

MINUTES OF THE BOARD OF TRUSTEES
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
July 26, 2004
ROOM 105, LIBRARY BUILDING, SADDLEBACK COLLEGE

The open session of the regular meeting of the Board of Trustees was called to order by President Wagner at 2:00 p.m. CALL TO ORDER

The open session was recessed to closed session and the board reconvened open session at 5:11 p.m. RECESS/RECONVENE

The open session was recessed to closed session and the board reconvened open session at 7:55 p.m. RECESS/RECONVENE

Members of the Board of Trustees: PRESENT

Donald Wagner, President
Nancy Padberg, Vice President
Thomas Fuentes, Clerk
Bill Jay, Member
Dave Lang, Member
Marcia Milchiker, Member
John Williams, Member

Absent

Sona Smetanova, Student Member

Administrative Officers:

Raghu Mathur, Chancellor
Gary Poertner, Deputy Chancellor
Tom Anderson, Vice Chancellor, Educational Services
Rich McCullough, President, Saddleback College
Glenn Roquemore, President, Irvine Valley College

Faculty Association: Lewis Long

Academic Senate: Ana Maria Cobos, Wendy Gabriella

CSEA: Mary Williams

Classified Senates: Beep Colclough

Associated Student Government: No representation

Police Officers Association: Cloyce Kelly

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On a 7 to 0 vote, the board appointed Dr. Scott Simpson to the position of Director, Research and Planning, District, effective date to be negotiated. On a 7 to 0 vote, the board denied the request of a classified employee to take a month's leave. On a 7 to 0 vote, the board approved Professor Bill Heffernan's request to use two semesters of banked OSH to accept a Fulbright scholarship opportunity. On a 6 to 1 vote with Trustee Milchiker casting a negative vote, the board authorized initiation of litigation against Lindi Siegel.

ACTIONS TAKEN IN
CLOSED SESSION

Trustees Jay, Lang, Padberg, Milchiker, and Chancellor Mathur gave reports. There were no board requests for staff reports.

#1A/B, BOARD/CHANCELLOR
REPORTS

Item 38 was pulled off the agenda. No items were removed from the Consent Calendar for separate discussion/action. Unanimously approved. (Please see the listing of approved consent calendar items that is attached to these minutes.)

#S 2-19, CONSENT
CALENDAR

Unanimously tabled.

#53, SECOND SEGMENT OF
BP 4000 SERIES

Unanimously tabled.

#54, SECTIONS OF BP 4000 AND
5000 SERIES

Approved with Trustee Milchiker casting a negative vote.

#55, BP 2100.1

Unanimously approved.

#44, ASSIGNMENT OF HILLPOINT
PROMENADE APTS. GROUND
LEASE TO MG PROPERTIES

Information was provided to the board on Basic Aid; Monthly Financial Status; Quarterly Investments; Contracts Under \$5,000; COPs Debt Retirement; TAS Building Repairs; and Board Requested Report on Interviews on Leisure World TV.

#S 32-37 AND #39 INFORMATION
ITEMS

Deputy Chancellor Poertner stated that in item A.2 the effective date should state August 9 rather than August 1; and that the end date should state February 28, 2005, rather than February 28, 2004. Unanimously approved as amended.

#40, ACADEMIC ACTIONS

Unanimously approved.

#41, CLASSIFIED ACTIONS

Unanimously approved.

#42, 2004-05 COMPUTER
TECHNOLOGY NEEDS

Chancellor Mathur recommended that if the district receives scheduled maintenance money from the state, that amount be subtracted from the \$1,000,000 from basic aid for a district-sponsored scheduled maintenance program. His recommendation was accepted by the board for inclusion in the motion. Unanimously approved.

Motion to table carried with Trustee Williams casting a negative vote.

Unanimously tabled.

Unanimously approved.

Approved with Trustee Wagner casting a negative vote.

Unanimously approved.

Unanimously approved.

Unanimously approved.

Unanimously approved.

Unanimously approved.

Unanimously approved.

Presidents Roquemore and McCullough, Professors Cobos and Long, and Ms. Williams gave reports.

The meeting was recessed to closed session at 8:55 p.m.


Raghu P. Mathur, Secretary

#43, BUDGET PREPARATION UPDATE - USE OF BASIC AID FUNDS

#45, LEGAL SVCS. AGREEMENT WITH PARKER & COVERT

#46, LEGAL SVCS. AGREEMENT WITH AALR & R

#47, AWARD OF BID FOR HEALTH SCI. BLDG. FURNITURE

#48, INCREASE TO HEALTH SCI. BLDG. TEST/INSPECT COSTS

#49, DISTRICT INSTITUTIONAL MEMBERSHIPS

#50, SC AGREEMENT WITH GKK FOR ARCHITECTURAL SVCS. - REPAIR OF TAS BUILDING

#51, AWARD OF BID FOR SC CAFÉ-TERIA SVCS. TO S&B FOODS

#52, AWARD OF BID FOR COSMETOLOGY INSTRUCTION TO LAKE FOREST BEAUTY COLLEGE

#56, IVC GRANT APPLICATION

#59, SC PRESIDENTS COUNCIL WORKSHOP

#57, REPORTS

ADJOURNMENT

ITEMS APPROVED BY CONSENT CALENDAR
AT THE 7/26/04 BOARD MEETING

The following items were approved by vote on the Consent Calendar:

APPROVAL OF CONSENT CALENDAR ITEMS

All matters on the consent calendar are to be approved in one motion unless a board member requests separate action on a specific item.

2. MINUTES OF PREVIOUS MEETINGS
Regular meetings of January 20, February 23, March 29, April 26, May 24, and June 22, 2004.
3. IRVINE VALLEY COLLEGE: CALIFORNIA CONCERT ARTISTS (CCA)
2004-05 operation of the CCA as Professional Artists In-Residence.
4. IRVINE VALLEY COLLEGE: GRANT AWARD
Acceptance of grant award from the International Society for Optical Engineering in the amount of \$3,000.
5. IRVINE VALLEY COLLEGE: COMMUNITY EDUCATION - FALL 2004
Courses, presenters, and compensation as described.
6. SADDLEBACK COLLEGE COMMUNITY EDUCATION - FALL 2004
Courses, presenters, and compensation as described.
7. SADDLEBACK COLLEGE: GUEST ARTIST CONTRACTS
Authorization to contract with guest artists for a total of \$16,000.
8. SADDLEBACK COLLEGE: HOAG MEMORIAL HOSPITAL AGREEMENT
Donation of \$80,450 by Hoag per year for 2005 and 2006 to supplement salaries of full-time and associate faculties to instruct an additional 10 students.

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9. SADDLEBACK COLLEGE: FKCE PROGRAM BUDGET
Contract agreement with Kelly Grimes in the amount of \$12,240 for the period 7/1/04 - 6/30/2005 to serve as Program Consultant and Facilitator.
10. SADDLEBACK COLLEGE: SPANISH LANGUAGE STUDIES IN SALAMANCA, SPAIN
Study abroad program as detailed for Spring 2005.
11. SADDLEBACK COLLEGE: OXFORD SEMESTER ABROAD IN OXFORD, ENGLAND
Study aboard program as detailed for Spring 2005.
12. SADDLEBACK COLLEGE: GUEST SPEAKER
Approval of motivational speaker Dolores Huerta to speak on diversity October 5, 2004, for a fee of \$5,000.
13. SADDLEBACK COLLEGE: WOMEN'S CENTER GUEST SPEAKER
Approval of workshops presented by Glenn Stevenson on "Healthy Relationships" and "Self-Esteem" during Fall Semester 2004 for no compensation.
14. SOCCCD: CONTRACT FOR LEGISLATIVE ADVOCACY
Contract with School Services of California for an additional five months beginning 8/1/04 to 12/31/04 at \$2,000 per month plus expenses not to exceed \$12,000.
15. SOCCCD: EXTENSION OF AGREEMENT
Eight-month extension of the telephone systems maintenance agreement for both campuses with Nextira One.
16. SOCCCD: AWARD OF BID
Bid 258D for Five-year Maintenance Agreements for SC Elevators to Amtech Elevator Svcs. for \$74,400, and for IVC Elevators to Excelsior Elevator Corp. for \$39,000.
17. SOCCCD: AGREEMENT FOR PAY PHONE INSTALLATION ON BOTH CAMPUSES
Three-year agreement with Payphone Stations, Inc., as indicated with two one-year options for renewal under same terms and conditions.

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18. SOCCCD: TRAVEL REIMBURSEMENT FOR INTERVIEWS
Approval of travel reimbursement for first and second level interviews of ATEP Provost candidates.
19. SOCCCD: STAR SOLUTIONS - SOFTWARE ENGINEERING SERVICES
Contract with STAR Solutions to provide IT project software engineering services for \$67,000.
20. SOCCCD: NOTICE OF COMPLETION
Filing of Notice for Package G, Masonry/CMU, for the Health Sci./District Offices Bldg. project.
21. SADDLEBACK COLLEGE: COFFEE CART AGREEMENT
Amendment to agreement with The Drip Coffee that clarifies days and hours of operation.
22. SADDLEBACK COLLEGE: AWARD OF BID
Bid 1031, Pkg. C, to BCI Coca-Cola Bottling Co. for
23. IRVINE VALLEY COLLEGE: NOTICE OF COMPLETION
Filing of Notice for the Cafeteria Remodel project.
24. ATEP: PROPERTY RENTAL REVENUE
Agreement with Vihlene & Associates, Inc., to receive compensation equal to 20% of gross revenue collected through rental of property.
25. SOCCCD: CLAIM AGAINST THE DISTRICT
Rejection of claim by Ms. Mastura Arditti dated June 22, 2004, and referral to district's insurance administrator.
26. TRANSFER OF BUDGET APPROPRIATIONS
Budget transfers as delineated.
27. PURCHASE ORDERS/CONFIRMING REQUISITIONS
Purchase orders 03644 through 03715 totaling \$842,872.41, and 00046 through 00505 totaling \$47,206,858.04; and confirming requisitions dated 6/5/04 through 7/9/04 totaling \$151,475.21.

28. PAYMENT OF BILLS
Checks 029973 through 031061 totaling \$5,688,526.28; and Saddleback College Community Education checks 7831 through 7894 totaling \$385,913.20; and IVC Community Education checks 8010 through 8021 totaling \$7,804.
29. GIFTS TO THE DISTRICT AND FOUNDATIONS
Acceptance of various donated items.
30. TRUSTEES' REQUESTS FOR TRAVEL AND/OR LOCAL MILEAGE REIMBURSEMENT
Requests to attend upcoming conferences and events and/or local mileage reimbursement.
31. REIMBURSEMENT TO TRUSTEES FOR MILEAGE TO AND FROM REQUIRED BOARD MEETINGS
Mileage for January, February, March, April, May, and June 2004.

MEETING OF THE BOARD OF TRUSTEES

MONDAY, JULY 26, 2004

ROOM 105, LIBRARY BUILDING, SADDLEBACK COLLEGE
28000 MARGUERITE PARKWAY, MISSION VIEJO, CALIFORNIA 92692

CALL TO ORDER (FOLLOWED BY PUBLIC COMMENTS/CLOSED SESSION): 2:00 P.M.
RECONVENE OPEN SESSION: 7:00 P.M.

AGENDA

CALL TO ORDER: 2:00 P.M.

PUBLIC COMMENTS

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

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- A. Public Employee Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC 54957):
 - 1. Public Employee Appointment
 - a. Provost, Advanced Technology & Education Park
 - b. Director, Research and Planning (District)
 - c. Interim Dean, Humanities and Fine Arts (IVC)
 - 2. Public Employment/Evaluation of Performance
 - a. Instructor (SC)
 - b. Executive Assistant (IVC)
 - 3. Public Employee Evaluation of Performance
 - a. Chancellor
 - 4. Public Employee Discipline/Dismissal/Release (6)
- B. Conference with Labor Negotiators (GC 54957.6):
 - 1. Negotiators – Dr. Raghu Mathur; SOCCCD Faculty Association
 - 2. Negotiators – Dr. Raghu Mathur; California School Employees Association (CSEA), Chapter 586
 - 3. Negotiators – Dr. Raghu Mathur; SOCCCD Police Officers Association
 - 4. Negotiators – Dr. Raghu Mathur; Unrepresented Employees – All Classified Leadership Positions

5. Negotiators – Board President or President’s Designee; Unrepresented Employees – All Academic Administrators

C. Conference with Real Property Negotiators (GC 54956.8):

1. Portion of Tustin MCAS -
Negotiators – Dr. Raghu Mathur; City of Tustin
Under Negotiation - Price and Payment Terms

D. Conference with Legal Counsel (GC 54956.9)

1. Pending Litigation (GC 54956.9[a]) -
 - a. Mora v. Mathur
 - b. Franzoni v. SOCCCD
 - c. CSEA, et al., v. SOCCCD Board of Trustees
 - d. IVC Academic Senate, etc., et al., v. SOCCCD Board of Trustees
 - e. Faculty Association v. SOCCCD, Unfair Practice Charge No. LA-CE-4514-E
 - f. Carl v. SOCCCD
 - g. Casey v. SOCCCD
 - h. Merryman v. SOCCCD
2. Significant Exposure to Litigation (GC 54956.9[b][1] and [3][A]) – Three Potential Cases
3. Initiation of Litigation (GC 54956.9[c]) – Three New Cases

RECONVENE OPEN SESSION: 7:00 P.M.

ACTIONS TAKEN IN CLOSED SESSION

INVOCATION

Led by Trustee Lang

PLEDGE OF ALLEGIANCE

Led by Trustee Wagner

RESOLUTIONS/PRESENTATIONS/INTRODUCTIONS

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.**

BOARD AND CHANCELLOR'S REPORTS/BOARD REQUESTS FOR REPORTS

Section 54954.2(a) of the Ralph M. Brown Act states that "No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of a legislative body or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of a legislative body, or the body itself, subject to rules or procedures of the legislative body, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda."

Speakers are limited to two minutes each.

1. BOARD/CHANCELLOR'S REPORTS/REQUESTS FOR REPORTS
 - a. BOARD REPORTS
 - b. CHANCELLOR'S REPORT
 - b. BOARD REQUESTS FOR STAFF REPORTS

APPROVAL OF CONSENT CALENDAR ITEMS (Items 2 through 31)

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Mileage for January, February, March, April, May, and June 2004.

INFORMATION ITEMS

ITEMS FOR INFORMATION ONLY

32. BASIC AID REPORT
Information on projected basic aid receipts and the possible impact of the "Pool Case."
33. MONTHLY FINANCIAL STATUS REPORT
Adopted budget, revised budget, and transactions through the end of the prior month.
34. QUARTERLY INVESTMENT REPORT
Report for the quarter ending on June 30, 2004.
35. CONTRACTS UNDER \$5,000
Summary of contracts for June/July 2004.
36. SOCCCD: UPDATE ON CERTIFICATE OF PARTICIPATION DEBT RETIREMENT
1999 Certificates of Participation (COP) retirement on August 1, 2004, as scheduled.
37. SADDLEBACK COLLEGE: TAS BUILDING REPAIR
Preliminary schedule for repair project.
38. BOARD REQUESTED REPORT: REGIONAL HEALTH OCCUPATION RESOURCE CENTER (RHORC)
Information as requested.
39. BOARD REQUESTED REPORT: INTERVIEWS ON LEISURE WORLD TELEVISION
Information as requested.

DEPUTY CHANCELLOR'S ITEMS (Items 40 through 52)

ITEMS RECOMMENDED FOR APPROVAL

40. ACADEMIC PERSONNEL ACTIONS
Administrative Employment (Interim Deans, Interim VP for Student Svcs., Vice President for Instruction); Academic Employment; Additional Compensation; Academic Temporary Part-Time/Substitute Staff; Resignation/Retirement/Conclusion of Employment.

41. CLASSIFIED PERSONNEL ACTIONS
New Personnel Appointments; Classified Employment;
Volunteers; Change of Status; Leave of Absence;
Authorization to Establish and Announce Classified
Positions; Authorization to Abolish Classified Positions
and/or Position Numbers
42. SOCCCD: 2004-05 COMPUTER TECHNOLOGY NEEDS
Total of \$3,548, 415 for the colleges and district from basic
aid.
43. SOCCCD: BUDGET PREPARATION UPDATE - USE OF
BASIC AID FUNDS
Approval of use of basic aid funds in the amount of
\$4,406,820 for the COPs debt payment and retiree benefits
fund transfer during the 2004-05 budget year, and
\$1,000,000 for the implementation of a district sponsored
scheduled maintenance program in 2004-05 which will
replace the diminished state funding source.
44. SOCCCD: HILLPOINTE/PROMENADE APARTMENTS
Administration of ground lease agreement and approval of
assignment to MG Properties Investment Real Estate.
45. SOCCCD: AGREEMENT FOR LEGAL SERVICES
Approval of retainer agreement with Parker & Covert
increasing their rates for professional services effective
July 1, 2004.
46. SOCCCD: AGREEMENT FOR LEGAL SERVICES
Approval of retainer agreement with Atkinson, Andelson,
Loya, Ruud & Romo increasing their rates for professional
services effective July 1, 2004, through June 30, 2005.
47. SOCCCD: AWARD OF BID
Bid 257D for Office and Classroom Furniture for Health
Sci./District Offices Bldg. to the vendors listed for a total of
\$698,000.
48. SOCCCD: HEALTH SCI./DISTRICT OFFICES BLDG.
Amendment to the agreement with Civil Engineering
Material Laboratory revising the not to exceed amount to
\$166,500.

49. SOCCCD: AUTHORIZATION FOR DISTRICT INSTITUTIONAL MEMBERSHIPS 2004-05
Memberships and estimated dues for various organizations.
50. SADDLEBACK COLLEGE: AGREEMENT FOR REPAIR OF TAS BUILDING
Agreement with GKK to provide architectural services for the repair for a fee equal to 10% of the construction cost.
51. SADDLEBACK COLLEGE: AWARD OF BID
Bid 1036 to S & B Foods for a three year agreement for Cafeteria Services with provision for two one-year extensions under the same terms and conditions.
52. SADDLEBACK COLLEGE: AWARD OF BID
Bid 1035 to Lake Forest Beauty College for a two year agreement for Cosmetology, Manicuring and Cosmetician Instruction.

VICE CHANCELLORS' ITEMS (Items 53 through 56)

EDUCATIONAL SERVICES

ITEM FOR DISCUSSION/APPROVAL

53. BOARD POLICY REVISIONS: SECOND SEGMENT OF SERIES 4000, PERSONNEL SECTION
Revisions to BP 4002.1, 4055, 4056, 4079, 4081, 4084, 4102, 4111, 4201.1, 4202, 4207, 4211, and 4316.

ITEMS RECOMMENDED FOR APPROVAL

54. BOARD POLICY REVISIONS: MISC. POLICIES - 4000 AND 5000 SECTIONS
Proposed amendment to BP 4010, 4016, 4051, 4052, 4054, 5601, 5604, 5605, 5608, 5610, 5611, 5613, 5614, 5615, 5618, and 5626.
55. BOARD POLICY REVISION: BP 2100.1, DELEGATION OF AUTHORITY TO THE ACADEMIC SENATE
Proposed amendment.

56. IRVINE VALLEY COLLEGE: GRANT APPLICATION
Application for funds in the amount of \$4,980.46 from SBC Foundation for the grant "Learning by Anyone, Anytime, Anywhere."

REPORTS

Per unanimous board approval, the reports by the following individuals should be written and submitted to the board prior to board meetings. The reports may be given verbally, however, if enough time remains prior to the board approved meeting adjournment time of 10:00 p.m.

Speakers are limited to two minutes each.

57. PRESIDENTS' / GOVERNANCE GROUPS' REPORTS
- a. Presidents
 - b. Student Government Reports
 - Associated Student Government of Saddleback College
 - Associated Students of Irvine Valley College
 - c. Academic Senates' Reports
 - Saddleback College Academic Senate
 - Irvine Valley College Academic Senate
 - d. Faculty Association Report
 - e. California School Employees Association Report
 - f. Classified Senates' Reports
 - Saddleback College Classified Senate
 - Irvine Valley College Classified Senate
 - District Classified Senate
 - g. Police Officers' Association Report

CORRESPONDENCE

58. CORRESPONDENCE
Items of correspondence submitted by the district and colleges for the board's information.

ADJOURNMENT (OR RECESS TO CONTINUE CLOSED SESSION IF REQUIRED): 10:00 P.M.

**ADDITIONAL ITEM FOR THE 7/26/04 REGULAR BOARD
MEETING AGENDA**

ITEM RECOMMENDED FOR APPROVAL

59. SADDLEBACK COLLEGE: PRESIDENT'S COUNCIL
MEMBER WORKSHOP

Approval of a staff development workshop to be held at St.
Clement's By the Sea Church on August 9 and 10, 2004, for
a cost not to exceed \$300.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	1
FROM:	CHANCELLOR	DATE:	7/26/04
SUBJECT:	BOARD AND CHANCELLOR'S REPORTS/ BOARD REQUESTS FOR REPORTS		
REASON FOR BOARD CONSIDERATION:	INFORMATION		

Section 54954.2(a) of the Ralph M. Brown Act states that "No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of a legislative body or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of a legislative body, or the body itself, subject to rules or procedures of the legislative body, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda." Speakers are limited to two minutes each.

- a. Board Members' Reports
- b. Chancellor's Report
- b. Board Members' Requests for Staff Reports

Item Submitted By:	Dr. Raghu P. Mathur, Chancellor
Item Reviewed By:	
Final Disposition:	Vote :

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	2
FROM:	CHANCELLOR	DATE:	7/26/04
SUBJECT:	MINUTES FROM PREVIOUS MEETINGS		
REASON FOR BOARD CONSIDERATION:	APPROVAL		

Minutes from previous Board of Trustee meetings are submitted
to the Board for review and approval.

Item Submitted By:	Dr. Raghu P. Mathur, Chancellor
Item Reviewed By:	
Final Disposition:	Vote :

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM: 3
FROM:	CHANCELLOR	DATE: 7/26/04
SUBJECT:	IRVINE VALLEY COLLEGE: CALIFORNIA CONCERT ARTISTS	
REASON FOR BOARD CONSIDERATION:	APPROVAL	

BACKGROUND

The IVC Department of Music has a history of association with professional music organizations such as the St. Florian Trio, The Azzoni Duo, Jazz Artist Ron Stout, and the California Concert Artists (CCA). The Department has also maintained regular participation with professional educational institutions such as the Music Association of California Community Colleges and College Band Directors National Association, both of whom we have annually sent IVC students to perform in state, regional or national ensembles. A precedent of collegiate/professional associates has been established in the South Orange County Community College District for numerous years with the Saddleback Civic Light Opera.

STATUS

Since 2001-2002, the College has maintained an association with the professional music ensemble, CCA. The CCA operated via the Irvine Valley College Foundation and the IVC Department of Music as Professional Artists In-Residence. The CAA is seeking approval to operate for a fourth year (2004-2005), as Professional Artists In-Residence as referenced in EXHIBIT A.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the 2004-2005 operation of the CCA as Professional Artists In-Residence at IVC as described in EXHIBIT A.

Item Submitted By: Dr. Glenn R. Roquemore, President	
Item Reviewed By: Dr. Raghu P. Mathur, Chancellor	
Final Disposition:	Vote:

CALIFORNIA CONCERT ARTISTS
THE FINEST IN PROFESSIONAL CLASSICAL AND JAZZ CHAMBER MUSIC!

2004-2005 SEASON:

Plans for 2004-2005 include an expanded season from nine regular concerts in 2003-2004 up to a planned 12 regular season concerts in addition to several special benefit recitals and events. We will also offer our usual master classes and open rehearsals for IVC students.

Currently six pairs of regular season concerts are planned:

- **Amadeus!** – Chamber Music of Wolfgang Amadeus Mozart.
- **Fourth Annual Baroque Concert** – Music of Italian Baroque Master Antonio Vivaldi.
- **Second Annual Composers Feature Concert** – Classical and Jazz music from California composers.
- **Music of Latin America** – Classical and Jazz Music of Latin America.
- **Under the Sea** – Music inspired by the sea.
- **Americana!** – Chamber Music from important American composers of the mid 20th century. Composers such as Barber, Bernstein, Piston, and Schuman.

Special Recitals and Events currently scheduled are:

- **August 1, 2004 Benefit Recital, in a Concert of French Flute Music** performed by Mary Palchak, Flute and Mario Karacic, Piano.
- **Benefit Piano Recital** performed by Dr. Stan Breckenridge.
- **CCA Jazz Quintet at the IVC Jazz Picnic Concert** – May 2005.
- **And more to be announced!**

BENEFITS TO STUDENTS:

- Direct contact for IVC students with an active professional music organization.
- The CCA will provide students with master classes, open rehearsals, and up-close exposure and training in the operations of a professional music organization.
- In addition to the professional music, educational and outreach benefits, the CCA provides a positive community profile for the college, the college foundation and the SOCCCD. The exposure should assist in creating an attractive environment for fundraising for upcoming capital construction projects for first the School of Fine Arts Theatre followed soon thereafter by the Music and Visual Arts Building.
- Continues the SOCCCD's excellent and innovative history and tradition by providing the SOCCCD and IVC with one of the few professional Artists In-Residence partnerships found at a two-year college in the nation.

FINANCIAL CONSIDERATIONS:

As we have in past years, we plan to partner with the City of Irvine, The City of Mission Viejo, the Tustin Area Council for Fine Arts, Mervyn's Corporation and Yamaha Corporation as well as local merchants. We are also in ongoing discussion with other public entities and museums. We are selling program advertisement, as we have done in past years, and we are soliciting private donations and underwriters. There is minimal direct financial commitment expected from IVC.

We intend to provide technical assistance such as: flyers, printed programs, mailings, press releases, technical staff such as stage and house management, music stands, podium, music, and rehearsal spaces. There will be minimal effort extended by personnel in the following IVC offices or areas as part of their regular duties: Foundation Office, Publications, Webmaster, IVC TV, Public Information, Copy Center, and the School of Fine Arts. Costs will be borne by the IVC Instrumental Music Area's General Funds as well as the IVC Foundation's various Instrumental Music Funds. Finally, the CCA is engaged in non-stop fundraising from both private and public sectors and will continue to be.

Upon final confirmation the CCA shall list the following sponsors in 2004-2005 programs: City of Irvine, City of Mission Viejo, Tustin Area Council for Fine Arts, Mervyn's Corporation, Yamaha Piano, Irvine Valley College, IVC Foundation, IVC Instrumental Music Area, SOCCCD Board of Trustees, any and all further donations and sponsors as they are secured.

FORMAL REQUEST:

The California Concert Artists formally request to continue the partnership with Irvine Valley College as Professional Artists In-Residence for the 2004-2005 Year.

CALIFORNIA CONCERT ARTISTS

MARY PALCHAK, PRESIDENT AND ARTISTIC DIRECTOR
DR. STEPHEN ROCHFORD, EXECUTIVE DIRECTOR AND CONDUCTOR

MISSION

- The Mission of the California Concert Artists is to increase appreciation of art music by offering accessible, informative and interesting programs performed at the highest artistic level. It is also to bring together Southern California composers, performers, and audiences to share the excitement of new music as well as standard classical and jazz repertoire.

HISTORY OF THE CALIFORNIA CONCERT ARTISTS

2003-2004 SEASON IN REVIEW (3RD SEASON)

September 7, 2003 at Tustin Presbyterian Church

Music of the 1920's and 30's

- *Façade, An Entertainment*, by Sir William Walton and Dame Edith Sitwell

Jazz from the CCA Jazz Quintet

- *St. Louis Blues* by W.C. Handy
- *Bye Bye Blackbird* by Ray Henderson and Matt Dixon
- *Embraceable You* by George and Ira Gershwin
- *Out of Nowhere* by Edward Heyman and Johnny Green
- *Summertime* by George Gershwin and DuBose Hayward
- *All the Things You Are* by Jerome Kern and Oscar Hammerstein II

September 28, 2003

- Benefit Fundraising Event – Silent Auction and Private Jazz Concert held at the home of Dr. and Mrs. William and Christa Kropp, Tustin.
- World Premiere Performance of *CCA %* by Gary Matsuura; a composition dedicated to Christa Kropp for her tireless support of the California Concert Artists.
- The title *CCA %* is an abbreviation for “Christa Cares About: California Concert Artists”.
- Performance from the Jan Jordan Jazz Trio

November 9, 2003 at Tustin Presbyterian Church

Third Annual Autumn Baroque Concert

- *Sonata for Flute in B minor, (from Tafelmusik)* by Georg Philipp Telemann
- *Lute Concerto in F major* by Karl Kohaut
- *Arioso* by Johann Sebastian Bach
- *Lute Sonata No. 5 in D minor* by Silvius Leopold Weiss
- *Quartet for Flute, Violin, Violoncello, and Harpsichord, (from Tafelmusik)* by Georg Philipp Telemann

November 22, 2003 at Irvine United Congregational Church

Benefit Concert Performed by pianist, singer, composer, Dr. Stan Breckenridge (IVC Faculty)

Original compositions from Dr. Breckenridge's recent recordings

- *Walk Don't Run*, from *Meditations*, 2001
- *Everybody Likes My Mother*, from *Expositions*, 1999
- *Waterfall*, from *Solo*, 2003
- *Latin Blues*, from *Solo*, 2003
- *Takin' it Easy*, from *Solo*, 2003
- *Rhapsody for Diana*, from *Expositions*, 1999
- *Mr. Sterling*, from *Expositions*, 1999
- *Autumn Trees*, from *Solo*, 2003
- *To Be Loved*, from *Solo*, 2003
- *Always On*, from *Solo*, 2003
- *Sounds of War*, from *Solo*, 2003
- *Piano Styles*, from *Solo*, 2003
- *I Believe in Love*, from *Meditations*, 2001
- *Allegro Blues*, from *Expositions*, 1999

January 11, 2004 at Tustin Presbyterian Church

First Annual Composer Feature Concert, (Each composer was present to speak and/or perform with the exception of Mr. Katz)

- *Divertimento for Flute, Alto Flute, Vibraphone and Piano* by Daniel Kessner (Orange County Premiere)
- *CCA 7* by Gary Matsuura (First Public Performance) (A public *Thank You* was extended to Christa Kropp)
- *How Manifold Are They Works, Arise and Shine* by Fred Katz (World Premiere)
- *Song for Pierrette* by Jan Jordan
- *Sonata for Piano Four Hands* by Norm Weston (Saddleback College Faculty)
- *Art's Boogie* by Dr. Art Davis

February 8, 2004 at Irvine Presbyterian Church

Benefit Concert performed by Pianist Christine Azzoni-Dow (IVC Faculty)

- *Organ Prelude in G minor* by Johann Sebastian Bach/Alexander Siloti
- *Three Sketches in Retrospect* by Andrzej Dutkiewicz
- *Sonata Op. 35 in B-flat minor* by Frédéric Chopin
- *Years of Pilgrimage, the Second Year: Italy* by Franz Liszt
- *Danzas Argentinas* by Alberto Ginastera

March 21, 2004 Concert Double Header at Irvine City Hall and Tustin Presbyterian Church

(3:00 pm in Irvine and 7:00 pm in Mission Viejo)

Music from Paul Taffanel's *Societe d' Musique du chambre pour instruments a vent*

- *Divertissement* by Emile Bernard
- *Dixtour* by Georges Enescu
- *Petite Symphonie* by Charles Gounod

April 18, 2004 Concert Double Header at Irvine City Hall and Mission Viejo City Hall

(Reprise of the September 7, 2003 concert)

Music of the 1920's and 30's

- *Façade, An Entertainment*, by Sir William Walton and Dame Edith Sitwell

Jazz from the CCA Jazz Quintet

- *St. Louis Blues* by W.C. Handy
- *Bye Bye Blackbird* by Ray Henderson and Matt Dixon
- *Embraceable You* by George and Ira Gershwin
- *Out of Nowhere* by Edward Heyman and Johnny Green
- *Summertime* by George Gershwin and DuBose Hayward
- *All the Things You Are* by Jerome Kern and Oscar Hammerstein II

May 23, 2004 Concert Double Header at Irvine City Hall and Tustin Presbyterian Church

Music inspired by Hungarian and Gypsy Sources

- *Fantasie Pastorale Hongrois, Op. 26* by Albert Franz Doppler
- *Why Are You Crying, Pretty Maiden* by Mikhail Glinka*
- *Romance* by Mikhail Glinka*
- *Aria from Russian and Lyudmila* by Mikhail Glinka*, *(Featuring Russian Gypsy Quartz Guitar)
- *Dreaming Gypsy* by James Sitterly, (Orange County Premiere)
- *Sonata for Flute and Guitar* by Ignatz von Held
- *Hungarian Rhapsody* by Franz Liszt
- *Hungarian Dance No. 5* by Johannes Brahms

HIGHLIGHTS OF THE 2003-2004 SEASON

- Nine regular season concerts and three benefit concerts presenting over 48 compositions by 30 composers
- Two World Premieres and two Orange County Premieres
- First Annual Composer Feature Concert
- First ever CCA Double Header Concerts
- Presented open rehearsals and a master class for students at IVC
- Expanded to include the City of Tustin in our performance schedule
- Added Ranch View Realty, Tustin Area Council for Fine Arts, Tustin Music Center, and Jim's Music Center as new sponsors
- Added Tustin Presbyterian Church, Irvine Presbyterian Church, and Irvine United Congregational Church as new performance venues and new sponsors
- Received preview articles in the Irvine World News prior to each concert and one in The Tustin News
- The Tustin News News favorably reviewed our March 2004 concert
- Received print and website announcements from the American Composer Forum for the January Composers Feature Concert
- Received regular coverage on the IVC website, IVC channel 33, IVC electronic marquee, the City of Irvine website and cable television, the city of Mission Viejo cable television channel and city marquee.
- March, April, and May 2004 Concerts have/will receive(d) delayed broadcasts on the City of Irvine Cable Television
- July 2003: Named Professional Artists In Residence by unanimous vote of the South Orange County Community College District Board of Trustees
- Greatly expanded the size and scope of the CCA over the first two seasons by doubling the number of sponsors, significantly increasing the number of concerts and compositions, as well as the style and diversity of works performed

Sponsors of the 2003-2004 Season

- City of Irvine
- City of Mission Viejo
- Irvine Presbyterian Church
- Irvine Valley College Foundation
- Irvine Valley College Instrumental Music Program
- Jim's Music Center, Irvine
- Mervyn's Corporation
- Ranch View Realty
- South Orange County Community College District
- Tustin Area Council for Fine Arts
- Tustin Music Center
- Tustin Presbyterian Church
- Various Private Donors
- Yamaha Corporation

2002-2003 SEASON IN REVIEW (2ND SEASON)

October 13 (Mission Viejo) and October 20 (Irvine), 2002

Music Of The Court Of Frederick The Great

- *Sonata V* by Frederick Wilhelm II
- *Trio Sonata in G Major* by Carl Philip Emanuel Bach (son of JS Bach)
- *Partita II in B-flat Major, Op. 2* by Adam Falckenhagen
- *Sonata II in G Major* by Johann Joaquim Quantz
- *Divertimento in F Major* (Brussels Manuscript) by Johann Kropffgans
- *Trio Sonata in C minor* (from *The Musical Offering*) by Johann Sebastian Bach

November 3 (Mission Viejo) and November 17 (Irvine), 2002

Music from Latin America (Classical and Jazz)

Classical:

- *First Little Serious Piece* by Silvestre Revueeltas
- *Second Little Serious Piece* by Silvestre Revueeltas
- *Danza de la moza donosa* by Alberto Ginastera
- *Chôros No. 2* by Heitor Villa-Lobos

Jazz:

- *Little Boat* by Robert Menescal
- *Dindi* by Antonio Carlos Jobim
- *Reza* by Edu Lobo, Ruy Guerra, Norman Gimbel
- *Corcovado* by Antonio Carlos Jobim
- *Manha de Carnaval* by Luis Bonfá
- *One Note Samba* by Antonio Carlos Jobim

February 3, 2003 (Mission Viejo)

Music of Debussy, Koechlin, Martinu and Gershwin

- *Sonate for Cello and Piano* by Claude Debussy
- *L'Album de Lilian* by Charles Koechlin
- *Trio for Flute, Cello and Piano* by Bohuslav Martinu
- **Song Set by George and Ira Gershwin**
- *By Strauss*
- *Love is Here to Stay*
- *The Man I Love*
- *They Can't Take That Away from Me*

March 23, 2003 (Mission Viejo)

Music of Copland and Cummings

- *Five Kenyon Songs for Mezzo-Soprano and Strings*, by Robert Cummings, (World Premiere)
- *Appalachian Spring*, Original 13 player chamber version composed by Aaron Copland for The Martha Graham Dance Company. Featuring a pre-performance lecture presentation by Professor Mary Corey, Department of Dance, University of California, Irvine

HIGHLIGHTS OF THE 2002-2003

- Six regular season concerts presenting 25 compositions by 21 composers
- World Premiere Performance, *Five Kenyon Songs* by Twice Pulitzer Prize in Composition Nominee Robert Cummings
- Pre-Concert Lecture on Aaron Copland's *Appalachian Spring* by Mary Corey, Professor of Dance, University of California, Irvine
- Provided open rehearsals and a master class for IVC students
- July 2002: Named Professional Artists In Residence at Irvine Valley College by unanimous vote of the South Orange County Community College District Board of Trustees
- Preview articles in the Irvine World News
- Concerts listed on "Upcoming Events" link on the IVC Website

Sponsors of the 2002-2003

- City of Irvine
- City of Mission Viejo
- Irvine Valley College Instrumental Music Program
- Irvine Valley College Foundation
- South Orange County Community College District
- Various Private Donors
- Yamaha Music Corporation

2001-2002 SEASON IN REVIEW (INAUGURAL SEASON)

May 2001 (Initially called the Irvine Chamber Players)

- Professional Artist Recital performed by Mary Palchak, Flute and several Guest Artists under the name, *Irvine Chamber Players*. Irvine Valley College Student Services Center Lobby. sponsored by the IVC Instrumental Music Program.

July 2001

- Name is changed from Irvine Chamber Players to **California Concert Artists**, (CCA)

September 2001

- Funding is secured with City of Irvine and Mervyn's. All three concerts performed at the City of Irvine City Council Chambers.

November 4, 2001 (Inaugural Concert of the CCA)

The Music of Johann Sebastian Bach

- *Trio Sonata in G Major, BWV 1039*
- *Tocatta in E minor, BWV 914*
- *Kaffee Kantate "Schweigt stille, plaudert nicht", BWV 211*

December 2001

- Named Professional Ensemble In-Residence at Irvine Valley College by unanimous vote of the South Orange County Community College District Board of Trustees.

January 27, 2002

Music of Debussy, Liebermann, Miyagi, and Gershwin

- *Haru No Umi* by Michio Miyagi, Arr. Josef Molnar
- *Sonata for Flute and Piano, Op. 57* by Lowell Liebermann
- *Sonata for Flute, Harp and Viola* by Claude Debussy
- *A Gershwin Sampler for Soprano, Flute, and Harp* by George Gershwin, Arr. Paul Baker

March 10, 2002

Music of Gabrieli, Ibert, Minor, Poulenc, and Stravinsky

- *Fanfare on la* by Ronald Minor, (World Premiere)
- *Canzon Prima* by Giovanni Gabrieli
- *Octet for Wind Instruments* by Igor Stravinsky
- *Aria* by Jacques Ibert
- *Sextour* by Francis Poulenc

HIGHLIGHTS OF THE 2001-2002 - INAUGURAL SEASON

- Three concerts presenting 10 compositions by 12 composers
- World Premiere of *Fanfare on la* by Ronald Minor
- One Dedication, *Flute Concerto* by IVC Music Faculty, Dr. Daniel Luzko
- Provided open rehearsals and a master class for IVC students
- Each concert received a preview article in the Irvine World News
- The January concert was favorably reviewed in the Irvine World News
- The March concert was listed as "Weekend Best Bet" by Chris Pasles in the Los Angeles Times

Sponsors of the 2001-2002 Season

- City of Irvine
- Irvine Valley College Instrumental Music Program
- Irvine Valley College Foundation
- Mervyn's Corporation
- South Orange County Community College District
- Various Private Donors
- Yamaha Music Corporation

CALIFORNIA CONCERT ARTISTS PREMIERES

The CCA has a proud tradition of presenting premiere performances. The CCA has performed four World Premieres and two Orange County Premieres in three seasons. In 2003-2004 the CCA presented the First Annual Composer Feature Concert. The CCA will remain a significant force for the performance of premieres as well as music from California composers. The CCA will continue to nourish and strengthen the nexus between composers, performers, and audiences!

Premieres

- March 10, 2002, *Fanfare on la* by Ronald Minor, World Premiere at Irvine City Hall
- March 23, 2003, *Five Kenyon Songs for Mezzo-Soprano and Strings*, by Robert Cummings, World Premiere at Mission Viejo City Hall
- September 28, 2003, *CCA %* by Gary Matsuura, World Premiere at a private performance at the home of Dr. and Mrs. William and Christa Kropp
- January 11, 2004, *How Manifold Are They Works, Arise and Shine* by Fred Katz, World Premiere at Tustin Presbyterian Church
- January 11, 2004, *CCA %* by Gary Matsuura, Premiere Public Performance at Tustin Presbyterian Church
- January 11, 2004, *Divertimento for Flute, Alto Flute, Vibraphone and Piano* by Daniel Kessner, Orange County Premiere at Tustin Presbyterian Church
- May 23, 2004, *Dreaming Gypsy* by James Sitterly, Orange County Premiere at Irvine City Hall

Composer Information

- Mr. Minor is an Orange County resident and an active freelance professional composer and trombonist.
- Dr. Cummings has been twice nominated for the Pulitzer Prize in Composition. He is a professional composer and organist, teaches at the University of Southern California and Los Angeles City College, and is an Orange County resident.
- Mr. Katz wrote the original film score for *Little Shop of Horrors*. He has made his living as a jazz pianist and cellist, is a professional composer and arranger, was a founding member of the Chico Hamilton Quartet, and has performed twice at the White House by invitation of President Roosevelt. Finally, he taught Anthropology as a full time professor for nearly 30 years at California State University, Fullerton, and is an Orange County resident.
- Mr. Matsuura is an active professional performer on saxophones, flute, and clarinet, is a professional composer and arranger (a graduate of the famed Dick Grove School of Music), and has performed with many luminaries including Celine Dion. Currently, he is Director of the Jazz Ensemble at Chapman University, and is an Orange County resident.
- Dr. Sitterly is an extraordinarily busy professional violinist and composer. He teaches at Los Angeles Harbor College, serves as concertmaster and conductor for John Tesh, and is a resident of Los Angeles County.
- Dr. Kessner has been a professional composer for close to 40 years. He is also a professional flute player and conductor, and has won numerous awards for his compositions including the prestigious Queen Marie-Jose International Composition Prize in Geneva. Recently he retired after 32 years as Professor of Music at California State University, Northridge, and is a resident of Los Angeles County.

Who are the California Concert Artists performers?

The California Concert Artists employ the highest quality freelance professional musicians from the vast artistic wealth of the Southern California classical, jazz, and pop music fields.

California Concert Artists musicians have performed with professional classical music organizations such as the American Ballet Theatre, American Winds, Aria Players, Bath Festival, Bolshoi Ballet, California Philharmonic, Camerata Bravura, Cape Town Orchestra, Capistrano Valley Symphony, Carmel Bach Festival, Chanticleer, Desert Symphony, Durban Orchestra, Hollywood Bowl Orchestra, Garden Grove Symphony, Huis Ten Bosch Orchestra, Joffrey Ballet, Les Deux Amis, Long Beach Opera, Long Beach Municipal Band, Long Beach Symphony, Los Angeles Baroque Orchestra, Los Angeles Chamber Orchestra, Los Angeles Jewish Symphony, Los Angeles Music Festival, Los Angeles Opera, Los Angeles Philharmonic Orchestra, Los Angeles Pops, Musica Angelica, Musica Pacifica, National Symphony, Nisei Week Festival of Los Angeles, New York Philharmonic, Ojai Festival, Opera Ala Carte, Opera Pacific, Pacific Symphony Orchestra, Pacific Chorale, Pasadena Symphony, San Diego Symphony, San Francisco Ballet, San Luis Obispo Mozart Festival Orchestra, Santa Barbara Symphony, Sarajevo Philharmonic Orchestra, Seattle Baroque, South Coast Symphony, Tokyo Disneyland Band, Trio Galanterie, in Hollywood movie and television studios such as CBS TV, Desilu Studios, HBO Pictures, Sony Pictures, Universal Studios, Walt Disney/Pixar Productions, Warner Brothers, and with jazz and pop music or public luminaries such as Tex Benecke Big Band, Tony Bennett, Joey Bishop, Pat Boone, Alf Clausen, John Coltrane, Dr. Art Davis, Philly's Diller, Celine Dion, Bob Dylan, Les Elgart Big Band, Duke Ellington, Don Ellis, Vinnie Falcone, Wilton Felder, The Fifth Dimension, The Four Freshman, Clair Fischer Latin Jazz Quintet, Judy Garland, Dizzie Gillespie, Chico Hamilton Quartet, Stephanie Haynes, Bob Hope, Paul Horn, Lena Horne, Ron Kobayashi, Tom Kubis, Jan Jordan, Frankie Laine, Peggy Lee, Henry Mancini, Harpo Marx, Carmen McCrac, Thelonius Monk, Barbara Morrison, The Orange County Rhythm Machine, Richard Nixon, Patti Page, Minnie Pearl, Dave Pell, Ruth Price, Don Radar, Ronald Reagan, Debbie Reynolds, Kenny Rogers, Max Roach, Lalo Schiffrin, Jack Sheldon, Doc Severinson, Barbara Streisand, The Supremes, The Temptations, and Charlie Ventura.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM: 4
FROM:	CHANCELLOR	DATE: 7/26/04
SUBJECT:	IRVINE VALLEY COLLEGE: GRANT AWARD FROM INTERNATIONAL SOCIETY FOR OPTICAL ENGINEERING	
REASON FOR BOARD CONSIDERATION:	APPROVAL	

BACKGROUND

Using the instructional materials produced during the International Society for Optical Engineering (SPIE) grant awarded last year, the IVC Department of Laser Electro-Optics applied for a new SPIE grant to develop a "Teach-The-Teacher Program". This program will provide at least 15 local area science teachers a short tutorial on photonics and the basics of imaging and a presentation on how to teach an exciting, hands-on imaging lesson using low-cost materials in their classrooms. The objective of the grant is to encourage more female students to enter the fields of Laser Optics and Photonics. Teachers will also be able to instruct students about careers in photonics and provide contacts to female photonics professionals at local companies. A program web page will allow for wide dissemination of the project and products.

STATUS

Irvine Valley College has been awarded funding from SPIE to develop a "Teach-The-Teacher Program: Optics For Women". Activities include preparing instructional materials and presenting a one-day "Teach-The-Teacher" Workshop. Materials will be provided during the workshop so that each teacher can construct 5 "Optics, Do It Yourself" Instructional kits. There is no negative impact on the SOCCCD general fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept the grant award in the amount of \$3,000 for 2004-2005 Academic Year as shown in EXHIBIT A.

Item Submitted By: Dr. Glenn R. Roquemore, President	
Item Reviewed By: Dr. Raghu P. Mathur, Chancellor	
Final Disposition:	Vote:

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
UNIT APPLYING: IRVINE VALLEY COLLEGE**

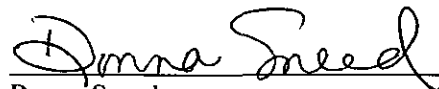
- ☐ GRANT APPLICATION ABSTRACT
☒ GRANT ACCEPTANCE ABSTRACT
☐ GRANT RENEWAL ACCEPTANCE ABSTRACT
☐ REVISIONS TO ACCEPTANCE ABSTRACT

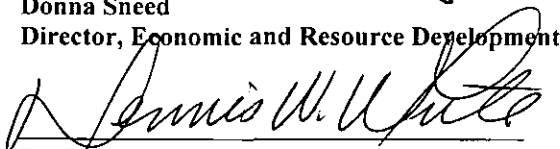
1. **PROJECT TITLE:** Laser Optics and Photonics Manufacturing Program
2. **PROJECT DIRECTOR:** Roy C. McCord, Professor
3. **PROJECT ADMINISTRATOR:** Donna Sneed, Director, Economic and Resource Development
4. **GRANTOR AGENCY:** The International Society for Optical Engineering (SPIE)
5. **FUNDING SOURCE:** The International Society for Optical Engineering
6. **STARTING AND ENDING DATES OF THE PROJECT:** August, 2004 – May, 2005
7. **EXECUTIVE SUMMARY OF THE PROJECT (limit 125 words):**
 Using instructional materials produced during the SPIE grant last year, the IVC Department of Laser Electro-Optics will develop a "Teach-The-Teacher Program: Optics for Women," which will provide at least 15 local area science teachers (and their students as a result) a short tutorial on photonics and the basics of imaging and a lesson in how to teach an exciting, hands-on imaging lesson using low-cost materials in their classroom. Teachers will also be able to instruct students about careers in photonics and provide contacts to female photonics professionals at local companies. A program web page will allow for wide dissemination of the project and products.

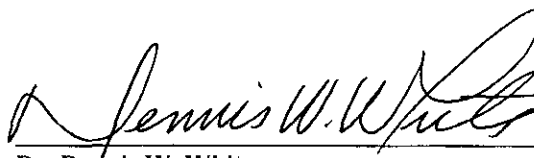
8. **SUMMARY BUDGET**

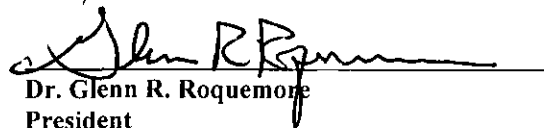
Grant Award	In-Kind Matching	Indirect Costs	Project Total
\$3,000	None Required	None	\$3,000

9. **APPROVALS**


 Donna Sneed
 Director, Economic and Resource Development


 Dr. Dennis W. White
 Vice President of Instruction


 Dr. Dennis W. White
 Acting School Dean


 Dr. Glenn R. Roquemore
 President

Dr. Thomas F. Anderson
 Vice Chancellor, Educational Services

Dr. Raghu P. Mathur
 Chancellor

EXPENDITURES SUMMARY

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

	GRANT (Amount)	MATCHING* (In-Kind/Actual)	SOURCE OF MATCH (Partnership/ College/Vendor)
1000 Certificated Salaries	\$ _____	\$None required _____	_____
2000 Classified Salaries	\$ _____	\$ None required _____	_____
3000 Benefits	\$ _____	\$ None required _____	_____
4000 Supplies	\$1,000 _____	\$ None required _____	_____
5000 Contracted Services and Other Expenses	\$1,000 Consultants \$500 Workshop Presenters \$500 Web Page Creation	\$ None required _____	_____
6000 Capital Outlay	\$ _____	\$ None required _____	_____
7000 Other Charges (e.g.: Indirect Costs)	\$ _____	\$ _____	_____
TOTALS	\$3,000 _____	\$ _____	_____

*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.	[]	[]	[]	[]
2.	[]	[]	[]	[]
3.	[]	[]	[]	[]

PARTNERSHIPS (if applicable)

Partnership Name/Location The Optics Institute of Southern California, Aliso Viejo, CA

•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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM: 5
FROM:	CHANCELLOR	DATE: 7/26/04
SUBJECT:	IRVINE VALLEY COLLEGE: COMMUNITY EDUCATION – FALL 2004	
REASON FOR BOARD CONSIDERATION:	APPROVAL	

BACKGROUND


The South Orange County Community College District is known for offering high quality non-credit Community Education programs for community residents. By providing non-credit programs and classes on a fee basis, Irvine Valley College fulfills a vital part of its mission and continues to provide this important community service to residents within the District. The non-credit, fee-based programs, presenters and accompanying compensation require the approval of the Board of Trustees.

STATUS

A variety of educational programs and activities have been planned by the Irvine Valley College Community Education Program in order to serve the community during the fall 2004 session. Expenses for conducting these courses will be paid for by the income from participant fees. The course offerings by category, presenters and compensation are outlined in EXHIBIT A.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Irvine Valley College Community Education courses, presenters, and compensation as described in EXHIBIT A.

Item Submitted By: Dr. Glenn R. Roquemore, President	
Item Reviewed By: Dr. Raghu P. Mathur, Chancellor	
Final Disposition:	Vote:

South Orange County Community College District

IRVINE VALLEY COLLEGE

COMMUNITY EDUCATION NON-CREDIT PROGRAM - FALL 2004

PROGRAM	COURSE TITLE	DATES	PRESENTER	HONORARIA	FEE
Comm. Ed.	Adult, Child, Infant CPR	TBA	Sabrina Bradley	65% Gross	\$25-\$40
Comm. Ed.	Business Writing Series	Multiple	Joe Tinervia	35% Gross	\$150
Comm. Ed.	Flower Arranging	TBA	Holly Catalina	40% Gross	\$83
Comm. Ed.	International Trade	Self-paced	John Spiers	50% Gross	\$95
Comm. Ed.	Internet and Web Classes (Graphics, etc.)	Self-paced	Education 2 Go	\$29-\$160 per person	\$63-\$199
Comm. Ed.	Medical Office Classes, Autocad, Webmaster	Self-paced	Gatlin Ed. Services	IVC gets \$300-\$500 *pp	\$1,595
Comm. Ed.	Microsoft	Self-paced	InfoSource, Inc.	IVC gets \$29 - \$69 *pp	\$63-\$103
Comm. Ed.	Notary Public	Multiple	Van T. Spencer	40% Gross	\$65
Comm. Ed.	Plein Air	Multiple	Thomas Brown	35%-60% Gross	\$99-\$120
Comm. Ed.	Real Estate Classes	Multiple	Greg Retzer	35% - 45% Gross	\$49
Comm. Ed.	Real Estate Classes	Multiple	Marshall Reddick	35% - 45% Gross	\$59
Comm. Ed.	Real Estate Classes	Multiple	Tom Apke	35% - 45% Gross	\$49
Comm. Ed.	Real Estate Classes	Multiple	Tom Martinson	35% - 45% Gross	\$49
Comm. Ed.	Reducing a Foreign Accent	TBA	John Gardiner	35% - 45% Gross	\$92
Comm. Ed.	Seriously Awesome Sitters	TBA	Sabrina Bradley	35% - 65% Gross	\$40
Comm. Ed.	Speed Spanish	Multiple	Dan Mikels	35% - 65% Gross	\$59
Comm. Ed.	Tai Chi	TBA	Bing Luh	35% - 65% Gross	\$72
Comm. Ed.	Travelearn	Multiple	Travelearn	IVC gets \$100-\$120*pp	\$2500-\$4500
Comm. Ed.	Wine Basics	Multiple	Peter Koff	35% - 65% Gross	\$97-\$107
Comm. Ed.	Write a Storybook	TBA	Karen Rice	35% - 65% Gross	\$25
Comm. Ed.	Publish Your Own Book	Multiple	Belma Johnson	35% Gross	\$49
Comm. Ed.	Managers Bootcamp	Multiple	Nick Sherbin	35% Gross	\$200
Comm. Ed.	Digital Photography	TBA	Parry Shoemaker	35% Gross	\$39
Comm. Ed.	Modeling and Sculpting	Multiple	Brian Pellar	35% Gross	\$90
Comm. Ed.	Parenting/Children's Series	Multiple	OmniCare	35%-50% Gross	\$19-\$29
Comm. Ed.	Music Together	Multiple	Elena Salisbury	65% Gross	\$100-\$120
Comm. Ed.	2 Day Film School	Multiple	Hollywood Film Inst.	50% Gross	\$389
Comm. Ed.	Lose the Taxes	TBA	Michael Upton	35% Gross	\$39
Comm. Ed.	Tax Preparers	TBA	WHA Company	50% Gross	\$49-299
Comm. Ed.	E Commerce Strategies	TBA	Becki Walker	35% Gross	\$69
Comm. Ed.	Wellness Classes	Multiple	Nasha London-Vergas	35% Gross	\$49
Comm. Ed.	Feng Shui	Multiple	Katheryn Holt	35% Gross	\$49-\$69
Comm. Ed.	Piano and Santour	Multiple	Pouian School of Music	50% Gross	\$25-\$150
Comm. Ed.	Passport to Retirement	Multiple	Financial Advisors Netw	40% Gross or \$29 *pp	\$49-\$59
Comm. Ed.	Home-based Businesses	Multiple	LeAnne Krusemark	\$10-\$15 *pp	\$24-\$39
Comm. Ed.	SAT I Prep Course	Multiple	Dr. Choi Academy	65% Gross	\$460-\$500
Comm. Ed.	Math, Phonics and Writing	Multiple	Dr. Choi Academy	65% Gross	\$200-\$230
Comm. Ed.	Brush Painting and Sketching	Multiple	Ming Qiong Xu	65% Gross	\$60-\$70
Comm. Ed.	Project Management	Multiple	Frank J. Principe	35% - 45% Gross	\$750-\$900

EXHIBIT A

Comm. Ed.	Mommie and Me Music	Multiple	Gary Greeno	35% - 45% Gross	\$60-\$70
Comm. Ed.	Persian Dancing	Multiple	Zoha Fazel	35% - 45% Gross	\$50-\$60
Comm. Ed.	Adult and Kid's Mosaic	Multiple	Dixie Dohrmann	65% Gross	\$50-\$90
Comm. Ed.	Art Parties, Holiday Crafts	TBA	Dixie Dohrmann	65% Gross	\$50-\$90
Comm. Ed.	Notary Public-Loan Signing	Multiple	Van T. Spencer	40% Gross	\$65
Comm. Ed.	Information Technology	Multiple	Soft-Train	IVC gets \$150 - \$750 *pp	\$225-\$1125
Comm. Ed.	Reading Classes	Multiple	Inst. Of Reading Dev.	10% Gross	\$65
Comm. Ed.	Supervisor Series	Multiple	Irv Gamal	35% - 50% Gross	\$55-\$260
Comm. Ed.	Teaching Your Hobby	TBA	Nancy Holden	35% - 50% Gross	\$50
Comm. Ed.	Yoga	TBA	Mike Ward	40% - 60% Gross	\$25-\$45
Comm. Ed.	Reading, Writing, Speaking	TBA	The Learning Adventure	40% - 60% Gross	\$310-\$340
Comm. Ed.	Computer Classes	TBA	NR Computer Learning C	40% - 60% Gross	\$69-\$90
Comm. Ed.	Home Buying Seminar	TBA	Paul Bailey	40% - 60% Gross	\$29-\$49
Comm. Ed.	Travel	TBA	Main Street Tours	IVC gets \$20-\$50 *pp	\$49-\$200
Comm. Ed.	Real Estate Appraisal	Multiple	Bill Willson	40% - 60% Gross	\$49-\$59
Comm. Ed.	Real Estate Appraisal	Multiple	Les Levitan	40% - 60% Gross	\$49-\$59
Comm. Ed.	Computer Classes	Multiple	Carrie Finely-Bajak	40% - 60% Gross	\$29-\$130
Comm. Ed.	Scrapbooking	Multiple	Trina Rothery	40% - 60% Gross	\$10-\$50
Comm. Ed.	Guitar	Multiple	Ronald Gorman	40% - 60% Gross	\$85-\$95
Comm. Ed.	Young Investors	Multiple	Chris Minter	35% - 45% Gross	\$49-\$79
Comm. Ed.	Grant Writing & Fundraising	Multiple	Linda-Marie Sundstrom	40% - 50% Gross	\$65-\$79
Comm. Ed.	Skateboarding Classes	Multiple	Nick Gates	65% Gross	\$40-\$70
Comm. Ed.	Accumulation of Wealth	Multiple	Edwards Rogers	40% - 60% Gross	\$49-\$79
Comm. Ed.	Notary Public/Loan Signing	Multiple	Merlina (Han) Combs	40% Gross	\$65
Comm. Ed.	Computer Crime Intervention	Multiple	Ligatt Security	45% Gross	\$70-\$575
Comm. Ed.	Internet Dating Workshop	Multiple	David Abernathy	40% - 60% Gross	\$45-\$55
Comm. Ed.	Hormone Replacement	Multiple	Elizabeth Plourde	40% - 60% Gross	\$15-\$39
Comm. Ed.	SAT	Multiple	Ann Litvin	40% - 60%	\$160 per hour
Comm. Ed.	Skateboarding Classes	Multiple	Scott Stewart	65% Gross	\$40-\$70
Comm. Ed.	Skateboarding Classes	Multiple	Christian Peterson	65% Gross	\$40-\$70
Comm. Ed.	Skateboarding Classes	Multiple	Don Tran	65% Gross	\$40-\$70
Comm. Ed.	Mixed Media Art Classes	Multiple	Natasha Shoro	40% - 60% Gross	\$35-\$85
Comm. Ed.	Natural "A's"	Multiple	Curtis Adney	40% - 60% Gross	\$45-\$65
Comm. Ed.	Financial Independence	Multiple	Gary Miller	35%-50% Gross	\$35-\$45
Comm. Ed.	Business Classes	Multiple	Saisoft	35%-90% Gross	\$40-\$199
Comm. Ed.	Travel	TBA	Collette Vacations	IVC gets \$100-\$120 *pp	\$2500-\$4500
Comm. Ed.	Calif. Worker's Compensation	TBA	Altadena Law Center	40% Gross	\$99-\$110

*pp - Per Person

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Agenda Item

TO: Board of Trustees	ITEM: 6
FROM: Chancellor	DATE: 07-26-04
SUBJECT: SADDLEBACK COLLEGE COMMUNITY EDUCATION – FALL 2004	
REASON FOR BOARD CONSIDERATION:	APPROVAL

BACKGROUND

The South Orange County Community College District is distinguished for offering high quality not-for-credit Community Education programs for its residents. By providing not-for-credit programs and classes on a fee basis, Saddleback College performs an important community service to residents within the District. The not-for-credit, fee-based programs, presenters, and accompanying compensation require the approval of the Board of Trustees.

STATUS

A variety of educational and recreational events have been planned by Saddleback College Community Education in order to serve the community during the 2004 fall session. Expenses for conducting these courses will be paid from the income from participant fees. The course titles, presenters and compensation are outlined in Exhibit A attached. There is no expense from the general fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Saddleback College Community Education program and presenters as outlined in Exhibit A.

Item Submitted by: Richard D. McCullough, President, Saddleback College	
Item Review by: Dr. Raghu P. Mathur, Chancellor	
Final Disposition:	Vote

South Orange County Community College District
SADDLEBACK COLLEGE
COMMUNITY EDUCATION NON-CREDIT PROGRAM - FALL 2004

PROGRAM	COURSE TITLE	DATES	PRESENTER	HONORARIA	FEE
College for	Memory Power & Study Skills	10/09/04	Dan Mikels (I)	50% net	\$ 63.00
Kids	Acting for the Young Performer	10/1 - 10/22	Acting Express Productions (I)	50% net	\$ 68.00
	Theatre Makeup	9/10 - 10/11	Acting Express Productions (I)	50% net	\$ 75.00
	Natural A's	11/06/04	Curtis Adney (I)	50% net	\$ 49.00
	Cracking the S.A.T.	9/9 - 10/9	Princeton Review (I)	50% gross	\$ 275.00
Adults	Swing & Ballroom Dance	10/1-11/19	Kristine Robbin Weatherly (I)	40-45% gross	\$ 45.00
	Latin Dance	10/1-11/19	Kristine Robbin Weatherly (I)	40-45% gross	\$ 45.00
	Golf	9/26 - 11/21	Emil Scodeller (I)	50% net	\$ 85.00
	Intro to Wine Appreciation	9/15 - 10/13	David Francisco (E)	50% net	\$ 85.00
	Intro to Photography	9/22 - 10/13	Aidin Ariscal (I)	50% net	\$ 69.00
	Interm. Photography	10/27 - 11/17	Aidin Ariscal (I)	50% net	\$ 69.00
	Getting Started in Digital Photography	11/6, 12/4	Parry Shoemaker (I)	50% net	\$ 55.00
	Getting More From Digial Camera	11/6, 12/4	Parry Shoemaker (I)	50% net	\$ 59.00
	Creating Illusion Thru Style	10/09/04	Betty Nethery (I)	50% net	\$ 45.00
	Magic Illusion	10/23 - 12/11	John Fedko (I)	50% net	\$ 72.00
	Feng Shui	09/21/04	Kartar Diamond (I)	50% net	\$ 49.00
	Picture Framing	10/23, 10/30	Susan Unoura (I)	50% net	\$ 49.00
	Adv. Picture Framing	11/06/04	Susan Unoura (I)	50% net	\$ 55.00
	Profiting with Fixer Uppers	12/19/04	Marshall Reddick (I)	50% net	\$ 49.00
	Retire Early, Retire Young	10/19/03	Marshall Reddick (I)	50% net	\$ 49.00
	Government Foreclosures	10/17/04	Marshall Reddick (I)	50% net	\$ 49.00
	Fabulous Locations to Invest	11/14/04	Marshall Reddick (I)	50% net	\$ 49.00
	Find Best Loans for Investment Prop.	11/06/04	Stephen Dexter (I)	50% net	\$ 49.00
	Top 15 Laws of Real Estate Investing	10/23/04	Stephen Dexter (I)	50% net	\$ 49.00
	Build Dreamhouse for a Song	10/27/04	David Cook (I)	50% net	\$ 49.00
	Real Estate Appraisal Career	09/22/04	Carol Chirpich (E)	50% net	\$ 49.00
	Real Estate Broker & License Test Prep	9/10 - 12/17	Barbara Cox (E)	50% net	\$ 165.00
	Commercial Real Estate Investing	9/29 - 10/20	Robert Kehiayan (I)	50% net	\$ 39.00
	Become A Sub Teacher & Earn Full Time	09/25/04	Charles Prosper (E)	50% net	\$ 37.00
	Supervisor's Series	9/21 - 11/16	Irv Gamal (I)	50% net	\$ 47.00
	Human Resource Practices	10/1 - 10/22	Allison Pratt (I)	50% net	\$ 47.00
	Six Sigma Green Belt Certification	TBA	TBA	50% net	\$ 1,200.00

Certificate in School Fundraising	9/23 - 12/2	Verul (Skip) Seagraves (E)	50% net	\$ 375.00
Tax Secrets for Wealth Building	10/23, 11/22	Seewing Yee (I)	50% net	\$ 45.00
Retirement Planning	10/5 - 10/21	David Brown (I)	50% net	\$ 59.00
Find High Income In A Low Interest World	10/02/04	Gary Miller (I)	50% net	\$ 35.00
Mastering Your Money	10/28 & 11/4	Jalon O'Connell (I)	50% net	\$ 49.00
Become A Mystery Shopper	10/10/04	Elaine Moran (I)	50% net	\$ 49.00
Notary Public	9/11-12/4	James Cosper (I)	40% gross	\$ 59.00
Notary Loan Signing Specialist	9/19, 11/14	James Cosper (I)	40% gross	\$ 99.00
Clutterology	10/02/04	Rounds, Miller & Assoc. (I)	50% net	\$ 39.00
Sell Inventions For Cash	10/02/04	Rounds, Miller & Assoc. (I)	50% net	\$ 39.00
Six-Figure Speaking	10/02/04	Rounds, Miller & Assoc. (I)	50% net	\$ 39.00
Project Management	10/04/04	Rounds, Miller & Assoc. (I)	50% net	\$ 39.00
Acct. Skills for Non-Accountants	10/2 - 10/16	Michael DeGeorge (I)	50% net	\$ 85.00
Payroll Accounting	10/2-10/16	Michael DeGeorge (I)	50% net	\$ 85.00
What Were You Born To Do?	11/06/04	Curtis Adney (I)	50% net	\$ 55.00
Introduction to Fiction Writing	10/16 - 11/20	Tracy Rupert (I)	50% net	\$ 75.00
Beg. Medical Insurance Billing I	11/06/04	Terry Rowen, Inc. (I)	50% net	\$ 89.00
Beg. Medical Insurance Billing II	11/07/04	Terry Rowen, Inc. (I)	50% net	\$ 73.00
Start Med. Insurance Billing	11/07/04	Terry Rowen, Inc. (I)	50% net	\$ 52.00
Medical Transcription (on line)	11/07/04	Terry Rowen, Inc. (I)	50% net	\$ 40.00
Computerized Med Billing	11/06/04	Terry Rowen, Inc. (I)	50% net	\$ 40.00
Start Your Own Business	9/27 - 10/18	Michelle Berquist (I)	50% net	\$ 125.00
Dream Books	10/09/04	Belma Johnson (I)	50% net	\$ 49.00
How to Be Your Own Private Investigator	09/23/04	Jim Harriger (I)	50% net	\$ 39.00
Power Entertaining	10/27/04	Farla Binder (I)	50% net	\$ 49.00
French Connection	10/11 - 11/8	Elena Notarnicola (E)	50% net	\$ 59.00
Express Italian	11/3 - 12/8	Luciana Marabella (I)	50% net	\$ 59.00
Speed Spanish	9/21 - 11/1	Dan Mikels (I)	50% net	\$ 59.00
Instant Piano	12/04/04	Robert Laughlin (I)	50% net	\$ 45.00
Piano by Ear	12/04/04	Robert Laughlin (I)	50% net	\$ 45.00
Beg. Blues Harmonica	11/03/04	David Broida (I)	40% gross	\$ 35.00
Beg. Guitar	9/27 - 10/25	Ron Gorman (E)	50% net	\$ 90.00
Interm. Guitar	11/1-11/29	Ron Gorman (E)	50% net	\$ 90.00
Acting for TV and Film	10/1 - 10/22	Acting Express Productions (I)	50% net	\$ 155.00
Acting Opp. In San Diego	10/25/03	Acting Express Productions (I)	50% net	\$ 42.00
Working In Front Of Camera	TBA	Acting Express Productions (I)	50% net	\$ 55.00

Breaking Into Commercials	09/25/04	Acting Express Productions (I)	50% net	\$ 42.00
Fantastic Faux Finishes	9/22-10/27	Wally Huntoon (E)	50% net	\$ 118.00
Picture Framing (Beg)	9/27 or 11/8	Susan Unoura (I)	50% net	\$ 49.00
Advanced Picture Framing	12/06/03	Susan Unoura (I)	50% net	\$ 55.00
How To Market Fine Art	10/13 & 20	Joseph Manqueros (I)	50% net	\$ 69.00
Stained Glass	9/25 - 12/18	Greg Atwood (I)	50% gross	\$ 98.00
Beg. Watercolor	9/22 - 12/15	Alan Lugena (E)	50% net	\$ 95.00
Botanical Watercolor	9/23 - 11/11	Alan Lugena (E)	50% net	\$ 95.00
Color Theory	11/15 - 12/20	Alan Lugena (E)	50% net	\$ 95.00
Plein Aire Landscape	10/1 - 12/17	Alan Lugena (E)	50% net	\$ 95.00
Portrait Watercolor	11/15 - 12/20	Alan Lugena (E)	50% net	\$ 95.00
Acrylic Painting	9/25 - 11/6	Alan Lugena (E)	50% net	\$ 95.00
Drawing	9/20 - 11/8	Alan Lugena (E)	50% net	\$ 95.00
Gouache - Opaque Watercolor	9/20 - 11/8	Alan Lugena (E)	50% net	\$ 95.00
Upgrading & Repairing PC's	TBA	Jim Rue (I)	50% net	\$ 199.00
PC Boot Camp More Photoshop Magic	11/15 & 22	11/12-11/19	50% net	\$ 95.00
PC Boot Camp	10/30 - 11/14	Computrax (I)	50% net	\$ 250.00
PC Boot Camp Express	12/4 - 12/12	Computrax (I)	50% net	\$ 165.00
PC Boot Camp Adv. Topics	12/3 - 12/10	Computrax (I)	50% net	\$ 95.00
PC Boot Camp Photoshop Magic	9/18 - 10/29	Computrax (I)	50% net	\$ 95.00
PC Boot Camp Spectacular Powerpoint	11/05/04	Computrax (I)	50% net	\$ 95.00
Build Your Own Web Site	10/02/04	Rounds, Miller & Assoc. (I)	50% net	\$ 39.00
I Love L.A. Tour	TBA	Loretta DuBois (I)	\$65 per person	\$65 p.p.
Ventura Museum of History Tour	TBA	Loretta DuBois (I)	\$65 per person	\$65 p.p.
Redlands Holiday Home Tour	TBA	Loretta DuBois (I)	\$65 per person	\$65 p.p.
Safari Day at Shambala Preserve Tour	TBA	Loretta DuBois (I)	\$65 per person	\$65 p.p.
Reagan Library Tour	12/04/04	Loretta DuBois (I)	\$65 per person	\$65 p.p.
European Experience	Summer 2005	Joe Calwell (E)	90% of gross	\$ 4,900.00
On-Line Courses	self-paced	Education To Go (I)	70% of gross	\$79-\$2,500

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	Board of Trustees	ITEM: 7
FROM:	Chancellor	DATE: 07-26-04
SUBJECT:	SADDLEBACK COLLEGE: GUEST ARTIST CONTRACTS	
REASON FOR BOARD CONSIDERATION:	APPROVAL	

BACKGROUND

Saddleback College is renowned for the caliber of its fine and performing arts programs, and the campus has become one of Orange County's premier cultural and entertainment sites. Since 1978, the Saddleback College Guest Artist Series has been bringing an array of international artists for performances at the College's performing arts venues.

