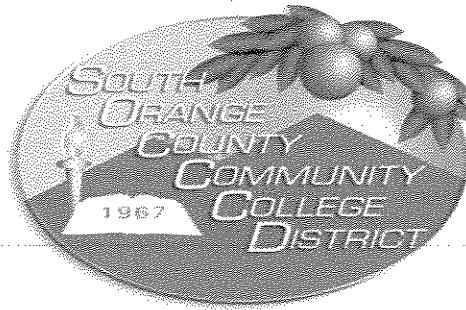


The vision of the
South Orange County Community College District
is to be an educational leader in a changing world.

AGENDA

Meeting of the Board of Trustees



Tuesday, January 20, 2009

Call to order: 5:00 p.m.

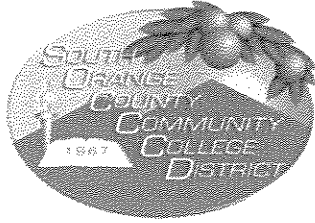
[Followed by Public Comments/Closed Session]

Reconvene Open Session: 6:30 p.m.

Auditorium, Room 145
Health Sciences/District Offices Building
Saddleback College
28000 Marguerite Parkway
Mission Viejo, CA 92692

Board of Trustees

Donald P. Wagner – President, John S. Williams - Vice President, Thomas A. Fuentes – Clerk,
William O. Jay, David B. Lang, Marcia Milchiker, Nancy M. Padberg, Hannah H.E. Lee – Student Trustee
Raghu P. Mathur, Ed.D. - Chancellor



Meeting of the Board of Trustees

January 20, 2009

CALL TO ORDER: 5:00 P.M.

1.0 PROCEDURAL MATTERS

1.1 Call To Order

1.2 Public Comments

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

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- A. Public Employee Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC Section 54957)
 - 1. Public Employee Discipline/Dismissal/Release (4 cases)

- B. Conference with Labor Negotiators (GC Section 54957.6)
 - 1. SOCCCD Faculty Association
 - a. Negotiations Update: Negotiator – Dr. Raghu Mathur;
 - b. Leave Requests (1)

 - 2. California School Employees Association (CSEA), Chapter 586:
 - a. Negotiations Update: Negotiator – Dr. Raghu Mathur
 - b. Leave Requests (2)

- C. Conference with Real Property Negotiators (GC Section 54956.8)
 - 1. Lease of Property by District: Advanced Technology and Education Park (ATEP); Agency Designated Representative – Dr. Raghu Mathur; Negotiating parties: Janez Group, Hudson Capital, LLC.; Under negotiation: Price and terms of payment.

 - 2. Lease of Property by District – 15661 Red Hill Ave, Tustin and 1400 & 1420 Reynolds Avenue, Irvine. Agency Designated Representative – Dr. Raghu Mathur and Royce A. Sharf, Studley; Negotiating parties: Colliers International and C B Richard Ellis (CBRE); Under negotiation: Price and terms of payment.

- D. Conference with Legal Counsel (GC Section 54956.9)
1. Existing Litigation (GC Section 54956.9[b])(3 cases)
 - a. Crosby v. SOCCCD
 - b. Dobbs v. SOCCCD
 - c. Hammel v. SOCCCD
 2. Initiation of Litigation (GC Section 54956.9[c])
 3. Anticipated Litigation/Significant Exposure to Litigation (GC Section 54956.9[b][1] and [b][3][A]) (6 cases)
 4. Anticipated Litigation/Significant Exposure to Litigation (GC Section 54956.9[b][1] and [b][3][C]) Claim of Veronica Saldana for damages

RECONVENE OPEN SESSION: 6:30 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

2.2 Invocation

Led by Trustee Marcia Milchiker

2.3 Pledge of Allegiance

Led by Trustee Nancy Padberg

2.4 Resolutions / Presentations / Introductions

2.5 Public Comments

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

3.0 REPORTS

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

A. Board Reports

B. Chancellor's Report

C. Board Requests for Report(s)

4.0 DISCUSSION ITEMS

- 4.1 **SOCCCD: Basic Aid Funds Update**
Update on status of Basic Aid funds and State budget by consultant Arnold Bray.
- 4.2 **Saddleback College and Irvine Valley College: Basic Skills Initiative**
Dr. Rajen Vurdien, Vice President of Instruction, Saddleback College and Dr. Craig Justice, Vice President of Instruction, Irvine Valley College will present information on the status of Basic Skills Initiative at the colleges.

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 on December 5, 2008.
- 5.2 **Irvine Valley College: Apportionment for FY 2008-09 CalWORKS**
Approve distribution of \$10,000 from the CalWORKs Regional Efforts Allocation.
- 5.3 **Irvine Valley College: B200 Science Lab Annex and B239 Conversion: Contract Amendment No. 3 for Increased Services**
Approve amendment with Carrier Johnson increasing the contract amount by \$76,622.50. Total revised contract amount is \$505,070.50.
- 5.4 **Irvine Valley College: Business Sciences and Technology Innovation Center: Change Order Requests**
Approve change order request with various trade contractors resulting in a decrease of the contract amount by \$1,155.00. The total revised contract amount is \$15,118,182.00.
- 5.5 **Irvine Valley College: Business Sciences and Technology Innovation Center: Notices of Completion**
Approve notices of completion.
- 5.6 **Saddleback College: Communication Arts Swing Space Project: Amendment No. 2 to Increase Contract Services with R2A Architecture**
Approve amendment to agreement R2A Architecture and increase contract amount by \$5,600.00. Total revised contract amount is \$187,385.00.

- 5.7 **Saddleback College: James B. Utt Library Renovation: Amendment to Add Furniture Consultation Services to Architects Scope of Work**
Approve amendment to agreement with gkkworks to add furniture consultation services in the amount of \$79,000.00.
- 5.8 **Saddleback College: James B. Utt Library Renovation: Amendment to Architect's Scope of Work to Incorporate College Changes to DSA Approved Drawings**
Approve amendment to agreement with gkkworks and increase contract amount by \$41,666.00.
- 5.9 **Saddleback College: Fine Arts Restroom Expansion Project: Amendment No. 2 to Increase Contract Services with R2A Architecture**
Approve amendment to R2A Architecture and increase contract amount by \$28,284.00. Total revised contract amount is \$193,134.00.
- 5.10 **Saddleback College: Replace Track Surface Substrate**
Approve contract with Sports Surfaces Distributing, Inc. in an amount not to exceed \$87,800.00.
- 5.11 **SOCCCD: Authorization for District Institutional Memberships 2008/2009**
Approve memberships as listed.
- 5.12 **SOCCCD: Purchase Orders/Confirming Requisitions**
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P09-02411 through P09-02872 amounting to \$3,341,592.10. Approve confirming requisitions dated November 12, 2008 through December 16, 2008 totaling \$124,112.80.
- 5.13 **SOCCCD: Payment of Bills**
Approve Check Nos. 076389 through 077565 processed through the Orange County Department of Education, totaling \$6,750,183.39; and Check Nos. 009425 through 009444, processed through Saddleback College Community Education, totaling \$38,528.38; and Check Nos. 008506 through 008521, processed through Irvine Valley College Community Education, totaling \$14,301.29.
- 5.14 **SOCCCD: Budget Amendment: Adopt Resolution No. 09-01 to Amend 2008-2009 Restricted General Funds**
Adopt resolution to amend the 2008-2009 adopted budget.
- 5.15 **SOCCCD: Transfer of Budget Appropriations**
Ratify transfers as detailed.

- 5.16 **SOCCCD: Gifts to the District and Foundation**
Approve acceptance of various donated items.
- 5.17 **SOCCCD: Trustees' Requests for Attending Conferences**
Approve/ratify Trustees' requests for attending conferences.
- 5.18 **SOCCCD: December 2008/January 2009 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 **Saddleback College: 2008-09 Associated Student Government Budget**
Approve the Budget of Associated Student Government of Saddleback College for 2008-09.
- 6.2 **Saddleback College: Recess to Public Hearing**
Recess to Public Hearing.
- 6.3 **Saddleback College: AT&T Grant of Easement Agreement**
Approve easement agreement.
- 6.4 **SOCCCD: ATEP: Security Services**
Approve consultant agreement to provide security services for ATEP campus and undeveloped property.
- 6.5 **SOCCCD: Agreement for Special Services for the ATEP Project: Alvarez and Marsal Real Estate Advisory Services, LLC**
Approve agreement with Alvarez and Marsal on a time and material basis.
- 6.6 **SOCCCD: Agreement for Special Services for the ATEP Project: The Natelson Dale Group, Inc.**
Approve agreement with The Natelson Dale Group, Inc. on a time and material basis.
- 6.7 **SOCCCD: Agreement for Special Services for the ATEP Project: Environ International Corporation**
Approve agreement with Environ International Corporation on a time and material basis.
- 6.8 **SOCCCD: Agreement for Special Services for the ATEP Project: RGP Planning & Development Services**
Approve agreement with RGP Planning & Development Services on a time and material basis.

- 6.9 **SOCCCD: Academic Year 2009/2010 Non-Resident Tuition Fees for Foreign and Out-Of-State Students**
 Adopt a non-resident tuition fee for the 2009/2010 year of \$190 per semester unit, that the capital outlay fee remain at \$25 per semester unit and the application fee increase to \$54 in 2009/2010.
- 6.10 **SOCCCD: 2009-2010 Sabbatical Recommendations**
 Approval of faculty sabbaticals for the 2009-2010 academic year as recommended by the SOCCCD Sabbatical Committee.
- 6.11 **SOCCCD: CCCT Board of Directors Nominations**
 Approve nomination(s) for membership on the California Community College Trustees (CCCT) Board of Directors.
- 6.12 **SOCCCD: Board Policy Revision: BP 3003: Fiduciary Responsibilities and Ethics, BP 5611: Open Enrollment, Prerequisites, Corequisites, and Advisories Policy, BP 2120: Institutional Planning, BP 5615: Multiple and Overlapping Enrollments**
 Approve Board Policies as presented.
- 6.13 **SOCCCD: Board Policy Revision: BP 2101: Delegation of Authority to the College President**
 Accept Board Policy Revisions for discussion/approval.
- 6.14 **SOCCCD: Board Policy Revision: BP 5625 – Students in the Military**
 Accept Board Policy Revision for review and study.
- 6.15 **Academic Personnel Actions**
 Approve New Personnel Appointments; Authorization to Eliminate Academic Position And/Or Position Numbers; Change of Status; Additional Compensation: General Fund; Additional Compensation: Categorical/Non-General Fund; Resignation/Retirement/Conclusion of Employment
- 6.16 **Classified Personnel Actions**
 Approve New Personnel Appointments; Authorization to Eliminate Classified Position and/or Position Numbers; Authorization to Change Compensation Package for a Classified Position; Authorization to Establish and Announce A Classified Position; Authorization to Change Organization Reporting Structure, Change of Status, Out of Class Assignments, Authorization to Revise the Salary Schedule for the Non-Bargaining Unit, Temporary, Short Term Hourly Employees, Authorization to Reorganize Classified Reporting Schedule, Resignation/Retirement, Conclusion of Employment, Volunteers.

- 6.17 **SOCCCD: Adoption of Resolution 08-41: Trustee Compensation**
Act on Resolution No. 08-41 to increase compensation to \$750.00 for Board members for their services consistent with Education Code Section 72024.
- 6.18 **SOCCCD: SOCCCD Faculty Association Academic Employee Master Agreement**
Act on Academic Employee Master Agreement with SOCCCDFA for the term of July 1, 2007 to June 30, 2010 with estimated costs of \$18,152,855.00 for three year period.
- 6.19 **SOCCCD: Claim Against the District: Veronica Saldana**
Reject claim of Veronica Saldana and refer to the District's insurance administrator for processing.

7.0 **REPORTS**

- 7.1 **SOCCCD: Basic Aid Report**
Projected receipts and approved projects.
- 7.2 **SOCCCD: Facilities Plan Status Report**
Status of current construction projects.
- 7.3 **SOCCCD: List of Board Requested Reports**
List of Board Requested Reports.
- 7.4 **SOCCCD: Monthly Financial Status Report**
Report displays the adopted budget, revised budget and transactions through December 31, 2008.
- 7.5 **SOCCCD: Quarterly Financial Status Report**
Report as of December 31, 2008.

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. President, Saddleback College
- B. President, Irvine Valley College
- C. Provost, ATEP
- D. Associated Student Governments of SC
- E. Associated Students of IVC

- F. Saddleback College Academic Senate
- G. Irvine Valley College Academic Senate
- H. Faculty Association
- I. California School Employees Association
- J. Saddleback College Classified Senate
- K. Irvine Valley College Classified Senate
- L. District Services Classified Senate
- M. Police Officers' Association

9.0 ADDITIONAL ITEMS

9.1 Addition to Item 6.15 Academic Personnel Actions

Authorization to change an academic administrator position description.

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

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Basic Aid Funds Update
ACTION: Discussion

BACKGROUND

Arnold Bray is a consultant who represents the South Orange County Community College District in Sacramento regarding our interests in Basic Aid.

STATUS

Arnold Bray will be available at the January 20 Board meeting to provide an update on the status of Basic Aid funds, specifically as they apply to the District. He will also provide an update on budget negotiations occurring in Sacramento in efforts to resolve the State financial deficit.

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Saddleback College and Irvine Valley College: Basic Skills Initiative
ACTION: Discussion/Information

BACKGROUND

At the direction of the Board of Trustees, each month an item, specifically designed for discussion, is placed on the board agenda. The topic for January is the Basic Skills Initiative.

STATUS

In addition to the report provided by Saddleback College and Irvine Valley College (Exhibit A), Dr. Rajen Vurdien, Vice President for Instruction, Saddleback College, and Dr. Craig Justice, Vice President of Instruction, Irvine Valley College, will present information on the status of the Basic Skills Initiative at the colleges.

Basic Skills Status Report Saddleback College

Reading, writing, and logical thought serve as bedrock processes for higher education. Therefore, the improvement of students' basic skills in English and Mathematics is not just the responsibility of those respective academic departments; rather, it is a priority for Saddleback College as a whole.

The current state of the Basic Skills Initiative (BSI) at Saddleback College is the result of the work performed by the *Basic Skills Taskforce* established in 2007-08. This 15-member college committee recommended a plan that included:

- Establishing a faculty director for basic skills,
- Forming a Basic Skills Advisory Council,
- Partnering with area high schools and primary four-year transfer institutions, and
- Designing a faculty development program focused on basic skills with the goals of increasing student persistence, retention, and success.

In the Fall 2008, the *Basic Skills Advisory Council* began implementing the recommendations. Supported by four discipline experts, Cheryl Altman (Professor of Reading) began coordinating the BSI, with the coordinator and discipline experts receiving reassigned time paid for from BSI funds.

The Basic Skills Advisory Council has taken concrete steps to help students who arrive at Saddleback College without the academic skills necessary to succeed. For example:

- The Council has encouraged intra-collegiate academic forums to discuss common concerns and problems with students' skills and how to address these issues to increase retention and success.
- The College's curriculum is being enhanced by the creation of paired classes where students are encouraged to enroll in content area courses that have been paired with a reading or a writing class. Students participating in the program are counseled throughout the semester.
- Supplemental instruction, which calls for the creation of special units aligned with content area courses, is also being put into practice. An example would be the creation of a special reading class module to complement psychology classes.
- Faculty members are being encouraged to create learning communities or "freshman experience" cohorts; i.e., a group of students sharing similar interests who take a sequence of courses together. This promotes cooperation and increases potential support from other students.
- In addition, students whose assessment test scores do not place them directly into college-level courses are encouraged to take basic skills classes *before* they enroll in content area courses.

The Basic Skills Advisory Council solicited proposals from faculty to create special projects to assist students struggling with basic skills. The following approved projects are funded for Spring 2009 implementation:

- Reading and writing in the sciences (physiology) will focus on how to transfer reading strategies to the field of science.
- Curriculum Development: Paired English 300/Eng 340 will encourage students to take basic writing and reading together, as students are more successful when these courses are taken concurrently.
- Mentorship program for math, English, and study skills will match students with mentors who will guide and monitor them to succeed.
- Strategies for Success: ESL faculty exploration of the issue and material/curriculum development.
- Algebra2Go: An online supplemental instruction tool array.
- Back to Success Campaign: A movement to work toward removal from academic probation.
- English 200 lab component.
- Information competency and basic skills.
- Contextualized learning modules for computer science.

The goal of the Saddleback College Basic Skills Advisory Council is that by working together, faculty, staff, and students can create a community that supports students and will ultimately lead to their success. Basic Skills is part of the Strategic Planning process at Saddleback College and will remain a top priority.

Basic Skills Status Report Irvine Valley College

In response to legislation enacted in 2006 designed to address numerous gaps in providing effective instruction and support for students who lack college-level foundation ("basic") skills in writing, mathematics, reading, and ESL, Irvine Valley College formed a steering committee consisting of counseling faculty, instructional faculty, administrators, and classified staff. The charge of the committee was to identify needs in the area of research, curriculum development, professional development, articulation, student academic assessment, student counseling, tutoring in basic skills/ESL, and development of instructional materials. A "request for proposals" (RFP) was announced so that all interested faculty and departments could propose projects designed to address the needs (or "gaps") in basic skills/ESL support and instruction that had been identified. Available categorical grant funding totaled \$117,596.

Four projects were approved: staff development and training for instructors teaching basic writing courses, counseling services designed to support needs of basic skills students, tutoring of basic skills and ESL students in the Learning Center, and tutoring mathematics students in the Math Tutoring Center.

As a result of the restructuring of IVC's committee structure to align with the major categories of strategic planning, responsibility for overseeing Basic Skills Initiative (BSI) projects shifted to the Institutional Effectiveness Committee in Fall 2007. In addition, the BSI categorical grant funding (amounting to \$102,788 in 2007-2008) was earmarked to address needs of basic skills/ESL students in fewer categories than in the previous year: curriculum development, course articulation, research, professional development, instructional equipment and materials, counseling, and tutoring.

A second RFP was developed and designed to support these listed categories and distributed in January 2008. Five proposals were funded: instructional materials for pre-algebra modules in mathematics, diagnostic instrument and training for instructors teaching ESL students enrolled in English courses, workshops for full-time and part-time English instructors focusing on "best practices" of teaching basic skills writing, development of and training in first-day departmental diagnostics in writing classes, and continuation of student tutoring in mathematics in the Math Tutoring Center.

In Spring 2008, the Institutional Effectiveness Committee also prepared an *Action Plan* and *Expenditure Plan* for Irvine Valley College. The action plan was the culmination of many months of research, analysis, and self-assessment that had been launched with IVC's hosting of a Regional Planning Workshop for the BSI in September 2007. Faculty and administrators participated in the workshops that provided training for preparation of the action plan. The self-assessment enabled faculty in English, mathematics, ESL, reading, counseling, and tutoring areas to evaluate current practices in the context of recommended "best practices" for basic skills/ESL students in the following four areas: Organization/Administrative Practices, Program Components, Faculty and Staff Development, and Instructional Practices. The action plan was synchronized with the IVC Strategic Plan, which already had begun work in several key areas of improving instruction and support for basic skills and ESL students.

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Minutes of the Board of Trustees Meeting
ACTION: Approval

Minutes from :

December 5, 2008 Organizational Meeting of the Board of Trustees (Exhibit A)
are submitted to the Board for review and approval.

Item Submitted by: Dr. Raghu P. Mathur, Chancellor

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
AUDITORIUM, ROOM 145, HEALTH SCIENCES/DISTRICT OFFICES BLDG.,
SADDLEBACK COLLEGE

MINUTES OF THE BOARD OF TRUSTEES' MEETING
December 5, 2008

CALL TO ORDER: NOON

PRESENT

Members of the Board of Trustees:

Donald P. Wagner, President

John S. Williams, Vice President

Thomas A. Fuentes, Clerk

William O. Jay, Member

David B. Lang, Member

Marcia Milchiker, Member

Nancy M. Padberg, Member

Hannah Lee, Student Member

Administrative Officers:

Raghu P. Mathur, Chancellor

Gary Poertner, Deputy Chancellor

Robert Bramucci, Vice Chancellor, Technology and Learning Services

David Bugay, Vice Chancellor, Human Resources

Tod Burnett, President Saddleback College

Glenn Roquemore, President Irvine Valley College

Randy Peebles, Provost, ATEP

1.0 PROCEDURAL MATTERS

1.1 Call To Order

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

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

A. Public Employee Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC 54957)

1. Public Employee Discipline/Dismissal/Release (4 cases)

B. Conference with Labor Negotiators (GC 54957.6)

1. SOCCCD Faculty Association

a. Negotiator - Dr. Raghu Mathur;

b. Leave Requests (1)

2. California School Employees Association (CSEA), Chapter 586:

a. Negotiator - Dr. Raghu Mathur

b. Leave Requests (2)

C. Conference with Real Property Negotiators (GC 54956.8)

1. Lease of District Property - Advanced Technology and Education Park (ATEP) Agency Designated Representative - Dr. Raghu Mathur; Negotiating parties: Janez Group; Under negotiation: Price and terms of payment.

2. Lease of Property by District - 15661 Red Hill Ave, Tustin and 1400 & 1420 Reynolds Avenue, Irvine. Agency Designated Representative - Dr. Raghu Mathur and Royce A. Sharf, Studley; Negotiating parties: Colliers International and C B Richard Ellis (CBRE); Under negotiation: Price and terms of payment.

D. Conference with Legal Counsel (GC 54956.9)

1. Existing Litigation (GC54956.9[b])

a. Crosby v. SOCCCD

b. Dobbs v. SOCCCD

c. Hammel v. SOCCCD

2. Initiation of Litigation (GC 54956.9[c]) (1 case)

3. Anticipated Litigation/Significant Exposure to Litigation (GC54956.9[b][1] and [b][3][A]) (5 cases)

RECONVENE OPEN SESSION: 1:30 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

2.2 Invocation Led by Trustee David B. Lang

2.3 Pledge of Allegiance Led by Trustee Marcia Milchiker

2.4 Administration of Oath of Office to Re-Elected Trustees

The swearing in of re-elected Trustees Fuentes, Jay, Lang and Williams was conducted by Orange County Supervisor Bill Campbell. The meeting was recessed to the Annual Organizational Meeting and Facilities Corporation.

2.5 Annual Organizational Meeting and Facilities Corporation Meeting

A. Election of Officers

On a motion made by Trustee Fuentes and seconded by Trustee Lang, Trustee Wagner was nominated as President and Trustee Williams was nominated as Vice President of the Board of Trustees. This motion passed on a 6-1 vote with Trustee Padberg opposing. On a motion made by Trustee Williams and seconded by Trustee Wagner, Trustee Fuentes was nominated as Clerk of the Board of Trustees. This motion passed on a 5-2 vote with Trustees Padberg and Jay opposing.

B. Appointment of Secretary and Assistant Secretary

On a motion made by Trustee Lang and seconded by Trustee Fuentes Chancellor Mathur was appointed Secretary and Deputy Chancellor Poertner was appointed Assistant Secretary to the Board of Trustees on a 7-0 vote.

C. Appointment of Trustee Representatives

On a motion made by Trustee Lang and seconded by Trustee Williams Trustees the following appointments were made:

Representative to the Nominating Committee to the Committee on School District Organization: John Williams; and Alternate Representative: Nancy Padberg

District's Political Action Representative to the Orange County School Boards

Association: John Williams; and Alternate Representative: Nancy Padberg

Liaison to Orange County Community College Trustees Association: Bill Jay

Representative to the Orange County Legislative Task Force: Tom Fuentes; Alternate Representative: Don Wagner and second Alternate Representative: Marcia Milchiker

Representative to the Orange County Transportation Authority: Stakeholders

Working Group for South Orange County Major Investment Study: Nancy Padberg and Alternate Representative: Dave Lang

D. Establishment of Regular Meeting Dates

On a motion made by Trustee Williams and seconded by Trustee Padberg the Board unanimously approved the Board meetings for the calendar year 2009 as presented with one amendment that the meeting for July will take place on Tuesday, July 21, 2009.

E. Establishment of Agenda Planning Calendar

The 2009 Board Agenda Planning Calendar was unanimously approved with recommended changes and correction to the Board meeting dates.

F. Approval of Agenda Format

On a motion made by Trustee Fuentes and seconded by Trustee Williams, the Agenda Format was unanimously approved with the addition of Item 3.1C Board Requests for Reports

G. Schedule of Discussion Topics

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

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

On a motion made by Trustee Lang, seconded by Trustee Fuentes and unanimously carried, the same persons holding membership on the SOCCCD Board of Trustees were elected as directors of the SOCCCD Facilities Corporation to a term of office extending until the next annual organizational meeting, and further the President, Vice President, Secretary and Treasurer be elected to a term of office extending until the next annual organizational meeting.

2.6 Resolutions/Presentations/Introductions

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

3.0 REPORTS

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

A. Board Reports

Trustees Jay, Padberg, Fuentes, Williams, Wagner, Milchiker, Lang and Student Trustee Hannah Lee gave reports.

B. Chancellor's Report

Chancellor Mathur gave a report.

C. Board Requests for Report(s)

4.0 DISCUSSION ITEM

4.1 Saddleback College and Irvine Valley College: Institutional Effectiveness Reports from Saddleback College and Irvine Valley College on Institutional Effectiveness

Vice Chancellor Bob Bramucci, Irvine Valley College Vice President of Instruction Craig Justice, District Director of Research and Planning Denice Inciong and Chair of Saddleback College's Institutional Effectiveness Committee Morgan Barrows gave a report on Institutional Effectiveness for Saddleback College and Irvine Valley College.

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 Wagner requested Items 5.5 and 5.10 be pulled, Trustee Fuentes requested Item 5.11 be pulled and Trustee Padberg requested Item 5.2 be pulled. On a motion made by Trustee Williams and seconded by Trustee Fuentes the remaining items on the Consent Calendar were approved on a 7-0 vote.

5.1 SOCCCD: Board of Trustees Meeting Minutes Approve minutes of a Special Meeting held on November 12, 2008 and a regular meeting held on November 17, 2008

5.2 Saddleback College: Pool Deck Replacement Design Services: Architectural Agreement Approve agreement with PJHM Architecture for a fixed fee of \$104,500.00.

On a motion made by Trustee Wagner and seconded by Trustee Lang, this item passed on a 7-0 vote.

5.3 Irvine Valley College: Change Order Requests: Business Sciences and Technology Innovation Center Approve change order requests with various trade contractors which will result in a decrease of \$15,571.00 in the total project cost. The revised total contract amount is \$15,119,337.00.

5.4 Irvine Valley College : Notice of Completion: Business Sciences Technology and Innovation Center Authorize the filing of the Notice of Completion.

5.5 Irvine Valley College: Business Sciences and Technology Innovation Center: Furniture Acquisition, Phase III, Bid No. 297 Approve purchase of furniture with various dealers in an amount not to exceed \$225,000.00.

On a motion made by Trustee Fuentes and seconded by Trustee Lang the amended agenda item 5.5, reflecting actual dollar amounts, was approved on a 7-0 vote.

5.6 Saddleback College and Irvine Valley College: Speakers: Approve honoraria for speakers for Saddleback College.

5.7 SOCCCD: Purchase Orders/Confirming Requisitions Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P09-02252 through P09-02410 amounting to \$1,348,456.15. Approve confirming requisitions dated October 29, 2008 through November 11, 2008 totaling \$52,089.66.

5.8 SOCCCD: Payment of Bills Approve Check Nos. 075976 through 076388, processed through the Orange County Department of Education, totaling \$3,167,017.73; Check Nos. 009417 through 009424, processed through Saddleback College Community Education, totaling \$6,558.03; and Check Nos. 008504 through 008505, processed through Irvine Valley College Community Education, totaling \$1,280.00.

5.9 SOCCCD: Budget Amendment: Adopt Resolution No. 08-37 to Amend 2008-2009 Restricted General Fund Adopt resolution to amend the 2008-2009 adopted budget.

5.10 SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting Approve resolution 08-39.

On a motion made by Trustee Williams, seconded by Trustee Padberg and with Trustee Wagner recusing himself, this item passed on a 6-0 vote.

5.11 SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting Approve resolution 08-40.

On a motion made by Trustee Williams, seconded by Trustee Jay and with Student Trustee Lee recusing herself, this item passed on a 7-0 vote.

5.12 SOCCCD: Transfer of Budget Appropriations Approve transfers as detailed.

5.13 SOCCCD: October/November 2008 Contracts Ratify contracts as listed.

5.14 SOCCCD: Gifts to the District and Foundations Approve acceptance of various donated items.

6.0 GENERAL ACTION ITEMS

6.1 Saddleback College: Study Abroad Program to Peru
Approve Saddleback College study abroad program: Studies in Peru in Spring, 2009 and direct administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the American Institute for Foreign Study for coordinating all travel agreements.

This item was pulled by Administration.

6.2 Saddleback College: Adopt Resolution No. 08-38: Intention to Enter Into Agreement and Hold a Public Hearing for AT&T California Easement Adopt resolution and set a public hearing for January, 2009.

On a motion made by Trustee Williams and seconded by Trustee Lang, this item passed on a 7-0 vote.

6.3 SOCCCD: 2010-2011 Academic Calendar Approve the proposed 2010-2011 Academic Calendar.

On a motion made by Trustee Lang and seconded by Trustee Williams, this item passed on a 7-0 vote.

6.4 SOCCCD: Board Policy Revision: BP 3003 - Fiduciary Responsibilities and Ethics, BP 5611 - Open Enrollment, Prerequisites, Corequisites and Advisories Policy, BP 2120 - Institutional Planning, BP 5615 - Multiple and Overlapping Enrollments Submitted for discussion/approval.

On a motion made by Trustee Jay and seconded by Trustee Lang, this item was accepted for discussion to be brought back to the next Board Meeting for approval on a 7-0 vote.

6.5 SOCCCD: Board Policy Revision: BP 2101 - Delegation of Authority to the College President
Accept for review and study.

On a motion made by Trustee Lang and seconded by Trustee Padberg this item was accepted for review and study on a 7-0 vote.

6.6 SOCCCD: Adoption of Resolution No. 08-41: Trustee Compensation Approve Resolution No. 08-41 to increase compensation to \$750.00 for Board members for their services consistent with Education Code Section 72024, effective December 1, 2008.

The Chancellor requested this item to be pulled for further research.

6.7 SOCCCD: Academic Personnel Actions Approve New Personnel Appointments, Administrator Contract Extension, Additional Compensation: Categorical/Non-General Fund, Resignation/Retirement/Conclusion of Employment.

On a motion made by Trustee Williams and seconded by Trustee Jay, this item passed on a 7-0 vote.

6.8 SOCCCD: Classified Personnel Actions Approve New Personnel Appointments, Authorize to Eliminate Classified Position, Authorize to Establish and Announce Classified Position, Change of Status, Out of Class Assignments, Resignation/Retirement, Conclusion of Employment Volunteers.

On a motion made by Trustee Fuentes and seconded by Trustee Jay, this item passed on a 7-0 vote.

6.9 SOCCCD: Memorandum of Understanding - Academic Master Agreement Article XV Approve Memorandum of Understanding with the Faculty Association.

On a motion made by Trustee Fuentes and seconded by Trustee Williams, this item passed on a 7-0 vote.

7.0 INFORMATION ITEMS

7.1 SOCCCD: Basic Aid Report Projected receipts and approved projects.

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

7.3 SOCCCD: Monthly Financial Status Report This report displays the adopted budget, revised budget and transactions through October 31, 2008.

7.4 SOCCCD: Trustee Expenditure Report The report summarizes various items of travel information.

It was requested that this item be returned to the January 2009 Board meeting.

7.5 SOCCCD: List of Board Requested Reports List of reports requested by members of the Board.

8.0 WRITTEN REPORTS

Reports were made by CSEA President Mary Williams, SC Classified Senate President Shanna Moorehouse, IVC Classified Senate President Gee Dixon, SC President Tod Burnett, IVC President Glenn Roquemore, Provost Randy Peebles, SC Academic Senate President Bob Cosgrove and Faculty Association President Lee Haggerty.

ADJOURNMENT (or continuation of closed session if required): 4:00 P.M.

The meeting was adjourned at 4:05 p.m.

Raghu P. Mathur, Ed.D., Secretary

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Irvine Valley College: Apportionment for FY 2008-09 CalWORKs
ACTION: Approval

BACKGROUND

The Fiscal Year 2008-09 CalWORKs Regional Efforts Allocation is \$100,000 and is to be used to support and enhance regional coordination, communication, and training events for ten regions. Fawn Tannriverdi serves as the CalWORKs Region 8 Coordinator.

STATUS

CalWORKs Coordinator, Patricia Servin-Lemus, notified Irvine Valley College (IVC) on November 3, 2008 of its \$10,000 award on behalf of Region 8 (Exhibit A). IVC CalWORKs staff will provide regional meetings and workshops, as well as provide oversight of the expenditures related to the disbursement of the Regional Efforts Allocation fund. The fund guidelines and its budget are attached as Exhibit B.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept this distribution of \$10,000 from the CalWORKs Regional Efforts Allocation.

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

**CALIFORNIA COMMUNITY COLLEGES
SYSTEM OFFICE**

1102 Q STREET
SACRAMENTO, CA 95811-6549
(916) 445-8752
<http://www.cccco.edu>



November 3, 2008

TO: Regional CalWORKs Coordinators
FROM: Patricia Servin-Lemus, CalWORKs Coordinator
SUBJECT: Fiscal Year 2008-09 CalWORKs Regional Efforts Allocation

Synopsis: Of the amount approved in the 2008-09 State budget for the provision of specialized services for CalWORKs students, \$100,000 has been set-aside to support and enhance regional coordination, communication, and training events for the ten regions. Each region may receive up to \$10,000 for FY 2008-09, which will be disbursed through the apportionment process.

As part of the compliance process for receiving and spending these funds, a budget must be submitted by November 24, 2008 and the year end expenditure report by August 31, 2009.

Examples of allowable expenses:

- Travel expenses for the Regional CalWORKs Coordinators, College CalWORKs Coordinators, CalWORKs staff and county partners (if necessary) to attend CalWORKs related events
- Regional meeting expenses for workshops and coordination with county welfare department staff (e.g. reasonable food costs, meeting room space, and speakers)
- Reproduction and distribution of reports and other materials that directly benefit the CalWORKs programs (e.g. flyers, brochures, posters, manuals and videotapes/DVD)

Action Requested/Date of Response: The System Office requires approval and accounting of CalWORKs expenditures through the use of the CalWORKs Regional Efforts Budget form. The FY 2008-09 CalWORKs Regional Efforts Allocation table is shown below.

FY 2008-09 CalWORKs Regional Efforts Allocation

Region	College	Regional CalWORKs Coordinator	Amount
1	Shasta College	Monte Murphy	\$ 10,000
2	Yuba Community College	Celeste Sager	\$ 10,000
3	Santa Rosa Junior College	Jamey Ransford	\$ 10,000
4	Cabrillo College	Dena Taylor	\$ 10,000
5	San Joaquín Delta College	Tiffanie Panella	\$ 10,000
6	Ventura Community College	Pat Fox-West	\$ 10,000
7	Pasadena City College	Lana Fields	\$ 10,000
8	Irvine Valley College	Fawn Tanriverdi	\$ 10,000
9	Chaffey College	Kathy Dutton	\$ 10,000
10	Cuyamaca College	Sheryl Eaves	\$ 10,000

November 3, 2008

Page 2 of 2

The FY 2008-09 CalWORKs Regional Efforts Budget form (attached) is **due (postmarked) by November 24, 2008.**

Please mail (do not fax or email) original to:

Cristina Mora
CalWORKs Program
California Community Colleges System Office
1102 Q Street
Sacramento, CA 95811-6549

Contact: Please contact Cristina Mora at 916-445-1643 or cmora@cccco.edu or Patricia Servin-Lemus at 916-327-5890 or pservin@cccco.edu for questions.

Cc: Linda Michalowski
Sarah Tyson
Randy Fong
Cristina Mora
Dean of Student Services
Chief Student Services Officer
Chief Business Officer

FY 2008-09 CalWORKs Regional Efforts Budget

College: Irvine Valley College

Region: 8

Allowable Costs Guidelines:

- The funds may be used to pay travel expenses for Regional CalWORKs Coordinator, College CalWORKs Coordinators, CalWORKs staff and county partners (if necessary) to attend CalWORKs events
- Regional meeting expenses for workshops and coordination with county welfare department staff (e.g. reasonable costs for speakers, food, and meeting room space)
- Reproduction and distribution of reports and other materials that directly benefit the. CalWORKs programs (e.g. flyers, brochures, posters, manuals and videotapes/DVD)

BUDGET DETAIL		
Object Code of Exp.	Classification	CalWORKs Regional Efforts
4000	Supplies and Materials	
	Type of Expense	
	WCLP CalWORKs Student Handbooks (for Region 8 Colleges)	\$3,000
	SubTotal of Object Code 4000	\$3,000
5000	Other Operating Expenses and Services	
	Type of Expense	
	CalWORKs Partnership Conference/Regional Meetings for Region 8 Rep	\$4,000
	Speaker Fee	\$500
	Refreshments for CalWORKs Region 8 Meetings and Events	\$2,500
SubTotal of Object Code 5000	\$7,000	
7000	Other Outgo	
	Type of Expense	
SubTotal of Object Code 7000	\$0	
Grand Total must be less than or equal to \$10,000		\$10,000

We hereby certify the foregoing to be accurate, that all proposed expenditures comply with the regional efforts criteria. The \$10,000 regional efforts funds will be disbursed through the first principle apportionment.

Fawn Tanriverdi

(949) 451-5749

College's CalWORKs Coordinator (Typed name & signature)

Phone Number

Davit Khachatryan

(949) 451-5326

College Business Officer (Typed name & signature)

Phone Number

Dr. Elizabeth Cipres

(949) 451-5410

College's CalWORKs Supervising Administrator (Typed name & signature)

Phone Number

Due date November 24, 2008 (original Postmarked, do not fax, or email)

Mail to: Cristina Mora, CalWORKs Program Liaison
California Community Colleges System Office
1102 Q Street
Sacramento, CA 95811-6549

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Irvine Valley College: B200 Science Lab Annex and B239 Conversion:
Contract Amendment No. 3 for Increased Services
ACTION: Approval

BACKGROUND

On July 24, 2006, the Board of Trustees approved hiring Carrier Johnson as architect for the Irvine Valley College B200 Science Lab Annex and B239 Conversion project for a fee equal to 8.5% of the construction cost or an estimated fee of \$302,177. Amendments for \$126,271 were previously approved for a total estimated contract amount of \$428,448.

The original agreement provided for additional design services if significant changes were required on the Project. The agreement also provided for a redetermination of construction costs at bid time.

STATUS

It is determined in the best interest of the District to modify the original scope with the following services, 1) Design modification per constructability reviews and DSA coordination/submittal, 2) Additional meetings, design changes, and evaluation of alternatives to resolve faculty programming issues and; 3) MEP and Civil design changes.

These requirements are beyond the original scope of architectural services and staff recommends a fee revision to reflect these additional services in the amount of \$26,387. Additionally, the compensation of the agreement at 8.5% of the construction cost shifts the evaluation of "construction costs" from the District project budget to the lowest responsible bid resulting in an additional amount of \$50,235 due the Architect equaling \$76,622.50 for a total fee of \$505,070.50.

Funds are available in the approved basic aid project budget which is \$6,980,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve amendment No. 3 in the amount of \$76,622.50, EXHIBIT A, with Carrier Johnson to provide additional architectural services for the Irvine Valley College B200 Science Lab Annex and B239 Conversion project for a total fee of \$505,070.50.

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

**AMENDMENT NO. 3
TO ARCHITECTURAL SERVICES AGREEMENT
FOR BUSINESS SCIENCES AND TECHNOLOGY INNOVATION PROJECT
AT
IRVINE VALLEY COLLEGE**

January 20, 2009

THIS AMENDMENT shall modify the original agreement dated July 24, 2006, by and between the South Orange County Community College District, hereinafter referred to as "DISTRICT," and Carrier Johnson, 275-B McCormick Avenue, Costa Mesa, CA 92626, hereinafter referred to as "CONSULTANT."

WHEREAS, Article IX, paragraph 9 of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

WHEREAS, the scope of services has been increased to include 1) Design modification per constructability reviews and DSA coordination/submittal, 2) Additional meetings, design changes, and evaluation of alternatives to resolve faculty programming issues and 3) MEP and Civil design changes; and

WHEREAS, this additional scope requires increased services by the "CONSULTANT"; and

WHEREAS, Article VIII, paragraph 1, establishes the compensation of the agreement at 8.5% of the construction cost; and Article V, paragraph 3. adjusts the evaluation of construction cost from the DISTRICT project budget to the lowest responsible bid; and

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

1. Article VIII, paragraphs 1 and 2, of the agreement shall be modified as follows: "The DISTRICT" shall compensate the "CONSULTANT" for services described in the original agreement, amendments to date and services described in the "CONSULTANT's" proposal of services dated October 14, 2008 and December 16, 2008, and issued after the date of this amendment as follows:

FIXED FEE FOR SERVICES AS DESCRIBED HEREIN:

1. Design modification and DSA coordination/submittal	15,472.50
2. Additional meetings to resolve Faculty programming issues	2,115.00
3. MEP and Civil design changes	8,800.00

MODIFICATION TO THE FEE BASED ON THE CHANGE IN
EVALUATING CONSTRUCTION COSTS

4. Construction Costs change from DISTRICT project budget to lowest responsible, responsive bidder	50,235.00
Total this Amendment	\$76,622.50

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

“DISTRICT”

South Orange County Community College District

“CONSULTANT”

Carrier Johnson

By: _____

Gary Poertner

By: _____

Title: Deputy Chancellor

Title: _____

Date: _____

Date: _____

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Irvine Valley College: Business Sciences and Technology Innovation Center: Change Order Requests
ACTION: Approval

BACKGROUND

On March 27, 2006, the Board of Trustees hired gkkworks for the management of multiple prime contracts for the construction of the Business and Technology Innovation Center at Irvine Valley College. This management includes the negotiation of changes to all contracts. Twenty one trade contracts have been awarded to this date for a total combined amount of \$14,930,340. Previously approved change orders increased the amount by \$188,989 for a revised contract amount of \$15,119,337.

STATUS

Exhibit A describes the required modifications contained in Change Order Requests (COR) number 204. Approval of this COR and the credits for the unused allowances will result in a decrease of \$1,155 in the total project cost and the individual trade contractors will be impacted as shown in EXHIBIT B.

The total changes to each of the trade contracts do not exceed the 10% limit allowed by Public Contract Code. Approval of this COR and credit for the unused allowances will bring the revised total contract amount to \$15,118,182.

Funds are available within the approved project budget which is \$22,817,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Change Order Request number 204 for the Business and Technology Innovation Center project at Irvine Valley College as described in EXHIBIT A and B and authorize staff to execute the corresponding change orders with each of the trade contractors involved which will result in a decrease of \$1,155 in the total project cost.

**BUSINESS AND TECHNOLOGY INNOVATION CENTER
AT
IRVINE VALLEY COLLEGE**

EXHIBIT A
1 of 1

January 20, 2009

COR No.	Date	Description	Requested	Status	Amount
204	8/24/2008	Add Mullions at Library Feature Wall	Arch	APP	\$18,070.00
N/A	8/28/2008	Allowance Balance - Moonlight Glass	Owner	APP	(\$15,000.00)
N/A	8/28/2008	Allowance Balance - Inland Building (Pkg Q)	Owner	APP	(\$4,225.00)

TOTAL THESE CHANGE ORDER REQUESTS

-\$1,155.00

Construction of Business and Technology Innovation Center

Irvine Valley College

Bid No. 279

Board Change Order No. 13

January 20, 2009

BID PKG. #	BID PACKAGE DESCRIPTION	CONTRACTOR	CONTRACT AMOUNT	Previously Approved COR's	COR# 204	Allowance Adjustment	REVISED CONTRACT AMOUNT
A	Demolition/Grading	Salsbury Engineering	\$297,000	\$21,063			\$318,063
B	Plumbing/Site Utilities	HPL Mechanical	\$671,937	\$30,286			\$702,223
C	Concrete	TB Penick & Sons	\$1,738,000	\$68,077			\$1,806,077
D	Landscape & Irrigation	FYR (dba Pierre Landscaping)	\$227,200	\$13,735			\$240,935
E	Masonry	Winegardner Masonry	\$289,200	\$8,187			\$297,387
F	Structural & Misc Metals	Zimkor Industries	\$2,390,000	(\$112,146)			\$2,277,854
G	Roofing & Waterproofing	Best Roofing	\$349,830	(\$6,944)			\$342,886
H	Sheet Metal & Flashings	Crowner Sheet Metal	\$298,860	\$5,550			\$304,410
I	Casework & Millwork	K&Z Cabinet	\$146,160	-\$5,886			\$140,274
J	Doors & Hardware	Inland Building	\$158,800	-\$5,428			\$153,372
K	Aluminum Curtain Wall & Glazing	Moonlight Glass	\$1,272,300	\$25,609	\$18,070	(\$15,000)	\$1,300,979
L	Lath, Plaster, Drywall & Batt Insulation	USS Cal Builders	\$2,792,000	\$11,619			\$2,803,619
M	Ceramic Tile	Inland Pacific Tile	\$86,990	-\$5,000			\$81,990
N	Acoustical Ceilings	Martin Integrated Systems	\$217,263	\$3,182			\$220,445
O	Floor Coverings	The Rouse Company	\$228,000	\$11,614			\$239,614
P	Painting & Coatings	Saunders & McMillin	\$137,800	\$12,981			\$150,781
Q	Specialties	Inland Acoustics, Inc.	\$331,400	\$6,859		(\$4,225)	\$334,034
R	Hydraulic Elevator	Mitsubishi Electric	\$86,000	\$2,334			\$88,334
S	Fire Protection Systems	Daart Engineering	\$237,608	-\$5,000			\$232,608
T	HVAC	Couts Heating and Cooling	\$1,187,000	\$23,571			\$1,210,571
U	Electrical & Low Voltage Systems	Gilbert & Stearns, Inc.	\$1,787,000	\$84,726			\$1,871,726
		TOTAL	\$14,930,348	\$188,989	18,070	(19,225)	\$15,118,182

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Irvine Valley College: Business Sciences Technology and Innovation Center: Notices of Completion
ACTION: Approval

BACKGROUND

On March 27, 2006, the Board of Trustees hired gkkworks for the management of multiple prime contracts for the construction of the Business Sciences Technology and Innovation Center at Irvine Valley College. The Board previously approved filing the Notice of Completion for twelve contractors.

STATUS

The Construction manager recommends that Notices of Completion be filed for the following two contracts:

Package K: **Aluminum Curtain Wall & Glazing, Exhibit A**
Package Q: **Miscellaneous Specialties & Furnishings, Exhibit B**

RECOMMENDATION

The Chancellor recommends that the Board of Trustees authorize the filing of the Notices of Completion attached as EXHIBIT A and B, for two contracts for the construction of the Business Sciences Technology and Innovation Center at Irvine Valley College. It is also recommended that the Board authorize the release of retention 35 days after filing.

Recording Requested
By and Mail to:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
28000 Marguerite Parkway
Mission Viejo, CA 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, is Owner of the property hereinafter described, caused improvements to be made to said property to wit: ALUMINUM CURTAIN WALL & GLAZING AT IRVINE VALLEY COLLEGE, BID NO. 279, Package K, the contract for the doing of which was heretofore entered into the 26TH day of SEPTEMBER, 2006, which contract was made with MOONLIGHT GLASS CO. INC.; as Contractor; that said improvements were completed on the 19TH day of DECEMBER, 2008, and accepted by formal action of the governing board of said District on the 20TH day of JANUARY, 2009, 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 the LINCOLN GENERAL INSURANCE COMPANY; that the property hereinafter referred to and on which said improvements were made is described as follows:

IRVINE VALLEY COLLEGE
5500 IRVINE CENTER DRIVE
IRVINE, CALIFORNIA 92618

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY

By _____ Dated _____
RAGHU P. MATHUR, Ed.D.
Chancellor

STATE OF CALIFORNIA]] ss.
COUNTY OF ORANGE]

DR. RAGHU P. MATHUR, being first duly sworn, deposes and says:

That he is Secretary of the Board of Trustees of the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of the County of Orange;

That the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, is the owner of said property described in the foregoing notice;

That he has read the foregoing notice and knows the contents thereof and that the facts stated therein are true.

RAGHU P. MATHUR, Ed.D. Dated _____
Chancellor

SUBSCRIBED AND SWORN TO BEFORE ME
this _____ day of _____, 20____.

Notary Public in and for said County and State

Recording Requested
By and Mail to:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
28000 Marguerite Parkway
Mission Viejo, CA 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, is Owner of the property hereinafter described, caused improvements to be made to said property to wit: MISCELLANEOUS SPECIALTIES AT IRVINE VALLEY COLLEGE, BID NO. 279, Package Q, the contract for the doing of which was heretofore entered into the 26TH day of SEPTEMBER, 2006, which contract was made with INLAND ACOUSTICS, INC.; as Contractor; that said improvements were completed on the 19TH day of DECEMBER, 2008, and accepted by formal action of the governing board of said District on the 20TH day of JANUARY, 2009, 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 the INTERNATIONAL FIDELITY INSURANCE COMPANY; that the property hereinafter referred to and on which said improvements were made is described as follows:

IRVINE VALLEY COLLEGE
5500 IRVINE CENTER DRIVE
IRVINE, CALIFORNIA 92618

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY

By _____ Dated _____
RAGHU P. MATHUR, Ed.D.
Chancellor

STATE OF CALIFORNIA]] ss.
COUNTY OF ORANGE]

DR. RAGHU P. MATHUR, being first duly sworn, deposes and says:

That he is Secretary of the Board of Trustees of the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of the County of Orange;

That the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, is the owner of said property described in the foregoing notice;

That he has read the foregoing notice and knows the contents thereof and that the facts stated therein are true.

RAGHU P. MATHUR, Ed.D. Dated _____
Chancellor

SUBSCRIBED AND SWORN TO BEFORE ME
this _____ day of _____, 20____.

Notary Public in and for said County and State

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Saddleback College: Communication Arts Swing Space Project:
Amendment No. 2 to Increase Contract Services with R2A Architecture
ACTION: Approval

BACKGROUND

On May 27, 2008, the Board of Trustees approved an agreement with R2A Architecture to provide architectural services for the Communication Arts Swing Space project at Saddleback College for a fee of \$169,235.00. The agreement was amended by Board action on October 27, 2008 to include the design of new electrical service and distribution system increasing fee to \$181,785.00.

STATUS

During DSA review of this project, analysis of the existing restrooms serving the building was found to be non-compliant for ADA accessibility requirements. Design of this area is required. Reconfiguration of the existing restrooms is required to meet ADA standards. Design of this area is required. The Architect has requested a revision of the fee schedule to reflect the additional scope of architectural services.

The revised schedule of fees will increase the total fee by \$5,600.00 for a total contract amount of \$187,385.00. EXHIBIT A is Amendment No. 2 to the agreement that incorporates these changes.

Funds are available in the project account to cover this amendment.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Amendment No. 2, EXHIBIT A, to the Architectural Services agreement with R2A Architecture for the Communication Arts Swing Space project increasing the fee in the amount of \$5,600.00. The total revised contract amount is \$187,385.00.

**AMENDMENT NO. 2
TO ARCHITECTURAL SERVICES AGREEMENT
FOR COMMUNICATION ARTS SWING SPACE PROJECT
AT
SADDLEBACK COLLEGE**

January 20, 2009

THIS AMENDMENT shall modify the original agreement dated May 28, 2008, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and R2A ARCHITECTURE, 2900 Bristol Street, Suite E-205, Costa Mesa, California, 92626, hereinafter referred to as "CONSULTANT."

WHEREAS, Article IX, paragraph 9 of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

WHEREAS, Article I, paragraph 3, establishes the term of the agreement at thirty six (36) months from the date of the agreement; and

WHEREAS, the term will expire on May 28, 2011; and

WHEREAS, the scope of services has been increased to include a new interim outdoor strength training area and DSA required ADA upgrades to Village building number 9 restrooms and path of travel to the restrooms; and

WHEREAS, this additional scope requires increased services by the "CONSULTANT" and Civil engineer and plumbing consultants; and

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

1. Article VIII, paragraphs 1 and 2, of the agreement shall be modified as follows: "The DISTRICT" shall compensate the "CONSULTANT" for services described in the original agreement and services required to produce a reasonably complete and accurate set of construction documents for the additional scope of services described herein and further described in the "CONSULTANT's" proposal of services dated October 7, 2008 issued until the date of this amendment as follows:

FIXED FEE FOR ALL SERVICES AS DESCRIBED HEREIN: \$5,600.00.

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

“DISTRICT”

South Orange County Community College District

“CONSULTANT”

R2A Architecture

By: _____
Gary Poertner

Title: _____
Deputy Chancellor

Date: _____

By: _____

Title: _____

Date: _____

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Saddleback College: James B. Utt Library Renovation: Amendment to Add Furniture Consultation Services to Architects Scope of Work

ACTION: Approval

BACKGROUND

On October 27, 2004, the Board of Trustees approved an agreement with gkkworks to provide architectural services for the James B. Utt Library Renovation at Saddleback College for 9% of the construction costs.

The original agreement identified additional services available to the district including the provision for services in connection with installation of furniture and related equipment.

The architect, end users, and staff will meet to define furniture needs for the James B. Utt Library Renovation. This group will define an outline for furnishings and will work together through finalizing material selection.

STATUS

Furniture consultation services will result in the most favorable pricing for both material and installation. Services will include product selection, space planning code evaluation, electrical and data confirmation, procurement assistance, delivery/installation coordination and budget analysis.

In addition to the cost benefit, enlisting the building designer in furniture procurement will ensure the original design intent extends into the furnishings for a distinctive finish.

Staff recommends approval of additional architectural services for \$79,000. Funds are available in the project budget which is \$21,124,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approves the amendment (Exhibit A) to add furniture consultation services to the architect's scope of work in the amount of \$79,000 for the James B. Utt Library renovation at Saddleback College.

**AMENDMENT
TO ARCHITECTURAL SERVICES AGREEMENT
FOR JAMES B. UTT LRC RENOVATION PROJECT
AT
SADDLEBACK COLLEGE**

JANUARY 20, 2009

THIS AMENDMENT shall modify the original agreement dated October 27, 2004, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and GKKWORKS, 20411 SW Birch Street, Suite 300, Newport Beach, California, 92660, hereinafter referred to as "CONSULTANT."

WHEREAS, Article IX, paragraph 9 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 9% of the construction cost; and

WHEREAS, the scope of services has been increased to include Furniture Consultation Services; and

WHEREAS, this additional scope requires increased services by the "CONSULTANT"; and

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

1. Article VIII, paragraphs 1 and 2, of the agreement shall be modified as follows: "The DISTRICT" shall compensate the "CONSULTANT" for services described in the original agreement and services required to completely procure furniture and equipment as described in the "CONSULTANT's" proposal of services dated November 7, 2008 and as follows:

FIXED FEE FOR ALL SERVICES AS DESCRIBED HEREIN: \$79,000.00.

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

“DISTRICT”

South Orange County Community College District

“CONSULTANT”

GKKWORKS.

By: _____

Gary Poertner

By: _____

Title: Deputy Chancellor

Title: _____

Date: _____

Date: _____

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Saddleback College: James B. Utt Library Renovation: Amendment to Architects Scope of Work to Incorporate College Changes to DSA Approved Drawings

ACTION: Approval

BACKGROUND

On October 27, 2004, the Board of Trustees approved an agreement with gkkworks to provide architectural services for the James B. Utt Library Renovation at Saddleback College for 9% of the construction costs.

The architect, maintenance and operations staff and the District met to evaluate existing Library building systems including switchgear transformers. Due to the age and current condition, significant repairs or failure is imminent.

STATUS

Replacing existing switchgear and transformers and adding a new emergency power service will help ensure continuous power for the campus-wide data system, throughout construction and will significantly increase system reliability for daily instructional use upon completion of construction.

Staff recommends approval of additional architectural services for \$41,666.

Per amendment, EXHIBIT A, funds are available in the project budget which is \$21,124,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approves the amendment to gkkworks architects scope of work to incorporate college changes to DSA approved drawings, EXHIBIT A, for an amount of \$41,666. at the James B. Utt Library Renovation at Saddleback College.

**AMENDMENT
TO ARCHITECTURAL SERVICES AGREEMENT
FOR JAMES B. UTT LRC RENOVATION PROJECT
AT
SADDLEBACK COLLEGE**

JANUARY 20, 2009

THIS AMENDMENT shall modify the original agreement dated October 27, 2004, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and **gkkworks**, 20411 SW Birch Street, Suite 300, Newport Beach, California, 92660, hereinafter referred to as "CONSULTANT."

WHEREAS, Article IX, paragraph 9 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 9% of the construction cost; and

WHEREAS, the scope of services has been increased to include maintenance and operation revisions to the DSA approved documents; and

WHEREAS, this additional scope requires increased services by the "CONSULTANT", and electrical, mechanical, and plumbing consultants; and

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

1. Article VIII, paragraphs 1 and 2, of the agreement shall be modified as follows: "The DISTRICT" shall compensate the "ARCHITECT" for services described in the original agreement and services required to include maintenance and operation revisions to the DSA documents as described in the "ARCHITECT's" proposal of services dated October 15, 2008 and as follows:

FIXED FEE FOR ALL SERVICES AS DESCRIBED HEREIN: \$41,666.00.

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

“DISTRICT”

South Orange County Community College District

“ARCHITECT”

gkkworks

By: _____
Gary Poertner

Title: Deputy Chancellor

Date: _____

By: _____

Title: _____

Date: _____

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Saddleback College: Fine Arts Restroom Expansion Project:
Amendment No. 2 to Increase Contract Services with R2A Architecture

ACTION: Approval

BACKGROUND

On May 21, 2008, the Board of Trustees approved an agreement with R2A Architecture to provide architectural services for the Fine Arts Restroom Expansion project at Saddleback College for a fee of \$90,850.00. The agreement was amended to include the design of new DSA required path of travel, accessible parking, and accessible walkways and plaza increasing fee to \$164,850.00.

STATUS

During construction the contractor located the building two feet north of the designed location. The resultant gap at the canopy must be addressed by modifying the existing building. The architect is due additional money for this scope increase and the related costs will be back charged to the contractor.

Amendment No. 2, Exhibit A, increases the architect's fee by \$28,284 for a total contract amount of \$193,134.

Funds are available in the project budget which is \$2,542,000.00.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Amendment No. 2, EXHIBIT A, to the Architectural Services agreement with R2A Architecture for the Fine Arts Restroom Expansion project increasing the fee in the amount of \$28,284.00. The total revised contract amount is \$193,134.00.

**AMENDMENT NO. 2
TO ARCHITECTURAL SERVICES AGREEMENT
FOR FINE ARTS RESTROOM EXPANSION PROJECT
AT
SADDLEBACK COLLEGE**

January 20, 2009

THIS AMENDMENT shall modify the original agreement dated November 21, 2006, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and R2A ARCHITECTURE, 2900 Bristol Street, Suite E-205, Costa Mesa, California, 92626, hereinafter referred to as "CONSULTANT."

WHEREAS, Article IX, paragraph 9 of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

WHEREAS, Article I, paragraph 3, establishes the term of the agreement at thirty six (36) months from the date of the agreement; and

WHEREAS, the term will expire on May 28, 2011; and

WHEREAS, the scope of services has been increased to include extending the façade of the McKinney Theater; and

WHEREAS, this additional scope requires increased services by the "CONSULTANT" and Structural engineer and Electrical consultants; and

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

1. Article VIII, paragraphs 1 and 2, of the agreement shall be modified as follows: "The DISTRICT" shall compensate the "ARCHITECT" for services described in the original agreement and services required to produce a reasonably complete and accurate set of construction documents for the additional scope of services described herein and further described in the "ARCHITECT's" proposal of services dated December 5, 2008 issued until the date of this amendment as follows:

FIXED FEE FOR ALL SERVICES AS DESCRIBED HEREIN: \$28,284.00.

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

“DISTRICT”

South Orange County Community College District

“ARCHITECT”

R2A Architecture

By: _____
Gary Poertner

Title: Deputy Chancellor

Date: _____

By: _____

Title: _____

Date: _____

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Saddleback College: Replace Track Surface Substrate
ACTION: Approval

BACKGROUND

The Board of Trustees approved replacement of the Saddleback College track surface on October 27, 2008. Purchase and installation of the track surface is made within the term of the agreement established by CMAS Contract #4-07-78-0033A in an amount not to exceed \$700,000.

Public Contract Code sections 10298 and 10299 authorize local government agencies and school districts to use California Multiple Award Schedules (CMAS) agreements without competitive bidding for an administrative fee of 1.98% of the order's value. CMAS contracts have been assessed to be competitive.

College administration and staff met and determined that this project is a priority.

STATUS

During the installation, it was determined that the existing asphalt concrete substrate was insufficient for receipt of the Mondo track surface. Saddleback College received a proposal (Exhibit A) from Sport Surfaces for the replacement of the asphalt substrate. The agreement established by CMAS Contract #4-07-78-0033A has provision for the performance of the necessary work for a total amount of \$87,800.

Funding for this project will be provided through Saddleback College's Scheduled Maintenance Fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the contract to make the necessary replacement to the asphalt substrate with Sport Surfaces Distributing, Inc. in the amount not to exceed \$87,800 utilizing CMAS Contract # 4-07-78-0033A.



Certified MONDO Track Builders
2655 Pan American Frwy. NE, Ste E
Albuquerque, New Mexico 87107
Toll Free 877-395-1978 Fax 505-243-2975
CMAS Contract # 4-07-78-0033A
CA. License # 840671 exp. 6/30/10
www.sport-surfaces.com

December 4, 2008

John Ozurovich, Director of Facilities and Physical Plant
Saddleback College
28000 Marguerite Parkway
Mission Viejo, CA 92692-3635
jozurovich@saddleback.edu

Re: Asphalt

Dear Mr. Ozurovich:

We will furnish the material, labor, and equipment to repair approximately 46,300 square feet of asphalt substrate. Included in the work is:

- Mill and dispose of approximately 1" of asphalt from the oval and high jump. Extent of milling to be approximately 6" from the fencing, where applicable, to avoid removal of the fencing.
- Place approximately 46,300 square feet on new asphaltic concrete to the planarity and tolerances consistent with Mondo and NCAA guidelines and the rules of the sport.
- Replace, repair, and/or level the junction between new asphalt with existing asphalt for clean, smooth, durable transition consistent with Mondo and NCAA guidelines and the rules of the sport.

The cost for the work through CMAS contract #4-07-78-0033A is:

CMAS Part #	Description	Qty	Unit	Price	Total
G-3305-035	Demo and Haul AC	143	Cu. Yd.	\$ 51.31	\$ 7,337.33
G-3505-045	Asphaltic Concrete per lift	5,144	Sq. Yd.	\$ 17.82	\$ 91,674.00
	Discount				\$ (13,350.00)
G-3505-047	Bond			2.50%	\$ 2,138.67
					\$ 87,800.00

Original contract amount: \$700,000.00
Pole vault surfacing: 5,889.00
Asphalt allowance: (32,600.00)
Asphalt repairs: 87,800.00
Revised contract amount: \$761,089.00

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Authorization for District Institutional Memberships
2008/2009
ACTION: Approval

BACKGROUND

South Orange County Community College District Board Policy 3220 requires an annual approval of institutional memberships submitted by District Services and the colleges.

STATUS

Members of the staff of the District and colleges have benefited by participation in various professional organizations. District and college officials have identified the organizations in EXHIBIT A as the participation memberships for 2008/2009.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the 2008/2009 memberships and estimated dues for organizations represented in EXHIBIT A.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT MEMBERSHIPS
2008/09

		Jul 28, 08	Jan 01, 09	Difference
OFFICE OF THE GOVERNING BOARD (10)				
10	Association of Governing Boards of Universities and Colleges	2,110.00	2,110.00	0.00
10	Orange County School Board Association	125.00	125.00	0.00
	SUBTOTAL	2,235.00	2,235.00	0.00
OFFICE OF THE CHANCELLOR (11)				
11	American Association of Community Colleges	1,160.00	1,160.00	0.00
11	Commission on Athletics	15,945.00	15,945.00	0.00
11	Community College League of California (CCLC)	29,806.00	29,806.00	0.00
11	League For Innovation in the Community College	600.00	600.00	0.00
11	Orange County Business Council	5,000.00	5,000.00	0.00
	SUBTOTAL	52,511.00	52,511.00	0.00
OFFICE OF PUBLIC INFORMATION (11)				
11	National Council for Marketing & Public Relations (NCMPR)	350.00	350.00	0.00
11	Orange County Public Affairs Association	50.00	50.00	0.00
11	Public Relations Association of Southern California Colleges	50.00	50.00	0.00
11	South Orange County Chamber of Commerce	235.00	235.00	0.00
	SUBTOTAL	685.00	685.00	0.00
OFFICE OF TECHNOLOGY AND LEARNING SERVICES (12)				
12	Association for Institutional Research	343.00	343.00	0.00
12	Research and Planning Group for Calif. Comm. Colleges	350.00	350.00	0.00
12	Society for College and University Planning	645.00	645.00	0.00
* 12	<i>The Data Warehousing Institute (TDWI)</i>	<i>0.00</i>	<i>1500.00</i>	<i>1500.00</i>
	SUBTOTAL	1,338.00	2838.00	1,500.00
OFFICE OF HUMAN RESOURCES (14)				
14	Assn. of Chief H.R.Off./Equal Employ. Opportunity Off. (ACHRO/EEO)	200.00	200.00	0.00
14	California Association of School Business Officials (CASBO)	660.00	660.00	0.00
* 14	<i>Cooperative Org. for the Dev. of Employee Selection Procedures (CODESP)</i>	<i>0.00</i>	<i>2,625.00</i>	<i>2,625.00</i>
14	Equal Employment, Diversity & Equity Consortium (EEDEC)	320.00	320.00	0.00
14	Online Collective Bargaining Database (CCLC)	2,500.00	2,500.00	0.00
14	Public Agency Risk Managers Association (PARMA)	100.00	100.00	0.00
14	So. Cal. Comm. College Dist. Employment Relations Consortium (LCW Videoconference)	2,500.00	2,500.00	0.00
14	So. Thirty Human Resources Consortium (Southern 30)	200.00	200.00	0.00
	SUBTOTAL	6,480.00	9,105.00	2,625.00
OFFICE OF INFORMATION TECHNOLOGY (15)				
15	EDUCAUSE (Professional Assoc. for Computing & Information)	2,420.00	2,420.00	0.00
15	Information Systems Security Association	115.00	115.00	0.00
	SUBTOTAL	2,535.00	2,535.00	0.00
	TOTAL DISTRICT MEMBERSHIPS	65,784.00	69,909.00	4,125.00

* Changes from July 28, 2008

SADDLEBACK COLLEGE MEMBERSHIPS
2008/09

		Jul 28, 08	Jan 01, 09	Difference
OFFICE OF THE PRESIDENT (20)				
20	American Association of Community Colleges (AACC)	14,000.00	14,000.00	0.00
* 20	<i>Association of California Community College Administrators (ACCA)</i>	<i>0.00</i>	<i>360.00</i>	<i>360.00</i>
* 20	<i>Council on Resource Development (CRD)</i>	<i>0.00</i>	<i>690.00</i>	<i>690.00</i>
* 20	<i>Dana Point Chamber of Commerce</i>	<i>0.00</i>	<i>75.00</i>	<i>75.00</i>
* 20	<i>Laguna Niguel Chamber</i>	<i>0.00</i>	<i>115.00</i>	<i>115.00</i>
* 20	<i>Network of California Community College Foundations</i>	<i>0.00</i>	<i>350.00</i>	<i>350.00</i>
* 20	<i>San Juan Capistrano Chamber of Commerce</i>	<i>0.00</i>	<i>100.00</i>	<i>100.00</i>
* 20	<i>South Orange County Regional Chamber of Commerce</i>	<i>0.00</i>	<i>275.00</i>	<i>275.00</i>
20	Western Assoc. of Sch. & Coll. Accreditation Commission for Colleges	20,000.00	20,000.00	0.00
	SUBTOTAL	<u>34,000.00</u>	<u>35,965.00</u>	<u>1,965.00</u>
OFFICE OF PHYSICAL PLANT (21)				
21	Assn. of Physical Plant Adm. of Universities and Colleges (APPA)	960.00	960.00	0.00
	SUBTOTAL	<u>960.00</u>	<u>960.00</u>	<u>0.00</u>
OFFICE OF INSTRUCTION (22)				
22	Council for Resource Development	195.00	195.00	0.00
22	Honors Transfer Council	75.00	75.00	0.00
22	LA/OC Regional Consortium for Contract Education	100.00	100.00	0.00
22	National Collegiate Honors Council	500.00	500.00	0.00
22	The Research and Planning Group	350.00	350.00	0.00
22	Western Regional Honors Council	50.00	50.00	0.00
	SUBTOTAL	<u>1,270.00</u>	<u>1,270.00</u>	<u>0.00</u>
OFFICE OF THE ACADEMIC SENATE (23)				
* 23	<i>Academic Senate for California Community Colleges</i>	<i>2,541.00</i>	<i>3,116.40</i>	<i>575.40</i>
	SUBTOTAL	<u>2,541.00</u>	<u>3,116.40</u>	<u>575.40</u>
OFFICE OF STUDENT SERVICES (24)				
24	California Community Colleges Chief Student Services Adm. Assoc.	300.00	300.00	0.00
24	Health Services Association for California Community Colleges	75.00	75.00	0.00
24	NAFSA (National Association of Foreign Student Advisors)	265.00	265.00	0.00
24	National Association for the Education of Young Children	900.00	900.00	0.00
	SUBTOTAL	<u>1,540.00</u>	<u>1,540.00</u>	<u>0.00</u>
OFFICE OF FINANCIAL AID & STUDENT SERVICES (26)				
26	National Assoc. of Student Financial Aid Administrators (NASFAA)	1,879.00	1,879.00	0.00
	SUBTOTAL	<u>1,879.00</u>	<u>1,879.00</u>	<u>0.00</u>
OFFICE OF ADMISSIONS, RECORDS & STUDENT SERVICES (30)				
30	Amer. Assoc. of Collegiate Registrars & Adm. Off. (AACRAO)	1,421.00	1,421.00	0.00
30	Calif. Assoc. of Comm. College Registrars & Adm. Officers (CACRAO)	200.00	200.00	0.00
30	Consortium of So. Calif. Colleges and Universities (CSCCU)	250.00	250.00	0.00
	SUBTOTAL	<u>1,871.00</u>	<u>1,871.00</u>	<u>0.00</u>

Jan-09

**SADDLEBACK COLLEGE MEMBERSHIPS
2008/09**

**EXHIBIT A
Page 3 of 9**

		Jul 28, 08	Jan 01, 09	Difference
OFFICE OF COMMUNITY EDUCATION & CONTRACT EDUCATION (31)				
31	Association of Continuing & Community Education (ACCE)	75.00	75.00	0.00
	SUBTOTAL	75.00	75.00	0.00
OFFICE OF SAFETY & SECURITY (34)				
34	California College & University Police Chief Association (CCUPCA)	75.00	75.00	0.00
34	Int'l Assoc. of Campus Law Enforcement Adm.	225.00	225.00	0.00
	SUBTOTAL	300.00	300.00	0.00
OFFICE OF STUDENT DEVELOPMENT (36)				
36	Alpha Gamma Sigma Honor Society	50.00	50.00	0.00
36	California Nurses Student Association (CNSA)	30.00	30.00	0.00
36	Costco	95.00	95.00	0.00
36	National Student Nurses Association (NSNA)	70.00	70.00	0.00
36	National Wheelchair Basketball Association	425.00	425.00	0.00
36	Phi Theta Kappa	55.00	55.00	0.00
	SUBTOTAL	725.00	725.00	0.00
OFFICE OF COLLEGE PUBLIC INFORMATION (38)				
38	National Council for Marketing and Public Relations (NCMPR)	350.00	350.00	0.00
	SUBTOTAL	350.00	350.00	0.00
DIVISION OF BUSINESS SCI., VOC. ED. & ECONOMIC DEVMT. (50)				
50	California Association for Local Economic Development (ASTD)	80.00	80.00	0.00
50	National Coalition of Advance Technology Centers (NCATC)	600.00	600.00	0.00
	SUBTOTAL	680.00	680.00	0.00
DIVISION OF COUNSELING SERVICES & SPECIAL PROGRAMS (51)				
51	American Association of Women in Community Colleges (AAWCC)	100.00	100.00	0.00
51	California Community College Counselors Association	15.00	15.00	0.00
51	California Community College EOPS Association	85.00	85.00	0.00
51	California Placement Association	125.00	125.00	0.00
51	Cooperative Education & Internship Association	350.00	350.00	0.00
51	National Association of Colleges and Employers (NACE)	300.00	300.00	0.00
51	Recording for Blind and Dyslexic Program	950.00	950.00	0.00
51	South Coast Higher Education Council (SCHEC)	50.00	50.00	0.00
* 51	Southern Calif. Intersegmental Articulation Council (SCIAC)	40.00	75.00	35.00
51	Transfer Center Directors Association	50.00	50.00	0.00
	SUBTOTAL	2,065.00	2,100.00	35.00
DIVISION OF ADVANCED TECHNOLOGY & APPLIED SCIENCES (52)				
52	Automotive Engine Rebuilders Association	200.00	200.00	0.00
52	Automotive Service Council	50.00	50.00	0.00
* 52	Broadcast Education Association	100.00	120.00	20.00
52	California Broadcasters Association	100.00	100.00	0.00
52	California Internship & Work Experience Assn. (CIWEA)	150.00	150.00	0.00
* 52	California Native Plant Society	35.00	45.00	10.00
52	Collegiate Broadcasters, Inc.	80.00	80.00	0.00
* 52	Costume Society of America (CSA)	0.00	115.00	115.00
52	Fashion Bureau	200.00	200.00	0.00

Jan-09

SADDLEBACK COLLEGE MEMBERSHIPS
2008/09

EXHIBIT A
Page 4 of 9

Jul 28, 08 Jan 01, 09 Difference

DIVISION OF ADVANCED TECHNOLOGY & APPLIED SCIENCES (52) - Cont'd

*	52	International Textile & Apparel Association (ITAA)	0.00	300.00	300.00
	52	National Association of Broadcasters	360.00	360.00	0.00
	52	Population Reference Bureau	39.00	39.00	0.00
	52	Radio, TV, News Directors Association	130.00	130.00	0.00
	52	Society Conservation Biology	95.00	95.00	0.00
*	52	Society for Ecological Restoration-California	30.00	35.00	5.00
	52	S.O. C. Chamber of Commerce	265.00	265.00	0.00
SUBTOTAL			1,834.00	2,284.00	450.00

DIVISION OF LIBERAL ARTS & LEARNING RESOURCES (53)

53	53	Associated College Press	139.00	139.00	0.00
	53	Associated Writing Programs	395.00	395.00	0.00
	53	Association of College and Research Libraries	90.00	90.00	0.00
	53	College Media Advisors	160.00	160.00	0.00
	53	Community College Journalism Association	80.00	80.00	0.00
	53	Council of Chief Librarians	100.00	100.00	0.00
	53	English Council of California Two Year Colleges (ECCTYC)	125.00	125.00	0.00
	53	Journalism Association of Community Colleges (JACC)	200.00	200.00	0.00
	53	Learning Resources Assoc. of the Calif. Community Colleges	200.00	200.00	0.00
	53	Library Orientation and Instruction Exchange (LEOX)	60.00	60.00	0.00
SUBTOTAL			1,549.00	1,549.00	0.00

DIVISION OF HEALTH, HUMAN SERVICES & EMERITUS (54)

54	54	American Academy of Professional Coders	120.00	120.00	0.00
	54	Board of Registered Nursing	200.00	200.00	0.00
*	54	California Assn. of Alcohol and Drug Abuse Counselors (CAADAC)	300.00	340.00	40.00
	54	California Association for Alcohol & Drug Educators (CAADE)	200.00	200.00	0.00
	54	CAAHEP (EMT/Paramedic)	450.00	450.00	0.00
	54	California Paramedic Program Directors	50.00	50.00	0.00
	54	CoAEMSP (Paramedic Accrediting Organization)	950.00	950.00	0.00
*	54	International Association Eating Disorder Professionals (IAEDP)	300.00	250.00	-50.00
	54	International Nursing Association for Clinical simulation and Learning	275.00	275.00	0.00
*	54	National Association of EMS Educators	105.00	70.00	-35.00
*	54	National League for Nursing	1,225.00	1,500.00	275.00
*	54	National League for Nursing Accrediting Commission	1,560.00	1,875.00	315.00
	54	National Organization of Associated Degree Nursing (NOADN)	400.00	400.00	0.00
	54	National Organization for Human Services Education (NOHSE)	190.00	190.00	0.00
	54	Orange County/Long Beach Consortium For Nursing	150.00	150.00	0.00
	54	So. Calif. Organ. of Assoc. Degree Nurs'g Prog. Directors of So Ca (ADN)	100.00	100.00	0.00
SUBTOTAL			6,575.00	7,120.00	545.00

DIVISION OF FINE ARTS (55)

55	55	Association of Performing Arts Presenters	759.00	759.00	0.00
	55	California Presenters	150.00	150.00	0.00
	55	College Art Association of America	300.00	300.00	0.00
	55	Music Association of California Community Colleges	75.00	75.00	0.00
	55	National Communication Assoc.	275.00	275.00	0.00
	55	National Council for Education of the Ceramic Arts (NCECA)	100.00	100.00	0.00
*	55	The International Ticket Association (INTIX)	195.00	225.00	30.00
*	55	Western Arts Alliance	375.00	400.00	25.00
*	55	Western States Communication Assoc.	40.00	80.00	40.00
SUBTOTAL			2,269.00	2,364.00	95.00

Jul 28, 08 Jan 01, 09 Difference

DIVISION OF MATH, SCIENCE & ENGINEERING (56)

56	American Association for the Advancement of Science	250.00	250.00	0.00
56	Two Year College Chemistry Consortium	25.00	25.00	0.00
56	National Science Teachers Assn. (NSTA)	65.00	65.00	0.00
	SUBTOTAL	340.00	340.00	0.00

DIVISION OF PE AND ATHLETICS (57)

*	57	American College Dance Festival Association	0.00	300.00	300.00
*	57	California Community College Athletic Directors Association	100.00	180.00	80.00
*	57	California Community College Ladies Golf Coaches Association (CCCLG)	0.00	150.00	150.00
	57	California Community Colleges Men's Basketball Association	125.00	125.00	0.00
	57	Golden State Spirit Association (GASSA)	30.00	30.00	0.00
*	57	National Alliance of Two Year Colleges Athletic Administrators (NATYCA)	0.00	100.00	100.00
*	57	National Association of Collegiate Directors of Athletics	0.00	125.00	125.00
	57	Orange Empire Conference	4,900.00	4,900.00	0.00
	57	Southern California Football Association /National Conference Southern Div.	2,000.00	2,000.00	0.00
*	57	State Community College Organization of Physical Educators (SCOPE)	0.00	400.00	400.00
	SUBTOTAL	7,155.00	8,310.00	1,155.00	

DIVISION OF SOCIAL & BEHAVIORAL SCIENCES (58)

	58	National Women's Studies Association	150.00	150.00	0.00
	SUBTOTAL	150.00	150.00	0.00	

* Changes from July 28, 2008 list.

TOTAL SADDLEBACK COLLEGE MEMBERSHIPS	68,128.00	72,948.40	4,820.40
---	------------------	------------------	-----------------

		Jul 28, 08	Jan 01, 09	Difference
OFFICE OF THE PRESIDENT (20)				
20	American Association of Community Colleges	7,950.00	7,950.00	0.00
20	Association for Institutional Research (AIR)	410.00	410.00	0.00
20	California Association for Institutional Research (CAIR)	90.00	90.00	0.00
* 20	Community College Public Relations Organization	25.00	50.00	25.00
20	Council for Higher Education Accreditation	501.00	501.00	0.00
20	Council for Resource Development	585.00	585.00	0.00
20	Irvine Chamber of Commerce	525.00	525.00	0.00
20	Irvine Sister Cities Foundation Association	25.00	25.00	0.00
20	National Council for Marketing and Public Relations	250.00	250.00	0.00
20	Network of California Community College Foundations	250.00	250.00	0.00
20	The Research and Planning Group for the Calif. Community Colleges	350.00	350.00	0.00
* 20	Tustin Chamber of Commerce	175.00	150.00	-25.00
20	Western Assoc. of Sch. & Coll. Accreditation Commission for Colleges	14,191.20	14,191.20	0.00
	SUBTOTAL	25,327.20	25,327.20	0.00
OFFICE OF PHYSICAL PLANT (21)				
21	International Facility Management Association (IFMA)	297.00	297.00	0.00
	SUBTOTAL	297.00	297.00	0.00
OFFICE OF INSTRUCTION (22)				
22	California Community Colleges Chief Instructional Officers	300.00	300.00	0.00
22	Honors Transfer Council	90.00	90.00	0.00
22	National Collegiate Honors Council	600.00	600.00	0.00
22	Orange Empire Athletic Conference	4,400.00	4,400.00	0.00
	SUBTOTAL	5,390.00	5,390.00	0.00
OFFICE OF THE ACADEMIC SENATE (23)				
23	Academic Senate for California Community Colleges	1,500.00	1,500.00	0.00
	SUBTOTAL	1,500.00	1,500.00	0.00
OFFICE OF STUDENT SERVICES (24)				
24	Calif. Community College Chief Student Services Officers Association	300.00	300.00	0.00
24	Calif. Community College Early Childhood Educators	30.00	30.00	0.00
24	City of Irvine Child Resource & Information Center	80.00	80.00	0.00
24	Health Services Assoc. of the California Community Colleges	75.00	75.00	0.00
24	National Academy of Education for Young Children (NAEYC)	100.00	100.00	0.00
	SUBTOTAL	585.00	585.00	0.00
OFFICE OF FINANCIAL AID (26)				
26	National Assoc. of Student Financial Aid Admin. (NASFAA)	1,300.00	1,300.00	0.00
26	Western Association of Veteran Education Specialist (WAVES)	25.00	25.00	0.00
	SUBTOTAL	1,325.00	1,325.00	0.00
OFFICE OF ADMISSIONS, RECORDS & STUDENT SERVICES (30)				
* 30	American Association of Collegiate Registrars and Admission Officers (AACRAO)	0.00	1200.00	1200.00
30	Calif. Assn. of Community College Registrars and Adm. Officers (CACRAO)	200.00	200.00	0.00
	SUBTOTAL	200.00	1,400.00	1,200.00

		Jul 28, 08	Jan 01, 09	Difference
OFFICE OF COMMUNITY EDUCATION & CONTRACT EDUCATION (31)				
31	Association of Community & Continuing Education (ACCE)	160.00	160.00	0.00
	SUBTOTAL	160.00	160.00	0.00
OFFICE OF OUTREACH & COMMUNITY RELATIONS (33)				
33	Consortium of Southern California Colleges and Universities	250.00	250.00	0.00
	SUBTOTAL	250.00	250.00	0.00
OFFICE OF SAFETY & SECURITY (34)				
34	California Emergency Services Association (CSEA)	160.00	160.00	0.00
34	California College and University Police Chiefs Association	75.00	75.00	0.00
34	International Association of Chiefs of Police	100.00	100.00	0.00
34	Orange County Training Managers Association	70.00	70.00	0.00
	SUBTOTAL	405.00	405.00	0.00
OFFICE OF SPECIAL PROGRAMS & SERVICES (35)				
35	California Community Colleges CalWorks Association (CCCCA)	50.00	50.00	0.00
	SUBTOTAL	50.00	50.00	0.00
OFFICE OF LIBRARY SERVICES (37)				
37	Association of College and Research Libraries	110.00	110.00	0.00
37	California Art Association (CAA)	325.00	325.00	0.00
37	California Library Association	150.00	150.00	0.00
37	California Reading and Learning Association	50.00	50.00	0.00
37	Council of Chief Librarians	100.00	100.00	0.00
37	Learning Resources Association of the California Community College	200.00	200.00	0.00
37	National College Learning Center Association	50.00	50.00	0.00
	SUBTOTAL	985.00	985.00	0.00
TECHNOLOGY SERVICES (41)				
41	Aucta *	541.00	541.00	0.00
41	Consortium of College and University Media Centers (CCIMC)	325.00	325.00	0.00
* 41	Educause	0.00	730.00	730.00
	SUBTOTAL	866.00	1,596.00	730.00
SCHOOL OF FINE ARTS (70)				
70	American Forensic Association	30.00	30.00	0.00
70	College Art Association of America	750.00	750.00	0.00
70	Cross Examination Debate Association	40.00	40.00	0.00
70	Music Association of California Community Colleges	75.00	75.00	0.00
70	Theatre Communications Group	500.00	500.00	0.00
70	United States Institute of Theatre Technology	180.00	180.00	0.00
	SUBTOTAL	1,575.00	1,575.00	0.00
SCHOOL OF GUIDANCE & COUNSELING (73)				
73	National Association of Colleges & Employers (NACE)	360.00	360.00	0.00
73	South Coast Higher Education Council (SHEC)	50.00	50.00	0.00
73	Southern California Intersegmental Articulation Council	75.00	75.00	0.00
73	Transfer Center Director Association	50.00	50.00	0.00
	SUBTOTAL	535.00	535.00	0.00

		Jul 28, 08	Jan 01, 09	Difference
SCHOOL OF HUMANITIES & LANGUAGES (74)				
74	American Historical Association	140.00	140.00	0.00
74	Calif. Association of Teachers of English to Speakers of Other Languages	50.00	50.00	0.00
74	Community College Humanities Association	300.00	300.00	0.00
74	English Council of California Two Year Colleges	105.00	105.00	0.00
74	Organization of American Historians	140.00	140.00	0.00
74	Teachers of English to Speakers of Other Languages	120.00	120.00	0.00
	SUBTOTAL	855.00	855.00	0.00
COMPUTER LEARNING CENTER (75)				
75	Cisco Consortium	500.00	500.00	0.00
75	Oracle	500.00	500.00	0.00
	SUBTOTAL	1,000.00	1,000.00	0.00
SCHOOL OF LIFE SCIENCES & TECHNOLOGIES (76)				
76	Association of Biology Laboratory Education	40.00	40.00	0.00
	SUBTOTAL	40.00	40.00	0.00
SCHOOL OF HEALTH SCIENCES, PHYSICAL ED. & ATHLETICS (77)				
77	American College Dance Festival Association	250.00	250.00	0.00
	SUBTOTAL	250.00	250.00	0.00
SCHOOL OF PHYSICAL SCIENCES & TECHNOLOGIES (78)				
78	American Association of Physics Teachers	180.00	180.00	0.00
78	American Chemical Society	136.00	136.00	0.00
78	Orange County Astronomers Association	57.00	57.00	0.00
	SUBTOTAL	373.00	373.00	0.00
SCHOOL OF EXTENDED EDUCATION (80)				
80	California Community College Association for Occupational Education	45.00	45.00	0.00
80	National College Testing Association	40.00	40.00	0.00
	SUBTOTAL	85.00	85.00	0.00
SCHOOL OF MATHEMATICS, COMPUTER SCIENCE AND ENGINEERING (81)				
81	Mathematical Association of America	300.00	300.00	0.00
* 81	<i>National Council of Teachers of Mathematics</i>	<i>105.00</i>	<i>120.00</i>	<i>15.00</i>
	SUBTOTAL	405.00	420.00	15.00
TOTAL IRVINE VALLEY COLLEGE MEMBERSHIPS		42,458.20	44,403.20	1,945.00

* Changes from July 28, 2008 list.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT MEMBERSHIPS
ADVANCED TECHNOLOGY AND EDUCATION PARK (ATEP)
2008/09**

01/01/09

		Jul 28, 08	Jan 01, 09	Difference
OFFICE OF THE PROVOST (16)				
16	Community College Public Relations Organization (CCPRO)	175.00	175.00	0.00
16	League for Innovation in the Community College	825.00	825.00	0.00
16	National Council for Continuing Education & Training (NCCET)	200.00	200.00	0.00
16	National Council for Marketing & Publications (NCMPR)	350.00	350.00	0.00
16	Public Relations Society of America	365.00	365.00	0.00
16	Tustin Chamber of Commerce	175.00	175.00	0.00
	SUBTOTAL	2,090.00	2,090.00	0.00
 CENTER FOR APPLIED COMPETITIVE TECHNOLOGIES (16)				
16	National Coalition of Advanced Technology Centers (NCATC)	600.00	600.00	0.00
16	Optical Society of Southern California (OSSC)	100.00	100.00	0.00
	SUBTOTAL	700.00	700.00	0.00
 TOTAL ATEP MEMBERSHIPS				
		2,790.00	2,790.00	0.00

* Changes from July 28, 2008 list

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Purchase Orders/Confirming Requisitions
ACTION: Approval.

BACKGROUND

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

STATUS

Purchase orders processed in accordance with the general priorities of the adopted budget and numbered P09-02411 through P09-02872 amounting to \$3,341,592.10 are submitted to the Board of Trustees for approval. Confirming requisitions dated November 12, 2008 through December 16, 2008 totaling \$124,112.80 are also submitted.

