



Meeting of the Board of Trustees

December 14, 2015

CALL TO ORDER: 5:00 P.M.

1.0 PROCEDURAL MATTERS

1.1 Call to Order

1.2 Public Comments

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

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- 1.3 Public Employee Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC Section 54957(b).)
 - A. Public Employee Discipline, Dismissal, Release (GC Section 54957(b).) (4 matters)
- 1.4 Conference with Labor Negotiators (GC Section 54957.6)
 - A. California School Employees Association (CSEA)
Agency Designated Negotiator: David P. Bugay, Ph.D.
 - B. Police Officers Association (POA)
Agency Designated Negotiator: David P. Bugay, Ph.D.
- 1.5 Conference with Real Property Negotiators (GC Section 54956.8) (1)
 - A. Exchange of Property by District: Portion of Advanced Technology Education Park: County of Orange, 15445 Lansdowne Road, Tustin
Agency Designated Negotiator: Debra Fitzsimons, Ph.D. regarding exchange of land.
 - B. Lease of Property by District: Portion of Advanced Technology Park (ATEP) site: Los Angeles Football Club, 15445 Lansdowne Road; Regarding price and terms of payment.
- 1.6 Conference with Legal Counsel (GC Section 54956.9) (1 case)
 - A. Anticipated Litigation (GC Section 54956.9(d)(2), (e)(1) (2 cases)

RECONVENE OPEN SESSION: 6:30 P.M.

2.0 **PROCEDURAL MATTERS**

2.1 **Actions Taken in Closed Session**

2.2 **Invocation**

Led by Trustee James Wright

2.3 **Pledge of Allegiance**

Led by Trustee Barbara Jay

2.4 **Annual Organizational Meeting and Facilities Corporation Meeting**

- A. Election of Officers
- B. Appointment of Secretary and Assistant Secretary
- C. Appointment of Trustee Representatives
- D. Establishment of Regular Meeting Dates
- E. Establishment of Agenda Planning Calendar
- F. Approval of Agenda Format
- G. Special Meeting of the Board of Directors, Facilities Corporation

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

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

2.6 **Public Comments**

*Members of the public may address the Board on any item on the agenda at this time or during consideration of the item. Items not on the agenda that are within the subject matter jurisdiction of the Board may also be addressed at this time. 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
 - 1. Request for board report on active shooter preparations and training at Saddleback College and Irvine Valley College.

4.0 DISCUSSION ITEMS

- 4.1 None

5.0 CONSENT CALENDAR ITEMS

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

- 5.1 **SOCCCD: Board of Trustees Meeting Minutes**
Approve minutes of a Regular Meeting held on November 16, 2015.
- 5.2 **Saddleback College: Out-of-State Travel, The Regional 48 Kennedy Center American College Theatre Festival, Honolulu, Hawaii, February 10-15, 2016**
Approve the participation of the Saddleback College Department of Theatre Arts in the Regional 48 Kennedy Center American College Theatre Festival in Honolulu, Hawaii, February 10-15, 2016.
- 5.3 **SOCCCD: Saddleback College Award of Bid 2044, Printing of Community Education Brochures, Southwest Offset Printing**
Approve the award of Bid No. 2044, Printing of Community Education Brochures for FY 2015-2016 with four one-year options to renew with Southwest Offset Printing for a total amount of \$ 259,914.25.
- 5.4 **Saddleback College and Irvine Valley College: Designated Representatives to the South Orange County Regional Consortium for AB104 Adult Education Block Grant**
Approve Dr. Tod A. Burnett or his designee to serve as the approved representative through June 2016 and Dr. Glenn R. Roquemore or his designee to serve as the approved representative for 2016-2017. The designee will alternate by college each year thereafter.
- 5.5 **Saddleback College and Irvine Valley College: Revised 2016-2017 Instructional Material/Laboratory Fees**
Approve revised instructional material and laboratory fees for 2016-2017.
- 5.6 **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.
- 5.7 **Saddleback College: Curriculum Revisions and Additions for the 2016-2017 Academic Year**
Approve the proposed curriculum changes and additions for the 2016-17 academic year at Saddleback College.

- 5.8 **Irvine Valley College: Curriculum Revisions for the 2016-2017 Academic Year**
Approve curriculum revisions as recommended by the Curriculum Committee in consultation with the Academic Senate for the 2016-2017 academic year, pursuant to Title 5, Section 53200 et seq.
- 5.9 **Irvine Valley College: Out-of-State Travel Program to the Natural and Cultural Heritage Sites of Arizona, Utah, Colorado, and New Mexico, Summer 2016**
Approve the Geography 102 out-of-state travel field program from July 22-31, 2016 to the natural and cultural heritage sites of Arizona, Utah, Colorado, and New Mexico.
- 5.10 **SOCCCD: Irvine Valley College Award of Bid No. 314, Biotechnology Equipment, Bio-Rad Laboratories**
Approve the award of Bid No. 314, Biotechnology Equipment at Irvine Valley College, for FY 2015-2016 to Bio-Rad Laboratories for a total amount of \$105,541.83.
- 5.11 **SOCCCD: Agreement for Quality Assurance Services, eNamix**
Approve the agreement with eNamix for an amount not to exceed \$130,368 for the term of January 1, 2016 to August 31, 2016.
- 5.12 **SOCCCD: Agreement for Software Development and Project Management Services, Neudesic LLC**
Approve the work order with Neudesic LLC for an amount not to exceed \$247,497.50 for the term of January 1, 2016 through August 31, 2016.
- 5.13 **SOCCCD: License to Use Agreement for Cellular Phone Antenna Station, Sprint PCS Assets, LLC, at Saddleback College's Learning Resource Center (LRC)**
Approve the license to use agreement with Spring PCS Assets, LLC for a cellular phone antenna located on the rooftop of the SC LRC building, with a five year contract term to provide income of \$34,656 in year one and a three percent increase for the next four years, thereafter.
- 5.14 **SOCCCD: Budget Amendment: Adopt Resolution No. 15-41 to Amend FY 2015-2016 Adopted Budget**
Adopt Resolution No. 15-41 to amend the FY 2015-2016 Adopted Budget.
- 5.15 **SOCCCD: Transfer of Budget Appropriations**
For the current reporting period ending November 24, 2015.
- 5.16 **SOCCCD: Purchase Orders and Checks**
Ratify the purchase orders and checks as listed.
- 5.17 **SOCCCD: November 2015 Change Orders / Amendments**
Ratify change orders and amendments as listed.

5.18 **SOCCCD: November 2015 Change Orders / Amendments**
Approve change orders and amendments as listed.

5.19 **SOCCCD: October-November 2015 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

6.1 **SOCCCD: Approval of District-wide Strategic Plan**
Approve the final strategic plan and decision making manual as presented.

6.2 **SOCCCD: Saddleback College BGS Fire Repairs Project, Notice of Completion, Optima RPM, Inc.**
Authorize filing the Notice of Completion for BGS Fire Repairs project to Optima RPM, Inc. for a final contract total of \$543,800.87.

6.3 **SOCCCD: Saddleback College Exterior Lighting and Controls Retrofit Phase I, Notice of Completion, Anderson & Howard Electric, Inc.**
Authorize filing the Notice of Completion for Saddleback College Exterior Lighting and Controls, Retrofit Phase I project to Anderson & Howard Electric, Inc. for a final amount of \$780,000.00.

6.4 **SOCCCD: Board Policy Revision: BP-6170 Counseling, BP-4016 Drug Free Environment and Drug Prevention Program, BP-5230 Intercollegiate Athletics, BP-3410 Nondiscrimination**
Accept for discussion and approval.

6.5 **SOCCCD: Board Policy Revision: BP-4002.1 Authorization for Employment, BP-4000 Authorization for Employment**
Accept for review and study.

6.6 **SOCCCD: Full-Time Faculty Hiring Amendment - Saddleback College**
Approve amendments to Saddleback College's 2016-2017 Full-time Faculty hiring list.

6.7 **SOCCCD: Employment Agreement – Gary L. Poertner, Chancellor**
Approve employment contract for Gary L. Poertner as Chancellor, SOCCCD, effective July 1, 2016 through June 30, 2019.

6.8 **SOCCCD: Adjustment to the Integrated Salary Schedule for District Administrators and Managers**
Approve revisions to the Integrated Salary Schedule for District Administrators and Managers.

6.9 **SOCCCD: Academic Personnel Actions – Regular Items**
Approve New Academic Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund,

Administrators Contract Extensions, Extension of Administrative Temporary Assignment, Additional Compensation: General Fund – Pay Owed, Workload Banking, Reduced Workload Program with STRS Retirement.

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

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

7.0 REPORTS

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

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

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

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

7.3 **SOCCCD: Basic Aid Report**

Report on projected receipts and approved projects.

7.4 **SOCCCD: Monthly Financial Status Report**

The reports display the adopted budget, revised budget and transactions through November 30, 2015.

7.5 **SOCCCD: Facilities Plan Status Report**

Status of current construction projects.

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

Report for the period ending October 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.**

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Annual Organizational Meeting

ACTION: Approval

BACKGROUND

The provisions of Education Code Section 72000 require the Governing Board of each school and community college district to hold an Annual Organizational Meeting within a prescribed 15-day period. The Orange County Department of Education notified South Orange County Community College District that the 15-day period for 2015 is December 4 through December 18, 2015.

STATUS

This year, the Annual Organizational Meeting of the Board of Trustees will be held on December 14, 2015, for the purpose of electing officers of the Board (Exhibit A), appointing a secretary and an assistant secretary of the Board (Exhibit B), appointing Trustee representatives to various committees and organizations (Exhibit C), establishing regular Board meeting dates and times (Exhibit D) establishing an agenda planning calendar (Exhibit E), and approving the Board meeting agenda format (Exhibit F), and to hold a Special Meeting of the Board of Directors of the Facilities Corporation 2011 of the South Orange County Community College District (Exhibit G).

RECOMMENDATION

The Chancellor recommends that the Board of Trustees take separate action on Exhibits A through G in order to comply with the requirements of the Annual Organizational Meeting, and to hold a Special Meeting of the Board of Directors of the Facilities Corporation 2011 of the South Orange County Community College District.



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ANNUAL ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES

DECEMBER 14, 2015

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

AGENDA

CALL TO ORDER OF ANNUAL ORGANIZATIONAL MEETING

1. ANNUAL ORGANIZATIONAL MEETING

It is recommended that the board take action on each of the items in Exhibits A through G in order to comply with the requirements of the Annual Organizational Meeting.

EXHIBIT A. Election of Officers

EXHIBIT B. Appointment of Secretary and Assistant Secretary

EXHIBIT C. Appointment of Trustee Representatives

EXHIBIT D. Establishment of Regular Meeting Dates and Times

EXHIBIT E. Establishment of Agenda Planning Calendar

EXHIBIT F. Approval of Agenda Format

**RECESS TO MEETING OF
FACILITIES CORPORATION 2011 OF THE SOUTH ORANGE
COUNTY COMMUNITY COLLEGE DISTRICT - Exhibit G**

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ELECTION OF OFFICERS OF THE BOARD OF TRUSTEES

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

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

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

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

APPOINTMENT OF TRUSTEE REPRESENTATIVES FOR 2016

Representative to the Nominating Committee to the Committee on School District
Organization (1) and Alternate Representative (1)

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

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

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

Representatives to the Irvine Valley College Foundation (1) and Saddleback College Foundation
(1)

REGULAR MEETINGS OF THE BOARD OF TRUSTEES

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

January 2016 through December 2016

MONDAY, JANUARY 25

MONDAY, FEBRUARY 22

MONDAY, MARCH 28

MONDAY, APRIL 25

MONDAY, MAY 16

MONDAY, JUNE 27

MONDAY, JULY 18

MONDAY, AUGUST 22

MONDAY, SEPTEMBER 26

MONDAY, OCTOBER 24

MONDAY, NOVEMBER 14

MONDAY, DECEMBER 12
(Regular and Organizational Meeting)

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

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

2016 BOARD AGENDA PLANNING CALENDAR

PROPOSED BOARD MEETING DATES	ITEMS FOR CONSIDERATION
Presented throughout the year as needed	Academic Senate Curriculum Review (share)
Monday, January 25	CCCT Nomination Nonresident Fees Probationary Faculty Evaluations (Closed Session) Sabbatical Leave Recommendations
Monday, February 22	Community Education Programs, Summer Sessions (share) Probationary Faculty Contract Review
Monday, March 28	Academic Calendar (Review and Study) CCCT Election Five-Year Construction Plan (Approval)
Special Meeting in April	Board of Trustees Listening Sessions
Monday, April 25	Academic Calendar (Approval) Resolution for Classified Employees Week Resolutions for Professors of the Year (from both colleges)
Special Meeting in May/June	Board of Trustees' Self-Evaluation
Monday, May 16	Basic Aid Allocation Recommendation Outstanding Classified Employee Service Award Presentation Records Destruction
Monday, June 27	Annual Accreditation Reports (share) Adoption of Tentative District Budget (Presentation) Adoption of Tentative IVC and SC Student Government Budgets (Presentation) Community Education Programs, Fall Semester (share) Gann Limitation Worksheet
Special Meeting in July	Chancellor Evaluation
Monday, July 18	2015-16 Child Development Center Fees (share) Student Success Scorecard for Community Colleges (share)
Monday, August 22	Adoption of Final District Budget Adoption of Final IVC and SC Student Government Budgets IVC and SC Foundation Financial Reports (Information)
Monday, September 26	Biennial Ethics Training/Annual Trustee Compensation and Travel
Monday, October 24	2015-2016 Full-Time Faculty Position List District/Colleges Mission Statements (share) District-wide Strategic Plan Annual Progress Report (share) Student Equity Plan – Status and Results (Information)

Monday, November 14	Acceptance of District Audit Report Chancellor and Presidents Present Evaluations of Academic Administrators (Closed Session) Community Education Programs, Spring Semester (share)
Monday, December 12	Board of Trustees Organizational Meeting and Facilities Corporation Annual Meeting Consideration of Administrators' Contract Renewal Instructional and Student Material/Lab Fees, Summer, Fall and Spring Semesters (share)



Meeting of the Board of Trustees

[insert date here]

CALL TO ORDER: 5:00 P.M.

1.0 PROCEDURAL MATTERS

1.1 Call To Order

1.2 Public Comments

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

RECESS TO CLOSED SESSION

RECONVENE OPEN SESSION: 6:30 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

2.2 Invocation

2.3 Pledge of Allegiance

2.4 Public Comments

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

3.0 REPORTS

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

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

4.0 DISCUSSION ITEMS

4.1 Scheduled Discussion Item

4.2 Additional Discussion Item

5.0 CONSENT CALENDAR ITEMS

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

5.1 Minutes

5.2 Resolutions

5.3 Other Consent Items

6.0 GENERAL ACTION ITEMS

6.1 Academic Personnel Actions

6.2 Classified Personnel Actions

6.3 Other Action Items

7.0 REPORTS

7.1 Staff response to public comments from the previous board meeting

7.2 Information Reports

8.0 WRITTEN REPORTS

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

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

9.0 ADDITIONAL ITEMS

- 9.1 Items submitted for Board approval after docket deadline.

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



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

FACILITIES CORPORATION 2011 of the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT SPECIAL MEETING OF THE BOARD OF DIRECTORS DECEMBER 14, 2015

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

AGENDA

CALL TO ORDER

1. ELECTION OF DIRECTORS AND OFFICERS

The President recommends that the Board of Directors elect the same persons holding membership on the South Orange County Community College District Board of Trustees as directors of the Facilities Corporation 2011 of the South Orange County Community College District, to a term of office extending until the date of the next annual organizational meeting.

The President further recommends that the Board of Directors elect a president, vice president, secretary, and chief financial officer to a term of office extending until the date of the next annual organizational meeting.

It is recommended that the Chancellor be appointed to the office of assistant secretary and that the Vice Chancellor of Business Services be appointed to the office of assistant treasurer.

RECESS TO BOARD OF TRUSTEES' MEETING



BOARD OF TRUSTEES REQUEST FOR REPORT

Trustee requests for staff reports should be submitted on the Request for Report form, at least one week in advance of the Board meeting. This provides the Chancellor an opportunity to evaluate the request and assess staff preparation time. In consultation with the Board President, the Chancellor will respond to requests under the “Requests for Reports” section of the Board meeting agenda.

Date: 11/16/15

Trustee Name: Dr. Terri Whitt

Specific Request for Report: Active Shooter Preparations and Training at Saddleback College and Irvine Valley College.

- 1- Describe training and planning the colleges have done to prepare for the possible occurrence of an active shooter incident. Describe simulation exercises that have been conducted.
- 2- Has work been done to train employees and students to identify and report an individual who may be a possible threat? What is being planned by campus police and the health center to take a leadership role to help save lives in the event of an incident?
- 3- What training has been given and planned for faculty, staff, and students? Is the training mandatory?
- 4- Are steps being taken to make our classrooms and buildings safer during an incident?

Reason for Request (Please be as detailed as possible and include what Board action may be taken as a result of the report. This will enable a more accurate estimation of the preparation time and that the response is appropriate):

FOR INTERNAL STAFF PURPOSES

Staff needed for report preparation:

Estimated time to prepare report:

Chancellor's comments:

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Minutes of the Board of Trustees Meeting

ACTION: Approval

Minutes from:

November 16, 2015 Regular Meeting of the Board of Trustees (Exhibit A)

are submitted to the Board for review and approval.

Item Submitted by: Gary L. Poertner, Chancellor

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

**MINUTES OF THE BOARD OF TRUSTEES' MEETING
November 16, 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
Terri Whitt, Member
Lemar Momand, 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

CALL TO ORDER: 5:00 P.M.

1.0 PROCEDURAL MATTERS

1.1 Call to Order

1.2 Public Comments

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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 Employment, and Evaluation of Performance (GC Section 54957(b).) (13 matters)
 - 1. Vice Chancellor for Technology & Learning Services (DS)
 - 2. Vice Chancellor for Human Resources and Employer/Employee Relations (DS)
 - 3. Dean Community Education, Emeritus Institute, K-12 Partnerships (SC)
 - 4. Dean Instruction, Economic and Workforce Development (IVC)
 - 5. Dean Enrollment Services (IVC)
 - 6. Dean Liberal Arts (IVC)
 - 7. Vice Chancellor for Business Services
 - 8. Director Student Health Center (SC)
 - 9. Director Learning Assistance (SC)
 - 10. Dean Kinesiology & Athletics/Athletic Director (SC)
 - 11. Dean Fine Arts & Media Technology (SC)
 - 12. Dean Health Science, Kinesiology & Athletics (IVC)
 - 13. Dean Math, Science & Engineering (IVC)
 - B. Public Employee Discipline, Dismissal, Release (GC Section 54957(b).) (1 matter)
- 1.4 Conference with Labor Negotiators (GC Section 54957.6)
 - A. Unrepresented Employee: Chancellor
 - 1. Agency Designated Negotiator: T. J. Prendergast
 - B. Unrepresented Employees: District Administrators and Managers
 - 1. Agency Designated Negotiators: Gary Poertner, Chancellor, and David P. Bugay, Ph.D.
 - C. California School Employees Association (CSEA)
 - 1. Agency Designated Negotiator: David P. Bugay, Ph.D.
 - D. Police Officers Association (POA)
 - 1. Agency Designated Negotiator: David P. Bugay, Ph.D.
- 1.5 Conference with Real Property Negotiators (GC Section 54956.8) (1)
 - A. Exchange of Property by District: Portion of Advanced Technology Education Park: County of Orange, 15445 Lansdowne Road, Tustin
Agency Designated Negotiator: Debra Fitzsimons, Ph.D. regarding exchange of land.
- 1.6 Conference with Legal Counsel (GC Section 54956.9) (1 case)
 - A. Anticipated Litigation (GC Section 54956.9(d)(2), (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 T.J. Prendergast

2.3 Pledge of Allegiance

Led by Trustee James Wright

2.4 Recognitions: Speakers are limited to two minutes each.

A. Resolutions:

1. **Dr. Karah Street**, 2016 Orange County Teacher of the Year, Saddleback College

B. Commendations:

1. None

2.5 Public Comments

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

3.0 REPORTS

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

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

4.0 DISCUSSION ITEMS

4.1 Saddleback College and Irvine Valley College: Alternative Energy Strategies and Reclaimed Water Use

At the request of the Board of Trustees, representatives from District Services, Saddleback College and Irvine Valley College provided an overview of alternative energy strategies and reclaimed water use.

5.0 CONSENT CALENDAR ITEMS

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

Trustee Wright requested to pull item 5.8; Trustee Jay requested to pull item 5.12; Trustee Lang requested to pull item 5.15; Trustee Jemal requested to pull item 5.17 for further discussion and approval.

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

- 5.1 SOCCCD: Board of Trustees Meeting Minutes**
Approve minutes of a Regular Meeting held on October 26, 2015.
- 5.2 Irvine Valley College: Curriculum Revisions for the 2016-2017 Academic Year**
Approve curriculum revisions as recommended by the Curriculum Committee in consultation with the Academic Senate for the 2016-2017 academic year, pursuant to Title 5, Section 53200 et seq.
- 5.3 Saddleback College: Curriculum Revisions and Additions for the 2016-17 Academic Year**
Approve the proposed curriculum changes and additions for the 2016-17 academic year at Saddleback College.
- 5.4 Saddleback College and Irvine Valley College: Spring 2016 Community Education Programs**
Approve Community Education courses, presenters, and compensation for Spring 2016.
- 5.5 Saddleback College and Irvine Valley College: Speakers**
Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 5.6 Saddleback College: Study Abroad Program to Salamanca, Spain, from February 12, 2016 to April 23, 2016**
Approve the study abroad program: Spanish Language Studies in Salamanca, Spain in the spring of 2016, and authorizes the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the Travel and Education for coordinating all travel agreements.
- 5.7 Saddleback College: Cuban Culture, Literature, Arts and Politics Studies in Cuba, from March 17, 2016 to March 25, 2016**
Approve the study abroad program: Cuban Culture, Literature, Arts and Politics Studies in Cuba, spring of 2016, and authorize the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with

Travel and Education for coordinating all travel agreements.

- 5.8 **SOCCCD: Advanced Technology and Education Park (ATEP) IVC First Building Project, Building Envelope Consultant Services Agreement, Allana Buick & Bers, Inc.**
Approve the building envelope consultant services agreement with Allana Buick & Bers, Inc. for the Advanced Technology and Education Park IVC First Building project for a not to exceed amount of \$108,100.
- On a motion made by Trustee Lang and seconded by Trustee Jemal, this item was approved on a 7-0 vote.
- 5.9 **SOCCCD: District-wide Parking Study Consultant Services, Watry Design, Inc.**
Approve the district-wide parking study consultant services agreement with Watry Design, Inc. in the amount of \$101,250.
- 5.10 **SOCCCD: Use of the WSCA/NASPO Dell Marketing, LP Contract for Computer Equipment and Related Devices**
Approve the use of Master Price Agreement awarded to the State of Minnesota, in association with NASPO/WSCA, and approved for usage by the State of California.
- 5.11 **SOCCCD: Budget Amendment: Adopt Resolution No. 15-40 to Amend FY 2015-2016 Adopted Budget**
Adopt Resolution No. 15-40 to amend the FY 2015-2016 Adopted Budget.
- 5.12 **SOCCCD: Gifts to the District and Foundations**
Accept the donation(s) to the District and/or the Foundations listed.
- An amendment was made to Exhibit A, page 1, Barbara Jay's last name was corrected.
- On a motion made by Trustee Jemal and seconded by Trustee Wright, this item was approved on a 7-0 vote.
- 5.13 **SOCCCD: Transfer of Budget Appropriations**
For the current reporting period ending September 30, 2015
- 5.14 **SOCCCD: Purchase Orders and Checks**
Ratify the purchase orders and checks as listed.
- 5.15 **SOCCCD: October 2015 Change Orders / Amendments**
Ratify change orders and amendments as listed.
- An amendment was made to the agenda item cover sheet, item B, change cover amount was corrected from \$17,000 to \$17,500.

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

- 5.16 **SOCCCD: October 2015 Change Orders / Amendments**
Approve change orders and amendments as listed.

- 5.17 **SOCCCD: October 2015 Contracts**
Ratify contracts as listed.

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

6.0 GENERAL ACTION ITEMS

- 6.1 **Saddleback College and Irvine Valley College: Student Equity Plan Report**
Approve 2015-2016 Student Equity Plans for Saddleback College and Irvine Valley College. An overview was provided of the colleges' Student Equity Plans for 2015-2016.

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

- 6.2 **SOCCCD: Purchase of Real Property, Sales Contract between Corporation of the Presiding Bishop of the Church of Jesus Christ of Latter-Day Saints and SOCCCD (on behalf of Saddleback College)**
Approve the purchase of the 1.323 acres of land located on 27976 Marguerite Parkway, Mission Viejo, CA and authorize the finalization and execution by staff of the accompanying sales contract between the Corporation of the Presiding Bishop of the Church of Jesus Christ of Latter-Day Saints and SOCCCD.

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

- 6.3 **SOCCCD: Office Lease for Crown Valley Financial Plaza for Workday Project Space, between Reef Crown Valley, LLC and SOCCCD**
The Chancellor recommends that the Board of Trustees approve the office lease and authorize the finalization and execution of the lease and transaction by staff.

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

- 6.4 **SOCCCD: Acceptance of the District, Retiree OPEB Trust, Saddleback College Foundation, Irvine Valley College Foundation, ATEP Foundation, and SOCCCD Foundation Annual Audit Reports: FY 2014-2015**

Accept for review the FY 2014-2015 audit reports.
This item was advanced following the consent calendar.

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

6.5 SOCCCD: Board Policy Revision: BP-6105 Graduation Requirements for Degrees and Certificates for Achievement, BP-5408 Classroom Supervision, BP-5130 Financial Aid, BP-3501 Campus Security and Access

Accept for discussion and approval.

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

6.6 SOCCCD: Board Policy Revision: BP-6170 Counseling, BP-4016 Drug Free Environment and Drug Prevention Program, BP-5230 Intercollegiate Athletics, BP-3410 Nondiscrimination

Accept for review and study.

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

6.7 SOCCCD: Academic Personnel Actions – Regular Items
Approve New Academic Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Revision to Qualifications of Academic Administrative Position.

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

6.8 SOCCCD: Classified Personnel Actions – Regular Items
Approve New Classified Appointments, Authorization to Eliminate Classified Position and/or Position Numbers, Authorization to Establish and Announce a Classified Position, Authorization to Revise the Classified Temporary Non-Bargaining Unit Salary Schedules, Change of Status, Temporary Increase in Hours, Out of Class Assignments, Resignation/Retirement/Conclusion of Employment, Volunteers.

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

7.0 REPORTS

7.1 Saddleback College and Irvine Valley College: Speakers

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

- 7.2 **SOCCCD: Basic Aid Report**
Report on projected receipts and approved projects.
- 7.3 **SOCCCD: Monthly Financial Status Report**
The reports display the adopted budget, revised budget and transactions through August 31, 2015.
- 7.4 **SOCCCD: Quarterly Investment Status Report**
The report is for the period ending September 30, 2015.
- 7.5 **SOCCCD: Facilities Plan Status Report**
Status of current construction projects.

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.**

Meeting adjourned at 9:04 p.m.



Gary L. Poertner, Secretary

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Out-of-State Travel, The Regional 48 Kennedy Center American College Theatre Festival, Honolulu, Hawaii, February 10-15, 2016

ACTION: Approval

BACKGROUND

The Kennedy Center American College Theater (KCACTF) is a national theatre program involving 18,000 students from colleges and universities nationwide, which has served as a catalyst in improving the quality of college theatre in the United States. The KCACTF has grown into a network of more than 600 academic institutions throughout the country, where theater departments and student artists showcase their work and receive outside assessment by KCACTF respondents.

STATUS

In January and February of each year, regional festivals showcase the finest of each region's entered productions and offer a variety of activities, including workshops, symposia, and regional-level award programs in the Kennedy Center American College Theatre (KCACTF) in Honolulu, Hawaii. Saddleback College is in the Regional 48 Festival taking place in February 10-15, 2016. It is at this festival that up to 20 college students and a coach from Saddleback College's Department of Theatre Arts will be attending and competing for the coveted Irene Ryan scholarship. Funding will be through the combined budget allocation of student fundraising, theatre department and Angels of Arts at a cost not to exceed \$27,561.90 (EXHIBIT A).

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the participation of the Saddleback College Department of Theatre Arts in the Regional 48 Kennedy Center American College Theatre in Honolulu, Hawaii, February 10-15, 2016. Funding will be through the combined budget allocation of student fundraising, theatre department and Angels of Arts at a cost not to exceed \$27,561.90 (EXHIBIT A).

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

South Orange County Community College District

SADDLEBACK COLLEGE

THE REGIONAL 48 KENNEDY CENTER AMERICAN COLLEGE
THEATRE FESTIVAL

LOCATION: Honolulu, Hawaii

DATES: February 10-15, 2016

Up to 20 student from Saddleback College's Department of Theatre Arts will be attending and competing for the coveted Irene Ryan Scholarship and will be accompanied by one faculty coach.

Anticipated Expenses:

Per student:	
Registration	\$75.00
Airfare	\$750.00
Lodging (\$215.38 w/tax per night /4 per room, 5 rooms, x 5 nights)	\$269.25
Meals (\$35/day x 5 days)	\$175.00
Total per student	\$1,269.25
Total	\$1,269.25 x 20 students
	\$25,385.00

Per faculty coach:	
Registration	\$75.00
Airfare	\$750.00
Lodging (\$215.38/night x 5 nights)	\$1,076.90
Meals (\$55/day x 5 days)	\$275.00
Total per faculty coach	\$2,176.90
Total for 20 Students and 1 Coach	\$27,561.90

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Saddleback College Award of Bid 2044, Printing of Community Education Brochures, Southwest Offset Printing

ACTION: Approval

BACKGROUND

SOCCCD invites bids for the printing of the Saddleback College Community Education brochures. The brochures are the major advertising media listing the classes available through Community Education.

STATUS

On October 30, 2015 and November 17, 2015 Bid No. 2044 SOCCCD ran a newspaper advertisement soliciting bids for Printing of the Community Education Brochures at Saddleback College. Additional marketing efforts included placing a copy of the bid on the district website and notifying seven prospective vendors. Four bidders responded to the invitation to bid (EXHIBIT A). The lowest responsive, responsible bidder was Southwest Offset Printing.

Saddleback College Community Education requests that district staff recommend Southwest Offset Printing of Gardena, California for a one-year contract, with four one-year options to renew, for a total contract amount of \$259,914.25.

Funds are budgeted in the Community Education fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the award of Bid No. 2044, Printing of Community Education Brochures for FY 2015-2016 with four one-year options to renew with Southwest Offset Printing for a total amount of \$259,914.25.

Bid NO. 2044

**Printing of Community Education Brochures
Saddleback College**

December 14, 2015

<u>COMPANY NAME</u>	<u>CITY</u>	<u>TOTAL BID AMOUNT (5 YEARS)</u>
Signature Offset Printing	Boulder, CO	\$292,518.40
Trend Offset Printing	Los Alamitos, CA	\$323,760.56
*Southwest Offset Printing	Gardena, CA	\$259,914.25
Creel Printing	Las Vegas, NV	Disqualified (Incomplete bid)

Lowest responsive, responsible bidder

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College and Irvine Valley College: Approval of Designated Representatives to the South Orange County Regional Consortium for AB104 Adult Education Block Grant (AEBG)

ACTION: Approval

BACKGROUND

In 2013-2014, the State Budget included a two year, \$25 million statewide adult education planning grant. Under the planning grant, the South Orange County Regional Consortium was created consisting of: Irvine Valley College, Saddleback College, Saddleback Valley Unified School District, Capistrano Unified School District, Tustin Unified School District, Laguna Beach Unified School District, and Irvine Unified School District.

To transition from planning to implementation, the 2015-2016 State Budget included a \$500 million Adult Education Block Grant (AEBG) to be allocated among regional consortiums to implement each Adult Education consortium's plan. AB 104 provides legislative language as to the use of AEBG funds and the structure and governance of local consortiums. AB 104 also states that "members of the consortium shall be represented only by an official designated by the governing board of the member".

STATUS

Irvine Valley College and Saddleback College both participate on the South Orange County Regional Consortium and provide co-chairs to the Executive Steering Committee, but only a single designee can be named. The colleges have agreed to rotate the designee each year by college.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Dr. Tod A. Burnett or his designee to serve as the approved representative through June 2016. Dr. Glenn R. Roquemore or his designee will serve as the approved representative for 2016-2017; the designee will alternate by college each year.

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

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College and Irvine Valley College: Revised 2016-2017
Instructional Material/Laboratory Fees

ACTION: Approval

BACKGROUND

The Board of Trustees annually approves changes in instructional material and 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

The introduction of new courses, the alteration of courses in the curriculum, and changes in costs for certain materials and supplies have required Saddleback College and Irvine Valley College to augment and revise instructional material and laboratory fees for 2016-2017. The proposed revised fees for 2016-2017 are presented in Exhibits A and B.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve revised instructional material and laboratory fees for 2016-2017, as presented in Exhibits A and B.

SADDLEBACK COLLEGE
2016-2017 Revised Laboratory Fees

Course	Cat. I.D.	Title	Fee Current	Fee Proposed	Purpose
<u>ADVANCED TECHNOLOGY AND APPLIED SCIENCE</u>					
HORT 7	18150.00	Intro. to Landscape Design	5.00	10.00	Cost of Vellum Printing
FASH 120	162170.05	Tailoring	15.00	25.00	Interfacing, Organza, Collar Canvas, Portfolio
<u>BUSINESS SCIENCE, VOCATIONAL EDUCATION & ECONOMIC DEVELOPMENT</u>					
NO CHANGES					
<u>COMM. ED., EMERITUS INSTITUTE & K-12 PARTNERSHIPS</u>					
ART 56X	433881.00	Pastel Painting (EI)	5.00	15.00	Acrylic Gesso Paint, Illustration Board
MUS 290X	971075.10	Choral Ensemble (EI)	0.00	10.00	Sheet Music
MUS 290X	971075.20	Choral Ensemble (EI)	0.00	10.00	Sheet Music
<u>FINE ARTS</u>					
CTVR 31	180220.05	Film Production I	25.00	20.00	DVD's, Batteries, Gloves, Tape
CTVR 32	180220.10	Film Production II	35.00	30.00	DVD's, Batteries, Gloves, Tape
CTVR 233	450042.00	Film Production III	25.00	20.00	DVD's, Batteries, Gloves, Tape
CTVR 101	432311.00	Video Production	15.00	10.00	Flash Drives, Batteries
CTVR 110	180020.00	Audio Production	5.00	0.00	No Supplies Provided
CTVR 151	430722.00	Non-Linear Editing I	10.00	0.00	No Supplies Provided
CTVR 251	430722.05	Non-Linear Editing II	15.00	0.00	No Supplies Provided
CTVR 124	180130.00	TV Production I	15.00	10.00	Batteries, Tape
CTVR 125	180140.00	TV Production II	15.00	10.00	Batteries, Tape
CTVR 253	432293.00	Digital Special Effects	15.00	0.00	No Supplies Provided
<u>HEALTH SCIENCES & HUMAN SERVICES</u>					
HIT 207	99245800	Info. Tech/EHR Healthcare	50.00	0.00	Sold via Bookstore
HIT 219	99244300	Directed Practice	50.00	0.00	Sold via Bookstore
HIT 200	99245900	Health Information Science	50.00	0.00	Sold via Bookstore
HIT 221	99244600	ICD/Diagnostic Coding	50.00	0.00	Sold via Bookstore
N 170	63900000	Nursing Process	116.00	110.00	Nursing Kit Price Reduction
N 172	63910000	Med-Surg Nursing	112.00	101.75	Nursing Kit Price Reduction
N 174	63930000	Women's Health Nrsg	22.00	12.00	Nursing Kit Price Reduction
N 176	63940000	Advance Nursing	69.00	46.50	Nursing Kit Price Reduction
N 245	64405300	IV Therapy Tech Nursing	99.00	85.50	Nursing Kit Price Reduction MA
206	99248200	Intro. to Medical Assisting	5.00	0.00	No Supplies Provided
MA 211A	53001000	Medical Reception Techniques	5.00	0.00	No Supplies Provided
MA 211B	53001500	Physical Exam Procedure	30.00	0.00	No Supplies Provided
MA 212A	18500010	Med. Office Financial Procedures	5.00	0.00	No Supplies Provided
MA 212B	53002500	Medical Office Lab. Procedures	30.00	0.00	No Supplies Provided
MA 213A	48510000	Medical Records Management	5.00	0.00	No Supplies Provided
MA 213B	53003500	Med. Asepsis & Surgical Procedures	30.00	0.00	No Supplies Provided
MA 214B	53004500	Medication Administration for MA	30.00	0.00	No Supplies Provided
MA 218B	48530500	Electrocardiography	30.00	0.00	No Supplies Provided
MA 260	38660020	Computer App/EHR Healthcare	20.00	0.00	No Supplies Provided
MLT 243	45015100	Clinic. Immunology/ Immunohematology	10.00	0.00	No Supplies Provided
<u>KINESIOLOGY & ATHLETICS</u>					
HLTH 2	380030.33	First Aid, CPR & AED	6.00	7.00	CPR Card, Mouth to Mouth CPR Protective Barrier
<u>LIBERAL ARTS</u>					
No Changes					

SADDLEBACK COLLEGE
2016-2017 Revised Laboratory Fees

Course	Cat. I.D.	Title	Fee Current	Fee Proposed	Purpose
<u>MATHEMATICS, SCIENCE & ENGINEERING</u>					
No Changes					
<u>SOCIAL & BEHAVIORAL SCIENCES</u>					
GEOG 107	992643.00	Field Studies of Mountain Areas	0	50.00	Campsite Fees, Cost of Meals
GEOG 109	650741.00	Field Studies of Coastal Regions	0	50.00	Campsite Fees, Cost of Meals

South Orange County Community College District

IRVINE VALLEY COLLEGE
2016/2017 Revised Instructional Material Fees

Course	Cat. I.D.	Title	Current Fee	Proposed Fee	Purpose
<u>FINE ARTS</u>					
ART 85	765.05	Life Drawing I	\$20.00	\$30.00	Increase of cost for materials
ART 86	765.10	Advanced Life Drawing	\$20.00	\$30.00	Increase of cost for materials
ART 185	14426.00	Figure Drawing for Animation	\$15.00	\$30.00	Increase of cost for materials
ART 186	13237.00	Drawing the Head and Hands	\$20.00	\$30.00	Increase of cost for materials

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

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

<i>Presentation Date</i>	<i>Faculty Member Course Title/Activity</i>	<i>Speaker Name</i>	<i>Topic</i>	<i>General Fund Honorarium/Travel</i>
Mar. 4, 2016	Rob Henry HUM 204X/Modern World Culture: 1700-Present	David Mills	Permission to Grieve	\$100
Feb. 26, 2016	Glen Stevenson/Cliff Meyer ADV Manufacturing/Auto Tech	Mario Bonfante Jr.	Career Focus Day motivational speaker and Engineering/Manufacuting Design Entrepreneur	\$1500
Feb. 5, 2016	Science Lecture Series 2015/2016	Dr. Jennifer A. Prescher	The Human Immune System	\$600 ASG Funds
Mar. 4, 2016	Science Lecture Series 2015/2016	Dr. Stanley Maloy	Evolution and Adaptation	\$600 ASG Funds
April 1, 2016	Science Lecture Series 2015/2016	Dr. Steven Levin	The Juno Project	\$600 ASG Funds
Mar. 11, 2016	Rob Henry HUM 204X/Modern World Culture: 1700-Present	Timothy Vargish	The Constitution of the United States of America, 1787 History	\$100
Mar. 18, 2016	Rob Henry HUM 204X/Modern World Culture: 1700-Present	Charles Rossman	This Way Up: An Actor's Perspective	\$100
Apr. 1, 2016	Rob Henry HUM 204X/Modern World Culture: 1700-Present	Leonard Szymczak	The Roadmap Home: Your GPS for Inner Peace	\$100
Apr. 15, 2016	Rob Henry HUM 204X/Modern World Culture: 1700-Present	Thomas Carroll	Urban Exploration and Sociological Revelatoins	\$100
Apr. 22, 2016	Rob Henry HUM 204X/Modern World Culture: 1700-Present	Dr. Ray Imanti	Medical Missions To Another World: A Surgeon's Perspective	\$100
Apr. 29, 2016	Rob Henry HUM 204X/Modern World Culture: 1700-Present	Prof. Jaqueline Bloink	Medical Technology and Insurance Fraud	\$100
May 20, 2016	Rob Henry HUM 204X/Modern World Culture: 1700-Present	Gerald M. Binder	A New Vision of Age – Enriched Adulthood in 21 st Century America	\$100

Mar. 22, 2016	Rob Henry HUM 204X/Modern World Culture: 1700-Present	Dr. Raymond Imatani	Medical Missions to Another World	\$100
May 6, 2016	Rob Henry HUM 204X/Modern World Culture: 1700-Present	Dr. Joy Hoffman, Ed.D	Too Korean to be White: Too White to be Korean	\$300
May 13, 2016	Rob Henry HUM 204X/Modern World Culture: 1700-Present	Dr. Gerald Binder	A New Vision of Age-Enriched Adulthood in 21 st Century America	\$100
May 20, 2016	Rob Henry HUM 204X/Modern World Culture: 1700-Present	Albert Napoli	Metropolitan Water District of Southern California	\$100

IRVINE VALLEY COLLEGE

<i>Presentation Date</i>	<i>Faculty Member Course Title/Activity</i>	<i>Speaker Name</i>	<i>Topic</i>	<i>General Fund Honarium/Travel</i>
Jan. 12, 2016	Tiffany Tran Spring 2016 Staff Development Week	Dr. Terri Manning	Best Practices in Institutional Effectiveness and the Millennial Generation	\$3,000
Jan. 14, 2016	Will Glen Spring 2016 Staff Development Week	Quentin Frazier	Safety & Emergency Preparedness at IVC	\$250
Jan. 25, 2016	Brett McKim Academic Affairs DALs Speaker	Michelle Evans	"The X-15 Rocket Plane, Flying the First Wings into Space"	\$1,500 ASIVC and General Funds shared

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Curriculum Revisions and Additions for the 2016-17 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 and additions to the curriculum of the College. Exhibit A includes revisions to the Entrepreneurship Certificate of Achievement and Associate Degree in Science. Exhibit B includes new, revised, and deleted courses for academic year 2016-17. The additions and revisions to the curriculum are recommended by the Curriculum Committee and include 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 and additions for the 2016-17 academic year at Saddleback College as listed in Exhibits A and B.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2015-2016

Exhibit A
Page 1 of 2

Current Entrepreneurship Certificate and Degree Program

The Entrepreneurship programs are designed for students who wish to emphasize entrepreneurship in their community college business studies. They may complete the additional requirements for an Associate in Science degree in this area if they so wish. Entrepreneurial studies help prepare students who plan to seek a higher degree in business.

Completion of the Entrepreneurship programs provides students with critical knowledge and tools for planning and starting a new business. Completion demonstrates persistence, achievement, and may support job applications. The program provides valuable preparation in proven business practices and with business ownership issues such as market focus, measurements of success, and developing a clear and useful business plan.

Because some of the leading causes of failure in new businesses are poor risk management, lack of adequate capitalization, and mismanagement of resources, specific information is provided in these areas to help make good decisions to ensure success. The Entrepreneurship Certificate is also useful for members of the community who are planning or starting a new business. Some of these students might prefer to complete the shorter Entrepreneurship Occupational Skills Award.

Course ID	Title	Units
ACCT 235	Entrepreneurial Accounting	3
BUS 1	Introduction to Business	3
BUS 13	Legal Environment and Business Law	3
Or		
BUS 106	Legal Aspects of Entrepreneurship	2
BUS 103*	Business English	3
Or		
ENG 1A*	Principles of Composition I	4
Or		
ENG 1AH*	Principles of Composition II	4
BUS 104*	Business Communication	3
BUS 160	Entrepreneurship	3
	Marketing Specialties & Communication Specialist	3
	Restricted Electives	3
Total		26-27.5
Marketing Specialties:		
BUS 105	Social Media Marketing	3
BUS 135	Marketing	3
BUS 136	Principles of Retailing	3
BUS 137	Professional Selling Fundamentals	3
BUS 138/	Advertising	3
CTVR 138		
BUS 102	Oral Business Communications	3
CIMA 283E, F, G	Office Skills: Word, Excel, PowerPoint	.5, .5, .5
BUS 109	E-Commerce Marketing	3

BUS 125	Human Relations in Business	3
Restricted Electives:		
BUS 108	Social Entrepreneurship	3
BUS 107	Innovation and New Product Development	3
BUS 111	Business Sustainability Strategies: People, Planet, Profit	3
BUS 106	Legal Aspects of Entrepreneurship	2
BUS 120	Business Management	3
BUS 223	Human Resources and Employment Law	3
BUS 105	Social Media Marketing	3
BUS 237	Financing the Entrepreneurial Business	1.5
CWE 180	Cooperative Work Experience: Business	2-4

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

Associate Degree

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.

^Previously approved at the September 28, 2015, Board of Trustees Meeting.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2015-2016

Exhibit A
Page 2 of 2

Revised

Entrepreneurship Certificate and Degree Program

The Entrepreneurship programs are designed for students who wish to emphasize entrepreneurship in their community college business studies. They may complete the additional requirements for an Associate in Science degree in this area if they so wish. Entrepreneurial studies help prepare students who plan to seek a higher degree in business.

Completion of the Entrepreneurship programs provides students with critical knowledge and tools for planning and starting a new business. Completion demonstrates persistence, achievement, and may support job applications. The program provides valuable preparation in proven business practices and with business ownership issues such as market focus, measurements of success, and developing a clear and useful business plan.

Because some of the leading causes of failure in new businesses are poor risk management, lack of adequate capitalization, and mismanagement of resources, specific information is provided in these areas to help make good decisions to ensure success. The Entrepreneurship Certificate is also useful for members of the community who are planning or starting a new business. Some of these students might prefer to complete the shorter Entrepreneurship Occupational Skills Award.

Course ID	Title	Units
ACCT 235	Entrepreneurial Accounting	3
BUS 1	Introduction to Business	3
BUS 13	Legal Environment and Business Law	3
Or		
BUS 106	Legal Aspects of Entrepreneurship	2
BUS 103*	Business English	3
Or		
ENG 1A*	Principles of Composition I	4
Or		
ENG 1AH*	Principles of Composition II	4
BUS 104*	Business Communication	3
BUS 160	Entrepreneurship	3
	Marketing and Communication Specialties	3-4.5
	Restricted Electives	3-4.5

Total **23-28**

Restricted Electives:

BUS 105	Social Media Marketing	3
BUS 106	Legal Aspects of Entrepreneurship	2
BUS 107	Innovation and New Product Development	3
BUS 108	Social Entrepreneurship	3
BUS 111	Business Sustainability Strategies: People, Planet, Profit	3
BUS 120	Business Management	3
BUS 223	Human Resources and Employment Law	3
BUS 237	Financing the Entrepreneurial Business	1.5
CWE 180	Cooperative Work Experience: Business	1-3

Marketing and Communication Specialties:

BUS 102	Oral Business Communications	3
BUS 105	Social Media Marketing	3
BUS 109	E-Commerce Marketing	3
BUS 125	Human Relations in Business	3
BUS 135	Marketing	3
BUS 136	Principles of Retailing	3
BUS 137	Professional Selling Fundamentals	3
BUS 138/CTVR 138	Advertising	3
CIMA 283 E, F, G	Office Skills: Word, Excel, PowerPoint	.5, .5, .5

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

Associate Degree

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 that meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

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Division	Course Id	Catalog Id	Abbreviated Course Title	Action Taken
				assign=assignments
				cat desc= catalog description
				c/l w/+ cross-listed with (and list the other crs id)
				coreq=corequisite
				crs id=course prefix and/or number
				dc=delete course
				dv=delete version of course
				gr opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				reactv=course reactivation
				rec prep=recommended prep
				rpt=repeatability
				SAM code=occupational code (A=apprenticeship, B=advanced occupational, C=clearly occupational, D=possibly occupational, E=non-occupational)
				sch desc=schedule description
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				supplies=supplies
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
ATAS	ARCH 10	48010.00	INTRO TO ARCHITECTURE	txt
ATAS	ARCH 110	482002.00	STATCS MATERIALS ARCH	lrng obj, moe
ATAS	ARCH 12	48020.00	HIST.OF ARCH.	txt
ATAS	ARCH 231	482001.00	LEED/SUSTAIN ARCH	moe
ATAS	ARCH 260	992647.00	ARCH IN NO. CA	moe
ATAS	ARCH 261	992625.00	ARCH IN ORANGE/S.D.	moe
ATAS	ARCH 262	992626.00	LA ARCH	moe
ATAS	ARCH 270	482003.00	FLD STDY EU ARCH HIST	txt
ATAS	ARCH 271	482004.00	FLD STDY EU ARCH DRAW	sr
ATAS	ARCH 272	482005.00	FLD STDY EU DESGN STU	lrng obj
ATAS	ARCH 34	48100.00	BASIC ARCH DESIGN I	txt, val
ATAS	ARCH 42	48120.00	DESCRIPT DRWG & PERSP	lrng obj, moe, txt
ATAS	ARCH 44	48130.00	ARCH PRES & RENDERING	moe, txt, val
ATAS	ARCH 50	236050.10	INTRO COMPTR AID DRFT	val
ATAS	AUTO 200	433654.00	ENHANCD CLEAN AIR CRS	cat desc, sch desc, tps, lrng obj, txt
ATAS	AUTO 207	433426.00	AUTO ENG FUNDAMENTALS	rec prep fr AUTO 100 and MATH 251 to AUTO 100 and MATH 353 , val
ATAS	AUTO 240	992519.00	AUTOMOTIVE LAB	tps
ATAS	CMT 235	432772.00	A+ EXAM PREPARATION	tps, moe, assign
				lim fr None to California State Board of Barbering and Cosmetology Business and Professions Code Section 7321 provides that a student: (a) is not less than 17 years of age. (b) Has completed the 10th grade in the public schools of this state or its equivalent , rec prep fr 10th grade education or equivalent to None , tps, lrng obj, val
ATAS	COS 410A	405076.00	COSMO FRESH-LEVEL 1	obj, val
ATAS	COS 410B	405077.00	COSMO INTERMED-LEVEL 2	tps, lrng obj, txt, val

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ATAS	COS 410C	405078.00	COSMO ADV-LEVEL 3	tps, lrng obj
ATAS	COS 410D	405079.00	COSMO SENIOR-LEVEL 4	tps, lrng obj
ATAS	CWE 180	429973.00	CO-OP-ED-TRAVEL MGMT	prereq fr None to <u>TOUR 260</u> , hrs fr 0 lec/0 lab/4.50 lrng cntr to <u>0 lec/0 lab/4.52 lrng cntr</u> , cat desc, txt, val
ATAS	CWE 180	429974.00	CO-OP-ED INT DESIGN	prereq fr none to <u>ID 129</u> , coreq fr ID 129 to <u>none</u> , cat desc, sch desc, txt, retaining rpt 1 time
ATAS	CWE 180	429975.00	CO-OP-ED FOOD/NUTR	SAM code fr B to <u>C</u> , cat desc, sch desc, tps, moe, assign, txt, retaining rpt 1 time
ATAS	CWE 180	429976.00	CO-OP-ED ENV STUDIES	SAM code fr B to <u>C</u> , cat desc, tps, lrng obj, moe, assign, txt, retaining rpt 1 time
ATAS	CWE 180	429977.00	CO-OP-ED FASH	SAM code fr B to <u>C</u> , cat desc, assign, txt, retaining rpt 1 time
ATAS	CWE 180	429979.00	CO-OP-ED ENV STUDIES	SAM code fr B to <u>C</u> , cat desc, tps, lrng obj, moe, assign, txt
ATAS	CWE 180	429983.00	CO-OP-ED ECOL REST	SAM code fr B to <u>C</u> , cat desc, tps, lrng obj, moe, txt, retaining rpt 1 time
ATAS	CWE 180	429984.00	CO-OP-ED ECOL REST	SAM code fr B to <u>C</u> , cat desc, tps, lrng obj, moe, txt
ATAS	CWE 180	433356.00	CO-OP-ED-HORT & LAND	cat desc, moe, txt, retaining rpt 1 time
ATAS	CWE 180	433360.00	CO-OP-ED-AUTO	SAM code fr B to <u>C</u> , cat desc, tps, lrng obj, moe, assign, txt, retaining rpt 3 times
ATAS	CWE 180	433361.00	CO-OP-ED-GRAPHICS	cat desc, txt, retaining rpt 1 time
ATAS	CWE 180	992507.00	CWE: ARCH INTERNSHIP	prereq fr ARCH 124A, and either ARCH 50 or 220 to <u>ARCH 220</u> , hrs fr 0 lec/0 lab/4.50 lrng cntr to <u>0 lec/0 lab/4.52 lrng cntr</u> , cat desc, tps, moe, val
ATAS	CWE 180	992603.00	CO-OP-ED FOOD/NUTR	cat desc, sch desc, tps, lrng obj, txt, retaining rpt 1 time
ATAS	DR 50	236050.00	INTRO COMPTR AID DRFT	sr
ATAS	ECOL 201	429950.00	ECOLOGICAL RESTORATN.	sch desc, tps, moe, assign
ATAS	ECOL 202	429951.00	ADV. ECO. RESTORATION	cat desc, sch desc, tps, moe, assign
ATAS	ENV 1	326010.00	INTRO.ENVIR.STUDIES	tps, moe, assign, txt
ATAS	ENV 106	144980.10	NATURAL RESOURCE CONS	cat desc, sch desc, tps, moe, assign, txt
ATAS	ENV 18	144150.10	INTRO TO ECOLOGY	cat desc, sch desc, tps, moe, assign, txt
ATAS	ENV 202	450022.00	GREEN LIVING	sch desc, tps, moe, assign, txt
ATAS	ENV 203	992634.00	INTERP GUIDE TRAIN	sch desc, tps, lrng obj, moe, assign, txt
ATAS	ENV 24	144280.10	NAT HISTORY CALIF	sch desc, moe, assign, txt
ATAS	ENV 30	326180.00	ALT ENERGY TECH	cat desc, sch desc, tps, moe, assign, txt
ATAS	ENV 40	450024.00	ENVIRON LAW/POLICY	tps, moe, assign, txt
ATAS	ENV 6	429463.10	SCARCITY AND ENVIRONM	cat desc, sch desc, tps, lrng obj, moe, assign, txt
ATAS	ET 114	266070.00	DIGITAL ELEC CIRCUITS	tps, moe, assign
ATAS	ET 133	431637.00	DC/AC FUNDAMENTALS	tps, moe, assign, txt
ATAS	ET 135	431638.00	SEMICONDUCTOR DEVICES	tps, moe, assign
ATAS	ET 200	433737.00	DIG SIG PROCS/MICROCO	moe, assign, txt
ATAS	ET 201	433938.00	ROBOTICS FUNDAMENTALS	moe, assign, supplies
ATAS	ET 202	992271.00	INTERMEDIATE ROBOTICS	tps, lrng obj, moe, assign, supplies
ATAS	FASH 101	429545.00	INTRO TO FASH CAREERS	sr
ATAS	FASH 110	162020.05	CLOTHING CONSTRUCTION	assign
ATAS	FASH 130	162220.00	FLAT PATTERN DESIGN	assign
ATAS	FASH 131	198263.00	TUKATECH: CAD PATTERN	moe, assign, txt
ATAS	FASH 140	162270.00	FASHION IMAGE	moe
ATAS	FASH 141	429273.00	APPAREL SELECTION	sr
ATAS	FASH 143	162300.05	BUYING/MERCHANDISING	sr
ATAS	FASH 144	162310.00	FASHION TRENDS	assign, txt
ATAS	FASH 145	162320.05	INTERNSHIP	SAM code fr B to <u>C</u> , moe, assign
ATAS	FASH 207	992373.00	ECO-FASHION TOUR	assign
ATAS	FASH 209	162460.00	CHILDREN'S CLOTHING	cat desc, sch desc, assign, txt
ATAS	FASH 210	429859.00	CONSTRUCTION STUDIO	sch desc, assign
ATAS	FASH 212	433970.00	CONSTRUCTION LAB	txt

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ATAS	FASH 213	433972.00	DESIGNER'S LAB	txt
ATAS	FASH 216	992480.00	COSTUMER'S LAB	txt
ATAS	FASH 219	198264.00	DRESSMAKING LAB	coreq fr FASH 100 or 111 to <u>none</u> , moe, txt, val
ATAS	FASH 220	198265.00	TAILOR'S LAB	coreq fr FASH 120, 221 to <u>none</u> , moe, val
ATAS	FASH 221	162510.00	CONTEMP TAILORNG	sr
ATAS	FASH 234	162560.00	ADV.PATRN DESIGN TECH	txt
ATAS	FASH 235	162580.00	DESIGN FASHION INDUST	cat desc, sch desc, moe, assign
ATAS	FASH 238	428455.00	ADV. DRAPING & DESIGN	moe, assign
ATAS	FASH 247	428943.00	SPECIAL EVENTS PARTIC	sr
ATAS	FASH 250	992374.00	FASHION TREND FORCAST	moe, assign, txt
ATAS	FASH 251	992372.00	DESIGN CAUSE/SUSTAIN	tps, moe, assign, txt
ATAS	FASH 31	162240.05	TEXTILES	assign, txt
ATAS	FCS 115	206020.00	CONSUMER ISSUES	sch desc, tps, lrng obj, assign, txt
ATAS	FCS 142	206040.00	LIFE MANAGEMENT	tps, assign
ATAS	FN 110	338010.00	FOOD PREP. ESSENTIALS	rec prep fr None to <u>Eligibility for ENG 1A</u> , tps, lrng obj, moe, val
ATAS	FN 161	338070.00	NUTR FOR HEALTH OCCUP	prereq fr None to <u>FN 50</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
ATAS	FN 164	430351.00	SPORTS NUTRITION	units fr 2.0 to 3.0 , hrs fr 2 lec/0 lab/0 lrng cntr to <u>3 lec/0 lab/0 lrng cntr</u> , cat desc, tps, lrng obj, moe, assign
ATAS	FN 171	338120.00	SANITATION AND SAFETY	moe, assign, txt
ATAS	FN 275	431646.00	FOOD/BEVERAGE OPS	tps, assign, txt
ATAS	FN 50	338050.00	FUND OF NUTRITION	tps, lrng obj, moe, assign, txt
ATAS	GC 101	374010.00	INTRO TO GRAPHIC COMM	assign, txt
ATAS	GC 106	992498.00	ADV SCRNR PRNT	SAM code fr C to <u>B</u>
ATAS	GC 63	90100.10	INTRO SCREEN PRINTING	SAM code fr D to <u>C</u> , assign, txt
ATAS	GD 1	992786.00	HISTORY OF ANIMATION	cat desc, sch desc, tps, moe, assign, txt
ATAS	GD 140	90010.10	BEG GRAPHIC DESIGN	sch desc, txt
ATAS	GD 141	90030.10	GRAPHIC RENDERING TEC	tps, assign, txt
ATAS	GD 142	90040.10	PACKAGE DESIGN	moe, assign
ATAS	GD 144	90050.10	TYPOGRAPHY	cat desc, sch desc, tps, lrng obj, moe, assign, txt
ATAS	GD 145	90070.10	GRAPHIC ILLUSTRATION	sch desc, tps, assign
ATAS	GD 147	374100.00	COMPUTER GRAPHICS	cat desc, sch desc, tps, moe, assign, txt
ATAS	GD 148	429121.00	DIGITAL GRAPHIC DESGN	cat desc, sch desc, tps, lrng obj, assign, txt
ATAS	GD 149	429122.00	DIGITAL ILLUSTRATION	cat desc, sch desc, assign, txt
ATAS	GD 150	429123.00	DIGITAL ANIMATION	cat desc, sch desc, tps, lrng obj, moe, assign, txt
ATAS	GD 151	374270.00	DIGITAL LAYOUT/DESGN	sch desc, tps, assign
ATAS	GD 154	429130.00	DIGITAL PRE-PRESS	cat desc, sch desc, lrng obj, moe, assign, txt
ATAS	GD 160	992213.00	PRO PRAC GRAPHIC DSGN	cat desc, sch desc, tps, lrng obj, moe, assign, txt
ATAS	GD 180	992773.00	GD CNCPT DEVICE	cat desc, sch desc, tps, lrng obj, moe, assign
ATAS	GD 200	433670.00	PHOTOSHOP GRAPH DESGN	cat desc, sch desc, tps, lrng obj, moe, assign, txt
ATAS	GD 210	992531.00	MOTION GRAPHICS	cat desc, sch desc, tps, lrng obj, moe, assign, txt
ATAS	GD 240	90020.10	INTERM GRAPHIC DESIGN	rec prep fr GD 140 to <u>GD 140 or ART 140</u> , cat desc, sch desc, assign, val
ATAS	HORT 106	430837.00	CAD FUNDAMENTALS	moe, assign, txt
ATAS	HORT 109	429443.00	INTRO TO PLANT DESIGN	sch desc, moe, assign
ATAS	HORT 11	18020.00	PLNT MTLS-TREES &SHRB	cat desc, sch desc, lrng obj, moe, assign
ATAS	HORT 112	18170.00	PLANT PROPAGATION	sch desc, tps, moe, assign, txt
ATAS	HORT 113	18030.00	SOILS AND FERTILIZERS	hrs fr 2 lec/3 lab/0 lrng cntr to <u>2.5 lec/1.5 lab/0 lrng cntr</u> , cat desc, sch desc, tps, moe, assign
ATAS	HORT 115	429488.00	HISTORY OF LAND. DSGN	sch desc, tps, moe, assign
ATAS	HORT 116	18188.00	IRRIGATION DESIGN	cat desc, sch desc, lrng obj, moe, assign, txt

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ATAS	HORT 130	428773.00	HARDSCAPE FUNDAMENTAL	cat desc, sch desc, tps, moe, assign, txt
ATAS	HORT 138	992679.00	SUSTAINABLE LANDSCAPE	cat desc, sch desc, tps, lrng obj, moe, assign, txt
ATAS	HORT 139	992788.00	CONTEMPORARY TRENDS	cat desc, tps, moe, assign
ATAS	HORT 140	992782.00	LANDSCAPE MGMT/CONSTR	cat desc, tps, moe, assign
ATAS	HORT 141	992794.00	HARDSCAPE CAD	rec prep fr HORT 130 to <u>HORT 106</u> , cat desc, sch desc, tps, lrng obj, moe, assign, val
ATAS	HORT 142	992780.00	DESIGN TECHNOLOGY	SAM code fr B to <u>C</u> , tps, moe, assign
ATAS	HORT 143	992781.00	CAD MANAGEMENT	cat desc, sch desc, tps, moe, assign
ATAS	HORT 144	992787.00	LICENSURE	cat desc, sch desc, lrng obj, moe, assign
ATAS	HORT 145	992789.00	DESIGN WITH NATIVES	tps, moe, assign
ATAS	HORT 146	992783.00	PORTFOLIO DEVELOPMENT	moe, assign, txt
ATAS	HORT 166	18080.00	NATIVE PLANTS ID	lrng obj, moe, assign, txt
ATAS	HORT 201	433946.00	PROF PRAC DESIGN PROF	moe, assign, val
ATAS	HORT 216	992637.00	IRRIGATION CAD	moe, assign, txt, val
ATAS	HORT 7	18150.00	INTRO LANDSCAPE DESGN	cat desc, sch desc, tps, moe, txt
ATAS	ID 110	446010.00	INTERIOR DESIGN	tps, lrng obj, assign
ATAS	ID 111	429868.00	INT DESIGN STUDIO I	tps, assign, val
ATAS	ID 112	429806.00	BEG DRAFTING FOR ID	tps, assign, txt
ATAS	ID 113	429807.00	INT DES CAREERS	tps, assign, txt
ATAS	ID 114	429808.00	APPLIED COLOR/DESIGN	units fr 4-0 to <u>3-0</u> , hrs fr 3 lec/3 lab/0 lrng cntr to <u>2 lec/3 lab/0 lrng cntr</u>
ATAS	ID 115	429809.00	CAD FOR INT DES	tps, assign, txt
ATAS	ID 116	429810.00	ID PRODUCTS/MATERIALS	assign, txt
ATAS	ID 121	429811.00	SPACE PLANNING	tps, assign
ATAS	ID 122	429812.00	HIST INT ARCH/FURN I	assign, txt
ATAS	ID 123	429814.00	INT DES ILLUSTRATION	tps, assign, txt
ATAS	ID 125	429813.00	HIST INT ARCH/FURN II	assign, txt
ATAS	ID 126	429869.00	INT DESIGN STUDIO II	tps, assign, txt
ATAS	ID 127	429885.00	FUNDAMENTALS OF LIGHT	assign, txt, val
ATAS	ID 128	429835.00	ID BUS/PROF PRACTICE	lrng obj, assign
ATAS	ID 129	429816.00	INT. DES. INTERNSHIP	coreq fr CWE 180 (CO-OP-ED INTERIOR DESIGN) to <u>None</u> , assign, val
ATAS	ID 133	429874.00	ID RENDER/RAPID VIZ	assign
ATAS	ID 210	429870.00	HOSPITALITY DESIGN	sr
ATAS	ID 211	429872.00	INT DES CODES & SPECS	crs id fr ID 211 to <u>ID 132</u> , CSU GE code fr Not Applicable to <u>Transferable as an elective--does not fit GE pattern</u> , cat desc, sch desc, lrng obj, assign, txt
ATAS	ID 212	429815.00	ADV CAD FOR INT DES	crs id fr ID 212 to <u>ID 134</u> , CSU GE code fr Not Applicable to <u>Transferable as an elective--does not fit GE pattern</u> , cat desc, sch desc, txt
ATAS	ID 214	992377.00	BATH DESIGN	assign
ATAS	ID 215	992376.00	KITCHEN DESIGN	assign
ATAS	ID 216	429802.00	DIGITAL VIS	crs id fr ID 216 to <u>ID 131</u> , CSU GE code fr Not Applicable to <u>Transferable as an elective--does not fit GE pattern</u> , cat desc, sch desc, tps, assign, txt, val
ATAS	MST 201	512280.00	MARLINSPIKE SEAMNSHIP	cat desc, sch desc, tps, moe, assign
ATAS	MST 202	512290.00	MARINE WEATHER	sch desc, tps, lrng obj, moe, assign, txt
ATAS	TOUR 250	842010.00	INTRO TO TRAVEL/TOUR	cat desc, sch desc, tps, txt
ATAS	TOUR 259	842086.00	AIRLINE COMPUT TRAIING	sch desc
BS	BUS 135	500160.05	MARKETING	lrng obj, moe, txt
BS	BUS 143	162300.10	BUYING/MERCHANDISING	tps, lrng obj, assign
BS	BUS 145	162320.10	INTERNSHIP	lrng obj, moe, assign, val
BS	BUS 260	431663.00	EXPORTING & IMPORTING	cat desc, sch desc, tps, lrng obj, moe, assign
BS	BUS 31	162240.15	TEXTILES	tps, lrng obj, moe
BS	CIMW 240	430446.00	WEB DESIGN CSS & RWD	crs id fr CIMW 240 to <u>CIMW 140</u> , sch desc, moe

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BS	CIMW 245	432603.00	WEB PHP & WORDPRESS	crs id fr CIMW 245 to <u>CIMW 145</u>
BS	CIMW 260	432013.05	JAVASCRIPT & JQUERY	crs id fr CIMW 260 to <u>CIMW 160</u> , txt
BS	CWE 180	429980.00	CO-OP-ED BUS	cat desc
BS	CWE 180	431090.00	CO-OP-ED BUS	hrs fr 0 lec/0 lab/13.55 lrng ctr to <u>0 lec/0 lab/13.56 lrng cntr</u> , cat desc
BS	CWE 180	431092.00	CO-OP-ED BUS	cat desc
BS	CWE 180	431108.00	CO-OP-ED BUS	hrs fr 0 lec/0 lab/4.50 lrng ctr to <u>0 lec/0 lab/4.52 lrng cntr</u> , cat desc, sch desc
BS	CWE 180	992569.00	CWE: ACCNTG INTERNSHIP	hrs fr 0 lec/0 lab/13.50 lrng ctr to <u>0 lec/0 lab/13.56 lrng cntr</u> , cat desc, moe, val
BS	CWE 180	992580.00	CWE: ACCNTG INTERNSHIP	hrs fr 0 lec/0 lab/4.50 lrng ctr to <u>0 lec/0 lab/4.52 lrng cntr</u> , cat desc, sch desc, moe, val
BS	CWE 180	992581.00	CWE: ACCNTG INTERNSHIP	cat desc, sch desc, moe, val
EI	ACCT 229X	970153.00	IMPROVE INVESTMENT-EI	tps, lrng obj, moe, assign, txt
EI	ACCT 229X	970153.05	IMPROVE INVESTMENT-EI	tps lrng obj, moe, assign, txt
EI	ACCT 232X	970190.00	STOCKS BONDS MGMT-EI	cat desc, sch desc, tps, lrng obj, moe, assign, txt
EI	ACCT 232X	970190.10	STOCKS BONDS MGMT-EI	tps, lrng obj, moe, assign, txt
EI	ART 10X	971001.10	CERAMICS HANDBUILD-EI	tps, lrng obj, moe, assign, txt
EI	ART 10X	971001.20	CERAMICS HANDBUILD-EI	sch desc, tps, lrng obj, moe, assign, txt
EI	ART 11X	971002.10	BEG CERAMICS-WHEEL-EI	sch desc, tps, lrng obj, moe, assign, txt
EI	ART 12X	971003.10	INT CERAMICS-EI	sch desc, tps, lrng obj, moe, assign, txt, val
EI	ART 12X	971003.20	INT CERAMICS-EI	sch desc, tps, lrgn obj, moe, assign, txt, val
EI	ART 14XD	970504.00	CERAMIC DEC-EI	cat desc, sch desc, tps, lrng obj, moe, assign, txt
EI	ART 20X	970541.00	ART APPRECIATION-EI	cat desc, sch desc, tps, lrng obj, moe, assign, txt
EI	ART 25X	970554.00	ART HISTORY-EI	sch desc, tps, moe, assign, txt
EI	ART 31XB	970579.00	INT INTARSIA-EI	cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
EI	ART 33XA	970595.00	BEG ENAMELING-EI	sch desc, tps, lrng obj, moe, assign, txt
EI	ART 33XB	970602.00	INT ENAMELING-EI	sch desc, tps, lrng obj, moe, assign, txt, val
EI	ART 35XA	970618.00	BEG STAINED GLASS-EI	sch desc, tps, lrng obj, moe, assign, txt
EI	ART 35XB	430890.00	ADV STAINED GLASS-EI	sch desc, tps, lrng obj, moe, assign, txt, val
EI	ART 36XA	970600.00	BEG JEWELRY MET FAB-EI	tps, lrng obj, moe, assign, txt
EI	ART 36XA	970600.10	BEG JEWELRY MET FAB-EI	tps, lrng obj, moe, assign, txt
EI	ART 36XB	970605.50	INT JEWELRY MET FAB-EI	cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
EI	ART 36XB	970605.60	INT JEWELRY MET FAB-EI	cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
EI	ART 36XC	971012.00	ADV MET FAB JEWELRY-EI	cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
EI	ART 39XA	970606.00	BEG JEWL-DSN LSTWX-EI	cat desc, sch desc, tps, lrng obj, moe, assign, txt
EI	ART 39XB	970605.75	INT JEWL-DSN LSTWX-EI	dc
EI	ART 52X	971009.20	ADV OIL/ACRYL PTNG-EI	tps, lrng obj, moe, assign, txt, val
EI	ART 53X	970640.00	PAINT SUBJECT AREA-EI	cat desc, sch desc, tps, moe, assign, txt, val
EI	ART 53X	970640.10	PAINT SUBJECT AREA-EI	sch desc, tps, lrng obj, moe, assign, txt, val
EI	ART 54X	431082.00	PORTRAIT PAINTING-EI	sch desc, tps, lrng obj, moe, assign, txt, val
EI	ART 55XB	970702.00	INT CHINESE BRUSH-EI	sch desc, tps, lrng obj, moe, assign, txt, val
EI	ART 58X	971011.10	BEG WATERCOLOR-EI	sch desc, tps, lrng obj, moe, assign, txt
EI	ART 58X	971011.20	BEG WATERCOLOR-EI	sch desc, tps, lrng obj, moe, assign, txt
EI	ART 59X	971013.10	INT/ADV WATERCOLOR-EI	sch desc, tps, lrng obj, moe, assign, txt
EI	ART 59X	971013.20	INT/ADV WATERCOLOR-EI	sch desc, tps, lrng obj, moe, assign, txt, val
EI	ART 61XA	972550.00	BEG LAPIDARY-EI	sch desc, tps, lrng obj, moe, assign, txt
EI	ART 61XB	972545.00	INT LAPIDARY-EI	sch desc, tps, lrng obj, moe, assign, txt, val
EI	ART 70X	971015.10	BEG SCULPTURE-EI	sch desc, tps, lrng obj, moe, assign, txt
EI	ART 71X	971017.10	INT SCULPTURE-EI	sch desc, tps, lrng obj, moe, assign, txt
EI	ART 71X	971017.20	INT SCULPTURE-EI	sch desc, tps, lrng obj, moe, assign, txt, val
EI	ART 80X	971021.10	BEG SKETCHING-EI	sch desc, tps, lrng obj, moe, assign, txt

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EI	ART 80X	971021.20	BEG SKETCHING-EI	sch desc, tps, lrng obj, moe, assign, txt
EI	ART 81X	971023.10	INT SKETCHING-EI	sch desc, tps, lrng obj, moe, assign, txt, val
EI	ART 85X	970706.00	BEG LIFE DRAWING-EI	cat desc, sch desc, tps, lrng obj, moe, assign, txt
EI	ENG 3X	971995.00	INTRO CREAT WRITNG-EI	cat desc, sch desc, tps, lrgn obj, moe, assign, txt
EI	ENG 40XA	972077.00	BIBLE GEN-PSALMS-EI	sch desc, tps, lrng obj, moe, assign, txt
EI	ENG 40XA	972079.00	BIBLE PSALMS-GOSP-EI	lrng obj, moe, assign, txt
EI	ENG 40XA	972081.00	BIBLE GOSPEL-REV-EI	ti fr The Bible as Literature: Gospels to Revelations (EI) , to The Bible as Literature: Gospels to Revelation (EI) , sch desc, lrng obj, moe, assign
EI	ENG 4X	971996.00	ADV CREATIVE WRITG-EI	cat desc, sch desc, lrng obj, moe, assign, txt, val
EI	ENG 52X	972091.00	FILM AS LITERATURE-EI	sch desc, tps, lrng obj, moe, assign
EI	ENG 52X	972091.10	FILM AS LITERATURE-EI	sch desc, lrng obj, moe, assign
EI	FASH 124X	433663.00	WEARABLE ART (EI)	cat desc, sch desc, tps, lrng ob, moe, assign, txt
EI	FASH 124X	433663.10	WEARABLE ART (EI)	cat desc, sch desc, tps, lrgn obj, moe, assign, txt
EI	FASH 125X	433664.00	RIBBON WORK (EI)	tps, lrng obj, moe, assign, txt
EI	FASH 282XA	971292.00	BEG CROCHETING-EI	sch desc, tps, moe, assign, txt
EI	FASH 283XA	971083.10	BEG KNITTING-EI	cat desc, sch desc, tps, lrng obj, moe, assign, txt
EI	FASH 286X	971296.10	QUILTING/PATCHWORK-EI	sch desc, tps, lrgn obj, moe, assign, txt
EI	HLTH 502	992646.00	HLTH AND WELLNESS (EI)	tps, lrng obj, moe, assign, txt
EI	HSC 105X	972958.00	HEALTH ISSUES-EI	lrng obj, moe, assign, txt
EI	KNEA 2X	971123.10	MILD WATER EXER-EI	cat desc, sch desc, tps, lrng obj, moe, assign, txt
EI	KNEA 2X	971123.20	MILD WATER EXER-EI	cat desc, sch desc, tps, lrng obj, moe, assign, txt
EI	MUS 34X	971061.10	CHORAL: BARBERSHOP-EI	sch desc, tps, lrgn obj, moe, txt
EI	MUS 34X	971061.20	CHORAL: BARBERSHOP-EI	sch desc, tps, lrng obj, moe, assign, txt
EI	MUS 80X	973768.00	VOICE AND RHYTHMS-EI	sch desc, tps, lrng obj, moe, assign, txt
EI	MUS 80X	973768.10	VOICE AND RHYTHMS-EI	tps, lrng obj, moe, assign, txt
EI	PHOT 40X	971035.10	BEG SLIDE SHOW PRE-EI	cat desc, sch desc, tps, lrng obj, moe, assign, txt
EI	PHOT 40X	971035.20	BEG SLIDE SHOW PRE-EI	cat desc, sch desc, tps, lrng obj, moe, assign, txt
EI	PHOT 41X	433691.00	DIGITAL SHOW INTER-EI	cat desc, sch desc, tps, moe, assign, txt
EI	PHOT 50XA	971037.10	BEG DIGITAL PHOTO-EI	cat desc, sch desc, tps, lrng obj, moe, assign, txt
EI	PS 214X	450135.00	CURRENT ISSUES GOV-EI	moe, assign, txt
EI	PS 214X	450135.10	CURRENT ISSUES GOV-EI	moe, assign, txt
EI	SPS 145X	975710.00	BEG LIPREADING-EI	sch desc, moe, assign, txt
EI	TA 2X	976003.00	BEGIN SCENE STUDY-EI	cat desc, sch desc, tps, lrng obj, moe, assign, txt
FAMT	ART 140	90010.05	BEG GRAPHIC DESIGN	sch desc, txt
FAMT	ART 141	90030.05	GRAPHIC RENDERING TEC	tps, assign, txt
FAMT	ART 142	90040.05	PACKAGE DESIGN	sch desc, moe, assign, txt
FAMT	ART 145	90070.05	GRAPHIC ILLUSTRATION	sch desc, tps, assign
FAMT	ART 240	90020.05	INTERM GRAPHIC DESIGN	rec prep fr GD 140 to <u>GD 140 or ART 140</u> , cat desc, sch desc, lrng obj, assign, val
FAMT	ART 4	54040.00	FUNDAMENTALS OF ART	sch desc, tps, moe, assign, txt
FAMT	ART 42	72040.00	COLOR THEORY/PRACTICE	cat desc, sch desc, lrng obj, moe, assign
FAMT	ART 60	992317.00	INTAGLIO & RELIEF I	sch desc, tps, lrng obj, moe, assign, txt
FAMT	ART 63	90100.05	INTRO SCREEN PRINTING	assign, txt
FAMT	ART 70	992320.00	FUND. OF SCULPTURE	cat desc, sch desc, tps, lrng obj, moe, assign, txt
FAMT	ART 80	992325.00	DRAWING I	tps, moe, assign, txt
FAMT	ART 81	992326.00	DRAWING II	tps, lrng obj, moe, assign, txt

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FAMT	ART 85	992328.00	DRAWING-LIVE MODEL I	cat desc, sch desc, tps, lrng obj, moe, assign, txt
FAMT	ART 9	431629.00	CERAMICS FUNDAMENTALS	cat desc, sch desc, tps, lrng obj, moe, assign, txt
FAMT	ARTH 20	96010.00	ART APPRECIATION	sch desc, lrng obj, moe, txt
FAMT	ARTH 27	992465.00	HIST OF AMERICAN ART	cat desc, sch desc, lrng obj, moe, assign, txt
FAMT	CTVR 1	464010.10	MASS MEDIA & SOCIETY	sch desc, tps, lrng obj, moe, assign
FAMT	CTVR 100	432578.00	INTRO CINEMA,TV,RADIO	cat desc, sch desc, tps, moe, assign
FAMT	CTVR 101	432311.00	VIDEO PRODUCTION	cat desc, sch desc, tps, lrng obj, moe, assign, txt
FAMT	CTVR 104	992718.00	COLD READING	cat desc, sch desc, moe, assign
				hrs fr 2 lec/4 lab/0 lrng cntr to <u>3 lec/1 lab/0 lrng cntr</u> , tps, lrng obj, moe, assign, val
FAMT	CTVR 106	992742.10	VIDEO JOURNALISM	
FAMT	CTVR 108	992744.10	AUDIO STORYTELLING	tps, moe, assign, val
FAMT	CTVR 110	180020.00	AUDIO PRODUCTION	cat desc, sch desc, tps, lrng obj, moe, assign, txt
FAMT	CTVR 113	180040.00	RADIO BROADCASTING	cat desc, sch desc, tps, moe, assign, txt, val
FAMT	CTVR 124	180130.00	TV PRODUCTION I	cat desc, sch desc, moe, assign, txt
FAMT	CTVR 125	180140.00	TV PRODUCTION II	cat desc, sch desc, tps, lrng obj, moe, assign, txt
FAMT	CTVR 128	180145.00	TV/RADIO NEWS	cat desc, sch desc, tps, assign
FAMT	CTVR 129	433767.00	DOCUMENTARY PROD	cat desc, sch desc, tps, moe, assign, txt, val
FAMT	CTVR 140	180260.20	TV/FILM SCRIPTWRITING	cat desc, sch desc, SAM code fr B to <u>C</u> , tps, moe, assign, txt
FAMT	CTVR 151	430722.00	NON-LINEAR EDITING I	cat desc, sch desc, tps, moe, assign, txt
FAMT	CTVR 191	180275.00	VOICE-OVER/ANNOUNCING	cat desc, sch desc, tps, moe, assign, txt
FAMT	CTVR 2	992691.00	TV HISTORY	cat desc, sch desc, tps, moe, assign
FAMT	CTVR 233	450042.00	FILM PRODUCTION III	cat desc, sch desc, SAM code fr C to <u>B</u> , tps, lrng obj, moe, assign, txt, val
FAMT	CTVR 251	430722.05	NON-LINEAR EDIT II	cat desc, sch desc, assign, txt
FAMT	CTVR 253	432293.00	DIGITAL SFX	cat desc, sch desc, assign, txt, val
FAMT	CTVR 260	450027.00	PRODUCTN DESGN FLM/TV	cat desc, sch desc, tps, moe, assign
FAMT	CTVR 261	992521.00	PRODUCE VIDEO FOR WEB	dc
FAMT	CTVR 262	433712.00	PRODUCTION MANAGEMENT	cat desc, sch desc, moe, assign, txt
FAMT	CTVR 264	433714.00	CINEMATOGRAPHY	cat desc, sch desc, tps, moe, assign, txt, val
FAMT	CTVR 266	433973.00	SCRIPT SUPERVISING	cat desc, sch desc, tps, moe, assign, txt
FAMT	CTVR 268	433713.00	EDITOR'S BOOT CAMP	dc
FAMT	CTVR 280	429268.00	CTVR EMPLOYMENT SKILL	cat desc, sch desc, SAM code fr B to <u>C</u> , moe, txt, val
FAMT	CTVR 290	450139.00	ACT FOR THE CAMERA I	sch desc, moe, assign
FAMT	CTVR 291	992464.00	ACTING FOR CAMERA II	prereq fr CTVR 290 to <u>none</u> , cat desc, moe, assign, val
FAMT	CTVR 31	180220.05	FILM PRODUCTION I	cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
FAMT	CTVR 32	180220.10	FILM PRODUCTION II	cat desc, sch desc, moe, assign, txt, val
FAMT	CTVR 42	180280.00	TV & FILM DIRECTING	cat desc, sch desc, tps, moe, assign, txt, val
				SAM code fr B to <u>C</u> , fr not oe/oe to <u>oe/oe</u> , cat desc, tps, lrng obj, moe, retaining rpt 3 times
FAMT	CWE 180	405008.00	CO-OP-ED CTVR	
				SAM code fr B to <u>C</u> , fr not oe/oe to <u>oe/oe</u> , hrs fr 0 lec/0 lab/13.50 lrng cntr to <u>0 lec/0 lab/13.6 hrs lrng cntr</u> , cat desc, tps, lrng obj, moe, retaining rpt 3 times
FAMT	CWE 180	405009.00	CO-OP-ED CTVR	
FAMT	CWE 180	405010.00	CO-OP-ED-ETT	SAM code fr B to <u>C</u> , cat desc, lrng obj, moe, txt, retaining rpt 1 time

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FAMT	CWE 180	405090.00	CO-OP-ED CTVR	dc
				hrs fr 0 lec/0 lab/4.50 lrng cntr to <u>0 lec/0 lab/4.52 lrng cntr</u> , SAM code fr B to <u>C</u> , fr not oe/oe to <u>oe/oe</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt, retaining rpt 3 times
FAMT	CWE 180	429361.00	CO-OP-ED CTVR	
FAMT	ETT 101	433965.00	DESIGN FUNDAMENTALS	cat desc, sch desc, tps, moe, assign, val
				cat desc, sch desc, gr opt fr Letter Grade or Pass/No Pass to <u>Letter Grade Only</u> , fr oe/oe to <u>not oe/oe</u> , tps, lrng obj, moe, assign, retaining rpt 3 times
FAMT	ETT 142	836080.00	THEATRE PRODUCTION	
				cat desc, sch desc, gr opt fr Letter Grade or Pass/No Pass to <u>Letter Grade Only</u> , tps, lrng obj, moe
FAMT	ETT 40	836010.00	STAGECRAFT	
				cat desc, sch desc, gr opt fr Letter Grade or Pass/No Pass to <u>Letter Grade Only</u> , tps, lrng obj, moe, assign, supplies, val
FAMT	ETT 41	836030.00	LIGHTING DESIGN FUND	
				cat desc, sch desc, gr opt fr Letter Grade or Pass/No Pass to <u>Letter Grade Only</u> , tps, lrng obj, moe, assign, txt, supplies
FAMT	ETT 42	836040.00	COSTUME DESIGN	
FAMT	ETT 45	836020.00	SCENE DESIGN	cat desc, sch desc, moe, assign, val
				lim fr Audition with college staff to <u>Audition with college faculty including demonstration of ability to sight read, be able to match pitch accurately, to be able to recreate a series of rhythms, and to phonate pitches in a range that would be suitable for treble chorus music</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
FAMT	MUS 232	433694.00	CHORAL TECHNIQUES	
				lim fr Audition with a college staff to <u>Audition with college faculty demonstrating working knowledge of music reading, pitch recognition, and rhythmic patterns for their success in the rehearsal process</u> , rec prep fr Ability to sight read music to <u>Ability to sight read music, match pitch accurately, recreate a series of rhythms, and to phonate pitches in a range that would be suitable for treble chorus music</u> , sch desc, tps, moe, assign, txt
FAMT	MUS 233	992466.00	TREBLE CHORUS	
				rec prep fr Previous instrumental training and demonstrated proficiency to <u>Previous instrumental training and demonstrated proficiency in jazz performance and ability to sight read and knowledge of all scales and keys</u> , tps, lrng obj, moe, assign, txt, val
FAMT	MUS 240	992436.00	IMPROVISED MUS JAZZ	

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FAMT	MUS 246	992432.00	CONTEMP BIG BAND LIT	lim fr Audition with college staff to <u>Audition with college faculty demonstrating ability to sightread, identify and write key signatures, identify and write all major and minor scales, differentiate between major, minor, augmented and diminished, intervals, demonstrate an understanding of all diatonic chords in music, and demonstrate the performance of rhythmic patterns in music</u> , rec prep fr Previous instrumental training and demonstrated proficiency to <u>Previous instrumental training and demonstrated proficiency in jazz performance, ability to sight read and knowledge of all scales and keys</u> , tps, moe, assign, val
FAMT	MUS 247	992433.00	MOD BIG BAND CONCEPTS	rec prep fr Previous instrumental training and demonstrated proficiency to <u>Previous instrumental training and demonstrated proficiency in jazz performance, ability to sight read and knowledge of all scales and keys</u> , tps, lng obj, moe, assign, txt, val
FAMT	MUS 253	992528.00	ADV. PIANO HAYDN	tps, moe, assign, txt
FAMT	MUS 266	992437.00	IMPROVISED CHAM MUSIC	dc
FAMT	MUS 34	554027.00	EARLY MUSIC ENSEMBLE	lim fr Audition with college staff to <u>Audition with college faculty including demonstration of ability to sight read</u> , tps, moe, assign, txt
FAMT	MUS 43	560060.00	STRING ORCHESTRA	rec prep fr Previous experience in performing groups to <u>Previous experience in a performing ensemble (wind ensemble, orchestra, string orchestra) at a minimum of a high school level with ability to sight read and knowledge of all scales and keys</u> , tps, moe, assign, txt
FAMT	MUS 54A	992333.00	BEGINNING PIANO I	tps, moe, assign, txt
FAMT	MUS 54B	992460.00	BEGINNING PIANO II	tps, moe, assign, txt
FAMT	MUS 55A	992334.00	INTERMEDIATE PIANO I	prereq fr MUS-54B to <u>MUS 54B or demonstrated proficiency</u> , cat desc, sch desc, tps, moe, assign, val
FAMT	MUS 55B	992461.00	INTERMEDIATE PIANO II	prereq fr MUS-55A to <u>MUS 55A or demonstrated proficiency</u> , cat desc, sch desc, tps, moe, txt, val
FAMT	PHOT 190	174140.00	SPEC. PROBLEMS PHOTO	tps, lng obj, moe, assign, txt
FAMT	PHOT 50	992343.00	DIGITAL PHOTO I	tps, moe, assign, txt
FAMT	SP 1	806010.05	COMMUNICATION FUND	cat desc, sch desc, tps, moe, assign, txt
FAMT	SP 2	806040.00	PERSUASION	cat desc, tps, lng obj, moe, assign
FAMT	SP 30	806140.05	INTRO.ORAL INTERPRET.	sch desc, tps, moe, assign, txt
FAMT	TA 1	812010.00	ACTING FUNDAMENTALS	cat desc, sch desc, tps, lng obj, moe, assign, txt
FAMT	TA 10	818010.00	MUSICAL THEATRE TECH.	cat desc, sch desc, tps, lng obj, moe, assign, txt
FAMT	TA 108	428415.00	AUDITION TECHNIQUES	cat desc, sch desc, tps, lng obj, moe, assign, txt

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FAMT	TA 125	992656.00	REH & PERF: N WRK MUS	lim fr Audition to <u>Audition Student required to demonstrate prior knowledge and training in Musical Theatre performance</u> , cat desc, fr oe/oe to <u>not oe/oe</u> , tps, lrng obj, moe, assign, txt, val
FAMT	TA 19	818059.20	REH/PERF:MUSIC TH	lim from none to <u>Audition where student will demonstrate performance and production practices and skills</u> , cat desc, fr oe/oe to <u>not oe/oe</u> , sch desc, tps, lrng obj, moe, assign, txt, val, retaining repeat 3 times
FAMT	TA 2	812020.00	SCENE STUDY I	cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
FAMT	TA 212	992462.00	MUS THEATRE MOV DANC	cat desc, sch desc, gr opt fr Letter Grade or Pass/No Pass to <u>Letter Grade only</u> , tps, moe, assign, txt
FAMT	TA 25	824030.00	THEA HIST:PRIM-RENAS	cat desc, sch desc, tps, lrng obj, moe
FAMT	TA 290	812070.00	ACTING FOR TV-FILM	cat desc, sch desc, moe, assign, txt, val
FAMT	TA 3	812030.00	SCENE STUDY II	cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
FAMT	TA 4	812040.00	ACTING STYLES I	cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
HS	CWE 180	429970.00	CO-OP-ED PHLEBOTOMIST	cat desc, sch desc, moe, txt, val
HS	CWE 180	992512.00	CWE: NEW RN INTERN	hrs fr 0 lec/0 lab/14.50 lrng cntr to <u>0 lec/0 lab/18.08 lrng cntr</u> , cat desc
HS	CWE 180	992517.00	CWE: MENTAL HEALTH	cat desc, sch desc, tps, moe, assign, txt, val
HS	EMT 207	992601.00	EMT PROCEDURES	lim fr American Heart Association-BLS Healthcare Provider certification, physical exam and background check required to <u>American Heart Association Basic Life Support (BLS) Healthcare Provider certification, physical/health exam, and criminal background check required</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
HS	EMT 207C	992624.00	EMT CLINICAL OBSERV	lim fr American Heart Association-BLS Healthcare Provider certification and physical exam and background check required to <u>American Heart Association Basic Life Support (BLS) Healthcare Provider certification, physical/health exam, and criminal background check required</u> , cat desc, sch desc, lrng obj, moe, assign, txt, val
HS	EMT 210	386320.00	EMT REFRESHER COURSE	rec prep fr EMT 207 to <u>Successful completion of any state-approved Emergency Medical Technician training program</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
HS	EMT 219	434037.00	PARAMEDIC PREP COURSE	prereq fr Current EMT certification to <u>NONE</u> , lim fr NONE to <u>Current EMT certification</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
HS	HIT 200	992459.00	HEALTH INFO SCIENCE	cat desc, sch desc, tps, lrng obj, moe, assign, txt
HS	HIT 202	650739.00	REIMB METHOD	units fr 2.0 to 3.0 , hrs fr 2 lec/1 lab/0 lrng ctr to <u>2 lec/3 lab/0 lrng ctr</u> , tps, lrng obj, moe, assign
HS	HIT 203	650738.00	ALT H/C DELIV SYS	sch desc, tps, lrng obj, moe, assign, txt
HS	HIT 204	992444.00	PERF IN HLTHCRE	tps, lrng obj, moe, assign

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HS	HIT 207	992458.00	INFO TECH/EHR HLTHCRE	ti fr INFORMATION TECHNOLOGY/HER IN-HEALTHCARE to <u>HEALTHCARE INFORMATION TECHNOLOGIES (HCIT)</u> , hrs fr 3 lec/0 lab/0 lrng ctr to <u>2 lec/3 lab/0 lrng ctr</u> , prereq fr HIT 200 to <u>NONE</u> , rec prep fr NONE to <u>CIM 112, HIT 200</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
HS	HIT 209	992456.00	MGMT H/C RESOURCES	hrs fr 3 lec/0 lab/0 lrng ctr to <u>2 lec/3 lab/0 lrng ctr</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
HS	HIT 212	650737.00	REPORT H/C DATA	cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
HS	HIT 215	650740.00	CPT/AMBUL CARE CODING	prereq fr BIO 113 to <u>HSC 277</u> , moe, assign, txt
HS	HIT 219	992443.00	DIRECTED PRACTICE	txt
HS	HIT 220	650736.00	ICD/PROCEDURE CODING	prereq fr BIO 113 to <u>HSC 277</u> , tps, moe, assign, txt, val
HS	HIT 221	992446.00	ICD/DIAGN CODING	hrs fr 3 lec/0 lab/0 lrng ctr to <u>2 lec/3 lab/0 lrng</u> , prereq fr BIO 113 to <u>HSC 277</u> , tps, moe, txt, val
HS	HS 100	422010.05	INTRO TO HUMAN SVCS	lrng obj, moe, txt, val
HS	HS 110	422020.00	FIELD INST & SEM I	sch desc, tps, moe, assign, txt, val
HS	HS 112	422115.00	CONF RES/MED	cat desc, lrng obj, moe, assign, txt, val
HS	HS 119	12160.10	INTRO. CRIM. JUSTICE	sch desc, lrng obj, moe
HS	HS 120	422050.05	HUM.DEV.-SOC.ENVIRON.	tps, lrng obj, assign, txt
HS	HS 128	12240.10	COMM.BASED CORRECTION	sch desc, tps, lrgn obj, moe, txt
HS	HS 131	434006.00	MULTICULT. DIVERSITY	cat desc, sch desc, lrng obj, moe, assign, txt
HS	HS 140	422090.00	APP.GRP.LDRSH/PROCES	cat desc, sch desc, lrng obj, moe, assign, txt
HS	HS 150	422100.00	FIELD INST & SEM II	cat desc, sch desc, gr opt fr Letter Grade or Pass/No Pass to <u>Letter Grade only</u> , lrng obj, moe, assign, txt
HS	HS 170	422110.00	ALCOHOL & DRGS IN SOC	lrng obj, moe, assign, txt
HS	HS 171	422120.00	SUB.ABUSE:INTERVENT	cat desc, sch desc, lrng obj, moe, assign, txt
HS	HS 172	386230.10	PHYS.EFFECTS/ALC.&DRG	sch desc, lrng obj, moe, txt, val
HS	HS 174	422150.00	CASE ADMIN/CRISIS INT	cat desc, sch desc, lrng obj, moe, assign, txt
HS	HS 175	428541.00	SUBSTANC ABUSE CONCEP	lrng obj, assign, txt
HS	HS 176	434017.00	CO-OCCURRING DISORDER	cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
HS	HS 177	434018.00	FAM DYNAMICS OF ABUSE	cat desc, sch desc, txt
HS	HS 181	422400.00	INTRO EATING DISORDER	gr opt, fr Letter Grade or Pass/No Pass to <u>Letter Grade only</u> , lrng obj, moe, txt
HS	HS 182	429245.00	SUBST.ABUSE CHILD/AD	cat desc, sch desc, gr opt fr Letter Grade or Pass/No Pass to <u>Letter Grade only</u> , lrng obj, moe, txt, val
HS	HS 184	422190.10	MED--EATING DISORDERS	gr opt fr Letter Grade or Pass/No Pass to <u>Letter Grade only</u> , lrng obj, moe, txt, val
HS	HS 185	422500.00	TREATMENT EAT DISORDR	gr opt, fr Letter Grade or Pass/No Pass to <u>Letter Grade only</u> , lrng obj, moe, txt, val
HS	HS 187	429246.00	JUVENILE VIOLENCE	tps, moe
HS	HS 285	955485.00	ETHIC ISSUE CLNT RGHT	gr opt fr Letter Grade or Pass/No Pass to <u>Letter Grade only</u> , lrng obj, moe, assign, txt
HS	HS 37	12150.10	INTRO to CRIMINOLOGY	tps, lrng obj, moe, assign, txt
HS	HSC 151	686010.10	INTRO/THERAPY & REHAB	cat desc, sch desc, tps, lrng obj, moe, assign
HS	HSC 201	530030.00	MEDICAL TERMINOLOGY	tps, lrng obj, moe, assign, txt

