

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

# AGENDA

## Meeting of the Board of Trustees



**Monday, April 27, 2009**

**Call to order: 5:00 p.m.**

**[Followed by Public Comments/Closed Session]**

**Reconvene Open Session: 6:00 p.m.**

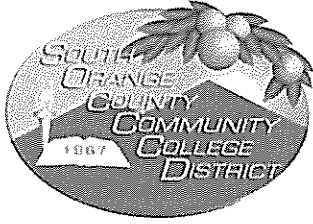
Ronald Reagan Board of Trustees, Room 145  
Health Sciences/District Offices Building  
Saddleback College  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

Any writings relating to open session agenda items and distributed to all or a majority of all Board members within 72 hours prior to a regular meeting, or within 24 hours prior to a special meeting, shall be made available for inspection by the public at: Office of the Chancellor and Trustee Services, Room 334, Health Sciences/District Offices Building, Saddleback College, 28000 Marguerite Parkway, Mission Viejo, California.

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

### **Board of Trustees**

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

April 27, 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 (3 cases)
- B. Conference with Labor Negotiators (GC Section 54957.6)
  - 1. SOCCCD Faculty Association
    - a. Agency Designated Negotiator: Dr. Raghu Mathur
    - b. Leave Requests (2)
  - 2. California School Employees Association (CSEA), Chapter 586:
    - a. Agency Designated 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: Portion of Irvine Valley College site; Agency Designated Representative – Dr. Raghu Mathur; Negotiating parties: Irvine Unified School District; Under negotiation: Price and terms of payment.
  - 3. Lease of Property by District: Portion of Saddleback College site; Agency Designated Representative – Dr. Raghu Mathur; Negotiating parties: MG Properties; Under negotiation: Price and terms of payment.

- D. Conference with Legal Counsel (GC Section 54956.9)
1. Existing Litigation (GC Section 54956.9[b]) (1 case)
    - a. Hammel v. SOCCCD
  2. Initiation of Litigation (GC Section 54956.9[c]) (1 case)
  3. Anticipated Litigation/Significant Exposure to Litigation (GC Section 54956.9[b][1] and [b][3][A]) (5 cases)
  4. Anticipated Litigation/Significant Exposure to Litigation (GC Section 54956.9[b][1] and [b][3][C]: Claim of Veronica Saldana against the District

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

**2.0 PROCEDURAL MATTERS**

**2.1 Actions Taken in Closed Session**

**2.2 Invocation**

Led by Trustee John Williams

**2.3 Pledge of Allegiance**

Led by Trustee Tom Fuentes

**2.4 Resolutions / Presentations / Introductions**

Resolution: Hannah Lee, Student Trustee

Resolution: Saddleback College 2008-09 Gaucho Men's Basketball Team

Resolution: Classified School Employees Week

Resolution: Saddleback College Scholar David Curry

Presentation: Saddleback College Student Brenda Brook

**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 Saddleback College and Irvine Valley College and Advanced Education Technology Park (ATEP): Early College Program/K-12 Outreach**

Dr. Tod A. Burnett, President, Leslie Humphrey, Coordinator, Outreach and Recruitment, Saddleback College; and Dr. Glenn R. Roquemore, President Irvine Valley College and Dr. Randy Peebles, Provost, Advanced Technology and Education Park (ATEP), will present information on early college program/ K-12 outreach at Saddleback College, IVC, and ATEP.

**4.2 SOCCCD: Effect of Enrollment Growth on Basic Aid Funds**  
Report on effect of enrollment growth on basic aid funds.

#### **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 special meeting held on March 19, 2009 and a regular meeting held on March 24, 2009.

**5.2 Saddleback College: Grant Acceptance, MLT Program Development**

Accept award of \$435,295 from the California Community College Chancellor's Office that will enable development of the Medical Laboratory Technician program at Saddleback College using funding provided through the Governor's 15% Workforce Investment Act Funds for Allied Health Programs.

**5.3 Saddleback College: Remodel Village to Accommodate Library, I.T., and Photography: Amendment No. 1**

Approve amendment to contract with R2A Architecture to provide additional architectural services at an additional fee of \$22,860.00. The total revised contract amount is \$302,860.00.

**5.4 Saddleback College: Fine Arts Restroom Expansion Project: Amendment No. 1 to Increase Contract Services with Joyce Inspections**

Approve Amendment No. 1 with Joyce Inspection in the amount of \$24,000.00. The total revised contract amount is \$132,928.00.

**5.5 Saddleback College: Fine Arts Restroom Expansion Project: Amendment No. 3 to Increase Contract Services with R2A Architecture**

Approve Amendment No. 3 to agreement with R2A in the amount of \$25,840.00. The total revised contract amount is \$218,974.00.



- 5.6 **Saddleback College: Donated Equipment**  
Approve the donation.
- 5.7 **Irvine Valley College: EXP 289/Biology 109, Out-of-State Travel**  
Approve out of state travel request for up to 24 students and one faculty advisor to travel to Canyonlands, Southeast Utah to study biology of southern Utah from June 3 - 7, 2009.
- 5.8 **Irvine Valley College: Revision of Instructional Material Fees for Earth Science and Geology Courses for the 2009-10 Academic Year**  
Approve the 2009-10 revised Instructional Fees for Earth Science and Geology courses.
- 5.9 **Irvine Valley College: Change Order Requests: A 300 Theater Secondary Effects**  
Approve change order requests resulting in an increase of \$5,703.75 in the project cost. The revised total contract amount is \$1,095,924.75.
- 5.10 **Irvine Valley College: Change Order Requests: B200 Science Lab Annex and B239 Conversion**  
Approve the change order requests resulting in an increase of \$14,859.33 in the project cost. The revised total contract amount is \$3,654,163.33.
- 5.11 **Irvine Valley College: A300 Theater Secondary Effects Renovation: Contract Amendment No. 2 for Decreased Fees**  
Approve Amendment No. 2 with Carrier Johnson resulting in a decrease of \$7,403.00 in the project cost. The revised total contract amount is \$189,822.00.
- 5.12 **Irvine Valley College: Award of Bid: Library Carpet**  
Approve agreement with Commercial Interior Resources in the amount of \$175,318.00.
- 5.13 **SOCCCD: Agreement for Special Services for the ATEP Project: Public Economics, Inc.**  
Approve the agreement with Public Economics, Inc., for the ATEP Project, on a time spent hourly rate and material basis.
- 5.14 **SOCCCD: Award of UPS and HVAC Equipment for District IT Service Room Network Upgrade**  
Approve the District's use of CMAS contract #3-94-70-0012 to purchase APC network and HVAC equipment from Dell Marketing L.P. in the amount of \$105,259.72.

- 5.15 **SOCCCD: Agreement for Civil Engineering Services for the ATEP Project: Psomas**  
Approve the agreement with Psomas for the ATEP project, on a time spent hourly rate and material basis.
- 5.16 **SOCCCD: Transfer Counselor Website/Transfer Leadership Center Grant**  
Approve request to revert fiscal responsibility for the Transfer Counselor Website/Transfer Leadership Center Grant back to the SOCCCD.
- 5.17 **Saddleback College and Irvine Valley College: Speakers**  
Approve honoraria for speakers at Saddleback College and IVC.
- 5.18 **SOCCCD: Authorization of Payment to Student Trustee Absent from Board Meeting**  
Authorize payment to Student Trustee unable to attend Special Meeting of the Board on March 19, 2009.
- 5.19 **SOCCCD: Purchase Orders/Confirming Requisitions**  
Approve Purchase orders processed in accordance with the general priorities of the adopted budget and numbered P09-03767 through P09-04429 amounting to \$3,756,789.45 and P10-00001 through P10-00029 amounting to \$60,748.90 are submitted. Confirming requisitions dated March 4, 2009 through April 7, 2009 totaling \$188,950.45.
- 5.20 **SOCCCD: Payment of Bills**  
Approve Checks No. 079467 through 080486, processed through the Orange County Department of Education, totaling \$5,976,276.11; and Checks No. 009481 through 009507, processed through Saddleback College Community College Education, totaling \$36,944.17; and Checks No. 008544 through 008560, processed through Irvine Valley College Community Education, totaling \$33,076.57.
- 5.21 **SOCCCD: Budget Amendment: Adopt Resolution No. 09-08: Amend 2008-2009 Restricted General Fund**  
Approve resolution to amend the 2008-2009 adopted budget.
- 5.22 **SOCCCD: Transfer of Budget Appropriations**  
Ratify as detailed in the report.
- 5.23 **SOCCCD: Gifts to the District and Foundations**  
Approve gifts as presented.
- 5.24 **SOCCCD: February/March 2009 Contracts**  
Ratify contracts as listed.

## **6.0 GENERAL ACTION ITEMS**

- 6.1 SOCCCD: SOCCCD Faculty Association Academic Employee Master Agreement**  
Approve Tentative Agreement for the period July 1, 2007 through June 20, 2010.
- 6.2 SOCCCD: Award Printing of Class Schedules**  
Approve renewal of printing and mailing class schedules 2009 Fall semester to Trend Offset Printing in the amount of \$75,000.00.
- 6.3 SOCCCD: Allocation of 2008-2009 District Basic Aid Funds for Priority Projects**  
Approve the allocation of District basic aid funds.
- 6.4 Irvine Valley College: Curriculum Revisions for the 2009-10 Academic Year**  
Approve the proposed changes in curriculum for the 2009-10 academic year.
- 6.5 Saddleback College: Award of Bid: Reroofing Project**  
Approve agreement with Letner Roofing Company in the amount of \$817,500.00.
- 6.6 SOCCCD: Fall 2009 Sabbatical Project Amendment**  
Approve amendment to sabbatical project requested by Professor Petrina Friede, Liberal Arts and Learning Resources, Saddleback College.
- 6.7 SOCCCD: Board Policy Revision: BP-3205: Insurance, BP-4220: Substitute Classified Employees, BP-5600: Associate Degree Requirements, BP-5609: Matriculation, BP-4016: Drug-Free Environment and Drug Prevention Program, BP-4073: Faculty Reassigned Time and Stipends, BP-3520: Refreshment and Meals at District Functions, BP-3006: Sustainability, BP-5622: Certified Professional Secretary Examination, BP-5624: California State Board of Cosmetology License**  
Accept for Review and Study.
- 6.8 SOCCCD: Academic Personnel Actions**  
Approve New Personnel Appointments; Authorization to Establish and Announce Academic Administrative Position; Additional Compensation: General Fund; Additional Compensation: Categorical/Non-General Fund; Resignation/Retirement/Conclusion of Employment.

- 6.9 **SOCCCD: Classified Personnel Actions**  
Approve New Personnel Appointments; Authorization to Eliminate Classified Position and/or Numbers; Authorization to Establish and Announce A Classified Position; Reorganization; Change of Status; Out of Class Assignments; Resignation/Retirement/ Conclusion of Employment; Authorization to Revise the Salary Schedule for the Non-Bargaining Unit, Temporary, Short Term Hourly Employees, Volunteers.

## **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: Basic Aid Board Information Request**  
Trustee requested report.
- 7.4 **SOCCCD: List of Board Requested Reports**  
See attached exhibit.
- 7.5 **SOCCCD: Monthly Financial Status Report**  
Report displays the adopted budget, revised budget and transactions through March 31, 2009.
- 7.6 **SOCCCD: Quarterly Financial Status Report**  
Report as of March 31, 2009.

## **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    SOCCCD: Claim Against the District: Richard Wordes**

Approve rejection of the claim from Richard Wordes dated March 18, 2009 and refer it to the District's insurance administrator for processing.

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

**RESOLUTION**  
**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
**BOARD OF TRUSTEES**

April 27, 2009

**HANNAH H.E. LEE**  
**Student Trustee**

Whereas, Hannah H.E. Lee served as the elected Student Member of the South Orange County Community College District Board of Trustees for the 2008-2009 Academic Year; and

Whereas, Hannah Lee served the 40,000-member student body of Saddleback College, Irvine Valley College and the Advanced Technology & Education Park with dedication and distinction while balancing a major in broadcasting and journalism, active participation in campus events, and the application process for admission to the University of California, Los Angeles; and

Whereas, Hannah Lee served as an advocate and information conduit for students, meeting regularly with the Board of Trustees, the Chancellor, College Presidents and both the Saddleback College and Irvine Valley College student governments, ensuring that the student voice be considered and recognized as an integral part of District governance; therefore

Be it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate Hannah H.E. Lee for her outstanding service as Student Trustee for the 2008-2009 Academic Year.

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Donald P. Wagner, President

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John S. Williams, Vice President

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Thomas A. Fuentes, Clerk

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William O. Jay, Member

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David B. Lang, Member

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Marcia Milchiker, Member

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Nancy Padberg, Vice President

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Raghu P. Mathur, Ed.D., Chancellor

# RESOLUTION

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

APRIL 27, 2009

## SADDLEBACK COLLEGE GAUCHO MEN'S BASKETBALL TEAM SECOND IN THE STATE

Whereas, the 2008-2009 Saddleback College Gauchos Men's Basketball Team had a triumphant season which culminated in a number one ranking among all community college basketball teams in Southern California and a second place finish at the state tournament with an overall record of 29-8; and

Whereas, the team posted a 10-2 record during Orange Empire Conference play to win the conference title for the seventh time in the past eleven years and qualify for the post-season playoffs for the tenth time in the past eleven years, reaching the elite state tournament for the sixth time in the past nine years; and

Whereas, the team was coached by Andy Ground who, in his first season as head coach, was selected as the Orange Empire Conference Coach of the Year; and

Whereas, players Franklin Session and Kevin Menner earned all-tournament honors at the state tournament, with Franklin Session earning Orange Empire Conference Most Valuable Player honors as well as all-state status; Kevin Menner earning first-team all-conference honors; and T.J. Lipold and Kyle Wallace earning all-conference honorable mention status; therefore

Be it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate the 2008-2009 Saddleback College Basketball Team members Kevin Menner, Terrell Mack, Malik Wilson, Kyle Wallace, Aaron Woods, Franklin Session, T.J. Lipold, Marquis Green, Elijah York, Sarunas Jackson, and Billi Azizi, Head Coach Andy Ground, and Assistant Coaches Darren Lax, Nick Booker, and Darryl Brown for their outstanding athletic season and excellent representation of Saddleback College.

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 Hee Eun Lee, Student Member

Raghu P. Mathur, Ed.D., Chancellor





# RESOLUTION

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

A P R I L 27, 2009

## CLASSIFIED SCHOOL EMPLOYEES WEEK

*W*hereas, Classified School Employees provide valuable skills, services, and support to students, faculty, administrators, and staff of the South Orange County Community College District; and

*W*hereas, Classified School Employees contribute significantly to the establishment and promotion of a positive and supportive instructional and learning environment to facilitate student success; and

*W*hereas, Classified School Employees play an important and vital role in providing for the health, welfare and safety of the South Orange County Community College District students and staff; and

*W*hereas, Classified School Employees of the South Orange County Community College District strive for excellence in all areas relative to the educational community and serve as a valued resource and guide for students of Saddleback College, Irvine Valley College and the Advanced Technology & Education Park; therefore

*B*e it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby recognize, honor, and appreciate the many contributions of the Classified Employees to quality education in California and in the District and declare the week of May 18th to May 22rd, 2009 as the Classified School Employees Week.

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 Hee Eun Lee, Student Member

Raghu P. Mathur, Ed.D., Chancellor





# RESOLUTION

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

APRIL 27, 2009

DAVID CURRY

ALL-USA ACADEMIC TEAM MEMBER

Whereas, David Curry was selected to be a member of the prestigious All-USA Academic First Team for Community Colleges sponsored by USA Today, the American Association of Community Colleges, and the Phi Theta Kappa honor society; and

Whereas, David Curry was one of 20 students selected out of more than 1,500 nominations from 800 community colleges across the nation, was highlighted in USA Today for his accomplishment, and was awarded a \$2,500 stipend at a special ceremony during the American Association of Community Colleges convention in Phoenix on April 6th; and

Whereas, David Curry, a sociology and economics major with a 3.83 grade point average, recently graduated from Saddleback College and transferred to UC Irvine; and

Whereas, prior to attending Saddleback College, David Curry served in the United States Marine Corps for seven years as a combat infantryman and completed two tours of duty in Iraq; and

Whereas, David Curry assisted in the development of Saddleback College's newly-established veterans outreach program, served on Associated Student Government and the Phi Theta Kappa and Alpha Gamma Sigma honor societies, and participated on various community service projects including Habitat for Humanity's Homes for Heroes project, the Orange County Special Olympics, and Project Aware's coastal cleanup; therefore

Be it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend David Curry for his membership in the prestigious All-USA Academic First Team for Community Colleges, service to Saddleback College, and his patriotism.

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 Hee Eun Lee, Student Member

Raghu P. Mathur, Ed.D., Chancellor



**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Saddleback College and Irvine Valley College: Early College Programs/K-12 Outreach

**ACTION:** Discussion

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**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 the April Board Meeting is Early College Programs/K-12 Outreach.

**STATUS**

In addition to Exhibit A, Dr. Randy Peebles, Provost, ATEP; Dr. Tod A. Burnett, President, Leslie Humphrey, Coordinator, Outreach and Recruitment, Saddleback College; and Dr. Glenn R. Roquemore, President, IVC, will present information on early college programs and K-12 outreach efforts at Saddleback College, IVC and ATEP.

***Early College Programs/K-12 Outreach  
Saddleback College***

The goal of the Saddleback College Outreach Department is to establish Saddleback College as the first choice for students in south Orange County. A strategy of the outreach department is a three-tiered approach to reach parents and students at an early age and make them aware of the opportunities at Saddleback College: Tier 1 targets elementary schools, Tier 2 middle schools, and Tier 3 high schools.

Tier 1 introduces elementary school students to the Saddleback College *Junior Gauchos* program. This program is a strong network of members from all local public and private schools and Saddleback College. The goals of the program are to bring the college experience to children and their families and encourage them to consider Saddleback College as the next logical step after high school.

As part of the Senate Bill 70-funded Career Technical Education (CTE) Community Collaborative Grant, an effort focused on middle schools students (Tier 2), career exploration is introduced to approximately 500 students a year through Saddleback College's *Career* and *Job Shadow* days. This year five school districts and two regional occupation programs participated in the career exploration component of the CTE Community Collaborative Grant. Saddleback College has received additional funding for a continuation of this grant through June 2010 and plans to continue its career exploration component.

Saddleback College offers two successful programs, *College Access* and *Early Bird*, through its Tier 3 approach for college-bound high school students. The College Access Program is a full-day of hands-on instruction on college preparedness for high school students and their parents. The *Early Bird* program, which is designed for high school seniors, provides the following benefits:

- Early application for the fall semester following high-school graduation.
- Application workshops to assist new students through the application process.
- Early (before the fall semester begins) assessment and counseling services.

The program is popular; approximately 1,800 students applied for the Fall Semester 2009 *Early Bird* Program between March 1-27, 2009.

Future plans for K-12 outreach efforts include building the *Student Ambassador* Program to increase visibility at high school events throughout South Orange County and expanded use of technology when recruiting prospective students.

### ***Early College Programs/K-12 Outreach Irvine Valley College***

The Irvine Valley College (IVC) *Early College Program* involves a partnership between IVC and the Tustin Unified School District (TUSD) that allows either Beckman or Tustin High School students to take dual-enrollment courses through IVC. The program allows eligible students to complete their high school diploma while simultaneously earning credits toward an Intersegmental General Education Transfer Curriculum (IGETC) Certification. The IGETC certification gives students the opportunity to apply to four-year universities while already possessing two years of college credit. Courses are taught by Irvine Valley College faculty at the high school campus during the regular school day.

The primary benefits of the program for students include a head start in academic acculturation while earning transferable college credits toward lower division general education requirements of the UC and CSU college systems. High school students who are California residents pay no application fee or college tuition fees; the only costs are for textbooks and supplies, which average of \$200 per semester.

The *Early College Program* is designed to allow high school students to complete two IVC classes each summer, beginning in their freshman year. During the regular school year, students take four TUSD classes at Beckman or Tustin High School and two IVC classes each semester. Students also have the opportunity to participate in high school programs, including Model United Nations, athletics, and band.

Requirements for the program include teacher recommendations, a minimum 3.0 GPA, a writing sample, and the principal's approval. Students enroll during the beginning of their freshman year, and are expected to be independent, self-motivated, and to conduct themselves as college students during IVC classes.

At Beckman High School:

- 34 students are currently enrolled with an expected graduation date of 2011.
- 33 students are completing the first year and will graduate in 2012.
- A third cohort will start in Summer 2009 and complete the program in 2013.

At Tustin High School, there are:

- 32 students are completing the first year and will graduate in 2012.
- The second cohort will start in Summer 2009 and complete the program in 2013.

This summer, IVC is beginning a similar partnership program with El Toro High School in Lake Forest. The El Toro students will be the class of 2013. By Summer 2009, the IVC *Early College Program* will include eight sections offered at three locations for a total of 24 sections.

IVC is pleased with the response to this partnership with Tustin Unified School District and is hopeful that this venture will prove beneficial and result in other options to educate future generations.

***Early College Programs/K-12 Outreach  
Advanced Technology & Education Park (ATEP)***

The Advanced Technology & Education Park (ATEP) works closely with the Saddleback College and Irvine Valley College (IVC) outreach teams to distribute, to the K-12 population, materials that promote programs and courses offered at the ATEP campus. Targeted marketing materials are created for such promotional outreach events as Senior Day, Counselors' Breakfast, and College Night.

ATEP recently participated in an outreach event for the eighth-grade Job Day organized by the Saddleback College Career Technical Education Community Collaborative.

Additionally, counseling, marketing and faculty staff members set up booths at many college and community events.

ATEP also routinely distributes materials to regional occupational programs, one-stop centers, libraries, community centers and other identified specialty locations to market both Saddleback College and IVC programs and course offerings at ATEP.

Currently, ATEP is working with Tustin Unified School District to explore the concept of developing a Science, Math, Engineering and Technology (STEM) Early College Track.

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** SOCCCD: Effect of Enrollment Growth on Basic Aid Funds

**ACTION:** Discussion

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### **BACKGROUND**

The members of the Board of Trustees have expressed a desire to discuss the effect of enrollment growth on basic aid funds. The administration requests Board guidance in this matter.

### **STATUS**

"Basic Aid" is a term that, in regard to California community colleges, refers to a condition where the state does not provide general apportionment funding because total property tax collections and student enrollment fees exceed the total amount of funding eligibility pursuant to the state funding calculations, currently SB 361. The remainder in the comparison of property taxes plus student enrollment fees less SB 361 funding eligibility is the amount that is called "basic aid".

Enrollment growth is an important factor in the SB 361 calculation because it increases state funding eligibility for most districts. For basic aid districts it does not increase funding coming into the district because local property tax collections and student fees determine that. For SOCCCD it means as the operating funds going to the colleges increase, "basic aid" decreases.

The district has not placed a general obligation bond for new facilities and renovation on the ballot partly as a matter of principle regarding taxation and also because the district already collects high property taxes because of the demographics of the area. Instead, the Board has decided to set aside basic aid funds for construction of new buildings and renovation of existing buildings, technology investment, instructional equipment, major maintenance projects, and other one-time expenditures.

During the current economic downturn there is an unusually large demand for educational services. The opportunity for growth is significantly larger than the formula driven "enrollment cap". Staff in the State Chancellor's Office has determined it will allow the SB 361 calculation for "basic aid" districts to be unconstrained by a growth cap, however this interpretation is not in code and there is no guarantee that it will be honored by future staff in the State Chancellor's Office. In addition, when the economy returns to normal it is very likely that some students will get jobs and other students from other attendance areas will return to their local community colleges, and thus the enrollment in our colleges will decline.

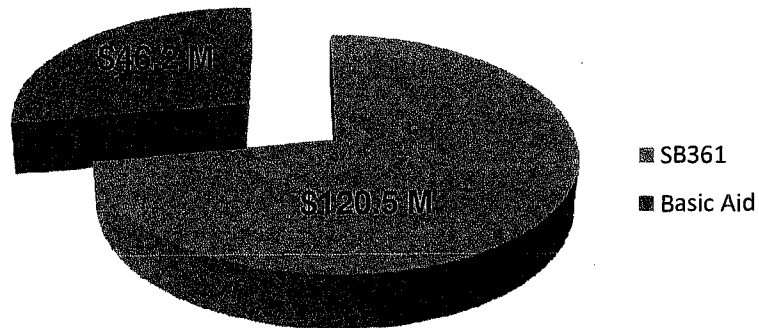
The result, at the local level, is that the colleges receive more operating funds to serve more students but, as discussed above, there is no new money brought into the district and so there is less "basic aid" money. The district is then faced with a dilemma: serve more students or attempt to meet the facility and other one-time needs of the colleges and ATEP. Both needs are important but when one priority is chosen the other is necessarily deprived by the same amount. When more funds go to operating the colleges, there will be less funds available for building construction and renovation projects, and other one-time expenditure needs. If this option is pursued there will likely be a need to consider a general obligation bond measure to generate additional revenues to address such Capital needs. In addition, basic aid dollars will be needed for further development of ATEP in the future.

The Board of Trustees has established a practice of managing the District and its Colleges based on the State apportionment formula as if we are not a basic aid district. As it has occurred in the past, the District could find itself in a position that it is not a basic aid district. The Board of Trustees is aware that our basic aid status has recently been threatened by the State of California due to its uncertain budgetary conditions.

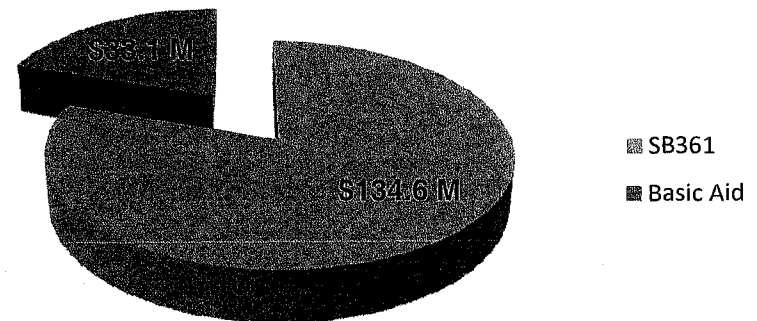
Exhibit A, Growth Impact on Basic Aid Revenue, demonstrates the loss of \$13,052,779 of basic aid funds next year if growth is allowed to increase from 3% to 15%. The appropriate mix of enrollment growth and facility, technology, and other one time needs is a policy decision that the Board of Trustees can address.

## ***Growth Impact on Basic Aid Revenue***

**3% Growth = 726 FTES**



**15% Growth = 3,629 FTES**



Total Local Prop Tax Revenue & Student Tuition  
 Less SB361 Revenue  
 Basic Aid Funding

	<u>3% Growth</u>	<u>15% Growth</u>
	\$ 166,706,979	\$ 167,698,322
	\$ 120,545,385	\$ 134,589,507
	<u>\$ 46,161,594</u>	<u>\$ 33,108,815</u>



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

---

**Minutes from :**

March 19, 2009 Special Meeting of the Board of Trustees (Exhibit A)  
March 24, 2009 Regular Meeting of the Board of Trustees (Exhibit B)  
are submitted to the Board for review and approval.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**MINUTES OF A SPECIAL MEETING OF  
THE BOARD OF TRUSTEES**

**March 19, 2009**

**CALL TO ORDER: 5:00 p.m.**

The Open Session of the Special Meeting of the Board of Trustees was called to order by President Wagner at 5:00 p.m.

**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

**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  
Tracy Daly, Acting Associate Provost, ATEP  
Don Busche, Acting educational Program Director, ATEP

**ABSENT:**

Hannah Lee, Student Member

The Invocation was led by Trustee Williams  
The Pledge of Allegiance was led by Trustee Lang.

Members of the public were given the opportunity to address the Board on items to be discussed in Closed Session. Since there were none, the President recessed the meeting to Closed Session.

The Open Session was reconvened at 5:30 p.m.

There was no Report of Action taken in Closed Session.

Members of the public were given the opportunity to address the Board on any item on the agenda. Since there were none the meeting was adjourned at 5:35 p.m.

---

Raghu P. Mathur, Ed.D., Secretary

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

**MINUTES OF THE BOARD OF TRUSTEES' MEETING**  
**March 24, 2009**

**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

**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 (2 cases)**

**B. Conference with Labor Negotiators (GC Section 54957.6)**

1. SOCCCD Faculty Association
  - a. Agency Designated Negotiator: Dr. Raghu Mathur;
  - b. Leave Requests (1)
2. California School Employees Association (CSEA), Chapter 586:
  - a. Agency Designated 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.
  3. Lease of Property by District: Portion of Irvine Valley College site; Agency Designated Representative - Dr. Raghu Mathur; Negotiating parties: Irvine Unified School District; Under negotiation: Price and terms of payment.
- D. Conference with Legal Counsel (GC Section 54956.9)
  1. Existing Litigation (GC Section 54956.9[b])(1 case)
    - a. Hammel v. SOCCCD
  2. Initiation of Litigation (GC Section 54956.9[c]) (1 case)
  3. Anticipated Litigation/Significant Exposure to Litigation (GC Section 54956.9[b][1] and [b][3][A]) (4 cases)
  4. Anticipated Litigation/Significant Exposure to Litigation (GC Section 54956.9[b][1] and [b][3][C]: Claim of Veronica Saldana against the District

RECONVENE OPEN SESSION: 6:30 P.M.

## **2.0 PROCEDURAL MATTERS**

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

### **2.2 Invocation Led by Trustee Donald Wagner**

### **2.3 Pledge of Allegiance Led by Trustee John Williams**

### **2.4 Resolutions / Presentations / Introductions Certificate Presentation: Joyce and Jim Van Schaack: Display of President Reagan Memorabilia**

**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**

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

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

Chancellor Mathur gave a report.

#### **C. Board Requests for Report(s)**

## **4.0 DISCUSSION ITEMS**

### **4.1 Saddleback College and Irvine Valley College and Advanced Education Technology Park (ATEP): Career Technical Education Programs**

Don Taylor, Dean of Advanced Technology and Applied Science, Saddleback College; Dr. David Gatewood, Interim Dean, Career Technical Education and Workforce Development, Irvine Valley College (IVC); and Dr. Randy Peebles, Provost, Advanced Technology and Education Park (ATEP), presented information on career technical education programs offered at Saddleback College, IVC, and ATEP.

4.2 Irvine Valley College: Student Power Point Presentation on IVC Recycling Complex Proposal Students Eric Nolan, Eugene Soltan, Keith Hough, LaQuann Moore, and Richa Pandey presented a recycling complex proposal.

**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.

President Wagner noted that Item 5.17 would be temporarily pulled to be acted upon later in the meeting. Trustee Padberg requested Item 5.7 and Trustee Fuentes requested Item 5.22 be temporarily pulled. On a motion made by Trustee Williams and seconded by Trustee Fuentes the remaining items on the consent calendar were approved.

5.1 SOCCCD: Board of Trustees Meeting Minutes Approve minutes of a regular meeting and a special meeting on February 23, 2009.

5.2 Irvine Valley College: Spring 2009 Badminton Team Out-of-State Travel Approve out-of-state travel for the Badminton Team to travel to Beijing, Xian, Guilin and Shanghai, China from May 23 to June 2, 2009 in an amount not to exceed \$2,449.00 per person.

5.3 Irvine Valley College: Honors Geography 102, Out-of-State Travel Approve out-of-state honors course from July 7 - 17, 2009 to study in Yellowstone and Grand Teton National Parks in an amount not to exceed \$406.00 per person.

5.4 Irvine Valley College: Parking Bail Increase to Offset New State Legislative Surcharge Pursuant to SB 1407 Approve to increase the bail schedule from the current \$25.00 to \$35.00 for parking violations on campus.

5.5 Irvine Valley College: Change Order Requests: Business Sciences and Technology Innovation Center Approve change order requests resulting in an increase of \$9,706.00. The revised total contract amount is \$15,072,283.

5.6 Irvine Valley College: Notices of Completion: Business Sciences Technology and Innovation Center Approve notices of completion and authorize the release of retention.

5.7 Irvine Valley College: A300 Theatre Secondary Effects Renovation: Contract Amendment No. 1 for Increased Services Approve amendment to contract with Carrier Johnson increasing the amount by \$28,465. The revised total contract amount is \$197,225.

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

5.8 Irvine Valley College: Award of Cisco Network Equipment Approve the purchase of equipment from Nexus, Inc., using CMAS contract in the amount of \$114,099.21.

5.9 Saddleback College: NSF Grant - National Teacher Training Approve Rapid Prototyping Workshop "Solid Modeling" Technology, August 3 - 7, 2009, held at Dana Point Marina Inn paid through the NSF Grant.

5.10 Saddleback College: Phi Theta Kappa 91st International Convention Approve the out-of-state travel request for up to fifteen students and one faculty advisor to attend the Phi Theta Kappa 91st International Convention in Grapevine, Texas, April 15 - 19, 2009, at a cost not to exceed \$8,000.

5.11 Saddleback College: Special Topics - Chicago Architecture Approve Architecture 289, Special Topics course out-of-state travel to Chicago, Illinois, June 28, 2009 through July 5, 2009.

5.12 Saddleback College: Change Order No. 1 Consultant Agreement to Provide Construction Management Services for Various Projects Approve Change Order No. 1 for additional funding of \$20,000.

5.13 Saddleback College: Donated Equipment Approve the donation of items listed to the Orange County High School of the Arts, San Clemente High School and El Toro High School.

5.14 Saddleback College: Notice of Completion: Replace Track Surface Approve notice of completion and authorize the release of retention.

5.15 Saddleback College: Notice of Completion: Installation of Pool Scoreboard Approve notice of completion and authorize the release of retention.

5.16 Saddleback College: Notice of Completion: Installation of Campus Signage Approve notice of completion and authorize the release of retention.

5.17 Saddleback College: Notice of Completion: CalPWR Energy Service Agreement Approve notice of completion and authorize the release of retention.

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

5.18 Saddleback College: Certificate and Degree Revisions for the 2009-10 Academic Year Approve proposed changes in curriculum.

5.19 Saddleback College and Irvine Valley College: Community Education, Summer 2009 Approve additional Community Education courses, presenters, and compensation for Summer 2009.



5.20 SOCCCD: Purchase Orders/Confirming Requisitions Approve Purchase orders processed in accordance with the general priorities of the adopted budget and numbered P09-03338 through P09-03766 amounting to \$1,936,024.53 and confirming requisitions dated February 4, 2009 through March 3, 2009 totaling \$633,704.65.

5.21 SOCCCD: Payment of Bills Approve Checks No. 078599 through 079466, processed through the Orange County Department of Education, totaling \$6,267,999.86; and Checks No. 009455 through 009480, processed through Saddleback College Community College Education, totaling \$14,179.67; and Checks No. 008535 through 008543, processed through Irvine Valley College Community Education, totaling \$13,556.50.

5.22 SOCCCD: Renewal of Contract: Printing and Mailing of Class Schedules Approve renewal option of contract with Trend Offset Printing in the amount of \$405,483.72 for Saddleback College, Irvine Valley College and ATEP.

On a motion made by Trustee Lang and seconded by Trustee Williams this item was tabled on a 6-1 vote with Trustee Jay casting the negative vote.

5.23 SOCCCD: Budget Amendment: Adopt Resolution No. 09-04: Amend 2008-2009 Restricted General Fund Approve resolution to amend the 2008-2009 adopted budget.

5.24 SOCCCD: Transfer of Budget Appropriations Ratify as detailed in the report.

5.25 SOCCCD: Gifts to the District and Foundations Approve gifts as presented.

5.26 Saddleback College: Speakers Approval of honoraria for speakers at Saddleback College.

5.27 SOCCCD: Authorization of Payment to Student Trustee Absent from Board Meeting Adopt Resolution 09-07 authorizing payment to Student Trustee absent from a special Board Meeting.

5.28 SOCCCD: February/March 2009 Contracts Ratify contracts as listed.

## **6.0 GENERAL ACTION ITEMS**

### **6.1 ATEP: Recess to Public Hearing**

Conduct a public hearing to provide an opportunity for the public to comment on the subject of Certification of the ATEP Addendum/Initial Study Pursuant to the California Environmental Quality Act and Concept Plan for Phase 3A.

The President recessed the regular meeting of the Board to a Public Hearing in order to provide the public an opportunity to comment on the subject of Certification of the ATEP

Addendum/Initial Study Pursuant to the California Environmental Quality Act and Concept Plan for Phase 3A. There being no public comments, the Public Hearing was closed and the regular Board of Trustees meeting was reconvened.

6.2 ATEP: Resolution No. 09-05: Certification of the ATEP Addendum/Initial Study and Errata Pursuant to the California Environmental Quality Act (CEQA) Approve resolution and certification of the ATEP Addendum/Initial Study and Errata.

On a motion made by Trustee Williams and seconded by Trustee Jay this item was approved as amended on a 7-0 vote.

6.3 ATEP: Resolution No. 09-06: Adopt Concept Plan for Phase 3A and Submittal of Concept Plan to the City of Tustin Approve resolution and Concept Plan for Phase 3A.

On a motion made by Trustee Williams and seconded by Trustee Fuentes this item was approved as amended on a 7-0 vote.

6.4 Saddleback College: Award of Bid: PE-100 Interior Renovations Approve agreement with Blue Fin Construction, Inc., in the amount of \$4,132,500.00.

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

6.5 Saddleback College and Irvine Valley College: Grant Acceptance, Community Collaborative Supplemental Funding Approve grant acceptance award of \$100,000 from the California Community College Chancellor's Office for the Community Collaborative Grant RFA 08-0141-890.

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

6.6 Saddleback College and Irvine Valley College: Grant Acceptance, Community Collaborative Workforce Innovation Approve grant acceptance award of \$250,000 from the California Community College Chancellor's Office for the Community Collaborative Grant RFA 08-0142-890.

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

6.7 Saddleback College: Change Order No. 1: CalPWR Energy Service Agreement Approve change order increasing the cost by \$96,423.00. The revised total contract amount is \$1,589,174.00.

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

6.8 SOCCCD: Contract, Student Information System Approve contract with Neudesic LLC for Student Information System "B" features and further development of the Data Warehouse in the amount of \$800,000.

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

6.9 SOCCCD: CCCT Board of Directors Election - 2009 Nomination of ten individuals to the CCCT Board of Directors.

On a motion made by Trustee Fuentes and seconded by Trustee Milchiker, Manny Ontiveros of the member of the North Orange County Community College District Board of Trustees was nominated to the CCCT Board of Directors, this nomination was approved on a 7-0 vote.

6.10 SOCCCD: Copier Equipment and Related Devices Approve contracting with Xerox for the purchase, lease of copiers and services pursuant to the CMAS contract.

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

6.11 SOCCCD: Academic Personnel Actions Approve New Personnel Appointments; Authorization to Establish and Announce Academic Administrative Position; Change of Status; Additional Compensation: General Fund; Additional Compensation: Categorical/Non-General Fund; Resignation/Retirement/Conclusion of Employment

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

6.12 SOCCCD: Classified Personnel Actions Approve New Personnel Appointments; Authorization to Eliminate Classified Position and/or Position Numbers; Authorization to Establish and Announce A Classified Position; Change of Status; Authorization to Change Organization Reporting Structure; Out of Class Assignments;, Authorization to Revise the Salary Schedule for the Non-Bargaining Unit, Temporary, Short Term Hourly Employees, Volunteers.

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

## **7.0 REPORTS**

7.1 SOCCCD: ATEP Developer Selection Principals from Hudson Capital, LLC and Cyburt Hall Partners will discuss their credentials to complete the next phase of the ATEP project with the Board of Trustees.

7.2 Saddleback College and Irvine Valley College: Professors of the Year Saddleback College and Irvine Valley College announce the 2010 Professors of the Year: Larry Perez and Tracey Magrann, Mathematics, Science and Engineering, Saddleback College; and Martin McGrogan, Health Sciences, PE and Athletics; Jeffrey Staley, Humanities and Languages; and Louise Jacobs, Emeritus Institute, Irvine Valley College.

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

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

7.5 SOCCCD: List of Board Requested Reports See attached exhibit.

7.6 SOCCCD: Monthly Financial Status Report Report displays the adopted budget, revised budget and transactions through February 28, 2009.

## **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**

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

---

Raghu P. Mathur, Ed.D., Secretary

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Saddleback College: Grant Acceptance, MLT Program Development

**ACTION:** Approval

---

**BACKGROUND**

In December, 2008, Saddleback College submitted a preliminary proposal in response to the Governor's 15% Workforce Investment Act Funds For Allied Health Programs grant RFA No. 08-115 issued by the California Community Colleges Chancellor's Office (CCCCO). The RFA proposed providing funds to local community colleges to assist in the development of partnerships with the healthcare industry to address the shortage of skilled professionals in the allied health fields. The purpose of these grants is to enroll students in existing and new allied health programs and to increase the number of allied health students taught by the community colleges.

**STATUS**

In March, 2009, the CCCCCO notified the College of its intent to award \$435,295 for the period January 1, 2009, through December 31, 2010, to fund the development of a partnership between Saddleback College and its Orange County health care partners for the purpose of developing an Associates in Science Degree program in Medical Laboratory Technology. Funding will be used for the purpose of preparing Medical Laboratory Technicians who will be eligible for certification and licensure upon completion of the program. The award will enable the College to remodel an existing classroom, purchase equipment and supplies, hire adjunct faculty and support staff, increase the number of students who can be admitted to each cohort of the program, and provide support services to students.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees accept this award of \$435,295 from the California Community College Chancellor's Office that will enable development of the Medical Laboratory Technician program at Saddleback College using funding provided through the Governor's 15% Workforce Investment Act Funds for Allied Health Programs.

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

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

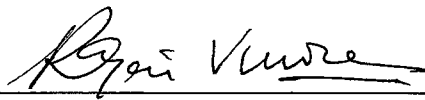
1. **PROJECT TITLE:** Medical Laboratory Technician Program Development
2. **PROJECT DIRECTOR:** Tammy Rice
3. **PROJECT ADMINISTRATOR:** Tammy Rice
4. **GRANTOR AGENCY:** California Community Colleges Chancellor's Office
5. **FUNDING SOURCE:** Governor's 15% Workforce Investment Act Funds for Allied Health Programs
6. **STARTING AND ENDING DATES OF THE PROJECT:** Jan. 1, 2009 to December 31, 2010.
7. **EXECUTIVE SUMMARY OF THE PROJECT (limit 125 words):**  
The Saddleback College Division of Health Sciences and Human Services has developed an Associates of Science Degree in Medical Laboratory Technology in response to an urgent need for trained and certified Medical Laboratory Technicians. The program has been approved by the California Department of Health Services Laboratory Field Services and will seek accreditation from the National Association of Clinical Lab Scientists. Funding will allow the College to remodel existing facilities, purchase needed equipment and supplies, hire classified support staff and adjunct faculty, and provide support services to students. The first cohort of students will begin the program in Fall 2009 and graduate in June 2011.

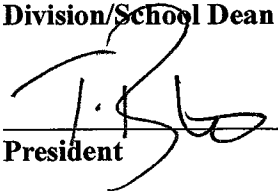
8. **SUMMARY BUDGET**

Grant Award	In Kind Matching	Indirect Costs	Project Total
\$435,295	0	39,572	\$435,295

9. **APPROVALS**

  
\_\_\_\_\_  
Division/School Dean

  
\_\_\_\_\_  
Vice President of Instruction/Students

  
\_\_\_\_\_  
President

\_\_\_\_\_  
Vice Chancellor, Technology & Lrng Serv

\_\_\_\_\_  
Chancellor

## EXPENDITURES SUMMARY

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

	<b>GRANT</b> (Amount)	<b>MATCHING*</b> (In-Kind/Actual)	<b>SOURCE OF MATCH</b> (Partnership/College/Vendor)
<b>1000 Certificated Salaries</b>	\$ 170,600		
<b>2000 Classified Salaries</b>	\$ 38,412		
<b>3000 Benefits</b>	\$ 54,039		
<b>4000 Supplies</b>	\$ 7,800		
<b>5000 Contracted Services and Other Expenses</b>	\$ 6,400		
<b>6000 Capital Outlay</b>	\$ 113,472		
<b>Other Charges</b> (e.g.: Indirect Costs)	\$ 44,572		
<b>TOTALS</b>	\$ 435,295		

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

### PROJECT PERSONNEL (reflects the Expenditure Detail above)

<u>Positions</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>New</u>	<u>Existing</u>
1. Adjunct instructors	[ ]	[x]	[x]	[ ]
2. Program specialist	[x]	[ ]	[x]	[ ]
3.	[ ]	[ ]	[ ]	[ ]
4.	[ ]	[ ]	[ ]	[ ]
5.	[ ]	[ ]	[ ]	[ ]
6.	[ ]	[ ]	[ ]	[ ]

### PARTNERSHIPS (if applicable)

#### Partnership Name/Location

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

#### Partnership Name/Location

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



**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Saddleback College: Remodel Village to Accommodate Library, I.T.,  
and Photography: Amendment No.1

**ACTION:** Approval

---

### **BACKGROUND**

On June 25, 2007, the Board of Trustees approved an agreement with R2A Architecture to provide architectural services for the remodel of the Saddleback College Village for use as swing space during renovation of the James B. Utt Library for a fee equal to 10% of the total construction cost which is estimated at \$2,800,000.00.

### **STATUS**

During renovation of Village #2 and #10 unforeseen structural deficiencies were discovered requiring additional architectural and structural engineering services. Also Village #5 required additional design services due to accidental contractor damage. This requirement is beyond the existing scope of architectural services and the architect has requested a revision of fee to reflect these additional services in the amount of \$22,860.00 for a total fee of \$302,860.00. Related costs will be back charged to the contractor.

Funds are available in the project budget which is \$4,132,500.00.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Amendment No.1 EXHIBIT A, with R2A Architecture to provide architectural services for the Remodel Village to accommodate Library, I.T., and Photography project at Saddleback College increasing the fee in the amount of \$22,860.00. The total revised contract amount is \$302,860.00.

**AMENDMENT NO. 1  
TO PROJECT ARCHITECTURAL SERVICES AGREEMENT  
FOR REMODEL VILLAGE TO ACCOMMODATE LIBRARY, I.T., AND  
PHOTOGRAPHY  
AT SADDLEBACK COLLEGE**

**APRIL 27, 2009**

**THIS AMENDMENT** shall modify the original agreement dated June 26, 2007, 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 16 of the original agreement establishes that it may be amended only by a written amendment executed by both parties; and

**WHEREAS**, Article 3 of the original agreement establishes the compensation to be paid to CONSULTANT; and

**WHEREAS**, there is a need to perform additional architectural and engineering services at village buildings #2, #5, and #10 and said services are beyond those included in the original agreement;

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

1. Revise Article 3 as follows:

"DISTRICT agrees to pay the CONSULTANT for services satisfactorily rendered pursuant to this AGREEMENT a total fixed fee of Twenty Two Thousand Eight Hundred Sixty and No/100 Dollars (\$22,860.00) upon satisfactory completion of these services."

**"DISTRICT"**

South Orange County Community College District

**"CONSULTANT"**

R2A Architecture

By: \_\_\_\_\_  
Gary Poertner

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

Title: Deputy Chancellor

Title: \_\_\_\_\_

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

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

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Saddleback College: Fine Arts Restroom Expansion Project:  
Amendment No. 1 to Increase Contract Services with Joyce  
Inspections

**ACTION:** Approval

---

### **BACKGROUND**

On March 25, 2009, the Board of Trustees approved an agreement with Joyce Inspections and Testing, Inc. to provide Inspector of Record services for the Fine Arts Restroom Expansion project at Saddleback College for a fee of \$108,928.00.

### **STATUS**

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

Amendment No. 1, EXHIBIT A, increases the inspector's fee by \$24,000.00 for a total contract amount of \$132,928.00, and extends the agreement term of services until September 30, 2009.

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. 1, EXHIBIT A, to the Inspector of Record Services agreement with Joyce Inspection for the Fine Arts Restroom Expansion project, increasing the fee in the amount of \$24,000.00, and extending the agreement term of services until September 30, 2009. The total revised contract amount is \$132,928.00.

**AMENDMENT NO. 1  
FOR FINE ARTS RESTROOM EXPANSION  
INSPECTOR OF RECORD SERVICES  
AT SADDLEBACK COLLEGE**

**APRIL 27, 2009**

**THIS AMENDMENT** shall modify the original agreement dated March 25, 2008 by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and JOYCE INSPECTIONS & TESTING, INC., 371 Magnolia Street, Costa Mesa, California, 92627, hereinafter referred to as "CONSULTANT."

**WHEREAS**, Article 16 of the original agreement establishes that it may be amended only by a written amendment executed by both parties; and

**WHEREAS**, Article 2 of the original agreement establishes the term of the agreement; and

**WHEREAS**, Article 3 of original agreement establishes the compensation of the agreement; and

**WHEREAS**, the term of the agreement expired on February 27, 2009; and

**WHEREAS**, there is a need to extend the term of the services and said services are beyond those included in the original agreement; and

**WHEREAS**, there is a need to increase the compensation amount;

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

1. Revise Article 2 as follows: "Extend the time for completion of services until September 30, 2009."
2. Revise Article 3 as follows: Increase compensation by \$24,000.00 for a total not to exceed One Hundred Thirty Two Thousand Nine Hundred Twenty Eight No/100 Dollars, (\$132,928.00).

**"DISTRICT"**

South Orange County Community College District

**"CONSULTANT"**

Joyce Inspections & Testing, Inc.

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

Gary Poertner

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

Title: Deputy Chancellor

Title: \_\_\_\_\_

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

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

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Saddleback College: Fine Arts Restroom Expansion Project:  
Amendment No. 3 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 (Amendment No.1) to include the design of new handicap accessible path of travel, accessible parking, and accessible walkways and plaza, increasing fee to \$164,850.00. The agreement was further amended (Amendment No. 2) to include design and engineering required, due to contractor locating building two feet north of designed location, increasing fee to \$193,134.00.

### **STATUS**

The resultant gap at the canopy has been addressed by modifying the existing building. Additional design time, construction administration and DSA coordination were required. The architect is due additional money for this scope increase and the related costs will be back charged to the contractor.

Amendment No. 3, EXHIBIT A, increases the architect's fee by \$25,840.00 for a total contract amount of \$218,974.00.

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. 3, EXHIBIT A, to the Architectural Services agreement with R2A Architecture for the Fine Arts Restroom Expansion project increasing the fee in the amount of \$25,840.00. The total revised contract amount is \$218,974.00.

**AMENDMENT NO. 3  
TO ARCHITECTURAL SERVICES AGREEMENT  
FOR FINE ARTS RESTROOM EXPANSION PROJECT  
AT  
SADDLEBACK COLLEGE**

**APRIL 27, 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; additional construction administration and DSA coordination; 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 March 23, 2009 issued until the date of this amendment as follows:

FIXED FEE FOR ALL SERVICES AS DESCRIBED HEREIN: \$25,840.00.

**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

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

Title: Deputy Chancellor

Title: \_\_\_\_\_

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

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

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Saddleback College: Donated Equipment

**ACTION:** Approval

---

### **BACKGROUND**

Saddleback College has identified items from the Communication Arts departments (EXHIBIT A) for surplus.

Education Code 81450.5 allows for the provision of donating property if three criteria are met:

(a) district determines that the property is not required for school purposes, that it should be disposed of for the purpose of replacement, or that it is unsatisfactory or not suitable for school use.

(b) The property is exchanged with, or sold or donated to, a school district, community college district, or other public entity that has had an opportunity to examine the property proposed to be exchanged, sold, or donated.

(c) The receipt of the property by a school district or community college district would not be inconsistent with any applicable district wide or school site technology plan of the recipient district.

Education Code 81452 states: (c) If the board, by a unanimous vote of those members present, finds that the property is of insufficient value to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the board, or it may be disposed of in the local public dump on order of any employee of the district empowered for that purpose by the board.

### **STATUS**

The Mission Viejo High School, Tesoro High School, San Juan Hills High School, and Mater Dei High School have expressed a desire for the items that are listed in EXHIBIT A.

All criteria for the donation have been met and staff recommends the donation of this equipment.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the donation of items listed in EXHIBIT A to Mission Viejo High School, Tesoro High School, San Juan Hills High School, and Mater Dei High School.



List of Proposed Equipment  
Saddleback College  
4/10/2009

Exhibit A  
Page 1 of 1

Campus	Department Location	No.	Equipment	Recipient
Saddleback College	Communication Arts	1	Echo Lab Model MVS6, Broadcast Switcher, Serial #M6461	Mater Dei High School
Saddleback College	Communication Arts	1	Sony DSR 60 DV CAM Player SB #000149	Mission Viejo High School
Saddleback College	Communication Arts	1	Sony DSR 80 DV CAM REC/Player #3167	Mission Viejo High School
Saddleback College	Communication Arts	2	Tektronix Waveform Monitors #24602, 23802	Mission Viejo High School
Saddleback College	Communication Arts	2	Sony PVM 8220 Monitors #24623, 24965	Mission Viejo High School
Saddleback College	Communication Arts	1	Panasonic Distribution Amplifier #000057	Tesoro High School
Saddleback College	Communication Arts	2	Sony PVM 8220 Monitors #23126, 23125	San Juan Hills High School
Saddleback College	Communication Arts	1	Tascam CD Player #23573	San Juan Hills High School

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Irvine Valley College: EXP 289/Biology 109, Out-of-State Travel

**ACTION:** Approval

---

### **BACKGROUND**

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

As part of offering high quality education to students, Irvine Valley College is offering an opportunity for students to study the biology of southern Utah. The trip will focus on the plants, animals, and natural habitats of the Colorado Plateau province.

### **STATUS**

The Irvine Valley College School of Life Sciences and Technologies proposes to offer a field study course from 6/3/09 to 6/7/09, in the vicinity of Canyonlands, southeast Utah, as an out-of-state travel program. The Out-of-State Travel Program Information Summary is presented in Exhibit A. The individual cost breakdown summary is presented in Exhibit B.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the out-of-state field study course in Life Sciences and Technologies.

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

OUT-OF-STATE TRAVEL PROGRAM INFORMATION SUMMARY

<b>1. PROGRAM</b>										
Location/Destination:		<b>Canyonlands, Southeast, Utah</b>			First Trip: Yes:		No:		<b>X</b>	
Dates: From:		<b>6/3/09</b>		To:		<b>6/7/09</b>		Total No. of Days: <b>5</b>		
Partner Name (Academic Institution):				<b>N/A</b>						
Address:		<b>N/A</b>								
Contact Person:		<b>N/A</b>			Telephone No.:		<b>N/A</b>			
Description of Institution:		<b>N/A</b>								
Includes:	Accredited Instruction			Yes:	<b>X</b>	No:				
	Transfer College Units			Yes:	<b>X</b>	No:				
	Orientation			Yes:	<b>X</b>	No:				
	Books/Supplies			Yes:	<b>X</b>	No:				
	Tutors			Yes:		No:	<b>X</b>			
	Weekend Study Activities			Yes:	<b>X</b>	No:				
	Food			Yes:		No:	<b>X</b>			
	Transportation <b>LOCAL ONLY</b>			Yes:	<b>X</b>	No:				
Lodging			Yes:		No:	<b>X</b>				
Other:		<b>Camping fees</b>								
Does Not Include: (Examples: Local Transportation at home; Personal Items, etc.)		<b>Personal expenses during program; all meals.</b>								
Other:		<b>Irvine Valley College tuition/administrative fees.</b>								
<b>2. FACULTY</b>										
Lead Faculty Name:		<b>Jeffrey Kaufmann (4 OSH)</b>								
Coordinates Trip:				Yes:	<b>X</b>	No:				
If No, Explain:										
Travels to Site:				Yes	<b>X</b>	No:				
Dates: From:		<b>6/3/09</b>		To:		<b>6/7/09</b>				
Teaching Assignment at Program Site:				Yes	<b>X</b>	No:				
Dates: From:		<b>6/3/09</b>		To:		<b>6/7/09</b>				
Requires Substitute at IVC and/or SC?				Yes		No:	<b>X</b>			
Unpaid Faculty Exchange:				Yes		No:	<b>X</b>			
If Yes, Faculty Name(s) Required:										
Assignments to be Covered:										
Other:										
<b>3. COURSE(S) OFFERED AT PROGRAM SITE</b>										
Course No.:	Course Title:							No. of Units		
<b>Biol 109</b>	<b>Field Biology: Western Wildlands</b>							<b>2.0 Units</b>		
	<b>TOTAL</b>							<b>2.0 Units</b>		
<b>4. STUDENTS</b>										
Minimum number of students required to make program:								<b>15</b>		

Minimum number of units:		<b>2.0</b>					
Maximum number of units:		<b>1.0</b>					
If this is a repeat program site, what is the average number of units taken per student?		<b>N/A</b>					
Other – Maximum number of students		<b>24</b>					
<b>5. COSTS</b>							
Student:							
Contracted cost per student:		\$ <b>0.00</b>					
Average cost per day: <i>(It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)</i>		\$ <b>0.00</b>					
College:							
Additional costs to the District?	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>						
If Yes Explain:							
Cost of substitute pay if instruction is also receiving salary for courses at IVC and/or SC during the same period of time.		\$ <b>N/A</b>					
Other Costs		\$ <b>0</b>					
<b>6. OTHER ACTIVITIES NOT PART OF THE COURSE(S) (ATTACHMENTS)</b>							
N/A							
<b>7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES</b>							
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
<b>8 a.m.</b>	<b>Classes</b>	<b>Classes</b>	<b>Classes</b>	<b>Classes</b>	<b>Classes</b>	<b>Classes</b>	<b>Classes</b>
9 a.m.							
10a.m.							
11a.m.							
12 Noon							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.		↓	↓	↓	↓	↓	↓
7 p.m.							
8 p.m.							
9 p.m.							
10 p.m.							
Exceptions to weekly schedule:		N/A					

**EXHIBIT B****INDIVIDUAL COST BREAKDOWN SUMMARY**

IRVINE VALLEY COLLEGE  
SCHOOL OF LIFE SCIENCES AND TECHNOLOGY

BIOLOGY 109  
WESTERN WILDLANDS FIELD STUDIES  
OUT-OF-STATE TRAVEL CLASS

<b>COSTS TO BE PAID BY STUDENTS</b>	
Campus site fees – None, public land use	\$0.00
One night motel stay (\$60/night & 2 students/room) in Escalante	\$30.00
Student food (5 days @ \$10.00/day)	\$50.00
<b>TOTAL COST PER STUDENT*</b>	<b>\$80.00</b>
<b>NUMBER OF STUDENTS PARTICIPATING</b>	<b>24</b>
<b>TOTAL COSTS FOR GROUP</b>	<b>\$1,920.00</b>
<b>APPROXIMATE COSTS NOT INCLUDED</b>	
Entertainment/food during one night motel stay	\$20.00
<b>TOTAL COSTS NOT INCLUDED</b>	<b>\$20.00</b>
<b>GRAND TOTAL PER STUDENT</b>	<b>\$100.00</b>

\*The cost per student will be charged as a class fee to each student. If more than 10 students enroll, or if for any other reason there are unexpended funds at the end of the field study, each student will be refunded an amount as appropriate. The class can accommodate as many as 24 students, not including the IVC instructors and volunteer vehicle drivers.

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Irvine Valley College: Revision of Instructional Material Fees for Earth Science and Geology Courses for the 2009-10 Academic Year

**ACTION:** Approval

---

### **BACKGROUND**

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

### **STATUS**

Due to a recent substantial increase in the cost of rock kit materials, Irvine Valley College has made the decision to eliminate the Instructional Material Fees for Earth Science and Geology courses and instead provide the materials for use in the laboratory only as presented in Exhibit A, rather than increase the material fees paid by the students.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the revised Instructional Material Fees for Earth Science and Geology courses for the 2009-10 academic year at Irvine Valley College.

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

South Orange County Community College District

**IRVINE VALLEY COLLEGE**  
**2009/2010 Revised Instructional Material Fees**

<b>Course</b>	<b>Cat. I.D.</b>	<b>Title</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Purpose</b>
<b><u>PHYSICAL SCIENCES &amp; TECHNOLOGY</u></b>					
ERTH 20	2095.00	Introduction to Earth Science	\$22.00	\$0.00	Eliminate fee; rock kits to be provided in classroom/lab only
GEO 1	3010.00	Physical Geology	\$22.00	\$0.00	Eliminate fee; rock kits to be provided in classroom/lab only
GEO 23	2095.00	Natural Disasters	\$22.00	\$0.00	Eliminate fee; rock kits to be provided in classroom/lab only

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Irvine Valley College: Change Order Requests: A300 Theater  
Secondary Effects

**ACTION:** Approval

---

### **BACKGROUND**

On September 25, 2006, the Board approved funding from basic aid for the A300 Theater Secondary Effects Renovation at Irvine Valley College. On September 22, 2008, the Board awarded a construction contract to Cavecche Engineering for \$1,073,882. Previously approved change orders increased the amount by \$16,339.05 for a revised contract amount of \$1,090,221.

### **STATUS**

EXHIBIT A describes the required modifications contained in Change Order Requests (COR) number 11, 12, and 13. Approval of these CORs will result in an increase of \$5,703.75 in the total project cost.

The total change to the contract does not exceed the 10% limit allowed by Public Contract Code. Approval of this COR will bring the revised total contract amount to \$1,095,924.75.

Funds are available within the approved project budget which is \$2,481,000.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Change Order Request number 11, 12, and 13 for the A300 Theater Secondary Effects Renovation project at Irvine Valley College as described in EXHIBIT A and authorize staff to execute the corresponding change orders with the contractor which will result in an increase of \$5,703.75 in the total project cost. The revised total contract amount is \$1,095,924.75.



IVC - A300 MUSIC DEPARTMENT RENOVATION

Bid No. 296

Change Order No.2

April 27, 2009

Bid #	BID PACKAGE DESCRIPT ION	CONTRACTOR	ADDRESS	CONTRACT AMOUNT	Previously Approved COR's	COR #11	COR #12	COR #13	REVISED CONTRACT AMOUNT
296	General Contractor	Cavecche Engineering & Construction Company	4215 Katella Ave. Los Alamitos, CA 90720 Phone 562-924-5250	\$1,073,882.00	\$16,339.05	\$996.87	\$409.02	\$4,297.81	\$1,095,924.75
		<b>TOTAL</b>		<b>1,073,882.00</b>	<b>16,339.05</b>	<b>996.87</b>	<b>409.02</b>	<b>4,297.81</b>	<b>1,095,924.75</b>

COR No.	Date	Description	Requested	Status	Amount
11	3/6/2009	Roof penetrations necessary for an increase in electrical conduits to serve COR #13.	Arch	Reviewed	\$996.87
12	3/17/2009	Concrete floor repair in A307 due to broken underground electrical conduit	Arch	Reviewed	\$409.02
13	3/31/2009	Grouped HVAC conductors found to violate current code standards.	Arch	Reviewed	\$4,297.81
	4/9/2009	Adjustment for addition error in previous change approval	District		\$0.05

**TOTAL THESE CHANGE ORDER REQUESTS**

**\$5,703.75**

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Irvine Valley College: Change Order Requests: B200 Science Lab Annex and B239 Conversion

**ACTION:** Approval

---

### **BACKGROUND**

On May 26, 2006, the Board approved funding from basic aid for the B200 Science Lab Annex and B239 Remodel at Irvine Valley College. On February 20, 2008, the Board of Trustees approved increasing the B200 / B239 project funding to address adding accessible toilets as directed by the Division of the State Architect. On September 22, 2008, the Board awarded a construction contract to PCN3, Inc., in the amount of \$3,523,000. Previously approved change orders increased the amount by \$116,304 for a revised contract amount of \$3,639,304.

### **STATUS**

EXHIBIT A describes the required modifications contained in Change Order Requests (COR) number 3, 4, 5, and 6. Approval of these CORs will result in an increase of \$14,859.33 in the total project cost.

The total change to the contract does not exceed the 10% limit allowed by Public Contract Code. Approval of this COR will bring the revised total contract amount to \$3,654,163.33.

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

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Change Order Request number 3, 4, 5, and 6 for the B200 Science Lab Annex and B239 Remodel project at Irvine Valley College as described in EXHIBIT A and authorize staff to execute the corresponding change orders with the contractor which will result in an increase of \$14,859.33 in the total project cost. The revised total contract amount is \$3,654,163.33.