RECOMMENDATION

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

BOARD OF TRUSTEES PURCHASE ORDER LISTING

v4.2

Purchase Order Numbers P09-02411 Through P09-02872

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-02411	SKORA ELECTRIC	CONTRACT SERVICES	\$60,975.00
P09-02412	RALPHS GROCERY CO.	NUTRITIONAL FOOD AND SUPPLIES	\$3,000.00
P09-02413	KRUG, INC.	FURNITURE FOR BSTIC BUILDING	\$11,653.17
P09-02414	JUPITERIMAGES CORPORATION	Subscription renewal to photos.com photo	\$449.95
P09-02415	GALE SUPPLY COMPANY	TISSUE DISPENSERS	\$1,276.84
P09-02416	WAXIE SANITARY SUPPLY	JUMBO TISSUE ROLLS	\$3,716.73
P09-02417	SAMY'S CAMERA	Printer Ink for Major's Biology Projects	\$504.88
P09-02418	VITAL LINK ED.& BUS.CONSORTIUM	Contract Agreement	\$7,025.00
P09-02419	CARRITTE, DR. NANCY	Provide consultation services to Library	\$2,400.00
P09-02420	GLOW ZONE, INC.	LIGHTING STRIPS FOR PAC	\$1,357.65
P09-02421	BARCLAYS LAW PUBLISHERS	BARCLAYS TITLE 5 SUBSCRIP RENEWAL	\$283.00
P09-02422	OTHER WORLD COMPUTING	External hard drives for HD systems	\$3,914.80
P09-02423	VWR INTERNATIONAL, INC.	MAGNIFIERS FOR STUDENT ROCK KITS	\$603.35
P09-02424	KEN'S SPORTING GOODS	Baseball Uniform Supplies	\$247.05
P09-02425	VWR INTERNATIONAL, INC.	GLOVE DISPENSERS	\$346.35
P09-02426	HUGHES, R.S. COMPANY, INC.	SPECIALTY TAPE	\$149.34
P09-02427	JOYCE INSPECTION & TESTING	HIRE DSA INSPECTOR FOR A300 & B200 AT IV	\$215,064.00
P09-02428	ASTRONOMY	subscription to Astronomy Magazine	\$42.95
P09-02429	SKY PUBLISHING	Subscription to Sky & Telescope	\$42.95
P09-02430	HITT MARKING DEVICES, INC.	Replacement of Office Date Stamp	\$82.75
P09-02431	US DIGITAL MEDIA INC.	To order supplies for media dept.	\$280.17
P09-02432	SIGMA ALDRICH CHEMICAL CO	BIOCHEMISTRY SUPPLIES	\$151.53
P09-02433	BAKER & TAYLOR ENTERTAINMENT	Open PO to purchase books.	\$10,000.00
P09-02434	SCIENCE KIT, INC.	CHEMISTRY SUPPLIES	\$28.36
P09-02435	ACADEMIC SENATE	Academic Senate Annual Membership Dues	\$3,116.40
P09-02436	GANDER-PRINTCO	IVC LETTERHEAD 2ND PAGE WHITE	\$354.71
P09-02437	SUN TAMERS WINDOW TINTING	Film for doors on Village Culinary Lab	\$250.00
P09-02438	COOK EQUIPMENT COMPANY	REPAIR SUPPLIES	\$142.90
P09-02439	INDUSTRIAL NETTING	CHEMISTRY SUPPLIES	\$91.59
P09-02440	DE LA PALME MULROY, MARIE	REIMB. IVC DANCE ENSEMBLE DIRECT./CONCER	\$600.00
P09-02441	WEATHERFORD, TED	REIMB. IVC DANCE COORDINATOR/DANCE CONCE	\$600.00
P09-02442	VIRCO MFG. CORP.	FURNITURE FOR NEW BSTIC BUILDING	\$938.93
P09-02443	HITT MARKING DEVICES, INC.	SIGNATURE STAMP	\$32.59
P09-02444	BEE MAN	CONTRACT SERVICE FOR BEES	\$175.00
P09-02445	WELLS FARGO #2078 (DIST TRAVL)	Degree Verification-National Student Cle	\$60.00
P09-02446	TUSTIN UNIFIED SCHOOL DISTRICT	Facility Use Fees for Beckman High Schoo	\$572.00
P09-02447	SMITH, DANIEL INC.	WATERCOLOR SUPPLIES	\$104.48
P09-02448	SCHLAIFER'S ENAMELING SUPPLY	ART SUPPLIES - TKT 25275	\$35.62
P09-02449	AARDVARK CLAY AND SUPPLIES	ART SUPPLIES	\$290.93
P09-02450	MEDINA, NOEMI	WORKSHOP PRESENTER	\$240.00
P09-02451	SCHECHTER, AMY ROSE	WORKSHOP PRESENTER	\$50.00
P09-02452	MC NELLY, MARGIE	WORKSHOP PRESENTER	\$600.00
P09-02453	COMMUNITY COLLEGE LEAGUE OF CA	Purchase Community College Directory	\$22.40
P09-02454	RECALL SECURE DEST.SRVS INC.	Shredding Account Documents 08/09	\$221.82
P09-02455	REPEATERSTORE.COM	REPEATER KIT	\$1,830.67
P09-02456	NAT'L AUDIO VISUAL SUPPLY	MIRRORS FOR EMERITUS ART CLASSES	\$1,680.20
P09-02457	OC PRINTING CO.	POSTCARD for Cont. Student Registration	\$6,023.23
P09-02458	BORDERS & BOOKS	BOOKS	\$30.32
P09-02459	COMPUTERLAND CORPORATE OFFICE	Adobe Fillable Forms	\$192.00
P09-02460	BLICK, DICK COMPANY	FASHION SUPPLIES	\$74.10
P09-02461	SAMY'S CAMERA	Photography supplies	\$1,925.49
P09-02462	MODERN POSTCARD	500 Postcards Printed	\$570.75
P09-02463	DIRECTRON.COM	Flash drives for data collection in the	\$187.29
P09-02464	CCS PRESENTATION SYSTEMS, INC.	AV Equipment	\$9,923.78
P09-02465	OC PRINTING CO.	Pens advertising the grant	\$1,151.79

BOARD OF TRUSTEES PURCHASE ORDER LISTING

v4.2

Purchase Order Numbers P09-02411 Through P09-02872

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-02466	WEST COAST TECHNOLOGY	Server Consolidation Project	\$54,592.88
P09-02467	YOSEMITE COMMUNITY COL. DIST.	CCC Registry Job Fair 2008	\$2,400.00
P09-02468	GANDER-PRINTCO	Bus Cards - L. Mangels	\$77.58
P09-02469	COMPUTERLAND CORPORATE OFFICE	Acrobat Professional for Windows	\$320.00
P09-02470	FISHER SCIENTIFIC	ELECTRONIC SUPPLIES	\$57.32
P09-02471	DELL MARKETING	DELL OPTIPLEX 960	\$1,378.53
P09-02472	SPIRING ENTERPRISES LIMITED	ADVANCE PAY FOR SUPPLIES USED IN STUDENT	\$75.00
P09-02473	SKORA ELECTRIC	BGS WALL DIVIDING ROOM 250 & 249	\$3,950.00
P09-02474	BOB PARRETT CONSTRUCTION, INC.	BGS COMPUTER LAB 243	\$5,124.00
P09-02475	AQUATIC ECOSYSTEMS, INC.	CULTURES FOR LIVE FOOD	\$375.95
P09-02476	ARTICULATE GLOBAL, INC.	RAPID E-LEARNING LICENSES	\$2,935.80
P09-02477	W. W. GRAINGER INC.	PORTABLE CHEST	\$301.70
P09-02478	COMMUNITY COLLEGE LEAGUE OF CA	Library databases per Tom Weisrock reque	\$2,643.00
P09-02479	NEXGEN	TRANSPORTATION SUPPLIES	\$458.04
P09-02480	W. W. GRAINGER INC.	ELECTRICAL SUPPLIES	\$1,310.16
P09-02481	BALLET BARRES WEST	BALLET BARRES/IVC DANCE PROGRAMM	\$1,724.00
P09-02482	STATE WATER RES. CONTROL BOARD	ANNUAL FEE FOR STORM WATER PERMIT	\$578.00
P09-02483	SAGEN, DIANE L.	Contract Services	\$480.00
P09-02484	HAMAMURA, NEIL	Contract Services	\$200.00
P09-02485	CONSOLIDATED REPROGRAPHICS	CLOSE OUT DOCUMENTATION FOR DSA	\$41.81
P09-02486	OC REGISTER	ONLINE ADVERTISING	\$249.50
P09-02487	TITAN OUTDOOR	Transit Advertising	\$3,000.00
P09-02488	TIGER DIRECT	5 HARD DRIVES	\$671.72
P09-02489	B & H PHOTO	PHOTOGRAPHY SUPPLIES	\$646.50
P09-02490	SYSTEMS SOURCE, INC.	SYSTEMS FURNITURE FOR BST BLDG MULTIPLE	\$296,602.70
P09-02491	UNITED INTERIORS	Copy drawer for Craig Justice's computer	\$87.36
P09-02492	QUALITY OFFICE FURNISHINGS	PLAN FILES/FLAT FILES	\$14,300.36
P09-02493	MC KESSON GENERAL MEDICAL	medical supplies needed for students	\$439.42
P09-02494	BIO-RAD LABORATORIES, INC.	BIOLOGY SUPPLIES	\$471.03
P09-02495	S & B FOODS	Catering	\$462.25
P09-02496	SEHI PROCOMP COMPUTER PRODUCTS	HP LaserJet P3005n Printer	\$766.26
P09-02497	SEHI PROCOMP COMPUTER PRODUCTS	HARDWARE REQUEST FOR 2008/09	\$680.86
P09-02498	POWERTRON BATTERY CO.	TRANSPORTATION SUPPLIES	\$1,308.09
P09-02499	MYERS, W. CO.	HVAC SUPPLIES	\$56.46
P09-02500	STOVER SEED COMPANY	GROUPS SUPPLIES	\$1,171.78
P09-02501	CONNEY SAFETY PRODUCTS	MSDS CUSTODIAL SUPPLIES	\$88.95
P09-02502	WAXIE SANITARY SUPPLY	CUSTODIAL SUPPLIES	\$18.02
P09-02503	WRIGHT, NORMAN S./AIRELINK	CONTRACT SERVICES	\$1,125.00
P09-02504	BAYSIDE AQUARIUM SUPPLY	AQUARIUM SUPPLIES	\$684.55
P09-02505	NETWORK HARDWARE RESALE	networks switches for storage infrastruc	\$14,126.58
P09-02506	NAT'L COLLEGIATE HONORS COUN.	Institutional NCHC Membership Dues - 200	\$500.00
P09-02507	S & S COMMUNICATIONS	BATTERIES	\$371.74
P09-02508	LAGUNA GRAPHIC ARTS, INC	DIGITAL PRINTING SERVICES	\$168.09
P09-02509	METRONOME, INC.	Hard drives for Call Manager upgrade	\$5,981.94
P09-02510	HARTER	FURNITURE FOR BSTIC BUILDING	\$6,987.05
P09-02511	KRUEGER INTERNATIONAL	FURNITURE FOR BSTIC BUILDING	\$40,919.91
P09-02512	GOVCONNECTION	Ergonomic Equip - HR Jake Munns	\$63.34
P09-02513	GOVCONNECTION	Peripherals for Mac Computers	\$1,815.82
P09-02514	SEHI PROCOMP COMPUTER PRODUCTS	COLOR PRINTER	\$1,113.52
P09-02515	TROXELL COMMUNICATIONS, INC.	SOUND SYSTEM FOR IVC BASEBALL FIELD	\$6,698.82
P09-02516	ZACUTO	Camera Support products for lens systems	\$171.63
P09-02517	SANCON ENGINEERING, INC.	SEWER MAIN RENEWAL VIA TRENCHLESS LINING	\$72,000.00
P09-02518	VWR INTERNATIONAL, INC.	CHEMISTRY SUPPLIES	\$216.84
P09-02519	S & B FOODS	Cafeteria food vouchers	\$1,000.00
P09-02520	GILMORE-KRAMER COMPANY	CUSTODIAL SUPPLIES	\$362.95

BOARD OF TRUSTEES PURCHASE ORDER LISTING

v4.2

Purchase Order Numbers P09-02411 Through P09-02872

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-02521	C.W. DRIVER CONTRACTORS INC.	CONTRACT SERVICES	\$58,000.00
P09-02522	WEISS, STEVE	Drum supplies	\$126.16
P09-02523	EXCHANGE	renewal for CDC	\$38.00
P09-02524	CHILD HEALTH ALERT	sub 10 issues	\$29.00
P09-02525	JAMES PUBLISHING, INC.	Annual Resource directory for OC	\$57.73
P09-02526	CORE SUPPORT SYSTEMS, INC.	APC Preventive Maint/Next-Day Response	\$6,937.87
P09-02527	COLLEGE SOURCE, INC.	College Source Subscr 08-09	\$5,345.00
P09-02528	MASTER TEACHER, INC.	Subscription/Professor in the Classroom	\$260.37
P09-02529	SCHOOLOUTFITTERS.COM	ADA DESKS	\$1,508.10
P09-02530	MC KESSON GENERAL MEDICAL	SUPPLIES FOR NURSING	\$2,601.98
P09-02531	OMNITRON ELECTRONICS	ELECTRONIC SUPPLIES	\$77.77
P09-02532	SVM, LP	GAS CARDS FOR STUDENTS	\$2,135.95
P09-02533	SPORTSDECALS, INC.	HELMET DECALS FOR BASEBALL HELMETS	\$170.22
P09-02534	COLLINS COMPANY	TENNIS BALL CART FOR TENNIS TEAM	\$397.04
P09-02535	LAVEY ROOFING SERVICES, INC.	CONTRACT SERVICES	\$750.00
P09-02536	SPORTS UNLIMITED	MEN'S SOCCER TOWELS	\$268.35
P09-02537	MC KESSON GENERAL MEDICAL	First Aid Kits	\$314.85
P09-02538	W. W. GRAINGER INC.	ELECTRICAL SUPPLIES	\$56.64
P09-02539	CCC	Subscription	\$3,400.00
P09-02540	BEE MAN	BEE SERVICE CALL	\$175.00
P09-02541	SAPSI RIGGING	CONTRACT SERVICES-RIGGING REPAIRS WORK &	\$.00
P09-02542	NUTRITION ACTION NEWSLETTER	Nutrition Action	\$20.00
P09-02543	U.S. POSTMASTER	POSTAGE PERMIT FEE	\$5,000.00
P09-02544	SPECTRUM LABORATORY PRODUCTS	BIOLOGY SUPPLIES	\$155.16
P09-02545	VICTORY CUSTOM ATHLETIC, INC	BASEBALL TEAM UNIFORMS	\$894.78
P09-02546	CAMBRIDGE UNIVERSITY PRESS	Purchase ESL books.	\$477.22
P09-02547	OC REGISTER	AD FOR BID 297	\$548.24
P09-02548	GLOBAL INDUSTRIAL EQUIPMENT	HAND TRUCK	\$390.76
P09-02549	FREESTYLE	Film	\$135.12
P09-02550	IMAGE GALLERY	Photography supplies	\$84.26
P09-02551	CSN SUPPLY	EASELS	\$590.46
P09-02552	FREESTYLE	Student Photo supplies	\$4,449.51
P09-02553	CALUMET PHOTOGRAPHIC INC	Student photo supplies	\$654.21
P09-02554	BLICK, DICK COMPANY	STUDENT ART SUPPLIES	\$57.01
P09-02555	GEOPRIME MINERALS	GEOLOGY SUPPLIES	\$718.68
P09-02556	MC NELLY, MARGIE	WORKSHOP PRESENTER	\$650.00
P09-02557	TISCARENO CATERING	CATERING FOR SPECIAL EVENTS	\$599.58
P09-02558	DISCOUNT SCHOOL SUPPLY	Classroom supplies	\$197.19
P09-02559	U.S. TOY CO INC/CONSTRUCTIVE P	Classroom supplies	\$182.12
P09-02560	TEACHING STRATEGIES, INC.	Assessment tool kits	\$680.48
P09-02561	APPLE COMPUTER, INC.	MAC COMPUTERS FOR CAMPUS	\$158,422.52
P09-02562	IRVINE TENNIS	RACQUET STRINING LABOR WOMENS TENNIS	\$598.00
P09-02563	EURO-REEF AQUARIUM SYSTEMS	PROTEIN SKIMMER	\$460.79
P09-02564	BERBEE INFORMATION NETWORKS	INFORMACAST MAINTENANCE RENEWAL	\$6,000.00
P09-02565	BOB PARRETT CONSTRUCTION, INC.	GREENHOUSE OFFICE/STORAGE AREA ROOF	\$14,188.00
P09-02566	TOMARK SPORTS EQUIPMENT	BASEBALL EQUIPMENT/IVC BASEBALL PROGRAM	\$2,645.88
P09-02567	BALANCED BODY, INC.	PILATES EQUIPMENT/IVC DANCE DEPARTMENT	\$3,209.59
P09-02568	W. W. GRAINGER INC.	PE200 ACCESS PANEL	\$61.38
P09-02569	ELM NDN	Return to Title IV Funds	\$87.67
P09-02570	RANCHO CAPISTRANO	Fee for rental of soccer field	\$1,750.00
P09-02571	POM INC.	BATTERY PACKS	\$114.83
P09-02572	DICK GRAYBEAL, INC.	CONTRACT SERVICES	\$2,400.00
P09-02573	CAROLINA BIOLOGICAL SUPPLY	BIOLOGY SUPPLIES	\$1,062.43
P09-02574	PB AMERICAS, INC.	LABOR COMPLIANCE CONSULTANT SERV.	\$14,795.00
P09-02575	GUITAR CENTER	Monitor Microphone supplies	\$1,357.55

BOARD OF TRUSTEES PURCHASE ORDER LISTING

v4.2

Purchase Order Numbers P09-02411 Through P09-02872

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-02576	SCIAC	INSTITUTION MEMBERSHIP, SCIAC 08-09	\$75.00
P09-02577	LYNDA.COM, INC.	Online training library	\$404.06
P09-02578	ADVANCE HEALTHCARE SHOP	SUPPLIES FOR NURSING/SS GRANT	\$448.98
P09-02579	SWEETWATER SOUND INC.	Upgrade for Music Dept Pro Tools	\$3,061.61
P09-02580	TRANSFER CENTER DIRECTOR ASSOC	TCDA Institutional Membership 2008-09	\$50.00
P09-02581	CAPISTRANO UNIFIED SCHOOL DIST	Additional Intern Hours	\$1,048.00
P09-02582	SVM, LP	Gas Cards	\$2,035.95
P09-02583	RITTER, KAREN	649499 SSG SCHOLARSHIP	\$350.00
P09-02584	SHERRY, LEAH	637431 SCHOLARSHIP FOR STUDENT	\$105.00
P09-02585	EBSO SUBSCRIPTION SERVICE	Rate adjustment for periodical per Tom W	\$18.68
P09-02586	KRUG, INC.	FURNITURE FOR BSTIC BUILDING	\$4,687.32
P09-02587	XAP CORPORATION	CCCApply Renewal for Colleges	\$5,411.00
P09-02588	SAMY'S CAMERA	Photography equipment	\$.00
P09-02589	INCENTRA SOLUTIONS	IT Software Engineering/Development Serv	\$89,440.00
P09-02590	MOORE MEDICAL CORP.	Over the counter meds	\$75.74
P09-02591	MC KENNA LONG & ALDRIDGE	ATEP Project	\$60,000.00
P09-02592	SUPERIOR PRESS, INC.	Checks for Bud, Accounting Manager	\$984.01
P09-02593	B & H PHOTO	Field Audio Production Equip	\$3,231.42
P09-02594	R2A ARCHITECTURE	ARCHITECTURAL SERVICES FOR PLAZA RECONST	\$77,260.00
P09-02595	AUDIO VISUAL INTEGRATION SYST	Move Wall Plate	\$182.33
P09-02596	SO COAST FIRE PROTECTION	CONTRACT SERVICES - FIRE EXTINGUISHERS	\$1,750.00
P09-02597	B & H PHOTO	PHOTOGRAPHY EQUIP	\$1,726.16
P09-02598	TAUBENPOST, INC	Labeling 2009 Spring brochure	\$1,250.00
P09-02599	CONCEPT MEDIA	DVD SET FOR M.WOLFF/NURSING	\$979.01
P09-02600	SOCCCD TRUSTEE FOR FEDERAL/STA	Repayment of Cal Grant B	\$776.00
P09-02601	BRIDGES.COM CO	Software purchase for the CTE Grant	\$2,304.00
P09-02602	PRESS SOLUTIONS, INC.	Post Card printing	\$167.01
P09-02603	NEW TOUCH GRAPHICS LLC	Senior Day Posters	\$904.26
P09-02604	TROXELL COMMUNICATIONS, INC.	Tech Equipment	\$1,863.00
P09-02605	MIKE HOLT ENTERPRISES, INC.	instructional supplies	\$150.58
P09-02606	CRESTLINE CO. INC.	PROMOTIONAL FOR NURSING	\$637.76
P09-02607	SIGMA ALDRICH CHEMICAL CO	CHEMICALS TO BE PHONED IN AS NEEDED	\$500.00
P09-02608	SPECTRUM LABORATORY PRODUCTS	CHEMICALS TO BE PHONED IN AS NEEDED	\$300.00
P09-02609	SEHI PROCOMP COMPUTER PRODUCTS	Keyboards	\$818.90
P09-02610	PSYCHOLOGICAL ASSESSMENT RES.	ASSESSMENT MATERIALS-SDS	\$1,481.60
P09-02611	CPP, INC.	CPP Skillsone Site Renewal Fee	\$195.00
P09-02612	RICOH AMERICAS CORPORATION	Copier Maintenance Agreement	\$880.00
P09-02613	ISI TELEMAGEMENT SOLUTIONS	Configure Infortel Select Software	\$500.00
P09-02614	DELL MARKETING	BATTERIES FOR RAJEN'S PDA	\$54.93
P09-02615	TECHSMITH INC.	MAINTENANCE RENEWAL FOR CAMTASIA/SNAGIT	\$757.52
P09-02616	MUSIC THEATRE INTERNATIONAL	Royalty Fee Deposit	\$400.00
P09-02617	MUSIC THEATRE INTERNATIONAL	Royalty Fees	\$2,336.00
P09-02618	HAITBRINK ASPHALT PAVING, INC.	CONTRACT SERVICES - ASPHALT IMPROVEMENTS	\$8,930.00
P09-02619	BOB PARRETT CONSTRUCTION, INC.	CONTRACT SERVICES-AUTOMATE ENTRY DOOR FO	\$5,910.00
P09-02620	PALMER, ALAN	Contract Services	\$880.00
P09-02621	JONES, LAUREL	Contract Services	\$200.00
P09-02622	MISSION VIEJO GLASS	REPLACE BROKEN GLASS IN SSC-212	\$330.00
P09-02623	SOCIETY FOR CONSERVATION	Subscription to Conservation Magazine	\$30.00
P09-02624	S & B FOODS	refreshments	\$30.17
P09-02625	VIDEO SERVICE OF AMERICA	Cards and card readers for HD Cameras	\$15,111.94
P09-02626	SOUTH ORANGE CO. COMM. COL. DI	CARE Grants	\$15,000.00
P09-02627	SEHI PROCOMP COMPUTER PRODUCTS	Printer supplies	\$716.40
P09-02628	CAPISTRANO UNIFIED SCHOOL DIST	reimburse grant expenses	\$1,700.00
P09-02629	SEHI PROCOMP COMPUTER PRODUCTS	TECHNOLOGY EQUIPMENT/CDES	\$1,208.83
P09-02630	ALLSCRIPTS	Prescription meds	\$123.83

BOARD OF TRUSTEES PURCHASE ORDER LISTING

v4.2

Purchase Order Numbers P09-02411 Through P09-02872

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-02631	SEHI PROCOMP COMPUTER PRODUCTS	ink needed for color copier	\$400.28
P09-02632	WELLS FARGO #3317 (DISTRICT)	Two USB wireless network adapters.	\$143.93
P09-02633	SCOTT, GUISELLE	WORKSHOP PRESENTER	\$1,020.00
P09-02634	VANGENT, INC.	1098-T Tax Form Mailing/Postage	\$30,894.00
P09-02635	FOSTER CARE AUXILIARY OF OC	WORKSHOP PRESENTER	\$120.00
P09-02636	MENDOZA, JOSEPH JAY	WORKSHOP PRESENTER	\$420.00
P09-02637	WALKER BROTHERS MACHINERY	Relocation of Bridge Port	\$2,000.00
P09-02638	WESTERN STATES COMM. ASSOC.	Membership renewal	\$80.00
P09-02639	US YELLOW PAGES	advertising	\$585.00
P09-02640	WARD'S NATURAL SCIENCE	TEST KITS FOR LAB USE	\$152.63
P09-02641	JOURNEY EDUCATION MARKETING	MOUSE/CONTROLLER FOR CAD	\$333.21
P09-02642	TROXELL COMMUNICATIONS, INC.	Switches	\$2,575.23
P09-02643	B & H PHOTO	Portable Field HD audio recorder	\$808.13
P09-02644	SOC CCD TRUSTEE FOR FEDERAL/STA	Return to Title IV Funds	\$59.00
P09-02645	ENVISIONTEC, INC.	RAPIDTECH SUPPLIES	\$1,511.18
P09-02646	OC PRINTING CO.	TRANSFER CENTER NEWSLETTER	\$1,937.35
P09-02647	SCHECHTER, AMY ROSE	WORKSHOP PRESENTER	\$50.00
P09-02648	COX MEDIA, INC.	Cable advertising	\$7,007.35
P09-02649	STRODBECK, MELISSA	WORKSHOP PRESENTER	\$50.00
P09-02650	HERNANDEZ, GABRIELA	WORKSHOP PRESENTER	\$100.00
P09-02651	WELLAND, BETTYANN	WORKSHOP PRESENTER	\$500.00
P09-02652	G-TECHNOLOGY	External Hard Drives Used with Mac compu	\$3,187.39
P09-02653	TRAFFIC CONTROL SERVICE, INC.	parking lot signs	\$624.90
P09-02654	VIDEO SERVICE OF AMERICA	VIDEO SUPPLIES FOR IVC DANCE CONCERTS	\$433.41
P09-02655	CORPORATE BUSINESS INTERIORS	STORAGE CABINET	\$399.75
P09-02656	TOMARK SPORTS EQUIPMENT	PING PONG BALLS FOR TABLE TENNIS CLASS	\$209.33
P09-02657	BATTERY SYSTEMS OF SANTA ANA	SUPPLIES	\$1,106.02
P09-02658	PENINSULA PRIDE	WOMEN'S BASKETBALL GEAR	\$.00
P09-02659	SEHI PROCOMP COMPUTER PRODUCTS	ALT MEDIA TECHNOLOGY PRINTER	\$4,811.04
P09-02660	FITNESS WHOLESALE, INC.	PE/YOGA SUPPLIES/IVC PE DEPT.	\$416.53
P09-02661	HITT MARKING DEVICES, INC.	Signature stamps for faculty	\$97.78
P09-02662	SHOMPH, CRYSTAL	TECH DIRECTOR/IVC FALL 08 PERF. DANCE EN	\$700.00
P09-02663	DISC MAKERS, INC.	cte grants dissemination	\$697.14
P09-02664	ELECTRONIX EXPRESS	ELECTRONIC SUPPLIES	\$173.39
P09-02665	COLLEGE OF DUPAGE	BOOK FOR STUDENT SUCCESS	\$63.82
P09-02666	ARTICULATE GLOBAL, INC.	ARTICULATE PRESENTER 09 LICENSES	\$1,676.60
P09-02667	WAXIE SANITARY SUPPLY	CUSTODIAL SUPPLIES	\$61.48
P09-02668	QUICK SORT LOS ANGELES	postage & mailing costs for emeritus per	\$1,125.66
P09-02669	ALL AMERICAN WINDOW CLEANING,	CLEAN EXTERIOR WINDOWS FOR HS BUILDING	\$1,200.00
P09-02670	BLACKHAWK	POLICE GEAR	\$1,285.13
P09-02671	PRESQUE ISLE CULTURES	MICROBIOLOGY SUPPLIES	\$335.54
P09-02672	CLUB HOUSE AT ANAHEIM HILLS	HOLIDAY TRAINING BANQUET	\$1,916.93
P09-02673	DELL MARKETING	Tech Equipment for Counseling	\$4,911.25
P09-02674	SEHI PROCOMP COMPUTER PRODUCTS	New Computer Equipment	\$1,260.15
P09-02675	DELL MARKETING	Dell 22 inch computer monitor	\$617.25
P09-02676	NAT'L AUTOMOTIVE TECHNICIANS	Certification manual	\$80.81
P09-02677	PARMA	PARMA Mbrship-Risk Management	\$100.00
P09-02678	ATLANTA THREAD & SUPPLY CO.	FASHION SUPPLIES	\$577.94
P09-02679	MISSION PRINTING COMPANY	District Annual Report Printing.	\$10,563.03
P09-02680	IMAGE PRINTING SOLUTIONS	Registration Receipts	\$4,703.29
P09-02681	POCKET NURSE ENTERPRISES, INC.	SUPPLIES FOR MEDICAL ASSISTING	\$400.63
P09-02682	PEOPLE ADMIN, INC.	PeopleAdmin. Annual Svs. Fee	\$21,000.00
P09-02683	BOB PARRETT CONSTRUCTION, INC.	CONTRACT SERVICES FOR AGB CONFERENCE ROO	\$12,500.00
P09-02684	DELL MARKETING	Ink for Local Dell Printers in Env. Stud	\$237.39
P09-02685	APPLE COMPUTER, INC.	ONE TO ONE APPLE TRAINING	\$237.00

BOARD OF TRUSTEES PURCHASE ORDER LISTING

v4.2

Purchase Order Numbers P09-02411 Through P09-02872

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-02686	MODERN BIOLOGY	BIOLOGY SUPPLIES	\$391.96
P09-02687	MILLER, SALLIE	WORKSHOP PRESENTER	\$1,400.00
P09-02688	REPRO XPRESS	Advertisement for Pool Scoreboard	\$48.68
P09-02689	SEPULVEDA BUILDING MATERIALS	GRAVEL AROUND GREENHOUSE	\$218.82
P09-02690	FISHER SCIENTIFIC	PHLEBOTOMY SUPPLIES	\$1,584.13
P09-02691	GANDER-PRINTCO	Job Opportunity Letterhead	\$893.25
P09-02692	OC REGISTER	ADVERTISING	\$1,509.44
P09-02693	BIO-RAD LABORATORIES, INC.	BIOLOGY SUPPLIES	\$170.32
P09-02694	PRAXAIR	WELDING GASES	\$174.72
P09-02695	ART SUPPLY WAREHOUSE	PIO/PUBLICATIONS SUPPLIES	\$139.20
P09-02696	CONSOLIDATED PLASTICS CO., INC	BIOLOGY LAB SUPPLIES	\$193.21
P09-02697	SEPULVEDA BUILDING MATERIALS	BLANKET P.O. FOR SUPPLIES	\$500.00
P09-02698	KIRK XPEDX	REPLENISH PAPER	\$49,780.50
P09-02699	KIRK XPEDX	REPLENISH PAPER	\$1,624.75
P09-02700	OC FARM SUPPLY	BLANKET P.O. FOR SUPPLIES	\$1,000.00
P09-02701	BIO-RAD LABORATORIES, INC.	BIOLOGY SUPPLIES	\$1,057.94
P09-02702	EDVOTEK, INC.	BIOLOGY SUPPLIES	\$55.02
P09-02703	ACUTA	Associate/Institutional Membership to AC	\$1,314.00
P09-02704	PEARSON EDUCATION	INSTRUCTIONAL SUPPLIES - BOOKS	\$206.88
P09-02705	BLICK, DICK COMPANY	Equipment for BSTIC	\$1,248.82
P09-02706	SEHI PROCOMP COMPUTER PRODUCTS	Equipment for BSTIC	\$6,935.31
P09-02707	SCANTRON CORPORATION	PARSCORE FORMS	\$58.30
P09-02708	B & H PHOTO	Photography supplies	\$438.54
P09-02709	FISHER SCIENTIFIC	MICROBIOLOGY SUPPLIES	\$563.85
P09-02710	WARD'S NATURAL SCIENCE	STUDENT PROJECT TRAYS	\$184.68
P09-02711	HERCULES PORTABLE POWER, INC.	GENERATOR REPAIR CONTRACT SERVICES	\$1,841.04
P09-02712	HERCULES PORTABLE POWER, INC.	GENERATOR REPAIR CONTRACT SERVICE	\$753.86
P09-02713	SHER MUSIC CO.	BOOK JAZZ MUSIC COURSES	\$30.62
P09-02714	OC REGISTER	ADVERTISING	\$1,512.60
P09-02715	DISCOUNT SCHOOL SUPPLY	MATERIALS FOR CLASSROOMS	\$1,056.60
P09-02716	BAYSIDE AQUARIUM SUPPLY	BIOLOGY SUPPLIES	\$208.95
P09-02717	WHISPER ROOM	SOUND ISOLATION ENCLOSURES	\$13,204.83
P09-02718	SMARDAN SUPPLY - EL MONTE	PLUMBING SUPPLIES	\$436.66
P09-02719	TROXELL COMMUNICATIONS, INC.	Technology Request for hardware	\$1,452.47
P09-02720	K-LOG COMPANY, INC.	Computer Work Station Table	\$295.24
P09-02721	MC MAHAN BUSINESS INTERIORS	CLASSROOM TABLE FOR S/M-BGS 347	\$377.21
P09-02722	SIGMANET INC.	Tech Equipment for BSTIC	\$5,411.26
P09-02723	WORLD POINT ECC	PALS CARDS	\$74.42
P09-02724	INTENT DIGITAL LLC	BOARD OF TRUSTEES REQUEST TO SPEAK	\$2,255.00
P09-02725	S & B FOODS	Community Relations	\$800.00
P09-02726	WAGNER, DONALD P.	DWAGNER REIMBURSEMENT FOR VALET PKG.	\$10.00
P09-02727	MILCHIKER, MARCIA	MMILCHIKER REIMBURSEMENT FOR VALET PKG.	\$10.00
P09-02728	MATHUR, RAGHU P.	RMATHUR REIMBURSEMENT FOR VALET PKG.	\$10.00
P09-02729	DELL MARKETING	HS SERVER	\$3,317.33
P09-02730	DELL MARKETING	POWEREDGE SERVER FOR HS	\$3,736.63
P09-02731	COMPUTERLAND CORPORATE OFFICE	SYMANTEC GHOST MAINTENANCE RENEWAL	\$711.15
P09-02732	DOUGHERTY + DOUGHERTY ARCHITEC	ARCHITECT SERV. FOR LIFE SCIENCES, IVC.	\$1,080,310.00
P09-02733	ARTWEEK	Subscription renewal	\$38.00
P09-02734	SPORTS FIELD INSTALLATION	CONTRACT SERVICES FOR BASEBALL FIELD OUT	\$1,500.00
P09-02735	YOUR TURF, INC.	ARTIFICIAL TURF MAINTENANCE AND REPAIR	\$3,616.00
P09-02736	WELLS FARGO #3317 (DISTRICT)	Three books.	\$78.87
P09-02737	AURALOG, INC.	LANGUAGE LAB SOFTWARE LICENSES	\$9,697.50
P09-02738	APPLE COMPUTER, INC.	LAPTOP FOR NURSING	\$2,626.89
P09-02739	WELLS FARGO #3317 (DISTRICT)	Instructional DVD for Aquarium Classes	\$17.52
P09-02740	SEHI PROCOMP COMPUTER PRODUCTS	Large monitor for online tutoring.	\$632.49

BOARD OF TRUSTEES PURCHASE ORDER LISTING

-v4.2

Purchase Order Numbers P09-02411 Through P09-02872

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-02741	SEHI PROCOMP COMPUTER PRODUCTS	Technology Request for hardware.	\$344.41
P09-02742	COLE-PARMER INSTRUMENT	MARINE SCIENCE SUPPLIES	\$436.85
P09-02743	OC PRINTING CO.	Blossom Ballpoint Pen/Highlighter	\$1,122.26
P09-02744	WELLS FARGO #3317 (DISTRICT)	A book/manual about Cantasia Studio 5 so	\$28.41
P09-02745	SHAMROCK SUPPLY	ELECTRICAL SUPPLIES	\$1,985.51
P09-02746	SEHI PROCOMP COMPUTER PRODUCTS	replacement toner cartridges	\$379.18
P09-02747	MC GRAW-HILL COMPANIES	reading skills builder for DSPS students	\$967.28
P09-02748	MISSION PRINTING COMPANY	District Fast Facts brochure printing.	\$699.05
P09-02749	SEHI PROCOMP COMPUTER PRODUCTS	Flatbed scanner	\$514.61
P09-02750	SEHI PROCOMP COMPUTER PRODUCTS	Epson scanners & printers	\$828.53
P09-02751	INTERLIGHT INT'L LIGHTING CORP	BIOLOGY SUPPLIES	\$142.92
P09-02752	HITT MARKING DEVICES, INC.	DO NOT BEND	\$78.23
P09-02753	G.J. AUTOMOTIVE EQUIPMENT CO.	AUTOMOTIVE EQUIPMENT	\$3,970.59
P09-02754	SARGENT-WELCH	BIOLOGY SUPPLIES	\$116.45
P09-02755	VWR INTERNATIONAL, INC.	BIOLOGY SUPPLIES	\$153.04
P09-02756	NCLEX PROGRAM REPORTS	MEMBERSHIP TO NCLEX-RN	\$300.00
P09-02757	SPECTRUM LABORATORY PRODUCTS	BIOLOGY SUPPLIES	\$125.75
P09-02758	DELL MARKETING	Technology Request for hardware.	\$714.38
P09-02759	VWR INTERNATIONAL, INC.	CHEMISTRY SUPPLIES	\$269.05
P09-02760	MC KESSON GENERAL MEDICAL	Medical Supplies	\$323.68
P09-02761	SKS BOTTLE & PACKAGING, INC.	CHEMISTRY SUPPLIES	\$172.84
P09-02762	COASTLINE ROP	Develop TPP survey for CTE instructors	\$6,200.00
P09-02763	MUDGE, CHRISTINE	961534 SCHOLARSHIP FOR STUDENT	\$350.00
P09-02764	STARR, W.B. INC.	TREE REMOVAL & PRUNING	\$8,080.00
P09-02765	SCANTRON CORPORATION	Scantrons for faculty use	\$232.76
P09-02766	KELSEY, CRISTA	SCHOLARSHIP FOR C.KELSEY	\$150.00
P09-02767	W. W. GRAINGER INC.	LAB CART FOR BIOLOGY	\$408.75
P09-02768	EBSCO SUBSCRIPTION SERVICE	Pay for subscription.	\$46.76
P09-02769	LIBRARY OF CONGRESS	Pay for quarterly bulletin.	\$30.00
P09-02770	JENNY, REBECCA	706497 SCHOLARSHIP FOR STUDENT	\$350.00
P09-02771	MMI (MINI MAILERS, INC)	Letters and Postage to H.S.Parents	\$2,802.12
P09-02772	RICHARD THE THREAD EMPIRE TAPE	MARLEY FLOOR TAPE FOR DANCE CLASSROOM	\$182.18
P09-02773	MATERIAL FLOW & CONVEYOR	Dept. Resources	\$45.95
P09-02774	SCANTRON CORPORATION	Scantron Forms for Faculty	\$132.80
P09-02775	MATCO TOOLS	AUTOMOTIVE SUPPLIES	\$491.92
P09-02776	MARSHALL MATERIALS	BASEBALL GROUNDS SUPPLIES	\$2,621.25
P09-02777	AUTOMOTIVE SERVICE COUNCILS	Membership dues	\$25.00
P09-02778	SHATTINGER MUSIC	Music	\$815.69
P09-02779	KENNY'S AUTO UPHOLSTERY	CONTRACT SERVICES	\$900.00
P09-02780	OC REGISTER	Annual subscription for PIO	\$200.00
P09-02781	ACP/CMA	Annual Membership Dues-Associated Colleg	\$139.00
P09-02782	FISHER SCIENTIFIC	BIOLOGY SUPPLIES	\$109.38
P09-02783	WARD'S NATURAL SCIENCE	BIOLOGY SUPPLIES	\$65.49
P09-02784	FISHER SCIENTIFIC	BIOLOGY SUPPLIES	\$58.52
P09-02785	HOPPER EQUIPMENT & SUPPLY	AUTOMOTIVE EQUIPMENT	\$45,378.80
P09-02786	CREATE FOR LESS	FASHION SUPPLIES	\$103.58
P09-02787	MIRMONT	FLAGPOLE BAG-IVC ATHL.MEDIA BACKDROP	\$48.77
P09-02788	HEADMASTER, INC.	TENNIS HATS FOR TENNIS TEAMS	\$415.05
P09-02789	SEHI PROCOMP COMPUTER PRODUCTS	Plotter & 3 printers	\$21,898.86
P09-02790	WENGER CORPORATION	Equipment and supplies for PAC	\$12,762.40
P09-02791	GAYLORD BROTHERS, INC.	Library supplies	\$233.46
P09-02792	NAEYC	ANNUAL REPORT FEE FOR NAEYC ACCREDITATIO	\$350.00
P09-02793	GAYLORD BROTHERS, INC.	Purchase instructional supplies.	\$108.74
P09-02794	G/M BUSINESS INTERIORS	Ergonomic keyboard for President's Offic	\$279.85
P09-02795	CUMMINS-ALLISON CORP.	Shredder Maint. Agrmt	\$265.64

BOARD OF TRUSTEES PURCHASE ORDER LISTING

v4.2

Purchase Order Numbers P09-02411 Through P09-02872

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-02796	POCKET NURSE ENTERPRISES, INC.	SUPPLIES FOR MEDICAL ASSISTING	\$3,064.85
P09-02797	CPP, INC.	Firo-B Self-Scorable Assessment	\$3,641.93
P09-02798	HARLAND TECHNOLOGY SERVICES	Harland Maintenance Agreement for Clarit	\$6,029.00
P09-02799	DISPLAYS2GO	Wall receiver for stanchion	\$22.75
P09-02800	DISCOUNT SCHOOL SUPPLY	PAPER ROLL CUTTER FOR WORKROOM	\$38.78
P09-02801	PINNACLE LANDSCAPE COMPANY	DRAINAGE REPAIR	\$8,958.00
P09-02802	SEHI PROCOMP COMPUTER PRODUCTS	Printer	\$490.67
P09-02803	SEHI PROCOMP COMPUTER PRODUCTS	Printer	\$293.44
P09-02804	SAMY'S CAMERA	Canon macro lens	\$517.20
P09-02805	SAMY'S CAMERA	Camera supplies	\$52.80
P09-02806	SAMY'S CAMERA	Photography supplies	\$211.19
P09-02807	GOVCONNECTION	Belkin USB	\$903.16
P09-02808	ALLSCRIPTS	medications for students	\$296.90
P09-02809	PRO AUTO GEAR	CHEMISTRY GLASSWARE/SUPPLIES	\$97.77
P09-02810	COMPUTERLAND CORPORATE OFFICE	ADOBE LICENSES & MAINTENANCE	\$39,214.57
P09-02811	VIDEO SERVICE OF AMERICA	DV CAM tape for student use	\$448.16
P09-02812	HARDY DIAGNOSTICS	MICROBIOLOGY SUPPLIES	\$348.03
P09-02813	MC KESSON GENERAL MEDICAL	medical supplies	\$161.36
P09-02814	HAWK LABELING SYSTEMS	AquaSci SUPPLIES	\$366.27
P09-02815	SMITH, DANIEL INC.	ART SUPPLIES	\$320.40
P09-02816	RIO GRANDE ALBUQUERQUE	ART SUPPLIES	\$1,038.58
P09-02817	BACKGROUNDS UNLIMITED	Background Investigations	\$2,730.60
P09-02818	U.S. POSTMASTER	POSTAL FUNDS	\$745.00
P09-02819	SAN DIEGO EMPLOYMENT GUIDE	Advertising for Veteran's Expo	\$800.00
P09-02820	SEHI PROCOMP COMPUTER PRODUCTS	PIO Publication Supplies	\$2,602.52
P09-02821	AMER. TIME & SIGNAL CO.	WIRELESS CLOCK SYSTEM FOR LIBRARY	\$72,089.92
P09-02822	NORTHERN TOOL & EQUIPMENT CO.	SPRAY PUMP	\$604.44
P09-02823	FELLER, CHELSEA	ASSIST. STAGE MANAGER/IVC PERF. DANCE EN	\$100.00
P09-02824	DEMCO INC.	File Cabinet for Re-Entry Office	\$318.32
P09-02825	IRVINE UNIFIED SCHOOL DISTRICT	Cal-PASS money for data entry requiremen	\$5,000.00
P09-02826	PAUL, SAMUEL JAYE	FLYLINE OPERATOR/IVC PERSPECTIVE DANCE C	\$250.00
P09-02827	UNITED INTERIORS	Ergonomic equipment purchase	\$14,354.05
P09-02828	UNITED INTERIORS	Ergonomic Equipment purchase	\$15,583.02
P09-02829	PHELPS, JODI	563812 SCHOLARSHIP FOR STUDENT	\$350.00
P09-02830	MASON, JEFF	DISTINGUISHED GUEST SPEAKER	\$100.00
P09-02831	STEINTRAGER, JAMES	DISTINGUISHED GUEST SPEAKER	\$100.00
P09-02832	MIDWEST LIBRARY SERVICE	Open PO to pay for books.	\$1,700.00
P09-02833	MISSION PRINTING COMPANY	Application of seals to spring brochures	\$650.00
P09-02834	AD ASTRA INFORMATION SYSTEMS	Astra Schedule Renewal Fee	\$10,500.00
P09-02835	PARSEC GROUP, INC.	Open VMS Operating System Support	\$4,800.00
P09-02836	IBM	Server Consolidation/Disaster Recovery	\$42,894.15
P09-02837	NAT'L STUDENT CLEARINGHOUSE	Agreement for the NSC Student Tracker Se	\$1,408.80
P09-02838	SAN JUAN COMPANY	KSBR Transmitter Site Rent	\$4,428.90
P09-02839	ALL SIGNS AMERICA	CONSTRUCTION INFORMATION SIGN AT B200	\$676.50
P09-02840	IRVINE TENNIS	TENNIS STRINGING LABOR MEN'S TENNIS	\$603.40
P09-02841	GREEN PEARLE INT'L	WIRELESS MULTIMEDIA PRESENTER	\$110.30
P09-02842	TROXELL COMMUNICATIONS, INC.	LAPTOP CART FOR MEDICAL ASSISTING	\$1,576.25
P09-02843	MC KESSON GENERAL MEDICAL	SUPPLIES FOR NURSING	\$754.66
P09-02844	BANNERSANDSIGNS.NET	A&R LOBBY SIGNAGE	\$334.03
P09-02845	SMARDAN SUPPLY - EL MONTE	PLUMBING PARTS	\$244.38
P09-02846	SEHI PROCOMP COMPUTER PRODUCTS	printer for btsc	\$2,305.85
P09-02847	DELTA BIOLOGICALS	BIOLOGY SUPPLIES	\$1,454.63
P09-02848	ETR ASSOCIATES	pamphlets for student health info	\$293.15
P09-02849	ROTH CARNEY KNUDSEN LLP	Investigative Svs.	\$15,000.00
P09-02850	SCANTRON CORPORATION	REPLENISH SUPPLIES	\$210.36

BOARD OF TRUSTEES PURCHASE ORDER LISTING

v4.2

Purchase Order Numbers P09-02411 Through P09-02872

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-02851	OC REGISTER	ADVERTISING	\$1,623.36
P09-02852	CCC	plan check fees Learning Resources	\$47,367.32
P09-02853	AMER. GEOTECHNICAL	Engineering/Testing Services for IVC B20	\$6,000.00
P09-02854	COMPUTERLAND CORPORATE OFFICE	ADOBE LICENSES	\$8,880.94
P09-02855	DRAFTING STEALS.COM	Cutting mats	\$96.86
P09-02856	LIFETIME MEMORY PRODUCTS, INC.	Memory modules for Dell Inspiron 9300 la	\$155.85
P09-02857	SCANTRON CORPORATION	Scantron forms for Reading Lab.	\$464.79
P09-02858	SANTA FE JEWELER'S SUPPLY	JEWELRY MAKING SUPPLIES	\$130.17
P09-02859	KIRK XPEDX	paper	\$782.80
P09-02860	ELEVENTH HOUR FILMS	Library video per Tom Weisrock request	\$201.87
P09-02861	SCANTRON CORPORATION	Scantron forms for student use	\$266.39
P09-02862	APPLE COMPUTER, INC.	OS for Mac upgrades	\$297.39
P09-02863	COMPUTERLAND CORPORATE OFFICE	Software for new Mac Mini	\$180.09
P09-02864	HOBSONS, INC	HOBSONS INVOICE PAYMENT	\$2,000.00
P09-02865	FULL COMPASS SYSTEMS	Microphone	\$754.38
P09-02866	UNITED INTERIORS	Furniture for AGB Conference room	\$2,447.70
P09-02867	QUEZADA PRO LANDSCAPE, INC.	TREE AND LANDSCAPING SERVICES	\$4,220.00
P09-02868	REMET CORP.	PHYSICS SUPPLIES	\$237.72
P09-02869	MYERS, W. CO.	HVAC SUPPLIES	\$58.29
P09-02870	CALED	Institutional Membership/CALED	\$80.00
P09-02871	MONTOYA, GENNIFER	Pay for Make Up, Hair and special effect	\$750.00
P09-02872	U.S. POSTMASTER	STANDARD MAIL FEE	\$180.00
			=====
			\$3,341,592.10

BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

v4.2

Req. #	Vendor Name	Description	Total Cost
RD09-01238	ROCHFORD, STEPHEN	Accreditation Workshop 2009-Stephen Roch	\$1,200.00
RD09-01237	MAIN, DAUNE	Accreditation Workshop 2009 - Daune Main	\$1,200.00
RD09-01236	JUSTICE, CRAIG	Accreditation Workshop 2009 - Craig Just	\$1,200.00
RD09-01235	TANRIVERDI, FAWN	Staff Reimbursement for Expenses	\$40.70
RD09-01234	SEIFERT, SHANNON	reimbursement for luncheon	\$19.98
RD09-01233			\$.00
RD09-01232	MORTECH MANUFACTURING	REPAIR TO 2 BODY REFRIGERATION CRYPT	\$.00
RD09-01231	MC GROARTY, DIANE	Reimbursement to faculty	\$82.37
RD09-01230	INLOW, LISA	Reimbursement to faculty	\$61.09
RD09-01229	BITTNER, ALINDE	Reimbursement to faculty	\$157.43
RD09-01228	PESTOLESI, DIANE	CONFERENCE FOR DIANE PESTOLESI	\$.00
RD09-01227	RAMIREZ, RUBEN	Reim. Ruben Ramirez Job Fair 2009	\$334.62
RD09-01226	MILLER, FRANCES	Reim. Fran Miller Job Fair 2009	\$334.62
RD09-01225	WELLS FARGO #4198 FISCAL-SBC	Office Supplies	\$50.00
RD09-01224	RICE, TAMERA	CONFERENCE FOR TAMERA RICE	\$.00
RD09-01223	RIEGLE, CHRIS	TO REIMBURSE C. RIEGLE MAKING A CLASS RE	\$139.50
RD09-01222	MUELLER, BETH	Attend 2009 Annual SWACC Meeting	\$348.68
RD09-01221	A TO Z CIRCUIT BREAKERS	HVAC SUPPLIES	\$1,900.00
RD09-01220	WELLS FARGO #2078 (DIST TRAVL)	Totally Chocolate - Adv. giveaways	\$1,088.52
RD09-01219	MILLER, SOPHIE	Reimbusement	\$12.49
RD09-01218	D'LENA, BRANDYE	REIMBURSEMENT	\$116.38
RD09-01217		MAILING SEALS FOR NEWSLETTER	\$23.56
RD09-01216	S & B FOODS	Payment to the Cafeteria for BSI In-Serv	\$226.28
RD09-01215	RADDEN, LARRY	Reimbursement	\$291.21
RD09-01214	CHEZ NAZ BAKERY	FOOD FOR INSERVICE-2009	\$.00
RD09-01213	HUNTLEY, ANTHONY	Reimbursement to A.Huntley for lab mater	\$244.30
RD09-01212	HIXON, LORNA	Reim. Postage-L. Hixon	\$5.32
RD09-01211	ANDERSON, DAVID E.	CONFERENCE FOR ACCE-DAVID ANDERSON-2/25-	\$987.29
RD09-01210	EXCELSIOR ELEVATOR CORPORATION	Service Call	\$247.50
RD09-01209	MATHUR, RAGHU P.	Raghu Mathur to TechEd 2009	\$185.00
RD09-01208	LAGUNA GRAPHIC ARTS, INC	PRINTING SERVICES	\$48.49
RD09-01207	WELLS FARGO #3465 FISCAL-IVC	Registration for WEB Conference	\$350.00
RD09-01198	MINEO, DONALD	Reimbursement for Don Mineo (Career Book	\$65.67
RD09-01197	EBSCO SUBSCRIPTION SERVICE	Pay for price difference for subscriptio	\$3,462.92
RD09-01196	HUNTLEY, ANTHONY	Reimbursement to A.Huntley for lab suppl	\$210.23
RD09-01195	BARTIROMO, JEANISE	DISTRICT HOLIDAY PARTY DECORATIONS	\$17.20
RD09-01194	WELLS FARGO #4198 FISCAL-SBC	PBC Retreat	\$600.00
RD09-01193	S & B FOODS	Catering invoice for TPP meeting	\$215.50
RD09-01192	GLEIZER, JENNIFER	Reimbursment for supplies.	\$50.59
RD09-01191	LAKOW, TONI	Reim. Toni Lakow-S.F. Job Fair 2009	\$759.00
RD09-01190	MUNNS, JAKE	Reim. Jake Munns-S.F. Job Fair 2009	\$759.80
RD09-01189	HORN IMPROVEMENT	Saxophone & tuba repairs	\$149.31
RD09-01188	PEPPER, J.W. & SON, INC.	Music purchased	\$1,454.98
RD09-01187	WELLS FARGO #4198 FISCAL-SBC	Apple Store	\$195.00
RD09-01186	WELLS FARGO #3465 FISCAL-IVC	Rubbermaid Mobile Barriers for the PAC	\$703.64
RD09-01185	OLNEY, SHARON	reimbursement for ACCE 2009 Conf. and me	\$400.00
RD09-01184	CAMACHO, TERESA	Reimburse Teresa Camacho postage	\$6.58
RD09-01183	CAMACHO, TERESA	Reimburse Teresa Camacho	\$21.54
RD09-01182	GUY, GEORGINA	Counselor Conference Reimbursement	\$125.00
RD09-01181	PAULINE'S PROFESSIONAL POTPOUR	Pay for calendars.	\$333.40
RD09-01180	NIN, ORLANTHA	Counselor Conferences Reimbursement	\$142.00
RD09-01179	MUNNS, JAKE	Reim. Jake Munns- Job Fair 2009	\$335.58
RD09-01178	GUY, GEORGINA	Reimbursement for food items for EOPS ST	\$256.15
RD09-01177	JENSEN, BICHTUYEN	Reim. Bic Jensen- Job Fair 2009	\$70.00
RD09-01176	SONG, SOKHA	Reim. Sokha Song- Job Fair 2009	\$70.00
RD09-01175	FARNSWORTH, ROBERT	Reimbursement to Robt. Farnsworth for su	\$53.85

BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

v4.2

Req. #	Vendor Name	Description	Total Cost
RD09-01174	FARNSWORTH, ROBERT	Reimbursement to Robert Farnsworth for s	\$94.55
RD09-01173	GAYLE'S EMBROIDERY	MEN'S BASKETBALL EMBROIDERY	\$133.00
RD09-01172	HANKS, JULIE	EMERGENCY PAIR OF WOMEN'S BASKETBALL SHO	\$43.07
RD09-01171	BACKGROUNDS UNLIMITED	Background Investigations	\$.00
RD09-01170	S & B FOODS	In-Service Breakfast and lunch	\$269.38
RD09-01169	WELLS FARGO #4198 FISCAL-SBC	Credit Card Purchase AT THE APPLE STOR	\$.00
RD09-01168	CINCH INDUSTRIES	vtea film projects	\$1,000.00
RD09-01167	NASTEFF, JOHN	vtea film production	\$1,000.00
RD09-01166	NASTEFF, JOHN	vtea project	\$2,000.00
RD09-01165	WELLS FARGO #3465 FISCAL-IVC	Software	\$100.00
RD09-01164	WELLS FARGO #3317 (DISTRICT)	TRADER JOES DECORATION/DIST. CHRISTMAS P	\$73.96
RD09-01163	WELLS FARGO #4198 FISCAL-SBC	OfficeMax	\$150.00
RD09-01162	OXFORD UNIVERSITY PRESS	Library book per Tom Weisrock request	\$10.31
RD09-01161	WELLS FARGO #4198 FISCAL-SBC	Credit card purchase	\$.00
RD09-01160	FARNSWORTH, ROBERT	Reimbursement to Robert Farnsworth for s	\$78.14
RD09-01159	TREE OF LIFE NURSERY	Payment needed to Tree of Life for books	\$62.39
RD09-01158	LAURIE, JAMES	Reim. J. Laurie- Job Fair 2009	\$70.00
RD09-01157	LORCH, TEDDI	Reim. T. Lorch - Job Fair 2009	\$70.00
RD09-01156	GRAHAM, ESTER	Reim. E. Graham- Job Fair 2009	\$70.00
RD09-01155	WYCHE, SONJA	Reim. S. Wyche - Job Fair 2009	\$70.00
RD09-01154	MILLER, FRANCES	Reim. F. Miller - Job Fair 2009	\$.00
RD09-01153	KHACHATRYAN, DAVIT S.	Accreditation Institute Conference	\$1,104.00
RD09-01152	AUDIO VISUAL INNOVATIONS, INC.	AV Repair	\$1,010.00
RD09-01151	RADDEN, LARRY	Reimbursement	\$876.24
RD09-01150	PESTOLESI, DIANE	CONFERENCE FOR DIANE PESTOLESI	\$465.00
RD09-01149	BANGS, BARBARA	DISTRICT CHRISTMAS PARTY SUPPLIES	\$24.87
RD09-01148	HIGGINSON, JENNIFER	reimburse J.Higginson for instructional	\$99.00
RD09-01147	CA STATE DEPT PESTICIDE REGUL	PESTICIDE LICENSE RENEWAL	\$120.00
RD09-01146	SUSSMAN, CARYN	Reimbursement for TCDA Institutional Mem	\$50.00
RD09-01145	SKAFF, PENNY	Expenses for Advisory Meeting	\$.00
RD09-01144	WILLIAMS, JOHN	JWILLIAMS TO FUTURES ASSEMBLY, ORLANDO,	\$1,791.96
RD09-01143	GRAHAM, ESTER	Reim. E. Graham-PIHRA CONF.	\$75.00
RD09-01142		WOMEN'S STATE VOLLEYBALL T-SHIRTS	\$276.00
RD09-01141	MATHUR, RAGHU P.	RMATHUR TO FUTURES ASSEMBLY, ORLANDO, FL	\$1,791.96
RD09-01140	HOPPER EQUIPMENT & SUPPLY	Heavy duty CNC oil	\$123.64
RD09-01139	SADDLEBACK COLLEGE BOOKSTORE	STUDENT FOLDERS FOR LD RESULTS PACKAGE	\$119.82
RD09-01138	EDUCATIONAL MUSIC SERVICE	Music purchased	\$202.23
RD09-01137	S & B FOODS	TECH PREP CONSTORTIUM GRANT MEETING	\$21.55
RD09-01136	D'ARCY, KIM	REIMBURSEMENT for calendar	\$26.93
RD09-01135	WELLS FARGO #4198 FISCAL-SBC	DEPT.OF PESTICIDE REGULATION	\$60.00
RD09-01134	LEXIS-NEXIS/MATTHEW BENDER	Library books per Tom Weisrock request	\$184.05
RD09-01133	WOOD, LINDA	Staff member purchased materials for sta	\$53.95
RD09-01119	A-1 AWARDS	GAVEL PLAQUE FOR BOARD PRESIDENT	\$110.17
RD09-01118	HESSE, LISA	Reimbursement	\$22.83
RD09-01117	NGUYEN, HALEY	Reimbursement	\$54.41
RD09-01116	DENTON, SUZANNE D.	Reimbursement	\$28.59
RD09-01115	DALY, TRACY	Poster Frame for Ronald Reagan event pos	\$21.54
RD09-01114	BAKER & TAYLOR ENTERTAINMENT	Library books per Tom Weisrock request	\$78.28
RD09-01112	HERSHBERGER, DOUGLAS	Piano tuning services	\$260.00
RD09-01111	MATERIALISE	Payment to Materialise	\$4,060.00
RD09-01110	ASHBROOK, MISSY	Reimbursement	\$60.00
RD09-01109	WELLS FARGO #3317 (DISTRICT)	Applestore.com	\$139.00
RD09-01108	REGISTRATIONS FOR YOU	Attendence for Educating for Career.	\$915.00
RD09-01107	FISHER, KRISTA	REIMBURSE FOR CONFERENCE	\$156.05
RD09-01106	BRACKEN, NANCY	Reimbursement for 1940's Radio Hour	\$1,294.45
RD09-01105	SCHADER, PAM	REIMBURSEMENT FOR FALL 2008 ART 410 TICK	\$239.26

BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

v4.2

Req. #	Vendor Name	Description	Total Cost
RD09-01104		Conference expence for Kay Ostensen	\$.00
RD09-01103		Confenence for Debra Friedman	\$.00
RD09-01102	GLEIZER, JENNIFER	Conference for Jennifer Gleizer	\$305.00
RD09-01101			\$.00
RD09-01100	WILLIAMS, MARY	Conference for Mary Williams	\$355.00
C48963	WELLS FARGO #2078 (DIST TRAVL)	INTERNET HOTEL RESERVATIONS	\$6.99
RD09-01099	ARNTSON, L. JOYCE	Joyce Arnston	\$524.30
RD09-01098	SKAFF, PENNY	Conference for Penny Skaff	\$255.00
RD09-01097	WELLS FARGO #3465 FISCAL-IVC	Fry's online supplies	\$21.54
RD09-01096	WELLS FARGO #3317 (DISTRICT)	DataJoe LLC for OCBJ (OC Business Journa	\$250.00
RD09-01095	WEST GROUP	Subscription for publication.	\$213.00
RD09-01094	FLUEGEMAN, TERESA	Candy treats for Ronald Reagan room dedi	\$71.11
RD09-01093	SHOMPH, CRYSTAL	REIMB. TECH.DIRECTOR/MARLEY TAPE/IVC DAN	\$103.12
RD09-01092	GABRIELLA, WENDY	Wendy Gabriella to Sacramento for BOG Me	\$324.00
RD09-01091	IRVINE UNIFIED SCHOOL DISTRICT	Reimbursement for Cal-PASS	\$5,000.00
RD09-01090	MANDERS, RACHEL	Reimbursement for grant related expenses	\$56.22
RD09-01089	BUGAY, DAVID	Conference David Bugay	\$1,219.76
RD09-01088	WOLFF, MICHELE	REIMBURSE MICHELE WOLFF	\$7.90
RD09-01087	SANTA ANA COLLEGE	Training	\$80.00
RD09-01086	PHOENIX BUSINESS MACHINES, INC	Fax machine repair	\$129.00
RD09-01085	WELLS FARGO #4198 FISCAL-SBC	www.twindraftguard.com	\$.00
RD09-01084	S & B FOODS	CATERING FOR CHANCELLOR'S OPENING SESSIO	\$543.33
RD09-01083	TACKETT, ED WARD	ASTM CONF/JAN 12-14, 2009/PHIL, PA	\$1,184.48
RD09-01082	PATTON, KEN	ASTM CONF/JAN 12-14, 2009/PHIL, PA	\$1,406.48
RD09-01081	CA STATE CONTROLLER'S OFFICE	REIMB. CLAIM FOR STATE MANDATED COST PRO	\$27,351.00
RD09-01080	S & B FOODS	CATERING FOR OCLTF MEETING	\$135.67
RD09-01079	BELL'S INDUSTRIAL SERVICE	Industrial Dryer Repair	\$178.88
RD09-01078	PRAXAIR	For Liquid Nitrogen/McLendon	\$95.52
RD09-01077	ALFORD, JOANN	Jo Ann Alford to attend CCAA	\$.00
RD09-01076	PAK, JOSEPH	Conference Reimbursement for Joseph Pak	\$550.00
RD09-01075	CLARK, KATE	Attend 2009 CIAC Conference-SanFrancisc	\$1,112.10
RD09-01074	FELDER, STEPHEN	Stephen Felder to 2008 CCHA Pacific West	\$650.00
RD09-01073	PANGBORN, FRANK	Frank Pangborn to Real Estate Educators'	\$242.34
RD09-01072	LICITRA, JOHN	John Licitra to Fall 2008 UC Counselor C	\$126.07
RD09-01071	LICITRA, JOHN	John Licitra to CSU Fall 2008 Counselor	\$160.14
RD09-01070	RADDEN, LARRY	Reimbursement	\$234.76
RD09-01069	RADDEN, LARRY	Reimbursement	\$193.99
RD09-01068	MILLOVICH, JUNE M.	REIMBURSE JUNE MILLOVICH	\$703.06
RD09-01067	ROSENBERG, ALANNAH ORRISON	Conference Attendance for Alannah Rosenb	\$1,716.28
RD09-01066	WELLS FARGO #4214 FISCAL-IVC	CITY OF IRVINE	\$76.00
RD09-01065	SKAFF, PENNY	Conference for Penny Skaff	\$.00
RD09-01064	WELLS FARGO #4198 FISCAL-SBC	Patient care flow device	\$75.40
RD09-01063	TACKETT, ED WARD	RAPIDTECH NON-INSTRUCTIONAL SUPPLIES	\$107.74
RD09-01062		Reimbursement - Provost Interviews	\$327.64
RD09-01061	ROSENKRANS, JANE	REIMBURSEMENT FOR CLEANING SERVICE	\$220.00
RD09-01060	YELLOW TRANSPORTATION, INC.	Shipment Charges for Booth/ATE Conf Wash	\$567.61
RD09-01059	IVC CHILD DEVELOPMENT CENTER	Child Care Services	\$207.00
RD09-01058	OC SHERIFF/CORONER	Training	\$40.00
RD09-01057	MINEO, DONALD	Reimbursement for Who's Who Directory	\$308.95
RD09-01056	WELLS FARGO #2078 (DIST TRAVL)	Balboa Bay Club OCTLIF Ethnic Training	\$4,211.15
RD09-01055	BURNETT, TOD A.	Reimbursement	\$17.00
RD09-01054	MIDWEST LIBRARY SERVICE	Pay for books.	\$67.54
RD09-01053	JUSTICE, CRAIG	Reimburse Craig Justice for book purchas	\$16.75
RD09-01052	RANGEL, EFREN	REIMBURSEMENT CONFERNCE Efren Rangel	\$1,217.70
RD09-01051	GLENN, CINDY	REIMBURSEMENT FOR CINDY GLENN CONFERENCE	\$70.00
RD09-01049	WELLS FARGO #4198 FISCAL-SBC	Headsets	\$.00

BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

-v4.2

Req. #	Vendor Name	Description	Total Cost
RD09-01048	S & B FOODS	TECH PREP GRANT CONSROTIUM MEETING	\$74.89
RD09-01047	BORELLA, PETER	Reimbursement to P.Borella for van renta	\$.00
RD09-01046			\$.00
RD09-01045	GLEASON, LINDA	CONFERENCE FOR LINDA GLEASON	\$920.00
RD09-01044	GRANT, RON	Reimbursement for Classroom Supplies	\$146.03
RD09-01043		STUDENT FOLDERS FOR	\$.00
RD09-01042	ANDERSON, JULIE	Reimbursement for Fish & Game Permit	\$61.25
RD09-01041	SHATTINGER MUSIC	Music purchased	\$64.48
RD09-01040	EDUCATIONAL MUSIC SERVICE.	Music purchased	\$96.04
RD09-01039	TELSON, LISE S.	OC TEACHER OF THE YEAR PROGRAM	\$17.00
RD09-01038	LASER SOURCE	Non instructional repair	\$56.13
RD09-01034	MILLER, MARIA	Reimbursement to Maria Miller for purcha	\$43.09
RD09-01033	TACKETT, ED WARD	RapidTech Supplies	\$129.25
RD09-01032	S & B FOODS	RIDE THE WAVE	\$.00
RD09-01031	OC PRINTING CO.	TRANSFER CENTER NEWSLETTER	\$.00
RD09-01030	HURLEY, REGINA	Conference Reimbursement for Regina Hurl	\$325.00
RD09-01029	YASSINE, AMINA	Conference Reimbursement for Amina Yassi	\$450.00
RD09-01028	ROGERS-CLOUD ROBIN	Confereenc Reimbursement for Robin Roger	\$401.96
RD09-01027	ROBERTSON, SUSAN T.	Conference Reimbursement for Susan Rober	\$450.00
RD09-01026	MERRIFIELD, MICHAEL J.	Confereenc Reimbursement for Michael Mer	\$656.00
RD09-01025	MC LEAN, DANI	Conference Reimbursement for Dani McLean	\$450.00
RD09-01024	CPP, INC.	CPP SKILLSONE SITE RENEWAL FEE	\$.00
RD09-01023	RADDEN, LARRY	Reimbursement	\$1,107.54
RD09-01022	RICHARDS, JOHN	Handout Items for Family Night	\$10.69
RD09-01018	WELLS FARGO #4198 FISCAL-SBC	TUFF SHED - KEY SUPPLIES	\$55.00
RD09-01017	EDUCATIONAL MUSIC SERVICE	Music purchased	\$198.98
RD09-01016	RYAN, RAY D.	Reimbursement-Provist Interviews	\$1,043.92
RD09-01015	MC CARTNEY, SOMMER	Conference Reimbursement for Sommer McCa	\$364.00
RD09-01014	MC CARTNEY, SOMMER	Conference Reimbursement for Sommer McCa	\$585.98
RD09-01013	HODGES, JACK	Confereenc Reimbursement for Jack Hodges	\$1,150.00
RD09-01012	SHATTINGER MUSIC	Music purchased	\$66.52
RD09-01011	GARCIA, RENEE	Conference Reimbursement for Renee Garci	\$815.35
RD09-01010	CESAREO-SILVA, CLAIRE	Conference Reimbursement for Claire Cesa	\$836.82
RD09-01009	NORMS REFRIGERATION	FREEZER REPAIR	\$397.86
RD09-01008	GREY HOUSE PUBLISHING	Library books per Tom Weisrock request	\$509.12
RD09-01007	S & B FOODS	CATERING FOR OCLTF MEETING	\$204.19
RD09-01006	EGASSE, JEANNE	Jeanne Egasse to Green CA Community Coll	\$438.48
RD09-01005	GALLEGOS, LORETTA E.	Reim. Provost ATEP- Candidate	\$1,395.56
RD09-01004	ROSE-SIMMONS, DOREEN K.	Reim. Provost	\$781.97
RD09-01003	ROMINGER, MARY	Reimbursement for candy purchased for fu	\$.00
RD09-01002	SNEED, DONNA	Reimbursement for Health and Lifestyle C	\$16.10
RD09-01001	SUCCESSORIES, INC.	PLAQUE FOR OUTGOING BD PRESIDENT	\$92.98
RD09-01000	FREEMAN, PAT	Patricia Freeman to UC Counselors' Confe	\$101.29
RD09-00999	TITUS, JODI	Jodi Titus to Association of Pacific Coa	\$650.00
RD09-00998	TRAN, TIFFANY	Tiffany Tran to CA Great Teachers Semina	\$1,109.44
RD09-00997	S & B FOODS	FOOD FOR PRES.PRINCIPAL BREAKFAST	\$969.75
RD09-00996	U.S. AIR CONDITIONING DIST INC	HVAC SUPPLIES	\$13.31
RD09-00995	ACCCA	2009 ACCCA Conference costs for Craig Ju	\$1,305.00
RD09-00994	BORDELON, MARK	REIMBURSEMENT FOR INCURRED FIELD TRIP CO	\$98.99
RD09-00993	COACH AMERICA - LOS ANGELES	Bus for EI Field Trip on 12/04/08 to the	\$1,275.00
RD09-00992	FERNALD, THERESA	REIMBURSEMENT FOR FALL 2008 - ART 435 -	\$160.00
RD09-00991	ELBAUM, JAN	REIMBURSEMENT - JAN ELBAUM,INSTRUCTOR	\$167.00
RD09-00990	ALL4DVD, INC.	MST Program DVD for Marketing Activities	\$538.75
RD09-00989	GLEN, WILL	Steep Stool	\$48.48
RD09-00988	GROSSMAN, CRAIG	Phi Rho Pi Conference Craig Grossman	\$1,833.00
RD09-00987			\$.00

BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

v4.2

Req. #	Vendor Name	Description	Total Cost
RD09-00986	BRAMUCCI, ROBERT	Travel expenses for Bob Bramucci	\$825.00
RD09-00985	FRETZ, DAVID	Reimbursement for field trip expenses	\$368.45
RD09-00984		REIMBURSEMENT FOR CONFERENCE	\$156.06
RD09-00983	S & B FOODS	Lunch Meeting for BSI Comm.Coll. Instruc	\$258.60
RD09-00982	DALY, TRACY	Student Trustee Photo for Lobby.	\$4.57
RD09-00981	ROCKLIN, PATTY	Reimburse staff member for conference at	\$150.00
RD09-00980	NACUA PUBLICATIONS	Legal Pamphlets for VCHR	\$44.00
RD09-00979	MUELLER, HEIDI M.	Reimbursement	\$19.47
RD09-00978	KRUHMIN, MARK	Reimburse staff members for tutoring sit	\$75.00
RD09-00977	BRODET, MATT	Reimburse staff member for computer part	\$146.45
RD09-00976	WELLS FARGO #3317 (DISTRICT)	amazon.com	\$151.28
RD09-00975	OC SHERIFF/CORONER	Training	\$70.00
RD09-00974	BAKER & TAYLOR ENTERTAINMENT	Library book per Tom Weisrock request	\$45.30
RD09-00973	PLANO, GWEN	Reimbursement for Gwen Plano	\$53.36
RD09-00972	FLANIGAN, PATRICIA K.	REIMBURSMENT FOR PATRICIA FLANIGAN	\$1,471.05
RD09-00971	AVALON TENT & PARTY	TABLES AND LINENS FOR PRESIDENT BREAKFAS	\$.00
RD09-00970	GATEWOOD, DAVID D.	Emergency Career Day Expenditure	\$43.10
RD09-00969	FLUEGEMAN, TERESA	Invitation envelopes for Reagan Room Ded	\$25.84
RD09-00968	MILCHIKER, MARCIA	Conference Expenses for Marcia Milchiker	\$233.08
RD09-00967	RUDMANN, JERRY	Conference reimbursement for Jerry Rudma	\$291.00
RD09-00966	FLUEGEMAN, TERESA	T.Fluegeman to CCLC Annual Convention 20	\$610.00
RD09-00965	RICHARDS, JOHN	Reimbursement for MST Promotional Items	\$372.48
RD09-00964	VURDIEN, RAJEN	Conference Attendance for Rajen Vurdien	\$.00
RD09-00963	CAPISTRANO UNIFIED SCHOOL DIST	Additional Intern Hours	\$.00
RD09-00962	SO COAST SAILING TEAM	Repair of damage to leased sailboat	\$400.00
RD09-00948	WELLS FARGO #4198 FISCAL-SBC	Bull Horns	\$16.15
			=====
			\$124,112.80

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Payment of Bills
ACTION: Approval

BACKGROUND

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

STATUS

Checks No. 076389 through 077565, processed through the Orange County Department of Education, totaling \$6,750,183.39; and Checks No. 009425 through 009444, processed through Saddleback College Community Education, totaling \$38,528.38; and Checks No. 008506 through 008521, processed through Irvine Valley College Community Education, totaling \$14,301.29 are submitted for the approval of the Board of Trustees.

RECOMMENDATION

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

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #076389 and 077565

S	Check #	Check Dt	Company Name	Check Amount	Description
O	076389	11/12/08	HOANG-QUYEN DANG	\$12.00	MILEAGE
O	076390	11/12/08	EUGENE DRAKE	\$31.59	MILEAGE
O	076391	11/12/08	TRAVIS EDWARDS	\$65.75	MILEAGE
O	076392	11/12/08	JACQUELINE L. FRANKS	\$55.02	MILEAGE
O	076393	11/12/08	GALLS INC.	\$290.35	Open PO - Uniforms
O	076394	11/12/08	GRACE GARCIA	\$15.01	MILEAGE
O	076395	11/12/08	GAYLE'S EMBROIDERY	\$256.00	EMBROIDERY FOR MEN'S BASKETBALL
O	076396	11/12/08	JENNIFER GLEIZER	\$64.67	MILEAGE
O	076397	11/12/08	ESTER GRAHAM	\$14.38	MILEAGE
O	076398	11/12/08	GREY HOUSE PUBLISHING	\$418.50	Library books per Tom Weisrock request
O	076399	11/12/08	MARLYS GRODT & ASSOCIATES	\$500.00	Class Spec - CM Management Position
O	076400	11/12/08	HARDY DIAGNOSTICS	\$534.11	MICROBIOLOGY SUPPLIES
O	076401	11/12/08	STACY HEAD	\$251.00	457060 SCHOLARSHIP FOR S. HEAD
O	076402	11/12/08	GABRIELA HERNANDEZ	\$50.00	PANEL PRESENTER
O	076403	11/12/08	CHRIS HOGSTEDT	\$75.00	Membership reimbursement
O	076404	11/12/08	HOME DEPOT CREDIT SERVICES	\$1,714.88	BLANKET PURCHASE ORDER FOR SUPPLIES
O	076405	11/12/08	HOME DEPOT CREDIT SERVICES	\$142.06	Blanket PO for Athletic Dept. Supplies
O	076406	11/12/08	INGARDIA BROTHERS PRODUCE, INC.	\$511.08	Groceries for Foods Lab.
O	076407	11/12/08	INTERSTATE ELECTRIC	\$75.34	Signage Materials
O	076408	11/12/08	IRVINE VALLEY COLLEGE	\$520.70	Book purchases for EOPS bookloan program
O	076409	11/12/08	IRVINE VALLEY COLLEGE	\$3,331.71	Book purchases for EOPS bookloan program
O	076410	11/12/08	IRVINE VALLEY COLLEGE	\$87,449.66	Book Purchases for EOPS Bookloan Program
O	076411	11/12/08	IRVINE VALLEY COLLEGE	\$7,116.81	Book Purchases for EOPS Bookloan Program
O	076412	11/12/08	BICHTUYEN JENSEN	\$30.73	MILEAGE
O	076413	11/12/08	CRISTA KELSEY	\$225.00	SCHOLARSHIP FOR C.KELSEY
O	076414	11/12/08	LAMA BOOKS	\$90.81	Lama Cal Occupational for CCLD
O	076415	11/12/08	MICHAEL LEVINE, INC.	\$426.46	Blanket for instructor supplies
O	076416	11/12/08	TEDDI LORCH	\$15.37	MILEAGE
O	076417	11/12/08	LORI MANGELS	\$107.58	MILEAGE
O	076418	11/12/08	MARLENI MASTRANGELO	\$100.00	STUDENT SUCCESS GRANT SCHOLARSHIP
O	076419	11/12/08	JENNIFER MC CUE	\$595.00	Reimbursement
O	076420	11/12/08	MEDCO SUPPLY COMPANY	\$4,066.71	ATHLETIC TRAINING EQUIPMENT
O	076421	11/12/08	DANIELLE MILLER	\$251.00	862243 SCHOLARSHIP FOR D. MILLER
O	076422	11/12/08	JUNE M. MILLOVICH	\$1,320.25	COMPETITIVE EQUIPMENT REIMBURSEMENT
O	076423	11/12/08	MISSION PRINTING COMPANY	\$377.13	Fast Facts Brochure Update Printing.
O	076424	11/12/08	NLNAC, INC.	\$1,875.00	ACCREDITATION FEE FOR NURSING
O	076425	11/12/08	ORANGE CO. AUDITOR-CONTROLLER	\$332.64	Annual Maintenance: Range Fees
O	076426	11/12/08	ORANGE CO. BUSINESS JOURNAL	\$89.00	Subscription renewal for OC Business Journal.
O	076427	11/12/08	ORANGE COUNTY PRINTING	\$344.80	Postcards for Career Fair Nov. 5
O	076428	11/12/08	ORANGE COUNTY REGISTER	\$16.00	OC REGISTER SUBSCRIPTION
O	076429	11/12/08	JAKE OCHSNER	\$85.00	697808 SCHOLARSHIP FOR J. OCHSNER
O	076430	11/12/08	ORANGEWOOD CHILDREN'S	\$50.00	PANEL MEMBER
O	076431	11/12/08	RUBEN RAMIREZ	\$80.68	MILEAGE
O	076432	11/12/08	SOKHA SONG	\$30.74	MILEAGE
O	076433	11/12/08	DENNIS STACHELSKI	\$12.00	MILEAGE
O	076434	11/12/08	JUNE M. MILLOVICH	\$155.54	REIMBURSEMENT SUPPLIES FOR CDES
O	076435	11/13/08	CHERYL ALTMAN	\$467.96	BSI Conference Reimbursement- Cheryl Altman
O	076436	11/13/08	AMERICAN EXPRESS	\$4,786.00	Travel expenses for Bob Bramucci
O	076437	11/13/08	DON BUSCHE	\$29.00	CONFERENCE-CCCAOE FALL 2008 REIMBURSEMENT
O	076438	11/13/08	CA SCHOOL EMPLOYEES ASSN	\$1,377.46	CSEA CONFERENCE REIMBURSEMENT
O	076439	11/13/08	BEEP COLCLOUGH	\$753.71	Conference Attendance

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #
 Selection: Between #076389 and 077565

S	Check #	Check Dt	Company Name	Check Amount	Description
O	076440	11/13/08	DAVID D. GATEWOOD	\$174.03	CONFERENCE FOR DAVID GATEWOOD
O	076441	11/13/08	WILL GRAFF	\$162.65	Will Graff/ATE PRINCIPAL INV. CONF
O	076442	11/13/08	MICHAEL MARTINEZ	\$3.55	CONFERENCE REIMBURSEMENT
O	076443	11/13/08	SCHOOLSFIRST FCU	\$309.08	R. MATHUR TO NCCET NATIONAL CONFERENCE
O	076444	11/13/08	KEN PATTON	\$1,004.77	Ken Patton - ATE Principal Investigators Conf
O	076445	11/13/08	DR. CATHIE PETERSON	\$320.00	CONFERENCE-CCCAOE FALL 2008 REIMBURSEMENT
O	076446	11/13/08	AMIRA A. REZEC	\$403.04	Conference Reimbursement for Amira Rezec
O	076447	11/13/08	PARISA SOLTANI	\$641.91	Conference Attendance
O	076448	11/13/08	ED WARD TACKETT	\$396.75	Ed Tackett/ATE Principal Investigators Conf
O	076449	11/13/08	FAWN TANRIVERDI	\$760.77	Conference Attendance
O	076450	11/13/08	TASHA TRANKIEM	\$751.57	Reimbursement for online class
O	076451	11/13/08	PHUONG T. VU	\$75.00	Reimburse staff member for workshop attendance
O	076452	11/13/08	A TO Z WHOLESALE FLORAL SUPPLY	\$532.29	Supplies For Floral Design Lab
O	076453	11/13/08	AMERICAN ASSOCIATION OF	\$8,345.00	Membership Dues AACC 2009
O	076454	11/13/08	AARDVARK CLAY AND SUPPLIES	\$7,789.64	CERAMICS SUPPLIES
O	076455	11/13/08	ACS DIV.CHEM EXAM INSTT.	\$70.25	CHEMISTRY SUPPLIES
O	076456	11/13/08	ADCLUB ADVERTISING SERVICE	\$4,405.00	Recruitment/Advertising for SOCCCD
O	076457	11/13/08	AIR SOURCE INDUSTRIES, INC.	\$119.34	liquid nitrogen and oxygen for student care
O	076458	11/13/08	JAMES ALBERT SCHOOL OF	\$14,378.63	Blanket P.O. to pay for Cosmo classes
O	076459	11/13/08	A/R CENTRAL BILLING- BOISE	\$474.23	Groceries for Foods Lab.
O	076460	11/13/08	ALL ELECTRONICS CORP.	\$119.08	ELECTRONIC SUPPLIES
O	076461	11/13/08	ALPHAGRAPHICS	\$1,495.88	Transfer Center Newsletter
O	076462	11/13/08	JULIE ANDERSON	\$66.42	Blanket PO for purchase of fish food & supplies
O	076463	11/13/08	APPLE COMPUTER INC.	\$438.49	Equipment Item for Dr. Horlings
O	076464	11/13/08	ARAMARK UNIFORM SERVICES	\$49.35	Shop coats,etc
O	076465	11/13/08	ARBOR SCIENTIFIC	\$300.13	INSTRUCTIONAL SUPPLIES
O	076466	11/13/08	ARMSTRONG MEDICAL INDUSTRIES	\$364.70	Supplies for Paramedic students
O	076467	11/13/08	ARROWHEAD DRINKING WATER	\$43.09	Rental of ROHC Water Filtration System
O	076468	11/13/08	ATKINSON, ANDELSON, LOYA,	\$14,873.09	Attorney Services FY 2008/2009
O	076469	11/13/08	AVACOM	\$367.02	OPEN PO FOR AVACOM PRINTER SERVICE
O	076470	11/13/08	B & H PHOTO	\$2,503.00	Mic Kits for field recording systems
O	076471	11/13/08	BATTERY SYSTEMS OF SANTA ANA	\$278.75	BATTERIES
O	076472	11/13/08	BOARD OF REGISTERED NURSING	\$105.00	SCHOLARSHIPS FOR LICENSURE
O	076473	11/13/08	BOARD OF REGISTERED NURSING	\$105.00	SCHOLARSHIPS FOR LICENSURE
O	076474	11/13/08	BOUNDTREE MEDICAL	\$1,993.59	Supplies for Paramedic students
O	076475	11/13/08	ARNOLD BRAY	\$2,000.00	Legislative Advocacy
O	076476	11/13/08	MIKE BROWN GRANDSTANDS, INC.	\$500.00	Baseball Bleacher Seating
O	076477	11/13/08	BUDDY'S ALL STARS	\$174.55	Add'l w's team warmups
O	076478	11/13/08	BUY PC SUPPLIES, LLC	\$75.80	Vinyl dust covers FOR PRINTERS/MONITORS
O	076479	11/13/08	CAPT	\$45.00	MBTI-Scoring Costs,As Needed
O	076480	11/13/08	CAROLINA BIOLOGICAL SUPPLY	\$406.82	PHYSICS SUPPLIES
O	076481	11/13/08	CCCCSSAA	\$300.00	INSTITUTIONAL DUES 08/09
O	076482	11/13/08	CHICK'S SPORTING GOODS	\$884.35	WOMEN'S SOCCER
O	076483	11/13/08	CINTAS CORPORATION	\$29.80	UNIFORM AND TOWEL SERVICE
O	076484	11/13/08	CLARK SECURITY PRODUCTS INC.	\$1,273.60	LOCKSMITH SUPPLIES
O	076485	11/13/08	CLUB CAR, INC.	\$344.68	PARTS FOR CLUB CAR
O	076486	11/13/08	COACH AMERICA	\$5,068.87	Charter Bus Services
O	076487	11/13/08	COAST FITNESS REPAIR SHOP	\$525.02	FITNESS CENTER EQUIPMENT MAINTENANCE AND REPAIR
O	076488	11/13/08	CONSOLIDATED ELECTRICAL DIST.	\$33.27	BLANKET PURCHASE ORDER FOR SUPPLIES
O	076489	11/13/08	COPS PLUS INCORPORATED	\$190.89	TACTICAL GEAR BAGS
O	076490	11/13/08	COX COMMUNICATIONS, INC	\$4,294.04	COX Communications Intercampus WAN service

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account
 Sort: Sorted by Warrant #
 Selection: Between #076389 and 077565

