULAR SALADS

All salads served with Dessert and Beverage. Served in individual containers for easy distribution.

IRVINE VALLEY SPRING SALAD

Romaine salad with dried cranberries, goat cheese, sunflower seeds, cucumbers, tomatoes, and homemade
pita croutons and Raspberry Vinaigrette Dressing \$8.25

CALIFORNIA COBB

Avocado, Bleu Cheese, Hard-Cooked Egg, Tomato, Bacon and Turkey arranged on a bed of lettuce with
Your choice of Dressing \$8.25

ASIAN CHICKEN SALAD

Marinated and Grilled Boneless Chicken Breast on top of Shredded Lettuce and Napa Cabbage,
Carrot with Crispy Won Ton, served with a Sesame Honey Mustard Dressing \$8.25

GRILLED CHICKEN CAESAR SALAD

Romaine Lettuce served with Caesar Dressing, Parmesan Cheese and Grilled Chicken topped with Croutons \$8.25

LETTUCE WRAPS

Butter lettuce wraps with minced pine nuts, grilled tofu, and green onion and your choice of mushroom,
chicken, or beef \$8.75

PEAR GORGONZOLA SALAD

Romaine or Spinach lettuce combined with fresh cut pears and sprinkled with gorgonzola cheese, and
Candied walnuts, and pancetta \$8.75

EARLY RISER BREAKFAST BUFFET

EARLY BIRD SPECIAL

Assorted Mini Muffins & Bagels with Cream Cheese, Orange Juice, and Coffee Service with Gourmet Teas \$5.95

CONTINENTAL BREAKFAST (Minimum of 15)

Mini Fruit Platters, Mini Danish & Muffins, Orange Juice, Coffee Service, Gourmet Teas \$7.50

DELUXE BREAKFAST (Minimum of 25)

Fluffy Scrambled Eggs, Smoked Bacon and Sausage links or Sausage Patties, Home-style Potatoes,
Assorted breakfast breads, Orange Juices, Coffee Service with Gourmet Teas \$9.25
Add Fruit (Per Person) \$1.00

GOOD EARTH BREAKFAST (Minimum of 15)

Granola with yogurt and fresh fruit, coffee, Orange juice and gourmet teas \$6.50

PRESIDENTIAL CONTINENTAL BREAKFAST (Minimum of 15)

Assorted Gourmet Petite Breakfast Pastries, Gourmet Bagels with Cream Cheese, Mini muffins, assorted fruit
Yogurts, Fresh Fruit, Orange Juice, Coffee service and gourmet teas \$9.25

AFTERNOON BREAKS

SNACK PACK

Whole fruit, individual cheese wraps, granola bars, and assorted drinks \$6.25

CAMPUS SNACK BREAK

Fruit platter, assorted cookies, brownies, and lemon bars, assorted sodas, coffee, and tea \$8.25

POWER-UP BREAK

Power Bars, Granola Bars, Whole Fruit, Assorted Gatorade and bottled water \$7.75

CAMPUS COOKOUTS

(All prices are per person)

ALL AMERICAN BBQ

¼ lb. Hamburgers/Cheeseburgers or ¼ lb. Hebrew National Hot Dog or 4 oz. Chicken Breast also includes traditional condiments, with BBQ beans, potato salad, oatmeal raisin & Chocolate Chip cookies .

Possible Alternatives to the above entrées: turkey hot dogs, garden burger, polish dog.

Your choice of One entrée	\$7.75
Your choice of Two entrees	\$8.75
Your choice of a Third entrée	\$9.75

LOUISIANA STYLE BBQ

Baby Back Ribs with tangy BBQ sauce includes BBQ beans, Rice pilaf, corn bread, ranch salad, apple pie and strawberry lemonade	\$11.50
--	---------

FIESTA STYLE BBQ

Carne Asada (grilled flat steak), corn or flour tortillas, Spanish rice, Refried black or pinto beans, Creamy cilantro romaine salad, salsa, lettuce, cheese, traditional assorted cookies, and assorted sodas	\$15.95
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SOUTHERN STYLE BBQ

Fried Chicken, macaroni & cheese, fresh fruit, corn bread, apple pie, and assorted drinks	\$10.50
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TEXAS STYLE BBQ

Boneless BBQ Pork Rib, served as sandwich or combo plate with choice of two sides: cole slaw, macaroni Salad, potato salad, BBQ beans, garlic mashed, and green beans. Served with peach cobbler and Assorted drinks	\$11.50
--	---------

CLASSIC FAVORITES FOR YOUR CATERED EVENTS

PACKAGE #1

Grilled shrimp brochettes, with mango chutney for dipping, choice of rice pilaf or roasted red potatoes, seasonal vegetables. Choice of cookies or brownies \$11.50 per person

PACKAGE #2

Tri-Tip with rosemary garlic marinade, choice of potato or rice, seasonal vegetables, choice of salad assorted beverage, cookies or brownies for dessert \$13.95 per person

PACKAGE #3

Bowtie Pasta with grilled chicken strips and broccoli with Parmesan Alfredo sauce or mushroom marinara, Caesar salad, your choice of garlic toast, foccacia, or rolls & butter. Choice of white chocolate or Macadamia nut cookies. Your choice of beverages \$10.50 per person

PACKAGE #4

Grilled or breaded white fish tacos with spicy ranch sauce & cabbage, choice of ranchero rice or white rice, seasoned beans, cookies, or brownies. Your choice of beverages \$11.50 per person

PACKAGE #5

Roasted Bone-in Honey Dijon Chicken breasts, your choice of rice pilaf, herb seasoned potatoes, or garlic mashed potatoes, orange glazed baby carrots, field greens with balsamic, olive oil, sunflower seeds, and organic tomatoes. Ciabbata rolls with butter. Your choice of Cookies or Carrot cake and your choice of beverages \$11.50 per person

PACKAGE #6

Penne with broccoli, sausage, and roasted red pepper marinara sauce (may substitute chicken) Caesar salad, garlic cheese bread, dessert bars, and lemonade or iced tea \$10.50 per person

PACKAGE #7

Meat or Vegetable Lasagna Caesar salad, your choice of Parmesan garlic toast, foccacia, or rolls & butter, assorted cookies Your choice of beverages. (Price is per entrée if both are required add \$2.00 per person) \$10.50 per person

PACKAGE #8

Chicken Parmesan served with spaghetti and mushroom marinara, tossed Italian salad, your choice of bread, assorted beverages. Your choice of dessert \$10.95 per person

PACKAGE #9

Citrus herbed salmon, your choice of potatoes or rice, seasonal vegetables, garlic cheese bread, brownies or cookies, and choice of beverages \$11.25 per person

PACKAGE #10

Stuffed Pasta Shells with spinach and ricotta and mushroom marinara sauce, tossed antipasto salad, your choice of bread, Assorted beverages and dessert of your choice \$9.50 per person

PACKAGE #11

Spaghetti or linguini Bolognese made with ground beef, veal, and pork, Caesar salad, garlic and herb foccacia bread seasonal vegetables, assorted beverages and cookies. Available Vegetarian Style also other sauces may be substituted. \$10.25 per person

TRADITIONAL ALTERNATIVES

FIESTA PACKAGE #1

Carne Asada or Grilled Chicken Fajitas, black, pinto, or refried beans, Ranchero rice,
tossed creamy cilantro or ranch salad
Your choice of cookies or brownies and assorted beverages \$11.50 per person

FIESTA PACKAGE #2

Taco and Tostado Bar with ground beef or chicken with salsa, sour cream, lettuce, and cheese,
your choice of refried, pinto, or black beans, and Ranchero rice,
tossed creamy cilantro or ranch salad.
Your choice of cookies or brownies, and Assorted beverages \$10.50 per person

FIESTA PACKAGE #3

Chicken and Cheese Enchiladas with Ranchero rice, your choice of refried, pinto, or black beans
with salsa, sour cream, lettuce, and cheese,
also included tossed creamy cilantro or ranch salad.
Your choice of cookies or brownies and Assorted beverages \$9.50 per person

ASIAN FUSION

Pick one Entrée \$10.00 per person
or Combo it for an Additional \$ 2.00 per person.

Your choice of Orange Chicken, Kung Pao Chicken, or Teriyaki Chicken

All entrees are accompanied with Chow Mein, Steamed Rice, Egg Rolls,
Tossed Mandarin Salad,
and Fortune Cookies
Beverage of your choice and Hot Green Tea included.

BUDGET EXPRESS MENU

MEXICAN FUSION EXPRESS

- | | |
|---|---|
| #1. Street Tacos Soft or Hard Shell, Ground Beef or Shredded Chicken, Salsa included
Lettuce and Cheese
Add rice:
Add beans:
No sour cream or guacamole included. | \$1.50 each.
\$.50 per person
\$1.95 per person
\$1.95 per person |
| #2. Cheese Enchiladas blend of cheddar and Monterey Jack cheese smothered in mild enchilada sauce.
Includes sour cream
Add rice:
Add beans: | \$1.50 each

\$1.95 per person
\$1.95 per person |
| #3. Shredded Beef or Chicken Taquitos served with salsa
Guacamole and Sour Cream
Add rice:
Add beans: | \$1.50 each.
\$1.50 per person
\$1.95 per person
\$1.95 per person |

ASIAN FUSION EXPRESS

- | | |
|---|---|
| #1. Chicken or Beef Teriyaki and Steamed Rice Bowl
Add Vegetables:
Add: Eggroll | \$3.75 per person.
\$.75 per person.
\$1.00 each |
| #2. Vegetable Chow Mein
Add Beef or Chicken:
Add: Eggroll | \$3.75 per person.
\$1.95 per person.
\$1.00 each |
| #3. Beef and Broccoli with steamed rice and eggroll | \$5.25 per person. |

ITALIAN FUSION EXPRESS

- | | |
|--|---|
| #1. Pasta Choices: Penne, Mostociolli, Fettuccini, Ziti, Rotini, Bow Tie, Macaroni, Linguini or Spaghetti,
served with either Alfredo or Mushroom Marinara.
Includes Garden Salad and Rolls with Butter.
Add Meat Choices: Sausage, Meatballs, Ground Beef, or Grilled Chicken Strips | \$ 5.25 per person.
\$1.95 per person. |
| #2. Meat or Vegetable Lasagna, includes Garden Salad and Rolls with Butter | \$ 5.50 per person. |

AMERICAN BUDGET EXPRESS

- | | |
|--|---------------------|
| #1. Lemon Picatta Chicken, boneless, skinless chicken breasts with capers and lemon butter sauce,
includes your choice of either potato, (garlic, mashed, baked, or scalloped) or rice pilaf.
Also includes Green Salad and rolls with butter. | \$ 8.50 per person. |
| #2. Grilled Tilapia, boneless mild white fish with creamy herb sauce,
served with rice pilaf and steamed broccoli and rolls with butter | \$ 8.50 per person. |
| #3. Meatloaf served with green peas and mashed potatoes | \$ 7.50 per person. |

******NOTE: THERE ARE NO SUBSTITUTIONS ON ANY OF THE ITEMS, AVAILABLE FOR PICK- UP
OR DROP OFF ONLY AND NO DISCOUNTS.**

Exhibit D

Potential Monthly Barbeque Themes

January	New Year's Celebration, (19 th) Popcorn Day, (20 th) Cheese Day, Inauguration Day,
February	Valentine's Day, President's Day, Black History Month, (19 th) Chinese New Year
March	1 st -Pig Day, 2 nd -Banana Crème Pie Day, 17 th St Patrick Day, 21 st -French Bread Day
April	spring, 1 st -April fools, 11 th -Cheese Fondue day, 14 th -Pecan day, 22 nd Earth day
May	28 th -Hamburger day, 5 th -Cinco De Mayo, 9 th World Fair Trade Day
June	Graduation, 5 th -Donut day, 16 th -fudge day, 18 th -Sushi day, 20Ice Cream Soda day
July	Independence Day, 29 Lasagna day, 5 Caribbean day, 7 Macaroni day, 12 Barn day
August	Back to School,3 Watermelon day,5 Oyster day,14 Creamsicle day,24 Waffle Day
September	(19 th) International Talk Like a Pirate Day, (18 th) National Cheeseburger Day
October	Halloween, 4 Taco day, 5 Teacher's day, 12 Gumbo day, 16 Nutrition day,
November	Thanksgiving, 3 election, 6 Nachos Day, 11 Veterans,
December	Winter Festivities, 10 th Human Rights day, 31 New Year's Eve

Exhibit E

Sample Product List for Food Vending

Cliff Bars
Fiber One Bars
Cereal Bars
M&M Milk Chocolate, M&M pretzels, M&M peanut
Fritos Chili Cheese, Regular, Flaming Hot
Odwalla Bars
Nutrigrain Bar Strawberry, Apple, Blueberry, Raspberry
Cheetos Jalapeno, Cheddar
Starburst – 3 Flavors
Snackwell Vanilla Cream Cookie
Lays Hot Munchie Mix
Nature Valley Honey and Oats Bar, Peanut Butter Bar
SunChips Plain, French Onion, Garden Salsa, Harvest Cheddar
Nabisco 100-Calorie Pack Snacks
Mrs. Mays Natural Snacks
Basil Lowfat Animal Cookies
Welchs Fruit Snacks
Mr. Nature Trail Mixes
Baked Lays Sour Cream Chips other varieties
Red Vines Licorice,
Beef Jerky Poore Brothers BBQ
Old Tyme Lowfat Pretzels
Quaker Cheddar Rice Cakes, Quaker Caramel Rice Cakes
Quaker Oatmeal Cups
Dried Fruit Snacks
Fruit Cups
Popchips – 5 Flavors
Salami Sticks
Popcorners – 4 Flavors
Dark Chocolate Raisins

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

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

ACTION: Approval

BACKGROUND

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

STATUS

Irvine Valley College proposes additions, revisions, and deletions to the curriculum of the College. Exhibit A includes new, revised, and deleted courses, and programs that are recommended by the Curriculum Committee and includes collegial consultation with the Academic Senate of Irvine Valley College for the 2015-16 academic year pursuant to Title 5, Section 53200 et seq.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the proposed changes in curriculum for the 2015-16 academic year at Irvine Valley College.

IRVINE VALLEY COLLEGE
NEW, REVISED, AND DELETED DEGREES AND CERTIFICATES

SCHOOL OF BUSINESS SCIENCE

A+, NETWORK+, LINUX+
Certificate of Proficiency

This program of study includes instruction and practice in the identification, installation, and configuration of hardware and software to build, maintain, upgrade, and improve performance of a computer system. The program also includes the Linux operating system. The certificate courses provide a solid course of network concepts and terminology, an introduction and overview of all aspects of computer networking, including components and principles of local and wide area networking and the Internet. This certificate prepares students for Comp TIA's A+ exam, Linux+, and Network+ industry exams. Students who complete this certificate will be ready for an entry-level position in the industry and/or to undertake further study to advance to move specific industry training.

Complete the following courses:

CIM 106	A+ Hardware Concepts	3
CIM 108	A+ Operating Systems Preparation	3
CIM 260	Network+	3
CIM 261	Linux+	3
	Total Units	12

A+, NETWORK+, LINUX+
Certificate of Proficiency

This program of study includes instruction and practice in the identification, installation, and configuration of hardware and software to build, maintain, upgrade, and improve performance of a computer system. The program also includes the Linux operating system. The certificate courses provide a solid course of network concepts and terminology, an introduction and overview of all aspects of computer networking, including components and principles of local and wide area networking and the Internet. This certificate prepares students for Comp TIA's A+ exam, Linux+, and Network+ industry exams. Students who complete this certificate will be ready for an entry-level position in the industry and/or to undertake further study to advance to move specific industry training. **Potential entry-level positions include help desk technician, IT support technician, desktop support technician, or technical support assistant.**

Complete the following courses:

CIM 106	A+ Hardware Concepts	3
CIM 108	A+ Operating Systems Preparation	3
CIM 160	Network+	3
CIM 161	Linux+	3
	Total Units	12

IRVINE VALLEY COLLEGE
NEW, REVISED, AND DELETED DEGREES AND CERTIFICATES

SCHOOL OF SOCIAL AND BEHAVIORAL SCIENCE

ASSOCIATE IN ARTS DEGREE IN
POLITICAL SCIENCE FOR TRANSFER

Since exposure to other political systems and ideas is vital in this increasingly interdependent world, students of all interests and backgrounds will find political science courses relevant and of value. The political science curriculum includes both required and elective courses appropriate for a general liberal arts education and for the major in political science. The core course, American Government, meets the general education requirement in American Institutions and lays a broad analytical framework that may be employed in examining political issues. Other courses in the curriculum meet general education requirements in the social sciences.

SEE NEXT PAGE

	Units
<i>Complete the following courses:</i>	
PS 1 American Government	3
<i>Complete 9 units from the following courses:</i>	
PS 4 Introduction to Political Science	3
PS 5 Political Philosophy	3
PS 12 Comparative Politics	3
PS 14 International Relations	3
MATH 10 Introduction to Statistics	3
or	
PSYC 10 Statistical Methods in the Behavioral Sciences	3
<i>Complete 6 units from the following courses:</i>	
PS 3 California Government and Politics	3
PS 6 Politics and Government of the Middle East	3
PS 7 The Politics of Communist and Post-Communist States	3
PS 17 Latin American Politics and Government	3
PS 21 Model United Nations	3
PS 41 The History of East Asia Since 1800	3
PS 167 Cooperative Work Experience:	
Political Science	1-4
Total Units Required	18 19

IRVINE VALLEY COLLEGE
NEW, REVISED, AND DELETED DEGREES AND CERTIFICATES
SCHOOL OF SOCIAL AND BEHAVIORAL SCIENCE

ASSOCIATE IN ARTS DEGREE IN
POLITICAL SCIENCE FOR TRANSFER

Since exposure to other political systems and ideas is vital in this increasingly interdependent world, students of all interests and backgrounds will find political science courses relevant and of value. The political science curriculum includes both required and elective courses appropriate for a general liberal arts education and for the major in political science. The core course, American Government, meets the general education requirement in American Institutions and lays a broad analytical framework that may be employed in examining political issues. Other courses in the curriculum meet general education requirements in the social sciences. **Most social, economic and moral issues have political implications; and governmental policy affects most aspects of daily life. Political science is an excellent liberal arts major for students interested in learning how groups of people govern themselves; how policies are made; and how we can improve our government policies at the local, state, national, and international levels. Those interested in American politics, international affairs, critical issues such as civil rights, health care, the environment and the deficit should consider this course of study.**

	Units
<i>Complete the following courses:</i>	
PS 1 American Government	3
Or	
PS 1H American Government Honors	3
<i>Complete 9 units from the following courses:</i>	
PS 4 Introduction to Political Science	3
PS 5 Political Philosophy	3
PS 12 Comparative Politics	3
Or	
PS 12H Comparative Politics Honors	3
PS 14 International Relations	3
Or	
PS 14H International Relations Honors	3
MATH 10 Introduction to Statistics	3
or	
PSYC 10 Statistical Methods in the Behavioral Sciences	3
Or	
PSYC 10H Statistical Methods in the Behavioral Sciences Honors	3

<i>Complete 6 units from the following courses:</i>	
PS 3 California Government and Politics	3
PS 6 Politics and Government of the Middle East	3
PS 7 The Politics of Communist and Post-Communist States	3
PS 17 Latin American Politics and Government	3
PS 21 Model United Nations	3
PS 41 The History of East Asia Since 1800	3
PS 167 Cooperative Work Experience: Political Science	1-4
Total Units Required	18

IRVINE VALLEY COLLEGE
NEW, REVISED, AND DELETED DEGREES AND CERTIFICATES

SCHOOL OF BUSINESS SCIENCE

WEB PAGE AUTHORIZING
Certificate of Proficiency

This certificate of proficiency is intended to prepare students for entry-level web authoring positions. The certificate focuses on fundamental web development software and effective web page layout skills.

	Units
<i>Complete the following courses:</i>	
CIM 225.1 Creative Suite	3.5
CIM 141 Creating a Web Page Using HTML	3
CIM 143 Web Development-Dreamweaver	3
CIM 144 Web Development-WordPress	3
Total Units	42.5

WEB PAGE AUTHORIZING
Certificate of Proficiency

This certificate of proficiency is intended to prepare students for entry-level web authoring positions. The certificate focuses on fundamental web development software and effective web page layout skills. **Potential entry-level jobs include Assistant Web Designer, Assistant Web Master, and Assistant Web Developer.**

	Units
<i>Complete the following courses:</i>	
CIM 141 Creating a Web Page Using HTML	3
CIM 143 Web Development-Dreamweaver	3
CIM 144 Web Development-WordPress	3
Total Units	9

IRVINE VALLEY COLLEGE
Curriculum Changes for 2015/2016

Exhibit A
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	A	B	C	D	E
1				KEY CODE	assign: Assignments
2					c/l w/+: cross-listed with (and list the other crs id)
3					co: corequisite
4					crsd: course id
5					dc: delete course
6					dv: delete version of course
7					hrs: hours
8					lim: limitation
9					lrng obj: learning objectives
10					moe: methods of evaluation
11					nc: new course
12					nv: new version of an existing course
13					prreq: prerequisite
14					rec: recommended preparation
15					rpt: repeatability
16					sam: SAM code
17					sr: scheduled review with no significant revisions
18					ti: title
19					top: TOP code
20					tps: topics
21					txt: textbook
22					un: units
23					val: validation
24	SCHOOL	CRS ID	CATID	TITLE	ACTION TAKEN
25	Business Sciences	ACCT 211	14492.00	Activity Based Costing - Calculating Customer Profitability	nc: 3 units (3 hrs lecture); prereq: ACCT 1B; top: 509.00; sam: B
26	Life Sciences	BIO 11	1005.05	Human Anatomy	rec: WR 1; sam: E; tps; lrng obj; moe; assign; txt; val
27	Life Sciences	BIO 12	1010.15	Human Physiology	tps; prereq: BIO 11 and either BIO 10, CHEM 4 or CHEM 12A ; lrng obj; moe; assign; txt; val
28	Life Sciences	BIO 3	14524.00	Humans and the Biological World	nc: 3 units (3 hrs lec); top: 401.00; sam: E
29	Life Sciences	BIO 4	14544.00	Research Methods in the Biological Sciences	nc: 2 units (1 hr lec/3 hrs lab); prereq: BIO 1 and BIO 1L; rec: MATH 10; top: 401.00; sam: E
30	Life Sciences	BIO 55	13267.1	Introduction to Ecology	nc: 3 units (3 hrs lecture) (formerly 4 units of lecture/lab); top: 0401.00; sam: E; top: 401.00; sam: E
31	Life Sciences	BIO 55	13267.00	Introduction to Ecology: Theory and Application	dc

	A	B	C	D	E
32	Life Sciences	BIOT 273	14476.00	Biotechnology A: Basic Lab Skills	nc: 4 units (3 hrs lec/3 hrs lab); top: 430.00; sam: C; rec: BIO 10 and BIOT 70
33	Life Sciences	BIOT 274	14477.00	Biotechnology B: Proteins	nc: 4 units (3 hrs lec/3 hrs lab); top: 430.00; sam: C; prereq: BIOT 273
34	Life Sciences	BIOT 275	14478.00	Biotechnology C: Nucleic Acids	nc: 3 units (3 hrs lec/1 hr lab); prereq: BIOT 273; top: 430.00; sam: C;
35	Life Sciences	BIOT 276	14487.00	Quality and Regulatory Compliance in Bioscience	nc: 2 units (2 hrs lec); rec: BIOT 70; top: 430.00; sam: C
36	Life Sciences	BIOT 277	14474.00	Biotechnology: Cell Culture	nc: 2 units (1 hr lec/3 hrs lab); prereq: BIO 15 and BIO 10; top: 401.00; sam: C
37	Life Sciences	BIOT 70	14475.00	Introduction to Biotechnology	nc: 3 units (3 hrs lecture); top: 430.00; sam: D
38	Business Sciences	CIM 160	14386.00	Network +	(formerly CIM 260); desc; lrng obj; moe; txt
39	Guidance and Counseling	COUN 100A	14353.00	Student Education Planning for Certificates and Associate Degrees	ti
40	The Arts	DNCE 168	14510.10	Cooperative Work Experience: Dance	nc: 1 unit (1 hr lab); lim: Application must be approved by CWE coordinator; top: 1008.10; sam: C
41	The Arts	DNCE 168	14510.20	Cooperative Work Experience: Dance	nc: 2 units (2 hrs lab); lim: Application must be approved by CWE coordinator; top: 1008.10; sam: C
42	The Arts	DNCE 168	14510.30	Cooperative Work Experience: Dance	nc: 3 units (3 hrs lab); lim: Application must be approved by CWE coordinator; top: 1008.10; sam: C
43	The Arts	DNCE 17	9932.30	Jazz Dance I - Overview	ti; desc; tps; lrng obj; moe; assign; txt
44	The Arts	DNCE 17A	9932.25	Jazz Dance IA	dc
45	The Arts	DNCE 17B	9932.35	Jazz Dance IB	dc
46	The Arts	DNCE 18	9932.40	Jazz Dance II	desc; rec: DNCE 17 or 17B; tps; lrng obj; moe; assign; txt; val
47	The Arts	DNCE 18A	9932.50	Jazz Dance IIA	dc
48	The Arts	DNCE 18B	9932.50	Jazz Dance IIB	dc
49	The Arts	DNCE 19	9932.60	Jazz Dance: Commercial and Contemporary	nc: 2 units (1 hr lec/ 3 hrs lab); top: 1008.10; sam: D
50	The Arts	DNCE 20	9932.65	Jazz: Latin Styles	nc: 2 units (1 hr lec/ 3 hrs lab); top: 1008.10; sam: D

IRVINE VALLEY COLLEGE
Curriculum Changes for 2015/2016

Exhibit A
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	A	B	C	D	E
51	The Arts	DNCE 30	9936.25	African Dance: Overview	nc: 1 unit (.5 hr lec/ 1.5 hrs lab); top: 1008.10; sam: D
52	The Arts	DNCE 50	9815.60	Condition and Correct: Overview	nc: 3 units (2.5 hr lec/ 1.5 hrs lab); top: 1008.10; sam: D
53	The Arts	DNCE 62	9936.40	West African Dance: Empire of Mali	nc: 1 unit (.5 hr lec/ 1.5 hrs lab); top: 1008.10; sam: D
54	The Arts	DNCE 75	14484.00	Improvisation I	nc: 2 units (1 hr lec/ 3 hrs lab); top: 1008.10; sam: D
55	The Arts	DNCE 86	9815.55	Condition and Correct: Body Alignment	nc: 3 units (2.5 hr lec/ 1.5 hrs lab); top: 1008.10; sam: D
56	The Arts	DNCE 86	9815.30	Introduction to Condition and Correct	dc
57	The Arts	DNCE 87	9815.65	Condition and Correct: Analysis and Body Therapies	nc: 3 units (2.5 hr lec/ 1.5 hrs lab); top: 1008.10; sam: D
58	The Arts	DNCE 87	9815.35	Condition and Correct: Analysis and Body Therapies	dc
59	The Arts	DNCE 88	9815.40	Condition and Correct II	dc
60	The Arts	DNCE 88	9815.70	Condition and Correct: Mind-Body Techniques	nc: 3 units (2.5 hr lec/ 1.5 hrs lab); top: 1008.10; sam: D
61	The Arts	DNCE 90	9815.45	Dance Training: Theraband Resistance Workout	desc
62	The Arts	DNCE 91	9815.50	Dance Training: Rollers and Rotating Discs Workout	desc
63	The Arts	DNCE 92	13143.00	Dance Training: Floor Barre	desc
64	Social Sciences	ECON 10	10736.00	Statistics for Business and Economics	desc; c/l w/ MGT 10; prereq: MATH 253; rec: ECON 1, ECON 1H, ECON 2, or ECON 2H; lng obj; moe; assign; txt
65	Social Sciences	ECON 10H	10736.05	Statistics for Business and Economics Honors	nc: 3 units (3 hrs lecture); c/l w/ MGT 10H; prereq: MATH 253; rec: ECON 1, ECON 1H, ECON 2, or ECON 2H; top: 2204.00; sam: E
66	Social Sciences	GLBL 1	14489.00	Introduction to Global Studies	nc: 3 units (3 hrs lecture); rec: WR 201, WR 399, ESL 201; top: 2210.00; sam: E;
67	Social Sciences	GLBL 2	14488.00	Introduction to Global Issues	nc: 3 units (3 hrs lecture); rec: WR 201, WR 399, ESL 201; top: 2210.00; sam: E;
68	Social Sciences	HD 10	14545.00	Introduction to Elementary Teaching	nc: 3 units (2 hrs lec/3 hrs lab); rec: WR 1; top: 4901.00; sam: E
69	Humanities	HUM 1	3950.00	Introduction to Humanities	desc
70	Humanities	HUM 1H	3950.05	Introduction to Humanities Honors	nc: 3 units (3 hrs lec); top: 1599.00; sam: E
71	The Arts	IMA 135	14464.00	Future Gaming and Innovation	ti; desc; prereq: IMA-98; tps; lng obj; moe; assign

	A	B	C	D	E
72	The Arts	IMA 179	14550.00	Character Design and Layout	nc: 3 units (2 hrs lec/ 4 hrs lab; rec: Arts courses centered on drawing, sculpting and painting will increase student success; top: 0614.40; sam: C;
73	The Arts	IMA 191	14555.00	Portfolio Development - Game Level Design	nc: 2.5 units (1.5 hrs lec/3 hrs lab); prereq: IMA 20, IMA 22, IMA 40, IMA 99; top: 614.20; sam: C
74	The Arts	IMA 197	14556.00	2D Animation Principles II	nc: 3 units (2 hrs lec/4 hrs lab); prereq: IMA 96; top: 614.20; sam: C
75	The Arts	IMA 22	14548.00	Visual Scripting for Games	nc: 3 units (2 hrs lec/4 hrs lab); top: 614.20; sam: C
76	The Arts	IMA 89	14549.00	Rigging for 3D Animation	nc: 3 units (2 hrs lec/4 hrs lab); prereq: IMA 88; top: 614.20; sam: C
77	The Arts	IMA 99	14505.00	Game Design II	nc: 3 units (2 hrs lec/4 hrs lab); prereq: IMA 98; top: 614.20; sam: C
78	Humanities	LIT 90	14522.00	Research in Literature	1.5 units (1.5 hrs lec); top: 1501.00; sam: E
79	Math, CS, Engr	MATH 11	4645.00	A Brief Course in Calculus	tps, lrng obj, moe
80	Math, CS, Engr	MATH 120	14546.00	Mathematics for Elementary Teachers	nc: 3 units/3 hrs lecture; top: 1701.00; sam: E; prereq: MATH 253; rec: Concurrent enrollment in a section of TU 301 designated for the use of the Math Center strongly recommended.
81	Business Sciences	MGT 10	10736.10	Statistics for Business and Economics	desc; c/l w/ ECON 10; prereq: MATH 253; rec: ECON 1, ECON 1H, ECON 2, or ECON 2H; lrng obj; moe; assign; txt
82	Business Sciences	MGT 10H	10736.15	Statistics for Business and Economics Honors	nc: 3 units (3 hrs lecture); c/l w/ MGT 10H; prereq: MATH 253; rec: ECON 1, ECON 1H, ECON 2, or ECON 2H; top: 505.00; sam: D
83	Business Sciences	MGT 12A	4320.00	The Legal Environment of Business	desc
84	Business Sciences	MGT 12AH	4320.10	The Legal Environment of Business Honors	nc: 3 units (3 hrs lec); top: 0506.00; sam: C
85	Physical Sciences	PHYS 4B	5650.00	General Physics	prereq: PHYS 4A and MATH 3B or 3BH; moe; assign; txt

IRVINE VALLEY COLLEGE
Curriculum Changes for 2015/2016

Exhibit A

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	A	B	C	D	E
86	Physical Sciences	PHYS 4C	5660.00	General Physics	prereq: PHYS 4A and MATH 3B or 3BH; moe; assign; txt; val
87	Social Sciences	PS 1	5720.00	American Government	tps; lng obj, moe; assign
88	Social Sciences	PS 1H	5720.05	American Government Honrs	tps; lng obj, moe; assign
89	Social Sciences	PS 14	5760.00	International Relations	rec: WR 201, WR 399, or ESL 201; tps; lng obj; moe; assign; txt; val
90	Social Sciences	PS 14H	5760.05	International Relations Honors	tps; lng obj; moe; assign; txt; val
91	Social Sciences	PSYC 11	14490.00	Introduction to Language Acquisition	nc: 3 units (3 hrs lec); rec: PSYC 1; top: 2001.00; sam: E;
92	Social Sciences	PSYC 15	14521.00	Faculty Mentored Independent Research in Psychology	nc: 2 units (1 hr lec/3 hrs lab); prereq: PSYC 1; rec: PSYC 2 or PSYC 10; at least one other Psychology course in addition to PSYC 1; top: 2001.00; sam: E
93	Social Sciences	PSYC 37	5910.00	Abnormal Behavior	desc
94	Social Sciences	PSYC 37H	5910.05	Abnormal Behavior Honors	nc: 3 units (3 hrs lecture); rec: PSYC 1 or PSYC 1H; top: 2001.00; sam: E
95	Social Sciences	PSYC 5	5882.00	Psychological Aspects of Human Sexuality	desc; rec: PSYC 1 or 1H; moe; val
96	Social Sciences	PSYC 5H	5882.05	Psychological Aspects of Human Sexuality Honors	nc: 3 units (3 hrs lec); rec: PSYC 1; top: 2001.00; sam: E;
97	Social Sciences	PSYC 9	14486.00	Introduction to Cognition	nc: 3 units (3 hrs lec); top: 2001.00; sam: E
98	Social Sciences	SOC 1	6095.00	Introduction to Sociology	desc
99	Social Sciences	SOC 1H	6095.05	Introduction to Sociology Honors	nc: 3 units (3 hrs lecture); top: 2209.00; sam: E
100	The Arts	TA 145	14468.00	Scene Painting	nc: 3 units (2 hrs lec/3 hrs lab); top: 1006.00; sam: D
101	Humanities	WR 14	14525.00	Intermediate Poetry Writing	nc: 3 units (3 hrs lec); prereq: WR 201, WR 399, or ESL 201; rec: WR 13; top: 1507.00; sam: E

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

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

Action: Approval

BACKGROUND

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

STATUS

Saddleback College proposes revisions to the curriculum of the College. Exhibit A includes revised courses for academic year 2015-16 and new Continuing Education curriculum. The new and revised curriculum is recommended by the Curriculum Committee and includes collegial consultation with the Academic Senate of Saddleback College 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 Exhibit A.

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
				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
MSE	MATH 205	433685.00	MATH FOR THE ASSOCIATE DEGREE	prereq fr MATH 251 to MATH 353 , cat desc, sch desc, moe, txt
MSE	MATH 253	518150.00	INTERMEDIATE ALGEBRA	prereq fr MATH 251 to MATH 353 , moe, txt
CE	AESL 650	410041.00	BASIC LITERACY: ADULT EDUCATION ENGLISH AS A SECOND LANGUAGE	nc, 0 unit/8 hr lec/1 hr lab/0 hr lrng cntr, repeatable 99 times
CE	AESL 651	410042.00	BEGINNING LOW: ADULT EDUCATION ENGLISH AS A SECOND LANGUAGE	nc, 0 unit/8 hr lec/1 hr lab/0 hr lrng cntr, repeatable 99 times
CE	AESL 652	410043.00	BEGINNING HIGH: ADULT EDUCATION ENGLISH AS A SECOND LANGUAGE	nc, 0 unit/8 hr lec/1 hr lab/0 hr lrng cntr, repeatable 99 times

CE	AESL 653	410044.00	INTERMED. LOW: ADULT EDUCATION ENGLISH AS A SECOND LANGAUGE	nc, 0 unit/8 hr lec/1 hr lab/0 hr lrng cntr, repeatable 99 times
CE	AESL 654	410045.00	INTERMED. HIGH: ADULT EDUCATION ENGLISH AS A SECOND LANGUAGE	nc, 0 unit/8 hr lec/1 hr lab/0 hr lrng cntr, repeatable 99 times
CE	AESL 655	410046.00	ADVANCED LOW ADULT EDUCATION ENGLISH AS A SECOND LANGUAGE	nc, 0 unit/8 hr lec/1 hr lab/0 hr lrng cntr, repeatable 99 times
CE	AESL 656	410047.00	ADVANCED HIGH ADULT EDUCATION ENGLISH AS A SECOND LANGUAGE	nc, 0 unit/8 hr lec/1 hr lab/0 hr lrng cntr, repeatable 99 times
CE	AESL 657	410048.00	CITIZENSHIP PREPARATION ADULT EDUCATION	nc, 0 unit/5 hr lec/1 hr lab/0 hr lrng cntr, repeatable 99 times
SBS	EDUC 90	432604.00	INTRO TO ELEMENTARY EDUCATION	tps, txt

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

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

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

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

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

IRVINE VALLEY COLLEGE

<i>Presentation Date</i>	<i>Faculty Member Course Title/Activity</i>	<i>Speaker Name</i>	<i>Topic</i>	<i>General Fund Honarium/Travel</i>
June 26, 2015 9:00 a.m. – 12:30 p.m.	Anthony Lin Faculty and Staff Development	Cecilia D. Medina	Safe Zones Training	\$500, staff development funds

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Deletion of Transfer Degrees for the 2015/16 Academic Year

ACTION: Approval

BACKGROUND

Saddleback College's Curriculum Committee and Academic Senate have reviewed and approved the deletion of Associate degrees for the 2015/16 academic year.

STATUS

Saddleback College proposes deletion of Infant Toddler Teacher Associate in Science Degree, Master Teacher Associate in Science, School Age Care and Recreation Associate in Science Degree, Site Supervisor Associate in Science Degree, and Advanced Fashion Design and Apparel Manufacturing Associate in Science Degree Program. Exhibit A includes the deletions of associate degrees that are recommended by the Curriculum Committee and the Academic Senate of Saddleback College for the 2015-16 Academic Year.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the proposed deletions of associate degrees as listed in Exhibit A.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2015-2016

Current

Infant Toddler Teacher Associate in Science Degree

This certificate meets the coursework requirements of the Teacher level Child Development Permit and prepares students to be competent and effective teachers and caregivers in infant and toddler classrooms.

A minimum grade of "C" in each course is required to receive the certificate.

Core Courses

Course ID	Title	Units
CD 101*	Principles and Practices of Teaching Young Children	3
CD 105*	Child, Family, and Community	3
CD 107*	Child Growth and Development	3
CD 110*	Introduction to Early Childhood Curriculum	3
CD 111*	Child Guidance and Communication	3
CD 112*	Health, Safety, and Nutrition	3
CD 117*	Teaching in a Diverse Society	3
CD 120*	Observation and Assessment	3

Infant and Toddler Courses

CD 123*	Infant and Toddler Development	3
CD 133*	Infant and Toddler Curriculum and Group Care	3

Supervised Field Experience Courses

CD 121*	Practicum: The Student Teaching Experience	5
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Lab placement must be in a setting that serves children ages 0-2

General Education:

A course in each of the following 4 areas must be included.

See Associate Degree, CSU or IGETC General Education lists found in class schedule or student handbook for acceptable courses.

English/Language Arts	
Science or Math	
Social Sciences	
Humanities/Fine Arts	16

Total 51

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College. Students intending to transfer must complete IGETC or CSU pattern general education courses.

General Education Requirements for Associate Degrees

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

Deleted

Infant Toddler Teacher Associate in Science Degree

This certificate meets the coursework requirements of the Teacher level Child Development Permit and prepares students to be competent and effective teachers and caregivers in infant and toddler classrooms.

A minimum grade of "C" in each course is required to receive the certificate.

Core Courses

Course ID	Title	Units
CD 101*	Principles and Practices of Teaching Young Children	3
CD 105*	Child, Family, and Community	3
CD 107*	Child Growth and Development	3
CD 110*	Introduction to Early Childhood Curriculum	3
CD 111*	Child Guidance and Communication	3
CD 112*	Health, Safety, and Nutrition	3
CD 117*	Teaching in a Diverse Society	3
CD 120*	Observation and Assessment	3

Infant and Toddler Courses

CD 123*	Infant and Toddler Development	3
CD 133*	Infant and Toddler Curriculum and Group Care	3

Supervised Field Experience Courses

CD 121*	Practicum: The Student Teaching Experience	5
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Lab placement must be in a setting that serves children ages 0-2

General Education:

A course in each of the following 4 areas must be included.

See Associate Degree, CSU or IGETC General Education lists found in class schedule or student handbook for acceptable courses.

English/Language Arts	
Science or Math	
Social Sciences	
Humanities/Fine Arts	16

Total 51

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College. Students intending to transfer must complete IGETC or CSU pattern general education courses.

General Education Requirements for Associate Degrees

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2015-2016

Current

Master Teacher Associate in Science Degree

This certificate meets the coursework requirements for the Master Teacher level Child Development Permit and prepares students to be competent and effective teachers and caregivers for young children ages 0-5 and supervisors of adults in early childhood settings.

A minimum grade of "C" in each course is required to receive the certificate.

Core Courses		
Course ID	Title	Units
CD 101*	Principles and Practices for Teaching Young Children	3
CD 105*	Child, Family, and Community	3
CD 107*	Child Growth and Development	3
CD 110*	Introduction to Early Childhood Curriculum	3
CD 111*	Child Guidance and Communication	3
CD 112*	Health, Safety, and Nutrition	3
CD 117*	Teaching in a Diverse Society	3
CD 120*	Observation and Assessment	3
Supervised Field Experience Courses		
CD 121*	Practicum: The Student Teaching Experience	5
Adult Supervision Course		
CD 127*	Adult Supervision and Mentor Practices	2
Specialization Units: Choose one of the clusters below		
Infant /Toddler		
CD 123*	Infant and Toddler Development	3
CD 133*	Infant and Toddler Curriculum and Group Care	3
Language and Literacy		
CD 115*	Literacy in Early Childhood	3
ENG 142*	Children's Literature	3
Science and Math		
CD 113*	Math and Science in Early Childhood	3
GEOL 1	Introduction to Physical Geology	4
Special Needs		
CD 135*	The Young Child with Special Needs	3
CD 140*	Early Intervention and Inclusion	3
The Arts		
CD 114*	Creative and Dramatic Arts in Early Childhood	3
ART 9*	Ceramic Fundamentals	3
General Education (16 units):		
A course in each of the following 4 areas must be included. See Associate Degree, CSU or IGETC General Education lists found in class schedule or student handbook for acceptable courses.		
	English/Language Arts	16
	Science or Math	
	Social Sciences	
	Humanities/Fine Arts	
Total Units for the Certificate		53-54

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College. Students intending to transfer must complete IGETC or CSU pattern general education courses.

General Education Requirements for Associate Degrees

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

Deleted

Master Teacher Associate in Science Degree

This certificate meets the coursework requirements for the Master Teacher level Child Development Permit and prepares students to be competent and effective teachers and caregivers for young children ages 0-5 and supervisors of adults in early childhood settings.

A minimum grade of "C" in each course is required to receive the certificate.

Core Courses		
Course ID	Title	Units
CD 101*	Principles and Practices for Teaching Young Children	3
CD 105*	Child, Family, and Community	3
CD 107*	Child Growth and Development	3
CD 110*	Introduction to Early Childhood Curriculum	3
CD 111*	Child Guidance and Communication	3
CD 112*	Health, Safety, and Nutrition	3
CD 117*	Teaching in a Diverse Society	3
CD 120*	Observation and Assessment	3
Supervised Field Experience Courses		
CD 121*	Practicum: The Student Teaching Experience	5
Adult Supervision Course		
CD 127*	Adult Supervision and Mentor Practices	2
Specialization Units: Choose one of the clusters below		
Infant /Toddler		
CD 123*	Infant and Toddler Development	3
CD 133*	Infant and Toddler Curriculum and Group Care	3
Language and Literacy		
CD 115*	Literacy in Early Childhood	3
ENG 142*	Children's Literature	3
Science and Math		
CD 113*	Math and Science in Early Childhood	3
GEOL 1	Introduction to Physical Geology	4
Special Needs		
CD 135*	The Young Child with Special Needs	3
CD 140*	Early Intervention and Inclusion	3
The Arts		
CD 114*	Creative and Dramatic Arts in Early Childhood	3
ART 9*	Ceramic Fundamentals	3
General Education (16 units):		
A course in each of the following 4 areas must be included. See Associate Degree, CSU or IGETC General Education lists found in class schedule or student handbook for acceptable courses.		
	English/Language Arts	16
	Science or Math	
	Social Sciences	
	Humanities/Fine Arts	
Total Units for the Certificate		53-54

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College. Students intending to transfer must complete IGETC or CSU pattern general education courses.

General Education Requirements for Associate Degrees

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2015-2016

Current

School Age Care and Recreation Associate in Science Degree

This certificate provide a system of professional development for individuals working as before and after school recreation leaders and care givers in a variety of settings that serve school age children. It meets the coursework requirement for the School Age Child Development Permit at the Teacher level.

A minimum grade of "C" in each course is required to receive the certificate.

Core Courses

Course ID	Title	Units
CD 101*	Principles and Practices of Teaching Young Children	3
CD 105*	Child Family, and Community	3
CD 107*	Child, Growth and Development	3
CD 110*	Introduction to Early Childhood Curriculum	3
CD 111*	Child Guidance and Communication	3
CD 112*	Health, Safety, and Nutrition	3
CD 117*	Teaching Children in a Diverse Society	3
CD 120*	Observations and Assessment	3

School Age Course

CD 121*	Practicum: The Student Teaching Experience	5
Lab placement must be in a before/after school care setting with children ages 6-12		
CD 125*	School Age Children and Youth	3

General Education (16 units):

A course in each of the following 4 areas must be included.
See Associate Degree, CSU or IGETC General Education lists found in class schedule or student handbook for acceptable courses.

English/Language Arts	
Science or Math	
Social Sciences	
Humanities/Fine Arts	16

Total 48

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College. Students intending to transfer must complete IGETC or CSU pattern general education courses.

General Education Requirements for Associate Degrees

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

Deleted

School Age Care and Recreation Associate in Science Degree

This certificate provide a system of professional development for individuals working as before and after school recreation leaders and care givers in a variety of settings that serve school age children. It meets the coursework requirement for the School Age Child Development Permit at the Teacher level.

A minimum grade of "C" in each course is required to receive the certificate.

Core Courses

Course ID	Title	Units
CD 101*	Principles and Practices of Teaching Young Children	3
CD 105*	Child Family, and Community	3
CD 107*	Child, Growth and Development	3
CD 110*	Introduction to Early Childhood Curriculum	3
CD 111*	Child Guidance and Communication	3
CD 112*	Health, Safety, and Nutrition	3
CD 117*	Teaching Children in a Diverse Society	3
CD 120*	Observations and Assessment	3

School Age Course

CD 121*	Practicum: The Student Teaching Experience	5
Lab placement must be in a before/after school care setting with children ages 6-12		
CD 125*	School Age Children and Youth	3

General Education (16 units):

A course in each of the following 4 areas must be included.
See Associate Degree, CSU or IGETC General Education lists found in class schedule or student handbook for acceptable courses:

English/Language Arts	
Science or Math	
Social Sciences	
Humanities/Fine Arts	16

Total 48

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College. Students intending to transfer must complete IGETC or CSU pattern general education courses.

General Education Requirements for Associate Degrees

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2015-2016

Current

Site Supervisor Associate in Science Degree

This certificate is designed for students who will be single site supervisors under Title 5 regulations or directors for centers regulated by Title 22. It allows holders to supervise Master Teachers, Teachers, Associate Teachers and assistants as well as manage single site programs, provide instruction and serve as coordinators of curriculum and staff development. To be eligible for this level of the California Children's Center Permit, work experience of 350 days of 3 hours per day within 4 years (100 hours of which must include supervision of adults) must be completed.

A minimum grade of "C" in each course is required to receive the certificate.

Core Courses

Course ID	Title	Units
CD 101*	Principles & Practice of Teaching Young Children	3
CD 105*	Child, Family & Community	3
CD 107*	Child Growth & Development	3
CD 110*	Introduction to Early Childhood Curriculum	3
CD 111*	Child Guidance & Communication	3
CD 112*	Health, Safety & Nutrition	3
CD 117*	Teaching in a Diverse Society	3
CD 120*	Observation & Assessment	3
Supervised Field Experience Course		
CD 121*	Practicum: The Student Teaching Experience	5
Adult Supervision and Administration Courses (8 units)		
CD 127*	Adult Supervision and Mentor Practices	2
CD 128*	Administration of Young Children's Settings: Program	3
CD 129*	Administration of Young Children's Settings: Management	3

General Education (16 units):

A course in each of the following 4 areas must be included. See Associate Degree, CSU or IGETC General Education lists found in class schedule or student handbook for acceptable courses.

English/Language Arts	
Science or Math	
Social Sciences	
Humanities/Fine Arts	16
Total Units for the Certificate	53

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description in catalog.

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College. Students intending to transfer must complete IGETC or CSU pattern general education courses.

General Education Requirements for Associate Degrees

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements

Deleted

Site Supervisor Associate in Science Degree

This certificate is designed for students who will be single site supervisors under Title 5 regulations or directors for centers regulated by Title 22. It allows holders to supervise Master Teachers, Teachers, Associate Teachers and assistants as well as manage single site programs, provide instruction and serve as coordinators of curriculum and staff development. To be eligible for this level of the California Children's Center Permit, work experience of 350 days of 3 hours per day within 4 years (100 hours of which must include supervision of adults) must be completed.

A minimum grade of "C" in each course is required to receive the certificate.

Core Courses

Course ID	Title	Units
CD 101*	Principles & Practice of Teaching Young Children	3
CD 105*	Child, Family & Community	3
CD 107*	Child Growth & Development	3
CD 110*	Introduction to Early Childhood Curriculum	3
CD 111*	Child Guidance & Communication	3
CD 112*	Health, Safety & Nutrition	3
CD 117*	Teaching in a Diverse Society	3
CD 120*	Observation & Assessment	3
Supervised Field Experience Course		
CD 121*	Practicum: The Student Teaching Experience	5
Adult Supervision and Administration Courses (8 units)		
CD 127*	Adult Supervision and Mentor Practices	2
CD 128*	Administration of Young Children's Settings: Program	3
CD 129*	Administration of Young Children's Settings: Management	3

General Education (16 units):

A course in each of the following 4 areas must be included. See Associate Degree, CSU or IGETC General Education lists found in class schedule or student handbook for acceptable courses:

English/Language Arts	
Science or Math	
Social Sciences	
Humanities/Fine Arts	16
Total Units for the Certificate	53

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description in catalog.

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College. Students intending to transfer must complete IGETC or CSU pattern general education courses.

General Education Requirements for Associate Degrees

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2015-2016

Current

**Advanced Fashion Design and Apparel
Manufacturing Associate in Science Degree Program**

The Advanced Fashion Design and Apparel Manufacturing certificate prepares the Fashion design student to enter the apparel manufacturing field. It explores the fashion industry, studying the many career options available beyond design. It then goes deeply into pattern and clothing manufacturing. The student who completes the Fashion Design program and then completes this advanced program will not only be able to design clothing but will be able to participate in many of the manufacturing processes.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
FASH 31/BUS 31	Textiles	3
FASH 101	Introduction to Fashion Careers	3
FASH 111*	Fashion Sewing—Intermediate	3
FASH 112*	Fashion Sewing—Advanced	3
or		
FASH 211*	Advanced Dressmaking & Custom Sewing	3
or		
FASH 120	Tailoring	2
FASH 113*	Couture Sewing	3
FASH 124*	Wearable Art	3
or		
FASH 240	Dye Processes on Fabrics	3
or		
FASH 205*	Corset Construction	4
FASH 130*	Flat Pattern Design	3
FASH 132*	Draping Fashion Designs	3
FASH 136*	Apparel Design	3
or		
FASH 251*	Designing for a Cause and Sustainable Fashion	3
or		
FASH 224	Accessory Design	3
FASH 141	Apparel Selection	3
FASH 144	Fashion Trends and Cultural Costumes	3
FASH 145\$*/BUS 145*\$	Internship	1
and		
CWE 180*†	Cooperative Work Experience: Fashion	1
FASH 150	Fashion Apparel and Professional Techniques	3
FASH 154	Fashion Illustration	3
FASH 247	Special Events Participation	1
or		
FASH 254	Fashion in Southern California	1
FASH 234*	Advanced Pattern and Design Techniques	2
or		
FASH 238*	Advanced Draping and Fashion Design	2
FASH 235*	Designing for the Fashion Industry	2
FASH 260*«	The Digital Fashion Image	2
or		
FASH 204*	Understanding Apparel Principles-AIMS Certification	1
and		
FASH 225	Apparel Cart: Fashion Retailing Online with Easy Cart Shop	1
Total		48
Optional Lab/Studio		
FASH 212*	Construction Lab	1
FASH 213*	Designer's Lab	1
FASH 214*	Couture Lab	1
FASH 216*	Costumer's Lab	1

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Recommended to be taken in last semester of program.

\$Must be taken concurrently with CWE 180.

«Take FASH 260 or both FASH 204 and 225.

Associate in Science Degree Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

General Education Requirements for Associate Degrees Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

Suggested coursework not required for the major: ART 42*; CIM 1; FASH 120*, 143, 147/BUS 147, 209*, 221*; GC 101, ETT 42.

Deleted

**Advanced Fashion Design and Apparel
Manufacturing Associate in Science Degree Program**

The Advanced Fashion Design and Apparel Manufacturing certificate prepares the Fashion design student to enter the apparel manufacturing field. It explores the fashion industry, studying the many career options available beyond design. It then goes deeply into pattern and clothing manufacturing. The student who completes the Fashion Design program and then completes this advanced program will not only be able to design clothing but will be able to participate in many of the manufacturing processes.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
FASH 31/BUS 31	Textiles	3
FASH 101	Introduction to Fashion Careers	3
FASH 111*	Fashion Sewing—Intermediate	3
FASH 112*	Fashion Sewing—Advanced	3
or		
FASH 211*	Advanced Dressmaking & Custom Sewing	3
or		
FASH 120	Tailoring	2
FASH 113*	Couture Sewing	3
FASH 124*	Wearable Art	3
or		
FASH 240	Dye Processes on Fabrics	3
or		
FASH 205*	Corset Construction	4
FASH 130*	Flat Pattern Design	3
FASH 132*	Draping Fashion Designs	3
FASH 136*	Apparel Design	3
or		
FASH 251*	Designing for a Cause and Sustainable Fashion	3
or		
FASH 224	Accessory Design	3
FASH 141	Apparel Selection	3
FASH 144	Fashion Trends and Cultural Costumes	3
FASH 145\$*/BUS 145*\$	Internship	1
and		
CWE 180*†	Cooperative Work Experience: Fashion	1
FASH 150	Fashion Apparel and Professional Techniques	3
FASH 154	Fashion Illustration	3
FASH 247	Special Events Participation	1
or		
FASH 254	Fashion in Southern California	1
FASH 234*	Advanced Pattern and Design Techniques	2
or		
FASH 238*	Advanced Draping and Fashion Design	2
FASH 235*	Designing for the Fashion Industry	2
FASH 260*«	The Digital Fashion Image	2
or		
FASH 204*	Understanding Apparel Principles-AIMS Certification	1
and		
FASH 225	Apparel Cart: Fashion Retailing Online with Easy Cart Shop	1
Total		48
Optional Lab/Studio		
FASH 212*	Construction Lab	1
FASH 213*	Designer's Lab	1
FASH 214*	Couture Lab	1
FASH 216*	Costumer's Lab	1

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Recommended to be taken in last semester of program.

\$Must be taken concurrently with CWE 180.

«Take FASH 260 or both FASH 204 and 225.

Associate in Science Degree Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

General Education Requirements for Associate Degrees Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

Suggested coursework not required for the major: ART 42*; CIM 1; FASH 120*, 143, 147/BUS 147, 209*, 221*; GC 101, ETT 42.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: New Transfer Degree in Economics for the
2015/16 Academic Year

ACTION: Approval

BACKGROUND

Saddleback College's Curriculum Committee and Academic Senate have reviewed and approved the Transfer degree for the 2015/16 academic year.

STATUS

Saddleback College proposes a new Associate in Arts in Economics for Transfer Degree. Exhibit A includes the new transfer degree that is recommended by the Curriculum Committee and the Academic Senate of Saddleback College for the 2015-16 Academic Year.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the proposed changes in curriculum to add a new Transfer degree as listed in Exhibit A.

SADDLEBACK COLLEGE
PROGRAMS
ACADEMIC YEAR 2015-2016

Associate in Arts in Economics for Transfer Degree

The Associate in Arts in Economics for Transfer program provides a foundation in economics and the mathematics necessary for upper-division economics for students planning to transfer into a baccalaureate program in economics. This background should provide students with the tools to successfully complete a bachelor's degree. Students who complete the Associate in Arts in Economics for Transfer receive priority admission to the California State University system, though admission to a specific campus is not guaranteed. An associate degree may support attempts to gain entry-level employment or promotion, but a baccalaureate or higher degree, which can be achieved through transfer, is recommended for those considering careers in the discipline.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
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Required Courses

ECON 2*	Principles (Macro)	3
ECON 4*	Principles (Micro)	3
MATH 10*	Introduction to Statistics	3
MATH 11*	A Brief Course in Calculus	5
OR		
MATH 3A*	Analytic Geometry and Calculus	5
OR		
MATH 3AH*	Honors Analytic Geometry and Calculus	5

GROUP A: Select one of the following courses (3-5 units)

MATH 24*	Elementary Differential Equations	4
CIM 10	Introduction to Information Systems	3
CS 1A	Introduction to Computer Science I	5
MATH 3B*	Analytic Geometry and Calculus	5
ACCT 1A	Financial Accounting	4
ACCT 1B*	Managerial Accounting	4
CIM 1	Computer Information Systems	4
BUS 104*	Business Communication	3

GROUP B: Select one of the following courses or any course from GROUP A not already used (3-5 units)

PS/ECON 11	International Political Economy	3
MATH 3C*	Analytic Geometry and Calculus	5
MATH 26*	Introduction to Linear Algebra	4

Total Units for the Major 20-24

*Course has a prerequisite, corequisite, limitation, or recommended preparation, see course description.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Saddleback College Construction Superintendent Services,
Award of Bid 2032, MEW Consulting

ACTION: Approval

BACKGROUND

Saddleback College desires to contract for construction superintendent services to supervise and manage college managed facilities projects which will not exceed \$15,000 for new construction and \$84,000 for maintenance projects.

STATUS

On March 3 and March 10, 2015, SOCCCD ran a newspaper advertisement for consideration of the Saddleback College Construction Superintendent Services. On March 13, 2015, seven bidders attended the mandatory pre-proposal meeting. Three bids were received on March 23, 2015. An evaluation committee reviewed the proposals, conducted interviews (EXHIBIT A), and recommends award of a one year agreement with MEW Consulting, in an amount not to exceed \$185,000.

Funds are available in the Saddleback College general fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees award Bid No. 2032, Saddleback College Construction Superintendent Services and approve a one year agreement (EXHIBIT B) with MEW Consulting, West Covina, CA, in an amount not to exceed \$185,000.

BID NO. 2032
CONSTRUCTION SUPERINTENDENT SERVICES
SADDLEBACK COLLEGE

May 18, 2015

<u>CONTRACTORS</u>	<u>AMOUNT</u>
*MEW Consulting West Covina, CA	\$185,000
VA Consulting Irvine, CA	\$273,762
California Construction Management Ontario, CA	\$322,400
*RECOMMENDED AWARD	

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AGREEMENT: CONSTRUCTION SUPERINTENDENT SERVICES FOR PROJECTS AT SADDLEBACK COLLEGE

This AGREEMENT is made and entered into this 1st day of July in the year 2015 between **South Orange County Community College District**, 28000 Marguerite Parkway, Mission Viejo, California 92692, hereinafter referred to as "DISTRICT", and MEW Consulting, 325 S. Holly Oak Place, West Covina, CA 92791, hereinafter referred to as "CS";

WHEREAS, DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required; and

WHEREAS, DISTRICT desires to obtain Construction Superintendent services for Saddleback College, hereinafter referred to as "PROJECTS"; and

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

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE 1 CS'S SERVICES AND RESPONSIBILITIES

- 1.1. **Services.** The CS'S services shall consist of those services performed by the CS and CS'S employees as enumerated in this AGREEMENT.
- 1.2. **Standard of Care.** CS shall provide the Services and authorized Additional Services using its best professional skill and judgment, acting with due care and in accordance with professional standards of care, the terms of this Agreement, and all applicable laws, codes, rules, regulations or ordinances. CS'S Services shall be provided and completed promptly and in such a manner as to avoid hindrance, interruption, or delay to the orderly progress and timely completion of PROJECTS. CS'S Services shall be provided by Michael Wilson, CS PROJECTS Manager. CS shall without additional compensation, correct or revise any errors or omissions in its studies, reports, and other services.
- 1.3. **Key Individual Assignment.** The CS has been selected to perform the work herein because of the skills and expertise of key individuals. CS assignment for these PROJECTS is for one Construction Superintendent. So long as their performance continues to be acceptable to the DISTRICT, this named individual shall remain in charge of the PROJECTS. Additionally, the CS must furnish the name of all other key people in CS'S firm that will be associated with the PROJECTS.
- 1.4. **Replacement of Key Individual.** If the designated PROJECTS manager fails to perform to the satisfaction of the DISTRICT, then upon written notice the CS will have 10 working days to remove that person from the PROJECTS and replace that person with one acceptable to the DISTRICT after review of resume' and/or interview. A PROJECTS manager and all lead or key personnel must also be designated by the CS and are subject to all conditions previously stated in this paragraph

- 1.5. **Relationship of CS to Other PROJECTS Participants.** CS'S services hereunder shall be provided in conjunction with contracts between the DISTRICT and: (a) the Architect; (b) the Contractor; (c) the Inspector; (d) Test/Inspection Service Providers; and (e) others providing services in connection with bidding and/or construction of the PROJECTS. The Architect is responsible for the adequacy and sufficiency of the PROJECTS design and the contents of Design Documents for the PROJECTS. 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 CS'S rendition of services hereunder shall be deemed CS'S assumption of responsibility for the adequacy or sufficiency of the PROJECTS design or the Design Documents for the PROJECTS, which are and remain that of the Architect. CS shall coordinate all work with DISTRICT CS'S as necessary to complete contract requirements
- 1.6. **Acceptance of PROJECTS Schedule.** The CS shall accept the DISTRICT'S PROJECTS schedule for the performance of the CS'S services. The schedule may be adjusted as the PROJECTS proceed by mutual written agreement of the parties and shall include allowances for time required for the DISTRICT'S review and for approval by authorities having jurisdiction over the PROJECTS. The time limits established by this schedule shall not, except for reasonable cause, be exceeded by the CS.
- 1.7. **Duration.** The services covered by this AGREEMENT shall be completed within twelve months of the date of this AGREEMENT with four-one year options available through contract amendment.

ARTICLE 2 SCOPE OF CS'S SERVICES

- 2.1. **Scope of services include but are not limited to:**
- a. Supervision of Saddleback College construction and maintenance projects as directed by the Director, Facilities.
 - b. Construction projects under \$15,000;
 - c. Maintenance projects under \$84,000;
 - d. Develop project scope of work;
 - e. Obtain contractor quotes
 - f. Provide rough order of magnitude cost estimate for work;
 - g. Candidate should have previous Construction Superintendent experience.
 - h. Participate as a team member for Saddleback College major construction projects.
 - i. Provide non-DSA related inspection services.
 - j. Review of drawings and specifications for all Saddleback College projects.
 - k. Review of District Division 00, 01, General Conditions, Supplemental Conditions, and Special Conditions documents.

- l. Candidate should have experience with above document oversight.
- m. Construction Superintendent will keep and maintain an electronic filing system of all contract / project documents for delivery to the College on completion. Filing system to be aligned with College system
- n. Other duties as assigned.

2.2. **Site Observations**

- a. CS On-Site. At all times during which there are construction activities, CS shall have its management team as identified in Article I Item 3 agreed by the DISTRICT, or other authorized representative at the Site to observe Site construction activities and to coordinate the activities of the Contractor. CS shall maintain at the Site the Contract, Drawings, Specifications, approved Change Orders, Submittals, applicable laws, codes, rules, regulations and ordinances and other written or electronic materials relating to the PROJECTS
- b. CS and Contractor. With respect to the Contractor's work, the CS shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work of the Contractor since these are solely the Contractor's responsibility under the Contract. The CS shall not be responsible for a Contractor's failure to carry out the work in accordance with the respective Contract. The CS shall not have control over or charge of acts or omissions of the Contractor, subcontractors, or their agents or employees, or any other persons performing portions of the work not directly employed by the CS.
- c. Construction Quality. The CS will guard the DISTRICT against defects and deficiencies in construction and workmanship on the basis of its Site observations, and CS will be responsible to report observations of any of the above mentioned activities to the DISTRICT and to coordinate quality control efforts with the DSA Inspector of Record. CS will establish and implement a quality control program to monitor the workmanship of the Contractor for conformity with: (a) accepted industry standards; (b) applicable laws, codes, rules, regulations, or ordinances; (c) and the requirements of the Contract.
- d. Rejection of Work. Whenever in the ordinary course of discharging its services hereunder, CS shall discover or observe patent conditions of defective or deficient construction or workmanship which has or may have an adverse impact upon building life-safety systems or operations, structural elements or integrity or the safety of persons or property, CS shall take prompt action appropriate under the circumstances, including stopping the work and thereupon notifying the DISTRICT in writing. In other circumstances, where defective or deficient work is observed by CS, the DISTRICT shall be notified in writing by the CS of such conditions and if directed by the DISTRICT, the CS shall stop or reject such work. CS'S responsibilities hereunder shall be limited to defective or deficient work of an apparent and patent nature.