Bid No. 296

Change Order No. 2

April 27, 2009

Bid #	BID PACKAGE DESCRIP TION	CONTRACTOR	ADDRESS	CONTRACT AMOUNT	Previously Approved COR's	COR #03	COR #04	COR #05	COR #06	REVISED CONTRACT AMOUNT
296	General Contractor	PCN3, General Engineering Contractor		\$3,523,000.00	\$116,304.00	\$1,486.00	\$3,345.00	\$8,240.33	\$1,788.00	\$3,654,163.33
		TOTAL		3,523,000.00	116,304.00	1,486.00	3,345.00	8,240.33	1,788.00	3,654,163.33

COR No.	Date	Description	Requested	Status	Amount
3		Removal of Brick Floor in B-200	Arch	APP	\$1,486.00
4		Float Concrete Floor as prep for new flooring	Arch	APP	\$3,345.00
5		New Plumbing Wall in Restroom of B-200	Arch	APP	\$1,788.00
6		Underground gas to B-252. Interior Gas for B-252	Arch	APP	\$8,240.33

TOTAL THESE CHANGE ORDER REQUESTS

\$14,859.33

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Irvine Valley College: A300 Theater Secondary Effects Renovation:  
Contract Amendment No. 2 for Decreased Fees

**ACTION:** Approval

---

### **BACKGROUND**

On October 30, 2006, the Board of Trustees approved hiring Carrier Johnson as architect for the Irvine Valley College A300 Theater Secondary Effects Renovation project for a fee equal to 10% of the construction cost or an estimated fee of \$142,000. This amount has been amended for an additional fee of \$55,225 and a new contract total of \$197,225.

The original agreement provided for a redetermination of construction costs at bid time.

### **STATUS**

The compensation of the agreement at 10% of the construction cost shifts the evaluation of "construction costs" from the District project budget to the lowest responsible bid resulting in a deductive amount of \$7,403 due the architect with a new total fee of \$189,822.

Staff recommends a fee revision to reflect construction cost at bid time.

Funds are available in the approved basic aid project budget which is \$2,481,000.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Amendment No. 2 in the deductive amount of \$7,403, EXHIBIT A, with Carrier Johnson to provide architectural services for the Irvine Valley College A300 Theater Secondary Effects Renovation project, for a total fee of \$189,822.

**AMENDMENT NO. 2  
TO ARCHITECTURAL SERVICES AGREEMENT  
FOR A300 THEATER SECONDARY EFFECTS RENOVATION PROJECT  
IRVINE VALLEY COLLEGE**

**April 27, 2009**

**THIS AMENDMENT** shall modify the original agreement dated November 1, 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**, Article VIII, paragraph 1, establishes the compensation of the agreement at 10% 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

**WHEREAS**, the lowest, responsible bid and ensuing construction sum of \$1,073,882 was less than the construction estimate of \$1,370,000; and

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

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

1. Construction Costs change from	7,403
DISTRICT project budget to lowest	
responsible, responsive bidder	
Total this Amendment	\$7,403

For a total contract amount of \$189,822.

**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: Award of Bid: Library Carpet  
**ACTION:** Approval

---

**BACKGROUND**

As part of the scheduled maintenance plan, Irvine Valley College has identified the library as needing carpet replacement.

**STATUS**

On March 17, and March 24, 2009, Bid No. 298 for Library carpet was advertised. Seven bidders attended the mandatory job walk on March 25, 2009. Three (3) vendors responded to the invitation for bids and bids were opened on April 1, 2009. The lowest bid meeting all specification was submitted by Commercial Interior Resources (CIR) of Irvine, CA, EXHIBIT A, in the amount of \$175,318.00.

Staff has reviewed the bids and recommend award as indicated.

Funds are available in the college's general fund.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees award Bid No. 298, for Library Carpet for Irvine Valley College to Commercial Interior Resources (CIR) for the amount of \$175,318.00. It is also recommend that the Board of Trustees approve the related agreement, EXHIBIT B.

## AGREEMENT

THIS AGREEMENT, dated the 28 day of April, 2009, in the County of Orange, State of California, is by and between South Orange County Community College District, (hereinafter referred to as "DISTRICT"), and **Commercial Interior Resources**, 1761 Reynolds Avenue, Irvine, CA 92614, (949) 752-1470 (hereinafter referred to as "CONTRACTOR").

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

1. CONTRACTOR agrees to complete the Project known as:

**BID NO. 298  
LIBRARY CARPET  
IRVINE VALLEY COLLEGE**

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

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

3. DISTRICT shall pay to the CONTRACTOR, as full consideration for the faithful performance of this Agreement, subject to any additions or deductions as provided in the Project Documents, the sum of One Hundred Seventy Five Thousand Three Hundred Eighteen Dollars (\$175,318.00).

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

5. **Time is of the essence.** If the work is not completed in accordance with Paragraph 4 above, it is understood that the DISTRICT will suffer damage. It being impractical and infeasible to determine the amount of actual damage, in accordance with Government Code Section 53069.85, it is agreed that CONTRACTOR shall pay to DISTRICT as fixed and liquidated damages, and not as a penalty, the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) for each calendar day of delay until work is completed and accepted. Time extensions may be granted by the DISTRICT as provided in Article 63 of the General Conditions. Liquidated damages shall be imposed as set forth in Article 63 of the General Conditions.

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

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

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

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

7. The CONTRACTOR agrees to and does hereby indemnify and hold harmless the DISTRICT, its Governing Board, officers, agents, and employees from every claim or demand made, and every liability, loss, damage, or expense, of any nature whatsoever, which may be incurred by reason of:

(a) Any injury to or death of any person(s) or damage to, loss or theft of any property sustained by the CONTRACTOR or any person, firm or corporation employed by the CONTRACTOR, either directly or by independent contract, upon or in connection with the work called for in this AGREEMENT, except for liability resulting from the sole active negligence, or willful misconduct of the DISTRICT.

(b) Any injury to or death of any person(s) or damage, loss or theft of any property caused by any act, neglect, default or omission of the CONTRACTOR, or any person, firm, or corporation employed by the CONTRACTOR, either directly or by independent contract, arising out of, or in any way connected with the work covered by this Agreement, whether said injury or damage occurs either on or off DISTRICT property, if the liability arose due to the negligence or willful misconduct of anyone employed by the CONTRACTOR, either directly or by independent contract,



The CONTRACTOR, at CONTRACTOR'S own expense, cost, and risk shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the DISTRICT, its Governing Board, officers, agents or employees, on any such claim, demand or liability, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its Governing Board, officers, agents or employees in any action, suit or other proceedings as a result thereof.

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

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

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

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

Public Liability Insurance for injuries  
including accidental death, to any one  
person in an amount not less than

\$1,000,000

and

Subject to the same limit for each person on account of one accident, in an amount not less than	\$1,000,000
Property Damage Insurance in an amount not less than	\$1,000,000
Course of Construction Insurance without exclusion or limitation in an amount not less than	\$1,000,000

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

Automotive and truck where operated in amounts as above  
Material hoist where used in amounts as above

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

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

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

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

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

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

DISTRICT

CONTRACTOR

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

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

Gary Poertner  
Print Name

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

Deputy Chancellor  
Title

\_\_\_\_\_  
Title

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

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

(CORPORATE SEAL OF CONTRACTOR,  
if corporation)

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** SOCCCD: Agreement for Special Services for the ATEP Project:  
Public Economics, Inc.

**ACTION:** Approval

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**BACKGROUND**

The District has used the services of Public Economics, Inc. since July 2006. The company provides specialized services for redevelopment related consulting services pertaining to the ATEP project.

**STATUS**

Public Economics, Inc. will continue to assist in redevelopment-related services. The professional fees for this project will be based on time spent at an hourly rate of: Principal at \$225.00, Consultant at \$135.00 to \$200.00 and Research Assistant at \$110.00.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the agreement (Exhibit A) with Public Economics, Inc., for the ATEP project, on a time spent hourly rate and material basis.

# INDEPENDENT CONTRACTOR/CONSULTANT AGREEMENT

EXHIBIT A  
Page 1 of 1

This Agreement is made and entered into this 1st day of May 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): **Public Economics, Inc.**  
(Street Address): **820 W. Town and Country Road**  
(City, State, Zip Code): **Orange, California 92868**  
(Telephone #): **714-647-6242**

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 **May 1, 2009 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:  
**See scope of work and hourly rates described in Exhibit B.**
3. The DISTRICT shall pay the CONSULTANT on a time and material basis. The DISTRICT shall reimburse CONSULTANT expenses in accordance with the South Orange County Community College District guidelines. Upon completion of the services provided for hereof and upon a signed invoice acceptable to the DISTRICT and approved by **Gary Poertner, Deputy Chancellor or Beth Mueller, District Director of Fiscal Services**, 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, its 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: Dante Gumucio

College Contact Person: Gary Poertner/Beth Mueller

## **SCOPE OF WORK and HOURLY RATES**

### **PEI's current hourly rates:**

Principal	\$225.00
Consultant	\$135.00 to \$200.00
Research assistant	\$110.00

In addition to fees for services, out-of-pocket expenses such as travel, word processing, large scale photocopying, data and database services will be charged on a cost recovery basis, as set forth in the Agreement. Monthly progress payments will be made as set forth in the Agreement.

### **Reimbursements**

It is PEI's experience that the entire cost of services rendered under the Scope of Work can be reimbursed to the District out of the proceeds of redevelopment, or, with the approval of bond counsel, from the proceeds of certificates of participation secured by such revenues, or from the proceeds from public financial.

### **Scope of Work**

Redevelopment-related consulting services include analysis and evaluation of new and ongoing redevelopment matters of importance to the District, including but not limited to:

- 1) Background Information
- 2) Update Redevelopment Pass-Through Entitlements
- 3) Data Collection, Processing, and Evaluation
- 4) RDA Pass-Through Accounting and Reporting
- 5) RDA Pass-Through Projections
- 6) RDA Compliance Audit
- 7) RDA Pass-Through Collections
- 8) New Project Adoptions/Amendments
- 9) Other Redevelopment Services Requested by District

ATEP-related consulting services include creation and application of procedures and materials for evaluating partnership proposals for developing facilities at ATEP, including but not limited to any or all of the following:

- 1) Coordination and Communication
- 2) Background Economic Research
- 3) Economic and Financial Analysis
- 4) Economic Evaluation of Master Developer Proposals and Documents
- 5) Economic and Financial Implementation
- 6) Other ATEP Services Requested by District

**Limitations**

Additional work will be performed only with the express consent of the District. Additional Work will be clearly identified in each monthly invoice, and will be charged on a time and materials basis at the hourly rates indicated above.

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: Award of UPS and HVAC Equipment for District IT Service Room Network Upgrade

ACTION: Approval

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### **BACKGROUND**

On July 2008, the Board of Trustees approved basic aid technology refresh funds to add additional power and cooling capacity to the District IT server room to accommodate ever increasing demands and reduce the chances of service interruptions due to failure of power or cooling equipment.

### **STATUS**

District staff has determined that it would be in the best interest of the District to purchase the APC network and HVAC equipment from Dell Marketing L.P. by purchasing off the California Multiple Award Schedule (CMAS) contract number 3-94-70-0012.

The purchase price for the equipment is \$105,259.72, as shown in EXHIBIT A.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees determine it is in the best interest of the District to use the CMAS contract and approve the purchase of APC network and HVAC equipment from Dell Marketing L.P. using CMAS for the amount of \$105,259.72.





APC Design Portal

EXHIBIT A  
Page 1 of 4  
InfraStruXure  
DATA CENTERS ON DEMAND

## Detailed Quote Report

Solution Number: ISX569704-014

Solution Name: SOCCCD Phase II

To receive an actual U.S. or Canadian standard freight quote based off of this design, email [freight.quote@apcc.com](mailto:freight.quote@apcc.com). Please provide the solution number (with revision) and the ship-to location. We will respond with a freight quote on the same business day (prior to 3pm EST) that will be honored when your PO is received. Please specify any custom delivery requirements at time of request; union or additional labor, flat bed, crane, rigging, and non-standard business hour deliveries. Allow 2 business days for custom freight quotes.

InTouch Opportunity (ID): 1-BD3MT3

Today's Date: 10 Apr 2009

Current Status: Approved

Date Current Status Set: 07 Apr 2009

Last Save Date: 07 Apr 2009

Bill to address: DELL

SHIP TO ADDRESS: SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE  
DISTRICT  
Chris Tiberi  
28000 Marguerite Pkwy  
Mission Viejo, CA 92692-3635  
US

Phone:

Phone: xx

Shipping Method: Standard Shipping

Freight Carrier: United Van Lines or STI

Total System Weight: 7810 lb

Qty	Item	Description	Item Price	Price
Area name: Area 1 InfraStruXure Designer Equipment				
1	SY40K40F	Symmetra PX 40kW Scalable to 40kW N+1, 208V	40,800.00	40,800.00
1	SYPM10KF	Symmetra PX 10kW Power Module, 208V	4,850.00	4,850.00
1	PSX-PDU120V	120 V TYPE PDU		
1	ELECTRICAL SYSTEM 120V	ELECTRICAL SYSTEM 120V	--	--
1	0G-PD40G6FK1-M	TYPE B PDU INCL. 480V STEP DOWN TRANSFORMER & MBP	--	--
1	DISTRIBUTION BREAKERS 120V	TYPE & AMP OF DISTRIBUTION CKT BRKS	--	--
12	OM-4264	3-POLE, 20A BOLT-ON SQUARE D BREAKER	--	--
48	OM-0218	S/A BLANK PNL 1P CKTBRK NAM PSX-PDU	--	--
1	DISTRIBUTION CORDSETS 120V	OVERHEAD DISTRIBUTION CORDSETS	--	--
1	OM-5350-025	TC 5WIRE W/L21-20 25FOOT	--	--
1	OM-5350-027	TC 5WIRE W/L21-20 27FOOT	--	--
1	OM-5350-029	TC 5WIRE W/L21-20 29FOOT	--	--
1	OM-5350-031	TC 5WIRE W/L21-20 31FOOT	--	--
1	OM-5350-035	TC 5WIRE W/L21-20 35FOOT	--	--
1	OM-5350-037	TC 5WIRE W/L21-20 37FOOT	--	--
3	OM-5350-039	TC 5WIRE W/L21-20 39FOOT	--	--

3	0M-5350-041	TC 5WIRE W/L21-20 41FOOT		
1	INSTRUMENTATION 120V	INSTRUMENTATION OPTIONS	--	--
1	AR8108BLK	1U Airflow Management Blanking Panel Kit (Qty 2) Black	--	--
1	OPTIONS & ACCESSORIES 120V	OPTIONS AND ACCESSORIES	--	--
1	0G-PSX-B-UM-EN	USER MANL ASSY PSX B	--	--
1	RACK COLOR	RACK COLOR	--	--
1	0M-1292	KIT PSX-PDU BLACK EXTERIOR	--	--
			[PSX-PDU120V] Total:	20,751.26
1	ACPDXX21-86	InRoom Direct Expansion Assemble to Order		
1	ACP VOLTAGE	ACP VOLTAGE	--	--
1	0M-61472	460V 60 HZ SIZE 1-5	--	--
1	ACPDXX REFRIGERANT	ACPDXX REFRIGERANT	--	--
1	0M-61436	REFRIGERANT - R407C, INROOM DX	--	--
1	ACP CONTROL VALVE	ACP CONTROL VALVE	--	--
1	0M-61437	NO HEAD PRESSURE CONTROL VALVE	--	--
1	885-3499	LABEL NAMEPLATE	--	--
1	885-3547	LABEL NAMEPLATE	--	--
1	885-3546	LABEL - START-UP	--	--
1	885-7705D	DECAL INSTALLER NOTICE	--	--
1	884-0700A	TAG PRESSURE WARNING	--	--
1	885-7704	DECAL, GROUNDING NOTICE	--	--
1	0B1782	BEZEL ASSY - DISPLAY	--	--
1	870-80086	BEZEL -DISPLAY	--	--
1	0A-0486	ARTWORK - DISPLAY BEZEL	--	--
1	ACPCW VALVE	ACPCW VALVE	--	--
1	0M-61492	2-WAY CHILLED WATER CONTOL VALVE, SIZE 3	--	--
1	ACP HEAT AND HUMID	ACP HEAT AND HUMID	--	--
1	0M-61473	NO HEAT AND HUMID	--	--
1	ACPDXX BASE UNIT	ACPDXX BASE UNIT	--	--
1	0M-61457	UPFLOW, AIR WITH CW, SIZE 3	--	--
			[ACPDXX21-86] Total:	28,499.00
1	ACCD76009	InRoom Condenser Size 3 95F/120, 460-480/3/60	7,875.00	7,875.00
8	AP7862	Rack PDU, Metered, Zero U, 5.7kW, 120V, (42)5-20	479.00	3,832.00
4	AP7864	Rack PDU, Metered, Zero U, 5.7kW, 208V, (36)C13 & (6)C19	479.00	1,916.00
2	AR8112BLK	Bolt-down Bracket Kit, Black	44.99	89.98
1	AR8160ABLK	Power Cable Trough, InfraStruXure PDU, 600mm Wide	79.99	79.99
1	AR8161ABLK	Power Cable Trough, NetShelter, 600mm Wide	79.99	79.99
2	AR8162ABLK	Data Cable Partition, NetShelter, 600mm Wide	44.99	89.98
2	AR8163ABLK	Data Cable Partition, NetShelter, 600mm Wide, pass-through	44.99	89.98
			Equipment Total:	108,953.18
<b>Service</b>				
1	WSTRTUP7X24-AX-45	Start-Up Service 7X24	2,100.00	2,100.00
1	WASSEMUPS-PX-21	Scheduled Assembly Service for Symmetra PX 20/40KW UPS and/or PDU	1,175.00	1,175.00
2	WONSITENBD-PX-21	1 Year Next Business Day Response On-Site Service	2,875.00	5,750.00
2	WONSITENBD-AX-45	1 Year Next Business Day Response On-Site Service	4,750.00	9,500.00
2	WUPGPMV7X24-AX-00	7X24 Scheduling Upgrade from Existing Preventive Maintenance Service	479.00	958.00
1	WSITECOORD	Site Coordination Service	3,650.00	3,650.00
			Service Total:	23,133.00
			Area (Area 1) Total:	132,086.18
<b>Area name: Area 4</b>				
<b>Additional Parts and Accessories</b>				
<b>Equipment</b>				
4	SYBT4	Battery Module for Symmetra PX or Smart-UPS VT	1,750.00	7,000.00
1	ACAC75105	InRoom, Water Detection Cable	629.00	629.00
1	ACAC75108	InRoom, Condensate Pump 460-480/3/60	659.00	659.00
2	AR3100	NetShelter SX 42U 600mm Wide x 1070mm Deep Enclosure	1,300.00	2,600.00
			Equipment Total:	10,888.00

Service			
1	WPMV7X24-PX-31	(1) Preventive Maintenance Visit 7X24	2,325.00 2,325.00
			<b>Service Total:</b> 2,325.00
			<b>Area (Area 4) Total:</b> 13,213.00
		<b>Area name: Area 3</b>	
		<b>Custom Solution</b>	
		<b>Equipment</b>	
1	WSRV	Battery Removal and Disposal for existing 40kW PX UPS quoted by Service Sales Manager Tom Wold	609.00 609.00
			<b>Equipment Total:</b> 609.00
			<b>Area (Area 3) Total:</b> 609.00
ISX569704-014 SOCCCD Phase II			<b>Retail Pricing:</b> 145,908.18
			<b>\$105,259.72</b>

For information on financing options available with the acquisition of solutions, contact your APC representative or email [Customer.Financing@apcc.com](mailto:Customer.Financing@apcc.com). All financing options are subject to eligibility.

#### Terms and Conditions:

Nothing contained in this Quote will be deemed to grant either directly or by implication, estoppel, or otherwise, any intellectual property rights, patents, copyrights, trademarks or any ownership rights whatsoever in the Program, Solution ID or configuration herein. All such rights in the Program, Solution number and configuration remain with APC.

Any quotes, including but not limited to any quote for price, availability, or shipping dates, are estimates only and do not include any applicable taxes, duties or other similar fees. You acknowledge and agree that your use of the Program in no way binds APC to any given price, product or service availability or any other terms of sale not expressly accepted and approved by APC. All prices are valid for 90 days from the date of approval of the quote, provided that the price may be revised if the reason for a change in price is due to a change or inaccuracies in the data provided to APC for the configuration (a misconfiguration.) APC reserves the right to reject any or all parts of the quote after 90 days from the date of approval. The terms and conditions below represent the terms and conditions under which American Power Conversion, or any of its affiliates that you may be doing business with (hereinafter either collectively or individually referred to as "APC"), shall sell any and all APC products ("Products"), non-APC, third party equipment ("Equipment"), and services (including installation) included on this quote. Unless a master purchase agreement or similar contract has been executed by you with APC, in which case such contract or agreement shall govern any sale of any products or services by APC, but only to the extent the terms of that agreement do not conflict with the terms below, APC's sale of any and all products and services and any and all bona fide purchase orders submitted to APC or a trading partner of APC are expressly conditioned upon and subject to the following terms and conditions. Any and all conflicting terms, including those on any existing agreement between the parties or on any purchase order, shall be considered null and void and APC expressly rejects and disclaims any and all such supplied terms, conditions representations, warranties, guarantees or such other obligations.

Unless a Site Delivery Form is provided by you and accepted by APC, All shipments from APC will be made EXW (Ex Works) as per Incoterms 2000, from APC's shipping docks to such destinations as you may state in a Purchase Order. All payments to APC for anything whatsoever are due net 30 days.

APC shall not be liable for any, differing, subsurface, latent or concealed conditions encountered in the performance of any services or provision of any products. The existence of such differing, latent or concealed conditions shall constitute a "Change." "Change" means any alteration to a Purchaser Order or any extra work, or any delay, or other circumstance which adversely impacts the cost, delivery schedule or results in an adjustment to any of the cost, delivery schedule, and/or any other affected provision of a Purchase Order. Should any Change cause an increase or decrease in the cost of or time required for performance or otherwise affect any provision of a Purchase Order, a product solution, product, services, or project, an equitable adjustment will be made to any of the cost, on a Purchase Order as affected. **Some Purchase Orders for APC products services and product solutions are not cancelable.** Please check with your APC representative prior to placing any Purchase Order.

APC warrants that APC hardware products will be free from defects in workmanship and materials under normal use for the length of time outlined in the hardware Product manual for the relevant hardware Product. The length of a warranty on a given product may differ depending on the country that you are located in. Conditions to any warranties are contained in the applicable product manual. APC HEREBY DISCLAIMS ALL EXPRESS OR IMPLIED WARRANTIES, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OR CONDITIONS OF MERCHANTABILITY, TITLE, NONINFRINGEMENT AND FITNESS FOR A PARTICULAR PURPOSE. THE APPLICABLE WARRANTIES FOR ANY PRODUCTS ARE STATED ON THE LIMITED WARRANTY CARD OR PRODUCT MANUAL ACCOMPANYING EACH PRODUCT. APC NEITHER ASSUMES NOR AUTHORIZES ANY OTHER PERSON TO ASSUME FOR IT ANY OTHER LIABILITY IN CONNECTION WITH THE SALE, INSTALLATION, MAINTENANCE OR USE OF ITS PRODUCTS.

IN NO EVENT, WHETHER BASED IN CONTRACT OR TORT (INCLUDING NEGLIGENCE) OR OTHER LEGAL THEORY SHALL APC, ITS OFFICERS, DIRECTORS, AFFILIATES OR EMPLOYEES BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, INDIRECT, SPECIAL OR PUNITIVE DAMAGES OF ANY KIND, OR FOR LOSS OF REVENUE OR PROFITS, LOSS OF BUSINESS, LOSS OF INFORMATION OR DATA, OR OTHER FINANCIAL LOSS ARISING OUT OF OR IN CONNECTION WITH THE SALE, INSTALLATION, USE, PERFORMANCE, FAILURE OR INTERRUPTION OF THE PRODUCTS PURCHASED. TO THE EXTENT PERMITTED BY APPLICABLE LAW, THE MAXIMUM LIABILITY OF APC FOR DAMAGES HEREUNDER SHALL NOT EXCEED THE AMOUNTS ACTUALLY PAID TO APC UNDER A PURCHASE ORDER.

SOME COUNTRIES, TERRITORIES, LOCALITIES OR STATES, AS APPLICABLE, DO NOT ALLOW LIMITATIONS ON HOW LONG A WARRANTY LASTS, IMPLIED WARRANTIES, OR THE EXCLUSION OR LIMITATION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO SUCH LIMITATIONS OR EXCLUSIONS MAY NOT APPLY TO YOU. IT IS APC'S INTENT TO MAKE SUCH LIMITATIONS AND EXCLUSIONS IN THESE TERMS AND CONDITIONS TO THE FULLEST EXTEND ALLOWED UNDER ANY APPLICABLE LAW.

THE RIGHTS AND OBLIGATIONS OF THE PARTIES SHALL NOT BE GOVERNED BY THE PROVISIONS OF THE 1980 UNITED NATIONS CONVENTION ON CONTRACTS FOR THE INTERNATIONAL SALE OF GOODS.

Any and all disputes, claims, controversy or causes of action arising from or related to these terms and conditions ("Dispute") which the parties are unable to resolve for any reason, shall be completely and finally settled by submission of any such Dispute to arbitration under the Commercial Arbitration Rules of the American Arbitration Association ("AAA") if in North America, or the Rules of the International Chamber of Commerce ("ICC") outside of North America, then in effect. All arbitration proceedings hereunder shall be conducted in English. The laws of the Commonwealth of Massachusetts, USA [or State of New York, USA] shall govern the validity, interpretation, construction, performance, and enforcement of this Purchase Order, provided that any provision of such law invalidating any provision of the terms of this Appendix A or modifying the intent of the Parties as expressed in the terms of this Agreement shall not apply.

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** SOCCCD: Agreement for Civil Engineering Services for the ATEP  
Project: Psomas

**ACTION:** Approval

---

**BACKGROUND**

The District has used the services of Psomas since February 2008. The company provides civil engineering services for land entitlement, CEQA compliance services, concept plan and long range plan pertaining to the ATEP project.

**STATUS**

Psomas will continue to assist the District with civil engineering services for land entitlement and provide additional services relating to Phase – 3A, as listed in EXHIBIT B. The professional fees for this project will be based on time spent at an hourly rate.

**RECOMMENDATION**

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

## INDEPENDENT CONTRACTOR/CONSULTANT AGREEMENT

This Agreement is made and entered into this 28<sup>th</sup> day of April, 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): **Psomas**  
(Street Address): **3187 Red Hill avenue, Suite 250**  
(City, State, Zip Code): **Costa Mesa, CA 92626**  
(Telephone #): **805 449 1830**

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 **March 1, 2009 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:  
**See Additional Scope of Work (Exhibit B)**
3. The DISTRICT shall pay the CONSULTANT on a time and material basis. Invoice to be approved by Deputy Chancellor Gary Poertner. The District shall reimburse the expenses in accordance with the South Orange County Community College District guidelines.
- 4.
5. 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:**

**By: Gary Poertner**

**Title: Consultant**

**Title: Deputy Chancellor**

**Date:**

**Date:**

**Contact Person: Sam Ali, PE, LEED AP**

**College Contact Person: Gary Poertner**

## SCOPE OF WORK

- 1) Prepare site plan layout for Phase -3A including performing horizontal control calculations for parking, driveways, roads landscape and hardscape areas (three iterations).
- 2) Prepare the Conceptual Grading and Drainage Plan for Phase-3A for the submittal package to the City of Tustin.
- 3) Prepare the Conceptual Sewer, Water and Storm Drain Plan for Phase-3A for the submittal package to the City of Tustin.
- 4) Attend team meetings to discuss Phase-3A plan.
- 5) Prepared preliminary street modification plan for Valencia Avenue to accommodate the proposed site development including public sidewalks, driveway approaches, intersection and median design and coordinated with the traffic engineer, Austin Foust.
- 6) Prepare preliminary construction quantity estimate for site improvements and wet utilities.
- 7) Coordinated the design of bio-swales with the landscape architect for storm water treatment and retention.
- 8) Perform research to confirm the availability of potable water, fire water, reclaimed water, sanitary sewer and storm drain to service the project .
- 9) Provide preliminary cross sections of the interior streets in coordination with the traffic engineer and the project architect.
- 10) Research the requirements for Red Hill Avenue widening and the future project right of way along Red Hill Avenue.
- 11) Research Orange County Fire Authority requirements for fire access to buildings and coordinate with the architect and landscape architect.
- 12) Review the legal description for the landscape maintenance agreement and compared to existing landscape area.
- 13) Research the master drainage plans for the whole Tustin base and the Runoff Management Plan prepared by RBF and provide to RGP.
- 14) Perform water demand hydraulic calculations to size the water pipes based on Phase-3A plan.
- 15) Revise the site plan layout based on the City comments on the concept plan package including horizontal control calculations.
- 16) Revise the Conceptual Grading and Drainage Plan based on City comments.
- 17) Revise the Conceptual Sewer, Water and Storm Drain Plan based on City comments.
- 18) Revise the preliminary improvement plan for Valencia based on City comments.
- 19) Revise the layout and cross sections of the interior roads based on City and traffic engineer comments.
- 20) Provide Hydrology and Hydraulic calculations based on City comments.
- 21) Prepare a preliminary Water Quality Management Plan.

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** SOCCCD: Transfer Counselor Website/Transfer Leadership Center Grant

**ACTION:** Approval

---

### **BACKGROUND**

On March 30, 2007, the CCC Chancellor's Office notified the SOCCCD that its proposal, written and submitted by Dr. Andreea M. Serban, had been selected for an award of \$800,000 for the period June 1, 2007, through April 30, 2009. With the award of this grant, Dr. Serban, the project director, has had the responsibility for coordinating the development of a transfer website, which will be a central repository of transfer information for all California Community College counselors, as well as the Transfer Leadership Center formed to conduct comprehensive research on California Community College transfers and effective transfer practices and strategies.

On June 2, 2008, Dr. Andreea Serban assumed the position of President/Superintendent of Santa Barbara City College. Shortly before her move to Santa Barbara City College, she requested that the SOCCCD consider transferring fiscal responsibility for the Transfer Counselor Website/Transfer Leadership Center Grant to the Santa Barbara Community College District.

### **STATUS**

The SOCCCD Board of Trustees, at its meeting of June 24, 2008, approved transfer of this grant award to the Santa Barbara Community College District. Upon further consultation with staff of the California Community Colleges System Office and Dr. Andreea Serban, it was determined that it would be best to revert fiscal responsibility back to South Orange County Community College District for the duration of the grant. The grant ending date is April 30, 2009.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve this request to revert fiscal responsibility for the Transfer Counselor Website/Transfer Leadership Center grant award back to the South Orange County Community College District.



**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Saddleback College and Irvine Valley College: Speakers  
**ACTION:** Approval

---

**BACKGROUND**

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

**STATUS**

Administrative Regulation 6140 requires that the Board of Trustees be notified, at each board meeting, of speakers who have been invited to speak and/or who have spoken at any college or center since the last board meeting. In addition, all travel expenses and/or honoraria must be recommended by the Chancellor or College President and submitted to the Board prior to reimbursement of travel expenses or payment of honoraria.

**RECOMMENDATION**

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

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

## SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

### SADDLEBACK COLLEGE

<b>Date of Presentation</b>	<b>Speaker Name</b>	<b>Topic</b>	<b>Brief Biography</b>	<b>General Fund Cost (Honarium/Travel)</b>
May 5, 2009	Amy Parris	Industry Presentation	Creative Director of "Sushi A La Mode" magazine.	-0-
Apr 16, 2009	Anouar Majid	Book Talk: A Call for Heresy: Why Dissent is Vital to Islam and America.	Anouar Majid is a professor of English at the University of New England. His work examines the place of religion and Islam in post colonial theory and the culture of globalization.	-0-

### IRVINE VALLEY COLLEGE

<b>Date of Presentation</b>	<b>Speaker Name</b>	<b>Topic</b>	<b>Brief Biography</b>	<b>General Fund Cost (Honarium/Travel)</b>
May 2, 2009	Shari Berkowitz	False Memory	Graduate Student	-0-
May 2, 2009	Michael Yassa	Dissertation	IVC Adjunct Professor	-0-
May 3, 2009	Phil Zimbardo	Lucifer Effect & Heroism	Stanford Professor	\$2,000.00
May 8, 2009	Judith Grutter	Interpreting the Strong Interest Inventory	Judi Grutter has been a career development program consultant and trainer for over 35 years.	\$3,300.00, staff development
May 22, 2009	Sharon Salinger, Ph.D.	Commencement keynote speaker	Dr. Salinger is a Professor of History and Dean of Undergraduate Education at UCI. She is an advocate for transfer, including honors students.	\$500.00, ASIVC Honarium
Aug 21, 2009	Diane Halpern	Critical Thinking	Well-known psychologist	-0-

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

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

ACTION: Approval

---

### **BACKGROUND**

Education Code Section 72425 (c) was amended to read "A member (of the Board of Trustees) may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board. This compensation shall be a charge against the funds of the district."

### **STATUS**

Student Trustee Hannah Lee was absent from a Special Board Meeting on March 19, 2009 due to family commitments.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt resolution 09-09 (Exhibit A) authorizing payment to Student Trustee Lee who was unable to attend the Special Board meeting, as noted above, due to family commitments.

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

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

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

**RESOLUTION 09-09**

Section 72425 (c) provides that "A member (of the Board of Trustees) may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board. This compensation shall be a charge against the funds of the district."; and

WHEREAS, on March 19, 2009, the Board of Trustees of the South Orange County Community College District held a special meeting; and

WHEREAS, Student Trustee Hannah Lee could not be present at the special meeting; and

WHEREAS, it was determined that Student Trustee Lee's absence was due to family commitments.

NOW, THEREFORE, BE IT RESOLVED that Student Trustee Lee shall be paid at the regular rate of compensation for the special meeting of the Board of Trustees held on March 19, 2009.

**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 P09-03767 through P09-04429 amounting to \$3,756,789.45 and P10-00001 through P10-00029 amounting to \$60,748.90 are submitted to the Board of Trustees for approval. Confirming requisitions dated March 4, 2009 through April 7, 2009 totaling \$188,950.45 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 P09-03767 Through P09-04429

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-03767	ROCHESTER INSTITUTE OF TECH.	Payment on NSF Subaward - Rochester Inst	\$12,000.00
P09-03768	AMER. CHEMICAL SOCIETY	SAFETY DVD FOR STUDENT USE IN LAB	\$111.92
P09-03769	APPLE COMPUTER, INC.	CAMERA TRIPODS	\$145.30
P09-03770	CONCIERGE CLEANERS	Dry cleaning for theatre costumes.	\$250.00
P09-03771	DIGITAL RIVER, INC.	Library DVD ROM per Tom Weisrock request	\$60.86
P09-03772	PHOTODEX CORP.	Library DVD roms per Tom Weisrock reques	\$114.59
P09-03773	LYNDA.COM, INC.	training video	\$107.20
P09-03774	SAMY'S CAMERA	Print developer	\$75.43
P09-03775	KIRK XPEDX	Paper Order	\$2,094.60
P09-03776	BRACKEN, NANCY	Sewing supplies for theatre	\$200.00
P09-03777	PORTLAND COMMUNITY COLLEGE	PAT KRAFT CONTRACT-RAPIDTECH PORTLAND CC	\$4,660.00
P09-03778	SHOMPH, CRYSTAL	TECH.DIRECTOR, LIGH.DESIGN./IVC SP09 DNC	\$1,650.00
P09-03779	EIEN, EDWARD	STAGE MANAG/LIGHT.ASSIST./IVC SP09 DANCE	\$1,650.00
P09-03780	KELLY, SEAN PATRICK	Contract Services	\$300.00
P09-03781	BURT, PAUL	Contract Services	\$300.00
P09-03782	YAMINSKI, NINA	PANEL PRESENTER	\$105.00
P09-03783	YAMINSKI, NINA	WORKSHOP MONITOR	\$140.00
P09-03784	YAMINSKI, NINA	WORKSHOP MONITOR	\$70.00
P09-03785	SARGENT-WELCH	BIOLOGY SUPPLIES	\$250.28
P09-03786	ARMS OF VALOR	THEATRE SUPPLIES "FORUM"	\$1,099.18
P09-03787	GALE SUPPLY COMPANY	JANITORIAL SUPPLIES	\$2,284.30
P09-03788	FISHER SCIENTIFIC	BIOLOGY SUPPLIES	\$422.57
P09-03789	W. W. GRAINGER INC.	TRANSPORATION EQUIPMENT	\$1,120.60
P09-03790	GENESIS, INC.	ECOLBY SUPPLIES	\$362.34
P09-03791	LEE WAYNE CORPORATION	BODY SPORT FLAT LATEX EXERCISE BANDS FOR	\$4,402.36
P09-03792	SCRIP-SAFE SECURITY PRODUCTS	printing of IVC Diplomas	\$4,315.44
P09-03793	DELL MARKETING	Supplies	\$414.78
P09-03794	B & H PHOTO	Tripods for HD Cameras	\$9,910.85
P09-03795	ISLAND PROMOTIONAL PRODUCTS	Promotional Items for Outreach	\$2,499.95
P09-03796	RALPHS GROCERY CO.	NUTRITIONAL FOOD AND SUPPLIES	\$4,400.00
P09-03797	MISSION PRINTING COMPANY	SOCCECD Harassment Policy Brochure	\$2,575.23
P09-03798	MAIN GRAPHICS	Instructional Programs Flyers	\$2,776.78
P09-03799	SARGENT-WELCH	PHYSICS SUPPLIES	\$85.28
P09-03800	LAB SAFETY SUPPLY CO.	BIOLOGY SUPPLIES	\$194.47
P09-03801	SPECTRUM LABORATORY PRODUCTS	LAB SUPPLIES	\$319.79
P09-03802	AMSTERDAM PRINTING & LITHO	PLANNERS FOR SBS	\$374.76
P09-03803	MC KESSON GENERAL MEDICAL	Medical supplies	\$216.17
P09-03804	ORION TELESCOPES & BINOCULARS	ASTRONOMY SUPPLIES	\$455.87
P09-03805	BATTERY ZONE, INC.	BATTERIES for student use.	\$590.93
P09-03806	S & B FOODS	High School Counselors Conference Lunch	\$ .00
P09-03807	OCEANSIDE PHOTO & TELESCOPE	ASTRONOMY SUPPLIES	\$207.32
P09-03808	MC LAUGHLIN, CALVIN	DISTINGUISHED GUEST SPEAKER	\$100.00
P09-03809	ELECTRONIX EXPRESS	ELECTRONIC SUPPLIES	\$226.57
P09-03810	CIVIL ENGINEERING MATERIAL LAB	TENSION/BEND TESTING FOR THE POOL SCOREB	\$462.00
P09-03811	VFS INC.	SERVICE & REPAIR OF FIRE SPRINKLERS	\$1,621.00
P09-03812	VFS INC.	5YR CERTIFICATION AUTOMATIC FIRE SPRINKL	\$1,895.00
P09-03813	ULINE, INC.	SHIPPING SUPPLIES	\$565.27
P09-03814	SEHI PROCOMP COMPUTER PRODUCTS	10 CANNON SCANNERS	\$3,942.46
P09-03815	SORIANO ELECTRIC	electrical work at ATEP	\$6,500.00
P09-03816	DIVISION OF THE STATE ARCHITEC	DSA Plan Check Fees	\$4,480.74
P09-03817	ALL SIGNS AMERICA	signage for ATEP	\$1,000.00
P09-03818	DISCOUNT SCHOOL SUPPLY	Classroom supplies	\$541.00
P09-03819	VISCATE	SOFTWARE	\$10,532.56
P09-03820	NIMCO	Health Class New Equipment	\$677.71
P09-03821	POCKET NURSE ENTERPRISES, INC.	THERMOSCAN FOR NURSING SKILLS LAB	\$352.24

## BOARD OF TRUSTEES PURCHASE ORDER LISTING

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Purchase Order Numbers P09-03767 Through P09-04429

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-03822	SEHI PROCOMP COMPUTER PRODUCTS	Printer Purchase	\$2,855.16
P09-03823	SIEGEL DISPLAY PRODUCTS	TRANSFER CENTER DISPLAY RACKS	\$538.87
P09-03824	PRESS SOLUTIONS, INC.	Newsletter Printer	\$931.61
P09-03825	INSIGHT MEDIA	Faculty videos for student classes	\$1,085.18
P09-03826	R2A ARCHITECTURE	VILLAGE EXPANSION ARCHITECT SERVICES	\$245,080.00
P09-03827	ACUSHNET COMPANY	MEN'S GOLF ORDER	\$3,565.66
P09-03828	PROMOTIONS NOW	TRANSFER CENTER POWER CLIPS	\$382.26
P09-03829	BUY PC SUPPLIES, LLC	Vinyl dust covers	\$85.46
P09-03830	SEHI PROCOMP COMPUTER PRODUCTS	Ink cartridges	\$93.18
P09-03831	COX COMMUNICATIONS, INC	50mbit Internet Link to ATEP	\$14,040.00
P09-03832	UNITED INTERIORS	Chairs	\$800.38
P09-03833	J.D. MUSIC PUBLICATIONS	Book for jazz music courses	\$85.43
P09-03834	CLARK SECURITY PRODUCTS	175 CABLE LOCKS	\$1,395.46
P09-03835	BRAND ATHLETICS	MEN'S BASKETBALL UNIFORMS	\$4,224.58
P09-03836	OM WORKSPACE	FURNITURE ORDER FROM BID #297	\$13,266.61
P09-03837	REALVOLLEYBALL.COM	MEN'S VOLLEYBALL SHOES	\$1,998.91
P09-03838	GUNTHER'S ATHLETIC SERVICE	LAUNDRY TOWELS AND ATHLETIC SOCKS FOR EQ	\$1,849.69
P09-03839	A-1 AWARDS	Donor plate engraving	\$300.00
P09-03840	WILCO SOUND DESIGN	AUDIO ENGINEERING SERV./IVC SP09 DANCE C	\$800.00
P09-03841	WELLER, LISA	Harpsichord tuning	\$550.00
P09-03842	DUNE CRAFT	ECOLOGY LAB SUPPLIES	\$76.15
P09-03843	PATON GROUP	DMP CLASSROOM EQUIPMENT	\$2,818.75
P09-03844	KIEFER SPECIALTY FLOORING, INC	FLOOR MATS	\$316.23
P09-03845	COLOMBO, ANGELA	Consultant Agreement for Medical Assista	\$1,000.00
P09-03846	INTELECOM	ok to pay invoice I612264	\$3,055.53
P09-03847	GALE SUPPLY COMPANY	JANITORIAL SUPPLIES	\$3,654.88
P09-03848	NAT'L ASSN OF EMS EDUCATORS	Membership for Barbara Penland	\$70.00
P09-03849	MAGEE, DEANNA	566043 SCHOLARSHIP FOR STUDENT	\$501.00
P09-03850	BOARD OF REGISTERED NURSING	SCHOLARSHIP FOR LICENSURE	\$105.00
P09-03851	WIRED PLANET	Contract Services for web design	\$5,650.00
P09-03852	RJT COMPUQUEST	QA Consulting Services	\$46,280.00
P09-03853	EMERALD MIRROR & GLASS	A300 Project	\$415.00
P09-03854	BILLY TEES	T shirts for classified day use	\$220.78
P09-03855	A-1 FENCE COMPANY	VILLAGE 2 RAILING	\$8,174.00
P09-03856	PACIFIC SAILING	PO for leasing sailboats for MST Classes	\$1,850.00
P09-03857	NEWPORT COMPUTER SOLUTIONS, INC	Server Consolidation Project	\$7,639.66
P09-03858	CDW COMPUTER CENTERS	Misc hardware	\$1,281.34
P09-03859	OC REGISTER	ONLINE ADVERTISING	\$499.00
P09-03860	R2A ARCHITECTURE	PHOTOGRAPHY WEB LAB	\$68,144.00
P09-03861	APPLE COMPUTER, INC.	LAPTOP FOR NURSING	\$2,980.83
P09-03862	CA STAGE & LIGHTING	THEATRE EQUIPMENT/SUPPLIES	\$6,148.26
P09-03863	DELL MARKETING	Technology equipment	\$1,131.35
P09-03864	GLAXO SMITH KLINE (GSK)	required vaccine for students	\$1,992.00
P09-03865	NEWARK ELECTRONICS	GEOLOGY LAB SUPPLIES/EQUIPMENT	\$907.63
P09-03866	ANNENBERG/CPB PROJECT	Library DVD per Tom Weisrock request	\$458.05
P09-03867	GONZALEZ, EMILIA	Child Care Services	\$900.00
P09-03868	MERCK AND CO., INC.	vaccine for students	\$2,099.09
P09-03869	INSTRUMENT COVERS II	PIANO COVERS/IVC DANCE DEPARTMENT	\$1,181.38
P09-03870	AMER. GRIP INC.	Grip Equipment & Supplies	\$2,293.59
P09-03871	PROAIR	MANAGERS OFFICE	\$7,880.00
P09-03872	BATTERY SPECIALTIES	FEE-BASED BIOLOGY SUPPLIES	\$64.16
P09-03873	SNAP-ON TOOLS CORP.	REPLACEMENT TOOLS	\$183.60
P09-03874	L & L OPTICAL SERVICES, INC.	Request recoating of 24" telescope mirro	\$614.17
P09-03875	OC PRSA	Kori Garner & M. O'Meara to attend PROTO	\$160.00
P09-03876	GRODT, MARLYS & ASSOCIATES	Class Spec -for Saddleback College	\$1,000.00

## BOARD OF TRUSTEES PURCHASE ORDER LISTING

-v4.2

Purchase Order Numbers P09-03767 Through P09-04429

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-03877	TRUJILLO, ARACELLI	PANEL PRESENTER	\$50.00
P09-03878	SOLTANI, PARISA	Supply Kits	\$1,000.00
P09-03879	SAMY'S CAMERA	Photography supplies	\$3,000.00
P09-03880	MARTINEZ, JOSE TREE SERVICE	Tree Service	\$1,200.00
P09-03881	COAST ROOF CO., INC.	COAST ROOF ON BUILDING A-405	\$1,500.00
P09-03882	GLOBAL INDUSTRIAL EQUIPMENT	Cabinets and Supplies	\$7,071.51
P09-03883	COMPUTERLAND CORPORATE OFFICE	Photoshop plug-in software	\$331.86
P09-03884	SEHI PROCOMP COMPUTER PRODUCTS	PRINTER FOR LAGUNA WOODS OFFICE	\$308.17
P09-03885	B & H PHOTO	VHS DVD recorder	\$294.09
P09-03886	GOPHER SPORTS EQUIPMENT	2 racks medicine balls PE 307/600	\$1,040.41
P09-03887	FITNESS WHOLESale, INC.	fitness balls for Gaucho Strgth	\$176.63
P09-03888	SEHI PROCOMP COMPUTER PRODUCTS	Request printer supplies for student use	\$241.68
P09-03889	MC KESSON GENERAL MEDICAL	medical supplies for student health care	\$284.18
P09-03890	PBS VIDEO	Library DVDs per Tom Weisrock request	\$59.81
P09-03891	MC KESSON GENERAL MEDICAL	vaccine for students	\$509.64
P09-03892	MICROFIBER PRODUCTS ONLINE, INC	Request pointing laser for observational	\$208.82
P09-03893	MEDCO SUPPLY COMPANY	supplies for KNES 53 class Spg09	\$288.39
P09-03894	MIRAMAR WHOLESale NURSERIES	NURSERY SUPPLIES	\$2,500.00
P09-03895	REFRIGERATION SUPPLIES DIST.	HVAC SUPPLIES	\$137.02
P09-03896	REFRIGERATION SUPPLIES DIST.	HVAC SUPPLIES	\$303.89
P09-03897	HYDRO-SCAPE PRODUCTS, INC.	IRRIGATION SUPPLIES	\$747.47
P09-03898	SIERRA SOIL PRODUCTS	IRRIGATION SUPPLIES	\$824.29
P09-03899	PITNEY-BOWES SUPPLY	MAIL SUPPLIES	\$293.06
P09-03900	HERNANDEZ, GABRIELA	PANEL PRESENTER	\$50.00
P09-03901	TROXELL COMMUNICATIONS, INC.	Replacement Lamp	\$963.29
P09-03902	WEST-LITE SUPPLY CO.	PHOTOGRAPHY BULBS	\$141.13
P09-03903	MC MASTER CARR SUPPLY COMPANY	PHYSICS SUPPLIES	\$162.69
P09-03904	ARBOR SCIENTIFIC	PHYSICS SUPPLIES	\$85.56
P09-03905	AMER. SCIENCE & SURPLUS	PHYSICS SUPPLIES	\$403.62
P09-03906	BATTERY ZONE, INC.	BATTERIES	\$253.62
P09-03907	P.L. HAWN CO., INC.	HVAC SUPPLIES	\$291.96
P09-03908	BROADCAST MUSIC, INC.	BMI license for District Music Use	\$7,726.56
P09-03909	DISCOUNT SCHOOL SUPPLY	Classroom supplies	\$567.85
P09-03910	DISCOUNT SCHOOL SUPPLY	Classroom supplies	\$523.51
P09-03911	NU AGE DEVELOPMENT, INC.	Library Wall Installation	\$13,070.00
P09-03912	BLIND FACTORY	Blinds for A-200 and CDC	\$585.00
P09-03913	TOMARK SPORTS EQUIPMENT	PORTER ROLLER SLEEVES	\$24.22
P09-03914	SPORTWISE, LLC	MEN'S SOCCER UNDER SHIRTS/SHORTS	\$2,649.10
P09-03915	B & H PHOTO	P@ Card readers to monitor footage	\$0.00
P09-03916	RAE CROWTHER CO.	Football Equipment	\$4,187.87
P09-03917	DELL MARKETING	2 POWEREDGE 1950 SERVERS	\$8,747.37
P09-03918	GOLF TEAM PRODUCTS	MEN'S GOLF ORDER	\$1,979.50
P09-03919	OTHER WORLD COMPUTING	EXTRA MEMORY FOR MAC	\$210.46
P09-03920	SEHI PROCOMP COMPUTER PRODUCTS	BROTHER MULTIFUNCTION PRINTER	\$452.16
P09-03921	SCRIP-SAFE SECURITY PRODUCTS	Diploma printing	\$4,056.92
P09-03922	INGERSOLL RAND	HS Building Security Upgrade Project	\$49,700.00
P09-03923	BOXCAR PRESS	2 Boxcar bases for letterpress class	\$671.18
P09-03924	DELL MARKETING	E4200 LAPTOP BATTERIES	\$210.09
P09-03925	NYLON HOLDING INC.	Dept. Resource	\$19.95
P09-03926	LAMA BOOKS	Occup Programs in CA Comm Coll 2008-10	\$47.34
P09-03927	FILMS MEDIA GROUP	Library DVDs per Tom Weisrock request	\$688.28
P09-03928	DELL MARKETING	Dell Monitor	\$213.40
P09-03929	RIEGLE PRESS, INC.	RIEGLE DELUXE SCHOOL CALENDARS	\$42.89
P09-03930	ALLSTEEL INC.	Furniture for the village.	\$58,449.36
P09-03931	SHOMPH, CRYSTAL	TECH. DIRECTOR, LIGH.DESIGNER/IVC PDE SP	\$400.00



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Purchase Order Numbers P09-03767 Through P09-04429

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-03932	NAVIGATORS PRINT AND DESIGN	printing of letterhead	\$881.93
P09-03933	OC PRSA	PROTOS Award Entry	\$130.00
P09-03934	DEWEY'S APPLIANCES	Dept. Resource	\$289.32
P09-03935	LOGOS LANGUAGE, INC.	WORKSHOP TRANSLATOR	\$195.00
P09-03936	SEHI PROCOMP COMPUTER PRODUCTS	Ink cartridges	\$5,704.72
P09-03937	VANTAGE VEHICLE INT'L, INC.	CARGO VAN	\$10,757.55
P09-03938	ESSENCE ENTERTAINMENT	Blanket purchase order	\$1,000.00
P09-03939	LOCKHEED MARTIN	PHYSICS SUPPLIES	\$58.79
P09-03940	SCHOOLOUTFITTERS.COM	New Cork Tackboards for Design Room 108	\$816.46
P09-03941	BUFFALO SOUTH PRESS	Magnets for letterpress lab	\$112.75
P09-03942	DUVALL, GEORGE E.	KEYNOTE SPEAKER	\$3,138.81
P09-03943	DELL MARKETING	UPGRADING VMWARE LICENSES	\$18,740.00
P09-03944	GUEST ARTISTS	GUEST ARTISTS FOR THE IVC SPRING 09 DANC	\$3,000.00
P09-03945	GUEST ARTISTS	GUEST ARTISTS/IVC SP.09 PERSPECTIVE DANC	\$2,000.00
P09-03946	LEARNING SEED	Dept. Resource	\$2,402.69
P09-03947	BRACKEN, NANCY	REIMB.IVC COSTUME DESIGNER/DANCE COSTUME	\$500.00
P09-03948	KINSHIP CENTER	WORKSHOP PRESENTATION	\$200.00
P09-03949	SECURE LIVE SCAN	TPP Program Fingerprinting	\$47.00
P09-03950	CAPISTRANO SEWING MACHINE CO.	FASHION SUPPLIES	\$92.97
P09-03951	DHARMA TRADING CO.	FASHION SUPPLIES	\$243.61
P09-03952	MAQUINSAL SEWING MACHINE CO.	FASHION EQUIPMENT	\$543.86
P09-03953	MASCARENAS, DEE DEE MFT	WORKSHOP PRESENTATION	\$400.00
P09-03954	CDW COMPUTER CENTERS	Computer hardware	\$771.92
P09-03955	HEROLD, RALPH E.	DISTINGUISHED GUEST SPEAKER	\$100.00
P09-03956	WELLS FARGO #3317 (DISTRICT)	Books on Web development.	\$82.07
P09-03957	KATERCRAFTS BOOKBINDERS	Book binding for ESL titles.	\$2,510.00
P09-03958	STARKENBERG, LAUREEN	First Aid/CPR Licensing Requirement.	\$90.00
P09-03959	S & B FOODS	2009 H.S. Councilors Conference Lunch	\$646.50
P09-03960	SAMY'S CAMERA	Printer cartrdiges for student projects	\$689.60
P09-03961	SPORT SUPPLY GROUP, INC.	Equipment Cleaning Supplies	\$266.00
P09-03962	CONSOLIDATED ELECTRICAL DIST.	ELECTRICAL SUPPLIES	\$2,346.02
P09-03963	KOSS INTERNATIONAL	ART SUPPLIES	\$196.20
P09-03964	SEHI PROCOMP COMPUTER PRODUCTS	Printer Cartridges for color printer in	\$1,144.82
P09-03965	EMERGENCY MEDICAL PRODUCTS	SUPPLIES FOR PARAMEDIC & EMT	\$2,028.10
P09-03966	SO COAST A.Q.M.D.	FILING FEE FOR SCAQMD RULE 2202	\$413.79
P09-03967	SKYLINE NORTHEAST	Display Tradeshow Package	\$2,100.00
P09-03968	SVM, LP	Gas Gift Cards	\$3,035.95
P09-03969	CCS PRESENTATION SYSTEMS, INC.	Video Projectors	\$13,231.70
P09-03970	MISSION PRINTING COMPANY	Brochures for 09 Summer Season	\$5,000.00
P09-03971	CAMBRIDGE EDUCATIONAL	Dept. Resource	\$274.13
P09-03972	MERIDIAN EDUCATION CORP.	Dept. Resource	\$997.12
P09-03973	U.S. POSTMASTER	Postage for mailing of Summer '09 brochu	\$5,000.00
P09-03974	LIBRARY ADVANTAGE	Purchase security strips for books.	\$140.08
P09-03975	GOLDEN STATE FIRE PROTECTION	annual fire extinguisher service	\$109.90
P09-03976	PROAIR	PROVIDE HEAT PUMP AT PE-100 SC	\$8,630.00
P09-03977	OC PRINTING CO.	HIGHLIGHTER W/RUBBER GRIP	\$1,286.67
P09-03978	FLINN SCIENTIFIC, INC.	BIOLOGY SUPPLIES	\$180.48
P09-03979	SAN CLEMENTE ART SUPPLY	Printmaking & drawing supplies	\$200.00
P09-03980	THE PARAGON AGENCY, PUBLISHERS	DISTINGUISHED GUEST SPEAKER	\$100.00
P09-03981	BENCIVENGA, ERMANNO	DISTINGUISHED GUEST SPEAKER	\$100.00
P09-03982	STRATA INFORMATION GROUP	Professional Services from Kari Blinn	\$3,133.94
P09-03983	D4 SOLUTIONS, INC.	CONTRACT SERVICES FOR PHONE/DATA IN BGS	\$590.10
P09-03984	CLASS LEASING, INC.	VILLAGE EXPANSION PROJECT & PORTABLE BLD	\$1,250,000.00
P09-03985	W. W. GRAINGER INC.	WALL SHELF FOR BSTIC	\$763.21
P09-03986	HAITBRINK ASPHALT PAVING, INC.	Walk Improvements A-300	\$8,260.00

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Purchase Order Numbers P09-03767 Through P09-04429

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-03987	MARKERTEK VIDEO SUPPLY	Grip supplies for student use	\$746.64
P09-03988	PINNACLE LANDSCAPE COMPANY	Campus Beautification	\$4,630.00
P09-03989	AGUINAGA GREEN, INC.	COMPOST MATERIAL FOR OUTDOOR GARDEN	\$237.05
P09-03990	UNITED INTERIORS	REPLACEMENT OF FURNITURE FOR ROOM 228	\$7,025.39
P09-03991	SMITH, DANIEL INC.	STUDENT ART SUPPLIES	\$1,409.34
P09-03992	FISHER SCIENTIFIC	PHLEBOTOMY SUPPLIES	\$97.54
P09-03993	WEST-LITE SUPPLY CO.	AV BULBS	\$134.47
P09-03994	EDUCATIONAL MAPS AND GLOBES	MAPS FOR GEOGRAPHY	\$402.90
P09-03995	RAND McNALLY & CO.	MAPS FOR GEOGRAPHY	\$1,671.86
P09-03996	FISHER SCIENTIFIC	ACID TRAYS	\$203.10
P09-03997	HIROMI PAPER INTERNATIONAL	ART PAPER	\$676.20
P09-03998	ROCKMAN'S TRADING POST	ROCKS/MINERALS FOR STUDENTS	\$1,609.57
P09-03999	SMITH, DANIEL INC.	ART SUPPLIES	\$1,388.85
P09-04000	CAL STATE UNIV LONG BEACH	Purchase ads in CSU Long Beach Daily 49e	\$1,512.00
P09-04001	UNITED INTERIORS	ADM. ASST. WORK STATION	\$2,919.63
P09-04002	LAGUNA CLAY CO.	ART SUPPLIES	\$1,829.33
P09-04003	MS ABRASIVE CLEANING EQUIPMENT	ART SUPPLIES	\$390.96
P09-04004	CONSOLIDATED PLASTICS CO., INC	DRY CLEANER PLASTIC	\$465.92
P09-04005	BOARD OF REGISTERED NURSING	SCHOLARSHIP FOR LICENSURE	\$105.00
P09-04006	HENSHAW, BETH	985568 SCHOLARSHIP FOR STUDENT	\$251.00
P09-04007	JACK HARTIN PHOTOGRAPHY	PHOTOGRAPHIC SERVICES/SPRING 09 DANCE CO	\$1,300.00
P09-04008	GLENCOE/MC GRAW HILL	Books for LD students	\$1,139.20
P09-04009	PAULINE'S PROFESSIONAL POTPOUR	Recognition Medals	\$574.25
P09-04010	HAITBRINK ASPHALT PAVING, INC.	parking lot support	\$1,500.00
P09-04011	CDW COMPUTER CENTERS	Tech supplies for Publications	\$264.82
P09-04012	EDUCATION WORKS, LLC	Lab stools	\$4,478.14
P09-04013	UNITED INTERIORS	Furniture for small conf. room	\$18,594.49
P09-04014	OTHER WORLD COMPUTING	HD Blu ray DVD burners for HD footage	\$884.98
P09-04015	WELLS FARGO #3317 (DISTRICT)	Request star maps for students	\$421.30
P09-04016	MEDCO SUPPLY COMPANY	Athletic Training Room	\$431.94
P09-04017	SCHOOLOUTFITTERS.COM	Office furniture for SM343	\$1,390.78
P09-04018	UNITED INTERIORS	Furniture	\$2,459.64
P09-04019	DATAMAX O'NEIL PRINTER SUPPLIE	PRINTED PERMIT ROLLS FOR PERMIT MACHINE	\$744.15
P09-04020	COLORADO LEATHER GOODS	FASHION SUPPLIES	\$67.51
P09-04021	PANASONIC	HD Camera for Film & TV classes Line Ite	\$23,391.12
P09-04022	ZEBRA TECHNOLOGIES CORPORATION	PRINTER SUPPLIES	\$203.00
P09-04023	FITNESS WHOLESALE, INC.	DANCE SUPPLIES/IVC DANCE DEPARTMENT	\$666.68
P09-04024	BALANCED BODY, INC.	PILATES SUPPLIES/IVC DANCE DEPARTMENT	\$2,103.28
P09-04025	AUDIO VISUAL INTEGRATION SYST	SECURITY FOR BASEBALL FIELD SPEAKERS	\$265.06
P09-04026	MARK IV PRINT COMMUNICATIONS	Tech. Supplies	\$893.55
P09-04027	CLIA (CRUISE LINES INT'L ASSOC	Dept. Resource DVD'S	\$160.97
P09-04028	IVC CHILD DEVELOPMENT CENTER	Child Care Services	\$1,800.00
P09-04029	WELLS FARGO #3465 FISCAL-IVC	Water Testing	\$100.00
P09-04030	TRAVEL VIDEO STORE	Dept. Resource	\$90.07
P09-04031	WARD'S NATURAL SCIENCE	SUPPLIES FOR GEOGRAPHY	\$433.84
P09-04032	CALUMET PHOTOGRAPHIC INC	Acid trays	\$268.57
P09-04033	TROXELL COMMUNICATIONS, INC.	AV Bulbs	\$884.98
P09-04034	ICARUS FILMS	DVD FOR SOCIOLOGY	\$759.62
P09-04035	AA EQUIPMENT RENTALS	Service Lawnmowers	\$953.88
P09-04036	GANDER-PRINTCO	Classified Employee Earnings Record Form	\$129.30
P09-04037	CANDID CAMERA	DVD FOR PSYCHOLOGY	\$220.98
P09-04038	CSK AUTO, INC.	ART SUPPLIES	\$1,180.94
P09-04039	IRVINE PIPE & SUPPLY	Blanket for compressor supplies	\$3,000.00
P09-04040	IMAGE PRINTING SOLUTIONS	CITATIONS	\$3,200.18
P09-04041	GRAPHAIDS INC-DANIELS	FASHION/DESIGN SUPPLIES	\$949.58

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Purchase Order Numbers P09-03767 Through P09-04429