S	Check #	Check Dt	Company Name	Check Amount	Description
O	076491	11/13/08	CPS SECURITY SOLUTIONS	\$12,874.00	SECURITY SERVICES
O	076492	11/13/08	CRISKids, INC.	\$1,547.00	SOFTWARE
O	076493	11/13/08	CWOL.COM	\$67.20	Two USB switches and two USB cables.
O	076494	11/13/08	MICHAEL L. MAULDIN	\$3,600.00	Performance: An Evening with Mark Twain
O	076495	11/13/08	S & B FOODS	\$204.19	CATERING FOR DLC MEETING
O	076496	11/13/08	BLACK CORAL HAWAII WHOLESALER	\$150.00	AQUARIUM SUPPLIES AND MAINTENANCE
O	076497	11/13/08	AT & T MOBILITY	\$371.06	RapidTech - AT&T aircards
O	076498	11/13/08	AT&T/MCI	\$31.49	FAX LINES - TRUSTEES FY 08-09
O	076499	11/13/08	AT&T	\$1,739.63	Annual P.O. for telephone service
O	076500	11/13/08	OFFICEMAX CONTRACT INC.	\$6,203.47	Office Max Supply Orders 2008/2009
O	076501	11/13/08	PACIFIC CLIPPINGS	\$59.00	020496
O	076502	11/13/08	PAINTBALL INTERNATIONAL, LLC	\$400.00	Tables/Chairs for RapidTech
O	076503	11/13/08	PASCO SCIENTIFIC	\$1,034.47	PHOTOSYNTHESES TANKS
O	076504	11/13/08	PEARSON (PsychCorp)	\$1,669.47	WAIS-fourth edition/DSPS testing materials
O	076505	11/13/08	PENN CORPORATE RELOCATION	\$518.00	RELOCATION SERVICES
O	076506	11/13/08	PITNEY-BOWES SUPPLY	\$2,832.00	MAILING SYSTEM LEASE
O	076507	11/13/08	PlateSpin LTD.	\$4,968.75	Power Convert Software Renewal
O	076508	11/13/08	PORTLAND COMMUNITY COLLEGE	\$6,349.29	Payment for NSF Subaward/DUE 0702912
O	076509	11/13/08	QUEST DIAGNOSTICS	\$1,494.77	purchase laboratory testing for students
O	076510	11/13/08	RAM AIR ENGINEERING, INC.	\$257.50	CONTRACT SERVICES
O	076511	11/13/08	RAYVERN LIGHTING SUPPLY CO.	\$803.73	ELECTRICAL SUPPLIES
O	076512	11/13/08	RECALL SECURE DESTRUCTION	\$126.97	Shredding Services
O	076513	11/13/08	RED DIGITAL CAMERA COMPANY	\$34,999.36	RED HD Cinema Camera
O	076514	11/13/08	REFRIGERATION SUPPLIES DIST.	\$941.27	HVAC SUPPLIES
O	076515	11/13/08	JOHN RICHARDS	\$4.40	Reimbursement for Ecology Laboratory Supplies
O	076516	11/13/08	KIM RICHMOND	\$55.00	Music purchased
O	076517	11/13/08	RICOH AMERICAS CORPORATION	\$65.34	Annual Ricoh Copier Maint. Agreement
O	076518	11/13/08	RIO GRANDE ALBUQUERQUE	\$22.25	JEWELRY MAKING SUPPLIES
O	076519	11/13/08	S & B FOODS	\$284.94	Catering
O	076520	11/13/08	SAMY'S CAMERA	\$1,003.76	Developer
O	076521	11/13/08	SAN DIEGO GAS & ELECTRIC	\$56,522.74	Electric Service Billing for SDG&E
O	076522	11/13/08	SANTA MARGARITA FORD	\$151.14	OPEN PURCHASE ORDER
O	076523	11/13/08	SARGENT-WELCH LLC	\$20.69	ANATOMY SUPPLIES
O	076524	11/13/08	FHEG - SADDLEBACK BOOKSTORE	\$53.82	BLANKET PO FOR BOOKSTORE
O	076525	11/13/08	SCOTSMAN OF LOS ANGELES	\$239.99	ICE MACHINE REPAIR PARTS/IVC TRAINING ROOM
O	076526	11/13/08	SEHI PROCOMP COMPUTER PRODUCTS	\$596.72	New fax and printer supplies
O	076527	11/13/08	SHRED-IT	\$120.00	For Shred-it monthly service
O	076528	11/13/08	SMARDAN SUPPLY - EL MONTE	\$210.48	PLUMBING SUPPLIES
O	076529	11/13/08	DANIEL SMITH, INC.	\$1,727.67	STUDENT ART SUPPLIES
O	076530	11/13/08	SOUTHERN CALIFORNIA EDISON CO.	\$2,267.38	ELECTRIC SERVICE ATEP
O	076531	11/13/08	SOUTHERN CALIFORNIA EDISON CO.	\$259.27	ELECTRIC SERVICE ATEP
O	076532	11/13/08	SOUTHERN CALIFORNIA GAS CO.	\$13,151.62	PO for gas transmission service.
O	076533	11/13/08	SOUTHERN CALIFORNIA GAS CO.	\$29.09	NATURAL GAS
O	076534	11/13/08	SO. ORANGE CO. COMM. COL.DIST	\$591.00	Return to Title IV Funds
O	076535	11/13/08	SPECTRUM CHEMICAL MFG. CORP.	\$362.06	BIOLOGY SUPPLIES
O	076536	11/13/08	SPORTS IMPORTS	\$329.70	EQUIPMENT FOR THE HART GYMNASIUM
O	076537	11/13/08	ST. ANDREW'S CHILDREN'S CENTER	\$1,095.00	Child Care Services
O	076538	11/13/08	SWRCB ACCOUNTING OFFICE	\$375.00	STORM WATER PERMIT ANNUAL FEE
O	076539	11/13/08	STERLING ARTS SUPPLY	\$387.98	Blanket order for student supplies
O	076540	11/13/08	EKA SUPRIYANTI	\$500.00	617337 STUDENT SCHOLARSHIP
O	076541	11/13/08	TFM ASSOCIATES, INC.	\$352.00	ADVERTISEMENT

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #076389 and 077565

S	Check #	Check Dt	Company Name	Check Amount	Description
O	076542	11/13/08	TNR TECHNICAL, INC.	\$119.00	BATTERIES
O	076543	11/13/08	SPORTS SUPPLY GROUP INC.	\$415.53	SUPPLIES FOR MEN'S AND WOMEN'S BASKETBALL
O	076544	11/13/08	TREND OFFSET PRINTING	\$68,756.02	PRINTING OF SCHEDULES OF CLASSES
O	076545	11/13/08	SAM'S CLUB	\$1,100.69	Classsroom supplies & snacks for the CDC children.
O	076546	11/13/08	SMART & FINAL IRIS CO.	\$81.98	For food and supplies for the CDC.
O	076547	11/13/08	SO. ORANGE CO. COMM. COL. DIST	\$472.50	Reimburse SOCCCD Checking
O	076548	11/13/08	SO. ORANGE CO. COMM. COL. DIST	\$2,276.00	Reimburse Checking Account Workers' Comp Claims
O	076549	11/13/08	AMERICAN GEOTECHNICAL	\$8,005.00	GEOTECHNICAL FIELD OBSERVATION AND TESTING
O	076550	11/13/08	BASTIEN AND ASSOCIATES	\$4,360.28	ATEP Project
O	076551	11/13/08	CONSOLIDATED REPROGRAPHICS	\$358.74	REPROGRAPHICS FOR BID DOCS OF IVC B200
O	076552	11/13/08	CORPORATE BUSINESS INTERIORS	\$7,232.18	computer tables
O	076553	11/13/08	DELL MARKETING L.P.	\$2,300.02	Laptop for Denice Inciong
O	076554	11/13/08	JOYCE INSPECTION & TESTING	\$18,564.00	INSPECTOR OF RECORD SERVICES
O	076555	11/13/08	LAMAR SPACE INC.	\$145.46	TRAILER FOR INSPECTOR OF RECORD ON A300/B200
O	076556	11/13/08	LPA, INC.	\$9,905.13	ARCHITECTURAL SERVICES
O	076557	11/13/08	NEUDESIC, LLC	\$160,272.00	Student Information System, Year 3
O	076558	11/13/08	PB AMERICAS, INC.	\$943.11	HIRE L.C. CONSULTANT, BUS & TECH INNOV.CTR.
O	076559	11/13/08	R2A ARCHITECTURE	\$39,748.48	NEW RESTROOMS FOR MCKINNEY THEATER ARCHITECT
O	076560	11/13/08	RJM DESIGN GROUP, INC.	\$3,945.21	ARCHITECT AGREEMT FOR ATEP
O	076561	11/13/08	TERRA UNIVERSAL, INC.	\$51,648.29	MOVEABLE CASEWORK FROM A300 PROJECT, TERTIARY
O	076562	11/13/08	TROXELL COMMUNICATIONS, INC.	\$9,064.01	Communication equipment
O	076563	11/13/08	RICHARD ACOSTA	\$880.00	Contract Services
O	076564	11/13/08	BRIAN D. ATKINSON	\$880.00	Contract Services
O	076565	11/13/08	KEITH BISHOP	\$880.00	Contract Services
O	076566	11/13/08	DANKA OFFICE IMAGING	\$140.77	Annual Maintenance:Copier
O	076567	11/13/08	GOODWILL INDUSTRIES OF	\$480.00	Provide Interpreting Svs for Stds w/disabilities
O	076568	11/13/08	JOHN DEERE LANDSCAPES, INC.	\$1,561.66	GROUNDS - SUPPLIES
O	076569	11/13/08	DELL MARKETING L.P.	\$1,554.26	Battery for server
O	076570	11/13/08	DEPARTMENT OF GENERAL SERVICES	\$606.04	FOR HAZARDOUS MATERIALS PROJECT
O	076571	11/13/08	DRS. FOSTER & SMITH	\$46.42	Bio3b exper
O	076572	11/13/08	SPARKLETTS	\$2,831.58	Bottled water service
O	076573	11/13/08	DUNN-EDWARDS CORPORATION	\$316.42	FOOTBALL FIELD TIPS FOR SPRAYER
O	076574	11/13/08	RACHAEL DURAN	\$500.00	539620 SCHOLARSHIP FOR R. DURAN
O	076575	11/13/08	RACHAEL DURAN	\$251.00	539620 SCHOLARSHIP FOR R. DURAN
O	076576	11/13/08	EAGLE COMMUNICATIONS	\$410.00	Reprogram call boxes
O	076577	11/13/08	EMERGENCY MEDICAL PRODUCTS	\$595.47	Supplies for Paramedic students
O	076578	11/13/08	ENTERPRISE RENT-A-CAR	\$1,026.31	OPEN P.O. FOR VEHICLE RENTAL
O	076579	11/13/08	EXCELSIOR ELEVATOR CORPORATION	\$812.50	ANNUAL ELEVATOR MAINTENANCE SERVICE
O	076580	11/13/08	EXPERIAN	\$77.19	Contract Svcs - Experian
O	076581	11/13/08	FABRIC LAND	\$345.00	FASHION SUPPLIES
O	076582	11/13/08	FEDERAL EXPRESS	\$102.01	FEDERAL EXPRESS CHARGES
O	076583	11/13/08	FIRST SCHOOL MONTESSORI	\$800.00	Child Care Services
O	076584	11/13/08	FLAGS USA, INC.	\$280.15	FLAGS
O	076585	11/13/08	TRACI FORD	\$251.00	567462 SCHOLARSHIP FOR T. FORD
O	076586	11/13/08	SEAN FRANZ	\$880.00	Contract Services
O	076587	11/13/08	FRY'S ELECTRONICS	\$67.75	OPEN PO FOR COMPUTER SUPPLIES
O	076588	11/13/08	PAT LA VERGNE	\$880.00	Contract Services
O	076589	11/13/08	BRADFORD C. LUNDBERG	\$880.00	Contract Services
O	076590	11/13/08	JEFFREY SEGAL	\$1,120.00	Contract Services
O	076591	11/13/08	COLIN WENHARDT	\$960.00	Contract Services
O	076592	11/13/08	JAMES H. ZIEGLER	\$1,000.00	Contract Services

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #
 Selection: Between #076389 and 077565

S	Check #	Check Dt	Company Name	Check Amount	Description
C	076593	11/14/08	CCCCSSAA	\$-280.00	CONFERENCE - CCCCCSSAA
O	076594	11/14/08	COMMUNITY COLLEGE LEAGUE OF	\$395.00	Jo Ann Alford to attend CCLC 2008 Annual Conventio
O	076595	11/17/08	GLOW ZONE, INC.	\$678.83	LIGHTING STRIPS FOR PAC
O	076596	11/19/08	G/M BUSINESS INTERIORS	\$516.10	ERGO CHAIRS FOR HS DIV OFFICE
O	076597	11/19/08	GALLS INC.	\$1,560.58	Police Uniforms and Supplies for Officers
O	076598	11/19/08	GANDER-PRINTCO	\$325.96	Business cards
O	076599	11/19/08	JENNIFER GLEIZER	\$38.47	Reimbursement to Jennifer Gleizer for supplies
O	076600	11/19/08	GREY HOUSE PUBLISHING	\$468.00	Library books per Tom Weisrock request
O	076601	11/19/08	HAITBRINK ASPHALT PAVING,	\$16,000.00	LOWER CAMPUS - REPLACE ASPHALT
O	076602	11/19/08	HARDY DIAGNOSTICS	\$61.20	MICROBIOLOGY SUPPLIES
O	076603	11/19/08	HIGHER EDUCATION PUBLICATIONS	\$71.00	Publication for HR
O	076604	11/19/08	HIRSCH PIPE & SUPPLY	\$75.97	PLUMBING & IRRIGATION SUPPLIES
O	076605	11/19/08	LORNA HIXON	\$11.06	Reimb. for Postage
O	076606	11/19/08	HOME DEPOT CREDIT SERVICES	\$599.11	AV Supplies
O	076607	11/19/08	HORIZON	\$3,808.19	GROUNDS SUPPLIES
O	076608	11/19/08	HOWARD'S	\$2,728.26	Dept. Equipment
O	076609	11/19/08	IMAGE PRINTING SOLUTIONS	\$1,551.60	Transcript paper
O	076610	11/19/08	INDUSTRIAL NETTING	\$86.29	CHEMISTRY SUPPLIES
O	076611	11/19/08	IRVINE PIPE & SUPPLY	\$61.28	PLUMBING SUPPLIES
O	076612	11/19/08	IRVINE UNIFIED SCHOOL DIST.	\$279.50	IUSD Recreation Improvement Assessment
O	076613	11/19/08	DUKE JUAREZ	\$213.28	Reimbursement for EMT supplies
O	076614	11/19/08	JUPITERIMAGES CORPORATION	\$449.95	Subscription renewal to photos.com photo library.
O	076615	11/19/08	KATHCO PRODUCTS	\$277.12	MICROFLEX GLOVES
O	076616	11/19/08	KNORR SYSTEMS, INC.	\$7,999.44	POOL SUPPLIES
O	076617	11/19/08	MARK KRUHMIN	\$8.43	Reimburse staff member for DVD purchase
O	076618	11/19/08	LAGUNA BALLET, INC.	\$2,565.00	The Nutcracker Ballet - Dec. 08
O	076619	11/19/08	LAGUNA BEACH UNIF. SCHOOL DIST	\$3,000.00	Tech Prep Allocation
O	076620	11/19/08	LAGUNA COUNTRY UNITED	\$1,280.00	FACILITY USAGE FEE FOR EMERITUS CLASS
O	076621	11/19/08	LAKE HILLS COMMUNITY CHURCH	\$2,000.00	FACILITY USAGE FEE FOR EMERITUS CLASS
O	076622	11/19/08	LOOMIS, FARGO & CO., INC	\$468.79	Armored Car Service 08/09
O	076623	11/19/08	HOLLY MAGANA, Phd.	\$200.00	WORKSHOP PRESENTER
O	076624	11/19/08	GLORIA MARTIN	\$9.99	Reimbursement for candy
O	076625	11/19/08	MC KESSON MEDICAL SURGICAL	\$52.97	medical supplies for student care
O	076626	11/19/08	McLOGAN'S SUPPLY CO.	\$581.53	Screen Printing Supplies
O	076627	11/19/08	SALLIE MILLER	\$180.00	WORKSHOP PRESENTER
O	076628	11/19/08	JUNE M. MILLOVICH	\$386.77	REIMBURSEMENT FOR EDUCATIONAL MATERIAL
O	076629	11/19/08	MOULTON-NIGUEL WATER DIST.	\$11,723.58	Billing for Moulton-Niguel water services
O	076630	11/19/08	MICHAEL O'MEARA	\$14.35	MILEAGE
O	076631	11/19/08	CHURM PUBLISHING CO., INC.	\$2,175.00	Monthly ad insertions in OC Metro Magazine.
O	076632	11/19/08	ORANGE COUNTY PRINTING	\$4,654.61	40th Anniversary t-shirts
O	076633	11/19/08	ORANGE COUNTY REGISTER	\$249.50	ONLINE ADVERTISING
O	076634	11/19/08	OCE-USA, INC.	\$2,572.81	Maintenance Agreement: Copiers
O	076635	11/19/08	OCE-IMAGISTICS	\$72.80	RENTAL AGREEMENT
O	076636	11/19/08	ONESOURCE DISTRIBUTORS, INC.	\$397.33	ELECTRICAL SUPPLIES
O	076637	11/19/08	ORACLE CORPORATION	\$500.00	Licenses and upgrades for 50 user Oracle software
O	076638	11/19/08	ORKIN INC.	\$721.00	PEST CONTROL
O	076639	11/19/08	EDMUND RICHARDS	\$37.08	MILEAGE
O	076640	11/19/08	KATHLEEN SCHLICK	\$15.01	MILEAGE
O	076641	11/19/08	JUNE M. MILLOVICH	\$134.89	REIMBURSE POSTAGE/CDES
O	076642	11/19/08	ORKIN INC.	\$90.00	Annual Maintenance: Bug Control
C	076643	11/19/08	CR MRIG COMPANY	\$-1,095.00	Conference Attendance for Rajen Vurdien

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account
 Sort: Sorted by Warrant #
 Selection: Between #076389 and 077565

S	Check #	Check Dt	Company Name	Check Amount	Description
O	076644	11/19/08	ACP	\$445.00	Conf Reimb Charles Myers/Communication CBI KCMO
O	076645	11/19/08	SHERRI J. BANES	\$521.68	Sherrri Banes - ATE PRINCIPAL INV CONF
O	076646	11/19/08	MARIA BESNARD	\$103.26	CONFERENCE-ICDC
O	076647	11/19/08	ROBERT COSGROVE	\$162.09	Conference for Bob Cosgrove
O	076648	11/19/08	BEN DOLAN	\$1,341.25	Ben Dolan/ATE Principal Inv. Conf/Washington DC
O	076649	11/19/08	DELORES IRWIN	\$79.87	Attend CASBO Workshop
O	076650	11/19/08	DR. CRAIG JUSTICE	\$1,399.93	CCCIO Conference - Dr. Craig Justice
O	076651	11/19/08	STEVE LEE	\$641.91	Conference Attendance
O	076652	11/19/08	RAGHU MATHUR	\$135.00	RMATHUR TO CONFERENCE
O	076653	11/19/08	CHARLES MYERS	\$6,406.62	Conf Reimb Charles Myers/Communication CBI KCMO
O	076654	11/19/08	ORANGE COUNTY SHERIFF'S DEPT.	\$70.00	Training
O	076655	11/19/08	ORANGE COUNTY SHERIFF'S DEPT.	\$1,060.00	Training
O	076656	11/19/08	JAMIE SMITH	\$289.47	REIMBURSEMENT - STAFF DEVELOPMENT
O	076657	11/19/08	LISE S. TELSON	\$75.34	CONFERENCE FOR LISE TELSON
O	076658	11/19/08	DIANE WENZEL	\$550.00	Conference Reimbursement for Diane Wenzel
O	076659	11/19/08	YOSEMITE COMM. COLLEGE DIST.	\$2,400.00	CCC Registry Job Fair 2008
O	076660	11/19/08	MARK ZANDONELLA	\$89.68	Conference for Mark Zandonella
O	076686	11/20/08	AAA ACCESS SMOG	\$200.00	SMOG TESTING
O	076687	11/20/08	ACADEMIC SENATE FOR CALIF.	\$3,116.40	Academic Senate Annual Membership Dues
O	076688	11/20/08	ADVANTA ENERGY	\$1,050.00	ENERGY SERVICING AGREEMENT
O	076689	11/20/08	ALAN'S LAWMOWER & GARDEN	\$1,599.01	LAWN MOWER/BASEBALL FIELD
O	076690	11/20/08	APPERSON PRINT MANAGEMENT	\$925.69	Advantage Scanner Supplies
O	076691	11/20/08	APPLIED INDUSTRIAL TECH.	\$123.48	HVAC SUPPLIES
O	076692	11/20/08	ARAMARK UNIFORM SERVICES	\$30.16	SHOP RAGS
O	076693	11/20/08	ARAMARK UNIFORM SERVICES	\$49.35	Shop coats,etc
O	076694	11/20/08	ARCOA INDUSTRIES	\$58.87	GROUNDS - EZ REACHER
O	076695	11/20/08	ARS ENTERPRISES	\$546.09	MICROBIOLOGY AUTOCLAVE SUPPLIES
O	076696	11/20/08	ANTE SIMUN GELO	\$60.00	Music preparation services
O	076697	11/20/08	KALMBACH PUBLISHING CO.	\$42.95	subscription to Astronomy Magazine
O	076698	11/20/08	AVALON TENT & PARTY	\$154.61	President's/Principal's Breakfast
O	076699	11/20/08	AVENTURA SAILING ASSOC.	\$440.00	Blanket PO for Sailboat Rental
O	076700	11/20/08	B & H PHOTO	\$195.00	Photography supplies
O	076701	11/20/08	B & P SERVICES, INC.	\$4,980.00	A/C UNIT FOR WAREHOUSE OFFICE
O	076702	11/20/08	BARNES & NOBLE	\$102.92	Dept. Resource
O	076703	11/20/08	BEE MAN	\$175.00	CONTRACT SERVICE FOR BEES
O	076704	11/20/08	HSBC BUSINESS SOLUTIONS	\$2,585.62	EQUIPMENT FOR EMERITUS CLASSES
O	076705	11/20/08	BIG SKY LOGOS & EMBROIDERY	\$344.37	WOMEN'S VOLLEYBALL SOCKS
O	076706	11/20/08	BIO-RAD LABORATORIES, INC.	\$1,634.72	MICROBIOLOGY SUPPLIES
O	076707	11/20/08	DICK BLICK	\$648.81	GRAPHIC ART SUPPLIES for DMA
O	076708	11/20/08	BP ENERGY COMPANY	\$81,783.15	NATURAL GAS PURCHASES
O	076709	11/20/08	BUDDY'S ALL STARS	\$2,972.37	Golf/Basketball/Cross Country Uniform Supplies
O	076710	11/20/08	KRISTEN BUSH	\$1,456.00	Consulting Services: Web Development & Maint.
O	076711	11/20/08	CALIFORNIA OPTICAL SUPPLIES	\$77.94	Microfiber cleaning cloths
O	076712	11/20/08	CALIFORNIA STAGE/LIGHTING, INC	\$1,441.22	Blanket for instructor supplies
O	076713	11/20/08	CACCRAO	\$200.00	2008-2009 CACCRAO Annual Membership Dues
O	076714	11/20/08	CAPT	\$171.00	MBTI-Scoring Costs,As Needed
O	076715	11/20/08	LISA CARMEL	\$50.00	PANEL PRESENTER
O	076716	11/20/08	COMMUNITY COLLEGE LEAGUE OF	\$2,643.00	Library databases per Tom Weisrock request
O	076717	11/20/08	RAY CHANDOS	\$141.50	REIMBURSEMENT FOR ELECTRONICS SUPPLIES
O	076718	11/20/08	CHICK'S SPORTING GOODS	\$232.74	WOMEN'S SOCCER NET FOR PRACTICES
O	076719	11/20/08	CLARKE & ASSOCIATES, INC.	\$6,165.91	RONALD REAGAN BOARD ROOM SIGNAGE

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account
 Sort: Sorted by Warrant #
 Selection: Between #076389 and 077565

S	Check #	Check Dt	Company Name	Check Amount	Description
O	076720	11/20/08	COMMUNITY HOUSE, INC.	\$800.00	FACILITY USAGE FEE FOR EMERITUS CLASSES
O	076721	11/20/08	COAST FITNESS REPAIR SHOP	\$523.25	Equipment Repair
O	076722	11/20/08	CONSOLIDATED ELECTRICAL DIST.	\$305.71	ELECTRICAL SUPPLIES
O	076723	11/20/08	COPYRIGHT CLEARANCE CENTER	\$56.25	Royalties for Westscott's Journalism 2
O	076724	11/20/08	COX COMMUNICATIONS, INC	\$3,885.08	COX COMMUNICATIONS INTERCAMPUS WAN SERVICE
O	076725	11/20/08	CREATION ENGINE	\$2,259.82	RAPIDTECH/BEN DOLAN
O	076726	11/20/08	CSU FULLERTON	\$200.00	Balance of CSUF Daily Titan ad
O	076727	11/20/08	DANA WHARF SPORTFISHING	\$3,350.00	Charter of boat for marsci20 at-sea lab
O	076728	11/20/08	DELL MARKETING L.P.	\$107.74	RAPIDTECH COMPUTER/ED TACKETT
O	076729	11/20/08	DISCOUNT DANCE SUPPLY CO.	\$668.67	DANCE COSTUMES FOR IVC DANCE DEPARTMENT/2008-2009
O	076730	11/20/08	DIVERSIFIED BUSINESS SERVICES	\$770.20	MEN'S BASKETBALL T'S AND BACKPACKS
O	076731	11/20/08	SPARKLETTES	\$1,217.76	DRINKING WATER FOR ATEP
O	076732	11/20/08	ECCTYC	\$105.00	Subscription Membership
O	076733	11/20/08	ECONOMIC ALTERNATIVES, INC.	\$1,690.13	EQUIPMENT FOR COOLING TOWER
O	076734	11/20/08	EDUCATIONAL MUSIC SERVICE	\$60.00	Music database lease
O	076735	11/20/08	EIEN, EDWARD	\$1,300.00	STAGE MANAGER, LIGHT ASSIST./IVC F08 DANCE CONCERT
O	076736	11/20/08	ELECTRONIX EXPRESS	\$271.45	ELECTRONIC SUPPLIES
O	076737	11/20/08	FEDERAL EXPRESS	\$357.67	FEDERAL EXPRESS CHARGES
O	076738	11/20/08	FERGUSON ENTERPRISES, INC.	\$492.06	PLUMBING SUPPLIES
O	076739	11/20/08	THERESA FERNALD	\$78.52	REIMBURSEMENT FOR STUDENT SUPPLIES
O	076740	11/20/08	FIELD MUSIC	\$62,585.51	Basic Aid Pianos
O	076741	11/20/08	FISHER SCIENTIFIC	\$3,659.85	FEE BASED CHEMISTRY SUPPLIES
O	076742	11/20/08	FREEWAY AUTO SUPPLY	\$280.84	Emergency supplies
O	076743	11/20/08	FUSIONSTORM	\$5,760.00	Sun Directory Server Support Renewal (LDAP)
O	076744	11/20/08	S & B FOODS	\$128.22	Payment to S&B Foods
O	076745	11/20/08	S & B FOODS	\$749.53	PURCHASE OF FOOD FOR MONTHLY BOARD MEETINGS
O	076746	11/20/08	FULLMER	\$269.38	Keyboard Tray for the PAC
O	076747	11/20/08	GANDER-PRINTCO	\$432.08	Chancellor's Business Cards
O	076748	11/20/08	DAVID D. GATEWOOD	\$43.10	Emergency Career Day Expenditure
O	076749	11/20/08	GILMORE-KRAMER COMPANY	\$340.63	CUSTODIAL SUPPLIES
O	076750	11/20/08	GOLF TEAM PRODUCTS	\$957.50	WOMEN'S GOLF GEAR
O	076751	11/20/08	GOVCONNECTION	\$25.47	Flash drives for Astro photography
O	076752	11/20/08	H2O SPOT TEAM OUTFITTER	\$721.10	Water Polo Uniforms
O	076753	11/20/08	GEORGE T. HALL	\$534.16	HVAC SUPPLIES
O	076754	11/20/08	HIRSCH PIPE & SUPPLY	\$34.26	PLUMBING & IRRIGATION SUPPLIES
O	076755	11/20/08	HITT MARKING DEVICES, INC.	\$154.45	Purchase stamps
O	076756	11/20/08	HOME DEPOT CREDIT SERVICES	\$777.41	RapidTech - Open PO w/ Home Depot
O	076757	11/20/08	HOOKERS	\$224.95	TO REPAIR LABCONCO DISHWASHER IN THE BIOLOGY DEPT.
O	076758	11/20/08	HORIZON	\$161.63	GROUNDS SUPPLIES
O	076759	11/20/08	INTERACT COMMUNICATIONS, INC.	\$1,286.80	Interact Marketing Research Project.
O	076760	11/20/08	IRVINE VALLEY COLLEGE	\$155.16	IVCPD POLO SHIRTS FOR EMPLOYEE USE
O	076761	11/20/08	JOHNSTONE SUPPLY	\$158.06	SUPPLIES FOR MAINTENANCE
O	076762	11/20/08	SAMIR KHUNDY	\$10.24	MILEAGE
O	076763	11/20/08	KIRK PAPER	\$1,635.60	Paper Order
O	076764	11/20/08	KOSS INTERNATIONAL	\$460.61	PTUDENT ART SUPPLIES
O	076765	11/20/08	LAGUNA GRAPHIC ARTS, INC.	\$168.09	DIGITAL PRINTING SERVICES
O	076766	11/20/08	LINKS SIGN LANGUAGE	\$1,435.00	Provide Interpreting Services
O	076767	11/20/08	LINKS SIGN LANGUAGE	\$1,548.00	Provide Interpreting Services
O	076768	11/20/08	LINKS SIGN LANGUAGE	\$1,674.00	Provide Interpreting Services
O	076769	11/20/08	LINKS SIGN LANGUAGE	\$1,805.00	Provide Interpreting Services
O	076770	11/20/08	MC KESSON MEDICAL SURGICAL	\$53.08	SUPPLIES FOR EMT

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account
 Sort: Sorted by Warrant #
 Selection: Between #076389 and 077565

S	Check #	Check Dt	Company Name	Check Amount	Description
O	076771	11/20/08	NOEMI MEDINA, MSW	\$240.00	WORKSHOP PRESENTER
O	076772	11/20/08	HEIDI M. MUELLER	\$19.47	Reimbursement
O	076773	11/20/08	NACUA PUBLICATIONS	\$44.00	Legal Pamphlets for VCHR
O	076774	11/20/08	NATIONAL COLLEGIATE HONORS	\$500.00	Institutional NCHC Membership Dues - 2009
O	076775	11/20/08	SHERI L. NELSON	\$114.87	MILEAGE
O	076776	11/20/08	HSBC	\$111.34	PHYSICS INSTRUCTIONAL SUPPLIES
O	076777	11/20/08	NOTHING BUT AIR	\$300.00	Decorations for Career Fair on Nov. 5th
O	076778	11/20/08	ORANGE COUNTY PRINTING	\$5,172.71	POSTCARD for Cont. Student Registration
O	076779	11/20/08	OCE-USA, INC.	\$129.65	Annual Maintenance:Copier
O	076780	11/20/08	OCE-IMAGISTICS	\$52.80	PITNEY-BOWES FAX MACHINE RENTAL
O	076781	11/20/08	OCLC, INC.	\$1,096.10	Annual Maintenance:Library Data Processing
O	076782	11/20/08	TIM OWENS	\$700.00	STAGE TECHNICIAN/IVC FALL 2008 DANCE CONCERT
O	076783	11/20/08	SHOUKA TORABI	\$61.54	MILEAGE
O	076784	11/20/08	AT&T/MCI	\$7,163.32	FAX LINES - TRUSTEES FY 08-09
O	076785	11/20/08	AT&T	\$4,593.77	Annual P.O. for telephone service
O	076786	11/20/08	R.S. HUGHES COMPANY, INC.	\$149.34	SPECIALTY TAPE
O	076787	11/20/08	OFFICEMAX CONTRACT INC.	\$12,367.62	Office Max Supply Orders 2008/2009
O	076788	11/20/08	BOB PARRETT CONSTRUCTION	\$9,995.00	HEALTH SCIENCE - ENTRY DOOR REPAIR
O	076789	11/20/08	J.W. PEPPER & SON, INC.	\$747.05	Music
O	076790	11/20/08	LILIANN PEREZ-STROUD	\$300.00	WORKSHOP PRESENTER
O	076791	11/20/08	PHOENIX GROUP INFORMATION SYS.	\$2,362.64	Citation Management
O	076792	11/20/08	PIONEER STATIONERS	\$44.60	Dept. Resource
O	076793	11/20/08	POWER SYSTEMS	\$4,690.35	Conditioning Equipment
O	076794	11/20/08	PRAXAIR	\$14.75	Annual Maintenance: Nitrogen Cylinders
O	076795	11/20/08	QUAGGA CORPORATION	\$131.29	REPLACEMENT HEADPIECE AND BATTERY
O	076796	11/20/08	QUICK SORT LOS ANGELES	\$2,088.60	Postage costs
O	076797	11/20/08	RALPHS GROCERY COMPANY	\$168.28	Open PO groceries
O	076798	11/20/08	REALVOLLEYBALL.COM	\$2,540.49	WOMEN'S VOLLEYBALL SHOES
O	076799	11/20/08	RECALL SECURE DESTRUCTION	\$71.82	Shredding Account Documents 08/09
O	076800	11/20/08	RICK GOACHER/PLANNING, INC.	\$2,399.00	PLANNING SERVICES FOR AVERY EASEMENT CONSIDERATION
O	076801	11/20/08	JOHN RICHARDS	\$372.48	Reimbursement for MST Promotional Items
O	076802	11/20/08	EDMUND RICHARDS	\$5.32	Reimburse Bud Richards
O	076803	11/20/08	S & B FOODS	\$1,003.16	INTERNATIONAL STUDENTS ORIENTATION CATERING
O	076804	11/20/08	S & B FOODS	\$1,000.00	Cafeteria food vouchers
O	076805	11/20/08	DIANE L. SAGEN	\$480.00	Contract Services
O	076806	11/20/08	SAMY'S CAMERA	\$1,433.72	Kodak film
O	076807	11/20/08	BELINDA "HALLY" SAVIO	\$41.91	Reimb. for Postage/Supplies
O	076808	11/20/08	SCHLAIFER'S ENAMELING	\$33.45	ART SUPPLIES - TKT 25275
O	076809	11/20/08	SHATTINGER MUSIC	\$46.18	Music purchased
O	076810	11/20/08	SHRED-IT	\$120.00	For Shred-it monthly service
O	076811	11/20/08	SIMPLE TRUTHS, LLC	\$48.51	DVD:The Power of Attitude-F Pangborn
O	076812	11/20/08	SMARDAN SUPPLY - EL MONTE	\$743.48	PLUMBING SUPPLIES
O	076813	11/20/08	SOUTHERN CALIFORNIA EDISON CO.	\$1,482.76	Annual Electric Service
O	076814	11/20/08	SOUTHERN CALIFORNIA EDISON CO.	\$16,054.70	Annual Electric Service
O	076815	11/20/08	SOUTHERN CALIFORNIA EDISON CO.	\$10,849.75	Annual Electric Service
O	076816	11/20/08	SOUTHERN CALIFORNIA GAS CO.	\$1,770.44	Annual Gas Service
O	076817	11/20/08	SOUTHERN CALIFORNIA GAS CO.	\$11,200.65	Annual Gas Service
O	076818	11/20/08	SOUTHERN CALIFORNIA GAS CO.	\$29.84	Annual Gas Service
O	076819	11/20/08	SO. COAST FIRE PROTECTION	\$1,300.00	Annual Maintenance: Fire Extinguishers
O	076820	11/20/08	SOUTH COAST SAILING TEAM	\$400.00	Repair of damage to leased sailboat
O	076821	11/20/08	SPECTRUM CHEMICAL MFG. CORP.	\$426.38	CHEMISTRY SUPPLIES

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #
 Selection: Between #076389 and 077565

S	Check #	Check Dt	Company Name	Check Amount	Description
O	076822	11/20/08	SPORT & CYCLE TEAM ATHLETICS	\$452.24	BASKETBALLS FOR MENS BBALL TEAM
O	076823	11/20/08	SPORTS FACILITIES GROUP, INC.	\$1,600.00	GYM BLEACHERS
O	076824	11/20/08	SPORTS IMPORTS	\$989.11	ITEMS FOR BADMINTON CLASSES
O	076825	11/20/08	SPORTS UNLIMITED	\$3,694.15	MEN'S SOCCER PRACTICE GEAR/ SHIRTS
O	076826	11/20/08	SUN BADGE COMPANY	\$59.37	ADDITIONAL BADGE FOR CHIEF
O	076827	11/20/08	SVM, LP	\$2,135.95	GAS CARDS FOR STUDENTS
O	076828	11/20/08	TruGreen, LLP	\$1,050.00	AERATION OF ALL FIVE SPORTS FIELDS
O	076829	11/20/08	TUSTIN UNIFIED SCHOOL	\$572.00	Facility Use Fees for Beckman High School
O	076830	11/20/08	U.S. POSTAL SERVICE	\$5,000.00	POSTAGE PERMIT FEE
O	076831	11/20/08	ULINE	\$110.68	shop paper for DMP
O	076832	11/20/08	UNITED SITE SERVICES OF CA,	\$440.50	PORTABLE TOILETS
O	076833	11/20/08	USA MOBILITY	\$57.33	PAGER RENTAL AND MAINTENANCE CONTRACT
O	076834	11/20/08	VERIZON WIRELESS	\$9.95	Annual Maintenance:Emergency Cell Phone Service
O	076835	11/20/08	VERIZON WIRELESS	\$159.44	Cell Phone Service
O	076836	11/20/08	VERNON LIBRARY SUPPLIES, INC.	\$44.95	Library supplies
O	076837	11/20/08	VICTORY CUSTOM ATHLETIC	\$2,641.93	MEN'S BASKETBALL PRACTICE GEAR
O	076838	11/20/08	VIDEO SERVICE OF AMERICA	\$4,710.07	To purchase supplies f/media dept.
O	076839	11/20/08	VILLA FORD	\$11,632.72	maintenance truck
O	076840	11/20/08	VWR INTERNATIONAL, INC.	\$206.74	CHEMISTRY SUPPLIES
O	076841	11/20/08	WARD'S NATURAL SCIENCE	\$275.78	BIOLOGY SUPPLIES
O	076842	11/20/08	WEBEX COMMUNICATIONS, INC.	\$575.00	Online Meeting Program Software
O	076843	11/20/08	WEST PAYMENT CENTER	\$106.68	Pay for books.
O	076844	11/20/08	WESTERN EXTERMINATOR COMPANY	\$895.00	CONTRACT SERVICES
O	076845	11/20/08	DOUGLAS WESTLAKE	\$840.00	Piano tuning & repair services
O	076846	11/20/08	WHITE CAP INDUSTRIES	\$300.49	MAINTENANCE SUPPLIES
O	076847	11/20/08	MICHAEL E. WILSON	\$8,000.00	CONSTRUCTION MGMT SERVICES
O	076848	11/20/08	MICHAEL WOLF INTERIORS INC.	\$3,236.76	SHADES/BGS
O	076849	11/20/08	XEROX CORP.	\$6,283.44	Maintenance Agreement For ATAS Graphics Xerox
O	076850	11/20/08	XEROX CORP.	\$10,300.28	Lease/Mtce Agmet for 15 Xerox Walk-up Copiers
O	076851	11/20/08	XEROX CORP.	\$4,317.04	XEROX COPIER/PRINTER/FAX
O	076852	11/20/08	XEROX CORP.	\$2,003.68	Lease/Maint. for DocuColor 2045 Printer
O	076853	11/20/08	YALE CHASE MATERIALS	\$91.16	OPEN P.O. FOR PARTS
O	076854	11/20/08	YOURS COMPANY	\$43.00	WOMEN'S SOCCER EMBROIDERY
O	076855	11/20/08	OFFICEMAX CONTRACT INC.	\$12.01	Office Max Supply Orders 2008/2009
O	076856	11/20/08	RALPHS GROCERY COMPANY	\$986.46	NUTRITIONAL FOOD AND SUPPLIES
O	076857	11/20/08	US FOODS	\$964.80	For food and supplies for the CDC.
O	076858	11/20/08	XEROX CORP.	\$65.00	Annual Maintenance: Copier
O	076859	11/20/08	RPM CONSULTANT GROUP	\$4,428.78	GASB 43 & 45 Compliance
O	076860	11/20/08	RICHARD SNEED	\$289.20	Reimburse Medicare Premiums
O	076861	11/20/08	AGILE360	\$1,996.00	Dr/Server Consolidation Project
O	076862	11/20/08	ARTICULATE GLOBAL, INC.	\$2,935.80	RAPID E-LEARNING LICENSES
O	076863	11/20/08	BENCH EXPRESS, INC.	\$3,766.08	BICYCLE RACKS
O	076864	11/20/08	CALIFORNIA POWER PARTNERS, INC.	\$257,437.53	ENERGY CONSERVATION PROJECTS
O	076865	11/20/08	COMMERCE WEST BANK	\$25,774.35	BID 1081 -VILLAGE SWING SPACE RENOVATION
O	076866	11/20/08	CONSOLIDATED REPROGRAPHICS	\$41.81	CLOSE OUT DOCUMENTATION FOR DSA
O	076867	11/20/08	gkkworks	\$6,000.00	Project: ATEP
O	076868	11/20/08	INCENTRA SOLUTIONS	\$17,774.00	IT Software Engineering/Development Services
O	076869	11/20/08	INTERMOUNTAIN LOCK & SECURITY	\$124.45	SAFES FOR PAC
O	076870	11/20/08	JACKSON, DE MARCO, TIDUS,	\$131,010.77	ATEP Legal Professional Services
O	076871	11/20/08	JOYCE INSPECTION & TESTING	\$13,028.00	INSPECTOR AGRMT FOR F.A. RESTROOM
O	076872	11/20/08	JRH CONSTRUCTION COMPANY, INC.	\$231,969.22	BID 1081 -VILLAGE SWING SPACE RENOVATION

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account
 Sort: Sorted by Warrant #
 Selection: Between #076389 and 077565

S	Check #	Check Dt	Company Name	Check Amount	Description
O	076873	11/20/08	KONSORTUM 1	\$1,958.68	Data Center UPS/HVAC Upgrade
C	076874	11/20/08	MOBILE MODULAR MGMT. CORP.	\$-13,488.00	LEASE OF MUSIC CLASSROOM PORTABLES
O	076875	11/20/08	MOUSER ELECTRONICS	\$108.01	12V BACKUP BATTERIES
O	076876	11/20/08	THE NATELSON DALE GROUP, INC.	\$11,900.00	ATEP Project
O	076877	11/20/08	NEUDESIC, LLC	\$166,345.60	Student Information System, Year 3
O	076878	11/20/08	PCN3, INC.	\$148,702.50	BID 296, B200 SCIENCE LAB ANNEX AND B239 CONVERSIO
O	076879	11/20/08	PENN CORPORATE RELOCATION	\$338.00	STORAGE LECTURE HALL SEATING
O	076880	11/20/08	RJT COMPUQUEST	\$6,045.00	QA Consulting Services
O	076881	11/20/08	RR SYSTEMS, INC.	\$4,750.00	PROVIDE RELOCATION SERVICES FOR LRC MOVE SC
O	076882	11/20/08	SEHI PROCOMP COMPUTER PRODUCTS	\$492.95	PRINTERS FOR FRONT COUNTER LOBBY
O	076883	11/20/08	STATE WATER RES. CONTROL BOARD	\$578.00	ANNUAL FEE FOR STORM WATER PERMIT
O	076884	11/20/08	TEKNION LLC	\$51,913.43	PHASE ONE FURNITURE FOR BSTIC
O	076885	11/20/08	WALTERS WHOLESALE ELECTRIC	\$1,921.18	SUPPLY MATERIALS FOR THE S.C. VILLAGE PROJECT
O	076886	11/20/08	MICHAEL WOLF INTERIORS INC.	\$7,364.86	PROVIDE WINDOW SHADES FOR BGS BUILDING
O	076887	11/21/08	MOBILE MODULAR MGMT. CORP.	\$44,493.00	New Lease for Modular Classrooms
O	076888	11/21/08	MOBILE MODULAR MGMT. CORP.	\$77,939.00	New Lease for Modular Classrooms
O	076889	11/21/08	MOBILE MODULAR MGMT. CORP.	\$34,404.00	New Lease for Modular Classrooms
O	076890	11/24/08	MARY HALL	\$35.00	Chest xray r/o TB
O	076891	11/24/08	DAVID ABELLA	\$533.36	COMPETITION EQUIPMENT/BANNERS/IVC ATHLETICS
O	076892	11/24/08	AIRGAS WEST	\$193.87	CO2 FOR SWIMMING POOL
O	076893	11/24/08	AMERICAN RED CROSS	\$20.00	AMERICAN RED CROSS RTE & APCR CARDS/IVC HLTH DEPAR
O	076894	11/24/08	AQUATIC ECOSYSTEMS, INC.	\$354.31	CULTURES FOR LIVE FOOD
O	076895	11/24/08	ARAMARK UNIFORM SERVICES	\$27.70	SHOP RAGS
O	076896	11/24/08	ARAMARK UNIFORM SERVICES	\$27.70	SHOP RAGS
O	076897	11/24/08	ARROWHEAD DRINKING WATER	\$56.15	BLANKET PURCHASE ORDER FOR SUPPLIES
O	076898	11/24/08	ATKINSON, ANDELSON, LOYA,	\$13,985.61	Attorney Services FY 2008/2009
O	076899	11/24/08	BAKER & TAYLOR	\$45.30	Library book per Tom Weisrock request
O	076900	11/24/08	BALANCED BODY	\$1,975.25	PILATES SUPPLIES/IVC DANCE DEPARTMENT
O	076901	11/24/08	BEE MAN	\$175.00	BEE SERVICE CALL
O	076902	11/24/08	BIO-RAD LABORATORIES, INC.	\$471.03	BIOLOGY SUPPLIES
O	076903	11/24/08	DICK BLICK	\$60.40	STUDENT ART SUPPLIES
O	076904	11/24/08	CAPT	\$56.00	MBTI-Scoring Costs,As Needed
O	076905	11/24/08	BOARD OF GOVERNORS	\$3,400.00	Subscription
O	076906	11/24/08	CHICK'S SPORTING GOODS	\$1,048.35	BASEBALL UNIFORMS AND SUPPLIES
O	076907	11/24/08	CINTAS CORPORATION	\$64.60	UNIFORM AND TOWEL SERVICE
O	076908	11/24/08	CLARK SECURITY PRODUCTS INC.	\$30.09	BLANKET PURCHASE ORDER FOR PARTS
O	076909	11/24/08	COLLEGE SOURCE, INC.	\$5,345.00	College Source Subscr 08-09
O	076910	11/24/08	COMPUTER PROTECTION TECHNOLOGY	\$1,320.00	Uninterruptible Power Systems Prev Maint Renewal
O	076911	11/24/08	COMPUTERLAND	\$155.36	Tech Refresh Software
O	076912	11/24/08	CONNEY SAFETY PRODUCTS	\$88.95	MSDS CUSTODIAL SUPPLIES
O	076913	11/24/08	TRACY DALY	\$4.57	Student Trustee Photo for Lobby.
O	076914	11/24/08	DANA POINT YACHT MAINTENANCE	\$31.75	Blanket PO for Boston Whaler Monthly Hull Cleaning
O	076915	11/24/08	MARIE DE LA PALME	\$93.90	REIMB. IVC DANCE ENSEMBLE DIRECT./CONCERT EXPENSES
O	076916	11/24/08	DELL MARKETING L.P.	\$1,292.28	RAPIDTECH COMPUTER/ED TACKETT
O	076917	11/24/08	DEPARTMENT OF JUSTICE	\$204.00	Fingerprinting - HR
O	076918	11/24/08	DISCOUNT DANCE SUPPLY CO.	\$301.79	DANCE COSTUMES FOR IVC DANCE DEPARTMENT/2008-2009
O	076919	11/24/08	DIVERSIFIED BUSINESS SERVICES	\$528.57	MEN'S BASKETBALL SHIRTS
O	076920	11/24/08	DJ ORTHOPEDICS, LLC	\$2,152.00	Protective Knee Braces
O	076921	11/24/08	STEPHEN DUBAY	\$95.97	Reimbursement for Internet Services
O	076922	11/24/08	EAGLE COMMUNICATIONS	\$982.64	RADIO SUPPLIES
O	076923	11/24/08	EDUCATIONAL MUSIC SERVICE	\$198.98	Music purchased

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account
 Sort: Sorted by Warrant #
 Selection: Between #076389 and 077565

S	Check #	Check Dt	Company Name	Check Amount	Description
O	076924	11/24/08	JAN ELBAUM	\$167.00	REIMBURSEMENT - JAN ELBAUM, INSTRUCTOR
O	076925	11/24/08	ELECTRONIX EXPRESS	\$257.15	ELECTRONIC SUPPLIES
O	076926	11/24/08	ENTERPRISE RENT-A-CAR	\$396.30	OPEN P.O. FOR VEHICLE RENTAL
O	076927	11/24/08	EWING IRRIGATION PRODUCTS	\$682.97	OPEN P.O. FOR SUPPLIES
O	076928	11/24/08	FERGUSON ENTERPRISES, INC.	\$321.23	PLUMBING SUPPLIES
O	076929	11/24/08	FISHER SCIENTIFIC	\$607.53	CHEMISTRY SUPPLIES
O	076930	11/24/08	TERESA FLUEGEMAN	\$25.84	Invitation envelopes for Reagan Room Dedication.
O	076931	11/24/08	DAVID FRETZ	\$368.45	Reimbursement for field trip expenses
O	076932	11/24/08	FABIENNE LEVENSON	\$66.24	REIMB. IVC DANCE ENSEMBLE DIRECT./CONCERT EXPENSES
O	076933	11/24/08	S & B FOODS	\$204.19	CATERING FOR OCLTF MEETING
O	076934	11/24/08	CHILD HEALTH ALERT	\$29.00	sub 10 issues
O	076935	11/24/08	DAIRY DEPOT	\$44.88	NUTRITIONAL MILK AND DAIRY SUPPLIES
O	076936	11/24/08	EXCHANGE	\$38.00	renewal for CDC
O	076937	11/24/08	JEANNE BARNHILL	\$91.90	CONFERENCE REIMBURSEMENT FOR GILLIAN ASHTON
O	076938	11/24/08	AMANDA JEROME	\$945.00	Conference Reimbursement for Amanda Jerome
O	076939	11/24/08	MARK KRUHMIN	\$75.00	Reimburse staff members for tutoring site fee
O	076940	11/24/08	HEIDI M. MUELLER	\$100.00	Reimbursement
O	076941	11/24/08	EDMUND RICHARDS	\$55.22	Attend CASBO Workshop
O	076942	11/24/08	PATY ROCKLIN	\$150.00	Reimburse staff member for conference attendance
O	076943	11/24/08	TYLER SCHULDT	\$120.00	Tyler Schuldt/ATE PRINCIPAL INV CONF
O	076944	11/24/08	JULIANNA THROCKMORTON	\$100.00	Reimbursement
O	076945	11/24/08	SHOUKA TORABI	\$1,438.76	Conference Attendance for Shouka Torabi
O	076946	11/24/08	JOHN WILLIAMS	\$2,305.44	JWILLIAMS TO LEAGUE OF INNOVATION CONFERENCE
O	076947	11/24/08	AUSTIN-FOUST ASSOCIATES, INC.	\$3,000.00	ATEP Project
O	076948	11/24/08	gkkworks	\$44,264.00	CONSTR. MGMT AGRMT
O	076949	11/24/08	JOYCE INSPECTION & TESTING	\$9,135.00	HIRE DSA INSPECTOR FOR A300 & B200 AT IVC
O	076950	11/24/08	MOBILE MODULAR MGMT. CORP.	\$13,488.00	LEASE OF MUSIC CLASSROOM PORTABLES
O	076951	11/24/08	PSOMAS	\$5,319.98	ATEP Project
O	076952	11/24/08	PUBLIC ECONOMICS, INC.	\$18,430.00	CONSULTING SERVICES-REDEVELOPMENT
O	076953	11/24/08	RGP PLANNING & DEVELOPMENT	\$49,059.25	ATEP Project
O	076954	11/24/08	TROXELL COMMUNICATIONS, INC.	\$42,922.00	BID 295 AV PROJECTIONS SYSTEM
O	076955	11/24/08	UNITED SITE SERVICES OF CA,	\$223.66	FENCE RENTAL
O	076956	11/24/08	NEIL HAMAMURA	\$200.00	Contract Services
O	076957	11/26/08	ROBINA ALLEN	\$36.84	RALLEN TO CCLC Conference
O	076958	11/26/08	JUANITA BALTIERRA	\$181.03	Conference Attendance for Juanita Baltierra
O	076959	11/26/08	DR. ROBERT BRAMUCCI	\$246.00	Travel expenses for Bob Bramucci
O	076960	11/26/08	TOD A. BURNETT	\$17.00	Registration
O	076961	11/26/08	JYOTI CHANDRA	\$397.57	Conference Reimbursement for Jyoti Chandra
O	076962	11/26/08	APRIL CUNNINGHAM	\$63.75	Conference for April Cunningham
O	076963	11/26/08	CARMEN CORTEZ-DOMINGUEZ	\$137.09	Conference for Carmen Dominguez
O	076964	11/26/08	GRACE GARCIA	\$11.08	GGARCIA TO CCLC Conference
O	076965	11/26/08	CAROL HILTON	\$110.48	Conference for Carol Hilton
O	076966	11/26/08	ELIZABETH HORAN	\$825.21	Conference Reimbursement for Elizabeth Horan
O	076967	11/26/08	HANNAH H.E. LEE	\$151.32	STUDENT GENERAL ASSEMBLY CONFERENCE
O	076968	11/26/08	MIKI MIKOLAJCZAK	\$171.09	Conference for Miki Mikolajczak
O	076969	11/26/08	DONALD MINEO	\$178.95	Conference for Don Mineo
O	076970	11/26/08	MARIA PANIAGUA	\$110.06	Conference Attendance for Maria Paniagua
O	076971	11/26/08	LORI PARRA	\$110.00	Conference Attendance for Lori Parra
O	076972	11/26/08	RAJEN VURDIEN	\$1,036.98	Conference Attendance for Rajen Vurdien
O	076973	11/26/08	DAN WALSH	\$87.09	Conference for Dan Walsh
O	076974	11/26/08	MARY WILLIAMS	\$718.74	conference registration

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #076389 and 077565

S	Check #	Check Dt	Company Name	Check Amount	Description
O	076975	11/26/08	AT & T MOBILITY	\$11.67	TELEPHONE SERVICES
O	076976	11/26/08	AT&T/MCI	\$14.22	FAX LINES - TRUSTEES FY 08-09
O	076977	11/26/08	AT&T	\$117.66	Annual:Telephone Service
O	076978	11/26/08	OFFICEMAX CONTRACT INC.	\$3,207.02	Office Max Supply Orders 2008/2009
O	076979	11/26/08	PARKWAY LAWNMOWER SHOP	\$182.86	OPEN PURCHASE ORDER FOR PARTS
O	076980	11/26/08	LILIANN PEREZ-STROUD	\$180.00	WORKSHOP PRESENTER
O	076981	11/26/08	GWEN PLANO	\$53.36	Reimbursement for Gwen Plano
O	076982	11/26/08	POWERTRON BATTERY CO.	\$1,308.09	TRANSPORTATION SUPPLIES
O	076983	11/26/08	PROAIR CONSTRUCTION SVCS. INC.	\$1,240.00	CONTRACT SERVICES
O	076984	11/26/08	QUICK SORT LOS ANGELES	\$392.04	Bulk Mailing Postage
O	076985	11/26/08	REPEATERSTORE.COM	\$1,830.67	REPEATER KIT
O	076986	11/26/08	RICK GOACHER/PLANNING, INC.	\$6,291.58	PLANNING SERVICES FOR AVERY EASEMENT CONSIDERATION
O	076987	11/26/08	JOHN RICHARDS	\$10.69	Handout Items for Family Night
O	076988	11/26/08	RICOH AMERICAS CORPORATION	\$47.62	LEASE OF 1013 COPIER LOCATED IN MAIL ROOM
O	076989	11/26/08	KAREN RITTER	\$350.00	649499 SSG SCHOLARSHIP
O	076990	11/26/08	THE RP GROUP	\$25,000.00	Consultant agreement Center for Student Success
O	076991	11/26/08	RYAN HERCO PRODUCTS CORP.	\$805.61	POOL SUPPLIES
O	076992	11/26/08	S & S COMMUNICATIONS	\$371.74	BATTERIES
O	076993	11/26/08	SADDLEBACK GOLF CARS, INC.	\$45.60	BLANKET PURCHASE ORDER FOR PARTS
O	076994	11/26/08	SAFEWAY INC/PAVILIONS	\$469.12	Groceries for Foods Lab.
O	076995	11/26/08	AMY ROSE SCHECHTER	\$100.00	WORKSHOP PRESENTER
O	076996	11/26/08	ERIC SCHOFIELD	\$700.00	STAGE TECHNICIAN/IVC FALL 08 DANCE CONCERT
O	076997	11/26/08	SCIAC	\$75.00	INSTITUTION MEMBERSHIP, SCIAC 08-09
O	076998	11/26/08	SERVICE SOLUTIONS GROUP	\$534.50	Equipment Repair
O	076999	11/26/08	SEW TRUE SUPPLY	\$157.19	FASHION SUPPLIES
O	077000	11/26/08	SHATTINGER MUSIC	\$131.00	Music purchased
O	077001	11/26/08	LEAH SHERRY	\$105.00	637431 SCHOLARSHIP FOR STUDENT
O	077002	11/26/08	SIEMENS WATER TECHNOLOGIES	\$109.36	Annual Contract: Deionized Water Tanks
O	077003	11/26/08	SIGMA ALDRICH CHEMICAL CO.	\$151.53	BIOCHEMISTRY SUPPLIES
O	077004	11/26/08	SMARDAN SUPPLY - EL MONTE	\$452.25	PLUMBING SUPPLIES
O	077005	11/26/08	DANIEL SMITH, INC.	\$97.90	WATERCOLOR SUPPLIES
O	077006	11/26/08	PARISA SOLTANI	\$74.17	Workshop DVD
O	077007	11/26/08	SPIRING ENTERPRISES LIMITED	\$75.00	ADVANCE PAY FOR SUPPLIES USED IN STUDENT LABS
O	077008	11/26/08	SPSS, US INC.	\$2,485.73	SPSS License Maintenance
O	077009	11/26/08	AMY L. STINSON	\$90.00	REIMBURSEMENT FOR INCURRED FIELD TRIP COSTS - GEOL
O	077010	11/26/08	SVM, LP	\$2,035.95	Gas Cards
O	077011	11/26/08	ED WARD TACKETT	\$129.25	RapidTech Supplies
O	077012	11/26/08	TFM ASSOCIATES, INC.	\$352.00	ADVERTISEMENT
O	077013	11/26/08	TIGER DIRECT	\$624.45	5 HARD DRIVES
O	077014	11/26/08	SPORTS SUPPLY GROUP INC.	\$13,662.34	BASEBALL EQUIPMENT FOR THE FIELD
O	077015	11/26/08	TRANSFER CENTER DIRECTOR ASSN	\$50.00	TCDA Institutional Membership 2008-09
O	077016	11/26/08	TRI-AD	\$553.00	Admin. & Banking Svcs. for FSA 08/09
O	077017	11/26/08	TROXELL COMMUNICATIONS, INC.	\$13,376.85	HD Monitors for control room
O	077018	11/26/08	U.S. AIR CONDITIONING	\$13.31	HVAC SUPPLIES
O	077019	11/26/08	UC REGENTS	\$3,579.00	SPECIMEN FOR PROSECTION CLASS
O	077020	11/26/08	UNIVERSITY OF HAWAII	\$24,999.31	Payment for NSF Subaward/DUE 0702912
O	077021	11/26/08	VERIZON WIRELESS	\$506.70	VERIZON Wireless Aircards/PDA Service
O	077022	11/26/08	VERIZON WIRELESS	\$85.47	Annual Maint: Broadband Back-up system/Email
O	077023	11/26/08	VICTORY CUSTOM ATHLETIC	\$8,044.88	Baseball Uniform Supplies
O	077024	11/26/08	VIDEO SERVICE OF AMERICA	\$274.19	To purchase supplies f/media dept.
O	077025	11/26/08	VWR INTERNATIONAL, INC.	\$232.73	CHEMISTRY SUPPLIES

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #076389 and 077565

S	Check #	Check Dt	Company Name	Check Amount	Description
O	077026	11/26/08	WARD'S NATURAL SCIENCE	\$246.30	Blanket PO for Expendable Classroom Supplies
O	077027	11/26/08	WARE DISPOSAL CO., INC.	\$7,755.79	GREENWASTE
O	077028	11/26/08	W A X I E	\$3,734.75	CUSTODIAL SUPPLIES
O	077029	11/26/08	TED WEATHERFORD	\$114.82	REIMB. IVC DANCE COORDINATOR/DANCE CONCERTS EXPENS
O	077030	11/26/08	WESTERN COSTUME CO.	\$395.00	Instructor suppl
O	077031	11/26/08	DOUGLAS WESTLAKE	\$510.00	Piano tuning & repair services
O	077032	11/26/08	TIM WORKMAN	\$50.00	PANEL PRESENTER
O	077033	11/26/08	XAP CORPORATION*	\$5,411.00	CCCApply Renewal for Colleges
O	077034	11/26/08	XEROX CORP.	\$971.88	ink for color printer
O	077035	11/26/08	ZACUTO	\$160.00	Camera Support products for lens systems
O	077036	11/26/08	OFFICEMAX CONTRACT INC.	\$242.93	Office Max Supply Orders 2008/2009
O	077037	11/26/08	TEACHING STRATEGIES, INC.	\$294.85	ASSESSMENT MATERIALS FOR SC CHILD DEVELOPMENT CTR
O	077038	12/03/08	CHEVRON AND TEXACO BUSINESS	\$1,896.96	2008/09 Use of Gasoline by Various Departments
O	077039	12/03/08	WELLS FARGO BANK #4198	\$71.15	Bull Horns
O	077040	12/03/08	WELLS FARGO BANK #3465	\$29.99	SSL Certificate for e-SARS
O	077041	12/03/08	WELLS FARGO BANK #4214	\$1,820.50	ACCJC & Fed Ex
O	077042	12/03/08	WELLS FARGO BANK #3317	\$585.70	Purchase of reference books
O	077043	12/03/08	WELLS FARGO #2078	\$4,584.09	STUDENT GENERAL ASSEMBLY CONFERENCE
O	077044	12/03/08	WELLS FARGO #2078	\$941.19	Travel expenses for Bob Bramucci
O	077045	12/03/08	STATE OF CALIFORNIA	\$105.00	WHEELCHAIR LIFT CONVEYANCE INVOICE
O	077046	12/04/08	AT & T MOBILITY	\$270.67	2 CELL PHONES AND SERVICE
O	077047	12/04/08	CITY OF TUSTIN	\$550.00	MCAS SUBLEASE CITY OF TUSTIN
O	077048	12/04/08	OFFICEMAX CONTRACT INC.	\$6,222.93	Office Max Supply Orders 2008/2009
O	077049	12/04/08	PACIFIC CLIPPINGS	\$59.00	020496
O	077050	12/04/08	ALAN PALMER	\$880.00	Contract Services
O	077051	12/04/08	PENNSAVER	\$171.80	Advertising for Summer 08 Guest Artists
O	077052	12/04/08	PRAXAIR	\$63.09	Annual Maintenance: Nitrogen Cylinders
O	077053	12/04/08	PRESS SOLUTIONS, INC.	\$1,141.72	IVC Newsletter
O	077054	12/04/08	PURETEC	\$856.12	EQUIPMENT MAINTENANCE & SUPPLIES
O	077055	12/04/08	LARRY RADDEN	\$428.75	Reimbursement
O	077056	12/04/08	RAYVERN LIGHTING SUPPLY CO.	\$104.89	ELECTRICAL SUPPLIES
O	077057	12/04/08	RICOH AMERICAS CORPORATION	\$880.00	Copier Maintenance Agreement
O	077058	12/04/08	DOREEN K. ROSE-SIMMONS	\$781.97	Reim. Provost
O	077059	12/04/08	JANE ROSENKRANS	\$220.00	REIMBURSEMENT FOR CLEANING SERVICE
O	077060	12/04/08	RAY D. RYAN, JR.	\$1,043.92	Reimbursement-Providist Interviews
O	077061	12/04/08	S & B FOODS	\$74.89	TECH PREP GRANT CONSROTIIUM MEETING
O	077062	12/04/08	SchoolOutfitters.com	\$761.80	ADA DESKS
O	077063	12/04/08	SCIENCE KIT, INC.	\$28.36	CHEMISTRY SUPPLIES
O	077064	12/04/08	SEHI PROCOMP COMPUTER PRODUCTS	\$766.26	HP LaserJet P3005n Printer
O	077065	12/04/08	CRYSTAL SHOMPH	\$700.00	TECH DIRECTOR/IVC FALL 08 PERF. DANCE ENS.CONCERT
O	077066	12/04/08	SHRED-IT	\$120.00	For Shred-it monthly service
C	077067	12/04/08	SIMS WELDING SUPPLY	\$-147.09	Supplies & gas for Art Department
O	077068	12/04/08	SKY & TELESCOPE	\$42.95	Subscription to Sky & Telescope
O	077069	12/04/08	DANIEL SMITH, INC.	\$408.69	STUDENT ART SUPPLIES
O	077070	12/04/08	SOUTHERN CALIFORNIA EDISON CO.	\$39,316.96	Annual Electric Service
O	077071	12/04/08	SOUTHERN COUNTIES OIL	\$2,623.43	FUEL
O	077072	12/04/08	SO. ORANGE CO. COMM. COL.DIST	\$232.00	Return to Title IV Funds
O	077073	12/04/08	SPECTRUM CHEMICAL MFG. CORP.	\$155.16	BIOLOGY SUPPLIES
O	077074	12/04/08	SPORTS FIELD INSTALLATION	\$41,000.00	BASEBALL FIELD RENOVATION
O	077075	12/04/08	STOVER SEED COMPANY	\$1,171.78	GROUNDS SUPPLIES
O	077076	12/04/08	SUPERIOR PRESS	\$984.01	Checks for Bud, Accounting Manager

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account
 Sort: Sorted by Warrant #
 Selection: Between #076389 and 077565

S	Check #	Check Dt	Company Name	Check Amount	Description
O	077077	12/04/08	ED WARD TACKETT	\$107.74	RAPIDTECH NON-INSTRUCTIONAL SUPPLIES
O	077078	12/04/08	THEATRE COMPANY	\$262.50	Blanket instructor supplies
O	077079	12/04/08	TISCARENO CATERING	\$599.58	CATERING FOR SPECIAL EVENTS
O	077080	12/04/08	TROXELL COMMUNICATIONS, INC.	\$2,077.42	SOUND SYSTEM FOR IVC BASEBALL FIELD
O	077081	12/04/08	U.S. DATA TRUST CORPORATION	\$3,900.00	Continuous OffSite Data Backup Service (LiveVault)
O	077082	12/04/08	LUIS MAURICIO VASQUEZ	\$1,050.00	WORKSHOP PRESENTER
O	077083	12/04/08	VITAL LINK EDUCATION AND	\$2,341.66	Contract Agreement
O	077084	12/04/08	VWR INTERNATIONAL, INC.	\$166.63	BIOLOGY SUPPLIES/CLASS LAB EXERCISES
O	077085	12/04/08	WARD'S NATURAL SCIENCE	\$238.11	Blanket PO for Expendable Classroom Supplies
O	077086	12/04/08	WESTERN COSTUME CO.	\$375.00	Instructor supplies
O	077087	12/04/08	WSCA	\$80.00	Membership renewal
O	077088	12/04/08	MICHAEL E. WILSON	\$8,850.00	CONSTRUCTION MGMT SERVICES
O	077089	12/04/08	XEROX CORP.	\$1,186.77	Lease/Mtce Agmet for 15 Xerox Walk-up Copiers
O	077090	12/04/08	XEROX CORP.	\$1,344.63	Lease/Maint. for DocuColor 2045 Printer
O	077091	12/04/08	YALE CHASE MATERIALS	\$337.69	REPAIRS & SUPPLIES
O	077092	12/04/08	PETCO ANIMAL SUPPLIES, INC.	\$137.52	For pet supplies for the CDC.
O	077093	12/04/08	ROCKVIEW FARMS	\$246.84	For milk for the CDC children.
O	077094	12/04/08	SAM'S CLUB	\$354.34	Classroom supplies & snacks for the CDC children.
O	077095	12/04/08	U.S. TOY CO., INC./CONSTRUCTIVE	\$182.12	Classroom supplies
O	077096	12/04/08	SOUTH ORANGE COUNTY COMMUNITY	\$6,889.00	CARE Grants
O	077097	12/04/08	ADCLUB ADVERTISING SERVICE	\$4,728.75	Recruitment/Advertising for SOCCCD
O	077098	12/04/08	AFFILIATED COMPUTER SERVICES	\$176.75	Contract Svcs - ACS
O	077099	12/04/08	AFRICAN CORNER	\$441.56	AFRICAN DRUM FOR IVC DANCE DEPARTMENT
O	077100	12/04/08	AIRGAS WEST	\$191.87	CO2 FOR SWIMMING POOL
O	077101	12/04/08	A/R CENTRAL BILLING- BOISE	\$1,231.99	Groceries for Foods Lab.
O	077102	12/04/08	AmbironTrustWave	\$1,350.00	PCI Compliance Validation Services Renewal
O	077103	12/04/08	AMTECH ELEVATOR SERVICES	\$1,693.33	ELEVATOR SERVICE
O	077104	12/04/08	JULIE ANDERSON	\$61.25	Reimbursement for Fish & Game Permit
O	077105	12/04/08	APPLE COMPUTER INC.	\$2,255.65	MAC Laptop for Vice Chanc of T&LS
O	077106	12/04/08	ARAMARK UNIFORM SERVICES	\$49.35	Shop coats,etc
O	077107	12/04/08	ARROWHEAD DRINKING WATER	\$94.50	BLANKET PURCHASE ORDER FOR SUPPLIES
O	077108	12/04/08	B & H PHOTO	\$569.55	Film developer
O	077109	12/04/08	WEST GROUP	\$283.00	BARCLAYS TITLE 5 SUBSCRIP RENEWAL
O	077110	12/04/08	THOMAS BARGER	\$480.00	Football Filming Services
O	077111	12/04/08	BASEBALL EXPRESS	\$2,489.47	BASEBALL BATS/IVC BASEBALL PROGRAM
O	077112	12/04/08	BELL'S INDUSTRIAL SERVICE	\$178.88	Industrial Dryer Repair
O	077113	12/04/08	CATHERINE BERES	\$108.96	Performance: An Evening with Mark Twain
O	077114	12/04/08	DICK BLICK	\$318.39	FASHION SUPPLIES
O	077115	12/04/08	THE BLIND FACTORY	\$460.00	Mini Blinds between A120 & A120A
O	077116	12/04/08	MARK BORDELON	\$98.99	REIMBURSEMENT FOR INCURRED FIELD TRIP COSTS
O	077117	12/04/08	MATT BRODET	\$146.45	Reimburse staff member for computer parts
O	077118	12/04/08	TOD A. BURNETT	\$179.53	Reimburse President for refrigerator & water
O	077119	12/04/08	CALIFORNIA ENERGY COMMISSION	\$98,637.44	Energy Conservation
O	077120	12/04/08	CALIFORNIA POWER PARTNERS, INC.	\$71,894.25	ENERGY CONSERVATION PROJECTS
O	077121	12/04/08	CAPISTRANO UNIFIED SCHOOL	\$1,048.00	Additional Intern Hours
O	077122	12/04/08	CAROLINA BIOLOGICAL SUPPLY	\$135.61	PHYSICS SUPPLIES
O	077123	12/04/08	CHARIOT SOFTWARE GROUP	\$581.75	MicroGrade
O	077124	12/04/08	CINCH INDUSTRIES	\$1,000.00	cte promo video
O	077125	12/04/08	CINTAS CORPORATION	\$29.80	UNIFORM AND TOWEL SERVICE
O	077126	12/04/08	CINTAS DOCUMENT MANAGEMENT	\$45.00	document destruction/paper recycling for A&R
O	077127	12/04/08	THE CLUBHOUSE AT ANAHEIM HILLS	\$1,916.93	HOLIDAY TRAINING BANQUET

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #
 Selection: Between #076389 and 077565

S	Check #	Check Dt	Company Name	Check Amount	Description
O	077128	12/04/08	COLLINS COMPANY	\$397.04	TENNIS BALL CART FOR TENNIS TEAM
O	077129	12/04/08	CONSOLIDATED ELECTRICAL DIST.	\$128.10	ELECTRICAL SUPPLIES
O	077130	12/04/08	COOK EQUIPMENT COMPANY	\$409.84	REPAIR SUPPLIES
O	077131	12/04/08	CORPORATE BUSINESS INTERIORS	\$2,063.70	Lateral File-T. Lorch
O	077132	12/04/08	CPP, INC.	\$195.00	CPP Skillsone Site Renewal Fee
O	077133	12/04/08	DIRECTRON.COM	\$174.90	Flash drives for data collection in the labs.
O	077134	12/04/08	DISCOUNT DANCE SUPPLY CO.	\$45.48	DANCE COSTUMES FOR IVC DANCE DEPARTMENT/2008-2009
O	077135	12/04/08	EBS CO SUBSCRIPTION SERVICE	\$18.68	Rate adjustment for periodical per Tom Weisrock
O	077136	12/04/08	ECONOMIC ALTERNATIVES, INC.	\$347.91	Annual Maintenance:Water Treatment
O	077137	12/04/08	EDUCATIONAL MUSIC SERVICE	\$96.04	Music purchased
O	077138	12/04/08	ELM NDN	\$87.67	Return to Title IV Funds
O	077139	12/04/08	ENTERPRISE RENT-A-CAR	\$1,558.21	VAN RENTAL
O	077140	12/04/08	EXCELSIOR ELEVATOR CORPORATION	\$812.50	ANNUAL ELEVATOR MAINTENANCE SERVICE
O	077141	12/04/08	FABRIC LAND	\$989.19	FASHION SUPPLIES
O	077142	12/04/08	FEDERAL EXPRESS	\$545.33	FEDERAL EXPRESS CHARGES
O	077143	12/04/08	THERESA FERNALD	\$160.00	REIMBURSEMENT FOR FALL 2008 - ART 435 - TICKET #65
O	077144	12/04/08	TINA FIETSAM	\$300.00	WORKSHOP PRESENTER
O	077145	12/04/08	FISHER SCIENTIFIC	\$57.32	ELECTRONIC SUPPLIES
O	077146	12/04/08	FREESTYLE	\$3,831.30	Student Photo supplies
O	077147	12/04/08	FREEWAY AUTO SUPPLY	\$17.09	Emergency supplies
O	077148	12/04/08	FRY'S ELECTRONICS	\$732.52	open purchase order for supplies
O	077149	12/04/08	S & B FOODS	\$30.17	refreshments
O	077150	12/04/08	A-1 FENCE COMPANY	\$2,304.00	SECURITY CAGE
O	077151	12/04/08	AMERICAN GEOTECHNICAL	\$10,639.50	GEOTECHNICAL FIELD OBSERVATION AND TESTING
O	077152	12/04/08	CAVECCH E ENGINEERING	\$58,264.00	BID 296, A300 REMODEL
O	077153	12/04/08	CCS PRESENTATION SYSTEMS, INC	\$9,923.78	AV Equipment
O	077154	12/04/08	CRC CONSULTING GROUP, INC.	\$1,300.00	PROFESSIONAL SERVICES FOR WATER TESTING ATEP WINDO
O	077155	12/04/08	DELL MARKETING L.P.	\$1,378.53	DELL OPTIPLEX 960
O	077156	12/04/08	DHK PLUMBING & PIPING, INC.	\$1,860.00	For plumbing and compressor work
O	077157	12/04/08	ESCAPE TECHNOLOGY, INC.	\$6,295.00	Escape Upgrade (O15) Implementation
O	077158	12/04/08	FIRST ENTERPRISE BANK	\$5,141.70	BID 279, PKG. L, PLASTER, BUS & TECH. INNOV. CTR.
O	077159	12/04/08	INTERNATIONAL CITY BANK	\$6,474.00	BID 296, A300 REMODEL
O	077160	12/04/08	LAMAR SPACE INC.	\$446.00	TRAILER FOR INSPECTOR OF RECORD ON A300/B200
O	077161	12/04/08	MESA ENERGY SYSTEMS	\$1,013.75	Annual Maintenance:Support Software of AC equip
O	077162	12/04/08	MITSUBISHI ELECTRIC &	\$2,100.60	BID 279, PKG.R.ELEVATOR,BUS,& TECH INNOV.CTR.
O	077163	12/04/08	NETWORK HARDWARE RESALE	\$14,126.58	networks switches for storage infrastructure
O	077164	12/04/08	OTHER WORLD COMPUTING	\$3,636.81	External hard drives for HD systems
O	077165	12/04/08	SEHI PROCOMP COMPUTER PRODUCTS	\$1,361.72	HARDWARE REQUEST FOR 2008/09
O	077166	12/04/08	SUNNY SLOPE TREES	\$2,047.26	OPEN PURCHASE ORDER
O	077167	12/04/08	TROKELL COMMUNICATIONS, INC.	\$9,620.94	AV Equipment
O	077168	12/04/08	USS CAL BUILDERS, INC.	\$46,275.30	BID 279, PKG. L, PLASTER, BUS & TECH. INNOV. CTR.
O	077169	12/05/08	EMERSON ABBOTT	\$80.13	PAPA TRAINING SEMINAR - EMERSON ABBOTT
O	077170	12/05/08	ACADEMIC SENATE FOR CALIF.	\$335.00	Conf reimb expenses for D Inciong
O	077171	12/05/08	ACCCA	\$395.00	2009 ACCCA Conference costs for Craig Justice
O	077172	12/05/08	MORGAN BARROWS	\$2,762.66	Conference Reimbursement for Morgan Barrows
O	077173	12/05/08	TOD A. BURNETT	\$17.00	Reimbursement
O	077174	12/05/08	CLAIRE CESAREO-SILVA	\$836.82	Conference Reimbursement for Claire Cesareo-Silva
O	077175	12/05/08	COADN	\$200.00	CONFERENCE FOR DIANE PESTOLESI
O	077176	12/05/08	COADN	\$200.00	CONFERENCE FOR LINDA GLEASON
O	077177	12/05/08	COADN	\$200.00	CONFERENCE FOR JENNIFER FOROUZESH
O	077178	12/05/08	EMBASSY SUITES HOTEL	\$448.03	CONFERENCE FOR DIANE PESTOLESI

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account
 Sort: Sorted by Warrant #
 Selection: Between #076389 and 077565

S	Check #	Check Dt	Company Name	Check Amount	Description
O	077179	12/05/08	EMBASSY SUITES HOTEL	\$448.03	CONFERENCE FOR JENNIFER FOROUZESH
O	077180	12/05/08	EMBASSY SUITES HOTEL	\$448.03	CONFERENCE FOR LINDA GLEASON
O	077181	12/05/08	MICHAEL ENGELS	\$77.22	Conference for MICHAEL ENGELS
O	077182	12/05/08	PAT FREEMAN	\$101.29	Patricia Freeman to UC Counselors' Conference
O	077183	12/05/08	GEORGINA GUY	\$65.00	Conference Attendance for Georgina Guy
O	077184	12/05/08	RUSSELL HAMILTON	\$70.95	Pre Pay Hotel and registration for conference
O	077185	12/05/08	REGINA HURLEY	\$325.00	Conference Reimbursement for Regina Hurley
O	077186	12/05/08	DENICE INCIONG	\$189.00	Travel/conference expenses for Denice Inciong
O	077187	12/05/08	DR. CRAIG JUSTICE	\$6.00	Conference Registration for Craig Justice.
O	077188	12/05/08	SOMMER MC CARTNEY	\$585.98	Conference Reimbursement for Sommer McCartney
O	077189	12/05/08	DANI MC LEAN	\$450.00	Conference Reimbursement for Dani McLean
O	077190	12/05/08	MARCIA MILCHIKER	\$38.08	Conference Expenses for Marcia Milchiker
O	077191	12/05/08	ORANGE COUNTY SHERIFF'S DEPT.	\$40.00	Training
O	077192	12/05/08	LARRY RADDEN	\$3,082.59	Reimbursement
O	077193	12/05/08	TAMERA RICE	\$296.02	CONFERENCE FOR TAMERA RICE
O	077194	12/05/08	ROBIN ROGERS-CLOUD	\$401.96	Confereenc Reimbursement for Robin Rogers Cloud
O	077195	12/05/08	GLENN ROQUEMORE	\$20.00	Conference for Glenn Roquemore
O	077196	12/05/08	ALANNAH ORRISON ROSENBERG	\$1,716.28	Conference Attendance for Alannah Rosenberg
O	077197	12/05/08	JERRY RUDMANN	\$291.00	Conference reimbursement for Jerry Rudmann.
O	077198	12/05/08	LISE S. TELSON	\$17.00	OC TEACHER OF THE YEAR PROGRAM
O	077199	12/05/08	JODI TITUS	\$650.00	Jodi Titus to Association of Pacific Coast Geograp
O	077200	12/05/08	TIFFANY TRAN	\$1,109.44	Tiffany Tran to CA Great Teachers Seminar Conf.
O	077201	12/05/08	EVELIA RAMIREZ	\$35.00	emp tb test
O	077202	12/05/08	A-1 FENCE COMPANY	\$6,806.00	BASEBALL FIELD
O	077203	12/05/08	AAA ACCESS SMOG	\$100.00	SMOG TESTING
O	077204	12/05/08	ACTIVEPDF, INC	\$287.10	activePDF Subscription Renewal
O	077205	12/05/08	ADCLUB ADVERTISING SERVICE	\$459.00	Recruitment/Advertising for SOCCCD
O	077206	12/05/08	ADVANTA ENERGY	\$950.00	ENERGY SERVICING AGREEMENT
O	077207	12/05/08	all4DVD, Inc.	\$538.75	MST Program DVD for Marketing Activities
O	077208	12/05/08	ALLSCRIPTS, INC	\$123.83	Prescription meds
O	077209	12/05/08	AVACOM	\$354.77	OPEN PO FOR AVACOM PRINTER SERVICE
O	077210	12/05/08	BALANCED BODY	\$3,209.59	PILATES EQUIPMENT/IVC DANCE DEPARTMENT
O	077211	12/05/08	DICK BLICK	\$57.01	STUDENT ART SUPPLIES
O	077212	12/05/08	BORDERS & BOOKS	\$30.32	BOOKS
O	077213	12/05/08	ARNOLD BRAY	\$2,000.00	Legislative Advocacy
O	077214	12/05/08	BRIDGES TRANSITIONS INC.	\$2,304.00	Software purchase for the CTE Grant
O	077215	12/05/08	MIKE BROWN GRANDSTANDS, INC.	\$500.00	Baseball Bleacher Seating
O	077216	12/05/08	SPORT SUPPLY GROUP	\$1,061.92	STRENGTH LAB EQUIPMENT
O	077217	12/05/08	KRISTEN BUSH	\$992.00	Consulting Services: Web Development & Maint.
O	077218	12/05/08	CA STATE CONTROLLER'S OFFICE	\$27,351.00	REIMB. CLAIM FOR STATE MANDATED COST PROGRAM
O	077219	12/05/08	CAROLINA BIOLOGICAL SUPPLY	\$297.40	BIOLOGY SUPPLIES
O	077220	12/05/08	CINTAS CORPORATION	\$29.80	UNIFORM AND TOWEL SERVICE
O	077221	12/05/08	CLARK SECURITY PRODUCTS INC.	\$272.09	LOCKSMITH SUPPLIES
O	077222	12/05/08	COLLINS COMPANY	\$3,668.90	BASEBALL NETTING
O	077223	12/05/08	COMPUTERLAND	\$512.00	Acrobat Professional for Windows
O	077224	12/05/08	CONCEPT MEDIA	\$979.01	DVD SET FOR M.WOLFF/NURSING
O	077225	12/05/08	DUNN-EDWARDS CORPORATION	\$74.47	BLANKET PURCHASE ORDER FOR SUPPLIES
O	077226	12/05/08	ESSENCE ENTERTAINMENT	\$3,575.00	Contract Services
O	077227	12/05/08	FISHER SCIENTIFIC	\$323.83	CHEMISTRY SUPPLIES
O	077228	12/05/08	LAURA ABRAMS	\$115.23	MILEAGE
O	077229	12/05/08	MARIO ESCALANTE	\$74.77	MILEAGE

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #076389 and 077565

S	Check #	Check Dt	Company Name	Check Amount	Description
O	077230	12/05/08	G/M BUSINESS INTERIORS	\$1,874.85	Ergonomic Chair
O	077231	12/05/08	GALE SUPPLY COMPANY	\$1,276.84	TISSUE DISPENSERS
O	077232	12/05/08	GALLS INC.	\$816.63	Open PO - Uniforms
O	077233	12/05/08	GANDER-PRINTCO	\$879.45	IVC LETTERHEAD 2ND PAGE WHITE
O	077234	12/05/08	GE CAPITAL	\$900.45	LEASE Agreement - Canon Copiers
O	077235	12/05/08	GLOBAL INDUSTRIAL EQUIPMENT	\$366.42	HAND TRUCK
O	077236	12/05/08	GOVCONNECTION	\$63.34	Ergonomic Equip - HR Jake Munns
O	077237	12/05/08	W. W. GRAINGER	\$1,729.88	PE200 ACCESS PANEL
O	077238	12/05/08	GRANICUS, INC.	\$1,075.00	Board Meeting Streaming Video Monthly Support
O	077239	12/05/08	RON GRANT	\$146.03	Reimbursement for Classroom Supplies
O	077240	12/05/08	DICK GRAYBEAL, INC.	\$2,400.00	CONTRACT SERVICES
O	077241	12/05/08	GREY HOUSE PUBLISHING	\$472.50	Library books per Tom Weisrock request
O	077242	12/05/08	RAUL B. GUTIERREZ	\$13.10	MILEAGE
O	077243	12/05/08	NATASHA HILTON	\$38.49	MILEAGE
O	077244	12/05/08	HITT MARKING DEVICES, INC.	\$32.59	SIGNATURE STAMP
O	077245	12/05/08	CHRIS HOGSTEDT	\$121.98	Blanket purchase order for Chris Hogstedt
O	077246	12/05/08	HOME DEPOT CREDIT SERVICES	\$688.79	Blanket PO supplies for Aquarium & Aquaculture Sci
O	077247	12/05/08	TRAN HONG	\$32.06	MILEAGE
O	077248	12/05/08	INGARDIA BROTHERS PRODUCE, INC.	\$476.63	Groceries for Foods Lab.
O	077249	12/05/08	INTERMOUNTAIN LOCK & SECURITY	\$1,171.27	BLANKET P.O. FOR MAINTENANCE SUPPLIES
O	077250	12/05/08	INTERNATIONAL SCULPTURE CENTER	\$1,061.00	Advertising Space Contract in Sculpture Magazine
O	077251	12/05/08	INVERNESS MEDICAL, INC.	\$254.39	medical supplies for student care
O	077252	12/05/08	IRVINE RANCH WATER DIST.	\$9,076.46	Annual Water Service
O	077253	12/05/08	IVC CHILD DEVELOPMENT CENTER	\$207.00	Child Care Services
O	077254	12/05/08	CORINNE JACKSON	\$16.20	MILEAGE
O	077255	12/05/08	BILL JAY	\$316.28	WJAY INTERNET 08/09
O	077256	12/05/08	JOHNSTONE SUPPLY	\$86.20	OPEN PURCHASE ORDER FOR PARTS
O	077257	12/05/08	LAUREL JONES	\$200.00	Contract Services
O	077258	12/05/08	JUNIOR'S GOLF CARTS	\$52.50	OPEN P.O. FOR SUPPLIES
O	077259	12/05/08	KEN'S SPORTING GOODS	\$247.05	Baseball Uniform Supplies
O	077260	12/05/08	SAMIR KHUNDY	\$31.29	MILEAGE
O	077261	12/05/08	TAMARA KING	\$131.97	Reimbursement for Internet services
O	077262	12/05/08	KNORR SYSTEMS, INC.	\$34.48	POOL SUPPLIES
O	077263	12/05/08	GARY L. KUSUNOKI	\$270.00	Hearing Examiner
O	077264	12/05/08	LOS ANGELES TIMES	\$15.96	LA TIMES SUBSCRIPTION
O	077265	12/05/08	LAVEY ROOFING SERVICES, INC.	\$750.00	CONTRACT SERVICES
O	077266	12/05/08	SILVER LEOWIDJAJA	\$16.20	MILEAGE
O	077267	12/05/08	LETHAN CORPORATION	\$90.84	PHYSICS INSTRUCTIONAL SUPPLIES
O	077268	12/05/08	THE MASTER TEACHER, INC.	\$242.70	Subscription/Professor in the Classroom
O	077269	12/05/08	MC KESSON MEDICAL SURGICAL	\$3,054.70	SUPPLIES FOR NURSING
O	077270	12/05/08	MARGI MC NELLY	\$650.00	WORKSHOP PRESENTER
O	077271	12/05/08	MEYERS ALLISON LLP	\$18,281.25	Investigative Svs. for HR
O	077272	12/05/08	MARCIA MILCHIKER	\$44.99	MMILCHIKER INTERNET 08/09
O	077273	12/05/08	MARIA MILLER	\$43.09	Reimbursement to Maria Miller for purchase of supp
O	077274	12/05/08	MOBILITY RESEARCH	\$13,630.00	EQUIP. FOR ADAPTED KNEA CLASSES
O	077275	12/05/08	MOULTON-NIGUEL WATER DIST.	\$8,515.34	Billing for Moulton-Niguel water services
O	077276	12/05/08	MUSIC THEATRE INTERNATIONAL	\$400.00	Royalty Fee Deposit
O	077277	12/05/08	W. MYERS CO.	\$56.46	HVAC SUPPLIES
O	077278	12/05/08	AUGUSTINE NAVARRO	\$180.00	WORKSHOP PRESENTER
O	077279	12/05/08	NEXGEN	\$236.15	TRANSPORTATION SUPPLIES
O	077280	12/05/08	CSPI/NUTRITION ACTION	\$20.00	Nutrition Action

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account
 Sort: Sorted by Warrant #
 Selection: Between #076389 and 077565