- e. Site Safety. Contractor Safety Program. CS shall review the safety program of the Contractor for conformity with requirements of the Contract and applicable law. CS shall monitor the Contractor's compliance with the Contractor's safety programs and advise the DISTRICT of measures, if any, necessary or appropriate to obtain the Contractor's compliance. The CS is responsible for verifying that the Contractor has established a safety program, that the safety program established by the Contractor is in compliance with applicable law, and that the Contractor has implemented its safety program.
- f. Safety Violations; Safety Conditions. The CS shall promptly notify the DISTRICT in writing of all CS observed instances of a Contractor's failure to comply with applicable safety requirements. In the event of a safety violation or other unsafe conditions on or about the PROJECTS Site which have an immediate potential or actual adverse effect on life or property, the CS is authorized, without prior notice or prior directive of the DISTRICT, to take all actions deemed necessary and appropriate by the CS under the existing circumstances to prevent such actual or potential adverse effect.
- g. Changes and Claims. Coordination of Changes. CS will coordinate and disseminate correspondence, drawings and other written materials by and between the Contractor, the District, Inspector, Test/Inspection Service Providers and the Architect relating to changes to the Contract. CS will coordinate the Contractor's performance of changes authorized by the DISTRICT. CS will maintain a log or other written records in a format previously approved by the DISTRICT to monitor the disposition of changes and Change Orders to keep the DISTRICT advised of the status of the same and the actual or potential impact of any particular change or Change Order or the cumulative effects thereof on Construction Costs or time for completion of PROJECTS construction.
- h. Processing of Changes and Change Orders. CS will assist the DISTRICT and the Architect in evaluation of requests by Contractor for issuance of Change Orders and/or expenditures of allowances, assist in negotiations with Contractor relative to Change Orders proposals and the adjustment of Contract price or Contract time. CS will make written recommendations to the DISTRICT and the Architect for handling and disposition of the Contractor's proposals relative to Change Orders. If a change to the Contract is approved or authorized by the DISTRICT, CS will assist the DISTRICT and the Architect in the preparation of a Change Order reflecting such approved or authorized change to the Contract. The CS is not authorized, without the prior written consent and approval of the DISTRICT, to effectuate or authorize any change to the Contract. The CS shall be liable to the DISTRICT for all direct and consequential costs, losses or damages resulting from the CS'S direction or authorization to effectuate a change to the Contract without the prior consent and approval of the DISTRICT.
- i. Claims Handling. CS will assist the Architect in the review, evaluation and processing of claims asserted by Contractor. CS will make written recommendations to the DISTRICT as to merit, handling, and disposition of Contractor's claims.

2.3. **Post-Construction Phase**

- a. Review and Transmittal of Contractor Close-Out Documents. The CS shall begin to consider close out requirements upon execution of the contract. The CS shall receive from the Contractor the close-out documents and items to be submitted by the Contractor under the terms of its Contract upon completion of its obligations under the Contract. The CS shall review the Contractor's close-out documents and items to determine conformity with requirements of the Contract. If the CS determines that the Contractor's close-out documents and items are not in conformity with requirements of the Contract, the CS shall make written recommendations to the DISTRICT for measures to secure compliance with the requirements of the Contract. The CS shall deliver to the DISTRICT all the Contractor's close-out documents and items, except for the Contractor's as-built drawings which the CS shall transmit to the Architect.
- b. CS PROJECTS Records. Within thirty (30) days of the date of issuance of a certificate of Final Completion for the Contract, the CS shall assemble and deliver to the DISTRICT all of the PROJECTS records maintained during the Construction Phase by the CS relating to the PROJECTS. Notwithstanding any provision of this Agreement to the contrary or any provision of law to the contrary, all documents, work product, whether of a tangible or intangible nature, whether in draft or final form and whether recorded in writing or any other medium, including without limitation, electronic files relating to the PROJECTS or this Agreement, are the sole and exclusive property of the DISTRICT.
- c. Contractor's Post-Construction Obligations. If the Contractor is obligated under the terms of its Contract to provide work, labor, materials or services after completion of PROJECTS construction, the CS shall monitor Contractor's post-construction activities for conformity with requirements of the Contract. The CS shall make written recommendations, as necessary, for securing Contractor's compliance with post-construction obligations.
- d. PROJECTS Reports. The CS shall monitor the filing of DSA reports and other actions required by applicable law, code rule, regulation or ordinance to be undertaken by the Architect, Inspector, Test/Inspection Service Provider, or Contractor upon completion of PROJECTS construction. If the Architect, Inspector, Test/Inspection Service Provider, or the Contractor has not filed reports or taken other actions required upon completion of PROJECTS construction, the CS shall make written recommendations to the DISTRICT for measures to secure compliance by the Architect, Inspector, Test/Inspection Service Provider, or the Contractor with regard to such requirements. The CS will assist the DISTRICT in completion and submission of reports and other actions required to be undertaken by the DISTRICT upon completion of PROJECTS construction pursuant to applicable law, code, rule, regulation, or ordinance or otherwise required to allow the DISTRICT to use/occupy the PROJECTS for the purposes intended.

- 2.4. **Materials.** CONSULTANT shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this AGREEMENT.

ARTICLE 3 ADDITIONAL CS SERVICES

- 3.1. **Additional Services.** Additional services are not included in the Services set forth previously. If the DISTRICT requests in writing any of the Additional Services, CS shall be compensated for the same in accordance with the provisions of the Agreement relating to Additional Services and the amounts indicated in Exhibit "A" CS Compensation Additional Services. The Board of Trustees of the District must approve an amendment to this Agreement, fully executed, prior to CS performing any Additional Services. The CS shall request payment for Additional Services in a separate line item on the same invoice submitted for Services in a format pre-approved by the DISTRICT
- 3.2. **Notification and Authorization.** CS shall notify the DISTRICT in writing of the need for additional services required due to circumstances beyond the CS'S control. CS shall obtain written authorization from the DISTRICT before rendering such services. Compensation for such services shall be compensated based on attached standard hourly rates. Such services shall include:
- a. **Material PROJECTS Scope Changes.** Services required or necessary as a result of significant changes in the PROJECTS scope or other requirements of the PROJECTS, including PROJECTS size, quality, or complexity or material changes to the Master Construction Schedule.
 - b. **Termination/Default of Architect or Contractor.** Services required or necessary as a result of the default or termination of the Architect or the Contractor, failure of Performance of the Contractor, or major defects or deficiencies in the work of the Contractor.
 - c. **Damage or Destruction to PROJECTS.** Except to the extent caused by the CS, services and consultation associated or necessitated by damage or destruction to the PROJECTS prior to completion by an act of God, fire or other casualty
 - d. **Furniture Systems.** Services related to furniture systems, facilities or equipment not included within the scope of the PROJECTS.
 - e. **Investigation of Existing Conditions.** Services to investigate existing conditions or facilities or to provide measured drawings thereof.
 - f. **Furniture, Furnishings, Equipment Not in PROJECTS Scope.** Service in connection with the DISTRICT'S selection, procurement or installation of furniture, furnishings or equipment not included within the scope of this PROJECTS.
- 3.3. **Compensation for Additional Services.** If the duration of CS services is extended, due to the DISTRICT'S need for Additional Services, the CS shall be entitled to additional compensation as set forth in Exhibit A. Escalation may be applied to services performed beyond the duration of the original Contract at a rate negotiated between the DISTRICT and CS. The CS shall provide a written request for such escalation with analysis of anticipated resource expenditure to the DISTRICT in a format pre-approved by the DISTRICT.

ARTICLE 4 TERMS OF SERVICE

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

ARTICLE 5 INDEMNITY AND INSURANCE

- 5.1. **CS Indemnity of District.** CS shall indemnify, defend and hold harmless the Indemnified Parties from all claims, demands, liabilities, actions and causes of action arising out of this Agreement, including without limitation, claims for bodily injury, death, physical property damage (other than to the work of the PROJECTS itself and property damage covered by a Builders Risk Insurance obtained by the Contractor) and demands, losses, liabilities or other claims arising out of CS'S services hereunder or the negligent, willful acts omissions. The Indemnified Parties are: the DISTRICT, the DISTRICT'S Board of Trustees and each individual member thereof and the employees, officers, agents and representatives of the DISTRICT. The CS'S obligations hereunder shall survive termination of this Agreement and the completion of obligations hereunder, until barred by the applicable statute of limitations.
- 5.2. **Hold Harmless.** To the fullest extent permitted by law, CS agrees to indemnify and hold DISTRICT, and it board of Trustees, officers, employees and agents, entirely harmless from all liability arising out of:
 - a. **Workers Compensation and Employer's Liability.** Any and all claims under workers' compensation acts and other employee benefit acts with respect to CS'S employees or his/her subcontractor's employees arising out of CS'S work under this AGREEMENT including a waiver of subrogation; and
 - b. **CS Negligence.** Any and all claims for damages costs and/or charges caused by CS'S negligent acts, errors and/or omissions, recklessness or willful misconduct in the performance of his/her obligations as stated in this AGREEMENT, or the negligent acts, errors and/or omissions, recklessness or willful misconduct of CS'S CSs, employees or agents in the performance of their obligations under this AGREEMENT. The coverages of such indemnification shall include, without limitation attorneys' fees and court costs incurred by DISTRICT with regard thereto. Said indemnity is intended to apply during the period of this AGREEMENT of CS'S performance and shall survive the expiration or termination of this AGREEMENT until such time as any matter covered by such indemnity is barred by the applicable statute of limitations.

5.3. **Purchase and Maintain Insurance.** CS shall purchase and maintain insurance with an insurer or insurers, qualified to do business in the State of California and acceptable to DISTRICT policies of insurance, which will protect CS and DISTRICT from claims which may arise out of or result from CS'S actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

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

CS shall purchase and maintain comprehensive general and auto liability insurance with limits of not less than \$1,000,000 combined single limit, bodily injury and property damage liability per occurrence, including:

1. owned non-owned and hired vehicles;
 2. blanket contractual;
 3. broad form property damage;
 4. products/completed operations; and
 5. personal injury.
- c. **Additional Insured.** Each policy of insurance required in (b) above shall name DISTRICT, District Board of Trustees, District officers, District agents, District employees, and District Contractors as additional insureds and shall state that, with respect to the operations of

CS hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance. Each policy of insurance stated in (a) and (b) above shall state that not less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation; and, shall waive all rights of subrogation. CS shall notify DISTRICT in the event of material change in, or failure to renew, each policy.

- 5.4. **State Authorized Insurers.** All policies of insurance required hereunder shall be issued by insurer(s) authorized to issue insurance by the State of California and to the reasonable satisfaction of the DISTRICT. Coverages under each policy of insurance, whether by endorsement or otherwise, shall provide that such policy will not be materially modified, canceled or allowed to expire without at least thirty (30) days advance written notice to the District.
- 5.5. **Insurance Evidenced.** Prior to commencing work, CS shall deliver to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event CS fails to secure or maintain any policy of insurance required hereby excepting professional liability, DISTRICT may, at its sole discretion, secure such policy of insurance in the name of and for the account of CS, and in such event CS shall reimburse DISTRICT upon demand for the cost thereof.

5.6. **Coverage Amounts**

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

ARTICLE 6 COMPENSATION TO THE CS

The DISTRICT shall compensate the CS as follows:

- 6.1. **Contract Price for Services.** The Contract Price for the CS'S performance of the Services under this Agreement shall consist of a fixed monthly fee based on approximately 2080 hours at \$80/hour for twelve months plus clerical support of \$15,000 annually for a total not to exceed contract value of :

TOTAL	\$185,000
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- 6.2. **Price Inclusions.** The Contract Price is inclusive of personnel expenses (inclusive of all benefits and burdens), fees and personnel expenses of any sub-consultant or subcontractor to the CS, travel for personnel to and from the Site, travel within the Counties of Los Angeles, Orange, Riverside, San Diego, San Bernardino and Ventura, insurance and all other overhead/administrative expenses or costs associated with performance of the Services, except for Allowable Reimbursable Expenses described in this Agreement. At no time shall meals be considered a reimbursable expense. The

items and services identified in Exhibit "B" are services included in the CS'S compensation for Services as set forth in Article II.

- 6.3. **CS Monthly Billing Statements.** CS shall submit monthly billing invoices to the DISTRICT for payment of the Contract Price for Services, authorized Additional Services, and previously approved and allowable Reimbursable Expenses performed or incurred in the 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 CS.
- 6.4. **DISTRICT Payment of Contract Price.** Within thirty (30) days of the date of the DISTRICT'S receipt of CS'S billing invoices, DISTRICT will make payment to CS of undisputed amounts of the Contract Price due for Services, authorized Additional Services, and Allowable Reimbursable Expenses. No deductions shall be made or withheld from payments due CS hereunder on account of any penalty, assessment, liquidated damages or other amounts withheld by the DISTRICT from payment to the Contractor.
- 6.5. **Withholding Payment.** The DISTRICT may, however, withhold or deduct from amounts otherwise due CS hereunder if CS 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 CS has fully cured its failure of performance, less costs, damages or losses sustained by the DISTRICT as a result of such failure of performance of a material obligation hereunder.
- 6.6. **Payment in Full.** This compensation shall be compensation in full for all services performed by the CS under the terms of this AGREEMENT, except where additional compensation is agreed upon between the CS and DISTRICT in writing as provided for as additional services.
- 6.7. **Monthly Payments.** Payments for CS services shall be made monthly and, where applicable, shall be 95% of the services performed within each phase of service, on the basis set forth in paragraph 1. 100% payment will be made upon DISTRICT acceptance of each phase.
- 6.8. **Late payments.** Invoices shall be on a form and in the format approved by the DISTRICT. Payments are due and payable upon receipt of the CS'S invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the legal rate prevailing at the time, at the site of the PROJECTS.
- 6.9. **Schedule Delay.** To the extent that the time initially established for the completion of CS'S services is exceeded or extended through no fault of the CS, compensation for any services rendered during the additional period of time may be computed as follows: at standard hourly rates. See Exhibit A or as a fixed fee.
- 6.10. **Reimbursable Expenses** incurred by the CS and CS'S employees and CSs in the interest of the PROJECTS shall have prior DISTRICT written approval before incurred and records of such expenses shall be provided to DISTRICT for the DISTRICT'S review. The District shall not be liable to CS for any costs or expenses paid or incurred by CS in performing services for DISTRICT, except reimbursable expenses that have been pre-approved in writing.
 - a. Reimbursable expenses are in addition to compensation for Services and Additional Services and include expenses incurred by the CS and CS'S employees in the interest of the PROJECTS.

- b. Reimbursable expenses shall be expense of transportation in connection with the PROJECTS; expenses in connection with authorized out-of-town travel; long-distance communications; and fees paid for securing approval of authorities having jurisdiction over the PROJECTS. CS'S normal travel expense (including to and from the PROJECTS) and meals are excluded.
- c. Expense of reproductions (except those needed for the use of the CS and his or her CSs or identified specifically as a deliverable), postage and handling of Drawings, Specifications and other documents are reimbursable upon DISTRICT'S prior written approval.
- d. If authorized in advance in writing by the DISTRICT, expense of overtime work requiring higher than regular rates will be reimbursed.
- e. Expense of renderings, models and mock-ups requested by the DISTRICT if not part of CS'S Services will be reimbursed.
- f. For reimbursable expenses, compensation shall be computed at a multiple of 1.05 times the expenses incurred by the CS, the CS'S employees in the interest of the PROJECTS.
- g. For additional services of CS, compensation shall be computed at a multiple of 1.05 times the amounts billed to the CS for such services.

ARTICLE 7 CS'S WORK PRODUCT

- 7.1. **District Ownership of Documents.** The documents prepared by the CS for this PROJECTS shall be and remain the property of the DISTRICT pursuant to Education Code Section 17316. Such documents supplied as herein required shall be the property of the DISTRICT whether or not the work for which they were made is executed. CS grants to the DISTRICT the right to copy, use, modify, and reuse any and all copyrights and designs embodied in the documents prepared or caused to be prepared by the CS pursuant to this AGREEMENT.
- 7.2. **Documentation.** The CS shall make a written record of all meetings, conferences, discussions and decisions made between or among the DISTRICT, CS and Contractor during all phases of the PROJECTS and concerning any material condition in the requirements, scope, performance and/or sequence of the work. The CS shall provide a draft copy of such record to the DISTRICT for review and comment, make adjustments and provide a final copy to the DISTRICT and a copy to the Contractor upon request.
- 7.3. **Electronic Copy of Documents.** The CS shall perform the work under this agreement and shall deliver electronic copy of all reports and documentation via CD or DVD in PDF format upon completion of each of the three phases, preparation to enter into construction, construction, and post construction. If work is terminated prior to completion, a copy of the work completed to date shall be provided to the DISTRICT.
- 7.4. **Copyright/Trademark/Patent.** CS understands and agrees that all matters produced under this AGREEMENT shall become the property of DISTRICT and cannot be used without DISTRICT'S express written permission, except CS shall distribute copies of his reports to DSA and other parties as required by California Administrative Code, Title 24. DISTRICT shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark

and/or patent of said matter in the name of the DISTRICT. CS consents to use of CS'S name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

ARTICLE 8 TERMINATION

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

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

ARTICLE 9 DISPUTES, MEDIATION AND ARBITRATION

- 9.1. **Work to Continue.** In the event of a dispute between the parties as to performance of the work, the interpretation of this Agreement, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute. Pending resolution of the dispute, CS agrees to continue to diligently perform and provide services hereunder until completion of the work. If the dispute is not resolved, CS agrees it will neither rescind this Agreement nor stop the progress of the work. The DISTRICT and CS agreed that, in the event that a dispute comes to litigation, each party will bear its own legal expenses.
- 9.2. **Mediation Requirements.** All claims, disputes or controversies arising out of or relating to the PROJECTS or to this agreement or the breach thereof shall be first attempted to be resolved through mediation.
- 9.3. **Arbitration.** If mediation is unsuccessful, claims, disputes or controversies arising out of or relating to this AGREEMENT will be decided by arbitration in accordance with the American Arbitration Association then prevailing unless the parties mutually agree otherwise.
- a. No arbitration arising out of or relating to this Agreement shall include, by consolidation, joinder or in any other manner, any additional person not a party to this Agreement except by written consent containing a specific reference to this Agreement and signed by the CONTRACTOR, District and any other person sought to be joined. Consent to arbitration involving an additional person or persons shall not constitute consent to arbitration of any dispute not described therein or with any person not named therein.
 - b. This agreement to arbitrate shall be specifically enforceable under applicable law in any court having jurisdiction thereof.

- c. Notice of demand for arbitration shall be filed in writing with the other party to this AGREEMENT in accordance with the rules of the American Arbitration Association. The demand shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based upon such claim, dispute or other matter in questions would be barred by the applicable statutes of limitation.
- d. In any judicial proceeding to enforce this agreement to arbitrate, the only issues to be determined shall be those set forth in 9 U.S.C. Section 4 Federal Arbitration act and such issues shall be determined by the court without a jury. All other issues, such as, but not limited to, arbitrability, prerequisites to arbitration, compliance with contractual time limitations, applicability of indemnity clauses, clauses limiting damages and statutes of limitation shall be for the arbitrators whose decision thereon shall be final and binding. There shall be no interlocutory appeal of an order compelling arbitration.
- e. The award rendered by the arbitrators shall be final and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.
- f. Unless otherwise provided, this Agreement shall be governed by the law of the state and county where the PROJECTS is located.

ARTICLE 10 DISTRICT'S RESPONSIBILITIES

- 10.1. **District Provided Information.** The DISTRICT shall provide to the CS full information regarding requirements for the PROJECTS, including information regarding the DISTRICT'S objectives, schedule, constraints and criteria. The DISTRICT shall provide the CS with the PROJECTS Construction Budget for review and acceptance by the CS. At the written request of the CS, District shall provide CS copies of any documents related to the PROJECTS.
- 10.2. **District Representative.** The DISTRICT shall appoint a representative authorized to act on the DISTRICT'S behalf with respect to the PROJECTS. The DISTRICT or its authorized representative shall render decisions in a timely manner pertaining to documents submitted by the CS. Unless modified by written notice by the DISTRICT to the CS, the DISTRICT Representative is:

John Ozurovich, Director, Facilities

Saddleback College

- 10.3. **District Notification.** The DISTRICT shall give prompt written notice to the CS if the DISTRICT becomes aware of any fault or defect in the PROJECTS or nonconformance with the construction contract. However, the DISTRICT'S failure or omission to do so shall not relieve the CS of his/her responsibilities hereunder and the DISTRICT shall have no duty to observe, inspect or investigate the PROJECTS.
- 10.4. **Tests/Inspections.** The DISTRICT shall: (a) retain an Inspector ("Inspector") to provide construction observations and inspections as required by applicable laws, codes, rules, regulations, or ordinances; and (b) retain Test/Inspection Service Providers to conduct Construction Phase tests/inspections of materials/equipment forming a part of the PROJECTS as required by applicable laws, codes, rules, regulations, or ordinances. The foregoing notwithstanding, the

Services of the CS include assistance to the DISTRICT in identifying, selecting, and retaining the Inspector and Test/Inspection Service Providers.

- 10.5. **DISTRICT Consultants.** Except to the extent of design consultants retained by the Architect, other consultants required or desired by the DISTRICT in connection with the PROJECTS shall be retained and paid for by the DISTRICT. Such other consultants include, but may not be limited to, legal counsel, insurance/surety consultants, audio-visual equipment/ installation consultants, and hazardous material assessment & abatement consultants.

ARTICLE 11 MISCELLANEOUS

- 11.1. **Affirmative Action.** CS agrees that CS will not engage in unlawful discrimination in employment of persons because of race, ethnicity, religion, nationality, disability, gender, marital status or age of such persons.
- 11.2. **Compliance with Applicable Laws.** The services completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT'S general right of inspection to secure the satisfactory completion thereof. CS 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 CS, CS'S business, equipment and personnel engaged in services covered by this AGREEMENT or accruing out of the performance of such services.
- 11.3. **CS 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 CS, 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, CS shall maintain accounting records and make them available upon request of the DISTRICT for reproduction or inspection.
- 11.4. **Review, Approval or Acceptance.** Review, approval or acceptance of CS'S work whether by DISTRICT or others, shall not relieve CS from responsibility for errors and omissions in CS'S work.
- 11.5. **Cumulative Rights; Non Waiver.** Duties and obligations imposed by this Agreement and rights and obligations hereunder are in addition to and not in lieu of any imposed by or available at law or inequity. The failure of DISTRICT or CS to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this AGREEMENT shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.
- 11.6. **Definitions**
- a. **Contract.** A Contract for Construction services awarded by the DISTRICT to a Contractor/Consultant for the construction of a portion of the PROJECTS.
 - b. **Contractor.** A Contractor to the DISTRICT under a Contract awarded by the DISTRICT for construction of the PROJECTS.
 - c. **Design Documents.** The Drawings, Specifications, calculations and other work product and Instruments of Service prepared by or on behalf of the Architect for the PROJECTS. Design

Documents include surveys, soil reports and other documents prepared for the PROJECTS by a licensed Architect or registered Engineer, whether under contract to the Architect or DISTRICT.

- d. **Architect.** Various architects may be used and will be identified at the time of the PROJECTS.
- e. **Submittals.** Shop Drawings, Product Data or Samples prepared or provided by a Contractor or a Subcontractor to a Contractor or suppliers illustrating some portion of work of the PROJECTS.
- f. **Site.** The physical area for construction and activities relating to construction of the PROJECTS.
- g. **Construction Contract Documents.** The Contract Documents issued by or on behalf of the DISTRICT under a Contract for construction of the PROJECTS. Construction Contract Documents include all modifications issued by or on behalf of the DISTRICT. Unless otherwise expressly stated, references to the Construction Contract Documents are referenced to all of the Contract Documents issued for the Contract awarded for PROJECTS construction.
- h. **Substantial Completion.** Substantial Completion is when the Work of a Contract has been completed and installed including completion of commissioning and the Work can be used or occupied for its intended purposes, subject only to minor corrections, repairs or modifications.
- i. **Final Completion.** Final Completion is when all of the Work of a Contract has been completed and installed (including items noted for correction, repair or modification upon Substantial Completion) and the Contractor has completed all other obligations to be performed on its part under the Contract.

11.7. **Employment with Public Agency.** CS, if an employee of another public agency, agrees that CS will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this AGREEMENT. Additionally, No member, officer or employee of the DISTRICT during tenure or for one year thereafter, shall have any interest direct or indirect, in this Agreement or the proceeds thereof.

11.8. **Governing Law.** This AGREEMENT shall be governed by the laws of the State of California. The duties and obligations of the parties created hereunder are performable in Orange County and such county shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Agreement.

11.9. **Independent Contractor.** CS, in the performance of this AGREEMENT, shall be and act as an independent contractor. CS understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT'S employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CS assumes the full responsibility for the acts and/or

omissions of his or her employees or agents as they relate to the services to be provided under this AGREEMENT. CS 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 CS'S employees.

- 11.10. **Marginal Headings; Captions.** The titles of the various Paragraphs of the Agreement and the Articles of these Conditions are for convenience of reference only and are not intended to and in no way shall enlarge or diminish the rights or obligations of CS and DISTRICT hereunder.
- 11.11. **Non-Assignment.** The DISTRICT and CS, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this AGREEMENT with respect to the terms of this AGREEMENT. The obligations of the CS pursuant to this AGREEMENT shall not be assigned by the CS. 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 CS. The sale or transfer of a majority membership interest in CS firm or the admission of new member to the CS firm which causes there to be a change in majority ownership and / or control of CS firm shall be deemed and assignment for purposes of this Agreement. Nothing contained in this Agreement is intended to make any person or entity who is not a signatory to the Agreement a third party beneficiary of any right created by the Agreement or by operation of law.
- 11.12. **Permits/Licenses.** CS and all CS'S employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this AGREEMENT.
- 11.13. **Notifications.** All notices or demands to be given under this AGREEMENT by either party to the other shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served requiring signature acknowledging receipt, or if mailed, on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section.
- 11.14. **Communications** between the parties shall be sent to the following addresses:

DISTRICT
John Ozurovich
Director of Facilities
Saddleback College
South Orange County
Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692
jozurovich@saddleback.edu

CS
Michael Wilson
President

MEW Consulting

325 S. Holly Oak Place
West Covina, CA 92791
mewconsultant@mail.com

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

28000 Marguerite Parkway
Mission Viejo, CA 92692
dfitzsimons@socccd.edu

- 11.15. **Severability.** If any provision of this Agreement is deemed illegal, invalid unenforceable or void by any court of competent jurisdiction, such provision shall be deemed stricken and deleted here from, but all remaining provisions will remain and continue in full force and effect
- 11.16. **Entire Agreement/Amendment.** This AGREEMENT and any exhibits attached hereto represent the entire AGREEMENT between the DISTRICT and CS and supersede all prior negotiations, representations or agreements, either written or oral with respect to the services contemplated. This AGREEMENT may be amended or modified only by an agreement in writing signed by both the DISTRICT and the CS.
- 11.17. **Binding Agreement.** The DISTRICT and CS, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this AGREEMENT with respect to the terms of this AGREEMENT.

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

DISTRICT
South Orange County Community College District

CS
MEW Consulting

Dr. Debra L. Fitzsimons
Vice Chancellor, Business Services

Michael Wilson
President

(Date)

(Date)

(Taxpayer number)

Exhibit B

The following rates which include overhead, administrative cost and profit shall be utilized in arriving at the fee for extra services. The hourly rates reflected below shall be effective as of the date of execution of this Contract and shall be revised each twelve (12) months; thereafter based upon changes in the Consumer Price Index for the previous twelve month period, using the CPI for the geographical area of the CS.

<u>CS Services</u>	<u>Fee Per Hour</u>
Construction Superintendent	\$80
Clerical	\$21
Not to exceed annual amount	\$185,000

Exhibit C

General Conditions Items for CS'S Jobsite Offices

Jobsite Trailer –Task chairs

Desks

Conference table –Chairs for conference table

(1) five drawer file cabinet

Internet Connection – provide by District

Computers and necessary software

Printer/Fax/Scanner/Copier

Phone line/Phone – provided by the District

Cell Phones

Bottled Water Service

Hard Hats/ PPE – each provides own

First Aid Kit

All necessary office supplies

Trash service/trailer cleaning

12 month IOR trailer rental @ \$100/month

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: City of Irvine Education Partnership Fund Grant Agreement with Irvine Valley College Foundation and Related Grant Sub-Agreement

ACTION: Approval

BACKGROUND

The City of Irvine City Council established the Educational Partnership Fund (EPF) Program in 2006. The EPF Program was expanded by Measure BB approved by voters in November 2012 with the stated EPF Program purposed “to support Irvine students’ academic performance through enhanced and innovative programs and services, including without limitation student health and guidance for K-12 Irvine students served by the Irvine and Tustin Unified School Districts.” The City Council has the authority to allocate a portion of these funds for projects that are consistent with the stated purpose of the program.

STATUS

The IVC Foundation had applied for and The City of Irvine has allocated \$100,000 from the EPF Program to be awarded to Irvine Valley College Foundation as an Educational Partnership Fund Grant FY 2015-2016. The Agreement (EXHIBIT A) describes the Work Plan and Budget for the grant term through June 30, 2016. The Irvine Valley College Foundation will provide for at least 25 scholarships to Irvine Valley College for Irvine Unified School District high school students, and summer college enrollment for Irvine area students to attend Irvine Valley College during the 2015-2016 school year. In addition to the scholarship portion of this grant, there is a grant sub-agreement between the IVC Foundation and IVC for the non-scholarship portion (EXHIBIT B). IVC will manage the non-scholarship portion of this grant program which includes provision of counseling via IVC’s existing Early College High School Program. In future years, this will be handled as a three-way agreement with the City so that the two programmatic components of the grant program can be managed and monitored by the appropriate entity easily.

RECOMMENDATION

The Chancellor recommends the Board of Trustees approve the City of Irvine Education Partnership Fund Grant Agreement with Irvine Valley College Foundation (EXHIBIT A) for \$100,000 and the related grant sub-agreement between Irvine Valley College Foundation and Irvine Valley College for the non-scholarship portion of the grant (EXHIBIT B) for the project year 2015-2016.

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

EDUCATIONAL PARTNERSHIP FUND GRANT AGREEMENT

This Educational Partnership Fund Grant Agreement ("Agreement"), is entered into this 1st July 2015, by and between THE CITY OF IRVINE, a California municipal corporation ("City"), and IRVINE VALLEY COLLEGE FOUNDATION, a non-profit 501(c)(3) charitable organization ("Participant"), located at 5500 Irvine Center Drive, Irvine, CA 92618.

R E C I T A L S

A. The City Council established the Educational Partnership Fund Program (EPF) in 2006. Voters extended the EPF program when they approved Measure R in November 2010, allocating \$500,000 annually for Fiscal Year (FY) 2011-12 through FY 2013-14 to support Irvine students' academic performance through enhanced and innovative student health and guidance services for K-12 Irvine students served by the Irvine and Tustin Unified School Districts. The EPF Program was expanded by Measure BB approved by voters in November 2012, increasing funding to \$2.5 million from FY 2013-14 through FY 2015-16. In FY 2013-14, Measure R and Measure BB overlapped, with Measure R providing \$500,000 for programming consistent with prior years (student health and guidance services) and Measure BB providing \$2 million for 11 new program categories. In Fiscal Years 2014-15 and 2015-16, Measure BB provides the total funding amount of \$2.5 million annually. \$2 million allocated for the 11 program categories listed as Programs No. 2-12 (Attachment 1), in substantial conformity as listed in Measure BB. The remaining \$500,000, allocated in the sole and absolute discretion of the City Council consistent with the stated purpose of the EPF, listed as Program No. 1 (Attachment 1). The Measure BB EPF Program's purpose is "to support Irvine students' academic performance through enhanced and innovative programs and services, including without limitation student health and guidance, for K-12 Irvine students served by the Irvine and Tustin Unified School Districts."

B. Irvine Valley College Foundation is a non-profit organization that supports current and future students, faculty and staff of Irvine Valley College through scholarships and enrichment programs (the "Participant"). Funding is to provide services fulfilling the Measure BB program area listed as Program No. 5 allocated to Participant, described in Attachment 1, attached hereto and incorporated herein by reference. Program is operated by Irvine Valley College Foundation, as more fully described in Participant's Educational Partnership Fund Work Plan attached hereto as Exhibit "A" and incorporated herein by reference.

C. The City will assist Participant in operating the Program by providing financial assistance to Participant in the form of an Educational Partnership Fund Grant in an amount not to exceed the amounts specified in the Project Budget attached hereto as Exhibit "B" and incorporated herein by reference.

D. The City's provision of the City Grant to Participant pursuant to this Agreement and fulfillment of this Agreement, are made to further the public welfare and

best interests of the City and its residents in accordance with the purpose and provisions of the Educational Partnership Fund Grant program.

A G R E E M E N T

Based upon the foregoing Recitals, which are hereby incorporated into the terms of this Agreement by reference, and for good and valuable consideration, the sufficiency of which is acknowledged by both parties, City and Participant agree as follows:

1. DEFINITIONS.

The following terms as used in this Agreement shall have the meanings given below unless expressly provided to the contrary:

"Agreement" shall mean this Educational Partnership Fund Grant Agreement between City and Participant, including all exhibits and other documents attached hereto.

"City" shall mean the City of Irvine, a municipal corporation, organized under the laws of the State of California and having its offices at One Civic Center Plaza, Irvine, CA 92623.

"City Grant" shall mean the funds disbursed to a successful applicant pursuant to the City of Irvine Educational Partnership Fund, as more specifically referred to in Recital C of this Agreement, to be provided by City to Participant for the Eligible Program Expenses.

"Client" shall mean any individual or family that receives services or benefits from the Program.

"Contract Officer" shall mean City's Grants Coordinator or other City Manager designee.

"Educational Partnership Fund" shall have the same meaning as Recital A, above.

"Educational Partnership Fund Grant Requirements." Educational Partnership Fund Grants are designed to support Irvine students' academic performance through enhanced and innovative programs and services, including without limitation student health and guidance, for K-12 Irvine students served by the Irvine and Tustin Unified School Districts (Refer to Initiative Ordinance No. 12-13).

"Eligible Program Expenses" shall mean Program expenses for which the City Grant may be used. Eligible Program Expenses are costs directly attributable to Program Services identified and approved by the City in the Educational Partnership Fund Work Plans. Line item categories of Eligible Program Expenses and budgeted amounts for each Line Item are set forth in the Project Budget.

"Implementation Schedule" shall mean the Work Plan implementation schedule attached hereto as Exhibit "C" and incorporated herein by reference, setting out the dates and/or time periods by which certain obligations and tasks must be performed and completed.

"Participant" shall have the meaning set forth in the preamble to this Agreement.

"Participant Representative" shall mean Executive Director, Irvine Valley College Foundation, who is designated by Participant to represent Participant in the administration of this Agreement.

"Performance Reports" shall mean the reports to be submitted by Participant to City on the status of the Program Services, as more fully explained in Section 5.2.1(a) of this Agreement.

"Program" shall mean the activities defined in the Work Plan and Project Budget.

"Program Outcomes" shall mean the results of Program activities or services provided pursuant to the Work Plan.

"Program Services" shall collectively refer to the following activities and tasks performed by Participant under this Agreement: (a) the operation of the Program in accordance with the description and proposal set forth in this Agreement, including the Work Plan and Project Budget; (b) all activities, services, tasks, and operations related to the Program described in this Agreement, including the Work Plan, Project Budget and Implementation Schedule; and (c) the performance and achievement of the Program Outcomes.

"Project Budget" shall mean the project budget attached hereto as Exhibit "B" and incorporated herein by reference, setting out the line item categories of Eligible Program Expenses and the amount of City Grant proceeds allocated to each category.

"Site" shall mean location(s) at which the Program is operated and Program Services are performed.

"Special Requirements" shall mean the provisions in Exhibit "D" of this Agreement that supersede, modify or supplement other provisions of this Agreement.

"Work Plan" shall mean the Educational Partnership Fund Work Plans for funding submitted by Participant to City for the City Grant, copies of which are attached to this Agreement as Exhibit "A" and incorporated herein by reference.

2. TERM; TERMINATION.

2.1 Term. The term of this Agreement shall commence on the date set forth in the preamble to this Agreement and, unless terminated earlier pursuant to Section 2.2, shall continue thereafter until June 30, 2016. Notwithstanding the expiration or earlier termination of this Agreement, Participant's obligations to City shall

not terminate until all closeout requirements are completed. In addition, the following obligations of Participant shall survive the termination of this Agreement: (a) Participant's indemnity obligations; (b) the obligation to cause audits to be performed relating to Participant's activities and costs under this Agreement; (c) the obligation to repay to City any City Grant proceeds improperly disbursed to Participant or disbursed for ineligible expenditures; and (d) any other obligations which cannot by their nature be performed until after the expiration of the Agreement such as the submittal of payment requests and reports for the last reporting period of the term of this Agreement.

2.2 Termination.

2.2.1 Termination for Cause. This Agreement may be terminated by City for cause as follows:

(a) *Lack of Funding.* If, for any reason, the Educational Partnership Fund Grant funds required by City to fund the Eligible Program Expenses and/or all or a portion of the City Grant are withdrawn from City, the City may unilaterally terminate or modify the terms of this Agreement to reflect the loss of funding. If a reduction in funding is required, City will provide Participant with a modified Project Budget.

(b) *Failure to Comply with Agreement.* Subject to Section 9.3 of this Agreement, if Participant fails to comply with the terms and conditions of this Agreement and/or fails to cure a default, defined in Section 7.1 of this Agreement, after notice from City, City may terminate this Agreement in whole or in part.

2.2.2 Termination by Mutual Assent. The parties may agree to terminate this Agreement in whole or in part by mutual written assent.

3. CITY GRANT.

3.1 General. Subject to the terms and conditions set forth herein, and so long as Participant is not in default of this Agreement, City shall provide the City Grant to Participant to be applied towards the costs of the Eligible Program Expenses as set forth in the Project Budget.

3.2 Permissible Use of City Grant; Eligible Project Expenses. Pursuant to all terms and conditions of this Agreement, Participant shall be permitted to use the City Grant proceeds only for Eligible Program Expenses described in the Project Budget and the Educational Partnership Fund Grant Application that are actually and reasonably incurred by Participant during the term of this Agreement and approved by City, and for no other purpose.

3.2.1 Reallocation of Funds Among Approved Line Item Costs. Requests to reallocate funds among approved line-item costs of the Project Budget must be submitted to the City in writing no later than 90 days prior to the end of the contract. The City has discretion to approve or disapprove these changes and shall

notify the Participant in writing within 45 days. Under no circumstances shall the City reallocate funds between Program categories.

3.2.2 Allocation of Funds to Additional Line Item Costs. Requests to use funds for line-item costs not included within the Project Budget must be submitted to the City in writing by the due date of the first progress report (January 31, 2016). The Educational Partnership Fund Advisory Committee shall review the request and advise City Council as to whether the line-item cost is consistent with the stated purpose of the applicable program category. City Council shall have sole discretion to approve or disapprove additional line-item costs.

3.3 Disbursements of City Grant.

3.3.1 Reimbursement Payment Method. Provided Participant is not in default of this Agreement, the City Grant shall be disbursed by City to Participant as outlined in Exhibit "E," as Eligible Project Expenses are incurred by Participant, as set forth in this Section 3.3. The City Grant proceeds shall be disbursed to Participant as a reimbursement payment for Eligible Project Expenses incurred by Participant and, unless otherwise specified in the Special Requirements, Participant shall not be entitled to advance disbursements of City Grant proceeds for Eligible Program Expenses not yet incurred.

3.3.2 Submittal of Payment Request. Invoices are due by or within fifteen days of the dates identified in Exhibit "E." The payment request shall include the total amount requested and itemized statements and invoices, with such supporting information as City may reasonably require, documenting that the costs for which Participant seeks payment are solely for Eligible Program Expenses incurred during the previous reporting period and verifying that the expenditures were made and incurred by Participant. Supporting information required by City may include without limitation, receipts, canceled checks, time records, billing statements, bank statements, and contracts. Payment requests shall itemize the Eligible Program Expenses by listing each budget line item category from the Project Budget and including the following information for each category: (a) a description and amount of each Eligible Program Expense included within that category for which reimbursement is sought; (b) the total amount budgeted in the Project Budget to the budget line item category; and (c) the total amount reimbursed to Participant for the budget line item category to date.

3.3.3 City's Review of Payment Request and Disbursement of Funds. The Contract Officer shall have the authority on behalf of City to calculate and approve the amount of Participant's Eligible Program Expenses. Payment of the City Grant amount determined by City to be due to Participant for each payment period during the term of this Agreement shall be made by City within thirty (30) days after Participant's submission of a completed payment request. If City disapproves a payment request or a payment request is incomplete, pursuant to Section 3.3.4 of this Agreement, City shall notify Participant in writing of the reasons for disapproval.

3.3.4 Conditions of Disbursement. City's obligation to disburse City Grant proceeds to Participant in accordance with Section 3.3 of this Agreement is subject to the satisfaction of all of the following conditions at the time the payment is to be made: (a) Participant shall have provided to City a complete payment request with all supporting information; (b) Participant shall have submitted to City the reports referred to in Section 5.2 of this Agreement; (c) if payment for the professional services of a consultant or contractor is an Eligible Project Expense, Participant shall have provided City a copy of the executed contract between Participant and the consultant or contractor, certified by Participant to be a true and correct copy thereof; and (d) Participant shall not be in default of any of its obligations set forth in this Agreement.

3.4 Return of City Grant Proceeds. Upon termination of this Agreement, Participant shall return to City any City Grant funds for which Eligible Program Expenses have not been incurred. In addition, if it is determined, as a result of an audit or otherwise, that any of the disbursements of City Grant proceeds were improper or made for expenditures not eligible for reimbursement, Participant shall immediately repay to City the amounts of such disbursements.

3.5 Excess City Grant Proceeds. If the amount of Eligible Program Expenses incurred by Participant during the term of this Agreement is less than the City Grant, excess City Grant proceeds shall revert to City and shall not be encumbered by this Agreement. In addition, City Grant funds for Eligible Program Expenses for which Participant has not submitted a complete payment request to City within fifteen (15) days following the termination of this Agreement shall revert to City and be allocated for other activities.

4. OPERATION OF PROGRAM / PROGRAM SERVICES.

4.1 Diligent Performance of Program Services. Participant shall operate the Program on a continuous basis during the term of this Agreement and shall perform and complete all Program Services diligently and in a timely manner. If any Program Service constitutes a specific task or activity that is required under this Agreement to be commenced or completed by a certain date or time period, Participant shall commence, complete, and perform the task or activity within the specified time period. In connection therewith, Participant shall perform all Program Services included in the Implementation Schedule within the time period set forth therein, and shall cause the Program Outcomes to be achieved within the time periods specified in the Implementation Schedule or the Work Plan.

4.2 Standard of Performance. Participant shall perform all Program Services in a competent manner to the satisfaction of City and in accordance with this Agreement including the Educational Partnership Fund Grant Application attached hereto. Participant represents to City that the Program Services will be performed by Participant under its direct supervision, and that all personnel engaged in the Program Services shall be fully qualified, authorized and permitted under applicable law to perform such Program Services.

4.3 Monitoring. City has the right to monitor and evaluate Participant's performance under this Agreement to determine compliance with this Agreement and Educational Partnership Fund Grant Requirements. Participant shall cooperate with City and shall make available to City all information, documents, and records reasonably requested by City and shall provide City the reasonable right of access to the Site during normal business hours for the purpose of assuring compliance with this Agreement and evaluating Participant's performance hereunder.

4.4 Compliance with Laws and Regulations and Educational Partnership Fund Grant Requirements. Participant shall observe and comply with all applicable laws, regulations and rules of governmental agencies having jurisdiction, including the Educational Partnership Fund Grant Requirements.

4.5 Licenses, Approvals and Permits. Participant shall secure, at its sole cost and expense, any and all licenses, permits and approvals that may be required by law for the performance of Program Services.

4.6 Program Costs. Except to the extent City has specifically agreed to provide the City Grant pursuant to Section 3, Participant shall be responsible for all costs related to the Program.

5. RECORDS AND REPORTS.

5.1 Records.

5.1.1 Records to be Maintained. Participant shall keep and maintain records providing a full description of Program Services undertaken. Books and records pertaining to the Eligible Program Expenses shall be kept and prepared in accordance with generally accepted accounting principles. The City shall, subject to Section 5.1.4 of this Agreement, have the right to review and audit Participant's accounting books and records pertaining to Eligible Program Expenses and any City Grant.

5.1.2 Retention. The books and records required to be maintained by Participant under this Agreement shall be retained for a period of five (5) years following the termination of this Agreement; provided, however, in the event any litigation, audit, negotiation or other action involving the books and records is commenced prior to the expiration of the five (5) year retention period, Participant shall retain the books and records until completion of the action and resolution of all issues which arise from it.

5.1.3 Location of Records. The books and records required to be maintained by Participant shall be kept at the Site or such other location as approved by City.

5.1.4 Access to Records. City and/or its representatives shall have full and free reasonable access to, and the right to examine, inspect and

audit, all books and records of Participant pertaining to this Agreement at all times during normal business hours.

5.2 Reports.

5.2.1 Reports. No later than fifteen (15) days after the dates specified in Exhibit "C," Participant shall submit to City the following reports on forms approved by the Contract Officer:

(a) *Performance Reports.* A report on the summary of the Program Services and activities undertaken by Participant under this Agreement for the previous reporting period ("Performance Report"). The Performance Report shall, at a minimum, describe the status of the operation of the Program with respect to each Program Service and Program Objective required to be performed and met during that reporting period, progress toward achieving the Program Outcomes identified in the Work Plan, costs incurred, funds remaining, a narrative explanation of problems, delays, or adverse conditions which impaired the ability of Participant to meet any obligations if any were not met, favorable developments which enabled Participant to satisfy obligations and meet objectives sooner or at less cost than anticipated or producing more beneficial results than planned, and any additional pertinent information related to contract performance.

(b) *Client Characteristics.* Documentation of the number of clients served through the Program in the previous paragraph.

Other Reports. In addition to the reports referenced in Section 5.2.1, Participant shall, at such times and in such forms as required by City, prepare and submit to the Contract Officer, such other reports concerning the performance of the Program Services, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this Agreement and compliance with Educational Partnership Fund Grant Requirements, as City may reasonably require from time to time.

6. INSURANCE AND INDEMNITY.

6.1 Insurance. Without limiting Participant's indemnification obligations, Participant shall procure and maintain, at its sole cost and for the duration of this Agreement, insurance coverage as provided below, against all claims for injuries against persons or damages to property which may arise from or in connection with the performance of the work hereunder by Participant, its agents, representatives, employees, and/or subparticipants. In the event that Participant subcontracts any portion of the work, the contract between the Participant and such subparticipant shall require the subparticipant to maintain the same policies of insurance that the Participant is required to maintain pursuant to this Section 6.1.

6.1.1 Insurance Coverage Required. The policies and amounts of insurance required hereunder shall be as follows:

(a) Comprehensive General Liability Insurance which affords coverage at least as broad as Insurance Services Office "occurrence" form CG 00 01 including completed operations and contractual liability, with limits of liability of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate for liability arising out of Participant's performance of this Agreement. The limits shall be provided by either a single primary policy or combination of policies. If limits are provided with excess and/or umbrella coverage the limits combined with the primary will equal the minimum limits set forth above. If written with an aggregate, the aggregate shall be double the each occurrence limit. Such insurance shall be endorsed to:

(1) Name the City of Irvine and its employees, representatives, officers and agents (collectively hereinafter "City and City Personnel") as additional insured for claims arising out of Participant's performance of this Agreement.

(2) Provide that the insurance is primary and non-contributing with any other valid and collectible insurance or self-insurance available to City.

A statement on an insurance certificate will not be accepted in lieu of the actual endorsement.

(b) Workers' Compensation Insurance in accordance with the Labor Code of California and covering all employees of the Participant providing any service in the performance of this agreement. Such insurance shall be endorsed to:

(1) Waive the insurer's right of Subrogation against the City and City Personnel.

A statement on an insurance certificate will not be accepted in lieu of the actual endorsement unless your insurance carrier is the State of California Insurance Fund (SCIF) and the endorsement numbers 2570 and 2065 are referenced on the certificate of insurance.

Participant's completion of the form attached hereto as Attachment 2, Exhibit 1 shall be a condition precedent to Participant's rights under this Agreement. Should Participant certify, pursuant to Attachment 2, Exhibit 1, that, in the performance of the work under this Agreement, it shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, Participant shall nonetheless maintain responsibility for requiring that any subparticipants performing work under this Agreement have and maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the work performed under this Agreement.

(c) Evidence of Insurance: Participant shall provide to City a Certificate(s) of Insurance evidencing such coverage together with copies of the required policy endorsements no later than five (5) business days prior to commencement of service and at least fifteen (15) business days prior to the expiration of any policy. Coverage shall not be suspended, voided, cancelled, reduced in coverage

or in limits, non-renewed, or materially changed for any reason, without thirty (30) days prior written notice thereof given by the insurer to City by U.S. mail, or by personal delivery, except for nonpayment of premiums, in which case ten (10) days prior notice shall be provided.

Signed insurance certificates and endorsements must be sent via email from Participant's insurance broker/agent to the City's insurance certificate tracking company at CertsOnly-Portland@Ebix.com

The City project title or description **MUST** be included in the "Description of Operations" box on the certificate.

Certificate Holder:

City of Irvine, California
c/o: CertsOnly-Portland@Ebix.com

(d) Endorsements: A statement on an insurance certificate will not be accepted in lieu of the actual endorsement. Insurance policies shall not be in compliance if they include any limiting provision or endorsement that has not been submitted to the City for approval.

Additional Insured Endorsements shall not:

1. Be limited to "Ongoing Operations"
2. Exclude "Contractual Liability"
3. Restrict coverage to the "Sole" liability of Participant
4. Contain any other exclusion contrary to the Agreement.

(e) Any Deductible in Excess of \$50,000 and/or Self-Insured Retentions must be approved in writing by the City.

(f) Acceptability of Insurers. Each policy shall be from a company with current A.M. Best's rating of A VII or higher and authorized to do business in the State of California, or otherwise allowed to place insurance through surplus lines brokers under applicable provisions of the California Insurance Code or any federal law. Any other rating must be approved in writing by the City.

(g) Insurance of Subparticipants. Participant shall be responsible for causing Subparticipants to maintain the same types and limits of coverage in compliance with this Agreement, including naming the City as an additional insured to the Subparticipant policies.

6.2 Indemnification. Participant shall indemnify, defend, and hold City and City Personnel harmless from and against any and all actions, suits, claims, demands, judgments, attorney's fees, costs, damages to persons or property, losses, penalties,

obligations, expenses or liabilities (herein "claims" or "liabilities") that may be asserted or claimed by any person or entity arising out of the willful or negligent acts, errors or omissions of Participant, its employees, agents, representatives or subparticipants which directly or indirectly relate to the work being performed or services being provided under this Agreement, whether or not there is concurrent active or passive negligence on the part of City and/or City Personnel, but excluding such claims or liabilities arising from the sole active negligence or willful misconduct of City or City Personnel in connection therewith:

6.2.1 Participant shall defend any action or actions filed in connection with any such claims or liabilities, and shall pay all costs and expenses, including attorney's fees incurred in connection therewith.

6.2.2 Participant shall promptly pay any judgment rendered against City or any City Personnel for any such claims or liabilities.

6.2.3 In the event City and/or any City Personnel is made a party to any action or proceeding filed or prosecuted for any such damages or other claims arising out of or in connection with the work being performed or services being provided under this Agreement, Participant shall pay to City any and all costs and expenses incurred by City or City Personnel in such action or proceeding, together with reasonable attorney's fees and expert witness fees.

7. DEFAULTS AND REMEDIES.

7.1 Defaults-General. Subject to Section 9.3 of this Agreement, failure or delay by Participant to perform or timely perform any term or provision of this Agreement constitutes a default under this Agreement.

7.2 Remedies. In addition to any other rights or remedies available at law or in equity, upon a default of Participant, City may:

(a) Temporarily withhold or revise disbursement of City Grant proceeds pending correction of the default by Participant.

(b) Refuse to advance all or any part of the City Grant and reallocate said funds to another activity.

(c) Wholly or partially suspend or terminate the award of the City Grant.

(d) Wholly or partially suspend or terminate this Agreement.

(e) Withhold any further awards for the Program.

(f) Require Participant to repay any City Grant funds which City determines were not expended in compliance with the requirements of this Agreement of the Educational Partnership Fund Grant Requirements.

(g) Institute legal action to cure, correct or remedy any default, to recover damages for any default, or to obtain any other remedy consistent with the purposes of this Agreement.

(h) No member, official, employee or contractor of City shall be personally liable to Participant in the event of any default or breach by City or for any amount which may become due to Participant or on any obligations under this Agreement.

Except as otherwise expressly provided in this Agreement, any failure or delay by City in asserting any of its rights and remedies as to any default shall not constitute a waiver of any default, nor shall it change the time of default, nor shall it deprive City of its right to institute and maintain any actions or proceedings which it may deem necessary to protect, assert or enforce any such rights or remedies.

7.3 Rights and Remedies are Cumulative. Except as otherwise expressly stated in this Agreement, the rights and remedies of City are cumulative, and the exercise by City of one or more of its rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by Participant.

8. SPECIAL REQUIREMENTS.

Any additional or supplementary provisions or modifications or alterations to the provisions of this Agreement are set forth in the Special Requirements attached hereto as Exhibit "D." In the event of a conflict between the provisions of the Special Requirements and any other provision of this Agreement, the provisions of the Special Requirements shall take precedence and govern.

9. GENERAL PROVISIONS.

9.1 Notices. All notices required to be delivered under this Agreement to City or Participant shall be delivered to the respective parties at the address set forth next to the party's signature to this Agreement or to such other address as the parties may hereafter designate by written notice to the other party.

9.2 Contract Administration. The Contract Officer and the Participant Representative shall be the persons designated by City and Participant to administer this Agreement. In the event the name and/or contact information for the Contract Officer or the Participant Representative should change while this Agreement is in effect, the other party shall be notified in writing forthwith.

9.3 Force Majeure. The time period(s) specified in this Agreement for performance of any obligation shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of Participant, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency,

including City, if Participant shall within ten (10) days of the commencement of such delay notify the Contract Officer of the cause of the delay. The Contract Officer shall ascertain the facts and the extent of delay, and extend the time for performing the services for the period of the enforced delay when and if in the judgment of the Contract Officer such delay is justified. The Contract Officer's determination shall be final and conclusive upon the parties to this Agreement. In no event shall Participant be entitled to recover damages against City for any delay by City in the performance of this Agreement, however caused, Participant's sole remedy being extension of the Agreement pursuant to this Section.

9.4 Entire Agreement, Waivers and Amendments. This Agreement integrates all of the terms and conditions mentioned herein, or incidental hereto, and supersedes all negotiations and previous agreements between the parties with respect to all or any part of the subject matter hereof. All waivers of the provisions of this Agreement must be in writing and signed by the appropriate authorities of the party to be charged, and all amendments and modifications hereto must be in writing and signed by the appropriate authorities of City and Participant.

9.5 Applicable Law; Venue. The internal laws of the State of California shall govern the interpretation and enforcement of this Agreement. All legal actions must be instituted and maintained in the Superior Court of the County of Orange, State of California, or in any other appropriate court in that County.

9.6 Litigation Expenses. Subject to Section 6.2 of this Agreement, if either party to this Agreement is required to initiate or defend litigation in any way connected with this Agreement, the prevailing party in such litigation, in addition to any other relief which may be granted, whether legal or equitable, shall be entitled to reasonable attorneys' fees from the losing party. Attorneys' fees shall include attorney's fees on any appeal, and a party entitled to attorneys' fees shall be entitled to all other reasonable costs for investigating such action, retaining expert witnesses, taking depositions and discovery, and all other necessary costs incurred with respect to such litigation.

9.7 Severability. If any term, provision, covenant or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of this Agreement shall not be affected thereby to the extent such remaining provisions are not rendered impractical to perform taking into consideration the purposes of this Agreement.

9.8 Prohibition Against Assignment and Transfer. The qualifications and identity of Participant are of particular concern to City. It is because of those qualifications and identity that City has provided financial assistance to Participant and entered into this Agreement with Participant. Accordingly, Participant shall not assign all or any part of this Agreement or any rights hereunder or in the Program or the Site without City's prior written approval, which City may grant or withhold in its sole and absolute discretion. In the event Participant shall undergo a significant change in ownership, the City reserves the right to terminate the Agreement.

9.9 Execution in Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, and such counterparts shall constitute one and the same instrument.

9.10 Exhibits. It is the intent of the parties that this Agreement including all of its exhibits be read and construed as a single instrument. In the event of any inconsistency, however, between the proposal set forth in the Educational Partnership Fund Grant Application and any other provision of this Agreement, the other provision of this Agreement shall control. This Agreement incorporates by reference the following (5) Exhibits attached hereto:

EXHIBIT A	Educational Partnership Fund Work Plan
EXHIBIT B	Project Budget
EXHIBIT C	Implementation Schedule
EXHIBIT D	Special Requirements
EXHIBIT E	Payment Schedule

9.11 Attachments. This Agreement incorporates by reference the following (2) Attachments included hereto:

ATTACHMENT 1	Educational Partnership Fund Program Areas
ATTACHMENT 2	Exhibit 1: Workers' Compensation Insurance Certificate

Signature page to follow.

IN WITNESS WHEREOF, City and Participant have entered into this Agreement to be effective as of the date set forth above.

CITY OF IRVINE, a California Municipal corporation

By: _____

Its: Director of Community Services

By: _____
Sean Joyce

Its: City Manager

City of Irvine Information

City of Irvine – Educational Partnership Fund
Grant Program
One Civic Center Plaza
Irvine, CA 92606
Attn: Laurie Gruschka, Grants Coordinator

ATTEST:

Molly McLaughlin, City Clerk

APPROVED AS TO FORM:
RUTAN & TUCKER, LLC



Todd O. Litfin, City Attorney

IRVINE VALLEY COLLEGE FOUNDATION

By:  _____

Its: Executive Director

IRVINE VALLEY COLLEGE

By:  _____
Glenn R. Roquemore, Ph.D.

Its: President

By: _____
Debra L. Fitzsimons

Its: Vice Chancellor, Business Svcs.

Irvine Valley College Foundation Information:

Irvine Valley College Foundation
5500 Irvine Center Drive
Irvine, CA 92618
Attn: Executive Director

EXHIBIT "A"

EDUCATIONAL PARTNERSHIP FUND WORK PLAN

[Attached]

**CITY OF IRVINE
EDUCATIONAL PARTNERSHIP FUND****Please complete the information below:**

Applicant Name: Irvine Valley College Foundation

Program Name: 5- Irvine EPF Scholarships to IVC

Program Report Contact: Karen Orlando

Telephone: 949-451-5511

Funding Amount: \$100,000

Project Year: 2015-16

PROGRAM GOAL: Establish no fewer than 25 scholarships of \$1,000 - \$2,000 each for students who will be attending Irvine Valley College, and to support participation in the Early College Program at Irvine Valley College.

PROGRAM OBJECTIVES AND OUTCOMES DIRECTLY RELATED TO EPF FUNDING:

PROGRAM OBJECTIVES	PROJECTED OUTCOMES FOR 2015-16
Award at least 26 scholarships for the 2015-2016 Irvine Valley College academic year to students graduating from Irvine Unified School District (IUSD) high schools	Provide at least 26 scholarships of \$1,000-\$2,000 each, totaling \$51,000 for the Irvine Valley College fall term for eligible students from all IUSD high schools, based on academic achievement or financial need. The selection process will take place from July 15 through August 31, 2015.
Provide a summer early college program for eligible IUSD high school students.	IVC to offer five California State University- and University of California-transferable general education classes at no charge for up to 125 IUSD students for summer 2016 classes. Classes include Biology 1, Biology 1 Laboratory, History 20, Math 10 and Psychology 1.
Provide enhanced counseling services to Tustin Unified School District for the 2015-2016 Early College High School Program	Approximately 141 IVC counseling hours will be provided, serving approximately 85 Beckman High School students.

EXHIBIT "B"
PROJECT BUDGET

[Attached]

2015-16 Educational Partnership Fund Budget: Exhibit B

Irvine Valley College Foundation - One Year EPF Program Budget Form

5- Scholarships and Early College Program

Provide a detailed budget on how funds will be spent and include a brief and clear budget justification for each line item. Do not include information on spending from other sources. If a category does not apply to your program, indicate \$0. Total expenses should equal total funding.

Line Item Budget	Budget Amount	Budget Justification or Detail
Personnel: Salaries	\$	
IVC Administrative Staff to administer Scholarship Program and Summer Early College Bridge Program		
Financial Aid Specialist	\$1,280	40 hours @ \$32 / hour
Development Associate	\$2,025	75 hours @ \$27 / hour
Software Specialist	\$1,100	20 hours @ 55 / hour
IVC Counselors for Beckman HS Early College Program	\$9,757	Provide approximately 141 IVC counseling hours for the Beckman High School Early College Program. Counseling rate of \$69.20 per hour.
Personnel: Benefits		
Early College HS Counselors	\$1,283	Benefits for 141 hours of IVC counselors @ approximately 13%
Development Associate	\$ 167	Benefits for 40 hours
Financial Aid Specialist	\$ 263	Benefits for 75 hours
Software Specialist	\$ 143	Benefits for 20 hours
TOTAL PERSONNEL	\$16,018	
Non-Personnel		
Supplies	\$ 448	Miscellaneous supplies including copying, materials for support for administering scholarship awards (letters of announcement, award certificates, award folders and supplies used in the scholarship scoring process). Also, includes supplies for administering the Irvine Unified School District's (IUSD) Summer College at IVC, including copying, forms and administrative/secretarial support materials.
Printed Materials	\$ 500	Printed material for advertising scholarships to IUSD; printed materials for advertising Summer Classes for IUSD students at IVC. Includes website design and printing of hard copy advertising brochures.
Other (be specific): Scholarships/Regular Students	\$51,000	At least 26 scholarships of \$1,000-\$2,000 awarded to Irvine students attending IVC.

2015-16 Educational Partnership Fund Budget: Exhibit B

Summer Classes for IUSD Students	\$27,034	Summer (2016) College at IVC, providing five classes at no charge for up to 125 IUSD students. Classes include Biology 1, Biology 1 Lab, History 20, Math 10, Psychology 1.
Indirect Costs	\$5,000	5% IVC Foundation gift management fee (per Foundation gift policy)
TOTAL NON-PERSONNEL	\$83,982	
TOTAL EXPENSES	\$100,000	

EXHIBIT "C"

IMPLEMENTATION SCHEDULE

1. By January 31, 2016, Participant will submit report indicating progress made towards projected Program Outcomes for the period July 1-December 31, 2015.
2. By August 15, 2016, Participant will submit a final report summarizing actual Program Outcomes for the project year.

EXHIBIT "D"
SPECIAL REQUIREMENTS
(Not Applicable)

EXHIBIT "E"

PAYMENT SCHEDULE

Total Funding Awarded: \$100,000

50% of grant amount (\$50,000) payable on signing of contract and receipt of invoice with assigned Purchase Order number.

50% of grant amount (\$50,000) payable on receipt of mid-year report and invoice with assigned Purchase Order number within 15 days after January 31, 2016.

ATTACHMENT 1
EDUCATIONAL PARTNERSHIP FUND/MEASURE BB
FY 2015-16 PROGRAM CATEGORIES AND ALLOCATIONS

No.	Amount Allocated	Program Description per Measure BB	Direct Recipient- Irvine Valley College Foundation
TOTAL:			\$ 100,000
1.	\$ 500,000	To support Irvine students' (K-12) academic performance through enhanced and innovative programs and services, including without limitation student health and guidance.	-
2.	\$ 300,000	In connection with the employment of additional school nurses; with consideration given to those nurses who specialize in school readiness and the developmental progress of students.	-
3.	\$ 500,000	In connection with employment of instructional aides and classroom staff.	-
4.	\$ 200,000	In connection with the employment of additional classified employees to provide for the hygienic conditions of restrooms and similar facilities.	-
5.	\$ 100,000	In connection with the establishment of no fewer than 25 scholarships of \$1,000 - \$2,000 each for students who will be attending Irvine Valley College, and to support participation in the Early College Program at Irvine Valley College	\$ 1 0 0 , 0 0 0
6.	\$ 100,000	In connection with public service instructional programs to support service learning opportunities.	-
7.	\$ 200,000	In connection with the acquisition of classroom supplies for teachers and for students in need of essential materials.	-
8.	\$ 100,000	In connection with legal and other professional services for the removal of barriers to securing health, nutritional, housing and other services necessary to provide students with the opportunity to meet appropriate educational objectives.	-
9.	\$ 100,000	In connection with the development of plans and programs to ensure the federal government's faithful compliance with its commitment to the Individuals with Disabilities Education Act.	-
10.	\$ 100,000	In connection with the planning and development of joint use sports facilities at the Orange County Great Park, and the provision of non-permanent "instant stadiums" at any high school or community college in Irvine.	-
11.	\$ 200,000	In connection with the expansion of the School Resource Officers Program.	-
12.	\$ 100,000	In connection with the development and conduct of educational field trips for students.	-
TOTAL:			\$ 1 0 0 , 0 0 0

ATTACHMENT 2
Exhibit 1

WORKERS' COMPENSATION INSURANCE CERTIFICATION

Contract Services Description: Educational Partnership Fund

WORKERS' COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:

(CHECK ONE APPLICABLE BOX BELOW)

☐ I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work to be performed under this Agreement and shall submit insurance certificates evidencing such coverage as set forth herein.

☐ I certify that, in the performance of the work under this Agreement, I **shall not employ any person** in any manner so as to become subject to the workers' compensation laws of California, and I hereby agree to indemnify, defend, and hold harmless the City of Irvine and all of its officials, employees, and agents from and against any and all claims, liabilities, and losses relating to personal injury or death, economic losses, and property damage arising out of my failure to provide such worker's compensation insurance. I further agree that, **if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions and immediately furnish insurance certificates** evidencing such coverage as set forth herein.

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

Dated:	
Contracting Firm:	
Signature:	
Title:	
Address:	

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made and entered into this ____ day of _____, ____ between: Requisition No. _____

**Irvine Valley College (IVC) Foundation
5500 Irvine Center Drive
Irvine, California 92618
Telephone (949) 451-5291**

hereinafter called IVC FOUNDATION, and

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

hereinafter called DISTRICT.

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

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

The parties agree as follows:

1. The period of this Agreement shall be effective from July 1, 2015 to June 30, 2016 and may be modified by mutual agreement of the parties. The DISTRICT shall have the discretion to terminate this contract by providing IVC FOUNDATION 30 days prior written notice.

IVC Foundation and IVC agree to have the non-scholarship portion of the Educational Partnership Fund Grant be programmatically managed by IVC through their existing IVC Early College High School program.

2. The IVC FOUNDATION shall pay the DISTRICT \$43,052. Upon completion of the services provided for hereof and upon a signed invoice acceptable to the IVC FOUNDATION and approved by Davit Khachatryan, payment will be made.
3. The IVC FOUNDATION shall not be liable to the DISTRICT for personal injury or property damage sustained by him/her in the performance of this contract, whether caused by himself/herself, the DISTRICT, its officers, agents or employees, or by any third party. DISTRICT agrees to and does hereby indemnify, hold harmless and defend the IVC FOUNDATION and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever.
4. Neither party shall assign this Agreement or any part thereof without the written consent of the other party.