STATUS

Saddleback College has the opportunity to schedule performances with the guest artists for the dates and fees shown in Exhibit A. Funds for the performances are paid for through ticket sales, donations through Saddleback College's Angels support organization for the Performing Arts, and the Saddleback College Foundation. There will be no impact to the general fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees authorize Saddleback College to contract for the guest artists for an amount not to exceed those shown in Exhibit A.

Item Submitted By:	Dr. Richard D. McCullough, President, Saddleback College
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote:

EXHIBIT A

Saddleback College
Division of Fine Arts, Physical Education, and Athletics

Addition/Change to 2004-2005 Guest Artist Series

Artist	Performances		Fee
	No.	Date(s)	
Red, Hot & Blue <i>(Musical Revue)</i>	1	8 pm, Sat. 9/18/04	\$8,000
Quartet San Francisco <i>(Replaces The Italian Saxophone Quartet, originally scheduled for the same date)</i>	1	8 pm, Fri. 5/13/04	\$8,000

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Agenda Item

TO:	Board of Trustees	ITEM:	8
FROM:	Chancellor	DATE:	7/26/04
SUBJECT:	SADDLEBACK COLLEGE: HOAG MEMORIAL HOSPITAL AGREEMENT		
REASON FOR BOARD			
CONSIDERATION:		APPROVAL	

BACKGROUND

Saddleback College and Hoag Memorial Hospital Presbyterian are joining forces to enter into an agreement to help alleviate the nursing shortage by increasing the numbers of nurses available for employment. For this purpose, Hoag Memorial Hospital will make a donation of \$80,450.00 per calendar year for two years (2005 and 2006). Invoices need to be received by Hoag Hospital by November 30th of each year.

STATUS

The donated monies will be used to supplement the salary of a full-time and associate faculty over and above what is provided by college funds in the 2005 and 2006 tentative budgets. Hoag Memorial Hospital will provide clinical space for 10 students. A group of 10 nursing students will be assigned to Hoag Memorial Hospital every semester for four semesters beginning January 2005 for placement in specialty areas.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve this agreement between Saddleback College and Hoag Memorial Hospital Presbyterian as shown in Exhibit A.

Item Submitted By:	Dr. Richard McCullough, President, Saddleback College
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote

NURSING STUDENT AGREEMENT BETWEEN HOAG MEMORIAL HOSPITAL PRESBYTERIAN AND SADDLEBACK COLLEGE

This letter of agreement between Hoag Memorial Hospital Presbyterian and Saddleback College is entered into for the purpose of helping to alleviate the nursing shortage by increasing the numbers of nurses available for employment.

1. Hoag Memorial Hospital Presbyterian will, through a grant to Saddleback College, fund \$160,900.00 for two years (2005 and 2006 to be paid at the rate of \$80,450.00 year). The yearly payment will be made upon receipt of invoices from Saddleback College, the first donation scheduled for January 2005. (Invoices need to be received by Hoag Hospital, Rick Martin, Vice President Patient Care Services and Chief Nursing Officer by November 30th of each year.)
2. The grant monies will be used to supplement salary for Full-time and Associate Faculty over and above what is provided by college funds in the 2004-05 and 2005-06 budgets. The faculty member will instruct an additional 10 students. The additional students will be admitted to the first semester nursing class in January 2005.
3. Hoag Memorial Hospital Presbyterian will provide clinical practicum space for learning experiences for the 10 students (in addition) to the regularly-assigned groups. Assignment of these students will be made so as not to overlap the other Saddleback College assignments and will be coordinated with Judy Bethe, Program Manager/Nurse Educator. The hospital will provide the same level of service as agreed to in the current Affiliation Agreement for all students.
4. The same group of 10 students will be assigned to Hoag Memorial Hospital Presbyterian for four semesters beginning January 2005 for placement in specialty areas and with preceptors for leadership experiences as determined by Saddleback College faculty and Hoag Memorial Hospital Presbyterian staff members.
 - A. Clinical rotations (the mental health nursing and pediatric nursing) that can not be accommodated by Hoag Memorial Hospital Presbyterian will be arranged by Saddleback College.
5. This agreement will remain in force through December 2006 and may be extended at that time by mutual agreement of the parties.
6. The Affiliation Agreement between the two parties, dated August 1993, is attached and incorporated herein by this reference.

For Hoag Memorial Hospital Presbyterian:

Signature:

Rick Martin

Title:

VICE PRESIDENT

Date:

5/20/04

For Saddleback College:

Signature:

Jamera Rice

Title:

Asst Dean HS HSEI

Date:

5/20/04

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Agenda Item

TO:	Board of Trustees	ITEM:	9
FROM:	Chancellor	DATE:	07-26-04
SUBJECT:	Saddleback College: FKCE PROGRAM BUDGET APPROVAL		
REASON FOR BOARD CONSIDERATION:	APPROVAL		

BACKGROUND

Before the 2003-04 budget year, Saddleback College Foster and kinship Care Education (FKCE) program worked with Cypress College to provide education classes to foster/ adoptive families and kinship families in Orange County. As of July1, 2003 Saddleback College has provided all the FKCE continuing education classes throughout Orange County. Kelly Grimes, the former program director for Cypress College, served as the North County FKCE consultant for Saddleback College FKCE program during FY 2003-04, facilitating approximately 400 of the program's almost 1,00 total hours of training.

STATUS

The Saddleback College Foster and Kinship Care Education Program requests the hiring of Kelly Grimes as the Program's North County FKCE Program Consultant and Facilitator, at the rate of \$60.00 per hour for a total not to exceed \$12,240 for the period July1,2004 through June 30, 2005 inclusive, as shown in Exhibit A. Duties for Ms. Grimes are as described in Exhibit A. Funding for the Foster & Kinship Care Education Program is through the California Community College Chancellor's office, Foster & Kinship Care Education Unit. There is no impact to the general fund.

RECOMMENDATION

The Chancellor recommends the Board of Trustees approve the Contract Agreement for Kelly Grimes in the amount of \$12,240.00.

Item Submitted by:	Dr. Richard D. McCullough, President, Saddleback College
Item Review by:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote

**South Orange County Community College District
Saddleback College
FY 2004-2005
INDEPENDENT CONSULTANT AGREEMENT
for
Kelly Grimes**

Scope of Work and Services to be Performed

- Identification of qualified speakers/trainers for approved scheduled trainings and workshop.
- Develop instructor portfolio for all instructors to include:
 1. W-9 form,
 2. contract,
 3. instructor qualifications (resume),
 4. class outlines and description.
- Submit portfolio materials to the Project Specialist.
- Coordinate with the Project Specialist to ensure each training/workshop is supplied with the required paper work including class profile sheets, evaluations and certificates.
- Submit class paper work to the Project specialist the next working day following the training/workshop.
- Coordinate with the approval of the program director, facilities in which training programs are to be held.
- Troubleshoot all problems related to training/workshop as they occur in a timely manner. Report to program director immediately.
- Work with the program director to evaluate each class, trainer and overall program.

INDEPENDENT CONTRACTOR/CONSULTANT AGREEMENT

This Agreement is made and entered into this 1st day of July, 2004 between:

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692-3635
Telephone (949) 582-4664
Requisition # RB05-00445

hereinafter called DISTRICT, and

(Name of Consultant): **Kelly Grimes**
 (Street Address): **630 Hawthorne**
 (City, State, Zip Code): **Fullerton, Ca 92833**
 (Telephone #): **(714) 773-4755**

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 07-01-04 to 6-30-05, inclusive. The DISTRICT shall have the discretion to terminate this contract by providing CONSULTANT 1 days prior written notice.
2. The CONSULTANT shall, at times and places designated by it and acceptable to the DISTRICT perform the following services:
Adhere to the provisions set forth in Attachment A: Independent consultant Agreement,
Scope of Work and Services to be Performed.
3. The DISTRICT shall pay the CONSULTANT \$60.00 an hour, not to exceed \$12,240.00 for services specified above, plus DISTRICT shall reimburse the following expenses (-0-) not to exceed \$0.00 in accordance with the South Orange County Community College District guidelines. The total contract amount is \$12,240.00. Upon completion of the services provided for hereof and upon a signed invoice acceptable to the DISTRICT and approved by Dr. Patricia Flanigan, Dean of Social and Behavioral Sciences Division, payment will be made.
4. The DISTRICT shall not be liable to the CONSULTANT for personal injury or property damage sustained by him/her in the performance of this contract, whether caused by himself/herself, the DISTRICT, its officers, agents or employees, or by any third party. CONSULTANT agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever.
5. While performing service hereunder, the CONSULTANT is an independent contractor and not an officer, agent or employee of the South Orange County Community College District inclusive of Saddleback College and Irvine Valley College.
6. Neither party shall assign this Agreement or any part thereof without the written consent of the other party.

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

Consultant

South Orange County Community College District

Signature: _____

Signature: _____

By: _____

By: Gary Poertner

Title: Consultant

Title: Deputy Chancellor

Date: _____

Date: _____

Contact Person: Patricia Dumas

College Contact Person: Patricia Flanigan

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	Board of Trustees	ITEM:	10
FROM:	Chancellor	DATE:	07-26-04
SUBJECT:	SADDLEBACK COLLEGE: SPANISH LANGUAGE STUDIES IN SALAMANCA, SPAIN – SPRING, 2005		
REASON FOR BOARD CONSIDERATION:	APPROVAL		

BACKGROUND

Saddleback College is committed to providing high quality education and a full range of cultural activities for students. The College has offered courses, which have been conducted in many countries of the world by expert faculty who provide academic coursework in conjunction with cultural travel experiences. The College has been offering very successful study abroad programs during the spring semesters in Salamanca, Spain since 2001. Study abroad programs are authorized under Education Code 72640.

STATUS

The Liberal Arts and Learning Resources Division at Saddleback College proposes to offer the study abroad program Spanish Language Studies in Salamanca, Spain again during the Spring 2005 semester from January 28 – April 24, 2005. The program will be organized and arranged by the American Institute for Foreign Study (AIFS) for a fee of \$6,200 per student. The details of the program are summarized in the Study Abroad Program Information Summary in Exhibit A. The required Educational Tour/Field Study Contractor Agreement is provided in Exhibit B. The proposal from AIFS is included in Exhibit C. Financial Aid opportunities will be provided through the Office of Financial Aid for those students who qualify.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Saddleback College study abroad program Spanish Language Studies in Salamanca, Spain in the Spring of 2005 as summarized in Exhibit A, and directs the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the American Institute for Foreign Study for coordinating all travel agreements as shown in Exhibit B.

Item Submitted By:	Richard D. McCullough, President, Saddleback College
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote:

STUDY ABROAD PROGRAM INFORMATION SUMMARY

1. PROGRAM									
Location/Destination:		Salamanca, Spain			First Trip: Yes:		No:		X
Dates: From:		1/28/05		To:		4/24/05		Total No. of Days: 87	
Partner Name (Academic Institution):		Colegio Miguel de Unamuno							
Address:		AVDA Reyes de Espana 25-27, Salamanca, 37008							
Contact Person:		Alfredo Miguel de Pablo			Telephone No.:		(011) 0034696-932973		
Description of Institution:		College							
Includes:	Accredited Instruction	Yes:	X	No:					
	Transfer College Units	Yes:	X	No:					
	Orientation	Yes:	X	No:					
	Books/Supplies	Yes:	X	No:					
	Tutors	Yes:	X	No:					
	Weekend Study Activities	Yes:	X	No:					
	Food	Yes:	X	No:					
	Transportation	Yes:	X	No:					
	Lodging	Yes:	X	No:					
Other:									
Does Not Include: (Examples: Local Transportation at home; Personal Items, etc.)		Personal expenses during program and meals in Madrid other than breakfast (arrival and departure dates only).							
Other:		Saddleback College tuition/administrative fees, passport fees, \$250 refundable damage deposit, optional extra protection insurance coverage for increased medical and/or personal effects as outlined in the AIFS brochure, and U.S. government/airline-imposed departure taxes and fees on airfare (estimated at \$155).							
2. FACULTY									
Lead Faculty Name:		Carmenmara Hernandez-Bravo (5 OSH)							
Coordinates Trip:		Yes:	X	No:					
If No, Explain:									
Travels to Site:		Yes	X	No:					
Dates: From:		1/28/05			To:		2/6/05		
Teaching Assignment at Program Site:		Yes	X	No:					
Dates: From:		1/29/05			To:		2/5/05		
Requires Substitute at IVC and/or SC?		Yes		No:	X				
Unpaid Faculty Exchange:		Yes		No:	X				
If Yes, Faculty Name(s) Required:									
Assignments to be Covered:									
Course No.:	Course Title:			Date(s)			Time(s)		
Other:									

3. COURSE(S) OFFERED AT PROGRAM SITE		
Course No.:	Course Title:	No. of Units
SPAN 1	Elementary Spanish	5
SPAN 2	Elementary Spanish	5
SPAN 3	Intermediate Spanish	5
SPAN 4	Intermediate Spanish	5
SPAN 6	Intermediate Spanish Grammar & Composition	3
SPAN 10	Intermediate Conversational Spanish	3
SPAN 20A	Civilization of Spain Through 1898	3
SPAN 20B	Civilization of Spain, 1898 to Present	3
SPAN 999A	Spanish Language Lab	.25
SPAN 999B	Spanish Language Lab	.25

4. STUDENTS	
Minimum number of students required to make program:	15
Minimum number of units:	5.25
Maximum number of units:	14.25
If this is a repeat program site, what is the average number of units taken per student?	9.14
Other	

5. COSTS	
Student:	
Contracted cost per student:	\$ 6,200.00
Average cost per day: (It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)	\$ 71.26
College:	
Additional costs to the District?	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> X
If Yes Explain:	
Cost of substitute pay if instruction is also receiving salary for courses at IVC and/or SC during the same period of time.	\$ N/A
Other Costs	\$ 0

6. OTHER ACTIVITIES NOT PART OF THE COURSE(S) (ATTACHMENTS)
Excursions, field trips, tours, and extra curricular activities

7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 a.m.						Excursions,	
9 a.m.	Classes	Classes	Classes	Classes	Classes	Field Trips & Tours	
10a.m.	↓	↓	↓	↓	↓	↓	
11a.m.							
12 Noon							
1 p.m.	↓	↓	↓	↓	↓	↓	
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.	Civilization,	Civilization,	Civilization,	Civilization,	Civilization,		
7 p.m.	Culture & Art	Culture & Art	Culture & Art	Culture & Art	Culture & Art		
8 p.m.	Classes	Classes	Classes	Classes	Classes		
9 p.m.		↓	↓	↓	↓	↓	
10 p.m.	↓	↓	↓	↓	↓	↓	

Exceptions to weekly schedule: Optional extra curricular activities during non-instructional periods

8. ATTACHMENTS
1. Course Outline
2. Course Syllabus
3. Contract Provider

9. REQUIRED SIGNATURES

C. M. Bravo

Lead Faculty Member

6-7-04

Date

Michael Chasing

Department Chair

6-8-04

Date

H. O. C.

Division/School Dean

6/7/04

Date

R. McElroy

Vice President, Instruction

7/9/04

Date

R. McElroy

College President

7/9/04

Date

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
EDUCATIONAL TOUR/FIELD STUDY TRAVEL CONTRACTOR AGREEMENT
GENERAL TERMS AND CONDITIONS

Spanish Language Studies in Salamanca, Spain, Spring, 2005

This Agreement is made this 22nd day of June, 2004, between the South Orange County Community College District, located at 28000 Marguerite Parkway, Mission Viejo, California, ("DISTRICT") and American Institute for Foreign Study (AIFS) ("TRAVEL CONTRACTOR") located at River Plaza, 9 West Broad Street, Stamford, Connecticut 06902-3788, and is for the limited purpose of providing travel arrangements for the Educational Tour/Field Study Trip described on the Exhibits to this Agreement labeled "SPECIFIC TRIP DETAILS."

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

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

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

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

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

5. **RESTRICTION ON TRIP PARTICIPATION** – All Educational Tour/Field Study Trip participants shall be registered in the course related to the Educational Tour Field Study. Though registration is open to the public, some individuals may be denied admission on the basis of academic prerequisites or other constraints. TRAVEL CONTRACTOR SHALL NOT MAKE THE TOUR PACKAGE AVAILABLE TO INDIVIDUALS WHO ARE NOT STUDENTS OF DISTRICT EXCEPT UNDER CONDITIONS ACCEPTED BY THE DISTRICT IN WRITING AND MADE A PART OF THIS AGREEMENT. IN THE EVENT PERSONS WHO ARE NOT DISTRICT STUDENTS SHALL PARTICIPATE IN AN EDUCATIONAL TOUR/FIELD STUDY TRIP WITHOUT DISTRICT PERMISSION, THE TRAVEL

CONTRACTOR HEREBY ASSUMES ALL LIABILITY, AS DEFINED IN THIS AGREEMENT, FOR SUCH NON-STUDENT PARTICIPATION.” Prior to the departure of any Educational Tour/Field Study Trip, TRAVEL CONTRACTOR shall provide the DISTRICT at the address set forth below with a roster of all Educational Tour/Field Study Trip participants, showing name, address, emergency contact and address, along with the same information for any other persons the DISTRICT has agreed in writing to allow participation in the Educational Tour/Field Study Trip.

- 6. EDUCATIONAL TOUR/FIELD STUDY CORRESPONDENCE -TRAVEL CONTRACTOR shall forward a copy of all correspondence between the TRAVEL CONTRACTOR and any Trip/Instructor/Presenter/Guide of the DISTRICT at the address set forth below.**
- 7. INDEMNIFICATION – TRAVEL CONTRACTOR shall protect, hold harmless, indemnify, and defend DISTRICT (including its trustees, officers and employees) from any and all liability as defined in this Paragraph. For purposes of this Agreement, liability means any and all claims, demands, losses, causes of action, suits, or judgments of any and every kind (including reasonable attorney’s fees) that any person (including but not limited to Educational Tour/Field Study Trip participants or TRAVEL CONTRACTOR’S employees), or such person’s heirs, executors, administrators or assigns may have against the DISTRICT, arising out of or in connection with TRAVEL CONTRACTOR’S activities under this Agreement which give rise to personal injury, accident, illness or death, or any loss or damage to property, or any other claim including but not limited to claims based on TRAVEL CONTRACTOR’S failure or refusal to perform in accordance with this Agreement, that results from any cause other than the sole negligence of the DISTRICT.**
- 8. LIQUIDATED DAMAGES. – TRAVEL CONTRACTOR acknowledges that the DISTRICT is a non-profit public entity that makes no economic gain on travel arrangements for Educational Tour/Field Study Trips. If TRAVEL CONTRACTOR fails to perform in accordance with the Educational Tour/Field Study Trip set forth in SPECIFIC TRIP DETAILS or in promotional brochures provided by TRAVEL CONTRACTOR to Educational Tour/Field Study Trip participants, such breach may cause hardship to the Educational Tour/Field Study Trip participants. However, from the nature of the case it would be impracticable and difficult to fix the amount of damages sustained by Educational Tour/Field Study Trip participants in the event of any such breach. DISTRICT and TRAVEL CONTRACTOR, therefore, presume that in the event of any such breach by TRAVEL CONTRACTOR the minimum amount of damages that will be sustained by Educational Tour/Field Study Trip participants will be \$100 per trip per participant and that TRAVEL CONTRACTOR shall pay such amount as liquidated damages and not as a penalty, provided, however, that the rights set forth in this Paragraph shall not preclude each Educational Tour/Field Study Trip participant from claiming and from being awarded, upon proper proof thereof, of damages in a greater amount than the liquidated damages amount specified in this Paragraph.**

9. **TRAVEL AGENTS** – All travel agents used by TRAVEL CONTRACTOR to arrange for transportation (or TRAVEL CONTRACTOR itself if it is a travel agency) shall be licensed and bonded by the International Air Transport Association (IATA) and the Air Traffic Conference (ATC) and shall be members of the American Society of Travel Agents (ASTA) or an equivalent professional travel agent's association.
10. **TRIP CANCELLATION INSURANCE** – TRAVEL CONTRACTOR shall make available to each Educational Tour/Field Study Trip participant trip cancellation insurance that will insure trip participants of trip transportation in spite of accident or illness of any participant that prevents that participant from either commencing the trip or requires the participant's early return from the trip.
11. **GENERAL LIABILITY INSURANCE** – TRAVEL CONTRACTOR shall for the duration of each Educational Tour/Field Study Trip maintain a comprehensive worldwide, general liability policy or policies insuring TRAVEL CONTRACTOR'S activities under this Agreement against risk of loss due to: (a) bodily injury, death or property damage caused by an occurrence arising out of the operation, maintenance or use, including loading and unloading of hired automobile, watercraft or aircraft in TRAVEL CONTRACTOR'S operations; (b) personal injury arising out of TRAVEL CONTRACTOR'S operations, and shall provide emergency medical services to participants while on the Educational Tour/Field Study Trip, and other general trip insurance benefits as specifically set forth in SPECIFIC TRIP DETAILS. If the Educational Tour/Field Study Trip is to travel to locations beyond the continent of the United States, such policy shall be endorsed to provide coverage for planes brought into the United States, for occurrences elsewhere.

LIABILITY INSURANCE – CERTIFICATE OF INSURANCE – TRAVEL CONTRACTOR shall provide the District's Office of Administrative and Business Services with a valid certificate of insurance for each Educational Tour/Field Study Trip naming the District as additional insured with a single limit of liability of not less than \$1,000,000 with evidence that the policy covers the world-wide exposures of each Educational Tour/Field Study Trip. The certificate shall be submitted with the executed AGREEMENT to the Office of Administrative and Business Services at least (15) fifteen working days prior to commencement of the program.

12. **TRAVEL CONTRACTOR INFORMATION AND IDENTIFICATION** – TRAVEL CONTRACTOR shall at all times maintain on file with the DISTRICT an accurate information sheet listing name, address, telephone, facsimile, e-mail, person(s) responsible for assisting the Educational Tour/Field Study Trip.
13. **TERM** – This Agreement shall be effective on the date first noted above when signed by TRAVEL CONTRACTOR and DISTRICT and shall continue in force until terminated. TRAVEL CONTRACTOR may, upon written notice to DISTRICT, cancel any particular Educational Tour/Field Study Trip no later than 45 days prior

to the departure of the Educational Tour/Field Study Trip (or fewer days upon the express mutual written agreement of DISTRICT and TRAVEL CONTRACTOR specifically set forth SPECIFIC TRIP DETAILS) if the minimum number of participants specified in SPECIFIC TRIP DETAILS fails to sign up for Educational Tour/Field Study Trip. DISTRICT may, upon written notice to TRAVEL CONTRACTOR, cancel any particular Educational Tour/Field Study Trip or may terminate this Agreement in its entirety at any time if TRAVEL CONTRACTOR fails to satisfy any of the terms and conditions of this Agreement or DISTRICT may terminate this Agreement in its entirety in District's sole discretion upon 45 days prior to departure written notice to TRAVEL CONTRACTOR stating that DISTRICT so terminates (or fewer days upon the express mutual written agreement of DISTRICT and TRAVEL CONTRACTOR specifically set forth in SPECIFIC TRIP DETAILS). The termination or expiration of this Agreement shall not relieve any party from any liability arising from breach of this Agreement.

14. **NO ASSIGNMENT/TIME OF ESSENCE/HEIRS AND ASSIGNS** – This Agreement is for the particular services of TRAVEL CONTRACTOR and shall not be assignable by TRAVEL CONTRACTOR in whole or in part without the prior written consent of DISTRICT. Time is of the essence on the performance of each and every provision of this Agreement. The provisions of this Agreement shall extend to be binding upon and inure to the benefit of the heirs, executors, administrators, successors and assigns of the respective parties hereto or of any third party beneficiaries of the Agreement.
15. **NO MODIFICATION OF AGREEMENT** – This Agreement constitutes the full and complete understanding of the parties on the subject hereof, and supersedes all prior understandings or agreements on that subject. No oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. No prior or contemporaneous agreements, representations or understandings between TRAVEL CONTRACTOR and any Trip Instructor for any Educational Tour/Field Study Trip that are not set forth herein shall be binding upon DISTRICT. No waiver, modification or amendment of any provision of this Agreement shall be effective unless it is in writing and signed by both parties.
16. **NOTICE** – Any notices required or permitted hereunder shall be given in writing to the appropriate party at the address specified above or at such other address as the party may have noticed to the other in accordance with this Paragraph. Such notice upon personal delivery shall be deemed given at the time of personal delivery to the signatory of the appropriate party named below, or upon mailing by certified or registered mail three days after the date of such mailing.
17. **CONTROLLING LAW** – This Agreement is made in California and its terms and conditions shall be construed in accordance with the laws of the State of California, excluding the body of law applicable to conflicts of law. TRAVEL CONTRACTOR warrants and agrees that any suit brought by DISTRICT or any Educational Tour/Field Study Trip participant against TRAVEL CONTRACTOR based upon this Agreement may be brought in any California court of competent jurisdiction.

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

TRAVEL CONTRACTOR

**American Institute for Foreign
Study (AIFS)**

Date: _____

By: _____

Title:

Address:

**River Plaza, 9 West Broad Street
Stamford, Connecticut 06902-3788**

Phone: (800) 727-2437

DISTRICT

**South Orange County Community
College District**

Date: _____

By: _____
Gary L. Poertner

Title:

**Deputy Chancellor
South Orange County Community
College District**

Address:

**28000 Marguerite Parkway
Mission Viejo, California 92692**

Phone: (949) 582-4347

AIFS LONDON PROGRAMME HEADQUARTERS
PROPOSAL FOR SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
(SADDLEBACK COLLEGE)
SALAMANCA PARTNERSHIP PROGRAMME – SPRING SEMESTER 2005

Depart US: Friday 28th January 2005
Arrive Madrid: Saturday 29th January 2005
Depart Madrid: Sunday 24th April 2005

PROGRAMME COMPONENTS INCLUDED IN THE STUDENT FEE:

Transportation package consisting of transatlantic airfare LAX – Madrid – LAX and round-trip transfers between the airport and the hotel in Madrid.

Night in Madrid on arrival: Hotel in Madrid (double/triple occupancy) with breakfast; group transfers by private bus from Madrid to Salamanca.

Group transfer at end of programme from Salamanca to Madrid and overnight in Madrid.

Accommodation in Salamanca in homestays (2 students per homestay sharing double room)

Three meals per day in homestays, 7 days per week and weekly laundry service in homestay (additional washes can be arranged at cost with the homestay family)

Spanish language classes to be held at the Colegio Miguel de Unamuno for four hours per day, Monday through Friday

An orientation programme consisting of: An orientation meeting on the day after arrival, a welcome reception and a half-day guided sightseeing tour of Salamanca

The following full-day excursions by private sightseeing coach from Salamanca:

To Segovia and Avila with the services of a guide including entrance to the Alcazar in Segovia

To Ciudad Rodrigo with the services of a guide

To La Alberca with the services of a guide

A 12-week social and cultural program (events such as cookery lessons, Spanish cinema, museum visits)

\$50 non-refundable application fee

Student medical and programme fee refund insurance policies

Pre-departure information services 800 number; assistance with
Administrator/faculty flights; programme brochures; liability coverage from
Connecticut office.

Services of the AIFS London programme headquarters for advance liaison.

Round-trip airfare for faculty/administrator LAX – Madrid – LAX plus transfers to Salamanca on programme arrival date to conduct initial programme inspection activities. Faculty/administrator will be accommodated in a single room in hotels in Madrid and Salamanca during inspection visit.

This is paid in full for an enrolment of 15 paying students or more, or pro rata for a lower enrolment.

FEES

Based on an enrolment of 15 to 30 paying student participants with 1 faculty or administrative visit, for the services specified above, the fee per person is **\$6200**.

This fee excludes mandatory US government and airline-imposed departure taxes and fees on the airfare (estimated at \$115) for which students will be billed separately, a \$250 refundable damage deposit, passport

fees, meals other than those indicated on the itinerary, personal expenses, any South Orange County Community College District tuition or administrative fees and anything not specified.

AIFS will reserve spaces at the above price according to information on the student application form. If a student subsequently wishes to change his/her booking (for example, change flight return date or housing option) this will incur a \$50 fee for each change. Once airline tickets have been issued to students they can only be changed directly with the airline by the student once overseas – airline imposed penalties usually apply.

These fees are guaranteed not to change as a result of changes in the \$ exchange rate. AIFS will charge a \$35 bounced cheque fee on each bounced cheque.

OPTIONAL COMPONENTS

The following optional components are available to students for a supplemental fee:

Optional Extra Protection Insurance Coverage, including increased medical insurance and/or personal effects insurance as outlined in the AIFS programme brochure.

APPLICATION PROCEDURE AND BILLING

We recommend the promotion and initial receipt of deposits for this programme as early as possible.

Penalties apply to the cancellation of airline seats and to changed accommodation bookings after Friday 19 November 2004. Therefore AIFS would require South Orange County Community College District to collect the application forms and deposits of \$450 per student and to forward them to AIFS by Friday 19 November 2004. AIFS would then bill the individual student for the balance of fees owing. Full payment and confirmation of final numbers must be received by Friday 10 December 2004. Please note that these are not postmark dates, but the dates by which funds must arrive in the AIFS Connecticut office.

AIFS reserves the right to withdraw students who are not paid in full by the final payment deadline. AIFS can accept applications after Friday 19 November 2004, but cannot guarantee airfare and accommodation costs after this date.

Students applying after the application deadline date of Friday 19 November 2004 can only be accepted on a space-available basis. The cost of an airline ticket is likely to be higher and the airline / routing may be different for a late applicant. AIFS will use its best endeavours to obtain a flight for a late applicant at a cost capped at \$100 above the original group rate (excluding taxes). AIFS cannot arrange airline tickets for students applying after Friday 10 December 2004.

REFUND POLICY

Should an individual participant withdraw on or before Friday 19 November 2004 she/he will receive a refund of all fees paid less a \$100 processing fee, the \$50 non-refundable application fee and any non-refundable deposits paid by the student or by AIFS on behalf of the student.

Should s/he withdraw after Friday 19 November 2004, but on or before Friday 10 December 2004 for any reason except medical covered by the Fees Refund and Medical Insurance Coverage, a refund of all fees would be made less the \$400 deposit and the \$50 non-refundable application fee plus any non-refundable deposits paid by the student or by AIFS on behalf of the student.

Students who must withdraw from the programme because of a covered injury or illness will receive a refund of all fees paid less the \$50 non-refundable application fee, the \$100 processing fee and a \$150 insurance premium.

Students withdrawing voluntarily for any reason after Friday 10 December 2004, or withdrawing for medical reasons not protected under the Fees Refund and Medical Insurance Coverage, receive no refund.

Once the programme has started, students withdrawing receive no refund unless AIFS suspends the programme.

It is understood that the South Orange County Community College District will not cancel the programme if the necessary minimum number of participants have been enrolled Friday 19 November 2004.

ACCEPTANCE OF PROPOSAL

AIFS require written acceptance of this proposal as soon as possible in order to prepare programme materials, make the relevant bookings and to guarantee the price quoted. Please sign and date below to confirm that the components listed in this proposal fulfil your programme requirements.

A confirmation in writing is required by Friday 11 June 2004.

PROPOSAL ACCEPTED BY _____
South Orange County Community College District

DATE _____

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Agenda Item

TO:	Board of Trustees	ITEM:	11
FROM:	Chancellor	DATE:	7-26-04
SUBJECT:	SADDLEBACK COLLEGE: OXFORD SEMESTER ABROAD IN OXFORD, ENGLAND – SPRING 2005		
REASON FOR BOARD CONSIDERATION:	APPROVAL		

BACKGROUND

Saddleback College is committed to providing high quality education and a full range of cultural activities for students. The College has offered courses that have been conducted in many countries of the world by expert faculty who provide academic coursework in conjunction with cultural travel experiences. The College has offered a very successful study abroad program in Oxford, England, beginning in Spring 1997 and continuing through Spring Semester 2004. Study abroad programs are authorized under Education Code 72640.

STATUS

The Liberal Arts Division at Saddleback College proposes to offer the study abroad program, Oxford Semester in Oxford, England, again during the Spring Semester, 2005 as summarized in Exhibit A. All student fees, student insurance, travel, food and lodging requirements will be organized and arranged by AIFS. The required Educational Tour/Field Study Contractor Agreement is provided in Exhibit B. The proposal from AIFS is included in Exhibit C. The cost to students is \$5,565 for the semester. Financial Aid opportunities will be provided through the Office of Financial Aid for those students who qualify.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Saddleback College study abroad program, Oxford Semester Abroad in Oxford, England, Spring 2005, as summarized in Exhibit A, and direct the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with AIFS for coordinating all travel agreements as shown in Exhibit B.

Item Submitted by:	Dr. Richard D. McCullough, President, Saddleback College	
Item Review by:	Dr. Raghu P. Mathur, Chancellor	
Final Disposition:		Vote

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

STUDY ABROAD PROGRAM INFORMATION SUMMARY

1. PROGRAM												
Location/Destination:		Oxford England			First Trip: Yes:		No:		x			
Dates: From:		1/28/15		To:		5/10/05		Total No. of Days:		102		
Partner Name (Academic Institution):		AIFS/Oxford Brookes University										
Address:		Headington, England										
Contact Person:		Nicole D'Adamo			Telephone No.:		++44 207 299 0349					
Description of Institution:		BA/MA Degree granting university in British university system										
Includes:	Accredited Instruction		Yes:	x	No:							
	Transfer College Units		Yes:	x	No:							
	Orientation		Yes:	x	No:							
	Books/Supplies		Yes:	x	No:							
	Tutors		Yes:	x	No:							
	Weekend Study Activities		Yes:	x	No:							
	Food		Yes:	x	No:							
	Transportation		Yes:	x	No:							
	Lodging		Yes:	x	No:							
Other:		Three field trips within England: Bath, Stonehenge, London, Stratford-Upon-Avon										
Does Not Include: (Examples: Local Transportation at home; Personal Items, etc.)		Local transportation, lunch, personal items, personal travel, Saddleback tuition, books										
Other:												
2. FACULTY												
Lead Faculty Name:		Carolyn Kuykendall										
Coordinates Trip:		Yes:	x	No:								
If No, Explain:												
Travels to Site:		Yes	x	No:								
Dates: From:		1/28/05		To:		5/10/05						
Teaching Assignment at Program Site:		Yes	x	No:								
Dates: From:		1/28/05		To:		5/10/05						
Requires Substitute at IVC and/or SC?		Yes	x	No:								
Unpaid Faculty Exchange:		Yes		No:	x							
If Yes, Faculty Name(s) Required:												
Assignments to be Covered: 15 LHE in English												
Course No.:	Course Title:			Date(s)			Time(s)					
Eng 1A	Principles of Composition I			1/10/05 - 5/19/05			9:00 - 10:30 a.m.					
Eng 1A	Principles of Composition I			1/10/05 - 5/19/05			10:30 - 12:00 noon					
Eng 1A	Principles of Composition I			1/10/05 - 5/19/05			12:00 - 1:30 p.m.					
Eng 1B	Principles of Composition II			1/10/05 - 5/19/05			4:00 - 7:00 p.m.					
Eng 1B	Principles of Composition II			1/10/05 - 5/19/05			7:00 - 10:00 p.m.					
Other:												

3. COURSE(S) OFFERED AT PROGRAM SITE							
Course No.:	Course Title:						No. of Units
Eng 1A	Principles of Composition I						3
Eng 1B	Principles of Composition II						3
Eng 17B	Survey of British Lit: Romanticism to the Moderns						3
Eng 18	Shakespeare: The Tragedies						3
Hum 1	Introduction to the Humanities						3
Art 26	Survey of Art History: Renaissance to Modern						3
Hist 40	English History to 1688						3
4. STUDENTS							
Minimum number of students required to make program:						25	
Minimum number of units:						12	
Maximum number of units:						15	
If this is a repeat program site, what is the average number of units taken per student?						12	
Other							
5. COSTS							
Student:							
Contracted cost per student:						\$	5,565
Average cost per day: (It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)						\$	54.03
College:							
Additional costs to the District?				Yes:	No:	x	
If Yes Explain:							
Cost of substitute pay if instructor is also receiving salary for courses at IVC and/or SC during the same period of time.						\$	
Other Costs						\$	
6. OTHER ACTIVITIES NOT PART OF THE COURSE(S) (ATTACHMENTS)							
7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 a.m.							
9 a.m.	Eng 1A/1B	Eng 17B	Eng 1A/1B				
10 a.m.	X	X	X				
10:30 a.m.	X	X	X	Art 26			
11a.m.	Hist 40	X		X			
12 Noon	X	X		X			
1 p.m.	X	Eng 18	Hum 1	X			
2 p.m.	X	X	X	X			
2:30 p.m.	X	X	X	X			
3 p.m.	X	X	X				
4 p.m.		X					
5 p.m.							
6 p.m.							
Exceptions to weekly schedule:							

8. ATTACHMENTS

1. Course Outline
2. Course Syllabus
3. Contract Provider

9. REQUIRED SIGNATURES

Lead Faculty Member

Date

Department Chair

Date

Division/School Dean

Date

Vice President, Instruction

Date

College President

Date

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
EDUCATIONAL TOUR/FIELD STUDY TRAVEL CONTRACTOR AGREEMENT
GENERAL TERMS AND CONDITIONS

Spring 2005 Study Abroad in Oxford, England

This Agreement is made this 26th of July, 2004 between the South Orange County Community College District, located at 28000 Marguerite Parkway, Mission Viejo, California, ("DISTRICT") and ("TRAVEL CONTRACTOR") AIFS, (American Institute for Foreign Study), Dilke House, Malet Street, London, England, and is for the limited purpose of providing travel arrangements for the Educational Tour/Field Study Trip described on the Exhibits to this Agreement labeled "SPECIFIC TRIP DETAILS."

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

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

CONTRACTOR. All checks drawn by Educational Tour/Field Study Trip participants shall be made to the order of TRAVEL CONTRACTOR'S firm name, or to such other name as TRAVEL CONTRACTOR may direct in writing.

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

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

- 5. RESTRICTION ON TRIP PARTICIPATION – All Educational Tour/Field Study Trip participants shall be registered in the course related to the Educational Tour Field Study. Though registration is open to the public, some individuals may be denied admission on the basis of academic prerequisites or other constraints. TRAVEL CONTRACTOR SHALL NOT MAKE THE TOUR PACKAGE AVAILABLE TO INDIVIDUALS WHO ARE NOT STUDENTS OF DISTRICT EXCEPT UNDER CONDITIONS ACCEPTED BY THE DISTRICT IN WRITING AND MADE A PART OF THIS AGREEMENT. IN THE EVENT PERSONS WHO ARE NOT DISTRICT STUDENTS SHALL PARTICIPATE IN AN EDUCATIONAL TOUR/FIELD STUDY TRIP WITHOUT DISTRICT PERMISSION, THE TRAVEL CONTRACTOR HEREBY ASSUMES ALL LIABILITY, AS DEFINED IN THIS AGREEMENT, FOR SUCH NON-STUDENT PARTICIPATION." Prior to the**

departure of any Educational Tour/Field Study Trip, TRAVEL CONTRACTOR shall provide the DISTRICT at the address set forth below with a roster of all Educational Tour/Field Study Trip participants, showing name, address, emergency contact and address, along with the same information for any other persons the DISTRICT has agreed in writing to allow participation in the Educational Tour/Field Study Trip.

6. **EDUCATIONAL TOUR/FIELD STUDY CORRESPONDENCE -TRAVEL CONTRACTOR** shall forward a copy of all correspondence between the TRAVEL CONTRACTOR and any Trip/Instructor/Presenter/Guide of the DISTRICT at the address set forth below.
7. **INDEMNIFICATION** – TRAVEL CONTRACTOR shall protect, hold harmless, indemnify, and defend DISTRICT (including its trustees, officers and employees) from any and all liability as defined in this Paragraph. For purposes of this Agreement, liability means any and all claims, demands, losses, causes of action, suits, or judgments of any and every kind (including reasonable attorney's fees) that any person (including but not limited to Educational Tour/Field Study Trip participants or TRAVEL CONTRACTOR'S employees), or such person's heirs, executors, administrators or assigns may have against the DISTRICT, arising out of or in connection with TRAVEL CONTRACTOR'S activities under this Agreement which give rise to personal injury, accident, illness or death, or any loss or damage to property, or any other claim including but not limited to claims based on TRAVEL CONTRACTOR'S failure or refusal to perform in accordance with this Agreement, that results from any cause other than the sole negligence of the DISTRICT.
8. **LIQUIDATED DAMAGES.** – TRAVEL CONTRACTOR acknowledges that the DISTRICT is a non-profit public entity that makes no economic gain on travel arrangements for Educational Tour/Field Study Trips. If TRAVEL CONTRACTOR fails to perform in accordance with the Educational Tour/Field Study Trip set forth in SPECIFIC TRIP DETAILS or in promotional brochures provided by TRAVEL CONTRACTOR to Educational Tour/Field Study Trip participants, such breach may cause hardship to the Educational Tour/Field Study Trip participants. However, from the nature of the case it would be impracticable and difficult to fix the amount of damages sustained by Educational Tour/Field Study Trip participants in the event of any such breach. DISTRICT and TRAVEL CONTRACTOR, therefore, presume that in the event of any such breach by TRAVEL CONTRACTOR the minimum amount of damages that will be sustained by Educational Tour/Field Study Trip participants will be \$100 per trip per participant and that TRAVEL CONTRACTOR shall pay such amount as liquidated damages and not as a penalty, provided, however, that the rights set forth in this Paragraph shall not preclude each Educational Tour/Field Study Trip participant from claiming and from being awarded, upon proper proof thereof, of damages in a greater amount than the liquidated damages amount specified in this Paragraph.

9. **TRAVEL AGENTS** – All travel agents used by TRAVEL CONTRACTOR to arrange for transportation (or TRAVEL CONTRACTOR itself if it is a travel agency) shall be licensed and bonded by the International Air Transport Association (IATA) and the Air Traffic Conference (ATC) and shall be members of the American Society of Travel Agents (ASTA) or an equivalent professional travel agent's association.
10. **TRIP CANCELLATION INSURANCE** – TRAVEL CONTRACTOR shall make available to each Educational Tour/Field Study Trip participant trip cancellation insurance that will insure trip participants of trip transportation in spite of accident or illness of any participant that prevents that participant from either commencing the trip or requires the participant's early return from the trip.
11. **GENERAL LIABILITY INSURANCE** – TRAVEL CONTRACTOR shall for the duration of each Educational Tour/Field Study Trip maintain a comprehensive worldwide, general liability policy or policies insuring TRAVEL CONTRACTOR'S activities under this Agreement against risk of loss due to: (a) bodily injury, death or property damage caused by an occurrence arising out of the operation, maintenance or use, including loading and unloading of hired automobile, watercraft or aircraft in TRAVEL CONTRACTOR'S operations; (b) personal injury arising out of TRAVEL CONTRACTOR'S operations, and shall provide emergency medical services to participants while on the Educational Tour/Field Study Trip, and other general trip insurance benefits as specifically set forth in SPECIFIC TRIP DETAILS. If the Educational Tour/Field Study Trip is to travel to locations beyond the continent of the United States, such policy shall be endorsed to provide coverage for planes brought into the United States, for occurrences elsewhere.

LIABILITY INSURANCE – CERTIFICATE OF INSURANCE – TRAVEL CONTRACTOR shall provide the District's Office of Administrative and Business Services with a valid certificate of insurance for each Educational Tour/Field Study Trip naming the District as additional insured with a single limit of liability of not less than \$1,000,000 with evidence that the policy covers the world-wide exposures of each Educational Tour/Field Study Trip. The certificate shall be submitted with the executed AGREEMENT to the Office of Administrative and Business Services at least (15) fifteen working days prior to commencement of the program.

12. **TRAVEL CONTRACTOR INFORMATION AND IDENTIFICATION** – TRAVEL CONTRACTOR shall at all times maintain on file with the DISTRICT an accurate information sheet listing name, address, telephone, facsimile, e-mail, person(s) responsible for assisting the Educational Tour/Field Study Trip.
13. **TERM** – This Agreement shall be effective on the date first noted above when signed by TRAVEL CONTRACTOR and DISTRICT and shall continue in force until terminated. TRAVEL CONTRACTOR may, upon written notice to DISTRICT, cancel any particular Educational Tour/Field Study Trip no later than 45 days prior to the departure of the Educational Tour/Field Study Trip (or fewer days upon the

express mutual written agreement of DISTRICT and TRAVEL CONTRACTOR specifically set forth SPECIFIC TRIP DETAILS) if the minimum number of participants specified in SPECIFIC TRIP DETAILS fails to sign up for Educational Tour/Field Study Trip. DISTRICT may, upon written notice to TRAVEL CONTRACTOR, cancel any particular Educational Tour/Field Study Trip or may terminate this Agreement in its entirety at any time if TRAVEL CONTRACTOR fails to satisfy any of the terms and conditions of this Agreement or DISTRICT may terminate this Agreement in its entirety in District's sole discretion upon 45 days prior to departure written notice to TRAVEL CONTRACTOR stating that DISTRICT so terminates (or fewer days upon the express mutual written agreement of DISTRICT and TRAVEL CONTRACTOR specifically set forth in SPECIFIC TRIP DETAILS). The termination or expiration of this Agreement shall not relieve any party from any liability arising from breach of this Agreement.

14. **NO ASSIGNMENT/TIME OF ESSENCE/HEIRS AND ASSIGNS** – This Agreement is for the particular services of TRAVEL CONTRACTOR and shall not be assignable by TRAVEL CONTRACTOR in whole or in part without the prior written consent of DISTRICT. Time is of the essence on the performance of each and every provision of this Agreement. The provisions of this Agreement shall extend to be binding upon and inure to the benefit of the heirs, executors, administrators, successors and assigns of the respective parties hereto or of any third party beneficiaries of the Agreement.
15. **NO MODIFICATION OF AGREEMENT** – This Agreement constitutes the full and complete understanding of the parties on the subject hereof, and supersedes all prior understandings or agreements on that subject. No oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. No prior or contemporaneous agreements, representations or understandings between TRAVEL CONTRACTOR and any Trip Instructor for any Educational Tour/Field Study Trip that are not set forth herein shall be binding upon DISTRICT. No waiver, modification or amendment of any provision of this Agreement shall be effective unless it is in writing and signed by both parties.
16. **NOTICE** – Any notices required or permitted hereunder shall be given in writing to the appropriate party at the address specified above or at such other address as the party may have noticed to the other in accordance with this Paragraph. Such notice upon personal delivery shall be deemed given at the time of personal delivery to the signatory of the appropriate party named below, or upon mailing by certified or registered mail three days after the date of such mailing.
17. **CONTROLLING LAW** – This Agreement is made in California and its terms and conditions shall be construed in accordance with the laws of the State of California, excluding the body of law applicable to conflicts of law. TRAVEL CONTRACTOR warrants and agrees that any suit brought by DISTRICT or any Educational Tour/Field Study Trip participant against TRAVEL CONTRACTOR based upon this Agreement may be brought in any California court of competent jurisdiction.

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

TRAVEL CONTRACTOR

DISTRICT

**South Orange County Community
College District**

Date: _____

Date: _____

By: _____

By: _____
Gary L. Poertner

Title:

Title:
Deputy Chancellor
South Orange County Community
College District

Address:

Address:
28000 Marguerite Parkway
Mission Viejo, California 92692

Phone:

Phone: (949) 582-4347



AIFS LONDON PROGRAMME HEADQUARTERS
PROPOSAL FOR SADDLEBACK COLLEGE
OXFORD PARTNERSHIP PROGRAMME – SPRING SEMESTER 2005

Depart US: Thursday 27th January 2005
Arrive England: Friday 28th January 2005
Depart England: Wednesday 11th May 2005

Note: It is recognised that the College wishes all students participating on the programme to travel together on a group flight and that it may be more convenient for that flight to be arranged locally in Southern California. Thus the option for the College to select AIFS as the provider of the group flight is listed separately.

PROGRAMME COMPONENTS INCLUDED IN THE STUDENT FEE:

- Round-trip transfers between the London airport and accommodation in Oxford on the programme dates specified, to coincide with the confirmed group flight.
- An Orientation Programme consisting of an orientation pack for each student, an orientation meeting with AIFS staff, a welcome reception and walking tour of Oxford by a professional guide including entrance to an Oxford University College.
- Accommodation in single room homestays on a half-board basis with breakfast and dinner provided. Students will not live further than two short bus rides from Pullens Lane (where the Study Centre is) and will be located in safe, residential areas, excluding such areas such as Cowley. Note: Meals and housing will not be provided during the 9-day Spring Break, but students will be able to leave their belongings in their room during that period.
- A classroom to accommodate up to 35 students and a faculty office at Cotuit Hall, Oxford Brookes University campus (a British University established by the UK authorities separate from the Oxford University Collegiate system). The classroom and large faculty office will be available Monday to Thursday for 6 hours a day. The faculty office includes a desk, chairs and a computer for the duration of the programme. Audio/visual equipment to include a US/UK format TV & VCR and photocopying services are provided.
- Unlimited access to student computer, Internet and library facilities on the Oxford Brookes University campus. Students will also be able to use the Student Union and sports facilities on campus.
- Services of AIFS staff to supervise the allocation of homestays, to liaise with the Saddleback College faculty and to offer assistance and support throughout the programme. AIFS staff will be available to handle any emergencies and will visit the campus each week.
- Provision of 2 adjunct lecturers to teach Saddleback College approved courses in British History and the History of Western Art. Teaching will follow the course syllabus as outlined by Saddleback College. Resumes are provided.



- Full-day excursion to London by private coach with a panoramic tour of London accompanied by a professional guide and an evening theatre performance in the West End.
- Full-day trip to Bath and Stonehenge by private coach, including the services of a professional guide. Entrances to the Roman Baths and private access to Stonehenge (either during the early morning or evening) are included.
- Full-day excursion to Stratford-upon-Avon and Warwick Castle by private coach (with late return) accompanied by a professional guide, including entrances to Anne Hathaway's Cottage, Shakespeare's Birthplace and Warwick Castle, and an evening theatre performance at the Royal Shakespeare Theatre in Stratford.
- An operating fund of £15 per student to be used for academic entrances on field trips in London and Oxford.
- \$50 non-refundable application fee.
- \$50 South Orange County Community College District administration fee.
- Student medical and programme fee refund insurance policies. Team Assist also provides all students with 24-hour assistance. Students can call the Team Assist number from anywhere in the world and reach multi-lingual coordinators trained to help should an emergency arise
- Pre-departure information services; 800 number for pre- and mid-programme enquiries from Programme Co-ordinators, potential/participating students, faculty and parents; assistance with faculty flights; programme brochures; posters; website and \$50,000,000 liability coverage from the Connecticut office. Saddleback College would be named as a co-insured on the Certificate of Liability Insurance for the duration of the programme (sample enclosed).
- Services of the AIFS London programme headquarters
- Specified faculty support services (target enrolment 25 students with 1 faculty) as listed below:

Roundtrip airfare (LAX-London-LAX) plus transfers to and from London airports and Oxford on programme arrival and departure dates.

Faculty members would participate on the programme on the same basis as the students but with accommodation in a two-bedroom apartment.

A welcome pack, participation on excursions and the student medical and programme fee refund insurance policies are also included.

Faculty benefits are paid in full for an enrolment of 25 paying students or more. Additional funds for faculty expenses/extra program components will be available at the rate of \$50 total for each additional enrolment over 30.



Faculty benefits are paid in full for an enrolment of 25 paying students or more, or pro rata for a lower enrolment.

FEES FOR THE TOTAL LAND PACKAGE (EXCLUDING AIRFARE)

Based on an enrolment of 25 paying student participants with 1 faculty, for the services specified above, the fee per person is \$5145.

Based on an enrolment of 30 paying student participants with 1 faculty, for the services specified above, the fee per person is \$4965.

This fee excludes airfare, a \$250 refundable damage deposit, passport fees, meals other than those indicated on the itinerary, personal expenses, any Saddleback College tuition or administrative fees and anything not specified.

These fees are guaranteed not to change as a result of changes in the \$ exchange rate. AIFS will charge a \$20 returned cheque fee on each cheque returned by the bank for insufficient funds.

OPTIONAL COMPONENTS

The College may select AIFS to provide the group air as specified below. This cost may be added to the fee advertised to the students.

The following optional components are available to students for a supplemental fee:

- Round-trip transatlantic airfare (LAX-London-LAX) for a cost of \$415.
This price excludes mandatory US government and airline-imposed departure taxes and fees on the airfare (estimated at \$115).
- Optional Extra Protection Insurance Coverage, including increased medical insurance and/or personal effects insurance as outlined in the AIFS Programme brochure.

APPLICATION PROCEDURE AND BILLING

We recommend the promotion of and initial receipt of deposits for this programme as early as possible.

Penalties apply to the cancellation of airline seats and to changed accommodation bookings after Friday 19th November 2004. Therefore AIFS would require Saddleback College to collect the application forms and deposits of \$450 per student and to forward them to AIFS by Friday 19th November 2004. AIFS would then bill the individual student for the balance of fees owing. Full payment and confirmation of final numbers must be received by Friday 10th December 2004. Please note that these are not postmark dates, but the dates by which funds must arrive in the AIFS Connecticut office.

AIFS reserves the right to withdraw students who are not paid in full by the final payment deadline. AIFS can accept applications after Friday 19th November 2004, but cannot guarantee airfare and accommodation costs after this date.

Students applying after the application deadline date of Friday 19th November 2004 can only be accepted on a space-available basis. The cost of an airline ticket is likely



to be higher and the airline/routing may be different for a late applicant. AIFS will use its best endeavours to obtain a flight for a late applicant at a cost capped at \$100 above the original group rate (excluding taxes). Alternatively late applicants may wish to make their own travel arrangements. AIFS cannot arrange airline tickets for students applying after Friday 10th December 2004.

REFUND POLICY

Should an individual participant withdraw on or before Friday 19th November 2004 s/he will receive a refund of all fees paid less the \$100 processing fee, the \$50 non-refundable application fee and any non-refundable deposits paid by the student or by AIFS on behalf of the student.

Should s/he withdraw after Friday 19th November 2004, but on or before Friday 10th December 2004 for any reason except medical covered by the Fees Refund and Medical Insurance Coverage, a refund of all fees paid would be made less the \$400 deposit and the \$50 non-refundable application fee plus any non-refundable deposits paid by the student or by AIFS on behalf of the student.

Students who must withdraw from the programme because of a covered injury or illness will receive a refund of all fees paid less the \$50 non-refundable application fee, a \$100 processing fee and a \$150 insurance premium.

Students withdrawing voluntarily for any reason after Friday 10th December 2004 including withdrawals for medical reasons not protected under the Programme Fee Refund and Medical Insurance Coverage, receive no refund.

Please note that students who are academically withdrawn by their home institutions after their applications have been processed by AIFS are subject to the standard refund policy.

Once the programme has started, students withdrawing receive no refund unless AIFS suspends the programme.

It is understood that the Saddleback College will not cancel the programme if the necessary minimum number of participants have been enrolled Friday 19th November 2004.

ACCEPTANCE OF PROPOSAL

AIFS require written acceptance of this proposal as soon as possible in order to prepare programme materials, make the relevant bookings and to guarantee the price quoted. Please sign and date below to confirm that the components listed in this proposal fulfil your programme requirements.

A confirmation in writing is required by Friday 23rd July 2004.

PROPOSAL ACCEPTED BY _____
South Orange County Community College District

DATE _____

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Agenda Item

TO:	BOARD OF TRUSTEES	ITEM:	12
FROM:	CHANCELLOR	DATE:	
SUBJECT:	SADDLEBACK COLLEGE: GUEST SPEAKER – DOLORES HUERTA		
REASON FOR BOARD CONSIDERATION:	APPROVAL		

BACKGROUND

Saddleback College provides a diverse selection of cultural and educational events for the community throughout the year. Guest speakers are utilized for educational enrichment and to bring up-to-date information to students. Educational and cultural events are also used to inform the population in the college's service area about the educational opportunities available to them at Saddleback College.

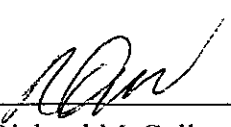
STATUS

The Cross Cultural Studies Program has selected Dolores Huerta one of the most prominent Latina leaders in the United States (biography attachment A) to be a motivational speaker on campus. The presentation will serve to both add to our students' understanding of the history of diverse populations in the United States, and as an outreach tool to the Latino communities in our service area. Information about all of the college's programs and services, including financial aid and EOPS, will be available at the event. Staff will be assisting potential students to complete applications and begin the college process. The event will take place at 7:00 p.m. on Tuesday, October 5, 2004 in the college gymnasium.

Associated Student Government has committed \$1,000. Funding of five thousand dollars (\$5000) has been received from Board Financial Assistance Program (BFAP) to be used for the speaker fee, publicity for the event, and needed outreach to our community's disadvantaged students who may be able to attend college with financial assistance. Ms. Huerta's speaking fee is five thousand dollars (\$5,000). EOPS, Cross Cultural Studies Speakers Fund (College Foundation) and fund raising activities may provide additional revenue.

RECOMMENDATION

The Chancellor recommends the Board of Trustees approve Dolores Huerta for this event in the amount of five thousand dollars (\$5000).



Item Submitted By:	Dr. Richard McCullough, President, Saddleback College
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote:

Dolores Huerta Biography

Dolores Huerta is one of the most prominent Latina leaders in the United States. She is President of the Dolores Huerta Foundation and co-founder and First Vice President of the United Farm Workers. For close to fifty years she has dedicated her life to the struggle for justice and dignity, and has been honored with numerous awards for her efforts.

Dolores Huerta was born in New Mexico, where her father was a miner, field worker, union activist and State Assemblyman. Her parents divorced, and her mother raised her, along with her brothers and sisters, in the San Joaquin valley farm workers community of Stockton, California. Her mother was a businesswoman who owned a restaurant and a 70-room hotel, which often put up farm workers and their families for free.

After high school, Dolores attended the University of Pacific's Delta Community College and received a teaching degree. After teaching grammar school, Dolores left her job because in her words, "I couldn't stand seeing kids come to class hungry and in need of shoes. I thought I could do more by organizing farm workers than by trying to teach their hungry children."

In 1955, she was a founding member of the Stockton Chapter of the Community Service Organization (CSO), a grass roots organization that battled segregation, led voter registration drives, and pushed for improved public services. Recognizing the needs of farm workers, Dolores organized and founded the Agricultural Workers Association in 1960. It was through her work with the CSO that Dolores met Cesar Chavez. In 1962, after the CSO turned down Cesar's request as their President to organize farm workers, Dolores joined Cesar and his family in the formation of the National Farm Workers Association (NFWA), the predecessor to the UFW.

For more than thirty years Dolores Huerta remained Cesar Chavez' most loyal and trusted advisor. Their work resulted in the enactment of the Agricultural Labor Relations Act, the first law of its kind in the United States, which granted farm workers the right to collectively organize and bargain for better wages and working conditions. They also founded the Robert Kennedy Medical Plan, the Juan De La Cruz Farm Workers Pension Fund, the Farm Workers Credit Union, the first medical, pension plan, and credit union for farm workers, and the National Farm Workers Communications organization.

Dolores has received countless awards and honors. In 1984, the California state senate bestowed upon her the Outstanding Labor Leader Award. In 1993, Dolores was inducted into the Nation Women's Hall of Fame. That same year she received the American Civil Liberties Union (ACLU) Roger Baldwin Medal of Liberty Award, the Eugene V. Debs Foundation Outstanding American Award, and the Ellis Island Medal of Freedom Award. She is also the recipient of the Consumers' Union Trumpeter's Award. In 1998, she was one of the three Ms. Magazine's "Women of the Year" and the Ladies Home Journal's "100 Most Important Women of the 20th Century." That same year, Dolores received the Eleanor Roosevelt Human Rights Award from President Clinton. She was given the James Smithson Award from the Smithsonian Institution's Center for Latino Initiative in 2001 and the Nation/Puffin Award for creative citizenship in 2002. In 2004, she was named a Public Health Hero by the University of California at Berkeley's School of Public Health and received a Giants of Justice award by the Clergy and Laity United for Economic Justice (CLUE). In addition, Dolores has received honorary doctorate degrees from New College of San Francisco, 1990, San Francisco State University, 1993 and S.U.N.I. New Palz University, 1999.

Dolores' commitment to education and leadership training resulted in the recent establishment of the Dolores Huerta Foundation, which focuses its efforts in low-income and under-represented communities. She has served on the Board of Directors of the California State Library Services and was appointed to the UC Board of Regents in 2003 for a short-term replacement position.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Agenda Item

TO:	Board of Trustees	ITEM:	13
FROM:	Chancellor	DATE:	7-26-04
SUBJECT:	Saddleback College: Women's Center Guest Speaker		
REASON FOR BOARD CONSIDERATION:	APPROVAL		

BACKGROUND

The Re-Entry & Women's Resource Center provides free workshops and specialized groups for men and women seeking educational and vocational direction. These groups are geared toward assessing and planning career and education goals, making decisions, and helping with the concerns and problems posed by the need to make major life changes. Guest speakers are invited to speak at selected programs such as workshops, seminars, and support groups.

STATUS

The Re-Entry & Women's Resource Center has selected Glenn Stevenson, who will present workshops on "Healthy Relationships" and "Self-Esteem" as mentioned in Exhibit A during the Fall Semester 2004. These presentations are offered free of charge to students and community members. The presenter will receive no compensation for his presentation.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve guest speaker Glenn Stevenson for workshops organized by the Re-Entry & Women's Resource Center as shown in Exhibit A.

Item Submitted by:	Dr. Richard D. McCullough, President, Saddleback College
Item Review by:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Saddleback College

**Workshops and Support Groups
September, October and November 2004
Honarium Payment**

GUEST SPEAKER

HONORARIUM

Glenn Stevenson, LCSW
12447 Lewis Street, Suite 206
Garden Grove, CA 92840
(714) 748-4698
Email: ontheverge@pacbell.net

No Honorarium

**South Orange County Community College District
Saddleback College**

Re-Entry & Women's Resource Center Speaker

GUEST LECTUREER	LECTURE TITLE	DATE
Glenn Stevenson, LCSW 12447 Lewis Street, Suite 206 Garden Grove, CA 92840 (714) 748-4698 Email: ontheverge@pacbell.net	"Healthy Relationships" "Self Esteem"	9-21-04 10-26-04

On the Verge... *Coaching*

June 29, 2004

Sholeh Alizadeh, Ph.D.
Re-entry and Women's Center
Saddleback College
28000 Marguerite Parkway
Mission Viejo, CA 92696-3635

Dear Dr. Alizadeh:

Thank you for meeting with me on May 25 to discuss workshops that I may present at the Re-Entry and Women's Center. I am looking forward to doing so. I apologize that it has taken me this long to put together the materials to present to the Board to get approval.

I am proposing that I schedule two workshops in the fall. Both dates are on Tuesdays. I would like to schedule:

"How to Avoid Relationships That Don't Work for You" on September 21, 2004, 5:30-7:00 p.m.

"Self-Esteem: The Springboard to Your Next Step" on October 26, 2004, 5:30-7:00 p.m.

I have enclosed paragraphs describing both workshops. Please feel free to customize the titles and/or descriptions to appeal to the participants that you expect and/or to meet Board expectations.

I have also enclosed a curriculum vita and a biography for submission to the Board.

Please call if you have any questions. I look forward to working with you!

Sincerely,

Glenn Stevenson, LCSW

Glenn Stevenson, LCSW
Therapist and Personal Coach

GLENN STEVENSON, LCSW
Psychotherapist and Personal Coach

12447 Lewis St., Suite 206
Garden Grove, CA 92840
Voice: (714) 636-9696 Fax: (714) 748-4698

COACHING EXPERIENCE

Personal Coach in Private Practice, October, 2001 – present

- Personal coaching specializing in women in transition, self-esteem, and life purpose fulfillment

PSYCHOTHERAPY EXPERIENCE

Licensed Clinical Social Worker, LCS 19398 – May, 1999 – present

Psychotherapist in Private Practice, January, 2001 – present

- Marital therapy, individual therapy related to sense of self and personal direction

Clinical Supervisor and Therapist, Community Family Guidance Center, Cerritos, CA, May 1997 – present

- Supervision of licensed and unlicensed therapists
- Individual and family psychotherapy treating children's behavioral and emotional problems
- Coordinator of children's groups

Therapist, Foothill Family Service, Pasadena, CA, August 1994 – February 1998

- Curriculum design and group leader for men's domestic violence treatment groups
- Individual and group psychotherapy with individuals, couples, and families
- Outreach work on traumatic stress reactions to natural disaster (Northridge earthquake)

Intern, Central Psychiatric Clinic, Cincinnati, OH, September 1992 - May 1993

Intern, Family Service of the Cincinnati Area, September 1991- May 1992

- Full-time field placements (35-40 hours per week) doing outpatient psychotherapy with individuals, couples, and families
- Coleader of nonoffending-parent, sex abuse treatment group
- Supportive treatment of individuals with severe mental disabilities and character disorders

EDUCATION

Smith College School for Social Work, MSW - clinical social work, 1993

University of Wisconsin-Madison, Ph.D. - natural resource economics, 1984

Stanford University, A.B. - economics, 1975

RELATED EXPERIENCE

Participant and Leader in The Life Training Program, Knoxville, TN, 1986 – 1991, and San Jose, CA, 1998 – present

- Self-Esteem Enhancement and Power of Purpose course instructor
- Steering Committee Member
- Participant and volunteer staff member for weekend personal growth courses
- Support group convener
- Studying to become a Trainer

PREVIOUS WORK EXPERIENCE

Economist, Oak Ridge National Laboratory, Oak Ridge, TN, 1984 - 1991

- Economic research, writing, and project management on developing country energy use, renewable energy use, climate change, nuclear plant relicensing, and fuel price forecasting

Fisheries Economist, University of Wisconsin Sea Grant Program, Madison, WI, 1977-1978

U. S. Forest Service Economist, Los Padres National Forest, Goleta, CA, Summer, 1976

Congressional Intern, Office of Congresswoman Bella Abzug, Washington, D.C., 1974

PUBLICATIONS

- Common Property Economics: A General Theory and Land Use Applications, Cambridge University Press, 1991
- Articles on developing country energy use in Energy: The International Journal, The Journal of Developing Areas, and Energy Policy

HONORS & DISTINCTIONS

Phi Beta Kappa

Phi Kappa Phi

Gamma Sigma Delta Honor Society

Sierra Club Economics Committee, 1983-88

Swiss Government Fellowship for 2 years field research in Switzerland, 1978-80

University Fellowship, University of Wisconsin-Madison, 1976-77

Bachelor of Arts with honors and distinction

California State Scholar, Stanford University

PROFESSIONAL MEMBERSHIPS

National Association of Social Workers

California Society for Clinical Social Work

California Association of Marriage and Family Therapists

PERSONAL INTERESTS

Biking, hiking, travel, and personal growth work

On the Verge... *Coaching*

Glenn Stevenson, LCSW Biography

Glenn Stevenson is a personal coach, specializing in women in transition, self-esteem enhancement, and life purpose direction and fulfillment. He is also a psychotherapist (licensed clinical social worker) with over ten years experience treating adults and children and their families.

Mr. Stevenson pursues his coaching and private psychotherapy practices in Orange County. He also serves as a Clinical Supervisor and Therapist at Community Family Guidance Center in Cerritos, California, an agency with which he has been associated since May, 1997. He has held previous outpatient positions serving children and adults, including Foothill Family Service in Pasadena. In 1993, Mr. Stevenson received his Master's of Social Work from Smith College School for Social Work in Massachusetts. He has been licensed since May, 1999.

Clinical social work is a second career for Mr. Stevenson. Mr. Stevenson has a Ph.D. from the University of Wisconsin-Madison, and he previously worked as a natural resource economist on energy and environmental problems at Oak Ridge National Laboratory in Tennessee in the 1980s and early 1990s. Mr. Stevenson wrote *Common Property Economics*, published by Cambridge University Press in 1991. He has also published in journals in the fields of energy and development. Mr. Stevenson chose to change to clinical social work and coaching because of the joy and satisfaction involved in supporting others to discover and expand parts of themselves to lead more fulfilling lives.

On the Verge...

Coaching

How to Avoid Relationships That Don't Work for You

By: Glenn Stevenson, LCSW and Personal Coach

Proposed Venue: Re-Entry and Women's Center, Saddleback College

Proposed Date: Tuesday, September 21, 2004

Proposed Time: 5:30 - 7:00 p.m.

Have you been in a relationship that has not worked for you? Would you like to learn how to get free of this pattern and get on with your life? In this exciting and interactive workshop, Glenn Stevenson explains why we get into relationships that don't work. You can take a step toward not repeating yourself and explore your dreams once clear of the relationships that have held you back!

On the Verge...

Coaching

Self-Esteem: The Springboard to Your Next Step

By: Glenn Stevenson, LCSW and Personal Coach

Proposed Venue: Re-Entry and Women's Center, Saddleback College

Proposed Date: Tuesday, October 26, 2004

Proposed Time: 5:30 - 7:00 p.m.

What might open up to you with improved self-esteem? How do you lose your self-esteem in the first place? Why do you rob yourself of it? How can you restore it? All these questions and lots of answers are explored in this exciting, interactive workshop. Come and learn to distinguish true self-esteem from the punishments and rewards to which it most often is attached. Learn to connect with the self-respect, inner confidence, and creativity that exist when you are at your best.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM: 14
FROM:	CHANCELLOR	DATE: 07/26/04
SUBJECT:	SOCCCD: CONTRACT FOR LEGISLATIVE ADVOCACY: SCHOOL SERVICES OF CALIFORNIA	
REASON FOR BOARD CONSIDERATION:	APPROVAL	

BACKGROUND

On January 21, 2003 the Board of Trustees approved a contract with School Services of California to act as advocates and represent the District regarding Basic Aid. The contract was for the period February 1, 2003 to January 31, 2004 and renewed for an additional six months ending July 31, 2004.

STATUS

Continued legislative monitoring and proactive advocacy services is still necessary as the State debates the 2004-2005 budget.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the contract (EXHIBIT A) with School Services of California for an additional five months beginning August 1, 2004 to December 31, 2004. The contract price is \$2,000 per month plus expenses, not to exceed \$12,000 for the five month contract.

Item Submitted By:	Gary Poertner, Deputy Chancellor
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote:

Client # 24375 /S70

P.O.# _____

AGREEMENT FOR SPECIAL SERVICES
Legislative Advocacy

This is an agreement between the **SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as "District," and **SCHOOL SERVICES OF CALIFORNIA, INC.**, hereinafter referred to as "Consultant," entered into as of August 1, 2004.

RECITALS

WHEREAS, the District needs assistance regarding legislative advocacy on their behalf; and,

WHEREAS, SCHOOL SERVICES OF CALIFORNIA, INC., is professionally and specially trained and competent to provide these services; and,

WHEREAS, the authority for entering into this agreement is contained in Section 53060 of the Government Code and such other provisions of California law as may be applicable.

NOW, THEREFORE, the parties to this agreement do hereby mutually agree as follows:

1. Consultant agrees to perform legislative advocacy services on behalf of the District.
 - a. Maintain a presence with the Legislature, the Governor's Office, State Departments, Boards and Commissions;
 - b. Represent the District before the Legislature, various State departments, the Board of Governors, the State Controller, regarding issues of Basic Aid funding, local property tax revenues, and program flexibility;
 - c. Provide the District with legislative bills and/or budget information review;
 - d. Work with authors, committee consultants, caucus consultants, Office of the Legislative Analyst, the Department of Finance, and the Governor's Office to ensure that the District's position on policies and law changes is articulated and taken into consideration before final action;
 - e. Convey, orally and in writing, the position of the District on State Budget matters brought before the various committees and houses of the Legislature;
 - f. Provide reports during the Legislative session, regarding basic aid to the District; Provide to the District various written material that may be obtained by the Consultant to assist the District in planning and maintaining contact with changes that may occurring in Sacramento that affect the District;

- h. Stay in regular phone contact with the Chancellor or his designee relative to issues affecting the District.
2. The District agrees to pay to Consultant for services rendered under this agreement the sum of \$2,000 per month, plus expenses, during the term of this five-month agreement, upon billing from Consultant. Expenses are not to exceed \$2,000 for this five month period.
- "Expenses" are defined as actual out-of-pocket expenses such as transportation, lodging, meals, duplicating services, fax charges, long distance and cellular telephone charges, and postage.
3. This agreement shall be for the period of five (5) months, beginning August 1, 2004, and terminating December 31, 2004. It may be terminated by either party prior to December 31, 2004, on thirty (30) days written notice. In case of cancellation, the District shall be liable for any costs accrued to date of cancellation under Item 2 above.
4. It is recognized by both parties that Consultant will be serving as a legislative advocate on behalf of the District and that it will be necessary for both parties to file such appropriate forms with the Fair Political Practices Commission as may be required by State law.
5. It is expressly understood and agreed to by both parties that Consultant, while carrying out and complying with any of the terms and conditions of this agreement, is an independent contractor and is not an employee of the District.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed as indicated below:

BY: _____
Gary Poertner
Deputy Chancellor
South Orange County Community College District

DATE: _____

BY: _____
Arnold Bray
Senior Director, Legislative and
Community College Services
School Services of California, Inc.