S	Check #	Check Dt	Company Name	Check Amount	Description
O	077281	12/05/08	MICHAEL O'MEARA	\$20.83	MILEAGE
O	077282	12/05/08	ORANGE COUNTY PRINTING	\$1,594.69	PENS FOR OUTREACH
O	077283	12/05/08	ORANGE COUNTY REGISTER	\$2,500.00	ADVERTISING
O	077284	12/05/08	ORANGE COUNTY REGISTER	\$780.00	ADVERTISING
O	077285	12/05/08	ORANGE COUNTY REGISTER	\$3,228.87	Lariat printing & delivery charges.
O	077286	12/05/08	OCE-IMAGISTICS	\$100.00	MAINTENANCE AGREEMENT FOR FAX MACHINE
O	077287	12/05/08	OCEANSIDE PHOTO & TELESCOPE	\$75.43	ASTRO SUPPLIES
O	077288	12/05/08	ONESOURCE DISTRIBUTORS, INC.	\$1,057.67	ELECTRICAL SUPPLIES
O	077289	12/05/08	ORANGWOOD CHILDREN'S	\$50.00	PANEL MEMBER
O	077290	12/05/08	MARIA PANIAGUA	\$58.71	MILEAGE
O	077291	12/05/08	EVELIA RAMIREZ	\$14.37	MILEAGE
O	077292	12/05/08	MY TRUONG	\$31.81	MILEAGE
O	077293	12/05/08	HelpSTAR Help Desk Technology	\$19,422.69	Help Desk Solution Software
O	077294	12/05/08	ORANGE COUNTY REGISTER	\$548.24	AD FOR BID 297
O	077295	12/05/08	CALIFORNIA POWER PARTNERS, INC.	\$90,585.30	PNERGY CONSERVATION PROJECTS
O	077296	12/05/08	ENVIRON	\$2,725.26	ATEP Project
O	077297	12/05/08	INGERSOLL RAND SECURITY	\$6,357.58	Tech Refresh - Wireless readers for BTC
C	077298	12/05/08	JOYCE INSPECTION & TESTING	\$-6,264.00	HIRE DSA INSPECTOR FOR A300 & B200 AT IVC
O	077299	12/05/08	LAMAR SPACE INC.	\$145.46	TRAILER FOR INSPECTOR OF RECORD ON A300/B200
O	077300	12/05/08	LPA, INC.	\$12,300.00	ARCHITECTURAL SERVICES
O	077301	12/05/08	METRONOME, INC.	\$96,939.60	Cisco Equip for Network Upgrade
O	077302	12/05/08	NEUDESIC, LLC	\$184,536.00	Student Information System, Year 3
O	077303	12/05/08	PCN3, INC.	\$71,122.50	BID 296, B200 SCIENCE LAB ANNEX AND B239 CONVERGIO
O	077304	12/05/08	RJT COMPUQUEST	\$6,825.00	QA Consulting Services
O	077305	12/05/08	UNITED SITE SERVICES OF CA,	\$428.33	FENCE RENTAL
O	077306	12/08/08	ACSIG/EDGE	\$40,650.04	Vision Services FY 08/09 Fund 01
O	077307	12/08/08	ACSIG/EDGE	\$119,096.45	Delta Dental FY 08/09 Fund 01
O	077308	12/08/08	HYATT LEGAL	\$6,490.40	Hyatt Legal Benefits
O	077309	12/08/08	PACIFICARE BEHAVIORAL HEALTH	\$3,059.49	Pacificare Behavioral FY 08/09 Fund 01
O	077310	12/08/08	PRINCIPAL LIFE INSURANCE	\$32,332.99	Long-Term Disability Benefits for 2008-2009 FY
O	077311	12/08/08	PRINCIPAL LIFE INSURANCE	\$29,941.40	Life Insurance Benefitis 2008/2009 FY
O	077312	12/08/08	SISC III HEALTH BENEFITS	\$1,012,932.00	SISC (PPO)-Benefits FY 2008/09 Fund 01
O	077313	12/08/08	UNUM LIFE INSURANCE COMPANY	\$1,762.69	UNUM LTC FY 2008/09
O	077314	12/08/08	UNUM LIFE INSURANCE COMPANY	\$3,208.30	UNUM LTC FY 2008/09
O	077315	12/08/08	ACSIG/EDGE	\$2,769.46	Vision Services FY 08/09 Fund 07
O	077316	12/08/08	ACSIG/EDGE	\$8,085.95	Delta Dental FY 08/09 Fund 71
O	077317	12/08/08	SISC III HEALTH BENEFITS	\$204,472.00	Blue Shield (Retiree) Benefits FY 2008/09
O	077318	12/08/08	APPLE COMPUTER INC.	\$27,643.60	MAC COMPUTERS FOR CAMPUS
O	077319	12/08/08	APPLE COMPUTER INC.	\$13,343.19	MAC COMPUTERS FOR CAMPUS
O	077320	12/08/08	APPLE COMPUTER INC.	\$47,019.40	MAC COMPUTERS FOR CAMPUS
O	077321	12/08/08	APPLE COMPUTER INC.	\$25,295.59	MAC COMPUTERS FOR CAMPUS
O	077322	12/08/08	APPLE COMPUTER INC.	\$43,127.39	MAC COMPUTERS FOR CAMPUS
O	077323	12/08/08	CARRIER JOHNSON	\$13,122.56	HIRE ARCHITECT FOR A-300 REMODEL
O	077324	12/08/08	CCS PRESENTATION SYSTEMS, INC	\$54,824.82	AV Equipment
O	077325	12/08/08	COMMERCE WEST BANK	\$13,814.21	BID 1081 -VILLAGE SWING SPACE RENOVATION
O	077326	12/08/08	DELL MARKETING L.P.	\$32,951.11	Desktop Refresh Project (IT)
O	077327	12/08/08	DHK PLUMBING & PIPING, INC.	\$64,120.00	MANHOLE REPAIRS & REPAIR SEWER PIPING
O	077328	12/08/08	G-TECHNOLOGY	\$2,872.55	External Hard Drives Used with Mac computers
O	077329	12/08/08	JOYCE INSPECTION & TESTING	\$16,072.00	HIRE DSA INSPECTOR FOR A300 & B200 AT IVC
O	077330	12/08/08	JRH CONSTRUCTION COMPANY, INC.	\$124,327.82	BID 1081 -VILLAGE SWING SPACE RENOVATION
O	077331	12/08/08	SANCON ENGINEERING, INC.	\$72,000.00	SEWER MAIN RENEWAL VIA TRENCHLESS LINING

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #
 Selection: Between #076389 and 077565

S	Check #	Check Dt	Company Name	Check Amount	Description
O	077332	12/08/08	SWEETWATER	\$2,845.00	Upgrade for Music Dept Pro Tools
O	077333	12/08/08	TECHSMITH CORP	\$757.52	MAINTENANCE RENEWAL FOR CAMTASIA/SNAGIT LICENSES
O	077334	12/08/08	WEST COAST TECHNOLOGY	\$54,592.88	Server Consolidation Project
O	077335	12/10/08	AMERICAN EXPRESS	\$215.00	RMATHUR TO CONFERENCE
O	077336	12/10/08	APPLE STORE MISSION VIEJO	\$237.00	ONE TO ONE APPLE TRAINING
O	077337	12/10/08	TRACY DALY	\$27.00	CONFERENCE FOR TRACY DALY
O	077338	12/10/08	JEANNE EGASSE	\$438.48	Jeanne Egasse to Green CA Community College Summit
O	077339	12/10/08	JOHN LICITRA	\$286.21	John Licitra to Fall 2008 UC Counselor Conference
O	077340	12/10/08	PHILADELPHIA MARRIOTT WEST	\$276.48	ASTM CONF/JAN 12-14, 2009/PHIL, PA
O	077341	12/10/08	PHILADELPHIA MARRIOTT WEST	\$276.48	ASTM CONF/JAN 12-14, 2009/PHIL, PA
O	077342	12/10/08	RAGHU MATHUR	\$10.00	RMATHUR REIMBURSEMENT FOR VALET PKG.
O	077343	12/10/08	MARCIA MILCHIKER	\$10.00	MMILCHIKER REIMBURSEMENT FOR VALET PKG.
O	077344	12/10/08	FRANK PANGBORN	\$242.34	Frank Pangborn to Real Estate Educators' Conferenc
O	077345	12/10/08	LARRY RADDEN	\$1,107.54	Reimbursement
O	077346	12/10/08	SANTA ANA COLLEGE	\$80.00	Training
O	077347	12/10/08	FAWN TANRIVERDI	\$868.22	Conference Attendance
O	077348	12/10/08	DONALD P. WAGNER	\$10.00	DWAGNER REIMBURSEMENT FOR VALET PKG.
O	077349	12/11/08	A TO Z WHOLESALE FLORAL SUPPLY	\$1,830.08	Supplies For Floral Design Lab
O	077350	12/11/08	A-1 AWARDS	\$110.17	GAVEL PLAQUE FOR BOARD PRESIDENT
O	077351	12/11/08	AAA ACCESS SMOG	\$50.00	SMOG TESTING
O	077352	12/11/08	ABC ICE HOUSE	\$9.70	Blanket purchase order for purchase of dry ice
O	077353	12/11/08	JAMES ALBERT SCHOOL OF	\$6,763.50	Blanket P.O. to pay for Cosmo classes
O	077354	12/11/08	ARAMARK UNIFORM SERVICES	\$27.70	SHOP RAGS
O	077355	12/11/08	L. JOYCE ARNTSON	\$524.30	Joyce Arnston
O	077356	12/11/08	ARTWEEK SUBSCRIPTION SERVICES	\$38.00	Subscription renewal
O	077357	12/11/08	MISSY ASHBROOK	\$60.00	Reimbursement
O	077358	12/11/08	B & H PHOTO	\$2,202.00	PHOTOGRAPHY SUPPLIES
O	077359	12/11/08	BATTERY SYSTEMS OF SANTA ANA	\$1,106.02	SUPPLIES
O	077360	12/11/08	CAMBRIDGE UNIVERSITY PRESS	\$473.41	Purchase ESL books.
O	077361	12/11/08	CHICK'S SPORTING GOODS	\$29.09	WOMEN'S SOCCER
O	077362	12/11/08	COACH AMERICA	\$2,863.50	Charter Bus Services
O	077363	12/11/08	COLLEGE OF DUPAGE PRESS	\$59.95	BOOK FOR STUDENT SUCCESS
O	077364	12/11/08	CORE SUPPORT SYSTEMS, INC.	\$6,937.87	APC Preventive Maint/Next-Day Response
O	077365	12/11/08	COX COMMUNICATIONS, INC	\$4,294.04	COX Communications Intercampus WAN service
O	077366	12/11/08	CSN SUPPLY	\$551.13	EASELS
O	077367	12/11/08	CULLIGAN	\$25.20	Open PO soft water service
O	077368	12/11/08	SUZANNE D. DENTON	\$28.59	Reimbursement
O	077369	12/11/08	DISCOUNT DANCE SUPPLY CO.	\$20.03	DANCE COSTUMES FOR IVC DANCE DEPARTMENT/2008-2009
O	077370	12/11/08	SPARKLETTS	\$844.25	Bottled water service
O	077371	12/11/08	DW CONSULTANTS, INC.	\$1,000.00	Payment needed for consultant for Lighting in I.D.
O	077372	12/11/08	EURO-REEF AQUARIUM SYSTEMS	\$460.79	PROTEIN SKIMMER
O	077373	12/11/08	EXPERIAN	\$77.00	Contract Svcs - Experian
O	077374	12/11/08	FISHER SCIENTIFIC	\$264.99	BIOCHEMISTRY SUPPLIES
O	077375	12/11/08	TERESA FLUEGEMAN	\$71.11	Candy treats for Ronald Reagan room dedication.
O	077376	12/11/08	FOSTER CARE AUXILIARY OF OC	\$120.00	WORKSHOP PRESENTER
O	077377	12/11/08	FREEWAY AUTO SUPPLY	\$541.92	TRANSPORTATION SUPPLIES
O	077378	12/11/08	PERIWINKLE ENTERTAINMENT	\$5,500.00	Expenses for "Evening of Comedy and Magic" 1/10/09
O	077379	12/11/08	S & B FOODS	\$552.52	PURCHASE OF FOOD FOR MONTHLY BOARD MEETINGS
O	077380	12/11/08	DISCOUNT SCHOOL SUPPLY	\$197.19	Classroom supplies
O	077381	12/11/08	AT&T/MCI	\$1,955.85	FAX LINES - TRUSTEES FY 08-09
O	077382	12/11/08	AT&T	\$1,652.34	Annual P.O. for telephone service

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #076389 and 077565

S	Check #	Check Dt	Company Name	Check Amount	Description
O	077383	12/11/08	OFFICEMAX CONTRACT INC.	\$4,022.39	Office Max Supply Orders 2008/2009
O	077384	12/11/08	PEOPLE ADMIN, INC.	\$21,000.00	PeopleAdmin. Annual Svcs. Fee
O	077385	12/11/08	PHOENIX BUSINESS MACHINES,	\$500.00	RICOH: Maint Renewal IT Copier - Aficio 3235C
O	077386	12/11/08	PORT SUPPLY	\$52.75	Blanket PO for Instructional Supplies - MST Class
O	077387	12/11/08	PRAXAIR	\$95.52	For Liquid Nitrogen/McLendon
O	077388	12/11/08	PAR, INC.	\$1,382.40	ASSESSMENT MATERIALS-SDS
O	077389	12/11/08	PYRO-COMM SYSTEMS	\$240.00	CONTRACT SERVICES
O	077390	12/11/08	QUICK SORT LOS ANGELES	\$1,125.66	postage & mailing costs for emeritus permits
O	077391	12/11/08	RANCHO CAPISTRANO	\$1,750.00	Fee for rental of soccer field
O	077392	12/11/08	REPRO XPRESS	\$48.68	Advertisement for Pool Scoreboard
O	077393	12/11/08	S & B FOODS	\$256.45	COLLABORATIVE GRANT CONSORTIUM
O	077394	12/11/08	SAMY'S CAMERA	\$1,569.45	Photography supplies
O	077395	12/11/08	SAN DIEGO GAS & ELECTRIC	\$1,776.61	Electric Service Billing for SDG&E
O	077396	12/11/08	SAN DIEGO GAS & ELECTRIC	\$55,556.82	Electric Service Billing for SDG&E
O	077397	12/11/08	SARGENT-WELCH LLC	\$136.95	PHYSICS INSTRUCTIONAL SUPPLIES
O	077398	12/11/08	SATOR SOCCER	\$8,679.20	SOCCER WALL TEAM SHELTERS/IVC SOCCER PROGRAM
O	077399	12/11/08	AMY ROSE SCHECHTER	\$50.00	WORKSHOP PRESENTER
O	077400	12/11/08	GUISELLE SCOTT	\$1,020.00	WORKSHOP PRESENTER
O	077401	12/11/08	SEHI PROCOMP COMPUTER PRODUCTS	\$218.03	Printer - Honors Office
O	077402	12/11/08	SEPULVEDA BUILDING MATERIALS	\$551.98	GRAVEL AROUND GREENHOUSE
O	077403	12/11/08	SIEMENS WATER TECHNOLOGIES	\$176.60	Annual Service& Deionized Water System
O	077404	12/11/08	DANIEL SMITH, INC.	\$30.24	STUDENT ART SUPPLIES
O	077405	12/11/08	SOUTHERN CALIFORNIA EDISON CO.	\$249.77	ELECTRIC SERVICE ATEP
O	077406	12/11/08	SOUTHERN CALIFORNIA EDISON CO.	\$1,715.11	ELECTRIC SERVICE ATEP
O	077407	12/11/08	SOUTHERN CALIFORNIA GAS CO.	\$17.18	NATURAL GAS
O	077408	12/11/08	SOUTHERN CALIFORNIA GAS CO.	\$9,478.12	PO for gas transmission service.
O	077409	12/11/08	SO. ORANGE CO. COMM. COL.DIST	\$776.00	Repayment of Cal Grant B
O	077410	12/11/08	SPECTRUM CHEMICAL MFG. CORP.	\$87.36	BIOLOGY SUPPLIES
O	077411	12/11/08	MELISSA STRODBECK	\$50.00	WORKSHOP PRESENTER
O	077412	12/11/08	SUCCESSORIES, INC.	\$87.94	PLAQUE FOR OUTGOING BD PRESIDENT
O	077413	12/11/08	SUN TAMERS WINDOW TINTING	\$250.00	Film for doors on Village Culinary Lab
O	077414	12/11/08	TROXELL COMMUNICATIONS, INC.	\$7,303.30	Surveillance System for Assessment Center
O	077415	12/11/08	TUTTLE-CLICK FORD	\$93.76	TRANSPORTATION PARTS
O	077416	12/11/08	USY	\$585.00	advertising
O	077417	12/11/08	VICTORY CUSTOM ATHLETIC	\$7,156.68	BASEBALL UNIFORMS
O	077418	12/11/08	VIDEO SERVICE OF AMERICA	\$6,020.25	P2 Card Reader and DV Decks
O	077419	12/11/08	VISTA PAINT	\$125.69	PAINT SUPPLIES
O	077420	12/11/08	VWR INTERNATIONAL, INC.	\$428.34	MAGNIFIERS FOR STUDENT ROCK KITS
O	077421	12/11/08	WARE DISPOSAL CO., INC.	\$1,845.75	Annual Maintenance: Trash removal
O	077422	12/11/08	W A X I E	\$61.48	CUSTODIAL SUPPLIES
O	077423	12/11/08	BETTYANN WELLAND	\$500.00	WORKSHOP PRESENTER
O	077424	12/11/08	WIRED PLANET	\$300.00	Contract District Website maintenance services.
O	077425	12/11/08	MICHELE WOLFF	\$7.90	REIMBURSE MICHELE WOLFF
O	077426	12/11/08	LINDA WOOD	\$53.95	Staff member purchased materials for staff Dev. fu
O	077427	12/11/08	XEROX CORP.	\$16,238.03	Tech - Xerox WC7232P Printer/Scan/Finisher
O	077428	12/11/08	XEROX CORP.	\$9,581.25	XEROX COPIER-PAYROLL DEPARTMENT
O	077429	12/11/08	XEROX CORP.	\$1,685.39	SERVICE AGREEMENT FOR COPIER
O	077430	12/11/08	XEROX CORP.	\$2,803.39	DocuTech 6135 Lease/Maintenance
O	077431	12/11/08	YALE CHASE MATERIALS	\$278.15	OPEN P.O. FOR PARTS
O	077432	12/11/08	YELLOW TRANSPORTATION, INC.	\$567.61	Shipment Charges for Booth/ATE Conf Wash, DC
O	077433	12/11/08	SMART & FINAL IRIS CO.	\$433.86	For food and supplies for the CDC.

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #076389 and 077565

S	Check #	Check Dt	Company Name	Check Amount	Description
O	077434	12/11/08	SMART & FINAL IRIS CO.	\$319.86	[or food and supplies for the CDC.
O	077435	12/11/08	SMART & FINAL IRIS CO.	\$345.17	For food and supplies for the CDC.
O	077436	12/11/08	TEACHING STRATEGIES, INC.	\$636.44	Assessment tool kits
O	077437	12/11/08	XEROX CORP.	\$68.39	Annual Maintenance: Copier
O	077438	12/11/08	PARMA	\$100.00	PARMA Mbrship-Risk Management
O	077439	12/11/08	SO. ORANGE CO. COMM. COL. DIST	\$1,354.00	Reimburse Checking Account Workers' Comp Claims
O	077440	12/11/08	AMERICAN GEOTECHNICAL	\$1,960.57	CONSULTANT AGREEMENT -AMER. GEO.
O	077441	12/11/08	CARRIER JOHNSON	\$19,268.63	ARCHITECTURAL SERVICES
O	077442	12/11/08	CDW GOVERNMENT, INC.	\$6,000.00	INFORMACAST MAINTENANCE RENEWAL
O	077443	12/11/08	COMMERCE WEST BANK	\$15,547.03	BID NO.1071, F.A. RESTRM EXPANSION
O	077444	12/11/08	DELL MARKETING L.P.	\$54.93	BATTERIES FOR RAJEN'S PDA
O	077445	12/11/08	JACKSON, DE MARCO, TIDUS,	\$90,168.25	ATEP Legal Professional Services
O	077446	12/11/08	JRH CONSTRUCTION COMPANY, INC.	\$139,923.28	BID NO.1071, F.A. RESTRM EXPANSION
O	077447	12/11/08	MC KENNA LONG & ALDRIDGE, LLP	\$40,453.58	ATEP Project
O	077448	12/12/08	ROBINA ALLEN	\$20.67	MILEAGE
O	077449	12/12/08	KATE CLARK	\$48.76	MILEAGE
O	077450	12/12/08	EUGENE DRAKE	\$63.18	MILEAGE
O	077451	12/12/08	NANCY FIACCO	\$5.15	MILEAGE
O	077452	12/12/08	GALLS INC.	\$700.32	SAFETY VESTS
O	077453	12/12/08	GANDER-PRINTCO	\$403.42	PAYROLL TIME CARDS
O	077454	12/12/08	GEOPRIME MINERALS	\$718.68	GEOLOGY SUPPLIES
O	077455	12/12/08	HARDY DIAGNOSTICS	\$306.54	MICROBIOLOGY SUPPLIES
O	077456	12/12/08	GABRIELA HERNANDEZ	\$100.00	WORKSHOP PRESENTER
O	077457	12/12/08	DOUGLAS HERSHBERGER	\$260.00	Piano tuning services
O	077458	12/12/08	LISA HESSE	\$22.83	Reimbursement
O	077459	12/12/08	MIKE HOLT ENTERPRISES, INC.	\$140.50	instructional supplies
O	077460	12/12/08	HOME DEPOT CREDIT SERVICES	\$453.09	For Purchasing of misc. Supplies for greenhouse
O	077461	12/12/08	HYDRO-SCAPE PRODUCTS, INC.	\$238.13	Supplies For Irrigation Lab
O	077462	12/12/08	IMPEX TECHNOLOGIES, INC.	\$2,250.00	Load Balancing Support Renewal
O	077463	12/12/08	IRVINE RANCH WATER DIST.	\$266.30	WATER SERVICE
O	077464	12/12/08	IRVINE TENNIS	\$11,569.11	MEN'S TENNIS UNIFORM
O	077465	12/12/08	DR. CRAIG JUSTICE	\$16.75	Reimburse Craig Justice for book purchase.
O	077466	12/12/08	KNORR SYSTEMS, INC.	\$132.00	POOL SUPPLIES
O	077467	12/12/08	DAVID B. LANG	\$260.82	DLANG INTERNET 08/09
O	077468	12/12/08	LASER SOURCE	\$56.13	Non instructional repair
O	077469	12/12/08	LEXIS-NEXIS MATTHEW BENDER	\$184.05	Library books per Tom Weisrock request
O	077470	12/12/08	SANDRA LIPTON	\$10.93	MILEAGE
O	077471	12/12/08	LOOMIS, FARGO & CO., INC	\$518.03	Armored Car Service 08/09
O	077472	12/12/08	RACHEL MANDERS	\$56.22	Reimbursement for grant related expenses
O	077473	12/12/08	MARINA MUSIC	\$1,857.00	Music
O	077474	12/12/08	MARKERTEK VIDEO SUPPLY	\$490.13	STUDENT SUPPLIES - FALL 2008
O	077475	12/12/08	MC KESSON MEDICAL SURGICAL	\$141.68	First Aid Kits
O	077476	12/12/08	MCMASTER CARR SUPPLY CO.	\$92.76	MAINTENANCE SUPPLIES
O	077477	12/12/08	JOSEPH JAY MENDOZA	\$420.00	WORKSHOP PRESENTER
O	077478	12/12/08	MIDWEST LIBRARY SERVICE	\$1,809.63	Pay for books.
O	077479	12/12/08	SALLIE MILLER	\$495.00	WORKSHOP PRESENTER
O	077480	12/12/08	JUNE M. MILLOVICH	\$703.06	REIMBURSE JUNE MILLOVICH
O	077481	12/12/08	MISSION PRINTING COMPANY	\$296.31	Fast Facts Brochure Update Printing.
O	077482	12/12/08	MISSION VIEJO GLASS	\$330.00	REPLACE BROKEN GLASS IN SSC-212
O	077483	12/12/08	MOORE MEDICAL	\$75.74	Over the counter meds
O	077484	12/12/08	CHRISTINE MUDGE	\$350.00	961534 SCHOLARSHIP FOR STUDENT

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #076389 and 077565

S	Check #	Check Dt	Company Name	Check Amount	Description
O	077485	12/12/08	JOHN NASTEFF	\$3,000.00	vtea film production
O	077486	12/12/08	NATIONAL AUDIO VISUAL SUPPLY	\$1,580.21	MIRRORS FOR EMERITUS ART CLASSES
O	077487	12/12/08	NEXGEN	\$221.89	TRANSPORTATION SUPPLIES
O	077488	12/12/08	HALEY NGUYEN	\$54.41	Reimbursement
O	077489	12/12/08	NORMS REFRIGERATION	\$397.86	FREEZER REPAIR
O	077490	12/12/08	CHURM PUBLISHING CO., INC.	\$1,930.00	Monthly ad insertions in OC Metro Magazine.
O	077491	12/12/08	ORANGE COUNTY PRINTING	\$1,937.35	TRANSFER CENTER NEWSLETTER
O	077492	12/12/08	ORANGE COUNTY REGISTER	\$2,774.83	Lariat printing & delivery charges.
O	077493	12/12/08	ORANGE COUNTY REGISTER	\$1,512.60	ADVERTISING
O	077494	12/12/08	ORANGE COUNTY REGISTER	\$1,509.44	ADVERTISING
O	077495	12/12/08	OCE-USA, INC.	\$1,852.48	Maintenance Agreement: Copiers
O	077496	12/12/08	OCLC, INC.	\$548.05	Annual Maintenance:Library Data Processing
O	077497	12/12/08	OMNITRON ELECTRONICS	\$73.90	ELECTRONIC SUPPLIES
O	077498	12/12/08	ONESOURCE DISTRIBUTORS, INC.	\$96.81	ELECTRICAL SUPPLIES
O	077499	12/12/08	ORKIN EXTERMINATING, INC.	\$721.00	PEST CONTROL
O	077500	12/12/08	ORKIN EXTERMINATING, INC.	\$850.00	ANNUAL MAINTENANCE: Bug Control
O	077501	12/12/08	OXFORD UNIVERSITY PRESS	\$10.31	Library book per Tom Weisrock request
O	077502	12/12/08	TAMERA RICE	\$27.00	MILEAGE
O	077503	12/12/08	POLLY M. SUNDEEN	\$72.71	MILEAGE
O	077504	12/12/08	CARYN SUSSMAN	\$24.82	MILEAGE
O	077505	12/12/08	MARY WILLIAMS	\$57.02	MILEAGE
O	077506	12/15/08	JOANN ALFORD	\$20.00	Jo Ann Alford to attend CCLC 2008 Annual Conventio
O	077507	12/15/08	DARRYL COX	\$218.54	Conference for Darryl Cox
O	077508	12/15/08	STEPHEN FELDER	\$650.00	Stephen Felder to 2008 CCHA Pacific Western Conf.
O	077509	12/15/08	RENEE GARCIA	\$815.35	Conference Reimbursement for Renee Garcia
O	077510	12/15/08	WILL GLEN	\$202.36	CAMPUS TERRORISM INTELLIGENCE & TACTICS CONFERENCE
O	077511	12/15/08	CINDY GLENN	\$70.00	REIMBURSEMENT FOR CINDY GLENN CONFERENCE
O	077512	12/15/08	JENNY HARDISON	\$562.00	Conference Reimbursement for Jenny Hardison
O	077513	12/15/08	RUTH HIGGINS	\$492.62	SFA Conference
O	077514	12/15/08	LARRY RADDEN	\$876.24	Reimbursement
O	077515	12/15/08	EFREN RANGEL	\$1,217.70	REIMBURSEMENT CONFERNCE Efren Rangel
O	077516	12/15/08	JOHN WILLIAMS	\$45.08	Travel expenses for John S. Williams
O	077517	12/15/08	MINI MAILERS, INC.	\$697.37	Letters and Postage to H.S.Parents
O	077518	12/16/08	A TO Z WHOLESALE FLORAL SUPPLY	\$470.80	Supplies For Floral Design Lab
O	077519	12/16/08	AAA ACCESS SMOG	\$150.00	SMOG TESTING
O	077520	12/16/08	ABC ICE HOUSE	\$25.86	Blanket purchase order for purchase of dry ice
O	077521	12/16/08	ASSOCIATED COLLEGE PRESS	\$139.00	Annual Membership Dues-Associated Collegiate Press
O	077522	12/16/08	ADCLUB ADVERTISING SERVICE	\$6,185.00	Recruitment/Advertising for SOCCCD
O	077523	12/16/08	AIRGAS WEST	\$192.73	CO2 FOR SWIMMING POOL
O	077524	12/16/08	JAMES ALBERT SCHOOL OF	\$4,492.13	Blanket P.O. to pay for Cosmo classes
O	077525	12/16/08	AMER. CHEMICAL SOCIETY	\$240.82	Copies of, "A Guide to Classroom Instruction
O	077526	12/16/08	ARAMARK UNIFORM SERVICES	\$49.88	Shop coats,etc
O	077527	12/16/08	ART SUPPLY WAREHOUSE	\$35.79	PIO/PUBLICATIONS SUPPLIES
O	077528	12/16/08	ATLANTA THREAD & SUPPLY CO.	\$540.21	FASHION SUPPLIES
O	077529	12/16/08	AUTOMOTIVE SERVICE COUNCILS	\$25.00	Membership dues
O	077530	12/16/08	B & H PHOTO	\$3,749.00	Field Audio Production Equip
O	077531	12/16/08	BACKGROUNDS UNLIMITED	\$2,730.60	Background Investigations
O	077532	12/16/08	BAKER & TAYLOR	\$78.28	Library books per Tom Weisrock request
O	077533	12/16/08	BIO-RAD LABORATORIES, INC.	\$170.32	BIOLOGY SUPPLIES
O	077534	12/16/08	NANCY BRACKEN	\$1,294.45	Reimbursement for 1940's Radio Hour
O	077535	12/16/08	BRAND ATHLETICS	\$513.53	WOMEN'S BASKETBALL GEAR

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account
 Sort: Sorted by Warrant #
 Selection: Between #076389 and 077565

S	Check #	Check Dt	Company Name	Check Amount	Description
O	077536	12/16/08	CASHIER, DEPT OF PESTICIDE	\$120.00	PESTICIDE LICENSE RENEWAL
O	077537	12/16/08	CALUMET/LA	\$40.94	Doran spigots
O	077538	12/16/08	CAPT	\$15.00	MBTI-Scoring Costs,As Needed
O	077539	12/16/08	CAROLINA BIOLOGICAL SUPPLY	\$898.84	SUPPLIES FOR BIO. CLASS LAB EXERCISE.
O	077540	12/16/08	JOHN CARVETTE	\$125.00	Piano tunnings
O	077541	12/16/08	CHEFS' TOYS	\$638.02	FASHION SUPPLIES
O	077542	12/16/08	CINCH INDUSTRIES	\$1,000.00	vtea film projects
O	077543	12/16/08	CINTAS DOCUMENT MANAGEMENT	\$45.00	document destruction/paper recycling for A&R
O	077544	12/16/08	CLARK SECURITY PRODUCTS INC.	\$770.72	LOCKSMITH SUPPLIES
O	077545	12/16/08	CONSOLIDATED ELECTRICAL DIST.	\$359.88	BLANKET PURCHASE ORDER FOR SUPPLIES
O	077546	12/16/08	CPP, INC.	\$2,214.00	Strong College Profile Software
O	077547	12/16/08	CRESTLINE SPECIALTIES CO., INC	\$597.07	PROMOTIONAL FOR NURSING
O	077548	12/16/08	CUMMINS-ALLISON CORP.	\$265.64	Shredder Maint. Agrmt
O	077549	12/16/08	TRACY DALY	\$21.54	Poster Frame for Ronald Reagan event poster.
O	077550	12/16/08	JOHN DEERE LANDSCAPES, INC.	\$245.27	GROUNDS SUPPLIES
O	077551	12/16/08	DEPARTMENT OF JUSTICE	\$96.00	Fingerprinting - HR
O	077552	12/16/08	DISC MAKERS, INC.	\$697.14	cte grants dissemination
O	077553	12/16/08	EDUCATIONAL MUSIC SERVICE	\$211.73	Music purchased
O	077554	12/16/08	EDU BUSINESS SOLUTIONS	\$587.00	On-Site Training for Software
O	077555	12/16/08	ELECTRONIX EXPRESS	\$19.00	ELECTRONIC SUPPLIES
O	077556	12/16/08	EMERGENCY MEDICAL PRODUCTS	\$3,257.73	SUPPLIES FOR EMT
O	077557	12/16/08	EnvisionTEC, Inc.	\$1,511.18	RAPIDTECH SUPPLIES
O	077558	12/16/08	EWING IRRIGATION PRODUCTS	\$740.46	OPEN P.O. FOR SUPPLIES
O	077559	12/16/08	ROBERT FARNSWORTH	\$226.54	Reimbursement to Robt. Farnsworth for supplies
O	077560	12/16/08	FEDERAL EXPRESS	\$80.72	FEDERAL EXPRESS CHARGES
O	077561	12/16/08	FIRST SCHOOL MONTESSORI	\$800.00	Child Care Services
O	077562	12/16/08	FISHER SCIENTIFIC	\$563.85	MICROBIOLOGY SUPPLIES
O	077563	12/16/08	FITNESS WHOLESALE, INC.	\$416.53	PE/YOGA SUPPLIES/IVC PE DEPT.
O	077564	12/16/08	S & B FOODS	\$800.00	Community Relations
O	077565	12/16/08	HPL MECHANICAL CONTRACTOR,	\$1,306.17	BID 279,PKG. B PLUMBING, BUS. & TECHN INNOV.CTR.
				<u>\$6,750,183.39</u>	

FUND SUMMARY

Description	Amount
01 - General Fund	\$3,341,937.83
12 - Child Development Fund	\$7,312.76
40 - Capital Outlay Fund	\$3,176,684.91
68 - Self-Insurance Fund	\$4,202.50
71 - Retiree Benefit Fund	\$220,045.39
	<u>\$6,750,183.39</u>

WARRANT REGISTER LISTING

Bank Account (SC-CMED) - Saddleback Community Ed
 Sort: Sorted by Warrant #
 Selection: Between #009425 and 009444

S	Check #	Check Dt	Company Name	Check Amount	Description
O	009425	11/14/08	ASW EXPRESS	\$798.01	Art Supplies
O	009426	11/14/08	CSNP, INC.	\$796.00	Com.Ed. Presenter - Classroom
O	009427	11/14/08	ALAN LUGENA	\$18.78	Instructional supplies for Art Classes
O	009428	11/21/08	COMPUTERLAND	\$68.00	Concurrent Lisense -LifeCycle
C	009429	11/21/08	INSIGHT SYSTEMS GROUP, INC.	\$-623.97	Com. Ed. Presenter
O	009430	11/21/08	ROUNDS, MILLER AND ASSOC	\$811.50	Com. Ed. Presenter
O	009431	11/26/08	INSIGHT SYSTEMS GROUP, INC.	\$590.97	Com. Ed. Presenter
O	009432	11/26/08	OFFICEMAX CONTRACT INC.	\$558.16	Office Max Supply Orders 2008/2009
O	009433	11/26/08	ROUNDS, MILLER AND ASSOC	\$279.00	Com. Ed. Presenter
O	009434	12/05/08	LANI DIJON	\$49.00	SADDLEBACK COMM ED REFUND
O	009435	12/05/08	CSNP, INC.	\$105.00	Com. Ed. Presenter - Online
O	009436	12/05/08	EDUCATION TO GO	\$2,690.75	Com. Ed. Presenter - Online Classes
O	009437	12/05/08	KAYLAA FOX	\$2,173.50	Com. Ed. Presenter
O	009438	12/05/08	ESTELLA GARRISON	\$17.98	Purchase of non-instructional supplies
O	009439	12/05/08	REGINA ROCHA TOURS	\$2,108.00	Com. Ed. Tour Guide
O	009440	12/05/08	U.S. POSTAL SERVICE	\$23,279.48	Postage for Com Ed Spring 09 Catalog
O	009441	12/12/08	CSNP, INC.	\$412.00	Proctor Exam Fees
O	009442	12/12/08	RANDELEIGH HARRIS	\$144.34	Com. Ed. Presenter
O	009443	12/12/08	ALAN LUGENA	\$51.88	Instructional supplies for Art Classes
O	009444	12/12/08	REGINA ROCHA TOURS	\$4,200.00	Com. Ed. Tour Guide
				<u>\$38,528.38</u>	

FUND SUMMARY

Description	Amount
09 - SC Community Education Fu	\$38,528.38
	\$38,528.38

WARRANT REGISTER LISTING

Bank Account (IVC-CMED) - IVC Community Ed
 Sort: Sorted by Warrant #
 Selection: Between #008506 and 008521

S	Check #	Check Dt	Company Name	Check Amount	Description
O	008506	11/14/08	EDUCATION TO GO	\$1,020.00	CONTRACT INSTRUCTOR PAYMENT FOR COMMUNITY ED.
O	008507	11/14/08	MINA FLOWER	\$150.00	IVC Community Education presenter 2008-09
O	008508	11/14/08	S & B FOODS	\$770.19	Comm.Ed. Seminar EverblueInc.Break/Lunch Catering
O	008509	11/14/08	SUPERIOR PRESS	\$177.46	Check for Bud Richards
O	008510	11/21/08	GATLIN EDUCATION SERVICES	\$2,690.00	ONLINE INSTRUCTIONAL SERVICES - COMMUNITY EDUCATIO
O	008511	11/21/08	DIKI SHIELDS	\$275.00	Presenter for Comm. Ed Fall '08 and Spr. '09
O	008512	11/21/08	SOUTH ORANGE COUNTY COMMUNITY	\$2,637.60	Salaries & benefits for July 1-September 30, 2006
O	008513	11/21/08	SOUTH ORANGE COUNTY COMMUNITY	\$6.33	Warehouse Supplies for IVC Community Education
O	008514	11/21/08	WORKSHOPS ON WELLNESS	\$178.75	CONTRACT INSTRUCTOR PAYMENT FOR COMMUNITY EDUCATIO
O	008515	11/26/08	NR COMPUTER LEARNING CENTER*	\$382.80	Contract presenter for IVC Comm. Ed.
O	008516	11/26/08	KYONG SONG	\$250.00	Community Education presenter IVC 2008-2009
O	008517	12/05/08	ARLENE VILORIA	\$59.00	IVC COMMUNITY ED REFUND
O	008518	12/05/08	EDUCATION TO GO	\$350.00	CONTRACT INSTRUCTOR PAYMENT FOR COMMUNITY ED.
O	008519	12/05/08	GATLIN EDUCATION SERVICES	\$4,385.00	ONLINE INSTRUCTIONAL SERVICES - COMMUNITY EDUCATIO
O	008520	12/12/08	SHARON OLNEY	\$519.16	CONTRACT ED POST TRIAL TRAINING SUPPLIES-12/1-12
O	008521	12/12/08	MARK SEVI	\$450.00	Community Ed. Instructor for IVC 2007-08

\$14,301.29

FUND SUMMARY

Description	Amount
07 - IVC Community Education F	\$14,301.29
	\$14,301.29

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Budget Amendment: Adopt Resolution No. 09-01:
Amend 2008-2009 Restricted General Fund
ACTION: Approval

BACKGROUND

Title 5 of the California Code of Regulations, Section 58199.5 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 2008/2009 Adopted Budget.

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

CalWORKs Regional Efforts Allocation at Irvine Valley College	\$10,000
Credit Matriculation Allocation at Saddleback College	\$62,907
Non-Credit Matriculation Allocation at Saddleback College	(\$13,179)
DSPS Allocation at Saddleback College	\$170,152
Total Increase to the General Fund	<u>\$229,880</u>
Total Budget Amendment	<u>\$229,880</u>

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 09-01 to amend the 2008-2009 Adopted Budget as indicated in Exhibits A & B.

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION 09-01

January 20, 2009

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$229,880.00 is assured to said District in excess of the amounts required to finance the total proposed budget expenditures and transfers for the current fiscal year from sources listed in Title 5 of the California Code of Regulations, Section 58199.5 as follows:

<u>Fund</u>	<u>Account</u>	<u>Income Source</u>	<u>Amount</u>
01	8622	State Revenue	\$180,152
01	8629	State Revenue	49,728
			<hr/>
			\$229,880

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

<u>Fund</u>	<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
01	1000	Academic Salaries	\$52,779
01	2000	Classified Salaries	\$102,267
01	3000	Fringe Benefits	\$15,263
01	4000	Books and Supplies	\$12,293
01	5000	Other Operating Expenses & Services	\$47,278
			<hr/>
			\$229,880

NOW, THEREFORE, BE IT RESOLVED that, pursuant to Title 5 of the California Code of Regulations, Section 58199.5, such excess funds are to be appropriated according to the following schedule:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION 09-01

January 20, 2009

BUDGET AMENDMENT EXPENDITURE DETAIL

Disabled Students Prgrams & Services for Saddleback College

INCOME

01- 8622-	1-024-1-000-000-0000	DSPS Allocation for Saddleback College	<u>170,152</u>
-----------	----------------------	--	----------------

EXPENDITURE

01- 1211-	1-024-1-051-075-6420	Regular NC Faculty, Contract Assignments	23,232
01- 1412-	1-024-1-051-075-6420	Temporary NC Faculty, Overload	16,690
01- 1413-	1-024-1-051-075-0809	Temporary NC Faculty, Part-time	8,435
01- 1414-	1-024-1-051-075-6420	Temporary NC Faculty, Summer	17,601
01- 2383-	1-024-1-051-075-6420	Temporary Short-term Staff (Non-Instr), Hourly	17,600
01- 2483-	1-024-1-051-075-0809	Temporary Short-term Staff (Instr), Hourly	11,340
01- 4580-	1-024-1-051-075-6420	In house duplicating, printing & graphics	900
01- 4600-	1-024-1-051-075-6420	Non-Instr. Supplies & Materials (>200 ...)	2,000
01- 5811-	1-024-1-051-075-6420	Contract Services	1,800
01- 5999-	1-024-1-051-075-6420	Allocated but not distributed	14,175
01- 2151-	1-024-1-051-101-6420	Reg Technical/Paraprofessional Staff (Non-Instr), Contract Assign	5,264
01- 2453-	1-024-1-051-101-4930	Instr. Classified, Hourly	38,707
01- 3210-	1-024-1-051-101-4930	PERS - Instructional Staff	6,505
01- 3210-	1-024-1-051-101-6420	PERS - Instructional Staff	496
01- 3310-	1-024-1-051-101-4930	OASDI - Instructional Staff	2,005
01- 3310-	1-024-1-051-101-6420	OASDI - Instructional Staff	330
01- 3350-	1-024-1-051-101-4930	Medicare - Instructional Staff	469
01- 3350-	1-024-1-051-101-6420	Medicare - Instructional Staff	77
01- 3411-	1-024-1-051-101-6420	Health & Welfare - Class Instr Staff & Instr Retirees	1,747
01- 3510-	1-024-1-051-101-4930	Unemployment Insurance - Instr. Staff	97
01- 3510-	1-024-1-051-101-6420	Unemployment Insurance - Instr. Staff	16
01- 3610-	1-024-1-051-101-4930	Work Comp - Instr. Staff	572
01- 3610-	1-024-1-051-101-6420	Work Comp - Instr. Staff	94
			<u>170,152</u>

CalWorks Regional Efforts Allocation at Irvine Valley College

INCOME

01- 8622-	1-027-4-035-000-6499	CalWorks Regional Efforts Allocation	<u>10,000</u>
-----------	----------------------	--------------------------------------	---------------

EXPENDITURE

01- 4200-	1-027-4-035-000-6499	Books/Magazines & Periodicals	3,000
01- 4900-	1-027-4-035-000-6499	Awards/Recognition	100
01- 5173-	1-027-4-035-000-6499	Lecturer/Guest Speaker	500
01- 5270-	1-027-4-035-000-6499	Conferences/Travel	3,900
01- 5271-	1-027-4-035-000-6499	District Supported Community Event	2,500
			<u>10,000</u>

Matriculation - Credit Program at Saddleback College

INCOME

01- 8629-	1-030-1-051-096-6320	Credit Matriculation	<u>62,907</u>
-----------	----------------------	----------------------	---------------

EXPENDITURE

01- 2342-	1-030-1-051-096-6320	Non-Instr. Classified, Overtime	1,856
01- 2383-	1-030-1-051-096-6320	Temp. Short-term Staff (Non-Instr), Hourly	27,500
01- 3320-	1-030-1-051-096-6320	OASDI - Non-Instructional Staff	1,820
01- 3360-	1-030-1-051-096-6320	Medicare - Non-Instructional Staff	426
01- 3520-	1-030-1-051-096-6320	Unemployment Insurance - Non-Instr. Staff	89
01- 3620-	1-030-1-051-096-6320	Work Comp - Non-Instr. Staff	520
01- 4600-	1-030-1-051-096-6320	Non-Instr. Supp. & Materials (>200...)	6,293
01- 5811-	1-030-1-051-096-6320	Contract Services	24,403
			<u>62,907</u>

Matriculation - Noncredit Program at Saddleback College

INCOME

01- 8629-	1-031-1-051-000-6320	Matriculation-Noncredit at Saddleback	<u>(13,179)</u>
-----------	----------------------	---------------------------------------	-----------------

EXPENDITURE

01- 1413-	1-031-1-051-000-6320	Temporary Non-Classroom Faculty, Part-time	(13,179)
-----------	----------------------	--	----------

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Transfer of Budget Appropriations
ACTION: Ratify

BACKGROUND

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

STATUS

In accordance with Administrative Regulation 3101, the Transfer of Budget Appropriations delineated on EXHIBIT A is 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

Journal Number	Account	Description	From	To
BT09-00436	01-5811-1-006-1-054-033-1208	CONTRACT SERVICES: Medical Assisting	\$8,000.00	
	01-6410-1-006-1-054-033-1208	NEW EQUIPMENT: Medical Assisting		\$8,000.00
			<u>\$8,000.00</u>	<u>\$8,000.00</u>
BT09-00438	01-5999-0-000-4-022-000-6620	BALANCING ACCOUNT: Executive College Admin(Pres & Vice Pres	\$70,000.00	
	01-4300-0-000-4-077-006-6960	INSTR SUPPLIES & MATERIALS: Student Cocurricular Activities		\$70,000.00
			<u>\$70,000.00</u>	<u>\$70,000.00</u>
BT09-00446	96-7900-D-M01-4-036-000-0000	CONTINGENC: ASG OFFICE	\$4,400.00	
	96-7600-D-M01-4-036-000-0000	OTHER PAYM: ASG OFFICE		\$4,400.00
			<u>\$4,400.00</u>	<u>\$4,400.00</u>
BT09-00447	96-7900-D-M01-4-036-000-0000	CONTINGENC: ASG OFFICE	\$4,000.00	
	96-5271-D-M36-4-036-000-0000	COMM RELAT: CHARITABLE ACTIVITY		\$4,000.00
			<u>\$4,000.00</u>	<u>\$4,000.00</u>
BT09-00462	40-6220-1-699-6-013-081-7100	BLDG (CNTRCT SRV): Property & Facilities Develmt	\$2,842,000.00	
	40-5620-1-624-6-013-092-7100	RENTS & LEASES: Property & Facilities Develmt		\$534,625.00
	40-6220-1-624-6-013-092-7100	BLDG (CNTRCT SRV): Property & Facilities Develmt		\$1,271,000.00
	40-6224-1-624-6-013-092-7100	BLDG (INSPECTION): Property & Facilities Develmt		\$60,019.00
	40-6226-1-624-6-013-092-7100	BLDG (ARCHITECT): Property & Facilities Develmt		\$235,013.00
	40-6299-1-624-6-013-092-7100	BLDG (CONTINGNCY): Property & Facilities Develmt		\$345,943.00
	40-6410-1-624-6-013-092-7100	NEW EQUIPMENT: Property & Facilities Develmt		\$395,400.00
				<u>\$2,842,000.00</u>
BT09-00466	01-4600-0-000-4-070-069-1001	NON-INSTR SUPPLIES & MATERIALS: Fine Arts, General	\$15,000.00	
	01-6410-0-000-4-070-069-1001	NEW EQUIPMENT: Fine Arts, General		\$15,000.00
			<u>\$15,000.00</u>	<u>\$15,000.00</u>
BT09-00468	01-2131-2-100-1-050-000-4900	RG MANAGER SAL: Interdisciplinary Studies	\$31,800.00	
	01-3420-2-100-1-050-000-4900	BENS NINST CLSSF: Interdisciplinary Studies		\$16,000.00
	01-3520-2-100-1-050-000-4900	UNEMP NINST STAFF: Interdisciplinary Studies		\$400.00
	01-3620-2-100-1-050-000-4900	WCOMP NON-INSTRUCTIONAL: Interdisciplinary Studies		\$2,400.00
	01-5811-2-100-1-050-000-4900	CONTRACT SERVICES: Interdisciplinary Studies		\$13,000.00
				<u>\$31,800.00</u>
BT09-00471	01-2161-0-000-8-016-000-6771	RG SVMANT SAL: Safety & Security	\$50,000.00	
	01-5811-0-000-8-016-000-6771	CONTRACT SERVICES: Safety & Security		\$50,000.00
			<u>\$50,000.00</u>	<u>\$50,000.00</u>
BT09-00502	01-5811-0-000-8-016-079-6550	CONTRACT SERVICES: Physical Plant: Grounds Maint. & Repairs	\$30,000.00	
	01-6410-0-000-8-016-079-6550	NEW EQUIPMENT: Physical Plant: Grounds Maint. & Repairs		\$30,000.00
			<u>\$30,000.00</u>	<u>\$30,000.00</u>
BT09-00516	40-6411-1-671-4-041-061-6780	NEW EQUIP TECHNOLOGY: Management Information Systems	\$27,689.00	
	40-5812-1-671-4-041-061-6780	CONTRACT SVCS SOFTWARE LICENSING, MAINT: Management Informat		\$27,689.00
			<u>\$27,689.00</u>	<u>\$27,689.00</u>

Journal Number	Account	Description	From	To
BT09-00523	01-4344-0-000-1-051-066-6470	FEE-BASED SUPPLY: Job Placement Services	\$9,050.00	
	01-6410-0-000-1-051-065-6499	NEW EQUIPMENT: Other Student Services	\$2,500.00	
	01-4200-0-000-1-051-066-6470	BOOKS/MAGAZINE & PERIODICALS: Student Job Placement Svcs		\$200.00
	01-4344-0-000-1-051-065-6499	FEE-BASED SUPPLY: Other Student Services		\$200.00
	01-4600-0-000-1-051-065-6499	NON-INSTR SUPPLIES & MATERIALS: Other Student Services		\$3,000.00
	01-5810-0-000-1-051-065-6499	CONTRACT PRINTING: Other Student Services		\$800.00
	01-5811-0-000-1-051-065-6499	CONTRACT SERVICES: Other Student Services		\$2,500.00
	01-5812-0-000-1-051-066-6470	CONTRACT SVCS SOFTWARE LICENSING, MAINT: Student Job Placeme		\$4,500.00
	01-5840-0-000-1-051-065-6499	POSTAGE: Other Student Services		\$250.00
	01-5840-0-000-1-051-066-6470	POSTAGE: Job Placement Services		\$100.00
			<u>\$11,550.00</u>	<u>\$11,550.00</u>

Journal Number	Account	Description	From	To
BT09-00541	96-7400-D-M01-4-036-000-0000	OTHER TRFS: ASG OFFICE	\$8,000.00	
	96-4720-D-M11-4-036-000-0000	BANQ/MEALS: KINDERCAMINATA (OUTREACH)		\$6,000.00
	96-5650-D-M01-4-036-000-0000	EQUIP REPR: ASG OFFICE		\$2,000.00
			<u>\$8,000.00</u>	<u>\$8,000.00</u>

Journal Number	Account	Description	From	To
BT09-00549	01-2131-2-100-1-050-000-4900	RG MANAGER SAL: Interdisciplinary Studies	\$45,000.00	
	01-5811-2-100-1-050-000-4900	CONTRACT SERVICES: Interdisciplinary Studies		\$45,000.00
			<u>\$45,000.00</u>	<u>\$45,000.00</u>

TOTAL \$3,147,439.00 \$3,147,439.00

Recommended for Ratification

By The Board of Trustees of South Orange County Community College District

Saddleback College

Journal Number	BT09-00421	BT09-00453	BT09-00483	BT09-00521
	BT09-00423	BT09-00454	BT09-00486	BT09-00522
	BT09-00424	BT09-00459	BT09-00488	BT09-00524
	BT09-00425	BT09-00460	BT09-00489	BT09-00525
	BT09-00426	BT09-00465	BT09-00490	BT09-00526
	BT09-00428	BT09-00467	BT09-00492	BT09-00527
	BT09-00430	BT09-00469	BT09-00496	BT09-00535
	BT09-00432	BT09-00472	BT09-00499	BT09-00545
	BT09-00434	BT09-00474	BT09-00500	BT09-00546
	BT09-00441	BT09-00476	BT09-00507	BT09-00550
	BT09-00443	BT09-00477	BT09-00511	BT09-00551
	BT09-00445	BT09-00478	BT09-00512	BT09-00555

Irvine Valley College

Journal Number	BT09-00452	BT09-00544
	BT09-00464	
	BT09-00494	
	BT09-00503	
	BT09-00540	
	BT09-00542	

District Services

Journal Number	BT09-00448	BT09-00537
	BT09-00491	BT09-00552
	BT09-00493	

A T E P

Journal Number

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Gifts to the District and Foundations
ACTION: Approval

BACKGROUND

Pursuant to the California Education Code Section 72241 and Board Policy 3300, the Board of Trustees "receives and administers gifts to the District." The division or office within the college receiving the donated item reviews all gifts. Additionally, the Chancellor's Cabinet reviews the utility and appropriateness of the donated gift as to possible personnel or related cost factors.

STATUS

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

RECOMMENDATION

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

DONATIONS
January 20, 2009

SADDLEBACK COLLEGE

Gift	Donated By:
Various Items	E.J. Skidmore Services 409 Elizabeth Way Fullerton, California 92833
156 Cookbooks	Frances Kay Allebes 25662 Aria Drive Mission Viejo, California 92692
Patterns	c/o Diane Armstrong 27397 Paseo Sienna San Juan Capistrano, California 92675
Voyager Loran C Navigator	Mark Howe 31901 Aguacate San Juan Capistrano, California 92675
1996 Ford	Robert Graham 8 Admiral Irvine, California 92604

IRVINE VALLEY COLLEGE

Gift	Donated By:
Books	Syeda Shehla Rizi 25 Palatina, Apt. #343 Irvine, California 2612

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Trustees' Requests for Attending Conferences
ACTION: Approval

BACKGROUND

The Orange County Department of Education requires that all travel/mileage expenses claimed by Trustees for official college business be approved by the Board of Trustees as well as their requests to attend upcoming conferences and meetings.

STATUS

The official trips reported in Exhibit A require Board approval for payment by the County of Orange.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve/ratify the Trustees' requests for attending conference(s) as shown in Exhibit A.

TRUSTEE ATTENDANCE AT CONFERENCES AND MEETINGS

Trustees wishing to attend:

EVENT/LOCATION	DATE(s)*	ESTIMATED COST** (per person)
Association of Governing Boards National Conference on Trusteeship Changing Landscape of Higher Education Sheraton San Diego Hotel & Marina	April 18- 21, 2009 (4)	\$1,650.00
Orange County School Boards Association Irvine Marriott Hotel	March 4, 2009	\$51.00

* The figure in parentheses is the estimated number of nights lodging

** The amount listed includes estimated airfare, lodging, meals, and other expenditures

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: December 2008/January 2009 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: for contracts involving bid limits the Chancellor/designee shall be limited to less than \$15,000 for public works projects and \$65,000 for equipment, supplies and maintenance projects. During December 2008/January 2009, the following contracts were reviewed and approved by the Deputy Chancellor, in consultation with the Chancellor, following review by legal counsel, when appropriate.

<u>CONTRACTOR NAME</u>	<u>CONTRACT AMOUNT</u>
Incentra Solutions Consultant agreement to perform analysis, design and Programming tasks in support of the Nursing Database integration with SIS.	\$ 89,440.00
McKenna Long & Aldridge Letter/Agreement to represent the District in connection with BRAC issues relating to property acquired by the District (ATEP).	\$ 60,000.00
Foundation for California Community Colleges Contract for web-based designed linked to Presidium Learning teaching and learning environment for Saddleback College.	\$ 50,795.00
The Natelson Dale Group, Inc. Consultant agreement to perform an independent market study of the demand for studio space in Orange County and validate analysis of the prior studies prepared by Raleigh Entertainment relating to the ATEP project.	\$ 49,500.00
gkkworks Architectural Services Agreement to provide ATEP Utility Severance Plan and Demolition project approval through the City of Tustin.	\$ 44,000.00
RGP Planning & Development Services Amendment to agreement to provide additional scope of work relating to ATEP project.	\$ 36,625.00

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

R & M electrical Contracting Agreement to install pool scoreboard at Saddleback College.	\$ 36,565.00
Foundation for California Community Colleges Contract for web-based designed linked to Presidium Learning teaching and learning environment for Irvine Valley College.	\$ 33,439.00
Arnold Bray Consulting Agreement for Special Services to perform Legislative Advocacy On behalf of the District.	\$ 26,000.00
Higher One One Disburse Program Services Agreement to provide access for deposits and withdrawals from Demand Deposit Accounts.	\$ 25,000.00+
gkkworks Architectural Services agreement to ATEP parking lot reconstruction project.	\$ 24,310.00
Richard D. Roth Esq. Consultant agreement to provide investigation services to H.R.	\$ 15,250.00
P.B. Americas, Inc. Labor Compliance Program Consultant Services agreement to provide LCP services for the IVC-Bldg B200.	\$ 14,798.00
The Natelson Dale Group, Inc. Contract amendment to augment the budget for market study for potential ATEP studio component.	\$ 11,344.83
P.B. Americas, Inc. Labor Compliance Program Consultant Services agreement to provide LCP services for the IVC-Bldg A300.	\$ 7,227.00
In-N-Out Burger Cookout agreement for Saddleback College celebration.	\$ 5,256.00
Academic Xplorer Contract to participate in the academic explorer platform.	\$ 5,000.00
Carl's Jr. Agreement to host an event at IVC.	\$ 3,600.00
Craig Mc Atee Consultant agreement to attend National Visiting Committee Meeting and participate in panel discussion.	\$ 800.00

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

William Vitale Consultant agreement to attend National Visiting Committee Meeting and participate in panel discussion.	\$ 800.00
Jerry H. Franklin Consultant agreement to attend National Visiting Committee Meeting and participate in panel discussion.	\$ 800.00
Mervyn Rudgley Consultant agreement to attend National Visiting Committee Meeting and participate in panel discussion.	\$ 150.00
Jean Gaudreau Consultant agreement to attend National Visiting Committee Meeting and participate in panel discussion.	\$ 150.00
Tao Yang Consultant agreement to attend National Visiting Committee Meeting and participate in panel discussion.	\$ 150.00
Gary Barnka Consultant agreement to attend National Visiting Committee Meeting and participate in panel discussion.	\$ 150.00
Clear Channel Outdoor, Inc. Bill of Sale and Release of Liability agreement for bus shelter structure on Irvine Valley College campus.	\$ 10.00
CHOC Affiliation Agreement amendment stating that pharmacy technician Students are not required to have a current AHA CPR card.	\$ 0
Apple Inc. I-tunes U Content Services Agreement to host and run I-tunes To enable college to make educational materials available to members of college and general public.	\$ 0
ACCENT International Consortium Addendum to program contract revising exchange rate clause.	\$ 0

RECOMMENDATION

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

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

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Saddleback College: Associated Student Government Budget 2008-09
ACTION: Approval

BACKGROUND

The Associated Student Government (ASG) of Saddleback College was originally established in 1968 as a student government organization dedicated to the goals of providing a high-quality program of student development, and enhancing the overall collegiate environment of Saddleback College. Each year the Associated Student Government establishes a budget designed to fund a comprehensive program of activities and educational experiences at Saddleback College for the benefit of students, staff and the community. The funding sources for this budget are generated through the sale of ASB Stamps, revenue from the Bookstore, Coffee Cart, Cafeteria, and other fund-raising activities sponsored by ASG.

STATUS

The 2008-09 Saddleback College Associated Student Government budget has been developed and approved by the Associated Student Government Senate and Executive Cabinet, and was reviewed and endorsed by the Saddleback College Planning Budget Council.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Associated Student Government of Saddleback College Budget for 2008-09 as presented in Exhibit A.

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

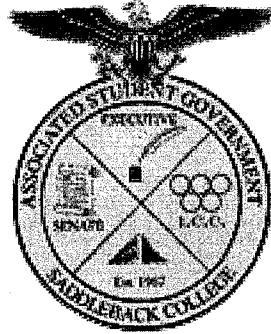


Exhibit A

Saddleback College Associated Student Government (ASG)
Budget Presentation to the
South Orange County Community College District
Board of Trustees
January 20, 2009

Presented by:

*Travis Fuller, 2008-2009 Saddleback College ASG Treasurer
and*

The 2008-2009 Saddleback College ASG Budget Committee

Contents:

1. Images of slides from the PowerPoint presentation to be delivered to the SOCCCD Board of Trustees on January 20, 2009.
2. ASG 2008-2009 Allocation Expense Detail

Saddleback College Associated Student Government (ASG) 2008-2009 Budget Presentation

Presentation to the South Orange County Community College District
(SOCCCD) Board of Trustees



January 20, 2009

Presented by:

Travis Fuller, 2008-2009 Saddleback College ASG Treasurer

and

The 2008-2009 Saddleback College ASG Budget Committee : Naseam Alavi, Oliver Burchill, Waylae Gregoire, Peter Kim, Alison Newkirk, Jessica Ochoa, Carson Riley, Jason Scholze, & Dilan Swift.



ASG Budget Process

- Review, discuss, debate and vote upon funding requests.
- Considerations for all funding requests:
 - Number of students to benefit from the allocated funds.
 - Educational impact.
 - Enhancement of campus life.
- Total Requests:
 - Requested – **\$1,232,817**
 - Funded – **\$802,600**

2008-2009 Budget Summary

Budget Categories		2008-2009
Revenues	Beginning Balance	\$207,641
	Projected Revenues (vendors, ASB stamp, etc.)	\$902,000
<i>Total Revenues</i>		<i>\$1,109,641</i>
Expenses	Allocations	\$802,600
	Scholarships (10% of total revenues)	\$110,964
	Contingency (7% of total revenues)	\$77,674
	Reserve Contribution	\$110,964
<i>Total Expenses</i>		<i>\$1,102,202</i>
<i>Ending Balance</i>		<i>\$7,439</i>
Reserve	Current Balance	\$87,886
	2008-2009 Contribution	\$110,964
	<i>Reserve TOTAL</i>	<i>\$198,850</i>

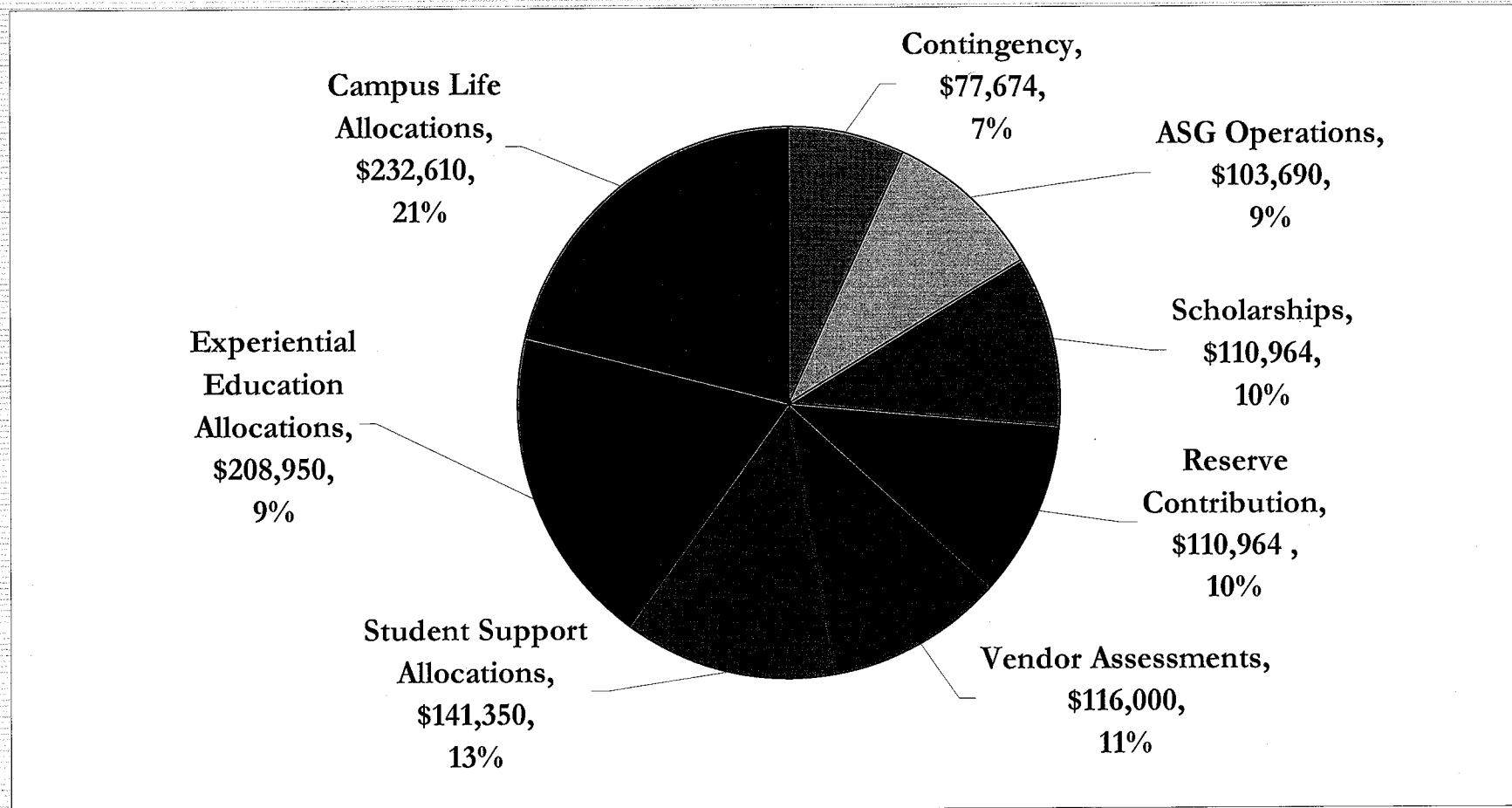
2008-2009 Projected Revenues

Revenues	2007-2008 Actual	2008-2009 Projected
ASB Card	\$69,248	\$80,000
Bookstore	\$656,550	\$665,000
Food/Beverage	\$53,986	\$85,000
Athletics/Dance	\$15,509	\$12,000
Theater	\$35,760	\$60,000
TOTALS	\$831,053	\$902,000

2008-2009 Allocation Expenses

Category	2007-2008 Actual	2008-2009 Request	2008-2009 Projected
Student Support	\$131,175	\$234,106	\$141,350
Experiential Education	\$220,645	\$400,345	\$208,950
Campus Life	\$250,745	\$371,566	\$232,610
ASG Operations	\$108,145	\$110,800	\$103,690
Vendor Assessments	\$104,000	\$116,000	\$116,000
TOTALS	\$814,610	\$1,232,817	\$802,600

2008-2009 Expenses



Scholarships – \$110,964

- ❑ \$69,464 in scholarship support for:
 - ❑ New,
 - ❑ Continuing,
 - ❑ And transferring students.

- ❑ \$41,500 will be contributed to the California Community Colleges Scholarship Endowment in a match program that will total \$99,868 for this year's contributions alone.

Contingency – \$77,674

The ASG Contingency is set aside for miscellaneous expenses that come before the Senate throughout the academic year.

Thus far, the 2008-2009 ASG Contingency has been applied towards:

- Emergency Book Loan Program: \$5,000
- Fundraising for Hurricane Relief: \$4,087
- Model United Nations: \$4,000
- Red Ribbon Week: \$450
- Astronomy & Physics Club: \$1,650
- California Student Nurses' Association: \$4,000
- EOPS: \$1,500

Student Support – \$141,350

- Programs that directly support student success. Students would not have the ability to participate if it weren't for ASG funds.
- Examples:
 - Merit-based awards for participation in conferences and workshops, such as Model United Nations, California Student Nurses' Association, and Phi Theta Kappa Honors Society.
 - Veteran's Appreciation Day and the Ride the Wave Orientation for students with disabilities.

Experiential Education – \$208,950

- Programs that enhance student learning, augmenting the academic experience and helping students achieve their academic and career goals.
- Examples:
 - The Lariat, International Film Festival, and the Math, Science & Engineering Academic Triathlon.

Campus Life – \$232,610

- Programs that aid in recruitment, and ensure the retention and persistence, of all students.
- Examples:
 - Student clubs & organizations, Commencement, and Multicultural Month.

ASG Operations – \$103,690

- Expenses associated with running and maintaining the ASG programs.
- Includes funding for a full-time professional staff position, copier services, equipment repairs, and the Student Development budget.

Vendor Assessments – \$116,000

■ Expenses required to maintain and operate all vendor contracts.

ASG Budget Beyond 2008-2009

A vision for our future.

Leaving a Legacy.

Enhancing Student Success.



A Vision for Our Future

Accountability

Data-driven Allocation Process

Streamlined process

Leaving a Legacy

Reserve

Scholarships

Sustaining our campus community

Enhancing Student Success

“[S]tudents are more likely to persist and graduate in settings that involve them as valued members of the institution. The frequency and quality of contact with faculty, staff, and other students in an important independent predictor of student persistence. This is true for large and small, rural and urban, public and private, and 2-year and 4-year colleges and universities.”

-- Vincent Tinto, Syracuse University

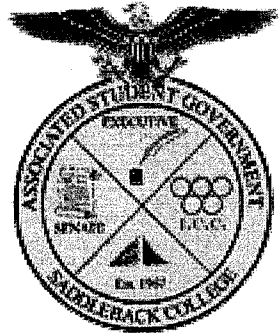
Tinto, V. "Classrooms as Communities: Exploring The Educational Character of Student Persistence" *Journal of Higher Education*. 68,6 (November/December 1997): 599-623.
<http://www.mcli.dist.maricopa.edu/fsd/c2006/docs/takingretentionseriously.pdf>

“Simply put,
involvement matters...”

– Vincent Tinto

Tinto, V. "Classrooms as Communities: Exploring the educational character of student persistence" *Journal of Higher Education*, 68,6 (November/December 1997): 599-623.
<http://www.mcli.dist.maricopa.edu/fsd/c2006/docs/takingretentionseriously.pdf>

Questions & Answers



ASG 2008-2009 Allocation Expense Detail

Saddleback College Associated Student Government
Final 2008-2009 Allocation Expenses

Student Support -- Scholarships and Support Programs.				
<i>This category represents funding to programs that directly supports student success.</i>				
Item	Program	2007-08 Allocation	2008-09 Request	2008-09 Projected
1	Emergency Loans	\$ 3,000	\$ 5,000	\$ 3,000
2	Foundation Gala Fundraiser	\$ 1,000	\$ 2,500	\$ 1,000
3	Scholarship Ceremony	\$ 12,500	\$ 12,500	\$ -
4	Financial Aid Daze	\$ 120		\$ 100
5	EOPS Support Groups	NA	\$ 1,500	\$ 600
6	Model UN - California	NA	\$ 1,035	\$ 1,000
7	Model UN - UC Berkeley	NA	\$ 5,954	\$ 5,500
8	Model UN - National Conference	NA	\$ 15,220	\$ 10,000
9	CAADE Conference	\$ 1,100	\$ 1,100	\$ 1,100
10	CNSA - State Convention	NA	\$ 11,326	\$ 5,000
11	PTK National Conference	\$ 5,000	\$ 11,048	\$ 5,000
12	NSNA - Annual Conference	\$ 7,750	\$ 14,775	\$ 10,000
13	Assoc. Collegiate Press Conference	\$ 4,250	\$ 6,668	\$ 3,500
14	Forensics (Airfare,Lodging,etc)	\$ 18,000	\$ 27,000	\$ 18,000
15	ASG Conference Travel	\$ 6,000	\$ 3,000	\$ -
16	ASG Leadership Training Retreats	\$ 7,000	\$ 9,000	\$ 8,250
17	ASG Travel	\$ 2,000	\$ 4,000	\$ 2,000
18	Finals Week Assistance Program	\$ 1,000	\$ 1,000	\$ -
19	Learning Resources (Re-Entry/Women)	\$ 400	\$ 400	\$ 300
20	Mental Health Awareness Workshops	\$ 500	\$ 1,500	\$ 500
21	Ride the Wave Early Bird Orientation	\$ 1,000	\$ 2,350	\$ 1,500
22	Student & Volunteer Recognition (DSPS)	\$ 1,000	\$ 3,200	\$ 2,000
23	Veteran's Appreciation	NA	\$ 3,450	\$ 3,000
24	Nursing Career Fair	\$ 1,000	\$ 1,000	\$ 800
25	Red Ribbon	\$ 1,500	\$ 1,600	\$ 1,000
26	Winter Workshop (EOPS)	\$ 1,500	\$ 3,000	\$ 1,500
27	Surfing Team Meals	\$ 2,300	\$ 2,700	\$ 1,000
28	Forensics Season (Awards)	NA	\$ 1,000	\$ 1,000
29	Forensics Season (Banquet)	NA	\$ 1,500	\$ 1,000
30	Veterans Memorial	\$ 1,000	\$ 2,000	\$ 1,000
31	Child Development Center- supplies	\$ 1,500	\$ 2,000	\$ 1,500
32	Child Development Center - speaker	NA	\$ 1,500	\$ 500
33	Family Night	\$ 2,500	\$ 4,000	\$ 3,000
34	Senior Day	\$ 8,000	\$ 10,000	\$ 7,000

Saddleback College Associated Student Government
Final 2008-2009 Allocation Expenses

Item	Program	2007-08 Allocation	2008-09 Request	2008-09 Projected
35	Student Ambassadors	\$ 1,000	\$ 1,800	\$ 600
36	Welcome Day	\$ 3,000	\$ 6,500	\$ 4,000
37	Ability Awareness Day/Week	\$ 1,500	\$ 2,000	\$ 1,250
38	College Fairs SCHEC (Transfer)	\$ 300	\$ 480	\$ 300
39	College Night Fairs (Transfer)	\$ 200	\$ 300	\$ 150
40	High School Conference Day	\$ 500	\$ 1,500	\$ 1,000
41	High School Counselors Advisory Council	\$ 150	\$ 700	\$ 500
42	JAWS (Jr Athletes in Wheelchairs)	\$ 5,200	\$ 6,500	\$ 5,200
43	Athletics Entry Fees	\$ 15,455	\$ 17,600	\$ 15,600
44	Awareness Week	\$ 1,500	\$ 1,000	\$ 1,000
45	Campus Clean-up/Earth Day	\$ 5,000	\$ 7,000	\$ 2,000
46	Surfing Team Entry Fees	NA	\$ 2,950	\$ 1,500
47	Student Recognition (EOPS)	\$ 1,000	\$ 3,000	\$ 850
48	Transfer Celebration	\$ 4,700	\$ 5,100	\$ 5,000
49	University Transfer Day	\$ 250	\$ 350	\$ 250
50	Readers Theatre Books	NA	\$ 1,000	\$ 500
51	Readers Theatre Supplies	\$ 500	\$ 2,500	\$ 1,000
TOTALS		\$ 131,175	\$ 234,106	\$ 141,350

Experiential Education -- Educative Activities & Programs

*This category represents funding to programs that directly enhances student learning.
Such programs serve to augment the academic experience, thus helping students
achieve their academic and career goals.*

Item	Program	2007-08 Allocation	2008-09 Request	2008-09 Projected
52	Anthropology Conference	\$ 2,000	\$ 3,000	\$ -
53	Anthropology Brown Bag	\$ 3,200	\$ 3,000	\$ 2,000
54	Honors Conference	NA	\$ 500	\$ 500
55	Honors Medals	NA	\$ 265	\$ 250
56	Honors Recognition Ceremony	NA	\$ 200	\$ 150
57	International Film Festival	\$ 800	\$ 1,500	\$ 1,500
58	Journalism Awards Banquet	\$ 800	\$ 1,950	\$ 800
59	Lariat Funding	\$ 10,000	\$ 15,000	\$ 12,500
60	PTK Induction Ceremonies	NA	\$ 1,050	\$ 700

Saddleback College Associated Student Government
Final 2008-2009 Allocation Expenses

Item	Program	2007-08 Allocation	2008-09 Request	2008-09 Projected
61	Wall Literary Magazine	\$ 3,500	\$ 5,500	\$ 3,500
62	Emeritus Inst. Arts Show	\$ 300	\$ 600	\$ 600
63	Emeritus Inst. Publication (Reflections)	\$ 700	\$ 700	\$ 700
64	Fashion Design Show	\$ 1,200	\$ 1,925	\$ 1,000
65	American College Dance Festival	NA	\$ 2,855	\$ 2,000
66	Dance Collective	\$ 5,000	\$ 6,250	\$ 3,500
67	Guest Speakers - Eastern Arts	\$ 750	\$ 1,200	\$ 750
68	High School Dance Festival	NA	\$ 2,500	\$ 1,000
69	Noon Concert Hour	\$ 2,000	\$ 8,000	\$ 2,000
70	Athletics Facility Rental Expenses	\$ 7,850	\$ 19,400	\$ 8,500
71	Playoffs/Post Season Expense	\$ 47,000	\$ 47,000	\$ 22,000
72	Athletics Program Development	\$ 2,000	\$ 5,000	\$ 1,000
73	Guest Artist in Residence	\$ 3,000	\$ 6,000	\$ 3,000
74	Instrumental Music Program	\$ 11,000	\$ 43,430	\$ 14,000
75	Jazz Program	\$ 3,000	\$ 5,920	\$ 4,000
76	Music Choral and Vocal Program - contract	NA	\$ 14,200	\$ 5,000
77	Music Choral and Vocal Program - supplies	NA	\$ 31,750	\$ 13,000
78	Supplies/Materials - Theatre Arts	\$ 52,000	\$ 77,650	\$ 38,000
79	Athletics Away Competitions	\$ 64,545	\$ 88,000	\$ 64,000
80	Latino/a Mini Conference	\$ 1,000	\$ 3,000	\$ 1,000
81	Women's Conference	\$ 2,000	\$ 3,000	\$ 2,000
TOTALS		\$ 220,645	\$ 400,345	\$ 208,950

Campus Life -- Supporting the Vibrant Saddleback College Community
This category represents funding to programs that aid in the recruitment, and ensure the retention and persistence, of all students.

Item	Program	2007-08 Allocation	2008-09 Request	2008-09 Projected
82	Commencement	\$ 15,000	\$ 20,000	\$ 7,000
83	Human Services Graduation/Reception	\$ 400	\$ 550	\$ 400
84	Medical Assisting Graduation	NA	\$ 400	\$ 250
85	Nursing Pinning Ceremony	\$ 1,500	\$ 5,900	\$ 1,500

Saddleback College Associated Student Government
Final 2008-2009 Allocation Expenses

Item	Program	2007-08 Allocation	2008-09 Request	2008-09 Projected
86	ASSC BBQs	\$ 5,000	\$ 5,000	\$ 5,000
87	Ramadan	\$ 800	\$ 1,800	\$ 800
88	Multicultural Month	\$ 5,000	\$ 3,000	\$ 4,000
89	ASG Events Cabinet Programming	\$ 5,000	\$ 5,000	\$ 5,000
90	Homecoming	\$ 3,000	\$ 3,000	\$ 3,000
91	Alumni - Homecoming BBQ	\$ 2,000	\$ 2,200	\$ 2,000
92	ASG Election Expenses	\$ 6,000	\$ 3,000	\$ 1,000
93	InterClub Council Funds for Student Club	\$ 17,000	\$ 17,000	\$ 17,000
94	Recreation Room Expenses	\$ 26,000	\$ 26,000	\$ 20,000
95	Alumni - Dean's List	\$ 500	\$ 2,000	\$ 2,000
96	Alumni - Newsletter	\$ 885	\$ -	\$ -
97	Football Games Police Coverage	\$ 4,000	\$ 4,000	\$ 4,000
98	Athletic Trainers Volunteers	\$ 700	\$ 1,450	\$ 500
99	Athletic Banquets	\$ 5,000	\$ 5,000	\$ 5,000
100	Athletic Banquet Special Guests	\$ 300	\$ 500	\$ 300
101	Athletic Championship Awards	\$ 2,000	\$ 3,000	\$ 2,000
102	Football Media Day	\$ 60	\$ 60	\$ 60
103	Game Workers - Sports Info	\$ 7,000	\$ 8,170	\$ 6,000
104	Athletics Officials	\$ 20,000	\$ 35,000	\$ 25,000
105	Pep Squad - Awards	NA	\$ 500	\$ 500
106	Pep Squad - Banquet	\$ 1,300	\$ 556	\$ 400
107	Pep Squad - Workshop	\$ 6,500	\$ 9,000	\$ 6,500
108	Scholar Athlete Recognition Luncheon	\$ 500	\$ 2,000	\$ 1,000
109	Athletics Scouting	\$ 1,000	\$ 1,000	\$ 1,000
110	Sports Info Day Press Box	\$ 200	\$ 300	\$ 250
111	Athletics Team Awards	\$ 1,500	\$ 3,400	\$ 1,500
112	Royalties/Fees - Theatre Arts	\$ 10,000	\$ 13,200	\$ 8,000
113	Classified Staff Development	\$ 450	\$ -	\$ -
114	ASG End of Year Banquet	\$ 2,500	\$ 3,000	\$ 2,000
115	Human Services Promotional	\$ 300	\$ 300	\$ 150
116	Medical Assisting Promotional	\$ 400	\$ 600	\$ 500
117	Advertising - Theatre Arts	\$ 4,000	\$ 4,500	\$ 4,000
118	Art Gallery - Contract Printing	NA	\$ 1,000	\$ 500
119	Art Gallery - Duplicating	NA	\$ 10,000	\$ 3,500
120	Art Gallery - Food Supplies	\$ 8,500	\$ 1,000	\$ 500
121	Art Gallery - Office Supplies	NA	\$ 4,000	\$ 3,000
122	Art Gallery - Postage	NA	\$ 500	\$ 500
123	Dry Cleaning - Theatre Arts	\$ 950	\$ 1,600	\$ 1,000

Saddleback College Associated Student Government
Final 2008-2009 Allocation Expenses

Item	Program	2007-08 Allocation	2008-09 Request	2008-09 Projected
124	Contract Services - Theatre Arts	\$ 63,000	\$ 116,280	\$ 63,000
125	Equipment Repair - Theatre Arts	\$ 2,500	\$ 8,700	\$ 3,000
126	Rents & Leases - Theatre Arts	\$ 20,000	\$ 38,100	\$ 20,000
TOTALS		\$ 250,745	\$ 371,566	\$ 232,610

ASG Operations -- Basic ASG Expenses

This category represents the expenses associated with running and maintaining the ASG programs. This includes funding for a full-time professional staff position, copier services, equipment repairs, and the Student Development budget.

Item	Program	2007-08 Allocation	2008-09 Request	2008-09 Projected
127	ASG Copier Services	\$ 2,000	\$ 2,000	\$ 2,000
128	ASG Credit Card Fees	\$ 45	\$ 50	\$ 50
129	ASG Duplication Services	\$ 3,500	\$ 4,000	\$ 3,500
130	Insignia Clothing	\$ 3,000	\$ 3,000	\$ 2,500
131	Movie Tickets (to sell for ASB stamp)	\$ 3,000	\$ 3,000	\$ 3,000
132	ASG New Equipment	\$ 1,000	\$ 1,500	\$ 1,390
133	ASG Plaque Updates	NA	\$ 250	\$ 250
134	ASG Postage	\$ 1,300	\$ 2,000	\$ 1,500
135	ASG Storage Unit Lease	\$ 1,500	\$ 1,500	\$ 1,500
136	ASG Supplies	\$ 1,200	\$ 2,000	\$ 1,500
137	ASG Ticket Consignment	\$ 1,500	\$ 1,500	\$ 1,500
138	Student Development Payroll	\$ 70,000	\$ 70,000	\$ 70,000
139	Student Development Program Budget	\$ 20,000	\$ 20,000	\$ 15,000
TOTALS		\$ 108,045	\$ 110,800	\$ 103,690

Vendor Assessments --

This category represents the expenses required to operate and maintain all vending contracts.

Item	Program	2007-08 Allocation	2008-09 Request	2008-09 Projected
140	Bookstore Assessment (rent & utilities)	\$ 40,000.00	\$ 40,000	\$ 40,000
141	Cafeteria Assessment (rent & utilities)	\$ 58,000.00	\$ 58,000	\$ 58,000
142	Cafeteria Repairs	\$ 6,000	\$ 18,000	\$ 18,000

Saddleback College Associated Student Government
 Final 2008-2009 Allocation Expenses

Item	Program	2007-08 Allocation	2008-09 Request	2008-09 Projected
TOTALS		\$ 104,000	\$ 116,000	\$ 116,000
GRAND TOTALS		2007-08 Allocation	2008-09 Request	2008-09 Projected
		\$ 814,610	\$1,232,817	\$ 802,600

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Saddleback College: Recess to Public Hearing: AT&T California Easement Agreement
ACTION: Public Hearing

BACKGROUND

On December 5, 2008, the Board of Trustees approved Resolution No. 08-38 declaring its intention to enter into an agreement with Pacific Bell Telephone Company, dba AT&T California, to dedicate real property for electric or telephone line improvements and set a public hearing for January 20, 2009, regarding this agreement.

STATUS

The Board of Trustees will conduct a public hearing to determine if the terms of the Grant of Easement agreement with AT&T California are in the best interest of the District.

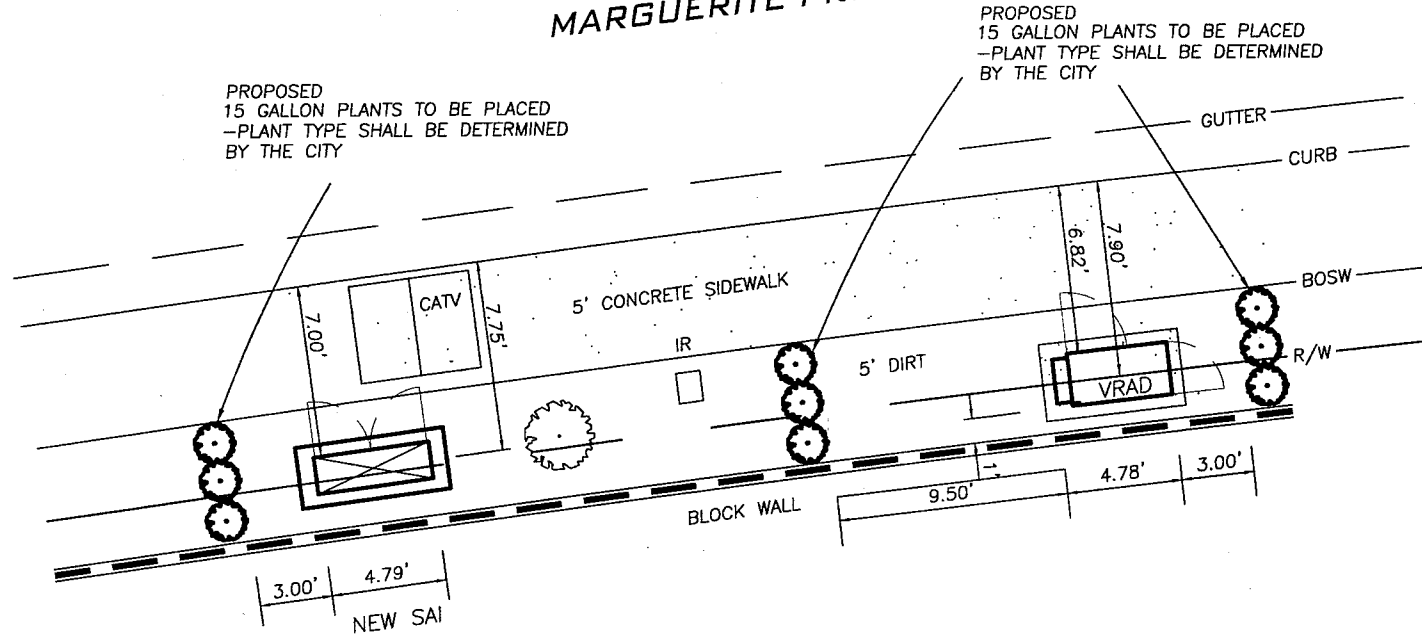
The District has received the Grant of Easement agreement. The public has an opportunity to comment on this proposed agreement.

The Grant of Easement agreement will allow AT&T California to construct an approximately one foot tall concrete retaining wall behind two new cabinets (Exhibit A). The existing cabinet will be replaced with an upgraded version and to the east, a new cabinet will be placed to splice fiber optic cable to the existing copper cable. These new cabinets feed the Promenade Apartments, providing some college housing, as well as additional locations within the surrounding area. The cabinets will be placed on City property, but the retaining wall falls within the college property.

The Board of Trustees will conduct a public hearing on the proposed Grant of Easement agreement for Saddleback College.

LANDSCAPE DETAIL

MARGUERITE PKWY



SCALE : 1" = 5'

COMMENCED 20 COMPLETED 20 RECONCILED



U.G. DESIGN ENGINEER: G. VOLK (714) 666-5438	SCALE : 1" = 5'	SADDLEBACK VALLEY / CAPISTRAND VALLEY EXCHANGE MISSION VIEJO C.O. AREA LANDSCAPE PLAN		
EXCHANGE ENGINEER: B. SKAGGS (714) 237-6197	SEG. : 1392-7710	ROUTINE	DATE	OFFICE
SUBWAY INSPECTOR: G. BLANDA (949) 348-4130	T.G.M. : 922-C7	PREPARED	07/23/08	B. LUONG
	MAP # : RTE 4H SHT 3 RTE 4H SHT 13	CHECKED		
SAI ADDRESS: 27700 MARGUERITE PKWY	DA# MV410753	APPROVED		
		APPROVED		
		LE(42)6471411 DWG. L-2 OF 2		

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Saddleback College: AT&T Grant of Easement Agreement
ACTION: Approval

BACKGROUND

California Education Code 17557 requires the Board to adopt a resolution declaring its intention to convey any real property belonging to the District and to conduct a public hearing prior to entering into the dedication or conveyance of any property.