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HS	HSC 217	386300.00	CARDIAC DYSRHYTHMIAS	rec prep fr N172 or EMT 207 and 207C to NONE , moe, val
HS	HSC 233	992441.00	LGL/ETHICAL ASPECTS	cat desc, sch desc, tps, lrng obj, moe, assign
HS	HSC 244	992468.00	DISEASE PROC HLTH SCI	prereq fr HSC 201 to <u>HSC 201, HSC 277</u> , tps, moe, txt, val
HS	HSC 291	955490.00	MGMT AGGRESSIVE BEHAV	cat desc, sch desc, tps, lrng obj, moe, assign, txt
HS	MA 206	992482.00	INTRO TO MED ASST	cat desc, tps, moe, assign, txt
HS	MA 211A	530010.00	MED RECEPTION TECHN	tps, lrng, obj, moe, assign, txt
HS	MA 211B	530015.00	PHYSICAL EXAM PROCED	tps, lrng obj, moe, assign, txt
HS	MA 212A	185000.10	MED FINANCIAL PROC	moe, txt
HS	MA 212B	530025.00	MED LABORATORY PROC	assign, txt
HS	MA 213A	485100.00	MED RECORD MANAGEMENT	rec prep fr NONE to <u>HSC 201</u> , assign, txt, val
HS	MA 213B	530035.00	ASEPSIS AND SURG PROC	rec prep fr NONE to <u>HSC 201</u> , tps, moe, txt, val
HS	MA 214B	530045.00	MEDICATION ADMINIST	moe, assign, txt
HS	MA 218B	485305.00	ELECTROCARDIOGRAPHY	sch desc, tps, txt
HS	MA 224A	992483.00	MEDICAL INSURANCE	moe, txt
HS	MA 226A	992484.00	FUND CPT/AMB CODE MA	tps, moe, assign
HS	MA 228A	992445.00	FNDMNTLS ICD CODING	tps, moe, assign, txt
HS	MA 260	386600.20	COMP APPS/EHR HLTHCRE	moe, assign
HS	N 164	992364.00	LVNRN CLIN LAB	rec prep fr HSC 228 and N 245 to <u>N 245</u> , tps, moe, txt, val
HS	N 171	639200.00	MENTAL HEALTH NURSING	cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
HS	N 171	639210.00	MENTAL HEALTH NSG LAB	cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
HS	N 212	405012.00	LAB VALUES: I/A	moe, assign, txt
HS	N 263	386700.00	SKILLS LAB--BASIC	sch desc, tps, moe, assign, txt
HS	N 264	386701.00	SKILLS LAB--SPECIALTY	rec prep fr N 172 to NONE , sch desc, tps, assign, val
HS	N 265	386702.00	SKILLS LAB--ADVANCED	rec prep fr N 173 and 174 to NONE , sch desc, tps, moe, assign
HS	N 267	405011.00	SKILLS LAB--INTER	sch desc, tps, moe, assign, txt
HS	N 268	650743.00	SKILLS LAB REVIEW	tps, assign, txt
HS	PHLB 240	386560.00	PHLEBOTOMY	tps, moe, txt
HS	PHLB 241	433029.00	PHLEB CERT PREP	tps, lrng obj, moe, txt
HS	PM 220	708000.00	PARAMEDIC THEORY	sch desc, tps, lrng obj, moe, txt, val
HS	PM 230	708010.00	PARAMED CLINIC EXPR	cat desc, sch desc, moe, txt
HS	PM 240	708020.00	PARAMED FIELD INTERN	sch desc, moe, txt, val
KNES	DANC 51	992346.00	INTRO. TO BALLET	tps, lrng obj, moe, assign, txt
KNES	DANC 51	992346.05	INTRO. TO BALLET	tps, lrng obj, moe, assign, txt
KNES	DANC 66	433725.00	INTRO. TO LATIN DANCE	tps, lrng obj, moe, assign, txt
KNES	DANC 66	433725.05	INTRO. TO LATIN DANCE	dv
KNES	DANC 68	992281.00	INTRO TO SOCIAL DANCE	cat desc, sch desc, tps, lrng obj, moe, assign, txt
KNES	KNES 1	674010.05	CARDIOVASCULAR COND.	cat desc, sch desc, tps, lrng obj, moe, assign, txt
KNES	KNES 1	674010.10	CARDIOVASCULAR COND.	cat desc, sch desc, tps, lrng obj, moe, assign, txt
KNES	KNES 107	674180.00	SURVEY/ASSESS FITNESS	ti fr SURVEY AND ASSESSMENT OF FITNESS to <u>FITNESS ASSESSMENT AND SURVEY</u> , cat desc, sch desc, tps, lrng obj, moe, assign
KNES	KNES 17	432280.00	BEGINNING BOWLING	cat desc, sch desc, tps, lrng obj, moe, assign, txt
KNES	KNES 17	432280.05	BEGINNING BOWLING	cat desc, sch desc, tps, lrng obj, moe, assign, txt
KNES	KNES 18	432280.10	INTERMEDIATE BOWLING	rec prep fr none to <u>KNES 17</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt, val

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KNES	KNES 18	432280.15	INTERMEDIATE BOWLING	rec prep fr none to KNES 17 , cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
KNES	KNES 19	674410.05	CYCLING/SPINNING	ti fr CYCLING/SPINNING to BEGINNING CYCLING/SPINNING , cat desc, sch desc, tps, lrng obj, moe, assign, txt
KNES	KNES 19	674410.10	CYCLING/SPINNING	ti fr CYCLING/SPINNING to BEGINNING CYCLING/SPINNING , cat desc, sch desc, tps, lrng obj, moe, assign, txt
KNES	KNES 20	674430.05	BEGINNING GOLF I	tps, lrng obj, moe, assign, txt
KNES	KNES 20	674430.10	BEGINNING GOLF I	tps, lrng obj, moe, assign, txt
KNES	KNES 21	674430.15	BEGINNING GOLF II	tps, lrng obj, moe, assign, txt, val
KNES	KNES 21	674430.20	BEGINNING GOLF II	tps, lrng obj, moe, assign, txt, val
KNES	KNES 22	674430.25	INTERMEDIATE GOLF	cat desc, tps, lrng obj, moe, assign, txt, val
KNES	KNES 22	674430.30	INTERMEDIATE GOLF	cat desc, tps, moe, assign, txt, val
KNES	KNES 23	674430.35	ADVANCED GOLF	cat desc, sch desc, tps, moe, assign, txt, val
KNES	KNES 23	674430.40	ADVANCED GOLF	cat desc, sch desc, tps, moe, assign, txt
KNES	KNES 24	674510.05	BEGINNING TENNIS I	cat desc, tps, lrng obj, moe, assign, txt
KNES	KNES 24	674510.10	BEGINNING TENNIS I	cat desc, tps, lrng obj, moe, assign, txt
KNES	KNES 25	674510.15	BEGINNING TENNIS II	cat desc, sch desc, tps, lrng obj, moe, assign, txt
KNES	KNES 25	674510.20	BEGINNING TENNIS II	cat desc, sch desc, tps, lrng obj, moe, assign, txt
KNES	KNES 26	674510.25	INTERMEDIATE TENNIS	cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
KNES	KNES 26	674510.30	INTERMEDIATE TENNIS	cat desc, sch desc, tps, lrng obj, moe, assign, txt
KNES	KNES 27	674510.35	ADVANCED TENNIS	cat desc, sch desc, tps, lrng obj, moe, assign, txt
KNES	KNES 27	674510.40	ADVANCED TENNIS	cat desc, sch desc, tps, lrng obj, moe, assign, txt
KNES	KNES 28	674590.05	BEGINNING YOGA	cat desc, tps, lrng obj, moe, assign, txt
KNES	KNES 28	674590.10	BEGINNING YOGA	cat desc, tps, lrng obj, moe, assign, txt
KNES	KNES 3	674070.10	CIRCUIT WEIGHT TRNG	cat desc, sch desc, tps, lrng obj, moe, assign, txt
KNES	KNES 3	674070.15	CIRCUIT WEIGHT TRNG	cat desc, sch desc, tps, lrng obj, moe, assign, txt
KNES	KNES 30	674640.05	ADVANCE TRACK & FIELD	dv
KNES	KNES 31	432285.00	MUSCLE TONING WOMEN	cat desc, tps, lrng obj, moe, assign, txt
KNES	KNES 31	432285.05	MUSCLE TONING WOMEN	cat desc, tps, lrng obj, moe, assign, txt
KNES	KNES 33	432270.00	BEGINNING SURFING I	cat desc, tps, moe, assign, txt
KNES	KNES 34	432270.05	BEG SURF II: SHORTBRD	cat desc, sch desc, tps, moe, assign, txt
KNES	KNES 35	432270.10	INTERMEDIATE SURFING	cat desc, sch desc, tps, moe, assign, txt, val
KNES	KNES 36	432270.15	ADVANCED SURFING	cat desc, sch desc, tps, moe, assign, txt
KNES	KNES 41	674680.05	SWIM FOR NONSWIMMERS	cat desc, tps, moe, assign, txt
KNES	KNES 41	674680.10	SWIM FOR NONSWIMMERS	cat desc, tps, moe, assign, txt
KNES	KNES 42	674680.15	INTERMEDIATE SWIMMING	cat desc, sch desc, tps, lrng obj, moe, assign, txt
KNES	KNES 42	674680.20	INTERMEDIATE SWIMMING	cat desc, sch desc, tps, lrng obj, moe, assign, txt
KNES	KNES 43	674680.25	ADV SWIMMING & DIVING	cat desc, tps, lrng obj, moe, assign, txt, val
KNES	KNES 43	674680.30	ADV SWIMMING & DIVING	cat desc, tps, lrng obj, moe, assign, txt, val
KNES	KNES 44	674770.05	AQUATIC CONDITIONING	cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
KNES	KNES 44	674770.10	AQUATIC CONDITIONING	cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
KNES	KNES 45	674800.05	ADV. WATER POLO(COED)	cat desc, tps, lrng obj, moe, assign, txt
KNES	KNES 45	674800.10	ADV. WATER POLO(COED)	cat desc, tps, lrng obj, moe, assign, txt

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				lim fr Successfully complete the swim pre-test to Swim 300 yards continuously. Tread water for 2 min. using only the legs. Complete a timed event within 1 minute, 40 seconds: Starting in the water, swim 20 yards, surface dive to a depth of 7-10 feet to retrieve a 10-pound object, return to the surface and swim 20 yards on the back to return to the starting point, exit the water without using a ladder or steps.
KNES	KNES 47	680080.00	LIFEGUARD TRAINING	units fr 3.0 to 2.0 , hrs fr 3 lec/0 lab/0 lrng cntr to 2 lec/0 lab/0 lrng cntr , cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
KNES	KNES 49	433741.00	AQUA AEROBICS	cat desc, sch desc, tps, lrng obj, moe, assign, txt
KNES	KNES 49	433741.05	AQUA AEROBICS	cat desc, sch desc, tps, lrng obj, moe, assign, txt
KNES	KNES 50	674820.15	AEROBIC DANCE	cat desc, sch desc, tps, lrng obj, moe; assign, txt
KNES	KNES 50	674820.20	AEROBIC DANCE	cat desc, sch desc, tps, lrng obj, moe, assign, txt
KNES	KNES 52	680020.00	FUND OF MOVEMENT	cat desc, sch desc, tps, lrng obj, moe, assign, txt
KNES	KNES 64	992283.00	DISTANCE RUNNING	dc
KNES	KNES 66	433727.00	CORE TRAINING	cat desc, sch desc, tps, lrng obj, moe, assign, txt
KNES	KNES 66	433727.05	CORE TRAINING	cat desc, sch desc, tps, lrng obj, moe, assign, txt
KNES	KNES 66	433727.10	CORE TRAINING	dv
KNES	KNES 68	432765.00	WALKING FOR FITNESS	rec prep fr None to Students should be able to complete a 1.0 mile walk within 20 minutes , cat desc, tps, lrng obj, moe, assign, val
KNES	KNES 68	432765.05	WALKING FOR FITNESS	dv
KNES	KNES 69	433719.00	TRAIL HIKING	rec prep fr None to Students should be able to complete a 1.0 mile walk within 20 minutes , cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
KNES	KNES 69	433719.05	TRAIL HIKING	dv
KNES	KNES 7	429186.05	STEP TRAINING	cat desc, sch desc, tps, lrng obj, moe, assign, txt
KNES	KNES 70	675110.05	BASKETBALL	cat desc, tps, lrng obj, moe, assign, txt
KNES	KNES 70	675110.10	BASKETBALL	cat desc, tps, lrng obj, moe, assign, txt
KNES	KNES 71	675110.15	ADVANCED BASKETBALL	rec prep fr Participation on an interscholastic team to KNES 70 , cat desc, tps, lrng obj, moe, assign, txt
KNES	KNES 71	675110.20	ADVANCED BASKETBALL	rec prep fr Participation on an interscholastic team to KNES 70 , cat desc, tps, lrng obj, moe, assign, txt
KNES	KNES 72	675150.05	BEGINNING SOCCER	tps, lrng obj, moe, assign, txt
KNES	KNES 72	675150.10	BEGINNING SOCCER	tps, lrng obj, moe, assign, txt
KNES	KNES 73	675150.15	ADVANCED SOCCER	cat desc, tps, lrng obj, moe, assign, txt
KNES	KNES 73	675150.20	ADVANCED SOCCER	tps, lrng obj, moe, assign, txt
KNES	KNES 76	675230.05	BEGINNING VOLLEYBALL	cat desc, tps, lrng obj, moe, assign, txt
KNES	KNES 76	675230.10	BEGINNING VOLLEYBALL	cat desc, tps, lrng obj, moe, assign, txt
KNES	KNES 77	675230.15	INTERMED. VOLLEYBALL	cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
KNES	KNES 77	675230.20	INTERMED. VOLLEYBALL	cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
KNES	KNES 78	675230.25	ADVANCED VOLLEYBALL	cat desc, sch desc, tps, lrng obj, moe, assign, txt, val

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KNES	KNES 78	675230.30	ADVANCED VOLLEYBALL	cat desc, sch desc, tps, lrng obj, moe, assign, val
KNES	KNES 79	675290.05	ADVANCED BASEBALL	cat desc, sch desc, tps, lrng obj, moe, assign, txt
KNES	KNES 79	675290.10	ADVANCED BASEBALL	dv
KNES	KNES 8	674185.00	CARDIO KICKBOXING	ti fr CARDIO KICKBOXING to <u>BEGINNING CARDIO KICKBOXING</u> , cat desc, sch desc, tps, lrng obj, moe, assign
KNES	KNES 8	674185.20	CARDIO KICKBOXING	ti fr CARDIO KICKBOXING to <u>BEGINNING CARDIO KICKBOXING</u> , cat desc, sch desc, tps, lrng obj, moe, assign
KNES	KNES 80	675310.05	ADVANCED FOOTBALL	cat desc, sch desc, tps, lrng obj, moe, assign, txt
KNES	KNES 80	675310.10	ADVANCED FOOTBALL	dv
KNES	KNES 82	433969.00	RECREATIONAL BASEBALL	cat desc, tps, lrng obj, moe, assign, txt
KNES	KNES 82	433969.05	RECREATIONAL BASEBALL	dv
KNES	KNES 83	992282.00	FAST PITCH SOFTBALL	dc
KNES	KNES 9	428249.00	STRETCH/FLEX/COND	sch desc, tps, lrng obj, moe, assign, txt
KNES	KNES 9	428249.10	STRETCH/FLEX/COND	sch desc, tps, lrng obj, moe, assign, txt
KNES	KNES 94	675355.10	BEGINNING AIKIDO	cat desc, tps, lrng obj, moe, assign, txt
KNES	KNES 94	675355.20	BEGINNING AIKIDO	cat desc, tps, lrng obj, moe, assign, txt
KNES	KNES 96	675355.25	ADVANCED AIKIDO	cat desc, sch desc, tps, lrng obj, moe, txt
KNES	KNES 96	675355.30	ADVANCED AIKIDO	cat desc, sch desc, tps, lrng obj, moe, txt
LA	ARAB 21	42050.00	INTRO/ARABIC CULTURE	rec prep fr College level reading ability to <u>NONE</u> , lrng obj, moe, assign, txt, val
LA	ENG 142	314530.00	CHILDREN'S LITERATURE	prereq fr NONE to <u>Eligibility for ENG 1A</u> , rec prep fr Eligibility for ENG 1A to <u>NONE</u> , moe, assign, txt, val
LA	ENG 142	314530.00	CHILDREN'S LITERATURE	prereq fr NONE to <u>Eligibility for ENG 1A</u> , rec prep fr Eligibility for ENG 1A to <u>NONE</u> , moe, assign, txt, val
LA	ENG 15A	314010.00	AMER LIT 1620-1860	prereq fr NONE to <u>Eligibility for ENG 1A</u> , rec prep fr Eligibility for ENG 1A to <u>NONE</u> , sch desc, tps, lrgn obj, moe, txt, val
LA	ENG 15A	314010.00	AMER LIT 1620-1860	prereq fr NONE to <u>Eligibility for ENG 1A</u> , rec prep fr Eligibility for ENG 1A to <u>NONE</u> , sch desc, tps, lrgn obj, moe, txt, val
LA	ENG 15B	314020.00	AMER LIT 1860-CONTEMP	prereq fr NONE to <u>Eligibility for ENG 1A</u> , rec prep fr Eligibility for ENG 1A to <u>NONE</u> , moe, assign, txt, val
LA	ENG 15B	314020.00	AMER LIT 1860-CONTEMP	prereq fr NONE to <u>Eligibility for ENG 1A</u> , rec prep fr Eligibility for ENG 1A to <u>NONE</u> , moe, assign, txt, val
LA	ENG 17B	314060.00	ENG LIT/ROMAN-PRESENT	prereq fr NONE to <u>Eligibility for ENG 1A</u> , rec prep fr Eligibility for ENG 1A to <u>NONE</u> , moe, assign, txt, val
LA	ENG 17B	314060.00	ENG LIT/ROMAN-PRESENT	prereq fr NONE to <u>Eligibility for ENG 1A</u> , rec prep fr Eligibility for ENG 1A to <u>NONE</u> , moe, assign, txt, val
LA	ENG 18	314090.00	SHAKESPEARE TRAGEDIES	tps, lrng obj, moe, assign, txt, val
LA	ENG 18	314090.00	SHAKESPEARE TRAGEDIES	tps, lrng obj, moe, assign, txt, val
LA	ENG 180	320040.05	SPEED READG/COMP TRNG	tps, lrng obj, moe, assign, txt
LA	ENG 180	320040.05	SPEED READG/COMP TRNG	tps, lrng obj, moe, assign, txt
LA	ENG 19	314100.00	SHAKESPEARE COMEDIES	tps, lrgn obj, moe, assign, txt, val
LA	ENG 19	314100.00	SHAKESPEARE COMEDIES	tps, lrgn obj, moe, assign, txt, val
LA	ENG 190	296040.00	ACADEMIC READING	sch desc, tps, lrng obj, moe, assign, txt
LA	ENG 190	296040.00	ACADEMIC READING	sch desc, tps, lrng obj, moe, assign, txt
LA	ENG 1A	284010.00	PRIN OF COMPOSITION I	cat desc, sch desc, moe, txt, val
LA	ENG 1A	284010.00	PRIN OF COMPOSITION I	cat desc, sch desc, moe, txt, val

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LA	ENG 1AH	992785.00	PRIN OF COMP I HONORS	prereq fr Satisfactory score on the English Placement Examination or successful completion of English 200 with a "C" or better , to <u>Satisfactory score on the English Placement Examination or successful completion of English 200 or 390 with a "C" or better</u> , cat desc, sch desc, tps, lrng obj, moe, txt, val
LA	ENG 1AH	992785.00	PRIN OF COMP I HONORS	prereq fr Satisfactory score on the English Placement Examination or successful completion of English 200 with a "C" or better , to <u>Satisfactory score on the English Placement Examination or successful completion of English 200 or 390 with a "C" or better</u> , cat desc, sch desc, tps, lrng obj, moe, txt, val
LA	ENG 1B	284020.00	PRIN OF COMPOSITION 2	prereq fr ENG 1A with a grade of "C" or better to <u>ENG 1A or ENG 1AH with a grade of "C" or better</u> , cat desc, sch desc, lrng obj, moe, assign, txt, val
LA	ENG 1B	284020.00	PRIN OF COMPOSITION 2	prereq fr ENG 1A with a grade of "C" or better to <u>ENG 1A or ENG 1AH with a grade of "C" or better</u> , cat desc, sch desc, lrng obj, moe, assign, txt, val
LA	ENG 1BH	650742.00	PRINC COMP II HONORS	prereq fr ENG 1A with a grade of "C" or better to <u>ENG 1A or ENG 1AH with a grade of "C" or better</u> , cat desc, sch desc, moe, txt, val
LA	ENG 1BH	650742.00	PRINC COMP II HONORS	prereq fr ENG 1A with a grade of "C" or better to <u>ENG 1A or ENG 1AH with a grade of "C" or better</u> , cat desc, sch desc, moe, txt, val
LA	ENG 20	314110.00	SHAKESPEARE HISTORIES	dc
LA	ENG 20	314110.00	SHAKESPEARE HISTORIES	dc
LA	ENG 210	284050.20	WRITING CENTER	dc
LA	ENG 210	284050.20	WRITING CENTER	dc
LA	ENG 27A	314210.00	INTRO TO THE NOVEL	moe, assign, txt, val
LA	ENG 27A	314210.00	INTRO TO THE NOVEL	moe, assign, txt, val
LA	ENG 3	290010.05	INTRO CREATIVE WRTNG	moe, assign, txt, val
LA	ENG 3	290010.05	INTRO CREATIVE WRTNG	moe, assign, txt, val
LA	ENG 300	284040.00	BEGINNING WRITING	tps, lrng obj, moe, assign, txt
LA	ENG 300	284040.00	BEGINNING WRITING	tps, lrng obj, moe, assign, txt
LA	ENG 332A	320210.05	BASIC RD/VOC LAB ESL	cat desc, tps, moe, assign, txt
LA	ENG 332A	320210.05	BASIC RD/VOC LAB ESL	cat desc, tps, moe, assign, txt
LA	ENG 332B	992492.00	INT READ/VOC LAB ESL	cat desc, tps, moe, txt
LA	ENG 332B	992492.00	INT READ/VOC LAB ESL	cat desc, tps, moe, txt
LA	ENG 332C	992493.00	ADV READ/VOC LAB ESL	cat desc, sch desc, tps, moe, assign, txt
LA	ENG 332C	992493.00	ADV READ/VOC LAB ESL	cat desc, sch desc, tps, moe, assign, txt
LA	ENG 333A	284060.00	BASIC RDG SKILLS LAB	cat desc, sch desc, tps, moe, txt
LA	ENG 333A	284060.00	BASIC RDG SKILLS LAB	cat desc, sch desc, tps, moe, txt
LA	ENG 333B	992489.00	INT RDG SKILLS LAB	tps, moe, txt
LA	ENG 333B	992489.00	INT RDG SKILLS LAB	tps, moe, txt
LA	ENG 333C	992490.00	ADV RDG SKILLS LAB	tps, moe, txt
LA	ENG 333C	992490.00	ADV RDG SKILLS LAB	tps, moe, txt
LA	ENG 4	290040.00	FICTION FUNDAMENTALS	lrng obj, moe, assign, txt, val
LA	ENG 4	290040.00	FICTION FUNDAMENTALS	lrng obj, moe, assign, txt, val
LA	ENG 44	314540.00	CLASSICAL MYTHOLOGY	tps, lrng obj, moe, assign, txt, val
LA	ENG 44	314540.00	CLASSICAL MYTHOLOGY	tps, lrng obj, moe, assign, txt, val
LA	ENG 50	314580.00	WOMEN AUTHORS	dc
LA	ENG 50	314580.00	WOMEN AUTHORS	dc
LA	ESL 335	428977.00	INTERMEDIATE WRITE I	moe, txt
LA	ESL 335	428977.00	INTERMEDIATE WRITE I	moe, txt

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LA	ESL 335	429681.00	INTERMEDIATE WRITE I	moe, txt
LA	ESL 335	429681.00	INTERMEDIATE WRITE I	moe, txt
LA	FR 10	344120.00	INTERM CONVER FRENCH	prereq fr FR 2 or three years of high school French , to <u>FR 2 or four years of high school French</u> , tps, lrng obj, moe, assign, txt, val
LA	FR 10	344120.00	INTERM CONVER FRENCH	prereq fr FR 2 or three years of high school French , to <u>FR 2 or four years of high school French</u> , tps, lrng obj, moe, assign, txt, val
LA	GER 200	433070.00	BEG PRACTICAL GERMAN	dc
LA	GER 200	433070.00	BEG PRACTICAL GERMAN	dc
LA	HUM 2	428020.00	ORIG WEST CULT IN LIT	moe, txt
LA	HUM 2	428020.00	ORIG WEST CULT IN LIT	moe, txt
LA	JRN 1	464010.00	MASS MEDIA & SOCIETY	sch desc, tps, lrng obj, moe, assign, val
LA	JRN 1	464010.00	MASS MEDIA & SOCIETY	sch desc, tps, lrng obj, moe, assign, val
LA	JRN 105	464080.00	FEATURE WRITING	tps, moe, assign, txt
LA	JRN 105	464080.00	FEATURE WRITING	tps, moe, assign, txt
LA	JRN 106	992742.00	VIDEO JOURNALISM	hrs fr 2 lec/4 lab/0 lrng ctnr to <u>3 lec/1 lab/0 lrng ctnr</u> , tps, lrng obj, moe, assign, val
LA	JRN 108	992744.00	AUDIO STORYTELLING	tps, lrng obj, moe, assign, txt, val
LA	JRN 2	464030.00	NEWS WRITING	lrng obj, moe, assign, txt, val
LA	JRN 2	464030.00	NEWS WRITING	lrng obj, moe, assign, txt, val
LA	PHIL 1	662010.00	INTRO TO PHILOSOPHY	tps, moe, txt, val
LA	PHIL 1	662010.00	INTRO TO PHILOSOPHY	tps, moe, txt, val
LA	PHIL 14	662190.00	PHILOSOPHY OF RELIGION	tps, moe, txt, val
LA	PHIL 14	662190.00	PHILOSOPHY OF RELIGION	tps, moe, txt, val
LA	PORT 21	716010.00	PORT AND BRAZ CULTURE	rec prep fr College-level reading ability , to <u>NONE</u> , sch desc, tps, lrng obj, moe, assign, txt, val
LA	PORT 21	716010.00	PORT AND BRAZ CULTURE	rec prep fr College-level reading ability , to <u>NONE</u> , sch desc, tps, lrng obj, moe, assign, txt, val
LA	SPAN 10	788120.00	INTER CONVER SPANISH	prereq fr SPAN 2 or three years of high school Spanish , to <u>SPAN 2 or four years of high school Spanish</u> , tps, lrng obj, moe, assign, txt, val
LA	SPAN 10	788120.00	INTER CONVER SPANISH	prereq fr SPAN 2 or three years of high school Spanish , to <u>SPAN 2 or four years of high school Spanish</u> , tps, lrng obj, moe, assign, txt, val
LA	SPAN 20A	788140.00	CIVIL SPAIN THRU 1898	prereq fr SPAN 2 or three years of high school Spanish , to <u>SPAN 2 or four years of high school Spanish</u> , tps, lrng obj, moe, assign, txt, val
LA	SPAN 20A	788140.00	CIVIL SPAIN THRU 1898	prereq fr SPAN 2 or three years of high school Spanish , to <u>SPAN 2 or four years of high school Spanish</u> , tps, lrng obj, moe, assign, txt, val
LA	SPAN 20B	431966.00	CIVIL SPAIN 1898-PRES	prereq fr SPAN 2 or three years of high school Spanish , to <u>SPAN 2 or four years of high school Spanish</u> , tps, lrng obj, moe, assign, txt, val
LA	SPAN 20B	431966.00	CIVIL SPAIN 1898-PRES	prereq fr SPAN 2 or three years of high school Spanish , to <u>SPAN 2 or four years of high school Spanish</u> , tps, lrng obj, moe, assign, txt, val
LA	SPAN 21A	788160.00	LATIN AMER THRU 1900	prereq fr SPAN 2 or three years of high school Spanish , to <u>SPAN 2 or four years of high school Spanish</u> , tps, moe, assign, txt, val

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LA	SPAN 21A	788160.00	LATIN AMER THRU 1900	prereq fr SPAN 2 or three years of high school Spanish , to <u>SPAN 2 or four years of high school Spanish</u> , tps, moe, assign, txt, val
LA	SPAN 250	429506.00	PRACTICAL SPANISH	dc
LA	SPAN 250	429506.00	PRACTICAL SPANISH	dc
LA	SPAN 6	429574.00	INT SPAN GRAMMAR/COMP	cat desc, sch desc, tps, moe, txt, val
LA	SPAN 6	429574.00	INT SPAN GRAMMAR/COMP	cat desc, sch desc, tps, moe, txt, val
LA	ENG 21A	314130.00	WORLD LIT/ANCIENT -17C	prereq fr NONE to <u>Eligibility for ENG 1A</u> , rec prep fr Eligibility for ENG 1A to <u>NONE</u> , tps, moe, assign, txt, val
LA	ENG 21A	314130.00	WORLD LIT/ANCIENT -17C	prereq fr NONE to <u>Eligibility for ENG 1A</u> , rec prep fr Eligibility for ENG 1A to <u>NONE</u> , tps, moe, assign, txt, val
MSE	ASTRO 21	431636.00	THE SOLAR SYSTEM	tps, lrng obj, moe, assign, txt
MSE	ASTRO 21	431636.00	THE SOLAR SYSTEM	tps, lrng obj, moe, assign, txt
MSE	BIO 210	992520.00	BASICS OF BIO A	tps, moe, assign, txt
MSE	BIO 210	992520.00	BASICS OF BIO A	tps, moe, assign, txt
MSE	BIO 211	992524.00	BASICS OF BIOLOGY B	tps, lrng obj, moe, assign, txt, val
MSE	BIO 211	992524.00	BASICS OF BIOLOGY B	tps, lrng obj, moe, assign, txt, val
MSE	BIO 3C	429218.00	BIOCHEM/MOLECULAR BIO	rec prep fr NONE to <u>BIO 22</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
MSE	BIO 3C	429218.00	BIOCHEM/MOLECULAR BIO	rec prep fr NONE to <u>BIO 22</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
MSE	BIO 605	405119.00	GEN BIO I HONORS	nc, <u>prereq CHEM 1A or CHEM 2</u> , 3 units/3 lec hrs/6 hrs lab/0 hr lrng ctr, non-repeatable
MSE	BIO 606	405120.00	GEN BIO II HONORS	nc, <u>prereq BIO 3A, BIO 3AH or BIO 4A</u> , 3 units/3 lec hrs/6 hrs lab/0 hr lrng ctr, non-repeatable
MSE	CHEM 12A	150080.00	ORGANIC CHEMISTRY	cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
MSE	CHEM 12A	150080.00	ORGANIC CHEMISTRY	cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
MSE	CHEM 12B	150090.00	ORGANIC CHEMISTRY	cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
MSE	CHEM 12B	150090.00	ORGANIC CHEMISTRY	cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
MSE	CHEM 1A	150010.05	GENERAL CHEMISTRY	tps, lrng obj, moe, txt, val
MSE	CHEM 1A	150010.05	GENERAL CHEMISTRY	tps, lrng obj, moe, txt, val
MSE	CHEM 1B	150030.00	GENERAL CHEMISTRY	prereq fr <u>CHEM 1A, MATH 124</u> to <u>CHEM 1A or CHEM 2, and MATH 124</u>
MSE	ENGR 31	272050.00	STATICS	lrng obj, moe, assign, txt val
MSE	ENGR 31	272050.00	STATICS	lrng obj, moe, assign, txt val
MSE	GEOL 170	356130.07	GFS: NAT PKS/MONUMENT	cat desc, sch desc, tps, assign, moe, txt
MSE	GEOL 170	356130.07	GFS: NAT PKS/MONUMENT	cat desc, sch desc, tps, assign, moe, txt
MSE	GEOL 185	356870.05	GFS: YOSEMITE	cat desc, tps, lrng obj, moe, assign, txt
MSE	GEOL 185	356870.05	GFS: YOSEMITE	cat desc, tps, lrng obj, moe, assign, txt
MSE	GEOL 2	356020.00	HISTORICAL GEOLOGY	tps, lrng obj, moe, assign, txt, val
MSE	GEOL 2	356020.00	HISTORICAL GEOLOGY	tps, lrng obj, moe, assign, txt, val
MSE	GEOL 20	242010.00	INTRO to EARTH SCIENC	cat desc, sch desc, tps, moe, assign, txt
MSE	GEOL 20	242010.00	INTRO TO EARTH SCIENC	cat desc, sch desc, tps, moe, assign, txt
MSE	GEOL 21	431639.10	THE SOLAR SYSTEM	tps, lrng obj, moe, assign, txt
MSE	GEOL 21	431639.10	THE SOLAR SYSTEM	tps, lrng obj, moe, assign, txt
MSE	GEOL 23	326090.10	ENVIRONMENTAL GEOLOGY	cat desc, sch desc, tps, lrng obj, moe, assign, txt
MSE	GEOL 23	326090.10	ENVIRONMENTAL GEOLOGY	cat desc, sch desc, tps, lrng obj, moe, assign, txt
MSE	GEOL 4	432549.00	NATURAL DISASTERS	lrng obj, moe, assign, txt
MSE	GEOL 4	432549.00	NATURAL DISASTERS	lrng obj, moe, assign, txt
MSE	MATH 112	218120.00	MATH ELEM SCH TEACHRS	tps, lrng obj, moe, assign, txt
MSE	MATH 112	218120.00	MATH ELEM SCH TEACHRS	tps, lrng obj, moe, assign, txt

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MSE	MATH 124	518160.00	TRIGONOMETRY	cat desc, sch desc, moe, assign, txt
MSE	MATH 124	518160.00	TRIGONOMETRY	cat desc, sch desc, moe, assign, txt
MSE	MATH 8	428408.00	COL.ALGB.FOR CALC	cat desc, sch desc, lrng obj, moe, txt, val
MSE	MATH 8	428408.00	COL.ALGB.FOR CALC	cat desc, sch desc, lrng obj, moe, txt, val
MSE	MS 205	992475.00	MSFS: ANZA-BORREGO	cat desc, sch desc, tps, lrng obj, moe, assign, txt
MSE	MS 205	992475.00	MSFS: ANZA-BORREGO	cat desc, sch desc, tps, lrng obj, moe, assign, txt
MSE	MS 206	992479.00	MSFS: CALIFORNIA COAST	cat desc, sch desc, tps, lrng obj, moe, assign, txt
MSE	MS 206	992479.00	MSFS: CALIFORNIA COAST	cat desc, sch desc, tps, lrng obj, moe, assign, txt
MSE	MS 4	512040.00	SO.CALIF.COASTAL ECOL	cat desc, sch desc, tps, moe, txt
MSE	MS 4	512040.00	SO.CALIF.COASTAL ECOL	cat desc, sch desc, tps, moe, txt
MSE	PHYS 2A	698010.00	INTRO TO PHYSICS	cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
MSE	PHYS 2A	698010.00	INTRO TO PHYSICS	cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
MSE	PHYS 2B	698020.00	INTRO to PHYSICS	cat desc, sch desc, tps, lrn obj, moe, assign, txt, val
MSE	PHYS 2B	698020.00	INTRO TO PHYSICS	cat desc, sch desc, tps, lrn obj, moe, assign, txt, val
MSE	PHYS 4A	698030.00	GENERAL PHYSICS	prereq fr MATH 3A to <u>MATH 3A or MATH 3AH</u> , tps, moe, assign, txt, val
MSE	PHYS 4A	698030.00	GENERAL PHYSICS	prereq fr MATH 3A to <u>MATH 3A or MATH 3AH</u> , tps, moe, assign, txt, val
MSE	SPSW 1	429469.00	MATH, SCIENCE & ENGIN	dc
MSE	CHEM 108	430793.00	INTRO GEN, ORG, BIOCHEM	tps, lrng obj, moe
MSE	CHEM 108	430793.00	INTRO GEN, ORG, BIOCHEM	tps, lrng obj, moe
OELR	LIB 2	473011.10	ADV. INFO COMPETENCY	rec prep fr LIB 100 or 101 to <u>LIB 100</u> , tps, moe, txt, val
SBS	HIST 33	429739.00	HIST OF CHICANAS/OS	ti fr HISTORY OF THE CHICANAS/OS to <u>CHICANO/LATINO AMERICAN HISTORY</u> , cat desc, sch desc, tps, lrng obj, moe, assign
SBS	PSYC 30	728070.05	SOCIAL PSYCHOLOGY	cat desc, sch desc, moe, assign, txt, val
SBS	SOC 30	728070.10	SOCIAL PSYCHOLOGY	cat desc, sch desc, moe, assign, txt, val
SBS	SOC 6	429602.00	INTRO ASIAN CULT U.S.	tps, moe, txt
TCSP	SPS 300	800065.00	ED PLAN, ASSESS, ORIENT	rec prep fr Conference with Special Services counselor or specialist , to <u>Conference with DSPS Counselor or Specialist</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
TCSP	SPS 325	992438.00	BASIC COMPUTATIONAL SKILLS	rec prep fr Conference with Special Services counselor or specialist to <u>NONE</u> , cat desc, tps, lrng obj, moe, assign, txt, val
TCSP	SPS 360	430294.10	ADAPTED COMP LAB	hrs fr 1 unit, 0 lec hrs/2 lab hrs/0 lrng ctr , to <u>1 unit, 0 lec hrs/3 lab hrs/0 lrng ctr</u> , rec prep fr Verification of disability and/or diagnostic assessment. Ability to work independently with access technology to <u>NONE</u> , cat desc, tps, lrng obj, moe, assign, val

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Curriculum Revisions for the 2016-17 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 2016-17 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 2016-17 academic year at Irvine Valley College.

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

SCHOOL OF THE ARTS

IMMERSIVE DESIGN – 2D ANIMATION
Certificate of Proficiency (New)

This certificate is intended to produce relevant hires for the immersive design industries prevalent in Irvine. Immersive Design – 2D Animation narrows focus to digital hand drawn 2D movement, layout and interface design prepared in an industry standard software, as well as story, character, and the 12 Principles of Animation as it relates to manipulating 2D motion assets. Students who complete this certificate will produce a demo reel of 2D motion studies, layout and interface design prepared for immersive media, and a 2D drawing portfolio that demonstrates visual storytelling and communication skills. Students will graduate with a group project wherein ‘Agile’ production skills are practice and mastered in a team production environment driven by self-defined goals, production documentation, and final project deadlines. Occupations in Immersive Design are highly competitive and require dedication to mastering professional skills beyond mere classroom immersion. Students are encouraged to create assignments outside of class, pursue advanced material online, continue with foundation drawing courses, and participate in team projects on a continual basis in order to obtain a competitive edge.

		Units
<i>Required courses:</i>		
ART 85	Life Drawing I	3
IMA 20	Writing and Storyboarding for Games	3
IMA 96	2D Animation Principles	3
IMA 179	Character Design and Layout	3
IMA 193	Portfolio Development-2D Motion	2.5
Total Units		14.5

IMMERSIVE DESIGN – 3D ANIMATION
Certificate of Proficiency (New)

This certificate is intended to produce relevant hires for the immersive design industries prevalent in Irvine. Immersive Design – 3D Motion requires focus on imagined, captured, and emphasized movement prepared in an industry standard software, as well as story, character, and the 12 Principles of Animation as it relates to manipulating captured motion. Students who complete this certificate will produce a demo reel of imaged, captured, and emphasized 3D motion prepared for immersive media that demonstrates a proficiency of manipulating motion data, as well as basic model rigging, and a 2D drawing portfolio that demonstrates visual communication skills. Students will graduate with a group project wherein ‘Agile’ production skills are practiced and mastered in a team production environment driven by self-defined goals, production documentation, and final project deadlines. Occupations in Immersive Design are highly competitive and require dedication to mastering professional skills beyond mere classroom immersion. Students are encouraged to create assignments outside of class, pursue advanced material online, continue with foundation drawing courses, and participate in team projects on a continual basis in order to obtain a competitive edge.

		Units
<i>Required courses:</i>		
IMA 20	Writing and Storyboarding for Games	3
IMA 30	3D Animation	3
IMA 88	3D Character Animation II	3
IMA 89	Rigging for 3D Animation	3
IMA 179	Character Design and Layout	3
IMA 192	Portfolio Development-3D Animation	2.5
Total Units		14.5

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

SCHOOL OF THE ARTS

IMMERSIVE DESIGN – GAME DESIGN
Certificate of Proficiency (New)

This certificate is intended to produce relevant hires for the game and internet industries. Game Design requires focus on the application and development of game fundamentals, story, character, industry relevant software, and development of the playcentric experience playtesting. Students who complete this certificate will produce a demo reel of interactive games created in an industry standard software, level designs and board games that demonstrate a proficiency of the playcentric process, interactive projects utilizing visual scripting, a portfolio of short storyboard constructions demonstrating creative writing skills, a 3D print demonstrating an understanding of the prototyping process, and a 2D drawing portfolio. Students will participate in a final group class wherein they will construct a team project in their discipline. The project will be mentored by industry and provide a valuable addition to the portfolio.

		Units
<i>Required courses:</i>		
IMA 20	Writing and Storyboarding for Games	3
IMA 22	Visual Scripting for Games	3
IMA 40	Introduction to Game Design	3
IMA 98	3D Modeling for Games and Film	3
IMA 99	Game Design II	3
IMA 191	Portfolio Development – Game Level	
	Design	2.5
	Total Units	17.5

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

SCHOOL OF PHYSICAL SCIENCES AN TECHNOLOGIES

MASTER TECHNOLOGY: PRECISION OPTICS
Certificate of Proficiency (New)

Precision manufacturing is a multifaceted field that covers fields from material science to high-resolution measurement. Precision optics are found in nearly all modern devices. An employee with skills in precision optic manufacturing will be involved with the production and testing of high-quality camera lenses, telescope mirrors, optical fibers, lithography stepper lenses, optical displays And laser crystals.

		Units
<i>Complete the following courses:</i>		
LET 205	Fundamentals of Light	3
LET 215	Fundamentals of Photonics	3
LET 225	Quality Assurance for Precision Optics	4
LET 235	Optical metrology and Interferometry	3
	Total Units	13

KEY TO ACTIONS TAKEN

assign=assignments
cat desc= catalog description
c/l w/+ cross-listed with (and list the other crs id)
coreq=corequisite
crs id=course prefix and/or number
dc=delete course
dv=delete version of course
gr opt=grading option
hrs=hours
lim=limitation
lrng obj=learning objectives
moe=methods of eval
nc=new course
nv=new version of existing course
oe/oe=open entry/open exit
prereq=prerequisite
reactv=course reactivation
rec prep=recommended prep
rpt=repeatability
SAM code=occupational code (A=apprenticeship, B=advanced occupational,
C=clearly occupational, D=possibly occupational, E=non-occupational)
sch desc=schedule description
sr=scheduled review is for courses that are scheduled for review and there are no
revisions
ti=title
tps=topics
txt=text-required for all courses numbered 1-299
un=units
val=validation

Division	Course Id	Catalog Id	Abbreviated Course Title	Action Taken
Business Science	ACCT 275	14576.00	Auditing	nc: 3 units (3 hrs lec); TOP: 502.00; SAM: C; prereq: ACCT 1B or 1BH
Business Science	CIM 106	9625.15	A+ Hardware Concepts	dc
Business Science	CIM 108	11111.15	A+ Operating Systems Preparation	dc
Business Science	CIM 181	10409.25	CCNA 1 - Introduction to Networks	nc: 3 units (3 hrs lec); TOP: 708.10; SAM: C; formerly CIM 263.1
Business Science	CIM 182	10410.15	CCNA 2 - Routing and Switching Essentials	nc: 3 units (3 hrs lec); rec: CIM 181; TOP: 708.10; SAM: C; formerly CIM 263.2
Business Science	CIM 183	10411.10	CCNA 3 - Scaling Networks	nc: 3 units (3 hrs lec); rec: CIM 182; TOP: 708.10; SAM: C; formerly CIM 263.3
Business Science	CIM 184	10412.15	CCNA 4 - Connecting Networks	nc: 3 units (3 hrs lec); rec: CIM 183; TOP: 708.10; SAM: C; formerly CIM 263.4
Business Science	CIM 263.1	10409.15	CCNA: Networking Technologies I	dc
Business Science	CIM 263.2	10410.10	CCNA: Networking Technologies II	dc
Business Science	CIM 263.3	10411.05	CCNA: Networking Technologies III	dc
Business Science	CIM 263.4	10412.10	CCNA: Networking Technologies IV	dc
Business Science	CIM 110	14572.00	Information and Communication Technology	nc: 4 units (4 hrs lab); TOP: 0701.00; SAM: E; Formerly offered as CIM 106 and CIM 108
Business Science	RE 168	14595.10	Cooperative Work Experience: Real Estate	nc: 1 unit (1 hr lab); lim: Application must be approved by the CWE coordinator; TOP: 511.00; SAM: C;
Business Science	RE 168	14595.20	Cooperative Work Experience: Real Estate	nc: 2 units (2 hr lab); lim: Application must be approved by the CWE coordinator; TOP: 511.00; SAM: C;
Business Science	RE 168	14595.30	Cooperative Work Experience: Real Estate	nc: 3 units (3 hr lab); lim: Application must be approved by the CWE coordinator; TOP: 511.00; SAM: C;
Business Science	RE 168	14595.40	Cooperative Work Experience: Real Estate	nc: 4 units (4 hr lab); lim: Application must be approved by the CWE coordinator; TOP: 511.00; SAM: C;
Humanities	HUM 1	3950.00	Introduction to Humanities	tps; moe; assign; txt
Humanities	HUM 2	3955.00	The Culture of Ancient Greece and Rome	desc; tps; lrng obj; moes; assign; tx
Humanities	HUM 3	3960.00	The Culture of Medieval and Renaissance Europe	desc; tps; lrng obj; moes; assign; tx

Division	Course Id	Catalog Id	Abbreviated Course Title	Action Taken
Humanities	HUM 4	3965.00	The Culture of the Modern World: 1700 to the Present	tps; lrng obj; moes; assign; tx
Humanities	HUM 50	3994.00	Mythology	desc; tps; lrng obj; moes; assign; tx
Humanities	LIT 32	4221.00	Women in Literature	desc; rec: WR 201, WR 399, or ESL 201 ; tps; lrng obj; moes; assign; txt; val
Languages	ESL 341A	10629.15	Beginning Skills II A	desc; prereq: ESL 340B or ESL assessment test AESL 502 ; tps; moes; assign; txt; val
Languages	ESL 341B	10630.19	Beginning Skills II B	desc; tps; lrng obj; moes; assign; tx; val
Languages	ESL 341X	13077.00	Beginning Skills II X	tps; lrng obj; moes; assign; tx
Languages	ESL 360A	10672.15	Intermediate Skills I A	desc; prereq: ESL 341B or ESL assessment test AESL 503 ; tps; moes; assign; txt; val
Languages	ESL 360B	10673.15	Intermediate Skills I B	desc; tps; lrng obj; moes; assign; tx; val
Languages	ESL 360X	13081.00	Intermediate Skills I X	tps; lrng obj; moes; assign; tx; val
Languages	ESL 361A	10644.15	Intermediate Skills II A	desc; prereq: ESL 360B or ESL assessment test AESL 504 ; tps; lrng obj; moes; assign; txt; val
Languages	ESL 361B	10645.15	Intermediate Skills II B	desc; prereq: ESL 361A or ESL assessment; tps; lrng obj; moes; assign; txt; val
Languages	ESL 361X	13082.00	Intermediate Skills II X	desc; prereq: ESL 361A or ESL assessment; tps; lrng obj; moes; assign; txt; val
Languages	SIGN 180	14587.00	Sign Language Conference	nc: .5 units (1.5 learning center hrs); coreq: SIGN 21, 22, or 23; gr opt: pass/no pass; oe: open-entry/open-exit; TOP: 850.00; SAM: E;
Languages	SPAN 1A	6140.05	Introduction to Beginning Spanish I	dc
Languages	SPAN 1B	6140.10	Continuation of Beginning Spanish I	dc
Languages	SPAN 1	6140.00	Beginning Spanish I	desc
Languages	SPAN 2	6155.00	Beginning Spanish II	prereq: SPAN 1 or SPAN 1B, or two years of high school Spanish
Languages	SPAN 180	13269.00	Spanish Language Conference	coreq: SPAN 1, 1A, 1B, 1H, 2, 3, 4, 10, or 11
Life Sciences	BIOT 278	14598.00	Quality Improvement Associate Certification Prep	nc: 3 units (3 hrs lec); rec prep: BIOT 276; TOP: 430.00; SAM: C;
Math, CS, Engr.	MATH 20	14546.00	Mathematics for Elementary Teachers	Formerly MATH 120

Division	Course Id	Catalog Id	Abbreviated Course Title	Action Taken
Math, CS, Engr.	MATH 124	4760.00	Trigonometry	dc
Math, CS, Engr.	MATH 124	4760.05	Trigonometry	nv; 4 units (4 hrs lec); prereq: MATH 253; rec: Concurrent enrollment in TU 301 strongly recommended; TOP: 1701.00; SAM: E
Physical Sciences	CHEM 12A	1275.00	Organic Chemistry	tps; lrng obj; moe; assign; text; val
Physical Sciences	CHEM 12B	1280.00	Organic Chemistry	desc; lrng obj; moe; assign; text; val
Physical Sciences	CHEM 13	1275.05	Organic Chemistry II	nc: gr opt - letter grade or pass/no pass; hrs: 3 lecture; prereq: CHEM 12A; rpt: N; SAM code - E; units = 3
Physical Sciences	CHEM 13L	1280.05	Organic Chemistry II Lab	nc: gr opt - letter grade or pass/no pass; hrs: 6 lab; coreq: CHEM 13; prereq: CHEM 12A; rpt: N; SAM code - E; units = 2
Physical Sciences	MS 20	4540.00	Introduction to Oceanography	Rec: WR 201, ESL 201, or WR 399; desc; tps; lrng ob; moe; assign; text; val
Social Sciences	HD 4	3391.00	Infant and Toddler Development	Formerly HD 104
Social Sciences	HD 65	11141.00	Introduction to School-Age Child Development	Formerly HD 265
Social Sciences	HD 15	3725.05	Socialization of the Child: Child, Family, Community	ti; rec: PSYC 1, SOC 1 ; moe; assign; txt; val
Social Sciences	SOC 15	3725.10	Socialization of the Child: Child, Family, Community	ti; rec: PSYC 1, SOC 1 ; moe; assign; txt; val
The Arts	ART 191	13270.00	Portfolio Development	c/l w/PHOT 191: lrng obj; moe; tps, txt
The Arts	ART 53	13239.00	Beginning Life Painting	prereq: ART 85 ; rec: ART 50, 51, 85 , and 86; moe; assign; txt; val
The Arts	ART 81	760.10	Representational Drawing	tps; moes; txt; val
The Arts	ARTH 127	14571.00	Exhibition Development: Technology and Object Handling	nc: 3 units (3 hrs lec): TOP: 1099.00; SAM: D
The Arts	DMA 191	13270.15	Portfolio Development	nc: 3 units (2 hrs lec; 4 hrs lab); c/l w/ ART 191; TOP: 0614.00; SAM: C;
The Arts	DNCE 41	13246.05	Hip Hop: Funk Styles	nc: 1 unit (.5 lec hrs/1.5 hrs lab); TOP: 1008.10; SAM: D

Division	Course Id	Catalog Id	Abbreviated Course Title	Action Taken
The Arts	DNCE 42	13246.10	Hip Hop: Hip Hop Level 2	nc: 1 unit (.5 lec hrs/1.5 hrs lab); TOP: 1008.10; SAM: D; Rec: DNCE 27, 40, and 41; Lim: Requires the ability to do knee work and be able to develop or already have upper body strength for floor work
The Arts	IMA 40	14378.05	Introduction to Game Design	coreq: IMA 98
The Arts	MUS 113	14575.00	Introduction to Music Business	nc: 2 units (2 hrs lec); TOP: 1005.00; SAM: D
The Arts	MUS 51	4990.10	Applied Music: Keyboard	desc; lrng obj; moe; assign; txt; val
The Arts	PHOT 191	13270.10	Portfolio Development	dc
The Arts	PHOT 51	9169.45	Beginning Digital Photography	nc: 3 units (2 hrs lec/4 hrs lab); TOP: 1011.00; SAM: E; c/I w/DMA 51
The Arts	PHOT 52	9169.20	Intermediate Digital Photography	dc
The Arts	PHOT 52	9149.40	Intermediate Digital Photography	nc: 3 units (2 hrs lec/4 hrs lab); TOP: 1011.00; SAM: E; c/I w/DMA 52prereq: DMA/PHOt 51;
The Arts	TA 29	14599.00	Script Analysis	nc: 3 units (3 hrs lec); TOP: 1007.00; SAM: E

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Out-of-State Travel Program to the Natural and Cultural Heritage Sites of Arizona, Utah, Colorado, and New Mexico, July 22-31, 2016

ACTION: Approval

BACKGROUND

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

As part of offering high quality education to students, IVC is offering Geography 102, an opportunity for students to study the physical and cultural geography of the natural and cultural heritage sites of Arizona, Utah, Colorado, and New Mexico.

STATUS

The IVC School of Social Sciences proposes to offer Geography 102 from July 22-31, 2016, to Arizona, Utah, Colorado, and New Mexico as an out-of-state travel program. Course fees are \$210.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Geography 102 out-of-state travel field program from July 22-31, 2016 to the natural and cultural heritage sites of Arizona, Utah, Colorado, and New Mexico.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Irvine Valley College Award of Bid No. 314, Biotechnology Equipment, Bio-Rad Laboratories

ACTION: Approval

BACKGROUND

Irvine Valley College participates in the Orange County Biotech Educational Partnership, a collaborative effort, grant-funded and consisting of faculty from four colleges. The primary objective of the grant is to further develop and implement a core protein purification project, train student mentors, and help facilitate student internships in local biotechnology companies.

Due to the collaborative nature of the program and shared curriculum, it is critical each campus have the same equipment for continuity of student training and curriculum development.

STATUS

On October 25 and November 1, 2015, SOCCCD ran a newspaper advertisement soliciting bids for Bid No. 314, Biotechnology Equipment at Irvine Valley College. Additional marketing efforts included placing a copy of the bid on the district website and notifying 14 prospective vendors (EXHIBIT A). Two vendors responded to the invitation to bid and four vendors provided declaration of no bid. The lowest responsive, responsible bidder was Bio-Rad Laboratories.

Irvine Valley College requests that district staff recommend Bio-Rad Laboratories for Bid No. 314, Biotechnology Equipment at Irvine Valley College in the amount of \$105,541.83.

Funds are available in the CTE Enhancement Regional Grant Program.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the award of Bid No. 314, Biotechnology Equipment at Irvine Valley College, for FY 2015-2016 to Bio-Rad Laboratories for a total amount of \$105,541.83.

BID NO. 314

**Biotechnology Equipment
Irvine Valley College**

December 14, 2015

<u>COMPANY NAME</u>	<u>CITY</u>	<u>AMOUNT</u>
*Bio-Rad Laboratories	Hercules, CA	\$105,541.83
VWR/Wards/Sci. Kit/ Sargent Welch	Arlington Heights, IL	(incomplete bid, did not bid on all line items)

***Lowest responsive, responsible bidder**

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Agreement for Quality Assurance Services, eNamix

ACTION: Approval

BACKGROUND

District IT has been involved in the implementation of the Workday Human Resources and Financial systems. In order to support ongoing operations and project obligations, staffing backfill is required.

STATUS

District IT is proposing that eNamix provide staff augmentation to backfill for staff involved in the Workday implementation project.

The professional fees for these services will be based on time spent at rates of \$97 per hour in an amount not to exceed \$130,368, as detailed in the Contractor Agreement (EXHIBIT A).

Funding for these information technology services are provided by the approved basic aid funding allocated to the Workday implementation project and designated for staff backfill.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the agreement with eNamix, Exhibit A, for an amount not to exceed \$130,368 for the term of January 1, 2016 to August 31, 2016.

This Agreement is made and entered into this 14th day of December, 2015 between: **Supplier Contract No** _____
South Orange County Community College District
 28000 Marguerite Parkway, Mission Viejo, California 92692-3635
 Telephone (949) 582-4664

hereinafter called District, and

Contractor Name eNamix, Inc

Contractor Phone / Fax 949-916-9810

Contractor Address 15707 Rockfield Blvd., Suite 150, Irvine, CA
 92618

hereinafter called Contractor.

The parties agree as follows:

1. The Contractor shall, at times and places designated by the District, perform the following services:
Quality assurance (QA) services in support of the SIS Enhancements project including participation in design teams and working with the user community as needed to deliver projects on time and of high quality. QA services on other SIS projects as needed.
2. The Agreement shall be effective from 01/01/2016 to 08/31/2016 and may be modified only by mutual written agreement of the parties. The District shall have the discretion to terminate this Agreement at any time by providing Contractor thirty (30) days prior written notice specifying the date of termination.
3. The District shall pay the Contractor \$97.00 per hour, not to exceed \$130,368.00. The District will not pay any expenses of the Contractor except as follows: N/A. The total amount payable by the District shall not exceed \$130,368.00. Upon completion of the services and upon a signed invoice acceptable to the District and approved by IT Directors, Jim Gaston or Jim Phaneuf, payment will be made by the District.
4. The District shall not be liable to the Contractor for personal injury or property damage sustained by Contractor in the performance of this Agreement, whether caused by Contractor, 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 Board of Trustees, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever arising out of or in any way connected with this Agreement.
5. While performing the service hereunder, the Contractor is an independent contractor and not an officer, agent or employee of the District, Saddleback College or Irvine Valley College.
6. Neither party shall assign this Agreement nor any part thereof without the written consent of the other party.
7. This Agreement and any exhibits attached hereto constitute the entire Agreement among the parties to it and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated, and may be amended only by a written amendment executed by both parties to the Agreement. This Agreement incorporates by this reference any exhibits which are attached hereto and incorporated herein.
8. Contractor shall provide proof of insurance as required by the District.
9. This Agreement shall be governed by the laws of the State of California.

Contractor

South Orange County Community College District

Signature: _____	Signature: _____
Print Name: _____	Print Name: Dr. Debra L. Fitzsimons
Title: _____	Title: Vice Chancellor, Business Services 949 582-4664
Date: _____	Date: _____
Contact Person: _____	College Contact Person: Jim Gaston / Jim Phaneuf
Contact Person Phone / Email: _____	College Contact Person Phone/Email: jgaston@socccd.edu

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Agreement for Software Development and Project Management Services, Neudesic LLC

ACTION: Approval

BACKGROUND

The Student Information System (SIS) is a core mission-critical system, providing direct services to students and faculty as well as administrators, managers, and staff at the colleges.

In order to support SIS-related software projects for this fiscal year, the District is in need of expertise in the area of software development and project management. Neudesic LLC provides these services and is familiar with SOCCCD's systems and development approach.

STATUS

The district is upgrading MySite to version 3.0 which will include the Student Success Dashboard. The colleges had SSSP funds that were available to extend the capabilities of the Student Success Dashboard and related MySite and SIS projects.

A master agreement between Neudesic, LLC and South Orange County Community College District for IT Services was approved on November 17, 2014. Based on that contract, Neudesic will complete assigned tasks as described in the work order (EXHIBIT A), at the rates specified in the master agreement, in an amount not to exceed \$247,497.50.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the work order with Neudesic LLC, EXHIBIT A, for an amount not to exceed \$247,497.50 for the term of January 1, 2016 through August 31, 2016.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
WORK ORDER FOR INFORMATION TECHNOLOGY CONSULTANT SERVICES**

To: Neudesic, LLC
8105 Irvine Center Drive, Suite 1200
Irvine, CA 92618

Supplier Contract No:

A contract between IT Consultant and South Orange County Community College District for IT Services was approved on November 17th, 2014. Based on that contract, IT Consultant shall complete the following projects, at the rates specified in the contract as described below:

Item	Description	Start Date	End Date	Not to Exceed Amt.
1	<p>Perform project management, business analysis, and software development services. Extend the functionality of the existing Student Success Dashboard and MySite 3.0 by adding new features prioritized by the district-wide design team.</p> <p>The purpose of this work order is to assign funds freed up by an expense transfer from SSSP funds. No new funds are being allocated in this work order. Project breakdown:</p> <ul style="list-style-type: none"> \$ 76,730.00 for Project 772 – Student Success Dashboard \$ 54,148.00 for Project 779 – MySite Security and Permission Role Mgmt \$116,619.50 for Project 763 – SIS Enhancements 	1/1/16	8/31/16	\$247,497.50

Work order approved by:
DISTRICT

South Orange County Community College District

Accepted by:
IT CONSULTANT

Neudesic, LLC

Dr. Debra L. Fitzsimons
Vice Chancellor, Business Services

(Date)

Parsa Rohani
Chief Executive Officer

(Date)

Dr. Robert Bramucci
Vice Chancellor, Technology and Learning Services

(Date)

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: License to Use Agreement for Cellular Phone Antenna Station Sprint PCS Assets, LLC, at Saddleback College's Learning Resources Center (LRC)

ACTION: Approval

BACKGROUND

Since May 1, 1996, Saddleback College has had a building lease arrangement with Sprint PCS Assets, LLC or its predecessors, for a Sprint cellular phone tower antenna located on the roof top of the SC Learning Resources Center (LRC) building in which Saddleback College receives income for the use of the rooftop location for this cellular antenna purpose.

STATUS

Sprint desires to continue this relationship with Saddleback College and proposed a new five-year agreement (EXHIBIT A) which includes modifications to the cellular phone tower antenna facility.

The new agreement with Sprint PCS Assets, LLC will be in the form of a license to use agreement rather than a lease, at the recommendation of district legal counsel. Saddleback College and District staff, along with legal counsel, have negotiated and reviewed this license to use agreement, which will provide income to Saddleback College of \$2,888 per month for a total of \$34,656 in year one and a 3% annual increase for the next four (4) years, thereafter.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the license to use agreement (EXHIBIT A) with Sprint PCS Assets, LLC for a cellular phone antenna located on the rooftop of the SC LRC building, with a five year contract term to provide income of \$34,656 in year one and a three percent increase for the next four years, thereafter.

LICENSE TO USE AGREEMENT

Site Name: MARG PWY

Site ID #: OG03XC126

This License to Use Agreement ("Agreement") is entered into as of _____, 2015 ("Effective Date") by and between Sprint PCS Assets, L.L.C., a Delaware limited liability company ("Sprint") and South Orange County Community College District ("Owner").

1. Premises and Use. Owner owns the property described on **Exhibit A** attached ("Owner's Property"). Subject to the provisions of Section 2 below regarding the Due Diligence Period, Owner Licenses to Sprint the site (consisting of a portion of Owner's Property) described below [**Check all appropriate boxes**]:

- ☐ Land consisting of approximately _____ square feet for construction of:
 - ☐ shelters and/or base station equipment and
 - ☐ antenna support structure;
- ☐ Building interior space consisting of approximately _____ square feet for placement of shelters and/or base station equipment;
- ☒ Building exterior space consisting of approximately 500 square feet for placement of shelters and/or base station equipment;
- ☒ Building exterior space for attachment of antennas;
- ☐ Tower space between the ____ foot and ____ foot level on the tower for attachment of antennas;

generally in the location(s) shown on **Exhibit B** attached, as well as riser, conduit and other space required for cable runs to connect its equipment and antennas, and together with all necessary non-exclusive easements for vehicular and pedestrian access thereto, for placement of an underground grounding system, and for access to the appropriate source of electric, telephone and other utilities, in the discretion of Sprint (the "Site"), upon prior written approval of Owner, not to be unreasonably delayed, withheld or denied. Upon Sprint's request, Owner may assist in negotiating recordable utility easement(s), provided, however, that Owner shall not incur any costs or expenses, including reasonable legal fees, in connection therewith. Sprint acknowledges that easements granted by public community college districts must be in accordance with the requirements set forth in Education Code section 81310 *et seq.* Within thirty (30) days of receiving an invoice from the Owner detailing costs and expenses, Sprint agrees to reimburse Owner for

reasonable costs or expenses, including legal fees, incurred in assisting Sprint in obtaining easements, said total combined fees not to exceed One Thousand Dollars (\$1,000.00).

From and after the Effective Date, the Site may be used by Sprint (and/or any of its affiliated entities), subject to the requirements below, for the purpose of installing, removing, replacing, modifying, maintaining and operating, at its expense, communications service facilities, including, without limitation, antennas and microwave dishes, air conditioned equipment shelters and/or base station equipment, cable, wiring, power sources (including permanent generators and fuel storage tanks), related equipment and structures and, if applicable to the Site, an antenna support structure (the "Facilities") antennas, equipment cabinets and related items not to exceed ten feet (10') eight inches (8") in height. All of the Facilities will remain Sprint's personal property and are not fixtures. Sprint may not erect or install any other facilities or use any other equipment of any kind not otherwise depicted on Exhibit B without obtaining Owner's prior written approval, which approval shall not be unreasonably withheld, delayed or denied, but may be conditioned upon Sprint obtaining any required permits or other approvals from the City of Mission Viejo, the Division of the State Architect ("DSA") or other public agencies, as applicable, and any other reasonable consent as specified by the Board of Trustees. The foregoing notwithstanding, with respect to its equipment located on the ground, Sprint may perform maintenance, modifications, repairs, upgrades, enhancements, additions to, and replacement of Sprint's Facilities within the Site that will not substantially alter the appearance of Sprint's Facilities without the prior written approval of Owner, unless such changes or modifications would otherwise require additional approvals or permit applications from the appropriate agency, zoning or planning boards. Sprint must obtain all permits and approvals required by applicable jurisdictions relative to use, including but not limited to the Field Act to the extent applicable found in pertinent part at

Site Name: **MARG PWY**

Education Code Sections 39140 et seq. and 39210 et seq. Sprint, at Sprint's cost, shall a) hire the DSA Inspector, and (b) shall hire any testing consultants required for DSA approval, as applicable.

Additionally, Sprint may not use or operate the new improvements subject to DSA approval until the project is closed-out and certified by DSA. Sprint shall provide evidence of close-out and certification, in a form acceptable to the Owner. Such documentation shall be sent to the District's Facilities Planning Director. Upon Owner's receipt of copies of the DSA close-out and certification, the Owner will provide timely written authorization for Sprint to commence use of the new improvements. Commencement of the proposed scope of work Use prior to Owner authorization shall be considered a breach of this Agreement.

Sprint will have unrestricted access to the Site and the Facilities twenty-four (24) hours per day, seven (7) days per week for emergency repairs and 9:00 a.m. - 5:00 p.m. Monday through Friday for routine maintenance. Upon 48 hours advance notice to the District's Facilities Planning Director Sprint shall have access to the site for maintenance, upkeep and minor modifications to the Site or Facilities as permitted by this Agreement. Sprint shall have the right to park its vehicles on Owner's Property in available marked spaces when Sprint is servicing its Facilities. Such pre-notified access by Sprint, its sub-licensees, employees, agents, contractors, subcontractors or others under the control of Sprint, shall not be deemed to be unreasonably interfering with Owner's programs and/or activities, vehicular and pedestrian ingress to and egress from the Owner's Property, so long as Sprint is complying with all access requirements indicated by the District.

2. Term; Termination of Former Agreement. On the License to Use Commencement Date (as defined below) the Building Lease Agreement (the "Lease") by and between the predecessors-in-interest to both Sprint and Owner dated May 1, 1996, as amended, shall be terminated and of no further force and effect. Annual rent payments shall terminate upon such termination of the Building Lease Agreement; however (i) any outstanding monies due from Sprint that have accrued prior to the Lease termination date, shall still be paid by Sprint. . This Agreement becomes effective on the first day of the calendar

month following Sprint's successful installation of the proposed modifications per Exhibit B, ("License to Use Commencement Date"), which shall be evidenced by Sprint's written notice to Owner of the completion date.

The term of Sprint's License to Use (the "Term") is five (5) years, commencing on the License Commencement Date. The Term will be automatically renewed for five (5) additional terms of five (5) years each (each a "Renewal Term"), unless Sprint provides Owner with notice of its intention not to renew prior to the expiration of the initial Term or any Renewal Term. Upon written request from Owner, Sprint shall, at Sprint's cost, provide Owner with an updated structural inspection report, prepared by a California Licensed structural engineer.

The Due Diligence Period is defined as the time between the Effective Date and the License to Use Commencement Date. During the Due Diligence Period, Sprint will be permitted with prior written Owner approval to enter Owner's Property to perform at Sprint's discretion, any surveys, inspections, investigations and tests, including, without limitation, signal, topographical, geotechnical, structural and environmental tests, to determine the physical condition, suitability and feasibility of the Site. Sprint shall notify Owner in writing and in advance, of any proposed tests or construction, and Sprint shall coordinate with Owner a reasonable schedule to conduct same. If during the Due Diligence Period, Sprint determines, in its discretion, that the Site is not appropriate for Sprint's intended use then (1) Sprint, at Sprint's discretion, may continue its then current operations under the terms of this License to Use, or (2) Sprint may, for any reason or no reason, decide not to commence the License to Use Term, and may terminate this Agreement upon notice to Owner at any time prior to the end of the Due Diligence Period,

3. License to Use Fee; Starting on the License to Use Commencement Date and on the first day of every month thereafter, Sprint will pay a monthly License fee in advance in equal monthly installments of Two Thousand Eight Hundred, Eighty-eight and 00/100 Dollars (\$2,888.00) per month ("License

Site Name: **MARG PWY**

Fee"). The License Fee for any partial months will be prorated based upon a thirty (30) day month. The parties agree that in the second year of the initial Term and each year thereafter, the License Fee shall increase by three percent (3%) over the License Fee paid during the previous year. Notwithstanding anything contained in this Section, Sprint's obligation to pay the License Fee is contingent upon Sprint's receipt of an IRS approved W-9 form setting forth the tax identification number of Owner or of the person or entity to whom License Fee checks are to be made payable as directed in writing by Owner. The License Fee will be sent to the address shown underneath Owner's signature. Provided that Owner has given Sprint written notice of the past due amounts, then upon failure by Sprint to deliver past due amounts in full to Owner within twenty (20) days of receipt of said notice, Sprint shall incur a Late Charge equal to Five Percent (5%) of the unpaid monies due.

4. Representations. Owner represents and warrants to Sprint and further agrees that: (a) it is the owner of Owner's Property; (b) it has rights of pedestrian and vehicular access from the nearest public roadway to the Site, which Sprint is permitted to use; (c) it has the right to enter into this Agreement; (d) the person signing this Agreement has the authority to sign; (e) Sprint is entitled to access the Site at all times throughout the initial Term and each Renewal Term, so long as Sprint is not in default beyond the expiration of any notice or cure period, and (f) Owner shall not perform activities at the Site that will cause damage to or interfere with the use of the Facilities. Sprint represents and warrants to Owner and further agrees that it has the right to enter into this Agreement and the person signing this Agreement has the authority to sign.

5. Assignment/Subletting. Should Owner, at any time during the term of this Agreement, sell, lease, transfer or otherwise convey all or any part of Owner's Property to any transferee other than Sprint, then such transfer shall be under and subject to this Agreement and all of Sprint's rights hereunder.

(A) Notwithstanding any provision of the Agreement to the contrary, and except as provided otherwise in Section 5(C) below, Sprint shall not voluntarily

assign or sublet the Agreement or Sprint's interest under the Agreement or in the Premises (a "transfer") without the prior written approval of Owner. Owner shall not unreasonably withhold its approval.

(B) If Sprint desires at any time to effect a transfer, it shall first deliver to Owner (1) a written request for approval, (2) the name, address and most recent financial statement of the proposed transferee and (3) the proposed instrument of assignment or sublease, which in the case of assignment shall include a written assumption by the assignee of all obligations of Sprint under the Agreement arising from and after the effective date of assignment. Owner shall approve or disapprove a proposed transfer within thirty (30) days after Sprint delivers such items to Owner. Should Owner, in its discretion, provide written consent to permit Sprint to sub-license any right, benefits, liabilities, and/or obligations hereunder, any rental paid by any sub-licensee(s) shall be divided between the Owner and Sprint in the following manner: Thirty-five percent (35%) to Owner and sixty-five percent (65%) to Sprint, which thirty-five percent (35%) shall be paid monthly by Sprint to Owner ("Sub-license Payment"), commencing as of the date that Sprint receives its initial rental payment from the sub-licensee; provided, however that Sprint shall not be required to make the initial Sub-license Payment to Owner until the first day of the month that occurs thirty (30) days after Sprint receives its initial Sub-license Payment from the sub-licensee. Additionally, Sprint shall provide Owner with a copy of the sub-license agreement and provide Owner with a commercially reasonable document which represents that the sub-licensee is a person or business entity which is Licensed by the Federal Communications Commission ("FCC") to operate a wireless communication business.

(C) Notwithstanding Section 5(A) above, Sprint may, without Owner's approval and in Sprint's sole discretion, from time to time, do any of the following: (1) assign or sublet: (a) to any entity which has, directly or indirectly, a thirty percent (30%) or greater interest in Sprint (a "Parent") or in which Sprint or a Parent has a thirty percent (30%) or greater interest (an "Affiliate"); (b) to any entity with which Sprint and/ or any Affiliate may merge or consolidate; (c) to a buyer of substantially all of the outstanding ownership units or assets of Sprint or any

Site Name: **MARG PWY**

Affiliate; or (d) if Sprint transfers Sprint's Federal Communications Commission License, to the recipient of that transfer. Any such assignment shall not be effective until the assignee signs and delivers to Owner a document in which the assignee assumes responsibility for all of Sprint's obligations under the Agreement arising from and after the effective date of assignment.

6. Notices. All notices must be in writing and are effective only when deposited in the U.S. mail, certified mail, return receipt requested and postage prepaid or when sent via overnight delivery service. Notices to Sprint are to be sent to: Sprint Property Services, Sprint Site ID: OG03XC126, Mailstop KSOPHT0101-Z2650, 6391 Sprint Parkway, Overland Park, Kansas 66251-2650, with a copy to: Sprint Law Department, Sprint Site ID: OG03XC126, Mailstop KSOPHT0101-Z2020, 6391 Sprint Parkway, Overland Park, Kansas 66251-2020, Attn.: Real Estate Attorney. Notices to Owner must be sent to the address shown underneath Owner's signature.

7. Improvements. Sprint may, at its expense, make improvements on and to the Site as it deems necessary or desirable from time to time for the operation of the Facilities. Should Sprint desire to add to or modify the antennas and related equipment from that shown on Exhibit B, Sprint shall obtain the prior written consent of Owner which shall not be unreasonably withheld, conditioned or delayed. As noted above, such approval, if given, will be given only after Sprint obtains any permits or other approvals from the City of Mission Viejo, the Division of the State Architect ("DSA") or other public agencies, as applicable, and any other consent as specified by the Board of Trustees, which consent shall not be unreasonably withheld, delayed, conditioned or denied.

Owner and Sprint agree that the Site and Sprint's improvements shall be delineated on plans prepared at the sole cost of Sprint, once approved and initialed by Owner, such approval not to be unreasonably withheld, such plans shall then replace Exhibit B and shall control to describe the Site in the event of any discrepancy between such delineation and the description of the Site set forth above. Sprint agrees to coordinate its plans with Owner to insure that the Site is sound and capable of supporting Sprint's Facilities. Owner agrees to cooperate with Sprint

with respect to obtaining any required zoning or other governmental approvals for the Site, the Facilities and contemplated use thereof; however Sprint shall reimburse the Owner for any actual reasonable costs as evidenced by invoices created by the suppliers of such services associated with such cooperation, including but not limited to legal fees, the total combined costs not to exceed One Thousand Dollars (\$1,000.00). Upon termination or expiration of this Agreement, Sprint will remove the above-ground Facilities, and return the Site to its original condition as of the Effective Date of the Lease, since that is the date Sprint first occupied the Site, reasonable wear and tear excepted.

8. Compliance with Laws. Owner represents and warrants to Sprint that Owner's Property and all improvements located thereon, are in compliance with building, life/safety, disability and other laws, codes and regulations of applicable governmental authorities. Owner will comply with all applicable laws relating to its possession and use of the Owner's Property. Sprint represents and warrants to Owner that the Site and all improvements located thereon, will be in compliance with building, life/safety, disability and other laws, codes and regulations of applicable governmental authorities. Sprint will comply with all applicable laws relating to its possession and use of the Site. Upon request from Owner made not more than once a year during each year of the term of this Agreement, Sprint shall, within thirty (30) days of receipt of each such request, certify in writing to Owner that to the best current and actual knowledge of Sprint, Sprint's operation of the Facilities complies with all applicable federal, state and local laws, ordinances, regulations and other governmental requirements.

9. Interference. Sprint will resolve technical interference problems that the Facilities might cause with other equipment located at the Site on the Effective Date, or (ii) when Sprint desires to add additional Facilities to the Site, any equipment that became attached to the Site between the Effective Date and such future date. Upon written notice from Owner of apparent interference by Sprint, Sprint shall have the responsibility to promptly terminate such interference or demonstrate to Owner with competent information that the apparent interference in fact is not caused by Sprint's Facilities or operations. Likewise, Owner will not permit or

Site Name: **MARG PWY**

suffer the installation of any equipment on Owner's Property after the Effective Date that: (a) results in technical interference problems with the Facilities, or (b) encroaches onto the Site.

10. Utilities. Sprint shall be responsible directly to the serving entities for all utility services required for Sprint's use of the Site, including all costs associated with the installation of separate metering devices for the operation of Sprint Facilities. Should electric power be provided by Owner, Sprint shall either (i) pay a fixed monthly payment to Owner, such payment shall be adjusted by annual audits of actual electricity usage, or (ii) install an electric meter and Sprint's usage shall be read by Owner or, at Owner's option, by Sprint, on a monthly basis and the cost of electricity use by Sprint shall be paid by Sprint to Owner as a payment separate from License Fee and shall be computed at the then-current utility rate.

11. Termination. Notwithstanding any provision contained in this Agreement to the contrary, Sprint may, in Sprint's sole and absolute discretion and at any time and for any or no reason, terminate this Agreement without further liability by delivering prior written notice to Owner. This License to Use may be terminated without further liability: (i) on thirty (30) days prior written notice by either party upon a default of any covenant, condition, or term hereof by the other party, which default is not cured within thirty (30) days of receipt of written notice of default in accordance with Section 12 below; (ii) on thirty (30) days prior written notice by either party if the FCC or a State governmental agency makes a determination that the continued use of the Site by Sprint presents an unacceptable and incurable risk of harm to persons or the Site or if required by Federal or State legislation or regulation as a result of the Sprint's Facilities being situated on property used primarily for school or educational purposes; (iii) on thirty (30) days written notice by District if an independent private or a public agency makes a reasonable determination based on documented evidence that Sprint's radio frequency emissions are in excess of permissible governmental standards and/or present a risk to public health or safety, or alternatively, the District, in its sole discretion, may allow Sprint to power down Sprint's Facilities and undertake corrective measures. All License Fees and other payments shall remain due during any power down period. No credit will be given by the District.

Within sixty (60) days following the expiration or termination of this Agreement, Sprint shall remove any personal property and fixtures and restore the Site to the condition that existed as of the Effective Date of the Lease, since that is the date Sprint first occupied the Site, reasonable wear and tear excepted. If Sprint has not removed its property and equipment within the sixty (60) day removal period then Sprint shall commence to pay the License Fee at the then existing monthly rate until such time as the removal of Sprint's Facilities is completed. The parties agree that all of the provisions related to taxes, insurance, subrogation and indemnification shall continue to apply until Sprint has completed its removal of personal property and fixtures and restoration of the Site.

12. Default. If either party is in default under this Agreement for a period of thirty (30) days following receipt of written notice from the non-defaulting party, the non-defaulting party may pursue any remedies available to it against the defaulting party at law and in equity, including, but not limited to, the right to terminate this Agreement. If a non-monetary default cannot reasonably be cured within a thirty (30) day period, this Agreement may not be terminated if the defaulting party commences action to cure the default within the thirty (30) day period and proceeds with due diligence to fully cure the default.

13. Indemnity. Sprint shall be responsible for, and Owner shall not be answerable or accountable in any manner for, any loss or expense by reason of any damage or injury to person or property, or both, arising out of the acts of Sprint its agents, officers, employees, or invitees, or resulting from Sprint's activities on the Owner's Property or from any cause whatsoever arising out of or in connection with the design or installation of Sprint's Facilities and any related equipment, the operation, maintenance or removal of Sprint's Facilities, and any other use of and operations on the Site or the Owner's Property, pursuant to this Agreement. Sprint shall indemnify Owner, its directors, officers, agents, employees, and invitees against and will hold and save them and each of them harmless from any and all actions, claims, damages to persons or property, penalties, obligations or liabilities (collectively, the "Losses") that may be asserted or claimed by any person, firm, association, entity, corporation, political subdivision,

Site Name: **MARG PWY**

or other organization arising out of or in connection with Sprint's activities on the Owner's Property, the design or installation of Sprint's Facilities and any related equipment, the operation, maintenance, or removal of Sprint's Facilities, and any other use of and operations on the Site or the Owner's Property, or pursuant to this Agreement, whether or not there is concurrent passive negligence on the part of Owner, its agents, employees or officers, except to the extent that Losses are caused by the sole negligence or willful misconduct of Owner. In connection therewith: (a) Sprint shall defend any action or actions filed in connection with any of said Losses, and will pay all costs and expenses, including attorneys' fees incurred in connection therewith; (b) Sprint shall promptly pay any judgment rendered against Sprint or Owner covering such Losses arising out of or in connection with such use of and operations on the Site referred to herein and agrees to save and hold Owner harmless therefrom; and (c) Sprint hereby agrees to reimburse Owner for reasonable, direct, out of pocket costs associated with defending or responding to complaints or allegations not resulting in actionable claims nor filed with a court of competent jurisdiction for which Owner is not otherwise indemnified under this provision, regarding health and safety issues surrounding Sprint's Facilities. Such reimbursement shall be made by Sprint within thirty (30) days of Sprint's receipt of a sufficiently detailed invoice showing such costs. In the event Owner is made a party to any action or proceeding filed or prosecuted against Sprint for such damages or other claims arising out of the use of and operations on the Site, Sprint's Facilities or the School Site referred to herein, Sprint agrees to pay Owner any and all reasonable and actual costs and expenses incurred by the Owner in such action or proceeding together with reasonable attorneys' fees.

14. Hazardous Substances. Owner represents and warrants to Sprint that it has no actual knowledge of any substance, chemical or waste on or affecting Owner's Property that is identified as hazardous, toxic or dangerous in any applicable federal, state or local law or regulation (collectively, "Hazardous Substance"). Owner shall not introduce or use any Hazardous Substance on Owner's Property in violation of any applicable law, and Owner shall indemnify, defend and hold harmless Sprint from

and against all Claims arising out of Owner's breach of this duty. The provisions of this Section will apply as of the Effective Date. Owner agrees to indemnify, defend and hold harmless Sprint from any and all Claims relating to any Hazardous Substance present on or affecting Owner's Property prior to or on the Term Commencement Date, unless the presence or release of the Hazardous Substance is caused by the activities of Sprint. As of the Effective Date: (1) Sprint hereby represents and warrants that it shall not use, generate, handle, store or dispose of any Hazardous Material in, on, under, upon or affecting the Site, Sprint's Facilities or Owner's Property in violation of any environmental laws. Sprint and its heirs, successors, assigns, trustees, beneficiaries shall indemnify, defend and hold harmless Owner, its officers, directors, shareholders, representatives and their respective successors and assigns from and against all judgments, suits, proceedings, liabilities, losses, costs, judgments, orders, obligations, damages, expenses or claims (whether by third parties or governmental authorities) arising out of or in any way relating to any such claims, costs, remediation, cleanup or damages which are incurred by Owner as a result of a release or discharge of Hazardous Materials onto or in the Site, Sprint's Facilities or Owner's Property caused by the acts or omissions of Sprint, its agents, representatives or employees during its possession of the Site, Sprint's Facilities or presence on the Owner's Property. The indemnity obligation includes, but is not limited to, remedial, removal, response, abatement, cleanup, legal, investigative, and monitoring costs, penalties, fines and disbursements, (including, without limitations, reasonable attorneys', consultants', and experts' fees) of any kind whatsoever, which may at any time be imposed upon or incurred by any indemnitee arising, directly or indirectly, (i) from requirements of any federal, state or local environmental law; (ii) in connection with claims by government authorities or third parties related to the condition of the demised premises; and/or (iii) from the failure of any indemnitor, or any other party connected with such indemnitor, to obtain, maintain, or comply with any environmental permit. The indemnity obligations under this Section will survive termination of this Agreement.

15. Subordination and Non-Disturbance. This Agreement is subordinate to any mortgage or deed of

Site Name: **MARG PWY**

trust of record against the Site as of the Effective Date. After this Agreement is fully executed, however, upon receipt of written request from Sprint Owner will obtain a non-disturbance agreement in a form reasonably acceptable to Sprint from the holder of any mortgage or deed of trust.

16. Property Taxes. Sprint will pay Owner any increase in Owner's real property taxes that is directly attributable to this Agreement, Sprint's use and occupancy of the Site and improvements to the Site made by Sprint and shall indemnify, defend and hold harmless the Owner against any such taxes. Within thirty (30) days after receipt of evidence of Owner's payment and a completed Tax Increase Worksheet in the form of **Exhibit C** attached, Sprint will pay to Owner any increase in Owner's real property taxes which Owner substantiates is directly attributable to any improvements to the Site made by Sprint. Pursuant to Section 107.6 of the California Revenue and Taxation Code, Owner hereby notifies Sprint that: (i) the property interest obtained by Sprint pursuant to the Agreement may be subject to property taxation as a "possessory interest"; and (ii) Sprint may be subject to the payment of property taxes levied on the property interest obtained by Sprint.

17. Insurance.

(A) Owner's Required Insurance:

(1) Throughout the term of this Agreement, Owner shall maintain all-risk property insurance coverage in an amount not less than eighty percent (80%) of the full replacement cost of all improvements now or hereafter located on Owner's Property (but excluding the property of all Licensees or Lessees).

(2) If the Library, or access to it, is impaired, damaged or destroyed by a casualty covered by the insurance required to be carried by Owner, Owner shall promptly complete appropriate repairs (to be diligently prosecuted to completion entirely at Owner's expense), and this Agreement shall continue in full force and effect. If however, the Library is damaged to the extent of more than one-half (1/2) of its replacement cost, or to any substantial extent by a casualty not so covered. By insurance, Owner shall deliver written notice to Sprint within twenty (20) days after the casualty, of Owner's election whether or not to repair the Library. If as a result of any casualty, the Site becomes totally or partially

unusable by Sprint, License Fee shall abate during the period of repair in the same proportion to the total License Fee as the portion of the Site considered unusable bears to the entire Premises.

(3) If Owner (a) undertakes the repair of the Library or of any access thereto, but fails to complete such repair within one hundred twenty (120) days after the casualty, or (b) notifies Sprint of Owner's intention not to repair the Library, or (c) fails to deliver to Sprint the written notice required under Section 7.B. within twenty (20) days, then Sprint may immediately terminate this Agreement by giving written notice of its election to terminate to Owner.

(4) Owner agrees that (if reasonably required) during any period of repair (or for the balance of the lease term if Owner elects not to repair the Building), the representatives of Owner and Sprint shall meet to determine whether any other acceptable surplus property is available on Owner's Property capable to supporting Sprint's Facilities. If acceptable surplus property is available, Sprint understands and agrees that such surplus property will be subject to the competitive bidding requirements of Education Code section 81360 *et seq.*, or such other successor provisions. Should no acceptable surplus property exist, the parties agree that the Agreement will automatically terminate upon such finding and neither party shall have any further obligations under the Agreement.

(B) Sprint's Required Insurance:

(1) During the entire term of the Agreement (or, in the case of builders all-risk insurance, during the period of the subject construction), Sprint shall procure, pay for and keep in full force and effect the following types of insurance:

(a) Comprehensive general liability insurance and property damage insurance with respect to the operations of, or on behalf of Sprint in, on or about Owner's Property, including but not limited to owned and non-owned automobile (vehicle) liability, personal injury, extended coverage, blanket contractual, owner's protective, and product/completed liability coverage. Said insurance shall name Owner as an additional insured on all insurance policies. Liability insurance for death and bodily injury and

Site Name: **MARG PWY**

property damage shall be for no less than Two Million Dollars (\$2,000,000.00);

(b) Workers' compensation coverage as required by law, together with employer's liability coverage as required by law;

(c) With respect to improvements, alterations, and the like made by Sprint hereunder, builders all-risk insurance, in amounts equal to not less than ninety percent (90%) of the actual replacement cost thereof; and

(d) Insurance against fire, vandalism, malicious mischief and such other additional perils as now are or hereafter may be included in a standard fire, extended coverage and special extended coverage endorsements from time to time in general use in Orange County, California, insuring Sprint's leasehold improvements, merchandise, trade fixtures, equipment and other items of personal property of Sprint located on the Premises, in an amount equal to not less than ninety percent (90%) of the actual replacement cost thereof.

(2) The policies of insurance described in Section 17(B)-(1) above shall be carried with responsible and solvent insurance companies authorized to do business in the State of California. In addition, and prior to commencement of any work on the Site, Sprint shall deliver to Owner true and correct copies of all certificates of insurance reflecting the coverage required in Section 17(B)(1) above. Sprint agrees that it shall not cancel or materially change the coverage provided by the policies of insurance described in Section 17(B)(1) above without first giving Owner thirty (30) days prior written notice. Should any such policy of insurance be canceled or materially changed, Sprint agrees to immediately provide Owner true and correct copies of all new or revised certificates of insurance.

18. Maintenance.

(A) Sprint will be responsible for repairing and maintaining the Facilities and any other improvements installed by Sprint at the Site in a proper operating and safe condition; provided, however, if any repair or maintenance is required due to the acts or omissions of Owner, its agents,

contractors or employees, Owner will promptly reimburse Sprint for the reasonable costs incurred by Sprint to restore the damaged areas to the condition which existed immediately prior thereto. Sprint shall remove graffiti and repair vandalism of any kind within a reasonable period of time following written notice from Owner of said graffiti or vandalism, and shall routinely clean up the Site, so that it is free of trash and debris. Owner will be responsible for repairing and maintaining all improvements on the Owner's Property in a proper operating and safe condition; provided, however, if any repair or maintenance is required due to the acts or omissions of Sprint, its agents, contractors or employees, Sprint will promptly reimburse Owner for the reasonable costs incurred by Owner to restore the damaged areas to the condition which existed immediately prior thereto.

(B) Sprint agrees to cooperate with Owner at Owner's sole cost and expense, regarding any work on the roof of the Library, to include, if necessary, the temporary removal and/or relocation of Sprint's Facilities to a mutually agreed upon location.

(C) The Relocation Premises shall be subject to Sprint's prior written approval. Sprint shall have the right to disapprove the Relocation Premises if in Sprint's good faith judgment the Relocation Premises will not be suitable for Sprint's use and operations.

(1) Sprint may deem the Relocation Premises unsuitable if, among other things (a) the quality, strength or direction of original reception and transmission at the Relocation Premises will not satisfy Sprint's needs and requirements, (b) Sprint's communications operations will suffer interference from or cause interference with the communications operation of any third party on or in the vicinity of Owner's Property, (c) the Relocation Premises do not provide at least the same level of safety and security as the Premises, (d) the Relocation Premises present any risk to Sprint regarding Hazardous Materials, (e) Sprint is unable to obtain any License, permit, approval, easement, utility interconnection or restriction waiver necessary, in Sprint's judgment, to enable Sprint to construct and operate Sprint's Facilities from the Relocation Premises, or any condition is imposed respecting any such License, permit, approval, easement utility interconnection or restriction waiver which is more burdensome to

Site Name: **MARG PWY**

Sprint than conditions relevant to the Premises, or (f) during the process of relocation, there occur any disruption in the continuous operation of Sprint's network in the area served by Sprint's Facilities at the Premises.

(2) If Sprint gives written approval of the Relocation Premises, then Owner and Sprint shall cooperate to carry out the relocation in an expedient and efficient manner. Owner shall provide a credit to Sprint toward License Fee payments for reasonable out-of-pocket costs and expenses Sprint incurs in connection with the relocation including but not limited to moving costs, costs of new, replacement or modified equipment, costs of obtaining necessary Licenses, permits, approvals, easements, utility connections, restriction waivers and administrative costs. Sprint shall provide a written statement describing such costs in reasonable detail, together with reasonable and customary evidence (e.g. invoices, bills and receipts) of the costs incurred in an amount not to exceed Two Hundred Thousand Dollars (\$200,000.00). In the event that the License to Use is terminated prior to full reimbursement, then the District shall pay Sprint the remaining balance within 180 days of termination. If the relocation is initiated by Sprint, then Sprint shall not be entitled to any reimbursement. Reimbursement shall only apply when the relocation is initiated by the District.

(3) Should Sprint's Facilities be non-operational due to Owner's work on the Library rooftop and either (a) no suitable Relocation Premises are available or (b) Sprint does not elect to utilize Relocation Premises for the duration of the work, then Sprint's sole remedy shall be an abatement of License Fees from the time its Facilities are non-operational until Owner substantially completes that portion of its work which interferes with Sprint's use of the Site. Any such abatement in License Fees shall reduce the amount of the License Fee due on the next payment date and successive subsequent payment dates if necessary.

19. Frequency Use. Provided that any frequencies used by Sprint will not cause interference with the properly licensed and permitted pre-existing frequencies in use or in operation at the Facilities and notwithstanding anything to the contrary contained herein, Sprint may operate the Facilities at any

frequencies for which it has all requisite permits, leases or Licenses.

20. Miscellaneous. (a) This Agreement applies to and binds the heirs, successors, executors, administrators and assigns of the parties to this Agreement; (b) this Agreement is governed by the laws of the state of California with venue in Orange County, California; (c) Owner agrees to promptly execute and deliver to Sprint a recordable Memorandum of Agreement in the form of **Exhibit D**, attached; (d) each party will execute, within twenty (20) days after receipt of written request, an estoppel certificate or statement certifying that this Agreement is unmodified and in full force and effect or, if modified, describing such modification(s), and that the other party is not in default (beyond applicable cure periods), except as specified in the statement. The estoppel certificate may also certify the current rent amount and whether any rent has been paid in advance; (e) this Agreement (including the Exhibits and Riders) constitutes the entire agreement between the parties and supersedes all prior written and verbal agreements, representations, promises or understandings between the parties. Any amendments to this Agreement must be in writing and executed by both parties; (f) if any provision of this Agreement is invalid or unenforceable with respect to any party, the remainder of this Agreement or the application of the provision to persons other than those as to whom it is held invalid or unenforceable, will not be affected and each provision of this Agreement will be valid and enforceable to the fullest extent permitted by law; (g) each party shall bear its own attorneys' fees; and (h) the parties expressly understand and agree that this Agreement constitutes an exclusive License to Use for use of the Site, and a non-exclusive License to Use for any associated ingress and egress to the Site, and is neither intended by the parties, nor shall it be legally construed to convey a leasehold, easement, or other interest in real property. Should either party be compelled to institute arbitration, legal, or other proceedings against the other for or on account of the other party's failure or refusal to perform or fulfill any of the covenants or conditions of this Agreement on its part to be performed or fulfilled, the parties agree that the rules and

Site Name: **MARG PWY**

principles applicable to Licenses shall govern such actions or proceedings. .

20. Non-Binding Until Fully Executed. This Agreement is for discussion purposes only and does not constitute a formal offer by either party. This Agreement is not and will not be binding on either party until and unless it is fully executed by both parties and approved by the Owner's Board of Trustees.

The following Exhibits and Riders are attached to and made a part of this Agreement: Exhibits A, B, C, and D.