DATE: June 18, 2004

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM: 15
FROM:	CHANCELLOR	DATE: 07/26/04
SUBJECT:	SOCCCD: TELEPHONE SYSTEMS MAINTENANCE: RENEWAL OF AGREEMENT	
REASON FOR BOARD CONSIDERATION: APPROVAL		

BACKGROUND

On June 15, 1998, the Board of Trustees approved an agreement with Williams Communication to provide maintenance service for the telephone systems at both campuses for three years. The Board subsequently approved extending the contract for two one-year terms that will expire on July 30, 2003. On May 27, 2003, the Board approved another extension that will expire on July 31, 2004.

STATUS

Since the existing system will be replaced in the near future, it is in the District's best interest not to enter into a long term agreement for its maintenance. The current maintenance service provider, Nextira One, has agreed to extend the contract for eight (8) months under the same terms and conditions of the current agreement. The total cost of this extension will be Twenty Four Thousand Seventy Four and 34/100 Dollars (\$24,074.34) for the Saddleback College campus and Fourteen Thousand Two Hundred Six and 91/100 Dollars (\$14,206.91) for Irvine Valley College. Cost of labor for add/moves and any other extra services will remain at Seventy Five and No/100 Dollars (\$75.00)/hour. Funds will be budgeted in the colleges' 2004-05 General Fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve extending the telephone systems maintenance agreement for both campuses with Nextira One for eight (8) months as shown in EXHIBITS A and B.

Item Submitted By:	Gary Poertner, Deputy Chancellor
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote:



NextiraOne
2800 POST OAK BLVD, SUITE 200, HOUSTON, TEXAS 77056
T 713-307-4099
www.NextiraOne.com

July 1st, 2004

Attn: Telecommunication Manager

Re: #10213957/50071101 ~ 8 Month Extension

Dear Valued Customer:

Your current contract with NextiraOne for Maintenance at the above site is scheduled to expire on July 31st, 2004. For our mutual convenience, NextiraOne is willing to extend the Term of this contract for eight months, until March 31st, 2005. The eight-month Service Fee will be \$24,074.34

If you agree to this extension at the Service Fee listed above, please sign below and return this letter to me Rebecca Waack, Fax 713-307-6342. If we do not receive your signed confirmation by July 12th, 2004, your maintenance service will terminate on the original expiration date shown above.

If you have any questions, please contact Rebecca Waack at 713-393-8334.

Very truly yours,

Rebecca Waack

Maintenance Sales Executive

I accept your offer to extend Maintenance at the above site for eight months, at the eight-month Service Fee listed above.

South Orange Cty. Community College

By: _____

Name: _____

Title: _____

Date: _____



NextiraOne
2800 POST OAK BLVD, SUITE 200, HOUSTON, TEXAS 77056
T 713-393-3000
www.NextiraOne.com

July 1st, 2004

Attn: Telecommunication Manager

Re: #10214201/50078837 ~ 8 Month Extension

Dear Valued Customer:

Your current contract with NextiraOne for Maintenance at the above site is scheduled to expire on July 31st, 2004. For our mutual convenience, NextiraOne is willing to extend the *Term of this contract* for eight months, until March 31st, 2005. The eight-month Service Fee will be \$14,206.91.

If you agree to this extension at the Service Fee listed above, please sign below and return this letter to me Rebecca Waack, Fax 713-307-6342. If we do not receive your signed confirmation by July 12th, 2004, your maintenance service will terminate on the original expiration date shown above.

If you have any questions, please contact Rebecca Waack at 713-393-8334.

Very truly yours,

Rebecca Waack

Maintenance Sales Executive

I accept your offer to extend Maintenance at the above site for eight months, at the eight-month Service Fee listed above.

Irvine Community College

By: _____

Name: _____

Title: _____

Date: _____

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM: 16
FROM:	CHANCELLOR	DATE: 7/26/04
SUBJECT:	SOCCCD: AWARD OF BID: FIVE-YEAR MAINTENANCE AGREEMENT FOR ELEVATORS	
REASON FOR BOARD CONSIDERATION:	APPROVAL	

BACKGROUND

In order to obtain the best possible price for maintenance of the elevators, the District sought bids from vendors for five-year elevator maintenance on twelve (12) elevators for both campuses.

STATUS

On June 14, 2004, Bid No. 258D for a Five-Year Maintenance Agreement for Elevators was sent to ten (10) vendors. Four (4) vendors responded to the bid and bids were opened on June 8, 2004. The lowest bid meeting all specifications for maintenance of Saddleback College elevators (8 total) was Amtech Elevator Services, Anaheim, California for Seventy Four Thousand Four Hundred and No/100 Dollars (\$74,400.00). The lowest bid meeting all specifications for maintenance of the Irvine Valley College elevators (4 total) was Excelsior Elevator Corp., Santa Ana, California for Thirty Nine Thousand and No/100 Dollars (\$39,000.00), EXHIBIT A. College staff has reviewed the bids and recommends award. Funds have been budgeted by the colleges for 2004-05.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees award Bid No. 258D for the Five-Year Maintenance Agreement for Elevators at Saddleback College for Seventy Four Thousand Four Hundred and No/100 Dollars (\$74,400.00) total cost and Irvine Valley College for Thirty Nine Thousand and No/100 Dollars (\$39,000.00) total cost, as shown in EXHIBIT A.

Item Submitted By:	Gary Poertner, Deputy Chancellor
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote:

**BID NO 258D
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
FIVE-YEAR MAINTENANCE AGREEMENT FOR ELEVATORS
JULY 26, 2004**

SADDLEBACK COLLEGE	
<u>Vendors</u>	<u>Amount</u>
AMTECH ELEVATOR SERVICES Anaheim, CA	\$ 74,400.00 *
EXCELSIOR ELEVATOR CORP. Santa Ana, CA	\$ 78,000.00
FUJITEC AMERICA INC. Torrance, CA	\$ 96,000.00
SCHINDLER ELEVATOR CORP. Irvine, CA	\$144,900.00

IRVINE VALLEY COLLEGE	
EXCELSIOR ELEVATOR CORP. Santa Ana, CA	\$ 39,000.00 *
AMTECH ELEVATOR SERVICES Anaheim, CA	\$ 46,000.00
FUJITEC AMERICA, INC. Torrance, CA	\$ 60,000.00
SCHINDLER ELEVATOR CORP. Irvine, CA	\$ 64,200.00

*** RECOMMENDED AWARDS**

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM: 17
FROM:	CHANCELLOR	DATE: 7/26/04
SUBJECT:	SOCCCD: THREE-YEAR PAY PHONE INSTALLATION AGREEMENT	
REASON FOR BOARD CONSIDERATION:	APPROVAL	

BACKGROUND

On July 31, 2000, the Board of Trustees approved an agreement with PhoneTel Technologies for Pay Phone Installation at both campuses. This agreement has expired and Davel Communications (successor of Phone Tel) has notified the District its intention to remove the pay phones from both campuses.

STATUS

A request for proposals for Pay Phone Installation at both campuses was sent to seven (7) vendors. Three (3) vendors submitted proposals that were opened on June 2, 2004 (EXHIBIT A). Payphone Stations, Inc. of Long Beach, submitted the proposal that was most convenient for the colleges and had the best references.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve a three-year Pay Phone Installation agreement with Payphone Stations, Inc., as shown in EXHIBIT B. The agreement includes two (2) one-year options for renewal under the same terms and conditions.

Item Submitted By:	Gary Poertner, Deputy Chancellor
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote:

PAY PHONE INSTALLATION AGREEMENT

July 26, 2004

VENDOR	Signing Bonus	Commission
Payphone Stations, Inc. (1) Long Beach, CA	\$5,000.00	35% for phones grossing up to \$200 40% to 60% for phones grossing more than \$200
Starwest Riverside, CA	\$5,000.00	35%
SBC San Diego, CA		Up to 35%

(1) Recommended Award

PAY PHONE INSTALLATION AGREEMENT

This AGREEMENT is hereby entered into between the South Orange County Community College District, hereinafter referred to as "DISTRICT," and Payphone Station, Inc., 1808 Litchfield Street, Suite G, Long Beach, California, 90815, phone 800-673-1544, hereinafter referred to as "PSI."

WHEREAS, DISTRICT owns and operates the campuses of Irvine Valley College, located at 5500 Irvine Center Dr., Irvine, CA 92618 and Saddleback College, located at 28000 Marguerite Pkwy., Mission Viejo, CA 92692, (the "PREMISES"), and has full power and authority to enter into agreements regarding the PREMISES; and

WHEREAS, DISTRICT is interested in providing public pay telephone services, including without limitation, wireline coin, table-top, and prepaid calling card machines, ("PAY TELEPHONES") at the PREMISES for the benefit of students and the general public; and

WHEREAS, PSI is experienced in the installation, maintenance, and operation of PAY TELEPHONES and has, either directly or indirectly, full authority, expertise, and capability to enter into agreements for PAY TELEPHONE services; and

WHEREAS, PSI, in response to the DISTRICT's request for proposals, has submitted a proposal, dated June 1, 2004, a copy of which is attached hereto as Exhibit A and incorporated herein as if fully set forth;

NOW, THEREFORE, the parties, for the consideration stated herein, agree as follows:

1. PSI, at its sole cost and expense, shall install PAY TELEPHONES, including ADA compliant equipment, at the PREMISES, at locations jointly specified and agreed by the parties. PSI shall also service, repair and maintain in proper working order said equipment at its own expense pursuant to the terms of this AGREEMENT, respond and promptly repair any damage to the PAY TELEPHONES located on the PREMISES, order necessary parts or request local or interexchange carrier within one (1) business day after receiving notice and description of such disrepair, damage, or non-working condition.

2. During the term of this AGREEMENT, PSI shall pay on a timely basis all PAY TELEPHONE related charges, surcharges, and taxes incurred in connection with the use of such PAY TELEPHONES or imposed by a local or interexchange carrier or other party providing services to or on behalf of said PAY TELEPHONES.

3. PSI shall charge for local calls less than or equal to the local exchange carrier rates, and shall charge for long distance calls less than or equal to the long distance carrier rates.

4. DISTRICT agrees that, during the term of this AGREEMENT, and any renewal thereof, PSI shall have the sole and exclusive right to install and operate PAYPHONES at the PREMISES. DISTRICT also agrees to provide to the public ready access to any and all PAYPHONES located on the PREMISES.

5. PSI, or its agents, shall have the authority to enter the PREMISES as necessary for collecting revenues, installing, servicing, removing, or repairing its PAYPHONES during normal business hours. After hours access may be authorized if approved in advance by each college and coordinated with campus police.

6. **Term.** The term of this AGREEMENT shall commence on August 1, 2004, and shall terminate on July 30, 2007. At the end of this period, the DISTRICT shall have the option to renew for two additional one-year periods under the same terms and conditions.

7. **Compensation.** PSI agrees to pay the DISTRICT, as signing bonus, the amount of Five Thousand Dollars & No/100 (\$5,000.00) within thirty (30) calendar days from the date of this AGREEMENT. In addition, PSI agrees to pay, within thirty (30) calendar days after the end of each month, commissions calculated as a percentage of the gross revenue per each phone according with the following scale:

GROSS REVENUE/PHONE	PERCENTAGE COMMISSION
Up to \$200.00	35%
\$201.00 - \$300.00	40%
\$301.00 - \$400.00	45%
\$401.00 - \$500.00	50%
\$501.00 - \$600.00	55%
\$601.00 – and up	60%

Gross revenue is defined as all revenue derived from all calls made from each PAY TELEPHONE, including coin (local and 1+), operator services (intralata, interlata, and interstate) and prepaid calling cards. Line charges shall not be deducted from the gross revenue. Failure to make regular commission payments shall be cause for termination of this AGREEMENT.

8. **Termination.** DISTRICT may terminate this AGREEMENT upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this AGREEMENT by PSI; or (b) any act by PSI exposing the DISTRICT to liability to others for personal injury or property damage; or (c) PSI is adjudged a bankrupt, PSI makes a general assignment for the benefit of creditors or a receiver is appointed on account of PSI's insolvency. Written notice by DISTRICT shall contain the reasons for such intention to terminate and unless within thirty (30) days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this AGREEMENT shall upon the expiration of the thirty (30) days cease and terminate. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to DISTRICT. Written notice by DISTRICT shall be deemed given when received by the other party, or no later than three days after the day of mailing, whichever is sooner.

9. **Hold Harmless.** PSI agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its Board of Trustees, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of:

(a) any injury to or death of any person(s), or damage to or loss of any property caused by any act, neglect, default, or omission of PSI, or any person, firm or corporation employed by the PSI, either directly or by independent contract, arising out of, or in any way connected with, the services covered by this AGREEMENT, whether said injury or damage occurs either on or off DISTRICT's property, except for liability for damages which result from the sole negligence or willful misconduct of the DISTRICT or its officers, employees or agents; and/or

10. **Insurance.** PSI agrees to carry a comprehensive general and automobile liability insurance with limits of One Million and No/100 Dollars (\$1,000,000.00) per occurrence combined

single limit for bodily injury and property damage in a form mutually acceptable to both parties to protect PSI and DISTRICT against liability or claims of liability which may arise out of this AGREEMENT. In addition, PSI agrees to provide an endorsement to this policy stating, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by DISTRICT shall be excess and noncontributory." No later than ten (10) days after executing this AGREEMENT PSI shall provide DISTRICT with certificates of insurance evidencing all coverages and endorsements required hereunder including a thirty (30) day written notice of cancellation or reduction in coverage. PSI agrees to name DISTRICT and its officers, agents and employees as additional insureds under said policy.

11. **Assignment.** The obligations of PSI pursuant to this AGREEMENT shall not be assigned by PSI.

12. **Compliance With Applicable Laws.** PSI agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to PSI, PSI's business, equipment and personnel engaged in operations covered by this AGREEMENT or accruing out of the performance of such operations.

13. **Permits/Licenses.** PSI and all PSI's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this AGREEMENT.

14. **Entire Agreement/Amendment.** This AGREEMENT and any exhibits attached hereto constitute the entire agreement among the parties to it and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated, and may be amended only by a written amendment executed by both parties to the AGREEMENT.

15. **Affirmative Action Employment.** PSI agrees that it will not engage in unlawful discrimination in employment of persons because of race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status, or sex of such persons.

16. **Non Waiver.** The failure of DISTRICT or PSI to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this AGREEMENT, shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

17. **Notice.** All notices or demands to be given under this AGREEMENT by either party to the other, shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served or if mailed on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section. At the date of this AGREEMENT, the addresses of the parties are as follows:

DISTRICT:

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692
Attn: Gary Poertner

PSI:

Payphone Stations, Inc.
1808 Litchfield St., Suite G
Long Beach, CA 90815
Attn: Kent A. Goble

18. **Severability.** If any term, condition or provision of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

19. **Governing Law.** The terms and conditions of this AGREEMENT shall be governed by the laws of the State of California with venue in Orange County, California.

THIS AGREEMENT IS ENTERED INTO THIS ____ DAY OF ____, 20__.

South Orange County Community College District

Payphone Stations, Inc.

By: _____

By: _____

Signature

Signature

Gary Poertner, Deputy Chancellor

Kent A. Goble, President

Social Security or Taxpayer
Identification Number

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM: 18
FROM:	CHANCELLOR	DATE: 07/26/04
SUBJECT:	SOCCCD: TRAVEL REIMBURSEMENT AUTHORIZATION FOR FIRST AND SECOND LEVEL INTERVIEWS FOR THE POSITION OF PROVOST OF ATEP	
REASON FOR BOARD CONSIDERATION:	APPROVAL	

BACKGROUND

The District has, from time to time, paid the travel expenses of candidates for executive level positions.

STATUS

At the time interviews were set up, first level candidates for the executive position of Provost of ATEP were advised that they would be reimbursed for their airfare or mileage. Second level candidates for these positions were informed that they would be reimbursed for airfare or mileage, and hotel, car rental, and meals. The candidates have provided receipts for these expenses.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the candidates' qualifying travel expenses for first and second level interviews, be reimbursed by the District.

Item Submitted By:	Gary Poertner, Deputy Chancellor
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote :

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	19
FROM:	CHANCELLOR	DATE:	07/26/04
SUBJECT:	SOCCCD: STAR SOLUTIONS – SOFTWARE ENGINEERING SERVICES		
REASON FOR BOARD CONSIDERATION:	APPROVAL		

BACKGROUND

District Information Technology uses external contractors to provide specific services in the development, implementation, and support of information systems and services and in accordance with Government Code 53060. A district-wide committee has established IT project priorities for the 2004/2005 fiscal year. District IT has reviewed these priorities and proposed the resources and timelines for completing these projects. The specific projects that these resources will be applied to include Online Student Education Plan, Facilities Management and Scheduling System, Time and Attendance System, and Messaging Infrastructure. This resource may also be applied to smaller IT tasks on a limited basis. The executive committee has approved these projects.

STATUS

Over the past two years District IT has solicited proposals from five (5) software vendors to meet the various software engineering needs associated with district projects. The District contracted in fiscal year 2003/2004 with STAR Solutions to provide software engineering services to meet project needs. STAR Solutions has delivered to the District the specific software engineering expertise needed in these projects. Currently scheduled projects require approximately six person months of contract services. STAR Solutions has provided a quote to the District (Exhibit A) which proposes these services at an hourly rate of \$65.00 per hour at an estimated total cost of \$67,600. Funding for these projects has been established under IT projects in the district-wide General Expense Account.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the attached contract with STAR Solutions (Exhibit B) for the purpose of providing IT project software engineering services at a cost not to exceed \$67,600.

Item Submitted By:	Gary Poertner, Deputy Chancellor
Item Reviewed By:	Raghu P. Mathur, Chancellor
Final Disposition:	Vote :



5910 Pacific Center Blvd, Suite 300 San Diego, CA. 92121

QUOTE

Phone: (888) 988-1333

Fax: (858) 552-4580

www.star-solutions.com

Quote To:

Quote # AADQ9540

S. Orange County Community College
Dist.
Allan MacDougall
2800 Marguerite Parkway
Mission Viejo, CA 92692-3635

Date 06/07/04

Sales Rep. Richard Theisman

Qty	Part #	Description	Unit Price	Ext. Price
1,040	OS-S	130 Days OF SOFTWARE ENGINEERING SERVICES	\$65.00	\$67,600.00

U/M= HOURS

TERM: 8/1/2004 - 1/31/2005

Scope of Work

The following is a proposed Scope of Work (SOW) based upon the conversations between South Orange County Community College Dist. and STAR Solutions, LLC (STAR).

The specific goal of this SOW is to provide South Orange County Community College Dist. with forty hours per week of software engineering services. STAR Solutions has built a successful practice of augmenting clients' software engineering efforts that require specialized skill sets. Initially identified skill set to meet South Orange County Community College Dist. requirements includes the following:

Requires experience with the following applications:

- Microsoft architecture
- SQL Server
- Visual Basic
- Visual Studio 6.0
- Dreamweaver MX
- Edit Plus
- Crystal Reports
- WEB Portal development experience

Qty	Part #	Description	Unit Price	Ext. Price
			SubTotal	\$67,600.00
			Freight	\$0.00
			Sales Tax	\$0.00
			Total	\$67,600.00

PRICING IS CONFIDENTIAL AND SUBJECT TO CHANGE. THIS QUOTE IS VALID FOR 30 DAYS FROM DATE OF QUOTATION. PRICES BASED UPON TOTAL PURCHASE. SHIPPING CHARGES NOT INCLUDED. SALES TAX NOT INCLUDED, UNLESS SPECIFIED. STAR SOLUTIONS SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. PROFESSIONAL SERVICES DO NOT INCLUDE TRAVEL AND EXPENSES CHARGES. A RESTOCKING FEE MAY APPLY FOR RETURNED PRODUCTS. NO RETURNS WILL BE ACCEPTED WITHOUT PRIOR AUTHORIZATION. ALL SALES ARE SUBJECT TO STAR SOLUTIONS TERMS AND CONDITIONS OF SALE, AS WELL AS TO MANUFACTURER'S TERMS AND CONDITIONS OF SALE.

INDEPENDENT CONTRACTOR/CONSULTANT AGREEMENT

EXHIBIT B
Page 1 of 1

This Agreement is made and entered into this 27th day of July, 2004 between:

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692-3635
Telephone (949) 582-4664
Requisition # RB05-00484

hereinafter called DISTRICT, and

(Name of Consultant): **STAR Solutions**
(Street Address): **5910 Pacific Center Blvd., Ste 300**
(City, State, Zip Code): **San Diego, CA 92121**
(Telephone #): **888-988-1333**

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 8/1/04 to 1/31/05, inclusive. The DISTRICT shall have the discretion to terminate this contract by providing CONSULTANT 30 days prior written notice.
2. The CONSULTANT shall, at times and places designated by it and acceptable to the DISTRICT perform the following services:
Software engineering and application development services and projects including
Online Student Education Plan
Facilities Management and Scheduling System
Time and Attendance System and Messaging Infrastructure.
3. The DISTRICT shall pay the CONSULTANT \$65.00 an hour, not to exceed \$67,600.00 for services specified above, plus DISTRICT shall reimburse the following expenses (0.00) not to exceed \$0.00 in accordance with the South Orange County Community College District guidelines. The total contract amount is \$67,600. Upon completion of the services provided for hereof and upon a signed invoice acceptable to the DISTRICT and approved by Jim Gaston, payment will be made.
4. The DISTRICT shall not be liable to the CONSULTANT for personal injury or property damage sustained by him/her in the performance of this contract, whether caused by himself/herself, the DISTRICT, its officers, agents or employees, or by any third party. CONSULTANT agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever.
5. While performing service hereunder, the CONSULTANT is an independent contractor and not an officer, agent or employee of the South Orange County Community College District inclusive of Saddleback College and Irvine Valley College.
6. Neither party shall assign this Agreement or any part thereof without the written consent of the other party.

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

Consultant

South Orange County Community College District

Signature: _____

Signature: _____

By: _____

By: Gary Poertner

Title: Consultant

Title: Deputy Chancellor

Date: _____

Date: _____

Contact Person: Richard Theisman

College Contact Person: Allan MacDougall

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM: 20
FROM:	CHANCELLOR	DATE: 07/26/04
SUBJECT:	SOCCCD: NOTICE OF COMPLETION: PACKAGE "G", MASONRY/CMU	
REASON FOR BOARD CONSIDERATION:	APPROVAL	

BACKGROUND

On September 29, 2003, the Board of Trustees approved a contract with New Dimension Masonry, Inc., of San Diego, California for Package "G", Masonry/CMU for the Health Sciences/District Offices project at Saddleback College for the amount of Two Hundred Eighteen Thousand Eight Hundred Eighty Thousand and No/100 Dollars (\$218,880.00). One (1) change order was subsequently approved, reducing the contract amount to Two Hundred Sixteen Thousand Two Hundred One and No/100 Dollars (\$216,201.00).

STATUS

All work included in Package "G" has been completed. The construction manager and district staff are recommending that the District file the Notice of Completion, EXHIBIT A.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees authorize the filing of the Notice of Completion, for Package "G", Masonry/CMU for the Health Sciences/District Offices project at Saddleback College, EXHIBIT A, and further authorize the release of the retention thirty five (35) days after the date of filing.

Item Submitted By:	Gary Poertner, Deputy Chancellor
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote:

Recording Requested
By and Mail to:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
28000 Marguerite Parkway
Mission Viejo, California 92692
Attn: Purchasing & Facilities Planning

EXEMPT PER GOVERNMENT CODE 6103

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN, that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, is Owner of the property hereinafter described, caused improvements to be made to said property to wit: PACKAGE "G", MASONRY/CMU FOR THE HEALTH SCIENCE/DISTRICT OFFICES PROJECT AT SADDLEBACK COLLEGE the contract for the doing of which was heretofore entered into on the 30th day of SEPTEMBER, 2003, which contract was made with NEW DIMENSION MASONRY, INC, of San Diego, California as Contractor; that said improvements were completed on JUNE 21, 2004, and accepted by formal action of the governing board of said District on the 26th day of JULY, 2004 that title to said property is vested in the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California; that the surety for the above-named Contractor is the INSURANCE COMPANY OF THE WEST; that the property hereinafter referred to, and on which said improvements were made is described as follows:

SADDLEBACK COLLEGE
28000 MARGUERITE PARKWAY
MISSION VIEJO, CALIFORNIA 92692
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
OF ORANGE COUNTY

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

STATE OF CALIFORNIA)

) ss.

COUNTY OF ORANGE)

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

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

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

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

RAGHU P. MATHUR, Ed.D. DATED
Chancellor

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

Notary Public in and for
said County and State

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM: 21
FROM:	CHANCELLOR	DATE: 7/26/04
SUBJECT:	SADDLEBACK COLLEGE: AMENDMENT TO COFFEE CART AGREEMENT	
REASON FOR BOARD CONSIDERATION:	APPROVAL	

BACKGROUND

On June 22, 2004, the Board of Trustees approved an agreement with The Drip Coffee for Satellite Coffee Cart Services at Saddleback College. The agreement did not specify the days and hours of operation.

STATUS

EXHIBIT A is an amendment to the agreement for satellite coffee cart services with The Drip Coffee at Saddleback College that clarifies the days and hours of operation.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve an amendment to the agreement with The Drip Coffee for satellite coffee cart services at Saddleback College as shown on EXHIBIT A.

Item Submitted By:	Gary Poertner, Deputy Chancellor
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote:

**AMENDMENT
TO SATELLITE COFFEE CART SERVICES AGREEMENT
FOR SADDLEBACK COLLEGE**

JULY 27, 2004

THIS AMENDMENT shall modify the original agreement dated June 23, 2004 by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and The Drip Coffee, 2867 Ballesteros Lane, Tustin, CA 92782, hereinafter referred to as "CONSULTANT."

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

WHEREAS, Article III, paragraph D, refers to an Exhibit A for the regular days of operation for the 2004-05 academic year; and

WHEREAS, Exhibit A was not included with the original agreement;

NOW, THEREFORE, the Parties agree to modify Article III, paragraph D, of the original contract as follows:

D. Mutually agreed upon hours will be determined and adhered to each instructional term at least one month in advance of the first day of the term. Summer 2004 hours shall be 7:30 am to 12:30 pm Monday through Thursday (closed on Fridays).

Fall 2004 hours shall be 7:00 am to 9:00 pm Monday through Thursday and 7:00 am to 1:00 pm on Fridays.

Hours may be changed by mutual agreement. The party requesting the change shall notify the other party of such request at least seven (7) days in advance. In all cases, an effort shall be made to insure that the satellite coffee cart is open for business at least half hour prior to the start of classes and half hour after the last evening class commences.

Summer hours will not be, unless mutually agreed upon, include afternoons from 12:30 pm to 5:00 pm.

Operating hours may be extended by mutual agreement to serve special college functions or for the convenience of staff and faculty during days when classes are not being held.

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

"DISTRICT"

South Orange County Community College District

By: _____
Gary Poertner

Title: Deputy Chancellor

Date: _____

"CONTRACTOR"

The Drip Coffee

By: _____

Title: _____

Date: _____

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	22
FROM:	CHANCELLOR	DATE:	7/26/04
SUBJECT:	SADDLEBACK COLLEGE: AWARD OF BID: BEVERAGE SUPPLIER SERVICES		
REASON FOR BOARD CONSIDERATION:	APPROVAL		

BACKGROUND

On April 26, 1999, the Board of Trustees approved a five-year agreement granting the Pepsi Cola Company the exclusive rights as soft drink supplier for Saddleback College. This agreement has expired.

STATUS

On March 26, 2004, invitations for Bid No. 1031 were sent to seventeen (17) vendors. Bids along with other food services packages, included Package C for Beverage Supplier Services at Saddleback College. Two (2) vendors responded to the invitation for bids and their bids opened on April 19, 2004. The most attractive proposal was submitted by BCI Coca-Cola Bottling Company, of Los Angeles, EXHIBIT A. The college's food services committee recommends award of bid to Coca-Cola.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve a 5-year agreement with BCI Coca-Cola Bottling Company for Beverage Supplier Services at Saddleback College, EXHIBIT B.

Item Submitted By:	Gary Poertner, Deputy Chancellor
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote:

BID NO. 1031
PACKAGE C

EXHIBIT A

BEVERAGE SUPPLIER SERVICES
FOR SADDLEBACK COLLEGE

JULY 26, 2004

	THE COCA COLA COMPANY (1)		PEPSI BOTTLING GROUP	
SPONSORSHIP/ COMMISSION SUPPORT	\$80,000		\$30,000	
MERCHANDISING/ MARKETING	\$5,000		\$35,000	
OTHER CONTRIBUTIONS			\$4,000	
RECYCLING BINS	10			
SCHOLARSHIPS	QUALIFY FOR \$1,000		\$1,000	
COMMISSIONS	12 oz. Soft Drink	\$9.70/case		
	20 oz. Bottle	\$9.41/case	20 oz. Bottle	\$7.38/case
	PowerAde	\$11.36/case	Gatorade/ Dole	\$3.65/case
	Minute Maid	\$11.36/case		
	Water	\$9.41/case		

(1) RECOMMENDED AWARD

SPONSORSHIP AGREEMENT

This agreement (the "**Agreement**") is made by and between BCI Coca-Cola Bottling Company of Los Angeles d/b/a Coca-Cola Bottling Company of Los Angeles, a Delaware corporation (the "**Sponsor**"), and South Orange County Community College District (the "**District**"), a political subdivision of the State of California located in Mission Viejo, California, on behalf of its Saddleback College (the "**College**"). The parties are entering into this exclusive sponsorship agreement because the District wishes to grant to Sponsor, and Sponsor wishes to obtain, the exclusive rights (i) to offer Beverages for sale or sampling on the Campus, and (ii) to market and associate Beverages with the College and to promote their consumption and sale generally and on the Campus. In consideration of the mutual promises contained here, the parties agree as set forth below.

1. ***Term.***

This Agreement takes effect on August 1, 2004 (the "**Effective Date**") and expires on July 31, 2009, unless sooner terminated as provided herein (the "**Term**").

2. ***Definitions.***

All defined terms used in this Agreement and not otherwise defined will have the meanings set forth on **Exhibit A**.

3. ***Beverage Availability Rights.***

- 3.1 District agrees that all Beverages sold, distributed, or sampled (that is, distributed at no cost), advertised or promoted anywhere, anytime on the Campus and in connection with the College and/or the Teams will be Products. Sponsor and District agree that, at a minimum, the following Products will be available at each location on the Campus where refreshments are sold, distributed or sampled: Coca-Cola classic (or Coke), diet Coke, Sprite, and Mr. PiBB. No Competitive Products will be sold, distributed, sampled, advertised, or promoted on Campus.
- 3.2 District will ensure that College's Concessionaires will purchase from Sponsor, and Sponsor will sell to the Concessionaires, all of the Campus' requirements for Beverages and Approved Cups, lids and carbon dioxide at the prices listed in **Exhibit B**. The prices set forth in Exhibit B are subject to an annual 2% increase.
- 3.3 District will use its reasonable efforts to maximize the sale and distribution of Products on Campus by requiring College's Concessionaires who sell Beverages to purchase Beverages from Sponsor. If Beverages are sold at any athletic events, District will ensure that such Beverages will be Products.

4. **Marketing Rights.**

4.1 District grants to Sponsor the following promotional rights, which are exclusive as to Beverages, to:

4.1.1 Market and promote Beverages in connection with the College.

4.1.2 Refer to Sponsor in any of Sponsor's marketing materials as a "sponsor" of the Campus, the College, and/or the Teams, and refer to any brand of Products in any of Sponsor's marketing materials as the "official" or "exclusive" soft drink, sports drink, tea, juice, or juice drink of the Campus, College or the Teams.

4.1.3 Sample Products and survey individuals on the Campus with College's prior written approval as to location and time.

4.2 District grants to Sponsor the following exclusive merchandising rights:

4.2.1 District agrees that all Beverages served, sold, or dispensed on the Campus in disposable vessels (including Beverages sold, served, or made available in locker rooms and players' benches) will be served in Approved Cups.

4.2.2 Materials promoting the Products at the point-of-sale on the Campus, which will include translites and pictorials on dispensing equipment depicting Approved Cups and Products, will be clearly visible to the purchasing public and will be displayed in a manner and location acceptable to Sponsor.

4.2.3 Product trademarks will be prominently displayed on each menu board and Beverage vending machine on the Campus.

4.3 College will have the right to pre-approve in writing: (i) the concept for any promotional activity undertaken as set forth in Sections 4.1 and 4.2; and (ii) any artwork or other items created by Sponsor for use in promotional activities or otherwise in accordance with the terms of this Agreement. If College fails to respond to any submission within a period of ten (10) working days subsequent to the actual receipt by College of such submission, then such submission will be deemed approved by College. District agrees that College's approval hereunder will not be unreasonably withheld.

4.4 District agrees that it will not, directly or indirectly (nor will District permit anyone to whom District has granted promotional, advertising or other rights), maintain any agreement or relationship pursuant to which any Competitive Products are associated in any manner with College, the Campus, or the Teams in any fashion that creates or tends to create the impression of a relationship or connection between the College, the Campus or the Teams and any Competitive Product. For further specificity, and not by way of limitation, District agrees that no permanent or temporary advertising, signage, or trademark visibility for Competitive Products will be displayed or permitted anywhere on the Campus. Nothing contained herein will prevent on-Campus consumption by students, faculty or their guests of Competitive Products purchased outside the Campus.

4.5 District shall have the right to make the following Competitive Products available for sale and distribution at the College cafeteria only: Seattle's Best brand coffee, Crystal Light

brand tropical passion flavor in a bubbler, Alta Dena brand milk and flavored milk, Nes-quick brand milk and flavored milk, V8 brand tomato juice, Campbell's brand tomato juice, Slimfast, and Starbucks brand Frappuccino. This provision shall not be deemed to allow advertising or promotional rights with respect to such Competitive Products except that trademarks for such Competitive Products may be listed on menuboard and dispensing equipment to indicate availability.

5. **Consideration.**

- 5.1 For the rights described herein, Sponsor agrees to pay District Eighty Thousand Dollars (\$80,000) per Agreement Year for an aggregate of Four Hundred Thousand Dollars (\$400,000) for the entire Term (the "**Sponsorship Fees**"). A first installment of Forty Thousand Dollars (\$40,000) will be paid within thirty (30) days of the date that this Agreement is fully executed. Subsequent installments of Forty Thousand Dollars (\$40,000) each will be due at the end of each Agreement Year and on each anniversary of the Effective Date. The Sponsorship Fees will be deemed earned evenly during the Agreement Year in which they are paid.
- 5.2 Sponsor shall pay District commissions on full-service Beverage vending sales based on the following rates and initial vend prices:

<u>Package</u>	<u>Commission*</u>	<u>Initial Vend Price</u>
20 oz. bottles – carbonated, non-carbonated, Dasani	35%	\$1.25
20 oz. bottles - POWERADE	35%	\$1.50
15.2 oz. bottles - Minute Maid juices	35%	\$1.50
12 oz. cans – carbonated	45%	\$1.00

* In the event that Sodexo becomes the College's Concessionaire at any time during the Term of this Agreement, the commission rate will decrease to 30% for bottles and to 40% for cans.

Commissions are paid based upon cash collected, after deducting taxes, recycling fees, CRV, other government-mandated fees, and debit card fees, if any.

Commissions shall not be payable on any sales from vending machines not filled or serviced by Sponsor. Vend prices and packages shall be in effect for Agreement Year One. Sponsor may adjust the vend prices on an annual basis as necessary to reflect changes in its costs, including cost of goods. These commissions will be paid on or about the 20th of each month following the month in which they are earned.

- 5.3 During each Agreement Year, Sponsor agrees to provide College, at a mutually agreed time, with one hundred (100) standard physical cases of 12 oz. can carbonated Product, with a retail value of approximately Seven Hundred Fifty Dollars (\$750).
- 5.4 During each Agreement Year, Sponsor agrees to provide College, at a mutually agreed time, with marketing support for mutually agreed upon promotions, with a retail value of approximately Five Thousand Dollars (\$5,000).

6. *Equipment and Service.*

Sponsor will provide vending equipment and service sufficient to meet College's reasonable needs as follows:

- 6.1 During the Term, Sponsor will provide to College and its Concessionaires all Beverage dispensing equipment ("Equipment") which is reasonably required in Sponsor's discretion to dispense Products at the Campus, including a minimum of 28 vending machines and 2 coolers. Sponsor agrees to install any additional electrical service where necessary for its Equipment. District agrees to pay all monthly utility bills. District represents and warrants that electric service on the Campus is proper and adequate for the installation of Equipment and District agrees to indemnify and hold harmless Sponsor from any damages arising out of defective electrical services.
- 6.2 District agrees: (i) it will execute documents evidencing Sponsor's ownership of its Equipment; (ii) upon request of Sponsor, District will execute Sponsor's equipment placement agreements upon terms and conditions mutually agreeable to District and Sponsor, however, if any of the terms of the equipment placement agreements are in conflict with the terms of this Agreement, this Agreement will control; (iii) the Equipment may not be removed from the Campus without Sponsor's written consent; (iv) District will not encumber the Equipment in any manner or permit any attachment thereto except as authorized by Sponsor for its Equipment.
- 6.3 Sponsor will provide District with reasonable, free maintenance service to its Equipment. All Equipment service will be provided during normal business hours. Sponsor will not be obligated to provide service hereunder during periods in which it is prevented from doing so due to strikes, civil disturbances, unavailability of parts or other causes beyond the control of Sponsor. Sponsor will be liable for damages of any kind arising out of delays in rendering service.

7. *Termination.*

- 7.1 In addition to any other legal or equitable remedy, District will have the right to terminate this Agreement upon forty-five (45) days' written notice to Sponsor at any time if:
 - 7.1.1 Sponsor fails to make any payment due under this Agreement, and if such default continues uncured for the forty-five day period referenced in Section 7.1; or
 - 7.1.2 Sponsor breaches any material term or condition of this Agreement, and if such breach continues uncured for the forty-five day period referenced in Section 7.1.

- 7.2 In addition to any other legal or equitable remedy, Sponsor will have the right to terminate this Agreement upon forty-five (45) days' written notice to District at any time if:
- 7.2.1 District or College breaches any material term or condition of this Agreement, and if such breach continues uncured for the forty-five day period referenced in Section 7.2; or
 - 7.2.2 District's right to convey any of the promotional and Beverage availability rights contained in this Agreement expire or are revoked; or
 - 7.2.3 Any material component of the Campus is closed for a period of more than one hundred twenty (120) days, resulting in 25% decrease in student enrollment with respect to 2004-2005 enrollment, whether or not such closure is due to a cause beyond the reasonable control of District or College.
- 7.3 Upon early termination of this Agreement for any reason not the fault of Sponsor, District will refund the unearned portion of all Sponsorship Fees paid with respect to the Agreement Year in which termination occurs. The Sponsorship Fees for each Agreement Year will be deemed "earned" pro rata on a daily basis during such Agreement Year, up to the date of termination or, if earlier, the date of any breach hereunder by District or College.
- 7.4 If District terminates this Agreement as a result of Sponsor's actions set forth in Sections 7.1.1 and 7.1.2, District will be entitled to retain the Sponsorship Fees for the Agreement Year in which such termination occurs.
- 7.5 If any material component of the Campus is closed for more than thirty (30) consecutive days, but less than one hundred twenty (120) consecutive days, resulting in 25% decrease in student enrollment with respect to 2004-2005 enrollment, Sponsor may extend the Term for a corresponding period, whether or not such closure is due to a cause beyond the reasonable control of District or College.
- 7.6 If (i) any of the rights granted to Sponsor herein are materially restricted or limited during any Agreement Year (including as a result of Ambush Marketing), or (ii) if there is a closing of any material component of the Campus, resulting in 25% decrease in student enrollment with respect to 2004-2005 enrollment, Sponsor may require District to pay to Sponsor a pro rata refund of any prepaid Sponsorship Fees to reflect the diminution of the value of rights granted hereunder to Sponsor. In the event Sponsor elects to exercise its right to such adjustment and refund, District may, at its option, within ten (10) days following receipt of written notice of any adjustment, notify Sponsor in writing of its disagreement with the amount of the adjustment. The parties will then attempt in good faith to resolve the disagreement over such adjustment. If the parties cannot, after good faith negotiations, resolve the matter, Sponsor may terminate this Agreement.
- 7.7 District recognizes that Sponsor has paid valuable consideration to ensure an exclusive associational relationship with College and the Campus with respect to Beverages and that any dilution or diminution of such exclusivity seriously impairs Sponsor's valuable rights. Accordingly, District will promptly oppose Ambush Marketing and take all reasonable steps to stop Ambush Marketing and to protect the exclusive associational rights granted to Sponsor by District in this Agreement. In the event any such Ambush Market-

ing occurs during the Term, each party will notify the other party in writing of such activity immediately upon learning thereof.

- 7.8 Sponsor shall have the right to withhold and not pay further Sponsorship Fees or any other amounts which may become payable to District or College pursuant to this Agreement if: (i) District has failed to perform its obligations hereunder; (ii) Sponsor's rights hereunder have been lost, limited or restricted; or (iii) there exists a bona fide dispute between the parties.

8. Confidentiality.

Subject to the provisions of applicable law, District agrees that the amount of Sponsorship Fees provided to District by Sponsor under this Agreement will be kept confidential by District and College, and their respective agents, employees and representatives and will not be disclosed in any manner whatsoever, in whole or in part, by District or College, or their respective agents, employees or representatives without the prior written consent of Sponsor.

9. Representations, Warranties and Covenants.

- 9.1 District represents, warrants and covenants to Sponsor as follows:

- 9.1.1 District has full power and authority to enter into this Agreement and to grant and convey to Sponsor the rights set forth herein.
- 9.1.2 All necessary approvals for the execution, delivery and performance of this Agreement by District have been or will be obtained, and this Agreement has been or will be duly executed and delivered by District and constitutes the legal and binding obligation of District enforceable in accordance with its terms.
- 9.1.3 District has not entered into, and during the Term of this Agreement, will not enter into: (a) any other agreements (including agreements with any Broadcaster or any other sponsors of the Campus and/or any Team) which would prevent it from fully complying with the provisions of this Agreement; or (b) any agreement granting Beverage availability or Beverage merchandising or Beverage promotional or Beverage advertising rights that are inconsistent with the rights granted to Sponsor pursuant to this Agreement, including any agreements with Concessionaires or third party food service operators, vending companies, and/or other entities which sell or distribute Beverages (including agreements with Broadcasters or other sponsors of the Campus and/or any Team).
- 9.1.4 District is a non-profit institution self-operating a food and beverage service on Campus, and all Products purchased hereunder are solely for College's use and will not be resold or otherwise made available to any third party which sells or distributes Beverages on Campus. District will provide Sponsor with prompt written notice of any such third party retained by it to operate a beverage service. District will require, throughout the Term, compliance with the relevant provisions of this Agreement by any third party which sells or distributes Beverages on Campus, including College, food or beverage service operators, vending companies, and Concessionaires.

9.2 Sponsor hereby represents, warrants and covenants as follows:

- 9.2.1 Sponsor has full power and authority to enter into and perform this Agreement.
- 9.2.2 All necessary approvals for the execution, delivery and performance of this Agreement by Sponsor have been obtained, and this Agreement has been duly executed and delivered by Sponsor and constitutes the legal and binding obligation of such party enforceable in accordance with its terms.
- 9.2.3 Sponsor has not entered into, and during the Term of this Agreement will not enter into, any other agreements which would prevent it from fully complying with the provisions of this Agreement.
- 9.2.4 Sponsor has the right to use the trademarks associated with Products.

10. Construction of this Agreement.

- 10.1 This Agreement will be governed by and construed in accordance with the laws of the State of California without regard to principles of conflicts of law.
- 10.2 The captions used in this Agreement are for convenience only and will not affect in any way the meaning or interpretation of the provisions set forth herein.
- 10.3 This Agreement, including the Exhibits, which are an integral part of this Agreement and are expressly incorporated herein by this reference, and the document(s) referred to herein, shall constitute the final, complete and exclusive written expression of the intentions of the parties hereto with respect to the subject matter hereof and will supersede all previous communications, representations, agreements, promises or statements, either oral or written, by or between any party with respect thereto. This provision will not be read to invalidate or amend any other written agreements between Sponsor and/or any Affiliate of Sponsor and District and/or any Affiliate of District. This Agreement, and each of its terms and conditions, may be amended, modified, or waived only in writing signed by each of the parties hereto. Any such modifications, waivers, or amendments will not require additional consideration to be effective.
- 10.4 Each of the parties hereto agrees that it will, in its performance of its obligations hereunder, fully comply with all applicable laws, regulations and ordinances of all relevant authorities and shall obtain all licenses, registrations or other approvals required in order to fully perform its obligations hereunder.

11.1 Indemnification Rights

- 11.1.1 District Indemnification Obligations. District shall defend, indemnify, and hold Sponsor harmless from and against all claims, suits, liabilities, costs, and expenses, including reasonable attorney's costs and fees related to: (i) District's material breach of this Agreement; and (ii) for injury to, including death of, person(s) (whether they be third persons or employees of any of the parties hereto) or any loss of or damage to property in any manner arising from the negligence of District or College, and their respective employees, and agents in the course of their duties to District or College with the understanding that the obligations

set forth above shall not apply to any loss or damage to the extent caused by the negligent acts, or negligent omissions of the party seeking to be indemnified.

- 11.1.2 **Sponsor Indemnification Obligations.** Sponsor shall defend, indemnify, and hold District, College, and Team(s) harmless from and against all claims, suits, liabilities, costs, and expenses, including reasonable attorney's costs and fees related to: (i) Sponsor's material breach of this Agreement; and (ii) for injury to, including death of, person(s) (whether they be third persons or employees of any of the parties hereto) or any loss of or damage to property in any manner arising from the negligence of Sponsor, its employees, and agents in the course of their duties to Sponsor with the understanding that the obligations set forth above shall not apply to any loss or damage to the extent caused by the negligent acts, or negligent omissions of the party seeking to be indemnified.
- 11.1.3 **Indemnification Procedures.** Whenever any party entitled to indemnification (the "Indemnified Party") pursuant to the previous paragraphs receives written notice of any potential claim which may be subject to indemnity, such party shall promptly notify in writing the party obligated to indemnify (the "Indemnifying Party"). The Indemnifying Party shall have the obligation to assume the defense of such claim by counsel designated by it and reasonably acceptable to the Indemnified Party, provided that the Indemnifying Party shall not settle or compromise any such claim, or consent to the entry of any judgment, without the written consent of the Indemnified Party, which consent shall not be unreasonably withheld. The Indemnified Party, its affiliates, employees and representatives, shall fully cooperate with and timely assist the Indemnifying Party with the defense of such claim. If the Indemnifying Party fails to assume the defense of such claim as soon as reasonably possible, in any event prior to the earlier of twenty (20) days after receipt of written notice of the claim or five (5) days before the date an answer to a complaint or similar initiation of legal proceeding shall be due, the Indemnified Party shall have the right to undertake, at the Indemnifying Party's expense, the compromise or settlement of any such claim on behalf of and at the risk and expense of the Indemnifying Party.
- 11.2 Each party agrees to maintain sufficient insurance to adequately protect the respective interests of the parties hereto. The limits of coverage, as mutually agreed among the parties, will not be construed as a limitation of any potential liability to any of the parties, and failure to request evidence of this insurance will in no way be construed as a waiver of each party's obligation to provide the agreed insurance coverage.
- 11.3 Any notice or other communication hereunder will be in writing, will be sent via registered or certified mail, overnight courier, or confirmed facsimile transmission and will be deemed given (i) if mailed, when deposited, postage prepaid, in the United States mail, (ii) if sent by overnight courier, one business day after delivery to such courier, and (iii) if sent by facsimile, when transmitted. Any notice or other communication will be addressed as set forth below, or to such other address as any party will advise the others in writing:

If to Sponsor:

Coca-Cola Bottling Company of Los Angeles
1334 South Central Avenue
Los Angeles, CA 90021
Attention: General Manager and Director of Cold Drink
Facsimile: 213-744-8765

with a copy to:

Coca-Cola Enterprises Inc.
2500 Windy Ridge Parkway
Atlanta, Georgia 30339
Attention: General Counsel
Facsimile: 770-989-3619

If to District:

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692
Attention: Deputy Chancellor
Facsimile: 949-347-2472

- 11.4 This Agreement or any part hereof will not be assigned or otherwise transferred by any party without the prior written consent of the other party.
- 11.5 The parties are acting herein as independent contractors and independent employers. Nothing herein contained will create or be construed as creating a partnership, joint venture or agency relationship between the parties and no party will have the authority to bind the other in any respect.
- 11.6 No party will obtain, by this Agreement, any right, title, or interest in the trademarks of the other parties, nor, except as provided herein, will this Agreement give any party the right to use, refer to, or incorporate in marketing or other materials the name, logos, trademarks or copyrights of the other parties.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be duly executed.

BCI Coca-Cola Bottling Company of Los Angeles d/b/a Coca-Cola Bottling Company of Los Angeles

South Orange County Community College District

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

EXHIBIT A

GLOSSARY OF DEFINED TERMS

"Affiliate" means, as to any entity, any other entity which is controlled by, controls, or is under common control with such entity. The term "control" (including the terms "controlled," "controlled by" and "under common control with") will mean the possession, direct or indirect, of the power to direct or cause the direction of the management and policies of an entity.

"Agreement Year" means each twelve-month period beginning with the Effective Date and subsequent anniversaries thereof.

"Ambush Marketing" means an attempt by a third party, including any Broadcaster, without Sponsor's consent, to associate Competitive Products with the College, or any Team, or to suggest that Competitive Products are endorsed by or associated with College, the Campus, and/or any Team by referring directly or indirectly to College, the Campus, and/or the Teams.

"Approved Cups" means disposable cups the design of which is approved by Sponsor from time to time as its standard trademark cups and/or vessels and/or other (disposable and nondisposable) containers approved by Sponsor from time to time, all of which shall prominently bear the trademark(s) of Coca-Cola® and/or other Products (as herein defined) on all of the cup surface. Sponsor's current standard trademark cup is attached hereto as **Exhibit C**.

"Beverage" or **"Beverages"** means all non-alcoholic beverages of any kind except unbranded hot coffees and hot teas freshly brewed, unflavored dairy products, beer, tap water or unbranded juice squeezed fresh on the premises.

"Broadcaster" means any entity which for any business purpose publishes, prints, syndicates, televises or broadcasts any photograph, film, videotape or other recording or rendering of the Campus (or any portion thereof) and/or of any event held on the Campus including any Team games.

"Campus" means all facilities now or hereafter operated by or in connection with the College during the Term. References to Campus include all buildings and grounds associated with the College including branded or unbranded food service outlets, vending locations, and all athletic facilities (including press boxes, players' benches and locker rooms).

"Competitive Products" means any and all Beverages other than Products (as defined herein).

"Concessionaire" means any and all entities that sell Beverages on Campus, including but not limited to food service providers and the book store.

"Includes" means including.

"Products" means Beverage products purchased from Sponsor.

"Team" or **"Team(s)"** means all intercollegiate athletic teams associated with the College.

EXHIBIT B
PRODUCT PRICING *

PACKAGE	PRICE PER CASE	UNITS PER CASE
12 oz. cans - carbonated	\$7.50	24
20 oz. bottles - carbonated	\$14.40	24
20 oz. bottles – noncarbonated	\$14.40	24
1 liter bottles – carbonated	\$9.45	12
2 liter bottles – carbonated	\$8.99	8
20 oz. bottles – POWERADE	\$14.40	24
24 oz. bottles – POWERADE	\$20.25	24
32 oz. oz. bottles – POWERADE	\$12.90	12
15.2 oz. bottles – Minute Maid juices	\$16.60	24
12 oz. bottles – Dasani	\$6.90	24
20 oz. bottles – Dasani	\$10.50	24
1 liter – Dasani	\$9.20	12
1.5 liter – Dasani	\$10.35	12
8.4 oz. – Piranha Energy	\$28.00	24
5 gallon BIB post-mix	\$42.75	
carbon dioxide – 20# tank	\$13.50	Plus 35.00 deposit
16 oz. Approved Cups	\$38.00	1000
22 oz. Approved Cups	\$42.00	1000
32 oz. Approved Cups	\$37.00	600
16/22 oz. lids	\$29.00	2000
32 oz. lids	\$27.00	1000

These prices are subject to change to an annual 2% increase.

All prices are exclusive of taxes, shortages and CRV, government-mandated tax and forced state mandated deposits and associated handling fees.

EXHIBIT C
APPROVED CUP GRAPHIC



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM: 23
FROM:	CHANCELLOR	DATE: 7/26/04
SUBJECT:	IRVINE VALLEY COLLEGE: NOTICE OF COMPLETION: CAFETERIA REMODEL	
REASON FOR BOARD CONSIDERATION:	APPROVAL	

BACKGROUND

On December 8, 2003, the Board of Trustees approved a contract with Angeles Contractors, Garden Grove, California, for the construction of the Cafeteria Remodel project at Irvine Valley College for the amount of Two Hundred Sixteen Thousand and No/100 Dollars (\$216,000.00). Two (2) change orders were approved subsequently changing the contract amount to Two Hundred Twenty Three Thousand Six Hundred Sixty Two and 26/100 Dollars (\$223,662.26).

STATUS

The project has been completed. The architect and College staff recommends that the District file the Notice of Completion, EXHIBIT A.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees authorize the filing of the Notice of Completion for the Cafeteria Remodel project at Irvine Valley College, EXHIBIT A, and further authorize the release of the retention thirty five (35) days after the date of filing.

Item Submitted By:	Gary Poertner, Deputy Chancellor
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote:

Recording Requested
By and Mail to:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
28000 Marguerite Parkway
Mission Viejo, California 92692
Attn: Purchasing & Facilities Planning

EXEMPT PER GOVERNMENT CODE 6103

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN, that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, is Owner of the property hereinafter described, caused improvements to be made to said property to wit: CAFETERIA REMODEL AT IRVINE VALLEY COLLEGE the contract for the doing of which was heretofore entered into on the 9th day of December, 2003 which contract was made with ANGELES CONTRACTOR, Garden Grove, CA as Contractor; that said improvements were completed on June 11, 2004, and accepted by formal action of the governing board of said District on the 26th day of July, 2004 that title to said property is vested in the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California; that the surety for the above-named Contractor is the DEVELOPERS SURETY AND INDEMNITY COMPANY; that the property hereinafter referred to and on which said improvements were made is described as follows:

IRVINE VALLEY COLLEGE
5500 IRVINE CENTER DRIVE
IRVINE, CALIFORNIA 92618

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
OF ORANGE COUNTY

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

STATE OF CALIFORNIA)

) ss.

COUNTY OF ORANGE)

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

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

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

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

RAGHU P. MATHUR, Ed.D.
Chancellor

DATED

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

Notary Public in and for
said County and State

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM: 24
FROM:	CHANCELLOR	DATE: 07/26/04
SUBJECT:	ATEP: PROPERTY RENTAL REVENUE	
REASON FOR BOARD CONSIDERATION:	APPROVAL	

BACKGROUND

On April 7, 2004 the City of Tustin conveyed to SOCCCD 68 acres of property for the establishment of the Advanced Technology and Education Park. Currently the District is constructing a one acre campus on the property scheduled to open Spring 2005. The remaining 67 acres will remain vacant until a utility backbone is constructed to bring utilities (gas, electricity, water, sewer, and telecommunications) to the total 1606 acre Tustin Legacy property. Anticipated lead time for the utility project is one to two years. Development of the ATEP property is dependent on utilities and will sit vacant until the utility infrastructure is completed. However, the vacant property can be used for projects that generate revenue to the District such as motion picture filming, video production, still photography, and the production of television commercials.

STATUS

The SOCCCD has numerous vacant buildings, a helicopter hanger and a large tarmac that are of interest to the filming industry. Three firms were contacted to submit proposals. The proposals received included three commission scenarios: 60% of revenue collected, 50%, and 20%. The lowest cost proposal was from Vihlene & Associates. The firm is a local Orange County company that can assist the District in the complex negotiations with potential industry users, schedule appropriate uses, coordinate with Saddleback College and Irvine Valley College faculty for student interns, collect revenues from industry users, oversee the filming operation, pay all costs of the operation, and distribute shares of revenue to appropriate parties.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve an agreement (EXHIBIT A) with Vihlene & Associates, Inc. The firm will receive compensation equal to twenty percent of gross revenue collected through the rental of the ATEP property and will be paid from the revenue collected. The remaining eighty percent of gross revenue will be paid to SOCCCD less direct operating expenses as approved by the District.

Item Submitted By:	Gary Poertner, Deputy Chancellor
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote:

INDEPENDENT CONTRACTOR/CONSULTANT AGREEMENT

EXHIBIT A
Page 1 of 1

This Agreement is made and entered into this 26 day of July, 2004 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): **Vihlene & Associates**
(Street Address): **27525 Puerta Real, Suite 100-234**
(City, State, Zip Code): **Mission Viejo, CA 92691**
(Telephone #): **949 582 0937**

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 July 26, 2004 to June 30, 2005, inclusive. The DISTRICT shall have the discretion to terminate this contract by providing CONSULTANT 30 days prior written notice. Vihlene & Associates, Inc. will be compensated for any direct expenses that have been incurred on behalf of the District that have not been repaid through the rental of the ATEP property.
2. The CONSULTANT shall, at times and places designated by it and acceptable to the DISTRICT perform the following services:
Vihlene & Associates, Inc will manage the commercial use of the ATEP property. It will identify potential commercial users, schedule appropriate uses, coordinate with Saddleback College and Irvine Valley College for potential interns, collect revenues from commercial users, pay all costs of the operation, and distribute shares of the revenues to appropriate parties. Complete records will be kept of all transactions and will be available for District audit at any time.
3. The DISTRICT shall pay the CONSULTANT amount equal to twenty percent of gross receipts generated through the rental of the ATEP Property and will be paid from revenues collected. The remaining eighty percent of gross revenue will be paid to SOCCCD less direct operating expenses as approved by the District. Upon completion of the services provided for hereof and upon a signed invoice acceptable to the DISTRICT and approved by the ATEP Provost, payment will be made.
4. The DISTRICT shall not be liable to the CONSULTANT for personal injury or property damage sustained by him/her in the performance of this contract, whether caused by himself/herself, the DISTRICT, its officers, agents or employees, or by any third party. CONSULTANT agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever.
5. While performing service hereunder, the CONSULTANT is an independent contractor and not an officer, agent or employee of the South Orange County Community College District inclusive of Saddleback College and Irvine Valley College.
6. Neither party shall assign this Agreement or any part thereof without the written consent of the other party.

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

Consultant

South Orange County Community College District

Signature: _____

Signature: _____

By: _____

By: Gary Poertner

Title: Consultant

Title: Deputy Chancellor

Date: _____

Date: _____

Contact Person: _____

College Contact Person: _____

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	25
FROM:	CHANCELLOR	DATE:	07/26/04
SUBJECT:	SOCCCD: CLAIM AGAINST THE DISTRICT: MASTURA ARDITTI		
REASON FOR BOARD CONSIDERATION:	APPROVAL		

BACKGROUND

Ms. Mastura Arditti claims that her vehicle was damaged as she drove off from an unauthorized area at Saddleback College.

STATUS

On June 22, 2004, Ms. Arditti 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 Ms. Mastura Arditti dated June 22, 2004 and refer it to the District's insurance administrator for processing.

Item Submitted By:	Gary Poertner, Deputy Chancellor
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	26
FROM:	CHANCELLOR	DATE:	07/26/04
SUBJECT:	SOCCCD: TRANSFER OF BUDGET APPROPRIATIONS		
REASON FOR BOARD CONSIDERATION:	APPROVAL		

BACKGROUND

Title 5, California Code of Regulations, Section 58199 requires that, the Board of Trustees must approve, by a two-thirds (2/3) vote of its members, all transfer of funds from its contingency reserve to any expenditure classification and approve, 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 are presented for approval.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Transfer of Budget Appropriations as detailed in EXHIBIT A.

Item Submitted By:	Gary Poertner, Deputy Chancellor
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote:

Recommended for Ratification

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

Saddleback College

Journal Number	
	BT04-01371
	BT04-01372
	BT04-01373
	BT04-01380
	BT04-01381
	BT04-01382
	BT04-01383

Irvine Valley College

Journal Number	
	BT04-01355

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM: 27
FROM:	CHANCELLOR	DATE: 07/26/04
SUBJECT:	SOCCCD: PURCHASE ORDERS/CONFIRMING REQUISITIONS	
REASON FOR BOARD CONSIDERATION:	APPROVAL	

BACKGROUND

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

STATUS

Purchase orders processed in accordance with the general priorities of the adopted budget and numbered 03644 through 03715 totaling \$842,872.41 and 00046 through 00505 totaling \$47,206,858.04 are submitted to the Board of Trustees for approval. Confirming requisitions dated 06/05/04 through 07/09/04 totaling \$151,475.21 are also submitted.

RECOMMENDATION

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

Item Submitted By:	Gary Poertner, Deputy Chancellor
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote :

BOARD OF TRUSTEES PURCHASE ORDER LISTING

v4.2

Purchase Order Numbers P04-03644 Through P04-03715

PO #	Vendor Name	Purchase Order Description	Total Cost
P04-03644	MC KESSON GENERAL MEDICAL	Fee Based Supplies	\$887.84
P04-03645	SPECTRUM INDUSTRIES, INC.	Replacement chairs for Computer labs	\$5,044.88
P04-03646	PATON, THOMAS & ASSOCIATES	AutoCAD software license	\$11,038.84
P04-03647	APPLE COMPUTER, INC.	Mac for A207	\$4,242.10
P04-03648	SHATTINGER MUSIC	INSTRUCTIONAL EQUIPMENT PURCHASE	\$892.75
P04-03649	CHAIDEZ, LEONARD INC.	REMOVE XLARGE FICUS TREE	\$450.00
P04-03650	VORTEX INDUSTRIES, INC.	ANNUAL TEST OF FIRE DOORS	\$938.00
P04-03651	JOYCE INSPECTION & TESTING	Joyce Inspections for the IVC Cafeteria	\$4,044.00
P04-03652	DELL MARKETING	Dell SCSI Hard Drive	\$218.15
P04-03653	BLIND FACTORY	ComfortBlinds with chain pullyes	\$1,585.00
P04-03654	CSU FULLERTON	Rent for Conference Space	\$1,530.50
P04-03655	DELL MARKETING	SEVEN COMPLETE DELL COMPUTER SYSTEMS	\$8,758.05
P04-03656	COLLEGE BOARD	PowerFAIDS Training	\$7,500.00
P04-03657	GLAXO SMITH KLINE (GSK)	purchase hepatitis b vaccine	\$606.25
P04-03658	CARMEL, LISA	Workshop panelists	\$300.00
P04-03659	LOYAL POINT OF SALE	Training,svs.-Casio Cash Register	\$190.00
P04-03660	WELLS FARGO #2078	WAL MART - STOOLS DANCE CLASS	\$364.64
P04-03661	ADORAMA CAMERA, INC.	TV production supplies	\$85.36
P04-03662	DELL MARKETING	Computers	\$2,503.78
P04-03663	ESCHENBACH OPTIK OF AMERICA IN	VIDEO MAGNIFIERS FOR VISUALLY IMPAIRED S	\$871.72
P04-03664	MC KESSON GENERAL MEDICAL	tb skin testing solution	\$207.14
P04-03665	AVENTIS PASTEUR INC.	tetanus vaccine needed	\$413.19
P04-03666	ORANGE CO. REGISTER	2004 SCLO ADVERTISING	\$7,924.04
P04-03667	L.A. TIMES	2004 SCLO ADVERTISING	\$4,181.62
P04-03668	PRESS ASSOCIATION, INC.	Association Press Fees	\$12,661.50
P04-03669	SEPULVEDA BUILDING MATERIALS	SILICA SAND	\$3,184.42
P04-03670	PROMISSOR, INC.	CONSULTANT INVOICE	\$11,895.00
P04-03671	DELL MARKETING	COMPUTERS-FOR DSPS STUDENT LAB	\$.00
P04-03672	IBM	IBM Hardware Maintenance Agreement	\$7,635.19
P04-03673	BOB PARRETT CONSTRUCTION, INC.	REPLACE DOOR OPERATOR	\$5,850.00
P04-03674	CDW COMPUTER CENTERS	SQL Server 2000 software	\$733.31
P04-03675	APPERSON	Apperson 100AS Forms	\$263.99
P04-03676	SCAN SOFT, INC.	Dragon Naturally speaking software	\$338.23
P04-03677	WINZIP COMPUTING	WinZip licence	\$170.00
P04-03678	STERLING MEDICAL PRODUCTS	NYLATEX WRAP / ADAPTIVE PE	\$66.48
P04-03679	GANDER-PRINTCO	District Letterhead	\$966.52
P04-03680	SOFTWARE eSOURCE	Microsoft Server 2003 Lic and CD	\$1,551.60
P04-03681	FREY SCIENTIFIC	STROBOSCOPE	\$214.56
P04-03682	CDW COMPUTER CENTERS	Metrowerks CodeWarrior	\$4,993.42
P04-03683	SPECTRUM LABORATORY PRODUCTS, I	REFRACTOMETERS	\$497.29
P04-03684	DANA WHARF SPORTFISHING	boat charter for at sea lab	\$700.00
P04-03685	PREMIER	Student Planners	\$8,170.34
P04-03686	ORANGE CO. REGISTER	BID ADVERTISING	\$552.64
P04-03687	BOB PARRETT CONSTRUCTION, INC.	NEW ROOF	\$6,302.00
P04-03688	L.A. TIMES	ADVERTISING	\$1,262.50
P04-03689	PACIFIC SOD	SOD	\$6,970.00
P04-03690	SEHI PROCOMP COMPUTER PRODUCTS	LASER FAX - TRUSTEE JAY	\$283.53
P04-03691	CDW COMPUTER CENTERS	SOFTWARE FOR EXECUTING BACKUPS	\$66.02
P04-03692	SOFTWARE eSOURCE	SOFTWARE	\$5,247.40
P04-03693	FAMILIES - COSTA MESA	WORKSHOP PRESENTERS	\$400.00
P04-03694	BOB PARRETT CONSTRUCTION, INC.	REM/TRASH BENCHES	\$2,995.00
P04-03695	ECONOMIC ALTERNATIVES, INC.	HVAC SUPPLIES	\$85.29
P04-03696	EXPRESS PIPE & SUPPLY CO., INC	PLUMBING SUPPLIES	\$1,842.43
P04-03697	MARSAN TURF & IRRIGATION SUPP.	IRRIGATION SUPPLIES	\$394.40
P04-03698	TACO MESA	FOOD FOR ALL DAY TRAINING	\$1,000.00

BOARD OF TRUSTEES PURCHASE ORDER LISTING

v4.2

Purchase Order Numbers P04-03644 Through P04-03715

PO #	Vendor Name	Purchase Order Description	Total Cost
* P04-03699	COX COMMUNICATIONS	Cox media ads	\$16,968.00
P04-03700	BEST ROOFING CO., INC.	ROOF REPLACEMENT	\$620,080.00
P04-03701	WEST COAST LAMINATING	B300 COMPUTER LAB REMODEL	\$686.15
P04-03702	SANTA MARGARITA FORD	VEHICLES	\$.00
P04-03703	BORNSTEIN CO.	TV/VCR COMBOS FOR READING LAB	\$950.49
P04-03704	VORTEX INDUSTRIES, INC.	INSTALL REQUIRED SMOKE DETECTOR SSC 1ST	\$427.67
P04-03705	ORANGE CO. REGISTER	ELEVATOR BID	\$439.60
P04-03706	CDW COMPUTER CENTERS	AV SUPPLIES	\$.00
P04-03707	BROADCAST SUPPLY WORLDWIDE	AV SUPPLIES FOR HS BLDG.	\$.00
P04-03708	A-VIDD ELECTRONICS CO.	AV SUPPLIES FOR HS BLDG.	\$.00
P04-03709	CCS PRESENTATION	AV SUPPLIES FOR HS BLDG.	\$.00
P04-03710	UCI REGENTS, IRVINE	CADAVER	\$2,004.00
P04-03711	HAY GROUP	Pay Invoice #331-60893	\$4,827.00
P04-03712	EWING IRRIGATION PRODUCTS	REPAIR MAIN IRRIGATION LINE NEAR PE	\$156.59
P04-03713	LVH ENTERTAINMENT SYSTEMS	CONTRACT SERVICES	\$750.00
P04-03714	PLUMBING, PIPING & CONSTRUCT.	LIBRARY REPL VAV BOX	\$3,512.00
P04-03715	LPA, INC	ARCHITECTURAL SERVICES	\$40,000.00
		=====	
			\$842,872.41

Blanket Purchase Order Requisition

Requisition #: RB04-01505 PO #P04-03700

Status: Need Invoice

Req. Date: 6/16/04(2005)

Requisitioner: J OZUROVICH MOSS 4880

Room:

Order Site: SCP , SC Central Plant/Maint @ Op

Req. Cost: \$620,080.00

Encumbered: \$620,080.00

Vendor Code: 014751, BEST ROOFING CO., INC.

Expensed:

Req. Info: ROOF REPLACEMENT

Invoiced:

Account Number	Amount	Expensed	Yr
40-6220-1-000-1-025-000-6720	620,080.00	0.00	05
40-6220-1-000-1-025-000-6720	0.00	0.00	04

Description of Blanket Order

ROOFING REPLACEMENT AT BUSINESS &
GENERAL SCIENCES BUILDING AT SADDLEBACK
COLLEGE, PER BID #1033.

.....\$620,080.00

BOARD APPROVED 5/24/04

COORDINATE WORK WITH JOHN AVERA
(949) 582-4880.