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-04042	VECCHIARELLI BROTHERS	FASHION SUPPLIES	\$881.09
P09-04043	STERLING ARTS SUPPLY	DESIGN SUPPLIES	\$84.53
P09-04044	ASW EXPRESS	FASHION SUPPLIES	\$ .00
P09-04045	NATIONWIDE DRAFTING & OFFICE	DESIGN SUPPLIES	\$52.70
P09-04046	EBERHARD EQUIPMENT	GROUNDS SUPPLIES	\$477.17
P09-04047	WESTWIND SAILING, LLC	Blanket PO for maintenance on Capri Sail	\$1,950.00
P09-04048	COMPUTERLAND CORPORATE OFFICE	Adobe software for web design and develo	\$337.33
P09-04049	RACK DEPOT, INC.	CUSTODIAL STORAGE RACKS	\$4,718.18
P09-04050	DELL MARKETING	DELL 2130cn LASER PRINTER	\$295.13
P09-04051	KUSTOM KEY, INC.	CUSTOM KEYS	\$509.51
P09-04052	METRONOME, INC.	Core Network Upgrade Project	\$54,306.00
P09-04053	UNITED INTERIORS	Ergonomic Use	\$417.96
P09-04054	SHERATON	RENTAL OF AUDIO VISUAL EQUIPMENT	\$10,371.15
P09-04055	AARDVARK CLAY AND SUPPLIES	CERAMIC SUPPLIES	\$6,046.17
P09-04056	VER SALES, INC.	RIGGING SUPPLIES FOR PAC	\$1,019.00
P09-04057	ACE HARDWARE	CDES SUPPLIES	\$230.20
P09-04058	STRATA INFORMATION GROUP	Professional Services from Kari Blinn	\$510.00
P09-04059	CMTY COLLEGES FOUNDATION	Conference registration	\$1,000.00
P09-04060	DISCOUNT SCHOOL SUPPLY	Classroom supplies	\$302.11
P09-04061	WALLCUR, INC.	SUPPLIES FOR NURSING & HSC	\$43.08
P09-04062	POCKET NURSE ENTERPRISES, INC.	SUPPLIES FOR NURSING	\$2,132.90
P09-04063	MC KESSON GENERAL MEDICAL	SUPPLIES FOR NURSING	\$754.66
P09-04064	B & H PHOTO	Photo paper for student use	\$239.21
P09-04065	OEMPCWORLD.COM	Flash Drives for students	\$123.83
P09-04066	AUTUMN PRINT GROUP	Printing of 2010-2011 academic calendar	\$817.82
P09-04067	GAYLORD BROTHERS, INC.	Purchase instructional supplies.	\$50.96
P09-04068	CTR. FOR ADOPTION SUPPORT & ED	BOOK ORDER	\$843.08
P09-04069	SAMY'S CAMERA	Photography paper	\$3,469.55
P09-04070	GRAPHIC CHEMICAL & INK CO.	ART SUPPLIES	\$1,406.66
P09-04071	OC PRINTING CO.	USB JUMP DRIVES	\$3,783.57
P09-04072	THE SPIVEY GROUP, LLC	License/Software	\$1,464.32
P09-04073	ATI	ATI TESTING	\$4,980.00
P09-04074	CHEFS' TOYS	COOKING SUPPLIES	\$2,747.49
P09-04075	CHILD RESOURCE & INFO CENTER	Annual Membership Renewal	\$100.00
P09-04076	R.M. SYSTEM, INC.	Repair/Replace Failed Micro Swith	\$232.00
P09-04077	CAMPUS-VOTE/VOTE-NOW	Campus-Vote.com for Academic Senate.	\$495.00
P09-04078	ACADEMIC SENATE	Membership Dues 2008-2009	\$1,575.00
P09-04079	AV SOLUTIONS	Consulting for audio system in PAC.	\$1,500.00
P09-04080	JOSTEN'S	Commencement Fac cap/gown order	\$601.50
P09-04081	PEOPLE ADMIN, INC.	PeopleAdmin-Svs.Agreement	\$33,000.00
P09-04082	PEREZ-STROUD, LILIANN	WORKSHOP PRESENTER	\$1,500.00
P09-04083	COPYNET OFFICE SOLUTIONS, INC	Dept. Supplies	\$325.16
P09-04084	BRAVO SIGN & DESIGN, INC.	RE-FURBISH EXISTING DIRECTIONAL SIGNS	\$9,008.00
P09-04085	3D RAPID PROTOTYPING	PROTOTYPING SUPPLIES	\$358.00
P09-04086	GRAPHAIDS INC-DANIELS	DESIGN SUPPLIES	\$970.29
P09-04087	NASCO WEST INDUSTRIES, INC.	NUTRITION SUPPLIES	\$478.61
P09-04088	NEXUS IS INC.	Tech Equipment - Tech Refresh	\$113,962.08
P09-04089	HARDY DIAGNOSTICS	MICROBIOLOGY SUPPLIES	\$473.94
P09-04090	XEROX CORPORATION	Lease/Maintenance for W5675PT	\$2,379.30
P09-04091	XEROX CORPORATION	Lease/Maintenance For X700XPress/Finishe	\$10,988.26
P09-04092	XEROX CORPORATION	XEROX COPIER-CHANCELLOR'S OFFICE	\$2,219.10
P09-04093	LIBRARY VIDEO	Library videos per Tom Weisrock request	\$166.27
P09-04094	AMSTERDAM PRINTING & LITHO	LEXINGTON ACADEMIC PLANNERS	\$340.95
P09-04095	WARD'S NATURAL SCIENCE	FEE-BASED BIOLOGY SUPPLIES	\$123.48
P09-04096	CHICO UNIFORM	NAME TAGS FOR PHYSICAL SCIENCES	\$44.16

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Purchase Order Numbers P09-03767 Through P09-04429

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-04097	NAT'L KITCHEN & BATH ASSOC.	Dept. Resource	\$108.19
P09-04098	IMAGE PRINTING SOLUTIONS	ENVELOPES	\$416.99
P09-04099	PBS VIDEO	DVDs FOR SBS	\$163.40
P09-04100	CHILD DEVELOPMENT MEDIA	DVD FOR CDES	\$101.48
P09-04101	DISCOUNT SCHOOL SUPPLY	SUPPLIES FOR CDES	\$170.22
P09-04102	SHOPTHIRTEEN.ORG	DVDs FOR ANTHROPOLOGY	\$73.16
P09-04103	MOUSER ELECTRONICS	ELECTRONIC SUPPLIES	\$156.88
P09-04104	ELECTRONIX EXPRESS	ELECTRONIC SUPPLIES	\$1,213.04
P09-04105	FORESTRY SUPPLIERS, INC.	ANTHROPOLOGY SUPPLIES	\$975.35
P09-04106	HOME DEPOT	Photography supplies	\$300.00
P09-04107	HOME DEPOT	Art supplies	\$100.00
P09-04108	CHINESE CLAY ART CORP.	CERAMIC SUPPLIES	\$326.56
P09-04109	MC FADDEN-DALE INDUSTRIAL	Art supplies	\$400.00
P09-04110	AARDVARK CLAY AND SUPPLIES	Ceramics supplies	\$500.00
P09-04111	SUPERGRIT ABRASIVES	ART SUPPLIES	\$688.68
P09-04112	BLICK, DICK COMPANY	ART SUPPLIES	\$965.57
P09-04113	MC CAUGHIN, J. F. CO.	ART SUPPLIES	\$1,035.64
P09-04114	CHEAP JOE'S ART STUFF	ART SUPPLIES	\$233.40
P09-04115	LEGION WEST PAPER	ART PAPER	\$645.51
P09-04116	HIGHLAND WOODWORKING	ART SUPPLIES	\$147.88
P09-04117	BIRCHWOOD LABORATORIES, INC.	ART SUPPLIES	\$359.23
P09-04118	ENCO MANUFACTURING CO.	PROTOTYPING SUPPLIES	\$238.29
P09-04119	SCOTT, GUISELLE	WORKSHOP TRAINER	\$525.00
P09-04120	PATARROYO, MARTHA	WORKSHOP TRAINER	\$120.00
P09-04121	FOSTER CARE AUXILIARY OF OC	WORKSHOP TRAINER	\$120.00
P09-04122	TFC CONSULTANTS, INC.	WORKSHOP PRESENTER	\$2,174.65
P09-04123	COLLINS COMPANY	BASEBALL BATTING CAGE PADDING	\$1,190.00
P09-04124	ASSESSMENT & ASSOCIATES INT'L	INDEPENDENT CONTRACTOR FEE	\$18,840.00
P09-04125	W. W. GRAINGER INC.	CUSTODIAL SUPPLIES	\$219.81
P09-04126	CRC CONSULTING GROUP, INC.	CONSULTING/TESTING SERVICES FOR HS BUILD	\$18,900.00
P09-04127	FISHER SCIENTIFIC	FEE-BASED BIOLOGY SUPPLIES	\$896.71
P09-04128	ORIENTAL TRADING COMPANY, INC.	SUPPLIES FOR SSG EVENT	\$196.92
P09-04129	PJHM ARCHITECTS	ARCHITECT CONSULTING SERVICE FOR KITCHEN	\$23,000.00
P09-04130	ARENA DISTRIBUTING, INC.	NUTRITIONAL FOOD AND SUPPLIES	\$1,682.49
P09-04131	FILMAKERS LIBRARY, INC.	DVDs FOR ANTHROPOLOGY	\$727.24
P09-04132	BERKELEY MEDIA LLC	DVD FOR ANTHROPOLOGY	\$219.86
P09-04133	LIBRARY VIDEO	DVDs FOR SOCIOLOGY	\$112.58
P09-04134	FILMS MEDIA GROUP	DVDs FOR SOCIOLOGY	\$734.17
P09-04135	S & B FOODS	TPP Grant advisory board meeting breakfa	\$112.33
P09-04136	FILMAKERS LIBRARY, INC.	DVDs FOR HISTORY	\$714.99
P09-04137	FERGUSON ENTERPRISES, INC.	FINE ART RESTROOM PIPE SUPPORTS	\$797.03
P09-04138	WELLS FARGO #3465 FISCAL-IVC	Purchase of Epoxy Kits	\$190.00
P09-04139	RIO GRANDE ALBUQUERQUE	JEWELRY MAKING SUPPLIES	\$3,234.67
P09-04140	HARBOR FREIGHT TOOLS	ART SUPPLIES	\$412.61
P09-04141	CA STAGE & LIGHTING	LIGHTING FOR PAC	\$2,181.29
P09-04142	WEST-LITE SUPPLY CO.	INCANDESCENT LAMPS FOR PAC	\$164.43
P09-04143	AARDVARK CLAY AND SUPPLIES	Art supplies	\$1,000.00
P09-04144	SIMS-ORANGE WELDING SUPPLY	Gas and supplies for Art Department	\$800.00
P09-04145	MC FADDEN-DALE INDUSTRIAL	Art supplies	\$1,000.00
P09-04146	HOME DEPOT	Art supplies	\$1,000.00
P09-04147	PROAIR	FINE ART THEATRE HEATING SYSTEM	\$13,770.00
P09-04148	SOUTHWEST MATERIAL HANDLING	NEW EQUIPMENT - LIFT TRUCK	\$33,618.00
P09-04149	AUDIO ASSOCIATES OF SAN DIEGO	Contract Services	\$1,500.00
P09-04150	GLOW ZONE, INC.	Contract Services for lighting	\$1,000.00
P09-04151	CA DEPT INDUSTRIAL RELATIONS	PASS #1 Conveyance Invoice	\$140.00

## BOARD OF TRUSTEES PURCHASE ORDER LISTING

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Purchase Order Numbers P09-03767 Through P09-04429

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-04152	MENDOZA, JOSEPH JAY	WORKSHOP PRESENTER	\$630.00
P09-04153	XEROX CORPORATION	XEROX COPIER-OFFICE OF PURCHASING	\$787.44
P09-04154	PATON GROUP	DIMENSION MAINTENANCE	\$3,448.00
P09-04155	SOCCEED TRUSTEE FOR FEDERAL/STA	Return to Title IV Funds	\$266.00
P09-04156	COAST LEARNING SYSTEMS	Enrollment fees for licensed telecourses	\$1,420.00
P09-04157	FISHER SCIENTIFIC	CHEMISTRY LAB SUPPLIES FOR STUDENTS	\$8,635.02
P09-04158	DYNALAB	CHEMISTRY SUPPLIES	\$506.81
P09-04159	GRAPHAIDS INC-DANIELS	DRAFTING SUPPLIES	\$84.47
P09-04160	OC PRINTING CO.	BRITE LINER GRIP HIGHLIGHTERS	\$611.12
P09-04161	WESTERN CENTER ON LAW/POVERTY	Guide to Opportunity Manuals	\$6,525.00
P09-04162	OC PRINTING CO.	TRANSFER CENTER BROCHURES (3)	\$2,392.05
P09-04163	OC PRINTING CO.	RECYCLED GROCERY TOTES	\$721.69
P09-04164	OC PRINTING CO.	WIDEBODY MESSAGE PENS	\$1,508.38
P09-04165	GOVCONNECTION	computer parts	\$1,205.30
P09-04166	OC REGISTER	ADVERTISING	\$1,616.00
P09-04167	TROXELL COMMUNICATIONS, INC.	Replacement Projector Bulbs	\$1,315.79
P09-04168	OC REGISTER	ADVERTISING	\$576.00
P09-04169	OC REGISTER	ADVERTISING	\$656.00
P09-04170	OC PRINTING CO.	STRESS RELIEVER BALL	\$901.10
P09-04171	MEDIA EDUCATION FOUNDATION	DVD FOR PSYCHOLOGY	\$253.69
P09-04172	OC REGISTER	ADVERTISING	\$1,568.00
P09-04173	UNIV. OF CAL., IRVINE (UCI)	Purchase ads in UC Irvine Newspaper	\$1,285.20
P09-04174	NEUDESIC, LLC	MAP Feasibility Business Analysis	\$43,000.00
P09-04175	D4 SOLUTIONS, INC.	Installation of wireless access points	\$764.81
P09-04176	K-LOG COMPANY, INC.	SUPPLIES FOR CDES	\$442.11
P09-04177	MAIN GRAPHICS	Astronomy Flyers	\$378.86
P09-04178	W. W. GRAINGER INC.	SHOP TOOLS	\$1,761.40
P09-04179	SADDLEBACK APPLIANCES	appliances needed for workroom	\$235.33
P09-04180	HITT MARKING DEVICES, INC.	APPROVED DATE STAMP	\$62.50
P09-04181	BEST BUY CO., INC.	CAMERAS FOR COMPUTER FOR SBS	\$901.63
P09-04182	KELLY-WRIGHT HARDWOODS	LUMBER FOR ART DEPARTMENT	\$411.49
P09-04183	CSU FULLERTON	CSUF Daily Titan newspaper 8 ads.	\$1,587.60
P09-04184	CSN SUPPLY	MAPS FOR GEOGRAPHY	\$3,276.86
P09-04185	CA METAL-X	ART SUPPLIES	\$2,830.50
P09-04186	LAB SAFETY SUPPLY CO.	FEE-BASED BIOLOGY SUPPLIES	\$257.23
P09-04187	OC FARM SUPPLY	FEE-BASED BIOLOGY SUPPLIES	\$37.83
P09-04188	QORPAK	BIOLOGY SUPPLIES	\$176.66
P09-04189	TRIARCH INC.	REPLACEMENT PREPARED MICROSLIDES FOR BIO	\$546.03
P09-04190	HITT MARKING DEVICES, INC.	STAMPS FOR CDES	\$45.58
P09-04191	CA NEWSREEL	DVD FOR SOCIOLOGY	\$332.61
P09-04192	BSN SPORTS	BENCHES FOR SOCCER FIELD	\$3,836.27
P09-04193	THE SPIVEY GROUP, LLC	Additional Software needed	\$666.00
P09-04194	SADDLEBACK COLLEGE BOOKSTORE	Supplies for Senior Day	\$300.00
P09-04195	XEROX CORPORATION	NEW EQUIPMENT - XEROX MACHINE	\$2,811.81
P09-04196	FOOD SYSTEMS, INC.	Food Vouchers	\$543.75
P09-04197	SADDLEBACK GOLF CARS, INC.	GOLF CART	\$5,304.83
P09-04198	INT'L ASSOC. OF EATING DIS-	Annual membership to IAEDP	\$250.00
P09-04199	GANDER-PRINTCO	Business Cards	\$100.05
P09-04200	VALENCIA PLANT SERVICE	Live Plants for the PAC	\$2,400.00
P09-04201	LRP PUBLICATIONS, INC.	purchase FERPA case books	\$110.90
P09-04202	SPECTRUM LABORATORY PRODUCTS	CHEMISTRY LAB SUPPLIES	\$918.42
P09-04203	VWR INTERNATIONAL, INC.	CHEMISTRY LAB SUPPLIES	\$916.16
P09-04204	WARD'S NATURAL SCIENCE	GEOLOGY SUPPLIES	\$305.01
P09-04205	COMPUTERLAND CORPORATE OFFICE	Software for program development	\$128.33
P09-04206	GANDER-PRINTCO	BUSINESS CARDS:K. FELLI	\$49.57

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Purchase Order Numbers P09-03767 Through P09-04429

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-04207	S & B FOODS	INTERNATIONAL STUDENTS ORIENTATION	\$378.47
P09-04208	MC KINNEY, J.M. COMPANY	Repair Plumbing Snake	\$95.52
P09-04209	CLARKE & ASSOCIATES, INC.	banners for fences	\$523.25
P09-04210	BAMWALL CO.	maintenance on doors	\$1,000.00
P09-04211	MOVER SERVICES, INC.	moving equipment to surplus	\$1,000.00
P09-04212	XEROX CORPORATION	BUSINESS SERVICES ACCOUNTING	\$1,089.93
P09-04213	XEROX CORPORATION	BUSINESS SERVICES PAYROLL	\$1,089.93
P09-04214	COMMUNITY COLLEGE LEAGUE OF CA	Library database subscription per Tom We	\$2,579.00
P09-04215	TREE OF LIFE NURSERY	Native Plants for Outdoor Garden	\$500.00
P09-04216	HAITBRINK ASPHALT PAVING, INC.	INSTALL ASPHALT PAVING MCKINNEY RESTROOM	\$14,900.00
P09-04217	CA ASSN OF ALCOHOLISM & DRUG	Annual CAAD membership	\$200.00
P09-04218	DIRECT PAINTING & DECOR. INC.	MISC. PAINTING AT VIL. #2 AND #10	\$1,610.00
P09-04219	AGUINAGA GREEN, INC.	Compost for the Outdoor Garden	\$250.00
P09-04220	TUFF SHED, INC.	Tennis Court Storage Shed	\$5,999.96
P09-04221	SALEM PRESS, INC.	Library books per Tom Weisrock request	\$500.00
P09-04222	GALE GROUP	Library books per Tom Weisrock request	\$700.00
P09-04223	COUTTS LIBRARY SERVICES, INC.	Library books per Tom Weisrock request	\$300.00
P09-04224	BAKER & TAYLOR ENTERTAINMENT	Library materials per Tom Weisrock reque	\$8,750.00
P09-04225	COSTCO WHOLESALE MEMBERSHIP	New Equipment - TV's for PE600	\$3,279.06
P09-04226	SIGMA ALDRICH CHEMICAL CO	BIOLOGY SUPPLIES	\$66.76
P09-04227	FISHER SCIENTIFIC	MICROBIOLOGY SUPPLIES	\$1,130.42
P09-04228	ON TRACK	Track & Field Equipment	\$2,009.03
P09-04229	GOOGLE INC.	1 Server, 4 workstations	\$13,028.32
P09-04230	SEHI PROCOMP COMPUTER PRODUCTS	Monitors for computers in L-117	\$5,140.95
P09-04231	VIDEO SERVICE OF AMERICA	P2 Card readers for monitoring video & a	\$7,759.31
P09-04232	DANKA	Staples for Canon copier	\$319.15
P09-04233	ELECTRONIX EXPRESS	ELECTRONIC SUPPLIES	\$141.68
P09-04234	BAKER & TAYLOR ENTERTAINMENT	Purchase books.	\$4,210.00
P09-04235	B & H PHOTO	Accessories to monitor video images and	\$1,116.86
P09-04236	GEOPRIME MINERALS	ROCK/MINERAL SPECIMENS	\$1,112.26
P09-04237	SPECTRUM LABORATORY PRODUCTS	MICROBIOLOGY SUPPLIES	\$548.64
P09-04238	SMARDAN SUPPLY - EL MONTE	PLUMBING SUPPLIES	\$1,447.13
P09-04239	SEHI PROCOMP COMPUTER PRODUCTS	solid inc for color copiers	\$1,580.38
P09-04240	RAND MATERIAL HANDLING EQUIP.	PALLET RACKS	\$1,129.28
P09-04241	SEHI PROCOMP COMPUTER PRODUCTS	Tech supplies	\$131.10
P09-04242	SIGMA ALDRICH CHEMICAL CO	CHEMICALS TO BE PHONED IN AS NEEDED	\$500.00
P09-04243	BAMWALL CO.	NEW CONFERENCE ROOM PARTITION WITH DOOR	\$7,842.00
P09-04244	INTEGRATED DNA TECHNOLOGIES	BIOLOGY SUPPLIES	\$750.00
P09-04245	BIO-RAD LABORATORIES, INC.	BIOLOGY SUPPLIES	\$1,000.00
P09-04246	SIGMA ALDRICH CHEMICAL CO	FOR BIOLOGY SUPPLIES	\$500.00
P09-04247	CHANDOS, RAY	For purchase of electronics supplies	\$400.00
P09-04248	CHICK'S SPORTING GOODS	For purchase of geology supplies	\$350.00
P09-04249	UNITED INTERIORS	Chairs for faculty use	\$627.49
P09-04250	KEN'S SPORTING GOODS	Football Team Equipment Supplies	\$1,063.75
P09-04251	RIO GRANDE ALBUQUERQUE	STUDENT SUPPLIES - SUMMER 2009	\$432.07
P09-04252	BUDDY'S ALL STARS INC.	Football Team Equipment Supplies	\$4,899.15
P09-04253	HOME DEPOT	Equipment for FA 101 lighting upgrade	\$5,600.00
P09-04254	PRO LOOK SPORTS	Basketball Team Uniform Supplies	\$2,893.80
P09-04255	ALLSCRIPTS	Meds	\$121.67
P09-04256	REPRO XPRESS	SSC ROOFING PROJECT SCANNING/ARCHIVING R	\$100.00
P09-04257	VWR INTERNATIONAL, INC.	MICROBIOLOGY SUPPLIES	\$147.56
P09-04258	IRVINE PIPE & SUPPLY	PLUMBING SUPPLIES	\$238.97
P09-04259	IN & OUT BURGER	SENIOR DAY EXCESS MEALS	\$3,000.00
P09-04260	FILMS MEDIA GROUP	DVD's for Human Services Programs	\$526.53
P09-04261	PEACHTREE FABRICS INC	Athletic Training Room	\$248.24

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Purchase Order Numbers P09-03767 Through P09-04429

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-04262	OC PRINTING CO.	Carabiner LED Light	\$1,395.94
P09-04263	S & B FOODS	Catering Charge-Student Content-Instruct	\$316.62
P09-04264	IRVINE TENNIS	TENNIS TRACK SUITS	\$894.33
P09-04265	K-LOG COMPANY, INC.	Furniture	\$4,536.41
P09-04266	B & H PHOTO	Video and recording equipment	\$7,652.41
P09-04267	OTHER WORLD COMPUTING	Extra RAM Mac Computers	\$483.92
P09-04268	TREESMITH ENTERPRISES, INC.	grounds work	\$5,680.00
P09-04269	WELLS FARGO #3317 (DISTRICT)	VIDEOS FOR SBS	\$167.39
P09-04270	MARKERTEK VIDEO SUPPLY	Supplies for student use	\$882.38
P09-04271	PBS VIDEO	Library DVD per Tom Weisrock request	\$31.93
P09-04272	PERSEUS BOOKS GROUP	Book for Art Department	\$50.74
P09-04273	TECHSMITH INC.	SOFTWARE FOR SBS	\$2,276.99
P09-04274	B & H PHOTO	Lecturn Microphone for PAC Auditorium	\$325.16
P09-04275	GILMAN GEAR	Football Field Goal Post Pads	\$1,506.06
P09-04276	S & B FOODS	Lunch Boxes for Meeting	\$200.00
P09-04277	OC PRINTING CO.	PENS/HIGHLIGHTERS	\$2,350.19
P09-04278	ASW EXPRESS	FASHION SUPPLIES	\$2,569.13
P09-04279	S & B FOODS	Purchase food for Learning Center Awards	\$450.93
P09-04280	OC PRINTING CO.	ASSIST POSTCARDS	\$419.15
P09-04281	SCREENSCOPE, INC.	Library DVD per Tom Weisrock request	\$112.61
P09-04282	LAB SAFETY SUPPLY CO.	GROUNDS SUPPLIES	\$504.37
P09-04283	SHOKRAI LAW	Investigative Svs. for SOCCCD	\$11,160.00
P09-04284	ULINE, INC.	CARDBOARD MAILERS	\$411.63
P09-04285	BATTERY ZONE, INC.	BATTERIES	\$46.01
P09-04286	MC MASTER CARR SUPPLY COMPANY	TELESCOPE PARTS	\$58.24
P09-04287	BAKER & TAYLOR ENTERTAINMENT	Purchase books for the library.	\$10,000.00
P09-04288	TNR TECHNICAL, INC.	BATTERIES	\$443.90
P09-04289	BIOPAC SYSTEMS, INC.	PHYSIOLOGY SUPPLIES	\$232.50
P09-04290	BORDERS & BOOKS	WORKSHOP MATERIALS	\$2,720.90
P09-04291	IRVINE HIGH SCHOOL	Advertising at Irvine High School	\$200.00
P09-04292	SOCCCD TRUSTEE FOR FEDERAL/STA	R2T4 Pell Repayment	\$973.00
P09-04293	SKORA ELECTRIC	SM 313 ELECTRICAL SERVICES	\$1,500.00
P09-04294	PROFORCE LAW ENFORCEMENT	POLICE EQUIPMENT	\$1,219.72
P09-04295	HARMONIOUS SOLUTIONS	WORKSHOP PRESENTER	\$300.00
P09-04296	DEWEY'S APPLIANCES	REFRIGERATOR	\$761.20
P09-04297	OC PRINTING CO.	USB DRIVES FOR COMPUTERS US 1080	\$1,363.55
P09-04298	WELLS FARGO #3317 (DISTRICT)	Reference books	\$564.13
P09-04299	PEARSON EDUCATION	INSTRUCTIONAL SUPPLIES	\$450.45
P09-04300	IMAGE PRINTING SOLUTIONS	ENVELOPES	\$2,272.45
P09-04301	BULLFROG FILMS INC.	Library DVD's per Tom Wiesrock request	\$643.73
P09-04302	FILMS MEDIA GROUP	Library DVD per Tom Weisrock request	\$114.70
P09-04303	B & H PHOTO	Photography supplies	\$502.25
P09-04304	B & H PHOTO	Photography equipment	\$1,028.78
P09-04305	BONE CLONES, INC.	SKULL FOR ANTHROPOLOGY	\$4,763.25
P09-04306	LAMINATION DEPOT, INC.	Laminating pouches	\$32.26
P09-04307	CAL'S CAMERAS	Photography filters	\$301.63
P09-04308	DISCOUNT SCHOOL SUPPLY	CLASSROOM MATERIALS FOR SADDLEBACK CHILD	\$609.80
P09-04309	DATAMAX O'NEIL PRINTER SUPPLIE	Parking Permit Dispenser Paper	\$767.75
P09-04310	XEROX CORPORATION	cartridges for copier	\$121.71
P09-04311	XEROX CORPORATION	maintenance kit for color copier	\$1,337.70
P09-04312	XEROX CORPORATION	maintenance kit for 860 printer	\$277.54
P09-04313	REYNOLDS ADVANCED MATERIALS	PROTOTYPING SUPPLIES	\$592.94
P09-04314	GANDER-PRINTCO	Staff Business Cards	\$50.03
P09-04315	B & H PHOTO	Student photo supplies	\$132.29
P09-04316	KAPCO LIBRARY PRODUCTS	Purchase supplies.	\$728.00

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Purchase Order Numbers P09-03767 Through P09-04429

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-04317	CAL'S CAMERAS	Photography supplies	\$854.44
P09-04318	PORT SUPPLY	SAILING EQUIPMENT	\$1,229.36
P09-04319	OFFICE DEPOT	Purchase supplies awards ceremony.	\$42.11
P09-04320	PLASTICOID COMPANY	BIOLOGY SUPPLIES	\$591.19
P09-04321	SCANTRON CORPORATION	RPLENISH SCANTRONS	\$466.54
P09-04322	OCEANSIDE PHOTO & TELESCOPE	ASTROPHOTOGRAPHY SUPPLIES	\$547.06
P09-04323	LYNDA.COM, INC.	instructor training video	\$113.70
P09-04324	U.S. PLASTICS CO.	BIOLOGY SUPPLIES	\$702.46
P09-04325	A-1 AWARDS	Outstanding Employee-plaques/paperweight	\$286.67
P09-04326	CLEARFLITE AIR PURIFIERS, INC.	FILTERS FOR AIR CLEANER	\$498.08
P09-04327	CAROLINA BIOLOGICAL SUPPLY	BIOLOGY SUPPLIES	\$97.26
P09-04328	DHARMA TRADING CO.	STUDENT ART SUPPLIES - SUMMER 09	\$68.70
P09-04329	SPORTS RESOURCE GROUP, INC.	BIOLOGY SUPPLIES	\$338.75
P09-04330	MOUSER ELECTRONICS	PHYSICS SUPPLIES	\$25.00
P09-04331	JENNINGS, AMY	508835 SCHOLARSHIP FOR STUDENT	\$251.00
P09-04332	BOARD OF REGISTERED NURSING	SCHOLARSHIP FOR LICENSURE	\$105.00
P09-04333	HYDEN, LISA	655406 SCHOLARSHIP FOR STUDENT	\$356.00
P09-04334	GANDER-PRINTCO	Business Cards	\$50.03
P09-04335	BALL & ASSOCIATES, INC.	Monthly Notary Services	\$420.00
P09-04336	DIAZ, SILKE	Contract Services	\$150.00
P09-04337	SONY	SONY NEW EQUIPMENT	\$1,077.50
P09-04338	THE GPS STORE	EQUIPMENT FOR GEOGRAPHY	\$1,005.23
P09-04339	APPLE COMPUTER, INC.	MACBOOK PRO LAPTOP	\$2,873.65
P09-04340	IClicker	IClickers for CDES	\$2,582.59
P09-04341	CDW COMPUTER CENTERS	Core Network Upgrade	\$21,532.50
P09-04342	DELL MARKETING	Optiplex workstation upgrades	\$776.34
P09-04343	CDW COMPUTER CENTERS	Keyboards and a hard-drive	\$408.90
P09-04344	APPLE COMPUTER, INC.	Laptop for Bob Bramucci	\$3,229.88
P09-04345	COMPUTER SECURITY PRODUCTS	Security Cables for desktop computers	\$2,535.67
P09-04346	SYSTEMS SOURCE, INC.	Dual Monitor Arms w/installation	\$4,411.22
P09-04347	METRONOME, INC.	SOCCCD Wireless APS	\$5,339.86
P09-04348	GLOBAL INDUSTRIAL EQUIPMENT	SHOP STOOLS-COMPETITIVE EQUIP	\$4,446.46
P09-04349	THORN SMITH LABORATORIES, INC.	CHEMISTRY LAB SUPPLIES	\$480.28
P09-04350	RIO GRANDE ALBUQUERQUE	STUDENT ART SUPPLIES-SUMMER09	\$208.95
P09-04351	HARVARD APPARATUS	BIOLOGY SUPPLIES	\$277.80
P09-04352	DUST COLLECTION SERVICES, INC.	Dust collection system	\$22,965.00
P09-04353	BIO-RAD LABORATORIES, INC.	BIOLOGY SUPPLIES	\$1,907.59
P09-04354	AA EQUIPMENT RENTALS	Back Lapping On Site Training School	\$380.00
P09-04355	JOYCE INSPECTION & TESTING	INSPECTION SERVICES FOR POPL SCOREBOARD	\$2,584.00
P09-04356	NETOP	Remote desktop management software	\$1,642.78
P09-04357	PASZTOR, EILEEN MAYERS	WORKSHOP PRESENTER	\$51.97
P09-04358	CORPORATE BUSINESS INTERIORS	MODULAR OFFICES INSTALLATION FOR VIL 2 &	\$17,040.35
P09-04359	SOCCCD TRUSTEE FOR FEDERAL/STA	Return to Title IV Funds	\$170.00
P09-04360	MAIN ELECTRIC SUPPLY CO.	PROVIDE LIGHT POLES AND FIXTURES MCKINNE	\$4,204.55
P09-04361	APPLE COMPUTER, INC.	FINAL CUT LICENSES & MAINTENANCE	\$22,381.89
P09-04362	BLUEFIN CONSTRUCTION, INC.	FOR BID 1087	\$499,369.00
P09-04363	OC IRON WORK	GUARDRAIL AT MCKINNEY DROP OFF	\$3,570.00
P09-04364	CAD AND GRAPHICS, INC	CAD symbols	\$59.82
P09-04365	ARCHSYMB	CAD software	\$332.61
P09-04366	GOLF TEAM PRODUCTS	WOMEN'S GOLF ORDER	\$1,743.53
P09-04367	PEACHPIT PRESS, INC.	Book for Art Department	\$50.68
P09-04368	D.E. VISUALS	Dept. Resource	\$70.05
P09-04369	SAMY'S CAMERA	Photography paper	\$861.30
P09-04370	PBS VIDEO	Library dvds per Tom Wiesrock request	\$78.65
P09-04371	MIFCO	ART SUPPLIES	\$6,407.65



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Purchase Order Numbers P09-03767 Through P09-04429

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-04372	BEYOND PLAY, LLC	CLASSROOM MATERIALS FOR SADDLEBACK CDC	\$261.57
P09-04373	PARAGON PLASTICS COMPANY	FEE-BASED BIOLOGY SUPPLIES	\$53.29
P09-04374	ORIENTAL TRADING COMPANY, INC.	Purchase supplies for awards event.	\$120.84
P09-04375	PAPER DIRECT	Purchase supplies for awards event.	\$211.45
P09-04376	PRO RIDER, INC	CHILD CARE SAFETY MATERIALS	\$130.03
P09-04377	SAMY'S CAMERA	Student photo supplies	\$314.29
P09-04378	LOWEL LIGHT MANUFACTURING	Student photo supplies	\$8.91
P09-04379	GANDER-PRINTCO	20#bond white envelopes	\$547.01
P09-04380	HITT MARKING DEVICES, INC.	Custom date stamp	\$38.01
P09-04381	IQRA BOOK CENTER	Instructional Books/Int. Languages	\$21.86
P09-04382	BEE MAN	PE 200 BEE SERVICES	\$175.00
P09-04383	JOSLIN DISPLAYS, INC.	FASHION EQUIPMENT	\$2,445.53
P09-04384	I PROMOTE U	Promotional Items for Env Studies	\$883.84
P09-04385	ADVANCED ANALYTICAL, INC.	Training Video	\$568.58
P09-04386	MC KESSON GENERAL MEDICAL	BIOLOGY SUPPLIES	\$568.22
P09-04387	MC MAHAN BUSINESS INTERIORS	see BGS249 staff for placement	\$976.71
P09-04388	EBERHARD EQUIPMENT	LOJACK FOR TRACTOR	\$761.25
P09-04389	THOMAS DISTRIBUTING	BATTERY TESTER	\$72.01
P09-04390	EVERBRITE, INC	BUILDING SUPPLY	\$42.82
P09-04391	DELTA EDUCATION, LLC	Library video per Tom Weisrock request	\$19.08
P09-04392	CPH ENTERPRISES	INSTRUCTIONAL SOFTWARE	\$619.87
P09-04393	BARNES & NOBLE	BOOKS ABOUT DREAMWEAVER CS4 WEB DEV	\$78.31
P09-04394	HAITBRINK ASPHALT PAVING, INC.	CONTRACT SERVICES-VIL 10	\$3,780.00
P09-04395	HAITBRINK ASPHALT PAVING, INC.	ROCKS FOR SPORTS FIELDS PARKING LOT	\$14,900.00
P09-04396	TENNESSEE TECH UNIVERSITY	Payment for NSF Subaward - Tennessee Tec	\$40,000.00
P09-04397	CUYAHOGA COMMUNITY COLLEGE	Payment for NSF Grant - Cuyahoga Comm Co	\$30,000.00
P09-04398	UNITED INTERIORS	Desk Chairs for new faculty	\$851.51
P09-04399	SIMULAIDS, INC.	EQUIPMENT FOR NURSING	\$1,567.64
P09-04400	MC LOGAN'S SUPPLY CO.	Student Screen Printing Supplies	\$781.28
P09-04401	MC LOGAN'S SUPPLY CO.	Student Screens	\$348.92
P09-04402	LETUSDIRECT, LLC	Prime Lens Kits for HD Cameras	\$32,294.83
P09-04403	TONERBOSS LLC	TONER FOR DELL LASER PRINTER	\$166.86
P09-04404	SMASHING SPORTS	BADMINTON BIRDIES	\$69.17
P09-04405	ADRENALINE SPORTS APPAREL	MEN'S VOLLEYBALL HATS	\$244.38
P09-04406	ADRENALINE SPORTS APPAREL	WOMEN'S VOLLEYBALL ORDER	\$1,068.88
P09-04407	ADRENALINE SPORTS APPAREL	EMBROIDERY FOR MENS' VOLLEYBALL	\$261.83
P09-04408	UNITED INTERIORS	SUPPLIES	\$773.02
P09-04409	SAMY'S CAMERA	USB hubs	\$69.60
P09-04410	SAMY'S CAMERA	Photography disks	\$404.55
P09-04411	UNITED INTERIORS	STORAGE CABINETS AND MEDICAL FILE LOCK S	\$2,444.84
P09-04412	SMARDAN SUPPLY - EL MONTE	INDUSTRIAL GARBAGE DISPOSAL REP	\$3,969.38
P09-04413	GAYLORD BROTHERS, INC.	Purchase instructional supplies.	\$126.59
P09-04414	FREESTYLE	Student photo supplies	\$583.11
P09-04415	SAMY'S CAMERA	Brushes and cleaner	\$290.36
P09-04416	GANAHL LUMBER	BIOLOGY SUPPLIES	\$367.60
P09-04417	BARCO PRODUCTS CO.	CUSTODIAL SUPPLIES	\$280.84
P09-04418	JAMES PUBLISHING, INC.	Resource Guides	\$233.15
P09-04419	MC MAHAN BUSINESS INTERIORS	Dept. Equip.	\$2,079.84
P09-04420	UNISOURCE CORPORATION	HAND DRYERS	\$1,116.63
P09-04421	C.T.I./VALUELINE	DRAWING SUPPLIES	\$915.71
P09-04422	PASCO SCIENTIFIC	PHYSICS SUPPLIES	\$901.40
P09-04423	FREEDOM OF TEACH	DRAWING & PAINTING MODEL	\$236.35
P09-04424	GALL'S OF LONG BEACH	SUPPLIES FOR POLICE WORK	\$229.17
P09-04425	IMAGE PRINTING SOLUTIONS	PARKING CITATIONS ORDER	\$2,707.88
P09-04426	TRAFFIC CONTROL SERVICE, INC.	TRAFFIC SIGNS FOR CAMPUS	\$1,557.01

## BOARD OF TRUSTEES PURCHASE ORDER LISTING

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Purchase Order Numbers P09-03767 Through P09-04429

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-04427	HITT MARKING DEVICES, INC.	STAMP FOR TRAFFIC CITATIONS	\$19.14
P09-04428	CLEAR CHANNEL OUTDOOR, INC.	Purchase of bus shelters on S.C. Campus	\$10.00
P09-04429	SHRED-IT	Paper Shredding Services	\$80.00
			=====
			\$3,756,789.45

## BOARD OF TRUSTEES PURCHASE ORDER LISTING

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Purchase Order Numbers P10-00001 Through P10-00029

PO #	Vendor Name	Purchase Order Description	Total Cost
P10-00001	SOLARWINDS.NET, INC.	ENGINEER'S TOOLSET MAINTENANCE RENEWAL	\$395.00
P10-00002	ESRI	ESRI ARCVIEW SITE LICENSE	\$2,155.00
P10-00003	TECHSMITH INC.	CAMTASIA/SNAGIT MAINTENANCE RENEWAL	\$355.90
P10-00004	NOADN	MEMBERSHIP DUES	\$400.00
P10-00005	WOLTERS KLUWER HEALTH	SUBSCRIPTION TO NURSE EDUCATOR	\$109.96
P10-00006	RIO GRANDE ALBUQUERQUE	STUDENT SUPPLIES - SUMMER 2009	\$ .00
P10-00007	COMMUNICATION ARTS	Graphics magazine for District Graphic D	\$53.00
P10-00008	BBS TECHNOLOGIES, INC.	Idera SQL Dx Mgr Renewal	\$1,965.04
P10-00009	PRO TECHNOLOGY AUTOMATION, INC	Adobe Annual Premium Support	\$3,034.17
P10-00010	PROCESS SOFTWARE CORPORATION	Process Software for MultiNet Maintenanc	\$1,075.00
P10-00011	ASSN FOR INSTIT. RESEARCH	Institutional members, AIR	\$125.00
P10-00012	BOSCH, ROBERT	AUTOMOTIVE SOFTWARE SUBSCRIPTIONS	\$2,125.00
P10-00013	ISI TELEMAGEMENT SOLUTIONS	Infotel Select Desktop 2500 Support Rene	\$4,710.62
P10-00014	GOOD STUFF	GOOD STUFF SUBSCRIPTION	\$28.99
P10-00015	NCTA MEMBERSHIP	MEMBERSHIP DUES NCTA 2009	\$40.00
P10-00016	BRUSS, ROBERT J.	2 YR SUBSCRIPTION, REAL ESTATE LAW	\$49.00
P10-00017	TUSTIN CHAMBER OF COMMERCE	INSTITUTIONAL MEMBERSHIP	\$180.00
P10-00018	OC BUSINESS JOURNAL	Renewal subscription OC Bus. Jrnl.	\$69.00
P10-00019	CHRONICLE OF HIGHER EDUCATION	CHRON. HIGHER ED. RENEWAL	\$82.50
P10-00020	DEPT OF SOCIAL SERVICES	LICENSING FEES FOR SADDLEBACK CDC	\$600.00
P10-00021	CHRONICLE OF HIGHER EDUCATION	Subscription renewal	\$69.97
P10-00022	DEWEY'S APPLIANCES	REFRIGERATOR	\$ .00
P10-00023	CAADAC	CAADAC membership (2 year renewal)	\$300.00
P10-00024	VM WARE, INC.	VMWare Maintenance Renewal	\$20,307.51
P10-00025	FUSIONSTORM	Sun Directory Server Support Renewal (LD	\$5,760.00
P10-00026	ABSOLUTE SOFTWARE, INC.	driopka/tls/6003	\$50.00
P10-00027	SCANTRON CORPORATION	Software Maintenance Agreement Renewal	\$ .00
P10-00028	ACCJC	Annual membership to ACCJC	\$16,622.00
P10-00029	EBSCO SUBSCRIPTION SERVICE	Pay for subscription renewals.	\$86.24
			=====
			\$60,748.90

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Req. #	Vendor Name	Description	Total Cost
RD09-02174	WELLS FARGO #4214 FISCAL-IVC	Purchase of fee-based supplies for summe	\$300.00
RD09-02173	BORATYNEC, ZINA	REIMBURSEMENT FOR ETS CONFERENCE	\$85.00
RD09-02172	NUSSENBAUM, SHARON	REIMBURSEMENT FOR ETS CONFERENCE	\$85.00
RD09-02171	BALTIERRA, JUANITA	REIMBURSEMENT FOR ETS CONFERENCE	\$85.00
RD09-02170	AZARY, MARYAM	REIMBURSEMENT FOR ETS CONFERENCE	\$85.00
RD09-02169	CAMACHO, TERESA	Reimburse Terea Camacho	\$ .00
RD09-02168	VENTURA, JAN	REIMBURSEMENT FOR ETS CONFERENCE	\$85.00
RD09-02167	KOBATA, SARAH	REIMBURSEMENT FOR ETS CONFERENCE	\$85.00
RD09-02166	BARR, PAMELA JAN	REIMBURSEMENT FOR ETS CONFERENCE	\$85.00
RD09-02165	MC CARTHY, MARYANN	REIMBURSEMENT FOR ETS CONFERENCE	\$85.00
RD09-02164	MIKOLAJCZAK, MIKI	REIMBURSEMENT FOR ETS CONFERENCE	\$85.00
RD09-02163	DIAZ, FRANCES	REIMBURSEMENT FOR ETS CONFERENCE	\$85.00
RD09-02162		REIMBURSEMENT FOR ETS CONFERENCE	\$85.00
RD09-02161		REIMBURSEMENT FOR ETS CONFERENCE	\$85.00
RD09-02160	KLUNDER, JAYNE	REIMBURSEMENT FOR ETS CONFERENCE	\$85.00
RD09-02159	LERMAN, CAROL	REIMBURSEMENT FOR ETS CONFERENCE	\$85.00
RD09-02158	RACHMAN, JENNIFER	REIMBURSEMENT FOR ETS CONFERENCE	\$85.00
RD09-02157	AFSHARI, MARYAM	Reimburse staff member for tuition	\$550.00
RD09-02156	OC PRINTING CO.	TECH PREP DAY PRINTING	\$3,580.50
RD09-02155			\$ .00
RD09-02154	SKAFF, PENNY	REIMBURSMENT TO PENNY SKAFF	\$139.94
RD09-02153	NOTHING BUT AIR	BALLOONS FOR COLLEGE CAREER DAY	\$100.00
RD09-02152	TAMIALIS, BARBARA	BSI Conference Reimbursement-Barbara Tam	\$33.06
RD09-02151	MILLOVICH, JUNE M.	BSI Conference Reimbursement-June Millov	\$28.00
RD09-02150	TRANI, NICK	Expense Reimbursement	\$59.28
RD09-02149	LEBAUER, RONI	BSI Conference Reimbursement-Roni Lebaue	\$31.47
RD09-02148	ALTMAN, CHERYL	BSI Conference Reimbursement-Cheryl Altm	\$90.89
RD09-02147	TANRIVERDI, FAWN	Conference Attendance	\$451.09
RD09-02146	RENNE, LINDA	CCCMPA Conference Reimbursement for Lind	\$140.00
RD09-02145	BLETHEN, MARK	Expense Reimbursement	\$136.86
RD09-02144	BESSETTE, NANCY N.	Expense Reimbursement	\$464.11
RD09-02143	WELLS FARGO #4214 FISCAL-IVC	Media Storage Solution/Hard Drive	\$500.00
RD09-02142	COURTNEY, MARY M.	TRAINING/CONSULTING SERVICES	\$ .00
RD09-02141		NURSING CONF. REIMBURSEABLES	\$146.44
RD10-00008	FACTS ON FILE	Library books per Tom Weisrock request	\$ .00
RD09-02140	NGUYEN, HALEY	Reimbursement to Faculty	\$82.49
RD09-02139	INLOW, LISA	Reimbursement to Faculty	\$85.54
RD09-02138	GLEN, WILL	CCUPCA CONFERENCE	\$1,249.22
RD09-02137	GATEWOOD, DAVID D.	Travel for David Gatewood	\$304.20
RD09-02136	GABRIELLA, WENDY	Travel for Wendy Gabriella	\$304.20
RD09-02135		Travel for Eric Nolan	\$304.20
RD09-02134	ROQUEMORE, GLENN	Travel for Glenn Roquemore	\$304.20
RD09-02133	HUMPHREY, LESLIE	REIMBURSMENT FOR LESLIE HUMPHREY	\$69.99
RD09-02132	SKAFF, PENNY	REIMBURSMENT PENNY SKAFF	\$162.00
RD09-02131	ALFORD, JOANN	Jo Ann Alford to attend MAC/CCCAA/CCCMPA	\$ .00
RD09-02130	IRVINE UNIFIED SCHOOL DISTRICT	KALEIDOSCOPE REIMBURSMENT CHRIS KOPCZYNS	\$95.00
RD09-02129	MILLOVICH, JUNE M.	REIMBURSMENT JUNE MILLOVICH	\$740.30
RD09-02128	BORRON, BRENDA	Reimbursement for Production of Material	\$551.29
RD09-02127		CONFERENCE/EXPO EXPENSES	\$10.00
RD09-02126	RUDMANN, BARI	Bari Rudmann to Western Psychological As	\$650.00
RD09-02125		Terry Chatkupt to College Art Associatio	\$134.74
RD09-02124	WYMA, JAN	Janice Wyma to OC Adventure Fitness Boot	\$598.00
RD09-02123	TAMIALIS, BARBARA	REIMBURSMENT TO BARBARA TAMIALIS	\$ .00
RD09-02122	TAMIALIS, BARBARA	REIMBURSMENT TO BARBARA TAMIALIS	\$120.00
RD09-02121	TAMIALIS, BARBARA	REIMBURSMENT TO BARBARA TAMIALIS	\$548.90
RD09-02120	TAMIALIS, BARBARA	REIMBURSMENT TO BARBARA TAMIALIS	\$356.40

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Req. #	Vendor Name	Description	Total Cost
RD09-02119	TAMIALIS, BARBARA	REIMBURSEMENT TO BARBARA TAMIALIS	\$314.40
RD09-02118	BURNETT, TOD A.	Reimbursement- Ohlone College	\$700.00
RD09-02117	TAMIALIS, BARBARA	MATERIALS FOR THE CDC	\$338.66
RD09-02116	MEDCO SUPPLY COMPANY	4oz paper cups for PE 600-KNES 67	\$597.83
RD09-02115	MISSION VIEJO COUNTRY CLUB	Marketing Retreat	\$220.89
RD09-02114		REIMBURSEMENT FOR ERIN GARCIA	\$300.00
RD09-02113	SCHULTDT, TYLER	RAPID 2009/MAY 12-14/SCHAUMBURG, IL	\$1,450.38
RD09-02112	DOOLITTLE, GERRY	1 DAY EXPO/CONFERENCE	\$10.00
RD09-02111	TAMIALIS, BARBARA	Reimbursement TO BARABAR TAMIALIS	\$338.66
RD09-02099	CAVALLARO, LISA	REIMBURSEMENT TO LISA CAVALLARO	\$630.00
RD09-02098	LANG, DAVID B.	DAVE LANG to Ohlone College	\$623.79
RD09-02097	WAGNER, DONALD P.	D WAGNER to Ohlone College	\$344.20
RD09-02096	WILLIAMS, JOHN	J WILLIAMS to Ohlone College	\$698.79
RD09-02095	HERWEHE, LUCIE	REIMBUSE LUCIE HERWEHE	\$40.00
RD09-02094	MATHUR, RAGHU P.	R MATHUR to Ohlone College	\$623.79
RD09-02093		Reimbursement	\$350.15
RD09-02092	PEEBLES, RANDY W.	CONFERENCE FOR RANDY PEEBLES	\$326.19
RD09-02091	FLUEGEMAN, TERESA	CONFERENCE FOR TERE FLUEGEMAN	\$ .00
RD09-02090	NORMAN, SHAWN	REIMBURSE Shawn Norman	\$40.00
RD09-02089	PEEBLES, RANDY W.	CONFERENCE FOR RANDY PEEBLES	\$ .00
RD09-02088	SADDLEBACK COLLEGE BOOKSTORE	Scantrons for eligible students	\$107.75
RD10-00007	PAPA PESTICIDE APPLICATORS	PAPA Seminar for Anthony Sidoti	\$70.00
RD09-02087	SKORA ELECTRIC	Electrical Work	\$ .00
RD09-02086	RIEGLE, CHRIS	TO REIMBURSE PROFESSOR RIEGLE	\$252.47
RD09-02085	DENTON, SUZANNE D.	Reimbursement to Faculty	\$19.56
RD09-02084	TAMIALIS, BARBARA	REIMBUSMENT FOR WORKSHOP	\$77.53
RD09-02083	HOKE OUTDOOR ADVERTISING, INC.	Spring event banner	\$210.89
RD09-02082	TANRIVERDI, FAWN	Conference Attendance Reimbursement	\$500.00
RD09-02081	EBERHARD EQUIPMENT	GROUNDS SUPPLIES	\$431.00
RD09-02080	EBERHARD EQUIPMENT	GROUNDS PARTS	\$401.26
RD09-02079	MARSHALL MATERIALS	SAND SUPPLIES FOR THE TRACK	\$1,774.48
RD09-02078	GABRIELLA, WENDY	Wendy Gabriella to ASCCC Spring Plenary	\$1,149.92
RD09-02077		CONSULTANT/ CCD RENOVATION	\$4,000.00
RD09-02076	ODASSO, DAVE	Reimbursement	\$636.76
RD09-02075	OC HUMAN RELATIONS COUNCIL	AWARDS 38/OC HUMAN RELATIONS	\$3,000.00
RD09-02074	SONY	SONY NEW EQUIPMENT	\$ .00
RD09-02073	RADDEN, LARRY	Reimbursement	\$96.90
RD09-02072	SIDOTI, TONY	Reimbursement of Conference Fee	\$80.00
RD09-02071	BORDELON, MARK	Reimbursement for field trip costs	\$158.40
RD09-02070	GUY, GEORGINA	Reimburse Georgina Guy	\$300.00
RD09-02069	WELLS FARGO #3317 (DISTRICT)	Newark.com	\$21.40
RD09-02068	FEDERAL RESERVE BANK	Svgs Bonds-Outstanding Classif. Employee	\$150.00
RD09-02067	WILLIAMS, JOHN	JWILLIAMS TO CCLC 5/1 - 5/3/09	\$1,550.00
RD09-02066		NURSING CONF. REIMBURSEABLES	\$181.44
RD09-02065	TAMIALIS, BARBARA	REIMBURSEMENT TO BARABAR TAMIALIS	\$271.53
RD09-02064	TAMIALIS, BARBARA	REIMBUSEMENT FOR BARBARA TAMIALIS	\$260.56
RD09-02063	RADDEN, LARRY	Reimbursement	\$8,019.60
RD09-02062	THROCKMORTON, JULIANNA	Reimbursement	\$325.00
RD09-02061	ODASSO, DAVE	Reimbursement	\$325.00
RD09-02060	MILLOVICH, JUNE M.	Reimbursement	\$73.89
RD09-02059	MILLOVICH, JUNE M.	Reimbursement	\$229.16
RD09-02058	MILLOVICH, JUNE M.	Reimbursement	\$149.02
RD09-02057	JEFFRIES, SANDY	Registration: Sandy Jeffries SCCCEOA 200	\$ .00
RD09-02056	ALLIMAN, YVONNE	Reimbursement to Yvonne Alliman for the	\$32.32
RD09-02055	KLIMOWICZ, ROBIN MELISSA	Melissa Klemowicz reimbursement for supp	\$267.47
RD09-02054	BANGSTON, SONYA	Reimburse Sonya Bangston for supplies	\$25.07

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Req. #	Vendor Name	Description	Total Cost
RD09-02053	JEFFRIES, SANDY	Registration: Sandy Jeffries SCCCCEO Con	\$760.00
RD09-02052	COACH AMERICA - LOS ANGELES	Bus for Field Trip 4/15 Chattopadhyay	\$920.00
RD09-02051	MC CULLOUGH, RICHARD	Rich McCullough ReImbursement of Medicar	\$1,928.90
RD09-02050	FASELER, SHANNON	Reimbursement	\$79.95
RD09-02049	WELLS FARGO #4198 FISCAL-SBC	SUPPLIES FOR SONY LAPTOPS	\$95.47
RD09-02048	POTRATZ, RICHARD	Reimbursement to Rich Potratz	\$50.00
RD09-02047	COPYRIGHT CLEARANCE CENTER	Royalties	\$60.00
RD09-02046	STEVENS, BLAKE	Reimburse for supplies purchased	\$248.15
RD09-02045	STEVENS, BLAKE	Reimburse for books purchased	\$133.60
RD09-02044	NELSON, TERENCE	NEW DIRECTOR/ADMINISTRATOR TRAINING	\$478.89
RD09-02043	VIDAL-PRUDHOLME, LAURA	Reimbursement	\$96.74
RD09-02042	LOPEZ, MARIA	NAFSA Conference attendance for M. Lopez	\$816.42
RD09-02041	GUZMAN, RUBEN	CACCRAO conference attendance for R. Guz	\$774.42
RD09-02040	MURRAY, NORMAN P SR & COMM CTR	Facility Fee for Paramedic Graduation	\$345.00
RD09-02039	ELSEROAD, ARLEEN	CACCRAO conference attendance for A. Els	\$687.13
RD09-02038	ANSALDO, WARREN	REIMBURSEMENT FOR DRY ICE	\$9.70
RD09-02037	BRACKEN, NANCY	Reimbursement	\$600.00
RD09-02036	SMITH, THOMAS L.	TOM SMITH/REIMBURSEMENT NONINSTR SUPPL	\$79.37
RD09-02035	PEEBLES, RANDY W.	Conference Reimbursement Randy Peebles	\$391.20
RD09-02034	NGUYEN, HALEY	Reimbursement to Faculty	\$64.30
RD09-02033	TAMIALIS, BARBARA	REIMBURSEMENT	\$82.63
RD09-02032	HILDEN, ERIC	CPA Conference for ERIC HILDEN	\$100.00
RD09-02031	WELLS FARGO #4198 FISCAL-SBC	Flatscreen TV's for Fitness Center	\$0.00
RD09-02030	FASELER, SHANNON	Reimbursement	\$270.00
RD09-02029	BAKER & TAYLOR ENTERTAINMENT	Library books per Tom Weisrock request	\$4,517.63
RD09-02028		NON-INSTRUCTIONAL COMPETITIVE EQUIPMENT	\$0.00
RD09-02027	MC MAHAN BUSINESS INTERIORS	OFFICE FURNITURE	\$0.00
RD09-02026	FIRST DOWN REPAIR SERVICE	Football Equipment Repair	\$160.00
RD09-02025	AMER. RED CROSS	Responding to Emerg.cards HLTH 2 Spg09 1	\$90.00
RD09-02023	BESSETTE, NANCY N.	Expense Reimbursement	\$32.29
RD09-02022	MILLER, SOPHIE	Reimbursement	\$10.75
RD09-02021	SUPERIOR PRESS, INC.	Bud Richards/Duplicte order/New inv 1149	\$30.57
RD09-02020	SUPERIOR PRESS, INC.	Deposit Forms	\$0.00
RD09-02016		SC Warehouse A09-00236 Wayne POD 3/9/09	\$0.00
RD09-02013	MILLOVICH, JUNE M.	REIMBURSE JUNE MILLOVICH	\$59.35
RD09-02012	SHACKLEFORD, KEITH	MICROPHONES FOR IVC GYMNASIUM AND IVC BA	\$214.00
RD09-02011	BAKER & TAYLOR ENTERTAINMENT	Library DVDs per Tom Weisrock request	\$56.21
RD09-02010	WELLS FARGO #3317 (DISTRICT)	Apple Store.com	\$245.98
RD09-02009	MATHUR, RAGHU P.	RMATHUR TO CCLC 5/1 - 5/3/09	\$1,545.76
RD09-02008	S & B FOODS	CATERING FOR REGIONAL VETERANS MEETING	\$105.60
RD09-02007	NEWTON, MEG	Green California Summit/Reimbursement fo	\$0.00
RD09-02006	S & B FOODS	VETERANS ADVISORY MEETING	\$105.60
RD09-02005	POLLER, SHANNON	CONFERENCE FOR SHANNON RIO POLLER	\$343.00
RD09-02004	S & B FOODS	Cost of 2009 OCLTF Breakfast	\$622.26
RD09-02003	GLEIZER, JENNIFER	REIMBUSMENT FOR SUPPLIES	\$49.26
RD09-02002	KINDER, KEN	Reimbursement	\$150.00
RD09-02001	TIONGSON, EDWIN	Reimbursement	\$201.42
RD09-02000	EBSCO SUBSCRIPTION SERVICE	electronic books per Tom Weisrock reques	\$6,106.00
RD09-01999	FLUEGEMAN, TERESA	Workshop Reimbursement Tere Fluegeman	\$25.69
RD09-01998	PETTIPAS, DIONNE	Reimburse Faculty for fees for student u	\$175.00
RD09-01997	PACIFIC TYPEWRITER & COMM INC.	Non instructional Repair	\$101.50
RD09-01996	WELLS FARGO #4214 FISCAL-IVC	Purchasing 6 posters for Astronomy/Irvin	\$271.53
RD09-01995	WELLS FARGO #3317 (DISTRICT)	OFFICE MAX	\$398.66
RD09-01994	OCLC PACIFIC NETWORK, INC.	Electronic books per Tom Weisrock reques	\$7,875.00
RD09-01993	PETTIPAS, DIONNE	Reimburse faculty member for instruction	\$50.00
RD09-01992	SHIMADZU SCIENTIFIC INSTRUMENT	EQUIPMENT REPAIR - SHIMADZU GC/MS	\$4,280.00

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Req. #	Vendor Name	Description	Total Cost
RD09-01991	SERGEYEVA, LARISA	Purchase food & other supplies for award	\$145.00
RD09-01990	EBS CO SUBSCRIPTION SERVICE	Electronic books per Tom Weisrock request	\$3,176.00
RD09-01989	LASER SOURCE	Non-instructional repair	\$133.44
RD09-01988	OC LC PACIFIC NETWORK, INC.	Electronic books per Tom Weisrock request	\$11,250.00
RD09-01987	HITT MARKING DEVICES, INC.	Custom date stamp	\$ .00
RD09-01986	BAKER & TAYLOR ENTERTAINMENT	Library cds and dvds per Tom Weisrock request	\$357.44
RD09-01985	WELLS FARGO #3317 (DISTRICT)	SWREG Inc	\$160.55
RD09-01984	RIZZO, FRANK	Expense Reimbursement	\$699.05
RD09-01983	BAKER & TAYLOR ENTERTAINMENT	Library books per Tom Wiesrock request	\$2,232.22
RD09-01982		Football Equipment Repair	\$ .00
RD09-01981	WELLS FARGO #3465 FISCAL-IVC	CC PURCHASE FROM GALLS	\$ .00
RD09-01980	OLSEN KILN KITS	Kiln supplies	\$210.49
RD09-01979	WILLIAMS, MARY	conference expense	\$775.34
RD09-01978	SO COAST FAMILY MEDI-CENTER	Pre-Employment Medical Eval-Police	\$245.00
RD09-01976	DENTON, SUZANNE D.	Reimbursement for conference	\$450.00
RD09-01975	BEDLINERS PLUS	Bedliner for AV Cart	\$1,120.60
RD09-01974	DENTON, SUZANNE D.	Conference reimbursement	\$1,168.99
RD09-01973	KENNY'S AUTO UPHOLSTERY, INC.	Repair Cart Seats	\$800.00
RD09-01972	SOUTH ORANGE CO. COMM. COL. DI	Beginning Balance Refund	\$ .00
RD09-01971	WELLS FARGO #3317 (DISTRICT)	Stonewall Cable, Inc	\$232.74
RD09-01970	THOMAS, ARLENE	Reimbursement to Faculty	\$111.47
RD09-01969	WELLS FARGO #4198 FISCAL-SBC	MILLENNIALS GO TO COLLEGE REFERENCE	\$111.60
RD09-01968	ZUCKER, RICHARD	Richard Zucker to AMATYC 34th Annual Con	\$650.00
RD09-01967		Honorarium for Elizabeth Guthrie	\$600.00
RD09-01966	DAVIS-ALLEN, LISA	Lisa Davis Allen to ASCCC Spring Plenary	\$855.00
RD09-01965	CESAREO-SILVA, CLAIRE	CONFERENCE FOR CLAIRE CESAREO-SILVA	\$681.18
RD09-01964	S & B FOODS	Matriculation Kick Off Probation Campaig	\$ .00
RD09-01961	WELLS FARGO #4198 FISCAL-SBC	SUPPLIES - REPAIR TOOL BOXES	\$104.45
RD09-01957	DEPT OF SOCIAL SERVICES	LICENSING FEES FOR CHILD DEVELOPMENT CEN	\$ .00
RD09-01956	WELLS FARGO #3317 (DISTRICT)	amazon.com	\$65.57
RD09-01955	GOLF VENTURES WEST	SUPPLIES TO REPAIR RANSOME 250 REEL MOWE	\$1,211.59
RD09-01954	MILLOVICH, JUNE M.	REIMBURSE JUNE MILLOVICH	\$181.38
RD09-01953	MILLOVICH, JUNE M.	REIMBURSE JUNE MILLOVICH	\$104.21
RD09-01952	WELLS FARGO #3465 FISCAL-IVC	DECALS FOR NEW IVC PD CRUISER & PARKING	\$918.03
RD09-01951	NELSON, TERENCE	REIMBURSEMENT FOR TRAVEL	\$306.32
RD09-01950	CMTY COLLEGES FOUNDATION	TechEd Conference for TPPP Faculty and S	\$300.00
RD09-01949	NELSON, TERENCE	SAN DIEGO MESA SITE REVIEW FOR CATEGORIC	\$206.55
RD09-01948	SILVER STATE COACH, INC.	TRANSPORTATION FOR COLLEGE & CAREER DAY	\$2,316.43
RD09-01947	S & B FOODS	EOPS/CARE & CalWORKs Student Recognition	\$800.00
RD09-01946	RUDMANN, JERRY	Jerry Rudmann to Western Psyc. Society C	\$325.00
RD09-01945	TUCKER, KARI L.	Kari Tucker to Western Psyc. Association	\$650.00
RD09-01944	KOPECKY, ROBERT J.	Robert Kopecky to Association of College	\$650.00
RD09-01943	STERN, SUSAN	Susan Stern to CASTEOL 2009 Conference	\$650.00
RD09-01942		Jeff Wilson to CATESOL 2009 Conference	\$325.00
RD09-01941	BEASLEY, JAMES	James Beasley to CATESOL 2009 Conference	\$325.00
RD09-01940	HILDEBRAND, COLLEEN	Colleen Hildebrand to CATESOL 2009 Confe	\$ .00
RD09-01939	GROSSMAN, SHEILA	Sheila Grossman to Speech Conference	\$325.00
RD09-01938	STRATA INFORMATION GROUP	Professional Services from Kari Blin	\$ .00
RD09-01937	SALEM PRESS, INC.	Library books per Tom Weisrock request	\$332.95
RD09-01936	IKEDA, NANCY	Nancy Ikeda to Circle K Convention	\$325.00
RD09-01932	STEPHENS, BLAKE	Conference Reimbursement for Blake Steph	\$600.00
RD09-01931	LIU, JOE	CACCRAO ANNUAL CONFERENCE	\$790.00
RD09-01930	HARRINGTON, CONSTANCE	CACCRAO ANNUAL CONFERENCE	\$790.00
RD09-01929	MARTIN, DEBORA	TRAINING/DEBORA MARTIN	\$3,500.00
RD09-01928	CACCRAO	CACCRAO REGION 7&8 ANNUAL CONFERENCE	\$ .00
RD10-00006	CACCRAO	CACCRAO REGION 7&8 ANNUAL CONFERENCE	\$ .00

## BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

-v4.2

Req. #	Vendor Name	Description	Total Cost
RD09-01927	CAPISTRANO SEWING MACHINE CO.	Equip. Repair	\$3,046.56
RD09-01926	MAQUINSAL SEWING MACHINE CO.	Equip. Repair	\$318.32
RD09-01925	VIDAL-PRUDHOLME, LAURA	CONFERENCE FOR LAURA VIDAL-PRUDHOLME	\$ .00
RD09-01924	BURNETT, TOD A.		\$1,427.20
RD09-01923	GALE GROUP	Library books per Tom Weisrock request	\$91.45
RD09-01922	MC CLELLAN, COLETTE	CONFERENCE FOR COLETTE MCCLELLAN	\$850.00
RD09-01921	BONSALL, LAURA	Reimbursement to Faculty	\$110.77
RD09-01920	WELLS FARGO #3317 (DISTRICT)	CDW-G	\$200.00
RD09-01919	COACH AMERICA - LOS ANGELES	Bus for Emeritus Field Trip. 3/25 Chatt	\$813.00
RD09-01918	CHANDOS, RAY	REIMBURSEMENT FOR ELECTRONICS SUPPLIES	\$56.99
RD09-01917	CURTIS, PAUL	REimbursement for fuel	\$20.00
RD09-01916	TREESMITH ENTERPRISES, INC.	grounds work	\$ .00
RD09-01915		annual fire extinguisher testing/servici	\$ .00
RD09-01914	WELLS FARGO #3317 (DISTRICT)	CSP - Computer Security Products	\$137.55
RD09-01913	DO, TAM	Tam Do to attend 2009 CIAC Conference-SF	\$1,031.00
RD09-01912	GUY, GEORGINA	Conference Attendance-Georgina Guy	\$506.50
RD09-01911	LASER SOURCE	Non-Instructional Repair	\$342.14
RD09-01910	PARRA, LORI	Conference Attendance - Lori Parra	\$ .00
RD09-01909	DAUTEL, DEBORAH A.	CONFERENCE FOR DEBBIE DAUTEL	\$400.00
RD09-01908	DIVISION OF THE STATE ARCHITEC	PERMIT FEE FOR ADDITIONAL PORTABLES T.I.	\$1,344.15
RD09-01907	YANNI, NORMA	NAFSA 2009 CONFERENCE FOR NORMA YANNI	\$1,194.00
RD09-01906	NEW TOUCH GRAPHICS LLC	Reminder Post Cards	\$77.58
RD09-01905	WELLS FARGO #3317 (DISTRICT)	Albertsons	\$59.98
RD09-01904	HILTON, CAROL	Conference for Carol Hilton	\$1,009.84
RD09-01903	JUSTICE, CRAIG	Reimburse Craig Justice for keyboard sta	\$42.01
RD09-01902	GLEASON, LINDA	reimbursement	\$400.00
RD10-00005	YANNI, NORMA	NAFSA 2009 ANNUAL CONFERENCE FOR NORMA Y	\$ .00
RD09-01901	ACCENT SIGN	flag pole repair	\$ .00
RD09-01900	ADVANTAGE MARKETING	Promotional Items-Job Fair	\$1,271.58
RD09-01899	MC CUE, JENNIFER	Conference	\$1,234.60
RD09-01898	GABRIELLA, WENDY	Wendy Gabriella to Conference	\$250.96
RD09-01897	BUDDY'S ALL STARS INC.	Men's Golf Uniform Supplies	\$448.24
RD09-01896		CAEYC Conference for Jean Mari	\$ .00
RD09-01895		CONFERENCE FOR COLLETTE MCCLELLAN	\$ .00
RD09-01894	COMPASS TRAVEL	CONFERENCE FOR SHAWN NORMAN	\$850.00
RD09-01893		Airline for Laura Vidal Prudholme	\$ .00
RD09-01891	COMPASS TRAVEL	Conference	\$ .00
RD09-01890	O'MEARA, MICHAEL	Reimbursement for PROTOS Awards Supplies	\$26.57
RD09-01889	KOBATA, SARAH	Conference Reimbursement for Sarah Kobat	\$236.00
RD09-01888	QUADE, JOYCE	Conference Reimbursement for Joyce Quade	\$329.42
RD09-01885	WILFORD, SCOTT	Conference Reimbursement for Scott Wilfo	\$450.00
RD09-01884	WHITE, JERILYN	Conference Reimbursement for Jerilyn Whi	\$450.00
RD09-01883	WEEKES, PATTI	Conference Reimbursement for Patti Weeke	\$250.00
RD09-01882	DOLAN, BEN	RAPID 2009/MAY 12-14/SCHAUMBERG, IL	\$1,450.38
RD09-01881	WALSH, DAN	Conference Reimbursement for Dan Walsh	\$715.00
RD09-01880	VENABLE, SAMANTHA J.	Conference Reimbursement for Samantha Ve	\$573.00
RD09-01879	TAYLOR, KAREN	Conference Reimbursement for Karen Taylo	\$660.00
RD09-01878	SULLIVAN, PAT	Conference Reimbursement for Patricia Su	\$850.00
RD09-01877	SORENSEN, STEPHANIE	Conference Reimbursement for Stephanie S	\$1,000.00
RD09-01876	SMITH, MAUREEN	Conference Reimbursement for Maureen Smi	\$845.00
RD09-01875	SMITH, KATHLEEN	Conference Reimbursement for Kathleen Sm	\$724.00
RD09-01860	ANDERSON, JULIE	Reimburse Bio Supplies	\$18.74
RD09-01859	CATERINA, AMY	Amy Caterina to Art Conference	\$155.00
RD09-01858	FASELER, SHANNON	Shannon Hayes Faseler to Conference	\$155.00
RD09-01857	PRATT, ALLISON	Conference Reimbursment for Allison Prat	\$450.00
RD09-01856	NORMAN, SHAWN	Conference for Shawn Norman	\$940.79



## BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

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Req. #	Vendor Name	Description	Total Cost
RD10-00004	NELSON, TERENCE	SAN DIEGO MESA SITE REVIEW FOR CATEGORIC	\$ .00
RD09-01855	PETRICIG, MICHAEL	Conference Reimbursement for Michael Pet	\$1,462.11
RD09-01854	NELSON, JOSETE	Conference Reimbursement for Josete Nels	\$299.00
RD09-01853	BRAMUCCI, ROBERT	Travel expenses for Bob Bramucci	\$433.43
RD09-01852	MC ELROY, MARK	Conference Reimbursement for Mark McElro	\$1,000.00
RD09-01851	MC CLEAVE, SUMAYA	Conference Reimbursement for Sumaya McCl	\$94.44
RD09-01850	LUTHER, BARBARA	Conference Reimbursement for Barbara Lut	\$550.00
RD09-01849	LEPPEN-CHRISTENSEN, KRIS	Conference Reimbursement for Kris Leppie	\$1,150.00
RD09-01848	LEBAUER, RONI	Conference Reimbursement for Roni Lebaue	\$770.00
RD09-01847	HUGGINS, BARBARA	Conference Reimbursement for Barbara Hug	\$1,000.00
RD09-01846	SILVER STATE COACH, INC.	Transportation for College & Career Day	\$579.81
RD09-01845	TAI SPORTS, INC.	Softball Team supplies	\$1,152.93
RD09-01844	MISSION VIEJO COUNTRY CLUB	Marketing Retreat	\$147.31
RD09-01843	MUELLER, BETH	2009 ACBO Spring Conference	\$901.00
RD09-01842	HILDEBRAND, COLLEEN	Conference Reimbursement for Colleen Hil	\$725.00
RD09-01841	GOODMAN, RICHARD	Conference Reimbursement for Rich Goodma	\$870.00
RD09-01840	TACKETT, ED WARD	ED TACKETT/REIMBURSEMENT FOR NONINSTR SU	\$101.25
RD09-01839			\$ .00
RD09-01838	GOODMAN, RICHARD	Conference Reimbursement for Rich Goodma	\$92.00
RD09-01837	GONZALEZ, FRANK	Conference Reimbursement for Frank Gonza	\$959.00
RD09-01836	GILMAN, BRUCE	Conference Reimbursement for Bruce Gilma	\$920.00
RD09-01835	WELCH, NINA	Conference for Nina Welch	\$1,507.00
RD09-01834	GEE, CAROLINE	Conference Reimbursement for Caroline Ge	\$ .00
RD09-01833	GARCIA, RENEE	Conference Reimbursement for Renee Garci	\$ .00
RD09-01832	FRANCISCO, DAVID	Conference Reimbursement for David Franc	\$850.00
RD09-01831	ELIZALDE-HOLLER, SUSAN	Conference Reimbursement for Susan Eliza	\$450.00
RD09-01830	CUSTANCE, HAL DOUGLAS	Conference Reimbursement for Hal Douglas	\$450.00
RD09-01829	CAVAZZI, DEIDRE	Conference Reimbursement for Deidre Cava	\$550.00
RD09-01828	BENNETT, MICHAEL	Conference Reimbursement for Mike Bennet	\$ .00
RD09-01827	BANDER, CAROL	Conference Reimbursement for Carol Bande	\$883.00
RD09-01826	ARREAGA, ELIZABETH	Conference Reimbursement for Elizabeth A	\$450.00
RD09-01825	MAGNA PUBLICATIONS, INC.	Counseling Web Conference	\$229.00
RD09-01824	BAKER & TAYLOR ENTERTAINMENT	Library books per Tom Weisrock request	\$5,262.21
RD09-01823	FACTS ON FILE	Library books per Tom Weisrock request	\$165.24
RD09-01822	WELLS FARGO #4198 FISCAL-SBC	H/W mesh bags for balls	\$122.77
RD09-01821	WELLS FARGO #3465 FISCAL-IVC	Movie tickets--Math Assessment Validatio	\$2,120.00
RD09-01820	FARNSWORTH, ROBERT	Reimbursement for Robert Farnsworth, Hor	\$132.57
RD09-01819	WELLS FARGO #4198 FISCAL-SBC	Accommodations for Conference	\$ .00
RD09-01818	TOTALLY CHOCOLATE	Job Fair Promotional Items	\$431.55
RD09-01817	SOLTANI, PARISA	Conference Attendance	\$391.26
RD09-01816	ODASSO, DAVE	Reimbursement	\$125.00
RD09-01815	TANRIVERDI, FAWN	Conference Attendance	\$348.22
RD09-01814	THROCKMORTON, JULIANNA	Reimbursement	\$125.00
RD09-01813	RADDEN, LARRY	Reimbursement	\$3,241.13
RD09-01812	CURRY, DAVID	Conference	\$560.42
RD09-01811	SHRED-IT	Paper Shredding Services	\$ .00
RD09-01810	FELLNER, JOHN	Reimbursement for MST Class Supplies	\$17.77
RD09-01809	VITAL LINK ED. & BUS.CONSORTIUM	CAREER EXPLORATION PROGRAM EXHIBIT	\$25.00
RD09-01808	WELLS FARGO #4198 FISCAL-SBC	REPLACEMENT PART FOR COPIER	\$38.90
RD09-01807	PSYCHOLOGICAL CORPORATION, INC	Pre-Employment Psy. Eval-HR	\$260.00
RD09-01806	MARTINEZ, MICHAEL	CONFERENCE FOR MICHAEL MARTINEZ	\$297.00
RD10-00003		Reimbursement for MST Class Supplies	\$ .00
RD09-01805	WELLS FARGO #4198 FISCAL-SBC	Mini Recorder Control	\$77.54
RD09-01804	VITAL LINK ED. & BUS.CONSORTIUM	Career Exploration Program Exhibitor	\$25.00
RD09-01803	MANCHIK, MIROSLAVA	Reimbursement Mira Manchik	\$166.65
RD09-01802	LASER SOURCE	Non-Instructional Repair	\$295.97

## BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

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Req. #	Vendor Name	Description	Total Cost
RD09-01801	TEH, STEVE	Reinbursement for Purchase of Live Mice	\$29.51
RD09-01800	SCHRADE, KATHLEEN	ACCCA Conference reimbursement for K. Sc	\$514.90
RD09-01799	SADDLEBACK COLLEGE FOUNDATION	Advertisement in Orange Appeal	\$600.00
RD09-01798	TACKETT, ED WARD	ED TACKETT REIMBURSEMENT NON INSTR SUPPL	\$158.12
RD09-01797	ROSENKRANS, JANE	REIMBURSEMENT FOR CSCCU CONF. SUPPLIES	\$72.18
			=====
			\$188,950.45

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

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**BACKGROUND**

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

**STATUS**

Checks No. 079467 through 080486, processed through the Orange County Department of Education, totaling \$5,976,276.11; and Checks No. 009481 through 009507, processed through Saddleback College Community Education, totaling \$36,944.17; and Checks No. 008544 through 008560, processed through Irvine Valley College Community Education, totaling \$33,076.57 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

Escape - AP

v 4.2

Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #079467 and 080486

S	Check #	Check Dt	Company Name	Check Amount	Description
O	079467	3/05/09	AT & T MOBILITY	\$227.63	RapidTech - AT&T aircards
O	079468	3/05/09	AT&T	\$629.94	Annual P.O. for telephone service
O	079469	3/05/09	AT&T	\$6,938.23	FAX LINES - TRUSTEES FY 08-09
O	079470	3/05/09	VERIZON WIRELESS	\$85.59	Annual Maint: Broadband Back-up system/Email
O	079471	3/05/09	ACADEMIC SENATE FOR CALIF.	\$240.00	Julie Evans to Basic Skills Summer Institute Conf.
O	079472	3/05/09	JOANN ALFORD	\$256.50	Jo Ann Alford to attend Academic Senate for Calif.
O	079473	3/05/09	DNC P&R AT ASILOMAR	\$418.52	CONF. FOR D.ZAKRZEWSKI
O	079474	3/05/09	CALIFORNIA PLACEMENT ASSN	\$70.00	CPA Conference for ERIC HILDEN
O	079475	3/05/09	CACCRAO	\$165.00	CACCRAO Workshop Registration Fees
O	079476	3/05/09	COMMUNITY COLLEGE FOUNDATION	\$125.00	Raghu Mathur to TechEd 2009
O	079477	3/05/09	CCCCSSAA	\$200.00	Registration to CCCCCSSAA Conference
O	079478	3/05/09	COMMUNITY COLLEGE LEAGUE OF	\$150.00	2009 Phi Theta Kappa Conference
O	079479	3/05/09	COMMUNITY COLLEGE LEAGUE OF	\$540.00	Registration: Glenn Roquemore SCCCEO 2009
O	079480	3/05/09	COMMUNITY COLLEGE LEAGUE OF	\$540.00	Conference
O	079481	3/05/09	COMMUNITY COLLEGE LEAGUE OF	\$195.00	Nicole Ortega - CCLC 2008 Convention
O	079482	3/05/09	CLEAR THE CLEARINGHOUSE	\$100.00	Jo Ann Alford to attend NCAA Intensive Workshop
O	079483	3/05/09	CLEAR THE CLEARINGHOUSE	\$100.00	Mike Long to attend NCAA Intensive Workshop
O	079484	3/05/09	COADN	\$100.00	CONF. FOR D.ZAKRZEWSKI
O	079485	3/05/09	SUZANNE D. DENTON	\$1,639.77	REIMBURSEMENT-CONFERENCE FOR SUSAN DENTON- VTEA
O	079486	3/05/09	PATRICIA DUMAS	\$230.45	CONFERENCE FOR PAT DUMAS
O	079487	3/05/09	BRENDA FRAME	\$573.68	Conference reimbursement Brenda Frame
O	079488	3/05/09	GEORGINA GUY	\$65.00	Counselor Conference Reimbursement
O	079489	3/05/09	A. CELESTE HEINZE	\$29.84	Celeste Heinze to Basic Skills Summer Instit.
O	079490	3/05/09	CHRIS HURST-LOEFFLER	\$325.00	Chris Loeffler to American Anthropological Assn
O	079491	3/05/09	DR. CRAIG JUSTICE	\$799.49	2009 ACCCA Conference costs for Craig Justice
O	079492	3/05/09	KEVIN O'CONNOR	\$507.88	Conference reimbursement/Kevin O'Connor
O	079493	3/05/09	ROGER OWENS	\$613.46	Roger Owens ACCCA Conference
O	079494	3/05/09	RANDY W. PEEBLES	\$550.45	CONFERENCE FOR RANDY PEEBLES
O	079495	3/05/09	GWEN PLANO	\$816.18	REIMBURSEMENT
O	079496	3/05/09	LARRY RADDEN	\$1,768.92	Reimbursement
O	079497	3/05/09	GLENN ROQUEMORE	\$64.90	REGISTRATION FOR ACCCA CONF. 2/20-22, 2008
O	079498	3/05/09	PENNY SKAFF	\$27.00	Conference for Penny Skaff
O	079499	3/05/09	FAWN TANRIVERDI	\$438.11	Staff Reimbursement
O	079500	3/05/09	JULIANNA THROCKMORTON	\$140.00	Reimbursement
O	079501	3/05/09	ALVAREZ & MARSAL	\$10,635.00	ATEP Project
O	079502	3/05/09	ATECH TRAINING, INC.	\$1,514.37	AUTOMOTIVE TRAINING SOFTWARE
O	079503	3/05/09	COMPUTERLAND	\$64.00	ACROBAT PRO 9 LICENSE/MAINTENANCE
O	079504	3/05/09	DELL MARKETING L.P.	\$1,643.40	Box office peripherals
O	079505	3/05/09	DIV. OF THE STATE ARCHITECT	\$6,330.23	DSA ADJUSTMENT FOR PLAN CHECK FEES ON FINAL PROJEC
O	079506	3/05/09	FYR LANDSCAPING, INC.	\$5,239.80	BID 279, PKG.D, LANDSCAPE, BUS & TECH INNOV.CTR.
O	079507	3/05/09	GOVERNMENT FINANCIAL	\$2,823.72	ATEP Project
O	079508	3/05/09	IMA DESIGN GROUP, INC.	\$14,375.00	ATEP Project
O	079509	3/05/09	INTERIOR OFFICE SOLUTIONS	\$48,019.34	VARIOUS AND TASK CHAIRS
O	079510	3/05/09	JOYCE INSPECTION & TESTING	\$11,742.00	INSPECTOR AGRMT FOR F.A. RESTROOM
O	079511	3/05/09	KRUEGER INTERNATIONAL	\$34,670.11	FURNITURE FOR BSTIC BUILDING
O	079512	3/05/09	NEUDESIC, LLC	\$190,705.50	Student Information System, Year 3
O	079513	3/05/09	RJM DESIGN GROUP, INC.	\$1,417.64	ARCHITECT SERVICES FOR ATEP LANDSCAPE
O	079514	3/05/09	RJT COMPUQUEST	\$5,297.50	QA Consulting Services
O	079515	3/05/09	THE M.S. ROUSE COMPANY, INC.	\$12,578.00	PKG. O FLOORING, BID 279, BUS. & TECH. INNOV.CTR.
O	079516	3/05/09	UNION BANK OF CALIFORNIA	\$581.41	BID 279, PKG.D, LANDSCAPE, BUS & TECH INNOV.CTR.
O	079517	3/06/09	A-1 AWARDS	\$45.26	NAMEPLATES FOR BOARD ROOM

## WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #079467 and 080486

S	Check #	Check Dt	Company Name	Check Amount	Description
O	079518	3/06/09	ABC ICE HOUSE	\$103.45	Blanket purchase order for purchase of dry ice
O	079519	3/06/09	ADAMS BROTHERS INTERNATIONAL	\$200.00	AUTOMOTIVE SUPPLIES
O	079520	3/06/09	A/R CENTRAL BILLING- BOISE	\$1,548.47	Groceries for Foods Lab.
O	079521	3/06/09	MARY ANSTADT	\$35.55	REIMBURSEMENT FOR SUPPLIES
O	079522	3/06/09	ARAMARK UNIFORM SERVICES	\$36.35	SHOP RAGS
O	079523	3/06/09	ATKINSON, ANDELSON, LOYA,	\$17,110.11	Attorney Services FY 2008/2009
O	079524	3/06/09	BAKER & TAYLOR	\$2,334.69	Library books/DVDs per Tom Weisrock request
O	079525	3/06/09	ZUZANA BIC	\$100.00	DISTINGUISHED GUEST SPEAKER
O	079526	3/06/09	BLICK ART MATERIALS	\$3,199.23	MODELING STANDS
O	079527	3/06/09	BULB DIRECT, INC.	\$156.92	BIOLOGY SUPPLIES
O	079528	3/06/09	CAMBRIDGE UNIVERSITY PRESS	\$10.96	Purchase ESL books.
O	079529	3/06/09	CARDINAL HEALTH	\$4,428.50	BIOLOGY EQUIPMENT
O	079530	3/06/09	CAROLINA BIOLOGICAL SUPPLY	\$1,343.31	BIOLOGY SUPPLIES
O	079531	3/06/09	DR. NANCY CARRITTE	\$1,200.00	Provide consultation services to Library staff
O	079532	3/06/09	CDW GOVERNMENT, INC.	\$9,821.42	Monitors for various admin & staff
O	079533	3/06/09	ALAN CHERRY	\$17.46	REFUND TO ALAN CHERRY FOR MAINT. SUPPLIES
O	079534	3/06/09	RACHELLE WOO CHUANG	\$503.49	Reimbursement for Letterpress Supplies
O	079535	3/06/09	CINTAS CORPORATION	\$29.80	UNIFORM AND TOWEL SERVICE
O	079536	3/06/09	CINTAS DOCUMENT MANAGEMENT	\$45.00	document destruction/paper recycling for A&R
O	079537	3/06/09	CITRIX ONLINE	\$1,740.60	GoToMyPC Access Services
O	079538	3/06/09	COAST FITNESS REPAIR SHOP	\$301.16	Equipment Repair
O	079539	3/06/09	CODESP	\$875.00	CODESP MEMBERSHIP
O	079540	3/06/09	COUTTS LIBRARY SERVICES, INC.	\$105.42	Library book per Tom Weisrock request
O	079541	3/06/09	CPS SECURITY SOLUTIONS	\$4,497.00	SECURITY SERVICES
O	079542	3/06/09	DALLAS COUNTY COMMUNITY	\$946.00	Telecourse enrollment fee
O	079543	3/06/09	TRACY DALY	\$37.62	reimbursementReagon Display Cabinet and Board Aud.
O	079544	3/06/09	DANA POINT YACHT MAINTENANCE	\$31.90	Blanket PO for Boston Whaler Monthly Hull Cleaning
O	079545	3/06/09	DE NAULT'S TRUE VALUE	\$81.80	For purchase of material and tools
O	079546	3/06/09	DELL MARKETING L.P.	\$139.17	Instructional supplies
O	079547	3/06/09	DEPARTMENT OF JUSTICE	\$800.00	Fingerprinting - HR
O	079548	3/06/09	GREGORY DICKINSON	\$14.90	Reimbursment to G.Dickinson for digital frame part
O	079549	3/06/09	DIRECT PAINTING & DECORATING	\$400.00	PAINT 2 ACCENT WALLS IN AGB
O	079550	3/06/09	DISCOUNT DANCE SUPPLY CO.	\$38.76	DANCE COSTUMES FOR IVC DANCE DEPARTMENT/2008-2009
O	079551	3/06/09	DISCOUNT STATIONERS	\$18.36	Payroll Victor Calculator Ribbons
O	079552	3/06/09	BEN DOLAN	\$21.07	BEN DOLAN - RAPIDTECH NONINSTR SUPPLIES
O	079553	3/06/09	C.W. DRIVER CONTRACTORS, INC.	\$15,258.00	CONTRACT SERVICES
O	079554	3/06/09	PATRICIA DUMAS	\$24.23	EXPENSE REIMBURSEMENT
O	079555	3/06/09	DUNN-EDWARDS CORPORATION	\$65.92	DUNN-EDWARDS CORP
O	079556	3/06/09	EBSCO SUBSCRIPTION SERVICE	\$90.39	Pay for subscription.
O	079557	3/06/09	ECONOMIC ALTERNATIVES, INC.	\$347.91	Annual Maintenance:Water Treatment
O	079558	3/06/09	EFILLIATE INCORPORATED	\$175.72	CABLE LOCKS FOR BALANCES
O	079559	3/06/09	ELM NDN	\$130.98	Return to Title IV Funds
O	079560	3/06/09	ENTERPRISE RENT-A-CAR	\$687.68	OPEN P.O. FOR VEHICLE RENTAL
O	079561	3/06/09	HOLIDAY INN LAGUNA HILLS	\$2,279.46	NVC MEETING FOR GRANT 0702912
O	079562	3/06/09	S & B FOODS	\$2,922.47	Catering invoice for TPP meeting
O	079563	3/06/09	DAIRY DEPOT	\$37.10	NUTRITIONAL MILK AND DAIRY SUPPLIES
O	079564	3/06/09	CCCFA	\$271.00	CCCFA State Championship Conference
O	079565	3/06/09	MARRIOTT	\$2,373.60	CCCFA State Championship Conference
O	079566	3/06/09	GARY RYBOLD	\$560.00	CCCFA State Championship Conference
O	079567	3/09/09	WILLIAM (BEAU) ARBUTHNOT	\$20.00	Training
O	079568	3/09/09	DAVID BUGAY	\$236.95	Conference David Bugay

## WARRANT REGISTER LISTING

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Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #079467 and 080486

S	Check #	Check Dt	Company Name	Check Amount	Description
O	079569	3/09/09	TOD A. BURNETT	\$735.11	Reimbursement
O	079570	3/09/09	CCLC/CCCAA	\$100.00	Convention
O	079571	3/09/09	ANA MARIA COBOS	\$656.00	Conference Reimbursement for Ana Maria Cobos
O	079572	3/09/09	BRANDEE CRAIG	\$979.00	Conference Reimbursement for Brandee Craig
O	079573	3/09/09	TRACY DALY	\$99.45	Ohlone College Newark Center Tour
O	079574	3/09/09	KARIMA FELDTHUS	\$641.76	Karima Feldthus ACCCA Conference
O	079575	3/09/09	JENNIFER FOROUZESH	\$36.00	CONFERENCE FOR JENNIFER FOROUZESH
O	079576	3/09/09	TERENCE NELSON	\$574.91	REIMBURSEMENT FOR CONFERENCE TRAVEL
O	079577	3/09/09	SCHOOLSFIRST FCU	\$507.50	R MATHUR ACCCA Annual Conference
O	079578	3/09/09	DIANE PESTOLESI	\$146.14	CONFERENCE FOR DIANE PESTOLESI
O	079579	3/09/09	RENAISSANCE ESMERALDA RESORT	\$6,650.00	CONFERENCE FOR NURSE FACULTY
O	079580	3/09/09	STEPHEN ROCHFORD	\$55.00	Accreditation Workshop 2009-Stephen Rochford
O	079581	3/09/09	GARY RYBOLD	\$300.00	CCCFA State Championship Conference
O	079582	3/09/09	JIM WRIGHT	\$469.58	Reimbursement J. Wright a job fair in S.F. with HR
O	079583	3/09/09	ART SUPPLY WAREHOUSE	\$129.30	PUBLICATIONS SUPPLIES
O	079584	3/09/09	AUTOMATIC SYNC TECHNOLOGIES	\$48.00	Close captioning for Algebra2go BSI videos.
O	079585	3/09/09	DUNN-EDWARDS CORPORATION	\$5,084.94	GROUND ATHLETIC FIELD PAINT
O	079586	3/09/09	EXCELSIOR ELEVATOR CORPORATION	\$812.50	ANNUAL ELEVATOR MAINTENANCE SERVICE
O	079587	3/09/09	FERGUSON ENTERPRISES, INC.	\$611.35	PLUMBING SUPPLIES
O	079588	3/09/09	TINA FIETSAM	\$300.00	WORKSHOP PRESENTER
O	079589	3/09/09	FIRST SCHOOL MONTESSORI	\$800.00	Child Care Services
O	079590	3/09/09	FISHER SCIENTIFIC	\$3,702.41	CHEMISTRY SUPPLIES
O	079591	3/09/09	FITNESS WHOLESALE, INC.	\$94.15	therabands for Dance classes
O	079592	3/09/09	FOSTER CARE AUXILIARY OF OC	\$120.00	WORKSHOP PRESENTER
O	079593	3/09/09	FREEWAY AUTO SUPPLY	\$657.32	TRANSPORTATION SUPPLIES
O	079594	3/09/09	FULL90 SPORTS INC.	\$1,054.40	SHIN GUARDS FOR MEN'S AND WOMEN'S SOCCER
O	079595	3/09/09	P & R PAPER SUPPLY COMPANY	\$246.10	Laundry Supplies
O	079596	3/09/09	PENINSULA PRIDE	\$1,378.18	SHIRTS FOR THE ATHLETIC DEPARTMENT
O	079597	3/09/09	LILIANN PEREZ-STROUD	\$300.00	WORKSHOP PRESENTER
O	079598	3/09/09	PROSERV PLUMBING & DRAIN	\$1,281.50	REBUILD 3 BACK FLOW VALVES
O	079599	3/09/09	QUINN RENTAL SERVICES	\$1,384.09	EQUIPMENT RENTAL
O	079600	3/09/09	RAININ INSTRUMENTS LLC	\$7,089.87	BIOLOGY EQUIPMENT
O	079601	3/09/09	THE RESOURCE NETWORK	\$776.78	WORD 2007 QUICK SOURCE GUIDES
O	079602	3/09/09	RIO GRANDE ALBUQUERQUE	\$40.00	STUDENT SUPPLIES - SPRING 2009
O	079603	3/09/09	SADDLEBACK SAND & GRAVEL	\$527.98	GROUNDS SUPPLIES
O	079604	3/09/09	ARRON SEARCY	\$372.25	REIMBUSMENT FOR JR.GAUCHO
O	079605	3/09/09	SEHI PROCOMP COMPUTER PRODUCTS	\$485.98	Printer
O	079606	3/09/09	DANIEL SMITH, INC.	\$371.45	STUDENT SUPPLIES - SPRING 2009
O	079607	3/09/09	SOUTHERN CALIFORNIA EDISON CO.	\$30,013.64	Annual Electric Service
O	079608	3/09/09	SO. ORANGE CO. COMM. COL.DIST	\$2,100.00	2008-2009 CARE Grants
O	079609	3/09/09	SPORT & CYCLE TEAM ATHLETICS	\$1,082.76	BASKETBALLS FOR MEN'S AND WOMEN'S VARSITY TEAMS
O	079610	3/09/09	VERNIER SOFTWARE	\$20,329.20	CHEMISTRY EQUIPMENT
O	079611	3/09/09	VICTORY CUSTOM ATHLETIC	\$1,386.27	WOMEN'S BASKETBALL UNIFORMS
O	079612	3/10/09	LAURA ABRAMS	\$25.72	MILEAGE
O	079613	3/10/09	DAVID E. ANDERSON, JR.	\$98.34	MILEAGE
O	079614	3/10/09	TRAVIS EDWARDS	\$40.03	MILEAGE
O	079615	3/10/09	THE GALE GROUP	\$29.05	Library book per Tom Weisrock request
O	079616	3/10/09	GALLS INC.	\$447.10	Police Uniforms and Supplies for Officers
O	079617	3/10/09	GANDER-PRINTCO	\$88.36	BUSINESS CARD LINDA HALL
O	079618	3/10/09	GLAXOSMITHKLINE PHARMACEUTICAL	\$747.00	vaccine needed for students
O	079619	3/10/09	LINDA GLEASON	\$106.13	REIMBURSEMENT-STUDENT SUCCESS GRANT MEETING

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Bank Account (COUNTY ) - County Account

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Selection: Between #079467 and 080486

S	Check #	Check Dt	Company Name	Check Amount	Description
O	079620	3/10/09	GOODWILL INDUSTRIES OF	\$835.00	Sign Language interpreting services for deaf stude
O	079621	3/10/09	GOVCONNECTION	\$77.64	Three 5-port Ethernet switches.
O	079622	3/10/09	KELLY GRIMES	\$180.00	WORKSHOP PRESENTER
O	079623	3/10/09	GUITAR CENTER	\$257.86	INSTRUCTIONAL SUPPLIES
O	079624	3/10/09	GUNTHER'S ATHLETIC SERVICE	\$1,423.33	LAUNDRY STRAPS AND BASEBALLS
O	079625	3/10/09	GEORGINA GUY	\$73.09	MILEAGE
O	079626	3/10/09	HARDY DIAGNOSTICS	\$1,508.58	MICROBIOLOGY SUPPLIES
O	079627	3/10/09	RUBY HAZZARD	\$7.06	MILEAGE
O	079628	3/10/09	HD SUPPLY FACILITIES MAINT.	\$974.89	ITEMS FOR HART GYMNASIUM AT IVC
O	079629	3/10/09	HEADMASTER, INC.	\$415.05	TENNIS HATS FOR TENNIS TEAMS
O	079630	3/10/09	PATTY HELTON	\$28.90	MILEAGE
O	079631	3/10/09	NATASHA HILTON	\$56.75	OCT-FEB MILEAGE
O	079632	3/10/09	HITT MARKING DEVICES, INC.	\$47.30	APPROVE and NOT APPROVED Stamp
O	079633	3/10/09	HOBSONS, INC	\$2,000.00	HOBSONS INVOICE PAYMENT
O	079634	3/10/09	HOME DEPOT CREDIT SERVICES	\$1,944.78	PAC Supplies
O	079635	3/10/09	TRAN HONG	\$45.21	MILEAGE
O	079636	3/10/09	HUMAN RELATIONS MEDIA	\$153.95	Video
O	079637	3/10/09	REGINA HURLEY	\$70.00	REIMBURSEMENT FOR SPRING 2009 - ART 405 BEGINNING
O	079638	3/10/09	IDEAL DATA SOLUTIONS, INC.	\$545.70	Services for Filing 1099
O	079639	3/10/09	INGARDIA BROTHERS PRODUCE, INC.	\$660.58	Groceries for Foods Lab.
O	079640	3/10/09	INTERMOUNTAIN LOCK & SECURITY	\$826.54	BLANKET P.O. FOR MAINTENANCE SUPPLIES
O	079641	3/10/09	IRVINE PIPE & SUPPLY	\$451.17	PLUMBING SUPPLIES
O	079642	3/10/09	ISLAND PROMOTIONAL PRODUCTS	\$225.50	Flash Drives/BSI Projet
O	079643	3/10/09	IRVINE VALLEY COLLEGE	\$5,916.63	Book Purchases for EOPS Bookloan Program
O	079644	3/10/09	IRVINE VALLEY COLLEGE	\$902.77	Text Books for TPP Program
O	079645	3/10/09	JOHNSTONE SUPPLY	\$251.27	OPEN PURCHASE ORDER FOR PARTS
O	079646	3/10/09	JSTOR	\$5,300.00	Electronic serials renewal per Tom Weisrock
O	079647	3/10/09	JUDGE NETTING, INC.	\$30,198.00	REPLACE FIVE GOLF PANELS & REPAIR IN RANGE NETTING
O	079648	3/10/09	KATERCRAFTS BOOKBINDERS	\$2,062.99	Book binding for ESL titles.
O	079649	3/10/09	KIEFER SPECIALTY FLOORING, INC	\$847.00	MATS FOR THEATRE
O	079650	3/10/09	KIRK	\$270.18	Paper/Envelopes
O	079651	3/10/09	ROBIN MELISSA KLIMOWICZ	\$319.35	Reimburse Staff member for supplies
O	079652	3/10/09	STEVE KORPER	\$160.03	Reimbursement Steve Korper
O	079653	3/10/09	LAB SAFETY SUPPLY INC.	\$1,922.19	SUPPLIES FOR CHEMISTRY LAB
O	079654	3/10/09	LAGUNA GRAPHIC ARTS, INC.	\$37.71	DIGITAL PRINTING SERVICES
O	079655	3/10/09	LASER SOURCE	\$577.55	Toner for A100 fax machine
O	079656	3/10/09	LAWN MOWERS ETC.	\$345.33	BLADE SHARPENING/GROUNDS
O	079657	3/10/09	LIEBERT CASSIDY WHITMORE	\$9,033.93	Attorney Services FY 2008/2009
O	079658	3/10/09	LINKS SIGN LANGUAGE	\$3,068.00	Provide Interpreting Services
O	079659	3/10/09	TEDDI LORCH	\$13.52	MILEAGE
O	079660	3/10/09	LORI MANGELS	\$86.68	MILEAGE
O	079661	3/10/09	MATERIAL SALES UNLIMITED	\$1,651.02	GROUNDS SUPPLIES
O	079662	3/10/09	TRACY MC CONNELL	\$31.71	MILEAGE
O	079663	3/10/09	LYNETTE MCGEE	\$200.00	Contract Services
O	079664	3/10/09	CALVIN MC LAUGHLIN	\$100.00	DISTINGUISHED GUEST SPEAKER
O	079665	3/10/09	McMASTER CARR SUPPLY CO.	\$1,037.08	PHYSICS SUPPLIES
O	079666	3/10/09	SALLIE MILLER	\$285.00	WORKSHOP PRESENTER
O	079667	3/10/09	SUSAN MILLER	\$685.02	REIMBURSEMENT FOR FALL 2008 - FN 400 NUTRITION
O	079668	3/10/09	ALEJANDRO MORENO	\$240.00	WORKSHIP PRESENTER
O	079669	3/10/09	MOULTON-NIGUEL WATER DIST.	\$2,605.67	Billing for Moulton-Niguel water services
O	079670	3/10/09	MSC INDUSTRIAL SUPPLY CO.	\$155.08	RAPIDTECH NONINSTR SUPPLIES

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Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #079467 and 080486

S	Check #	Check Dt	Company Name	Check Amount	Description
O	079671	3/10/09	NEFITCO, INC.	\$170.98	FOAM RULLERS FOR ADAPTED PE
O	079672	3/10/09	MICHAEL O'MEARA	\$20.92	MILEAGE
O	079673	3/10/09	CHURM PUBLISHING CO., INC.	\$1,685.00	Monthly ad insertions in OC Metro Magazine.
O	079674	3/10/09	ORANGE COUNTY PRINTING	\$854.46	Early Bird Program Posters
O	079675	3/10/09	ORANGE COUNTY REGISTER	\$1,109.55	Lariat printing & delivery charges.
O	079676	3/10/09	OCB REPROGRAPHICS, INC.	\$37.81	OPEN PURCHASE ORDER FOR PRINTING SERVICES
O	079677	3/10/09	OCEAN INSTITUTE	\$450.00	Payment for student fees for "AT SEA" Activities
O	079678	3/10/09	OCEANSIDE PHOTO & TELESCOPE	\$2,796.11	ASTRONOMY EQUIPMENT
O	079679	3/10/09	ORCHARD SUPPLY HARDWARE	\$153.97	SUPPLIES
O	079680	3/10/09	OTHER WORLD COMPUTING	\$123.18	photography supplies
O	079681	3/10/09	MARIA PANIAGUA	\$40.78	MILEAGE
O	079682	3/10/09	TAMERA RICE	\$25.55	MILEAGE
O	079683	3/10/09	S & B FOODS	\$364.03	REFRESH.& COFFEE/COUNSELOR DAY EVENT/IVC ATHLETICS
O	079684	3/10/09	SOKHA SONG	\$58.35	MILEAGE
O	079685	3/10/09	PERRY WEBSTER	\$63.52	MILEAGE
O	079686	3/10/09	KAPLAN EARLY LEARNING COMPANY	\$2,208.87	MATERIALS FOR CLASSROOM
O	079687	3/10/09	JUNE M. MILLOVICH	\$256.95	REIMBURSE JUNE MILLOVICH/CDES
O	079688	3/10/09	ORTEGA TACK AND FEED	\$14.84	FOOD AND SUPPLIES FOR ANIMAL CARE
O	079689	3/11/09	ACSIG/EDGE	\$118,685.30	Delta Dental FY 08/09 Fund 01
O	079690	3/11/09	ACSIG/EDGE	\$40,509.22	Vision Services FY 08/09 Fund 01
O	079691	3/11/09	HYATT LEGAL	\$6,460.00	Hyatt Legal Benefits
O	079692	3/11/09	PACIFICARE BEHAVIORAL HEALTH	\$3,045.21	Pacificare Behavioral FY 08/09 Fund 01
O	079693	3/11/09	PRINCIPAL LIFE INSURANCE	\$32,126.50	Long-Term Disability Benefits for 2008-2009 FY
O	079694	3/11/09	PRINCIPAL LIFE INSURANCE	\$29,784.60	Life Insurance Benefitis 2008/2009 FY
O	079695	3/11/09	SISC III HEALTH BENEFITS	\$1,007,136.00	SISC (PPO)-Benefits FY 2008/09 Fund 01
O	079696	3/11/09	UNUM LIFE INSURANCE COMPANY	\$1,499.63	UNUM LTC FY 2008/09
O	079697	3/11/09	UNUM LIFE INSURANCE COMPANY	\$3,084.35	UNUM LTC FY 2008/09
O	079698	3/11/09	ACSIG/EDGE	\$7,263.65	Delta Dental FY 08/09 Fund 71
O	079699	3/11/09	ACSIG/EDGE	\$2,487.82	Vision Services FY 08/09 Fund 07
O	079700	3/11/09	SISC III HEALTH BENEFITS	\$200,184.00	Blue Shield (Retiree) Benefits FY 2008/09
O	079701	3/12/09	U.S. POSTAL SERVICE	\$7,818.04	POSTAGE
O	079702	3/11/09	ACBO	\$285.00	2009 ACBO Spring Conference
O	079703	3/11/09	DAVID BUGAY	\$361.61	VCHR travel to Sacramento
O	079704	3/11/09	CCCAOE	\$395.00	CCCAOE CONFERENCE ATTENDENCE
O	079705	3/11/09	ELIZABETH CIPRES	\$1,194.66	REIMBURSEMENT CONFERENCE Elizabeth Cipres
O	079706	3/11/09	BRANDYE D'LENA	\$40.02	TRAVEL
O	079707	3/11/09	EOPS REGION VIII	\$1,125.00	Conference Registration
O	079708	3/11/09	LINDA GLEASON	\$50.00	CONFERENCE FOR LINDA GLEASON
O	079709	3/11/09	STOCKTON GRAND HILTON	\$517.00	NPDA Tournment Conference
O	079710	3/11/09	STOCKTON GRAND HILTON	\$517.00	NPDA Tournment Conference
O	079711	3/11/09	STOCKTON GRAND HILTON	\$517.00	NPDA Tournment Conference
O	079712	3/11/09	LISA INLOW	\$450.00	Conference Reimbursement for Lisa Inlow
O	079713	3/11/09	MAGNA PUBLICATIONS, INC.	\$229.00	Counseling Web Conference
O	079714	3/11/09	JENNIFER MC CUE	\$384.53	Conference
O	079715	3/11/09	MARTIN MC GROGAN	\$1,705.80	Martin McGrogan and assistant to NSCAA National
O	079716	3/11/09	DAVE ODASSO	\$125.00	Reimbursement
O	079717	3/11/09	GARY POERTNER	\$20.00	Attend Meeting - ATEP Project
O	079718	3/11/09	RED LION HOTEL SACRAMENTO	\$190.82	2009 ACBO Spring Conference
O	079719	3/11/09	RENAISSANCE HOLLYWOOD HOTEL	\$681.18	CONFERENCE FOR PATRICIA FLANIGAN
O	079720	3/11/09	GARY RYBOLD	\$170.00	NPDA Tournment Conference
O	079721	3/11/09	KATHLEEN SCHRADER	\$514.90	ACCCA Conference reimbursement for K. Schrader



## WARRANT REGISTER LISTING

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Bank Account (COUNTY ) - County Account

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	079722	3/11/09	YEMMY TAYLOR	\$650.00	Yemmy Taylor to APA Conference
O	079723	3/11/09	JULIANNA THROCKMORTON	\$125.00	Reimbursement
O	079724	3/11/09	WASC	\$445.00	CONFERENCE FOR PATRICIA FLANIGAN
O	079725	3/12/09	AT&T/MCI	\$15.46	FAX LINES - TRUSTEES FY 08-09
O	079726	3/12/09	CITY OF TUSTIN	\$550.00	MCAS SUBLEASE CITY OF TUSTIN
O	079727	3/12/09	NANCY PADBERG	\$353.84	NPADBERG INTERNET 08/09
O	079728	3/12/09	PASCO SCIENTIFIC	\$1,710.19	PHYSICS EQUIPMENT
O	079729	3/12/09	KEN PATTON	\$43.09	Reimburse Ken Patton
O	079730	3/12/09	PUBLIC BROADCASTING SERVICE	\$59.80	Dept. Resource
O	079731	3/12/09	POWERTRON BATTERY CO.	\$606.20	GOLF CART BATTERIES
O	079732	3/12/09	PYRO-COMM SYSTEMS	\$240.00	CONTRACT SERVICES
O	079733	3/12/09	QUEST DIAGNOSTICS	\$495.30	Blanket for Quest Diagnostics
O	079734	3/12/09	QUICK CAPTION	\$4,015.00	Real Time Captioning Services
O	079735	3/12/09	RALPHS GROCERY COMPANY	\$98.35	Open PO groceries
O	079736	3/12/09	SAMY'S CAMERA	\$588.11	Gorillapod accessories
O	079737	3/12/09	SARGENT-WELCH LLC	\$19.35	PHYSICS SUPPLIES
O	079738	3/12/09	SCANTRON CORPORATION	\$248.18	Scantron Forms
O	079739	3/12/09	SchoolOutfitters.com	\$110.97	STOOL FOR INSTRUCTOR/SBS
O	079740	3/12/09	SECURE LIVE SCAN	\$45.00	Live Scan Short-Term Hourly
O	079741	3/12/09	SEHI PROCOMP COMPUTER PRODUCTS	\$31.94	Instructional supply
O	079742	3/12/09	SEYMOUR SOLAR	\$292.00	ASTRONOMY SUPPLIES
O	079743	3/12/09	SIGMA ALDRICH CHEMICAL CO.	\$80.20	BIOLOGY SUPPLIES
O	079744	3/12/09	SMARDAN SUPPLY - EL MONTE	\$141.86	PLUMBING SUPPLIES
O	079745	3/12/09	SOUTH COAST A.Q.M.D	\$109.00	AQMD ANNUAL EMISSIONS FEES
O	079746	3/12/09	SOUTH COAST A.Q.M.D	\$6,796.84	AQMD ANNUAL OPERATING FEES
O	079747	3/12/09	SOURCE GRAPHICS	\$889.01	Instructional Repair
O	079748	3/12/09	SPECTRUM CHEMICAL MFG. CORP.	\$718.91	BIOLOGY EQUIPMENT
O	079749	3/12/09	SPORTS RESOURCE GROUP, INC.	\$312.50	BIOLOGY SUPPLIES
O	079750	3/12/09	STOVER SEED COMPANY	\$2,316.63	GROUND SUPPLIES
O	079751	3/12/09	FRANK STRNAD	\$95.00	Piano tuning
O	079752	3/12/09	EDWARD TACKETT	\$259.37	ED TACKETT REIMBURSEMENT NON INSTR SUPPL
O	079753	3/12/09	STEVE TEH	\$29.51	Reimbursement for Purchase of Live Mice for BioLab
O	079754	3/12/09	TERMITE TERRY PEST CONTROL	\$150.00	Bee removal as needed
O	079755	3/12/09	TNR TECHNICAL, INC.	\$87.36	ASTRONOMY SUPPLIES
O	079756	3/12/09	TROXELL COMMUNICATIONS, INC.	\$1,497.73	OH Projectors
O	079757	3/12/09	TURF TIRE DISTRIBUTORS	\$177.25	Turf Tire Parts
O	079758	3/12/09	ULINE	\$37.02	DISPLAY HOLDERS
O	079759	3/12/09	UNITED INTERIORS	\$3,740.33	2 Ergonomic chairs for AGB 203 & 204
O	079760	3/12/09	UNITED SITE SERVICES OF CA,	\$87.64	PORTABLE TOILETS
O	079761	3/12/09	USI	\$383.00	SIGNAGE MATERIALS
O	079762	3/12/09	VALIANT, INC.	\$113.65	Remote Controls
O	079763	3/12/09	LUIS MAURICIO VASQUEZ	\$400.00	WORKSHOP PRESENTER
O	079764	3/12/09	VERNIER SOFTWARE	\$31,171.43	CHEMISTRY EQUIPMENT
O	079765	3/12/09	VIDEO SERVICE OF AMERICA	\$5,319.75	Monitor for Studio
O	079766	3/12/09	VWR INTERNATIONAL, INC.	\$387.40	BIOLOGY EQUIPMENT
O	079767	3/12/09	WARD'S NATURAL SCIENCE	\$477.92	CHEMICALS
O	079768	3/12/09	WEBEX COMMUNICATIONS, INC.	\$575.00	Online Meeting Program Software
O	079769	3/12/09	LISA R. WELLER	\$550.00	Harpsichord tuning
O	079770	3/12/09	WESTERN EXTERMINATOR COMPANY	\$550.00	TERMITE TREATMENT FOR CAMPUS POLICE BUILDING
O	079771	3/12/09	DOUGLAS WESTLAKE	\$600.00	Piano tuning & repair services
O	079772	3/12/09	MICHAEL E. WILSON	\$9,000.00	CONSTRUCTION MGMT SERVICES

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Bank Account (COUNTY ) - County Account

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	079773	3/12/09	WITT COMPANY	\$630.86	Blanket PO for RISO Inks & Masters
O	079774	3/12/09	WOODLAND HILLS CAMERA	\$1,359.77	ASTRONOMY EQUIPMENT
O	079775	3/12/09	WORLDPOINT ECC, INC.	\$618.28	SUPPLIES FOR HEALTH SCIENCES CLASSES
O	079776	3/12/09	YALE CHASE MATERIALS	\$391.22	REPAIRS & SUPPLIES
C	079777	3/12/09	RALPHS GROCERY COMPANY	\$-335.11	NUTRITIONAL FOOD AND SUPPLIES
O	079778	3/12/09	ROCKVIEW FARMS	\$255.06	For milk for the CDC children.
O	079779	3/12/09	JANE ROSENKRANS	\$72.18	REIMBURSEMENT FOR CSCCU CONF. SUPPLIES
O	079780	3/12/09	RALPHS GROCERY COMPANY	\$335.11	NUTRITIONAL FOOD AND SUPPLIES
O	079781	3/12/09	ALLDATA LLC	\$1,050.56	ALLDATA SUBSCRIPTION RENEWAL
O	079782	3/12/09	APPLE COMPUTER INC.	\$3,144.89	MAC PRO COMPUTER
O	079783	3/12/09	ROBERT BOSCH, LLC	\$2,125.00	CHECK RUN
O	079784	3/12/09	COAST ROOF CO., INC.	\$1,500.00	COAST ROOF ON BUILDING A-405
O	079785	3/12/09	COMMERCE WEST BANK	\$12,509.98	BID 1081 -VILLAGE SWING SPACE RENOVATION
O	079786	3/12/09	DIRECT PAINTING & DECORATING	\$8,975.00	SCIENCE MATH ROOM 313 INTERIOR PAINTING
O	079787	3/12/09	ENVIRON	\$18,543.92	ATEP Project
O	079788	3/12/09	ESRI	\$2,155.00	CHECK RUN
O	079789	3/12/09	GOVERNMENT FINANCIAL	\$1,702.65	ATEP Project
O	079790	3/12/09	INCENTRA SOLUTIONS	\$13,072.00	IT Software Engineering/Development Services
O	079791	3/12/09	INLAND ACOUSTICS, INC.	\$33,403.40	PKG.Q,MISC.BID 279,BUS.& TECH. INNOV. CTR.
O	079792	3/12/09	JOYCE INSPECTION & TESTING	\$5,600.00	CONSULTANT AGRMT
O	079793	3/12/09	JRH CONSTRUCTION COMPANY, INC.	\$112,589.85	BID 1081 -VILLAGE SWING SPACE RENOVATION
O	079794	3/12/09	KRUEGER INTERNATIONAL	\$6,335.70	FURNITURE FOR BSTIC BUILDING
O	079795	3/12/09	MESA ENERGY SYSTEMS	\$17,280.00	MATERIALS AND TECHNICAL CONSULTANT SERVICES
O	079796	3/12/09	MICROWEST SOFTWARE SYSTEMS,	\$5,312.86	AMMS LICENSES & HARDWARE
O	079797	3/12/09	MOONLIGHT GLASS CO., INC.	\$130,097.90	BID 279, PKG. K,ALUMINUM CURTAIN WALL BUS & TECH.
O	079798	3/12/09	NEUDESIC, LLC	\$181,785.50	Student Information System, Year 3
O	079799	3/12/09	ORANGE COUNTY REGISTER	\$1,523.68	ADVERTISING
O	079800	3/12/09	RGP PLANNING & DEVELOPMENT	\$36,604.74	ATEP Project
O	079801	3/12/09	RJT COMPUQUEST	\$11,830.00	QA Consulting Services
O	079802	3/12/09	SEHI PROCOMP COMPUTER PRODUCTS	\$2,011.32	Color Printer
O	079803	3/12/09	SOC CCD REVOLVING FUND	\$4,480.74	DSA Plan Check Fees
O	079804	3/12/09	TECHSMITH CORP	\$355.90	CHECK RUN
O	079805	3/12/09	TROXELL COMMUNICATIONS, INC.	\$4,800.00	Tech Equipment
O	079806	3/12/09	UNITED SITE SERVICES OF CA,	\$538.86	FENCE RENTAL
O	079807	3/13/09	KATE CLARK	\$9.57	MILEAGE
O	079808	3/13/09	GANAHL LUMBER	\$43.09	Blanket orders for student supplies
O	079809	3/13/09	JIM GASTON	\$101.69	MILEAGE
O	079810	3/13/09	LISA JANE GORE	\$1,000.00	Contract Services
O	079811	3/13/09	W. W. GRAINGER	\$31.70	MAINTENANCE SUPPLIES
O	079812	3/13/09	KELLY GRIMES	\$180.00	WORKSHOP PRESENTER
O	079813	3/13/09	MARLYS GRODT & ASSOCIATES	\$1,000.00	Class Spec -for Saddleback College
O	079814	3/13/09	HAITBRINK ASPHALT PAVING,	\$8,930.00	CONTRACT SERVICES - ASPHALT IMPROVEMENTS
O	079815	3/13/09	HIGHSMITH CO., INC.	\$34.97	Non-iInstructional Supplies-Lang. lab.
O	079816	3/13/09	HOME DEPOT CREDIT SERVICES	\$1,346.29	MAINT/GROUNDS/CUST. SUPPLIES
O	079817	3/13/09	HORIZON	\$1,036.96	GROUNDS SUPPLIES
O	079818	3/13/09	IMAGE PRINTING SOLUTIONS	\$484.88	envelope/white#9/business reply
O	079819	3/13/09	INCENTRA SOLUTIONS OF	\$1,110.00	Exchange deployment and troubleshooting support
O	079820	3/13/09	INTELECOM	\$3,055.53	ok to pay invoice I612264
O	079821	3/13/09	IRVINE PIPE & SUPPLY	\$195.59	BLANKET PURCHASE ORDER FOR PARTS AND SUPPLIES
O	079822	3/13/09	IRVINE VALLEY COLLEGE	\$50,964.67	Book Purchases for EOPS Bookloan Program
O	079823	3/13/09	JOURNEY EDUCATION MARKETING	\$502.38	Software for CAD classes-Sketchup Pro

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Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #079467 and 080486

S	Check #	Check Dt	Company Name	Check Amount	Description
O	079824	3/13/09	FRANCES KELLEY	\$600.00	Contract Services
O	079825	3/13/09	KEYBOARD CONCEPTS	\$48,933.59	Pianos
O	079826	3/13/09	DAVID KIM	\$500.00	Contract Services
O	079827	3/13/09	TAMARA KING	\$131.97	Reimbursement for Internet services
O	079828	3/13/09	KIRK	\$468.14	Paper to make copies
O	079829	3/13/09	LEE WAYNE CORPORATION	\$4,402.36	BODY SPORT FLAT LATEX EXERCISE BANDS FOR EMERITUS
O	079830	3/13/09	LOOMIS, FARGO & CO., INC	\$477.07	Armored Car Service 08/09
O	079831	3/13/09	LYNDA.COM, INC.	\$3,375.00	Online training library
O	079832	3/13/09	DEANNA MAGEE	\$501.00	566043 SCHOLARSHIP FOR STUDENT
O	079833	3/13/09	MIROSLAVA MANCHIK	\$166.65	Reimbursement Mira Manchik
O	079834	3/13/09	MAPLESOFT	\$1,818.62	Maple Software
O	079835	3/13/09	JOSE MARTINEZ TREE SERVICE	\$1,200.00	Tree Service
O	079836	3/13/09	MAVCC (MULTISTATE ACADEMIC	\$138.60	Book for Electronics
O	079837	3/13/09	MC KESSON MEDICAL SURGICAL	\$766.00	P09-03554 CORRECTION
O	079838	3/13/09	MC MAHAN DESK	\$342.65	SM & BGS 132 INTERIOR DESIGN LAB
O	079839	3/13/09	MCMASTER CARR SUPPLY CO.	\$25.24	MAINTENANCE SUPPLIES
O	079840	3/13/09	MIDWEST LIBRARY SERVICE	\$328.49	Purchase books.
O	079841	3/13/09	MODERN BIOLOGY	\$171.35	BIOLOGY SUPPLIES
O	079842	3/13/09	NAT'L ASSOC. OF EMS EDUCATORS	\$70.00	Membership for Barbara Penland
O	079843	3/13/09	NEW PIG CORPORATION	\$93.54	Purchase Universal Mat Pads
O	079844	3/13/09	NEW TOUCH GRAPHICS LLC	\$226.28	ATHLETICS SCHEDULE CARD PRINTING
O	079845	3/13/09	OC PRSA	\$160.00	Kori Garner & M. O'Meara to attend PROTOS Dinner
O	079846	3/13/09	ORANGE COUNTY REGISTER	\$499.00	ONLINE ADVERTISING
O	079847	3/13/09	OCE-USA, INC.	\$2,151.98	Annual Maintenance:Copier
O	079848	3/13/09	OCLC, INC.	\$537.70	Annual Maintenance:Library Data Processing
O	079849	3/13/09	ONESOURCE DISTRIBUTORS, INC.	\$725.91	ELECTRICAL SUPPLIES
O	079850	3/13/09	ORKIN INC.	\$850.00	ANNUAL MAINTENANCE: Bug Control
O	079851	3/13/09	ORKIN INC.	\$721.00	PEST CONTROL
O	079852	3/13/09	SADDLEBACK BOOKSTORE - #296	\$82.10	Book Purchases for EOPS Bookloan Program
O	079853	3/13/09	SADDLEBACK BOOKSTORE - #296	\$237.54	Book Purchases for EOPS Bookloan Program
O	079854	3/13/09	FAWN TANRIVERDI	\$45.00	Staff Reimbursement
O	079855	3/17/09	JULIE ANDERSON	\$238.06	MILEAGE
O	079856	3/17/09	GALE SUPPLY COMPANY	\$2,284.30	JANITORIAL SUPPLIES
O	079857	3/17/09	GANDER-PRINTCO	\$1,251.00	Don Wagner Business Cards
O	079858	3/17/09	GLAXOSMITHKLINE PHARMACEUTICAL	\$1,992.00	required vaccine for students
O	079859	3/17/09	GOLF TEAM PRODUCTS	\$990.00	MEN'S GOLF UNIFORMS
C	079860	3/17/09	E-Z-GO DIVISION OF TEXTRON	\$-6,389.58	GROUPS EQUIPMENT
O	079861	3/17/09	GOODWILL INDUSTRIES OF	\$4,260.00	Sign Language interpreting services for deaf stude
O	079862	3/17/09	W. W. GRAINGER	\$90.21	BUILDING MAINTENANCE SUPPLIES
O	079863	3/17/09	HARDY DIAGNOSTICS	\$320.24	MICROBIOLOGY SUPPLIES
O	079864	3/17/09	J. HARMON CONSTRUCTION INC.	\$3,450.00	INSTALL STRAINERS & RELOCATING DRAINS
O	079865	3/17/09	HERCULES PORTABLE POWER, INC.	\$1,480.00	GENERATOR MAINT
O	079866	3/17/09	HIRSCH PIPE & SUPPLY	\$429.92	PLUMBING & IRRIGATION SUPPLIES
O	079867	3/17/09	HOME DEPOT CREDIT SERVICES	\$1,106.26	Blanket PO for supplies for Environmental Studies
O	079868	3/17/09	INSIGHT MEDIA	\$736.70	Dept. Resource
O	079869	3/17/09	INT'L SECURITY PRODUCTS	\$3,856.09	printing of IVC security transcript paper
O	079870	3/17/09	ISI TELEMAGEMENT SOLUTIONS	\$2,957.00	CHECK RUN
O	079871	3/17/09	ISLAND PROMOTIONAL PRODUCTS	\$1,220.99	Promotional Items for Outreach
O	079872	3/17/09	JOHNSTONE SUPPLY	\$177.33	SUPPLIES FOR MAINTENANCE
O	079873	3/17/09	TAMARA KING	\$87.98	Reimbursement for Internet services
O	079874	3/17/09	KIRK	\$2,094.60	Paper Order

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Bank Account (COUNTY ) - County Account

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Selection: Between #079467 and 080486