OWNER:

South Orange County Community College

By: _____
Name: _____
Title: _____
Date: _____

Attach Exhibit A – Legal Description of Owner's Property

Attach Exhibit B – Site Plan

Attach Exhibit C – Tax Increase Worksheet

Attach Exhibit D - Memorandum of Agreement Form

Attach Exhibit E – Technical Requirements for Third Party Collocation

Taxpayer ID: _____

Address: South Orange County Community College

Attn.: Facilities Planning Director

28000 Marguerite Parkway

Mission Viejo, CA 92692

Contact Phone Number: 714-582-4664

Email address:

SPRINT:

Sprint PCS Assets, L.L.C., a Delaware limited liability company

By: _____
Name: _____
Title: _____
Date: _____

**EXHIBIT A
TO SITE AGREEMENT**

Legal Description of Owner's Property

The Owner's Property is located at 28000 Marguerite Parkway, City of Mission Viejo, County of Orange, State of California commonly described as follows:

Insert Legal Description:

APN: 740-012-29/30

The Land referred to in this report is situated in the State of California, County of Orange, and is described as follows:

Parcel 1 in the City of Mission Viejo, County of Orange, State of California, as per map filed in Book 31, Page 23 of Parcel Maps, in the office of the County Recorder of said County.

Except therefrom Parcel 1 of Parcel Map No. 85-430 as per map filed in Book 220, Pages 10 through 13 inclusive of Parcel Maps of said County.

**EXHIBIT B
TO SITE AGREEMENT**

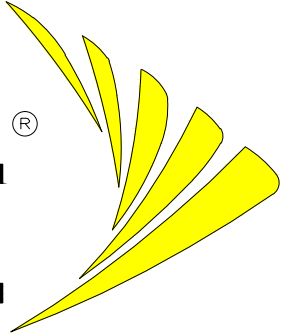
Site Plan

The Site is described as follows:

[See Attached Plans]

Note: Sprint may replace this Exhibit with an exhibit setting forth the legal description of the Site, or an as-built drawing depicting the Site.

Sprint



2.5 EQUIPMENT DEPLOYMENT

MARG PWY

OG03XC126-B

28000 MARGUERITE PARKWAY
MISSION VIEJO, CA 92692
CITY OF MISSION VIEJO
ROOFTOOP



PLANS PREPARED BY:



EQUIPMENT MANUFACTURER:



MLA PARTNER:

ENGINEERING LICENSE:

DRAWING NOTICE:

THESE DOCUMENTS ARE CONFIDENTIAL AND ARE THE SOLE PROPERTY OF SPRINT AND MAY NOT BE REPRODUCED, DISSEMINATED OR REDISTRIBUTED WITHOUT THE EXPRESS WRITTEN CONSENT OF SPRINT.

SITE NAME:

DESCRIPTION	DATE	BY	REV
90% CD FOR REVIEW	07/15/14	RH	0

SITE NAME:

MARG PWY

SITE CASCADE:

OG03XC126-B

SITE ADDRESS:

28000 MARGUERITE PARKWAY
MISSION VIEJO, CA 92692
CITY OF MISSION VIEJO

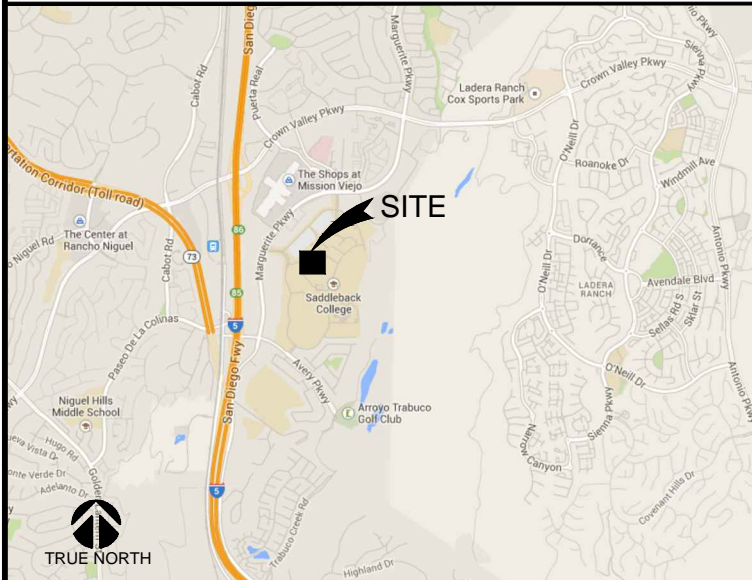
SHEET DESCRIPTION:

TITLE SHEET &
PROJECT DATA

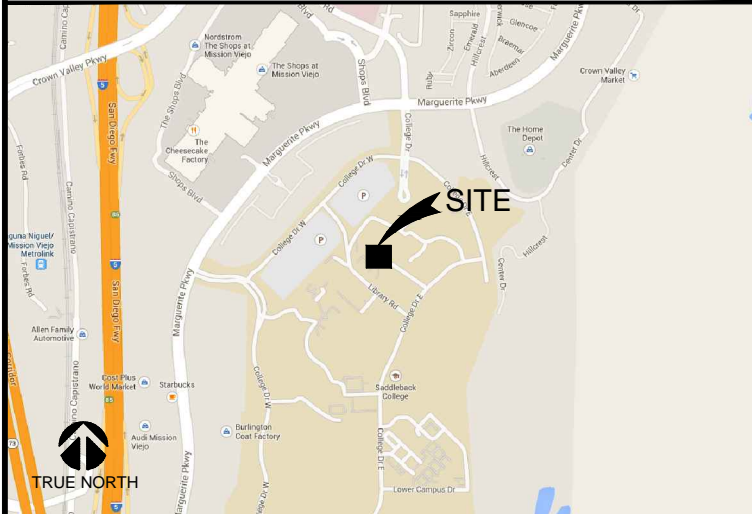
SHEET NUMBER:

T-01

AREA MAP



LOCATION MAP



DRIVING DIRECTIONS

FROM SPRINT OFFICE IN IRVINE, CA:
1-HEAD NORTHWEST ON COMMERCE
2-TAKE THE 1ST RIGHT TO STAY ON COMMERCE
3-TURN RIGHT ONTO EL CAMINO REAL
4-TAKE THE FIRST LEFT ONTO EL CAMINO REAL N
5-TAKE THE 2ND RIGHT ONTO BRYAN AVE
6- TURN RIGHT ONTO CULVER DR
7-SLIGHT LEFT TO STAY CULVERT DR
8-TAKE THE RAMP ONTO I-5 S.
9-TAKE THE LA PAZ RD. EXIT
10-TURN LEFT ONTO MARGUERITE PKWY
11-MAKE A U-TURN
12-ARRIVE AT 28000 MARGUERITE PARKWAY MISSION VIEJO, CA 92692

SITE INFORMATION

PROPERTY OWNER INFORMATION:
SADDLEBACK COMMUNITY COLLEGE DIST.
28000 MARGUERITE PARKWAY
MISSION VIEJO, CA 92692
CONTACT: TONY KAREMO
PHONE: (714)-582-4664

LATITUDE (NAD83):
33° 33' 11.99" N (33.55333056)

LONGITUDE (NAD83):
117° 39' 52.99" W (117.66471940)

ZONING JURISDICTION:
CITY OF MISSION VIEJO

ZONING DISTRICT
ADMIN REVIEW

PROPOSED PROJECT USE:
TELECOMMUNICATIONS FACILITY

TYPE OF CONSTRUCTION: EXISTING
LEASE AREA: 69 SQ.FT.

POWER COMPANY:
SOUTHERN CALIFORNIA EDISON
PHONE: (800) 655-4555

TELCO COMPANY: AT&T
CONTACT: DANNY D'EATHDD
E-MAIL: DannyD'Eathdd7883@att.com
EQUIPMENT SUPPLIER: ALCATEL-LUCENT

PROJECT TEAM

SPRINT CONSTRUCTION MANAGER:
JON FRANKLIN
CONSTRUCTION PROJECT MANAGER III
SPRINT NEXTEL CORPORATION
PHONE: 909-528-4709
EMAIL: jon.2.franklin@sprint.com

SPRINT PROJECT MANAGER:
SUET YAM
330 COMMERCE, SUITE 100
IRVINE, CA 92602
PHONE: 714-617-9527
EMAIL: suet.yam@sprint.com

ARCHITECT:
NESTOR POPOWICH, A.I.A.
SAC WIRELESS ENGINEERING GROUP
5865 AVENIDA ENCINAS, SUITE 142B
CONTACT: JULIAN BRIANO
PHONE: 760-795-5209
EMAIL: julian.briano@sacw.com

STRUCTURAL:
TAHZAY RAMIREZ P.E.
SAC WIRELESS ENGINEERING GROUP
5865 AVENIDA ENCINAS, SUITE 142B
PHONE: 760-795-5207
EMAIL: tahzay.ramirez@sacw.com

PLANNING CONSULTANT:
JENNIFER CHESNEY
SAC WIRELESS ENGINEERING GROUP
5865 AVENIDA ENCINAS, SUITE 142B
PHONE: 949-235-6262
EMAIL: jennifer.chesney@sacw.com

PROJECT DESCRIPTION

SPRINT PROPOSES TO MODIFY AN EXISTING UNMANNED TELECOMMUNICATIONS FACILITY:

- INSTALL (3) NEW 2.5GHz PANEL ANTENNAS
- INSTALL (3) NEW 2.5GHz REMOTE RADIO HEADS (RRH'S)
- INSTALL (3) NEW 1900MHz PANEL ANTENNAS
- INSTALL (6) NEW 1900MHz REMOTE RADIO HEADS (RRH'S)
- REMOVE ALL EXISTING COAX
- INSTALL (6) NEW FIBER CABLES
- REMOVE (1) EXISTING MM-BTS CABINET
- REMOVE (1) EXISTING POWER CABINET
- REMOVE (1) EXISTING BATTERY CABINET
- REMOVE (1) GPS ANTENNA
- INSTALL (1) NEW MM-BTS CABINET
- INSTALL (1) NEW BATTERY CABINET
- INSTALL (1) GPS ANTENNA
- INSTALL (3) NEW COMBINERS IBC1900AA-2
- INSTALL (1) NEW CIENA FIBER BOX

	ZONING APPROVED	EXISTING ON SITE	NEW MOD
# OF ANTENNAS	9	6	6
SIZE OF ANTENNAS	4'-0"	4'-0"	4'-8" & 6'-0"
EQUIPMENT	4	4	4

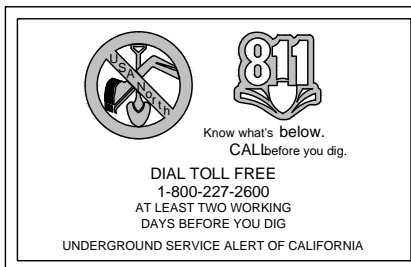
APPLICABLE CODES

ALL WORK AND MATERIALS SHALL BE PERFORMED AND INSTALLED IN ACCORDANCE WITH THE CURRENT EDITIONS OF THE FOLLOWING CODES AS ADOPTED BY THE LOCAL GOVERNING AUTHORITIES. NOTHING IN THESE PLANS IS TO BE CONSTRUED TO PERMIT WORK NOT CONFORMING TO THESE CODES.

- CALIFORNIA ADMINISTRATIVE CODE (INCL TITLE 24 & 25)
- 2013 CALIFORNIA BUILDING CODE
- CITY/COUNTY ORDINANCES
- BUILDING OFFICIALS & CODE ADMINISTRATORS (BOCA)
- 2013 MECHANICAL CALIFORNIA CODE
- ANSI/EIA-222-F LIFE SAFETY CODE NFPA-101
- 2013 CALIFORNIA PLUMBING CODE
- 2013 CALIFORNIA ELECTRICAL CODE
- 2013 LOCAL BUILDING CODE

ACCESSIBILITY REQUIREMENTS:

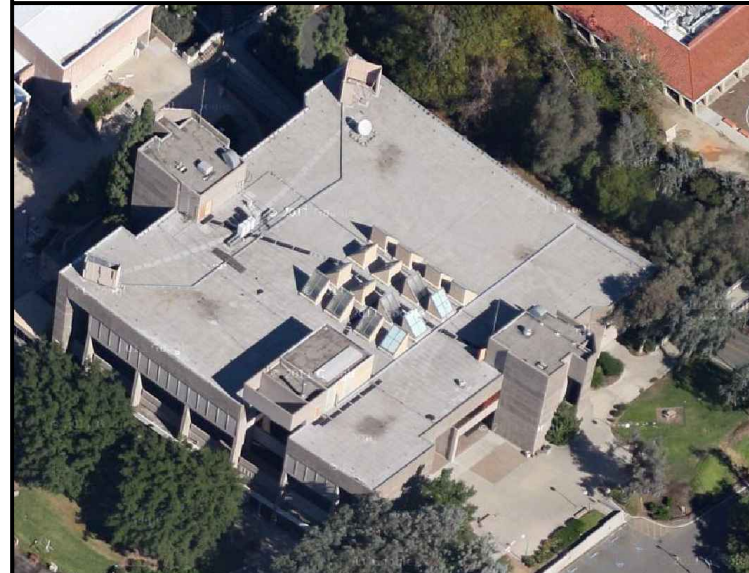
FACILITY IS UNMANNED AND NOT FOR HUMAN HABITATION. HANDICAPPED ACCESS REQUIREMENTS ARE NOT REQUIRED IN ACCORDANCE WITH THE 2013 CALIFORNIA BUILDING CODE.



SHEET INDEX

SHEET NUMBER	SHEET TITLE
T-01	TITLE SHEET & PROJECT DATA
T-02	GENERAL NOTES
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SITE PHOTO



THESE OUTLINE SPECIFICATIONS IN CONJUNCTION WITH THE SPRINT STANDARD CONSTRUCTION SPECIFICATIONS, INCLUDING CONTRACT DOCUMENTS AND THE CONSTRUCTION DRAWINGS DESCRIBE THE WORK TO BE PERFORMED BY THE CONTRACTOR.

SECTION 01 100 – SCOPE OF WORK

THE WORK:
SHALL COMPLY WITH APPLICABLE NATIONAL CODES AND STANDARDS, LATEST EDITION, AND PORTIONS THEREOF.

PRECEDENCE:
SHOULD CONFLICTS OCCUR BETWEEN THE STANDARD CONSTRUCTION SPECIFICATIONS FOR WIRELESS SITES INCLUDING THE STANDARD CONSTRUCTION DETAILS FOR WIRELESS SITES AND THE CONSTRUCTION DRAWINGS, INFORMATION ON THE CONSTRUCTION DRAWINGS SHALL TAKE PRECEDENCE.

SITE FAMILIARITY:
CONTRACTOR SHALL BE RESPONSIBLE FOR FAMILIARIZING HIMSELF WITH ALL CONTRACT DOCUMENTS, FIELD CONDITIONS AND DIMENSIONS PRIOR TO PROCEEDING WITH CONSTRUCTION.

ON-SITE SUPERVISION:
THE CONTRACTOR SHALL SUPERVISE AND DIRECT THE WORK AND SHALL BE RESPONSIBLE FOR CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES, AND PROCEDURES IN ACCORDANCE WITH THE CONTRACT DOCUMENTS.

DRAWINGS, SPECIFICATIONS AND DETAILS REQUIRED AT JOBSITE:
THE CONSTRUCTION CONTRACTOR SHALL MAINTAIN A FULL SET OF THE CONSTRUCTION DRAWINGS AT THE JOBSITE FROM MOBILIZATION THROUGH CONSTRUCTION COMPLETION.

A. DETAILS ARE INTENDED TO SHOW DESIGN INTENT. PROVIDE ALL MATERIALS AND LABOR AS REQUIRED TO PROVIDE A COMPLETE AND FUNCTIONING SYSTEM. MODIFICATIONS MAY BE REQUIRED TO SUIT JOB DIMENSIONS OR CONDITIONS, AND SUCH MODIFICATIONS SHALL BE INCLUDED AS PART OF THE WORK.

B. CONTRACTOR SHALL NOTIFY SPRINT CONSTRUCTION MANAGER OF ANY VARIATIONS PRIOR TO PROCEEDING WITH THE WORK.DIMENSIONS SHOWN ARE TO FINISH SURFACES UNLESS NOTED OTHERWISE. MODIFICATIONS MAY BE REQUIRED TO SUIT JOB DIMENSIONS OR CONDITIONS, AND SUCH MODIFICATIONS SHALL BE INCLUDED AS PART OF THE WORK.

C. MARK THE FIELD SET OF DRAWINGS IN RED, DOCUMENTING ANY CHANGES FROM THE CONSTRUCTION DOCUMENTS.

METHODS OF PROCEDURE (MOPS) FOR CONSTRUCTION:

CONTRACTOR SHALL PERFORM WORK AS DESCRIBED IN THE FOLLOWING INSTALLATION AND COMMISSIONING MOPS.

A. TOP HAT

B. HOW TO INSTALL A NEW CABINET

C. BASE BAND UNIT IN EXISTING UNIT

D. INSTALLATION OF BATTERIES

E. INSTALLATION OF HYBRID CABLE

F. INSTALLATION OF RRU’S

G. CABLING

H. TS-0200 REV 4 – ANTENNA LINE ACCEPTANCE STANDARDS

I. SPRINT CELL SITE ENGINEERING NOTICE – EN 2012-001, REV 1.

J. COMMISSIONING MOPS

SECTION 01 200 – COMPANY FURNISHED MATERIAL AND EQUIPMENT

COMPANY FURNISHED MATERIAL AND EQUIPMENT IS IDENTIFIED ON THE RF DATA SHEET IN THE CONSTRUCTION DRAWINGS.

CONTRACTOR IS RESPONSIBLE FOR SPRINT PROVIDED MATERIAL AND EQUIPMENT TO ENSURE IT IS PROTECTED AND HANDLED PROPERLY THROUGHOUT THE CONSTRUCTION DURATION.

CONTRACTOR RESPONSIBLE FOR RECEIPT OF SPRINT FURNISHED EQUIPMENT AT CELL SITE OR CONTRACTORS LOCATION. CONTRACTOR TO COMPLETE SHIPPING AND RECEIPT DOCUMENTATION IN ACCORDANCE WITH COMPANY PRACTICE.

SECTION 01 300 – CELL SITE CONSTRUCTION

NOTICE TO PROCEED:
NO WORK SHALL COMMENCE PRIOR TO COMPANY’S WRITTEN NOTICE TO PROCEED AND THE ISSUANCE OF WORK ORDER.

SITE CLEANLINESS:
CONTRACTOR SHALL KEEP THE SITE FREE FROM ACCUMULATING WASTE MATERIAL, DEBRIS, AND TRASH. AT THE COMPLETION OF THE WORK, CONTRACTOR SHALL REMOVE FROM THE SITE ALL REMAINING RUBBISH, IMPLEMENTS, TEMPORARY FACILITIES, AND SURPLUS MATERIALS.

SECTION 01 400 – SUBMITTALS & TESTS

ALTERNATES:
AT THE COMPANY’S REQUEST, ANY ALTERNATIVES TO THE MATERIALS OR METHODS SPECIFIED SHALL BE SUBMITTED TO SPRINTS CONSTRUCTION MANAGER FOR APPROVAL. SPRINT WILL REVIEW AND APPROVE ONLY THOSE REQUESTS MADE IN WRITING. NO VERBAL APPROVALS WILL BE CONSIDERED.

TESTS AND INSPECTIONS:

A. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL CONSTRUCTION TESTS, INSPECTIONS AND PROJECT DOCUMENTATION.

B. CONTRACTOR SHALL ACCOMPLISH TESTING INCLUDING BUT NOT LIMITED TO THE FOLLOWING:

1. COAX SWEEPS AND FIBER TESTS PER TS-0200 REV 4 ANTENNA LINE ACCEPTANCE STANDARDS.

2. AGL, AZIMUTH AND DOWNTILT PROVIDE AN AUTOMATED REPORT UPLOADED TO SITERRA USING A COMMERCIAL MADE-FOR THE PURPOSE ELECTRONIC ANTENNA ALIGNMENT TOOL (AAT). INSTALLED AZIMUTH, CENTERLINE AND DOWNTILT MUST CONFORM WITH RF CONFIGURATION DATA

3. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY AND ALL CORRECTIONS TO ANY WORK IDENTIFIED AS UNACCEPTABLE IN SITE INSPECTION ACTIVITIES AND/OR AS A RESULT OF TESTING.

4. ALL TESTING REQUIRED BY APPLICABLE INSTALLATION MOPS.

C. REQUIRED CLOSEOUT DOCUMENTATION INCLUDES, BUT IS NOT LIMITED TO THE FOLLOWING;

1. AZIMUTH, DOWNTILT, AGL FROM SUNSIGHT INSTRUMENTS – ANTENNALIGN ALIGNMENT TOOL (AAT)

2. SWEEP AND FIBER TESTS

3. SCANABLE BARCODE PHOTOGRAPHS OF TOWER TOP AND INACCESSIBLE SERIALIZED EQUIPMENT

4. ALL AVAILABLE JURISDICTIONAL INFORMATION

5. PDF SCAN OF REDLINES PRODUCED IN FIELD

6. A PDF SCAN OF REDLINE MARK-UPS SUITABLE FOR USE IN ELECTRONIC AS-BUILT DRAWING PRODUCTION

7. LIEN WAIVERS

8. FINAL PAYMENT APPLICATION

9. REQUIRED FINAL CONSTRUCTION PHOTOS

10. CONSTRUCTION AND COMMISSIONING CHECKLIST COMPLETE WITH NO DEFICIENT ITEMS

11. ALL POST NTP TASKS INCLUDING DOCUMENT UPLOADS COMPLETED IN SITERRA (SPRINTS DOCUMENT REPOSITORY OF RECORD).

12. CLOSEOUT PHOTOGRAPHS:

a. PROVIDE PHOTOGRAPHS OF FINAL PROJECT PER THE FOLLOWING LIST. ADDITIONAL PHOTOGRAPHS MAY BE REQUIRED TO SUPPORT ACCEPTANCE PROCESSES

- iMAIN HYBRID CABLE ROUTE (MINIMUM TWO PHOTOS)
- PHOTOS OF EACH ANTENNA AND RRU
- MANUFACTURERS NAME TAG FOR ALL SERIALIZED EQUIPMENT
- PULL AND DISTRIBUTION BOXES INTERMEDIATE BETWEEN RRU’S AND MMBS (DOOR OPEN)
- MMBS CABINET WITH DOOR OPEN SHOWING MODIFICATIONS
- POWER CABINET, DOORS OPEN, BATTERIES INSTALLED
- BREAK OUT CYLINDERS
- ASR SIGNAGE FOR SPRINT OWNED TOWERS
- RADIATION EXPOSURE WARNING SIGNS
- PHOTOGRAPH FROM EACH SECTOR FROM APPROXIMATELY RAD CENTER OF ANY NEW ANTENNA AT HORIZON.

b. LOAD PHOTOS TO SITERRA PROJECT LIBRARY I5. IN I5 CREATE NEW CATEGORY; 2.5 DEPLOYMENT, AND SECTION; PERMANENT CONSTRUCTION. LABEL PHOTOS WITH SITE CASCADE AND VIEW BEING DEPICTED. CAMERAS USED TO TAKE PHOTOGRAPHS SHALL GPS ENABLED SUCH THAT THE GPS COORDINATES ARE INCLUDED IN THE PHOTO MEDIA-FILE INFORMATION.

COMMISSIONING:
PERFORM ALL COMMISSIONING AS REQUIRED BY APPLICABLE MOPS

INTEGRATION:
PERFORM ALL INTEGRATION ACTIVITIES AS REQUIRED BY APPLICABLE MOPS

SECTION 07 500 – ROOF CUTTING, PATCHING AND REPAIR

SUMMARY:
THIS SECTION SPECIFIES CUTTING AND PATCHING EXISTING ROOFING SYSTEMS WHERE CONDUIT OR CABLES EXIT THE BUILDING ONTO THE ROOF OR BUILDING-MOUNTED ANTENNAS, AND AS REQUIRED FOR WATERTIGHT PERFORMANCE. ROOFTOP ENTRY OPENINGS IN MEMBRANE ROOFTOPS SHALL BE CONSTRUCTED TO COMPLY WITH LANDLORD, ANY EXISTING WARRANTY, AND LOCAL JURISDICTIONAL STANDARDS.

1.4 SUBMITTALS:

A. PRE-CONSTRUCTION ROOF PHOTOS: COMPLETE A ROOF INSPECTION PRIOR TO THE INSTALLATION OF SPRINT EQUIPMENT ON ANY ROOFTOP BUILD. AT A MINIMUM INSPECT AND PHOTOGRAPH

B. (MINIMUM 3 EA.) ALL AREAS IMPACTED BY THE ADDITION OF THE SPRINT EQUIPMENT.

C. PROVIDE SIMILAR PHOTOGRAPHS SHOWING ROOF CONDITIONS AFTER CONSTRUCTION (MINIMUM 3 EA.)

D. ROOF INSPECTION PHOTOGRAPHS SHOULD BE UPLOADED WITH CLOSEOUT PHOTOGRAPHS.

SECTION 09 900 – PAINTING

QUALITY ASSURANCE:

A. COMPLY WITH GOVERNING CODES AND REGULATIONS. PROVIDE PRODUCTS OF ACCEPTABLE MANUFACTURERS WHICH HAVE BEEN IN SATISFACTORY USE IN SIMILAR SERVICE FOR THREE YEARS. USE EXPERIENCED INSTALLERS. DELIVER, HANDLE, AND STORE MATERIALS IN ACCORDANCE WITH MANUFACTURER’S INSTRUCTIONS.

B. COMPLY WITH ALL ENVIRONMENTAL REGULATIONS FOR VOLATILE ORGANIC COMPOUNDS.

MATERIALS:

A. MANUFACTURERS: BENJAMIN MOORE, ICI DEVOE COATINGS, PPG, SHERWIN WILLIAMS OR APPROVED EQUAL. PROVIDE PREMIUM GRADE, PROFESSIONAL-QUALITY PRODUCTS FOR COATING SYSTEMS.

PAINT SCHEDULE:

A. EXTERIOR ANTENNAE AND ANTENNA MOUNTING HARDWARE: ONE COAT OF PRIMER AND TWO FINISH COATS. PAINT FOR ANTENNAE SHALL BE NON-METALLIC BASED AND CONTAIN NO METALLIC PARTICLES. PROVIDE COLORS AND PATTERNS AS REQUIRED TO MASK APPEARANCE OF ANTENNAE ON ADJACENT BUILDING SURFACES AND AS ACCEPTABLE TO THE OWNER. REFER TO ANTENNA MANUFACTURER’S INSTRUCTIONS WHENEVER POSSIBLE.

B. ROOF TOP CONSTRUCTION: TOUCH UP – PREPARE SURFACES TO BE REPAIRED. FOLLOW INDUSTRY STANDARDS AND REQUIREMENTS OF OWNER TO MATCH EXISTING COATING AND FINISH.

PAINTING APPLICATION:

A. INSPECT SURFACES, REPORT UNSATISFACTORY CONDITIONS IN WRITING; BEGINNING WORK MEANS ACCEPTANCE OF SUBSTRATE.

B. COMPLY WITH MANUFACTURER’S INSTRUCTIONS AND RECOMMENDATIONS FOR PREPARATION, PRIMING AND COATING WORK. COORDINATE WITH WORK OF OTHER SECTIONS.

C. MATCH APPROVED MOCK-UPS FOR COLOR, TEXTURE, AND PATTERN. RE-COAT OR REMOVE AND REPLACE WORK WHICH DOES NOT MATCH OR SHOWS LOSS OF ADHESION.

D. CLEAN UP, TOUCH UP AND PROTECT WORK.

TOUCH-UP PAINTING:

A. GALVANIZING DAMAGE AND ALL BOLTS AND NUTS SHALL BE TOUCHED UP AFTER TOWER ERECTION WITH “GALVANOX,” “DRY GALV,” OR “ZINC-IT.”

B. FIELD TOUCHUP PAINT SHALL BE DONE IN ACCORDANCE WITH THE MANUFACTURER’S WRITTEN INSTRUCTIONS.

C. ALL METAL COMPONENTS SHALL BE HANDLED WITH CARE TO PREVENT DAMAGE TO THE COMPONENTS, THEIR PRESERVATIVE TREATMENT, OR THEIR PROTECTIVE COATINGS.

SUMMARY:
THIS SECTION SPECIFIES INSTALLATION OF ANTENNAS, RRU’S, AND CABLE EQUIPMENT, INSTALLATION, AND TESTING OF COAXIAL FIBER CABLE.

ANTENNAS AND RRU’S:
THE NUMBER AND TYPE OF ANTENNAS AND RRU’S TO BE INSTALLED IS DETAILED ON THE CONSTRUCTION DRAWINGS.

HYBRID CABLE:
HYBRID CABLE WILL BE DC/FIBER AND FURNISHED FOR INSTALLATION AT EACH SITE. CABLE SHALL BE INSTALLED PER THE CONSTRUCTION DRAWINGS AND THE APPLICABLE MANUFACTURER’S REQUIREMENTS.

JUMPERS AND CONNECTORS:
FURNISH AND INSTALL 1/2” COAX JUMPER CABLES BETWEEN THE RRU’S AND ANTENNAS. JUMPERS SHALL BE TYPE LDF 4, FLC 12-50, CR 540, OR FXL 540. SUPER-FLEX CABLES ARE NOT ACCEPTABLE. JUMPERS BETWEEN THE RRU’S AND ANTENNAS OR TOWER TOP AMPLIFIERS SHALL CONSIST OF 1/2 INCH FOAM DIELECTRIC, OUTDOOR RATED COAXIAL CABLE. DO NOT USE SUPERFLEX OUTDOORS. JUMPERS SHALL BE FACTORY FABRICATED IN APPROPRIATE LENGTHS WITH A MAXIMUM OF 4 FEET EXCESS PER JUMPER AND HAVE CONNECTORS AT EACH END, MANUFACTURED BY SUPPLIER. IF JUMPERS ARE FIELD FABRICATED, FOLLOW MANUFACTURER’S REQUIREMENTS FOR INSTALLATION OF CONNECTORS.

REMOTE ELECTRICAL TILT (RET) CABLES:

MISCELLANEOUS:
INSTALL SPLITTERS, COMBINERS, FILTERS PER RF DATA SHEET, FURNISHED BY SPRINT.

ANTENNA INSTALLATION:
THE CONTRACTOR SHALL ASSEMBLE ALL ANTENNAS ONSITE IN ACCORDANCE WITH THE INSTRUCTIONS SUPPLIED BY THE MANUFACTURER. ANTENNA HEIGHT, AZIMUTH, AND FEED ORIENTATION INFORMATION SHALL BE A DESIGNATED ON THE CONSTRUCTION DRAWINGS.

A. THE CONTRACTOR SHALL POSITION THE ANTENNA ON TOWER PIPE MOUNTS SO THAT THE BOTTOM STRUT IS LEVEL. THE PIPE MOUNTS SHALL BE PLUMB TO WITHIN 1 DEGREE.

B. ANTENNA MOUNTING REQUIREMENTS: PROVIDE ANTENNA MOUNTING HARDWARE AS INDICATED ON THE DRAWINGS.

HYBRID CABLES INSTALLATION:

A. FASTENING MAIN HYBRID CABLES: ALL CABLES SHALL BE PERMANENTLY FASTENED TO THE COAX LADDER AT 4’-0” OC USING NON-MAGNETIC STAINLESS STEEL CLIPS.

B. FASTENING INDIVIDUAL FIBER AND DC CABLES ABOVE BREAKOUT ENCLOSURE (MEDUSA), WITHIN THE MMBS CABINET AND ANY INTERMEDIATE DISTRIBUTION BOXES:

1. FIBER: SUPPORT FIBER BUNDLES USING ½” VELCRO STRAPS OF THE REQUIRED LENGTH @ 18” OC. STRAPS SHALL BE UV, OIL AND WATER RESISTANT AND SUITABLE FOR INDUSTRIAL INSTALLATIONS AS MANUFACTURED BY TEXTOL OR APPROVED EQUAL.

2. DC: SUPPORT DC BUNDLES WITH ZIP TIES OF THE ADEQUATE LENGTH. ZIP TIES TO BE UV STABILIZED, BLACK NYLON, WITH TENSILE STRENGTH AT 12,000 PSI AS MANUFACTURED BY NELCO PRODUCTS OR EQUAL.

C. FASTENING JUMPERS: SECURE JUMPERS TO THE SIDE ARMS OR HEAD FRAMES USING STAINLESS STEEL TIE WRAPS OR STAINLESS STEEL BUTTERFLY CLIPS.

C. CABLE INSTALLATION:

1. INSPECT CABLE PRIOR TO USE FOR SHIPPING DAMAGE, NOTIFY THE CONSTRUCTION MANAGER.

2. CABLE ROUTING: CABLE INSTALLATION SHALL BE PLANNED TO ENSURE THAT THE LINES WILL BE PROPERLY ROUTED IN THE CABLE ENVELOP AS INDICATED ON THE DRAWINGS. AVOID TWISTING AND CROSSOVERS.

3. HOIST CABLE USING PROPER HOISTING GRIPS. DO NOT EXCEED MANUFACTURES RECOMMENDED MAXIMUM BEND RADIUS.

CONTINUED SHEET T-3

EXHIBIT A

PLANS PREPARED FOR

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Sprint

330 COMMERCE, SUITE 100
IRVINE, CA. 92602

PLANS PREPARED BY:


SAC

WIRELESS
ENGINEERING GROUP

5865 AVENIDA ENCINAS SUITE 142B
CARLSBAD, CA. 92008
760-795-5200
www.sacw.com

EQUIPMENT MANUFACTURER:

Alcatel•Lucent



MLA PARTNER:

ENGINEERING LICENSE:

DRAWING NOTICE:

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SITE NAME:

DESCRIPTION	DATE	BY	REV
90% CD FOR REVIEW	07/15/14	RH	0

SITE NAME:

MARG PWY

SITE CASCADE:

OG03XC126-B

SITE ADDRESS:

28000 MARGUERITE PARKWAY
MISSION VIEJO, CA 92692
CITY OF MISSION VIEJO

SHEET DESCRIPTION:

GENERAL NOTES

SHEET NUMBER:

T-02

BATTERY INFORMATION /NOTES:	
BATTERY MANUFACTURER:	ALCATEL-LUCENT (EAST PENN MANUFACTURING)
MODEL NUMBER:	12AVR-145ET
ELECTROLYTE CONTENT PER BATTERY:	2.17 GALLONS
ELECTROLYTE HAZARD CLASSIFICATION:	CORROSIVE
NUMBER OF BATTERIES TO BE INSTALLED:	20 MAX (PER CABINET)
TOTAL ELECTROLYTE CONTAINED ON SITE (2.17GAL. X 20 X CABINET):	43.4GAL. MAX PER CABINET
A. QUANTITIES OF 500 GAL. OR LESS ARE EXEMPT PER C.F.C 2013, TABLE 5003.1(2). B. SINGLE VESSEL CAPACITIES OF 20 GAL. OR LESS, AND AGGREGATE QUANTITIES NOT IN EXCESS OF 100 GAL. ARE EXEMPT PER ARTICLE 64 OF THE 2013 U.F.C. C. A PERMIT IS REQUIRED TO INSTALL STATIONARY STORAGE BATTERY SYSTEMS HAVING A LIQUID CAPACITY OF MORE THAN 50 GALLONS (189L). C.F.C. 2013, SEC. 105.7.2. D. ANY CHANGES OR ADDITIONS TO BACK-UP BATTERIES MUST COMPLY WITH C.F.C. 2013, SECTIONS 5001 AND 5003, AND SHALL NOT CONTAIN ELECTROLYTE QUANTITIES IN EXCESS OF 50 GAL.	
GENERATOR ACCESSORIES A. MAIN LINE CIRCUIT BREAKER-100 AMPS, INSTALLED ON GENERATOR B. VOLTAGE REGULATOR ±2% C. SAFEGUARD BREAKER	
ENGINE ELECTRICAL ACCESSORIES A. ELECTRONIC/ISOCRONOUS GOVERNOR B. BATTERY RACK, CABLES AND STARTING BATTERY SYSTEM-LEAD ACID TYPE C. BATTERY CHARGER-AUTOMATIC 6 AMP OUTPUT	
FIRE DEPARTMENT NOTES: A. FIRE DEPARTMENT FINAL INSPECTION REQUIRED. SCHEDULE INSPECTION 2 DAYS IN ADVANCE. B. A PERMIT IS REQUIRED TO INSTALL STATIONARY STORAGE BATTERY SYSTEMS HAVING A LIQUID CAPACITY OF MORE THAN 50 GALLONS (189L). C.F.C. 2013, SEC. 105.7.2. C. UNLESS OTHERWISE EXEMPTED BY THE FIRE CODE OFFICIAL, VISIBLE HAZARD IDENTIFICATION SIGNS AS SPECIFIED IN NFPA 704 FOR THE SPECIFIC MATERIAL CONTAINED SHALL BE PLACED ON STATIONARY CONTAINERS AND ABOVEGROUND TANKS AND AT ENTRANCES TO LOCATIONS WHERE HAZARDOUS MATERIALS ARE STORE, DISPENSE, USED TOR HANDLED IN QUANTITIES REQUIRING A PERMIT AND AT SPECIFIC ENTRANCES AND LOCATIONS DESIGNATED BY FIRE CODE OFFICIALS. C.F.C. 2013, SECTION 5003.5 D. SIGNS AND MARKINGS REQUIRED BY SECTIONS 5003.5 AND 5003.5.1 SHALL NOT BE OBSCURED OR REMOVED, SHALL BE IN ENGLISH AS A PRIMARY LANGUAGE OR IN SYMBOLS ALLOWED BY THIS CODE, SHALL BE DURABLE, AND THE SIZE, COLOR AND LETTERING SHALL BE APPROVED. C.F.C. 2013, SEC. 5003.6. E. INDOOR STORAGE AREAS AND STORAGE BUILDINGS SHALL BE PROVIDED WITH MECHANICAL EXHAUST VENTILATION OR NATURAL VENTILATION WHERE NATURAL VENTILATION CAN BE SHOWN TO BE ACCEPTABLE FOR THE MATERIALS AS STORED. C.F.C. 2013, SEC. 5004.3 F. THE SIZE AND DISTRIBUTION OF PORTABLE FIRE EXTINGUISHERS SHALL BE IN ACCORDANCE WITH SECTIONS 906.3.1 AND 906.3.4. C.F.C. 2013, SECTION 906.3. FINAL PLACEMENT IS SUBJECT TO APPROVAL OF THE FIRE INSPECTOR. G. USE, DISPENSING AND HANDLING OF HAZARDOUS MATERIALS IN AMOUNTS NOT EXCEEDING THE MAXIMUM ALLOWABLE QUANTITY PER CONTROL AREA SET FORTH IN SECTION 5003.1 SHALL BE IN ACCORDANCE WITH SECTIONS 5001 AND 5003. C.F.C. 2013, SEC. 5005.1. H. EXCEPT AS SPECIFICALLY PERMITTED BY THIS SECTION EGRESS DOORS SHALL BE READILY OPENABLE FROM THE EGRESS SIDE WITHOUT THE USE OF A KEY OR SPECIAL KNOWLEDGE OR EFFORT PER C.F.C. 2013, SEC. 1008.1.9. I. NEW AND EXISTING BUILDINGS SHALL HAVE APPROVED ADDRESS NUMBERS, BUILDING NUMBERS OR APPROVED BUILDING IDENTIFICATION PLACED IN A POSITION THAT IS PLAINLY LEGIBLE AND VISIBLE FROM THE STREET OR ROAD FRONTING THE PROPERTY. THESE NUMBERS SHALL CONTRAST WITH THEIR BACK GROUND. WHERE REQUIRED BY FIRE CODE OFFICIAL, ADDRESS NUMBERS SHALL BE PROVIDED IN ADDITIONAL APPROVED LOCATIONS TO FACILITATE EMERGENCY RESPONSE. ADDRESS NUMBERS SHALL BE ARABIC NUMBERS OR ALPHABETICAL LETTERS. NUMBERS SHALL BE A MINIMUM OF 4 INCHES (101.6 mm) HIGH WITH A MINIMUM STROKE WIDTH OF 0.5 INCH (12.7 mm). WHERE ACCESS IS BY MEANS OF A PRIVATE ROAD AND THE BUILDING CANNOT BE VIEWED FROM THE PUBLIC WAY, A MONUMENT, POLE OR OTHER SIGN OR MEANS SHALL BE USED TO IDENTIFY THE STRUCTURE. ADDRESS NUMBERS SHALL BE MAINTAINED. C.F.C 2013, SEC. 505.1 J. REQUIRED SIGNAGE SHALL INCLUDE, BUT MAY NOT BE LIMITED TO, APPLICABLE TYPES FROM EXAMPLES SHOWN HEREIN (SEE SIGNAGE).	

BATTERY INFORMATION & FIRE DEPARTMENT NOTES	4
<div><div></div><div><div>IN CASE OF EMERGENCY</div><div>CALL</div><div>1-866-400-6040</div><div>SITE NUMBER: OG03XC126-B</div><div>SITE NAME: MARG PWY</div></div></div> <div>REQUIRED NFPA SIGNAGE</div> <div>EMERGENCY CONTACT SIGNAGE</div>	2
EMERGENCY SIGNS	

ABBREVIATION	DEFINITION	ABBREVIATION	DEFINITION	ABBREVIATION	DEFINITION	ABBREVIATION	DEFINITION
A.B.	ANCHOR BOLT	DIM.	DIMENSION	L.	LONG(TUDINAL)	T.N.	TOE NAIL
ABV.	ABOVE	DR.	DOOR	MCB	MASTER GROUND BUS	T.O.A.	TOP OF ANTENNA
AC	AIR CONDITIONING	DWG.	DRAWING(S)	MAS.	MASONRY	T.O.C.	TOP OF CURB
ACU	AIR CONDITIONING UNIT	DWL.	DOWEL(S)	MAX.	MAXIMUM	T.O.F	TOP OF FOUNDATION
ACCA	ANTENNA CABLE COVER ASSY.	EA.	EACH	M.B.	MACHINE BOLT	T.O.P.	TOP OF PLATE (PARAPET)
ADD'L	ADDITIONAL	EBX	ELECTRICAL BOX	MECH.	MECHANICAL	T.O.S.	TOP OF STEEL
A.F.F.	ABOVE FINISHED FLOOR	EG	EQUIPMENT GROUND	MFR.	MANUFACTURER	T.O.W.	TOP OF WALL
A.F.G.	ABOVE FINISHED GRADE	EGR	EQUIPMENT GROUND RING	MIN.	MINIMUM	TWR.	TOWER
A.G.L.	ABOVE GRADE LEVEL	EL.	ELEVATION	MISC.	MISCELLANEOUS	TYP.	TYPICAL
ALUM.	ALUMINUM	ELEC.	ELECTRICAL	MTL.	METAL	U.G.	UNDER GROUND
ALT.	ALTERNATE	ELEV.	ELEVATOR	MW	MICROWAVE	U.L.	UNDERWRITERS LABORATORY
ANT.	ANTENNA	EM	ELECTRICAL METER	(N)	NEW	U.O.N.	UNLESS NOTED OTHERWISE
APPRX.	APPROXIMATE(LY)	E.M.T.	ELECTRICAL METALLIC TUBING	NO. (#)	NUMBER	U.P.	UTILITY POLE
APX	APEX	E.N.	EDGE NAIL	N.T.S.	NOT TO SCALE	V.I.F.	VERIFY IN FIELD
ARCH.	ARCHITECT(URAL)	ENG.	ENGINEER	O.C.	ON CENTER	W.	WIDE(WIDTH)
ASSY.	ASSEMBLY	E.O.P.	EDGE OF PAVEMENT	OH.	OVERHEAD	W/	WITH
AWG.	AMERICAN WIRE GAUGE	EQ. (=)	EQUAL	OHP	OVERHEAD POWER LINE	WD.	WOOD
BCN	BEACON	EVL.T	ELECTRICAL VAULT	OPNG.	OPENING	W.P.	WEATHERPROOF
BD.	BOLLARD	EXP.	EXPANSION	P/C	PRECAST CONCRETE	WT.	WEIGHT
BDK	BRASS DISK	EXT.	EXISTING	PLY.	PLYWOOD		
BLDG.	BUILDING	EXT.	EXTERIOR	PPC	POWER PROTECTION CABINET		
BLK.	BLOCK	FAB.	FABRICATION(OR)	PRC	PRIMARY RADIO CABINET		
BLKG.	BLOCKING	F.F.	FINISH FLOOR	P.S.F.	POUNDS PER SQUARE FOOT		
BM	BEAM / BENCH MARK	F.G.	FINISH GRADE	P.S.I.	POUNDS PER SQUARE INCH		
B.N.	BOUNDARY NAILING	FIN.	FINISH(ED)	P.T.	PRESSURE TREATED		
BTWC.	BARE TINNED COPPER WIRE	FLR.	FLOOR	PWR.	POWER (CABINET)		
B.O.F.	BOTTOM OF FOOTING	FDN.	FOUNDATION	QTY.	QUANTITY		
BTM.	BOTTOM	F.O.C.	FACE OF CONCRETE	R.	RADIUS		
BR.C.	BRACE	F.O.M.	FACE OF MASONRY	RAD. CTR.	RADIATION CENTER		
BTS	BASE TRANSCEIVER STATION	F.O.S.	FACE OF STUD	RBS	RADIO BASE STATION		
B.W.F.	BARBED WIRE FENCE	F.O.W.	FACE OF WALL	REF.	REFERENCE		
B/U	BACK-UP CABINET	F.S.	FINISHED SURFACE	REINF.	REINFORCEMENT(ING)		
CAB.	CABINET	FT. (')	FOOT(FEET)	REQD.	REQUIRED		
CANT.	CANTILEVER(ED)	FTG.	FOOTING	RF	RADIO FREQUENCY		
C.I.P.	CAST IN PLACE	GA.	GAUGE	RGS	RIGID GALVANIZED STEEL		
C.I.F.	CHAIN LINK FENCE	GI.	GALVANIZE(D)	RRU	REMOTE RADIO UNIT		
CLG.	CEILING	G.F.I.	GROUND FAULT INTERRUPTER	RRH	REMOTE RADIO HEAD		
CLR.	CLEAR	GEN	GENERATOR	SCH.	SCHEDULE		
COL.	COLUMN	GLB.	GLUE LAMINATED BEAM	SHT.	SHEET		
CONC.	CONCRETE	GPS.	GLOBAL POSITIONING SYSTEM	SIM.	SIMILAR		
CONN.	CONNECTION(OR)	GRC.	GROWTH RADIO CABINET	SPEC.	SPECIFICATION(S)		
CONST.	CONSTRUCTION	GRND.	GROUND	SP	STEEL PLATE		
CONT.	CONTINUOUS	HDR.	HEADER	SQ.	SQUARE		
CPD	CONCRETE PAD	HGR.	HANGER	S.S.	STAINLESS STEEL		
C.T.	CABLE TRAY	HT.	HEIGHT	STD.	STANDARD		
J	PENNY (NAILS)	ICGB.	ISOLATED COPPER GROUND BUS	STL.	STEEL		
DBL.	DOUBLE	IGR	INTERIOR GROUND RING	STRUC.	STRUCTURAL		
DEF.	DEFINITION	IN. (")	INCH(ES)	T.B.D.	TO BE DETERMINED		
DEPT.	DEPARTMENT	INT.	INTERIOR	T.B.R.	TO BE RESOLVED		
D.F.	DOUGLAS FIR	LB. (#)	POUND(S)	TEMP.	TEMPORARY		
DIA. (ø)	DIAMETER	L.B.	LAG BOLTS	THK.	THICK(NESS)		
DIAG.	DIAGONAL	L.F.	LINEAR FEET (FOOT)	TMA	TOWER MOUNTED AMPLIFIER		

ABBREVIATIONS

5






<div><div>WARNING</div><div>THIS FACILITY CONTAINS CORROSIVE LIQUID TOXIC LIQUID CLASS 1 WATER REACTIVE LIQUID</div></div> <div><div>DANGER</div><div><div>HAZARDOUS MATERIAL STORAGE AREA</div></div></div>	
HAZARDOUS MATERIAL SIGNS (INSTALL ON SITE IF NOT ALREADY INSTALLED)	3
<div><div><div><div>CAUTION</div><div></div><div>Beyond this point: Radio frequency fields at this site may exceed FCC rules for human exposure. For your safety, obey all posted signs and site guidelines for working in radio frequency environments. <small>In accordance with Federal Communications Commission rules on radio frequency emissions 47 CFR 1.1307 (b)</small></div></div><div><div>WARNING</div><div></div><div>Beyond this point: Radio frequency fields at this site exceed the FCC rules for human exposure. Failure to obey all posted signs and site guidelines for working in radio frequency environments could result in serious injury. <small>In accordance with Federal Communications Commission rules on radio frequency emissions 47 CFR 1.1307 (b)</small></div></div><div><div>NOTICE</div><div></div><div>Radio frequency fields beyond this point may exceed the FCC general public exposure limit. Obey all posted signs and site guidelines for working in radio frequency environments. <small>In accordance with Federal Communications Commission rules on radio frequency emissions 47 CFR 1.1307 (c)</small></div></div></div></div>	
RADIO FREQUENCY SIGNS (INSTALL ON SITE IF NOT ALREADY INSTALLED)	1

EXHIBIT A


PLANS PREPARED FOR: _____

Page 16 of 34


Sprint

330 COMMERCE, SUITE 100
IRVINE, CA. 92602

PLANS PREPARED BY: _____


WIRELESS
ENGINEERING GROUP
5865 AVENIDA ENCINAS SUITE 142B
CARLSBAD, CA. 92008
760-795-5200
www.sacw.com

EQUIPMENT MANUFACTURER: _____

Alcatel-Lucent 

MLA PARTNER: _____

ENGINEERING LICENSE: _____

DRAWING NOTICE: _____

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DESCRIPTION	DATE	BY	REV
90% CD FOR REVIEW	07/15/14	RH	0

SITE NAME: _____

MARG PWY

SITE CASCADE: _____

OG03XC126-B

SITE ADDRESS: _____

28000 MARGUERITE PARKWAY
MISSION VIEJO, CA 92692
CITY OF MISSION VIEJO

SHEET DESCRIPTION: _____

**SIGNAGE NOTES &
ABBREVIATIONS**

SHEET NUMBER: _____

T-04

NOTES:

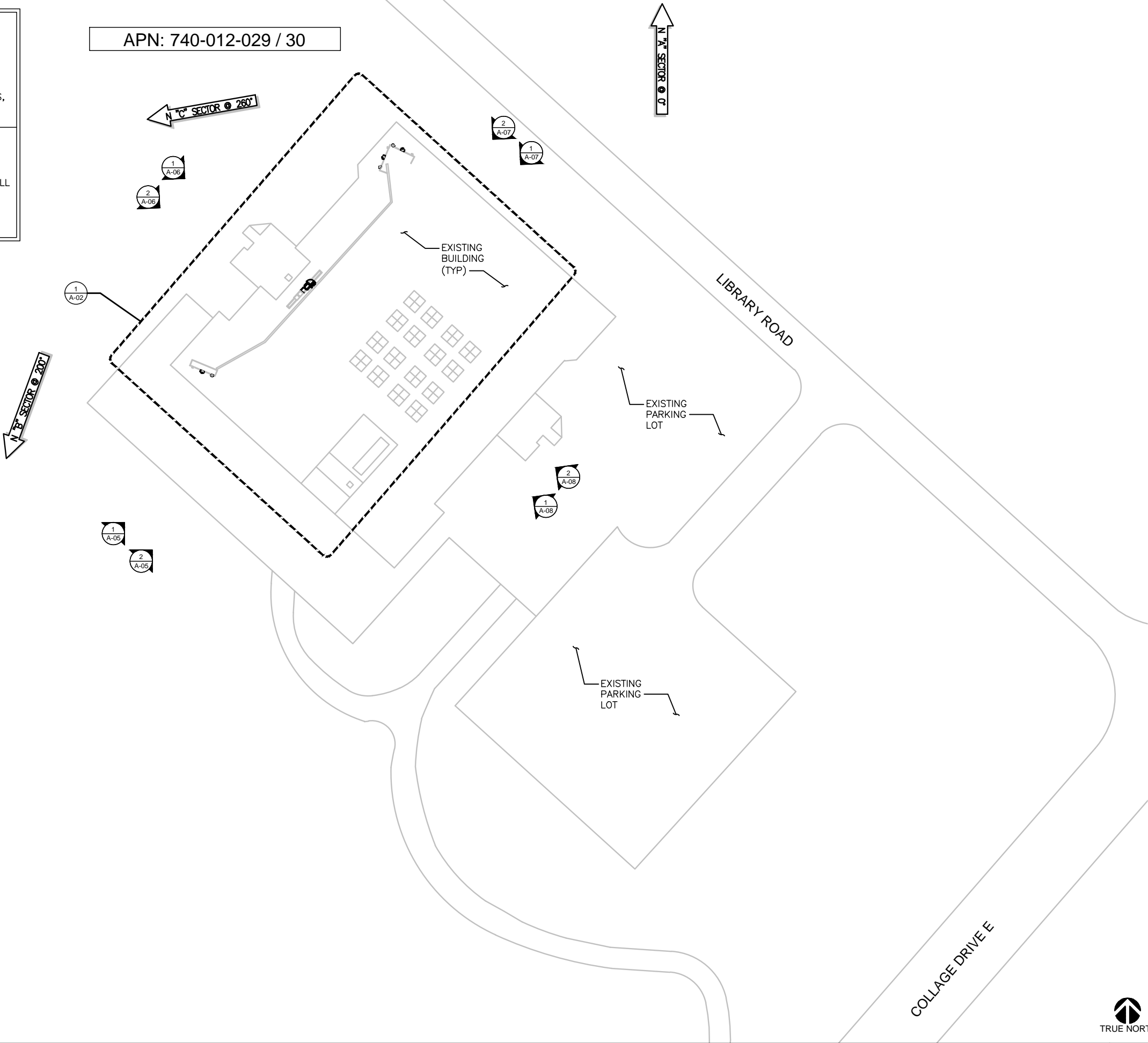
1. EXISTING AND NEW SPRINT EXPOSED ANTENNAS, SUPPORT EQUIPMENT AND MOUNTING HARDWARE TO BE PAINTED TO MATCH EXISTING SITE CONDITIONS PER EQUIPMENT MANUFACTURER'S RECOMMENDATIONS.

2. IF PRESENT, ALL EXISTING CLEARWIRE ANTENNAS, MICROWAVE DISHES AND COAX CABLES TO REMAIN.

DISCLAIMER:

THESE DRAWINGS WERE PRODUCED WITHOUT THE BENEFIT OF A CURRENT LAND SURVEY. ALL PROPERTY LINES, EASEMENTS, AND SETBACKS SHALL BE VERIFIED PRIOR TO START OF CONSTRUCTION. SAC WIRELESS DOES NOT GUARANTEE THE ACCURACY OF SAID PROPERTY LINES, EASEMENTS AND SETBACKS.

APN: 740-012-029 / 30



OVERALL SITE PLAN

EXHIBIT A
PLANS PREPARED FOR
Page 17 of 34

330 COMMERCE, SUITE 100
IRVINE, CA 92602

PLANS PREPARED BY:

SAC
WIRELESS
ENGINEERING GROUP
5865 AVENIDA ENCINAS SUITE 142B
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DESCRIPTION	DATE	BY	REV
90% CD FOR REVIEW	07/15/14	RH	0

SITE NAME:

MARG PWY

SITE CASCADE:

OG03XC126-B

SITE ADDRESS:

28000 MARGUERITE PARKWAY
MISSION VIEJO, CA 92692
CITY OF MISSION VIEJO

SHEET DESCRIPTION:

OVERALL SITE PLAN

SHEET NUMBER:

A-01

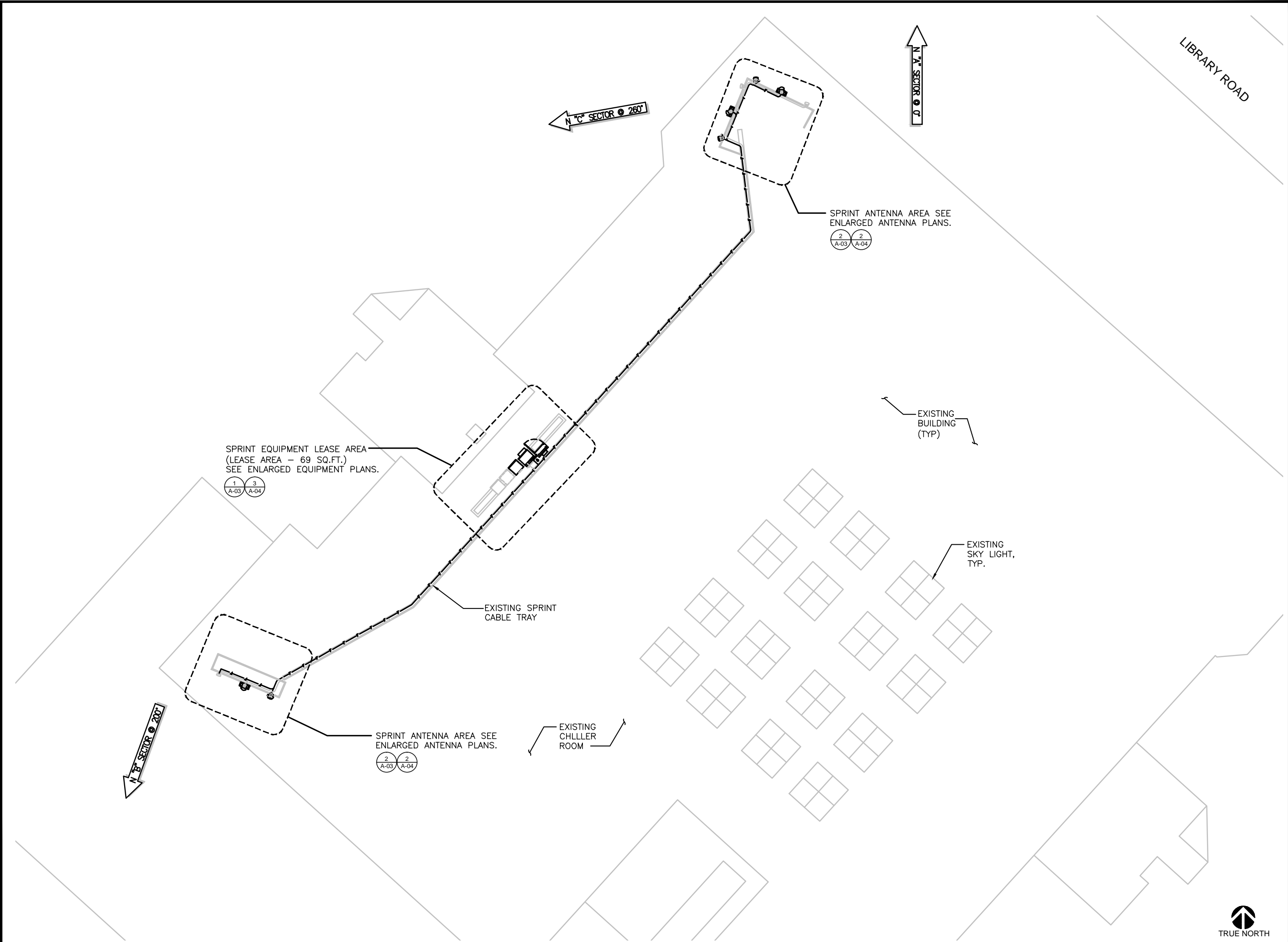


EXHIBIT A
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Page 18 of 34

330 COMMERCE, SUITE 100
IRVINE, CA. 92602

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CITY OF MISSION VIEJO

SHEET DESCRIPTION:

ENLARGED SITE PLAN

SHEET NUMBER:

A-02

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DESCRIPTION	DATE	BY	REV	
90% CD FOR REVIEW	07/15/14	RH	0	

SITE NAME:

MARG PWY

SITE CASCADE:

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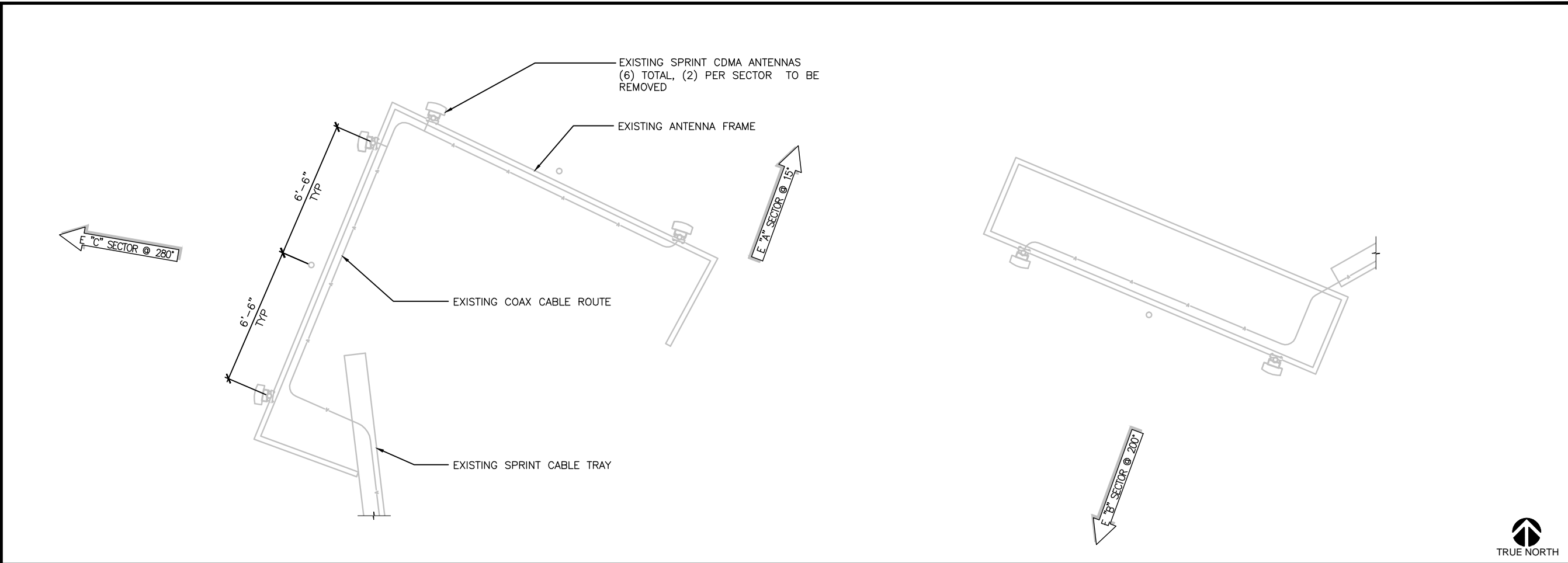
28000 MARGUERITE PARKWAY
MISSION VIEJO, CA 92692
CITY OF MISSION VIEJO

SHEET DESCRIPTION:

EXISTING ANTENNA &
EQUIPMENT PLANS

SHEET NUMBER:

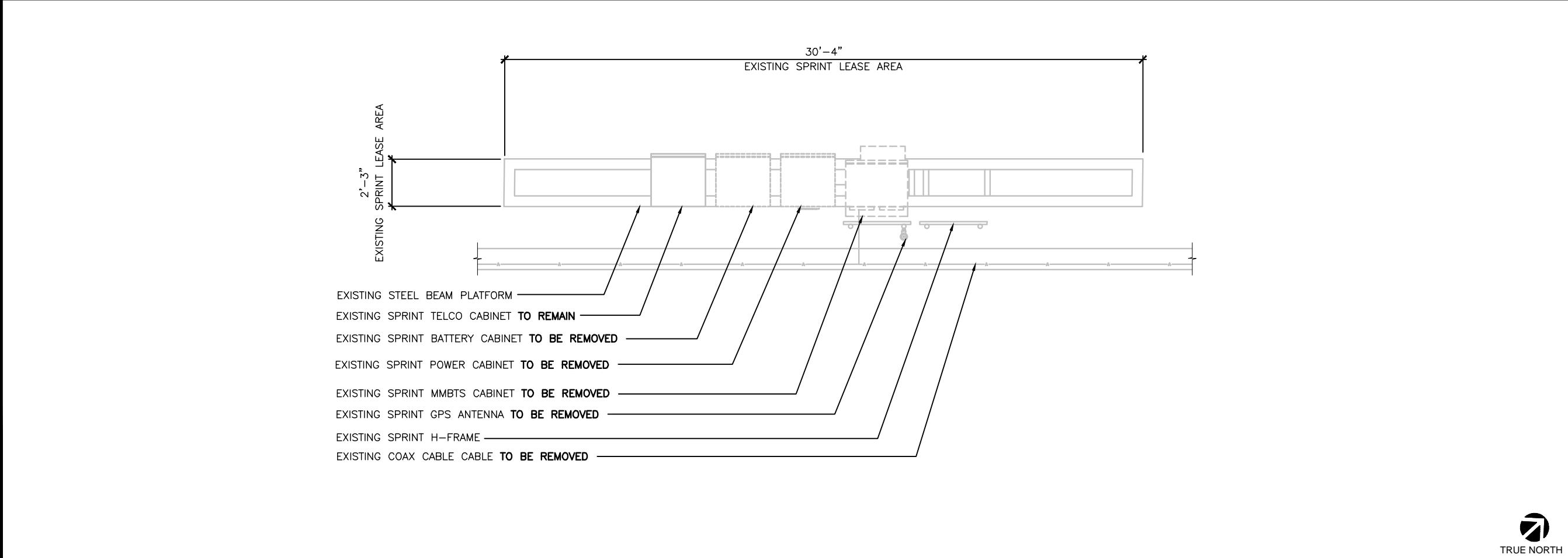
A-03



EXISTING ANTENNA PLAN

0 1' 2' 3' SCALE: 3/8" = 1'-0" (24x36)
(OR) 3/16" = 1'-0" (11x17)

2



EXISTING EQUIPMENT PLAN

0 1' 2' 3' SCALE: 3/8" = 1'-0" (24x36)
(OR) 3/16" = 1'-0" (11x17)

1



PLANS PREPARED BY:



EQUIPMENT MANUFACTURER:



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DESCRIPTION	DATE	BY	REV	
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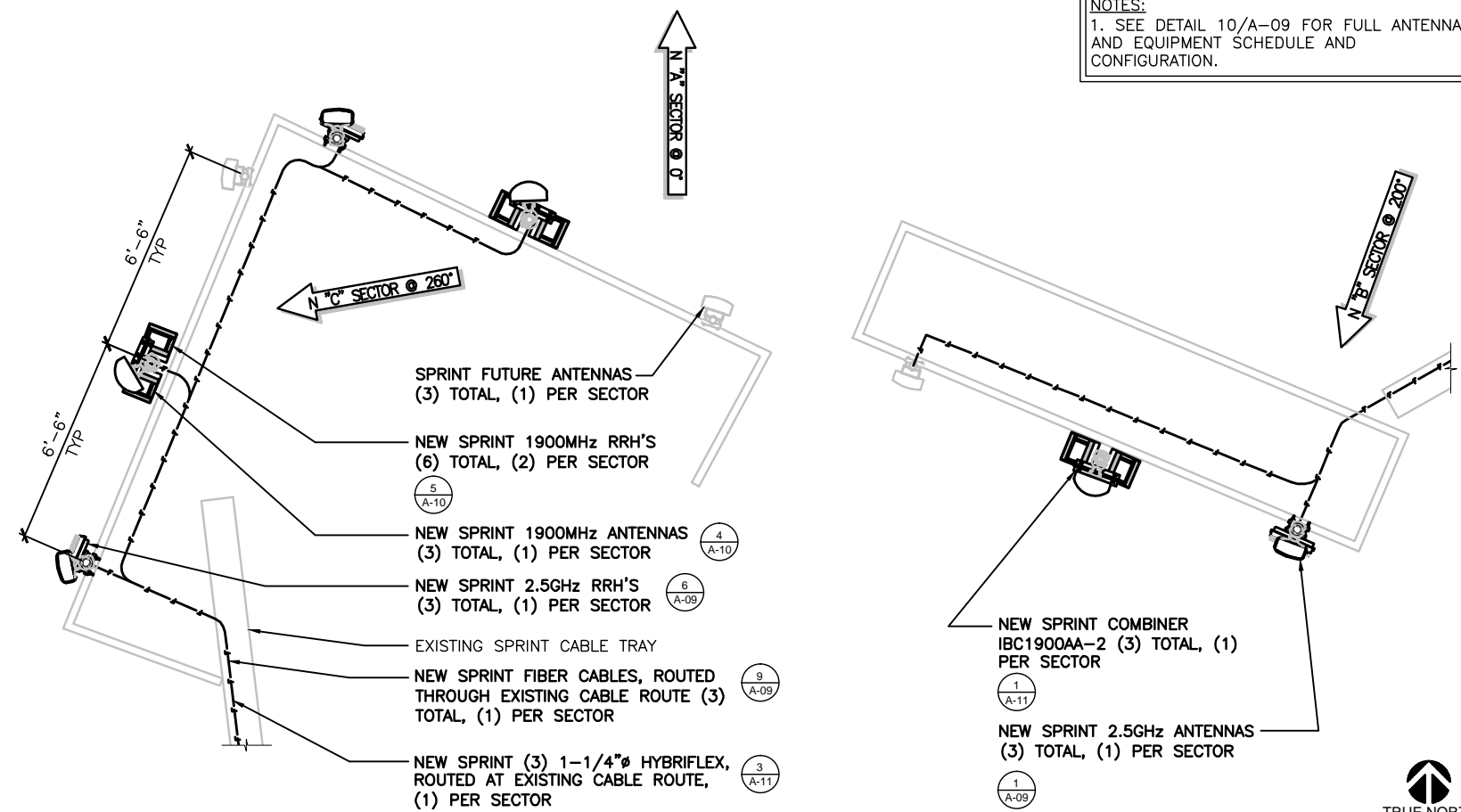
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SHEET DESCRIPTION:
**NEW ANTENNA &
EQUIPMENT PLANS**

SHEET NUMBER:
A-04

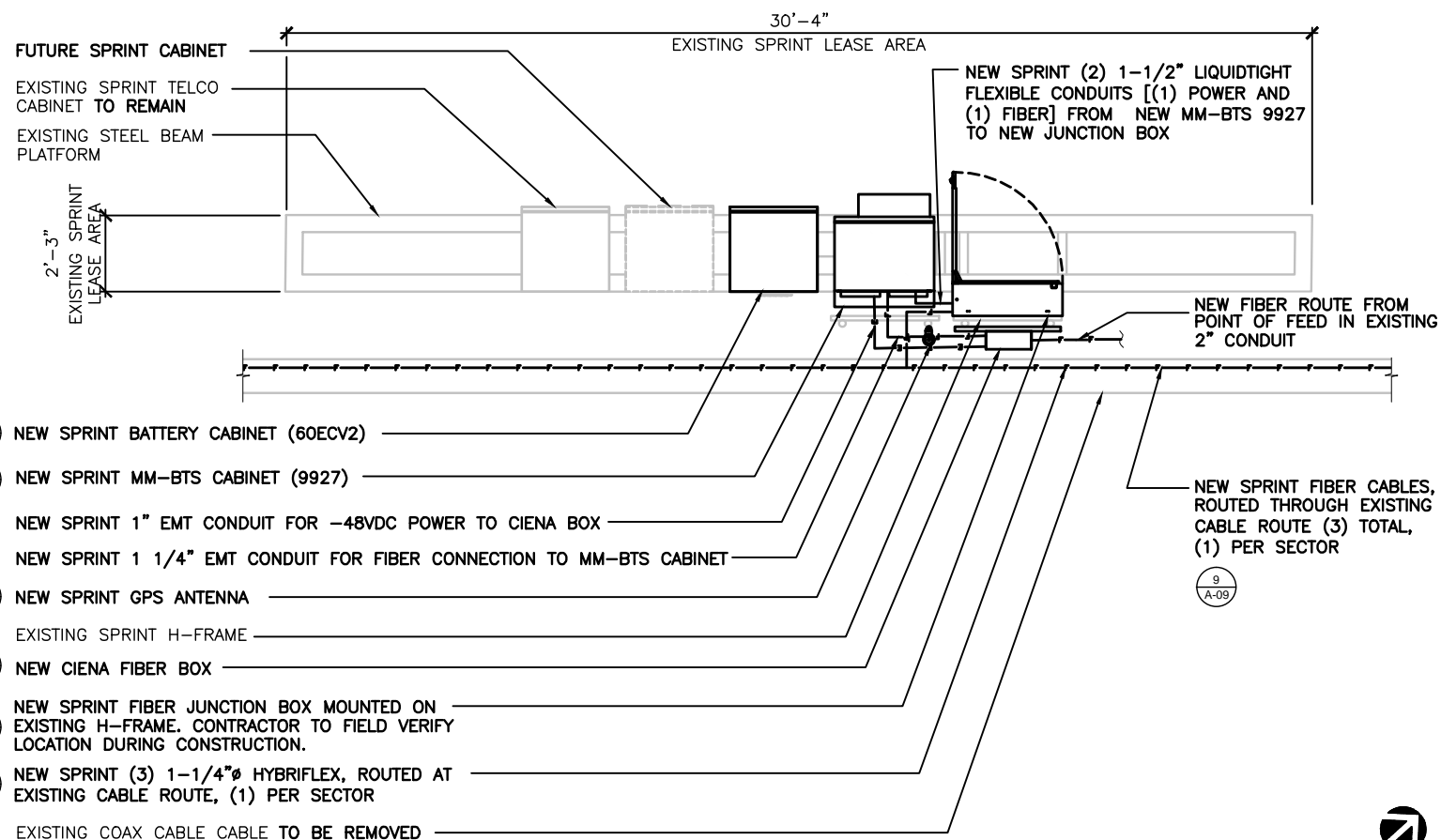
NOTES:
1. SEE DETAIL 10/A-09 FOR FULL ANTENNA AND EQUIPMENT SCHEDULE AND CONFIGURATION.



NEW ANTENNA PLAN

SCALE: 3/8" = 1'-0" (24x36)
(OR) 3/16" = 1'-0" (11x17)

2



NEW EQUIPMENT PLAN

SCALE: 3/8" = 1'-0" (24x36)
(OR) 3/16" = 1'-0" (11x17)

3

ANTENNA MOUNTING DETAIL

SCALE
N.T.S.

1

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DESCRIPTION	DATE	BY	REV	
90% CD FOR REVIEW	07/15/14	RH	0	

SITE NAME:

MARG PWY

SITE CASCADE:

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SITE ADDRESS:

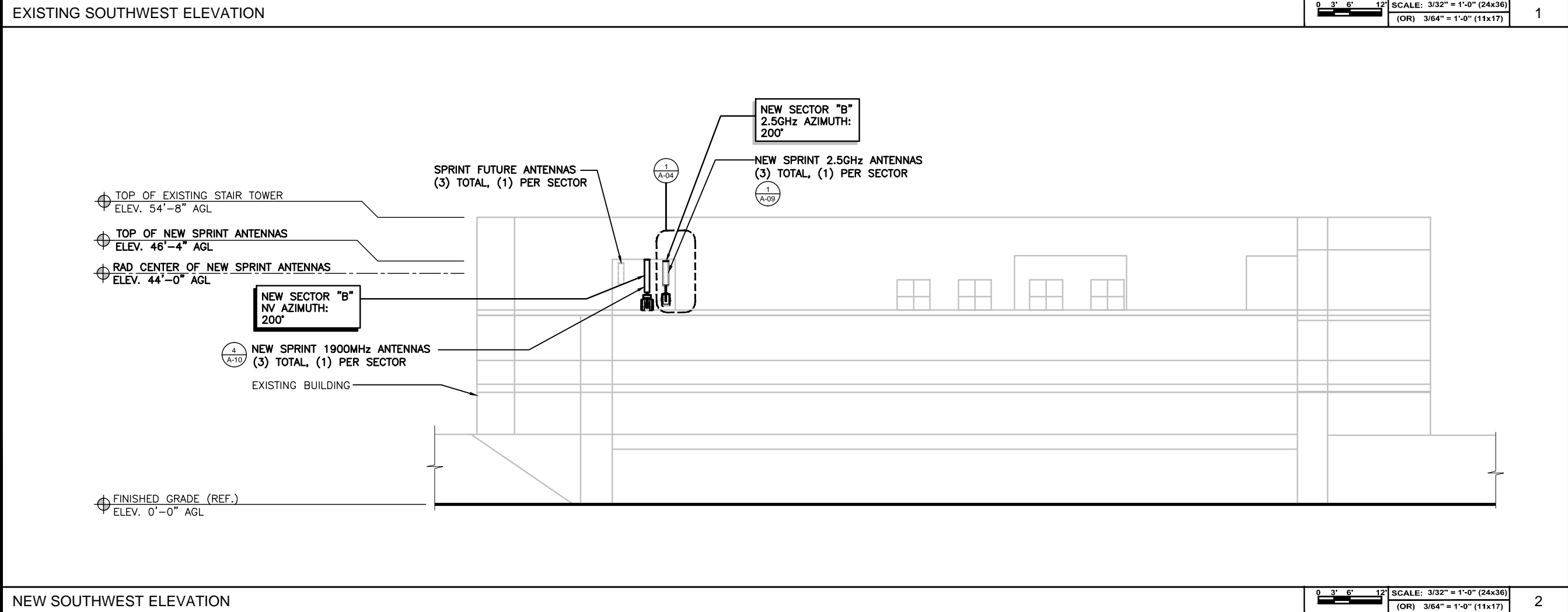
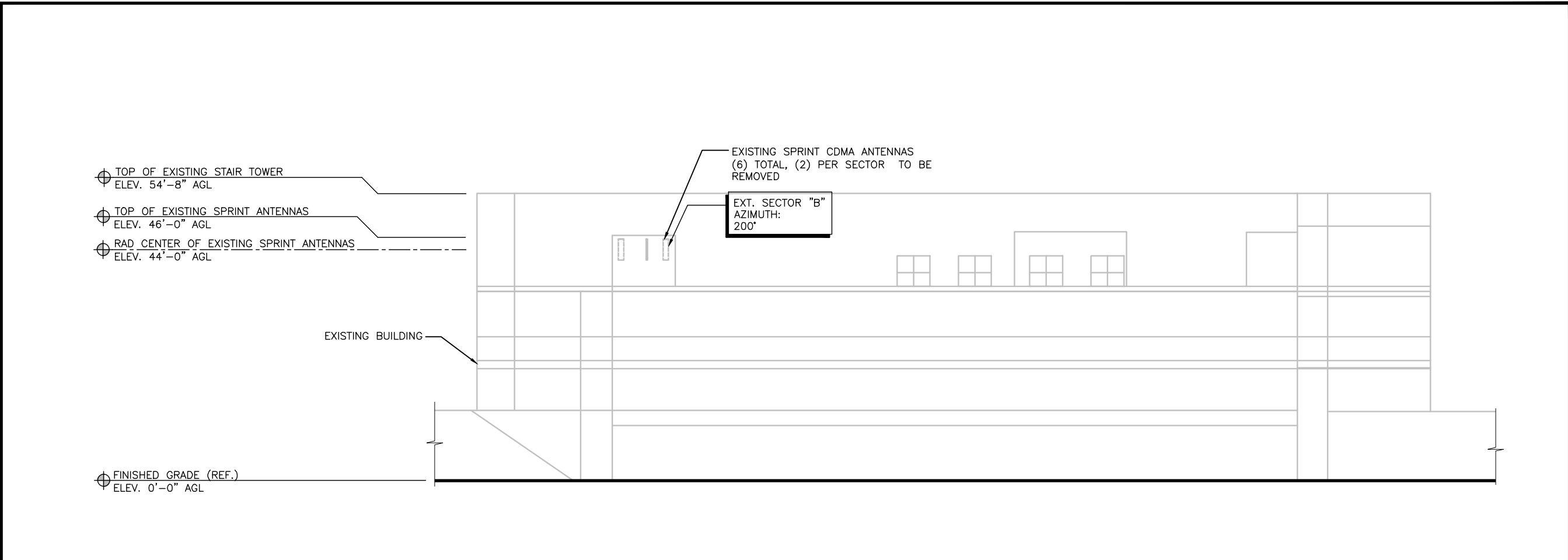
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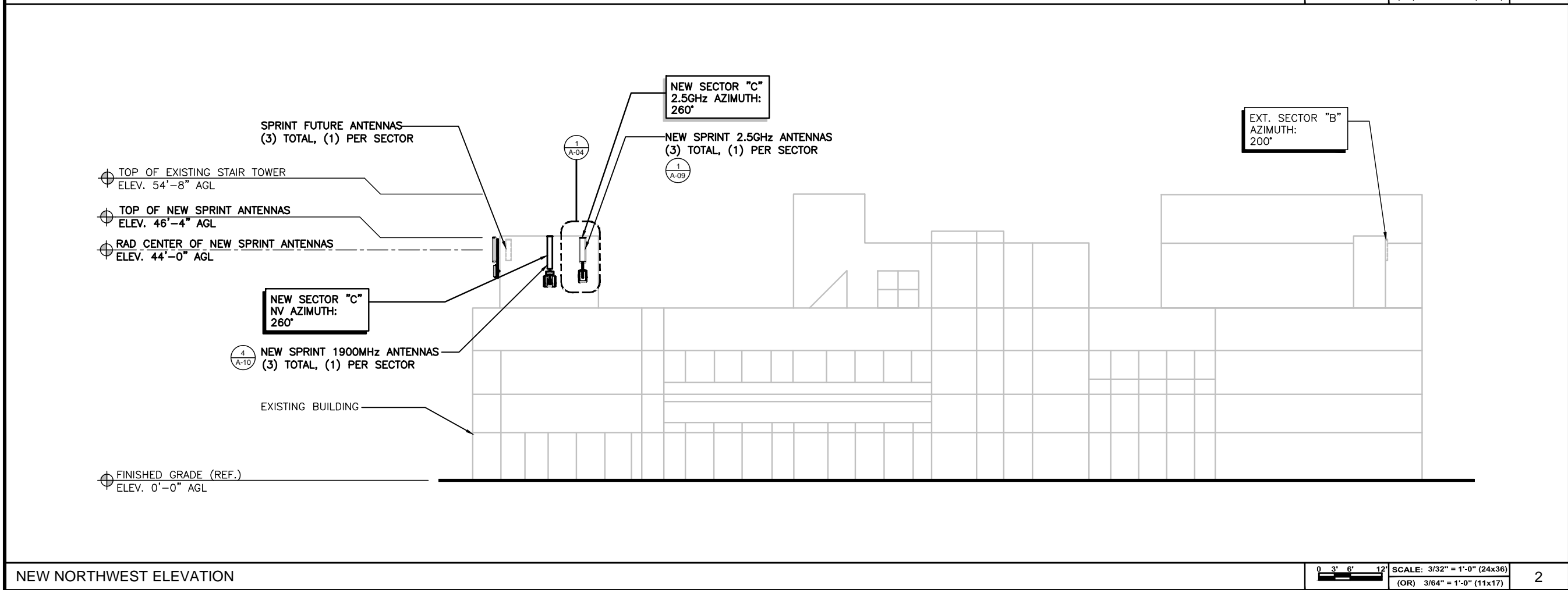
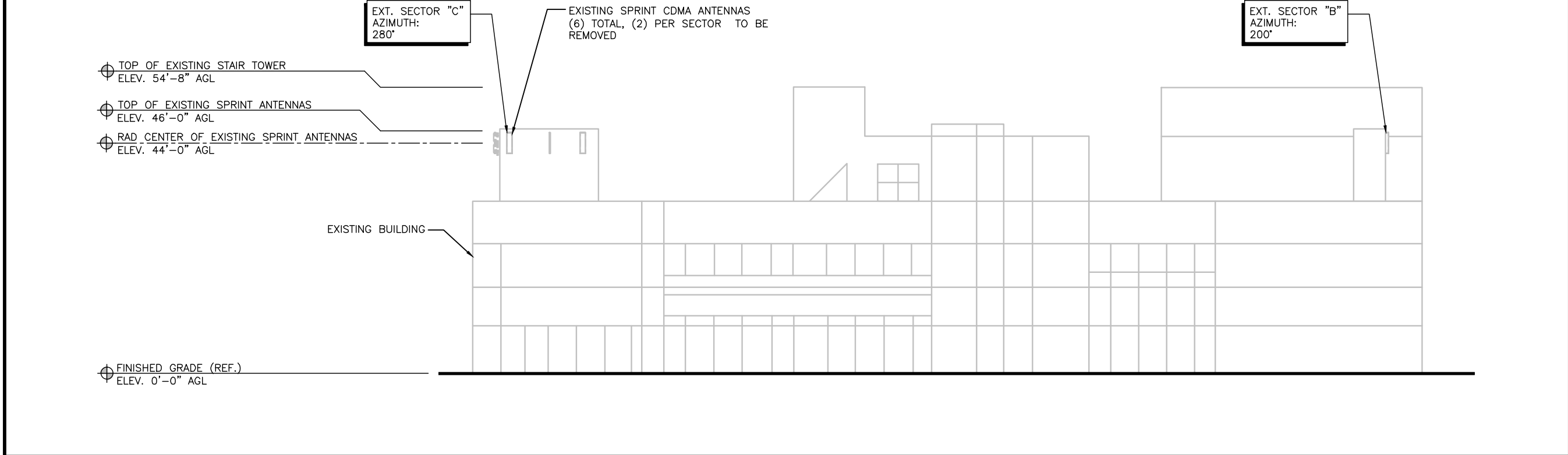
EXISTING & NEW
SOUTHWEST ELEVATIONS

SHEET NUMBER:

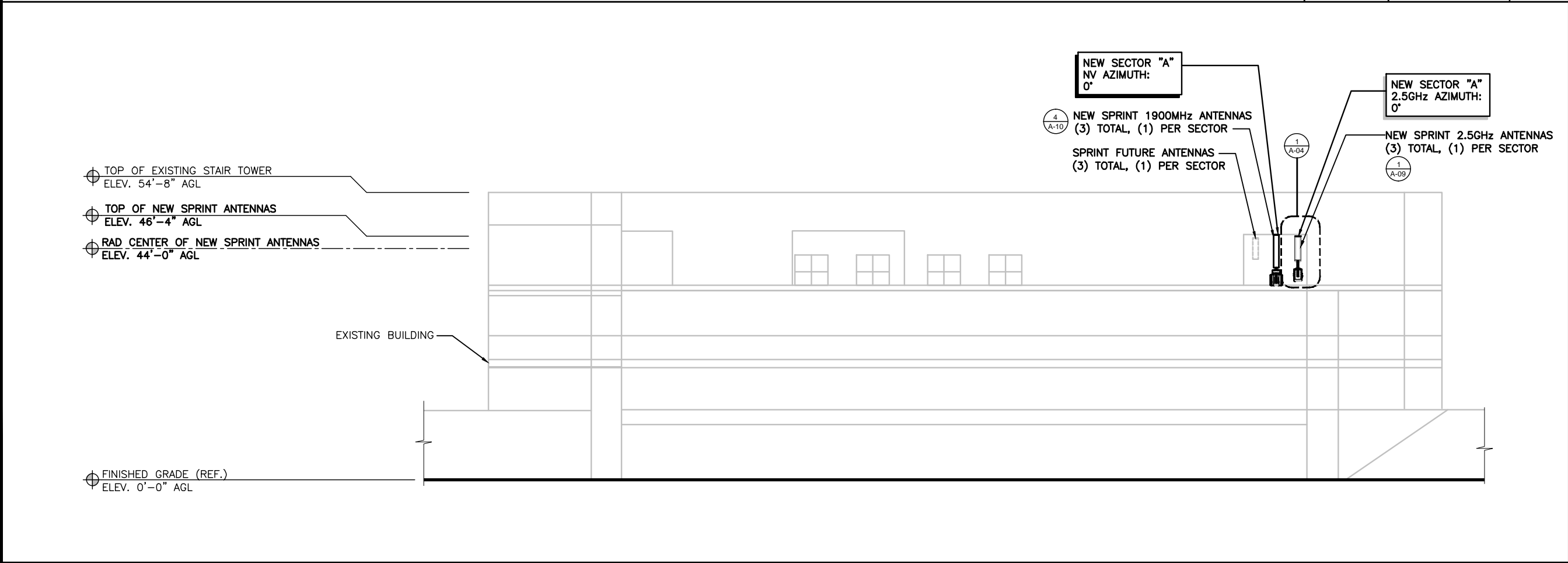
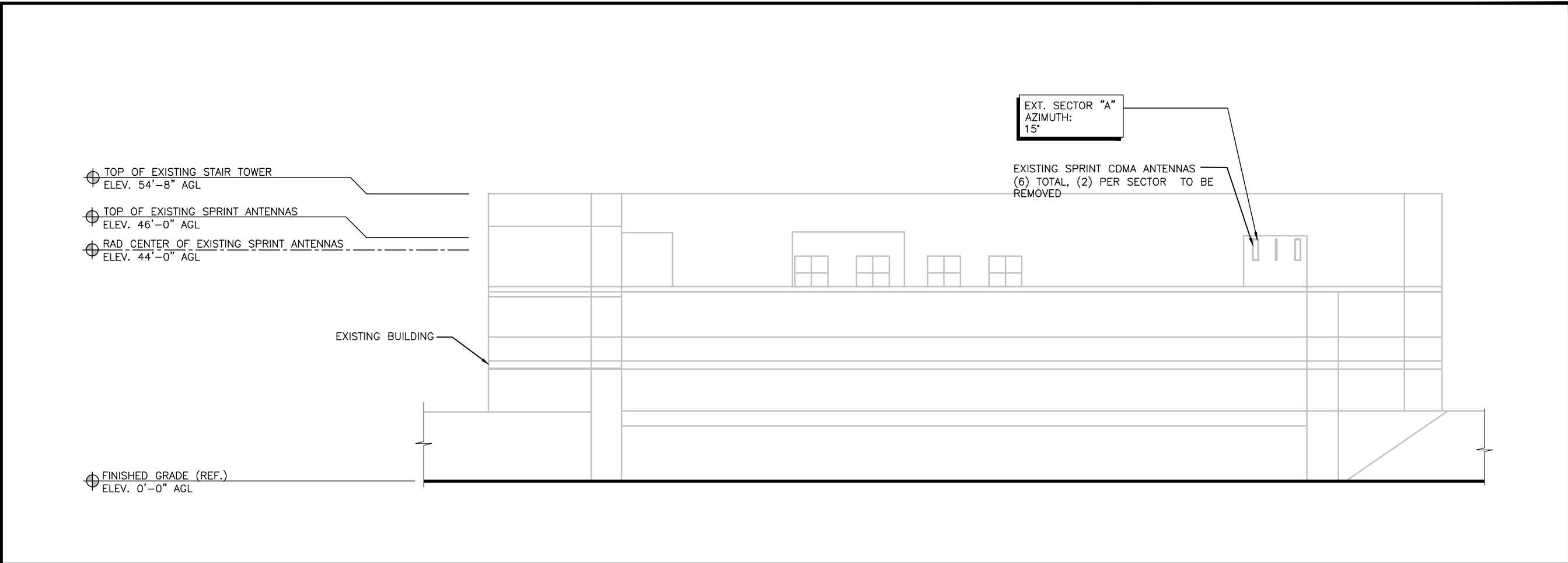
A-05



SITE NAME:				
DESCRIPTION	DATE	BY	REV	
90% CD FOR REVIEW	07/15/14	RH	0	



SITE NAME:				
DESCRIPTION	DATE	BY	REV	
90% CD FOR REVIEW	07/15/14	RH	0	





PLANS PREPARED BY:



EQUIPMENT MANUFACTURER:



MLA PARTNER:

ENGINEERING LICENSE:

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SITE NAME:

DESCRIPTION	DATE	BY	REV
90% CD FOR REVIEW	07/15/14	RH	0

SITE NAME:

MARG PWY

SITE CASCADE:

OG03XC126-B

SITE ADDRESS:

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MISSION VIEJO, CA 92692
CITY OF MISSION VIEJO

SHEET DESCRIPTION:

EXISTING & NEW
SOUTHEAST ELEVATIONS

SHEET NUMBER:

A-08

⊕ TOP OF EXISTING STAIR TOWER
ELEV. 54'-8" AGL

⊕ TOP OF EXISTING SPRINT ANTENNAS
ELEV. 46'-0" AGL

⊕ RAD. CENTER OF EXISTING SPRINT ANTENNAS
ELEV. 44'-0" AGL

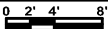
EXISTING BUILDING

⊕ FINISHED GRADE (REF.)
ELEV. 0'-0" AGL

EXT. SECTOR "A"
AZIMUTH:
15°

EXISTING SPRINT CDMA ANTENNAS
(6) TOTAL, (2) PER SECTOR TO BE
REMOVED

EXISTING SOUTHEAST ELEVATION



SCALE: 1/8" = 1'-0" (24x36)
(OR) 1/16" = 1'-0" (11x17)

1

⊕ TOP OF EXISTING STAIR TOWER
ELEV. 54'-8" AGL

⊕ TOP OF NEW SPRINT ANTENNAS
ELEV. 46'-4" AGL

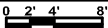
⊕ RAD. CENTER OF NEW SPRINT ANTENNAS
ELEV. 44'-0" AGL

EXISTING BUILDING

⊕ FINISHED GRADE (REF.)
ELEV. 0'-0" AGL

SPRINT FUTURE ANTENNAS
(3) TOTAL, (1) PER SECTOR

NEW SOUTHEAST ELEVATION



SCALE: 1/8" = 1'-0" (24x36)
(OR) 1/16" = 1'-0" (11x17)

2

PROPOSED ANTENNA & EQUIPMENT CONFIGURATION AND SCHEDULE										APPROVED DESIGN AS OF: 06/12/2014				
SECTOR A	AZIMUTH	RAD CTR.	ANTENNAS	ANT. TILT	MECH. TILT	RRH's	TRANS. LINE	AISG CABLE	JUMPERS	RADIO MODULE	RECTIFIER SHELF	GROWTH CABINET	BATTERIES	BBU CABINET
2.5GHz	0°	44'-0"	(1) RFS APXV9TM14-C-I20	-2	0	(1) ALU 2.5GHz TD-RRH 8X20-25	(1) ALU FIBER CABLE 130'	(1) COMMScope ATCB-B01-006 8' MAX	(9) ALU COAX 8' MAX	(1) NEW ALU RADIO MODULE	(1) NEW ALU RECTIFIER SHELF WITH (3) NEW ALU RECTIFIERS	N/A, USING EXISTING MMBTS CABINET	(4) NEW ALU AVR145ET BATTERIES	N/A, USING EXISTING BBU CABINET WITH (1) NEW ALU BBU KIT
SECTOR B	AZIMUTH	RAD CTR.	ANTENNAS	ANT. TILT	MECH. TILT	RRH	TRANS. LINE	AISG CABLE	JUMPERS					
2.5GHz	200°	44'-0"	(1) RFS APXV9TM14-C-I20	-2	0	(1) ALU 2.5GHz TD-RRH 8X20-25	(1) ALU FIBER CABLE 160'	(1) COMMScope ATCB-B01-006 8' MAX	(9) ALU COAX 8' MAX					
SECTOR C	AZIMUTH	RAD CTR.	ANTENNAS	ANT. TILT	MECH. TILT	RRH	TRANS. LINE	AISG CABLE	JUMPERS					
2.5GHz	260°	44'-0"	(1) RFS APXV9TM14-C-I20	-2	0	(1) ALU 2.5GHz TD-RRH 8X20-25	(1) ALU FIBER CABLE 100'	(1) COMMScope ATCB-B01-006 8' MAX	(9) ALU COAX 8' MAX					

SECTOR A	AZIMUTH	RADCENTER	# OF ANTENNAS	VENDOR	MODEL	MECH. TILT	ELEC. TILT	JUMPER LENGTH	PLUMBING SCENARIO	COMBINER	RRH	FIBER OPTIC	FIBER LENGTH
1900MHz	0°	44'-0"	1	RFS	APXVSP18-C	0	2	10	301	IBC-1900AA-2	(1) 1900MHz	(1) 1-1/4" HYBRIFLEX HB114-1-08U4-M5J	130'-0"
SECTOR B	AZIMUTH	RADCENTER	# OF ANTENNAS	VENDOR	MODEL	MECH. TILT	ELEC. TILT	JUMPER LENGTH	PLUMBING SCENARIO	COMBINER	RRH	FIBER OPTIC	
1900MHz	200°	44'-0"	1	RFS	APXVSP18-C	0	2	10	301	IBC-1900AA-2	(1) 1900MHz	(1) 1-1/4" HYBRIFLEX HB114-1-08U4-M5J	160'-0"
SECTOR C	AZIMUTH	RADCENTER	# OF ANTENNAS	VENDOR	MODEL	MECH. TILT	ELEC. TILT	JUMPER LENGTH	PLUMBING SCENARIO	COMBINER	RRH	FIBER OPTIC	
1900MHz	260°	44'-0"	1	RFS	APXVSP18-C	0	2	10	301	IBC-1900AA-2	(1) 1900MHz	(1) 1-1/4" HYBRIFLEX HB114-1-08U4-M5J	100'-0"

ø.217, 12 CHANNEL FIBER DIST. [QTY.: 3]

ø.117, INSULATED EPOXY GLASS ROD

REFER TO DATA SHEET FOR FULL SPECIFICATIONS.