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

IVC FOUNDATION

South Orange County Community College District

Signature: _____

Signature: _____

By: Dennis Gordon

By: Dr. Debra L. Fitzsimons

Title: Interim Executive Director, IVC Foundation

Title: Vice Chancellor, Business Services

Date: _____

Date: _____

Contact Person: Karen Orlando

College Contact Person: Davit Khachatryan

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Agreement for Information Technology Services, eNamix

ACTION: Approval

BACKGROUND

SOCCCD is in the process of implementing the Workday Human Capital Management and Financial systems. In order to properly implement the project per Workday specifications, testing lead services are required for the remainder of the project and for several months following go-live.

STATUS

The Workday project team is proposing that eNamix provide professional software testing/quality assurance engineering services to fulfill the testing lead services for the project.

The professional fees for these services will be based on time spent at rates of \$120 per hour in an amount not to exceed \$241,920 (Exhibit A).

Funding for these technology services are provided by the approved basic aid funding allocated to the Workday implementation project.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the agreement with eNamix, Exhibit A, for an amount not to exceed \$241,920, for the term of July 1, 2015 to June 30, 2016.

Item Submitted by: *Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services*
Dr. Robert Bramucci, Vice Chancellor, Technology & Learning Services

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made and entered into this 19th day of May, 2015 between: Requisition No.

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

hereinafter called DISTRICT, and

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

hereinafter called CONTRACTOR.

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

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

The parties agree as follows:

1. The period of this Agreement shall be effective from 07/01/2015 to 06/30/2016 and may be modified by mutual agreement of the parties. The DISTRICT shall have the discretion to terminate this contract by providing CONTRACTOR 30 days prior written notice.

The CONTRACTOR shall, at times and places designated by it and acceptable to the DISTRICT perform the following services: **Consultant will provide professional software testing/quality assurance engineering services to fulfill the testing lead position for the Human Capital Management and Financial Systems Workday Implementation project.**

2. The DISTRICT shall pay the CONTRACTOR \$120.00 per hour, not to exceed \$241,920.00. The DISTRICT will not pay expenses. Upon completion of the services provided for hereof and upon a signed semi-monthly invoice acceptable to the DISTRICT and approved by IT Director Jim Phaneuf, payment will be made on a semi-monthly basis.
3. The DISTRICT shall not be liable to the CONTRACTOR for personal injury or property damage sustained by him/her in the performance of this contract, whether caused by himself/herself, the DISTRICT, its officers, agents or employees, or by any third party. CONTRACTOR agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever.
4. While performing service hereunder, the CONTRACTOR is an independent contractor and not an officer, agent or employee of the South Orange County Community College District inclusive of Saddleback College and Irvine Valley College.
5. Neither party shall assign this Agreement or any part thereof without the written consent of the other party.

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

Contractor

South Orange County Community College District

Signature: _____

Signature: _____

By: _____

By: Dr. Debra L. Fitzsimons

Title: _____

Title: Vice Chancellor, Business Services

Date: _____

Date: _____

Contact Person: John Jeltema, 949-502-4210

District Contact Person: Jim Phaneuf, 949-582-4332

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Saddleback College BGS Fire Repairs Project, Substitution of Subcontractor, Extreme Air Conditioning & Heating, Inc.

ACTION: Approval

BACKGROUND

On March 30, 2015 the Board approved the award of bid for the BGS Fire Repairs Project at Saddleback College.

Chapter 4, Section 4107 of the California Public Contract Code known as the "Subletting and Subcontracting Fair Practices Act," requires that in all public contracts, the awarding authority must approve the substitution of one subcontractor for another after a bid has been awarded. The acceptable reasons for requesting substitutions provided in Government Code 4107 include, "when the listed subcontractor fails to execute a written contract."

STATUS

Optima RPM, the general contractor for the BGS Fire Repairs project at Saddleback College, informed the District that the listed HVAC subcontractor, Extreme Air Conditioning & Heating, Inc., is unable to perform the work and has requested to be released of its obligation. Optima RPM recommends that Aramco Mechanical be accepted as its replacement (EXHIBIT A). In accordance with Section 4107 of the Government Code, a certified letter notifying Extreme Air Conditioning & Heating, Inc., of the request was sent on May 7, 2015 (EXHIBIT B).

The substitution will have no impact on the cost of the project.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the removal of Extreme Air Conditioning & Heating, Inc., as subcontractor and its substitution by Aramco Mechanical as subcontractor on the BGS Fire Repairs project at Saddleback College.



17945 Sky Park Circle, Suite D
Irvine, CA 92614
O. 949.724.1399 | F. 949.724.1851

April 27, 2015

James Rogers
Saddleback College
28000 Marguerite Parkway
Mission Viejo, CA, 92692

Re: BGS Fire Repairs @ Saddleback College
Subcontractor Substitution

Mr. Rogers,

Please be advised that the listed subcontractor, Extreme Air, has withdrew his bid as per his attached correspondence. Therefore please consider this our formal request to have Aramco Mechanical, inc substituted for this trade. Below you will find the new subcontractor's information for your review and reference.

Aramco Mechanical
561 W. Covina Blvd, San Dimas
CA, 91773
Tel: 626-394-1614
Lic # 799823

If you have any questions or concerns please do not hesitate to contact us.
Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Maykel A. Hanna".

Maykel A. Hanna
VP Construction Operation.



Extreme Air Conditioning & Heating Inc.

8327 Strub Ave
Whittier, Ca 90605
Lic. # 900376 (562) 201-8040
Fax (562) 696-3123
www.Extremeairca.com
Extremeair08@gmail.com

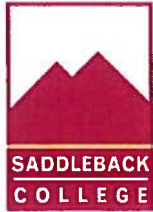
April 24, 2015

Maykel Hanna, Vice President
OPTIMA RPM, INC.
17945 Sky Park Circle Suite
Irvine, California 92614

RE: Saddleback College –BGS Fire Repairs Project
Withdrawal of Bid Proposal

Dear Mr. Hanna,

Please note that Extreme Air will be withdrawing from this project and any future projects with Optima. Thank you



SADDLEBACK COLLEGE

28000 Marguerite Parkway • Mission Viejo, CA 92692
949.582.4500 • www.saddleback.edu

DELIVERED VIA CERTIFIED MAIL

May 7, 2015

Derek Thomas
President
Extreme Air Conditioning & Heating, Inc.
8327 Strub Avenue
Whittier, CA 90605

Subject: Substitution of Subcontractor

Dear Mr. Thomas:

We have received from Optima RPM a request for substitution of mechanical subcontractor for the BGS Fire Repairs Project (Bid number 2031) at Saddleback College (please see attached copy).

In compliance with Article 4107 of the California Contract Code, this is your notification of said request. You have five working days to submit a written objection to the substitution. Failure to file a written objection will constitute your consent to the substitution.

Sincerely,

Jim Rogers
Assistant Director, Facilities –
Capital Outlay Projects

Cc: Brandye D'Lena
Walt Rice
John Ozurovich

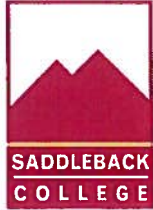
JR/jr
Attachments

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Dr. William O. Jay, Timothy Jemal, David B. Lang, Marcia Milchiker, Nancy M. Padberg, T.J. Prendergast, III, Dr. James R. Wright • Gary L. Poertner, Chancellor

SADDLEBACK COLLEGE: Dr. Tod A. Burnett, President

An Equal Opportunity Employer



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SADDLEBACK COLLEGE: Dr. Tod A. Burnett, President

An Equal Opportunity Employer

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Saddleback College Furniture Surplus

ACTION: Approval

BACKGROUND

Furniture, previously used for the Saddleback College Business and General Services (BGS) building and the Saddleback College Village will require storage when the buildings are renovated. The College anticipates most of the furniture will not be re-used. A previous example and similar amount of furniture storage resulted in a fee of \$2,344/month.

According to Education Code 81452: (c) If the Board, by a unanimous vote of those members present, finds that the property is of insufficient value to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board, or it may be disposed of in the local public dump on order of any employee of the district empowered for that purpose by the board.

STATUS

Saddleback staff has identified items they would reuse. Staff has determined the storage, auction and disposal for the remaining furniture would exceed the value that could be obtained for the furniture.

Staff recommends Board approve distribution or disposal of this furniture in the following manner. Staff will contact Irvine Valley College and District Services to determine if they might have a use for this furniture. Next, other educational organizations will be considered in accordance with Education Code 81452 and finally charitable organizations may be considered for possible donation with disposal of all items remaining.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve redistribution, donation to another educational organization or a charitable organization, with disposal of all remaining furniture from the Saddleback College BGS building and the Saddleback College Village renovations and empower district personnel to take this action.

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

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Budget Amendment: Adopt Resolution No. 15-23 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

2014/15 Basic Skills at Irvine Valley College	\$18,707
Equal Employment Opportunity at District	(\$891)
Deputy Sector Navigator at Irvine Valley College	\$100,000
Financial Aid Administration at Irvine Valley College	\$171
2013/14 Teacher Preparation Pipeline at Saddleback College	\$120,000
Total Increase to the General Fund	<u><u>\$237,987</u></u>

Total Budget Amendment	<u><u>\$237,987</u></u>
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RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 15-23 to amend the FY 2014-2015 Adopted Budget as indicated in EXHIBIT A.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION 15-23

May 18, 2015

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$237,987 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

<u>Account</u>	<u>Income Source</u>	<u>Amount</u>
8100	Federal Revenue	\$171
8600	State Revenue	\$237,816
		<u>\$237,987</u>

<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
1000	Academic Salaries	\$50,542
2000	Classified Salaries	\$53,546
3000	Fringe Benefits	\$32,359
4000	Books and Supplies	\$8,950
5000	Other Operating Expenses and Services	\$92,590
		<u>\$237,987</u>

Total Budget Amendment	<u>\$237,987</u>
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SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BUDGET AMENDMENT
GENERAL FUND
RESOLUTION 15-23
May 18, 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 \$237,987 duly and regularly adopted by the said Board at a regular meeting thereof held on May 18, 2015.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 19th day of May 2015.

Gary L. Poertner
Secretary to the Board of Trustees

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Gifts to the District and Foundations

ACTION: Approval

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
May 18, 2015

SADDLEBACK COLLEGE

Gift	Donated By:
Electrical / Electronics training sets	Clifford Meyer
Electric Drum set	Ariel Alexander
Holiday decorations	Mr. & Mrs. Brent Von Behren
Magazines	Vaughn Babcock
Books	Ana Maria Cobos
Books	Isabel Cobos Hauser
Books	Sonya Murray

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Payment of Bills

ACTION: Ratification

BACKGROUND

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

STATUS

Checks No. 192094 through 192947 processed through the Orange County Department of Education, totaling \$8,013,473.09; and Checks No. 011440 through 011452 processed through Saddleback College Community Education, totaling \$75,578.89; and Checks No. 009370 through 009378, processed through Irvine Valley College Community Education, totaling \$92,903.66 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 04/08/2015 through 04/28/2015

Check Number	Check Date	Pay to the Order of	Check Amount
192094	04/08/2015	ACADEMIC SENATE FOR CALIF. COMMUNITY COLLEGES	495.00
192095	04/08/2015	AMERICAN EXPRESS TRAVEL RELATED SERVICES CO INC	19,670.95
192096	04/08/2015	JACK APPLEMAN	76.95
192097	04/08/2015	CHERYL LOMMATSCH BARRETT	600.00
192098	04/08/2015	TRACY BRYARS	600.00
192099	04/08/2015	BORIS F. BUZAN	255.22
192100	04/08/2015	ELIZABETH CIPRES	100.00
192101	04/08/2015	CRAMER/MARDER ARTISTS, NEW YORK, INC.	4,000.00
192102	04/08/2015	JOANNE DE MARCHI	600.00
192103	04/08/2015	SCOTT FREDRICKSON	480.08
192104	04/08/2015	JIM GASTON	15.53
192105	04/08/2015	GENERAL DYNAMICS INFORMATION TECHNOLOGY INC	33,678.36
192106	04/08/2015	DR. CRAIG JUSTICE	1,175.40
192107	04/08/2015	DAVID B. LANG	17.23
192108	04/08/2015	MARGOT LOVETT	526.00
192109	04/08/2015	ROY MC CORD	1,943.23
192110	04/08/2015	ADAM NAVARRO	373.00
192111	04/08/2015	THOMAS O'LEARY	686.20
192112	04/08/2015	DIANE OAKS	9.09
192113	04/08/2015	HEIDI M. OCHOA	263.00
192114	04/08/2015	LUCAS OCHOA	373.00
192115	04/08/2015	SANDRA POPE	31.05
192116	04/08/2015	PRENDERGAST, T. J.	19.95
192117	04/08/2015	TAMERA RICE	195.20
192118	04/08/2015	RICOH USA, INC.	72.96
192119	04/08/2015	ROSANN RIOS	1,023.00
192120	04/08/2015	JAMES ROGERS	70.19
192121	04/08/2015	HARLAND TECHNOLOGY SERVICES A DIVISION OF SCANTRON	190.57
192122	04/08/2015	JOYCE SEMANIK	557.45
192123	04/08/2015	SWEETWATER	16,620.84
		Unpaid Sales Tax	1,288.12
		Expensed Amount	17,908.96
192124	04/08/2015	TAKACH PRESS CORP.	203.00
		Unpaid Sales Tax	14.40
		Expensed Amount	217.40
192125	04/08/2015	THOMSON REUTERS WEST PAYMENT CENTER	393.18
192126	04/08/2015	U.S. TOY CO., INC. (dba) CONSTRUCTIVE PLAYTHINGS	642.05
192127	04/08/2015	WESTWIND SAILING, LLC	336.00
192128	04/08/2015	JIM WRIGHT	113.76
192129	04/09/2015	AT & T	130.03
192130	04/09/2015	SHERRI J. BANES	312.00
192131	04/09/2015	BORG EQUIPMENT & SUPPLY CO.	226.15
192132	04/09/2015	STEPHANIE DI ALTO	44.09
192133	04/09/2015	FEOKTISTOVA, MARIA	113.51
192134	04/09/2015	GEARY PACIFIC SUPPLY #44	4,714.77
192135	04/09/2015	W. W. GRAINGER	292.68

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 04/08/2015 through 04/28/2015

Check Number	Check Date	Pay to the Order of	Check Amount
192136	04/09/2015	BRUCE HAGAN	62.10
192137	04/09/2015	MT. SAC RELAYS	500.00
192138	04/09/2015	NUNEZ, KATHRYN	33.47
192139	04/09/2015	JOHN OZUROVICH	29.60
192140	04/09/2015	LA NELL PEEBLES	15.53
192141	04/09/2015	PETCO ANIMAL SUPPLIES, INC.	4.20
192142	04/09/2015	PRO GROUP CO.	473.34
192143	04/09/2015	PROACTIVE CONSULTING GROUP AIR RESOURCES BOARD	1,240.00
192144	04/09/2015	PROFORCE MARKETING INC. PROFORCE LAW ENFORCEMENT	659.05
192145	04/09/2015	S & B FOODS CATERING DIVISION	81.86
192146	04/09/2015	FHEG-SADDLEBACK BOOKSTORE STORE#296 MASTER ACCT 296324	4,832.35
192147	04/09/2015	SHRED-IT USA	46.40
192148	04/09/2015	SIERRA SOIL, INC.	989.20
192149	04/09/2015	MELINDA SMITH	85.93
192150	04/09/2015	SOUTHERN CALIFORNIA EDISON CO.	2,204.74
192151	04/09/2015	SOUTH COAST FAMILY MEDI-CENTER, INC.	235.00
192152	04/09/2015	SPIE SALES	2,430.00
192153	04/09/2015	SOUTHLAND FLOORING INC.	4,000.00
192154	04/09/2015	TOWN & COUNTRY GLASS	3,283.00
192155	04/09/2015	ULINE, INC. ATTN: ACCOUNTS RECEIVABLE	2,534.28
192156	04/09/2015	UNISOURCE WORLDWIDE INC.	65.05
192157	04/09/2015	UNITED RENTALS	200.20
192158	04/09/2015	UNITED SITE SERVICES	275.32
192159	04/09/2015	ANASTASIA VENDROVSKY	21.03
192160	04/09/2015	VENTEK INTERNATIONAL	405.00
192161	04/09/2015	VISTA PAINT CORPORATE OFFICE	440.97
192162	04/09/2015	WARD'S SCIENCE	71.07
192163	04/09/2015	W A X I E	16,918.99
192164	04/09/2015	DOUGLAS WESTLAKE	2,400.00
192165	04/09/2015	JENNIFER WIJNKER	2,500.00
192166	04/09/2015	XEROX CORPORATION	8,428.54
192167	04/09/2015	XEROX CORPORATION	10.66
192168	04/09/2015	SOUTH COAST FAMILY MEDI-CENTER, INC.	195.00
192169	04/09/2015	SO. ORANGE CO. COMM. COL. DISTWORKERS COMPENSATION	2,261.36
192170	04/13/2015	MARINA AMINY	625.89
192171	04/13/2015	MARY ANSTADT	289.73
192172	04/13/2015	AT&T	11.14
192173	04/13/2015	BERKELEY MEDIA LLC SAUL ZAENTZ FILM CENTER	333.60
192174	04/13/2015	BERTRAND'S MUSIC	304.26
192175	04/13/2015	JESSICA CHEN	634.14
192176	04/13/2015	CSU FULLERTON ATTN: HRDI - ACE CONFERENCE	80.00
192177	04/13/2015	JIM GASTON	1,529.33
192178	04/13/2015	GENESIS, INC.	351.00

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ESCAPE 

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Checks Dated 04/08/2015 through 04/28/2015

Check Number	Check Date	Pay to the Order of	Check Amount
		Unpaid Sales Tax	26.64
		Expensed Amount	377.64
192179	04/13/2015	KIRILL GLIADKOVSKY	1,200.00
192180	04/13/2015	W. W. GRAINGER	3,888.00
192181	04/13/2015	GREEN THUMB INTERNATIONAL	14.31
192182	04/13/2015	PASCO SCIENTIFIC	235.84
192183	04/13/2015	PATON GROUP	1,246.10
192184	04/13/2015	LA NELL PEEBLES	67.15
192185	04/13/2015	PENN CORPORATE RELOCATION SERVICES, INC.	252.00
192186	04/13/2015	PEP BOYS REMITTANCE DEPARTMENT	224.64
192187	04/13/2015	PHILIP STEPHEN PINES	1,666.67
192188	04/13/2015	PRENDERGAST, T. J.	148.98
192189	04/13/2015	PSI-PAYPHONE STATIONS INNOVAT.	350.00
192190	04/13/2015	EMILY QUINLAN	1,982.28
192191	04/13/2015	TAMERA RICE	441.33
192192	04/13/2015	RIO GRANDE ALBUQUERQUE	6,628.22
		Unpaid Sales Tax	500.80
		Expensed Amount	7,129.02
192193	04/13/2015	SAN DIEGO GAS & ELECTRIC	5,472.24
192194	04/13/2015	SBCC SOFTBALL TRUST SANTA BARBARA CITY COLLEGE	375.00
192195	04/13/2015	SC ASSOCIATED STUDENT BODY	540.00
192196	04/13/2015	HARLAND TECHNOLOGY SERVICES A DIVISION OF SCANTRON	83.81
192197	04/13/2015	SHRED-IT USA	21.90
192198	04/13/2015	SMART LEVELS MEDIA	1,139.54
192199	04/13/2015	THOMAS L. SMITH	12.88
192200	04/13/2015	SO. COAST FIRE PROTECTION	931.22
192201	04/13/2015	SPECTRUM CHEMICAL MFG. CORP.	45.36
192202	04/13/2015	STUDY IN THE USA INC.	5,850.00
192203	04/13/2015	SUN BADGE COMPANY	190.21
192204	04/13/2015	SWEETWATER	2,777.01
		Unpaid Sales Tax	202.40
		Expensed Amount	2,979.41
192205	04/13/2015	TAKACH PRESS CORP.	7,363.00
		Unpaid Sales Tax	430.40
		Expensed Amount	7,793.40
192206	04/13/2015	THOMSON REUTERS WEST PAYMENT CENTER	481.07
192207	04/13/2015	UC REGENTS UCLA CONFERENCE CENTER	3,199.88
192208	04/13/2015	UNITED SITE SERVICES	302.80
192209	04/13/2015	W A X I E	539.14
192210	04/13/2015	LIPPINCOTT WILLIAMS & WILKINS	30.11
192211	04/13/2015	WORTHINGTON DIRECT	2,175.39
		Unpaid Sales Tax	144.63
		Expensed Amount	2,320.02
192212	04/13/2015	XEROX CORPORATION	1,249.26
192213	04/13/2015	ALTERNATIVE DELIVERY SOLUTIONS	5,328.00
192214	04/13/2015	BERNARDS BROS. CONSTRUCTION	25,989.70
192215	04/13/2015	GKKWORKS	24,560.00
192216	04/13/2015	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	21,565.00

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

ESCAPE 

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Checks Dated 04/08/2015 through 04/28/2015

Check Number	Check Date	Pay to the Order of	Check Amount
192217	04/13/2015	NINYO & MOORE	872.50
192218	04/13/2015	R2A ARCHITECTURE	14,590.10
192219	04/13/2015	SOLTEK PACIFIC CONSTRUCTION CO	2,635.29
192220	04/13/2015	WORKDAY INC	2,682.50
192221	04/14/2015	ACSIG/EDGE	148,851.22
192222	04/14/2015	ACSIG/EDGE	43,401.84
192223	04/14/2015	AT&T	31.06
192224	04/14/2015	B & H PHOTO-VIDEO CENTER	4,107.50
		Unpaid Sales Tax	328.60
		Expensed Amount	4,436.10
192225	04/14/2015	BAKER & TAYLOR	9,233.24
192226	04/14/2015	BERTRAND'S MUSIC	250.00
192227	04/14/2015	BESAFE TECHNOLOGIES, INC.	738.15
192228	04/14/2015	BLICK ART MATERIALS	317.94
192229	04/14/2015	BOLO PRODUCTIONS	100.00
192230	04/14/2015	TAMARA BOSTWICK	22.77
192231	04/14/2015	DANIEL SMITH, INC.	127.71
		Unpaid Sales Tax	10.22
		Expensed Amount	137.93
192232	04/14/2015	DATAMAX O'NEIL	1,214.02
192233	04/14/2015	CALVIN J. DELLEFIELD	100.00
192234	04/14/2015	DEPARTMENT OF JUSTICE CASHIERING	5,370.00
192235	04/14/2015	DEWEY'S APPLIANCES	1,155.36
192236	04/14/2015	DirectTV	136.97
192237	04/14/2015	DISCOVERY BENEFITS, INC.	481.50
192238	04/14/2015	JEFF DORSZ	417.24
192239	04/14/2015	CORINE DOUGHTY	258.08
192240	04/14/2015	SUSAN DROGO	35.00
192241	04/14/2015	THE DUMBELL MAN	13,408.91
192242	04/14/2015	EAGLE COMMUNICATIONS	111.45
192243	04/14/2015	ECONOMIC ALTERNATIVES, INC.	376.25
192244	04/14/2015	ARNETTE EDWARDS	120.00
192245	04/14/2015	ELECTRONIX EXPRESS	120.85
		Unpaid Sales Tax	8.63
		Expensed Amount	129.48
192246	04/14/2015	ERIC ARMIN, INC	95.48
		Unpaid Sales Tax	7.01
		Expensed Amount	102.49
192247	04/14/2015	YVETTE ESTRADA	35.00
192248	04/14/2015	FIRSTAIDPRODUCT.COM	697.49
192249	04/14/2015	FEDERAL EXPRESS	89.01
192250	04/14/2015	FISHER SCIENTIFIC	9,131.52
192251	04/14/2015	FRANCHISE TAX BOARD	112.00
192252	04/14/2015	FREEWAY AUTO SUPPLY	1,196.90
192253	04/14/2015	DEBORAH FRICKE	120.00
192254	04/14/2015	GORILLA TEAM ARTISTS	2,825.00
192255	04/14/2015	HYATT LEGAL	7,760.50
192256	04/14/2015	LORI MANGELS	155.25

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 **MONITOR**

Page 4 of 22

Checks Dated 04/08/2015 through 04/28/2015

Check Number	Check Date	Pay to the Order of	Check Amount
192257	04/14/2015	DAYLE McINTOSH CENTER FOR THE	191.25
192258	04/14/2015	PACIFIC COACHWAYS CHARTER SERVICES, INC.	1,936.87
192259	04/14/2015	PHARMEDIX	133.27
192260	04/14/2015	PSI-PAYPHONE STATIONS INNOVAT.	350.00
192261	04/14/2015	FASTSIGNS OF LAKE FOREST	96.17
192262	04/14/2015	CHARLENE REED	9,700.00
192263	04/14/2015	RELIANCE STANDARD LIFE INS	25,720.50
192264	04/14/2015	RELIANCE STANDARD LIFE INS	14,533.59
192265	04/14/2015	S & B FOODS CATERING DIVISION	81.00
192266	04/14/2015	SC ASSOCIATED STUDENT BODY	1,320.00
192267	04/14/2015	SCANNX INC	842.00
192268	04/14/2015	SANDI SEMBIAZZA	239.33
192269	04/14/2015	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	1,544,312.00
192270	04/14/2015	SMART & FINAL	7.75
192271	04/14/2015	SOCIETY FOR COLL & UNIV PLNG	870.00
192272	04/14/2015	AMY SUPINGER dba SUPINGER STRATEGIES	1,800.00
192273	04/14/2015	TAKESHITA, KATHARINE	120.00
192274	04/14/2015	UNISOURCE WORLDWIDE INC.	312.72
192275	04/14/2015	UNITED DIRECT MARKETING	643.00
192276	04/14/2015	UNITED SITE SERVICES	280.48
192277	04/14/2015	UNUM LIFE INSURANCE COMPANY	3,925.80
192278	04/14/2015	UNUM LIFE INSURANCE COMPANY	1,722.40
192279	04/14/2015	VILLAGE NURSERIES LANDSCAPE CENTERS	3,044.45
192280	04/14/2015	JODY WALLACE	945.00
192281	04/14/2015	WESTWIND SAILING, LLC	532.00
192282	04/14/2015	CARLOS ZELAYA	35.00
192283	04/14/2015	DAIRY DEPOT	70.59
192284	04/14/2015	SMART & FINAL	505.99
192285	04/14/2015	ACSIG/EDGE	22,589.06
192286	04/14/2015	ACSIG/EDGE	5,387.43
192287	04/14/2015	RPM CONSULTANT GROUP	2,098.24
192288	04/14/2015	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	317,632.00
192289	04/15/2015	AAA ELECTRIC MOTOR SALES	527.28
192290	04/15/2015	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	23,262.41
192291	04/15/2015	ABC ICE HOUSE	169.30
192292	04/15/2015	DAVID ABELLA	3,334.50
192293	04/15/2015	ABS PRODUCTS	13,426.00
192294	04/15/2015	ADVANCE BEAUTY COLLEGE, INC.	55,474.88
192295	04/15/2015	AIRGAS NATIONAL CARBONATION	391.84
192296	04/15/2015	AMSTERDAM PRINTING & LITHO	433.51
Unpaid Sales Tax			31.74
Expensed Amount			465.25
192297	04/15/2015	APPLE COMPUTER INC.	10,030.32
192298	04/15/2015	JACK APPLEMAN	307.23
192299	04/15/2015	ARAMARK UNIFORM SERVICES, INC	247.66
192300	04/15/2015	ARROWHEAD MOUNTAIN SPRING WATER CO.	24.59
192301	04/15/2015	AT&T	12,234.50
192302	04/15/2015	ADVANTA ENERGY C/O AVIVA ENERGY CORP	1,600.00
192303	04/15/2015	BOUNDLESS NETWORK	2,328.00

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Checks Dated 04/08/2015 through 04/28/2015

Check Number	Check Date	Pay to the Order of	Check Amount
192304	04/15/2015	DR. ROBERT BRAMUCCI	437.26
192305	04/15/2015	TOD A. BURNETT	109.19
192306	04/15/2015	TOM BURROWS	70.42
192307	04/15/2015	DON BUSCHE	120.09
192308	04/15/2015	CALIFORNIA STAGE/LIGHTING, INC	606.67
192309	04/15/2015	CAL BUILDING SYSTEMS	1,355.90
192310	04/15/2015	SANDRA CAMARENA	122.00
192311	04/15/2015	CANON SOLUTIONS AMERICA, INC.	52.92
192312	04/15/2015	CAPITOL ADVOCACY PARTNERS LLC	3,500.00
192313	04/15/2015	CAROLINA BIOLOGICAL SUPPLY	235.16
192314	04/15/2015	CDE PRESS ACCOUNTING OFFICE	140.36
192315	04/15/2015	CDW GOVERNMENT, INC.	1,141.41
192316	04/15/2015	CINTAS CORPORATION	232.80
192317	04/15/2015	THE COACHING SYMPOSIUM LLC	1,020.00
192318	04/15/2015	CCBC/ALP ATTN: M.ROBERTSON/S.GEARHART	4,725.00
192319	04/15/2015	COX COMMUNICATIONS	2,133.14
192320	04/15/2015	COX COMMUNICATIONS	2,192.96
192321	04/15/2015	COX COMMUNICATIONS	1,151.30
192322	04/15/2015	COX COMMUNICATIONS	1,351.30
192323	04/15/2015	COX COMMUNICATIONS	10.49
192324	04/15/2015	ANDREW CRAVEN	372.55
192325	04/15/2015	CULLIGAN	114.70
192326	04/15/2015	A-1 AWARDS & ENGRAVING ROBERT J DAMAN	98.82
192327	04/15/2015	FISHER SCIENTIFIC	469.02
192328	04/15/2015	M. SCOTT GRABAU	74.02
192329	04/15/2015	ESTER GRAHAM	126.33
192330	04/15/2015	PATTY HELTON	31.05
192331	04/15/2015	HOLIDAY INN EXPRESS HOTEL AND SUITES BERKELEY	5,181.32
192332	04/15/2015	TEDDI LORCH	122.21
192333	04/15/2015	NICOLE MAJOR	205.00
192334	04/15/2015	AUTONATION SHARED SERVICE CTR SOUTH CALIFORNIA	30.57
192335	04/15/2015	ROSEMARY MERTZ	2,000.00 *
Cancelled on 04/23/2015. Cancel Register # AP04232015C			
192336	04/15/2015	KURT MEYER	504.86
192337	04/15/2015	VERONICA OBERMEYER	666.13
192338	04/15/2015	PACIFIC COACHWAYS CHARTER SERVICES, INC.	1,598.68
192339	04/15/2015	PSI-PAYPHONE STATIONS INNOVAT.	300.00
192340	04/15/2015	QUALITY SUITES	2,916.72
192341	04/15/2015	QUEST DIAGNOSTICS	1,969.92
192342	04/15/2015	KAY RYALS	120.00
192343	04/15/2015	JOYCE SEMANIK	53.99
192344	04/15/2015	SHRED-IT USA	4,000.63 *
Cancelled on 04/16/2015. Cancel Register # AP04162015B			
192345	04/15/2015	TAMS-WITMARK MUSIC LIBRARY	10.00
192346	04/15/2015	ANTIMITE TERMITE & PEST CNTRL	65.00
192347	04/15/2015	ANASTASIA VENDROVSKY	66.00
192348	04/15/2015	TIM WILSON	800.00

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Check Number	Check Date	Pay to the Order of	Check Amount
192349	04/15/2015	SCHMIDT, NICHOLAS	535.24
192350	04/15/2015	ROSIE AGUILAR	384.68
192351	04/15/2015	AMAZON WEB SERVICES INC	399.36
192352	04/15/2015	CDW GOVERNMENT, INC.	1,840.31
192353	04/15/2015	CITY OF TUSTIN ATTN: ACCOUNTS RECEIVABLE	550.00
192354	04/15/2015	COLLEGESOURCE, INC.	918.75
192355	04/15/2015	C.W. DRIVER CONTRACTORS INC.	2,703,893.00
192356	04/15/2015	EPLUS TECHNOLOGY, INC.	276,472.88
192357	04/15/2015	DEBRA L. FITZSIMONS	189.26
192358	04/15/2015	RUBY HAZZARD	274.68
192359	04/15/2015	i3 SOLUTIONS C/O IDEN SADEGHIEH	7,700.00
192360	04/15/2015	NIMBLE CONSULTING	9,301.00
192361	04/15/2015	SIERRA-CEDAR, INC.	122,775.54
192362	04/15/2015	STRATA INFORMATION GROUP	39,496.55
192363	04/15/2015	SYNERGY SOFTWARE SOLUTIONS C/O PRATIK MODI	7,854.00
192364	04/15/2015	RAMON DUENEZ	408.44
192365	04/16/2015	JAY AMOS	672.00
192366	04/16/2015	AT&T	17.08
192367	04/16/2015	BECKMAN COULTER INC	134.07
192368	04/16/2015	BLICK ART MATERIALS	3,417.83
192369	04/16/2015	MARK BORDELON	137.49
192370	04/16/2015	EDWIN DAVIS	672.00 *
Cancelled on 04/16/2015, Cancel Register # AP04162015C			
192371	04/16/2015	EDWIN DAVIS	672.00
192372	04/16/2015	ED DURST	250.00
192373	04/16/2015	ED DURST	400.00
192374	04/16/2015	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	2,135.00
192375	04/16/2015	HAIR CALIFORNIA BEAUTY ACADEMY	20,990.25
192376	04/16/2015	HARDY DIAGNOSTICS	345.60
192377	04/16/2015	KIMBERLEY J. HARVIE	35.00
192378	04/16/2015	HI-POD	5,193.00
192379	04/16/2015	HILL-ROM	49,572.00
192380	04/16/2015	HILTON GARDEN HOTEL	1,792.92
192381	04/16/2015	HITT MARKING DEVICES, INC.	186.38
192382	04/16/2015	HOME DEPOT CREDIT SERVICES	3,423.15
192383	04/16/2015	ANTHONY HUNTLEY	61.43
192384	04/16/2015	TIMOTHY JEMAL	8.49
192385	04/16/2015	OC TREASURER-TAX COLLECTOR	1,043.00
192386	04/16/2015	ORANGE COUNTY REGISTER	4,242.00
192387	04/16/2015	OC TREASURER-TAX COLLECTOR REVENUE RECOVERY/	1,072.00
192388	04/16/2015	OFFICE MAX INCORPORATED	17,949.72
192389	04/16/2015	OJAI TENNIS TOURNAMENT	175.00
192390	04/16/2015	OJAI TENNIS TOURNAMENT	400.00
192391	04/16/2015	OJAI TENNIS TOURNAMENT	175.00
192392	04/16/2015	OJAI TENNIS TOURNAMENT	246.00
192393	04/16/2015	PACIFIC COACHWAYS CHARTER SERVICES, INC.	769.63
192394	04/16/2015	PACIFIC PARKING SYSTEMS, INC.	29,112.72
192395	04/16/2015	PRAXAIR DISTRIBUTION	122.16

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Check Number	Check Date	Pay to the Order of	Check Amount
192396	04/16/2015	RICOH USA, INC.	1,277.92
192397	04/16/2015	SEHI COMPUTER PRODUCTS, INC.	328.16
192398	04/16/2015	SHELL FLEET CARD SERVICES PROCESSING CENTER	3,209.42
192399	04/16/2015	MATTHEW SHERMAN	810.00
192400	04/16/2015	SIGMA ALDRICH CHEMICAL CO.	562.20
192401	04/16/2015	THOMAS L. SMITH	77.78
192402	04/16/2015	SOUTHERN CALIFORNIA GAS CO.	4,113.68
192403	04/16/2015	SPECTRUM CHEMICAL MFG. CORP.	1,565.26
192404	04/16/2015	JASON H. THOMPSON	1,800.00
192405	04/16/2015	THORLABS, INC.	628.89
192406	04/16/2015	TNR TECHNICAL, INC.	819.83
192407	04/16/2015	TRAFFIC MANAGEMENT INC.	2,153.52
192408	04/16/2015	UCI GUEST AND EVENT SERVICES	1,000.00 *
Cancelled on 04/23/2015, Cancel Register # AP04232015C			
192409	04/16/2015	UNISOURCE WORLDWIDE INC.	587.74
192410	04/16/2015	WARD'S SCIENCE	219.56
192411	04/16/2015	W A X I E	11,193.48
192412	04/16/2015	WESTMINSTER PRESS, INC.	2,142.72
192413	04/16/2015	XEROX CORPORATION	174.71
192414	04/16/2015	BCH WATERWORKS	135.00
192415	04/16/2015	HOME DEPOT CREDIT SERVICES	451.13
192416	04/16/2015	OFFICE MAX INCORPORATED	619.26
192417	04/16/2015	US FOODS	1,233.46
192418	04/16/2015	SO. ORANGE CO. COMM. COL. DIST	6,216.69
192419	04/16/2015	THE NYHART COMPANY ATTN: FINANCE DEPT	7,000.00
192420	04/20/2015	A TO Z CIRCUIT BREAKERS	120.96
192421	04/20/2015	AAA ACCESS SMOG	50.00
192422	04/20/2015	AARDVARK CLAY AND SUPPLIES	6,270.96
192423	04/20/2015	ACADEMIC MARKETING SERVICES, LLC	33,453.00
192424	04/20/2015	ACADEMIC SENATE FOR CALIF. COMMUNITY COLLEGES	495.00
192425	04/20/2015	ALLIED 100, LLC dba AED SUPERSTORE	1,217.70
		Unpaid Sales Tax	97.42
		Expensed Amount	1,315.12
192426	04/20/2015	AIRGAS NATIONAL CARBONATION	406.58
192427	04/20/2015	ARIEL ALEXANDER	464.95
192428	04/20/2015	AMTECH ELEVATOR SERVICES	25,240.00
192429	04/20/2015	MARY ANSTADT	191.61
192430	04/20/2015	ARAMEDIA	325.00
		Unpaid Sales Tax	24.00
		Expensed Amount	349.00
192431	04/20/2015	AT&T	6,690.49
192432	04/20/2015	B9CREATIONS, LLC	3,565.00
		Unpaid Sales Tax	279.20
		Expensed Amount	3,844.20
192433	04/20/2015	BAKER & TAYLOR	3,232.37
192434	04/20/2015	SHEILA H. BANKS	130.00
192435	04/20/2015	BIRCH AQUARIUM AT SCRIPPS GROUP SALES DEPT	384.00
192436	04/20/2015	BLICK ART MATERIALS	22,877.63

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Check Number	Check Date	Pay to the Order of	Check Amount
192437	04/20/2015	LILLIAN BODANE	500.00
192438	04/20/2015	DR. ROBERT BRAMUCCI	231.25
192439	04/20/2015	TOD A. BURNETT	503.04
192440	04/20/2015	COMMUNITY COLLEGE LEAGUE OF CA	350.00
192441	04/20/2015	COMMUNITY COLLEGE LEAGUE OF CA	300.00
192442	04/20/2015	CENTRAL RESTAURANT PRODUCTS	7,667.61 *
Cancelled on 04/20/2015, Cancel Register # AP04212015			
192443	04/20/2015	CHRISTY WHITE ASSOCIATES	11,741.50
192444	04/20/2015	SCOTT A. COKELY	1,200.00
192445	04/20/2015	COLAD GROUP, LLC	3,867.50
		Unpaid Sales Tax	281.40
		Expensed Amount	4,148.90
192446	04/20/2015	BARBARA COX	134.95
192447	04/20/2015	CPPA ATTN: PAM BRADSHAW	129.00
192448	04/20/2015	A-1 AWARDS & ENGRAVING ROBERT J DAMAN	98.82
192449	04/20/2015	JOHN DEERE LANDSCAPES, INC.	1,255.96
192450	04/20/2015	DIVERSIFIED BUSINESS SERVICES PROFORMA	1,485.21
192451	04/20/2015	CORINE DOUGHTY	665.20
192452	04/20/2015	SPARKLETTES	3,356.69
192453	04/20/2015	INTERNATIONAL E-Z UP INC	92.58
192454	04/20/2015	EDUCATIONAL MAPS & GLOBES, LLC	23.00
192455	04/20/2015	JERRY A. ESMAY AUTO SERVICE SYSTEMS	300.00
192456	04/20/2015	FEDERAL EXPRESS	232.52
192457	04/20/2015	FIRE MOUNTAIN GEMS & BEADS INC	70.87
		Unpaid Sales Tax	5.27
		Expensed Amount	76.14
192458	04/20/2015	FOLD A GOAL	609.00
192459	04/20/2015	GALE SUPPLY COMPANY	267.30
192460	04/20/2015	GKKWORKS	117.59
192461	04/20/2015	ESTER GRAHAM	161.00
192462	04/20/2015	GRP2 UNIFORMS, INC. dba KEYSTONE UNIFORMS OC	3,049.56
192463	04/20/2015	CHRISTOPHER HOLMES	2,200.00
192464	04/20/2015	DENICE INCIONG	560.45
192465	04/20/2015	IRVINE PIPE & SUPPLY	1,084.25
192466	04/20/2015	FHEG IVC BOOKSTORE STORE NO 895 MA	270.00
192467	04/20/2015	ZANE JOHNSON	880.00
192468	04/20/2015	K-LOG COMPANY	8,392.80
192469	04/20/2015	KAPLAN EARLY LEARNING COMPANY	74.40
192470	04/20/2015	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	6,731.40
192471	04/20/2015	DAVIT S. KHACHATRYAN	77.53
192472	04/20/2015	MERRY L. KIM	1,177.72
192473	04/20/2015	LESLIE KOLLAR	260.00
192474	04/20/2015	KUDO3D	3,490.92
192475	04/20/2015	KUSUNOKI, GARY I.	210.00
192476	04/20/2015	ALEXANDER LEIGH	4,000.00
192477	04/20/2015	MICHAEL LEVINE, INC.	363.44
192478	04/20/2015	LIGHTER THAN AIR BALLOON DECORATING	221.94
192479	04/20/2015	MAIN GRAPHICS	302.00

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Check Number	Check Date	Pay to the Order of	Check Amount
192480	04/20/2015	MIROSLAVA MANCHIK	430.68
192481	04/20/2015	MC KESSON MEDICAL SURGICAL	533.75
192482	04/20/2015	McMASTER CARR SUPPLY CO.	415.14
192483	04/20/2015	AUTONATION SHARED SERVICE CTR SOUTH CALIFORNIA	102.34
192484	04/20/2015	ROSEMARY MERTZ	1,000.00
192485	04/20/2015	MICROSOFT CORPORATION	41.68
192486	04/20/2015	MIKE BROWN GRANDSTANDS, INC.	750.00
192487	04/20/2015	SALLIE MILLER	120.00
192488	04/20/2015	JUNE M. MILLOVICH	757.34
192489	04/20/2015	MKH ELECTRONICS	743.60
192490	04/20/2015	HOCHIN MOON	1,056.58
192491	04/20/2015	MOORE MEDICAL, LLC	5.48
192492	04/20/2015	MS ABRASIVE CLEANING EQUIPMENT	2,383.50
192493	04/20/2015	MSC INDUSTRIAL SUPPLY CO.	2,478.21
192494	04/20/2015	NAT'L SCIENCE TEACHERS ASSOC.	121.01
		Unpaid Sales Tax	8.64
		Expensed Amount	129.65
192495	04/20/2015	NCTA MEMBERSHIP CINDY SPROEHNLE, LRNG SPEC.	250.00
192496	04/20/2015	NETSUPPORT	260.07
192497	04/20/2015	NEW DAY FILMS	310.00
		Unpaid Sales Tax	23.60
		Expensed Amount	333.60
192498	04/20/2015	NEW YORK TIMES	17.77
192499	04/20/2015	NEWPORT CORP.	184.48
192500	04/20/2015	NEWPORT-MESA UNIF. SCHOOL DIST	546.81
192501	04/20/2015	N-OADN NATIONAL OFFICE	400.00
192502	04/20/2015	NORTH STATE ENVIRONMENTAL	17,801.90
192503	04/20/2015	NUSTEP, INC.	7,444.00
		Unpaid Sales Tax	558.80
		Expensed Amount	8,002.80
192504	04/20/2015	O'REILLY AUTO PARTS	103.55
192505	04/20/2015	OCEANSIDE PHOTO & TELESCOPE	775.66
192506	04/20/2015	LUCAS OCHOA	110.00
192507	04/20/2015	OLPIN GROUP	1,793.90
192508	04/20/2015	ONE SOURCE INDUSTRIES PROMOTIONS	1,683.34
192509	04/20/2015	ORKIN PEST CONTROL 711	2,159.00
192510	04/20/2015	SARAH ORMSBY	1,500.00
192511	04/20/2015	PETERSEN, MARK	76.33
192512	04/20/2015	PIERTECH INC	13,520.00
192513	04/20/2015	KAITLYN PIETRAS	5,600.00
192514	04/20/2015	ROBERT PLATZ	880.00
192515	04/20/2015	GARY POERTNER	155.93
192516	04/20/2015	JEFF POLUNAS	1,750.00
192517	04/20/2015	QUICK CAPTION	1,320.00
192518	04/20/2015	LARRY RADDEN	796.56
192519	04/20/2015	REFPAY TRUST ACCOUNT REFPAY ACCT #1012072600	3,090.52
192520	04/20/2015	CARLOS RIVERA JR.	880.00

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Check Number	Check Date	Pay to the Order of	Check Amount
192521	04/20/2015	SADDLEBACK GOLF CARS, INC.	68.04
192522	04/20/2015	SC ASSOCIATED STUDENT BODY	2,641.52
192523	04/20/2015	SCHOLLER SHOP EQUIPMENT	11,150.00
		Unpaid Sales Tax	800.00
		Expensed Amount	11,950.00
192524	04/20/2015	GUISELLE SCOTT	365.00
192525	04/20/2015	SEHI COMPUTER PRODUCTS, INC.	615.60
192526	04/20/2015	KEITH SHACKLEFORD	172.50
192527	04/20/2015	SHRED-IT USA	4,000.99 *
Cancelled on 04/20/2015, Cancel Register # AP04212015			
192528	04/20/2015	SIGMA ALDRICH CHEMICAL CO.	172.33
192529	04/20/2015	PENNY SKAFF	93.82
192530	04/20/2015	SMART & FINAL	16.10
192531	04/20/2015	SMARTDESKS	10,659.68
192532	04/20/2015	SMOKE GUARD CALIFORNIA, INC	2,155.00
192533	04/20/2015	SOUTHERN CALIFORNIA GAS CO.	16,673.49
192534	04/20/2015	SO. ORANGE CO. COMM. COL.DIST	20,217.00
192535	04/20/2015	SPECTRUM CHEMICAL MFG. CORP.	154.74
192536	04/20/2015	SPOK, INC	67.07
192537	04/20/2015	STABILIZER SOLUTIONS, INC.	7,485.00
		Unpaid Sales Tax	507.60
		Expensed Amount	7,992.60
192538	04/20/2015	MATT SUAREZ	14.14
192539	04/20/2015	LYNN SWARTZ DODD	100.00
192540	04/20/2015	DEVON SWIGER	750.00
192541	04/20/2015	DIEMMY TRAN	240.00
192542	04/20/2015	TREE OF LIFE NURSERY	464.19
192543	04/20/2015	UCS, LTD.	24,056.00
		Unpaid Sales Tax	1,828.48
		Expensed Amount	25,884.48
192544	04/20/2015	UNITED RENTALS	973.24
192545	04/20/2015	LAURIE M. VARTANIAN dba RELIABLE RESPONSE	700.00
192546	04/20/2015	WEST COAST LIGHTS & SIRENS	3,246.15
192547	04/20/2015	ROBERT WADDINGTON	240.00
192548	04/20/2015	DAN WALSH	677.98
192549	04/20/2015	LISA WANG	237.49
192550	04/20/2015	XEROX CORPORATION	829.44
192551	04/20/2015	KENNETH ZAPANTA	130.00
192552	04/20/2015	DAIRY DEPOT	78.39
192553	04/20/2015	KAPLAN EARLY LEARNING COMPANY	223.50
192554	04/20/2015	SCHOOL SPECIALTY	401.63
192555	04/20/2015	SMART & FINAL	132.85
192556	04/20/2015	U.S. TOY CO., INC. (dba) CONSTRUCTIVE PLAYTHINGS	63.94
192557	04/20/2015	B & P SERVICES, INC.	9,920.00
192558	04/20/2015	CDW GOVERNMENT, INC.	1,563.45
192559	04/20/2015	C.E.M. LAB CORP. CIVIL ENGINEERING MATERIAL LAB	249,055.50
192560	04/20/2015	DATA CLEAN CORPORATION	880.00
192561	04/20/2015	DOUGHERTY + DOUGHERTY ARCHITECTS LLP	20,472.00

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Check Number	Check Date	Pay to the Order of	Check Amount
192562	04/20/2015	DVV ASSOCIATES, INC.	900.00
192563	04/20/2015	ENAMIX, INC.	20,860.00
192564	04/20/2015	ENOVITY, INC ATTN: ACCOUNTS RECEIVABLE	4,410.00
192565	04/20/2015	EPD SOLUTIONS, INC.	11,639.26
192566	04/20/2015	FACILITIES PLANNING & PROGRAM SERVICES, INC	16,300.00
192567	04/20/2015	HL CONSTRUCTION ESTIMATING SERVICES	2,860.00
192568	04/20/2015	HEWLETT PACKARD	106,668.00
192569	04/20/2015	KITCHELL CEM	46,718.00
192570	04/20/2015	LCC3 CONSTRUCTION SERVICES INC	20,148.00
192571	04/20/2015	NEUDESIC, LLC	91,392.50
192572	04/20/2015	PARSONS BRINCKERHOFF, INC.	2,294.62
192573	04/20/2015	PENN CORPORATE RELOCATION SERVICES, INC.	336.00
192574	04/20/2015	TERESA SLAUGHTER	258.50
192575	04/20/2015	TYR	13,350.00
192576	04/21/2015	AARDVARK CLAY AND SUPPLIES	1,884.60
192577	04/21/2015	SAPPHIRE CATERING	511.38
192578	04/21/2015	AIR SOURCE INDUSTRIES, INC.	49.70
192579	04/21/2015	CAMBIUM LEARNING INC	15.00
		Unpaid Sales Tax	198.00
		Expensed Amount	213.00
192580	04/21/2015	YVONNE CARSON	100.00
192581	04/21/2015	CDW GOVERNMENT, INC.	6,741.39
192582	04/21/2015	CENTRAL RESTAURANT PRODUCTS	7,667.61
		Unpaid Sales Tax	175.63
		Expensed Amount	7,843.24
192583	04/21/2015	CINTAS CORPORATION	60.96
192584	04/21/2015	EDUCATION 4 WORK SUSAN M. COLEMAN	15,000.00
192585	04/21/2015	COUSIN'S VIDEO, INC.	278.13
		Unpaid Sales Tax	22.25
		Expensed Amount	300.38
192586	04/21/2015	DE NAULT'S TRUE VALUE HARDWARE	289.08
192587	04/21/2015	DELL MARKETING L.P. C/O DELL USA L.P.	32.39
192588	04/21/2015	ARNETTE EDWARDS	120.00
192589	04/21/2015	EPLUS TECHNOLOGY, INC.	407.19
192590	04/21/2015	EXPERIAN	254.00
192591	04/21/2015	FABRIC LAND	599.03
192592	04/21/2015	FOLEY CONSULTING LLC CHOCXO BEAN TO BAR CHOCOLATE	306.00
192593	04/21/2015	FOSTER CARE AUXILIARY OF OC	120.00
192594	04/21/2015	DEBORAH FRICKE	120.00
192595	04/21/2015	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	950.00
192596	04/21/2015	HITT MARKING DEVICES, INC.	44.24
192597	04/21/2015	HOME DEPOT CREDIT SERVICES	509.83
192598	04/21/2015	MARIA E. HUTCHINSON CERVANTES	480.00
192599	04/21/2015	IDEAL DATA SOLUTIONS, INC.	655.30
192600	04/21/2015	IMAGE APPAREL FOR BUSINESS INC	647.24
192601	04/21/2015	INDUSTRIAL PLASTIC SUPPLY, INC	594.09
192602	04/21/2015	INTENT DIGITAL LLC	3,500.00
192603	04/21/2015	INTERSTATE BATTERIES OF CALIFORNIA COAST	126.83

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Check Number	Check Date	Pay to the Order of	Check Amount
192604	04/21/2015	JACKSON, DE MARCO, TIDUS, & PECKENPAUGH	6,888.00
192605	04/21/2015	JACKSTIN JACKSON KELLY	19,300.00
192606	04/21/2015	JOHNSTONE SUPPLY	71.18
192607	04/21/2015	DUKE JUAREZ	410.87
192608	04/21/2015	DR. CRAIG JUSTICE	36.57
192609	04/21/2015	GEETA KARIR	240.00
192610	04/21/2015	KELLY PAPER	176.85
192611	04/21/2015	KRUEGER INTERNATIONAL, INC.	4,503.60
192612	04/21/2015	HYUN SHIL KIM	880.00
192613	04/21/2015	LAWNMOWERS ETC., LLC	273.29
192614	04/21/2015	LESLIE'S POOLMART, INC.	150.70
192615	04/21/2015	LEWIS, DIANE	146.12
192616	04/21/2015	LIVESCRIIBE, INC.	7,583.19
192617	04/21/2015	MARINER'S CHURCH	4,738.50
192618	04/21/2015	MARKERTEK VIDEO SUPPLY 1 TOWER DRIVE	113.88
		Unpaid Sales Tax	7.20
		Expensed Amount	121.08
192619	04/21/2015	MIGHTY MOVER TRAILERS, INC.	146.59
192620	04/21/2015	FRANCES MILLER	12.00
192621	04/21/2015	MISSION AUTO EQUIP & LIFTS, INC	6,702.28
192622	04/21/2015	INTERNATIONAL MEDIA SOLUTIONS LLC	3,171.72
192623	04/21/2015	OFFICE MAX INCORPORATED	11,096.37
192624	04/21/2015	BARBARA PENLAND	408.49
192625	04/21/2015	DIANE PESTOLESI	173.50
192626	04/21/2015	PENGUIN RANDOM HOUSE LLC	141.88
		Unpaid Sales Tax	11.35
		Expensed Amount	153.23
192627	04/21/2015	S & B FOODS CATERING DIVISION	342.80
192628	04/21/2015	SAFEWAY, INC.	155.87
192629	04/21/2015	FHEG - SADDLEBACK BOOKSTORE STORE NO. 296	709.10
192630	04/21/2015	FHEG - SADDLEBACK BOOKSTORE STORE NO. 296	1,335.99
192631	04/21/2015	SMART & FINAL	444.08
192632	04/21/2015	ACADEMIES FOR SOCIAL ENTREPRENEURSHIP	10,000.00
192633	04/21/2015	SYSCO RIVERSIDE INC	870.15
192634	04/21/2015	TUTTLE-CLICK FORD	530.85
192635	04/21/2015	MATTHEW WEAL	101.21
192636	04/21/2015	ALEXIS LOOS	400.00
192637	04/21/2015	DANIELLE CARMAN	350.00
192638	04/21/2015	KRISTIN CLIFT	600.00
192639	04/21/2015	LAUREN CAROLS	600.00
192640	04/21/2015	LAUREN MYERS	600.00
192641	04/21/2015	LAKESHORE LEARNING MATERIALS	764.53
192642	04/21/2015	OFFICE MAX INCORPORATED	178.73
192643	04/22/2015	AAA ELECTRIC MOTOR SALES	255.64
192644	04/22/2015	ACADEMIC MARKETING SERVICES, LLC	9,931.00
192645	04/22/2015	ADCLUB ADVERTISING SERVICE	30.00
192646	04/22/2015	AUTOMOTIVE ELECTRONIC SERVICES	490.30
192647	04/22/2015	JACK APPLEMAN	231.73
192648	04/22/2015	AIRPORT VAN RENTAL	229.84

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Check Number	Check Date	Pay to the Order of	Check Amount
192649	04/22/2015	BLACK SHEEP	8,225.98
192650	04/22/2015	BOOKFACTORY, LLC	2,120.38
		Unpaid Sales Tax	151.84
		Expensed Amount	2,272.22
192651	04/22/2015	BSN SPORTS	1,420.72
192652	04/22/2015	DON BUSCHE	15.11
192653	04/22/2015	CDW GOVERNMENT, INC.	6,296.79
192654	04/22/2015	CERTIFIED TRANSPORTATION SERVICES	5,330.82
192655	04/22/2015	CPP, INC.	706.15
192656	04/22/2015	CREATIVE IMAGES	583.20
192657	04/22/2015	A-1 AWARDS & ENGRAVING ROBERT J DAMAN	157.95
192658	04/22/2015	DATAMAX O'NEIL	4,174.05
192659	04/22/2015	EASTBAY, INC DEPT 978835	510.75
192660	04/22/2015	EBSCO INFORMATION SERVICES PAYMENT PROCESSING CENTER	2.02
192661	04/22/2015	EMD MILLIPORE CORP	3,993.07
192662	04/22/2015	EPLUS TECHNOLOGY, INC.	496.41
192663	04/22/2015	FEDERAL EXPRESS	169.68
192664	04/22/2015	GRANICUS, INC.	1,075.00
192665	04/22/2015	GUITAR CENTER ACCOUNTS RECEIVABLE	26,023.91
192666	04/22/2015	UC REGENTS	2,360.00
192667	04/22/2015	REFRIGERATION UNLIMITED, INC	306.20
192668	04/22/2015	S & B FOODS CATERING DIVISION	34.51
192669	04/22/2015	S & B FOODS CATERING DIVISION	1,396.88
192670	04/22/2015	SEHI COMPUTER PRODUCTS, INC.	3,453.94
192671	04/22/2015	SHRED-IT USA	4,000.99
192672	04/22/2015	SOUTHERN CALIFORNIA EDISON CO.	2,154.65
192673	04/22/2015	SO. ORANGE CO. COMM. COL.DIST	11,518.00
192674	04/22/2015	THE SOCO GROUP INC.	1,663.84
192675	04/22/2015	MARLA SOUTH	147.99
192676	04/22/2015	TABLEAU SOFTWARE	1,200.00
192677	04/22/2015	TORAH EDUCATIONAL SOFTWARE	1,079.10
		Unpaid Sales Tax	86.33
		Expensed Amount	1,165.43
192678	04/22/2015	WEST COAST LIGHTS & SIRENS	23,107.84
192679	04/22/2015	ALEXANDRA RIDER	350.00
192680	04/22/2015	ALLISON WISEMAN	350.00
192681	04/22/2015	CECELIA VU	500.00
192682	04/22/2015	CHAD SHEPPARD	350.00
192683	04/22/2015	CRYSTAL TURNER	350.00
192684	04/22/2015	JOSEPHINE TRUEBLOOD	350.00
192685	04/22/2015	MORISSA GARRETT	350.00
192686	04/22/2015	NICOLAS DEWLANEY	400.00
192687	04/22/2015	TANECIA HUNN	350.00
192688	04/22/2015	TANNAZ RAZAVI	350.00
192689	04/22/2015	GOPHER NW5634	183.47
192690	04/22/2015	SMART & FINAL	288.26
192691	04/22/2015	ANTIMITE TERMITE & PEST CNTRL	130.00
192692	04/23/2015	AAA ACCESS SMOG	100.00

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Check Number	Check Date	Pay to the Order of	Check Amount
192693	04/23/2015	ADI	445.30
192694	04/23/2015	AIRGAS NATIONAL CARBONATION	406.58
192695	04/23/2015	ATI	2,115.00
192696	04/23/2015	AVALON TENT & PARTY	466.43
192697	04/23/2015	CANON SOLUTIONS AMERICA, INC.	32.67
192698	04/23/2015	CINTAS CORPORATION	60.96
192699	04/23/2015	COMPUTERLAND	811.00
192700	04/23/2015	CPP, INC.	3,913.75
192701	04/23/2015	EDUCATIONAL GLOBAL TECHNOLOGIES, INC. (EDGT)	125.00
192702	04/23/2015	JONATHAN FORINO dba DCA DESIGNS	1,050.00
192703	04/23/2015	W. W. GRAINGER	748.84
192704	04/23/2015	GRP2 UNIFORMS, INC. dba KEYSTONE UNIFORMS OC	1,958.55
192705	04/23/2015	HOME DEPOT CREDIT SERVICES	1,054.17
192706	04/23/2015	HORIZON	286.05
192707	04/23/2015	AGILE SPORTS TECHNOLOGIES HUDL	1,600.00
192708	04/23/2015	INGARDIA BROTHERS PRODUCE, INC.	3,149.13
192709	04/23/2015	REBECCA KNAPP	88.28 *
Reissued on 04/27/2015. Cancel Register # AP04272015A			
192710	04/23/2015	KRATOS PUB SAFTEY & SECURITY	472.50
192711	04/23/2015	LOS ANGELES TIMES	593.52
192712	04/23/2015	RAUL LEAL	28.32
192713	04/23/2015	MAIN GRAPHICS	2,038.09
192714	04/23/2015	DENNIS MASTRANGELO	28.32
192715	04/23/2015	MICHAEL LOWELL MC CORMICK	31.26
192716	04/23/2015	MC KESSON MEDICAL SURGICAL	150.38
192717	04/23/2015	McMASTER CARR SUPPLY CO.	75.98
192718	04/23/2015	OC TREASURER-TAX COLLECTOR	17,170.00
192719	04/23/2015	ORACLE AMERICA, INC.	1,377.48
192720	04/23/2015	ORANGE COAST FENCE COMPANY	8,576.00
192721	04/23/2015	ANGELA OROZCO-MAHANEY	7.19
192722	04/23/2015	PACIFIC COACHWAYS CHARTER SERVICES, INC.	906.88
192723	04/23/2015	PARADISE BAKERY & CAFE	95.05
192724	04/23/2015	PHOENIX GROUP INFORMATION SYS.	1,260.48
192725	04/23/2015	DANIEL J. PREDOEHL	169.57
192726	04/23/2015	HOUGHTON MIFFLIN COMPANY	2,286.19
192727	04/23/2015	SAMUEL FRENCH	600.00
192728	04/23/2015	SAMUEL FRENCH	2,013.00
192729	04/23/2015	LUIS SILVA	28.32
192730	04/23/2015	SIMS-ORANGE WELDING SUPPLY	195.16
192731	04/23/2015	SKS, INC. PETROLEUM DISTRIBUTORS	58.19
192732	04/23/2015	SMART & FINAL	110.32
192733	04/23/2015	SOUTHERN CALIFORNIA EDISON CO.	18,762.48
192734	04/23/2015	UNITED SITE SERVICES	1,827.70
192735	04/23/2015	UNLIMITED ENVIRONMENTAL, INC.	4,790.00
192736	04/23/2015	VERIZON	59.76
192737	04/23/2015	VERIZON	255.62
192738	04/23/2015	WEST COAST TECHNOLOGY	38,950.00

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Check Number	Check Date	Pay to the Order of	Check Amount
192739	04/23/2015	WAXIE	77.04
192740	04/23/2015	MATT YURKO	309.77
192741	04/23/2015	AMY HOULIHAN	350.00
192742	04/23/2015	CORINNE HOESCHER	350.00
192743	04/23/2015	EMILY BATEMAN	350.00
192744	04/23/2015	ZAHY KANAAN-ATALLAH	421.95
192745	04/23/2015	HOME DEPOT CREDIT SERVICES	43.14
192746	04/27/2015	ROSIE AGUILAR	159.37
192747	04/27/2015	AT & T	28.30
192748	04/27/2015	B & H PHOTO-VIDEO CENTER	2,909.88
		Unpaid Sales Tax	232.79
		Expensed Amount	3,142.67
192749	04/27/2015	JOYCE BARTLOMAIN	31.05
192750	04/27/2015	BLICK ART MATERIALS	8,862.77
192751	04/27/2015	BRANDEDITEMS, INC	574.24
192752	04/27/2015	EDMUND CLEOFÉ	55.00
192753	04/27/2015	DHARMA TRADING CO.	278.92
192754	04/27/2015	EAGLE COMMUNICATIONS	340.90
192755	04/27/2015	EBERHARD EQUIPMENT	39.96
192756	04/27/2015	EDUCATIONAL MAPS & GLOBES, LLC	3,256.00
		Unpaid Sales Tax	243.28
		Expensed Amount	3,499.28
192757	04/27/2015	ELECTRONIX EXPRESS	59.70
		Unpaid Sales Tax	41.69
		Expensed Amount	101.39
192758	04/27/2015	EMCOR/Mesa Energy Systems	16,300.00
192759	04/27/2015	EMD MILLIPORE CORP	87.20
192760	04/27/2015	FERGUSON ENTERPRISES INC #1350	265.09
192761	04/27/2015	FILMTOOLS, INC.	238.68
192762	04/27/2015	FISHER SCIENTIFIC	51.44
192763	04/27/2015	GRACE GARCIA	31.05
192764	04/27/2015	GEORGE YARDLEY CO., INC.	185.11
192765	04/27/2015	W. W. GRAINGER	4,111.33
192766	04/27/2015	STEPHEN HENKLE	210.00
192767	04/27/2015	SCHOLARS IN PRINT	300.99
192768	04/27/2015	BEST BUY BUSINESS ADVANTAGE	377.95
192769	04/27/2015	PACIFIC COLOR PRINTING	210.60
192770	04/27/2015	PACIFIC COACHWAYS CHARTER SERVICES, INC.	758.50
192771	04/27/2015	PAPER DIRECT INC.	543.11
192772	04/27/2015	PATON GROUP	60,298.00
192773	04/27/2015	PROSERV PLUMBING & DRAIN	1,465.00
192774	04/27/2015	PROSERV PLUMBING & DRAIN	65.00
192775	04/27/2015	GALLS, LLC	58.52
192776	04/27/2015	RED DIGITAL CAMERA COMPANY	317.49
192777	04/27/2015	RIO GRANDE ALBUQUERQUE	8,535.63
		Unpaid Sales Tax	666.37
		Expensed Amount	9,202.00
192778	04/27/2015	SAFEWAY, INC.	12.27