Requisition Total: \$620,080.00

Approved by:

Date:

Requisition #RB04-01505

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BOARD OF TRUSTEES PURCHASE ORDER LISTING

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Purchase Order Numbers P05-00046 Through P05-00505

PO #	Vendor Name	Purchase Order Description	Total Cost
P05-00046	XEROX CORPORATION	Xerox Copier - Human Resources	\$9,037.06
P05-00047	HIGHER GROUND, INC.	Annual Maintenance Agreement	\$2,340.00
P05-00048	LEAGUE FOR INNOVATION	LEAGUE INNOV. 04/05 MEMB. DUES-CHANCELO	\$540.00
P05-00049	GLOBAL TECHNOLOGY ASSOCIATES	Network Firewall Retrofit Program	\$2,765.00
P05-00050	AT&T WIRELESS SERVICES	Annual Maintenance Agreement	\$1,200.00
P05-00051	ONYX ENVIRONMENTAL SERVICES	Annual Maintenance Agreement	\$12,000.00
* P05-00052	DELTA PRINTING SOLUTIONS, INC.	Printing of the IVC Catalog	\$7,500.00
* P05-00053	SOUTHWEST OFFSET PRINTING CO.	Class Schedules Fa04/Spr05/Smr05	\$104,855.00
* P05-00054	WARE DISPOSAL CO., INC.	TRASH COLLECTION	\$25,000.00
* P05-00055	KINETIC SYSTEMS, INC.	AGREEMENT	\$108,816.00
P05-00056	NEXTIRAONE, LLC	Annual Maintenance Agreement	\$23,000.00
P05-00057	XEROX CORPORATION	XEROX COPIER-CHANCELLOR'S OFFICE	\$9,224.52
P05-00058	VQS ENTERPRISES, INC.	Class Schedules 04-05 Fall, Spring, Summer	\$94,000.00
P05-00059	XEROX CORPORATION	LEASE FOR XEROX MACHINE	\$2,528.16
P05-00060	ORANGE CO. SCHOOL BOARD ASSOC.	OCSBA 04/05 MEMBR. DUES-BOARD OF TRUSTEE	\$100.00
P05-00061	SCHOOL SERVICES OF CA. INC.	Professional Services	\$4,420.00
P05-00062	CCUMC	MEMBERSHIP DUES INCREASE	\$45.00
* P05-00063	NEWT TOUCH GRAPHICS LLC	Accreditation Binding	\$1,130.30
* P05-00064	U.S. BANK	RETIRE 1999 COPS Capital Improvement Fin	\$9,000,000.00
* P05-00065	U.S. BANK	RETIRE 1999 COPS CAPITAL IMPROVEMENT	\$9,000,000.00
* P05-00066	U.S. BANK	RETIRE 1999 COPS Capital Improvement	\$4,266,621.25
P05-00067	AACC	AACC Annual Dues	\$6,925.00
P05-00068	KALMBACH PUBLISHING CO.	Annual renewal (12 issues) of "Astronomy	\$39.95
P05-00069	SKY PUBLISHING	Annual renewal of Sky&Telescope Magazine	\$42.95
P05-00070	ANCORA	METERED MAIL PICKUP & SORTING	\$3,500.00
P05-00071	ENTERTAINMENT LIGHTING SERV.	Lighting Rental-Gypsy	\$2,243.20
P05-00072	FEDERAL EXPRESS	USE OF FEDERAL EXPRESS	\$6,000.00
P05-00073	GIANT CO2	CO2	\$2,500.00
P05-00074	AMER. CLASSIC SANTITAION IN	PORTABLE TOILETS	\$3,000.00
P05-00075	CLEAN HARBORS, INC.	HAZ WASTE	\$40,000.00
P05-00076	ARROWHEAD DRINKING WATER	Rental of ROHC Water Filtration System	\$451.92
P05-00077	ACTT	CELSA Site License for ESL	\$482.63
P05-00078	XEROX CORPORATION	Maintenance Contract	\$960.00
P05-00079	PHOENIX GROUP	Citation Management	\$10,000.00
P05-00080	NCAA PUBLISHING	NCAA ATHLETICS RULE/GUIDE BOOKS	\$171.95
P05-00081	ORANGE CO. AUDITOR-CONTROLLER	Range Fees	\$2,000.00
P05-00082	PHOENIX GROUP	Annual Maintenance Agreement	\$6,500.00
P05-00083	COLLEGE BOARD	Maintenance, upgrade and support	\$13,500.00
P05-00084	REGENTS - UC SAN DIEGO	Renew MDTP Licenses	\$800.00
P05-00085	SOUTHLAND INSTRUMENTS, INC.	Annual Maintenance Agreement	\$5,600.00
P05-00086	IRVINE RANCH WATER DIST.	Annual Maintenance Agreement	\$24,000.00
P05-00087	ORANGE CO. AUDITOR-CONTROLLER	Annual Maintenance Agreement	\$1,000.00
P05-00088	PRAXAIR	Annual Maintenance Agreement	\$450.00
P05-00089	SOUTHLAND INSTRUMENTS, INC.	Annual Maintenance Agreement	\$975.00
P05-00090	WICHE PUBLICATIONS	2004/2005 membership to WCET	\$1,350.00
P05-00091	CROWN VALLEY SELF STORAGE	CHANC. STORAGE RNTL FY04-05	\$960.00
P05-00092	KAPLAN INT'L PROGRAM	Annual Maintenance Agreement	\$15,000.00
P05-00093	CHILD RESOURCE & INFO CENTER	GROUP MEMBERSHIP FOR STAFF AT IVC	\$88.00
P05-00094	CHILD HEALTH ALERT	subscription renewal	\$29.00
P05-00095	RESOURCE DIRECTORY	annual resource directory special servic	\$55.00
P05-00096	SBC	Annual Telephone Service	\$27,500.00
P05-00097	CAREER GUIDANCE FOUNDATION	COLLEGE WIDE SITE LICENSE SUBSCRIPTION	\$2,148.00
P05-00098	IRVINE RANCH WATER DIST.	Annual Maintenance Agreement	\$17,500.00
P05-00099	SO CAL EDISON COMPANY	Annual Electric Service	\$625,000.00
P05-00100	WELLS FARGO #4214	Annual Maintenance Agreement	\$50.00

Blanket Purchase Order Requisition

Requisition #: BP05-00002 PO #P05-00053 Status: Need Invoice
Requisitioner: S.Nelson/Instruction/4515 Req. Date: 3/08/04(2005)
Order Site: SAGB, SC Administr & Governance B Room: 117
Vendor Code: 014137, SOUTHWEST OFFSET PRINTING Req. Cost: \$104,855.00
Req. Info: Class Schedules Fa04/Spr05/Smr05 Encumbered: \$104,855.00
Expensed:
Invoiced:

Account Number	Amount	Expensed	Yr
01-5810-0-000-1-038-073-6022	104,855.00	0.00	05

Description of Blanket Order

BID NO. 251D, BRD. APR. 3/22/04

Printing & Mail Prep for Saddleback College's Fall 2004, Spring 2005 and Summer 2005 Class Schedules as per all conditions, instructions & specifications listed on Bid 251D (P04-00049, 6/3/03).

Requisition Total: \$104,855.00

Approved by:

Date:

Requisition #BP05-00002

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7/09/04

Requisition History Notepad

GIVEN TO LINDA HALL

Approved by:

Date:

Requisition #BP05-00002

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Blanket Purchase Order Requisition

Requisition #: BP05-00049 PO #P05-00055 Status: Need Invoice
Requisitioner: J OZUROVICH MOSS 4880 Req. Date: 3/11/04(2005)
Order Site: SCP , SC Central Plant/Maint @ Op Room:
Vendor Code: 012492, KINETIC SYSTEMS, INC. Req. Cost: \$108,816.00
Req. Info: AGREEMENT Encumbered: \$108,816.00
Expensed:
Invoiced:

Account Number	Amount	Expensed	Yr
01-5651-0-000-1-021-000-6570	108,816.00	0.00	05

Description of Blanket Order

ANNUAL OPERATIONS, SUPPORT SERVICES AND
SUPPORT SERVICES AND SAVINGS GUARANTEE
FOR RETROFIT
MAINTENANCE AGREEMENT
7/1/04 - 6/30/05.....\$108,816.00

BOARD APPROVED 9/30/02

Requisition Total: \$108,816.00

Approved by:

Date:

Requisition #BP05-00049

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Blanket Purchase Order Requisition

Requisition #: RB05-00286 PO #P05-00064

Status: Need Invoice

Requisitioner: ADonovan, 4901, Bus. Serv.

Req. Date: 6/14/04 (2005)

Order Site: SLIB, SC Library

Room: 318

Req. Cost: \$9,000,000.00

Vendor Code: 067145, U.S. BANK

Encumbered: \$9,000,000.00

Req. Info: RETIRE 1999 COPS Capital Improvemen

Expensed:

Invoiced:

Account Number	Amount	Expensed	Yr
52-7100-0-599-0-000-000-0000	9,000,000.00	0.00	05

Description of Blanket Order

Payment to U.S. Bank of \$22,266,621.25 to retire the South Orange County Community College District Certificates of Participation (1999 Capital Improvement Refinancing Project) per Board Action on 6/22/04 (Tentative Budget).

PLEASE GIVE CHECK TO ANN DONOVAN.
THANK YOU.

Requisition Total: \$9,000,000.00

Approved by:

Date:

Requisition History Notepad

U.S. Bank

Attn: Joey Edralin

633 W. 5th St., 24th Flr.

Los Angeles, CA 90071

6/14/04 - REQUISITION TOTAL: \$22,226,621.25. SEE REQ'S RBO5-00286-1
AND RBO5-00286-2.

Approved by:

Date:

Manual Blanket PO Requisition

Requisition #: RB05-00286-1 PO #P05-00065

Status: Need Invoice

Requisitioner: ADonovan, 4901, Bus. Serv

Req. Date: 6/14/04 (2005)

Order Site: SLIB, SC Library

Room: 318

Req. Cost: \$9,000,000.00

Vendor Code: 067145, U.S. BANK

Encumbered: \$9,000,000.00

Req. Info: RETIRE 1999 COPS CAPITAL IMPROVEMEN

Expensed:

Invoiced:

Account Number	Amount	Expensed	Yr
52-7100-0-599-0-000-000-0000	9,000,000.00	0.00	05

Description of Blanket Order

Payment to U.S. Bank of \$22,266,621.25 to retire the South Orange County Community College District Certificates of Participation (1999 Capital Improvement Refinancing Project) per Board Action on 6/22/04 (Tentative Budget)

PLEASE GIVE CHECK TO ANN DONOVAN

Requisition Total:\$9,000,000.00

Approved by:

Date:

Requisition #RB05-00286-1

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7/09/04

Requisition History Notepad

6/14/04 - SEE REQ #RB05-00286 FOR APPROVALS, TOTAL PAYOFF WILL BE
\$22,226,621.25.

Approved by:

Date:

Manual Blanket PO Requisition

Requisition #: RB05-00286-2 PO #P05-00066

Status: Need Invoice

Requisitioner: ADonovan, 4901, Bus. Serv.

Req. Date: 6/14/04 (2005)

Order Site: SLIB, SC Library

Room: 318

Req. Cost: \$4,266,621.25

Encumbered: \$4,266,621.25

Vendor Code: 067145, U.S. BANK

Expensed:

Req. Info: RETIRE 1999 COPS Capital Improvemen Invoiced:

Account Number	Amount	Expensed	Yr
52-7100-0-599-0-000-000-0000	4,266,621.25	0.00	05

Description of Blanket Order

Payment to U.S. Bank of \$22,266,621.25 to retire the South Orange County Community College District Certificates of Participation (1999 Capital Improvement Refinancing Project) per Board Action on 6/22/04 (Tentative Budget)

PLEASE GIVE CHECK TO ANN DONOVAN.

Requisition Total: \$4,266,621.25

Approved by:

Date:

Requisition History Notepad

6/14/04 - SEE REQ RBO5-00286 FOR APPROVALS, TOTAL COST IS
\$22,226,621.25. BECAUSE OF ESCAPE LIMITS, TOTAL REQUIRED 3 REQ'S.

Approved by:

Date:

Requisition #RB05-00286-2

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Blanket Purchase Order Requisition

Requisition #: RB05-00247 PO #P05-00099

Status: Need Invoice

Req. Date: 6/01/04(2005)

Requisitioner: B. Mueller/5326/Bus. Serv.

Room:

Order Site: IAl , IVC Administration A-100 Bl

Req. Cost: \$625,000.00

Vendor Code: 013407, SO CAL EDISON COMPANY

Encumbered: \$625,000.00

Req. Info: Annual Electric Service

Expensed:

Invoiced:

Account Number

Amount

Expensed

Yr

01-5591-0-000-4-025-082-6570

625,000.00

0.00 05

Description of Blanket Order

Annual requisition to
SOUTHERN CALIFORNIA EDISON for
electricity service for IVC.

Period 07/01/04 through 06/30/05

Previous Req # RB04-00249

Requisition Total: \$625,000.00

Approved by:

Date:

Requisition #RB05-00247

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BOARD OF TRUSTEES PURCHASE ORDER LISTING

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Purchase Order Numbers P05-00046 Through P05-00505

PO #	Vendor Name	Purchase Order Description	Total Cost
P05-00101	WELLS FARGO #3465	Annual Maintenance Agreement	\$50.00
P05-00102	ORANGE CO. TREASURER	Annual Maintenance Agreement	\$10,895.00
P05-00103	SO CAL EDISON	Annual Maintenance Agreement	\$784.00
P05-00104	ZOOMERANG (MARKETTOOLS, INC.)	Subscription Renewal - Zoomerang	\$350.00
P05-00105	GE CAPITAL	Mtce. Agreement - Canon Copiers	\$10,815.00
P05-00106	BUSH, KRISTEN	Consulting Services: Web Development & M	\$20,000.00
* P05-00107	BNY WESTERN TRUST CO.	COPS Lease Payments 1996	\$1,466,480.00
P05-00108	AVERY PLAZA LEASING	RENT FOR AVERY PLAZA	\$19,215.00
P05-00109	ORKIN EXTERMINATING	ANT/RODENT CONTROL	\$9,132.00
P05-00110	R.M. SYSTEM, INC.	FIRE ALARM TESTING	\$14,450.00
P05-00111	SO COAST FIRE PROTECTION	FIRE EXT. SERVICING	\$1,500.00
P05-00112	THERMO TRONICS, INC.	PREV. MAINT.	\$1,000.00
P05-00113	ANCORA	Bulk Mailing Service	\$40,000.00
P05-00114	AT&T WIRELESS SERVICES	Cell Phone - Teddi Lorch 2005	\$550.00
P05-00115	WELLS FARGO #2078	Employment Verification	\$200.00
P05-00116	DEPARTMENT OF JUSTICE	Fingerprinting	\$20,000.00
P05-00117	AT&T WIRELESS SERVICES	Cell Phone - Ettie Graham 2005	\$550.00
P05-00118	CULLIGAN WATER CONDITIONING	Soft Water Service for Microbiology	\$900.00
P05-00119	ORANGE CO. AUDITOR-CONTROLLER	Surcharge on Citations	\$25,000.00
P05-00120	CHEVRON U.S.A., INC.	2004/05 Use of Gasoline by Various Depar	\$15,600.00
P05-00121	TEXACO INC.	2004/05 Gasoline Usage by Various Depart	\$750.00
P05-00122	O'CONNOR, MARY	Project Director Fee	\$82,000.00
P05-00123	COMPREHENSIVE CONTROL SYSTEMS	Annual Maintenance Agreement	\$8,258.00
P05-00124	HERCULES PORTABLE POWER, INC.	GENERATOR MAINTENANCE	\$4,291.78
P05-00125	EUREKA CAREER INFO. SYSTEMS	SITE LICENSE CONTRACT FOR CAREER SOFTWARE	\$2,128.06
P05-00126	WARE DISPOSAL CO., INC.	OPEN PURCHASE FOR 40 YARD ROLL OFF DUMPS	\$1,000.00
P05-00127	ARENA DISTRIBUTING, INC.	Snack supplies	\$2,000.00
P05-00128	HALTERMAN'S OFFICE SUPPLY	Blanket PO for deliveries	\$500.00
P05-00129	ROCKVIEW FARMS	Milk delivery	\$1,600.00
P05-00130	ARCH WIRELESS	Pager Service	\$303.96
P05-00131	TMP WORLDWIDE, INC.	Recruitment for Human Resources	\$9,000.00
P05-00132	ROTO-ROOTER PLUMBING SERVICE	DRAIN CLEANING	\$1,250.00
P05-00133	HEWLETT PACKARD	Campuswide Software License Grant (CSLG)	\$4,000.00
P05-00134	ULTRABAC SOFTWARE	BEI/Ultrabac License	\$2,201.50
P05-00135	SNEED, DONNA	VTEA Funds	\$500.00
P05-00136	ESCAPE TECHNOLOGY, INC.	Escape Financial System Annual License F	\$51,750.00
P05-00137	NEXTEL COMMUNICATIONS, INC.	Nextel Communications	\$5,000.00
P05-00138	AT&T WIRELESS SERVICES	AT&T Wireless service	\$2,200.00
P05-00139	NIAGARA DRINKING WATER, INC.	Bottled water service	\$7,500.00
P05-00140	MINN. MINING & MFG. CENTER	Annual Maintenance Agreement	\$5,650.00
P05-00141	AT&T WIRELESS SERVICES	Annual Maintenance Agreement	\$1,684.00
P05-00142	VERIZON CALIFORNIA, INC.	Annual Maintenance Agreement	\$799.85
P05-00143	SNEED, DONNA	Tech Prep Funds	\$500.00
P05-00144	TURNIP ROSE ELITE CATERING	RHORC Advisory Committee Meeting	\$800.00
P05-00145	BOB PARRETT CONSTRUCTION, INC.	LIBRARY DOORS	\$10,651.00
P05-00146	CCC	Subscription Agreement	\$3,700.00
P05-00147	NEXTIRAONE, LLC	Billing for NEXTIRAONE	\$38,065.00
* P05-00148	SBC	Annual P.O. for telephone service	\$200,000.00
* P05-00149	SAN DIEGO GAS & ELECTRIC	Electric Service Billing for SDG&E	\$460,000.00
* P05-00150	MOULTON-NIGUEL WATER DIST.	Billing for Moulton-Niguel water service	\$125,000.00
* P05-00151	WASATCH ENERGY, LLC	NATURAL GAS PURCHASES	\$755,000.00
P05-00152	NEXTIRAONE, LLC	Annual Blanket Purchase Order	\$10,000.00
P05-00153	GASTON, JIM	Reimbursement for Internet Access	\$480.00
P05-00154	PHANEUF, JIM	Reimbursement for Internet Access	\$480.00
P05-00155	TESCH, GREG	Reimbursement for Internet Access	\$600.00

Blanket Purchase Order Requisition

Requisition #: RB05-00285 PO #P05-00107

Status: Need Invoice

Requisitioner: ADonovan, 4901, Bus. Serv.

Req. Date: 6/14/04 (2005)

Order Site: SLIB, SC Library

Room: 318

Req. Cost: \$1,466,480.00

Vendor Code: 067324, BNY WESTERN TRUST CO.

Encumbered: \$1,466,480.00

Req. Info: COPS Lease Payments 1996

Expensed:

Invoiced:

Account Number

Amount

Expensed

Yr

52-7100-0-598-0-000-000-0000

1,466,480.00

0.00 05

Description of Blanket Order

2004/05 Lease Payments for South Orange
County Community College District COPS
(1996 Capital Improvement Financing
Project) Trust #75570125

Payments due 11/15/04, 5/15/05

Requisition Total: \$1,466,480.00

Approved by:

Date:

Requisition #RB05-00285

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7/09/04

Blanket Purchase Order Requisition

Requisition #: RB05-00312 PO #P05-00148 Status: Need Invoice
Requisitioner: D.Lindboe/Fiscal/4870 Req. Date: 6/16/04(2005)
Order Site: SAGB, SC Administr & Governance B Room: 128
Vendor Code: 011458, SBC Req. Cost: \$200,000.00
Req. Info: Annual P.O. for telephone service Encumbered: \$200,000.00
Expensed:
Invoiced:

Account Number	Amount	Expensed	Yr
01-5590-0-000-1-025-000-6570	200,000.00	0.00	05

Description of Blanket Order

Blanket purchase order for telephone service.

Period covered: 7/1/04 - 6/30/05

Not to exceed: \$200,000.00

Requisition Total: \$200,000.00

Approved by:

Date:

Blanket Purchase Order Requisition

Requisition #: RB05-00316 PO #P05-00149 Status: Need Invoice
Requisitioner: CHilton/4872/Pres. Office Req. Date: 6/16/04 (2005)
Order Site: SAGB, SC Administr & Governance B Room: 132
Vendor Code: 030549, SAN DIEGO GAS & ELECTRIC Req. Cost: \$460,000.00
Req. Info: Electric Service Billing for SDG&E Encumbered: \$460,000.00
Expensed:
Invoiced:

Account Number	Amount	Expensed	Yr
01-5591-0-000-1-025-000-6570	460,000.00	0.00	05

Description of Blanket Order

BLANKET PURCHASE ORDER FOR ELECTRIC
SERVICE

7/01/04 - 6/30/05

NOT TO EXCEED.....\$460,000.00

Requisition Total: \$460,000.00

Approved by:

Date:

Requisition #RB05-00316

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7/09/04

Blanket Purchase Order Requisition				
Requisition #: RB05-00317		PO #P05-00150		Status: Need Invoice
Requisitioner: CHilton/4782/Pres. Office		Req. Date: 6/16/04(2005)		Room: 132
Order Site: SAGB, SC Administr & Governance B		Req. Cost: \$125,000.00		Encumbered: \$125,000.00
Vendor Code: 010244, MOULTON-NIGUEL WATER DIST.		Expensed:		Invoiced:
Req. Info: Billing for Moulton-Niguel water se				
Account Number	Amount	Expensed	Yr	
01-5593-0-000-1-025-000-6570	125,000.00	0.00	05	

NOT TO EXCEED.....\$125,000.00

Requisition Total: \$125,000.00

Approved by:

Date:

Requisition #RB05-00317

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7/09/04

Blanket Purchase Order Requisition

Requisition #: RB05-00318 PO #P05-00151

Status: Need Invoice

Req. Date: 6/16/04 (2005)

Requisitioner: C HILTON/FISCAL/4871

Room:

Order Site: SCP , SC Central Plant/Maint @ Op

Req. Cost: \$755,000.00

Encumbered: \$755,000.00

Vendor Code: 068279, WASATCH ENERGY, LLC

Expensed:

Req. Info: NATURAL GAS PURCHASES

Invoiced:

Account Number	Amount	Expensed	Yr
01-5592-0-000-1-025-000-6570	755,000.00	0.00	05

Description of Blanket Order

NATURAL GAS....PER NATURAL GAS SALES
AGREEMENT DATED 6/1/04

NOT TO EXCEED.....\$755,000.00

7/1/04 - 6/30/05

Requisition Total: \$755,000.00

Approved by:

Date:

Requisition #RB05-00318

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BOARD OF TRUSTEES PURCHASE ORDER LISTING

v4.2

Purchase Order Numbers P05-00046 Through P05-00505

PO #	Vendor Name	Purchase Order Description	Total Cost
P05-00156	VAN LEEUWEN, RICK	Reimbursement for Internet Access	\$480.00
P05-00157	KING, TAMARA	Reimbursement for Internet services	\$480.00
P05-00158	AMER. METEOROLOGICAL SOCIETY	Fall 04 license to use website for GEOL	\$249.00
P05-00159	SO CAL EDISON	License Fee Annual Requisition	\$4,400.00
P05-00160	SO CAL GAS CO.	Gas Service Annual Requisition	\$25,000.00
P05-00161	PACIFIC PARKING SYSTEMS, INC.	Annual Maintenance Agreement	\$3,900.00
P05-00162	U.S. FILTER	Annual Maintenance Agreement	\$1,475.00
P05-00163	U.S. FILTER	Annual Maintenance Agreement	\$750.00
P05-00164	BAY ALARM COMPANY	For Chemical Storage	\$657.00
P05-00165	MICROSOFT TECHNET	TechNet Plus 1-User US Sub	\$518.80
* P05-00166	MUNICIPAL FINANCE CORP..	Debt payment for SC COGEN Plant	\$414,447.32
P05-00167	COPY TECH COMPANY	SERVICE FOR COPIER	\$196.51
P05-00168	IMAGISTICS INTERNATIONAL INC.	FAX RENTAL	\$480.00
P05-00169	KUSUNOKI, GARY I.	Annual Maintenance Agreement	\$1,500.00
P05-00170	XEROX CORPORATION	SERVICING OF XEROX	\$197.76
P05-00171	BAY ALARM COMPANY	SECURITY MONITORING	\$768.00
P05-00172	SEA LIFE DESIGNS, INC.	AQUARIUM SUPPLIES	\$1,400.00
P05-00173	ORANGE CO. REGISTER	Orange County Register newspaper subscri	\$415.74
P05-00174	BACK STAGE/WEST	Annual Subscription	\$89.00
P05-00175	PITNEY-BOWES SUPPLY	LEASE OF MAILING SYSTEM	\$9,576.00
P05-00176	GENERAL BINDING CORP.	Annual Maintenance Agreement	\$463.00
P05-00177	GANDER-PRINTCO	BUSINESS CARDS - ERIN MARSHALL	\$52.80
P05-00178	APPLE COMPUTER, INC.	computers and accessories	\$88,673.98
P05-00179	GANDER-PRINTCO	BUSINESS CARDS - INTERN CARD	\$52.80
P05-00180	COX COMMUNICATIONS	COX Communications: SOCCCD Internet Acce	\$33,261.85
P05-00181	HEWLETT PACKARD	HP / Alpha System Hardware Maintenance A	\$7,062.50
P05-00182	HEWLETT PACKARD	HP / Alpha System Software Maintenance A	\$5,046.06
P05-00183	NEXTEL COMMUNICATIONS, INC.	NEXTEL: Cellular, IT Mgt/Tech Support Se	\$7,200.00
P05-00184	SBC	SBC: T-1 circuits SC-IVC WAN	\$13,000.00
P05-00185	CIPHER TRUST, INC.	Anti-SPAM/Anti-Virus Annual Maintenance	\$29,625.00
P05-00186	BAY ALARM COMPANY *	Monthly Monitoring	\$336.00
* P05-00187	SISC III HEALTH BENEFITS	Blue Shield (Retiree) Benefits FY 2003/0	\$1,607,760.72
* P05-00188	ACSIG/EDGE	Delta Dental FY 04/05 Fund 01	\$1,030,989.47
* P05-00189	ACSIG/EDGE	Delta Dental FY 04/05 Fund 71	\$100,663.13
* P05-00190	FORTIS BENEFITS INSURANCE CO.	Long-Term Disability Benefits for 2004/0	\$353,395.32
P05-00191	HYATT LEGAL	Hyatt Legal Benefits	\$37,138.75
* P05-00192	ING EMPLOYEE BENEFITS	Life Insurance Benefits 2004/05 FY	\$329,249.00
P05-00193	PACIFICARE BEHAVIORAL HEALTH	Pacificare Behavioral FY 04/05 Fund 01	\$33,268.63
P05-00194	UNUM LIFE INSURANCE COMPANY	UNUM LTC FY 2004/05	\$30,534.00
* P05-00195	ACSIG/EDGE	Vision Services FY 04/05 Fund 01	\$392,380.88
* P05-00196	ACSIG/EDGE	Vision Services FY 04/05 Fund 07	\$37,762.50
P05-00197	PRESENTATION SYSTEMS	AV BID FOR HS	\$0.00
P05-00198	CDW COMPUTER CENTERS	AV BID	\$7,176.15
P05-00199	A-VIDD ELECTRONICS CO.	AV BID FOR HS BLDG.	\$28,757.40
P05-00200	STRATUS	PLAN CHECK FEES	\$1,855.70
* P05-00201	BURST COMMUNICATIONS, INC.	AV BID FOR HS	\$134,727.37
* P05-00202	HSACCC	hsa membership	\$75.00
P05-00203	BROADCAST SUPPLY WORLDWIDE	AV BID FOR HS	\$2,866.25
* P05-00204	NEXTIRAONE, LLC	PHONE SYSTEM-SADDLEBACK COLLEGE	\$1,864,443.52
* P05-00205	NEXTIRAONE, LLC	PHONE SYSTEM-IRVINE VALLEY COLLEGE	\$803,450.05
* P05-00206	NEXTIRAONE, LLC	Telecommunications Network System Replac	\$461,075.04
* P05-00207	NEXTIRAONE, LLC	Telecommunications Network System Repla	\$207,290.30
P05-00208	CDW COMPUTER CENTERS	AV SUPPLIES FOR HS BLDG.	\$398.68
P05-00209	BROADCAST SUPPLY WORLDWIDE	AV SUPPLIES FOR HS BLDG.	\$676.67
P05-00210	XEROX CORPORATION	Annual Maintenance Contract	\$635.00

Blanket Purchase Order Requisition

Requisition #: RB05-00343 PO #P05-00166 Status: Paid Partial
 Requisitioner: FISCAL/C. HILTON/4872 Req. Date: 6/21/04(2005)
 Order Site: SAGB, SC Adminstr & Governance B Room: 132
 Vendor Code: 031650, MUNICIPAL FINANCE CORP.. Req. Cost: \$414,447.32
 Req. Info: Debt payment for SC COGEN Plant Encumbered: \$310,835.49
 Expensed: \$103,611.83
 Invoiced: \$103,611.83

Account Number	Amount	Expensed	Yr
01-7100-0-000-1-025-000-6570	414,447.32	103,611.83	05

Description of Blanket Order

BLANKET PURCHASE ORDER TO SC COGEN
 PLANT FOR QUARTERLY PAYMENTS FOR THE
 2004-2005 FISCAL YEAR FOR KINETIC
 MECHICAL RETROFIT AND ENERGY MANAGEMENT
 PROJECT #02-085-AF-01. QUARTERLY
 PAYMENTS OF \$103,611.83 TO BE MADE ON
 THE FOLLOWING DATES:

08/05/04
 11/05/04
 02/05/05
 05/05/05

NOT TO EXCEED.....\$414,447.32

Requisition Total: \$414,447.32

Approved by:

Date:

Requisition Invoice History

<u>Vendor Name</u>	<u>Invoice #</u>	<u>Amount</u>	<u>Date</u>	<u>Check #</u>	<u>Paid Dt</u>
MUNICIPAL FINA	02-085-AF-01	6/15/4	\$103,611.83	6/15/04 031046	7/09/04

Approved by:

Date:

Requisition #RB05-00343

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7/09/04

Blanket Purchase Order Requisition

Requisition #: RB05-00364 PO #P05-00187

Status: Need Invoice

Requisitioner: ADonovan

Req. Date: 6/22/04 (2005)

Order Site: SLIB, SC Library

Room: 318

Req. Cost: \$1,607,760.72

Encumbered: \$1,607,760.72

Vendor Code: 068309, SISC III HEALTH BENEFITS

Expensed:

Req. Info: Blue Shield (Retiree) Benefits FY 2 Invoiced:

Account Number	Amount	Expensed	Yr
71-3410-0-000-9-000-000-5900	966,009.26	0.00	05
71-3430-0-000-9-000-000-6740	577,796.46	0.00	05
71-3431-0-000-9-000-000-6770	63,955.00	0.00	05

Description of Blanket Order

Blue Shield (Retiree) Benefits
FY 2004/05

Requisition Total:\$1,607,760.72

Approved by:

Date:

Requisition #RB05-00364

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7/09/04

Blanket Purchase Order Requisition

Requisition #: RB05-00365 PO #P05-00188

Status: Need Invoice

Requisitioner: ADonovan

Req. Date: 6/22/04(2005)

Order Site: SLIB, SC Library

Room: 318

Req. Cost: \$1,030,989.47

Vendor Code: 031440, ACSIG/EDGE

Encumbered: \$1,030,989.47

Req. Info: Delta Dental FY 04/05 Fund 01

Expensed:

Invoiced:

Account Number	Amount	Expensed	Yr
01-3400-0-000-9-001-000-6770	1,025,421.70	0.00	05
01-3431-0-000-9-001-000-6770	5,567.77	0.00	05

Description of Blanket Order

Estimate Delta Dental Benefits

FY 04/05

Fund 01

Requisition Total:\$1,030,989.47

Approved by:

Date:

Requisition #RB05-00365

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7/09/04

Blanket Purchase Order Requisition

Requisition #: RB05-00366 PO #P05-00189

Status: Need Invoice

Requisitioner: ADonovan

Req. Date: 6/22/04 (2005)

Order Site: SLIB, SC Library

Room: 318

Req. Cost: \$100,663.13

Encumbered: \$100,663.13

Vendor Code: 031440, ACSIG/EDGE

Expensed:

Req. Info: Delta Dental FY 04/05 Fund 71

Invoiced:

Account Number	Amount	Expensed	Yr
71-3410-0-000-9-000-000-5900	56,371.35	0.00	05
71-3430-0-000-9-000-000-6740	44,291.78	0.00	05

Description of Blanket Order

Delta Dental Estimate of Benefits
FY 04/05
Fund 71

Requisition Total: \$100,663.13

Approved by:

Date:

Requisition #RB05-00366

Page 1

7/09/04

Blanket Purchase Order Requisition

Requisition #: RB05-00367 PO #P05-00190 Status: Need Invoice
Requisitioner: ADonovan Req. Date: 6/22/04 (2005)
Order Site: SLIB, SC Library Room: 318
Vendor Code: 068229, FORTIS BENEFITS INSURANCE Req. Cost: \$353,395.32
Req. Info: Long-Term Disability Benefits for 2 Encumbered: \$353,395.32
Expensed:
Invoiced:

Account Number	Amount	Expensed	Yr
01-3400-0-000-9-001-000-6770	353,395.32	0.00	05

Description of Blanket Order

Long-Term Disability Benefits for
2004/05 Fiscal Year.
NOT TO EXCEED \$365,000.00

Requisition Total: \$353,395.32

Approved by:

Date:

Blanket Purchase Order Requisition

Requisition #: RB05-00369 PO #P05-00192 Status: Need Invoice
Requisitioner: ADonovan Req. Date: 6/22/04 (2005)
Order Site: SLIB, SC Library Room: 318
Vendor Code: 068230, ING EMPLOYEE BENEFITS Req. Cost: \$329,249.00
Req. Info: Life Insurance Benefits 2004/05 FY Encumbered: \$329,249.00
Expensed:
Invoiced:

Account Number	Amount	Expensed	Yr
01-3400-0-000-9-001-000-6770	329,249.00	0.00	05

Description of Blanket Order

Life Insurance Benefits for 2004/05
Fiscal Year
NOT TO EXCEED \$346,000.00

Requisition Total: \$329,249.00

Approved by:

Date:

Blanket Purchase Order Requisition

Requisition #: RB05-00372 PO #P05-00195

Status: Need Invoice

Req. Date: 6/22/04 (2005)

Requisitioner: ADonovan

Room: 318

Order Site: SLIB, SC Library

Req. Cost: \$392,380.88

Encumbered: \$392,380.88

Vendor Code: 031440, ACSIG/EDGE

Expensed:

Req. Info: Vision Services FY 04/05 Fund 01

Invoiced:

Account Number	Amount	Expensed	Yr
01-3400-0-000-9-001-000-6770	390,212.50	0.00	05
01-3431-0-000-9-001-000-6770	2,168.38	0.00	05

Description of Blanket Order

Vision Services Benefits FY 04/05
Fund 01

Requisition Total: \$392,380.88

Approved by:

Date:

Purchase Order Requisition

Requisition #: RS05-00172	PO #P05-00201	Status: Printed
Requisitioner: S. SEIFERT, 4680, PURCH.		Req. Date: 6/23/04 (2005)
Order Site: SAVY, Avery Plaza/Purchasing		Room: 207
Ship to Site: SC, SADDLEBACK COLLEGE WAREHOUS		Req. Cost: \$134,727.37
Vendor Code: 068942, BURST COMMUNICATIONS, INC.		Encumbered: \$134,727.37
Req. Info: AV BID FOR HS		Expensed:
		Invoiced:

Account Number	Amount	Expensed	Yr
40-6410-1-477-6-013-000-7100	134,727.37	0.00	05

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
				BID NO. 1034, BRD. APR. 6/22/04 AV SUPPLIES & EQUIPMENT FOR HS/DISTRICT OFFICE BUILDING. GREG GORIAN, 949/851-8220		
1		1	EA	SMC, SMC-EZ6508TX, 8 PORT 10/100 MBPS AUTO SENSING SWITCH 90 DAY WARRANTY FOR PARTS & LABOR FOR PRESENTATION SYSTEM, INTERFACE/MISC	37.00	

Approved by: _____

Date: _____

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
		1	LOT	4 EA. HC-400WCAS/1, 2/3" 4:3/16:9 DSP CAMERA INCLUDES: HC-400 CAMERA HEAD, CA-450 CAMERA ADAPTER, XTE-307 TEST EXTENDER, VF5045W 5" VIEWFINDER, OM-400E OPERATION MANUAL, T-791 TRIPOD PLATE, & TC-5816 MEMORY CARD 4 EA. Ikegami, VF5045W/1 OUT, REMOVAL OF 5: VIEWFINDER FROM CAMERA CONFIGURATION 4 EA. Ikegami, OCP-45, OPERATION CONTROL PANEL 1 EA. Ikegami, SM-400E, SERVICE MANUAL FOR HC-400W 1 EA. Ikegami, SM-MA-400, SERVICE MANUAL FOR MA-400 4 EA. Ikegami, MA-400, MULTICORE BASE STATION (WAS MA-400CP) 4 EA. Ikegami, SDI-400, SDI OPTION 4 EA. Ikegami, MCC-50, 50M MULTICORE CABLE 4 EA. Ikegami, CP-15, OCP CONTROL PANEL CABLE 4 EA. Fujinon, A20X8.6MD, TELECONFERENCING 20X ZOOM LENS 1 YR. WARRANTY PARTS. 730 DAYS WARRANTY ON LABOR. FOR ABOVE CAMERA SYSTEM.	91825.00	
				NOTE; THESE LENS MUST BE SENT TO TELEMETRICS FOR MODIFICATION EITHER THE VENDOR OR OWNER MUST ARRANGE THIS.		

Approved by:

Date:

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
		1	LOT	2 EA. Ikegami, PM-9050RM2, DUAL B&W MONITOR, (CCU 1-2), (CCU3-4) INCLUDES DR9-5 RACK MOUNT KIT. 3 EA. Ikegami, PM-K5/R3, THREE B&W MONITOR WITH RMK-K5 RACK KIT. (CAM R/RX-1&2), (SVHS-1&2/DVD-R), (VTR-1/2/3) 2 EA. Ikegami, TM20-17RARM, 20" COLOR MONITOR FOR PROGRAM & PREVIEW. INCLUDES TTM-20 RACK MOUNT & A-TM20-16 RACK ADAPTER. 2 EA. Ikegami, DK173, SDI INTERFACE CARDS FOR TM20-17 MONITORS 1 EA. Ikegami, TM14-17RZRM, 14" COLOR MONITOR FOR WUALITY CONTROL (qc) INCLUDES TTM-20 RACK MOUNT & A-TM20-14 RACK ADAPTER 1 EA. Ikegami, DK173, SDI INTERFACE CARDS FOR TM14-17 MONITOR. 5 EA. Ikegami, TM9-1RM2, TWO 9" COLOR MONITORS W/RK-910SU RACK MOUNT (SC 1&2) (CG 1&2), UTILITY & FS) (AUDIO PGM & PVW), (BROADCAST & OFF-AIR) 365 DAYS WARRANTY ON PARTS 730 DAYS WARRANTY ON LABOR	20855.00	
4		1	LOT	4 EA. ADC, PP12232RS-MVJT, VIDEO PATCHBAY (DIGITAL= 1, ANALOG= 3) 14 EA. ADC, BK3V-STM, PATCH CORDS, 36" BLACK MID SIZE PLUG TO PLUG FOR ANALOG & DIGITAL PATCHBAYS 3 EA. ADC, PPH, PATCH CORD HOLDER FOR PRODUCTION VIDEO 5475 DAYS WARRANTY ON LABOR & PARTS	4425.00	
5		1	LOT	4 EA. ADC, PPB3-14MKIVHN, AUDIO BANTAM PATCH PANEL 48 X 2 18 EA. ADC, R3B, 3' BANTAM STEREO PATCH CORD - RED FOR PRODUCTION, AUDIO 5475 DAYS WARRANTY PARTS & LABOR	3616.00	
6		1	EA	GENERAL TECHNICS , CS634, 18.1" BLACK LCD VGA RACK MOUNT DISPLAY FOR QC (RACK MOUNT CASE MADE BY GENERAL TECHNICS; THIS PART NUMBER INCLUDES NEC LCD 1860NX MONITOR) 1 YR. WARRANTY PARTS & LABOR FOR TEST/SYNC	1045.00	

Approved by:

Date:

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
		1	LOT	1 EA. RARITAN, CS4R, COMPUSWITCH 4 INPUT KVM SWITCH FOR QC MONITOR INPUT, RACK MOUNT 1 EA. RARITAN, A10D2-06MP, COMPUSWITCH OPTIONAL 6V/1.4 VOLT DC ADAPTOR FOR CSR4 730 DAYS WARRANTY PARTS & LABOR	422.00	
8		1	EA	MICROSOFT, K51-00024, WIRELESS OPTICAL MOUSE & KEYBOARD FOR CONTROL ROOM QC POSITION 1 YR. WARRANTY PARTS & LABOR	73.00	
9		1	EA	SMC, SMC-EZ6508TX, 8 PORT 10/100 MBPS AUTO SENSING SWITCH 90 DAYS WARRANTY PARTS & LABOR	37.00	
10		1	EA	VIDEOFRAME, VF0005, 16X32 TALLY INTERFACE 1 YR. WARRANTY PARTS & LABOR ABOVE ITEMS FOR PRODUCTION, EQUIPMENT TO BE INSTALLED IN THE AUDITORIUM MUST NOT BE DELIVERED BEFORE AUG. 9, 2004 OR AFTER AUG.16, 2004. AS PER ALL CONDITIONS, INSTRUCTIONS & SPECIFICATIONS LISTED ON ABOVE BID. INTERFACE-MISC.	2659.00	
11		1	EA	RDL, STD-10K, STEREO TO MONO MIXER FOR BROADCAST I-O PANEL 1095 DAYS WARRANTY PARTS & LABOR	43.00	

Taxable Amount:	125,037.00
Sales Tax:	9,690.37
Shipping:	
Requisition Total:	134,727.37

Approved by:

Date:

Purchase Order Requisition

Requisition #: RS05-00168	PO #P05-00204	Status: Printed
Requisitioner: A.MacDOUGALL/4330/IT		Req. Date: 6/23/04(2005)
Order Site: SDCC, SC Dist Information Technol		Room: DCC1
Ship to Site: SC, SADDLEBACK COLLEGE WAREHOUS		Req. Cost: \$1,864,443.52
Vendor Code: 011061, NEXTIRAONE, LLC		Encumbered: \$1,864,443.52
Req. Info: PHONE SYSTEM-SADDLEBACK COLLEGE		Expensed:
		Invoiced:

Account Number	Amount	Expensed	Yr
40-6228-0-487-7-015-000-6780	1,864,443.52	0.00	05

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
				DISTRICT OFFICE/SADDLEBACK (3 CALL MANAGERS)		
1		4	EA	MCS-7835H-3.0-IPC1 H/W ONLY MCS 7835H-3000 WITH XEON 3.06, 1 GB RAM,2 36GB SCSI	22000.00	
2		4	EA	CM4.0-K9-7835= CALL MANAGER 4.0,MCS 7835 - 2,500 SERVER USER LICENSE	15990.00	
3		8	EA	CAB-AC POWER CORD, 110V	0.00	
		837	EA	SW-CCM-UL-7960 CALL MANAGER UNIT LICENSE FOR SINGLE 7960 IP PHONE	62775.00	
5		74	EA	SW-CCM-UL-7970 CALL MANAGER UNIT LICENSE FOR SINGLE 7970 IP PHONE	7215.00	
6		287	EA	SW-CCM-UL-7905 CALL MANAGER UNIT LICENSE FOR SINGLE 7905 IP PHONE	11480.00	
7		1	EA	SB4740 SOUND CARD - PLUG-IN CARD - PCI	39.46	
				DISTRICT OFFICE/SADDLEBACK (UNITY MESSAGING SERVERS)		
8		1	EA	MCS-7845H-3.0-ECS2 MCS 7845-HP;UNITY; 1GB;RAID 1(x2);DUAL CPU WIN2K	9497.50	
9		1	EA	UNITY-PWR-US POWER CORD US	0.00	
10		1	EA	UNITY-WIN2K-ENG CISCO UNITY OPERATING SYSTEM 2000 - ENGLISH	0.00	

Approved by:

Date:

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
		1	EA	UNITY-4.0 UNITY 4.0	0.00	
12		1	EA	UNITY IP UNITY FOR CALL MANAGER, IP ONLY INTEGRATIONS	0.00	
13		1	EA	UNITY-EXCHANGE UNITY FOR EXCHANGE	0.00	
14		1	EA	UNITY-DS-ENG UNITY DATA STORE - IN ENGLISH	0.00	
15		1	EA	UNITY-MS-ENG UNITY MESSAGE STORE IN ENGLISH. NOT REQUIRED FOR DOMINO	0.00	
16		1	EA	UNITY 40-SVRLIC-MAX UNITY SERVER LICENSE FOR VM OR UM. INCLUDES 72 SESSIONS	5000.00	
17		8	EA	UNITY-RS-ML UNITY, ONE SESSION REAL SPEAK TTS	5600.00	
18		1497	EA	UNITY-UM-USR-E ONE UNITY UM FOR EXCHANGE USER	101047.50	
19		1	EA	UNITY-DATA-STORE UNITY DATA STORE, REQ FOR >32 SESSIONS PER PROCESSOR	0.00	
20		1	EA	UNITY-MSG-STR5.5 UNITY MESSAGE STORE 5.5	0.00	
				DISTRICT OFFICE (IP PHONES)		
21		74	EA	CP-7960G CISCO IP PHONE 7960G, GLOBAL	15355.00	
22		32	EA	CP-7970G CISCO IP PHONE 7970G, GLOBAL	11120.00	
23		12	EA	CP-7905G CISCO IP PHONE 7905G, GLOBAL	990.00	
24		4	EA	CP-7914= 7914 PHONE EXPANSION MODULE FOR 7960	790.00	
25		2	EA	CP-PWR-CUBE= IP PHONE POWER TRANSFORMER	45.00	
26		2	EA	CP-PWR-CORD-NA= 7900 SERIES TRANSFORMER POWER CORD, NORTH AMERICA	10.00	
27		2	EA	CP-DOUBLFOOTSTAND= FOOTSTAND KIT FOR (2) 7914'S	38.00	
				SADDLEBACK COLLEGE (IP PHONES)		

Approved by:

Date:

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
		763	EA	CP-7960G CISCO IP PHONE 7960G, GLOBAL	158322.50	
29		42	EA	CP-7970G CISCO IP PHONE 7970G, GLOBAL	14595.00	
30		275	EA	CP-7905G CISCO IP PHONE 7905G, GLOBAL	22687.50	
31		4	EA	CP-7914= 7914 IP PHONE EXPANSION MODULE FOR 7960	790.00	
32		2	EA	CP-PWR-CUBE= IP PHONE POWER TRANSFORMER	45.00	
33		2	EA	CP-PWR-CORD-NA= 7900 SERIES TRANSFORMER POWER CORD, NORTH AMERICA	10.00	
34		2	EA	CP-DOUBLFOOTSTAND= FOOTSTAND KIT FOR (2) 7914'S	38.00	
				DISTRICT/SADDLEBACK GATEWAYS (6 T1 CAPACITY, 192 ANALOG PORTS)		
35		4	EA	VG248 48 PORT VOICE OVER IP ANALOG PHONE GATEWAY	16790.00	
36		4	EA	CAB-AC POWER CORD, 110V	0.00	
37		1	EA	WS-SVC-CMM= CISCO CATALYST 6500 COMMUNICATIONS MEDIA MODULE	4997.50	
		1	EA	S6VGMS-12213ZP CISCO C6500 CMM IOS VOICE/MGCP/H.323/MEDIA SERVICES	0.00	
39		1	EA	WS-SVC-CMM-6T1 6-PORT T1 INTERFACE PORT ADAPTER	5997.50	
40		1	EA	WS-SVC-CMM-ACT ADHOC CONFERENCING AND TRANSCODING PORT ADAPTER	3997.50	
				CISCO CONFERENCE CONNECTION		
41		1	EA	MCS-7835H-3.0-IPC1 H/W ONLY MCS 7835H- 3000 WITH XEON 3.06, 1GB RAM, 2 36GB SCSI	5500.00	
42		1	EA	SW-CCC-V12= CISCO CONFERENCE CONNECTION V1.2 SOFTWARE, 20 USER LICENSE	7500.00	
43		1	EA	SW-KEY-CCC20-60= CCC USER LICENSE UPGRADE FROM 20 TO 60 PORTS	15000.00	

Approved by:

Date:

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
		2	EA	CAB-AC POWER CORD, 110V	0.00	
				CISCO ERR 911-DISTRICT AND SADDLEBACK (100 LICENSES WITH EACH CER 1.2 SOFTWARE PUS 1,000 ADDITIONAL)		
45		2	EA	MCS-7835H-3.0-IPC1 H/W ONLY MCS 7835H- 3000 WITH XEON 3.06, 1 GB RAM, 2 36GB SCSI	11000.00	
46		2	EA	SW-CER-1.2-SVR= CISCO EMERGENCY RESPONDER 1.2 SOFTWARE (INCLUDES 100 USER LICENSES)	5995.00	
47		1	EA	KEY-CER1.2-1K= CER 1.2 USER LICENSE, FOR 1,000 PHONES	5000.00	
48		2	EA	CAB-AC POWER CORD, 110V	0.00	
				CISCO PERSONAL ASSISTANT - DISTRICT/ SADDLEBACK		
49		1	EA	SW-PASR1.4-SVR2M= PERSONAL ASSISTANT SVR SW 1.4, 10 USR 2 MULTI LANG ASR SNS	2997.50	
50		1	EA	MCS-7835H-3.0-IPC1 H/W ONLY MCS 7835H- 3000 WITH XEON 3.06, 1 GB RAM, 2 36GB SCSI	5500.00	
51		9	EA	SW-PASR1-USR10= PERSONAL ASSISTANT 10 USER LICENSES	5625.00	
52		1	EA	SW-PASR1-K2-8M= PERSONAL ASSISTANT ASR KEY, EXPAND 2 TO 8 SN, MULTI LANGUAGE	4500.00	
53		1	EA	SW-PASR-T8= PERSONAL ASSISTANT 1.4TTS KEY, 8 TTS SESSIONS	5600.00	
				NETWORK MANAGEMENT - IP TELEPHONE ENVIRONMENT MONITOR (ITEM)		
54		1	EA	MCS-7825H-3.0-IPC1 H/W ONLY MCS 7825H- 3000 WITH P4 3060, 1GB RAM, 40GB HD	3000.00	
55		1	EA	CWITEM-2.0-ADD-K9 IP TELEPHONE ENVIRONMENT MONITOR 2.0 FOR WINDOWS ADD TO LMS 2.X	6250.00	

Approved by:

Date:

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
				EXTRAS		
56		448	EA	CP-LCKNGWALLMNT2= LOCKING WALL MOUNT KIT FOR 7910, 7940, 7960 IP PHONES	6944.00	
				WAN DISTRIBUTION CORE - DEDICATED CORE CATALYST 6500'S TO COLLAPSE IVC, SADDLEBACK, DISTRICT AND INTERNET CONNECTIONS		
57		2	EA	WS-C6509 CAT 6509 CHASSIS, 9 SLOT, 15RU, NO POW SUPPLY, NO FAN TRAY	9500.00	
58		2	EA	S733Z-12217SX CISCO CAT6000-SUP720 10S IP	0.00	
59		4	EA	WS-SUP720 CATALYST 6500/CISCO 7600 SUPERVISOR 720 FABRIC MSFC3 PFC3A	56000.00	
60		2	EA	WX-X6724-SFP CATALYST 6500 24-PORT GigE MOD; FABRIC-ENABLED (REQ.SFPs)	15000.00	
61		4	EA	WS-CAC-2500W CATALYST 6000 2500W AC POWER SUPPLY	6000.00	
62		4	EA	CAB-AC-2500W-US1 POWER CORD,250VAC 20A STRAIGHT BLADE NEMA 6-20 PLUG US	0.00	
		2	EA	WS-C6K--9SLT-FAN2 HIGH SPEED FAN TRAY FOR CATALYST 6509	495.00	
64		4	EA	GLC-LH-SM GE SFP,LC CONNECTOR LX/LH TRANSCEIVER	1990.00	
65		4	EA	CAB-MCP-LC= MODE CONDITIONING PATCH CABLE; LC CONNECTOR	1000.00	
66		8	EA	GLC-SX-MM GE SFP, LC CONNECTOR SX TRANSCEIVER	2000.00	
67		2	EA	GLC-T 1000BASE-T SFP	395.00	
				DISTRICT EDGE		
68		18	EA	WS-C3750-48PS-S CATALYST 3750 48 10/100 802.3AF INLINE POWERED PORTS + 4 SFP, SMI	76455.00	

Approved by:

Date:

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
		2	EA	WS-C3750-24PS-S CATALYST 3750 24 10/100 802.3AF INLINE POWERED PORTS + 2 SFP, SMI	4795.00	
70		4	EA	GLC-LH-SM GE SFP,LC CONNECTOR LX/LH TRANSCEIVER	1990.00	
71		4	EA	CAB-MCP-LC= MODE CONDITIONING PATCH CABLE; LC CONNECTOR	1000.00	
72		24	EA	GLC-SX-MM= GE SFP, LC CONNECTOR FOR SX TRANSCEIVER	6000.00	
				DISTRICT CORE-REQ.(96) 10/100/1000 PORTS IN EACH CHASSIS-WE MET REQ. PROVIDING (192) TOTAL 10/100/1000 PORTS		
73		2	EA	WS-C6513 CAT 6513 CHASSIS,13SLOT, 19RU, NO POW SUPPLY, NO FAN TRAY	15250.00	
74		2	EA	S733Z-12217SX CISCO CAT6000-SUP720 IOS IP	0.00	
75		4	EA	WS-SUP720 CATALYST 6500/CISCO 7600 SUPERVISOR 720 FABRIC MSFC3 PFC3A	56000.00	
76		4	EA	WS-X6748-GE-TX CATALYST 6500 48-PORT 10/100/1000 GE MODULE, RJ45	30000.00	
77		2	EA	WS-X6724-SFP CATALYST 6500 24-PORT GigE MOD; FABRIC-ENABLED (REQ.SFPs)	15000.00	
78		4	EA	WS-CAC-4000W CATAYST 6000 4000W AC POWER SUPPLY	10000.00	
79		2	EA	WS-C6K-13SLT-FAN2 HIGH SPEED FAN TRAY FOR CATALYST 6513 / CISCO 7613	745.00	
80		8	EA	GLC-SX-MM GE SFP, LC CONNECTOR SX TRANSCEIVER	2000.00	
				SADDLEBACK EDGE		
81		52	EA	WS-C3750-48PS-S CATALYST 3750 48 10/100 802.3AF INLINE POWERED PORTS + 4 SFP, SMI	220870.00	

Approved by:

Date:

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
		30	EA	WS-C3750-24PS-S CATALYST 3750 24 10/100 803.3AF INLINE POWERED PORTS + 2SFP, SMI	71925.00	
83		140	EA	GLC-LH-SM GE SFP, C CONNECTOR LX/LH TRANSCEIVER	69650.00	
84		140	EA	CAB-MCP-LC= MODE CONDITIONING PATCH CABLE; LC CONNECTOR	35000.00	
85		32	EA	GLC-SX-MM= GE SFP, LC CONNECTOR FOR SX TRANSCEIVER	8000.00	
				SADDLEBACK CORE-REQ.TOTAL OF (100) 10/100/100 PORTS & (200) 10/100 PORTS IN EACH CHASSIS-WE EXCEEDED REQ. PROVIDING (336) 10/100/1000 PORTS		
86		2	EA	WS-C6513 CAT 6513 CHASSIS, 13 SLOT, 19RU, NO POW SUPPLY, NO FAN TRAY	15250.00	
87		2	EA	S733Z-12217SX CISCO CAT6000-SUP720 10S IP	0.00	
88		4	EA	WS-SUP720 CATALYST 6500/CISCO 7600 SUPERVISOR 720 FABRIC MSFC3 PFC3A	56000.00	
89		4	EA	WS-X6748-GE-TX CATALYST 6500 48-PORT 10/100/1000 GE MODUE, RJ45	30000.00	
90		4	EA	WS-X6724-SFP CATALYST 6500 24-PORT GigE MOD; FABRIC-ENABLED (REQ.SFPs)	30000.00	
91		4	EA	WS-CAC-4000W CATALYST 6000W AC POWER SUPPLY	10000.00	
92		2	EA	WS-C6K-13SLT-FAN2 HIGH SPEED FAN TRAY FOR CATALYST 6513 / CISCO 7613	745.00	
93		8	EA	GLC-SX-MM GE SFP, LC CONNECTOR SX TRANSCEIVER	2000.00	
				NETWORK MANAGEMENT		
94		1	EA	MCS-7835H-3.0 H/W ONLY MCS 7835H-3000 WITH XEON 3.06,1 GB RAM,2 36GB SCSI	5500.00	
95		1	EA	MCS-7825H-3.0-IPC1 H/W ONLY MCS 7825H- 3000 WITH PA 3060, 1 GB RAM,40GB HD	3000.00	

Approved by:

Date:

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
		1	EA	CWLMS-2.2-K9 CISCOWORKS LMS MANAGEMENT 2.2 FOR WIN/SOL;CM;DFM;RME;RTM;CV	9997.50	
97		1	EA	CWQPM-3.2-UR-K9 QOS POLICY MGR 3.2 WIN;UNRESTRICTED DEVICES 1 SERVER LICENSE	7497.50	
				CiscoWorks NETWORK ANALYSIS MODULE FOR THE CATALYST 6500		
98		2	EA	WS-SVC-NAM-2 CATALYST 6500 NETWORK ANALYSIS MODULE-2	29995.00	
				ACS-CISCO ACCESS CONTROL SERVER		
99		1	EA	CSACSE-1111-K9 CISCO SECURE ACS 3.2 SOLUTION; INCLUDES HW AND SW	5997.50	
				UPS's		
100		13	EA	SUA1500RM2U	8706.62	
101		2	EA	SU3000RMXL3U	2839.48	
102		21	EA	SUA1000RM2U	11577.72	
103		9	EA	SUA750RM2U	3730.23	
104		2	EA	SUA2200RM2U	2102.64	
105		16	EA	PS450	4378.88	
106		1	EA	SU2200RMXL3U	1182.89	
				SPARES		
107		4	EA	WS-C3750-48PS-S CATALYST 3750 48 10/10 802.3AF INLINE POWERED PORTS + 4 SFP, SMI	16990.00	
108		340	EA	15216-LC-SC-10= FIBER PATCHCORD-LC TO SC - 6m	15300.00	
109		42	EA	CAB-STACK-1M= CISCO STACKWISE 1M STACKING CABLE	4200.00	

Approved by:

Date:

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
				SECURITY-WAN DISTRIBUTION-DEDICATED CATALYST 6500'S TO COLLAPSE IVC, SADDLEBACK, DISTRICT AND INTERNET CONNECTIONS		
110		2	EA	WS-SVC-FWM-1-K9 CATALYST 6500 FIREWALL MODULE-5 GBPS	34995.00	
111		1	EA	IDS-4235-K9 4235 SENSOR (CHASSIS, S/W, SSH, 10/100/1000 BaseT W/RJ-45	6250.00	
112		1	EA	IDS-RAIL-2 2 POST RAIL KITS FOR THE IDS 4235/4250 SENSOR PLATFORMS	212.50	
113		1	EA	WS-C3750-24TS-S CATALYST 3750 24 10/100 + 2 SFP STANDARD MULTILAYER IMAGE	1997.50	
114		2	EA	PIX-515E-UR-FE-BUN PIX 515E-UR-FE BUNDLE (CHASSIS, UNRISTRICTED SW, 6 FE, VAC +)	7495.00	
115		2	EA	PIX-515E-FO-FE-BUN PIX 515-FO-FE BUNDLE (CHASSIS, FAILOVER SW, 6FE, VAC+)	3500.00	
116		4	EA	GLC-T 1000 BASE-T SFP	790.00	
				SECURITY-DISTRICT CORE		
117		2	EA	WS-SVC-IDS2-BUN-K9 CATALYST 6500 INTRUSION DETECTION MODULE-2	29995.00	
				SECURITY-SADDLEBACK CORE		
118		2	EA	WS-SVC-IDS2-BUN-K9 CATALYST 6500 INTRUSION DETECTION MODULE-2	29995.00	
				VPN (ONE AT IRVINE VALLEY COLLEGE AND ONE AT DISTRICT/SADDLEBACK COLLEGE)		
119		1	EA	CVPN3030-RED-BUN 3030 VPN CONCENTRATOR 2 PS, 2 SEP'S CIENT, 1500 USERS @ 50MBPS	12497.50	
				CiscoWORKS VMS-SECURITY MANAGEMENT		

Approved by:

Date:

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
1		1	EA	MCS-7835H-3.0-IPC1 H/W ONLY MCS 7835H-3000 WITH XEON 3.06, 1 GB RAM, 2 36GB SCSI	5500.00	
121		1	EA	CWVMS-2.2-UR-K9 CiscoWORKS VMS 2.2 WIN/SOL UNRESTRICTED. MANAGING FIREWALLS, VPN, NETWORK AND HOST BASED INTRUSION PREVENTION (CSA)	9997.50	

Taxable Amount:	1,724,950.42
Sales Tax:	133,683.66
Shipping:	5,809.44
Requisition Total:	1,864,443.52

Approved by:

Date:

Purchase Order Requisition

Requisition #: RS05-00173	PO #P05-00205	Status: Printed
Requisitioner: A.MacDOUGALL/4330/IT		Req. Date: 6/23/04 (2005)
Order Site: SDCC, SC Dist Information Technol		Room:
Ship to Site: IVC, IRVINE VALLEY COLLEGE WAREH		Req. Cost: \$803,450.05
Vendor Code: 011061, NEXTIRAONE, LLC		Encumbered: \$803,450.05
Req. Info: PHONE SYSTEM-IRVINE VALLEY COLLEGE		Expensed:
		Invoiced:

Account Number	Amount	Expensed	Yr
40-6228-0-487-7-015-000-6780	803,450.05	0.00	05

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
				IRVINE VALLEY COLLEGE (2 CALL MANAGERS)		
1		2	EA	MCS-7835H-2.4-EVV1 H/W ONLY MCS 7835H-2400 WITH P4 2.4, 1 GB RAM, 2 36G.4 GB SCSI	11000.00	
2		2	EA	SW-CCM-3.3-7835H1 CALL MANAGER 3.3 - 7835H-2400, 2500 USER LICENSE	7995.00	
3		4	EA	CAB-AC POWER CORD, 110V	0.00	
4		287	EA	SW-CCM-UL-7960 CALL MANAGER UNIT LICENSE FOR SINGLE 7960 IP PHONE	21525.00	
5		40	EA	SW-CCM-UL-7970 CALL MANAGER UNIT LICENSE FOR SINGLE 7970 IP PHONE	3900.00	
6		130	EA	SW-CCM-UL-7905 CALL MANAGER UNIT LICENSE FOR SINGLE 7905 IP PHONE	5200.00	
				IRVINE VALLEY COLLEGE (UNITY MESSAGING SERVERS)		
7		1	EA	MCS-7835H-3.0-ECS1 MCS 7835-HP; UNITY; 512MB; RAID 1; WIN2K	7497.50	
8		1	EA	UNITY-PWR-US POWER CORD US	0.00	
9		1	EA	UNITY-WIN2K-ENG CISCO UNITY OPERATING SYSTEM 2000 - ENGLISH	0.00	
10		1	EA	UNITY-4.0 UNITY 4.0	0.00	

Approved by:

Date:

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
		1	EA	UNITY-IP UNITY FOR CALL MANAGER, IP ONLY INTEGRATIONS	0.00	
12		1	EA	UNITY-EXCHANGE UNITY FOR EXCHANGE	0.00	
13		1	EA	UNITY-DS-ENG UNITY DATA STORE -- IN ENGLISH	0.00	
14		1	EA	UNITY-MS-ENG UNITY MESSAGE STORE IN ENGLISH. NOT REQUIRED FOR DOMINO	0.00	
15		.1	EA	UNITY40-SVRLIC-32 UNITY SERVER LICENSE FOR VM OR UM. INCLUDES 32 SESSIONS	2500.00	
16		2	EA	UNITY-RS-ML UNITY, ONE SESSION REAL SPEAK TTS	1400.00	
17		667	EA	UNITY-UM-USR-E ONE UNITY UM FOR EXCHANGE USER	45022.50	
				IRVINE VALLEY COLLEGE -- IP PHONES		
18		287	EA	CP-7960G CISCO IP PHONE 7960G, GLOBAL	59552.50	
19		40	EA	CP-7970G CISCO IP PHONE 7970G, GLOBAL	13900.00	
20		130	EA	CP-7905G CISCO IP PHONE 7905G, GLOBAL	10725.00	
		4	EA	CP-7914= 7914 IP PHONE EXPANSION MODULE FOR 7960	790.00	
22		2	EA	CP-PWR-CUBE= IP PHONE POWER TRANSFORME	45.00	
23		2	EA	CP-PWR-CORD-NA= 7900 SERIES TRANSFORME POWER CORD, NORTH AMERICA	10.00	
24		2	EA	CP-DOUBLEFOOTSTAND= FOOTSTAND KIT FOR (2) 7914'S	38.00	
				IRVINE VALLEY COLLEGE -- GATEWAYS (6 T1 CAPACITY, 144 ANALOG PORTS)		
25		3	EA	VG248 48 PORT VOICE OVER IP ANALOG PHONE GATEWAY	12592.50	
26		3	EA	CAB-AC POWER CORD, 110V	0.00	
27		1	EA	WS-SVC-CMM= CISCO CATALYST 6500 COMMUNICATIONS MEDIA MODULE	4997.50	

Approved by:

Date:

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
		1	EA	S6VGMS-12213ZP CISCO C6500 CMM IOS VOICE/MGCP/H.323 MEDIA SERVICES	0.00	
29		1	EA	WS-SVC-CMM-6T1 6-PORT T1 INTERFACE PORT ADAPTER	5997.50	
30		1	EA	WS-SVC-CMM-ACT ADHOC CONFERENCING AND TRANSCODING PORT ADAPTER	3997.50	
				CISCO ERR 911 -- IVC (100 LICENSES WITH EACH CER 1.2 SOFTWARE PLUS 500 ADDITIONAL LICENSES = 700 LICENSES)		
31		2	EA	MCS-7835H-3.0-IPC1 H/W ONLY MCS 7835H-3000 WITH XEON 3.06, 1 GB RAM, 2 36GB SCSI	11000.00	
32		2	EA	SW-CER-1.2-SVR= CISCO EMERGENCY RESPONDER 1.2 SOFTWARE (INCLUDES 100 USER LICENSES)	5995.00	
33		5	EA	KEY-CER1.2-100= CER 1.2 USER LICENSE, FOR 100 PHONES	2500.00	
34		2	EA	CAB-AC POWER CORD, 110V	0.00	
				IVC EDGE		
		44	EA	WS-C3750-48PS-S CATALYST 3750 48 10/10 802.3AF INLINE POWERED PORTS + 4 SFP, SMI	186890.00	
36		19	EA	WS-C3750-24PS-S CATALYST 3750 24 10/10 802.3AF INLINE POWERED PORTS + 2 SFP, SMI	45552.50	
37		56	EA	GLC-LH-SM GE SFP, LC CONNECTOR LX/LH TRANSCEIVER	27860.00	
38		56	EA	CAB-MCP-LC= MODE CONDITIONING PATCH CABLE; LC CONNECTOR	14000.00	
39		48	EA	GLC-SX-MM= GE SFP, LC CONNECTOR FOR SX TRANSCEIVER	12000.00	
				IVC CORE - REQ. TOTAL OF (100) 10/100/1000 PORTS & (200) 10/100 PORTS IN EACH CHASSIS - WE EXCEEDED REQ. PROVIDING (336) 10/100/1000 PORTS		

Approved by:

Date:

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
		2	EA	WS-C6513 CAT 6513 CHASSIS, 13 SLOT, 19RU, NO POW SUPPLY, NO FAN TRAY	15250.00	
41		2	EA	S733Z-12217SX CISCO CAT6000-SUP720 IOS IP	0.00	
42		4	EA	WS-SUP720 CATALYST 6500 / CISCO 7600 SUPERVISOR 720 FABRIC MSFC3 PFC3A	56000.00	
43		4	EA	WS-X6748-GE-TX CATALYST 6500 48-PORT 10/100/1000 GE MODULE, RJ45	30000.00	
44		4	EA	WS-X6724-SFP CATALYST 6500 24-PORT GIGE MOD: FABRIC-ENABLED (REQ. SFPS)	30000.00	
45		4	EA	WS-CAC-4000W CATALYST 6000 4000W AC POWER SUPPLY	10000.00	
46		2	EA	WS-C6K-13SLT-FAN2 HIGH SPEED FAN TRAY FOR CATALYST 6513 / CISCO 7613	745.00	
47		2	EA	GLC-T 1000BASE-T SFP	395.00	
48		8	EA	GLC-SX-MM GE SFP, LC CONNECTOR SX TRANSCEIVER	2000.00	
				CISCOWORKS NETWORK ANALYSIS MODULE FOR THE CATALYST 6500		
49		1	EA	WS-SVC-NAM-2 CATALYST 6500 NETWORK ANALYSIS MODULE-2	14997.50	
				ACS -- CISCO ACCESS CONTROL SERVER		
50		1	EA	CSACSE-1111-K9 CISCO SECURE ACS 3.2 SOLUTION; INCLUDES HW AND SW	5997.50	
				SECURITY -- IVC CORE		
51		2	EA	WS-SVC-IDS2-BUN-K9 CATALYST 6500 INTRUSION DETECTION MODULE-2	29995.00	
52		1	EA	PIX-515E-FO-FE-BUN PIX 515-FO-FE BUNDL (CHASSIS, FAILOVER SW, 6 FE, VAC+)	1750.00	
53		2	EA	GLC-T 1000BASE-T SFP	395.00	
54		1	EA	WS-C3750-24TS-S CATALYST 3750 24 10/10 + 2 SFP STANDARD MULTILAYER IMAGE	1997.50	

Approved by:

Date:

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
		1	EA	IDS-4235-K9 4235 SENSOR (CHASSIS, S/W, SSH, 10/100/1000BASET W/ RJ-45)	6250.00	
56		1	EA	IDS-RAIL-2 2 POST RAIL KITS FOR THE IDS 4235/4250 SENSOR PLATFORMS	212.50	
				VPN (ONE AT IRVINE VALLEY COLLEGE, AND ONE AT DISTRICT / SADDLEBACK COLLEGE)		
57		1	EA	CVPN3030-RED-BUN 3030 VPN CONCENTRATOR 2 PS, 2 SEP'S, CLIENT, 1500 USERS @ 50 MBPS	12497.50	

Taxable Amount:	742,965.50
Sales Tax:	57,579.83
Shipping:	2,904.72
Requisition Total:	803,450.05

Approved by:

Date:

Requisition #RS05-00173

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7/09/04

Blanket Purchase Order Requisition				
Requisition #: RB05-00377		PO #P05-00206		Status: Need Invoice
Requisitioner: Allan MacDougall/IT/4330		Req. Date: 6/23/04 (2005)		Room: DCC1
Order Site: SDCC, SC Dist Information Technol		Req. Cost: \$461,075.04		Encumbered: \$461,075.04
Vendor Code: 011061, NEXTIRAONE, LLC		Expensed:		Invoiced:
Req. Info: Telecommunications Network System R				
Account Number	Amount	Expensed	Yr	
40-6228-0-487-7-015-000-6780	461,075.04	0.00	05	

Telecommunications Network System
Replacement Project

100 Prepaid Training Credits

Installation, Staging, Project Mgmt of
Cisco Voice Solution
Installation/Training IPMA
Unity Integration (VM to UM conversion)
Cisco Emergency Responder Installation
Resident Voice Technician - 5 months

Installation, Staging, Project
Management of CiscoWorks VMS, Cisco
Security Agent, Cisco IDSM, Cisco PIX
Firewalls, Cisco VPN 3030

Requisition Total: \$461,075.04

7/09/04

Blanket Purchase Order Requisition

Requisition #: RB05-00378 PO #P05-00207 Status: Need Invoice
Requisitioner: Allan MacDougall/IT/4330 Req. Date: 6/23/04 (2005)
Order Site: SDCC, SC Dist Information Technol Room: DCC1
Vendor Code: 011061, NEXTIRAONE, LLC Req. Cost: \$207,290.30
Req. Info: Telecommunications Network System Encumbered: \$207,290.30
Expensed:
Invoiced:

Account Number	Amount	Expensed	Yr
40-6228-0-487-7-015-000-6780	207,290.30	0.00	05

Description of Blanket Order

Telecommunications Network System
Replacement Project

Refer to Schedule D: Maintenance
Services

Annual Maintenance and Software Updates

All terms and conditions in accordance
with the State of California
CMAS Contract No. 3-03-70-1861B.