MANUFACTURER: ALCATEL-LUCENT
MODEL: HB058-M12-xxxF
HYBRIFLEX RRH FIBER ONLY CABLING SOLUTION, 0x18, RISER, 5", MULTI-MODE FIBER

OUTER CONDUCTOR ARMOR: CORRUGATED ALUMINUM 0.73"
JACKET: FLAME RETARDANT, UV-RESISTANT 0.84"
STANDARDS: UL1569 TYPE MC UL LISTED
WEIGHT (APPROXIMATE): 0.242 LBS. PER FOOT
MIN. BENDING RADIUS: 4" SINGLE BENDING
MIN. BENDING RADIUS: 10" REPEATED BENDING
VERSION: MULTI-MODE BEND TOLERANT FIBER-12 CHANNEL CABLE
FIBER COUNT: 18 PAIRS (9 MAIN, 9 SPARES)
INSTALLATION TEMPERATURE: -4 TO +149 °F.
OPERATION TEMPERATURE: -40 TO +149 °F.

NEW ANTENNA CONFIGURATION & SCHEDULE	(NOTE: CONTRACTOR TO REFERENCE "FINAL RF DESIGN" FOR BUILD)	10	HYBRIFLEX CABLE HB058-M12-xxxF	SCALE N.T.S.	9
--------------------------------------	---	----	--------------------------------	--------------	---

MANUFACTURER: ALCATEL-LUCENT/EAST PENN MFG.
MODEL: AVR145ET
NOMINAL VOLTAGE: 12V/145AH @ 8 HR. RATE TO 1.75 FINAL V.P.C.
POSITIVE PLATE: PURE LEAD, LOW CALCIUM, HIGH-TIN ALLOY
NEGATIVE PLATE: LEAD CALCIUM ALLOY
POST SEAL: EPOXY-SEALED
TERMINAL: FRONT ACCESS, 1/4" - 20 THREADED INSERT
CONTAINER: FLAME-RETARDANT, POLYPROPYLENE-UL 94 V-0/>28% L.O.I.
SAFETY VENT: LOW POSITIVE PRESSURE, SELF SEALING W/FLAME ARRESTOR
WEIGHT: 105 LBS. (47.7 KG)

REFER TO DATA SHEET FOR FULL SPECIFICATIONS.

NEW RRH PER PLAN
ANTENNA MOUNTING PIPE (TYP) PER PLAN
NEW RRH MOUNT

MANUFACTURER: ALCATEL-LUCENT
MODEL NUMBER: TD-RRH8X20-25
SIZE: (HxWxD) 25.39"x17.52"x 5.71"
TEMPERATURE RANGE: -40°C TO +55°C
RF OUTPUT POWER: UP TO 20W
WORKING FREQ. BAND: 2496MHz-2690MHz (194MHz BANDWIDTH)
SUPPORT FIBER TYPE: SINGLE MODE DUAL FIBER (SMDF)
POWER SUPPLY: -48V (-38V/-57V)
SUPPORT ANT. TYPE: 8 PORT DUAL POLARIZATION SMART ANT.
WEIGHT: 70 lbs

MANUFACTURER: RFS
MODEL: APXV9TM14-C-I20
FREQUENCY RANGE: 2490-2690MHz
POLARIZATION: DUAL POL +/-45°
E-TILT RANGE: 0-6°
HOR. BEAMWIDTH: 90°±5°
LIGHTING PROTECTION: DIRECT GROUND
WEIGHT (ANT ONLY) 52.91Lbs. (24Kg)
SURVIVAL WIND SPEED:240 KM/H
RADOME MATERIAL: ASA
RADOME COLOR: LIGHT GRAY
MTG. HARDWARE: ALUMINUM

REFER TO DATA SHEET FOR FULL SPECIFICATIONS.

ALU BATTERIES	SCALE N.T.S.	8	2.5GHZ RRH MOUNTING	SCALE N.T.S.	7	ALU 2.5GHZ RRH TD-RRH 8x20-25	SCALE N.T.S.	6	NEW RFS 2.5GHZ ANTENNA	SCALE N.T.S.	5
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FIBER BREAK OUTS
DC POWER BREAK OUT
BREAK OUTS TO RRH'S
INSTALL CABLE TERMINATION ENCLOSURE (TYP, 3 PLACES)
HYBRID CABLE

GALVANIZED SCHEDULE 40 PIPE			
DESIGNATOR NOMINAL PIPE SIZE	OUTSIDE DIAMETER (OD) INCHES	WALL THICKNESS INCHES	WEIGHT LB/FT
1-1/2	1.900	0.145	2.72
2	2.375	0.154	3.65
2-1/2	2.875	0.203	5.79
3	3.500	0.216	7.58
3-1/2	4.000	0.226	9.12
4	4.500	0.237	10.8

ANTENNA MOUNTING PIPE (TYP) PER PLAN
BOLT HEX M12 X 110
BOLT HEX M12 X 110
NOT NEEDED FOR WALL MOUNT
2" EMPTY PIPE MOUNT
NEW ANTENNA, PER PLAN

NEW MOUNTING BRACKET SUPPLIED W/ANTENNA (TYP)
NEW ANTENNA, PER PLAN
ANTENNA MOUNTING PIPE (TYP) PER PLAN
NEW MOUNTING BRACKET SUPPLIED W/ANTENNA (TYP)

HYBRID BREAKOUT DETAIL POWER + FIBER	4	ANTENNA MAST PIPE SIZES	3	2.5GHZ ANTENNA MOUNTING KIT	2	2.5GHZ ANTENNA MOUNTING	1
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EXHIBIT A
Page 25 of 34

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330 COMMERCE, SUITE 100
IRVINE, CA. 92602

PLANS PREPARED BY:

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760-795-5200
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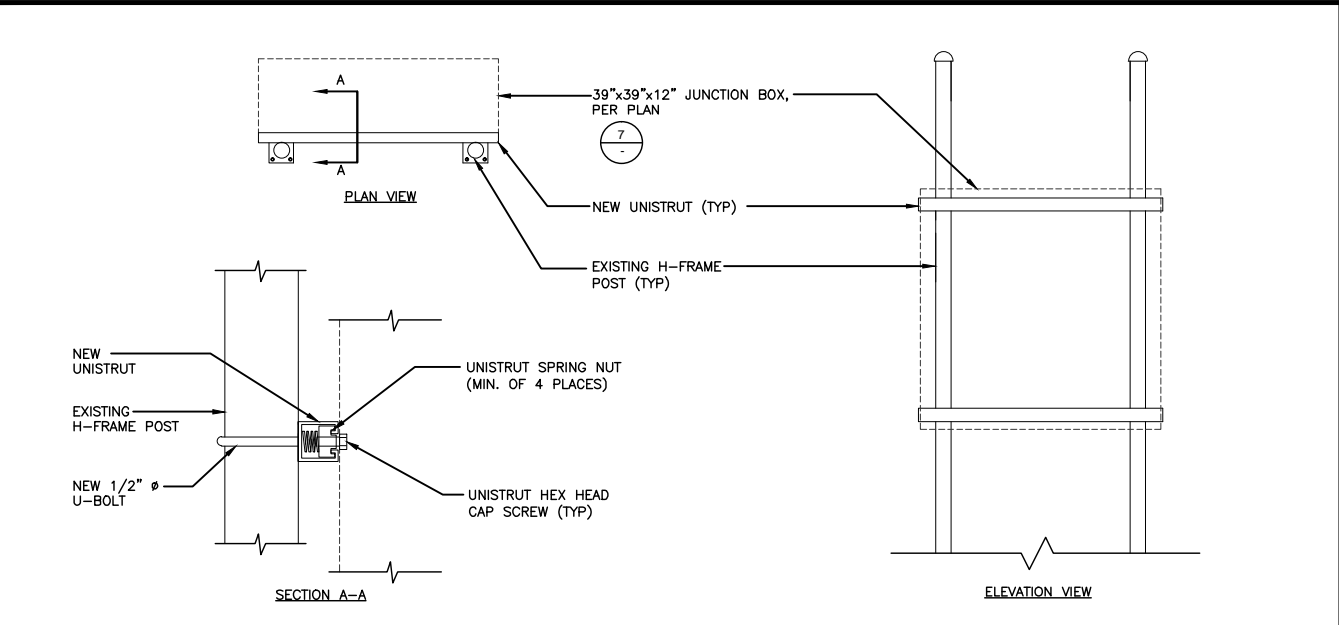
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MARG PWY

SITE CASCADE:
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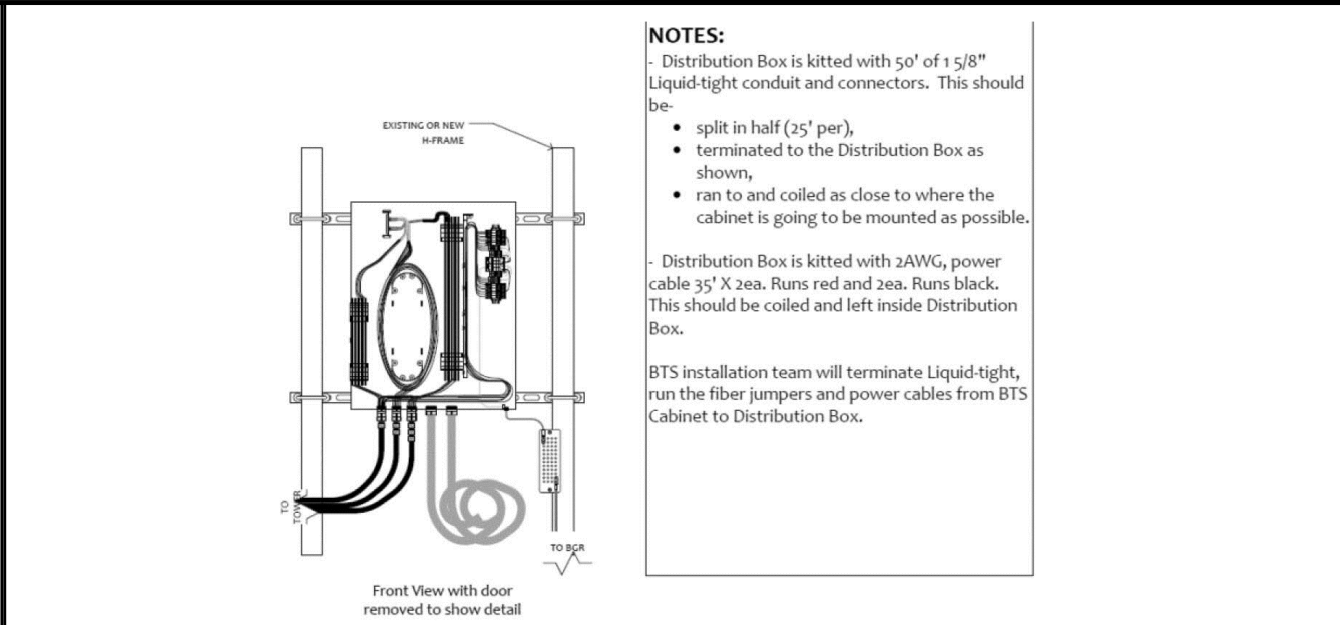
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28000 MARGUERITE PARKWAY
MISSION VIEJO, CA 92692
CITY OF MISSION VIEJO

SHEET DESCRIPTION:
DETAILS

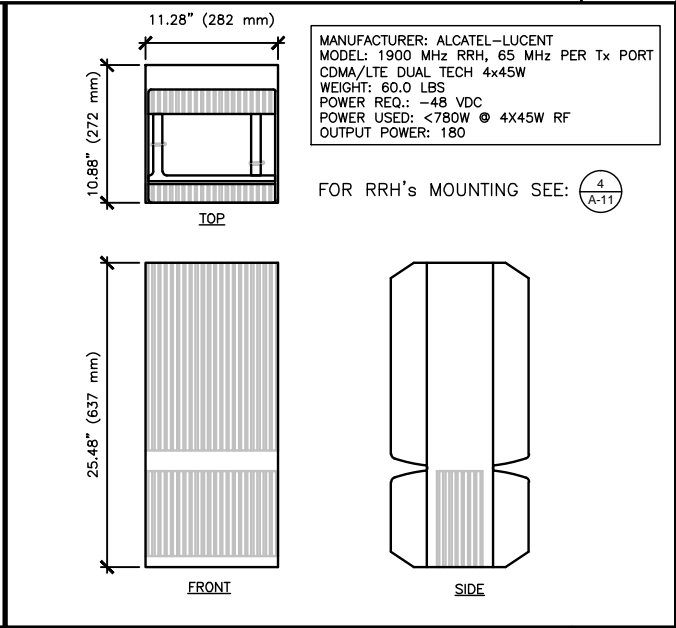
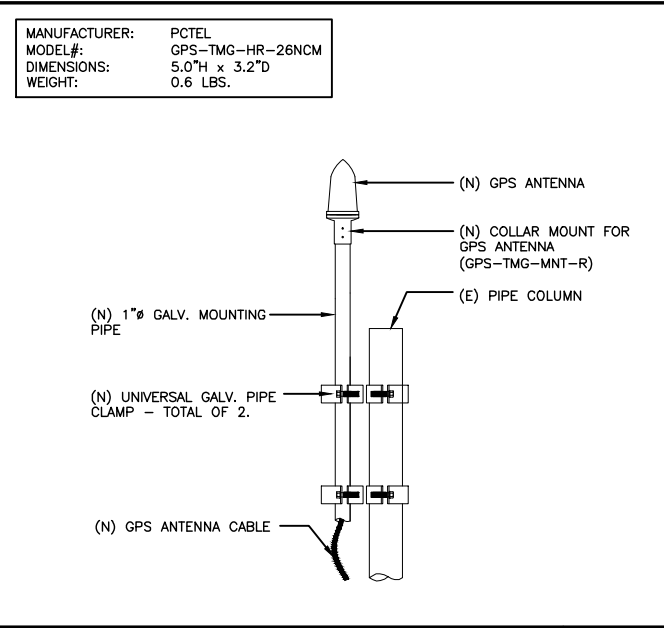
SHEET NUMBER:
A-09



JUNCTION BOX MOUNTING TO (E) H-FRAME 8

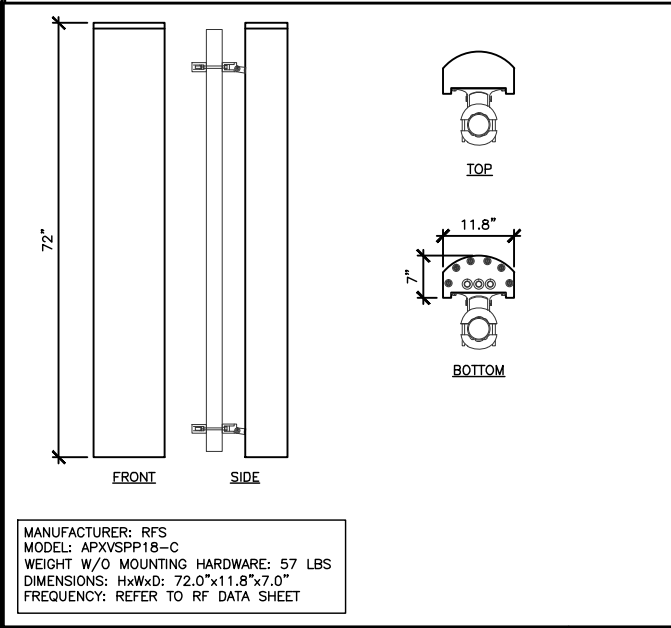


(N) FIBER JUNCTION BOX 7

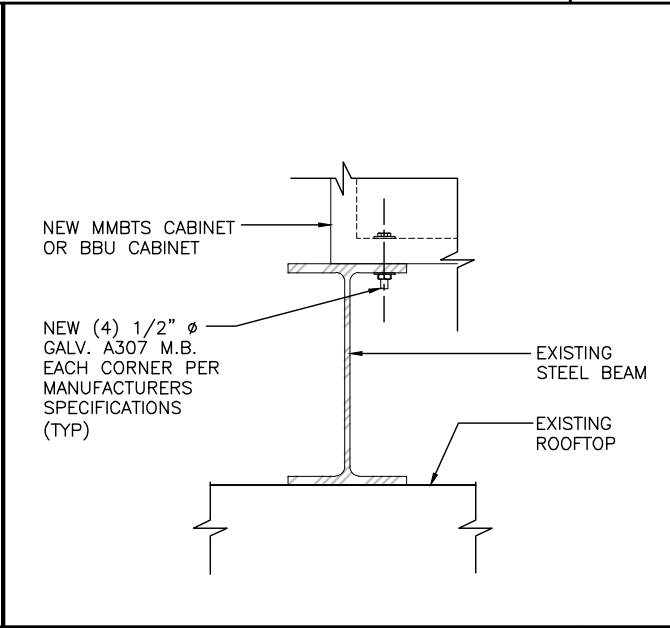


GPS ANTENNA 6

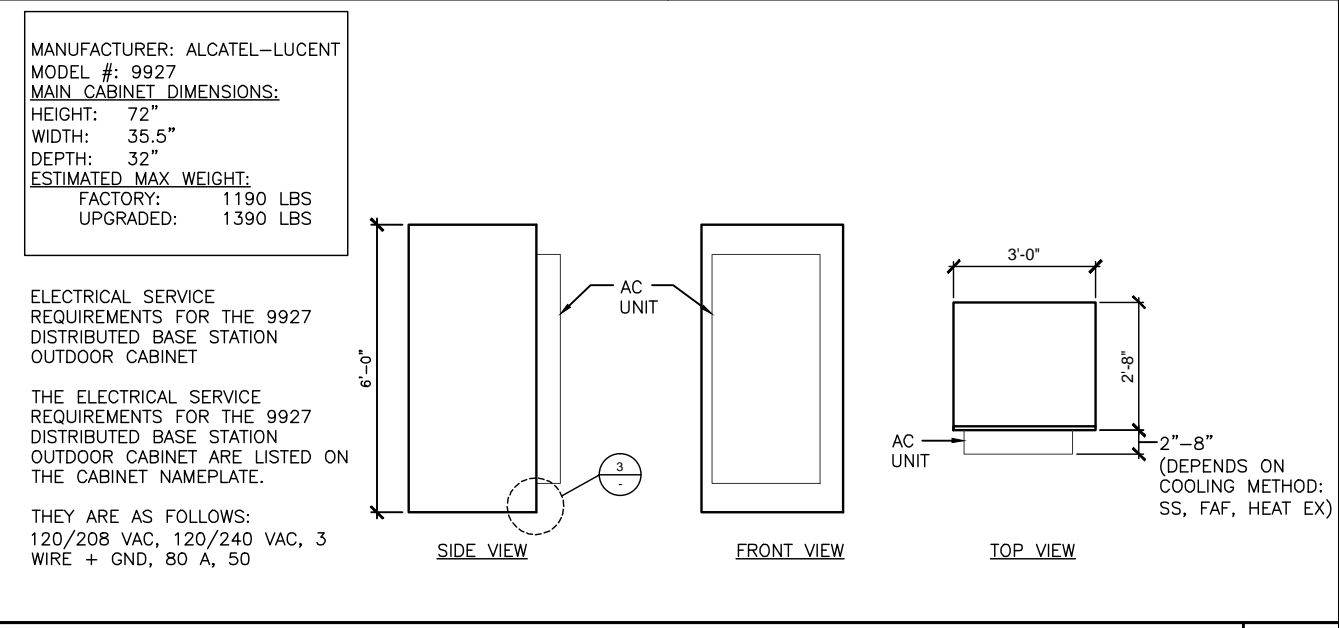
ALCATEL-LUCENT 1900 MHz RRH 65 MHz 4x45W 5



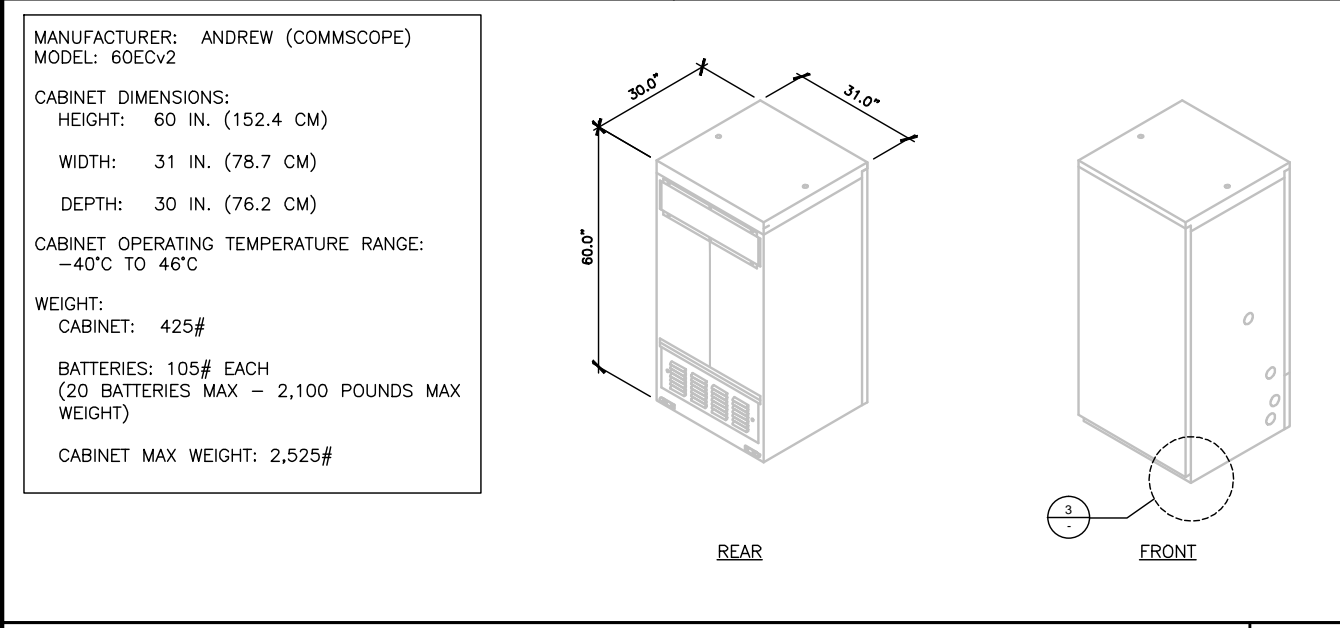
(N) PANEL ANTENNA (1900 MHz) 4



CABINET MOUNTING TO STEEL BEAM 3



NEW 9927 MMBTS CABINET 2



NEW COMMSCOPE 60ECv2 BBU CABINET 1

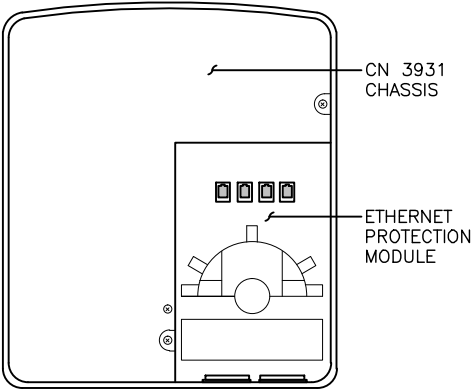
SITE NAME:		DATE		BY	
DESCRIPTION		DATE		BY	
90% CD FOR REVIEW		07/15/14		RH	

NOT USED

9


NOT USED

8

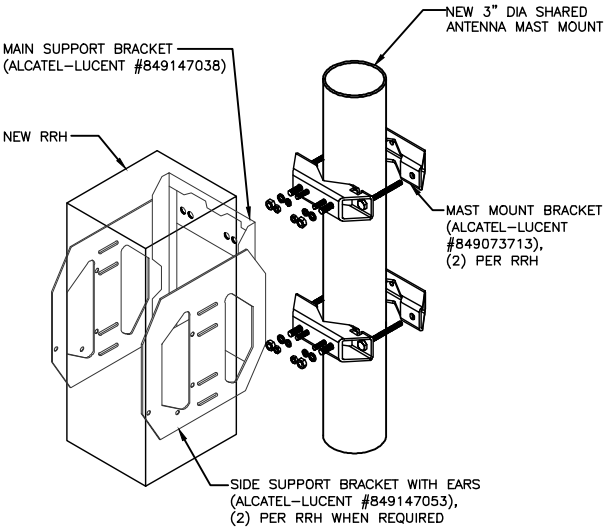


CN 3931 CHASSIS

ETHERNET PROTECTION MODULE

FOR BOX MOUNTING SEE SECTION A-A ON DETAIL: 

IMPORTANT: FOR THE COMPLETE AND DETAILED INSTALLATION INSTRUCTIONS, PLEASE REFER MANUFACTURER HARDWARE INSTALLATION AND USER GUIDE.



MAIN SUPPORT BRACKET (ALCATEL-LUCENT #849147038)

NEW RRH

NEW 3" DIA SHARED ANTENNA MAST MOUNT

MAST MOUNT BRACKET (ALCATEL-LUCENT #849073713), (2) PER RRH

SIDE SUPPORT BRACKET WITH EARS (ALCATEL-LUCENT #849147053), (2) PER RRH WHEN REQUIRED

NOT USED

7

NOT USED

6

CIENA 3931

5

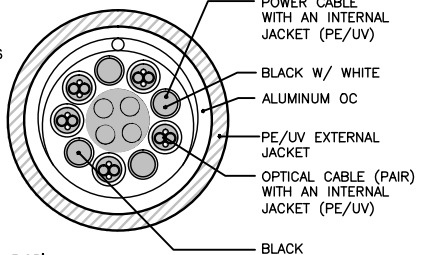
RRH MOUNTING

4

***FOR RUNS OVER 201 FT. USE:**
H114-1-0813U4-M5F

PROPERTIES STANDARDS
(MEETS OR EXCEEDS):
FIBER OPTIC: UL94-V0, UL1666
DC POWER CABLE:
UL TYPE XHHW-2, UL 44
UL-LS LIMITED SMOKE, UL VW1

INDOOR CABLE RUNS:
MANUFACTURER: RFS
MODEL: HB114-1-08U4-M5F
WEIGHT (LB/FT): 1.08
MINIMUM BENDING RADIUS
SINGLE BENDING: 8"
REPEATED BENDING: 20"
MAXIMUM CLAMP SPACING: 4.0'
RECOMMENDED CLAMP SPACING: 3.25'



POWER CABLE WITH AN INTERNAL JACKET (PE/UV)

BLACK W/ WHITE

ALUMINUM OC

PE/UV EXTERNAL JACKET

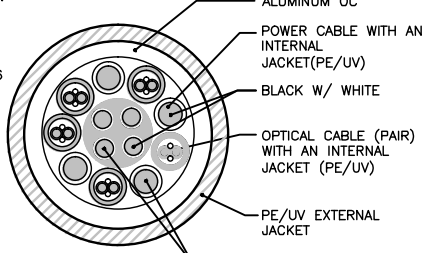
OPTICAL CABLE (PAIR) WITH AN INTERNAL JACKET (PE/UV)

BLACK

***FOR RUNS OVER 201 FT. USE:**
HB114-1-0813U4-M5J

PROPERTIES STANDARDS
(MEETS OR EXCEEDS):
FIBER OPTIC: UL94-V0, UL1666
DC POWER CABLE:
UL TYPE XHHW-2,VW-1

OUTDOOR CABLE RUNS:
MANUFACTURER: RFS
HB114-1-08U4-M5J
WEIGHT (LB/FT): 1.08
MINIMUM BENDING RADIUS
SINGLE BENDING: 8"
REPEATED BENDING: 20"
MAXIMUM CLAMP SPACING: 4.0'
RECOMMENDED CLAMP SPACING: 3.25'



ALUMINUM OC

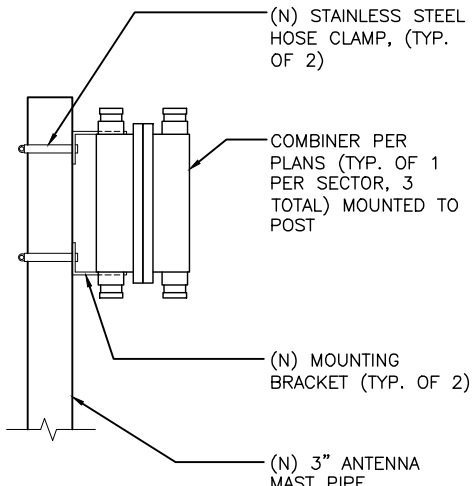
POWER CABLE WITH AN INTERNAL JACKET(PE/UV)

BLACK W/ WHITE

OPTICAL CABLE (PAIR) WITH AN INTERNAL JACKET (PE/UV)

PE/UV EXTERNAL JACKET

BLACK

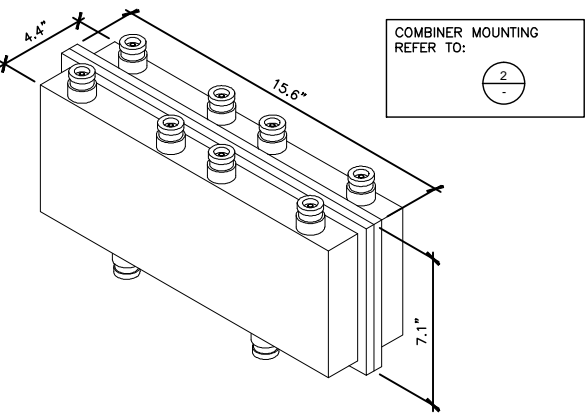



(N) STAINLESS STEEL HOSE CLAMP, (TYP. OF 2)

COMBINER PER PLANS (TYP. OF 1 PER SECTOR, 3 TOTAL) MOUNTED TO POST

(N) MOUNTING BRACKET (TYP. OF 2)

(N) 3" ANTENNA MAST PIPE



COMBINER MOUNTING REFER TO: 

MECHANICAL SPECIFICATIONS
CONNECTORS
WEIGHT, KG (LB)
DIMENSIONS, H X W X D, MM (IN)
MOUNTING OPTION

(12) LONG NECK DIN 7/16--FEMALE
10 (22)
395 X 180 X 112 (15.6 X 7.1 X 4.4)
POLE & WALL

ENVIRONMENTAL SPECIFICATIONS
TEMPERATURE RANGE, °C, °F
ENVIRONMENTAL
INGRESS PROTECTION (MATED)
LIGHTNING PROTECTION, ALL PORTS

-40 TO +65 (-40 TO +149)
ETSI 300-019-2-4 CLASS 4.1E
IP67
IEC 61000-4-5 LEVEL 4 / IEC 61312-4 / IEC 601-5 / 10 KA, 8/20 US,

ELECTRICAL SPECIFICATIONS -- BRANCH 1
RRH1 PASSBAND FREQUENCY BAND, MHZ
RRH1 PASSBAND FREQUENCY BAND, MHZ

1850-1915, 1935.625-1944.375, AND 1990-1995
1930.625-1931.875

ELECTRICAL SPECIFICATIONS -- BRANCH 2
RRH1 PASSBAND FREQUENCY BAND, MHZ
RRH1 PASSBAND FREQUENCY BAND, MHZ

1850-1915, 1935.875-1944.375, AND 1990-1995
1931.875-1933.125

ELECTRICAL SPECIFICATIONS -- BRANCH 3
RRH1 PASSBAND FREQUENCY BAND, MHZ
RRH1 PASSBAND FREQUENCY BAND, MHZ

1850-1915, 1938.125-1944.375, AND 1990-1995
1933.125-1934.375

ELECTRICAL SPECIFICATIONS -- BRANCH 4
RRH1 PASSBAND FREQUENCY BAND, MHZ
RRH1 PASSBAND FREQUENCY BAND, MHZ

1850-1915, 1938.125-1944.375, AND 1990-1995
1933.375-1935.625

NOTE: TYPICAL OF (1) PER SECTOR, (3) TOTAL

HYBRIFLEX CABLE

3

COMBINER MOUNTING DETAIL

2

COMBINER IBC1900AA-2

1

SITE NAME:		DATE		BY		REV	
DESCRIPTION		07/15/14		RH		0	
90% CD FOR REVIEW							

SITE NAME:

MARG PWY

SITE CASCADE:

OG03XC126-B

SITE ADDRESS:

28000 MARGUERITE PARKWAY
MISSION VIEJO, CA 92692
CITY OF MISSION VIEJO

SHEET DESCRIPTION:

DETAILS

SHEET NUMBER:

A-11



PLANS PREPARED BY:

SAC
WIRELESS
ENGINEERING GROUP
5865 AVENIDA ENCINAS SUITE 142B
CARLSBAD, CA, 92008
760-795-5200
www.sacw.com

EQUIPMENT MANUFACTURER:

Alcatel-Lucent

MLA PARTNER:

ENGINEERING LICENSE:

DRAWING NOTICE:

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SITE NAME:				
DESCRIPTION	DATE	BY	REV	
90% CD FOR REVIEW	07/15/14	RH	0	

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SITE ADDRESS:

28000 MARGUERITE PARKWAY
MISSION VIEJO, CA 92692
CITY OF MISSION VIEJO

SHEET DESCRIPTION:

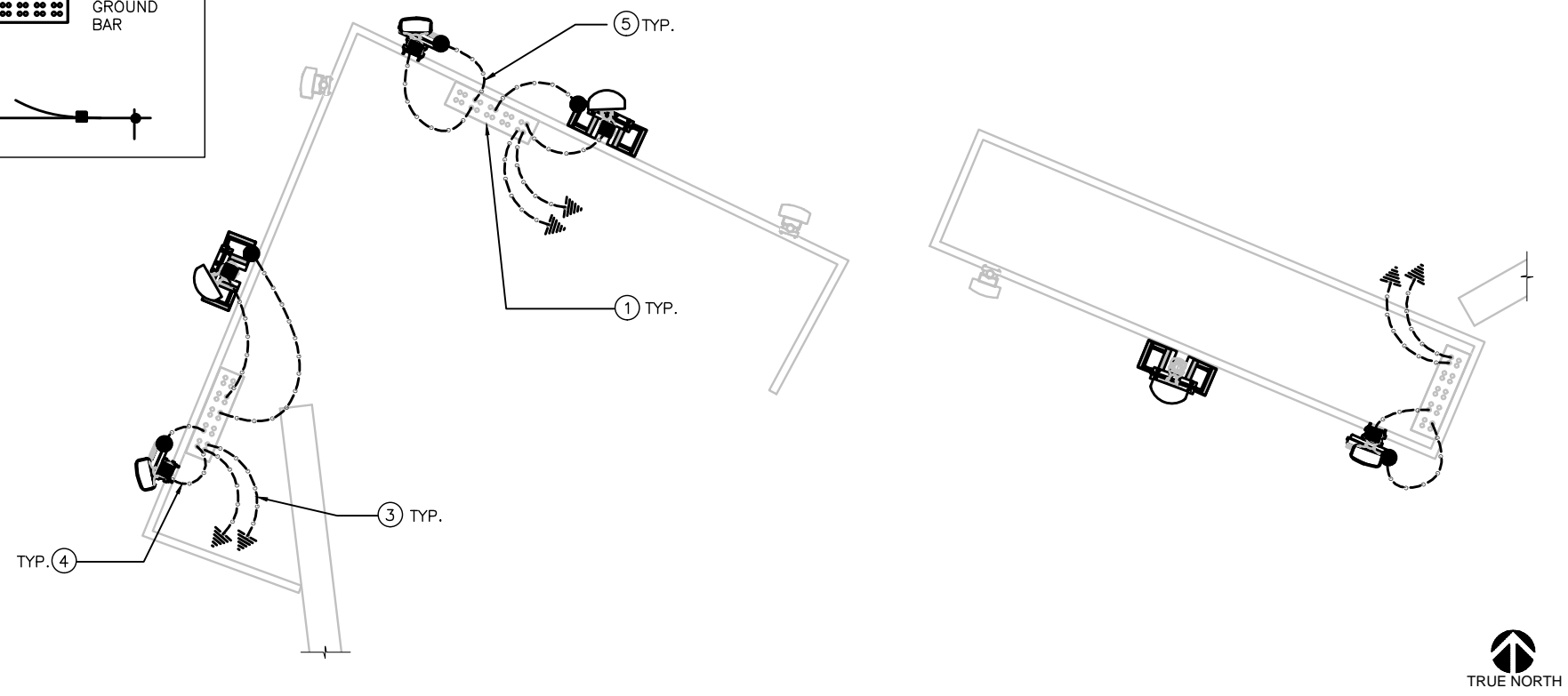
**SCHEMATIC
GROUNDING PLANS**

SHEET NUMBER:

G-01

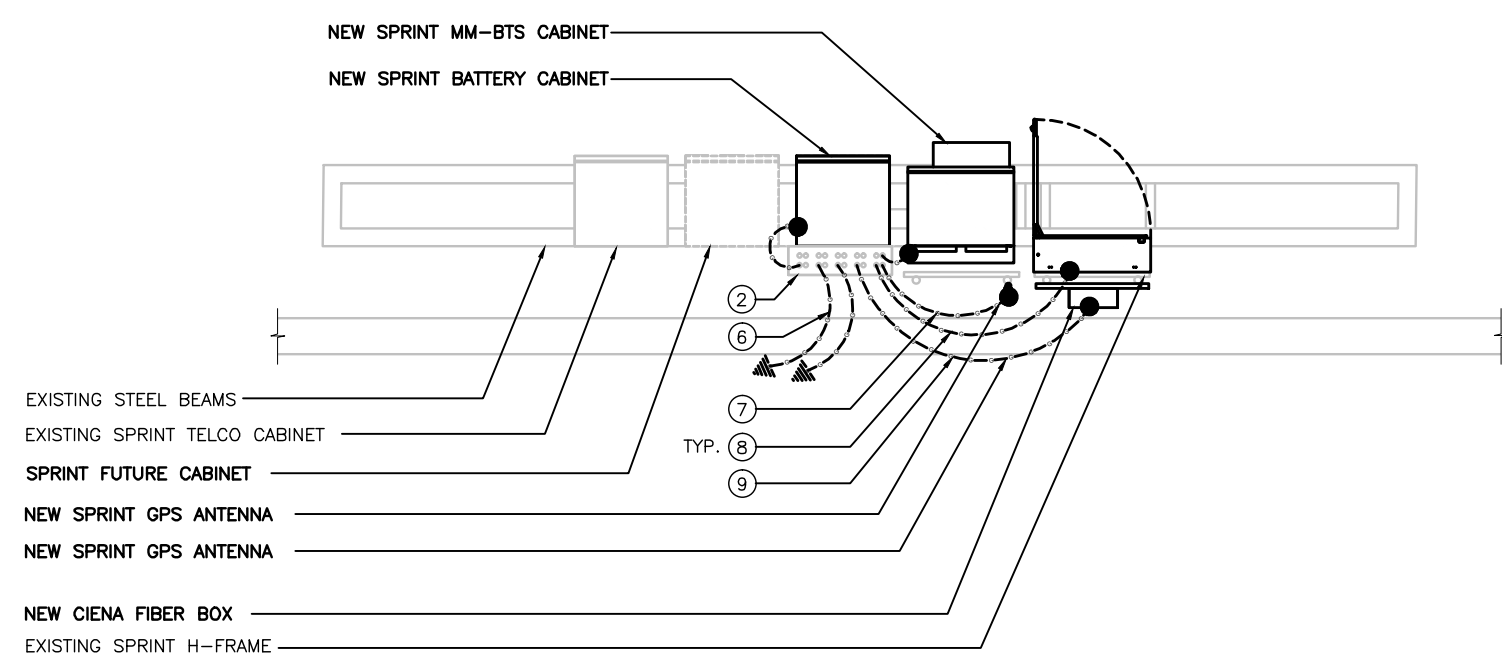
GROUNDING LEGEND

SYMBOL	DESCRIPTION	SYMBOL	DESCRIPTION
⊗	COPPER GROUND ROD	⊗	TEST WELL
●	MECHANICAL CONNECTION	⬢⬢⬢⬢⬢⬢	GROUND BAR
■	CADWELD CONNECTION		
⚡	FIELD VERIFY & TIE INTO EXISTING GROUNDING SYSTEM		



SCHEMATIC ANTENNA GROUNDING PLAN

0 1' 2' 3' SCALE: 3/8" = 1'-0" (24x36)
(OR) 3/16" = 1'-0" (11x17) 1



SCHEMATIC EQUIPMENT GROUNDING PLAN

0 1' 2' 3' SCALE: 3/8" = 1'-0" (24x36)
(OR) 3/16" = 1'-0" (11x17) 2

- 1 ANTENNA GROUND BUS BAR NEAR ANTENNA MOUNTS WITH COAX GROUND KIT.
- 2 EQUIPMENT GROUND BUS BAR NEAR EQUIPMENT WITH COAX GROUND KIT.
- 3 #6 AWG GROUND FROM ANTENNA GROUND BUS BAR TO TIE INTO EXISTING GROUNDING SYSTEM (TYP OF (2) PLACES).
- 4 #6 AWG GROUND FROM ANTENNAS TO ANTENNA GROUND BUS BAR.
- 5 #6 AWG GROUND FROM RADIOS TO ANTENNA GROUND BUS BAR.
- 6 #6 AWG GROUND FROM EQUIPMENT GROUND BUS BAR TO TIE INTO EXISTING GROUNDING SYSTEM (TYP OF (2) PLACES).
- 7 #6 AWG GROUND FROM NEW GPS ANTENNA TO TIE INTO EXISTING GROUND BUS BAR.
- 8 #6 AWG GROUND FROM NEW EQUIPMENT TO TIE INTO EXISTING GROUND BUS BAR.
- 9 (1) 1/2" EMT CONDUIT WITH NEW #6 AWG GREEN SOLID WIRE FROM NEW CIENA BOX TO EXISTING GROUND BAR.

- GROUNDING KEY**
1. ALL DETAILS ARE SHOWN IN GENERAL TERMS. ACTUAL INSTALLATION AND CONSTRUCTION MAY VARY DUE TO SITE SPECIFIC CONDITIONS.
 2. GROUND ALL ANTENNA BASES, FRAMES, CABLE RUNS, AND OTHER METALLIC COMPONENTS USING GROUND WIRES AND CONNECT TO SURFACE MOUNTED BUS BARS, FOLLOW ANTENNA AND BTS MANUFACTURES PRACTICES FOR GROUNDING REQUIREMENTS. GROUND COAX SHIELDS AT BOTH ENDS AND EXIT FROM TOWER OR POLE USING MFR'S PRACTICES.
 3. ALL GROUND WIRE SHALL BE GREEN INSULATED WIRE ABOVE GROUND.
 4. CONTRACTOR TO VERIFY AND TEST GROUND TO SOURCE. GROUNDING AND OTHER OPERATIONAL TESTING WILL BE WITNESSED BY AN SPRINT REPRESENTATIVE.
 5. REFER TO DIVISION 16 GENERAL ELECTRIC; GENERAL ELECTRICAL PROVISION AND COMPLY WITH ALL REQUIREMENTS OF GROUNDING STANDARDS.
 6. CONTRACTOR TO ABIDE BY ALL SPRINT SAFETY STANDARDS DURING SITE CONSTRUCTION.
 7. CONTRACTOR SHALL REFER TO SPRINT STANDARDS FOR GROUNDING CONNECTIONS & INSTALLATION METHODS.
 8. ELECTRICAL CONTRACTOR TO PROVIDE DETAILED DESIGN OF GROUNDING SYSTEM, AND RECEIVE APPROVAL OF DESIGN BY AUTHORIZED SPRINT REPRESENTATIVE, PRIOR TO INSTALLATION OF GROUNDING SYSTEM. PHOTO DOCUMENT ALL CADWELDS AND GROUND RING.
 9. NOTIFY CONSTRUCTION MANAGER IF THERE ARE ANY DIFFICULTIES INSTALLING GROUNDING SYSTEM DUE TO SITE SOIL CONDITIONS.
 10. GROUNDING ROD NOTES (WHERE APPLICABLE)
 11. ELECTRICAL CONTRACTOR SHALL ORDER GROUND RESISTANCE TESTING ONCE THE GROUND SYSTEM HAS BEEN INSTALLED; A QUALIFIED INDIVIDUAL. UTILIZING THE FALL OF POTENTIAL METHOD, SHOULD PERFORM THE TEST. THE REPORT WILL SHOW THE LOCATION OF THE TEST AND CONTAIN NO LESS THAN 9 TEST POINTS ALONG THE TESTING LINE, GRAPHED OUT TO SHOW THE PLATEAU.
 12. POINT GROUND TEST OR 3 POINT 62% TESTS WILL NOT BE ACCEPTED AS ALTERNATIVES TO THE AFORE MENTIONED GROUND TESTS. TEST SHALL BE PERFORMED WHILE THE COUNTERPOISE IS ISOLATED. TEST SHALL BE PERFORMED WHILE THE COUNTERPOISE IS ISOLATED FROM THE A/C SYSTEM GRIDS AND EXISTING COMMUNICATIONS FACILITY.
- GENERAL GROUNDING NOTES**



PLANS PREPARED BY:

SAC
WIRELESS
ENGINEERING GROUP
5865 AVENIDA ENCINAS SUITE 142B
CARLSBAD, CA. 92008
760-795-5200
www.sacw.com

EQUIPMENT MANUFACTURER:

Alcatel-Lucent

MLA PARTNER:

ENGINEERING LICENSE:

DRAWING NOTICE:

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SITE NAME:				
DESCRIPTION	DATE	BY	REV	
90% CD FOR REVIEW	07/15/14	RH	0	

SITE NAME:

MARG PWY

SITE CASCADE:

OG03XC126-B

SITE ADDRESS:

28000 MARGUERITE PARKWAY
MISSION VIEJO, CA 92692
CITY OF MISSION VIEJO

SHEET DESCRIPTION:

GROUNDING DETAILS

SHEET NUMBER:

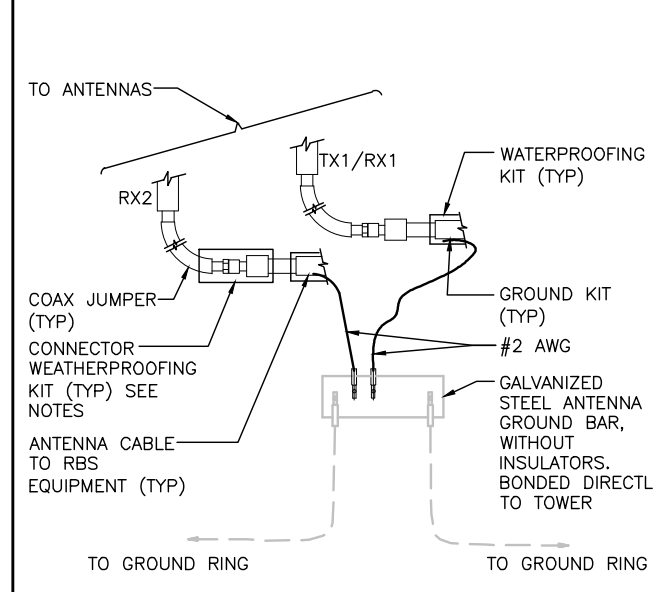
G-02

GROUNDING LEGEND

SYMBOL	DESCRIPTION	SYMBOL	DESCRIPTION
⊗	COPPER GROUND ROD	⊠	TEST WELL
●	MECHANICAL CONNECTION	⬢	GROUND BAR
■	CADWELD CONNECTION		
⚡	FIELD VERIFY & TIE INTO EXISTING GROUNDING SYSTEM		

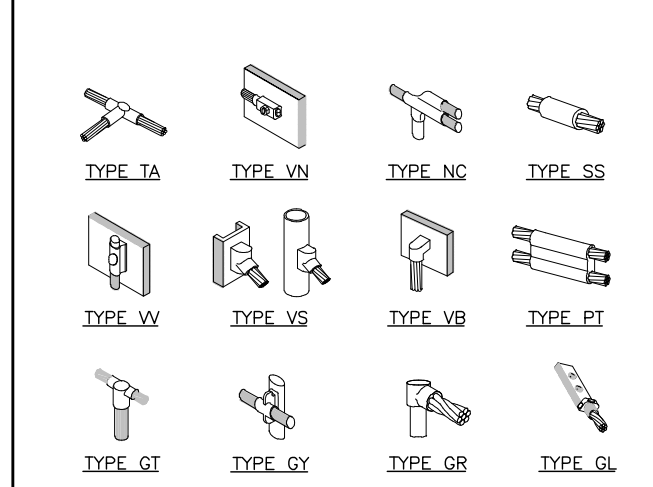
GROUNDING LEGEND

SCALE	6
N.T.S.	



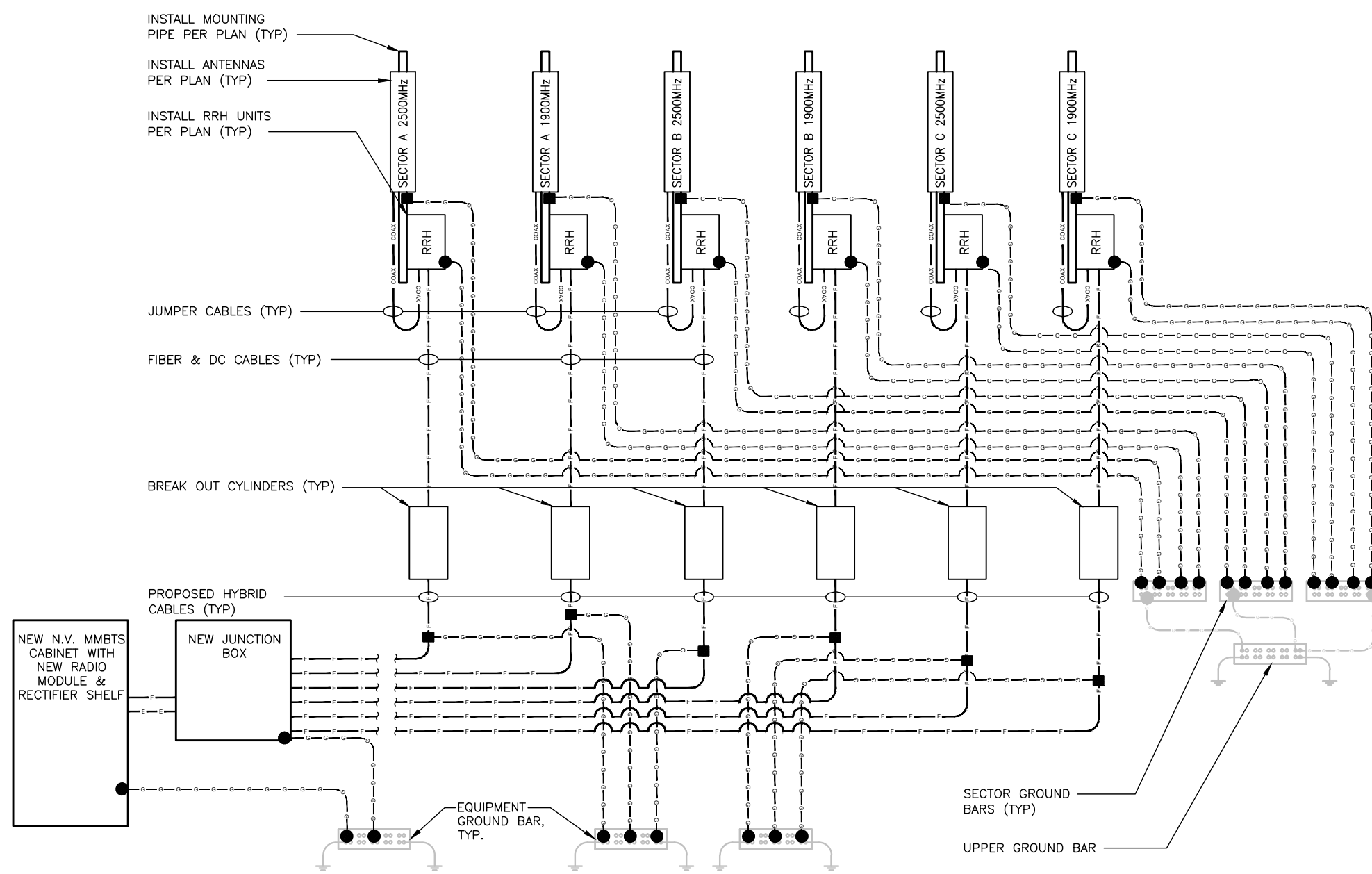
GROUND CABLE CONNECTION

SCALE	4
N.T.S.	



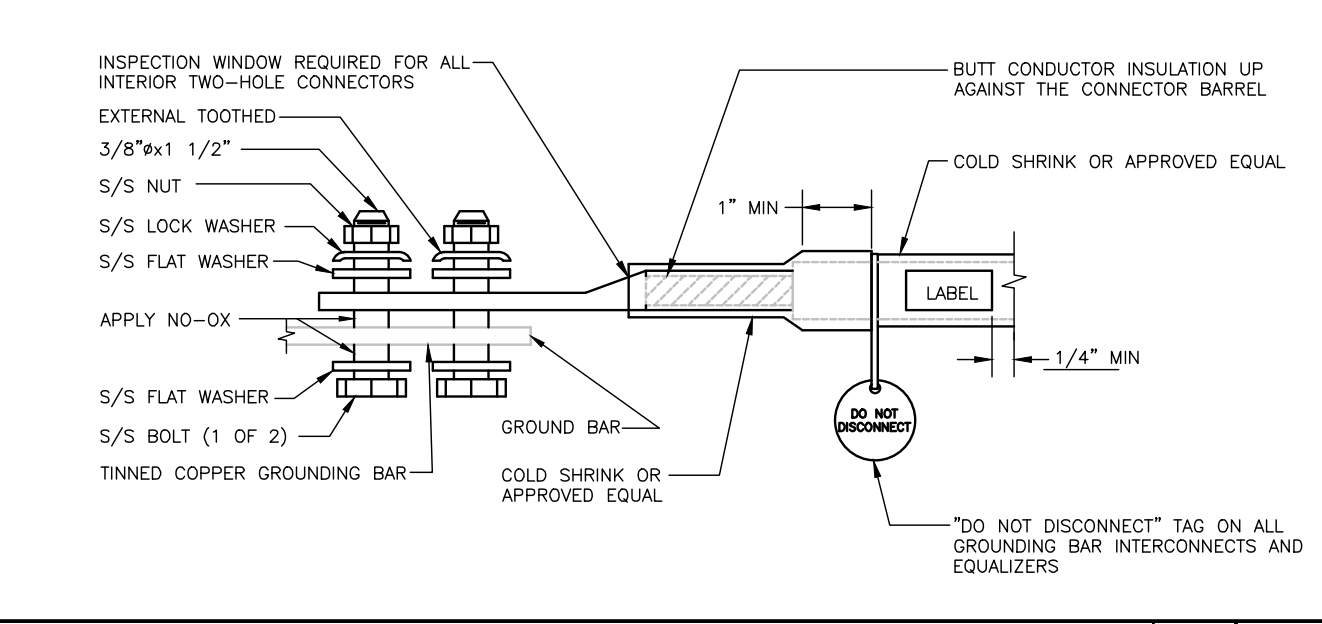
EXOTHERMIC WELD CONNECTIONS

SCALE	1
N.T.S.	



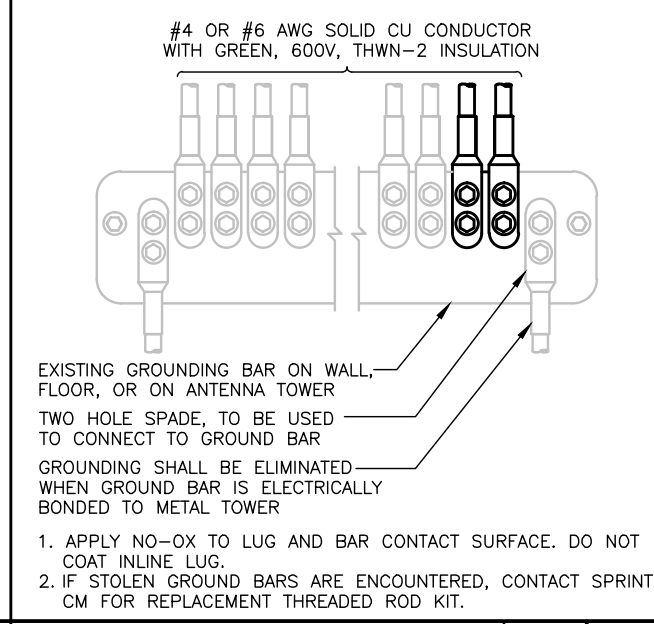
TYPICAL GROUNDING RISER DIAGRAM

SCALE	5
N.T.S.	



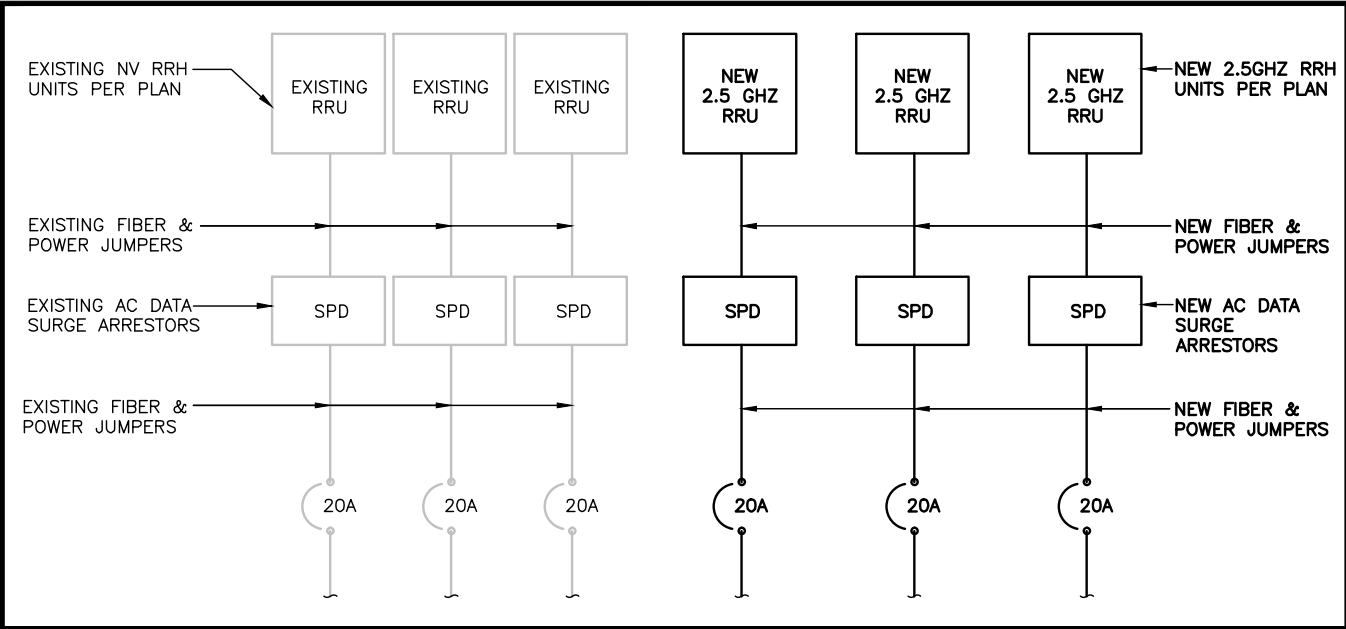
TWO HOLE LUG CONNECTION

SCALE	3
N.T.S.	



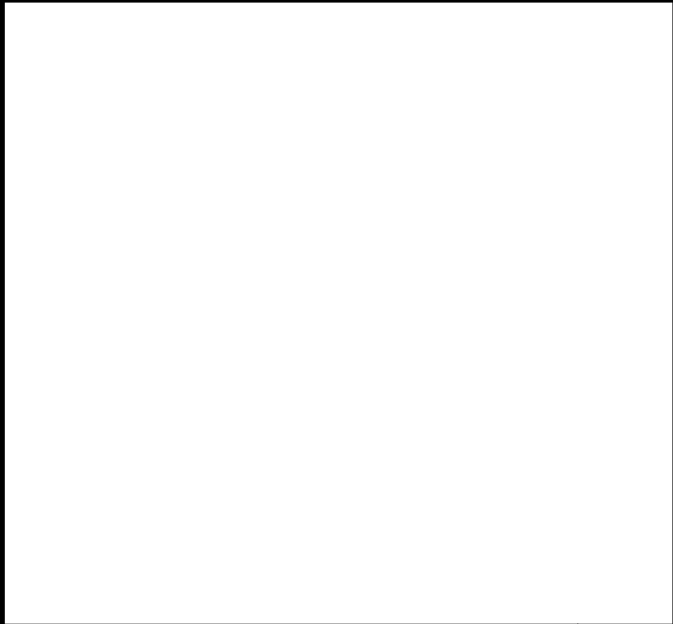
GROUND WIRE INSTALLATION

SCALE	2
N.T.S.	



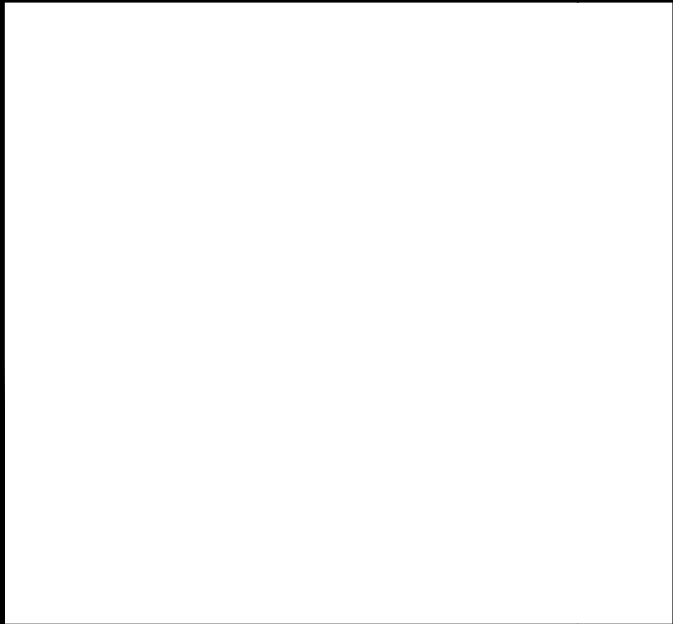
DC ONE LINE DIAGRAM

SCALE	5
N.T.S.	



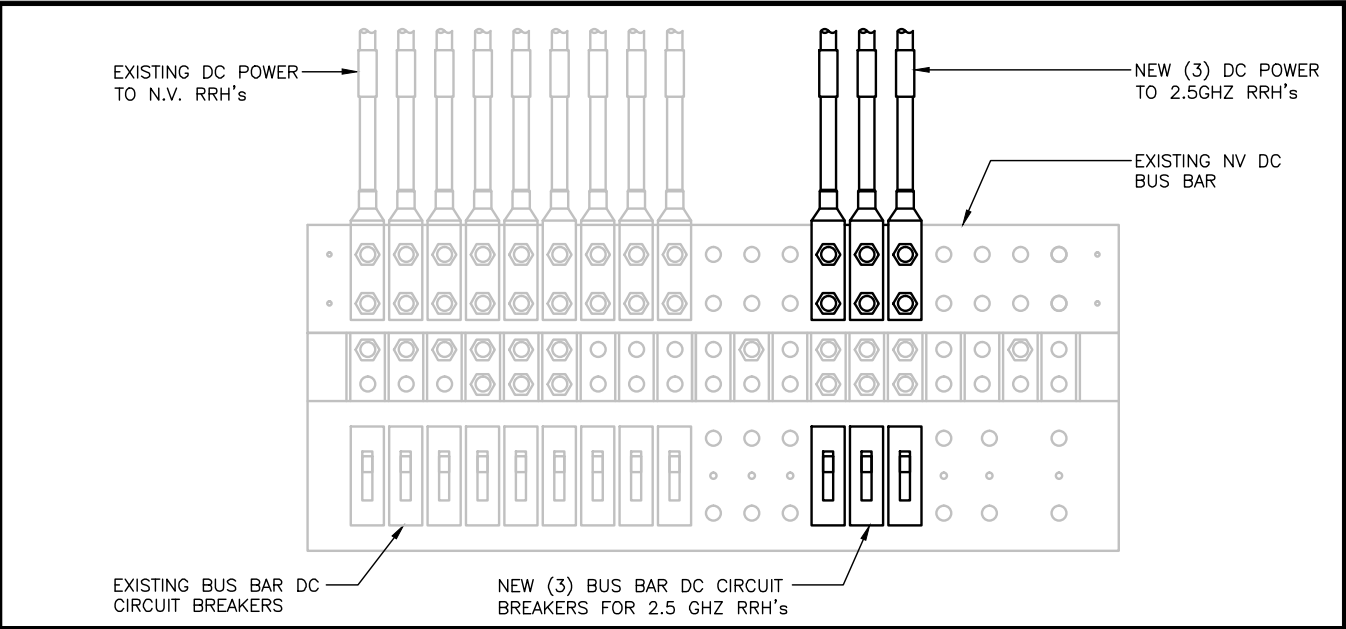
NOT USED

SCALE	3
N.T.S.	



NOT USED

SCALE	2
N.T.S.	



DC POWER DISTRIBUTION

SCALE	4
N.T.S.	



NOT USED

SCALE	1
N.T.S.	

EXHIBIT A
Page 30 of 34

330 COMMERCE, SUITE 100
IRVINE, CA 92602

PLANS PREPARED BY:

5865 AVENIDA ENCINAS SUITE 142B
CARLSBAD, CA 92008
760-795-5200
www.sacw.com

EQUIPMENT MANUFACTURER:

MLA PARTNER:

ENGINEERING LICENSE:

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SITE NAME:

DESCRIPTION	DATE	BY	REV
90% CD FOR REVIEW	07/15/14	RH	0

SITE NAME:

MARG PWY

SITE CASCADE:

OG03XC126-B

SITE ADDRESS:

28000 MARGUERITE PARKWAY
MISSION VIEJO, CA 92692
CITY OF MISSION VIEJO

SHEET DESCRIPTION:

ELECTRICAL DETAILS

SHEET NUMBER:

E-01

**EXHIBIT C
TO SITE AGREEMENT**

Tax Increase Worksheet

When Owner's real property tax is increased due directly to improvements to the Site made by Sprint, this Worksheet must be completed and returned to Sprint together with a statement requesting reimbursement of the assessment and all necessary tax bills to: Sprint, Mailstop KSOPHT0101-Z2650, 6391 Sprint Parkway, Overland Park, Kansas 66251-2650, Attention: Property Services. Owner must validate that the assessment is directly attributable to improvements to the Site made by Sprint.

Site ID #: OG03XC126

Site Address/Description:	28000 Marguerite Parkway
Tax Jurisdiction Name (County/Town):	County of Orange / City of Mission Viejo
Tax Jurisdiction Parcel #:	740-012-029 / 30
State:	State of California

Assessor *must* provide an explanation of any increase in Owner's property value. This includes a breakdown of what portion of value is directly attributable to Sprint's equipment on the Site.

Year Increase Occurred:	
Market Value Prior to Sprint:	
Market Value After Sprint:	
Portion of Market Value Due to Sprint:	
Assessed/Taxable Value Prior to Sprint:	
Assessed/Taxable Value After Sprint:	
Portion of Assessed/Taxable Value Due to Sprint:	

Property Owner must attach copies of all tax bills/statements and receipts beginning with the year prior to the year the increase occurred due to Sprint's improvements.

Note: Nothing in the Agreement or this Tax Increase Worksheet limits either party's right to contest, appeal or challenge any tax assessment. Owner and Sprint will cooperate with each other in any protest of an assessment, and provide each other with information regarding the relative valuation of their property interests, as may be necessary.

**EXHIBIT D
TO SITE AGREEMENT**

Memorandum of Agreement

This Memorandum of Agreement ("Memorandum") dated _____, 20__, evidences that a License to Use Agreement (the "Agreement") dated _____, 20__ (the "Effective Date"), was made and entered into between South Orange County Community College District ("Owner") and Sprint PCS Assets, L.L.C., a Delaware limited liability company ("Sprint").

The Agreement provides in part that Sprint has the right to enter upon certain real property owned by Owner and located at 28000 Marguerite Parkway, City of Mission Viejo, County of Orange, State of California, as further described in the Agreement (the "Site") for the purpose of performing investigations and tests and, upon finding the Site appropriate, to License the Site for the purpose of installing, operating and maintaining a communications facility and other improvements. The Site is further described in Exhibit A attached hereto.

The term of Sprint's License to Use under the Agreement is five (5) years commencing on _____, 2015 ("License to Use Commencement Date"), and is subject to five (5) renewal terms of five (5) years each that may be exercised by Sprint.

The parties have executed this Memorandum as of the day and year first above written.

OWNER

South Orange County Community College
District

By: _____

Name: _____

Title: _____

Address: South Orange County Community
College

Attn.: Facilities Planning Director

28000 Marguerite Parkway

Mission Viejo, CA 92692

Contact Phone Number: 714-582-4664

SPRINT

Sprint PCS Assets, L.L.C.,
a Delaware limited liability company

By: _____

Name: _____

Title: _____

Address: Sprint Property Services

Sprint Premises ID: OG03XC126-B

Mailstop KSOPHT0101-Z2650

6391 Sprint Parkway

Overland Park, Kansas 66251-2650

Contact Phone Number:

Attach Exhibit A - Site Description

OWNER NOTARY BLOCK:

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document

State of California)
)ss.:
 County of _____)

On _____, before me, _____, Notary Public, the undersigned, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her authorized capacity, and that by his/her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Place Notary Seal Above

Signature _____
Signature of Notary Public

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

State of California)
)ss.:
County of _____)

Signature _____
Signature of Notary Public

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Budget Amendment: Adopt Resolution No. 15-41 to Amend FY 2015-2016 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 2015-2016 Adopted Budget.

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

General Fund

IDRC Health Information Technology at Saddleback College	\$77,162
Foster and Kinship Care Education at Saddleback College	\$11,621
Adult Education Block Grant at Saddleback College	\$1,278,220
Retail Hospitality (RSCCD) at Saddleback College	\$5,000
Cooperative Agencies Resources for Education at Irvine Valley College	\$31,367
Extended Opportunity Programs & Services at Irvine Valley College	\$295,398
Foster and Kinship Care Education CSEC at Saddleback College	\$3,750
Op-Tec (University of Central Florida) at Irvine Valley College	\$25,000
Total Increase to the General Fund	<u><u>\$1,727,518</u></u>

Capital Outlay Fund

Prop 39 Clean Energy at Saddleback College	<u>\$770,761</u>
Total Increase to the Capital Outlay Fund	<u><u>\$770,761</u></u>

Total Budget Amendment	<u><u>\$2,498,279</u></u>
-------------------------------	---------------------------

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 15-41 to amend the FY 2015-2016 Adopted Budget as indicated in EXHIBIT A.

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION 15-41

December 14, 2015

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$2,498,279 is assured to said District as an increase of the amounts required to finance the total proposed budget expenditures and transfers for fiscal year 2015-2016 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	\$25,000
8600	State Revenue	\$1,702,518
		<u>\$1,727,518</u>

<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
1000	Academic Salaries	\$461,504
2000	Classified Salaries	\$410,955
3000	Fringe Benefits	\$219,702
4000	Books and Supplies	\$165,689
5000	Other Operating Expenses and Services	\$311,215
6000	Capital Outlay	\$29,068
7000	Other Outgoing	\$129,385
		<u>\$1,727,518</u>

Capital Outlay

<u>Account</u>	<u>Income Source</u>	<u>Amount</u>
8600	State Revenue	\$770,761
		<u>\$770,761</u>

<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
6000	Capital Outlay	\$770,761
		<u>\$770,761</u>

Total Budget Amendment	<u>\$2,498,279</u>
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SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BUDGET AMENDMENT FY 2015-2016

GENERAL FUND

RESOLUTION 15-41

December 14, 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 \$2,498,279 duly and regularly adopted by the said Board at a regular meeting thereof held on December 14, 2015.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 15th day of December 2015.

Gary L. Poertner
Secretary to the Board of Trustees

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

BACKGROUND

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

STATUS

For the current reporting period ending November 24, 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 10-29-15 to 11-24-15

General Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
1000	Academic Salaries	\$62,823	
2000	Classified Salaries	\$20,846	
3000	Fringe Benefits	\$14,180	
4000	Books and Supplies	\$21,612	
5000	Other Operating Expenses & Services		\$105,058
6000	Capital Outlay		\$4,403
7000	Other Outgo		\$10,000
Total Transfers - General Fund		<u>\$119,461</u>	<u>\$119,461</u>

Capital Outlay Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
2000	Classified Salaries	\$3,750	
4000	Books and Supplies		\$16,000
5000	Other Operating Expenses & Services		\$87,750
6000	Capital Outlay	\$100,000	
Total Transfers - Capital Outlay Fund		<u>\$103,750</u>	<u>\$103,750</u>

Total Transfers	<u>\$223,211</u>	<u>\$223,211</u>
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TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Purchase Orders and Checks
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 and checks are submitted for ratification by the Board of Trustees.

STATUS

Purchase orders over \$5,000 amounting to \$1,120,636.53 and an additional 244 purchase orders below \$5,000 amounting to \$199,493.80 for a combined total of \$1,320,130.33 are submitted to the Board of Trustees for ratification. The purchase order list is provided in order of supplier (EXHIBIT A), and in order of amount (EXHIBIT B).

The district processed 644 checks in the amount of \$7,225,352.42 as summarized and submitted for ratification by the Board of Trustees (EXHIBIT C).

RECOMMENDATION

The Chancellor recommends that the Board of Trustees ratify the purchase orders and checks in EXHIBIT A through EXHIBIT C.



South Orange County Community College District

EXHIBIT A
Page 1 of 1

Purchase Order Ratification (Supplier)

October 28, 2015 through November 22, 2015

<u>PO Number</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
P171956	Advanced Exercise Equipment, Inc.	Fitness Equipment for PE600	55,838.52
P171983	Apple Computer, Inc.	iMacs for BST 216	6,408.72
P172051	ASCAP	Music License Agreement	7,625.25
P171991	Baker & Taylor	Library Books	6,079.33
P172129	CCS Presentation Systems, Inc.	Hitachi Projector	10,198.29
P171899	CDW Government, Inc.	Data Backup and Recovery Equipment	377,947.04
P171985	CDW Government, Inc.	Toughbooks for Campus Police	19,219.12
P171942	CDW Government, Inc.	Surface Pro for Technology Services	5,305.19
P172125	Corporation for Education Network Initiatives in California	Cisco ASR Router for Network Refresh	28,537.92
P172146	County of Orange Auditor-Controller	Parking Citation Surcharges	84,000.00
P171889	County of Orange Auditor-Controller	Communication Charges	10,000.00
P172151	Eplus Technology, Inc.	Switches and Accessories for Air Blown Fiber Optic	85,561.92
P172006	Europrint, Inc.	Outreach Supplies and Materials	5,000.00
P171905	FranklinCovey Client Sales, Inc.	Student Success Books	5,729.18
P171936	Fromuth Tennis	Tennis Supplies	6,778.69
P171992	Gallup, Inc.	Student Success Online Access Codes	39,960.00
P172042	Global Technologies	Models for Human Anatomy Laboratory	20,861.96
P172111	Grace Training Supply	Kits and Supplies for Nursing Students	20,833.40
P171907	In-N-Out Burger	In-N-Out Mobile for Senior Day	7,776.00
P172003	Kirksey & Co Inc.	Furniture for Director's Office	7,246.50
P172005	Kirksey & Co Inc.	Furniture for Research Office	6,874.14
P172060	Light Bulbs Etc.	Replacement Equipment for the Interior Design Lab	5,600.00
P171973	Pacific Coachways Charter Services, Inc.	Emeritus Institute Field Trip Buses FY 2015-2016	22,000.00
P171930	Raceway Ford	2 - Twelve Passenger Vans	63,938.38
P172145	S & B Foods Catering Division	FY 2015-2016 Campus Events at IVC	12,000.00
P171898	Scantron Corporation	Scantron iNSIGHT 4es	5,394.60
P171869	South Orange County Community College District	Fall 2015 Grants for Eligible IVC CARE Students	33,000.00
P171948	Systems Source, Inc.	Computer Desk Finishes for Swing Space Project	34,732.09
P171932	Systems Source, Inc.	Furniture for Swing Space	30,786.34
P171945	Techni-Tool, Inc.	Oscilloscopes	25,660.80
P171984	The Great Gazebo, Inc.	Student Information Booths	15,068.25
P171989	The Sporting Good	Softball Team Uniforms and Equipment	6,426.00
P171935	US Foods	Culinary Supplies for FY 2015-2016	12,500.00
P172130	Video Insight, Inc.	Video surveillance software for campus police	24,748.90
P172117	Wells Fargo #2785	Student Equity Plan Marketing Objectives	5,000.00
P172155	Xerox Corporation	Community Education Copier Maintenance	6,000.00

Total for Purchase Orders Over \$5,000 1,120,636.53

244 Purchase Orders Under \$5,000 199,493.80

TOTAL PURCHASE ORDERS \$ 1,320,130.33



South Orange County Community College District

EXHIBIT B
Page 1 of 1

Purchase Order Ratification (Amount)

October 28, 2015 through November 22, 2015

<u>PO Number</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
P171899	CDW Government, Inc.	Data Backup and Recovery Equipment	377,947.04
P172151	Eplus Technology, Inc.	Switches and Accessories for Air Blown Fiber Optic	85,561.92
P172146	County of Orange Auditor-Controller	Parking Citation Surcharges	84,000.00
P171930	Raceway Ford	2 - Twelve Passenger Vans	63,938.38
P171956	Advanced Exercise Equipment, Inc.	Fitness Equipment for PE600	55,838.52
P171992	Gallup, Inc.	Student Success Online Access Codes	39,960.00
P171948	Systems Source, Inc.	Computer Desk Finishes for Swing Space Project	34,732.09
P171869	South Orange County Community College District	Fall 2015 Grants for Eligible IVC CARE Students	33,000.00
P171932	Systems Source, Inc.	Furniture for Swing Space	30,786.34
P172125	Corporation for Education Network Initiatives in California	Cisco ASR Router for Network Refresh	28,537.92
P171945	Techni-Tool, Inc.	Oscilloscopes	25,660.80
P172130	Video Insight, Inc.	Video surveillance software for campus police	24,748.90
P171973	Pacific Coachways Charter Services, Inc.	Emeritus Institute Field Trip Buses FY 2015-2016	22,000.00
P172042	Global Technologies	Models for Human Anatomy Laboratory	20,861.96
P172111	Grace Training Supply	Kits and Supplies for Nursing Students	20,833.40
P171985	CDW Government, Inc.	Toughbooks for Campus Police	19,219.12
P171984	The Great Gazebo, Inc.	Student Information Booths	15,068.25
P171935	US Foods	Culinary Supplies for FY 2015-2016	12,500.00
P172145	S & B Foods Catering Division	FY 2015-2016 Campus Events at IVC	12,000.00
P172129	CCS Presentation Systems, Inc.	Hitachi Projector	10,198.29
P171889	County of Orange Auditor-Controller	Communication Charges	10,000.00
P171907	In-N-Out Burger	In-N-Out Mobile for Senior Day	7,776.00
P172051	ASCAP	Music License Agreement	7,625.25
P172003	Kirksey & Co Inc.	Furniture for Director's Office	7,246.50
P172005	Kirksey & Co Inc.	Furniture for Research Office	6,874.14
P171936	Fromuth Tennis	Tennis Supplies	6,778.69
P171989	The Sporting Good	Softball Team Uniforms and Equipment	6,426.00
P171983	Apple Computer, Inc.	iMacs for BST 216	6,408.72
P171991	Baker & Taylor	Library Books	6,079.33
P172155	Xerox Corporation	Community Education Copier Maintenance	6,000.00
P171905	FranklinCovey Client Sales, Inc.	Student Success Books	5,729.18
P172060	Light Bulbs Etc.	Replacement Equipment for the Interior Design Lab	5,600.00
P171898	Scantron Corporation	Scantron iNSIGHT 4es	5,394.60
P171942	CDW Government, Inc.	Surface Pro for Technology Services	5,305.19
P172006	Europrint, Inc.	Outreach Supplies and Materials	5,000.00
P172117	Wells Fargo #2785	Student Equity Plan Marketing Objectives	5,000.00

Total for Purchase Orders Over \$5,000 1,120,636.53

244 Purchase Orders Under \$5,000 199,493.80

TOTAL PURCHASE ORDERS \$ 1,320,130.33



South Orange County Community College District

EXHIBIT C
Page 1 of 1

Check Ratification

October 28, 2015 through November 22, 2015

<u>Fund</u>	<u>Checks</u>	<u>Amount</u>
General Fund	503	4,745,842.04
SC Community Education	19	39,055.89
IVC Community Education	8	5,459.48
Child Development Fund	17	83,753.27
Capital Outlay Fund	63	1,952,537.42
Insurance Fund	1	110.00
Retiree Benefit Fund	2	360,706.20
SC Associated Student Government	14	8,084.02
IVC Associated Student Government	17	29,804.10
Total Checks	644	\$7,225,352.42

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: November 2015 Change Orders / Amendments

ACTION: Ratification

BACKGROUND

On October 26, 2015, the board authorized the Chancellor/designee to execute change orders/amendments up to \$100,000 for board ratification. During October 2015, the following change orders/amendments were reviewed and approved by the Vice Chancellor of Business Services, following review by legal counsel, when appropriate.

Exhibit	Contractor Name / Description	Change Order Amount	Revised Total Contract Amount
A	<u>R2A Architecture</u> Saddleback College Technology and Applied Science Swing Space project Amendment No. 9 – For an extension of architectural and engineering services. SOCCCD	\$10,000.00	\$763,468.00
B	<u>Optima RPM, Inc.</u> Saddleback College Emergency BGS Fire Repairs project Change Order No. 1 – For deductive change for unused contract allowance. SOCCCD	(\$26,199.13)	\$543,800.97
C	<u>gkkworks</u> Saddleback College Fine Arts HVAC Upgrades and Interior Renovation project Amendment No. 6 – For an extension of architectural services through January 27, 2017. SOCCCD	\$0.00	\$316,390.00
D	<u>TYR, Inc.</u> IVC Liberal Arts project (A400 Design-build) Amendment No. 2 – For an extension of DSA inspection services through May 31, 2016. SOCCCD	\$63,600.00	\$306,600.00

E	<u>C.E.M. Lab Corp.</u> Saddleback College Technology and Applied Science Swing Space project Amendment No. 2 – For extended services for testing and special inspection. SOCCCD	\$30,000.00	\$213,143.00
F	<u>C.E.M. Lab Corp.</u> IVC Liberal Arts project (A400 Design-build) Amendment No. 3 – For an extension of testing & special inspection services through May 31, 2016. SOCCCD	\$0.00	\$210,000.00
G	<u>Allan Buick & Bers, Inc.</u> IVC Liberal Arts project (A400 Design-build) Amendment No. 2 – For extension of building envelope consultant services through June 30, 2016. SOCCCD	\$0.00	\$120,104.00

**AMENDMENT No. 9
TO ARCHITECTURAL SERVICES AGREEMENT
FOR
TECHNOLOGY & APPLIED SCIENCES BUILDING SWING SPACE PROJECT
SADDLEBACK COLLEGE**

November 25, 2015

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

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

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

WHEREAS, the scope of services has increased on the TAS Swing Space project by \$10,000 for additional architectural/engineering services to incorporate new program equipment in Village 4 and replacement equipment in the auto tech; and

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

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

Original Contract Amount:	\$485,000.00
Amendment No. 1	\$ 46,000.00
Amendment No. 2	\$163,420.00
Amendment No. 3	\$ 28,800.00
Amendment No. 4	\$ 6,170.00
Amendment No. 5	\$ 10,000.00
Amendment No. 6	\$ 7,890.00
Amendment No. 7	\$ 3,838.00
Amendment No. 8	\$ 2,350.00
Amendment No. 9	<u>\$ 10,000.00</u>
Revised Contract Amount:	\$763,468.00

IN WITNESS HEREOF, the Parties have executed this Amendment No. 9 as of the date set forth above.

"DISTRICT"
South Orange County Community College District

"CONSULTANT"
R2A Architecture

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

By: _____
Etienne Runge
CEO

Date: _____

Date: _____

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
BGS Fire Repair Project
Board Change Order No. 1
November 25, 2015

Bid #	DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved CORs	BCO NO.1 COR Total	REVISED CONTRACT AMOUNT
2031	General Contractor	Optima RPM, Inc.		\$570,000	0	(\$26,199.13)	\$543,800.97
		17945 Sky Park Circle Building 34, Suite D Irvine, CA 92614	TOTAL	\$570,000	0	(\$26,199.13)	\$543,800.87

PCO No.	Date	Field Order (FO) Description	Requested	Status	Amount	Added Days
1	11/16/15	Deductive Change for unused contract allowance	By district	Reviewed	(\$26,199.13)	0
		Total			(\$26,199.13)	0

**AMENDMENT NO. 6
TO ARCHITECTURAL SERVICES AGREEMENT
FOR
FINE ARTS HVAC UPGRADES AND INTERIOR RENOVATION PROJECT
SADDLEBACK COLLEGE**

November 25, 2015

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

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

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

WHEREAS, Amendments No. 1 through Amendment No. 5 provides an increase in the contract value equal to \$66,390; and

WHEREAS, Article 1, paragraph 3 establishes the duration of the agreement for 24 months, and

WHEREAS, the duration for scope of services has increased by 12 months; and

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

PROVIDE SUPPLEMENTAL A/E SERVICES THROUGH January 27, 2017.

Original Contract Amount:	\$250,000.00
Amendment No. 1	\$ 7,880.00
Amendment No. 2	\$ 7,630.00
Amendment No. 3	\$ 8,880.00
Amendment No. 4	\$ 30,000.00
Amendment No. 5	\$ 12,000.00
Amendment No. 6	\$ 0.00
Total Contract Amount:	\$316,390.00

IN WITNESS HEREOF, the Parties have executed this Amendment No. 6 as of the date set forth above.

"DISTRICT"
South Orange County Community College District

"CONSULTANT"
gkkworks

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

By: _____
Matthew Greiner
Principal in Charge

Date: _____

Date: _____

**AMENDMENT No. 2
TO DSA INSPECTION SERVICES AGREEMENT
FOR
LIBERAL ARTS PROJECT - A400 DESIGN BUILD
IRVINE VALLEY COLLEGE**

November 25, 2015

THIS AMENDMENT shall modify the original agreement dated MARCH 31, 2014 by and between the South Orange County Community College District, hereinafter referred to as "DISTRICT", and TYR, Inc., 4010 Watson Plaza Dr., Suite 205, Lakewood, California, 90712, hereinafter referred to as "CONSULTANT".

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

WHEREAS, Article VI, paragraph 1 establishes the compensation of the agreement at \$183,000; and Article IV established the term of service as 16 months; and

WHEREAS, Amendment No. 1 extended the term of service by six months with a completion date of December 31, 2015 and an increase of \$60,000 for a contract value of \$243,000; and

WHEREAS, Due to prolonged construction activity, the need for additional services on the Liberal Arts project is required and the cost for the additional services is expected not to exceed \$63,600, and term of service is extended by 5 months; and

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

Provide additional DSA Inspection services for a not to exceed amount of \$63,600 and increase the term of service by 5 months with a new completion date of May 31, 2016.

ORIGINAL CONTRACT AMOUNT:	\$ 183,000
Amendment No. 1	\$ 60,000
Amendment No. 2	<u>\$ 63,600</u>
Total Contract Amount	\$ 306,600

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

"DISTRICT"
South Orange County Community College District

"CONSULTANT"
TYR, Inc.

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

By: _____
Youssef Sobhi
President

Date: _____

Date: _____

**AMENDMENT NO. 2
TO TESTING & SPECIAL INSPECTION SERVICES AGREEMENT
FOR
TECHNOLOGY AND APPLIED SCIENCE SWING SPACE PROJECT
SADDLEBACK COLLEGE**

November 30, 2015

THIS AMENDMENT shall modify the original agreement dated February 24, 2015 by and between the South Orange County Community College District, hereinafter referred to as "DISTRICT", and C.E.M. Lab Corp., 45 Post, Irvine, California, 92618, hereinafter referred to as "CONSULTANT."

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

WHEREAS, Article VI, paragraph 1 establishes the compensation of the agreement at \$123,143; and

WHEREAS, Solpac Construction's timeline was extended beyond the project's estimated timeframe, resulting in additional work of special inspection and testing services for an amount equal to \$30,000; and

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

PROVIDE SUPPLEMENTAL TESTING & SPECIAL INSPECTION SERVICES

Original Contract Amount	\$123,143
Amendment No. 1	\$ 60,000
Amendment No. 2	<u>\$ 30,000</u>
Total Contract Amount:	<u>\$213,143</u>

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

"DISTRICT"
South Orange County Community College District

"CONSULTANT"
C.E.M. Lab Corp.

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

By: _____
Tony Binaei
Principal

Date: _____

Date: _____

**AMENDMENT NO. 3
TO TESTING & SPECIAL INSPECTION SERVICES AGREEMENT
FOR
LIBERAL ARTS PROJECT - A400 DESIGN-BUILD
IRVINE VALLEY COLLEGE**

11/24/2015

THIS AMENDMENT shall modify the original agreement dated March 31, 2014 by and between the South Orange County Community College District, hereinafter referred to as "DISTRICT", and C.E.M. Lab Corp., 45 Post, Irvine, California, 92618, hereinafter referred to as "CONSULTANT".

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

WHEREAS, Article IV, paragraph 2 of the original agreement set the term of the agreement for 16 months with a completion date of July 31, 2015; and

WHEREAS, the term for the scope of services has increased on the Liberal Arts project by 10 months with a completion date of May 31, 2016; and

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

Article 4.2 shall be modified from 16 months to 26 months with a new completion date of May 31, 2016.

Original Contract Amount:	\$140,000
Amendment No. 1	\$ 40,000
Amendment No. 2	\$ 30,000
Amendment No. 3	<u>\$ 0</u>
Total Contract Amount	<u>\$210,000</u>

IN WITNESS HEREOF, the Parties have executed this Amendment No. 3 as of the date set forth above.

"DISTRICT"
South Orange County Community College District

"CONSULTANT"
C.E.M. Lab Corp.

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

By: _____
Tony Binaei
Principal

Date: _____

Date: _____

**AMENDMENT No. 2
TO BUILDING ENVELOPE CONSULTANT SERVICES AGREEMENT
FOR
LIBERAL ARTS PROJECT - A400 DESIGN-BUILD
IRVINE VALLEY COLLEGE**

November 24, 2015

THIS AMENDMENT shall modify the original agreement dated November 22, 2013 by and between the South Orange County Community College District, hereinafter referred to as "DISTRICT", and Allana Buick & Bers, Inc., 2355 Main Street, Suite 220, Irvine, California, 92614, hereinafter referred to as "CONSULTANT".

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

WHEREAS, Article VI established the term of service as 24 months; and

WHEREAS, the need for additional services on the Liberal Arts project is required and the term for the additional services shall extend seven months; and

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

Provide additional building envelope services for a seven month extension for a new contract completion date of June 30, 2016, to avoid a gap in services provided to the project. Costs for this extension are estimated at \$124,000 and will be addressed in an upcoming Amendment No. 3.

ORIGINAL CONTRACT AMOUNT:	\$ 60,104
Amendment No.1	\$ 60,000
Amendment No. 2	\$ <u>0</u>
Total Contract Amount	\$120,104

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

"DISTRICT"
South Orange County Community College District

"CONSULTANT"
Allana Buick & Bers

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

By: _____
Eugene Buick
COO, Principal

Date: _____

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: November 2015 Change Orders/Amendments

ACTION: Approval

BACKGROUND

On October 26, 2015, the board authorized the Chancellor/designee to execute change orders/amendments up to \$100,000 for board ratification. During October 2015, the following change orders/amendments exceed the ratification limit and are recommended by the Vice Chancellor of Business Services for Board approval.

Exhibit	Contractor Name / Description	Change Order Amount	Revised Total Contract Amount
A	<u>Allana Buick & Bers</u> IVC Liberal Arts Building project Amendment No. 3- For additional building envelope consultant services through June 30, 2016. SOCCCD	\$124,000	\$244,104.00

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the change orders/ amendments incorporated herein and further detailed in the identified exhibits.

**AMENDMENT No. 3
TO BUILDING ENVELOPE CONSULTANT SERVICES AGREEMENT
FOR
LIBERAL ARTS PROJECT - A400 DESIGN-BUILD
IRVINE VALLEY COLLEGE**

December 14, 2015

THIS AMENDMENT shall modify the original agreement dated November 22, 2013 by and between the South Orange County Community College District, hereinafter referred to as "DISTRICT", and Allana Buick & Bers, Inc., 2355 Main Street, Suite 220, Irvine, California, 92614, hereinafter referred to as "CONSULTANT".

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

WHEREAS, Article VI, paragraph 1 establishes the compensation of the agreement at \$60,104 and Amendment No. 1 increase the contract by \$60,000 for a new contract total of \$120,104; and

WHEREAS, the need for additional services on the Liberal Arts project is required and the cost for the additional services is expected not to exceed \$124,000; and

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

Provide additional building envelope services for an additional not to exceed amount of \$124,000.

ORIGINAL CONTRACT AMOUNT:	\$ 60,104
Amendment No.1	\$ 60,000
Amendment No. 2 (term extension)	\$ 0
Amendment No. 3	<u>\$124,000</u>
Total Contract Amount	<u>\$244,104</u>

IN WITNESS HEREOF, the Parties have executed this Amendment No. 3 as of the date set forth above.