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Check Number	Check Date	Pay to the Order of	Check Amount
192779	04/27/2015	FHEG - SADDLEBACK BOOKSTORE STORE NO. 296	367.20
192780	04/27/2015	SCHNEIDER ELECTRIC IT USA, INC	920.00
192781	04/27/2015	SEHI COMPUTER PRODUCTS, INC.	1,398.99
192782	04/27/2015	SIMS-ORANGE WELDING SUPPLY	592.27
192783	04/27/2015	SIMULAIDS, INC.	2,024.54
		Unpaid Sales Tax	160.34
		Expensed Amount	2,184.88
192784	04/27/2015	SMART & FINAL	172.62
192785	04/27/2015	SOUTHERN CALIFORNIA EDISON CO.	9,584.93
192786	04/27/2015	STATUE.COM, INC.	1,271.99
192787	04/27/2015	SURVEYMONKEY INC c/o BANK OF AMERICA	300.00
192788	04/27/2015	SVM, LP	12,785.00
192789	04/27/2015	SYSCO RIVERSIDE INC	685.68
192790	04/27/2015	TECHNIC BUSINESS SOLUTIONS	281.52
192791	04/27/2015	THE GREAT COURSES	104.90
		Unpaid Sales Tax	7.19
		Expensed Amount	112.09
192792	04/27/2015	UC REGENTS C/O K ANDERSON ANTEATER RECREATION CENTER	9,799.00
192793	04/27/2015	UCS, INC.	10,224.00
		Unpaid Sales Tax	797.92
		Expensed Amount	11,021.92
192794	04/27/2015	UNISOURCE WORLDWIDE INC.	6,812.46
192795	04/27/2015	UNITED RENTALS	200.66
192796	04/27/2015	VENDINI, INC.	1,265.62
192797	04/27/2015	ANASTASIA VENDROVSKY	31.05
192798	04/27/2015	JANET VERA	70.04
192799	04/27/2015	VWR INTERNATIONAL, INC.	684.43
192800	04/27/2015	WARD'S SCIENCE	275.08
192801	04/27/2015	WAXIE	3,863.53
192802	04/27/2015	ANTHONY WILKINSON	350.00
192803	04/27/2015	U.S. TOY CO., INC. (dba) CONSTRUCTIVE PLAYTHINGS	264.35
192804	04/27/2015	SOUTH COAST FAMILY MEDI-CENTER, INC.	910.00
192805	04/28/2015	A-1 FENCE COMPANY	7,200.00 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192806	04/28/2015	AAA ACCESS SMOG	50.00 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192807	04/28/2015	AARDVARK CLAY AND SUPPLIES	1,929.00 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192808	04/28/2015	ROSIE AGUILAR	136.68 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192809	04/28/2015	AIRWOLF3D	1,154.40 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192810	04/28/2015	ALA/RDA TOOLKIT ATTN: KIM GARVEY	180.00 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192811	04/28/2015	AMTECH ELEVATOR SERVICES	5,928.20 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192812	04/28/2015	APPLE COMPUTER INC.	998.00 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		

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Check Number	Check Date	Pay to the Order of	Check Amount
192813	04/28/2015	ARAMARK UNIFORM SERVICES, INC	247.66 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192814	04/28/2015	STEPHANIE ASPGREN	120.00 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192815	04/28/2015	BUTLER CHEMICALS, INC.	966.47 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192816	04/28/2015	CARD INTEGRATORS CORPORATION DBA: CI SOLUTIONS	351.04 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192817	04/28/2015	COMMUNITY COLLEGE LEAGUE OF CA	350.00 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192818	04/28/2015	CDW GOVERNMENT, INC.	9,230.68 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192819	04/28/2015	CHALK SPINNER LLC	90.26 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192820	04/28/2015	CHAMPION CHEMICAL CO.	1,131.62 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192821	04/28/2015	ALTITUDE TECHNOLOGIES, INC. CHINOOK MEDICAL GEAR INC	212.88 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192822	04/28/2015	CLUB CAR, INC.	227.36 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192823	04/28/2015	CR&R	2,522.64 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192824	04/28/2015	CR&R	2,522.64 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192825	04/28/2015	CR&R	2,522.64 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192826	04/28/2015	CR&R	1,793.28 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192827	04/28/2015	CROWN FENCE	2,977.00 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192828	04/28/2015	DRAFTING EQUIPMENT WAREHOUSE dba DEW	1,334.90 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192829	04/28/2015	EAGLE COMMUNICATIONS	892.30 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192830	04/28/2015	EDEN LABEL SOLUTIONS	714.56 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192831	04/28/2015	EN4ORM OFFICE INTERIORS	8,726.83 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192832	04/28/2015	EWING IRRIGATION PRODUCTS	605.43 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192833	04/28/2015	REBECCA KNAPP	87.09 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192834	04/28/2015	DAYLE McINTOSH CENTER FOR THE	1,147.50 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192835	04/28/2015	AUTONATION SHARED SERVICE CTR SOUTH CALIFORNIA	243.13 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192836	04/28/2015	PACIFIC RESEARCH & EVALUATION ATTN: STEVEN RIDER, PRES.	3,829.32 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		

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 04/08/2015 through 04/28/2015

Check Number	Check Date	Pay to the Order of	Check Amount
192837	04/28/2015	PACIFIC COLOR PRINTING	268.20 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192838	04/28/2015	NCS PEARSON, INC.	160.92 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192839	04/28/2015	LILIANN PEREZ-STROUD	120.00 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192840	04/28/2015	PETE'S ROAD SERVICE	18.28 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192841	04/28/2015	PHARMEDIX	62.95 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192842	04/28/2015	P. J. OF ORANGE COUNTY ONE, LP ATTN: ACCOUNTS RECEIVABLE	124.73 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192843	04/28/2015	A. RIFKIN COMPANY	296.27 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192844	04/28/2015	HOUGHTON MIFFLIN COMPANY	6,548.34 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192845	04/28/2015	S & B FOODS CATERING DIVISION	800.93 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192846	04/28/2015	SAN DIEGO GAS & ELECTRIC	37,815.60 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192847	04/28/2015	SC ASSOCIATED STUDENT BODY	403.00 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192848	04/28/2015	HARLAND TECHNOLOGY SERVICES A DIVISION OF SCANTRON	960.00 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192849	04/28/2015	SIGMA ALDRICH CHEMICAL CO.	301.04 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192850	04/28/2015	TIFFANI SMITH	506.87 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192851	04/28/2015	SOUTH COAST FAMILY MEDI-CENTER, INC.	235.00 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192852	04/28/2015	COMMUNITY WORKS DESIGN GROUP	62.70 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192853	04/28/2015	SWANKY BRAIN INC. NELLIE VALENTINE	360.00 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192854	04/28/2015	VEOLIA ENERGY NORTH AMERICA HOLDINGS INC	287,726.00 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192855	04/28/2015	DISCOUNT SCHOOL SUPPLY	1,390.42 *
	Reissued on 04/28/2015, Cancel Register # AP04282015A		
192856	04/28/2015	A-1 FENCE COMPANY	7,200.00
192857	04/28/2015	AAA ACCESS SMOG	50.00
192858	04/28/2015	AARDVARK CLAY AND SUPPLIES	1,929.00
192859	04/28/2015	ROSIE AGUILAR	136.68
192860	04/28/2015	AIRWOLF3D	1,154.40
192861	04/28/2015	ALA/RDA TOOLKIT ATTN: KIM GARVEY	180.00
192862	04/28/2015	AMTECH ELEVATOR SERVICES	5,928.20
192863	04/28/2015	APPLE COMPUTER INC.	998.00
192864	04/28/2015	ARAMARK UNIFORM SERVICES, INC	247.66
192865	04/28/2015	STEPHANIE ASPGREN	120.00

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

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Checks Dated 04/08/2015 through 04/28/2015

Check Number	Check Date	Pay to the Order of	Check Amount
192866	04/28/2015	AT&T	799.73
192867	04/28/2015	BOUNDTREE MEDICAL	1,050.86
		Unpaid Sales Tax	3.48
		Expensed Amount	1,054.34
192868	04/28/2015	BUTLER CHEMICALS, INC.	966.47
192869	04/28/2015	CARD INTEGRATORS CORPORATION DBA: CI SOLUTIONS	351.04
192870	04/28/2015	COMMUNITY COLLEGE LEAGUE OF CA	350.00
192871	04/28/2015	CDW GOVERNMENT, INC.	9,230.68
192872	04/28/2015	CHALK SPINNER LLC	90.26
192873	04/28/2015	CHAMPION CHEMICAL CO.	1,131.62
192874	04/28/2015	ALTITUDE TECHNOLOGIES, INC. CHINOOK MEDICAL GEAR INC	212.88
		Unpaid Sales Tax	15.48
		Expensed Amount	228.36
192875	04/28/2015	CLUB CAR, INC.	227.36
192876	04/28/2015	CR&R	2,522.64
192877	04/28/2015	CR&R	2,522.64
192878	04/28/2015	CR&R	2,522.64
192879	04/28/2015	CR&R	1,793.28
192880	04/28/2015	CROWN FENCE	2,977.00
192881	04/28/2015	JOHN DEERE LANDSCAPES, INC.	395.36
192882	04/28/2015	DRAFTING EQUIPMENT WAREHOUSE dba DEW	1,334.90
		Unpaid Sales Tax	106.79
		Expensed Amount	1,441.69
192883	04/28/2015	EAGLE COMMUNICATIONS	892.30
192884	04/28/2015	EDEN LABEL SOLUTIONS	714.56
192885	04/28/2015	EN4ORM OFFICE INTERIORS	8,726.83
192886	04/28/2015	EWING IRRIGATION PRODUCTS	605.43
192887	04/28/2015	GALE SUPPLY COMPANY	2,308.72
192888	04/28/2015	IRVINE CHAMBER OF COMMERCE	675.00
192889	04/28/2015	IRVINE RANCH WATER DIST.	1,502.55
192890	04/28/2015	IRVINE RANCH WATER DIST.	557.03
192891	04/28/2015	IRVINE RANCH WATER DIST.	350.82
192892	04/28/2015	IRVINE RANCH WATER DIST.	126.47
192893	04/28/2015	IRVINE RANCH WATER DIST.	150.17
192894	04/28/2015	IRVINE RANCH WATER DIST.	36.07
192895	04/28/2015	IRVINE RANCH WATER DIST.	36.07
192896	04/28/2015	JOHANNUS L.A., LLC	1,820.00
192897	04/28/2015	KELLY PAPER	25.79
192898	04/28/2015	MERRY L. KIM	40.86
192899	04/28/2015	REBECCA KNAPP	276.50
192900	04/28/2015	LIEBERT CASSIDY WHITMORE	11,053.25
192901	04/28/2015	LOGMEIN, INC.	5,495.00
192902	04/28/2015	MAPLESOFT	2,400.00
192903	04/28/2015	BOB MARTIN CO.	439.12
192904	04/28/2015	SIOBHAN MARTIN	70.00
192905	04/28/2015	MATCO TOOLS CREDIT DEPARTMENT	3,133.58
192906	04/28/2015	MC CALLUM GROUP, INC.	4,000.00

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Checks Dated 04/08/2015 through 04/28/2015

Check Number	Check Date	Pay to the Order of	Check Amount
192907	04/28/2015	DAYLE McINTOSH CENTER FOR THE	1,147.50
192908	04/28/2015	MC KESSON MEDICAL SURGICAL	29.88
192909	04/28/2015	AUTONATION SHARED SERVICE CTR SOUTH CALIFORNIA	243.13
192910	04/28/2015	MICROSOFT CORPORATION	75.59
192911	04/28/2015	MIGHTY MOVER TRAILERS, INC.	55.57
192912	04/28/2015	MOORE MEDICAL, LLC	49.99
192913	04/28/2015	NASCO MODESTO	1,671.84
192914	04/28/2015	OC TREASURER-TAX COLLECTOR REVENUE RECOVERY/	870.00
192915	04/28/2015	PACIFIC RESEARCH & EVALUATION ATTN: STEVEN RIDER, PRES.	3,829.32
192916	04/28/2015	PACIFIC COLOR PRINTING	268.20
192917	04/28/2015	NCS PEARSON, INC.	160.92
192918	04/28/2015	LILIANN PEREZ-STROUD	120.00
192919	04/28/2015	PETE'S ROAD SERVICE	18.28
192920	04/28/2015	PHARMEDIX	62.95
192921	04/28/2015	P. J. OF ORANGE COUNTY ONE, LP ATTN: ACCOUNTS RECEIVABLE	124.73
192922	04/28/2015	A. RIFKIN COMPANY	296.27
192923	04/28/2015	HOUGHTON MIFFLIN COMPANY	6,548.34
192924	04/28/2015	RUSSELL SIGLER, INC.	252.32
192925	04/28/2015	S & B FOODS CATERING DIVISION	800.93
192926	04/28/2015	SAN DIEGO GAS & ELECTRIC	37,815.60
192927	04/28/2015	SC ASSOCIATED STUDENT BODY	403.00
192928	04/28/2015	HARLAND TECHNOLOGY SERVICES A DIVISION OF SCANTRON	960.00
192929	04/28/2015	SEHI COMPUTER PRODUCTS, INC.	1,423.42
192930	04/28/2015	SIGMA ALDRICH CHEMICAL CO.	301.04
192931	04/28/2015	SOMASOM INC	1,344.84
192932	04/28/2015	TIFFANI SMITH	506.87
192933	04/28/2015	SOUTH COAST FAMILY MEDI-CENTER, INC.	235.00
192934	04/28/2015	COMMUNITY WORKS DESIGN GROUP	62.70
192935	04/28/2015	JACOBSEN	16.23
192936	04/28/2015	TRANE U.S. INC.	89.15
192937	04/28/2015	UNITED RENTALS	211.45
192938	04/28/2015	USA SCIENTIFIC ACCOUNTS RECEIVABLES	2,574.74
192939	04/28/2015	SWANKY BRAIN INC. NELLIE VALENTINE	360.00
192940	04/28/2015	LITTLE WINDOWS BY IMAGINE	281.03
192941	04/28/2015	VEOLIA ENERGY NORTH AMERICA HOLDINGS INC	287,726.00
192942	04/28/2015	VWR INTERNATIONAL, INC.	287.10
192943	04/28/2015	W A X I E	104.68
192944	04/28/2015	WITT COMPANY	186.16
192945	04/28/2015	XEROX CORPORATION	1,257.47
192946	04/28/2015	DISCOUNT SCHOOL SUPPLY	1,390.42
192947	04/28/2015	LAKESHORE LEARNING MATERIALS	817.70
Total Number of Checks			854
			8,431,487.36

Includes checks for only Bank Account COUNTY

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 04/08/2015 through 04/28/2015

Check Number	Check Date	Pay to the Order of	Check Amount
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	Count	Amount
Cancel	6	19,341.23
Reissue	52	398,673.04
Net Issue		8,013,473.09

Fund Summary

<u>Fund</u>	<u>Description</u>	<u>Check Count</u>	<u>Expensed Amount</u>
01	General Fund	723	3,760,289.63
12	Child Development Fund	22	8,522.24
40	Capital Outlay Fund	41	3,890,298.93
68	Self-Insurance Fund	5	9,991.49
71	Retiree Benefit Fund	5	354,706.73
Total Number of Checks		796	8,023,809.02
Less Unpaid Sales Tax Liability			10,335.93
Net (Check Amount)			<u>8,013,473.09</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.

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Checks Dated 04/08/2015 through 04/28/2015

Check Number	Check Date	Pay to the Order of	Check Amount
011440	04/16/2015	CAPISTRANO UNIFIED SCHOOL DISTRICT	56,738.84
011441	04/16/2015	COHEN-NAGLESTAD ENTERPRISES LLC	307.50
011442	04/16/2015	CONVERSA INC	731.50
011443	04/16/2015	KAYLAA FOX	2,736.00
011444	04/16/2015	GOOD TIMES TRAVEL, INC.	12,418.00
011445	04/16/2015	INSIGHT SYSTEMS GROUP, INC.	586.04
011446	04/16/2015	ROBERT H. KEHIAYAN	363.00
011447	04/16/2015	TGA OF SOUTH ORANGE COUNTY C/O ANTHONY LEONE	625.86
011448	04/16/2015	DENISE LUDS	8.98
011449	04/16/2015	SAN CLEMENTE TIMES	175.00
011450	04/16/2015	XEROX CORPORATION	659.17
011451	04/16/2015	GETTY IMAGES, INC.	208.00 *
011452	04/16/2015	GETTY IMAGES, INC.	229.00
Total Number of Checks			13
			75,786.89

Includes checks for only Bank Account SC-CMED

	Count	Amount
Cancel	1	208.00
Net Issue		75,578.89

Fund Summary

Fund	Description	Check Count	Expensed Amount
09	SC Community Education Fund	12	75,578.89
Total Number of Checks		12	75,578.89
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			75,578.89

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 04/08/2015 through 04/28/2015

Check Number	Check Date	Pay to the Order of	Check Amount
009370	04/13/2015	IRVINE UNIFIED SCHOOL DISTRICT MAINTENANCE & OPERATIONS	25.00
009371	04/13/2015	LIFE COLLEGE	1,500.00
009372	04/21/2015	EDUCATION TO GO GATLIN EDUCATION SERVICES	1,495.00
009373	04/21/2015	HEATHER MENDOZA	10.00
009374	04/21/2015	VISION STRIKE, INC	1,162.50
009375	04/21/2015	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	41,689.79
009376	04/21/2015	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	13,458.60
009377	04/21/2015	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	31,783.27
009378	04/23/2015	FINANCIAL ADVISORS NETWORK	1,779.50
Total Number of Checks			9
			<u>92,903.66</u>

Includes checks for only Bank Account IVC-CMED

Fund Summary

Fund	Description	Check Count	Expensed Amount
07	IVC Community Education Fund	9	92,903.66
Total Number of Checks		9	92,903.66
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			<u>92,903.66</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 

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TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Purchase Orders/Confirming Requisitions

ACTION: Ratification

BACKGROUND

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

STATUS

Purchase orders numbered P15-04246 through P15-04589 amounting to \$9,542,598.54 and P16-00026 through P16-00045 amounting to \$102,780.61 are submitted to the Board of Trustees for approval. Confirming requisitions dated April 8, 2015 through April 28, 2015 totaling \$120,970.88 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
P15-04246	THE COACHING SYMPOSIUM LLC		Management Consultant	1,020.00
P15-04247	SEHI PROCOMP COMPUTER PRODUCTS		Fax Machine	615.60
P15-04248	SEHI PROCOMP COMPUTER PRODUCTS	SC WAREHOUSE	Computer Printers	1,398.99
P15-04249	SADDLEBACK COLLEGE FOUNDATION		Fashion Show Catering	1,200.00
P15-04250	MATCO TOOLS CREDIT DEPARTMENT		Hybrid Vehicle Scan Tool	3,133.58
P15-04251	AUTOMOTIVE ELECTRONIC SERVICES		Hybrid Vehicle Instrument Probe	490.30
P15-04252	SOUTHWEST MATERIAL HANDLING, INC.	SC WAREHOUSE	Equipment - Pallet Jack	4,499.55
P15-04253	DAKTRONICS		Replacement Parts for Electronic Sign	1,310.20
P15-04254	UNISOURCE CORPORATION FACILITI ES SUPPLY		Custodial Equipment - Scrubber	2,932.26
P15-04255	ORANGE COUNTY REGISTER		Bid 313 Food Vending Svcs 3/5 & 3/12/15	1,254.00
P15-04256	HOPPER EQUIPMENT & SUPPLY		Shop Tools	1,094.21
P15-04257	RAMON DUENEZ		Reimbursement for Repair of Damaged Property	408.44
P15-04258	WAXIE SANITARY SUPPLY		Roll Towel Dispensers	2,234.06
P15-04259	THE TRANE COMPANY SO. CA L.A. TRANE PARTS, SALES & SVC.		Fan Coil	89.15
P15-04260	A-1 AWARDS		Classified Employee of the Year Award	98.82
P15-04261	TREE OF LIFE NURSERY		Grounds Plant Supplies	1,185.36
P15-04262	BERTRAND'S MUSIC		Advert for UCI Concert	250.00
P15-04263	KATHARINE TAKESHITA		Workshop Trainer	240.00
P15-04264	GEETA KARIR		Workshop Trainer	240.00
P15-04265	MARIA E. HUTCHINSON CERVANTES		Workshop Trainer	480.00
P15-04266	FRANCHISE TAX BOARD		Nonresident Withholding Payment	112.00
P15-04267	HITT MARKING DEVICES, INC.		Self-Inking Stamps	77.40
P15-04268	ALTITUDE TECHNOLOGIES INC. dba CHINOOK MEDICAL GEAR INC		Supplies for Paramedic Program	228.36
P15-04269	PYRO-COMM SYSTEMS		Install Fire Alarm System	6,318.31
P15-04270	NASCO WEST INDUSTRIES, INC.		Equipment for Emergency Medical Service	1,671.84
P15-04271	BEST BUY BUSINESS ADVANTAGE		Tablet Covers	377.95
P15-04272	ALLIED 100, LLC dba AED SUPERS TORE		Health II Equipment 3	1,315.12
P15-04273	SIMULAIDS, INC.		Supplies for Emergency Medical Service	2,184.88
P15-04274	ARMSTRONG MEDICAL INDUSTRIES		Supplies for Paramedic Class	259.20
P15-04275	EMERGENCY MEDICAL PRODUCTS		Supplies for Paramedic Class	84.67
P15-04276	THE GREAT COURSES		Dvd's	112.09
P15-04277	JIST WORKS, INC.		Career Surveys	1,332.22
P15-04278	SOLTEK PACIFIC CONSTRUCTION CO .		Construction Svc - TAS Swing Space Proj	6,817,083.00

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

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

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(See Last Page) ***

PO Number	Vendor Name	Loc	Description	Order Amount
P15-04279	BRIAN NOEL	.	Contracted Musician	1,500.00
P15-04280	PLAY WITH A PURPOSE GOPHER SPO RT		Heavy Duty Shopping Carts	183.47
P15-04281	WEISENBACH SPECIALTY PRINTING INC.		Totes	698.00
P15-04282	APPLE COMPUTER, INC. ATTN: HIE d SALES SUPPORT	.	Mac Staff Computer Refresh	249,265.20
P15-04283	SADDLEBACK BOOKSTORE - #296 FO LLETT HIGHER EDUCATION GROUP		Health Info Technology Online Books	1,750.57
P15-04284	RIO GRANDE ALBUQUERQUE		Brushless Micrometer, Acetylene Torch, Small Tools	8,799.15
P15-04285	WELLS FARGO #3317		Amazon: Hybrid Battery Charger - Perkins Grant	431.98
P15-04286	DHARMA TRADING CO.		Lumier and Neopaque Brushes	278.92
P15-04287	INSIGHT MEDIA		Dvd,s	781.30
P15-04288	THE EVOLUTION STORE		Oldworld Rabbit	426.60
P15-04289	OCEANSIDE PHOTO & TELESCOPE	SC Science	Power Supply for our Telescopes	512.46
P15-04290	McLOGAN SUPPLY CO., INC.		Squeegees	422.50
P15-04291	DICK BLICK COMPANY		Student Supplies	2,835.05
P15-04292	CBT SUPPLY, INC dba SMARTDESKS		Desks for iMac Refresh	21,319.36
P15-04293	NEWPORT CORP.		Instructional Supplies for Astronomy	184.48
P15-04294	EXPRESS COMPANIES, INC. dba FI RSTAIIDPRODUCT.COM		Health II Equipment	697.49
P15-04295	THOMAS F. GUERRA dba GORILLA T EAM ARTISTS		Painting Services for Athletic Venues	3,000.00
P15-04296	HAPPY CHILD PRODUCTS C/O AMERI CAN NATIONAL MFG		Changing Table and Supplies	1,156.01
P15-04297	3D RAPID PROTOTYPING INC.	.	3D Printer	36,474.20
P15-04298	MACKY CERAMIC PRODUCTS INC		Ceramic Supplies Classroom	1,138.52
P15-04299	SADDLEBACK GOLF CARS, INC.	.	Golf Cart	6,721.00
P15-04300	CALVIN J. DELLEFIELD		Guest Speaker	100.00
P15-04301	W. W. GRAINGER		New Equipment Small Tools	3,151.41
P15-04302	SOURCE GRAPHICS	.	Plotter Paper	179.84
P15-04303	TRAFFIC MANAGEMENT INC.		Signs	251.10
P15-04304	MAIN GRAPHICS		Commencement Programs	2,702.40
P15-04305	FERGUSON ENTERPRISES, INC.		Security post for cart	265.09
P15-04306	EDEN LABEL SOLUTIONS		Thermal Paper	714.56
P15-04307	QUARTERMASTER		Miranda Cards	58.52
P15-04308	ROBERT J. DAMAN dba A-1 AWARDS & ENGRAVING		Award for Classified Employee of the Year	98.82
P15-04309	NCTA MEMBERSHIP UNIVERSITY TES TING CENTER		Nat'l College Testing Assn - Annual Membership	250.00
P15-04310	WESTWIND SAILING, LLC		Capri Sailboat Lease for Spring 2015	532.00
P15-04311	DIEMMY TRAN		Workshop Trainer	240.00
P15-04312	GUISELLE SCOTT		Workshop Monitor	140.00
P15-04313	GUISELLE SCOTT		Workshop Monitor	105.00
P15-04314	SHARON LANDIS		Workshop Trainer	480.00
P15-04315	VWR		Instructional Supplies	1,087.83

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

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ESCAPE **ONLINE**

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(See Last Page) ***

PO Number	Vendor Name	Loc	Description	Order Amount
P15-04316	KUDO3D	.	3D Printer	3,490.92
P15-04317	FORENSIC COMPUTERS, INC.	.	Equipment Technology	13,105.58
P15-04318	INTENT DIGITAL LLC	.	Managed Software Service Renewal	3,500.00
P15-04319	SK CONSULTING STEPHANIE KOONTZ	.	Grant and Program Services Consulting	10,000.00
P15-04320	DRAFTING EQUIPMENT WAREHOUSE d ba DEW	.	Flat File Storage	1,441.69
P15-04321	OFFICE MAX A BOISE COMPANY	.	Sit/Stand Workstations	986.72
P15-04322	CLASSIC FOUNTAIN PENS INC.	.	Pen Part for a Student Design Project	300.00
P15-04323	EDMUND OPTICS AMERICA	.	Concave Spherical Mirrors Anchor Optics	235.41
P15-04324	AIRWOLF3D	.	Engineering Bundle, Nylon, Filaments	1,154.40
P15-04325	CARY CALLAHAN DBA CALLAHAN AUT O INFO SYS	.	Hybrid Vehicle Reference Guides	658.80
P15-04326	FILMTOOLS, INC.	Bldg W/Com Arts	Filter Adaptor	238.68
P15-04327	VENDINI, INC.	.	Box Office Ticket Stock	546.00
P15-04328	LAKESHORE LEARNING MATERIALS	.	Farm, Forest Animal Collection, Chair	817.70
P15-04329	B & H PHOTO	Bldg W/Com Arts	Grip Tools	711.72
P15-04330	SAMY'S CAMERA	.	Replace Equip-Lighting Roadmax Head Kit	7,905.60
P15-04331	SIMS-ORANGE WELDING SUPPLY	.	Victor Journeyman Tools	592.27
P15-04332	DICK BLICK COMPANY	.	Masking Tape, Glue Sticks	175.26
P15-04333	U.S. TOY CO., INC. (dba) CONST RUCTIVE PLAYTHINGS	.	Toddler Activity Table, Kinetic Sand Box	264.35
P15-04334	RIO GRANDE ALBUQUERQUE	.	16g Copper, Titanium Sheet	292.60
P15-04335	CHAMPION CHEMICAL CO.	.	Custodial Supplies, Grip Sealer	1,131.62
P15-04337	SUN BADGE COMPANY	.	Badge	124.94
P15-04338	NEWPORT-MESA UNIF. SCHOOL DIST	.	Preview Day	546.81
P15-04339	FLAG STORE USA	.	Flags	193.28
P15-04340	CDW-G COMPUTER CENTERS	.	Remote Access Authentication Tokens	1,560.00
P15-04341	DISCOUNT SCHOOL SUPPLY SALES D EPARTMENT	.	Table Mat, Clay, Magnifiers, Cd's	458.39
P15-04342	CLAFLIN SERVICE COMPANY dba HO SPITAL ASSOCIATES	.	Cash Register for Photo	465.60
P15-04343	SEHI PROCOMP COMPUTER PRODUCTS	.	Printer and Desktop	1,329.29
P15-04344	HUMANSIZE COMPANY c/o CORPORA TE BUSINESS	.	Keyboard Trays	3,608.24
P15-04345	PROJECTOR PEOPLE	.	Carrying Case for Projector	134.20
P15-04346	ALLSTEEL, INC. C/O CORP. BUSIN ESS INTERIORS	.	Furniture for Counselors	39,476.33
P15-04347	GRACE TRAINING SUPPLY	.	Supplies for Nursing	3,922.32
P15-04348	CORPORATE BUSINESS INTERIORS	.	Monitor Arms for Counselor's Computers	9,740.23
P15-04349	CORPORATE BUSINESS INTERIORS	.	Labor for Furniture Installation	18,037.21
P15-04350	CDW GOVERNMENT, INC.	.	Card Readers	1,510.65
P15-04351	FISHER SCIENTIFIC	.	Instructional Supplies	1,144.03
P15-04352	CDW-G COMPUTER CENTERS	.	Scanner for Health and Wellness Center	496.79

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PO Number	Vendor Name	Loc	Description	Order Amount
P15-04353	SADDLEBACK BOOKSTORE - #296 FO LLETT HIGHER EDUCATION GROUP		Educational Survival Supplies for EOPS students	367.20
P15-04354	WELLS FARGO #3317		Amazon Punch Head for Paper Punch	47.57
P15-04355	ONE SOURCE INDUSTRIES PROMOTIO NS		Promotional Item	1,683.34
P15-04356	UNISOURCE CORPORATION FACILITI ES SUPPLY		Custodial Supplies	7,069.44
P15-04357	CREATIVE IMAGES		Photographer for Paramedic Graduation	583.20
P15-04358	B & H PHOTO		Camera Track Dolly, Led/Light Stud. Tripod etc.	2,458.92
P15-04359	GRAPHIC CHEMICAL & INK CO.		Zinc Plates	535.97
P15-04360	PHB		Infant Toothbrush	38.17
P15-04361	YVONNE CARSON		Guest Speaker	100.00
P15-04362	FLOOR TECH GROUP		Carpet and Baseboard Repairs/Replacement	4,127.00
P15-04363	CERTIFIED TRANSPORTATION SERVI CES		Preview Day	5,330.82
P15-04364	SMITH PIPE & SUPPLY, INC.		Irrigation Equipment	18,357.11
P15-04365	SOURCE GRAPHICS		Inks for Banner Printer	2,303.55
P15-04366	CAPT BUSINESS OFFICE		Fundamentals Booklets, Workshop	315.64
P15-04367	FISHER SCIENTIFIC	IVC Life Sci	Scales, Flaskscrubbers for Biology	1,364.73
P15-04368	KATHARINE S. BROOKS		Develop Content/Collaborate	10,000.00
P15-04369	TROXELL COMMUNICATIONS, INC.		Projector and Switcher	2,137.32
P15-04370	BOUNDTREE MEDICAL LLC		Airway Trainer	8,149.03
P15-04371	EVENTS		International Student Orientation Refreshments	497.93
P15-04372	WITT COMPANY		Supplies for Riso 990 Printer	186.16
P15-04373	MEDCO SUPPLY COMPANY		Gloves, Bandages for Health II	93.19
P15-04374	SEHI PROCOMP COMPUTER PRODUCTS		Supplies for Printers	975.08
P15-04375	SEHI PROCOMP COMPUTER PRODUCTS		Memory Cards for Kinesiology Camera	94.13
P15-04376	WELLS FARGO #3317		Amazon: Band-Aids, Wraps	402.61
P15-04377	VWR		Incubator Student Use	16,815.34
P15-04378	USA SCIENTIFIC		Gloves for Student Use	2,574.74
P15-04379	RAINBOW SYMPHONY STORE		Diffraction Gratings & Glasses	336.30
P15-04380	TROXELL COMMUNICATIONS, INC.		Projector and Switcher	1,721.52
P15-04381	UNITED SITE SERVICES OF CALIFO RNIA, INC		Rental of Portable Restrooms for Library	1,552.38
P15-04382	RIO GRANDE ALBUQUERQUE		Copper Wire	110.25
P15-04383	ORIENTAL TRADING COMPANY, INC.		Tableclothes, Forks, Spoons, Plates, Stick Props	218.47
P15-04384	WELLS FARGO #3317		Amazon: Screen Protectors	96.66
P15-04385	S & B FOODS CATERING DIVISION		Catering Order for 04/10/2015 Event	357.37
P15-04386	WAXIE SANITARY SUPPLY		Custodial Equip Replacement/Repair Parts	551.43
P15-04387	KAPLAN EARLY LEARNING COMPANY		Misc.Child Care Items.Books, Baskets, Blocks	948.13

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PO Number	Vendor Name	Loc	Description	Order Amount
P15-04388	ORLANTHA NIN		Transfer Celebration Refreshments	150.00
P15-04389	LAGUNA CLAY CO.		Materials-B-Mix and I.B. Blend Clay	2,756.16
P15-04390	RIO GRANDE ALBUQUERQUE		Sheet Solder, Jeweler's Wire, Bristle Disks	576.20
P15-04391	LYNN SWARTZ DODD		Guest Speaker - April 10 Presentation	100.00
P15-04392	PAPER DIRECT		Certificate Jackets for Recognition Celebration	543.11
P15-04393	WELLS FARGO #3317		Amazon: Testing Materials	308.06
P15-04394	HOIST SERVICE CO.,INC.		Add'l Repairs for the Hoist at Tech & Appl Sci	665.00
P15-04395	PLATINUM EDUCATIONAL GROUP LLC		Access Cards for Paramedic Program	1,800.00
P15-04396	POSTMASTER		Newsletter Postage Jul-Dec2015	160.00
P15-04397	ACADEMIC MARKETING SERVICES		Career Focus Magazine	33,453.00
P15-04398	PARADISE BAKERY & CAFE		Meeting Refreshments	95.05
P15-04399	DEWEY'S APPLIANCES		Microwaves	475.20
P15-04400	RANDOM HOUSE		Exam Texts	153.23
P15-04401	KRATOS PUBLIC SAFETY AND SECURITY SOLUTIONS INC		Troubleshoot Security Door Prior to Holiday	472.50
P15-04402	PRAXAIR		Art-Welding Rod	113.61
P15-04403	STEVE GASKEY		Repairs on tram shed at Fine Arts	1,575.00
P15-04404	SOPHIE SYSTEMS, INC.		Microphones	915.80
P15-04405	BEACH TRADING CO INC		Go Pro Hero Bundles	1,121.04
P15-04406	BEACHCAME RA.COM			
P15-04407	BOUNDTREE MEDICAL LLC		Supplies for Emergency Medical Services	957.11
P15-04408	BOUNDTREE MEDICAL LLC		Supplies for Paramedic Class	1,054.34
P15-04409	CARAVAN CANOPY INT'L, INC.		Career & Re-Entry Services Canopies	1,973.52
P15-04410	SOUTHLAND INDUSTRIES		Central Plant Phase 2 Upgrade Services Project	1,340,000.00
P15-04411	LAERDAL MEDICAL CORP.		Simulation Equipment	64,131.73
P15-04412	ALLSTEEL, INC. C/O QUALITY OFFICE FURNISHINGS		Admissions & Records Office Rehab	26,759.17
P15-04413	QUALITY OFFICE FURNISHINGS		Admissions & Records Office Rehab	2,978.10
P15-04414	RICHARD THE THREAD EMPIRE TAPE		Fabric and Thread	333.93
P15-04415	GENERAL BINDING CORP.		Laminator Machine	1,676.05
P15-04416	TELECENT ER			
P15-04417	CDW-G COMPUTER CENTERS		Printer for Disabled Students Programs & Services	313.23
P15-04418	BSN SPORTS		Tennis, Basketball, Soccer Supplies	2,899.08
P15-04419	SEHI PROCOMP COMPUTER PRODUCTS		Ink	786.26
P15-04420	RAININ INSTRUMENTS LLC		Calibration and Repair of Pipetteman	911.25
P15-04421	SEHI PROCOMP COMPUTER PRODUCTS		Printers for Liberal Arts Division Office	4,885.74
P15-04422	B & H PHOTO	Bldg W/Com Arts	Epic Camera Filters	1,299.24
P15-04423	B & H PHOTO	Bldg W/Com Arts	Laser Pointers	194.40
P15-04424	BEST BUY GOV, LLC		Samsung Televisions for Audio Visual Mobile Carts	916.20

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PO Number	Vendor Name	Loc	Description	Order Amount
P15-04423	B & H PHOTO	Bldg W/Com Arts	Speakers, Headsets, 2 Channel Portable Power	3,134.16
P15-04424	B & H PHOTO		Projector Case	32.40
P15-04425	B & H PHOTO	Bldg W/Com Arts	Clamps, Film Supplies	328.32
P15-04426	PACIFIC ART GLASS		7" Saw, Glass Cutter's Oil, Circle Pro 12	1,245.56
P15-04427	LITTLE WINDOWS		Resin Molds, Punch Set, Tints	281.03
P15-04428	WELLS FARGO #3317		Living Essentials: Pure White Noise Machine	107.78
P15-04429	SVM, LP ATTN: CHECK DEPT.		Gas Cards for Ext Opportunity Program & Services	12,785.00
P15-04430	BOOKFACTORY, LLC		BookFactory Notebooks	4,544.44
P15-04431	SCHLAIFER'S ENAMELING SUPPLIES INC.		Dry Colors	75.91
P15-04432	ORANGE COUNTY LOW VISION		Electronic Magnifier for Disabled Stud. Prog & Svs	2,316.60
P15-04433	MIGHTY MOVER TRAILERS, INC.		Parts-Lights and Handles	55.57
P15-04434	ACADEMIC MARKETING SERVICES		Career Focus Postage	9,931.00
P15-04435	WELLS FARGO #3317 (DISTRICT)		Connect Buy: Office Shredder	492.81
P15-04437	RF MACDONALD CO		B400 Boiler Diagnostic	1,424.20
P15-04438	OAK CREEK GOLF CLUB	.	Refreshments for Industry Advisory Mtg	200.00
P15-04439	WELLS FARGO #1606	.	Parallels Upgrade for Technology Services	49.99
P15-04440	EBSCO INFORMATION SERVICES PAY MENT PROCESSING CENTER	.	Library Subscription Rate Adjustment	2.02
P15-04441	SCHOLARSHIPS		Scholarship for 2nd Semester Nursing Student	400.00
P15-04445	WORLDPOINT ECC, INC.		Advanced CardiacLife Suppot Cards	480.85
P15-04446	MARINER'S CHURCH		Conference Catering	4,738.50
P15-04447	PROMOTIONAL DESIGN CONCEPTS		Canopy	1,482.12
P15-04448	WELLS FARGO #2785		Figure 53, LLC: QLab for Theatre	733.32
P15-04449	HAITBRINK ASPHALT PAVING, INC.		Paving Parking Lot at Community Ed	14,860.00
P15-04450	PROAIR		Install Backdraft Damper at Learning Resource Ctr	3,640.00
P15-04451	TROXELL COMMUNICATIONS, INC.		Digital Signage	6,275.54
P15-04452	BUTTERICK/MCCALL/VOGUE PATTERN COMPANY		Supplies for Fashion Students	61.66
P15-04453	CDW-G COMPUTER CENTERS	.	Lenovo ThinkPad T450s	27,858.46
P15-04454	FULLERTON JOINT UNION HIGH SCHOOL DISTRICT	IVC Warehouse	Preview Day Transportation	325.00
P15-04455	SUBWAY SANDWICHES & SALADS		Lunch for High School Partnership Council	190.00
P15-04456	REGENTS OF UNIV. OF CAL.		Cadaver Lab for Paramedic Students	2,360.00
P15-04457	MATH WORKS, INC.	.	MatLabToolbox Add-Ons	1,094.40
P15-04458	CHRISTY WHITE ASSOCIATES		District Annual Audit	127,307.00
P15-04459	REFRIGERATION UNLIMITED, INC		Ice Machine Repairs	306.20
P15-04460	GST CORPORATE HEADQUARTERS	.	Crestron Processor	1,564.50

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PO Number	Vendor Name	Loc	Description	Order Amount
P15-04461	SEHI PROCOMP COMPUTER PRODUCTS		Printers	462.38
P15-04462	PACIFIC COLLEGE TESTING		Site License	1,296.00
P15-04463	JACK HARTIN PHOTOGRAPHY		Contract Services Photographer	750.00
P15-04464	J. M. McCONKEY CO.		Student Supplies	1,203.91
P15-04465	NATIONAL BALSA		Plywood Sheets	1,075.85
P15-04466	WAWAK		Supplies for Fashion Students	231.25
P15-04467	ALMA STRATEGIES, LLC		Planning Consultant Services-5 year Const Plan	25,900.00
P15-04469	PARSONS BRINCKERHOFF, INC.		Labor Compliance Services	17,320.00
P15-04470	FISHER SCIENTIFIC		Goggles/Gloves Student Use lin Chemistry Labs	2,348.06
P15-04471	ROBERT BLOOMFIELD		Timers	229.03
P15-04472	TAKACH PRESS CORP.		Small Tools	1,051.82
P15-04473	B & H PHOTO		Premium Photo Paper, Ink Cartridges	3,759.70
P15-04474	QUEEN BEACH PRINTERS INC		Summer 2015 Postcard	1,995.00
P15-04475	JONATHAN FORINO dba DCA DESIGN S	Bldg W/Com Arts	Set Design Services for Cinema	1,050.00
P15-04476	WELLS FARGO #2785		QMI Security Solutions: Replacement Crank Pole	63.00
P15-04477	COMMUNITY PLAYTHINGS		Flow Pan, Canopy	91.80
P15-04478	AMER. NURSES ASSOC.		Book for Nursing	46.67
P15-04479	KELLY PAPER		Parchment Paper	25.79
P15-04480	SCHOOL DATEBOOKS		Custom Books for Disabled Students Prog & Svs	2,484.35
P15-04481	AARDVARK CLAY AND SUPPLIES		Brush, Round Sponge, Plastic Palette Knife	344.86
P15-04482	TOTTY PRINTING		Letterhead Envelopes Re- Print	827.82
P15-04483	COMPUTERLAND OF SILICON VALLEY		Software License	182.00
P15-04484	USB-FLASHDRIVE.COM		Usb Flashdrives for Disabled Students Prog & Svs	826.00
P15-04485	B & H PHOTO		Sandisk Cards	454.00
P15-04486	WORLDWIDE RECOVERY SYSTEMS, IN C.		Parts: BA25 Parts Washer Tank Top Lid	300.90
P15-04487	CDW-G COMPUTER CENTERS		Hardware for Various Projects	2,521.18
P15-04488	NCS PEARSON, INC. dba PEARSON ASSESSMENTS		Renewal of Annual License	99.00
P15-04489	WELLS FARGO #2785		Home Depot: Concrete Joint & Crack Filler	76.69
P15-04490	ASSESSMENT TECHNOLOGIES INST.		Nursing Online Tests	2,115.00
P15-04491	S & B FOODS		Refreshments for CalWorks Advisory Meeting	135.70
P15-04492	SADDLEBACK BOOKSTORE - #296 FO LLETT HIGHER EDUCATION GROUP		Books for Extended Opp. Prog. & Svs. Library	6,998.40
P15-04493	S & B FOODS CATERING DIVISION		Refreshments for Writing Workshop	601.02
P15-04494	SIRCHIE FINGER PRINT LABS		Evidence Bags	72.61
P15-04495	VWR		Goggles/Gloves Student Use In Chemistry Labs	613.04

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PO Number	Vendor Name	Loc	Description	Order Amount
P15-04496	WAXIE SANITARY SUPPLY	SC WAREHOUSE	Stores Tissue	357.70
P15-04497	SWANKY BRAIN INC. NELLIE VALEN TINE		Workshop Trainer	360.00
P15-04498	EDUCATIONAL GLOBAL TECHNOLOGI ES, INC. (EDGT)		Nursing Tutorials Subscription	125.00
P15-04499	AVALON TENT & PARTY		Tables for Transfer Day	466.43
P15-04500	MSC INDUSTRIAL SUPPLY CO.		Bottom Shelf For Work Benches	140.77
P15-04501	CERRITOS COLLEGE ATHLETICS		State Championship T-Shirts	259.20
P15-04502	PRO CHEMICAL & DYE		Student Supplies Fashion Classes	1,405.61
P15-04503	SEHI PROCOMP COMPUTER PRODUCTS		Printer Cartridge	162.75
P15-04504	MOSSY NISSAN INC. dba MOSSY NI SSAN OCEANSIDE		Nissan Work Vehicle	19,112.87
P15-04505	CORPORATE BUSINESS INTERIORS		Lobby Chairs for Financial Aid	1,176.60
P15-04506	FASHION SUPPLIES, INC		Draping Items Used in Class; Retained By Students.	820.84
P15-04507	TROW & HOLDEN INC.		Carving Sets	1,360.68
P15-04508	HP CORPORATE HEADQUARTERS		Elite Book for Disabled Students Prog & Servs	3,916.38
P15-04509	LABOR LAW CENTER, INC.		Labor Law Posters	431.14
P15-04510	STEPHANIE ASPGREN		Workshop Trainer	120.00
P15-04511	SIOBHAN MARTIN		Workshop Co-Trainer	70.00
P15-04512	DICK BLICK COMPANY		Ink, Charcoal Pencils, Pens, Temptra	494.08
P15-04513	DICK BLICK COMPANY		Pencils, Mats, Sketch Pads, Fixative	402.32
P15-04514	SCANTRON CORPORATION		Scantron Forms- Item Analysis	60.33
P15-04515	JOSTEN'S		Commencement Attire Rental	79.30
P15-04516	JOHANNUS L.A., LLC		Organ Bench	1,820.00
P15-04517	MUSCO LIGHTING		Troubleshoot Baseball Lights	4,998.60
P15-04518	STRATA INFORMATION GROUP		Contract Systems Procure Svcs	70,000.00
P15-04519	SEHI PROCOMP COMPUTER PRODUCTS		Computer Printer	720.98
P15-04520	B & H PHOTO		Canon Camera Lens	1,943.89
P15-04521	SYSTEMS SOURCE, INC.		Storage Shelves & Cabinets	6,308.09
P15-04522	CDW-G COMPUTER CENTERS		Surface Pro 3's for Math Dept	4,417.60
P15-04523	CDW-G COMPUTER CENTERS		Scanner for Facilities and Maint.	496.79
P15-04524	BOUNDLESS NETWORK		Flash Drives for Student Orientation	8,141.79
P15-04525	BOUNDLESS NETWORK		Custom lanyards, luggage tags, tumblers promo ect.	2,162.44
P15-04526	BRANDERS.COM, INC.		Pens	613.88
P15-04527	WELLS FARGO #3317 (DISTRICT)		Amazon: Portable Hard Drive, Sport Bands, Wraps	1,244.69
P15-04528	IRVINE CHAMBER OF COMMERCE		Membership Dues	675.00
P15-04529	WELLS FARGO #3317		Amazon: Data Analysis Books	315.79
P15-04531	SCANTRON CORPORATION		Annual Maintenance/Scanner in Matriculation	960.00
P15-04532	PENN CORPORATE RELOCATION SE RVICES, INC.		Store Items from Library	6,000.00
P15-04533	CROWN FENCE		Repair Safety Fence at Softball Field	2,977.00
P15-04534	RIO GRANDE ALBUQUERQUE		Jewelry/Wire/Patinas/Enamels	1,504.77

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PO Number	Vendor Name	Loc	Description	Order Amount
P15-04535	SEHI PROCOMP COMPUTER PRODUCTS		Printers for Risk Mgmt.	393.02
P15-04536	THE BLIND FACTORY, INC.		Student Service Center & Physical Education Blinds	950.00
P15-04537	SOUTH COAST FAMILY MEDI-CENTE R, INC.		Preplacement Exam	235.00
P15-04538	TAKACH PRESS CORP.		3 Hole Punch & Light Box	986.20
P15-04539	COMMUNITY WORKS DESIGN GROUP		Reimbursable Expenses for Water Audit	62.70
P15-04540	WELLS FARGO #3317 (DISTRICT)		Appliances	186.94
P15-04541	DAN COTA		Trade Adjustment Assist. Funded Student	1,913.00
P15-04542	QUEZADA PRO LANDSCAPE, INC.		Tree Trimming at IVC	4,980.00
P15-04543	KRATOS PUBLIC SAFETY AND SECURITY SOLUTIONS INC		Repair Electronic Door	540.00
P15-04544	FISHER SCIENTIFIC		Grant Supplies for Medical Laboratory Technician	1,317.21
P15-04545	CDW-G COMPUTER CENTERS	Bldg W/Com Arts	Monitors for CTE Project Computers	2,366.37
P15-04546	OTHER WORLD COMPUTING ATTN: EDUCATIONAL ACCOUNTS	Bldg W/Com Arts	Hard Drives for CTE Project Computers	2,497.80
P15-04547	APPLE COMPUTER, INC. ATTN: HIED SALES SUPPORT	Bldg W/Com Arts	Computers for Career Tech Edu. Enhancement Proj.	10,283.76
P15-04548	APPLE COMPUTER, INC. ATTN: HIED SALES SUPPORT		Apple Televisions	207.04
P15-04549	B & H PHOTO		Wireless USB Key	102.60
P15-04550	SEHI PROCOMP COMPUTER PRODUCTS		Hewlett-Packard 2 Color Printers for Transf. Ctr.	734.40
P15-04551	WAYFAIR, LLC. dba COOKWARE.COM		Art-Still Life, Vases, Models, Sculptures	2,213.64
P15-04552	CDW-G COMPUTER CENTERS		Scanner for Dean of Liberal Arts	496.79
P15-04553	HP CORPORATE HEADQUARTERS		Online Tutoring Equipment	9,026.24
P15-04554	MICROSOFT ITA		Online Tutoring Equipment	3,636.48
P15-04555	POSTMASTER		Postage for Summer 2015 Postcards	1,070.00
P15-04556	NORMAN S. WRIGHT/AIRELINK MECHANICAL EQUIPMENT, LLC		HVAC Equipment Centrifugal Fan	1,657.80
P15-04557	APPLE COMPUTER, INC. ATTN: HIED SALES SUPPORT		iPads for Athletics	6,522.56
P15-04558	SADDLEBACK BOOKSTORE - #296 FOLLETT HIGHER EDUCATION GROUP		Outreach Aids T-Shirts	68.69
P15-04559	CAL BUILDING SYSTEMS		Preaction Panel Completed	360.00
P15-04560	OCEANSIDE PHOTO & TELESCOPE	SC Science	Components for Astrophotography	32.96
P15-04561	OCEANSIDE PHOTO & TELESCOPE	SC Science	Cameras, Instruction Supply	1,524.52
P15-04562	CENTER FOR COMPUTER-ASSISTED LEARNING INSTRUCTION		Institutional Membership	21.00
P15-04566	THE BLIND FACTORY, INC.		Health and Wellness Center Blinds	2,450.00
P15-04567	VWR		Grant Supplies for Medical Laboratory Tech.	523.99
P15-04568	TOMARK SPORTS EQUIPMENT		Softball Field Netting	3,990.91
P15-04569	FLASHBAY, INC.		Student Flash Drives	2,927.50

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PO Number	Vendor Name	Loc	Description	Order Amount
P15-04570	DELL MARKETING	.	Laptop for Network Administrator	3,052.83
P15-04571	LIVESCRIBE		Smartpens and notebooks for faculty	2,183.87
P15-04572	BSN SPORTS		Shirts for FM Crew	3,889.78
P15-04573	APPLE COMPUTER, INC. ATTN: HIE d SALES SUPPORT		Apple products for DSPS	2,629.96
P15-04574	MISSION VIEJO GLASS		Desk Glass	1,317.60
P15-04575	CDW-G COMPUTER CENTERS	.	VMWare View 5	2,999.00
P15-04576	SOUTHERN CONTRACTING COMPANY		Replace Lamps and Ballast at Softball Field	4,853.00
P15-04577	CYNOSURE NEW MEDIA, INC.		Irvine Valley College Orientation & Advisement	17,690.00
P15-04578	NICOLE C. HARTSHORN		Guest Speaker	100.00
P15-04579	PACIFIC COAST ENTERTAINMENT	.	Lighting Equip for Performing Arts Center	21,688.40
P15-04580	NATURE EXPLORE ATTN: EDUCATION AL MERCHANDISE		Sand Tables & Buckets, Bamboo Blocks	1,909.19
P15-04581	AMERICAN ANTHROPOLOGICAL ASSOC IATION		Community College Annual Membership	99.00
P15-04582	GEOGRAPHIC SOLUTIONS	.	Annual License Fee	22,250.00
P15-04583	KITCHEN CONSULTANTS, INC.		Pebble Tumblers, Dessert Dishes, Plates	224.15
P15-04584	WELLS FARGO #3317		Amazon Flash Memory Cards, Crossover Cables	238.57
P15-04585	BORG EQUIPMENT & SUPPLY CO.		Parts for M300 Workshop	177.43
P15-04586	HENRY SCHEIN, INC.		Scale, Splints, Flexi-Wrap Training System	2,426.53
P15-04587	UNITED RENTALS		Parts for Genie Lift	427.63
P15-04588	ROGERS ATHLETIC CO.		Football 3 Lev Sled Surge Pad	3,848.00
P15-04589	AIRBORNE ATHLETICS, INC.		Basketball Equip. Shooting Machine, Cover	6,908.97
Total Number of POs			334	Total 9,542,598.54

Fund Recap

Fund	Description	PO Count	Amount
01	General Fund	305	945,384.40
12	Child Development Fund	10	5,858.22
40	Capital Outlay Fund	17	8,590,554.46
68	Self-Insurance Fund	2	801.46
Total			9,542,598.54

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

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PO Number	Vendor Name	Loc	Description	Order Amount
P16-00026	SOCIETY FOR COLLEGE AND UNIVERSITY PLANNING (SCUP)		Annual Membership Renewal	870.00
P16-00027	DROPBOX, INC.		Dropbox for Trade Adjustment Assistance Grant	567.00
P16-00028	N-OADN NATIONAL OFFICE		Membership	400.00
P16-00029	TABLEAU SOFTWARE		Tableau Maintenance Renewal	1,200.00
P16-00030	SCANTRON CORPORATION	.	Class Cimate License Increase	36,811.00
P16-00031	LOGMEIN, INC.	.	Rescue + Mobile Concurrent Subscription	5,495.00
P16-00032	L.A. TIMES		Annual Subscription April 2015-2016	593.52
P16-00033	MERIDIAN IT INC	.	VMware vSphere License Renewal	18,347.92
P16-00034	BRIDGES TRANSITIONS, CO.	.	Bridges Software Renewal	1,850.00
P16-00035	CDW-G COMPUTER CENTERS	.	Equitrac Renewal 15/16	1,621.80
P16-00036	SAMUEL FRENCH		Performance Agreement & Fees "Grease Production"	2,613.00
P16-00037	SURVEYMONKEY INC	.	Online Subscription Renewal	300.00
P16-00038	AGILE SPORTS TECHNOLOGIES		Annual Subscription Renewal	1,600.00
P16-00039	DATA CLEAN CORPORATION		Cleaning/Maint Program for District Data Center	6,450.00
P16-00040	AMERICAN LIBRARY ASSOCIATION	.	Toolkit Software Renewal	180.00
P16-00041	ESRI	.	Lab Software Renewal	270.00
P16-00042	SOFTCHOICE CORPORATION	.	Lansweeper License Renewal	1,119.38
P16-00043	NUVENTIVE, LLC		TracDat Annual District-Wide Subscription Renewal	22,422.00
P16-00045	WELLS FARGO #1606	.	GoDaddy.com: Standard Secure Sockets Layer Renewal	69.99
Total Number of POs			19	Total 102,780.61

Fund Recap

Fund	Description	PO Count	Amount
01	General Fund	18	96,330.61
40	Capital Outlay Fund	1	6,450.00
Total			102,780.61

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Includes 04/08/2015 - 04/28/2015

Requisition Number	Vendor Name	Description	Requisition Total
RQ15-05414	EMALEE MACKENZIE	College site visits	520.87
RQ15-05540	SO. ORANGE CO. COMM. COL.DIST	Return of Title IV Funds - Spring 2015	7,855.00
RQ15-05758	GEORGINA GUY	Com. Col. League of Ca. Conf.	860.00
RQ15-05811	CATHLEEN GREINER	Reimbursement for Strong Workforce Town Hall	30.04
RQ15-05844	SO. ORANGE CO. COMM. COL.DIST	Return to Title IV funds - Unsub Loan Funds	922.00
RQ15-05945	CATHLEEN GREINER	Online Teaching Conference Reimbursement	885.00
RQ15-05968	FRANCES MILLER	Job Fair Tablecloth Drycleaning Reimb.	12.00
RQ15-06076	PACIFIC COACHWAYS	Bus for Emeritus Field Trip	769.63
RQ15-06105	CORINE DOUGHTY	Reimbursement for Meeting Expenses	124.97
RQ15-06146	PACIFIC COACHWAYS	Bus for Emeritus Field Trip	1,598.68
RQ15-06263	JOYCE SEMANIK	Reimbursement for Meeting Supplies	53.99
RQ15-06296	PACIFIC COACHWAYS	Field Trip for Emeritus	906.88
RQ15-06297	PACIFIC COACHWAYS	Bus for Emeritus Field Trip	911.87
RQ15-06323	JESSICA M. CHA	Women's Leadership Forum Conference	113.59
RQ15-06330	ZOEY CARPENTER	Reimbursement for Set Design Supplies	127.56
RQ15-06387	DEBRA KERR	College Athletic Trainer's Conference	750.00
RQ15-06389	DR. CRAIG JUSTICE	Task Force Meeting Workforce Dev.	788.13
RQ15-06402	CPPA HOWARD CHAN, TREAS.	Calif. Public Parking Assoc. Training	187.74
RQ15-06427	EDWIN TIONGSON	Phi Rho Pi Nat'l Tournament 2015	15,101.39
RQ15-06456	S & B FOODS CATERING DIVISION	Articulation Workshops	948.56
RQ15-06458	JIM GASTON	Chief Info. Systems Officers Assn. Conf. March '15	1,529.33
RQ15-06462	S & B FOODS CATERING DIVISION	Employer Refreshments for Spring Job Fair	1,312.96
RQ15-06486	CORINE DOUGHTY	AACC Meeting	2,294.27
RQ15-06489	CORINE DOUGHTY	Reimbursement for Office Supply Purchase	133.11
RQ15-06492	COMMUNITY COLLEGE OF BALTIMORE COUNTY	Conf on Acceleration in Developmental Education	4,725.00
RQ15-06495	TAMARA BOSTWICK	Reimbursement for Postage	22.77
RQ15-06500	CANDIDATE	Candidate Reimbursement	421.95
RQ15-06503	LA NELL PEEBLES	Reimburse Postage	26.35
RQ15-06506	CRAIG HAYWARD	Accreditation Standards Training	103.00
RQ15-06522	EDGAR GUADARRAMA	Conf: Western Assn. of Stud. Financial Aid Admin.	1,200.00
RQ15-06532	JULIANNA FRENCH	Reimbursement: Forensics Team Shirts	507.60
RQ15-06538	CARYN SUSSMAN	Transfer Center Northern Tour	14,689.83
RQ15-06540	JULIE KIRK	Reimbursement for Art Outreach Meeting	100.00
RQ15-06546	TOM BURROWS	Reimbursement for Student Project Use Kit	70.42
RQ15-06551	MIKE SAUTER	Int. Tech conf.	306.65
RQ15-06552	LILLIAN BODANE	Reimb for Prof Chef	500.00
RQ15-06558	PACIFIC COACHWAYS	Transfer Center Bus for Northern California Tour	4,265.79
RQ15-06561	KERRY CRABB	ConfReimb-Univ.ofMississippiFootballSpringPract ice	634.70
RQ15-06563	JANINE O'BUCHON	ConfReimb-Quality&SafetyEduc.forNursesNat'lForum	1,224.37
RQ15-06568	KAYE MC DONALD	Cert Training Refreshments	200.00
RQ15-06569	THOMAS L. SMITH	Reimburse for Materials for Mfg.	77.78
RQ15-06572	TOD A. BURNETT	Com. Col. League of Cal. Conference	300.00
RQ15-06573	WILLIAM L. KELLY	Com. Col. League of Ca. Conference	686.00
RQ15-06575	MARK BORDELON	Reimb: Geology Field Studies Gas	137.49
RQ15-06577	ELIZABETH BURKHALTER	ConfReimb-Pacific Sociological Association	148.19

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Includes 04/08/2015 - 04/28/2015

Requisition Number	Vendor Name	Description	Requisition Total
RQ15-06578	STEVE CRAPO	ConfReimb-University of Oregon Spring Football	836.61
RQ15-06579	JAMES ROGERS	McCarthy Annual Conference	411.00
RQ15-06580	BASIL SMITH	ConfReimb-American Philosophical Association	620.64
RQ15-06581	STEVE ROHR	ConfReimb-American Forensics Association	600.00
RQ15-06582	SUSAN HECHT	ConfReimb-Blogging Workshop	69.00
RQ15-06583	ARIEL ALEXANDER	ConfReimb-Music Production & Sound Design Programs	464.95
RQ15-06584	LONG, MICHAEL	ConfReimb-Assault, Domestic Violence & Campus Responses	1,200.00
RQ15-06585	MICHAEL HOGGATT	ConfReimb-Council for the Study of Cmty Colleges	815.00
RQ15-06587	PAMELA TURNER	ConfReimb-Watercolor Plein Air Workshop	1,200.00
RQ15-06589	MICHELLE GUSTAFSON	ConfReimb-On Course National Pre-Conference	175.00
RQ15-06590	DIANE PESTOLESI	Reimb: Nursing Pinning Ceremony Supplies	173.50
RQ15-06591	CARLY GONZALEZ	ConfReimb-On Course National Conference	569.80
RQ15-06593	DEB WATT	ConfReimb-On Course National Conference	575.00
RQ15-06597	SCHOLARSHIPS	Scholarship for 3rd Semester Nursing Student	600.00
RQ15-06601	JIM GASTON	Reimbursement for iPad Air Keyboard/Cover	99.99
RQ15-06605	NICOLE ORTEGA	Com. Col. League Of Cal. Conference	860.00
RQ15-06606	JUAN AVALOS	Com. Col. League Of Cal. Conference	810.00
RQ15-06607	GARY RYBOLD	Reimbursement for Coaching Books/Forensics	137.50
RQ15-06611	SCHOLARSHIPS	Scholarship for 3rd Semester Nursing Student	600.00
RQ15-06612	SO. ORANGE CO. COMM. COL. DIST	Return of Title IV Funds - Spring 2015	2,741.00
RQ15-06617	SCHOLARSHIPS	Scholarship for 2nd Semester Nursing Student	600.00
RQ15-06618	SCHOLARSHIPS	Scholarship for 2nd Semester Nursing Student	400.00
RQ15-06620	MELINDA SMITH	ConfReim-Quiltmania's Quilt Show	600.00
RQ15-06624	SCHOLARSHIPS	Scholarship for 4th sem nursing student	350.00
RQ15-06626	BARBARA PENLAND	Reimbursement for Treatment Guidelines-Class 73	408.49
RQ15-06627	THOMAS O'LEARY	ConfReimb-Shashin: Photography from Japan	514.00
RQ15-06628	ANNIE GILBERT	ConfReimb-CA Teachers of English	115.00
RQ15-06629	KRIS JONES	ConfReimb-CA Geographical Society Annual Meeting	600.00
RQ15-06630	DAN WALSH	ConfReimb-CA Geographical Society Annual Meeting	928.64
RQ15-06631	CAROL BANDER	ConfReimb-CA Teachers of English	56.00
RQ15-06632	SHERYL CHRISTENSEN	ConfReimb-Ensuring Transfer Success	120.19
RQ15-06633	JENNIFER GOLDEN	ConfReimb-Ensuring Transfer Success	120.42
RQ15-06634	JAYNE KLUNDER	ConfReimb-Ensuring Transfer Success	134.00
RQ15-06635	ORLANATHA NIN	ConfReimb-Ensuring Transfer Success	105.00
RQ15-06637	RENEE AUGSBURGER	ConfReim-Lee Silverman Voice Treatments Workshop	580.00
RQ15-06638	CYNTHIA MARSHALL	ConfReimb-Today's Dietitian Spring Symposium	600.00
RQ15-06639	LINDA GLEASON	ConfReimb-Nat'l Teaching Institute & Critical Care Expo	1,200.00
RQ15-06640	DIANE PESTOLESI	ConfReimb-Nat'l Teaching Institute & Critical Care Expo	1,200.00
RQ15-06642	KAREN TAYLOR	ConfReimb-Bridging Statistics Research	605.00
RQ15-06645	KENNETH GRAY WOODWARD	ConfReim-Teaching & Research In Economic Education	1,200.00
RQ15-06646	JEDREK MULARSKI	ConfReimb-Latin American Studies Association	1,200.00

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Includes 04/08/2015 - 04/28/2015

Requisition Number	Vendor Name	Description	Requisition Total
RQ15-06648	WELLS FARGO #2785	Adobe TypeKit Portfolio Subscription for Website	49.99
RQ15-06649	WELLS FARGO #3317 (DISTRICT)	Refreshments for Board Meeting	200.00
RQ15-06650	SCHOLARSHIPS	Scholarship for 4th sem nursing student	350.00
RQ15-06652	SCHOLARSHIPS	Scholarship for 4th sem nursing student	350.00
RQ15-06656	SCHOLARSHIPS	Scholarship for 4th sem nursing student	350.00
RQ15-06657	MARLA SOUTH	Reimb: Spring 2015 Materials	147.99
RQ15-06658	SCHOLARSHIPS	Scholarship for 4th sem nursing student	350.00
RQ15-06660	SCHOLARSHIPS	Scholarship for 4th sem nursing student	350.00
RQ15-06669	SCHOLARSHIPS	Scholarship for 4th sem nursing student	350.00
RQ15-06673	DON BUSCHE	Reimb: Usb drive needed for event	15.11
RQ15-06676	LAGUNA GRAPHIC ARTS, INC.	Business cards	42.12
RQ15-06677	SCHOLARSHIPS	Scholarship for 4th sem nursing student	350.00
RQ15-06684	SCHOLARSHIPS	Scholarship for 4th sem nursing student	350.00
RQ15-06689	WELLS FARGO #4963	Creative Edge Lecture 4/21/15	262.50
RQ15-06691	WELLS FARGO #4963	Refreshments for Apprenticeship Program Mtg	450.00
RQ15-06707	DONNA RANE-SZOSTAK	Quality Matters Conference	1,205.88
RQ15-06711	NANCY IKEDA	District Convention	2,569.68
RQ15-06713	ANGELA OROZCO-MAHANEY	Postage Reimbursement	7.19
RQ15-06719	KURT MEYER	Acceleration in Developmental Ed. Conf.	552.67
RQ15-06731	JACK APPLEMAN	Reimbursement for Robotics Project (Perkins)	252.83
RQ15-06732	BRENNA NORRIS	Optical Society of So Cal April 2015 Mtg	26.84
RQ15-06741	STACIE SEVCIK	Campus Event Supplies Reimb.	77.21
RQ15-06757	MATT YURKO	Reimbursement for Irrigation Supplies	309.77
RQ15-06760	CRAIG HAYWARD	Accreditation Standards Conference	414.90
RQ15-06764	REBECCA KNAPP	Business Advisory Meeting	189.41
RQ15-06767	WELLS FARGO #2496	Equal Employment Opportunity Commission: Seminar	414.00
RQ15-06783	KIM REZVANI	Ca. Assn. of Stud. Financial Aid Admin. Training	25.00
RQ15-06785	S & B FOODS CATERING DIVISION	Meeting Refreshments	152.93
RQ15-06805	GLEN STEVENSON	Advisory Meeting Food	68.66
RQ15-06811	JIM GASTON	American Ass'n of Com Colleges Conference	1,855.74
RQ15-06825	S & B FOODS CATERING DIVISION	Refreshments for Trustee Listening Sessions	328.48
RQ15-06852	WELLS FARGO #2785	Albertsons: Cafeteria Design Group Meeting Food	54.00
RQ16-00112	DR. ROBERT BRAMUCCI	Tableau Conference-Predictive Analytics	2,845.00
RQ16-00113	DENICE INCIONG	Tableau Conference-Predictive Analytics	2,245.00
RQ16-00114	NICOLE ORTEGA	Tableau Conference-Predictive Analytics	2,845.00
RQ16-00115	GENE TJOA	Tableau Conference-Predictive Analytics	2,845.00
RQ16-00130	SUZIE BUGAY	Curriculum Institute Conference	700.00
RQ16-00140	STEPHANIE DI ALTO	Curriculum Institute Conference	700.00
RQ16-00172	SAFIAH MAMOON	ConfReim-Assembly on Education Symposium	1,200.00
RQ16-00180	BRENDA PLASCENCIA-CARRIZOSA	ConfReim-Advancemnt via IndivdDetermination	812.35
RQ16-00261	MARY ANSTADT	Reimbursement for Articulation Tablecloths	24.64
		Total	127
			120,970.88

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Fund Summary			
Fund	Description	Requisition Count	Amount
01	General Fund	123	110,190.88
40	Capital Outlay Fund	4	10,780.00
Total		127	120,970.88

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TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Transfer of Budget Appropriations

ACTION: Ratification

BACKGROUND

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

STATUS

For the current reporting period ending April 30, 2015 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 4-01-15 to 4-30-15

General Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
1000	Academic Salaries		\$74,701
2000	Classified Salaries	\$76,475	
3000	Fringe Benefits	\$99,910	
4000	Books and Supplies		\$22,065
5000	Other Operating Expenses & Services		\$29,631
6000	Capital Outlay		\$52,141
7000	Other Outgo	\$2,153	
Total Transfers - General Fund		<u>\$178,538</u>	<u>\$178,538</u>

Capital Outlay Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
5000	Other Operating Expenses & Services		\$6,519
6000	Capital Outlay	\$6,519	
		<u>\$6,519</u>	<u>\$6,519</u>

Total Transfers		<u>\$186,353</u>	<u>\$186,353</u>
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TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: April 2015 Contracts

ACTION: Ratification

BACKGROUND

On January 16, 2007, the board authorized the Chancellor/designee to approve individual business contracts up to a maximum limit of \$100,000, with the following exceptions: contracts involving bid limits, the Chancellor/designee shall be limited to less than \$15,000 for public works projects and \$86,000 for equipment, supplies and maintenance projects. During April 2015, the following contracts were reviewed and approved by the Vice Chancellor of Business Services, following review by legal counsel, when appropriate.