Pacific Bell Telephone Company, a California corporation doing business as AT&T California, proposed a Grant of Easement agreement to construct a concrete retaining wall on District property which is necessary to execute improvements including the removal and replacement of an existing cabinet and the addition of a second cabinet to update technology. The cabinets are located on City of Mission Viejo property.

STATUS

The District has received the proposed Grant of Easement agreement (EXHIBIT A). The public has an opportunity to comment on these proposed agreements during the public hearing scheduled for this meeting, January 20, 2009.

There is no cost and no compensation for the Grant of Easement agreement (EXHIBIT A).

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve this Grant of Easement agreement AT&T California.

CF0057B UNDERGROUND
RECORDING REQUESTED BY

AFTER RECORDING, RETURN TO:

PACIFIC  BELL TELEPHONE COMPANY

R/W OFFICE
1265 VAN BUREN ST., ROOM 180
ANAHEIM, CA 92807

NO COMPENSATION

Signature of declarant or agent determining tax:
_____ Agent

Exchange: Saddleback
APN: 740-012-29

PM31/23, Par 1
LE(42)6471411
Page 1 of 6
E090804/8602

GRANT OF EASEMENT

The undersigned Grantor(s), hereby grant(s) to PACIFIC BELL TELEPHONE COMPANY, a California corporation dba AT&T California, its associated and affiliated companies, its and their successors, assigns, lessees and agents, hereinafter referred to as "Grantee(s),"an easement to construct, reconstruct and maintain (place, operate, inspect, repair, replace and in the event of removal return area to condition found prior to easement) such concrete retaining wall facilities as Grantee(s) has defined in the attached Exhibit "A" and Exhibit "B", together with the right of way therefore in, over, under and upon that certain real property in the City of Mission Viejo, County of Orange, State of California, described as follows:

The above-described easement is described in Exhibit "A" and shown on Exhibit "B" both attached hereto and made a part hereof.

SEE PAGE 2

PM31/23, Par 1
LE(42)6471411
Page 2 of 6
E090804/8602

This legal description was prepared pursuant to Section 8730(c) of the Business and Professions Code.

Grantor(s) also grant(s) to Grantee(s) the right to trim such trees and other foliage and to cut such limbs and roots on said property as may be necessary for the protection of said facilities.

Grantor(s), his/her/their successors and assigns, shall not erect or construct any building or other structure or drill or operate any well within said easement.

Grantor(s) also grants(s) to Grantee(s) the right to cut, fill or otherwise change the grade of said property and to place such drainage and retaining structures thereon, as Grantee(s) may elect for the protection of such facilities.

Grantee(s) shall be responsible for damage caused intentionally or by any negligent act or omission of Grantee(s), its agents or employees, while exercising the rights granted herein.

The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto.

Executed this _____ day of _____, 2008.

MG PROMENADE APT, LLC

BY: _____

BY: _____

Print Name:

Print Name:

Executed this _____ day of _____, 2008

South Orange County Community College

BY: _____

BY: _____

Print Name:

Print Name:

PM31/23, Par 1
LE(42)6471411
Page 3 of 6
E090804/8602

Exhibit "A"

Legal Description

A portion of Parcel 1 of Parcel Map found in Book 31, page 23 of Parcel Maps, in the office of the county recorder of said county.

Beginning at the centerline of Marguerite Parkway and Medical Center Road as shown on the above described map and Exhibit "B";

thence North $89^{\circ}59'25''$ West, 79.50 feet to the beginning of a curve concave southeasterly, having a radius of 1600 feet;

thence southwesterly along said curve through a central angle of $07^{\circ}36'13''$, 212.33 feet;

thence South $07^{\circ}35'38''$ East, 50.00 feet to the northerly lot line of said Parcel 1, said point being the TRUE POINT OF BEGINNING;

thence South $07^{\circ}35'38''$ East, 2.00 feet to the beginning of a curve concave southeasterly, having a radius of 1548 feet;

thence northeasterly along said curve through a central angle of $01^{\circ}35'30''$, 43.00 feet;

thence $N06^{\circ}00'09''W$, 2.00 feet to beginning of a curve concave southeasterly, having a radius of 1550 feet;

thence southwesterly along said curve through a central angle of $01^{\circ}35'30''$, 43.06 feet, shortened or lengthened to terminate at the True Point of Beginning.

Said Easement is shown on Exhibit "B" attached hereto and made a part thereof

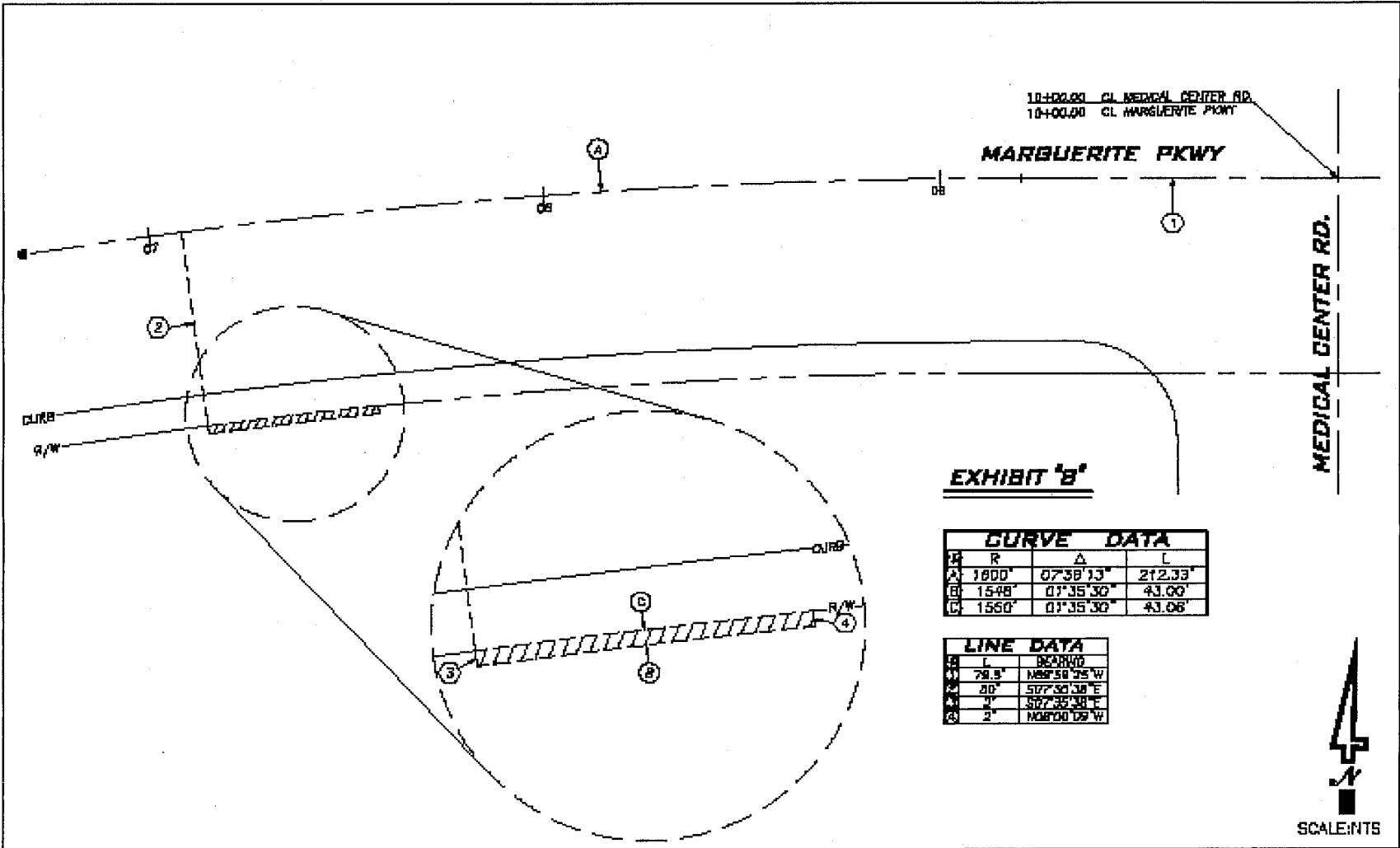


EXHIBIT 'B'

CURVE DATA			
CR	R	Δ	L
A	1800'	07°38'13"	212.33'
B	1548'	07°35'30"	43.00'
C	1550'	07°35'30"	43.06'

LINE DATA	
CR	DESCRIPTION
1	79.5' N89°58'35" W
2	80' S07°35'38" E
3	2' S07°35'38" E
4	2' N08°00'09" W



U.S. DESIGN ENGINEER: G. VOLK (714) 888-5348
EXCHANGE ENGINEER: B. SKAGGS (714) 237-8197
SUBWAY INSPECTOR: G. BLANDA (949) 348-4130
S.A.I. ADDRESS: 87700 MARGUERITE PARKWAY

SCALE :NTS
 T.O.M. :922, C7
DA# MV410788

SADDLEBACK/DAPD EXCHANGE MISSION VIEJO O.D. AREA EXHIBIT 'B'

ROUTINE	DATE	OFFICE	FIELD
PREPARED	9/3/08	MC	
CHECKED			
APPROVED			
APPROVED			

LE(42) 6471411
DWG. 1

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

State of California }
County of _____ }

On _____ before me, _____
Date Here Insert Name and Title of the Officer

personally appeared _____
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) 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

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

Description of Attached Document

Title or Type of Document: _____

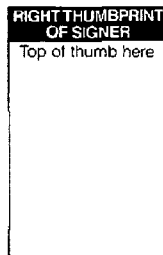
Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____

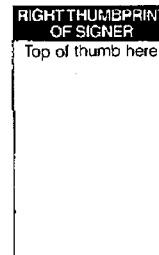
- Individual
- Corporate Officer — Title(s): _____
- Partner — Limited General
- Attorney in Fact
- Trustee
- Guardian or Conservator
- Other: _____



Signer Is Representing: _____

Signer's Name: _____

- Individual
- Corporate Officer — Title(s): _____
- Partner — Limited General
- Attorney in Fact
- Trustee
- Guardian or Conservator
- Other: _____



Signer Is Representing: _____

PM31/23, Par 1
LE(42)6471411
Page 6 of 6
E090804/8602

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

State of California }
County of _____ }

On _____ before me, _____
Date Here Insert Name and Title of the Officer

personally appeared _____
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) 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

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

Description of Attached Document

Title or Type of Document: _____

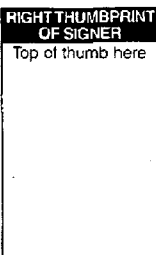
Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____

- Individual
- Corporate Officer — Title(s): _____
- Partner — Limited General
- Attorney in Fact
- Trustee
- Guardian or Conservator
- Other: _____



Signer Is Representing: _____

Signer's Name: _____

- Individual
- Corporate Officer — Title(s): _____
- Partner — Limited General
- Attorney in Fact
- Trustee
- Guardian or Conservator
- Other: _____



Signer Is Representing: _____

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: ATEP: Security Services
ACTION: Approval

BACKGROUND

Construction Protective Services, Inc., also known as CPS Security Solutions, has been hired by the District in the past to provide security for ATEP campus. The City of Tustin requires 24-hour security patrols of the entire 68-acre ATEP property.

STATUS

Consultant-provided security services will be needed at ATEP until the hiring process is complete for District security employees. Funds to cover consultant expenses are available in the ATEP security budget.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve a consultant agreement (Exhibit A) with Construction Protective Services, Inc., for \$114,000 to provide services for a period of one year, effective July 1, 2008.

INDEPENDENT CONTRACTOR/CONSULTANT AGREEMENT

This Agreement is made and entered into this 1st day of July, 2008 between:

**South Orange County Community College District
 28000 Marguerite Parkway
 Mission Viejo, California 92692-3635
 Telephone (949) 582-4664
Requisition # P09-00608**

hereinafter called DISTRICT, and

(Name of Consultant): Constructive Protection Services, Inc.
 (Street Address): 436 W. Walnut St.
 (City, State, Zip Code): Gardena, CA 90248
 (Telephone #): 310-818-1030

hereinafter called CONSULTANT.

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

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

The parties agree as follows:

1. The period of this Agreement shall be from 7/1/08 to 6/30/09, inclusive. The DISTRICT shall have the discretion to terminate this contract by providing CONSULTANT 7 days prior written notice.
2. The CONSULTANT shall, at times and places designated by it and acceptable to the DISTRICT perform the following services:
Unarmed guard to patrol and provide security for existing ATEP campus and entire 68-acre parcel
CPS marked patrol vehicle; 8-button Deggy system; daily foot patrol around helicopter hangar
Services provided 9:00pm to 7:00am, plus 24 hr. weekends and holidays
3. The DISTRICT shall pay the CONSULTANT \$20.50 an hour, not to exceed \$30.75 for holidays for services specified above, plus DISTRICT shall reimburse the following expenses (none) not to exceed \$0.00 in accordance with the South Orange County Community College District guidelines. The total contract amount is \$114,000. Upon completion of the services provided for hereof and upon a signed invoice acceptable to the DISTRICT and approved by Matt Suarez, payment will be made.
4. The DISTRICT shall not be liable to the CONSULTANT for personal injury or property damage sustained by him/her in the performance of this contract, whether caused by himself/herself, the DISTRICT, its officers, agents or employees, or by any third party. CONSULTANT agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever.
5. While performing service hereunder, the CONSULTANT is an independent contractor and not an officer, agent or employee of the South Orange County Community College District inclusive of Saddleback College and Irvine Valley College.
6. Neither party shall assign this Agreement or any part thereof without the written consent of the other party.

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

Consultant

South Orange County Community College District

Signature: _____

Signature: _____

By: _____
 Title: Consultant

By: Gary Poertner
 Title: Deputy Chancellor

Date: _____

Date: _____

Contact Person: Terry Kwik 818-486-7331

College Contact Person: Matt Suarez

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Agreement for Special Services for the ATEP Project:
Alvarez and Marsal Real Estate Advisory Services, LLC
ACTION: Approval

BACKGROUND

The District has used the services of Alvarez & Marsal Real Estate Advisory Services, LLC since April 2008. The company provides specialized services as a real estate advisor to assist in certain aspects of the lease structuring and negotiations pertaining to the ATEP project.

STATUS

Alvarez and Marsal Real Estate Advisory Services, LLC, will continue to assist in ground lease structuring and negotiations, cash flow projections and evaluate the development. The professional fees for this project will be based on time spent at a discounted hourly rate of: Managing Director at \$500 per hour, Senior Director at \$425 per hour, Director at \$360 per hour, Manager at \$295 per hour, Associate at \$245 per hour and Analyst at \$205 per hour.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the agreement (Exhibit A) with Alvarez and Marsal Real Estate Advisory Services, LLC, for the ATEP project, on a time spent hourly rate.



633 West 5th Street, Suite 2560, Los Angeles, CA 90071
Phone: (213) 330-2390 Fax: (213) 330-2133
www.alvarezandmarsal.com

December 22, 2008

Raghu P. Mathur, Ed.D.
Chancellor
Gary L. Poertner
Deputy Chancellor
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692-3635

Gentlemen:

This letter confirms and sets forth the terms and conditions of the engagement between Alvarez & Marsal Real Estate Advisory Services, LCC ("A&M") and South Orange County Community College District ("SOCCCD") including the scope of services to be performed and the basis of compensation for these services. Upon execution of this letter by each of the parties, this letter will constitute an agreement between A&M and SOCCCD ("the Agreement").

BACKGROUND AND OBJECTIVE

SOCCCD controls approximately 68 acres of land at the former El Toro Marine Corps Base in Tustin, California ("the Property"). Under the terms of the transfer agreements, the land may be used solely for advanced technology and educational uses, with some ancillary supporting uses. SOCCCD, through a Request for Qualifications process, is evaluating developer qualifications in anticipation recommending a developer to the SOCCCD's Board. As part of the evaluation and negotiation process that will be required realize the development of the Property, SOCCCD has asked A&M to continue to assist in developer selection, lease structuring and negotiations.

SCOPE OF SERVICES

SOCCCD has requested A&M provide real estate advisory services in the following areas:

1. Assist in the selection of a developer for the Property;
2. Evaluate the development expertise and financial capability of potential developers.
3. Evaluate cash flow projections prepared by the developer;

South Orange County Community College District

Page 2
December 22, 2008

4. Assist in ground lease structuring and negotiation including providing input on structuring alternatives and financial analysis of various alternatives; and,
5. Provide other support, as requested by SOCCCD, in furtherance of executing a ground lease or leases at the Property.

Any advice given or work product issued by us is provided solely for the use of SOCCCD in connection with this engagement.

ENGAGEMENT STAFFING, TIMING, AND FEES

The engagement will be led by Gregory G. Gotthardt, Managing Director of Alvarez & Marsal Real Estate Advisory Services, LLC. Other A&M professionals will assist as required.

The professional fees for this engagement will be based on time spent at the discounted hourly rates shown below.

Title	Standard Hourly Rate	Discounted Hourly Rate
Managing Director	\$625	\$500
Senior Director	\$525	\$425
Director	\$425	\$360
Manager	\$350	\$295
Associate	\$275	\$245
Analyst	\$235	\$205

Since our work will be under the direction of SOCCCD, it is difficult to estimate professional fees at this time.

In any event, we will maintain close communication with SOCCCD regarding the progress of our work and the resulting fees. A&M will provide monthly invoices and include the breakdown of charges for professional fees and for out-of-pocket expenses. If SOCCCD desires, the frequency of invoicing can be increased to bi-monthly to provide more immediate feedback on fees and expenses. All invoices are payable upon receipt.

The stated billing rates shall be subject to adjustment annually at such time as A&M adjusts its rates generally. We will also bill for actual out-of-pocket expenses without markup.

TERM AND TERMINATION

The engagement will commence as of the date A&M first provided services in connection with the matter and will terminate upon completion of the services or when terminated by either party

South Orange County Community College District

Page 3
December 22, 2008

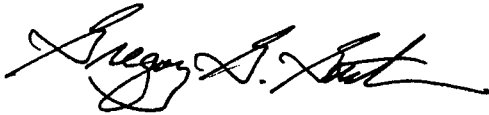
without cause by giving 30 days written notice to the other party (the "Term"). In the event of any such termination, any fees and expenses due to A&M shall be remitted promptly (including fees and expenses that accrued prior to but were invoiced subsequent to such termination). A&M normally does not withdraw from an engagement unless its client misrepresents or fails to disclose material facts, fails to pay fees or expenses, or makes it unethical or unreasonably difficult for A&M to continue to represent the client, or unless other just cause exists.

This engagement incorporates and is subject to the General Terms and Conditions in our original executed engagement letter dated February 23, 2008.

If the foregoing is acceptable to you, kindly sign the enclosed copy of this agreement and return it along with the required retainer.

Very truly yours,

Alvarez & Marsal Real Estate Advisory Services, LLC



Gregory G. Gotthardt
Managing Director

Accepted and agreed:

South Orange County Community College District

By: _____

Date _____

Its: _____

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: Agreement for Special Services for the ATEP Project: The Natelson Dale Group, Inc.

ACTION: Approval

BACKGROUND

The District has used the services of The Natelson Dale Group, Inc. since January 2008. The company provides specialized services on baseline development data associated with the ATEP project.

STATUS

The Natelson Dale Group, Inc. will assist and facilitate updates to the planned land use mix and infrastructure development of the ATEP project. The hourly rate for Environ associates are included in Exhibit A of the contract. The professional fees for this project will be based on time and material basis.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the agreement (Exhibit A) with The Natelson Dale Group, Inc. for the ATEP project, on a time and material basis.

INDEPENDENT CONTRACTOR/CONSULTANT AGREEMENT

This Agreement is made and entered into this 12th day of December, 2008 between:
**South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692-3635
Telephone (949) 582-4664**

hereinafter called DISTRICT, and

(Name of Consultant): **The Natelson Dale Group, Inc.**
(Street Address): **24835 E. La Palma Avenue, Suite I**
(City, State, Zip Code): **Yorba Linda, CA 92887**
(Telephone #): **714 692 9596**

hereinafter called CONSULTANT.

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

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

The parties agree as follows:

1. The period of this Agreement shall be from December 2008 to ongoing, inclusive. The DISTRICT shall have the discretion to terminate this contract by providing CONSULTANT 30 days prior written notice.
2. The CONSULTANT shall, at times and places designated by it and acceptable to the DISTRICT perform the following services:
Public Benefits Analysis and any additional out-of-scope work requested by the District.
(Exhibit A- Hourly rate schedule)
3. The DISTRICT shall pay the CONSULTANT (See attached hourly rate schedule) amount not to exceed **time and material basis, including expenses for services**. The total contract amount is **time and material basis**. Upon completion of the services provided for hereof and upon a signed invoice acceptable to the DISTRICT and approved by Deputy Chancellor Gary Poertner, payment will be made.
4. The DISTRICT shall not be liable to the CONSULTANT for personal injury or property damage sustained by him/her in the performance of this contract, whether caused by himself/herself, the DISTRICT, its officers, agents or employees, or by any third party. CONSULTANT agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever.
5. While performing service hereunder, the CONSULTANT is an independent contractor and not an officer, agent or employee of the South Orange County Community College District inclusive of Saddleback College and Irvine Valley College.
6. Neither party shall assign this Agreement or any part thereof without the written consent of the other party.

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

Consultant

South Orange County Community College District

Signature: _____

Signature: _____

By: Roger A. Dale

By: Gary Poertner

Title: Consultant

Title: Deputy Chancellor

Date: _____

Date: _____

Contact Person: Roger Dale

College Contact Person: **Gary Poertner, Deputy
Chancellor**

HOURLY RATE SCHEDULE

Roger Dale	\$170.00 per hour
Joe McClure	\$170.00 per hour
Alan Levenson	\$155.00 per hour
Dustin Woodward	\$100.00 per hour

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Agreement for Special Services for the ATEP Project:
Environ International Corporation
ACTION: Approval

BACKGROUND

The District has used the services of Environ International Corporation since April 2008. The company provides specialized services to evaluate and manage environmental issues associated with the ATEP project.

STATUS

The Environ International Corporation continues to assist and facilitate the District in: 1) Monitoring and participating in the activities of the Restoration Advisory Board, 2) Retrieving, reviewing and commenting on Navy and other documents, 3) Establishing functional lines of communication with the regulatory agencies overseeing base clean-up activities and; 4) Communicating findings to the District and its counsel. The hourly rates for Environ associates are included in Exhibit A of the contract. The professional fees for this project will be based on time and material basis.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the agreement (Exhibit A) with Environ International Corporation for the ATEP project, on a time and material basis.

INDEPENDENT CONTRACTOR/CONSULTANT AGREEMENT

This Agreement is made and entered into this 15th day of December, 2008 between:

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

hereinafter called **DISTRICT**, and

(Name of Consultant): **Environ**
(Street Address): **2010 Main Street, Suite 900**
(City, State, Zip Code): **Irvine, California 92614-7215**
(Telephone #): **949.261.5151**

hereinafter called **CONSULTANT**.

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

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

The parties agree as follows:

1. The period of this Agreement shall be effective January 1, 2009 ongoing and may be modified by mutual agreement of the parties. The DISTRICT shall have the discretion to terminate this contract by providing CONSULTANT 30 days prior written notice.
2. The CONSULTANT shall, at times and places designated by it and acceptable to the DISTRICT perform the following services: **SEE ATTACHMENT A - SCOPE OF WORK.**
3. The DISTRICT shall pay the CONSULTANT \$(See Attachment A-Schedule of Fees) an hour, not to exceed **time and material basis**, including expenses and for services specified above. The total contract amount is **time and material basis**. Upon submission of invoices for services provided and acceptable to the DISTRICT and approved by **Deputy Chancellor Gary Poertner**, payment will be made.
4. The DISTRICT shall defend, indemnify and hold CONSULTANT, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of DISTRICT, its officers, agents, or employees. Liability shall not exceed \$1,000,000.00.

The CONSULTANT shall defend, indemnify and hold DISTRICT, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of CONSULTANT, its officers, agents, or employees. Liability shall not exceed \$1,000,000.00.

5. While performing service hereunder, the CONSULTANT is an independent contractor and not an officer, agent or employee of the South Orange County Community College District inclusive of Saddleback College and Irvine Valley College.
6. Neither party shall assign this Agreement or any part thereof without the written consent of the other party.

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

Consultant **South Orange County Community College District**

Signature: _____ Signature: _____

By: George Linkletter By: Gary Poertner

Title: Principal and Sr. Vice President Title: Deputy Chancellor

Date: _____ Date: _____

Contact Person: _____

ATTACHMENT A

Environ's main services to the District include:

- Monitoring and participating in the activities of the Restoration Advisory Board (RAB)
- Retrieving, reviewing and commenting on Navy and other documents related to the investigation and remediation of the ground water beneath the District's property.
- Establishing functional lines of communication with the regulatory agencies overseeing base clean-up activities.
- Communicating our finds to the District and its counsel at regular intervals, producing graphics or visual aids as needed.
- Responding to requests made by the District and its team members as issues arise.

ATTACHMENT A

ENVIRON International Corporation

SCHEDULE OF FEES
FIXED HOURLY RATES FOR TIME AND MATERIALS CONTRACTS
Effective January 2008

ENVIRON will bill monthly for the actual time and expenses incurred on the client's behalf in performance of the contracted effort. Labor will be billed at the fixed hourly rates indicated below. Materials and supplies, travel, and any other direct cost plus a handling charge of 15%. A 6% communications and computer charge will be added to all staff time charges. ENVIRON does not directly charge for in house copies or normal phone company charges.

<u>Category:</u>	<u>Rate</u> <u>\$/hr.</u>
Principal	245
Manager 10	205
Manager 9	185
Manager 8	165
Senior Associate 7	150
Senior Associate 6B	135
Associate 6	125
Associate 5	120
Associate 4	105
Associate 3	75
Draftsperson	75
Support	60

This document is PROPRIETARY to ENVIRON International Corporation. It is being made available for the recipient's proposal evaluation and/or contract administration purposes only. No right is granted to the recipient to use, disclose or reproduce any information presented herein without ENVIRON's express written permission.

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: Agreement for Special Services for the ATEP Project:
RGP Planning & Development Services

ACTION: Approval

BACKGROUND

On March 24, 2008, the Board approved a contract for entitlement support and CEQA compliance services for the ATEP project with RGP Planning and Development Services. The company has provided specialized services relating to the ATEP project, such as: 1) Creation of an Entitlement Management Plan, 2) Short-Range Academic & Facilities Plan, 3) preparation of the Long-Range Academic & Facilities Plan, 4) preparation of the concept Plan, 5) provide community outreach program assistance and; 6) attended meetings with the ATEP project team and provide community outreach program assistance.

STATUS

The RGP Planning & Development Services continue to assist and facilitate the District with additional contractual services that are outside the original scope of work relating to the ATEP project. The professional fees for these services will be based on time spent at an hourly rate of: Principal I at \$165.00 per hour, Principal II at \$145.00 per hour, Principal III at \$135.00 per hour, Senior Associate at \$125.00 per hour, Associate at \$105.00 per hour, Professional Staff at \$90.00 per hour, Professional Support at \$80.00 per hour, Staff at \$70.00 per hour and Staff Support at \$50.00 per hour and expenses paid per agreement (Exhibit A).

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the agreement (Exhibit A) with RGP Planning & Development Services for the ATEP project, on a time and material basis.

INDEPENDENT CONTRACTOR/CONSULTANT AGREEMENT

This Agreement is made and entered into this 20th day of January 2009, between:

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

hereinafter called DISTRICT, and

(Name of Consultant): **RGP Planning & Development Services**
(Street Address): **8921 Research Drive**
(City, State, Zip Code): **Irvine, California 92618**
(Telephone #): **949 450 0171**

hereinafter called CONSULTANT.

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

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

The parties agree as follows:

1. The period of this Agreement shall be from **December 2008 and ongoing**. The DISTRICT shall have the discretion to terminate this contract by providing CONSULTANT **30** days prior written notice.
2. The CONSULTANT shall, at times and places designated by it and acceptable to the DISTRICT perform the following services:
Continue to assist and facilitate the District with specialized services relating to entitlement support and CEQA compliance to support the ATEP project.

3. The DISTRICT shall pay the CONSULTANT **\$See hourly rates listed on attachment**, not to exceed **time and material basis** for services specified above, plus DISTRICT shall reimburse for expenses in accordance with the South Orange County Community College District guidelines. The total contract amount is: time and material basis. Upon completion of the services provided for hereof and upon a signed invoice acceptable to the DISTRICT and approved by **Gary Poertner, Deputy Chancellor**, payment will be made.
4. The DISTRICT shall not be liable to the CONSULTANT for personal injury or property damage sustained by him/her in the performance of this contract, caused by himself/herself, or by any third party. CONSULTANT agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, which may be incurred by reason of CONSULTANT's negligent performance pursuant to this Agreement except for liability for damages referred to above which results from negligent or willful misconduct of DISTRICT, it officers, agents, or employees.
5. While performing service hereunder, the CONSULTANT is an independent contractor and not an officer, agent or employee of the South Orange County Community College District inclusive of Saddleback College and Irvine Valley College.
6. Neither party shall assign this Agreement or any part thereof without the written consent of the other party.

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

Consultant

South Orange County Community College District

Signature: _____

Signature: _____

By: _____

By: **Gary Poertner**

Title: Consultant

Title: Deputy Chancellor

Date: _____

Date: _____

Contact Person: _____

College Contact Person: **Gary Poertner**



RGP HOURLY RATES & BILLING POLICY

RGP prefers to perform its professional services on an identified budget for an identified scope of work to minimize the chance for misunderstandings and conflict between the client and consultant. It is the policy of the firm to calculate its fee estimate based on the following hourly billing rates:

Principal I	\$ 165.00/hour
Principal II	\$ 145.00/hour
Principal III	\$ 135.00/hour
Senior Associate	\$ 125.00/hour
Associate	\$ 105.00/hour
Professional Staff	\$ 90.00/hour
Professional Support	\$ 80.00/hour
Staff	\$ 70.00/hour
Staff Support	\$ 50.00/hour

At Client's express request, RGP will provide any and all of the following additional services:

1. Make revisions to graphics and text previously prepared by RGP where such requested revisions are clearly inconsistent with prior Client's approval or due to substantial changes in the lead agency or Client instructions will be billed at the hourly rates identified herein.
2. Prints or document printing will be billed directly to Client by the print company at no additional RGP administrative cost, or billed by RGP at cost plus fifteen percent (15%). All other reimbursable expenditures will be invoiced at cost plus fifteen percent (15%) handling fee. Mileage will be billed at fifty cents (\$0.50) per mile.
3. RGP will provide Client with monthly invoices for services rendered and costs advanced. Each invoice shall be due and payable upon receipt, and delinquent thirty (30) days after its date.
4. In light of the obvious advantage of quickly resolving questions and disputes regarding RGP's billing while recollections are fresh, Client will notify RGP of questions or dissatisfaction it may have regarding any particular RGP invoice within fifteen (15) days of the invoice date. Invoice shall be deemed accepted if notification from the Client is not received by RGP within the 15-day period.
5. RGP may, at its sole discretion, stop work on Client's project should invoices not be paid within sixty (60) days of the oldest invoice date.
6. Because of the importance of a good working relationship between Client and RGP, either party may terminate an Agreement by giving written notice to the other, provided only that such notice is given in good faith belief that the working relationship is less than satisfactory. In the event that this Agreement is for any reason terminated, then Client shall compensate RGP for whatever professional time and reimbursable expenses RGP has devoted to the project up to the time of the termination or must necessarily devote to the project thereafter due to governmental requirements or otherwise.
7. RGP will maintain general liability insurance, automobile insurance, worker compensation insurance and professional liability insurance to the benefit of the client during the entire life of any given contract. Costs for protection to the benefit of the client above that normally required and provided will be passed on to the client as a job cost extra.

JK 1-7-09

RGP Initials / Date

Client Initials / Date

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: Academic Year 2009/2010 Non-Resident Tuition Fees for Foreign & Out-Of-State Students

ACTION: Approval

BACKGROUND

The California Education Code, Section 76140, requires each community college district of the state to establish a non-resident tuition fee no later than February 1 for the succeeding fiscal year. This rate is based on the expense of education per unit of attendance (FTES) for the previous fiscal year, modified by the projected increase in the U.S. Consumer Price Index for the current year and the year in which the fee will be in effect. The District may also set this fee below the calculated fee, but no less than the Statewide average fee, or at a level not to exceed a contiguous district's established fee. The current fiscal year fee is \$181 per unit.

Pursuant to Education Code Section 76141, districts may also charge non-resident students who are both citizens and residents of a foreign country an amount not to exceed the amount that was expended by the District for capital outlay in the preceding fiscal year divided by the total FTES in the preceding fiscal year. Revenues derived from this fee shall be expended for purposes of capital outlay, maintenance, and equipment. Any fee charged pursuant to this section should not exceed fifty percent of the non-resident tuition fee established pursuant to California Code of Education, Section 76140. The current fiscal year fee is \$25 per semester unit.

In addition to the non-resident tuition fee, Chapter 170, Statutes of 1992, also added Education Code Section 76142, which authorized districts to charge non-resident applicants who are both citizens and residents of a foreign country a processing fee not to exceed the lesser of: the actual cost of processing an application and other documentation required by the federal government, or \$100, which may be deducted from the tuition fee at the time of enrollment. The fee is non-refundable if students fail to enroll subsequent to making an application for enrollment. The current fiscal year fee is \$52. A report of estimated non-resident related fees was presented to the Board of Trustees at the November 17, 2008 board meeting.

STATUS

The District rate for the 2009/2010 academic year may be established under one of four prescribed options: the average statewide rate; the District average rate; that of a contiguous district; or, a rate that is no more than the District basis but no less than statewide basis as shown in EXHIBIT A, Non-Resident Tuition Fee Worksheet. The statewide rate, representing the average statewide projected cost of education students is \$190 per semester unit; the calculated District rate is \$172 per semester unit. The additional amount for capital outlay that can be levied under ECS 76141 is \$53 per semester unit. The actual document processing application fee had been calculated at \$56 as shown in EXHIBIT A.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt a non-resident tuition fee for the 2009/2010 year of \$190 per semester unit based on the "average statewide rate" option. It is further recommended that the capital outlay fee authorized by ECS 76141 remain at \$25 per semester unit and the application fee authorized by ECS 76142 increase to \$54 in 2009/2010.

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

California Community Colleges
NONRESIDENT TUITION FEE WORKSHEET (EDUCATION CODE SECTION 76140)
2009-10

	Statewide (Col. 1)	District (Col. 2)	10% or More Noncredit FTES (Col. 3)
A. Expense of Education for Base Year (2007-08 CCFS 311, Expenditures by Activity Report, AC 0100-6700, Cols: 1-3)	\$6,735,730,877	\$ 124,808,526	\$ _____
B. Annual Attendance FTES (Recal 2007-08)	1,233,810	25,269.34	_____
C. Average Expense of Education per FTES (A ÷ B)	\$ 5,459	\$ 4,939	\$ _____
D. US Consumer Price Index Factor (2 years)	x 1.042	x 1.042	x 1.042
E. Average Cost per FTES for Tuition Year (C x D)	\$ 5,688	\$ 5,147	\$ _____
F. Average Per Unit Nonresident Cost:			
Semester-System Colleges (E ÷ 30) and/or	\$ 190	\$ 172	\$ _____
Quarter-System Colleges (E ÷ 45)	\$ 126	\$ _____	\$ _____

NOTES: "Annual Attendance FTES" includes all student contact hours of attendance in credit and noncredit courses, for resident students, nonresident students and apprentices. Round tuition fee to the nearest dollar. Column 3 is an option only for use by a district with ten percent or more noncredit FTES (Education Code Section 76140(e)).

The district governing board at its January 20, 2009 meeting, adopted a nonresident tuition fee of \$ 189 per semester unit.

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

- 1. Statewide average cost, per column 1;
- 2. District average cost, per column 2;
- 3. District average cost with 10% or more noncredit FTES, per column 3;
- 4. Contiguous district. ****Specify district and its fee** _____;
- 5. No more than district average cost (Col.2 or 3); no less than statewide average cost (Col. 1).

****A district may adopt a fee within the range of statewide average and district costs if there is a contiguous district with a fee within this range.**

For districts electing to charge a **capital outlay fee** to foreign students (Education Code 76141), compute this fee as follows:

- a. Capital Outlay for 2007-08 \$40,465,754
- b. FTES for 2007-08 25,269.34
- c. Capital outlay fee per unit (line a divided by line b) \$1,601
- d. Amount per semester unit (line c divided by 30) \$ 53 or
- e. Amount per quarter unit (line 3 divided by 45) _____
- f. Capital outlay fee approved by District Governing Board \$ 25

Upon adoption of fee, by *February 1, 2009* please submit a copy of this report to:
California Community Colleges
Fiscal Services Unit
1102 Q Street, 4th Floor
Sacramento, CA 95811-6549 FAX (916) 323-3057

District: South Orange County Community College District

Contact Person: Beth Mueller

Phone Number & email: 949.582.4661 / bmueller@socccd.edu
12.10.08

**2009/10
Capital Outlay Fee Calculation
E.C.S. 76142**

A. Total Capital Outlay	\$ 40,465,754
B. FTES for 2007/08	25,269
C. Foreign Student Charge per Academic Year (A / B)	\$ 1,601
D. Estimated 2009/10 Capital Outlay Fee, per unit (C / 30)	\$ 53
E. Capital Outlay Fee, per Unit Recommended	\$ 25

**2009/10
Application Fee Calculation
E.C.S. 76142**

A. Admissions & Records Operating Expense for 2007/08 (per CCFS-311, A.C. 6200)	\$ 2,831,972
B. FTES for 2007/08	25,269
C. Student cost per academic year (A / B)	\$ 112
D. Estimated 2009/10 Application fee, per semester (C / 2)	\$ 56
E. Application Fee, per semester Recommended	\$ 54

Comparison of Non-Resident Fees

	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10*</u>
Non-Resident Tuition	\$ 173	\$ 181	\$ 190
Capital Outlay Fee	\$ 25	\$ 25	\$ 25
Application Fee	\$ 50	\$ 52	\$ 54

* SUGGESTED 2009/10 FEES

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: 2009-10 Sabbatical Recommendations

ACTION: Approval

BACKGROUND

Under the authority of Article XXVI, Section H, of the Academic Employee Master Agreement, 28 semesters are available for sabbaticals for the 2009-10 academic year. Using the criteria of Article XXVI, 17 full-time faculty members have been recommended for sabbaticals for the 2009-10 year. The sabbatical applications and support information were forwarded to the SOCCCD Sabbatical Committee comprised of faculty and administrators representing both colleges and the district. Of the 17 proposals selected, 3 faculty members requested full-year sabbaticals. Of the 14 faculty members requesting single-semester sabbaticals, 5 requested sabbaticals for the Fall Semester 2009 and 9 for the Spring Semester 2010. According to Section I, Subsection A, of the Academic Employee Master Agreement, sabbaticals are allowed for the professional enhancement of the faculty member, which shall benefit the faculty member, his/her college, students, and/or the District.

STATUS

The SOCCCD Sabbatical Committee met and reviewed all requests for sabbaticals for the 2009-10 academic year. The committee, chaired by Dr. Tony Huntley, Professor, Mathematics, Science and Engineering, Saddleback College, and Dr. Robert Bramucci, Vice Chancellor, Technology and Learning Services, voted to recommend the faculty members listed in Exhibit A for sabbaticals during the 2009-10 academic year. Budget planning will reflect provisions to accommodate the sabbatical teaching loads.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the recommended faculty members for sabbaticals during the 2009-10 academic year as indicated in Exhibit A.

Item Submitted By: *Dr. Robert Bramucci, Vice Chancellor, Technology & Learning Services*

South Orange County Community College District
2009-2010 Sabbatical Committee Recommendations

Lisa D. Alvarez
Humanities and Languages
Irvine Valley College

Fall Semester 2009

Title: Development of the manuscript of *Poetry Workshop in a Book: The Squaw Valley Community of Writers on the Art of Poetry*

Activities: Professor Alvarez will research, assemble, edit and produce a publishable manuscript of her second scholarly endeavor, *Poetry Workshop in a Book: the Squaw Valley Community of Writers on the Art of Poetry*.

Rationale: This sabbatical leave will address enhance Professor Alvarez' ability to teach poetry in the classroom and develop curriculum and course materials to that end. Furthermore, it will strengthen her own ability to teach the craft of writing and editing. In addition, the published manuscript will fill an important need for a quality anthology for use in the classroom and beyond, offering teachers at high school, community college and university levels a viable teaching resource. It contributes to the literature on creative writing generally, poetry specifically, and compiles important essays, some printed for the first time. It completes the project of documenting the 40-year legacy of an important California institution, the Community of Writers at Squaw Valley, by assembling a compilation of some of the best of craft writing from the poetry track.

Production and publication of this book benefits the college and district by advancing the reputation of each as institutions which promote literacy, the literary arts, and creative writing and scholarship.

Dale Carranza
Physical Sciences and Technologies
Irvine Valley College

Spring Semester 2010

Title: Doctoral dissertation, first draft, entitled "Best Strategies for Improving Student Performance and Motivation in College Chemistry."

Goals and Objectives:

1. To complete the analysis of data from a classroom study of best strategies for improving student performance and motivation in college chemistry courses.
2. To complete the first draft of a dissertation directed toward best strategies for improving student performance and motivation in college chemistry courses.
3. To disseminate these findings to faculty members and other interested parties through the dissertation, which will be made available to all.

Activities: Prior to this sabbatical, a thorough review of the existing literature relating to best strategies for improving student performance and motivation in college chemistry courses, along with a quantitative and qualitative classroom study in which several of these best

strategies are tested to determine their actual impact on student performance and motivation, will have already been completed. The sabbatical activities will include the statistical analysis of this classroom data, the formulation of appropriate results and conclusions, and the subsequent completion of the first draft of this dissertation.

Chemistry students face unique challenges in classrooms and laboratories throughout our higher education institutions. In my dissertation prospectus, I explain the fact that chemistry teachers face a specific set of challenges when trying to motivate and support their students as they move toward subject mastery. What is needed at this point is for someone to aggregate these best strategies for improving student motivation and performance, to verify the utility of some of the most promising of the strategies through classroom research, and to report on the findings. I plan to accomplish this through the completion of this dissertation and its corresponding classroom research.

Products:

1. Detailed descriptions will be provided, corresponding to several best strategies for improving student performance and motivation in college chemistry courses.
2. The first draft of the dissertation itself.
3. The potential for adoption of some or all of the recommended best teaching strategies by chemistry faculty, as well as the potential adoption of these strategies by faculty in the other sciences.

Nancy Guelff Evans
Mathematics, Science & Engineering
Saddleback College

Academic Year 2009-2010

Title: The Investigation and Design of a Mathematics Learning Center

Goals and Objectives:

1. To design at least one possibility for the Saddleback Mathematics Learning Center that has been proposed as part of the renovation of the Science & Mathematics building. The design will incorporate the interests and needs of the mathematics faculty and their students at all levels, from the Basic Skills courses through the more advanced courses.
2. To research current and proposed practices, as well as current difficulties and successes in Mathematics Learning Centers at colleges and universities. Notable successes will be those of improved student retention, as well as improved performance in the Basic Skills courses, and in courses in general. Also notable are successes in management, structure, and use.
3. The completed project will be shared with members of the Saddleback Mathematics Department, who will then use it in their consideration of the design of the proposed Saddleback College Mathematics Learning Center.

Activities: The Mathematics Department at Saddleback College has preliminary architectural plans for a Saddleback College Mathematics Learning Center, upon future renovation of the Math Science building. The nonarchitectural structure, staffing, and equipping of the learning center has not been addressed. This sabbatical activity will provide at least one such design for consideration.

The design(s) will be created after analysis of existing models for mathematics learning centers. The analysis will be in the form of literature review, as well as on site visitations and interviews of individuals involved in current and proposed mathematics learning centers at other colleges. The design(s) will incorporate the interests of the Saddleback College mathematics faculty, as determined through individual and group interviews with the faculty. The results of the sabbatical will provide major groundwork for the structure of our Mathematics Learning Center. The completed design(s) will be presented to the Saddleback College mathematics faculty.

Product: There will be a design for the Saddleback College Mathematics Learning Center, a copy of which will be kept in the division office.

Petrina Friede
Liberal Arts and Learning Resources
Saddleback College

Fall Semester 2009

Title: Academic Study of the German Language with Emphasis on Modern Literature, Cultural Immersion, and Language Skill Development

Goals and Objectives:

1. Broaden and enrich my knowledge of modern German language and literature.
2. Obtain first-hand knowledge of contemporary German social, political, and cultural conditions.
3. Update teaching materials and presentation techniques for all levels of German that I teach at Saddleback College: German 1, 2, 3, and 4; German 10; German 200.
4. Obtain instructional materials to upgrade the teaching manuals I have prepared for German 10 and German 3 and 4. Create new supplements for German 200.
5. Experience living in a German city such as Berlin or Munich while learning new teaching methods from highly qualified native-speaking teachers at the Goethe Institute.

Activities:

1. Participate in a special two-week seminar, *Literature and Culture*, offered by the Goethe Institute in Germany, and participate in its extensive cultural activity component.
2. Live in Munich or Berlin, mingling as much as possible with local residents, experiencing the cultural ambience through visits to art galleries and museums, taking guided local excursions, and attending any event that could enhance my understanding of German culture.
3. Complete three upper division and/or graduate courses during the fall quarter, 2009, in the Department of German at UCI through UCI Extension Access. Learn new methods of literary analysis and read a variety of literary works.
4. Update pedagogic materials and presentation techniques for all levels of German that I teach at Saddleback College. Take digital photos of people and surroundings.

Products:

1. A demonstrable command of German language, and an equally acute awareness of German historical tradition, as well as its role in today's global economy.
2. Revised teaching manuals and innovative role playing techniques derived from day-to-day interaction with citizens of the host country that will help to engender student interest and refresh pedagogic techniques.
3. Improvement in students' understanding of the relevance of contemporary literary works.
4. Digital photo shows that enhance instruction.

Linda Gleason
Health Sciences, Human Services & Emeritus Institute
Saddleback College

Spring Semester 2010

Title: Analysis of factors affecting retention and success in the Saddleback College Nursing Program

Goals and Objectives:

1. Publish or present the Saddleback College Nursing Program case management strategies for student success.
2. Analyze the data collected during the grant to determine potential interventions to reduce attrition.
3. Minimize attrition from the nursing program due to predictable causes.
4. Maintain the achieved student success rates in the Saddleback Nursing program after grant funding ends.

Activities: My proposed project is to assist other programs who have not had the benefit of the Fostering Student Success Grant by publishing or presenting our case management strategies that have been so successful in retention and success of our nursing students. I feel compelled, as a professional responsibility to my colleagues and to the nursing education profession, to publish our success in increasing retention in the Saddleback College Nursing Program.

As Case Manager for the Fostering Student Success grant, I have been involved in the planning and execution of our case management model and have the prospective to publish the results on the success of our plan. Because we have not fully elucidated the causes of attrition, I will analyze the data to gain a better understanding and encourage collaboration with other schools of nursing on how to minimize student loss. I have the broad overview and intimate knowledge to categorize these 540 students before statistical analysis as to the reason for their success or failure for an in-depth study on what we can learn from our success and on what we could still improve. The timing is crucial as we will lose funding and the assistance of Assessment Associate International to design and run the statistical data at the end of the grant in June 2010. In addition, I would like to develop a strategy for continuing this successful program when our grant funding ceases. With this end to funding, it will be difficult to maintain the extremely high level of faculty student contact. A plan for maximizing other supports systems already in place at Saddleback College is therefore important in determining how to support the nursing students continuing in the program.

Products:

1. Manuscript for publication or for presentation at a nursing conference.
2. Completed analysis of data from Assessment Associates International.

Loma Hopkins
Counseling Services & Special Programs
Saddleback College

Fall Semester 2009

Title: Best Practices for Recruiting and Serving Students Who are Wounded Warriors

Background: The term "Wounded Warriors" is used to describe military personnel who have been injured in Iraq or Afghanistan. One of the challenges in serving the needs of this population is that many of their injuries are invisible, such as brain injuries or post traumatic stress disorder and/or the men and women themselves do not consider themselves "disabled" even though their conditions significantly change their pre-service levels of functioning. They tend not to identify with and self-refer to disabled student services even though they need those support services to succeed in college.

My role as a counselor in disabled student services is directly connected to serving all Saddleback College students with disabilities. The number of "Wounded Warriors" attending our college is expected to increase over the next few years.

Goals and Objectives:

1. To understand how to best recruit and serve students who are "Wounded Warriors."
2. To identify and understand distinguishing characteristics of "Wounded Warriors" and their counseling and disability related needs.
3. To identify best practices at other colleges that can be recommended for implementation at Saddleback College.
4. To disseminate findings to faculty, staff and administrators at Saddleback College.

Activities: Activities will include review of literature and website resources related to serving "Wounded Warriors" in the college environment. The results of a national study of what colleges and universities are doing for "Wounded Warriors" will be published by the time of this proposed sabbatical. That report will be used to select several exemplary programs to visit. Findings and recommendations will be documented and disseminated at Saddleback College.

Products:

1. Written report documenting "wounded warriors" in colleges and universities literature review and observations/interviews, including recommendations for programs, services and facilities planning at Saddleback College.
2. PowerPoint presentation summarizing findings and recommendations.

Phillis Kucharski
Health Sciences, Human Services & Emeritus Institute
Saddleback College

Spring Semester 2010

Title: Development of Medical Surgical Nursing Technology Mediated Instruction Modules

Goals and Objectives: The goal and purpose of this sabbatical project is to develop Blackboard based technology mediated instruction modules for selected topics in N172 Medical Surgical Nursing.

- Goal/Objective: To develop three to five web-based modules regarding the care of a patient with a chest tube.

Activities:

1. Review California Community College Academic Senate Guidelines for Good Practice: Technology Mediated Instruction.
2. Seek input from Saddleback College nursing faculty and appropriate hospital nursing educators.
3. Seek input from Saddleback College Innovation and Technology Center.
4. Develop a detailed outline for each individual module.
5. Develop the content component for the modules.
6. Design the technology component for the modules.

Products:

- 3 to 5 web-based modules for care of the patient with chest tubes

Roy McCord
Physical Sciences and Technologies
Irvine Valley College

Fall Semester 2009

Title: Empowering Student Success through Active Learning and Community Involvement

Goals and Objectives:

1. Develop Active Learning Modules (ALMs) that enable students to better meet Astronomy course objectives through hands-on activities.
2. Produce ALMs that create "student ambassadors" by encouraging and enabling student interaction with the community through:
 - a. Demonstration/use of their academic projects at community outreach events and/or
 - b. Submission of their work to student academic competitions.
3. Create a mechanism that encourages students to use their ALM experience as an integral part of their transfer application essay or personal statement.
4. Generate how-to-implement packages that make each ATM useable by colleagues.

Activities:

1. Identify concepts that are part of the course objectives in introductory Astronomy and for which learning may be enhanced by active, hands-on methodologies.
2. Work in the community to identify a range of community events and on-campus events that would serve as appropriate venues for student presentation of ALMs.
3. Integrate the findings of the Astronomy Program Review (completion target Spring 2009) into ALM development specifications.
4. Survey existing IVC Astronomy resources including the IVC Astronomy resource inventory as a basis for writing ALM design specifications.
5. Design at least four ALMs that:
 - a. Engage students actively in learning with independent, hands-on projects, and
 - b. Enable the students to demonstrate their work products in public venues.
6. Write an implementation description for each ALM.
7. Create documentation describing how the student can use their ALM experience to improve their own transferability.

Products:

1. Four Activity Learning Modules that specify resources and methodologies to engage students in active learning that extends to community outreach.
2. An implementation document for each ALM allowing colleagues to use the ALMs.
3. Description of how students might use their experience to improve transferability.
4. A presentation for sharing the results of the development effort with colleagues.

Katherine S. Meyer-Canales
Mathematics, Science & Engineering
Saddleback College

Academic Year 2009-10

Title: Professional and Curriculum Development

Goals and Objectives:

1. To prepare to teach astronomy courses (general astronomy and observational astronomy) by obtaining professional development and developing course curriculum.
2. To enhance Physics 4 series lectures by further developing Physics Lecture Material to include PowerPoint animations like that seen on attached C.D.
3. If time permits, to begin and possibly complete construction of a Physics webpage.

Activities:

1. Prepare lecture notes, demonstrations and assessments for Astronomy 20 course. Take a course in observational astronomy. Gain experience finding objects in the night sky using a telescope(s).
2. Create PowerPoint animations for PH 4 courses similar to the one on the attached C.D. This will decrease the time spent on trivial parts of the lecture and enable the Professor to cover such material more quickly and then allow both students and Professor to spend more time on other important and/or more challenging concepts. Due to having more time to cover challenging lecture concepts, the Professor can slow

down and implement creative pedagogical techniques such as cooperative learning opportunities, inductive lessons and in-class conceptual questions similar in style to those of Physics Professor Eric Mazur of Harvard University.

3. Develop webpage for PH 4 courses to access course handouts (to include example problems, conceptual questions, tables, summaries, PowerPoint presentations, laboratory experiments, etc.). The students will be able to access course material from remote locations and reference course material without printing it. It gives me a way to post quiz solutions, etc. for the students to check their work. The course website will periodically be used by me in class, to refer to a concept, etc.

Products:

1. General and observational astronomy lecture notes, PowerPoint presentations, assessments (quizzes and/or exams), selected homework problems, ability to locate objects with a telescope.
2. A number of PowerPoint animations that I will use in my lectures and students can reference for review or later use which teach concepts, summarize concepts and make use of pedagogical techniques (such as cooperative learning, inductive learning and conceptual questions like those of Physics Professor Eric Mazur from Harvard University) alternative to traditional lecture.
3. Course material and handouts will be placed online. The course handouts would include example problems, conceptual questions, tables, summaries, PowerPoint presentations, laboratory experiments, activities, etc. I have ~44 chapters worth of material that would eventually be placed on either the PH 4A, 4B or 4C course website.

June Millovich
Social and Behavioral Sciences
Saddleback College

Spring Semester 2010

Title: Self-Study Report for the National Association for the Education of Young Children's Associate Degree Accreditation Program

Goal(s) and Objective(s): The intent of this sabbatical project is to complete the self study component of the accreditation requirements for the Saddleback College Child Development Department in preparation for our peer reviewer team visit. I will complete this goal by preparing all required documents and charts as listed in the accreditation manual.

Activities: The National Association for the Education of Young Children's Early Childhood Associate Degree Accreditation recognizes associate degree programs in colleges demonstrate evidence of meeting NAEYC's accreditation standards.

The accreditation manual includes the list of specific documents required to demonstrate this alignment with national standards.

The activities in my sabbatical project will be collecting, developing and presenting these required documents.

Product(s):

A completed Self-Study report ready to submit to the National Association for the Education of Young Children's Associate Degree Accreditation commission

Charles Myers
Advanced Technology and Applied Science
Saddleback College

Academic Year 2009-2010

Title: Ultra-Low Budget HD Filmmaking Practicum

Goals and Objectives:

1. To develop 8 to 12 new or substantially modified lessons for use in the film production (I, II, III), editing (I, II, Special Effects) and cinematography classes in the following subjects:
 - Production Management (the budgeting, scheduling, and management of a movie shoot)
 - Cinematography (the camera and lighting departments)
 - Workflow (the maintenance and management of digital media)
 - Post-production editing and special effects
 - Technology, particularly in HD
 - Field audio acquisition
 - Field HD acquisition (for example, the creation of a new role on the camera crew, that of Digital Information Technician a.k.a. DIT which has now replaced the Second Camera Assistant on HD-based shoots)
 - Distribution, financing, and the motion picture business plan.
2. The new lessons, labs, technology and techniques will be pilot tested by faculty and students, and modifications made as needed.
3. The project will be shared with local high school instructors so that we may continue our articulation agreements and common curriculum in our entry-level classes.

Activities:

At USC I learned the classic "studio system" of filmmaking, which is based on certain principles such as:

- 35 mm film as the core production media
- The overwhelming dominance of the domestic market, particularly theatrical, as the basis for a distribution strategy
- The model of relatively high-budget production (typically 10-20 million dollar budgets on up) used to determine shooting schedules and production techniques
- The assumption of a union crew and subsequently union rules and penalties
- The assumption that the movie will be shot within the Los Angeles-based "studio zone."

Filmmaking has changed dramatically since then. Though I have made a number of pictures based on the old model, I have been forced to incrementally move towards the new paradigm of filmmaking that is changing the way films are made and distributed. This new method is radically different than the old model and can be summed up by these points:

- High-definition digital cinema as the core production media.
- The overwhelming dominance of the international markets, especially in DVD as the basis for distribution strategy. This is being modified already by the emergence of global, internet-based distribution.
- The model of ultra-low budgets (clearly less than 1 million dollars and often \$200,000 and less) that, in turn, determine shooting schedules and production techniques.
- The assumption of a non-union crew and therefore greater workforce and production flexibility.
- The assumption of a location-based production.

The trend towards this type of filmmaking is unquestioned. Indeed, two major creative unions, the Screen Actors Guild (SAG) and the Writers Guild of America (WGA) have already created new rate scales for productions under \$625,000 and \$200,000 (see <http://www.sagindie.org/resources/contracts/> for an example) and are given the official classification of "Ultra-Low Budget". This is not only the fastest-growing segment in film production but also the most stable financially as the level of risk is relatively low. It is, in my belief, the segment of the market that we need to target.

What I propose to do is to codify the principles inherent in ultra-low budget/high-definition filmmaking into a coherent, teachable set of skills with the intent of making my students the most immediately employable group of young filmmakers in the country.

Products:

1. 8 - 12 outlined lessons and associated lab activities.
2. Results from pilot test with students.
3. Documentation of meetings with local area "feeder" high schools.

Janine O'Buchon
Health Sciences, Human Services & Emeritus Institute
Saddleback College

Spring Semester 2010

Title: Course Development: Interpretation and Application of Laboratory Values
Related to Medical-Surgical Patients.

Goals and Objectives: The purpose of this sabbatical is to identify student learning needs related to interpretation of laboratory values and to develop a course to facilitate student learning specific to laboratory interpretation associated with disease pathology. A course dedicated to interpreting laboratory values will provide students with knowledge that can be applied during clinical lab experiences. As a result of this course, the student learning outcomes in medical-surgical nursing courses will be positively impacted.

The goal of this sabbatical project is to identify and analyze the student learning needs related to laboratory values for students enrolled in the medical-surgical courses of the Registered Nursing Program and to develop a new course which addresses the student learning needs related to interpretation and application of laboratory values in the clinical setting.

Activities: The course will be developed after careful review of the literature and the surveys from nursing students and nursing faculty. Laboratory tests used for differential diagnoses and ongoing assessment of specific medical-surgical disease/disorder states will be included. These laboratory tests will coordinate with and augment current components of the current medical-surgical nursing curriculum. Case studies will be used to develop critical thinking and problem solving skills related to interpretation of laboratory values and application to medical-surgical patients.

In recent years, the complexity of patients admitted to hospitals has continued to increase related to regulatory agencies and the aging of America. The co-morbidities of the patient population have challenged nurses to adequately interpret laboratory values to safely care for these complex patients. In the clinical lab, nursing students are required to research laboratory values for each patient and interpret them related to the patient pathology. This has become more difficult with increasing acuities of patients. Nursing students need to apply understanding of laboratory values to safely intervene for assigned patients in the clinical lab. Students have struggled to apply the interpretation of laboratory values, voiced concern at a recent faculty meeting and asked for assistance in this area.

Products:

1. Student learning needs survey
2. New course curriculum and syllabus

Diane Pestolesi
Health Sciences and Human Services
Saddleback College

Spring Semester 2010

Title: The Feasibility of Developing a Regional Simulation Center (RSC) at the Advanced Technology Education Park (ATEP)

Goals and Objectives:

1. To produce a study that evaluates the feasibility of developing a multicenter, multidisciplinary nursing and healthcare regional simulation center at the Advanced Technology Education Park.
2. The study will be developed with input from ATEP/SOCCCD administration, as well as with already established regional simulation center coordinators, and potential clinical and academic partners.
3. The project will be shared with members of the Orange County Long Beach Nursing Consortium that is made up of nursing college educators and hospital educators as well as with ATEP/SOCCCD/Saddleback College administration and the Saddleback College Health Science and Human Services faculty.

Activities: Due to the ongoing nursing shortage and the need for increased numbers of health care providers in Orange County and California an alternative to the traditional in hospital clinical experience must be considered. Multicenter, multidisciplinary Regional Simulation Centers have been developed across the county to meet the need to educate and evaluate competency for nursing students and various other health care providers. These centers have demonstrated the ability to provide effective, competency based clinical experiences to students otherwise would have very limited if any exposure. Currently there are no multicenter, multidisciplinary RSC's in Orange County.

The feasibility study will be written after careful review of literature regarding simulation and after obtaining feedback from ATEP/SOCCCD administration, already established regional simulation center coordinators and clinical and academic partners. The feasibility study will include: identification of core new graduate nursing competencies identification of competencies that are conducive to evaluation by simulation, proposed space and floor plan requirements for RSC well as examples, identification of potential clinical and academic partners and levels of participation, as well as a sample inventory list and projected costs from start up, including training, maintenance and plans for sustainability and growth.

Products:

1. List of potential clinical/ academic partners
2. Core New Graduate Nursing Competencies
3. Clinical simulation(s) that are representative of core new graduate nursing competencies
4. Feasibility study for a RSC at ATEP
5. Sample floor plan inventory list with projected costs

Michael Petricig
Mathematics, Science Engineering
Saddleback College

Spring Semester 2010

Title: Calculus Computer Assignment Redesign

Goal(s) and Objective(s): To rewrite the computer lab assignments used in all sections of *Analytic Geometry and Calculus* (Mathematics 3A). Over 400 students take this course each year, but the software used in the assignments has been discontinued. Another mathematical software program must be selected and the assignments must be rewritten in order to use it.

Activities:

1. Evaluate several popular mathematical software programs and select one that is most suitable for use with the lab assignments.
2. Rewrite each of the lab assignments so that they can be used with the new software.

Products:

1. A complete set of printed computer lab assignments which will be sold to students in the bookstore.
2. Answer keys for the instructors.

Daniel E. Rivas
Humanities & Languages
Irvine Valley College

Spring Semester 2010

Title: New Directions for the Teaching of French at Irvine Valley College

Goal: To improve and update the teaching of French at Irvine Valley College

Objectives:

1. Assess the current state of the teaching of French at neighboring colleges and universities and, if time permits, at other, more remote institutions.
2. Document and study "best practices," particularly in the context of instructional approaches, methodologies, and the uses of technology and incorporate them into my teaching.
3. Investigate the feasibility of offering a first semester, online language course.

Activities: I will contact Foreign Language Coordinators at various colleges/universities in order to identify key faculty in French Departments. I will document my findings through a series of visits to Foreign Language Departments, faculty and coordinator interviews, classroom visitations, interviews with instructional technology and curriculum personnel, language lab staff, and textbook representatives.

With the assistance of colleagues at various Foreign Language Departments, I will identify existing best practices in the teaching of French, particularly as it relates to methodology, online instruction, the use of technology, and curriculum design, including student learning outcomes.

Based on these findings, I will report on the feasibility of offering a first semester online language course.

If time permits, and also based on my findings, I will develop several classroom prototypes using the latest technology (e.g., PowerPoint) for presentation of classroom material that incorporates digitized images and sound. These are images that would be commonly used in elementary French (or any foreign language) course in order to teach vocabulary and serve as prompts for conversation.

Products:

1. Documentation and narrative of meetings with Foreign Language Coordinators, French faculty, instructional technology personnel.
2. Documentation of classroom observation of best practices (instructional materials, syllabi, curriculum materials). Incorporation of selected best practices into my own lesson plans.
3. A feasibility study of a first semester, online foreign language course.
4. If time permits, a file of PowerPoint digitized images commonly used in elementary French courses.

Dorothy Sherling
Mathematics, Computer Science and Engineering
Irvine Valley College

Academic Year 2009-10

Title: Developing Leadership Styles and Management Skills Through Immersion

Goals and Objectives:

1. To develop leadership skills and acquire on-the-job administrative experience under the mentorship of seasoned administrators at other academic institutions.
2. To learn new problem solving approaches and enhance my knowledge and experience in efficient fiscal, academic and personnel management.
3. To return to Irvine Valley College with new ideas and improved leadership and management skills that I can apply to projects and initiatives that serve the mission and college-wide goals of the college.

Activities: I am applying for an ACE Fellowship through the American Council on Education. I am seeking an academic year placement at a host institution through this leadership immersion program. If selected, I will spend the 2009-10 academic year on a host campus working directly with the president and senior-level administrators at that site. Prior to departing for the host institution, the college president and I will work to identify an issue of strategic importance to our college. As part of the learning experience on the sabbatical, I will explore this issue by gathering information and resources, consulting with mentors and other Fellows in the community, observing how other campuses are meeting the challenge, and preparing to share the information on my return.

Products:

1. Prepared position papers and/or a briefing for presidential staff on the topic selected prior to the start of the project.
2. Direct enhancement of my own leadership and management skills coupled with a readiness to more broadly serve the college's mission and goals.
3. Access to a national network of colleagues and institutions that are committed to sharing their best practices and approaches to institutional issues and challenges.

Tiffany Tran
Guidance and Counseling
Irvine Valley College

Spring Semester 2010

Title: Update the IVC Student Academic Planner to align with IVC's College Studies 1 - Academic Planning - course.

The Planner has three parts:

Part One is approximately 42 pages that has the following categories:

- Important Deadlines/Dates
- How to Register
- Student Resources

- Transfer Information
- Useful Information on dropping classes, accessing course grades, application, graduation, obtaining transcripts, student fees, MySite, Blackboard and MAP.

Part Two is a weekly and monthly calendar for students to use throughout the academic year. This part of the Planner is a standard calendar.

Part Three includes 25 pages of goal setting, time management, note-taking, test-taking, stress management, money sense and writing strategies.

Background information on College Studies 1 Academic Planning: This course covers time management, note-taking, test-taking, college resources and expectations, academic policies, vocational programs, associate degrees, transfer requirements, and how to choose a major. This course is transferable to all UC and CSU's and also meets CSU general education for Area E.

Goals and Objectives:

- To review Part One, Two and Three and evaluate the importance and usefulness of each section.
- To prioritize the various student services and confirm with departments the accuracy of information.
- To develop and conduct student and counselor surveys and based on results implement suggestions and recommendations.
- To customize study skills strategies such as how to improve time management, note-taking and test-taking to align with CSTU 1.
- To review 14 community colleges, Region 8 colleges, student planners and conduct Competitor Mapping of best practices in content, visual appeal and order of information.

Activities:

- Conduct student and counselors surveys.
- Meet with appropriate Student Services staff, faculty and administrators to update information.
- Customize study skills strategies to parallel with CSTU 1 course.
- Look at other community colleges' Planner and use "best" strategies.

Products

- An updated Part One, Part Two and Part Three of the Planner to use in CSTU 1 course.

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: CCCT Board of Directors Nomination
ACTION: Approval

BACKGROUND

The California Community College Trustees (CCCT) was conceived with the idea that all community college trustees in California, joined together in one organization, could successfully work to preserve and improve California's quality, community-based, locally-governed colleges. The CCCT Board of Directors consists of twenty-one members, including a non-voting Student Trustee Director, and meets five times a year.

STATUS

From January 1 through February 15, 2009, nominations for membership on the CCCT Board of Directors will be accepted in the League office. Nominations are to be made by each district Board of Trustees who are members of CCCT, and each District may nominate only members of its board. Each nominee must have consented to be nominated, and only one Trustee per District may serve on the Board. During the election period between March 10 and April 25, each member District will have one vote for each of the ten vacancies on the CCCT board who will serve two-year terms. The newly elected members of the Board will assume their responsibilities at the conclusion of the annual conference on May 3, 2009.

RECOMMENDATION

It is recommended that the Board of Trustees determine if they wish to make any nominations for membership on the CCCT Board of Directors, and, if so, approve the nominations(s) for transmittal to the CCCT office.

Item Submitted By: *Dr. Raghu P. Mathur, Chancellor*

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: Board Policy Revision: BP 3003-Fiduciary Responsibilities and Ethics, BP 5611- Open Enrollment, Prerequisites, Corequisites, and Advisories Policy, BP 2120 – Institutional Planning, BP 5615 – Multiple and Overlapping Enrollments

ACTION: Approval

BACKGROUND

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

STATUS

Four board policies are being presented to the board for "Discussion/Approval". The new language and amendments to the board policies were reviewed and revised by the District's Board Policy and Administrative Regulation Advisory Council, which was established by Chancellor Mathur, and includes collegial consultation group representatives.

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Cabinet on October 16, 2008 or November 6, 2008 respectively for review and recommendation to the Chancellor, and to the Board of Trustees for review and study at the November 17, 2008 board meeting and the December 5, 2008 board meeting for discussion/approval.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the board policies, as shown in EXHIBIT A through D.

BOARD POLICY

3003

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS

FIDUCIARY RESPONSIBILITIES AND ETHICS

An employee shall not have any participation in the recommendation of any contract made by the District in which an employee has a financial interest. An employee shall not be deemed to be financially interested in a contract if he or she has only a remote interest in the contract. Remote interests are specified in Government Code Section 1091(b).

An employee shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his or her duties.

Employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law. The limitation on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. Gifts of travel and related lodging and subsistence shall be subject to the limitations except as described in Government Code Section 89506.

Reference:

Government Code Sections 1091(b), 89506

BOARD POLICY

5611

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS

OPEN ENROLLMENT, PREREQUISITES, COREQUISITES, AND ADVISORIES POLICY

The Board of Trustees of the South Orange County Community College District affirms a policy of open enrollment. Unless specifically exempted by statute, every course and course section or class, wherever offered and maintained by the district and where FTES (Full-Time Equivalent Students) is reported for state aid, shall be fully open to enrollment and participation by any person admitted to the college and who meets such prerequisites, corequisites, and advisories as established by the board in accordance with Title 5, Calif. Code of Regulations, Sections 55002, 55000, 55201, 55202, 55530, 55534, 58100, and 58106.

The College President is authorized to establish pre-requisites, co-requisites and advisories on recommended preparation for courses in the curriculum. All such pre-requisites, co-requisites and advisories shall be established in accordance with the standards set out in Title 5. Pre-requisites, co-requisites or advisories shall be necessary and appropriate for achieving the purpose for which they are established. Administrative Regulation 5611 outlines the procedures in which a pre-requisite or co-requisite may be challenged by a student on grounds permitted by law. Pre-requisites, co-requisites and advisories shall be identified in District publications available to students.

Reference:

Title 5, Sections ~~55200~~55000, 55201, 55202, 55530, 55534, 58100 and ~~58106-55003~~

Revised: 5-15-89

Revised: 3-14-94

Technical Update: 4-26-99

Revised: 5-27-08

BOARD POLICY

2120

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

ADMINISTRATION

INSTITUTIONAL PLANNING

The Chancellor shall ensure that the colleges, ATEP and the District Services utilizes a broad-based comprehensive, systematic and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.

The Chancellor shall submit the plans to the Board of Trustees for approval per Title 5 and California Community College Chancellor's Office.

Reference:

Accreditation Standard I.B.

Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250, 55510, 56270 et seq.

BOARD POLICY

5615

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS

MULTIPLE AND OVERLAPPING ENROLLMENTS

The district may not permit a student to enroll in two or more sections of the same credit course during the same term unless the length of the course is such that a student may enroll in two or more sections of the same course during the same term without being enrolled in more than one section at any given time. Students needing additional instruction in the subject matter while enrolled in a course may be referred for individualized tutoring pursuant to Title 5 Section 58170 or supplemental learning assistance pursuant to Title 5 Sections 58172 and 58164.

A district may not permit a student to enroll in two or more courses where the meeting times for the courses overlap.

Reference:

Education Code, Section 70901

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Board Policy Revision: BP 2101-Delegation of Authority to the College President
ACTION: Discussion/Approval

BACKGROUND

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

STATUS

One board policy is presented to the board for "Discussion/Approval." The new language and amendments to the board policy were reviewed and revised by the District's Board Policy and Administrative Regulation Advisory Council, which was established by Chancellor Mathur, and includes collegial consultation group representatives.

Legal counsel has been involved throughout the review process. The proposed policy was presented to the Chancellor's Cabinet on November 20, 2008 for review and recommendation to the Chancellor and to the Board of Trustees for review and study at the December 5, 2008 board meeting.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept for discussion/approval the board policy, as shown in EXHIBIT A.

BOARD POLICY

2101

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

ADMINISTRATION

DELEGATION OF AUTHORITY TO THE COLLEGE PRESIDENT

The President is the Chief Executive Officer of the college. The President reports to, assists, and supports the Chancellor in the performance of the duties delegated by the Board of Trustees in Board Policy 2100. The President is responsible for implementing the colleges' strategic plan and district policies. The President's administrative organization shall be the established authority on campus and the College President is the final authority at the college level.

The Chancellor delegates authority to the College President for the following functions:

1. Provide leadership in the development and implementation of a sustainable master plan and integrated strategic plan. Based upon on-going institutional research, both plans should consider accreditation standards and student success issues, as well as drive the budget process and resource allocation.
2. Promote and support learning, teaching, and student success, including the maintenance and improvement of quality instructional and support services.
3. Provide leadership in the development and implementation of career technical education to meet the needs in the community.
4. Provide leadership in the development and implementation of a comprehensive enrollment management plan.
5. Develop and monitor the college budget and assume fiscal responsibility.
6. Provide college employees with the opportunity to successfully achieve high standards in their work by fostering a culture of teamwork and professional and leadership development.
7. Propose strategies for selecting and retaining a diverse high quality full-time faculty, staff and administrators.
8. Select and extend offers of employment for faculty, administrators and classified positions for the college.
9. Provide leadership and empower the administrative team.
10. Provide leadership focusing on accountability and professional conduct.
11. Assume a highly visible leadership role in the community and build strategic partnerships with corporate, educational and community-based organizations.

DELEGATION OF AUTHORITY TO THE COLLEGE PRESIDENT

12. Develop and implement emergency preparedness plans.
13. Provide a participatory governance process.
14. Other related functions.

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Board Policy Revision: BP 5625 – Students in the Military
ACTION: Acceptance for Review and Study

BACKGROUND

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

STATUS

One board policy is presented to the board for "Review and Study." The new language and amendments to the board policy were reviewed and revised by the District's Board Policy and Administrative Regulation Advisory Council, which was established by Chancellor Mathur, and includes collegial consultation group representatives.

Legal counsel has been involved throughout the review process. The proposed policy was presented to the Chancellor's Cabinet on January 8, 2009 for review and recommendation to the Chancellor.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept for review and study board policy, as shown in EXHIBIT A.

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

5625
STUDENTS

CREDIT FOR MILITARY SERVICE

Six semester units of general elective credit will be awarded for a minimum of one year of active honorable service.

In addition, credit will be awarded for work completed successfully in military service schools, not to exceed fifteen semester units, according to the recommendations of the American Council of Education as stipulated in the Guide to the Evaluation of Educational Experiences in the Armed Forces, or by the Commission on Educational Credit. Award to credit from military service will be granted upon completion of twelve units in residence and application for an evaluation for the Associate Degree (Calif. Ed. Code, Section 70902).

STUDENTS IN THE MILITARY

In order to meet the unique educational demands of active duty services personnel and their dependents, the South Orange County Community College District offers services for active duty military and their dependents, including contracts for degrees; counseling; and service-oriented entrance, resident, transfer, and credit requirements.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**ITEM: 6.15
DATE: 01/20/09**

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Academic Personnel Actions – Regular Items
ACTION: Approval/Ratification

BACKGROUND

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

STATUS

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

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

RECOMMENDATION

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

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

- a. NELSON, TERENCE, is to be employed as Assistant Dean, Counseling Services and Special Programs, Pos #3913, Academic Administrator Salary Range I, Step 1, Division of Counseling Services and Special Programs, Saddleback College, effective January 5, 2009. This is a new position approved by the Board of Trustees on August 22, 2007. (Exhibit B, Attachment 1)

2. **ACADEMIC EMPLOYMENT** (Ratified – Pursuant to Board Policy 4002.1)

- a. HUGGINS, BARBARA, is to be employed as Nursing Instructor, Pos #3806, Division of Health Sciences and Human Services, Saddleback College, effective January 5, 2009. Approximate Salary Placement: Class IV, Step 11. This is a replacement position for Kathleen Winston, who resigned. (Exhibit B, Attachment 2)

3. **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>
Alford, Marya	MFA/Fine Arts	Photography/SC	II/6	01/12/09
Bahrami, Farideh	MS/Nursing	Nursing/SC	II/6	01/12/09
Blankenship-Williams, L.	Ph.D./Marine Bio.	Biology/SC	V/6	01/12/09
Eubank, Christine	MA/History	History/IVC	II/6	01/12/09
Formanek, Donald	MFA/Theater Arts	Theater/IVC	II/6	01/12/09
Gross, Cynthia	MS/Nursing	Nursing/SC	II/6	01/12/09
¹ Hooper, Gail	MS/Special Ed.	Counseling/SC	III/20	01/12/09
Houska, Robert	MA/Biology	Biology/SC	II/6	01/12/09
² Michelon, Cheryl	MFA/Art	Art/SC	II/6	01/12/09
Ratcliffe, Gene	MS/Botany	Horticulture/SC	II/6	01/12/09
Robison, Michelle	MA/Psychology	Psychology/SC	II/6	01/12/09
Serna, Patricia	MA/History	History/SC	II/6	01/12/09
Slayton, Shawn	MS/Engineering	Engineering/IVC	II/6	01/12/09
Wolff, James	BA/Business	CIM/IVC	I/6	01/12/09
Zimmerman, Ray	PhD/English	English/IVC	V/6	01/12/09

¹ SOCCCD retiree, rehired part time.

² Last worked at SOCCCD Fall 2004.

A. NEW PERSONNEL APPOINTMENTS - Continued

3. **ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF** (Ratified - Pursuant to Board Policy 4002.1)

EQUIVALENCY

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary</u>	<u>Start Date</u>
Aldana, Daniel	MD/Medicine	Anatomy/IVC	V/6	01/12/09

Equivalency is based on a Doctor of Medicine degree from Yale University in New Haven, Connecticut, and a Bachelor of Arts degree in Biology from La Sierra University in Riverside, California. Dr. Aldana has served as Chief Resident of Loma Linda Children's Hospital and taught principles of medicine and pediatrics to medical students, interns, and residents. He has been published in the Journal of Theoretical Biology, and lectured at hospitals and agencies throughout Southern California.

De Leon, Haryn	High Sch. Diploma	Design Model Mkg./ATEP	I/6	01/12/09
----------------	-------------------	------------------------	-----	----------

Equivalency is based on coursework in Rapid Prototyping, Model Making, and Design at Art Center College of Design in Pasadena, and over eight years of experience in the Rapid Prototyping field. Mr. De Leon founded his own technology and consulting company, Exit 23, in 2006, and is currently the Technology and Design Consultant for this business. He is also employed by Morpheus Prototypes, a rapid prototyping service bureau, where he applies his skills, experience, and education in the field to assist companies with the creation of functional or visual prototypes.

Green, Tracy	MPA/Public Adm.	Management/IVC	II/6	01/12/09
--------------	-----------------	----------------	------	----------

Equivalency is based on a Master of Public Administration degree from California State University, Dominguez Hills, and her pursuit of a Doctorate in Business Administration from Tuoro University online. Ms. Green has owned her own real estate development business for over eight years. Her clients include the California Department of Toxic Substances, JP Morgan Chase, and Countrywide, among others. Ms. Green served as Director of Acquisitions for BUILD Leadership Development, Inc. from 1997-2001.

A. NEW PERSONNEL APPOINTMENTS - Continued

3. **ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF** (Ratified - Pursuant to Board Policy 4002.1)

EQUIVALENCY

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary</u>	<u>Placement</u>	<u>Start Date</u>
³ Helm, Benjamin	BA/English Lit.	PhysicalEd. /SC	I/6		01/12/09

Equivalency is based on a Bachelor of Arts degree in English Literature from Wittenburg University in Springfield, Ohio, and extensive experience as a soccer player and coach. Mr. Helm is currently the Assistant Women's Soccer Coaching Aide at Irvine Valley College. Mr. Helm has been a soccer player for over twenty-five years and has played at the college and semi-professional levels. He has been coaching soccer at all ages and levels for over ten years, including assistant coaching experience at four different colleges and universities.

⁴ Lin, Joseph	BS/Elec.Engineer.	Physical Ed./IVC	I/6		01/12/09
--------------------------	-------------------	------------------	-----	--	----------

Equivalency is based upon a Bachelor of Science degree in Electrical Engineering from California State University, Fullerton, CA. and experience assisting in badminton coaching at Irvine Valley College for the past ten years. Mr. Lin has helped the Irvine Valley College Physical Education and Athletics Department recruit and retain several young badminton players who have gone on to represent the United States and has been a part of the coaching staff that won four consecutive State Championships. In addition to his coaching duties at Irvine Valley College, Mr. Lin heads up the Irvine Chinese Badminton Club of which he is the founder.

⁵ Salazar, Irma	BS/Business Mgmt	Fashion/SC	I/6		01/12/09
----------------------------	------------------	------------	-----	--	----------

Equivalency is based upon a Bachelor's degree in Business & Management from University of Redlands, Redlands, CA. and an Associate of Arts degree in Fashion Design, and certificates in Fashion Design, Advanced Fashion Design, and Apparel Manufacturing from Saddleback College, Mission Viejo, CA. Ms. Salazar professional experience includes over fifteen years of working in computer programming; assistant teaching at Saddleback College in Basic Sewing, Intermediate Sewing, and Draping classes; as well as in fashion design for accessories, children's wear, and swim/surf wear, for companies such as: CachCach, Pearl Swimwear, Unnurwear, Staci Schubert Designs, and her own line, Andale. She has also been a line representative and worked in trade shows such as Magic, ASR, and Baby Expo. Ms. Salazar has won both student and industry professional awards for her design work.

³ Mr. Helm is a temporary Classified Coaching Aide, School of Health, Physical Education and Athletics, Irvine Valley College.

⁴ Mr. Lin is a temporary Classified Coaching Aide, , School of Health, Physical Education and Athletics, Irvine Valley College.

⁵ Ms. Salazar has been a temporary Classified Project Specialist for the Advanced Technology and Applied Sciences Division at Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

3. **ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF** (Ratified - Pursuant to Board Policy 4002.1)

EQUIVALENCY

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary</u>	<u>Placement</u>	<u>Start Date</u>
Shaw, Glenda	BA/Film & TV	Comm. Arts/SC	I/6		01/12/09

Equivalency is based upon an Bachelor of Arts degree, with honors, in Film and Television Media from the University of South Australia, with an emphasis on courses in film, television, and drama. Ms. Shaw has over twenty years of experience as a television producer, production manager and writer for national and international television shows with stints at Paramount, MTV, King World, and Viacom. Ms. Shaw has also been twice nominated for an Emmy Award from the National Academy of Television Arts and Sciences.

⁶Strazzulla, Linda BS/Kinesiology Kinesiology/SC I/6 01/12/09

Equivalency is based upon Ms. Strazzulla's Bachelor of Science degree in Kinesiology with a minor in Sports Psychology and Coaching from California State University, Fullerton, and earning her Mental Game Coaching Program certificate. Ms. Strazzulla has over twenty years of soccer and coaching experience, some at Division I universities, and taught soccer at Capistrano Valley High School in Mission Viejo in 2007.

B. AUTHORIZATION TO ELIMINATE ACADEMIC POSITION AND/OR POSITION NUMBERS

1. DIRECTOR, CACT, Pos #2459, Academic Administrator Salary Range I, Advanced Technology and Education Park seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, effective February 2, 2009. (Position approved: July 31, 2000)

C. CHANGE OF STATUS

1. HUNT, MATTHEWS, ID #10899, ESL Instructor, Pos #2340, Academic Faculty Salary Column V, Step 18, Division of Liberal Arts and Learning Resources, Saddleback College has been granted a voluntary transfer to English (Composition) Instructor, Pos #1665, Writing Center, Division of Liberal Arts and Learning Resources, Saddleback College Academic Faculty Salary Column V, Step 18, effective August 17, 2009. This is a replacement position for Julia Bleakney, who resigned.
2. RIVAS, DANIEL, ID #1026, Acting Dean of Humanities and Languages, Social Sciences and Library Services, Pos #3886, Academic Administrator Salary Range II, Step 6, Irvine Valley College, is to return to his permanent assignment as full-time Spanish Instructor, Pos #2281, Academic Faculty Salary Column V, Step 30, School of Humanities and Languages, Irvine Valley College, effective January 1, 2009.

⁶ Ms. Strazzulla is a Classified Coaching Aide for the Physical Education, Kinesiology and Athletics Division at Saddleback College.

D. 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 2007/2008 and 2008/2009 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount</u>	<u>Effective Date</u>
Bornemann, Robert	Fall 2008 SLO/SC	\$ 103.46	08/18/08-09/04/08
Camelot, Allison	Chair, Women's & Gender/SC	1,591.65	01/12/09-05/21/09
Camelot, Allison	Create Fall 2008 SLO/SC	159.15	05/01/08-10/01/08
Cesareo-Silva, Claire	Create Fall 2008 SLO/SC	604.76	05/01/08-10/01/08
Crary, Paul	Fall 2008 SLO/SC	71.63	08/18/08-09/04/08
Dominguez, Carmen	Fall 2008 SLO/SC	286.50	08/18/08-09/04/08
Farthing, Scott	Fall 2008 SLO/SC	318.33	08/18/08-09/04/08
Fennell, Patrick	Fall 2008 SLO/SC	827.66	08/18/08-09/04/08
Galbraith, Mark	Athletic Team Physicals/SC	1,250.00	01/12/09-02/28/09
Garcia, Renee	Create Fall 2008 SLO/SC	95.49	05/01/08-10/01/08
Himes, Marjorie	Assist Dance Concert/IVC	400.00	04/01/09-05/31/09
Jolley, Alana	Create Fall 2008 SLO/SC	31.83	05/01/08-10/01/08
Jones, Lawrence	Fall 2008 SLO/SC	286.50	08/18/08-09/04/08
Leighton, Ronald	Fall 2008 SLO/SC	413.83	08/18/08-09/04/08
Leppien-Christensen, J.	Create Fall 2008 SLO/SC	63.66	05/01/08-10/01/08
Levin, Patricia	Fall 2008 SLO/SC	127.33	08/18/08-09/04/08
Lewis, Diane	Fall 2008 SLO/SC	127.33	08/18/08-09/04/08
Luke, Gary	Prep 2010 Great Tch. Sem./SC	1,000.00	12/18/08-01/15/09
Marangi, Kent	Athletic Team Physicals/SC	1,500.00	01/12/09-02/28/09
Mayenzet, Maria	Fall 2008 SLO/SC	63.67	08/18/08-09/04/08
McFann, Kent	Fall 2008 SLO/SC	413.83	08/18/08-09/04/08
Mikolajczak, Michaelyn	Vice Pres., Academic Senate/SC	6,366.00	01/12/09-05/21/09
Millovich, June	ROP Mentor Teachers/SC	700.00	10/04/08-12/06/08
Millovich, June	Project Facilitator ROP/SC	1,200.00	10/04/08-12/06/08
Neubauer, Laura	Writing Lab./SC	50.00	08/25/08-12/19/08
Obermeyer, Veronica	Fall 2008 SLO/SC	127.33	08/18/08-09/04/08
Prince, Ellen	Fall 2008 SLO/SC	63.67	08/18/08-09/04/08
Radden, Larry	Fall 2008 SLO/SC	71.63	08/18/08-09/04/08
Ridnor, Rachel	Coordinator, Spring SLO/SC	3,183.30	01/12/09-05/21/09
Rollins, Rebecca	Fall 2008 SLO/SC	445.66	08/18/08-09/04/08
Scarola, Lenny	Fall 2008 SLO/SC	413.83	08/18/08-09/04/08
Sellers, Joey	Fall 2008 SLO/SC	573.00	08/18/08-09/04/08
Stankovich, Kimberly	Fall 2008 SLO/SC	103.46	08/18/08-09/04/08
Tamialis, Barbara	ROP Mentor Teachers/SC	300.00	10/04/08-12/06/08
Tran, Tiffany	Chair, Guidance/Counseling/IVC	3,183.00	01/12/09-05/22/09
Vidal-Prudholme, L.	ROP Mentor Teachers/SC	500.00	10/04/08-12/06/08
Weston, Norman	Fall 2008 SLO/SC	222.83	08/18/08-09/04/08
White, Richard	Fall 2008 SLO/SC	286.50	08/18/08-09/04/08
Wilcox, Rosalinde	Fall 2008 SLO/SC	350.68	08/18/08-09/04/08
Ziehm, Carol	Chair, Journalism/SC	1,591.65	01/12/09-05/21/09
Ziehm, Carol	Proofread/Writing Lab Wkshp/ SC	50.00	08/25/08-12/19/08

D. 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 2008/2009 fiscal year.

<u>Name</u>	<u>Assignment/Project</u>	<u>Effective Dates</u>
Alessi, Anna-Marie	Reading Challenge and ESL Essays/SC	01/05/09-05/22/09
Barraza, Greg	Reading Challenge and ESL Essays/SC	01/05/09-05/22/09
Chapman, Tamy	Reading Challenge and ESL Essays/SC	01/05/09-05/22/09
Frazier, Vanessa	Reading Challenge and ESL Essays/SC	01/05/09-05/22/09
Gilman, Bruce	Reading Challenge and ESL Essays/SC	01/05/09-05/22/09
Grunkemeyer, Christina	Reading Challenge and ESL Essays/SC	01/05/09-05/22/09
Hadjibabaie, Patricia	Reading Challenge and ESL Essays/SC	01/05/09-05/22/09
Hedgecock, Jennifer	Reading Challenge and ESL Essays/SC	01/05/09-05/22/09
Henderson, Pamela	ESL Assessment/Writing Sample/IVC	01/05/09-05/22/09
Jerome, Amanda	Reading Challenge and ESL Essays/SC	01/05/09-05/22/09
Luther, Barbara	ESL Assessment/Writing Sample/IVC	01/05/09-05/22/09
Morris-Freshwater, Linda	Reading Challenge and ESL Essays/SC	01/05/09-05/22/09
Polloczek, Paul	Reading Challenge and ESL Essays/SC	01/05/09-05/22/09
Richiusa, Gordon	Reading Challenge and ESL Essays/SC	01/05/09-05/22/09
Stevenson, William	Reading Challenge and ESL Essays/SC	01/05/09-05/22/09
Tash, Sharon	Reading Challenge and ESL Essays/SC	01/05/09-05/22/09
Turnbull, Lisa	Reading Challenge and ESL Essays/SC	01/05/09-05/22/09
Volmer, Kimberly	Reading Challenge and ESL Essays/SC	01/05/09-05/22/09
Wilson, Jeffrey	ESL Assessment/Writing Sample/IVC	01/05/09-05/22/09
Ziehm, Carol	Reading Challenge and ESL Essays/SC	01/05/09-05/22/09

E. 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 2008/2009 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount</u>	<u>Effective Date</u>
Call, Linda	Faculty Adv, Foster Stud. Success/SC	\$ 1,000.00	11/15/08-12/22/08
Deeter, Darrell	CTE Community Collaborative/SC	900.00	09/05/08-09/12/08
Myers, Charlie	CTE Community Collaborative/SC	900.00	09/19/08-09/20/08
Nowland, Judith	CTE Community Collaborative/SC	900.00	09/22/08-10/15/08
Reed, Michael	CTE Community Collaborative/SC	900.00	09/22/08-09/23/08
Roberts, Mary J.	Reflections XIII/Foundation/SC	600.00	08/25/08-12/21/08
Skaff, Penelope	Proj. Dir.CTE Comm. Collaborative/SC	15,090.00	01/05/09-07/30/09

F. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. MCMULLEN, SEAN, ID #15034, Theatre Arts Instructor, Pos #2838, Academic Faculty Salary Column V, Step 10, School of Fine Arts, Irvine Valley College, resignation effective December 31, 2008. Payment is authorized for any compensated time off. (Start date: August 16, 2004)

ATTACHMENT 1

NAME: TERENCE NELSON

POSITION: ASSISTANT DEAN, COUNSELING SERVICES & SPECIAL PROGRAMS

EDUCATION:

M.Ed. Counseling and Student Affairs
University of California
Los Angeles, California

M.S. Physical Education
Azusa Pacific University
Azusa, California

B.A. Sociology
University of California
Irvine, California

EXPERIENCE:

Mr. Nelson has worked as a Counselor and Instructor, part-time adjunct, for Saddleback College from August, 2006 to present; Irvine Valley College from August, 2006 to July, 2008; Golden West College, Huntington Beach, CA. from August, 2006 to present; as a full-time Counselor for Imperial Valley College, Imperial, CA. from October, 2004 to July, 2005 and as Counselor/Coordinator, part-time, at Pasadena City College, Pasadena, CA. from July, 2002 to July, 2008. His accomplishments include managed and provided counseling for "Academic Athletic Zone" learning center at Pasadena City College; wrote and administered Enrollment Growth Grant, Golden West College; implemented Teacher Preparation Pipeline (TPP) grant and established goals collegially with faculty and staff for Saddleback College. Mr. Nelson has hired and supervised separate staffs, worked in concert with the faculty of various divisions, organized several budgets, and evaluated the effectiveness of projects. He has knowledge of EOPS guidelines and regulations, CARE and CalWorks management and budgeting issues, the Americans with Disabilities Act, Community College Title 5 requirements, and DSPP policies. While coordinating the Academic Athletic Zone at Pasadena City College, he developed outreach visits to feeder high schools. Mr. Nelson is skilled on Blackboard, Windows, Vista, Microsoft Office, Excel, Power Point, Publisher, SPSS Internet, SARS, EdPlan/MIS (PCC), MySite/MAP (SOCCD), Banner (GWC).