"DISTRICT"
South Orange County Community College District

"CONSULTANT"
Allana Buick & Bers

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

By: _____
Eugene Buick
COO, Principal

Date: _____

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: October / November 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 October and November 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>Good Times Travel</u> Amendment No.1- To provide additional funding for educational services agreement for community education travel program of \$55,500 for a new contract total of \$84,300. Saddleback College	\$84,300.00
<u>Gear Connection</u> Amendment #1- To provide additional funding for Summer Theatre Production audio services of \$990 for a new contract total of \$32,619. Saddleback College	\$32,619.00
<u>Gregg D. Ander, LLC</u> Independent Contractor Agreement- To provide consulting services relative to energy sector activities for deputy sector navigator project. Irvine Valley College	\$25,000.00
<u>Institute of Reading Development</u> Partnership Agreement- To provide community education reading programs. Saddleback College	\$20,000.00 (revenue)
<u>Ross Video Limited</u> Software License and Maintenance Agreement- To provide video production application software for students in video journalism and news production courses. Saddleback College	\$10,300.00

<u>Blue Tiger Inc. Higher Education Consulting</u> Independent Contractor Agreement- To provide consultation services to document adult education grant (AB86). Irvine Valley College	\$10,000.00
<u>San Bernardino Community College District</u> Independent Contractor Agreement- To provide training in the areas of business, commercial, manufacturing, computer and management skills to companies using employment training funds. Saddleback College	\$10,000.00
<u>Helen Tung</u> Education Service Agreement- For community education classes for badminton. Irvine Valley College	\$7,200.00
<u>SolidWorks Corporation</u> Software License Agreement- For 3D software program for instructional courses. Irvine Valley College	\$6,240.00
<u>Technology Integration Group</u> Software License Agreement- For software for users to submit technology work order tickets. Irvine Valley College	\$5,703.16
<u>Louis Jacobs</u> Education Service Agreement- For community education classes in health and fitness. Irvine Valley College	\$5,625.00
<u>John Fedchock</u> Amendment 1- To provide additional funding for a guest artist for Jazz Day performance in the amount of \$3,000 for a new contract total of \$5,620. Saddleback College	\$5,620.00
<u>CLARUS Corporation</u> Software License Agreement- For use of the software that generates electronic brochure. Irvine Valley College	\$5,500.00
<u>Avid for Higher Education</u> Grant Agreement- For year three of student success grant initiative training for faculty and tutors FY 2015 -2016 Saddleback College	\$5,400.00
<u>UpSnap</u> Advertising Agreement- For mobile advertising services for spring classes 2016. Saddleback College	\$5,000.00

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

<u>Barkshire Laser Leveling, Inc.</u> Independent Contractor Agreement- For annual maintenance services to laser level baseball and softball fields. Saddleback College	\$5,000.00
<u>Vital Link Orange County</u> Independent Contractor Agreement - To provide high school students a fieldtrip to Saddleback College where they explore career possibilities. Saddleback College	\$5,000.00
<u>Steve Gaskey/GaskeyMoto</u> Independent Contractor Agreement- For consulting services for Kiln permit at Fine Arts. Saddleback College	\$4,500.00
<u>A1 Steel Fence Company</u> Construction Agreement- For installation of a fence. Irvine Valley College	\$4,400.00
<u>Mark Caspary</u> Independent Contractor Agreement- For sound design and engineering services for Theatre Arts FY 2015-2016. Saddleback College	\$4,200.00
<u>RD Systems, Inc.</u> Software License and Support Agreement- For providing video management and recording w/video software. Irvine Valley College	\$3,952.40
<u>Economic Alternatives, Inc.</u> Service Agreement- For installation of specialized equipment related to controlling water ph in Life Sciences building. Irvine Valley College	\$3,517.83
<u>Krossover Intelligence, Inc.</u> Independent Contractor Agreement- For online video uploading, editing, analysis, coaching tools and sharing of media with other colleges. Saddleback College	\$2,798.00
<u>Metalogix</u> Software Support and Maintenance Agreement- For assisting with maintaining SharePoint software. Irvine Valley College	\$2,507.40
<u>AccessData</u> Software License Agreement- For use of a software that scans hard drive, looking for various information, used at the School of Business Sciences for teaching. Irvine Valley College	\$2,500.00

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

<u>Vital Link Orange County</u> Independent Contractor Agreement- To provide career technical education advisory data and reports for program development. Irvine Valley College	\$2,500.00
<u>Orange County United Way</u> Grant Agreement- To provide stipends for IVC student interns to assist with volunteer income tax assistance program. Irvine Valley College	\$2,400.00 (revenue)
<u>Cisco WebEx</u> Software Support Agreement- For remote on-line assistance services. Saddleback College	\$2,160.00
<u>Harland Technology Services</u> Software License Agreement- For Class Climate software that enables on-line evaluations of courses. Irvine Valley College	\$1,938.00
<u>Erik St.Amant</u> Independent Contractor Agreement- For scoring services on behalf of the basketball programs. Irvine Valley College	\$1,800.00
<u>Letty Anderson</u> Independent Contractor Agreement- For scoring services on behalf of the basketball programs. Irvine Valley College	\$1,800.00
<u>Peak-Ryzek, Inc.</u> Service and Maintenance Agreement- For specialized mailing equipment used by admissions and records. Saddleback College	\$1,786.02
<u>South Coast Fire Protection</u> Independent Contractor Agreement- For the annual service of fire extinguishers campus wide. Irvine Valley College	\$1,500.00
<u>NetSupport Terms and Conditions</u> Software License Agreement- For software which allows instructors to monitor student work. Irvine Valley College	\$1,397.19
<u>Westwind Sailing, LLC</u> Independent Contractor Agreement- To provide leasing of sailboats to support Marine Science Technology (MST) classes. Saddleback College	\$1,200.00

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

<u>Buena Park Plaques & Trophy</u> Independent Contractor Agreement- To provide engraving and customization of plaques and trophies. Irvine Valley College	\$1,000.00
<u>Louis Jacobs</u> Education Service Agreement- For community education classes in music. Irvine Valley College	\$1,000.00
<u>Scannx</u> Software Maintenance Agreement- For a digital book scanning software. Irvine Valley College	\$918.00
<u>CDW-G</u> Software Support Agreement- For online training and content creation programs. District Services	\$773.52
<u>YBP's GOBI Products</u> Software License Agreement- For library database software used campus-wide. Irvine Valley College	\$757.50
<u>Rydin Decal</u> Independent Contractor Agreement- For printing of volunteer and vendor permits by campus police dept. Irvine Valley College	\$700.00
<u>Susan Anderson</u> Independent Contractor Agreement- For speaker for Dorothy Marie Lowry distinguished guest lecture series in February 2016. Saddleback College	\$700.00
<u>Westwind Sailing LLC.</u> Independent Contractor Agreement- To provide maintenance on sailboats used for Marine Science Technology (MST) program. Saddleback College	\$700.00
<u>VFS Fire & Security Services</u> Independent Contractor Agreement- For annual pre-action fire sprinkler system testing and inspection. District Services	\$700.00
<u>Brian Woodworth</u> Independent Contractor Agreement- For guest artist, violinist for the orchestra-Feast of Lights 2015. Saddleback College	\$680.00

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

<u>Chanyang Kim</u> Independent Contractor Agreement- For guest artist, violinist for the orchestra-Feast of Lights 2015. Saddleback College	\$680.00
<u>Hakop Mekinyan</u> Independent Contractor Agreement- For guest artist, violinist for the orchestra-Feast of Lights 2015. Saddleback College	\$680.00
<u>Jane C. Green</u> Independent Contractor Agreement- For guest artist, oboe player for the orchestra-Feast of Lights 2015. Saddleback College	\$680.00
<u>Mark Ghiassi</u> Independent Contractor Agreement- For guest artist, horn player for the orchestra-Feast of Lights 2015. Saddleback College	\$680.00
<u>Nicholas Gilroy</u> Independent Contractor Agreement- For guest artist, percussionist for the orchestra-Feast of Lights 2015. Saddleback College	\$680.00
<u>Patricia Bastis</u> Independent Contractor Agreement- For guest artist, horn player for the orchestra-Feast of Lights 2015. Saddleback College	\$680.00
<u>Emcor, Mesa Energy Systems-</u> Independent Contractor Agreement- For an emergency repair done on the BSTIC building air handler. Irvine Valley College	\$665.00
<u>Dr. Christopher Clark</u> Independent Contractor Agreement- For guest speaker for the science lecture series FY 2015-2016. Saddleback College	\$600.00
<u>Cynthia A. Penderghast</u> Independent Contractor Agreement- For guest artist, violinist for the orchestra-Feast of Lights 2015. Saddleback College	\$595.00
<u>Esther Kang</u> Independent Contractor Agreement- For guest artist, violinist for the orchestra-Feast of Lights 2015. Saddleback College	\$595.00
<u>Priyanka Venkatesh</u> Independent Contractor Agreement- For guest artist, violinist for the orchestra-Feast of Lights 2015. Saddleback College	\$595.00

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

<u>Regan Lambert</u> Independent Contractor Agreement- For guest artist, violinist for the orchestra-Feast of Lights 2015. Saddleback College	\$595.00
<u>Creative Images</u> Independent Contractor Agreement- For photographer during the paramedic graduation ceremony. Saddleback College	\$583.20
<u>Sarah Goodwin</u> Independent Contractor Agreement- For guest artist for Sunday Psalms Choir with Saddleback College Chorale. Saddleback College	\$500.00
<u>Susan Sellers</u> Independent Contractor Agreement- For booking agent services for December orchestras-Winds and Feast of Lights 2015. Saddleback College	\$500.00
<u>Creation Engine Inc.</u> Software License Agreement- For software used to design, program, diagram and draw digitally. Irvine Valley College	\$450.00
<u>Stratodesk Corp.</u> Software License Agreement-For specialized software to support server systems. Irvine Valley College	\$389.20
<u>FunFlicks</u> Event Rental Agreement- To rent outdoor movie screen, projection, sound and cables for show on November 18, 2015. Saddleback College	\$375.97
<u>Vocational Biographies</u> Software License Agreement- For online service software program that allows students to research career biographies on other students who obtained their career. Saddleback College	\$325.00
<u>Adam Dede</u> Independent Contractor Agreement- For psychology guest speaker on amnesia studies. Saddleback College	\$300.00
<u>Barbara Bucklin</u> Independent Contractor Agreement- For psychology guest speaker on industrial organizational psychology. Saddleback College	\$300.00

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

<u>Charles C. Still Secure Live Scan</u> Independent Contractor Agreement- For digital fingerprinting services for community education short-term potential employees. Saddleback College	\$300.00
<u>Steven Pan</u> Independent Contractor Agreement- For psychology guest speaker on retrieval practice. Saddleback College	\$300.00
<u>EqualLogic</u> Software Maintenance Agreement- For systems maintenance on server. Irvine Valley College	\$288.00
<u>Brian Woodworth</u> Independent Contractor Agreement- For guest artist, bassoon player in the orchestra-Wind Ensemble. Saddleback College	\$255.00
<u>Christy Mazzaferro</u> Independent Contractor Agreement- For guest artist, clarinetist in the orchestra-Wind Ensemble. Saddleback College	\$255.00
<u>Claire Bertram</u> Independent Contractor Agreement- For guest artist, oboe player in the orchestra-Wind Ensemble. Saddleback College	\$255.00
<u>Gabriela Castro</u> Independent Contractor Agreement- For guest artist, clarinetist in the orchestra-Wind Ensemble. Saddleback College	\$255.00
<u>Hee Jeong Przytulski</u> Independent Contractor Agreement- For guest artist, clarinetist in the orchestra-Wind Ensemble. Saddleback College	\$255.00
<u>Kerri Arakawa</u> Independent Contractor Agreement- For guest artist, flutist in the orchestra-Wind Ensemble. Saddleback College	\$255.00
<u>Marco Dealmeida</u> Independent Contractor Agreement- For guest artist, horn player in the orchestra-Wind Ensemble. Saddleback College	\$255.00

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

<u>Nicholas Gilroy</u> Independent Contractor Agreement- For guest artist, percussionist in the orchestra-Wind Ensemble. Saddleback College	\$255.00
<u>Susan Sellers</u> Independent Contractor Agreement- For guest artist, clarinetist in the orchestra-Wind Ensemble. Saddleback College	\$255.00
<u>Jeff Price</u> Independent Contractor Agreement- For guest artist, trombonist in the orchestra-Feast of Lights 2015. Saddleback College	\$250.00
<u>Nina Scolnik</u> Independent Contractor Agreement- For master piano class instructor on November 19, 2015. Irvine Valley College	\$250.00
<u>Quinten Frazier</u> Independent Contractor Agreement- For speaker on safety & emergency preparedness during spring 2016 flex week. Irvine Valley College	\$250.00
<u>Kenneth S. Filiano</u> Independent Contractor Agreement- For guest artist, bass player who will perform in the concert hour/master class on November 3, 2015. Saddleback College	\$200.00
<u>Dr. Sarkis Baltaian</u> Independent Contractor Agreement- For master piano class instructor on April 7, 2016. Irvine Valley College	\$200.00
<u>Arpine Hovasapian</u> Independent Contractor Agreement- For psychology guest speaker on amnesia studies. Saddleback College	\$150.00
<u>Sharon Shenhav</u> Independent Contractor Agreement- For psychology guest speaker on culture and relationships. Saddleback College	\$150.00
<u>Radio Computing Services/RCS</u> Software License Agreement- To renew license for RCS, a provider of scheduling and broadcast software for radio, Internet and television stations. Saddleback College	\$108.00

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

<u>GoDaddy.com</u> Software License Agreement- To renew domain name proivc.org through GoDaddy.com. Irvine Valley College	\$70.68
<u>Snagit</u> Software License Agreement-To renew technology service license of software that does screen captures. Irvine Valley College	\$22.47
<u>93.5 KDAY FM</u> Independent Contractor Agreement- For disc jockey services at student life campus events. Irvine Valley College (ASIVC)	\$0.00
<u>Alexander Prattes, M.D.</u> Facility Use Agreement- For the use of the facilities for the health sciences/human services students' clinical/internship needs. Saddleback College	\$0.00
<u>ASIVC</u> Purchase Agreement- For AMC movie ticket order for fall 2015 and spring 2016. Irvine Valley College	\$0.00
<u>ASIVC</u> Purchase Agreement- For Regal Entertainment movie ticket order for fall 2015and spring 2016. Irvine Valley College	\$0.00
<u>City of Mission Viejo</u> Facility Use Agreement- For spring 2016 off campus facility use for Emeritus classes. Saddleback College	\$0.00
<u>Columbus Tustin Middle School</u> Education Services Agreement- For an IVC campus tour to provide an opportunity for potential college students to learn about the college. Irvine Valley College	\$0.00
<u>Norman P Murray Community & Senior Center</u> Facility Use Agreement- For spring 2016 off campus facility use for emeritus classes. Saddleback College	\$0.00

<u>Amanda Beccaria</u> Practicum Trainee Supervision and Training Program Agreement - For practicum training, designed to prepare the trainee for professional practice in clinical psychology and practice. Saddleback College	\$0.00
<u>Bella McCloud</u> Practicum Trainee Supervision and Training Program Agreement - For practicum training, designed to prepare the trainee for professional practice in clinical psychology and practice. Saddleback College	\$0.00
<u>Branna Daniels, M.A.</u> Practicum Trainee Supervision and Training Program Agreement - For practicum training, designed to prepare the trainee for professional practice in clinical psychology and practice. Saddleback College	\$0.00
<u>Kristin Rosten</u> Practicum Trainee Supervision and Training Program Agreement - For practicum training, designed to prepare the trainee for professional practice in clinical psychology and practice. Saddleback College	\$0.00
<u>Rancho Middle School Campus Tour</u> Education Services Agreement- For an IVC campus tour to provide an opportunity for potential college students to learn about the college. Irvine Valley College	\$0.00
<u>South Orange County Surgical Medical Group</u> Clinical Agreement- For the use of the clinical site for Saddleback Health Information Technology students. Saddleback College	\$0.00

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Approval of District-wide Strategic Plan 2014-2020

ACTION: Approval

BACKGROUND

The Accrediting Commission for Community and Junior colleges (ACCJC) 2014 Standard IV. D. 5 states, "District/system planning and evaluation are integrated with college planning and evaluation to improve student learning and achievement and institutional effectiveness."

The initial three year District-wide Strategic Plan 2011-2014 was approved by the Board in September 2011. The development of a new plan began in 2013-2014 through the leadership of the District-wide Planning Council (DWPC) and included many hours of research, planning, meetings, discussions, and collaboration from faculty, staff and administration representing all constituent groups district-wide. The DWPC reviewed the previous plan, evaluated accomplishments, and identified priorities. A new integrated shared planning process was developed with the colleges and district services. Four shared goals and twelve objectives were completed in 2014.

In 2014, although these overarching directives were developed, the plan was not complete without defined metrics and activities to support the goals. In 2014-2015 the colleges and district services were operating under the new goals. Defined shared metrics and activities were needed to complete the plans. The full plan was completed in the summer of 2015 by identifying action steps and metrics to fulfill the strategic goals. The final plan received broad-based consensus. The six-year plan includes four main goals, thirteen objectives, and key performance indicators to assess the progress of the plan.

STATUS

The District-wide Strategic Plan 2014-2020 (Exhibit A) will serve as the district's short-term plan. Additionally, the colleges and district services have action steps that are aligned to each of the objectives in the plan. (Exhibit C)

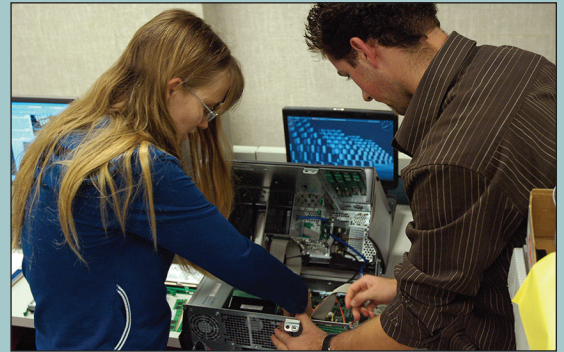
The District-wide Planning and Decision Manual 2015-2020 (Exhibit B) provides the framework for ongoing planning that integrates with the colleges' planning cycles and links resource allocation to planning. The manual explains the planning process and decision making philosophy, relationship to budget planning and the district-wide committee structure.

The final plan and manual are being provided to the Board for approval.

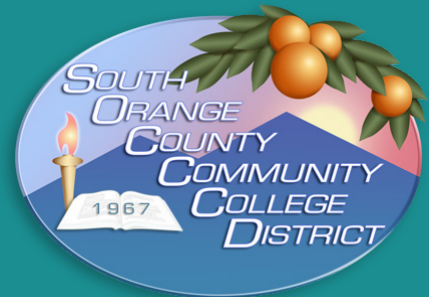
RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the strategic plan and planning and decision making manual (Exhibits A & B).

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



South Orange County Community College District
DISTRICT-WIDE STRATEGIC PLAN
2014 - 2020



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South Orange County Community College District Vision, Mission and Core Values

Vision

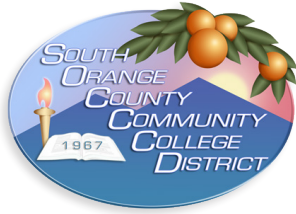
To be an educational leader in a changing world.

Mission

We provide a dynamic and innovative learning environment for diverse learners of all ages, backgrounds and abilities. We promote access, success and equity to meet each student's goals of skills development, certificate, associate degree, transfer or personal enrichment. We contribute to the economic vitality of the region.

Core Values/Guiding Principles

We invest in our students' success, employees, facilities, and community, with wise use of our resources.



South Orange County Community College District's 2014-2020 Strategic Plan represents many months of thoughtful, integrated planning and district-wide collaboration from faculty, staff and administration.

Throughout the process, opportunities were provided to all employees for review and input. This was coordinated and led by the District-wide Planning Council (DWPC). A high level of interaction was maintained in order to facilitate input and move quickly through the process of developing a short term strategic plan that would meet accreditation standards.

Some of the research components for the six-year plan included an external scan reviewing enrollment, demographics and labor market analysis. Multiple strategic planning retreats and meetings were held with representation from all constituencies from the colleges and district services.

This document will serve as a short-term, six-year plan with a major evaluation in year three. This plan will provide a framework for ongoing planning that integrates with the colleges' planning cycles and links resource allocation to planning. This short-term plan will tie in with the district's long-term plan identifying education and facilities needs and planning priorities through 2031.

In a multi-college district, the task of planning is truly a shared one. Thank you to all of the staff from Saddleback College, Irvine Valley College and District Services for their input and collaborative work ethic. This short-term strategic plan will provide a strong framework for all future planning cycles to support the needs of more than 40,000 students and our diverse community.

Sincerely,

A handwritten signature in blue ink, reading "G. Poertner".

Gary L. Poertner
Chancellor

Introduction

The District-wide Strategic Plan 2014-2020 is the District's short-term plan. The plan was developed through the leadership of the District-wide Planning Council (DWPC) which included many hours of meetings, discussions and collaboration. The DWPC reviewed the previous three-year district-wide strategic plan and evaluated accomplishments and identified priorities over the last two academic years (2013-2014 and 2014-2015). The outcome was broad-based consensus on four district-wide goals, defined objectives to achieve the goals, and articulation of key performance indicators which encapsulates SOCCCD's six-year district-wide strategic plan.

This document is designed to be a living, frequently-used document which invites evaluation of progress on the objectives and goals. An annual progress report on the district-wide strategic plan and supporting plans will be produced annually

Development of the Integrated Planning Process

During the spring of 2013 a district-wide external scan was prepared that included a demographic analysis, enrollment projections and a labor market analysis. In the summer of 2013, the District-wide Planning Council conducted its annual planning retreat. Part of the planning focused on using the external scan to inform district-wide planning assumptions and guide the development of district-wide goals and objectives in the new strategic plan. This effort continued through the academic year in all district units, with guidance of the District-wide Planning Task Force.

The council assigned the development of goals, objectives and key performance indicators to the District-wide Planning Task Force. This task force met regularly across the 2013-2014 and 2014-2015 academic years to oversee, collect, collate, and condense the district-wide input to four district-wide goals and thirteen objectives with KPIs and targets that would be included in the 2014-2020 district-wide strategic plan.

Common Planning Definitions

In the development of the new strategic plan, there was a need to have a vernacular that would be shared across the colleges and district services. In the past plan, there was confusion about the inconsistent usage of terms. For this reason, the DWPC agreed to a list of common planning definitions.

Vision Statement

Describes the ideal future state of the district/college, including the results we would like to achieve and the characteristics we will need to possess. The vision statement provides direction and inspiration for the strategic plan.

Mission Statement

A broad description of the purpose or philosophy of the district/college, our commitment to student learning and success and the population served.

Values

Statements of core priorities in the district/college culture that guide how we operate. They provide ways of choosing among competing priorities and guidelines.

Goals

Goals are defined as all-encompassing statements about the general direction of the district/college. There are two types of goals: district-wide goals and college goals.

Objectives

Objectives are defined as methods for attaining goals. Good objectives are focused on outcomes or results and are S.M.A.R.T.: specific, measurable, achievable, realistic, and time-related. An objective can be achieved through one or more action steps.

Action Steps

Action steps are projects or initiatives designed to reach objectives and to attain goals. They may describe complex college/district services functions involving multiple offices and/or departments. Action steps are reviewed and revised yearly.

Key Performance Indicators (KPI)

KPIs are high level indicators that measure progress on goals and/or objectives.

Targets

The desired level of a KPI at the end of the planning cycle.

Planning Assumptions

During the spring of 2013 a district-wide external scan was conducted by the College Brain Trust. This scan included a demographic analysis, enrollment projections and a labor market analysis. This scan was utilized to build district-wide planning assumptions and help guide the development of goals and objectives in the new strategic plan.

Enrollment Projections

Enrollments for the district's service area are projected to increase from between 11% to 14% by 2020. Community colleges with diverse and innovative programs, and strong partnerships with transfer institutions and industry, will be best positioned to capture and maintain their market share of this segment of students.

Labor Market Analysis

The regional labor market will gradually improve; however, with the exception of a few occupations, job creation locally, in mid-skill, living-wage occupations, is not likely to keep pace with the regional production of completers. Consequently, strong partnerships with employers and placements outside of the local area will be necessary.

Student Success Policy and Research and Accountability

The eight areas of focus described in the CCCC Student Success Initiative will require increased attention and resource investment in empirically-based and student-centered practices.

In addition to monitoring performance in completions as measured by the CCCC Scorecard Metrics, the Student Success Initiative will require colleges to develop and monitor locally-developed student metrics.

Demands for accountability will continue to increase requiring institutions to devote an increasing share of resources to compliance activities associated with regional accrediting commissions and state and federal regulations.

Budget and Economy

The economy and budget outlook in California is improving and is expected to continue to improve over the next three years.

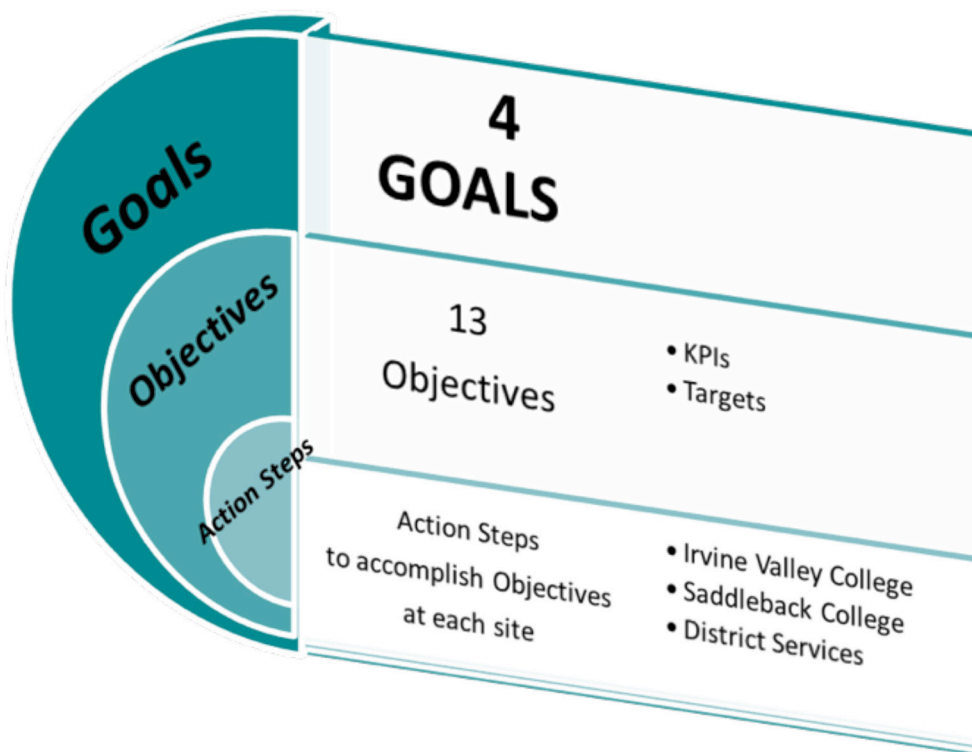
Technology

Technology will be a critical partner for increasing student support, access and success. Major technology trends include the growth of massively open online courses (MOOCs), growing adoption of open educational resources (OER), and increased use of analytics to manage relationships with students (SRM), including the allocation of scarce student-centric resources. Distance education and technology usage will continue to increase, as well. The effective use of technology will create unique value propositions, allowing colleges to maintain a competitive edge and achieve enrollment targets.

Development of Goals, Objectives, Key Performance Indicators (KPIs), and Targets

The District-wide Planning Council at the annual retreat in 2013 spent the day analyzing the planning assumptions, brainstorming and prioritizing a new set of goals and objectives. Later that year, the DWPC assigned the refinement of goals and objectives to the District-wide Planning Task Force. This task force spent over 15 hours in the Fall of 2013 and evaluated over 150 suggestions for objectives aligned under four major goal areas, and derived 17 objectives to recommend to the council. On February 21, 2014, the council approved the 4 goals and 13 final objectives for the District-wide Strategic Plan 2014-2020. In 2014-2015 the task force spent approximately 20 hours reviewing data, discussing and vetting KPIs and targets that would be aligned with each major objective. The work plans and details of the meetings of the District-wide Strategic Planning Task Force are documented in the District-wide Planning Council's SharePoint site. In the summer of 2015 at the annual retreat, these KPIs and targets were approved and included in the final plan.

District-wide Strategic Plan 2014-2020 Shared Goals, Objectives, KPIs and Targets



District-wide Goals

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.

Goal 3: SOCCCD will advance economic and workforce development through regional partnerships with educational institutions and industry and by strengthening career technical education.

Goal 4: SOCCCD will strengthen long-term financial health and institutional effectiveness through integrated planning and resource allocation.

Goal 1 Objectives, KPIs and Targets

Goal 1: SOCCCD will foster an environment characterized by creativity, innovation, respectful interactions and collaboration.

Objectives	KPI	Target
1.1 Recognize and support innovative ideas that improve collaboration and respectful interactions district-wide.	District-wide Climate Survey Question # from 2014 Climate Survey 6, 8, 10, 11, 12, 13, 14, 15, 16, 17, 18a, 18b, 18c, 18d, 18e, 18f, 18g, 18h, 19a, 19c, 19e, 19d, 19f	In Progress – Baselines to be established from 2014 survey results
1.2 Improve district climate in the areas of optimism, commitment, and respectful collaboration.	District-wide Climate Survey Question # from 2014 Climate Survey 6, 8, 10, 11, 12, 13, 14, 15, 16, 17, 18a, 18b, 18c, 18d, 18e, 18g, 19a, 19b, 19c, 19d, 19e, 19f	In Progress – Baselines to be established from 2014 survey results
1.3 Improve the representative process through active engagement and communication.	District-wide Climate Survey Question # from 2014 Climate Survey 18a, 18b, 18c, 18d, 18g, 19a, 19d, 19e, 19f, 20a, 20b, 20c, 20d, 20e, 21a, 21b, 21c	In Progress – Baselines to be established from 2014 survey results
1.4 Increase professional development opportunities that potentiate employees' talents and interests.	District-wide Climate Survey Question # from 2014 Climate Survey 24, 25, 26, 27, 31 Professional Development Survey	In Progress – Baselines to be established from 2014 survey results
1.5 Improve training for all employees to increase district-wide understanding of organizational structure, resources, processes and procedures.	District-wide Climate Survey Question # from 2014 Climate Survey 18c, 18d, 28, 29, 30, 31 Professional Development Survey	In Progress – Baselines to be established from 2014 survey results

Goal 2 Objectives, KPIs and Targets

Goal 2: SOCCCD will promote students' success by enhancing the teaching and learning environment.

Objectives	KPI	Target
2.1 Increase student completion rates (degrees, certificates, and transfer) while preserving access, enhancing quality, and closing achievement gaps.	3 and 6 year Completion Rates SPAR rate and disaggregated by the following: <ul style="list-style-type: none"> • Certificate Completion Rate • Degree Completion Rate • Transfer Rate • Transfer Prepared 	2.5% targets by 2020 based on a rolling base year starting in 2014-2015
2.2 Increase employee professional development opportunities that focus on student success outcomes.	Professional Development Survey	Establish Baseline
2.3 Increase opportunities for student engagement inside and outside the classroom, evidenced by co-curricular participation, student services, and instructional support.	Community College Survey of Student Engagement (CCSSE)	Establish Baseline

Goal 3 Objectives, KPIs and Targets

Goal 3: Goal 3: SOCCCD will advance economic and workforce development through regional partnerships with educational institutions and industry and by strengthening career technical education.

Objectives	KPI	Target
3.1 Formalize collaborative partnerships with the business community and regional educational institutions to support workforce development.	"Formalized Partnerships" List	Establish Baseline
3.2 Improve alignment between workforce development offerings and regional job opportunities.	CTE Outcome Survey	Establish Baseline

Goal 4 Objectives, KPIs and Targets

Goal 4: SOCCCD will strengthen long-term financial health and institutional effectiveness through integrated planning and resource allocation.

Objectives	KPI	Target
4.1 Systematically assess the effectiveness of planning and resource allocation district-wide.	<p>Conduct a systematic/annual assessment of planning and resource allocation document timeline and assessment</p> <p>Climate Survey and Employee survey</p>	Establish Baseline
4.2 Improve processes and procedures for efficiency, effectiveness, and responsiveness district-wide.	<p>Evaluation of Business Process Analysis (BPA) sessions and implementation into Workday</p> <ul style="list-style-type: none"> • 2014-2015: Begin implement of HCM and Fiscal BPAs into Workday • 2015- 2016: Complete Initial Implementation of BPAs into Workday • 2016-2017:-Evaluate BPAs implementation in Workday and identify remaining needed BPAs • 2017-2018: Continual evaluation and implementation of new and ongoing BPAs into Workday 	100% of this objective should be completed by the end of 4 years.
4.3 Develop and initiate multi-year financial planning	<p>The District Resources Allocation Committee (DRAC) and Basic Aid Allocation Recommendation Committee (BAARC) will develop models for multi-year funding/planning</p> <ul style="list-style-type: none"> • 2014-2015: Develop model of multi-year resource allocation. • 2015-2016: Continue to develop the model and align with the development of the EFMP. • 2016-2017: Implement and/or pilot model in DRAC, BAARC, Capital Improvement Committee (CIC) and District-wide Technology Committee (DTC). • 2017-2018: Finalize implementation of models and evaluation. • 2018-2019 and 2019-2020: Continued evaluation and implementation of changes needed. 	Establish Baseline

SOCCCD District-wide Planning Council 2013- 2014

Name	Organization	Role/Representing
Gary Poertner	District Services	Chair, Chancellor
Denice Inciong	District Services	Co-Chair, Dir., Research, Planning & Data Management
Robert Bramucci	District Services	VC, Technology & Learning Services
David Bugay	District Services	VC, HR & Employer-Employee Relations
Brandye D'Lena	District Services	Exec. Dir., Fac. Planning, Purchasing & Materials Mgmt
Debra Fitzsimons	District Services	VC, Business Services
Tere Fluegeman	District Services	Dist. Dir., Public Affairs & Govt. Relations
Teddi Lorch	District Services	Exec. Dir., HR & Employer-Employee Relations
Kim McCord	District Services	Exec. Dir., Fiscal Services/Comptroller
Nicole Ortega	District Services	Classified Representative
Randy Peebles	District Services	Assoc. VC, Economic Development
Barb Blanchard	Irvine Valley College	Dean
Vincent Cooper	Irvine Valley College	Classified Representative
Linda Fontanilla	Irvine Valley College	VP, Student Services
Craig Hayward	Irvine Valley College	Dir., Research, Planning & Accreditation
Craig Justice	Irvine Valley College	VP, Instruction
Davit Khachatryan	Irvine Valley College	VP, College Administrative Services
Roopa Mathur	Irvine Valley College	Faculty Representative
Glenn Roquemore	Irvine Valley College	President
Kathy Schmeidler	Irvine Valley College	Academic Senate President
Juan Avalos	Saddleback College	VP, Student Services
Tod Burnett	Saddleback College	President
Caroline Durdella	Saddleback College	Dir., Research, Planning & Accreditation
Patricia Flanigan Chapin	Saddleback College	Dean
Bruce Gilman	Saddleback College	Faculty Representative
Carol Hilton	Saddleback College	VP, College Administrative Services
Mike Sauter	Saddleback College	Classified Representative
Dan Walsh	Saddleback College	Academic Senate President
Kathleen Werle	Saddleback College	VP, Instruction

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SOCCCD District-wide Planning Council 2014-2015

Name	Organization	Role/Representing
Gary Poertner	District Services	Chair, Chancellor
Denice Inciong	District Services	Co-Chair, Dir., Research, Planning & Data Management
Robert Bramucci	District Services	VC, Technology & Learning Services
David Bugay	District Services	VC, HR & Employer-Employee Relations
Debra Fitzsimons	District Services	VC, Business Services
Teresa Slaughter	District Services	Classified Representative
Vincent Cooper	Irvine Valley College	Classified Representative
Tere Fluegeman	District Services	Dist. Dir., Public Affairs & Govt. Relations
Linda Fontanilla	Irvine Valley College	VP, Student Services
Cathleen Greiner	Irvine Valley College	Dean
Craig Hayward	Irvine Valley College	Dir., Research, Planning & Accreditation
Craig Justice	Irvine Valley College	VP, Instruction
Davit Khachatryan	Irvine Valley College	VP, College Administrative Services
Roopa Mathur	Irvine Valley College	Faculty Representative
Robert Melendez	Irvine Valley College	Faculty Representative
Glenn Roquemore	Irvine Valley College	President
Kathy Schmeidler	Irvine Valley College	Academic Senate President
Juan Avalos	Saddleback College	VP, Student Services
Tod Burnett	Saddleback College	President
Bruce Gilman	Saddleback College	Faculty Representative
Carol Hilton	Saddleback College	VP, College Administrative Services
Nicole Ortega	Saddleback College	Dir., Research, Planning & Accreditation
Mike Sauter	Saddleback College	Classified Representative
Penny Skaff	Saddleback College	Faculty Representative
Blake Stephens	Saddleback College	Academic Senate President
Kathleen Werle	Saddleback College	VP, Instruction
Cadence Wynter	Saddleback College	Dean

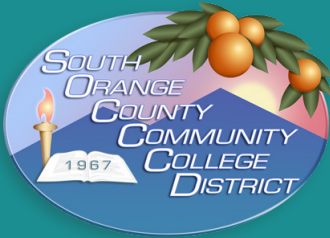
District-wide Strategic Planning Task Force – 2013-2014

Name	Organization	Role/Representing
Denice Inciong	District Services	Chair
Natalie Cooney	District Services	Contact
Vincent Cooper	Irvine Valley College	
Craig Hayward	Irvine Valley College	
Davit Khachatryan	Irvine Valley College	
Roopa Mathur	Irvine Valley College	
Kathy Schmeidler	Irvine Valley College	
Claire Cesareo-Silva	Saddleback College	
Caroline Durdella	Saddleback College	
Carol Hilton	Saddleback College	
Mike Sauter	Saddleback College	
Dan Walsh	Saddleback College	

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District-wide Strategic Plan 2014-2020 Task Force – 2014-2015

Name	Organization	Role/Representing
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Joyce Bartlomain	District Services	Contact
Vincent Cooper	Irvine Valley College	
Cathleen Greiner	Irvine Valley College	
Craig Hayward	Irvine Valley College	
Davit Khachatryan	Irvine Valley College	
Roopa Mathur	Irvine Valley College	
Robert Melendez	Irvine Valley College	
Kathy Schmeidler	Irvine Valley College	
Bruce Gilman	Saddleback College	
Carol Hilton	Saddleback College	
Nicole Ortega	Saddleback College	
Mike Sauter	Saddleback College	



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SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

Barbara J. Jay, David B. Lang,
Timothy Jemal, Marcia Milchiker, T.J. Prendergast III,
Terri Whitt, James R. Wright • Gary L. Poertner, Chancellor

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South Orange County Community College District

**DISTRICT-WIDE PLANNING
AND DECISION MAKING MANUAL
2015–2020**



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Foreword

The South Orange County Community College District's mission statement is "We provide a dynamic and innovative learning environment for diverse learners of all ages, backgrounds and abilities. We promote access, success and equity to meet each student's goals of skills development, certificate, associate degree, transfer or personal enrichment. We contribute to the economic vitality of the region." Fulfilling this mission depends on strategic planning and effective decision-making.

Long-term and short-term planning coupled with effective decision making are essential strategies to fulfill this mission. Effective planning and decision making requires a partnership of board members, faculty, staff, administrators, and students united by a collective, shared vision that student success is the most important endeavor.

The purpose of the SOCCCD District-wide Planning and Decision Making Manual 2015-2020 is to describe how decisions are made in SOCCCD. It has been developed in order to improve communication and trust across the district. These planning and decision making processes reflect the mechanisms by which the district ensures that there are opportunities for meaningful collaboration and that the voices of all constituent groups are heard in planning and making decisions. The manual describes how employees of the district are involved in planning and the decision making processes by clearly delineating the roles and responsibilities of all constituent groups as defined by law, regulation, and district policies and procedures. The manual also includes general principles and procedures that promote widespread participation in these participatory governance processes.

This document delineates the processes for developing recommendations to the chancellor by describing:

- The structure and function of each group that contributes to the development of those recommendations, and,
- The alignment of the groups to one another.

The resources used for the development of these processes are ACCJC accreditation standards, the California Education Code, and Title 5, California Code of Regulations.

The SOCCCD District-wide Planning and Decision Making Manual was initially adopted in 2011. To maintain the credibility of this document as a valuable resource, the District-wide Planning Council prepares a comprehensive revision of the document every five years and makes minor updates annually. Through these two review processes, one completed annually and one completed every five years, the evolution of this document reflects the inevitable changes in planning and decision making processes that are to be expected as part of the district's cycle of continuous quality improvement. Refer to the district SharePoint site at <https://sharepoint.socccd.edu> for the most current version as well as an archive of previous iterations.



The first South Orange County Community College District's District-wide Planning and Decision Making Manual was created in 2011 with collaboration, research and planning by faculty, staff and administration representing all constituent groups district-wide. This manual is an important piece that guides our planning and decision making processes.

In 2014-2015 the manual went through a major review and some of the revisions included clarification and confirmation on how we define our district. Additionally, there was a great deal of discussion on how we define the concept of "consensus" and how to express this in the manual and in our decision making practices. One of the last significant updates to the manual is the inclusion of common planning definitions and implementation of a new district-wide integrated strategic planning process.

In a multi-college district, the process of planning and decision making is a shared one. Thank you to the District-wide Planning Council members and many other faculty, staff and administrators from Saddleback College, Irvine Valley College, and District Services for their contributions and collaborative work ethic.

Sincerely,

A handwritten signature in blue ink, reading "G. Poertner".

Gary L. Poertner
Chancellor

Introduction and Philosophy

The purpose of the South Orange County Community College District Planning and Decision Making Manual is three-fold. First, the manual describes the district-wide decision making philosophy and strategic planning procedures. It shows connections among the councils and committees, the chancellor, the board of trustees, the colleges and district services. Second, the manual provides clarification of the roles, responsibilities, and scopes of authority of the district constituent groups as required by ACCJC accreditation standards; the California Education Code; and Title 5, California Code of Regulations. Third, it is the intent of the South Orange County Community College District to be communicative with its employees. The following are major channels of communication used district-wide.

- District-wide committee members participate and report back to constituent groups
- SOCCCD SharePoint intranet sites
- District-wide forums
- SOCCCD website
- E-mail communications, including district-wide updates and newsletters

Decision Making Philosophy - Dialogue and Consensus

The district's planning and decision making processes emphasize the importance of dialogue during decision making discussions and the importance of consensus to reach final recommendations.

Authentic dialogue occurs when colleagues collaboratively explore complex issues to reach a common understanding of the issues. This process requires that the participants enter discussions as equals, suspending their titles and preconceived ideas in order to listen to others' viewpoints. Authentic dialogues are successful when colleagues combine their insights and knowledge to develop a broader and collective understanding of the issues, resulting in the group being prepared to develop more meaningful recommendations.

Consensus is a collective opinion characterized by the following five elements:

1. Collaboration: Proposals for consideration are constructed with input from all interested group members.
2. Inclusion: As many stakeholders as appropriate should be included in the group's discussions.
3. Participation: All participants contribute to the discussion.
4. Agreement Seeking: The group makes a concerted attempt to reach full agreement.
5. Cooperation: Decisions may incorporate individual concerns, but are designed to benefit the whole group. Individual preferences do not override the needs of the whole group.

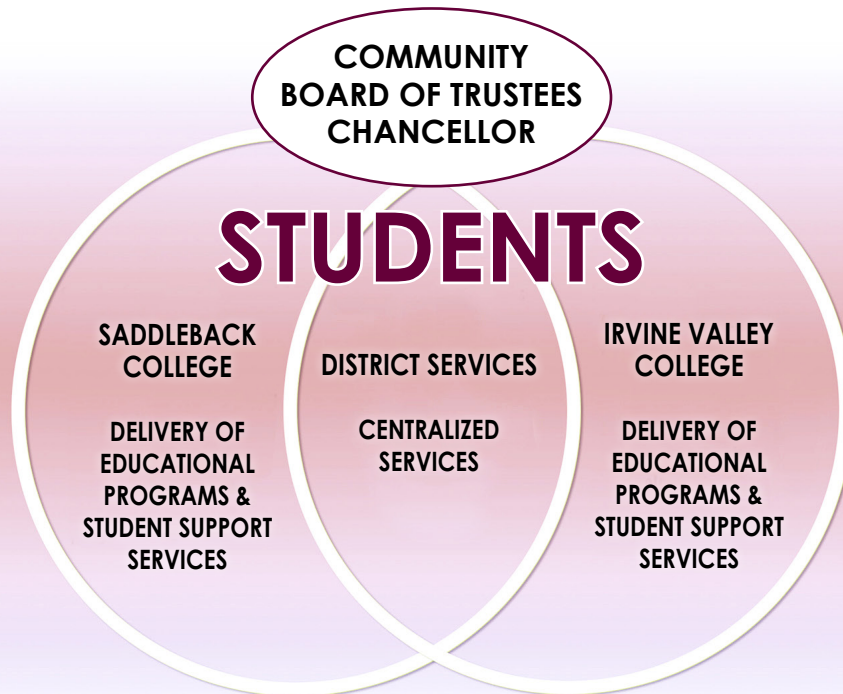
District-wide committees, councils, and task forces are encouraged to use the following best practices to reach consensus:

- Clarification of the Issue: At the outset of the discussion, issues are clearly presented.
- Discussion/Dialogue: Participants combine their insights and knowledge to develop a broader and collective understanding of the issues.
- Participation: Committee members accept responsibility for attending meetings, designating a substitute when unable to attend, contributing to the discussion, and following up on action items. Committee chairs are expected to schedule meetings in a way that maximizes participation.
- Consensus: Committee members are asked to utilize consensus to reach a decision. The committee reaches consensus once all members and guests have had an opportunity to contribute to the discussion and no one feels so strongly against a resolution that their objection must be noted.
 - Consensus does not require unanimous approval; however, consensus does require that the group attempts to hear member's perspectives for mutual understanding and find a compromise, if possible. If a group can't reach consensus, the differing viewpoints can be forwarded to the next level of decision making as unresolved.
- Committee Recommendations/Decisions: Once consensus is achieved, all committee members support the decision making process and the recommendations of the committee.

District Defined

In multi-college districts, “the institution” refers to each of the colleges plus the board of trustees, the chancellor and all other district services. We are all one institution and one district as defined by the Western Association of Schools and Colleges (WASC) and the actions taken by the state legislature through education code and state law in establishing community college districts. This graphic illustrates how each college is incomplete without district services and how district services is incomplete without the colleges.

South Orange County Community College District (SOCCCD)



District-wide Decision Making

The district is dedicated to meeting the WASC/ACCJC standards referenced below by utilizing the approved SOCCCD District-wide Strategic Plan, Planning and Decision Making Manual and Function Map.

Accreditation Standard IV: Leadership and Governance Section D - Multi-College Districts or Systems

1. In multi-college districts or systems, the district/system CEO provides leadership in setting and communicating expectations of educational excellence and integrity throughout the district/system and assures support for the effective operation of the colleges. Working with the colleges, the district/system CEO establishes clearly defined roles, authority and responsibility between the colleges and the district/system.
2. The district/system CEO clearly delineates, documents, and communicates the operational responsibilities and functions of the district/system from those of the colleges and consistently adheres to this delineation in practice. The district/system CEO ensures that the colleges receive effective and adequate district/system provided services to support the colleges in achieving their missions. Where a district/system has responsibility for resources, allocation of resources, and planning, it is evaluated against the standards, and its performance is reflected in the accredited status of the institution.

3. The district/system has a policy for allocation and reallocation of resources that are adequate to support the effective operations and sustainability of the colleges and district/system. The district/system CEO ensures effective control of expenditures.
4. The CEO of the district or system delegates full responsibility and authority to the CEOs of the colleges to implement and administer delegated district/system policies without interference and holds college CEO accountable for the operation of the colleges.
5. District/system planning and evaluation are integrated with college planning and evaluation to improve student learning and achievement and institutional effectiveness.
6. Communication between colleges and districts/systems ensures effective operations of the colleges and should be timely, accurate, and complete in order for the colleges to make decisions effectively.
7. The district/system CEO regularly evaluates district/system and college role delineations, governance and decision making processes to assure their integrity and effectiveness in assisting the colleges in meeting educational goals for student achievement and learning. The district/system widely communicates the results of these evaluations and uses them as the basis for improvement.

WASC /ACCJC Accreditation Standards IV D 1-7, July 2015

Function Map

The district operates under an approved SOCCCD district-wide function map where key decision areas are carefully aligned with the WASC/ACCJC standards along with comments and clarifications by each college and district services. In 2012, the District-wide Planning Council approved an additional focused function map to clarify district-wide delineation of responsibilities for the Advanced Technology & Education Park site. Responsibilities are delineated as being: (1) primary, (2) secondary or (3) shared. Continued review, improvement and revisions of the function map is the responsibility of the District-wide Planning Council. The SOCCCD and ATEP Function Maps are reviewed to ensure alignment with the WASC/ACCJC 2015 Accreditation Standards. The district-wide function map addresses these functions across South Orange County Community College District.

General Principles

The following principles of governance provide guidance to strengthen the district's governance structure and collegial consultation. While the district and each college must develop a structure and practices consistent with its history and culture, these principles provide a foundation participants agree upon, thus facilitating the further development of governance structures that enable our colleges to fulfill their missions and respond effectively to the needs of students.

- The board of trustees has final responsibility and authority for district policies and procedures, and any individual may address the board regarding them.
- The board charges the chancellor with the responsibility for governance of the district; in turn, the chancellor creates a structure and a systematic process for decision making that allows for the effective participation of administrators, faculty, staff, and students.
- The district-wide governance structure defines roles and responsibilities of those individuals, councils and committees charged with making recommendations to the chancellor through councils and committees.
- The district recognizes the academic senates' primary responsibility in making recommendations in specified areas related to academic and professional matters. The board of trustees has chosen to primarily rely upon recommendations from the academic senates in most arenas. In the case of disagreement with the administration on any issue, the senates have the right to take their position directly to the board.
- The knowledge and experience of committee members and the interrelationship of all committees gives the governance structure preeminence in the decision making process.
- Broad participation from all segments of the district is encouraged and expected in the governance structure.
- Each council and committee should annually review and evaluate the continuing need for its operation and make recommendations for any necessary changes in the governance structure.
- Each constituency represented in a council, committee, or task force appoints its own representatives, taking into account not only the needs of the constituency but also the broader needs of the institution.
- The responsibility of the participants in collegial consultation and decision making includes articulating the concerns of their constituents and, in turn, reporting back to their constituents on the progress of the issues. In addition, all participants should make a sincere attempt to understand issues from a broad, district-wide perspective.
- The district as a whole should understand the governance process and how to participate in it through constituency representation.
- Governance is facilitated by extensive communication, timely and appropriate information, sharing and notice of meetings, public deliberation, full campus participation, and published records.

Overview of Participants

ACCJC's Standard IV A: Decision Making Roles and Processes (August 2015) refers to participation of leadership across the organization that is vital to promoting student success, institutional effectiveness and efficiencies, and continuous improvement.

Standard IV.A.1-3: Decision-Making Roles and Processes

Institutional leaders create and encourage innovation leading to institutional excellence. They support administrators, faculty, staff, and students, no matter what their official titles, in taking initiative for improving the practices, programs, and services in which they are involved. When ideas for improvement have policy or significant institution-wide implications, systematic participative processes are used to assure effective planning and implementation.

The institution establishes and implements policy and procedures authorizing administrator, faculty, and staff participation in decision-making processes. The policy makes provisions for student participation and consideration of student views in those matters in which students have a direct and reasonable interest. Policy specifies the manner in which individuals bring forward ideas and work together on appropriate policy, planning, and special-purpose committees.

Administrators and faculty, through policy and procedures, have a substantive and clearly defined role in institutional governance and exercise a substantial voice in institutional policies, planning, and budget that relate to their areas of responsibility and expertise.

The Governing Board

The board of trustees governs on behalf of the citizens of the South Orange County Community College District in accordance with the authority granted and duties defined in Education Code Section 70902. Per SOCCCD Board Policy 112, the board's commitment is to:

- Establish the mission of the district
- Assure the development and implementation of short-term and long-term educational and facilities plans
- Assure fiscal health and stability
- Monitor institutional effectiveness and educational quality
- Delegate power and authority to the chancellor/chief executive officer to effectively lead the district
- Work respectfully with the chancellor and the district/college faculty and staff
- Refer suggestions and concerns to the chancellor
- Work respectfully with other board members
- Hire and evaluate the chancellor
- Advocate for and protect the district
- Establish policies that implement the district mission and goals, and set prudent, ethical and legal standards for college operations
- Represent the public interest

The Chancellor

California Education Code Section 70902(d) and Board Policy 2100 (Delegation of Authority to the Chancellor – revised 10-24-11) defines the board's delegation of authority to the chancellor. The board of trustees shall employ a qualified person as chancellor and chief administrative officer of the district. The chancellor has full authority and responsibility for the proper conduct of the business and educational programs of the district.

The board of trustees specifically authorizes the chancellor to perform the following functions:

- To hire academic and classified employees for the district, subject to ratification by the board.
- To authorize and direct employees of the district to incur travel expenses, including but not limited to mileage, to conduct district business, including conference travel, within the limits and budget requirements.

- To sign applications for funds and contracts (under \$100,000) for the district, subject to ratification by the board. In emergency situations, the chancellor may sign contracts over \$100,000, subject to ratification. The board hereby delegates to the chancellor or his or her designee the authority to accept employee resignations on its behalf at any time. Resignations shall be deemed accepted by the board when accepted in writing by the chancellor or his or her designee. If the resignation does not specify an effective date, the chancellor or his or her designee shall fix an effective date for the resignation which shall be within 60 days. When accepted by the chancellor or his or her designee, the resignation is final and may not be rescinded. All such resignations shall be forwarded to the board for ratification at the next regular meeting.
- To establish and maintain the district's purchasing procedure.

Board Policy 2001 (Administrative Organization) further provides for the following:

- The board of trustees affirms its legal responsibility to adopt policies governing the district and its colleges. In so doing, it directs the chancellor to implement those policies within an approved organizational structure (Calif. Ed. Code, Section 70902).
- For the district and the colleges to be governed and administered in an effective manner, it is necessary that lines of communication be established within the organization so they allow for the orderly transaction of business.
- The chancellor is authorized and responsible for organizing all district standing and ad hoc committees to assist in the operation of the district. Each college president is authorized and responsible for organizing college committees as needed to assist in college operations.
- To support the board of trustees' stated philosophy concerning internal administration, it is the policy of the board or trustees that all matters called to its attention by district personnel or by students shall be presented through the chancellor. Conversely, the board shall direct appropriate matters through the chancellor.

Administrators and Managers

- The role of administrators and managers in making decisions is determined by the scope of responsibility and authority delegated to them in the job descriptions for administrative and managerial positions. The following are drawn from various job descriptions to illustrate the decision making duties assigned to administrators and managers.
- Participate in establishing and maintaining the college's creative vision and direction for the assigned areas of responsibility.
- Develop goals, objectives, priorities, policies and procedures for all assigned departments.
- Coordinate and assist in the development of master and strategic plans to enhance the educational programs of the district.

The Academic Senate

Board Policies 2100.1 (Delegation of Authority to the Academic Senates), 2100.2 (Role and Scope of the Academic Senates), and Title 5, California Code of Regulations, §53203 define the right for faculty to participate effectively in decision making and planning related to academic and professional matters.

California Education Code §87743.2 requires that each community college establish faculty service areas no later than July 1, 1990. The exclusive bargaining representative for the faculty shall consult with the academic senate(s) in developing proposals regarding faculty service areas.

The Classified Representation

Classified staff are integral to the decision making processes of the district. They participate in district governance through representation on committees, task forces, and councils. If only one representative is selected, the representative is from the bargaining unit. When additional classified representatives are added, the appointment will be made in consultation with the appropriate classified senate(s). (Board Policy 4056, Title 5 Section 51023.5, and California Education Code Section 70902).

Student Participation in Governance

Board Policy 5627 (Student Participation in Governance) and Title 5, 51023.7 define students' right to participate in community college governance. Further, Board Policy 104 provides for a student member of the board of trustees.

The associated students of the colleges of the South Orange County Community College District shall be given an opportunity to participate in the formulation and development of district policies and procedures that have a significant effect on students, as defined by law (Title 5, Calif. Code of Regulations, Section 51023.7 and Calif. Ed. Code, Section 70902[b][7]).

The selection of student representatives to serve on SOCCCD committees or task forces shall be made after consultation with the associated student governments of the respective colleges. The opinions and recommendations of the students will be given every reasonable consideration.

There shall be one non-voting (advisory) student member of the board of trustees (California Education Code, Section 72023.5).

Additional Representation

District-wide committees may invite additional representation, such as the SOCCCD Faculty Association, California School Employees Association, and Police Officers Association.

14 District-wide Integrated Strategic Planning

District-wide Integrated Strategic Planning

Through the leadership and collaboration of the District-wide Planning Council, beginning in the academic year 2012-2013, SOCCCD developed a new integrated planning model. Our integrated planning model incorporates a shared set of planning definitions.

Common Planning Definitions

Vision Statement
Describes the ideal future state of the district/college, including the results we would like to achieve and the characteristics we will need to possess. The vision statement provides direction and inspiration for the Strategic Plan.
Mission Statement
A broad description of the purpose or philosophy of the district/college, our commitment to student learning and success and the population served.
Values
Statements of core priorities in the district/college culture that guide how we operate. They provide ways of choosing among competing priorities and guidelines.
Goals
Goals are defined as all-encompassing statements about the general direction of the district/college. There are two types of goals: district-wide goals and college goals.
Objectives
Objectives are defined as methods for attaining goals. Good objectives are focused on outcomes or results and are S.M.A.R.T.: specific, measurable, achievable, realistic, and time-related. An objective can be achieved through one or more action steps.
Action Steps
Action steps are projects or initiatives designed to reach objectives and to attain Goal(s). They may describe complex college/district services functions involving multiple offices and/or departments. Action steps are reviewed and revised yearly.
Key Performance Indicators (KPI)
KPIs are high level indicators that measure progress on goals and/or objectives.
Targets
The desired level of a KPI at the end of the planning cycle.

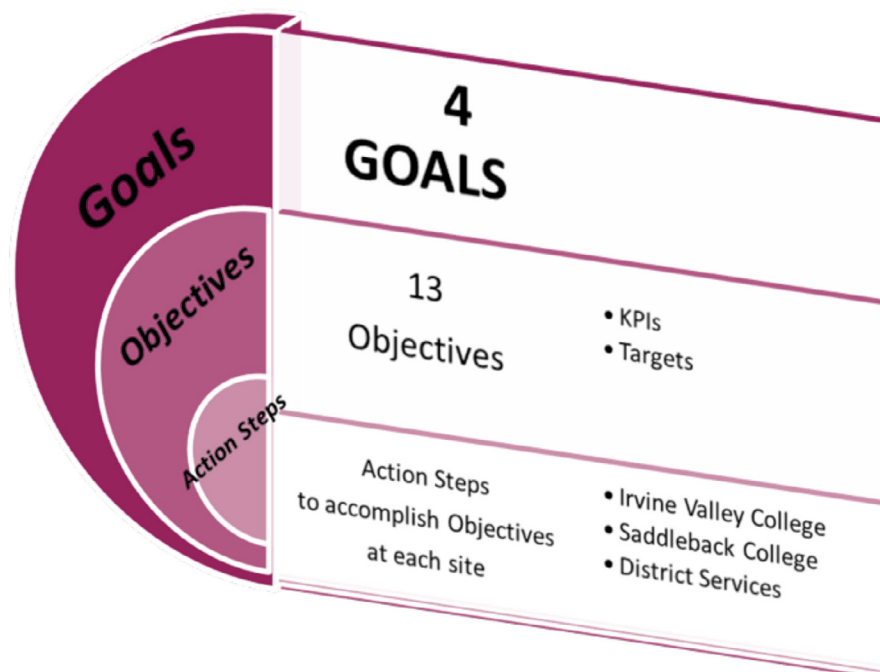
Development of Integrated Process

During the spring of 2013 a district-wide external scan was prepared that included a demographic analysis, enrollment projections and a labor market analysis. In the summer of 2013, the District-wide Planning Council (DWPC) conducted its annual planning retreat. Part of the planning retreat was spent establishing our planning assumptions, drawing from the recent external scan that was conducted in the spring. This scan was utilized to build district-wide planning assumptions and help guide the development of district-wide goals and objectives in the new strategic plan, initiated during the summer 2013 District-wide Planning Council retreat, and continued through the academic year in all district units, with guidance of the District-wide Planning Task Force.

Development of Goals, Objectives, Key Performance Indicators (KPIs), and Targets

The DWPC assigned the refinement of goals and objectives to the District-wide Planning Task Force. This task force spent over 15 hours in the Fall of 2013 and evaluated over 150 suggestions for objectives aligned under four major goal areas, and derived 17 objectives to recommend to the council. On February 21, 2014, the council approved the final objectives for the District-wide Strategic Plan 2014-2020. In 2014-2015 the task force spent approximately 20 hours reviewing data, discussing and vetting KPIs and targets that would be aligned with each major objective. The work plans and details of the meetings of the District-wide Strategic Planning Task Force are documented in the District-wide Planning Council's SharePoint site. In the summer of 2015 at the annual retreat, these KPIs and targets were approved and included in the final plan. During the development of KPIs and Targets both the colleges and district services were also developing their individual area's action steps that would support the fulfillment to the focused objectives.

District-wide Strategic Plan 2014-2020 Shared Goals, Objectives, KPIs and Targets



16 Budget Development

District-wide Integrated Budget Planning Resource Guide

The SOCCCD District-wide Integrated Budget Planning Resource Guide was developed in 2011-2012 in response to the colleges' accreditation report recommendations and the requirement that district-wide planning drive budget allocations. The resource guide details how resource allocation is tied to planning, provides links to documentation associated with the integrated processes, and is continually updated.

The SOCCCD Board of Trustees approves the budget development guidelines twice a year for the tentative and final budget, in the months of June and August. These budget development guidelines, which are comprised of the board of trustees' budget philosophy statement regarding participatory governance and guiding principles, are used in the district-wide budget development process. They are intended to be fiscally conservative in nature and are useful in communication of the overarching assumptions on which the district-wide budgets are based. The DRAC Model Basic Aid Board Policy (BP 3110), and Basic Aid Administrative Regulation (AR 3110) guide the budget development for district-wide allocation of unrestricted general funds and "basic aid" funds. The philosophy that planning drives budget decisions is being institutionalized district-wide. It is anticipated that as the planning and budget development cycle is implemented over several years that this planning and budget model will become more integrated with everyday decision making.

The following excerpt is taken from the SOCCCD District-Wide Integrated Budget Planning Resource Guide.

Board Philosophy

The board of trustees shall support and follow fiscal policies that:

1. Ensure wise and prudent use of public resources.
2. Promote financial strength and stability.
3. Maximize educational opportunities for students, in accordance with the district's mission statement.

Participatory Governance

An opportunity for review and input will be provided to the appropriate participatory governance groups prior to adoption of the final budget.

Guiding Principles

The following guiding principles are provided to District Resources Allocation Council (DRAC) and the college budget committees for use when recommendations are made about the budget.

1. Reserve for Economic Uncertainties

The general fund reserve for economic uncertainties shall be no less than 7.5% of the projected unrestricted revenue. A monthly update will be provided to the board of trustees that reviews current revenue, expenditure, and ending balance projections. Any action proposed by a staff member, a board member, or the board of trustees as a governing body, which could potentially reduce the reserve, will be reported to the board in the monthly update. A reported reduction in the reserve below 7.5% shall be accompanied by a plan that indicates how the reserve shall be restored.

2. Future Long-Term Debt Issues

No additional COP, or other long-term debt, will be issued until:

- a. An ongoing revenue stream has been identified that covers the full payment for the existing issues.
- b. A dedicated revenue stream has been identified for the payments for the new issue.

The board has identified this principle as having a very high priority.

3. Retirement Incentives

No retirement incentives will be provided unless one-time funds have been identified that will cover the full cost or the plan savings are sufficient to pay the cost of the incentive.

4. Area/College Allocations

The expenditure budgets for each area/college shall not exceed the projected resource allocations. Any college or district balances existing at the end of each fiscal year, either positive or negative, will result in an equivalent adjustment in the allocation in the subsequent year. In addition, the vice chancellor of business services shall monitor the college budgets to ensure there are no negative balances.

5. Deficit Financing

Deficit financing is defined as a budget in which projected expenditures exceed projected revenue for the year. Deficit financing should not occur for ongoing expenses, such as salary increases. The amount of deficit financing should always be clearly presented in the budget document. Deficit financing shall not result in a reserve balance that is less than 7.5%.

6. Retiree Medical, Dental, Vision, and Medicare Coordination of Benefits (COB) Plans

To be compliant with GASB 43 and 45, an irrevocable trust was formed in FY 2007-2008 to fund medical, dental, vision, and Medicare plans for SOCCCD retirees. An actuarial study is conducted every two years to update the district's OPEB (other post-employment benefits) liability. It is the board's intent to fully fund the liability once it is identified.

7. Basic Aid

While the district is a basic aid district:

- a. The expenditure budgets for ongoing purposes shall be the resources that would have been available from state apportionment.
- b. Excess revenue above apportionment shall be allocated at the college or district level for one-time purposes, such as to cover some of the unfunded obligation for the retiree benefit plans.
- c. Excess revenue above apportionment shall not be used for regular ongoing expenditures, such as salaries.
- d. Excess revenue above apportionment shall not be used for any other purposes that will jeopardize the district's future financial stability.
- e. BP and AR 3110 will be followed when allocating basic aid funds.

8. One-time Cost Savings

One-time cost savings shall be allocated to purposes such as the unfunded obligation for the retiree benefit plans, or to one-time expenditures.

9. Full Time Equivalent Student Targets

When developing the target FTES, consideration will be given to the following:

- a. The needs of students and the community.
- b. The percentage of growth allocation in the state apportionment formula.
- c. The FTES generated in the most recent academic year.
- d. The number of FTES the college administration realistically believes can be generated.

10. Funding for Growth

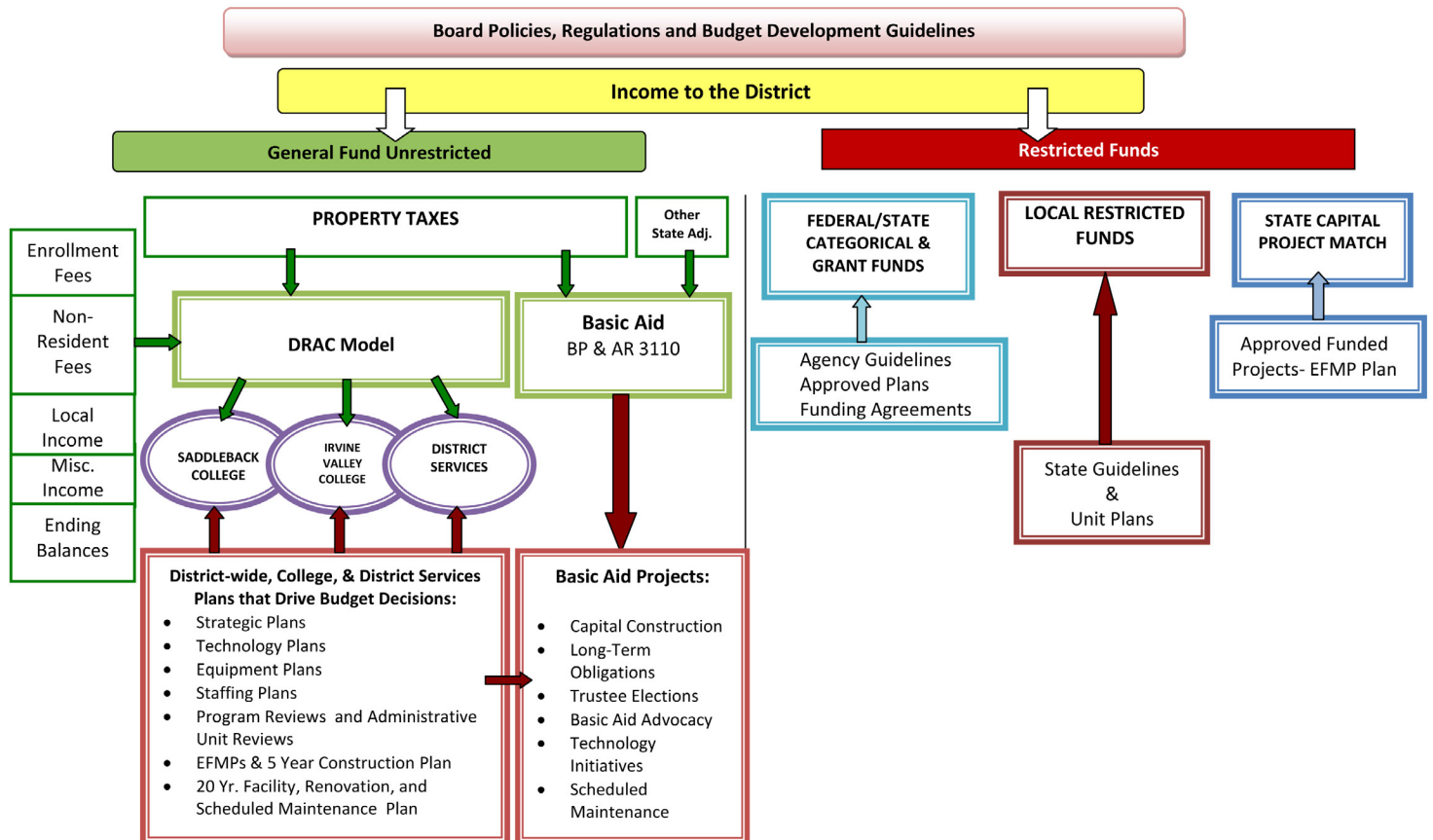
The district resource allocation model shall limit funding for growth FTES to a maximum of the SOCCCD individual adjusted growth rate published by California Community College System Office, adjusted by subsequent system office revisions. District growth funding shall also be constrained by FTES growth achieved by the district up to the maximum amount funded through the SB 361 allocation formula.

11. Budget Planning

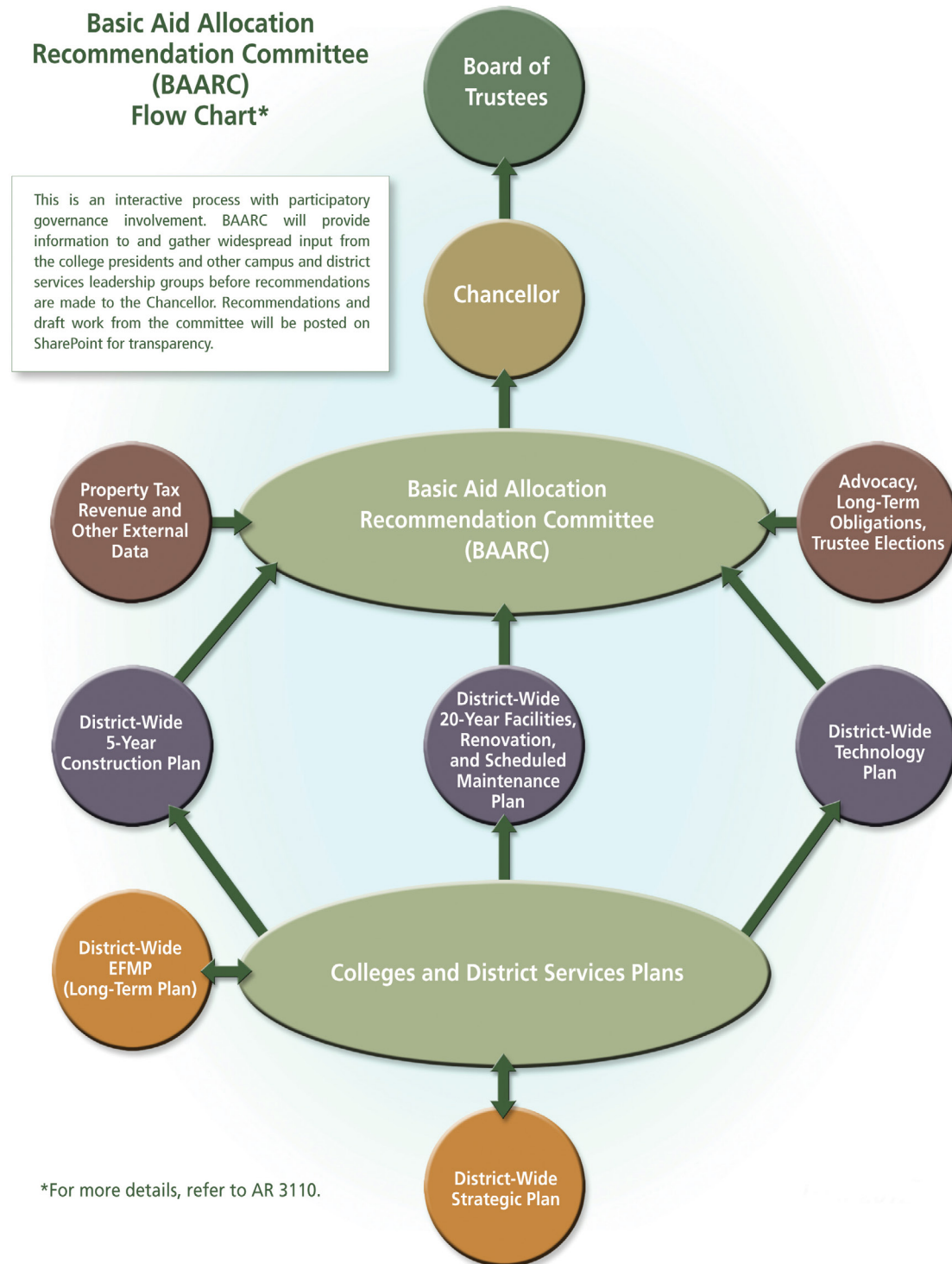
College budget planning will take into consideration the 50% Law and Faculty Obligation Number (FON).

Resource Allocation Process

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT RESOURCE ALLOCATION PROCESS



Basic Aid Allocation Recommendation Committee (BAARC) Flow Chart



20 Planning and Budget Model

Overview of Model Development Process

The District-wide Planning and Budget Model is comprised of three major components. The model demonstrates how institutional priorities and planning are linked to resource allocations. The model also establishes how planning and related processes are assessed and evaluated for continued improvement through analysis and action plans. The three planning model components are:

1. District-wide Planning Documents
2. District-wide Budget Planning Groups and Flow Chart
3. District-wide Planning and Resource Allocation Development Timelines

District-wide Planning Documents and Version Control

The key district-wide planning documents that drive and facilitate district-wide planning are listed here. For each plan or document, the assigned planning group or administrative unit is identified. The appropriate SharePoint site is the repository for up-to-date information regarding the respective council/committee, and houses the official current version of each document. The most current version of the planning documents are housed in the assigned group or unit's SharePoint site.

- ❖ **Education and Facilities Master Plan 2011-2031 (EFMP)** (long-range plan)
College and district services planning groups support new plan development
- ❖ **District-wide Strategic Plan 2014-2020** (short-range plan)
District-wide Planning Council supports updates and new plans
- ❖ **District-wide Planning and Decision Making Manual**
District-wide Planning Council supports updates and makes changes
- ❖ **District-wide Function Map**
District-wide Planning Council supports updates and makes changes
- ❖ **District-wide Planning and Resource Allocation Model**
District-wide Planning Council supports updates and makes change
- ❖ **District-wide Tentative Budget Development**
District Business Services and all planning groups
- ❖ **District-wide Tentative Budget Approval**
Board of Trustees review and approval
- ❖ **District-wide Final Budget Approval**
Board of Trustees review and approval
- ❖ **District-wide Integrated Budget Planning Resource Guide**
District Business Services
- ❖ **Budget Development Guidelines and Budget Manual**
District Business Services
- ❖ **District-wide Five Year Construction Plan**
College planning groups and District Facilities Planning Staff
- ❖ **20 Year Facility, Renovation, and Scheduled Maintenance Plan**
Capital Improvement Committee
- ❖ **District-wide Technology Plan**
District-wide Technology Committee

District-wide Budget Planning Groups

Each of the district-wide groups that have a major role in planning and budget recommendations are listed below. These district-wide councils make recommendations to the chancellor on a variety of district-wide topics and have a significant role in budget planning. Committees may make recommendations to the chancellor to consider placing items on the agendas of one or more of the district-wide councils. The district-wide councils and committees document their description, charge, membership, and annually review and revise these as necessary.

- ❖ Chancellor's Council
- ❖ District-wide Planning Council (DWPC)
- ❖ District Resources Allocation Council (DRAC)
- ❖ Basic Aid Allocation and Recommendation Committee (BAARC)
- ❖ District-wide Technology Committee (DTC)
- ❖ Capital Improvement Committee (CIC)

Council/Committee Charge

Chancellor's Council

Information exchange, input on issues and decisions. Monthly agenda includes review and discussion of Board of Trustee agenda items (docket).

District-wide Planning Council (DWPC)

Coordination of district-wide planning, reviews progress on current plans and updates the plans as appropriate.

District Resources Allocation Council (DRAC)

Participatory governance council, approved by the Board of Trustees, charged with making recommendations for the income allocation model on which the budget is based. Development and oversight of the allocation process for unrestricted general funds; makes recommendations to the chancellor.

Basic Aid Allocation Recommendation Committee (BAARC)

Participatory governance committee charged with implementing the BP-3110 and AR-3110-Basic Aid Allocation Process, by utilizing plans developed by other district-wide committees.

District-wide Technology Committee (DTC)

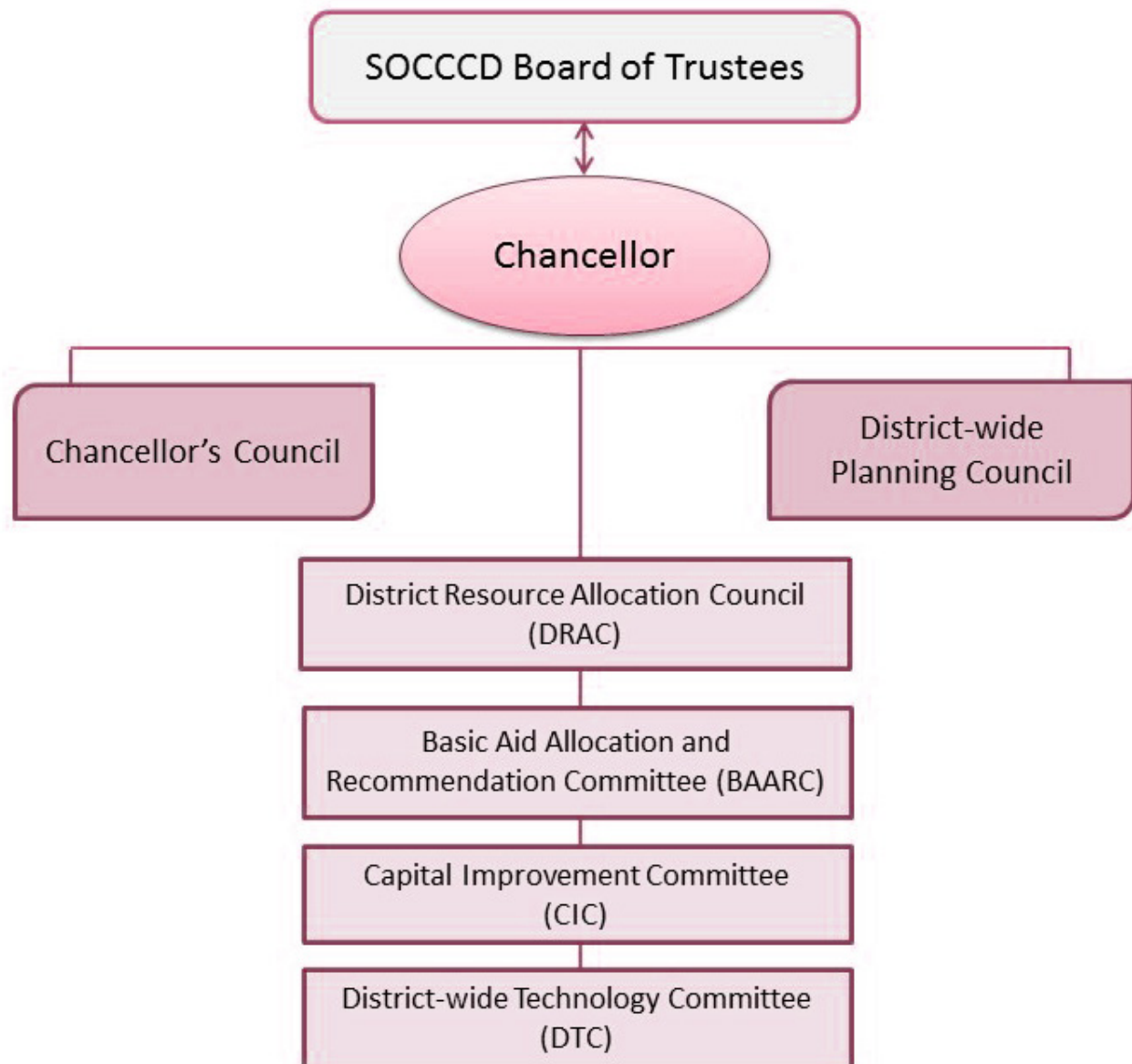
Coordinate technology issues and implementation of new systems, hardware, and software district-wide; review potential district and college IT projects and funding sources; and explore new software and hardware.

Capital Improvement Committee (CIC)

Coordinate a prioritized district-wide 20-year Facility, Renovation, and Scheduled Maintenance Plan that utilizes uniform, data-driven criteria. This includes developing common facilities definitions and recommendation of software. Each year the committee will review the plan and develop recommendations.

District-wide Budget Planning and Allocation Process Flow Chart

This chart indicates the relationship among of the district-wide committees chaired by the chancellor or appropriate vice-chancellor that makes recommendations related to planning and resource allocation. The district-wide councils report to the chancellor. Recommendations made by the committees are directed to the chancellor. The chancellor also places committee items onto the various council agendas as needed and appropriate. Each of the key district-wide councils and committees, described earlier, are documented at the district SharePoint site.



District-wide Planning and Resource Allocation Development Timelines

District-wide updates, revision and timelines for 2014-2020 Strategic Plan Cycle																			
	Item	Action	Cycle	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020										
			Fall	Spr	Sum	Fall	Spr	Sum	Fall	Spr	Sum	Fall	Spr	Sum	Fall	Spr	Sum		
Major District-wide Planning Documents	Education and Master Plan: 2011-2031	Recreate	6 Year																
	District-wide Strategic Plan (2014-2020)	Mid-Cycle Evaluation	3 year																
	District-wide Strategic Plan (2014-2020) Progress Report	Review	1 Year		*	*		*						*					
	District-wide Strategic Plan (2014-2020)	Recreate	6 Year												*	*	*		
	District-wide Planning and Decision Making Manual	Recreate	3 Year		*				*	*	*		*	*	*	*	*		
	District-wide Planning and Decision Making Manual	Update	1 Year	*		*											*		
	District-wide Planning Model	Update and Recreate	1 Year			*													
	District-wide Function Map	Update	3 Year		*														
	5 Year Construction Plan	Update	1 Year	*	*	*		*	*	*	*		*	*	*	*	*		
	20 Year Facilities, Renovation, Scheduled Maintenance Plan	Update	1 Year	*	*	*	*	*	*	*	*		*	*	*	*	*		
	Tentative Budget Development	Create	1 Year	*	*	*		*	*	*	*		*	*	*	*	*		
	Tentative Budget Approval	Update	1 Year	*	*	*		*	*	*	*		*	*	*	*	*		
	Final Budget Approval	Update	1 Year	*	*	*	*	*	*	*	*	*	*	*	*	*	*		
	District-wide Integrated Budget Planning Resource Guide	Update	1 Year	*	*	*	*	*	*	*	*	*	*	*	*	*	*		
District-wide Technology Plan	Recreate	6 Year		*										*	*	*			
District-wide Technology Plan	Review	1 Year	*	*	*	*	*	*	*	*	*	*	*	*	*	*			
Assessment Tools	District-wide Climate Survey	Administer	2 Year	*		*		*	*	*	*	*	*	*	*	*	*		
	External Scan	Conduct	3 years				*	*	*	*	*	*	*	*	*	*	*		
	Annual District-wide Committee Self-Assessments	Conduct	1 year	*	*	*	*	*	*	*	*	*	*	*	*	*	*		

Planning timelines and ongoing cycles of review and improvement are essential for successful district-wide planning. This chart captures the planning cycles and timeline of review for updates, plus the cycles/timeline for a complete renewal of a plan or document. District-wide assessment and evaluative tools are administered on set cycles to determine the progress and success of planning and related activities. These tools provide important input and data that can be analyzed and used for ongoing institutional improvement.

24 Planning and Committee Structures

District-wide Budget Planning and Allocation Process Flow Chart

The colleges and district services rely on numerous councils, committees, and task forces that provide for representation from all constituent groups in order to create a structure for widespread participation. The district-wide administration, district services and college constituent groups participate in district-wide decision making through a representative model. College administrators are included on all district-level councils. Representatives of the academic senates, classified staff, and representatives of the exclusive bargaining representatives are included on appropriate district councils.

Committee Member Roles

CHAIR

The chair of each district-wide committee (unless otherwise noted, this term is used throughout this document to include all councils, committees and task forces) has the responsibility for setting agendas that conform to each committee's purpose (charge); to chair the meeting; to work with the recorder in posting agendas, minutes, and handouts on the district-wide committee SharePoint site; to clearly identify committee recommendations/decisions and action items for the committee; and to work in the spirit of collegiality through consensus and ensure that the process is clear and transparent. The chair forwards the actions and recommendations/decision of the committee. When the committee cannot come to consensus, it is the chair's responsibility to follow the process identified to resolve the issue.

MEMBERS

Committee members will be active participants who represent their constituencies, vote on their behalf, and communicate committee activities to their constituent groups. Each committee member is expected to be an active communicator on behalf of the committee. Each committee member has a responsibility to communicate committee activities through appropriate methods at their site, both formal and informal, so that the district-wide committee activities are clear, transparent and widely known.

RECORDER

The recorder assists the chair to set agendas that conform to the committee's purpose (charge); to work with the chair in posting agendas, minutes, and handouts on the district-wide committee SharePoint site; to clearly identify committee recommendations/decisions and action items in the minutes, and to post all appropriate items on the committee's SharePoint site in a timely manner per the district's communication guidelines.

Committee Structures

COUNCIL

Composed of administrators and/or executive representatives of faculty, staff, or student organizations. A council often directs the work of and receives recommendations from numerous committees and/or task forces. A council meets regularly and its charge is broad in scope. Council documents, minutes, agendas and calendars are posted and available on a SharePoint site.

COMMITTEES

Composed of a variety of individuals representing district constituent groups. A committee's scope of work is narrower than that of a council. A committee reports its recommendations to senior administrators or to a council. A committee is long-term in nature and meets on a regular basis. Committee documents, minutes, agendas and calendars are posted and available on SharePoint websites.

TASK FORCE

Composed of a variety of individuals such as administrators, managers, students, faculty, and staff representatives. A task force is created to address a specific district-wide issue and meets until its charge has been completed. A task force is usually short-term in nature and the group becomes inactive upon conclusion of the task.

Establishing a New District-wide Council, Committee, or Task Force

Any District-wide Planning Council (DWPC) member may request consideration by DWPC of a new district council, committee or task force. The request should include the following:

- Concise description of the subject to be addressed
- Proposed purpose
- Entity that has jurisdiction over the subject
- Any existing council, committee or task force that would be impacted by the formation of a new entity, and the anticipated impact of the new entity
- Proposed location in the governance structure for reporting
- Proposed composition
- The proposal may then be considered by DWPC.

Annual Review of an Existing Council, Committee, or Task Force

An annual review process and template must be submitted to the District-wide Planning Council for review during the next cycle for the District-wide Planning and Decision Making Manual. The annual evaluation should cover the following topics:

1. Review/recommend change to committee charge
2. Review/recommend change to committee membership
3. Summary of decisions and recommendations made during the year, compared to committee charge
4. Review/amend committee schedule and deliverables
5. Review of committee accomplishments

The annual committee evaluation and review will be completed during the spring of each year, or as appropriate for the committee meeting schedule. Evaluation reports will be forwarded to the District-wide Planning Council and other appropriate oversight committees or councils.

Modifying an Existing Council, Committee, or Task Force

Each entity is responsible for annually reviewing its charge and performance and recommending modifications. The existing entity and/or the committee members and constituencies review recommendations for modifications, such as changes in the committee charge or composition. The recommendations are then forwarded to the chancellor for review and action.

District-wide Communication Guidelines

Decisions and action items are clearly delineated in meeting minutes, using standardized templates and guidelines. The committee chair is responsible for posting all meeting agendas, minutes, handouts and related documents on a defined SharePoint site so that a clear chronology of decisions is available to all employees. Communication guidelines and templates are posted on the SharePoint intranet site.

Communication Guidelines




Communication Guidelines for District-wide Committees

Agenda	Minutes
<p>Post on SharePoint at least two business days prior to each meeting.</p> <p>Include:</p> <ul style="list-style-type: none"> • District Logo in top left hand corner • Committee name • Meeting date; location; start and end time • Committee Charge/Purpose • Standing Agenda Items: <ul style="list-style-type: none"> ◦ Review/approval of previous meeting minutes ◦ Review status of previous action items (incorporate the previous list into the current agenda) <p>Sign-In Sheets: Attendees are to sign in for meetings</p> <p>Handouts: Post handouts provided prior to and during the meeting in the "handouts" section in SharePoint. Indicate the meeting date in the file name for easy reference.</p>	<p>It is recommended draft minutes be reviewed by the chair and posted on the committee SharePoint site for review and approval by the committee members within five business days following the meeting.</p> <p>Include:</p> <ul style="list-style-type: none"> • District Logo in top left hand corner • Committee name • Meeting date; location; start and end time • Members Present • Members Absent • Committee Charge/Purpose • Recommendations/decisions made by the committee are to be specifically listed in a separate section at the end of the minutes (see sample minutes) • Action Items: are listed in a separate section at the end of the minutes to include a description of the action, who it is assigned to, deadline for completion, and status (see sample) <p>Sign-In Sheets: Include completed sign-in sheets as a separate page with the posted meeting minutes.</p> <p>Handouts: Post handouts provided prior to and during the meeting in the "handouts" section in SharePoint. Indicate the meeting date in the file name for easy reference.</p> <p>Approved minutes: Post approved minutes (pdf version) on SharePoint. (Delete draft version).</p> <p>Note: Minutes are not meant to be a transcript of conversation, but rather a summary of critical points. No need to describe all of the "he said, she said" details unless those details are very important. Record topics discussed, decisions made, and action items.</p> <p>Generally, names need not be reflected in minutes except in the action items.</p>

See SharePoint Chancellor home page/Libraries section for agenda, sign-in sheet and minutes samples.

Sample Committee Description

	<h3>NAME OF THE COMMITTEE</h3>
<p>Purpose of the Committee: Describe the purpose of the committee and member responsibilities.</p>	
<p>Meets: Describe frequency of meetings, weekly, monthly, etc.</p>	
<p>Chair: List Position of Committee Chair, i.e. Vice Chancellor, Business Services (1)</p> <p>Members: <i>List Committee Members by position title/ representation group, location, number of reps total.</i> <i>Examples:</i></p> <ul style="list-style-type: none"> Vice Chancellor, Technology & Learning Services (1) College Presidents, one from each college (2) Vice Presidents of/for Instruction, one from each college (2) Vice Presidents of/for Student Services, one from each college (2) Dean, Counseling Services & Special Programs, Saddleback College (1) Academic Deans, one from each college (2) Academic Senate Presidents, one from each college (2) Faculty Association President or representative, district-wide representative (1) Police Officer Association President, district-wide representative (1) Classified Management Representative, one from each college (1) CSEA President or representative district-wide representative (1) Classified Staff Representatives, one from each college (2) 	
<p>Reporting/Recommending Responsibilities: Describe individuals or groups to whom the committee makes recommendations.</p>	
<p>SharePoint Site: Provide a link to the committee SharePoint Site.</p>	
<p>Decision-Making Process: Provide outline of decision-making process, including steps to reach consensus or agreement and how to resolve impasse situations.</p>	
<p>Communication Process: Describe all means of communications including SharePoint feedback to constituent groups, and others.</p>	

Sample Committee Meeting Agenda



COMMITTEE NAME

Meeting Date

00:00 – 00:00 am/pm
Meeting Location

Committee Charge
Develop, modify, plan, communicate, etc.

AGENDA

1. *Review/approve Minutes from [date] Meeting*
2. *Status Action Items from Previous Meeting*

	Actions:	Assigned to:	Deadline:	Status/Comments:
1.	Insert Action Items List From Previous Meeting			
2.				
3.				
4.				
5.				
6.				

3. *Agenda Items*
4. *Agenda Items*
5. *Agenda Items*
6. *Agenda Items*
7. *Review Today's Meeting Recommendations/Decisions and Action Items*
8. *Next Meeting*
9. *Adjourn*

Sample Committee Meeting Minutes



COMMITTEE NAME

MINUTES

Meeting Date

00:00 – 00:00 am/pm • Location

Members Present: Name, Name, Name, Name, Name, Name, Name, Name,
Not Attending: Name, Name, Name

Committee Charge
Develop, modify, plan, communicate, etc.

1. Review/approve Minutes from [date] Meeting
Minutes were reviewed and approved.

2. Status Action Items from Previous Meeting

	Action:	Assigned to:	Deadline:	Status/Comments:
1.	Previous Action Item	Name	Date	Completed on [date]
2.	Previous Action Item	Name	Date	Pending Approval
3.	Previous Action Item	Name	Date	In Progress
4.	Previous Action Item	Name	Date	Recommendation made to xxx on [date]
5.	Previous Action Item	Name	Date	Additional information required/awaiting response from xxx
6.	Previous Action Item	Name	Date	Completed on [date]

3. Agenda Item
Summary of discussion/decisions/notes, etc.

4. Agenda Item
Summary of discussion/decisions/notes, etc

5. Agenda Item
Summary of discussion/decision/notes, etc

6. Review Today's Meeting Recommendations/Decisions and Action Items
The committee identified recommendations and/or decisions made in today's meeting and reviewed the actions items needing follow-up. See Summary of Recommendations/Decisions and Action Items listed at the end of today's minutes.

7. Next Meeting
Next meeting will be [date, time, location]. Items for discussion will include: xxx, xxx

8. Adjourn
The meeting adjourned at 00:00am/pm.

Summary of Recommendations/Decisions Made Today:

- The council/task force/committee will make a recommendation to xxxxx to increase the xxx to xxx and so on and so forth.
- The allotment for xxxx will be assigned to xxx.
- Further discussion is needed before a final recommendation on xxx can be made completed.
- The council/task force/committee reached consensus on the xxx and will forward to xxx for approval.

Action Items

	Action:	Assigned to:	Deadline:	Status/Comments:
1.	Develop draft of xxx	Name	Date	
2.	Update Sharepoint with Committee Information	Name	Date	
3.	Task to be completed	Name	Date	
4.	Task to be completed	Name	Date	
5.	Task to be completed	Name	Date	

Appendices

- [California Education Code](#): Sections 70902, 70902(b), 70902(d), 72023.5, 81641, 81655, 87032, 87730, 87743.2, 88201
- [California Code of Regulations, Title 5](#): Sections 53200, 51023.5, 51023.7
- [California Public Contract Code](#): Section 20650
- [SOCCCD Board Policies](#)
- Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges (ACCJC) [Standards](#)
- ACCJC [Publications and Policies](#)



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SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

Barbara J. Jay, David B. Lang,
Timothy Jemal, Marcia Milchiker, T.J. Prendergast III,
Terri Whitt, James R. Wright • Gary L. Poertner, Chancellor

An Equal Opportunity Employer

***SOCCCCD
DISTRICT-WIDE STRATEGIC
PLAN
2014-2020***

***ACTION STEPS
AT EACH LOCATION TO
SUPPORT DISTRICT-WIDE
OBJECTIVES
AS OF FALL 2015***

***IRVINE VALLEY COLLEGE
SADDLEBACK COLLEGE
DISTRICT SERVICES***

2014-2020 Irvine Valley College Strategic Plan:

Goals, objectives and action steps

5/11/15

GOAL 1: IVC WILL FOSTER AN ENVIRONMENT CHARACTERIZED BY CREATIVITY, INNOVATION, RESPECTFUL INTERACTIONS AND COLLABORATION.

1.1: Recognize and support innovative ideas that improve collaboration and respectful interactions district-wide.

Action: Meetings to improve District-wide institutional effectiveness and collaboration

Description: Invite counterparts at Saddleback College and District Services to meetings that focus on communication and collaboration.

Lead person: President Roquemore

Responsible person: President Roquemore

1.2: Improve district climate in the areas of optimism, commitment, and respectful collaboration.

Action: Annual district-wide picnic

Description: Hold an annual district-wide picnic for all employees and their families at a local park. Provide food and fun activities for all attendees to participate in, fostering a positive, fun environment.

Lead person: President Roquemore

Responsible person: President Roquemore

1.3: Improve the representative process through active engagement and communication.

Action: Governance mentoring and shadowing

Description: Academic Senate and Classified Senate governance leaders will mentor others and provide shadowing opportunities to encourage greater involvement in college governance.

Lead person: Academic Senate President and Classified Senate President

Responsible person: SPAC co-chairs

1.4: Increase professional development opportunities that potentiate employees' talents and interests.

Action: Professional Development Task Force

Description: Create a campus-wide task force to design ongoing professional training for all employees. Since it is campus-wide, involve all governance groups.

Lead person: Vice President for Instruction

Responsible person: Glenn Roquemore

1.5: Improve training for all employees to increase districtwide understanding of organizational structure, resources, processes and procedures.

Action: District training for specific needs of each department

Description: IVC will invite District Services personnel to attend presentations on College initiatives and practices in order to enhance mutual understanding, collegiality and institutional effectiveness.

Lead Person: Director of Research, Planning and Accreditation

Responsible person: VP for Instruction or VP for Student Services, as appropriate

GOAL 2: IVC WILL PROMOTE STUDENTS' SUCCESS BY ENHANCING THE TEACHING AND LEARNING ENVIRONMENT.

2.1: Increase student completion rates (degrees, certificates, and transfer) while preserving access, enhancing quality, and closing achievement gaps.

Action: Establish a re-entry center

Description: The Student Equity Plan (SEP) shows a disproportionate impact for adults 25+ returning to college. Establishing a center and providing counseling services targeted at meeting the needs of this population.

Lead person: Elizabeth Cipres

Responsible person: Linda Fontanilla

Action: Probation and dismissal workshops

Description: Host probation and dismissal workshops year around to assist at-risk students.

Lead person: Arleen Elseroad

Responsible person: Linda Fontanilla

2.2: Increase employee professional development opportunities that focus on student success outcomes.

Action: Employee Tuition Reimbursement

Description: Develop & disseminate materials that advertise information about existing tuition reimbursement programs for faculty, staff & management.

Lead persons: Maria Nunez & Stefanie Alvarez

Responsible person: Davit Khachatryan

Action: Staff Shadow

Description: Five staff members will be invited to spend one to two days with one Vice President each year.

Lead person: Linda Fontanilla

Responsible person: Linda Fontanilla

2.3: Increase opportunities for student engagement inside and outside the classroom, evidenced by co-curricular participation, student services, and instructional support.

Action: Student Ambassadors

Description: Develop public relations, social media, marketing programs, and collateral materials to showcase the student ambassador program to IVC's internal and external communities.

Lead person: Linda Fontanilla & Diane Oaks

Responsible person: Linda Fontanilla

Action: Expand the IVC Connect partnership program

Description: Increase the number of High Schools from three to six by 2016. Enhance core SSSP mandates: orientation, assessments, & advisement. All first-time students will be fully matriculated.

Lead person: Elizabeth Cipres / Arleen Elseroad / Anne Akers / Linda Fontanilla

Responsible person: Linda Fontanilla

Action: Surveys/Focus Groups

Description: Develop focus groups (internal & external) and other community research tools such as phone surveys, online surveys, Facebook, etc. to gather feedback from the community (e.g., City of Irvine).

Lead person: Diane Oaks/Craig Hayward

Responsible person: Craig Justice

GOAL 3: IVC WILL ADVANCE ECONOMIC AND WORKFORCE DEVELOPMENT THROUGH REGIONAL PARTNERSHIPS WITH EDUCATIONAL INSTITUTIONS AND INDUSTRY AND BY STRENGTHENING CAREER TECHNICAL EDUCATION.

3.1: Formalize collaborative partnerships with the business community and regional educational institutions to support workforce development.