<u>CONTRACTOR NAME</u>	<u>CONTRACT AMOUNT</u>
<u>TestMarcx Solutions</u> Amendment No 1 – For additional consulting services on the Science building project, amendment of \$34,400 for a total of \$91,200. Irvine Valley College	\$91,200.00
<u>Hampton Tedder Electric Co</u> Construction Agreement – To provide emergency services power outage repair. Saddleback College	\$84,000.00
<u>Orange County Sheriff's Department</u> Agreement – For countywide coordinated communications systems. Saddleback College	\$59,825.00
<u>Orange County Sheriff's Department</u> Agreement – For countywide coordinated communications systems. Irvine Valley College	\$53,191.00
<u>Scantron</u> Software Agreement – For online evaluations of faculty by students. Saddleback College	\$36,811.00
<u>Hall & Foreman, Inc.</u> Amendment No 2 – For additional design services for the Barranca Road project, amendment of \$2,800 for a total of \$36,550. Irvine Valley College	\$36,550.00

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

<u>Stormwind</u> Software Amendment – For additional licenses in the amount of \$8470 for a total of \$28,085. Saddleback College	\$28,085.00
<u>Alma Strategies</u> Independent Contractor Agreement – For planning consultant services for the State Chancellor's five year construction plan. District Services	\$25,900.00
<u>G4S Secure Solutions</u> Security Agreement – For security coverage for graveyard and weekend shifts at ATEP. Irvine Valley College	\$22,000.00
<u>BkF Engineers</u> Amendment No 1 – For additional engineering services, for ATEP Demolition project, amendment of \$11,005 for a total of \$21,005. Irvine Valley College	\$21,005.10
<u>Parsons Brinckerhoff</u> Construction Agreement – For labor compliance services at Technology & Applied Sciences swing space project. Saddleback College	\$17,320.00
<u>Haitbrink Asphalt Paving</u> Construction Agreement – To provide a temporary parking lot at Community Education building. Saddleback College	\$14,860.00
<u>DLS Builders</u> Independent Contractor Agreement – For repairs of interior offices in the Student Services Center building. Irvine Valley College	\$16,085.72
<u>CAPP Associates</u> Software Agreement – For software lease agreement for testing assessments and online orientations. Irvine Valley College	\$14,000.00
<u>RossCo Promotions</u> Agreement – To provide merchandise coupon booklets to students. Saddleback College (ASG)	\$13,500.00
<u>Unlimited Environmental</u> Contractor Agreement – To provide environmental testing at the Library room 100E. Irvine Valley College	\$12,500.00
<u>Titan</u> Agreement – For production and placement of advertisements on OCTA bus lines. Saddleback College	\$12,000.00

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

<u>Wavefunction, Inc</u> Software License Agreement – For chemistry computer lab to support student's coursework. Saddleback College	\$10,370.00
<u>Three Forks, Inc</u> Software Agreement – For financial aid software to improve document application tracking services to students. Irvine Valley College	\$9,500.00
<u>Haitbrink Asphalt Paving</u> Construction Agreement – For water leak repairs near B100 building. Irvine Valley College	\$8,650.00
<u>Learning Fuze</u> Educational Service Agreement – For community education computer classes. Irvine Valley College	\$8,400.00
<u>Music Theatre International (MTI)</u> License Agreement – For scripts and musical scores for She Loves Me production. Saddleback College	\$6,552.60
<u>GeoSpectra Consulting Engineers</u> Independent Contractor Agreement – For geotechnical inspection services at the Technology & Applied Sciences building, water main break. Saddleback College	\$6,500.00
<u>Pacific Parking Systems</u> Independent Contractor Agreement – For preventative maintenance on daily parking permit dispensers. Saddleback College	\$6,480.00
<u>Data Clean</u> Software Maintenance Agreement – For Data Center maintenance services. District Services	\$6,450.00
<u>Penn Corporate Relocation Services</u> Construction Agreement – For LRC renovation project storage. Saddleback College	\$6,000.00
<u>Kaitlyn Pietras</u> Amendment No 1 – For additional media content for Bonnie & Clyde production, amendment of \$2,000 for a total of \$5,600. Saddleback College	\$5,600.00
<u>Agilent Technologies</u> Software Maintenance Agreement – For annual maintenance for chemistry equipment. Irvine Valley College	\$5,568.00

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

<u>Pam Deegan</u> Independent Contractor Agreement – For enrollment management. Saddleback College	\$5,400.00
<u>MUSCO Corporation</u> Construction Agreement – To troubleshoot the lights at the baseball field. Saddleback College	\$4,998.60
<u>Quezada Pro Landscape</u> Construction Agreement – For tree trimming campus-wide. Irvine Valley College	\$4,980.00
<u>Southern Contracting Co</u> Construction Agreement – For replacement of lamps and ballasts at the softball field. Saddleback College	\$4,853.00
<u>DLS Builders</u> Independent Contractor Agreement – For repair of interior double door at A311. Irvine Valley College	\$4,830.41
<u>Weatherproofing Technologies, Inc.</u> Construction Agreement – For repair of PE gym roof. Irvine Valley College	\$4,470.00
<u>Campus Concerts</u> Independent Contractor Agreement – To provide guest musicians and vocalists for spring semester performances. Irvine Valley College	\$4,000.00
<u>Cramer Marder Artists New York</u> Independent Contractor Agreement – For guest musician for Music department. Irvine Valley College	\$4,000.00
<u>PROAIR</u> Construction Agreement – For installation of back draft damper at LRC. Saddleback College	\$3,640.00
<u>United Power & Battery</u> Agreement – For maintenance and 24/7 service for UPS and Battery system. Irvine Valley College	\$3,434.40
<u>Jean Marie Christian</u> Educational Service Agreement – For community education painting classes to be held at Capistrano Unified School District (CUSD). Saddleback College	\$3,360.00

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

<u>Barr Commercial Door</u> Construction Agreement – For fire drop test for eight (8) fire roll up doors campus-wide. Irvine Valley College	\$3,200.00
<u>CDW</u> Software Maintenance Agreement – For annual maintenance service agreement for VMWare 5. Irvine Valley College	\$2,999.00
<u>Music Theatre International (MTI)</u> License Agreement – For scripts and musical scores for Alice in Wonderland summer performance, August 7, 2015. Saddleback College	\$2,997.00
<u>Crown Fence</u> Construction Agreement – For repair of safety fence at softball field. Saddleback College	\$2,977.00
<u>Los Golondrinas</u> Independent Contractor Agreement – For catered food for the 2015 Transfer Celebration on May 7, 2015. Saddleback College	\$2,860.06
<u>Coast Party Rentals, Inc</u> Independent Contractor Agreement – For rental of tent canopies for 2015 Transfer College Fair on April 23, 2015. Saddleback College	\$2,860.00
<u>Music Theatre International (MTI)</u> License Agreement – For scripts and musical scores for Dog Fight production, October 16 -25, 2015. Saddleback College	\$2,691.44
<u>Samuel French</u> License Agreement – For scripts and musical scores for Grease production, July 24 – 25, 2015. Saddleback College	\$2,613.00
<u>Sports Facilities Group</u> Independent Contractor Agreement – For inspection and cleaning of bleachers and motors located in the gym. Irvine Valley College	\$2,600.00
<u>Community Works Design Group</u> Amendment No 1 – For additional expenses for water audit of baseball field, amendment of \$62 for a total of \$2,562.70 Saddleback College	\$2,562.70
<u>Adrenaline Sports Apparel</u> Independent Contractor Agreement – To provide embroidery services for badminton uniforms. Irvine Valley Foundation	\$2,500.00

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

<u>Pristine Possibilities</u> Educational Service Agreement – For community education LEGO classes to be held at Capistrano Unified School District (CUSD). Saddleback College	\$2,400.00
<u>Xerox Education Services, Inc.</u> Independent Contractor Agreement – For computerized billing and accounting services in connection with the Perkins Loan program. Saddleback College	\$2,239.77
<u>Haz Rental Center</u> Independent Contractor Agreement – For rental of tent canopies for Career Fair on April 15, 2015. Saddleback Foundation	\$1,990.00
<u>Bridges Software</u> Software Agreement – For renewal of XAP software used by counseling department for career planning. Irvine Valley College	\$1,850.00
<u>Jason H Thompson</u> Independent Contractor Agreement – For high end video and projection rentals for the Theatre Arts department for FY 2014 to 2017. Saddleback College	\$1,800.00
<u>CDW</u> Software License Agreement – For renewal of Equitract software which is a tracking system for copiers. Irvine Valley College	\$1,621.80
<u>Dow Diversified</u> Independent Contractor Agreement – For design work of B400 building. Irvine Valley College	\$1,600.00
<u>Steve Gaskey</u> Independent Contractor Agreement – To repair shed at Fine Arts. Saddleback College	\$1,575.00
<u>United Site Services</u> Independent Contractor Agreement – To provide portable restrooms during renovation of main water service at the LRC. Saddleback College	\$1,552.38
<u>Brian Noel</u> Independent Contractor Agreement – For guest musician for the production of Fantastics, April 27 – May 16, 2015. Irvine Valley College	\$1,500.00
<u>Scott Cokely</u> Amendment No 2 – For additional auditions and call backs for Theatre Arts spring productions, amendment of \$240 for a total of \$1,440.	\$1,440.00

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

Saddleback College	
<u>RF MacDonald</u> Construction Agreement – For boiler diagnostic work in B400 building. Irvine Valley College	\$1,424.20
<u>Caravan Canopy Int'l, Inc.</u> Independent Contractor Agreement – To purchase canopies for events for the Transfer Division. Saddleback College	\$1,297.80
<u>Facili-Serv</u> Independent Contractor Agreement – For maintenance of gym bleachers. Saddleback College	\$1,200.00
<u>Lansweeper</u> Software License Agreement – To provide remote access to user computers for Help Desk technicians. Irvine Valley College	\$1,119.38
<u>John O'Gallagher</u> Independent Contractor Agreement – For guest artist for Master Class and concert on April 27 & 28, 2015. Saddleback College	\$1,100.00
<u>MathWorks</u> Software License Amendment – To purchase additional add-on modules to current license of MatLab. Irvine Valley College	\$1,094.40
<u>Stephen Dotoratos</u> Independent Contractor Agreement – For CPR instruction services to college staff. Irvine Valley College	\$1,000.00
<u>Zita Cabello-Barrueto</u> Independent Contractor Agreement – For guest speaker for the 2015 Gender Conference on May 4, 2015. Saddleback College	\$1,000.00
<u>The Blind Factory</u> Independent Contractor Agreement – For mini blinds installation campus-wide. Irvine Valley College	\$950.00
<u>Rainin Instruments</u> Independent Contractor Agreement – For calibration and repair of biology lab instrument. Saddleback College	\$912.00

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

<u>Signal Campus</u> Construction Agreement – For installation of (6) advertising kiosks campus-wide for campus newspaper distribution. Saddleback College	\$900.00 (Revenue)
<u>Robert Platz</u> Independent Contractor Agreement – For guest musician for Bonnie & Clyde production, April 15, 2015 – June 30, 2015. Saddleback College	\$880.00
<u>Irene Peery-Fox</u> Independent Contractor Agreement – For guest artist for music concert on May 16, 2015. Saddleback Foundation	\$800.00
<u>Carlos Rivera Jr</u> Independent Contractor Agreement – For guest musician for Bonnie & Clyde production, April 15, 2015 – June 30, 2015. Saddleback College	\$880.00
<u>Rachel Kim</u> Independent Contractor Agreement – For guest musician for Bonnie & Clyde production, April 15, 2015- June 30, 2015. Saddleback College	\$880.00
<u>Jack Hatrin</u> Independent Contractor Agreement – For photography services for the spring 2015 dance performances. Irvine Valley College	\$750.00
<u>Atlas.ti.</u> Software License Agreement – For software used by college Office of Planning, Research and Accreditation. Saddleback College	\$670.00
<u>Cal Building Systems</u> Construction Agreement – For fire system test on the ATEP site. Irvine Valley College	\$662.00
<u>Dr. Kate Hutton</u> Independent Contractor Agreement – For guest speaker in the 2014-2015 Science Lecture series on April 3, 2015. Saddleback College (ASG)	\$600.00
<u>Kratos</u> Independent Contractor Agreement – To diagnose and repair electronic door entry and security systems campus wide. Irvine Valley College	540.00
<u>Entertaining Events</u> Independent Contractor Agreement – To provide refreshment services for 2015 Transfer Celebration on May 7, 2015. Saddleback College	\$475.00

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

<u>Kratos</u> Independent Contractor Agreement – For door repairs in the A100 building. Irvine Valley College	\$472.50
<u>Avalon Tent & Party</u> Rental Agreement – To provide tent rental services for Transfer Day, April 23, 2015. Saddleback College	\$466.43
<u>Lighter Than Air Balloon Decorating</u> Independent Contractor Agreement – To provide balloon design services for the 2015 Transfer Celebration, May 7, 2015. Saddleback College	443.88
<u>Best Window Tint</u> Independent Contractor Agreement – To provide window tint installation services in A120. Irvine Valley College	\$416.00
<u>Cal Building Systems</u> Independent Contractor Agreement – For diagnostic testing for fire system at Business Sciences & Technology Innovation Center. Irvine Valley College	\$360.00
<u>Pearson Clinical</u> Software Agreement – To provide student testing data used by the Disabled Students Programs & Services department. Irvine Valley College	\$351.64
<u>Camille Tarmino</u> Independent Contractor Agreement – For guest speaker in psychology department, May 4, 2015. Saddleback College	\$300.00
<u>Hans Peterson</u> Independent Contractor Agreement – For guest speaker for psychology class, April 13, 2015. Saddleback College	\$300.00
<u>ESRI</u> Software Maintenance Agreement – For mapping software used by the science department. Irvine Valley College	\$270.00
<u>10-8 Retrofit, Inc</u> Independent Contractor Agreement – For installation of a weapon rack in a police vehicle. Irvine Valley College	\$260.00
<u>Camtasia/Snagit</u> Software License Agreement – For contract and video editing software needed for Health Sciences department. Saddleback College	\$234.82

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

<u>Jacob Zimmerman</u> Independent Contractor Agreement – For guest artist for music department events, April 20, 2015 – April 30, 2015. Saddleback College (ASG)	\$200.00
<u>Brandilynn Villarreal</u> Independent Contractor Agreement – For guest speaker for psychology class, May 11, 2015. Saddleback College	\$200.00
<u>Brandon Sherman</u> Independent Contractor Agreement – For guest artist for music department events, April 20, 2015 – April 27, 2015. Saddleback College	\$200.00
<u>PFLAG</u> Independent Contractor Agreement – For guest speaker for sociology class, April 16, 2015. Saddleback College	\$200.00
<u>Yvonne Carson</u> Independent Contractor Agreement – For guest lecture speaker series for the Emeritus program on May 1, 2015. Saddleback College	\$100.00
<u>Lynn Swartz Dodd</u> Independent Contractor Agreement – For guest lecture speaker series for the Emeritus program on April 10, 2015. Saddleback College	\$100.00
<u>Nicole Hartshorn</u> Independent Contractor Agreement – For guest lecture speaker series for the Emeritus program on May 15, 2015. Saddleback College	\$100.00
<u>Calvin Dellefield</u> Independent Contractor Agreement – For guest lecture speaker series for the Emeritus program on April 17, 2015. Saddleback College	\$100.00
<u>Signal Campus</u> Construction Agreement – For guest lecture speaker series for the Emeritus program on April 17, 2015. Saddleback College	\$75.00 (Revenue)
<u>Godaddy.com</u> Software Agreement – For renewal of SSL, providing site secure connections for use by Technology Services department. Irvine Valley College	\$69.99
<u>Vital Link</u> Independent Contractor Agreement – For exhibit space at the ARTS Career Showcase on April 25 & 26, 2015. Saddleback College	\$60.00

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

<u>Irvine Unified School District</u> Facilities Agreement – For use of school facilities for Community Education programs for summer 2015. Irvine Valley College	\$25.00
<u>Apple Education</u> Independent Contractor Agreement – Workshop presenter for the Student Success Summit on April 17, 2015. Saddleback College	\$0.00
<u>Canvas</u> Independent Contractor Agreement – Workshop presenter for the Student Success Summit on April 17, 2015. Saddleback College	\$0.00
<u>Cenagage Learning</u> Independent Contractor Agreement – Workshop presenter for the Student Success Summit on April 17, 2015. Saddleback College	\$0.00
<u>Creative Images</u> Independent Contractor Agreement – For photography services for Paramedic class graduation. Saddleback College	\$0.00
<u>Franklin Covey</u> Independent Contractor Agreement – Workshop presenter for the Student Success Summit on April 17, 2015. Saddleback College	\$0.00
<u>Kamps Asset Management</u> Amendment No 1 – For vendor name change to Financial Advisors Network. Irvine Valley College	\$0.00
<u>OC Dermatology</u> Clinical Services Agreement – To provide medical assistant program students with clinical hours for externship. Saddleback College	\$0.00
<u>Ocean View High School</u> Event Agreement – For high school senior campus tour, April 3, 2015. Irvine Valley College	\$0.00
<u>Norman P Murray Community & Senior Center</u> Facility Use Agreement – For Emeritus program off campus classes, May 26, 2015 – July 19, 2015. Saddleback College	\$0.00
<u>Southern California Endocrinology</u> Clinical Services Agreement – To provide medical assistant program students with clinical hours for externship. Saddleback College	\$0.00

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

<u>Perry B. Sheidayi</u> Clinical Services Agreement – To provide medical assistant program students with clinical hours for externship. Saddleback College	\$0.00
<u>Solar Decathlon</u> Solar Decathlon Partnership Agreement – For partnership agreement between four colleges for Team Orange. District Services	\$0.00
<u>Southland Industries</u> Amendment No 1 – For Central Plant phase II, an extension of term from April 24, 2015 to July 8, 2015. Saddleback College	\$0.00

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: OCSBA Maureen DiMarco Award Nomination

ACTION: Approval

BACKGROUND

The Orange County School Boards Association (OCSBA) created the Maureen DiMarco award to recognize individuals or organizations demonstrating countywide service in addressing the needs of young people. The award is given in memory of Maureen DiMarco, who served as California's First Cabinet Secretary for Child Development and Education, President of California School Boards Association and President of Orange County School Boards Association.

STATUS

OCSBA is seeking nominations for the Maureen DiMarco Award. The Maureen DiMarco Award Committee consists of five OCSBA past presidents, including the immediate OCSBA past president, who serves as the chair of the committee. The committee determines whether the award is presented annually based on a candidate demonstrating the following criteria: Exemplary and far-reaching leadership countywide in addressing the broad needs of young people. Inspiring others to action in addressing the broad needs of young people. Exhibiting vision in addressing the needs of young people. Recipient may or may not have served as a school board member. The deadline for submission is Friday, June 26, 2015. The award, if any, will be presented at the OCSBA dinner meeting in the fall of 2015.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees determine if they wish to make a nomination for the Maureen DiMarco Award, and, if so, approve the nomination for transmittal to OCSBA as shown in Exhibit A.

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



Orange County School Boards Association
2015 Maureen DiMarco Award
Nomination Form



Due Date is Friday, June 26, 2015

Submit the completed nomination form and attachments to:

Orange County Department of Education
c/o Blanca Zimmerman
200 Kalmus Drive, P.O. Box 9050, Room B-1008
Costa Mesa, CA 92628-9050
or FAX to (714) 549-2657
or via email: blzimmerman@ocde.us

The Maureen DiMarco Award recognizes an individual or an organization for exemplary and far-reaching leadership in addressing the broad needs of our young people countywide. The award is given in memory of Maureen DiMarco, who served as California's First Cabinet Secretary for Child Development and Education, President of California School Boards Association, and President of Orange County School Boards Association.

Criteria includes:

- a. Inspiring others to take action in addressing the broad needs of young people.
- b. Exhibiting vision in addressing the needs of young people across Orange County.
- c. Recipient may or may not have served as a school board member.

Name of Nominee _____ Title (if applicable) _____

Organization _____ Email: _____

Address _____ Phone () _____

Name of school board making the nomination: _____

Contact _____

Email Address _____ Phone () _____

Please explain in detail the nominee's contribution(s) and service to Orange County in addressing the broad needs of our young people. Please attach a maximum of two pages, single-sided. (The font needs to be 12 point and double-spaced.) No other supporting documentation will be considered. **Failure to follow these directions will result in disqualification of the nomination.**

The award, if any, shall be presented at the fall OCSBA dinner meeting. Confidentiality of the selection shall be maintained by the committee until presentation of the award.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

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

ACTION: Approval

BACKGROUND

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

STATUS

Trustee Nancy Padberg was absent from the April 27, 2015 board meeting due to medical reasons.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt resolution 15-24 (Exhibit A) authorizing payment to Trustee Padberg who was absent from the April 27, 2015 meeting of the Board of Trustees.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

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

RESOLUTION 15-24

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

WHEREAS, on April 27, 2015, the Board of Trustees of the South Orange County Community College District held a meeting; and

WHEREAS, Trustee Nancy Padberg could not be present at the meeting; and
WHEREAS, it was determined that Trustee Padbergs' absence was due to a hardship;

NOW, THEREFORE, BE IT RESOLVED that Trustee Nancy Padberg shall be paid at the regular rate of compensation for the meeting of the Board of Trustees held on Monday, April 27, 2015.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Administrative Regulation 2150, Smoke Free District, Fine Amount

ACTION: Approval

BACKGROUND

In January 2015 the Board of Trustees passed Board Policy and Administrative Regulation 2150, designating the District as a Smoke-Free District. The Administrative Regulation states that violators may be subject to a citation.

STATUS

The Police Department at Irvine Valley College (IVC) requires the means to carry out the enforcement of Administrative Regulation 2150. While the majority of students, faculty, and staff are expected to voluntarily comply with AR 2150, a fine must be established as a tool to gain compliance. Citations shall be issued through established procedures for administrative citations. Violators shall initially be verbally warned by a Police Officer, and the name of the violator entered into the Police Department's records system to document the issued verbal warning. A subsequent violation may result in the issuance of a citation. A violator may have their first citation reduced to a warning upon contacting the Police Department, reviewing Board Policies and Administrative Regulations that are pertinent to the violation and other administratively citable offenses, and then signing a statement that the person has read and understood the regulations. A second citation cannot be reduced through the aforementioned process, but may be contested by requesting an administrative hearing through the Police Department. A \$38.00 fine, consistent with the current bail schedule for parking violations, should be authorized to support the issuance of citations for violating Administrative Regulation 2150.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the new fine amount of \$38.00 for IVC for the violation of Administrative Regulation 2150. This fine amount is consistent with the current bail schedule for parking violations.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Board Policy Revision: BP-108 Vacancies of the Board, BP-172, Board Self Evaluation, BP-4015 Accommodations for Employees with Disabilities, BP-5205 Charge for Catalog, BP-5505 Grade Grievance Policy, BP-5610 Auditing Courses, BP-6120 Academic Freedom, BP-6130 Textbook Adoption; BP-5407 Financial Obligation Owed to the District

ACTION: Discussion / Approval

BACKGROUND

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

STATUS

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

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Council on April 16, 2015 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 I.

BOARD POLICY

108

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

VACANCIES ~~OF~~ ON THE BOARD

- A. Vacancies on the Board may be caused by any of the events specified in Government Code or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Board shall be governed by Education Code.
- B. Within 60 days of the vacancy or filing of a deferred resignation, the Board shall either order an election or make a provisional appointment to fill the vacancy.
- C. If an election is ordered, it shall be held on the next regular election date not less than 130 days after the occurrence of the vacancy.
- D. If a provisional appointment is made, it shall be subject to the conditions in Education Code. The person appointed to the position shall hold office only until the next regularly scheduled election for district governing board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.
- E. The provisional appointment will be made by a majority public vote of the board members at a public meeting.
- F. The Chancellor shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board will determine the schedule and appointment process, which may include interviews at a public meeting.

Reference:

Education Code Sections 5090, et seq.
Government Code 1770

Adopted: 8-27-07

Reviewed by BPARAC & Chancellor on 4-29-13.No recommended change to policy.
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BOARD POLICY

172

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

BOARD SELF EVALUATION

The Board is committed to assessing its own performance as a board in order to identify its strengths and areas in which it may improve its functioning.

To that end, the Board has established the following processes:

1. The Board of Trustees ~~Leadership~~ shall determine the instrument or process to be used in board self-evaluation. Any evaluation instrument shall incorporate criteria contained in these board policies regarding board operations, as well as criteria defining board effectiveness promulgated by recognized practitioners in the field. The process for evaluation shall be recommended to and approved by the Board.
2. If an evaluation instrument is used, all board members will be asked to complete the evaluation instrument and submit them to the board office ~~Board President, to be summarized and compiled.~~
3. A summary of the evaluations will be presented and discussed at an open board session scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year in order to strengthen Board effectiveness.
4. ~~This process shall occur during the same time period as does the Board evaluation of the Chancellor.~~

Reference:

Accreditation Standard IV.B.1.e & g

BOARD POLICY

4015

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES PERSONNEL

ACCOMMODATIONS FOR EMPLOYEES/APPLICANTS WITH DISABILITIES

The District is fully committed to ensuring equal employment opportunity for qualified applicants and/or employees. When an employee or applicant has disclosed a disability as defined by the Americans with Disabilities Act (ADA) and/or the Fair Employment and Housing (FEHA) or there is evidence that an employee may need an accommodation due to a disability, it is the policy of the District to explore possibilities of reasonable accommodations. prior to making any employment related decision, in accordance with applicable State and Federal laws.

An accommodation is reasonable if it does not impose an undue hardship on the District. The District will determine whether reasonable accommodations can be made, and the type of accommodations to provide. The District will not provide accommodations that would pose an undue hardship upon the District, or that would endanger the health or safety of the employee or others. and allows the employee to perform the essential functions of his or her position. Undue hardship is defined as an action requiring significant difficulty or expense when considered in light of a number of factors, including but not limited to, the nature and cost of the accommodation and whether the accommodation is defined as actions that are excessively costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature or operation of the business.

At the District's request, the employee will be responsible for providing ~~medical~~ documentation which describes the employee's physical and mental limitations in order to assist the District ~~managers~~ in understanding the nature of the employee's functional limitations requiring accommodation. The ~~medical documentation information that is provided~~ by the employee will be used by the District for the sole purpose of evaluating the employee's reasonable accommodations.

The District will protect the ~~documentation medical information that is provided~~ by the employee in accordance with applicable State and Federal laws.

The employee and the manager/supervisor, with the assistance of the District's Office of Human Resources, will participate in a timely, good faith interactive discussion concerning the functional limitations, the ability to perform the essential functions of the job with or without accommodation, and to determine the possibility of an effective accommodation. Employees will be afforded the opportunity to have a representative present during the interactive discussion.

Reasonable accommodation can include, but is not limited to, modifying job duties, changing the work shift, providing paid or unpaid leaves for medical care, accommodating schedules, modifying the work area, and providing mechanical or electronic aids.

Reference:

Americans with Disabilities Act of 1990 (Pub. L. 101-336) (ADA)

California Fair Employment and Housing Act (FEHA) Government Code 12900-12996

BOARD POLICY

5205

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS

CHARGE FOR CATALOG

~~The college catalogs are available for sale to the public for a charge in the bookstores. If a catalog is mailed, there will be an additional charge assessed for postage.~~

DELETE BP – Move language to Administrative Regulation

Adopted: 6-16-75
Revised: 5-15-89
Technical Update: 4-26-99
Reviewed: 10-13-10

BOARD POLICY

5505

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS

GRADE GRIEVANCE POLICY

DELETE: Language will be moved to new AR-5505 Grade Grievance Policy

I. GENERAL PROVISIONS

A. Grade Grievance

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

B. California Education Code

- ~~When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final.~~
- ~~This policy provides the procedures for challenging grades given in any course of instruction offered in the District. This policy does not apply to the following:~~
 - ~~1. The challenge process for prerequisites, corequisites, advisories, and limitations on enrollment.~~
 - ~~2. Student discipline.~~
 - ~~3. Employee discipline.~~
 - ~~4. Challenges to established district policies and administrative regulations.~~
 - ~~5. Financial claims against the District.~~

II. DEFINITIONS

- ~~A. Mistake: an unintentional act, omission or error by the instructor or the college.~~
- ~~B. Fraud: a deception deliberately practiced in order to secure unfair or unlawful gain.~~
- ~~C. Bad Faith: an intent to deceive or to act in a manner contrary to law and/or a grade assigned because of a student's protected characteristics contrary to Education Code and Title 5, California Code of Regulations. If, pursuant to the discrimination and harassment complaint procedure it is determined that a grade was the results of~~

GRADE GRIEVANCE POLICY

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

~~D. Incompetence: a lack of ability, legal qualification, or fitness to discharge a required duty.~~

~~E. Day: Unless otherwise provided, day shall mean any day on which the District administrative offices are open for business. The deadlines contained herein may be modified by mutual agreement of the parties.~~

~~F. Student: A currently enrolled student or a former student. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code and the provisions herein.~~

~~G. Respondent: Any person claimed by a grievant to be responsible for the alleged grievance.~~

~~H. The College President: The President of the College or a designated representative of the College President.~~

~~I. Ombudsperson: The College President shall appoint an employee who shall assist students in seeking resolution by informal means. This person shall be called an ombudsperson.~~

III. ~~INFORMAL RESOLUTION~~

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

IV. ~~FORMAL GRIEVANCE PROCESS~~

~~A. Written Statement of Grievance~~

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

Adopted: 8-24-82

Revised: 5-15-89

Technical Update: 4-26-99

Revised: 2-26-07

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

~~B. Request for a Grievance Hearing~~

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

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

~~C. Grievance Hearing Panel~~

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

Adopted: 8-24-82

Revised: 5-15-89

Technical Update: 4-26-99

Revised: 2-26-07

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

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

~~D. Hearing Procedures~~

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

Adopted: 8-24-82

Revised: 5-15-89

Technical Update: 4-26-99

Revised: 2-26-07

Reviewed by BPARAC & Chancellor on 12-17-12
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- ~~5. Hearing shall be closed and confidential. Witnesses shall not be present at the hearing when not testifying.~~
- ~~6. The hearing shall be recorded by the Hearing Panel Chair by recording or stenographic recording and this document shall be the only recording made of the proceedings. No witness who refused to be recorded may be permitted to give testimony. At the onset of the hearing the Chair shall ask each person present to identify themselves by name and thereafter shall ask witnesses to identify themselves by name. The recording shall remain in the custody of the College at all times, unless released to a professional transcribing service. Any party may request a copy of the recording at their own expense.~~
- ~~7. All Testimony shall be taken under oath administered by the Chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded shall be considered to be unavailable.~~

~~E. Hearing Panel Decision~~

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

~~V. APPEAL PROCESS~~

~~A. Written Statement of Appeal~~

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

Adopted: 8-24-82

Revised: 5-15-89

Technical Update: 4-26-99

Revised: 2-26-07

Reviewed by BPARAC & Chancellor on 12-17-12
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GRADE GRIEVANCE POLICY

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

References:

- ~~—California Education Code, Section 76224(a), 66250, 66270~~
- ~~—Title 5, California Code of Regulation, Section 593000 et. Seq.~~

Adopted: 8-24-82

Revised: 5-15-89

Technical Update: 4-26-99

Revised: 2-26-07

Reviewed by BPARAC & Chancellor on 12-17-12
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BOARD POLICY

5610

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS

AUDITING COURSES

All students must enroll in each course for either a letter grade or on a pass/no pass basis.
Auditing credit courses is not permitted.

Revised: 5-15-89
Revised: 4-26-99
Revised: 9-26-05

Reviewed: 10-13-10
Reviewed:

BOARD POLICY

6120

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

INSTRUCTION

ACADEMIC FREEDOM

The South Orange County Community College District Board of Trustees seeks to encourage and protect academic freedom and responsibility. The SOCCCD is committed to the free pursuit and dissemination of knowledge, and it seeks to foster the integrity of the teaching-learning process—(Accreditation Standard II.A.2). The SOCCCD Board of Trustees, administration, faculty, staff, and students all bear an obligation to protect, preserve, and promote academic freedom within the institution.

Reference:

Accreditation Standard II.A.2

Adopted: 12-11-00
Revised: 10-24-05
Reviewed: 11-16-10

BOARD POLICY

6130

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

INSTRUCTION

TEXTBOOK ADOPTION

Textbooks and other instructional materials shall be selected by the instructor of the course.

Adopted: 9-29-69
Revised: 6-09-75
Technical Update: 4-26-99

Revised: 01-31-06
Reviewed: 11-16-10
Reviewed:

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

5407

STUDENTS

FINANCIAL OBLIGATION OWED TO THE DISTRICT

Grades, transcripts, diplomas, and registration privileges, or any combination thereof, shall be withheld from any student or former student who has ~~been provided with written notice that he or she has~~ failed to pay a proper financial obligation due to the district or a college of the district. This information regarding student financial obligations is provided to students through the online registration system. Any item or items withheld shall be released when the student satisfactorily meets the financial obligation. The college(s) catalog(s) covers this policy in greater detail.

Reference:

~~California~~ Education Code, Section 70902

Adopted: 8-01-73
Revised: 5-15-89
Technical Update: 4-26-99
Reviewed: 10-13-10

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Irvine Valley College A400 Design-Build Project, Board Change Order No. 3, Swinerton Builders

ACTION: Approval

BACKGROUND

On April 30, 2012, the Board of Trustees adopted Resolution 12-17 authorizing design-build procurement for the Irvine Valley College A400 Design-build project. On January 22, 2013, a design-build contract was approved with Swinerton Builders with a Maximum Allowable Price of \$8,850,000. On January 27, 2014, the Board of Trustees approved Change Order No. 1 for no additional costs, and on July 21, 2014, the Board of Trustees approved Change Order No. 2 for \$300,000.

STATUS

Project additions and deletions are reflected in the recommended Board Change Order No. 3 (EXHIBIT A) for an increase of \$25,851 for a revised contract total of \$9,175,851.

Basic aid funds are available within the approved project budget of \$13,012,895.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Board Change Order No. 3 (EXHIBIT A) to the agreement with Swinerton Builders for the Irvine Valley College A400 Design-build project and authorize staff to execute the corresponding change order which will result in an increase of \$25,851 for a revised contract total of \$9,175,851.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
A400 Design-Build Project at Irvine Valley College
Board Change Order No. 3
May 18, 2015

Bid #	DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved CORs	BCO # 3 COR Total	REVISED CONTRACT AMOUNT
307	Design-build	Swinerton Builders		\$8,850,000	300,000	25,851	\$9,175,851
			TOTAL	\$8,850,000	300,000	25,851	\$9,175,851

Field Order No.	Date	Description	Requested	Status	Amount	Added Days
2	5/18/2015	Abatement for Fire Water Hot Tap	District	Reviewed	5,486	0
4, 5, 6, 7, 11, 14, 17	5/18/2015	Back Charge to Design-build Entity for services, including off hours inspections, CM services, DSA review costs	District	Reviewed	-12,091	0
10r	5/18/2015	Remove 40' of pipe	District	Reviewed	3,866	0
13	5/18/2015	Additional Slurry & Strip at Parking lot	District	Reviewed	1,749	
16	5/18/2015	Revise floor finish	District	Reviewed	18,549	0
19	5/18/2015	Add LCD Information in Lobby	District	Reviewed	3,359	0
20	5/18/2015	Fine grade field after soil export	District	Reviewed	4,933	0
		Total			25,851	0

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: District-wide Air Blown Fiber, Board Change Order No. 3, T and D Communications, Inc.

ACTION: Approval

BACKGROUND

While undertaking the district-wide network refresh project, staff determined new data communications infrastructure throughout the district was necessary to accommodate the new network capabilities.

On November 17, 2014, the Board of Trustees approved a \$658,089 construction contract with T and D Communications, Inc. Previously approved change orders increased the contract by \$35,088 for a revised amount of \$693,177.

STATUS

The required modifications contained in Change Order Request No. 3 are described in EXHIBIT A. Approval of Board Change Order No. 3 will result in an increase of \$8,049.

The total change to the contract does not exceed the 10% limit allowed by Public Contract Code. Approval will bring the revised contract to \$701,226.

Funds are available in the End-of-Life Core Network/Tech Refresh budget with an approved basic aid project budget of \$3,000,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Board Change Order No. 3 (EXHIBIT A) for the District-wide Air Blown Fiber project and authorize staff to execute the corresponding change order with the contractor resulting in an \$8,049 increase in the total project cost, for a revised contract amount of \$701,226.

District-wide Air Blow Fiber Project

Bid #318D

Board Change Order No. 3

May 18, 2015

Bid #	BID PACKAGE DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	BCO COR Total	REVISED CONTRACT AMOUNT	Previoulsy Approved Time Extension (cal days)
318D	General Contractor	T and D Communications, Inc.		\$658,089.00	\$35,088.00	\$8,049.00	\$701,226.00	0
		12102 Severn Way Riverside, CA 92503	TOTAL	658,089.00			701,226.00	0

COR No.	Date	Description	Requested	Status	Amount	Time Extension
3	4/14/2015	Due to maxed out conduits form MH-01 to MDF, the 7 cell that is required to to feed math/science will need to be re-routed to MH-14 adding additional length of tube cell and fiber.	by Colleges	reviewed	\$8,049.00	
		TOTAL THIS CHANGE ORDER REQUEST			\$8,049.00	

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: 2015-2016 Full-Time Faculty Hiring Amendment
ACTION: Approval

BACKGROUND

The hiring of qualified full-time faculty is a priority in advancing the missions of Irvine Valley College (IVC) and Saddleback College (SC). In an effort to meet the institution's obligation to provide academic accommodations in a timely manner, IVC requests to hire three (3) full-time faculty: Learning Disabilities Specialist/DSPS Counselor, Generalist Counselor (Basic Skills), and Generalist Counselor (STEM).

The Board previously approved the 2015-2016 full-time faculty hiring agenda item on October 27, 2014.

Senate Bill 1456, the 2012 Student Success Act, calls for an increase in counseling support to meet the objectives of this new law. In addition, funding has been allocated through the Student Success and Support Program (SSSP) to support programs that address the 22 recommendations in the Act.

STATUS

Through the collegial consultation processes at IVC, three (3) full-time faculty positions were approved by the Academic Senate on April 30, 2015. The college president has reviewed the faculty hiring priority recommendations and has submitted to the Chancellor his recommendation to amend the 2015-2016 full-time faculty hiring list to include these three new positions as shown in red on Exhibit A.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the amended 2015-2016 full-time faculty hiring list for IVC to include the Learning Disability Specialist/DSPS Counselor, the Generalist Counselor (Basic Skills), and the Generalist Counselor (STEM) positions.

Irvine Valley College
Tenure Track Hiring Authorization
2015-2016 Academic Year

Division/School	Academic Discipline	Vacant/New Position
Humanities & Languages	English Composition	Vacant
Social & Behavioral Sciences	Economics	Vacant
Physical Sciences & Technologies	Laser Technology	New
Life Sciences & Technologies	Biology	New
Humanities & Languages	History	Vacant
Physical Sciences & Technologies	Automation-Electronics- Electrical-Robotics	New
Fine Arts	Communication Studies	New
Social & Behavioral Sciences	Geography	New
Humanities & Languages	Learning Disabilities Specialist	New
Guidance & Counseling	Learning Disabilities Specialist/DSPS Counselor	New
Guidance & Counseling	Generalist Counselor (Basic Skills)	New
Guidance & Counseling	Generalist Counselor (STEM)	New

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Academic Personnel Actions – Regular Items

ACTION: Approval/Ratification

BACKGROUND

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

STATUS

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

Those academic personnel actions shown in 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. ADMINISTRATIVE EMPLOYMENT (Ratified – Pursuant to Board Policy 4002.1)

- a. ¹AMINY, MARINA, ID #16961, is to be employed as Interim Dean of Online Education and Learning Resources (In-house, Promotional), Pos. #5202, Division of Online Education and Learning Resources, Saddleback College, Academic & Classified Administrators/Classified Managers Salary Range 22, Step 3, effective May 26, 2015. This is a temporary, replacement position for Patricia Flanigan Chapin, who retired.

2. ACADEMIC EMPLOYMENT (Ratified – Pursuant to Board Policy 4002.1)

- a. GHULOUM, ADAM, is to be employed as Economics Instructor, Pos #4181, School of Social and Behavioral Sciences, Irvine Valley College, effective August 10, 2015. Approximate Salary Placement: Class II, Step 1. This is a new position approved by the Board of Trustees on October 26, 2009. (Exhibit B, Attachment 1)
- b. MUCCIARO, CHAU AIMEE, is to be employed as Counselor (Articulation & Generalist), Pos #2960, Counseling Services and Special Programs, Saddleback College, effective July 27, 2015. Approximate Salary Placement: Class II, Step 1. This is a replacement position for Ralph Meza, who resigned. (Exhibit B, Attachment 2)
- c. NELSON, TERENCE, is to be employed as VETS Program Coordinator/Counselor, Pos #4895, Division of Transfer, Career, and Special Programs, Saddleback College, effective January 11, 2016. Approximate Salary Placement: Class III, Step 1. This is a new position approved by the Board of Trustees on October 28, 2013. (Exhibit B, Attachment 3)
- d. SCHERGER, DEANNA, is to be employed as English Composition Instructor, Pos #1706, School of Humanities, Irvine Valley College, effective August 10, 2015. Approximate Salary Placement: Class V, Step 1. This is a replacement position for Linda Thomas, who retired. (Exhibit B, Attachment 4)

3. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Boucquey, V.	MS/Neurobio./Behav.	Psychology/IVC	II/1	05/26/15
Holmes, Christopher	MA/Fine Arts	Theatre Arts/SC	II/1	05/26/15
Vann, Diane K.	Ltd. Credential-Music	Theatre Arts/SC	I/3	05/26/15

¹ Full-time Tenure Track, English Instructor, Division of Liberal Arts, Saddleback College.

4. **ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF** (Ratified - Pursuant to Board Policy 4002.1)

EQUIVALENCY

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary</u>	<u>Placement</u>	<u>Start Date</u>
Messina-Kleinman,D	MA/Public Health	Nutrition/SC	II/1		04/27/15

Equivalency is based on a Master's degree in Community Health Sciences-Behavioral Sciences and Health Education from University of California, Los Angeles, and a Bachelor of Sciences degree in Health Education from University of Nevada, Las Vegas. Mrs. Messina-Kleinman has over twenty years of experience teaching health education and related courses at the secondary and post-secondary levels, has conducted clinical research studies, and has taught lifestyle behavior change courses for health care providers.

B. ADDITIONAL COMPENSATION: GENERAL FUND

- 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>	
Barrett, Victoria	Coordinator, HS Dance Day/IVC	50.00	05/01/15-05/01/15
Bradburn, Donald	Guest Choreographer/IVC	650.00	05/01/15-05/09/15
Copeland, Gabriel	Guest Choreographer/IVC	650.00	05/05/15-05/09/15
Copeland, Gabriel	Coordinator, HS Dance Day/IVC	50.00	05/01/15-05/01/15
Goodman, Richard	Guest Lecture Series Speaker/SC	100.00	05/08/15-05/08/15
Jones, Monik	Coordinator, HS Dance Day/IVC	50.00	05/01/15-05/01/15
MacNeil, Diana	Coordinator, HS Dance Day/IVC	50.00	05/01/15-05/01/15
MacNeil, Diana	Guest Choreographer/IVC	650.00	05/01/15-05/09/15

C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND

- 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>Effective Date</u>
		<u>Amount (\$)</u>	
Alexander, Ariel	Middle School Pathway Pgrm/SC	253.46	02/20/15-05/21/15
Aminy, Marina	Common Assess. Initiative/SC	9,288.00	01/20/15-05/15/15
Aminy, Marina	Accel. Intro to College Writing/SC	104.88	01/20/15-05/15/15

C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND - Continued

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>
Azary, Maryam	MBTI/Strong Training/SC	314.64	04/02/15-04/03/15
Bagwell, Janet	Vocabulary Modules, BSI/SC	279.68	01/20/15-05/15/15
Barr, Doug	MBTI/Strong Training/SC	314.64	04/02/15-04/03/15
Barr, Pamela	MBTI/Strong Training/SC	297.16	04/02/15-04/03/15
Beck, Rebecca	BS, ESL, SEP Coordination/IVC	2,500.00	05/30/15-08/07/15
Beckham, Jack	Professional Learning Council/SC	139.84	01/20/15-05/15/15
Bennett, Michael	CTE Articulation Workshop/SC	104.88	04/22/15-04/23/15
Borron, Brenda	BS, Eng., SEP Development/IVC	3,075.00	05/30/15-08/07/15
Bowman, Donald	CTE Articulation Workshop/SC	104.88	04/22/15-04/23/15
Branch-Stewart, K.	CTE Articulation Workshop/SC	104.88	04/22/15-04/23/15
Hollis, Casey	SEP Course Core Team Lead /SC	3,000.00	01/20/15-05/14/15
Chang, Sarah	MBTI/Strong Training/SC	323.38	04/02/15-04/03/15
Christensen, Sheryl	MBTI/Strong Training/SC	559.36	04/02/15-04/03/15
Cox, Barbara	CTE Articulation Workshop/SC	104.88	04/22/15-04/23/15
Daniels, Stevie	Embedded Tutoring, ESL/SC	559.36	01/20/15-05/15/15
D'Arcy, Kim	LD & CAP Coordination/SC	2,237.44	01/20/15-05/22/15
DeRoulet, Daniel	Project Director, BS Eng SEP/IVC	3,075.00	03/01/15-05/20/15
Desaracho, Mariana	MBTI/Strong Training/SC	349.60	04/02/15-04/03/15
Desopo, Camille	MBTI/Strong Training/SC	559.36	04/02/15-04/03/15
Donelson, Susan	Online Course Development/SC	3,147.30	01/20/15-05/21/15
Duffy, Michelle	Academic Reading Practicum/SC	314.64	01/20/15-05/15/15
Evan, Ryan	CTE Articulation Workshop/SC	104.88	04/22/15-04/23/15
Evancoe, Eugene	CTE Articulation Workshop/SC	104.88	04/22/15-04/23/15
Fisher, Suki	Professional Dev. Practicum/SC	209.76	01/20/15-05/15/15
Fisher, Suki	Accel. Intro to College Writing/SC	104.88	01/20/15-05/15/15
Fitz-Maurice, Teri	Academic Reading Practicum/SC	139.84	01/20/15-05/15/15
Fox, Lindsay	Middle School Pathway Pgrm/SC	253.46	02/20/15-05/21/15
Fox, Lindsay	CTE Articulation Workshop/SC	104.88	04/22/15-04/23/15
Francisco, David	MBTI/Strong Training/SC	314.64	04/02/15-04/03/15
Frydenberg, Gro Jia	Common Assess. Initiative/SC	1,161.00	01/20/15-05/15/15
George, Sarah	Professional Dev. Practicum/SC	209.76	01/20/15-05/15/15
Gilman, Bruce	Common Assess. Initiative/SC	3,483.00	01/20/15-05/15/15
Goulding, Carrie	Professional Dev. Practicum/SC	314.64	01/20/15-05/15/15
Goulding, Carrie	Intro to College Writing, BSI/SC	874.00	01/20/15-05/15/15
Gregory, Eric	Professional Dev. Practicum/SC	139.84	01/20/15-05/15/15
Guerrero, Jorge	MBTI/Strong Training/SC	559.36	04/02/15-04/03/15
Guy, Georgina	Student Equity Pgrm (SEP) Chair/SC	10,051.00	01/20/15-05/14/15
Homma, Mary S.	Academic Reading Practicum/SC	209.76	01/20/15-05/15/15
Huggins, Barbara	"Top of Practice" Presentation/SC	559.52	01/30/15-01/31/15
Huggins, Barbara	"Top of Practice" Development/SC	524.55	01/20/15-05/22/15
Huggins, Barbara	"Top of Practice" Development/SC	669.40	01/20/15-05/22/15
Huggins, Barbara	"Top of Practice" Development/SC	418.70	05/26/15-06/30/15
Huggins, Barbara	Professional Development/SC	1,398.80	02/01/15-03/30/15

C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND - Continued

2. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for 2014/2015 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
Hunt, Matthew	Professional Dev. Practicum/SC	139.84	01/20/15-05/15/15
Inlow, Lisa	Middle School Pathway Pgrm/SC	253.46	02/20/15-05/21/15
Inlow, Lisa	CTE Articulation Workshop/SC	104.88	04/22/15-04/23/15
Jenkins, Christina	Academic Reading Practicum/SC	209.76	01/20/15-05/15/15
Kaminsky, Rebecca	Accel. Intro to College Writing/SC	104.88	01/20/15-05/15/15
Kaminsky, Rebecca	BS, Eng., SEP Development/IVC	3,075.00	05/30/15-08/07/15
Kelsey, David	Academic Reading Practicum/SC	139.84	01/20/15-05/15/15
Kihyet, Connie	Academic Reading Practicum/SC	209.76	01/20/15-05/15/15
Knapp, Rebecca	Middle School Pathway Pgrm/SC	2,465.40	01/20/15-05/21/15
Knapp, Rebecca	CTE Articulation Workshop/SC	104.88	04/22/15-04/23/15
Knoll, Melissa	BS, Eng., SEP Development/IVC	3,075.00	05/30/15-08/07/15
Lee, Kenneth	Middle School Pathway Pgrm/SC	253.46	02/20/15-05/21/15
Lee, Kenneth	SEP Course Core Team Lead /SC	3,000.00	01/20/15-05/14/15
Lee, Kenneth	CTE Articulation Workshop/SC	104.88	04/22/15-04/23/15
Lewis, Dawn	Professional Learning Council/SC	78.00	01/20/15-05/15/15
Lombardi, Deborah	Vocabulary Modules, BSI/SC	2,321.34	01/20/15-05/15/15
Lombardi, Deborah	Academic Reading Practicum/SC	139.84	01/20/15-05/15/15
Mackenzie, Emalee	MentorLink Project Director/IVC	6,966.00	05/26/15-08/07/15
Magrann, Tracey	Community/Clinical Partnerships/SC	5,595.20	01/20/15-05/21/15
Magrann, Tracey	Professional Development/SC	2,797.60	01/20/15-05/21/15
Magrann, Tracey	Professional Development/SC	1,130.49	05/26/15-06/30/15
Magrann, Tracey	Community/Clinical Partnerships/SC	4,521.96	05/26/15-06/30/15
Mamoon, Safiah	Employer/University Relations/SC	8,707.53	01/20/15-05/21/15
Mamoon, Safiah	Employer/University Relations/SC	6,104.65	05/26/15-06/30/15
McCann, Kara	MBTI/Strong Training/SC	559.36	04/02/15-04/03/15
McCarthy, Mary	MBTI/Strong Training/SC	559.36	04/02/15-04/03/15
McFann, Kent	CTE Articulation Workshop/SC	104.88	04/22/15-04/23/15
McMurtrey, Megan	Professional Dev. Practicum/SC	209.76	01/20/15-05/15/15
McReynolds, Brad	CTE Articulation Workshop/SC	104.88	04/22/15-04/23/15
Medling, Jane	Academic Reading Practicum/SC	209.76	01/20/15-05/15/15
Meyer, Clifford	Middle School Pathway Pgrm/SC	253.46	02/20/15-05/21/15
Meyer, Clifford	CTE Articulation Workshop/SC	104.88	04/22/15-04/23/15
MorrisFreshwater, L	Professional Dev. Practicum/SC	139.84	01/20/15-05/15/15
Myers, Charles	Middle School Pathway Pgrm/SC	253.46	02/20/15-05/21/15
Myers, Charles	CTE Articulation Workshop/SC	104.88	04/22/15-04/23/15
Myhren, Brett	Professional Dev. Practicum/SC	139.84	01/20/15-05/15/15
Myhren, Brett	Coordinate Online Tools BSI/SC	2,796.80	01/20/15-05/15/15
Nin, Orlantha	SEP Transfer Core Team Lead /SC	3,000.00	01/20/15-05/14/15
Ochi, Shellie	Professional Dev. Practicum/SC	314.64	01/20/15-05/15/15
PlascenciaCarrizo, B	Academic Reading Practicum/SC	209.76	01/20/15-05/15/15
Posada, Timothy	CTE Articulation Workshop/SC	104.88	04/22/15-04/23/15
Quade, Joyce	CTE Articulation Workshop/SC	104.88	04/22/15-04/23/15
Quinlan, Emily	Middle School Pathway Pgrm/SC	253.46	02/20/15-05/21/15

C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND - Continued

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>
Rangel, Efren	SEP Access Core Team Lead /SC	3,000.00	01/20/15-05/14/15
Romero, Maria T.	Academic Reading Practicum/SC	209.76	01/20/15-05/15/15
Sadeghiani, Neda	Professional Dev. Practicum/SC	209.76	01/20/15-05/15/15
Scherger, Deanna	Professional Dev. Practicum/SC	209.76	01/20/15-05/15/15
Serpas, Summer	Accel. Intro to College Writing/SC	104.88	01/20/15-05/15/15
Serpas, Summer	BS, Eng., SEP Development/IVC	3,075.00	05/30/15-08/07/15
Silveira, Lisa	Common Assess. Initiative/SC	3,483.00	01/20/15-05/15/15
Skaff, Penelope	Common Assess. Initiative/SC	3,483.00	01/20/15-05/15/15
Sleep, Katherine	Embedded Tutoring, ESL/SC	559.36	01/20/15-05/15/15
Smith, Jeanne	Common Assess. Initiative/SC	3,483.00	01/20/15-05/15/15
Stern, Susan	Project Director BS, ESL, SEP/IVC	2,500.00	03/01/15-05/20/15
Stern, Susan	Project Director BS, ESL, SEP/IVC	2,500.00	05/30/15-08/07/15
Stevenson, Glen	CTE Articulation Workshop/SC	104.88	04/22/15-04/23/15
Tamialis, Barbara	CTE Articulation Workshop/SC	104.88	04/22/15-04/23/15
Taylor, Karen	CTE Articulation Workshop/SC	104.88	04/22/15-04/23/15
Tovar, Ana	MBTI/Strong Training/SC	559.36	04/02/15-04/03/15
Tran, Lisa	MBTI/Strong Training/SC	559.36	04/02/15-04/03/15
Valdez, Deanna	Math Tutoring Center, BSI/SC	1,500.00	01/20/15-05/15/15
Valdez, Deanna	SEP ESL/Core Team Lead/SC	3,000.00	01/20/15-05/14/15
Ventura, Janet	MBTI/Strong Training/SC	104.88	04/02/15-04/03/15
Vogel, Erica	Academic Reading Practicum/SC	139.84	01/20/15-05/15/15
Vogel, Jeff	Academic Reading Practicum/SC	314.64	01/20/15-05/15/15
Vogel, Jeff	Common Assess. Initiative/SC	3,483.00	01/20/15-05/15/15
Walker, Jayvee	Academic Reading Practicum/SC	209.76	01/20/15-05/15/15
Wescott, John	Academic Reading Practicum/SC	209.76	01/20/15-05/15/15
Williams, Jacob	Accel. Intro to College Writing/SC	104.88	01/20/15-05/15/15
Wilson, Jeff	BS, ESL, SEP Coordination/IVC	2,500.00	05/30/15-08/07/15
Wolken, Matthew	Online Engineering Class Dev./IVC	7,740.00	05/26/15-08/07/15

D. EXTENSION OF TEMPORARY, CATEGORICALLY-FUNDED, FULL-TIME FACULTY ASSIGNMENT (Ratified – Pursuant to Board Policy 4002.1)

1. DUPREE, NICOLE is to be extended in the temporary position of Nursing Instructor (Categorically-funded), Pos #4997, Division of Health Sciences & Human Services, Saddleback College, effective August 10, 2015. Approximate Salary Placement: Class II, Step 1. This is a temporary, categorically-funded, full-time faculty position approved by the Board of Trustees on May 19, 2014; funding renewed by the Enrollment Growth and/or Assessment, Remediation and Retention Grant for the 2015-16 fiscal year.

E. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. DO, TAM, ID #7799, Counselor, School of Guidance and Counseling, Irvine Valley College, Pos #1646, resignation effective May 21, 2015, and retirement effective June 30, 2015. Payment is authorized for any compensated time off. (Start date: August 1, 2005)
2. FLANIGAN CHAPIN, PATRICIA, ID #10752, Dean of Online Education and Learning Resources, Division of Online Education and Learning Resources, Saddleback College, Pos #4611, resignation effective June 30, 2015, and retirement effective July 1, 2015. Payment is authorized for any compensated time off. (Start date: April 3, 2000)

ATTACHMENT 1

NAME: ADAM GHULOUM

POSITION: ECONOMICS INSTRUCTOR
Social and Behavioral Sciences
Irvine Valley College
Full-time, Tenure Track

EDUCATION:

M.A. Economics
George Mason University
Fairfax, VA

B.A. Political Science
University of California, Irvine
Irvine, CA

EXPERIENCE:

Mr. Ghuloum has been a part-time instructor in the Economics Department at Irvine Valley College and Orange Coast College since 2013. He has taught 14 sections of introductory economics courses, including *Principles of Microeconomics*, *Principles of Macroeconomics*, *Global Economics*, and *Introductory Economics*. He has also taught 15 other introductory courses at Orange Coast College and Santa Ana College. He has worked closely with colleagues in the development and assessment of Student Learning Outcomes, tailored course content to appeal to students with diverse learning abilities, and has extensive experience with the use of computer technology in the classroom. Mr. Ghuloum has participated in Irvine Valley College's Early College Program, teaching economics at Beckman High School. He has over two years of experience teaching developmental and transfer level courses at the college level.

ATTACHMENT 2

NAME: CHAU AIMEE MUCCIARO

POSITION: COUNSELOR (ARTICULATION & GENERALIST)
Counseling Services and Special Programs
Saddleback College
Full-Time, Tenure Track

EDUCATION:

M.S. Educational Counseling
University of LaVerne
LaVerne, CA

B.S. Human Services
California State University, Fullerton
Fullerton, CA

B.A. History
University of California, Los Angeles
Los Angeles, CA

A.A. Liberal Arts
Golden West College
Huntington Beach, CA

EXPERIENCE:

Aimee Mucciario has been a part-time counselor/instructor since 2007 for many colleges in a variety of departments including Counseling Services, Transfer Center, International Students, EOPS, Financial Aid and the STEM program. She teaches College Orientation, Educational Planning and Managing College Finances on and off campus. With over 16 years of experience in California Community Colleges, Ms. Mucciario brings additional expertise from the areas of Admissions & Records and Institutional Research. Her grant writing skills have been fruitful: awarded over \$160,000 to establish the first international student center at Fullerton College and \$10,000 to develop diversity programs for the campus community. Ms. Mucciario is committed to student success everyday-positive interactions, collaborative work and program development!

HONORS/AWARDS:

- Club Advisor of the Year, 2014

LICENSES AND CERTIFICATES:

- Pupil Personnel Services Credential K-12 School Counseling

PROFESSIONAL AFFILIATIONS:

- Member of ASCA (American School Counselor Association).
- Member of NAFSA (Association of International Educators).

ATTACHMENT 3

NAME: TERENCE NELSON

POSITION: VETS Coordinator/Counselor
Transfer, Career and Special Programs
Saddleback College
Full-Time, Tenure Track

EDUCATION:

M.Ed. Education (Counseling and Student Affairs)
University of California
Los Angeles, California

M.S. Physical Education
Azusa Pacific University
Azusa, California

B.A. Sociology
University of California
Irvine, California

EXPERIENCE:

Mr. Nelson has served as Dean of Transfer, Career and Special Programs from 2012 to present and as Assistant Dean of Counseling Services from 2010 to 2012 at Saddleback College. Prior to that, he worked as a Counselor and Instructor, part-time adjunct, for Saddleback College from August, 2006 to 2009; Irvine Valley College from August, 2006 to July, 2008; Golden West College, Huntington Beach, CA. from August, 2006 to present; as a full-time Counselor for Imperial Valley College, Imperial, CA. from October, 2004 to July, 2005 and as Counselor/Coordinator, part-time, at Pasadena City College, Pasadena, CA. from July, 2002 to July, 2008. His accomplishments include managed and provided counseling for "Academic Athletic Zone" learning center at Pasadena City College; wrote and administered Enrollment Growth Grant, Golden West College; implemented Teacher Preparation Pipeline (TPP) grant and established goals collegially with faculty and staff for Saddleback College. Mr. Nelson has hired and supervised separate staffs, worked in concert with the faculty of various divisions, organized several budgets, and evaluated the effectiveness of projects. He has knowledge of EOPS guidelines and regulations, CARE and CalWorks management and budgeting issues, the Americans with Disabilities Act, Community College Title 5 requirements, and DSPS policies. While coordinating the Academic Athletic Zone at Pasadena City College, he developed outreach visits to feeder high schools. Mr. Nelson is skilled on Blackboard, Windows, Vista, Microsoft Office, Excel, Power Point, Publisher, SPSS Internet, SARS, EdPlan/MIS (PCC), MySite/MAP (SOCCD), Banner (GWC).

PROFESSIONAL DEVELOPMENT:

ETS-UC Conferences; CSU Conferences; TEPAC; 3C4A Workshops and Conferences; COA Conventions; Golden West College Blackboard Training; On Course Training; Xavier University of New Orleans- Conference on Effective Learning Community Programs; Exploring Connections in Teacher Education-USC; Introduction to Technology- What Your Students Are Using.

PROFESSIONAL AFFILIATIONS:

- CCAA, N4A, 3C4A, Golden Key National Honors Society, Alpha Kappa Delta National Honors Society.

ATTACHMENT 4

NAME: DEANNA SCHERGER

POSITION: ENGLISH COMPOSITION INSTRUCTOR
Humanities
Irvine Valley College
Full-Time, Tenure Track

EDUCATION:

Ph.D. English
Indiana University
Bloomington, IN

M.A. English
Indiana University
Bloomington, IN

B.A. English
University of California, Los Angeles
Los Angeles, CA

EXPERIENCE:

Deanna Scherger has been a part-time faculty member of the English Department at Saddleback College since 2012. She has also taught in English departments at Victor Valley College, Cerritos College, and Pasadena City College. She worked as an associate instructor for Indiana University, Bloomington while completing her Master's and Doctorate degrees, where she was nominated for awards in outstanding English Instruction and Teaching Portfolio. She has been an active participant in departmental governance and professional development at Saddleback College, attending departmental meetings, student learning objective norming sessions, and a basic skills teaching practicum. Dr. Scherger has over seven years of experience teaching developmental and transfer-level courses at the college level.

HONORS/AWARDS:

- IU English Department Booth Tarkington Fellowship, 2012
- IU English Department Louise McNutt Fellowship, 2007
- IU English Department Graduate Fellowship, 2006

LICENSES AND CERTIFICATES:

- @ONE Online Teaching Certification (in progress-completion expected August, 2015)

PROFESSIONAL AFFILIATIONS:

- Member of MLA (Modern Language Association).
- Member of NCTE (The National Council for Teachers of English).