S	Check #	Check Dt	Company Name	Check Amount	Description
O	079875	3/17/09	LAB SAFETY SUPPLY INC.	\$181.43	BIOLOGY SUPPLIES
O	079876	3/17/09	LYNDA.COM, INC.	\$107.20	training video
O	079877	3/17/09	MAIN GRAPHICS	\$2,776.78	Instructional Programs Flyers
O	079878	3/17/09	MC KESSON MEDICAL SURGICAL	\$216.17	Medical supplies
O	079879	3/17/09	MOULTON-NIGUEL WATER DIST.	\$6,802.86	Billing for Moulton-Niguel water services
O	079880	3/17/09	BETH MUELLER	\$57.80	MILEAGE
O	079881	3/17/09	MICHAEL O'MEARA	\$26.57	Reimbursement for PROTOS Awards Supplies
O	079882	3/17/09	OCE-IMAGISTICS	\$176.61	PITNEY-BOWES FAX MACHINE RENTAL
O	079883	3/17/09	OCEANSIDE PHOTO & TELESCOPE	\$207.32	ASTRONOMY SUPPLIES
O	079884	3/17/09	LORI PARRA	\$80.73	MILEAGE
O	079885	3/17/09	DEBORA MARTIN	\$2,550.00	For staff training & NAEYC accreditation
O	079886	3/17/09	ORKIN INC.	\$90.00	Annual Maintenance: Bug Control
O	079887	3/17/09	UNITED STATES TREASURY	\$27,016.50	Blanket P.O. needed to pay for Cosmo classes
O	079888	3/17/09	ACBO	\$285.00	Conference for Carol Hilton
O	079889	3/17/09	CACCRAO	\$195.00	CACCRAO ANNUAL CONFERENCE
O	079890	3/17/09	CACCRAO	\$195.00	CACCRAO ANNUAL CONFERENCE
O	079891	3/17/09	CACCRAO	\$195.00	CACCRAO ANNUAL CONFERENCE
O	079892	3/17/09	LISA CAVALLARO	\$767.20	Reimbursement for conference airfare
O	079893	3/17/09	CALIFORNIA COMMUNITY COLLEGES	\$85.00	Conference Attendance
O	079894	3/17/09	CCPRO	\$450.00	Conference for Nina Welch
O	079895	3/17/09	APRIL CUNNINGHAM	\$224.89	Conference Reimbursement for April Cunningham
O	079896	3/17/09	WENDY GABRIELLA	\$160.00	Wendy to Sacramento for a meeting
O	079897	3/17/09	HOTEL PALOMAR SAN FRANCISCO	\$436.59	Conference for Shawn Norman
O	079898	3/17/09	JEFFREY HSU	\$20.00	Training
O	079899	3/17/09	SHARON OLNEY	\$714.54	reimbursement for ACCE 2009 Conf. and meals
O	079900	3/17/09	LARRY RADDEN	\$3,241.13	Reimbursement
O	079901	3/17/09	RED LION HOTEL SACRAMENTO	\$291.70	Conference for Carol Hilton
O	079902	3/17/09	RIE	\$90.00	Conference for Shawn Norman
O	079903	3/17/09	GLENN ROQUEMORE	\$20.00	Travel for Glenn Roquemore
O	079904	3/17/09	TOWN & COUNTRY RESORT HOTEL	\$589.50	CACCRAO ANNUAL CONFERENCE
O	079905	3/17/09	TOWN & COUNTRY RESORT HOTEL	\$442.13	CACCRAO ANNUAL CONFERENCE
O	079906	3/17/09	TOWN & COUNTRY RESORT HOTEL	\$442.13	CACCRAO ANNUAL CONFERENCE
O	079907	3/17/09	MICHELE WOLFF	\$23.95	NURSING INSTR. TO CONF.
O	079908	3/17/09	BOARD OF REGISTERED NURSING	\$105.00	SCHOLARSHIP FOR LICENSURE
O	079909	3/17/09	BRAND ATHLETICS	\$4,689.83	WOMEN'S BASKETBALL GEAR
O	079910	3/17/09	ChemSW, Inc.	\$699.00	SOFTWARE SUPPORT FOR CHEMSW INVENTORY PROGRAM
O	079911	3/17/09	CSU FULLERTON	\$3,000.00	COMMUNITY COLLEGE REPRESENTATIVE
O	079912	3/17/09	BARBARA HUGGINS	\$572.23	SSG/CNSA EVENT
O	079913	3/17/09	S & B FOODS	\$1,948.29	Payment to S&B Foods
O	079914	3/17/09	S & B FOODS	\$29.74	Payment of S&B Foods for refreshments
O	079915	3/17/09	SHELL FLEET CARD SERVICES	\$1,368.64	2008/09 Gasoline
O	079916	3/17/09	PENNY SKAFF	\$113.10	Reimbursement to Penny Skaff
O	079917	3/19/09	PRESS SOLUTIONS, INC.	\$931.61	Newsletter Printer
O	079918	3/19/09	SAN DIEGO GAS & ELECTRIC	\$59,711.46	Electric Service Billing for SDG&E
O	079919	3/19/09	SAN DIEGO GAS & ELECTRIC	\$1,642.44	Electric Service Billing for SDG&E
O	079920	3/19/09	SOUTHERN CALIFORNIA EDISON CO.	\$234.58	ELECTRIC SERVICE ATEP
O	079921	3/19/09	SOUTHERN CALIFORNIA EDISON CO.	\$1,721.50	ELECTRIC SERVICE ATEP
O	079922	3/19/09	SOUTHERN CALIFORNIA GAS CO.	\$114.17	NATURAL GAS
O	079923	3/19/09	SOUTHERN CALIFORNIA GAS CO.	\$12,158.27	PO for gas transmission service.
O	079924	3/19/09	TECHSMITH CORP	\$1,326.79	Morae usability software
O	079925	3/19/09	VALIANT, INC.	\$186.79	Headsets

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Bank Account (COUNTY ) - County Account

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Selection: Between #079467 and 080486

S	Check #	Check Dt	Company Name	Check Amount	Description
O	079926	3/19/09	VERIZON WIRELESS	\$159.26	Cell Phone Service
O	079927	3/19/09	VWR INTERNATIONAL, INC.	\$1,364.03	CHEMISTRY EQUIPMENT
O	079928	3/19/09	WARE DISPOSAL CO., INC.	\$5,438.43	TRASH REMOVAL 2ND YEAR OF 5 YEAR CONTRACT
O	079929	3/19/09	XEROX CORP.	\$5,575.93	XEROX - Maintenance Agreement WCP35HC
O	079930	3/19/09	XEROX CORP.	\$1,216.83	Annual Maintenance: DSPS Copier
O	079931	3/19/09	XEROX CORP.	\$48.59	Annual Maintenance: Copier
O	079932	3/19/09	TKSC	\$231.04	HS Bldg HVAC Heat Load Increase
O	079933	3/19/09	AMERICAN GEOTECHNICAL	\$9,630.00	CONSULTANT AGREEMENT -AMER. GEO.
O	079934	3/19/09	CARRIER JOHNSON	\$18,521.28	HIRE ARCHITECT FOR A-300 REMODEL
O	079935	3/19/09	CAVECCHE ENGINEERING	\$90,569.00	BID 296, A300 REMODEL
O	079936	3/19/09	C.E.M. LAB CORP.	\$8,951.00	CONSULTANT AGRMT-CEM LABS
O	079937	3/19/09	CONSOLIDATED REPROGRAPHICS	\$132.56	REPROGRAPHICS FOR BID DOCS OF IVC B200
O	079938	3/19/09	CORE SOFTWARE CORP	\$50,000.00	HR Enhancements Project
O	079939	3/19/09	ESCAPE TECHNOLOGY, INC.	\$812.50	Escape Upgrade (OL5) Implementation
O	079940	3/19/09	gkkworks	\$44,264.00	CONSTR. MGMT AGRMT
O	079941	3/19/09	INTERNATIONAL CITY BANK	\$10,064.00	BID 296, A300 REMODEL
C	079942	3/19/09	JOYCE INSPECTION & TESTING	\$-14,217.00	HIRE DSA INSPECTOR FOR A300 & B200 AT IVC
O	079943	3/19/09	KRUG, INC.	\$16,155.13	FURNITURE FOR BSTIC BUILDING
O	079944	3/19/09	LAMAR SPACE INC.	\$145.46	TRAILER FOR INSPECTOR OF RECORD ON A300/B200
O	079945	3/19/09	LPA, INC.	\$2,493.00	ARCHITECTURAL SERVICES
O	079946	3/19/09	OM WORKSPACE	\$87,391.18	FURNITURE FOR MULTIPLE ROOMS BST BLDG.
O	079947	3/19/09	PB AMERICAS, INC.	\$1,860.00	LABOR COMPLIANCE CONSULTANT SERV.
O	079948	3/19/09	PCN3, INC.	\$238,615.20	BID 296, B200 SCIENCE LAB ANNEX AND B239 CONVERSIO
O	079949	3/19/09	R2A ARCHITECTURE	\$58,016.66	PROVIDE ARCHITECTURAL SERVICES SC VILLAGE
C	079950	3/19/09	SPORTS SURFACES DISTRIBUTING,	\$-34,650.00	REPLACE TRACK SURFACE
O	079951	3/23/09	DIV. OF THE STATE ARCHITECT	\$1,344.15	PERMIT FEE FOR ADDITIONAL PORTABLES T.I. PROJECT
O	079952	3/24/09	A TO Z WHOLESALE FLORAL SUPPLY	\$1,319.96	Supplies For Floral Design Lab
O	079953	3/24/09	A-1 AWARDS	\$84.00	Donor plate engraving
O	079954	3/24/09	AARDVARK CLAY AND SUPPLIES	\$2,669.67	CERAMIC SUPPLIES
O	079955	3/24/09	ABC ICE HOUSE	\$9.70	INSTRUCTIONAL SUPPLIES
O	079956	3/24/09	ACCUIITY	\$239.00	ACH Participant Directory
O	079957	3/24/09	ADRENALIN SPORTS APPAREL	\$1,383.73	MEN'S VOLLEYBALL PRACTICE GEAR
O	079958	3/24/09	ADVANTA ENERGY	\$950.00	ENERGY SERVICING AGREEMENT
O	079959	3/24/09	ADVANTAGE MARKETING	\$1,438.90	Promotional Items - Job Fairs
O	079960	3/24/09	AIR SOURCE INDUSTRIES, INC.	\$70.89	liquid nitrogen and oxygen for student care
O	079961	3/24/09	AIRGAS WEST	\$376.61	CO2 FOR SWIMMING POOL
O	079962	3/24/09	ALL SIGNS AMERICA	\$318.81	signage for ATEP
O	079963	3/24/09	AMERICAN RED CROSS	\$975.00	MANIKIN FACE SHIELD/IVC HEALTH 2 CLASS
O	079964	3/24/09	AMERICAN SCIENCE & SURPLUS	\$180.45	PHYSICS SUPPLIES
O	079965	3/24/09	JULIE ANDERSON	\$18.74	Reimburse Bio Supplies
O	079966	3/24/09	APPLE COMPUTER INC.	\$12,412.20	Laptops for IT Assoc Directors
O	079967	3/24/09	AQUARIUM OF THE PACIFIC	\$252.00	Marine Bio class field trip to Aqu. of the Pacific
O	079968	3/24/09	ARAMARK UNIFORM SERVICES	\$58.63	Shop coats,etc
O	079969	3/24/09	ARAMARK UNIFORM SERVICES	\$36.20	SHOP RAGS
O	079970	3/24/09	ARMOR VENUE	\$893.05	Instructional supplies for "Forum"
O	079971	3/24/09	ASSET WORKS, INC.	\$659.63	FIXED ASSET TAGS
O	079972	3/24/09	AVACOM	\$342.83	OPEN PO FOR AVACOM PRINTER SERVICE
O	079973	3/24/09	B & H PHOTO	\$49.00	BIOLOGY SUPPLIES
O	079974	3/24/09	BAKER & TAYLOR	\$9,108.43	Library books per Tom Weisrock request
O	079975	3/24/09	BAKER & TAYLOR	\$274.41	Open PO to purchase books.
O	079976	3/24/09	BATTERY SPECIALTIES	\$64.16	FEE-BASED BIOLOGY SUPPLIES

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	079977	3/24/09	BBS TECHNOLOGIES, INC.	\$1,965.04	CHECK RUN
O	079978	3/24/09	BEE MAN	\$175.00	EMERGENCY BEE CONTROL
O	079979	3/24/09	BILL'S SWEEPING SERVICE, INC.	\$520.00	BILL'S SWEEPING SERVICE
O	079980	3/24/09	BIO-RAD LABORATORIES, INC.	\$1,055.35	BIOLOGY SUPPLIES
O	079981	3/24/09	BLICK ART MATERIALS	\$199.30	WOOD FRAMES
O	079982	3/24/09	BOARD OF REGISTERED NURSING	\$105.00	SCHOLARSHIP FOR LICENSURE
O	079983	3/24/09	ARNOLD BRAY	\$2,000.00	Legislative Advocacy
O	079984	3/24/09	BMI GENERAL LICENSING	\$7,726.56	BMI license for District Music Use
O	079985	3/24/09	MIKE BROWN GRANDSTANDS, INC.	\$500.00	Baseball Bleacher Seating
O	079986	3/24/09	BUDDY'S ALL STARS	\$448.24	Men's Golf Uniform Supplies
O	079987	3/24/09	BULB DIRECT, INC.	\$76.23	BIOLOGY SUPPLIES
O	079988	3/24/09	KRISTEN BUSH	\$1,360.00	Consulting Services: Web Development & Maint.
O	079989	3/24/09	BUY PC SUPPLIES, LLC	\$81.11	Vinyl dust covers
O	079990	3/24/09	DONALD EISENTRAUT	\$2,000.00	Contract Services
O	079991	3/24/09	FEDERAL EXPRESS	\$643.15	FEDERAL EXPRESS CHARGES
O	079992	3/24/09	FRY'S ELECTRONICS	\$2,043.08	OPEN PO FOR COMPUTER SUPPLIES
O	079993	3/24/09	MISSION VIEJO COUNTRY CLUB	\$147.31	Marketing Retreat
O	079994	3/24/09	THORN SMITH LABORATORIES	\$334.00	CHEMISTRY SUPPLIES
O	079995	3/25/09	ALVAREZ & MARSAL	\$11,870.85	ATEP Project
O	079996	3/25/09	LEE ARMSTRONG CO., INC.	\$47,225.00	SSC FLOORING
O	079997	3/25/09	COUTS HEATING & COOLING, INC.	\$30,231.60	BID 279,PKG. T,HVAC, BUS & TECH INNOV CTR.
O	079998	3/25/09	CSU FULLERTON	\$5,245.00	ATEP Project
O	079999	3/25/09	HAITBRINK ASPHALT PAVING,	\$5,750.00	REMOVE SOFTBALL BACKSTOPS & BATTING CAGE
O	080000	3/25/09	JACKSON, DE MARCO, TIDUS,	\$69,685.22	ATEP Legal Professional Services
O	080001	3/25/09	JOYCE INSPECTION & TESTING	\$8,297.00	HIRE DSA INSPECTOR FOR A300 & B200 AT IVC
O	080002	3/25/09	MAIN ELECTRIC SUPPLY CO.	\$19,860.48	ELECTRICAL SUPPLIES FOR MCKINNEY THEATRE
O	080003	3/25/09	MARK IV COMMUNICATIONS, INC.*	\$1,108.39	Cable Installation
O	080004	3/25/09	MC KENNA LONG & ALDRIDGE, LLP	\$230.35	ATEP Project
O	080005	3/25/09	NEUDESIC, LLC	\$189,650.00	Student Information System, Year 3
O	080006	3/25/09	NEWPORT COMPUTER SOLUTIONS, INC	\$7,639.66	Server Consolidation Project
O	080007	3/25/09	PINNACLE LANDSCAPE COMPANY	\$4,630.00	Campus Beautification
O	080008	3/25/09	PJHM ARCHITECTS	\$19,900.00	POOL DECK REPLACEMENT DESIGN SVC: ARCH AGREEMENT
O	080009	3/25/09	PROAIR CONSTRUCTION SVCS. INC.	\$8,630.00	PROVIDE HEAT PUMP AT PE-100 SC
O	080010	3/25/09	PUBLIC ECONOMICS, INC.	\$14,639.22	CONSULTING SERVICES-REDEVELOPMENT
O	080011	3/25/09	R & M ELECTRICAL CONTRACTING	\$32,908.50	FOR INSTALL OF POOL SIGN, SC
O	080012	3/25/09	R2A ARCHITECTURE	\$125,699.22	VILLAGE EXPANSION ARCHITECT SERVICES
O	080013	3/25/09	REPRO XPRESS	\$1,061.00	SPECIFICATION COPIES FOR DEMO SUBMITTAL TO TUSTIN
O	080014	3/25/09	RGP PLANNING & DEVELOPMENT	\$51,453.74	ATEP Project
O	080015	3/25/09	RJT COMPUQUEST	\$5,070.00	QA Consulting Services
O	080016	3/25/09	SAMY'S CAMERA	\$258.60	Cases for P2 Card readers
O	080017	3/25/09	SEHI PROCOMP COMPUTER PRODUCTS	\$5,045.90	BROTHER MULTIFUNCTION PRINTER
O	080018	3/25/09	LISA SMOLEN & ASSOCIATES	\$10,936.63	KURZWEIL NETWORK LICENSES
O	080019	3/25/09	TEQUIPMENT.NET	\$5,469.75	ANALYZER
O	080020	3/25/09	UNION BANK OF CALIFORNIA	\$3,359.40	BID 279,PKG. T,HVAC, BUS & TECH INNOV CTR.
O	080021	3/26/09	TRUDI BAGGS	\$74.14	MILEAGE
O	080022	3/26/09	ELIZABETH FLORES	\$14.65	MILEAGE
O	080023	3/26/09	THE GALE GROUP	\$91.45	Library books per Tom Weisrock request
O	080024	3/26/09	GALE SUPPLY COMPANY	\$3,654.88	JANITORIAL SUPPLIES
O	080025	3/26/09	GANDER-PRINTCO	\$364.20	Blanket PO to Gander for Shrinkwrap and Bindery
O	080026	3/26/09	GENESIS, INC.	\$337.25	ECOLOBY SUPPLIES
O	080027	3/26/09	GOLF VENTURES WEST	\$6,389.58	GROUNDS EQUIPMENT

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Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #079467 and 080486

S	Check #	Check Dt	Company Name	Check Amount	Description
O	080028	3/26/09	EMILIA GONZALEZ	\$900.00	Child Care Services
O	080029	3/26/09	GOOD STUFF	\$28.99	CHECK RUN
O	080030	3/26/09	GOPHER	\$580.27	2 racks medicine balls PE 307/600
O	080031	3/26/09	GOVCONNECTION	\$133.76	Supplies for Astronomy
O	080032	3/26/09	W. W. GRAINGER	\$160.69	MAINTENANCE SUPPLIES
O	080033	3/26/09	GRANICUS, INC.	\$1,075.00	Board Meeting Streaming Video Monthly Support
O	080034	3/26/09	DIANA GRAY	\$617.50	Contract Services
O	080035	3/26/09	KELLY GRIMES	\$360.00	WORKSHOP PRESENTER
O	080036	3/26/09	HAITBRINK ASPHALT PAVING,	\$910.00	parking lot support
O	080037	3/26/09	NED R. HEALY & COMPANY	\$132.17	OPEN P.O. FOR SUPPLIES
O	080038	3/26/09	BETH HENSHAW	\$251.00	985568 SCHOLARSHIP FOR STUDENT
O	080039	3/26/09	GABRIELA HERNANDEZ	\$50.00	PANEL PRESENTER
O	080040	3/26/09	RALPH E. HEROLD	\$100.00	DISTINGUISHED GUEST SPEAKER
O	080041	3/26/09	HIRSCH PIPE & SUPPLY	\$90.73	PLUMBING & IRRIGATION SUPPLIES
O	080042	3/26/09	HOME DEPOT CREDIT SERVICES	\$1,153.39	Photography supplies
O	080043	3/26/09	INGARDIA BROTHERS PRODUCE, INC.	\$270.44	Groceries for Foods Lab.
O	080044	3/26/09	INSIGHT MEDIA	\$410.22	Dept. Resource
O	080045	3/26/09	INTERMOUNTAIN LOCK & SECURITY	\$31.03	BLANKET P.O. FOR MAINTENANCE SUPPLIES
O	080046	3/26/09	IRVINE RANCH WATER DIST.	\$7,496.20	WATER SERVICE
O	080047	3/26/09	IRVINE VALLEY COLLEGE	\$2,922.74	Book purchases for EOPS bookloan program
O	080048	3/26/09	IVC CHILD DEVELOPMENT CENTER	\$700.00	Child Care Services
O	080049	3/26/09	DR. CRAIG JUSTICE	\$42.01	Reimburse Craig Justice for keyboard stand.
O	080050	3/26/09	KENNY'S AUTO UPHOLSTER INC.	\$800.00	Repair Cart Seats
O	080051	3/26/09	KIEFER SPECIALTY FLOORING, INC	\$296.00	FLOOR MATS
O	080052	3/26/09	KOSS INTERNATIONAL	\$196.20	ART SUPPLIES
O	080053	3/26/09	KUSTOM KEY, INC.	\$473.55	CUSTOM KEYS
O	080054	3/26/09	GARY L. KUSUNOKI	\$120.00	Hearing Examiner
O	080055	3/26/09	LAMA BOOKS	\$47.34	Occup Programs in CA Comm Coll 2008-10
O	080056	3/26/09	LAWNMOWERS ETC.	\$483.55	BLADE SHARPENING/GROUNDS
O	080057	3/26/09	MICHAEL LEVINE, INC.	\$197.37	Blanket for instructor supplies
O	080058	3/26/09	LINKS SIGN LANGUAGE	\$987.00	Provide Interpreting Services
O	080059	3/26/09	ANTHONY LIPOD	\$42.41	MILEAGE
O	080060	3/26/09	LOCKHEED MARTIN DISTRIBUTION	\$58.79	PHYSICS SUPPLIES
O	080061	3/26/09	MAQUINSAL SEWING MACHINE CO.	\$318.32	Equip. Repair
O	080062	3/26/09	MC KESSON MEDICAL SURGICAL	\$793.82	medical supplies for student health care
O	080063	3/26/09	MCMaster CARR SUPPLY CO.	\$1,514.39	PHYSICS SUPPLIES
O	080064	3/26/09	MC PEEK'S DODGE OF ANAHEIM	\$32,486.76	2009 Dodge Charger Police Patrol Vehicle
O	080065	3/26/09	SHAKEH MEHRABIAN	\$14.65	MILEAGE
O	080066	3/26/09	MICROFIBER PRODUCTS ONLINE, INC	\$208.82	Request pointing laser for observational astronomy
O	080067	3/26/09	MIDWEST LIBRARY SERVICE	\$326.92	Purchase books.
O	080068	3/26/09	SALLIE MILLER	\$180.00	WORKSHOP PRESENTER
O	080069	3/26/09	MISSION PRINTING COMPANY	\$2,575.23	SOCACD Harassment Policy Brochure
O	080070	3/26/09	MOLE-RICHARDSON	\$543.67	Grip Supplies for filmmaking classes
O	080071	3/26/09	AUGUSTINE NAVARRO	\$180.00	WORKSHOP PRESENTER
O	080072	3/26/09	NAVIGATORS PRINT & DESIGN INC	\$881.93	printing of letterhead
O	080073	3/26/09	NEW TOUCH GRAPHICS LLC	\$77.58	Reminder Post Cards
O	080074	3/26/09	NEWARK ELECTRONICS	\$907.63	GEOLOGY LAB SUPPLIES/EQUIPMENT
O	080075	3/26/09	HSBC	\$991.70	AUTOMOTIVE EQUIPMENT
O	080076	3/26/09	NU AGE DEVELOPMENT, INC.	\$13,752.00	A-400 Remodel
O	080077	3/26/09	NYLON MAGAZINE	\$19.95	Dept. Resource
O	080078	3/26/09	ORANGE CO. AUDITOR-CONTROLLER	\$5,288.50	Annual Maintenance: Citations

## WARRANT REGISTER LISTING

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Bank Account (COUNTY ) - County Account

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	080079	3/26/09	ORANGE CO. AUDITOR-CONTROLLER	\$5,306.00	Surcharge Parking Citations
O	080080	3/26/09	ORANGE CO. BUSINESS JOURNAL	\$69.00	CHECK RUN
O	080081	3/26/09	OC PRSA	\$130.00	PROTOS Award Entry
O	080082	3/26/09	OXFORD UNIVERSITY PRESS	\$13.20	Purchase ESL books for Prof. Susan Stern.
O	080083	3/26/09	EVELIA RAMIREZ	\$14.71	MILEAGE
O	080084	3/26/09	S & B FOODS	\$646.50	2009 H.S. Councilors Conference Lunch
O	080085	3/26/09	JUNE M. MILLOVICH	\$104.21	REIMBURSE JUNE MILLOVICH
O	080086	3/26/09	C.T.I./VALUELINE	\$142.26	ARCHITECTURE SUPPLIES
O	080087	3/26/09	CALIFORNIA POWER PARTNERS, INC.	\$49,233.84	ENERGY CONSERVATION PROJECTS
O	080088	3/26/09	CALIFORNIA STAGE/LIGHTING, INC	\$13,267.89	Wireless communication system
O	080089	3/26/09	RICK CABRERA	\$117.11	PATCH BOARD FOR IVCPD LOBBY
O	080090	3/26/09	CAPISTRANO UNIFIED SCHOOL	\$14,625.00	tech prep allocation Q2/Q3/Q4
O	080091	3/26/09	CAPISTRANO SEWING MACHINE CO	\$208.56	FASHION SUPPLIES
O	080092	3/26/09	COMMUNITY COLLEGE LEAGUE OF	\$21.00	Purchase Community College Directory
O	080093	3/26/09	CCPRO	\$180.00	CCPRO Awards
O	080094	3/26/09	RAY CHANDOS	\$68.40	REIMBURSEMENT FOR ELECTRONICS SUPPLIES
O	080095	3/26/09	CHEFS' TOYS	\$198.56	FOOD/NUTRITION SUPPLIES
O	080096	3/26/09	COLLEGE OF DUPAGE PRESS	\$250.00	NEW EQUIPMENT FOR NURSING
O	080097	3/26/09	COMMITTEE ON ACCRED. OF EDUC.	\$1,850.26	Accreditation Site Visit Expenses
O	080098	3/26/09	COMMUNICATION ARTS	\$53.00	CHECK RUN
O	080099	3/26/09	COMMUNITY PRODUCTS, LLC	\$7,554.00	FURNITURE ORDER
O	080100	3/26/09	CPR SAVERS & FIRST AID SUPPLY	\$213.32	GROUND SUPPLIES
O	080101	3/26/09	PAUL CURTIS	\$20.00	Reimbursement for fuel
O	080102	3/26/09	AMERICAN EXPRESS	\$4,433.20	Attend 2009 CIAC Conference-SanFrancisc
O	080103	3/26/09	AMERICAN EXPRESS	\$1,217.20	Conference for April Cunningham
O	080104	3/26/09	DAVID E. ANDERSON, JR.	\$422.97	CONFERENCE FOR ACCE-DAVID ANDERSON-2/25-27, 2009
O	080105	3/26/09	JANET BAGWELL	\$927.90	Conference Reimbursement for Janet Bagwell
O	080106	3/26/09	CCPRO	\$450.00	Conference
O	080107	3/26/09	NCIAC	\$175.00	Tam Do to attend 2009 CIAC Conference-SFO
O	080108	3/26/09	JEAN MARI DAGARIN	\$356.20	REIMBURSEMENT for Conference Airfare
O	080109	3/26/09	EMBASSY SUITES	\$344.10	Tam Do to attend 2009 CIAC Conference-SFO
O	080110	3/26/09	SHANNON FASELER	\$155.00	Shannon Hayes Faseler to Conference
O	080111	3/26/09	WENDY GABRIELLA	\$250.96	Wendy Gabriella to Conference
O	080112	3/26/09	DAVID D. GATEWOOD	\$453.22	CONFERENCE FOR DAVID GATEWOOD
O	080113	3/26/09	CHRIS HOGSTEDT	\$765.25	Christine Hogstedt to The New Frontier of Student
O	080114	3/26/09	RACHEL MANDERS	\$441.00	Reimbursement for conference attendance
O	080115	3/26/09	NAFSA 2008	\$644.00	NAFSA 2009 CONFERENCE FOR NORMA YANNI
O	080116	3/26/09	TERENCE NELSON	\$206.55	SAN DIEGO MESA SITE REVIEW FOR CATEGORICAL PROGRAM
O	080117	3/26/09	LORI PARRA	\$99.00	Conference Attendance - Lori Parra
O	080118	3/26/09	KEN PATTON	\$610.00	3DSUG CONF 2009/MAR 15-19/DAYTONA BEACH, FL
O	080119	3/26/09	RANDY W. PEEBLES	\$326.19	CONFERENCE FOR RANDY PEEBLES
O	080120	3/26/09	DIANE PESTOLESI	\$105.00	CONFERENCE FOR DIANE PESTOLESI
O	080121	3/26/09	RENAISSANCE HOLLYWOOD HOTEL	\$681.18	CONFERENCE FOR CLAIRE CESARBO-SILVA
O	080122	3/26/09	TAMERA RICE	\$177.95	CONFERENCE FOR TAMERA RICE
O	080123	3/26/09	SHERATON FAIRPLEX HOTEL	\$169.51	CONFERENCE FOR DEBBIE DAUTEL
O	080124	3/26/09	DON TAYLOR	\$1,193.49	Conference requisition for Don Taylor
O	080125	3/26/09	ULV - EDUCATION DEPARTMENT	\$50.00	CONFERENCE FOR DEBBIE DAUTEL
O	080126	3/26/09	MARY WILLIAMS	\$1,343.58	CCCAOE CONFERENCE ATTENDENCE
O	080127	3/26/09	RICHARD ZUCKER	\$650.00	Richard Zucker to AMATYC 34th Annual Conference
O	080128	3/26/09	JUNE M. MILLOVICH	\$181.38	REIMBURSE JUNE MILLOVICH
O	080129	3/27/09	J.D. MUSIC PUBLICATIONS	\$80.00	Book for jazz music courses



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Bank Account (COUNTY ) - County Account

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Selection: Between #079467 and 080486

S	Check #	Check Dt	Company Name	Check Amount	Description
O	080130	3/27/09	OFFICEMAX CONTRACT INC.	\$8,658.84	Office Max Supply Orders 2008/2009
O	080131	3/27/09	PACIFIC CLIPPINGS	\$118.00	020496
O	080132	3/27/09	PARKWAY LAWNMOWER SHOP	\$200.12	OPEN PURCHASE ORDER FOR PARTS
O	080133	3/27/09	BOB PARRETT CONSTRUCTION	\$5,740.00	INSTALL WINDOW & INFILL DOOR FOR AGB
O	080134	3/27/09	THE PATON GROUP	\$2,818.75	DMP CLASSROOM EQUIPMENT
O	080135	3/27/09	PAULINE JOHNSON, PAULINE'S	\$574.25	Recognition Medals
O	080136	3/27/09	PENN CORPORATE RELOCATION	\$1,252.00	RELOCATION SERVICES
O	080137	3/27/09	J.W. PEPPER & SON, INC.	\$939.57	MUSIC SUPPLIES FOR FALL 2008, SPRING 2009, & SUMME
O	080138	3/27/09	LILIANN PEREZ-STROUD	\$420.00	WORKSHOP PRESENTER
O	080139	3/27/09	PHOENIX GROUP INFORMATION SYS.	\$1,359.20	Citation Management
O	080140	3/27/09	PHOTODEX CORPORATION	\$106.85	Library DVD roms per Tom Weisrock request
O	080141	3/27/09	PORT SUPPLY	\$235.58	Blanket PO for Instructional Supplies - MST Class
O	080142	3/27/09	PRAXAIR	\$215.61	REFILL EXCH. GASES
O	080143	3/27/09	PRO TECHNOLOGY AUTOMATION, INC	\$3,034.17	CHECK RUN
O	080144	3/27/09	PSYCHOLOGICAL CORPORATION, INC	\$260.00	Pre-Employment Psy. Eval-HR
O	080145	3/27/09	PURETEC	\$428.06	EQUIPMENT MAINTENANCE & SUPPLIES
O	080146	3/27/09	QUEZADA PRO LANDSCAPE, INC.	\$3,305.00	PRUNING OR REMOVING TRESS
O	080147	3/27/09	QUICK CAPTION	\$275.00	Captioning services for Hearing impaired students
O	080148	3/27/09	R2A ARCHITECTURE	\$23,988.09	PHOTOGRAPHY WEB LAB
O	080149	3/27/09	REALVOLLEYBALL.COM	\$5,066.46	MEN'S VOLLEYBALL UNIFORMS
O	080150	3/27/09	REFRIGERATION SUPPLIES DIST.	\$303.89	HVAC SUPPLIES
O	080151	3/27/09	BONNIE RENNIE	\$60.00	Sign Interpreter Services
O	080152	3/27/09	FRANK RIZZO	\$699.05	Expense Reimbursement
O	080153	3/27/09	SAFEWAY INC/PAVILIONS	\$238.96	Groceries for Foods Lab.
O	080154	3/27/09	SALEM PRESS, INC.	\$332.95	Library books per Tom Weisrock request
O	080155	3/27/09	SAMY'S CAMERA	\$547.05	Photography supplies
O	080156	3/27/09	SARGENT-WELCH LLC	\$3,598.70	CHEMISTRY EQUIPMENT
O	080157	3/27/09	PAUL M. SAUER	\$5,775.00	CACT MARKETING AND COURSE REGISTRATION
O	080158	3/27/09	FHEG SADDLEBACK BOOKSTORE	\$37,471.50	Textbooks for EOPS Eligible students
O	080159	3/27/09	FHEG - SADDLEBACK BOOKSTORE	\$708.63	Saddleback Bookstore Billing
O	080160	3/27/09	FHEG SADDLEBACK COLLEGE	\$165.34	College Bookstore: Books, Magazines, etc.
O	080161	3/27/09	SCANTRON CORPORATION	\$25.76	Scantron Forms 9702
O	080162	3/27/09	SEHI PROCOMP COMPUTER PRODUCTS	\$6,780.60	Printer Purchase
O	080163	3/27/09	SHRED-IT	\$220.00	For Shred-it monthly service
O	080164	3/27/09	SIERRA SOIL PRODUCTS	\$3,523.43	GROUPS SUPPLIES
O	080165	3/27/09	SILVER STATE COACH, INC.	\$2,896.24	TRANSPORTATION FOR COLLEGE & CAREER DAY
O	080166	3/27/09	ROBERT W. SIMONEAU	\$12,460.00	CONTRACT: ROBERT SIMONEAU
O	080167	3/27/09	PENNY SKAFF	\$409.83	REIMBUSMENT TO PENNY SKAFF
O	080168	3/27/09	SKYLINE NORTHEAST	\$2,100.00	Display Tradeshow Package
O	080169	3/27/09	SOUTHERN CALIFORNIA EDISON CO.	\$1,333.00	Annual Electric Service
O	080170	3/27/09	SOUTHERN CALIFORNIA EDISON CO.	\$10,234.13	Annual Electric Service
O	080171	3/27/09	SOUTHERN CALIFORNIA EDISON CO.	\$12,820.11	Annual Electric Service
O	080172	3/27/09	SOUTHERN CALIFORNIA GAS CO.	\$2,072.13	Annual Gas Service
O	080173	3/27/09	SOUTHERN CALIFORNIA GAS CO.	\$8,614.45	Annual Gas Service
O	080174	3/27/09	SOUTHERN CALIFORNIA GAS CO.	\$29.44	Annual Gas Service
O	080175	3/27/09	SOUTH COAST FAMILY	\$245.00	Pre-Employment Medical Eval-Police
O	080176	3/27/09	SOUTH ORANGE COUNTY COMMUNITY	\$18,111.52	Beginning Balance Refund
O	080177	3/27/09	SPECTRUM CHEMICAL MFG. CORP.	\$19,686.24	MARINE SCIENCE SUPPLIES
O	080178	3/27/09	SPORTWISE, LLC	\$510.00	MEN'S SOCCER BALLS
O	080179	3/27/09	ST. ANDREW'S CHILDREN'S CENTER	\$1,095.00	Child Care Services
O	080180	3/27/09	STRATA INFORMATION GROUP	\$3,133.94	Professional Services from Kari Blinn

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	080181	3/27/09	TENNIS WAREHOUSE	\$1,159.31	Men's Tennis Team Uniform Supplies
O	080182	3/27/09	ARLENE THOMAS	\$111.47	Reimbursement to Faculty
O	080183	3/27/09	TRANE	\$582.30	OPEN PURCHASE ORDER FOR PARTS AND SUPPLIES
O	080184	3/27/09	TRI-BEST VISUAL DISPLAY	\$637.32	Instructional supplies
O	080185	3/27/09	ARACELLI TRUJILLO	\$50.00	PANEL PRESENTER
O	080186	3/27/09	TUSTIN CHAMBER OF COMMERCE	\$180.00	CHECK RUN
O	080187	3/27/09	U.S. DATA TRUST CORPORATION	\$3,174.00	Continuous OffSite Data Backup Service (LiveVault)
O	080188	3/27/09	ULINE	\$565.27	SHIPPING SUPPLIES
O	080189	3/27/09	ULTIMATE OFFICE	\$197.93	OFFICE SUPPLIES
O	080190	3/27/09	UNITED INTERIORS	\$30,896.12	CHAIRS FOR DEPT CHAIR OFFICE
O	080191	3/27/09	UNITED SITE SERVICES OF CA,	\$236.94	PORTABLE RESTROOM FOR IVC BASEBALL FIELD
O	080192	3/27/09	USA MOBILITY	\$65.38	PAGER RENTAL AND MAINTENANCE CONTRACT
O	080193	3/27/09	VERIZON WIRELESS	\$617.20	Annual Maintenance:Emergency Cell Phone Service
O	080194	3/27/09	VFS INC.	\$1,074.00	VALVE REPAIRS
O	080195	3/27/09	VWR INTERNATIONAL, INC.	\$1,010.39	CHEMISTRY SUPPLIES
O	080196	3/27/09	WARE DISPOSAL CO., INC.	\$1,436.13	Annual Maintenance: Trash removal
O	080197	3/27/09	WENGER CORPORATION	\$2,279.32	PAC Seating dust covers
O	080198	3/27/09	WESTERN EXTERMINATOR COMPANY	\$895.00	CONTRACT SERVICES
O	080199	3/27/09	WIRED PLANET	\$2,825.00	Contract Services for web design
O	080200	3/27/09	WORLDWIDE RECOVERY	\$154.00	TRANSPORTATION SERVICE PARTS
O	080201	3/27/09	XEROX CORP.	\$9,749.05	Lease/Mtce Agmet for 15 Xerox Walk-up Copiers
O	080202	3/27/09	XEROX CORP.	\$8,185.87	Lease/Mtce Agmet for 15 Xerox Walk-up Copiers
O	080203	3/27/09	NINA M. YAMASAKI	\$315.00	PANEL PRESENTER
O	080204	3/27/09	OFFICEMAX CONTRACT INC.	\$234.85	Office Max Supply Orders 2008/2009
O	080205	3/27/09	PETCO	\$299.39	For pet supplies for the CDC.
O	080206	3/27/09	SAM'S CLUB	\$788.54	Classsroom supplies & snacks for the CDC children.
O	080207	3/27/09	SMART & FINAL IRIS CO.	\$210.83	For food and supplies for the CDC.
O	080208	3/27/09	UNITED INTERIORS	\$446.72	BOX OFFICE PERIPHERALS
O	080209	3/27/09	SO. ORANGE CO. COMM. COL. DIST	\$1,517.75	Reimburse SOCCCD Checking
O	080210	3/27/09	SO. ORANGE CO. COMM. COL. DIST	\$2,064.00	Reimburse Checking Account Workers' Comp Claims
O	080211	3/27/09	RPM CONSULTANT GROUP	\$2,000.00	GASB 43 & 45 Compliance
O	080212	4/01/09	WELLS FARGO BANK #4198	\$1,815.63	name tags for health center staff
O	080213	4/01/09	WELLS FARGO BANK #4198	\$152.70	REPLACEMENT PART FOR COPIER
O	080214	4/01/09	WELLS FARGO BANK #3465	\$3,118.29	Fire Alarm
O	080215	4/01/09	WELLS FARGO BANK #4214	\$252.00	Subscription to Constant Contact e-mail communicat
O	080216	4/01/09	WELLS FARGO BANK #3317	\$984.44	Instructional Supplies-Reading Lab.
O	080217	4/01/09	WELLS FARGO BANK #3317	\$540.00	Request star maps for students
O	080218	4/01/09	WELLS FARGO BANK #3465	\$292.38	Target (purchase for CDC)
O	080219	4/02/09	CHERYL ALTMAN	\$977.90	Conference Reimbursement for Cheryl Altman
O	080220	4/02/09	NANCY N. BESSETTE	\$955.54	Conference Reimbursement for Nancy Bessette
O	080221	4/02/09	DR. ROBERT BRAMUCCI	\$109.05	Travel expenses for Bob Bramucci
O	080222	4/02/09	COMMUNITY COLLEGE FOUNDATION	\$1,000.00	Conference registration
O	080223	4/02/09	COMMUNITY COLLEGE LEAGUE OF	\$560.00	Registration: Sandy Jeffries SCCCCO Conf 4/22-24
O	080224	4/02/09	KARIN COOPER	\$450.00	Conference Reimbursement for Karin Cooper
O	080225	4/02/09	ROBERT COSGROVE	\$945.00	Conference Reimbursement for Bob Cosgrove
O	080226	4/02/09	HAL DOUGLAS CUSTANCE	\$450.00	Conference Reimbursement for Hal Douglas Custance
O	080227	4/02/09	GERRY DOOLITTLE	\$1,502.04	Reimburse staff member for conference registration
O	080228	4/02/09	DEBRA FRIEDMAN	\$76.45	Attendance for Educating for Career.
O	080229	4/02/09	JENNIFER GLEIZER	\$50.81	Conference for Jennifer Gleizer
O	080230	4/02/09	JENNIFER HEDGECKOCK	\$852.61	Conference Reimbursement for Jennifer Hedgecock
O	080231	4/02/09	ELIZABETH HORAN	\$175.00	Conference Reimbursement for Elizabeth Horan

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Bank Account (COUNTY ) - County Account

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	080232	4/02/09	JENNY LANGRELL	\$1,000.00	Conference Reimbursement for Jenny Langrell
O	080233	4/02/09	MARINES' MEMORIAL CLUB & HOTEL	\$585.60	Conference
O	080234	4/02/09	RAGHU MATHUR	\$69.88	Raghu Mathur to TechEd 2009
O	080235	4/02/09	CLIFFORD MEYER	\$570.40	Conference Reimbursement for Clifford Meyer
O	080236	4/02/09	JANINE O'BUCHON	\$25.00	REIMBURSEMENT J. O'BUCHON
O	080237	4/02/09	ALLSCRIPTS, INC	\$104.18	medicines needed for patient care
O	080238	4/02/09	DAVID E. ANDERSON, JR.	\$47.96	MILEAGE
O	080239	4/02/09	BAKER & TAYLOR	\$8,917.03	Library DVDs per Tom Weisrock request
O	080240	4/02/09	BAKER & TAYLOR	\$108.31	Purchase Books.
O	080241	4/02/09	BEDLINERS PLUS	\$1,120.60	Bedliner for AV Cart
O	080242	4/02/09	ERMANNO BENCIVENGA	\$100.00	DISTINGUISHED GUEST SPEAKER
O	080243	4/02/09	BONE CLONES, INC.	\$7,885.85	BIOLOGY EQUIPMENT
O	080244	4/02/09	LAURA BONSALE	\$110.77	Reimbursement to Faculty
O	080245	4/02/09	BOXCAR PRESS	\$340.00	2 Boxcar bases for letterpress class
O	080246	4/02/09	BP ENERGY COMPANY	\$62,492.02	NATURAL GAS PURCHASES
O	080247	4/02/09	BRAVO SIGN & DESIGN	\$36,437.59	CAMPUS WIDE SIGNAGE PROJECT
O	080248	4/02/09	BUDDY'S ALL STARS	\$126.37	W T&F compression shorts - fillin
O	080249	4/02/09	PAUL BURT	\$300.00	Contract Services
O	080250	4/02/09	AUGUSTIN ESPINOZA	\$21.78	MILEAGE
O	080251	4/02/09	JACQUELINE L. FRANKS	\$54.05	MILEAGE
O	080252	4/02/09	JENNIFER GLEIZER	\$22.60	MILEAGE
O	080253	4/02/09	GOLDEN STATE FIRE PROTECTION	\$109.90	annual fire extinguisher service
O	080254	4/02/09	GOPHER	\$390.48	2 racks medicine balls PE 307/600
O	080255	4/02/09	W. W. GRAINGER	\$1,982.36	WALL SHELF FOR BSTIC
O	080256	4/02/09	GRAPHIDS INC-DANIELS	\$1,759.73	MODEL CARTS
O	080257	4/02/09	GREEN THUMB INTERNATIONAL	\$88.94	To Purchase Misc. Plants and Material For Labs.
O	080258	4/02/09	HAITBRINK ASPHALT PAVING,	\$14,870.00	LOWER CAMPUS ASPHALT
O	080259	4/02/09	JACK HARTIN PHOTOGRAPHY	\$500.00	PHOTOGRAPHIC SERVICES/SPRING 09 DANCE CONCERTS
O	080260	4/02/09	HOEFER, INC.	\$762.49	BIOLOGY EQUIPMENT
O	080261	4/02/09	HOME DEPOT CREDIT SERVICES	\$373.46	MAINT/GROUNDS/CUST. SUPPLIES
O	080262	4/02/09	TRAN HONG	\$15.07	MILEAGE
O	080263	4/02/09	IMAGE PRINTING SOLUTIONS	\$1,185.25	Transcript paper
O	080264	4/02/09	IN-N-OUT BURGER	\$3,000.00	SENIOR DAY EXCESS MEALS
O	080265	4/02/09	ISI TELEMAGEMENT SOLUTIONS	\$1,753.62	CHECK RUN
O	080266	4/02/09	JUNIOR'S GOLF CARTS	\$359.52	OPEN P.O. FOR SUPPLIES
O	080267	4/02/09	SHEKU KAMARA	\$15,000.00	CONTRACT: SHEKU KAMARA
O	080268	4/02/09	KEN KINDER	\$150.00	Reimbursement
O	080269	4/02/09	L & L OPTICAL SERVICES, INC.	\$614.17	Request recoating of 24" telescope mirror.
O	080270	4/02/09	LASER SOURCE	\$638.11	Non-Instructional Repair
O	080271	4/02/09	ANDREW C. LAYTON	\$15,000.00	CONTRACT: ANDREW LAYTON
O	080272	4/02/09	LEARNING SEED	\$2,402.69	Dept. Resource
O	080273	4/02/09	CAROL LERMAN	\$12.00	MILEAGE
O	080274	4/02/09	MICHAEL LEVINE, INC.	\$657.22	Blanket for instructor supplies
O	080275	4/02/09	LIBRARY ADVANTAGE	\$140.08	Purchase security strips for books.
O	080276	4/02/09	LIEBERT CASSIDY WHITMORE	\$2,370.70	Attorney Services FY 2008/2009
O	080277	4/02/09	MAIN GRAPHICS	\$378.86	Astronomy Flyers
O	080278	4/02/09	MARKERTEK VIDEO SUPPLY	\$476.88	Grip supplies for student use
O	080279	4/02/09	MCMASTER CARR SUPPLY CO.	\$75.20	DMP CLASSROOM SUPPLIES
O	080280	4/02/09	MEDCO SUPPLY COMPANY	\$288.39	supplies for KNES 53 class Spg09
O	080281	4/02/09	SOPHIE MILLER	\$10.75	Reimbursement
O	080282	4/02/09	JUNE M. MILLOVICH	\$59.35	REIMBURSE JUNE MILLOVICH

## WARRANT REGISTER LISTING

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Bank Account (COUNTY ) - County Account

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	080283	4/02/09	MOULTON-NIGUEL WATER DIST.	\$4,661.36	Billing for Moulton-Niguel water services
O	080284	4/02/09	MS ABRASIVE CLEANING EQUIPMENT	\$390.96	ART SUPPLIES
O	080285	4/02/09	NORMAN P. MURRAY SR & COMM CTR	\$345.00	Facility Fee for Paramedic Graduation
O	080286	4/02/09	NATIONWIDE DRAFTING & OFFICE	\$52.70	DESIGN SUPPLIES
O	080287	4/02/09	NCTA MEMBERSHIP	\$40.00	CHECK RUN
O	080288	4/02/09	HALEY NGUYEN	\$64.30	Reimbursement to Faculty
O	080289	4/02/09	NIMCO	\$677.71	Health Class New Equipment
O	080290	4/02/09	NON-FERROUS FASTENER, INC.	\$226.76	ELECTRONIC SUPPLIES
O	080291	4/02/09	MICHAEL O'MEARA	\$18.05	MILEAGE
O	080292	4/02/09	OAK CREEK GOLF CLUB	\$2,500.00	GOLF ROUNDS AT OAK CREEK FOR GOLF TEAM
O	080293	4/02/09	OCLC, INC.	\$19,125.00	Electronic books per Tom Weisrock request
O	080294	4/02/09	OLSEN KILN KITS	\$210.49	Kiln supplies
O	080295	4/02/09	OTHER WORLD COMPUTING	\$195.74	EXTRA MEMORY FOR MAC
O	080296	4/02/09	HARRY PARMER	\$10.00	Open PO - Uniforms
O	080297	4/02/09	LINDA RENNE	\$14.65	MILEAGE
O	080298	4/02/09	TAMERA RICE	\$35.86	MILEAGE
O	080299	4/02/09	ARRON SEARCY	\$56.77	MILEAGE
O	080300	4/02/09	SARA LEILA SHEYBANI	\$2.48	MILEAGE
O	080301	4/02/09	OTHER WORLD COMPUTING	\$822.98	HD Blu ray DVD burners for HD footage
O	080302	4/02/09	RICHARD MC CULLOUGH	\$1,928.90	Rich McCullough ReImbursement of Medicare Premiums
O	080303	4/02/09	AMERICAN GEOTECHNICAL	\$1,945.00	CONSULTANT AGREEMENT -AMER. GEO.
O	080304	4/02/09	AUSTIN-FOUST ASSOCIATES, INC.	\$23,535.30	ATEP Project -
O	080305	4/02/09	BASTIEN AND ASSOCIATES	\$5,221.16	16EP Project
O	080306	4/02/09	CALIFORNIA POWER PARTNERS, INC.	\$96,423.00	ENERGY CONSERVATION PROJECTS
O	080307	4/02/09	COMMERCE WEST BANK	\$14,646.20	BID NO.1071, F.A. RESTRM EXPANSION
O	080308	4/02/09	DAART ENGINEERING CO., INC.	\$23,261.30	BID NO. 283, PKG. S
O	080309	4/02/09	ENVIRON	\$6,236.52	ATEP Project
O	080310	4/02/09	gkkworks	\$47,935.89	Project: ATEP
O	080311	4/02/09	GOVERNMENT FINANCIAL	\$1,320.00	ATEP Project
O	080312	4/02/09	IMA DESIGN GROUP, INC.	\$25,875.00	ATEP Project
O	080313	4/02/09	JOYCE INSPECTION & TESTING	\$6,960.00	HIRE DSA INSPECTOR FOR A300 & B200 AT IVC
O	080314	4/02/09	JRH CONSTRUCTION COMPANY, INC.	\$131,815.82	BID NO.1071, F.A. RESTRM EXPANSION
O	080315	4/02/09	MARTIN INTEGRATED SYSTEMS	\$13,516.20	FOR PKG. N,ACOUSTICAL CEILINGS,BID 279
O	080316	4/02/09	MESA ENERGY SYSTEMS	\$9,352.53	REPLACE OLD AC256 IOU PANELS,ROUTE SYSTEM TO ELECT
O	080317	4/02/09	PENN CORPORATE RELOCATION	\$8,522.83	RELOCATE LIBRARY SHELVING TO VILLAGE
O	080318	4/02/09	PSOMAS	\$27,925.20	ATEP Project
O	080319	4/02/09	SOLARWINDS, INC.	\$395.00	CHECK RUN
O	080320	4/02/09	SPORTS SURFACES DISTRIBUTING,	\$58,420.00	REPLACE TRACK SURFACE
O	080321	4/02/09	TROXELL COMMUNICATIONS, INC.	\$19,447.67	Media Equipment for BST
O	080322	4/02/09	WORLD OF READING, LTD.	\$1,000.00	KOREAN SOFTWARE
O	080323	4/03/09	AT & T MOBILITY	\$227.36	Annual:Telephone Service
O	080324	4/03/09	AT&T	\$994.36	Annual P.O. for telephone service
O	080325	4/03/09	AT&T	\$4,442.71	Annual P.O. for telephone service
O	080326	4/03/09	CITY OF TUSTIN	\$550.00	MCAS SUBLEASE CITY OF TUSTIN
O	080327	4/03/09	OFFICEMAX CONTRACT INC.	\$9,724.16	Office Max Supply Orders 2008/2009
O	080328	4/03/09	PACIFIC CLIPPINGS	\$59.00	020496
O	080329	4/03/09	PASCO SCIENTIFIC	\$2,469.63	PHYSICS EQUIPMENT
O	080330	4/03/09	MARTHA PATARROYO	\$120.00	WORKSHOP TRAINER
O	080331	4/03/09	PBS DISTRIBUTION, LLC	\$59.81	Library DVDs per Tom Weisrock request
O	080332	4/03/09	PENN CORPORATE RELOCATION	\$696.06	RELOCATION SERVICES
O	080333	4/03/09	J.W. PEPPER & SON, INC.	\$280.15	Music

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O	080334	4/03/09	LILIANN PEREZ-STROUD	\$540.00	WORKSHOP PRESENTER
O	080335	4/03/09	DIONNE PETITPAS	\$225.00	Reimburse Faculty for fees for student use of faci
O	080336	4/03/09	PITNEY BOWES INC.	\$293.06	MAIL SUPPLIES
O	080337	4/03/09	POCKET NURSE ENTERPRISES,	\$328.99	THERMOSCAN FOR NURSING SKILLS LAB
O	080338	4/03/09	RICHARD POTRATZ	\$50.00	Reimbursement to Rich Potratz
O	080339	4/03/09	PROAIR CONSTRUCTION SVCS. INC.	\$20,730.00	FINE ARTS 7 1/2 TON AC REPLACEMENT
O	080340	4/03/09	QUEST DIAGNOSTICS	\$2,137.26	purchase laboratory testing for students
O	080341	4/03/09	QUICK SORT LOS ANGELES	\$958.21	Bulk Mailing Postage
O	080342	4/03/09	R2A ARCHITECTURE	\$497.50	SCCD-CONSTRUCTION COORDINATION/MASTER PLANNING
O	080343	4/03/09	LARRY RADDEN	\$96.90	Reimbursement
O	080344	4/03/09	RALPHS GROCERY COMPANY	\$147.42	Open PO groceries
O	080345	4/03/09	RAND McNALLY & CO.	\$1,671.86	MAPS FOR GEOGRAPHY
O	080346	4/03/09	REALVOLLEYBALL.COM	\$1,998.91	MEN'S VOLLEYBALL SHOES
O	080347	4/03/09	REFRIGERATION SUPPLIES DIST.	\$137.02	HVAC SUPPLIES
O	080348	4/03/09	REPRO XPRESS	\$43.80	SSC ROOFING PROJECT SCANNING/ARCHIVING RECORDS
O	080349	4/03/09	THE RIEGLE PRESS, INC.	\$40.41	RIEGLE DELUXE SCHOOL CALENDARS
O	080350	4/03/09	RIO GRANDE ALBUQUERQUE	\$432.07	STUDENT SUPPLIES - SUMMER 2009
O	080351	4/03/09	S & B FOODS	\$742.71	Catering Services for Welcome/Student relations
O	080352	4/03/09	SARGENT-WELCH LLC	\$3,617.97	BIOLOGY EQUIPMENT
O	080353	4/03/09	SADDLEBACK BOOKSTORE - #296	\$299.83	Supplies for Senior Day
O	080354	4/03/09	SchoolOutfitters.com	\$384.41	Markerboard
O	080355	4/03/09	SchoolOutfitters.com	\$166.84	New Cork Tackboards for Design Room 108
O	080356	4/03/09	GUISELLE SCOTT	\$525.00	WORKSHOP TRAINER
O	080357	4/03/09	SECURE LIVE SCAN	\$47.00	TPP Program Fingerprinting
O	080358	4/03/09	SEHI PROCOMP COMPUTER PRODUCTS	\$1,144.82	Printer Cartridges for color printer in A 100
O	080359	4/03/09	SARA LEILA SHEYBANI	\$7.58	INSTRUCTIONAL SUPPLIES
O	080360	4/03/09	SIGMA ALDRICH CHEMICAL CO.	\$602.34	CHEMICALS TO BE PHONED IN AS NEEDED
O	080361	4/03/09	SKORA ELECTRIC	\$3,800.00	AGB-125 NEW LIGHTS
O	080362	4/03/09	DANIEL SMITH, INC.	\$1,226.97	ART SUPPLIES
O	080363	4/03/09	THOMAS L. SMITH	\$79.37	TOM SMITH/REIMBURSEMENT NONINSTR SUPPL
O	080364	4/03/09	SOUTH COAST SAILING TEAM	\$840.00	Blanket Purchase Order for Sailboat Rentals
O	080365	4/03/09	SO. ORANGE CO. COMM. COL.DIST	\$266.00	Return to Title IV Funds
O	080366	4/03/09	SOURCE GRAPHICS	\$406.67	Instructional Repair
O	080367	4/03/09	SOUTHLAND INSTRUMENTS, INC.	\$1,876.56	Annual Maintenance:Geology Microscopes
O	080368	4/03/09	SOUTHLAND SIGN SUPPLIES	\$235.15	Sign supplies for publications.
O	080369	4/03/09	BLAKE STEVENS	\$381.75	Reimburse for books purchased
O	080370	4/03/09	STRATA INFORMATION GROUP	\$510.00	Professional Services from Kari Blinn
O	080371	4/03/09	SUPERIOR PRESS	\$30.57	Bud Richards/Duplicte order/New inv 1149409
O	080372	4/03/09	TAI SPORTS, INC.	\$1,152.93	Softball Team supplies
O	080373	4/03/09	TERMITE TERRY PEST CONTROL	\$150.00	Bee removal as needed
O	080374	4/03/09	EDWIN TIONGSON	\$201.42	Reimbursement
O	080375	4/03/09	SPORTS SUPPLY GROUP INC.	\$24.22	PORTER ROLLER SLEEVES
O	080376	4/03/09	TREND OFFSET PRINTING	\$14,054.90	PRINTING OF CLASS SCHEDULES
O	080377	4/03/09	TRI-AD	\$678.19	Admin. & Banking Svcs. for FSA 08/09
O	080378	4/03/09	TURF STAR, INC	\$1,314.94	TRANSPORTATION SUPPLIES
O	080379	4/03/09	TUSTIN UNIFIED SCHOOL DISTRICT	\$2,972.76	Reimbursement to TUSD for Tech Prep purchases
O	080380	4/03/09	TUTTLE-CLICK FORD	\$160.04	TRANSPORTATION PARTS
O	080381	4/03/09	POSTMASTER	\$2,840.43	Postage for mailing of Summer '09 brochure
O	080382	4/03/09	UNITED INTERIORS	\$800.38	Chairs
O	080383	4/03/09	UNITED SITE SERVICES OF CA,	\$440.50	PORTABLE TOILETS
O	080384	4/03/09	VANTAGE VEHICLE INT'L, INC.	\$10,757.55	CARGO VAN

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O	080385	4/03/09	LUIS MAURICIO VASQUEZ	\$500.00	WORKSHOP PRESENTER
O	080386	4/03/09	VECCHIARELLI BROTHERS	\$881.09	FASHION SUPPLIES
O	080387	4/03/09	VER SALES, INC.	\$1,019.00	RIGGING SUPPLIES FOR PAC
O	080388	4/03/09	LAURA VIDAL-PRUDHOLME	\$96.74	Reimbursement
O	080389	4/03/09	W A X I E	\$1,013.71	CUSTODIAL SUPPLIES
O	080390	4/03/09	WEST-LITE SUPPLY CO.	\$275.60	PHOTOGRAPHY BULBS
O	080391	4/03/09	XEROX CORP.	\$690.81	DocuTech 6135 Lease/Maintenance
O	080392	4/03/09	XEROX CORP.	\$5,351.94	Lease/Maint. for DocuColor 2045 Printer
O	080393	4/03/09	ZEBRA TECHNOLOGIES CORPORATION	\$188.40	PRINTER SUPPLIES
O	080394	4/03/09	RALPHS GROCERY COMPANY	\$827.80	NUTRITIONAL FOOD AND SUPPLIES
O	080395	4/03/09	SAM'S CLUB	\$124.54	Classsroom supplies & snacks for the CDC children.
O	080396	4/03/09	QUALITY HEALTH EDUCATORS	\$90.00	First Aid/CPR Licensing Requirement.
O	080397	4/03/09	US FOODS	\$1,462.00	For food and supplies for the CDC.
O	080398	4/03/09	SO. ORANGE CO. COMM. COL.DIST	\$973.00	R2T4 Pell Repayment
O	080399	4/03/09	DAMBACH RAMPS	\$1,069.00	Ramps for moving music equipment.
O	080400	4/03/09	DANA POINT FUEL DOCK	\$39.16	Blanket PO for Sailboat Fuel for MST Classes
O	080401	4/03/09	DANKA OFFICE IMAGING	\$162.50	Annual Maintenance: Copier
O	080402	4/03/09	DANKA OFFICE IMAGING	\$162.50	Annual Maintenance: Copier
O	080403	4/03/09	CAROL DANNA	\$5.32	Reimbursement
O	080404	4/03/09	DE NAULT'S TRUE VALUE	\$66.58	Open PO for supplies
O	080405	4/03/09	JOHN DEERE LANDSCAPES, INC.	\$1,064.27	GROUPS SUPPLIES
O	080406	4/03/09	DELL MARKETING L.P.	\$1,759.53	Supplies
O	080407	4/03/09	DEWEY'S APPLIANCES	\$289.32	Dept. Resource
O	080408	4/03/09	C.W. DRIVER CONTRACTORS, INC.	\$6,564.00	CONTRACT SERVICES
O	080409	4/03/09	SPARKLETTTS	\$30.13	DRINKING WATER FOR ATEP
O	080410	4/03/09	DS WATERS OF AMERICA, INC.	\$869.70	Bottled water service
O	080411	4/03/09	DUNE CRAFT	\$71.50	ECOLOGY LAB SUPPLIES
O	080412	4/03/09	DUNN-EDWARDS CORPORATION	\$673.37	DUNN-EDWARDS CORP
O	080413	4/03/09	DAIRY DEPOT	\$63.60	NUTRITIONAL MILK AND DAIRY SUPPLIES
O	080414	4/03/09	DISCOUNT SCHOOL SUPPLY	\$1,064.51	Classroom supplies
O	080415	4/03/09	DATAGEAR, INC	\$888.12	NEW TECHNOLOGY EQUIPMENT
O	080416	4/03/09	DELL MARKETING L.P.	\$57,288.44	Video editing system
O	080417	4/03/09	SHERRI J. BANES	\$305.00	3DSUG CONF 2009/MAR 15-19/DAYTONA BEACH, FL
O	080418	4/03/09	CACCRAO	\$195.00	CACCRAO conference attendance for A. Elseroad
O	080419	4/03/09	CACCRAO	\$195.00	CACCRAO conference attendance for R. Guzman
O	080420	4/03/09	PAULA JACOBS	\$1,000.00	Conference Reimbursement for Paula Jacobs
O	080421	4/03/09	NAFSA 2009	\$644.00	NAFSA Conference attendance for M. Lopez
O	080422	4/03/09	DIANE PESTOLESI	\$11.00	CONFERENCE FOR DIANE PESTOLESI
O	080423	4/03/09	JOYCE QUADE	\$329.42	Conference Reimbursement for Joyce Quade
O	080424	4/03/09	EDWARD TACKETT	\$275.00	3DSUG CONF 2009/MAR 15-19/DAYTONA BEACH, FL
O	080425	4/03/09	PAUL TANG	\$431.37	Registration for CSUN conference 2009
O	080426	4/03/09	TOWN & COUNTRY RESORT HOTEL	\$442.14	CACCRAO conference attendance for A. Elseroad
O	080427	4/03/09	TOWN & COUNTRY RESORT HOTEL	\$442.14	CACCRAO conference attendance for R. Guzman
O	080428	4/03/09	WELLS FARGO #2078	\$8,337.07	Travel expenses for Denice Inciong
O	080429	4/03/09	KRISTEN BUSH	\$1,456.00	Consulting Services: Web Development & Maint.
O	080430	4/03/09	CA STATE DEPT OF INDUSTRIAL	\$140.00	PASS #1 Conveyance Invoice
O	080431	4/03/09	CALIFORNIA STAGE/LIGHTING, INC	\$129.43	Blanket for instructor supplies
O	080432	4/03/09	CAMPUS-VOTE/VOTE-NOW	\$495.00	Campus-Vote.com for Academic Senate.
O	080433	4/03/09	CAPISTRANO SEWING MACHINE CO	\$92.97	FASHION SUPPLIES
O	080434	4/03/09	CAPT	\$904.01	MBTI-Scoring Costs,As Needed
O	080435	4/03/09	CAROLINA BIOLOGICAL SUPPLY	\$1,241.32	SUPPLIES FOR BIO. CLASS LAB EXERCISE.

## WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #079467 and 080486

S	Check #	Check Dt	Company Name	Check Amount	Description
O	080436	4/03/09	CDE PRESS	\$454.87	MATERIALS FOR WORKSHOPS
O	080437	4/03/09	CDW GOVERNMENT, INC.	\$6,477.16	Two 24" Monitors for Tracy Daly's Office
O	080438	4/03/09	CTR. FOR ADOPTION SUPPORT & ED	\$784.95	BOOK ORDER
O	080439	4/03/09	RAY CHANDOS	\$56.99	REIMBURSEMENT FOR ELECTRONICS SUPPLIES
O	080440	4/03/09	CHEVRON AND TEXACO BUSINESS	\$76.50	2008/09 Use of Gasoline by Various Departments
O	080441	4/03/09	CHICK'S SPORTING GOODS	\$2,129.68	BASEBALL UNIFORMS AND SUPPLIES
O	080442	4/03/09	THE CHRONICLE OF HIGHER	\$69.97	Subscription: Chronicle of Higher Education
O	080443	4/03/09	THE CHRONICLE OF HIGHER	\$82.50	CHECK RUN
O	080444	4/03/09	THE CHRONICLE OF HIGHER	\$69.97	CHECK RUN
O	080445	4/03/09	CINTAS CORPORATION	\$93.78	UNIFORM AND TOWEL SERVICE
O	080446	4/03/09	CINTAS DOCUMENT MANAGEMENT	\$90.00	document destruction/paper recycling for A&R
O	080447	4/03/09	C.E.M. LAB CORP.	\$462.00	TENSION/BEND TESTING FOR THE POOL SCOREBOARD
O	080448	4/03/09	CLARK SECURITY PRODUCTS INC.	\$1,328.07	LOCKSMITH SUPPLIES
O	080449	4/03/09	COACH AMERICA	\$911.00	Charter Bus Services
O	080450	4/03/09	COAST LEARNING SYSTEMS	\$1,420.00	Enrollment fees for licensed telecourses
O	080451	4/03/09	COLORADO LEATHER GOODS	\$63.25	FASHION SUPPLIES
O	080452	4/03/09	COMPUTERLAND	\$439.76	Software for Project Management
O	080453	4/03/09	CONSOLIDATED ELECTRICAL DIST.	\$448.67	BLANKET PURCHASE ORDER FOR SUPPLIES
O	080454	4/03/09	COX COMMUNICATIONS, INC	\$8,588.08	COX Communications Intercampus WAN service
O	080455	4/03/09	ALAN CRAWLEY	\$2,080.00	Contract Services
O	080456	4/03/09	DHK PLUMBING & PIPING, INC.	\$16,151.00	HS BUILDING - PLUMBING
O	080457	4/03/09	EBERHARD EQUIPMENT	\$77.00	equipment rental for grounds work
O	080458	4/03/09	EBSCO SUBSCRIPTION SERVICE	\$6,106.00	electronic books per Tom Weisrock request
O	080459	4/03/09	EBSCO SUBSCRIPTION SERVICE	\$3,176.00	Electronic books per Tom Weisrock request
O	080460	4/03/09	ECONOMIC ALTERNATIVES, INC.	\$347.91	Annual Maintenance:Water Treatment
O	080461	4/03/09	EDGEWOOD PRESS, INC.	\$748.86	Presentation Folders for Probation-Back to Success
O	080462	4/03/09	EDVOTEK, INC.	\$617.27	BIOLOGY EQUIPMENT
O	080463	4/03/09	ELECTRIC CAR SALES & SERVICE	\$102.77	ELECTRIC CAR PARTS
O	080464	4/03/09	ELECTRONIX EXPRESS	\$211.50	ELECTRONIC SUPPLIES
O	080465	4/03/09	ESSENCE ENTERTAINMENT	\$3,619.00	Contract Sercives
O	080466	4/03/09	EWING IRRIGATION PRODUCTS	\$481.61	OPEN P.O. FOR SUPPLIES
O	080467	4/03/09	EXPERIAN	\$77.00	Contract Svcs - Experian
O	080468	4/03/09	FACTS ON FILE	\$165.24	Library books per Tom Weisrock request
O	080469	4/03/09	ROBERT FARNSWORTH	\$132.57	Reimbursement for Robert Farnsworth, Hort Instrc
O	080470	4/03/09	JOHN FELLNER	\$17.77	Reimbursement for MST Class Supplies
O	080471	4/03/09	TINA FIETSAM	\$300.00	WORKSHOP PRESENTER
O	080472	4/03/09	FIRST SCHOOL MONTESSORI	\$800.00	Child Care Services
O	080473	4/03/09	FISHER SCIENTIFIC	\$2,510.12	BIOLOGY EQUIPMENT
O	080474	4/03/09	FITNESS WHOLESALE, INC.	\$176.63	fitness balls for Gaucho Strgth
O	080475	4/03/09	FITTER INTERNATIONAL, INC	\$138.90	BALANCE PAD FOR IVC ADAPTED PE
O	080476	4/03/09	FLINN SCIENTIFIC, INC.	\$180.48	BIOLOGY SUPPLIES
O	080477	4/03/09	FOOTHILL HIGH SCHOOL	\$100.00	Foothill High School Lacrosse Ad
O	080478	4/03/09	FORESTRY SUPPLIERS, INC.	\$171.26	GEOLOGY SUPPLIES
O	080479	4/03/09	FOSTER CARE AUXILIARY OF OC	\$140.00	WORKSHOP FACILITATOR
O	080480	4/03/09	PETRINA FRIEDE	\$1,317.00	Reimburse Petrina Friede for sabbatical bond
O	080481	4/03/09	FULLER TRUCK ACCESSORIES	\$295.00	TRANSPORTATION EQUIPMENT
O	080482	4/03/09	DEPARTMENT OF SOCIAL SERVICES	\$600.00	CHECK RUN
O	080483	4/03/09	FILMS MEDIA GROUP	\$114.69	DVD FOR CHILD DEVELOPMENT
O	080484	4/03/09	EMERALD MIRROR & GLASS	\$415.00	A300 Project
O	080485	4/03/09	SOUTH ORANGE COUNTY COMMUNITY	\$2,818.25	Site Improvement Plan Check Fees 6121
O	080486	4/07/09	EURO-REEF AQUARIUM SYSTEMS	\$484.67	PROTEIN SKIMMER

WARRANT REGISTER LISTING

Escape - AP

v 4.2

\$5,976,276.11



FUND SUMMARY
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Description	Amount
01 - General Fund	\$2,917,324.59
12 - Child Development Fund	\$11,920.13
40 - Capital Outlay Fund	\$2,829,585.27
68 - Self-Insurance Fund	\$5,510.65
71 - Retiree Benefit Fund	\$211,935.47
	<u>\$5,976,276.11</u>

## WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (SC-CMED) - Saddleback Community Ed

Sort: Sorted by Warrant #

Selection: Between #009481 and 009507

S	Check #	Check Dt	Company Name	Check Amount	Description
O	009481	3/13/09	ACTING EXPRESS	\$1,062.50	Com. Ed. Presenter
O	009482	3/13/09	GREGORY J. ATWOOD	\$900.00	Com. Ed. Presenter
O	009483	3/13/09	FENG SHUI SOLUTIONS	\$180.00	Community Education Presenter
O	009484	3/13/09	EDUCATION TO GO	\$2,770.25	Com. Ed. Presenter - Online Classes
O	009485	3/13/09	FRANCES WENDY GREENSPAN	\$712.50	Com Ed Presenter
O	009486	3/13/09	ANDREA HEIDEN	\$130.00	Community Education Presenter
O	009487	3/13/09	INSIGHT SYSTEMS GROUP, INC.	\$218.50	Com. Ed. Presenter
O	009488	3/13/09	DAN MIKELS	\$1,197.50	Com. Ed. Presenter
O	009489	3/13/09	REGINA ROCHA TOURS	\$1,484.00	Com. Ed. Tour Guide
O	009490	3/13/09	ROUNDS, MILLER AND ASSOC	\$417.50	Com. Ed. Presenter
O	009491	3/13/09	SMART BUSINESS RESULTS, INC.	\$155.50	Com Ed Presenter
O	009492	3/13/09	SUSAN M. UNOURA	\$155.50	Com. Ed. Presenter
O	009493	3/13/09	RalphVelasco.com Photography	\$383.50	Community Education Presenter
O	009494	3/13/09	WELLS FARGO BANK #4198	\$11.95	WinZip Pro/E-Mail Companion Combo Upgrade
O	009495	3/27/09	KATHLEEN MCDONALD	\$45.00	SC COMMUNITY ED REFUND
O	009496	3/27/09	AMERICAN EXPRESS	\$271.20	Conference for Estella Castillo-Garrison
O	009497	3/27/09	FRANCES WENDY GREENSPAN	\$147.50	Com Ed Presenter
O	009498	3/27/09	INSIGHT SYSTEMS GROUP, INC.	\$175.25	Com. Ed. Presenter
O	009499	3/27/09	POSTMASTER	\$23,368.48	Postage for Com Ed Summer Catalog
O	009500	3/27/09	SUSAN M. UNOURA	\$115.00	Com. Ed. Presenter
O	009501	4/03/09	CSNP, INC.	\$1,024.00	Com.Ed. Presenter - Classroom
O	009502	4/03/09	COMPUTRAX, INC.	\$415.00	Com. Ed. Presenter
O	009503	4/03/09	EDUCATION TO GO	\$1,316.75	Com. Ed. Presenter - Online Classes
O	009504	4/03/09	FRANCES WENDY GREENSPAN	\$50.00	Com Ed Presenter
O	009505	4/03/09	RANDELEIGH HARRIS	\$94.00	Reimbursement for Supplies CFK
O	009506	4/03/09	INSIGHT SYSTEMS GROUP, INC.	\$122.25	Com. Ed. Presenter
O	009507	4/03/09	ALAN LUGENA	\$20.54	Instructional supplies for Art Classes

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\$36,944.17

FUND SUMMARY
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Description	Amount
09 - SC Community Education Fu	\$36,944.17
	<u>\$36,944.17</u>

## WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (IVC-CMED) - IVC Community Ed

Sort: Sorted by Warrant #

Selection: Between #008544 and 008560

S	Check #	Check Dt	Company Name	Check Amount	Description
O	008544	3/13/09	KAYLAA FOX	\$180.00	Independent Contractor for IVC Comm. Ed. Classes
O	008545	3/13/09	WORKSHOPS ON WELLNESS	\$845.00	CONTRACT INSTRUCTOR PAYMENT FOR COMMUNITY EDUCATIO
O	008546	3/27/09	JULIE FRANCIS	\$59.00	IVC COMMUNITY EDUCATION REFUND
O	008547	3/27/09	LYDIA GARCIA	\$999.00	IVC COMMUNITY EDUCATION REFUND
O	008548	3/27/09	DENISE KLAVDIANOS	\$999.00	IVC COMMUNITY EDUCATION REFUND
O	008549	3/27/09	JESUS MADRID	\$999.00	IVC COMMUNITY EDUCATION REFUND
O	008550	3/27/09	A.G. WEALTH MANAGEMENT	\$493.00	Contract Instructor Payment for Comm. Ed 2006-07
O	008551	3/27/09	EDUCATION TO GO	\$1,115.00	CONTRACT INSTRUCTOR PAYMENT FOR COMMUNITY ED.
O	008552	3/27/09	GATLIN EDUCATION SERVICES	\$4,432.95	ONLINE INSTRUCTIONAL SERVICES - COMMUNITY EDUCATIO
O	008553	3/27/09	MINA FLOWER	\$60.00	IVC Community Education presenter 2008-09
C	008554	3/27/09	SHARON OLNEY	\$-359.54	ACCE Conf. 2009 lodging/mileage for Sharon Olney
O	008555	3/27/09	S & B FOODS	\$1,011.34	Comm. Ed Seminars Everblue Lunch Catering
C	008556	3/30/09	SADDLEBACK COLLEGE	\$-359.54	ACCE Conf. 2009 lodging/mileage for Sharon Olney
O	008557	3/30/09	SOUTH ORANGE COUNTY COMMUNITY	\$359.54	ACCE Conf. 2009 lodging/mileage for Sharon Olney
O	008558	4/03/09	MAURICE JOFFEE	\$40.00	IVC COMMUNITY EDUCATION REFUND
O	008559	4/03/09	S & B FOODS	\$671.92	Comm. Ed Seminars Everblue Lunch Catering
O	008560	4/03/09	SOUTH ORANGE COUNTY COMMUNITY	\$21,530.90	Salaries & benefits for Jan.1-Mar. 31, 2007
				\$33,076.57	

FUND SUMMARY
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Description	Amount
07 - IVC Community Education F	\$33,076.57
	<u>\$33,076.57</u>

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** SOCCCD: Budget Amendment: Adopt Resolution No. 09-08 to Amend 2008-09 Restricted General Fund

**ACTION:** Approval

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### **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:

Tech Prep VTEA (Perkins) Title II at Saddleback College	\$4,757
Board Financial Assistance Programs (BFAP) at Saddleback College	\$1,500
Board Financial Assistance Programs (BFAP) at Irvine Valley College	\$1,500
Cooperative Agencies Resources for Education (CARE) Grant at IVC	\$2,370
Extended Opportunity Programs & Services (EOPS) at Saddleback College	\$7,196
Extended Opportunity Programs & Services (EOPS) at Irvine Valley College	\$7,196
Disabled Students Programs and Services (DSP&S) at Saddleback College	(\$45,000)
Disabled Students Programs and Services (DSP&S) at Irvine Valley College	\$3,244
Staff Diversity (EEO) at the District	\$3,593
Transfer Counselor Website & Leadership Center Project at the District	\$432,992
Basic Skills - 2008/09 Allocation, Spend by 6/30/2011 at Saddleback College	\$10,406
Basic Skills - 2008/09 Allocation, Spend by 6/30/2011 at Irvine Valley College	\$3,572
Total Increase to the General Fund	<u>\$433,326</u>

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### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt Resolution No. 09-08 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 09-08**

April 27, 2009

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$433,326.00 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	8170	Federal Revenue	\$4,757
01	8619	State Revenue	\$3,000
01	8622	State Revenue	\$16,762
01	8623	State Revenue	(\$41,756)
01	8629	State Revenue	\$17,571
01	8690	State Revenue	\$432,992
			<hr/>
			\$433,326

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	\$3,572
01	2000	Classified Salaries	(\$43,927)
01	3000	Fringe Benefits	\$5,298
01	4000	Books and Supplies	(\$1,000)
01	5000	Other Operating Expenses & Services	\$452,128
01	6000	Capital Outlay	\$493
01	7000	Other Outgo	\$16,762
			<hr/>
			\$433,326

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 09-08**

April 27, 2009

BUDGET AMENDMENT EXPENDITURE DETAIL

**Tech Prep VTEA (Perkins) Title II at Saddleback College**

INCOME

01- 8170-	1-002-1-050-000-6011	Tech Prep VTEA (Perkins) Title II at Saddleback	<u>4,757</u>
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EXPENDITURE

01- 2342-	1-002-1-050-000-6011	Non-Instr Classified, Overtime	1,073
01- 3120-	1-002-1-050-000-6011	STRS - Non-Instructional Staff	(304)
01- 3320-	1-002-1-050-000-6011	OASDI - Non-Instructional Staff	438
01- 3360-	1-002-1-050-000-6011	MEDIC - Non-Instructional Staff	15
01- 3520-	1-002-1-050-000-6011	UNEMP - Non-Instructional Staff	37
01- 3620-	1-002-1-050-000-6011	W COMP - Non-Instructional Staff	9
01- 4580-	1-002-1-050-000-6011	In House Duplicating, Printing & Graphics	(500)
01- 4600-	1-002-1-050-000-6011	Non-Instr Supp & Mat (< \$200 or useful life ...)	(500)
01- 5811-	1-002-1-050-000-6011	Contract Services	3,940
01- 5891-	1-002-1-050-000-6011	Indirect Charges	<u>549</u>
			<u>4,757</u>

**Board Financial Assistance Programs (BFAP) at Saddleback College**

INCOME

01- 8619-	1-021-1-026-000-6460	BFAP at Saddleback College	<u>1,500</u>
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EXPENDITURE

01- 5271-	1-021-1-026-000-6460	District Supported Community Event	<u>1,500</u>
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**Board Financial Assistance Programs (BFAP) at Irvine Valley College**

INCOME

01- 8619-	1-021-4-026-000-6460	BFAP at Irvine Valley College	<u>1,500</u>
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EXPENDITURE

01- 5999-	1-021-4-026-083-6460	Allocated but not Distributed	<u>1,500</u>
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**Cooperative Agencies Resources for Education (CARE) Grant at Irvine Valley College**

INCOME

01- 8622-	1-022-4-035-000-6310	CARE Grant at Irvine Valley College	<u>2,370</u>
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EXPENDITURE

01- 7500- 1-022-4-035-077-6310	Student Financial Aid	<u>2,370</u>
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**Extended Opportunity Programs and Services (EOPS) at Saddleback College**

INCOME

01- 8622- 1-023-1-000-000-0000	EOPS at Saddleback College	<u>7,196</u>
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EXPENDITURE

01- 7600- 1-023-1-051-077-6430	Other Payments to Students	<u>7,196</u>
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**Extended Opportunity Programs and Services (EOPS) at Irvine Valley College**

INCOME

01- 8622- 1-023-4-035-077-6430	EOPS at Irvine Valley College	<u>7,196</u>
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EXPENDITURE

01- 7500- 1-023-4-035-077-6430	Student Financial Aid	<u>7,196</u>
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**Disabled Students Programs and Services (DSP&S) at Saddleback College**

INCOME

01- 8623- 1-024-1-000-000-0000	DSP&S at Saddleback College	<u>(45,000)</u>
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EXPENDITURE

01- 2453- 1-024-1-051-101-4930	Instructional Classified, Hourly Assignments	<u>(45,000)</u>
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**Disabled Students Programs and Services (DSP&S) at Irvine Valley College**

INCOME

01- 8623- 1-024-4-035-075-6420	DSP&S at Irvine Valley College	<u>3,244</u>
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EXPENDITURE

01- 5811- 1-024-4-035-075-6420	Contract Services	<u>3,244</u>
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**Staff Diversity (EEO) at the District**

INCOME

01- 8629- 1-034-7-014-090-6760	Staff Diversity (EEO) at the District	<u>3,593</u>
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EXPENDITURE

01- 5270- 1-034-7-014-090-6760	Conferences/Travel	600
01- 5271- 1-034-7-014-090-6760	District Supported Community Event	500
01- 5374- 1-034-7-014-090-6760	Memberships	500
01- 5810- 1-034-7-014-090-6760	Contracted Printing- Off Campus	500
01- 5830- 1-034-7-014-090-6760	Advertising	1,000
01- 6410- 1-034-7-014-090-6760	New Equip (\$200 or more w/ useful life ...)	<u>493</u>
		<u>3,593</u>

**Transfer Counselor Website & Transfer Leadership Center Project at the District**

INCOME

01- 8690-	1-200-7-012-000-6610	Transfer ... Leadership Center at the District	<u>432,992</u>
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EXPENDITURE

01- 5811-	1-200-7-012-000-6610	New Equipment (\$200 or more, useful ... )	<u>432,992</u>
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**Basic Skills - 2008/09 Allocation, Spend by 6/30/2011 at Saddleback College**

INCOME

01- 8629-	1-207-1-053-000-4900	Basic Skills- 08/09 Allocation at Saddleback	<u>10,406</u>
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EXPENDITURE

01- 1413-	1-207-1-051-000-6310	Temp Non-Classroom Faculty, Part-time	5,671
01- 1415-	1-207-1-051-074-6310	Temp Non-Classrm Faculty, Stipend & Projects	(5,671)
01- 3120-	1-207-1-051-000-6310	STRS - Non-Instructional Staff	500
01- 3120-	1-207-1-056-045-4930	STRS - Non-Instructional Staff	1,680
01- 3310-	1-207-1-053-085-4930	OASDI - Instructional Staff	500
01- 3320-	1-207-1-056-045-4930	OASDI - Non-Instructional Staff	790
01- 3350-	1-207-1-053-085-4930	MEDICARE - Instructional Staff	100
01- 3360-	1-207-1-051-000-6310	MEDICARE - Non-Instructional Staff	90
01- 3360-	1-207-1-056-045-4930	MEDICARE - Non-Instructional Staff	480
01- 3510-	1-207-1-053-085-4930	UNEMP - Instructional Staff	20
01- 3520-	1-207-1-051-000-6310	UNEMP - Non-Instructional Staff	18
01- 3520-	1-207-1-056-045-4930	UNEMP - Non-Instructional Staff	100
01- 3610-	1-207-1-053-085-4930	W COMP - Instructional Staff	125
01- 3620-	1-207-1-051-000-6310	W COMP - Non-Instructional Staff	110
01- 3620-	1-207-1-056-045-4930	W COMP - Non-Instructional Staff	590
01- 5269-	1-207-1-053-000-4900	Mileage Expense	267
01- 5270-	1-207-1-053-000-4900	Conferences/Travel	5,036
			<u>10,406</u>

**Basic Skills - 2008/09 Allocation, Spend by 6/30/2011 at Irvine Valley College**

INCOME

01- 8629-	1-207-4-000-000-0000	Basic Skills- 08/09 Allocation at Irvine Valley	<u>3,572</u>
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EXPENDITURE

01- 1415-	1-207-4-022-000-4930	Temp Non-Classrm Faculty, Stipend & Projects	<u>3,572</u>
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SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

**RESOLUTION 09-08**

April 27, 2009

STATE OF CALIFORNIA   )  
  )  
COUNTY OF ORANGE    )

I, Dr. Raghu P. Mathur, Secretary to the Board of Trustees of South Orange County Community College District of Orange County, California, hereby certify that the above and foregoing Resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on April 27, 2009.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 28th day of April, 2009.

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Raghu P. Mathur, Ed.D.  
Secretary to the Board of Trustees

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

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**BACKGROUND**

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

**STATUS**

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.

## Transfer of Budget Appropriations

Journal Number	Account	Description	From	To
BT09-00878	01-1415-0-000-1-023-000-6030	HR NCLSRM FAC STI: Academic Senate	\$9,000.00	
	01-4900-0-000-1-023-000-6030	AWARDS & RECOGNITION: Academic Senate	\$800.00	
	01-5811-0-000-1-023-000-6030	CONTR SERVICES: Academic Senate	\$2,400.00	
	01-2383-0-000-1-023-000-6030	HR SHORTTERM SAL: Academic Senate		\$500.00
	01-3320-0-000-1-023-000-6030	OASDI NINST CLSSF: Academic Senate		\$50.00
	01-3360-0-000-1-023-000-6030	MEDIC NINST EMPLY: Academic Senate		\$20.00
	01-3520-0-000-1-023-000-6030	UNEMP NINST STAFF: Academic Senate		\$10.00
	01-3620-0-000-1-023-000-6030	WCOMP NON-INSTRUCTIONAL: Academic Senate		\$20.00
	01-4580-0-000-1-023-000-6030	DUPL CHBACKS: Academic Senate		\$400.00
	01-4600-0-000-1-023-000-6030	NON-INSTR SUPPLIES & MATERIALS: Academic Senate		\$1,500.00
	01-5270-0-000-1-023-000-6030	CONFERENCE: Academic Senate		\$9,700.00
			<u>\$12,200.00</u>	<u>\$12,200.00</u>
			From	To
Journal Number	BT09-00884	Account		Description
		01-6120-0-000-1-025-000-6510	\$100,000.00	
		01-5651-0-000-1-021-000-6570		\$100,000.00
			<u>\$100,000.00</u>	<u>\$100,000.00</u>
			From	To
Journal Number	BT09-00888	Account		Description
		01-4300-0-000-1-021-000-6510	\$2,000.00	
		01-5650-0-000-1-021-062-6772	\$1,000.00	
		01-5811-0-000-1-021-078-6530	\$3,478.00	
		01-4600-0-000-1-021-080-6510		\$6,478.00
			<u>\$6,478.00</u>	<u>\$6,478.00</u>
			From	To
Journal Number	BT09-00909	Account		Description
		01-4600-0-000-1-040-061-0799	\$10,800.00	
		01-6410-0-000-1-040-061-0799		\$10,800.00
			<u>\$10,800.00</u>	<u>\$10,800.00</u>
			From	To
Journal Number	BT09-00913	Account		Description
		01-4600-0-000-4-070-069-1001	\$8,000.00	
		01-6410-0-000-4-070-069-1001		\$8,000.00
			<u>\$8,000.00</u>	<u>\$8,000.00</u>
			From	To
Journal Number	BT09-00922	Account		Description
		01-4344-0-000-1-051-065-6499	\$947.00	
		01-4600-0-000-1-025-000-6570	\$15,797.00	
		01-5691-0-000-1-057-032-0837	\$425.00	
		01-4344-0-000-1-055-005-1002		\$8,296.00
		01-4344-0-000-1-055-013-1011		\$182.00
		01-4344-0-000-1-057-032-0837		\$1,137.00
		01-4344-0-000-1-051-066-6470		\$4,236.00
		01-4344-0-000-1-051-075-6420		\$143.00
		01-4584-0-000-1-055-000-6011		\$2,362.00
		01-4584-0-000-1-057-049-0835		\$388.00
		01-5811-0-000-1-025-000-6630		\$425.00
			<u>\$17,169.00</u>	<u>\$17,169.00</u>
			From	To
Journal Number	BT09-00929	Account		Description
		01-4344-0-000-1-053-087-6120	\$7,000.00	
		01-2383-0-000-1-053-087-6120		\$7,000.00
			<u>\$7,000.00</u>	<u>\$7,000.00</u>
			From	To
Journal Number	BT09-00930	Account		Description
		01-1412-1-024-1-051-075-6420	\$12,500.00	
		01-2141-1-024-1-051-075-6420	\$16,947.00	
		01-3430-1-024-1-051-075-6420	\$4,000.00	
		01-1414-1-024-1-051-075-6420		\$17,927.00
		01-2346-1-024-1-051-075-6420		\$3,020.00
		01-3120-1-024-1-051-075-6420		\$12,500.00
			<u>\$33,447.00</u>	<u>\$33,447.00</u>

Journal Number	Account	Description	From	To
BT09-00955	01-4300-0-000-1-053-000-4900	INSTR SUP & MAT: Interdisciplinary Studies	\$1,500.00	
	01-4580-0-000-1-053-000-6011	DUPL CHBACKS: Instructional Deans	\$3,000.00	
	01-4600-0-000-1-053-085-6110	NON-INSTR SUP & MAT: Learning Centers (non ADA)	\$8.00	
	01-5814-0-000-1-053-041-0602	CONTR SVCS(FEE): Journalism	\$600.00	
	01-2383-0-000-1-053-041-0602	HR SHORTERM SAL: Journalism		\$500.00
	01-4300-0-000-1-053-041-0602	INSTR SUPPLY: Journalism		\$100.00
	01-4584-0-000-1-053-000-6011	DUPL FEE-BASED: Instructional Deans		\$3,000.00
	01-5270-0-000-1-053-000-6011	CONFERENCE: Instructional Deans		\$1,500.00
	01-6410-0-000-1-053-085-6110	NEW EQUIP: Learning Centers		\$8.00
			<u>\$5,108.00</u>	<u>\$5,108.00</u>

Journal Number	Account	Description	From	To
BT09-00958	01-4344-0-000-1-053-087-6120	FEE-BASED SUPPLY: Library Services	\$1,602.00	
	01-4344-0-000-1-025-000-6570	FEE-BASED SUPPLIES: Physical Plant: Utilities	\$55,000.00	
	01-4344-0-000-1-054-033-1251	INSTR FEE-BASED SUPPLIES	\$3,483.00	
	01-4344-0-000-1-052-004-0953	FEE-BASED SUPPLY: Drafting Technologies	\$233.00	
	01-4344-0-000-1-052-044-0959	FEE-BASED SUPPLY: Marine Technologies	\$325.00	
	01-4344-0-000-1-052-057-3009	FEE-BASED SUPPLY: Travel Servs, Flight Attendant	\$192.00	
	01-4344-0-000-1-052-011-0604	INSTR FEE-BASED SUPPLIES	\$20.00	
	01-4344-0-000-1-052-043-0956	INSTR FEE-BASED SUPPLIES: Industrial/Mfg Tech	\$104.00	
	01-4344-0-000-1-056-045-1701	FEE-BASED SUPPLY: Mathematics, General	\$47.00	
	01-4344-0-000-1-056-010-1905	FEE-BASED SUPPLY: Chemistry, General	\$755.00	
	01-4344-0-000-1-053-024-4930	FEE-BASED SUPPLY: General Studies	\$186.00	
	01-4344-0-000-1-058-036-1305	FEE-BASED SUPPLIES: Human Development	\$450.00	
	01-4584-0-000-1-050-012-0799	DUPL FEE-BASED: Other Computer and Information Science	\$879.00	
	01-4600-0-000-1-025-000-6570	NON-INSTR SUP & MAT: Physical Plant: Utilities	\$15,181.00	
	01-5691-0-000-1-056-000-6011	FIELD TRIPS/TOURS: Instructional Dean	\$2,339.00	
	01-5691-0-000-1-022-022-1399	FIELD TRIPS/TOURS: Other Family & Cons Science Gen	\$4,660.00	
	01-5814-0-000-1-056-008-1919	CONTR SVCS(FEE): Oceanography	\$4,615.00	
	01-5814-0-000-1-024-072-6499	CONTR SVCS(FEE): Other Student Services	\$1,001.00	
	01-4344-0-000-1-054-033-1230	INSTR FEE-BASED SUPPLIES: Nursing		\$10,804.00
	01-4344-0-000-1-054-000-6011	FEE-BASED SUPPLY: Instructional Deans		\$2,256.00
	01-4344-0-000-1-054-033-1208	INSTR FEE-BASED SUPPLIES: Medical Assisting		\$1,343.00
	01-4344-0-000-1-052-035-0109	FEE-BASED SUPPLIES: Horticulture		\$3,787.00
	01-4344-0-000-1-052-004-0201	FEE-BASED SUPPLY: Architecture		\$305.00
	01-4344-0-000-1-052-017-1302	FEE-BASED SUPPLY: Interiors		\$30.00
	01-4344-0-000-1-052-021-0934	FEE-BASED SUPPLY: Electronics & Electric Tech		\$250.00
	01-4344-0-000-1-052-017-1303	FEE-BASED SUPPLY: Fashion		\$2,035.00
	01-4344-0-000-1-052-017-1306	FEE-BASED SUPPLY: Nutrition & Food		\$1,450.00
	01-4344-0-000-1-052-026-1901	FEE-BASED SUPPLY: Physical Sciences, General		\$62.00
	01-4344-0-000-1-052-030-1030	FEE-BASED SUPPLIES: Graphic Arts		\$943.00
	01-4344-0-000-1-056-008-0401	FEE-BASED SUPPLY: Biology		\$1,711.00
	01-4344-0-000-1-056-014-0701	FEE-BASED SUPPLY: Comprtr & Infor Sci		\$407.00
	01-4344-0-000-1-056-050-1911	FEE-BASED SUPPLY: Astronomy		\$383.00
	01-4344-0-000-1-056-050-1902	FEE-BASED SUPPLY: Physics		\$330.00
	01-4344-0-000-1-056-050-1914	FEE-BASED SUPPLY: Geology		\$33.00
	01-4344-0-000-1-058-051-2201	INSTR FEE-BASED SUPPLIES: Women'S Studies		\$120.00
	01-4344-0-000-1-022-022-1399	INSTR FEE-BASED SUPPLIES: Other Family & Cons Sci		\$7,145.00
	01-4344-0-000-1-030-000-6210	FEE-BASED SUPPLY: Admissions & Records		\$5,978.00
	01-4580-0-000-1-056-000-6011	DUPL CHBACKS: Instructional Deans		\$140.00
	01-4584-0-000-1-056-000-6011	DUPL FEE-BASED: Instructional Deans		\$318.00
	01-4584-0-000-1-052-000-6011	DUPL FEE-BASED: Instructional Deans		\$3,622.00
	01-4584-0-000-1-022-076-6774	DUPL FEE-BASED: Duplicating/word Processing		\$28,181.00
	01-4584-0-000-1-054-000-6011	DUPL FEE-BASED: Instructional Deans		\$1,927.00
	01-4584-0-000-1-022-022-6011	DUPL FEE-BASED: Instructional Dean		\$556.00
	01-4584-0-000-1-038-071-6775	DUPL FEE-BASED: Graphics		\$4,341.00
	01-5811-0-000-1-025-000-6630	CONTR SVCS: Research, Planning & Grants		\$12,615.00
			<u>\$91,072.00</u>	<u>\$91,072.00</u>

Journal Number	Account	Description	From	To
BT09-00975	01-4600-1-289-1-054-033-1230	NON-INSTR SUP & MAT: Nursing	\$3,100.00	
	01-6411-1-289-1-054-033-1230	NEW EQUIP TECHNOLOGY: Nursing	\$2,000.00	
	01-6412-1-289-1-054-033-1230	SOFTWARE: Nursing	\$1,300.00	
	01-1313-1-289-1-054-033-1230	HR CLSSRM FAC PT: Nursing		\$6,400.00
			<u>\$6,400.00</u>	<u>\$6,400.00</u>

Journal Number	Account	Description	From	To
BT09-00990	01-4300-0-000-1-053-087-6120	INSTR SUP & MAT: Library Services	\$1,500.00	
	01-4600-0-000-1-053-087-6120	NON-INSTR SUP & MAT: Library Services	\$2,000.00	
	01-5811-0-000-1-053-087-6120	CONTR SERVICES: Library Services	\$24,000.00	
	01-4344-0-000-1-053-087-6120	FEE-BASED SUPPLY: Library Services		\$1,500.00
	01-5812-0-000-1-053-087-6120	CONTR SVCS SOFTWARE LICENSING, MAINT: Lib Svcs		\$24,000.00
	01-6300-0-000-1-053-087-6120	LIBRARY BOOKS: Library Services		\$2,000.00
			<u>\$27,500.00</u>	<u>\$27,500.00</u>

Journal Number	Account	Description	From	To
BT09-00991	01-4300-0-000-1-053-087-6120	INSTR SUPPLIES & MATERIALS: Library Services	\$7,000.00	
	01-2383-0-000-1-053-087-6120	HR SHORTERM SAL: Library Services		\$1,500.00
	01-6300-0-000-1-053-087-6120	LIBRARY BOOKS: Library Services		\$3,000.00
	01-5812-0-000-1-053-087-6120	CONTR SVCS SOFTWARE LICENSING, MAINT: Lib Svcs		\$2,500.00
			<u>\$7,000.00</u>	<u>\$7,000.00</u>
Journal Number	Account	Description	From	To
			\$8,840.00	
				\$8,840.00
			<u>\$8,840.00</u>	<u>\$8,840.00</u>
Journal Number	Account	Description	From	To
			\$17,000.00	
				\$17,000.00
			<u>\$17,000.00</u>	<u>\$17,000.00</u>
Journal Number	Account	Description	From	To
			\$25,000.00	
				\$25,000.00
			<u>\$25,000.00</u>	<u>\$25,000.00</u>
Journal Number	Account	Description	From	To
			\$4,985.00	
			\$9,918.00	
				\$4,985.00
				\$9,918.00
			<u>\$14,903.00</u>	<u>\$14,903.00</u>
Journal Number	Account	Description	From	To
			\$1,000.00	
			\$9,000.00	
			\$1,000.00	
			\$2,069.00	
			\$5,000.00	
				\$3,069.00
				\$15,000.00
			<u>\$18,069.00</u>	<u>\$18,069.00</u>
Journal Number	Account	Description	From	To
			\$5,099.00	
			\$79.00	
			\$810.00	
			\$425.00	
				\$6,413.00
			<u>\$6,413.00</u>	<u>\$6,413.00</u>
Journal Number	Account	Description	From	To
			\$2,990.00	
			\$10,460.00	
			\$13,500.00	
			\$5,224.00	
			\$5,615.00	
			\$380.00	
			\$4,875.00	
			\$2,750.00	
			\$540.00	
			\$1,900.00	
			\$11,900.00	
			\$1,000.00	
				\$23,169.00
				\$1,228.00
				\$4,376.00
				\$7,300.00
				\$10,065.00
				\$6,076.00
				\$1,420.00
				\$1,285.00
				\$300.00
				\$25.00
				\$635.00
				\$13,315.00
				\$125.00
				\$4,200.00
				\$62.00
				\$320.00
				\$23.00
				\$363.00
				\$22.00
				\$1,000.00
			<u>\$75,309.00</u>	<u>\$75,309.00</u>

Journal Number	BT09-01028	Account	Description	From	To
		95-5999-D-M01-1-036-000-6450	BALANCING: ASG OFFICE	\$6,000.00	
		95-4720-D-M05-1-036-000-0000	BANQ/MEALS: MULTICULTURAL WEEK		\$1,000.00
		95-5811-D-M06-1-036-000-0000	CONTR SERV: BLACK HISTORY MONTH		\$3,000.00
		95-5811-D-M05-1-036-000-0000	CONTR SERV: MULTICULTURAL WEEK		\$2,000.00
				<u>\$6,000.00</u>	<u>\$6,000.00</u>
Journal Number	BT09-01032	Account	Description	From	To
		01-6220-0-000-1-021-080-6510	BLDG (CNTRCT SRV): Building Maintenance & Repairs	\$14,700.00	
		01-5811-0-000-1-021-080-6510	CONTR SVCS: Physical Plant: Building Maint & Repairs		\$14,700.00
Journal Number	BT09-01057	Account	Description	From	To
		01-6410-0-000-8-016-079-6550	NEW EQUIP: Physical Plant: Grounds Maint. & Repairs	\$6,000.00	
		01-5811-0-000-8-016-080-6510	CONTR SVCS: Physical Plant: Building Maint & Repairs		\$6,000.00
Journal Number	BT09-01060	Account	Description	From	To
		01-2383-1-023-4-035-077-6460	HR SHORTERM SAL: Student Financial Aid Admin	\$25,000.00	
		01-7500-1-023-4-035-077-6430	Student Financial Aid: Eops		\$25,000.00
Journal Number	BT09-01088	Account	Description	From	To
		40-6410-1-639-6-015-000-6780	NEW EQUIP: Management Information Systems	\$444,168.00	
		40-6411-1-671-7-015-000-6780	NEW EQUIP TECH: Management Information Systems	\$372,409.00	
		40-6412-1-639-6-015-000-6780	SOFTWARE: Management Information Systems	\$36,481.00	
		40-6412-1-671-7-015-000-6780	SOFTWARE: Management Information Systems	\$103,991.00	
		40-6440-1-639-6-015-000-6780	: Management Information Systems		\$480,649.00
		40-5811-1-671-7-015-000-6780	CONTR SVCS: Management Information Systems		\$476,400.00
Journal Number	BT09-01099	Account	Description	From	To
		01-4600-0-000-8-016-078-6530	NON-INSTR SUP & MAT: Physical Plant: Custodial Se	\$10,000.00	
		01-6410-0-000-8-022-000-4900	NEW EQUIP: Interdisciplinary Studies		\$10,000.00
Journal Number	BT09-01106	Account	Description	From	To
		01-2383-1-026-4-035-000-6460	HR SHORTERM SAL: Student Financial Aid Admin	\$5,810.00	
		01-1414-1-026-4-035-000-6310	HR NCLSRM FAC SUM: Counseling		\$4,535.00
		01-3120-1-026-4-035-000-6310	STRS NON-INSTR STAFF: Counseling & Guidance		\$1,050.00
		01-3360-1-026-4-035-000-6310	MEDIC NINST EMPLY: Counseling		\$93.00
		01-3520-1-026-4-035-000-6310	UNEMP NINST STAFF: Counseling		\$19.00
		01-3620-1-026-4-035-000-6310	WCOMP CLSSF STAFF: Counseling & Guidance		\$113.00
Journal Number	BT09-01108	Account	Description	From	To
		40-6411-2-671-1-040-061-0799	NEW EQUIP TECH: Other Computer & Information Science	\$15,000.00	
		40-5811-2-671-1-040-061-0799	CONTR SVCS: Other Computer and Information Science		\$15,000.00
Journal Number	BT09-01122	Account	Description	From	To
		01-5705-0-000-9-001-000-6610	TRUSTEE ELECTN: District Administration (All)	\$344,730.00	
		01-7390-0-600-9-001-000-7100	INTERFUND TRANSFERS OUT: Property & Facilities Develmt		\$344,730.00
Journal Number	BT09-01131	Account	Description	From	To
		01-4580-0-000-1-036-000-6499	DUPL CHBACKS: Other Student Services	\$3,383.00	
		01-5620-0-000-1-036-000-6499	RENTS & LEASES: Other Student Services	\$4,500.00	
		01-5810-0-000-1-036-000-6499	CONTR PRINTING: Other Student Services		\$4,100.00
		01-5811-0-000-1-036-000-6499	CONTR SVCS: Other Student Services		\$3,783.00



Journal Number	Account	Description	From	To
BT09-01135	01-1415-1-206-7-012-000-6610	HR NCLSRM FAC STI: District Administration	\$11,000.00	
	01-2141-1-206-7-012-000-6610	RG CLERIC SAL: District Administration	\$9,428.00	
	01-3120-1-206-7-012-000-6610	STRS NON-INSTR STAFF: District Administration	\$908.00	
	01-3220-1-206-7-012-000-6610	PERS NON-INSTR STAFF: District Administration	\$889.00	
	01-3320-1-206-7-012-000-6610	OASDI NINST CLSSF: District Administration	\$567.00	
	01-3360-1-206-7-012-000-6610	MEDIC NINST EMPLOY: District Administration	\$133.00	
	01-3520-1-206-7-012-000-6610	UNEMP NINST STAFF: District Administration	\$61.00	
	01-3620-1-206-7-012-000-6610	WCOMP NON-INSTRUCTIONAL: District Administration	\$371.00	
	01-4200-1-206-7-012-000-6610	BOOKS/MAGAZINE & PERIODICALS: District Administration	\$50.00	
	01-4600-1-206-7-012-000-6610	NON-INSTR SUPPLIES & MATERIALS: District Administration	\$300.00	
	01-6410-1-206-7-012-000-6610	NEW EQUIP: District Administration	\$2,200.00	
	01-5811-1-206-7-012-000-6610	CONTR SVCS: District Administration		\$25,907.00
			<u>\$25,907.00</u>	<u>\$25,907.00</u>
BT09-01136	01-1313-1-006-1-058-036-1305	HR CLSSRM FAC PT: Human Development	\$5,800.00	
	01-5271-1-006-1-058-036-1305	COMM RELATIONS: Human Development	\$1,819.00	
	01-4300-1-006-1-058-036-1305	Instructional Supply: Human Development		\$4,800.00
	01-4600-1-006-1-058-036-1305	NON-INSTR SUP & MAT: Human Development		\$1,000.00
	01-5811-1-006-1-058-036-1305	CONTR SVCS: Human Development		\$1,819.00
			<u>\$7,619.00</u>	<u>\$7,619.00</u>
BT09-01137	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		\$534,625.00
			<u>\$534,625.00</u>	<u>\$534,625.00</u>
BT09-01139	01-5153-1-039-8-016-060-6011	CONSULTANT: Instructional Dean	\$10,300.00	
	01-4600-1-039-8-016-060-6011	NON-INSTR SUP & MAT: Instructional Dean		\$1,100.00
	01-6410-1-039-8-016-060-6011	NEW EQUIP: Instructional Dean		\$9,200.00
			<u>\$10,300.00</u>	<u>\$10,300.00</u>
TOTAL			\$2,468,331.00	\$2,468,331.00

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Recommended for Ratification

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

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**Saddleback College**

<b>Journal Number</b>	BT09-00870	BT09-00925	BT09-00989	BT09-01069
	BT09-00879	BT09-00926	BT09-00992	BT09-01071
	BT09-00880	BT09-00928	BT09-01000	BT09-01073
	BT09-00881	BT09-00932	BT09-01008	BT09-01075
	BT09-00882	BT09-00934	BT09-01009	BT09-01077
	BT09-00883	BT09-00935	BT09-01011	BT09-01078
	BT09-00885	BT09-00945	BT09-01019	BT09-01079
	BT09-00886	BT09-00947	BT09-01024	BT09-01081
	BT09-00887	BT09-00950	BT09-01027	BT09-01085
	BT09-00890	BT09-00959	BT09-01031	BT09-01089
	BT09-00891	BT09-00960	BT09-01033	BT09-01091
	BT09-00894	BT09-00962	BT09-01034	BT09-01095
	BT09-00896	BT09-00965	BT09-01035	BT09-01097
	BT09-00897	BT09-00966	BT09-01040	BT09-01109
	BT09-00906	BT09-00968	BT09-01043	BT09-01110
	BT09-00907	BT09-00970	BT09-01047	BT09-01114
	BT09-00910	BT09-00973	BT09-01048	BT09-01125
	BT09-00911	BT09-00974	BT09-01062	BT09-01128
	BT09-00915	BT09-00976	BT09-01065	BT09-01129
	BT09-00916	BT09-00977	BT09-01067	
	BT09-00923	BT09-00988	BT09-01068	

**Irvine Valley College**

<b>Journal Number</b>	BT09-00869	BT09-00938	BT09-01052	BT09-01107
	BT09-00872	BT09-00940	BT09-01059	BT09-01111
	BT09-00874	BT09-00941	BT09-01070	BT09-01112
	BT09-00875	BT09-00956	BT09-01076	BT09-01113
	BT09-00877	BT09-00982	BT09-01082	BT09-01124
	BT09-00912	BT09-01003	BT09-01083	BT09-01140
	BT09-00918	BT09-01045	BT09-01102	
	BT09-00919	BT09-01046	BT09-01105	

**District Services**

<b>Journal Number</b>	BT09-00899	BT09-01087
	BT09-00905	BT09-01101
	BT09-01017	BT09-01123
	BT09-01049	

**A T E P**

<b>Journal Number</b>	BT09-00949	BT09-00997	BT09-01055
	BT09-00996	BT09-01050	BT09-01058

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**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** SOCCCD: Gifts to the District and Foundations

**ACTION:** Approval

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### **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****April 27, 2009****SADDLEBACK COLLEGE**

<b>Gift</b>	<b>Donated By:</b>
Refreshments	Rocco J. Cifone P.O. Box 3329 Mission Viejo, CA 92690

**IRVINE VALLEY COLLEGE**

<b>Gift</b>	<b>Donated By:</b>
2 Nights at the Irvine Marriot	Diana Harrison Irvine Marriot 18000 Von Karman Avenue Irvine, California 92612
4 Certificates for Vans Shoes	Van's Shoes 6550 Katella avenue Cypress, California 90630
Gift Certificate	Yard House Restaurant 8001 Irvine Center Drive, Suite 1170 Irvine, California 92618
15 Certificates for Discovery Science Center	Discovery Science Center 2500 N. Main Street Santa Ana, California 92705
Sound Booth	Dave Karlman American Biohealth Group, LLC 15721 Bernardo Heights Parkway #151 San Diego, California 92128

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: March/April 2009 Contracts  
**ACTION:** Ratification

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**BACKGROUND**

On January 16, 2007, the board authorized the Chancellor/designee to approve individual business contracts up to a maximum limit of \$100,000, with the following exceptions: 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 March/April 2009, the following contracts were reviewed and approved by the Deputy Chancellor, in consultation with the Chancellor, following review by legal counsel, when appropriate.

**CONTRACTOR NAME****CONTRACT AMOUNT**

R2A Architecture Architectural Services Agreement to provide services for interior and exterior finishes and preliminary design of an ADA walkway.	\$ 54,250.00
Ross Co Promotions Agreement to purchase custom FUND-Cards at Saddleback College.	\$ 42,000.00
gkkworks Consultant Services Agreement to provide planning services for The 2009 State Chancellor's submittal.	\$ 42,000.00
People Admin. Fifth Amendment to Service Agreement to establish and maintain An automated internet based system for performing administrative Tasks related to employee position description management and Performance evaluation processes.	\$ 33,000.00
Ravelle Lyn Green Consultant Agreement to provide development and writing support for a WIB Training Grant and provide research recommendation for appropriate funding for ATEP program development of federal stimulus funds.	\$ 30,000.00
Joyce Inspections & Testing, Inc. Amendment to contract to extend the term of the services and services are beyond original agreement.	\$ 17,000.00

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

American Geotechnical, Inc. Consultant Agreement to provide Inspector of Records services For the PE-100 Interior Renovations Project.	\$ 12,300.00
Cox Business Service Agreement to upgrade the network capacity between IVC and Saddleback/District.	\$ 8,200.00
Psomas Agreement to perform additional duties relating to ATEP Project.	\$ 8,000.00
The Bazel Group, Inc. Agreement to provide the services of Brad Zinn in "The Great Comedians" at Saddleback College.	\$ 7,000.00
Louis Torcelli Consultant Agreement to provide guidance and recommendations for the renovation of the infant and toddler classrooms at the Child Development Center at Saddleback College.	\$ 4,000.00
Ingersoll Rand Service Contract to provide and install a Schlage Management Security System and Enterprise 5 Client Software with MDSE 2000 Database.	\$ 3,932.99
Cox Business Service Agreement to provide Optical Internet 500 Mbps at ATEP.	\$ 3,840.00
Carnival Services Rental Agreement for inflatable basketball exhibit for Earth Day at Saddleback College.	\$ 790.00
Concordia University, Irvine Athletic Training Affiliate/Allied Site Agreement to provide an internship program for college students.	\$ 0.00
Western Medical Center Anaheim Affiliation Agreement to provide an internship program for college students.	\$ 0.00

### **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:** SOCCCD: SOCCCD Faculty Association Academic Employee Master Agreement

**ACTION:** Approval

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### **BACKGROUND**

The prior 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 30, 2010. SOCCCDFA completed a ratification election the week ending April 10, 2009.

### **STATUS**

California Government Code Section 3547 et seq. requires the disclosure of costs associated with a collective bargaining agreement. The Tentative Agreement on Compensation is listed as Exhibit A. The estimated costs of the agreement with SOCCCDFA for the three-year period, as displayed in Exhibit B, is estimated to be \$10,365,556.00. A final copy of the Tentative Agreement is attached as Exhibit C.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the Tentative Agreement as presented.

**TENTATIVE AGREEMENT**

**March 19, 2009**

The following offer has been made and agreed to by the South Orange County Community College District and the SOCCCD Faculty Association:

1. Except as set forth below include all prior signed tentative agreements.
2. Article XXX (Wages) - modify sections II and III as follows:

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 4.53% 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, the Regular Term Hourly Schedule and the Summer School Hourly Schedule will be increased by 1%.

C. For the period of July 1, 2009 through June 30, 2010

The Academic Salary Schedule, the Regular Term Hourly Schedule and the Summer School Hourly Schedule will be increased by 1%.

III. Revenue Changes

Should the District lose Basic Aid status before the beginning of the 2009-2010 academic year, the compensation increase for that year would be reduced to the percentage of state funded COLA for apportionment for the 2009-2010 academic year.

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SOCCCD Faculty Association

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South Orange County CCD

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Date

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Date



Estimated Cost: Faculty Tentative Agreement

Benefit Rate

11.77%

		Increased Annual Cost				Cumulative Costs			
		<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>Totals</u>
<b>Salary Increase - (excludes step increases)</b>	<u>2007-08 Salaries</u>								
	Full Time	<b>4.53%</b>	<b>1.00%</b>	<b>1.00%</b>					
	Part Time	<b>6.00%</b>	<b>1.00%</b>	<b>1.00%</b>					
Full Time Salary	\$ 28,702,701	\$ 1,300,232	\$ 300,029	\$ 303,030	\$ 1,903,291	\$ 1,300,232	\$ 1,600,261	\$ 1,903,291	\$ 4,803,784
Part Time Salary	\$ 21,889,263	\$ 1,263,359	\$ 223,193	\$ 233,758	\$ 1,720,310	\$ 1,263,359	\$ 1,486,552	\$ 1,720,310	\$ 4,470,221
Benefits	\$ 5,954,674	\$ 301,735	\$ 61,583	\$ 63,180	\$ 426,498	\$ 301,735	\$ 363,318	\$ 426,498	\$ 1,091,551
Totals	\$ 56,546,638	\$ 2,865,326	\$ 584,805	\$ 599,968	\$ 4,050,099	\$ 2,865,326	\$ 3,450,131	\$ 4,050,099	<b>\$ 10,365,556</b>

# South Orange County Community College District



## ACADEMIC EMPLOYEE MASTER AGREEMENT 2007-2010

Tentative Agreement: 3/23/09

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## **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 “SOCCCCDFA”), 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 1<sup>st</sup> for the fall semester and October 1<sup>st</sup> for the spring semester.
  - 2. Thirty-six (36) 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 (60<sup>th</sup>) 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 (15<sup>th</sup>) 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 1<sup>st</sup>.
- i. Letter of non-renewal or one (1) year renewal will be sent no later than March 15<sup>th</sup>.

### **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 15<sup>th</sup>.

### **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 1<sup>st</sup>.
- c. Second semester (see Item I, section B, subsection 1i above) a letter of tenure or non-renewal sent no later than March 15<sup>th</sup>.

## **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 15<sup>th</sup> 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 20<sup>th</sup>.

## **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 20<sup>th</sup>.
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 1<sup>st</sup> 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 1<sup>st</sup> for the Fall semester and no later than September 1<sup>st</sup> 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 4.53% 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, the Regular Term Hourly Schedule and the Summer School Hourly Schedule will be increased by 1%.

### C. For the period of July 1, 2009 through June 30, 2010

The Academic Salary Schedule, the Regular Term Hourly Schedule and the Summer School Hourly Schedule will be increased by 1%.



### **III. Resource changes**

Should the District lose Basic Aid status before the beginning of the 2009-2010 academic year, the compensation increase for that year would be reduced to the percentage of state funded COLA for apportionment 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 (½) 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 1<sup>st</sup> 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 1<sup>st</sup> 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.

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** SOCCCD: Award Printing of Class Schedules

**ACTION:** Approval

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**BACKGROUND**

At the March 24, 2009 Board of Trustees meeting the Board instructed the colleges to investigate a more cost effective way to distribute the class schedules, perhaps totally through online. Both Colleges looked at the option to mail out a postcard and found that due to post office requirements regarding the weight of card stock required, there would be little savings over continuing to mail the class schedules. Irvine Valley College has determined that it could save approximately \$32,000.00 by decreasing the number of Fall class schedules printed from 314,000 to 30,000 (campus copies only) and printing a trifold mailer that will be sent to 284,000 residents, one of the six panels of the mailer will be dedicated to ATEP. The college will use the same approach for Spring 2010. The campus copies will be available for sale in the bookstore for a minimal cost of one or two dollars each.

Saddleback College staff is planning to reduce the number of pages for the Fall class schedule from 116 to 110 and will convert to an online schedule of classes in the Spring 2010. In addition, Saddleback College will have some campus copies available for sale in its bookstore for a minimal cost of one or two dollars each.

ATEP schedule of classes will be incorporated in both Irvine Valley College and Saddleback College's published schedule of classes. In addition, ATEP will publish an in-house small stand-alone schedule of classes for limited distribution including businesses.

Due to the May deadline for schedules, college staff is planning to work on their schedule specifications and quantity for the Spring Semester. District staff will go out to bid this summer in order to meet the spring schedule deadline. Campuses are preparing to move toward totally online schedule of classes by Spring 2010. In the meantime, Fall 2009 class schedules will be available online for all three campuses.

**STATUS**

Bid No. 283D provided for two contract renewal options. Saddleback College staff would like to exercise the first renewal option. Trend Offset Printing has agreed to renew without any cost increases, which is allowed for in the terms and conditions of Bid No. 283D. The cost will be \$75,000.00, for Saddleback College and \$22,141.00 for Irvine Valley College, including sales tax. The recommendation for action is only for Saddleback College but not for Irvine Valley College because the IVC amount is below the bid limit and the specifications are different from what was originally bid.

Funds are available in the general fund for Saddleback College and Irvine Valley College.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve renewal of Bid No. 283D for Printing and Mailing of Class Schedules 2009 Fall Semester to Trend Offset Printing in the amount of \$75,000.00 for Saddleback College.

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

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** SOCCCD: Allocation of 2008-2009 District Basic Aid Funds for Priority Projects

**ACTION:** Approval

---

### **BACKGROUND**

The District has several capital projects that require basic aid funding. Money is needed for both locally funded projects and projects that are funded together with the State.

### **STATUS**

Currently, there is an uncommitted amount of \$19,924,144 in basic aid funds for fiscal year 2008-2009 which is now recommended to be allocated.

All but one project is identified in the 2006 Facilities Master Plan as priority projects. The one that is not identified reflects a need due to increased enrollment. Site and district staff have worked together to define and refine the projects' work scope as described in Exhibit A.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the allocation of 2008- 2009 district basic aid funds for priority projects as shown in Exhibit B.

## Basic Aid Funding Request

Currently, there is an uncommitted amount of \$19,924,144 in basic aid funds for fiscal year 2008-09. The following is a recap of current projects with allocations recommended that equal \$19,924,144.

### *688 - Irvine Valley College Life Sciences Building*

The Irvine Valley College Life Sciences Building was identified as a top priority in the 2006 Facilities Master Plan. The project was approved to proceed into the Preliminary and Working drawing stages then later put on hold by the State Chancellor's office. It is estimated that schematic design was more than 50% complete when state funding was retracted. This project will be the first new building to utilize the LEED rating system, a system used to certify a building's environmental qualities.

In June of 2007, the overall project cost were estimated at \$24,628,000. To address a cost escalation of three percent for lost time and 10% for LEED certification, staff is requesting additional basic aid appropriation. Occupancy is projected for 2011-12, the overall project costs are anticipated at \$27,090,800. The "2008-2009 Amount Requested" equals **\$2,463,800**.

### *623 – Saddleback College New Sciences Building*

The Saddleback College New Sciences Building was identified as a top priority in the 2006 Facilities Master Plan. The project is currently in the queue at the State Chancellor's office for funding. Architectural selection process for preliminary design is expected to begin fall, 2010.

In June of 2007, the estimated project cost was reported to the state as \$39,718,883. Previously, applying a cost escalation to the mid-point of construction, the overall project costs were anticipated as \$48,279,000 and have been further escalated by the state to \$55,394,000. The amount identified as "District funding" is increased from \$20,586,000 to \$21,844,000. The "2008-2009 Amount Requested" equals **\$1,258,800**.

### *675 - Saddleback College Math, Science, Engineering Plaza Repair*

The Saddleback College Math, Science, Engineering Plaza Repair is required and stems from a problem with expansive soils in this area of the campus. Expansive soil created differential settlement causing water penetration into the Math, Science, Engineering Building and sidewalk heaving. This soil condition is reflected in the Master Plan at the Library and the Math, Science, Engineering Buildings. The plaza is located between these buildings and has suffered the consequences noted in the Master Plan. Site and district staff reviewed three options with estimated cost. With the improved clarity of scope, the previous estimate of \$2,300,000 is increased to \$5,081,000. The "2008-2009 Amount Requested" equals **\$2,781,000**.

*676 - Saddleback College Loop Road*

The Saddleback College Loop Road was identified as a top priority in the 2006 Facilities Master Plan. Site and district staff have worked together to define the necessary pedestrian and vehicular circulation improvements. Architectural selection will occur in the future. Until a design and scope are developed, the exact costs will remain unknown. However, in comparing this project with improvements made at Irvine Valley College years ago, it is believed this work will exceed the present estimate.

The estimated project costs of \$2,100,000 are being raised to \$5,650,000 and will require confirmation during design. The "2008-2009 Amount Requested" is a partial funding request of **\$1,342,000**.

*685 - Irvine Valley College Barranca Entrance*

The Irvine Valley College Barranca entrance was identified in the 2006 Facilities Master Plan. Site and district staff have worked together to define a route that will provide greater accessibility to the south campus area. Until a design and scope are developed, the exact costs will remain unknown. However, in comparing this project with improvements made at Irvine Valley College years ago, it is believed this work will exceed the present estimate.

The estimated project costs of \$830,000 are being raised to \$2,850,000 and will require confirmation during design. The "2008-2009 Amount Requested" is **\$2,020,000**.

*622 - Irvine Valley Fine Arts*

The Irvine Valley College Fine Arts Building was identified as a top priority in the 2006 Facilities Master Plan. The project is currently being reviewed for FPP approval at the State Chancellor's office. Architectural selection process for preliminary design is expected to begin fall, 2010.

In June of 2007, the estimated project cost was reported to the state at \$31,451,000. Applying a cost escalation to the mid-point of construction (2011-12, with occupancy projected for 2012-13), the overall project costs are anticipated at \$38,229,000. The amount identified as "District funding" of \$9,924,000 will bring funding to \$38,229,000. Future "Local Funding Needed" equals \$2,572,000. The "2008-2009 Amount Requested" equals **\$4,152,000**.

*678 - Saddleback College Math, Science, Engineering Building Renovation*

The Saddleback College Math, Science, Engineering Building Renovation was identified as a priority in the 2006 Facilities Master Plan. Site and district staff are currently working to develop the Final Project Proposal for submittal to the State Chancellor's office.



In June of 2007, the estimated project cost was reported to the state at \$22,500,000. Applying a cost escalation to the mid-point of construction (2012-13, with occupancy projected for 2013-14), the overall project costs are anticipated at \$28,716,000. The amount identified as "District funding" of \$10,716,000 will bring funding to \$28,716,000. Future "Local Funding Needed" equals \$8,107,656. The "2008–2009 Amount Requested" equals **\$2,608,344**.

#### *624 - Saddleback College Village Expansion*

The need for a Saddleback College Village Expansion resulted from an increase in enrollment and was approved as a project by the Board on October 27, 2008. On February 23, 2009, Board approved a change from a two year lease to purchase of the modular buildings.

The estimated project costs were increased from \$2,842,000 to \$3,926,000. The "2008–2009 Amount Requested" equals **\$1,100,000**.

#### *Irvine Valley College Landscaping at PAC and BSTIC*

The need to create landscape gathering areas was identified as a priority in the 2006 Facilities Master Plan. Prior to construction and during a value engineering exercise on the Performing Arts Center, the lawn area improvements adjacent to the building were taken out of the project. Now that the Business Sciences Technology and Innovation Center is complete, this barren area is more centrally located to major academic functions. Students are crossing the unimproved area as evidenced by footpaths through weed growth. Plans are "shovel-ready" however, there is a desire to modify the plants toward a more environmentally conscious palette. The "2008–2009 Amount Requested" equals **\$1,250,000**.

#### *ATEP Parking Lot Renovation*

The need to improve infrastructure was identified as a priority in the 2006 Facilities Master Plan. ATEP enrollment has more than doubled since opening in August 2007 resulting in a need for additional parking. There is an existing parking lot located kitty corner to the college and across Valencia which has been reviewed and deemed a good candidate for interim improvements. The "2008–2009 Amount Requested" equals **\$950,000**.

The Total for all "2007-2008 Amount Requested" equals **\$19,924,144**.