Action: Partnerships: Business and Regional Education Institutions

Description: Hold a CEO roundtable led by Dr. Roquemore. Invite representatives from community colleges and universities in the region to focus on the region's strengths. Initiate active and deliberate leadership in the O4C.

Lead person: Corine Doughty

Responsible person: Glenn Roquemore

3.2: Improve alignment between workforce development offerings and regional job opportunities.

Action: Consortia/Regional Alignment Model

Description: Hold a CEO roundtable led by Dr. Roquemore. Invite representatives from community colleges and universities in the region to focus on the region's strengths. Initiate active and deliberate leadership in the O4C.

Lead person: Corine Doughty & Craig Hayward

Responsible person: Glenn Roquemore

3.3: Provide relevant, innovative, and appropriate workforce training.

Action: Providing Relevant Training

Description: Pilot a curriculum approval process for EWD courses so that credit and non-credit courses are approved in a one semester (approximately 90-day) timeframe, in keeping with Perkins guidelines.

Lead person: Corine Doughty

Responsible person: Craig Justice

3.4: Improve student career preparation and readiness through experiential learning opportunities that allow students to explore career options, acquire work experience in their chosen field, and develop professional contacts.

Action: Pilot Applied Learning, Innovation, and Service Center

Description: Implement a center for project based learning which involves students from multiple disciplines with faculty, volunteers and business partners to address real needs to our greater community. Projects will be self-funded by grants, clients, and foundation funding.

Lead person: John Russo, Business Professor

Responsible person: Craig Justice

GOAL 4: IVC WILL STRENGTHEN LONG-TERM FINANCIAL HEALTH AND INSTITUTIONAL EFFECTIVENESS THROUGH INTEGRATED PLANNING AND RESOURCE ALLOCATION.

4.1: Systematically assess the effectiveness of planning and resource allocation district-wide.

Action: Develop a service that ties/requires the submission of resource forms to AURs/PRs

Description: Create an AUR/PR system for collecting data. Link new system to Resource Request and vice versa. Provide reports and dashboards for visibility.

Lead person: Bruce Hagan

Responsible person: Davit Khachatryan

4.2: Improve processes and procedures for efficiency, effectiveness, and responsiveness district-wide.

Action: College feedback through simple surveys after completion of individual processes and hold meaningful discussions through focus groups

Description: Identify processes needing assessment. Identify ways assessment could take place (online, in person, telephone). Develop resources.

Lead person: Craig Hayward

Responsible person: Davit Khachatryan

Action: Automate and streamline processes

Description: Continue automating and streamlining college/district processes and assess their impact upon implementation.

Lead person: Bruce Hagan

Responsible person: Davit Khachatryan

4.3: Develop and initiate multi-year financial planning.

Action: Foundation growth and revenue generation

Description: Build a campaign advisory committee. Engage consultant for campaign feasibility study. Based on feasibility study, develop funding/project budget with input from the entire campus. Define lead gifts based on "campaign donor chart." Develop campaign materials and message. Train the entire team. Announce campaign publically when 50% have pledged.

Lead person: Director of IVC Foundation

Responsible person: Glenn Roquemore

Goal One: Saddleback College will foster an environment characterized by creativity, innovation, respectful interactions, and collaboration

Objective 1.1: Recognize and support innovative ideas that improve collaboration and respectful interactions district-wide.

YEAR ONE/TWO ACTION STEPS	TARGET COMPLETION DATE	RESPONSIBLE PERSON/GROUP	ESTIMATED BUDGET	EXPECTED OUTCOME	METHOD OF ASSESSMENT	STATUS
1.1.1 Identify areas of mutual collaboration and gaps in collaboration between Saddleback College and District Services.	December 2015	Planning Group I members	None	List of identified areas	The District Climate Survey results	Not Started
1.1.2 Develop recommendations to address gaps in collaboration	May 2016	Planning Group I members, President's Executive Team, The Solutions Workgroup	None	Completed recommendations	The District Climate Survey results	Not Started
1.1.3 Develop recommendations to promote employee relationship building	May 2016	Planning Group I members	None	Completed recommendations to promote employee relationship building, improved relationships on campus, more positive campus climate	The District Climate Survey results	Not Started

Goal One: Saddleback College will foster an environment characterized by creativity, innovation, respectful interactions, and collaboration.

Objective 1.2: Improve district climate in the areas of optimism, commitment, and respectful collaboration.

YEAR ONE/TWO ACTION STEPS	TARGET COMPLETION DATE	RESPONSIBLE PERSON/GROUP	ESTIMATED BUDGET	EXPECTED OUTCOME	METHOD OF ASSESSMENT	STATUS
1.2.1 Work with District Services and Irvine Valley College to propose a wellness program that emphasizes nutrition, fitness, and a team approach to physical well-being.	December 2015	Risk Management	None	Draft of health and wellness program	Evaluation and review of draft of health and wellness program	Not started

Goal One: Saddleback College will foster an environment characterized by creativity, innovation, respectful interactions, and collaboration.

Objective 1.3: Improve the representative process through active engagement and communication.

YEAR ONE/TWO ACTION STEPS	TARGET COMPLETION DATE	RESPONSIBLE PERSON/GROUP	ESTIMATED BUDGET	EXPECTED OUTCOME	METHOD OF ASSESSMENT	STATUS
1.3.1 Planning & Budget Steering Committee will deliver an updated governance manual that includes the college decision-making structure and a description of the roles of committee members and collaborative norms.	Spring 2015	Planning & Budget Steering Committee	None	Draft of governance manual	Representation in meetings, feedback on structure	Draft began April 2015

Goal One: Saddleback College will foster an environment characterized by creativity, innovation, respectful interactions, and collaboration.

Objective 1.4: Increase professional development that potentiates employees' talents and interests.

YEAR ONE/TWO ACTION STEPS	TARGET COMPLETION DATE	RESPONSIBLE PERSON/GROUP	ESTIMATED BUDGET	EXPECTED OUTCOME	METHOD OF ASSESSMENT	STATUS
1.4.1. Develop survey to get employee perceptions on professional development opportunities.	May 2016	Professional Development Committee	None	Development of survey	Survey responses	Not Started
1.4.2 Make online staff development tools (e.g. Lynda.com) available to all Saddleback employees	December 2015	Technology Committee	\$15,000/ yr	Increased in basic knowledge of Technology such as Microsoft Office	Survey responses	Not Started

Goal One: Saddleback College will foster an environment characterized by creativity, innovation, respectful interactions, and collaboration.

Objective 1.5: Improve training for all employees to increase college and district-wide understanding of organizational structure, resources, processes, and procedures.

YEAR ONE/TWO ACTION STEPS	TARGET COMPLETION DATE	RESPONSIBLE PERSON/GROUP	ESTIMATED BUDGET	EXPECTED OUTCOME	METHOD OF ASSESSMENT	STATUS
1.5.1 Identify key components of onboarding process and make recommendations for improvement	December 2015 (Needs to be reviewed)	District Services and College workgroup, Professional Development Committee	None	Recommendations to improve onboarding process	Feedback	Not Started

Goal 2: Saddleback College will promote students' success by enhancing the teaching and learning environment.

Objective: 2.1 Increase student completion rates (degrees, certificates, and transfer) while preserving access, enhancing quality, and closing achievement gaps.

YEAR ONE/TWO ACTION STEPS	TARGET COMPLETION DATE	RESPONSIBLE PERSON/GROUP	ESTIMATED BUDGET	EXPECTED OUTCOME	METHOD OF ASSESSMENT	STATUS
2.1.1 Perform a comprehensive review of current student needs, capture rates, and achievement gaps from a student perspective for face-to-face and online instruction.	December 2015 (Needs to be reviewed - later date)	Student Success Internal Scan Work Group Members led by Student Success co-chairs and English, reading and math department chairs. Office of Planning Research & Accreditation will provide survey and data as requested.	\$5,000	A comprehensive review of the current situation which identifies specific needs and gaps related to student success	Surveys and reviews of matriculation placement, counseling practices, retention and completion data	Initial consultation to begin in Summer 2015
2.1.2 Establish and implement a plan that promotes student completion of their basic skill courses as outlined in their educational plan.	December 2016	Develop a Student Success "curricular exploration workgroup" coordinated by Instructional co-chair Student Success Committee.	\$0.00	An increase in the success percentages within the Remedial section of The Student Success Score Card.	The College's Student Success Score Card data – Remedial section which tracks Basic Skills students to see if they eventually complete a college-level course in the same discipline as the remedial course they were enrolled in.	Initial consultation to begin in spring 2015 with Office of Planning, Research, & Accreditation

2.1.3 Develop and implement a comprehensive follow-up and retention plan for those students who have been identified as “at risk” and/or are on academic probation.	December 2016	Student Success “curricular exploration workgroup” coordinated by Instructional co-chair Student Success Coordinating Committee and the Counseling Service Division.	\$0.00	College-wide procedures for the retention of at-risk or probationary students.	Analyze surveys of probation, completion, and retention data	Initial consultation to begin in Spring 2015 with the Student Success & Support Programs researcher
2.1.4 Identify and develop accelerated curriculum models for face-to-face and online instruction.	June 2017	Student Success “curricular exploration workgroup” coordinated by Instructional co-chair Student Success Coordinating Committee. Office of Planning, Research & Accreditation will provide survey and data as requested.	\$0.00	Models for accelerated courses.	Departmental surveys	This work is scheduled to begin in Summer 2015
2.1.5 Review, redesign, and implement short-term and long-term Early Alert.	January 2016 Phases 1 and 2	A faculty task force along with District IT will investigate the possibility of an Early Alert program in Blackboard.	Funded through SSSP	Beginning Spring 2016, a comprehensive Early Alert program embedded in the new Student Success Dashboard	Documentation of faculty participation in the Early Alert program	Phase I in Blackboard was launched in Spring 2015
2.1.6 Create Programs of Study for undeclared majors.	June 2016	Student Success “curricular exploration workgroup” coordinated by Instructional co-chair Student Success Coordinating Committee.	\$0.00	Institution of formal programs of study for undeclared majors.	Documentation of increases in declared programs of study based on collected My Academic Plan data.	This work is scheduled to begin in Summer 2015
2.1.7 Utilize ISLOs in an effort to explore campus-wide curriculums that prioritize a shared set of core values, competencies, and skills for face-to-face and online instruction.	June 2016	Educational Planning & Assessment Committee in conjunction with the Student Success Co-Chairs.	\$0.00	EPA recommendations to the Academic Senate	Assessment of SLOs	This work is currently being discussed in the Educational Planning & Assessment Committee

2.1.8 Identify and implement successful instructional models, such as paired courses, supplemental learning, and embedded tutoring for face-to-face and online instruction.	June 2016	Student Success “curricular exploration workgroup” led by Instructional co-chair of Student Success Coordinating Committee. Office of Planning, Research, & Accreditation will provide survey and data as requested.	\$5,000	The task force will make recommendations to the Academic Senate	Implementation of recommended instructional models	This work is scheduled to begin in Summer 2015
2.1.9 Conduct a feasibility study on incrementally increasing the ratio of full-time faculty to part-time faculty.	June 2016	The Academic Senate and the Faculty Association establish a task force to explore the development of an incremental college plan to hire additional full-time faculty.	\$0.00	Completed feasibility study	A discussion of the recommendations from the study and a time line for suggested implementation.	Faculty leaders are currently collecting and presenting national data which demonstrates greater student success campus-wide with the additional full-time faculty.
2.1.10 Research the feasibility for space in each building for part-time faculty to advise their students.	June 2016	Under the advisement of the Academic Senate, the establishment of a work group that investigates the possibility for designated space for part-time faculty and works with a space utilization consultant.	\$5000 Estimate for internal scan of space	A list of locations for part-time faculty to meet with their students outside of class is created and shared with governance groups.	Publishing established locations	No action taken

Goal 2: Saddleback College will promote students' success by enhancing the teaching and learning environment.

Objective: 2.2 Increase professional development opportunities, for all employees that are focused on student success outcomes.

YEAR ONE/TWO ACTION STEPS	TARGET COMPLETION DATE	RESPONSIBLE PERSON/GROUP	ESTIMATED BUDGET	EXPECTED OUTCOME	METHOD OF ASSESSMENT	STATUS
2.2.1 Establish a college-wide instructional Professional Development Committee that includes faculty, staff, managers, and administrators.	January 2015	Academic Senate and Student Success Co-Chairs.	\$0.00	Established Professional Development Committee	Individuals will be identified to help support a college wide Professional Development Week	Completed January 2015
2.2.2 Perform a comprehensive college-wide review of existing professional development activities, resources, opportunities, and funding for student success.	June 2015	Professional Development Committee led by Academic Senate and Dean of Online Education and Learning Resources.	\$0.00	A comprehensive list of current professional development opportunities	Document will be shared amongst all shared governance groups	A college wide professional development work group has been approved by the Academic Senate
2.2.3 Develop a vision and mission for professional development that is incorporated into the campus institutional ethos.	June 2015	Professional Development Committee led by Academic Senate and Dean of Online Education and Learning Resources.	\$0.00	A vision statement for professional development at Saddleback College	Document will be shared amongst all shared governance groups	A college wide professional development work group has been approved by the Academic Senate

2.2.4 Change the name of Flex Week to Professional Development Week.	August 2014	Academic Senate and Student Success Co-Chairs	\$0.00	Faculty will participate in a Professional Development Week	The name will be changed.	
2.2.5 Incorporate recommendations 6.1 and 6.2 from the SSTF recommendations: Create a continuum of strategic professional development opportunities for all faculty, staff, and administrators to be better prepared to respond to the evolving student needs and measures of student success.	December 2016	Professional Development Committee led by Academic Senate and Dean of Online Education and Learning Resources.	\$25,000	A master calendar with all professional development opportunities for faculty and staff will be available online	Track and assess the participation and effectiveness of all professional development opportunities. Create a standardized online evaluation to be completed by faculty and staff following participation in each activity	No action has been taken

Goal 2: Saddleback College will promote students' success by enhancing the teaching and learning environment.

Objective: 2.3 Increase opportunities for student engagement inside and outside of the classroom, evidenced by co-curricular participation, student services, and instructional support.

YEAR ONE/TWO ACTION STEPS	TARGET COMPLETION DATE	RESPONSIBLE PERSON/GROUP	ESTIMATED BUDGET	EXPECTED OUTCOME	METHOD OF ASSESSMENT	STATUS
2.3.1 Perform a comprehensive review of current activities at the college through which significant student engagement takes place.	June 2015	The Student Success Engagement Work Group will assess student life activities available to current students.	\$0.00	A comprehensive list of current activities relevant to student engagement distributed annually to all campus governance groups and housed on SharePoint.	Electronic surveys, scan of the college's Master Calendar will be reviewed to complete activity list	Will begin in Fall 2015
2.3.2 Develop a plan to embed student support services into face-to-face and online instruction.	December 2015	The Student Success Coordinating Committee will establish a work group made up of both instructional and student services faculty to consider the opportunities of embedding student support into online, such as embedded tutoring, and academic counseling updates. Establish 10 Best Practices of Online Instruction.	\$10,000	A plan to embed student support services into online and face-to-face instruction.	An analysis of course completion rates for those courses that feature embedded student support.	Will begin in Fall 2015
2.3.3 Initiate a "Peer-to-Peer Interaction" leadership program and Mentoring Program to be strategically	June 2016	The Student Success Engagement work group, Academic Senate and College Division will work to assess leadership programs for	\$0.00	A peer-to-peer program for campus-wide mentorships initiated to assist student with	Survey students and faculty in and outside of the classroom to determine	In spring 2015 a work group was created to begin assessing the various

deployed into classroom and out-of-classroom experiences.		student inside and outside of the classrooms with student leaders and mentors.		completion of educational goals.	effectiveness of mentorship program.	Page 17 of 44 for mentor training opportunities that exist. To date the Seven Habits of Effective College Students training has been discussed
2.3.4 Create opportunities for part-time faculty to participate in shared governance, department and division activities, and college-wide decision making.	June 2016	Under the advisement of the Academic Senate, a work group will be established to investigate these possibilities.	\$0.00	A plan of potential opportunities will be shared with Academic Senate, presented by the newly created college wide Professional Development Committee	Conduct a professional development survey each spring amongst all faculty, including part-time faculty	A professional survey is being evaluated with the newly created Professional Development Committee in Spring 2015

Goal 3: Saddleback College will advance economic and workforce development through regional partnerships with educational institutions and industry and by strengthening career technical education.

Objective 3.1: Formalize collaborative partnerships with the business community and regional educational institutions to support workforce development.

YEAR ONE/TWO ACTION STEPS	TARGET COMPLETION DATE	RESPONSIBLE PERSON/GROUP	ESTIMATED BUDGET	EXPECTED OUTCOME	METHOD OF ASSESSMENT	STATUS
3.1.1 Complete and approve EWD plan and structure	Dec 2015	Office of EWD/EWD Work Group	Depends on whether a consultant is hired.	Working plan that identifies organization structure, themes, and short and long term deliverables.	Completion of comprehensive plan. Discussion through college governance. Approval. Submission to Consultation Council.	Complete
3.1.2 Identify College EWD leadership who will be tasked to implement the plan.	June 2015	Office of EWD	\$0 to identify.	Identification of who will lead the EWD planning and development process.	Completion of EWD leadership identification.	Complete
3.1.3 Create EWD Advisory Committee	Aug 2015	Office of EWD CTE leadership	\$0	Creation of an EWD advisory committee that will regularly meet to provide program development advice, encourage industry participation, and coordinate regional collaboration	Committee established.	In Progress
3.1.4 Identify business entities and regional educational institutions to participate in EWD.	Feb 2016	Office of EWD, CTE leadership, and EWD advisory committee Office of Research scan	Time of various stakeholders.	List of potential or target business entities and regional educational institutions to collaborate with the College in EWD	Completed list.	A list has been started and the director is reaching out to business/industry partners in

						41 manufacturing , healthcare, hospitality, and OCBC, SOCEC, area Chambers of Commerce, City Managers,
3.1.5 Identify or develop partnership models to be used in formalization of collaborations	December 2015	Office of EWD and CTE programs leadership. CTE Consortia	\$0 Time of various stakeholders.	Models to guide our collaborations	A collection of reviewed partnership model descriptions	Partnership models already in progress: ETP sub-agreement with El Camino College, ETP sub-agreement with San Bernardino College, Applying of Pre-Apprenticeship grant, In partnership with Goodwill industries will respond to RFP to Operate a One-Stop Center in South OC, also applying directly for ETP funding
3.1.6 Develop a semi-annual business advisory roundtable event in order to develop a college and regional focus for EWD	June 2015	Office of EWD	\$8,000/yr Time of various stakeholders.	Model for Annual event that includes colleges, employers, and other community members	Completion of comprehensive EWD Roundtable planning manual.	Drafted.
3.1.7 Work with EILC to offer entrepreneurship services to more community businesses	Ongoing	Office of Instruction; Professional Development Week	\$20,000	Increased instances of experiential learning in CTE courses.	Number of offerings and CTE faculty involved in	In progress. If awarded the One-stop

and start-ups. Support the development of the EILC by expanding current efforts to address entrepreneurship in all CTE programs and infuse focus and awareness of small business issues throughout the curriculum.		planners; Dean of Online Education and Learning Resources; EWD Advisory Board; CTE Program Advisory Boards; EILC leadership; business faculty		Increased integration of work experiences in CTE programs.	professional development activities related to experiential learning and integration of work experiences.	Center, will offer services to businesses & entrepreneurs by apply for SBDC funding and operate out of the same location.
3.1.8 Develop the Entrepreneurship and Innovation Learning Center (EILC) as a small business hub in south Orange County with the EILC as the base of activities. (Currently all of Orange County's small business assistance services are housed in Santa Ana and north.)	Fall 2017 ongoing	Director of EWD EILC leadership	Unknown.	Possible identification as SBDC. Expansion of services. Foundation for regional collaborations.	Attainment of SBDC designation. Number, content, quality of services provided.	EILC is building advisory board. Some regional collaboration discussed. The director has had discussion with SBDC lead center at CSU Fullerton to operate an SBDC in Mission Viejo. If awarded the One-Stop Center Contract, will operate the SBDC out of this location.

Goal 3: Saddleback College will advance economic and workforce development through regional partnerships with educational institutions and industry and by strengthening career technical education.

Objective 3.2: Improve alignment between workforce development offerings and regional job opportunities.

YEAR ONE/TWO ACTION STEPS	TARGET COMPLETION DATE	RESPONSIBLE PERSON/GROUP	ESTIMATED BUDGET	EXPECTED OUTCOME	METHOD OF ASSESSMENT	STATUS
3.2.1 Identify workforce development offerings in the region, regional job opportunities, and job opportunities that are not being met.	December 2015	Planning and Research Office, external scan or Director or EWD and career placement officer	\$12,000-15,000/year	Ongoing list of job opportunities coordinated by Director of EWD and career placement officer. Information outreach through Gaucho Jobs. Coordination with advisory committee	Regular career and job resources updated and supported by job opportunity databases, other research, review, and compilation.	In progress. The director has identified workforce needs in manufacturing, healthcare, hospitality, delivering customized training, and communicating open job opportunities to faculty and sharing with Career placement officer.
3.2.2 Identify workforce development needs based on labor market data and including State priority sectors and other industry areas.	December 2015	Office of EWD, EWD Work Group Deans and Chairs, CTE programs Planning and Research Office (LMI data)	\$0 Time of various stakeholders.	A report of workforce development needs that will help inform Year Two development of list of collaborations and partnerships and/or	Completed list.	Much of this data is already assembled in program reviews. The

				potential collaborations and partnerships to target.		director has provided LMI data for all college programs to VP Instruction and as requested to Curriculum Committee, Accreditation Committee, and Faculty.
3.2.3 Catalog workforce development offerings, including educational collaborations and partnerships.	June 2016	Office of EWD	Time of various stakeholders.	Report cataloging workforce development offerings.	Report completion. Report comprehensiveness.	In progress
3.2.4 Inventory all CTE programs and certificates to determine: <ul style="list-style-type: none"> • Number of programs/completers in target occupations • Number of programs /completers in OC priority, emergent, and cross-cutting sectors • Whether articulated courses offered in the high schools and ROPs are part of structured certificate or degree programs 	June 2015	Office of Research and Planning; CTE Deans; Office of Instruction; Counseling Office	Time of various stakeholders.	Comprehensive picture of CTE completions that can be used to assess alignment with LMI data.	Completed inventory.	IN-progress. # of completers in all CTE programs in OC has been provided /included in program revitalization /review to VP
3.2.5 Study and propose alternatives for aligning courses and programs from different divisions to improve efficiency and student success of CTE programs.	Spring 2016	CTE Deans and faculty. Office of Instruction. Academic Senate.	Time of various stakeholders.	Written set of proposed ways to align courses, programs, and certificates from different divisions to improve efficiency and student success.	Completion of alternative descriptions.	Initial discussions have started.

3.2.6 Develop a proposed pipeline of programs and/or certificates in target occupations or priority/emergent/crosscutting sectors.	Spring 2016 and Ongoing	CTE Deans and faculty. Office of Instruction. Academic Senate. Research from Research and Planning Office. Advisory Committees.	Time of various stakeholders.	Descriptions of programs and/or certificates in target occupations or priority /emergent / crosscutting sectors that could be used to prioritize program development needs.	Completion of program descriptions.	Not yet started.
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Goal 3: Saddleback College will advance economic and workforce development through regional partnerships with educational institutions and industry and by strengthening career technical education.

Objective 3.3: Establish a training/education delivery structure (infrastructure) that will work in collaboration with industry to identify training needs, develop customized curriculum, and provide workforce training that is current, relevant and future oriented for at least one State sector.

YEAR ONE/TWO ACTION STEPS	TARGET COMPLETION DATE	RESPONSIBLE PERSON/GROUP	ESTIMATED BUDGET	EXPECTED OUTCOME	METHOD OF ASSESSMENT	STATUS
3.3.1 As part of the economic and workforce development plan based on the findings of external scans and analysis of existing and future resources, propose a College EWD infrastructure for training/education delivery for workforce development.	August 2015	Office of EWD, EWD Work Group Deans and Chairs, CTE programs Community Education Contract Education	Time of various stakeholders. Cost of staffing the EWD work.	A plan for EWD infrastructure for training/education delivery for workforce development.	Regular career and job resources updated and supported by job opportunity databases, other research, review, and compilation.	Some foundational work completed, e.g., scans. Training/educat ed Delivery - ETP sub- agreement with El Camino College, ETP sub-agreement with San Bernardino College, Applying of Pre- Apprenticeship grant, In partnership with Goodwill industries will respond to RFP to Operate a One-Stop Center in South

OC1 also applying directly for ETP funding

3.3.2 Develop a dialog among College constituencies or stakeholders on ideal program mix and feasible program mix.	June 2016	Office of EWD, VPI, Academic Senate and other governance groups, CTE leadership and advisory groups	Time of various stakeholders.	Pertinent discussions related to program mix, including program additions, expansions, revisions, etc., as well as the mechanisms and criteria for such.	Completed list.	Not started.
3.3.3 Develop a 5-year business plan for a development of a sustainable, self-supporting, revenue-generating Contract Education program .	June 2016	Office of EWD; Marketing; Webmaster	Marketing costs Staffing Contract Ed.	Objectives, action steps, and assessments for first five years of Contract Education.	Number of contracts. Revenues generated.	In-Progress Contract Ed: ETP sub-agreement with El Camino College, ETP sub-agreement with San Bernardino College, , In partnership with Goodwill industries will respond to RFP to Operate a One-Stop Center in South OC, also applying directly for ETP funding

3.3.4 Initiate changes in curriculum development processes to shorten response time for creating new programs or modifying existing ones. Research, plan, and implement a process whereby Tech Review is held more than once a year.	November 2015	Curriculum chair and committee; Office of Instruction; Academic Senate.	24 OSH or LHE	An efficient process for Tech Review.	Amount of increased efficiency in the tech review process. Reduction in time required for approval of new or modified programs.	In process.
3.3.5 Provide professional development for instructors on supporting experiential learning; and increase work experiences integrated into CTE programs	Spring 2016	Program administrators and chairs; Dean of Online Instruction and Teaching and Learning Resources	Time of various stakeholders. Cost of external training.	Inclusion of increased experiential learning and work experiences in CTE programs.	Evaluation of professional development activities; number of participants; review of programs to document change.	Initial planning started with regional partners. EWD Dean including professional development in Perkins

Goal 3: Saddleback College will advance economic and workforce development through regional partnerships with educational institutions and industry and by strengthening career technical education.

Objective 3.4: Improve the college collaborative work experience programs by developing employer partnerships and increasing placements of Saddleback students in internships.

YEAR ONE/TWO ACTION STEPS	TARGET COMPLETION DATE	RESPONSIBLE PERSON/GROUP	ESTIMATED BUDGET	EXPECTED OUTCOME	METHOD OF ASSESSMENT	STATUS
3.4.1 Identify and assemble a list of current CWE partners	August 2015	Office of EWD, EWD Work Group Deans and Chairs, CTE programs	\$0	List of current CWE partners	Completed list of current CWE partners	In progress, the director has identified CWE partners
3.4.2 Expand Gaucho Jobs to be used as a one-stop shop for business contacts, employers, career/job events, and job and internship postings.	June 2016	Supervising unit over Gaucho Jobs.	Time of various stakeholders. Marketing: \$8,000.	Online hub for employment, internships, career programs and events.	Measures of Gaucho Jobs activities, services provided, etc.	In-progress EWD Dean & Director have outlined plan & strategy
3.4.3 Provide professional development to all faculty to create awareness of their roles in the career development process.	June 2016	Office of Instruction; Career Center leadership; Flex Week planners; OELR; EWD Advisory Board; CTE Program Advisory Boards; Dean of Online Instruction and Teaching and Learning Resources	\$10,000.00	Increased awareness among faculty of their roles in career development.	Number of CTE faculty involved in professional development activities related to faculty roles in the career development process.	EWD Dean included Professional Development in Perkins
3.4.4 Develop and implement an information dissemination plan to reach employers (non-partners, partners and future partners) with the goal of	December 2015	Public Information Office; Office of EWD; EWD Advisory Board.	Plan: Time of various stakeholders. Implementation: \$5,000	Improved delivery of CWE and other partnering information to targeted employers.	Growth in number of internships.	In-progress...Ad & Editorial placed in OC Business Journal

engaging them in provision of internships for Saddleback students.

Increased number of internships.

Promoting CWE, also meetings held with area employers assessing their need for interns, industries – manufacturing, healthcare, eldercare, government

Goal 4: Saddleback College will strengthen long-term financial health and institutional effectiveness through integrated planning and resource allocation.

Objective 4.1: Systematically assess the effectiveness of planning and resource allocation district-wide.

YEAR ONE/TWO ACTION STEPS	TARGET COMPLETION DATE	RESPONSIBLE PERSON/GROUP	ESTIMATED BUDGET	EXPECTED OUTCOME	METHOD OF ASSESSMENT	STATUS
4.1.1 Refine the college process to ensure verified and consistent data and verifiable assessment outcomes are used to substantiate resource allocation.	June 2016	Office of Planning, Research & Accreditation, PBSC, and appropriate program or administrative review bodies.	\$0.00	Process is refined to ensure resource requests reference assessment data.	Assessment of impact – Resource allocation is compared to the specified outcome. (Review of resource requests to identify the number/percentage of submitted requests that reference assessment data.)	Not started

Goal 4: Saddleback College will strengthen long-term financial health and institutional effectiveness through integrated planning and resource allocation.

Objective 4.2: Improve processes and procedures for efficiency, effectiveness, and responsiveness district-wide.

YEAR ONE/TWO ACTION STEPS	TARGET COMPLETION DATE	RESPONSIBLE PERSON/GROUP	ESTIMATED BUDGET	EXPECTED OUTCOME	METHOD OF ASSESSMENT	STATUS
4.2.1 District Services, with college input, will assess, revise, document, and implement District-wide business processes (e.g. HR, Fiscal, Purchasing, Contracts) with a goal of efficiency, effectiveness, and responsiveness.	June 2017	District and College Administration	\$0.00	1. Revised, documented, and utilized efficient processes and procedures. 2. A majority of Senior Admins, Executive Assistants, Classified Managers, and Administrators report: a. They know where/how to find and follow documented processes. b. Agree the new documentation improves effectiveness and efficiency	1. Document review and process evaluation to ensure key district processes are documented. 2. Periodic internal assessment that new processes are being followed and targeted survey to verify increased efficiency, effectiveness, and responsiveness.	Multiple Business Process analysis workshops complete. New HR and Fiscal software implementation in process.

4.2.2 The College will assess, revise, document, and utilize college processes to ensure compatibility with, and feed into, new district processes, with the goal of efficiency, effectiveness, and responsiveness.	June 2017	College Administration	\$0.00	<ol style="list-style-type: none">1. Revised, documented, and utilized efficient processes and procedures.2. A majority of Senior Admins, Executive Assistants, Classified Managers, and Administrators report:<ol style="list-style-type: none">a. They know where/how to find and follow documented processes.b. Agree the new documentation improves effectiveness and efficiency	<ol style="list-style-type: none">1. Document review and process evaluation to ensure key district processes are documented.2. Survey of targeted staff.	Not started, requires 4.2.1 completion.
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Goal 4: Saddleback College will strengthen long-term financial health and institutional effectiveness through integrated planning and resource allocation.

Objective 4.3: Develop and initiate multi-year financial planning.

YEAR ONE/TWO ACTION STEPS	TARGET DATE	RESPONSIBLE PERSON/GROUP	ESTIMATED BUDGET	EXPECTED OUTCOME	METHOD OF ASSESSMENT	STATUS
4.3.1 Develop and implement a college comprehensive multi-year Enrollment Management Plan to include all aspects of Instruction and Student Services.	June 2015	VPI, VPAS, and VPSS	\$0.00	User-friendly comprehensive data driven efficient and predictable multi-year Enrollment Management Plan.	<ol style="list-style-type: none"> 1. EMP has measurable targets. 2. Annually compare actual outcomes to plan targets. 3. Process analysis to identify whether plan outcomes were utilized to improve the plan. 	Draft plan complete (May 2015)
4.3.2 Support District Service in the development of and adopt a district-wide multi-year revenue and expenditure budget planning tool.	June 2017	District Administration	\$0.00	Useable planning tool.	<ol style="list-style-type: none"> 1. Use of tool in budget simulation / projection 2. Retroactive assessment of accuracy and continuous refinement. 	New fiscal software implementation in process.
4.3.3.a Research appropriate ratios of salaries and benefits by area (Instruction, Student Services, Administrative Services).	June 2016					Not Started

4.3.3.b Benchmark percentage of salary and benefits in Instruction, Student Services, and Administrative Services.	Dec. 2016	PBSC	\$0.00	Reliable benchmark data and informed targets.	Review and approval of targets by PBSC deadline date. Creation of data / targets.	Not Started
4.3.3.c Set target percentage of salary and benefits for each Office of Instruction, Student Services, and Administrative Services.	June 2017	PBSC	\$0.00	Reliable benchmark data and informed targets	Review and approval of targets by PBSC deadline date. Creation of data / targets.	Not Started
4.3.3.d Achieve previously set targets for percentage of salary and benefits for each Office of Instruction, Student Services, and Administrative Services.	June 2017	VPI, VPSS, VPAS	\$0.00		Utilize data to assess achieved target percentages.	Not Started
4.3.4 Develop a culture of philanthropy as evidenced by a doubling of overall donations. <i>Need to work with the Foundation to create more detail and specificity.</i>	May 2017	Foundation	\$0.00	Increase dollars supporting programs and services.	Compare fiscal year-end numbers: both dollars raised and number of donors.	Not Started

District-wide Strategic Plan 2014-2020 and Supporting District Services Actions Steps

EXHIBIT C
Page 34 of 41

DW Strategic Plan Objective Num	DW Objective Description	Admin Unit Name	Objective Name	Objective	Action Step
District-wide Objective 1.1	Recognize and support innovative ideas that improve collaboration and respectful interactions district-wide.	Chancellor's Office & Trustee Services	Promote collaboration	Promote collaborative, innovative ideas that foster respectful interactions and support a positive district climate.	Direct and monitor implementation of district-wide climate survey.
					Receive regular updates from college presidents on the progress of the implementation of the barriers reduction plan.
		Facilities Planning and Purchasing	Collaborative planning effort	Participate in collaborative effort between Irvine Valley College, Saddleback College and SOCCCD for short and long term planning of Facilities issues	Create a list of all on-going basic aid funded projects and identify responsible project managers.
					Develop repository for historical and on going facilities data accessible to both colleges and district facilities personnel
					Develop set of uniform template contracts for all facilities consultant services and upload to sharepoint
					Forward training seminar opportunities to facilities management related to delivery methods, state regulatory changes, sustainability considerations
					Meet with College Presidents and their Directors of Facilities, VPI, and VP of Administrative Services to review Facilities issues
					Meet with participatory governance groups at planning and project milestones. Meeting times are anticipated at two per year per college
					Provide opportunities for advancing Facilities understanding of managing sustainable projects including Prop 39 and utility company grants/rebates
					Provide planning process information to Capital Improvement Committee
		Human Resources	Workday Initiative	Workday was chosen to increase visibility, interaction and understanding of HR processes and board policies. The Office of Human Resources was the first department to fully implement Workday. From 2014-2018 HR will be implementing, evaluating and fine-tuning HCM.	In 2015-2016, enhancements to HCM will be implemented such as recruitment, academic organization, and evaluations.
					in 2016-2017, CQI (Continuous Quality Improvement) on

DW Strategic Plan Objective Num	DW Objective Description	Admin Unit Name	Objective Name	Objective	Action Step	EXHIBIT C Page 35 of 41
					HCM will be conducted.	
					In 2017-2018, a formal HCM assessment will be conducted as three years of data will be available.	
District-wide Objective 1.2	Improve district climate in the areas of optimism, commitment, and respectful collaboration.	Chancellor's Office & Trustee Services	Promote collaboration	Promote collaborative, innovative ideas that foster respectful interactions and support a positive district climate.	Initial implementation and training of HCM. Direct and monitor implementation of district-wide climate survey.	
					Receive regular updates from college presidents on the progress of the implementation of the barriers reduction plan.	
			Relocation of District Services	Evaluate relocation of District Services offices to an off-campus location.	Receive regular updates on the progress of the relocation project from the Vice Chancellor of Business Services.	
		Facilities Planning and Purchasing	Collaborative planning effort	Participate in collaborative effort between Irvine Valley College, Saddleback College and SOCCCD for short and long term planning of Facilities issues	Create a list of all on-going basic aid funded projects and identify responsible project managers.	
					Develop repository for historical and on going facilities data accessible to both colleges and district facilities personnel	
					Develop set of uniform template contracts for all facilities consultant services and upload to sharepoint	
					Forward training seminar opportunities to facilities management related to delivery methods, state regulatory changes, sustainability considerations	
					Meet with College Presidents and their Directors of Facilities, VPI, and VP of Administrative Services to review Facilities issues	
					Meet with participatory governance groups at planning and project milestones. Meeting times are anticipated at two per year per college	
					Provide opportunities for advancing Facilities understanding of managing sustainable projects including Prop 39 and utility company grants/rebates	
					Provide planning process information to Capital Improvement Committee	
		Public Affairs	Conduct legislative and advocacy efforts.	Continue legislative and advocacy efforts, including student success/completion, student veterans, educational reform, ATEP and funding opportunities.	Provide a monthly report to the board of trustees regarding state and federal legislative initiatives and advocacy efforts on behalf of the district/colleges.	
					Provide advocacy support to colleges for federal grant	

DW Strategic Plan Objective Num	DW Objective Description	Admin Unit Name	Objective Name	Objective	Action Step	EXHIBIT C Page 36 of 41
					opportunities.	
					Provide monthly legislative reports to Chancellor's Council and post on SharePoint>Public Affairs for constituency groups to access and share.	
			Support and coordinate district-wide initiatives that foster respectful interactions and collaboration.	Facilitate communications and increase opportunities to collaborate on district-wide initiatives that bring value to the district and community.	Conduct Trustee Listening Session once per year.	
					Develop a Workday Training and Communications website on the District Services SharePoint site.	
					Provide a Chancellor's Perspective quarterly and disseminate district-wide.	
					Provide monthly newsletter of board meeting highlights.	
		Research, Planning and Data Management	District-wide Surveys	Coordinate and assess the district-wide climate surveys and district-wide committee/council evaluations to gauge climate and effectiveness of processes.	Coordinate and implement the District-wide Climate Survey - biannually for the new 6-year strategic planning cycle.	
District-wide Objective 1.5	Improve training for all employees to increase district-wide understanding of organizational structure, resources, processes and procedures.	Accounting and Budget	Implement Workday	Implement Workday software for finance including GL, budget, AP, travel, and grants.	Attend configuration training and system design sessions.	
					Participate in testing and training for go-live.	
		Chancellor's Office & Trustee Services	Increase board knowledge	Increase board knowledge of district and educational responsibility.	Follow up on topics of high priority from district-wide listening sessions.	
		Human Resources	Workday Initiative	Workday was chosen to increase visibility, interaction and understanding of HR processes and board policies. The Office of Human Resources was the first department to fully implement Workday. From 2014-2018 HR will be implementing, evaluating and fine-tuning HCM.	In 2015-2016, enhancements to HCM will be implemented such as recruitment, academic organization, and evaluations.	
					in 2016-2017, CQI (Continuous Quality Improvement) on HCM will be conducted.	
					In 2017-2018, a formal HCM assessment will be conducted as three years of data will be available.	
					Initial implementation and training of HCM.	

DW Strategic Plan Objective Num	DW Objective Description	Admin Unit Name	Objective Name	Objective	Action Step	EXHIBIT C Page 37 of 41
		Research, Planning and Data Management	CCCCO Management Information Systems Reporting - Training	Provide training materials for the colleges' to better understand the State of California Community College Chancellor's Office MIS Data submission process conducted by the District.	Create an introduction and training guide to SOCCCD MIS data submission process.	
			inFORM Data Warehouse User Experience	Improve the experience of inFORM users which includes user interface, accessibility, training and support.	Creation of training guides and workshops for users.	
					Evaluate how SharePoint 2013 can be utilized to improve the user interface of inFORM.	
					Evaluation of Reports in inFORM to assess revisions using Tableau software.	
		Risk Management	Monitor and coordinate safety training District-wide	Facilitate and document all required safety training District-wide.	Evaluate workers' compensation claims that are related to violation of safety issues to determine training needs.	
					Use Safe Colleges to track all employee training for better record keeping.	
District-wide Objective 2.1	Increase student completion rates (degrees, certificates, and transfer) while preserving access, enhancing quality, and closing achievement gaps.	Research, Planning and Data Management	Student Success Research	Effectively utilize the resources in inFORM Data Warehouse to address research needs of Student Success efforts	Continue to assess how the inFORM Data Warehouse supports the Student Success initiatives. In particular capturing data from MAP and Sherpa to understand student behavior and success.	
District-wide Objective 2.2	Increase employee professional development opportunities that focus on student success outcomes.	Research, Planning and Data Management	Student Success Research	Effectively utilize the resources in inFORM Data Warehouse to address research needs of Student Success efforts	Continue to assess how the inFORM Data Warehouse supports the Student Success initiatives. In particular capturing data from MAP and Sherpa to understand student behavior and success.	
District-wide Objective 4.1	Systematically assess the effectiveness of planning and resource allocation district-wide.	Human Resources	Workday Initiative	Workday was chosen to increase visibility, interaction and understanding of HR processes and board policies. The Office of Human Resources was the first department to fully implement Workday. From 2014-2018 HR will be implementing, evaluating and fine-tuning HCM.	In 2015-2016, enhancements to HCM will be implemented such as recruitment, academic organization, and evaluations.	
					in 2016-2017, CQI (Continuous Quality Improvement) on HCM will be conducted.	
					In 2017-2018, a formal HCM assessment will be conducted as	

DW Statagic Plan Objective Num	DW Objective Description	Admin Unit Name	Objective Name	Objective	Action Step	EXHIBIT C Page 38 of 41
		Information Technology	Planning	Create a district-wide technology plan and update it each year.	three years of data will be available.	
					Initial implementation and training of HCM.	
					Convene a sub-group of the District-Wide Technology Committee (DTC) to assist in the creation of the plan.	
					Create a draft plan and send out to appropriate groups for feedback.	
					Gather industry standards and analysis to inform IT planning. Utilize Gartner IT industry analysis and consulting services.	
		Publish plan and review it annually.				
		Research, Planning and Data Management	Staffing	Bring IT staffing level and composition to a sustainable level.	Analyze types of positions required but understaffed or unstaffed within District IT	
					Identify and secure committment for funding.	
					Recruit and hire appropriate staff	
					Research IT staffing levels in institutions of similar size and software development capacity.	
Coordinate the acquisition and implementation of the TracDat SharePoint integration.						
District-wide Objective 4.2	Improve processes and procedures for efficiency, effectiveness, and responsiveness district-wide.	Accounting and Budget	Grants Management	Development written guidelines for managing grants.	Update training guides and train users on the AUR process in TracDat software and integration into SharePoint for more ease and use of TracDat.	
					Revision of District-wide Planning and Decision Making Manual 2014-2020	
					Create a revised District-wide Planning and Decision Making Manual 2014-2020.	
					Coordination of edits and revisions to the District-wide Planning and Decision Making Manual.	
					SOCCCD District-wide Strategic Plan 2014-2020	
			Implement Workday	Implement Workday software for finance including GL, budget, AP, travel, and grants.	Coordination and finalization with colleges and District Services of District-wide Strategic Plan.	
					Collaborate with the colleges to evaluate current processes and develop new written guidelines for grants management.	
					Attend configuration training and system design sessions.	
			Procurement Cards	Explore the use of Procurement Card for District Staff	Participate in testing and training for go-live.	
					Evaluate options for procurement cards.	

DW Strategic Plan Objective Num	DW Objective Description	Admin Unit Name	Objective Name	Objective	Action Step	EXHIBIT C Page 40 of 41
		Technology	Fiscal systems with an integrated solution	identify, fund, procure, and implement a new integrated administrative software solution for HR and Fiscal related areas within District Services.	consisting of appropriate district and college staff	
					Identify and secure funding. Depending on the product approach of the vendor, ongoing general fund expenditures will likely be required and must be planned for. Conventional products require an up front license purchase with annual maintenance and support fees. Software-as-a-Service models require some upfront costs with annual license fees.	
					Implement new solution	
					Select vendor	
					Solicit and evaluate potential solutions	
		Payroll	Workday project implementation	Implement time tracking, absence reporting and payroll integration for the Workday project.	Participate in configuration training and system design sessions.	
					Participate in testing and training for go-live.	
		Research, Planning and Data Management	CCCCO Management Information Systems Reporting - College Validation	Provide reports for the colleges' to better understand the State of California Community College Chancellor's Office MIS Data submission process conducted by the District.	Support the development of reports on the validation of the new Student Success File. Develop two reports - one for file validation and one for allocation validation.	
			CCCCO Management Information Systems Reporting - Training	Provide training materials for the colleges' to better understand the State of California Community College Chancellor's Office MIS Data submission process conducted by the District.	Create an introduction and training guide to SOCCCD MIS data submission process.	
			District Services Planning - Administrative Unit Review	Effectively manage the process for District-Services Administrative Unit Reviews.	Coordinate the acquisition and implementation of the TracDat SharePoint integration.	
					Update training guides and train users on the AUR process in TracDat software and integration into SharePoint for more ease and use of TracDat.	
			District Services Planning SharePoint Site Management	Coordinate the management of site owners of the District Services SharePoint site	Assist in the upgrade of District Services SharePoint site. This includes implementing some or all of the recommendations from SectorPoint consulting on rebuilding of publishing and collaboration sites, metadata, branding and training on SharePoint. Also the migration of our current site to SharePoint 2013.	
			inFORM Data Warehouse Reports	Maintenance and continual improvment of district and college reports on	Assess the feasibility of customizing the inFORM Data Warehouse portal for easier access to reports. Evaluate	

DW Strategic Plan Objective Num	DW Objective Description	Admin Unit Name	Objective Name	Objective	Action Step	EXHIBIT C Page 41 of 41
			Management	instruction, services and staffing.	solutions in SharePoint that would integrate with the current platform.	
					Update and document the metadata in inFORM which includes the inFORM Glossary, Report Catalog, and Report Glossary.	
			inFORM Data Warehouse User Experience	Improve the experience of inFORM users which includes user interface, accessibility, training and support.	Creation of training guides and workshops for users.	
					Evaluate how SharePoint 2013 can be utilized to improve the user interface of inFORM.	
					Evaluation of Reports in inFORM to assess revisions using Tableau software.	
			Revision of District-wide Planning and Decision Making Manual 2014-2020	Create a revised District-wide Planning and Decision Making Manual 2014-2020.	Coordination of edits and revisions to the District-wide Planning and Decision Making Manual.	
		Risk Management	District-wide safety	Be proactive in addressing safety and environmental issues by increasing department visibility and creating a positive environment that reflects the District's committment to employee wellbeing.	Establish District Safety Committee to communicate current issues and coordinate training efforts.	
					Provide annual master training calendar for all Risk Management acitvities.	
			Monitor and coordinate safety training District-wide	Facilitate and document all required safety training District-wide.	Evaluate workers' compensation claims that are related to violation of safety issues to determine training needs.	
	Distinct Count:7	Distinct Count:10	Distinct Count:30		Use Safe Colleges to track all employee training for better record keeping.	Distinct Count:109



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

SOCCCD District-wide Strategic Plan 2014-2020

Board of Trustees Presentation
December 14, 2015

Craig Hayward, Irvine Valley College Director of Research, Planning and Accreditation
Denice Inciong, District Director of Research, Planning and Data Management
Nicole Ortega, Saddleback College Director of Planning, Research and Accreditation



Background

- **Last Strategic Plan 2011-2014**
 - Our first district-wide strategic plan
 - Accreditation Recommendation
 - Supported by external consultants – not part of the colleges' development of their strategic plan
- Created a **new integrated planning model with shared** goals, objectives and Key Performance Indicators (KPIs)
 - 2013-2014 completed goals and objectives
 - 2014-2015 completed action steps and metrics (KPIs)
- Presentation goal is to summarize:
 - **The District-wide Strategic Plan 2014-2020** (Attachment A)
 - **The District-wide Planning and Decision Making Manual 2015-2020** (Attachment B)



Based on research from an external scan of our community

5 Major Areas of Review and Basis for Planning

- 1. Enrollment Projections*
- 2. Labor Market Analysis*
- 3. Student Success Policy, Research and Accountability*
- 4. Budget and Economy*
- 5. Technology*

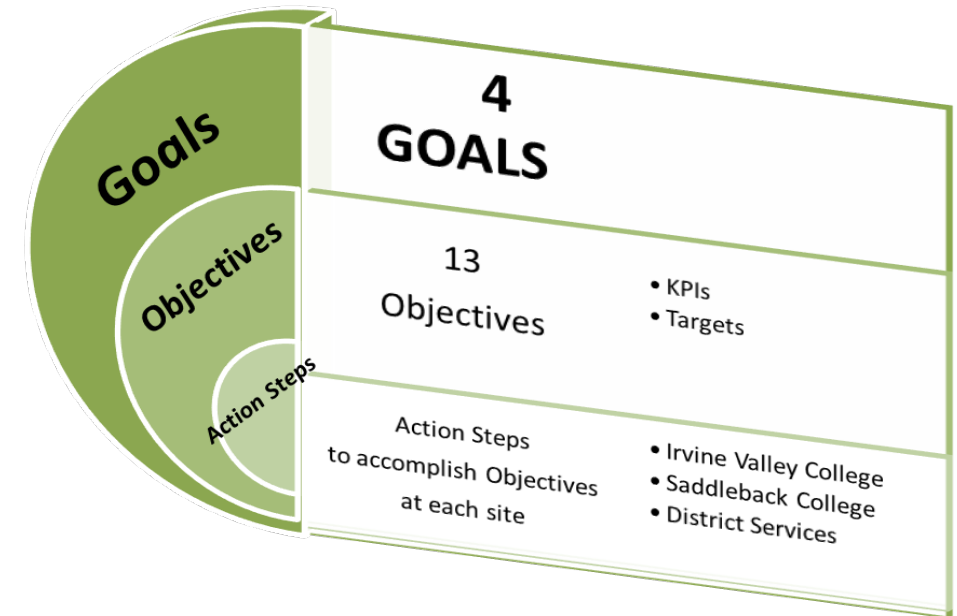


Integrated Planning Process

The District-wide Strategic Plan 2014-2020 is the district's short-term six-year plan.

- District-wide Planning Council (DWPC) & District-wide Strategic Planning Task Force
2013-2015: Hours of meetings, discussions, and collaboration
- Outcome
 - Consensus on 4 District-wide Goals
 - Associated Objectives to achieve the goals
 - Key Performance Indicators (KPIs) to measure each district-wide objective

*District-wide Strategic Plan 2014-2020
Shared Goals, Objectives, KPIs and Targets*





Goals & Objectives& Key Performance Indictors (KPIs)

- 4 Goals
- 13 District-wide Objectives and KPIs
 - The colleges have 2 additional objectives in Goal 3
- Action Steps identified at IVC, Saddleback and District Services to fulfill the goals and objectives

The plan is designed to be a living, frequently-used document which invites evaluation of progress on the objectives and goals. An annual progress report on the district-wide strategic plan and supporting plans will produced annually.



Vision, Mission, and Core Values

South Orange County Community College District Vision

To be an educational leader in a changing world

South Orange County Community College District Mission

We provide a dynamic and innovative learning environment for diverse learners of all ages, backgrounds and abilities. We promote access, success, and equity to meet each student's goals of skills development, certificate, associate degree, transfer or personal enrichment. We contribute to the economic vitality of the region.

South Orange County Community College District Core Values/Guiding Principles

We invest in our students' success, employees, facilities, and community, with wise use of our resources.



Goal 1: SOCCCD will foster an environment characterized by creativity, innovation, respectful interactions and collaboration.

Objectives	KPI
1.1 Recognize and support innovative ideas that improve collaboration and respectful interactions district-wide.	District-wide Climate Survey
1.2 Improve district climate in the areas of optimism, commitment, and respectful collaboration	District-wide Climate Survey
1.3 Improve the representative process through active engagement and communication.	District-wide Climate Survey
1.4 Increase professional development opportunities that potentiate employees' talents and interests.	District-wide Climate Survey Professional Development Survey
1.5 Improve training for all employees to increase district-wide understanding of organizational structure, resources, processes and procedures.	District-wide Climate Survey Professional Development Survey





Goal 2: SOCCCD will promote students' success by enhancing the teaching and learning environment.

Objectives	KPI
2.1 Increase student completion rates (degrees, certificates, and transfer) while preserving access, enhancing quality, and closing achievement gaps.	3 and 6 year Completion Rates SPAR rate and disaggregated by the following: <ul style="list-style-type: none">• Certificate Completion Rate• Degree Completion Rate• Transfer Rate• Transfer Prepared
2.2 Increase employee professional development opportunities that focus on student success outcomes.	Professional Development Survey
2.3 Increase opportunities for student engagement inside and outside the classroom, evidenced by co-curricular participation, student services, and instructional support.	Community College Survey of Student Engagement (CCSSE)





Goal 3: SOCCCD will advance economic and workforce development through regional partnerships with educational institutions and industry and by strengthening career technical education.

Objectives

KPI

3.1 Formalize collaborative partnerships with the business community and regional educational institutions to support workforce development.

"Formalized Partnerships" List

3.2 Improve alignment between workforce development offerings and regional job opportunities.

CTE Outcome Survey



As our integrated model describes, the colleges and district services can chose to have additional objectives to fulfill the district-wide goals. Both IVC and Saddleback have 2 more college objectives to fulfill this goal. The areas these objectives address are workforce training, business partnerships, and internships for students.



Goal 4: SOCCCD will strengthen long-term financial health and institutional effectiveness through integrated planning and resource allocation.

Objectives	KPI
<i>4.1 Systematically assess the effectiveness of planning and resource allocation district-wide.</i>	Conduct a systematic/annual assessment of planning and resource allocation document timeline and assessment Climate Survey and Employee survey
<i>4.2 Improve processes and procedures for efficiency, effectiveness, and responsiveness district-wide.</i>	Evaluation of Business Process Analysis (BPA) sessions and implementation into Workday
<i>4.3 Develop and initiate multi-year financial planning</i>	The District Resources Allocation Committee (DRAC) and Basic Aid Allocation Recommendation Committee (BAARC) will develop models for multi-year funding/planning





Action Steps at each location defined at each location

As defined in our integrated process – each area identifies how they are supporting the district-wide goals and objectives in their action steps each year.

- Irvine Valley College
- Saddleback College
- District Services

**Attachment C in the agenda*



District-wide Planning and Decision Making Manual 2015-2020

- ***Important companion to the District-wide Strategic Plan***
 - **ACCJC Accreditation Standards August 2015 -Standard IV D:**
District/system planning and evaluation are integrated with college planning and evaluation to improve student learning and achievement and institutional effectiveness
- **First created in 2011 with the district-wide strategic plan**
 - **Major Revision in 2014**
- **Major areas outlined in the manual:**
 - *District Definition*
 - *Decision Making Philosophy*
 - *General Principles & Participants*
 - *District-wide Planning and Committee Structures*
 - *District-wide Strategic Planning and Budget Planning*



District-wide Planning and Decision Making Manual 2015-2020

Major Revisions to this manual included:

- Definition of “*District*”
- *Decision making philosophy* and definition of *consensus*
- *Integrated planning process* and **common planning terminology**

**Attachment B in the agenda*



District-wide Planning Council

- **Thank you** to District-wide Planning Council and District-wide Strategic Planning Task Force
 - Over the last 2 years we have conducted 34 meetings (2 major retreats) which tallies to over 50 hours of planning
- **District-wide Thank You** to everyone who contributed to a new collaborative planning process



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

Questions?

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Saddleback College Emergency BGS Fire Repairs Project, Notice of Completion, Optima RPM, Inc.

ACTION: Approval

BACKGROUND

On March 30, 2015 the Board of Trustees approved the contract with Optima RPM, Inc. for the Saddleback College Emergency BGS Fire Repairs project for a total amount of \$570,000.

Pending Board approval at this December 14, 2015 meeting, the recommended Board Change Order No.1 will result in a decrease of \$26,199.13 for a final contract value of \$543,800.87.

Substantial Completion was confirmed on October 1, 2015. Delays in completing the punch list resulted in a delay of filing the Notice of Completion. In accordance with Public Contract Code, retention was released on December 1, 2015 which is 60 days after confirming Substantial Completion.

STATUS

Contract work is complete. Staff recommends that a Notice of Completion (EXHIBIT A) be filed for the Emergency BGS Fire Repairs project.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees authorize filing the Notice of Completion (EXHIBIT A) for Emergency BGS Fire Repairs project to Optima RPM, Inc. for a final contract total of \$543,800.87.

Recording Requested
By and Mail to:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
28000 Marguerite Parkway
Mission Viejo, California 92692
Attn: Purchasing & Facilities Planning

EXEMPT PER GOVERNMENT CODE 6103

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN, that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, as Owner with vested title in the property hereinafter described, caused improvements to be made to said property to wit: EMERGENCY BGS FIRE REPAIRS PROJECT at SADDLEBACK COLLEGE, the contract for the doing of which was heretofore entered into the 3rd Day of April 2015, which contract was made with Optima RPM, Inc., as Contractor; that said improvements were completed and accepted by formal action of the governing board of said District on the 14th day of December 2015, that title to said property is vested in the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California; that the surety for the above-named Contractor is AMERICAN CONTRACTORS INDEMNITY COMPANY of CALIFORNIA; that the property hereinafter referred to and on which said improvements were made is described as follows:

BGS BUILDING
SADDLEBACK COLLEGE
28000 MARGUERITE PARKWAY
MISSION VIEJO, CA 92692

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY, CA

By _____ Dated _____
Gary L. Poertner
Chancellor

A notary public or other office completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Orange

Subscribed and sworn to (or affirmed) before me

on this _____ day of _____, 20 ____

by Gary L. Poertner
(Name of Signer)

proved to me on the basis of satisfactory evidence
to be the person(s) who appeared before me.

Signature _____
Signature of Notary Public

(Seal)

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Saddleback College Exterior Lighting and Controls Retrofit Phase I, Notice of Completion, Anderson & Howard Electric, Inc.

ACTION: Approval

BACKGROUND

On March 30, 2015, the Board of Trustees approved the contract with Anderson & Howard Electric, Inc. for the Saddleback College Exterior Lighting and Controls Retrofit Phase I, for a total amount of \$780,000.00.

STATUS

Contract work is complete. Staff recommends that a Notice of Completion (EXHIBIT A) be filed for the Saddleback College Exterior Lighting and Controls Retrofit Phase I project.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees authorize filing the Notice of Completion (EXHIBIT A) for Saddleback College Exterior Lighting and Controls, Retrofit Phase I project to Anderson & Howard Electric, Inc. for a final amount of \$780,000.00. It is also recommended that the board authorize the release of retention 35 days after the filing.

Recording Requested
By and Mail to:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
28000 Marguerite Parkway
Mission Viejo, California 92692
Attn: Purchasing & Facilities Planning

EXEMPT PER GOVERNMENT CODE 6103

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN, that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, as Owner with vested title in the property hereinafter described, caused improvements to be made to said property to wit: EXTERIOR LIGHTING AND CONTROLS RETROFIT PHASE I PROJECT at SADDLEBACK COLLEGE, the contract for the doing of which was heretofore entered into the 31st day of March, 2015, which contract was made with Anderson & Howard Electric, Inc., as Contractor; that said improvements were completed and accepted by formal action of the governing board of said District on the 30th day of June 2015, that title to said property is vested in the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California; that the surety for the above-named Contractor is HARTFORD FIRE INSURANCE COMPANY; that the property hereinafter referred to and on which said improvements were made is described as follows:

SADDLEBACK COLLEGE
28000 MARGUERITE PARKWAY
MISSION VIEJO, CA 92692-3635

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY, CA

By _____ Dated _____
Gary L. Poertner
Chancellor

A notary public or other office completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Orange

Subscribed and sworn to (or affirmed) before me

on this _____ day of _____, 20 ____

by Gary L. Poertner
(Name of Signer)

proved to me on the basis of satisfactory evidence
to be the person(s) who appeared before me.

Signature _____
Signature of Notary Public

(Seal)

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Board Policy Revision: BP-6170 Counseling, BP-5230 Intercollegiate Athletics, BP-4016 Drug-Free Environment and Drug Prevention Program, BP-3410 Nondiscrimination

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

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

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Council on November 5, 2015 for review and recommendation to the Chancellor.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the board policies, as shown in EXHIBIT A through D.

BOARD POLICY

~~6170~~ 5110

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

INSTRUCTION STUDENTS

COUNSELING

Counseling services are an essential part of the educational mission of the District. The Board of Trustees shall approve regulations consistent with Title 5, California Code of Regulations, and the California Education Code.

The counseling programs shall be offered to all prospective and current students and shall include, but not be limited to the following:

1. Academic counseling
2. Career counseling
3. Personal counseling
4. Coordination with services provided for students with special needs.

Reference:

Title 5, Section 51018

California Education Code ~~66700~~ and 72620

[ACCJC Accreditation Standard II.C.5](#)

BOARD POLICY

~~5230~~(5700)

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS

INTERCOLLEGIATE ATHLETICS

The District may maintain organized athletic programs for men and women in intercollegiate athletics. The programs shall not discriminate on the basis of gender in the availability of athletic opportunities.

The Chancellor or designee shall assure that the athletic program complies with state law, the California Community Colleges Athletic Association (CCCAA), and Sports Guides and appropriate Conference Constitution regarding student athlete participation.

Reference:

Title IX, Education Amendments of 1972;

Education Code Sections 66271.6, 66271.8, 67360 et. seq.

ACCJC Accreditation Standard II,C.4

Adopted: 12-07-09
Revised: 05-20-13
Revised: 11-25-13
Revised: 12-15-14

Page 1 of 1

BOARD POLICY

4016

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

~~PERSONNEL~~ HUMAN RESOURCES

DRUG-FREE ENVIRONMENT AND DRUG PREVENTION PROGRAM

The District shall be free from all unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all facilities under the control and use of the District.

Any student or employee who violates this policy will be subject to disciplinary action, consistent with local, state, or federal law, which may include the referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

The Chancellor or his/her designee shall assure that the District distributes annually to each student and employee the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

References:

Drug Free Schools and Communities Act, 20 U.S. Code Section 1145g;

34 C.F.R. Sections 86.1 et seq.;

Drug Free Workplace Act of 1988, 41 U.S. Code Section 702

Adopted: 5-15-89

Revised: 4-26-99

Revised: 10-26-04

Revised: 5-26-09

[Review Only:](#)

BOARD POLICY

3410

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS

NONDISCRIMINATION

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

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

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

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

References:

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

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

Penal Code Section 422.55;

Government Code Sections 12926.1 and 12940 et seq.

[ACCJC Accreditation Eligibility Requirement 20 and](#)

[ACCJC Accreditation Standard Catalog Requirements \(formerly Accreditation Standard II.B.2.c\)](#)

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Board Policy Revision: BP-4002.1 Authorization for Employment, BP-4000 Authorization for Employment

ACTION: Review / Study

BACKGROUND

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

STATUS

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

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Council on December 3, 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 B.

BOARD POLICY

4002.1

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

AUTHORIZATION FOR EMPLOYMENT

DELETE Move language to BP-4000 and retitle AUTHORIZATION FOR EMPLOYMENT

~~The Board of Trustees authorizes all employment and all employment transactions per California Education Code. The Board of Trustees hereby delegates to the Chancellor authority to employ persons in all positions. All actions to employ and all employment transactions shall be reported to the Board of Trustees at its next regular meeting. All subsequent employment transactions shall be approved or ratified by the Board of Trustees.~~

Reference:

~~—California Education Code Sections 70902(d), 72411, 87604, 88003~~

Adopted: 8-17-92

Revised: 6-17-13

Revised: 4-26-99

Revised: 1-20-04

Revised: 5-24-04

Revised: 1-31-05

Reviewed by BPARAC & Chancellor on 2-27-12. No recommended change to policy
--

BOARD POLICY

4000

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PERSONNEL HUMAN RESOURCES

AUTHORIZATION FOR EMPLOYMENT

~~Pursuant to the provisions of California Education Code, Section 70902 (b)(4), the Board of Trustees is the employer of all District personnel.~~

The Board of Trustees authorizes all employment and all employment transactions per California Education Code. The Board of Trustees hereby delegates to the Chancellor authority to employ persons in all positions. All actions to employ and all employment transactions shall be reported to the Board of Trustees at its next regular meeting. All subsequent employment transactions shall be approved or ratified by the Board of Trustees.

Reference:

California Education Code Sections 70902(d),

Adopted: 1-26-68
Revised: 7-01-74
Revised: 4-10-89
Revised: 4-11-94
Revised: 4-26-99
Revised: 9-26-05
Reviewed: 10-13-10

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: 2016-2017 Full-Time Faculty Hiring Amendment –
Saddleback College

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). The Board approved the 2016-2017 full-time faculty hiring agenda item on October 26, 2015.

STATUS

To preserve the quality of the existing programs, SC requests approval to hire two (2) full-time faculty. The college president has reviewed the faculty hiring recommendations and has submitted to the Chancellor his recommendation to amend the 2016-2017 full-time faculty hiring list to include a Nursing Instructor position, which is vacant due to the promotion of Diane Pestolesi to Asst. Dean, Health Science and Human Services/Director of Nursing; and a new Economics Instructor position to be hired in lieu of a Psychology Instructor position previously approved by the Board of Trustees. With Board approval, these two positions will be authorized for recruitment through academic year 2017-2018.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve an amendment to the 2016-2017 full-time faculty hiring list for SC to include one (1) Nursing Instructor to fill a vacant position and one (1) new Economics Instructor position. Recruitment and selection of new faculty is contingent on funding and will proceed as recommended by the college president and approved by the chancellor.

TO: Board of Trustees

FROM: T. J. Prendergast III, Board President

RE: SOCCCD: Employment Agreement – Gary L. Poertner, Chancellor

ACTION: Approval

BACKGROUND

Chancellor Gary L. Poertner's employment agreement expires June 30, 2016. To continue his employment, the Board of Trustees must decide his employment status. The Board of Trustees met recently in closed session and decided to continue Mr. Poertner's employment as Chancellor of the District.

STATUS

The Board now needs to finalize its decision to continue Mr. Poertner's employment by adopting his contract. The Board of Trustees has recommended that the Chancellor's contract be extended to June 30, 2019.

RECOMMENDATION

It is recommended that the Board of Trustees consider and approve the contract of Gary L. Poertner as Chancellor, South Orange County Community College District, effective July 1, 2016 through June 30, 2019, as shown in Exhibit A.

**AMENDED AND RESTATED AGREEMENT FOR EMPLOYMENT OF
CHANCELLOR BETWEEN
THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
AND
GARY POERTNER**

THIS AMENDED AND RESTATED AGREEMENT (“Agreement”) is made and entered into on the 15th day of December, 2015, by and between the South Orange County Community College District (the “District”) and Gary Poertner (“Mr. Poertner”).

IT IS HEREBY AGREED AS FOLLOWS:

1. **Chancellor.** The term of Mr. Poertner’s employment as Chancellor is hereby extended through June 30, 2019. Mr. Poertner shall also serve at no extra compensation in the role of the District’s chief executive officer and secretary to the Board of Trustees. The position of Chancellor is hereby designated as an educational administrative position as defined in Education Code Section 87002(b).

2. **General Terms and Conditions of Employment.** This Agreement supersedes and replaces all prior agreements and understandings of the parties in connection herewith. This Agreement is subject to all applicable laws of the State of California, the rules and regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of the District, all of which shall be made a material part of the terms and conditions of this Agreement as if set forth in full. This agreement shall prevail over any conflicting District rules, regulations, policies or procedures.

3. **Powers and Duties.**

A. Mr. Poertner shall perform all of the powers and duties of the position of Chancellor, Chief Executive Officer, and Secretary to the Board of Trustees. He shall further efficiently and effectively manage the programs and operations of the District, and perform such other duties and assume such other responsibilities as are assigned to him from time to time by the Board of Trustees. Mr. Poertner shall have the primary responsibility for recommendations and execution of Board policy.

B. Mr. Poertner shall personally, or by direction of the Board of Trustees:

- 1) Provide leadership and direction to ensure that the laws and policies of the District are carried out;
- 2) Review the policies adopted by the Board of Trustees and make appropriate recommendations to the Board of Trustees;
- 3) Periodically evaluate employees as provided for by California law, Board policy, or employment agreement;

- 4) Advise the Board of Trustees of all possible sources of funds which may be available to implement present or contemplated District programs;
- 5) Regularly and timely inform the Board of Trustees of the fiscal status of the District; and
- 6) Establish and maintain an appropriate community relations program.
- 7) Perform such other duties as the Board of Trustees may direct.

C. Mr. Poertner shall have the responsibility of overseeing and directing the administrative and leadership staff, including instruction, personnel, and business affairs, which, in his judgment, best serve the District, subject to approval by the Board of Trustees. Mr. Poertner shall have such responsibility in all personnel matters, or as otherwise delegated pursuant to Board policy, including selection, assignment, evaluation, and transfer of employees, subject to approval by the Board of Trustees.

D. Consistent with the evaluation process in Section 6, below, the Board shall establish additional goals for Mr. Poertner for each college year to which this Agreement applies.

4. **Salary.**

A. Mr. Poertner's annual salary shall be as follows:

1) Effective July 1, 2015, Mr. Poertner's annual salary shall be \$327,680. This equates to a six percent increase over his base salary for the 2014-15 college year, and corresponds to the six percent increase provided to District faculty, effective the beginning of the 2015-16 college year. For the period from July 1, 2015 to the present, Mr. Poertner will be entitled to retroactive compensation based on this annual amount equal to the difference between amounts already paid to Mr. Poertner in salary for the 2015-2016 college year and the amounts that would be owing based on this six percent salary increase.

2) Effective December 15, 2015, Mr. Poertner's annual salary shall be \$345,500. This equates to an increase of \$17,820, which reflects a restructuring into salary of various items of compensation, including an automobile allowance in the amount of \$14,400 per year; an allowance for internet service and a dedicated telephone line in the amount of \$1,440 annually; and an allowance for a smart phone in the amount of \$1,980 annually such that these previously paid and taxed amounts are treated as creditable compensation. [see Title 5, California Code of Regulations, § 27200 et seq.].

3) Effective July 1, 2016, Mr. Poertner's annual salary shall be \$355,865. This equates to a three percent increase over his salary for the 2015-16 college year, and corresponds to the three percent increase provided to District faculty, effective the beginning of the 2015-16 college year.

4) Effective July 1, 2017, Mr. Poertner's annual salary shall be \$366,541. This equates to a three percent increase over his salary for the 2016-17 college year, and

corresponds to the three percent increase provided to District faculty, effective the beginning of the 2016-17 college year.

5) For the college year beginning July 1, 2018 and ending June 30, 2019, Mr. Poertner's annual salary shall be established by a written agreement amending this Agreement, and approved by the parties

6) Mr. Poertner's salary shall be paid in 12 equal monthly installments with proration for periods of less than a full year of service, except as required to comply with the terms of this Agreement. Such proration shall be based on the number of days in the work year. Any adjustment in salary during the term of this Agreement shall not be interpreted as a new agreement or operate as an extension or renewal of this Agreement.

5. Professional Schedule and Vacation.

A. Mr. Poertner shall be required to render 12 months of full and regular service to the District during each annual period covered by this Agreement.

B. Mr. Poertner shall accrue one day of sick leave for each full month of employment during the term of this Agreement.

C. Mr. Poertner shall also accrue 2.42 (29 days per year) days of vacation with pay for each full month of employment during the term of this Agreement, exclusive of holidays provided in the California Education Code and any additional local holidays granted by the Board of Trustees to 12-month administrative employees. Mr. Poertner may accrue vacation days up to a maximum of fifty-eight (58) days based on his service as Chancellor pursuant to this Agreement. Once Mr. Poertner reaches this maximum amount, he will cease to accrue additional vacation benefits until his balance falls below the maximum amount. Upon termination or expiration of this Agreement, Mr. Poertner shall be entitled to compensation for unused and accrued vacation days at his then-current base salary rate for no more than that amount of unused vacation that may be accrued under this Agreement. All vacation time must be scheduled in advance and approved by the Board's president.

6. Board/Chancellor Relationship and Performance Evaluations.

A. The Board of Trustees will provide Mr. Poertner with periodic opportunities to discuss the Board/Chancellor relationship;

B. The Board of Trustees will set Mr. Poertner's goals for each 12-month period. Mr. Poertner's performance in achieving those goals and carrying out his other duties will be evaluated by the Board of Trustees each year. The evaluation will be discussed in closed session. As a result of this evaluation process, the Board of Trustees will prepare a written statement of its evaluation of Mr. Poertner's performance. Following each evaluation, the Board shall compile an updated set of goals for Mr. Poertner for the next 12-month period.

7. **Expenses and Required Memberships.**

A. The District shall reimburse Mr. Poertner in accordance with District policy and procedures for all actual and necessary expenses incurred in attending meetings, conferences, and other activities required of Mr. Poertner in the performance of the duties of Chancellor, provided that Mr. Poertner will bear any expense associated with use of his personal automobile for travel within Orange County. It is expected that Mr. Poertner will incur expenses in promoting the interests of the District before various governmental and constituency groups, and in the community. These expenses will be reimbursed by the District in accordance with the District's policies and procedures, or as otherwise compensated pursuant to Section 4 of this Agreement.

B. The District agrees to pay on behalf of Mr. Poertner those professional memberships as required or authorized by the Board of Trustees.

8. **Fringe Benefits.**

A. Effective December 1, 2010, the District shall provide to Mr. Poertner and his spouse and eligible dependents all health and welfare benefits provided to the District's 12-month administrative employees. It is agreed and understood that these fringe benefits may be amended and modified or deleted in their entirety from time to time as determined by the Board of Trustees. Notwithstanding any such amendments or modifications, Mr. Poertner, his spouse, and eligible dependents shall receive the same benefit package provided to the District's 12-month administrative employees.

B. The District shall furnish upon request to Mr. Poertner, and pay for, a computer, printer, and fax machine for his business use at his residence during the term of this Agreement.

9. **Amendment, Termination, or Non-Renewal.**

A. This Agreement may be amended by mutual written agreement between the parties.

B. No later than January 1, 2019, Mr. Poertner shall inform the Board of Trustees in writing of the provisions of Education Code Section 72411. The Board of Trustees shall send to Mr. Poertner written notice of non-renewal by March 15, 2019. Such renewal or non-renewal shall be at the sole discretion of the Board of Trustees acting with or without cause. Nothing in this Section shall nullify or supersede the provisions of Sections 9.C. or 10, below. The failure of the Board to provide the notice specified above shall result in the renewal of this Agreement for one additional year only.

C. **Termination of This Agreement Without Cause.**

1) The Board shall have the option to terminate this Agreement by providing Mr. Poertner with a written notice of termination. If the Board elects to terminate this Agreement during its term pursuant to this Section, Mr. Poertner shall receive ninety (90) days written notice of such termination. If the Board elects to terminate this Agreement during its term pursuant to this Section, Mr. Poertner shall receive no more than an amount equivalent to eighteen

(18) months of salary and benefits or an amount equal to the salary and benefits remaining on the contract, whichever is less. All other stipends and reimbursements provided under this Agreement, or any amendment thereto, shall cease to be paid at the end of the ninety notice period described above. This Agreement incorporates by reference and is subject to the provisions of California Government Code Sections 53243 et seq., and 53260.

10. **Termination of This Agreement for Cause.**

A. The Board may terminate this Agreement during its term pursuant to this Section. Termination of the Agreement pursuant to this Section shall be a separate and independent basis for termination, and shall not be subject to the provisions of Section 9, above. Prior to terminating the Agreement pursuant to this Section, the Board shall provide Mr. Poertner with a written statement which includes notice of the proposed action and a reasonably detailed statement of the reasons for the action. Mr. Poertner shall then be entitled to meet with the Board in closed session to state why the Board should not terminate the Agreement. Mr. Poertner may, at his own expense, be represented at this meeting by counsel of his choice. If the Board determines to terminate this Agreement pursuant to this Section, the Board shall, after meeting with Mr. Poertner, provide him with its final decision in writing. If the Board determines to terminate this Agreement pursuant to this Section, Mr. Poertner shall not be entitled to any additional procedural protections. Upon issuance of its written decision pursuant to this Section, Mr. Poertner shall immediately cease to receive the compensation and benefits set forth in this Agreement.

11. **STRS Reinstatement.** Mr. Poertner has been retired for STRS purposes, and has reinstated from STRS retirement prior to performing any service under this Agreement. Mr. Poertner acknowledges that the decision to reinstate was his alone, and further represents and warrants that he has relied wholly upon his own judgment, belief, and knowledge regarding the decision to reinstate from STRS retirement, and that he has not been influenced to any extent whatever in making this Agreement by any representations by, or on behalf of, the District. The District will not be liable to Mr. Poertner, or his estate, for any adverse consequences which may result from Mr. Poertner's change in retirement status.

12. **Entire Agreement.** This Agreement is an integrated agreement and constitutes the entire agreement between the parties pertinent to the subject matter hereof. It supersedes all prior agreements and understandings of the parties in connection herewith. It is the product of arm's-length negotiations between the parties and shall not be interpreted in favor of either party or against the other party on account of such party drafting any of the provisions of this Agreement.

13. **Headings.** The headings in this Agreement are inserted for convenience of reference and shall not be considered in the construction of the provisions of this Agreement.

14. **Applicable Law.** This Agreement is drawn to be effective in, and shall be construed in accordance with the laws of, the State of California.

IN WITNESS WHEREOF, the parties hereto have duly approved and executed this Agreement on the day and year above written.

BOARD OF TRUSTEES OF THE
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

FOR THE GOVERNING BOARD

By _____
T.J. Prendergast
President, Board of Trustees

Dated: _____

FOR GARY POERTNER

By _____
Gary Poertner

Dated: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Adjustment to the Integrated Salary Schedule for District Administrators and Managers

ACTION: Approval

BACKGROUND

The Integrated Salary Schedule for the District Administrators and Managers, who are non-bargaining unit employees, was initially implemented in 2012. This salary schedule includes all District educational administrators, classified administrators and classified managers.

STATUS

The District proposes to increase the Integrated Salary Schedule to be adjusted in the amounts of six (6) percent for 2015-2016, three (3) percent for 2016-2017, and three (3) percent for 2017-2018. The cumulative cost to the District for the three (3) year proposed change is \$5,318,293. Details are displayed in Exhibit A.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve revision to the Integrated Salary Schedule for District Administrators and Managers, to be effective July 1, 2015.

District Administrators and Managers Estimated Salary Increase Cost - December 14, 2015

Cost of increasing salaries 6% in year 1 and 3% in Years 2 & 3:

	Annual Cost			Cumulative Cost			Total Cost
	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18	3 Year
	6% Increase	3% Increase	3% Increase	Cumulative Cost	Cumulative Cost	Cumulative Cost	Cumulative Cost
Annual Salary Increase	\$ 971,580	\$ 514,937	\$ 530,386	\$ 971,580	\$ 1,486,517	\$ 2,016,903	\$ 4,475,000
Benefits Estimate	176,432	99,847	114,301	176,432	276,279	390,581	843,292
Salary & Benefits Increase	\$ 1,148,012	\$ 614,785	\$ 644,687	\$ 1,148,012	\$ 1,762,797	\$ 2,407,484	\$ 5,318,293
	6.0%	3.0%	3.0%	6.0%	9.2%	12.6%	27.8%

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, B, and C are presented to the Board of Trustees for approval/ratification to be effective on the dates as shown on the Exhibit.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve/ratify the academic personnel actions as shown in Exhibits A, B, and C.

Item Submitted By: *David Bugay, Ph.D., Vice Chancellor of Human Resources & Employer/Employee Relations*

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

1. ACADEMIC EMPLOYMENT (Ratified – Pursuant to Board Policy 4002.1)

- a. FRANCO, MARK, is to be employed as Counselor (Basic Skills), Pos #5219, School of Guidance and Counseling, Irvine Valley College, effective November 23, 2015. Approximate Salary Placement: Class II, Step 1. This is a new position approved by the Board of Trustees on May 18, 2015. (Exhibit B, Attachment 1)
- b. HERNANDEZ, ANGEL, is to be employed as Counselor (Generalist), Pos #1646, School of Guidance and Counseling, Irvine Valley College, effective November 23, 2015. Approximate Salary Placement: Class III, Step 1. This is a replacement position for Tam Do, who retired. (Exhibit B, Attachment 2)
- c. NGUYEN, TUAN, is to be employed as Counselor (STEM), Pos #5220, School of Guidance and Counseling, Irvine Valley College, effective December 7, 2015. Approximate Salary Placement: Class IV, Step 1. This is a new position approved by the Board of Trustees on May 18, 2015. (Exhibit B, Attachment 3)

2. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Baker, Raffaella	MA/Speech Comm.	Speech/Forensics/SC	II	01/19/16
Bastida, Donald ¹	No Degree	Journalism/SC	II	01/19/16
Bracamontes, Brent	MA/Speech Comm.	Speech/Forensics/SC	II	01/19/16
Buller, Lim “Lynn”	MA/Business Admin.	CIM/IVC	II	01/19/16
Bumbesti, Mircea ²	MA/English & French	Adult Ed/ESL	V	01/19/16
Christensen, Catherine ³	PHD/History	History/IVC	V	01/19/16
Devaney, Brian ⁴	MA/Education	Communications/SC	V	01/19/16
Dufendach, Rebecca	MA/History	History/IVC	II	01/19/16
Fleshman, Deborah	MA/Human Develop	Social Sciences/IVC	II	01/19/16
Haeri, Shadi ⁵	MS/Biology	Biology/IVC	V	01/19/15
Hildebrand, Colleen ⁶	MA/French	ESL/IVC	V	01/19/16
Hoon, Stephanie	PHD/Management	Management/IVC	V	01/19/16
Inman-Olinger, Alex	MS/TESOL	Adult Ed-ESL/SC	II	01/19/16
Kenney, Margaret	MA/Chemistry	Chemistry/IVC	II	01/19/15

¹ Current Part Time Faculty Approved by Board of Trustees to teach Communications/CTVR on December 17, 2012.

² Current Part Time Faculty Approved by Board of Trustees to teach French on August 31, 2009.

³ Inactive/Terminated Part Time Faculty Approved by Board of Trustees to teach History on November 17, 2008.

⁴ Current Part Time Faculty Approved by Board of Trustees to teach Education for the Social & Behavioral Sciences Division/SC on January 25, 2010.

⁵ Inactive/Terminated Part Time Faculty Approved by Board of Trustees to teach Biology on December 10, 2001.

⁶ CalSTRS Retiree. Rehired for Spring 2016 after six month waiting period.

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Koh, Young	MA/Philosophy	Philosophy/IVC	II	01/19/16
Lagoykina, Svetlana	MA/Chemistry	Chemistry/IVC	II	01/19/16
⁷ Loke, Val	MA/Business Admin.	Comp Sci./IVC	II	01/19/16
Marshall, Jason	PhD/History	History/IVC	V	01/19/16
Park, Jung	MA/Music Comp.	Music/IVC	II	01/19/16
Phan, Huyvu	MA/Mathematics	Mathematics/IVC	II	01/19/16
Rachels, Diane	MA/Geography	Geography/IVC	II	01/19/16
Roth, Marissa	BA/Fine Art – Design	Emeritus/SC	I	01/19/16
Roy, Aaron	PhD/Physics	Physics/SC	V	01/19/16
See, Jill	MA/Physical Therapy	Adapted Kins./SC	II	01/19/16
Takahashi, Mariko	PhD/History	History/IVC	V	01/19/16
Thuleen, Nancy	PhD/German	German/SC	V	01/19/16
Wisialowski, Bart	PhD/History	History/IVC	V	01/19/16
Woodward, Wenying	MA/Applied Math	Math/IVC	II	03/29/16

EQUIVALENCY

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Martin, Dennis	BA/Mathematics	Comp. Science/SC	V	01/19/16

Equivalency is based on over 33 years of experience in the computer industry in programming and support. Mr. Martin designed, coded, and tested numerous features and fixes to the message control system component of Unisys' proprietary system software, including complete and accurate documentation. Also, Mr. Martin taught classes at Unisys Training Centers and has been working in the Business Science Division at Saddleback. He has also taken several programming courses since 1998, including Object Oriented Programming in 1998 at UCI Extension, Visual Basic.NET in 2002, Visual Basic.NET II in 2003, XHTML in 2008, PHP in 2009, SQL in 2009, CSS in 2009, JavaScript in 2010, Java 7A in 2013, and Java 7B in 2014 at Saddleback College.

⁷ Spouse of Chan Loke, full-time Computer Science Instructor, Irvine Valley College.

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Messenger, Richard	BA/Music Education	Music/IVC	I	01/19/16

Equivalency is based on Mr. Messenger being a well-known music educator across the state of California. He spent a 40-year career teaching Choral Music in the public schools, most recently as director at Irvine High School. He also has 14 years of professional experience as assistant director and administrator with the Pacific Chorale, has 14 years' experience at the college level teaching at Vanguard University, and 2 years at CSU Long Beach. He is currently teaching choral music at CSU Fullerton. Mr. Messenger has long been a respected leader in the California choral community and brings a lifetime of expertise and experience to his instruction.

Pearce, Julie	MA/Counseling	Psychology/IVC	V	01/19/16
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Equivalency is based on a Master's degree in English from the University of Wisconsin, Milwaukee, and a Master's degree in clinical psychology from the Cal State University, Fullerton. She regularly attends workshops every two years to renew her marriage and family therapy license, having attended over 50 workshops. She has taught varied psychology, sociology, and women's studies at Irvine Valley College since 1997. She has also taught at other colleges, such as Fullerton College, since 1999. In addition to her teaching, Ms. Pearce also has been a reviewer for psychology textbooks relating to marriage and family therapy. Additionally, she was a diagnosis director at college hospital from 1994 to 1996; an employee in the adult psychiatric unit at CPC Hospital in 1992; an adult and adolescent unit's program director for a chemical dependency treatment program in 1991; a program coordinator at the Genesis Chemical Dependency Treatment Program at the South Coast Medical Center from 1988 to 1991; and a family therapist and addiction therapist at the care unit hospital between 1987 in 1988.

Trivedi, Pragya	MA/Hist. of Consc.	English/IVC	II	01/19/16
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Equivalency is based on a Bachelor of Arts degree in Literary and Cultural Theory from Carnegie Mellon and a Master's Degree in the History of Consciousness program at UC Santa Cruz; an exceptional academic program composed of faculty from across the Humanities disciplines that provides a nationally recognized education in the interdisciplinary study of literature. Moreover, Ms. Trivedi has taught writing courses since 1997 and, most recently, has taught Writing 39C at UC Irvine. Writing 39C is a directly equivalent course to IVC's Writing 2 course.

2. **ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF** (Ratified - Pursuant to Board Policy 4002.1)

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
⁸ Black, Janine	MS/Educ.-TESOL	Adult Ed-ESL/SC	III	11/09/15
Bon, Denise	MA/Psychology	DSPS Counselor/SC	II	11/19/15
⁹ Ellis, Cynthia	MA/Music	Music/SC	V	11/03/15
¹⁰ Gilbert, Annie	MA/TESOL	Adult Ed-ESL/SC	IV	11/09/15

B. ADDITIONAL COMPENSATION: GENERAL FUND

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2015/2016 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Hastings, Ron	Facilitator, KNEA/SC	2,611.51	08/17/15-12/19/15
Hoggatt, Michael	Chair, KNEA/SC	1,451.00	08/17/15-12/16/15
Hoggatt, Michael	Chair, DSPS – Supplemental/SC	580.50	01/19/16-05/23/16
¹¹ Obermeyer, V.	Interim Chair, Art/SC	545.48	09/30/15-10/16/15
¹² Obermeyer, V.	Co-Chair, Art/SC	482.55	11/09/15-12/16/15
Ochi, Shellie	Review of Online Ed. Initiative/SC	800.00	08/17/15-10/31/15
¹³ O'Shea, Erin	Co-Chair, Art/SC	482.55	11/09/15-12/16/15
Pfeiler, Donna	Faculty Professional Dev./SC	500.00	08/17/15-12/16/15
¹⁴ Pieri, Glenna	Hybrid Curriculum Dev./SC	2,901.68	08/17/15-12/16/15
Vogel, Erica	Review of Online Ed. Initiative/SC	800.00	08/17/15-10/31/15
Monthly Total: General Fund		\$11,155.27	
Fall 2015/Spring 2016 Add'l Amount Owed per 2015-18 Master Agreement (See Exhibit C)		80,754.38	
2015-2016 FISCAL YEAR TOTAL TO DATE		\$939,674.07	

2. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated at their respective hourly rate for Non-Instructional Assignments/Projects (3-for-1) for 2015/2016 fiscal year.

<u>Name</u>	<u>Assignment/Project</u>	<u>Effective Date</u>
Beasley, James	Read/Grade Writing Samples/IVC	01/19/16-05/23/16
Beck, Rebecca	Read/Grade Writing Samples/IVC	01/19/16-05/23/16
Bauer, Jill	Read/Grade Writing Samples/IVC	01/19/16-05/23/16
Coleman, Catherine	Read/Grade Writing Samples/IVC	01/19/16-05/23/16
Do, Anhvy	Read/Grade Writing Samples/IVC	01/19/16-05/23/16
Fesler, Susan	Read/Grade Writing Samples/IVC	01/19/16-05/23/16
Hilderbrand, Colleen	Read/Grade Writing Samples/IVC	01/19/16-05/23/16

⁸ Current Part-time Faculty approved by the Board of Trustees to teach ESL at SC on December 16, 2013.

⁹ Current temporary employee approved by the Board of Trustees as a Professional Expert in Community Ed. at IVC.

¹⁰ Current Part-time Faculty approved by the Board of Trustees to teach ESL at SC on November 19, 2012.

¹¹ Interim Chair for Vito Scarola, who was on leave.

¹² Replacement for Vito Scarola, who resigned.

¹³ Replacement for Vito Scarola, who resigned.

¹⁴ Correction to service dates: Approved by Board of Trustees on November 16, 2015, with 2016 Spring dates in error.

B. ADDITIONAL COMPENSATION: GENERAL FUND – Continued

2. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated at their respective hourly rate for Non-Instructional Assignments/Projects (3-for-1) for 2015/2016 fiscal year.

<u>Name</u>	<u>Assignment/Project</u>	<u>Effective Date</u>
Luther, Barbara	Read/Grade Writing Samples/IVC	01/19/16-05/23/16
Russell, Vanessa	Read/Grade Writing Samples/IVC	01/19/16-05/23/16
Stern, Susan	Read/Grade Writing Samples/IVC	01/19/16-05/23/16
Wilson, Jeff	Read/Grade Writing Samples/IVC	01/19/16-05/23/16

C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for 2015/2016 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Alexander, Ariel	Global Trade & Logistics/CTE/SC	69.92	08/17/15-12/15/15
Alexander, Ariel	AVID Training/SC	100.00	10/23/15-10/23/15
Alexander, Ariel	Coordination, HS Pgrms/SC	2,683.00	10/01/15-12/16/15
Alexander, Ariel	Multiple Measures Training/SC	100.00	12/04/15-12/04/15
Andre, Joy	AVID Training/SC	100.00	10/23/15-10/23/15
Andre, Joy	Multiple Measures Training/SC	100.00	12/04/15-12/04/15
Astley, Abigail	Counseling Institute/SC	978.88	09/04/15-12/04/15
Bagwell, Janet	AVID Training/SC	100.00	10/23/15-10/23/15
Binder, Gerald	Guest Lecture Series Speaker/SC	100.00	05/20/16-05/20/16
Bloink, Jacqueline	Guest Lecture Series Speaker/SC	100.00	04/29/16-04/29/16
Bowman, Don	Global Trade & Logistics/CTE/SC	69.92	08/17/15-12/15/15
Bowman, Don	Sm. Business/CTE Pgrm/SC	69.92	08/17/15-12/16/15
Boyer, Paul	AVID Training/SC	100.00	10/23/15-10/23/15
Bray, Seranda	Counseling Institute/SC	978.88	09/04/15-12/04/15
Caldwell, Avery	GD Equipment Training/Perkins/SC	100.00	08/18/15-12/16/15
Castellanos, Maria	Counseling Institute/SC	978.88	09/04/15-12/04/15
Chandra, Jyoti	AVID Training/SC	100.00	10/23/15-10/23/15
Chang, Sarah	Online Orientation Module/SC	2,500.00	08/17/15-12/16/15
Chhun, Stephanie	AVID Training/SC	100.00	10/23/15-10/23/15
Clafin, Christopher	Global Trade & Logistics/CTE/SC	69.92	08/17/15-12/15/15
Clafin, Christopher	GD Equipment Training/Perkins/SC	100.00	08/18/15-12/16/15
Clafin, Christopher	Curriculum Dev./Perkins/SC	300.00	08/18/15-12/16/15
Cosgrove, Robert	AVID Training/SC	100.00	10/23/15-10/23/15
Cox, Barbara	Global Trade & Logistics/CTE/SC	2,202.48	08/17/15-12/15/15
Cox, Barbara	Sm. Business/CTE Pgrm/SC	1,607.60	08/17/15-12/16/15
Daniels, Stevie	BSI Project/SC	34.96	11/13/15-11/13/15
Datu, Ruth	Counseling Institute/SC	978.88	09/04/15-12/04/15
Desopo, Camille	Counseling Institute/SC	978.88	09/04/15-12/04/15
Dill, Laura	AVID Training/SC	100.00	10/23/15-10/23/15
Duffy, Michelle	IEPI Student Success Wkshop/SC	227.24	09/04/15-09/04/15
Edward, Paula	BSI Project/SC	69.92	11/13/15-11/13/15

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 2015/2016 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	<u>Effective Date</u>
		<u>Amount (\$)</u>	
Evancoe, Eugene	Global Trade & Logistics/CTE/SC	69.92	08/17/15-12/15/15
Evanow, Peter	Sm. Business/CTE Pgrm/SC	4,020.40	08/17/15-12/16/15
Fanelli, Tracy	GD Equipment Training/Perkins/SC	100.00	08/18/15-12/16/15
Fanelli, Tracy	Curriculum Dev./Perkins/SC	300.00	08/18/15-12/16/15
FitzMaurice, Teri	AVID Training/SC	100.00	10/23/15-10/23/15
Forouzesh, Jennifer	CTE Project Coordinator/SC	2,883.98	09/01/15-11/30/15
Forouzesh, Jennifer	CTE Project Coordinator/SC	2,884.00	07/01/15-08/09/15
Fox, Lindsay	Global Trade & Logistics/CTE/SC	69.92	08/17/15-12/15/15
Fox, Lindsay	Sm. Business/CTE Pgrm/SC	69.92	08/17/15-12/16/15
Frydenberg, Jia	Multiple Measures Training/SC	100.00	12/04/15-12/04/15
Garcia, Renee	AVID Training/SC	100.00	10/23/15-10/23/15
Garcia, Renee	Multiple Measures Training/SC	100.00	12/04/15-12/04/15
Gardea, Rudy	GD Equipment Training/Perkins/SC	100.00	08/18/15-12/16/15
Gee, Caroline	AVID Training/SC	100.00	10/23/15-10/23/15
Gee, Caroline	BSI Project/SC	69.92	11/13/15-11/13/15
Geers, Susan	AVID Training/SC	100.00	10/23/15-10/23/15
Geers, Susan	BSI Project/SC	69.92	11/13/15-11/13/15
Golden, Jennifer	Counseling Institute/SC	978.88	09/04/15-12/04/15
Gonsowski, Steve	GD Equipment Training/Perkins/SC	100.00	08/18/15-12/16/15
Goodman, Rich	Drug Court Liaison/SC	1,398.80	01/19/16-05/23/16
Gross, Jacqui	Curriculum Dev./Perkins/SC	300.00	08/18/15-12/16/15
Gross, Jacqui	GD Equipment Training/Perkins/SC	100.00	08/18/15-12/16/15
Hannibal, Jeff	Counseling Institute/SC	978.88	09/04/15-12/04/15
Hanson, Maria	Counseling Institute/SC	978.88	09/04/15-12/04/15
Harrison, Milagros	AVID Training/SC	100.00	10/23/15-10/23/15
Harrison, Milagros	Multiple Measures Training/SC	100.00	12/04/15-12/04/15
Harrison, Milagros	BSI Project/SC	69.92	11/13/15-11/13/15
Hayter, Catherine	Grammar Instruction/BSI/SC	1,048.80	08/17/15-12/09/15
Hayter, Catherine	HS Student Success Visits/BSI/SC	1,118.72	08/17/15-12/09/15
Hill, Douglas	BSI Project/SC	69.92	11/13/15-11/13/15
Hollis, Casey	Core Team Lead, SEP/SC	1,500.00	08/18/15-12/16/15
Inlow, Lisa	Global Trade & Logistics/CTE/SC	69.92	08/17/15-12/15/15
Inlow, Lisa	Sm. Business/CTE Pgrm/SC	69.92	08/17/15-12/16/15
Jenkins, Tina	AVID Training/SC	100.00	10/23/15-10/23/15
Kihyet, Connie	AVID Training/SC	100.00	10/23/15-10/23/15
Knapp, Rebecca	BSI Project/SC	69.92	11/13/15-11/13/15
Konishi, Hiro	Global Trade & Logistics/CTE/SC	69.92	08/17/15-12/15/15
Kouritas, Georgios	AVID Training/SC	100.00	10/23/15-10/23/15
Kouritas, Georgios	Multiple Measures Training/SC	100.00	12/04/15-12/04/15
Kramer, Kathryn	AVID Training/SC	100.00	10/23/15-10/23/15
Kuang, Shilong	Multiple Measures Training/SC	100.00	12/04/15-12/04/15
Lebauer, Roni	Multiple Measures Training/SC	100.00	12/04/15-12/04/15
Lee, Ken	Core Team Lead, SEP/SC	1,500.00	08/18/15-12/16/15

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 2015/2016 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	<u>Effective Date</u>
		<u>Amount (\$)</u>	
Lee, Ken	AVID Training/SC	100.00	10/23/15-10/23/15
Lee, Ken	Global Trade & Logistics/CTE/SC	69.92	08/17/15-12/15/15
Lewis, Dawn	AVID Training/SC	100.00	10/23/15-10/23/15
Lively, Brian	AVID Training/SC	100.00	10/23/15-10/23/15
Lively, Brian	Multiple Measures Training/SC	100.00	12/04/15-12/04/15
Luque, Jonathan	Multiple Measures Training/SC	100.00	12/04/15-12/04/15
Macasaet, Katrina	AVID Training/SC	100.00	10/23/15-10/23/15
Major, Nicole	BSI Project/SC	69.92	11/13/15-11/13/15
Mamoon, Safiah	Project Director, HIT/SC	2,238.08	04/01/15-05/22/15
Mamoon, Safiah	Project Director, HIT/SC	2,177.24	05/26/15-06/30/15
Mamoon, Safiah	Global Trade & Logistics/CTE/SC	69.92	08/17/15-12/15/15
Mamoon, Safiah	Project Director, HIT/SC	1,674.80	07/01/15-08/07/15
Mamoon, Safiah	Project Director, HIT/SC	2,073.33	08/10/15-09/30/15
Markle, Victoria	AVID Training/SC	100.00	10/23/15-10/23/15
McCarthy, Barry	Global Trade & Logistics/CTE/SC	69.92	08/17/15-12/15/15
McCarthy, Mary	Counseling Institute/SC	978.88	09/04/15-12/04/15
McFann, Kent	Global Trade & Logistics/CTE/SC	69.92	08/17/15-12/15/15
McGinley, Patricia	CTE Project Coordinator/SC	2,884.00	07/01/15-08/09/15
McGinley, Patricia	CTE Project Coordinator/SC	2,883.98	09/01/15-11/30/15
Medling, Jane	AVID Training/SC	100.00	10/23/15-10/23/15
MessinaKleinman, D	AVID Training/SC	100.00	10/23/15-10/23/15
Mochizuki, Jon	Multiple Measures Training/SC	100.00	12/04/15-12/04/15
MorrisFreshwater, L	AVID Training/SC	100.00	10/23/15-10/23/15
Murray, Peter	AVID Training/SC	100.00	10/23/15-10/23/15
Murray, Peter	BSI Project/SC	69.92	11/13/15-11/13/15
Myers, Charlie	Global Trade & Logistics/CTE/SC	69.92	08/17/15-12/15/15
Myhren, Brett	AVID Training/SC	100.00	10/23/15-10/23/15
Myhren, Brett	Multiple Measures Training/SC	100.00	12/04/15-12/04/15
Navarro, Salvador	Counseling Institute/SC	978.88	09/04/15-12/04/15
Nin, Orlantha	Core Team Lead, SEP/SC	1,500.00	08/18/15-12/16/15
Nin, Orlantha	Online Orientation Module/SC	2,500.00	10/17/15-12/16/15
Nin, Orlantha	TPP/STEM/CTE Grant Director/SC	3,017.00	08/17/15-12/09/15
Ochi, Shellie	AVID Training/SC	100.00	10/23/15-10/23/15
Paquette, Chris	AVID Training/SC	100.00	10/23/15-10/23/15
Patterson, Pamela	Multiple Measures Training/SC	100.00	12/04/15-12/04/15
¹⁵ Pieri, Glenna	Hybrid Curriculum Dev./SC	2,901.65	08/17/15-12/16/15
Plascencia-Carrizosa	AVID Training/SC	100.00	10/23/15-10/23/15
Pollizzi, Vincent	Global Trade & Logistics/CTE/SC	69.92	08/17/15-12/15/15
Rangel, Efren	Core Team Lead, SEP/SC	1,500.00	08/18/15-12/16/15
Rios, Maria	Counseling Institute/SC	978.88	09/04/15-12/04/15

¹⁵ Correction to Effective Dates: Approved by the Board of Trustees on November 16, 2015 with Spring semester 2016 dates. Work being performed during Fall semester 2015.