PUBLICATIONS:

- "Backwards Medicine: Female Atavism, Whiteness, and the Medical Profession in 'The Pineal Eye.'" (Accepted for publication by *Literature and Medicine*, 2017).
- "Technodrama of the Designer Baby in *My Sister's Keeper* and *Pride*." *Genders* 57 (Spring 2013).
<http://www.genders.org/g57/g57_gross_scherger.html>.

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

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

Item Submitted By: *David P. Bugay, Ph.D., Vice Chancellor, Human Resources & Employer/Employee Relations*

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

1. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4002.1)
 - a. ANSELMO, LEILANI, ID #020918, is to be employed as Human Resources Assistant, Pos. #3464, Office of Human Resources, District, Classified Bargaining Unit Salary Schedule Range 121, Step 1, 40 hours per week, 12 months per year, effective April 20, 2015. This is a replacement for Ann Buckley, who retired.
 - b. HELMS, TONI, ID #019178, is to be employed as Accompanist, Pos. #3530, School of the Arts, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 126, Step 1, 5 hours per week, 10 months per year, effective April 20, 2015. This is a replacement for Randall Woltz, who resigned.
 - c. NARANJO, NICHOLAS, ID #019126, is to be employed as Admissions and Records Specialist II, Pos. #3233, School of Enrollment Services, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 120, Step 1, 40 hours per week, 12 months per year, effective May 7, 2015. This is a replacement for Yvonne Realini, who retired.
 - d. SANCHEZ, RUBI, ID #020489, is to be employed as Community Education Program Specialist, Pos. #4853, Classified Bargaining Unit Salary Schedule Range 127, Step 1, 24 hours per week, 12 months per year, Community and Contract Education, Division of Community Education, Emeritus Institute and K-12 Partnerships, Saddleback College, effective May 4, 2015. This is a replacement for Britnee Pate, who resigned.
2. The following individuals are to be employed as **Substitutes** in the classification noted below, on an if-and-as-needed basis. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Classification</u>	<u>Range/Step</u>	<u>Start Date</u>
Acosta, Joaquin	Office Assistant/SC	113/1	04/09/15
Danciu, Razvan	Custodian/SC	113/1	04/23/15
Green, Aide	Office Assistant/IVC	113/1	04/20/15
¹ Peebles, Austin	Office Assistant/IVC	113/1	04/23/15
Quintero, Anabel	Custodian/IVC	113/1	03/23/15
Tiplea, Ionel	Custodian/SC	113/1	04/21/15

¹ Daughter of La Nell Peebles, Human Resources/Employer/Employee Relations Office Manager, Office of Human Resources, 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>Start/End Date</u>
Christman, Tyler	TMD Aide/IVC	20.00	04/15/15-06/30/15
Cubillos Bezanilla, Sandra	Project Specialist/SC	12.50	04/07/15-06/30/15
Frey, Connie	Clerk, Short-Term/IVC	16.00	04/08/15-06/30/15
Garcia Carmona, Javier	Project Specialist/SC	16.00	04/01/15-06/30/15
Hensley, Kersti	Clerk, Short-Term/SC	13.00	04/15/15-06/30/15
Lindstrom, Peter	Project Specialist/SC	20.00	04/07/15-06/30/15
Loenker, Priscilla	Clerk, Short-Term/SC	15.00	04/15/15-06/30/15
Lupardo, Kevin	TMD Aide/IVC	20.00	04/15/15-06/30/15
Madariaga, Marco	Project Specialist/SC	16.00	02/09/15-06/30/15
Madison, Miles	Project Specialist/IVC	10.50	04/21/15-06/30/15
Pearson, Jennifer	Project Specialist/SC	24.00	04/15/15-06/30/15
Petrossian, Anna	Project Specialist/IVC	60.00	04/22/15-06/30/15
Purkins, Jeffrey	TMD Aide/IVC	20.00	04/21/15-06/30/15
Rojas, Diane	Clerk, Short-Term/IVC	16.00	04/08/15-06/30/15
Sanchez, Phillip	Project Specialist/SC	14.00	02/15/15-06/30/15
Taghipour, Arian	ST Clerk/IVC	14.00	04/15/15-06/30/15
Toroptseva, Anastasiya	Project Specialist/Dist.	20.00	04/16/15-06/30/15
Trumble, Michaela	TMD Aide/SC	16.00	04/09/15-06/30/15
Williams, Amanda	Project Specialist/Dist.	20.00	04/15/15-06/30/15
Williams, Kiersten	Project Specialist/SC	20.00	04/21/15-06/30/15

4. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2015/2016** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate (\$)</u>	<u>Start/End Date</u>
Abrahams, Lawrence	Coaching Aide/IVC	25.00	07/01/15-12/31/15
Adams, Matthew	TMD Aide/SC	9.50	07/01/15-12/31/15
Agortsas, Alexander	Coaching Aide/IVC	25.00	07/01/15-12/31/15
Aldape, Monica	Adapt. Kines. Aide/SC	14.00	07/01/15-12/31/15
Aldrich, David	TMD Aide/IVC	14.00	07/01/15-12/31/15
Alwood, Aimee	TMD Aide/IVC	15.00	07/01/15-12/31/15
Andrade, Dyami	Project Specialist/IVC	12.50	07/01/15-12/31/15
Angoshtari, Mir Omid	Project Specialist/SC	10.50	07/01/15-12/31/15
Apolinar, Regienne	Adapt. Kines. Aide/IVC	12.50	07/01/15-12/31/15
Araiza, Jorge	Coaching Aide/SC	15.00	07/01/15-12/31/15
Arellano-Duenas, Cristina	Project Specialist/IVC	15.00	07/01/15-12/31/15
Arevalo, Sylvia	Project Specialist/SC	20.00	07/01/15-12/31/15
Areyan, Patric	Project Specialist/SC	15.00	07/01/15-12/31/15

A. NEW PERSONNEL APPOINTMENTS - Continued

4. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2015/2016** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate (\$)</u>	<u>Start/End Date</u>
Armstrong, Tracey	Adapt. Kines. Aide/IVC	12.50	07/01/15-12/31/15
Artemov, Juliana	Project Specialist/SC	11.50	07/01/15-12/31/15
Artemov, Tatyana	Project Specialist/SC	20.00	07/01/15-12/31/15
² Baggs, Amy	Project Specialist/SC	15.00	07/01/15-12/31/15
² Baggs, Trudi	Project Specialist/SC	35.00	07/01/15-12/31/15
Banks, Joshua	Project Specialist/IVC	13.00	07/01/15-12/31/15
Baxter, Greg	Coaching Aide/IVC	15.00	07/01/15-12/31/15
Becker, Judith	Project Specialist/IVC	16.00	07/01/15-12/31/15
Beltran Castillo, Ana	Project Specialist/IVC	9.50	07/01/15-12/31/15
Beltran, Carla	Child Dev. Center Aide/SC	12.00	07/01/15-12/31/15
Berg, Anthony	Outreach Aide/SC	12.50	07/01/15-12/31/15
Berk, Lynette	Project Specialist/IVC	20.00	07/01/15-12/31/15
Boomer, Melissa	Project Specialist/Dist.	12.00	07/01/15-12/31/15
Bosley, Alexis	Clerk - Short Term/IVC	9.50	07/01/15-12/31/15
Boukather, Cody	Project Specialist/SC	10.50	07/01/15-12/31/15
Bouzari, Mahsa	Project Specialist/IVC	15.00	07/01/15-12/31/15
Boyer, Gary	TMD Aide/SC	20.00	07/01/15-12/31/15
Brewer, Elysia	Project Specialist/SC	10.50	07/01/15-12/31/15
Briggs, Erick	Project Specialist/SC	50.00	07/01/15-12/31/15
Brown, Arielle	ST Campus Sec. Off./SC	14.50	07/01/15-12/31/15
Brown, Darryl	Coaching Aide/SC	15.00	07/01/15-12/31/15
Brown, Lucy	Project Specialist/SC	16.00	07/01/15-12/31/15
Brown, Rachelle	Project Specialist/SC	10.50	07/01/15-12/31/15
Buchea, Jason	TMD Aide/IVC	20.00	07/01/15-12/31/15
Buck, Alison	Project Specialist/SC	10.50	07/01/15-12/31/15
Burns, Amos	Project Specialist/SC	15.00	07/01/15-12/31/15
Butcher, Donald	Coaching Aide/SC	15.00	07/01/15-12/31/15
Caballero, Anthony	Project Specialist/SC	15.00	07/01/15-12/31/15
Calabrese, Daniel	Project Specialist/SC	15.00	07/01/15-12/31/15
Caldwell, Jessica	Project Specialist/SC	13.00	07/01/15-12/31/15
Cannon, Kevin	Project Specialist/SC	15.00	07/01/15-12/31/15
Carey, Peter	Coaching Aide/IVC	25.00	07/01/15-12/31/15
Carlson, Patricia	Project Specialist/IVC	55.00	07/01/15-12/31/15
Carpenter, Zoey	Project Specialist/SC	15.00	07/01/15-12/31/15
Cervantes, Martha	Project Specialist/SC	18.00	07/01/15-12/31/15
Chacon, Elsa	Clerk - Short Term/SC	14.00	07/01/15-12/31/15
Chacon, Justine	Coaching Aide/SC	15.00	07/01/15-12/31/15
Chalan, Sheila	Clerk - Short Term/IVC	9.50	07/01/15-12/31/15

² Amy and Trudi are related, daughter and mother respectively.

A. NEW PERSONNEL APPOINTMENTS - Continued

4. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2015/2016** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate (\$)</u>	<u>Start/End Date</u>
Chan, Michael	Project Specialist/Dist.	12.00	07/01/15-12/31/15
Chan, Sommarani	Project Specialist/IVC	13.00	07/01/15-12/31/15
Chen, Shujuan	Project Specialist/SC	12.50	07/01/15-12/31/15
Choi, Katlin	Project Specialist/SC	20.00	07/01/15-12/31/15
Chon, Jessie	Project Specialist/IVC	15.00	07/01/15-12/31/15
Christensen, Dylan	Coaching Aide/SC	15.00	07/01/15-12/31/15
Ciago, Ronald	TMD Aide/IVC	20.00	07/01/15-12/31/15
Collins, Heather	Project Specialist/SC	12.50	07/01/15-12/31/15
Concepcion, Alexandra	Project Specialist/IVC	18.00	07/01/15-12/31/15
Conkey, Charles	Coaching Aide/SC	15.00	07/01/15-12/31/15
Cook, Kathleen	Child Dev. Center Aide/SC	20.00	07/01/15-12/31/15
Corrales, Enrique	Project Specialist/SC	10.50	07/01/15-12/31/15
Cosmakos, Rachel	Project Specialist/SC	18.00	07/01/15-12/31/15
Cram, Michael	Coaching Aide/SC	25.00	07/01/15-12/31/15
Cubillos Bezanilla, Sandra	Project Specialist/SC	12.50	07/01/15-12/31/15
Custer, Alexandria	Project Specialist/IVC	10.50	07/01/15-12/31/15
Daniel, Nicole	Project Specialist/SC	10.50	07/01/15-12/31/15
Darby, Lucy	Project Specialist/SC	14.00	07/01/15-12/31/15
De Nicola, Beverly	Project Specialist/IVC	40.00	07/01/15-12/31/15
³ Dear, Derek	ST Campus Sec. Off./SC	14.50	07/01/15-12/31/15
Dedicatoria, Armi	Project Specialist/IVC	24.00	07/01/15-12/31/15
Dehnadi, Helya	Project Specialist/SC	10.50	07/01/15-12/31/15
Dehnke, Allen	Project Specialist/Dist.	15.00	07/01/15-12/31/15
DiMartino, Nadja	Project Specialist/SC	9.50	07/01/15-12/31/15
Directo, Brandon	Coaching Aide/IVC	25.00	07/01/15-12/31/15
Dixon, Sheryn	Project Specialist/IVC	20.00	07/01/15-12/31/15
Dole, Summer	Outreach Aide/SC	11.50	07/01/15-12/31/15
Dominguez, Martin	Project Specialist/IVC	20.00	07/01/15-12/31/15
Duncan, Danielle	Project Specialist/SC	15.00	07/01/15-12/31/15
Duncan, Stuart	Coaching Aide/IVC	25.00	07/01/15-12/31/15
Ebrahimpoor Khorsa, Pegah	Project Specialist/SC	15.00	07/01/15-12/31/15
Eien, Edward	TMD Aide/IVC	20.00	07/01/15-12/31/15
Esfahani, Mona	Project Specialist/SC	12.50	07/01/15-12/31/15
Esperance, Mapendo	Project Specialist/IVC	15.00	07/01/15-12/31/15
Espinosa Davila, Ximena	Project Specialist/SC	20.00	07/01/15-12/31/15
Espinoza, Agustin	Project Specialist/SC	12.00	07/01/15-12/31/15
Esteban, Jennifer	Coaching Aide/SC	15.00	07/01/15-12/31/15
Estrada, Sharon	Project Specialist/IVC	12.50	07/01/15-12/31/15
Evans, Matthew	Coaching Aide/SC	15.00	07/01/15-12/31/15

³ Son of Donald Dean, Police Officer, Campus Safety and Security, Irvine Valley College.

A. NEW PERSONNEL APPOINTMENTS - Continued

4. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2015/2016** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate (\$)</u>	<u>Start/End Date</u>
Evans, Tiffany	Project Specialist/Dist.	18.00	07/01/15-12/31/15
Faulkner, Richard	Project Specialist/IVC	15.00	07/01/15-12/31/15
Fellner, John	Project Specialist/SC	9.50	07/01/15-12/31/15
Firouzabadi, Lili	Clerk - Short Term/SC	11.00	07/01/15-12/31/15
Fleischli, David	TMD Aide/SC	9.50	07/01/15-12/31/15
Florkey, Alexandra	TMD Aide/IVC	9.50	07/01/15-12/31/15
Formaneck, Donald	TMD Aide/IVC	20.00	07/01/15-12/31/15
Fox, Jill	Project Specialist/SC	16.00	07/01/15-12/31/15
Frey, Connie	Clerk - Short Term/IVC	9.50	07/01/15-12/31/15
Galvan, Adrian	Outreach Aide/SC	12.50	07/01/15-12/31/15
Galvan, Nicolas	Project Specialist/SC	16.00	07/01/15-12/31/15
Garcia, Amy	Project Specialist/SC	9.50	07/01/15-12/31/15
Garcia, Nicolette	Project Specialist/SC	12.50	07/01/15-12/31/15
Garza, Norma	Clerk - Short Term/SC	14.00	07/01/15-12/31/15
Geier, Brian	Adapt. Kines. Aide/SC	20.00	07/01/15-12/31/15
Ghaffari, Azadeh	Project Specialist/SC	16.00	07/01/15-12/31/15
Gibbs, Shannon	Project Specialist/IVC	20.00	07/01/15-12/31/15
Gil, Chantelle	Project Specialist/SC	20.00	07/01/15-12/31/15
Gingrich-Cramer, Barbara	Clerk - Short Term/SC	14.00	07/01/15-12/31/15
Golbad, Kia	Project Specialist/IVC	15.00	07/01/15-12/31/15
Gomes, Jason	Coaching Aide/SC	15.00	07/01/15-12/31/15
Gomez Zuniga, Emmanuel	Project Specialist/SC	10.50	07/01/15-12/31/15
Gomez, Fermin	Outreach Aide/SC	11.50	07/01/15-12/31/15
Gonzalez, Deyanira	Project Specialist/SC	16.00	07/01/15-12/31/15
Gould Morgan, Dece	Project Specialist/SC	20.00	07/01/15-12/31/15
Gramling, Maria Cristina	Child Dev. Center Aide/SC	12.00	07/01/15-12/31/15
Gray, Gabriela	Project Specialist/SC	10.50	07/01/15-12/31/15
Gregory, Matthew	TMD Aide/IVC	20.00	07/01/15-12/31/15
Grovich, Patrick	TMD Aide/SC	9.50	07/01/15-12/31/15
Gruenberg, Christine	Project Specialist/IVC	9.50	07/01/15-12/31/15
Guillen, Yvette	TMD Aide/SC	10.50	07/01/15-12/31/15
Guiral, Kylie	Clerk - Short Term/SC	14.00	07/01/15-12/31/15
Gulin, Seratim	Project Specialist/SC	15.00	07/01/15-12/31/15
Gutierrez, Aaron	Outreach Aide/SC	11.50	07/01/15-12/31/15
Gutierrez, Francois	Project Specialist/SC	11.50	07/01/15-12/31/15
Haraikawa, Susan	Clerk - Short Term/IVC	9.50	07/01/15-12/31/15
Hardy, Kristen	Project Specialist/SC	12.50	07/01/15-12/31/15
Harrington, Constance	Project Specialist/SC	15.00	07/01/15-12/31/15
Harris, Ashley	Adapt. Kines. Aide/IVC	10.50	07/01/15-12/31/15
Harris, Leslie	Project Specialist/IVC	12.50	07/01/15-12/31/15

A. NEW PERSONNEL APPOINTMENTS - Continued

4. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2015/2016** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate (\$)</u>	<u>Start/End Date</u>
Harris, Zachary	Project Specialist/SC	15.00	07/01/15-12/31/15
Hart, Alexander	Project Specialist/SC	12.50	07/01/15-12/31/15
Hartman, John	Project Specialist/SC	20.00	07/01/15-12/31/15
Hayashi-Smith, Melanie	Clerk - Short Term/SC	14.00	07/01/15-12/31/15
Hellriegel, John	Project Specialist/SC	20.00	07/01/15-12/31/15
Hensley, Kersti	Clerk - Short Term/SC	13.00	07/01/15-12/31/15
Hernandez, Joany	TMD Aide/SC	12.50	07/01/15-12/31/15
Hernandez, Madeline	Project Specialist/SC	20.00	07/01/15-12/31/15
Herr, Alina	Project Specialist/SC	12.50	07/01/15-12/31/15
Hillenbrand, Nicholas	TMD Aide/IVC	14.00	07/01/15-12/31/15
Hinojosa, Daniel	Project Specialist/SC	15.00	07/01/15-12/31/15
Ho, Rosa	Project Specialist/Dist.	16.00	07/01/15-12/31/15
Ho, Trang	Project Specialist/IVC	24.00	07/01/15-12/31/15
Hodosh, Seth	Adapt. Kines. Aide/SC	16.00	07/01/15-12/31/15
Hosseini, Mohammadsafa	Project Specialist/SC	12.50	07/01/15-12/31/15
Hughes, Jacob	Adapt. Kines. Aide/SC	12.00	07/01/15-12/31/15
Hume, Dorothy	Project Specialist/SC	15.00	07/01/15-12/31/15
Ibbotson, Jill	Project Specialist/SC	50.00	07/01/15-12/31/15
Jacob, Daryl	Project Specialist/SC	15.00	07/01/15-12/31/15
Johnson, Edmond	Coaching Aide/SC	15.00	07/01/15-12/31/15
Johnson, Matthew	Project Specialist/SC	12.50	07/01/15-12/31/15
⁴ Johnston-Plescica, Madelyn	Project Specialist/SC	15.00	07/01/15-12/31/15
Jones, David	TMD Aide/IVC	20.00	07/01/15-12/31/15
Jose, Ashley	Clerk - Short Term/IVC	10.00	07/01/15-12/31/15
Juarez, Maria Amor	Child Dev. Center Aide/SC	10.00	07/01/15-12/31/15
Kamali, Setareh	Project Specialist/SC	12.50	07/01/15-12/31/15
Kaplan, Jeffrey	Coaching Aide/IVC	25.00	07/01/15-12/31/15
Kayal, Sagarika	Project Specialist/Dist.	12.00	07/01/15-12/31/15
Kennedy, Cailin	Project Specialist/SC	11.50	07/01/15-12/31/15
Khodabandeh, Elahe	Project Specialist/SC	10.50	07/01/15-12/31/15
Kilburn, Andrew	Project Specialist/SC	12.50	07/01/15-12/31/15
Kilduff, Cindy	Child Dev. Center Aide/SC	12.00	07/01/15-12/31/15
Klink, John	Coaching Aide/SC	15.00	07/01/15-12/31/15
Knopick, Eric	Adapt. Kines. Aide/SC	9.50	07/01/15-12/31/15
Kohlhas, Paul	TMD Aide/IVC	20.00	07/01/15-12/31/15
Kokesch, Aaron	TMD Aide/IVC	20.00	07/01/15-12/31/15
Kollar, Wyatt	Project Specialist/SC	15.00	07/01/15-12/31/15
Kramer, Jordan	Project Specialist/SC	9.50	07/01/15-12/31/15
Kress, Tanner	Adapt. Kines. Aide/IVC	12.50	07/01/15-12/31/15

⁴ Mother of Trish Fain, Executive Assistant, Office of the Vice President of Instructions, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

4. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2015/2016** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate (\$)</u>	<u>Start/End Date</u>
Kristjanson, Johann	Project Specialist/SC	16.00	07/01/15-12/31/15
Kristol-Harper, Alona	TMD Aide/IVC	20.00	07/01/15-12/31/15
Kulik, Christopher	Project Specialist/IVC	20.00	07/01/15-12/31/15
La Londe, Mia	Child Dev. Center Aide/SC	12.00	07/01/15-12/31/15
Lamb, Kyle	Adapt. Kines. Aide/SC	12.50	07/01/15-12/31/15
Lancaster, Thomas	Coaching Aide/IVC	25.00	07/01/15-12/31/15
Larson, Gary	Coaching Aide/SC	15.00	07/01/15-12/31/15
Lasezkay, George	Coaching Aide/IVC	25.00	07/01/15-12/31/15
Lawson, Briana	Project Specialist/SC	10.50	07/01/15-12/31/15
Lee, Florence	Project Specialist/SC	15.00	07/01/15-12/31/15
⁵ Leftwich, Denham	Project Specialist/SC	12.50	07/01/15-12/31/15
Lindahl, Glenda	Project Specialist/SC	18.00	07/01/15-12/31/15
Lindstrom, Peter	Project Specialist/SC	15.00	07/01/15-12/31/15
Linhardt, Kristin	Child Dev. Center Aide/SC	12.00	07/01/15-12/31/15
⁶ Lipold, Anthony	Coaching Aide/SC	25.00	07/01/15-12/31/15
⁶ Lipold, Christopher	Project Specialist/SC	15.00	07/01/15-12/31/15
Lloyd, Diana	Project Specialist/SC	16.00	07/01/15-12/31/15
Loenker, Priscilla	Clerk - Short Term/SC	15.00	07/01/15-12/31/15
Lopez, Daniel	Project Specialist/IVC	13.00	07/01/15-12/31/15
Lopez, Laura	Project Specialist/IVC	12.50	07/01/15-12/31/15
Lucas, Richard	TMD Aide/IVC	12.50	07/01/15-12/31/15
Lucus, Ashley	Outreach Aide/SC	11.50	07/01/15-12/31/15

5. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2015/2016** academic year.

<u>Name</u>	<u>Start/End Date</u>
Alavi-Moussavi, Nina	07/01/15-12/31/15
Ali, Amir	07/01/15-12/31/15
Alvarado, Casy	07/01/15-12/31/15
Angelov, Nikola	07/01/15-12/31/15
Barnes, Steven	07/01/15-12/31/15
Bendon, Lauren	07/01/15-12/31/15
Boatman, Katlyn	07/01/15-12/31/15
Bravo-Daga, Diego	07/01/15-12/31/15
Bucknam, Keatyn	07/01/15-12/31/15
Chehayeb, Natalie	07/01/15-12/31/15

⁵ Son of Giziel Leftwich, Senior Administrative Assistant, Division of Liberal Arts, Saddleback College.

⁶ Sons of Anthony Lipold, Dean, Division of Kinesiology and Athletics, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

5. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2015/2016** academic year.

<u>Name</u>	<u>Start/End Date</u>
Chen, Maya	07/01/15-12/31/15
Chow, Kayee	07/01/15-12/31/15
Clack, Trevor	07/01/15-12/31/15
Clark, Darren	07/01/15-12/31/15
Clauser, Trey	07/01/15-12/31/15
Cronk, Ashley	07/01/15-12/31/15
Daniels, Andrew	07/01/15-12/31/15
Donnelly, Randee	07/01/15-12/31/15
Doyle, Phillip	07/01/15-12/31/15
Dziurzynski, Matthew	07/01/15-12/31/15
Entezari, Sarah	07/01/15-12/31/15
Fadaeiforghan, Doreen	07/01/15-12/31/15
Fagan, Adam	07/01/15-12/31/15
Fakhrai, Poupak	07/01/15-12/31/15
Fatheree, Dallas	07/01/15-12/31/15
Fournier, Matthew	07/01/15-12/31/15
Garcia Contreras, Rogelio	07/01/15-12/31/15
Gavin, Zachary	07/01/15-12/31/15
Gharavi Ghouchani, Sali	07/01/15-12/31/15
Goeransson, Pontus	07/01/15-12/31/15
Grable, Chaye	07/01/15-12/31/15
Gurrola, Jesus	07/01/15-12/31/15
Heckel, Cordell	07/01/15-12/31/15
Hernandez Sanchez, Alexis	07/01/15-12/31/15
Huerta, Luis	07/01/15-12/31/15
Hunter, Thomas	07/01/15-12/31/15
⁷ Idris, Nehal	07/01/15-12/31/15
⁷ Idris, Nwahil	07/01/15-12/31/15
Ip, Arista	07/01/15-12/31/15
Jackson, Leandra	07/01/15-12/31/15
Johnson, Lucas	07/01/15-12/31/15
Joung, Sangjin	07/01/15-12/31/15
Kephart, Dennis	07/01/15-12/31/15
Khosravimanesh, Mahbod	07/01/15-12/31/15
Kind, Andrew	07/01/15-12/31/15
Klein, Wesley	07/01/15-12/31/15
Knauer, Gary	07/01/15-12/31/15
Lee, JaeSteve	07/01/15-12/31/15
Lojpur, Gojko	07/01/15-12/31/15
Lumboy, Meryl	07/01/15-12/31/15

⁷ Nehal and Nwahil are sisters.

A. NEW PERSONNEL APPOINTMENTS - Continued

6. 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>
Salman, Dawn	Community Ed./SC	2500.00/cs	04/24/15-06/30/15
Shepherd, Jessica	Tutor/IVC	10.00/hr	02/15/15-06/30/15

7. 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 **2015/2016** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed (\$)</u>	<u>Start/End Date</u>
Abbott, Amy	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Abedi, Dina	Tutor/IVC	15.00/hr	07/01/15-12/31/15
Aboga-A, Christian	Tutor/SC	15.00/hr	07/01/15-12/31/15
Abrams, Cameron	Tutor/IVC	15.00/hr	07/01/15-12/31/15
Adney, Curtis	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Agema, Ryan	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Aldecoa, Joseph	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Alexander, Ted	Tutor/IVC	15.00/hr	07/01/15-12/31/15
Allah, Nancy	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Allen, Jonelle	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Alvarado, Anabell	Model, Professional/SC	22.00/hr	07/01/15-12/31/15
Alyassini, M Bilal	Tutor/IVC	15.00/hr	07/01/15-12/31/15
Aman, Omeed	Tutor/IVC	15.00/hr	07/01/15-12/31/15
Andrade, Lauren	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Appleman, Jack	Comm. Ed. Presenter/IVC	2500.00/cs	07/01/15-12/31/15
Araiza, Nicholas	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Arzate, Thomas	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Ash, Andrew	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
⁸ Auwaijan, George	Tutor/IVC	15.00/hr	07/01/15-12/31/15
⁸ Auwaijan, Nicolas	Tutor/IVC	15.00/hr	07/01/15-12/31/15
Aziz, Mohammad	Tutor/SC	15.00/hr	07/01/15-12/31/15
Babaei, Shohreh	Tutor/SC	15.00/hr	07/01/15-12/31/15
Baldonado-Wilkins, Elgitz	Comm. Ed. Presenter/IVC	2500.00/cs	07/01/15-12/31/15
Baldree, Kelsey	Senior Lifeguard/SC	15.00/hr	07/01/15-12/31/15
Barnhill, Barry	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15

⁸ George and Nicolas are brothers.

A. NEW PERSONNEL APPOINTMENTS - Continued

7. 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 **2015/2016** 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>
Barraza, Christina	Model, Professional/SC	22.00/hr	07/01/15-12/31/15
Bascom, Chantal	Tutor/SC	15.00/hr	07/01/15-12/31/15
Beck, Jonathan	Model, Professional/SC	22.00/hr	07/01/15-12/31/15
Bedolfe, Tamara	Tutor/SC	15.00/hr	07/01/15-12/31/15
Beninga, Rita	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Binder, Farla	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Birney, Felicia	Tutor/SC	15.00/hr	07/01/15-12/31/15
Blundell-Siska, Mary	Tutor/IVC	15.00/hr	07/01/15-12/31/15
Blye, Melissa	Medical Professional/IVC	30.00/hr	07/01/15-12/31/15
Bolick, Melissa	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Bond, Alexander	Tutor/IVC	15.00/hr	07/01/15-12/31/15
Bonetti, Tanya	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Bregozzo, Dorothy	Comm. Ed. Presenter/IVC	2500.00/cs	07/01/15-12/31/15
⁹ Brewington, Elizabeth	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
⁹ Brewington, John	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Briar, Jeffrey	Comm. Ed. Presenter/IVC	2500.00/cs	07/01/15-12/31/15
Broida, David	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Brown, David	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Bruno, John	Model, Professional/SC	22.00/hr	07/01/15-12/31/15
Bucklin, Vanessa	Senior Lifeguard/SC	15.00/hr	07/01/15-12/31/15
Buechler, Michael	Workforce Trainer/IVC	72.00/hr	07/01/15-12/31/15
Bui, Gary	Tutor/IVC	15.00/hr	07/01/15-12/31/15
Burgess, Laurie	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Burke, Gail	Tutor/SC	15.00/hr	07/01/15-12/31/15
Burke, Shaun	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Burns, Kathryn	Comm. Ed. Presenter/IVC	2500.00/cs	07/01/15-12/31/15
Butler, Robert	Tutor/IVC	15.00/hr	07/01/15-12/31/15
Bystry, Phillip	Workforce Trainer/IVC	72.00/hr	07/01/15-12/31/15
Call, Linda	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Calzada, Laurie	Certified Test Proctor/IVC	12.50/hr	07/01/15-12/31/15
Caramagno, Sebastian	Comm. Ed. Presenter/IVC	2500.00/cs	07/01/15-12/31/15
Carlsen, Heather	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Casado, Sandra	Comm. Ed. Presenter/IVC	2500.00/cs	07/01/15-12/31/15
Castellaw, Tyler	Senior Lifeguard/SC	15.00/hr	07/01/15-12/31/15
Cate, Collin	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Cathcart, Jermaine	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Caverly, Carolin	Comm. Ed. Presenter/IVC	2500.00/cs	07/01/15-12/31/15

⁹ Elizabeth and John are spouses.

A. NEW PERSONNEL APPOINTMENTS - Continued

7. 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 **2015/2016** 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>
Chaabani, Faisal	Tutor/IVC	15.00/hr	07/01/15-12/31/15
Chae, Jong	Tutor/IVC	15.00/hr	07/01/15-12/31/15
Chang, Sun	Tutor/IVC	15.00/hr	07/01/15-12/31/15
Chau, Joseph	Tutor/SC	15.00/hr	07/01/15-12/31/15
Cheng-Chen, Judy	Medical Professional/IVC	70.00/hr	07/01/15-12/31/15
Chornomod, Ivette	Workforce Trainer/IVC	72.00/hr	07/01/15-12/31/15
Churchill, Caylie	Senior Lifeguard/SC	15.00/hr	07/01/15-12/31/15
Clarke, Amy	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Coddington, Kathleen	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Cole, John	Model, Professional/SC	22.00/hr	07/01/15-12/31/15
Colonelli, Nicholas	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Concialdi, Steve	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Conover, Nancy	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Cooper, Stacy	Interpreter IV/SC	30.00/hr	07/01/15-12/31/15
Coulombe, Shane	Tutor/IVC	15.00/hr	07/01/15-12/31/15
Crammer, Cale	Comm. Ed. Presenter/IVC	2500.00/cs	07/01/15-12/31/15
Cranke, David	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Cruz, Edward	Certified Test Proctor/IVC	12.50/hr	07/01/15-12/31/15
Cruzado, Ann	Tutor/IVC	15.00/hr	07/01/15-12/31/15
Culp, Robin	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Cunningham, David	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
D'Aleo, Nancy	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Danko, Carolyn	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Danz, Christina	Interpreter IV/SC	30.00/hr	07/01/15-12/31/15
Davis, Aaron	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Davis, Rachel	Interpreter III/IVC	25.00/hr	07/01/15-12/31/15
De Koning, Shannan	Senior Lifeguard/SC	15.00/hr	07/01/15-12/31/15
Deason, Ryan	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Deloye, Lucas	Senior Lifeguard/SC	15.00/hr	07/01/15-12/31/15
Derham, Edward	Interpreter IV/IVC	30.00/hr	07/01/15-12/31/15
DeRoulet, Eric	Tutor/IVC	15.00/hr	07/01/15-12/31/15
Deweese, Mallory	Tutor/SC	15.00/hr	07/01/15-12/31/15
Dexter, Stephen	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Diamond, Jean	Tutor/SC	15.00/hr	07/01/15-12/31/15
Didlake, Lindsey	Senior Lifeguard/SC	15.00/hr	07/01/15-12/31/15
Dill, Laura	Recreation Leader/SC	30.00/hr	07/01/15-12/31/15
Dilley, Steven	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Dinh, Amber	Tutor/IVC	15.00/hr	07/01/15-12/31/15
Do, Tu	Tutor/IVC	15.00/hr	07/01/15-12/31/15

A. NEW PERSONNEL APPOINTMENTS - Continued

7. 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 **2015/2016** 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>
Dollar, Alan	Firearms Trainer/IVC	70.00/hr	07/01/15-12/31/15
Dormaier, Ruth	Model, Professional/SC	22.00/hr	07/01/15-12/31/15
Downing, Kimberly	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Drader, Molly	Recreation Aide/SC	10.00/hr	07/01/15-12/31/15
Durand, Cassandra	Tutor/IVC	15.00/hr	07/01/15-12/31/15
Echelberger, John	Senior Lifeguard/SC	15.00/hr	07/01/15-12/31/15
Eiseman, Stephanie	Interpreter IV/IVC	30.00/hr	07/01/15-12/31/15
Elliott, Christopher	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Elliott, Robert	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
¹⁰ Erbas White, Ilknur	Comm. Ed. Presenter/IVC	2500.00/cs	07/01/15-12/31/15
¹⁰ Erbas-White, Kevin	Tutor/IVC	15.00/hr	07/01/15-12/31/15
Eychaner, Tiffani	Comm. Ed. Presenter/IVC	2500.00/cs	07/01/15-12/31/15
Fairbanks, Eric	Workforce Trainer/IVC	72.00/hr	07/01/15-12/31/15
Fairchild, Cole	Tutor/SC	15.00/hr	07/01/15-12/31/15
Farahmand, Azadeh	Tutor/IVC	15.00/hr	07/01/15-12/31/15
Farrukh, Baber	Tutor/IVC	15.00/hr	07/01/15-12/31/15
Ferdosian, Arshang	Tutor/IVC	15.00/hr	07/01/15-12/31/15
Fernald, Theresa	Comm. Ed. Presenter/IVC	2500.00/cs	07/01/15-12/31/15
Finkelstein, Kara	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Fiore-Burton, Rene	Comm. Ed. Presenter/IVC	2500.00/cs	07/01/15-12/31/15
Fisher, Timothy	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Fong, Fleur	Comm. Ed. Presenter/IVC	2500.00/cs	07/01/15-12/31/15
Forehan, Marjorie	Comm. Ed. Presenter/IVC	2500.00/cs	07/01/15-12/31/15
Fotoohi, Kamran	Tutor/IVC	15.00/hr	07/01/15-12/31/15
Francisco, David	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Franta, Mary	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Freeman, Judith	Medical Professional/IVC	70.00/hr	07/01/15-12/31/15
Fusco, Michael	Tutor/SC	15.00/hr	07/01/15-12/31/15
Gamo, Elysia	Recreation Leader/SC	15.00/hr	07/01/15-12/31/15
Garber, Logan	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Garcia, Ashley	Certified Test Proctor/IVC	12.50/hr	07/01/15-12/31/15
Garcia, Joshua	Tutor/SC	15.00/hr	07/01/15-12/31/15
Garcia, Renee	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Garcia, Tony	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Gialamas, Gus	Medical Professional/SC	100.00/hr	07/01/15-12/31/15
Gidanian, Samuel	Tutor/SC	15.00/hr	07/01/15-12/31/15
Giguere, Virginia	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15

¹⁰ Ilknur and Kevin are related, mother and son respectively.

A. NEW PERSONNEL APPOINTMENTS - Continued

7. 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 **2015/2016** 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>
Gil, Eloisa	Tutor/IVC	15.00/hr	07/01/15-12/31/15
Glassman, Ifat	Model, Professional/IVC	22.00/hr	07/01/15-12/31/15
Gleason, Linda	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Gocho, Justin	Tutor/IVC	15.00/hr	07/01/15-12/31/15
Godinez, Michele	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Goffin, Charles	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Golemo, Jordan	Tutor/IVC	15.00/hr	07/01/15-12/31/15
Goodley, Mark	Workforce Trainer/IVC	72.00/hr	07/01/15-12/31/15
Goodman, Abigail	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Gorman, Ron	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Gormick, Valerie	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Goss, Deborah	Tutor/SC	15.00/hr	07/01/15-12/31/15
Grace, Klair	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Gracey, Michael	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Gray, Carrie	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Gray, Jason	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Green, Mariko	Tutor/SC	15.00/hr	07/01/15-12/31/15
Greenspan, Frances	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Grijalva, Louie	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Gross, Cynthia	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Grossman, Marc	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Grudynski, Christy	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Guest, Noah	Certified Test Proctor/IVC	12.50/hr	07/01/15-12/31/15
Haghighi, Annahita	Senior Lifeguard/SC	15.00/hr	07/01/15-12/31/15
Hale, Katherine	Model, Professional/IVC	22.00/hr	07/01/15-12/31/15
Hale, Michael	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Hall, Jasmine	Senior Lifeguard/SC	15.00/hr	07/01/15-12/31/15
Hamilton, Lauren	Senior Lifeguard/SC	15.00/hr	07/01/15-12/31/15
Hanna Chase, Donna	Comm. Ed. Presenter/IVC	2500.00/cs	07/01/15-12/31/15
Hannon, Karen	Interpreter IV/SC	42.00/hr	07/01/15-12/31/15
Hanson, Gina	Tutor/IVC	15.00/hr	07/01/15-12/31/15
Harriger, James	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Hasebe, Brandon	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Haskins, Brian	Medical Professional/SC	70.00/hr	07/01/15-12/31/15
Havert, Thomas	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Helmstetter, Patrick	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Henderson, Carrie	Comm. Ed. Presenter/IVC	2500.00/cs	07/01/15-12/31/15
Hernandez, Annette	Comm. Ed. Presenter/IVC	2500.00/cs	07/01/15-12/31/15
Hernandez, Mark	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15

A. NEW PERSONNEL APPOINTMENTS - Continued

7. 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 **2015/2016** 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>
Heston, Wesley	Tutor/IVC	15.00/hr	07/01/15-12/31/15
Hoang, Lisa	Certified Test Proctor/IVC	12.50/hr	07/01/15-12/31/15
Hobbs, Scott	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Hoffman, Matthew	Tutor/IVC	15.00/hr	07/01/15-12/31/15
Hoffski, James	Model, Professional/SC	22.00/hr	07/01/15-12/31/15
Holzapfel, Leah	Interpreter III/SC	25.00/hr	07/01/15-12/31/15
Honeycutt, Michelle	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Horr, Shaghayegh	Tutor/IVC	15.00/hr	07/01/15-12/31/15
Hosseiny, Habib	Tutor/SC	15.00/hr	07/01/15-12/31/15
Hsu, Wei-Yang	Tutor/IVC	15.00/hr	07/01/15-12/31/15
Hsu, Yau Ren	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Huerta, Christopher	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Huggins, Barbara	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Hutchinson, Charlene	Interpreter V/SC	45.00/hr	07/01/15-12/31/15
Ignia, Alvin	Tutor/IVC	15.00/hr	07/01/15-12/31/15
Incavo, Kathleen	Captionist/SC	45.00/hr	07/01/15-12/31/15
Jacinto, Carolyn	Comm. Ed. Presenter/IVC	2500.00/cs	07/01/15-12/31/15
Jackson, Victoria	Recreation Aide/SC	10.00/hr	07/01/15-12/31/15
Jacobs, Jacob	Comm. Ed. Presenter/IVC	2500.00/cs	07/01/15-12/31/15
Jacobs, Louise	Comm. Ed. Presenter/IVC	2500.00/cs	07/01/15-12/31/15
Janiga, Beulahjoy	Comm. Ed. Presenter/IVC	2500.00/cs	07/01/15-12/31/15
Janke, Janelle	Senior Lifeguard/SC	15.00/hr	07/01/15-12/31/15
Jarl, Peter	Model, Professional/IVC	22.00/hr	07/01/15-12/31/15
Johannsen, Daryl	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Johnson, Katharine	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Johnson, Matthew	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Johnson, Robert	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Jones, Christopher	Tutor/SC	15.00/hr	07/01/15-12/31/15
Jordan, Katherine	Interpreter III/SC	25.00/hr	07/01/15-12/31/15
Juarez, Louis	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Kamholz, Erika	Recreation Aide/SC	10.00/hr	07/01/15-12/31/15
Kandel, Marlene	Captionist/SC	42.00/hr	07/01/15-12/31/15
Karimi Tararani, Maryam	Tutor/SC	15.00/hr	07/01/15-12/31/15
Keith, Brooks	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Kelly, Meagan	Interpreter IV/SC	30.00/hr	07/01/15-12/31/15
Keramati Shiekhole, Marjan	Tutor/IVC	15.00/hr	07/01/15-12/31/15
Khemnani, Saahil	Tutor/IVC	15.00/hr	07/01/15-12/31/15
Khezri, Jasmine	Tutor/SC	15.00/hr	07/01/15-12/31/15
Khosravi, Pasha	Tutor/IVC	15.00/hr	07/01/15-12/31/15

A. NEW PERSONNEL APPOINTMENTS - Continued

7. 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 **2015/2016** 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>
Khudadatova, Nadezhda	Tutor/IVC	15.00/hr	07/01/15-12/31/15
Kinnaird, John	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Knight, Kenneth	Model, Professional/SC	22.00/hr	07/01/15-12/31/15
Kofford, Judith	Medical Professional/IVC	30.00/hr	07/01/15-12/31/15
Kopczynski, Lisa	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Kopenhefer, Melissa	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Kostapapas, Eoanna	Captionist/SC	42.00/hr	07/01/15-12/31/15
Kramer, Kathryn	Comm. Ed. Presenter/IVC	2500.00/cs	07/01/15-12/31/15
Kuder, Karen	Comm. Ed. Presenter/IVC	2500.00/cs	07/01/15-12/31/15
Kulkarni-Fish, Manisha	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Lackey, Patricia	Model, Professional/SC	22.00/hr	07/01/15-12/31/15
Lane, Eugenia	Comm. Ed. Presenter/IVC	2500.00/cs	07/01/15-12/31/15
Langille, Rachel	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Lapham, Jennifer	Certified Test Proctor/IVC	12.50/hr	07/01/15-12/31/15
Larragoiti, Nancy	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Lawrence, David	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Lawson, Anne	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Lawson, Justine	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Lazar, Garrick	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Le, Peter	Senior Lifeguard/SC	15.00/hr	07/01/15-12/31/15
Lee, Christopher	Certified Test Proctor/IVC	12.50/hr	07/01/15-12/31/15
Leipzig, George	Comm. Ed. Presenter/IVC	2500.00/cs	07/01/15-12/31/15
Lerario, Nicholas	Clinical Specialist/SC	30.00/hr	07/01/15-12/31/15
Lerman, Carol	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Lightner, Elizabeth	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Lillicrop, John	Workforce Trainer/IVC	72.00/hr	07/01/15-12/31/15
Limbo, Harvey	Tutor/IVC	15.00/hr	07/01/15-12/31/15
Little, Laura	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Liuo, Jonathan	Tutor/IVC	15.00/hr	07/01/15-12/31/15
Loh, Nicole	Comm. Ed. Presenter/SC	2500.00/cs	07/01/15-12/31/15
Lowe, Lesley	Comm. Ed. Presenter/IVC	2500.00/cs	07/01/15-12/31/15
¹¹ Ludes, Samantha	Recreation Aide/SC	10.00/hr	07/01/15-12/31/15
Lust, Jessica	Tutor/SC	15.00/hr	07/01/15-12/31/15

¹¹ Daughter of Denise Ludes, Program Specialist, Categorical, Community Education, Saddleback College.

B. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION

1. DIRECTOR OF ARTS PRODUCTION MANAGEMENT, Academic and Classified Administrator and Manager Salary Schedule Range 8, School of the Arts, Irvine Valley College seeks authorization to establish and announce a full-time, 40 hours per week position, 12 months per year, to its complement, effective May 19, 2015. (Exhibit B, Attachment 1)

C. CHANGE OF STATUS

1. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4002.1)
 - a. HIGA, PATRICK, ID #020110, Police Operations Lieutenant, Pos. #4868, a management position, Academic and Classified Administrator and Manager Salary Schedule Range 12, Step 2, 40 hours per week, 12 months per year, Office of Campus Safety and Security, Saddleback College, is to be employed as Chief of Police, Pos. #4541, Academic and Classified Administrator and Manager Salary Schedule Range 16, Step 1, 40 hours per week, 12 months per year, Campus Safety and Security, Office of Administrative Services, Saddleback College, effective April 20, 2015. This is a replacement for Christopher Wilkinson, who resigned.

D. AUTHORIZATION OF TEMPORARY CHANGE IN HOURS

1. SADDLEBACK COLLEGE has been authorized to a temporary change in hours per week and/or months per year for the following Classified employee within their organization pursuant to Article 14 of the C.S.E.A. Contract.
 - a. ALICIA KIRK, ID #14590, Program Technician, Categorical, Pos. #5111, a grant funded position, Division of Health Sciences and Human Services, Classified Bargaining Unit Salary Schedule Range 122, Step 2, from 24 hours per week, 12 months per year; to 29 hours per week, effective March 9, 2015 through June 30, 2015. This is a grant funded position, with employment contingent upon funding by the TAACCCT grant, which is expected to end on September 30, 2017.

E. CLASSIFIED BILINGUAL STIPEND, ADDITIONAL COMPENSATION

1. KHANDAN, NASER, ID #019636, Office Assistant, Pos. #5014, Classified Bargaining Unit Salary Schedule Range 113, Step 1, 40 hours per week, 12 months per year, DSPS, School of Guidance and Counseling, Irvine Valley College, is to be granted additional compensation of 2% of the base salary, for verified bilingual ability used as a regular and routine component of assigned duties, as outlined in the C.S.E.A. contract, Article 8.1.1 “Bilingual Stipend”, effective March 9, 2015.

F. OUT OF CLASS ASSIGNMENTS

1. ADRIAN, CHRISTOPHER, ID #020077, Human Resources Specialist, Pos. #3669, Classified Bargaining Unit Salary Schedule Range 121, Step 1, 40 hours per week, 12 months per year, Office of Human Resources, District, has been given a temporary change in status to Human Resources Specialist, Pos. #3293, Classified Bargaining Unit Salary Schedule Range 127, Step 1, 40 hours per week, Office of Human Resources, District, effective April 20, 2015. This is a temporary replacement for Maria Vianney Gonzalez, who resigned.

F. OUT OF CLASS ASSIGNMENTS - Continued

2. ARREOLA, JOSE, ID #001888, Groundskeeper, Pos. #2794, Classified Bargaining Unit Salary Schedule Range 118, Step 6, 40 hours per week, 12 months per year, Office of Physical Plant, Saddleback College, has been given a temporary change in status to Building Maintenance Worker, Pos. #3343, Classified Bargaining Unit Salary Schedule Range 124, Step 4, 40 hours per week, Office of Physical Plant, Saddleback College, effective March 9, 2015. This is a temporary reassignment for John Oropallo, who is in a temporary assignment.
3. BERMUDEZ, ALFRED, ID #6093, Lead Custodian, Pos. #3306, a temporary assignment, Classified Bargaining Unit Salary Schedule Range 119, Step 5, 40 hours per week, Office of Physical Plant, Saddleback College, temporary assignment ended on May 1, 2015, and returned to permanent assignment as Custodian, Pos. #1829, Classified Bargaining Unit Salary Schedule Range 113, Step 6, 40 hours per week, 12 months per year, Office of Physical Plant, Saddleback College, effective May 4, 2015.
4. ONTIVEROS, MANUEL, ID #4096, Acting Night Facilities Operations Supervisor, Pos. #5064, a temporary assignment, Academic and Classified Administrator and Manager Salary Schedule Range 8, Step 3, 40 hours per week, Office of Physical Plant, Saddleback College, temporary assignment ended on May 1, 2015, and returned to permanent assignment as Lead Custodian, Pos. #3306, Classified Bargaining Unit Salary Schedule Range 119, Step 6, 40 hours per week, 12 months per year, Office of Physical Plant, Saddleback College, effective May 4, 2015.
5. REZVANI, KIMIA, ID #015993, Administrative Assistant Pos. #3361, Classified Bargaining Unit Salary Schedule Range 121, Step 3, 40 hours per week, 12 months per year, Financial Aid, Saddleback College, has been given a temporary change in assignment to Senior Administrative Assistant, Pos.#5156, Classified Bargaining Unit Salary Schedule Range 127, Step 1, 40 hours per week, Division of Transfer, Career, and Special Programs and Services Saddleback College, effective February 9, 2015 through April 3, 2015. This is a temporary reassignment for Lean Bean, who has been temporarily reassigned.
6. ¹²REZVANI, KIMIA, ID #015993, Senior Administrative Assistant, Pos.#5156, a temporary assignment, Classified Bargaining Unit Salary Schedule Range 127, Step 1, 40 hours per week, Division of Transfer, Career, and Special Programs and Services Saddleback College, temporary assignment ended on April 3, 2015, and reassigned to a new temporary assignment as Financial Aid Specialist, Pos. #5201, Classified Bargaining Unit Salary Schedule Range 125, Step 2, 40 hours per week, Financial Aid, Saddleback College, effective April 6, 2015. This is a temporary reassignment for Phuong Vu, who has been temporarily reassigned.

G. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. FADAIEFARD, MOHAMMED ALI, ID #010644, Network Systems Technician III, Pos. #4683, Classified Bargaining Unit Salary Schedule Range 140, Step 3, 40 hours per week, 12 months per year, Office of College Technology, Saddleback College, resignation effective May 15, 2015. Payment is authorized for any compensated time off. (Permanent Start date: June 1, 2011)

¹² Permanent assignment is Administrative Assistant Pos. #3361, Classified Bargaining Unit Salary Schedule Range 121, Step 3, 40 hours per week, 12 months per year, Financial Aid, Saddleback College

G. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT - Continued

2. KORGAN, CHRISTOPHER, ID #020109, Senior Research and Planning Analyst, (16% Categorical), Pos. #4972, Classified Bargaining Unit Salary Schedule Range 144, Step 2, 40 hours per week, 12 Months per year, Research, Planning and Accreditation, Saddleback College, release from probationary employment effective April 24, 2015. Payment is authorized for any compensated time off. (Probationary Start date: September 8, 2014)
3. SCHMIDT, NICHOLAS, ID #013470, Administrative Assistant, Pos. #3330, Classified Bargaining Unit Salary Schedule Range 121, Step 6, 40 hours per week, 12 months per year, Child Development Center, Office of Student Services, Saddleback College, resignation effective May 11, 2015. Payment is authorized for any compensated time off. (Permanent Start date: February 24, 2004)
4. SOBCHIK, LAURA, ID #020099, Senior Research and Planning Analyst, Categorical, Pos. #4931, Classified Bargaining Unit Salary Schedule Range 144, Step 2, 40 hours per week, 12 Months per year, Research, Planning and Accreditation, Saddleback College, release from probationary employment effective April 24, 2015. Payment is authorized for any compensated time off. (Probationary Start date: May 21, 2014)
5. WILLIAMS, DEBBIE, ID #019407, Office Assistant, Pos. #4944, Classified Bargaining Unit Salary Schedule Range 113, Step 1, 20 hours per week, 12 Months per year, Operations Services, Irvine Valley College, release from probationary employment effective April 10, 2015. Payment is authorized for any compensated time off. (Probationary Start date: October 06, 2014)

H. VOLUNTEERS

1. The following individuals are to be approved as Volunteers for the 2014/2015 and 2015/2016 academic year.

Advanced Technology and Applied Sciences, Saddleback College

Alemu, Ruth	Ayona, Andrew	Boyd, Bailey
Bresnahan, Hannah	Correnti, Devon	Elliott, Jonathon
Elnefeidi, Elhassan	Forte, Nichole	Fox, Mikala
Gibbs, Haley	Helms, Katrina	Howard, Jacob
Kroening, Kori	Luu, David Nguyen	Martinez, Marc
Myran, Eric	Ock, James	Rogers, Crystal
Sanders, Callie	Singletary, Caleb	Vershina, Anna
Wilson, Jeffrey	Wyndhamsmith, Hayden	Zhang, Jiayi

Business Sciences, Economic and Workforce Development, Saddleback College

Yanez, Josefina

Fine Arts, Irvine Valley College

Mathis, Candice

H. VOLUNTEERS - Continued

1. The following individuals are to be approved as Volunteers for the 2014/2015 and 2015/2016 academic year.

Fine Arts and Media Technology, Saddleback College

Aminpour, Kim	Aminpour, Makayla	Barad, Carina
Quinn, Ava	Quinn, Dawn	

Guidance and Counseling, Irvine Valley College

Lohbeck, Karolin	Pak, James
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Humanities, Irvine Valley College

Erbas-White, Kevin	Hva, Austin	Kussoy, Carolina
Tran, Hung	Wallace, Brennan	

Office of Instruction, Irvine Valley College

De Nicola, Beverly

Kinesiology and Athletics, Saddleback College

Riech, Todd

Kinesiology, Health and Athletics, Irvine Valley College

Hampton, Haleigh

Marketing, Communications and Broadcast Systems, Irvine Valley College

Cooper, William

Research, Planning and Accreditation, Irvine Valley College

Hegering, Karina

Social and Behavioral Sciences, Saddleback College

Blethen, Mark	Horan, Elizabeth	Mercurio, Michael
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ATTACHMENT 1

South Orange County Community College District

DIRECTOR OF ARTS PRODUCTION MANAGEMENT – JC #, Classified Management - Academic and Classified Administrator and Manager Salary Schedule Range 8

DEFINITION

To plan, develop, organize, coordinate, implement, direct and evaluate the technical production management operations, activities and staff of the Irvine Valley College Performing Arts Center (PAC) and other college-related venues by scheduling, coordinating and staffing theatre, music, dance performances and special events in coordination and collaboration with the chairs of the dance, music and theatre arts departments and in accordance with the Academic Performance Calendar and College Master Calendar, thereby serving the cultural and entertainment needs of the students and the community.

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

SUPERVISION RECEIVED AND EXERCISED

Receives direction and supervision from the IVC Dean of the Arts.

Works in coordination and collaboration with the chairs of the dance, music and theatre arts departments, conductors, directors, designers and production staff and others as appropriate.

Exercises functional and technical supervision over assigned technical, administrative support, clerical staff and other hourly or temporary production staff as needed.

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

After collaborating with Dean of the Arts and department chair's, finalize the Academic Performance Calendar and schedule community events into available college venues for dance, music, theatre performances and special/rental events.

Organize, coordinate and implement the management of front of house and box office services for the IVC performance venues, including support for academic, college, community and commercial performances or events; help facilitate the needs of the dance, music and theatre arts departments relative to their respective seasons; manage the finances for the front of house, box office and rental components of IVC arts venues.

Work cooperatively with the Dean of the Arts, as well as Dance, Music and Theatre Arts Department Chairs, Conductors, Directors and production staff, to review and plan the front of house staffing and operational goals of the performing arts; collaborate and coordinate with Department Chairs, Conductors, Directors, Designers and Production Staff as needed to assist academic and professional staff and assure quality productions.

Select, train, develop, supervise and evaluate the performance of classified and temporary employees working in the college's arts venues; process workflow entries for all staff employed or contracted by IVC for the arts events.

South Orange County Community College District
Page 2 – Director of Arts Production Manager

Work with department chairs to set up employment contracting and scheduling of all hourly or temporary backstage staff; set up employment contracting and scheduling of all hourly or temporary front of house staff; log all front of house staff hours and keeping accurate time sheets for daily calls.

Effectively oversee, promote, and administratively support the IVC performing arts annual calendar of academic, college, community and commercial performances or events; assist in developing a performing arts support group and support fund raising for the performing arts venues.

Respond to and process requests for price quotes and contracts for all arts-related space rentals; supervise the enforcement of all safety and fire codes and practices; and coordinate with related on-campus departments for equipment as required.

Perform other related duties as assigned.

QUALIFICATIONS

EDUCATION AND EXPERIENCE GUIDELINES:

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

Education:

A bachelor's degree from an accredited college or university with major coursework involving theatre management or closely-related field.

Experience:

Five years of increasingly responsible experience in producing and presenting theatre, music and dance performances and special events, including three or more years of experience as lead technical manager for front of house operations of a performing arts center or comparable facility and training and supervision of staff in a team setting.

Desirable Experience:

Master's degree in theatre management or closely-related field.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license.

Knowledge of:

Areas of technical needs, support, and equipment needed for dance, music and theatre performances including lighting, scenery design, costume design, construction techniques, and technical dance and music terminology, instruments, acoustic shells, risers, podiums.

Budget preparation and administration.

Contractual principles and laws.

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

Critical issues and problems affecting performing arts programs and theatres in community colleges.

Current technology and computer applications used in automating scheduling and box office operations.

Interpersonal skills including tact, patience and diplomacy.

Local media resources.

Management theories and practices.

South Orange County Community College District
Page 3 – Director of Arts Production Manager

Knowledge of:

Operation of computer, peripherals and software programs, including database management, spreadsheet, word processing and software specific to assignment.
Oral and written communication skills.
Performing arts touring programs.
Planning and organizational skills.
Principles and practices of program planning, assessment and evaluation.
Principles and practices of public relations, promotion, advertising, marketing, fundraising, and public opinion research.
Principles and procedures of training and supervision.
Safety standards and basic first aid practices.
State and federal laws and regulations related to assigned program.

Ability to:

Achieve the understanding and support of individuals or groups with indifferent or opposing points of view.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.
Apply participative management and creative organizational leadership.
Collect, compile and analyze data.
Communicate clearly and concisely, orally and in writing.
Communicate effectively with peers, subordinates, supervisors, and students in an open, honest manner.
Create an environment that is open to new ideas.
Demonstrate clear evidence of a sensitivity to, and understanding of the diverse academic, socioeconomic, ethnic, cultural, disability, religious and sexual orientation backgrounds of community college students, staff and the community and relate effectively using tact, diplomacy and courtesy.
Demonstrate commitment to continued improvement.
Develop and oversee contracts for front of house and box office personnel.
Develop, implement and evaluate the delivery of performing arts services to students and the community.
Encourage and acknowledge the contributions of others.
Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.
Establish and implement structures, systems and processes to accomplish stated goals and objectives.
Establish and maintain cooperative and effective working relationships, and meet the public with courtesy and tact.
Facilitate partnerships with commercial and civic groups.
Facilitate scheduling processes and create a plan that maximizes utilization of available resources and organizational efficiency.
Interact with staff and students in planning and conducting theatre production management activities.
Interpret, apply and explain complex and technical local, State and federal laws and regulations related to area of assignment.
Learn District and College operations, objectives, policies and procedures.
Learn the organization, functions, and inter-relationships of various operating units of the District and its colleges.
Maintain current knowledge of the performing arts and local, national and international performance artists.
Maintain the security of confidential materials and information.
Manage effectively in changing circumstances
Meet deadlines, follow structure and solve daily problems or challenges with initiative and to completion.

South Orange County Community College District
Page 4 – Director of Arts Production Manager

Ability to:

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

Perform work in a visible, accessible and collaborative manner.

Plan and systematically allocate resources to further institutional goals, evaluate the results of the allocations and develop strategies for continued development.

Plan, organize, coordinate and direct the technical operations and front house activities of a comprehensive performing arts program in a manner conducive to full performance and high morale.

Prepare and administer budgets for assigned program areas.

Prepare and distribute written documents such as news releases, public service announcements and calendar listings.

Prepare and submit oral and written reports and recommendations in an accurate and timely manner.

Process and file time sheets and purchase orders.

Select, train, develop, supervise and evaluate assigned personnel.

Serve as an effective representative of the College in the community.

Understand and carry out oral and written directions.

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

Work effectively with others to build trust and achieve common goals including student recruitment and retention.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

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

Work Environment

Duties are performed in an office environment while sitting at a desk or computer workstation or in a field location such as a performing arts center, other areas of campus, or off campus. Incumbents are subject to contact with students, community, guest artists, performers, vendors, college and faculty and staff. Subject to frequent interruptions, noise from talking or office/theater equipment and demanding timelines. At least minimal environmental controls to assure health and comfort. Must travel to other locations on and off campus to conduct work. Must work a flexible schedule that includes evening and weekend assignments.

Physical Demands

The Incumbent regularly sits for long periods, walks short distances on a regular basis, travels to various locations to attend meetings and conduct work, uses hands and fingers to operate an electronic keyboard or other office or theatre equipment, reaches with hands and arms, bends, stoops, kneels or crouches, speaks clearly and distinctly to answer telephones and to provide information, sees to read fine print and operate computer, hears and understands voices over telephone and in person. May occasionally exert 10 to 25 pounds of force to lift, carry, push, pull or otherwise move objects; and may lift up to 50 pounds.

Finalized by Marlys Grodt & Associates, May 4, 2015.

Evaluative Criteria: Education 40%; Experience 30%; Knowledge 30%

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Destruction of Class 3 Disposable Records

ACTION: Approval

BACKGROUND

Title 5, Section 59022 of the California Administrative Code requires that each community college district establish an annual procedure by which the chief administrative officer, or the designee of that officer, shall review documents and papers received or produced during the prior academic year and classify them as Class 1-Permanent, Class 2-Optional, or Class 3-Disposable. Further, Section 59022(b) states that, if such records are three or more years old and classified as Class 3-Disposable, they may be destroyed without further delay.

STATUS

The District has reviewed the classification of documents provided in Title 5, Section 59022 and has identified those documents listed in attached Exhibit A as those which may now be destroyed in compliance with the Code.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the destruction of documents detailed in Exhibit A.

CLASS 3 – DISPOSABLE RECORDS

DESTROY AFTER JULY 1, 2015

District Fiscal Services – Payroll

Hourly Time Cards	All Prior to Fiscal Year 2009-2010
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District Fiscal Services – Accounting

Vendor Account Payable Files	All Prior to Fiscal Year 2009-2010
Cash Receipts	All Prior to Fiscal Year 2009-2010
Grant Project Accounts	All Prior to Fiscal Year 2009-2010
Cash Disbursements	All Prior to Fiscal Year 2009-2010
Financial Aid Check Copies	All Prior to Fiscal Year 2009-2010
Student Refunds	All Prior to Fiscal Year 2009-2010
District Depository	All Prior to Fiscal Year 2009-2010
Warrant Registers	All Prior to Fiscal Year 2009-2010
Journal Entry	All Prior to Fiscal Year 2009-2010
Warrant Disbursements	All Prior to Fiscal Year 2009-2010

Human Resources

Employment Applications	All Prior to Fiscal Year 2011-2012
Recruitment Files	All Prior to Fiscal Year 2010-2011
Subpoenas/Requests for Records	All Prior to Fiscal Year 2011-2012

Irvine Valley College Financial Aid Office

Financial Aid Processing Files	All Prior to Academic Year 2011-2012
Veterans Processing Files	All Prior to Fiscal Year 2009-2010

Irvine Valley College Admissions and Records

Transcript Requests	All Prior to Academic Year 2012-2013
Verification Requests	All Prior to Academic Year 2012-2013

Saddleback College Admissions & Records

Add/Drop Cards	All Prior to Academic Year 2012-2013
AB 540 Affidavits	All Prior to Academic Year 2012-2013
Audit Requests	All Prior to Academic Year 2012-2013
Data Change Forms	All Prior to Academic Year 2012-2013
General Petitions	All Prior to Academic Year 2012-2013
K-12 Concurrent Enrollment Requests	All Prior to Academic Year 2012-2013
Positive Attendance Rosters	All Prior to Academic Year 2012-2013
Residency Reclassification Requests	All Prior to Academic Year 2012-2013

Saddleback College Financial Aid Office

Financial Aid Processing Files	All Prior to Fiscal Year 2010 -2011 if no loan or attendance prior to 2009-2010
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Saddleback College Student Payment/Veteran's Office

Veteran Benefit Processing Files	All Prior to Current Fiscal Year with No Activity for 3 Years
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Saddleback College Vice President for Student Services Office

Student Disciplinary Files	All Prior to Fiscal Year 2010-2011 except if disciplinary action is suspension or expulsion, in which case records are maintained indefinitely.
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TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Sabbatical Revision
ACTION: Approval

BACKGROUND

Annually, the SOCCCD Board of Trustees reviews the recommendations of the Sabbatical Committee for faculty sabbatical projects for the upcoming academic year. Sabbatical projects are reviewed and approved in accordance with Article XXVI, Section H, of the Academic Employee Master Agreement.

On January 26, 2015, the Board of Trustees approved the sabbatical projects of 24 faculty members during the 2015-2016 academic year, including Mary McDonough, Professor, Human Development, Social and Behavioral Sciences, Irvine Valley College, for academic year 2015-2016.

STATUS

For professional reasons, Professor McDonough submitted a revised sabbatical proposal to limit her leave to the Spring 2016 semester and modify the project activities accordingly. Exhibit A describes the revised proposal. The District-wide Sabbatical Committee has reviewed the revised proposal and supports the changes.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve revision to Mary McDonough's sabbatical proposal as shown on Exhibit A.

MARY MCDONOUGH

Human Development/Social and Behavioral Sciences
Irvine Valley College
Spring 2016

TITLE: Increasing Technology Skills and Updating and Preparing Traditional and Electronic Teaching Materials for HD/SOC 15 Socialization of the Child

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.