Requisition Total: \$207,290.30

Approved by:

Date:

Requisition #RB05-00378

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7/09/04

BOARD OF TRUSTEES PURCHASE ORDER LISTING

v4.2

Purchase Order Numbers P05-00046 Through P05-00505

PO #	Vendor Name	Purchase Order Description	Total Cost
P05-00211	OCE-OFFICE SOLUTIONS	Annual Maintenance Agreement	\$1,600.00
P05-00212	HEDMAN, F & E	Annual Maintenance Agreement	\$430.00
P05-00213	XEROX CORPORATION	Annual Maintenance Agreement	\$603.00
P05-00214	PEAK TECHNOLOGIES, INC.	Annual Maintenance Agreement	\$1,635.00
P05-00215	XEROX CORPORATION	Annual Maintenance Agreement	\$557.16
P05-00216	MOBILE MODULAR MGMT. CORP.	Annual Rental Agreement	\$730.36
P05-00217	CANYON CREST COUNTRY CLUB	RHORC Advisory Committee Meeting	\$450.00
P05-00218	CONVERSAGENT, INC.	Annual Maintenance & Support, Active Budd	\$2,625.00
P05-00219	GOVPLACE	Symantec Anti-Virus Corporate Edition	\$17,724.88
P05-00220	ABC ICE HOUSE	Dry Ice-Singin' in the Rain	\$420.00
P05-00221	SISC III HEALTH BENEFITS	SISC (PPO)-Benefits FY 2004/05 Fund 01	\$8,005,770.14
P05-00222	MOBILE MODULAR MGMT. CORP.	Annual Lease Agreement	\$17,640.00
P05-00223	MOBILE MODULAR MGMT. CORP.	Annual Requisition	\$3,844.00
P05-00224	AIR SOURCE INDUSTRIES, INC.	Airsource - liquid nitrogen	\$300.00
P05-00225	HOGSTEDT, CHRIS	Chris Hogstedt for office and medical su	\$1,000.00
P05-00226	UNILAB	unilab - payment of laboratory services	\$5,000.00
P05-00227	COUNCIL OF COMMUNITY CLINICS	Council of Community Clinics Administrat	\$800.00
P05-00228	CLARK SECURITY PRODUCTS	PADLOCKS	\$826.55
P05-00229	GORM, INC.	CUSTODIAL SUPPLIES	\$112.58
P05-00230	GALE SUPPLY COMPANY	CUSTODIAL SUPPLIES	\$23,765.23
P05-00231	KATHCO PRODUCTS	CUSTODIAL SUPPLIES	\$1,820.65
P05-00232	MAINTEX	CUSTODIAL SUPPLIES	\$628.53
P05-00233	PIONEER CHEMICAL CO.	CUSTODIAL SUPPLIES	\$239.91
P05-00234	A TO Z CIRCUIT BREAKERS	ELECTRICAL SUPPLIES	\$500.00
P05-00235	ALLIED REFRIGERATION, INC.	HVAC SUPPLIES	\$1,000.00
P05-00236	BOLTS 4 U	SUPPLIES	\$1,000.00
P05-00237	CLARK SECURITY PRODUCTS	LOCKSMITH SUPPLIES	\$1,000.00
P05-00238	CONSOLIDATED ELECTRICAL DIST.	ELECTRICAL SUPPLIES	\$2,000.00
P05-00239	DUNN-EDWARDS CORPORATION	PAINT SUPPLIES	\$2,000.00
P05-00240	ENTERPRISE RENT-A-CAR	VAN RENTAL	\$5,000.00
P05-00241	HIRSCH PIPE & SUPPLY	PLUMBING/IRRIGATION SUPPLIES	\$1,000.00
P05-00242	HOME DEPOT	MOSS SUPPLIES	\$3,000.00
P05-00243	IRVINE PIPE & SUPPLY	PLUMBING SUPPLIES	\$500.00
P05-00244	GOLF VENTURES WEST	MOWER/CART PARTS	\$2,000.00
P05-00245	JOHNSTONE SUPPLY	HVAC SUPPLIES	\$2,000.00
P05-00246	L & N UNIFORM SUPPLY	SHOP RAGS	\$900.00
P05-00247	LAWNMOWERS ETC.	GROUNDS SERVICES	\$1,000.00
P05-00248	LESLIE'S SWIMMING POOL SUPPLY	POOL SUPPLIES	\$400.00
P05-00249	M. L. BERNIE COMPANY	TIRE REPAIR	\$250.00
P05-00250	ONE SOURCE DISTRIBUTORS	ELECTRICAL SUPPLIES	\$1,000.00
P05-00251	PAK WEST PAPER & CHEMICAL	SERV. CUST. EQUIP.	\$2,000.00
P05-00252	PRAXAIR	REFILL/EXCH GASES	\$500.00
P05-00253	PRESCOTT HARDWARE/SHEET METAL	SHEET METAL ITEMS	\$750.00
P05-00254	PRO AUTO CARE	SMOG TESTING	\$2,000.00
P05-00255	REFRIGERATION SUPPLIES DIST.	HVAC SUPPLIES	\$1,000.00
P05-00256	SNAP-ON TOOLS CORP.	TRANSPORTATION SUPPLIES	\$1,000.00
P05-00257	SO COAST FIRE PROTECTION	FIRE EXT. REFILLS	\$500.00
P05-00258	SOUTHERN COUNTIES OIL CO.	GASOLINE	\$30,000.00
P05-00259	TUTTLE-CLICK FORD	TRANSPORTATION SUPPLIES	\$750.00
P05-00260	W. W. GRAINGER	MAINT. SUPPLIES	\$1,500.00
P05-00261	WARE DISPOSAL CO., INC.	ROLL-OFF CONTAINERS	\$35,000.00
P05-00262	MC MASTER CARR SUPPLY COMPANY	MAINT. SUPPLIES	\$1,000.00
P05-00263	SOLDER JOINT	RADIO/REPAIR/SUPPLIES	\$500.00
P05-00264	RALPHS GROCERY CO.	BLANKET P.O. FOR RALPH'S	\$600.00
P05-00265	WARD'S NATURAL SCIENCE	BLANKET PURCHASE ORDER FOR SUPPLIES	\$2,500.00

Blanket Purchase Order Requisition

Requisition #: RB05-00363 PO #P05-00221 Status: Need Invoice
 Requisitioner: ADonovan Req. Date: 6/22/04(2005)
 Order Site: SLIB, SC Library Room: 318
 Vendor Code: 068309, SISC III HEALTH BENEFITS Req. Cost: \$8,005,770.14
 Req. Info: SISC (PPO)-Benefits FY 2004/05 Fund Expensed: \$8,005,770.14
 Invoiced:

Account Number	Amount	Expensed	Yr
01-3400-0-000-9-001-000-6770	7,938,758.51	0.00	05
01-3431-0-000-9-001-000-6770	0.00	0.00	05
01-3410-0-000-1-001-000-4901	43,635.48	0.00	05
01-3410-0-000-4-001-000-4901	23,376.15	0.00	05

Description of Blanket Order

Estimate SISC PPO Benefits for

FY 2004/05
 Fund 01

Requisition Total:\$8,005,770.14

Approved by:

Date:

Requisition #RB05-00363

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BOARD OF TRUSTEES PURCHASE ORDER LISTING

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Purchase Order Numbers P05-00046 Through P05-00505

PO #	Vendor Name	Purchase Order Description	Total Cost
P05-00266	PETCO	BLANKET P.O. TO PETCO	\$500.00
P05-00267	CAL'S CAMERAS	Polaroid Film for Student Project	\$225.77
P05-00268	AA EQUIPMENT RENTALS CO., INC.	OPEN PURCHASE ORDER FOR SUPPLIES	\$1,500.00
P05-00269	ALLIED REFRIGERATION, INC.	OPEN PURCHASE ORDER FOR SUPPLIES	\$300.00
P05-00270	BRADLEY, E. B. CO.	OPEN PURCHASE ORDER FOR SUPPLIES	\$125.00
P05-00271	CONSOLIDATED ELECTRICAL DIST.	OPEN PURCHASE ORDER FOR SUPPLIES	\$1,000.00
P05-00272	CLARK SECURITY PRODUCTS	OPEN PURCHASE ORDER FOR SUPPLIES	\$2,000.00
P05-00273	DUNN-EDWARDS CORPORATION	OPEN PURCHASE ORDER FOR SUPPLIES	\$1,500.00
P05-00274	EWING IRRIGATION PRODUCTS	OPEN PURCHASE ORDER FOR SUPPLIES	\$1,300.00
P05-00275	GANAHL LUMBER	OPEN PURCHASE ORDER FOR SUPPLIES	\$1,000.00
P05-00276	HOME DEPOT	OPEN PURCHASE ORDER FOR SUPPLIES	\$500.00
P05-00277	INDUSTRIAL METAL SUPPLY CO.	OPEN PURCHASE ORDER FOR SUPPLIES	\$100.00
P05-00278	IRVINE CITY AUTO PARTS	OPEN PURCHASE ORDER FOR SUPPLIES	\$1,000.00
P05-00279	IRVINE PIPE & SUPPLY	OPEN PURCHASE ORDER FOR SUPPLIES	\$2,000.00
P05-00280	JOHNSTONE SUPPLY	OPEN PURCHASE ORDER FOR SUPPLIES	\$1,500.00
P05-00281	REFRIGERATION SUPPLIES DIST.	OPEN PURCHASE ORDER FOR SUPPLIES	\$1,000.00
P05-00282	SADDLEBACK GOLF CARS	OPEN PURCHASE ORDER FOR SUPPLIES	\$1,500.00
P05-00283	SMITH PIPE & SUPPLY, INC.	OPEN PURCHASE ORDER FOR SUPPLIES	\$750.00
P05-00284	SOUTHERN COUNTIES OIL CO.	OPEN PURCHASE ORDER FOR SUPPLIES	\$400.00
P05-00285	TUCKER TIRES	OPEN PURCHASE ORDER FOR SUPPLIES	\$500.00
P05-00286	U.S.AIR CONDITIONING DIST INC.	OPEN PURCHASE ORDER FOR SUPPLIES	\$500.00
P05-00287	WALTERS WHOLESALE ELECTRIC CO.	OPEN PURCHASE ORDER FOR SUPPLIES	\$5,000.00
P05-00288	VERTEX STANDARD	KNOBS	\$31.28
P05-00289	PERKIN-ELMER CORPORATION	NON-CHEMICAL SUPPLIES	\$139.89
P05-00290	BLICK, DICK COMPANY	ART SUPPLIES	\$190.07
P05-00291	NIAGARA DRINKING WATER, INC.	Bottled Water Service	\$3,400.00
P05-00292	FUTURE ELECTRONICS	ELECTRONIC LAB SUPPLIES	\$328.82
P05-00293	IVC CHILD DEVELOPMENT CENTER	CARE 2004/2005 Child Care	\$855.00
P05-00294	P & R PAPER SUPPLY COMPANY	CUSTODIAL BID	\$8,364.09
P05-00295	PIONEER CHEMICAL CO.	CUSTODIAL BID	\$2,297.45
P05-00296	UNISOURCE CORPORATION	CUSTODIAL BID	\$206.61
P05-00297	WAXIE SANITARY SUPPLY	CUSTODIAL SUPPLIES	\$705.98
P05-00298	GORM, INC.	JANITORIAL BID	\$74.99
P05-00299	P & R PAPER SUPPLY COMPANY	JANITORIAL BID	\$5,556.94
P05-00300	GALE SUPPLY COMPANY	JANITORIAL BID	\$10,262.22
P05-00301	ZEP MANUFACTURING	JANITORIAL BID	\$122.62
P05-00302	INTERBORO PACKAGING CORP.	JANITORIAL BID	\$2,605.93
P05-00303	KATHCO PRODUCTS	JANITORIAL BID	\$103.16
P05-00304	WAXIE SANITARY SUPPLY	JANITORIAL BID	\$660.70
P05-00305	MAINTEX	JANITORIAL BID	\$173.24
P05-00306	G. NEIL COMPANIES	PRESENTATION JACKETS-BOARD MEETING	\$571.21
P05-00307	MULBERRY CHILDCARE	Child Care Services	\$1,200.00
P05-00308	COMSERCO	Radio Parts	\$155.87
P05-00309	HOME DEPOT	Open PO	\$500.00
P05-00310	KINDERCARE	CARE Child Care Services	\$528.00
P05-00311	NIAGARA DRINKING WATER, INC.	Water Cooler Dispensers	\$344.80
P05-00312	BURST COMMUNICATIONS, INC.	AV SUPPLIES FOR HS BLDG.	\$11,707.04
P05-00313	SAMS CLUB	Classroom supplies and food	\$4,600.00
P05-00314	SMART & FINAL IRIS CO.	Food & Supplies for Center	\$5,000.00
P05-00315	SENIOR, CLIFFORD	2004 SCLO	\$1,900.00
P05-00316	BONDED WET-DRY CLEANERS	2004 SCLO	\$250.00
P05-00317	LEWIS, DIANE	2004 SCLO	\$1,000.00
P05-00318	SAFEWAY, INC.	Groceries for Foods class	\$1,000.00
P05-00319	HOME DEPOT	ART SUPPLIES, 2ND SUMMER SESSION	\$160.00
P05-00320	STATER BROTHERS	STUDENT FEE-BASED SUPPLIES FOR SUMMER AR	\$100.00

BOARD OF TRUSTEES PURCHASE ORDER LISTING

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Purchase Order Numbers P05-00046 Through P05-00505

PO #	Vendor Name	Purchase Order Description	Total Cost
P05-00321	STERLING ARTS SUPPLY	FEE-BASED ART SUPPLIES FOR 2ND SUMMER SE	\$100.00
P05-00322	ABC ICE HOUSE	ICE	\$150.00
P05-00323	ALBERTSONS	ALBERTSONS OPEN PO	\$300.00
P05-00324	DE NAULT'S TRUE VALUE HARDWARE	DE NAULTS BLANKET PO	\$400.00
P05-00325	PURETEC	PURETEC OPEN PO	\$6,500.00
P05-00326	AIRGAS WEST	AIRGAS WEST OPEN PO	\$150.00
P05-00327	HOME DEPOT	Open Purchase Order	\$2,000.00
P05-00328	WESTLAKE, DOUGLAS	Piano Tuning-2004 SCLO	\$625.00
P05-00329	SMITH, JAMIE	TO PURCHASE BAGGIES, NAILS, ETC FOR ROCK	\$100.00
P05-00330	BURMINCO	ROCKS AND MINERALS FOR FEE BASED ROCK KI	\$2,500.00
P05-00331	SIGMA ALDRICH CHEMICAL CO.	CHEMICALS FOR CHEMISTRY PROGRAM	\$200.00
P05-00332	SPECTRUM LABORATORY PRODUCTS, I	CHEMICALS TO BE USED IN THE CHEMISTRY PR	\$200.00
P05-00333	SMITH, JAMIE	SUPPLIES TO BE USED IN THE CHEMISTRY PRO	\$100.00
P05-00334	SMITH, JAMIE	SUPPLIES TO BE USED IN THE GEOLOGY PROGR	\$200.00
P05-00335	TUSTIN LOCK & SAFE	KEYS TO BE USED IN THE CHEMISTRY LABS	\$500.00
P05-00336	HOME DEPOT	Open Purchase for supplies	\$200.00
P05-00337	PETOWN	Open Purchase account for supplies	\$200.00
P05-00338	STEELE SPRING PRODUCTIONS	Royalty Payment for "Route 66"	\$1,000.00
P05-00339	ALTA DENA	NUTRITIONAL SUPPLIES	\$1,000.00
P05-00340	ARENA DISTRIBUTING, INC.	NUTRITIONAL SUPPLIES	\$5,000.00
P05-00341	FEED BARN	ANIMAL CARE SUPPLIES	\$350.00
P05-00342	FRY'S ELECTRONICS	open purchase order for Fry's Electronic	\$1,000.00
P05-00343	HOME DEPOT	BLANKET PO FOR HOME DEPOT	\$250.00
P05-00344	SBC	FAX LINES-TRUSTEES FY 04-05	\$1,800.00
P05-00345	WESTLAKE, DOUGLAS	Piano Tuning-2004-05 Guest Artist Series	\$375.00
P05-00346	SANTA MARGARITA CATHOLIC H.S.	FACILITY FEE FOR CLASSROOMS	\$2,000.00
P05-00347	XEROX CORPORATION	Xerox supplies not covered under mainten	\$6,000.00
P05-00348	MAXIMUS	Renewal Services Cost Claiming FY 04/05	\$6,900.00
P05-00349	CO OF VENTURA INFORMATION SYST	Gartner Group IT Consulting Services	\$10,191.00
P05-00350	GOOD STUFF	RMATHUR "GOOD STUFF" SUBSCRIPTION	\$28.99
P05-00351	MATHUR, RAGHU P.	R.MATHUR MISC. EXPENSES 04-05	\$6,000.00
P05-00352	MILCHIKER, MARCIA	MILCHIKER INTERNET 04/05	\$500.00
P05-00353	WAGNER, DONALD P.	DWAGNER INTERNET 04/05	\$500.00
P05-00354	PADBERG, NANCY	NPADBERG INTERNET 04/05	\$500.00
P05-00355	WILLIAMS, JOHN	JWILLIAMS INTERNET 04/05	\$500.00
P05-00356	LANG, DAVID B.	DLANG INTERNET 04/05	\$625.00
P05-00357	IMAGISTICS INTERNATIONAL INC.	FAX RENTAL LIB-321A FOR 04/05	\$.00
P05-00358	AT&T WIRELESS SERVICES	RMATHUR CELL PHONE SVC 04-05	\$625.00
P05-00359	AT&T WIRELESS SERVICES	CELL PHONE SERVICE	\$525.00
* P05-00360	KEENAN & ASSOCIATES	Protected Insurance Program for Schools	\$1,652,000.00
P05-00361	AT&T WIRELESS SERVICES	MMILCHIKER CELL PHONE SVC 04-05	\$600.00
P05-00362	AT&T WIRELESS SERVICES	Pay Cell Phone Service for Gary Poertner	\$1,000.00
P05-00363	AT&T WIRELESS SERVICES	NPADBERG CELL PHONE SVC 04-05	\$900.00
P05-00364	INTELECOM	History 16 Telecourse Videos	\$615.62
P05-00365	LAPES ATHLETIC TEAM SALES	Football Game uniforms/equip.	\$12,391.41
P05-00366	JEFF'S SPORTING GOODS	Football replacement Jerseys	\$356.38
P05-00367	COAST LEARNING SYSTEMS	new Marketing telecourse	\$856.90
P05-00368	MISSION PRINTING	Singin' in the Rain & Gypsy Programs	\$7,500.00
P05-00369	WESTERN GRAPHICS PLUS, INC.	SFAO Shirt	\$24.58
P05-00370	SADDLEBACK COLLEGE SAFETY AND	PARKING USE AND PARKING PERMITS	\$2,801.50
P05-00371	FILM AROBICS, INC.	VIDEOS FOR ESL	\$270.04
P05-00372	GANDER-PRINTCO	Business Cards	\$88.89
P05-00373	GANDER-PRINTCO	Business Cards	\$44.45
P05-00374	GANDER-PRINTCO	printing of business for vp	\$44.45
P05-00375	MC KESSON GENERAL MEDICAL	medical supplies	\$552.64

Blanket Purchase Order Requisition

Requisition #: RB05-00414 PO #P05-00360

Status: Paid Partial

Requisitioner: ADonovan, 4901, Bus. Serv.

Req. Date: 6/29/04 (2005)

Order Site: SLIB, SC Library

Room: 318

Req. Cost: \$1,652,000.00

Encumbered: \$1,239,000.00

Vendor Code: 011202, KEENAN & ASSOCIATES

Expensed: \$413,000.00

Req. Info: Protected Insurance Program for Sch Invoiced: \$413,000.00

Account Number	Amount	Expensed	Yr
01-3600-0-000-9-001-000-6770	1,652,000.00	413,000.00	05

Description of Blanket Order

Protected Insurance Program for Schools

PIPS0011701

7/1/04 - 7/1/05 Workers Compensation

\$70,000,000 x \$2.36/\$100.00 - \$1,652,000

Contributions are due in advance on a quarterly basis as follows:

07/01/04-Invoice 37732 - \$413,000.00

10/01/04-Invoice 37733 - \$413,000.00

01/01/05-Invoice 37734 - \$413,000.00

04/01/05-Invoice 37735 - \$413,000.00

Requisition Total: \$1,652,000.00

Approved by:

Date:

Requisition #RB05-00414

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Requisition History Notepad

Protected Insurance Program for Schools
c/o Keenan & Associates
P.O. Box 4328
Torrance, CA 90510

Requisition Invoice History

<u>Vendor Name</u>	<u>Invoice #</u>	<u>Amount</u>	<u>Date</u>	<u>Check #</u>	<u>Paid Dt</u>
KEENAN & ASSOC	37735	\$413,000.00	6/25/04	030621	7/01/04

Approved by:

Date:

Requisition #RB05-00414

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BOARD OF TRUSTEES PURCHASE ORDER LISTING

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Purchase Order Numbers P05-00046 Through P05-00505

PO #	Vendor Name	Purchase Order Description	Total Cost
P05-00376	GANDER-PRINTCO	Business Cards - H.R.	\$127.15
P05-00377	GANDER-PRINTCO	Folding for Div. Brochures	\$177.79
P05-00378	RICOH BUSINESS SYSTEMS, INC.	RICOH: Maintenance IT Copier Model No. 5	\$1,168.25
P05-00379	MISSION PRINTING	Student Services Calendar	\$1,987.99
P05-00380	TROXELL COMMUNICATIONS, INC.	AV BID FOR HS	\$28,530.05
* P05-00381	CCS PRESENTATION	AV BID FOR HS BLDG.	\$64,600.97
* P05-00382	GMF SOUND, INC.	AV BID FOR HS BLDG.	\$192,173.02
P05-00383	GMF SOUND, INC.	AV SUPPLIES FOR HS BLDG.	\$6,928.79
* P05-00384	TROXELL COMMUNICATIONS, INC.	AV BID FOR HS BLDG.	\$4,042.78
* P05-00385	VIDEOTAPE PRODUCTS, INC.	AV SUPPLIES FOR HS BLDG.	\$253,639.49
P05-00386	CCS PRESENTATION	AV SUPPLIES FOR HS BLDG.	\$16,908.67
P05-00387	A-VIDD ELECTRONICS CO.	AV SUPPLIES FOR HS BLDG.	\$4,201.17
P05-00388	CCS PRESENTATION	AV SUPPLIES FOR HS BLDG.	\$16,908.67
P05-00389	RICOH BUSINESS SYSTEMS, INC.	annual maintenance contract, copier	\$250.00
P05-00390	AT&T WIRELESS SERVICES	CELLULAR PHONES	\$720.00
P05-00391	VIDEOTAPE PRODUCTS, INC.	AV SUPPLIES FOR HS BLDG.	\$17,190.35
P05-00392	DALY, TRACY	Telephone reimbursements for 2004-2005	\$960.00
P05-00393	VIDEOTAPE PRODUCTS, INC.	SHOCK MOUNTS FOR MICROPHONES	\$425.58
P05-00394	SYSTEMS SOURCE, INC.	Laminate Worksurface	\$219.00
P05-00395	PARKER & COVERT LLP	Pay for Professional Services	\$2,500.00
P05-00396	DENNIS J. WALSH	Pay for Professional Services	\$3,500.00
* P05-00397	ATKINSON, ANDELSON, LOYA, RUND	Pay for Professional Services	\$300,000.00
* P05-00398	LIEBERT CASSIDY WHITMORE	Pay for Professional Services	\$170,000.00
P05-00399	ORCHARD SUPPLY HARDWARE	SUPPLIES	\$1,000.00
P05-00400	OLYMPIAD PHOTOGRAPHY	Photography reprints	\$500.00
P05-00401	RICOH BUSINESS SYSTEMS, INC.	YEARLY RICOH COPIER MAINTENANCE CONTRACT	\$1,400.00
P05-00402	RICOH BUSINESS SYSTEMS, INC.	MAINTENANCE AFICIO 1035	\$828.00
P05-00403	RICOH BUSINESS SYSTEMS, INC.	RICOH YEARLY MAINTENANCE CONTRACT	\$600.00
P05-00404	RICOH BUSINESS SYSTEMS, INC.	LEASE OF AFICIO 1013 COPIER	\$571.51
P05-00405	RICOH BUSINESS SYSTEMS, INC.	MTCE FOR LEASED RICOH AFICIO 1013	\$200.00
P05-00406	COMMUNITY COLLEGE LEAGUE	COMMIS. ON ATHL. 04/05 BRD. MEMB. DUES	\$13,146.00
P05-00407	BATTERY SPECIALTIES	BATTERIES	\$120.65
P05-00408	FKM COPIER PRODUCTS	Annual maintenance agreement	\$400.00
P05-00409	FKM COPIER PRODUCTS	Copier maintenance agreement for Mita co	\$500.00
P05-00410	DANKA	MAINTENANCE - CANON COPIER	\$2,000.00
P05-00411	MINOLTA BUSINESS SYSTEMS	Annual Maintenance Agreement	\$1,045.00
P05-00412	MINOLTA BUSINESS SYSTEMS	Annual Maintenance Contract	\$479.00
P05-00413	XEROX CORPORATION	Annual Maintenance Agreement	\$406.00
P05-00414	ORKIN EXTERMINATING	Annual Maintenance Agreement	\$1,200.00
P05-00415	SCANTRON-FPC	Annual Maintenance Agreement	\$1,925.00
P05-00416	XEROX CORPORATION	Annual Maintenance Agreement	\$515.00
P05-00417	OCLC PACIFIC NETWORK	Annual Maintenance Agreement	\$10,000.00
P05-00418	OCE-OFFICE SOLUTIONS	Annual Maintenance Agreement	\$12,075.00
P05-00419	DANKA	New Canon Copier Maintenance	\$25,000.00
P05-00420	STERICYCLE, INC	Annual Maintenance Agreement	\$2,000.00
P05-00421	SO COAST FIRE PROTECTION	Annual Maintenance Agreement	\$1,200.00
P05-00422	SO COAST FIRE PROTECTION	Annual Maintenance Agreement	\$1,950.00
P05-00423	ECONOMIC ALTERNATIVES, INC.	Annual Maintenance Agreement	\$2,975.00
P05-00424	AMTECH RELIABLE ELEVATOR CO.	Annual Maintenance Agreement	\$780.00
P05-00425	CCC	Subscription Agreement Renewal	\$3,700.00
P05-00426	RICOH BUSINESS SYSTEMS, INC.	Annual Maintenance Agreement	\$120.00
P05-00427	SOLDER JOINT	RADIOS	\$3,070.88
P05-00428	BANNERSANDSIGNS.NET	Woodgrain signs for faculty office door.	\$45.56
P05-00429	GANDER-PRINTCO	BUSINESS CARDS - R. MATHUR	\$105.60
P05-00430	HOME DEPOT	SUPPLIES	\$500.00

Purchase Order Requisition

Requisition #: RS05-00181	PO #P05-00382	Status: Printed
Requisitioner: S.SEIFERT,4680, PURCH.		Req. Date: 6/24/04 (2005)
Order Site: SAVY, Avery Plaza/Purchasing		Room: 207
Ship to Site: SC, SADDLEBACK COLLEGE WAREHOUS		Req. Cost: \$192,173.02
Vendor Code: 068795, GMF SOUND, INC.		Encumbered: \$192,173.02
Req. Info: AV BID FOR HS BLDG.		Expensed:
		Invoiced:

Account Number	Amount	Expensed	Yr
40-6410-1-477-6-013-000-7100	192,173.02	0.00	05

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
				BID NO. 1034, BRD. APR. 6-22-04 AV SUPPLIES & EQUIPMENT FOR HS/DISTRICT OFFICE BLDG. DENNIS BETHUNE 714/282-1559		
1		1	LOT	1 EA. SIERRA VIDEO, VS-1608, 16 X 8, D102VS SERIES AV ROUTER: COMPOSITE VIDEO & STEREO AUDIO INCLUDES RS-232 & FRONT CONTROL PANEL 1 EA. SIERRA VIDEO, PRO-1208V5S, PRE- SENTATION ROUTER; STEREO AUDIO-RGBHV 16 X 8 SIERRA PRO SERIES INCLUDES RS-232 & FRONT CONTROL PANEL 365 DAYS WARRANTY PARTS & LABOR FOR PRESENTATION SYSTEM, VIDEO MUST NOT BE DELIVERED BEFORE AUG. 9, OR AFTER AUG. 16, 2004	5774.00	
2		1	EA	AUDIO TECHNICA, ES933PM/ML, OVERHEAD MICROPHONE WHITE	176.70	
3		2	EA	TANNOY, IBAW, 140 WATT SPEAKERS, 8 OHM FOR PRESENTATION PROJECTORS	569.72	
4		2	EA	OMNI, 20.0-WALL-WHITE, WALL MOUNT BRACKET FOR I8AW	107.64	
5		1	LOT	1 EA. TELOS, 2001-00027, ONE DIGITAL HYBRID-RACK MOUNT VERSION, PHONE INTERFACE/HYBRID 1 EA. TELOS, 1701-00087 REV A, SUPER AUTO ANSWER SYSTEM	766.60	

Approved by:

Date:

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
		1	LOT	1 EA. FTR, REPORTER, MINUTES CLERK RECORDING SOFTWARE, (DOES NOT INCLUDE COMPUTER) 1 EA. FTR, PHPO1799HZ10ZE, USB FOOT PEDAL TO CONTROL REPORTER SOFTWARE AMX AUDITORIUM CONTROL SYSTEM INCLUDES ALL OF THE FOLLOWING AMX ITEMS: (REFERENCE AMX QUOTE #M30063B)	3798.20	
7		1	LOT	1 EA. AMX, NI-3000, NET LINX CONTROLLER 1 EA. AMX,VSS2,VIDEO SYNC POWER SENSING 1 EA. AMX,NXC-COM2,DUAL COM PORT CARD 1 EA. AMX,NXS-NMS, NET LINX MODULE 1 EA. AMX,PTM-D15/ASRB,15" PLATINUM MULTIMEDIA SYSTEM INCLUDES PTM-D15,NXP-TP.I/4, & TP4-RGB 1 EA. AMX,TP4-RGB, TP1/4 INPUT CARD 2 EA. AMX,NXT-CA12,12/1" COLOR ACTIVE TILT PANEL 4 EA.AMX,PSN6.5,12VDC 6.5A POWER SUPPLY 1 EA. AMX, AC-RK, ACCESSORY RACK MOUNT 1 EA. AMX, CSB, CABLE SUPPORT BRACKET 2 EA. AMX, ABS, AXLINK BUS STRIP 1 AMX,PROF.SERV.WILL BE PROVIDED BY AMX VENDOR MUST PURCHASE THESE SERVICES FROM AMX & HAVE THE SERVICES FULFILLED BY AMX, INCLUDING PROJECT MGMT., GUI DESIGN,CONTROL SYSTEM DESIGN(BUTTON BY BUTTON,AXWIRE),CONTROL SYSTEM PROGRAMMING,& ONSITE TRAINING & TROUBLE SHOOTING. COPY OF AMX PROGRAM MUST BE SUPPLIED TO CUSTOMER ONCE SYSTEM HAS BEEN INSTALLED,TESTED & ACCEPTED BY US.	33572.11	
8		1	EA	BLACK BOX, IC 1474A-F, RS 422 TO RS 232 CONVERTER VOTING SYSTEM	104.34	
9		1	EA	GVS, GVS9000-P417-S02, GVS 900 COMPUTER WORKSTATION, RACK MOUNT, INTEL 1.7 GHZ PROCESSOR, MIN 1024MB RDRAM, 10/100BT NETWORK INTERFACE, GRAPHICS CARD 128 MB MIN., CD-RW/DVD DRIVE, 80 GB HARD DRIVE, 5x PCI SLOTS, PS2 KEYBOARD & MOUSE, WINDOWS 2000 PROFESSIONAL OS. MIN 1 YR WARRANTY (NO MONITOR)	3215.50	

Approved by:

Date:

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
		1	RS	1 ARCATRON,VL-XL9,8 MEMBER VOTING SYSTE INCLUDES 9 VOTING PANELS WITH YES, NO, OBTAIN & RTS BUTTONS 1 EA.ARCATRON,VDU-100,DISPLAY UNIT FOR VOTE RESULTS,TIMER & AGENDA ITEMS. 1 EA.ARCATRON,VRC-100,REMOTE CONTROL PANEL 8 BUTTON USER PROGRAMMABLE CONTROL PANEL TO REMOTELY OPERATE VARIOUS VOTELYNX SOFTWARE FUNCTIONS. 1 EA. ARCATRON,RSS-100, REQUEST TO SPEAK SERVER INCLUDING 1 EA.ARCATRON,TDM-SPECIAL VOTELYNX SMALL TIMER DISPLAY MODULE:APPLICATION SPECIFIC DCM MODULE LOADED WITH TIMER FIRMWARE TO DRIVE THREE EXTERNAL REY, YELLOW, GREEN, LED 2 EA.ARCATRON TB-100,CONTROLLYNX TERMINAL BLOCK 4 EA.ARCATRON, DCM-411, DIGITAL REPLAY OUTPUT MODULE 1 EA. ARCATRON SGM-407, CHARACTER GENERATOR CONTROL MODULE 1 EA.ARCATRON,VOTE-PLAT,PLATINUM SUPPORT PKG.INCLUDES 1 YR.PHONE SUPPORT & SOFTWARE UPGRADES. *****CONTINUED BELOW***** IF A PIECE OF EQUIPMENT FAILS WITHIN 1 YR. THE EQUIPMENT CAN BE RETURNED TO ARCATRON & THEY WILL REPAIR IT AT NO CHARGE & RETURN IT TO US WITH ALL SHIPPING CHARGES COVERED BY ARCATRON FOR THE DURATION OF THE SUPPORT PERIOD. ALL PROFESSIONAL SERVICES WILL BE PRO- VIDED BY ARCATRON. THE VENDOR MUST PURCHASE THESE SERVICES FROM ARCATRON & HAVE THE SERVICES FULFILLED BY ARCATRON THESE SERVICES INCLUDE PROJECT MGMT, VOTING SYSTEM SET UP, ONSITE TRAINING & TROUBLE SHOOTING. 1 YR WARRANTY PARTS & LABOR WIRELESS ASSITIVE LISTENING SYSTEM	26542.00	

Approved by:

Date:

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
		1	LOT	1 EA. WILLIAMS SOUND, PPA375,ALS SYSTEM FM LISTENING SYSTEM,INCLUDES 4 EA.PPA R35 RECEIVERS,4 EA. HED 021 HEADPHONES, 1 EA. PPA T35 FM TRANSMITTER 4 EA. WILLIAMS SOUND, PPA R35, ADDT'L RECEIVERS WITH HED 021 HEADPHONES FOR A TOTAL OF 8 RECEIVERS. NOTE: EAR-013 EARPONES IS TO BE SUBSTITUTED WITH THE HED 021 HEADPHONE 1 EA. WILLIAMS SOUND RPK005, PACK MOUNT KIT 2 EA. WILLIAMS SOUND,CHARGER FOR RECEIVERS 1 EA. WILLIAMS SOUND, ANT 024, WALL MOUNT DIPOLE ANTENNA 1 YR. WARRANTY PARTS & LABOR	1066.43	
12		1	LOT	1 EA. RANE,HC-4,HEADPHONE AMPLIFIER FOR TRANSLATOR 1 EA. SENNHEISER,HMD280-13, DUAL HEADPHONE WITH MICROPHONE FOR TRANSLATOR 1 EA.WILLIAMS SOUND, PPA 375, ALS SYSTEM FM LISTENING SYSTEM,INCLUDES 4 EA. PPA R35 RECEIVERS, 4 EA. HED 021 HEADPHONES, 1 EA PPA T35 FM TRANSMITTER 1 EA. WILLIAMS SOUND RPK 005, RACK MOUNT KIT 2 EA. WILLIAMS SOUND,CHARGER FOR RECEIVERS. 1 EA. WILLIAMS SOUND, ANT 024, WALL MOUNT DIPOLE ANTENNA 1 YR WARRANTY PARTS & LABOR PRESENTATION SYSTEM, INTERFACE/MISC.	1229.14	
13		1	LOT	1 EA.GVS9000-P417-S02,GVS 9000 COMPUTER WORKSTATION, RACK MOUNT,INTEL 1.7 GHZ PROCESSOR, MIN 1024MB RDRAM,10/100BT NETWORK INTERFACE, GRAPHICS CARD 128 MB MIN.,2 USB PORTS, AUDIO CARD SOUND BLASTER PCI 128 MB MIN., CD-RW/DVD DRIVE, 80 GB HARD DRIVE, 5X PCI SLOTS, PS2 KEYBOARD & MOUSE,WINDOWS 2000 PRO-FESSIONAL OS. MIN 1 YR WARRANTY. (NO MONITOR)	3215.50	
14		1	EA	VANSAN, CUSTOM PODIUM -QTE.#3033 1 YR. WARRANTY PARTS & LABOR	7428.84	

Approved by:

Date:

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
		1	EA	EXTRON 60-378-01, RGB 160XI DEDICATED INTERFACE FOR LECTERN, DOC CAM, & CPU 1 YR. WARRANTY PARTS & LABOR DISTANCE LEARNING SYSTEM	489.25	
16		1	LOT	1 EA.PARKERVISION,CPC-2118-A3N, CAMERA- MAN PRESENTER CAMERA SYSTEM 1 EA.PARKERVISION,CWM-2000 CAMERA WALL MOUNT 1 EA.PARKERVISION,ABP-2000, 8 HOUR BATTERY UPGRADE OVER STANDARD 4 HR. BATTERY PRODUCTION, VIDEO	17243.90	
17		1	LOT	1 EA.ROSS,S100BC, SYNERGY 1 SDI PRO- DUCTION SWITCHER-IN DESK MODEL WITH CLASSIC COLORED BUTTONS 1 EA.ROSS,S1-031, CLEAN FEED OPTION 1 EA.ROSS,S1-142A,SQUEEZE & TEASE WARP-2 CHANNELS OF 3D DVE 1 EA.ROSS,S1-141, DUAL KEY BORDER GENERATOR 1 EA.ROSS,S1-501,DOWNSTREAM KEYER (1ST DSK) 1 EA.ROSS,S1-502,DOWNSTREAM KEYER (2ND DSK) 1 EA.ROSS,S1-060, EDITOR INTERFACE 1 EA.ROSS,S1-076, PANEL REDUNDANT POWER SUPPLY 1 EA.ROSS,S1-077, SWITCHER FRAME REDUNDANT POWER SUPPLY 1 EA.ROSS,S100-090,1ST DAY OF ONSITE OPERATIONAL TRAINING- 4 WKS ADVANCE NOTICE REQUIRED 1 EA.ROSS,S100-091, 2ND DAY OF ONSITE OPERATIONAL TRAINING- CONCURRENT TO FIRST DAY. 1 YR WARRANTY PARTS & LABOR	41473.44	

Approved by:

Date:

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
		1	LOT	1 EA.ROSS,DAC-8016-X,DIGITAL TO ANALOG CONVERTER W/CROSS COLOR REDUCTION FOR PRODUCTION PROGRAM 1 EA.ROSS,SEA-803,SDI EQ DA FOR PRODUCTION PROGRAM 3 EA. ROSS UMA-8017,SDI VIDEO DA WITH MONITOR OUTPUT FOR CG (2) AND PVW (1) 16 EA.ROSS,UDA-8005, ANALOG VIDEO DA FOR CABLE RX 1 & 2 (2), PRODUCTION GPM (2) SVHS 1 & 2 (2),DVD-R (1),COLOR BARS (1),FS (1), CABLE BROADCAST (1), BLACK BURST (5), SPARE (1) 2 EA.ROSS VEA-807, EQ ANALOG VIDEO DA FOR CAM-5 (1) & UTILITY (1) 3 EA.ROSS,S1-023A-C, DFR-8110A-C VIDEO FRAME WITH COOLING FAN. INCLUDES PS-8102, 80 WATT POWER SUPPLY 3 EA.ROSS, PS-8102, REDUNDANT PS-8102, 80 WATT POWER SUPPLY 1 EA.ROSS,EXT8100, EXTENDER CARD 23 EA.ROSS, ADA-7802, ANALOG STEREO/MONO AUDIO DA FOR THE FOLLOWING: PRESENTATION GPM (1), PRODUCTION GPM (3), UTILITY (1), VTR/DVD (6),TONE (1), *****CONTINUED BELOW***** PODIUM (1), DAIS LEFT & RIGHT (2), CABLE RX (2), CABLE BROADCAST (1), FRAMESYNC (1), TIMECODE (1), DISTANCE LEARNING (1), SPARE (2) 3 EA.ROSS, AFR-7812C, AUDIO DA FRAME WITH POWER SUPPLY 3 EA.ROSS, PS-7813, REDUNDANT D100 AUDIO DA POWER SUPPLY 1 EA.ROSS, EXT-7200, EXTENDER CARD	16042.23	
19		1	EA	GENERAL TECHNICS, CS634, 18.1" BLACK LCD VGA RACK MOUNT DISPLAY FOR CG EDIT (RACK MOUNT CASE MADE BY GENERAL TECHNICS; THIS PART # INCLUDES NEC LCD1860NX PRODUCTION, AUDIO	1044.80	
20		1	EA	SYMETRIX, 420, 2 CHANNEL AUDIO AMP FOR CONTROL ROOM	303.73	
21		1	EA	TANNOY, REVEAL, SPEAKERS FOR CONTROL ROOM (PAIR)	267.94	

Approved by:

Date:

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
		1	LOT	2 EA. TASCAM, LA-80, UNBALANCED TO BALANCED AUDIO MATCH, 8 CHANNEL 2 EA. TASCAM, LA-81 BALANCED TO UNBALANCED AUDIO MATCH, 8 CHANNEL	1437.20	
23		1	EA	ATLAS SOUND, AT 100-RM, VOLUME CONTROL- RACK MOUNT VERSION TIME CODE/CLOCKS	20.62	
24		1	LOT	5 EA. SESCO, TR-155 BALANCED TO UNBALANCED (BNC) IMPEDANCE MATCH ADAPTOR 5 EA. SESCO, TR-154 UNBALANCED (BNC) TO BALANCED OHM MATCH ADAPTOR ABOVE ITEMS: 1 YR. WARRANTY PARTS & LABOR ABOVE EQUIPMENT MUST NOT BE DELIVERED BEFORE AUG. 9 OR AFTER AUG. 16, 2004.	731.84	
25		1	EA	AUDIO TECHNICA, ES933PM/WML, OVERHEAD MICROPHONE - WHITE FOR RM. 112	176.70	
26		1	EA	SONY, EVI-D100, PAN/TILT VIDEO CAMERA WITH 6 POSITION PRE-SETS & AUTO TRACKING/MOTION DETECTOR ABOVE FOR RM. 116	771.30	

Approved by:

Date:

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
		1	LOT	SPECTRUM FURNITURE	2509.45	
				1 EA., 55160IDTK, MEDIA DIRECTOR LECTERN FOR CLASSROOM ELECTRONICS WITH TOE KICK		
				1 EA., 5159D, MEDIA DIRECTOR LECTERN RACK RAIL SHELF 19" W X 24.5" D		
				1 EA., 55162D, MEDIA DIRECTOR LECTERN HANDLE		
				1 EA., 55163, MEDIA DIRECTOR LECTERN KEYBOARD TRAY		
				1 EA., 55164ID, MEDIA DIRECTOR LECTERN FOLDING SHELF		
				1 EA., 99002, POWER & COMMUNICATIONS MODULE W/MIC JACK (38530)		
				1 EA., 99021, RACK RAIL POWER STRIP (9 OUTLETS)		
28		1	EA	AUDIO TECHNICA, ES933PM/WML, OVERHEAD MICROPHONE-WHITE	176.70	
				ABOVE FOR RM. 116		
29		1	EA	SMART TECH, SB580, SMART 580 INTERACTIVE WHITEBOARD 72" ACTIVE AREA.	1664.58	
				ABOVE FOR RM 134		
				ALL ABOVE FOR 100'S RMS MUST NOT BE DELIVERED BEFORE SEPT 21, OR AFTER SEPT. 30,04		
30		1	EA	SMART TECH, SB580, SMART 580 INTERACTIVE WHITEBOARD 72" ACTIVE AREA.	1664.58	
				ABOVE FOR RM 207		
				DISTANCE LEARNING RM		
31		1	LOT	2 EA.SONY, EVI-D100, PAN/TILT VIDEO CAMERA WITH 6 POSITION PRE-SETS & AUTO TRACKING/MOTION	1549.60	
				2 EA. SONY, RC893/1, RS-232C 3M CABLE (EVI-SERIES) VISCA CABLE		
32		4	EA	AUDIO TECHNICA, ES933PM/WML, OVERHEAD MICROPHONE - WHITE	706.80	

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Date:

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
		1	LOT	SPECTRUM FURNITURE	2509.45	

1 EA., 55160IDTK, MEDIA DIRECTOR
 LECTERN FOR CLASSROOM ELECTRONICS WITH
 TOE KICK
 1 EA., 5159D, MEDIA DIRECTOR LECTERN
 RACK RAIL SHELF 19" W X 24.5" D
 1 EA., 55162D, MEDIA DIRECTOR LECTERN
 HANDLE
 1 EA., 55163, MEDIA DIRECTOR LECTERN
 KEYBOARD TRAY
 1 EA., 55164ID, MEDIA DIRECTOR LECTERN
 FOLDING SHELF
 1 EA., 99002, POWER & COMMUNICATIONS
 MODULE W/MIC JACK (38530)
 1 EA., 99021, RACK RAIL POWER STRIP (9
 OUTLETS)

ABOVE FOR RM 207
 DISTANCE LEARNING RM

ALL ABOVE FOR 200 RMS, MUST NOT BE
 DELIVERED BEFORE OCT. 7 OR AFTER OCT.
 14,2004

ALL ABOVE 1 YR. WARRANTY PARTS & LABOR

AS PER ALL CONDITIONS, INSTRUCTIONS &
 SPECIFICATIONS LISTED ON ABOVE BID.

Taxable Amount:	178,350.83
Sales Tax:	13,822.19
Shipping:	
Requisition Total:	192,173.02

Approved by:

Date:

Purchase Order Requisition

Requisition #: RS05-00197 PO #P05-00385

Status: Printed

Requisitioner: S.SEIFERT,4680, PURCH.

Req. Date: 6/28/04(2005)

Room: 207

Order Site: SAVY, Avery Plaza/Purchasing

Req. Cost: \$253,639.49

Ship to Site: SC, SADDLEBACK COLLEGE WAREHOUS

Encumbered: \$253,639.49

Vendor Code: 030707, VIDEOTAPE PRODUCTS, INC.

Expensed:

Req. Info: AV SUPPLIES FOR HS BLDG.

Invoiced:

Account Number	Amount	Expensed	Yr
40-6410-1-477-6-013-000-7100	253,639.49	0.00	05

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
				BID NO. 1034, BRD. APR. 6-22-04 AV SUPPLIES & EQUIPMENT FOR NEW HS/DISTRICT OFFICE BLDG. JOHN MUIER 818/566-9898 X 277 PRESENTATION SYSTEM, VIDEO		
1		1	LOT	1 EA. BITTREE,BRGBHV20T-2MN/T, RGBHV PATCHBAY, 2 X 10, 2 RACK UNIT, NORMALED, MINI WECO, NON TERMINATED, 75 Ohm TROMPETER JACKS 1095 DAYS WARRANTY PARTS & LABOR 4 EA. BITTREE,CPCMHV-2400-75, RGBHV PATCH CORD, 24", 5 CONDUCTOR 365 DAYS WARRANTY PARTS & LABOR PRESENTATION SYSTEM, PROJECTOR	1642.00	
2		1	LOT	2 EA. SANYO, PLC-XF35NL, PROJECTOR, 6500 ANSI LUMENS (NO LENS) 2 EA. SANYO, LNS-W02Z, SHORT THROW ZOOM LENS 1.35 - 1.8:1 THROW RATIO PRESENTATION SYSTEM, AUDIO	19538.50	

Approved by:

Date:

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
		1	LOT	17 EA.SHURE,MX418C,MICROPHONES FOR DAIS(9), & TABLES (8) 1 EA.SHURE,MX418S/C,MICROPHONE WITH SWITCH FOR LECTERN 18 EA.SHURE,A400XLR,QUICK RELEASE INSERT ADAPTER 3 EA.SHURE,VP64A,HANDHELD MICROPHONE FOR STUDENT FLOOR MICS 3 EA.SHURE,MS-10C,CHROME FLOOR STAND WITH GRAY METALLIC BASE ADJUSTS FROM 35 IN. TO 64 IN HIGH FOR 3 FLOOR MICROPHONES 730 DAY WARRANTY PARTS & LABOR	3119.00	
4		1	LOT	1 EA.SENNHEISER,EW535,HANDHELD WIRELESS MICROPHONE SYSTEM INCLUDES HANDHELD TRANSMITTER WITH MD835 DYNAMIC CARDIOID CAPSULE & RACK MOUNTABLE RECEIVER. (FREQUENCY RANGE TO BE DETERMINED). 1 EA.SENNHEISER,EW522, LAVALIERE WIRELESS MICROPHONE SYSTEM INCLUDES BODY PACK TRANSMITTER WITH ME4 CARDIOID LAVALIERE & RACK MOUNTABLE RECEIVER (FREQUENBCY TO BE DETERMINED) 1 EA.SENNHEISER,ASP1/NT1,PASSIVE ANTENNA SPLITTER KIT WITH POWER SUPPLY 1 EA. SENNHEISER,GA-1, RACK MOUNT KIT, HOLDS 2 EA. EM 500 RECEIVERS 2 EA. SENNHEISER,AB-1 ANTENNA BOOSTER (FREQUENCY RANGE TO BE DETERMINED) 1 EA. SENNHEISER,A1031-U, UHF ANTENNA, PASSIVE OMNI-DIRECTIONAL (PAIR) 730 DAYS WARRANTY PARTS & LABOR PRESENTATION SYSTEM, INTERFACE/MISC.	2318.00	

Approved by:

Date:

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
		1	LOT	2 EA. EXTRON, 60-375-02, RGB 468Xi RGBHV, VIDEO & AUDIO INTERFACES FOR DAIS LEFT & RIGHT (BLACK) 2 EA. EXTRON, 70-150-02, AC NET AAP POWER & NETWORK MODULE FOR DAIS LEFT & RIGHT (BLACK) 2 EA. EXTRON, 70-090-12, BLACK BLANK PANEL DOUBLE FOR RGB 468xi 2 EA. EXTRON, 60-378-01, RGB 160xi DEDICATED INTERFACE FOR LECTERN, DOC DAM, & CPU 2 EA. EXTRON, 70-077-01, UNDER DESK MOUNT FOR RGB 160xi 2 EA. EXTRON, 26-490-02, 6' VGAM TO VGAM WITH AUDIO 1 EA. EXTRON, 60-374-02, RGB 464xi RGBHV, VIDEO & AUDIO INTERFACES FOR PODIUM INTERFACE-2 (BLACK) 1095 DAYS WARRANTY PARTS & LABOR	2773.60	
6		1	LOT	2 EA. EXTRON, 26-353-03, SVHS-BNCM 1' S-VIDEO MALE TO BNC MALE ADAPTER 14 EA. EXTRON, 26-531-01, SY15 HDM TO 5 BNC (FEMALE) ADAPTER, 6" 9 EA. EXTRON, 26-531-03, SY15 HDM TO 5 BNC (FEMALE) ADAPTER, 12"	694.00	
		1	EA	EXTRON, 60-378-01, RGB, 160xi, DEDICATED INTERFACE FOR LECTERN, DOC CAM, & CPU PAN/TILT ROBOTIC SYSTEM	474.00	

Approved by:

Date:

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
		1	LOT	1 EA. TELEMETRICS,CP-D-3A, DESKTOP SERIAL CONTROL PANEL 1 EA.TELEMETRICS,PARKERVISION AUTO TRACK ON/OFF 1 EA. TELEMETRICS,CPO-D3A-8CAM, 8 CAMERA SELECT OPTION 2 EA.TELEMETRICS,CA-RS-10, 10'SERIAL CONTROL CABLE 1 EA.TELEMETRICS, STS-12, STS TRANSFER SWITCH 1 EA.TELEMETRICS, STSO-232IN, TRANSFER SWITCH RS-232IN 3 EA. TELEMETRICS, STSO-422OUT,TRANSFER SWITCH RS-422OUT 5 EA.TELEMETRICS, CA-RS-150, 150'SERIAL CONTROL CABLE 1 EA.TELEMETRICS, PS-RM-S4,QUAD RACK MOUNT POWER SUPPLY 4 EA. TELEMETRICS,CA-PWR6XLR-150,150' POWER CABLE 4 EA.TELEMETRICS,PT-HP-S2,PAN/TILT HEAD 4 EA.TELEMETRICS,PTO-HP-S2-422, 422 DATA OPTION 4 EA.TELEMETRICS,MA-EXT-24,MA EXT FLANGE EXT PIPE-18" CONTINUED BELOW 1 EA.TELEMETRICS,MA-EXT-12,MA EXT FLANGE EXT PIPE-12" 10 EA. TELEMETRICS,MA-MTGFLG,CEILING MOUNT FLANGE 6 EA. TELEMETRICS, LENS MOD, LENS MODIFICATION NOTE: THE (4) FUJINON LENS & PARKERVISION UNIT MUST BE SENT TO TELMETRICS FOR THE LENS MODIFICATION. 365 DAYS WARRANTY PARTS & LABOR PLASMA MONITOR OUTSIDE OF AUDITORIUM	35374.00	
9		1	LOT	1 EA.PANASONIC,TH-42PHD6UY,42"PLASMA MONITOR FOR FAR-END MONITOR 1 EA.PANASONIC,TY-WK42PV1,FLUSH-MOUNT WALL BRACKET FOR PANASONIC PLASMA MONITOR 365 DAYS WARRANTY LABOR & PARTS PRODUCTION, VIDEO	4446.00	

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Date:

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
		1	LOT	1 EA. PINNACLE,329202DXP,DEKO 2200 2 CHANNEL SDI CHARACTER GENERATOR 1 EA. PINNACLE,3211500XP,DEKO TOOLS OPTION INCLUDING FAST ACTION KEYBOARD 1 EA. PINNACLE,3151024RK,24-31" RACK SLIDE KIT FOR DEKO 2200 2 EA. PINNACLE,11000016, ONSITE OPERATIONAL TRAINING. PRICE INCLUDES ALL EXPENSES & TRAINING MATERIALS 365 DAYS WARRANTY PARTS & LABOR	32149.00	
11		1	EA	LEITCH, DPS-575AV, FRAME SNYC WITH AUDIO INTERFACE OPTION 1825 DAYS WARRANTY PARTS & LABOR PRODUCTION, AUDIO	6499.00	
12		1	LOT	1 EA. PIONEER,DVD-V7400, PLAYBACK DVD/CD 1 EA. PIONEER,UC-V155, WIRED/WIRELESS REMOTE CONTROL FOR DVD-V7400 365 DAYS WARRANTY PARTS & LABOR	572.00	
13		1	EA	FEC, RSIO7200, RACK MOUNT SHELF FOR ABOVE 365 DAYS WARRANTY PARTS & LABOR	180.00	
14		2	EA	WOHLER, AMP1A-LP2S, AUDIO MONITOR WITH 2 STEREO CH INPUT, LEVEL METERS, PHASE INDICATOR FOR AUDIO QC & TECH QC 720 DAYS WARRANTY PARTS & LABOR	1720.00	
15		1	LOT	2 EA. DORROUGH 40-A, AUDIO LEVEL METER 1 EA. DORROUGH 40-AD, RACK MOUNT KIT FOR 40-A 365 DAY WARRANTY FOR PARTS & LABOR VIDEO TAPE & DVD MACHINES	837.00	
16		1	LOT	2 EA. SONY, DSR-1500, DV CAM VTR 2 EA. SONY,DSBK-1501,SDI INPUT/OUTPUT CARD 2 EA. SONY,DSBK-1504,ANALOG VIDEO INPUT CARD ABOVE 365 DAYS WARRANTY PARTS ABOVE 90 DAYS WARRANTY LABOR 1 EA. FEC, RKSSDNA28,RACK MOUNT KIT,HOLDS 2 DSR-1500 365 DAYS WARRANTY PARTS & LABOR	13365.50	

Approved by:

Date:

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
		1	LOT	1 EA.SONY,DSR-2000, DV CAM VTR 365 DAYS WARRANTY PARTS 90 DAYS WARRANTY LABOR 1 EA. FEC, RKSSUVW, RACK MOUNT KIT FOR DSR-2000 365 DAYS WARRANTY PARTS & LABOR	11243.50	
18		1	LOT	1 EA. PANASONIC AG-DS555, SUPER VHS EDITING RECORDER 1 EA. FEC,RKSP7350, RACK MOUNT OPTION FOR AG-DS555 365 DAYS WARRANTY PARTS & LABOR TEST/SYNC	3509.00	
19		1	LOT	1 EA. TEKTRONIX WVR611A, SDI/COMPOSITE RASTORIZING WAVEFORM MONITOR WITH XGA OUTPUT 1 EA. TEKTRONIX WVR611AAN,ANALOG AUDIO OPTION FOR WVR 611A 1 EA. TEKTRONIX 012-1658-00,ANALOG BREAKOUT CABLE FOR WVR611A 365 DAYS WARRANTY PARTS 90 DAYS WARRANTY LABOR	7703.00	
20		1	EA	VIDEOTEK, VSG-204D, SERIAL DIGITAL TEST & SYNC GENERATOR 1825 DAYS WARRANTY PARTS & LABOR	3744.00	
21		1	LOT	1 EA. EXTRON,60-506.01, P/2 DA2xi TWO OUTPUT VGA-UXGA DA 1 EA. EXTRON,60-190-01, RACK MOUNT FOR DA-2 1095 DAYS WARRANTY PARTS & LABOR TIME CODE/CLOCKS	188.00	
22		1	EA.	ESE, ES-102, MASTER CLOCK & TCG GENERATOR.INCLUDES GPS Rx AND ANTENNA	1215.00	
23		1	LOT	1 EA. BITTREE, B48DC-HNPIT/E3,M2OUI2L 24 X 2 LONG-FRAME PATCHBAY,BLACK, E3 CONNECTORS, PROGRAMMABLE, HALF NORMALED, ISOLATED GROUND, 12" DEEP 4 EA. BITTREE, LPC2406-110, 24" BANTAM STEREO PATCH CORD, BLUE 1095 DAYS WARRANTY PARTS 365 DAYS WARRANTY LABOR	656.00	

Approved by:

Date:

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
				EDIT SYSTEM		
24		1	EA	PANASONIC, AG-A850, EDITING CONTROLLER 365 DAYS WARRANTY PARTS & LABOR	2164.00	
25		1	LOT	1 EA. BITTREE,B422-N4T/12, 24 X 2 RS-422 PATCHBAY, BLACK, FOR EDIT & DATA CONTROL-NORMALLED 4 EA. BITTREE,DPC2400, 24" 4 WIRE PATCH CORDS BLACK 365 DAYS WARRANTY PARTS & LABOR ALL ABOVE NOT TO BE DELIVERED BEFORE AUG. 9, OR AFTER AUG. 16 2004. FOR RMS 102,104,105	634.00	
26		3	EA	SANYO, PLC-XT15A, PROJECTOR, 3200 ANSI LUMENS WITH STANDARD LENS 1095 DAYS WARRANTY PARTS & LABOR	9960.75	
27		1	LOT	3 EA.DRAPER, 232420,AERO ACCUSET COMPONENT KIT INCLUDES CEILING PLATE, BRACKET ADAPTER, & AERO UNIVERSAL PROJECTOR BRACKET (NOTE: DOES NOT INCLUDE 1.5" THREADED PIPE) 3 EA. DRAPER, 232421, ACCUSET SUSPENDED CEILING PANEL WITH CUTOUT FOR STANDARD J-BOX POWER OUTLET. 3 EA. DRAPER, 207005, LUMA 72" X 96" (120" DIAGONAL) MANUAL RETRACTABLE PROJECTOR SCREEN 365 DAYS WARRANTY PARTS & LABOR	961.44	
28		6	EA	EXTRON, 26-531-01, .5' VGA MALE TO BNC-5 FEMALE FOR ROOMS 103, 224	132.00	
29		2	EA	SANYO, PLC-XT15A, PROJECTOR, 3200 ANSI LUMENS WITH STANDARD LENS 1095 DAYS WARRANTY PARTS & LABOR	6640.50	

Approved by:

Date:

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
		1	LOT	2 EA. DRAPER, 232420, AERO ACCUSET COMPONENT KIT INCLUDES CEILING PLATE, BRACKET ADAPTER, & AERO UNIVERSAL PROJECTOR BRACKET (NOTE: DOES NOT INCLUDE 1.5" THREADED PIPE) 2 EA. DRAPER, 232421, ACCUSET SUSPENDED CEILING PANELS WITH CUTOUT FOR STANDARD J-BOX POWER OUTLET. 1 EA. DRAPER, 207009, LUMA 60" X 84" (100" DIAGONAL MANUAL RETRACTABLE PROJECTOR SCREEN (RM 224) DELIVERY NOT TO BE BEFORE OCT. 7 OR AFTER OCT. 14, 2004 1 EA. DRAPER, 207005, LUMA 72" X 96" (120" DIAGONAL) MANUAL RETRACTABLE PROJECTOR SCREEN (RM 103) 365 DAYS WARRANTY PARTS & LABOR	629.58	
31		4	EA	EXTRON, 26-531-01, .5' VGA MALE TO BNC-5 FEMALE 1095 DAYS WARRANTY PARTS & LABOR FOR ROOM 112	88.00	
32		1	EA	SANYO, PLC-XT15A, PROJECTOR, 3200 ANSI LUMENS WITH STANDARD LENS 1095 DAYS WARRANTY PARTS & LABOR	3320.25	
		1	LOT	1 EA. DRAPER, 232420, AERO ACCUSET COMPONENT KIT INCLUDES CEILING PLATE, BRACKET ADAPTER, & AERO UNIVERSAL PROJECTOR BRACKET (NOTE: DOES NOT INCLUDE 1.5" THREADED PIPE) 1 EA. DRAPER, 232421, ACCUSET SUSPENDED CEILING PANEL WITH CUTOUT FOR STANDARD J-BOX POWER OUTLET. 1 EA. DRAPER, 207005, LUMA 72" X 96" (120" DIAGONAL) MANUAL RETRACTABLE PROJECTOR SCREEN 365 DAYS WARRANTY PARTS & LABOR	320.48	
34		2	EA.	EXTRON, 26-531-01, .5' VGA MALE TO BNC-5 FEMALE 1095 DAYS WARRANTY PARTS & LABOR FOR ROOM 116	44.00	

Approved by:

Date:

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
		1	EA	SANYO, PLC-XT15A, PROJECTOR, 3200 ANSI LUMENS WITH STANDARD LENS 1095 DAYS WARRANTY PARTS & LABOR	3320.25	
36		1	LOT	1 EA. DRAPER, 232420, AERO ACCUSET COMPONENT KIT INCLUDES CEILING PLATE, BRACKET ADAPTER, & AERO UNIVERSAL PROJECTOR BRACKET (NOTE: DOES NOT INCLUDE 1.5" THREADED PIPE) 1 EA. DRAPER, 232421, ACCUSET SUSPENDED CEILING PANEL WITH CUTOUT FOR STANDARD J-BOX POWER OUTLET. 1 EA. DRAPER, 207009, LUMA 60" X 84" (100" DIAGONAL) MANUAL RETRACTABLE PROJECTOR SCREEN 1 EA. DRAPER, 207005, LUMA 72" X 96" (120" DIAGONAL) MANUAL RETRACTABLE PROJECTOR SCREEN 365 DAYS WARRANTY PARTS & LABOR	309.10	
37		2	EA	EXTRON, 26-531-01, .5' VGA MALE TO BNC-5 FEMALE 1095 DAYS WARRANTY PARTS & LABOR	44.00	
38		1	EA	SONY, RC893/1, RS-232C 3M CABLE (EVI-SERIES) VISCA CABLE 365 DAYS WARRANTY PARTS & LABOR FOR ROOM 128	10.00	
39		1	EA	SANYO PLC-XT15A, PROJECTOR, 3200, ANSI LUMENS WITH STANDARD LENS 1095 DAYS WARRANTY PARTS & LABOR	3320.25	
40		1	LOT	1 EA. DRAPER, 232420, AERO ACCUSET COMPONENT KIT INCLUDES CEILING PLATE, BRACKET ADAPTER, & AERO UNIVERSAL PROJECTOR BRACKET (NOTE: DOES NOT INCLUDE 1.5" THREADED PIPE) 1 EA. DRAPER, 232421, ACCUSET SUSPENDED CEILING PANEL WITH CUTOUT FOR STANDARD J-BOX POWER OUTLET. 1 EA. DRAPER, 207005, LUMA 72" X 96" (120" DIAGONAL) MANUAL RETRACTABLE PROJECTOR SCREEN 365 DAYS WARRANTY PARTS & LABOR	320.48	

Approved by:

Date:

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
		2	EA	EXTRON, 26-531-01, .5' VGA MALE TO BNC-5 FEMALE 1095 DAYS WARRANTY PARTS & LABOR FOR ROOM 134	44.00	
42		2	EA	SANYO, PLC-XT15A, PROJECTOR, 3200, ANSI LUMENS WITH STANDARD LENS 1095 DAYS WARRANTY PARTS & LABOR	6640.50	
43		1	LOT	2 EA. DRAPER, 232420, AERO ACCUSET COMPONENT KIT INCLUDES CEILING PLATE, BRACKET ADAPTER, & AERO UNIVERSAL PROJECTOR BRACKET (NOTE: DOES NOT INCLUDE 1.5" THREADED PIPE) 2 EA. DRAPER, 232421, ACCUSET SUSPENDED CEILING PANEL WITH CUTOUT FOR STANDARD J-BOX POWER OUTLET. 1 EA. DRAPER, 207005, LUMA 72" X 96" (120" DIAGONAL) MANUAL RETRACTABLE PROJECTOR SCREEN 365 DAYS WARRANTY PARTS & LABOR	542.70	
44		4	EA	EXTRON, 26-531-01, .5' VGA MALE TO BNC-5 FEMALE 1095 DAYS WARRANTY PARTS & LABOR FOR ROOM 138	88.00	
45		1	EA	SANYO, PLC-XT15A, PROJECTOR, 3200 ANSI LUMENS WITH STANDARD LENS 1095 DAYS WARRANTY PARTS & LABOR	3320.25	
46		1	LOT	1 EA. DRAPER, 232420, AERO ACCUSET COMPONENT KIT INCLUDES CEILING PLATE, BRACKET ADAPTER, & AERO UNIVERSAL PROJECTOR BRACKET (NOTE: DOES NOT INCLUDE 1.5" THREADED PIPE) 1 EA. DRAPER, 232421, ACCUSET SUSPENDED CEILING PANEL WITH CUTOUT FOR STANDARD J-BOX POWER OUTLET. 1 EA. DRAPER, 207005, LUMA 72" X 96" (120" DIAGONAL) MANUAL RETRACTABLE PRO- JECTOR SCREEN 365 DAYS WARRANTY PARTS & LABOR	320.48	
47		2	EA	EXTRON, 26-531-01, .5' VGA MALE TO BNC-5 FEMALE 1095 DAYS WARRANTY PARTS & LABOR	44.00	

Approved by:

Date:

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
				FOR ROOM 141		
48		1	EA	SANYO PLC-XT15A, PROJECTOR, 3200 ANSI LUMENS WITH STANDARD LENS 1095 DAYS WARRANTY PARTS & LABOR	3320.25	
49		1	LOT	1 EA. DRAPER, 232420, AERO ACCUSET COMPONENT KIT INCLUDES CEILING PLATE, BRACKET ADAPTER, & AERO UNIVERSAL PROJECTOR BRACKET (NOTE: DOES NOT INCLUDE 1.5" THREADED PIPE) 1 EA. DRAPER, 232421, ACCUSET SUSPENDED CEILING PANEL WITH CUTOUT FOR STANDARD J-BOX POWER OUTLET. 1 EA. DRAPER, 207009, LUMA 60" X 84" (100" DIAGONAL) MANUAL RETRACTABLE PROJECTOR SCREEN 365 DAYS WARRANTY PARTS & LABOR	309.10	
50		2	EA	EXTRON, 26-531-01, .5' VGA MALE TO BNC-5 FEMALE 1095 DAYS WARRANTY PARTS & LABOR FOR CONF. ROOM 142	44.00	
51		1	EA	SANYO, PLC-XT15A, PROJECTOR, 3200 ANSI LUMENS WITH STANDARD LENS 1095 DAYS WARRANTY PARTS & LABOR	3320.25	
52		1	LOT	1 EA. DRAPER, 232420, AERO ACCUSET COMPONENT KIT INCLUDES CEILING PLATE, BRACKET ADAPTER, & AERO UNIVERSAL PROJECTOR BRACKET (NOTE: DOES NOT INCLUDE 1.5" THREADED PIPE) 1 EA. DRAPER, 232421, ACCUSET SUSPENDED CEILING PANEL WITH CUTOUT FOR STANDARD J-BOX POWER OUTLET. 365 DAYS WARRANTY PARTS & LABOR	221.94	
53		2	EA	EXTRON, 26-531-01- .5' VGA MALE TO BNC-5 FEMALE 1095 DAYS WARRANTY PARTS & LABOR ALL ABOVE FOR 100'S ROOM NUMBERS MUST NOT BE DELIVERED BEFORE SEPT. 21 OR AFTER SEPT. 30, 2004 FOR ROOM 206A	44.00	

Approved by:

Date:

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
		1	EA	SANYO, PLC-XT15A, PROJECTOR, 3200 ANSI LUMENS WITH STANDARD LENS 1095 DAYS WARRANTY PARTS & LABOR	3320.25	
55		1	LOT	1 EA. DRAPER, 232420, AERO ACCUSET COMPONENT KIT INCLUDES CEILING PLATE, BRACKET ADAPTER, & AERO UNIVERSAL PROJECTOR BRACKET (NOTE: DOES NOT INCLUDE 1.5" THREADED PIPE) 1 EA. DRAPER, 232421, ACCUSET SUSPENDED CEILING PANEL WITH CUTOUT FOR STANDARD J-BOX POWER OUTLET. 1 EA. DRAPER, 207005, LUMA 72" X 96" (120" DIAGONAL) MANUAL RETRACTABLE PROJECTOR SCREEN 365 DAYS WARRANTY PARTS & LABOR	320.48	
56		2	EA	EXTRON, 26-531-01, .5' VGA MALE TO BNC-5 FEMALE FOR ROOM 206B	44.00	
57		1	EA	SANYO, PLC-XT15A, PROJECTOR, 3200 ANSI LUMENS WITH STANDARD LENS 1095 DAYS WARRANTY PARTS & LABOR	3320.25	
58		1	LOT	1 EA. DRAPER, 232420, AERO ACCUSET COMPONENT KIT INCLUDES CEILING PLATE, BRACKET ADAPTER, & AERO UNIVERSAL PROJECTOR BRACKET (NOTE: DOES NOT INCLUDE 1.5" THREADED PIPE) 1 EA. DRAPER, 232421, ACCUSET SUSPENDED CEILING PANEL WITH CUTOUT FOR STANDARD J-BOX POWER OUTLET. 1 EA. DRAPER, 207005, LUMA 72" X 96" (120" DIAGONAL) MANUAL RETRACTABLE PROJECTOR SCREEN 365 DAYS WARRANTY PARTS & LABOR	320.48	
59		2	EA	EXTRON, 26-531-01, .5' VGA MALE TO BNC-5 FEMALE FOR ROOM 207, DISTANCE LEARNING RM. (NEW EQUIPMENT)	44.00	
60		2	EA	SANYO, PLC-XT15A, PROJECTOR, 3200 ANSI LUMENS WITH STANDARD LENS 1095 DAYS WARRANTY PARTS & LABOR	6640.50	

Approved by:

Date:

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
		1	LOT	2 EA. DRAPER, 232420, AERO ACCUSET COMPONENT KIT INCLUDES CEILING PLATE, BRACKET ADAPTER, & AERO UNIVERSAL PROJECTOR BRACKET (NOTE: DOES NOT INCLUDE 1.5" THREADED PIPE) 2 EA. DRAPER, 232421, ACCUSET SUSPENDED CEILING PANEL WITH CUTOUT FOR STANDARD J-BOX POWER OUTLET. 1 EA. DRAPER, 207005, LUMA 72" X 96" (120" DIAGONAL) MANUAL RETRACTABLE PROJECTOR SCREEN 365 DAYS WARRANTY PARTS & LABOR	542.42	
62		1	LOT	9 EA. EXTRON, 26-531-01, .5' VGA MALE TO BNC-5 FEMALE 2 EA. EXTRON, 26-532-02, 6' VGA FEMALE TO BNC-5 FEMALE 1095 DAYS WARRANTY PARTS & LABOR	264.00	
63		2	EA	TELEMETRICS, CAM-WMBKT, WALL MOUNT FOR EVI-D100 CAMERA 365 DAYS WARRANTY PARTS & LABOR	120.00	
64		1	LOT	1 EA. SENNHEISER, EW522, LAVALIERE WIRELES MICROPHONE SYSTEM INCLUDES BODY PACK TRANSMITTER WITH ME4 CARDIOID LAVALIERE & RACK MOUNTABLE RECEIVER. (FREQUENCY RANGE TO BE DETERMINED). 1 EA. SENNHEISER, GA-1, RACK MOUNT KIT, HOLDS 2 EA. EM 500 RECEIVERS 1 EA. SENNHEISER, A1031-U, UHF ANTENNA, PASSIVE OMNI-DIRECTIONAL (PAIR) 730 DAYS WARRANTY PARTS & LABOR	826.00	
65		1	EA	EXTRON, 60-340-01, SYSTEM 7SC 7 INPUT, 2 OUTPUT CONFIGURABLE VIDEO SWITCHER 1095 DAYS WARRANTY PARTS & LABOR	3115.00	
66		1	LOT	1 EA. PANASONIC, TH-42PHD6UY, 42" PLASMA MONITOR FOR FAR-END MONITOR 1 EA. PANASONIC, TY-WK42PV1, FLUSH-MOUNT WALL BRACKET FOR PANASONIC PLASMA MONITOR FOR ROOM 211, (USES EXISTING PROJECTOR)	4446.00	

Approved by:

Date:

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
		2	EA.	EXTRON, 26-531-01, .5' VGA MALE TO BNC-5 FEMALE 1095 DAYS WARRANTY PARTS & LABOR ABOVE FOR 200'S ROOM NUMBERS MUST NOT BE DELIVERED BEFORE OCT. 7, OR AFTER OCT. 14, 2004. FOR CONF. ROOM 324	44.00	
68		1	EA	SANYO, PLC-XT15A, PROJECTOR, 3200 ANSI LUMENS WITH STANDARD LENS 1095 DAYS WARRANTY PARTS & LABOR	3320.25	
69		1	LOT	2 EA. EXTRON, 26-531-01, .5' VGA MALE TO BNC-5 FEMALE 1 EA. EXTRON, 60-511-01, HSA-200SE SQUARE BEZEL BRUSHED BLACK POP-UP INTERFACE FOR CONFERENCE TABLE (BLACK) 1095 DAYS WARRANTY PARTS & LABOR FOR 300'S ROOM NUMBERS THEY MUST NOT BE DELIVERED BEFORE OCT 21, OR AFTER OCT. 28, 2004. FOR CLOSED CAPTIONING DECODER	705.00	
70		1	LOT	23 LINK, PCD-85, CLOSE CAPTIONING DECODER NOTE: THERE IS ONE OF THESE PER PROJECTOR INCLUDING THE EXISTING PROJECTORS IN ROOMS 208 & 211. 23 EA. LINK, PWT-300, POWER SUPPLY FOR PCD-85 3650 DAYS WARRANTY PARTS & LABOR DELIVERY MUST NOT BE DELIVERED BEFORE OCT. 7, OR AFTER OCT. 14, 2004. AS PER ALL CONDITIONS, INSTRUCTIONS & SPECIFICATIONS LISTED ON ABOVE BID.	3565.00	

Taxable Amount:	235,396.28
Sales Tax:	18,243.21
Shipping:	
Requisition Total:	253,639.49

Approved by:

Date:

Blanket Purchase Order Requisition

Requisition #: RB05-00422 PO #P05-00397

Status: Need Invoice

Requisitioner: Cheryl Clavel/4663

Req. Date: 6/30/04(2005)

Order Site: SLIB, SC Library

Room: 317

Req. Cost: \$300,000.00

Encumbered: \$300,000.00

Vendor Code: 030732, ATKINSON, ANDELSON, LOYA,

Expensed:

Req. Info: Pay for Professional Services

Invoiced:

Account Number	Amount	Expensed	Yr
01-5721-0-000-9-001-000-6610	300,000.00	0.00	05

Description of Blanket Order

DO NOT SEND TO VENDOR

FOR FISCAL YEAR 2004/2005

Professional Services

Not to exceed \$330,000.00

Requisition Total: \$300,000.00

Approved by:

Date:

Requisition #RB05-00422

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7/09/04

Blanket Purchase Order Requisition

Requisition #: RB05-00423 PO #P05-00398

Status: Need Invoice

Requisitioner: Cheryl Clavel/4663

Req. Date: 6/30/04(2005)

Order Site: SLIB, SC Library

Room: 317

Req. Cost: \$170,000.00

Encumbered: \$170,000.00

Vendor Code: 060705, LIEBERT CASSIDY WHITMORE

Expensed:

Req. Info: Pay for Professional Services

Invoiced:

Account Number

Amount

Expensed

Yr

01-5721-0-000-9-001-000-6610

170,000.00

0.00 05

Description of Blanket Order

DO NOT SEND TO VENDOR

FOR FISCAL YEAR 2004/2005

Professional Services

Not to exceed \$170,000.00

Requisition Total: \$170,000.00

Approved by:

Date:

Requisition #RB05-00423

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7/09/04

BOARD OF TRUSTEES PURCHASE ORDER LISTING

v4.2

Purchase Order Numbers P05-00046 Through P05-00505

PO #	Vendor Name	Purchase Order Description	Total Cost
P05-00431	AIR SOURCE INDUSTRIES, INC.	purchase liquid nitrogen and oxygen	\$400.00
P05-00432	COUNCIL OF COMMUNITY CLINICS	purchase low cost medications	\$800.00
P05-00433	HSACCC	membership dues for Health Services CCC	\$75.00
P05-00434	VWR INTERNATIONAL, INC.	LIFE SCIENCE SUPPLIES	\$7,172.11
P05-00435	FISHER SCIENTIFIC	LIFE SCIENCE SUPPLIES	\$3,632.42
P05-00436	CAROLINA BIOLOGICAL SUPPLY	MICROBIOLOGY SUPPLIES	\$2,535.78
P05-00437	FISHER SCIENTIFIC	CHEMISTRY SUPPLIES	\$1,628.19
P05-00438	DELTA BIOLOGICALS	LIFE SCIENCE SUPPLIES	\$4,777.64
P05-00439	SARGENT-WELCH/CENCO	LIFE SCIENCE SUPPLIES	\$611.59
P05-00440	SPECTRUM LABORATORY PRODUCTS, I	CHEMICALS/LIFE SCIENCE	\$616.51
P05-00441	MODERN BIOLOGY	INSTRUCTIONAL SUPPLIES LIFE SCIENCE	\$1,002.34
P05-00442	BIO-RAD LABORATORIES, INC.	LIFE SCIENCE SUPPLIES	\$542.51
P05-00443	HARDY DIAGNOSTICS	LIFE SCIENCE SUPPLIES	\$74.65
P05-00444	FISHER SCIENTIFIC	FEE-BASED CHEMISTRY SUPPLIES	\$802.82
P05-00445	WARD'S NATURAL SCIENCE	FEE BASED CHEMISTRY SUPPLIES	\$176.71
P05-00446	FISHER SCIENTIFIC	GEOLOGY SUPPLIES	\$62.55
P05-00447	AMAZON.COM	Phyiscs instructional material	\$29.92
P05-00448	PLUMBING, PIPING & CONSTRUCT.	REPLACE A/C UNIT	\$7,438.00
P05-00449	PLUMBING, PIPING & CONSTRUCT.	ADD DAMPERS TO AIR HANDLER	\$2,175.00
P05-00450	IMAGISTICS INTERNATIONAL INC.	Toner for Fax Machine-H.R.	\$449.73
P05-00451	GALL'S OF LONG BEACH	Uniforms	\$5,000.00
P05-00452	COMMUNITY COLLEGE LEAGUE	CCLC Pocket Profiles	\$12.20
P05-00453	PLANNET CONSULTING, INC.	Consulting services for Telephone Switch	\$175,000.00
P05-00454	AMAZON.COM	FOR GEOLOGY CLASSES	\$34.00
P05-00455	WARD'S NATURAL SCIENCE	SCIENCE SUPPLIES	\$82.23
P05-00456	IMPACT PROMOTIONAL PRODUCTS	T-Shirts for RP Workshop, 7/25-30, 2004	\$739.77
P05-00457	HIGHER EDUCATION PUBLICATIONS	Higher Education Directory 2004	\$77.58
P05-00458	SARGENT-WELCH/CENCO	CHEMISTRY SUPPLIES	\$97.41
P05-00459	SARGENT-WELCH/CENCO	CHEMISTRY SUPPLIES	\$160.90
P05-00460	SPECTRUM LABORATORY PRODUCTS, I	CHEMISTRY SUPPLIES	\$1,552.54
P05-00461	VWR INTERNATIONAL, INC.	CHEMISTRY SUPPLIES	\$3,577.88
P05-00462	VWR INTERNATIONAL, INC.	CHEMISTRY SUPPLIES	\$1,734.99
P05-00463	VWR INTERNATIONAL, INC.	CHEMISTRY SUPPLIES	\$4,602.85
P05-00464	XEROX CORPORATION	Lease/Maintenance for DocuTech 6100 Prin	\$80,438.16
P05-00465	SEHI PROCOMP COMPUTER PRODUCTS	VTEA Funds	\$237.90
P05-00466	RICOH BUSINESS SYSTEMS, INC.	Maint. for Ricoh	\$600.00
P05-00467	XEROX CORPORATION	Lease/Maintenance for full-color digital	\$41,576.00
P05-00468	MEDCO SUPPLY COMPANY	First Aide Supplies	\$44.72
P05-00469	TESTING ENGINEERS-L.A.INC.	PREPARE PRELIM DISTRESS EVALU FOR A300 &	\$4,320.00
P05-00470	VIDEO SERVICE OF AMERICA	Tapes to record Board interviews of Leisu	\$288.99
P05-00471	DELL MARKETING	Replacement notebook for stolen	\$3,124.75
P05-00472	LABCORP	purchase laboratory services	\$6,500.00
P05-00473	UNION BANK OF CALIFORNIA	PARS Supp. Retire. Annuity Premium	\$14,408.73
P05-00474	DIV. OF THE STATE ARCHITECT	PLAN CHECK FEES	\$2,689.00
P05-00475	DIV. OF THE STATE ARCHITECT	PLAN CHECK FEES	\$21,448.00
P05-00476	C.W. DRIVER CONTRACTORS INC.	COST ESTIMATING SERVICES	\$4,880.00
P05-00477	AMTECH RELIABLE ELEVATOR CO.	ELEVATOR MAINT.	\$1,158.75
P05-00478	SYSTEMS & HARDWARE, INC.	TK88K-01 Backup Tapes for System	\$1,061.40
P05-00479	LANIER DIRECT	Maintenance Agreement	\$1,288.00
P05-00480	SIMPLEX TIME RECORDER CO.	Annual Maintenance Agreement	\$834.00
P05-00481	RICOH BUSINESS SYSTEMS, INC.	Maintenance Agreement	\$1,120.00
P05-00482	RICOH BUSINESS SYSTEMS, INC.	Maintenance Agreement	\$1,122.00
P05-00483	SCANTRON-FPC	Annual Maintenance Agreement	\$525.00
P05-00484	RICOH BUSINESS SYSTEMS, INC.	Copier Maintenance Agreement	\$528.00
P05-00485	WOLVERINE SPORTS	Football Instructional Supplies	\$224.66

Blanket Purchase Order Requisition

Requisition #: RB05-00271 PO #P05-00453 Status: Need Invoice
 Requisitioner: Allan MacDougall/IT/4330 Req. Date: 6/04/04 (2005)
 Order Site: SDCC, SC Dist Information Technol Room: DCC3
 Vendor Code: 020632, PLANNET CONSULTING, INC. Req. Cost: \$175,000.00
 Req. Info: Consulting services for Telephone S Encumbered: \$175,000.00
 Expensed:
 Invoiced:

Account Number	Amount	Expensed	Yr
40-6220-0-487-6-013-081-7100	175,000.00	0.00	05

Description of Blanket Order

Continuation of consulting services to facilitate the management of the infrastructure, installation, implementation, and initial operational phases of the Telecommunications Network Replacement Project. In addition consultant will provide assistance in telephone system management activities.