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 2015/2016 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	<u>Effective Date</u>
		<u>Amount (\$)</u>	
Rodrigues Morris, E.	AVID Training/SC	100.00	10/23/15-10/23/15
Romero, Maria T.	Multiple Measures Training/SC	100.00	12/04/15-12/04/15
Sadeghipour, Allia	AVID Training/SC	100.00	10/23/15-10/23/15
¹⁶ Schermerhorn, B.	Global Trade & Logistics/CTE/SC	69.92	08/17/15-12/15/15
Schermerhorn, B.	Sm. Business/CTE Pgrm/SC	69.92	08/17/15-12/16/15
Schmidt, Eric	Curriculum Dev./Perkins/SC	300.00	08/18/15-12/16/15
Schmidt, Eric	GD Equipment Training/Perkins/SC	100.00	08/18/15-12/16/15
Serpas, Summer	Coordinator, BSI (intersession)/IVC	1,161.00	12/17/15-01/08/16
Shafe, Kia	Online Math Refresh Wkshop/SC	2,622.00	08/17/15-12/16/15
Shults, Maryanne	AVID Training/SC	100.00	10/23/15-10/23/15
Shults, Maryanne	Global Trade & Logistics/CTE/SC	69.92	08/17/15-12/15/15
Signo-Jackson, Janet	AVID Training/SC	100.00	10/23/15-10/23/15
Signo-Jackson, Janet	Multiple Measures Training/SC	100.00	12/04/15-12/04/15
Smith, Christina	AVID Training/SC	100.00	10/23/15-10/23/15
Smith, Christina	TPP/STEM/CTE Grant Partner/SC	750.00	08/17/15-12/09/15
Smith, Jeanne	Multiple Measures Training/SC	100.00	12/04/15-12/04/15
Sorensen, Cindy	Counseling Institute/SC	978.88	09/04/15-12/04/15
Stevenson, Glen	Global Trade & Logistics/CTE/SC	69.92	08/17/15-12/15/15
Taylor, Karen	Curric. Research/Dev./Perkins/SC	1,500.00	08/18/15-12/16/15
Taylor, Karen	Global Trade & Logistics/CTE/SC	69.92	08/17/15-12/15/15
Toscano, Laura	Counseling Institute/SC	978.88	09/04/15-12/04/15
Tran, Lisa	BSI Project/SC	69.92	11/13/15-11/13/15
Tuominen-Lenney, K	Counseling Institute/SC	978.88	09/04/15-12/04/15
Valdez, Deanna	SEP ESL/Basic Skills Lead/SC	1,500.00	08/18/15-12/16/15
Valdez, Deanna	Online Math Refresh Wkshop/SC	2,622.00	08/17/15-12/16/15
Vargish, Timothy	Guest Lecture Series Speaker/SC	100.00	03/11/16-03/11/16
Vatandoust, Fariba	Multiple Measures Training/SC	100.00	12/04/15-12/04/15
Vogel, Jeff	Multiple Measures Training/SC	100.00	12/04/15-12/04/15
Walker, Tina	AVID Training/SC	100.00	10/23/15-10/23/15
Walker, Tina	BSI Project/SC	69.92	10/16/15-10/16/15
Walker, Tina	BSI Project/SC	69.92	11/13/15-11/13/15
Watt, Deb	Counseling Institute/SC	978.88	09/04/15-12/04/15
¹⁷ Welc, Martin	Global Trade & Logistics/CTE/SC	69.92	08/17/15-12/15/15
Welc, Martin	Sm. Business/CTE Pgrm/SC	69.92	08/17/15-12/16/15
Westcott, John	AVID Training/SC	100.00	10/23/15-10/23/15
Westcott, John	Multiple Measures Training/SC	100.00	12/04/15-12/04/15
Wetlesen, Sandra	AVID Training/SC	100.00	10/23/15-10/23/15
Wetlesen, Sandra	Multiple Measures Training/SC	100.00	12/04/15-12/04/15
Williams, Jacob	BSI Project/SC	1,118.72	08/17/15-12/09/15
Wolff, Michele	N173 Coordinator/SC	279.76	11/01/15-11/30/15

¹⁶ Son-in-law of Martin Welc, Real Estate Instructor, Saddleback College.

¹⁷ Father-in-law of Brockton Schermerhorn, Real Estate Instructor, Saddleback College.

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 2015/2016 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	<u>Effective Date</u>
		<u>Amount (\$)</u>	
Womack, Malia	AVID Training/SC	100.00	10/23/15-10/23/15
Womack, Malia	Multiple Measures Training/SC	100.00	12/04/15-12/04/15
Woods, Wind	AVID Training/SC	100.00	10/23/15-10/23/15
Zimmerman, Ray	BSI Project/SC	69.92	11/13/15-11/13/15
Monthly Total: Categorical/Non-General Fund		\$87,943.94	
2015-2016 FISCAL YEAR TOTAL TO DATE		\$352,170.96	

D. ADMINISTRATOR CONTRACT EXTENSIONS

1. The following South Orange County Community College District Administrators are to receive the specified contract extension, effective July 1, 2016.

<u>Administrator</u>	<u>Assignment</u>	<u>Salary</u>	<u>Contract</u>
		<u>Placement</u>	<u>Term/Yr.</u>
Bramucci, Robert	Vice Chancellor, Tech/Learning Svcs/DS	27/8	06/30/2019
Bugay, David	Vice Chancellor, HR/EE Relations/DS	27/8	06/30/2019
Castillo-Garrison, E.	Dean, Comm. Ed/EI/K-12 Partner./SC	22/5	06/30/2019
Doughty, Corine	Dean, Instr./Econ/Wkforce Dev./IVC	22/6	06/30/2019
Elseroad, Arleen	Dean, Enrollment Services/IVC	22/8	06/30/2019
Feldhus, Karima	Dean, Liberal Arts/IVC	22/8	06/30/2019
Fitzsimons, Debra	Vice Chancellor, Business Svcs/DS	27/8	06/30/2019
Harris-Caldwell, J.	Director, Student Health Center/SC	19/8	06/30/2019
Hinkle, Christina	Director, Learning Assistance/SC	17/3	06/30/2019
Lipold, Anthony	Dean, KN/Athletics/Athletics Dir./SC	22/8	06/30/2019
McHenry, Bart	Dean, Fine Arts & Media Tech./SC	22/8	06/30/2019
Shackleford, Keith	Dean, HS/Kinesiology/Athletics/IVC	22/8	06/30/2019
Zhao, Lianna	Dean, Math/Science/Engineering/IVC	22/8	06/30/2017

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

1. KELLY, WILLIAM, ID #1233, Acting Board Policies and Administrative Regulations Program Director, Pos #4649, Office of Administrative and Business Services, District, Integrated Academic/Classified Administrators/Managers Salary 19, Step 6, 30 percent of full time (12 hours per week), temporary assignment is to be extended effective February 1, 2016 through June 30, 2016 or sooner.

F. ADDITIONAL COMPENSATION: GENERAL FUND – PAY OWED

1. It is recommended that the following Irvine Valley College/Saddleback College faculty Chairs, Coordinators, and Facilitators be given additional retroactive compensation (LHE) for Fall 2015 and additional amount calculated for Spring 2016 due to approved 2015-2018 Master Agreement. (Exhibit C, Attachment 1)

G. WORKLOAD BANKING

1. ¹⁸STINSON, AMY, ID #6580, Earth Science/Marine Science Instructor, School of Physical Sciences and Technologies, Irvine Valley College, Pos #1466, is requesting a leave of absence for the Spring Semester 2016, based on the equivalent of 15 banked LHE, in accordance with Article XXVIII, Academic Employee Master Agreement 2011-2014, in compliance with the Workload Banking Program.

H. REDUCED WORKLOAD PROGRAM WITH STRS RETIREMENT

1. BRENNER, CRISTY, ID #6512, Geography Instructor, Pos #1570, Division of Social and Behavioral Sciences, Saddleback College, has requested to participate in a reduction in teaching contract to 60% workload beginning the academic year 2016-17 in accordance with Article XXXI, Section 1, of the Academic Employee Master Agreement 2015-2018, effective date to participate in the CalSTRS Reduced Workload Program is August 15, 2016.

¹⁸ Ms. Stinson was approved by the Board of Trustees on October 26, 2015 for a partial leave of absence (using 12 LHE of banked time and teaching 3 LHE). She will now use the full 15 banked LHE for the Spring Semester 2016.

ATTACHMENT 1

NAME: MARK FRANCO

POSITION: COUNSELOR (BASIC SKILLS)
Guidance and Counseling
Irvine Valley College

EDUCATION:

M.S. Educational Counseling
University of La Verne
La Verne, CA

B.S. Human Services
California State University, Fullerton
Fullerton, CA

EXPERIENCE

Mr. Franco has nine years of experience working with faculty, staff, and students of all levels of socioeconomic/cultural backgrounds, and underrepresented populations (i.e. first generation students, single parents, undocumented students, LGBTQ, and children). He has worked as a part-time EOPS/CARE/CalWORKS Counselor at Irvine Valley College since July 2015, as a part-time Counselor/Instructor at Santiago Canyon College from January 2012 to present, as a part-time Counselor/Instructor at Santa Ana College's Counseling Center in 2013, and as a Transfer Center Specialist at Santa Ana College's University Transfer Center from January 2010 to December 2013.

HONORS/AWARDS:

- University Transfer Center "Certificate of Appreciation" Santa Ana College: 2010, 2011, 2012, 2013
- Santa Ana College Professional Achievement Award "Half of the Time" (H.O.T.T): 2012

ATTACHMENT 2

NAME: ANGEL HERNANDEZ

POSITION: COUNSELOR (GENERALIST)
Guidance and Counseling
Irvine Valley College
Full-Time, Tenure Track

EDUCATION:

M.S. Assistive Technology Studies & Human Services
California State University, Northridge
Northridge, CA

B.S. Kinesiotherapy
California State University, Long Beach
Long Beach, CA

EXPERIENCE:

Mr. Hernandez has over ten years of experience in higher education, including previous positions within the California Community College System, the California State University System, and at the University of Maryland. He began his community college career at Santiago Canyon College as a high school and community outreach specialist. After this position, he was promoted to Student Services Coordinator for the high school and community outreach department. He then transitioned to working at the University of Maryland as Director of Student and Young Alumni Programming. In 2011, he returned to California to work at California State University, Fullerton as Director of the Educational Talent Search program. He has been a part-time Counselor at Irvine Valley College since Fall 2012 and has also been a part-time Counselor at Santiago Canyon College.

PROFESSIONAL AFFILIATIONS:

- American College Personnel Association, member 2004-Present

AWARDS:

- American College Personnel Association, Latina/o Network, John Hernandez Leadership Award
- California State University, Fullerton: Eanes List Outstanding Achievement Award
- University of Maryland, Student Government Association: Student Programming Proclamation
- University of Maryland Multicultural Involvement & Community Advocacy: MICA Award
- American College Personnel Association, Commission on Student Development in 2-Year Colleges, Innovative New Program Award: Orientation to Community College Life

ATTACHMENT 3

NAME: TUAN NGUYEN

POSITION: COUNSELOR (STEM)
Guidance and Counseling
Irvine Valley College
Full-Time, Tenure Track

EDUCATION:

M.S. Counseling
California State University, Long Beach
Long Beach, CA

B.A. Psychology
University of California, Irvine
Irvine, CA

B.A. Psychology
University of San Diego
San Diego, CA

EXPERIENCE:

Mr. Nguyen has ten years of experience as a part-time Counselor and two years of experience in teaching academic and career planning courses. He has worked as ENGAGE in STEM Management Coordinator from 2011 to present and as a part-time Counselor, Transfer, Teacher Education and STEM in the Counseling Department at Santa Ana College from 2004 to present. His experience includes advising and counseling all types of community college student, but especially STEM, Basic Skills/limited English proficiency, Business Major, and Teacher Education students.

PROFESSIONAL AFFILIATIONS:

- President, National Association of Asian American Professionals of OC Toastmasters Club, 2012 – 2014
- Santa Ana College Representative, NACCTEP Conference Planning Committee, 2013
- Member, Santa Ana College's Website Committee, Santa Ana College, 2011 – 2013
- Co-chair, College Accreditation Commitment, Student Service Standard II, Santa Ana College, 2007
- Presenter, Student Leadership Initiative, Santa Ana College, 2006 & 2007
- Advisor, Future Teachers Club, Santa Ana College, 2003 – 2006
- Advisor, Vietnamese Student Association, Santa Ana College, 2002 – 2006
- Member, Dean's Performance Review Committee, CSU Long Beach, 2004
- President, College of Education Student Assembly, CSU Long Beach, 2002 – 2004
- Member, Transfer Success Committee, Santa Ana College, 2002

ATTACHMENT 1

A. IRVINE VALLEY COLLEGE – FALL 2015 AND SPRING 2016 – GENERAL FUND CHAIRS, COORDINATORS, AND FACILITATORS STIPEND COMPENSATION OWED PER APPROVED 2015-2018 MASTER AGREEMENT (LHE RATE \$1,288)

1. It is recommended that the following **Irvine Valley College** faculty members be compensated as indicated below for **additional retroactive** stipend amount owed for **Fall 2015**

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>
Bradley, Devon	Facilit., Outdoor Lrng/BEES/IVC	381.00
Brass, Monique	Facilitator, Fitness Center/IVC	317.50
Castroconde, Miriam	Co-Chair, Mathematics/IVC	381.00
Chambers, Elizabeth	Chair, Sociology/IVC	127.00
Chan, Carlo	Recorder, Academic Senate/IVC	381.00
Crammer, Cale	Co-Facilitator, MUN/IVC	127.00
Davison, John	Co-Chair, Phys. Sci./Tech/IVC	285.75
Delson, Cheryl	Chair, Library Services/IVC	95.25
Delson, Cheryl	Coordinator, Library Svcs/IVC	127.00
Delson, Cheryl	Facilitator, SLO/IVC	127.00
Etter, William	Coord. Eng Diagn/Stud Succ/IVC	127.00
Evans, Julie	Coord. Eng. Diagn/StudSucc/IVC	127.00
Evans, Julie	Facilitator, Writing Center/IVC	508.00
Gabriella, Wendy	Chair, Anthropology/IVC	127.00
Gaudet, Jennifer	Facilitator, Lang. Acquis./IVC	254.00
Haeri, Melanie	Coordinator, Reading Center/IVC	127.00
Haeri, Melanie	Chair, Reading/IVC	158.75
Hernandez, Jerry	Co-Chair, Kin/Health/Athl./IVC	254.00
Hockwald, Seth	Co-Chair, Computer Science/IVC	95.25
Kaufmann, Jefferey	Co-Chair, Life Sci./Tech/IVC	317.50
Kil, Joon	Chair, Political Science/IVC	190.50
King, Donna	Chair, Human Development/IVC	222.25
Kirk, Julie	Chair, Visual Arts/IVC	508.00
Loke, Chan	Co-Chair, Computer Science/IVC	95.25
Manuel-Ellison, R.	Chair, Theatre Arts/IVC	349.25
Manuel-Ellison, R.	Coord., Theatre Arts Prod/IVC	285.75
McCaughey, Colin	Chair, AOJ/IVC	158.75
McCaughey, Colin	Coordinator, CTE/AOJ/IVC	254.00
McDonough, Mary	Coord., CTE/Hum. Dev./IVC	254.00
McLaughlin, June	Coordinator, Paralegal/IVC	254.00
Melendez, Robert	Chair, Counseling/Guidance/IVC	222.25
Melendez, Robert	Facilitator, Early College/IVC	508.00
Melendez, Robert	Facilitator, Student Success/IVC	254.00
Milostan-Egus, K.	Chair, Dance/IVC	412.75
Milostan-Egus, K.	Coord., Dance Production/IVC	254.00
Monte, Brent	Co-Chair, Mathematics/IVC	254.00
Pestolesi, Thomas	Co-Chair, Kin/Health/Athlet./IVC	254.00
Pham, Lan	Co-Chair, Mathematics/IVC	381.00
Rodriguez, Roland	Co-Chair, Life Sci./Tech/IVC	317.50
Rybold, Gary	Chair, Communication Arts/IVC	222.25

1. It is recommended that the following **Irvine Valley College** faculty members be compensated as indicated below for **additional retroactive** stipend amount owed for **Fall 2015** – Continued

<u>Name</u>	<u>Activity</u>	<u>Difference Owed (\$)</u>
Rybold, Gary	Facilitator, Forensics/IVC	635.00
Sahani, Navneet	Co-Facilitator, MUN/IVC	127.00
Schmeidler, Kathy	Chair, Grievance/IVC	381.00
Stuffer, Martha	Chair, Economics/IVC	254.00
Tabibzadeh, Kiana	Co-Chair, Phys. Sci./Tech/IVC	285.75
Titus, Jodi	Chair, Geography/IVC	158.75
Tresler, Matthew	Chair, Music/IVC	381.00
Tucker, Kari	Chair, Psychology/IVC	254.00
Urell, Robert	Chair, Business Sciences/IVC	698.50
Wolken, Matthew	Chair, Drafting/Engineering/IVC	222.25
Wolken, Matthew	Coordinator, CTE/Engin./IVC	254.00
TOTAL		\$13,747.75

2. It is recommended that the following **Irvine Valley College** faculty members be compensated the **additional** amount as indicated below for **Spring 2016**

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>
Adams, Brittany	Chair, Humanities/IVC	508.00
Bradley, Devon	BEES, Outdoor Lrng/IVC	381.00
Brass, Monique	Facilitator, Fitness Center/IVC	317.50
Castroconde, M.	Co-Chair, Mathematics/IVC	381.00
Chambers, Elizabeth	Chair, Sociology/IVC	127.00
Crammer, Cale	Co-Facilitator, MUN/IVC	127.00
Davison, John	Co-Chair, Physical Sci./IVC	285.75
Delson, Cheryl	Coordinator, Library Svcs/IVC	127.00
Delson, Cheryl	Chair, Library Services/IVC	95.25
Delson, Cheryl	Facilitator, SLO/IVC	127.00
Etter, Bill	Co-Coord., English Diagn.IVC	127.00
Evans, Julie	Co-Coord., English Diag./IVC	127.00
Evans, Julie	Facilitator, Writing Center/IVC	508.00
French, Julianna	Facilitator, Forensics/IVC	635.00
Gabriella, Wendy	Chair, Anthropology/IVC	127.00
Haeri, Melanie	Coordinator, Reading Ctr/IVC	127.00
Haeri, Melanie	Chair, Reading/IVC	158.75
Hernandez, Jerry	Co-Chair, Kin/Health/Athl./IVC	254.00
Hochwald, Seth	Co-Chair, Computer Sci./IVC	95.25
Kaufmann, Jeff	Co-Chair, Life Sciences/IVC	317.50
Kil, Joon	Chair, Political Science/IVC	190.50
King, Donna	Chair, Human Development/IVC	95.25
Kirk, Julie	Chair, Visual Arts/IVC	508.00
Lee, Celina	Coordinator, Technology/IVC	127.00
Loke, Chan	Co-Chair, Computer Sci./IVC	95.25
Long, Lewis	Coordinator, English Comp./IVC	126.08
Long, Lewis	Coordinator, English Comp./IVC	126.08
McCaughey, Colin	CTE Coordinator, AOJ/IVC	254.00
McCaughey, Colin	Chair, Admin. of Justice/IVC	158.75
McLaughlin, June	Coord., Paralegal Pgrm/IVC	254.00

2. It is recommended that the following Irvine Valley College faculty members be compensated the **additional amount** as indicated below for **Spring 2016** - Continued

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>
McNeil, Mark	Chair, Economics/IVC	254.00
Melendez, Robert	Coordinator, Student Succ./IVC	254.00
Melendez, Robert	Facilitator, Early College/IVC	508.00
Melendez, Robert	Chair, Counseling/IVC	222.25
Milostan-Egus, K.	Facilitator, Dance Prod./IVC	254.00
Milostan-Egus, K.	Chair, Dance/IVC	412.75
Pestolesi, Thomas	Co-Chair, Kin/Hlth/Athl./IVC	254.00
Pham, Lan	Co-Chair, Mathematics/IVC	381.00
Rochford, Stephen	Chair, Music/IVC	381.00
Rodriguez, Roland	Co-Chair, Life Sciences/IVC	317.50
Rybold, Gary	Chair, Communication Arts/IVC	222.25
Sahani, Navneet S.	Co-Facilitator, MUN/IVC	127.00
Tabibzadeh, Kiana	Co-Chair, Physical Sci./IVC	285.75
Titus, Jodi	Chair, Geography/IVC	158.75
Tucker, Kari	Chair, Psychology/IVC	254.00
Urell, Bob	Chair, Business Science/IVC	698.50
Wolken, Matthew	CTE Coordinator, Engin./IVC	254.00
Wolken, Matthew	Chair, Drafting/Engineering/IVC	222.25
TOTAL		\$12,348.91

**B. SADDLEBACK COLLEGE – FALL 2015 AND SPRING 2016 – GENERAL FUND
CHAIRS, COORDINATORS, AND FACILITATORS STIPEND COMPENSATION
OWED PER APPROVED 2015-2018 MASTER AGREEMENT (LHE RATE \$1,288)**

1. It is recommended that the following **Saddleback College** faculty members be compensated as indicated below for **additional retroactive** stipend amount owed for **Fall 2015**

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount(\$)</u>
Barrows, Morgan	Chair, Env/Ecol/Marine/SC	444.50
Beckham, Jack	Chair, English/SC	63.50
Bowman, Donald	Chair, Accounting/SC	349.25
Branch-Stewart, K.	Chair, Human Services/SC	381.00
Camelot, Allison	Chair, Sociology/SC	254.00
Cesareo, Claire	Chair, Anthro/Ethnic Studies/SC	317.50
Cox, Barbara	Chair, Business/SC	571.50
Crabb, Kerry	Chair, Intercollegiate Athl./SC	635.00
Daniels, Stevie	Chair, ESL/SC	412.75
Duffy, Michelle	Co-Chair, Reading/SC	158.75
Duquette, Janice	Chair, Kinesiology/SC	825.50
Evancoe, Eugene	Chair, CMT/Electronics/SC	254.00
Even, Ryan	Chair, Photography/SC	158.75
Farnsworth, Robert	Chair, Horticulture/Land Dsgn/SC	349.25
Fier, Scott	Chair, Chemistry/SC	222.25
Forouzesh, Jennifer	Co-Chair, Nursing/SC	301.63
Fox, Lindsay	Chair, Fashion/SC	476.25
Garant, Dorothy	Chair, Dance/SC	222.25
Gliadkovsky, Kirill	Chair, Music/SC	63.50
Gonzalez, Frank	Chair, Computer Science/SC	425.45
Haeri, Mitchell	Co-Chair, Astro/Phys./Engin./SC	111.13
Hardick, Randall	Chair, EMS/SC	412.75
Hernandez-Bravo,C	Co-Chair, Int'l Languages/SC	742.95
Hoggatt, Michael	Chair, DSPS/SC	158.75
Hoggatt, Michael	Chair, DSPS-Supplemental/SC	63.50
Hoolihan, Lori	Co-Chair, FCS/Foods/Nutri./SC	206.38
Huntley, Anthony	Co-Chair, Biology/SC	254.00
Inlow, Lisa	Co-Chair, FCS/Foods/Nutri./SC	206.38
Kiernan, Maria	Chair, Emeritus (FA/LA)/SC	508.00
Konishi, Hiromasa	Co-Chair, CTVR/SC	222.25
Lovett, Margot	Chair, History/SC	508.00
Lovett, Margot	Chair, Women/Gender Studies/SC	127.00
Magrann, Tracey	Chair, MLT/SC	222.25
McFann, Kent	Chair, Theatre/SC	476.25
Meyer, Clifford	Chair, Automotive/SC	444.50
Meyer-Canales, K.	Co-Chair, Astro/Phys./Engin./SC	111.13
Myers, Charles	Co-Chair, CTVR/SC	222.25
O'Leary, Thomas	Chair, Art History/SC	158.75
Pestolesi, Diane	Co-Chair, Nursing/SC	301.63
Posada, Timothy	Chair, Journalism/SC	222.25

1. It is recommended that the following **Saddleback College** faculty members be compensated as indicated below for **additional retroactive** stipend amount owed for **Fall 2015** - Continued

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>
Quade, Joyce	Chair, CIM/Admin. Asst./SC	698.50
Repka, James	Chair, Geology/Oceanography/SC	158.75
Robinson, Terrill	Chair, Emeritus (Health)/SC	508.00
Rosenberg, Alannah	Chair, Economics/SC	127.00
Scarola, Vito L.	Chair, Art/SC	275.43
<u>Schermerhorn, B.</u>	Co-Chair, Real Estate/SC	158.75
Skaiff, Penelope	Co-Chair., Student Success/SC	762.00
Smith, Basil	Chair, Philosophy/Humanities/SC	222.25
Smith, Christina	Chair, Educational Studies/SC	158.75
Smith, Jeanne	Chair, Mathematics/SC	920.75
Smith, Maureen	Chair/Geography/GIS/SC	222.25
Stankovich, K.	Chair, Speech/SC	349.25
Steinriede, Lindsay	Chair, Health/SC	127.00
Stephens, Blake	Chair, Architecture/Drafting/SC	508.00
Stevenson, R, Glen	Chair, Adv. Manufacturing/SC	190.50
Tamialis, Barbara	Chair, Child Development/SC	571.50
Taylor, Karen	Chair, Graphics Comm./Dsgn/SC	412.75
Teh, Steve	Co-Chair, Biology/SC	254.00
Thomas, Arlene	Chair, Int. Des/Travel Mgmt/SC	317.50
Twicken, Lawrence	Chair, Political Science/SC	190.50
Vogel, Jeffrey	Co-Chair, Reading/SC	158.75
<u>Wegenek, Amira</u>	Chair, Psychology/SC	63.50
<u>Welc, Martin</u>	Co-Chair, Real Estate/SC	158.75
White-Alcover, S.	Chair, Medical Assistant/SC	190.50
Yassine, Amina	Co-Chair, Int'l Languages/SC	82.55
Bagwell, Janet	Coordinator, Ac. Reading Ctr/SC	188.26
Daniels, Stevie	Coordinator, ESL Labs Svcs/SC	188.26
Garcia, Renee	Coordinator, Anthro. Lab/SC	190.50
Hernandez-Bravo, C	Coordinator, Int'l Lang. Lab/SC	188.26
Langrell, Jenny	Coordinator, Library/SC	373.34
Major, Nicole	Coordinator, Gerontology/SC	190.50
Smith, Maureen	Coordinator, Geography Lab/SC	190.50
Stankovich, K.	Coordinator, SLO/SC	381.00
Stevenson, William	Coordinator, English Comp./SC	376.52
Williams, Jake	Coordinator, Writing Center/SC	188.26
Wolff, Michele	Coordinator, AHA Train. Ctr/SC	124.27
TOTAL		\$22,933.83

2. It is recommended that the following **Saddleback College** faculty members be compensated the **additional** amount as indicated below for **Spring 2016**

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount(\$)</u>
Barrows, Morgan	Chair, Env. Stud./Ecol./MST/SC	444.50
Beckham, Jack	Chair, English/SC	952.50

2. It is recommended that the following **Saddleback College** faculty members be compensated the **additional** amount as indicated below for **Spring 2016** - Continued

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount(\$)</u>
Bennett, Michael	Chair, Adapted Kinesiology/SC	158.75
Bowman, Don	Chair, Accounting/SC	349.25
Branch-Stewart, K.	Chair, Human Services/SC	381.00
Camelot, Allison	Chair, Sociology/SC	254.00
Cavazzi, Deidre	Chair, Dance/SC	222.25
Cesareo, Claire	Chair, Anthro./Ethnic Studies/SC	317.50
Clafin, Christopher	Chair, Graphic Comm./Design/SC	412.75
Cox, Barbara	Chair, Business/SC	571.50
Crabb, Kerry	Chair, Intercollegiate Athlet./SC	635.00
Cubbage, April	Chair, Women/Gender Studies/SC	127.00
Daniels, Stevie	Chair, ESL/SC	412.75
Duffy, Michelle	Co-Chair, Reading/SC	158.75
Duquette, Jan	Chair, Kinesiology/SC	825.50
Evancoe, Eugene	Chair, Electronics/CMT/SC	254.00
Even, Ryan	Chair, Photography/SC	158.75
Farnsworth, Robert	Chair, Hort./Landscape Dsgn/SC	349.25
Fier, Scott	Chair, Chemistry/SC	222.25
Forouzes, Jennifer	Co-Chair/Co-Asst, Nursing/SC	301.62
Fox, Lindsay	Chair, Fashion/SC	476.25
Gliadkovsky, Kirill	Chair, Music/SC	571.50
Haeri, Mitchell	Co-Chair, Astro./Phys./Engin./SC	111.13
Hardick, Randy	Chair, EMS/Paramedics/SC	412.75
Hernandez-Bravo, C	Co-Chair, Int'l Languages/SC	742.95
Hoggatt, Michael	Chair, Special Services/SC	158.75
Hoolihan, Lori	Co-Chair, Fam. Cons./Foods/SC	206.38
Huntley, Tony	Co-Chair, Biology/SC	254.00
Inlow, Lisa	Co-Chair, Fam. Cons./Foods/SC	206.38
Konishi, Hiro	Co-Chair, CTVR/SC	222.25
Lowe, Leslie	Co-Chair, Emeritus Institute/SC	508.00
Magrann, Tracey	Chair, MLT/SC	222.25
McFann, Kent	Chair, Theatre/SC	476.25
Meyer, Cliff	Chair, Auto Tech/SC	444.50
Meyer-Canales, K.	Co-Chair, Astro./Phys./Engin./SC	111.13
Myers, Charlie	Chair, CTVR/SC	222.25
O'Leary, Thomas	Chair, Art History/Fine Arts/SC	158.75
Posada, Timothy	Chair, Journalism/SC	222.25
Quade, Joyce	Chair, CIM/Admin. Asst/SC	698.50
Repka, Jim	Chair, Geology/Oceanography/SC	158.75
Robinson, Terrill	Co-Chair, Emeritus Institute/SC	508.00
Rosenberg, Alannah	Chair, Economics/SC	127.00
Scarola, Vito	Chair, Art/SC	381.00
Schermerhorn, B.	Co-Chair, Real Estate/SC	158.75
Smith, Basil	Chair, Human./Philosophy/SC	222.25
Smith, Christina	Chair, Education/SC	158.75
Smith, Jeanne	Chair, Mathematics/SC	920.75
Stankovich, K.	Chair, Speech/SC	349.25
Steinriede, Lindsay	Chair, Health/SC	127.00

2. It is recommended that the following Saddleback College faculty members be compensated the **additional** amount as indicated below for **Spring 2016** - Continued

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount(\$)</u>
Stephens, Blake	Chair, Architecture/Drafting/SC	508.00
Stevenson, Glen	Chair, Rapid Manufacturing/SC	190.50
Tamer, Rita	Chair, American Sign Lang./SC	190.50
Tamialis, Barbara	Chair, Child Dev./SC	571.50
Teh, Steve	Co-Chair, Biology/SC	254.00
Thomas, Arlene	Chair, Int. Dsgn/Travel/Tour./SC	317.50
Twicken, Lawrence	Chair, Political Science/SC	190.50
Vogel, Jeffrey	Co-Chair, Reading/SC	158.75
Walsh, Dan	Chair, Geography/SC	222.25
Wegenek, Amira	Chair, Psychology/SC	63.50
Welc, Martin	Co-Chair, Real Estate/SC	158.75
White-Alcover, S.	Chair, Medical Assisting/SC	190.50
Yassine, Amina	Co-Chair, Int'l Languages/SC	82.55
Alvarez, Lisa	Co-Coord., English Comp./SC	63.04
Alvarez, Lisa	Co-Coord., English Comp./SC	63.04
Daniels, Stevie	Coordinator, ESL Lab Svcs/SC	188.26
Garcia, Renee	Coordinator, Anthro. Lab /SC	190.50
Hernandez-Bravo, C	Coordinator, Int'l Lang. Lab/SC	188.26
Langrell, Jenny	Library Coordinator/SC	373.34
Renault, Irene	Coordinator, Ac. Reading/SC	188.26
Smith, Maureen	Coordinator, Geography Lab/SC	190.50
Stevenson, William	Coordinator, English Comp./SC	376.52
Williams, Jake	Coordinator, Writing Center/SC	188.26
Wolff, Michele	Coord., AHA Training Ctr/SC	124.27
TOTAL		\$20,631.37

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.

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. DHILLON, RAJANPAL is to be employed as Senior Laboratory Technician, Automotive Technology, Pos. #5046, Division of Advanced Technology and Applied Sciences, Saddleback College, Classified Bargaining Unit Salary Schedule Range 130, Step 4, 29 hours per week, 12 months per year, effective December 1, 2015. This is a replacement for Dave Long.
- b. DONELSON, SUSAN is to be employed as Director of Foster and Kinship Care Education Program, Pos. #5023, Division of Health Sciences and Human Services, Saddleback College, Academic and Classified Administrators and Managers Salary Schedule Range 12, Step 4, 32 hours per week, 12 months per year, effective November 30, 2015. This is a replacement for Nicole Majors.
- c. GRIBBEN, AARON is to be employed as Office Assistant, Pos. #3149, Disabled Students Programs and Services, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 113, Step 1, 25 hours per week, 12 months per year, effective November 18, 2015. This is a replacement for Steve Silgailis.
- d. MARTINEZ CAMPOS, OMAR is to be employed as Custodian, Pos. #5163, Office of Physical Plant, Saddleback College, Classified Bargaining Unit Salary Schedule Range 113, Step 1, 29 hours per week, 12 months per year, effective December 7, 2015. This position was approved by the Board of Trustees on February 23, 2015.
- e. MASUI, KEVIN is to be employed as Network Systems Administrator, Pos. #4063, Innovation Technology Center, Saddleback College, Classified Bargaining Unit Salary Schedule Range 143, Step 5, 40 hours per week, 12 months per year, effective December 7, 2015. This is a replacement for Mark Sierakowski.
- f. NORTON, LORI is to be employed as Health Center Nurse, Pos. #4834, Student Health Center, Saddleback College, Classified Bargaining Unit Salary Schedule Range 136, Step 1, 24 hours per week, 12 months per year, effective November 23, 2015. This position was approved by the Board of Trustees on August 26, 2013.
- g. PEREZ, JUDY is to be employed as Program Research Analyst (Student Success), Categorical, Pos. #5161, District Research, Planning and Accreditation, District Services, Classified Bargaining Unit Salary Schedule Range 138, Step 1, 40 hours per week, 12 months per year, effective November 30, 2015. This categorical funded position was approved by the Board of Trustees on February 23, 2015, with employment contingent upon funding through the Saddleback College Student Success and Support Program.

A. NEW PERSONNEL APPOINTMENTS - Continued

- h. PRINCE, PAMELA, ID #017217 is to be employed as Program Technician, Categorical, Pos. #5148, Division of Advanced Technology and Applied Sciences, Saddleback College, Classified Bargaining Unit Salary Schedule Range 122, Step 6, 40 hours per week, 12 months per year, effective December 1, 2015, in accordance with Article 17 of the C.S.E.A. contract. This is categorical funded position was approved by the Board of Trustees on January 26, 2015, with employment contingent upon funding by Project 270, OC Career Pathway grants.
 - i. ¹RODRIGUEZ, ADALBERTO is to be employed as Extended Opportunity Program Specialist, Bilingual, Pos. #3483, Extended Opportunity Programs and Services, Division of Transfer, Career and Special Programs, Saddleback College, Classified Bargaining Unit Salary Schedule Range 121, Step 1, 40 hours per week, 12 months per year, effective December 1, 2015. This is a replacement for Maria Hanson.
 - j. ²WOOLARD, ABIGAIL is to be employed as Head Interpreter, Pos. #5172, Disabled Student Programs and Services, School of Guidance and Counseling, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 142, Step 2, 40 hours per week, 11 months per year, effective December 3, 2015. This position was approved by the Board of Trustees on February 23, 2015.
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>
Aguirre, Michelle	Accounting Specialist/DS	127/1	11/02/2015

3. 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 Michael	Coaching Aide/IVC	25.00	01/01/16-06/30/16
Adams, Matthew Peter	TMD Aide/SC	10.50	12/15/15-06/30/16
Aguilar, Nathaniel Jacob	Project Specialist/DS	12.00	01/01/16-06/30/16
Aguirre, Brian	Project Specialist/SC	14.00	01/01/16-06/30/16
Ahl, Jessie Mario	Project Specialist/SC	12.50	01/01/16-06/30/16
Aldrich, David Vincent	TMD Aide/IVC	20.00	01/01/16-06/30/16
Alwood, Aimee Semri	TMD Aide/IVC	15.00	01/01/16-06/30/16
Anast, Kassiani Margarita	Coaching Aide/SC	25.00	01/01/16-06/30/16
Araujo Rodriguez, Sanjuana	Outreach Aide/SC	11.50	01/01/16-06/30/16
Arevalo, Sylvia	Project Specialist/SC	20.00	01/01/16-06/30/16
Areyan, Patric Jason	Project Specialist/SC	15.00	01/01/16-06/30/16
Armstrong, Tracey Allyson	Adap. Kinesiology Aid/IVC	12.50	01/01/16-06/30/16

¹ Correction to item presented to the Board of Trustees on November 16, 2015.

² Related to Caleb Woolard, Interpreter V, Disabled Students Programs and Services, Irvine Valley College.

A. NEW PERSONNEL APPOINTMENTS - Continued

3. 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>
Arreola, Michael	Project Specialist/SC	20.00	01/01/16-06/30/16
Artemov, Tatyana Valeria	Project Specialist/SC	20.00	01/01/16-06/30/16
Baggs, Trudi V.	Project Specialist/SC	35.00	01/01/16-06/30/16
Baierl, Luke Jerold	Project Specialist/SC	15.00	01/01/16-06/30/16
Balicki, John R	C. Security Officer-ST/SC	12.00	01/01/16-06/30/16
Banks, Joshua E	Project Specialist/IVC	13.00	01/01/16-06/30/16
Banuelos, Noelle Vargas	Project Specialist/SC	50.00	01/01/16-06/30/16
Becker, Judith A	Project Specialist/IVC	16.00	01/01/16-06/30/16
Beltran Castillo, Ana Carolina	Project Specialist/IVC	10.50	01/01/16-06/30/16
Beltran, Carla Jasmin	Child Dev. Center Aide/SC	12.00	01/01/16-06/30/16
Berg, Anthony Joesph	Outreach Aide/SC	12.50	01/01/16-06/30/16
Bernabe, Delfina	Project Specialist/IVC	20.00	01/01/16-06/30/16
Blanks, Gabriel David	Project Specialist/IVC	18.00	01/01/16-06/30/16
Borlin, Jeremy Douglas	Project Specialist/SC	11.50	01/01/16-06/30/16
Bosley, Alexis J	Clerk/IVC	10.50	12/15/15-06/30/16
Boukather, P. Ilyse	Project Specialist/SC	12.00	01/01/16-06/30/16
Boyer, Gary A	TMD Aide/SC	12.50	01/01/16-06/30/16
Brewer, Elysia Renee	Project Specialist/SC	10.50	01/01/16-06/30/16
Brown, Anna	Project Specialist/DS	18.00	01/01/16-06/30/16
Brown, Darryl Levial	Coaching Aide/SC	25.00	01/01/16-06/30/16
Brown, Rachelle Elizabeth	Project Specialist/SC	11.00	01/01/16-06/30/16
Buchea, Jason Richard	TMD Aide/IVC	20.00	01/01/16-06/30/16
Buck, Alison Susan	Project Specialist/SC	10.50	01/01/16-06/30/16
Bueno Rojo, Noemi	Outreach Aide/SC	11.50	01/01/16-06/30/16
Burns, Amos Allan	Project Specialist/SC	15.00	01/01/16-06/30/16
Burrows, Virginia Irene	Project Specialist/IVC	20.00	01/01/16-06/30/16
Butorac, Terrie Leila	Project Specialist/SC	24.00	01/01/16-06/30/16
Caballero, Anthony Ryan	Project Specialist/SC	15.00	01/01/16-06/30/16
Calabrese, Daniel Christopher	Project Specialist/SC	15.00	01/01/16-06/30/16
³ Caldwell, Jessica Danielle	Project Specialist/SC	16.00	01/01/16-06/30/16
Cannon, Kevin Russell	Project Specialist/SC	15.00	01/01/16-06/30/16
Canova, Reed T	Project Specialist/SC	15.00	01/01/16-06/30/16
Carey, Peter	Coaching Aide/IVC	25.00	01/01/16-06/30/16
Cargo, Jamie Lynn	Project Specialist/IVC	30.00	01/01/16-06/30/16
Carpenter, Zoey Hwende	Project Specialist/SC	15.00	01/01/16-06/30/16
Carr, Delores M	Project Specialist/SC	18.00	01/01/16-06/30/16
Chalan, Sheila S	Clerk - Short Term/IVC	10.50	12/15/15-06/30/16

³ Related to Jeanne Harris-Caldwell, Director, Student Health Center, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

3. 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 Hua	Project Specialist/IVC	20.00	01/01/16-06/30/16
Chance, Max	C. Security Officer-ST/IVC	27.00	01/01/16-06/30/16
Chopra, Vidit	Project Specialist/DS	12.00	01/01/16-06/30/16
Christman, Tyler James	TMD Aide/IVC	15.00	01/01/16-06/30/16
Cihelka, Susan Suju	Project Specialist/SC	12.00	01/01/16-06/30/16
Clemons, Gregory M.	Project Specialist/SC	14.00	01/01/16-06/30/16
Conkey, Charles Marsh	Coaching Aide/SC	25.00	01/01/16-06/30/16
Contreras, Edward	Project Specialist/IVC	10.50	01/01/16-06/30/16
Cook, Kathleen Alice	Child Dev. Center Aide/SC	20.00	01/01/16-06/30/16
Corrales, Enrique Alejandro	Project Specialist/SC	10.50	01/01/16-06/30/16
Corrente, Matthew Steven	Project Specialist/DS	12.00	01/01/16-06/30/16
Cosmakos, Rachel Carp	Project Specialist/SC	19.00	01/01/16-06/30/16
Cram, Michael L.	Coaching Aide/IVC	25.00	01/01/16-06/30/16
Crete, Jessica Jeannine	Project Specialist/IVC	20.00	01/01/16-06/30/16
Daniel, Nicole Hailey	Project Specialist/SC	10.50	01/01/16-06/30/16
Daniels, Breanna Roxanne	Project Specialist/SC	12.00	01/01/16-06/30/16
Darby, Lucy Ruth	Project Specialist/SC	14.00	01/01/16-06/30/16
⁴ Dear, Derek Shane	C. Security Officer-ST /SC	14.50	01/01/16-06/30/16
Dedicatoria, Armi Bautista	Project Specialist/IVC	24.00	01/01/16-06/30/16
Dehmoobad, Atria	Project Specialist/SC	13.00	01/01/16-06/30/16
Dehnadi, Helya	Project Specialist/SC	10.50	01/01/16-06/30/16
Dehnke, Allen Andrew	Project Specialist/DS	20.00	01/01/16-06/30/16
Dell Amore, Monica	Project Specialist/SC	15.00	01/01/16-06/30/16
Dixon, Sheryn Lynnell	Project Specialist/IVC	20.00	01/01/16-06/30/16
Do Couto, Evelyn	Project Specialist/SC	16.00	01/01/16-06/30/16
Dole, Summer Lee	Outreach Aide/SC	11.50	01/01/16-06/30/16
Donaldson, Lisa Amanda	Project Specialist/SC	25.00	01/01/16-06/30/16
Duncan, Danielle Jenise	Project Specialist/SC	15.00	01/01/16-06/30/16
Eberhart, Laurie Marie	Project Specialist/IVC	30.00	01/01/16-06/30/16
Ebrahimpoor Khorsa, Pegah	Project Specialist/SC	15.00	01/01/16-06/30/16
Eien, Edward Thomas	TMD Aide/IVC	20.00	01/01/16-06/30/16
Escamilla, Dorian Alejandro	Project Specialist/IVC	14.00	01/01/16-06/30/16
Esperance, Mapendo	Project Specialist/IVC	15.00	01/01/16-06/30/16
Espinosa Davila, Ximena	Project Specialist/SC	20.00	01/01/16-06/30/16
Espinoza, Agustin	Project Specialist/SC	12.00	01/01/16-06/30/16
Estrada, Sharon	Project Specialist/IVC	12.50	01/01/16-06/30/16

⁴ Related to Donald Dear, Police Officer, Office of Campus Safety and Security, Irvine Valley College.

A. NEW PERSONNEL APPOINTMENTS - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **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>
Fatheree, Dallas Mitchell	Project Specialist/IVC	10.50	12/15/15-06/30/16
Fellner, John G.	Project Specialist/SC	10.50	12/15/15-06/30/16
Filtz, Henry Robert	Adap. Kinesiology Aid/SC	12.50	01/01/16-06/30/16
Firouzabadi, Lili	Clerk - Short Term/SC	14.00	01/01/16-06/30/16
Fleischli, David Scott	TMD Aide/SC	10.50	12/15/15-06/30/16
Florkey, Alexandra Kay	TMD Aide/IVC	10.50	12/15/15-06/30/16
Freeman, Jonah Alexander	Coaching Aide/SC	25.00	01/01/16-06/30/16
Frey, Connie D	Clerk/IVC	10.50	12/15/15-06/30/16
Fullerton, Scott Stanley	C. Security Officer-ST/SC	12.00	01/01/16-06/30/16
Galaviz, Maria D	Coaching Aide/IVC	25.00	01/01/16-06/30/16
Gamart, Jennifer Lynn	Project Specialist/SC	12.00	01/01/16-06/30/16
Garcia, Amy Christina	Project Specialist/SC	10.50	12/15/15-06/30/16
Garcia, Stephanie Nicole	Outreach Aide/SC	11.50	01/01/16-06/30/16
Garza, Norma	Clerk - Short Term/SC	14.00	01/01/16-06/30/16
Gaylord, Stormy Lauryn	TMD Aide/IVC	15.00	01/01/16-06/30/16
George, Tyler Alexander	Coaching Aide/SC	25.00	01/01/16-06/30/16
Gharavi, Hesamedine	Project Specialist/SC	18.00	01/01/16-06/30/16
Gibbs, Shannon Leigh	Project Specialist/IVC	20.00	01/01/16-06/30/16
Gittelsohn, Ilya Ryan	Project Specialist/SC	15.00	01/01/16-06/30/16
Golbad, Kia	Project Specialist/IVC	15.00	01/01/16-06/30/16
Golbadi, Laal Mehri	Project Specialist/SC	10.50	01/01/16-06/30/16
Gomez Zuniga, Emmanuel	Project Specialist/SC	10.50	01/01/16-06/30/16
Gomez, Fermin	Outreach Aide/SC	11.50	01/01/16-06/30/16
Gonzalez, David Wesley	Project Specialist/SC	20.00	01/01/16-06/30/16
Gonzalez, Deyanira Barocio	Project Specialist/SC	24.00	01/01/16-06/30/16
Gore, Lisa Jane	TMD Aide/IVC	20.00	01/01/16-06/30/16
Grajeda, Mia Martica	Project Specialist/IVC	20.00	01/01/16-06/30/16
Gramling, Maria Cristina F.	Child Dev. Center Aide/SC	12.00	01/01/16-06/30/16
Granados, Maritza	Project Specialist/SC	12.50	01/01/16-06/30/16
Gray, Gabriela Marie	Project Specialist/SC	10.50	01/01/16-06/30/16
Greene, Alexander David	Project Specialist/IVC	15.00	01/01/16-06/30/16
Greenup, Breanna Catherine	Project Specialist/DS	12.00	01/01/16-06/30/16
Gregory, Matthew Elias	TMD Aide/IVC	20.00	01/01/16-06/30/16
Grovich, Patrick Anthony	TMD Aide/SC	10.50	12/15/15-06/30/16
Gruenberg, Christine Samantha	Project Specialist/IVC	10.50	01/01/16-06/30/16
Guillen, Yvette Evangeline	TMD Aide/SC	10.50	01/01/16-06/30/16
Gutierrez, Aaron Joaquin	Outreach Aide/SC	11.50	01/01/16-06/30/16
Hall, Dustin Lee	Project Specialist/IVC	15.00	01/01/16-06/30/16
Harrington, Constance Marian	Project Specialist/SC	15.00	01/01/16-06/30/16

A. NEW PERSONNEL APPOINTMENTS - Continued

3. 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, Ashley Louise	Adap. Kinesiology Aid /IVC	10.50	01/01/16-06/30/16
Harris, Laura Fumiye	Project Specialist/SC	25.00	01/01/16-06/30/16
Hartman, John Joseph	Project Specialist/SC	20.00	01/01/16-06/30/16
Hasen, Farrah Anne	Project Specialist/DS	12.00	01/01/16-06/30/16
Hellriegel, John A	Project Specialist/SC	20.00	01/01/16-06/30/16
Hernandez Sanchez, Alexis	Outreach Aide/SC	11.50	01/01/16-06/30/16
Hernandez Sanchez, Aurora B	Project Specialist/SC	14.50	01/01/16-06/30/16
Hernandez, Joany Elizabeth	TMD Aide/SC	12.50	01/01/16-06/30/16
Hernandez, Madeline Noel	Project Specialist/SC	20.00	01/01/16-06/30/16
Hillenbrand, Nicholas Matthew	TMD Aide/IVC	20.00	01/01/16-06/30/16
⁵ Hilton, John David Charles	Project Specialist/SC	18.00	01/01/16-06/30/16
Hodosh, Seth	Adap. Kinesiology Aid /SC	16.00	01/01/16-06/30/16
Hosseini, Mohammadsafa	Project Specialist/SC	12.50	01/01/16-06/30/16
Houck, Dustin	Project Specialist/SC	10.50	01/01/16-06/30/16
Huddleston, Nicole	Project Specialist/SC	14.00	01/01/16-06/30/16
Hughes, Jacob Jenaro	Adap. Kinesiology Aid /SC	12.00	01/01/16-06/30/16
Islas, Efren Esli	Coaching Aide/IVC	25.00	01/01/16-06/30/16
Jacob, Daryl Patrick	Project Specialist/SC	15.00	01/01/16-06/30/16
Jennrich, Phillip Anthony	Adap. Kinesiology Aid /SC	12.50	01/01/16-06/30/16
Jimenez, Bridger Edward	Project Specialist/IVC	35.00	01/01/16-06/30/16
⁶ Johnston-Plescia, Madelyn	Project Specialist/SC	15.00	01/01/16-06/30/16
Jones, David A.	TMD Aide/IVC	20.00	01/01/16-06/30/16
Jorgenson, Katelin Curry	Coaching Aide/IVC	25.00	01/01/16-06/30/16
Jose, Ashley Maria	Clerk - Short Term/IVC	10.50	12/15/15-06/30/16
Juarez, Maria Amor	Child Dev. Center Aide/SC	10.50	12/15/15-06/30/16
Juarez, Natalie Jewel	Project Specialist/SC	14.00	01/01/16-06/30/16
Justin, Yumiko	Project Specialist/IVC	15.00	01/01/16-06/30/16
Kaplan, Jeffrey George	Coaching Aide/IVC	25.00	01/01/16-06/30/16
Kennedy, Cailin Isabella	Project Specialist/SC	11.50	01/01/16-06/30/16
Kespradit, Brian Chaval	Project Specialist/IVC	10.50	01/01/16-06/30/16
Khabovets, Kristina	Project Specialist/SC	20.00	01/01/16-06/30/16
Khodabandeh, Elahe	Project Specialist/SC	10.50	01/01/16-06/30/16
Kilduff, Cindy L	Child Dev. Center Aide/SC	12.00	01/01/16-06/30/16
Kim, Jin Ho	Project Specialist/IVC	30.00	01/01/16-06/30/16

⁵ Related to Carol Hilton, Vice President, Office of College Administrative Services, Saddleback College.

⁶ Related to Trisha Fain, Executive Assistant, Office of Vice President of Instruction, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **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>
Kind, Andrew Martin	Project Specialist/SC	19.00	01/01/16-06/30/16
Knopick, Eric Michael	Adap. Kinesiology Aid /SC	10.50	12/15/15-06/30/16
Kohlhas, Paul McClellan	TMD Aide/IVC	20.00	01/01/16-06/30/16
Kokesch, Aaron Greyland	TMD Aide/IVC	20.00	01/01/16-06/30/16
Kollar, Wyatt Matthew	Project Specialist/SC	15.00	01/01/16-06/30/16
Kristjanson, Johann D	Project Specialist/SC	16.00	01/01/16-06/30/16
Kristol-Harper, Alona	TMD Aide/IVC	25.00	01/01/16-06/30/16
Kwong, Eleanor Diana	Clerk/IVC	10.50	12/15/15-06/30/16
Lamb, Kyle David	Adap. Kinesiology Aid /SC	12.50	01/01/16-06/30/16
Lancaster, Thomas	Coaching Aide/IVC	25.00	01/01/16-06/30/16
Lane, Alan Michael	Coaching Aide/IVC	25.00	01/01/16-06/30/16
Lasezkay, George M	Coaching Aide/IVC	25.00	01/01/16-06/30/16
Lindahl, Glenda Maxine	Project Specialist/SC	18.00	01/01/16-06/30/16
Linhardt, Kristin Kathleen	Child Dev. Center Aide/SC	12.00	01/01/16-06/30/16
Lopez, Daniel Alonso	Project Specialist/IVC	13.00	01/01/16-06/30/16
Lozano, Arturo	Project Specialist/SC	42.50	01/01/16-06/30/16
Lozano, Brenda A	Clerk/SC	14.00	01/01/16-06/30/16
Lucas, Richard Allen	TMD Aide/IVC	12.50	01/01/16-06/30/16
Lucus, Ashley Michelle	Outreach Aide/SC	11.50	01/01/16-06/30/16
Lupardo, Kevin Joseph	TMD Aide/IVC	20.00	01/01/16-06/30/16
Luu, Minh Ngoc	Project Specialist/IVC	10.50	01/01/16-06/30/16
⁷ Madariaga Benavides, Marco	Project Specialist/SC	16.00	01/01/16-06/30/16
⁷ Madariaga Benavides, Marissa	Outreach Aide/SC	11.50	01/01/16-06/30/16
Makhambetova, Venera	Project Specialist/IVC	24.00	01/01/16-06/30/16
Maloney, Hannah Joy	Child Dev. Center Aide/SC	12.00	01/01/16-06/30/16
⁸ Manders, Nicolas Orion	Project Specialist/IVC	16.00	01/01/16-06/30/16
Martin, Brian Donald	Project Specialist/SC	15.00	01/01/16-06/30/16
Martin, Mary E.	Clerk - Short Term/SC	16.00	01/01/16-06/30/16
Martin, Oliver Norman	Coaching Aide/SC	25.00	01/01/16-06/30/16
Martin, Rebecca L	Project Specialist/SC	16.00	01/01/16-06/30/16
Martinez, Angelica Rangel	Project Specialist/SC	12.00	01/01/16-06/30/16
Mathews, Marcus Canaan	TMD Aide/SC	10.50	12/15/15-06/30/16
Matos, Arsenio	Project Specialist/SC	20.00	01/01/16-06/30/16
Matthews, Brenda Dee	Clerk/IVC	19.00	01/01/16-06/30/16
May, Robert Stanley	Coaching Aide/IVC	25.00	01/01/16-06/30/16
Mayville, Joseph	Adap. Kinesiology Aid /SC	10.50	12/15/15-06/30/16
McClure, Tyne Alucia	Coaching Aide/IVC	25.00	01/01/16-06/30/16

⁷ Marco and Marissa are related.

⁸ Related to Rachel Manders, Grants Analyst, Academic Programs and Economic and Workforce Development, Irvine Valley College.

A. NEW PERSONNEL APPOINTMENTS - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **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>
McCluskey, Thomas Grant	Coaching Aide/SC	25.00	01/01/16-06/30/16
⁹ McFann, Steven Christopher	TMD Aide/SC	10.50	12/15/15-06/30/16
McGinley, Shaun P.	Coaching Aide/SC	25.00	01/01/16-06/30/16
McLain, Heather Kay	TMD Aide/SC	14.00	01/01/16-06/30/16
Medina Santillan, Paola V.	Project Specialist/SC	18.00	01/01/16-06/30/16
Medina, Patricia	Coaching Aide/SC	25.00	01/01/16-06/30/16
Miranda, Efrem	Project Specialist/SC	25.00	01/01/16-06/30/16
Mobedshahi, Noushin	TMD Aide/IVC	20.00	01/01/16-06/30/16
Mocalis, Ashley Marie	Project Specialist/SC	12.00	11/02/15-06/30/16
Modrynski, Jason Douglas	Coaching Aide/SC	25.00	01/01/16-06/30/16
Moghtaderi, Kian	Project Specialist/DS	12.00	01/01/16-06/30/16
Molina Gallardo, Karen	Outreach Aide/SC	11.50	01/01/16-06/30/16
Monterola, Miguel Ernesto	Coaching Aide/IVC	25.00	01/01/16-06/30/16
Montijo, Monica N	Project Specialist/IVC	45.00	01/01/16-06/30/16
Moock, Marlee Brienne	Child Dev. Center Aide/SC	12.00	01/01/16-06/30/16
Morales, Antonio Valentino	Project Specialist/SC	10.50	12/15/15-06/30/16
Morel, Jerald S	Coaching Aide/IVC	25.00	01/01/16-06/30/16
Moreno Ocampo, Edgar	Outreach Aide/SC	12.50	11/04/15-06/30/16
¹⁰ Moreno, Deisy	Project Specialist/SC	12.00	01/01/16-06/30/16
⁹ Moreno, Mariana	Project Specialist/SC	18.00	01/01/16-06/30/16
Mouton, Angela Rae	Project Specialist/IVC	35.00	01/01/16-06/30/16
Muldez, Brahma Mae G.	Project Specialist/SC	10.50	01/01/16-06/30/16
Murillo, Ariel	TMD Aide/IVC	10.50	12/15/15-06/30/16
Murtada, Rola	Project Specialist/IVC	14.00	01/01/16-06/30/16
Namiranian, Armita	TMD Aide/IVC	12.50	01/01/16-06/30/16
Naval, Mark Andrew C	Project Specialist/SC	16.00	01/01/16-06/30/16
Newton, Magda	Project Specialist/SC	22.00	11/02/15-06/30/16
Nhem, Elizabeth Sophy	Project Specialist/IVC	13.00	01/01/16-06/30/16
Niederecker, Andriana Hawley	TMD Aide/SC	10.50	12/15/15-06/30/16
Nixon June, Conor Frederick	Adap. Kinesiology Aid/IVC	12.50	01/01/16-06/30/16
Norlin, Kacy De'Mae	Project Specialist/IVC	22.00	01/01/16-06/30/16
Norris, Brenna Claire	Project Specialist/IVC	22.00	01/01/16-06/30/16
Nur, Arian Y	Project Specialist/DS	12.00	01/01/16-06/30/16
Nusenow, Stephanie Marie	Project Specialist/SC	10.50	01/01/16-06/30/16
Ochiai, Alan	Coaching Aide/IVC	25.00	01/01/16-06/30/16
Ochoa, Erica Ann	TMD Aide/SC	10.50	12/15/15-06/30/16

⁹ Related to Kent McFann, Theatre Arts Instructor, Division of Fine Arts and Media Technology, Saddleback College.

¹⁰ Deisy and Mariana are related.

A. NEW PERSONNEL APPOINTMENTS - Continued

3. 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>
Olamendi, Esmeralda Navidad	Project Specialist/SC	13.50	01/01/16-06/30/16
O'Neill, Chelsea Allyne	TMD Aide/IVC	15.00	01/01/16-06/30/16
Opel, Lauren Alexandra	Project Specialist/SC	10.50	12/15/15-06/30/16
Ortiz, Maria Guadalupe	Child Dev. Center Aide/SC	12.00	01/01/16-06/30/16
Ortiz-Burgos, Liz Aida	TMD Aide/SC	10.50	12/15/15-06/30/16
Osbon, Nicole Suzanne	TMD Aide/IVC	15.00	01/01/16-06/30/16
Ott, Joseph Aaron	TMD Aide/IVC	10.50	01/01/16-06/30/16
Palmer, James Kristopher	Project Specialist/IVC	20.00	01/01/16-06/30/16
Parker, Tracy Lynn	Project Specialist/SC	40.00	01/01/16-06/30/16
Parra, Antonio	Adap. Kinesiology Aid/SC	12.50	01/01/16-06/30/16
¹¹ Parra, Cristina Lissette	Clerk - Short Term/SC	14.00	01/01/16-06/30/16
Parrilla, Edward	Adap. Kinesiology Aid/SC	10.50	12/15/15-06/30/16
Pearson, Jennifer Aced	Project Specialist/SC	24.00	01/01/16-06/30/16
Perez Ruelas, Osvaldo	Outreach Aide/SC	11.50	01/01/16-06/30/16
Perez, Jeremiah Steven	Project Specialist/IVC	20.00	01/01/16-06/30/16
Perez-Perez, Diana Janet	Project Specialist/SC	12.00	01/01/16-06/30/16
¹² Pestolesi, Kari Ann	Coaching Aide/IVC	25.00	01/01/16-06/30/16
Petrossian, Anna Edwardi	Project Specialist/IVC	60.00	01/01/16-06/30/16
Philips, Derrick Olin	Project Specialist/SC	15.00	01/01/16-06/30/16
Picard, Amanda Margaret	TMD Aide/IVC	20.00	01/01/16-06/30/16
Pilioglos, Daniel Alexander	Project Specialist/SC	10.50	12/15/15-06/30/16
Pizana, Lizbet	Project Specialist/IVC	10.50	01/01/16-06/30/16
Ponce, Marlene	Project Specialist/IVC	16.00	01/01/16-06/30/16
Pouresfandiari, Shahram	Project Specialist/IVC	15.00	01/01/16-06/30/16
Pozzo, Marisa Claudia	Project Specialist/SC	14.00	01/01/16-06/30/16
Preston, Lynn Schlebecker	Project Specialist/SC	15.00	01/01/16-06/30/16
Purkins, Jeffrey Scott	TMD Aide/SC	10.50	12/15/15-06/30/16
Quintana, Yvonne Junueth	Project Specialist/SC	16.00	01/01/16-06/30/16
Quiroz, Laura Irene	TMD Aide/IVC	20.00	01/01/16-06/30/16
Racino, Christopher Michael	Project Specialist/SC	15.00	01/01/16-06/30/16
Ramires, Enrique Omar	Coaching Aide/SC	25.00	01/01/16-06/30/16
Ramirez, Jessica Elizabeth	Project Specialist/SC	16.00	01/01/16-06/30/16
Reitsema Pretorius, Catharine J.	TMD Aide/SC	15.00	01/01/16-06/30/16
Rey, Adam Richard	Project Specialist/SC	10.50	12/15/15-06/30/16
Robinson, Joshua R	Adap. Kinesiology Aid/SC	15.00	01/01/16-06/30/16

¹¹ Related to Lori Parra, Career Services Technician, Division of Transfer, Career and Special Programs and Services, Saddleback College.

¹² Related to Thomas Pestolesi, Kinesiology and Health Instructor, School of Kinesiology, Health and Athletics, Irvine Valley College and Diane Pestolesi, Nursing Instructor, Division of Health Sciences and Human Services, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

3. 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>
Rodriguez, Daniela	TMD Aide/SC	10.50	12/15/15-06/30/16
Rodriguez, Elizabeth	TMD Aide/IVC	20.00	01/01/16-06/30/16
Rosal Sanchez, AnaKaren	Project Specialist/SC	12.50	01/01/16-06/30/16
Rosas Gomez, Christian	Project Specialist/SC	12.50	01/01/16-06/30/16
Rostami, Fatemeh	Project Specialist/IVC	13.00	01/01/16-06/30/16
Ruffino Moore, Andrea Isabella	Project Specialist/SC	15.00	01/01/16-06/30/16
Sack, Tammy A.	Project Specialist/IVC	20.00	01/01/16-06/30/16
Salaguinto, Pamela Reyes	Child Dev. Center Aide/SC	12.00	01/01/16-06/30/16
Salazar, John Alexander	Project Specialist/IVC	13.00	01/01/16-06/30/16
Salguero G, Carol Betzaida	Project Specialist/IVC	14.00	01/01/16-06/30/16
Sanchez, Phillip John	Project Specialist/SC	14.00	01/01/16-06/30/16
Sandore, Alyssa Marie	Project Specialist/SC	10.50	12/15/15-06/30/16
Santamaria, Sarai Joanna	Project Specialist/DS	12.00	01/01/16-06/30/16
Saur, Barbara Elizabeth	Project Specialist/SC	30.00	01/01/16-06/30/16
Savage, Christina Marie	Child Dev. Center Aide/SC	20.00	01/01/16-06/30/16
Saygan, Louis B	Project Specialist/SC	15.00	01/01/16-06/30/16
Schlais, Jenea Marie	C. Security Officer-ST/SC	12.00	01/01/16-06/30/16
Schlesinger, David Lee	Project Specialist/SC	16.50	01/01/16-06/30/16
Seany, Alec Mathias	TMD Aide/IVC	10.50	12/15/15-06/30/16
Sebold, Margaret Ann	Clerk - Short Term/SC	16.00	01/01/16-06/30/16
Seitz, Kyle Ryan	TMD Aide/IVC	14.00	01/01/16-06/30/16
Serna Laris, Nancy	Project Specialist/SC	16.00	01/01/16-06/30/16
Serrano, Joshua Michael	Project Specialist/IVC	10.50	01/01/16-06/30/16
Shomph, Crystal Roselee	TMD Aide/IVC	20.00	01/01/16-06/30/16
Sierra, Mayra Alejandra	Project Specialist/IVC	14.00	01/01/16-06/30/16
Sierra, Sergio Adolfo	Project Specialist/SC	10.50	01/01/16-06/30/16
Simpson, Michael Hardy	Project Specialist/IVC	12.50	01/01/16-06/30/16
Siriwardena, Yenuka Madusha	Project Specialist/SC	10.50	01/01/16-06/30/16
Skidmore, Brian James	C. Security Officer-ST /SC	14.50	01/01/16-06/30/16
Smith, Susan Sook	Clerk/SC	15.00	01/01/16-06/30/16
Snyder, Deborah Lynnette	Project Specialist/SC	15.00	01/01/16-06/30/16
Solis Granados, Isaac	Project Specialist/SC	10.50	01/01/16-06/30/16
Sparkuhl, Julie Michelle	Project Specialist/SC	12.50	01/01/16-06/30/16
Stafford, Alexis Ellen	Project Specialist/SC	10.50	12/15/15-06/30/16
Stinson, Felicia Anne	Project Specialist/IVC	30.00	01/01/16-06/30/16
Strouse, Lucas John	Outreach Aide/SC	11.50	01/01/16-06/30/16
Sunico, Anton Gabriel Ibay	Project Specialist/SC	10.50	01/01/16-06/30/16
Susnjara, Anthony	Coaching Aide/IVC	25.00	01/01/16-06/30/16
Sussman, Diane Bignall	TMD Aide/SC	10.50	12/15/15-06/30/16
Swanson, Sherrie Anne	Project Specialist/DS	20.00	01/01/16-06/30/16

A. NEW PERSONNEL APPOINTMENTS - Continued

3. 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>
Tabarzadi, Vahideh	Project Specialist/SC	12.50	01/01/16-06/30/16
Taghipour, Arian	Clerk/IVC	10.50	12/15/15-06/30/16
Takorian, Kaitlin Lee	TMD Aide/IVC	10.50	12/15/15-06/30/16
Talby, Ethan	Project Specialist/SC	15.00	01/01/16-06/30/16
Tate, Dion Emil	Project Specialist/SC	12.00	01/01/16-06/30/16
Taylor, Jerame D	Project Specialist/IVC	16.00	01/01/16-06/30/16
Teeter, Natalie Lynne	Project Specialist/DS	12.00	01/01/16-06/30/16
Tejeda, Guillermo	Project Specialist/IVC	16.00	01/01/16-06/30/16
Terzoli, Michelle Teresa	Project Specialist/IVC	16.00	01/01/16-06/30/16
Tesch, Gregory Allan	Project Specialist/DS	50.00	01/01/16-06/30/16
Thompson, Michael Leclercq	Coaching Aide/SC	25.00	01/01/16-06/30/16
Todaro, Lauren	Project Specialist/IVC	40.00	01/01/16-06/30/16
Tolzda, Sandra Jeane	Project Specialist/SC	45.00	01/01/16-06/30/16
Tomlinson, Warren Norris	Project Specialist/SC	16.00	01/01/16-06/30/16
Trumble, Michaela Lauren	TMD Aide/SC	10.50	12/15/15-06/30/16
Tuccinardi, Kirstin Ashley	Project Specialist/SC	20.00	01/01/16-06/30/16
Van Vlear, Andrew Martin	Project Specialist/SC	45.00	01/01/16-06/30/16
Vander Hayden, Grant Michael	Project Specialist/DS	12.00	01/01/16-06/30/16
Vang, Elisabeth Destiny	Project Specialist/DS	12.00	01/01/16-06/30/16
Vilas, Seth Aaron	Project Specialist/SC	25.00	01/01/16-06/30/16
Vu, Jessica Uyen	Project Specialist/DS	16.00	01/01/16-06/30/16
Webb, Zariah Janice	TMD Aide/IVC	11.50	01/01/16-06/30/16
Wells, Douglas	Adap. Kinesiology Aid/SC	16.00	01/01/16-06/30/16
¹³ Wiedeman, Mark Lloyd	Project Specialist/SC	12.50	01/01/16-06/30/16
Willis, Heather Nanette Mc Cla	TMD Aide/IVC	20.00	01/01/16-06/30/16
Wilson, Curtis Gordon	Coaching Aide/SC	25.00	01/01/16-06/30/16
Wong, Jacqueline	Project Specialist/IVC	10.50	01/01/16-06/30/16
Yasukochi, Donal Yasuyuki	Coaching Aide/SC	25.00	01/01/16-06/30/16
Yazdanfar, Sara	Project Specialist/SC	11.50	01/01/16-06/30/16
Yazdanie, Haider	Clerk - Short Term/IVC	10.50	01/01/16-06/30/16
Yip, Vienna	Project Specialist/SC	15.00	01/01/16-06/30/16
Yonan, Kirsten Asako	Coaching Aide/SC	25.00	01/01/16-06/30/16
Zane, Lauren Ashley	Child Dev. Center Aide/SC	12.00	01/01/16-06/30/16
Zarro, Lucas Alexander	Project Specialist/DS	12.00	01/01/16-06/30/16

¹³ Related to Cora Swanson, Senior Administrative Assistant, Division of Online Education and Learning Resources, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

4. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2015/2016** academic year.

<u>Name</u>	<u>Start/End Date</u>
Ali, Amir Salam	01/01/16-06/30/16
Alvarado, Casy Ariel	01/01/16-06/30/16
Angelov, Nikola Bozhidarov	01/01/16-06/30/16
Arce, Arvin Preston	01/01/16-06/30/16
Arrieta, Alexander Luis	01/01/16-06/30/16
Attai, Ramin	01/01/16-06/30/16
Barnes, Steven Arnold	01/01/16-06/30/16
Baroni, Christopher Fernando	01/01/16-06/30/16
Beglarzadeh, Pasha	01/01/16-06/30/16
Bendon, Lauren	01/01/16-06/30/16
Berrios, Willis Angel	01/01/16-06/30/16
Bonham, Ashley Caitlin	01/01/16-06/30/16
Bravo-Daga, Diego Adrian	01/01/16-06/30/16
Brito-Barriga, Andrea	12/15/15-06/30/16
Bucknam, Keatyn Renae	01/01/16-06/30/16
Campbell, Brooke Danielle	01/01/16-06/30/16
Chehayeb, Natalie	01/01/16-06/30/16
Chen, Maya	01/01/16-06/30/16
Chow, Kayee	01/01/16-06/30/16
Clack, Trevor Scott	01/01/16-06/30/16
Clark, Darren Louis	01/01/16-06/30/16
Clauser, Trey Robert	01/01/16-06/30/16
Crawford, Samuel James	01/01/16-06/30/16
Cronk, Ashley Elizabeth	01/01/16-06/30/16
Daryaei, Delara	12/15/15-06/30/16
Dimaano, Erin Torres	01/01/16-06/30/16
Dziurzynski, Matthew Wally	01/01/16-06/30/16
Ensor, Anja Maria	01/01/16-06/30/16
Entezari, Sarah Anne Marie	01/01/16-06/30/16
Escobar Flores, Isabel	01/01/16-06/30/16
Fagan, Adam James	01/01/16-06/30/16
Fakhrai, Poupak	01/01/16-06/30/16
Farahbod, Nahid	01/01/16-06/30/16
Flores, Jesse Nicholas	01/01/16-06/30/16
Gharavi Ghouchani, Sali	01/01/16-06/30/16
Goeransson, Pontus	01/01/16-06/30/16
Gomez, Katelyn Gabrielle	01/01/16-06/30/16
Grable, Chaye Madison	01/01/16-06/30/16

A. NEW PERSONNEL APPOINTMENTS - Continued

4. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2015/2016** academic year.

<u>Name</u>	<u>Start/End Date</u>
Heckel, Cordell James Jarvis	01/01/16-06/30/16
Helms, Alexander Michael	01/01/16-06/30/16
Hernandez, Jessica	01/01/16-06/30/16
Hwang, Alexander Ryan	01/01/16-06/30/16
Idris, Nehal Salaheldin	01/01/16-06/30/16
Idris, Nwahil Salaheldin	01/01/16-06/30/16
Ip, Arista Ying-Fung	01/01/16-06/30/16
Jackson, Leandra Virginia	01/01/16-06/30/16
Johnson, Lucas Kent	01/01/16-06/30/16
Joung, Sangjin	01/01/16-06/30/16
Karzai, Malai	12/15/15-06/30/16
Khosravimanesh, Mahbod	01/01/16-06/30/16
Klein, Wesley Robert	01/01/16-06/30/16
Klett, George	01/01/16-06/30/16
Knauer, Gary R	01/01/16-06/30/16
Knight, Nathan Leeland	01/01/16-06/30/16
Kosmala, Mikayla Mary	01/01/16-06/30/16
Lee, Jaesteve	01/01/16-06/30/16
Litvinova, Eva Alekseyevna	01/01/16-06/30/16
Lumboy, Meryl	01/01/16-06/30/16
Martinez Perez, Wendy Yvette	01/01/16-06/30/16
Medina, Marissa Hernandez	01/01/16-06/30/16
Mehta, Niki Dilip	01/01/16-06/30/16
Mendoza, Sabrina	01/01/16-06/30/16
Mirgati, Seyed Amir Ali	01/01/16-06/30/16
Mitchell, Jayjuan Leslie	01/01/16-06/30/16
Moore, Cailon Robert	01/01/16-06/30/16
Morgan, Daniel Cary	01/01/16-06/30/16
Natoolo, Lydia	01/01/16-06/30/16
Noceda, Dylan Alexander	01/01/16-06/30/16
Nofal, Rana Hisham	01/01/16-06/30/16
Nourian, Milad	01/01/16-06/30/16
Paff, Joy Jocille	01/01/16-06/30/16
Pagani, Stephanie Ann	01/01/16-06/30/16
Patel, Anish Shailen	01/01/16-06/30/16
Paulsen, Krysta Rose	01/01/16-06/30/16
Perog, Bryce Diana	12/15/15-06/30/16
Pham, Emily Quyen	01/01/16-06/30/16
Potter, Nicklas Benjamin	01/01/16-06/30/16
Province, Chad Jonathan	01/01/16-06/30/16

A. NEW PERSONNEL APPOINTMENTS - Continued

4. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2015/2016** academic year.

<u>Name</u>	<u>Start/End Date</u>
Quijano, Carolyn Janice	01/01/16-06/30/16
Qureshi, Kinza	01/01/16-06/30/16
Ranjbar, Somayeh	01/01/16-06/30/16
Rathod, Heren Prakash	12/15/15-06/30/16
Rausch, Jack Sebastian	01/01/16-06/30/16
Renteria, Christian Joseph	01/01/16-06/30/16
Rhine, Leah Rose	01/01/16-06/30/16
Sabet, Donna Louise	01/01/16-06/30/16
Safavi, Leela	01/01/16-06/30/16
Sarvi, Anahita	01/01/16-06/30/16
Saydman, Rivka Chana	01/01/16-06/30/16
Schleicher, Andrew Eric	01/01/16-06/30/16
Segien, Donald James	01/01/16-06/30/16
Sephen, Monika Raafat Gad	01/01/16-06/30/16
Shahili, Mohammad	01/01/16-06/30/16
Sharifrazi, Nariman	01/01/16-06/30/16
Strong, Margarette Shane Atillo	01/01/16-06/30/16
Strong, Mark Anthony Atillo	01/01/16-06/30/16
Taghdiri, Behrad	01/01/16-06/30/16
Urdaneta-Carrera, Alejandro Gabriel	01/01/16-06/30/16
Van De Mortel, Kurt Joseph	01/01/16-06/30/16
Vis, Alec Christopher	01/01/16-06/30/16
Visentin, Alexandra Diane	01/01/16-06/30/16
Wang, Austin Yung Ning	01/01/16-06/30/16
Wehan, Clare Elizabeth	01/01/16-06/30/16
Whitaker, Shaquan Deshawn	01/01/16-06/30/16
Woods, Rachael Diane	01/01/16-06/30/16
Yamashita De Moura, Paula	12/15/15-06/30/16
Yang, Peter P	01/01/16-06/30/16
Yearwood, Drew Daria	01/01/16-06/30/16

5. The following individuals are to be employed on a temporary basis, as **Professional Expert, Community and Contract Education**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **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 May	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Abdiani, Nagina	Tutor/SC	16.00	01/01/16-06/30/16
Abedi, Dina Hassan	Tutor/IVC	16.00	01/01/16-06/30/16
Abel, Aaron J	Tutor/IVC	16.00	01/01/16-06/30/16

A. NEW PERSONNEL APPOINTMENTS - Continued

5. The following individuals are to be employed on a temporary basis, as **Professional Expert, Community and Contract Education**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **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>
Aboga-A, Christian	Tutor/SC	16.00	01/01/16-06/30/16
Adams, Theresa Ann	Community Ed. Presenter/SC	50.00	12/15/15-06/30/16
Adney, Curtis Myrick	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Agema, Ryan Lee	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Alarid, Lindsay Ann	Recreation Aide/SC	16.00	12/15/15-06/30/16
Alavi-Moussavi, Nina	Recreation Leader/SC	16.00	01/01/16-06/30/16
Aldecoa, Joseph E.	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Alexander, Ted Ryley	Tutor/IVC	16.00	01/01/16-06/30/16
Alvarado, Anabell	Model, Professional/SC	22.00	01/01/16-06/30/16
Alyassini, M Bilal Helal	Tutor/IVC	16.00	01/01/16-06/30/16
Aman, Omeed AJ	Tutor/IVC	16.00	01/01/16-06/30/16
Andrade, Lauren	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Araiza, Nicholas A	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Arman, Carolee Joy	Community Ed. Presenter/SC	50.00	12/15/15-06/30/16
Arzate, Thomas Manasseh	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Aschrafnia, Madina Saida	Tutor/SC	16.00	01/01/16-06/30/16
Ash, Andrew S	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Auwaijan, George N.	Tutor/IVC	16.00	01/01/16-06/30/16
Auwaijan, Nicolas James	Tutor/IVC	16.00	01/01/16-06/30/16
Avalos, Anna Jane	Recreation Aide/SC	16.00	12/15/15-06/30/16
Avera, Stephanie Ellen	Community Ed. Presenter/SC	50.00	01/01/16-06/30/16
Babaei, Shohreh	Tutor/SC	16.00	01/01/16-06/30/16
Baldree, Kelsey Ryan	Senior Lifeguard/SC	16.00	01/01/16-06/30/16
Barias, Eric Michael	Tutor/IVC	16.00	01/01/16-06/30/16
Barnett, Brandy Angela	Certified Test Proctor/IVC	10.50	01/01/16-06/30/16
Barraza, Christina Angel	Model, Professional/SC	22.00	01/01/16-06/30/16
Bascom, Chantal	Tutor/SC	16.00	01/01/16-06/30/16
Bassam, Khalil Bassam	Tutor/IVC	16.00	01/01/16-06/30/16
Beck, Jonathan E.	Model, Professional/SC	22.00	01/01/16-06/30/16
Bedolfe, Tamara G.	Tutor/SC	16.00	01/01/16-06/30/16
Beloff, Allasyn Helene	Interpreter III/IVC	25.00	01/01/16-06/30/16
Beninga, Rita Louise	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Binder, Farla M.	Community/Contract Ed./SC	50.00	12/15/15-06/30/16
Birney, Felicia Ann	Tutor/SC	16.00	01/01/16-06/30/16
Blundell-Siska, Mary	Tutor/IVC	16.00	01/01/16-06/30/16
Bond, Alexander James	Tutor/IVC	16.00	01/01/16-06/30/16
Bonetti, Tanya M	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Borgese, James Metz	Model/IVC	22.00	01/01/16-06/30/16
Bovich, Claudine Cook	Community Ed. Presenter/SC	50.00	01/01/16-06/30/16

A. NEW PERSONNEL APPOINTMENTS - Continued

5. The following individuals are to be employed on a temporary basis, as **Professional Expert, Community and Contract Education**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **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>
Broida, David Francis	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Brown, David Michael	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Bruno, John Anthony	Model, Professional/SC	22.00	01/01/16-06/30/16
Bucklin, Vanessa Angelica	Senior Lifeguard/SC	16.00	01/01/16-06/30/16
Buckwalter, Kurt A.	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Buechler, Michael Richard	Workforce Trainer/IVC	72.00	01/01/16-06/30/16
Bui, Gary Le	Tutor/IVC	16.00	01/01/16-06/30/16
Burgess, Laurie Lawrence	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Burke, Gail Elizabeth	Tutor/SC	16.00	01/01/16-06/30/16
Burke, Shaun Renee	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Butler, Robert Delvac	Tutor/IVC	16.00	01/01/16-06/30/16
Bystry, Phillip Raymond	Workforce Trainer/IVC	72.00	01/01/16-06/30/16
Carey, Jonathan Allen	Tutor/IVC	16.00	01/01/16-06/30/16
Carlsen, Heather Christine	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Castellaw, Tyler James	Senior Lifeguard/SC	16.00	01/01/16-06/30/16
Cate, Collin Michael	Clinical Skills Specialist/SC	30.00	01/01/16-06/30/16
Chaabani, Faisal	Tutor/IVC	16.00	01/01/16-06/30/16
Chau, Joseph Francis	Tutor/SC	16.00	01/01/16-06/30/16
Cheng-Chen, Judy	Medical Professional/IVC	70.00	01/01/16-06/30/16
Chiang, Nikki Huei	Tutor/IVC	16.00	12/15/15-06/30/16
Choi, Young Woon	Community Ed. Presenter/SC	50.00	12/15/15-06/30/16
Churchill, Caylie Marie	Senior Lifeguard/SC	16.00	01/01/16-06/30/16
Clarke, Amy Lynn	Community/Contract Ed./SC	50.00	12/15/15-06/30/16
Clontz, Amber Cierra	Tutor/SC	16.00	01/01/16-06/30/16
Cole, John Steven	Model, Professional/SC	22.00	01/01/16-06/30/16
Colin, Joanna Nicole	Recreation Leader/SC	16.00	01/01/16-06/30/16
Concialdi, Steve	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Conover, Nancy Joyce	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Cook, Dylan Michael	Recreation Aide/SC	16.00	12/15/15-06/30/16
Cooper, Stacy Alene	Interpreter IV/SC	30.00	01/01/16-06/30/16
Cousineau, Mary Christine	Clinical Skills Specialist/SC	30.00	01/01/16-06/30/16
Cox, Elizabeth Christine	Interpreter IV/IVC	30.00	01/01/16-06/30/16
Craib, Jennifer Elizabeth	Clinical Skills Specialist/SC	30.00	01/01/16-06/30/16
Cranke, David C	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Culp, Robin Aaron	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Cunningham, David S	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Czechorosky, Tonia	Model/IVC	22.00	01/01/16-06/30/16
D'Aleo, Nancy	Community/Contract Ed./SC	50.00	12/15/15-06/30/16
Davidson, Kelsey Marie	Senior Lifeguard/SC	16.00	01/01/16-06/30/16

A. NEW PERSONNEL APPOINTMENTS - Continued

5. The following individuals are to be employed on a temporary basis, as **Professional Expert, Community and Contract Education**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **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>
Davidson, Sharon Ann	Medical Professional/SC	35.00	11/04/15-06/30/16
Davis, Aaron M	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Davis, Nicole Leigh	Community Ed. Presenter/SC	50.00	01/01/16-06/30/16
Davis, Rachel Lorene	Interpreter III/IVC	25.00	01/01/16-06/30/16
De Jesus, Lucky Z	Tutor/SC	16.00	01/01/16-06/30/16
De Koning, Shannan	Senior Lifeguard/SC	16.00	01/01/16-06/30/16
Deason, Ryan Michael	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Deloye, Lucas Steven	Senior Lifeguard/SC	16.00	01/01/16-06/30/16
Dempsey, Maureen	Medical Professional/SC	35.00	01/01/16-06/30/16
Derham, Edward J	Interpreter IV/IVC	30.00	01/01/16-06/30/16
¹⁴ DeRoulet, Eric David	Tutor/IVC	16.00	01/01/16-06/30/16
Deweese, Mallory Ann	Tutor/SC	16.00	01/01/16-06/30/16
Dexter, Stephen Walters	Community/Contract Ed./SC	50.00	12/15/15-06/30/16
Diamond, Jean Thoma	Tutor/SC	16.00	01/01/16-06/30/16
Didlake, Lindsey C.	Senior Lifeguard/SC	16.00	01/01/16-06/30/16
Dixon, Perry D	Tutor/SC	16.00	01/01/16-06/30/16
Do, Tin Hoang	Tutor/SC	16.00	01/01/16-06/30/16
Donahue, Carol Jenkins	Community Ed. Presenter/SC	50.00	01/01/16-06/30/16
Dormaier, Ruth Erma	Model, Professional/SC	22.00	01/01/16-06/30/16
Downing, Kimberly	Community/Contract Ed./SC	50.00	12/15/15-06/30/16
Drader, Molly Katherine	Recreation Leader/SC	16.00	01/01/16-06/30/16
Echelberger, John Nathan	Senior Lifeguard/SC	16.00	01/01/16-06/30/16
Eckhart, Sherry Lynn	Model/IVC	22.00	01/01/16-06/30/16
Eiseman, Stephanie	Interpreter IV/IVC	30.00	01/01/16-06/30/16
Ellin, Ryan Angelo	Tutor/SC	16.00	01/01/16-06/30/16
Elliott, Christopher Shawn	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Elliott, Robert Nicholas	Clinical Skills Specialist/SC	30.00	01/01/16-06/30/16
Evelyne, Jovita	Tutor/IVC	16.00	12/15/15-06/30/16
Farrukh, Baber Ejaz	Tutor/IVC	16.00	01/01/16-06/30/16
Favor, Andrew Harper	Tutor/IVC	16.00	01/01/16-06/30/16
Ferdosian, Arshang	Tutor/SC	16.00	01/01/16-06/30/16
Finkelstein, Kara Megan	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Fisher, Timothy D.	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Francisco, Megan Rose	Tutor/IVC	16.00	01/01/16-06/30/16
Fusco, Michael V.	Tutor/SC	16.00	01/01/16-06/30/16
Galbraith, Mark	Medical Professional/SC	100.00	01/01/16-06/30/16
Garber, Logan Yale	Clinical Specialist/SC	30.00	01/01/16-06/30/16

¹⁴ Related to Daniel DeRoulet, English Composition Instructor, School of Liberal Arts, Irvine Valley, College.