ACTIVITIES:

Primary activities will be related to actually learning and practicing new methods of teaching using technology. 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 course because I teach that course to approximately 350 students each year and we intend to offer that course 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, film clips, discussion boards, and updated PowerPoint presentations, to be used in HD 15 in regular, intensive, hybrid, or online delivery.
2. Journal validating such things as online courses and tutorials completed, resources reviewed, practice applications, texts and resources studied, meetings and workshops, and time spent exploring practical application of concepts and skills learned.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: District Initial Proposal to CSEA Chapter 586

ACTION: Review and Study

BACKGROUND

Government Code 3547 requires that all initial proposals from an exclusive representative of public school employees shall be presented at a public meeting of the Board of Trustees and shall thereafter be a matter of public record. In addition, before collective bargaining may take place, both the initial proposal of the exclusive representative and the community college district shall be made public for a reasonable time so that members of the public have the opportunity to express themselves regarding either of the initial proposals to the Board of Trustees.

STATUS

The South Orange County Community College District received an initial proposal from the California School Employees Association (CSEA) Chapter 586 at the March 30, 2015 Board meeting. A public hearing on the proposal was held at the April 27, 2015 Board meeting. In preparation for contract negotiations, the District has prepared its initial proposal (see Exhibit A) for Board acceptance for review and study to modify, amend, or terminate the Master Agreement and to begin negotiations.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept the District's initial proposal for review and study for the purpose of negotiations with CSEA Chapter 586 and set a public hearing on the proposal at the regularly scheduled June 2015 Board meeting.

Item Submitted by: *David P. Bugay, Ph.D., Vice Chancellor, Human Resources & Employer/Employee Relations*



Initial Proposal to Amend and Modify the Agreement between the District and Chapter 586 of the California School Employees Association

Article 5 EVALUATIONS

The District is interested in modifying the existing evaluation process and related forms.

Article 9 HEALTH AND WELFARE BENEFITS

The District is interested in discussing retiree health benefits.

Article 11 VACATIONS

The District is interested in discussing alternative notice for vacation accrual.

Article 12 LEAVES

The District is interested discussing personal necessity leave.

Article 14 GRIEVANCE PROCEDURE

The District is interested in discussing a district-initiated grievance procedure.

Article 19 SEVERABILITY

The District is interested in discussing the "hold harmless" clause.

Article 21 NEGOTIATIONS

The District is interested in discussing the notification for commencement of negotiations.

Article 22 DURATION

The District is interested in extending the term of the classified collective bargaining agreement.

Appendix C Memorandum of Understanding – Banked Holiday Leave

The District is interested in the elimination of banked holiday leave.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Contract Management Software System Project, Approval of Agreement, SciQuest, Inc.

ACTION: Approval

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 27 and 16 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. Dozens of Business Process Analysis sessions were conducted and the project is addressing improvements to the various business processes in a systemic way. Design and training sessions are underway regarding the software's operational functionality and implementation of the new improved business processes.

As part of the overall business process improvement and Workday project, the contracting process was reviewed. This process is currently cumbersome, paper driven, and not effective for the size and complexity of the district.

The contracts will be encumbered and invoices paid in the in the new Workday system. There were other goals identified in the business process analysis sessions regarding contracts that were needed to take the paper intensive and manual process for contracting into the 21st century. Those were identified by the contracts workgroup in a RFP for contracts management software (EXHIBIT A). The District desires to update its contract management tools and procedures in order to provide greater efficiency, tracking, visibility, and provide a means to create, modify, securely store, and have electronic workflow and approval routing of contracts. The new system should also allow for contract templates library, electronic signatures, ability to search text within contracts, document version control, ability to manage versioning and routing to legal counsel, ability to route email notifications and reminders on contract status, ability to store a library of standard contracts and contract clauses, and be integrated into Workday, among other things.

STATUS

On January 16 and 23, 2015, SOCCCD ran a newspaper advertisement for consideration of Contract Management System and Related Services, RFP #321D. 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 February 2, 2015, four proposals were received (EXHIBIT A). Steering committee members evaluated the submittals to select finalists. The respondents were required

to submit a total integrated solution. All four firms presented their software and implementation strategy to district and college end users. End users evaluated each module at the end of the presentations, and their evaluations were reviewed by the committee. Follow-up Q & A sessions addressed perceived weaknesses and clarification questions. Reference checks included calls to colleges currently using the potential software solution.

SciQuest, Inc. was recommended by the RFP committee because the software best fulfilled the needs of the district and will be able to be integrated with Workday's HR/Financial System Software.

Legal counsel reviewed this agreement (EXHIBIT B) with staff and the vendor. Basic aid funding for this agreement is estimated at \$330,223 for the five year term with implementation costs and expenses and is included in the HR/Finance Software System Project budget.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the contract for the Contract Management Software System with SciQuest, Inc. (EXHIBIT B) for a five year term effective May, 19, 2015.

**Request for Proposals for Contract Management Services
South Orange County Community College District**

May 18, 2015

<u>COMPANY NAME</u>	<u>CITY</u>	<u>SUBMITTED BY</u>
Hyland Software, Inc	Westlake, OH	Brandon Redding
iContracts	Raritan, NJ	Brian H. Potenski
SciQuest, Inc.	Morrisville, NC	Gary Thorholm
ESM Solutions Corporation	Warrington, PA	Anthony Rotoli

***Firms Interviewed**

****Recommended Firm**

Request for Proposal

Contract Management System

(RFP #321D)



**South Orange County Community District
28000 Marguerite Parkway
Saddleback College Health Sciences Building, 3rd Floor
Mission Viejo, CA 92692**

Responses Due: 2:00 PM, February 2, 2015

Request for Proposal
Contract Management System

RFP #321D

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Request for Proposal **Contract Management System**

RFP #321D

Introduction

The purpose of this document is to invite vendors to participate in the South Orange County Community District (District) procurement process for acquiring a Contract Management System. In particular, the goal is to solicit proposals for products and services that address the District's needs. The District's preference is for a Software as a Service (SaaS) solution.

Profile of the South Orange County Community District

South Orange County Community District encompasses 382 square miles in South Orange County serving over 909,000 residents in 26 communities. We know that higher education is directly linked to quality of life and economic vitality. We have helped generations of families achieve their educational and career goals since 1967.

This multi-campus district is comprised of Saddleback College in the City of Mission Viejo (1967), Irvine Valley College in the city of Irvine (1985) and Advanced Technology Education Park (2007) in the city of Tustin.

The District is governed by a seven-member elected Board of Trustees and the district's chief executive officer is the Chancellor.

District Services provides centralized administrative services to our three campuses including: Chancellor and Trustee Services, Business Services, Technology and Learning Services, and Human Resources. These departments provide accounting, benefits, facilities planning, fiscal services, human resources, information technology, institutional research and planning, payroll, public affairs, purchasing, risk management, and warehouse/mailroom services to our district.

The district continually assesses the effectiveness of its services through district-wide surveys, shared governance committees and task forces that are established to accomplish specific projects. Strategic planning is an essential tool for guiding our direction and assuring compliance with accreditation standards.

The Intent of the District

The District is seeking vendor proposals for the procurement, implementation, and ongoing success of a Contract Management System that will also integrate into an electronic signature system. In addition, the District seeks professional services to assist in the implementation.

Procurement Process

This RFP and any resulting contract or awards shall be governed by the Section 81645 of the State of California Education Code. As such, the following shall apply:

"The governing board of any community college District may contract with a party who has submitted one of the three lowest responsible competitive proposals or competitive bids, for the acquisition, procurement, or maintenance of electronic data processing systems and equipment, electronic telecommunications equipment, supporting software, and related materials, goods, and services, in

accordance with procedures, and criteria established by the governing board.” The District’s procurement process will entail four major steps:

Step One:

Vendors will be invited to submit proposals in response to this RFP. Proposals must, at a minimum, meet the District’s mandatory requirements as listed in the **“Critical Criteria for Proposed Software”** section of this RFP and should focus on products and services that best satisfy the District’s needs, as presented in this RFP. No cost information is desired from vendors in Step One of the procurement process.

Step Two:

The District evaluation committee will evaluate vendors’ written responses with respect to the District’s needs and critical criteria, as presented in this RFP. Qualified vendors will be invited to continue in the procurement process.

Step Three:

Qualified vendors will be asked to perform product demonstrations. Such demonstrations will be based upon the District’s specific functional needs and requirements.

Step Four:

After a thorough evaluation of vendors’ proposals and onsite demonstrations, the District will solicit proposed pricing from qualified vendors. Furthermore, the District may ask qualified vendors to refine their proposals for various products and services. At the conclusion of such a process, the District anticipates they will make a final recommendation to the District’s Governing Board to authorize a contract.

RFP Instructions and Requirements

Below are instructions and requirements for all vendors. The District will not consider a vendor’s proposal unless it is consistent with all material instructions and requirements.

- *The District has engaged the services of Strata Information Group (SIG) to assist in this procurement process. All vendors shall consider Henry Eimstad or Harold George of SIG as sole point of contact for all communication throughout the entire evaluation process. Henry or Harold can be reached at:*

*Henry Eimstad
Partner
Strata Information Group
3935 Harney St, Suite 203
San Diego, CA 92110
619-719-2483 - Cell
eimstad@sigcorp.com-Email*

*Harold George
General Manager, Professional Services
Strata Information Group
3935 Harney St, Suite 203
San Diego, CA 92110
210-364-1349 – Cell
george@sigcorp.com-Email*

PROPOSAL INFORMATION:

Submittal Deadline: **2:00 PM, Monday, February 2, 2015**

Place of Bid Receipt: SOCCCD – Facilities Planning and Purchasing Department
Saddleback College
Third Floor, Heath Sciences Building
28000 Marguerite Parkway
Mission Viejo, CA 92692-3635

Mailing Address: South Orange County Community College District
Attn: Brandye D'Lena
Executive Director of Facilities Planning and Purchasing
28000 Marguerite Parkway
Mission Viejo, CA 92692-3635

Proposals will be received up to the above-indicated time and date. Late proposals will not be accepted and will be returned unopened. Proposals may be delivered in person, by U.S. mail, or courier services. Fax proposals are not acceptable. Proposals must be submitted in an envelope plainly marked with the following information: Contract Management System (SOCCCD RFP #321D)

Proposals shall be binding upon the provider for 180 calendar days following the award recommendation date. All terms and specifications included in or appended to this solicitation apply to any subsequent award.

Number of Copies: Submit ten (10) copies of the proposal. An electronic copy in MS-Word and PDF formats on a flash drive must also be provided. Brochures and other promotional materials are not necessary unless you consider them to be the only way to convey your services.

- Each proposal shall conform to the format presented in Appendix A. Proposals shall include tabs at each identified section and all information shall be presented in the order that is identified in Appendix A.
- Each proposal shall include a Non Collusion Declaration signed by the vendor with his/her usual longhand signature. Proposals by partnerships must include the names of all partners and be signed in the partnership name by a general partner with the authority to bind the partnership in all relevant matters. Proposals by corporations must include the legal name of the corporation followed by the signature of a person who is authorized to bind the corporation. The name of each signatory shall be typed or printed below the signature. When requested by the District, satisfactory evidence of the authority of all those who signed the proposal shall be furnished.
- Proposals may be withdrawn by a vendor prior to February 2, 2015, by submitting a written request to the District. Thereafter, a vendor shall not be relieved of the proposal submitted without the District's consent or vendor's recourse to Public Contract Code 5100 et seq.
- All addenda issued prior to February 2, 2015, shall form a part of the specifications issued to vendors for the preparation of their proposals and will be made available on the district's bid website.
- The District reserves the right to reject any or all proposals, or any portion or combination thereof. In addition, the District reserves the right to waive any irregularity or informality within the proposal or procurement process.
- Section 508 Compliance statement: Vendors bidding on this proposal must be willing to accept the following statement as part of any agreements that may be entered into with the District's: *"Vendor hereby warrants that the products or services to be provided under this agreement comply with the accessibility requirements of section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, part 1194. Vendor agrees to promptly respond to and resolve any complaint regarding accessibility of its*

products or services, which is brought to its attention. Vendor further agrees to indemnify and hold harmless the South Orange County Community College District, the Chancellor's Office of the California Community Districts, and any California community District using the vendor's products or services from any claim rising out of its failure to comply with the aforesaid requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this agreement."

- The award of a contract to a qualified vendor, if made by the District, will be based upon a comprehensive review and analysis of each proposal. The District shall be the sole judge of the merits of proposed products and services. The District, alone, shall determine its best interests and act accordingly. All vendors shall abide by the decisions of the District.
- Upon the District's request, a vendor shall submit satisfactory documentation of its financial resources, experience in providing relevant products/services, personnel who are available to perform with respect to the proposed contract and any other desired evidence of the vendor's qualifications.
- Vendors are entirely responsible for any expenses that are associated with their participation in the procurement process. The District shall have no responsibility.
- The District reserves the right to perform whatever research it deems appropriate in order to assess the merits of any vendor's proposal. Such research may include, but not necessarily be limited to, discussions with outside consultants, interviews with the vendor's existing clients and analysis of industry reports.
- The District reserves the right to seek clarifications and follow up information from vendors.
- Vendors are hereby advised that the District is bound by open records laws and policies when it receives vendor-submitted materials. Any information that constitutes a trade secret and that a vendor wishes to declare confidential should not be included in the RFP response.
- In the event of litigation, the related matters shall be governed by and construed in accordance with the law of the State of California. The venue shall be with the appropriate state or federal court located in Orange County, California.
- The vendor selected by the District will be required to execute a formal contractual agreement based upon the terms and conditions included in this RFP. A draft contract may be provided as consideration in the development of the Agreement. All contract documents are subject to the approval of the District and its legal counsel. Electronic approval of terms and conditions upon sign-in will not be binding. All contract amendments must be fully executed between those identified as signatory by each party.
- Each vendor and subcontractor, if any, must possess all appropriate and required licenses or other permits to perform the work as identified in the contract documents. Upon request, each vendor shall furnish the District with evidence demonstrating possession of required licenses and/or permits.
- The vendor shall not discriminate against any prospective or active employee engaged to perform any work because of race, color, ancestry, national origin, religious creed, sex, age, disability or marital status. The vendor agrees to comply with applicable federal and State laws including, but not limited to, the California Fair Employment and Housing Act, beginning with Government Code Section 12900, and Labor Code Section 1735. In addition, the vendor agrees to require compliance with this provision by any subcontractor.
- No interest in the contract shall be transferred to any other party without the permission of the District's Governing Board.
- Any award that arises out of the procurement process shall be governed by the laws of the State of California.

- The vendor agrees to indemnify and hold harmless the District from any claim that arises out of its failure to comply with the Rehabilitation Act of 1973, as amended.
- In accordance with the provisions of Section 3700 of the Labor Code, the successful vendor shall secure the payment of compensation to its employees. The vendor hereby acknowledges, and by submitting a proposal agrees, to the following statement:

"I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract documents."

- Insurance: Vendor shall not commence work until it has obtained the insurance required herein and has submitted proof of such coverage to the District. Vendor shall not allow any subcontractor, agent, or employee to commence work on the contract without proof of same. Coverage must be secured and maintained for the duration of the contract.
 - (a) Workers' Compensation Insurance not less than the statutory limits and including employer's liability coverage limits not less than \$1,000,000.
 - (b) Comprehensive Commercial General Liability Insurance with limits not less than \$1,000,000 per occurrence.
 - (c) Comprehensive Automobile Liability Insurance with limits not less than \$1,000,000 per occurrence for all owned, non-owned and hired vehicles.

The insurance certificates for (b) and (c) must list the District as additional insured, as follows: **South Orange County Community College District, its Board of Trustees, officers, agents, representatives, employees, and volunteers are added as additional insured.** The certificate must include a copy of the additional insured endorsement that amends the insurance policy.

- The District does not discriminate with regard to race, color, gender, national origin, or disability in the awarding of contracts.
- The District encourages the submission of proposals from all vendors who can meet the mandatory requirements set forth in this RFP.

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Existing Applications and Information Technology at SOCCCD

General Background

SOCCCD supports a portfolio of administrative applications that provide services district-wide to students, faculty, and staff. This portfolio includes a complete Student Information System, Human Resources system, Financial system, Financial Aid system, Library automation system, Learning Management System, and Enterprise Content Management System. In order to simplify management of the systems and minimize expense, SOCCCD IT has standardized on a Windows Server and SQL Server environment with web client access whenever possible.

Web Systems Information

Many systems at SOCCCD provide services through a web browser. Most SIS functionality is delivered through MySite, a web-based portal for students, faculty, and staff. HCM is completely web-based. PowerFacts has a student-facing web portal. The Sirsi library system has a web portal for patrons. ImageNow provides web clients in addition to full Windows clients. The Blackboard LMS is completely web-based.

Current Application Software Supported

Systems Name	Source	Areas Directly Supported	Functional Description
Student Information System (SIS)	Locally developed	Students, faculty, staff	Comprehensive software application which automates many functions in Student Services and Instruction at the colleges. Services are provided to students, faculty, and staff through a common portal.
Finance (FDM) (being implemented)	Workday	Purchasing (central Purchasing and all offices/departments), Business Services	Software in support of purchasing and accounting
HR/Payroll (HCM) (being implemented)	Workday	HR, Payroll Business Services, College fiscal offices	Software in support of HR functions, budget development, and local payroll processes
PowerFacts	College Board	Financial Aid offices	Financial Aid software used to automate all aspects of the college financial aid offices
Sirsi Unicorn	SirsiDynix	Library staff and students	Library automation system supporting all library functions
ImageNow	Perceptive Software	Financial Aid offices, Admissions and Records offices, student services, instruction	Enterprise-wide document management and workflow system
Blackboard LMS	Blackboard	Students, faculty	Learning management system for students
PeopleAdmin	PeopleAdmin	Applicant Tracking, Position Description, Performance Management	Comprehensive Software as a Service for managing all Employment Applications and associated Position Descriptions and for managing performance evaluations for Administrators and Managers.

Systems Name	Source	Areas Directly Supported	Functional Description
Raiser's Edge	Blackbaud	College Foundation Offices	Fundraising Management solution for nonprofits which includes a database of donor and contribution records. It also includes modules for Alumni Tracking and Events Management.
SchoolDude	SchoolDude	Capital Planning, Facilities Management and Operations	A Computerized Maintenance Management System (CMMS) for capital planning, inventory, work orders, preventive maintenance, and management of building automation systems
FUSION	Foundation for California Community Colleges	Space Inventory Management, Facilities Assessments, Enrollment Forecasting, Facilities Planning and Project Fiscal Management	A web based suite to support the integrated management and reporting on California Community College facilities throughout the state.
SharePoint	Microsoft	Faculty and Staff	A general purpose collaboration solution for information sharing and communication
inForm Data Warehouse	Based on Microsoft Business intelligence stack	College and District Researchers, administrators, faculty and staff	A general purpose data warehouse containing student, staff, and financial data, along with research tools and reports. Also used for state reporting.

Important Facts

Websites	http://www.socccd.edu , http://www.ivc.edu	http://www.saddleback.edu ,
Number of Full-Time Faculty	350	
Number of Part-Time Faculty	1,047	
Number of Academic Administrators and Classified Administrators/Managers	109	
Number of Regular Classified FT and PT Employees	538	
Number of Short-term Temporary Classified Employees	879	
Major Sites	South Orange County Community College District Saddleback College, Mission Viejo, CA Irvine Valley College, Irvine, CA Advanced Technology and Education Park (ATEP), Tustin, CA	
Accreditation	Western Association of Schools and Colleges (WASC)	
Fall 2011 Enrollment (Headcount)(FTES)	42,151 Headcount 27828 FTES 2011-2012	
FY 2012-2013 Unrestricted General Fund Budget	\$201 million	

Dates and Timeframes*

***All Dates are subject to change at the discretion of the District**

Event	Date/Timeframe
Release of RFP	January 16, 2015
Deadline for vendors' questions to District	January 26, 2015
Deadline for District to respond to vendor questions	January 28, 2015
Deadline for vendors' submission of proposals	February 2, 2015
Selection of vendors who will be invited to give onsite demonstrations	February 12, 2015
On-site vendor demonstrations and presentations	TBD
Request for Pricing Proposals issued	TBD
Pricing Proposals Due	TBD
Finalization of contract terms and pricing	TBD
Approval of contract award by the District's Board	TBD

All questions should be submitted to Harold George of SIG, george@sigcorp.com – Email, in writing by the deadline indicated above. Written answers to questions will be distributed to all vendors on or before January 26, 2015.

Vendors are strongly encouraged to schedule their resources according to the above dates and timeframes.

Critical Criteria for Proposed Software

Description of the District's current contract development environment

Currently, the District's contract templates are stored on SharePoint in either Word or PDF format. At the most basic level, users at each of the three colleges or the District office download the contract, enter information such as vendor name, contract term, a scope of work description, and contract amount. At the colleges, contracts are reviewed by the college business office or other parties, approved by appropriate college officials, and sent to District office, typically via email, for review and approval. Once executed, contracts are forwarded to the vendor, stored on the District server, and attached as an image to the District's electronic Purchase Order. The District does not have any reporting, version control, standard file naming conventions, or standard storage locations for its contract. The District is implementing Workday HCM and FDM, and will have some capabilities through system workflow to perform final approval and encumber against approved contract. For the most part, the District and the Colleges use standard contract templates. Standard terms and conditions typically don't change between templates and minimal negotiation occurs with vendors. However, the District does use some contracts, long-term facilities use agreements or other vendor supplied contracts, for instance, where contract specifics may be negotiated with a vendor, revised to meet district requirements and/or go through district and/legal review and refinement. When a contract is in negotiations, multiple parties such as the vendor, vendor's legal counsel, the District, and District's legal counsel, as well as the initiating department might enter or edit contract data. Microsoft Word change-tracking is used to track activity. This can be a lengthy process. Dealing with various versions and persons providing input gets complicated, time-consuming, and confusing. The District desires to make this versioning process more user-friendly, efficient, and to significantly reduce processing time to achieve the final product.

Description of the District's requirements for a new Contract Management System

The District wishes to update its contract management tools and procedures in order to provide greater efficiency, tracking, and visibility. As such, a new contract management system should provide for the following:

- The creation, modification, secure storage, and electronic workflow/approval routing of contracts
- Detailed and executive-level customizable reporting for contract expiration, contract value, and contract type
- The ability to update/upload contract templates in a variety of common file formats
- The ability to apply electronic signatures either in parallel or sequence
- Ability to search text within contracts
- Document version control and the ability to compare versions and originators
- The ability to route a contract outside of the District to vendors or legal counsel for the purpose of review, editing, negotiation, and finalizing the document
- The ability to store and link to a contract other related documents such as certificates of insurance, bonds, scope of work, and/or other necessary exhibits
- The ability to generate email notifications and reminders regarding contract status
- The assignment of a dedicated account representative
- Customer support during SOCCCD business hours for technical difficulties
- Ability to manage other documents that may require multiple-party review, editing, and approvals
- The ability to store a library of standard contract clauses that can be inserted into a contract as needed is a plus
- The ability to be integrated into Workday would be a plus.
- Sample training materials need to be provided by Vendor for District review.
- Proactively notify on contract expiration based on type of contract
- Allow for role-based security and task assignments

Scope of Work

The scope of work for this project consists of the following primary tasks. The District requires that for all tasks, the Vendor assign a dedicated representative to work with the District and its project team through all phases of review, setup, planning, and training.

- **Review of District Business Model.** The planning phase will include a Vendor review, in consultation with the District's project team, of the District's current contracts business processes and make recommendations to the District as to modifications to its processes based on best practices and software functionality, including recommendation on which components of the software would be utilized in Vendor's software versus Workday. The goal is to ensure there are no gaps in contracts management process between the two products, Vendor's product and Workday.
- **Initial System Setup.** In consultation with the District's project team, the Vendor will work with the District to complete the initial setup of the system.
- **Planning/Implementation.** The District expects that implementation will consist of an initial pilot implementation and a subsequent phased rollout of the system throughout the District's two colleges and District services locations. In consultation with the District project team, the Vendor will develop a pilot implementation plan and the first phase of a district-wide phased rollout. The District expects that the Vendor will provide a dedicated representative to work directly with the District during the pilot and initial implementation.

The pilot implementation will include an additional review of the system setup should it be necessary to fine-tune the initial setup as described in "Initial System Setup" above.

- **Training.** The implementation phase will include Vendor-provided, face-to-face training for contract management system administrators and pilot program participants. The Vendor will also propose an additional training strategy including either face-to-face training or Web-based training for additional users during the first phase of the District-wide rollout. On line training webinars are desirable for ongoing training.
- **Implementation.** Timeline should be provided by Vendor.

Supplementary Questions

The following questions are important with respect to the evaluation of proposals. Vendors should provide clear and detailed responses to each item.

1. Please provide detailed information about reference sites. We are specifically interested in your most recent implementations. Please include the following:
 - a. Names of institutions
 - b. Contact names, titles, telephone numbers, and email addresses
 - c. List of installed software products and the production status of each, when they were implemented and which release.
2. Please organize the information about reference sites with respect to the following categories:
 - a. California State and Private Universities
 - b. California Community College District(s)
 - c. Community college districts with multiple colleges
 - d. State and Private Universities and Colleges
3. Please describe how your solution meets Section 508 accessibility requirements.
4. Please describe all available report writers, query tools, and other ancillary software.
5. Please describe any online training materials that the District should consider.
6. SOCCCD anticipates that this system may be integrated with Workday. Please describe your approach to Workday integration.
7. Please describe your SaaS environment. Is it "Single or Multi" tenant?

Appendix A: Required Format for RFP Response

Section 1: Executive Summary

Provide an executive summary that summarizes the proposal.

Section 2: Vendor Profile

Provide the following information:

- (a) Name of vendor
- (b) Vendor's mailing address, telephone number, FAX number, and web site address
- (c) Vendor's primary contact person
- (d) Primary contact person's title, mailing address, telephone number(s), FAX number, and email address
- (e) Brief overview of the vendor's company, products and services
- (f) Identify proposed staff and provide resume's

Section 3: Vendor's Understanding of the RFP

- (a) Provide a statement that acknowledges the vendor's understanding of the "Procurement Process" as presented in the RFP.
- (b) Provide a statement that acknowledges the vendor's understanding of the "RFP Instructions and Requirements" as presented in the RFP.

Section 4: Critical Criteria for Proposed Software

Provide responses to each of the items within the "Critical Criteria for Proposed Software" section of the RFP.

Section 5: Proposed Software Products

Identify all application software that is proposed or required.

Section 6: Supplementary Questions

Provide a response to each of the items within the "Supplementary Questions" section of the RFP.

Section 7: Proposed Training and Implementation Services

- (a) Describe the training and implementation support that is required, recommended, available or provided for each proposed software product, including the database management system.
- (b) Provide a suggested implementation schedule, including major milestones.
- (c) Estimate the number of hours of vendor-provided professional services that are needed.
- (d) Describe all additional services (e.g., remote technical support) that are required, recommended, and available or provided for each proposed product.
- (e) Provide information about national-, regional-, and state-specific Users Groups that are supported by your company. Include contact information for Officers of those Users Groups.

Section 8: Data Conversion and System Interfaces

- (a) Describe the products, utilities, processes and services that are recommended or needed for the conversion or loading of the District's existing data.
- (b) Identify a means of developing and maintaining interfaces between this system and Workday and the District's future enterprise systems during the implementation process.

Section 9: Software Maintenance and Enhancements

- (a) Describe the benefits, impacts, and schedules of new releases and modules. State the circumstances under which such releases are mandatory or optional.
- (b) Describe, both during and after the warranty period, the procedures for obtaining product support.
- (c) Explain how custom modifications can be made by the vendor and/or District. In addition, describe the alternative mechanisms for maintaining such modifications over time.

Section 10: Vendor's Corporate Strength

Describe the vendor's corporate history, market segment(s), client base, employee base, research and development programs and financial well-being.

Section 11: Optional Products and Services

Describe, in detail, all optional products and services. Vendors are hereby advised that the District's may want to procure an optional item, but might not be able to do so if it is not formally declared in this section. Optional products might include query tools, workflow systems, IVR solutions, utilities, documentation, training materials, data warehouses, database technologies, security mechanisms, etc.

Section 12: Additional Information

Provide any additional information that the District should consider in its evaluation of proposals. This would include a list of whether your company is currently involved in litigation with any of your clients. Do not provide marketing brochures or generic information that does not meet your specific solution to this Request for Proposal.

Section 13: Acknowledgement of Addenda

Provide attached proposal form that acknowledges understanding and compliance with RFP conditions and acknowledges the issuance and receipt of any RFP addenda, if applicable.

Section 14: Client References

Provide three client references for agencies/companies that are currently or in the past five years have used your services. Community Colleges are preferred. A correlation between the proposed systems and the referenced system is preferred.

For each client include:

Owner/Company/Agency Name:

Contact Person No. 1 and current telephone number: Business Services Executive

Contact Person No. 2 and current telephone number: IT Executive

Section 15: Contact Information Page

Company Name:

Mailing Address:

City, State, and Zip Code:

Telephone Number:

FAX Number:

Name of Signatory):

Title of Signatory:

Individual

Name: _____

Title: _____

Partnership

Name: _____

Name of Signatory: _____

Title: _____

Corporation

Name: _____

(a _____ Corporation)

President: _____

Secretary: _____

[Seal]

Request for Proposal
SOCCCD No. 321D

**Contract Management System
Software as a Service (SaaS)**

NON-COLLUSION DECLARATION

The prospective Vendor must sign the Affidavit and provide the information required of Vendor as outlined.

NON-COLLUSION DECLARATION

I hereby swear (or affirm) under the penalty of perjury:

1. That I am the Vendor; a partner, an officer or an employee of the responding company/corporation having authority to sign on its behalf;
2. That the attached proposal or proposals have been arrived at by the Vendor independently, and have been submitted without collusion and without any agreement, understanding, or planned common course of action with any other Vendor or materials, supplies, equipment or services described in the Request for Proposal designed to limit independent offers or competition;
3. That I have fully informed myself regarding the accuracy of the statements made in the affidavit.

Declared this

_____ of _____, _____

Signature

Firm Name

Date

Request for Proposal
SOCCCD Number 321D

**Contract Management System
Software as a Service (SaaS)**

PROPOSAL FORM

Director of Facilities Planning and Purchasing
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92629-3635

In compliance with this Request for Proposal, the undersigned acknowledges that I have read and understand all the conditions imposed herein and have received Addenda numbers _____ and agree to furnish the services in accordance with the attached proposal or as mutually agreed upon by subsequent negotiation.

Name of Firm: _____

Address: _____

City: _____

State & Zip: _____

Telephone: _____

Name: _____

Signature: _____

Title: _____

Date: _____



MASTER SUBSCRIPTION AGREEMENT TERMS AND CONDITIONS

Purchases of Subscriptions and Services (as defined below) under a Purchase Document with SciQuest, Inc. ("**SciQuest**") and the party named in such Purchase Document ("**Client**") shall be subject to the following, additional Terms and Conditions as of the dates specified in the Purchase Document (the "**Effective Date**"). By executing a Purchase Document, Client agrees to be bound by the following additional Terms and Conditions.

1. DEFINITIONS. In addition to the terms defined elsewhere in the Agreement, the terms set forth in this Section 1 shall have the following meanings:

1.1. "Agreement" shall mean these Master Subscription Agreement Terms and Conditions, Purchase Documents, the Terms of Service posted at <http://www.sciquest.com/terms-of-service/> and such other documents, attachments and exhibits that the parties' authorized representatives may mutually agree to in writing from time to time.

1.2. "Affiliates" shall mean any entity which directly or indirectly controls, is controlled by or is under common control with the subject entity. "Control," for purposes of this definition, means direct or indirect ownership or control of more than 50% of the voting interests of the subject entity. SciQuest and Client agree that Affiliates of Client may access SciQuest Applications and Services from SciQuest by entering into an Order Form with SciQuest.

1.3. "Authorized Users" shall mean (i) Client's employees, contractors, subcontractors and outsourcing vendors and (ii) employees, contractors, subcontractors and outsourcing vendors of any Affiliates or other entities designated in an Order Form as being authorized by Client to access and use the SciQuest Applications and Services, in each case who have been supplied user identification and passwords by Client. Any use by contractors, subcontractors or outsourcing vendors acting on Client's behalf shall be subject to the terms of the Agreement and Client remains responsible for its obligations and for the activities and omissions of such third parties.

1.4. "Client Data" shall mean data generated, uploaded or transmitted by Authorized Users using the SciQuest Applications.

1.5. "Order Form" shall mean the ordering documents executed by SciQuest and Client that represent the initial purchase of the Subscription to the SciQuest Applications and certain Services, and any subsequent ordering documents that from time to time are executed hereunder by Client and SciQuest and which shall expressly refer to the Agreement.

1.6. "Professional Services" shall mean any implementation, training, consulting, data migration, conversion, integration or other services provided by SciQuest to Client, as set forth in a Statement of Work or as described in the Terms of Service.

1.7. "Purchase Document" shall mean an Order Form or Statement of Work. Purchase Documents shall be deemed incorporated herein by reference.

1.8. "SciQuest Applications" shall mean those software applications made available to Client by SciQuest via a Subscription.

1.9. "Services" shall mean the Support Services and Professional Services.

1.10. "Statement of Work" shall mean any document executed by SciQuest and Client describing the deliverables, milestones, project plan, acceptance criteria and other items related to the delivery of the implementation services and other Professional Services provided by SciQuest to Client.

1.11. "Subscription" shall mean the right of Authorized Users to access the SciQuest Applications and certain Professional Services during the Subscription Term, as set forth in an Order Form.

1.12. "Supplier Enablement Services" shall mean those services used to deliver any supplier enablement-related SciQuest Applications to Client, as described in the Terms of Service.

1.13. "Support Services" shall mean the maintenance and support services described in the Terms of Service, and provided in connection with the SciQuest Applications.

1.14. "Terms of Service" shall mean those Support Services and Professional Services terms posted at <http://www.sciquest.com/terms-of-service/>, which are incorporated herein. Client acknowledges and agrees it has read, understands and agrees to be bound by the Terms of Service.

2. CHANGES; COOPERATION.

2.1. Changes. In connection with SciQuest's efforts to continually improve the SciQuest Applications and Services, SciQuest may from time to time develop and make available to SciQuest's clients, free of charge, enhancements, upgrades, updates, improvements, modifications, extensions and other changes to the SciQuest Applications, Services and Terms of Service ("Changes"). SciQuest shall provide Client reasonable, advance notice of all Changes to the SciQuest Applications, Services and Terms of Service in order to, among other things, enable Client to prepare for upcoming releases, learn about new features, and access key information about the SciQuest Applications, Services and Terms of Service. IN NO EVENT MAY SCIQUEST MAKE ANY CHANGES THAT MATERIALLY AND ADVERSELY IMPACT THE CLIENT'S USE OF THE SCIQUEST APPLICATIONS OR SERVICES. Client hereby authorizes SciQuest to implement such Changes.

2.2. Cooperation. Client acknowledges that the successful and timely providing of the SciQuest Applications and Services shall require the good faith cooperation of Client as it pertains to Client's duties and obligations under the Agreement, including the Statement(s) of Work. SciQuest shall not be liable for any failure to provide the SciQuest Applications and Services to the extent arising from Client's failure to cooperate in good faith with SciQuest.

2.3. Terms. SciQuest shall provide the SciQuest Applications and Services to Client pursuant to these Terms and Conditions and any specific limitations set forth in Order Forms.

3. USE OF THE SCIQUEST APPLICATIONS AND SERVICES.

3.1. Proprietary Rights. This is a subscription agreement for use of the SciQuest Applications. The Agreement is not a sale, or assignment and transfer, of any software. Client agrees that SciQuest, its licensors or its suppliers retain all right, title and interest (including all patent, copyright, trade secret and other intellectual property rights) in and to the SciQuest Applications, the Services, Services deliverables and any and all related and underlying software (including interfaces created by SciQuest), databases, technology, reports and documentation, and any adaptation, modification, derivation, addition or extension to the SciQuest Applications and Services. Except for the Subscription granted hereunder, nothing in the Agreement gives the Client any right, title or interest in or to the SciQuest Applications, the Services or any related documentation.

3.2. SciQuest License. SciQuest hereby grants to Client a nontransferable, non-exclusive license during the Subscription Term, to allow Authorized Users to access and use the SciQuest Applications for its internal business purposes.

3.3. Use Guidelines.



3.3.1. The SciQuest Applications are provided to Client for use only as expressly set forth in the Agreement, and Client will not use the SciQuest Applications in whole or in part for any other use or purpose. In particular, Client will not, and will not allow any third party to: (i) decompile, disassemble, reverse engineer or attempt to reconstruct, identify or discover any source code, underlying ideas, underlying user interface techniques or algorithms of the SciQuest Applications by any means, or disclose any of the foregoing; (ii) except as expressly set forth in the Agreement, provide, rent, lease, lend, or use the SciQuest Applications for timesharing, subscription, or service bureau purposes; (iii) sublicense, transfer or assign the SciQuest Applications or any of the rights or licenses granted under the Agreement; or remove or obscure any trademark, product identification, proprietary marking, copyright or other notices provided with the SciQuest Applications or related documentation.

3.3.2. Client shall not: (i) use the SciQuest Applications for storage, possession, or transmission of any information, the possession, creation or transmission of which violates any state, local or federal law; (ii) transmit Client Data using the SciQuest Applications that infringes upon or misappropriates the intellectual property or privacy rights of any third party; (iii) perform any load testing of the SciQuest Applications or attempt to probe, scan or test the vulnerability of the SciQuest Applications without SciQuest's prior, written consent; or (iv) log into a server or account that Client is not authorized to access.

3.4. Client Responsibilities. Client is responsible for all activity occurring under Authorized User accounts and for each Authorized User's compliance with all terms and conditions of the Agreement. Client shall have sole responsibility for the accuracy, quality, integrity, legality, reliability and appropriateness of all Client Data generated, uploaded and transmitted by Client and Authorized Users. Client shall use commercially reasonable efforts to prevent unauthorized access to, or use of, the SciQuest Applications and notify SciQuest immediately of any unauthorized use of any password or account or any other known or suspected breach of security.

3.5. Authorized Users.

3.5.1. The Subscription to the SciQuest Applications is granted solely to Authorized Users and shall not be shared with any third parties, except as set forth in Section 1.2 above. The number of Authorized Users accessing the SciQuest Applications shall not exceed the maximum number of Authorized Users specified in the Order Form. User Subscriptions are for named users and cannot be shared or used by more than one user but may be reassigned from time to time to new Authorized Users who have terminated an employment or some other prior relationship with Client, changed job status or function, or otherwise no longer require ongoing use of the SciQuest Applications.

3.5.2. Client acknowledges that the price of the Subscription purchased hereunder is based on Client's access requirements as provided to SciQuest as of the Effective Date of the Agreement. In the event Client wishes to subsequently expand access to additional users, Affiliates, business units or otherwise, Client may purchase additional Subscriptions to the SciQuest Applications by executing separate Order Forms hereunder.

3.6. Client Data. Client owns all right, title and interest in, and to, all Client Data. In connection with Client's use of the SciQuest Applications, SciQuest is provided access to Client Data. Client hereby grants to SciQuest a worldwide, non-exclusive, fully paid-up license to use the Client Data to the extent necessary to provide Client the SciQuest Applications and Services. SciQuest may use the Client Data in an anonymous, aggregated format with data provided by other third parties (making it impossible to identify Client, or any individual Client transaction from the data) to better serve our Clients.

3.7. Protection of Client Data. Client Data is deemed Confidential Information under this Agreement and SciQuest shall maintain the confidentiality of Client Data in accordance with its

confidentiality obligations under this Agreement. Additionally, SciQuest shall maintain, at a minimum, industry standard administrative, physical and technical safeguards for protection of the security, confidentiality and integrity of Client Data.

4. FEES; PAYMENT.

4.1. Fees; Payment. Client agrees to pay SciQuest all of the fees agreed to in the Order Form(s). Fees for the SciQuest Applications and Services will be invoiced in advance in accordance with the terms of the Order Form. Unless otherwise stated in the Order Form, all payments shall be made in United States dollars no later than thirty (30) days after the date of invoice, payable in full, without reduction for any offset, withholding or other claims (except with respect to charges then under reasonable and good faith dispute as evidenced in a writing promptly sent by Client to SciQuest prior to the payment due date). All payments not received when due shall accrue interest at a rate per month of one and one-half percent (1.5%) (excluding reasonably disputed payments). Payment obligations are non-cancellable and, except as set forth in Sections 5.3, 6.1 and 7.1 below, all fees are non-refundable. Client shall remit payment via electronic funds transfer to the account designated in the Order Form.

4.2. Taxes. The fees payable under the Agreement shall not include local, state, federal or foreign sales, use, value-added, excise or personal property or other similar taxes or duties now in force or enacted in the future imposed on the transaction and/or the delivery of the Services, all of which Client shall be responsible for and pay in full except those taxes based on the net income of SciQuest. If Client is exempt from the payment of any such taxes, upon execution of the Agreement, Client shall provide SciQuest with a valid tax exemption certificate authorized by the appropriate taxing authority.

4.3. Suspension of Service. IF ANY CLIENT ACCOUNT IS THIRTY (30) DAYS OR MORE OVERDUE (EXCEPT WITH RESPECT TO CHARGES THEN UNDER REASONABLE AND GOOD FAITH DISPUTE), IN ADDITION TO ANY OTHER RIGHTS AND REMEDIES (INCLUDING THE TERMINATION RIGHTS SET FORTH IN THE AGREEMENT), SCIQUEST RESERVES THE RIGHT, UPON TEN (10) DAYS PRIOR WRITTEN NOTICE TO CLIENT, TO SUSPEND THE SUBSCRIPTION TO THE SCIQUEST APPLICATIONS AND PROVISION OF SERVICES WITHOUT LIABILITY TO SCIQUEST UNTIL SUCH ACCOUNT IS PAID IN FULL.

5. TERM AND TERMINATION.

5.1. Term of the Agreement. The Agreement commences on the Effective Date and continues until the Subscription to the SciQuest Applications granted in accordance with the Agreement has expired or the Agreement is terminated earlier, pursuant to the Terms and Conditions set forth herein.

5.2. Term of Subscription. The Subscription term to the SciQuest Applications shall be as set forth in the Order Form (the "Subscription Term"). Unless otherwise set forth in an Order Form, upon the expiration of the Subscription Term, the Subscription Term to the SciQuest Applications shall automatically renew for additional one (1) year periods, unless either party provides written notice to the other (written notice to SciQuest shall be provided either to AR@sciquest.com or SciQuest's address set forth below, attention: "SciQuest Finance Department") of its intent not to renew at least sixty (60) days prior to the end of the Subscription Term.

5.3. Termination for Cause. Either party may terminate the Agreement by written notice if the other party commits a material breach and fails to cure such breach within thirty (30) days following receipt of written notice of such breach.

5.4. Outstanding Fees. Termination shall not relieve Client of the obligation to pay SciQuest the fees agreed in the Order Form unless (i) Client terminates the Agreement in accordance with Section



5.3 above, in which case Client shall be entitled to a prorated refund of any pre-paid Subscription fees for the remaining number of months left in the Subscription Term following the effective date of termination or (ii) the Agreement is terminated in accordance with Section 6.1 or 7.1.

5.5. Effect of Termination. Upon any termination or expiration of the Agreement (i) SciQuest will terminate Client's access to the SciQuest Applications and will cease providing the Services; (ii) Client shall immediately cease any and all use of and access to any SciQuest Applications; and (iii) each party hereunder shall return to the other party any and all Confidential Information of the other party in its possession.

6. WARRANTY.

6.1. SciQuest Applications Warranty. SciQuest hereby warrants that the SciQuest Applications will operate in substantial conformity with the then-current published specifications. In the event of any failure of the SciQuest Applications to perform in substantial conformity to such specifications, SciQuest will, at SciQuest's sole option, and as Client's sole and exclusive remedy, either (i) repair the applicable SciQuest Applications or (ii) terminate the Agreement and/or the Subscription to the SciQuest Applications and refund to Client a sum equal to the Subscription fees paid for the period during which the SciQuest Applications were rendered unusable, prorated on a monthly basis.

6.2. Services Warranty. SciQuest represents and warrants that it will perform the Services in a good, workmanlike and professional manner. Client's remedy for breach of the warranties in this paragraph shall be the re-performance of the relevant Services free of charge.

6.3. DISCLAIMER OF WARRANTIES. EXCEPT FOR THE WARRANTIES CONTAINED IN THIS SECTION 6, SCIQUEST MAKES NO WARRANTIES REGARDING THE SCIQUEST APPLICATIONS AND SERVICES. SCIQUEST SPECIFICALLY DISCLAIMS ANY AND ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NONINFRINGEMENT. SCIQUEST DOES NOT WARRANT THAT ACCESS TO THE SCIQUEST APPLICATIONS WILL BE UNINTERRUPTED OR ERROR-FREE, THAT ALL DEFECTS AND ERRORS IN THE SCIQUEST APPLICATIONS WILL BE CORRECTED, OR THAT THE SCIQUEST APPLICATIONS AND SERVICES WILL MEET CLIENT'S PARTICULAR REQUIREMENTS OR EXPECTATIONS. SCIQUEST DOES NOT PROVIDE ANY WARRANTIES REGARDING THE ACCURACY OF DATA OR INFORMATION PROVIDED BY THIRD PARTIES. SCIQUEST SHALL NOT BE LIABLE OR RESPONSIBLE FOR ANY DELAYS, INTERRUPTIONS, SERVICE FAILURES AND ANY OTHER PROBLEMS ARISING FROM CLIENT'S USE OF THE INTERNET, ELECTRONIC COMMUNICATIONS OR ANY OTHER SYSTEMS. THE PROVISIONS OF THIS SECTION ALLOCATE THE RISKS UNDER THE AGREEMENT BETWEEN SCIQUEST AND CLIENT. SCIQUEST'S PRICING REFLECTS THIS ALLOCATION OF RISK AND THE LIMITED WARRANTIES SPECIFIED HEREIN.

7. SCIQUEST INDEMNIFICATION.

7.1. SciQuest Indemnification. SciQuest shall defend, indemnify and hold harmless Client from and against any and all claims, suits, proceedings, losses, damages, liabilities, costs and expenses (including, without limitation, reasonable attorneys' fees) arising out of any claims, demands, suits or proceedings brought by a third party alleging that the SciQuest Applications infringe upon any patent, copyright or trademark or misappropriate any trade secret or other intellectual property rights of any third party. SciQuest shall have no obligation to indemnify Client to the extent any alleged patent infringement arises out of (a) the use of the SciQuest Applications in combination by Client with other data, products, software, processes or materials not provided or authorized by SciQuest; (b) the modification of the SciQuest Applications by a party other than

SciQuest; (c) any unauthorized use of the SciQuest Applications or (d) the Client Data. Should the SciQuest Applications as used by Client infringe, or in SciQuest's commercially reasonable opinion be likely to infringe, SciQuest shall, at its option and sole expense: (i) procure for Client the right to continue to use the SciQuest Applications, (ii) modify the SciQuest Applications to eliminate any such claim that might result from their use hereunder, provided such modification does not adversely affect the functional capabilities of the SciQuest Applications or (iii) replace the SciQuest Applications with equally suitable, compatible and functionally equivalent non-infringing SciQuest Applications at no additional charge to Client. If none of these options is commercially practicable, then the Agreement may be terminated by SciQuest without further obligation or liability on the part of either party hereto except that SciQuest agrees to promptly refund to Client the fees paid by Client for the portion of the Subscription Term for which the SciQuest Applications would no longer be available to Client. This Section 7 states the entire liability and obligation of SciQuest, and Client's exclusive remedy, with respect to any intellectual property infringement relating to the SciQuest Applications.

7.2. Procedures. SciQuest's indemnification obligations are conditioned upon Client: (i) giving SciQuest prompt written notice of any claim, action, suit or proceeding for which Client is seeking indemnity; (ii) granting control of the defense and settlement to SciQuest (except that SciQuest shall not enter into any settlement of a claim that imposes any obligations upon Client without the consent of Client, which consent will not be withheld unreasonably); and (iii) reasonably cooperating with SciQuest at SciQuest's expense.

8. CONFIDENTIAL INFORMATION.

8.1. Obligations. During the term of the Agreement and for a period of three (3) years after the date of termination or expiration of the Agreement, each party: (i) shall treat as confidential all Confidential Information (as defined below) provided by the other party; (ii) shall not use such Confidential Information except as expressly permitted under the terms of the Agreement or otherwise previously authorized in writing by the disclosing party; (iii) shall implement reasonable procedures to prohibit the disclosure, unauthorized duplication, reverse engineering, disassembly, decompiling, misuse or removal of such Confidential Information; and (iv) shall not disclose such Confidential Information to any third party. Without limiting the foregoing, each party shall use at least the same degree of care to prevent the disclosure of the other party's Confidential Information as it uses to prevent the disclosure of its own Confidential Information, and shall in any event use no less than a reasonable degree of care. "Confidential Information" shall mean all confidential information of a party, whether written or oral, and whether in paper or electronic format, disclosed to a receiving party that is designated in writing or identified as confidential at the time of disclosure or should be reasonably known by the receiving party to be Confidential Information due to the nature of the information disclosed and the circumstances surrounding the disclosure. Client Data and Confidential information related to either party's customer lists, customer information, products, technical information, pricing information, pricing methodologies, Supplier-provided information or information regarding the disclosing party's business planning or business operations shall be deemed Confidential Information without any marking or further designation.

8.2. Exceptions. Notwithstanding the above, the receiving party's nondisclosure obligations shall not apply to information that: (i) was generally available to the public at the time it was disclosed, or becomes generally available to the public through no fault of the receiving party; (ii) was known to the receiving party at the time of disclosure as shown by written records in existence at the time of disclosure; (iii) was developed independently by the receiving party prior to the disclosure, as shown by written records in existence prior to the disclosure; (iv) is disclosed with the prior written approval of the disclosing party; (v) becomes known to the receiving party from a



source other than the disclosing party without breach of the Agreement by the receiving party and in a manner which is otherwise not in violation of the disclosing party's rights; or (vi) is disclosed pursuant to the order or requirement of a court, administrative agency, or other governmental body, provided that the receiving party shall provide reasonable advance notice to enable the disclosing party to seek a protective order.

9. LIMITATIONS OF LIABILITY. NEITHER PARTY, ITS AFFILIATES, DIRECTORS, OFFICERS, EMPLOYEES, AGENTS OR CONTRACTORS, SHALL BE LIABLE TO THE OTHER PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, PUNITIVE OR EXEMPLARY DAMAGES OR LIABILITY (INCLUDING REASONABLE ATTORNEYS' FEES) THAT RESULT FROM OR ARE RELATED TO THE AGREEMENT OR ANY OF THE SCIQUEST APPLICATIONS, WHETHER IN CONTRACT OR TORT OR UNDER ANY OTHER THEORY OF LIABILITY, EVEN IF THE OTHER PARTY HAS BEEN INFORMED OF THE POSSIBILITY OF SUCH DAMAGES OR LIABILITY. IN ANY EVENT, EXCEPT FOR AMOUNTS OWED TO SCIQUEST BY CLIENT AS SET FORTH IN AN ORDER FORM, THE AGREEMENT OR ANOTHER DOCUMENT, THE AGGREGATE LIABILITY OF EITHER PARTY RELATED TO OR ARISING OUT OF THE AGREEMENT OR ANY OF THE SCIQUEST APPLICATIONS, WHETHER IN CONTRACT, TORT OR UNDER ANY OTHER THEORY OF LIABILITY, SHALL NOT EXCEED THE AMOUNTS RECEIVED BY SCIQUEST FROM CLIENT IN THE TWELVE MONTHS PRECEDING THE EVENT GIVING RISE TO SUCH DAMAGES. THE LIMITATIONS OF LIABILITY UNDER THIS SECTION SHALL NOT APPLY TO ANY OBLIGATIONS AND LIABILITIES ARISING FROM VIOLATIONS BY EITHER PARTY HEREUNDER OF SECTIONS 3 OR 8 OF THE AGREEMENT, OR ANY INDEMNIFICATION PROVIDED BY SCIQUEST UNDER SECTION 7 OF THE AGREEMENT.

10. GENERAL PROVISIONS.

10.1. Governing Law. The Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina, without application of North Carolina conflicts of laws principles and without application of the United Nations Convention on the International Sale of Goods.

10.2. Severability. If any provision of the Agreement is held to be invalid or unenforceable for any reason, it shall be deemed omitted and the remaining provisions will continue in full force without being impaired or invalidated in any way. The parties agree to replace any invalid provision with a valid provision that most closely approximates the intent and economic effect of the invalid provision.

10.3. Waiver. The waiver by either party of a breach of any provision of the Agreement will not operate or be interpreted as a waiver of any other or subsequent breach.

10.4. Assignment. The Agreement shall be binding upon the parties' respective successors and permitted assigns. Neither party shall assign the Agreement, and/or any of its rights and obligations hereunder, without the prior written consent of the other party, which consent shall not be unreasonably withheld. Notwithstanding the above, either party may assign or transfer the Agreement upon a change of control or pursuant to a sale of all or substantially all the stock or assets of the assigning party.

10.5. Independent Contractors. The parties to the Agreement are independent contractors. There is no relationship or partnership, joint venture, employment, franchise or agency created hereby between the parties. Neither party will have the power to bind the other or incur obligations on the other party's behalf without the other party's prior written consent.

10.6. Publicity. Neither party may issue any press release regarding the Agreement without the other party's prior written

consent. Either party may include the name and logo of the other party in lists of customers and vendors, regardless of format or media.

10.7. Notices. Unless otherwise stated in the Agreement, any notices required to be given under the terms of the Agreement, shall be in writing and either delivered personally, delivered by a nationally or internationally recognized overnight courier service or sent by registered or certified mail. Notices to SciQuest shall be addressed to: SciQuest, Inc., 3020 Carrington Mill Blvd., Suite 100, Morrisville, NC 27560, Attention: General Counsel, with a copy to the Chief Financial Officer. Billing-related notices to Client shall be addressed to the billing contact designated by Client in the Purchase Document, and legal notices to Client shall be addressed to Client's signatory of this Agreement. Notices shall be deemed to have been received: (i) on the day given if delivered by hand (securing a receipt evidencing such delivery); (ii) on the second day after notice is sent, if sent by an overnight courier service; or (iii) on the fifth day after notice was mailed, if sent by registered or certified mail.

10.8. Survival. All provisions of the Agreement relating to proprietary rights, payment of fees accrued, confidentiality and non-disclosure, indemnification and limitation of liability shall survive the completion of the Services or any termination of the Agreement.

10.9. Electronic Signature, Facsimile, Email Transmission; Counterparts. The Agreement (including any Purchase Document) may be executed and delivered by electronic signature, facsimile or email and each full reproduction, including reproductions by photocopy or scan, shall be deemed an original. Receipt of any such reproduction by facsimile or email transmission shall be deemed delivery of an original.

10.10. Force Majeure. Neither party will be liable to the other for any failure to meet its obligations under the Agreement where such failure is caused by events beyond its reasonable control such as failure of communications networks, inability to timely obtain instructions or information from the other party, governmental action, fire, storms, floods or other acts of God, provided that the party seeking to rely on such circumstances gives written notice of such circumstances to the other party hereto and uses reasonable efforts to overcome such circumstances.

10.11. Subsequent Modifications. No amendment, alteration or modification of the Agreement shall be effective or binding unless it is set forth in a writing signed by duly authorized representatives of both parties.

10.12. Entire Agreement. The Agreement, including these Terms and Conditions, the Terms of Service, Purchase Documents, and all exhibits attached hereto, constitutes the entire agreement between the parties in connection with the subject matter hereof, and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions, whether oral or written, of the parties, and there are no warranties, representations and/or agreements among the parties in connection with the subject matter hereof except as set forth in the Agreement, notwithstanding any different or additional terms that may be contained in the form of a purchase order or other document used by Client to place orders or otherwise effect transactions under this Agreement. No purchase order submitted by Client, even if accepted by SciQuest, shall be deemed to modify any of the terms of this Agreement unless SciQuest has stated its intent to do so in writing. No modification or amendment to the Agreement, including any Purchase Document, shall be binding upon the parties except to the extent set forth in writing and signed by duly authorized representatives of SciQuest and Client. In the event of any inconsistency between the terms and conditions of the Agreement and a Purchase Document, now or hereafter appended hereto, the terms of the Purchase Document shall govern.



ADDENDUM TO MASTER SUBSCRIPTION AGREEMENT

This Amendment amends the Terms and Conditions of the SciQuest Master Subscription Agreement, which may be viewed at www.sciquest.com/contracts in the Order Form executed by SciQuest, Inc. a Delaware corporation having its office at 3020 Carrington Mill Blvd., Suite 200, Morrisville, NC 27560 ("SciQuest") and South Orange County Community College District, having a principal place of business at 28000 Marguerite Pkwy, Mission Viejo, CA 92692 ("Client"), and all amendments and addenda thereto (the "Agreement"). This Addendum is entered into as of the effective date of a Purchase Document executed by SciQuest and Client (the "Addendum Effective Date").

The parties agree to amend the Agreement as set forth below. Subject to the modifications herein, the Agreement shall remain in full force and effect.

Amended Section	Revised Language
Footer	Delete "Confidential" on each page.
1.14	Add the following sentence to the end of section 1.14: The level of Support Services provided in the Terms of Service may not decrease in any material way during the term of the Agreement and in the event Client reasonably believes at any time during the term of the Agreement that the level of Support Services is essentially lower than the level of Support Services as of the Effective Date of the Agreement, Client may terminate the Agreement in accordance with Section 5.3.
2.1	Add the following sentence to the end of Section 2.1: The SciQuest Applications and Services include without limitation, any improvements, upgrades and new version releases that are made commercially available to all SciQuest clients. If any products or functionality for which Client has purchased Subscriptions are renamed, repackaged or rebundled by SciQuest, Client is entitled to continue to receive equivalent or better products or functionality at no additional cost to Client.
3.6	At the end of third sentence add, "during the term of the Agreement." At the end of the paragraph add, "Client Data shall not be stored outside of the United States. SciQuest shall not use Client Data for any purpose other than what is specifically permitted by this Agreement. SciQuest shall not use Client Data for targeted advertising."
3.7	Add to end of paragraph, "SciQuest 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 Client Data received from or on behalf of Client. These measures will be extended by contract to all subcontractors used by SciQuest and any assignee of SciQuest."
Add 3.8	<u>Unauthorized Disclosure.</u> SciQuest, within one (1) business day of discovery of any breach or unauthorized disclosure, shall report to Client any use or disclosure of Client Data not authorized by the Agreement or in writing by Client. SciQuest's report shall identify: (i) the nature of the unauthorized use or disclosure; (ii) the Client Data used or disclosed, (iii) who made the unauthorized use or received the unauthorized disclosure, (iv) what SciQuest has done or shall do to mitigate any effect of the unauthorized use or disclosure, and (v) what corrective action SciQuest has taken or shall take to prevent future similar unauthorized use or disclosure. SciQuest shall provide such other information, including a written report, requested by Client. To the extent any security breach or unauthorized use or disclosure of Client Data results from any failure by SciQuest to comply with its obligations under this Agreement or applicable law, SciQuest shall pay, or reimburse Client for (i) Client's actual, out-of-pocket costs related to notification, reporting, communications, credit monitoring and other redress activities required under applicable law resulting from SciQuest's failure to comply or (ii) any damages and fines incurred by Client resulting from SciQuest's failure to comply.
4.1	Revise first sentence, "...will be invoiced in accordance with the terms of the applicable Order Form (for Subscriptions to the SciQuest Applications) and Statement of Work (for Professional Services)"
4.2	Delete and replace entire section to read as follows, "SciQuest 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 Client harmless from liability for any such contributions, premiums, and taxes for SciQuest's employees and sub-contractors, if applicable. Client is a tax-exempt entity."
4.3	DELETE
5.1	Add to end of paragraph, "In no event shall the Term of the Agreement, or any Order Form exceed five (5) years from the Effective Date of this Agreement, unless otherwise agreed by SciQuest and Client in an amendment to the Agreement."
Add 5.6	<u>Return or Destruction of Client Data.</u> Upon termination, cancellation, expiration or other conclusion of the Agreement, SciQuest shall return all Client Data to Client in an industry standard format reasonably acceptable to Client, and according to fees to be mutually agreed upon by SciQuest and Client, or if return is not feasible as determined by Client in written notice to SciQuest, destroy any and all Client Data. In no event may the Client Data return fees

	exceed \$3,000. Notwithstanding the above, Client at all times maintains the ability to retrieve its own Client Data at no cost to Client.
6.3	Delete the following language from Section 6.3: SCIQUEST DOES NOT WARRANT THAT ACCESS TO THE SCIQUEST APPLICATIONS WILL BE UNINTERRUPTED OR ERROR-FREE, THAT ALL DEFECTS AND ERRORS IN THE SCIQUEST APPLICATIONS WILL BE CORRECTED, OR THAT THE SCIQUEST APPLICATIONS AND SERVICES WILL MEET CLIENT'S PARTICULAR REQUIREMENTS OR EXPECTATIONS. SCIQUEST DOES NOT PROVIDE ANY WARRANTIES REGARDING THE ACCURACY OF DATA OR INFORMATION PROVIDED BY THIRD PARTIES. SCIQUEST SHALL NOT BE LIABLE OR RESPONSIBLE FOR ANY DELAYS, INTERRUPTIONS, SERVICE FAILURES AND ANY OTHER PROBLEMS ARISING FROM CLIENT'S USE OF THE INTERNET, ELECTRONIC COMMUNICATIONS OR ANY OTHER SYSTEMS. THE PROVISIONS OF THIS SECTION ALLOCATE THE RISKS UNDER THE AGREEMENT BETWEEN SCIQUEST AND CLIENT. SCIQUEST'S PRICING REFLECTS THIS ALLOCATION OF RISK AND THE LIMITED WARRANTIES SPECIFIED HEREIN.
Add 7.2	SciQuest agrees to and does hereby indemnify, hold harmless and defend Client 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 negligent act or omission of SciQuest, or any person, firm or corporation employed by the SciQuest, 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 Client's property, except for liability for Damages which result from the sole negligence or willful misconduct of Client or its officers, employees or agents
8.1	Remove limit of three years. Add "Confidentiality requirements shall survive termination of Agreement." Delete the last sentence of Section 8.1
8.2	Add, "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 Client is subject to the California Public Records Act (Gov. Code § 6250 <i>et seq.</i>). If SciQuest fails to obtain a court order enjoining that disclosure, Client will release the requested information on the date required under the California Public Records Act.
9	Delete and replace Section 9 in its entirety with the language below: LIMITATIONS OF LIABILITY. NEITHER PARTY, ITS AFFILIATES, DIRECTORS, OFFICERS, EMPLOYEES, AGENTS OR CONTRACTORS, SHALL BE LIABLE TO THE OTHER PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, PUNITIVE OR EXEMPLARY DAMAGES OR LIABILITY (INCLUDING REASONABLE ATTORNEYS' FEES) THAT RESULT FROM OR ARE RELATED TO THE AGREEMENT OR ANY OF THE SCIQUEST APPLICATIONS, WHETHER IN CONTRACT OR TORT OR UNDER ANY OTHER THEORY OF LIABILITY, EVEN IF THE OTHER PARTY HAS BEEN INFORMED OF THE POSSIBILITY OF SUCH DAMAGES OR LIABILITY. IN ANY EVENT, EXCEPT FOR AMOUNTS OWED TO SCIQUEST BY CLIENT AS SET FORTH IN AN ORDER FORM, THE AGREEMENT OR ANOTHER DOCUMENT, THE AGGREGATE LIABILITY OF EITHER PARTY RELATED TO OR ARISING OUT OF THE AGREEMENT OR ANY OF THE SCIQUEST APPLICATIONS, WHETHER IN CONTRACT, TORT OR UNDER ANY OTHER THEORY OF LIABILITY, SHALL NOT EXCEED THE EQUIVALENT OF THIRTY SIX (36) MONTHS OF SUBSCRIPTION FEES. THE LIMITATIONS OF LIABILITY UNDER THIS SECTION SHALL NOT APPLY TO ANY OBLIGATIONS AND LIABILITIES ARISING FROM VIOLATIONS BY EITHER PARTY HEREUNDER OF SECTIONS 3 OR 8 OF THE AGREEMENT, OR ANY INDEMNIFICATION PROVIDED BY SCIQUEST UNDER SECTION 7 OF THE AGREEMENT.
10.1	Delete and replace entire section to read as follows, "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.
10.6	Delete, "and logo" from the first sentence of this Section. Add, "Pursuant to Education Code section 71025, SciQuest 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."

Additional Language

Compliance with Applicable Laws. SciQuest 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 SciQuest, SciQuest's business, equipment and personnel engaged in operations covered by this Agreement. SciQuest certifies that it is familiar with the federal and state laws, as well as any other applicable requirements for the storage and transmission of Client Data and SciQuest will comply with all such requirements. SciQuest and all SciQuest'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.

Insurance. SciQuest 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 SciQuest and Client against liability or claims of liability which may arise out of this Agreement. SciQuest shall provide three Million Dollars (\$3,000,000.00) in Cyber Liability Insurance to cover Security, Privacy, Business Interruption, Cyber Extortion, and Denial of Service. In addition, SciQuest 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 Client shall be excess and noncontributory." SciQuest shall provide Client with certificates of insurance evidencing all coverages and endorsements required hereunder. SciQuest agrees to name Client and its officers, agents and employees as additional insured under said policies. SciQuest agrees to maintain workers' compensation insurance as required under the laws of the State of California. SciQuest must provide Client a minimum of ninety (90) days prior written notice of any material reduction of any of the insurance amounts or coverages set forth above.

Continued Performance During Dispute. In the event that a dispute arises between Client and SciQuest, SciQuest 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.

Audit. SciQuest security procedures, financial records and supporting documents shall be available for inspection, reproduction and audit by the Client or its auditors at Client's request.

Time is of the Essence. Time is of the essence of all terms, covenants and conditions of this Agreement and except as otherwise provided herein, all of the terms, covenants and conditions of this Agreement shall apply to, benefit and bind the successors or assigns of the respective parties, jointly and individually.

IN WITNESS WHEREOF, each party hereto has caused this Addendum to be executed by its duly authorized representative as of the Addendum Effective Date.

Client:	SciQuest, Inc.
By:	By:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:



Statement of Work

South Orange County Community College District ("Client") hereby orders from SciQuest, Inc. ("SciQuest") the services described in this Statement of Work ("SOW"). This SOW is issued under and incorporates the Terms & Conditions in effect between the parties. "Terms & Conditions" shall mean the terms and conditions, master subscription agreement or other similar agreement governing the purchase of SciQuest Applications and/or Services signed by and between Client and SciQuest, or its applicable Affiliate, as same may be/have been amended by the parties from time to time. The effective date of this SOW shall be the last signature date below ("Effective Date").