PROFESSIONAL DEVELOPMENT:

ETS-UC Conferences; CSU Conferences; TEPAC; 3C4A Workshops and Conferences; COA Conventions; Golden West College Blackboard Training; On Course Training; Xavier University of New Orleans- Conference on Effective Learning Community Programs; Exploring Connections in Teacher Education-USC; Introduction to Technology- What Your Students Are Using.

MEMBERSHIPS:

CCAA, N4A, 3C4A, Golden Key National Honors Society, Alpha Kappa Delta National Honors Society.

ATTACHMENT 2

NAME: BARBARA G. HUGGINS

POSITION: NURSING INSTRUCTOR
1-Yr Full-Time (Grant Funded)
SADDLEBACK COLLEGE

EDUCATION:

M.N. Nursing
Louisiana State University
New Orleans, Louisiana

B.S. Nursing
Binghamton University
Binghamton, New York

EXPERIENCE:

Ms. Barbara Huggins was hired to teach as a part-time, adjunct Nursing Instructor in the Spring, 2004 and as a temporary grant funded, full time Nursing Instructor in the Fall, 2006 for Saddleback College. She has also taught full-time as a Nursing Instructor for Golden West College, Huntington Beach, CA. from Fall, 2005 to September, 2006; part-time adjunct faculty, teaching introductory nursing class for Cypress College, Cypress, CA. from March, 2003 to May, 2005; and part-time adjunct faculty, teaching clinical portion of psychiatric nursing for Santa Ana College, Santa Ana, CA. from August, 2002 to September, 2005. Her teaching responsibilities focus on Psychiatric-Mental Health Nursing, and Geriatric Nursing lectures, and clinical supervision. Ms. Huggins has twenty-five years of experience as a Registered Nurse and specialized in Psychiatric/Mental Health Nursing early in her career. She remains on the nursing staff at St. Joseph Hospital and has worked for organizations such as College Hospital, Costa Mesa, CA. as Staff Nurse-Gero PH, Risk Manager, UR, Staff-Acute Psychiatry from April, 1999 to October, 2005; Visiting Nurses Association, Santa Ana, CA., as Staff Nurse from April, 1997 to September, 1999 and Value Behavioral Health, Long Beach, CA. as Staff RN/Clinical Case manager from May, 1989 to April, 1996.

CERTIFICATIONS AND AFFILIATIONS:

Registered Nurse since 1987; American Nurses Association: Certified Clinical Specialist in Adult Mental Health Nursing since 1987; American Psychiatric Nurses Association: Member; ACLS Provider since 2005; and CPR-BLS, current to November, 2009.

ACCOMPLISHMENTS:

Certificate Program in Polish Ethnography, Jagiellonian University, Krakow, Poland.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**ITEM: 6.16
DATE: 01/20/09**

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Classified Personnel Actions – Regular Items
ACTION: Approval/Ratification

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

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. ABBAS, CHERYL is to be employed as Child Development Specialist, Pos #3926, Classified Bargaining Unit Salary Range 122, Step 1, Child Development Center, Office of Student Services, Irvine Valley College, effective January 5, 2009. This is a new position approved by the Board of Trustees on July 28, 2008.
 - b. DAGARIN, JEAN-MARI is to be employed as Assistant Manager, Child Development Center (Categorical), Pos #3930, Classified Management Salary Range 02, Step 1, 40 hours per week, 12 months per year, Child Development Center, Office of Student Services, Saddleback College, effective January 5, 2009. This is a new grant funded position approved by the Board of Trustees on August 26, 2008, with employment contingent upon the availability of funds by the Career Technical Education Community Collaborative Project grant.
 - c. EITENEER, NATALIA is to be employed as Child Development Specialist, Pos #3266, Classified Bargaining Unit Salary Range 122, Step 1, Child Development Center, Office of Student Services, Irvine Valley College, effective January 5, 2009. This is a replacement position for Fataneh Barbod, who resigned.
2. The following individuals are to be employed as **Substitutes** in the classification noted below, on an if-and-as-needed basis. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Classification</u>	<u>Range/Step</u>	<u>Start Date</u>
Alsedek, John	Building Maintenance Worker/ATEP	124/1	11/14/08
Alsedek, John	Groundskeeper/ATEP	118/1	11/14/08
Alsedek, John	Custodian/ATEP	113/1	11/14/08
Banegas, Bayron	Building Maintenance Worker/ATEP	124/1	11/14/08
Banegas, Bayron	Groundskeeper/ATEP	118/1	11/14/08
Banegas, Bayron	Custodian/ATEP	113/1	11/14/08
Bharucha, Nigar	Accounting Assistant/IVC	118/1	11/14/08
Cole, Pamela	Child Development Specialist/IVC	122/1	11/21/08
Cole, Pamela	Sr. Child Development Spec./IVC	128/1	11/21/08
Deyo, Michelle	Clerical Assistant (Categorical)/SC	113/1	12/01/08
¹ Emmert, Patsy	Applications Specialist II/IVC	136/1	01/01/09
Feliciano, Luis	Electrician/IVC	128/1	12/08/08
Fitzgerald, Anne	FKCE Program Assistant/SC	121/1	01/01/09
Gutierrez, Rudy	Building Maintenance Worker/ATEP	124/1	11/14/08
Gutierrez, Rudy	Groundskeeper/ATEP	118/1	11/14/08
Gutierrez, Rudy	Custodian/ATEP	113/1	11/14/08
Lange, Brooke	Curriculum Assistant/SC	121/1	09/23/08
Mothari, Rashmi	Child Development Specialist/SC	122/1	11/08/08
Peckham, Lindsay	Child Development Specialist /SC	122/1	12/05/08

¹ Retired from SOCCCD, December 31, 2008

A. NEW PERSONNEL APPOINTMENTS - Continued

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>
Schneider, Derek	Custodian/IVC	113/1	12/08/08
Vargas Resendiz, Luis	Custodian/SC	113/1	12/09/08
² Venditti, Jeanne	Administrative Assistant/IVC	121/1	01/01/09
Yench-Noble, Corinne	Accounting Assistant/IVC	118/1	11/26/08

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2008/2009** 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>
³ Araiza, J. Arturo	Clerk, Short-Term/SC	\$ 10.00	11/13/08-06/30/09
Arevalo, Sylvia	Project Specialist/SC	20.00	11/20/08-06/30/09
Austin, Denise	Clerk, Short-Term/IVC	8.50	12/01/08-06/30/09
Ayoub, Donna	TPP Aide/SC	10.00	12/09/08-06/30/09
Bharucha, Nigar	Clerk, Short-Term/IVC	12.00	11/14/08-06/30/09
Brock, Eric	Coaching Aide/SC	15.00	11/18/08-06/30/09
Cook, David	Project Specialist/SC	10.50	01/01/09-06/30/09
Dai, Fariba	Clerk, Short-Term/IVC	10.00	01/01/09-06/30/09
Duvinage, Leitha	Project Specialist/Dist.	20.00	12/15/08-06/3/009
Ebrahimi, Nazaneen	Project Specialist/IVC	16.00	11/26/08-06/30/09
Egana, Genevieve	TPP Aide/SC	10.00	11/20/08-06/30/09
Fahimi, Kimia	Project Specialist/IVC	15.50	01/01/09-06/30/09
Fauls, Matthew	TPP Aide/SC	10.00	11/25/08-06/30/09
Gauthier, Shirley	Project Specialist/SC	16.00	01/01/09-06/30/09
Goss, John	Coaching Aide/IVC	15.00	12/08/08-06/30/09
Griffin, Paige	TPP Aide/SC	10.00	11/25/08-06/30/09
Hanly, Jennifer	Project Specialist/SC	8.50	11/20/08-06/30/09
Henderson, Steven	Coaching Aide/IVC	15.00	11/13/08-06/30/09
Higgins, Samantha	DSPS Proctor/SC	16.00	12/03/08-06/30/09
Jaramillo, Linda	Clerk, Short-Term/SC	10.00	11/13/08-06/30/09
Kerin, Kaitlin	Project Specialist/Dist.	15.00	12/09/08-06/30/09
Kwok, Anne	Project Specialist/SC	10.50	12/01/08-06/30/09
Long, David	Project Specialist/SC	10.50	01/01/09-06/30/09
Meenagh, Maureen	Project Specialist/SC	10.50	11/25/08-06/30/09
Mehrabian, Shakeh	Project Specialist/IVC	20.00	12/09/08-06/30/09
⁴ Muchirahondo, Tichafa	Clerk, Short-Term/SC	10.00	11/14/08-06/30/09

² Retired from SOCCCD, December 31, 2008

³ Son of Elva Araiza, Sr. Admissions & Records Specialist, Bilingual, Office of Admissions, Records & Enrollment Services, Saddleback College.

⁴ Son of Doris Muchirahondo, Admissions & Records Specialist I, Office of Admissions, Records & Enrollment Services, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2008/2009** 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>
Novack, Mary	Clerk, Short-Term/SC	10.50	01/01/09-06/30/09
Owens-Gilliam, Shirelle	Project Specialist/SC	16.00	12/03/08-06/30/09
Pham, James	Project Specialist/IVC	9.50	12/09/08-06/30/09
Schuldt, Tyler	Project Specialist/SC	15.00	12/01/08-06/30/09
Shadid, Tayyaba	Project Specialist/IVC	16.00	11/21/08-06/30/09
Yench-Noble, Corinne	Clerk, Short-Term/IVC	12.00	11/26/08-06/30/09

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 **2008/2009** academic year.

<u>Name</u>	<u>Start/End Date</u>
Forghani, Kamran	11/25/08-06/30/09
Peckham, Lindsay	10/14/08-06/30/09
Vargas, Angel	11/25/08-06/30/09
Zupanski, Courtney	11/13/08-06/30/09

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 **2008/2009** 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>
Arzate, Tommy	Clinical Skills Specialist/SC	\$ 30.00/hr	11/24/08-06/30/09
Avila, Alex	Community Education/SC	2500.00/cs ⁵	11/21/08-06/30/09
Casado, Sandra	Community Education /IVC&SC	2500.00/cs	11/13/08-06/30/09
Centola, Gina	Model/SC	22.00/hr	11/20/08-06/30/09
Grijalva, Louie	Clinical Skills Specialist /SC	30.00/hr	11/26/08-06/30/09
Mahle, Jason	Clinical Skills Specialist /SC	30.00/hr	12/03/08-06/30/09
Pane, Christopher	Clinical Skills Specialist /SC	30.00/hr	12/03/08-06/30/09
⁶ McClusky, Nathan	Clinical Skills Specialist /SC	20.00/hr	11/25/08-06/30/09
Shahrokh, Zaman	Tutor/IVC	8.50/hr	11/15/08-06/30/09
⁷ Shoemaker, Parry	Community Education /SC	2500.00/cs	07/01/08-06/30/09

⁵ Per course

⁶ Son of Georgianna Mc Clusky, Sr. Administrative Assistant, Emeritus Institute, Irvine Valley College.

⁷ Correction to pay rate approved by the Board of Trustees on May 27, 2008.

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

1. DIRECTOR, OUTREACH AND COMMUNITY RELATIONS, Pos #3095, Classified Management Salary Range 07, Office of Outreach and Community Relations, Irvine Valley College seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, effective January 6, 2009. (Position approved: April 25, 2005)
2. CAMPUS POLICE OFFICE ASSISTANT, Pos #3764, Classified Bargaining Unit Salary Range 115, Office of Safety and Security, Irvine Valley College seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, effective January 5, 2009. (Position approved: September 24, 2007)
3. FACILITIES MAINTENANCE AND OPERATIONS MANAGER, Pos #3022, Classified Management Salary Range 05, Office of Physical Plant, Saddleback College seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position, from its staff complement, pursuant to reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021, effective January 5, 2009. (Position approved: August 30, 2004)
4. SENIOR ADMINISTRATIVE ASSISTANT, Pos #3550, Classified Bargaining Unit Salary Range 127, Office of Outreach and Community Relations, Irvine Valley College seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, January 5, 2009. (Position approved: February 27, 2006)

C. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION

1. ASSISTANT DIRECTOR OF FACILITIES, Classified Management Salary Range 07, Office of Physical Plant, Saddleback College seeks authorization to establish a full-time, 40 hours per week, 12 months per year position to its staff complement, pursuant to reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021, effective January 5, 2009. (Job Description, Exhibit B, Attachment 1)
2. CUSTODIAN, Classified Bargaining Unit Salary Range 113, Office of Physical Plant, Saddleback College seeks authorization to establish and announce two (2) full-time, 40 hours per week, 12 months per year, 7.5% Shift Differential positions to its staff complement, effective February 1, 2009. (Job Description, Exhibit B, Attachment 2)
3. DIRECTOR, CENTER FOR APPLIED AND COMPETITIVE TECHNOLOGIES (CACT), Categorical funded, Classified Management Salary Range 09, Advanced Technology and Education Park seeks authorization to establish this full-time, 40 hours per week, 12 months per year position to its staff complement, effective January 6, 2009. This position is funded through Contract Education supporting grants with employment in this assignment contingent upon the availability of these funds. (Job Description, Exhibit B, Attachment 3)
4. DISPATCHER (CAMPUS POLICE OFFICE ASSISTANT), Classified Bargaining Unit Salary Range 115, Office of Safety and Security, Irvine Valley College seeks authorization to establish this full-time, 40 hours per week, 12 months per year, position to its staff complement, January 5, 2009. (Job Description, Exhibit B, Attachment 4)

**C. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION -
Continued**

5. SENIOR ADMINISTRATIVE ASSISTANT, Classified Bargaining Unit Salary Range 127, Vice President of Student Services, Office of Student Services, Irvine Valley College seeks authorization to establish this full-time, 40 hours per week, 12 months per year position to its staff complement, effective January 5, 2009. (Job Description, Exhibit B, Attachment 5)
6. SENIOR LABORATORY TECHNICIAN, THEATER ARTS/CARPENTRY, Classified Bargaining Unit Salary Range 130, Division of Fine Arts, Irvine Valley College, seeks authorization to establish a full-time position, 40 hours per week, 12 months per year to its staff, effective January 12, 2009. (Job Description, Exhibit B, Attachment 6)

D. AUTHORIZATION TO CHANGE COMPENSATION PACKAGE FOR A CLASSIFIED POSITION

1. CUSTODIAN, Pos #2020, Classified Bargaining Unit Salary Range 113, 40 hours per week, 12 months per year, Facilities Custodial, Office of Physical Plant, Irvine Valley College, authorization to change compensation package to include a 5% shift differential, effective January 5, 2009.
2. CUSTODIAN, Pos #1315, Classified Bargaining Unit Salary Range 113, 40 hours per week, 12 months per year, Facilities Custodial, Office of Physical Plant, Irvine Valley College, authorization to change compensation package to include a 5% shift differential, effective January 5, 2009.
3. CUSTODIAN, Pos #1326, Classified Bargaining Unit Salary Range 113, 40 hours per week, 12 months per year, Facilities Custodial, Office of Physical Plant, Irvine Valley College, authorization to change compensation package to include a 5% shift differential, effective January 5, 2009.
4. LEAD CUSTODIAN, Pos #3137, Classified Bargaining Unit Salary Range 119, 40 hours per week, 12 months per year, Facilities Custodial, Office of Physical Plant, Irvine Valley College, authorization to change compensation package to include a 5% shift differential, effective January 5, 2009.
5. BUILDING MAINTENANCE WORKER, Pos #3625, Classified Bargaining Unit Salary Range 124, 40 hours per week, 12 months per year, Facilities Maintenance, Office of Physical Plant, Irvine Valley College, authorization to change compensation package to include a 5% shift differential, effective January 5, 2009.

E. AUTHORIZATION TO CHANGE ORGANIZATION REPORTING STRUCTURE

1. Saddleback College seeks authorization to change the organization reporting structure for the Facilities Maintenance and Energy Projects Manager and Night Operations Supervisor in the Office of Physical Plant to begin reporting to the Assistant Director of Facilities, effective January 5, 2009.

F. CHANGE OF STATUS

1. CLASSIFIED EMPLOYMENT

- a. AFSHARI, MARYAM, ID #12385, Counseling Office Assistant, Pos #3552, Classified Bargaining Unit Salary Range 115, Step 6, 29 hours per week, 12 months per year, CALWORKs Categorical funded, Division of Counseling Services and Special Programs, Saddleback College, has been given a permanent change in assignment to Counseling Office Assistant, Pos #3238, Classified Bargaining Unit Salary Range 115, Step 6, 29 hours per week, 12 months per year, Division of Counseling Services and Special Programs, Saddleback College, effective January 5, 2009. Position #3552 was eliminated by the Board of Trustees, due to lack of CALWORKs funds, on October 27, 2008. This is a permanent replacement, in lieu of layoff proceedings in departmental organizational structure, for Rosann Rios, who has been given a change in status.
- b. BENAVIDES, BARBARA, ID #10699, Transfer Center Specialist, Pos #3262, Classified Bargaining Unit Salary Range 123, Step 2, 40 hours per week, 11 months per year, Division of Counseling Services and Special Programs, Saddleback College, has been given a permanent change in status to Senior Transfer Center Specialist, Classified Bargaining Unit Salary Range 129, Step 1, 40 hours per week, 12 months per year, Division of Counseling Services and Special Programs, Saddleback College, effective January 5, 2009. This is a permanent placement in a new position approved by the Board of Trustees on July 28, 2008, in lieu of layoff proceedings in departmental organizational structure.
- c. COLLINS, HUGH, ID #4831, Senior Laboratory Technician-Theater Arts/Carpentry, Pos #3869, Classified Bargaining Unit Salary Range 130, Step 5, 40 hours per week, 12 months per year, Division of Fine Arts, Saddleback College, is to be given a voluntary transfer to Senior Laboratory Technician-Theater Arts/Carpentry, Classified Bargaining Unit Salary Range 130, Step 5, 40 hours per week, 12 months per year, School of Fine Arts, Irvine Valley College, effective January 12, 2009.
- d. JAMES, MICHAEL, ID #5136, Facilities Maintenance and Operations Manager, Pos #3022, Classified Management Salary Range 05, Step 10, 40 hours per week, 12 month per year, Office of Physical Plant, Saddleback College, has been given a change in status to Assistant Director Facilities, Classified Management Salary Range 07, Step 7, 40 hours per week, 12 months per year, Office of Physical Plant, Saddleback College, effective January 5, 2009, pursuant to reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021.
- e. POHL, JUDITH, ID #1904, Office Assistant, Pos #3453, Classified Bargaining Unit Salary Range 113, Step 2, 40 hours per week, 12 months per year, Division of Counseling Services and Special Programs, Saddleback College, has been given a permanent change in status to Transfer Center Specialist, Classified Bargaining Unit Salary Range 123, Step 1, 40 hours per week, 11 months per year, Division of Counseling Services and Special Programs, Saddleback College, effective January 5, 2009. This is a permanent replacement, in lieu of layoff proceedings in departmental organizational structure, for Barbara Benavides, who has been given a change in status.

F. CHANGE OF STATUS - Continued

1. CLASSIFIED EMPLOYMENT

- f. RENNE, LINDA, ID #3164, Senior Administrative Assistant, Pos # 3497, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, School of Guidance and Counseling, Irvine Valley College, is to be given a voluntary transfer to Senior Administrative Assistant, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, Vice President of Student Services, Office of Student Services, Irvine Valley College, effective January 5, 2009.
- g. RIOS, ROSANN, ID #13733, Counseling Office Assistant, Pos #3238, Classified Bargaining Unit Salary Range 115, Step 5, 29 hours per week, 12 months per year, Division of Counseling Services and Special Programs, Saddleback College, has been given a temporary change in assignment to Office Assistant, Pos #3453, Classified Bargaining Unit Salary Range 113, Step 6, 40 hours per week, 12 months per year, Division of Counseling Services and Special Programs, Saddleback College, effective January 5, 2009. This is a permanent replacement, in lieu of layoff proceedings in departmental organizational structure, for Judith Pohl, who has been given a change in status.
- h. SWEET, SUSAN, ID #1824, Senior Administrative Assistant, Pos # 3550, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, Office of Outreach and Community Relations, Irvine Valley College, is to be given a voluntary transfer to Senior Administrative Assistant, Pos #3497, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, School of Guidance and Counseling, Irvine Valley College, effective January 5, 2009.

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

- a. CHA, JESSICA, ID #12376, Risk Management Specialist, Pos #3391, Classified Bargaining Unit Salary Range 125, Step 6, 40 hours per week, 12 months per year, Office of Human Resources, District, has been given a change in status to Senior Administrative Assistant, Pos #3302, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, Office of Physical Plant, Saddleback College, effective January 12, 2009. This is a replacement position for Carol Kennedy-Lindboe, who resigned.
- b. OSUNA, ALFREDO, ID # 8931, Custodian, Pos #2020, Classified Bargaining Unit Salary Range 113, Step 6, 40 hours per week, 12 months per year, Facilities Custodial, Office of Physical Plant, Irvine Valley College, has been given a change in status to HVAC Technician, Pos #3956, Classified Bargaining Unit Salary Range 128, Step 1, 40 hours per week, 12 months per year, Facilities Maintenance, Office of Physical Plant, Irvine Valley College, effective January 5, 2009. This is a new position approved by the Board of Trustee on September 24, 2007.

F. CHANGE OF STATUS - Continued

2. **CLASSIFIED EMPLOYMENT** (Information Items – Pursuant to Board Policy 4002.1)
 - c. ⁸PEEBLES, LA NELL, ID #14211, Senior Administrative Assistant, Pos #3488, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, Office of Physical Plant, Irvine Valley College, has been given a change in status to Human Resources Associate, Pos #3058, Classified Management Salary Range 02, Step 6, Office of Human Resources, 40 hours per week, 12 months per year, District, effective January 12, 2009. This is a replacement position for Sandy Jeffries, who received a change in status.

G. OUT OF CLASS ASSIGNMENTS

1. ABBOTT, EMERSON, ID #2249, Groundskeeper, Pos #2793, Classified Bargaining Unit Salary Range 118, Step 6, 40 hours per week, 12 months per year, Facilities Grounds, Office of Physical Plant, Saddleback College, has been given a temporary change in assignment to Lead Groundskeeper, Pos #3455, Classified Bargaining Unit Salary Range 124, Step 4, 40 hours per week, Facilities Grounds, Office of Physical Plant, Saddleback College, effective November 17, 2008. This is a temporary replacement for Brian McMahon, who is on leave.
2. DALY, TRACY, ID #13403, Acting Associate Provost, Pos #3915, a temporary assignment, Academic Administrator Salary Range IIA, Step 1, 40 hours per week, Advanced Technology and Education Park, is to return to permanent assignment as District Director of Public Affairs and Intergovernmental Relations, Pos #3737, Classified Management Salary Range 08, Step 9, Office of the Chancellor, District, effective December 1, 2008.
3. FLUEGEMAN, TERESA, ID #14540, Acting District Director of Public Affairs and Intergovernmental Relations, Pos #3737, a temporary assignment, Classified Management Salary Range 08, Step 1, Office of the Chancellor, District, is to return to permanent assignment as Director of Public Information and Marketing, Pos #3135, Classified Management Salary Range 06, Step 4, Advanced Technology and Education Park, effective December 1, 2008.
4. RAMIREZ, RUBEN, ID #15317, Risk Management Specialist, Pos #3935, a temporary out of class assignment, Classified Bargaining Unit Salary Range 125, Step 5, 40 hours per week, Risk Management, Office of Human Resources, District, is to return to permanent assignment as Human Resources Specialist, Pos #3540, Classified Bargaining Unit Salary Range 127, Step 3, Office of Human Resources, District, effective January 1, 2009.
5. SALDANA, PABLO, ID #6233, Building Maintenance Worker, Pos #3303, Classified Bargaining Unit Salary Range 124, Step 6, 40 hours per week, 12 months per year, Facilities Maintenance, Office of Physical Plant, Saddleback College, has been given a temporary change in assignment to Lead Building Maintenance Worker, Pos #2615, Classified Bargaining Unit Salary Range 130, Step 4, 40 hours per week, Facilities Maintenance, Office of Physical Plant, Saddleback College, effective November 24, 2008 through December 23, 2008. This is a temporary replacement for Rodney Fitz, who is on leave.

⁸ Not related to Randy Peebles, Provost, ATEP

G. OUT OF CLASS ASSIGNMENTS - Continued

6. SULLIVAN, LEXIE, ID #13875, Receptionist, Pos #3409, Classified Bargaining Unit Salary Range 113, Step 5, 40 hours per week, 12 months per year, Office of Human Resources, District, has been given a temporary change in assignment to Risk Management Specialist, Pos #3391, Classified Bargaining Unit Salary Range 125, Step 1, Risk Management, Office of Human Resources, District, 40 hours per week, effective December 15, 2008. This is a temporary replacement position for Jessica Cha, who was temporarily reassigned.

H. AUTHORIZATION TO REVISE THE SALARY SCHEDULE FOR THE NON-BARGAINING UNIT, TEMPORARY, SHORT TERM HOURLY EMPLOYEES

1. Approval is requested to make the following changes to the Non-Bargaining Unit, Professional Expert Salary Schedule for 2008-2009, effective December 1, 2008: add position, Lead Interpreter. (Revised Salary Schedule, Exhibit B, Attachment 7)

I. AUTHORIZATION TO REORGANIZE CLASSIFIED REPORTING SCHEDULE

1. CURIEL, JOE, ID #14766, Custodian, Pos #1315, Facilities Custodial, Office of Physical Plant, Irvine Valley College, Classified Salary Range 113, Step 3, authorization to reorganize work schedule from day shift to the second shift work schedule with a 5% shift differential, in accordance with the CSEA contractual agreement, Article 7, sections 7.3.2 and 7.9.1, effective January 5, 2009.
2. FLOYD, STREETER, ID #14306, Custodian, Pos #1326, Facilities Custodial, Office of Physical Plant, Irvine Valley College, Classified Salary Range 113, Step 4, authorization to reorganize work schedule from day shift to the second shift work schedule with a 5% shift differential, in accordance with the CSEA contractual agreement, Article 7, sections 7.3.2 and 7.9.1, effective January 5, 2009.
3. MC KEE, ROBERT, ID #13608, Lead Custodian, Pos #3137, Facilities Custodial, Office of Physical Plant, Irvine Valley College, Classified Salary Range 119, Step 3, authorization to reorganize work schedule from day shift to the second shift work schedule with a 5% shift differential, in accordance with the CSEA contractual agreement, Article 7, sections 7.3.2 and 7.9.1, effective January 5, 2009.
4. SMITH, BENJAMIN, ID #13608, Building Maintenance Worker, Pos #3625, Facilities Maintenance, Office of Physical Plant, Irvine Valley College, Classified Salary Range 124, Step 4, authorization to reorganize work schedule from day shift to the second shift work schedule with a 5% shift differential, in accordance with the CSEA contractual agreement, Article 7, sections 7.3.2 and 7.9.1, effective January 5, 2009.

J. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. BROWN, CHADWICK, ID#14670, Groundskeeper, Pos #2801, Classified Bargaining Unit Salary Range 118, Step 2, Facilities Grounds, Office of Physical Plant, Irvine Valley College, conclusion of employment effective December 12, 2008. Payment is authorized for any compensated time off. (Probationary Start date: January 14, 2008)

J. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT - Continued

2. EMMERT, PATSY, ID #2111, Applications Specialist II, Pos #3211, Classified Bargaining Unit Salary Range 136, Step 6, Technology Services, Irvine Valley College, resignation effective December 30, 2008, retirement effective December 31, 2008. Payment is authorized for any compensated time off. (Permanent Start date: January 8, 1979)
3. FRANCE, DANAKA, ID #14800, Laboratory Technician, Physical Education and Athletics, Pos #3427, Classified Bargaining Unit Salary Range 122, Step 4, Health Science, Physical Education and Athletics, Irvine Valley College, resignation effective January 9, 2009. Payment is authorized for any compensated time off. (Permanent Start date: March 27, 2006)
4. HUGHES, LINDA, ID #4913, Admissions and Records Specialist I, Pos #2726, Classified Bargaining Unit Salary Range 116, Step 6, Office of Admissions, Records, and Enrollment Services, Irvine Valley College, resignation effective January 2, 2009. Payment is authorized for any compensated time off. (Permanent Start date: May 14, 1996)
5. REISCH, CARLA, ID #13158, Front of House Manager, Pos #3843, Classified Bargaining Unit Salary Range 122, Step 2, School of Fine Arts, Irvine Valley College, resignation effective December 28, 2008. Payment is authorized for any compensated time off. (Probationary Start date: June 9, 2008)
6. SNEED, DONNA, ID #10248, Director Outreach and Community Relations, Pos #3095, Classified Management Salary Range 07, Step 10, Office of Outreach and Community Relations, Irvine Valley College, resignation effective January 5, 2009. Payment is authorized for any compensated time off. (Permanent Start date: August 2, 1999)
7. STENSKE, KARL, ID #15987, Director of Public Management, Pos #3771, Classified Management Salary Range 07, Step 2, Fine Arts Productions, School of Fine Arts, Business Sciences and College Online Education, Irvine Valley College, resignation effective December 9, 2008. Payment is authorized for any compensated time off. (Permanent Start date: January 7, 2008)
8. VENDITTI, JEANNE, ID #9988, Administrative Assistant, Pos #3511, Classified Bargaining Unit Salary Range 121, Step 6, Office of Instruction, Irvine Valley College, resignation effective December 30, 2008 and retirement effective December 31, 2008. Payment is authorized for any compensated time off. (Permanent Start date: April 19, 2000)

K. VOLUNTEERS

1. The following individuals are to be approved as Volunteers for the 2008/2009 academic year.

Advanced Technology and Applied Science, Saddleback College
Hamilton, Sr., Russell

Business Science, Vocational Education and Workforce Development, Saddleback College
Wilks, Don

K. VOLUNTEERS - Continued

1. The following individuals are to be approved as Volunteers for the 2008/2009 academic year.

Fine Arts, Saddleback College

Childus, Allison	Dunlap, Samantha	Fedota, Svetlava
Gilveatu, Jacqueline	Henshaw, Beth	Hyden, Lisa
Mason, Glenda	Mataga, Ashley	Moersch, Elizabeth S.
Perry, Gail	Reynold, Stefanie	Schmidt, Holly
Watchinski, Jennifer	Watchinski, Jessica	

Liberal Arts and Learning Resources, Saddleback College

Wright, Keith

Learning Assistance Program, Liberal Arts and Learning Resources, Saddleback College

Deluca, William	Horikawa, Kazumi	McClendon, Mike
-----------------	------------------	-----------------

Veterans Office, Office of College Fiscal Services, Saddleback College

Belot, Anthony	Hazzard, Benjamin
----------------	-------------------

Fine Arts, Irvine Valley College

Acrea, Carol	Adhinhrat, Ario	Arellano, Omar	Baker, Ian
Castro, Danica	Cooper, Alletta	DeFreitas, Jill	Dominguez, Nicole
Elsemri, Kareem	Feush, Mohammedreza	Ganai, Mohammed	Greig, Shelley
Habbas, Amir	Hamada, Brian	Hill, Megan	Kidd, Aldan
Lee, Bora	Lee, Margaret	Lin, Anna	McMillan, Britnee
Maclean, Ally	Malcolm, Tye	Mensah, Stephanie	Mills, Laurenne
Mitchell, David	Najibi, Mic	Nguyen, Jennifer	Reyes, Reynaldo
Riley, Glenda	Rhoaders, Candace	Scott, Renee	Stone, Eden
Slone, Judy	Sternberg, Joshua	VanBoxtel, Elizabeth	Wang, Tianchi
Watson, David	Wilk, Avi	Young, Jonathan	Yribarren, Martin

Learning Assistance Program, Irvine Valley College

Jalili, Eemaan

Library Services, Irvine Valley College

Iles, Shawn

Health Science, Physical Education and Athletics, Irvine Valley College

Gardner, Jacob	Ly, Toua	Memlorere, Nikki	Saddoris, Chris
----------------	----------	------------------	-----------------

South Orange County Community College District

ASSISTANT DIRECTOR OF FACILITIES - Classified Management Salary Range 07

DEFINITION

To assist the Director of Facilities in planning, organizing, coordinating, directing, reviewing and evaluating the construction, modification and maintenance of the buildings, grounds, classrooms, laboratories, athletic and recreational areas, offices and other facilities of an assigned college, including day-to-day building and grounds maintenance and operations; transportation; facility construction and modification; preventive and deferred maintenance; hazardous materials management and resource management; train, supervise and evaluate the performance of assigned personnel; prepare and administer annual program budgets; ensure compliance with District policies and applicable local, State and federal regulations.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision of assigned duties from the Director of Facilities. Exercises functional and technical supervision over the Night Operations Supervisor, the Facilities Maintenance & Energy Projects Manager and other professional, technical, administrative support, contracted and other staff as assigned.

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

Plan, organize, coordinate and direct facilities operations and activities as assigned; develop and implement appropriate methods and procedures to optimize efficient and effective delivery of services; compile and analyze data; develop organizational structures and work processes that facilitate attainment of established program goals and objectives.

Assist the Director of Facilities in the planning, organizing, coordinating, and directing of all new construction and facility enhancement programs; coordinate and approve selection of outside contractors including architectural and engineering firms, construction contractors, vendors and maintenance companies.

Plan, coordinate, direct and evaluate College safety procedures and programs; identify and maintain environmentally sound practices; establish and supervise in-house inspections of all safety equipment; identify and recommend elimination of safety and health hazards; coordinate with College and District administrators and staff to develop on-going safety training programs related to the Illness and Injury Prevention Plan and Cal-OSHA.

Assist the Director of Facilities in the planning, coordinating, directing and evaluation of College facilities use; review and ensure compliance on contractual agreements related to facilities use; may supervise implementation of facilities rental and master calendar scheduling programs.

Recommend, develop and implement energy management and cost savings programs by enhancing systems to run more cost efficiently to reduce maintenance costs.

Assist in the preparation and administering of annual program budgets; prepare recommendations and justifications regarding budget requests; authorize expenditures according to District policies and applicable regulations.

Train, supervise and evaluate the performance of assigned managerial, supervisory, technical and support personnel; delegate and review assignments and projects; evaluate work products and results; establish and monitor timelines and prioritize work.

South Orange County Community College District
Page 2 – Assistant Director of Facilities

Coordinate facilities programs, services and activities with student services functions and instructional programs; serve on campus and District committees, task forces and other work groups; expand and provide technical expertise concerning College facilities.

Ensure compliance with District policies as well as State and federal laws related to assigned program; review and certify the accuracy of data.

Assist in the preparation and submission of a variety of statistical and narrative reports; prepare budget reports, annual recap data and special reports, proposals, recommendations and other materials as requested; coordinate and respond to periodic audits and inspections.

Communicate with District and College administrators and support staff, representatives of State and federal regulatory agencies, educational institutions, social service organizations, architects, construction project managers, inspectors and others to coordinate activities.

Expand and maintain current knowledge of the District policies, procedures and local State and federal legal requirements related to facilities construction, modification, maintenance and operations.

Assist in the development of oral presentations made to the Board of Trustees, administrators, staff and professional colleagues at various gatherings; develop, coordinate and conduct workshops to provide specialized information and training regarding College facilities and related programs.

Perform a variety of duties related to the Director of Facilities in his/her absence.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Materials, methods, practices, machinery and equipment used for major facilities projects, construction, structural utilities, energy conservation projects, facilities repair and maintenance, landscape and irrigation installation and repair and college transportation services.

Materials, methods, practices, machinery and equipment used electrical, plumbing, HVAC and swimming pool maintenance activities.

Building design, building trades and California construction codes.

Occupational hazards and OSHA safety standards.

Principles and practices of construction plan and specification preparation.

Cost benefit analysis and cost accounting.

District and College policies and State and federal laws and regulations related to assigned program.

District and College organization, operations and objectives.

Correct English composition, grammar, spelling and vocabulary.

Oral and written communication skills.

Interpersonal skills including tact, patience and diplomacy.

Budget preparation and administration.

Operation of computer, peripherals and software programs, including database management, spreadsheet, word processing and specialized software related to District or College operations and facilities.

Planning and organizational skills.

Ability to:

Plan, organize, coordinate and direct the programs, services and activities related to facilities construction, modification, maintenance and operations.

Effectively utilize District/College resources to attain a clean, safe and appropriate learning environment for students, faculty, administrators and staff.

Work effectively with others to achieve common goals.

Learn and maintain current knowledge of facilities management, including, construction, modification, maintenance and operations.

Read, interpret, apply, explain and learn to interrelate engineering drawings, construction plans and specifications.

Negotiate with vendors and contractors.

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

Learn to interpret and apply complex and technical State and federal laws and regulations related to assigned program.

Maintain the security of confidential information and materials.

Train, supervise and evaluate the performance of assigned personnel.

Assist in the preparation and administer budgets for assigned program areas.

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

Communicate clearly and concisely, both orally and in writing.

Prepare oral and written reports and recommendations as assigned.

Collect, compile and analyze data.

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

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

WORK ENVIRONMENT AND PHYSICAL DEMANDS

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

Work Environment:

Duties are performed in an office environment while sitting at a desk or computer workstation or outside with exposure to adverse weather conditions including sun, wind, rain and sleet. Sometimes exposed to adverse conditions involving extreme temperatures dirt, dust, steam, noise from machinery or equipment, uneven pavement and construction or maintenance equipment while inspecting the work sites of subordinates or contracted workers. Incumbents are subject to contact with others, frequent interruptions, and demanding timelines. Minimal environmental controls are required to assure health and comfort.

Physical Demands:

Incumbents regularly sit for long periods, walk or stand for extended periods, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, bend at the waist, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print, diagrams, schematics, and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.

EXPERIENCE AND TRAINING GUIDELINES

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

Experience:

Five years of increasingly responsible experience in facilities management or closely related field, including at least three years of experience in a supervisory capacity.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in engineering, architecture, public or business administration or closely related field.

Licenses or Other Requirements:

A valid California driver's license.

South Orange County Community College District

CUSTODIAN – Classified Bargaining Unit Salary Range 113

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

SUMMARY DESCRIPTION

Under general supervision from higher level supervisory and/or management staff, performs a full range of custodial duties related to the care, maintenance, and cleaning of assigned buildings and facilities; sets up and removes tables, chairs and equipment for meetings; and performs a variety of general tasks relative to assigned areas of responsibility.

May receive functional supervision, technical training and work direction from a higher-level custodian.

DISTINGUISHING CHARACTERISTICS

This is the journey level class within the Custodian series. Employees within this class are distinguished from the Lead Custodian in that the latter position serves as a lead worker over lower level custodial staff. Employees at this level are fully aware of the operating procedures and policies of the work unit.

REPRESENTATIVE DUTIES

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

1. Clean and sanitize restroom facilities and fixtures including sinks, urinals and toilets; wash windows, mirrors and walls; clean and sanitize showers; replenish supplies in restrooms; clear minor drain blockages as necessary.
2. Sweep, vacuum, mop, wax, strip, and polish floors; vacuum and shampoo carpets.
3. Dust and polish furniture, woodwork, fixtures, and equipment; remove cob webs; clean desks and counter tops; clean chalk boards and white boards; replenish chalk; clean erasers.
4. Empty, clean and sanitize waste receptacles; pick up papers and other debris; empty pencil sharpeners.
5. Move and arrange furniture and equipment and set up rooms for conferences and meetings; operate District vehicle to pick up or deliver supplies as requested.
6. Lock and unlock buildings and facilities as required; disarm and secure alarms; ensure buildings are locked and safeguarded against unauthorized use.
7. Replace lights and adjust shades and blinds.
8. Regulate ventilation and temperature; clean air vents as required.
9. Identify and report building maintenance needs in assigned buildings and facilities.
10. Remove graffiti from surfaces as necessary.
11. Assist in maintaining custodial closet; receive, stock, organize and maintain supplies and equipment as necessary.
12. 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:

Methods, materials, and equipment used in custodial work.
Safe work practices.
Methods and techniques of cleaning and preserving floors, furniture, walls and fixtures.
Operational characteristics of cleaning equipment and materials.
Proper methods of storing equipment, materials and supplies.
Occupational hazards and standard safety practices.

Ability to:

Perform the full range of custodial tasks.
Clean and care for assigned areas and equipment.
Learn to use a variety of custodial equipment, supplies and materials.
Operate and use a variety of custodial equipment, supplies and materials in a safe and effective manner.
Perform minor maintenance repairs on assigned equipment.
Use and monitor the need for a variety of custodial equipment and materials.
Work independently in the absence of supervision.
Understand and follow oral and written directions.
Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Six months of custodial experience is desirable.

License or Certificate:

A valid California driver's license and proof of insurability may be required for some positions.

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 in both indoor and outdoor environments; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors and gases; work and/or walk on various types of surfaces including slippery or uneven surfaces. Occasional exposure to risks controlled by safety precautions. Positions may be required to work evenings and weekends.

South Orange County Community College District
Page 3 - Custodian

Physical:

Primary functions require sufficient physical ability and mobility to perform moderately strenuous manual labor; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; operate assigned equipment; 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.

Johnson & Associates - June, 2005
Board of Trustees Approved – February 27, 2006

South Orange County Community College District

DIRECTOR, CENTER FOR APPLIED AND COMPETITIVE TECHNOLOGIES (CACT)

Applied Technology and Education Park (ATEP) - Classified Management Range 09

DEFINITION

To provide administrative leadership in the planning, developing, organizing, coordinating, implementing, directing, monitoring, reviewing and evaluating of CACT's programs, services, operations and activities, including all fee-based and short-term contract education credit and non-credit classes designed to meet the needs of students as well as local businesses and industry; to ensure a strong public image for ATEP through an innovative and effective contract education master plan.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Provost of ATEP. Exercises functional and technical supervision over professional, technical, administrative support, contracted and other staff as assigned.

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

Plan, develop, organize, coordinate, implement, direct, review and evaluate self-supporting programs, services, operations and activities of ATEP's Center for Applied and Competitive Technologies (CACT) and its contract education program for business and industry, including fee-based and short-term non-credit and credit classes consistent with identified business and industry interests and needs not met by traditional college programs.

Design and implement a master plan of contract education consistent with the District's philosophy, mission and goals; provide leadership for ATEP educational contacts and identify the training needs of business, industry and local government agencies.

Develop connections between ATEP and business and industries, providing technical assistance to manufacturing companies, and facilitating related economic development activities in the area; represent the District to business, industry and governmental agency-based organizations related to economic development and contract education; establish and support an advisory board made up of representatives of the community and local business and industry.

Develop and implement appropriate methods and procedures to optimize efficient and effective delivery of services; develop and manage the implementation of CACT goals and objectives; develop and implement organizational structures and work processes that facilitate attainment of established goals and objectives.

Seek appropriate funding opportunities through grants, contracts and other alternative sources of revenue; write and submit grant and other funding proposals; implement, administer and evaluate State, federal, corporate and private secured grants, special projects, and related programs according to legal requirements.

Coordinate CACT's programs, services and activities with student services functions and instructional programs of ATEP, Irvine Valley College and Saddleback College; work cooperatively with ATEP's Instruction and Student Services personnel to plan, organize, staff and direct administrative processes including registration, fee collection, accounting, purchasing, marketing, printing, and other support for classes and programs; coordinate and assist the ATEP Dean, Instruction and Student Services, with academic faculty evaluations per District requirements as needed.

Develop and coordinate, in cooperation with instructional deans, customized programs and services including training programs, workshops, seminars, and consultation services to meet the identified needs.

South Orange County Community College District
Page 2 – Director of Center for Applied and Competitive Technologies (CACT) -ATEP

EXAMPLES OF DUTIES

Review and schedule fee-based and short-term classes for interested students and employees of local businesses according to identified needs and negotiated agreements; ensure the accurate and timely production of class schedules and other materials; select, hire, evaluate and train subject matter consultants to coordinate contract education activities and programs; respond to inquiries and concerns from the general public; secure the use of facilities for classes ensuring compliance with standards, rules and regulations for use of facilities.

Ensure the coordination of outreach activities between the Colleges' faculty and contract education; coordinate the marketing, outreach activities and promotion of all programs, classes, events and activities of the Center for Applied and Competitive Technologies (CACT) to support and enhance contract education.

Serve on ATEP and District committees, task forces and other work groups; expand and provide technical expertise concerning the CACT and ATEP, provide input and maintain CACT's website.

Prepare and administer CACT's annual program budgets; prepare recommendations and justifications regarding budget requests; direct the forecast of additional funding for staffing, equipment, materials and supplies; implement mid-year budget adjustments; authorize expenditures according to District policies and applicable regulations; maintain responsibility for facilities, equipment, and supplies assigned the area; certify payrolls for academic, classified, temporary and student hourly personnel as assigned.

Select, recommend for employment, train, supervise and evaluate the performance of assigned managerial, supervisory, technical, support and contracted personnel; delegate and review assignments and projects; evaluate work products and results; establish and monitor timelines and prioritize work.

Review and evaluate program activities and operations; compile and analyze data related to program participation and evaluation; ensure compliance with District policies as well as State and federal laws related to assigned program;

Ensure the preparation and submission of a variety of statistical and narrative reports and material, including budget reports, annual recap data and special reports, proposals, recommendations and other information as requested; compile and analyze data; review and certify the accuracy of data; coordinate and respond to periodic audits and inspections; comply with State CACT reporting requirements for quarterly, year-end and special reports as needed; provide ongoing data reporting using the State on-line system and other special data reports as requested by the state or other agencies.

Communicate with District and ATEP administrators and support staff, representatives of State and federal regulatory agencies, educational institutions, businesses, social service organizations and others to coordinate activities.

Expand and maintain current knowledge of the District policies, procedures and local State and federal legal requirements related to area of assignment.

Develop and deliver oral presentations to the Board of Trustees, District and College administrators, faculty, staff and professional colleagues at various gatherings; develop, coordinate and conduct workshops to provide specialized information and training regarding CACT and its related programs and services.

Perform related duties as assigned.

South Orange County Community College District
Page 3 – Director of Center for Applied and Competitive Technologies (CACT)-ATEP

EXPERIENCE AND TRAINING GUIDELINES

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

Experience:

Five years of increasingly responsible experience in a high technology/manufacturing company demonstrating increasing levels of responsibilities, including at least three years of experience in a supervisory capacity.

Training:

1. Minimum of a Bachelor's Degree from an accredited college or university with a major in one of the scientific or technical disciplines.
2. Minimum of two years of formal training, internship, or leadership experience reasonably related to this administrative assignment.

LICENSES OR OTHER REQUIREMENTS

A valid California driver's license.

DESIRABLE QUALIFICATIONS

1. Master's Degree or higher from an accredited college or university.
2. Successful experience in alternative forms of revenue generation.
3. Experience providing assistance to small and medium-sized companies.
4. Experience with community colleges.
5. Experience in an entrepreneurial business or college setting.

QUALIFICATIONS

Knowledge of:

Modern manufacturing approaches and/or business approaches in technology companies.
State, federal, private and corporate funding sources.
Grant and proposal writing.
Principles and practices of training, supervision and performance evaluation.
Development and coordination of community education programs offered by a community college.
Marketing, promotion and public relations techniques.
Community college curriculum development processes for fee-based, short-term non-credit and credit courses.
Preparation, publication and distribution of informational and promotional materials.
Statistical procedures and mathematical concepts.
Demonstrated understanding, sensitivity, and commitment to meeting the needs of the diverse ethnic, cultural socioeconomic, and disability background of the student and community population.
Philosophy and objectives of the community college.
District and College policies and State and federal laws and regulations related to assigned program.
District and College policies, procedures, organization, operations and objectives.
Correct English composition, grammar, spelling and vocabulary.
Oral and written communication skills.
Interpersonal skills including tact, patience and diplomacy.
Budget preparation and administration.

QUALIFICATIONS

Knowledge of:

Curriculum content of non-credit, fee-based courses.
Community demographics and consumer trends.
Principles and practices of financial record keeping and reporting.
Modern office practices, procedures, methods, and equipment.
Operation of computer, peripherals and software programs, including student information systems, database management, spreadsheet, word processing and specialized software.
Computer systems and software applications related to area of assignment, including capabilities and limitations.
Planning and organizational skills.

Ability to:

Plan, organize, coordinate and direct a comprehensive fee-based, short-term contract education program for business and industry at a community college center for applied and competitive technologies.
Plan, organize, coordinate and direct the programs, services and activities related to CACT programs and services.
Develop, implement and evaluate the delivery of contract education services to students.
Work effectively with others to achieve common goals including student recruitment and retention.
Maintain current knowledge of contract education.
Assess the needs and trends of the business community and develop appropriate programs.
Respond to requests and inquiries from representatives of business and industry, potential students, administrators, faculty, staff and the general public.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.
Interpret, apply and explain complex and technical State and federal laws and regulations related to assigned program.
Maintain the security of confidential materials.
Select, train, lead, direct, supervise and evaluate the performance of assigned personnel.
Prepare and administer budgets for assigned program areas.
Establish and maintain cooperative working relationships with those contacted in the course of work.
Communicate clearly and concisely, both orally and in writing.
Prepare oral and written reports and recommendations.
Prepare effective letters, press releases and promotional materials.
Prepare and deliver oral and written reports and recommendations as assigned.
Collect, compile and analyze data.
Operate office equipment such as computer, printer, calculator, copier and facsimile machine.
Relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy.
Plan and organize work.
Work independently with minimum administrative direction.
Use common computer applications, including database management, spreadsheet, word processing and project management software.

South Orange County Community College District
Page 5 – Director of Center for Applied and Competitive Technologies (CACT)-ATEP

WORK ENVIRONMENT AND PHYSICAL DEMANDS

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

Work Environment:

Standard Office Setting. Duties are performed in an office environment while sitting at a desk or computer workstation. Work also requires travel to various community locations to scout locations for classes, attend meetings or otherwise conduct work. Incumbents are subject to contact with others, frequent interruptions and demanding legal timelines. At least minimal environmental controls to assure health and comfort.

Physical Demands:

Incumbents regularly sit for long periods, walk short distances on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 10 pounds.

CONDITIONS OF EMPLOYMENT

This is a self-supporting position, and employment is contingent on categorical funding and revenue generated from contract education including grants.

Prepared and finalized by Marlys Grodt and Associates: January 5, 2009.

South Orange County Community College District

DISPATCHER (CAMPUS POLICE OFFICE ASSISTANT) – Classified Bargaining Unit Salary Range 115

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

SUMMARY DESCRIPTION

Under general supervision from the Chief of Police, receives incoming calls including emergency calls for police, fire, and other emergency assistance; dispatches police units and informs other emergency service agencies as appropriate; performs a variety of specialized office support and clerical duties in support of the Campus Police Department at an assigned campus; and provides a variety of information and assistance to students, faculty, staff, and the general public relative to assigned area of responsibility.

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. Receive emergency calls for help from students and staff requesting police, fire, paramedic, or other emergency services; determine nature, priority, and location of emergency; dispatch campus police and call other emergency units as necessary including Sheriff's Department and Fire Department/Paramedics; coordinate arrival of outside agencies and provide directions to appropriate location.
2. Operate two-way radio for direct communication with Police Officers; radio dispatch Police Officers to service calls, requests for assistance, and emergencies; dispatch Police Officers as needed to escort students and staff.
3. Serve as receptionist for the Campus Police Department at an assigned campus; receive office and telephone callers; provide material and information in response to requests for information related to assigned area of responsibility; convey telephone messages; refer callers to appropriate staff for further assistance as needed.
4. Monitor fire and intruder alarms on computer detection screens and take appropriate action.
5. Answer maintenance service emergencies during evenings, weekends, and holidays; contact appropriate maintenance staff after hours as necessary.
6. Assist with the issuance of parking permits to students, staff, and special student categories; receipt payment received; prepare ledger, balance monies received, and send to business office.
7. Process parking citations; separate copies; batch and transmit citations to contract service-processing agency.
8. Provide assistance to individuals having received citations; provide information for appealing citation; process initial Administrative Reviews from walk-in customers, the citation processing agency, or by mail; log in requests for hearings; enter results; receive, record, and issue receipts for parking citation payments and enter payments into system; prepare and balance receipt books for deposit.
9. Monitor and maintain key logs and files related to the issuance and retrieval of building and room keys; notify employees of key pick up and return procedures; document returned keys from faculty and staff; coordinate with locksmith as required to ensure the timely distribution and return of keys.
10. Receive and maintain safe storage of campus lost and found items; attempt to contact owner of item; maintain records of items received and claimed.
11. Perform general clerical duties; type, word process, and proofread a variety of documents and forms including general correspondence, reports, and memoranda from rough draft, recordings, or verbal instruction; enter parking permit numbers and other information into computer system; access student information as requested/necessary.

REPRESENTATIVE DUTIES

12. Maintain accurate and up-to-date files and records for assigned areas; develop and monitor various logs, accounts, and files for current and accurate information including to establish and maintain daily log of all field calls and units dispatched; file police reports and other documents; organize and maintain filing systems including to maintain records and reports in a safe/secure filing system for permanent record keeping.
13. Provide information and reports to Police Officers including daily and weekend report with information regarding weekend classes and events on campus.
14. Utilize various computer applications and software packages; maintain and generate reports from a database or network system.
15. Operate office equipment including computer equipment, typewriter, calculator, copier, and facsimile machine.
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:

- Office assistance and support duties applicable to a campus police department.
- Emergency procedures and proper radio communication procedures and rules.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Basic principles of business letter writing and basic report preparation.
- Principles and practices used to establish and maintain files and information retrieval systems.
- Principles, practices, and procedures of record keeping.
- Basic principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.
- Basic mathematical concepts.
- Work organization principles and practices.
- English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

- Learn and understand the organization and operation of the assigned program area as necessary to assume assigned responsibilities.
- Learn, understand, interpret, and apply general administrative and office policies and procedures.
- Learn geographic features and streets of the campus.
- Perform a variety of office support and clerical duties and activities of a general and specialized nature for assigned campus police office.
- Receive and appropriately respond to calls for emergency service.
- Effectively communicate with and elicit information from upset and irate callers.
- Operate two-way radio equipment to dispatch and maintain contact with campus police officers.
- Respond appropriately to the needs and requests and inquiries from students, staff, faculty, or the public; effectively present information in person or on the telephone.
- Remain calm and efficient in emergency situations.
- Exercise good judgment and maintain confidentiality regarding critical and sensitive information, records and reports.
- Use sound judgment in recognizing scope of authority.
- Type or enter data at a speed necessary for successful job performance.
- Compile and organize data and information.
- Maintain filing systems.

Ability to:

Exercise good judgment in maintaining information, records, and reports.

Plan and organize work to meet schedules and changing deadlines.

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

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

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

Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Communicate clearly and concisely, both orally and in writing.

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

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

Education/Training:

Equivalent to the completion of the twelfth grade. Additional coursework or on-the-job training in office practices and procedures is desirable.

Experience:

Two years of general clerical experience preferably involving extensive public contact. Some telephone or dispatch experience is desirable.

License or Certificate:

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

Completion of a POST Dispatcher course within one year of employment.

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

Physical:

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

South Orange County Community College District
Page 4 – Dispatcher (Campus Police Office Assistant)

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

Created by Johnson & Associates: December, 2008

South Orange County Community College District

SENIOR ADMINISTRATIVE ASSISTANT – Classified Bargaining Unit Salary Range 127

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

SUMMARY DESCRIPTION

Under direction from the assigned administrator of record of a highly complex, multi-function division of large size, staff, and budget, such as a Dean or Director, performs the full range of administrative, secretarial, and clerical assistance in support of assigned complex program in a large business, instructional, or student services division; or serves as secondary administrative support for a larger office, such as a Vice President's office or the President's office. May receive direction from a Vice-President if assigned to provide specialized, independent secondary support in that office. May receive direction from the President or Executive Assistant to the President if assigned to provide specialized, independent secondary support in that office. May receive functional supervision, technical training, and work direction from an academic bargaining unit program supervisor or an executive assistant.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from other levels of the Administrative Assistant series in that the Senior Administrative Assistant is the experienced, journey-level classification of the series. Incumbents are assigned to perform the full range of complex administrative support, secretarial, and clerical duties independently for a large/complex business, instructional, or student services program. Incumbents at this level typically receive instruction or assistance only as new or unusual situations arise, and must be fully aware of the operating procedures and policies of the work unit.

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.

13. Participate in the administration of the office to which assigned; assist supervisor in meeting reporting requirements, functional responsibilities, and research objectives; provide responsible and complex secretarial and administrative support and confidential assistance, relieving the supervisor of a wide variety of clerical, technical, and administrative detail; assist in organizing functions and activities promoted by the District, college, or program area.
14. Plan and organize administrative office support functions; coordinate, oversee, and evaluate the flow of office work and assure that work is performed in a timely and accurate manner; review, update, and inform the supervisor and others of essential timelines; discuss and review calendar of events on a regular basis with supervisor to assure timely coordination of office activities and status of assigned projects; develop schedules related to division/department activities and services.
15. Utilize electronic technology to correspond with others and to maintain assigned calendars, schedules, and appointments; coordinate and arrange meetings; coordinate activities with other divisions and departments; make travel arrangements for department staff; process conference reimbursement and other requests.
16. Participate in the orientation and training of new classified and academic employees when assigned; assign, schedule, train, and provide work direction to lower-level office staff and student workers as assigned; prioritize work assignments; review and validate completed work for accuracy; determine the necessity for and assign substitute classified and/or academic personnel as needed.
17. Collect, research, compile, analyze, verify, summarize, record, and evaluate information; prepare and distribute narrative, statistical, and financial data, recommendations, and alternatives as requested; complete reports; verify and review forms and reports for completeness and conformance with established regulations and procedures.

South Orange County Community College District
Page 2 - Senior Administrative Assistant

18. Coordinate and oversee specialized functions or projects independently, as assigned including special event planning and implementation; assure that work is performed in a timely and accurate manner; use independent judgment to develop and provide recommendations, suggestions, or information as appropriate.
19. Answer telephones and respond to questions and requests for information from administrative, management, academic, and/or classified staff and the general public; communicate information in person or by telephone where judgment, knowledge, and interpretation of policies and procedures are necessary.
20. Serve as liaison between assigned supervisor and the College president, vice presidents, administrative staff, academic and classified staff, students, representatives of community agencies, and the general public by relaying messages, answering questions, clarifying information, responding to requests, resolving problems, explaining District, College, Department, or program area policies and procedures, or referring callers to the administrator or others as necessary.
21. Assure that Board agenda items and supporting documents are developed, prepared, and forwarded within District timelines and legal requirements and guidelines; assure the administrator receives timely notification of Board requests for information or action; assure that the Board receives information and notification of action taken as requested.
22. Assist supervisor in the preparation and administration of program budget(s); assist in preparing cost estimates for budget recommendations; assist in submitting justifications for budget items; allocate funds to proper budget codes; monitor and track expenditures in a timely manner; provide regular budget reports to administrator for control of expenditures; assist in resolving budget issues and problems; interact with others regarding deposits; process budget/expense transfers; recommend budget revisions.
23. Recommend expenditures for office equipment, materials, and supplies and assure their timely ordering, receipt, and storage; assure proper functioning of office equipment; prepare purchase requisitions, check requests, independent contracts, and claims for reimbursement of special funds related to assignment; post, monitor, and track invoices and other expenditures; process and prepare time sheets for signature.
24. Provide staff support to standing and ad hoc committees and other groups as assigned; attend meetings and take notes or record proceedings; prepare and distribute agendas, background materials, and minutes as appropriate.
25. Compose correspondence independently; prepare preliminary responses to letters, general correspondence, and personal inquiries of a sensitive nature, including faculty, students, and staff grievances and complaints, for administrator's approval.
26. Format, type, proofread, duplicate, and distribute correspondence, notices, lists, forms, memoranda, and other materials according to established procedures, policies, and standards.
27. Establish and maintain a variety of complex, interrelated filing systems including confidential files; establish and maintain files for information, records, and reports involving classified, academic, and administrative payroll and attendance, budget, production and cost records, inventory, manuals, and updated resource materials.
28. Receive mail and identify and refer matters to the administrator in order of priority.
29. Utilize various computer applications and software packages; maintain and generate reports from a database or network system.
30. Operate office equipment including computer equipment, typewriter, calculator, copier, and facsimile machine.
31. Interact with South Orange County Community College District, Irvine Valley College, and Saddleback College's administrators, divisions, departments, faculty, staff, and students in all matters related to the area of assignment; interpret and apply policies and procedures and process sensitive complaints and requests for information.

South Orange County Community College District
Page 3 - Senior Administrative Assistant

32. When assigned to an instructional division: develop, proof, and submit schedule of classes; direct the process for development of new course/curriculum and/or program offerings and assist in keeping current programs up-to-date; manage and coordinate use of facilities assigned to the division; assist in processes and procedures to facilitate the submission of grades and attendance records in accordance with guidelines and time schedules to meet established deadlines including to serve as contact point and liaison with Admissions and Records.
33. Perform related duties as required.

QUALIFICATIONS

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

Knowledge of:

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

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

Work organization and office management principles and practices.

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

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

Principles, practices, and procedures of business letter writing.

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

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

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

Statistical procedures and mathematical concepts.

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

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

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

Ability to:

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

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

South Orange County Community College District
Page 4 - Senior Administrative Assistant

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

Oversee and participate in the management of the administrative functions and operations of the assigned office.

Establish, review, and revise office work priorities.

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

Use sound judgment in recognizing scope of authority.

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

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

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

Take and transcribe dictation, if required by the position, at a speed necessary for successful job performance.

Participate in the preparation and administration of assigned budgets.

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

Research, compile, analyze, and interpret data.

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

Implement and maintain filing systems.

Independently compose and prepare correspondence and memoranda.

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

Plan and organize work to meet schedules and changing deadlines.

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

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

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

Work independently and effectively in the absence of supervision.

South Orange County Community College District
Page 5 - Senior Administrative Assistant

Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Communicate clearly and concisely, both orally and in writing.

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

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

Education/Training:

Equivalent to two years of college level course work or specialized training in public administration, business administration, secretarial science, or a related field.

Experience:

Three years of increasingly responsible experience as an administrative assistant or secretary, preferably in an administrative office of a public agency or in an educational environment, including some experience in a lead capacity.

License or Certificate:

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

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment:

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

Physical:

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

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

South Orange County Community College District

SENIOR LAB TECHNICIAN, THEATER ARTS/CARPENTRY – Classified Bargaining Unit Salary Range 130

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

SUMMARY DESCRIPTION

Under direction from the Dean of Fine Arts, plans, organizes and coordinates a variety of duties involved in the construction of scenery and props for theatre productions including drafting plans, obtaining supplies and operating a variety of hand and power tools, equipment and machinery; provides lead supervision over students and part time staff in the construction of scenery; coordinates assigned activities with faculty, staff, students, and other college divisions and departments; and provides a high level of academic assistance to assigned instructors.

DISTINGUISHING CHARACTERISTICS

Positions in the Senior Lab Technician class are distinguished from the Lab Technician by the level of responsibility assumed and the complexity of duties assigned. Employees assume greater responsibility for more technical aspects of a learning program, perform at a skill level with a considerable degree of independence, and operate complex apparatus, equipment and machines. In addition, the Senior Lab Technician must possess extensive technical or academic training and experience in the assigned field, monitor assigned budgets, order and inventory laboratory supplies and materials and provide significant academic assistance to assigned instructors. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and are fully aware of the operating policies and procedures of the work unit.

REPRESENTATIVE DUTIES

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

1. Participate in coordinating scenery and prop construction; create deadlines and plan construction methods and procedures; assist students in lab sessions and scenic designers in design and layout concepts.
2. Oversee and participate with staff and students in building scenery for theatrical shows being produced; operate and maintain a variety of equipment including radial, table, circular and vertical saws, and other hand and power tools; weld and rig sets and large scenery as required; paint finished pieces; repair tools and equipment as necessary; maintain scene shop areas in a clean and orderly manner.
3. Participate in the selection of and oversee assigned students and part time staff; train staff and students in various construction design methods and procedures and painting techniques; provide safety training to students and staff in the operation of hand and power tools; ensure adherence to safe work practices.
4. Assist and coordinate with faculty and students as related to all theatre productions, activities, and events.
5. Transport scenery to locations off campus as needed; participate with students and staff in disassembling and storing scenery and set pieces when production is complete.
6. Order, inventory and maintain equipment, supplies and materials needed for productions; negotiate with vendors affordable prices for required materials; pick up supplies from hardware stores; requisition equipment repair and maintenance services.

South Orange County Community College District
Page 2 – Senior Lab Technician, Carpentry

7. Participate in budget preparation and administration for the construction of scenery and props; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
8. May attend rehearsals; assist in handling and operating scenery and props.
9. Assist guest artists with loading, setting up and disassembling equipment.
10. 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:

Advanced theories and applications of the assigned subject matter.
Principles and practices of theatrical set design and production.
Basic principles of manual and computer drafting.
Principles and techniques of painting, texturing and dyeing.
Construction practices, materials and equipment.
Basic principles and practices of electrical wiring and electronics.
Occupational hazards and standard safety practices.
Operational characteristics of carpentry equipment and hand and power tools used in the area of assignment.
Basic principles and practices of budget preparation and administration.
Principles of lead supervision and training of students and part time staff.

Ability to:

Perform complex technical work in an instructional learning environment for a highly technical or complex subject area.
Perform duties at an advanced skill level with a considerable degree of independence.
Oversee and participate with students and staff in building scenery for theatrical shows being produced.
Use, operate and maintain a variety of hand and power tools required for the work in a safe and efficient manner.
Translate concept ideas into scenic elements for theatrical productions.
Order, inventory and maintain equipment, supplies and materials needed for productions.
Train and oversee part-time and student workers in various construction design methods and procedures.
Train and instruct staff and students in various construction design methods and procedures.
Interpret and apply department policies, procedures, rules and regulations.
Ensure adherence to safe work practices and procedures.
Participate in budget preparation and administration.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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

South Orange County Community College District
Page 3 – Senior Lab Technician, Carpentry

Education/Training:

Equivalent to two years of college level course work in carpentry and/or stage and set construction.

Experience:

Three years of increasingly responsible experience in theatrical scenery production.

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 shop setting; exposure to noise, dust, grease, smoke, fumes, noxious odors, and gases; work at heights on scaffolding and ladders; work around or operate power tools and equipment. Occasional exposure to risks controlled by safety precautions. Positions may be required to work evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in a shop setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate assigned equipment and hand and power tools requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information; may require the wearing of safety glasses or goggles.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Created by Johnson & Associates - April, 2008
Approved by the Board of Trustees - April 28, 2008
Updated: January 12, 2009

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NON-BARGAINING UNIT SALARY SCHEDULES
2008-2009**

NON-BARGAINING UNIT, TEMPORARY, SHORT TERM HOURLY SALARY SCHEDULE*

*Non-Bargaining Unit, Temporary, Short Term, Hourly employees do not exceed (in any combination of assignments) a maximum of **160 days** in any fiscal year. Any number of hours per day constitutes a day worked. The Department/Division is responsible for tracking the amount of days. All ranges are based on skill level/departmental budget, not longevity.

<u>Job Title</u>		<u>Level of Service</u>	<u>Hourly Rate</u>
Adapted Kinesiology Aide (HRNBU08)	Range 001	Entry Level.....	8.50
	Range 002	9.00
	Range 003	9.50
	Range 004	Intermediate Level	10.50
	Range 005	11.50
	Range 006	12.50
	Range 007	13.00
	Range 008	Skilled Level.....	14.00
	Range 009	15.00
	Range 010	15.50
	Range 011	Advanced Level ..	16.00
	Range 012	HR app req.	18.00
	Range 013	HR app req.	20.00
Clerk -- Short Term (A&R/Registration/Comm. Ed./Fiscal) (HRNBU09)	Range 001	Entry.....	8.50
	Range 002	9.00
	Range 003	9.50
	Range 004	Intermediate	10.00
	Range 005	10.50
	Range 006	Skilled	11.00
	Range 007	11.50
	Range 008	Advanced	12.00
	Range 009	12.50
	Range 010	13.00
Coaching Aide (HRNBU12)	Range 001	14.00
	Range 002	15.00
DSPS Proctor (Short-Term) (HRNBU08)	Range 004	10.50
	Range 005	11.50
	Range 006	12.50
	Range 007	13.00
	Range 008	14.00

South Orange County Community College District
Page 2 – NBU Salary Schedules, 2008-2009

<u>Job Title</u>		<u>Level of Service</u>	<u>Hourly Rate</u>
Lab. Aide (HRNBU11)	Range 001	Entry.....	8.50
	Range 002	9.00
	Range 003	9.50
	Range 004	Intermediate	10.00
	Range 005	10.50
	Range 006	Skilled	11.00
	Range 007	11.50
	Range 008	Advanced	12.00
Matriculation Proctor (HRNBU13)	Range 001	Entry Level.....	8.50
	Range 002	Intermediate	9.00
	Range 003	9.50
	Range 004	10.50
	Range 005	11.50
	Range 006	Skilled	12.50
	Range 007	13.00
	Range 008	14.00
	Range 009	15.00
	Range 010	15.50
	Range 011	Advanced Level ..	16.00
Outreach Aide (HRNBU14)	Range 001	Entry Level.....	8.50
	Range 002	Intermediate	9.00
	Range 003	9.50
	Range 004	Skilled	10.00
	Range 005	10.50
	Range 006	11.00
	Range 007	11.50
	Range 008	Advanced Level ..	12.00
	Range 009	12.50
	Range 010	13.00
	Range 011	14.00
	Range 012	15.00
Project Specialist (HRNBU02)	Range 001	Entry Level.....	8.50
	Range 002	9.00
	Range 003	9.50
	Range 004	10.50
	Range 005	11.50
	Range 006	12.50
	Range 007	Intermediate Level	13.00
	Range 008	Skilled Level	14.00
	Range 009	15.00
	Range 010	15.50
	Range 011	Advanced Level ..	16.00
	Range 012	HR app req.	18.00
	Range 013	HR app req.	20.00

<u>Job Title</u>		<u>Level of Service</u>	<u>Hourly Rate</u>
Project Specialist (IT) (HRNBU15)	Range 001	Entry Level.....	10.00
	Range 002	12.00
	Range 003	15.00
	Range 004	16.00
	Range 005	HR app req.	17.00
	Range 006	HR app req.	18.00
	Range 007	HR app req.	20.00
	Range 008	HR app req.	25.00
	Range 009	HR app req.	30.00
	Range 010	HR app req.	40.00
	Range 011	HR app req.	50.00
Short-Term Campus Security Officer (HRNBU10)	Range 001	Entry-Level	12.00
	Range 002	Intermediate Level	14.50
	Range 003	Skilled Level	15.25
	Range 004	15.50
	Range 005	Advanced	16.00
	Range 006	18.00
	Range 007	20.00
Teacher Prep. Program (TPP) (HRNBU16)	Range 004	10.00
	Range 005	10.50
	Range 006	11.00
	Range 007	11.50
	Range 008	12.00
Theatre/Music/Dance (TMD) Aide (HRNBU04)	Range 001	Entry Level.....	8.50
	Range 002	Intermediate	9.00
	Range 003	9.50
	Range 004	10.50
	Range 005	11.50
	Range 006	Skilled	12.50
	Range 007	13.00
	Range 008	14.00
	Range 009	15.00
	Range 010	15.50
	Range 011	Advanced Level ..	16.00
	Range 012	HR app. req.	18.00
	Range 013	HR app. req.....	20.00

STUDENT HELP/WORK-STUDY:

<u>Job Title</u>		<u>Level of Service</u>	<u>Hourly Rate</u>
Student Help (12 Units Fall/Spring; 6 summer)			
(HRNBU07)	Range 001	Entry Level.....	8.50
	Range 002	Intermediate	9.00
	Range 003	9.50
	Range 004	Skilled	10.00
	Range 005	10.50
	Range 006	11.00
	Range 007	11.50
	Range 008	Advanced Level ..	12.00
	Range 009	12.50
	Range 010	13.00
	Range 011	14.00
	Range 012	15.00
Work-Study (EOPS; FWS; CalWorks)			
(HRNBU07)	Range 001	Entry Level.....	8.50
	Range 002	Intermediate	9.00
	Range 003	9.50
	Range 004	Skilled Level.....	10.00
	Range 005	10.50
	Range 006	11.00
	Range 007	11.50
	Range 008	Advanced Level ..	12.00

NBU, Short Term Revision: 08-01-07; Approved 08-27-07

NBU, Short Term Revision: 05-08-08; Approved

PROFESSIONAL EXPERT SALARY SCHEDULE

Non-Bargaining Unit Professional Experts are employed on a temporary basis for a specific project, regardless of length of employment and are not considered part of the classified bargaining unit, as outlined in California Education Code 88003.

<u>Job Title</u>		<u>Hourly Rate</u>
CACT Educator (HRNBU03)	Range 001	68.89
Certified Test Proctor (HRNBU03)	Range 001 Entry	9.50
	Range 002 Intermediate	10.50
	Range 003 Skilled	11.50
	Range 004 Advanced	12.50
Clinical Skills Specialist (HRNBU03)	Range 001 Entry	15.00
	Range 002 Intermediate	20.00
	Range 003 Skilled	25.00
	Range 004 Senior	30.00
Copywriter (HRNBU03)	Range 001	65.00
	Range 002	75.00
	Range 003	85.00
Interpreter I Interpreter II Interpreter III Interpreter IV (HRNBU08)	Range 001 Entry	13.00
	Range 001 Intermediate	16.00
	Range 001 Skilled	19.00
	Range 001 Advanced	25.00
	Range 002	29.00
Lead Interpreter	Range 003	31.00
	Range 004	35.00
	Range 001	35.00
	Range 001 Entry	18.00
Model, Professional (HRNBU03)	Range 002 Intermediate	19.00
	Range 003	20.00
	Range 004	22.00
	Range 005 Skilled	25.00
	Tutor*** (HRNBU03)	Range 001 Entry
Range 002 Intermediate		9.00
Range 003		9.50
Range 004 Skilled		10.00
Range 005		10.50
Range 006		11.00
Range 007		11.50
Range 008 Advanced		12.00

*** (Possession of AA degree in subject area, or equivalent experience)

COMMUNITY EDUCATION EXPERTS:

<u>Job Title</u>			<u>Hourly Rate</u>
Community and Contract Education (LiveScan req.) (HRNBU05)			Salary Specified in Community Education Service Agreement
Aquatic Aide (Live Scan Required)			
(HRNBU05)	Range 001	Entry	8.50
	Range 002	Intermediate	9.00
	Range 003		9.50
	Range 004		10.00
Lifeguard, Senior (Live Scan Required)			
(HRNBU05)	Range 001	Entry	10.50
	Range 002		11.00
	Range 003		11.50
	Range 004	Intermediate	12.00
	Range 005		12.50
	Range 006	Skilled	13.00
	Range 007		13.50
	Range 008	Advanced	14.00
	Range 009		14.50
	Range 010		15.00
Recreation Aide (Live Scan Required)			
(HRNBU05)	Range 001	Entry	8.50
	Range 002	Intermediate	9.00
	Range 003	Skilled	9.50
	Range 004		10.00
Recreation Leader (Live Scan Required)			
(HRNBU05)	Range 001	Entry	10.50
	Range 002		11.00
	Range 003		11.50
	Range 004	Intermediate	12.00
	Range 005		12.50
	Range 006		13.00
	Range 007		13.50
	Range 008	Skilled	14.00
	Range 009		14.50
	Range 010		15.00
	Range 011	Advanced	20.00

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Adoption of Resolution 08-41: Trustee Compensation
ACTION: Approval

BACKGROUND

According to Board Policy 164: Board Member Compensation (Exhibit A), members of the Board who attend all Board Meetings shall receive \$400 per month. Education Code Section 72024 provides that in any community college district in which the Full Time Equivalent Students (FTES) for the prior college year exceeds 25,000, each member of the Governing Board, who actually attends all meetings held by the Board, may receive a compensation for his/her services a sum not to exceed \$750.00 in any month.

STATUS

The District's number of Full Time Equivalent Students (FTES) for the 2007-08 college year was 25,279.10. The District's enrollment has continued to grow during 2008-09 college year.

RECOMMENDATION

In view of the worsening national, state, and local economic conditions in the last year and the uncertain California budget situation, the Chancellor recommends that the Board of Trustees consider delaying action on Resolution No. 08-41 until the economic situation becomes more certain and the State of California budget situation stabilizes for the year and possibly next year and then take the appropriate action.

RESOLUTION NO. 08-41

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
ESTABLISHING BOARD MEMBER COMPENSATION IN ACCORDANCE
WITH EDUCATION CODE SECTION 72024 AND AMENDING BOARD POLICY 164**

WHEREAS, the District's number of Full Time Equivalent Students ("FTES") for the 2007-2008 college year was 25,279.10; and

WHEREAS, Education Code Section 72024 provides that in any community college district in which the FTES for the prior college year exceeds 25,000, each member of the governing board who actually attends all meetings held by the board, unless excused pursuant to other provisions of law, may receive as compensation for his or her services a sum not to exceed seven hundred and fifty dollars (\$750) in any month;

NOW THEREFORE, it is hereby **RESOLVED, DETERMINED, AND ORDERED** as follows:

Section 1: That pursuant to Education Code Section 72024(a)(2) members of the District Governing Board shall receive as compensation \$750 per month if they attend all meetings unless otherwise excused from attendance pursuant to Education Code Section 72024(d) and Board Policy 164;

Section 2: That Board Policy 164 is hereby amended to read as set forth in Exhibit A attached to this resolution and incorporated herein by this reference.

APPROVED, ADOPTED AND SIGNED this ____ day of _____, 2008

**BOARD OF TRUSTEES
SOUTH ORANGE COUNTY COMMUNITY COLLEGE
DISTRICT**

By: _____
President, Board of Trustees

ATTEST:

By: _____
Secretary to the Board of Trustees

EXHIBIT A

BOARD POLICY

164

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

BOARD MEMBER COMPENSATION

Members of the Board who attend all board meetings shall receive ~~\$750~~\$400 per month and the student member \$200 per month. A member of the Board who does not attend all meetings held by the Board in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.

A member of the Board may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting the member is performing services outside the meeting for the community college district, is ill, on jury duty, or the absence is due to a hardship deemed acceptable by the Board.

The Board may, on an annual basis, increase the compensation of board members by five percent. However, any increase is subject to rejection in a referendum by a majority of the voters in the district.

Reference:

Education Code Section ~~1090, 35120, 72024~~

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 6.18
DATE: 01/20/09

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: SOCCCD Faculty Association Academic Employee Master Agreement

ACTION: Approval

BACKGROUND

The 2004-07 collective bargaining agreement between South Orange County Community College District (District) and South Orange County Community College District Faculty Association (SOCCCDFA) expired June 20, 2007. The District and SOCCCDFA negotiators have reached a tentative agreement for the period of July 1, 2007 through June 20, 2010. SOCCCDFA completed a ratification election the week ending January 16, 2009.

STATUS

The administrators directly in charge of the financial affairs of the District recommended a 5% increase for the full-time faculty salary schedule and a 6% increase for the OSH schedule for part-time faculty and overload for full-time faculty effective July 1, 2007; 1% increase for the full-time faculty salary schedule effective July 1, 2008; and a 1% increase for the full-time faculty salary schedule effective July 1, 2009 as shown in Exhibit A.

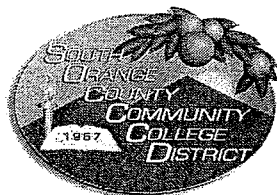
At the December 5, 2008 meeting, the Board of Trustees accepted the following SOCCCDFA compensation proposal and authorized the administration to make the offer of the same to them (Exhibit B): "For the 2007-2008 academic year, increase full-time compensation by 5% and increase the part-time compensation by 6%.

For each of years 2008-2009 and 2009-2010, increase full-time compensation by 2% or funded COLA, whichever is higher, and part-time compensation by 3.0% or funded COLA, whichever is higher. Should the District lose "Basic Aid" status before the beginning of the 2009-2010 academic year, the compensation increase for that year would revert to funded COLA."

California Government Code Section 3547 *et seq.* requires the disclosure of costs associated with a collective bargaining agreement. The estimated costs of the agreement for the full-time faculty salary schedule with SOCCCDFA for the three-year period, as shown in Exhibit C, is estimated to be \$18,152,855.00. A final copy of the Tentative Agreement is attached as Exhibit D.

RECOMMENDATION

In view of the worsening national, state, and local economic conditions in the last year, the uncertain California budget situation, and the ongoing financial implications of the proposed agreement with the SOCCCDFA, the Chancellor recommends that the Board of Trustees consider delaying action on it until the economic situation becomes more certain and the State of California budget situation stabilizes for this year and possibly next year and then take the appropriate action.



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
28000 Marguerite Parkway ♦ Mission Viejo ♦ CA ♦ 92692-3635
Phone: 949-582-4664 FAX: 949-347-2472

TO: Board of Trustees
Don Wagner, President
John Williams, Vice President
Tom Fuentes, Clerk of the Board
David Lang, Member
Nancy Padberg, Member
Marcia Milchiker, Member
Bill Jay, Member

FROM: Raghu Mathur, Chancellor *R. Mathur*
Gary Poertner, Deputy Chancellor *G. Poertner*
Glenn Roquemore, President, Irvine Valley College *GR*
Tod Burnett, President, Saddleback College *TB*
Beth Mueller, District Director Fiscal Services *BM*
Carol Hilton, College Director Fiscal Services, SC *CH*
Davit Khachatryan, College Director Fiscal Services, IVC *DK*

DATE: December 5, 2008

SUBJECT: Recommendation to the Board of Trustees: Faculty Association Salary Negotiations

The authors of this memorandum are the senior administrators and managers to whom the Board of Trustees has entrusted responsibility for the financial health of the District. With the weight of that responsibility in mind, we feel compelled to formalize our recommendation to the Board and individual Board members.

The Board of Trustees is currently considering proposed wage increases for the faculty bargaining unit for the period July 1, 2007 to June 30, 2010. Prior to the collapse of the global, national, state, and local economies, the Board authorized, and the District bargaining team offered, the following to the union: 5% to the regular schedule and 6% to the OSH schedule retroactive to July 1, 2007; 1% effective July 1, 2008; and 1% effective July 1, 2009. The current and long term uncertainty of state funding increases and local property tax receipts, due to the depressed local housing market, is of great concern to us. This is no time for a leap of faith assumption that everything will turn out well. Rather, this is the time for the guardians of public money to be conservative and guard the financial resources of the taxpayers for the future.

In past meetings with the Board, we have shared the best available projections of our professional staff. The result of their analysis is that, with a larger wage increase than already offered, the colleges will be unable to balance their budgets and continue to operate at current levels of student support without an infusion of "basic aid" money to carry on regular operations. This, of course, would be in violation of repeated instructions from the Board.

In addition, School Services of California, a highly respected financial consultant to K-12 and community college districts, has advised its clients to delay any collective bargaining decisions that financially obligate the District until after the Governor's January budget is known.

We strongly recommend to each Board member that the current offer referenced above be the maximum offer for this contract period. We believe that an annual 1% wage increase for each of the second and third two years of the contract, when no funding COLA is expected, shows good faith and appreciation to the faculty.

Faculty Association Contract Proposal

December 1, 2008

The District and Faculty Association have reached tentative agreement on all articles of the proposed *Academic Employees Master Agreement* except for Article XXX, Wages, and Article IV, Definitions.

The Association and the District have discussed Article IV, and await only the final language to achieve mutual agreement on this article.

The Association and the District have agreed to all provisions of Article XXX except that of compensation for the years 2008-2009 and 2009-2010.

Therefore, the only remaining issue to be resolved in order to complete negotiations is the question of wages for the contract's final two years.

The Association is proposing a slightly higher compensation increase for the part-time faculty in order to make our District more competitive with neighboring Districts, to help attract and retain highly qualified part-time instructors.

Faculty Association Proposal for Article XXX: Wages

For the 2007-2008 academic year, increase full-time compensation by 5%, and increase the part-time compensation by 6% (as proposed in SOCCCD proposal of 6/30/08, Article XXX, Section II).

For each of years 2008-2009 and 2009-2010, increase full-time compensation by 2% or funded COLA, whichever is higher, and part-time compensation by 3.0% or funded COLA, whichever is higher.

Should the District lose "Basic Aid" status before the beginning of the 2009-2010 academic year, the compensation increase for that year would revert to funded COLA.