Effective: 7/1/04 - 6/30/05

Invoices to be approved by Allan MacDougall in District IT.

Board Approved 2/23/04

Requisition Total: \$175,000.00

Approved by:

Date:

BOARD OF TRUSTEES PURCHASE ORDER LISTING

v4.2

Purchase Order Numbers P05-00046 Through P05-00505

PO #	Vendor Name	Purchase Order Description	Total Cost
P05-00486	SPECTRA SERVICES, INC.	BULBS FOR SPEC 20	\$43.79
P05-00487	BATTERY SPECIALTIES	BATTERIES	\$52.86
P05-00488	RICOH BUSINESS SYSTEMS, INC.	Maintenance for RICOH AFICIO 401 Copier	\$1,740.00
P05-00489	RICOH BUSINESS SYSTEMS, INC.	Billing for Ricoh Bus. Systems, Inc.	\$300.00
P05-00490	COMMUNITY COLLEGE LEAGUE	2004 Community College Directory	\$101.85
P05-00491	RICOH BUSINESS SYSTEMS, INC.	YEARLY MAINTENANCE CONTRACT FOR RICOH CO	\$900.00
P05-00492	HALCYON PRESS	OC Media Directory	\$44.99
* P05-00493	XEROX CORPORATION	Lease/Maintenance for 11 networked copie	\$123,842.27
P05-00494	SIGMA ALDRICH CHEMICAL CO.	CHEMICALS FOR LABS	\$506.97
P05-00495	DE LAGE LANDEN FINANCIAL SERVI	Maintenance Agreement for Konica Copiers	\$1,863.00
P05-00496	RICOH BUSINESS SYSTEMS, INC.	Maintenance Agreement for Priport JP5000	\$2,000.00
P05-00497	RICOH BUSINESS SYSTEMS, INC.	Blanket PO for Priport Supplies	\$1,000.00
P05-00498	HARCOURT, INC.	Instructional Supplies	\$352.07
* P05-00499	SOCCCD PROP/LIABILITY TRUST	Reimburse SOCCCD Checking	\$365,000.00
P05-00500	CARL WARREN & CO.	Claims Management Open PO	\$17,500.00
P05-00501	DYNALAB	CHEMISTRY SUPPLIES	\$125.78
P05-00502	AT&T WIRELESS SERVICES	AT&T WIRELESS SERVICES	\$700.00
P05-00503	DARBY INSTITUTIONAL SUPPLY	ATHLETIC TRAINING SUPL. BID	\$96.03
P05-00504	LAPES ATHLETIC TEAM SALES	ATHLETIC TRAINING SUPPL. BID	\$3,220.97
P05-00505	SCHOOL HEALTH SUPPLY CO.	ATHLETIC TRAINING SUPPLIES BID	\$361.45
			=====
			\$47,206,858.04

Blanket Purchase Order Requisition

Requisition #: RB05-00381 PO #P05-00493 Status: Need Invoice
 Requisitioner: Karen Burch Req. Date: 6/23/04(2005)
 Order Site: SLIB, SC Library Room: 128
 Vendor Code: 020305, XEROX CORPORATION Reg. Cost: \$123,842.27
 Req. Info: Lease/Maintenance for 11 networked Encumbered: \$123,842.27
 Expensed:
 Invoiced:

Account Number	Amount	Expensed	Yr
01-5620-0-000-1-038-076-6774	123,842.27	0.00	05

Description of Blanket Order

12-month lease/maintenance agreement
 for five each DC460SL networked
 copiers as follows: (per month)
 1. Health/Sci. (vol. 30,000)
 Ser.#NE8027635----- 655.56
 2. Fine Arts(vol. 30,000)
 Ser.#NE8027713-----\$ 655.56
 3. P.E.(vol.20,000)-----\$ 590.56
 4. ATAS(vol. 30,000)-----\$ 655.56
 5. Counseling(vol.35,000) \$ 688.06
 THREE EACH DC480SL networked copiers:
 1. Lib/Arts(vol. 100,000)
 Ser.#MY0002131-----\$1,270.78
 2. S/M/E (vol.100,000)
 Ser. #MY0003431----- 1,270.78
 3. B/S(vol. 100,000)----- 1,270.78
 ONE EACH DC490SDX networked copier
 1. Lib.128 (vol. 100,000)
 Ser.#CTF001258-----1,376.41
 ONE EACH WCP75 networked copier
 1. Soc. Science(vol. 80,000)
 Ser.#UA2440001-----1,143.89
 *cost per copy for all 10 copiers
 @.0065; includes all supplies except
 paper & staples
 *60-month fixed lease pricing-LA CO.
 contract
 -----TAX 8,907.68
 effective July 1, 2004 - June 30, 2005

Requisition Total: \$123,842.27

Approved by:

Date:

Blanket Purchase Order Requisition

Requisition #: RB05-00451 PO #P05-00499

Status: Need Invoice

Requisitioner: ADonovan

Req. Date: 7/06/04(2005)

Room: 318

Order Site: SLIB, SC Library

Req. Cost: \$365,000.00

Encumbered: \$365,000.00

Vendor Code: 015203, SOCCCD PROP/LIABILITY TRUS

Expensed:

Req. Info: Reimburse SOCCCD Checking

Invoiced:

Account Number	Amount	Expensed	Yr
68-5721-0-000-7-013-000-6720	45,000.00	0.00	05
68-5899-0-000-7-013-000-6720	320,000.00	0.00	05

Description of Blanket Order

To reimburse the checking account for
Property and Liability Trust Account
Claims during the 2004/05 FY.

Requisition Total: \$365,000.00

Approved by:

Date:

Requisition #RB05-00451

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7/09/04

BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

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Req. #	Vendor Name	Description	Total Cost
			\$.00
960170	BOISE CASCADE	OFFICE SUPPLIES	\$.00
940078	BOISE CASCADE	OFFICE SUPPLIES	\$.00
RD05-00109		Reimbursement for Board video tapes	\$19.14
RD05-00108	KING, TAMARA	Online Courses Data Resource Management	\$2,406.00
RD05-00107	WELLS FARGO #3465	Credit card for plotter manual in public	\$141.98
RD05-00106		reimbursement to instructor for training	\$1,000.00
RD05-00105		conference request for Diane Crary	\$253.35
RD05-00104	HUSTING, ROBINA	REIMBURSEMENT	\$13.52
RD05-00102	DYMO CORPOATION	DYMO 330 Repair	\$.00
RD05-00101	WELLS FARGO #2078	CENTER CLUB LUNCHEON/PROGRAM 7-14-04	\$148.00
RD05-00100	CAPISTRANO SEWING MACHINE CO.	Repair Sewing Machines	\$669.00
RD05-00099	WELLS FARGO #3317	Purchase Print Cartridge for Earl's Fax	\$35.00
RD05-00096	ANCORA	Payment for mailing of regis. receipts	\$38.28
RD05-00095	ANCORA	Payment for mailing of regis. receipts	\$67.31
RD05-00087	WELLS FARGO #2078	Laminated Poster for H.R.	\$45.49
RD05-00086	WELLS FARGO #3317	Online credit card order SmartDraw.com	\$224.07
RD05-00085	STEVENSON, GAIL E.	REIMBURSEMENT-MAIL MSDS TO FORENSIC ANAL	\$5.20
RD05-00084	ANCORA	Payment for mailing of regis. receipts	\$231.00
RD05-00083	PRINT MASTERS	EOPS Newsletter	\$645.42
RD04-02625	NEXTIRAONE, LLC	Phone Add/Moves, 6/14/04	\$131.25
RD05-00082	CA DEPT OF TOXIC SUBSTANCE	MANIFEST FEE	\$377.50
RD05-00081		MICROSOFT OFFICE USER SPECIALIST EXAM	\$1,920.00
RD05-00080	D & M TROPHIES	NamePlate for H.R.	\$14.01
RD04-02618	AMER. GEOTECHNICAL	GEOTECHNICAL ENGINEER SERVICES	\$.00
RD05-00079	HIGHER EDUCATION PUBLICATIONS	2005 Higher Ed. Directory	\$64.60
RD04-02617	GRAY, JOANNE	REIMBURSEMENT	\$185.56
RD05-00078	SMITH, THOMAS L.	reimbursement for expenses	\$95.85
RD05-00077	IRVINE CHAMBER OF COMMERCE	Membership - Irvine Chamber of Commerce	\$1,210.00
RD05-00076	FREEWAY AUTO SUPPLY	BACKUP BEEPERS	\$559.65
RD05-00075	WELLS FARGO #3317	Photo frames / computer cables for fax	\$550.00
RD05-00074	LORCH, TEDDI	Reimbursement to T. Lorch	\$4.79
RD04-02576	FIRST AMERICAN TITLE COMPANY	Title Insurance for Tustin property to S	\$7,000.00
RD05-00073	LIBEC	Repair of Fluid Heads	\$165.86
RD04-02575	HUDDLESTON, LEIANE	Reimbursement to L. Huddleston	\$25.00
RD04-02574	PANIAGUA, MARIA	Reimbursement to Maria Paniagua	\$25.00
RD04-02573	PARRA, LORI	Reimbursement to L. Parra	\$25.00
RD04-02572	CLARK SECURITY PRODUCTS	KEY BLANKS FOR NEW VEHICLES	\$145.47
RD04-02571	XEROX CORPORATION	MOVE XEROX	\$.00
RD04-02504	A-1 AWARDS	NAME PLATES AND ENGRAVING	\$46.22
RD04-02503	COAST FITNESS REPAIR SHOP	Service and repair of Fitness Center Equ	\$.00
RD04-02502	SODEXHO	FOOD/BEV. 6/22/04 BOARD MEETING	\$291.19
RD05-00072	MISSION PRINTING	POSTER	\$64.65
RD04-02501		Reimbursement for NR test	\$.00
RD04-02500	MILLER, SOPHIE	Reimbursement for Palm tung T Stylets	\$.00
RD04-02499	MISSION VIEJO GLASS	LENSES FOR TENNIS COURT	\$122.00
RD05-00071	DYMO CORPOATION	DYMO 330 Repair	\$.00
RD04-02498	SODEXHO	Refreshments for PF Training	\$53.88
RD05-00070	LOYAL POINT OF SALE	Cash register ribbons	\$12.12
RD05-00069	ARUNDALE, SCOTT	training	\$.00
RD05-00068	WELLS FARGO #4198	FEE FOR PERMIT FOR FACILITY USE	\$.00
RD05-00067	WELLS FARGO #4198	FEE FOR PERMIT OF FACILITY USE	\$.00
RD04-02497	BAKER, WENDY W.	Reimburse Wendy Baker	\$59.52
RD04-02496	HALL, MARY	Reimburse Mary Hall	\$95.70
RD05-00066		Reimburse Wendy Baker	\$.00
RD05-00065		Reimburse Mary Hall	\$.00

BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

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Req. #	Vendor Name	Description	Total Cost
RD04-02495	WHITE, DENNIS W.	REIMBURSEMENT	\$241.47
RD05-00064	PACIFIC COACHWAYS	BUS - WALT DISNEY CONCERT HALL - LOUISE	\$400.00
RD04-02494	SUPERIOR PRESS, INC.	Banking Supplies - Transition to Wells F	\$227.28
RD05-00063	LORCH, TEDDI	Conf. ACHRO - T. Lorch	\$.00
RD05-00062	WELLS FARGO #4214	CREDIT CARD- VENDOR YOSEMITE NAT'L PARK	\$80.00
RD04-02493	HOME DEPOT	MAINT. SUPPLIES	\$23.51
RD04-02492	DALY, TRACY	Telephone and misc. reimbursements	\$125.25
RD04-02491	KNORR SYSTSTEMS INC.	EQUIP REPAIR	\$181.81
RD04-02490	WELLS FARGO #2078	SPECIAL BOARD MEETING 6/16/04	\$1,006.60
RD04-02489	MARTIN, DONNA	REIMBURSEMENT	\$25.05
RD05-00061		COX CABLE	\$.00
RD05-00060	NOVICK, ANN	Lodging Reimbursement for LD Elig.Traini	\$283.00
RD05-00059	MARTIN, DONNA	REIMBURSEMENT	\$.00
RD05-00058	WELLS FARGO #2078	2004 AWARD LUNCH/VENDOR-SO OR CO REG CHA	\$56.00
RD04-02488	JAY'S CATERING	CATERING FOR ALL DAY WORKSHOP	\$184.12
RD04-02487	BLAIR, DENISE	Conference workshop speaker	\$70.00
RD04-02486	DARR, JASON	Conference workshop speaker	\$70.00
RD04-02485	DEMEDENKO, NICOLE	Conference workshop presenter	\$70.00
RD04-02484		Conference workshop presenter	\$.00
RD04-02483	SCHAEFER, CPT. JOHN T.	Conference workshop presenter	\$400.00
RD04-02482	CALPERS	Actuarial Valuation Contract - Calpers	\$700.00
RD05-00057	DALY, TRACY	Telephone and misc. reimbursements	\$.00
RD05-00056	WELLS FARGO #2078	OC FORUM LUNCH PROGRAM/VENDOR HYATT REGE	\$100.00
RD04-12345	TAYLOR, DON	REIMBURSEMENT	\$23.67
RD04-02481	GAFFNEY, DIANN	reimburse for classroom supplies summer	\$119.83
RD05-00054-1	TAYLOR, DON	REIMBURSEMENT	\$.00
RD05-00055	GAFFNEY, DIANN	to re-imburse for classroom supplies for	\$.00
RD04-02480	SKORA ELECTRIC	PARKING LOT LIGHT REPAIR	\$9,243.00
RD05-00054	TAYLOR, DON	Reimburse Don for supplies	\$.00
RD04-02479		Reimbursement to Don for supplies	\$.00
RD05-00053		Fall 2004 ASG RETREAT	\$.00
RD05-00052	GRAHAM, ESTER	Conf. ACHRO - E. Graham	\$1,234.63
RD04-02478	PACIFIC COACHWAYS	Bus for Fioeld Trip to Del Mar	\$.00
RD05-00051	RECALL SECURE DEST.SRVS INC.	SHREDDING SERVICES FOR DOCUMENTS	\$387.06
RD04-02477	A-1 AWARDS	Commencement Blank Retirement Plaques	\$5,045.39
RD04-02472	WELLS FARGO #3317	Persits Software AspUpload Single Svr Li	\$149.00
RD04-02471	CHATILLON, ANN	ADMIN/TRUSTEE PORTRAITS FOR BOARD ROOM	\$406.75
RD05-00050	KING, TAMARA	Reimbursement for long distance dial-up	\$.00
RD04-02459			\$.00
RD05-00049		Dinner for RP Workshop Attendees-7/28/04	\$.00
RD05-00048	BEACH HOUSE-DANA POINT HARBOR	Dinner for RP Workshop Attendees, Sunday	\$.00
RD05-00047	CHATILLON, ANN	ADMIN/TRUSTEE PORTRAITS FOR BOARD ROOM	\$.00
RD04-02456	BESSETTE, NANCY N.	Reimburse N.Bessette for activity class	\$80.80
RD04-02455	NEXTIRAONE, LLC	Phone Add/Moves, 6/1/04	\$150.00
RD04-02454	SODEXHO	BEV./FOOD SNACKS 6/2/04 NEGOTIATIONS	\$60.56
RD04-02453	SODEXHO	Matric.event	\$192.33
RD04-02452	SADDLEBACK COLLEGE BOOKSTORE	School supplies for eligible CARE studen	\$8,218.09
RD04-02451	CARRITTE, DR.NANCY	Evaluation Assessment	\$500.00
RD04-02450	INDUSTRIAL HYGIENE MGMT., INC.	AIR QUALITY EVALUATION OF WOOD SHOP	\$2,894.75
RD04-02449	BESSETTE, NANCY N.	Reimburse Bessette for yoga instr suppli	\$38.56
RD04-02448	RECALL SECURE DEST.SRVS INC.	SHREDDING SERVICE FOR DOCUMENTS	\$.00
RD04-02447	SADDLEBACK COLLEGE BOOKSTORE	Payment for textbooks for spring 2004 se	\$2,295.18
RD04-02446	SADDLEBACK COLLEGE BOOKSTORE	Payment for summer textbooks for EOPS st	\$5,625.52
RD04-02445	SADDLEBACK COLLEGE BOOKSTORE	Payment for caps and gowns for eligible	\$431.16
RD04-02353-1	VILLALBA, RAUL	REIMBURSEMENT STATE CHANCELLORS LUNCH VI	\$145.87
RD04-02444	SADDLEBACK COLLEGE BOOKSTORE	Payment for textbooks and supplies for C	\$570.65

BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

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Req. #	Vendor Name	Description	Total Cost
RD04-02443	SADDLEBACK COLLEGE BOOKSTORE	EOPS Bookstore summer textbook payment	\$20,709.96
RD04-02442	WELLS FARGO #3317	Persits Software AspUpload Single Svr Li	\$149.00
RD04-02441	SADDLEBACK COLLEGE BOOKSTORE	EOPS Bookstore textbook payment	\$16,707.98
RD04-02440	FOOD SYSTEMS, INC.	June Chancellor's Coord. Coun. Mtg.	\$177.79
RD04-02438	WELLS FARGO #3317	Frank B. Thomas HBITS Survey credit card	\$105.00
RD05-00046	ANDERSON, JULIE	Mileage reimbursement to Julie Anderson.	\$.00
RD05-00045	ANDERSON, JULIE	Mileage reimbursement for Julie Anderson	\$88.12
RD05-00044	ANDERSON, JULIE	Mileage reimbursement to Julie Anderson	\$.00
C33587-1	LYNDE-ORDWAY CO., INC.	EQUIP. REPAIR	\$230.00
970827	BOISE CASCADE	OFFICE SUPPLIES	\$1,129.36
971567	BOISE CASCADE	OFFICE SUPPLIES	\$201.45
973841	BOISE CASCADE	OFFICE SUPPLIES	\$145.42
RD04-02436	JOHNSTONE SUPPLY	EXHAUST FAN FOR PHOTO LAB	\$243.61
RD04-02435	P & R PAPER SUPPLY COMPANY	SUPPLIES	\$59.05
RD05-00043	IYER, DANA S	conf. reimb. (faculty develop funding aw	\$500.00
971155	BOISE CASCADE	OFFICE SUPPLIES	\$455.38
971586	BOISE CASCADE	OFFICE SUPPLIES	\$1,408.66
974677	BOISE CASCADE	OFFICE SUPPLIES	\$1,207.72
974600	BOISE CASCADE	OFFICE SUPPLIES	\$423.81
974111	BOISE CASCADE	INSTRUCTION SUPPLIES	\$34.76
974110	BOISE CASCADE	OFFICE SUPPLIES	\$34.20
973074	BOISE CASCADE	INSTRUCTION SUPPLIES	\$70.14
971999	BOISE CASCADE	OFFICE SUPPLIES	\$331.62
930868	BOISE CASCADE	OFFICE SUPPLIES	\$452.69
974689	BOISE CASCADE	OFFICE SUPPLIES	\$44.83
974491	BOISE CASCADE	OFFICE SUPPLIES	\$158.10
974022	BOISE CASCADE	OFFICE SUPPLIES	\$2,313.14
973890	BOISE CASCADE	OFFICE SUPPLIES	\$148.31
973851	BOISE CASCADE	OFFICE SUPPLIES	\$16.23
973619	BOISE CASCADE	HIBACK CHAIRS	\$1,389.98
973598	BOISE CASCADE	FOLDING CHAIRS/TABLES	\$3,296.30
973307	BOISE CASCADE	OFFICE SUPPLIES	\$901.45
973281	BOISE CASCADE	OFFICE SUPPLIES	\$335.03
971778	BOISE CASCADE	OFFICE SUPPLIES	\$447.35
971564	BOISE CASCADE	OFFICE SUPPLIES	\$274.55
971563	BOISE CASCADE	INSTRUCTION SUPPLIES	\$1,006.42
971496	BOISE CASCADE	OFFICE SUPPLIES	\$363.05
971420	BOISE CASCADE	OFFICE SUPPLIES	\$14,368.95
971379	BOISE CASCADE	INSTRUCTION SUPPLIES	\$135.79
970806	BOISE CASCADE	INSTRUCTION SUPPLIES	\$635.92
970088	BOISE CASCADE	INSTRUCTION SUPPLIES	\$1,647.42
941939	BOISE CASCADE	OFFICE SUPPLIES	\$3,215.57
RD05-00042	LEAL, RAUL	PESTICIDE CERTIFICATION	\$260.00
RD05-00041	COWLEY, SCOTT	PESTICIDE CERTIFICATION	\$260.00
RD04-02434	RYDIN DECAL	PARKING STICKER DECALS	\$2,730.63
RD05-00040	JAMES, MICHAEL	PESTICIDE CERTIFICATION	\$215.00
RD04-02432	SOEXHO	PAY CORRECTED INVOICE FOR RETIREMENT REC	\$134.58
RD04-02431	SOEXHO	Refreshments for Students at CSUF Honors	\$45.69
RD05-00039	CCUMC	@004-2005 Membership	\$.00
RD04-02430	CAL STATE DOMINGUEZ HILLS	Conference June 8, 2004	\$75.00
RD04-02429	AVALON RENTAL	Scholarships 2004 chair rental	\$75.00
RD04-02428	AMER. FENCE CO.	FENCE RENTAL	\$711.00
RD04-02427	APPELSTEIN, CHARLES MSW.	WORKSHOP MATERIALS	\$.00
RD04-02426	DUMAS, PAT	REIMBURSEMENT FOR PARKING FEES AT CONFER	\$675.00
RD04-02420	IRVINE HIGH SCHOOL	ENROLLMENT ADVERTISING IN BASEBALL PROGR	\$100.00
RD04-02419	IRVINE HIGH SCHOOL	ADVERTISING IN SCHOOL NEWSPAPER	\$330.00

BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

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Req. #	Vendor Name	Description	Total Cost
RD04-02418	WHITE, DENNIS W.	Reimbursement-Color Printer Ink	\$62.65
RD04-02417	GAFFNEY, DIANN	REIMBURSEMENT	\$28.08
RD04-02415	HIKON, LORNA	REIMBURSEMENT(Retirement Workshop)	\$35.99
RD04-02414	LASER SOURCE	Non Instructional Repair	\$50.00
RD04-02413	PACIFIC TYPEWRITER & COMM INC.	Instructional Repair	\$69.50
RD04-02412	SMITH, JAMIE	Reimbursement for lamination	\$177.37
RD04-02411	CHUMAN, JERILYN	CONFERENCE FOR JERILYN CHUMAN-COUNS.TRNG	\$515.00
RD04-02410	GUZMAN, REUBEN	REIMBURSEMENT	\$9.13
RD04-02409	STUDIO TWO GRAPHICS & PRINTING	Journalism's "Orange Appeal" magazine.	\$6,452.13
RD04-02407	WHITE, DENNIS W.	REIMBURSEMENT	\$1,321.19
RD05-00038	CAL-ED OPTICAL	Repair of Swift Compound Microscopes	\$0.00
RD04-02406	TAMANAH, STEVE	Reimburse Steve Tamahana	\$60.00
RD04-02405	ORTIZ, ALTAGRACIA M.	Reimburse Altagracia Ortiz	\$16.11
RD04-02404	ORTIZ, ALTAGRACIA M.	REIMBURSE Altagracia Ortiz	\$19.78
RD04-02403	GRAHAM, ESTER	PIHRA 14th District Meeting-Graham/REIMB	\$43.82
RD04-02400	PYLE, JIM	Reimbursement	\$15.00
RD04-02399	JOSTEN'S	Faculty Commencement Attire	\$131.66
RD04-02398	CLAYTON, JOE JR.	Reimbursement	\$15.00
RD04-02396	FOOD SYSTEMS, INC.	Catering Charges-Grant Meeting, MultiMed	\$32.32
			=====
			\$151,475.21

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	28
FROM:	CHANCELLOR	DATE:	07/26/04
SUBJECT:	SOCCCD: PAYMENT OF BILLS		
REASON FOR BOARD CONSIDERATION:	APPROVAL		

BACKGROUND

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

STATUS

Check Nos. 029973 through 031061 processed through Orange County Department of Education totaling \$5,688,526.28, Check Nos. 7831 through 7894 processed through Saddleback College Community Education totaling \$385,913.20, and Check Nos. 8010 through 8021 processed through Irvine Valley College Community Education totaling \$7,804.11 are submitted for Board of Trustees' approval.

RECOMMENDATION

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

Item Submitted By:	Gary Poertner, Deputy Chancellor
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote :

WARRANT REGISTER LISTING

Escape - AP

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Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	029973	6/04/04	\$70.88	LAURA ABRAMS	70.88	01-5269-0-000-7-013-064-6720
O	029974	6/04/04	\$10.50	CHERYL CLAVEL	10.50	01-5269-0-000-7-013-000-6610
O	029975	6/04/04	\$77.25	ESTER GRAHAM	77.25	01-5269-0-000-7-013-090-6730
O	029976	6/04/04	\$127.50	SENIYE MARGARET	127.50	01-5269-0-000-1-054-033-1203
O	029977	6/04/04	\$353.71	JEFF KAUFMANN	353.71	01-5691-0-000-4-076-008-0401
O	029978	6/04/04	\$53.01	DAVIT S. KHACHA	53.01	01-5269-0-000-7-013-064-6720
O	029979	6/04/04	\$5.25	TONI LAKOW	5.25	01-5269-0-000-7-013-090-6730
O	029980	6/04/04	\$10.50	TEDDI LORCH	10.50	01-5269-0-000-7-013-090-6730
O	029981	6/04/04	\$42.00	JAKE MUNNS	42.00	01-5269-0-000-7-013-090-6730
O	029982	6/04/04	\$63.00	JANINE O'BUCHON	63.00	01-5269-0-000-1-054-033-1203
*	O 029983	6/04/04	\$423,408.17	ORANGE CO. AUDI	423,408.17	01-5705-0-000-9-001-000-6610
	O 029984	6/04/04	\$96.37	TAMERA RICE	96.37	01-5269-0-000-1-054-033-1203
O	029985	6/04/04	\$9.90	KATIE SLAVIN	9.90	01-5269-0-000-7-013-064-6720
O	029986	6/04/04	\$49.13	DONNA SNEED	49.13	01-5269-1-006-4-042-000-6011
O	029987	6/04/04	\$169.50	TERRI WHITT	169.50	01-5269-0-000-1-054-033-1203
O	029988	6/04/04	\$10.50	JESSICA M. CHA	10.50	68-5269-0-000-7-013-000-6610
O	029989	6/04/04	\$21.00	EARL PAGAL	21.00	68-5269-0-000-7-013-000-6610
O	029990	6/07/04	\$70.13	ELSA CHACON	70.13	01-5269-1-021-1-026-000-6460
O	029991	6/07/04	\$408.79	THE GALE GROUP	408.79	01-4200-1-021-1-026-000-6460
O	029992	6/07/04	\$64.87	GALL'S INC.	64.87	01-4600-1-050-1-034-089-6950
O	029993	6/07/04	\$1,186.60	GANDER-PRINTCO	181.02	01-5810-1-026-4-035-000-6310
					153.54	01-5810-1-040-1-026-083-6460
					755.60	01-4600-1-023-1-051-077-6430
					96.44	01-4600-0-000-7-010-000-6610
O	029994	6/07/04	\$369.42	GIANT CO2	322.66	01-4600-0-000-1-021-080-6510
					46.76	01-4600-0-000-1-021-081-6550
O	029995	6/07/04	\$606.25	GLAXO SMITH KLI	606.25	01-4600-2-046-1-024-094-6440

Direct Pay Requisition

Requisition #: RD04-02347 Status: Complete
 Requisitioner: ADonovan, 4901, Bus. Serv. Req. Date: 5/26/04 (2004)
 Order Site: SLIB, SC Library Room: 318
 Vendor Code: 020522, ORANGE CO. AUDITOR-CONTROL Req. Cost: \$423,408.17
 Req. Info: Services and Supplies Re March 2004 Encumbered: \$423,408.17
 Expensed: \$423,408.17
 Invoiced: \$423,408.17

Account Number	Amount	Expensed	Yr
01-5705-0-000-9-001-000-6610	423,408.17	423,408.17	04

Description of Request

Invoice No. 220231 Dated 5/21/04

Billing for Registrar of Voters
 services and supplies relating to South
 Orange County Community College
 District Special Election conducted on
 March 3, 2004
 Ballots/Supplies \$226,220.40
 Postage 79,000.79
 Labor 118,186.98

GIVE CHECK TO ANN DONOVAN

Requisition Total: \$423,408.17

Approved by:

Date:

Requisition Invoice History

<u>Vendor Name</u>	<u>Invoice #</u>	<u>Amount</u>	<u>Date</u>	<u>Check #</u>	<u>Paid Dt</u>
CHANGE CO. AUD 220231		\$423,408.17	5/21/04	029983	6/04/04

Approved by:

Date:

Requisition #RD04-02347

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7/09/04

WARRANT REGISTER LISTING

Escape - AP

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Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	029996	6/07/04	\$22.41	GLOBAL IMAGING	22.41	01-5620-0-000-1-022-000-6620
O	029997	6/07/04	\$300.00	GOODWILL INDUST	300.00	01-5811-1-034-7-013-090-6760
O	029998	6/07/04	\$223.24	W. W. GRAINGER	223.24	01-4600-0-000-1-021-080-6510
O	029999	6/07/04	\$370.00	RON GRANT	370.00	01-5814-0-000-1-052-044-0959
O	030000	6/07/04	\$354.00	JAIME GRIMES	354.00	01-5153-1-069-1-058-036-1305
O	030001	6/07/04	\$2,788.77	GUITAR CENTER	2,788.77	01-6411-2-025-4-070-046-1004
O	030002	6/07/04	\$2,986.00	HAY GROUP, INC.	2,986.00	01-5811-0-000-7-013-090-6730
O	030003	6/07/04	\$650.00	AMANDA CLINTON	650.00	01-5153-1-069-1-058-036-1305
O	030004	6/07/04	\$75.33	HITT MARKING DE	75.33	01-4600-0-000-7-013-092-6773
O	030005	6/07/04	\$1,891.97	HOME DEPOT CRED	16.64	01-4300-0-000-1-052-035-0109
					186.05	01-4300-0-000-1-052-061-0799
					14.45	01-4300-0-000-1-056-008-0401
					881.33	01-4344-0-000-1-055-005-1002
					284.59	01-4600-0-000-1-021-080-6510
					66.11	01-4600-0-000-1-052-035-0109
					442.80	01-4300-0-000-1-052-061-6130
O	030006	6/07/04	\$4,413.17	IMAGE PRINTING	4,413.17	01-5810-0-000-4-030-000-6210
O	030007	6/07/04	\$86.21	IMAGISTICS INTE	86.21	01-5620-0-000-7-013-064-6720
O	030008	6/07/04	\$15,400.00	INTERACTIVE VIS	15,400.00	01-9220- - - - -
O	030009	6/07/04	\$18,581.87	ISLAND PROMOTIO	18,581.87	01-7600-1-023-1-051-077-6430
O	030010	6/07/04	\$2,828.44	JAY'S CATERING	2,828.44	01-5271-1-069-1-058-036-1305
O	030011	6/07/04	\$129.46	JIST WORKS, INC	138.66	01-4200-0-000-1-051-065-6499
					-9.20	01-9552- - - - -
O	030012	6/07/04	\$49.45	JOHNSTONE SUPPL	49.45	01-4600-0-000-4-021-080-6510
O	030013	6/07/04	\$500.00	KINSHIP CENTER	500.00	01-5153-1-069-1-058-036-1305
O	030014	6/07/04	\$521.74	KNORR SYSTEMS I	521.74	01-5650-0-000-1-021-078-6530
O	030015	6/07/04	\$2,790.72	L.A. GYM EQUIPM	2,790.72	01-6410-1-025-1-055-000-4900
O	030016	6/07/04	\$1,262.50	L. A. TIMES	1,262.50	01-5811-1-021-1-026-000-6460
O	030017	6/07/04	\$21,459.55	LAKE FOREST BEA	21,459.55	01-5811-0-000-1-052-018-3007

WARRANT REGISTER LISTING

Escape - AP

v 4.2

k Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	030018	6/07/04	\$575.00	LIBRARY OF CONG	575.00	01-9220- - - - -
O	030019	6/07/04	\$165.48	LOUIS & COMPANY	165.48	01-4600-0-000-4-021-080-6510
O	030020	6/07/04	\$709.52	LYNDA.COM, INC.	709.52	01-6412-1-053-4-072-000-6011
O	030021	6/07/04	\$185.00	MACHOSKIE & ASS	185.00	01-5153-1-069-1-058-036-1305
O	030022	6/07/04	\$539.35	MARTINEZ BOOKS/	539.35	01-6300-0-093-1-053-087-6120
O	030023	6/07/04	\$369.20	MC FADDEN-DALE	369.20	01-4300-0-000-1-055-005-1002
O	030024	6/07/04	\$1,620.00	DAYLE MCINTOSH	1,620.00	01-5811-1-024-1-051-075-4930
O	030025	6/07/04	\$2,830.31	MC KESSON GENER	2,580.02	01-4300-0-000-1-054-000-6011
					60.99	01-4300-0-000-1-054-033-1203
					177.53	01-4600-2-046-1-024-094-6440
					11.77	01-4600-1-046-1-024-094-6440
O	030026	6/07/04	\$911.88	MC MAHAN DESK	911.88	01-6410-1-025-4-041-061-6110
O	030027	6/07/04	\$790.00	MARGI MCNELLY	790.00	01-5153-1-069-1-058-036-1305
O	030028	6/07/04	\$187.34	METROCALL	179.44	01-5620-0-000-1-054-033-1203
					7.90	01-5811-0-000-7-013-092-6773
O	030029	6/07/04	\$2,740.44	MIDWEST LIBRARY	757.91	01-6300-2-035-4-037-087-6120
					1,982.53	01-6300-2-025-4-037-087-6120
O	030030	6/07/04	\$39.95	MARCIA MILCHIKI	39.95	01-5811-0-000-7-010-000-6610
O	030031	6/07/04	\$1,100.00	MISSION HOSPITA	1,100.00	01-5620-1-069-1-058-036-1305
O	030032	6/07/04	\$2,876.93	MISSION PRINTIN	1,670.13	01-5810-0-000-4-030-000-6499
					1,206.80	01-5811-1-021-4-024-083-6460
O	030033	6/07/04	\$6,495.40	MOULTON-NIGUEL	6,495.40	01-5593-0-000-1-025-000-6570
O	030034	6/07/04	\$313.60	MOUNTAIN WATER	313.60	01-4600-0-000-1-025-000-6570
O	030035	6/07/04	\$79.74	NAFCO	79.74	01-4600-1-050-1-034-089-6950
O	030036	6/07/04	\$421.72	NEXTEL COMMUNIC	421.72	01-5590-0-000-1-025-000-6570
O	030037	6/07/04	\$3,275.92	NEXTIRAONE, LLC	112.50	01-5590-0-000-1-025-000-6570
					3,013.42	01-5651-0-000-1-025-000-6570
					150.00	01-5590-0-000-7-013-090-6730
O	030038	6/07/04	\$103.90	NEXTUP.COM	-7.74	01-9552- - - - -
					111.64	01-5812-2-074-4-075-015-0701

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	030039	6/07/04	\$317.86	NOTHING BUT AIR	317.86	01-4600-0-000-4-036-000-6450
O	030040	6/07/04	\$2,432.86	HERFF JONES, IN	2,432.86	01-6410-2-025-4-074-034-2205
O	030041	6/07/04	\$1,132.65	ORANGE CO. FARM	58.90	01-4300-0-000-1-056-008-0401
					1,073.75	01-4344-0-000-1-052-035-0109
O	030042	6/07/04	\$2,291.00	ORANGE COUNTY R	2,291.00	01-5810-0-000-1-053-041-0602
O	030043	6/07/04	\$2,395.80	OCE-USA, INC.	2,395.80	01-5620-1-045-4-041-076-6774
O	030044	6/07/04	\$7,000.00	ORANGE COAST CO	7,000.00	01-5811-1-002-1-038-000-6011
O	030045	6/07/04	\$1,200.00	JONATHAN MARCUS	1,200.00	01-5811-0-000-4-070-084-1004
O	030046	6/07/04	\$1,154.04	L.A. STEEL CRAF	1,154.04	12-6410-0-000-4-036-067-6920
O	030047	6/07/04	\$2,800.00	LINNERT BUILDER	2,800.00	12-5811-0-000-4-036-067-6920
O	030048	6/07/04	\$85.13	JUNE MILLOVICH-	85.13	12-4600-1-001-1-058-036-1305
O	030049	6/07/04	\$90.00	ORKIN EXTERMINA	90.00	12-5811-0-000-4-036-067-6920
O	030050	6/07/04	\$4,044.00	JOYCE INSPECTIO	4,044.00	40-6224-1-479-4-036-000-0000
O	030051	6/07/04	\$118.53	LAMAR SPACE INC	118.53	40-6220-1-477-6-013-000-7100
O	030052	6/08/04	\$31,043.77	ACSIG/EDGE	269.85	01-3431-0-000-9-001-000-6770
					30,773.92	01-3400-0-000-9-001-000-6770
O	030053	6/08/04	\$3.75	WENDY BAKER	3.75	01-5269-1-021-1-026-000-6460
O	030054	6/08/04	\$28,271.63	FORTIS BENEFITS	28,271.63	01-3400-0-000-9-001-000-6770
O	030055	6/08/04	\$2,971.10	HYATT LEGAL	2,971.10	01-3400-0-000-9-001-000-6770
O	030056	6/08/04	\$24,088.60	ING EMPLOYEE BE	24,088.60	01-3400-0-000-9-001-000-6770
O	030057	6/08/04	\$2,671.90	PACIFICARE BEHA	20.82	01-3431-0-000-9-001-000-6770
					2,651.08	01-3400-0-000-9-001-000-6770
* O	030058	6/08/04	\$592,424.85	SISC III HEALTH	3,880.24	01-3410-0-000-1-001-000-4901
					2,078.70	01-3410-0-000-4-001-000-4901
					586,465.91	01-3400-0-000-9-001-000-6770
O	030059	6/08/04	\$1,608.17	UNUM LIFE INSUR	1,608.17	01-3400-0-000-9-001-000-6770
O	030060	6/08/04	\$63.00	ELAINE WAIKNIS	63.00	01-5269-0-000-7-013-090-6730
O	030061	6/08/04	\$2,134.84	ACSIG/EDGE	886.16	71-3410-0-000-9-000-000-5900

Blanket Purchase Order Requisition

Requisition #: RB04-00360 PO #P04-00488 Status: Complete
 Requisitioner: ADonovan Req. Date: 7/14/03 (2004)
 Order Site: SLIB, SC Library Room: 318
 Vendor Code: 068309, SISC III HEALTH BENEFITS Req. Cost: \$6,623,733.95
 Req. Info: SISC (PPO)-Benefits FY 2003/04 Fund Encumbered:
 Expensed: \$6,623,733.95
 Invoiced: \$6,623,733.95

Account Number	Amount	Expensed	Yr
01-3400-0-000-9-001-000-6770	6,538,454.78	6,569,410.59	04
01-3431-0-000-9-001-000-6770	30,747.94	0.00	04
01-3410-0-000-1-001-000-4901	36,377.25	36,169.38	04
01-3410-0-000-4-001-000-4901	18,153.98	18,153.98	04

Description of Blanket Order

Estimate SISC PPO Benefits for

FY 2003/04

Fund 01

Requisition Total:\$6,623,733.95

Approved by:

Date:

Requisition History Notepad

Vendor: SISC III Health Benefits
Accounts Receivalbe
P.O. Box 1808
Bakersfield, CA. 93303-1808

7/21/03 - Added RB04-00366 & 358, per ann's request, kb

Requisition Invoice History

<u>Vendor Name</u>	<u>Invoice #</u>	<u>Amount</u>	<u>Date</u>	<u>Check #</u>	<u>Paid Dt</u>
SISC III HEALT	8/1-8/30/03	\$645,566.00	7/02/03	021971	7/15/03
SISC III HEALT	SEPT.	\$642,183.49	9/01/03	023223	9/08/03
SISC III HEALT	OCT 2003	\$594,993.36	10/07/03	024014	10/07/03
SISC III HEALT	NOV. 2003	\$596,372.39	11/07/03	024848	11/06/03
SISC III HEALT	DECEMBER 2003	\$596,175.61	12/04/03	025531	12/04/03
SISC III HEALT	FEB.. 2004	\$592,100.81	1/08/04	026158	1/08/04
SISC III HEALT	FEB.2004	\$589,346.84	2/01/04	026805	2/05/04
SISC III HEALT	SISC MARCH 2004	\$588,377.89	3/08/04	027521	3/08/04
SISC III HEALT	APRIL 2004..	\$593,123.41	4/01/04	028257	4/08/04
SISC III HEALT	MAY 2004..	\$593,069.30	5/01/04	029139	5/06/04
SISC III HEALT	JUNE 2004	\$592,424.85	6/01/04	030058	6/08/04
		<u>\$6,623,733.95</u>			

Approved by:

Date:

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
					1,248.68	71-3430-0-000-9-000-000-6740
O 030062	6/08/04	\$94,201.48	SISC III HEALTH	49,790.99	71-3410-0-000-9-000-000-5900	
				39,780.49	71-3430-0-000-9-000-000-6740	
				4,630.00	71-3431-0-000-9-000-000-6770	
O 030063	6/08/04	\$79,576.08	ACSIG/EDGE	636.10	01-3431-0-000-9-001-000-6770	
				78,939.98	01-3400-0-000-9-001-000-6770	
O 030064	6/08/04	\$5,483.38	ACSIG/EDGE	2,276.12	71-3410-0-000-9-000-000-5900	
				3,207.26	71-3430-0-000-9-000-000-6740	
O 030065	6/08/04	\$10.00	DIANE EDWARDS	10.00	01-5820-0-000-7-013-090-6730	
O 030066	6/08/04	\$1,448.60	ADCLUB ADVERTIS	1,448.60	01-5830-0-000-9-013-090-6730	
O 030067	6/08/04	\$177.35	AFFILIATED COMP	177.35	01-5811-0-000-1-026-083-6460	
O 030068	6/08/04	\$31.49	AMAZON.COM	33.93	01-4200-0-000-1-056-010-1905	
				-2.44	01-9552- - - - -	
O 030069	6/08/04	\$54.37	MARY AMELOTTE	54.37	01-4344-0-000-1-056-008-1919	
O 030070	6/08/04	\$1,239.70	AMERICAN EXPRES	424.00	01-5270-0-000-1-023-000-6030	
				182.70	01-9220- - - - -	
				633.00	01-5270-1-094-1-050-000-6011	
O 030071	6/08/04	\$202.88	ANCORA	202.88	01-9221- - - - -	
O 030072	6/08/04	\$175.00	RANDY ANDERSON	150.00	01-5270-0-000-1-024-000-6620	
				25.00	01-5270-1-024-1-051-075-6420	
O 030073	6/08/04	\$4,000.00	ATI	4,000.00	01-5811-1-021-1-026-000-6460	
O 030074	6/08/04	\$2,930.90	B & H PHOTO	-227.14	01-9552- - - - -	
				292.28	01-4600-0-000-4-041-088-6130	
				2,865.76	01-6411-2-025-4-080-000-6011	
O 030075	6/08/04	\$839.00	THE BEE MAN	644.00	01-5811-0-000-1-021-079-6550	
				195.00	01-5811-0-000-1-021-080-6510	
O 030076	6/08/04	\$6,119.06	BOISE CASCADE O	1.08	01-4300-0-000-1-052-061-0799	
				754.35	01-4344-0-000-1-052-004-0953	
				2,032.99	01-4344-0-000-1-056-008-0401	
				775.80	01-6410-1-024-4-035-075-6420	
				1,351.19	01-6410-1-040-1-026-083-6460	
				103.57	01-4600-1-050-1-034-089-6950	
				187.57	01-4600-1-038-4-073-074-6310	
				130.05	01-4600-0-000-1-030-000-6210	
				437.70	01-4300-0-000-1-052-000-4930	

WARRANT REGISTER LISTING

Escape - AP

v 4.2

k Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
					37.36	01-4300-2-074-4-074-000-1501
					11.68	01-4600-0-000-7-013-000-6610
					295.72	01-4600-0-000-7-013-090-6730
O 030077	6/08/04	\$5,055.90	BOISE CASCADE O	301.99	01-4300-0-000-1-052-017-1302	
				223.92	01-4300-0-000-1-056-000-6011	
				135.09	01-4300-0-000-1-056-050-1902	
				104.93	01-4344-0-000-1-052-017-1302	
				254.48	01-4344-0-000-1-052-057-3009	
				488.92	01-6410-0-000-4-021-080-6599	
				155.57	01-4600-0-000-4-021-080-6510	
				1,132.67	01-4600-0-000-4-030-000-6210	
				97.54	01-4600-1-050-1-034-089-6950	
				118.51	01-4600-0-000-4-025-000-6720	
				1,186.99	01-4600-0-000-1-050-000-6011	
				516.01	01-4600-0-000-1-024-000-6620	
				339.28	01-4600-0-000-1-056-000-6011	
O 030078	6/08/04	\$410.34	BOISE CASCADE O	2.11	01-4300-0-000-1-052-061-0799	
				8.27	01-4300-0-000-1-056-050-1902	
				59.48	01-4344-0-000-1-056-050-1902	
				273.95	01-6410-1-040-1-026-083-6460	
				66.53	01-4600-0-093-1-051-086-6310	
O 030079	6/08/04	\$334.05	E.B. BRADLEY CO	334.05	01-4600-0-000-4-021-080-6510	
O 030080	6/08/04	\$975.95	BURMINCO	975.95	01-4344-0-000-1-056-050-1914	
O 030081	6/08/04	\$702.66	CARD INTEGRATOR	702.66	01-4600-0-000-1-024-000-6620	
O 030082	6/08/04	\$15,615.71	CDW GOVERNMENT,	766.64	01-6412-1-053-4-072-000-6011	
				2,653.32	01-5812-1-074-1-000-000-4900	
				296.64	01-4212-2-074-1-022-000-4900	
				11,899.11	01-5812-2-074-1-022-000-4900	
O 030083	6/08/04	\$217.03	CHAPMAN SERVICE	217.03	01-4300-0-000-1-054-033-1203	
O 030084	6/08/04	\$1,574.12	CHEVRON U.S.A.,	343.63	01-4610-0-000-1-021-062-6772	
				273.36	01-5691-0-000-1-052-035-0109	
				957.13	01-4610-0-000-4-021-062-6772	
O 030085	6/08/04	\$85.00	COMMUNITY COLLE	85.00	01-9220- - - - -	
O 030086	6/08/04	\$2,772.66	COX COMMUNICATI	2,772.66	01-5812-0-000-7-015-000-6780	
O 030087	6/08/04	\$32,435.73	DELL MARKETING	4,107.27	01-6411-1-025-1-052-061-0799	
				20,620.09	01-6411-2-035-1-052-061-0799	
				3,937.94	01-6411-1-025-4-041-061-4900	
				3,770.43	01-6411-1-053-4-072-000-6011	

WARRANT REGISTER LISTING

Escape - AP

v 4.2

* Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	030088	6/08/04	\$300.00	EL TORITO RESTA	300.00	01-5271-1-094-1-050-000-6011
O	030089	6/08/04	\$9,102.00	ELEGANTE SCHOOL	9,102.00	01-5811-0-000-1-052-018-3007
O	030090	6/08/04	\$75.00	EXPERIAN	75.00	01-5811-0-000-1-026-083-6460
O	030091	6/08/04	\$237.05	FOOD SYSTEMS, I	237.05	01-5271-0-000-7-011-000-6610
O	030092	6/08/04	\$150.00	LOMA HOPKINS	150.00	01-5270-0-000-1-024-000-6620
O	030093	6/08/04	\$1,870.00	TERENCE LEVITT	1,870.00	01-9220- - - - -
O	030094	6/08/04	\$150.00	JENNIFER RACHMA	150.00	01-5270-0-000-1-024-000-6620
O	030095	6/08/04	\$394.15	NORMA YANNI	394.15	01-5270-0-000-1-024-072-6499
*	O 030096	6/08/04	\$220,050.00	ANDERSON & HOWA	220,050.00	40-6220-1-477-6-013-000-7100
O	030097	6/08/04	\$58,634.00	C.W. DRIVER CON	58,634.00	40-6220-1-477-6-013-000-7100
O	030098	6/08/04	\$34,462.00	COAN CONSTRUCTI	34,462.00	40-6220-1-477-6-013-000-7100
O	030099	6/08/04	\$19.04	CONSOLIDATED RE	19.04	40-6226-1-418-7-013-092-7100
O	030100	6/08/04	\$3,937.94	DELL MARKETING	3,937.94	40-6411-1-497-4-041-000-0001
O	030101	6/08/04	\$4,952.50	DIV. OF THE STA	4,952.50	40-6221-1-476-4-025-000-7100
O	030102	6/08/04	\$15,660.00	GMF SOUND, INC.	15,660.00	40-6220-1-477-6-013-000-7100
O	030103	6/08/04	\$14,580.00	MC MAHON STEEL	14,580.00	40-6220-1-477-6-013-000-7100
O	030104	6/08/04	\$13,920.00	UCMI, INC.	13,920.00	40-6224-1-477-6-013-000-7100
O	030105	6/08/04	\$1,917.25	WARE DISPOSAL C	1,917.25	40-6220-1-477-6-013-000-7100
O	030106	6/08/04	\$2,250.00	ERNST & YOUNG L	2,250.00	52-5811-0-599-0-000-000-0000
O	030107	6/08/04	\$350.00	HEDI AGUIAR	350.00	01-5811-1-091-1-054-033-1203
O	030108	6/08/04	\$1,072.03	ALISO CREEK INN	1,072.03	01-5811-1-091-1-054-033-1203
O	030109	6/08/04	\$345.18	AMERICAN CLASSI	345.18	01-5510-0-000-1-025-000-6570
O	030110	6/08/04	\$350.02	AT & T WIRELESS	96.77	01-5590-0-000-4-025-082-6570
					63.32	01-5590-0-000-7-012-000-6610
					33.39	01-5590-0-000-7-013-092-6773
					47.40	01-5590-1-050-1-034-089-6950
					80.89	01-5590-1-050-4-034-089-6950
					28.25	01-5590-0-000-7-013-090-6730

Blanket Purchase Order Requisition

Requisition #: RB04-00706 PO #P04-01821 Status: Paid Partial
 Requisitioner: R.VILLALBA, 4680, PURCH. Req. Date: 10/29/03 (2005)
 Order Site: SAVY, Avery Plaza/Purchasing Room: 207
 Vendor Code: 010383, ANDERSON & HOWARD ELECTRIC Req. Cost: \$1,946,777.00
 Req. Info: CONTRACT FOR HS Encumbered: \$1,087,160.00
 Expensed: \$859,617.00
 Invoiced: \$859,617.00

Account Number	Amount	Expensed	Yr
40-9510- - - - -	147,479.00	147,479.00	05
40-6220-1-477-6-013-000-7100	1,087,160.00	0.00	05
40-6220-1-477-6-013-000-7100	712,138.00	712,138.00	04

Description of Blanket Order

BID NO. 1026, BRD. APR. 9/29/03
 PACKAGE DD FOR ELECTRICAL/FIRE ALARM/
 LOW VOLTAGE, HEALTH SCIENCE/DISTRICT
 OFFICES BLDG.AT SADDLEBACK COLLEGE

Original Contract.....\$1,844,500.00
 Change Order,
 Board approved 11/19/03.....\$24,459.00

Revised Contract Amount..\$1,868,959.00

Requisition Total:\$1,946,777.00

Approved by:

Date:

Requisition Invoice History

<u>Vendor Name</u>	<u>Invoice #</u>	<u>Amount</u>	<u>Date</u>	<u>Check #</u>	<u>Paid Dt</u>
ANDERSON & HOW ONE		\$71,709.00	11/30/03	025453	12/04/03
ANDERSON & HOW RETENTION 12/02/03		\$7,171.00-	12/02/03	025453	12/04/03
ANDERSON & HOW #2		\$89,750.00	12/31/03	026179	1/08/04
ANDERSON & HOW #2 RETENTION		\$8,975.00-	12/31/03	026179	1/08/04
ANDERSON & HOW #3		\$68,709.00	1/31/03	026675	2/05/04
ANDERSON & HOW #3 RETENTION		\$6,871.00-	1/31/04	026675	2/05/04
ANDERSON & HOW #4		\$9,925.00	2/29/04	027576	3/11/04
ANDERSON & HOW #4 RETENTION		\$992.00-	2/29/04	027576	3/11/04
ANDERSON & HOW #5		\$114,836.00	3/31/04	028224	4/02/04
ANDERSON & HOW #5 RETENTION		\$11,484.00-	3/31/04	028224	4/02/04
ANDERSON & HOW #6		\$191,835.00	4/30/04	029119	5/06/04
ANDERSON & HOW #6 RETENTION		\$19,183.00-	4/30/04	029119	5/06/04
ANDERSON & HOW #7		\$244,500.00	5/31/04	030096	6/08/04
ANDERSON & HOW #7 RETENTION		\$24,450.00-	5/31/04	030096	6/08/04
ANDERSON & HOW #8		\$163,866.00	6/30/04	030783	7/08/04
ANDERSON & HOW #8 RETENTION		\$16,387.00-	6/30/04	030783	7/08/04
		<u>\$859,617.00</u>			

Approved by:

Date:

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	030111	6/08/04	\$125.00	SUE PERRY RN CD	125.00	01-5811-1-091-1-054-033-1203
O	030112	6/08/04	\$400.00	KATHLEEN COLLIN	400.00	01-5153-1-054-1-054-033-1203
O	030113	6/08/04	\$332.00	LEORA DEBOER	332.00	01-5153-1-054-1-054-033-1203
O	030114	6/08/04	\$50.00	KIMBERLY FRANCI	50.00	01-5153-1-054-1-054-033-1203
O	030115	6/08/04	\$3,005.00	KIRSTEN GRIFFIN	3,005.00	01-5153-1-054-1-054-033-1203
O	030116	6/08/04	\$25.00	KATHY GUTKNECHT	25.00	01-5153-1-054-1-054-033-1203
O	030117	6/08/04	\$180.00	PAM HANSINK	180.00	01-5153-1-054-1-054-033-1203
O	030118	6/08/04	\$4,510.00	HEALTH ED CONSU	4,510.00	01-5153-1-054-1-054-033-1203
O	030119	6/08/04	\$980.00	STEPHANIE HOM	980.00	01-5153-1-054-1-054-033-1203
O	030120	6/08/04	\$300.00	DEBORAH MASTROL	300.00	01-5811-1-091-1-054-033-1203
O	030121	6/08/04	\$10.00	NORTH ORANGE CO	10.00	01-5153-1-054-1-054-033-1203
O	030122	6/08/04	\$19.85	OCTFCU	19.85	01-5270-0-000-7-011-000-6610
O	030123	6/08/04	\$3,090.57	SBC/MCI	2,785.76	01-5590-0-000-1-025-000-6570
					304.81	01-5590-0-000-6-016-000-6610
O	030124	6/08/04	\$2,800.46	SBC	2,761.76	01-5590-0-000-1-025-000-6570
					38.70	01-5590-0-000-7-010-000-6610
O	030125	6/08/04	\$109.44	PACIFIC OFFICE	109.44	01-4600-0-000-1-022-000-6620
O	030126	6/08/04	\$15,580.00	PACIFIC SOD	6,970.00	01-5811-0-000-1-021-079-6550
					8,610.00	01-6120-0-000-1-021-080-6510
O	030127	6/08/04	\$32.00	LORI PARRA	32.00	01-5271-1-022-1-051-000-6310
O	030128	6/08/04	\$180.00	ROSA MARIE PERA	180.00	01-5153-1-054-1-054-033-1203
O	030129	6/08/04	\$3,009.48	POLLOCK, BLANK	3,009.48	01-5811-0-004-9-015-000-6780
O	030130	6/08/04	\$122.72	PRAXAIR	122.72	01-4344-0-000-1-055-005-1002
O	030131	6/08/04	\$12,661.50	PRESS ASSOCIATI	12,661.50	01-5811-0-000-1-052-011-0601
O	030132	6/08/04	\$14,995.00	PROFESSIONAL TU	14,995.00	01-6120-0-000-1-021-080-6510
O	030133	6/08/04	\$11,895.00	PROMISSOR, INC.	11,895.00	01-5153-2-054-1-054-033-1203
O	030134	6/08/04	\$1,240.01	HARCOURT ASSESS	1,240.01	01-4300-1-024-1-051-075-6420

WARRANT REGISTER LISTING

Escape - AP

v 4.2

k Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	030135	6/08/04	\$395.00	PURETEC	395.00	01-5811-0-000-1-056-000-6011
O	030136	6/08/04	\$1,022.55	PYRO-COMM SYSTE	1,022.55	01-5811-0-000-1-021-080-6510
O	030137	6/08/04	\$90.00	BONNIE RENNIE	90.00	01-5811-0-000-4-022-000-4999
O	030138	6/08/04	\$5,647.50	SADDLEBACK VALL	5,647.50	01-5811-1-002-1-038-000-6011
O	030139	6/08/04	\$1,375.83	SAN DIEGO GAS &	1,375.83	01-5591-0-000-1-025-000-6570
O	030140	6/08/04	\$1,208.33	SCANTRON CORP.	1,208.33	01-4300-0-000-1-058-000-4900
O	030141	6/08/04	\$822.00	SCANTRON CORP.	822.00	01-5651-1-030-1-051-096-6320
O	030142	6/08/04	\$2,369.62	SEHI PROCOMP CO	727.90	01-5811-0-000-4-041-073-6022
					187.37	01-6412-1-053-4-072-000-6011
					1,454.35	01-6411-2-025-4-070-030-1030
O	030143	6/08/04	\$74.22	DANIEL SMITH, I	79.66	01-4344-0-000-1-055-005-1002
					-5.44	01-9552- - - - -
O	030144	6/08/04	\$48.29	JAMIE SMITH	48.29	01-4344-0-000-4-078-029-1914
O	030145	6/08/04	\$6,741.70	SO. CAL. GAS CO	6,741.70	01-5592-0-000-1-025-000-6570
O	030146	6/08/04	\$2,661.43	SOLDER JOINT	2,661.43	01-6410-0-000-1-021-080-6510
O	030147	6/08/04	\$609.13	SPECTRUM LABS	609.13	01-4344-0-000-1-056-050-1911
O	030148	6/08/04	\$367.30	CAL. STATE BOAR	183.65	01-5511-0-000-4-021-080-6510
					183.65	01-5821-0-000-1-021-000-6510
O	030149	6/08/04	\$191.45	AMY L. STINSON	191.45	01-4300-2-074-4-078-029-1914
O	030150	6/08/04	\$1,600.00	STORED VALUE MA	1,600.00	01-7600-1-022-4-035-077-6310
O	030151	6/08/04	\$160.00	TERRI SULLIVAN	160.00	01-5153-1-054-1-054-033-1203
O	030152	6/08/04	\$199.99	SUPER COLOR LAB	199.99	01-4344-0-000-1-055-005-1011
O	030153	6/08/04	\$2,262.75	SYSTEMS SOURCE,	2,074.19	01-6410-2-025-1-056-000-4900
					188.56	01-6410-1-045-4-021-000-6599
O	030154	6/08/04	\$37.68	STEVE TAMANAHA	37.68	01-4600-1-023-1-051-077-6430
O	030155	6/08/04	\$116.70	BECKY THOMAS	116.70	01-4600-0-000-4-021-080-6510
O	030156	6/08/04	\$429.92	TOP SHELF SYSTE	429.92	01-6410-0-000-1-025-000-6799
O	030157	6/08/04	\$6,646.56	TROXELL COMMUNI	210.31	01-4300-2-025-1-053-000-4900

WARRANT REGISTER LISTING

Escape - AP

v 4.2

k Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
					3,790.97	01-6411-2-025-4-070-084-1007
					2,645.28	01-6410-0-000-1-058-000-4900
O 030158		6/08/04	\$731.39	TURNIP ROSE ELI	731.39	01-5271-1-005-1-054-000-6011
O 030159		6/08/04	\$15,142.61	POSTMASTER	15,142.61	01-5840-0-000-1-039-000-6022
O 030160		6/08/04	\$322.54	UNILAB	322.54	01-5811-1-046-4-036-094-6440
O 030161		6/08/04	\$506.88	UNITED RENTALS	506.88	01-5620-0-000-1-021-079-6550
O 030162		6/08/04	\$129.82	VERTEX STANDARD	129.82	01-5650-1-050-1-034-089-6950
O 030163		6/08/04	\$3,041.03	VIRCO MFG. CORP	3,041.03	01-6410-2-025-4-074-025-4930
O 030164		6/08/04	\$57.26	VWR INTERNATIONAL	57.26	01-4300-0-000-1-056-008-0401
O 030165		6/08/04	\$400.00	JOETTA DE SWART	400.00	01-5153-1-091-1-054-033-1203
O 030166		6/08/04	\$4,071.00	VIDELLA WALLER	4,071.00	01-5153-1-054-1-054-033-1203
O 030167		6/08/04	\$107.76	WALTERS WHOLESA	107.76	01-4600-0-000-4-021-080-6510
O 030168		6/08/04	\$1,465.60	WARE DISPOSAL C	384.80	01-5510-0-000-4-021-080-6510
					1,080.80	01-5510-0-000-4-025-082-6570
O 030169		6/08/04	\$10.00	VICKI WARREN	10.00	01-5153-1-054-1-054-033-1203
O 030170		6/08/04	\$1,321.19	DENNIS W. WHITE	1,321.19	01-4600-0-000-4-020-000-6790
O 030171		6/08/04	\$6,492.40	MICHAEL E. WILS	6,492.40	01-5153-0-093-1-021-000-6510
O 030172		6/08/04	\$2,089.27	XEROX SPECIAL I	1,271.17	01-5651-0-000-1-038-076-6774
					818.10	01-5620-0-000-1-038-076-6774
O 030173		6/08/04	\$9,323.34	YALE CHASE MATE	9,323.34	01-6410-0-000-7-013-092-6773
O 030174		6/08/04	\$164.40	ROCKVIEW FARMS	164.40	12-4710-0-000-4-036-067-6920
O 030175		6/08/04	\$115.00	SEA LIFE DESIGN	115.00	12-5651-0-000-1-026-067-6920
O 030176		6/08/04	\$577.28	SEHI PROCOMP CO	482.74	12-6411-1-001-4-079-053-1305
					94.54	12-4600-1-001-4-079-053-1305
O 030177		6/08/04	\$7,517.21	PLAN NET CONSUL	7,517.21	40-6220-1-487-6-013-081-7100
O 030178		6/08/04	\$1,346.88	TROKELL COMMUNI	436.39	40-6411-1-497-4-078-000-0001
					910.49	40-6411-1-497-4-041-000-0001
O 030179		6/08/04	\$2,403.50	SO. ORANGE CO.	1,123.41	68-5721-0-000-7-013-000-6720