1. Introduction

Client seeks to implement Contract Director (the "Solution") developed by SciQuest. The primary objective of the project is to configure and implement the Solution for the Client user community. This will be done in a way that utilizes the current features of the Solution and is based on standard configurations. SciQuest will use commercially reasonable efforts in a manner consistent with software industry standard guidelines and as outlined in this SOW to provide the guidance and expertise necessary to help Client successfully implement the Solution.

This SOW describes the scope of Services and the Services investment necessary for SciQuest to complete its defined portion of the Solution implementation Project described herein.

Please refer to **Appendix A: Definitions** for descriptions of terms used in this SOW.

2. Project Scope

- A. All services contained in this SOW will be implemented in a single Project release.
- B. This Project is budgeted for a duration of up to **eighteen (18) calendar weeks** from the mutually agreed upon start date of the Project (the "Project Kickoff Date") to the completion of the Project Close-Out Deliverables. If the Project duration exceeds this time period, additional Services for such will be handled via the Change Control Process described in this SOW.
- C. Services for the configuration of the following **SciQuest Applications** and business processes included in this Project are listed below:
 - i. **Contract Lifecycle Management**
 - a. Contract Lifecycle Management (Full Contract Automation): Contract Director
- D. **Onsite Events / Activities.** All services will be delivered remotely except as outlined below. :

Event / Activity	Onsite?	Duration (in Days)
Project Planning or Kickoff	Yes	Up to 2 days
Product Orientation Training	Yes	Up to 1 day
Focus Group 1	Yes	Up to 2 days
Focus Group 2 (End-to-End)	Yes	Up to 2 days

- E. Services for the configuration of the following **Environments** included in the scope of this Project are listed below:

Environment	Included in Project?	Includes Integrations?
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Environment	Included in Project?	Includes Integrations?
Test Environment	Yes	Yes
Production Environment	Yes	Yes

F. Services for the **Integrations** included in this Project are summarized below:

- Single Sign-On
- Electronic Signature Integration (DocuSign or EchoSign)
- Contract Export

3. Project Assumptions

- Client and SciQuest will mutually agree upon the start date for this Project, which will be no later than six months from the effective date of this SOW.
- All services contained in this SOW will be implemented in a single Project release.
- The Sprint Plan shall be built to include Client statutory holidays / leave.

4. Client Responsibilities

Client must assume the following general responsibilities.

A. Project Organization and Execution

- Project Organization.** SciQuest and Client are jointly responsible for establishing the following workgroups to support Project implementation:
 - Client Core Project Team.** At a minimum, the core Project team members will be required to carry out the following roles: Project manager, SciQuest solution administrator, process owner, business owner, trainer and other identified representatives from the Client's stakeholder teams as required by the Client. This team will be defined at the start of the Project.
 - Extended Project Team** ("Stakeholders"). Client will select an extended cross-functional team, including Client end users, who will participate in the Focus Groups and who will determine how to deploy the configured Solution.
 - Project Management Board** ("Board"). The Board will be comprised of Client's executive sponsors. The Board will be responsible for Project funding, policy decisions, and resolution of critical, executive level issues impacting policy, organization, etc.
- Coordinate Client participation in all meetings and training and make required staff and resources available.
- Provide materials and facilities for any meetings held at Client Site or other sites of Client's choosing.
- Review and approve Project Deliverables as outlined in Section 6.

B. Change Management and Training

- Plan and implement required business process changes.
- Plan the production deployment and roll out approach.
- Provide business process guidance in the development of training materials
- Provide the training facilities and internet connection for its participants
- Maintain all custom training Deliverables to accommodate future product and business process changes.
- Contribute to and final scripts for any eLearning Videos or Lessons.

- vii. Make Custom eLearning material accessible to their end-user community, typically through an LMS or internal website.
- viii. Provide resource(s) to address business process questions during delivery at SciQuest Project Management request.

C. Solution Configuration and Validation

- i. Enter non-key master data information into the Solution through the administrative console.
- ii. For all integrations:
 - a. Obtain input from the necessary technical resources for the development of the integration specification and design
 - b. Make knowledgeable technical resources available for integration development and testing
 - 1. Make the necessary Client environments available
 - 2. Migrate the integration between Client environments
- iii. Develop a test plan with guidance from SciQuest to validate that the Solution performs according to the Solution Specification documents, including any integration (if applicable). The test plan shall be completed and available for review by SciQuest prior to the start of Solution Validation Testing.
- iv. Develop test scripts and supply those for review by SciQuest, in advance of the start of testing.
- v. Plan, coordinate, and participate in testing cycles and testing training, and document requested adjustments.
- vi. Collect and load all contracts through the SciQuest user interface.
- vii. Deploy the Solution to its user community.

5. SciQuest Responsibilities (Services and Deliverables)

A. Initial Site Creation

- i. **Objective:** Provide overall project oversight of project milestones and SciQuest consulting Team.
- ii. **Deliverable(s):**
 - a. Base UIT Site
- iii. **Key Tasks:** The following Project management services are provided as part of the Project:
 - a. Create Base Site
 - b. Validate Modules (reconcile to Client Order Form)
 - c. Create a single Client User ID

B. Project Lifecycle Management

- i. **Objective:** Provide overall project oversight of project milestones and SciQuest consulting Team.
- ii. **Deliverable(s):**
 - a. Project Sprint Plan
 - b. Online Collaboration Site
- iii. **Key Tasks:** The following Project management services are provided as part of the Project:
 - a. Conduct regularly scheduled Project meetings – typically weekly or bi-weekly
 - 1. Working sessions designed to provide iterative product education, discuss status and deliverables, and ultimately drive Project completion;
 - 2. Meetings typically scheduled by work stream (i.e, separate technical and functional meetings)
 - b. Provide executive updates via Project Management Board
 - 1. At pre-determined times during a Project, the Project Management Board will discuss the readiness to move forward as well as assess the overall Project health.

2. These discussions will occur through scheduled meetings and/or email communications.
- c. Provide direction to the SciQuest Core Project Team;
- d. Measure, track, and evaluate Project progress;
- e. Review Project tasks, schedules and resources and make changes or additions, as appropriate; and
- f. Prepare and maintain Issue Log

C. Training Services

- i. **Objective:** To transfer both Solution use and administration expertise to the Client.
- ii. **Deliverable(s):**
 - a. Product Orientation Training
 - b. SciQuest University Virtual Training
- iii. **Key Tasks:** The following training services are provided as part of the Project:
 - a. **Product Orientation.** SciQuest will deliver training which provides a base understanding of the Solution, adhering to the following guidelines:
 1. The training should occur prior to Focus Groups and/or Project Workshops
 2. The training will be limited to no more than 12 participants
 3. The training will be conducted using a SciQuest University training environment and standard curriculum/exercises.
 4. Product Orientation will be conducted for each release of the Project.
 - b. **Iterative Product Education.** Informal training opportunities occur through Project working sessions. These sessions, in combination with the formal training opportunities detailed below, provide a layered approach to the Client's Solution education.
 - c. **SciQuest University Virtual Training.** Client may attend up to three (3) virtual training classes conducted through SciQuest's education program ("SciQuest University"). Virtual classes are hands-on, web-based classes, lasting approximately 2 hours each. Instruction is provided in a generic training environment and is shared amongst SciQuest customers. The objective of these training sessions is to provide Solution training that can be applied during and after the implementation process. The training will adhere to the following guidelines
 1. SciQuest Project Team to provide guidance to Client in determining appropriate classes and timing of classes.
 2. Registration through <http://university.sciquest.com/>.
 3. Up to 5 registrants for each class.
 4. All classes must be attended within 30 days of Solution Acceptance. Note: Solution Acceptance is not dependent on completion of virtual training classes.
 - d. **OPTIONAL Custom Instructor-led Classroom Training.** (Not currently included in scope.) Client may purchase instructor-led training sessions for \$3,500.00 each. (If Client purchases two (2) classes, the cost for both will be \$6,000.00)
 1. Training will be Instructor-led, hands-on Training Sessions.
 2. Training content can be delivered in the classroom or remotely, with a maximum of 20 participants per session.
 3. If conducted onsite, Client will be responsible for all real and actual travel expenses for SciQuest personnel.
 4. Sessions will last a maximum of four (4) hours
 5. Client will be responsible for coordinating attendees and will provide facilities in which to conduct training.

D. Solution Design and Build

- i. **Objective:** Configure the solution to Client specifications through the use of Focus Groups.
- ii. **Deliverable(s):**
 - a. Solution Specification
 - b. Focus Group
 - c. Configured UIT Environment
- iii. **Key Tasks:**
 - a. **Contract Director Implementation**
 1. **Business Scenario Creation and Management**
 - a. SciQuest will provide a standard list of business scenarios for Client review.
 - b. SciQuest will work with the Client to develop an initial list of business scenarios based on the standard in preparation for Focus Group 1.
 - c. Scenarios will be updated to reflect outcomes of the Focus Groups
 2. **Focus Group Execution**
 - a. Two focus group events will be conducted:
 - i. Focus Group 1
 - ii. End-to-End Focus Group
 3. **Solution Log Development and Management**
 4. **Configuration Sessions**
 - a. Regular solution configuration sessions
 - b. Sessions typically conducted within a one-week span
 - c. Sessions conducted remotely
 5. **Configuration Details.** SciQuest will perform the core configurations of the Solution. The Client may choose to perform additional configurations on its own once the appropriate training has been provided by SciQuest. Configurations that may impact integrations or workflow configuration will require SciQuest involvement and will be handled via the Change Control Process defined in Section 6.
 - a. **CONTRACT DIRECTOR Configuration Details**
 - i. one (1) organization unit, which represent the business entity using the Solution
 - ii. Up to ten (10) user roles
 - iii. Up to ten (10) contract types, which are used to group like-purposed contracts
 - iv. Up to thirty (30) contract user defined fields (UDFs). SciQuest to enable these fields such that they are accessible by the Client for creating reports.
 - v. Up to two (2) contract headers, which are used to enter standard information for the assigned contract type
 - vi. Up to two (2) access groups, including one for standard contracts and one for confidential contracts
 - vii. Up to ten (10) approval and notification (workflow) steps
 - viii. Up to two (2) basic contract templates, including one amendment template. One basic contract template includes the following:
 1. Up to 15 pages in length

2. Up to 10 placeholders using standard placeholders or pre-defined user fields. No other advanced features are included in the basic template creation.
3. One (1) signature block
4. Formatting of the word document template and template document structure.

6. **Key Master Data**

- a. SciQuest to perform a one-time data load of the following Key Master Data:
 - i. Suppliers
 - ii. Contracts (Up to 1,000)
 - iii. Users

7. **Solution Specification.** SciQuest will develop Solution Specification documents that include:

- a. Business Scenario Document.
- b. Solution Log
- c. Integration Specification (if applicable)

8. **Solution Specification Review and Adjustments.**

- a. Client will review the Solution Specification documents and advise SciQuest in writing of any requested adjustments, as described in the Acceptance Process of the this SOW.
- b. SciQuest will conduct a teleconference to review the Solution Specification documents and requested adjustments.
- c. SciQuest will adjust the Solution Specification documents in accordance with as described in the Acceptance Process of this SOW for Client's approval of the revised Solution Specification documents.
- d. The Solution Specification documents are considered accepted upon receipt of a signed Deliverable Acceptance Form (Appendix B), which shall not be unreasonably withheld ("Solution Specification Acceptance").

E. Integration Design and Build

- i. **Objective:** To integrate the Client's Solution within their organization's network of applications.
- ii. **Deliverable(s):**
 - a. Integration Enabled on UIT Environment (per details below)
- iii. **Key Tasks:**
 - a. Facilitate the design of the integration
 - b. Develop an integration specification
 - c. Provide confirmation on the functionality during testing
 - d. Support during integration testing and issue resolution
 - e. Migrate integration points between SciQuest environments
 - f. **Integration Points.** The integrations included as part of this Project include the following:

Integration and Release	System	Integration Approach	SciQuest Responsibilities	Client Responsibilities
Electronic Signature Integration	DocuSign or EchoSign	Standard eSignature Integration	Configure the standard SciQuest DocuSign or EchoSign Integration Provide support during	Provide resources to test the integration.

Integration and Release	System	Integration Approach	SciQuest Responsibilities	Client Responsibilities
			integration testing and issue resolution	
Single Sign-on	Client System	Standard Single Sign-on	Configure standard Single Sign-on authentication integration using standard specifications defined by SciQuest	Configure or provide capability in Client system to integrate to SciQuest via standard Single Sign-on authentication
Contract Export	Client System	Integration as a Service	Configure SciQuest to export the contract information. Develop a mapping and validation service that will convert the SciQuest message into a mutually agreed upon file format	Develop an import of the contract message into the Client system. Work with SciQuest to determine the mutually agreed upon file format.

F. Solution Validation

- i. **Objective:** Support Client in the testing and validation of their solution on UIT environment.
- ii. **Deliverables:**
 - a. Production Cutover Plan (does not apply to all modules)
 - b. Initial Production Build
 - c. Solution Validation Kickoff
- iii. **Key Tasks:**
 - a. **Solution Validation Testing Kickoff.** SciQuest will conduct a Solution validation testing kickoff meeting to accomplish the following:
 1. Ensure client is properly prepared to begin System Testing, including creation of test scripts and expected results.
 2. Gain alignment with the test plan and key activities with the participants.
 - b. **Solution Validation Testing.**
 1. Client will lead Solution validation testing.
 2. New or modified business requirements will be addressed via the Change Control Process.
 - c. **Production Cutover Plan.** SciQuest will work with the Client to develop a production cut over plan.
 - d. **Configuration of the Solution in Production.** SciQuest will configure the initial Production Environment based on final UIT Environment configurations and Solution Specification.

G. Solution Activation in Production

- i. **Objective:** Support Client in the testing and validation of their migrated solution on PROD Environment.
- ii. **Deliverables:**
 - a. Configured Production Environment
 - b. Solution Acceptance
 - c. Production-ready Solution in PROD Environment
- iii. **Key Tasks:**

- a. **Solution Activation.** SciQuest will activate the Client's Test environment with the standard configuration and Configuration Details listed in this SOW.
 1. SciQuest will configure Client's production instance of the Solution, per the Solution Specification documents and adjustments made during UAT.
- b. **User Acceptance Testing (UAT).** UAT will follow the following guidelines:
 1. Client personnel will conduct the testing at Client site;
 2. Client will validate the non-transactional business scenarios.
 3. Client will produce a consolidated list of required adjustments at the conclusion of UAT; and
 4. any software errors will be handled in accordance with the MSA.
- c. **UAT Adjustment.** Client and SciQuest will jointly review requested UAT adjustments and mutually agree on those that are within the scope of the Project budget and the Solution Specification. Any requests for adjustments outside the scope of the Solution Specification will require a change authorization.
- d. **Configuration of the Solution in Production.**
 1. SciQuest will configure the Production instance as per the Solution Specification and adjustments made during UAT.
- e. **Solution Acceptance.** Upon Solution Acceptance, client shall have full access to the Solution in the Production environment. "Solution Acceptance" requires Client's formal acceptance of the deliverable(s) below via a signed Deliverable Acceptance Form (Appendix B), which Client shall not unreasonably withhold.
 1. **Configuration and Deployment.** SciQuest has enabled Client's Production Environment according to the Solution Specification documents.
 2. **UAT and UAT Adjustments Complete.** Client has completed UAT, and SciQuest has completed any documented, in-scope adjustments to the Solution and has resolved all Severity 1 issues according to the procedures outlined in this SOW.Alternatively, the carrying out of production transactions will constitute acceptance.
- f. **UAT and UAT Adjustments Complete.** Client has completed UAT, and SciQuest has completed any documented, in-scope adjustments to the Solution and has resolved all Severity 1 issues according to the procedures outlined in this SOW.
- g. **Final Production Testing.** Once the production instance is activated, Client will conduct live transactions in order to validate the overall process. Final Production testing will adhere to the following guidelines:
 1. Client will define a list of live contracts to be created in production prior to Final Production Testing. Alternatively, if a live contract is not available, SciQuest and the Client will mutually agree upon a sample to be used for Final Production Testing and;
 2. SciQuest will provide a total of 10 consecutive business days of post-production activation support. This duration will become effective from the point the production instance is activated for live production testing.

H. Project Close Out

- i. **Objective:** Transition Client to SciQuest Customer Support for on-going production support.
- ii. **Deliverables:**
 - a. Access to the SciQuest Customer Support portal
- iii. **Key Tasks:**
 - a. **Transition to Customer Support.** SciQuest will transition the Client to customer support upon completion of Final Production Testing as defined above. The transition to customer support will follow these guidelines:

1. SciQuest will conduct an internal transition to customer support of all Project information and outstanding issues.
2. SciQuest will conduct a Client transition conference call that includes Client Project team, SciQuest Project team and SciQuest customer support.
3. SciQuest customer support will provide the URL and login information for the SciQuest Customer Support portal.

6. Project Operating Procedures

- A. **Acceptance Process.** Client will review any work product or Deliverable requiring explicit acceptance within fifteen (15) business days of delivery and will document required adjustments. If SciQuest does not receive notice within the defined period, each work product will be considered accepted. Within fifteen (15) business days, SciQuest will provide a revised work product that incorporates the agreed adjustments (“Acceptance Process”). In the event that Client does not accept the revised work product, the Client shall provide to SciQuest a written notice detailing the reasons for rejection of the failure to meet the acceptance criteria. At this point, the parties may agree to repeat this review-and-acceptance process one additional time. If disputes remain after repeating the Acceptance Process as set forth herein, the Project team will refer these to SciQuest’s and the Client’s executive teams for resolution.
- B. **Change Control Process.** SciQuest Projects follow a standard Change Control Process. “Change Control Process” shall mean that, if during the course of a Project, a scope change is identified; the SciQuest Project manager will document the change and associated cost or schedule impacts on a change authorization form. Once documented, the SciQuest Project manager reviews the change with the Client Project manager. Scope changes are defined as any modification to the agreed scope of a Project, including but not limited to requirements outside of the Solution Specification, additional software applications, configuration changes, Project delays and enhancements or modifications to the product. Scope changes can require modification to cost, schedule, quality or other Project Deliverables and therefore require sign-off from the Client Project manager. No work on scope changes will be conducted until sign off is obtained. Changes that impact scope require approval from the Client Project manager and the SciQuest Project manager.
- C. **Work Location.** Unless otherwise specified, SciQuest will perform all remote work at a location to be determined at its sole discretion.

7. Project Investment

The following section outlines the required investment for SciQuest Professional Services team to deliver the Solution.

- A. **Investment Summary.** The table below summarizes Client’s fixed-price cost to deliver the Solution.

Professional Services Investment Summary

Item	Investment
SciQuest Professional Services	\$69,223.00
Travel and Administrative Expenses Estimate	\$14,000.00*

*All Travel and Administrative charges invoiced back to Client will include all applicable receipts. Any travel expenses in excess of the total amount indicated above must be pre-approved in writing by Client.

- B. **Payment Schedule.** The SciQuest Professional Services investment is a fixed-fee for the scope of this SOW and will be invoiced on the schedule shown in the table below. Costs not included in the estimated fee, such as agreed change orders, agreed purchase orders, and travel and other expenses will be billed on a monthly basis. Any Services Milestones not attained by 52 weeks after effective date of SOW shall be immediately due and payable.

Project Payment Schedule

Payment Milestones	Amount	Payment Schedule
Mobilization Fee	\$20,767.00	Due upon the Effective Date of the SOW to engage and retain Project team.
Focus Group 1	\$20,766.00	Due upon completion of Focus Group 1 as defined in this SOW.
Solution Validation Testing Kickoff	\$10,384.00	Due upon Solution Validation Testing Kickoff as defined in this SOW.
Solution Acceptance	\$17,306.00	Due upon Solution Acceptance, as defined in this SOW.

- C. **Purchase Order Requirement.** In the event Client's business practices require that Client issue a purchase order number be issued prior to payment of any SciQuest invoices issued under this Exhibit, then such purchase order number must be entered below. Client's execution and return of this Exhibit to SciQuest without designating a purchase order number shall be deemed Client's acknowledgement that no purchase order is required for payment of invoices hereunder. PO # _____.

8. Acceptance

IN WITNESS WHEREOF, each party hereto has caused this SOW to be executed by its duly authorized representative.

South Orange County Community College District	SciQuest, INC.
By:	By:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

Appendix A: Definitions

Below are general definitions for SciQuest projects. Only terms used in the SOW apply.

- D. **Project** – Client Solution implementation
- E. **Solution** – The SciQuest Applications acquired by Client pursuant to the Order Form.
- F. **Services** – The professional services provided by SciQuest during the Project.
- G. **Deliverable** - Those items and services to be delivered under the SOW by SciQuest.
- H. **Sprint Plan** –This document outlines the timeline and key activities for the Project implementation, typically in two-week work allocations.
- I. **Basecamp** – An online Project collaboration tool that enables the ability to monitor and manage Project activity, milestones, tasks, documents and communications.
- J. **Prototype Solution** – This represents the initial configuration of the Solution, which is presented to the Client during the Elaborate phase of the project.
- K. **Focus Groups** – This represents one or more event in the Project in which business scenarios are presented to the client and business requirements gathered to enable Solution configuration.
- L. **Business Scenario** – A business process that defines a task required to achieve a specific business objective by role.
- M. **Business Scenario Document** - a set of Client business scenarios that identifies the Client’s proposed requirements.
- N. **Solution Log** - The list of configuration changes, training considerations and process considerations requested by Client to the prototype solution presented during the Focus Group(s). The Solution Log will define the considerations and both in-scope and out-of-scope requests.
- O. **Integration Specification** - The functional specifications for any required integration with the Solution. NOTE: This is only applicable if there are integrations as part of the Project.
- P. **Solution Specification** – The implementation requirements consisting of the Solution Log, Business Scenario Document, and Integration Specification (if applicable).
- Q. **Environment** – Represents use of SciQuest Applications through a unique URL, intended for a customer’s testing, training, or production use.
 - i. **Test Environment (“Test”)** – An environment used for initial configuration and testing during the Project and is available to the Client on an ongoing basis post production.
 - ii. **Training Environment**– An environment used for Solution training and end-user rollout. This environment is typically configured post-validation and is available to the Client on an ongoing basis post production.
 - iii. **Production Environment** – A separate environment used to conduct all production transactions.
- R. **System Testing** – In this first testing cycle, the solution is validated as a whole, from log-in to log-out, including fully configured integrations (if applicable). This is also called end-to-end testing and requires adequate planning and resources from the client.
- S. **User Acceptance Testing (“UAT”)** – In this final phase of testing, the Client performs testing in the Production environment with involvement from the user community. UAT is the responsibility of the Client. That
- T. **Key Master Data** – This is the data set that includes entities such as suppliers, users, and contracts.
- U. **Integration** –Integrations are application interfaces between the Solution and the Client’s internal systems. There are several integration approaches that can be included as part of a project, including:

- i. **SciQuest Standard XML** – This approach involves the Client converting the business documents from and to the SciQuest defined XML standard using the Client selected technology. This approach requires that the Client can send and receive SciQuest defined XML documents via HTTPS post.
 - ii. **Integration as a Service** – This refers to the middleware solution used to perform the interface mapping and validation. This approach involves the Client utilizing the middleware infrastructure hosted by SciQuest. SciQuest will convert the business documents from the Client specific document format to the SciQuest defined XML standard.
 - iii. **SciQuest Integration Kit** – This approach involves the Client implementing SciQuest middleware on servers inside the Client environment/firewall. SciQuest will convert the business documents from the Client specific document format to the SciQuest defined XML standard.
- V. **Task-Based eLearning** – Pre-recorded multimedia videos typically accessed through the web. Videos focus on a specific task, typically end-user or administrator, and are typically three minutes or less. These are created using Adobe Captivate.
- W. **eLearning Lessons / Videos** - Pre-recorded multimedia videos typically accessed through the web. These videos are typically ten minutes long, and provide a combination of instructional tasks layered with business process guidance. These are created using Adobe Captivate.
- X. **Production Transactions.** This is the loading, processing, or exchange of either reference data or process transactions in the PROD Environment in support of Client's business processes.

Appendix B: SAMPLE SciQuest Deliverable Acceptance Form

Client:	<<Client Name>>
Client Project Manager	<<Client Project Manager Name>>
Project Name:	<<Project Name>>
Project Number:	<<SciQuest Project Number>>
Deliverable:	Solution Acceptance

Signatures

The Deliverables listed above are accepted formally accepted by Client.

_____	_____
Client Signature	Date Accepted
_____	_____
Client Name and Title (Printed)	Date Signed
_____	_____
SciQuest, Inc. Signature	Date Accepted
_____	_____
SciQuest, Inc. Name and Title (Printed)	Date Signed

ORDER FORM

Client: South Orange County Community College District

Order Form Information

Subscription Term Start Date: 5/22/2015

Subscription Term End Date: 5/21/2020

Scope of Access: Client Only

Billing Frequency: Annual

Payment Terms: Net 30

Currency: USD

Billing Contact Information

Name: Debra Fitzsimons

Address: 28000 Marguerite Parkway
Mission Viejo CA 92692-3697

Email: dfitzsimons@socccd.edu

Phone: (949) 582-4665

Offer Valid Through: 5/28/2015

Proposed By: Andy Higgins

Quote No: 00001590

SciQuest Applications	Quantity
ERP Integration as a Service (IaaS)	1.00
Contract Director - Tier Based Pricing	1.00

Annual Subscription Fee	\$49,400.00
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Terms and Conditions. The initial annual Subscription Fees shall be invoiced on the Subscription Term Start Date and shall be due each anniversary thereafter during Subscription Term (See Special Terms and Conditions for any nonstandard payment terms). This Order Form incorporates by reference the Master Subscription Agreement, which may be viewed at www.sciquest.com/contracts and all amendments and addenda thereto (the "Agreement"). Upon signature by Client, this Order Form shall become legally binding, unless this Order Form is rejected by SciQuest. SciQuest may reject this Order Form if changes have been made to this Order Form. SciQuest's Pricing is SciQuest Confidential and is provided to Client solely to enable Client to evaluate and conduct any business with SciQuest.

Special Terms and Conditions. *The following terms applicable to this Order Form ("Special Terms and Conditions") amend and supersede those portions of any section of this Order Form that deal with the subject matter as provided for below. In addition, in the event of a conflict between these Special Terms and Conditions and the terms contained in a prior order form, addendum or other document mutually signed by the parties, these Special Terms and Conditions shall control:*

Purchase Order Information. Is a Purchase Order required for the purchase or payment of the Subscriptions on this Order Form?

☐ Yes. If yes, please enter PO number: _____

☐ No.

ORDER FORM

Client: South Orange County Community College District

Client	SciQuest, Inc.
By:	By:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD, Saddleback College, IVC, and ATEP: Vision and Mission Statements

ACTION: Information

BACKGROUND

The accreditation standards recommend periodic reviews of all mission statements. As recommended, SOCCCD, Saddleback College, Irvine Valley College (IVC), and the Advanced Technology and Education Park (ATEP) annually review their mission statements and report revisions to the Board of Trustees at the May meeting of each academic year.

STATUS

The SOCCCD vision and mission statements are reviewed each year by the District-wide Planning Council.

On May 5, 2015, the Saddleback College Consultation Council reviewed the college vision and mission statements as part of their strategic planning process. The Consultation Council recommended to President Burnett that no changes be made to the college vision and mission statements. President Burnett concurred with the Consultation Council's recommendation.

On August 1, 2014, the IVC Strategic Planning and Accreditation Council (SPAC) reviewed the college vision and mission statements at their annual retreat as part of their strategic planning process. SPAC recommended to President Roquemore that no changes be made to the college vision and mission statements. President Roquemore concurred with SPAC's recommendation.

There are currently no changes to the SOCCCD and ATEP vision and mission statements.

The current vision and mission statements for SOCCCD, Saddleback College, Irvine Valley College, and the Advanced Technology and Education Park are presented in Exhibit A.

Item submitted by: *Dr. Tod A. Burnett and Dr. Glenn R. Roquemore, Presidents; and Dr. Robert Bramucci, Vice Chancellor*

South Orange County Community College District

VISION

South Orange County Community College District will be a leader in exemplary teaching and learning, student success and community partnerships.

MISSION

South Orange County Community College District provides a dynamic and innovative learning environment dedicated to student success and economic growth of the region.

Saddleback College

VISION

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

MISSION

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

Irvine Valley College

VISION

Irvine Valley College is a premier educational institution that provides students avenues for success through exceptional services and dynamic partnerships.

MISSION

Irvine Valley College is committed to student success. The College is devoted to student learning and success through exemplary and integrated teaching and support services, effective stewardship, and continued accessibility in a diverse community.

Advanced Technology and Education Park

VISION

As the premier center of career-technical education in Orange County, ATEP will prepare students in current and emerging technological careers for a globally competitive economy

MISSION

To offer applied education and training programs in current and emerging technological careers driven by innovative business, industry and education partnerships.

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

BACKGROUND

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

STATUS

Administrative Regulation 6140 requires that the Board of Trustees be notified, at each board meeting, of speakers who have been invited to speak and/or who have spoken at the colleges since the last board meeting. Exhibit A lists invited speakers and other pertinent information.

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

<i>Presentation Date/Time</i>	<i>Location</i>	<i>Faculty Member</i>	<i>Course Title/Activity</i>	<i>Speaker</i>	<i>Topic</i>
April 17, 2015 11:00 a.m.	BGS 119	J. D. Nowland	FASH 254 & FASH 207	DeAnna RePosa	Recycled tote bags
April 22, 2015 5:30 p.m.	SSC 211	M. Barrows	Environmental Awareness Club	Peter Matthews	Presentation on GMO and Organic Foods
April 22, 2015 5:30 p.m.	SSC 211	M. Barrows	Environmental Awareness Club	Zen Honeycutt	Presentation on GMO and Organic Foods
April 22, 2015 8:00 p.m.	SSC 211	John Richards	Environmental Awareness Club	Zen Honeycutt & Prof. Peter Matthews	Discussion on genetically modified food
April 23, 2015 7:00 p.m.	BGS 146	Maura Brondi	FN 171 Sanitation	Mike Ojeda	Sanitation practices of the vendor level
April 25, 2015 9:00 a.m.	BGS 235	Cathleen Pryor	RE Practice 172	Peter Giammarino	Wood Destroying Pests and the Termite Inspection
April 25, 2015 9:00 a.m.	BGS 254	Scott Fredrickson	Entrepreneurship Bootcamp	Laura Rubenstein	Social Media
April 25, 2015 9:00 a.m.	BGS 254	Scott Fredrickson	Entrepreneurship Bootcamp	Alan Tratner	Funding Your Business
April 25, 2015 9:00 a.m.	BGS 254	Scott Fredrickson	Entrepreneurship Bootcamp	Chella Diaz	Your Finances
April 25, 2015 9:00 a.m.	BGS 254	Scott Fredrickson	Entrepreneurship Bootcamp	Nadine LaJoie	Guerilla Marketing
April 25, 2015 9:00 a.m.	BGS 254	Scott Fredrickson	Entrepreneurship Bootcamp	Dave Phillipson	Networking
April 25, 2015 9:00 a.m.	BGS 254	Scott Fredrickson	Entrepreneurship Bootcamp	Brian Brinson	eCommerce
April 25, 2015 9:00 a.m.	BGS 254	Scott Fredrickson	Entrepreneurship Bootcamp	Scott Duffy	Pitching Your Business
April 27, 2015 6:00 p.m.	BGS 250	Emily Quinlan	BUS 223 HR & Employment Law	Ric Ottainano, Attorney	Legal Issue on Termination
April 30, 2015 6:00 p.m.	BGS 250	Bruce Tatarian	BUS 120 Bus Mgmt	Mark Howlett	Business management controls and sharing experience
April 30, 2015 10:30 a.m.	BGS 232	Emily Quinlan	BUS 13 Legal Environment	Thomas Delaney, Judge	Legal Careers & the Judiciary

July 15, 2015 9:30 a.m.	HS 206	Emily Quinlan	BUS 13 Legal Environment	Dan Callahan, Attorney	Legal Careers – Business Litigation
July 27, 2015 8:00 a.m.	TAS 218	Ilknur Erbas- White	ARCH 110	Lindsey Engels, Architect LEED AP BD + C	Class presentation on Sustainable Design and Green Technology
November 4, 2015 6:00 p.m.	BGS 232	Emily Quinlan	BUS 116 Personal Law – Street Law	Kevin Haskins, Judge	Criminal Justice in Action – Careers in CJ

IRVINE VALLEY COLLEGE

<i>Presentation Date/Time</i>	<i>Location</i>	<i>Faculty Member</i>	<i>Course Title/Activity</i>	<i>Speaker</i>	<i>Topic</i>
April 16, 2015 7:00 p.m.	BSTIC 119	Dr. Pauline E. Merry	WS 20 Women in Contemporary Society	Stephanie Van Dyke	The GLBT Community
April 28, 2015 7:00 p.m.	BSTIC 119	Dr. Pauline E. Merry	WS 20 Women in Contemporary Society	Beth Krom	Women in Politics
May 5, 2015 7:00 p.m.	BSTIC 119	Dr. Pauline E. Merry	WS 20 Women in Contemporary Society	Stephanie Taylor	Sex Trafficking
May 7, 2015 7:00 p.m.	BSTIC 119	Dr. Pauline E. Merry	WS 20 Women in Contemporary Society	Andrea Riggs	Women Can!: A Motivational Talk
May 14, 2015 7:00 p.m.	BSTIC 119	Dr. Pauline E. Merry	WS 20 Women in Contemporary Society	Stephanie Baker- Jones	Women in the Military
May 19, 2015 7:00 p.m.	BSTIC 119	Dr. Pauline E. Merry	WS 20 Women in Contemporary Society	Peggy Goetz, Marilyn Vassos, Felecity Figaroa	Older Women Panel
May 20, 2015 5:30 p.m.	BSTIC 117	John Russo	ENTR 221 Money, Accounting, Finance	Sylvia Gutierrez	Financing Options from the SBA
June 26, 2015 9:00 a.m. – 12:30 p.m.	BSTIC 101	Anthony Lin	Faculty and Staff Development	Jeff Hupp	Safe Zones Training
June 26, 2015 9:00 a.m. – 12:30 p.m.	BSTIC 101	Anthony Lin	Faculty and Staff Development	Yajaira De La Paz	Safe Zones Training

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Basic Aid Report

ACTION: Information

BACKGROUND

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

STATUS

As of April 30, 2015, total estimated Basic Aid receipts are \$565.4M and total approved projects are \$550.6M. The balance of \$14.8M includes the reserve of \$8.3M and unallocated funds of \$6.5M.

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 April 2015 Board report.

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
May 18, 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>
CLOSED PROJECTS							
CLOSED PROJECTS TOTAL	182,875,608	166,155,668	7,076,418	5,156,232	1,487,537	2,938,771	60,982
CAPITAL PROJECTS							
Campus Appearance Improvement IVC & SC (2009)	1,000,000	594,149	144,365	738	140,555	29,330	90,863
Atep Building Demolition (2007)	13,700,000	73,885	1,439,404	781,124	109,025	1,744,947	9,551,614
Atep First Building Phase 3A (2011)	21,450,000					761	21,449,239
Atep Operating Budget* (2006)	12,706,616	8,599,864	1,798,762	507,119	564,290	579,960	656,621
Atep Site Development (2013)	6,000,000				693,427	681,207	4,625,365
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 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 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)	7,869,899	589,404	745,863	1,817,215	(630,004)	4,864,713	482,708
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 Sciences Building (M/S/E annex) (2003)	67,358,346	29,595	258,563	1,840,003	295,740	7,324,533	57,609,911
SC Site Improvements (2008)	12,580,000	5,740	212,701	-	1,464	107,278	12,252,816
SC PE 200 and 300 Interior Renovation (2014)	1,000,000						1,000,000
SC PE 400 and 500 Renovation (2014)	800,000						800,000
SC Water Damages/Storm Drainage Issues (2013)	750,000				10,710	3,495	735,795
CAPITAL PROJECTS TOTAL	226,037,755	11,329,120	5,478,017	4,353,794	2,881,872	20,445,975	181,548,976

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
May 18, 2015**

Project Description	Approved Amount	1999/10 Actual	2010/11 Actual	2011/12 Actual	2012/13 Actual	2013/14 Actual	Balance Remaining for 2014/15
SCHEDULED MAINTENANCE							
IVC Library Exterior (2013)	275,000					1,830	273,171
IVC Lighting & Walkways (2013)	795,055					332,278	462,777
IVC SM B100 Roof & HVAC (2015)	493,350						493,350
IVC Sports Facilities (2012)	342,600				702	43,312	298,586
SC 12KV Elec Distr Repair (2014)	200,000						200,000
SC Central Plant (2013)	750,000				61,780	23,875	664,345
SC HVAC PE 100 (2014)	800,000						800,000
SC PE 200 Bleacher Repairs (2014)	725,000						725,000
SC PE Complex (2013)	500,000						500,000
SCHEDULED MAINTENANCE PROJECTS TOTAL	4,881,005	-	-	-	62,482	401,295	4,417,228
IT PROJECTS							
Campus Desktop Refresh (2013)	4,249,334				648,198	843,987	2,757,148
SOCCCD Automate Electronic Transcript Receiving (2015)	453,600						453,600
SOCCCD Automated Password Reset & Single Sign-On Assess (2015)	115,600						115,600
SOCCCD Awards Management System (2013)	500,000				303,641	154,230	42,129
SOCCCD Blackboard Plug-ins (2013)	150,000				2,000		148,000
SOCCCD Class Schedule Upgrade & Recommendation (2015)	735,000						735,000
SOCCCD Degree Audit/MAP Upgrade (2013)	1,332,640				230,118	396,373	706,149
SOCCCD Document Management Solution (2011)	659,202			622,823	18,731		17,648
SOCCCD District-wide Automatic Email Archive (2015)	165,000						165,000
SOCCCD District-wide Hardware Refresh (2014)	505,000					484,919	20,081
SOCCCD District-wide Network Security (2015)	369,895						369,895
SOCCCD District-wide Server/Storage Maintenance (2015)	950,000						950,000
SOCCCD End-of-Life Core Network/Tech Refresh (2013)	6,984,658				446,032	3,496,228	3,042,398
SOCCCD Enterprise Backup Solution (2014)	150,000					24,933	125,067
SOCCCD Enterprise Content Mgmt Expansion (2013)	150,000				31,386		118,614
SOCCCD HR/Bus Svcs Integrated Software (2013)	11,500,000			16,131	150,433	1,971,236	9,362,199
SOCCCD Intl and Student Scholar Mgmt (2014)	54,500						54,500
HRIS Data Migration	20,000				15,000		5,000
IT Governance - TeamDymanixHE Software	50,000				14,400		35,600
TracDat Integration with SharePoint	36,000				35,964		37
DW Infrastructure Inventory System	75,000						75,000
MySite Help System	20,000				420	5,946	13,635
Unified Communications System	50,000				28,928		21,072
IT Contingency	361,855				31,800	32,800	297,255
SOCCCD IT Basic Aid Projects (2013)	612,855			-	126,511	38,746	447,599
SOCCCD IT Projects SC/IVC/ATEP Instruct & Student Svc (2010)	8,744,770	2,906,089	2,665,868	1,745,944	888,629	136,099	402,141
SOCCCD Master Calendar Integration (2014)	300,000					58,500	241,500
SOCCCD Matriculation SEP System (2013)	100,000				332		99,668
SOCCCD MySite Message Customization (2014)	150,000						150,000
SOCCCD MySite Security (2014)	302,000					47,280	254,720
SOCCCD New Library System (2014)	100,000					21,909	78,091
SOCCCD Online Catalog (2014)	125,000						125,000
SOCCCD Predictive Analytics (2013)	250,000				54,052		195,948
SOCCCD Student Conduct & Incident Reporting (2015)	13,060						13,060
SOCCCD Student Info Sys AR Enhancement/Electronic Refunds (2015)	600,000						600,000
SOCCCD Student Information System Enhancement (2013-2015)	4,512,000				1,047,013	1,720,024	1,744,963
SOCCCD Student Information System Upgrade-Phase I/Phase II (2006)	14,102,260	14,031,285	4,250	22,466	1,350	6,531	36,378
SOCCCD Student Success Dashboard (2014)	550,000					52,324	497,676

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
May 18, 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>
SOCCCD Support Multiple Prerequisites (2015)	302,400						302,400
SOCCCD Technology Needs 2007/08 (2008)	8,036,477	6,680,995	923,579	392,177	28,547	2,020	9,159
SOCCCD Virtual Desktop (2014)	50,000					13,050	36,950
SOCCCD Waitlist Modification (2014)	250,000					249,920	81
SOCCCD Wireless Coverage Expansion (2015)	738,000						738,000
IT PROJECTS TOTAL	68,863,251	23,618,369	3,593,697	2,799,541	3,976,974	9,718,309	25,156,361

OTHER ALLOCATIONS							
SOCCCD Design/Build Specialty Consultant (2013)	525,000			13,300	91,725		419,975
SOCCCD Dist Union Offices (2014)	100,000						100,000
SOCCCD District-wide Mapping (2015)	400,000						400,000
SOCCCD DSA Inspec, Engineer, and PM Svcs (2014)	350,000					145,830	204,170
SOCCCD DSA Project Close Out (2013)	340,000				12,256	14,334	313,409
SOCCCD Facilities Software System (2013)	1,129,000				309,248	65,550	754,202
SOCCCD FPP, IPP, 5 Year Plans (2013)	210,000					3,040	206,960
SOCCCD Insurance Deductibles (2014)	200,000					100,000	100,000
SOCCCD Lease/Leaseback Consultant (2013)	425,000				8,531	9,265	407,204
SOCCCD Legislative Advocacy Services - Basic Aid (2004 - present)	585,000	149,494		117,900	100,578	110,074	106,953
SOCCCD Legal Counsel Facility Related Issues (2013)	900,000				35,073	2,804	862,123
SOCCCD Pre-Planning and Investigation (2015)	200,000						200,000
SOCCCD Trustee Election/General Election Expense (2004 - present)	2,598,988	981,697	417,291	-	354,083	-	845,917
SOCCCD Retiree Benefits (2001 - present)	60,027,683	27,417,938	8,000,000	2,600,000	18,489,745	3,520,000	-
OTHER ALLOCATIONS TOTAL	67,990,671	28,549,129	8,417,291	2,731,200	19,401,240	3,970,898	4,920,913

BASIC AID PROJECT TOTALS	550,648,290	229,652,287	24,565,423	15,040,767	27,810,106	37,475,247	216,104,460
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Commitments	349,516,741	41,176,493	(9,951,045)	70,406,108	54,193,413	45,278,188
Cumulative Commitments	349,516,741	390,693,234	380,742,189	451,148,297	505,341,710	550,619,898
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	550,648,290
Uncommitted Basic Aid Funds	125,565,318	139,737,857	163,998,135	183,076,428	189,389,451	14,742,308

	<i>Approved Amount</i>					<i>Commitment Change</i>
Change from April 2015 Report	-	-	-	-	-	-

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Facilities Plan Status Report
ACTION: Information

BACKGROUND

On August 30, 2004, the Board of Trustees received a list of projects under consideration for local funding and a report on the status of each project. The Board requested to be kept informed about these and other facilities projects.

STATUS

(EXHIBIT A) provides an up-to-date report on the status of current construction projects.

FACILITIES PLAN STATUS REPORT
May 18, 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: Structural steel installation complete at primary building. Observatory construction underway. Central Plant modifications are complete.

In Progress: Retaining wall installation continues. Bridge abutment construction continues with two abutments completed. The Furniture, Fixture & Equipment (FF&E) committee is developing furniture procurement plan. Finalizing building structure, priority interior wall framing, MEP hangers and routing, deck concrete, observatory dome and interior. *Framing of walls at the exterior all three floors.*

Recently Completed: Structural building steel is placed and welding and punch list continues. Underground utilities foundation and building slab at the observatory is complete. Observatory grub and grading is complete. Masonry wall construction at the observatory. Observatory dome was delivered and assembled. *Exterior concrete and pedestal base plates for telescopes at observatory outdoor area.*

Focus: Structural steel placement for the pedestrian connector bridges to the campus, deck pours at floors and roof, priority wall framing, MEP routing and supports. *Coordination trades meetings for roofing, HVAC fabrication and testing visit and report.*

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. Value engineering in process for cost reduction.

In Progress: Value Engineering in process.

Recently Completed: Validation of construction costs at \$10.6 million. *Board Agenda submitted to authorize a Lease-Leaseback delivery method.*

Focus Issue RFQ for Lease-Leaseback.

Project Start: September 2011	Scheduled Finish: March 2015
Projected Finish: October 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: *Initial* demolition and grading complete.

In Progress: Auto tech building underground utilities and footings.

Recently Completed: *Initial Demolition and grading in parking lot 1.*

Focus: Install building underground utilities and footings for CMU walls.

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: Canopy outside ceramics area and several out buildings adjacent to the Fine Arts under review; DSA certification required prior to approving the initial design documents submitted to DSA.

In Progress: Architect responding to DSA redline comments. Initial programming review of adjacent structures to meet DSA certification requirements.

Recently Completed: Board approval of amendment permit review of adjacent structures for DSA compliance.

Focus: DSA review and response to obtain DSA approval. Identify requirements necessary for adjacent structures to be DSA certified.

Project Start: July 2012	Scheduled Finish: September 2015
Projected Finish: September 2015-2016	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: Development of Project program by Criteria Architect with stakeholders.

In Progress: Development of Project program.

Recently Completed: *Third* meeting with Criteria Architect and Project Stakeholders.

Focus: Project programming.

Project Start: July 2014	Scheduled Finish: Pending
Projected Finish: Pending	DSA Close Out: Pending

7. GATEWAY PROJECT

	Original	Revision	Total
Project Budget:	\$42,867,000	\$1,612,000	\$44,479,000

Anticipated State Match:	\$30,053,000	\$1,129,000	\$31,182,000
Basic Aid Allocation:	\$1,545,115	\$(655,115)	\$890,000
Unallocated Amount:	\$41,321,885		\$43,589,000

Budget Narrative: Budget reflects Board action on 6/17/2013 and 6/23/2014.

Status: On Hold.

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: Final finishes, punch list completed. Addressing contractual issues around project delays.

In Progress: Furniture, fixture and equipment procurement.

Recently Completed: Contract work is completed.

Focus: Close out and DSA certification. FF&E.

Project Start: January 2012	Scheduled Finish: November 2014
Projected Finish: March 2015	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
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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. DSA advises close out via alternate engineer assistance. No enforcement available to obtain project architect response.

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. Project Architect is leaving firm. Has provided addendum information with promise of change orders before exit.

Recently Completed: Obtained addendum information which is needed for DSA close out paperwork.

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 completed and final agreement reached with Surety Company. Final warranty items to be completed over the summer.

In Progress: Warranty closeout of project.

Recently Completed: Drawings received from architect for outstanding warranty items.

Focus: Final closeout of project.

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: Final revision of easement agreement submitted to City of Irvine *and Landscape License Agreement submitted to Southern California Edison.*

Focus: Conclude agency negotiations for easements with City of Irvine and Southern California Edison and prepare documents to bid.

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 \$11,463,000 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: Interior and exterior framing ~~90%~~ complete, Roofing 90% complete, exterior wall ~~lathing~~ final coating started.

In Progress: Mechanical, electrical and plumbing rough-ins, roofing, ~~insulation and~~ drywall, and exterior plaster final color coat.

Recently Completed: Interior metal framing, exterior lathing, install of HVAC units on roof.

Focus: Furniture, fixture and equipment procurement. Roofing, exterior plaster, drywall, and start window install.

Project Start: December 2012	Scheduled Finish: May 2015
Projected Finish: August 2015	DSA Close Out: Pending

5. FINE ARTS PROJECT

	Original	Revision	Total
Project Budget:	\$35,703,000	\$2,053,000	\$37,756,000
Anticipated State Match:	\$25,141,000	\$1,447,000	\$26,588,000
Basic Aid Allocation:	\$795,000	-	\$795,000
Unallocated Amount:	\$34,908,000		\$36,961,000

Budget Narrative: Budget reflects Board action on 6/23/2014.

Status: On Hold.

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. Demolition of Land Exchange buildings, including infrastructure removal is underway.

In Progress: Removal of the remaining piping infrastructure is completed. Installation of two storm drain sections and the required re-grading of the property, is in progress.

Recently Completed: All buildings, roadways and parking lots identified to be demolished as a part of this project have now been removed.

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: Design-Build Request for Proposal issued.

In Progress: *Preparation and issuance of RFP Addenda clarifications.* RFP submissions due May 12th.

Recently Completed: *Interim interviews with proposers.*

Focus: Identify necessary RFP modifications and respond to questions by proposing firms, both by issuance of Addenda.

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: Perform infrastructure condition assessment.

Project Start: July 2012	Scheduled Finish: June 2013
Projected Finish: September 2014	DSA Close Out: N/A

Project updates for active projects may be viewed
at: <http://www.socccd.edu/businessservices/ProjectUpdates.html>.

Definitions:

Project Start:	Month Architect/Consultant(s) are brought on board for design of project
Scheduled Finish:	Assumed duration of project depending on variables, such as agency review, etc. outside District and consultant control
Projected Finish:	Identified finish at the time of the report
DSA Close Out:	The process of sending required documents to DSA to obtain project certification.

Note: When state matches are identified, the project budgets reflect the allocated state match as reported in FUSION for the latest planning year 2016-2017. (FUSION is the State Chancellor's Office database for Capital Outlay.) The word "Anticipated" is included in project budget table when money has not yet been allocated but the amount has been identified by the state.

The "Revisions" column for the State Match category includes changes due to escalation and changes that may have occurred to the state's percentage (i.e. going

from an 80% match down to a 70% match and so on as the economy changes) from the original project approvals to current date. The “Revisions” column for the Basic Aid Allocation will show a total variation to date taking into account both increased and decreased basic aid allocations.

The Unassigned category identifies an underfunded budget.

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

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Monthly Financial Status Report
ACTION: Information

BACKGROUND

Monthly General Fund financial reports (EXHIBIT A) are provided to the Board of Trustees to keep members regularly informed of current information and provide an alert to any significant changes in the projected year ending balance. These reports provide district-wide and college financial information.

STATUS

The reports display the adopted budget, revised budget and transactions through April 30, 2015 (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 April 30, 2015

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Actual Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
BEGINNING FUND BALANCE:		\$ 44,236,531	44,236,531	44,236,531	100.00%
REVENUES:					
Federal Sources	8100-8199	\$ 4,402,878	4,831,953	740,839	15.33%
State Sources	8600-8699	25,690,086	29,832,084	20,058,740	67.24%
Local Sources	8800-8899	195,166,457	195,244,395	197,350,715	101.08%
Other Financing Sources	8900-8912			12,805	
Total Revenue		225,259,421	229,908,432	218,163,099	94.89%
INCOMING TRANSFERS	8980-8989	0	0	0	
TOTAL SOURCES OF FUNDS		\$ 269,495,952	274,144,963	262,399,630	95.72%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 70,886,553	72,198,278	57,941,919	80.25%
Other Staff Salaries	2000-2999	46,086,852	46,212,563	31,703,148	68.60%
Employee Benefits	3000-3999	39,578,000	40,195,956	30,151,051	75.01%
Supplies & Materials	4000-4999	5,637,251	5,799,201	2,465,995	42.52%
Services & Other Operating	5000-5999	23,397,149	25,143,152	14,389,176	57.23%
Capital Outlay	6000-6999	11,856,016	12,426,960	4,116,549	33.13%
Payments to Students	7500-7699	756,776	776,498	497,839	64.11%
Total Expenditures		\$ 198,198,597	202,752,608	141,265,677	69.67%
OTHER FINANCING USES:					
Debt Service	7100-7199	0	0	0	
Inter Fund Transfers Out	7300-7399	\$ 1,197,350	1,292,350	1,269,865	98.26%
Basic Aid Transfers Out	7300-7399	43,861,973	43,861,973	43,861,973	100.00%
Intra Fund Transfers Out	7400-7499	0	0	12,805	0.00%
Total Other Uses		45,059,323	45,154,323	45,144,643	99.98%
TOTAL USES OF FUNDS		243,257,920	247,906,931	186,410,320	75.19%
ENDING FUND BALANCE		\$ 26,238,032	26,238,032	75,989,310	
RESERVES					
Reserve for Unrealized Tax Collections (Basic Aid)		\$ 12,785,498	12,785,498		
Reserve for Economic Uncertainties		11,452,534	11,452,534		
College Reserves for Economic Uncertainties		2,000,000	2,000,000		
TOTAL RESERVES		\$ 26,238,032	26,238,032		

NOTE: As of April 30, 2014 actual revenues to date were **94.28%** and actual expenditures to date were **75.76%** of the revised budget to date.

SADDLEBACK COLLEGE

General Fund Income and Expenditure Summary
As of April 30, 2015

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		\$ 10,154,792	10,154,792	10,154,792	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 86,859,848	86,859,848	83,414,904	96.03%
Restricted Budget Allocation		18,987,615	21,029,720	11,345,946	53.95%
Total Revenue		105,847,463	107,889,568	94,760,850	87.83%
INCOMING TRANSFERS	8980-8989	0	0	0	
TOTAL SOURCES OF FUNDS		<u>\$ 116,002,255</u>	<u>118,044,360</u>	<u>104,915,642</u>	88.88%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 45,603,021	45,954,597	36,143,312	78.65%
Other Staff Salaries	2000-2999	24,053,664	23,968,693	15,707,319	65.53%
Employee Benefits	3000-3999	22,371,315	22,693,926	15,945,834	70.26%
Supplies & Materials	4000-4999	3,794,239	4,047,675	1,528,940	37.77%
Services & Other Operating	5000-5999	10,802,761	11,440,941	6,373,645	55.71%
Capital Outlay	6000-6999	7,540,065	8,055,985	3,018,991	37.48%
Payments to Students	7500-7699	487,190	532,543	304,737	57.22%
Total Expenditures		\$ 114,652,255	116,694,360	79,022,778	67.72%
OTHER FINANCING SOURCES/(USES):					
Debt Service	7100-7199	0	0	0	
Transfers Out	7300-7399	\$ 350,000	350,000	398,600	113.89%
Other Transfers	7400-7499	0	0	0	
Total Other Uses		350,000	350,000	398,600	113.89%
TOTAL USES OF FUNDS		<u>115,002,255</u>	<u>117,044,360</u>	<u>79,421,378</u>	67.86%
LOCATION OPERATING BALANCE		<u>\$ 1,000,000</u>	<u>1,000,000</u>	<u>25,494,264</u>	
RESERVES					
Reserve for Economic Uncertainties		<u>\$ 1,000,000</u>	<u>1,000,000</u>		

NOTE: As of April 30, 2014, actual revenues to date were **90.79%** and actual expenditures to date were **69.65%** of the revised budget to date.

Restricted revenue Budget to Actual is at 53.95% as some large grants like TAACCCT, CA Career Pathways Trust (CCPT), WIA and STEM have been budgeted at amounts that cross multiple years. Funds will be received over the next few years as the work is done.

IRVINE VALLEY COLLEGE
General Fund Income and Expenditure Summary
As of April 30, 2015

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		4,172,110	4,172,110	4,172,110	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 50,657,293	50,657,293	49,310,216	97.34%
Restricted Budget Allocation		9,005,144	11,592,941	7,950,038	68.58%
Total Revenue		59,662,437	62,250,234	57,260,254	91.98%
INCOMING TRANSFERS	8980-8989	0	0	0	
TOTAL SOURCES OF FUNDS		63,834,547	66,422,344	61,432,364	92.49%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	23,650,937	24,611,086	20,824,812	84.62%
Other Staff Salaries	2000-2999	13,942,833	14,238,515	10,258,363	72.05%
Employee Benefits	3000-3999	13,012,792	13,308,137	9,727,049	73.09%
Supplies & Materials	4000-4999	1,651,169	1,616,695	839,219	51.91%
Services & Other Operating	5000-5999	5,691,449	6,730,609	3,620,971	53.80%
Capital Outlay	6000-6999	3,968,431	3,930,997	1,011,663	25.74%
Payments to Students	7500-7699	269,586	243,955	193,102	79.15%
Total Expenditures		62,187,197	64,679,994	46,475,179	71.85%
OTHER FINANCING SOURCES/(USES):					
Debt Service	7100-7199	0	0	0	
Transfers Out	7300-7399	647,350	742,350	671,265	90.42%
Other Transfers	7400-7499	0	0	12,805	
Total Other Uses		647,350	742,350	684,070	92.15%
TOTAL USES OF FUNDS		62,834,547	65,422,344	47,159,249	72.08%
LOCATION OPERATING BALANCE		1,000,000	1,000,000	14,273,115	
RESERVES					
Reserve for Economic Uncertainties		1,000,000	1,000,000		

NOTE: As of April, 2014, actual revenues to date were **95.25%** and actual expenditures to date were **72.51%** of the revised budget to date.

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

BACKGROUND

Senate Bill Number 564 added Government Code Section 53646 requiring the local agencies in California, including educational institutions, to render a statement of investment policy to their local governing Board on an annual basis. In addition, a quarterly report in compliance with the investment policy is to be rendered to the governing Board with respect to the agency's investments. The Board approved the District's investment policy on September 16, 1996, and since then, quarterly reports have been rendered for the Board's information.

STATUS

As of the quarter ending on March 31, 2015, our cash balances were \$259,500,061.07 in the Orange County Investment Pool (OCIP), and the OCIP investment pool is yielding an average of 0.40% which is the same as the prior quarter.

The cash balances for the Local Agency Investment Fund (LAIF) Pooled Investment were \$26,052,047.44, and the LAIF investment pool is yielding an average of 0.26% compared to prior quarter of 0.25%.

Both pools are highly liquid, with overnight wire transfers available upon request.



IRVINE VALLEY COLLEGE

5500 Irvine Center Drive, Irvine, CA 92618 | T 949-451-5100 | www.ivc.edu

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

FROM: Glenn R. Roquemore, PhD, President *GR*

DATE: May 7, 2015

SUBJECT: **President's Report for the May 18, 2015 Board of Trustees Meeting**

IVC Faculty Member Works with California Acceleration Project

Irvine Valley College (IVC) Associate Professor Summer Serpas is working with the California Acceleration Project (CAP) in bringing the 2015 conference on Acceleration in Developmental Education to California from Maryland, where it has been held for six years. Educators from across the country will travel to the conference at the Hilton Costa Mesa to learn ways to redesign and accelerate students' paths through remediation on their way to completing college-level English and math requirements. Serpas is handling logistics such as getting the necessary books from the IVC bookstore and coordinating volunteers who will help attendees check in. She also will be presenting at the June 25-26 conference. Other IVC presenters are Kurt Meyer, Rebecca Kaminsky, Melissa Knoll and Jamie Dingman. Plenary speakers are Mike Rose, PhD, and John Hetts, PhD.

IVC Music Faculty Perform as Guest Artists in Paraguay

IVC's Music Department faculty members Iman Khosrowpour and Dr. Daniel Luzko will perform as special guest artists in the 2015 Concert Series of the Orquesta Sinfonica de la Ciudad de Asuncion in Paraguay. Khosrowpour, who is the IVC Symphony Orchestra conductor, will give the world premiere of Luzko's, "Violin Concerto." The work is dedicated to legendary Paraguayan music professor Jose Luis Miranda, who taught Luzko. Luzko, who heads IVC's music theory and composition program, will be the conductor for the July 2 concert. A celebration of the United States Independence Day, the program will include Ferde Grofé's "The Grand Canyon Suite" and George Gershwin's "Rhapsody in Blue." Khosrowpour and Luzko are sponsored by the generosity of the American Embassy in Paraguay and the Philharmonic Society of Asuncion, Paraguay.

Celebrate Jazz at IVC

The IVC Music Department and Foundation once again celebrated jazz on Saturday, May 3, beginning at 2 p.m. at the Live Oak Terraces on the IVC campus. The afternoon featured the IVC Jazz Ensemble, conducted by Director Dan St. Marseille, as well as the Esperanza High School Jazz Ensemble, directed by Brad Davis, and special guest artist, Grammy Award winner Eric Marienthal, alto saxophone. Donations were accepted to support IVC music scholarships and were matched by the IVC Foundation PRO IVC campaign.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES: Barbara J. Jay, Timothy Jemal, David B. Lang, Marcia Milchiker, Nancy M. Padberg, T. J. Prendergast III, James R. Wright
Gary L. Poertner, Chancellor • Glenn R. Roquemore, PhD, President, Irvine Valley College

An Equal Opportunity Institution

IVC Jazz Ensemble Director Featured as a Guest Soloist Irvine Jazz Event

On May 9, IVC's Jazz Ensemble director Dan St. Marseille performed as a featured guest soloist with Irvine high school jazz ensembles as part of the *Jazz at the Palm Court* held at the Orange County Great Park in Irvine. St. Marseille also performed with the Northwood, Woodbridge and University High School Jazz Ensembles at the festival. The Jazz at the Palm Court was formed in collaboration between the Irvine Unified School District music programs and the City of Irvine.

30th Annual Scholarship Awards Ceremony

On Thursday, May 21, the 30th annual Foundation Scholarship Awards Ceremony was held on the lawn of the IVC Live Oak Terraces. The event started with a continental breakfast at 8 a.m. followed by the program commencing at 9 a.m. This year, 548 scholarships and awards will provide approximately \$372,806 in awards. At the ceremony, approximately \$202,325 will be awarded in 396 scholarships to Irvine Valley College students for the 2015-2016 academic year. Out of the 586 scholarship applications completed, 29 were from veteran students. The number of working scholarship applicants who work part-time or full-time also increased by 9.5% this year to 71.5%.

IVC Robotics Team Wins First Place at Imaginology Event

The IVC Robotics Team won first place for its design of the Triage Assistance Rescue Robot, or TARRo, at the University of California, Irvine (UCI) Rescue Robotics Competition. Teams from local colleges and universities designed a 25-pound device that could autonomously locate and identify up to 30 "victims" placed in a 10,000-square-foot disaster zone. The designs for the ground-based rovers were judged April 25 during the Imaginology Event at the Orange County Fairgrounds. IVC's team included: Jose Antelo, Jordan Carnaggio, Emily Sin, Jonivan Artates, Logan Hurtado and Xochitl Alvarado. Mathematics professor Jack Appleman served as faculty mentor and was assisted by professors Matthew Wolken, Brian Monacelli, Brett McKim, Alec Sim and Zahra Noroozi. The team was organized under the auspices of the Applied Science and Engineering Club with faculty advisors Ilknur Erbas-White and Appleman, and received funding and administrative support from Corrine Doughty, dean of Instruction, Economic and Workforce Development; Lianna Zhao, dean for Math, Science & Engineering; Merry Kim, director for Career Technical Education; and Matt Suarez, instructional site supervisor. The team works in a temporary robotics lab set up at ATEP and encourages students and staff to visit on Mondays and Fridays to find out more about the project, which is planned to continue for the next two years as the team makes the design fully operational.



SADDLEBACK COLLEGE

28000 Marguerite Parkway • Mission Viejo, CA 92692
949.582.4500 • www.saddleback.edu

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

FROM: Dr. Tod A. Burnett, President

SUBJECT: Report for May 18, 2015 Board of Trustees Meeting

Saddleback College looks forward to its commencement ceremony that will be held on the morning of Friday, May 22nd. The commencement speaker will be Dr. Al Mijares, Orange County Superintendent of Schools. This year we will be featuring five student speakers in a special performance coordinated by Professor Heidi Ochoa. We are grateful to the faculty, staff, and students who worked tirelessly for what is sure to be another successful commencement, and also thank Chancellor Poertner and our Board of Trustees for serving as our platform party and in various roles during the ceremony.

The Saddleback College Nursing Program honored 51 graduating nursing students in a symbolic candle lighting and pinning ceremony on Tuesday, May 12th at the McKinney Theatre. Each graduate received a time-honored pin, a symbol of a nurse's service to others, and their induction into the nursing profession.

The Saddleback College Foundation's scholarship ceremony was held on Friday, May 15th. Approximately \$700,000 in scholarships was awarded to more than 400 students.

Congratulations to Mark Sierakowski, Saddleback College's Classified Employee of the Year! Mark has served at the college for 30 years as our network systems administrator, a role that he impressively handles with capability and finesse. Indeed, Mark's colleagues appreciate his know-how and helpful demeanor, and are awed by the fact that so much of our operation is dependent on him. Thanks to Mark for his amazing work!

Office of Instruction

Fine Arts and Media Technology

Another busy month of student performances. The Saddleback Big Band, conducted by Joey Sellers, performed in the McKinney Theatre on May 1st with special guest 98 year old vocalist Beresford "Shep" Shepherd, who performed *All I Ask* and *You Make Me Feel so Young* to the delight of a full house. The Department of Theatre Arts' production of *Talking With...*, directed by Hal Landon, Jr., was well received by audiences on May 1st through May 9th in the Studio Theatre. On May 3rd, Kirill Gliadkovsky's Reflections of the Ocean Classical Keyboard Series presented a piano ensemble and advanced piano student concert in the McKinney Theatre. On May 4-14, the Annual Juried Student Art Exhibition 2015 was held in the Saddleback Art Gallery and student awards were presented at an artists' reception and award ceremony. On May 5th, Ariel Alexander's Commercial Music ensemble performed live music celebrating Cinco de Mayo in the fine arts court yard. On May 6th, the Angels for the Arts presented a

Student Success Showcase featuring an evening of performances from Angels' scholarship winners in the McKinney Theatre. On May 9th the Saddleback Wind Ensemble, conducted by Yorgos Kouritas, presented a performance in the McKinney Theatre. On May 11th at 5 pm, our forensics team gave a public performance in the McKinney Theatre. On May 14th, Saddleback students performed a recital for Concert Hour at noon. Admission was free. On May 16th, a Piano Master Class with Irene Peery-Fox was held in FA101. Saddleback piano students performed. On May 16th & 17th, Saddleback College Symphony Orchestra and College Choir presented Sir Paul McCartney's *Ecce Cor Meum* and *Fantasia on the Old 104th Psalm Tune* composed by Ralph Vaughan Williams -featuring Dr. Kirill Gliadkovsky. in the McKinney Theatre. The KSBR Birthday Bash and Taste of the Bash which was once again enjoyed by all on May 24th in the Village Green at Oso Viejo Park in Mission Viejo.

Office of Student Services

The Saddleback College VETS Program hosted Operation Welcome Home on Friday, March 15th. This four-hour, no-cost training was held for faculty and staff about the specific readjustment and mental health needs of student veterans. The major objectives of the training were to increase awareness about military culture, the transition challenges veterans face when leaving the military, and the particular stressors faced by student veterans, including the signs and symptoms of post-traumatic stress disorder (PTSD), traumatic brain injury (TBI), and suicide so that faculty and staff can better understand how these conditions might impact student success in the classroom and on campus.