Project #	Description	Year of Committed Budget	Total Project Costs (State/Other + District)	State/ Other Outside Funds	District Funding	Committed Budget	Local Funding Needed	2008-2009 Amounts Requested
688	IVC Life Sciences	2007-2008	\$ 24,628,000	\$ 17,160,000	\$ 7,468,000	\$ 7,468,000	\$ -	\$ -
688	IVC Life Science (Occupancy 2011-2012)	2008-2009	a \$ 27,090,800		\$ 9,930,800		\$ 2,462,800	\$ 2,462,800
621	SC - Math Science Eng Soil/Slab Repair	2006-2007	\$ 2,337,000	\$ -	\$ 2,337,000	\$ 2,337,000	\$ -	\$ -
623	SC New Sciences Bldg	2007-2008	\$ 48,279,000	\$ 27,693,000	\$ 20,586,000	\$ 20,586,000	\$ -	\$ -
623	SC New Sciences Bldg	2008-2009	\$ 55,394,000	\$ 33,550,000	\$ 21,844,000	\$ 20,586,000	\$ 1,258,000	\$ 1,258,000
675	SC - Math Science, Eng Plaza Repair	2007-2008	\$ 2,300,000	\$ -	\$ 2,300,000	\$ 2,300,000	\$ -	\$ -
675	SC - Math Science, Eng Plaza Repair	2008-2009	\$ 5,081,000		\$ 5,081,000	\$ 2,300,000	\$ 2,781,000	\$ 2,781,000
676	SC-Loop Road	2007-2008	\$ 2,100,000	\$ -	\$ 2,100,000	\$ 2,100,000	\$ -	
676	SC-Loop Road	2008-2009	b \$ 5,650,000	\$ -	\$ 5,650,000		\$ 3,550,000	\$ 1,342,000
676	SC-Loop Road	2009-2010	b \$ 5,650,000	\$ -	\$ 5,650,000		\$ 2,208,000	
685	IVC-Barranca Entrance	2008-2009	b \$ 2,850,000	\$ -	\$ 2,850,000	\$ 830,000	\$ 2,020,000	\$ 2,020,000
622	IVC Fine Arts	2008-2009	\$ 38,229,000	\$ 28,305,000	\$ 9,924,000	\$ 3,200,000	\$ 6,724,000	\$ 4,152,000
622	IVC Fine Arts (Occupancy 2012/2013)	2009-2010	\$ 38,229,000				\$ 2,572,000	\$ -
678	SC - Renovate MSE	2008-2009	\$ 28,716,000	\$ 18,000,000	\$ 10,716,000	\$ -	\$ 2,608,344	\$ 2,608,344
678	SC - Renovate MSE (Occupancy 2013/2014)	2009-2010	\$ -				\$ 8,107,656	\$ -
624	SC Village Expansion	2008-2009	b \$ 2,842,000	\$ -	\$ 2,842,000	\$ 2,842,000		\$ -
624	SC Village Expansion	2008-2009	\$ 3,926,000	\$ -	\$ 3,926,000		\$ 1,100,000	\$ 1,100,000
	IVC Landscaping at PAC and BSTIC	2008-2009	\$ 1,250,000		\$ 1,250,000	\$ -		\$ 1,250,000
	ATEP Parking Lot Renovation	2008-2009	b \$ 950,000	\$ -	\$ 950,000	\$ -	\$ 950,000	\$ 950,000
	Totals		\$ 171,473,800	\$ 97,015,000	\$ 74,458,800			\$ 19,924,144
							IVC	SC
							10,834,800	9,089,344
a	10% estimated construction cost (\$1,723,960) for LEED certification and 3% escalation (\$738,840) for delay							
b	Estimated cost do not yet reflect an architect's estimate							

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Irvine Valley College: Curriculum Revisions for the 2009-10 Academic Year

**ACTION:** Approval

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### **BACKGROUND**

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

### **STATUS**

Irvine Valley College proposes additions, revisions, and deletions to the curriculum of the College. Exhibit A includes new, revised, and deleted courses, and programs that are recommended by the Curriculum Committee and the Academic Senate of Irvine Valley College for the 2009-10 academic year.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the proposed changes in curriculum for the 2009-10 academic year at Irvine Valley College.

**IRVINE VALLEY COLLEGE**  
Curriculum Changes for 2009/10

Exhibit A  
Page 1

SCHOOL	CRSD ID	CATID	TITLE	ACTION TAKEN
			<b>KEY CODE</b>	
			assign=assignments	
			c/ w/+ cross-listed with (and list the other crs id)	
			ce=contract education course	
			co=corequisite	
			crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12	
			dc=delete course	
			desc=description	
			dv=delete version of course	
			hrs=hours	
			lim=limitation	
			lrng obj=learning objectives	
			moe=methods of eval	
			nc=new course	
			nv=new version of existing course	
			prereq=prerequisite	
			rec=recommended prep	
			rpt=repeatability	
			sam = sam code	
			sr=scheduled review is for courses that are scheduled for review and there are no revisions	
			ti=title	
			top = TOP Code	
			tps=topics	
			txt=text-required for all courses numbered 1-299	
			un=units	
			val=validation	
Business Science	Acct 207	13200.00	Business Income Taxation - Federal and State	
Business Science	CIM 250.1	13207.00	Fireworks Web Prototyping & Interactive Mockups	nc
Humanities	CHI 180	13202.00	Chinese Language Conference	nc
Humanities	ESL 330	13073.00	Introduction to Beginning Skills ESL - Basic Skills	2/23/09: approved in error
Humanities	ESL 340A	10611.10	Beginning Skills I A	2/23/09: approved in error
Humanities	ESL 340A	10611.00	Beginning Skills I A	2/23/09: deleted in error
Humanities	ESL 340B	18012.10	Beginning Skills I B	2/23/09: approved in error
Humanities	ESL 340B	16012.00	Beginning Skills I B	2/23/09: deleted in error
Humanities	ESL 341A	10629.10	Beginning Skills II A	2/23/09: approved in error
Humanities	ESL 341A	10629.00	Beginning Skills II A	2/23/09: deleted in error
Humanities	ESL 341B	10630.10	Beginning Skills II B	2/23/09: approved in error
Humanities	ESL 341B	10630.00	Beginning Skills II B	2/23/09: deleted in error
Humanities	ESL 342A	10625.10	Beginning Conversation A	2/23/09: approved in error
Humanities	ESL 342A	10625.00	Beginning Conversation A	2/23/09: deleted in error
Humanities	ESL 342B	10626.10	Beginning Conversation B	2/23/09: approved in error
Humanities	ESL 342B	10626.00	Beginning Conversation B	2/23/09: deleted in error
Humanities	ESL 342C	10627.00	Beginning Conversation C	dc
Humanities	ESL 342D	10628.00	Beginning Conversation D	dc
Humanities	ESL 343A	10642.10	Beginning Pronunciation A	2/23/09: approved in error
Humanities	ESL 343A	10642.00	Beginning Pronunciation A	2/23/09: deleted in error
Humanities	ESL 343B	10643.10	Beginning Pronunciation B	2/23/09: approved in error
Humanities	ESL 343B	10643.00	Beginning Pronunciation B	2/23/09: deleted in error
Humanities	ESL 360A	10672.10	Intermediate Skills I A	2/23/09: approved in error
Humanities	ESL 360A	10672.00	Intermediate Skills I A	2/23/09: deleted in error
Humanities	ESL 360B	10673.10	Intermediate Skills I B	2/23/09: approved in error
Humanities	ESL 360B	10673.00	Intermediate Skills I B	2/23/09: deleted in error
Humanities	ESL 361A	10644.10	Intermediate Skills II A	2/23/09: approved in error
Humanities	ESL 361A	10644.00	Intermediate Skills II A	2/23/09: deleted in error
Humanities	ESL 361B	10645.10	Intermediate Skills II B	2/23/09: approved in error
Humanities	ESL 361B	10645.00	Intermediate Skills II B	2/23/09: deleted in error
Humanities	ESL 362A	10677.10	Intermediate Conversation A	2/23/09: approved in error
Humanities	ESL 362A	10677.00	Intermediate Conversation A	2/23/09: deleted in error
Humanities	ESL 362B	10678.10	Intermediate Conversation B	2/23/09: approved in error
Humanities	ESL 362B	10678.00	Intermediate Conversation B	2/23/09: deleted in error
Humanities	ESL 362C	10679.00	Intermediate Conversation C	dc
Humanities	ESL 362D	10680.00	Intermediate Conversation D	dc
Humanities	ESL 363A	10648.10	Intermediate Pronunciation A	2/23/09: approved in error
Humanities	ESL 363A	10648.00	Intermediate Pronunciation A	2/23/09: deleted in error
Humanities	ESL 363B	10649.10	Intermediate Pronunciation B	2/23/09: approved in error
Humanities	ESL 363B	10649.00	Intermediate Pronunciation B	2/23/09: deleted in error
Humanities	ESL 364A	10681.10	Idioms in American English	2/23/09: approved in error
Humanities	ESL 364A	10681.00	Idioms in American English	2/23/09: deleted in error
Humanities	ESL 364B	10682.10	Idioms in American English	2/23/09: approved in error
Humanities	ESL 364B	10682.00	Idioms in American English	2/23/09: deleted in error
Humanities	ESL 365	9125.10	Spelling for Non-Native Speakers	2/23/09: approved in error
Humanities	ESL 365	9125.00	Spelling for Non-Native Speakers	2/23/09: deleted in error
Humanities	ESL 380A	10617.10	Academic Writing I A	2/23/09: approved in error
Humanities	ESL 380A	10617.00	Academic Writing I A	2/23/09: deleted in error

**IRVINE VALLEY COLLEGE**  
Curriculum Changes for 2009/10

Exhibit A  
Page 2

SCHOOL	CRSD ID	CATID	TITLE	ACTION TAKEN
			<b>KEY CODE</b>	
			assign=assignments	
			c/l w/+ cross-listed with (and list the other crs id)	
			ce=contract education course	
			co=corequisite	
			crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12	
			dc=delete course	
			desc=description	
			dv=delete version of course	
			hrs=hours	
			lim=limitation	
			lrmg obj=learning objectives	
			moe=methods of eval	
			nc=new course	
			nv=new version of existing course	
			prereq=prerequisite	
			rec=recommended prep	
			rpt=repeatability	
			sam = sam code	
			sr=scheduled review is for courses that are scheduled for review and there are no revisions	
			ti=title	
			top = TOP Code	
			tps=topics	
			txt=text-required for all courses numbered 1-299	
			un=units	
			val=validation	
Humanities	ESL 380B	10618.10	Academic Writing I B	2/23/09: approved in error
Humanities	ESL 380B	10618.00	Academic Writing I B	2/23/09: deleted in error
Humanities	ESL 382A	10636.10	Advanced Conversation A	2/23/09: approved in error
Humanities	ESL 382A	10636.00	Advanced Conversation A	2/23/09: deleted in error
Humanities	ESL 382B	10637.10	Advanced Conversation B	2/23/09: approved in error
Humanities	ESL 382B	10637.00	Advanced Conversation B	2/23/09: deleted in error
Humanities	ESL 382C	10638.00	Advanced Conversation C	dc
Humanities	ESL 382D	10639.00	Advanced Conversation D	dc
Humanities	ESL 383A	10640.10	Advanced Pronunciation A	2/23/09: approved in error
Humanities	ESL 383A	10640.00	Advanced Pronunciation A	2/23/09: deleted in error
Humanities	ESL 383B	10641.10	Advanced Pronunciation B	2/23/09: approved in error
Humanities	ESL 383B	10641.00	Advanced Pronunciation B	2/23/09: deleted in error
Humanities	ESL 384A	10604.10	Advanced Vocabulary Skills A	2/23/09: approved in error
Humanities	ESL 384A	10604.00	Advanced Vocabulary Skills A	2/23/09: deleted in error
Humanities	ESL 384B	10605.10	Advanced Vocabulary Skills B	2/23/09: approved in error
Humanities	ESL 384B	10605.00	Advanced Vocabulary Skills B	2/23/09: deleted in error
Humanities	ESL 384C	10606.00	Advanced Vocabulary Skills C	dc
Humanities	ESL 384D	10607.00	Advanced Vocabulary Skills D	dc
Humanities	ESL 385A	10608.10	Academic Reading A	2/23/09: approved in error
Humanities	ESL 385A	10608.00	Academic Reading A	2/23/09: deleted in error
Humanities	ESL 385B	10609.10	Academic Reading B	2/23/09: approved in error
Humanities	ESL 385B	10609.00	Academic Reading B	2/23/09: deleted in error
Humanities	ESL 385C	10610.00	Academic Reading C	dc
Humanities	ESL 386	2550.10	Listening Skills and Note-Taking	2/23/09: approved in error
Humanities	ESL 386	2550.00	Listening Skills and Note-Taking	2/23/09: deleted in error
Humanities	ESL 387A	10619.10	Advanced Grammar Review A	2/23/09: approved in error
Humanities	ESL 387A	10619.00	Advanced Grammar Review A	2/23/09: deleted in error
Humanities	ESL 387B	10620.10	Advanced Grammar Review B	2/23/09: approved in error
Humanities	ESL 387B	10620.00	Advanced Grammar Review B	2/23/09: deleted in error
Humanities	ESL 387C	10621.00	Advanced Grammar Review C	dc
Humanities	ESL 388A	10622.10	Advanced Grammar and Writing A	2/23/09: approved in error
Humanities	ESL 388A	10622.00	Advanced Grammar and Writing A	2/23/09: deleted in error
Humanities	ESL 388B	10623.10	Advanced Grammar and Writing B	2/23/09: approved in error
Humanities	ESL 388B	10623.00	Advanced Grammar and Writing B	2/23/09: deleted in error
Humanities	ESL 388C	10624.00	Advanced Grammar and Writing C	dc
Humanities	ESL 390A	10662.10	Language Through Literature A	2/23/09: approved in error
Humanities	ESL 390A	10662.00	Language Through Literature A	2/23/09: deleted in error
Humanities	ESL 390B	10663.10	Language Through Literature b	2/23/09: approved in error
Humanities	ESL 390B	10663.00	Language Through Literature b	2/23/09: deleted in error
Humanities	ESL 390C	10664.00	Language Through Literature C	dc
Humanities	ESL 390D	10671.00	Language Through Literature D	dc
Humanities	ESL 398		ESL Language and Writing Conference	nc
Humanities	ESL 81A	10615.10	Academic Writing II A	2/23/09: approved in error
Humanities	ESL 81A	10615.00	Academic Writing II A	2/23/09: deleted in error
Humanities	ESL 81B	10616.10	Academic Writing II B	2/23/09: approved in error
Humanities	ESL 81B	10616.00	Academic Writing II B	2/23/09: deleted in error
Humanities	ESS 345	6303.00	Basic Reading and Vocabulary Development	co
Humanities	FR 180	13210.00	French Language Conference	nc
Humanities	HUM 27	10741.10	World Religions	c/l w/+ cross-listed with PHIL 7 (10741.00)
Humanities	JA 180	13211.00	Japanese Language Conference	nc

**IRVINE VALLEY COLLEGE**  
Curriculum Changes for 2009/10

Exhibit A  
Page 3

SCHOOL	CRSD ID	CATID	TITLE	ACTION TAKEN
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				assign=assignments
				c/ w/+ cross-listed with (and list the other crs id)
				ce=contract education course
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12
				dc=delete course
				desc=description
				dv=delete version of course
				hrs=hours
				lim=limitation
				lmg obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sam = sam code
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				top = TOP Code
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
Humanities	JA 2A	10328.00	Introduction to Beginning Japanese II	tps
Humanities	JA 2B	10329.00	Continuation of Introduction to Beginning Japanese II	tps
Humanities	RD 371	11188.00	Reading Laboratory	co
Humanities	RD 372	11189.00	Reading Laboratory	co
Humanities	SIGN 180	13212.00	Sign Language Conference	nc
Humanities	SPAN 180	13213.00	Spanish Language Conference	nc
Social Sci	AJ 260	13200.00	Investigatin and Trial Preparation - District Attorney	nc
Social Sci	HD 253	13208.00	Dealing with Challenging Children	nc
Social Sci	Psyc 10	5887.00	Statistical Methods in Behavioral Sciences	tps, prereq
Social Sci	Psych 133	5900.00	Psychology of Adjustment	tps
Social Sci	Psych 2	5875.00	Research in Psychology	tps, prereq

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Saddleback College: Award of Bid: Reroofing Project

**ACTION:** Approval

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### **BACKGROUND**

The roofing system on the Student Services Building at Saddleback College needs to be completely replaced. The existing roof system is the original system that was installed in 1990 and is experiencing serious water intrusion issues. The new roofing material will be warranted for thirty years against any water intrusion and is comprised of 100% recyclable materials.

### **STATUS**

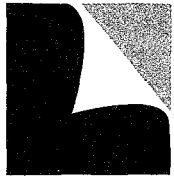
On March 30, 2009, a mandatory job walk was held at Saddleback College. Eighteen bidders attended for Bid No. 1088, Reroofing project. Six vendors responded to the invitation for bids with bids opened on April 7, 2009. The apparent low bidder was Letner Roofing Company. On April 13, 2009, a letter was received from Joe Guerrero, Project Manager for Letner Roofing Company requesting to withdraw their bid due to a mathematical error in calculating the clay tile roof area, EXHIBIT A. As per Public Contract Code, section 5101, paragraph (b) which allows for "an awarding authority to relieve a bidder of a bid because of mistake".

College staff requests that Letner Roofing Company be relieved of their obligation, and that the second low bidder Lavey Roofing Services, Inc. of Santa Ana, California be awarded Bid No. 1088, Reroofing project in the amount of \$817,500.00, EXHIBIT B.

Funds are available in the approved Scheduled Maintenance Funds budget.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees award Bid No. 1088, and approve agreement (EXHIBIT C) for Reroofing project at Saddleback College to Lavey Roofing Services, Inc., in the amount of \$817,500.00.



**Letner**  
ROOFING CO.

EXHIBIT A  
Page 1 of 1



Lic. No. 689961

April 13, 2009

**Atten:** Louis Sessler  
Facilities Maintenance & Energy Projects Manager

**Re:** Saddleback College  
28000 Marguerite Parkway  
Mission Viejo, CA. 92692

**Subject; Roofing Bid #1088**

We have reviewed our bid on the above referenced project, upon additional review we found a mathematical error on our square footage for the Clay Tile roof areas. Therefore we are asking the school district to withdraw our bid proposal.

We apologize for any inconvenience this may cause the school district.

Respectfully,

Joe Guerrero  
Letner Roofing  
Project Manager



**BID NO. 1088  
REROOFING PROJECT  
SADDLEBACK COLLEGE  
APRIL 27, 2009**

<b><u>VENDORS</u></b>	<b><u>AMOUNT</u></b>
* LETNER ROOFING CO. Orange, CA	\$ 759,900.00
** LAVEY ROOFING SERVICES, INC. Santa Ana, CA	817,500.00
COMMERCIAL ROOFING SYSTEMS Arcadia, CA	- 876,352.00
ROOF CONSTRUCTION Escondido, CA	897,509.00
BEST CONTRACTING SERVICES Gardena, CA	937,736.00
ADCO ROOFING INC. North Hollywood, CA	1,457,285.00

\* WITHDREW DUE TO ACCOUNTING ERROR.

\*\*RECOMMENDED AWARD

**AGREEMENT**

THIS AGREEMENT, dated the 28 day of April, 2009, in the County of Orange, State of California, is by and between South Orange County Community College District, (hereinafter referred to as "DISTRICT"), and Lavey Roofing Services, Inc. 1217 E.Wakeham Ave., Santa Ana, CA 92705, (714) 973-6233 (hereinafter referred to as "CONTRACTOR").

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

1. CONTRACTOR agrees to complete the Project known as:

**BID NO. 1088  
REROOFING PROJECT  
SADDLEBACK COLLEGE**

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

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

3. DISTRICT shall pay to the CONTRACTOR, as full consideration for the faithful performance of this Agreement, subject to any additions or deductions as provided in the Project Documents, the sum of Eight Hundred Seventeen Thousand Five Hundred Dollars (\$817,500.00).

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

5. **Time is of the essence.** If the work is not completed in accordance with Paragraph 4 above, it is understood that the DISTRICT will suffer damage. It being impractical and infeasible to determine the amount of actual damage, in accordance with Government Code Section 53069.85, it is agreed that CONTRACTOR shall pay to DISTRICT as fixed and liquidated damages, and not as a penalty, the sum of \_\_\_\_\_ Dollars(\$ \_\_\_\_\_) for each calendar day of delay until work is completed and accepted. Time extensions may be granted by the DISTRICT as provided in Article 63 of the General Conditions. Liquidated damages shall be imposed as set forth in Article 63 of the General Conditions.

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

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

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

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

7. The CONTRACTOR agrees to and does hereby indemnify and hold harmless the DISTRICT, its Governing Board, officers, agents, and employees from every claim or demand made, and every liability, loss, damage, or expense, of any nature whatsoever, which may be incurred by reason of:

(a) Any injury to or death of any person(s) or damage to, loss or theft of any property sustained by the CONTRACTOR or any person, firm or corporation employed by the CONTRACTOR, either directly or by independent contract, upon or in connection with the work called for in this AGREEMENT, except for liability resulting from the sole active negligence, or willful misconduct of the DISTRICT.

(b) Any injury to or death of any person(s) or damage, loss or theft of any property caused by any act, neglect, default or omission of the CONTRACTOR, or any person, firm, or corporation employed by the CONTRACTOR, either directly or by independent contract, arising out of, or in any way connected with the work covered by this Agreement, whether said injury or damage occurs either on or off DISTRICT property, if the liability arose due to the negligence or willful misconduct of anyone employed by the CONTRACTOR, either directly or by independent contract,

The CONTRACTOR, at CONTRACTOR'S own expense, cost, and risk shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the DISTRICT, its Governing Board, officers, agents or employees, on any such claim, demand or liability, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its Governing Board, officers, agents or employees in any action, suit or other proceedings as a result thereof.

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

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

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

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

Public Liability Insurance for injuries  
including accidental death, to any one  
person in an amount not less than

\$1,000,000

and

Subject to the same limit for each person on account of one accident, in an amount not less than	\$1,000,000
Property Damage Insurance in an amount not less than	\$1,000,000
Course of Construction Insurance without exclusion or limitation in an amount not less than	\$1,000,000

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

Automotive and truck where operated in amounts as above  
Material hoist where used in amounts as above

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

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

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

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

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

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

DISTRICT

CONTRACTOR

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

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

Gary Poertner  
Print Name

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

Deputy Chancellor  
Title

\_\_\_\_\_  
Title

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

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

(CORPORATE SEAL OF CONTRACTOR,  
if corporation)

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** SOCCCD: Fall 2009 Sabbatical Project Amendment

**ACTION:** Approval

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### **BACKGROUND**

Annually, the SOCCCD Board of Trustees reviews the recommendations of the Sabbatical Committee of faculty sabbatical projects for the upcoming academic year. Sabbatical projects are reviewed and approved in accordance with Article XXVI, Section H, of the 2004-07 Academic Employee Master Agreement.

On January 20, 2009, the Board of Trustees approved the sabbatical project of Petrina Friede, Professor of Liberal Arts and Learning Resources, Saddleback College, for the Fall Semester 2009 (Exhibit A). On April 7, 2009, Professor Friede requested that the Sabbatical Committee consider an amendment to her approved sabbatical project. Initially, Professor Friede proposed taking three German courses. She has since learned that UCI Extension Access has a maximum of two courses per semester; therefore, she will only be able to complete two courses during her sabbatical.

### **STATUS**

Professor Friede is requesting approval of an amended project to (1) complete two rather than three upper division German courses at UCI through UCI Extension Access, and (2) develop instructional materials for an updated German 10 curriculum through use of the German film genre.

The Sabbatical Committee has reviewed Professor Friede's request and approved her amended project as described in Exhibit B.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Professor Petrina Friede's amended sabbatical project for Fall Semester 2009.

**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.



April 9, 2009

Ladies and Gentlemen of the Sabbatical Committee, Dr. Bramucci, and Members of the Board of Trustees:

Re: Request for Amendment of Sabbatical for Petrina Friede, Fall 2009

The title of my sabbatical proposal is **Academic Study of the German Language with Emphasis on Modern Literature, Cultural Immersion, and Language Skill Development**. While preparing my proposal during October 2008, I spoke with the Professor Glenn Levine, UCI Department of German, and with representatives from the UCI Access, the University's concurrent enrollment extension program. I was counseled to take three classes in the German Department and that these three classes were an appropriate load.

Since that time I have learned that the maximum number of classes a student may take through UCI Access is two. Additionally, only two courses will be conducted in the German language during the fall quarter, 2009: German 103 and German 130. I would like to concentrate my efforts on these two courses and all the university-level requirements that accompany them such as extensive readings, film critiques, team projects with other students, original research reports, and special communication with students at the University of Dresden.

Because I have been assigned to teach German 10, *Intermediate German Conversation*, in the spring semester, 2010, at Saddleback College, I have decided to use the genre of film in Germany to encourage class discussions. I have no background in teaching conversation through film, thus I would like time to select and preview the films, develop lesson plans, and construct meaningful learning modules.

In light of these developments, I respectfully request that my sabbatical be amended in the projected course load to be completed at UCI. The section entitled ACTIVITIES #3 (also mentioned in other Activity sections) should be modified to read that I will complete two upper division courses instead of three in the Department of German at UCI through UCI Access.

In addition, ACTIVITIES #4, to update pedagogical materials, will be expanded in effort, time, and importance to encompass the development of instructional materials for an updated German 10 curriculum through use of the German film genre.

All other aspects of my sabbatical proposal will remain the same, including my confirmed reservation for the two-week special topic course at the Goethe Institute, Munich. My work during fall 2009 will be strenuous for me, but well worth the price with the increased excellence I will bring to the German program at Saddleback College.

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** SOCCCD: Board Policy Revision: BP-3205: Insurance, BP-4220: Substitute Classified Employees, BP-5600: Associate Degree Requirements, BP-5609: Matriculation, BP-4016: Drug-Free Environment and Drug Prevention Program, BP-4073: Faculty Reassigned Time and Stipends, BP-3520: Refreshment and Meals at District Functions, BP-3006: Sustainability, BP-5622: Certified Professional Secretary Examination, BP-5624: California State Board of Cosmetology License

**ACTION:** Acceptance for Review and Study

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### **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**

Ten board policies are presented to the board for "Review and Study." The new language and amendments to the board policies were reviewed and revised by the District's Board Policy and Administrative Regulation Advisory Council, 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 April 16, 2009 for review and recommendation to the Chancellor.

### **RECOMMENDATION**

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

# BOARD POLICY

3205

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS

## RISK MANAGEMENT INSURANCE

~~It shall be the policy of the Board of Trustees of the South Orange County Community College District to maintain a Risk Management Program consistent with all legal requirements pertaining thereto and within the financial capability of the district, providing a program of protection and/or insurance against:~~

~~Loss, damage, or disability as mandated by the Education, Government, Labor, Insurance, and other pertinent Codes of the State of California, to include, but not limited to: loss or damage to the real and personal property of the district, liability of the district and/or the personal liability of members of the Board of Trustees and employees of the district for damages to persons or property, including injury or death, losses due to employee dishonesty, worker's compensation/ employer's liability, and the provision of a program of health and welfare benefits for employees to the limits established by the Board of Trustees.~~

~~Under the provisions of this policy, the Chancellor shall develop and maintain rules and regulations necessary to implement and administer all aspects of this policy (Calif. Ed. Code, Section 70902).~~

The Chancellor or his/her designee shall be responsible to secure insurance for the District as required by law, which shall include but is not limited to the liabilities described in Education Code Section 72506 as follows:

Liability for damages for death, injury to persons or damage or loss of property;

Personal liability of the members of the Board of Trustees and the officers and employees of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer or employee when acting within the scope of his or her office or employment. The Chancellor may authorize coverage for persons who perform volunteer services for the District.

Worker's compensation insurance.

Insurance also shall include fire insurance and insurance against other perils.

The District may join in a joint powers agreement pursuant to Education Code Section 81603 for the purposes describe in this policy.

### Reference:

Education Code Sections 70902; 72502; 72506; 81601, et seq.

Adopted: 4-08-91

Revised: 4-26-99

Revised: 9-29-03

# BOARD POLICY

4220

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

PERSONNEL

## SUBSTITUTE CLASSIFIED EMPLOYEES

A substitute classified employee is a person employed to replace any classified employee who is temporarily absent from duty. Persons employed as substitutes are not members of the Classified Service (Calif. Ed. Code, Section 88003).

The substitute pay rate is computed at Step 1 of the hourly rate of the classification the substitute is assigned. Exceptions may be made based on previous experience within the District in the same or similar position upon the review and request of the administration in consultation with the Office of Human Resources.

# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

5600

STUDENTS

## ASSOCIATE DEGREE REQUIREMENTS

Upon completion of the graduation requirements as approved by the South Orange County Community College District Board of Trustees and stated in either the Irvine Valley College or Saddleback College catalog, and filed with the State chancellor's Office, the Board of Trustees will confer the Associate in Arts or Associate in Science Degree per Title 5, California Code of Regulations, Sections ~~55800-55810~~ 55060 et seq.

- I. The South Orange County Community College District Board of Trustees shall confer the degree of Associate in Arts or Associate in Science upon a student who has demonstrated competence in reading, written expression and mathematics, and who has satisfactorily completed at least 60 semester units of college work. This course work requirement must be fulfilled in a curriculum accepted toward the degree by either college in the district (as shown in its catalog). It must include at least 18 semester units in general education and at least 18 semester units in a major as prescribed in this section. Of the required units, at least 12 semester units must be completed in residence at the college granting the degree. Exceptions to residence requirements for the associate degree may be made by the South Orange County Community College District Board of Trustees when it determines that an injustice or undue hardship would be placed on the student.
  - A. Major Requirements. At least 18 semester units of study taken in a single discipline or related disciplines, as listed in the California Community Colleges "Taxonomy of Programs" shall be required.
  - B. General Education Requirements. Students receiving an associate degree shall complete a minimum of 18 semester units of general education, including a minimum of three semester units in each of the areas (1), (2), and (3) and the same minimum in each part of (4). The remainder of the unit requirement is also to be selected from among these four divisions of learning:
    1. Natural Sciences. Courses in the natural sciences are those which examine the physical universe, its forms, and its natural phenomena. To satisfy the general education requirement in natural sciences, a course shall be designed to help the student develop an appreciation and understanding of the scientific method and encourage an understanding of the relationships between science and other human activities. This category would include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, physics and other scientific disciplines.

2. Social and Behavioral Sciences. Courses in the social and behavioral sciences are those which focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course shall be designed to develop an awareness of the methods of inquiry used by the social and behavioral sciences. It shall be designed to stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate. This category would include introductory or integrative survey courses in cultural anthropology, cultural geography, economics, history, political science, psychology, sociology, and related disciplines.
3. Humanities. Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course shall be designed to help the student develop an awareness of the ways in which people through the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop an aesthetic understanding and an ability to make value judgments. Such courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.
4. Language and Rationality. Courses in language that cover the principles and applications of language toward logical thought, clear and precise expression, and critical evaluation of communication in whatever symbol system the student uses.
  - a. English Composition. Effective for all students admitted to a community college for the Fall 2009 term or any term thereafter, competence in written expression shall be demonstrated by obtaining a satisfactory grade in an English course at the level of the course typically known as Freshman Composition (either Freshman Composition or another English course at the same level and with the same rigor, approved locally) or by completing an assessment conducted pursuant to the subchapter 6 of this chapter (commencing with Section 55500) and achieving a score determined to be comparable to satisfactory completion of the specified English course. Satisfactory completion of an English course at the level of Freshman Composition shall satisfy both this competency requirements and the coursework requirement set forth in subdivision (b)(1)(D)(i) of this section. The competency requirements for written expression may also be met by obtaining a satisfactory grade in courses in English taught in or on behalf of other departments and which, as determined by the local governing board, require entrance skills at a level equivalent to those necessary for Freshman composition. Requirements for demonstrating competency in reading shall be locally determined.

Adopted: 5-15-89

Technical Update: 4-26-99

Revised: 6-25-01

Revised: 4-28-08

- b. Communication and Analytical Thinking. Courses fulfilling the communication and analytical thinking requirement include oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines.
  - 5. Effective for all students admitted to a community college for the Fall 2009 term or any term thereafter, competence in mathematics shall be demonstrated by obtaining a satisfactory grade in a mathematics course at the level of the course typically known as Intermediate Algebra (either Intermediate Algebra or another mathematics course at the same level, with the same rigor and with Elementary Algebra as a prerequisite, approved locally) or by completing an assessment conducted pursuant to subchapter 6 of this chapter (commencing with Section 55500) and achieving a score determined to be comparable to satisfactory completion of the specified mathematics course. Satisfactory completion of a mathematics course at the level of Intermediate Algebra shall satisfy both this competency requirement and the coursework requirement set forth in subdivision (b)(1)(D)(ii) of this section. The competency requirements for mathematics may also be met by obtaining a satisfactory grade in courses in mathematics taught in or on behalf of other departments and which, as determined by the local governing board, require entrance skills at a level equivalent to those necessary for Intermediate Algebra.
  - C. While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes. A course may be used to satisfy both a general education requirement and a major requirement.
  - D. Ethnic studies will be offered in at least one of the required areas as listed in Section I-B.
- II. PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE AND GENERAL EDUCATION

As specified in Title 5, Section ~~55805~~555061, the South Orange County Community College District Board of Trustees adopts the following as its philosophy on general education consistent with the policy of the California Community Colleges Board of Governors.

General education requirements are at the heart of what is broadly acknowledged as the fundamental foundation for higher education. These requirements are ambitious and designed to develop a breadth and depth of knowledge, understanding, insights and skills. They include competencies in reading, critical thinking, writing and basic mathematics. The courses that meet the general education requirements are designed to help students:

Adopted: 5-15-89  
Technical Update: 4-26-99  
Revised: 6-25-01  
Revised: 4-28-08

- (a) develop and refine the skills needed to acquire knowledge and communicate effectively;
- (b) employ science as a dynamic method of observation;
- (c) appreciate individuals as members of society or components of society;
- (d) study culture for increased aesthetic enlightenment and appreciation of creative contributions;
- (e) expand their understandings of American institutions and ideals; and
- (f) gain experiences leading to a better self-understanding.

III. TYPES OF COURSES APPROPRIATE TO THE ASSOCIATE DEGREE (TITLE 5, SECTION 55805.5)

The criteria established by the South Orange County Community College District Board of Trustees to implement its philosophy on the associate degree shall permit only courses that conform to the standards specified in Section 55002(a) and that fall into the following categories to be offered for associate degree credit:

- A. All lower division courses accepted toward the baccalaureate degree by the California State University or University of California or designed to be offered for transfer.
  - B. Courses that apply to the major in non-baccalaureate occupational fields.
  - C. English courses not more than one level below the first transfer level composition courses.
  - D. All mathematical courses above and including elementary algebra.
- IV. Each college shall review, define and publish its general education philosophy statement and graduation requirements consistent with Title V and this board policy. Any revisions to the general education philosophy statement and graduation requirements shall be subject to approval by the South Orange County Community College District Board of Trustees.



# BOARD POLICY

5609

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS

## MATRICULATION

To assist in attaining equality of educational opportunity and success for the students in the South Orange County Community College District, the colleges shall provide students opportunity for (1) access, (2) equitable, quality education, and (3) successful attainment of their educational objectives, with full range of support services through matriculation, all of which acknowledge the requirements and intent of the Seymour Campbell Act of 1986 (Calif. Ed. Code, Section 78210 et. seq.; Title 5, Calif. Code of Regulations, Sections 55500-55534 et. seq.).

# BOARD POLICY

4016

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

PERSONNEL

## DRUG-FREE ENVIRONMENT AND DRUG PREVENTION PROGRAM

The District shall be free from all ~~drugs and from the~~ unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all facilities under the control and use of the District.

Any student or employee who violates this policy will be subject to disciplinary action, consistent with local, state, or federal law, which may include the referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

The Chancellor or his/her designee shall assure that the District distributes annually to each student and employee the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

Adopted: 5-15-89  
Revised: 4-26-99  
Revised: 10-26-04

# BOARD POLICY

4073

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

PERSONNEL

## FACULTY REASSIGNED TIME AND STIPENDS

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

(b) (7) Establish procedures that are consistent with minimum standards established by the board of governors to ensure faculty, staff, and students the opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance, and to ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

### I. REASSIGNED TIME

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

### II. STIPENDS

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

### III. EQUITY

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

IV. ACCOUNTABILITY

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

V. LIMITATIONS

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

VI. EXCLUSIONS

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

# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

3520

BUSINESS

## REFRESHMENTS AND MEALS AT DISTRICT FUNCTIONS

The Board of Trustees encourages public participation and awareness of community college district programs and activities through direct personal contact with individuals and community groups. The Board believes that the serving of refreshments and meals for District approved functions facilitates communication and increases public awareness of, the District and its colleges, and improves participation in District sponsored meetings and functions.

The Board of Trustees authorizes the serving of refreshments and/or meals at functions referenced below and designate the Chancellor or his/her designee to approve or disapprove all such requests prior to the event which are:

1. Events open to the public and/or representatives of other educational agencies;
2. Board, District-wide, College-wide and ATEP meetings, with college and/or district staff which may or may not include an outside partner representative (does not include division/school, departments or committee meetings).
3. Meetings including workshops, training and retreats, which are of sufficient length (greater than 4 hours) as to interfere with normal meal and break periods. One example could be a full workday training meeting during which break time refreshments and lunch are brought to the participants so that training can continue efficiently.

The cost of refreshments and meals which are served at duly authorized activities in accordance with this policy shall be paid from District funds and shall meet all legal and District requirements for expenditure of District funds (California Education Code, Section 70902). All expenses requisitions must be submitted using object code 5271 to the Directors of Fiscal Services at each college for approval through the Escape process. The District Director of Fiscal Services will be the Chancellor's designee for District final approval for all events. ~~Chancellor on a "Request for Funds" (Form FS112).~~ These expenditures shall be prudent and reasonable and the benefit to an individual may only be incidental.

State Staff Development funds may not be used for meals or refreshments, except for travel pursuant to AR 4052.

Adopted: 11-05-90  
Revised: 4-26-99  
Revised: 9-29-03  
Revised: 4-28-08

# BOARD POLICY

3006

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS

## SUSTAINABILITY

The South Orange County Community College District will develop practices and procedures that continue the legacy of leadership in sustainability in all areas of the colleges, including faculty and staff development, instruction, operations, construction, facilities, land use, energy conservation, and environmental integrity. The Energy and Sustainability Regulation will include goals and guidance for all facets of the college that ensure the evolution of best practices in sustainability.

# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

5622  
STUDENTS

## CERTIFIED PROFESSIONAL SECRETARY EXAMINATION

~~Students passing the Certified Professional Secretary Examination (see review courses listed under Office Administration, OA201 and OA202) will be awarded the Secretarial Administrative Certificate and will be allowed to use those named courses as units completed toward the Associate in Arts Degree (Title 5, Calif. Code of Regulations, Section 55753).~~

~~The qualified student should obtain a general petition form from the Admissions and Records Office or the Counseling Office and should submit the completed petition for this credit by examination, together with verification of the passing of the Certified Professional Secretary Examination, to the administrator of the Business Science Division/School for processing.~~

DELETE

# BOARD POLICY

5624

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS

## CALIFORNIA STATE BOARD OF COSMETOLOGY LICENSE

~~Holders of current California State Board of Cosmetology licenses completing all general education requirements and the residency requirements as listed under Graduation Requirements, will be given full credit for the cosmetology major (48 units). A copy of the current license shall be presented to the Office of Admissions and Records prior to the deadline for application for graduation (Calif. Ed. Code, Section 70902).~~

DELETE



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 6.8**  
**DATE: 04/27/09**

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

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**BACKGROUND**

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

**STATUS**

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

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

**RECOMMENDATION**

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

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT****ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS****A. NEW PERSONNEL APPOINTMENTS****1. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF**

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Cioczek-Georges, Renata	Ph.D./Math	Math/SC	V/6	08/25/09
Heneks, Kasara	MS/Applied Math	Math/SC	II/6	08/25/09
Junker, Joshua	MS/Chem. & Bio Chem.	Chemistry/IVC	II/6	06/22/09
Lombardi, Deborah	MS/Education, Reading	Reading/SC	II/6	07/06/09
Ritacco, Tara	BA/Textiles & Clothing	Fashion/SC	I/6	08/25/09

**EQUIVALENCY**

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
McCliman, Michelle	J.D/Law	Business/SC	II/6	04/23/09

Equivalency is based upon a Juris Doctorate degree in law from University of California, Davis, and a Bachelor of Arts degree in rhetoric from University of California, Berkeley. Ms. McCliman has taught since June 2006 for Coastline Community College in the paralegal program. She founded the McCliman Law Firm, Ladera Ranch, California, in January 2009, where she practices, focusing on intellectual property and litigation matters, and has previous experience as a senior associate and litigation attorney with several California law firms.

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Hagan, Michael	MA/Humanities	Humanities/SC	II/6	03/30/09 <sup>1</sup>
Parkin, Amelia	MA/English	English/IVC	II/6	03/23/09 <sup>1</sup>

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<sup>1</sup> Emergency Hire

**B. AUTHORIZATION TO ESTABLISH AND ANNOUNCE ACADEMIC ADMINISTRATIVE POSITION**

1. DEAN OF ACADEMIC PROGRAMS, STUDENT LEARNING, AND RESEARCH, Academic Administrator Salary Schedule Category II, Office of Instruction, Irvine Valley College, seeks authorization to establish and announce this full-time, Academic Administrative position within its staff complement, effective April 28, 2009. This position reports to the Vice President of Instruction. (See Exhibit B, Attachment 1)

**C. 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 2008/2009 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>		<u>Effective Date</u>
		<u>Amount</u>		
Borron, Brenda	Trainer eLumen Software/IVC	\$ 500.00		08/25/08-12/21/08
Camelot, Allison	Service Learning/Module/SC	750.00		04/01/09-06/01/09
Cassens, Michael	Trainer eLumen Software/IVC	500.00		08/25/08-12/21/08
Castroconde, Miriam	Trainer eLumen Software/IVC	500.00		08/25/08-12/21/08
Cox, Barbara	Accounting SLO, Fall 08/SC	63.66		08/25/08-12/12/08
Cox, Barbara	Real Estate, SLO, Fall 08/SC	445.62		08/25/08-12/12/08
Cox, Barbara	Business SLO, Fall 08/SC	159.15		08/25/08-12/12/08
Craig, Patricia	Speaker, Lecture Series/SC	100.00		02/27/09-02/27/09
Davis Allen, Lisa	Trainer eLumen Software/IVC	500.00		08/25/08-12/21/08
Dedonno, Thomas	CIM SLO, Fall 08/SC	477.45		08/25/08-12/25/08
Do, Tam	Trainer eLumen Software/IVC	500.00		08/25/08-12/21/08
Fisher, Schorre	CIM SLO, Fall 08/SC	31.83		08/25/08-12/25/08
Goldberg, Patrizia	Business SLO, Fall 08/SC	286.47		08/25/08-12/25/08
Haeri, Melanie	Trainer eLumen Software/IVC	500.00		08/25/08-12/21/08
Hunt, Matthew	ESL SLO, Fall 08/SC	795.75		08/25/08-12/21/08
Ishii, Fumiko	Trainer eLumen Software/IVC	500.00		08/25/08-12/21/08
Korper, Steve	CIM SLO, Fall 08/SC	222.81		08/25/08-12/25/08
Loftus, Nicole	Service Learning/Module/IVC	750.00		04/01/09-06/01/09
Lowe, Lesley	Chair, Emer. Kinesiology/Curr/SC	3,183.30		08/25/09-12/19/09
Luke, Gary	Speaker, Lecture Series/SC	100.00		03/27/09-03/27/09
Mackenzie, Emalee	Trainer eLumen Software/IVC	500.00		08/25/08-12/21/08
<sup>2</sup> Mathur, Roopa	Trainer eLumen Software/IVC	500.00		08/25/08-12/21/08
Quade, Joyce	Coordinator, IMC Lab./SC	2,626.22		05/26/09-08/14/09
Rudmann, Bari	Trainer eLumen Software/IVC	500.00		08/25/08-12/21/08
Teng, Anthony	Accounting SLO, Fall 08/SC	318.30		08/25/08-12/12/08
Williams, Thaddeus	Speaker, Lecture Series/SC	100.00		03/06/09-03/06/09

<sup>2</sup> Not related to Dr. Mathur, Chancellor

**D. 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</u>	
		<u>Amount</u>	<u>Effective Date</u>
Brogan, George	Astounding Inventions/IVC	\$ 50.00	01/31/09-01/31/09
Bruno, Brenda	Handbook/Curriculum Dev./IVC	500.00	01/12/09-05/21/09
Carroll, Christina	Learning Module/BSI Project/SC	1,019.00	01/12/09-05/21/09
Carranza, Dale	Astounding Inventions/IVC	50.00	01/31/09-01/31/09
Chandos, Raymond	Mentor, Teachers Prep. Pipe./IVC	250.00	01/12/09-05/21/09
Chandos, Raymond	Mentor, Teachers Prep. Pipe./IVC	500.00	01/12/09-05/21/09
Chatkupt, Terry	CTE Digital Design/VTEA/IVC	1,125.00	01/12/09-05/21/09
Collins, Michael	CTE Tech. Theatre/VTEA/IVC	1,250.00	01/12/09-05/21/09
Diaz, Frances	ESL Student Success/BSI Proj./SC	799.08	01/12/09-05/21/09
Erbas White, Ilknur	Astounding Inventions/IVC	50.00	01/31/09-01/31/09
Fisher, Katherine	Writing Ctr. Wksp./Foundation/SC	50.00	10/01/08-10/31/08
Gleason, Linda	Stud. Success Grant Activities/SC	6,000.00	05/23/09-06/23/09
Gray, Donna	Mentor, Teachers Prep. Pipe./IVC	250.00	01/12/09-05/21/09
Gray, Donna	Mentor, Teachers Prep. Pipe./IVC	500.00	01/12/09-05/21/09
Hagen, Gerard	Eval. Stud. Jazz/Foundation/SC	70.00	03/04/09-03/11/09
Hughes, Luther	Eval. Stud. Jazz/Foundation/SC	70.00	03/04/09-03/11/09
Hunt, Matthew	Writing Ctr. Wksp./Foundation/SC	50.00	10/01/08-10/31/08
Jensen, Dianne	ESL Student Success/BSI Proj./SC	500.00	01/12/09-05/21/09
Johnson, Paul	Eval. Stud. Jazz/Foundation/SC	70.00	03/04/09-03/11/09
Loke, Chan	Articulation/Teachers Prep. Pipe/IVC	100.00	02/25/09-02/25/09
Mahjoob, Shadeh	Astounding Inventions/IVC	50.00	01/31/09-01/31/09
<sup>2</sup> Mathur, Roopa	CTE Digital Design/VTEA/IVC	1,125.00	01/12/09-05/21/09
<sup>2</sup> Mathur, Roopa	Mentor, Teachers Prep. Pipe./IVC	500.00	01/12/09-05/21/09
McCord, Roy	Astounding Inventions/IVC	50.00	01/31/09-01/31/09
McDermott, Anne	Mentor, Teachers Prep. Pipe./IVC	500.00	01/12/09-05/21/09
Pangborn, Frank	Mentor, Teachers Prep. Pipe./IVC	500.00	01/12/09-05/21/09
Rousseau, Michele	Learning Module/BSI Project/SC	1,019.00	01/12/09-05/21/09
Schmidt, Terry	Mentor, Teachers Prep. Pipe./IVC	250.00	01/12/09-05/21/09
Skaff, Penelope	Project Dir./CTE Collaborative/SC	9,428.00	02/01/09-06/30/09
Scharf, Michelle	Project Dir./ Tchers Prep. Pipe/IVC	2,114.00	01/12/09-05/21/09
Sleep, Katherine	ESL Student Success/BSI Proj./SC	500.00	01/12/09-05/21/09
Smith, Kathleen	ESL Student Success/BSI Proj./SC	500.00	01/12/09-05/21/09
Street, Karah	Read & Write Wksp./BSI Project/SC	1,677.74	01/12/09-05/21/09
Tabibzadeh, Kiana	Astounding Inventions/IVC	50.00	01/31/09-01/31/09
Thorpe, Terry	Mentor, Teachers Prep. Pipe./IVC	250.00	01/12/09-05/21/09
Turchie, Michelle	Read & Write Wksp./BSI Project/SC	1,677.74	01/12/09-05/21/09
Zucker, Richard	Astounding Inventions/IVC	50.00	01/31/09-01/31/09

**E. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT**

1. ELKINS, CLAIRE, ID#1077, Physical Education Instructor, Pos #1531, Column V, Step 30, Division of Kinesiology, Physical Education and Athletics, Saddleback College, resignation effective May 22, 2009 and retirement effective May 23, 2009. Payment is authorized for any compensated time off. (Permanent Hire date: August 22, 1977)

South Orange County Community College District

**DEAN, ACADEMIC PROGRAMS, STUDENT LEARNING, AND RESEARCH - Academic Administrative Salary Schedule Range II**

**DEFINITION**

Serve in a staff capacity and work closely with the Vice President of Instruction and other District and College administrators in an environment of collegial consultation to provide optimum quality instructional, student learning and research services at Irvine Valley College; to coordinate and evaluate the performance outcomes of the instructional programs and departments assigned to the Schools of the College; to coordinate (with the Deans of the schools) the Early College Program offered by IVC in local high schools, ATEP offerings, CSU Fullerton offerings and all other off-site credit classes; to supervise and coordinate Institutional Research; and to perform assigned duties in compliance with applicable State and federal regulations and guidelines, District policies and procedures, and the College's educational goals and objectives.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Vice President of Instruction. Exercises functional and technical supervision over faculty, professional, academic, classified and other staff as assigned.

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

Coordinate and evaluate the performance outcomes of the instructional programs and departments assigned to the Schools of the college as a part of the Program Review, Academic Planning, Accreditation, Institutional Effectiveness, and Strategic Planning and Budget Development processes.

Supervise and coordinate Institutional Research; develop reports supported by empirical research about our students so that student learning is supported and enhanced.

Coordinate (with the Deans of the schools) the Early College Program offered by IVC in local high schools, ATEP offerings, CSU Fullerton offerings, and all other off-site credit classes.

Coordinate with the Dean of Counseling appropriate components of the Early College Program, the Honors Program, and the CSU STAR transfer program, among others, to ensure maximum performance of these programs on behalf of IVC's transfer students.

Coordinate scheduled offerings in Summer Session and the weekend program of offerings to enhance effectiveness of enrollment management scheduling strategies.

Coordinate (with the Dean of College Online Education) the offering of distance education delivery of courses, certificates, and degrees.

Manage the Basic Skills Initiative grant for IVC and coordinate projects with the faculty and administrators in the basic skills disciplines.

Supervise the student intake processing, accountability, and enrollment reporting functions of the Student Success and Learning Centers.

Participate and show leadership in strategic planning among academic programs, including service on the Academic, Facilities, and Technology Planning Committee, the Institutional Effectiveness Committee, the Honors Committee, and Accreditation Steering Committee, among others.

South Orange County Community College District  
Page 2 – Dean, Academic Programs, Student Learning, and Research

EXAMPLES OF DUTIES

Supervise the Catalog-Schedule Coordinator; in managing the inventory of courses and MIS database to ensure compliance with Education Code, Title 5, and SOCCCD Board policies.

Participate when needed in the selection of new faculty and classified staff members for the Schools and other departments of the college.

Using college/district software, databases, and analytical tools, provide regular reports on FTES targets, room utilization, curricular patterns, and other scheduling performance analyses.

Assist the Director of Facilities in updating the database for classroom, laboratory, and other instructional spaces.

Supervise and evaluate classified staff in keeping with the policies of the Board of Trustees and administrative procedures.

Participate in collegial consultation and appropriate advisory committee meetings.

Interface with the community and external agencies in all matters of community relations and academic affairs associated with the colleges.

Assist the Vice President of Instruction to develop the schedule of classes; manage the assigned facilities; prepare long-range plans and statements of goals and objectives; develop, submit and manage the annual budget requests for equipment, supplies and personnel; direct the acquisition, maintenance and use of both instructional and non-instructional equipment; maintain an equipment-replacement plan, maintain planning documents that provide evidence of institutional performance used in such programs and activities as the Accreditation process.

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 instruction and related areas of assignment.

Perform other related duties as assigned.

South Orange County Community College District  
Page 3 – Dean, Academic Programs, Student Learning, and Research

QUALIFICATIONS

Knowledge of:

Applications of instructional technology to enhance classroom instruction and to deliver education through innovative delivery modes, including distance learning.  
Principles and practices of budget preparation and management  
Principles and practices of training and supervision.  
Applicable District policies and local, State and federal laws, codes and regulations.  
Organizational and management practices as applied to area of assignment.  
Computer systems and software applications related to area of assignment.  
Oral and written communication skills.  
Interpersonal skills including tact, patience and diplomacy.

Ability to:

Assist in the development and implementation of technology-based solutions to curriculum and instructional issues.  
Exercise judgment or choice among possible actions, sometimes without clear precedents and often with concern for the consequences of the action.  
Plan, organize and coordinate assigned activities in a manner conducive to full performance and high morale.  
Plan, organize, coordinate, manage and expedite projects related to assignment.  
Develop, prepare and administer project budgets.  
Interpret, apply and explain applicable local, State and federal laws and regulations.  
Interpret, apply and explain applicable District policies and procedures.  
Learn District and College organization, operations and objectives.  
Assist in forecasting current and future needs and costs affecting area of assignment.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Train and provide supervision and work direction to others as assigned.  
Relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy.  
Establish and maintain cooperative and effective working relationships with those contacted in the course of work.  
Communicate clearly and concisely, both orally and in writing.  
Collect, compile and analyze data.  
Prepare oral and written reports and recommendations.  
Plan and organize work.  
Operate modern office equipment such as computer, printer, calculator, copier and facsimile machine.  
Operate computer/applications software, including database management, spreadsheet, word processing and software related to area of assignment.  
Exercise initiative and work independently.

EDUCATION AND EXPERIENCE 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:

Education:

Master's degree from an accredited college or university in a discipline area currently offered at Irvine Valley College and a doctorate in a professional specialization, such as D.N.Sc. (doctorate in nursing science) or J.D. (doctor of jurisprudence) from an accredited college or university, or Ph.D. or Ed.D. from an accredited college or university.

## EDUCATION AND EXPERIENCE GUIDELINES

### Experience:

- Minimum of two (2) years of faculty experience at the post-secondary level.
- Minimum of three (3) consecutive years of recent successful post-secondary administrative and supervisory experience, or four (4) years of recent management or faculty leadership experience in an educational capacity related to a college or university.
- Evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physically challenged and ethnic backgrounds of community college students.

### Desirable Qualifications:

Preference will be given to those candidates demonstrating a high level of professional expertise on the basis of:

- Administrative leadership experience in the development, organization, and management of instructional programs.
- Evidence of an understanding of and experience with the principles of participatory governance and principles of effective participation.
- Evidence of experience in presenting summary analytical reports about enrollment trends, FTES trends and fluctuations, program offering patterns, accreditation reports, cost/benefit analyses, among other reports.
- Experience in budget development and management at school and department levels.

### Licenses and other Certification:

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. Typically, duties are performed in an office environment while sitting at a desk or computer workstation. An incumbent also travels to various locations to visit instructional sites, attend meetings and conduct work; and is subject to contact with others, frequent interruptions, noise from talking or office equipment and demanding legal timelines. At least minimal environmental controls to assure health and comfort.

### Physical Demands

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

This is a new academic administrative position proposed April 2009. This class specification has been prepared and finalized by Marlys Grodt April 14, 2009 based on information and suggestions provided by Teddi Lorch, District Director of Human Resources, and Craig Justice, IVC Vice President of Instruction.



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 6.9**  
**DATE: 04/27/09**

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

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**BACKGROUND**

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

**STATUS**

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

**RECOMMENDATION**

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

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS**

**A. NEW PERSONNEL APPOINTMENTS**

**1. CLASSIFIED EMPLOYMENT** (Information Items – Pursuant to Board Policy 4002.1)

- a. HAZZARD, RUBY is to be employed as Admissions and Records Specialist I, Bilingual, Pos #3983, Classified Bargaining Unit Salary Range 116, Step 1, 23.5 hours per week, 12 months per year, Office of Admissions, Records and Enrollment Services, Irvine Valley College, effective May 4, 2009. This is a new position approved by the Board of Trustees on December 5, 2008.
- b. HOISETH, BRADLEY is to be employed as Administrative Assistant, Pos #3630, Classified Bargaining Unit Salary Range 121, Step 1, 20 hours per week, 12 months per year, Division of Physical Education, Kinesiology and Athletics, Saddleback College, effective April 15, 2009. This is a replacement position for Kathy Fernandez.
- c. ORLICH, VICTORIA is to be employed as Program Assistant (Categorical), Pos #3988, Classified Bargaining Unit Salary Range 118, Step 1, 20 hours per week, 12 months per year, Division of Health Sciences and Human Services, Saddleback College, effective April 13, 2009. This is a new categorical funded position approved by the Board of Trustees June 24, 2008, with employment contingent upon the availability of funding by the Enrollment Growth grant.
- d. TY, DJIAN-LUKE is to be employed as Laboratory Technician, Life/Physical Sciences, Pos #4032, Classified Bargaining Unit Salary Range 122, Step 1, 40 hours per week, 12 months per year, Chemistry, School of Life and Physical Sciences, Irvine Valley College, effective March 23, 2009. This is a new position approved by the Board of Trustees on August 26, 2008.

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>
Aguilar, Rigoberto	Custodian/SC	113/1	03/02/2009
<sup>1</sup> Araiza, J. Estanislao	Groundskeeper/ATEP	118/1	03/17/2009
Barboza, Mario	Groundskeeper/ATEP	118/1	03/13/2009
Bean, Leanne	Executive Assistant/SC	133/1	03/18/2009
Bollinger, Patricia	Administrative Assistant/Dist.	121/1	03/12/2009
Deis, Dianna	Ticket Office Operations Manager/SC	122/1	03/02/2009
Deis, Dianna	Ticket Office Operations Assistant/SC	116/1	04/01/2009
Dioguardi, Joe	Custodian/IVC	113/1	02/25/2009
Hill, Sean	Applications Specialist II/IVC	136/1	03/31/2009
Hoover, Jason	Custodian/IVC	113/1	03/12/2009
Jones, Holly	Child Development Specialist/SC	122/1	03/02/2009
Kerin, Kaitlin	Receptionist/Dist.	113/1	03/09/2009
Lopez, Eduardo	Groundskeeper/ATEP	118/1	03/13/2009

<sup>1</sup>Son of Elva Araiza, Sr. Admissions & Records Specialist, Bilingual, Office of Admissions, Records & Enrollment.

**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>
Luan Toldeo, Juan	Groundskeeper/ATEP	118/1	03/17/2009
Myers, Anne	Dist. Accounting Systems Spec./Dist.	134/1	02/24/2009
Pena, Johnny	Custodian/IVC	113/1	04/02/2009
<sup>2</sup> Renfro, Erik	Technology Assistant/IVC	123/1	03/31/2009
Yunt, Sandra	Senior Administrative Assistant/SC	127/1	03/05/2009

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>
Adams, Cherese	Clerk, Short-Term/SC	\$ 10.00	03/17/09-06/30/09
Barrack, Casey	Project Specialist/SC	16.00	03/12/09-06/30/09
Bones, Gerald	Project Specialist/SC	12.00	03/12/09-06/30/09
<sup>3</sup> Casillas, Meghan	Clerk, Short-Term/SC	10.00	03/05/09-06/30/09
Christianson, Craig	TMD Aide/IVC	20.00	04/03/09-06/30/09
Dador, Inigo	Project Specialist/IVC	13.00	04/01/09-06/30/09
Duvinage, Leitha	Project Specialist/Dist.	20.00	03/02/09-06/30/09
Fabela, Julie	Clerk, Short-Term/SC	10.00	03/17/09-06/30/09
Feeney, Mary Patricia	Clerk, Short-Term/SC	10.00	03/25/09-06/30/09
Garcia Lua, Beatriz	Project Specialist/SC	10.50	03/24/09-06/30/09
Gonzalez, Deyanira	Project Specialist/SC	16.00	02/23/09-06/30/09
Lopez, Shawnee	Project Specialist/SC	16.00	03/31/09-06/30/09
Lye, Lain	Project Specialist/IVC	12.50	02/25/09-06/30/09
Miller, Matthew	Project Specialist/SC	15.50	03/13/09-06/30/09
Moradi, Poya	TMD Aide/IVC	18.00	03/23/09-06/30/09
Morris, Joseph	TPP Aide/SC	10.00	03/25/09-06/30/09
<sup>4</sup> Parra, Jacqueline	Project Specialist/SC	12.50	03/02/09-06/30/09
Scott, Jared	TMD Aide/IVC	20.00	03/02/09-06/30/09
Stift, Randy	Project Specialist/SC	20.00	03/30/09-06/30/09
Xhepa, Rowena	Project Specialist/SC	12.00	04/01/09-06/30/09

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>
Bang, Jennife	03/15/09-06/30/09
Cunningham, Kelly	03/05/09-06/30/09

<sup>2</sup> Son of Hedy Renfro, Sr. Administrative Assistant, Guidance and Counseling, Irvine Valley College.

<sup>3</sup> Daughter of Lurdes Casillas, Senior Administrative Assistant, Adm., Rec./Enrollment Svc., Saddleback College.

<sup>4</sup> Daughter of Lori Parra, Ext'd Opportunity Program Specialist, Bilingual, Adm., Rec./Enrollment Svc., Saddleback College.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

4. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2008/2009** academic year.

<u>Name</u>	<u>Start/End Date</u>
Grimm, Jonas	02/17/09-06/30/09
Jeong, Geewon	03/06/09-06/30/09
Marshall, Kathryn	03/15/09-06/30/09
McGee, Cassia	03/13/09-06/30/09
Mitchell, Lindsay	03/26/09-06/30/09
Modir, Shaheen	03/30/09-06/30/09
Peckham, Lindsay	03/15/09-06/30/09
Petchdakul, Tassaraj	03/06/09-06/30/09
Staben, Victoria	03/15/09-06/30/09
Talavera, George	03/09/09-06/30/09
Terbeek, Ehren	02/18/09-06/30/09

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>
Bruno, John	Model/SC	\$ 22.00/hr	03/12/09-06/30/09
Chase-Wagniere, Taylor	Recreation Leader/SC	15.00/hr	04/01/09-06/30/09
Herbert, Kerry	Model/SC	22.00/hr	03/12/09-06/30/09
Huggins, Barbara	Clinical Skills Spec./SC	30.00/hr	03/05/09-06/30/09
LaMotte, Amber	Comm. Ed./SC	5,000.00/cs <sup>5</sup>	03/25/09-06/30/09
Montes, Christopher	Clinical Skills Spec./SC	30.00/hr	03/17/09-06/30/09
Rebold, Diana	Tutor/IVC	12.00/hr	03/02/09-06/30/09
Sepahifar, Farzad	Model/IVC	22.00/hr	03/09/09-06/30/09
Smith, Jordan	Clinical Skills Spec./SC	30.00/hr	03/26/09-06/30/09

**B. AUTHORIZATION TO ELIMINATE CLASSIFIED POSITION AND/OR POSITION NUMBERS**

1. DIRECTOR OF PRODUCTION MANAGEMENT, Pos #3771, Classified Management Salary Range 7, School of Fine Arts, Irvine Valley College seeks to revise authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, to be effective December 31, 2009. (Position approved: August 27, 2007)

**C. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION**

1. GRANTS ANALYST, Classified Bargaining Unit Salary Range 137, Advanced Technology and Education Park, seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its complement, effective April 28, 2009. (Exhibit B, Job Description, Attachment 1)

<sup>5</sup> Per course.

**C. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION -  
Continued**

2. PROGRAM SPECIALIST, Categorical Funded, Classified Bargaining Unit Salary Range 130, Office of Research, Planning and Grants, Saddleback College, seeks authorization to establish a full-time, 40 hours per week, 12 months per year position to its staff complement, effective April 28, 2009. Employment in this position is contingent upon funding by the Community Collaborative grant. (Exhibit B, Job Description, Attachment 2)

**D. REORGANIZATION**

1. Irvine Valley College seeks authorization to change the reporting structure for Senior Administrative Assistant, Pos #3235, 40 hours per week, 12 months per year from reporting to the Director of Technology Services to begin reporting to the Vice President of Instruction, pursuant to reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021, effective April 28, 2009.
2. Irvine Valley College seeks authorization to change the reporting structure for Administrative Assistant, Pos #4031, 29 hours per week, 12 months per year from reporting to the Dean of Business Science and Social and Behavioral Sciences to begin reporting to the Director of Technology Services, pursuant to reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021, effective April 28, 2009.

**E. CHANGE OF STATUS**

**1. CLASSIFIED EMPLOYMENT**

- a. BOSTWICK, TAMARA, ID #13397, Senior Administrative Assistant, Pos #3326, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, Office of the President, Irvine Valley College, is to be given a voluntary transfer to Senior Administrative Assistant, Pos #3235, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, Office of Instruction, Irvine Valley College, effective April 28, 2009. This is a replacement position for Hedy Renfro, pursuant to Article 13.6.2 of the C.S.E.A. contract.
- b. OLVERA, ALICIA, ID #11723, Admissions and Records Specialist I, Pos #2617, Classified Bargaining Unit Salary Range 116, Step 3, 25 hours per week, 12 months per year, Office of Admissions, Records, and Enrollment Services, Saddleback College is to be given a change in status to Admissions and Records Specialist I, Bilingual Preferred, Pos #3946, Classified Bargaining Unit Salary Range 116, Step 3, with additional compensation of 2% of the base salary, for verified bilingual ability, 40 hours per week, 12 months per year, Office of Admissions, Records, and Enrollment Services, Saddleback College, effective March 23, 2009. This is a new position approved by the Board of Trustees on October 27, 2008.
- c. RENFRO, HEDY, ID #10882, Senior Administrative Assistant, Pos #3235, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, Office of Technology Services, 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 April 3, 2009. This is a replacement position for Susan Sweet, who was given a change in status.