FACULTY COST ESTIMATES - 3 YEARS

Benefit Rate 11.77%

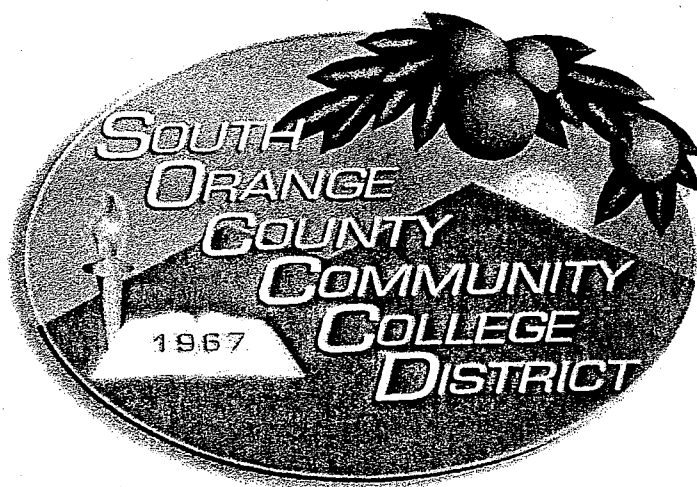
	<u>2007-08 Actual</u>	<u>Increased Salary Cost</u>				<u>Cumulative Salary Costs</u>			
		<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>Totals</u>	<u>* 2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>Total</u>
<i>Salary Increase - Full Time (excludes step increases)</i>		5.00%	2.00%	2.00%					
<i>Salary Increase - Part Time (excludes step increases)</i>		6.00%	3.00%	3.00%					
Full Time Salary	\$ 28,702,701	\$ 1,435,135	\$ 602,757	\$ 614,812	\$ 2,652,704	\$ 1,435,135	\$ 2,037,892	\$ 2,652,704	\$ 6,125,731
Part Time Salary	\$ 21,889,263	\$ 1,313,356	\$ 696,079	\$ 716,961	\$ 2,726,396	\$ 1,313,356	\$ 2,009,435	\$ 2,726,396	\$ 6,049,187
Benefits	\$ 5,954,674	\$ 323,497	\$ 152,873	\$ 156,750	\$ 633,120	\$ 323,497	\$ 476,370	\$ 633,120	\$ 1,432,987
Total	\$ 56,546,638	\$ 3,071,988	\$ 1,451,709	\$ 1,488,523	\$ 6,012,220	\$ 3,071,988	\$ 4,523,697	\$ 6,012,220	\$ 13,607,905

* 2007-08 Cost to be paid in 2008-09

	<u>Additional Step Cost</u>				<u>Cumulative Step Costs</u>			
	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>Totals</u>	<u>* 2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>Total</u>
<i>Step Cost Increase</i>		2.50%	2.50%					
Full Time Salary	\$ -	\$ 753,446	\$ 787,351	\$ 1,540,797	\$ -	\$ 753,446	\$ 1,540,797	\$ 2,294,243
Part Time Salary	\$ -	\$ 580,065	\$ 611,969	\$ 1,192,034	\$ -	\$ 580,065	\$ 1,192,034	\$ 1,772,099
Benefits	\$ -	\$ 156,954	\$ 164,700	\$ 321,654	\$ -	\$ 156,954	\$ 321,654	\$ 478,608
Total	\$ -	\$ 1,490,465	\$ 1,564,020	\$ 3,054,485	\$ -	\$ 1,490,465	\$ 3,054,485	\$ 4,544,950

	<u>Total Salary Increase + Step Cost</u>				<u>Cumulative Salary Increase + Step Costs</u>			
	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>Totals</u>	<u>* 2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>Total</u>
Full Time Salary	\$ 1,435,135	\$ 1,356,203	\$ 1,402,163	\$ 4,193,501	\$ 1,435,135	\$ 2,791,338	\$ 4,193,501	\$ 8,419,974
Part Time Salary	\$ 1,313,356	\$ 1,276,144	\$ 1,328,930	\$ 3,918,430	\$ 1,313,356	\$ 2,589,500	\$ 3,918,430	\$ 7,821,286
Benefits	\$ 323,497	\$ 309,827	\$ 321,450	\$ 954,774	\$ 323,497	\$ 633,324	\$ 954,774	\$ 1,911,595
Total	\$ 3,071,988	\$ 2,942,174	\$ 3,052,543	\$ 9,066,705	\$ 3,071,988	\$ 6,014,162	\$ 9,066,705	\$ 18,152,855

South Orange County Community College District



ACADEMIC EMPLOYEE MASTER AGREEMENT 2007-2010

Tentative Agreement: 12/15/08

Table of Contents

Contract Provisions

Benefits Working Conditions

Article I Agreement.....	3
Article II Effect Of Agreement	4
Article III Severability	5
Article IV Definitions	6
Article V Recognition	10
Article VI Association Rights	11
Article VII Management Rights.....	13
Article VIII Negotiation Procedures	14
Article IX Unit Stability.....	15
Article X Organizational Security.....	16
Article XI Professional Dues Or Fees And Payroll Deductions.....	18
Article XII Board Policies.....	19
Article XIII Reopener Clause.....	20
Article XIV Assignment, Contract Year, Hours Of Service, And Professional Duties	21
Article XV Workload.....	23
Article XVI Part-Time Faculty	34
Article XVII Full-Time Faculty Evaluations	35
Article XVIII Personnel Files	42
Article XIX Transfers.....	43
Article XX Travel	44
Article XXI Safety	45
Article XXII Lay-Off Procedures	46
Article XXIII Discipline Procedures.....	47
Article XXIV Federal And State Statutes Regarding Harassment And Discrimination ...	48
Article XXV Grievance Procedures	49
Article XXVI Bonded Sabbatical And Professional Development.....	54
Article XXVII Benefits	60
Article XXVIII Workload Banking Program.....	63
Article XXIX Leaves	67
Article XXX Wages	77
Article XXXI Retired Faculty Benefits.....	81

ARTICLE I AGREEMENT

- I.** The Articles and Provisions contained herein constitute a bilateral and binding agreement (“Agreement”) by and between the South Orange County Community College District (“District”) and the South Orange County Community College District Faculty Association, an affiliate of CTA/NEA (“Association” or “SOCCCDFA”), an employee organization.
- II.** This Agreement is entered into pursuant to Chapter 10.7, Sections 3540-3549 of the Government Code (EERA).
- III.** This Agreement shall remain in full force and effect from July 1, 2007 until June 30, 2010, subject to provisions for reopened negotiations in Article XIII, Re-Opener Clause.

ARTICLE II
EFFECT OF AGREEMENT

The articles of this Agreement shall be final and binding on both parties.

ARTICLE III SEVERABILITY

I. General Provisions

A. Savings Clause

If during the life of this Agreement there exists any applicable law or any applicable rule, regulation, or order issued by governmental authority other than the District which shall render invalid or restrain compliance with or enforcement of any provision of this Agreement, such provision shall be immediately suspended and be of no effect hereunder so long as such law, rule, regulation, or order shall remain in effect. Any invalidation of a part or portion of this Agreement shall not invalidate any remaining portions which shall continue in full force and effect.

B. Replacement for Severed Provision

In the event of suspension or invalidation of any article or section of the Agreement, the District and the Association will meet within thirty (30) days after such determination for the purpose of arriving at satisfactory replacement for such article or section.

ARTICLE IV DEFINITIONS

ACADEMIC YEAR

The traditional fall and spring semesters of a school year which are consistent with the 178 total instructional days as specified in the Academic Calendar.

ACADEMIC CALENDAR

The published academic calendar developed by the Academic Calendar Committee. The Academic Calendar specifies when classes are in session, Flex/in-service/staff development days, holidays and final exam periods.

ADMINISTRATION

The College or District employees who are declared management employees by the Board of Trustees.

AGREEMENT (MASTER)

The negotiated contract between the District and the Association.

ASSOCIATION

South Orange County Community College District Faculty Association.

BOARD POLICY

A policy approved by the Board of Trustees.

CHANCELLOR

South Orange Community College District chancellor.

CLOCK HOUR

Sixty (60) minutes.

COLLEGE

The college (Irvine Valley College, Saddleback College) where a faculty member has a primary assignment.

COLLEGE SERVICE

An activity and/or service that fulfills the faculty member's contracted service obligation.

COMMITTEE

Any standing or ad hoc college and/or District group duly constituted to address one or more college and/or District concerns in which participation fulfills in whole or in part a faculty member's contracted committee activity obligation .

CONTACT HOUR

Fifty (50) clock minutes of a sixty (60) minute scheduled classroom activity.

DAILY RATE OF PAY

The annual contract salary divided by the number of duty days of the individual faculty member under the contract.

DAY

A "day" (for the purpose of Article XXV – Grievance Procedures) is any day on which the District administrative offices are open for business.

DEAN

The administrator assigned to a specific division/school at a college.

DEPARTMENT CHAIR

A full-time faculty member who, under the supervision of a dean, administers an academic department.

DISTANCE EDUCATION (DE)

Instruction in which the instructor and student are separated by a distance so that they interact primarily through the assistance of communication technology. A DE course/section or session is defined as the use of technology utilized 51 percent or more of the time to deliver instruction during the course term.

DISTRICT

The entire South Orange County Community College District consisting of Irvine Valley College, Saddleback College, their off-campus sites, and ATEP.

DUTY DAYS

The District has adopted a 178-day Academic Calendar (per. Ed. Code, §41420 and §41422) within which each full-time faculty member fulfills his/her contracted workload as specified in Articles XIV (Assignment, etc.) and XV (Workload).

EDUCATION CODE (ED. CODE)

The California Education Code.

EERA

The Educational Employment Relations Act as recorded in Chapter 10.7, §3450-§3549 of the Government Code.

EXTRA DUTY DAYS

Additional days beyond a faculty member's normal contractual assignment during which designated faculty members perform duties (see Article XV).

FACULTY

All full- and part-time academic employees who are included in the appropriate bargaining unit as defined in Article V, and therefore covered by the terms and provisions of this Agreement.

FACULTY MEMBER

A full- or part-time academic employee who is included in the appropriate bargaining unit as defined in Article V, and therefore covered by the terms and provisions of this Agreement.

FLEX ACTIVITIES

Flex activities are in lieu of classroom, preparation, and office hour assignment time and, therefore, attendance is required for full-time faculty members (5 CCR §55726).

FULL-TIME

A faculty member employed by the District on a full-time contract.

GRIEVANCE

Is a formal written allegation by a grievant who alleges a violation of a specific article, section, or provision of this Agreement.

GRIEVANT

Is any faculty member(s) who claim(s) to have been aggrieved by an alleged violation of this Agreement.

IMMEDIATE FAMILY

Is the mother, father, stepparent or legal guardian, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, grandmother, grandfather, or grandchild of the employee or of the spouse or domestic partner of the employee, and the spouse or domestic partner of the employee, or any relative living in the immediate household of the employee.

IMMEDIATE SUPERVISOR

Is the lowest level administrator who has immediate supervision of the grievant and who has been designated by the District to address a grievance at Level I as specified in Article XXV (Grievance Procedures).

INSTRUCTOR

An employee who is included in the appropriate bargaining unit as defined in Article V, and therefore covered by the terms and provisions of this Agreement.

LECTURE HOUR EQUIVALENT (LHE)

A unit of measure used to establish each full-time faculty member's annual contractual workload.

OSH

A unit of measure ("One Semester Hour") used to establish a full-time faculty member's overload assignment and rate of pay, and the assigned workload and rate of pay for part-time faculty, and all Summer Session assignments and rate of pay. One (1) OSH equals 16.6 assigned hours.

OSH RATE (OF PAY)

The rate of compensation for OSH as indicated in the Regular Term Hourly Schedule and the Summer School Hourly Schedule of the Academic Hourly schedule (Appendix ____).

PART-TIME

A faculty member employed by the District who works less than a full-time workload.

PRESIDENT

College president for each campus in the District.

SALARY SCHEDULE

The Academic Salary Schedule, the Regular Term Hourly Schedule, and Summer School Hourly Schedule, as set forth in Appendix _____.

SOCCCD

South Orange County Community College District.

STRS

State Teachers Retirement System

TRC – TENURE REVIEW COMMITTEE

A committee composed of the Dean and tenured faculty members assigned to assist probationary faculty members through the tenure process.

VICE CHANCELLOR

The Vice Chancellor of Technology and Learning Services, or the Vice Chancellor of Human Resources of the SOCCCD.

VICE PRESIDENT

The Vice President of Instruction or Vice President for Student Services for each campus in the District.

WORKLOAD

A measurement in LHEs of a faculty member's assignment.

WORKSITE

A physical location where a faculty member performs and completes some or all of their academic assignment(s). Example: A nurse in a clinical setting in a local hospital.

ARTICLE V RECOGNITION

The District recognizes the Association as the exclusive representative of full-time and part-time academic employees of the District, including librarians and counselors, for the purposes of meeting and negotiating. Management, confidential, classified, and supervisory employees, as defined by the Educational Employment Relations Act, shall be excluded from the bargaining unit.

ARTICLE VI ASSOCIATION RIGHTS

I. General Provisions

- A. The Association and its duly authorized college representatives shall have, upon yearly approval, the free use of college equipment and building facilities for Association business at any reasonable time, which shall include evening hours. Such equipment shall include, but shall not be limited to computers, duplicating equipment, calculators, telephone/fax, and audiovisual equipment.
- B. The District shall provide reasonable bulletin board space for Association use in each building housing faculty members, and in all faculty lounges and dining areas.
- C. The Association and its college representatives shall have the right to use the college mail distribution services, including e-mail, for Association communications, and shall be provided access to all faculty mailboxes for such use through appropriate methods.
- D. Duly-authorized Association representatives shall be free to conduct official Association business as necessary to the performance of Association responsibilities to members of the bargaining unit, including grievance representative activities, on college property.
- E. Names, job titles, home addresses, and telephone numbers of all full-time and part-time faculty members shall be provided to the Association within approximately thirty (30) days of the first day of each recognized academic term, i.e., fall and spring semester, unless release of specific information is disallowed by particular faculty.
- F. The District and the college administration shall consult with the Association on new or modified fiscal or budgetary programs when this information is of concern to the Association as it relates to items determined to be in the scope of representation under the EERA.
- G. Reassigned time without loss of compensation shall be provided to Association members for negotiations and conducting Association business. Schedules of those faculty members receiving reassigned time shall be mutually arranged by the faculty members, the supervising College administrators and the District so as to minimize disruption to the educational process and with the intent of allocating reasonable periods of time for negotiations and the conducting of Association business. The following apply:
 - 1. The Association will provide the names of faculty members receiving the reassigned time to supervising College administrators and District no later than May 1st for the fall semester and October 1st for the spring semester.
 - 2. Thirty-six (36) hours to be utilized by no more than five (5) negotiating team members and the Association President and/or designee(s) and/or the Association Grievance Chairs.
 - 3. Two (2) additional OSH will be added for summer use only:
 - a. One (1) OSH for the President;

b. One (1) OSH for the Chief Negotiator.

H. Association officers or their designee(s) may be granted up to three (3) days of paid leave or shall be entitled to three (3) days of unpaid leave to be used for local, state, or national conferences, or for conducting other business pertinent to the Association's affairs. These representatives shall be excused from their duties upon a minimum of a two (2) days advance notice to the college president by the Association President or designee.

ARTICLE VII MANAGEMENT RIGHTS

Except as limited by the specific and express terms of the EERA and/or this Agreement, the Board hereby retains and reserves unto itself all rights, powers, authority, duties, and responsibilities conferred upon or vested in it by law. The parties agree that all customary and usual rights, powers, functions, and authority possessed by management are vested in the Administration, and the Administration shall continue to exercise such rights, powers, functions, and authority during the period of this Agreement.

ARTICLE VIII NEGOTIATION PROCEDURES

I. General Provisions

- A.** Either the District or the Association may notify the other in writing, between March 1 and May 1 in the year that this contract expires, of its request to modify, amend, or terminate the agreement. Negotiations shall thereafter commence in accordance with the law.
- B.** Either party may use the services of outside consultants to assist in the negotiations.
- C.** Negotiations shall take place at mutually agreed upon times and places.
- D.** Any tentative agreement reached between the parties shall be put in writing and signed by both parties. Ratification of the Agreement, both by the District and Association, shall occur at a regularly scheduled meeting of these respective bodies or at a special meeting called within a reasonable period of time.
- E.** Upon request by the Association President, or his/her designee, the District shall provide one copy of any clearly non-confidential District, county, or state reports or documents. The District shall also provide one copy of all budgetary information that it develops and/or produces that is necessary and reasonable for the Association to fulfill its role as the exclusive bargaining representative. All such reports shall be delivered to the Association in a timely manner.

ARTICLE IX UNIT STABILITY

- I.** Should any new positions be established during the terms of this Agreement, the placement of those positions in or out of the bargaining unit shall be determined according to Article V. If not covered in Article V, placement shall be negotiated with the Association. Should the issue not be resolved within thirty (30) days of the establishment of a new position, it shall be submitted to PERB.

- II.** Except as set forth below, no position or job title filled by a faculty member, or the duties and responsibilities delineated in the job announcement for which the faculty member was hired, shall be altered during the term of the agreement without mutual agreement between the District and the Association unless that position or job title has been permanently vacated. A faculty member's duties and responsibilities delineated in the job announcement for which the faculty member was hired may be modified by the District while the faculty member is in his/her position if the change is necessary to provide the faculty member with a full load which is within the faculty member's minimum qualifications.

- III.** When the District determines that a vacancy within the bargaining unit shall be filled, the Association shall be notified within ten (10) days of the District's determination. Said vacancies shall be posted for a minimum of ten (10) days prior to being filled. Vacancies in full-time positions which occur during the term of this agreement will be filled by full-time faculty members to meet the base annual full-time faculty obligation number as determined by the Office of the Chancellor of California Community Colleges (California Community College System Office).

ARTICLE X ORGANIZATIONAL SECURITY

I. General Provisions

A. The District and the Association recognize the right of employees to form, join, and participate in lawful activities of employee organizations and the equal alternative right of employees to refuse to form, join, and participate in employee organizations. Neither party shall exert pressure on or discriminate against an employee regarding such matters.

B. Membership in the Association is not compulsory. Except as provided elsewhere in this Agreement, all members of the bargaining unit, or in the case of new bargaining unit members hired during this Agreement, on or before the sixtieth (60th) day following the beginning of the school year, or the execution of the collective bargaining agreement, whichever is later, as a condition of employment or of continued employment, shall elect one of the following:

1. Become a member of the Association; or
2. Not become a member but pay a service fee:

Non-members of the Association may pay to the Association, during the term of this Agreement, a service fee in the amount equal to the Association's annual dues for representing such employees. Such amount shall be verified and submitted in writing to the District within thirty (30) days after the effective date of this Agreement and at the beginning of each successive school year.

3. Neither become a member nor pay a service fee.

C. The interpretation, application, administration, and enforcement of this Article shall be in accordance with the requirements of the Government Code, Chapter 10.7 of Division 4, Title 1, 3540, as amended, and construed by the Public Employment Relations Board, federal, and state courts, and to the extent that it does not conflict with any federal or state laws.

D. Exceptions to Section B above shall be:

1. Part-time Faculty Association members electing Option B1 or B2 shall pay a prorated service fee in the same ratio as their part-time service bears to full-time service.
2. Full-time bargaining unit members hired during the school year shall be required through direct payment or deduction authorization, only a pro rata amount of the membership dues or service charge. Such pro rata shall be based on a maximum of ten (10) school months (September through June) and the number of months remaining in the school year. A month shall be determined if more than 51 percent of the teaching days in that month remain after the faculty member commences employment.

E. A faculty member shall be responsible to the Association for a full year's payment from the date of election when electing to pay Association dues or a service fee.

- F.** A faculty member may execute a District Authorization form to the District for deductions from his/her pay for the purpose of paying Association fees or dues. Such deductions must be voluntary, and the faculty member may revoke such authorization at any time. The deductions permitted under the authorization shall be:
1. **Association member:** The annual dues of the local Association, including state and national organizations, but excluding all other charges, including fines and assessments.
 2. **Non-members:** A certified amount of the cost as verified in Section B2 above.
 3. Such deductions shall be made only upon submission of the District form to a designated representative of the District duly completed and executed by the faculty member.
 - a. Deductions shall be made in equal installments on each pay day after receipt of authorization.
 - b. By the fifteenth (15th) day of each succeeding month, the District shall transmit the monies to the Association.
- G.** The Association shall hold the District harmless on account of any monies deducted and remitted to the Association pursuant to this section.
- H.** As a condition of the effectiveness of this Article, the Association agrees to defend, indemnify and hold harmless the District, Board of Trustees, each individual member of the Board of Trustees, and all administrators in the District, harmless against any and all claims, demands, costs, lawsuits, judgments, or other forms of liability, and all court or administrative agency costs that may arise out of or by reason of action taken by the District for the purpose of complying with this Article.

ARTICLE XI

PROFESSIONAL DUES OR FEES AND PAYROLL DEDUCTIONS

I. General Provisions

- A.** Any faculty member who is a member of the Association or who has applied for membership may sign and deliver to the District Payroll Office an appropriate written authorization requesting deduction of unified Chapter/CTA/NEA dues. Such authorization shall continue in effect from year to year unless revoked in writing between July 1 and September 1 of any year. Pursuant to such authorization, the District shall deduct one-tenth of such dues from the regular salary check of the faculty member each month for ten months beginning with the first regular salary check of the academic year.
- B.** Faculty members who sign such an authorization after the commencement of the academic year shall have their dues prorated for the remainder of that academic year.
- C.** With respect to all sums deducted by the District pursuant to authorization by the employee, the District agrees to remit monthly, within fifteen (15) days following the date of deduction on the member's pay warrant, such monies to the Association's designee accompanied by an alphabetical list of faculty members for whom such deductions have been made.
- D.** The Association agrees to furnish any information needed by the District to fulfill the provisions of this Article.
- E.** Upon receiving appropriate written authorization from the faculty member, the District shall deduct appropriate amounts from the salary of the faculty member and make appropriate remittance to annuities, credit union accounts, savings bonds, or any other plans or programs approved by the Association and the District.

ARTICLE XII BOARD POLICIES

In the event the District desires to change a Board Policy which affects a term or condition of employment, as defined by Government Code Section 3543.2, the District will, prior to making such a change, notify the Association of the proposed change, and provide it with a reasonable opportunity to negotiate the change, to the extent such change is within the scope of representation.

ARTICLE XIII
REOPENER CLAUSE

- I.** Both parties (District and Association) have agreed that the scope of the EERA leaves some room for interpretation. In an effort to expedite the negotiations process, the Articles contained herein constitute an agreement on the scope of the EERA. However, should PERB or the courts rule on items not covered in this contract, the Association and the District agree to meet and negotiate in good faith those provisions so ruled in scope.
- II.** Any item so negotiated and agreed to by both the District and the Association shall become a part of this Agreement and shall not cancel or invalidate any other part of the Agreement.

ARTICLE XIV ASSIGNMENT, CONTRACT YEAR, HOURS OF SERVICE, AND PROFESSIONAL DUTIES

I. Right of Assignment

- A.** The Dean has the right to assign and/or approve each full-time faculty member's workload.
- B.** The Dean has the right to assign and approve each part-time faculty member's workload and particular assignment(s).
- C.** The Dean and faculty member will mutually agree to office hours, and committee/college service hours.
- D.** The Dean will give first consideration to full-time faculty members for additional assignments such as overload, summer session, special projects.

II. Contract Year

A contract year for full-time faculty members shall be 178 days divided into the traditional fall and spring semesters as published in the Academic Calendar.

III. Hours of Service

Full-time faculty members are expected to work no less than thirty-six (36) hours per week for their 30 LHE yearly assignment. A typical semester workload shall be comprised of:

A. Lecture Assignment:

- 1. Fifteen (15) hours per week of classroom or equivalent instruction.
- 2. Fifteen (15) hours per week for grading, record keeping, student advising, appointments, classroom preparation, and other professional duties as assigned.
- 3. Five (5) office hours per week during each week of the semester, including finals' week.
- 4. One (1) hour per week of committee and/or college service.

B. Non-Lecture Assignment:

- 1. Thirty (30) hours per week of direct student contact, outreach, and program specific assignments
- 2. Five (5) office hours per week.
- 3. One (1) hour per week of committee and/or college service.

IV. Professional Duties within the Hours of Service

A. Each faculty member shall:

- 1. Comply with their individual workload assignments.
- 2. Take responsibility for curriculum and program development, updates, and technical/program reviews.

3. Read, respond to, evaluate all student work, and report final grades to Admissions, Records, and Enrollment Services by an announced deadline each semester.
4. Respond to student academic concerns.
5. Report all personal absences to the Dean.
6. Participate in program review and college accreditation processes as appropriate.
7. Complete his or her Flex obligation, calculated at 4.2 hours per Flex day as designated in the Academic Calendar.

B. Full- and part-time faculty members are encouraged to attend and participate in:

1. Both Fall and Spring District-wide Opening Sessions convened by the Chancellor.
2. Both Fall and Spring opening sessions convened by the College President.
3. Regularly scheduled departmental, division, school meetings convened by the Dean.
4. Professional development activities offered throughout the Flex calendar.
5. Commencement.

ARTICLE XV WORKLOAD

I. Workload

A. General Provisions

All faculty members covered by the Master Agreement are by definition instructional/teaching faculty, and their regular contracted duties and responsibilities are instructional and teaching in nature. This applies to all full-time and part-time faculty, and includes all mediated and classroom instructors as well as all faculty whose normal or occasional duties and activities are non-traditional or non-classroom in nature, such as counselors, librarians, learning disability specialists, learning assistance instructors, student health center nurse(s), and any and all others who are included in the Academic Employee bargaining unit within the District.

II. Instructional activities

A. Lecture

Instructional activity in which the workload is divided between student contact activities and preparatory activities, including but not limited to lecture preparation, course material development, responding to student work and grading.

B. Laboratory

Instructional activity complementary to a lecture course and delivered separately from the lecture course, in which the workload is divided between student contact activities and preparatory activities, including but not limited to laboratory preparation, course material development, responding to student work and grading. Instruction is normally delivered on a group basis.

C. Tutorial

Instructional activities such as learning assistance or learning centers, in which the assignment is fulfilled entirely by student contact activities, with no preparatory activities. Instruction is normally delivered on an individual basis.

D. Library, Counseling Services, and Learning Disability Specialists

Instructional activities such as library services, counseling services, and learning disability services in which the assignment is fulfilled primarily by student contact activities within an assigned period.

During the term of this Agreement, the parties will select a consultant to conduct an organizational assessment. The purpose of the assessment will be to recommend how classes taught during the 2007/08 school year as "lecture," laboratory," and "tutorial" should be allocated under the revised definitions set forth above. Upon completion of the study, the recommendations of the consultant will be presented to the parties for their review and negotiations with the goals of resolution and implementation.

III. Lecture and Laboratory Assignments: Full-time faculty members who instruct lecture and laboratory courses will be assigned 30 LHE per academic year.

The normal number of separate course preparations for a normal full-time faculty member's workload per semester shall not exceed three (3). In special situations, with the agreement of the faculty member, a faculty member may teach more than three (3) separate preparations.

- A. Lecture and laboratory instruction will be calculated on a contact hour (50 minute).
- B. One Lecture Hour Equivalent (1 LHE) shall be defined as one semester hour of lecture instruction.
- C. Lecture and laboratory workloads will be 30 LHE per academic year, calculated and compensated according to the following ratios:

	<u>Contact Hours</u>		<u>LHE for load</u>
Lecture	1		1
Laboratory	1.2 (5/6)		1
Example: Chemistry 1A, 5/3/6 (unit/lecture/lab per week)			
	3 Hours Lecture	=	3 LHE
	6 Hours Laboratory	=	<u>5 LHE</u>
			8 LHE for load

D. Lecture Provisions:

1. The Dean will determine and approve course cancellations.
2. The minimum course enrollment will be twenty-two (22).
3. The Dean may authorize a course with less than the minimum enrollment for conditions such as academic and/or pedagogic rationale, safety, limited number of workstations, mandated program limits, academic sequential programs, and inter-collegiate athletics.
4. **Large Lecture Assignments:** Large lecture courses will have an enrollment of more than 45 students. The following conditions apply:
 - a. Large lecture courses must be pre-approved and scheduled by the Dean.
 - b. Large lecture compensation will be calculated by the Dean on Census Day using the formula in 'e' below.
 - c. The course must be listed in the general catalog of the college and offer units.
 - d. Consent of the faculty member(s) is required.
 - e. An enrollment of forty-six (46) to sixty (60) and for every increment of fifteen (15) thereafter (for example, 61-75), one (1) additional OSH (overload) shall be assigned to the faculty member's workload (Refer to Section V, B, of this Article).

- f. Large lecture compensation will not apply to the ten (10) OSH overload limit.
5. **Small Lecture Assignment (Contracted Classes):** Small lecture courses are established when there are extenuating circumstances and will enroll four (4) but less than twenty-two (22) students. The most common cause for engaging a small lecture class would occur when a class is scheduled to be canceled, and the class is needed to meet specific needs of the students affected. The following conditions apply:
- a. Enrollments will be monitored by the Dean.
 - b. Mutual consent of the faculty member and the Dean is required.
 - c. The course must be listed in the general catalog of the college and offer units.
 - d. The course must be well planned and structured, and follow the approved course outline on file with the state.
 - e. An individual course contract will be established between the Dean and the faculty member. The contract will include the total number of hours, meeting dates and times.
 - f. Small lecture compensation will be pro rated per enrollment and paid according to rate specified in Appendix B.
6. **Team teaching course:** The total LHE assigned to the team that teaches the course shall not exceed the total LHE assigned to the course. A team-taught course will normally have a maximum enrollment of forty-five (45) students. This maximum enrollment will not be exceeded without the permission of the faculty members. In the event that a team-taught course is identified as a large lecture course (refer to III, D, 4, and V, B, of this Article), the total large lecture compensation will be distributed as the LHE is distributed among the team that teaches the course.
7. **Directed (independent) Study:** Directed study is designed to accommodate students who have schedule conflicts and are nearing completion of their degree. All academic employees are eligible to instruct a directed study course(s). The following conditions apply:
- a. The Dean will identify and/or approve all directed study sections.
 - i. A syllabus and student contract for each study section must be on file with the Dean.
 - ii. A project, test, paper and/or presentation must be successfully completed by each student.
 - b. Consent of the faculty member is required.
 - c. Directed study sections may involve from one (1) to no more than three (3) students.

- d. The assigned faculty member shall meet with the student(s) for a minimum of eight (8) contact hours during the semester.
 - e. The time scheduled for directed study section may not coincide with the faculty member's other assignments.
 - f. Directed study sections will not count toward the faculty member's contractual workload.
 - g. The faculty member shall be compensated at the appropriate hourly/OSH rate as described in Appendix A for eight (8) contact hours (see 'd' above).
8. **Cooperative Work Experience (CWE):** CWE is a course which is part of the existing state approved curriculum and will enroll at least one (1) but no more than thirty-five (35) students. The following conditions apply:
- a. Enrollments and the combination of sections will be monitored and determined by the Dean on Census Day for workload.
 - b. Mutual consent of the faculty member and the Dean is required.
 - c. Three (3) LHE (see e, iii below) of CWE will be the maximum assignment per semester as part of a full-time workload and/or one OSH of CWE the maximum for overload.
 - d. The assignment can be either counted toward load or overload as approved by the Dean.
 - e. A faculty member may teach one (1) CWE class, consisting of one or more sections, each semester as part of his/her workload. The assignment will be calculated as follows:
 - i. Nine (9) to seventeen (17) students enrolled, one (1) LHE assigned.
 - ii. Eighteen (18) to twenty-seven (27) students, two (2) LHE assigned.
 - iii. Twenty-eight (28) to thirty-five (35) students, three (3) LHE assigned.
 - f. The faculty member must submit all appropriate documentation according to CCR, Title V, Section 55253.
 - g. Compensation for CWE sections will be based on the receipt of the documentation.
9. **Productivity Incentive and Class Averaging:** If a faculty member has an average of forty-five (45) students per class, nine (9) above the current average of thirty-six (36), or a total of two-hundred twenty-five (225) students for the semester, he/she shall be allowed to teach the total of 225 students in no fewer than four separate classes.

If a faculty member has an average of thirty (30) students per class or greater (150 students per semester), he/she shall be allowed to teach one (1) class which does not meet the minimum enrollment of twenty-two (22) provided he/she still has 150 students.

This agreement does not change the contract language requiring twenty-two (22) students as minimum class enrollment.

IV. Non-Lecture Assignments: Faculty members who provide tutorial, library, counseling and learning disability services will be assigned 30 LHE per academic year. Workload hours will focus on direct student contact, outreach, and program specific assignments. The Dean has the right to assign to and/or approve of each full-time faculty member's workload. The Dean and faculty member will mutually agree to office hours, and committee/college service hours.

A. Tutorial coordinators, librarians, learning disability specialists, and counseling hours will be calculated on a clock hour (60 minutes) basis (or portions thereof).

	<u>Clock Hours</u>	<u>LHE for Load</u>
Tutorial (as described in Article XV, Section II, subsection C above)	2	1
Library	2	1
Counseling	2	1
Learning Disability	2	1

B. Lecture instruction (refer to Section III, of this Article):

Counselors and Librarians may include a maximum of 6 LHE of lecture courses per semester within their workload assignment.

Learning Disability Specialists' assignments may vary.

C. Learning Center Instruction: All Learning Center assignments will be exclusively tutorial.

V. Other General Workload Provisions

A. Extra Duty Days: Selected full-time faculty members are identified to work additional duty days in addition to those which constitute their regular contractual assignment.

1. During the Extra Duty Days, the faculty member assigned to extra duty days shall perform regular and normal instructional activities. Specific activities for this additional time will be mutually agreed upon in advance by each faculty member and his/her Dean.
2. All activities that constitute Extra Duty Days may not coincide with the faculty member's contractual workload assignments, scheduled overload, summer assignments, stipend assignments or reassigned time.

3. All faculty members obligated to work Extra Duty Days will have their salaries adjusted to reflect the additional time. Such adjustments will be made on a per diem basis, and the total amount of base salary plus adjustments constitutes the contracted salary for that individual.
4. Full-time faculty members assigned to extra duty assignments will receive the following extra duty days:

<u>Assignment(s)</u>	<u>Extra Days</u>
Baseball, Head Coach	20 days
Baseball, Assistant Coach	20 days
Basketball, Head Coach	20 days
Badminton, Head Coach	16 days
Choral (vocal) Music	9 days
Counselor	17 days (10 days scheduled immediately prior to the start of the fall academic calendar, and the equivalent of 7 days, to be agreed upon by the faculty member and the Dean)
Cross Country, Head Coach	16 days
Fast Pitch Softball, Head Coach	20 days
Football, Head Coach	20 days
Football, Assistant Coaches	20 days
Golf, Head Coach	16 days
Instrumental Music	16 days
Learning Disability Specialist	17 days (10 days scheduled immediately prior to the start of the fall academic calendar, and the equivalent of 7 days, to be agreed upon by the Specialist and the Dean)
Pep Squad Advisor	9 days
Soccer, Head Coach	20 days
Swimming, Head Coach	20 days
Tennis, Head Coach	16 days
Track, Head Coach	20 days
Volleyball, Head Coach	16 days
Water Polo, Head Coach	16 days

In the event of post-season play, each full-time coach of that sport will receive one additional extra duty day compensation for each week of post season play. This compensation will be provided to the faculty member starting within sixty (60 days) after the post season play is completed and prorated over the annual contract.

B. Overload: The Dean will give first consideration to full-time faculty members for overload assignment(s). Overload assignments may not exceed ten (10) OSH per semester.

1. Only full-time faculty members can work overload.
2. Summer school assignments do not constitute an overload assignment.
3. Overload assignments will be calculated and compensated by the following ratios:

	<u>Contact Hours</u>	<u>Hours of Pay</u>
Lecture	1	1
Laboratory	1	1

	<u>Clock Hours</u>	<u>Hours of Pay</u>
Tutorial (as described in Article XV, Section II, subsection C above)	2	1
Library	1	1
Counseling	1	1
Learning Disability	1	1

C. Summer Session Assignments: Faculty members may accept summer session assignments. The following conditions apply:

1. The Dean will give first consideration to full-time faculty members who meet minimum qualifications within their respective organizational unit.
2. Summer session assignments are not considered overload assignments.
3. Compensation will be provided in accordance with will be calculated and compensated with OSH pay in accordance with Appendix A according to the following ratio:

	<u>Contact Hours</u>	<u>Hours of Pay</u>
Lecture	1	1
Laboratory	1	1

	<u>Clock Hours</u>	<u>Hours of Pay</u>
Tutorial (as described in Article XV, Section II, subsection C above)	2	1
Library	1	1
Counseling	1	1
Learning Disability	1	1

D. Cooperative Work Experience (CWE): A CWE assignment will be limited at one (1) CWE, consisting of one or more sections, class for summer. The following conditions apply:

1. The CWE course is part of the existing state approved curriculum and will enroll at least one (1) but no more than thirty-five (35) students.
2. The faculty member must submit all appropriate documentation according to CCR, Title V, Section 55253.
3. The faculty member will be compensated at the rate of one contact hour's pay for each student.

In addition, the instructor will be required to make two (2) job-site visitations and to conduct two (2) student conferences per student per semester. For a combination of two (2) job-site visitations and two (2) student conferences, the instructor will be compensated with one (1) contact hour's pay.

4. Compensation for CWE sections will be based on the receipt of the documentation.
5. Summer assignments will be calculated and compensated by the ratio found in Section VI, subsection G of this Article.

E. Unpaid Work Exchange: Each Dean will maintain a pre-approved agreed upon substitute list. Faculty members may request an exchange in writing. The request form (Appendix C) must have the signatures of both parties.

It is agreed that the exchange is on an hour-for-hour basis and will be completed before the end of the following semester. A faculty member may participate in no more than four (4) unpaid exchanges during any academic year. Unpaid faculty exchanges will not affect regular compensation or leaves as described in Article XXIX, Leaves.

VI. Compensated Duties Beyond Instructional Assignments

- A. Faculty members may accept additional duties and responsibilities in a specific activity including but not limited to chairing, directing, or coordinating.
- B. Forms of Compensation for Duties beyond Instructional Assignments
 - 1. Stipend: When a faculty member accepts a stipend assignment the following conditions apply:
 - a. The Dean will assign and approve all stipends in his/her area.
 - b. All stipends will be in addition to the faculty member's workload assignment.
 - c. Faculty members must sign a stipend contract which will require the faculty member to verify completion and/or satisfaction of the assignment under penalty of perjury.
 - 2. Reassigned Time: Reassigned time is intended for those faculty members performing duties which require additional time, and a corresponding reduction in the amount of time assigned to normal contractual duties.
 - a. Reassigned time may be recommended by the College President and approved by the Chancellor.
 - b. Faculty members must sign a reassigned time contract which will include stated outcomes such as expectations, objectives and dates of completion of the assignment. The faculty member will be required to provide evidence of completion and/or satisfaction of the assignment to the appropriate administrator.
 - c. Faculty members receiving reassigned time will be eligible for additional workload assignments.
 - d. The Dean and faculty member will develop a work schedule that will provide the appropriate time for the faculty member to complete the activities identified in the reassigned project.

 For example: If a faculty member's reassignment activities include scheduled meetings for every Tuesday during the semester, at a time during which there is no assigned contractual duty, then there shall be no conflicts with the assignment.
 - e. The reassigned time allocated to the bargaining unit as described in Article VI, Section G, may not be converted to a stipend.

VII. Part-time Workload: The Dean has the right to assign and approve each part-time faculty member's workload and particular assignment(s). Part-time faculty members may be assigned lecture and non-lecture workload assignments. The following conditions apply:

- A. Part-time faculty members may accept employment and workload assignments. However, there are no guarantees for part-time assignments. The following consideration, order of employment (offer), and conditions apply in order of priority:

1. Full-time faculty members will receive their assigned workloads and appropriate overload(s) for the fall and spring semesters, and full-time faculty will have be given first consideration for summer assignments.
 2. Then consideration shall be given to returning part-time faculty who have received a rating of good or better on their last four consecutive evaluations.
 3. All other part-time faculty will be considered for assignment.
- B.** The Dean may cancel the assignment of any part-time faculty member to provide a full workload (15 LHE) assignment to a full-time faculty member.
- C.** Once all assignments have been made, the Dean may not cancel the assignment of any part-time faculty member for the purpose of providing a full-time faculty member with overload.
- D.** A maximum assignment will be no more than nine (9) equivalent LHE (60%) per semester (Calif. Ed. Code section 87482.5) excluding ancillary activities (see Article XVI, II, D). Effective January 1, 2009, a maximum assignment will be no more than sixty-seven (67%) of a full-time workload, or ten (10) equivalent LHE, per semester (Calif. Ed. Code, Section, 87482.5).
- E.** Part-time faculty members may provide service in professional ancillary activities and be compensated for such services which will not impact their status as a temporary employee (Calif. Ed. Code, Section, 87482.5).
- F.** A retiree from the District who seeks part-time assignments will be required to have a medical certificate on file with Human Resources (see Calif. Ed. Code, Section, 87408.5).
- G. Cooperative Work Experience (CWE):** A CWE assignment will be limited at one (1) CWE class, consisting of one or more sections, for part-time faculty members. The following conditions apply:
1. The CWE course is part of the existing state approved curriculum and will enroll at least one (1) but no more than thirty-five (35) students.
 2. The faculty member must submit all appropriate documentation according to CCR, Title V, Section 55253.
 3. The faculty member will be compensated at the rate of one contact hour's pay for each student.
 4. In addition, the instructor will be required to make two (2) job-site visitations and to conduct two (2) student conferences per student per semester. For a combination of two (2) job-site visitations and two (2) student conferences, the instructor will be compensated with one (1) contact hour's pay.
 5. Compensation for CWE will be based on one or both of the following two types of documents:
 - a. All documentation from '1' above.
 - b. Documentation regarding on-site visits, student conferences, documentation of student success.

6. All CWE compensation will be paid at the end of the semester assignment.

H. Part-time assignments will be calculated and compensated with OSH pay by the following ratio:

	<u>Contact Hours</u>	<u>Hours of Pay</u>
Lecture	1	1
Laboratory	1	1
	<u>Clock Hours</u>	<u>Hours of Pay</u>
Tutorial(as described in Article XV, Section II, subsection C above)	2	1
Library	1	1
Counseling	1	1
Learning Disability	1	1

VIII. Course Content and Copyright Materials

1. Course outline and course content

- a. Course Outline of Record (Curriculum) as described in 5 CCR §55002, is the property of the District.
- b. Any instructional material developed by a faculty member to instruct, support, and/or deliver courses, including DE courses, shall remain the exclusive property of that faculty member, unless the faculty member and the District have reached a prior alternative agreement regarding ownership of specific instructional material.
- c. The college will have the right of "non-exclusive license" to course content for a period of one year after course completion only for the purpose of allowing students to complete a course for which the content was created and when the faculty member is no longer available to complete the course.

2. Copyright Ownership

- a. Any material created outside of the faculty member's employment with the District is the exclusive property of the faculty member.
- b. Unless the faculty member and the District reach a specific alternative agreement prior to the creation of the material, any material created by a faculty member using District resources or support remains the exclusive property of that faculty member.

ARTICLE XVI PART-TIME FACULTY

I. General Provisions

Each part-time faculty member shall be covered by all of the provisions of this agreement which relate to part-time, temporary, and partial contracts.

II. Right of Assignment: The Dean has the right to assign and approve each part-time faculty member's workload and particular assignment(s) each semester (see Article XV, Section VII).

III. Workload (see Article XV)

IV. Evaluations (see Article XVII)

V. Part-time Faculty Consideration in Filling Full-Time Faculty Vacancies

A. Information regarding academic full-time vacancies at all colleges in the District shall be made available to all part-time faculty on the District Web page and for those who request it from Human Resources.

B. Part-time faculty members who apply for a vacant position will be granted an interview. The following conditions apply:

1. The part-time faculty member must possess the required minimum qualifications for the position.
2. The part-time faculty member must have provided ten (10) or more semesters of service to the district.
3. The part-time faculty member must have received an overall rating of 'GOOD' or better in their most recent evaluation.
4. Points earned in the paper review process will move forward to the next step. In the event a candidate's paper review score is less than the cut score for interviews, the candidate will be informed and can elect to continue with the interview process or have his/her name removed from the interview list.
5. There will be no other special advantage in the process.

VI. Benefits (see Article XXVII)

VII. Wages (see Article XXX)

ARTICLE XVII EVALUATIONS

Probationary, Tenured and Part-Time

Purpose

The primary purpose of the evaluation of faculty is the continued improvement of instruction and instructional support services.

I. Probationary Evaluation

The four-year probationary period will provide sufficient time for the new faculty member to understand the expectations for tenure, to develop the skills and acquire the experience to participate successfully in the educational process, and to use appropriate resources for professional growth and development. Faculty recommended for tenure, therefore, must reflect this standard of excellence in their performance of faculty duties and interaction with students and colleagues.

A. Three-Step Process

It is essential that each probationary faculty member take full responsibility for the appropriate portions of his/her tenure review process. The three steps are:

1. Tenure Review Committee (TRC)

A Tenure Review Committee (TRC) will follow the candidate(s) through the four probationary years. Members of this committee have an obligation to commit to the timeframe, uphold the confidentiality of the tenure review process, uphold the principles of equal employment opportunities, promote and respect diversity, review appropriate documents, and conduct fair and unbiased evaluation for the purpose of reaching a tenure decision.

In instances where a department/division/school has multiple probationary faculty in the tenure review process at the same time, so that it would be difficult to compose multiple tenure review committees, the Dean and affected Department Chair(s) may elect to combine committees. In such instances, the combined TRC will contain at least one member who can reasonably be expected to have sufficient disciplinary expertise to evaluate each probationary faculty member assigned to that committee for evaluation.

Appointment to a TRC will count toward fulfillment of a faculty member's college service obligation, and may be eligible for Flex credit as appropriate.

The TRC will be appointed by the Dean and will be comprised of three persons:

- a. the Dean and a minimum of two (2) tenured faculty members from the Department and/or Division/School, or related department and/or Division/School. The appointment of faculty will follow consultation and consensus between the Dean and the department/school chair(s).

- b. The TRC will:
- i. Conduct scheduled classroom/worksite/electronic visitation(s) as needed and submit written comments to the Dean.
 - a) The faculty member and Dean will mutually agree on the course(s) or equivalent in which the scheduled evaluation(s) will take place, so that the faculty member may be observed under optimum conditions commensurate with his/her abilities.
 - b) Each evaluation shall be based upon at least one (1) observation, lasting at least fifty (50) minutes.
 - c) Faculty members shall not be held accountable for any aspect of the educational program over which they have no authority.
 - d) Evaluations are to be based primarily on the observation described in subsection (b) above. Hearsay statements, rumors or information from anonymous sources shall be excluded from written evaluations. The TRC may include in the written evaluation information which has been documented through a completed investigation subsequent to a complaint, the findings of which investigation have been delivered to the faculty member under evaluation prior to the inclusion of this information in the evaluation report.
 - ii. Review items relevant to the instructional duties assigned to the probationary faculty member, including participation in curriculum development and review, and in development and assessment of student learning outcomes. Any information included in the probationary faculty member's evaluation regarding participation in curriculum or student learning outcome processes must be verified and documented.
 - iii. Complete a summary report.
 - iv. If the faculty members' performance is unsatisfactory or needs improvement(s), the TRC will develop a plan of action, follow-up activities, dates of completion, and measurable outcomes to address these issues.
 - v. Meet with the probationary faculty member to discuss the summary report.
 - vi. Forward recommendation(s), with appropriate supporting documentation to the Vice President and President.

2. Student Evaluation

- a. Student evaluations will be arranged through the appropriate Vice President's office, and be obtained in each class, or for those faculty who engage in instruction outside of the traditional classroom, in the equivalent of a class, per year during the time covered by this evaluation period. The objective will be to determine the student response to areas such as the fulfillment of the stated and distributed course objectives, effective communication, and respect for students' rights and needs.
- b. These student evaluations will be made available for the faculty member to review, and may be shared with the TRC at the discretion of the probationary faculty member.
- c. The student evaluations are the property of the probationary faculty member, and will be returned to the probationary faculty member at the end of the semester, and the information contained therein will not be retained by the college or the district, used by the TRC in the completion of the formal evaluation except as specified in subsection b above, or included in the probationary faculty member's personnel file.

3. Administration Review

Annually, the appropriate Vice President, Dean, or designee will review all data and documents provided by the TRC as compiled through the tenure review process.

- a. The Dean will forward recommendation(s), including his/her recommendations, to the Vice President.
- b. The Vice President will:
 - i. review recommendation(s),
 - ii. forward recommendation(s), including his/her recommendations, to the President.
- c. The President will:
 - i. review recommendation(s),
 - ii. forward recommendation(s), including his/her recommendations, to the Chancellor.
- d. The Chancellor will:
 - i. review recommendation(s),
 - ii. forward recommendation(s), including his/her recommendations, to the Board of Trustees.

B. Evaluation Timelines

The Vice President or Dean will initiate the course of action to establish the tenure review process for each new hire.

1. First Academic Year

- a. The Dean meets with the new faculty member (and throughout the four year process as appropriate).
- b. A TRC is identified by the Dean for each new faculty member.
- c. The TRC meets with the faculty to discuss the process, format, objectives, timelines and expectations.
- d. Observations are made by all TRC members.
- e. Post-visit discussions to be held with the faculty member.
- f. Student evaluations are to be conducted.
- g. The TRC reaches its recommendation and completes a written report.
- h. The recommendation of renewal or non-renewal is submitted by the Dean to the Vice President and the President no later than February 1st.
- i. Letter of non-renewal or one (1) year renewal will be sent no later than March 15th.

2. Second Academic Year

- a. Follow d, e, f, g and h of the first year.
- b. Second semester (see Item I, section B, subsection 1i above) a letter of non-renewal or two (2) years renewal will be sent no later than March 15th.

3. Third Academic Year

- a. Follow d, e, f, g and h of the first year.

4. Fourth Academic Year

- a. Follow d, e, f, g and h of the first year.
- b. Documentation of all employment conditions such as, completion of degree along with all the appropriate materials to the Director of Human Resources no later than February 1st.
- c. Second semester (see Item I, section B, subsection 1i above) a letter of tenure or non-renewal sent no later than March 15th.

II. Tenured Faculty Evaluation

The tenured faculty evaluation process is designed to improve the teaching/ learning process and delivery of student services, to provide a basis for professional growth and development, and to comply with California State Community College laws and regulations.

A. Two-Step Process

1. Student Evaluation

- a. Student evaluations will be arranged through the appropriate Vice President's office, and be obtained in each class, or for those faculty who engage in instruction outside of the traditional classroom, in the equivalent of a class, per year during the time covered by this evaluation period.
- b. These student evaluations will be made available for the faculty member to review.
- c. The student evaluations are the property of the faculty member, and will be returned to the faculty member at the end of the semester, and the information contained therein will not be retained by the college or the district, used by the administration in the completion of the formal evaluation, or included in the faculty member's personnel file.

2. Administration Review

- a. The appropriate Vice President, Dean, or designee will make scheduled classroom/worksite/electronic visits as described below, complete a formal evaluation, and confer with the tenured faculty member.
 - i. The faculty member and Vice President, Dean or designee will mutually agree on the course(s) or equivalent in which the scheduled evaluation(s) will take place, so that the faculty member may be observed under optimum conditions commensurate with his/her abilities.
 - ii. Each evaluation shall be based upon at least one (1) observation, lasting at least fifty (50) minutes.
 - iii. Each evaluation may include information relevant to the instructional duties assigned to the faculty member, including participation in curriculum development and review, and in development and assessment of student learning outcomes. Any information included in the faculty member's evaluation regarding participation in curriculum or student learning outcome processes must be verified and documented.
 - iv. A faculty member may also elect to have a second evaluation by a tenured faculty member of his/her choice. This second evaluation is intended for improvement of faculty members and it may become a part of the personnel file only at the request of the faculty member being evaluated.
 - v. Faculty members shall not be held accountable for any aspect of the educational program over which they have no authority.

- vi. Evaluations are to be based primarily on the observation described in subsection (ii) above. Hearsay statements, rumors or information from anonymous sources shall be excluded from written evaluations. The evaluator may include in the written evaluation information which has been documented through a completed investigation subsequent to a complaint, the findings of which investigation have been delivered to the faculty member under evaluation prior to the inclusion of this information in the evaluation report.

B. Evaluation Timelines

1. The Vice President or Dean will initiate the tenured faculty evaluation process every two (2) years.
2. The evaluation process must be completed within one year of its initiation, or the process must begin anew.

C. Follow-up Procedures

Any tenured faculty member receiving an overall rating of unsatisfactory or requires improvement(s) will be evaluated again within twelve (12) months. All recommended improvement(s) will be in the faculty member's plan of action. The plan of action will outline the detail(s) of activity for enhancement(s), date(s) of completion for each activity, and material(s) which will be acceptable as documentation of action(s) completed.

In the subsequent evaluation, if the faculty member does not receive an overall rating of "Good" or better, the faculty member will not be eligible for any overload assignments until such time as future evaluation results in an overall "Good" or better.

III. Part-Time Faculty Evaluations

The part-time faculty evaluation process is designed to improve the teaching/ learning process and delivery of student services, and to provide the part-time faculty member a basis for professional growth and development.

A. Two-Step Process

1. Student Evaluation

- a. Each part-time faculty member shall have student evaluations conducted by the appropriate Vice President or designee in at least one course during the first semester of his/her first assignment at that college. Subsequent student evaluations shall take place every other semester in which an instructional assignment is held.

- b. The student evaluations are the property of the faculty member, and will be returned to the faculty member at the end of the semester, and the information contained therein will not be retained by the college or the district, and will not be used by the administration in the completion of the formal evaluation, or included in the faculty member's personnel file.

2. Administration Review

The Vice President, Dean, or designee will make scheduled classroom/worksite/electronic visits as described below, complete a formal evaluation, and confer with the part-time faculty member.

- a. The part-time faculty member and Vice President, Dean or designee will mutually agree on the course(s) in which the scheduled evaluation(s) will take place, so that the faculty member may be observed under optimum conditions commensurate with his/her teaching abilities.
- b. Each evaluation shall be based upon at least one (1) observation, lasting at least fifty (50) minutes.
- c. Part-time faculty members shall not be held accountable for any aspect of the educational program over which they have no authority.
- d. Evaluations are to be based predominantly on the observation described in subsection (b) above. Hearsay statements, rumors or information from anonymous sources shall be excluded from written evaluations. The evaluator may include in the written evaluation information which has been documented through a completed investigation subsequent to a complaint, the findings of which investigation have been delivered to the faculty member under evaluation prior to the inclusion of this information in the evaluation report.

B. Evaluation Timelines

- 1. Each part-time faculty member shall be evaluated during the first semester of his/her first assignment at that college.
- 2. Subsequent reviews will be every fourth semester during which an instructional assignment is held, and no fewer than one in every four years.

IV. Development of New Student Evaluation Instruments

- A. Within ninety (90) days from the adoption of this Agreement, the Vice Chancellor of Technology and Learning Services will convene a group, including but not limited to representatives of the Association and the administration, to develop student evaluation instruments.
- B. The new student evaluation instruments will begin use starting with the 2008/09 school year.

ARTICLE XVIII PERSONNEL FILES

I. General Provisions

- A.** The District shall not base any punitive action against a faculty member upon materials which are not contained in the faculty member's personnel file. Any punitive action against a faculty member shall be taken in conformance with legal requirements.
- B.** There shall be only one official personnel file for each faculty member. This file shall be locked in a central location.

II. Access to Files and Release of Personnel Information

- A.** The faculty member shall have access to his/her file at reasonable intervals and at reasonable times, with reasonable advance notice subject to the following restrictions:
 - 1. The employee shall not have the right to inspect personnel records at a time when the employee is actually required to render services to the District.
 - 2. The employee shall not have the right to inspect materials the access to which is specifically excluded by federal or state regulation or statute.
- B.** Representatives of the Association shall have access at reasonable intervals and at reasonable times, with reasonable advance notice to said file with the faculty member's written authorization.
- C.** Management's access to a faculty member's personnel file shall be restricted to authorized administrators, authorized personnel office staff, and the faculty member's immediate supervisor. The information and contents of a faculty member's personnel file may not be released to anyone else without the faculty member's express prior written consent, or in order to comply with a legal requirement such as a court order.

III. Placement of Material in Personnel Files

- A.** Any material placed in a faculty member's file must be signed and dated. A copy shall be given to the faculty member prior to the time of insertion in the personnel file.
- B.** Information of a derogatory nature shall not be entered into an employee's personnel records unless and until the employee is given notice and an opportunity to review and comment on that information. The employee shall have the right to enter into his or her personnel file, and have attached to any derogatory statement, his or her own comments. A faculty member who alleges that information in his/her personnel file is false or erroneous, shall have the right to file a grievance for the purpose of having such information rectified or expunged. Nothing herein shall limit the right of a faculty member to grieve disciplinary actions, including but not limited to documents which are punitive or disciplinary in nature.
- C.** A faculty member shall have the right to place in the file such material, within reason, as he/she determines may have a bearing on his/her position as a faculty member.

ARTICLE XIX TRANSFERS

I. General Provisions

A lateral transfer refers to any administrative or Board action which results in the movement of a faculty member from one immediate supervisor or site to another. A transfer may be initiated by the faculty member ("voluntary") or by the District ("involuntary").

II. Voluntary Lateral Transfers: A faculty member may request a voluntary lateral transfer to a new or vacated position to take effect at the beginning of the next academic semester.

- A.** The request for voluntary lateral transfer may be initiated at any time.
- B.** All requests for voluntary transfers shall be considered on the basis of (1) minimum qualifications as defined in 5 CCR §53410, (2) reasonableness, and (3) seniority.
- C.** No faculty member shall be overtly or indirectly coerced by management to seek a voluntary lateral transfer.
- D.** If a voluntary transfer request is denied, the faculty member, upon request, shall be provided with the reasons for the denial.

III. Involuntary Lateral Transfers: Transfers shall not be punitive or disciplinary in nature. They shall be based on the educational-related needs of the District.

- A.** A faculty member may be involuntarily laterally transferred provided (1) minimum qualifications as defined in 5 CCR §53410, (2) reasonableness, and (3) seniority have been appropriately considered.
- B.** Faculty members to be involuntarily laterally transferred shall have the right to indicate preferences from a list of vacancies, and the District shall honor such requests on the basis of (1) required minimum qualifications, (2) reasonableness, and (3) seniority.
- C.** A faculty member to be involuntarily laterally transferred shall be given the reasons for the transfer.
- D.** An involuntary lateral transfer shall result in compensation at the appropriate compensatory step and column.

ARTICLE XX TRAVEL

II. General Provisions

- A.** Faculty members shall be reimbursed for all actual and necessary expenses incurred while on District approved travel as defined in Board Policy.
- B.** Current IRS rates will be used for private automobile mileage reimbursement.
- C.** Faculty members shall be covered under Worker's Compensation Insurance as provided by law.
- D.** If the District requires a faculty member to drive a District vehicle and special California driver's license is required to drive that vehicle, the District shall pay the costs involved in obtaining the license, including the cost of the license.

ARTICLE XXI SAFETY

I. General Provisions

- A.** Faculty member safety is a primary concern of the District and the Association.
- B.** The District agrees to comply with applicable federal, state, and local laws and regulations affecting faculty member safety in providing and maintaining safe working conditions and equipment.
- C.** A faculty member who notices any unsafe condition(s) shall report the condition immediately to the immediate supervisor or the Campus Safety Coordinator.
- D.** Each faculty member shall adhere to the District's safety rules and policies for the well-being of the students and faculty member of the District, and shall attend all scheduled District safety training sessions which are related to their assignments, as required by law, regulation or for insurance/risk management compliance.

ARTICLE XXII LAY-OFF PROCEDURES

I. General Provisions

Should the District institute a layoff of full-time faculty, the statutory guarantees contained in the Education Code as applicable to Community College Districts are incorporated into this Agreement and shall apply.

A. Faculty Service Areas (F.S.A.)

All faculty in the South Orange County Community College District are in one Faculty Service Area (F.S.A.).

ARTICLE XXIII DISCIPLINE PROCEDURES

I. General Provisions

- A.** The statutory guarantees contained in the California Education Code applicable to the disciplining of District full-time faculty members are incorporated into this Agreement and shall apply to tenured and non-tenured faculty.
- B.** No full-time faculty member shall be dismissed or penalized unless the District has fulfilled its obligations to evaluate such faculty member in accordance with the procedures outlined in Article XVII, Evaluations.

**ARTICLE XXIV
FEDERAL AND STATE STATUTES REGARDING HARASSMENT AND
DISCRIMINATION**

The Board of Trustees and the Faculty Association agree that the District will strictly adhere to federal and state statutes and guidelines regarding sexual harassment and discrimination.

ARTICLE XXV GRIEVANCE PROCEDURES

I. General Provisions

A grievance is a formal written allegation by a grievant who alleges a violation, misapplication or misinterpretation of a specific article, section, or provision of this Agreement.

- A. The purpose of this procedure is to secure, at the lowest possible level, an equitable resolution of a grievance. Both parties agree that these proceedings will be kept as informal and confidential as appropriate at any level of the procedure.
- B. Actions to challenge or change the policies of the District as set forth in law, policies, rules and regulations and procedures not contained within this Agreement, and/or actions for which another process is provided by law (e. g., discrimination) must be undertaken under separate processes.
- C. This grievance procedure may be used to dispute a decision regarding the granting of tenure.
- D. Nothing contained herein will be construed as limiting the right of any faculty member having a grievance to discuss the matter informally with the appropriate member of the administration, and to have the grievance adjusted without intervention by the Association, provided that the adjustment is consistent with the terms of this Agreement and that the Association has been given an opportunity to review the grievance, the proposed resolution, and state its view.
- E. Prior to filing a grievance at Level I below, the grievant is encouraged to discuss the potential grievance with his/her dean or appropriate supervisor, either directly or through the Association's grievance representative or designee, with intent to resolve the grievance informally.

If the grievant is not satisfied with the disposition of the potential alleged grievance at the informal level, the grievant may file a formal grievance in accordance with the provisions of Section IV(A) of this article.
- F. The grievant may be represented by an Association representative at all levels of the grievance procedure under Section IV below. Should the Association waive its rights to be present and/or state its view at any one stage of the procedure, the Association shall retain the right to do so at any or all subsequent stages of the grievance procedure.
- G. If a grievance arises from action or inaction by the District administration, the aggrieved person shall submit such grievance directly to the Association and the Chancellor or designee, and if necessary this grievance shall continue as specified in Level III (see Item IV, Section C, below).

- H. If the grievance arises from action or inaction by the Chancellor, the grievance shall be submitted directly to the Association and to the Chancellor or designee. In the event that the grievance is not resolved between the grievant and/or the Association and the Chancellor or designee, the grievance will be submitted to the Board of Trustees through the Board President . If necessary, this grievance shall continue as specified in Level IV (see Item IV, Section D, below).
- I. No reprisals of any kind will be taken by the Board, the Chancellor, any member or representative of the administration of the District, or by the Association, its officers or its members against any aggrieved person, any party in interest, any member of the Association, or any other participant in the grievance procedure by reason for such participation.

II. Scheduling of grievance meetings

- A. Every effort will be made to schedule meetings for the processing of grievances at times that will not interfere with the regular assigned duties of the participants.
- B. In accordance with Article VI (Association Rights), the Association representative will, upon reasonable notice to the appropriate dean, be released from duties without loss of pay to attend meetings.
- C. If the grievance meeting must be held at a time which conflicts with the grievant's assigned duties, upon reasonable notice to the appropriate dean, the grievant will be released to attend the meeting. Any District employee who is requested by any party of interest to appear in such meetings or hearings as a witness shall, upon reasonable notice to appropriate dean or supervisor, be released from assigned duties to attend the meeting.

III. Time Limits

- A. All grievances should be processed in an expeditious and timely manner.
- B. Should the grievant fail to comply with the established time limits at any step, he/she shall forfeit all rights to process the existing grievance.
- C. Should the District or its designated representatives fail to respond to a grievance within established time limits at any step, the grievant is entitled to proceed to the next step.
- D. Any time limits set forth herein shall begin the day following the receipt of a written decision.
- E. Time or procedural steps may be waived at any step by mutual written agreement.

IV. Grievance Procedure

A. Level I – Immediate Supervisor

1. Within one (1) year after the occurrence of the act or omission giving rise to the grievance, the grievant shall present his/her grievance in writing to the appropriate Association grievance chair and the immediate supervisor on the District grievance form (Appendix ____). The grievance shall contain a clear and concise statement of the grievance, the circumstances involved,

including any supporting evidence, the specific sections of this Agreement alleged to have been violated, the affected employee(s) and the specific remedy sought.

2. Within ten (10) days of receiving the grievance the immediate supervisor may request a formal conference to discuss the grievance. The immediate supervisor shall render a decision to the grievant in writing within ten (10) days of receiving the grievance, or of the date that the grievance conference was held, whichever is later.

B. Level II – President or Designee

1. In the event the grievant is not satisfied with the decision, if provided, at Level I, the decision may be appealed on the grievance form to the President, within ten (10) days of receiving the Level I decision, or when it should have been received.
2. In order to be processed or considered, the appeal shall include copies of the original grievance and decision, if rendered, and the reason for the appeal.
3. The President, or designee, shall hold a conference with the grievant upon request of either party. The President, or designee, shall communicate the decision about the grievance to the grievant in writing on the grievance form within ten (10) days of receiving the appeal and forward a copy of the response to Faculty Association.
4. The President's designee shall not be any person who has previously ruled on the grievance at any of the previous levels.

C. Level III – Chancellor or Designee

1. If the grievant is not satisfied with the decision at Level II, the grievant may appeal the decision to the Chancellor, or designee, on the grievance form within ten (10) days of receipt of the decision at Level II, or of when the decision should have been received.
2. The appeal shall include a copy of the original grievance and appeals with decision rendered, and reasons for the appeal.
3. The Chancellor, or designee, shall hold a conference with the grievant upon request of either party. The Chancellor, or designee, shall communicate the decision to the grievant in writing on the grievance form within fifteen (15) days of receiving the appeal and forward a copy of the response to Faculty Association.
4. The Chancellor's designee shall not be any person who has previously ruled on the grievance at any previous level.

D. Level IV – Arbitration

1. Where the grievant and Faculty Association wish to proceed to arbitration, a request shall be made to the Director of Human Resources within ten (10) days of receipt of the Chancellor's, or designee's, decision or of the date the decision should have been received. Should Faculty Association and the District be unable to mutually agree on the selection of an arbitrator:
 - a. Within five (5) days the Human Resources Office shall request a list of seven (7) arbitrators from the State Mediation and Conciliation Service.
 - b. Within ten (10) days after receipt of the list, a representative of the District and a representative of Faculty Association shall alternately strike names from the list until only one name remains.
2. Upon selection of the arbitrator, the Human Resources office shall contact the selected arbitrator to schedule a hearing at the earliest convenience of the arbitrator and the parties.
3. Arbitrator expenses, including any per diem fees, actual and necessary travel and subsistence expense, and other fees and expenses shall be paid equally by the District and the Faculty Association.
4. If either party so requests, the arbitrator shall specifically rule upon the appropriateness of arbitration of contested issues prior to the hearing on the merits of the grievance. If the parties cannot agree upon a statement of the issues to be arbitrated, the arbitrator shall determine the issues by referring to the written grievance and the answers thereto at each step.
5. The arbitrator may render a decision only regarding the interpretation of the provision or provisions of this Agreement at issue between the parties. The arbitrator shall have no authority to add to, subtract from, alter, amend, or modify any provisions of this Agreement. The arbitrator shall be without power or authority to make any decision that requires the District or the administration to perform an illegal act.
6. After a hearing and after both parties have had an opportunity to make written or oral arguments, the arbitrator shall submit, in writing, to all parties, his or her findings and award. The award of the arbitrator shall be binding on the Board of Trustees unless a court of competent jurisdiction directs otherwise.
7. Arbitrator's Recommendation
 - a. The Board shall adopt the arbitrator's recommendation at its next regular meeting after receipt, providing a minimum of ten (10) days elapse from receipt to the Board meeting.

- b. The Chancellor may meet with the grievant and representatives to discuss other alternative solutions, if the arbitrator's decision would result in a proven financial hardship for the District. Any meeting to discuss alternative solutions does not release the District from the binding award recommended by the arbitrator unless agreed to in writing by the District and Faculty Association.

ARTICLE XXVI

BONDED SABBATICAL AND PROFESSIONAL DEVELOPMENT

I. Bonded Sabbatical

At the discretion of the Board of Trustees, upon the recommendation of the District Sabbatical Committee, the District may grant a sabbatical to eligible faculty members (Calif. Ed. Code, Sections 87767 and 87768).

A. Purpose

A sabbatical is to allow for the professional enhancement of the faculty member. Such professional enhancement shall be to the benefit of the faculty member, his/her college, students, and/or to the District. The value of what the faculty member may contribute following his/her return includes, but is not limited to, the areas of pedagogy, curriculum development, and the culture of the college and the community it serves.

B. Length of Sabbatical

A sabbatical leave may take one of two possible forms:

1. One semester at full pay and employee benefits, or
2. One academic year at two-thirds pay and full employee benefits.

C. Eligibility

1. Any tenured full-time faculty member who has served the District for at least six (6) consecutive years without a break in service (Calif. Ed. Code, Section 87768) is eligible for a sabbatical. No more than one such sabbatical may be granted in each seven year period.
2. An eligibility list will be prepared by the Human Resources Office no later than September 15th of the preceding year and sent to the Sabbatical Committee chair.

D. Acceptable Sabbatical Projects

A sabbatical may be granted for any of the following purposes:

1. Professional study related to assigned discipline(s) or for the purpose of retraining when there is a scheduled phase-out in a discipline and/or program.
2. Completion of courses for an advanced degree related to assigned discipline(s) or in advanced studies related to higher education.
3. Special project, research or assignment that relates to the goals and mission of the College and District.
4. Travel related to assigned discipline, course and/or program of faculty member.

E. Sabbatical Committee

The Sabbatical Committee will consist of one (1) faculty member from each Division/School, one (1) administrator from each college who will be appointed by the college President, and the appropriate Vice Chancellor, who will also serve as co-chair. Committee members will elect a chair and have one (1) vote each. The Committee shall have as its sole responsibility the handling of matters pertaining to bonded sabbaticals.

The Sabbatical Committee shall meet during September each year to establish procedures and policies within the scope of this Master Agreement. The Committee shall also establish all timelines for the application and approval process provided that all recommendations for sabbaticals shall be forwarded to the Chancellor no later than December 20th.

F. Application Process

1. Faculty members shall be notified by the Sabbatical Committee of their eligibility to apply for a sabbatical and provided with instructions for completing the application form and the final report. In addition, faculty members will be informed of all necessary deadlines and procedures.
2. The faculty member shall discuss the proposed sabbatical project with division/school peers, Department Chair, Division/School Dean, appropriate Vice President, and solicit input/feedback.
3. The faculty member shall submit to the college President a copy of his/her sabbatical proposal (or a rough draft thereof) for input and feedback. The President may provide comments and indicate one of the following:
 - a. SUPPORT: The sabbatical proposal (with input as indicated) can be forwarded to the committee.
 - b. NON-SUPPORT: The sabbatical proposal will be returned to the faculty member with recommendations to warrant the President's support.
 - i. In the event where the College President does not support a sabbatical proposal, the faculty member may:
 - a) reconsider the President's input and resubmit the sabbatical proposal to the President, or
 - b) rescind the sabbatical proposal, or
 - c) forward the sabbatical proposal to the Sabbatical Committee with the President's comments and non support.
4. The faculty member shall submit his/her sabbatical proposal with all required forms and documents to the Sabbatical Committee prior to the deadline date.

5. Under exceptional circumstances, the Sabbatical Committee may choose to consider late applications. The Committee has the sole responsibility for determining the criteria for exceptional circumstances and whether or not it will consider a late application.
6. If the applicant makes changes to the proposal after it has been reviewed by the committee, the co-chairs will discuss the changes with the college president and seek his/her support for the changes.

G. Approval Process

1. Following procedures and guidelines established by the Sabbatical Committee and set forth herein, the Committee shall approve (or disapprove) each sabbatical application by a majority vote of the Committee and forward their approved list to the College President.
2. The names of approved applicants for a sabbatical shall be forwarded to the Chancellor for recommendation to the Board of Trustees no later than December 20th.
3. The Board of Trustees may grant a sabbatical (Calif. Ed. Code, Sections 87767 and 87768) to eligible faculty members whose applications have been approved by the Sabbatical Committee.
4. Each faculty member shall be notified on or before March 1st regarding the acceptance or rejection of their application.

H. Number of Sabbaticals and Priority Determinations

1. The number of semesters available for faculty sabbaticals shall be calculated as 4.63% of the full-time faculty semester/year obligation as reported by the Chancellor's Office, California Community Colleges to the District in the fall of that academic year (CCR, Title 5, Sections 51025, (a), 1 and 53302).
2. The determination of the number of semesters available for sabbaticals for any given academic year shall be made by rounding up after the multiplication process takes place.

Example:

$$4.63\% \times 255 \text{ (faculty)} = 11.8 \times 2 = 23.6 \text{ or } 24 \text{ semesters}$$

3. The Sabbatical Committee will assign priority to proposed sabbatical projects as follows:
 - a. A first time applicant will be given priority over applicants who have had a previous sabbatical.
 - b. Thereafter, applicants will be determined by seniority of service and by the quality of the proposal as ranked by the Sabbatical Committee.
 - c. In the event of a tie when all previous criteria have been met, the tie shall be broken by a majority vote of the Sabbatical Committee.

4. A list of alternates shall be established and maintained by the Sabbatical Committee, in the event that a change of plan of a faculty member or increases in the total number of full-time faculty members employed permits additional available sabbatical semesters.

I. Length and Conditions for a Sabbatical

1. The recipient of a one semester sabbatical will be compensated at his/her regular salary and employee benefits; a two-semester sabbatical at two-thirds regular salary and full District-provided benefits. Year-long sabbaticals shall reduce the District contribution to STRS. Faculty members wishing to maintain full service credit with STRS must contact STRS.
2. Salary while on sabbatical shall be paid on a monthly basis during the academic year.
3. Faculty members cannot assume any other, additional full-time employment while on sabbatical, unless it is an integral part of their approved sabbatical. If this provision is violated, all compensation and the cost of employee benefits must be returned to the District.
4. Faculty members granted sabbatical shall not be authorized to perform additional professional services such as overload, overtime, part-time assignment, stipend, and grants for District pay. Nor will the District furnish equipment or materials, pay travel costs, or provide remuneration other than the sabbatical compensation during the period of the sabbatical. The Board may, upon application, grant exception to this provision.
5. A sabbatical shall be counted as experience for advancement on the salary schedule.
6. Academic credits earned while on sabbatical or professional development activity may be used toward salary increments the following academic year, in accordance with the existing board policies.

J. Guarantees

1. The faculty member must agree to return to the District for a period of service equal to twice the period of the sabbatical (i.e., one semester sabbatical requires one (1) year additional service; a full academic sabbatical requires two (2) years additional service) (Calif. Ed. Code, Section 87770).
2. The faculty member shall be returned to the same or comparable position held at the time the sabbatical was granted. If conditions arise which would make it necessary to change the faculty member's assignment, the faculty member shall be notified, whenever possible, before the change becomes effective. Nothing in this paragraph is intended to be in conflict with Calif. Ed. Code, Section 87774.

3. The written agreement between the District and the faculty member includes a bond paid for by the District. The bond covers pay and the District's cost of employee benefits. If the bond is forfeited, any repercussions from the bonding company are the sole responsibility of the faculty member (Calif. Ed. Code, Section 87770 and 87771).

K. Evidence of Completion

1. Upon completion of the sabbatical and within sixty (60) days of the faculty member's return to duty, a narrative report shall be submitted to the Sabbatical Committee for review and acceptance (or non-acceptance). This report will include:
 - a. a record of the activity such as, transcripts of study completed a copy of the product developed, and/or an evaluation of the project pursued;
 - b. a discussion of its impact on teaching and learning;
 - c. a description of how the sabbatical information will be used in a professional development plan;
 - d. a narrative on how the information contributes to the benefit of the students and to the District.
2. If the approved sabbatical project contains an implementation process or the Sabbatical Committee would like a follow-up report, the faculty member will provide the information requested in the time line provided.
3. The faculty member must schedule a minimum of one presentation(s) at a venue such as Flex Week, Division/School meetings, College Sabbatical Forum, and/or at a professional organization(s) meeting.
4. The Board of Trustees and/or the Sabbatical Committee may invite representative faculty members to make presentations of their sabbatical project/activity at Board of Trustees meetings.

L. Status Changes Relating to an Approved Sabbatical

Once the faculty member has been approved by the Board of Trustees for a sabbatical activity, it is the faculty member's responsibility to inform in writing the Sabbatical Committee Chair and the appropriate Vice Chancellor of any change(s) in status with the sabbatical from the time the faculty member knows or should have known of a change.

1. Project

In the original application, the faculty member requests time to complete a project with a stated outcome; however, circumstances, conditions, etc. identified in the application sometimes change. The faculty member must submit a request for change to the Sabbatical Committee, College President, and Chancellor, and seek approval from the Board of Trustees before implementing any changes with the sabbatical project.

2. Extenuating Circumstances

In the event that an extenuating circumstance occurs (such as, natural disaster, long term family illness) that may impact the content and/or timelines of the sabbatical project, the faculty member must report such change to the Sabbatical Committee, College President, Chancellor, and seek approval from the Board of Trustees before implementing any changes with the sabbatical project.

3. Serious or Long-Term Illness/Injury of the Faculty Member

It is the responsibility of the faculty member to notify the Director of Human Resources and the appropriate Vice Chancellor within thirty (30) days from the onset or change in physical condition.

II. Professional Development

At the discretion of the Board of Trustees, the District may grant a faculty member a paid or unpaid leave of absence of up to two (2) years for professional development which may include, but shall not be limited to, additional schooling and/or training, participation in faculty exchange programs, a project/activity that would benefit the College and/or District, involvement in research efforts and acceptance of long-term assignments to other higher education institutions, agencies, corporations, foundations, or government (Calif. Ed. Code, Section 87768).

- A. Absence shall not be included as service in computing the six (6) years before or after a sabbatical.
- B. Absence shall not be deemed a break in service.
- C. Upon return, a faculty member will return to the same or comparable position.
- D. The faculty member will receive credit for annual salary increments, employee benefits, including, but not limited to, insurance and retirement benefits, to the extent not expressly prohibited by law.

ARTICLE XXVII BENEFITS

I. Health Insurance

The District shall pay 100 percent of the health insurance premium for faculty members working 75 percent or more of a full-time faculty contract and their eligible dependents. The coverage provided shall meet the specifications on file at the District Business Office.

II. Part-Time Faculty Health Insurance

The purpose of this program is to provide an opportunity for the individual part-time faculty member to receive an allowance to secure medical coverage of their own choosing. The District shall provide a maximum allowance of \$150 per month, to a maximum of \$1,500 per year. This allowance is toward a voluntary health insurance program of the faculty member's individual arrangement and choice for the part-time faculty member who meets the following criteria:

- A.** The faculty member must be employed for a minimum of 12 OSH in the District in the 12-month period ending at the end of the prior semester (summer session counts toward meeting this requirement).
- B.** The faculty member must have been employed in the District for five semesters during a period of three years immediately preceding the end of the prior semester (summer session does not count toward meeting this requirement).
- C.** The faculty member must work a minimum of three OSH in the District during the semester for which the District contribution is to be made.
- D.** Eligibility is reviewed each semester.
- E.** Each semester the faculty member must submit his/her assignment schedule, evidence of enrollment, and the cost of the voluntary medical plan to the District Business Office in order to be eligible for the District allowance. The District paid allowance will not exceed the actual cost of the voluntary program.

Effective with the beginning of the semester following the implementation of this agreement, the District's allowance will be increased to \$175 per month, to a maximum of \$1,750 per year.

The District allowance will cease if the employee no longer meets the requirements of the above criteria. In addition, the foregoing District allowance will not be available to employees who are receiving retiree medical benefits from the District.

The District allowance shall be paid through payroll and will be prorated over the number of paychecks received by the eligible faculty member each semester.

III. Dental Insurance

The District shall pay one hundred percent of the premium for dental insurance for faculty members working 75% or more of a full-time contract and their eligible dependents. Coverage provided shall meet the specifications on file at the District Business Office.

IV. Vision Insurance

The District shall pay one hundred percent of the premium for vision insurance for faculty members working 75% or more of a full-time contract and their eligible dependents. Coverage provided shall meet the specifications on file at the District Business Office.

V. Employee Assistance / Mental Health Program

The District shall pay one hundred percent of the premium for a faculty member's assistance/mental health program for employees working 75% or more of a full-time faculty contract and their eligible dependents. Coverage provided shall meet the specifications on file at the District Business Office.

VI. Life Insurance

The District shall pay one hundred percent of the premium for life insurance for faculty members working 75% or more of a full-time faculty contract and their eligible dependents. The coverage provided shall be two times the annual salary up to \$200,000.00, plus \$50,000.00.

VII. Long Term Disability Insurance

The District shall pay one hundred percent of the premium for long-term disability (salary protection) for faculty members working 75% or more of a full-time faculty contract. The coverage provided shall meet the specifications on file at the District Business Office.

VIII. Long Term Care Insurance

For faculty members working 75% or more of a full-time faculty contract, the District shall pay a maximum of \$8.00 per month toward the premium for long-term care insurance. Any unused portion of the \$8.00 may be used for employee-paid voluntary coverage for spouses. Coverage provided shall meet the specifications on file at the District Business Office.

IX. Legal Assistance Program

The District shall pay one hundred percent of the premium for legal assistance programs for faculty members working 75% or more of a full-time faculty contract and their eligible dependents. Coverage provided shall meet the specifications on file at the District Business Office.

X. Coverage Period

Each full-time faculty member shall be covered for fringe benefits from the first of the month following his/her first contractual day of his/her first academic year with the District. In each succeeding year, coverage will be continuous unless the faculty member resigns, retires, otherwise separates from employment, or is otherwise specified in this agreement, in which case the benefits will end the last day of the month when employment ends.

XI. Benefits During a Leave

Faculty members shall receive medical, dental, vision, and life insurance benefits while on a leave of absence in accordance with the following conditions:

- A. Faculty members shall continue to receive insurance benefits while on paid leaves of absence.

B. A faculty member on an unpaid leave of absence due to illness shall continue to receive insurance benefits, provided by the District, during the leave of absence but not to exceed twelve (12) months following the exhaustion of all leaves; provided, however, that if the faculty member has been employed for a period of ten (10) years or more in the District, and has reached the age of fifty-five (55), the District will provide health benefits for the absent faculty member until that faculty member is able to return to duty, elects to retire as specified in Article XXXI, Section IV below, or is separated from the District.

C. Faculty members on unpaid leave longer than one year are eligible to apply for employee paid insurance coverage under COBRA.

XII. Tax Sheltered Annuities

Faculty members may participate in tax sheltered annuity plans from the District's approved list of vendors. The District will provide payroll deduction for this purpose.

XIII. Medical Examinations and Tests

Medical examinations and tests required by the District for employment shall be paid by the District.

XIV. Parking

Appropriate staff parking shall be provided on campus for \$20.00 per academic year for each faculty member.

XV. Change in Level of Benefit

The District agrees that changes to the level of benefit coverage will be negotiated.

ARTICLE XXVIII WORKLOAD BANKING PROGRAM

I. General Provisions

- A.** Workload banking is a benefit for full-time tenured faculty. This benefit allows a full-time faculty member to earn and bank workload time credit in lieu of compensation and take time off in a future semester.
- B.** When a full-time faculty member teaches classes as overload, as part of a summer assignment, or during any other instructional session beyond the traditional semesters, that faculty member is assigned OSH, and paid the OSH rate. However, when a faculty member is banking overload for use in place of a future teaching assignment, that faculty member is earning LHE to be applied to a future assignment. Therefore, all banked workload will be valued at the appropriate LHE rate (as described in Section III below).

II. Workload Banking

- A.** Full-time probationary and full-time tenured faculty members are eligible to earn and bank workload time credit.
- B.** Only tenured full-time faculty members are eligible to redeem banked workload credit.
- C.** Faculty members may accumulate a maximum of twenty (20) LHE or their equivalent toward banked workload. Banked workload credit not applied to a specific leave will remain banked, and will be applied to a future leave.
- D.** Banked workload leave will be scheduled only for the full length of a semester (no leaves shall be taken for part of a semester only).
- E.** Banked workload credit may be taken in increments ranging from three equivalent LHE to one equivalent semester. When on a banked workload leave the employee's Flex Day obligation, office hours and committee meeting obligations will be proportional to their assignment for the academic year. Partial leaves are subject to Item G below.
- F.** Being on a full banked workload leave eliminates the contractual obligation for office hours and committee/college service work during the term of the leave.
- G.** Banked workload leaves will be limited to once every eight (8) semesters.
- H.** Workload credit earned in restricted or categorically funded programs may be banked only if allowed by State and Federal regulations and the granting agency.
- I.** Payment for banked workload earned in the fall and spring semesters, summer sessions, and any other instructional sessions beyond the traditional semesters will be withheld by payroll. Banked workload will be officially posted as banked at the end of the semester in which it is earned.
- J.** Faculty members who request to schedule banked workload leave will not be eligible to apply or take any other leave to extend an absence from the workplace longer than one semester.

III. Criteria to earn banked workload credit:

- A.** A faculty member must have probationary or tenured status.

- B.** The Dean will acknowledge the request to bank workload and record the request through the Vice President's office.
- C.** Banked workload credit can be earned from assignments exceeding thirty (30) LHE per year scheduled during Fall and Spring semesters.
- D.** Full-time faculty members must accumulate the equivalent of fifteen (15) LHE or banked workload credit, to be calculated as follows (see Article XV, Workload):

1. Lecture Assignments (contact hour)

	<u>Contact Hours</u>		<u>LHE for load</u>
Lecture	1		1
Laboratory	1.2 (5/6)		1
<u>Example:</u> Chemistry 1A, 5/3/6 (unit/lecture/lab per week)			
	3 Hours Lecture	=	3 LHE
	6 Hours Laboratory	=	<u>5 LHE</u>
			8 LHE for load

2. Non-Lecture Assignments (clock hour)

Thirty (30) clock hours = 1 LHE

	<u>Clock Hours</u>		<u>LHE for Load</u>
Tutorial (as described in Article XV, Section II, subsection C above)	2		1
Library	2		1
Counseling	2		1
Learning Disability	2		1

3. Counselors and Librarians may include a maximum of 6 LHE of lecture courses per semester within their workload assignment. Therefore, to earn Workload Banked credit, Counselors and Librarians may accumulate up to forty percent (40%) of their credit from overload lecture assignments.

E. Workload credit cannot be earned:

1. while on a reduced workload assignment;
2. while on sabbatical.

IV. Criteria to redeem banked workload credit:

- A.** A full-time faculty member must have fifteen (15) LHE banked prior to taking a banked workload leave.
- B.** Only full-time, tenured faculty members may schedule a banked workload leave.

C. To schedule a banked workload leave, the faculty member must fill out the appropriate District form (see Appendix ____) and schedule the banked workload leave with the Dean no later than February 1st for the Fall semester and no later than September 1st for the Spring semester.

1. Every effort shall be made to accommodate a faculty member's request to redeem banked workload credit; however, it is recognized that a banked workload leave may be postponed under circumstances in which the absence of the faculty member would jeopardize the educational program. The Dean shall put in writing any postponement of the request to redeem banked workload credit.
2. When two or more faculty members from the same department or area apply to schedule banked workload leave and both/all cannot be accommodated, those faculty members who have not previously taken banked workload leave shall have priority in order of seniority. The remaining faculty will be given priority for the following semester.
3. A requested banked workload leave can be postponed for no more than one academic year.
4. To ensure the stability of a program, department, or school, the faculty member requesting banked workload leave may be requested to work with the Division/School Chair and Dean to arrange for appropriate substitute coverage prior to scheduling a leave.

V. While the full-time faculty member is on a banked workload leave, unless an exception is granted by the Board of Trustees, he/she will not be eligible to:

- A. work overload;
- B. contract for extra assignments in the District;
- C. work on a stipend or reassigned time;
- D. work on any hourly assignments.

VI. Cashing out banked workload credit: Once a faculty member has made an irrevocable election for workload banking, the faculty member shall not be entitled to cash out except under one of the following circumstances:

- A. retirement;
- B. medical disability as defined in Internal Revenue Code, Section 72 (m) (7);
- C. termination (dismissal for cause), or release from probationary status;
- D. death.

When a faculty member is paid for accumulated banked workload credit (known as "cashing out"), the rate of pay shall be at the rate of pay in effect at the time the banked workload credit was earned. No partial "cashing out" will be allowed.

VII. Record Keeping

Banked workload credit shall be recorded by each college and tracked by the District. The District shall issue an annual statement to each faculty member and appropriate administrators showing the amount of posted banked workload credit, salary, and the dates posted.

VIII. Reserve Funds

When the option to bank workload credit is exercised, an amount equal to the hourly compensation earned by the full-time faculty member plus ten (10) percent shall be placed in a separate reserve account that will be used only to pay for hourly replacements when the full-time employee schedules a banked workload leave or cashes out unused credit. All interest earned on this reserve shall remain in that account to offset the increases in hourly pay rates over time.

ARTICLE XXIX LEAVES

I. General Provisions

The benefits provided faculty members by Section 87700 through 87701 and 87763 through 87788 of the Education Code are incorporated into this Agreement except as supplemented in this Article.

Unless otherwise stated, a faculty member on any approved leave shall be entitled to all benefits accorded and obligated by all duties as follows:

A. Paid Leave: Unless otherwise provided in this Article, a faculty member on a paid leave shall be entitled to:

1. return to the same or comparable position which he/she held immediately before commencement of the leave,
2. receive credit for annual salary increments provided during his/her leave,
3. receive during his/her leave all other benefits, including, but not limited to, insurance and retirement benefits, to the extent permitted by law.

B. Unpaid Leave: Except as otherwise prohibited by law, the District retains the sole discretion as to whether to grant a request for an unpaid leave of absence. Unless otherwise provided in this Article, a faculty member on an unpaid leave shall be entitled to:

1. return to the same or comparable position which he/she held immediately before commencement of the leave,
2. purchase health insurance for the duration of the leave by paying the premium, in full, on or before the first day of the leave, to the District's Business Office.

C. Reduced Contract Request Leave: A faculty member may request a reduced teaching load for any given academic year. The request must be received 90 days prior to the semester in which the reduction is requested. Exceptions to the notice of requirement may be granted by the College President.

Requests must be submitted for approval to the appropriate Dean and College President. Faculty members must use the "Reduced Contract Request Form" (Appendix ___) to gain the necessary approvals. All reduced contracts shall be voluntary, and the faculty member understands that a reduced teaching load will reduce employee benefits and retirement credit received. The faculty member's salary will be reduced in keeping the percentage reduction in teaching load request.

II. Sick Leave

Each full-time faculty member under yearly contract shall be entitled to one (1) day of paid sick leave each month of employment (i.e., 10 days for 10 months; 12 days for 12 months). Sick leave shall be accrued for all hourly instruction and shall be computed by the following formula:

.0558 hours sick leave per hour paid

At the beginning of each academic year, every faculty member will receive a sick leave allotment credit, equal to his/her entitlement for the academic year.