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
					1,280.09	68-5899-0-000-7-013-000-6720
O	030180	6/10/04	\$10.00	SARAH BLACK	10.00	01-5820-0-000-7-013-090-6730
O	030181	6/10/04	\$10.00	KIM O'DONNELL	10.00	01-5820-0-000-7-013-090-6730
O	030182	6/10/04	\$30.00	RANIA MORRILL	30.00	01-5820-0-000-7-013-090-6730
O	030183	6/10/04	\$10.00	SUAESI SAMANA	10.00	01-5820-0-000-7-013-090-6730
O	030184	6/10/04	\$11,528.00	A-1 FENCE COMPA	11,528.00	01-6120-0-000-1-021-080-6510
O	030185	6/10/04	\$2,451.17	ANCORA	1,317.21	01-5840-0-000-1-030-000-6210
					1,133.96	01-5840-0-000-4-030-000-6210
O	030186	6/10/04	\$1,195.48	ARMSTRONG MEDIC	1,195.48	01-6410-0-000-1-054-033-1250
O	030187	6/10/04	\$376.05	AUDIO GRAPHIC S	376.05	01-6410-2-025-1-051-000-6310
O	030188	6/10/04	\$2,217.42	BAKER & TAYLOR	2,217.42	01-6300-0-093-1-053-087-6120
O	030189	6/10/04	\$900.00	CAPISTRANO-LAGU	900.00	01-5811-1-002-1-038-000-6011
C	030190	6/10/04	\$-305.03	CLARK SECURITY	-21.44	01-4600-0-000-4-021-080-6510
					-283.59	01-4600-0-000-6-016-000-6610
O	030191	6/10/04	\$15.00	JOE CLAYTON JR.	15.00	01-5270-1-050-1-034-089-6950
O	030192	6/10/04	\$15,000.00	COLLEGE BOARD	7,500.00	01-5153-1-021-1-026-000-6460
					7,500.00	01-5153-1-021-4-024-083-6460
O	030193	6/10/04	\$729.90	COUNTRY TECHNOL	783.37	01-4300-0-000-1-055-049-0835
					-53.47	01-9552- - - - -
O	030194	6/10/04	\$72.41	DANA POINT FUEL	3.64	01-4300-0-000-1-052-044-0959
					57.19	01-4344-0-000-1-052-044-0959
					11.58	01-5814-0-000-1-052-044-0959
O	030195	6/10/04	\$39.00	DANA POINT YACH	39.00	01-5811-0-000-1-052-044-0959
O	030196	6/10/04	\$8,555.33	ELEGANTE SCHOOL	8,555.33	01-5811-0-000-1-052-018-3007
O	030197	6/10/04	\$32.32	FOOD SYSTEMS, I	32.32	01-5271-1-053-4-072-000-6011
O	030198	6/10/04	\$15.00	PYLE, JAMES A.	15.00	01-5270-1-050-1-034-089-6950
O	030199	6/10/04	\$57.75	DONNA BECK	57.75	01-5269-1-005-1-054-000-6011
O	030200	6/10/04	\$2,023.85	GE CAPITAL MODU	1,103.13	01-5620-0-000-4-022-000-4999
					920.72	01-5620-0-000-4-025-000-6599

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	030201	6/10/04	\$361.48	GALLS /L.B. UNI	361.48	01-4600-0-000-1-034-000-6771
O	030202	6/10/04	\$1,999.18	GANAHL LUMBER	1,999.18	01-4600-0-000-1-052-035-0109
O	030203	6/10/04	\$1,544.31	G.E. CAPITAL MO	1,544.31	01-5620-0-000-4-022-000-4999
O	030204	6/10/04	\$581.52	GLAXO SMITH KLI	581.52	01-4600-2-046-4-036-094-6440
O	030205	6/10/04	\$2,765.00	GLOBAL TECHNOLO	2,765.00	01-9220- - - - -
O	030206	6/10/04	\$100.00	GOODWILL INDUST	100.00	01-5811-1-034-7-013-090-6760
O	030207	6/10/04	\$206.96	GRIFFITH OBSERV	206.96	01-4300-2-074-4-078-050-1911
O	030208	6/10/04	\$972.17	HERITAGE BUSINE	972.17	01-4600-1-050-4-034-089-6950
O	030209	6/10/04	\$585.00	HIGHER GROUND,	585.00	01-9220- - - - -
O	030210	6/10/04	\$92.62	HITT MARKING DE	92.62	01-4600-1-050-1-034-089-6950
O	030211	6/10/04	\$347.51	HOME DEPOT CRED	38.83	01-4300-0-000-1-052-035-0109
					199.76	01-4300-0-000-1-055-005-1002
					108.92	01-4600-0-000-1-052-035-0109
O	030212	6/10/04	\$1,459.47	IMAGE PRINTING	1,459.47	01-5810-1-030-1-051-096-6320
O	030213	6/10/04	\$574.35	INSIGHT MEDIA	-42.39	01-9552- - - - -
					342.74	01-4212-2-074-1-022-000-4900
					274.00	01-6412-1-074-1-022-000-4900
O	030214	6/10/04	\$1,420.90	IRVINE RANCH WA	3,370.10	01-5321-0-000-4-025-082-6570
					-1,949.20	01-5821-0-000-4-025-082-6570
O	030215	6/10/04	\$118.92	IRVINE RANCH WA	118.92	01-5593-0-000-4-025-082-6570
O	030216	6/10/04	\$2,121.95	IRVINE RANCH WA	2,121.95	01-5593-0-000-4-025-082-6570
O	030217	6/10/04	\$719.25	IRVINE RANCH WA	719.25	01-5593-0-000-4-025-082-6570
O	030218	6/10/04	\$4,105.06	IRVINE RANCH WA	4,105.06	01-5593-0-000-4-025-082-6570
O	030219	6/10/04	\$128.10	IRVINE RANCH WA	128.10	01-5593-0-000-4-025-082-6570
O	030220	6/10/04	\$59.05	IRVINE RANCH WA	59.05	01-5593-0-000-4-025-082-6570
O	030221	6/10/04	\$72.49	JOHNSTONE SUPPL	72.49	01-4600-0-000-1-021-080-6510
O	030222	6/10/04	\$285.66	KOHLER POWER SY	285.66	01-5651-0-000-7-015-000-6780
O	030223	6/10/04	\$5,529.25	ROBERT J. KOPEC	5,529.25	01-5811-0-000-6-016-000-6610

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	030224	6/10/04	\$726.59	LOOMIS ARMORED	726.59	01-5825-0-000-9-013-000-6610
O	030225	6/10/04	\$190.00	LOYAL POINT OF	190.00	01-5811-0-000-1-051-074-6310
O	030226	6/10/04	\$135.00	MIDNIGHT RAIN,	135.00	01-5811-0-000-1-024-000-6990
O	030227	6/10/04	\$3,267.01	MIDWEST LIBRARY	1,314.13 1,952.88	01-6300-2-035-4-037-087-6120 01-6300-2-025-4-037-087-6120
O	030228	6/10/04	\$9,111.11	MARY O'CONNOR	9,111.11	01-5153-1-005-1-054-000-6011
O	030229	6/10/04	\$439.60	ORANGE COUNTY R	439.60	01-5830-0-000-9-013-092-6773
O	030230	6/10/04	\$226.08	ORANGE COUNTY R	226.08	01-5830-0-000-9-013-092-6773
O	030231	6/10/04	\$242.25	KATHLEEN WINSTO	242.25	01-5269-0-000-1-054-000-6011
O	030232	6/10/04	\$1,055.09	KI	1,055.09	40-6410-1-477-6-013-000-7100
O	030233	6/10/04	\$17,915.00	MF ATHLETIC COM	17,915.00	40-6410-1-496-1-000-000-0001
O	030234	6/10/04	\$1,512.50	RICHARD ABRAHAM	1,512.50	01-9220- - - - -
O	030235	6/10/04	\$1,250.00	RHONDA BOUTTE	1,250.00	01-9220- - - - -
O	030236	6/10/04	\$5,789.34	NETPAY, INC.	5,789.34	01-9220- - - - -
O	030237	6/10/04	\$5,789.34	NETPAY, INC.	5,789.34	01-9220- - - - -
O	030238	6/10/04	\$5,789.34	NETPAY, INC.	5,789.34	01-9220- - - - -
O	030239	6/10/04	\$5,789.34	NETPAY, INC.	5,789.34	01-9220- - - - -
O	030240	6/10/04	\$5,789.34	NETPAY, INC.	5,789.34	01-9220- - - - -
O	030241	6/11/04	\$10.00	KRISTEN COREY	10.00	01-5820-0-000-7-013-090-6730
O	030242	6/11/04	\$6,866.27	A-VIDD ELECTRON	3,726.82 3,139.45	01-6411-2-025-4-077-049-1008 01-6411-1-025-4-074-024-1501
O	030243	6/11/04	\$1,566.28	ANCORA	1,566.28	01-5840-0-000-1-030-000-6210
O	030244	6/11/04	\$2,862.00	CHARLES APPELST	2,862.00	01-5153-1-069-1-058-036-1305
O	030245	6/11/04	\$490.00	ZACHARY BLOUNT	490.00	01-5153-1-069-1-058-036-1305
O	030246	6/11/04	\$3,292.92	BOISE CASCADE O	269.27 85.40 37.01 362.65	01-4300-0-000-1-052-026-1901 01-4300-0-000-1-052-061-0799 01-4344-0-000-4-078-029-1914 01-4300-2-074-4-078-010-1905

WARRANT REGISTER LISTING

Escape - AP

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Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
					121.03	01-4300-2-074-4-078-021-0934
					130.82	01-4300-2-074-4-078-029-1914
					135.57	01-4300-2-074-4-078-050-1902
					351.99	01-4600-0-000-1-054-000-6011
					225.88	01-4600-0-000-4-024-000-6620
					135.28	01-4600-1-050-4-034-089-6950
					159.97	01-4600-0-000-4-079-000-6011
					78.39	01-4600-0-000-1-054-037-2104
					352.70	01-4300-0-000-1-052-000-4930
					2.42	01-4300-2-074-4-074-000-1501
					535.06	01-4600-1-040-1-026-083-6460
					309.48	01-4600-0-000-4-081-000-6011
O 030247	6/11/04	\$5,196.48	BOISE CASCADE O		141.16	01-4344-0-000-1-052-021-0934
					27.98	01-4600-2-046-1-024-094-6440
					702.87	01-4300-0-000-1-058-000-4900
					18.54	01-4344-0-000-4-076-008-0401
					307.51	01-4600-1-038-1-051-074-6310
					12.54	01-4600-0-000-7-013-092-6773
					145.35	01-4600-1-006-4-042-000-6011
					188.55	01-4600-0-000-4-042-000-6710
					719.43	01-4600-0-000-1-050-000-6011
					20.56	01-4600-0-000-7-011-000-6610
					250.22	01-4600-0-000-7-013-064-6720
					1,329.98	01-4600-0-093-1-051-086-6310
					1,331.79	01-6410-0-093-1-051-086-6310
O 030248	6/11/04	\$71.37	BOISE CASCADE O		71.37	01-4344-0-000-1-056-050-1902
O 030249	6/11/04	\$743.39	CALIFORNIA VISI		743.39	01-6411-0-000-4-075-015-0701
O 030250	6/11/04	\$21.44	CAROLINA BIOLOG		21.44	01-4300-2-074-4-076-008-0401
O 030251	6/11/04	\$2,635.70	CDW GOVERNMENT,		430.19	01-6411-1-025-1-052-061-0799
					1,261.68	01-5812-1-074-1-000-000-4900
					824.15	01-6411-1-053-4-072-000-6011
					119.68	01-4212-2-074-1-022-000-4900
O 030252	6/11/04	\$495.00	CHARIOT SOFTWARE		495.00	01-5812-1-074-1-000-000-4900
O 030253	6/11/04	\$283.59	CLARK SECURITY		283.59	01-4600-0-000-6-016-000-6610
O 030254	6/11/04	\$1,530.50	ASSOCIATED STUD		1,530.50	01-5620-1-069-1-058-036-1305
O 030255	6/11/04	\$622.25	DE LAGE LANDEN		468.28	01-5651-0-000-1-038-076-6774
					153.97	01-5651-0-000-1-055-056-1007
O 030256	6/11/04	\$2,555.26	DELL MARKETING		2,555.26	01-6410-0-000-1-058-000-4900
O 030257	6/11/04	\$24.37	CARMEN CORTEZ-D		24.37	01-5270-0-000-1-023-000-6030

WARRANT REGISTER LISTING

Escape - AP

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Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	030258	6/11/04	\$557.76	DUNN-EDWARDS CO	216.44	01-4600-0-000-1-021-080-6510
					341.32	01-4600-0-000-4-070-084-1007
O	030259	6/11/04	\$35.99	LORNA HIXON	35.99	01-4600-0-000-7-013-090-6730
O	030260	6/11/04	\$100.00	SJECCD	100.00	01-9220- - - - -
O	030261	6/11/04	\$150.00	STEVE TAMANAHA	150.00	01-5270-1-023-1-051-077-6430
O	030262	6/11/04	\$711.00	AMER. FENCE CO.	711.00	40-6220-1-477-6-013-000-7100
O	030263	6/11/04	\$12,637.25	CIVIL ENGINEERI	12,637.25	40-6227-1-477-6-013-000-7100
O	030264	6/11/04	\$15,235.38	LPA, INC.	15,235.38	40-6226-1-477-6-013-000-7100
O	030265	6/15/04	\$10.00	ALLISON PRATT	10.00	01-5820-0-000-7-013-090-6730
O	030266	6/15/04	\$10.00	CHRISTINA BREWE	10.00	01-5820-0-000-7-013-090-6730
O	030267	6/15/04	\$175.00	DAISY ACEVEDO	175.00	01-5153-1-069-1-058-036-1305
O	030268	6/15/04	\$60.19	AIR SOURCE INDU	60.19	01-5811-1-046-1-024-094-6440
O	030269	6/15/04	\$89.85	ANCORA	89.85	01-5840-0-000-1-030-000-6210
O	030270	6/15/04	\$1,169.00	APPLE COMPUTER	-90.59	01-9552- - - - -
					1,259.59	01-6411-2-025-4-072-012-0799
O	030271	6/15/04	\$413.19	AVENTIS PASTEUR	413.19	01-4600-2-046-1-024-094-6440
O	030272	6/15/04	\$2,167.05	BOISE CASCADE O	1.65	01-4300-2-074-4-078-010-1905
					0.55	01-4300-2-074-4-078-021-0934
					0.60	01-4300-2-074-4-078-029-1914
					0.62	01-4300-2-074-4-078-050-1902
					42.12	01-4600-1-006-4-042-000-6011
					421.36	01-4600-0-093-1-051-086-6310
					129.03	01-4600-0-000-7-013-090-6730
					1,571.12	01-4600-0-000-1-051-066-6470
O	030273	6/15/04	\$42.41	E.B. BRADLEY CO	42.41	01-4600-0-000-4-021-080-6510
O	030274	6/15/04	\$467.88	CA DEPT OF HEAL	467.88	01-5811-0-000-1-056-050-1914
O	030275	6/15/04	\$329.50	KEITH CALKINS	329.50	01-5270-0-000-4-077-000-6011
O	030276	6/15/04	\$45.00	CCUMC	45.00	01-9220- - - - -
O	030277	6/15/04	\$16,668.68	CDW GOVERNMENT,	8,081.25	01-5812-2-074-4-075-015-0701
					153.93	01-4212-2-074-1-022-000-4900
					7,900.70	01-5812-2-074-1-022-000-4900

WARRANT REGISTER LISTING

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v 4.2

k Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
					249.14	01-6411-2-025-4-077-049-1008
					283.66	01-6411-1-025-4-074-024-1501
O	030278	6/15/04	\$6,494.61	ChemSW, Inc.	6,494.61	01-5812-2-074-4-075-015-0701
O	030279	6/15/04	\$700.00	DANA WHARF SPOR	700.00	01-5814-0-000-1-056-008-1919
O	030280	6/15/04	\$498.47	DAVKA CORPORATI	-38.13	01-9552- - - - -
					74.60	01-4212-2-074-1-022-000-4900
					462.00	01-5812-2-074-1-022-000-4900
O	030281	6/15/04	\$2,610.69	DELL MARKETING	327.67	01-6411-1-061-1-054-033-1203
					2,283.02	01-6411-2-097-1-054-033-1203
O	030282	6/15/04	\$61.00	DIGITAL RIVER,	-3.49	01-9552- - - - -
					64.49	01-4600-0-000-1-052-004-0953
O	030283	6/15/04	\$3,383.16	ENVIRONMENTAL S	3,383.16	01-5811-0-000-1-052-007-0948
O	030284	6/15/04	\$27.03	FEDERAL EXPRESS	27.03	01-9221- - - - -
O	030285	6/15/04	\$75.00	RHONDA FOSTER	75.00	01-5153-1-069-1-058-036-1305
O	030286	6/15/04	\$11.30	FREEWAY AUTO SU	11.30	01-4600-0-000-1-021-079-6550
O	030287	6/15/04	\$430.00	UC REGENTS	430.00	01-5814-0-000-1-056-008-1919
O	030288	6/15/04	\$175.95	ALBERTSONS	175.95	12-4710-0-000-4-036-067-6920
O	030289	6/15/04	\$16,159.60	HALL & FOREMAN,	16,159.60	40-6225-1-492-6-013-081-7100
O	030290	6/15/04	\$3,000.00	M. E. NOLLKAMPE	3,000.00	40-6225-1-492-6-013-081-7100
O	030291	6/15/04	\$16,057.60	TURNKEY, INC.	16,057.60	40-6226-1-492-6-013-081-7100
O	030292	6/15/04	\$1,010.00	HEALTH ED CONSU	1,010.00	01-5153-1-054-1-054-033-1203
O	030293	6/15/04	\$692.59	SBC/MCI	692.59	01-5590-0-000-1-025-000-6570
O	030294	6/15/04	\$215.23	SBC	215.23	01-5590-0-000-1-025-000-6570
O	030295	6/15/04	\$210.00	ALBERT PADILLA	210.00	01-5153-1-069-1-058-036-1305
O	030296	6/15/04	\$840.00	LILIANN PEREZ-S	840.00	01-5153-1-069-1-058-036-1305
O	030297	6/15/04	\$71.79	PETOWN	71.79	01-4300-0-000-1-056-008-0401
O	030298	6/15/04	\$337.03	POSTAL PRIVILEG	337.03	01-6410-1-054-1-054-033-1203
O	030299	6/15/04	\$305.00	PUBLIC ECONOMIC	305.00	01-5811-0-000-6-016-000-6610

WARRANT REGISTER LISTING

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k Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	030300	6/15/04	\$310.45	RALPHS GROCERY	228.59 01-4300-0-000-1-056-008-0401 81.86 01-4300-0-093-1-056-010-1905	
O	030301	6/15/04	\$85.00	RIO GRANDE ALBU	91.59 01-4344-0-000-1-055-005-1002 -6.59 01-9552- - - - -	
O	030302	6/15/04	\$500.00	SANDRA ROBBIE	500.00 01-5153-1-069-1-058-036-1305	
O	030303	6/15/04	\$2,742.84	RYDIN DECAL	2,742.84 01-4600-1-050-1-034-089-6950	
O	030304	6/15/04	\$29,723.55	SAN DIEGO GAS &	29,723.55 01-5591-0-000-1-025-000-6570	
O	030305	6/15/04	\$365.32	SEHI PROCOMP CO	365.32 01-4300-1-002-4-042-093-6011	
O	030306	6/15/04	\$750.00	SHAHIN SHAHRIAR	750.00 01-7600-1-023-4-035-077-6430	
O	030307	6/15/04	\$2,846.52	SIRSI CORPORATI	2,846.52 01-5651-0-000-7-015-000-6780	
O	030308	6/15/04	\$585.00	SO. COAST FIRE	585.00 01-5811-0-000-4-021-080-6510	
O	030309	6/15/04	\$245.13	SODEXHO MARRIOT	134.58 01-5270-0-000-1-023-000-6750 110.55 01-5271-1-069-1-058-036-1305	
O	030310	6/15/04	\$700.23	SOURCE GRAPHICS	700.23 01-5650-0-000-4-025-000-6599	
O	030311	6/15/04	\$10,400.00	STAR SOLUTIONS	-2,409.08 01-5811-0-000-7-015-000-6780 12,809.08 01-5811-0-004-9-015-000-6780	
O	030312	6/15/04	\$197.84	TEXACO INC.	197.84 01-4610-0-000-1-021-062-6772	
O	030313	6/15/04	\$215.50	TROXELL COMMUNI	215.50 01-6410-0-000-1-058-000-4900	
O	030314	6/15/04	\$264.98	TUSTIN LOCK & S	264.98 01-4300-2-074-4-078-010-1905	
O	030315	6/15/04	\$83.20	U.S. FILTER	83.20 01-5811-0-000-4-076-008-0401	
O	030316	6/15/04	\$420.00	SUSANNE VALENZU	420.00 01-5153-1-054-1-054-033-1203	
O	030317	6/15/04	\$1,194.69	VIDEO SERVICE O	582.26 01-4300-2-025-1-053-000-4900 612.43 01-6411-1-025-4-041-061-4900	
O	030318	6/15/04	\$5,810.00	VIDELLA WALLER	5,810.00 01-5153-1-054-1-054-033-1203	
O	030319	6/15/04	\$150.00	WALSH, DENNIS J.	150.00 01-5721-0-000-9-001-000-6610	
O	030320	6/15/04	\$416.13	WARD'S NATURAL	416.13 01-4344-0-000-4-078-029-1914	
O	030321	6/15/04	\$62.65	DENNIS W. WHITE	62.65 01-4600-0-000-4-022-000-6620	
O	030322	6/15/04	\$5,660.00	CHARLES WILLIS	5,660.00 01-5811-1-094-1-050-000-6011	

WARRANT REGISTER LISTING

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x Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	030323	6/15/04	\$84.80	WOODWIND & THE	91.35	01-4300-0-000-4-070-084-1004 -6.55 01-9552- - - - -
O	030324	6/15/04	\$544.45	XEROX CORP.	544.45	01-5620-0-000-7-013-064-6720
O	030325	6/15/04	\$105.48	YALE CHASE MATE	105.48	01-5650-0-000-7-013-092-6773
O	030326	6/15/04	\$592.58	STAPLES	592.58	12-6410-0-000-1-026-067-6920
O	030327	6/15/04	\$485.90	SOCCECD REVOLVIN	442.90	40-6220-1-477-6-013-000-7100 43.00 40-6221-1-492-6-013-081-7100
O	030328	6/15/04	\$5,551.89	TROXELL COMMUNI	5,551.89	40-6411-1-497-4-041-000-0001
O	030329	6/17/04	\$516.15	ALLIED REFRIGER	516.15	01-4600-0-000-4-021-080-6510
O	030330	6/17/04	\$199.00	APPLE COMPUTER	-15.42	01-9552- - - - - 214.42 01-6411-2-025-4-072-012-0799
O	030331	6/17/04	\$5,660.00	JAMES ARNOTT JR	5,660.00	01-5811-1-094-1-050-000-6011
O	030332	6/17/04	\$28,271.17	ATKINSON, ANDEL	25,410.67	01-5721-0-000-9-001-000-6610 2,860.50 01-5721-0-000-9-001-000-6732
O	030333	6/17/04	\$5,266.00	BAMWALL CO.	5,266.00	01-6220-0-000-4-021-080-6599
O	030334	6/17/04	\$23.95	BOISE CASCADE O	-45.97	01-4600-0-000-4-037-087-6120 8.28 01-4600-1-050-4-034-089-6950 61.64 01-4600-0-000-1-050-000-6011
O	030335	6/17/04	\$52.11	E.B. BRADLEY CO	52.11	01-4600-0-000-4-021-080-6510
O	030336	6/17/04	\$480.11	BURKE ENGINEERI	480.11	01-4600-0-000-4-021-080-6510
O	030337	6/17/04	\$7,296.21	CALIFORNIA RETR	7,296.21	01-5811-0-000-1-021-080-6510
O	030338	6/17/04	\$406.05	CALIFORNIA STAG	406.05	01-4600-0-000-4-070-084-1007
O	030339	6/17/04	\$60.83	CDW GOVERNMENT,	60.83	01-6411-1-053-4-072-000-6011
O	030340	6/17/04	\$450.00	LEONARD CHAIDEZ	450.00	01-5811-0-000-4-021-079-6550
O	030341	6/17/04	\$13,502.17	CISCO SYSTEMS	13,502.17	01-6410-1-006-4-042-000-6011
O	030342	6/17/04	\$1,251.16	DELL MARKETING	1,251.16	01-6411-1-006-4-042-000-6011
O	030343	6/17/04	\$657.00	DEPARTMENT OF J	657.00	01-5820-0-000-7-013-090-6730
O	030344	6/17/04	\$675.00	PATRICIA DUMAS	675.00	01-5620-1-069-1-058-036-1305

WARRANT REGISTER LISTING

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k Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	030345	6/17/04	\$536.49	DENNIS DUNCAN	536.49	01-5270-0-000-4-034-000-6771
O	030346	6/17/04	\$979.77	EMPIRE CLEANING	979.77	01-4600-0-000-1-021-078-6530
O	030347	6/17/04	\$129.80	FEDERAL EXPRESS	129.80	01-9221- - - - -
O	030348	6/17/04	\$337.97	FRY'S ELECTRONI	337.97	01-4300-0-000-4-041-061-4900
O	030349	6/17/04	\$111.00	REUBEN GUZMAN	111.00	01-5270-0-000-4-030-000-6210
O	030350	6/17/04	\$25.00	LORI PARRA	25.00	01-5270-1-023-1-051-077-6430
O	030351	6/17/04	\$354.04	KEN PATTON	354.04	01-5270-1-094-1-050-000-6011
O	030352	6/17/04	\$71,157.60	ENVIROCON INC.	60,897.62 10,259.98	40-6220-1-489-6-013-000-7100 40-6220-1-424-1-021-080-6510
O	030353	6/17/04	\$2,955.46	M. E. NOLLKAMPE	2,955.46	40-6225-1-492-6-013-081-7100
O	030354	6/17/04	\$33,008.47	STRATUS	33,008.47	40-6226-1-492-6-013-081-7100
O	030355	6/17/04	\$4,430.43	CALIFORNIA RETR	4,430.43	68-6120-0-000-7-013-000-6720
O	030356	6/17/04	\$290.74	JULIE ANDERSON	290.74	01-5269-0-000-1-056-000-6011
O	030357	6/17/04	\$2,400.00	JOANNE GRAY	2,400.00	01-5153-1-003-1-054-033-1203
O	030358	6/17/04	\$9,583.33	JOANNE GRAY	9,583.33	01-5153-1-054-1-054-033-1203
O	030359	6/17/04	\$960.00	KELLY GRIMES	960.00	01-5153-1-069-1-058-036-1305
O	030360	6/17/04	\$154.08	GST INC-SYSTEMS	154.08	01-4600-0-000-1-055-005-1011
O	030361	6/17/04	\$9.13	REUBEN GUZMAN	9.13	01-4600-0-000-4-030-000-6499
O	030362	6/17/04	\$329.54	HARBOR FREIGHT	329.54	01-4300-0-000-1-055-005-1002
O	030363	6/17/04	\$88.48	HITT MARKING DE	88.48	01-4600-0-000-1-055-084-6891
O	030364	6/17/04	\$911.52	HOME DEPOT CRED	72.54 0.52 67.09 76.61 6.66 66.58 27.20 105.51 275.81 161.38 51.62	01-4300-0-000-1-052-026-1901 01-4300-0-000-1-052-044-0959 01-4300-0-000-1-056-008-0401 01-4344-0-000-1-052-044-0959 01-5814-0-000-1-052-044-0959 01-4600-0-000-1-021-080-6510 01-4600-0-000-1-052-026-1901 01-4600-0-000-1-055-005-1002 01-4600-0-000-4-021-079-6550 01-4600-0-000-4-021-080-6510 01-4300-0-000-1-052-061-6130

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	030365	6/17/04	\$22.50	TRAN HONG	22.50	01-5269-0-000-4-041-000-6011
O	030366	6/17/04	\$509.12	IMAGE PRINTING	509.12	01-5830-0-000-4-030-072-6499
O	030367	6/17/04	\$177.45	INSIGHT MEDIA	-13.09	01-9552- - - - -
					190.54	01-4300-2-025-1-053-000-4900
O	030368	6/17/04	\$1,575.40	IRVINE BARCLAY	1,575.40	01-5620-0-000-4-070-084-1004
O	030369	6/17/04	\$665.00	IVC CHILD DEVEL	665.00	01-7600-1-023-4-035-077-6430
O	030370	6/17/04	\$32.16	JOHNSTONE SUPPL	32.16	01-4600-0-000-1-021-080-6510
O	030371	6/17/04	\$131.66	JOSTEN'S	131.66	01-4600-0-000-1-030-000-6210
O	030372	6/17/04	\$374.00	K-LOG COMPANY	311.30	01-6410-1-040-1-026-083-6460
					-24.65	01-9552- - - - -
					87.35	01-4600-1-040-1-026-083-6460
O	030373	6/17/04	\$10,057.12	LABORATORY MICR	10,057.12	01-6410-0-000-1-052-000-6011
O	030374	6/17/04	\$43.20	LAWNMOWERS ETC.	43.20	01-5811-0-000-1-021-079-6550
O	030375	6/17/04	\$540.00	LEAGUE FOR INNO	540.00	01-9220- - - - -
O	030376	6/17/04	\$12.00	GLENDA LINDAHL	12.00	01-5269-0-000-1-030-000-6210
O	030377	6/17/04	\$137.85	SUSAN LINN'S NE	91.90	01-4200-0-000-1-051-065-6499
					45.95	01-4200-0-000-1-051-066-6470
O	030378	6/17/04	\$300.00	MAXIMUS, INC.	300.00	01-4600-0-000-7-013-092-6773
O	030379	6/17/04	\$366.35	MC GRAW-HILL/GL	366.35	01-4300-1-024-4-035-075-6420
O	030380	6/17/04	\$1,094.98	MC KESSON GENER	33.87	01-4300-0-000-1-054-000-6011
					23.39	01-4344-0-000-1-054-000-6011
					830.58	01-4344-0-000-1-054-033-1299
					207.14	01-4600-2-046-1-024-094-6440
O	030381	6/17/04	\$182.85	MICWORKS, INC.	182.85	01-4600-0-000-4-070-084-1007
O	030382	6/17/04	\$1,468.05	MIDWEST LIBRARY	323.99	01-6300-2-035-4-037-087-6120
					1,144.06	01-6300-2-025-4-037-087-6120
O	030383	6/17/04	\$2,090.35	MISSION PRINTIN	2,090.35	01-5810-0-000-1-024-000-6620
O	030384	6/17/04	\$9,428.04	MOULTON-NIGUEL	9,428.04	01-5593-0-000-1-025-000-6570
O	030385	6/17/04	\$5.50	MOUNTAIN WATER	5.50	01-4600-2-046-4-036-094-6440

WARRANT REGISTER LISTING

k Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	030386	6/17/04	\$948.00	MULBERRY CHILDC	948.00	01-7600-1-023-4-035-077-6430
O	030387	6/17/04	\$3.93	NASCO WEST	3.93	01-4300-0-000-1-052-017-1306
O	030388	6/17/04	\$522.62	NEXTEL COMMUNIC	522.62	01-5590-0-000-7-015-000-6780
O	030389	6/17/04	\$112.50	NEXTIRAONE, LLC	112.50	01-5590-0-000-1-025-000-6570
O	030390	6/17/04	\$226.08	ORANGE COUNTY R	226.08	01-5830-0-000-9-013-092-6773
O	030391	6/17/04	\$100.00	ORANGE CO. SCHO	100.00	01-9220- - - - -
O	030392	6/17/04	\$760.00	ORKIN EXTERMINA	760.00	01-5811-0-000-1-021-080-6510
O	030393	6/17/04	\$44.63	LORI PARRA	44.63	01-5269-1-023-1-051-077-6430
O	030394	6/17/04	\$5,294.51	PAULINE JOHNSON	5,294.51	01-4600-1-023-4-035-077-6430
O	030395	6/17/04	\$33.75	ELAINE RUBENSTE	33.75	01-5269-0-000-4-041-000-6011
O	030396	6/17/04	\$45.38	SERGIO SANCHEZ	45.38	01-5269-1-023-1-051-077-6430
O	030397	6/17/04	\$128.63	STEVE TAMANAHA	128.63	01-5269-1-023-1-051-077-6430
O	030398	6/17/04	\$101.25	KATHLEEN WINSTO	101.25	01-5269-0-000-1-054-033-1203
O	030399	6/17/04	\$28.08	DIANN GAFFNEY	28.08	12-4600-0-000-4-036-067-6920
O	030400	6/17/04	\$1,011.10	SO. ORANGE CO.	124.00	68-5721-0-000-7-013-000-6750
					887.10	68-5899-0-000-7-013-000-6750
O	030401	6/17/04	\$59.05	P & R PAPER SUP	59.05	01-4600-0-000-4-021-078-6530
O	030402	6/17/04	\$9.69	PETOWN	9.69	01-4344-0-000-1-052-044-0959
O	030403	6/17/04	\$103.16	PLUMBERS WAREHO	103.16	01-4600-0-000-4-021-080-6510
O	030404	6/17/04	\$494.09	REFRIGERATION S	494.09	01-4600-0-000-4-021-080-6510
O	030405	6/17/04	\$186.82	RICOH CORPORATI	186.82	01-5620-0-000-7-013-092-6773
O	030406	6/17/04	\$94.80	RITE WAY TOWEL	94.80	01-5508-0-000-1-054-000-6011
O	030407	6/17/04	\$2,730.63	RYDIN DECAL	2,730.63	01-5810-1-050-4-034-089-6950
O	030408	6/17/04	\$748.47	SEHI PROCOMP CO	748.47	01-6411-1-006-4-042-000-6011
O	030409	6/17/04	\$448.53	SHATTINGER MUSI	448.53	01-4300-2-074-4-070-046-1004
O	030410	6/17/04	\$177.37	JAMIE SMITH	177.37	01-4300-2-074-4-078-029-1914

WARRANT REGISTER LISTING

Escape - AP

v 4.2

k Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	030411	6/17/04	\$187.64	SODEXHO MARRIOT	187.64	01-5271-0-000-7-013-090-6730
O	030412	6/17/04	\$5,710.06	SOFTWARE eSOURC	462.66 5,247.40	01-6412-1-024-4-035-075-6420 01-5812-2-074-1-022-000-4900
O	030413	6/17/04	\$432.02	STERICYCLE	432.02	01-5511-0-000-4-021-080-6510
O	030414	6/17/04	\$197.84	TEXACO INC.	197.84	01-4610-0-000-1-021-062-6772
O	030415	6/17/04	\$6,432.12	TROXELL COMMUNI	6,432.12	01-6410-1-025-1-052-061-6130
O	030416	6/17/04	\$938.00	VORTEX INDUSTRI	938.00	01-5811-0-000-4-021-080-6510
O	030417	6/17/04	\$36.72	WALTERS WHOLESA	36.72	01-4600-0-000-4-021-080-6510
O	030418	6/17/04	\$306.17	WARD'S NATURAL	306.17	01-4344-0-000-4-076-008-0401
O	030419	6/17/04	\$53,387.77	WASATCH ENERGY	53,387.77	01-5592-0-000-1-025-000-6570
O	030420	6/17/04	\$11,895.00	WOODWIND & THE	-919.93 12,814.93	01-9552- - - - - 01-6410-2-025-4-070-046-1004
O	030421	6/17/04	\$1,028.19	PORTOSAN COMPAN	1,028.19	40-6220-1-477-6-013-000-7100
O	030422	6/17/04	\$161.63	TROXELL COMMUNI	161.63	40-6411-1-497-4-078-000-0001
O	030423	6/17/04	\$150.18	VIDEO SERVICE O	150.18	40-6411-1-497-4-041-000-0001
O	030424	6/18/04	\$10.00	JODY COCHRANE	10.00	01-5820-0-000-7-013-090-6730
O	030425	6/18/04	\$18.00	SIMON DAVIES	18.00	01-5820-0-000-7-013-090-6730
O	030426	6/18/04	\$14.00	JASON ATALLA	14.00	01-5820-0-000-7-013-090-6730
O	030427	6/18/04	\$10.00	BARBARA GERSHMA	10.00	01-5820-0-000-7-013-090-6730
O	030428	6/18/04	\$10.00	VICTORIA JAKOVI	10.00	01-5820-0-000-7-013-090-6730
O	030429	6/18/04	\$17.00	MARIO ROBERTSON	17.00	01-5820-0-000-7-013-090-6730
O	030430	6/18/04	\$10.00	MARYAM AFSHARI	10.00	01-5820-0-000-7-013-090-6730
O	030431	6/18/04	\$12.00	ANJA SIMON	12.00	01-5820-0-000-7-013-090-6730
O	030432	6/18/04	\$10.00	BASHEER MAHAR	10.00	01-5820-0-000-7-013-090-6730
O	030433	6/18/04	\$6,925.00	AMERICAN ASSOCI	6,925.00	01-9220- - - - -
O	030434	6/18/04	\$32.32	ABC ICE HOUSE	32.32	01-4344-0-000-1-056-050-1914

WARRANT REGISTER LISTING

Escape - AP

v 4.2

k Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	030435	6/18/04	\$263.99	APPERSON PRINT	263.99	01-4344-0-000-1-050-012-0799
O	030436	6/18/04	\$14,007.50	ATI	14,007.50	01-5812-1-021-1-026-000-6460
O	030437	6/18/04	\$75.00	AVALON RENTAL	75.00	01-5620-1-021-4-024-083-6460
O	030438	6/18/04	\$3,202.50	AVERY PLAZA	3,202.50	01-9220- - - - -
O	030439	6/18/04	\$21.28	BOISE CASCADE O	-45.97	01-4600-0-000-4-037-087-6120
					67.25	01-4600-0-093-1-051-086-6310
O	030440	6/18/04	\$232.37	CAROLINA BIOLOG	232.37	01-4300-0-000-1-056-008-0401
O	030441	6/18/04	\$500.00	DR.NANCY CARRIT	500.00	01-5811-0-000-7-013-090-6730
O	030442	6/18/04	\$49.78	CDW GOVERNMENT,	23.28	01-6411-2-025-4-077-049-1008
					26.50	01-6411-1-025-4-074-024-1501
O	030443	6/18/04	\$152.23	CPR INDUSTRIES	152.23	01-4600-0-000-1-021-080-6510
O	030444	6/18/04	\$11,479.98	DELL MARKETING	2,503.78	01-6410-1-023-1-051-077-6430
					218.15	01-6411-1-053-4-072-000-6011
					8,758.05	01-6411-1-024-4-035-075-6420
O	030445	6/18/04	\$344.50	ENTERPRISE RENT	344.50	01-5620-0-000-4-021-062-6772
O	030446	6/18/04	\$400.00	FAMILIES - COST	400.00	01-5153-1-069-1-058-036-1305
O	030447	6/18/04	\$364.91	FREEWAY AUTO SU	364.91	01-4600-0-000-1-021-079-6550
O	030448	6/18/04	\$114.87	ALTA DENA CERTI	114.87	12-4710-0-000-1-026-067-6920
O	030449	6/18/04	\$183,847.38	ARQUITECTONICA	183,847.38	40-6226-1-418-7-013-092-7100
O	030450	6/18/04	\$172.19	GIANT CO2	172.19	01-4600-0-000-1-021-081-6550
O	030451	6/18/04	\$606.25	GLAXO SMITH KLI	606.25	01-4600-2-046-1-024-094-6440
O	030452	6/18/04	\$1,739.91	GRAPHAIDS INC-D	187.04	01-4300-0-000-4-070-030-1030
					1,552.87	01-4344-0-000-4-070-030-1030
O	030453	6/18/04	\$564.77	HOME DEPOT CRED	243.93	01-4300-0-000-1-052-021-0934
					192.40	01-4600-0-000-1-021-080-6510
					38.49	01-4600-0-000-1-052-000-6011
					89.95	01-4300-0-000-1-052-000-4930
O	030454	6/18/04	\$7,635.19	IBM GLOBAL SERV	7,635.19	01-5651-0-000-7-015-000-6780
O	030455	6/18/04	\$5,990.94	IMAGE PRINTING	4,393.30	01-5810-0-000-1-030-000-6210
					1,597.64	01-5830-0-000-4-030-072-6499

Blanket Purchase Order Requisition

Requisition #: RB04-00723	PO #P04-01721	Status: Paid Partial
Requisitioner: R.VILLALBA, 4680 PURCH.		Req. Date: 11/03/03 (2005)
Order Site: SAVY, Avery Plaza/Purchasing		Room: 207
Vendor Code: 068561, ARQUITECTONICA INT'L CORPO		Req. Cost: \$590,000.00
Req. Info: THEATER AT IVC ARCHITECT		Encumbered:
		Expensed: \$552,342.00
		Invoiced: \$552,342.00

Account Number	Amount	Expensed	Yr
40-9510- - - - -	37,658.00	0.00	05
40-6226-1-418-7-013-092-7100	0.00	0.00	05
40-6226-1-418-7-013-092-7100	552,342.00	552,342.00	04

Description of Blanket Order

BRD. APR. 10-27-03

ARCHITECTURAL SERVICES FOR THE
PERFORMING ARTS CENTER/THEATER AT
IRVINE VALLEY COLLEGE AS FOLLOWS:

SCHEMATIC DESIGN: \$152,205.
DESIGN DEVELOPMENT: 253,675.

TOTAL \$405,880.

NOTE: INCLUDES FEES FOR THE ABOVE
PHASES FOR THEATER CONSULTANT, AND
ACOUSTICAL CONSULTANT.

Requisition Total: \$590,000.00

Approved by:

Date:

Requisition Invoice History

<u>Vendor Name</u>	<u>Invoice #</u>	<u>Amount</u>	<u>Date</u>	<u>Check #</u>	<u>Paid Dt</u>
ARQUITECTONICA	2214	\$76,138.50	11/30/03	026071	1/07/04
ARQUITECTONICA	2214-2	\$15,328.50	12/31/03	026389	1/22/04
ARQUITECTONICA	2214.03	\$15,256.50	2/29/04	028105	4/01/04
ARQUITECTONICA	2214.04	\$61,767.27	3/31/04	028775	4/21/04
ARQUITECTONICA	2214.05	\$215,260.35	4/30/04	029625	5/20/04
ARQUITECTONICA	OVERPAY 2214.04	\$15,256.50-	5/18/04	029625	5/20/04
ARQUITECTONICA	2214.06	\$183,847.38	5/31/04	030449	6/18/04
		<u>\$552,342.00</u>			

Approved by:

Date:

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	030456	6/18/04	\$2,509.60	INDUSTRIAL HYGI	2,509.60	01-5811-0-000-4-025-068-6720
O	030457	6/18/04	\$732.31	IRVINE PIPE & S	328.42	01-4600-0-000-1-021-080-6510
					403.89	01-4600-0-000-4-021-080-6510
O	030458	6/18/04	\$1,420.90	IRVINE RANCH WA	1,420.90	01-5321-0-000-4-025-082-6570
O	030459	6/18/04	\$1,219.83	JAY'S CATERING	1,219.83	01-5271-1-069-1-058-036-1305
O	030460	6/18/04	\$324.72	JEFF'S SPORTING	324.72	01-4300-0-000-1-055-049-0835
O	030461	6/18/04	\$72.93	JERRY'S ARTARAM	72.93	01-4300-0-000-1-055-005-1002
O	030462	6/18/04	\$322.77	JOHNSTONE SUPPL	322.77	01-4600-0-000-4-021-080-6510
O	030463	6/18/04	\$360.00	DEBRA JONES CHI	360.00	01-7600-1-022-4-035-077-6310
O	030464	6/18/04	\$199.66	KELLY-WRIGHT HA	199.66	01-4600-0-000-4-021-080-6510
O	030465	6/18/04	\$1,262.50	L.A. TIMES	1,262.50	01-5811-1-021-1-026-000-6460
O	030466	6/18/04	\$82.34	LAGUNA HILLS NU	82.34	01-4300-0-000-1-052-035-0109
O	030467	6/18/04	\$50.00	LASER SOURCE	50.00	01-5650-0-000-4-025-000-6599
O	030468	6/18/04	\$5,411.38	LIEBERT CASSIDY	2,807.38	01-5721-0-000-9-001-000-6610
					2,604.00	01-5721-0-000-9-001-000-6732
O	030469	6/18/04	\$230.00	LYNDE-ORDWAY CO	230.00	01-5650-0-000-1-038-076-6774
O	030470	6/18/04	\$5,906.25	MACIAS, GINI &	5,906.25	01-5707-0-000-9-001-000-6720
O	030471	6/18/04	\$1,976.14	MACROMEDIA	1,976.14	01-6412-1-074-1-022-000-4900
O	030472	6/18/04	\$240.10	MOUNTAIN WATER	240.10	01-4600-0-000-1-025-000-6570
O	030473	6/18/04	\$196.64	NOVA DEVELOPMEN	196.64	01-4212-0-000-4-041-061-6110
O	030474	6/18/04	\$597.00	OAK CREEK CHILD	597.00	01-7600-1-023-4-035-077-6430
O	030475	6/18/04	\$552.64	ORANGE COUNTY R	552.64	01-5830-0-000-9-013-092-6773
O	030476	6/18/04	\$1,377.76	OCE-USA, INC.	1,377.76	01-5651-0-000-4-041-076-6774
O	030477	6/18/04	\$697.87	ONESOURCE DISTR	697.87	01-4600-0-000-1-021-080-6510
O	030478	6/18/04	\$207.82	ONESOURCE DISTR	207.82	01-4600-0-000-1-021-080-6510
O	030479	6/18/04	\$35.89	ALTGRACIA M. OR	19.78	01-5271-1-022-1-051-000-6310
					16.11	01-5840-1-023-1-051-077-6430

WARRANT REGISTER LISTING

Escape - AP

v 4.2

k Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	030480	6/21/04	\$130.97	GANAHL LUMBER	130.97	01-4600-0-000-4-021-080-6510
O	030481	6/21/04	\$4,436.07	GANDER-PRINTCO	3,524.50	01-5810-1-038-1-051-074-6310
					42.57	01-4600-0-000-4-021-080-6510
					85.12	01-4600-0-000-4-022-000-6620
					157.85	01-4600-1-050-1-034-089-6950
					42.56	01-4600-0-000-4-078-000-6011
					177.79	01-4600-1-030-1-051-096-6320
					405.68	01-4600-0-000-7-013-090-6750
O	030482	6/21/04	\$47.81	GAYLORD BROTHER	-3.69	01-9552- - - - -
					51.50	01-4300-0-000-4-037-087-6120
O	030483	6/21/04	\$1,217.33	GREGG'S PRO AUD	848.26	01-6410-0-000-1-055-049-0835
					369.07	01-4300-0-000-1-052-061-6130
O	030484	6/21/04	\$1,100.99	HANK LLOYD'S TE	1,100.99	01-4300-0-000-4-077-006-0835
O	030485	6/21/04	\$209.99	HARDCORE MAC	225.41	01-5650-0-000-1-052-030-1030
					-15.42	01-9552- - - - -
O	030486	6/21/04	\$51.53	HOME DEPOT CRED	51.53	01-4600-0-000-4-021-080-6510
O	030487	6/21/04	\$100.56	INDUSTRIAL META	100.56	01-4600-0-000-4-021-079-6550
O	030488	6/21/04	\$110.49	IRVINE CITY AUT	110.49	01-4600-0-000-4-021-062-6772
O	030489	6/21/04	\$4,869.05	IRVINE RANCH WA	4,869.05	01-5593-0-000-4-025-082-6570
O	030490	6/21/04	\$323.25	IRVINE VALLEY C	323.25	01-7600-1-022-4-035-077-6310
O	030491	6/21/04	\$6,240.58	IRVINE VALLEY C	6,240.58	01-7600-1-023-4-035-077-6430
O	030492	6/21/04	\$5,875.98	IRVINE VALLEY C	5,875.98	01-7600-1-023-4-035-077-6430
O	030493	6/21/04	\$450.00	JENNIFER MASON	450.00	01-5153-0-000-1-054-033-1250
O	030494	6/21/04	\$1,491.39	MIDWEST LIBRARY	1,491.39	01-6300-2-035-4-037-087-6120
O	030495	6/21/04	\$2,370.50	MISSION PRINTIN	2,370.50	01-5810-0-000-1-055-084-6891
O	030496	6/21/04	\$232.75	MOUNTAIN WATER	232.75	01-4600-0-000-1-025-000-6570
O	030497	6/21/04	\$150.00	NEXTIRAONE, LLC	150.00	01-5590-0-000-4-025-082-6570
O	030498	6/21/04	\$1,427.47	OCE-USA, INC.	1,330.35	01-5651-0-000-4-041-076-6774
					97.12	01-5651-0-000-4-041-061-6110
O	030499	6/21/04	\$327.15	OCLC, INC.	327.15	01-5811-2-035-4-037-087-6120

WARRANT REGISTER LISTING

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k Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	030500	6/21/04	\$35.00	AMERICAN CLASSI	35.00	01-5510-0-000-1-025-000-6570
O	030501	6/21/04	\$198.00	BALDY VIEW ROP	198.00	01-5153-1-054-1-054-033-1203
O	030502	6/21/04	\$120.00	LEORA DEBOER	120.00	01-5153-1-054-1-054-033-1203
O	030503	6/21/04	\$1,500.00	KIRSTEN GRIFFIN	1,500.00	01-5153-1-054-1-054-033-1203
O	030504	6/21/04	\$255.00	LAURA GUDINO	255.00	01-5153-1-054-1-054-033-1203
O	030505	6/21/04	\$1,745.00	HEALTH ED CONSU	1,745.00	01-5153-1-054-1-054-033-1203
O	030506	6/21/04	\$396.00	CAROLYN LEE	396.00	01-5153-1-054-1-054-033-1203
O	030507	6/21/04	\$481.81	SBC/MCI	481.81	01-5590-0-000-1-025-000-6570
O	030508	6/21/04	\$100.00	ROSA MARIE PERA	100.00	01-5153-1-054-1-054-033-1203
O	030509	6/21/04	\$2,295.18	SADDLEBACK COLL	2,295.18	01-7600-1-023-1-051-077-6430
O	030510	6/21/04	\$431.16	SADDLEBACK COLL	431.16	01-7600-1-023-1-051-077-6430
O	030511	6/21/04	\$5,625.52	SADDLEBACK COLL	5,625.52	01-7600-1-023-1-051-077-6430
O	030512	6/21/04	\$102.36	SIGNS PLUS	102.36	01-4600-0-000-1-052-026-1901
O	030513	6/21/04	\$171.44	SO. CAL. EDISON	171.44	01-5591-0-000-4-025-082-6570
O	030514	6/21/04	\$2,508.17	SO. CAL. GAS CO	2,508.17	01-5592-0-000-4-025-082-6570
O	030515	6/21/04	\$2,657.52	SOUTHERN COUNTI	2,657.52	01-4610-0-000-1-021-062-6772
O	030516	6/21/04	\$66.48	STERLING MEDICA	66.48	01-4300-1-024-4-035-075-6420
O	030517	6/21/04	\$132.00	CLARK L. STEVEN	132.00	01-5153-1-054-1-054-033-1203
O	030518	6/21/04	\$1,661.25	STRATA INFORMAT	1,661.25	01-5811-0-000-7-013-000-6610
O	030519	6/21/04	\$100.00	TERRI SULLIVAN	100.00	01-5153-1-054-1-054-033-1203
O	030520	6/21/04	\$17,845.50	SYLVANIA LIGHTI	17,845.50	01-5811-0-000-1-021-080-6510
O	030521	6/21/04	\$608.79	TROXELL COMMUNI	608.79	01-6411-2-025-4-077-049-1008
O	030522	6/21/04	\$59.10	VWR INTERNATIONAL	59.10	01-4300-0-000-1-056-008-0401
O	030523	6/21/04	\$185.85	PORT SUPPLY	97.03	01-4300-0-000-1-052-044-0959
					88.82	01-4344-0-000-1-052-044-0959
O	030524	6/21/04	\$264.00	LOLA WILDE	264.00	01-5153-1-054-1-054-033-1203

WARRANT REGISTER LISTING

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Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	030525	6/21/04	\$1,344.63	XEROX CORP.	818.11	01-5651-0-000-1-038-076-6774
					526.52	01-5620-0-000-1-038-076-6774
O	030526	6/21/04	\$81.96	XEROX CORP.	39.73	01-5651-1-030-4-024-000-6320
					42.23	01-5651-1-023-4-035-077-6430
O	030527	6/21/04	\$366.95	RALPHS GROCERY	366.95	12-4710-0-000-1-026-067-6920
O	030528	6/21/04	\$2,500.68	PURETEC	2,500.68	40-6220-1-497-1-000-000-0001
O	030529	6/21/04	\$330.88	CARL WARREN & C	330.88	68-5811-0-000-7-013-000-6720
O	030530	6/21/04	\$352.55	A TO Z CIRCUIT	352.55	01-4600-0-000-1-021-080-6510
O	030531	6/21/04	\$2,774.48	A-VIDD ELECTRON	2,774.48	01-6411-1-006-4-042-000-6011
O	030532	6/21/04	\$482.63	ACTT	482.63	01-9220- - - - -
O	030533	6/21/04	\$90.98	ART SUPPLY WARE	90.98	01-4344-0-000-4-081-019-0901
O	030534	6/21/04	\$119.36	NANCY N. BESSET	38.56	01-4300-0-000-1-055-049-0835
					80.80	01-4600-0-000-1-055-049-0835
O	030535	6/21/04	\$25,440.13	BOISE CASCADE O	372.59	01-4300-0-000-1-054-033-1250
					135.79	01-4300-0-000-1-055-049-0835
					1,515.00	01-4300-0-000-1-056-010-1905
					10.24	01-4344-0-000-1-056-010-1905
					633.83	01-6410-0-000-1-030-000-6210
					307.04	01-6410-0-000-1-054-000-6011
					393.21	01-6410-1-023-1-051-077-6430
					122.18	01-4300-0-093-1-056-010-1905
					633.83	01-6410-0-000-1-054-033-1250
					56.01	01-4600-0-000-1-054-000-6011
					452.69	01-4600-1-038-4-073-074-6310
					447.35	01-4600-0-000-1-036-000-6450
					2,581.74	01-4600-0-000-1-030-000-6210
					476.00	01-4600-0-000-1-054-033-1250
					1,129.36	01-4600-0-093-1-040-000-6630
					635.92	01-4300-0-000-1-052-000-4930
					13,673.31	01-4600-1-023-1-051-077-6430
					455.38	01-4600-0-000-7-013-090-6730
					1,408.66	01-4600-1-069-1-058-036-1305
O	030536	6/21/04	\$8,851.99	BOISE CASCADE O	34.76	01-4300-2-074-4-081-014-0701
					1,225.50	01-6410-2-025-1-058-000-4900
					463.33	01-4344-0-000-4-076-008-0401
					423.81	01-4600-0-000-4-022-000-6620
					1,207.72	01-4600-0-000-4-030-000-6210
					16.23	01-4600-1-050-1-034-089-6950
					335.03	01-4600-0-000-1-025-068-6720

WARRANT REGISTER LISTING

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Check Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
					148.31	01-4600-0-000-1-051-065-6499
					41.01	01-4600-0-000-7-013-064-6720
					158.10	01-4600-0-000-7-011-091-6710
					70.14	01-4300-0-000-4-037-087-6120
					331.62	01-4600-0-000-4-078-000-6011
					34.20	01-4600-0-000-4-081-000-6011
					901.45	01-4600-1-091-1-054-033-1203
					3,460.78	01-6410-0-000-1-058-000-4900
O 030537		6/21/04	\$130.17	BOISE CASCADE O	85.34	01-4344-0-000-4-078-029-1914
					44.83	01-4600-0-000-1-024-000-6620
O 030538		6/21/04	\$49.47	CDW GOVERNMENT,	49.47	01-6411-1-053-4-072-000-6011
O 030539		6/21/04	\$66.81	CONSULTING PSYC	66.81	01-4200-1-002-4-042-093-6011
O 030540		6/21/04	\$85.00	CROWN VALLEY SE	85.00	01-9220- - - - -
O 030541		6/21/04	\$2,243.20	ENTERTAINMENT L	2,243.20	01-9220- - - - -
O 030542		6/21/04	\$809.74	ESCHENBACH	871.72	01-6410-1-024-4-035-075-6420
					-61.98	01-9552- - - - -
O 030543		6/21/04	\$31.67	FREEWAY AUTO SU	31.67	01-4600-0-000-1-021-079-6550
O 030544		6/21/04	\$214.56	SCHOOL SPECIALT	214.56	01-4300-0-000-1-056-050-1902
O 030545		6/21/04	\$317.70	TONY LIPOLD	317.70	01-5270-0-000-1-055-006-0835
O 030546		6/21/04	\$154.97	PRAXAIR	154.97	01-4600-0-000-1-021-062-6772
O 030547		6/21/04	\$756.49	SEHI PROCOMP CO	756.49	01-6411-1-024-4-035-075-6420
O 030548		6/21/04	\$292.16	SEPULVEDA BUILD	292.16	01-4600-0-000-4-021-079-6550
O 030549		6/21/04	\$315.71	TROXELL COMMUNI	315.71	01-6410-0-000-1-058-000-4900
O 030550		6/21/04	\$940.65	XEROX CORP.	739.85	01-5620-0-000-7-011-000-6610
					65.87	01-5651-0-000-4-030-000-6210
					29.28	01-5650-0-000-1-024-072-6499
					105.65	01-5651-0-000-1-054-033-1250
O 030551		6/21/04	\$2,313.14	BOISE CASCADE O	2,313.14	12-4600-0-000-1-026-067-6920
O 030552		6/21/04	\$28.73	XEROX CORP.	28.73	12-5651-0-000-4-036-067-6920
O 030553		6/21/04	\$37.66	GALLS /L.B. UNI	37.66	01-4600-0-000-1-034-000-6771
O 030554		6/21/04	\$1,025.78	GANDER-PRINTCO	59.26	01-5811-0-000-1-038-076-6774
					966.52	01-9210- - - - -

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Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	030555	6/21/04	\$52.80	IMAGISTICS INTE	52.80	01-5620-0-000-7-013-092-6773
O	030556	6/21/04	\$261.45	INSIGHT MEDIA	-19.29	01-9552- - - - -
					156.02	01-4212-2-074-1-022-000-4900
					124.72	01-6412-1-074-1-022-000-4900
O	030557	6/21/04	\$100.00	IRVINE HIGH SCH	100.00	01-5830-0-000-4-020-091-6710
O	030558	6/21/04	\$330.00	IRVINE HIGH SCH	330.00	01-5830-0-000-4-020-091-6710
O	030559	6/21/04	\$39.95	KALMBACH PUBLIS	39.95	01-9220- - - - -
O	030560	6/21/04	\$133.75	KELVIN	-9.69	01-9552- - - - -
					143.44	01-4300-2-074-4-078-021-0934
O	030561	6/21/04	\$173.28	L & N UNIFORM S	88.54	01-5508-0-000-1-052-007-0948
					64.95	01-5508-0-000-1-052-030-1030
					10.99	01-4600-0-000-1-021-062-6772
					8.80	01-4600-0-000-1-021-080-6510
O	030562	6/21/04	\$762.60	LABCORP	762.60	01-5811-2-046-1-024-094-6440
O	030563	6/21/04	\$1,680.00	LEISURE WORLD P	1,680.00	01-9220- - - - -
O	030564	6/21/04	\$8,240.00	MARIPOSA HORTIC	8,240.00	01-5811-0-000-1-021-080-6510
O	030565	6/21/04	\$80.81	MC KESSON GENER	80.81	01-4600-2-046-1-024-094-6440
O	030566	6/21/04	\$6,383.14	MC MAHAN DESK	6,383.14	01-6410-1-025-4-041-061-6110
O	030567	6/21/04	\$1,928.73	MISSION PRINTIN	1,928.73	01-9210- - - - -
O	030568	6/21/04	\$190.00	MICRON GOVERNME	190.00	01-9220- - - - -
O	030569	6/21/04	\$968.67	MICROSOFT-MSDN	968.67	01-4300-0-000-1-052-061-0799
O	030570	6/21/04	\$1,315.00	ORANGE CO. DEPT	1,315.00	01-5811-1-002-1-038-000-6011
O	030571	6/21/04	\$5,045.39	A-1 AWARDS	5,045.39	01-4600-0-000-1-025-000-6710
O	030572	6/21/04	\$354.20	ADCLUB ADVERTIS	354.20	01-5830-0-000-9-013-090-6730
O	030573	6/21/04	\$8,258.00	COMPREHENSIVE C	8,258.00	01-9220- - - - -
O	030574	6/21/04	\$16,968.00	COX MEDIA, INC.	16,968.00	01-5811-1-021-1-026-000-6460
O	030575	6/21/04	\$75.00	CASFPA	75.00	01-5270-1-021-4-024-083-6460
O	030576	6/21/04	\$51,750.00	ESCAPE TECHNOLO	51,750.00	01-9220- - - - -

WARRANT REGISTER LISTING

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Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	030577	6/21/04	\$70.58	FEDERAL EXPRESS	70.58	01-5840-1-091-1-054-033-1203
O	030578	6/21/04	\$8,920.00	LPA, INC.	8,920.00	01-5811-0-000-1-021-080-6510
O	030579	6/21/04	\$60.00	STEVE TAMANAHA	60.00	01-5270-1-023-1-051-077-6430
O	030580	6/21/04	\$1,798.02	WELLS FARGO BAN	664.15	01-5650-0-000-4-025-000-6599
					1,133.87	01-5650-0-000-4-021-062-6772
O	030581	6/21/04	\$263.95	WELLS FARGO BAN	105.00	01-4200-0-000-7-015-000-6780
					9.95	01-5811-0-000-7-015-000-6780
					149.00	01-5812-0-000-7-015-000-6780
O	030582	6/21/04	\$1,952.13	WELLS FARGO #20	600.00	01-5270-0-000-7-010-000-6610
					41.25	01-5270-0-000-7-013-090-6730
					431.24	01-5825-0-000-9-013-000-6610
					515.00	01-5270-0-000-1-025-000-6750
					364.64	01-6410-2-025-4-077-049-1008
O	030583	6/21/04	\$200.00	LAURA FINN	200.00	01-5811-1-091-1-054-033-1203
O	030584	6/21/04	\$366.00	PACER INTERNATI	366.00	01-9220- - - - -
O	030585	6/21/04	\$3,647.54	SBC/MCI	3,647.54	01-5590-0-000-1-025-000-6570
O	030586	6/21/04	\$336.71	SBC/MCI	336.71	01-5590-0-000-1-025-000-6570
O	030587	6/21/04	\$354.38	SBC/MCI	354.38	01-5590-0-000-1-025-000-6570
O	030588	6/21/04	\$573.66	SBC/MCI	573.66	01-5590-0-000-1-025-000-6570
O	030589	6/21/04	\$669.53	SBC/MCI	669.53	01-5590-0-000-1-025-000-6570
O	030590	6/21/04	\$343.82	SBC/MCI	275.78	01-5590-0-000-1-025-000-6570
					67.38	01-5590-0-000-4-025-082-6570
					0.66	01-5590-0-000-6-016-000-6610
O	030591	6/21/04	\$1,239.91	SBC	1,110.32	01-5590-0-000-1-025-000-6570
					129.59	01-5590-0-000-4-025-082-6570
O	030592	6/21/04	\$8,218.09	SADDLEBACK COLL	8,218.09	01-7600-1-022-1-051-000-6310
O	030593	6/21/04	\$570.65	SADDLEBACK COLL	570.65	01-7600-1-022-1-051-000-6310
O	030594	6/21/04	\$16,707.98	SADDLEBACK COLL	16,707.98	01-7600-1-023-1-051-077-6430
O	030595	6/21/04	\$20,709.96	SADDLEBACK COLL	20,709.96	01-7600-1-023-1-051-077-6430
O	030596	6/21/04	\$7,975.00	SKORA ELECTRIC	7,975.00	01-5811-0-000-1-030-000-6210

WARRANT REGISTER LISTING

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Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	030597	6/21/04	\$45.69	SODEXHO MARRIOT	45.69	01-5271-1-006-1-050-000-6011
O	030598	6/21/04	\$2,318.00	SOFTWARE eSOURC	2,318.00	01-5812-2-074-1-022-000-4900
O	030599	6/21/04	\$1,048.62	STEELE SPRING P	1,048.62	01-5321-0-000-1-055-084-6891
O	030600	6/21/04	\$8,010.14	SYSTEMS SOURCE,	8,010.14	01-6410-1-025-1-052-000-4900
O	030601	6/21/04	\$1,000.00	TACO MESA	1,000.00	01-5271-1-069-1-058-036-1305
O	030602	6/21/04	\$9,000.00	TMP, INC, DBA MON	9,000.00	01-9220- - - - -
O	030603	6/21/04	\$1,594.71	TROXELL COMMUNI	1,594.71	01-6410-0-000-1-058-000-4900
O	030604	6/21/04	\$963.11	VIDEO SERVICE O	963.11	01-6411-1-053-4-072-000-6011
O	030605	6/21/04	\$1,087.50	WAVEFUNCTION, I	1,087.50	01-6412-1-074-1-022-000-4900
O	030606	6/21/04	\$23,034.81	XEROX CORP.	23,034.81	01-5620-0-000-1-038-076-6774
O	030607	6/21/04	\$20,570.00	BOB PARRETT CON	20,570.00	68-6220-0-000-7-013-000-6720
O	030608	6/21/04	\$12,998.02	LISA SMOLEN & A	4,345.76	01-4212-2-074-1-022-000-4900
					6,414.26	01-6412-1-074-1-022-000-4900
					2,238.00	01-5812-2-074-1-022-000-4900
O	030609	7/01/04	\$48.48	ABC ICE HOUSE	48.48	01-4600-0-000-1-055-084-6891
O	030610	7/01/04	\$249.00	AMER. METEOROLO	249.00	01-5321-0-000-1-022-097-4930
O	030611	7/01/04	\$39.86	ARROWHEAD DRINK	39.86	01-5620-0-000-1-030-000-6210
O	030612	7/01/04	\$89.00	BACK STAGE/WEST	89.00	01-4200-0-000-1-055-056-1007
O	030613	7/01/04	\$86.00	BAY ALARM COMPA	59.00	01-5811-0-000-1-021-080-6510
					27.00	01-5811-1-050-1-034-089-6950
O	030614	7/01/04	\$700.00	CALPERS	700.00	01-9510- - - - -
O	030615	7/01/04	\$2,625.00	CONVERSAGENT, I	2,625.00	01-5651-0-000-7-015-000-6780
O	030616	7/01/04	\$196.51	COPY TECH COMPA	196.51	01-5651-0-000-1-021-080-6510
O	030617	7/01/04	\$2,128.06	EUREKA CAREER I	2,128.06	01-5814-0-000-1-051-065-6499
O	030618	7/01/04	\$600.00	PAPA PESTICIDE	600.00	01-5270-0-000-1-021-000-6510
O	030619	7/01/04	\$64.00	BAY ALARM COMPA	64.00	12-5811-0-000-1-026-067-6920
O	030620	7/01/04	\$1,855.70	SO. CAL. EDISON	1,855.70	40-6221-1-492-6-013-081-7100

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
X	O 030621	7/01/04	\$413,000.00	PROTECTED INSUR	413,000.00	01-3600-0-000-9-001-000-6770
	O 030622	7/01/04	\$1,250.00	MATT GERMANO	1,250.00	01-5173-0-000-1-055-084-6891
	O 030623	7/01/04	\$1,250.00	MARK TURNBULL	1,250.00	01-5173-0-000-1-055-084-6891
	O 030624	7/07/04	\$325.00	NANCY CHOI	325.00	01-5173-0-000-1-055-084-6891
	O 030625	7/07/04	\$325.00	CARLY PALLO	325.00	01-5173-0-000-1-055-084-6891
	O 030626	7/07/04	\$325.00	NAVEEN RATNAYAK	325.00	01-5173-0-000-1-055-084-6891
	O 030627	7/08/04	\$20.00	ALICE BURGER	20.00	01-9510- - - - -
	O 030628	7/08/04	\$10.00	ANTHONY CASTELL	10.00	01-9510- - - - -
	O 030629	7/08/04	\$10.00	CLAUDIO EGALON	10.00	01-9510- - - - -
	O 030630	7/08/04	\$10.00	REBECCA ERBSTOE	10.00	01-9510- - - - -
	O 030631	7/08/04	\$20.00	DAMIAN FARMER	20.00	01-9510- - - - -
	O 030632	7/08/04	\$10.00	PATRICK HIGGINS	10.00	01-9510- - - - -
	O 030633	7/08/04	\$10.00	JOHN HILTON	10.00	01-9510- - - - -
	O 030634	7/08/04	\$10.00	DENISE INCIONG	10.00	01-9510- - - - -
	O 030635	7/08/04	\$10.00	NATHAN JOHANNES	10.00	01-9510- - - - -
	O 030636	7/08/04	\$10.00	RAYNA KERBER	10.00	01-9510- - - - -
	O 030637	7/08/04	\$18.00	INGA KLEIN	18.00	01-9510- - - - -
	O 030638	7/08/04	\$20.00	COLLEEN KRASKA	20.00	01-9510- - - - -
	O 030639	7/08/04	\$10.00	EILEEN O'HERN	10.00	01-9510- - - - -
	O 030640	7/08/04	\$10.00	RONALD BELL	10.00	01-9510- - - - -
	O 030641	7/08/04	\$10.00	GIN YANG-STAEHL	10.00	01-9510- - - - -
	O 030642	7/08/04	\$10.00	FRED HARRIS	10.00	01-9510- - - - -
	O 030643	7/08/04	\$15.00	TOMMY FREEMAN	15.00	01-9510- - - - -
	O 030644	7/08/04	\$10.00	ROSANN RIOS	10.00	01-9510- - - - -
	O 030645	7/08/04	\$20.00	JANET CURTIS	20.00	01-5820-0-000-7-013-090-6730

Blanket Purchase Order Requisition

Requisition #: RB05-00414 PO #P05-00360

Status: Paid Partial

Requisitioner: ADonovan, 4901, Bus. Serv.