**E. CHANGE OF STATUS**

**1. CLASSIFIED EMPLOYMENT**

- d. SWEET, SUSAN, ID #1824, 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, 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, effective March 9, 2009. This is a replacement position for La Nell Peebles, who was given a change in status.

**F. OUT OF CLASS ASSIGNMENTS**

1. EMMETT, KRISTIN, ID #15342, Senior Administrative Assistant, Pos #3488, a temporary out of class assignment, Classified Bargaining Unit Salary Range 127, Step 1, 40 hours per week, Office of Physical Plant, Irvine Valley College, temporary assignment ended March 8, 2009.
2. EMMETT, KRISTIN, ID #15342, Student Development Office Assistant, Pos #3786, Classified Bargaining Unit Salary Range 120, Step 3, 29 hours per week, 12 months per year, Student Affairs, Office of Student Services, Irvine Valley College has been given a temporary change in assignment to Senior Administrative Assistant, Pos #3497, Classified Bargaining Unit Salary Range 127, Step 1, 40 hours per week, School of Guidance and Counseling, Irvine Valley College, effective March 9, 2009 through April 2, 2009. This is a temporary reassignment for Susan Sweet, who received a change in status.
3. NGUYEN, VINCENT, ID #8500, Admissions and Records Specialist I, Pos #2736, Classified Bargaining Unit Salary Range 116, Step 6, 40 hours per week, 12 months per year, Office of Admissions, Records and Enrollment Services, Irvine Valley College, has been given a temporary change in assignment to Admissions and Records Specialist II, Pos #3233, Classified Bargaining Unit Salary Range 120, Step 5, 40 hours per week, Office of Admissions, Records and Enrollment Services, Irvine Valley College, effective February 17, 2009 through March 30, 2009. This is a temporary reassignment for Yvonne Realini, who is on leave.
4. OSZ, HELEN, ID #16145, Administrative Assistant, Pos #3124, Classified Bargaining Unit Salary Range 121, Step 2, 25 hours per week, 12 months per year, Office Business Services, District has been given a temporary change in assignment to Senior Administrative Assistant, Pos #3429, Classified Bargaining Unit Salary Range 127, Step 1, 40 hours per week, Office Business Services, District, effective March 24, 2009. This is a temporary reassignment for Mayra Arias, who is on leave.
5. ROBERTSON, SCOTT, ID #10523, Ticket Office Operations Assistant, Pos #4026, Classified Bargaining Unit Salary Range 116, Step 6, 29 hours per week, 12 months per year, School of Fine Arts, Saddleback College, has been given a temporary change in status to Ticket Office Operations Manager, Pos #3399, Classified Bargaining Unit Salary Range 122, Step 4, 40 hours per week, effective April 2, 2009. This is a temporary replacement for Harry Snowden, who is on leave.

**G. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT**

1. GILBERT, JENNIFER, ID#16006, Library Technician, Pos #1078, Classified Bargaining Unit Salary Range 125, Step 2, 40 hours per week, 12 months per year, Office of Library Services, Irvine Valley College, resignation effective April 8, 2009. Payment is authorized for any compensated time off. (Permanent hire date: January 10, 2008)
2. GOTTHARD, JOHN, ID#11919, Webmaster, Pos #3296, Classified Bargaining Unit Salary Range 142, Step 6, 40 hours per week, 12 months per year, Office of Technology Services, Irvine Valley College, resignation effective April 15, 2009. Payment is authorized for any compensated time off. (Permanent hire date: October 15, 2001)
3. MAC NICHOL, ROBERT, ID#1290, Technology Assistant, Pos #3352, Classified Bargaining Unit Salary Range 123, Step 6, 40 hours per week, 12 months per year, Office of Technology Services, Irvine Valley College, resignation effective March 31, 2009 and retirement effective April 1, 2009. Payment is authorized for any compensated time off. (Permanent hire date: August 11, 1987)
4. <sup>6</sup>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, resignation effective April 17, 2009. Payment is authorized for any compensated time off. (Permanent hire date: March 14, 2005)
5. TRACY JUDY, ID #7458, Child Development Specialist, Pos #3502, Classified Bargaining Unit Salary Range 122, Step 6, 27.5 hours per week, 12 months per year, Child Development Center, Saddleback College, resignation effective June 30, 2009, retirement effective July 1, 2009. Payment is authorized for any compensated time off. (Permanent hire date: September 17, 1996)

**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 Salary Schedule for 2008-2009, effective April 28, 2009: Senior Lifeguard positions add hourly pay ranges through Range 011; Recreation Leader add hourly pay ranges through Range 013. (Revised Salary Schedule, Exhibit B, Attachment 3)

**I. VOLUNTEERS**

1. The following individuals are to be approved as Volunteers for the 2008/2009 academic year.

Fine Arts, Saddleback College

Anderson, Joyce  
Fiorentino, Lindsay  
Gutierrez, Mia  
Henshall, Jona  
Lifgren, Beth

Baba, Lauren E.  
Gipson, Terrance  
Gutierrez, Nina  
Jackson, Kimberly  
Lindsey, Emily

Baker-Mendoza, Susan  
Gutierrez, Mary  
Heath, Matt  
Jackson, Kourtney  
Lindsey, Katelyn

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<sup>6</sup> Ms. Sullivan was in a temporary reassignment as Risk Management Specialist, Office of Human Resources, District at time of resignation.



**I. VOLUNTEERS - Continued**

1. The following individuals are to be approved as Volunteers for the 2008/2009 academic year.

Fine Arts, Saddleback College

Lindsey, Pam	Loepkey, Pamela	Mendoza, Amy
Mousseau, Janelle	Raymond, Michelle	Raymond, Morgan
Richter, Susan	Rigsby, Laurel	Russ, Eric
Vasquez, Aubree	Vasquez, Pam	

Health Sciences and Human Services, Saddleback College

Fassihi, Hui Yong

Kinesiology, Physical Education and Athletics, Saddleback College

Cherone, Robert

Mathematics, Sciences and Engineering, Saddleback College

Chilver, Nicholas	Mills, Rachel	Murray, Ashley
Pehlivan, Yusuf	Rizzo, Tami	Searle, Tiffany
Vargas, Luisa	Wade, Cindy	Zigan, Katrina

School of Fine Arts, Irvine Valley College

Gau, Wendy

Health, Physical Education and Athletics, Irvine Valley College

Kimm, Edward

Learning Assistance Program, Liberal Arts and Learning Resources, Irvine Valley College

Terashima, Yoshimi

School of Mathematics, Sciences and Engineering, Irvine Valley College

Kramer, Kristin

School of Physical Sciences and Technology, Irvine Valley College

Crouch, Garrison	Jobin, Barbara
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South Orange County Community College District

**GRANTS ANALYST – Classified Bargaining Unit Salary Range 137**

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 the direction of a College President, work with College Foundation, faculty, administrators, staff and external agencies to plan, identify, coordinate and develop grant opportunities; write, edit and submit grant proposals; monitor the implementation and administration of funded grants as legally required; assist other staff in obtaining and implementing grants, and in developing and writing grant proposals

**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. Use grants and grant development to support College vision, mission, values, goals, program development and institutional advancement; assist in the grant development process for the Foundation, including the identification of external funding opportunities to support College and Foundation projects; plan, develop, implement, monitor and evaluate grants.
2. Orient College administrators, managers, faculty and staff regarding project/grant needs and potential resources; disseminate information about grant opportunities to appropriate staff; prepare and circulate a manual of guidelines for the preparation of grant applications; provide individual and small group assistance in identifying potential funding sources for programs.
3. Supervise grant proposal development and submission; assist faculty and staff with grant concept development; provide training in grant writing; and write and edit grant proposals.
4. Follow College policies and procedures and learn federal and state regulations governing grant funded projects; provide continuous operational and management assistance for faculty and staff assigned as project directors of grant funded programs; evaluate program activities and outcomes to assure that funds are appropriately expended.
5. Develop and monitor contracts and subcontracts with individuals or organizations related to all grant activities; prepare, maintain and monitor master calendar of all grant activities and report dates to comply with all required documentation and guidelines.
6. Assure compliance with a variety of applicable laws, rules, regulations and restrictions related to the expenditure of grant funds; provide technical support to faculty and staff in developing grant budgets and preparing comprehensive reports and summaries of activities.
7. Prepare or oversee the preparation of financial reports, final claim and program reports for submission to funding agency; maintain official project/grant files, including award document/contract, all financial expenditure documents, Board approval, personnel documents, reports, and claims.
8. Develop and maintain a grants web site for the College; maintain files, records, and database of all grant proposals and activities.
9. Facilitate advocacy relationships with personnel in funding agencies, corporate and private foundations, legislative staffs and associations; represent the College in partnership collaboratives in community, governmental, and professional organizations as appropriate and/or as assigned; attend District, College, Foundation and other meetings as required.

South Orange County Community College District  
Page 2 - Grants Analyst

REPRESENTATIVE DUTIES

10. Serve as liaison with other departments, divisions, and outside agencies; interact with other staff to provide needed data to support grant applicants; work with the college foundation and/or its grant writer to seek grants; work with outside agencies that provide grants to build partnerships.
11. Perform related duties as required.

QUALIFICATIONS

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

Knowledge of:

Principles and practices of grant procurement and implementation.  
Principles and practices of grant writing, researching, administering, and monitoring.  
Methods and techniques of contract development and monitoring.  
Grant funding sources, principles, and practices.  
Purpose, mission and goals of a community college district.  
Community college objectives, organization, operations, programs, student services, facilities and needs.  
Local, state and federal agencies, private foundations and corporate partnerships which provide funding for education.  
Local, state and federal laws, regulations, restrictions and requirements related to grants.  
Principles of training and work direction.  
Methods and techniques of budget preparation and control.  
Trends in academic, vocational, community and contract education.  
Methods and techniques of public relations.  
Interpersonal skills including tact, patience and diplomacy.  
Methods and techniques of web page development.  
Principles and procedures of record keeping.  
Principles of business letter writing and report preparation.  
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.  
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Provide clear evidence of a sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of the community college student.  
Develop effective partnerships and working relationships with government agencies, organizations and private foundations which support educational programs and student support services.  
Maintain and enhance relationships with the larger community.  
Provide technical expertise to faculty and staff regarding funding sources, application procedures, grant development and writing, and budget and reporting requirements.  
Analyze and evaluate the utilization of funds and results of projects and programs.  
Maintain current knowledge of trends related to external funding for education.  
Work cooperatively in an environment of shared governance.  
Provide leadership and support to faculty, staff and administrators in identifying and securing external funding for programs and student services.  
Interpret, apply and explain District policies and legal regulations and requirements.  
Understand statistics and how to evaluate charts, graphs and data elements.

South Orange County Community College District  
Page 3 - Grants Analyst

QUALIFICATIONS

Ability to:

Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, staff, or other agencies on sensitive issues in area of responsibility.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Work independently in the absence of supervision.

Manage multiple projects simultaneously and be sensitive to changing priorities and deadlines.

Plan and organize work to meet changing priorities and deadlines.

Communicate clearly and concisely, both orally and in writing.

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

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

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, business administration or a related field. A Master's degree is desirable.

Experience:

Two years of progressively responsible experience in proposal, grant or contract development writing.

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 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; 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.

South Orange County Community College District

**PROGRAM SPECIALIST – CATEGORICAL FUNDED– 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 of assigned supervisor of record, perform a variety of professional level program support related activities while playing a key role in the day to day operations of assigned projects, programs, or functional area; provide direction for assigned projects, programs, or functional area; serve as a liaison between the program area and the general public, students, staff, and other campus and community officials and groups; develop and maintain relationships with other organizations and schools in the project, program, or functional area; and plan, coordinate, and implement assigned operations and activities of the assigned office.

**DISTINGUISHING CHARACTERISTICS**

This class is distinguished from similar classifications in that the position assigned to this class is categorically funded, not financed by District funds. The Program Specialist is a journey level professional classification that performs a full range program support related duties while playing a key role in the day to day operations of assigned projects, programs, or functional area including to participate in the development, implementation, and administration of assigned services and functional areas, participate in budget development and monitoring, and project area policy and procedure development and implementation. Positions at this level coordinate communication and work activities among District staff and community and business groups and partners. Assignments performed at this level require a broad knowledge of assigned program/grant or project area and an in-depth knowledge relative to specific areas.

**REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform a variety of professional level program support duties while playing a key role in the day to day operations of assigned projects, programs, or functional area.
2. Assist in the planning, design, and implementation of project or project elements that support service delivery; participate in processes to define scope and schedule of services and activities; participate in implementation processes.
3. Assist in providing coordination of resources for projects or programs; assist in determining project short and long-term needs and develop recommendations; assist in designing processes and procedures to implement, maintain, and/or manage functional area resources.
4. Participate in the development and implementation of goals, objectives, policies, and priorities for the grant funded area; research policies, procedures, and changing business practices and processes for assigned area; participate in the development and maintenance of handbooks, forms, and related policies and procedures.
5. Provide assistance in resolving operational and administration problems; identify problem areas and issues; conduct research to find alternative solutions; make recommendations; assist in implementation of recommendations.

South Orange County Community College District  
Page 2 - Program Specialist – Categorical Funded

REPRESENTATIVE DUTIES

6. Perform a variety of research, administrative, operational, financial, and analytical duties in support of assigned grant/programs and projects; conduct studies, research projects, and analysis.
7. Prepare administrative, operational, and financial reports including the preparation of conclusions, recommendations, and forecasts based on data summaries and other findings; consult with District staff and outside agencies to obtain information.
8. Assist with the budget process; provide assistance in the development of assigned budget; collect and analyze financial data; review and analyze budget requests; create data tracking and reporting systems; monitor status.
9. Assist in researching, negotiating, and monitoring assigned contracts and agreements with outside suppliers, service providers, and others; ensure work is performed in compliance with contracts and agreements; process invoices and payments.
10. Create and maintain publications promoting the assigned project, program, or program area; develop publications and materials to advertise and provide program information including newsletters, directories, handbooks, special event flyers, and other public relations materials as needed.
11. Participate in coordinating assigned activities and functions with other staff, projects, and functions as well as local, state, and federal agencies/jurisdictions, business partners, and the general public; coordinate with, interact with, share knowledge, and develop collaborative relationships.
12. Collaborate in the design and implementation of a network of community based organizations and schools that will oversee and provide services and experiences for program participants.
13. Represent area of assignment, participate on, and provide staff support to a variety of committees, task forces, and boards; develop agendas and write speaking points; prepare and present presentation materials, staff reports, and other documents as appropriate and necessary; respond to and resolve inquiries and complaints.
14. Serve as contact and respond to requests for information from staff, other agencies, and the general public regarding project or program area of assignment; participate in community outreach and education activities; prepare presentations and related material.
15. Maintain records concerning grant/program activities; process incoming and outgoing documents; prepare and track various documents; prepare reports and briefings on project status, progress, changes, and related items related to scope, schedule, and budget.
16. Assist in training and providing work direction to student workers and assigned staff.
17. 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:

Services and activities of the functions, programs, and operations of the assigned project or program area.

Basic principles and practices of program administration and review.

General principles, practices, and procedures of business administration and public administration.

QUALIFICATIONS

Technical knowledge of business/industry principles and practices for the area of responsibility.

Knowledge of:

Methods and techniques used in the performance of duties and responsibilities specific to the area of assignment.

Basic project and contract management principles and practices.

Information and research resources available related to areas 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.

Interpersonal skills using tact, patience, and courtesy.

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.

Oral and written communication skills.

District organization, operations, policies, and objectives.

Pertinent federal, state, and local laws, codes, and regulations.

South Orange County Community College District  
Page 4 - Program Specialist – Categorical Funded

QUALIFICATIONS

Ability to:

Understand the organization and operation of the assigned program area as necessary to assume assigned responsibilities.

Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.

Participate in coordinating the services and activities of the assigned project, program, or program area.

Understand the nature of partnerships and identify mutual interests.

Use technical concepts and basic project management tools and techniques to effectively coordinate a project or program area and solve complex problems in creative and effective ways.

Develop recommendations for problematic areas and implement and monitor changes.

Participate in the development and administration of policies and procedures.

Participate in the preparation and administration of assigned budgets.

Provide specialized information and assistance to students, staff, and the general public.

Perform a full range of complex and responsible program support as well as administrative duties involving the use of independent judgment and personal initiative.

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.

Research, compile, assemble, analyze, and interpret data from diverse sources.

Prepare a variety of clear and concise administrative and financial reports.

Independently compose and prepare correspondence and memoranda.

Maintain complex and varied files and records.

Implement and maintain filing systems.

Type or enter data at a speed necessary for successful job performance.

South Orange County Community College District  
Page 5 - Program Specialist – Categorical Funded

QUALIFICATIONS

Ability to:

Use correct English usage, grammar, spelling, punctuation, and vocabulary.

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.

Communicate clearly and concisely, both orally and in writing.

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

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

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in a public administration, business administration, or related field.

Experience:

Two years increasingly responsible professional experience related to program area of assignment.

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, typically 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.



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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Physical:

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

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

Created by Johnson & Associates, July, 2007  
Approved by the Board of Trustees: July 23, 2007

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT ATTACHMENT 3**  
**NON-BARGAINING UNIT SALARY SCHEDULES**  
**2008-2009 (eff. 04/28/09)**

**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.

<b><u>Job Title</u></b>		<b><u>Level of Service</u></b>	<b><u>Hourly Rate</u></b>
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

South Orange County Community College District  
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<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

South Orange County Community College District  
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**STUDENT HELP/WORK-STUDY:**

<b><u>Job Title</u></b>	<b><u>Level of Service</u></b>	<b><u>Hourly Rate</u></b>
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

South Orange County Community College District  
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**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.

<b><u>Job Title</u></b>		<b><u>Hourly Rate</u></b>
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	Range 001 Entry	13.00
Interpreter II	Range 001 Intermediate	16.00
Interpreter III	Range 001 Skilled	19.00
Interpreter IV (HRNBU08)	Range 001 Advanced	25.00
	Range 002	29.00
	Range 003	31.00
	Range 004	35.00
Lead Interpreter	Range 001	35.00
Model, Professional (HRNBU03)	Range 001 Entry	18.00
	Range 002 Intermediate	19.00
	Range 003	20.00
	Range 004	22.00
	Range 005 Skilled	25.00
Tutor*** (HRNBU03)	Range 001 Entry	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	12.00

\*\*\* (Possession of AA degree in subject area, or equivalent experience)

South Orange County Community College District  
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**COMMUNITY EDUCATION EXPERTS:**

<u>Job Title</u>			<u>Hourly Rate</u>
Aquatics Aide (Live Scan Required)			
(HRNBU05)	Range 001	Entry	8.50
	Range 002		9.00
	Range 003	Intermediate	9.50
	Range 004		10.00
Sr. Lifeguard (Live Scan Required)			
(HRNBU05)	Range 001	Entry	10.50
	Range 002		11.00
	Range 003	Intermediate	11.50
	Range 004		12.00
	Range 005	Skilled	12.50
	Range 006		13.00
	Range 007	Advanced	13.50
	Range 008		14.00
	Range 009		14.50
	Range 010		15.00
	Range 011		16.00
Recreation Aide (Live Scan Required)			
(HRNBU05)	Range 001	Entry	8.50
	Range 002	Intermediate	9.00
	Range 003	Skilled	9.50
	Range 004	Advanced	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
	Range 012	HR approval req.	28.00
	Range 013	HR approval req.	30.00
Community and Contract Education (Live Scan req.)			Salary Specified in Community Education Service Agreement
(HRNBU05)			

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** SOCCCD: Basic Aid Report

**ACTION:** Information

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### **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 3/24/09 Total Basic Aid Estimated Receipts of \$312.4M less Total Approved Projects in the amount of \$292.5M leaves an estimated uncommitted Basic Aid Fund balance of \$19.9M. 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:

<b><u>Year</u></b>	<b><u>Basic Aid Receipts</u></b>
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 March 24, 2009 Board Meeting**

	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
								<b>Total Receipts \$312,414,553</b>
								<b>Total Approved Projects \$292,490,409</b>
								<b>Uncommitted Basic Aid Funds \$19,924,144</b>

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

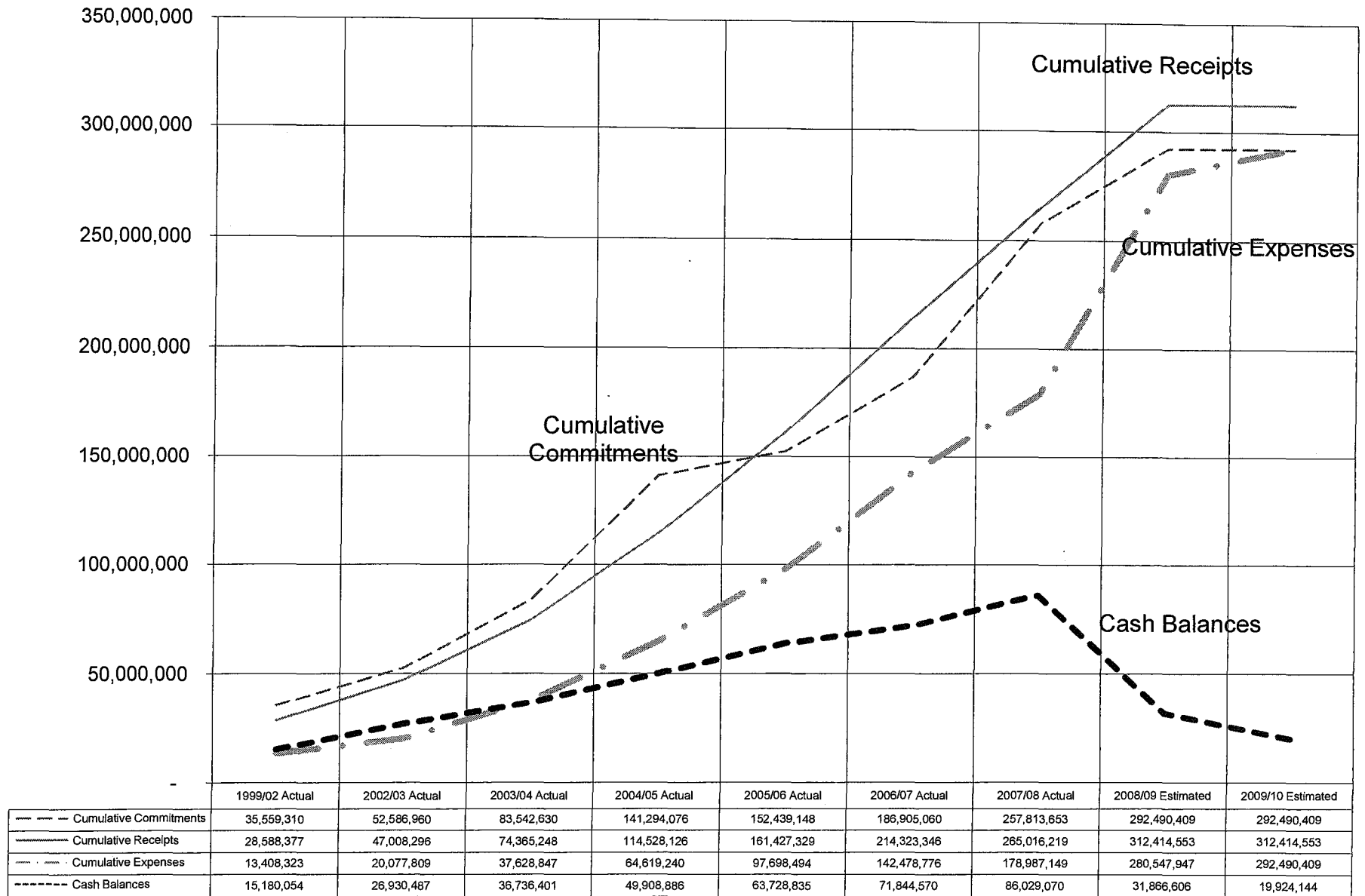
Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
SC M/S/E Bldg, Soil, & Slab Repairs					\$2,337,000	\$2,337,000
SC M/S/E Plaza Repair					\$2,300,000	\$2,300,000
SC Building Repairs TAS Building					\$1,956,000	\$1,956,000
SC Building Repairs/Library Remodel					\$4,869,000	\$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 Village Expansion					\$2,842,000	\$2,842,000
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 Facilities					\$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
<b>Total Approved Projects</b>	<b>\$42,353,866</b>	<b>\$39,438,533</b>	<b>\$27,878,587</b>	<b>\$76,481,939</b>	<b>\$106,337,484</b>	<b>\$292,490,409</b>

**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	2009/10 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							-	4,468,000	3,000,000	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	3,361,039	4,681,912	10,500,000	500,000		24,917,938	-
SC M/S/E Bldg, Soli, & Slab Repairs	2,337,000				57,748		9,684	61,163	1,208,405	1,000,000	2,337,000	-
SC M/S/E Plaza Repairs	2,300,000							-	1,300,000	1,000,000	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)	2,784,534	2,000,000	4,869,000	-
SC Demolition of Lower Campus Buildings	1,719,000	11,928	430,115	523,330	15,917	737,255	-	-	455		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 Village Expansion	2,842,000								2,842,000		2,842,000	-
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	-	17,728,405		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 & Bldgt 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					27,500		-	-		27,500	-
SOCCCD: Consultant District Educational & Facilities Master Plan	370,010					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	36,000	36,000	24,000		150,000	-
SOCCCD: Enrollment Mgmt/Mktg, Outreach & Recruit Strategy	329,830					184,890	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	-
<b>Totals</b>	<b>292,490,409</b>	<b>13,408,323</b>	<b>6,669,486</b>	<b>17,551,038</b>	<b>26,990,393</b>	<b>33,079,254</b>	<b>44,780,282</b>	<b>36,508,373</b>	<b>101,560,798</b>	<b>11,942,462</b>	<b>292,490,409</b>	

	1999/02 Actual	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Estimated	2009/10 Estimated
Commitments	35,559,310	17,027,650	30,955,670	57,751,446	11,145,072	34,465,912	70,908,593	34,676,756	-
Cumulative Commitments	35,559,310	52,586,960	83,542,630	141,294,076	152,439,148	186,905,060	257,813,653	292,490,409	292,490,409
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	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	280,547,947	292,490,409
Cash Balances	15,180,054	26,930,487	36,736,401	49,908,886	63,728,835	71,844,570	86,029,070	31,866,606	19,924,144

**South Orange County Community College District**  
**Basic Aid Receipts, Commitments, Expenses and Cash Balances**  
 (As of March 24, 2009 Board Meeting)



**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Facilities Plan Status Report  
**ACTION:** Information

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**BACKGROUND**

On August 30, 2004, the Board of Trustees received a list of projects under consideration for local funding and a report on the status of each project. The Board requested to be kept informed about these and other facilities projects.

**STATUS**

EXHIBIT A provides an up-to-date report on the status of current construction projects.

## FACILITIES PLAN STATUS REPORT April 27, 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. Swing space delays have been discussed with the State Chancellor's office with notification that the District will be requesting an extension for the equipment appropriations. 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. gkkworks was approved by the Board in January to provide furniture consulting services.

#### 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 new concrete sidewalks and plaza areas are complete. The Concession Area portion of the project is 98% complete. In relationship to the incorrect building placement: The contractor is continuing the construction of the canopy extension and is 50% complete. Also, the contractor has replaced several concrete walkway sections that did not comply with specifications.* Construction is about two months behind schedule and is expected to be completed by the end of May, 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 for architectural services. The Notice to Proceed was issued and construction began on October 13, 2008. *Construction is complete in all of the buildings. The punch-list walk is complete and the contractor and the architect are working on punch-list items and close out documentation.* Construction is behind schedule about two months with completion expected in May, 2009.

The Gaucho Strength Center renovation for Communication Arts and PE-100 projects were submitted to DSA for plan check review on October 20, 2008. Both projects were approved by DSA. *The Board approved award of contract for PE100 at the March 2009, meeting. Construction is underway commencing on April 13, 2009. The Gaucho Strength Center renovation for Communication Arts was advertised for bid in this month.*

#### 5. MATH/SCIENCES/ENGINEERING BUILDING

The District re-submitted the initial project proposal to the State Chancellor's Office on September 30, 2008 *and is planning to submit the final project proposal for this year's submittal.* 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. *The options and estimates were provide for District review with the selection from these options resulting in a request for plaza funding in this month's basic aid request.*

#### 8. VILLAGE EXPANSION PROJECT

The Board approved funding for the Village Expansion project during the November, 2008, meeting. Design is underway for two packages, one for site work and building installation and the second for interior improvements. Purchase of the portable buildings, was approved by the Board at the February meeting and *an agreement with Class Leasing was executed last month. Site work was advertised this month with a mandatory job walk conducted for prospective bidders on April 13, 2009. Bids for the site portion of the project are due on May 5, 2009, with recommend award of construction contract for Board approval in May. Construction documents for the interiors portion of the work are at DSA for plan review.*

### 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. Total change orders represent 1.00% of the original contract amount. The third major

phase of equipment acquisition was approved at the February Board meeting and is underway. Outstanding equipment purchase will remain until state funds are released.

### 3. B-200 SCIENCE LAB ANNEX AND B-239 REMODEL

*In addition to the Annex and Remodel, the Board approved funding for accessible restroom facilities February 20, 2008. Change orders are high for this stage of a project and value engineering is underway to prevent exceeding 10% allowable. In order to increase class load capacity, faculty has requested a modification to the ventilation and casework. Staff is investigating this possibility. Underground utilities are complete. Framing, rough-in electrical and plumbing are underway. 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

The Acoustical consultant has performed his first project review. Team is working through questions on seismic bracing for lighting. *Interior finishes and acoustic treatments are in progress. Parking lot improvements are 95% complete.* 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 meetings have been placed on hold during this period of withholding project funding by the State. 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. 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 underway on the fixed windows. The operable windows are under review to determine whether remediation is necessary here as well.* 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. *Plans and specifications for all seven phases of demolition have been returned with comments by the City of Tustin. The design team is developing responses.*

### 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. *Minor comments have been returned with plan set under final review with master planning architect. Anticipate bid shortly.*

### 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. *Plans have been submitted to the City of Tustin for review.*

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Basic Aid Board Information Request  
**ACTION:** Information

---

**BACKGROUND**

Trustee John Williams requested a report on what is the process for the Board to give back property tax receipts to the local taxpayers if the state moves to take the money from the District through legislation.

**STATUS**

Orange County Treasurer-Tax Collector Chriss W. Street reported to Deputy Chancellor Poertner that he conferred with Orange County Auditor Controller David Sundstrom; they determined that the process is simple. The District Board of Trustees would need to instruct the Auditor-Controller to process a negative assessment of a specified dollar amount and the Treasurer-Tax Collector would return money according to a calculation by parcel that is prepared by the Auditor-Controller.

**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**

<b>Date Report Requested</b>	<b>Report Topic</b>	<b>Board Member Requesting Report</b>	<b>Report Due Date</b>	<b>Report Prepared By:</b>	<b>Date Submitted to the Board of Trustees</b>
2/23/09	Mechanism for Reduction in District Property Tax Rate	Trustee Williams	April 2009	Gary Poertner	April 27, 2009
10/27/08	Sustainability/Green Technology	Trustee Williams	February 2009	Tod Burnett, Glenn Roquemore, Randy Peebles	February 23, 2009
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

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**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 March 31, 2009. 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 March 31, 2009

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
<b>SOURCES OF FUNDS</b>					
BEGINNING FUND BALANCE:		32,823,629	32,823,629	0	32,823,629
REVENUES:					
Federal Sources	8100-8199	\$ 2,339,290	2,515,345	176,055	691,124
Other State Sources	8600-8699	20,714,307	22,857,103	2,142,796	14,644,254
Other Local Sources	8800-8899	171,107,649	171,099,601	(8,048)	118,721,136
Total Revenue		194,161,246	196,472,049	2,310,803	134,056,514
BASIC AID		450,000	450,000	0	450,000
INCOMING TRANSFERS	8980-8989	230,088	244,925	14,837	(18,112)
<b>TOTAL SOURCES OF FUNDS</b>		<b>227,664,963</b>	<b>229,990,603</b>	<b>2,325,640</b>	<b>167,312,031</b>
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	64,283,621	64,619,284	335,663	42,974,517
Other Staff Salaries	2000-2999	38,655,321	39,039,868	384,547	23,579,423
Employee Benefits	3000-3999	30,471,246	30,603,535	132,289	20,960,787
Supplies & Materials	4000-4999	6,167,978	5,935,076	(232,902)	1,567,715
Services & Other Operating	5000-5999	19,213,075	20,263,746	1,050,671	10,140,431
Capital Outlay	6000-6999	11,217,556	11,757,763	540,207	2,710,297
Payments to Students	7500-7699	418,033	532,591	114,558	322,586
Total Expenditures		170,426,830	172,751,863	2,325,033	102,255,756
OTHER FINANCING USES:					
Inter Fund Transfers Out	7300-7399	1,350,015	1,350,622	607	1,331,903
Basic Aid Transfers Out		42,567,933	42,567,933	0	29,858,960
Intra Fund Transfers Out	7400-7499	230,088	230,088	0	0
Debt Service	7100-7199	405,000	405,000	0	253,024
Total Other Sources (Uses)		44,553,036	44,553,643	607	31,443,887
<b>TOTAL USES OF FUNDS</b>		<b>214,979,866</b>	<b>217,305,506</b>	<b>2,325,640</b>	<b>133,699,643</b>
<b>ENDING FUND BALANCE</b>		<b>12,685,097</b>	<b>12,685,097</b>	<b>0</b>	<b>33,612,388</b>
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 March 31, 2009

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
<b>SOURCES OF FUNDS</b>					
LOCATION BEGINNING BALANCE		11,838,359	11,838,359	0	11,838,359
REVENUES:					
Unrestricted Budget Allocation		\$ 76,293,985	76,293,985	0	51,962,633
Restricted Budget Allocation		10,900,214	12,643,655	1,743,441	8,149,328
Total Revenue		87,194,199	88,937,640	1,743,441	60,111,961
BASIC AID		300,000	300,000	0	300,000
INCOMING TRANSFERS	8980-8989	160,365	164,124	3,759	0
<b>TOTAL SOURCES OF FUNDS</b>		<b>99,492,923</b>	<b>101,240,123</b>	<b>1,747,200</b>	<b>72,250,320</b>
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	40,134,552	40,417,754	283,202	26,985,832
Other Staff Salaries	2000-2999	20,142,306	20,347,776	205,470	12,206,415
Employee Benefits	3000-3999	17,402,379	17,493,442	91,063	11,856,393
Supplies & Materials	4000-4999	4,319,971	4,181,835	(138,136)	1,059,917
Services & Other Operating	5000-5999	8,425,902	9,299,366	873,464	4,540,383
Capital Outlay	6000-6999	5,874,093	6,267,854	393,761	1,968,914
Payments to Students	7500-7699	183,355	221,731	38,376	136,211
Total Expenditures		96,482,558	98,229,758	1,747,200	58,754,065
OTHER FINANCING SOURCES/(USES):					
Transfers Out	7300-7399	350,000	350,000	0	350,000
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	350,000
<b>TOTAL USES OF FUNDS</b>		<b>96,992,923</b>	<b>98,740,123</b>	<b>1,747,200</b>	<b>59,104,065</b>
<b>LOCATION OPERATING BALANCE</b>		<b>2,500,000</b>	<b>2,500,000</b>	<b>0</b>	<b>13,146,255</b>
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 March 31, 2009

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
<b>SOURCES OF FUNDS</b>					
LOCATION BEGINNING BALANCE		4,390,923	4,390,923	0	4,390,923
REVENUES:					
Unrestricted Budget Allocation		\$ 40,157,208	40,157,208	0	27,740,078
Restricted Budget Allocation		5,049,910	5,618,172	568,262	4,203,511
Total Revenue		45,207,118	45,775,380	568,262	31,943,589
BASIC AID		150,000	150,000	0	150,000
INCOMING TRANSFERS	8980-8989	69,723	80,801	11,078	(18,112)
<b>TOTAL SOURCES OF FUNDS</b>		<b>49,817,764</b>	<b>50,397,104</b>	<b>579,340</b>	<b>36,466,400</b>
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	20,803,438	20,881,109	77,671	14,715,836
Other Staff Salaries	2000-2999	11,355,987	11,622,834	266,847	7,156,291
Employee Benefits	3000-3999	9,482,482	9,538,600	56,118	6,579,176
Supplies & Materials	4000-4999	1,237,430	1,155,191	(82,239)	444,054
Services & Other Operating	5000-5999	3,320,952	3,395,573	74,621	1,943,791
Capital Outlay	6000-6999	2,055,962	2,165,495	109,533	575,955
Payments to Students	7500-7699	234,678	310,860	76,182	186,376
Total Expenditures		48,490,929	49,069,662	578,733	31,601,479
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	253,024
Total Other Sources (Uses)		726,835	727,442	607	487,024
<b>TOTAL USES OF FUNDS</b>		<b>49,217,764</b>	<b>49,797,104</b>	<b>579,340</b>	<b>32,088,503</b>
<b>LOCATION OPERATING BALANCE</b>		<b>600,000</b>	<b>600,000</b>	<b>0</b>	<b>4,377,897</b>
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

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**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 March 31, 2009, for the 2008/2009 fiscal year is attached (EXHIBIT A) for the Board of Trustees' information and review.

CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICEQuarterly Financial Status Report, CCFS-311Q  
ENTER OR EDIT CURRENT DATA

CHANGE THE PERIOD

Fiscal Year: 2008-2009

Quarter Ended: (Q3) Mar 31, 2009

District: (890) SOUTH ORANGE

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Projected Actuals as of June 30 (Col. 4)
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
Closed for edits after May 15, 2009					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	176,693,134	176,693,134	120,669,785	176,693,134
A.2	Other Financing Sources (Object 8900)	0	0	0	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	176,693,134	176,693,134	120,669,785	176,693,134
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	147,947,202	147,946,538	92,679,282	147,946,538
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	44,434,664	44,435,271	31,343,627	44,435,271
B.3	Total Unrestricted Expenditures (B.1 + B.2)	192,381,866	192,381,809	124,022,909	192,381,809
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-15,688,732	-15,688,675	-3,353,124	-15,688,675
D.	Fund Balance, Beginning	28,373,829	28,373,829	28,373,829	28,373,829
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	28,373,829	28,373,829	28,373,829	28,373,829
E.	Fund Balance, Ending (C. + D.2)	12,685,097	12,685,154	25,020,705	12,685,154
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	6.6%	6.6%	20.2%	6.6%
SAVE EDITS					

## II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)				24,196
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## III. Total General Fund Cash Balance (Unrestricted and Restricted)

H.1	Cash, excluding borrowed funds	22,181,082
H.2	Cash, borrowed funds only	0
H.3	Total Cash (H.1+ H.2)	22,181,082

## IV. Has the district settled any employee contracts during this quarter?

☐ Yes☒ No

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify)  YYYY-YY	Management		Academic		Classified	
	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

SAVE EDITS

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

2000 Characters Remaining

- V. 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.)?

☐ Yes ☒ No

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

2000 Characters Remaining

- VI. Does the district have significant fiscal problems that must be addressed?

This year? ☐ Yes ☒ No  
Next year? ☐ Yes ☒ No

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

2000 Characters Remaining

« EXIT WITHOUT SAVING

SAVE EDITS»

California Community Colleges, Chancellor's Office  
1102 Q Street Sacramento, California 95814-6511

Send questions to:

Christine Atallg (916)327-5772 [catallg@ccccc.edu](mailto:catallg@ccccc.edu) or Glen Campora (916)323-6899 [gcampora@ccccc.edu](mailto:gcampora@ccccc.edu)

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CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICEQuarterly Financial Status Report, CCFS-311Q  
VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2008-2009

Quarter Ended: (Q3) Mar 31, 2009

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
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	176,693,134
A.2	Other Financing Sources (Object 8900)	250,000	85,022	0	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	153,172,213	168,548,876	177,706,923	176,693,134
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	109,096,585	117,782,460	120,989,151	147,946,538
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	40,666,330	52,839,132	47,257,511	44,435,271
B.3	Total Unrestricted Expenditures (B.1 + B.2)	149,762,916	170,621,592	168,246,662	192,381,809
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	3,409,297	-2,072,716	9,460,261	-15,688,675
D.	Fund Balance, Beginning	17,576,987	20,986,284	18,913,568	28,373,829
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	28,373,829
E.	Fund Balance, Ending (C. + D.2)	20,986,284	18,913,568	28,373,829	12,685,154
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	14%	11.1%	16.9%	6.6%

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	20,044	22,969	24,196	24,196
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		As of the specified quarter ended for each fiscal year			
		2005-06	2006-07	2007-08	2008-2009
III. Total General Fund Cash Balance (Unrestricted and Restricted)					
H.1	Cash, excluding borrowed funds			26,656,407	22,181,082
H.2	Cash, borrowed funds only			0	0
H.3	Total Cash (H.1 + H.2)	34,618,146	18,062,396	26,656,407	22,181,082

**IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:**

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
<b>Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	176,693,134	176,693,134	120,669,785	68.3%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	176,693,134	176,693,134	120,669,785	68.3%
<b>Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	147,947,202	147,946,538	92,679,282	62.6%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	44,434,664	44,435,271	31,343,627	70.5%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	192,381,866	192,381,809	124,022,909	64.5%
K	Revenues Over(Under) Expenditures (I.3 - J.3)	-15,688,732	-15,688,675	-3,353,124	
L	Adjusted Fund Balance, Beginning	28,373,829	28,373,829	28,373,829	
L.1	Fund Balance, Ending (C. + L.2)	12,685,097	12,685,154	25,020,705	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	6.6%	6.6%		

V. Has the district settled any employee contracts during this quarter?

NO

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled	Management	Academic	Classified
-------------------------	------------	----------	------------

(Specify) YYYY-YY			Permanent		Temporary			
	Total Cost Increase	% *	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

District: (890) SOUTH ORANGE

CHANGE THE PERIOD

Fiscal Year: 2008-2009

Quarter Ended: (Q3) Mar 31, 2009

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: Gary Poertner

CBO Phone: Use format 999-555-1212  
949-582-4664

CBO Signature: \_\_\_\_\_

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

Chief Executive Officer Name: Dr. Raghu Mathur

CEO Signature: \_\_\_\_\_

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

Electronic Cert Date: \_\_\_\_\_

District Contact Person

Name: Beth Mueller

Title: District Director of Fiscal Services

Telephone: Use format 999-555-1212

949-582-4661

Fax: Use format 999-555-1212

949-347-0390

E-Mail: bmueller@socccd.edu

**Certify This Quarter**

California Community Colleges, Chancellor's Office  
1102 Q Street Sacramento, California 95814-6511

Send questions to:  
Christine Atallg (916)327-5772 [catallg@cccco.edu](mailto:catallg@cccco.edu) or Glen Campora (916)323-6899 [gcampora@cccco.edu](mailto:gcampora@cccco.edu)  
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**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Written Reports  
**ACTION:** None

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**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

**TO:** Chancellor Raghu P. Mathur and Members of the Board of Trustees

**FROM:** Glenn R. Roquemore, President *GR*

**DATE:** April 16, 2009

**SUBJECT: President's Report for the April 27 Board of Trustees Meeting**

## **Phi Theta Kappa Students Honored**

IVC students Alessandra Gangone and Thomas Feistel have both been recently recognized for their outstanding academic achievements. Participating in the USA Today/Phi Theta Kappa International Honor Society of the Two-Year College's "All-USA Academic Team Scholarship Program," both students had remarkable success. Among the top 20 students in all of California, both Gangone and Feistel have been named to the "All-California First Academic Team." Gangone was also named as an "All-USA Silver Scholar" (one of the top 120 students nationwide). Feistel is one of the 150 recipients nationwide of the Coca-Cola Scholars Foundation's Coca-Cola All-State Community College Academic Team Scholarships.

## **Japanese Professor Honored**

IVC Japanese Language and Culture Professor Fumiko Ishii received a "Teachers Making a Difference" award at the Southern California Cherry Blossom Festival on April 4 at the Little Tokyo, Southern California Cherry Blossom Festival. This event was founded by two Japanese American women with the goal "to administer Japanese and Japanese American cultural events and bridge generations, and to expose the mainstream population to these cultural arts." There were sixteen teachers honored this year and only two college teachers were included, both of them from Irvine (Fumiko from IVC and Dr. Akemi Morioka from UCI). Each teacher was nominated and selected by the Festival sponsors. The event attracted more than 30,000 people from both Japanese and American communities, and featured cultural performances, foods, crafts, and fashion shows.

## **Outstanding IVC Classified Employee of the Year**

Garilynn "Gee" Dickson was recently named Outstanding Irvine Valley College Classified Employee of the Year 2009-2010 for her efforts on behalf of the college. She was recognized by her peers for her strong sense of community, positive outlook and sense of humor.

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*



### **Student Services Program Review & Technical Assistance Site Visits for CalWORKs, DSPS, EOPS, CARE and Matriculation**

In a memorandum dated November 16, 2006, the Chancellor's Office announced the implementation of the Student Services Program Review & Technical Assistance Site Visits for CalWORKs, DSPS, EOPS, CARE and Matriculation. The model is based upon the accreditation process which includes the submission of an institutional self-evaluation followed by a site visit by a single team. The team is chaired by a Chief Student Services Officer (CSSO) and has representatives from all five programs. To complement the accreditation self-study process, site visits occur the year prior to the accreditation self-study year. IVC's site visit was completed earlier this month. The team praised the student services staff for their excellent programs and thanked Vice President Gwen Plano for her leadership. They also commended faculty member Brenda Borron for her exemplary work on the English assessment test, CTEP.

### **Dr. Dottie Sherling Named Fellow**

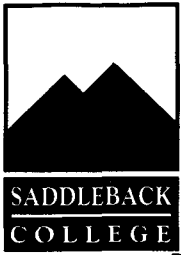
Dr. Dottie Sherling, IVC Honors Program Director & Chair of the School of Mathematics, Computer Science and Engineering, was selected by the American Council on Education (ACE) as a Fellows Program 2009-2010 class member. The ACE Fellow Program Director announced, "This award is based on thorough consideration of Dr. Sherling's academic credentials and potential for administrative leadership, the recommendations of professional colleagues, the judgment of interviewing teams of senior administrators, and overall qualifications as measured against the standards of the Program. In sum, implicit in this invitation is a belief that Dr. Sherling shows great promise for administrative advancement and significant future leadership contributions to higher education." The ACE Fellows Program, established in 1965, is designed to strengthen institutions in higher education and leadership by indentifying and preparing promising senior faculty and administrators for responsible positions in college administration. Thirty-eight fellows, nominated by their presidents or chancellors, were selected nationwide in this competition. Of the more than 1,500 participants in the first 44 years of the program, more than 300 have become chief executive officers, and 1,100 have served as provosts, vice presidents, and deans.

### **Outstanding Faculty of the Year**

IVC recently announced that Martin McGrogan, men's soccer coach and women's badminton coach, has been named IVC Professor of the Year. Jeff Staley, a writing instructor in the English Department, has been named the Part-Time Professor of the Year. Louise Jacobs, choral instructor for the Emeritus Institute, has been named Emeritus Institute Professor of the Year.

#### **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



## MEMORANDUM

TO: Members of the Board of Trustees  
Dr. Raghu P. Mathur, Chancellor

FROM: Dr. Tod A. Burnett, President

SUBJECT: REPORT FOR APRIL 27, 2009 BOARD OF TRUSTEES' MEETING

Dr. Tod Burnett was pleased to attend the Irvine Valley College Foundation Awards Dinner on Monday, April 13<sup>th</sup> with Michelle Anstadt, Director of the Saddleback College Foundation.

Dr. Burnett attended and spoke at the Special Services and EOPS Student Reception and Annual Recognition Dinner on Thursday, April 16<sup>th</sup>.

Dr. Burnett attended the Southern California Chief Executive Officer Conference in Temecula during the week of April 23<sup>rd</sup> through 25<sup>th</sup>.

Dr. Burnett is launching the President's Club, a new auxiliary organization in support of Saddleback College. A reception to introduce the club and the benefits of membership will be held following the Saddleback College Symphony Orchestra's performance in concert of *Sweeney Todd* on Sunday, May 17<sup>th</sup> at 3:00 p.m. The President's Club will consist of a select group of top donors to Saddleback College, who will receive benefits for their membership, including tickets to arts and athletics events.

Dr. Burnett invites the Board of Trustees, Chancellor, all college employees, and the community to a preview of the Saddleback College Veterans Memorial on Thursday, May 7<sup>th</sup> at 5:00 p.m. Honored speakers will be in attendance and guests who have donated to the memorial will see their names inscribed at the memorial site.

Dr. Burnett attended the ATEP campus-wide meeting at Saddleback College on Wednesday, April 8<sup>th</sup>.

Dr. Burnett will be attending Dr. Pam Cox-Otto's presentation on generational marketing for faculty on Tuesday, April 28<sup>th</sup>, followed by her unveiling of the research she did for Saddleback College through a community phone survey and a student expectations survey.

To investigate sustainability options for Saddleback College, Dr. Burnett will be joining a team of college and district administrators to Ohlone College on April 29<sup>th</sup>.

### ***Associated Student Government***

ASG had been very busy! Besides working diligently on their budget for next year, ASG sponsored the following:

April 7-14, Clothesline Project (SSC Quad)

April 8, Multicultural Fair (SSC Quad)

April 10-22, ASG and SOCCCD Election Process

April 14, Awareness Day (SSC Quad)

April 15, Cambodian New Year (SSC Quad)

April 16, Book Talk with Dr. Anouar Majid, Director of the Center for Global Humanities at the University of New England (BGS 354)

April 29, ASG Comedy Open Mic Night (SSC 212)

### ***Advanced Technology & Applied Science Division***

Good stuff going on in the Horticulture and Landscape Design department include our entry in the upcoming 20th Annual Southern California Spring Garden Show April 23-26 at the South Coast Plaza in Costa Mesa. Saddleback is represented by a great turnout of volunteers for the event. Our popular spring Plant Sale is scheduled for April 16th & 17th. "The Veterans Memorial at Saddleback College," a documentary by a student Stephen Crout will be shown at the NCECA (National Council on Education for the Ceramic Arts) Conference 2009 in Phoenix on April 9<sup>th</sup>. April 1st was the Saddleback Student 2nd Culinary Competition. Students competed to narrow down the choice for the student symposium and culinary competition to be held on April 17th in Downey, California. Tickets are now on sale for the KSBR Birthday Bash fundraising concert, which is coming up on May 24. This is the 20<sup>th</sup> Bash and it celebrates the station's 30<sup>th</sup> anniversary of playing jazz. Aquarium Managers and Ecology of Captive Aquatic Animals: Back scenes of Birch Aquarium and Toured Large MAC certified Wholesale Operation Sea Dwelling Creatures. They are gearing up for much the much anticipated workshops held at the Aquarium of Pacific working with Sandy Trautwein, Curator of Fish and Inverts coming up April 10 and 24<sup>th</sup>.

### ***Business Science Division***

Business Science enrollment numbers are very strong for second eight week classes, with 6 more courses being increased to large lecture.

### ***Emeritus Institute***

Associate Faculty members from the Emeritus Institute Music Department, Doug Custance and Vallerie Geller raised over \$1,000 for the Saddleback College Student Scholarship Foundation. The two popular music instructors performed in an afternoon musical recital in Laguna Woods Village. Vallerie, a professional violinist and Doug an accomplished vocalist entertained and delighted over 100 residents. Students from their Emeritus music classes provided cookies and refreshments for the guests. Donation envelopes were handed out and the audience was informed that the proceeds would be

given in scholarships to deserving Saddleback College music students. The afternoon was a rewarding success and enjoyed by many.

The Emeritus Institute has partnered with Learning Resources to offer an English as a Second Language (ESL) class to the older adult population. An increasing need for ESL classes has become apparent as this diverse population continues to grow.

The Emeritus Institute has partnered with Community Education to offer a newly designed computer class. The class has been specifically written to serve the needs of the older adult re-entering the work place.

### ***Fine Arts Division***

On April 1<sup>st</sup>, the Art Department sponsored a Veteran's Memorial Fundraiser by selling strawberry shortcake in bowls handmade by the ceramics department.

The Art Department also sponsored a guest artist lecture and presentation with Ron Rizk on April 7<sup>th</sup> at 2:30pm in FA 101. Admission was free.

At The Concert Hour on April 9<sup>th</sup> at noon, Director of Instrumental Music Carmen Dominguez was joined by members of the music faculty, applied music students and symphony orchestra musicians in presenting Aaron Copland's Masterpiece *Appalachian Spring*. Admission was free.

The Department of Theatre Arts presented Shakespeare's *As You Like It* on April 17<sup>th</sup>, 18<sup>th</sup>, 23<sup>rd</sup>, 24<sup>th</sup> and 25<sup>th</sup> at 8pm and April 19<sup>th</sup> and 25<sup>th</sup> at 3pm in the McKinney Theatre. There was a special talk-back with the director, designers and cast on April 25<sup>th</sup> after the performance.

On April 17<sup>th</sup>, Brother Mallard and the Saddleback College new Music Ensemble performed An Evening of Contemporary Music in Fine Arts 101 at 8pm.

Saddleback College student group, the Gaucho Guitars, presented a concert with classical guitarist guest artist Connie Sheu on April 24<sup>th</sup> at 7pm in Fine Arts 101.

The Saddleback College Women's Camerata performed "Sing Me to Heaven" on April 25<sup>th</sup> at 7:30pm at the Newport Harbor Lutheran Church.

### ***Health Sciences and Human Services Division***

Human Services faculty and students attended the California Association for Alcohol/Drug Educators (CAADE) annual convention in Sacramento April 17-19<sup>th</sup>.

Thirty students for Paramedic Class 66 started April 20<sup>th</sup>.

The Medical Lab Technician program and the Mental Health Program went to the Los Angeles/Orange County Workforce Development Leaders (LOWDL) for approval April 9th.

The nursing faculty had a retreat April 2-3 to begin preparations for the National League for Nursing Accrediting Commission visit in Fall 2010.

### ***Liberal Arts and Learning Resources Division***

The Liberal Arts and Learning Resources Division is pleased to announce that for the second year in a row, *lariatnews.com*, Saddleback's online College newspaper, was awarded the highest ranking of "General Excellence" by the Journalism Association of Community Colleges (JACC). Numerous *Lariat* student staff members received honorable mention recognition in at least a half-dozen categories, and Paul McLeod, the Faculty Advisor to the *Lariat*, was recently selected as "Journalism Educator of the Year" by the California Journalism Education Coalition (Cal-JEC).

### ***Math, Science & Engineering Division***

6<sup>th</sup> Annual Mathematic Triathlon -- Thirty seven Saddleback College students took part in the 6<sup>th</sup> Annual Mathematics, Science & Engineering (MSE) Academic Triathlon. They completed a 250 question multiple-choice exam covering topics ranging from Astronomy to Zoology, with questions drawn from all areas taught by members of the MSE Division. Monies from Associated Student Government supported this event, and scholarships totaling \$2,000 were awarded to 6 students. In the previous 5 triathlons, we have awarded \$10,500 to 41 students.

Algebra2go -- Recently Professor Larry Perez and Candice Jhu met with Dave Chamberlain, a secondary mathematics resource teacher for the Capistrano Unified School District. They discussed the Algebra2go learning resources in regards to how they may serve local high school students. Secondly, Dave informed us that the local high school district is in the process of developing a district wide mathematics course that targets high school seniors who generally do not take mathematics their senior year. Larry and Candice were asked to give some recommendations in regards to the type of content that should be included in the course.

Professor Larry Perez and Candice Jhu followed up by meeting with the Capistrano Valley High School mathematics department. In addition to discussing the senior's only math course, they did a short presentation on the Alegbra2go site and our newly developed CASHEE (high school exit exam) resources.

### ***Social & Behavioral Sciences Division***

We are very excited to announce the following events for the division:

The Sociology Department will be presenting two important Speakers Panels at Saddleback College in April.

The AIDS Services Foundation, Orange County, will present from 10:20-11:50 a.m. Tuesday, April 7<sup>th</sup> in SSC 212. Their mission is to prevent the spread of HIV and improve the lives of those affected by HIV/AIDS in Orange County

PFLAG, a group promoting the health and well-being of gay, lesbian, bisexual and transgender person, their families and friends through support, will be here Tuesday, April 14<sup>th</sup> from 10:20-11:50 a.m. in SSC 212.

### ***Marketing & Public Relations***

Director of Public Information and Marketing Jennie McCue attended the California Community College Public Relations Organization conference April 21<sup>st</sup> through 24<sup>th</sup>, where topics included social networking and other online marketing strategies.

The Director of Public Information and Marketing attended an Emergency Operations Center training at Coastline College on April 17<sup>th</sup>.

Press releases were sent on the high school writing contest, David Curry's acceptance to the All-USA Academic First Team, and new programs in the Health Sciences and Human Services Division.

### ***Saddleback College Foundation***

A scholarship matching gift campaign raised \$40,000 from college employees, and was matched by the Foundation, bringing the total dollar amount raised to \$65,000. The Math, Science and Engineering Department were treated to an Apple Pi reception to honor their division's contributions.

Donors of \$350 and over were invited to attend a spring luncheon with President Burnett.

The following new endowed scholarships were created; Morgan Tree Environmental, Louise and Victor Cifone Memorial, Steve Adam Miller Memorial, and the Friends of the Library, Samanta Family

Contributions to the Veterans Memorial top \$140,000. 14 benches @\$5,000 each, inscribed with donor names have been installed, along with inscribed bricks and pavers.

A Veterans Memorial preview is scheduled Wednesday, May 6, 5:00 p.m. at the memorial site.

A \$20,000 gift annuity to benefit the college was created by Rueben and Norma Kershaw of Mission Viejo.

A strawberry bowl sale on April 1 of hand-crafted bowls created by the ceramics department and filled with strawberries and cream, raised almost \$3000 to support the Veterans Memorial.

A plant sale April 15 & April 16 hosted by the horticulture department raised over \$6,000 in funds to support student scholarships.

### ***Student Services***

The International Student Orientation and luncheon was held on April 8, 2009.

Special Services held its annual Awards Dinner on April 16, 2009. Seven (7) students were recognized for their accomplishments as well as eight (8) faculty members. Associate Student Government was presented with the Coordinator's Award for their outstanding support over the years to Special Services with Grant Awards .

On April 24<sup>th</sup> Special Services hosted its annual meeting for its Advisory Committee. Discussion points included the relocation of some of its offices, their input regarding the kinds of needs that disabled Veterans are presenting in their professional fields, and disability awareness events, including the *potential production* of "The Heart Can Listen" musical benefit during 2010.

The Categorical Site Visit ended the month on April 30 and May 1<sup>st</sup>, 2009. Ann Burdett from Ohlone College visited Special Services.

Saddleback College's Special Services program continues to grow in numbers served with 1670 students having requested services to date. This number will increase by as high school students are now applying through the "Ride the Wave" program.

The Matriculation Office received 1,765 applications from students to attend Saddleback College for Fall 2009 as part of the Early Bird Program for high school seniors.

The campus wide "No-F" campaign targeted at preventing Saddleback College students from ending up on academic probation kicked off with students, faculty, administrators and staff wearing their "No-F" t-shirts at a barbeque for over 460 students.

The Student Financial Assistance & Scholarship Office held its annual Financial Aid Awareness Month. During the month of April the SFASO conducted outreach events to encourage enrolled students who had not filed a FAFSA, to do so and possible qualify for financial aid for the current academic year.

The SFASO invited new/continuing students and parents to participate in FAFSA Friday Workshops, which assisted them in filing and submitting their Free

### ***Community Education***

Community Education launched the College for Kids summer 2009 program.

Director Estella Castillo-Garrison participated in the American Recovery and Reinvestment Act Taskforce, Marketing Committee, and the Standard I accreditation team.

Linda Wood participated on Classified Staff Development Day.

Community Education is currently developing a partnership with the Emeritus Institute to begin a workforce development component for seniors. Developing a survey of needs for the senior population.

Ed2Go Workforce Investment Act Webinar where we are exploring the possibility of expanding our online not-for-credit classes.

Launch of Junior Gauchos Interactive Art Contest to participating schools.

Participation with the Division of Liberal Arts and the Staff Non-Commissioned Officer Academy on Camp Pendleton to implement the writing component.

Proposal with the Division of Liberal Arts and Camp Horno to offer Arabic classes to the Marines aboard Camp Pendleton.

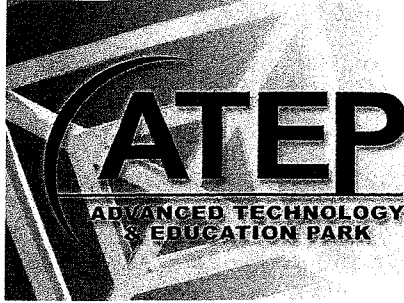
Participation on the Veterans Education and Transition Services (VETS) committee.

Participation in the Emergency Operations Center Training at Cerritos College.

### ***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.”





## **MEMORANDUM**

**TO:** Chancellor Raghu P. Mathur  
Members of the Board of Trustees

**FROM:** Dr. Randy W. Peebles, Provost

**DATE:** April 15, 2008

**RE:** Report for the April 27, 2009 Board of Trustees Meeting

### **ATEP EXPANSION PLANS**

The Concept 3A plan was approved by the Board of Trustees and subsequent college-wide information meetings were held at both Saddleback College and Irvine Valley College to outline details of the plan and discuss the development process and future program opportunities.

Provost Randy Peebles continues to work with staff at ATEP, IVC, SC and District Facilities to outline options for an interim expansion of ATEP facilities to support continued growth of ATEP enrollments prior to the completion of the 29-acre Concept Plan.

### **POTENTIAL FOUR-YEAR COLLEGE PARTNERS**

Several members of the ATEP staff and IVC President Glenn Roquemore visited Art Center College of Design in Pasadena for a tour and discussions about partnering with ATEP. Subsequent planning meetings and a tour are planned for May at ATEP.

Meetings continue with all interested four-year college partners to discuss more detailed planning now that the Concept 3A Plan has been approved.

Provost Randy Peebles and ATEP staff met with Dr. Michael Barker of Tustin Unified School District to discuss the possibility of creating programs similar to the IVC's Early College Program in Science, Technology, Engineering and Math (STEM) areas.

### **GRANT PLANNING & DEVELOPMENT**

ATEP hosted a meeting for the OC Workforce Investment Board for higher education community and stakeholders to identify the county's growth industry targets and training programs that could be eligible for federal economic stimulus funding. Many community members toured ATEP following the meeting.

Provost Randy Peebles attended an OPTEC grant development meeting with three other colleges that are partnering to pursue a National Science Foundation grant. The grant would assist ATEP's Center for Optics and Photonics Education in growing its optics related training programs.

Other grant efforts included attending a Strikeforce meeting on federal funding at Saddleback College and a grant development session at ATEP facilitated by Vice Chancellor Bramucci to target immediate grant opportunities at all three campuses.

### **PROGRAM DEVELOPMENT**

Provost Randy Peebles continues to work with faculty to assist with program development and expansion at ATEP, including the Regional Nursing Simulation Lab for Saddleback College and the Music Recording Arts at Irvine Valley College.

### **BUDGET & PLANNING**

Budget planning is under way at ATEP for FY 2009-2010. Provost Randy Peebles also attended a Planning and Budget meeting at Saddleback and a meeting of College Council at IVC.

### **INSTRUCTION & STUDENT SERVICES**

Spring enrollment is at 1,091 with three Saddleback classes still enrolling. The first cohort of the Academic Foundation Summer Institute (Basic Skills) has been developed with 22 students from the Village of Hope. This pilot is a joint effort between Saddleback College and Irvine Valley College to prepare students for college level work by improving their skills in math, English and ESL. This also has developed an important partnership collaborative with a Tustin Legacy community neighbor.

### **MARKETING AND OUTREACH**

The summer schedule was printed and distributed to 380,590 homes. Ads are running on ocregister.com to promote late start spring courses and upcoming summer offerings. Articles outlining ATEP's expansion plans were featured as the lead story in the Tustin News, the local section of OC Register and the Lariat.

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Claim Against the District: Richard Wordes  
**ACTION:** Approval

---

**BACKGROUND**

Mr. Richard Wordes is claiming damages as a result of a fall into the orchestra pit at Irvine Valley College.

**STATUS**

On March 18, 2009, the Law Offices of Ogden and Motley 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 Richard Wordes dated March 18, 2009 and refer it to the District's insurance administrator for processing.