A. NEW PERSONNEL APPOINTMENTS - Continued

5. The following individuals are to be employed on a temporary basis, as **Professional Expert, Community and Contract Education**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **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>
Garcia, Alexandra	Tutor/IVC	16.00	01/01/16-06/30/16
Garcia, Alexis Angelica	Tutor/IVC	16.00	01/01/16-06/30/16
Garcia, Joshua Isiah	Tutor/SC	16.00	01/01/16-06/30/16
Gavin, Zachary Thomas	Tutor/SC	16.00	01/01/16-06/30/16
Gialamas, Gus George	Medical Professional/SC	100.00	01/01/16-06/30/16
Gidianian, Samuel Cyrus	Tutor/SC	16.00	01/01/16-06/30/16
Gilmore, Richard Harvey	Clinical Skills Specialist/SC	30.00	01/01/16-06/30/16
Glassman, Ifat	Model/IVC	22.00	01/01/16-06/30/16
Glick, Ashley Rose	Recreation Leader/SC	16.00	01/01/16-06/30/16
Gocho, Justin Carlyle	Tutor/IVC	16.00	01/01/16-06/30/16
Goffin, Charles N	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Golemo, Jordan David	Tutor/IVC	16.00	01/01/16-06/30/16
Goodman, Abigail Kate	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Gorman, Ron L	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Grace, Klair Matera Lyn	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Gracey, Michael A.	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Gray, Carrie Anne	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Green, Mariko Diana	Tutor/SC	16.00	01/01/16-06/30/16
Greenspan, Frances W.	Community/Contract Ed./SC	50.00	12/15/15-06/30/16
Grijalva, Louie	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Grossman, Marc Philip	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Grudynski, Christy Lynn	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Guerriere, Desiree	Tutor/SC	16.00	01/01/16-06/30/16
Guest, Noah J.	Certified Test Proctor/IVC	12.50	01/01/16-06/30/16
Hadley, Jamie E	Community Ed. Presenter/SC	50.00	01/01/16-06/30/16
Hale, Katherine Christine	Model/SC	22.00	01/01/16-06/30/16
Hale, Michael Joseph	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Hall, Allyson Victoria	Senior Lifeguard/SC	16.00	01/01/16-06/30/16
Hannon, Karen Dee Ann	Interpreter IV/IVC	42.00	01/01/16-06/30/16
Hanson, Gina Marie	Tutor/IVC	16.00	01/01/16-06/30/16
Hardaway, Verleea	Recreation Aide/SC	16.00	12/15/15-06/30/16
Harriger, James Alan	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Harris, Rande-leigh	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Hasebe, Brandon Garrett	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Havert, Thomas Michael	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Hay, Michael Joseph	Tutor/SC	16.00	01/01/16-06/30/16
Hernandez, Mark Anthony	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Heston, Wesley	Tutor/IVC	16.00	01/01/16-06/30/16

A. NEW PERSONNEL APPOINTMENTS - Continued

5. The following individuals are to be employed on a temporary basis, as **Professional Expert, Community and Contract Education**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **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>
Hibbard, Jason M	Clinical Skills Specialist/SC	30.00	01/01/16-06/30/16
Hobbs, Scott J	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Hoffski, James B.	Model, Professional/SC	22.00	01/01/16-06/30/16
Holzapfel, Leah Allen	Interpreter III/SC	25.00	01/01/16-06/30/16
Hosseiny, Habib	Tutor/SC	16.00	01/01/16-06/30/16
Huerta, Christopher Albert	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Hunter, Thomas Bruce	Tutor/SC	16.00	01/01/16-06/30/16
Hutchinson, Charlene Coe	Interpreter V/SC	45.00	01/01/16-06/30/16
Hwang, Kristy	Tutor/IVC	16.00	01/01/16-06/30/16
Idris, Mohamed	Tutor/SC	16.00	01/01/16-06/30/16
¹⁵ Igna, Alvin Iov	Tutor/IVC	16.00	01/01/16-06/30/16
Incavo, Kathleen Mary	Captionist (Real-Time)/IVC	45.00	01/01/16-06/30/16
Jacinto, Carolyn A	Community/Contract Ed./IVC	50.00	01/01/16-06/30/16
Jang, Nathan	Tutor/SC	16.00	01/01/16-06/30/16
Janke, Janelle Ann	Senior Lifeguard/SC	16.00	01/01/16-06/30/16
Jarl, Peter Christopher	Model/SC	22.00	01/01/16-06/30/16
Johannsen, Daryl Lee	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Johnson, Jennifer Celeste	Interpreter IV/IVC	30.00	01/01/16-06/30/16
Johnson, Katharine D	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Johnson, Matthew C.	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Johnson, Robert Lee	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Jones, Christopher J.	Tutor/SC	16.00	01/01/16-06/30/16
Jordan, Katherine E.	Interpreter III/IVC	25.00	01/01/16-06/30/16
Kaffer, Jana M	Medical Professional/SC	35.00	01/01/16-06/30/16
Kajbaf, Sara	Clinical Skills Specialist/SC	30.00	01/01/16-06/30/16
Kandel, Marlene Sharon	Captionist/SC	42.00	01/01/16-06/30/16
Karimi Tararani, Maryam	Tutor/SC	16.00	01/01/16-06/30/16
Keith, Brooks Ann	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Kelly, Meagan Marie	Interpreter IV/SC	30.00	01/01/16-06/30/16
Khajouei, Aida	Tutor/IVC	16.00	01/01/16-06/30/16
Khezri, Jasmine	Tutor/SC	16.00	01/01/16-06/30/16
Khosravi, Pooya	Tutor/IVC	16.00	01/01/16-06/30/16
Kibria, Naziha Sumaiya	Tutor/IVC	16.00	01/01/16-06/30/16
Knight, Kenneth Homer	Model, Professional/SC	22.00	01/01/16-06/30/16
Kofford, Judith A.	Medical Professional/IVC	35.00	01/01/16-06/30/16

¹⁵ Related to Nwahil Idris, Student Help, Division of Online Education and Learning Resources, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

5. The following individuals are to be employed on a temporary basis, as **Professional Expert, Community and Contract Education**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **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>
Kopczynski, Lisa A	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Kopenhefer, Melissa D.	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Kostapapas, Eoanna	Captionist/SC	42.00	01/01/16-06/30/16
Kulkarni-Fish, Manisha	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Lackey, Patricia C.	Model, Professional/SC	22.00	01/01/16-06/30/16
Lapham, Jennifer L.	Certified Test Proctor/IVC	11.50	01/01/16-06/30/16
Larragoiti, Nancy Yvonne	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Lawson, Justine Ruth	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Lazar, Garrick R.	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Lazatin, Kristen Noelle	Senior Lifeguard/SC	16.00	01/01/16-06/30/16
Le, Katherine Autumn M.	Tutor/IVC	16.00	12/15/15-06/30/16
Le, Peter Thac	Senior Lifeguard/SC	16.00	01/01/16-06/30/16
Lee, Christopher Lin	Certified Test Proctor/IVC	12.50	01/01/16-06/30/16
Lee, Rachel Hae-Jung	Tutor/IVC	16.00	12/15/15-06/30/16
Lerario, Nicholas A	Clinical Skills Specialist/SC	30.00	01/01/16-06/30/16
Lightner, Elizabeth B	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Limbo, Harvey Benneth D	Tutor/IVC	16.00	01/01/16-06/30/16
Little, Laura Collings	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Liwo, Jonathon	Tutor/IVC	16.00	01/01/16-06/30/16
Loh, Nicole Lee	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Lopez, Priscilla Ivonne	Tutor/IVC	16.00	01/01/16-06/30/16
Lust, Jessica	Tutor/SC	16.00	01/01/16-06/30/16
Mahon, Nicholas Clyde	Tutor/IVC	16.00	12/15/15-06/30/16
¹⁶ Mangels, Amanda Lyn	Recreation Aide/SC	16.00	12/15/15-06/30/16
Manzo, Tony S.	Clinical Specialist/SC	30.00	01/01/16-06/30/16
¹⁷ Marandola, Alessandra	Senior Lifeguard/SC	16.00	01/01/16-06/30/16
¹⁷ Marandola, Michael	Senior Lifeguard/SC	16.00	01/01/16-06/30/16
Marangi, Kent S.	Medical Professional/SC	100.00	01/01/16-06/30/16
Marano, Toni	Tutor/SC	16.00	01/01/16-06/30/16
Marcot, Wendy Christine	Community Ed. Presenter/SC	50.00	12/15/15-06/30/16
Marsh, Shelly Ann	Senior Lifeguard/SC	16.00	01/01/16-06/30/16
Martin, Kristi S.	Community/Contract Ed./SC	50.00	12/15/15-06/30/16
Martin, Paul-Dean	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Masline, Rebecca Lee	Tutor/SC	16.00	01/01/16-06/30/16
Mayani, Homa Shirian	Tutor/SC	16.00	01/01/16-06/30/16
McCartney, Kristen Marie	Community Ed. Presenter/SC	50.00	12/15/15-06/30/16
McClusky, Nathan	Tutor/SC	16.00	01/01/16-06/30/16

¹⁶ Related to Lori Mangels, Human Resources Specialist, Office of Human Resources, District Services.

¹⁷ Alessandra and Michael are related.

A. NEW PERSONNEL APPOINTMENTS - Continued

5. The following individuals are to be employed on a temporary basis, as **Professional Expert, Community and Contract Education**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **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>
McConkey, Jennifer	Tutor/SC	16.00	01/01/16-06/30/16
McCrory, Mark Edward	Interpreter V/IVC	45.00	01/01/16-06/30/16
McGuirk, Brittany Joy	Community Ed. Presenter/SC	50.00	01/01/16-06/30/16
McMahon, Alicia Marie	Model/IVC	22.00	01/01/16-06/30/16
McMains, Ian Michael	Senior Lifeguard/SC	16.00	01/01/16-06/30/16
Meach, Neil Randall	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Medellin, Jaselle Nicole	Tutor/SC	16.00	01/01/16-06/30/16
Mekonnen, Haben	Tutor/SC	16.00	01/01/16-06/30/16
Mendoza, Felipe	Senior Lifeguard/SC	16.00	01/01/16-06/30/16
Meyer, Grant Randall	Recreation Leader/SC	16.00	01/01/16-06/30/16
¹⁸ Meyer, Tara Christie	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Miller, Nancy Kaye	Community/Contract Ed./SC	50.00	12/15/15-06/30/16
Miramontes, Marissa	Tutor/SC	16.00	01/01/16-06/30/16
Molina, Victoria Elizabeth	Interpreter IV/IVC	30.00	01/01/16-06/30/16
Montano, Sophia Esther	Tutor/IVC	16.00	12/15/15-06/30/16
Montgomery, Edie W	Tutor/SC	16.00	01/01/16-06/30/16
Mooney, Susan Michelle	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Moran, Elaine Esther	Community/Contract Ed./SC	50.00	12/15/15-06/30/16
Morefield, Michael S	Interpreter IV/IVC	35.00	01/01/16-06/30/16
Morton, Alexander	Clinical Skills Specialist/SC	30.00	01/01/16-06/30/16
Moscarello Merritt,	Medical Professional/IVC	70.00	01/01/16-06/30/16
Mostafa, Sheela	Medical Professional/SC	35.00	01/01/16-06/30/16
Naghibi, Seyed Farshid	Tutor/SC	16.00	01/01/16-06/30/16
Napoli, William John	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Nelson, Christy Nell	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Niggemann, Richard L.	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Nissenson, Lenard I.	Model, Professional/SC	22.00	01/01/16-06/30/16
Noel, Kindel Elizabeth	Tutor/SC	16.00	01/01/16-06/30/16
O'Connell, Jalon	Community/Contract Ed./SC	50.00	12/15/15-06/30/16
Olinger, Gilbert T	Model/IVC	22.00	01/01/16-06/30/16
Orozco Pacheco, Reina B.	Tutor/SC	16.00	01/01/16-06/30/16
Oshiro, Gail Yurie	Interpreter IV/IVC	35.00	01/01/16-06/30/16
Ossia, Kamran	Tutor/SC	16.00	01/01/16-06/30/16
Ostergaard, Dawn Ealine	Tutor/SC	16.00	01/01/16-06/30/16
Ostgaard, Polly Anne	Interpreter IV/IVC	35.00	01/01/16-06/30/16
Oye, Bradley T	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Padden, Thomas Francis	Clinical Specialist/SC	30.00	01/01/16-06/30/16

¹⁸ Related to Cliff Meyer, Automotive Technology Instructor, Division of Advanced Technology and Applied Sciences, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

5. The following individuals are to be employed on a temporary basis, as **Professional Expert, Community and Contract Education**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **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>
Palmer, Tyler Daniel	Tutor/SC	16.00	01/01/16-06/30/16
Pardoen, Brent Cameron	Clinical Skills Specialist/SC	30.00	01/01/16-06/30/16
Paredes Flores, Marco	Recreation Aide/SC	16.00	12/15/15-06/30/16
Park, Sung Joon	Tutor/IVC	16.00	12/15/15-06/30/16
Parker, Kelsie Nicole	Model/SC	22.00	01/01/16-06/30/16
Parks, Kristina Linda	Recreation Leader/SC	16.00	01/01/16-06/30/16
Parks, Timothy Grant	Model, Professional/SC	22.00	01/01/16-06/30/16
Pats, Viktoryia	Tutor/SC	16.00	01/01/16-06/30/16
Pender, Max Warren	Tutor/SC	16.00	01/01/16-06/30/16
Peterson, Edward M.	Community Ed. Expert/IVC	50.00	01/01/16-06/30/16
Peviani, Patti Ann	Community Ed. Presenter/SC	50.00	12/15/15-06/30/16
Phan, Benjamin Gia-Bao	Tutor/SC	16.00	01/01/16-06/30/16
Phan, Diana Gabriela	Tutor/IVC	16.00	01/01/16-06/30/16
Phi, Nguyen Thanh	Tutor/IVC	16.00	12/15/15-06/30/16
Pinto, Andrew L.	Certified Test Proctor/IVC	12.50	01/01/16-06/30/16
Podobas, Anna Kristina	Recreation Aide/SC	16.00	12/15/15-06/30/16
Quinlan, Serena Cathleen	Tutor/SC	16.00	01/01/16-06/30/16
Rakowitz, Stephanie A	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Ramos, David Jonathan	Interpreter V/IVC	45.00	01/01/16-06/30/16
Realmuto, Brandon Philip	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Records, Louise	Community/Contract Ed./IVC	50.00	01/01/16-06/30/16
Richards, Katheryn Rene	Clinical Skills Specialist/SC	30.00	01/01/16-06/30/16
Riedel, Jeffrey Antone	Clinical Skills Specialist/SC	30.00	01/01/16-06/30/16
Robinson, Jack Michiael	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Rodriguez, Jubilee June	Tutor/IVC	16.00	01/01/16-06/30/16
Rodriguez, Justin A	Clinical Skills Specialist/SC	30.00	01/01/16-06/30/16
Rolfe, Matthew Scott	Clinical Skills Specialist/SC	30.00	01/01/16-06/30/16
Romero, Yvette Danielle	Captionist/IVC	35.00	01/01/16-06/30/16
Ronce, Lindsay Marie	Senior Lifeguard/SC	16.00	01/01/16-06/30/16
Rosas, Tammra Jean	Interpreter IV/IVC	42.00	01/01/16-06/30/16
Rosen, Anne Kathleen	Tutor/SC	16.00	01/01/16-06/30/16
Rosendale, Steven R	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Rostamiasrabadi, Aria	Tutor/IVC	16.00	01/01/16-06/30/16
Rounds, Michael Frank	Community/Contract Ed./SC	50.00	12/15/15-06/30/16
Ruffino, Michael Angelo	Model, Professional/SC	22.00	01/01/16-06/30/16
Runels, Lisa Ann	Clinical Skills Specialist/SC	30.00	01/01/16-06/30/16
Ruppert, Beverly Salazar	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Rush, Deane Michael	Clinical Skills Specialist/SC	30.00	01/01/16-06/30/16
Ryan, Stacie Leighton	Medical Professional/SC	35.00	01/01/16-06/30/16

A. NEW PERSONNEL APPOINTMENTS - Continued

5. The following individuals are to be employed on a temporary basis, as **Professional Expert, Community and Contract Education**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **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>
Saalberg, Christopher	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Saintignon, Angelica Diaz	Tutor/SC	16.00	01/01/16-06/30/16
Sakurada, Melanie Miku	Recreation Aide/SC	16.00	12/15/15-06/30/16
Salman, Dawn Lauren	Community Ed. Presenter/SC	50.00	01/01/16-06/30/16
Schaefer, Nicholas R.	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Schiff, Maureen	Interpreter V/SC	45.00	01/01/16-06/30/16
Schofield, Nicholas	Community Ed. Presenter/SC	50.00	01/01/16-06/30/16
Schwied, Emma Louise	Tutor/SC	16.00	01/01/16-06/30/16
¹⁹ Searcy, Carly Nicole	Recreation Leader/SC	16.00	01/01/16-06/30/16
Seghtoleslami, Sogol	Tutor/SC	16.00	01/01/16-06/30/16
²⁰ Sessler, Madison Sydney	Recreation Aide/SC	16.00	12/15/15-06/30/16
Shepherd, Jessica Mae	Tutor/IVC	16.00	12/15/15-06/30/16
Sherwood, Alexandra	Model, Professional/SC	22.00	01/01/16-06/30/16
Shifman, Stacy R	Medical Professional/IVC	40.00	01/01/16-06/30/16
Shumate, Jacob H	Clinical Skills Specialist/SC	30.00	01/01/16-06/30/16
Siglock, Kylie M	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Sipes, Jessica Mary Aileen	Interpreter IV/SC	38.00	01/01/16-06/30/16
Slattery, Ethan D	Tutor/SC	16.00	01/01/16-06/30/16
Smith, Jordan Daniel	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Smith, Kascy Charlene	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Smith, Ronald Allen	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Soewono, Nicholas	Clinical Skills Specialist/SC	30.00	01/01/16-06/30/16
Song, Kyong	Community Ed. Presenter/IVC	50.00	12/15/15-06/30/16
Sonoyama, Yoshie	Tutor/IVC	16.00	01/01/16-06/30/16
Sposato, Rebecca Lynn	Interpreter V/SC	45.00	01/01/16-06/30/16
St. James, Jheri	Model/SC	22.00	01/01/16-06/30/16
Stamen, Barbara Millar	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
²¹ Stanley, Barak David	Recreation Leader/SC	16.00	01/01/16-06/30/16
²¹ Stanley, Sheneau Asher	Recreation Aide/SC	16.00	12/15/15-06/30/16
Stinson JR, Richard Allen	Workforce Trainer/IVC	72.00	01/01/16-06/30/16
Stoian, Roland Austin	Model/IVC	22.00	01/01/16-06/30/16
Suryajaya, Kevin	Tutor/IVC	16.00	12/15/15-06/30/16
Swansen, Jacob Patrick	Senior Lifeguard/SC	16.00	01/01/16-06/30/16
Ta, Ryan Joseph	Tutor/SC	16.00	01/01/16-06/30/16
Tade, Jocelle Rosano	Recreation Aide/SC	16.00	12/15/15-06/30/16
Tamariz, Santiago Martin	Tutor/SC	16.00	01/01/16-06/30/16

¹⁹ Related to Arron Searcy, Program Specialist, Categorical, Division of Community Education, Emeritus Institute, and K-12 Partnerships.

²⁰ Related to Louis Sessler, Facilities Maintenance and Energy Project Manager, Office of Physical Plant, Saddleback College.

²¹ Garak and Sheneau are related.

A. NEW PERSONNEL APPOINTMENTS - Continued

5. The following individuals are to be employed on a temporary basis, as **Professional Expert, Community and Contract Education**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **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>
Tester, Daniel Norman	Interpreter IV/IVC	30.00	01/01/16-06/30/16
Thompson, Christine Mary	Tutor/IVC	16.00	01/01/16-06/30/16
Thu, Aye Moe	Tutor/SC	16.00	01/01/16-06/30/16
Timberlake, John Kenneth	Medical Professional/SC	70.00	01/01/16-06/30/16
Tootoonchinia, Maryam	Tutor/SC	16.00	01/01/16-06/30/16
Torabi, Farkhondeh	Tutor/IVC	16.00	01/01/16-06/30/16
Torabi, Shadi	Tutor/IVC	16.00	01/01/16-06/30/16
Torche, Teri Lynn	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Tortarolo, Victoria Leigh	Clinical Skills Specialist/SC	30.00	01/01/16-06/30/16
Tran, Kristine	Tutor/IVC	16.00	01/01/16-06/30/16
Tran, Linda Bichmy	Tutor/IVC	16.00	01/01/16-06/30/16
Trapani, Peter William	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Trujillo, Alex	Tutor/SC	16.00	01/01/16-06/30/16
Trumbo, Dawn M	Community/Contract Ed./SC	50.00	12/15/15-06/30/16
Tupper, Linda Jean	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Turner, Tracey Michelle	Model, Professional/IVC	22.00	01/01/16-06/30/16
Turney, Jason B	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Uesugi, Guy Daishi	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
²² Uhlman, Jennifer Marie	Tutor/IVC	16.00	01/01/16-06/30/16
²² Uhlman, John Walter	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Vafadari, Vespaan	Tutor/IVC	16.00	01/01/16-06/30/16
Vanderwal, Crystal Leigh	Interpreter IV/IVC	30.00	01/01/16-06/30/16
Veerabahu, Abhinand	Tutor/SC	16.00	01/01/16-06/30/16
Vick, Jeffrey James	Clinical Skills Specialist/SC	30.00	01/01/16-06/30/16
Vitello, Anthony Paul	Clinical Specialist/SC	30.00	01/01/16-06/30/16
Vonraabe, Janice Jean	Community Ed. Expert/IVC	50.00	01/01/16-06/30/16
Walker, Lori	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Walker, Stacy E.	Model/SC	22.00	01/01/16-06/30/16
Walther, Kenneth Arthur	Clinical Skills Specialist/SC	30.00	01/01/16-06/30/16
Weckerle, Diane Marie	Community Ed. Presenter/IVC	50.00	12/15/15-06/30/16
Wecklich, Steven Anthony	Clinical Skills Specialist/SC	30.00	01/01/16-06/30/16
Weller, Debra	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Wheeler, Donna Marie	Community Ed. Presenter/SC	50.00	01/01/16-06/30/16
Whidden, Pamela Barbara	Model, Professional/SC	22.00	01/01/16-06/30/16
Williams, Gregory Donald	Clinical Skills Specialist/SC	30.00	01/01/16-06/30/16
Williamson, Bryce David	Tutor/IVC	16.00	01/01/16-06/30/16
Winter, Shanti Kutire	Community Ed. Presenter/SC	50.00	12/15/15-06/30/16
Winters, Rachel Charlotte	Captionist (Real-Time)/IVC	35.00	01/01/16-06/30/16

²² John and Jennifer are related.

A. NEW PERSONNEL APPOINTMENTS - Continued

5. The following individuals are to be employed on a temporary basis, as **Professional Expert, Community and Contract Education**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **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>
Wood Harris, Jan Lee	Community/Contract Ed./SC	50.00	01/01/16-06/30/16
Woodward, Wenying	Model, Professional/SC	22.00	01/01/16-06/30/16
² Woolard, Caleb Micah	Interpreter V/SC	45.00	01/01/16-06/30/16
Yazdi-Nejad, Amir Ali	Tutor/SC	16.00	01/01/16-06/30/16
Yazdi-Nejad, Katayune	Tutor/IVC	16.00	01/01/16-06/30/16
Young, Justin Jay	Tutor/SC	16.00	12/15/15-06/30/16
Zacarias, Cindy S	Recreation Aide/SC	16.00	12/15/15-06/30/16
Zamanian, Ali	Tutor/IVC	16.00	01/01/16-06/30/16
Zehren, Zoe Marie	Senior Lifeguard/SC	16.00	01/01/16-06/30/16

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

1. ADMINISTRATIVE ASSISTANT, Pos. #5020, Classified Bargaining Unit Salary Schedule Range 121, Office of Vice Chancellor of Business Services, District Services, seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, effective December 15, 2015. (Position approved: June 23, 2014)
2. DIRECTOR OF FACILITIES, Pos. #4552, Academic and Classified Administrator and Manager Salary Schedule Range 19, Physical Plant, Office of College Administrative Services, Irvine Valley College seeks authorization to eliminate this full-time 40 hours per week, 12 months per year position from its staff complement, effective December 15, 2015. (Position approved: May 21, 2012)

C. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION

1. CONTRACTS SPECIALIST, Classified Bargaining Unit Salary Schedule Range 131, Facilities, Planning and Purchasing, Office of Business Services, District Services seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement, effective December 17, 2015. (Exhibit B, Attachment 1)
2. DIRECTOR OF PURCHASING, CONTRACTS, & MATERIALS MANAGEMENT (District Services–Business Services–Facilities Planning/Purchasing/Materials Management), Academic and Classified Administrator and Manager Salary Schedule Range 20, Facilities, Planning and Purchasing, Office of Business Services, District Services seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement, effective December 17, 2015. (Exhibit B, Attachment 2)

D. AUTHORIZATION TO INCREASE HOURS AND/OR MONTHS PER YEAR ON A CLASSIFIED POSITION

1. ADMINISTRATIVE ASSISTANT, Pos. #4505, Classified Bargaining Unit Salary Schedule Range 121, Division of Liberal Arts, Saddleback College seeks authorization to increase the hours per week for this part-time, 24 hours per week, 12 months per year position, to full-time, 40 hours per week, 12 months per year, effective January 1, 2016. (Position #4505, is appointed to Karen Yang, ID #015183)
2. SENIOR HEALTH OFFICE ASSISTANT, Pos. #4778, Classified Bargaining Unit Salary Schedule Range 124, Student Health Center, Office of Student Services, Irvine Valley College seeks authorization to increase the hours per week and months per year for this part-time, 33 hours per week, 10 months per year position, to full-time, 40 hours per week, 12 months per year, effective January 1, 2016. (Position #4778, is appointed to Ana Flores, ID #020135)

E. AUTHORIZATION TO EXTEND A CLASSIFIED CATEGORICAL FUNDED POSITION

1. PROGRAM TECHNICIAN, CATEGORICAL, Pos. #4804, Classified Bargaining Unit Salary Schedule Range 122, Academic Programs and Economic and Workforce Development, Irvine Valley College seeks authorization to extend a part-time, 20 hours per week, 12 months per year categorical funded position due to additional grant funding and an extension of the performance period for the California Career Café project, effective January 1, 2016 through June 30, 2016. (Position #4804, is appointed to Christine Friend, ID #019691)

F. CHANGE OF STATUS

1. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4002.1)
 - a. ²³BEAN, LEANNE, ID #016279, Senior Administrative Assistant, Pos. #3958, Classified Bargaining Unit Salary Schedule Range 127, Step 6, 40 hours per week, 12 months per year, Disabled Students Programs and Services, Division of Transfer, Career, and Special Programs and Services, Saddleback College, employed as Executive Assistant, Pos. #3325, correct salary placement is at Classified Bargaining Unit Salary Schedule Range 133, Step 4, 40 hours per week, 12 months per year, Office of Student Services, Saddleback College, effective August 27, 2015. This is a replacement for Barbara Sendaba.
 - b. CAMARENA, SANDRA, ID #010314, Outreach Assistant, Pos. #4907, Classified Bargaining Unit Salary Schedule Range 117, Step 6, 40 hours per week, 12 months per year, Student Outreach, Division of Community Education, Emeritus Institute and K-12 Partnerships, Saddleback College, is to be employed as Senior Administrative Assistant, Pos. #3224, Classified Bargaining Unit Salary Schedule Range 127, Step 2, 40 hours per week, 12 months per year, Division of Fine Arts and Media Technology, Saddleback College, effective November 19, 2015. This is a replacement for Jacqueline Zimbalist.

²³ Correction to salary placement as presented to the Board of Trustees on September 28, 2015.

F. CHANGE OF STATUS - Continued

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

- c. HURLBUT, JEFFREY, ID #016615, Acting Director of Facilities, Pos. #5087, Academic and Classified Administrator and Manager Salary Schedule Range 19, Step 2, 40 hours per week, 12 months per year, Physical Plant, Office of College Administrative Services, Irvine Valley College, is to be employed as Director of IVC Facilities, Pos. #6547, Academic and Classified Administrator and Manager Salary Schedule Range 20, Step 1, 40 hours per week, 12 months per year, Physical Plant, Office of College Administrative Services, Irvine Valley College, effective November 16, 2015. This position was approved by the Board of Trustees on July 20, 2015.
- d. LLOYD, DIANA, ID #020357, Counseling Office Assistant, Pos. #6839, Classified Bargaining Unit Salary Schedule Range 115, Step 2, 29 hours per week, 12 months per year, Career Guidance, Division of Transfer, Career and Special Programs, Saddleback College, is to be employed as Disabled Student Program Specialist, Categorical, Pos. #5165, Classified Bargaining Unit Salary Schedule Range 123, Step 1, 40 hours per week, 12 months per year, Disabled Student Programs and Services, Division of Transfer, Career and Special Programs, Saddleback College, effective December 1, 2015. This position was approved by the Board of Trustees on February 23, 2015.
- e. OLIVER, MAUREEN, ID #020590, Acting Risk Manager, Pos. #5176, a temporary classified manager, Fiscal Services, Office of Business Services, District, Academic and Classified Administrator and Manager Salary Schedule Range 12, Step 4, 40 hours per week, is to be employed as Risk Manager, Pos. #4599, Fiscal Services, Office of Business Services, District, Academic and Classified Administrator and Manager Salary Schedule Range 12, Step 5, 40 hours per week, 12 months per year, effective November 23, 2015. This is a replacement for Earl Pagal.
- f. PRINZING, KEITH, ID #019354, Police Officer, Pos. #3172, Police Officers Association Salary Schedule Range II, Step 4, 40 hours per week, 12 months per year, plus 5% Shift differential, Office of Campus Safety and Security, Irvine Valley College is to be employed as Police Sergeant, Pos. #5173, Police Officers Association Salary Schedule Range IV, Step 4, 40 hours per week, 12 months per year, Office of Campus Safety and Security, Irvine Valley College, effective November 9, 2015. This position was approved by the Board of Trustees on February 23, 2015.

G. CLASSIFIED BILINGUAL STIPEND, ADDITIONAL COMPENSATION

- 1. RODRIGUEZ, ADALBERTO, Extended Opportunity Program Specialist, Bilingual, Pos. #3483, Extended Opportunity Programs and Services, Division of Transfer, Career and Special Programs, Saddleback College, Classified 121, Step 1, 40 hours per week, 12 months per year, 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 December 1, 2015.

H. OUT OF CLASS ASSIGNMENTS - Continued

1. SADDLEBACK COLLEGE placed the following permanent Classified Bargaining Unit employee/s in a temporary, out of class assignment (Information Items - in accordance with Article 8.7.2 of the C.S.E.A Contract).

<u>Name</u>	<u>Temporary Assignment</u>	<u>Range/</u> <u>Step</u>	<u>Hours</u>	<u>Effective</u> <u>Date</u>
Davila, Judy	Development Assistant I	128/2	29	12/01/15
Webster, Patrick	Program Student Services Specialist	125/1	40	11/02/15

2. DISTRICT SERVICES returned the following permanent Classified Bargaining Unit employee/s from a temporary, out of class assignment, back to their permanent assignment (Information Items - in accordance with Article 8.7.2 of the C.S.E.A Contract).

<u>Name</u>	<u>Permanent Assignment</u>	<u>Range/</u> <u>Step</u>	<u>Hours</u>	<u>Effective</u> <u>Date</u>
Ortega, Nicole	Research and Planning Analyst	138/6	40	01/01/16

I. LEAVE OF ABSENCE

1. BETTENCOURT, JAMES, ID #018780, Night Facilities Operations Supervisor, Pos. #4593, Office of Physical Plant, Irvine Valley College, paid administrative leave effective October 20, 2015.
2. MURPHY, MARK, ID #006346, Lead Custodian, Pos. #3382, Office of Physical Plant, Irvine Valley College, paid administrative leave effective October 20, 2015.

J. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. BENAVIDES, CRISTINA, ID #019440, Senior Admissions and Records Specialist, Pos. #4153, School of Admissions, Records and Enrollment Services, Irvine Valley College, resignation effective November 6, 2015. Payment is authorized for any compensated time off. (Permanent Start date: July 1, 2013)
2. CARTER, YANCIE, ID #020053, Senior Matriculation Specialist, Pos. #3590, Student Success and Support Services, School of Admissions, Records and Enrollment Services, Irvine Valley College, resignation effective November 19, 2015. Payment is authorized for any compensated time off. (Permanent Start date: May 1, 2014)
3. HEINZE, AMY, ID #015289, Laboratory Technician, Student Success Center (Writing), Pos. #5125, School of Library Services, Irvine Valley College, resignation effective December 17, 2015. (Probationary Start date: August 3, 2015)
4. HOLMES, LISA, ID #019353, Scheduling and Enrollment Planning Analyst, Pos. #4990, Office of Instruction, Irvine Valley College, resignation effective December 2, 2015. Payment is authorized for any compensated time off. (Permanent Start date: April 29, 2013)
5. LEE, ADRIANA, ID #018167, Veterans Office Assistant, Pos. #4015, Student Payment and Veterans Office, Office of College Administrative Services, resignation effective January 5, 2016. Payment is authorized for any compensated time off. (Permanent Start date: October 3, 2012)

K. VOLUNTEERS

1. The following individuals are to be approved as Volunteers for the 2015/2016 academic year.

Business Sciences, Irvine Valley College

Loeffler, Ayden Plogger, Steven

Community Education, Emeritus, and K-12 Partnership, Saddleback College

Shamsian, Aram

Fine Arts, Irvine Valley College

Lewis, Diane

Fine Arts and Media Technology, Saddleback College

Anzis, Mike	Crupi, Allie	Daniel, William
DeSantis, Kari	Elmasry, Gigi	Erbas, Gulcin
Escobedo, Adriana	Friedman, Shanne	Gonzalez, Oscar
Gutierrez, Yazmin	Gwyn, Matthew	Heslip, Sasha
Howe, Bailey	Howe, Terese	Jefferson, Kristin
Mata, Alfred	Mata, Leticia	Mittleman, Zachary
Niederecker, Andriana	Pruitt, Robert	Smith, Arlyn
Steines, Allyson	Steines, Claire	Tran, Jessica
Vasquez, Milton	Voss, Denise	Weber, David
Weidhaas, Hayley	Weidhass, Teresa	Whittaker, Jack

Humanities and Languages, Irvine Valley College

Akiba, Kumiko

Liberal Arts, Saddleback College

Allen, Sarah

Social and Behavioral Sciences, Saddleback College

Gibbons, William John	Mamich, Nick	Smith, E. Russell
Tavares, Nicole		

ATTACHMENT 1

South Orange County Community College District

CONTRACTS SPECIALIST – JC #, Classified Bargaining Unit Salary Schedule Range 131

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

SUMMARY DESCRIPTION

Under direction from higher level supervisory or management staff, performs complex technical duties involved in the contracting and/or purchasing of District supplies, materials, equipment, and services; coordinates and facilitates assigned purchasing and contracting operations; and interprets, applies, and ensures compliance with applicable contracting and purchasing laws, codes, policies, and procedures.

REPRESENTATIVE DUTIES

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

1. Perform a variety of technical and complex duties in support of District purchasing and contracting operations.
2. Prepare and write detailed formal and informal specifications for bids and proposals; distribute competitive bid packages, receive bids and proposals; conduct bid openings as required; tabulate and analyze bid data; recommend award based on price and conformance to specifications and compliance with relevant laws and District policies; perform reference checks on contractors/vendors recommended for award of contracts as required.
3. Review and process contracts for the purchase of materials, supplies, equipment, software and services including construction related services and public works contracts; provide responsible staff assistance with contract development, review, revision, and /or approvals; prepare and submit contract documents for execution by all parties involved; provide training and guidance to District personnel regarding contract administration as assigned.
4. Initiate and prepare a variety of purchasing and contracting documents and materials including public works contracts, interrogatories, and easements; submit for execution by all parties using a digital workflow for reviews and approvals.
5. Review proposed contracts and other documents for legal compliance and conformance to various governmental rules and regulations including Education, Public Contract, Government, and Labor codes, contractor's state license board, prevailing wage laws, and other relevant laws, codes, and District policies; make recommendations and suggest alternatives based on outcome of review and research.
6. Review legal contracts for basic requirements and determine necessity of Board approval or ratification; assist in the preparation of Board agenda items and supporting documents; develop, prepare, and forward necessary documents within District timelines, requirements, and guidelines; ensure timeliness of information for required action; prepare monthly contracts report for Board ratification and approval; coordinate follow up activities for Board action as required.
7. Interpret and explain rules, regulations, policies, and procedures related to purchasing and contracts functions to District personnel and the public in accordance with established procedures.
8. Provide responsible office and administrative assistance to coordinate purchasing and contracts operations; review and respond to correspondence and coordinate office communication; serve as a liaison to other District personnel, outside agencies, and vendors on contracting and purchasing matters; respond to questions and requests for information from various internal and external parties; participate in presentations, including preparing information and material.

South Orange County Community College District
Page 2 – Contract Specialist

9. Communicate with other District personnel and departments, attorneys, insurance representatives, consultants, inspectors, and others to coordinate activities, exchange information, and facilitate purchasing and contracts operations; attend various meetings and participate on committees as required.
10. Perform complex research utilizing various methods; analyze, verify, summarize, and record data.
11. Compose correspondence independently; prepare preliminary responses to letters, general correspondence, and personal inquiries of a sensitive nature; maintain confidentiality.
12. Develop and maintain a variety of records and files related to purchasing and contracts.
13. Coordinate the development and maintenance of a centralized contract / clause library for District-wide intranet users; prepare, review and revise templates; communicate with appropriate District personnel when updates have been uploaded.
14. Obtain proposals for lease purchase contracts; negotiate with vendors/contractors on negotiable items on contracts and agreements; monitor contract renewal dates and other timelines as necessary and advise the responsible party.
15. Contact contractors and vendors regarding discrepancies in invoices, statements, or performance of work; coordinate with accounts payable staff.
16. Perform related duties as required.

QUALIFICATIONS

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

Knowledge of:

Purchasing methods, policies, and procedures.
Basic methods and techniques of contract development and monitoring.
Basic knowledge and understanding of contract law.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Contract management software is highly desired.
Basic research methods.
Methods and techniques of recordkeeping and reporting.
Principles of office management and organization.
Business letter writing and communications.
Mathematical principles.
English usage, spelling, grammar, and punctuation.
Pertinent federal, state, and local codes, laws, and regulations.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills

Ability to:

Perform complex technical work in support of the contracting and purchasing functions.
Interpret, apply, explain, and ensure compliance with applicable contracting and purchasing rules and regulations, and District policies and procedures.
Interpret and explain legal contracts and agreements.
Learn District organization, operations, policies, and objectives.
Understand purchasing and contracts functions, operations, policies, and procedures.
Analyze situations accurately and recommend effective course of action.
Interpret, apply and explain District policies and procedures related to contract requirements and compliance.
Prepare, process and administer various contracts and agreements.

South Orange County Community College District
Page 3 – Contract Specialist

Ability to:

Maintain records and prepare reports.
Conduct research, compile information, and calculate data.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Adapt to changing technologies and learn functionality of new equipment and systems.
Apply professional ethics standards to ensure auditable compliance with all departmental operations.
Interpret and apply statutes, regulations, policies, legislative mandates and legal opinions.
Make arithmetic calculations quickly and accurately.
Plan and organize work to meet changing priorities and deadlines.
Perform assigned duties with speed and accuracy.
Work independently with little direction.
Understand and follow oral and written directions.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate clearly and concisely, both orally and in writing, with diverse constituencies within and outside of the District.
Establish and maintain effective working relationships with those contacted in the course of work.

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

Education/Training:

Equivalent to completion of high school and two years of college level course work in business administration, purchasing, paralegal studies, or a related field.

Experience:

Three years increasingly responsible para-professional purchasing and contract experience, preferably including experience in the purchasing and contracts office of a public agency.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with staff, vendors, and others. At least minimal environmental controls are in place to assure health and comfort. Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

Finalized by Foresberg Consulting Services, November, 2015
Approved by the Board of Trustees,

December 14, 2015

ATTACHMENT 2

South Orange County Community College District

DIRECTOR OF PURCHASING, CONTRACTS, & MATERIALS MANAGEMENT (District Services – Business Services – Facilities Planning/Purchasing/Materials Management) – JC #, Classified Management, Integrated Academic and Classified Administrators and Managers Salary Schedule Range 20

DEFINITION

To plan, organize, coordinate and direct the District's centralized purchasing, contracting, material management, and related functions, including purchasing, contract administration, capital project equipment and procurement, District-wide procurement standards, Procurement Card program development and administration, records management, mail and courier services, shipping and receiving, warehouse operations, central stores, fixed asset management, material safety data sheets, and surplus disposal program.

Working cooperatively with assigned Executive Director, ensure that areas of assignment are operating within appropriate fiscal parameters and remain in compliance with District, local, State and/or federal requirements; ensure timely and accurate submission of required reports; coordinate with other departments, vendors, consultants, and outside agencies in matters related to areas of assignment; supervise and evaluate the performance of assigned staff; and provide responsible and complex support to Executive Director; ensure that areas of assignment maintain strict ethical and legal practices; review related operating policies and procedures periodically and implement improvements.

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; and encourage professional excellence among the staff and promote an organizational culture of customer service, innovation

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Executive Director of Facilities Planning/Purchasing/ Materials Management,

Exercises functional and technical supervision over the Purchasing Manager, Central Services Manager, consultants and other personnel as assigned.

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

Plan, develop, coordinate, organize, implement, direct and review comprehensive, legal and ethical programs and activities for the procurement, warehousing, materials handling and inventory control of District and college instructional and non-instructional supplies, equipment and the contracting and contract administration of professional services in coordination with assigned supervisor and college representatives; review, monitor and evaluate operations and activities and take corrective actions as necessary.

Review and approve all purchase orders, ensuring correct issuance and compliance with District standards and other legal requirements; and advise and make recommendations to assigned Executive Director regarding major procurements. In the absence of the Executive Director, assume purchasing responsibilities with full signature authority.

In a coordinated effort with the Facilities Planning department, administer the procurement of capital equipment and furnishing for all new construction and remodeling projects; and coordinate the development of cooperative purchasing.

South Orange County Community College District
Page 2 - Director of Purchasing, Contracts & Materials Management

Assure the accurate and timely development, solicitation, evaluation and negotiation of bids and proposals; comply with competitive bidding requirements; review final contract documents and final changes prior to bidding; coordinate advertising and bidding procedures for furniture, fixtures and equipment and multi-year contracts; facilitate Request for Proposal (RFP) processes from all District locations; develop and prepare bid specification documents for items requiring a formal bid; conduct pre-bid conferences; respond to bidder's request for information and develop addenda; solicit and analyze bids; determine bid selection processes; notify bid awardees; approve bid alternates; obtain the highest quality products and services available at competitive pricing; advise vendors regarding all areas of District purchasing and contracts process; negotiate District contracts with vendors when appropriate; and recommend bid awards to the Board of Trustees for approval.

Plan, organize and administer the logistical requirements and material management of a multi-campus district, including the surplus property and salvage materials through public sales, auctions, contracts, or donations; ensure develop, implement and maintain appropriate methods and procedures to optimize efficient and effective delivery, asset inventory and overall material management of procured items, including regular interaction with U.S. Postal Service, various package delivery and overnight delivery systems.

Compile and analyze data related to program participation and evaluation; analyze funding required to continue or expand functions, programs and activities; ensure the timely and accurate preparation and submittal of annual budgets for assigned functions; monitor, review and administer Board-approved budgets for areas of assignment; prepare recommendations, justifications and cost estimates regarding budget requests; authorize and control expenditures, according to District policies and applicable regulations; review periodic budget reports to compare actuals against forecasts; provide explanations of variances as necessary; and ensure that records are maintained and retained according to District and legal requirements.

Communicate and provide technical expertise, direction, guidance, advice and assistance to others regarding areas of assignment, such as automated purchasing, the contracting process and the fixed asset program, to coordinate assigned programs, operations and activities; respond to public records act requests for information in coordination with the District's Director of Public Affairs and Government Relations.

Confer with legal counsel for legal interpretations related to procurement, contracting, and material management and non-personnel administrative services as needed; ensure legal requirements for all purchase requisitions and purchase orders are met, including adherence to Diversity and EEO compliance policies and regulations; coordinate and review contracts for availability of funding and legality to assure maximum cost effectiveness and minimal legal liability.

Formulate administrative procedures related to risk management to ensure minimal legal and contractual liability to the District in all aspects of purchasing, contracting, and material management, through knowledge and interpretation of federal and State laws, legislative mandates, business law, Uniform Commercial Code, and the California Government Code, Public Contract Code, Labor Code and Education Code; review and recommend legislation which could benefit the District and its population.

Maintain current knowledge of applicable State and federal laws, codes and regulations, labor contracts, District policies and procedures and other legal requirements; keep abreast of new, modified and/or updated scheduling technologies, construction materials, material testing requirements and protocols, and fair market pricing structures,.

South Orange County Community College District
Page 3 - Director of Purchasing, Contracts & Materials Management

Analyze data and develop, initiate, implement, direct, monitor, review and evaluate administrative operating policies and procedures for multi-campus purchasing, contract administration and material management operations and activities, in accordance with applicable legal requirements, to optimize efficient and effective delivery of services and assure maximum cost effectiveness and value to the District; develop organizational structures and work processes that facilitate attainment of established program goals and objectives; and develop Annual Unit Review; assure the development and dissemination of "how to" information related to new or revised automated systems, requirements or regulations affecting assigned operations and services.

Attend, chair and/or make oral presentations to a variety of committees, taskforces, workgroups, search committees and meetings as necessary; provide expertise, guidance and assistance regarding assigned programs, operations, activities and services; represent the District at local, State, or national meetings as appropriate; represent the Executive Director or Vice Chancellor of Business Services at local and regional procurement meetings as assigned; and maintain liaison with appropriate government agencies and organizations.

Plan, coordinate, organize, schedule, direct, monitor and review the work assignments and activities of subordinates; train, guide, supervise and evaluate their performance, work products and results; establish and monitor timelines and prioritize work; interview, select and recommend hiring of employees as vacancies occur; recommend transfers, reassignment, termination and disciplinary action; motivate staff and resolve conflicts within the group; ensure compliance with established procedures and improve assigned operations to provide better service as needed.

Meet with subordinate managers, supervisors, and staff to discuss departmental issues and provide administrative direction and guidance; contribute to department meetings, agenda, content and training; research and resolve problems; analyze work effort, problems and issues, develop and implement processes for solutions; and evaluate work products and results of supervised consultants and contractors.

Perform 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 course work in business or public administration, purchasing or related field. A Master's Degree in a closely related field is desirable.

Experience:

At least four years of increasingly responsible professional experience directly related to purchasing, contract administration, public works contracts and material management, including at least three years in a management position, preferably in an educational or other public agency, including at least one year in a supervisory capacity. Required experience includes preparation of formal sealed bids and recent use of state-of-the-art computerized financial/accounting system. Coursework in legal studies or contract law is highly desirable.

South Orange County Community College District
Page 4 - Director of Purchasing, Contracts & Materials Management

Licenses and other Certification:

Valid California driver's license. National certification as a Certified Purchasing Manager (CPM) is desirable.

Knowledge of:

Applicable sections of the California Education Code, Public Contract Code, Government Code, Uniform Commercial Code, Business and Professions Code and other applicable laws, codes and legislative mandates.

California multi-campus community college organization, operations and objectives.

California tax structures for goods and services.

Commodity markets and pricing methods.

Current information technology and systems, including implementation and maintenance of an automated purchasing and fixed assets management system, control applications, and contract management system.

Current international, national, and local business and economic conditions.

Modern office methods, practices, procedures and equipment.

Oral and written communication skills.

Principles and practices of management, including public cost accounting, budget preparation and administration, marketing, inventory control, cost benefit analysis, contract negotiations, dispute resolution, organization planning, business communication and report writing, storekeeping and warehousing..

Principles and practices of training, supervision and performance evaluation.

Quantity buying procedures and market pricing, trends and sources.

Sources for goods and services typically used in California community colleges.

State, county and District organization, operations, policies, procedures and objectives.

State-of-the-art theories, principles, practices, procedures, techniques, methods, and legal requirements of public procurement, contract administration, and material management, including emerging legal concepts pertaining to electronic commerce.

Technical aspects of field of specialty.

Trends of manufacturing and production.

Types of supplies, materials and equipment commonly used by the District.

Ability to:

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

Analyze situations accurately and adopt an effective course of action.

Interpret, apply and explain applicable sections of the California Education Code, Public Contract Code, Government Code, and other applicable laws and legislative mandates.

Prepare and manage budgets for assigned programs.

Collect, compile and analyze data.

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

Demonstrate commitment to a comprehensive, student-oriented environment that facilitates learning and student development.

Demonstrate commitment to the community college concept, including the open door philosophy and a diverse employee and student population.

Demonstrate dedication to keeping individuals informed, while seeking their opinions and providing a range of purchasing and contract services.

Demonstrate dedication to the improvement of the educational process.

Demonstrate interpersonal skills using tact, patience, and courtesy.

South Orange County Community College District
Page 5 - Director of Purchasing, Contracts & Materials Management

Ability to:

Demonstrate sensitivity to all facets of the community including the needs of various groups comprised within.

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

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

Evaluate quality and price of products and services to judge suitability and alternatives.

Exercise initiative and work independently with minimum administrative direction.

Exercise leadership to advance the District's mission.

Facilitate communication and understanding of perspectives among management, faculty, staff, students, and the community, within the framework of a multi-college district.

Interpret, apply and explain statutes, regulations, policies, legislative mandates and legal opinions.

Interpret and respond to market prices and trends.

Investigate and resolve complaints and accomplish conflict resolution.

Learn specialized software applications

Maintain the highest level of ethical behavior and ensure auditable compliance with all departmental operations.

Meet schedules and timelines.

Negotiate with vendors and contractors to obtain best prices and contracts.

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

Operate other modern office equipment, such as calculator, printer, copier and scanner.

Participate in the planning process while participating in the achievement of the goals and priorities of the District as a whole.

Participate in the process, development, and achievement of the District's vision, and communicate that to staff.

Plan, organize and administer a variety of diverse operations in a multi-site campus setting.

Prepare and maintain complex and comprehensive records, reports and recommendations.

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

Select train, supervise and evaluate the performance of assigned personnel.

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

Work cooperatively and responsively with all segments of the Colleges, District and community at large.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

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

Work Environment

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

South Orange County Community College District
Page 6 - Director of Purchasing, Contracts & Materials Management

Physical Demands

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

Finalized by Marlys Grodt and Associate, November 19, 2015
Approved by the Board of Trustees,

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: List of Board Requested Reports

ACTION: Information

BACKGROUND

At a prior board meeting, members of the Board of Trustees asked for a listing of reports requested by the board every six months. To ensure that follow up and tracking takes place regarding the board requested reports, this item includes a table providing status and includes date report is requested by the board, report topic, name of trustee requesting report, requested due date, person responsible for preparing the report and the date the report is scheduled to be submitted to the board for their review. This report is intended to be a standing item on every board agenda, when appropriate, with old information dropped off and new requests added.

STATUS

The Board report listing (EXHIBIT A) is coordinated and prepared by the Office of the Chancellor and Trustee Services.

This report is intended to provide status of board requested reports of the South Orange County Community College District Board of Trustees. In the event additional information would be useful or desired by the board, supplemental information will be provided.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
LISTING OF BOARD REPORTS REQUESTED**

Date Report Requested	Report Topic	Board Member Requesting Report	Report Due Date	Report to be Submitted By:	Date Submitted to the Board of Trustees
6/22/15	Administrative Staffing Levels at the District	All	September 2015	David Bugay for Information	9-28-15
6/22/15	Alternative Energy Strategies and Reclaimed Water Use	All	November 2015	Tod Burnett and Glenn Roquemore	11-16-15

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>
Nov. 18, 2015 1:00pm/6:00pm	TAS 123/124	Cliff Meyer	AUTO 204A/AUTO 109	Sgt. Michael Losey, USMC	Student Success
Nov. 18, 2015 1:00pm/6:00pm	TAS 123/124	Vince Pollizzi	AUTO 101	Sgt. Michael Losey, USMC	Student Success

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>
November 4, 2015 11:00 a.m. - 12:15 p.m.	BSTIC 116	John Russo	MGT 1 – Intro to Business	Rod Pierce	Business Development
November 5, 2015 9:30 - 10:45 a.m.	BSTIC 116	John Russo	MGT 1 – Intro to Business	Dara Maleki	Entrepreneur
November 16, 2015 4:00 p.m.	BSTIC 214	Patricia Beckman, EdD	IMA 40 – Intro to Game Design	Ben Morgan	Tech Camp
November 25, 2015 8:00 – 9:15 a.m.	BSTIC 219	Stewart Frame	PS 1 – American Government	Rashid Fahimi	Kurdish Nationalism
December 1, 2015 5:30 – 6:30 p.m.	BSTIC 104	Bennet Tchaikovsky	Accounting Society Club	Jaclyn Muralla-Becker	Discussing the CPA requirements and the methods of preparing for the exam
December 2, 2015 3:30 – 4:30 p.m.	SSC Career Center	Amanda Romero	Student Career Counseling	Ben Davis	Career Chat: Health Science (Physician's Assistant)
December 7, 2015 7:00 p.m.	B 311	Patricia Beckman, EdD	IMA 30, 40 Intro to Game Design	Adam Tuliper, Sr.	Microsoft Technologies and Video Game Development
December 8, 2015 5:30 p.m.	BSTIC 117	John Russo	ENTR 202 – Innovation	Kina DeSantis	Entrepreneurship – Student Entrepreneur from Chapman

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

BACKGROUND

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

STATUS

As of November 30, 2015, total estimated Basic Aid receipts are \$620.3M and total approved projects are \$611.3M. The balance of \$9.0M is the reserve for unrealized tax collections.

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 2015-2016 Basic Aid allocation from the November, 2015 Board report.

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
December 14, 2015**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/2011 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Actual</i>	<i>2013/14 Actual</i>	<i>2014/15 Actual</i>	<i>Balance Remaining for 2015/16</i>
CLOSED PROJECTS							
CLOSED PROJECTS TOTAL	182,875,608	173,232,086	5,156,232	1,487,537	2,938,771	60,982	-
CAPITAL PROJECTS							
Campus Appearance Improvement IVC & SC (2009)	1,000,000	738,514	738	140,555	29,330	73,120	17,743
ATEP Building Demolition (2007)	13,700,000	1,513,289	781,124	109,025	1,744,947	2,741,440	6,810,175
ATEP First Building Phase 3A (2011)	24,700,000				761	336,973	24,362,266
ATEP Operating Budget* (2006)	13,464,683	10,398,626	507,119	564,290	579,960	622,701	791,988
ATEP Site Development (2013)	7,000,000			693,427	681,207	986,687	4,638,678
ATEP Staffing, Equipment, Program Development (2007)	891,611	538,040	291,119	7,785	14,204	2,026	38,437
ATEP Utilities/Infrastructure Phase I (2016)	7,000,000						7,000,000
IVC A200 Success Center (2014)	505,005						505,005
IVC A400 Bldg Remodel (2011)	13,013,000		28,153	608,333	953,102	5,695,412	5,728,000
IVC B200 Classroom Wing & Labs (2015)	400,000						400,000
IVC B400 Labs and Entrance Controls (2015)	410,000					1,600	408,400
IVC Defects Performing Arts Center (2014)	1,400,000				2,611	54,736	1,342,653
IVC Design and Install Entrance from Barranca (2003)	2,850,000	97,171	143,803	25,074	67,052	38,525	2,478,375
IVC Fine Arts Building (2008) - State Delay, Future Project request	856,278	61,278					795,000
IVC Health Center/Concessions Building (2016)	400,000						400,000
IVC Life Sciences Project (2004)	13,490,000	1,323,367	(1,169,892)	693,544	2,416,169	(1,120,532)	11,347,345
IVC New Parking Lot (2013)	3,100,000						3,100,000
IVC Performing Arts Center Waterproofing (2013)	470,000						470,000
IVC SSC HVAC System (2010)	800,000	21,014	732	12,124	635,534	88,716	41,881
IVC Upgrade Exterior & Entries to B300 (2013)	680,000						680,000
SC Athletic Stadium (2015)	18,000,000					73,205	17,926,795
SC Building Repairs - Library Remodel (2003)	7,869,899	1,335,267	1,817,215	(630,004)	4,864,713	225,059	257,649
SC Building Repairs - LRC Comm Arts Renovation (2013)	2,622,000		-	12,320	14,990	1,702,050	892,639
SC Building Repairs - ATAS Building (2003)	17,435,313	167,224	94,380	167,292	405,643	86,693	16,514,081
SC Building Repairs - ATAS Swing Space Renov (2013)	10,249,687			124,917	519,146	1,532,643	8,072,982
SC Central Plant/CoGen Upgrade (2015)	750,000					12,503	737,497
SC Data Center Project (2016)	2,905,108						2,905,108
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, Interior Improvements, Outdoor Theater (2016)	2,750,000						2,750,000
SC Fine Arts HVAC Renovation (2013)	4,950,000			2,754	76,091	216,891	4,654,264
SC Fire Alarm System (2015)	500,000						500,000
SC Golf Driving Range Net Replacement (2005)	300,000	106,750	19,300	42,520			131,430
SC Health Sciences/DS Waterproofing (2013)	1,000,000				5,209	467,431	527,360
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	288,159	1,840,003	295,740	7,324,533	28,145,264	29,464,647
SC SME Building Renovation (2016)	750,000						750,000
SC Site Improvements (2008)	20,525,000	218,441	-	1,464	107,278	72,609	20,125,207
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	2,438	733,357
CAPITAL PROJECTS TOTAL	269,935,930	16,807,137	4,353,794	2,881,872	20,445,975	42,058,188	183,388,963
SCHEDULED MAINTENANCE							
IVC Library Exterior (2013)	275,000				1,830	5,289	267,881
IVC Lighting & Walkways (2013)	795,055				332,278	170,531	292,246
IVC SM B100 Roof & HVAC (2015)	493,350						493,350
IVC Sports Facilities (2012)	342,600			702	43,312	30,565	268,021

South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
December 14, 2015

Project Description	Approved Amount	1999/2011 Actual	2011/12 Actual	2012/13 Actual	2013/14 Actual	2014/15 Actual	Balance Remaining for 2015/16
SC 12KV Elec Distr Repair (2014)	200,000					70,189	129,811
SC Central Plant (2013)	750,000			61,780	23,875	109,072	555,273
SC HVAC PE 100 (2014)	800,000						800,000
SC Athletics Stadium Renovation (2014)	725,000					2,841	722,159
SC PE Complex (2013)	500,000						500,000
SCHEDULED MAINTENANCE PROJECTS TOTAL	4,881,005	-	-	62,482	401,295	388,487	4,028,741
IT PROJECTS							
Campus Desktop Refresh (2013)	4,249,334			648,198	843,987	1,913,336	843,813
Campus Desktop Refresh (2016)	1,500,000					-	1,500,000
SOCCCD Automate Electronic Transcript Receiving (2015)	453,600					35,906	417,694
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		15,400	132,600
SOCCCD Classroom Technology and Audio Visual Refresh (2016)	1,500,000					-	1,500,000
SOCCCD Class Schedule Upgrade & Recommendation (2015)	735,000						735,000
SOCCCD Data Backup and Disaster Recovery (2016)	900,000						900,000
SOCCCD Degree Audit/MAP Upgrade (2013)	1,594,720			230,118	396,373	222,358	745,871
SOCCCD District IT Back Office Automation (2016)	210,000						210,000
SOCCCD Document Management Solution (2011)	659,202		622,823	18,731			17,648
SOCCCD District-wide Automatic Email Archive (2015)	165,000					80,752	84,248
SOCCCD District-wide Hardware Refresh (2014)	505,000				484,919	4,414	15,667
SOCCCD District-wide Network Security (2015)	369,895					322,157	47,738
SOCCCD District-wide Server/Storage Maintenance (2015)	950,000					832,393	117,607
SOCCCD End-of-Life Core Network/Tech Refresh (2013)	6,984,658			446,032	3,496,228	2,231,857	810,541
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)	12,377,000		16,131	150,433	1,971,236	5,586,580	4,652,619
SOCCCD Intl and Student Scholar Mgmt (2014)	54,500						54,500
HRIS Data Migration	20,000			15,000			5,000
IT Governance - TeamDyanixHE Software	50,000			14,400			35,600
TracDat Integration with SharePoint	36,000			35,964			37
DW Infrastructure Inventory System	75,000					14,155	60,845
MySite Help System	20,000			420	5,946		13,635
Unified Communications System	50,000			28,928			21,072
IT Contingency	924,615			31,800	32,800		860,015
SOCCCD IT Basic Aid Projects (2013)	1,175,615		-	126,511	38,746	14,155	996,204
SOCCCD IT Projects SC/IVC/ATEP Instruct & Student Svc (2010)	8,744,770	5,571,957	1,745,944	888,629	136,099	11,747	390,394
SOCCCD Master Calendar Integration (2014)	300,000				58,500	677	240,823
SOCCCD Matriculation SEP System (2013)	100,000			332			99,668
SOCCCD MySite Message Customization (2014)	150,000					143,917	6,083
SOCCCD MySite Security (2014)	302,000				47,280	164,662	90,058
SOCCCD New Library System (2014)	100,000				21,909	62,088	16,003
SOCCCD Online Catalog (2014)	135,856					135,856	-
SOCCCD Online Tutoring, SI, Office Hours, Appointments (2016)	201,000						201,000
SOCCCD Positive Attendance Hours (2016)	198,000						198,000
SOCCCD Predictive Analytics (2013)	250,000			54,052		62,515	133,433
SOCCCD Refresh MDF and IDF (2016)	500,000					-	500,000
SOCCCD Server and Storage Scheduled Maintenance (2016)	925,000					-	925,000
SOCCCD Student Conduct & Incident Reporting (2015)	13,060					11,446	1,614
SOCCCD Student Early Alert System (2016)	226,800						226,800
SOCCCD Student Info Sys AR Enhancement/Electronic Refunds (2015)	600,000						600,000
SOCCCD Student Information System Enhancement (2013-2015)	6,326,400			1,047,013	1,720,024	1,379,858	2,179,505

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
December 14, 2015**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/2011 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Actual</i>	<i>2013/14 Actual</i>	<i>2014/15 Actual</i>	<i>Balance Remaining for 2015/16</i>
SOCCCD Student Information System Upgrade-Phase I/Phase II (2006)	14,102,260	14,035,535	22,466	1,350	6,531	36,378	-
SOCCCD Student Print Solution (2016)	221,634						221,634
SOCCCD Student Success Dashboard (2014)	550,000				52,324	382,882	114,794
SOCCCD Support Multiple Prerequisites (2015)	302,400					12,584	289,816
SOCCCD System Testing and Stability (2016)	377,000						377,000
SOCCCD Tableau for Data Visualization (2016)	270,000						270,000
SOCCCD Technology Needs 2007/08 (2008)	8,036,477	7,604,574	392,177	28,547	2,020	9,159	-
SOCCCD Unified Student ID Card (2016)	452,000						452,000
SOCCCD Virtual Desktop (2014)	50,000				13,050		36,950
SOCCCD Waitlist Modification (2014)	514,600				249,920		264,681
SOCCCD Wireless Coverage Expansion (2015)	738,000					30,452	707,548
SOCCCD Workday Big Data (2016)	170,000						170,000
SOCCCD Workday Student BPA Sessions (2016)	227,800						227,800
SOCCCD Workday Student Influencer Program (2016)	375,000						375,000
IT PROJECTS TOTAL	80,909,181	27,212,066	2,799,541	3,976,974	9,718,309	13,703,530	23,498,761

OTHER ALLOCATIONS

SOCCCD Design/Build Specialty Consultant (2013)	525,000		13,300	91,725		66,635	353,340
SOCCCD Dist Union Offices (2014)	162,750					29,115	133,635
SOCCCD District-wide ADA Physical Access Transition Plan (2016)	400,000						400,000
SOCCCD District-wide Mapping (2015)	400,000						400,000
SOCCCD District-wide Parking Study (2016)	200,000						200,000
SOCCCD District-wide Sustainability/Energy Planning (2016)	200,000						200,000
SOCCCD DSA Inspec, Engineer, and PM Svcs (2014)	350,000				145,830		204,170
SOCCCD DSA Project Close Out (2013)	400,000			12,256	14,334	6,940	366,469
SOCCCD Facilities Software System (2013)	1,129,000			309,248	65,550	37,326	716,876
SOCCCD FPP, IPP, 5 Year Plans (2013)	210,000				3,040		206,960
SOCCCD Insurance Deductibles (2014)	300,000				100,000	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)	710,000	149,494	117,900	100,578	110,074	106,955	124,998
SOCCCD Legal Counsel Facility Related Issues (2013)	900,000			35,073	2,804	36,405	825,719
SOCCCD Pre-Planning and Investigation (2015)	200,000					3,343	196,657
SOCCCD Trustee Election/General Election Expense (2004 - present)	2,598,988	1,398,988	-	354,083	-	389,456	456,461
SOCCCD Retiree Benefits (2001 - present)	63,627,683	35,417,938	2,600,000	18,489,745	3,520,000	-	3,600,000
OTHER ALLOCATIONS TOTAL	72,738,421	36,966,420	2,731,200	19,401,240	3,970,898	776,174	8,892,489

BASIC AID PROJECT TOTALS	611,340,145	254,217,711	15,040,767	27,810,106	37,475,247	56,987,361	219,808,953
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Commitments	390,693,234	(9,951,045)	70,406,108	54,193,413	45,306,580	60,691,855
Cumulative Commitments	390,693,234	380,742,189	451,148,297	505,341,710	550,648,290	611,340,145
Receipts	393,955,568	39,301,044	46,888,399	43,788,270	51,659,425	44,769,086
Cumulative Receipts	393,955,568	433,256,612	480,145,011	523,933,281	575,592,706	620,361,792
Cumulative Expenses	254,217,711	269,258,477	297,068,583	334,543,830	391,531,192	611,340,145
Uncommitted Basic Aid Funds	139,737,857	163,998,135	183,076,428	189,389,451	184,061,514	9,021,647

**Approved
Amount**

**Commitment
Change**

Change from November 2015 Report	-	-	-	-	-	-	-
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TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Monthly Financial Status Report
ACTION: Information

BACKGROUND

Monthly General Fund financial reports (EXHIBIT A) are provided to the Board of Trustees to keep members regularly informed of current information and provide an alert to any significant changes in the projected year ending balance. These reports provide district-wide and college financial information.

STATUS

The reports display the adopted budget, revised budget and transactions through November 30, 2015 (EXHIBIT A). A review of current revenues and expenditures for FY 2015-2016 show they are in line with the budget.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
General Fund Income and Expenditure Summary
As of November 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:		\$ 54,989,960	54,989,960	54,989,960	100.00%
REVENUES:					
Federal Sources	8100-8199	\$ 4,372,603	4,397,603	833,924	18.96%
State Sources	8600-8699	40,668,609	43,080,909	13,041,191	30.27%
Local Sources	8800-8899	211,271,019	211,269,669	40,145,925	19.00%
Other Financing Sources	8900-8912	0	0	0	
Total Revenue		256,312,231	258,748,181	54,021,040	20.88%
INCOMING TRANSFERS	8980-8989	0	0	0	
TOTAL SOURCES OF FUNDS		\$ 311,302,191	313,738,141	109,011,000	34.75%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 76,447,234	77,079,563	22,186,913	28.78%
Other Staff Salaries	2000-2999	47,529,117	49,069,908	15,208,863	30.99%
Employee Benefits	3000-3999	42,775,271	42,979,602	15,024,657	34.96%
Supplies & Materials	4000-4999	6,043,484	6,234,220	1,355,004	21.73%
Services & Other Operating	5000-5999	40,832,036	40,101,282	8,643,024	21.55%
Capital Outlay	6000-6999	13,129,549	13,084,992	1,376,454	10.52%
Payments to Students	7500-7699	583,253	1,226,327	652,176	53.18%
Total Expenditures		\$ 227,339,944	229,775,894	64,447,091	28.05%
OTHER FINANCING USES:					
Debt Service	7100-7199	0	0	0	
Inter Fund Transfers Out	7300-7399	\$ 998,414	998,414	448,414	44.91%
Basic Aid Transfers Out	7300-7399	57,851,978	57,851,978	0	0.00%
Intra Fund Transfers Out	7400-7499	0	0	0	0.00%
Total Other Uses		58,850,392	58,850,392	448,414	0.76%
TOTAL USES OF FUNDS		286,190,336	288,626,286	64,895,505	22.48%
ENDING FUND BALANCE		\$ 25,111,855	25,111,855	44,115,495	
RESERVES					
Reserve for Unrealized Tax Collections (Basic Aid)		\$ 9,021,647	9,021,647		
Reserve for Economic Uncertainties		13,090,208	13,090,208		
College Reserves for Economic Uncertainties		3,000,000	3,000,000		
TOTAL RESERVES		\$ 25,111,855	25,111,855		

NOTE: As of November 30, 2014 actual revenues to date were **31.72%** and actual expenditures to date were **27.40%** of the revised budget to date.

SADDLEBACK COLLEGE

General Fund Income and Expenditure Summary
As of November 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		\$ 12,028,758	12,028,758	12,028,758	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 98,289,735	98,289,735	15,996,737	16.28%
Restricted Budget Allocation		21,297,930	23,075,845	9,267,670	40.16%
Total Revenue		119,587,665	121,365,580	25,264,407	20.82%
INCOMING TRANSFERS	8980-8989	0	0	0	
TOTAL SOURCES OF FUNDS		<u>\$ 131,616,423</u>	<u>133,394,338</u>	<u>37,293,165</u>	27.96%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 48,943,537	49,238,598	13,694,789	27.81%
Other Staff Salaries	2000-2999	24,659,956	25,033,624	7,652,322	30.57%
Employee Benefits	3000-3999	24,467,354	24,648,737	6,109,822	24.79%
Supplies & Materials	4000-4999	4,213,074	4,316,403	818,421	18.96%
Services & Other Operating	5000-5999	17,715,943	18,074,822	3,525,738	19.51%
Capital Outlay	6000-6999	8,752,815	8,876,121	1,046,941	11.80%
Payments to Students	7500-7699	313,744	656,033	377,902	57.60%
Total Expenditures		\$ 129,066,423	130,844,338	33,225,935	25.39%
OTHER FINANCING SOURCES/(USES):					
Debt Service	7100-7199	0	0	0	
Transfers Out	7300-7399	\$ 550,000	550,000	250,000	45.45%
Other Transfers	7400-7499	0	0	0	
Total Other Uses		550,000	550,000	250,000	45.45%
TOTAL USES OF FUNDS		<u>129,616,423</u>	<u>131,394,338</u>	<u>33,475,935</u>	25.48%
LOCATION OPERATING BALANCE		<u>\$ 2,000,000</u>	<u>2,000,000</u>	<u>3,817,230</u>	
RESERVES					
Reserve for Economic Uncertainties		<u>\$ 2,000,000</u>	<u>2,000,000</u>		

NOTE: As of November 30, 2014 actual revenues to date were **24.88%** and actual expenditures to date were **32.65%** of the revised budget to date.

IRVINE VALLEY COLLEGE
General Fund Income and Expenditure Summary
As of November 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		4,804,007	4,804,007	4,804,007	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 58,838,750	58,838,750	11,176,254	18.99%
Restricted Budget Allocation		12,513,815	13,105,721	6,171,319	47.09%
Total Revenue		71,352,565	71,944,471	17,347,573	24.11%
INCOMING TRANSFERS	8980-8989	0	0	0	
TOTAL SOURCES OF FUNDS		<u>76,156,572</u>	<u>76,748,478</u>	<u>22,151,580</u>	28.86%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	26,045,540	26,324,815	8,145,602	30.94%
Other Staff Salaries	2000-2999	15,116,386	16,283,509	5,017,191	30.81%
Employee Benefits	3000-3999	14,227,862	14,242,674	3,842,880	26.98%
Supplies & Materials	4000-4999	1,711,118	1,810,525	506,054	27.95%
Services & Other Operating	5000-5999	13,458,308	12,360,295	2,337,712	18.91%
Capital Outlay	6000-6999	4,129,435	3,957,952	290,561	7.34%
Payments to Students	7500-7699	269,509	570,294	274,274	48.09%
Total Expenditures		74,958,158	75,550,064	20,414,274	27.02%
OTHER FINANCING SOURCES/(USES):					
Debt Service	7100-7199	0	0	0	
Transfers Out	7300-7399	198,414	198,414	198,414	100.00%
Other Transfers	7400-7499	0	0	0	
Total Other Uses		198,414	198,414	198,414	100.00%
TOTAL USES OF FUNDS		<u>75,156,572</u>	<u>75,748,478</u>	<u>20,612,688</u>	27.21%
LOCATION OPERATING BALANCE		<u>1,000,000</u>	<u>1,000,000</u>	<u>1,538,892</u>	
RESERVES					
Reserve for Economic Uncertainties		<u>1,000,000</u>	<u>1,000,000</u>		

NOTE: As of November 30, 2014 actual revenues to date were **27.49%** and actual expenditures to date were **34.44%** of the revised budget to date.

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Facilities Plan Status Report
ACTION: Information

BACKGROUND

On August 30, 2004, the Board of Trustees received a list of projects under consideration for local funding and a report on the status of each project. The Board requested to be kept informed about these and other facilities projects.

STATUS

(EXHIBIT A) provides an up-to-date report on the status of current construction projects.

FACILITIES PLAN STATUS REPORT
December 14, 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: Electrical and suspended ceiling underway. Interior finishes underway. *Site concrete and paving are underway and progressing on schedule.*

In Progress: FF&E furniture bid documents. Minor plaster at exterior, interior wall framing, drywall, and painting all three floors is nearing completion. Retaining wall installation continues *and is nearing completion*. Interior cabinets and finishes are underway at all three floors *and is progressing on schedule*. Final grading at the South, East and West is progressing. Electrical fixtures and suspended ceiling systems are underway at all three floors *and is progressing on schedule*. Finish tile in all restrooms is *nearing completion*. Grading and subgrade preparation *is nearing completion*.

Recently Completed: Off-site cabinet fabrication is complete and cabinets have been delivered. Priority interior wall framing, grading base and concrete forming are complete. Mechanical/Electrical/ Plumbing hangers and routing at the interior are complete, HVAC ducting and piping *in the building and at the roof is complete*. Concrete walkways and bridges to campus are complete. Windows and Curtin-wall water testing is *complete*.

Focus: Finalize the HVAC ducting and piping at the roof. Interior finishes, cabinets and finish electrical. Beginning the close out process with final M&O manuals submittals. Grading and concrete work surrounding the building, landscaping and irrigation, and the commissioning process. *Beginning the punch list process.*

Project Start: March 2011	Scheduled Finish: December 2015
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Projected Finish: February 2016	DSA Close Out: Pending
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2. SITE IMPROVEMENTS

	Original	Revision	Total
Project Budget:	\$11,697,000	\$9,828,000	\$21,525,000
State Match:	-	-	-
Basic Aid Allocation:	\$3,442,000	\$18,083,000	\$21,525,000

Budget Narrative: Budget reflects Board agenda action on 3/24/08 and 6/22/15. 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. On June 22, 2015 the Board approved additional funds of \$7,945,000.

Status: Advertisement for Request for Qualifications (RFQ) of Design-Build Teams.

In Progress: *Preparation of Request for Proposals (RFP) package.*

Recently Completed: *Issuance of Request for Qualifications (RFQ) for Design-Build Entities.*

Focus: Preparation of the Request for Proposal (RFP) documents and evaluation of RFQ documents.

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. The Board approved the CM services agreement.

In Progress: *Development of Request for Qualifications (RFQ) for construction services.*

Recently Completed: Validation of construction costs at \$10.6 million. Contract in place for CM preconstruction and bid services.

Focus Issue: Begin preconstruction services, *complete RFQ and advertise.*

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: Auto tech building in construction, with villages under renovation.

In Progress: *Installing hoists at Auto Tech buildings 1 and 2, and preparing exterior site for paving.* Renovations at the villages 4 & 7 are underway.

Recently Completed: *Auto Tech buildings 1 & 2 Mechanical, Electrical, Plumbing trades, painting, exterior lighting, Village preliminary punch list.*

Focus: *Complete parking lot utility capping, install base and paving, install epoxy floor.* Complete Auto Tech building and village renovation by December 2015.

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	\$6,700,000	\$7,700,000
State Match:	-	-	-
Basic Aid Allocation:	\$1,000,000	\$6,700,000	\$7,700,000

Budget Narrative: Budget reflects Board agenda action on 5/21/2012, 6/17/13 and 6/22/2015. 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. On June 22, 2015 the Board approved additional funds of \$2,750,000 to address DSA approval at canopies.

Status: *Pre bid meetings and project bid period ongoing.*

In Progress: Site review and pricing.

Recently Completed: *Pre bid 'on site' meetings with qualified contractors, Issued addenda.*

Focus: Receive and review proposals from contractors.

Project Start: July 2012	Scheduled Finish: September 2015
Projected Finish: September 2016	DSA Close Out: Pending

6. ATHLETICS STADIUM PROJECT

	Original	Revision	Total
Project Budget:	\$18,800,000	(800,000)	\$18,000,000
State Match:	-	-	-
Basic Aid Allocation:	\$950,000	17,050,000	\$18,000,000

Budget Narrative: Budget reflects Board action on 6/23/14 and 6/22/15. On June 23, 2014, the Board approved \$950,000. On June 22, 2015 the Board approved additional funds of \$17,050,000.

Status: Request for Qualifications for Design-Build Teams.

In Progress: *Preparation of Request for Proposals (RFP) package.*

Recently Completed: *Issuance of Request for Qualifications (RFQ) for Design-Build Entities.*

Focus: Preparation of the Request for Proposal (RFP) documents and evaluation of RFQ documents.

Project Start: July 2014	Scheduled Finish: Pending
Projected Finish: Pending	DSA Close Out: Pending

7. GATEWAY PROJECT

	Original	Revision	Total
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Project Budget:	\$42,867,000	\$1,612,000	\$44,479,000
Anticipated State Match:	\$30,053,000	-\$7,813,500	\$22,239,500
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. A Revised Final Project Plan is submitted to the Board of Trustees at the June 22, 2015 meeting for approval to submit to the state for funding consideration.

In Progress: The project is awaiting funding. Final Project Plan submitted to the state with an increase in local match identified from 30% to 50% to increase chances of 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. Board Agenda Notice of Completion filing.

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

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. District will use recommended approach.

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

Recently Completed: Reopen project with DSA to address certification.

Focus: Change order close-out. DSA Close-Out Consultant is engaged to work with the DSA 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: Final warranty items to be completed by end of the year.

In Progress: Warranty closeout of project.

Recently Completed: Drawings received from architect for outstanding warranty items.

Focus: Bid documents for warranty scope of work and final closeout of project for completion of work during semester Break.

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 have been approved by the City of Irvine and easement and purchase of sale agreement have been executed.

In Progress: Preparation of bid documents and correspondence with Southern California Edison.

Recently Completed: Finalization of Easement agreement with City of Irvine.

Focus: Solicit for Construction Management and Testing and Inspection Firms from their respective pools in tandem with project bid.

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

4. LIBERAL ARTS BUILDING 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: Contractor re-installing building envelope system with emphasis on quality control and additional testing.

In Progress: On-going replacement of building envelope and windows.

Recently Completed: Contractor removed the exterior envelop.

Focus: Furniture, fixture and equipment procurement. Ensure all progress documented to enhance understanding regarding agreements between district and contractor. Complete replace building envelope.

Project Start: December 2012	Scheduled Finish: May 2015
Projected Finish: May 2016	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	-\$6,263,000	\$18,878,000
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. A Revised Final Project Plan is submitted to the Board of Trustees at the June 22, 2015 meeting for approval to submit to the state for funding consideration.

In Progress: The project is waiting funding. Final Project Plan submitted to the state with an increase in local match identified from 30% to 50% to increase chances of funding.

Recently Completed: On Hold.

Focus: On Hold.

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

6. PARKING LOT PHASE IA PROJECT

	Original	Revision	Total
Project Budget:	\$3,010,000	\$90,000	\$3,100,000
State Match:	-	-	-
Basic Aid Allocation:	\$3,010,000	\$90,000	\$3,100,000

Budget Narrative: Budget reflects Board action on 6/23/2014 and 6/22/2015. On June 23, 2014, the Board approved \$3,010,000. On June 22, 2015, the Board approved \$90,000.

Status: Project Kick off TBD.

In Progress: N/A

Recently Completed: N/A

Focus: Establish schedule

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

7. HEALTH CENTER/ CONCESSIONS PROJECT

	Original	Revision	Total
Project Budget:	\$5,200,000	-	\$5,200,000
State Match:	-	-	-
Basic Aid Allocation:	\$400,000	-	\$400,000
Unallocated Amount:	\$4,800,000	-	\$4,800,000

Budget Narrative: Budget reflects Board action on 6/22/2015.

Status: *A Request for Proposals for Programming Architect has been issued, proposals have been received and are being evaluated.*

In Progress: Programming

Recently Completed: *Issuance of Request for Proposals for Programming Architect, receipt of proposals and review of proposals from evaluation committee.*

Focus: *Complete evaluation committee's review of proposals, interview firms and fee negotiations.*

Project Start: October 2015	Scheduled Finish: Pending
Projected Finish: Pending	DSA Close Out: Pending

ATEP

1. ATEP DEMOLITION

	Original	Revision	Total
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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, which include removal of all ATEP building foundations, roads, parking lots and utility infrastructure are complete.

In Progress: County land exchange negotiations.

Recently Completed: Land Exchange Demolition Project is complete and the Notice of Completion was approved by the Board of Trustees on September 28, 2015.

Focus: Adhere to various regulatory requirements specific to maintenance of the ATEP site.

Project Start: September 2010	Scheduled Finish: March 2013
Projected Finish: December 2016	DSA Close Out: N/A

2. ATEP - IVC FIRST BUILDING

	Original	Revision	Total
Project Budget:	\$23,000,000	\$3,250,000	\$26,250,000
State Match:	-	-	-
Basic Aid Allocation:	\$12,500,000	\$13,750,000	\$26,250,000

Budget Narrative: Budget reflects Board action on 2/28/2011, 6/23/2014 and 6/22/15. \$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. On June 22, 2015 the Board approved additional funds of \$3,250,000 for associated parking.

Status: The project team is meeting every other week to develop the project documents.

In Progress: Sign off of Schematic Design documents by project team.

Recently Completed: Program validation and finalization of building footprint and room locations.

Focus: Design Development. Begin discussions on exterior building materials *and specific layouts of the individual rooms.*

Project Start: July 2014	Scheduled Finish: February 2018
Projected Finish: December 2017	DSA Close Out: Pending

3. ATEP – UTILITIES AND INFRASTRUCTURE

	Original	Revision	Total
Project Budget:	\$7,000,000	-	\$7,000,000
State Match:	-	-	-
Basic Aid Allocation:	\$7,000,000	-	\$7,000,000

Budget Narrative: Budget reflects Board action on 6/22/2015.

Status: Staff revised delivery approach from Design-Build to Design-Bid-Build in order to better coordinate the needs between the building and the site development schedule.

In Progress: Schematic phase is in progress. Working with the City of Tustin toward completing the Bell Avenue design and revising the Sub-Area Master Plan which impacts the utilities infrastructure planning with Irvine Ranch Water District.

Recently Completed: Revisions to the engineering and utility backbone infrastructure were completed and accepted for the Bell Avenue design by the City of Tustin. The architectural team was approved by the Board of Trustees on September 28, 2015.

Focus: To create an infrastructure to support phase 1 development of the ATEP site.

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: Assessments of utility systems including electric, gas and water distribution, landscaping and irrigation, communication and security systems were completed during the weeks of October 12 and October 19, with follow up assessments completed on November 20th.

In Progress: Consultant is consolidating information gathered during site assessments conducted in October and November at Irvine Valley and Saddleback Colleges and drafting reports.

Recently Completed: *Consultant has provided draft reports of completed on site assessments which are being reviewed by the district and colleges.*

Focus: Preparations for storm drain assessments scheduled for January 2016.

Project Start: July 2012	Scheduled Finish: May2016
Projected Finish: May 2016	DSA Close Out: N/A

2. PARKING STUDY

	Original	Revision	Total
Project Budget:	\$200,000	-	\$200,000
State Match:	-	-	-
Basic Aid Allocation:	\$200,000	-	\$200,000

Budget Narrative: Budget reflects Board action on 6/22/2015.

Status: Budget approval obtained.

In Progress: We are currently in the consultant selection process. Four packages were received based on the RFP, and the Project Team is going through the selection/recommendation process.

Recently Completed: Acceptance of the Request for Proposals.

Focus: To assess current parking issues district-wide and establish standards.

Project Start: June 2015	Scheduled Finish: March 2016
Projected Finish: March 2016	DSA Close Out: N/A

3. SUSTAINABILITY STUDY

	Original	Revision	Total
Project Budget:	\$200,000	-	\$200,000
State Match:	-	-	-
Basic Aid Allocation:	\$200,000	-	\$200,000

Budget Narrative: Budget reflects Board action on 6/22/2015.

Status: Project Kick off TBD.

In Progress: N/A

Recently Completed: N/A

Focus: To create sustainability standards district wide.

Project Start: TBD	Scheduled Finish: June 2016
Projected Finish: June 2016	DSA Close Out: N/A

4. ADA TRANSITION PLAN

	Original	Revision	Total
Project Budget:	\$400,000	-	\$400,000
State Match:	-	-	-
Basic Aid Allocation:	\$400,000	-	\$400,000

Budget Narrative: Budget reflects Board action on 6/22/2015.

Status: Project Initiation

In Progress: *An RFP&Q for a development of an ADA Transition Plan is underway.*

Recently Completed: *Development of an RFQ&P for a consultant to prepare an ADA Transition Plan.*

Focus: *Assemble committee to participate in ADA consultant firm selection and to participate in preparation of transition plans.*

Project Start: August 2015	Scheduled Finish: June 2017
Projected Finish: June 2017	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: Retiree (OPEB) Trust Fund

ACTION: Information

BACKGROUND

In April 2008 the SOCCCD Board of Trustees authorized the establishment of an irrevocable trust to comply with GASB No. 43 (Financial Reporting for Postemployment Benefit Plans Other Than Pensions) and GASB No. 45 (Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions). The trust was established with the Benefit Trust Company and is administered through the Futuris Public Entity Trust Program.

STATUS

This report is for the period ending October 31, 2015, (EXHIBIT A). The portfolio was comprised of 52.1% Fixed Funds (Bonds) and 47.9% Common Stocks (Domestic and International). The portfolio's performance increased 3.53%, ending with a fair market value of \$91,671,410, and an annualized return of 5.43% which is consistent with the market.

November 9, 2015

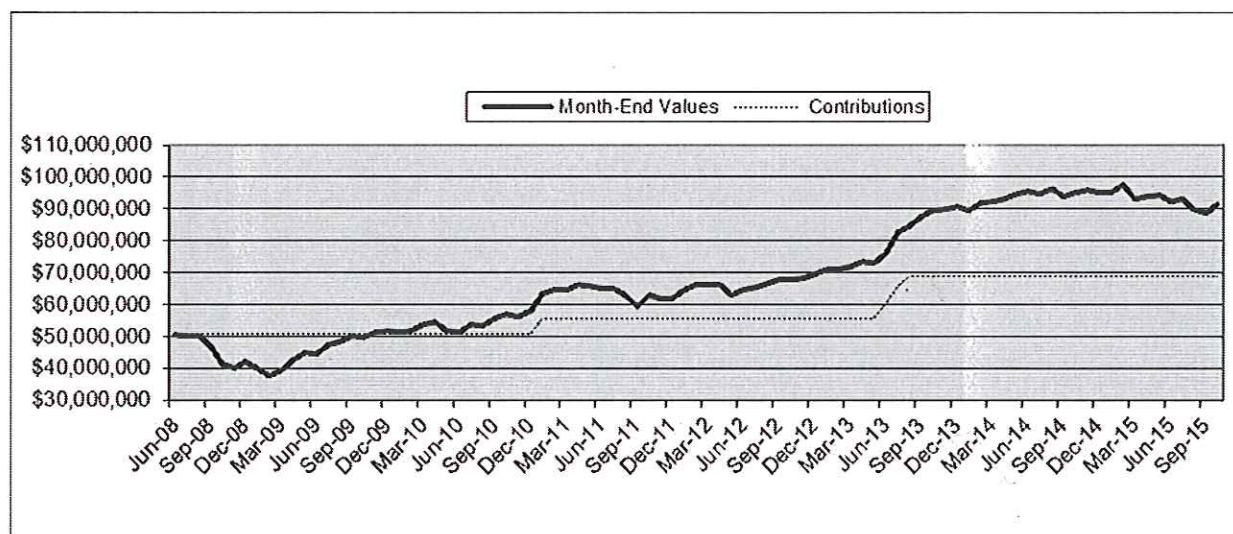
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692

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

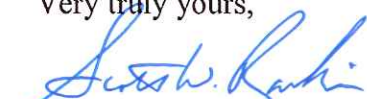
With a fair market value on October 31st of \$91,671,409.66 your portfolio's performance was up 3.53% for the month and up 5.43% on an annualized basis since the June 24th, 2008 inception date net of program fees.

Your portfolio ended the month as a diversified mix of equity funds (47.9%) and fixed income funds (52.1%). It was designed to be invested over a long time frame. Deposits included the initial contribution of \$50,791,103 in June 2008, and additional contributions of \$4,618,708 on January 10, 2011, \$5,000,000 on June 17, 2013, \$5,000,000 on July 31, 2013 and \$3,389,912.76 on August 20, 2013 for a total of \$68,799,723.76. \$4,000,000 was withdrawn from the trust on March 19, 2015. Below is the performance of your portfolio for various time frames since inception.

<u>Performance</u>	<u>October 2015</u>	<u>Year-To-Date</u>	<u>Annualized Since Inception</u>
South Orange CCCD	3.53%	0.43%	5.43% annualized return
S&P 500	8.44%	2.73%	9.19% (Domestic Stocks)
MSCI EAFE	7.82%	2.13%	1.43% (International stocks)
Barclays Aggregate	0.02%	1.16%	4.56% (Domestic Bonds)
Barclays Global	0.21%	-2.05%	2.60% (Global Bonds)



Very truly yours,


Scott W. Rankin
Senior Vice President

Benefit Trust - Retiree (OPEB) Trust

Month - Year	Contributions	Contribution Balance	Month-End Investment Values
June-08	\$ 50,791,103	\$ 50,791,103	\$ 50,589,708
June-09	\$ -	\$ 50,791,103	\$ 44,706,214
June-10	\$ -	\$ 50,791,103	\$ 51,342,419
June-11	\$ 4,618,708	\$ 55,409,811	\$ 65,060,898
June-12	\$ -	\$ 55,409,811	\$ 64,788,984
June-13	\$ 5,000,000	\$ 60,409,811	\$ 76,038,439
July-13	\$ 5,000,000	\$ 65,409,811	\$ 82,877,790
August-13	\$ 3,389,913	\$ 68,799,724	\$ 84,697,024
September-13	\$ -	\$ 68,799,724	\$ 87,424,231
October-13	\$ -	\$ 68,799,724	\$ 89,609,089
November-13	\$ -	\$ 68,799,724	\$ 89,951,634
December-13	\$ -	\$ 68,799,724	\$ 90,697,726
January-14	\$ -	\$ 68,799,724	\$ 89,457,863
February-14	\$ -	\$ 68,799,724	\$ 92,015,106
March-14	\$ -	\$ 68,799,724	\$ 92,418,028
April-14	\$ -	\$ 68,799,724	\$ 93,035,180
May-14	\$ -	\$ 68,799,724	\$ 94,606,053
June-14	\$ -	\$ 68,799,724	\$ 95,689,395
July-14	\$ -	\$ 68,799,724	\$ 94,769,733
August-14	\$ -	\$ 68,799,724	\$ 96,479,698
September-14	\$ -	\$ 68,799,724	\$ 94,002,753
October-14	\$ -	\$ 68,799,724	\$ 95,339,341
November-14	\$ -	\$ 68,799,724	\$ 96,004,369
December-14	\$ -	\$ 68,799,724	\$ 95,241,531
January-15	\$ -	\$ 68,799,724	\$ 95,202,573
February-15	\$ -	\$ 68,799,724	\$ 97,642,721
March-15	\$ (4,000,000)	\$ 64,799,724	\$ 93,188,823
April-15	\$ -	\$ 64,799,724	\$ 94,125,319
May-15	\$ -	\$ 64,799,724	\$ 94,358,288
June-15	\$ -	\$ 64,799,724	\$ 92,222,506
July-15	\$ -	\$ 64,799,724	\$ 93,208,064
August-15	\$ -	\$ 64,799,724	\$ 90,108,927
September-15	\$ -	\$ 64,799,724	\$ 88,539,000
October-15	\$ -	\$ 64,799,724	\$ 91,671,410
	\$ 64,799,724		



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: December 3, 2015

SUBJECT: President's Report for the December 14, 2015 Board of Trustees Meeting

IVC Holds OC Women Veterans Leadership Summit

On November 20, Irvine Valley College (IVC) hosted the Orange County Women Veterans Leadership Summit. Over 125 people attended the summit, 90 of whom were women veterans, including some active duty. Attendees came from both Southern and Northern California. Director of Health, Wellness and Veterans Nancy Montgomery and Black Chamber of Commerce President/Executive Director Bobby MacDonald offered welcoming remarks. Panelists included Women Veteran Affairs/CAL VET Lindsey Sin, President and Co-Founder of Veterans Legal Institute Antoinette Balta, California State Chancellor's Office Board of Governors Nancy Sumner, and President/CEO AMVETS Leona Wheeler. Speakers included Motivational Speaker and Life Coach La Rhonda Crosby-Johnson, and Clinical Psychologist Dr. Miatta Snetter. The summit highlighted inspirational messages and resources to assist women veterans with self-care and awareness.

IVC Model United Nations Wins Top Honors

IVC's Model United Nations (MUN) team won its fourth consecutive Outstanding Delegation award at the National Model United Nations (NMUN) Conference held in Washington, D.C. The team represented IVC well, winning a total of 11 awards. Over 800 students from around the world participated. IVC MUN delegates included: Fatima Al Tamimi, Marina Boodram, Diana Che, Kristin Fleming, Josafat Gonzalez, Chelsea Hateley, Tim Hunt, Shelley Kashyap, Abraham Marmolejo, Sherveen Mosavat, Rachel Mucho, Mickaela Ramos, Mia Saint Clair, John Paul Sayre, Parmida Shariat, Quannie Tsang, Ryan Valle, and Berkley Velez.

IVC Music Alumnus Honored at UCI

IVC music alumnus Jonathan Gerrard was awarded the Leo Freedman Fellowship for 2015-2016 at the University of California, Irvine (UCI). Gerrard studied music studies at IVC before transferring to UCI to complete his bachelor's degree. Currently, he is a second-year master's student at UCI. Gerrard is both a guitarist and composer.

IVC Chief of Police Elected President of California College and University Police Association

On November 10, IVC Chief of Police Will Glen was elected as president of the California College and University Police Association (CCUPA). Chief Glen has served on the CCUPA Board of Directors since 2009. CCUPA is dedicated to enhancing campus safety and crime prevention among all institutions of higher education across California.

IVC Student Ambassador Honored at CCLC Annual Convention

On November 19, IVC student ambassador Omar Rodriguez was honored at the Community College League of California's Annual Convention in San Francisco. In October, Omar was flown to Sacramento by the State Chancellor's office to appear in a video that was presented at the convention. During his State of the Systems address, California Community Colleges Chancellor Brice Harris debuted the video highlighting the accomplishments of Omar and five of his peers throughout the California Community College system. Vice President for Student Services Linda Fontanilla and Vice President for Instruction Craig Justice were in attendance to support Omar.

Performing Arts Events

During this busy season, the IVC Performing Arts Center (PAC) has put on numerous events which included: the fall production of the critically acclaimed drama, *Tartuffe* which debuted Friday, December 4, in the Studio Theatre. The **IVC Choral Endowment Benefit Concert: Handel's Messiah** featured the Christmas portions of this oratorio, conducted by Matthew Tresler on the PAC Main Stage Friday, December 12. The **Wind Symphony Concert** took place on the PAC Main Stage Sunday, December 13; Music faculty Dr. Stephen Rochford conducted along with guest student conductors Douglas Lue and Jesse Tellez. The **Class Concert: Piano Performance and Ensemble** Monday, December 14, on the PAC Main Stage. IVC piano majors and students in the MUS 59 Piano Performance Ensemble course performed their final concert.

IVC Participates in Adopt-a-Family

IVC took part in the Adopt-A-Family project to support IVC students of low-income families. IVC has taken part in the Adopt-A-Family Program for many years and has helped over 7,000 students and their families. This year, IVC faculty, staff, administrators, and associated students expect to support 250 families this holiday season.

IVC Police Department Provide Active Shooter Survival Training

The IVC Police Department held four training workshops for students, faculty, staff and administrators to learn what to do in the event of an active shooter on campus. Attendees learned that the best modes of protection are to first run and call the police once a safe location has been reached; hide by staying out of the shooter's vision; and as a last resort, fight until the shooter is restricted or unarmed.

Vice President for Student Services Linda Fontanilla Named CCCCSSAA Region 8 Representative

In September, Dr. Linda Fontanilla, Vice President for Student Services was elected to serve as the California Community Colleges Chief Student Services Administrators Association (CCCCSSAA) Region 8 representative. Region 8 consists of community colleges within the Orange County and parts of Los Angeles County. Dr. Fontanilla serves as the liaison between the region, state CCCCSSAA representative and the state chancellor's office.



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 December 14, 2015 Board of Trustees Meeting

The Saddleback College football team (10-2) defeated Long Beach City College (10-2), 43-17, on Saturday, November 28th in the Southern California Football Association regional championship game and traveled to San Francisco to take on City College of San Francisco (11-1) in the California Community College Athletic Association state championship game on Saturday, December 12th on the City College of San Francisco campus. This has been a phenomenal season for the Gauchos and we are so proud of our players and coaches, whose hard work and perseverance are exemplary.

The inaugural OC Pathways Showcase was held on December 2nd at the Orange County Great Park to celebrate the first year of OC Pathways, a grant program initiated in 2014 by the California Department of Education that connects educators and industry leaders to equip students for college and career success. Led by Saddleback College and the Orange County Department of Education, OC Pathways comprises 14 school districts, nine community colleges, multiple universities, numerous regional agencies, and scores of industry and community partners working together to prepare Orange County students for high-demand, high-skill, and high-wage careers.

The OC Pathways Showcase, entitled “Equipping Students for the Global Innovation Economy,” highlighted college and high school students who have held internships in the STEM (science, technology, engineering, and math) fields made possible by the grant. Leah Jamison, a Saddleback student in the Department of Education-funded Bridge to Engineering program, participated in a student panel moderated by Dr. Burnett and Dr. Al Mijares, Orange County Superintendent of Schools. The keynote speaker was Leland Melvin, a NASA Astronaut and former NFL football player, who shared his life experiences, noting that perseverance, especially after learning from failure, contributed to his career success.

Office of Instruction

Fine Arts and Media Technology – December was a busy month for FAMT events. On December 1st, our commercial music students performed a free concert of hip hop, rock, pop, soul and funk outside in the Fine Arts Courtyard. On December 3rd, Saddleback applied music students presented a free recital at noon in FA 101. On December 4th, Saddleback chamber music students performed in FA103 at 9 a.m. Numerous holiday performances followed starting with *A Feast of Lights* in the McKinney Theatre to sold-out houses (December 4th-6th). On that same weekend, the Saddleback art students put on their annual holiday student art sale in the Art Gallery on December 4th-8th. Also on that same weekend and continuing through the 13th, the Department of Theatre Arts presented *A Charlie Brown Christmas* on December 4th-13th in the Studio Theatre. On December 9th, young American virtuoso Ovanes Arakelyan

performed a piano recital of great Armenian composers in the McKinney Theatre. On December 10th, the Saddleback Wind Ensemble performed in the McKinney Theatre. On December 11th, chamber music students performed a concert at 9 a.m. in FA 101. On December 12th, the Saddleback Big Band held their yearly holiday concert. The FAMT festivities will culminate with the Laguna Ballet's *The Nutcracker* on December 17th-20th in the McKinney Theatre. On December 18th, the Saddleback Big Band took their holiday show to Laguna Woods where they entertained the folks in the Clubhouse 3 Theater at 7:00 p.m.

Health Sciences and Human Services – The Saddleback College Nursing Program honored 52 graduating nursing students in a symbolic candle lighting and pinning ceremony on Monday, December 7th in the McKinney Theatre. Each graduate received a time-honored pin, a symbol of a nurse's service to others, and their induction into the nursing profession.

Nursing Program Director Tamera Rice, MSN, RN, CNE, welcomed the graduating students, their family members and friends, dignitaries from the South Orange County Community College Board of Trustees and the Chancellor's office, college administrators, faculty members, and staff. A "Remember When" speech was delivered by graduating students Shayna Allen and Kelsea Clark. Dr. Diane Pestolesi presented the fall 2015 graduating class.

Office of Student Services

The Transfer Center counselors attended the USC Community College Counselors Conference and the TPP – Road 2 Teaching Conference. A transfer college fair was held on November 18th and 55 colleges were represented. Application workshops were conducted for students transferring to CSU and UC.