Pursuant to Labor Code Section 233, a faculty member may use up to six days of accrued and available sick leave entitlement to attend to an illness of a child, parent, spouse, or domestic partner of the faculty member.

- A. Accumulation of Leave: Unused sick leave shall accrue from academic year to academic year.
- B. Verification of Illness or Injury: Normally, verification will not be required for short term absences. A doctor's certification or other acceptable form of verification may be required however, for absences exceeding five (5) calendar days, situations where there is a doubt as to the employee's fitness to return to work, or where the appropriate administrator has reason to believe that there may be an abuse of sick leave.
- C. Notification of Absence: Faculty members shall notify the appropriate Dean of an absence as soon as practicable prior to the start of the faculty member's assignment.
- D. Notification of Return: For absences longer than one day, each faculty member shall make every effort to keep the appropriate supervisor advised of his/her condition, and provide an estimate of their expected return.
- E. Absence Report Form: The faculty member must complete an absence report form and return it to the Department Chair or appropriate administrator for approval (signatures) within two workdays after returning to work.
- F. Sick Leave Deduction Process: A full-time faculty member shall have sick leave deducted on the basis of half-day increments (i.e., if a faculty member is absent for one-half or less of his or her scheduled assignment for that day, one-half day of sick leave will be deducted; if a faculty member is absent for more than one-half of a scheduled assignment for that day, a full day of sick leave will be deducted. A part-time faculty member shall have sick leave deducted on an hourly basis.
- G. Sick Leave Statement: The District shall provide information upon individual request, on the amount of sick leave accrued, by transfer or otherwise, and sick leave entitlement for the academic year.
- H. Catastrophic Illness Transfer of Leave Program: A faculty member may contribute sick leave to another faculty member on a one-for-one basis (one day for one day, etc) with no reference to the possible difference in their salaries. The employee is responsible for determining any STRS, IRS or other agency effect that may occur. This program is designed to assist a faculty member who has a lengthy illness and has run out of sick leave. The program can also be used so that an employee can take care of a sick person in the immediate family. Procedures for the catastrophic illness/injury leave for individual solicitation or leave bank requests are on file in the District Human Resources Office.

III. Maternity Leave

The District shall provide for leave of absence from duty for any faculty member of the District who is required to be absent from duties because of pregnancy, miscarriage, childbirth, and recovery therefrom. The length of the leave of absence, including the date on which the leave shall commence and the date on which the faculty member shall resume duties, shall be determined by the faculty member's physician. Pregnancy and disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery therefrom are for all job-related purposes, temporary disabilities and shall be treated as such under any health or temporary disability insurance or sick leave plan available in connection with employment by the South Orange County Community College District.

IV. Extended Illness Leave

- A. If a faculty member has used all of his/her accumulated sick leave and is still absent from his/her duties on account of illness or accident for a period of five (5) school months or less, then the amount of salary deducted in any month shall not exceed the sum which was actually paid a substitute faculty member temporarily assuming the duties of the absent faculty member, or, in the event that no substitute faculty member is employed to replace the faculty member, the lowest OSH rate for the number of hours for which the absent faculty member would need to be replaced. In no case shall the amount deducted exceed 50% of the faculty member's regular salary. The five (5) months or less extended illness leave period during which the deductions described above occur shall not begin until all other paid sick leave provisions described in Section II above, excluding sick leave transferred under the Catastrophic Illness Transfer of Leave Program (subsection E), have been exhausted. Extended illness leave is not available for absences that arise under Labor Code Section 233 (see Section II above).
- B. If a faculty member has used all of his/her accumulated sick leave and is still absent from his/her duties on account of illness or accident, and that faculty member has been employed for a period of ten (10) years or more in the District, and has reached the age of fifty-five (55), the District will provide health benefits for the absent faculty member until that faculty member is able to return to duty, elects to retire as specified in Article XXXI, Section IV below, or is separated from the District.

V. Industrial Accident and Illness Leave—(Calif. Ed. Code, Section 87787) is supplemented as follows:

- A. An industrial accident or illness as used in this paragraph means any injury or illness the cause of which can be traced to the performance of services for the District, either on campus or off campus.
- B. A faculty member shall be entitled to such leave without limitation to the number of days of entitlement.
- C. The total of the faculty member's temporary disability indemnity and the portion of salary due during the leave shall equal his or her full salary.

- D. A faculty member shall be deemed to have recovered from an industrial accident or illness, and thereby able to return to work, at such time as the faculty member and the attending physician agree that there has been such a recovery.
- E. The parties agree that nothing in this Article shall preclude the District from recommending that a faculty member be placed on disability retirement under the State Teachers Retirement System.

VI. Personal Necessity Leave

Every faculty member shall be entitled to use six (6) days of paid sick leave allotment during each academic year in case of personal necessity.

- A. "Personal Necessity" means any business, endeavor, or activity which cannot be conducted before or after the teaching day without causing undue inconvenience to the faculty member. Faculty members shall handle such leave in a responsible manner.
- B. A faculty member shall make every attempt to give advance notice for use of Personal Necessity Leave.
- C. A faculty member shall not be required to give reasons for the use of such leave.

VII. Bereavement Leave

Every faculty member shall be entitled to three (3) days of paid leave of absence or five (5) days if travel of more than two hundred (200) miles is involved for each occurrence on account of the death of any member of his/her immediate family. This leave shall not be deducted from sick leave.

VIII. Jury Leave

A faculty member shall be entitled to as many days of paid leave as are necessary when called for jury duty or when summoned for a court appearance not as a result of the faculty member's own misconduct or connivance. Any monies received from the courts as jury duty pay shall be transferred to the District, mileage excluded. Upon completion of jury duty, the faculty member shall submit a certification of jury service to the District.

IX. Legislative Leave

Except as otherwise provided by law, a tenured faculty member who is elected or appointed to the State Legislature, Congress, or appointed to government service, shall be entitled to an unpaid leave of absence for the length of the term of office, not to exceed eight (8) years.

- A. The faculty member on such leave shall notify the college of an intended return at least sixteen (16) weeks in advance.
- B. The faculty member on such leave shall be entitled to return to employment at the end of the leave, but shall not be entitled to any other benefits while on leave.

X. In-Service Leave

A faculty member may be granted up to three (3) days of paid leave each academic year for the purpose of improving classroom teaching performance. Such leave may be used to visit classes in other departments or colleges or to attend Association workshops related to the subject(s) or academic discipline(s) being taught by the faculty member.

XI. Family and Medical Leave

The District shall not refuse to hire and shall not discharge, fine, suspend, expel or discriminate against any faculty member because he/she exercises the right to family care leave or because he/she gives information or testimony related to his/her or another person's family care leave in an inquiry related to family leave rights.

A. Definitions

1. Child means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis as long as the child is under eighteen (18) years of age or an adult dependent child.
2. Parent means a biological, foster or adoptive parent, a stepparent, a legal guardian, or another person who stood in loco parentis to the faculty member when the employee was a child.
3. Serious health condition means an illness, injury, impairment or physical or mental condition that involves either of the following:
 - i. Inpatient care in a hospital, hospice or residential health care facility.
 - ii. Continuing treatment or continuing supervision by a health care provider.

B. Eligibility

1. Any eligible faculty member who has served the District more than one (1) continuous year shall be eligible to take unpaid family care and medical leave under the provisions of state and federal law. The District may deny family care and medical leave to part-time employees who worked fewer than 1,250 hours during the previous year.
2. For eligibility purposes, full-time faculty members are deemed to have met the 1,250 hour test.

C. Family care and medical leave may be used for the following reasons:

1. Because of the birth of a faculty member's child, and in order to care for the child.
2. Because of the placement of a child with the faculty member for foster care or in connection with the faculty member's adoption of the child.
3. In order to care for a faculty member's child, parent or spouse with a serious health condition.
4. Because of the faculty member's own serious health condition which makes the faculty member unable to perform the functions of his/her job, except for leave taken for disability on account of pregnancy, childbirth or related medical conditions.

D. Requests, Advance Notice and Certification

1. The faculty member shall give the District at least thirty (30) days written notice in advance of his/her need for family care and medical leave. If the faculty member learns of the need for this leave fewer than thirty (30) days in advance, he/she shall provide such notice as soon as practicable.
2. If leave is needed for a planned medical treatment or supervision, the faculty member shall make a reasonable effort to schedule the treatment or supervision to avoid disruption of District operations. This scheduling shall be subject to the health care provider's approval.
3. When requesting family care and medical leave because of a serious health condition, the request shall be supported by a certification from the health care provider of the person requiring care. This certification shall include the following:
 - a. The date on which the serious health condition began.
 - b. The probable duration of the condition.
 - c. If the faculty member is requesting leave to care for a child, spouse or parent who has a serious health condition, the health care provider's certification must include both of the following:
 - i. Estimated amount of time the health care provider believes the faculty member needs to care for the child, parent or spouse.
 - ii. Statement that the serious health condition warrants the participation of a family member to provide care during a period of the treatment or supervision of the child, parent or spouse.
 - d. If the faculty member is requesting leave because of his/her own serious health condition,
 - i. the health care provider must certify that due to the serious health condition, the faculty member is unable to perform the functions of his/her job.
 - ii. The health care provider's certification need not identify the serious health condition involved. When the faculty member is requesting leave because of his/her own serious health condition, this information may be included at the faculty member's option.
 - iii. If additional leave is needed when the time estimated by the health care provider expires, the District may require the employee to provide recertification as specified above.

- iv. If the faculty member is requesting leave for intermittent treatment or is requesting leave on a reduced leave schedule for planned medical treatment, the certification must also state the medical necessity for the leave, the dates on which treatment is expected to be given, the duration of such treatment, and the expected duration of the leave.
- v. If the District has reason to doubt the validity of a certification that accompanies a request for leave, the District may challenge the certification and require the faculty member to obtain, at District expense, a second opinion from a District-approved health care practitioner. If the second opinion is contrary to the first, the District may require, again at District expense, that the faculty member obtain a third medical opinion from a third health care practitioner approved by both the employee and the District.

E. Terms of Leave

1. Family care and medical leave shall not exceed 12 work weeks during any 12-month period.
2. The twelve (12) month period for calculating leave entitlement will be a rolling period measured backward from the date leave is taken and continues with each additional leave day taken. Thus whenever a faculty member requests leave, the District will look back on the previous twelve (12) month period to determine how much leave a member is entitled to.
3. Leave taken pursuant to the California Family Rights Act shall run concurrently with leave taken pursuant to the federal Family and Medical Leave Act (FMLA), except for any leave taken under the FMLA for disability on account of pregnancy, childbirth, or related medical conditions. In addition to family care and medical leave, a faculty member may be entitled to take pregnancy disability leave of up to four months. During the otherwise unpaid portion of pregnancy disability leave, the faculty member may use any accrued sick time or other paid leave.
4. Leave taken for the birth or placement of a child must be concluded within one year of the birth or placement of the child. Such leave does not have to be taken in one continuous period of time. The basic minimum duration of the leave shall be two weeks. However, the District shall grant a request for leave of less than two weeks' duration on any two occasions.
5. If both parents of a child work for the District, each parent may take up to 12 weeks of family care and medical leave related to the birth or placement of the child.

6. During the period of family care and medical leave, the District shall require the faculty member to use his/her accrued time off, and any other paid or unpaid time off negotiated with the District. Accrued sick leave shall be used when the purpose of the family care and medical leave is one for which sick leave may be taken pursuant to this Agreement and/or Board policy.

F. Leaves Near the End of the Term

The District may require a faculty member to continue taking a requested leave until the end of the term in any of the following situations:

1. If the faculty member begins a leave of three or more weeks' duration more than five weeks before the end of a term and would subsequently return to work during the last three weeks of the term.
2. If the faculty member, for reasons other than his/her own serious health condition, begins a leave of more than two weeks' duration during the period that begins five weeks before the end of the term and would subsequently return to work during the last two weeks of the term.
3. If the faculty member, for reasons other than his/her own serious health condition, begins a leave of more than five days' duration during the period that begins three weeks before the end of the term.

G. Intermittent/Reduced Work Schedule Leave

Leave related to the serious health condition of the faculty member or his/her child, parent or spouse may be taken intermittently or on a reduced work schedule when medically necessary. In such a case, the District may limit leave increments to the shortest period of time that the payroll system uses to account for absences or use of leave. The faculty member may also be required to transfer temporarily to a different job that has the equivalent pay and benefits but could better accommodate recurring periods of leave. The faculty member must be qualified for the position, but the position does not need to have equivalent duties. Transfer to an alternative position may include altering an existing job to better accommodate the faculty member's need for intermittent leave or a reduced work schedule.

H. Maintenance of Benefits

1. During the period of family care and medical leave, the faculty member shall continue to be entitled to participate in the District's medical and dental plans.
2. If the faculty member fails to return from leave after the leave period has expired for a reason other than the continuation, recurrence or onset of a serious health condition or other circumstances beyond the faculty member's control, the employee may be required to reimburse any health premiums paid by the District during the period of leave.

3. The faculty member shall also continue to be entitled to participate in pension and retirement plans and/or any other welfare benefit plan to the same extent and under the same conditions as apply to an unpaid leave taken for any other purpose. In the absence of these conditions, the faculty member shall continue to be entitled to participate in these plans and the District may, at its discretion, require the faculty member to pay the premium for periods not covered by accrued leave.

I. Maintenance of Status

The faculty member shall retain his/her employee status with the District during the leave period, and the leave shall not constitute a break in service for purposes of longevity or seniority under any benefit plan or this Agreement. For purposes of layoff, recall, promotion, job assignment and seniority-related benefits such as longevity pay, the faculty member returning from family care and medical leave shall return with no less seniority than he/she had when the leave began.

J. Reinstatement

Upon granting a faculty member's request for family care and medical leave, the District shall guarantee to reinstate the faculty member in the same or a comparable position when the leave ends.

A faculty member who takes leave has no greater right to reinstatement than if he/she had been continuously employed during the leave period. If the District reduces its work force during the leave period and the faculty member is laid off for legitimate reasons at that time, he/she is not entitled to reinstatement, provided the District has no continuing obligations under a collective bargaining agreement or otherwise.

K. Notifications

In accordance with law, the District shall notify faculty members of their right to request family care and medical leave. Separate notices about federal and state law related to family care and medical leave shall be posted in a conspicuous place. Information about employee rights and obligations related to such leaves shall also be included in employee handbooks.

At least the first time in each six-month period that a faculty member requests family care and medical leave, the Chancellor or designee shall provide written notice to the faculty member detailing specific expectations and obligations and explaining any consequences of a failure to meet these obligations. The notice shall include:

1. Notice that the leave will be counted against the faculty member's annual family care and medical leave entitlement.
2. Requirements for the faculty member to furnish medical certification of a serious health condition.
3. The faculty member's right to substitute paid leave, conditions related to any substitution, and whether the District requires this substitution.
4. Health benefit arrangements.
5. The faculty member's right to restoration to the same or an equivalent job.

6. The faculty member's potential liability for health benefits should the faculty member not return to service.
7. The District's requirement that the faculty member, upon return, present medical certification to the effect that he/she is able to resume work.

ARTICLE XXX WAGES

I. General Provisions

A. Salary Schedule

The full-time salary schedule shall consist of five columns with:

1. 10 steps in the first column
2. 15 steps in the second column
3. 20 steps in the third column
4. 25 steps in the fourth column
5. 30 steps in the fifth column

B. Salary Schedule Column Placement Criteria

1. Column I
 - a. Bachelor's Degree.
2. Column II
 - a. Master's Degree, or
 - b. Bachelor's Degree plus 40 semester units, including Master's Degree.
3. Column III
 - a. Master's Degree plus 20 semester units, or
 - b. Bachelor's Degree plus 50 semester units, including Master's Degree.
4. Column IV
 - a. Master's Degree plus 40 semester units, or
 - b. Bachelor's Degree plus 70 semester units, including Master's Degree,
or
 - c. Permanent Vocational Credential received prior to establishment of the
Community College Credential and Bachelor's Degree.
5. Column V
 - a. Earned Doctorate, or
 - b. Master's Degree plus 60 semester units, or
 - c. Bachelor's Degree plus 90 semester units, including Master's Degree,
or
 - d. Permanent Vocational Credential received prior to establishment of the
Community College Credential and Master's Degree.

C. Previous Experience Credit for Initial Step Placement

1. Instructional experience

At the time of initial employment, new full- and part-time faculty members will be given schedule placement credit for full- and or part-time instruction, counseling, coaching, or librarian experience, whichever applies to the assignment. The experiences may be at any accredited high school (grades 9-12), college or university. Instructional experiences of the equivalent of 30 LHE will equal one step on the salary schedule. The credit will be given as follows:

- a. 0-5 years of experience – placement on step 6
- b. 6 years of experience – placement on step 7
- c. 7 years of experience – placement on step 8
- d. 8 years of experience – placement on step 9
- e. 9 years of experience – placement on step 10
- f. 10 or more years of experience – placement on step 11

2. Non-instructional occupational experience

At the time of initial employment, faculty members may be awarded placement credit for non-instructional occupational experience provided that it directly relates to the District assignment. Credit granted will be at the rate of one step for two years of related experiences. No placement based upon any combination of past instructional experience and past non-instructional occupational experience will be higher than step 11 on the salary schedule.

The new faculty member will submit to Human Resources at least one of the following:

- a. A completed Request for Verification of Work Experience Form (obtained from Human Resources) from each former employer; or
- b. A letter on the employer's letterhead verifying work experiences and dates of employment; or
- c. An IRS Form 1040 and Schedule C for self-employed experiences.

D. Step and Column Movement

1. Step advancement

- a. Full-time faculty members shall move one step on the salary schedule annually for each contractual year of service.
- b. Part-time faculty members shall move one step on the salary schedule after having served the equivalent of 30 LHE.
- c. Step movements shall occur annually in the Fall.

2. Column Advancement

- a. After the date of hire, for the purpose of column advancement, nine (9) semester units of lower division college level credit from an accredited institution of higher education will be allowed for coursework that is pertinent to the principal area of assignment and/or is for retraining or the up-grading of skills. The coursework must be approved in advance by the Dean and Vice President.
- b. Coursework taken for column advancement outside the faculty member's primary assignment must be approved by the Vice President prior to enrolling in the course(s).
- c. A passing grade must be earned in all coursework accepted for salary classification credit. A pass/fail course must be noted as pass and a credit/non-credit course must be noted as credit in the transcript.
- d. All approved coursework taken shall be completed and/or degree conferred by September 1st of the year in which the salary classification is to become effective. All transcripts documenting the coursework taken for a change of column must be submitted to Human Resources no later than October 15th of the year in which the salary increase is to become effective.

E. Doctoral Stipends

Full-time faculty members who hold an earned doctorate from an accredited institution shall receive a stipend as part of their annual salary.

II. Increase in Compensation

A. For the period of July 1, 2007 through June 30, 2008

The Academic Salary Schedule, the Regular Term Hourly Schedule, and Summer School Hourly Schedule are set forth in Appendix _____. The Academic Salary Schedule will reflect an increase of 5% over the existing 2006-2007 Academic Salary Schedules. The Regular Term Hourly Schedule and Summer School Hourly Schedule will reflect an increase of 6% over the 2006-2007 Regular Term Hourly Schedule and Summer School Hourly Schedule.

B. For the period of July 1, 2008 through June 30, 2009

The Academic Salary Schedule will reflect an increase of 2% or funded COLA, whichever is higher, over the 2007-2008 Academic Salary Schedule. The Regular Term Hourly Schedule and Summer School Hourly Schedule will reflect an increase of 3% or funded COLA, whichever is higher, over the 2007-2008 Regular Term Hourly Schedule and Summer School Hourly Schedule.

C. For the period of July 1, 2009 through June 30, 2010

The Academic Salary Schedule will reflect an increase of 2% or funded COLA, whichever is higher, over the existing 2008-2009 Academic Salary Schedule. The Regular Term Hourly Schedule and Summer School Hourly Schedule will reflect an increase of 3% or funded COLA, whichever is higher, over the 2008-2009 Regular Term Hourly Schedule and Summer School Hourly Schedule.

III. Resource changes

If, before the beginning of the 2009-2010 academic year, the District's revenue from local property taxes decreases below the amount it would receive from state apportionment, or if by legislative or other state or Board of Trustees action the District should no longer receive funding from local property taxes above the amount it would receive from state apportionment, so that it would no longer be considered a Basic Aid District, the scheduled increases described in Item II Section C above of this article and listed in Appendix _____ are to be reduced to the percentage of state funded COLA for Program Based Funding for the 2009-2010 academic year.

ARTICLE XXXI FACULTY RETIREMENT BENEFITS

I. Retirement Incentive Programs

Faculty members may participate in retirement incentive programs established by the Board of Trustees in compliance with the California Education Code.

II. Reduced Workload with Full Retirement Credit (Calif. Ed. Code, Section, 87483)

- A. The Board of Trustees will permit full-time faculty members to reduce their workload from full-time to part-time and have their retirement benefits based upon full-time employment.

The following are the rules and regulations for the implementation of the optional reduced load program with full retirement credit.

1. The option of reduced load may be exercised upon mutual agreement of both the District and the faculty member. Once the option is exercised, it is not revocable, and the faculty member may not return to a full-load, full-time status, unless agreed to by the Board of Trustees.
2. To be eligible to start the optional reduced load program, the faculty member must be fifty-five (55) years of age before the beginning of the academic semester in which the reduction in workload starts.
3. The faculty member must have been employed full-time as an academic employee of the District for at least ten (10) years prior to the request for reduced load.
4. Except for the reduction in salary, corresponding to the reduced load, the District will provide the part-time faculty member the same benefits provided a regular full-time (100%) faculty member.
5. The District and the faculty member shall agree to make contributions to the STRS equal to the amount required of a full-time (100%) faculty member.
6. The minimum reduced load shall be the equivalent of one-half ($\frac{1}{2}$) of the number of days of service required by the faculty member's contract of employment during the final year of service as a full-time (100%) position.
7. A faculty member on the optional reduced load program shall work for the duration of the reduction, as mutually agreed by the faculty member and the District, at a minimum:
 - a. 100% of one semester and 0% of the other semester, or
 - b. 50% each semester, or
 - c. Any assignment that will average 50% or more for two (2) semesters of the academic year.
8. An applicant for the optional reduced load program must make application for the optional reduced load program no later than February 1st for the following academic year.

III. Consultant Contract Program for Retired Academic Employees

- A.** When need exists, the Board of Trustees may award consultancy contracts to retired faculty members of the District. Following are the rules and regulations for the implementation of programs of consultant contracts for retired faculty members.
1. To be eligible to start the consultant contract program, the faculty member must be at least fifty-five (55) years of age before the beginning of the college year (July 1) in which the consultant contract starts.
 2. The faculty member must have been employed full-time (100%) or equivalent as an academic employee of the District for at least ten (10) years prior to the request to participate in the consultant contract program.
 3. The faculty member must have officially retired from the District prior to July 1 of the fiscal year in which the consultant contract begins.
 4. The contract may be written for a period of up to five (5) years or until the faculty member reaches the age of sixty-five (65), whichever comes first.
 5. The contract may be by mutual agreement for a specific annual project or service for not less than thirty (30) working days per year.
 6. The annual consultant contract compensation shall not exceed the maximum allowed under the Education Code for such services.
 7. Faculty members opting for this program shall continue full-time faculty benefits, and receive improved benefits awarded all other full-time faculty members, through the duration of the contract.
 8. An applicant for the consultant contract program must make application for the program no later than February 1st to be eligible for the following year.

IV. Health and Medical Benefits for Retirees

- A.** To be eligible for health and medical benefits after retirement, the faculty member shall concurrently retire from the District and STRS, and notify the District of his/her retirement from STRS by providing proof acceptable to the District of such retirement. If the retiree returns to active full-time service in a STRS contracting district he/she shall notify the District and the applicable insurance plan administrator of such action, at which time the benefits for both the retiree and his/her dependents as described in this provision shall cease.
- B.** Present medical, vision, and dental benefits for those retirees who were employed full-time by the District for ten (10) years immediately preceding the date of retirement and who have reached the age of fifty-five (55), and who meet the eligibility requirements described in section A above, and for the dependents of eligible retirees, shall continue until the retiree reaches the age of Medicare eligibility (in 2007, age 65).
- C. Medicare Eligibility and Continuation of Benefits**
1. The District will provide supplemental medical coverage for the retired faculty member, provided the retiree has purchased Medicare A and B coverage.
 2. If the retiree has reached the age of Medicare eligibility but does not qualify for Medicare, benefits for the retiree will continue under the following circumstances:
 - a. The purchase of such coverage is permitted by the health carrier; and

- b. the retiree pays the full cost of the medical insurance, including any penalty, fee or other cost imposed by the insurance carrier if the retiree has not purchased Medicare A and B coverage.
3. If the retiree has reached the age of Medicare eligibility but a dependent has not reached such age, benefits for the dependent may continue under the following circumstances:
 - a. The purchase of such coverage is permitted by the health carrier;
 - b. The retiree has purchased Medicare A and B coverage, if eligible to purchase such coverage; and
 - c. The retiree pays an amount equal to the cost of the full-time faculty member health benefit package, less the District's cost of the supplemental medical coverage for the retiree. For example, if the cost of the health benefit package for a full-time faculty member is \$1000 per month, and the District's cost for supplemental insurance for the retiree is \$600 per month, the cost to the retiree for continued dependent health benefits would be \$400 per month. If the retiree is not eligible for Medicare, the retiree shall also pay any penalty, fee or other cost imposed by the insurance carrier.
 4. If both the retiree and his/her dependent have reached the age of Medicare eligibility, the retiree may purchase for the dependent, through the District's health benefit providers, supplemental health coverage equivalent to that provided for the retiree so long as:
 - a. Such purchase is permitted by the health carrier;
 - b. The retiree and the dependent have purchased Medicare A and B coverage, if eligible to purchase such coverage; and
 - c. The retiree pays an amount equal to the District's cost for the retiree's supplemental health coverage. If the retiree or dependent is not eligible for Medicare, the retiree shall also pay any penalty, fee or other cost imposed by the insurance carrier.
 5. If the retiree is under the age of Medicare eligibility but the dependent has reached such age, health benefits for the dependent will continue under the following circumstances:
 - a. Such purchase is permitted by the health carrier;
 - b. The dependent has purchased Medicare A and B coverage, if eligible to purchase such coverage; and
 - c. If the dependent is not eligible for Medicare or otherwise fails to purchase Medicare A and B coverage, the retiree shall pay any penalty, fee or other cost imposed by the insurance carrier.
- D.** After the retiree reaches the age of Medicare eligibility, the retiree may purchase vision and dental benefits, for both himself or herself and for dependents, through the District's providers so long as:
1. Such purchase is permitted by the health carrier;
 2. Benefits for retirees are grouped in a separate rate from the active/early retirees' group; and the retiree pays the full cost of such benefits.

E. Other coverage for the faculty member and coverage for the dependents is subject to applicable state and federal laws providing for such coverage.

V. Emeritus Faculty Privileges

A. Eligibility

Any full-time faculty member who retires from the District shall receive emeritus status, provided however, that if a faculty member retires while on an administrative leave, and he/she desires emeritus status, the retiring faculty member must submit a request for emeritus status to the District Office of Technology and Learning. The Office of Technology and Learning will submit the matter to a special panel composed of two members appointed by the Academic Senate and two members appointed by the College President, and a fifth member to be determined by the appointed panel members. The special panel will make a recommendation to the Board of Trustees, which will determine whether to grant emeritus status to the faculty member. If the Board should elect not to follow the panel's recommendation, a written explanation of the Board's decision and its reasons will be made to the members of the panel.

B. Privileges

1. Emeritus Faculty shall retain the same privileges afforded regular faculty.
2. Faculty members granted Emeritus status will be issued official college identification designating their status, and their names will be retained in the College catalog.
3. Emeritus faculty will be granted lifetime event, library, and parking privileges.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**ITEM: 6.19
DATE: 1/20/09**

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Claim Against the District: Veronica Saldana
ACTION: Approval/Ratification

BACKGROUND

Ms. Veronica Saldana is claiming damages as a result of an alleged workplace sexual harassment.

STATUS

On December 7, 2008, the Law Offices of Naso & Samini filed a claim against South Orange County Community College District for damages.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees reject the claim of Veronica Saldana dated December 7, 2008 and refer it to the District's insurance administrator for processing.

Item Submitted By: *David Bugay, Ph.D., Vice Chancellor, Human Resources*

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Basic Aid Report
ACTION: Information

BACKGROUND

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

STATUS

EXHIBIT A shows actual Basic Aid receipts since the District became a Basic Aid District in 1999/2000, as well as the projects that the Board of Trustees has approved for funding with Basic Aid Funds. As of 12/31/08 Total Basic Aid Estimated Receipts of \$312.4M less Total Approved Projects in the amount of \$289.6M leaves an estimated uncommitted Basic Aid Fund balance of \$22.8M. EXHIBIT B shows actual and estimated expenditures for Basic Aid Funds through the 2008/2009 fiscal year. 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. EXHIBIT C shows in chart form estimated cumulative receipts, Board commitments, actual expenses, and cash balances through 2008/2009.

The District estimates receipts in future years as follows:

<u>Year</u>	<u>Basic Aid Receipts</u>
2008 – 2009	\$47,398,334
2009 – 2010	\$48,708,717
2010 – 2011	\$47,982,019
2011 – 2012	\$47,229,084
2012 – 2013	\$46,425,138

**South Orange County Community College District
Board Approved Basic Aid Project Distribution
As of December 31, 2008**

	1999-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	Total
Actual Basic Aid Receipts	\$28,588,377	\$18,419,919	\$27,356,952	\$40,162,878	\$46,899,203	\$52,896,017	\$50,692,873	\$265,016,219
Estimated Basic Aid Receipts 2008/09								\$47,398,334
							Total Receipts	\$312,414,553
							Total Approved Projects	\$289,648,409
							Uncommitted Basic Aid Funds	\$22,766,144

Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
2005/06 Allocation for Salary Schedule Restructure			\$354,301	\$1,422,791	\$2,467,908	\$4,245,000
College Instructional Equipment Allocation				\$468,000	\$924,000	\$1,392,000
College Retiree Benefit Liability Contribution				\$8,264,662	\$16,653,276	\$24,917,938
College/District Contributions for Debt Retirement			\$101,000	\$1,727,469	\$2,552,232	\$4,380,701
College Scheduled Maintenance Projects				\$1,673,000	\$3,327,000	\$5,000,000
Campus Appearance Improvement				\$335,000	\$665,000	\$1,000,000
Technology Needs for IVC, SC & District		\$200,000	\$5,297,000	\$5,203,275	\$8,667,343	\$19,367,618
ATEP Operating Budget		\$6,703,957				\$6,703,957
ATEP Staffing, Equipment, Program Development		\$4,000,000				\$4,000,000
ATEP Renovation/Temp Bldgs		\$15,034,576				\$15,034,576
ATEP Building Demolition		\$7,000,000				\$7,000,000
ATEP Hangar & Chapel Utilities		\$1,000,000				\$1,000,000
ATEP Site Development Negotiations		\$2,750,000				\$2,750,000
ATEP Development		\$2,750,000				\$2,750,000
College Science Equipment & TV Studio Updates				\$500,000	\$500,000	\$1,000,000
College Sports Facilities				\$896,000	\$817,310	\$1,713,310
COPS Debt Retirement Contribution	\$34,400,000					\$34,400,000
IVC Business & Technology Innovation Center				\$10,182,000		\$10,182,000
IVC Design and Install Entrance from Barranca				\$830,000		\$830,000
IVC Fine Arts Building				\$3,200,000		\$3,200,000
IVC Floor Repairs				\$58,340		\$58,340
IVC Life Sciences Project				\$7,468,000		\$7,468,000
IVC Lot Expansion and Phase 1 of Lot 6/Barranca Entrance				\$1,480,000		\$1,480,000
IVC Maintenance and Police Facility				\$4,575,000		\$4,575,000*
IVC Modular Building - AT100				\$370,000		\$370,000
IVC Performing Arts Center				\$17,180,000		\$17,180,000
IVC Utility Service Project				\$416,000		\$416,000
IVC Remove/Relocate IVC Maint., Police, Whse, & A-500 Bldgs				\$514,000		\$514,000
IVC Modular Building Replacement (CEC)				\$197,402		\$197,402
IVC Science Lab Addition & Remodel				\$6,980,000		\$6,980,000
IVC A-300 Building Remodel				\$2,481,000		\$2,481,000
IVC Early College Program				\$60,000		\$60,000

Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
SC M/S/E Bldg, Soil, & Slab Repairs					\$2,337,000	\$2,337,000
SC M/S/E Plaza Repair					\$2,300,000	\$2,300,000
SC Building Repairs TAS Building					\$1,956,000	\$1,956,000
SC Building Repairs/Library Remodel					\$4,869,000	\$4,869,000
SC Demolition of Lower Campus Buildings					\$1,719,000	\$1,719,000
SC Demolition 2007/08					\$1,000,000	\$1,000,000
SC Village Remodel					\$4,130,000	\$4,130,000
SC Golf Driving Range Net Replacement					\$300,000	\$300,000
SC Health Science/District Office Building			\$7,012,875		\$8,238,780	\$15,251,655
SC Hire Consultant for Parking/Traffic Study					\$48,500	\$48,500
SC McKinney Theater Lighting and Sound Systems Upgrade					\$1,335,000	\$1,335,000
SC Mold Abatement and Air Quality Improvements					\$9,006,000	\$9,006,000
SC New Science Building (M/S/E annex)					\$17,756,000	\$17,756,000
SC Science/Applied Science Bldg					\$14,850	\$14,850
SC Temporary Classroom Facilites					\$7,269,285	\$7,269,285
SC McKinney Theater Restroom Remodel					\$2,542,000	\$2,542,000
SC Loop Road					\$2,100,000	\$2,100,000
SOCCCD Replace HR & Bdgt Dev Systems			\$898,000			\$898,000
SOCCCD Student Information System Upgrade-Phase I/Phase II			\$14,102,000			\$14,102,000
SOCCCD Districtwide Telephone System	\$4,499,498					\$4,499,498
SOCCCD Fiscal and HR Systems Repl.			\$27,500			\$27,500
SOCCCD Consultant for District Educational & Facilities Master Plan	\$370,010					\$370,010
SOCCCD HR Recruitment Work Plan			\$85,911			\$85,911
SOCCCD Legislative Advocacy Services - Basic Aid	\$150,000					\$150,000
SOCCCD Enrollment Mgmt, Mktg, Outreach & Recruitment Efforts	\$329,830					\$329,830
SOCCCD Additional 1% Contingency	\$1,278,101					\$1,278,101
SOCCCD Special Trustee/General Election Expense	\$1,326,427					\$1,326,427
Total Approved Projects	\$42,353,866	\$39,438,533	\$27,878,587	\$76,481,939	\$103,495,484	\$289,648,409

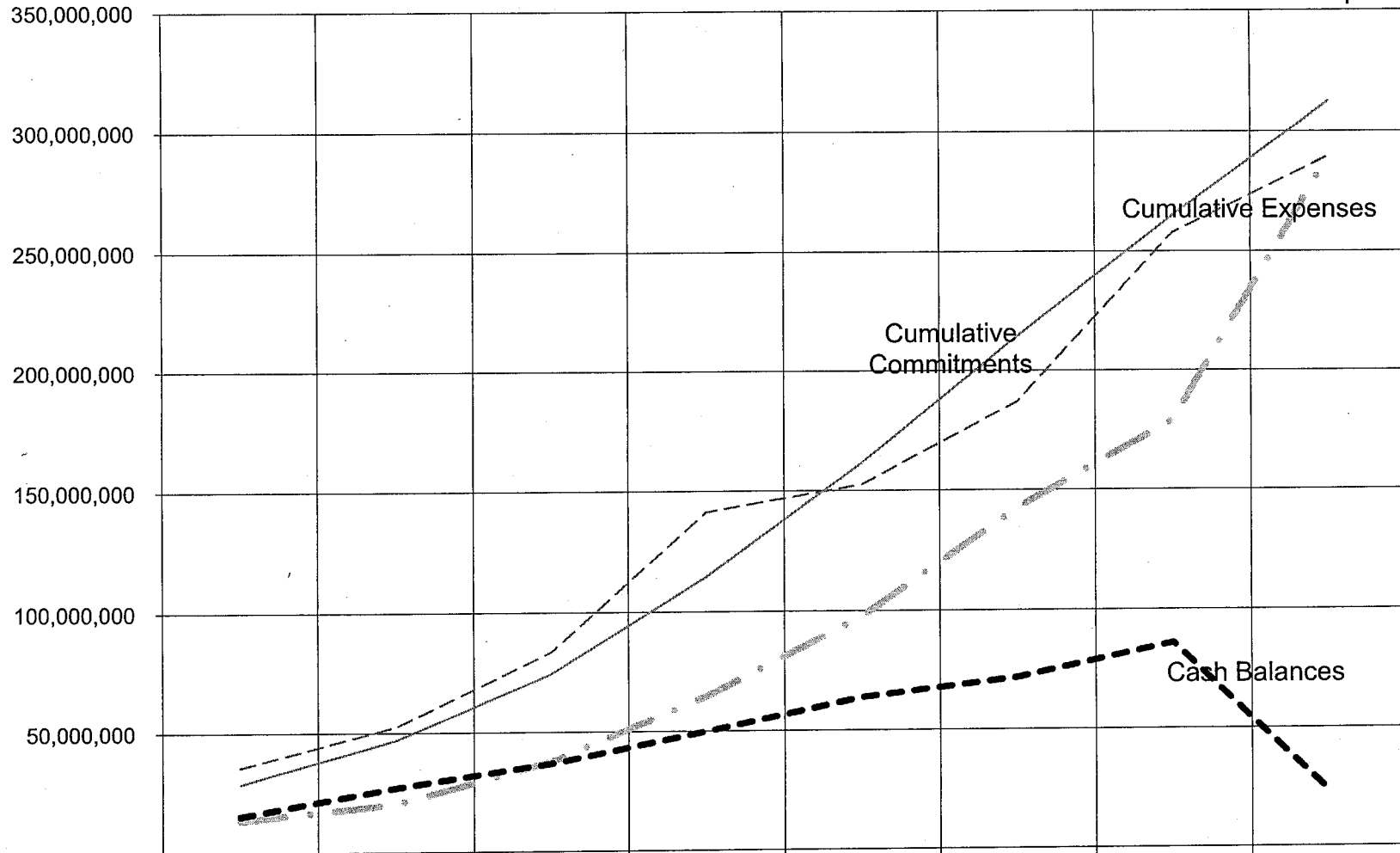
**South Orange County Community College District
Expenditure History for Approved Projects**

Project Description	Approved Amount	1999/02 Actual	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Estimated	Total	Project Balance
College Scheduled Maintenance Projects	5,000,000				381,124	900,200	431,327	441,875	2,845,473	5,000,000	-
2005/06 Allocation for Salary Schedule Restructure	4,245,000					4,245,000				4,245,000	-
2005/06 College Instructional Equipment Needs	1,392,000					438,461	41,503	828,311	83,724	1,392,000	-
Technology Needs for IVC, SC & District	19,367,618				2,394,995	3,580,783	3,178,825	1,375,000	8,838,015	19,367,618	-
Campus Appearance Improvement IVC & SC	1,000,000								1,000,000	1,000,000	-
ATEP Operating Budget*	6,703,957				266,981	706,587	1,119,887	1,843,283	2,767,219	6,703,957	-
ATEP Staffing, Equipment, Program Development	4,000,000								4,000,000	4,000,000	-
ATEP Renovation	15,034,576			370,243	630,096	1,035,239	3,838,068	1,318,978	7,841,951	15,034,576	-
ATEP Building Demolition	7,000,000								7,000,000	7,000,000	-
ATEP Hangar & Chapel Utilities	1,000,000								1,000,000	1,000,000	-
ATEP Site Development Negotiations	2,750,000						12,066	887,067	1,850,868	2,750,000	-
ATEP Development	2,750,000							565,425	2,184,575	2,750,000	-
College/District Contributions for Debt Retirement - COPS	4,380,701			1,543,653	1,351,330	1,485,718				4,380,701	-
Debt Retirement Contribution	34,400,000	11,000,000	5,000,000	5,000,000	5,000,000	4,200,000	4,200,000			34,400,000	-
IVC Business & Technology Innovation Center	10,182,000					25,860	981,852	5,563,594	3,610,693	10,182,000	-
IVC Design and Install Entrance from Barranca	830,000					9,950			820,050	830,000	-
IVC Fine Arts Building	3,200,000							61,163	3,138,837	3,200,000	-
IVC Floor Repairs	58,340				57,458	882				58,340	-
IVC Life Sciences Project	7,468,000								7,468,000	7,468,000	-
IVC Lot Expansion and Phase 1 of Lot 6	1,480,000				1,500	222,418	1,183,432	69,409	3,241	1,480,000	-
IVC Maintenance and Police Facility	4,575,000				90,046	1,575,308	1,412,747	1,475,172	21,727	4,575,000	-
IVC Modular Building	370,000		303,790	65,666	544					370,000	-
IVC Performing Arts Center	17,180,000			57,850	623,625	4,235,617	10,727,931	1,137,271	397,705	17,180,000	-
IVC Science Equip & TV Studio	500,000	449,721	21,303	21,791	7,186					500,000	-
IVC Sports Facilities	896,000	896,000								896,000	-
IVC Utility Service Project	416,000					125,332	220,576	315	69,778	416,000	-
IVC Remove/Relocate IVC Maint., Police, Whse, & A-500 Bldgs	514,000					35,700	413,103	29,853	35,343	514,000	-
IVC Modular Bldg Replacement (CEC)	197,402						200,000		(2,598)	197,402	-
IVC Science Lab Addition & Remodel	6,980,000						276,823	86,014	6,617,163	6,980,000	-
IVC A-300 Bldg Remodel	2,481,000						49,177	94,785	2,337,037	2,481,000	-
IVC Early College Program	60,000							19,626	40,374	60,000	-
Retiree Benefits	24,917,938			2,819,497	3,055,490	3,381,039	4,681,912	10,500,000	500,000	24,917,938	-
SC M/S/E Bldg, Soil, & Slab Repairs	2,337,000				57,748			9,684	2,208,405	2,337,000	-
SC M/S/E Plaza Repairs	2,300,000								2,300,000	2,300,000	-
SC Building Repairs - TAS Building	1,956,000				26,775	97,135	28,465		1,803,624	1,956,000	-
SC Building Repairs - Library Remodel	4,869,000			40,000	37,892		48,725	(42,151)	4,784,534	4,869,000	-
SC Demolition of Lower Campus Buildings	1,719,000	11,928	430,115	523,330	15,917	737,255			55	1,719,000	-
SC-Demolition	1,000,000								1,000,000	1,000,000	-
SC Village Remodel	4,130,000							244,229	3,885,771	4,130,000	-
SC Golf Driving Range Net Replacement	300,000					1,800	43,400	46,600	208,200	300,000	-
SC Health Science/District Office Building	15,251,655	15,888	728,996	6,411,204	7,887,463	189,994	5,096	13,014	0	15,251,655	-
SC Hire Consultant for Parking/Traffic Study	48,500				24,250				24,250	48,500	-
SC McKinney Theater Lighting and Sound Systems Upgrade	1,335,000			46,200	1,288,800					1,335,000	-
SC Mold Abatement and Air Quality Improvements	9,006,000					682,740	3,735,624	4,277,090	310,546	9,006,000	-
SC New Science Building (M/S/E annex)	17,756,000						29,595		17,726,405	17,756,000	-
SC Science Equip & TV Studio	500,000	372,465	124,942	2,501	92					500,000	-
SC Science/Applied Science Bldg	14,850				14,850					14,850	-
SC Sports Facilities	817,310	662,321	60,340	55,964	26,695	11,990				817,310	-
SC Temporary Classroom Facilities	7,269,285				714	3,729,338	3,341,007	105,308	92,918	7,269,285	-
SC McKinney Theater Restroom remodel	2,542,000						162,708	105,248	2,274,044	2,542,000	-
SC Loop Road	2,100,000								2,100,000	2,100,000	-
SOCCCD: Replace HR & Bdgt Dev Systems	898,000					208,797	672,943		16,260	898,000	-
SOCCCD: Student Information System Upgrade-Phase I/Phase II	14,102,000						3,515,073	5,304,918	5,282,009	14,102,000	-
SOCCCD: Districtwide Telephone System	4,499,498			127,271	3,636,911	627,911	107,404		0	4,499,498	-
SOCCCD: Fiscal and HR Systems Repl.	27,500					370,010				27,500	-
SOCCCD: Consultant District Educational & Facilities Master Plan	370,010									370,010	-
SOCCCD: HR Recruitment Work Plan	85,911				85,911			0		85,911	-
SOCCCD: Legislative Advocacy Services - Basic Aid	150,000			12,000	26,000	26,000	26,000	36,000	24,000	150,000	-
SOCCCD: Enrollment Mgmt/Mktg, Outreach & Recruit Strategy	329,830					184,690	85,327	59,813		329,830	-
SOCCCD: Additional 1% Contingency	1,278,101								1,278,101	1,278,101	-
SOCCCD: Trustee Election/General Election Expense	1,326,427			453,867					872,560	1,326,427	-
Totals	289,648,409	13,408,323	6,669,486	17,551,038	26,990,393	33,079,254	44,780,282	36,508,373	110,661,260	289,648,409	

	1999/02 Actual	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Estimated
Commitments	35,559,310	17,027,650	30,955,670	57,751,446	11,145,072	34,465,912	70,908,593	31,834,756
Cumulative Commitments	35,559,310	52,586,960	83,542,630	141,294,076	152,439,148	186,905,060	257,813,653	289,648,409
Receipts	28,588,377	18,419,919	27,356,952	40,162,878	46,899,203	52,896,017	50,692,873	47,398,334
Cumulative Receipts	28,588,377	47,008,296	74,365,248	114,528,126	161,427,329	214,323,346	265,016,219	312,414,553
Cumulative Expenses	13,408,323	20,077,809	37,628,847	64,619,240	97,698,494	142,478,776	178,957,149	289,648,409
Cash Balances	15,180,054	26,930,487	36,736,401	49,908,886	63,728,835	71,844,570	86,029,070	22,766,144

**South Orange County Community College District
Basic Aid Receipts, Commitments, Expenses and Cash Balances
(As of December 31, 2008)**

Cumulative Receipts



	1999/02 Actual	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Estimated
--- Cumulative Commitments	35,559,310	52,586,960	83,542,630	141,294,076	152,439,148	186,905,060	257,813,653	289,648,409
— Cumulative Receipts	28,588,377	47,008,296	74,365,248	114,528,126	161,427,329	214,323,346	265,016,219	312,414,553
..... Cumulative Expenses	13,408,323	20,077,809	37,628,847	64,619,240	97,698,494	142,478,776	178,987,149	289,648,409
----- Cash Balances	15,180,054	26,930,487	36,736,401	49,908,886	63,728,835	71,844,570	86,029,070	22,766,144

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, 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 January 20, 2009

SADDLEBACK COLLEGE

1. JAMES B. UTT LIBRARY REMODEL

The DSA approved construction documents have been sent to the State Chancellor's Office and they have released the project to bid. Swing space needs must be completed before construction start. The overall project budget is \$20,800,000 with a state contribution of \$16,139,000 and a basic aid contribution of \$4,800,000. *Proposals were received from two firms for furniture design and selection. gkkworks is recommended to perform these services in this January Board agenda .*

2. SCIENCES BUILDING

The FPP was re-submitted to the State Chancellor's Office on September 30, 2008 to re-compete for funding. Though final budget numbers will not be resolved until the State Chancellor's Office has completed the funding process, the overall project budget is anticipated at \$48,279,000 with \$27,693,000 anticipated from the state and \$20,586,000 proposed as funded through basic aid.

3. MCKINNEY THEATER RESTROOMS (Fine Arts Restrooms)

The Notice to Proceed was issued commencing construction on June 23, 2008. The contractor is continuing to work on the underground and site improvement portions of the project. About 60% of the new concrete sidewalks and plaza areas have been completed. Footings are completed and the masonry building walls and columns are also completed. The new concrete ADA path of travel walkway from the lower parking lot is constructed. Roof framing is *complete* and rough-out of utilities within the new building *is at 90%*. *Roofing is completed and the HVAC units are on site and ready to be placed.* The District is working with the contractor to resolve building placement issues. Construction is on schedule and is expected to be completed by the end of February, 2009.

4. REMODEL FOR SWING SPACE DURING LIBRARY REMODEL

On June 25, 2007, the Board approved funding \$4,130,000 for this project and hiring R2A to provide architectural services. The Notice to Proceed was issued and construction began on October 13, 2008. The demolition portion of the project is 100% complete and construction is underway in several of the buildings. *Rough framing is complete and electrical, plumbing, and HVAC work is underway in all buildings.* Construction is scheduled to be completed in February, 2009. The Gaucho Strength Center and PE-100 projects were submitted to DSA for plan check review on October 20, 2008.

5. MATH/SCIENCES/ENGINEERING BUILDING

The District re-submitted the initial project proposal to the State Chancellor's Office on September 30, 2008. Though final budget numbers will not be resolved until the State Chancellor's Office has completed the funding process, the overall project budget is

anticipated at \$28,716,000 with \$18,000,000 anticipated from the state and \$10,716,000 proposed as funded through basic aid.

6. LOOP ROAD

The Board approved funding for the Loop Road project during the March board meeting. Currently, the project is estimated at \$2,100,000 which is believed to be an inadequate amount. This project is included in the recent Request for Qualifications and Proposals for Architectural services. Staff will recommend an architectural firm to design and estimate this project and will bring updates to the Board in the future. The overall project budget is \$2,100,000 funded through basic aid.

7. M/S/E PLAZA RENNOVATION

Uneven settlement under the plaza area between the Library and the Math/ Science/ Engineering building has resulted in slab heaving, cracking and water penetration at the M/S/E building. R2A Architects have been enlisted to provide three options toward the design solution. Design is underway.

IRVINE VALLEY COLLEGE

1. PERFORMING ARTS CENTER AND PARKING LOT 5 EXTENSION

Outstanding warranty issues include stage floor items *and electrical*. Meetings are underway to determine responsibility and resolution of the uneven finished floor. Total change orders represent 2.75% of the original contract amount.

2. BUSINESS SCIENCES & TECHNOLOGY INNOVATION CENTER

The building is 99% complete. Punch list and minor close out activities are underway. A portion of the trade contracts will be presented at this, *January* Board meeting for Notice of Completion. Total change orders represent 1.02% of the original contract amount.

3. B-200 SCIENCE LAB ANNEX AND B-239 REMODEL

The Board approved funding for additional accessible restroom facilities February 20, 2008. *Footings were placed prior to rain. Some weather delay was experienced with very minor schedule impact.* Project is on schedule with completion scheduled for October, 2009. The overall project budget is \$6,980,000 funded through basic aid.

4. A-300 REMODEL FOR MUSIC DEPARTMENT

Most of the major demolition is complete. *Ductwork modifications resolved. Approved parking lot design was not per college direction. Staff requested Architect to revise to original intent.* Project is on schedule with completion in July, 2009. The overall project budget is \$2,484,000 funded through basic aid.

5. LIFE SCIENCES PROJECT

The state chancellor's office has provided the District with approval to move forward with design. *Design team discussing LEED certification, programmatic adjacencies and lab layouts.* The overall project budget is \$24,628,000 with \$17,488,000 from the state and \$7,468,000 funded through basic aid.

6. FINE ARTS BUILDING

The District submitted a final project proposal to the State Chancellor's Office on June 30, 2008. Because of the expectation that there will be no bond this year, the FPP submittal will be reviewed as an IPP submittal setting the schedule back by one year. Though final budget numbers will not be resolved until the State Chancellor's Office has completed the funding process, the overall project budget is anticipated at \$38,229,000 with \$28,305,000 anticipated from the state and \$9,924,000 proposed as funded through basic aid.

7. BARRANCA ENTRANCE

The Board approved funding for the Barranca Entrance project during the March board meeting. Staff has initiated conversation with Edison to obtain the additional easement. Currently, the project is estimated at \$830,000 which is believed to be an inadequate amount. This project is included in the recent Request for Qualifications and Proposals for Architectural services. Staff will recommend an architectural firm to design and estimate this project and will bring updates to the Board in the future. The overall project budget is \$830,000 funded through basic aid.

ATEP

1. ATEP RENOVATION

ATEP campus was substantially complete in time for the start of fall 2008/09 semester. All windows have been tested for water tightness with a 62% failure rate. Repair procedures were accepted with remediation scheduled to start November 10, 2008. *Upon receipt of the cost for appropriate repair, the contractor has determined it is not their responsibility to perform full repair. District staff is considering alternatives to obtain necessary window repair.* To date, total change orders represent 3.01% of the original contract amount.

2. ATEP BUILDING DEMOLITION

The environmental consultant has performed building surveys and has developed the report, specifications and plans for hazardous material removal and building demolition. *City of Tustin provided additional requests during second review. Design team is addressing specific comments for re-submittal.*

3. ATEP LANDSCAPING IMPROVEMENT

Landscape plans have been developed in accordance with the City of Tustin's landscape palette. The Architect has addressed the City of Tustin's comments and resubmitted construction documents for approval. Upon final review by the City, documents will be ready for bid.

4. ATEP MONUMENT SIGNAGE

A monument sign is needed at Valencia Loop Road that reflects the design of the City's monument sign on the opposite corner. The architect has completed the preliminary design and is preparing documents for the first round of City review.

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: List of Board Requested Reports
ACTION: Information

BACKGROUND

At the June 21, 2005 board meeting, members of the Board of Trustees requested a listing of reports requested by the board for the past six months. The listing is to include: 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. At the July 19, 2005 board meeting, it is requested that this six-month report be a standing item on every board agenda, with old information dropped off and new requests added.

STATUS

The Board report listing (EXHIBIT A) for the past six months is coordinated and prepared by the Office of the Deputy Chancellor.

This report is intended to answer the questions 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 Prepared By:	Date Submitted to the Board of Trustees
10/27/08	Sustainability/Green Technology	Trustee Williams	February 2009	Tod Burnett, Glenn Roquemore, and Tracy Daly	
9/22/08	50% Law Compliance	Trustee Padberg	October 2008	Gary Poertner Beth Mueller	October 27, 2008
9/22/08	Trustee Expenditures	Trustee Padberg	November 2008	Gary Poertner	November 17, 2008
9/22/08	Trustee Cell Phones Expenses	Trustee Williams	November 2008	Gary Poertner Beth Mueller	November 17, 2008
6/24/08	Policy for Naming Buildings	Trustee Fuentes	September 2008	Gary Poertner	August 26, 2008

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Monthly Financial Status Report
ACTION: Information

BACKGROUND

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

STATUS

The reports display the adopted budget, revised budget, and transactions through December 31, 2008. A review of current revenues and expenditures for the 2008/2009 fiscal year shows that they are in line with the budget.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

General Fund Income and Expenditure Summary

As of December 31, 2008

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
SOURCES OF FUNDS					
BEGINNING FUND BALANCE:		32,823,629	32,823,629	0	32,823,629
REVENUES:					
Federal Sources	8100-8199	\$ 2,339,290	2,482,940	143,650	283,012
Other State Sources	8600-8699	20,714,307	21,418,566	704,259	8,685,616
Other Local Sources	8800-8899	171,107,649	171,099,601	(8,048)	98,886,235
Total Revenue		194,161,246	195,001,107	839,861	107,854,863
BASIC AID		450,000	450,000	0	0
INCOMING TRANSFERS	8980-8989	230,088	244,925	14,837	0
TOTAL SOURCES OF FUNDS		227,664,963	228,519,661	854,698	140,678,492
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	64,283,621	64,359,763	76,142	27,634,329
Other Staff Salaries	2000-2999	38,655,321	38,596,316	(59,005)	14,959,326
Employee Benefits	3000-3999	30,471,246	30,517,896	46,650	13,856,187
Supplies & Materials	4000-4999	6,167,978	6,129,528	(38,450)	1,086,925
Services & Other Operating	5000-5999	19,213,075	19,621,560	408,485	7,155,611
Capital Outlay	6000-6999	11,217,556	11,563,550	345,994	1,474,831
Payments to Students	7500-7699	418,033	492,308	74,275	206,331
Total Expenditures		170,426,830	171,280,921	854,091	66,373,540
OTHER FINANCING USES:					
Inter Fund Transfers Out	7300-7399	1,350,015	1,350,622	607	484,000
Basic Aid Transfers Out		42,567,933	42,567,933	0	0
Intra Fund Transfers Out	7400-7499	230,088	230,088	0	0
Debt Service	7100-7199	405,000	405,000	0	201,562
Total Other Sources (Uses)		44,553,036	44,553,643	607	685,562
TOTAL USES OF FUNDS		214,979,866	215,834,564	854,698	67,059,102
ENDING FUND BALANCE		12,685,097	12,685,097	0	73,619,391
Reserve for Economic Uncertainties		9,585,097	9,585,097	0	
Location Reserves for Economic Uncertainties		3,100,000	3,100,000	0	
Nondesignated Budget Allocation		\$ 0	\$ 0	\$ 0	\$ 0

SADDLEBACK COLLEGE
General Fund Income and Expenditure Summary
As of December 31, 2008

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE	Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
SOURCES OF FUNDS				
LOCATION BEGINNING BALANCE	11,838,359	11,838,359	0	11,838,359
REVENUES:				
Unrestricted Budget Allocation	\$ 76,293,985	76,293,985	0	42,128,481
Restricted Budget Allocation	10,900,214	11,292,130	391,916	5,416,846
Total Revenue	87,194,199	87,586,115	391,916	47,545,327
BASIC AID	300,000	300,000	0	0
INCOMING TRANSFERS 8980-8989	160,365	164,124	3,759	0
TOTAL SOURCES OF FUNDS	99,492,923	99,888,598	395,675	59,383,686
USES OF FUNDS				
EXPENDITURES:				
Academic Salaries 1000-1999	40,134,552	40,134,262	(290)	17,220,575
Other Staff Salaries 2000-2999	20,142,306	19,990,424	(151,882)	7,839,502
Employee Benefits 3000-3999	17,402,379	17,420,701	18,322	7,822,323
Supplies & Materials 4000-4999	4,319,971	4,285,027	(34,944)	747,550
Services & Other Operating 5000-5999	8,425,902	8,737,242	311,340	3,313,165
Capital Outlay 6000-6999	5,874,093	6,107,977	233,884	991,229
Payments to Students 7500-7699	183,355	202,600	19,245	86,696
Total Expenditures	96,482,558	96,878,233	395,675	38,021,041
OTHER FINANCING SOURCES/(USES):				
Transfers Out 7300-7399	350,000	350,000	0	250,000
Other Transfers 7400-7499	160,365	160,365	0	0
Debt Service 7100-7199	0	0	0	0
Total Other Sources (Uses)	510,365	510,365	0	250,000
TOTAL USES OF FUNDS	96,992,923	97,388,598	395,675	38,271,041
LOCATION OPERATING BALANCE	2,500,000	2,500,000	0	21,112,645
Reserve for Economic Uncertainties	2,500,000	2,500,000	0	0
Nondesignated Budget Allocation	\$ 0	\$ 0	\$ 0	0

IRVINE VALLEY COLLEGE

General Fund Income and Expenditure Summary
As of December 31, 2008

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE	Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
SOURCES OF FUNDS				
LOCATION BEGINNING BALANCE	4,390,923	4,390,923	0	4,390,923
REVENUES:				
Unrestricted Budget Allocation	\$ 40,157,208	40,157,208	0	22,480,007
Restricted Budget Allocation	5,049,910	5,498,755	448,845	2,900,246
Total Revenue	45,207,118	45,655,963	448,845	25,380,253
BASIC AID	150,000	150,000	0	0
INCOMING TRANSFERS	8980-8989 69,723	80,801	11,078	0
TOTAL SOURCES OF FUNDS	49,817,764	50,277,687	459,923	29,771,176
USES OF FUNDS				
EXPENDITURES:				
Academic Salaries	1000-1999 20,803,438	20,879,870	76,432	9,548,464
Other Staff Salaries	2000-2999 11,355,987	11,544,464	188,477	4,500,889
Employee Benefits	3000-3999 9,482,482	9,510,810	28,328	4,339,613
Supplies & Materials	4000-4999 1,237,430	1,232,535	(4,895)	285,324
Services & Other Operating	5000-5999 3,320,952	3,348,047	27,095	1,401,855
Capital Outlay	6000-6999 2,055,962	2,144,811	88,849	374,520
Payments to Students	7500-7699 234,678	289,708	55,030	119,635
Total Expenditures	48,490,929	48,950,245	459,316	20,570,301
OTHER FINANCING SOURCES/(USES):				
Transfers Out	7300-7399 252,112	252,719	607	234,000
Other Transfers	7400-7499 69,723	69,723	0	0
Debt Service	7100-7199 405,000	405,000	0	201,562
Total Other Sources (Uses)	726,835	727,442	607	435,562
TOTAL USES OF FUNDS	49,217,764	49,677,687	459,923	21,005,862
LOCATION OPERATING BALANCE	600,000	600,000	0	8,765,314
Reserve for Economic Uncertainties	600,000	600,000	0	0
Nondesignated Budget Allocation	\$ 0	\$ 0	\$ 0	0

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Quarterly Financial Status Report
ACTION: Information

BACKGROUND

Title 5, California Code of Regulations, Section 58310 requires each community college district to prepare a Quarterly Financial Status Report based on measurements and standards as established by the Board of Governors and certified on forms provided by the Chancellor no later than forty-five days following completion of each quarter.

STATUS

The California Community Colleges Quarterly Financial Status Report, as of December 31, 2008, for the 2008/2009 fiscal year is attached (EXHIBIT A) for the Board of Trustees' information and review.

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA**

CHANGE THE PERIOD

Fiscal Year: 2008-2009

Quarter Ended: (Q2) Dec 31, 2008

District: (890) SOUTH ORANGE

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2005-06	Actual 2006-07	Actual 2007-08	Projected 2008-2009
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A. Revenues:					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	152,922,213	168,463,854	177,706,923	195,001,107
A.2	Other Financing Sources (Object 8900)	250,000	85,022	0	694,925
A.3	Total Unrestricted Revenue (A.1 + A.2)	153,172,213	168,548,876	177,706,923	195,696,032
B. Expenditures:					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	109,096,586	117,782,460	120,989,151	170,788,613
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	40,666,330	52,839,132	47,257,511	45,045,951
B.3	Total Unrestricted Expenditures (B.1 + B.2)	149,762,916	170,621,592	168,246,662	215,834,564
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	3,409,297	-2,072,716	9,460,261	-20,138,532
D.	Fund Balance, Beginning	17,576,987	20,986,284	18,913,568	32,823,629
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	17,576,987	20,986,284	18,913,568	32,823,629
E.	Fund Balance, Ending (C. + D.2)	20,986,284	18,913,568	28,373,829	12,685,097
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	14%	11.1%	16.9%	5.9%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	20,044	22,969	24,196	24,196
-----	---	--------	--------	--------	--------

III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2005-06	2006-07	2007-08	2008-2009
H.1	Cash, excluding borrowed funds			63,037,659	68,557,616
H.2	Cash, borrowed funds only			0	10,000,000
H.3	Total Cash (H.1+ H.2)	31,956,845	48,753,076	63,037,659	78,557,616

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	194,161,246	195,001,107	107,854,863	55.3%
I.2	Other Financing Sources (Object 8900)	680,088	694,925	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	194,841,334	195,696,032	107,854,863	55.1%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	170,008,797	170,788,613	66,167,209	38.7%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	44,971,069	45,045,951	891,893	2%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	214,979,866	215,834,564	67,059,102	31.1%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-20,138,532	-20,138,532	40,795,761	
L.	Adjusted Fund Balance, Beginning	32,823,629	32,823,629	32,823,629	
L.1	Fund Balance, Ending (C. + L.2)	12,685,097	12,685,097	73,619,390	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	5.9%	5.9%		

V. Has the district settled any employee contracts during this quarter? **NO**

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled	Management	Academic	Classified

(Specify) YYYY-YY	Permanent		Temporary		Total Cost	
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:						
Year 1:						
Year 2:						
Year 3:						
b. BENEFITS:						
Year 1:						
Year 2:						
Year 3:						

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? This year? NO
Next year? NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

Quarterly Financial Status Report, CCFS-311Q
CERTIFY QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2008-2009

Quarter Ended: (Q2) Dec 31, 2008

District: (890) SOUTH ORANGE

Your Quarterly Data is ready for certification.

Please complete the fields below and click on the 'Certify This Quarter' button

Chief Business Officer

CBO Name:

CBO Phone:

CBO Signature:

Date Signed:

Chief Executive Officer Name:

CEO Signature:

Date Signed:

Electronic Cert Date:

District Contact Person

Name:

Title:

Telephone:

Fax:

E-Mail:

Certify This Quarter

California Community Colleges, Chancellor's Office
1102 Q Street Sacramento, California 95814-6511
Send questions to Kuldeep Kaur, (916) 327-6818 kkaur@cccco.edu
© 2007 State of California. All Rights Reserved.

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Written Reports
ACTION: None

Written Reports

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

President, Saddleback College
President, Irvine Valley College
Provost, ATEP
Associated Student Government of SC
Associated Students of IVC
Saddleback College Academic Senate
Irvine Valley College Academic Senate
Faculty Association
California School Employees Association
Saddleback College Classified Senate
Irvine Valley College Classified Senate
District Services Classified Senate
Police Officers' Association



MEMORANDUM

TO: Members of the Board of Trustees
Dr. Raghu P. Mathur, Chancellor

FROM: Dr. Tod A. Burnett, President

SUBJECT: REPORT FOR JANUARY 20, 2008 BOARD OF TRUSTEES'
MEETING

During In-Service Week, to welcome faculty, staff, and administrators to the spring semester, Dr. Burnett hosted the classified staff at a lunch on Tuesday, January 6th, and hosted faculty at a breakfast on Thursday, January 8th. He discussed and invited everyone to participate in the accreditation self study and the college's strategic planning process.

Dr. Burnett was pleased to attend the Chancellor's Opening Session, where Pam Cox-Otto of Interact Communications was the keynote speaker. Pam's presentation on marketing to different generations was funny, informative, and inspiring.

Also during In-Service Week, Dr. Burnett attended the Faculty Association Luncheon, where California Teachers Association President David Sanchez spoke.

Saddleback College launched its Accreditation Self Study on Thursday, January 8th. Faculty, staff, and administrators participated in meetings relating to the four accreditation standards: Institutional Mission and Effectiveness, Student Learning Programs and Services, Resources, and Leadership and Governance.

On January 16th, Dr. Burnett attended the first Presidents' Cup basketball competition against Irvine Valley College. The fun and spirited event was held at Saddleback College and featured both women's and men's basketball games. During half times and between games, student clubs vied for prizes in a basketball throwing competition. This event was the first in what is hoped to be an annual tradition between the two colleges.

Enrollment continues to grow at Saddleback College. The spring semester began with a 12 percent increase in enrollment compared to last spring in terms of full-time equivalent students, and a five percent increase in terms of headcount.

Associated Student Government President's Report

The "I Have a Dream" Clubs Fair was held on Tuesday, January 20th & Wednesday, January 21st. The event was a Martin Luther King, Jr. themed club recruitment event. All clubs articulated their visions for the future.

Ninety-seven textbooks for the Emergency Book Loan Program have been added to the Library! The Bookstore Committee – collaborating with ASG, the Saddleback College Foundation, the Bookstore, and the Library – accomplished this \$10,000 infusion of much needed textbooks into the Library collection in record time.

Advanced Technology & Applied Science Division

A small team of advanced Interior Design students continue to work with and advise President Todd Burnett and his staff on selection of materials, furniture, and finishes for the AGB building renovation. It will be very exciting to see the finished product coming soon.

More work has been done in the California Native Garden by student volunteers and things are coming alive with the recent rains. It is located behind the TAS Building. Enrollments are increasing in the ATAS division, up currently 519 students over last spring's enrollment and 646 over spring 2007.

Business Science Division

Business Science is experiencing strong enrollments for the spring semester, especially in accounting.

Emeritus Institute

The Emeritus Institute is proud to announce the Spring Distinguished Guest Lecture Series beginning on Friday, January 16th, 2009. The lecture classes are held in Laguna Woods Village, Club House 3, and Auditorium and offer a different topic and distinguished speaker each week of the semester. This is one of the most popular Emeritus classes and has a student enrollment of over 400. Dr. Tod Burnett, President of Saddleback College will be the opening speaker for the lecture series. Dr. Burnett will be lecturing on "Public Service at the Local, State, and National Level". All administrators and SOCCCD Board Members have been invited to attend any lecture of their choice and be recognized as an Emeritus special guest.

Fine Arts Division

The Saddleback College Vocal Jazz Ensemble made its debut at this year's Chancellor's Opening Session during in-service week. Accompanied by Jazz Lab Instrumentalists, the vocalists delighted all in attendance with tunes from "The Fabulous Forties for a Fabulous Fortieth" – Saddleback's anniversary, that is. The presentation was directed and arranged by Dr. Scott Farthing and Professor Joey Sellers of the Music Department.

Saddleback College was host to the Professional Guest Artists' Series *Evening of Comedy and Magic* on January 10 in the McKinney Theatre. This annual event is a sell-out and this year featured, among the amazing acts, Mallory Lewis (Shari's daughter) and Lamb Chop.

During the week of January 12, the Theatre Arts Department held auditions for the spring productions of *A Funny Thing Happened on the Way to the Forum*, *As You Like It*, and The Federal Theater Project Retrospective: *The Living Newspaper*.

On January 25, Dr. Rebecca Rollins was joined by Robert Sage for their annual two-piano concert. With proceeds benefiting the Saddleback College piano program, the concert featured the complete *Hungarian Dances* by Johannes Brahms, as well as lots of humor and surprises for the audience.

Finally, Director of Jazz Studies Joey Sellers led the Saddleback Jazz Faculty in concert on January 26 in the McKinney Theatre. The faculty is comprised of Jerry Pinter on saxophone, Ron Stout on trumpet, Gerard Hagen on piano, Jamie Rosenn on guitar, Luther Hughes on bass, Paul Johnson on drums, and Professor Sellers on trombone.

Health Sciences and Human Services Division

At the January 8 Division meeting, Camille Desopo, Counselor, Career and Technical Education, spoke to the faculty and staff. Also presenting was Jeff Monday from Apple Computer.

New part time faculty hired for the Division were Martine Wehr (Human Services), Phillip Falcetti (Human Services), Amanda Firestone (Nursing), Duke Juarez (EMT), and Shadrach Smith (EMT). Barbara Huggins (Nursing) was also hired as tenure faculty.

Liberal Arts and Learning Resources Division

In anticipation of the move to the Village in summer 2009, the Library has completed its collection assessment project, identifying those items that it will shelve in its smaller quarters and those that will be stored until the renovated library building reopens in 2011. And, with much-needed additional classrooms now expected in the Village, the Learning Assistance Program (LAP) and the Writing Center, both of which will relocate to the Village, expect that their respective areas will also see a steady stream of student patrons taking advantage of their important academic resources.

Math, Science & Engineering Division

For the spring 2009 semester, the Division of Mathematics, Science & Engineering continues to support and offer high demand classes in the mathematics and science disciplines. Currently the MSE Division shows growth of 17% in both enrollment numbers and weekly student contact hours (WSCH).

Over the holiday break, new overhead lighting and student seats were installed in SM 313. This large lecture room now has a seating capacity of 228 with areas for handicapped students.

Physical Education/Kinesiology & Athletics Division

The Gaucho men's basketball team won all 10 of its games during the month of December, including winning the Wells Fargo Tournament hosted by Riverside Community College and the Bill Brummel Classic hosted by Saddleback. The Gauchos defeated the state's top two teams during that run, both Citrus and San Diego City colleges.

A pair of Saddleback football players was named to the All-State team by the J.C. Athletic Bureau. Sophomore safety Aaron Brown and freshman running back Jai Morris each received the post-season honor.

The Spring 2009 athletic schedule gets underway this week (Jan. 27-31) with baseball, softball, swimming, and women's tennis meeting up against non-conference opponents.

Social & Behavioral Sciences Division

The Division of Social and Behavioral Sciences is hitting the ground running for Spring 2009. As of January 6, 2009, we are about 1,100 students over this time last year. Much of our growth success has been in online instructions. The popularity of our online classes is significantly evident in disciplines like Geography, Anthropology, and Psychology. At our division meeting on January 8, the focus will be on the challenges facing students due to the state of our economy. We will be developing strategies to help students be successful during these challenging times.

Marketing & Public Relations

The public relations and marketing office promoted the first Presidents' Cup basketball tournament between Saddleback College and Irvine Valley College. Promotion of the event included emails to students, faculty, and staff, flyers and postcards distributed on and off campus, and an interview with KSBR radio.

The Marketing Committee's retreat is planned for Friday, January 30th at Rancho Mission Viejo. The day will be spent creating a marketing plan for 2009-2012. The plan is expected to highlight social networking and other online marketing strategies.

The Director of Public Information and Marketing attended the Chancellor's Opening Session during In-Service week and enjoyed the presentation by Pamela Cox-Otto of Interact Communications. Following the presentation, the Director of Public Information and Marketing joined her counterparts at ATEP and IVC in taking Ms. Cox-Otto to an informative lunch, which was followed by Ms. Cox-Otto's DLC and CEC presentations.

Saddleback College Foundation

The Foundation awarded almost \$60,000 to college programs through a grant application process.

The Apple “A Peal” employee campaign was kicked off. The foundation will match staff and faculty contributions to college projects and scholarships 50 cents on the dollar, through the end of February.

The Orange County Board of Realtors pledged \$25,000 towards the Saddleback College Veterans Memorial campaign.

The Alumni Association participated in the IVC/Saddleback President’s Cup basketball competition.

Student Services

The Student Financial Assistance & Scholarship Office, in coordination with the EOPS Office, conducted workshops that encouraged students to apply or re-apply by the March 2nd deadline for federal, state & Saddleback Colleges Scholarship aid programs.

The Student Financial Assistance & Scholarship Office conducted Financial Aid Night at local high schools to educate parents and students on financial aid programs available to them at Saddleback College. They were encouraged to apply by the March 2nd state deadline.

The Student Financial Assistance & Scholarship Office conducted workshops to educate students regarding debt management and loan exit requirements. Workshops covered basic household budgeting and principles of saving, managing & rebuilding consumer credit. All federal student loan borrowers were required to attend; however, workshops were open to all students at Saddleback College.

The EOPS/CARE Department conducted orientations for new incoming students.

EOPS staff conducted Outreach/Fundraisers to provide funds for EOPS Scholarships by hosting a snack bar at the Men and Women's basketball games.

The Office of the Vice President for Student Services conducted a workshop on student discipline and Administrative Regulation 5401 for faculty and staff as part of the in-service week program.

Saddleback College Mission

“To provide access to learning opportunities that promotes student success; to foster intellectual growth and individual expression; and to support a dynamic and diverse environment of innovation and collegiality.”



 I R V I N E V A L L E Y C O L L E G E

OFFICE OF THE PRESIDENT

TO: Chancellor Raghu P. Mathur and Members of the Board of Trustees

FROM: Glenn R. Roquemore, President

DATE: January 8, 2009

SUBJECT: President's Report for the January 20 Board of Trustees Meeting

Adopt-A-Family

On December 19, IVC held its annual Adopt-A Family celebration to help needy students and their families. More than 250 IVC students, family members, faculty, staff, and administrators were on hand for the holiday potluck lunch, gift exchange, and visit from Santa.

IVC Composition Students Wins Award

IVC composition student Joshua Mills won first prize in the 2008 Music Association of California Community College Composition Contest for his piece *Mock Debate: Pantomime in Seven Parts*. The work was composed for clarinet, violoncello and marimba. Joshua Mills plays clarinet in both the IVC Wind Symphony and IVC Orchestra and studies composition at IVC with Dr. Daniel Luzko.

22nd Annual Astounding Inventions

On Saturday, January 31, from 10 a.m. to 1 p.m., at Irvine Valley College, Greenberg Traurig and the Irvine Valley College Foundation will present the college's 22nd annual Astounding Inventions, an invention competition for elementary and middle school students. This is Greenberg's third year as the Title Sponsor of this event. The main event to be held in the gym showcases creative and ingenious inventions from students from both the Irvine Unified and Tustin Unified School Districts.

New Show to Debut in IVC Art Gallery

"Drawn.Draft.Depict" drawing in the narrative featuring Tyler Stallings, Deb Sokolow, Brian Getnick, Joe Biel and Rebecca Carter opens in the IVC Art Gallery on January 29. The show highlights contemporary narrative drawing and runs until March 6, with an opening night reception on January 29 from 6 to 8 p.m. Admission to the IVC Gallery is free. The gallery is open Wednesday thru Friday from 1 to 6 p.m. and by appointment.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES: Thomas A. Fuentes, William O. Jay, David B. Lang, Marcia Milchiker, Nancy M. Padberg, Donald P. Wagner, John S. Williams
Raghu P. Mathur, Ed.D., Chancellor; Glenn R. Roquemore, Ph.D., President, Irvine Valley College

Guest Artist Recital

Slawomir Dobrzanski, a versatile soloist and chamber musician, who has performed the piano in Poland, Germany, Switzerland, Belgium, Lithuania, Paraguay, Peru, and the United States will perform on the main stage of the IVC Performing Arts Center on Saturday, January 31 at 8 p.m. Dobrzanski is a prizewinner of several competitions for young artists, including the Naftzger Young Artist Competition, the Lincoln Symphony Young Artist Competition, and the University of Connecticut Concerto Competition. He is also a recipient of the Donald DeLaski Artistic Fellowship Grant (2000).

Joyful Jingles Concert

On Saturday, December 13, Irvine Valley College joined with the City of Irvine to present the city's annual Joyful Jingles concert. This year, for the first-time ever the free concert was held at IVC. The concert was presented in IVC's new Performing Arts Center to a capacity audience of more than 350 patrons of children and adults who enjoyed a pre-show performance by Concordia University's handbell choir, and a concert by the New Orange County Children's Choir; the Evergreen Choir including Irvine Valley College's Emeritus Program; and Christ Our Redemmer AME Church Chorale.

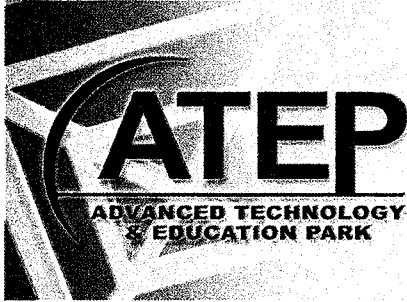
Ray Bradbury to Speak

Ray Bradbury, author of more than five hundred published works including short stories, novels, plays, screenplays, television scripts, and verse will address the IVC college community at 7 p.m. on January 28, 2009 in the IVC Performing Arts Center.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**BOARD OF TRUSTEES: Thomas A. Fuentes, William O. Jay, David B. Lang, Marcia Milchiker, Nancy M. Padberg, Donald P. Wagner, John S. Williams
Raghu P. Mathur, Ed.D., Chancellor; Glenn R. Roquemore, Ph.D., President, Irvine Valley College**

An Equal Opportunity Employer



MEMORANDUM

TO: Chancellor Raghu P. Mathur
Members of the Board of Trustees

FROM: Dr. Randy W. Peebles, Provost

DATE: January 8, 2008

RE: Report for the January 20, 2009 Board of Trustees Meeting

NEW PROVOST STARTS AT ATEP

Dr. Randy Peebles started as the ATEP Provost on December 1st and has participated in District and ATEP orientation by Chancellor Mathur, tours, and multiple meetings with staff, college presidents and vice chancellors; he began attending the weekly meetings with architects, attorneys and consultants to quickly integrate into the development planning for ATEP; he met with City of Tustin contacts; he toured Saddleback College, including RapidTech, and Irvine Valley College. District, college and ATEP staff have been most helpful and informative in assisting with policies, procedures, history and culture, all of which will be integral as ATEP moves forward with its mission, vision and goals.

ENROLLMENTS

More classes have been planned for spring 2009 than ever before at ATEP, with 70 sections offered. ATEP's current enrollment count is over 868 with time remaining to enroll.

FACILITIES AND SITE UPDATE

A demolition review was done with District Facilities Director Brandye D'Lena, architects and consultants. Windscreen fencing and banners identifying plans for the future expansion of ATEP to 68 acres are being created for the undeveloped areas. Signage plans for the portal entry to ATEP at Tustin Legacy are being developed.

Report for the January 20, 2009 Board of Trustees Meeting

Page 2 of 2

CACT PROGRAM DEVELOPMENT

ATEP is exploring opportunities to offer a Renewable Energy program, initially through our Center for Applied Competitive Technologies (CACT) program, on a pilot basis. Additionally, CACT is also developing expanded technology course offerings that go beyond the core optics and photonics training. The National Center for Optics and Photonics Education based in Texas, has offered to assist our CACT center to provide support services and resources to help further improve our training programs to meet critically needed skills on a national basis. They have invited ATEP/CACT to attend a strategy session in February 2009 with 3-4 other college campuses across the U.S. to develop new curriculum and build strategy to attain significant funding for CACT from the National Science Foundation or Department of Defense to support new programs and required equipment.

DESIGN MODEL MAKING AND PROTOTYPING (DMP) PROGRAM

Irvine Valley College/ATEP faculty member and program director Brett McKim is impressed with the design and scope of student projects coming out of this semester's design model making and prototyping courses. He believes that some of these models may become marketable products because of the ingenuity and creativity students have displayed this semester.

STUDENT SERVICES AND INSTRUCTION

A faculty orientation has been scheduled for Jan. 8 with the ATEP staff. Dr. Glenn Roquemore, Dr. Don Busche, Dr. Cathie Peterson and deans from Saddleback's nursing program met with Concordia University to discuss partnering on a nursing simulation lab. The Academic Foundations Institute planning is progressing with community outreach, cohort development, curriculum identification and scheduling with both colleges to offer focused training in basic skills such as math, English and ESL. The program idea has received good response from the community and ATEP plans to offer the program beginning summer 2009.

MARKETING AND OUTREACH

Tere Fluegeman has developed a marketing brochure to promote CACT, part of an expanded plan to market and recruit students into the CACT programs. Eight online ads have been developed and are running on OC Register.com to promote ATEP's spring courses with specific landing pages to track results. An ATEP student in the design model making and prototyping (DMP) program was featured in a full page OC Metro ad this month. Press releases were sent to local and national news outlets announcing the appointment of Dr. Randy Peebles as ATEP Provost.

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: **Additional Item:** 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.

The academic personnel action shown in Exhibit A is presented to the Board of Trustees for approval/ratification to be effective on the date as shown on the Exhibit.

RECOMMENDATION

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

**G. AUTHORIZATION TO CHANGE AN ACADEMIC ADMINISTRATOR POSITION
DESCRIPTION**

- a. DEAN OF INSTRUCTION AND STUDENT SERVICES, Academic Administrator Salary Range II, Advanced Technology and Education Park, Irvine Valley College seeks authorization to change the position description, effective January 21, 2009. (Additional Item - Attachment 1)

ATTACHMENT 1

South Orange County Community College District

DEAN OF INSTRUCTION AND STUDENT SERVICES - Academic Administrators Salary Schedule Range II

DEFINITION

To plan, organize, coordinate, direct and evaluate the staff, instructional programs and student services at the District's Advanced Technology & Education Park (ATEP); develop, administer, implement and evaluate program activities and operations, ensuring compliance with District policies and applicable State and federal regulations; work with District and College administrators to organize, coordinate, direct and facilitate all aspects of the matriculation process, including integrating the instructional and student services components of matriculation in accordance with State requirements and District policies, educational goals and objectives; prepare and administer annual program budgets.

DISTINGUISHING CHARACTERISTICS

This is an academic management classification which requires demonstrated experience in educational leadership and administrative skills. The incumbent must work closely with the Provost and other District and College administrators in an environment of shared governance to provide optimum quality instruction and supportive services to students at the Advanced Technology & Education Park, the District's distinctive 21st Century campus that provides unique technologically-advanced programs for students, professionals and business organizations in Orange County.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Provost.

Exercises functional and technical supervision over instructional, technical, clerical and contractual personnel.

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

Provide leadership in planning, developing, organizing, coordinating, directing and promoting instructional and student services programs and services consistent with identified interests and needs not met by traditional college programs; develop and implement appropriate methods and procedures to optimize efficient and effective delivery of instruction and support services to students.

Develop, direct and evaluate program activities and operations; compile and analyze data related to program participation and evaluation; develop organizational structures and work processes that facilitate attainment of established program goals and objectives.

Work cooperatively with Saddleback and Irvine Valley Colleges while planning, organizing, staffing and directing administrative processes including registration, fee collection, accounting, purchasing, printing, and other support for classes and programs; select, hire, evaluate and train contract personnel to staff programs and activities; respond to inquiries and concerns from the general public.

South Orange County Community College District
Page 2 - Dean of Instruction and Student Services

Direct and coordinate the production of class schedules and other materials; provide input and direct the maintenance of the ATEP website; coordinate the use of ATEP facilities for classes ensuring compliance with standards, rules and regulations.

Prepare and administer annual program budgets; prepare recommendations and justifications regarding budget requests; direct the forecast of additional funding for staffing, equipment, materials and supplies; implement mid-year budget adjustments; authorize expenditures according to District policies and applicable regulations.

Train, supervise and evaluate the performance of assigned professional, technical and support personnel; delegate and review assignments and projects; evaluate work products and results; establish and monitor timelines and prioritize work.

Coordinate program activities with other student services functions and instructional programs; serve on ATEP, District and College committees, task forces and other work groups; provide technical expertise concerning ATEP.

Ensure compliance with District policies as well as State and federal laws related to areas of assignment; review and certify the accuracy of data concerning program participation.

Prepare and submit a variety of statistical and narrative reports; prepare budget reports, annual recap data and special reports, proposals, recommendations and other materials as requested; coordinate and respond to periodic audits.

Communicate with instruction and student services personnel for other colleges, District and College administrators and support personnel, representatives of State and federal agencies, educational institutions, social service organizations, counselors and others to coordinate programs and activities.

Maintain current knowledge of the regulations, policies and application requirements and eligibility criteria for instructional and student services programs, including computer hardware and software enhancements.

Make oral presentations to students, parents, counselors and professional colleagues at various gatherings; conduct workshops to provide specialized information regarding ATEP and related instruction and student services; develop and direct the distribution of class schedules, brochures, flyers and other materials to publicize ATEP opportunities for students.

Perform related duties as assigned.

Knowledge of:

Development and coordination of instructional and student services programs offered by a community college.

Community college curriculum development processes.

Modern principles, practices, methods and techniques of administration.

Planning and organizational skills.

Budget preparation and administration.

QUALIFICATIONS

Knowledge of:

Computer systems and software applications related to area of assignment, including capabilities and limitations.
Principles and practices of training, supervision and performance evaluation.
Marketing, promotion and public relations techniques.
Preparation, publication and distribution of informational and promotional materials.
Community demographics and consumer trends.
Principles and practices of financial record keeping and reporting.
Statistical procedures and mathematical concepts.
Applicable District policies and local, State and federal laws, codes and regulations.
District and College policies and procedures.
District and College organization, operations and objectives.
Correct English composition, grammar, spelling and vocabulary.
Oral and written communication skills.
Interpersonal skills including tact, patience and diplomacy.
Modern office practices, procedures, methods, and equipment.
Operation of computer, peripherals and software programs, including student information systems, database management, spreadsheet, word processing and specialized software.

Ability to:

Plan, organize, coordinate and direct comprehensive instructional and student services programs.
Develop, implement and evaluate the delivery of support services to students.
Work effectively with other administrators to achieve common goals.
Maintain current knowledge of all areas of assignment.
Assess the needs and trends of the community and develop appropriate programs.
Respond to requests and inquiries from the public.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.
Interpret, apply and explain complex and technical State and federal laws and regulations related to assigned program.
Maintain the security of confidential materials.
Select, train, lead, direct, supervise and evaluate the performance of assigned personnel.
Prepare and administer budgets for assigned program areas.
Establish and maintain cooperative working relationships with those contacted in the course of work.
Communicate clearly and concisely, both orally and in writing.
Prepare oral and written reports and recommendations.
Prepare effective letters, press releases and promotional materials.
Collect, compile and analyze data.
Operate office equipment such as computer, printer, calculator, copier and facsimile machine.
Relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy.
Plan and organize work.
Work independently with minimum executive direction.
Operate computer and applications software, including database management, spreadsheet, word processing and software related to area of assignment.

South Orange County Community College District
Page 4 - Dean of Instruction and Student Services

EDUCATIONAL QUALIFICATIONS

Experience:

At least two years of teaching, counseling, student services and other directly related work experience; at least two (2) years of administrative experience at an institution of higher education; evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physically challenged and ethnic backgrounds of faculty, staff, and students.

Education:

Master's degree or equivalent from an accredited college or university with major course work in business, technology, education and/or closely related field. Ph.D. or Ed.D. from an accredited college or university.

Desirable Qualifications:

Experience and success in writing, securing and managing grants; successful K-12 unified partnerships or collaborative projects.

Licenses or Other Requirements:

Valid California driver's license.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

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

Work Environment

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Work also requires travel to various District, College and community locations to scout or propose partnerships, attend meetings or otherwise conduct work. Incumbents are subject to contact with students, frequent interruptions, noise from talking and demanding legal timelines. At least minimal environmental controls to assure health and comfort.

Physical Demands

Incumbents regularly sit for long periods, walk short distances on a regular basis, use hands and fingers to operate an electronic keyboard or other office machines, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 10 pounds.

Class specification for new position finalized by Marlys Grodt & Associates: August 28, 2006.

Approved by the Board of Trustees: October 30, 2006

Revised: January 15, 2009