Req. Date: 6/29/04 (2005)

Order Site: SLIB, SC Library

Room: 318

Req. Cost: \$1,652,000.00

Encumbered: \$1,239,000.00

Vendor Code: 011202, KEENAN & ASSOCIATES

Expensed: \$413,000.00

Req. Info: Protected Insurance Program for Sch

Invoiced: \$413,000.00

Account Number	Amount	Expensed	Yr
01-3600-0-000-9-001-000-6770	1,652,000.00	413,000.00	05

Description of Blanket Order

Protected Insurance Program for Schools

PIPS0011701

7/1/04 - 7/1/05 Workers Compensation

\$70,000,000 x \$2.36/\$100.00 - \$1,652,000

Contributions are due in advance on a quarterly basis as follows:

07/01/04-Invoice 37732 - \$413,000.00

10/01/04-Invoice 37733 - \$413,000.00

01/01/05-Invoice 37734 - \$413,000.00

04/01/05-Invoice 37735 - \$413,000.00

Requisition Total:\$1,652,000.00

Approved by:

Date:

Requisition #RB05-00414

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7/09/04

Requisition History Notepad

Protected Insurance Program for Schools
c/o Keenan & Associates
P.O. Box 4328
Torrance, CA 90510

Requisition Invoice History

<u>Vendor Name</u>	<u>Invoice #</u>	<u>Amount</u>	<u>Date</u>	<u>Check #</u>	<u>Paid Dt</u>
KEENAN & ASSOC	37735	\$413,000.00	6/25/04	030621	7/01/04

Approved by:

Date:

Requisition #RB05-00414

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7/09/04

WARRANT REGISTER LISTING

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Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	030646	7/08/04	\$12.00	CAMILLE DESPOP	12.00	01-5820-0-000-7-013-090-6730
O	030647	7/08/04	\$25.00	SILKE DORSZ	25.00	01-5820-0-000-7-013-090-6730
O	030648	7/08/04	\$30.00	ELLEN KNOPF	30.00	01-5820-0-000-7-013-090-6730
O	030649	7/08/04	\$10.00	QUAN MIKE LE	10.00	01-5820-0-000-7-013-090-6730
O	030650	7/08/04	\$20.00	ANGELA PLUNKETT	20.00	01-5820-0-000-7-013-090-6730
O	030651	7/08/04	\$10.00	DIANE TURNER	10.00	01-5820-0-000-7-013-090-6730
O	030652	7/08/04	\$10.00	KELLY MCMACKIN	10.00	01-5820-0-000-7-013-090-6730
O	030653	7/08/04	\$10.00	JACK THORPE	10.00	01-5820-0-000-7-013-090-6730
O	030654	7/08/04	\$10.00	AFSHER BABAK	10.00	01-5820-0-000-7-013-090-6730
O	030655	7/08/04	\$109.22	A-1 AWARDS	109.22	01-9510- - - - -
O	030656	7/08/04	\$90.51	ABC ICE HOUSE	25.86	01-4300-0-093-1-056-010-1905
					64.65	01-4600-0-000-1-055-084-6891
O	030657	7/08/04	\$1,555.99	ADCLUB ADVERTIS	1,555.99	01-9510- - - - -
O	030658	7/08/04	\$177.40	AFFILIATED COMP	177.40	01-9510- - - - -
O	030659	7/08/04	\$460.00	ALL TECH SERVIC	460.00	01-9510- - - - -
O	030660	7/08/04	\$602.40	AMERICAN EXPRES	97.14	01-5270-0-000-4-022-000-6620
					27.86	01-5270-1-006-4-042-000-6011
					477.40	01-9510- - - - -
O	030661	7/08/04	\$350.14	ANCORA	122.58	01-9510- - - - -
					227.56	01-9221- - - - -
O	030662	7/08/04	\$2,569.00	APPLE COMPUTER	2,768.09	01-9510- - - - -
					-199.09	01-9552- - - - -
O	030663	7/08/04	\$25.33	ARCH WIRELESS	25.33	01-5811-1-050-1-034-089-6950
O	030664	7/08/04	\$9,555.00	STEVEN P. ARMST	9,555.00	01-9510- - - - -
O	030665	7/08/04	\$22.16	AT&T	22.16	01-9510- - - - -
O	030666	7/08/04	\$1,535.98	BAKER & TAYLOR	1,535.98	01-9510- - - - -
O	030667	7/08/04	\$117.94	BAKER & TAYLOR	117.94	01-9510- - - - -
O	030668	7/08/04	\$59.52	WENDY BAKER	59.52	01-9510- - - - -

WARRANT REGISTER LISTING

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Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	030669	7/08/04	\$1,030.74	BIO-RAD LABORAT	1,030.74 01-9510-	- - - -
O	030670	7/08/04	\$70.00	DENISE BLAIR	70.00 01-9510-	- - - -
O	030671	7/08/04	\$1,585.00	THE BLIND FACTO	1,585.00 01-9510-	- - - -
O	030672	7/08/04	\$980.53	BOISE CASCADE O	980.53 01-9510-	- - - -
O	030673	7/08/04	\$950.49	BORNSTEIN CO.,	950.49 01-9510-	- - - -
O	030674	7/08/04	\$4.02	E.B. BRADLEY CO	4.02 01-9510-	- - - -
O	030675	7/08/04	\$1,512.00	KRISTEN BUSH	1,512.00 01-9510-	- - - -
O	030676	7/08/04	\$300.00	LISA CARMEL	300.00 01-9510-	- - - -
O	030677	7/08/04	\$13,146.00	COMMUNITY COLLE	13,146.00 01-5374-0-000-7-010-000-6610	
O	030678	7/08/04	\$136.56	COMMUNITY COLLE	136.56 01-9510-	- - - -
O	030679	7/08/04	\$6,889.31	CDW GOVERNMENT,	6,889.31 01-9510-	- - - -
O	030680	7/08/04	\$262.50	CLAIRE CESAREO-	262.50 01-9510-	- - - -
O	030681	7/08/04	\$406.75	ANN CHATILLON	406.75 01-9510-	- - - -
O	030682	7/08/04	\$1,515.24	CHEVRON U.S.A.,	1,515.24 01-9510-	- - - -
O	030683	7/08/04	\$1,092.00	CISCO SYSTEMS	1,092.00 01-9510-	- - - -
O	030684	7/08/04	\$827.04	CLARK SECURITY	827.04 01-9510-	- - - -
O	030685	7/08/04	\$4,621.22	CLEAN HARBORS,	4,621.22 01-9510-	- - - -
O	030686	7/08/04	\$1,944.49	DANKA OFFICE IM	1,944.49 01-9510-	- - - -
O	030687	7/08/04	\$10,191.00	COUNTY OF VENTU	10,191.00 01-5153-0-000-7-015-000-6780	
O	030688	7/08/04	\$1,160.46	CONSOLIDATED EL	1,160.46 01-9510-	- - - -
O	030689	7/08/04	\$439.14	CONSOLIDATED EL	439.14 01-9510-	- - - -
O	030690	7/08/04	\$80.82	CORPORATE BUSIN	80.82 01-9510-	- - - -
O	030691	7/08/04	\$712.06	COVINA CAMERA	712.06 01-9510-	- - - -
O	030692	7/08/04	\$2,772.66	COX COMMUNICATI	2,772.66 01-5812-0-000-7-015-000-6780	
O	030693	7/08/04	\$2,580.00	D4 SOLUTIONS IN	209.85 01-9510-	- - - -
					2,370.15 01-5811-0-004-9-015-000-6780	

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	030694	7/08/04	\$125.25	TRACY DALY	125.25	01-9510- - - - -
O	030695	7/08/04	\$46.55	DANA POINT FUEL	46.55	01-9510- - - - -
O	030696	7/08/04	\$69.00	DANA POINT YACH	69.00	01-9510- - - - -
O	030697	7/08/04	\$70.00	JASON DARR	70.00	01-9510- - - - -
O	030698	7/08/04	\$70.00	NICOLE DEMEDENK	70.00	01-9510- - - - -
O	030699	7/08/04	\$14,729.88	DIVERSIFIED PRI	14,729.88	01-9510- - - - -
O	030700	7/08/04	\$45.90	EARTHLINK INC	45.90	01-9510- - - - -
O	030701	7/08/04	\$85.29	ECONOMIC ALTERN	85.29	01-9510- - - - -
O	030702	7/08/04	\$5,200.00	EMERGENCY POWER	5,200.00	01-9510- - - - -
O	030703	7/08/04	\$156.59	EWING IRRIGATIO	156.59	01-9510- - - - -
O	030704	7/08/04	\$75.00	EXPERIAN	75.00	01-9510- - - - -
O	030705	7/08/04	\$1,842.43	EXPRESS PIPE &	1,842.43	01-9510- - - - -
O	030706	7/08/04	\$465.24	FEDERAL EXPRESS	465.24	01-9510- - - - -
O	030707	7/08/04	\$7,000.00	FIRST AMERICAN	7,000.00	01-9510- - - - -
O	030708	7/08/04	\$177.79	FOOD SYSTEMS, I	177.79	01-9510- - - - -
O	030709	7/08/04	\$295.91	FREEWAY AUTO SU	295.91	01-9510- - - - -
O	030710	7/08/04	\$1,553.48	FRY'S ELECTRONI	1,553.48	01-9510- - - - -
O	030711	7/08/04	\$43.82	ESTER GRAHAM	43.82	01-9510- - - - -
O	030712	7/08/04	\$25.00	LEIANE HUDDLEST	25.00	01-9510- - - - -
O	030713	7/08/04	\$249.00	DANA S. IYER, P	249.00	01-9510- - - - -
O	030714	7/08/04	\$794.15	BRAD MCREYNOLDS	794.15	01-9510- - - - -
O	030715	7/08/04	\$994.12	MARCIA MILCHIKE	994.12	01-9510- - - - -
O	030716	7/08/04	\$25.00	MARIA PANIAGUA	25.00	01-9510- - - - -
O	030717	7/08/04	\$25.00	LORI PARRA	25.00	01-9510- - - - -
O	030718	7/08/04	\$156.13	KEN PATTON	156.13	01-9510- - - - -

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	030719	7/08/04	\$210.22	TASHA FRANKIEM	210.22	01-9510- - - - -
O	030720	7/08/04	\$145.87	RAUL VILLALBA	145.87	01-9510- - - - -
O	030721	7/08/04	\$1,331.00	KENNETH GRAY WO	1,331.00	01-9510- - - - -
O	030722	7/08/04	\$780.00	AMTECH RELIABLE	780.00	01-5651-0-000-4-021-080-6510
O	030723	7/08/04	\$377.50	DTSC	377.50	01-5821-0-000-1-021-000-6510
O	030724	7/08/04	\$14.01	D & M TROPHIES	14.01	01-4600-0-000-7-013-090-6730
O	030725	7/08/04	\$297.00	DANKA	297.00	01-5651-1-021-4-026-083-6460
O	030726	7/08/04	\$559.65	FREEWAY AUTO SU	559.65	01-4600-0-000-1-021-062-6772
O	030727	7/08/04	\$241.25	ALTA DENA CERTI	241.25	12-9510- - - - -
O	030728	7/08/04	\$157.77	MAHJABIN AKHAVA	157.77	12-9510- - - - -
O	030729	7/08/04	\$52.59	INA APARICIO	52.59	12-9510- - - - -
O	030730	7/08/04	\$52.59	BARIA ARJA	52.59	12-9510- - - - -
O	030731	7/08/04	\$192.83	KAZUKO BENDER	192.83	12-9510- - - - -
O	030732	7/08/04	\$105.18	LISA CARTER	105.18	12-9510- - - - -
O	030733	7/08/04	\$210.36	MEYGAN CASTON	210.36	12-9510- - - - -
O	030734	7/08/04	\$52.59	MARIA CENDOYA	52.59	12-9510- - - - -
O	030735	7/08/04	\$52.59	YING JU CHANG	52.59	12-9510- - - - -
O	030736	7/08/04	\$175.30	FLORANCE CHUNG	175.30	12-9510- - - - -
O	030737	7/08/04	\$227.89	KATHRYN COOPER	227.89	12-9510- - - - -
O	030738	7/08/04	\$52.59	SANDRA DENNISON	52.59	12-9510- - - - -
O	030739	7/08/04	\$52.59	AMANDA DISSINGE	52.59	12-9510- - - - -
O	030740	7/08/04	\$175.30	KELLI EXNER	175.30	12-9510- - - - -
O	030741	7/08/04	\$52.59	MERRIE FRENCH	52.59	12-9510- - - - -
O	030742	7/08/04	\$122.71	NELL FRITZ	122.71	12-9510- - - - -
O	030743	7/08/04	\$87.65	ANGEL GEORGE	87.65	12-9510- - - - -

WARRANT REGISTER LISTING

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Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	030744	7/08/04	\$52.59	ANGEL GEORGE	52.59 12-9510-	- - - -
O	030745	7/08/04	\$157.77	JEAN GOONEWARDE	157.77 12-9510-	- - - -
O	030746	7/08/04	\$149.00	JEAN GOONEWARDE	149.00 12-9510-	- - - -
O	030747	7/08/04	\$157.77	TOSHIKO GRUMMON	157.77 12-9510-	- - - -
O	030748	7/08/04	\$52.59	CHRISTINE GUEVA	52.59 12-9510-	- - - -
O	030749	7/08/04	\$157.77	LAURA HALL	157.77 12-9510-	- - - -
O	030750	7/08/04	\$157.77	MASTOORA HAMID	157.77 12-9510-	- - - -
O	030751	7/08/04	\$210.36	AMANDA HOOD	210.36 12-9510-	- - - -
O	030752	7/08/04	\$52.59	TAMMY JAMISON	52.59 12-9510-	- - - -
O	030753	7/08/04	\$219.13	CHERYL KEOUGH	219.13 12-9510-	- - - -
O	030754	7/08/04	\$105.18	FARHANA KHAN	105.18 12-9510-	- - - -
O	030755	7/08/04	\$157.77	PADMAJA KOYA	157.77 12-9510-	- - - -
O	030756	7/08/04	\$254.19	JANICA LAKEY	254.19 12-9510-	- - - -
O	030757	7/08/04	\$157.77	ALLYSYN LIA	157.77 12-9510-	- - - -
O	030758	7/08/04	\$105.18	ALLYSYN LIA	105.18 12-9510-	- - - -
O	030759	7/08/04	\$105.18	MAJDOLENE MURAD	105.18 12-9510-	- - - -
O	030760	7/08/04	\$52.59	MARY MALONCON	52.59 12-9510-	- - - -
O	030761	7/08/04	\$52.59	VEENA MANCHANDI	52.59 12-9510-	- - - -
O	030762	7/08/04	\$105.18	JODI MATTEUCCI	105.18 12-9510-	- - - -
O	030763	7/08/04	\$52.59	GEORGINA MOORMA	52.59 12-9510-	- - - -
O	030764	7/08/04	\$227.89	MIR NAJIBI	227.89 12-9510-	- - - -
O	030765	7/08/04	\$105.18	MEHRI NOORIZADE	105.18 12-9510-	- - - -
O	030766	7/08/04	\$52.59	JANICE ONG	52.59 12-9510-	- - - -
O	030767	7/08/04	\$70.12	ELBA PEDROZA	70.12 12-9510-	- - - -
O	030768	7/08/04	\$105.18	ALLYSON PULIDO	105.18 12-9510-	- - - -

WARRANT REGISTER LISTING

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Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	030769	7/08/04	\$52.59	CONNIE ROMAN	52.59 12-9510-	- - - -
O	030770	7/08/04	\$52.59	RAMIN SIDIQI	52.59 12-9510-	- - - -
O	030771	7/08/04	\$78.89	GENEVIEVE SILVA	78.89 12-9510-	- - - -
O	030772	7/08/04	\$105.18	GENEVIEVE SILVA	105.18 12-9510-	- - - -
O	030773	7/08/04	\$52.59	RACHEL SPENCER	52.59 12-9510-	- - - -
O	030774	7/08/04	\$52.59	CHRISTY SUH	52.59 12-9510-	- - - -
O	030775	7/08/04	\$52.59	CHRISTY SUH	52.59 12-9510-	- - - -
O	030776	7/08/04	\$105.18	EMEL SURMELI	105.18 12-9510-	- - - -
O	030777	7/08/04	\$227.89	FAN YANG	227.89 12-9510-	- - - -
O	030778	7/08/04	\$52.59	VICTORIA YASKO	52.59 12-9510-	- - - -
O	030779	7/08/04	\$131.47	MICHELLE (WERNE	131.47 12-9510-	- - - -
O	030780	7/08/04	\$157.77	BATUL ZAMANIYAN	157.77 12-9510-	- - - -
O	030781	7/08/04	\$15,890.00	ADVANTAGE PAINT	15,890.00 40-9510-	- - - -
O	030782	7/08/04	\$500.95	AMERICAN GEOTEC	500.95 40-9510-	- - - -
* O	030783	7/08/04	\$147,479.00	ANDERSON & HOWA	147,479.00 40-9510-	- - - -
O	030784	7/08/04	\$50,400.00	ARTESIA GLASS I	50,400.00 40-9510-	- - - -
* O	030785	7/08/04	\$457,831.00	BEST INTERIORS,	457,831.00 40-9510-	- - - -
O	030786	7/08/04	\$59,805.00	CARMEL ARCHITEC	59,805.00 40-9510-	- - - -
O	030787	7/08/04	\$14,390.00	CHRISTO & GANES	14,390.00 40-9510-	- - - -
O	030788	7/08/04	\$13,305.00	COAN CONSTRUCTI	13,305.00 40-9510-	- - - -
* O	030789	7/08/04	\$309,600.00	CONTROL AIR CON	309,600.00 40-9510-	- - - -
O	030790	7/08/04	\$2,689.00	DIV. OF THE STA	2,689.00 40-6221-1-492-6-013-081-7100	
O	030791	7/08/04	\$21,448.00	DIV. OF THE STA	21,448.00 40-6221-1-492-6-013-081-7100	
O	030792	7/08/04	\$25,161.00	ENVIROCON INC.	25,161.00 40-9510-	- - - -
O	030793	7/08/04	\$21,204.00	GMF SOUND, INC.	21,204.00 40-9510-	- - - -

Blanket Purchase Order Requisition

Requisition #: RB04-00706 PO #P04-01821

Status: Paid Partial

Requisitioner: R.VILLALBA, 4680, PURCH.

Req. Date: 10/29/03 (2005)

Order Site: SAVY, Avery Plaza/Purchasing

Room: 207

Vendor Code: 010383, ANDERSON & HOWARD ELECTRIC

Req. Cost: \$1,946,777.00

Req. Info: CONTRACT FOR HS

Encumbered: \$1,087,160.00

Expensed: \$859,617.00

Invoiced: \$859,617.00

Account Number	Amount	Expensed	Yr
40-9510- - - - -	147,479.00	147,479.00	05
40-6220-1-477-6-013-000-7100	1,087,160.00	0.00	05
40-6220-1-477-6-013-000-7100	712,138.00	712,138.00	04

Description of Blanket Order

BID NO. 1026, BRD. APR. 9/29/03
 PACKAGE DD FOR ELECTRICAL/FIRE ALARM/
 LOW VOLTAGE, HEALTH SCIENCE/DISTRICT
 OFFICES BLDG.AT SADDLEBACK COLLEGE

Original Contract.....\$1,844,500.00

Change Order,

Board approved 11/19/03.....\$24,459.00

Revised Contract Amount..\$1,868,959.00

Requisition Total:\$1,946,777.00

Approved by:

Date:

Requisition #RB04-00706

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Requisition Invoice History

Vendor Name	Invoice #	Amount	Date	Check #	Paid Dt
ANDERSON & HOW ONE		\$71,709.00	11/30/03	025453	12/04/03
ANDERSON & HOW RETENTION 12/02/03		\$7,171.00-	12/02/03	025453	12/04/03
ANDERSON & HOW #2		\$89,750.00	12/31/03	026179	1/08/04
ANDERSON & HOW #2 RETENTION		\$8,975.00-	12/31/03	026179	1/08/04
ANDERSON & HOW #3		\$68,709.00	1/31/03	026675	2/05/04
ANDERSON & HOW #3 RETENTION		\$6,871.00-	1/31/04	026675	2/05/04
ANDERSON & HOW #4		\$9,925.00	2/29/04	027576	3/11/04
ANDERSON & HOW #4 RETENTION		\$992.00-	2/29/04	027576	3/11/04
ANDERSON & HOW #5		\$114,836.00	3/31/04	028224	4/02/04
ANDERSON & HOW #5 RETENTION		\$11,484.00-	3/31/04	028224	4/02/04
ANDERSON & HOW #6		\$191,835.00	4/30/04	029119	5/06/04
ANDERSON & HOW #6 RETENTION		\$19,183.00-	4/30/04	029119	5/06/04
ANDERSON & HOW #7		\$244,500.00	5/31/04	030096	6/08/04
ANDERSON & HOW #7 RETENTION		\$24,450.00-	5/31/04	030096	6/08/04
ANDERSON & HOW #8		\$163,866.00	6/30/04	030783	7/08/04
ANDERSON & HOW #8 RETENTION		\$16,387.00-	6/30/04	030783	7/08/04
		<u>\$859,617.00</u>			

Approved by:

Date:

Blanket Purchase Order Requisition

Requisition #: RB04-00802 PO #P04-01902
 Requisitioner: R.VILLALBA,4680, PURCH.
 Order Site: SAVY, Avery Plaza/Purchasing
 Vendor Code: 068634, BEST INTERIORS, INC.
 Req. Info: HS BID PKG. O

Status: Paid Partial
 Req. Date: 12/02/03 (2005)
 Room: 207
 Req. Cost: \$1,552,428.00
 Encumbered: \$555,134.00
 Expensed: \$997,294.00
 Invoiced: \$997,294.00

Account Number	Amount	Expensed	Yr
40-9510- - - - -	457,831.00	457,831.00	05
40-6220-1-477-6-013-000-7100	555,134.00	0.00	05
40-6220-1-477-6-013-000-7100	539,463.00	539,463.00	04

Description of Blanket Order

BID NO. 1026, BRD. APR. 10/27/03
 PACKAGE "O" FOR
 FRAMING/PLASTER/DRYWALL/INSULATION/DOORS
 FRAMES/HARDWARE FOR HEALTH SCIENCES/
 DISTRICT OFFICES BUILDING AT
 SADDLEBACK COLLEGE

\$1,521,843.00

Requisition Total:\$1,552,428.00

Approved by:

Date:

Requisition #RB04-00802

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Requisition Invoice History

<u>Vendor Name</u>	<u>Invoice #</u>	<u>Amount</u>	<u>Date</u>	<u>Check #</u>	<u>Paid Dt</u>
BEST INTERIORS	11/30/03	\$21,967.00	11/30/03	025454	12/04/03
BEST INTERIORS	RETENTION 12/03/03	\$2,197.00-	12/03/03	025454	12/04/03
BEST INTERIORS	#2	\$2,600.00	12/31/03	026180	1/08/04
BEST INTERIORS	#2 RETENTION	\$260.00-	12/31/03	026180	1/08/04
BEST INTERIORS	#3	\$186,099.00	3/31/04	028225	4/02/04
BEST INTERIORS	#3 RETENTION	\$18,610.00-	3/31/04	028225	4/02/04
BEST INTERIORS	#4	\$153,639.00	4/30/04	029120	5/06/04
BEST INTERIORS	#4 RETENTION	\$15,363.00-	4/30/04	029120	5/06/04
BEST INTERIORS	#5	\$235,098.00	5/28/04	029902	6/03/04
BEST INTERIORS	#5 RETENTION	\$23,510.00-	5/28/04	029902	6/03/04
BEST INTERIORS	#6	\$508,701.00	6/30/04	030785	7/08/04
BEST INTERIORS	#6 RETENTION	\$50,870.00-	6/30/04	030785	7/08/04
		<u>\$997,294.00</u>			

Approved by:

Date:

Blanket Purchase Order Requisition

Requisition #: RB04-00709 PO. #P04-01682

Status: Paid Partial

Requisitioner: R.VILLALBA,4680, PURCH.

Req. Date: 10/30/03(2005)

Order Site: SAVY, Avery Plaza/Purchasing

Room: 207

Req. Cost: \$1,293,255.00

Vendor Code: 068554, CONTROL AIR CONDITIONING C

Encumbered: \$462,105.00

Req. Info: CONTRACT FOR PK CC, HS

Expensed: \$831,150.00

Invoiced: \$831,150.00

Account Number	Amount	Expensed	Yr
40-9510- - - - -	309,600.00	309,600.00	05
40-6220-1-477-6-013-000-7100	462,105.00	0.00	05
40-6220-1-477-6-013-000-7100	521,550.00	521,550.00	04

Description of Blanket Order

BID NO. 1026, BRD. APR. 9/29/03
PACKAGE CC, HEATING, VENTILATION & AIR,
FOR HEALTH SCIENCE/DISTRICT OFFICES
BLDG. AT SADDLEBACK COLLEGE

\$1,292,400.00

Requisition Total:\$1,293,255.00

Approved by:

Date:

Requisition #RB04-00709

Page 1

7/09/04

Requisition Invoice History

Vendor Name	Invoice #	Amount	Date	Check #	Paid Dt
CONTROL AIR CO 1		\$70,000.00	11/30/03	025456	12/04/03
CONTROL AIR CO RETENTION 12/02/03		\$7,000.00-	12/02/03	025456	12/04/03
CONTROL AIR CO #2		\$20,000.00	1/31/04	026678	2/05/04
CONTROL AIR CO #2 RETENTION		\$2,000.00-	1/31/04	026678	2/05/04
CONTROL AIR CO #3		\$10,000.00	2/29/04	027581	3/11/04
CONTROL AIR CO #3 RETENTION		\$1,000.00-	2/29/04	027581	3/11/04
CONTROL AIR CO #4		\$132,000.00	3/31/04	028229	4/02/04
CONTROL AIR CO #4 RETENTION		\$13,200.00-	3/31/04	028229	4/02/04
CONTROL AIR CO #5		\$166,000.00	4/30/04	029123	5/06/04
CONTROL AIR CO #5 RETENTION		\$16,600.00-	4/30/04	029123	5/06/04
CONTROL AIR CO #6		\$181,500.00	5/28/04	029905	6/03/04
CONTROL AIR CO #6 RETENTION		\$18,150.00-	5/28/04	029905	6/03/04
CONTROL AIR CO #7		\$344,000.00	6/30/04	030789	7/08/04
CONTROL AIR CO #7 RETENTION		\$34,400.00-	6/30/04	030789	7/08/04
		<u>\$831,150.00</u>			

Approved by:

Date:

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	030794	7/08/04	\$15,202.78	HALL & FOREMAN,	15,202.78 40-9510-	- - - -
O	030795	7/08/04	\$12,180.00	HARDY & HARPER,	12,180.00 40-9510-	- - - -
O	030796	7/08/04	\$13,033.84	LPA, INC.	13,033.84 40-9510-	- - - -
O	030797	7/08/04	\$7,290.00	MC MAHON STEEL	7,290.00 40-9510-	- - - -
O	030798	7/08/04	\$14,811.00	NEW DIMENSION M	14,811.00 40-9510-	- - - -
O	030799	7/08/04	\$801.00	PARK WEST LANDS	801.00 40-9510-	- - - -
O	030800	7/08/04	\$18,865.00	PERFORMANCE CON	18,865.00 40-9510-	- - - -
O	030801	7/08/04	\$1,625.00	PPC AIR CONDITI	1,625.00 40-9510-	- - - -
O	030802	7/08/04	\$10,700.00	PREMIER TILE &	10,700.00 40-9510-	- - - -
O	030803	7/08/04	\$8,069.00	TROYER CONTRACT	8,069.00 40-9510-	- - - -
O	030804	7/08/04	\$1,207.81	CLUB CAR, INC.	1,207.81 68-9510-	- - - -
O	030805	7/08/04	\$1,512.50	RICHARD ABRAHAM	1,512.50 01-5173-0-000-1-055-084-6891	
O	030806	7/08/04	\$50.00	MICHELLE BARNES	50.00 01-5173-0-000-1-055-084-6891	
O	030807	7/08/04	\$400.00	JESSICA BARNES	400.00 01-5173-0-000-1-055-084-6891	
O	030808	7/08/04	\$900.00	JASON BAVSHOW	900.00 01-5173-0-000-1-055-084-6891	
O	030809	7/08/04	\$350.00	DANIEL BLAYLOCK	350.00 01-5173-0-000-1-055-084-6891	
O	030810	7/08/04	\$950.00	RICK BOYER	950.00 01-5173-0-000-1-055-084-6891	
O	030811	7/08/04	\$250.00	ANDREA CALDERON	250.00 01-5173-0-000-1-055-084-6891	
O	030812	7/08/04	\$250.00	JOSEPH CANCHOLA	250.00 01-5173-0-000-1-055-084-6891	
O	030813	7/08/04	\$250.00	RICHARD CERATO	250.00 01-5173-0-000-1-055-084-6891	
O	030814	7/08/04	\$1,000.00	MELISSA CLOUSE	1,000.00 01-5173-0-000-1-055-084-6891	
O	030815	7/08/04	\$400.00	ALAN CRAWLEY	400.00 01-5173-0-000-1-055-084-6891	
O	030816	7/08/04	\$350.00	SUSAN CROUSE	350.00 01-5173-0-000-1-055-084-6891	
O	030817	7/08/04	\$1,380.00	CHRIS DIERL	1,380.00 01-5173-0-000-1-055-084-6891	
O	030818	7/08/04	\$300.00	JOHN V. DYER.	300.00 01-5173-0-000-1-055-084-6891	

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	030819	7/08/04	\$75.00	DREW GLEASON	75.00	01-5173-0-000-1-055-084-6891
O	030820	7/08/04	\$1,080.00	CHARLES GROSS	1,080.00	01-5173-0-000-1-055-084-6891
O	030821	7/08/04	\$1,080.00	JENNIFER HALL	1,080.00	01-5173-0-000-1-055-084-6891
O	030822	7/08/04	\$400.00	JOHN HATHERILL	400.00	01-5173-0-000-1-055-084-6891
O	030823	7/08/04	\$450.00	GEMMA HEBSON	450.00	01-5173-0-000-1-055-084-6891
O	030824	7/08/04	\$250.00	JOHN IGARASHI	250.00	01-5173-0-000-1-055-084-6891
O	030825	7/08/04	\$350.00	KURT JARRARD	350.00	01-5173-0-000-1-055-084-6891
O	030826	7/08/04	\$200.00	PATRICK KELLY	200.00	01-5173-0-000-1-055-084-6891
O	030827	7/08/04	\$1,080.00	JOAN KENNEDY	1,080.00	01-5173-0-000-1-055-084-6891
O	030828	7/08/04	\$250.00	ALLISON KNIGHT	250.00	01-5173-0-000-1-055-084-6891
O	030829	7/08/04	\$250.00	CORY KOTAS	250.00	01-5173-0-000-1-055-084-6891
O	030830	7/08/04	\$1,080.00	IRENE KROESEN	1,080.00	01-5173-0-000-1-055-084-6891
O	030831	7/08/04	\$350.00	BRYAN LATTERMAN	350.00	01-5173-0-000-1-055-084-6891
O	030832	7/08/04	\$1,080.00	PATRICK LAVERGN	1,080.00	01-5173-0-000-1-055-084-6891
O	030833	7/08/04	\$300.00	REN LESCAULT	300.00	01-5173-0-000-1-055-084-6891
O	030834	7/08/04	\$250.00	ASHLEY LOHMAN	250.00	01-5173-0-000-1-055-084-6891
O	030835	7/08/04	\$1,080.00	JEAN-PIERRE MIC	1,080.00	01-5173-0-000-1-055-084-6891
O	030836	7/08/04	\$250.00	RYAN MITCHELL	250.00	01-5173-0-000-1-055-084-6891
O	030837	7/08/04	\$400.00	APRIL MORGAN	400.00	01-5173-0-000-1-055-084-6891
O	030838	7/08/04	\$250.00	THEO MUNIZ	250.00	01-5173-0-000-1-055-084-6891
O	030839	7/08/04	\$210.00	THEO MUNIZ	210.00	01-5173-0-000-1-055-084-6891
O	030840	7/08/04	\$250.00	JAMES PAGANI	250.00	01-5173-0-000-1-055-084-6891
O	030841	7/08/04	\$1,080.00	LILA PARRISH	1,080.00	01-5173-0-000-1-055-084-6891
O	030842	7/08/04	\$1,080.00	PFG, INC.	1,080.00	01-5173-0-000-1-055-084-6891
O	030843	7/08/04	\$250.00	TRACI PENNINGTO	250.00	01-5173-0-000-1-055-084-6891

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	030844	7/08/04	\$250.00	EMILY PRICE	250.00	01-5173-0-000-1-055-084-6891
O	030845	7/08/04	\$250.00	RUBEN RENTERIA	250.00	01-5173-0-000-1-055-084-6891
O	030846	7/08/04	\$350.00	BRANDON ROSEN	350.00	01-5173-0-000-1-055-084-6891
O	030847	7/08/04	\$250.00	JULIANA ROTTA	250.00	01-5173-0-000-1-055-084-6891
O	030848	7/08/04	\$375.00	PAMELA ROTTA	375.00	01-5173-0-000-1-055-084-6891
O	030849	7/08/04	\$1,080.00	MICHAEL SCHWART	1,080.00	01-5173-0-000-1-055-084-6891
O	030850	7/08/04	\$75.00	DANIEL SCHWEIKE	75.00	01-5173-0-000-1-055-084-6891
O	030851	7/08/04	\$250.00	CARA SCHWELLER	250.00	01-5173-0-000-1-055-084-6891
O	030852	7/08/04	\$1,080.00	DANIEL SEAGER	1,080.00	01-5173-0-000-1-055-084-6891
O	030853	7/08/04	\$1,080.00	JEFFREY SEGAL	1,080.00	01-5173-0-000-1-055-084-6891
O	030854	7/08/04	\$300.00	AMBER SKY-SKIPP	300.00	01-5173-0-000-1-055-084-6891
O	030855	7/08/04	\$1,080.00	ALEXANDER SMITH	1,080.00	01-5173-0-000-1-055-084-6891
O	030856	7/08/04	\$400.00	LYNDSAY TAYLOR	400.00	01-5173-0-000-1-055-084-6891
O	030857	7/08/04	\$600.00	RACHEL VETETO	600.00	01-5173-0-000-1-055-084-6891
O	030858	7/08/04	\$250.00	MICHELLE WEINGA	250.00	01-5173-0-000-1-055-084-6891
O	030859	7/08/04	\$250.00	CHELSEY WHITELO	250.00	01-5173-0-000-1-055-084-6891
O	030860	7/08/04	\$700.00	MARK WICKHAM	700.00	01-5173-0-000-1-055-084-6891
O	030861	7/08/04	\$400.00	DARCY WOOD	400.00	01-5173-0-000-1-055-084-6891
O	030862	7/08/04	\$400.00	FIONA WYNDER	400.00	01-5173-0-000-1-055-084-6891
O	030863	7/08/04	\$284.33	AT & T WIRELESS	284.33	01-9510- - - - -
O	030864	7/08/04	\$640.00	CYNTHIA BARTLAU	640.00	01-9510- - - - -
O	030865	7/08/04	\$240.00	DONNA BREED	240.00	01-9510- - - - -
O	030866	7/08/04	\$50.00	CATHERINE BRENN	50.00	01-9510- - - - -
O	030867	7/08/04	\$296.00	KATHLEEN COLLIN	296.00	01-9510- - - - -
O	030868	7/08/04	\$1,420.00	MARY LOUISE CON	1,420.00	01-9510- - - - -

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	030869	7/08/04	\$388.00	LEORA DEBOER	388.00 01-9510-	- - - -
O	030870	7/08/04	\$220.00	KELLY EVANS	220.00 01-9510-	- - - -
O	030871	7/08/04	\$50.00	KIMBERLY FRANCI	50.00 01-9510-	- - - -
O	030872	7/08/04	\$50.00	VIRGINIA GOODWI	50.00 01-9510-	- - - -
O	030873	7/08/04	\$2,140.00	KIRSTEN GRIFFIN	2,140.00 01-9510-	- - - -
O	030874	7/08/04	\$720.00	KATHY GUTKNECHT	153.44 01-5153-1-054-1-054-033-1203	566.56 01-9510-
O	030875	7/08/04	\$20.00	PAM HANSINK	20.00 01-9510-	- - - -
O	030876	7/08/04	\$3,668.00	HEALTH ED CONSU	3,668.00 01-9510-	- - - -
O	030877	7/08/04	\$300.00	ELIZABETH McPEA	300.00 01-9510-	- - - -
O	030878	7/08/04	\$695.00	DEE NIEDRINGHAU	695.00 01-9510-	- - - -
O	030879	7/08/04	\$1,045.00	NORTH ORANGE CO	1,045.00 01-9510-	- - - -
O	030880	7/08/04	\$69.50	PT AND C INC.	69.50 01-9510-	- - - -
O	030881	7/08/04	\$1,483.95	PACT, AN ADOPTI	1,483.95 01-9510-	- - - -
O	030882	7/08/04	\$479.40	NANCY PADBERG	479.40 01-9510-	- - - -
O	030883	7/08/04	\$114.52	PARKWAY LAWNMOW	114.52 01-9510-	- - - -
O	030884	7/08/04	\$2,995.00	BOB PARRETT CON	2,995.00 01-9510-	- - - -
O	030885	7/08/04	\$11,038.84	THOMAS PATON &	11,038.84 01-9510-	- - - -
O	030886	7/08/04	\$79.90	JIM PHANEUF	79.90 01-9510-	- - - -
O	030887	7/08/04	\$521.28	PHOENIX GROUP	521.28 01-9510-	- - - -
O	030888	7/08/04	\$24,680.00	PLUMBING, PIPIN	24,680.00 01-9510-	- - - -
O	030889	7/08/04	\$110.29	PRAXAIR	110.29 01-9510-	- - - -
O	030890	7/08/04	\$4,705.22	PREMIER	4,705.22 01-9510-	- - - -
O	030891	7/08/04	\$291.63	PRINT MASTERS	291.63 01-9510-	- - - -
O	030892	7/08/04	\$7,758.00	PRINTEX PRINTIN	7,758.00 01-9510-	- - - -
O	030893	7/08/04	\$90.00	PRO AUTO CARE	90.00 01-9510-	- - - -

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	030894	7/08/04	\$5,145.60	PROFESSIONAL DE	5,542.06 01-9510- - - - -	-396.46 01-9552- - - - -
O	030895	7/08/04	\$12,610.00	PROMISSOR, INC.	12,610.00 01-9510- - - - -	
O	030896	7/08/04	\$680.00	PUBLIC ECONOMIC	680.00 01-9510- - - - -	
O	030897	7/08/04	\$290.88	RADIO SHACK	290.88 01-9510- - - - -	
O	030898	7/08/04	\$157.63	RALPHS GROCERY	157.63 01-9510- - - - -	
O	030899	7/08/04	\$87.06	RECALL SECURE D	87.06 01-9510- - - - -	
O	030900	7/08/04	\$368.51	RICOH CORPORATI	368.51 01-9510- - - - -	
O	030901	7/08/04	\$178.67	SAVIN CORPORATI	178.67 01-9510- - - - -	
O	030902	7/08/04	\$51.42	RIO GRANDE ALBU	55.41 01-9510- - - - -	-3.99 01-9552- - - - -
O	030903	7/08/04	\$87.64	VONS COMPANIES	87.64 01-9510- - - - -	
O	030904	7/08/04	\$157.09	SAN CLEMENTE AR	157.09 01-9510- - - - -	
O	030905	7/08/04	\$1,124.68	SARGENT-WELCH/C	1,124.68 01-9510- - - - -	
O	030906	7/08/04	\$400.00	CPT. JOHN T. SC	400.00 01-9510- - - - -	
O	030907	7/08/04	\$6,000.00	SCHOOL SERVICES	6,000.00 01-9510- - - - -	
O	030908	7/08/04	\$357.08	SCHOOL SPECIALT	357.08 01-9510- - - - -	
O	030909	7/08/04	\$1,995.00	SCI MUSIC PRODU	2,147.29 01-9510- - - - -	-152.29 01-9552- - - - -
O	030910	7/08/04	\$2,908.42	SEHI PROCOMP CO	2,908.42 01-9510- - - - -	
O	030911	7/08/04	\$3,184.42	SEPULVEDA BUILD	3,184.42 01-9510- - - - -	
O	030912	7/08/04	\$444.22	SHATTINGER MUSI	444.22 01-9510- - - - -	
O	030913	7/08/04	\$96.98	SIGNS PLUS MORE	96.98 01-9510- - - - -	
O	030914	7/08/04	\$645.91	SILPAK, INC.	645.91 01-9510- - - - -	
O	030915	7/08/04	\$44,002.14	SO. CAL. EDISON	44,002.14 01-9510- - - - -	
O	030916	7/08/04	\$603.62	SODEXHO MARRIOT	603.62 01-9510- - - - -	
O	030917	7/08/04	\$2,002.30	SOFTWARE eSOURC	2,002.30 01-9510- - - - -	

WARRANT REGISTER LISTING

Escape - AP

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Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	030918	7/08/04	\$375.00	SOUTHLAND INSTR	375.00 01-9510-	- - - -
O	030919	7/08/04	\$5,044.88	SPECTRUM INDUST	5,044.88 01-9510-	- - - -
O	030920	7/08/04	\$497.29	SPECTRUM LABS	497.29 01-9510-	- - - -
O	030921	7/08/04	\$6,452.13	STUDIO TWO GRAP	6,452.13 01-9510-	- - - -
O	030922	7/08/04	\$1,491.97	SUPERIOR PRESS	1,491.97 01-9510-	- - - -
O	030923	7/08/04	\$40,337.48	SYSTEMS SOURCE,	40,337.48 01-9510-	- - - -
O	030924	7/08/04	\$1,600.95	TAB PRODUCTS CO	1,600.95 01-9510-	- - - -
O	030925	7/08/04	\$23.67	DON TAYLOR	23.67 01-9510-	- - - -
O	030926	7/08/04	\$1,200.00	TIRABASSI, LIND	1,200.00 01-9510-	- - - -
O	030927	7/08/04	\$197.88	TREE OF LIFE NU	197.88 01-9510-	- - - -
O	030928	7/08/04	\$950.00	TURNITIN.COM	950.00 01-9510-	- - - -
O	030929	7/08/04	\$195.00	U.S. FILTER	195.00 01-9510-	- - - -
O	030930	7/08/04	\$2,004.00	REGENTS OF UNIV	2,004.00 01-9510-	- - - -
O	030931	7/08/04	\$129.11	UNITED GREEN MA	129.11 01-9510-	- - - -
O	030932	7/08/04	\$230.00	LUIS MAURICIO V	230.00 01-9510-	- - - -
O	030933	7/08/04	\$1,222.75	VIDEO SERVICE O	1,222.75 01-9510-	- - - -
O	030934	7/08/04	\$190.71	VISTA PAINT	190.71 01-9510-	- - - -
O	030935	7/08/04	\$686.15	WEST COAST LAMI	686.15 01-9510-	- - - -
O	030936	7/08/04	\$4,871.00	VIDELLA WALLER	4,871.00 01-9510-	- - - -
O	030937	7/08/04	\$243.12	WARD'S NATURAL	243.12 01-9510-	- - - -
O	030938	7/08/04	\$10,460.10	WARE DISPOSAL C	10,460.10 01-9510-	- - - -
O	030939	7/08/04	\$1,045.00	VICKI WARREN	1,045.00 01-9510-	- - - -
O	030940	7/08/04	\$312.50	DOUGLAS WESTLAK	312.50 01-9510-	- - - -
O	030941	7/08/04	\$241.47	DENNIS W. WHITE	241.47 01-9510-	- - - -
O	030942	7/08/04	\$7,091.20	MICHAEL E. WILS	7,091.20 01-9510-	- - - -

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	030943	7/08/04	\$74.00	WOODWIND & THE	79.74 01-9510-	- - - -
					-5.74 01-9552-	- - - -
O	030944	7/08/04	\$11,489.58	XEROX CORP.	11,489.58 01-9510-	- - - -
O	030945	7/08/04	\$6,086.94	XEROX CORP.	6,086.94 01-9510-	- - - -
O	030946	7/08/04	\$2,089.27	XEROX SPECIAL I	2,089.27 01-9510-	- - - -
O	030947	7/08/04	\$100.00	NADA ABOUZIAB	100.00 12-9510-	- - - -
O	030948	7/08/04	\$64.00	JUDY APIN	64.00 12-9510-	- - - -
O	030949	7/08/04	\$172.00	SAEIDEH ARAMI	172.00 12-9510-	- - - -
O	030950	7/08/04	\$64.00	CAROLYN BODEN	64.00 12-9510-	- - - -
O	030951	7/08/04	\$64.00	ZAHRA ERFAN	64.00 12-9510-	- - - -
O	030952	7/08/04	\$64.00	MAHBOBEH FAYZ	64.00 12-9510-	- - - -
O	030953	7/08/04	\$64.00	KATHLEEN FRY	64.00 12-9510-	- - - -
O	030954	7/08/04	\$64.00	RUBY GLASCOW	64.00 12-9510-	- - - -
O	030955	7/08/04	\$100.00	LAURIE GUY	100.00 12-9510-	- - - -
O	030956	7/08/04	\$64.00	BARBARA HUKKEE	64.00 12-9510-	- - - -
O	030957	7/08/04	\$64.00	ANITA IMMARAJU	64.00 12-9510-	- - - -
O	030958	7/08/04	\$64.00	JODY JOHNSON	64.00 12-9510-	- - - -
O	030959	7/08/04	\$118.00	GHADA JURDI	118.00 12-9510-	- - - -
O	030960	7/08/04	\$64.00	PATIRICIA KODSI	64.00 12-9510-	- - - -
O	030961	7/08/04	\$172.00	RASHMI KOTHARI	172.00 12-9510-	- - - -
O	030962	7/08/04	\$118.00	MARIA KYRIAKOUL	118.00 12-9510-	- - - -
O	030963	7/08/04	\$64.00	DELIA LOVATO	64.00 12-9510-	- - - -
O	030964	7/08/04	\$64.00	MELISSA MC GOWE	64.00 12-9510-	- - - -
O	030965	7/08/04	\$136.00	JENNIFER NHUYEN	136.00 12-9510-	- - - -
O	030966	7/08/04	\$118.00	CHRISTINA MENDO	118.00 12-9510-	- - - -
O	030967	7/08/04	\$118.00	MONIQUE PAIGE	118.00 12-9510-	- - - -

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	030968	7/08/04	\$64.00	MARIA FILLER	64.00 12-9510-	- - - -
O	030969	7/08/04	\$118.00	JULIE RODRIQUIZ	118.00 12-9510-	- - - -
O	030970	7/08/04	\$64.00	MARYAM SABET	64.00 12-9510-	- - - -
O	030971	7/08/04	\$118.00	JANET SIMS	118.00 12-9510-	- - - -
O	030972	7/08/04	\$64.00	PUNEET SINGH	64.00 12-9510-	- - - -
O	030973	7/08/04	\$118.00	VICTORIA STABEN	118.00 12-9510-	- - - -
O	030974	7/08/04	\$64.00	MEGAN STEPHENSO	64.00 12-9510-	- - - -
O	030975	7/08/04	\$118.00	MELANIE STEPHEN	118.00 12-9510-	- - - -
O	030976	7/08/04	\$64.00	HAIFAA TANAWI	64.00 12-9510-	- - - -
O	030977	7/08/04	\$118.00	ROBERTA THORNTON	118.00 12-9510-	- - - -
O	030978	7/08/04	\$208.00	JULIE TIERNEY	208.00 12-9510-	- - - -
O	030979	7/08/04	\$172.00	KARI WEBSTER	172.00 12-9510-	- - - -
O	030980	7/08/04	\$64.00	LAKSHMIE WIESEK	64.00 12-9510-	- - - -
O	030981	7/08/04	\$64.00	PARIVASH ZANJAN	64.00 12-9510-	- - - -
O	030982	7/08/04	\$366.70	RALPHS GROCERY	366.70 12-9510-	- - - -
O	030983	7/08/04	\$261.08	ROCKVIEW FARMS	261.08 12-9510-	- - - -
O	030984	7/08/04	\$115.00	SEA LIFE DESIGN	115.00 12-9510-	- - - -
O	030985	7/08/04	\$9,243.00	SKORA ELECTRIC	9,243.00 40-9510-	- - - -
O	030986	7/08/04	\$2,818.80	VIDEO SERVICE O	2,818.80 40-9510-	- - - -
O	030987	7/08/04	\$1,007.09	CARL WARREN & C	1,007.09 68-9510-	- - - -
O	030988	7/09/04	\$5.48	ROBERT FRANTZ	5.48 01-9510-	- - - -
O	030989	7/09/04	\$73.16	GALLS /L.B. UNI	73.16 01-9510-	- - - -
O	030990	7/09/04	\$41.85	ANDREA GALLAGHE	41.85 01-9510-	- - - -
O	030991	7/09/04	\$690.73	GANAHL LUMBER	690.73 01-9510-	- - - -
O	030992	7/09/04	\$119.85	JIM GASTON	119.85 01-9510-	- - - -

WARRANT REGISTER LISTING

Escape - AP

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Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	030993	7/09/04	\$233.82	GIANT CO2	233.82	01-9510- - - - -
O	030994	7/09/04	\$296.45	GLOBAL IMAGING	296.45	01-9510- - - - -
O	030995	7/09/04	\$94.13	ESTER GRAHAM	94.13	01-9510- - - - -
O	030996	7/09/04	\$209.61	W. W. GRAINGER	209.61	01-9510- - - - -
O	030997	7/09/04	\$185.56	JOANNE GRAY	185.56	01-9510- - - - -
O	030998	7/09/04	\$95.70	MARY HALL	95.70	01-9510- - - - -
O	030999	7/09/04	\$4,827.00	HAY GROUP, INC.	4,827.00	01-9510- - - - -
O	031000	7/09/04	\$23,270.53	HERCULES PORTAB	23,270.53	01-9510- - - - -
O	031001	7/09/04	\$4,000.00	HEWLETT PACKARD	4,000.00	01-5651-0-000-7-015-000-6780
O	031002	7/09/04	\$1,432.45	HOME DEPOT CRED	1,432.45	01-9510- - - - -
O	031003	7/09/04	\$608.95	IDEAL DATA SOLU	608.95	01-9510- - - - -
O	031004	7/09/04	\$191.81	IMAGISTICS INTE	191.81	01-9510- - - - -
O	031005	7/09/04	\$2,894.75	INDUSTRIAL HYGI	2,894.75	01-9510- - - - -
O	031006	7/09/04	\$615.66	INDUSTRIAL META	615.66	01-9510- - - - -
O	031007	7/09/04	\$41.70	IRVINE RANCH WA	41.70	01-9510- - - - -
O	031008	7/09/04	\$1,271.81	IRVINE RANCH WA	1,271.81	01-9510- - - - -
O	031009	7/09/04	\$50.84	IRVINE RANCH WA	50.84	01-9510- - - - -
O	031010	7/09/04	\$112.62	IRVINE RANCH WA	112.62	01-9510- - - - -
O	031011	7/09/04	\$1,779.68	IRVINE RANCH WA	1,779.68	01-9510- - - - -
O	031012	7/09/04	\$7,536.32	ISLAND PROMOTIO	7,536.32	01-9510- - - - -
O	031013	7/09/04	\$4,915.11	IRVINE VALLEY C	4,915.11	01-9510- - - - -
O	031014	7/09/04	\$2,134.18	IRVINE VALLEY C	2,134.18	01-9510- - - - -
O	031015	7/09/04	\$294.43	IRVINE VALLEY C	294.43	01-9510- - - - -
O	031016	7/09/04	\$144.65	IRVINE VALLEY C	144.65	01-9510- - - - -
O	031017	7/09/04	\$214.69	IRVINE VALLEY C	214.69	01-9510- - - - -

WARRANT REGISTER LISTING

Report Date: 7/09

Escape - AP

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	031018	7/09/04	\$184.12	JAY'S CATERING	184.12 01-9510-	- - - - -
O	031019	7/09/04	\$10.50	BICHTUYEN JENSE	10.50 01-9510-	- - - - -
O	031020	7/09/04	\$242.38	JOSTEN'S	242.38 01-9510-	- - - - -
O	031021	7/09/04	\$4,680.00	KAPLAN INT'L PR	4,680.00 01-9510-	- - - - -
O	031022	7/09/04	\$7.31	DAVIT S. KHACHA	7.31 01-9510-	- - - - -
O	031023	7/09/04	\$405.14	KI (KRUEGER INT	405.14 01-9510-	- - - - -
O	031024	7/09/04	\$119.85	TAMARA KING	119.85 01-9510-	- - - - -
O	031025	7/09/04	\$181.81	KNORR SYSTEMS I	181.81 01-9510-	- - - - -
O	031026	7/09/04	\$150.00	GARY L. KUSUNOK	150.00 01-9510-	- - - - -
O	031027	7/09/04	\$19.79	L & N UNIFORM S	19.79 01-9510-	- - - - -
					-179.78 01-4600-0-000	-062-6772
					179.78 01-4600-0-000	-080-6510
O	031028	7/09/04	\$12,663.58	L.A. GYM EQUIPM	12,663.58 01-9510-	- - - - -
O	031029	7/09/04	\$10.50	TONI LAKOW	10.50 01-9510-	- - - - -
O	031030	7/09/04	\$1,158.31	LAPES ATHLETIC	1,158.31 01-9510-	- - - - -
O	031031	7/09/04	\$771.59	LOOMIS ARMORED	771.59 01-9510-	- - - - -
O	031032	7/09/04	\$12.12	LOYAL POINT OF	12.12 01-4600-	-051-065-6499
O	031033	7/09/04	\$268.92	M & M BOYS, INC	268.92 01-9510-	- - - - -
O	031034	7/09/04	\$5,127.63	MAPLESOFT	5,127.63 01-951	- - - - -
O	031035	7/09/04	\$394.40	MARSAN TURF & I	394.40 01-95	- - - - -
O	031036	7/09/04	\$25.05	DONNA MARTIN	25.05 01-9	- - - - -
O	031037	7/09/04	\$1,975.00	MAXIMUS, INC.	1,975.00 01-	- - - - -
O	031038	7/09/04	\$771.92	MC MAHAN DESK	771.92 01	- - - - -
O	031039	7/09/04	\$1,319.41	MICRO CENTER	1,319.41 0	- - - - -
O	031040	7/09/04	\$13,800.71	MIDWEST LIBRARY	13,800.71	- - - - -
O	031041	7/09/04	\$119.85	MARCIA MILCHIKI	119.85	- - - - -

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #029973 and 031061

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	031042	7/09/04	\$2,264.91	MISSION PRINTIN	2,200.26 01-9510- - - - -	64.65 01-5810-0-000-7-010-000-6610
O	031043	7/09/04	\$11,110.76	MOULTON-NIGUEL	11,110.76 01-9510- - - - -	
O	031044	7/09/04	\$105.00	BETH MUELLER	105.00 01-9510- - - - -	
O	031045	7/09/04	\$1,185.00	MULBERRY CHILDC	1,185.00 01-9510- - - - -	
*	O	031046	\$103,611.83	CITY NATIONAL B	103,611.83 01-7100-0-000-1-025-000-6570	
O	031047	7/09/04	\$990.00	NATIONAL PLAN A	990.00 01-9510- - - - -	
O	031048	7/09/04	\$171.95	NCAA PUBLISHING	171.95 01-4300-0-000-4-077-006-0835	
O	031049	7/09/04	\$597.35	NEXTEL COMMUNIC	597.35 01-9510- - - - -	
O	031050	7/09/04	\$2,606.25	NEXTIRAONE, LLC	2,606.25 01-9510- - - - -	
O	031051	7/09/04	\$755.00	NORTH ORANGE CO	755.00 01-9510- - - - -	
O	031052	7/09/04	\$472.00	NORTHWOOD HIGH	472.00 01-9510- - - - -	
O	031053	7/09/04	\$1,320.00	ORANGE CO. AUDI	1,320.00 01-9510- - - - -	
O	031054	7/09/04	\$1,820.00	ORANGE CO. AUDI	1,820.00 01-9510- - - - -	
O	031055	7/09/04	\$415.74	ORANGE COUNTY R	415.74 01-4200-0-000-7-011-091-6710	
O	031056	7/09/04	\$362.22	OCLC, INC.	362.22 01-9510- - - - -	
O	031057	7/09/04	\$6,802.51	ONYX ENVIRONMEN	6,802.51 01-9510- - - - -	
O	031058	7/09/04	\$18.25	ORCHARD SUPPLY	18.25 01-9510- - - - -	
O	031059	7/09/04	\$41.25	CHRISTINA M. OR	41.25 01-9510- - - - -	
O	031060	7/09/04	\$34.87	DIANE M. SMITH	34.87 01-9510- - - - -	
O	031061	7/09/04	\$10.50	EARL PAGAL	10.50 68-9510- - - - -	
			<u>\$5,688,526.28</u>		<u>\$5,688,526.28</u>	

Blanket Purchase Order Requisition

Requisition #: RB05-00343 PO #P05-00166 Status: Paid Partial
Requisitioner: FISCAL/C. HILTON/4872 Req. Date: 6/21/04 (2005)
Order Site: SAGB, SC Administr & Governance B Room: 132
Vendor Code: 031650, MUNICIPAL FINANCE CORP.. Req. Cost: \$414,447.32
Req. Info: Debt payment for SC COGEN Plant Encumbered: \$310,835.49
Invoiced: \$103,611.83

Account Number	Amount	Expensed	Yr
01-7100-0-000-1-025-000-6570	414,447.32	103,611.83	05

Description of Blanket Order

BLANKET PURCHASE ORDER TO SC COGEN
PLANT FOR QUARTERLY PAYMENTS FOR THE
2004-2005 FISCAL YEAR FOR KINETIC
MECHICAL RETROFIT AND ENERGY MANAGEMENT
PROJECT #02-085-AF-01. QUARTERLY
PAYMENTS OF \$103,611.83 TO BE MADE ON
THE FOLLOWING DATES:

08/05/04
11/05/04
02/05/05
05/05/05

NOT TO EXCEED.....\$414,447.32

Requisition Total: \$414,447.32

Approved by:

Date:

Requisition #RB05-00343

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7/09/04

Requisition Invoice History

<u>Vendor Name</u>	<u>Invoice #</u>	<u>Amount</u>	<u>Date</u>	<u>Check #</u>	<u>Paid Dt</u>
MUNICIPAL FINA	02-085-AF-01	6/15/4	\$103,611.83	6/15/04 031046	7/09/04

Approved by:

Date:

Requisition #RB05-00343

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7/09/04

FUND SUMMARY

Description	Amount
01 - General Fund	\$3,513,464.31
12 - Child Development Fund	\$19,013.74
40 - Capital Outlay Fund	\$2,020,975.72
52 - COPS Capital Lease Paymen	\$2,250.00
68 - Self-Insurance Fund	\$31,002.81
71 - Retiree Benefit Fund	\$101,819.70
	<u>\$5,688,526.28</u>

WARRANT REGISTER LISTING

OPEN:	\$5,688,831.31	VOIDED:	\$0.00
	1,088		0
CLEARED:	\$0.00	CANCELLED:	\$305.03
	0		1
		STALE DATED:	\$0.00
			0

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (SC-CMED) - Saddleback Community Ed

Sort: Sorted by Warrant #

Selection: Between #007831 and 007894

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	007831	6/11/04	\$51.00	GAIL CHRISTOPHE	51.00	09-9530-1-044-1-031-000-6822
O	007832	6/11/04	\$45.00	TUAN VO	45.00	09-9530-1-044-1-031-000-6822
O	007833	6/11/04	\$86.00	GRETA MEYERHOF	86.00	09-9530-1-044-1-031-000-6822
O	007834	6/11/04	\$69.00	YOSHIE OGURA	69.00	09-9530-1-044-1-031-000-6822
O	007835	6/11/04	\$115.00	IRWAN TEDJA	115.00	09-9530-1-044-1-031-000-6822
O	007836	6/11/04	\$166.00	ELIVIRA PIMIENT	166.00	09-9530-1-044-1-031-000-6822
O	007837	6/11/04	\$55.00	LIS COFFEL	55.00	09-9530-1-044-1-031-000-6822
O	007838	6/11/04	\$55.00	JOHN TAROLLI	55.00	09-9530-1-044-1-031-000-6822
O	007839	6/11/04	\$659.55	BILLY TEES	659.55	09-4600-1-044-1-031-000-6822
O	007840	6/11/04	\$36.03	BOISE CASCADE O	36.03	09-4600-1-044-1-031-000-6822
O	007841	6/11/04	\$4,317.90	KID'S GYM INC.	4,317.90	09-5173-1-044-1-031-000-6822
O	007842	6/11/04	\$616.00	NANCY Y. LARRAG	616.00	09-4600-1-044-1-031-000-6822
O	007843	6/11/04	\$346.84	PEARSON EDUCATI	346.84	09-4200-1-044-1-031-000-6822
O	007844	6/11/04	\$244.42	S & S WORLDWIDE	244.42	09-4600-1-044-1-031-000-6822
O	007845	6/11/04	\$448.00	RICK VANDER KAM	448.00	09-4600-1-044-1-031-000-6822
O	007846	6/11/04	\$462.00	JAN WOOD-COCHRA	462.00	09-4600-1-044-1-031-000-6822
O	007847	6/11/04	\$1,325.00	SEEWING YEE	1,325.00	09-5173-1-044-1-031-000-6822
O	007848	6/17/04	\$88.00	CHERI BUTLER	88.00	09-9530-1-044-1-031-000-6822
O	007849	6/17/04	\$147.00	SHERYL MENDILLO	147.00	09-9530-1-044-1-031-000-6822
O	007850	6/17/04	\$85.00	HUGH NGUYEN	85.00	09-9530-1-044-1-031-000-6822
O	007851	6/17/04	\$38.00	KATE LAWN	38.00	09-9530-1-044-1-031-000-6822
O	007852	6/17/04	\$46.00	MARTHA VAZQUEZ	46.00	09-9530-1-044-1-031-000-6822
O	007853	6/17/04	\$240.00	PHILLIS HOLLYWO	240.00	09-9530-1-044-1-031-000-6822
O	007854	6/17/04	\$50.00	IRMA CASTRO	50.00	09-9530-1-044-1-031-000-6822
O	007855	6/17/04	\$1,485.00	CALIFORNIA DISC	1,485.00	09-5173-1-044-1-031-000-6822

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (SC-CMED) - Saddleback Community Ed

Sort: Sorted by Warrant #

Selection: Between #007831 and 007894

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	007856	6/17/04	\$1,175.00	EDUCATION TO GO	1,175.00	09-5173-1-044-1-031-000-6822
O	007857	6/24/04	\$49.00	MISCO SOUTHWEST	49.00	09-9530-1-044-1-031-000-6822
O	007858	6/24/04	\$95.00	CAROL KELLY	95.00	09-9530-1-044-1-031-000-6822
O	007859	6/24/04	\$63.00	GULLERMINA GONZ	63.00	09-9530-1-044-1-031-000-6822
O	007860	6/24/04	\$88.00	SHAY SNODGRASS	88.00	09-9530-1-044-1-031-000-6822
O	007861	6/24/04	\$2,045.00	COMPUTRAX, INC.	2,045.00	09-9530-1-044-1-031-000-6822
O	007862	6/24/04	\$8,974.30	KID'S GYM INC.	8,974.30	09-9530-1-044-1-031-000-6822
O	007863	6/24/04	\$593.77	PACIFIC COACHWA	593.77	09-5691-1-044-1-031-000-6822
O	007864	6/24/04	\$78,015.66	SOUTH ORANGE CO	78,015.66	09-9521- - - - -
X	007865	6/24/04	\$222,416.22	SOUTH ORANGE CO	222,416.22	09-9521- - - - -
O	007866	6/24/04	\$183.16	STAPLES	183.16	09-4600-1-044-1-031-000-6822
O	007867	6/25/04	\$98.00	GRACE STARKEY	98.00	09-9530-1-044-1-031-000-6822
O	007868	6/25/04	\$196.84	BOISE CASCADE O	196.84	09-4600-1-044-1-031-000-6822
O	007869	6/25/04	\$61.25	CA SCHOOL OF NO	61.25	09-5811-1-044-1-031-000-6822
O	007870	6/25/04	\$204.50	DAVID COOK	204.50	09-5173-1-044-1-031-000-6822
O	007871	6/25/04	\$2,713.50	JAMES COSPER	2,713.50	09-5173-1-044-1-031-000-6822
O	007872	6/25/04	\$39.50	INVESTMENT R/E	39.50	09-5173-1-044-1-031-000-6822
O	007873	6/25/04	\$3,094.00	DAN MIKELS	3,094.00	09-5173-1-044-1-031-000-6822
O	007874	6/25/04	\$1,095.00	MARSHALL REDDIC	1,095.00	09-5173-1-044-1-031-000-6822
O	007875	6/25/04	\$7,071.00	SADDLEBACK GOLF	7,071.00	09-4600-1-044-1-031-000-6822
O	007876	6/25/04	\$54.76	SOUTH ORANGE CO	54.76	09-4600-1-044-1-031-000-6822
O	007877	6/25/04	\$12.44	SOUTH ORANGE CO	12.44	09-4600-1-044-1-031-000-6822
O	007878	6/25/04	\$42.67	SOUTH ORANGE CO	42.67	09-9552- - - - -
O	007879	6/25/04	\$675.00	SEEWING YEE	675.00	09-5173-1-044-1-031-000-6822
O	007880	6/30/04	\$69.00	BARBARA SCHILLI	69.00	09-9530-1-044-1-031-000-6822

Saddleback Community Ed Direct Pay

Requisition #: C7806

Status: Complete

Requisitioner: CD

Req. Date: 6/23/04 (2004)

Order Site: SC , SADDLEBACK COLLEGE WAREHOUS

Room:

Req. Cost: \$222,416.22

Vendor Code: 010773, SOUTH ORANGE CO. COMM. COL

Encumbered:

Expensed: \$222,416.22

Req. Info: PAYROLL

Invoiced: \$222,416.22

Account Number	Amount	Expensed	Yr
09-9521- - - - -	222,416.22	222,416.22	04

Description of Request

PAYROLL 7-1-03 TO 9-30-03

Requisition Total: \$222,416.22

Approved by:

Date:

Requisition #C7806

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7/09/04

Requisition Invoice History

<u>Vendor Name</u>	<u>Invoice #</u>	<u>Amount</u>	<u>Date</u>	<u>Check #</u>	<u>Paid Dt</u>
OUTH ORANGE C PAYROLL	9-30-04	\$222,416.22	6/23/04	007865	6/24/04

Approved by:

Date:

Requisition #C7806

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WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (SC-CMED) - Saddleback Community Ed
Sort: Sorted by Warrant #
Selection: Between #007831 and 007894

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	007881	6/30/04	\$50.00	EDDY SANCHEZ	50.00	09-9530-1-044-1-031-000-6822
O	007882	6/30/04	\$4,656.00	ACTING EXPRESS	4,656.00	09-5173-1-044-1-031-000-6822
O	007883	6/30/04	\$735.00	GREG ATWOOD	735.00	09-5173-1-044-1-031-000-6822
O	007884	6/30/04	\$2,627.00	JOSHUA BALLARD	2,627.00	09-5173-1-044-1-031-000-6822
O	007885	6/30/04	\$1,066.73	CALIFORNIA STAG	1,066.73	09-4600-1-044-1-031-000-6822
O	007886	6/30/04	\$15,260.00	CALIFORNIA DISC	15,260.00	09-5173-1-044-1-031-000-6822
O	007887	6/30/04	\$1,569.50	JOHN FEDKO	1,569.50	09-5173-1-044-1-031-000-6822
O	007888	6/30/04	\$9,254.96	KID'S GYM INC.	9,254.96	09-5173-1-044-1-031-000-6822
O	007889	6/30/04	\$79.20	LAPES ATHLETIC	79.20	09-4600-1-044-1-031-000-6822
O	007890	6/30/04	\$3,465.00	MAD SCIENCE OF	3,465.00	09-5173-1-044-1-031-000-6822
O	007891	6/30/04	\$1,230.00	NATIONAL CAPITA	1,230.00	09-5173-1-044-1-031-000-6822
O	007892	6/30/04	\$2,115.00	NOESS LLC	1,096.00	09-5173-1-044-1-031-000-6822
					1,019.00	09-4600-1-044-1-031-000-6822
O	007893	6/30/04	\$1,872.50	DEAN BERRY	1,872.50	09-5173-1-044-1-031-000-6822
O	007894	6/30/04	\$1,530.00	KRISTINE ROBBIN	1,530.00	09-5173-1-044-1-031-000-6822
			\$385,913.20		\$385,913.20	

FUND SUMMARY

Description	Amount
09 - SC Community Education Fu	\$385,913.20
	<u>\$385,913.20</u>

WARRANT REGISTER LISTING

OPEN:	\$385,913.20	VOIDED:	\$0.00
	64		0
CLEARED:	\$0.00	CANCELLED:	\$0.00
	0		0
		STALE DATED:	\$0.00
			0

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (IVC-CMED) - IVC Community Ed

Sort: Sorted by Warrant #

Selection: Between #008010 and 008021

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	008010	6/04/04	\$2,695.00	ASCOLTA TRAININ	2,695.00	07-5811-1-047-4-031-000-6820
O	008011	6/04/04	\$146.25	WORKSHOPS ON WE	146.25	07-5811-1-044-4-031-000-6822
O	008012	6/04/04	\$1,236.00	EDUCATION TO GO	1,236.00	07-5811-1-044-4-031-000-6822
O	008013	6/04/04	\$26.08	IVC DUPLICATING	26.08	07-4580-1-044-4-031-000-6821
O	008014	6/04/04	\$501.50	DAN MIKELS	501.50	07-5811-1-044-4-031-000-6822
O	008015	6/04/04	\$533.75	MARSHALL REDDIC	533.75	07-5811-1-044-4-031-000-6822
O	008016	6/25/04	\$61.25	CA SCHOOL OF NO	61.25	07-5811-1-044-4-031-000-6822
O	008017	6/25/04	\$1,395.00	EDUCATION TO GO	1,395.00	07-5811-1-044-4-031-000-6822
O	008018	6/25/04	\$696.00	FINANCIAL ADVIS	696.00	07-5811-1-044-4-031-000-6822
O	008019	6/25/04	\$111.28	IVC DUPLICATING	111.28	07-4580-1-044-4-031-000-6821
O	008020	6/25/04	\$12.00	LESLIE RANDEL	12.00	07-5270-1-044-4-031-000-6821
O	008021	6/25/04	\$390.00	VAN SPENCER	390.00	07-5811-1-044-4-031-000-6822
			\$7,804.11		\$7,804.11	

FUND SUMMARY

Description	Amount
07 - IVC Community Education F	\$7,804.11
	<u>\$7,804.11</u>

OPEN:	\$7,804.11	VOIDED:	\$0.00
	12		0
CLEARED:	\$0.00	CANCELLED:	\$0.00
	0		0
		STALE DATED:	\$0.00
			0

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM: 29
FROM:	CHANCELLOR	DATE: 07/26/04
SUBJECT:	GIFTS TO THE DISTRICT AND FOUNDATIONS	
REASON FOR BOARD CONSIDERATION:	APPROVAL	

BACKGROUND

Pursuant to the California Education Code Section 72241 and Board Policy 3300, the Board of Trustees "receive and administer 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. Any impact on students is described on the exhibit.

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).

Item Submitted By:	Gary Poertner, Deputy Chancellor
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
GIFTS TO THE DISTRICT
July 26, 2004

IRVINE VALLEY COLLEGE

Gift: 136 Books

Add to the library collection

Donated By:

Jim Schroeder, Jr.
710 Indian Spring Lane
Buffalo Grove, Illinois 60089-1404

Costs:

Installation: N/A
Maintenance: N/A

IRVINE VALLEY COLLEGE

Gift: 11 Books

Add to the library collection

Donated By:

Anonymous Donation

Costs:

Installation: N/A
Maintenance: N/A

IRVINE VALLEY COLLEGE

Gift: Computer

To be used by Mick McCaughey at the Administration of Justice Department

Donated By:

Digital Scape Design, Inc.
19 Spectrum Pointe Drive #602
Lake Forest, California 92630

Costs:

Installation: N/A
Maintenance: N/A

IRVINE VALLEY COLLEGE

Gift: 24 Children's Videos

For use in classrooms at Child Development Center

Donated By:

Peter Hofinga
16 Mendel Court
Irvine, California 92612

Costs:

Installation: N/A
Maintenance: N/A

IRVINE VALLEY COLLEGE

Gift: \$50.00 Gift Certificate

For opportunity drawing at Supportive Services Recognition Celebration

Donated By:

El Cholo Cantina
Rand Salisbury
5465 Alton Parkway
Irvine, California 92604

Costs:

Installation: N/A
Maintenance: N/A

IRVINE VALLEY COLLEGE

Gift: \$25.00 Gift Certificate

For opportunity drawing at Supportive Services Recognition Celebration

Donated By:

Elephant Bar Restaurant
Victor Bidarian
14346 Culver Drive
Irvine, California 92604

Costs:

Installation: N/A
Maintenance: N/A

IRVINE VALLEY COLLEGE

Gift: Books

To add to the library collection

Donated By:

Timothy Wilhelm
7547 Mona Lane
San Diego, California 92130

Costs:

Installation: N/A
Maintenance: N/A

SADDLEBACK COLLEGE

Gift: 13" Dobsonian Telescope and Accessories

To be used by students during outdoor labs and astronomy club for observing outings

Donated By:

Mark Mitchell
4145 Costero Risco
San Clemente, California 92672

Costs:

Installation: N/A
Maintenance: N/A

SADDLEBACK COLLEGE

Gift: 4 Modern Art Oil Paintings

For use in the Saddleback College Foundation office for decorating purposes

Donated By:

Albert Contreras
905 2nd Street, Apt. 12
Santa Monica, California 90403

Costs:

Installation: N/A
Maintenance: N/A

SADDLEBACK COLLEGE

Gift: 30 Paperback books

For use in the library collection or Friends of the Library sale

Donated By:

Mary Hall
27942 Calle Santa Ynez
San Juan Capistrano, California 92675

Costs:

Installation: N/A
Maintenance: N/A

SADDLEBACK COLLEGE

Gift: 49 Hardback and 10 Paperback books

For use in the library collection or Friends of the Library sale

Donated By:

Ann Hagerty
26661 Las Ondas
Mission Viejo, California 92692

Costs:

Installation: N/A
Maintenance: N/A

SADDLEBACK COLLEGE

Gift: 23 Hardback books

For use in the library collection or Friends of the Library sale

Donated By:

Ruth Kisner
22822 Anso
Mission Viejo, California 92691

Costs:

Installation: N/A
Maintenance: N/A

SADDLEBACK COLLEGE

Gift: 5 Hardback and 6 Paperback books

For use in the library collection or Friends of the Library sale

Donated By:

Robert Robb
21955 Raintree Lane
Lake Forest, California 92630

Costs:

Installation: N/A
Maintenance: N/A

SADDLEBACK COLLEGE

Gift: 1 Hardback book and \$200.00

For use in the library collection or Friends of the Library sale

Donated By:

Hal Ewing
33632 Tidewater Drive
Dana Point, California 92692

Costs:

Installation: N/A
Maintenance: N/A

SADDLEBACK COLLEGE

Gift: 4 boxes of books

For use in the library collection or Friends of the Library sale

Donated By:

Paula Jacobs
Department of Counseling SVC & Special Programs

Costs:

Installation: N/A
Maintenance: N/A

SADDLEBACK COLLEGE

Gift: 1 Hardback and 4 Paperback books

For use in the library collection or Friends of the Library sale

Donated By:

Anna Maria Cobos
24851 Winterwood Drive
Lake Forest, California 92630

Costs:

Installation: N/A
Maintenance: N/A

SADDLEBACK COLLEGE

Gift: 3 Hardback and 4 Paperback book

For use in the library collection or Friends of the Library sale

Donated By:

Steve Tash
12 Via Florencia
Mission Viejo, California 92692

Costs:

Installation: N/A
Maintenance: N/A

SADDLEBACK COLLEGE

Gift: 3 Hardback and 18 Paperback books

For use in the library collection or Friends of the Library sale

Donated By:

Judith Mittelman
2 Morning Dove
Laguna Niguel, California 92677

Costs:

Installation: N/A
Maintenance: N/A

SADDLEBACK COLLEGE

Gift: 2 Hardback and 6 Paperback books

For use in the library collection or Friends of the Library sale

Donated By:

Career Center
Saddleback College

Costs:

Installation: N/A
Maintenance: N/A

SADDLEBACK COLLEGE

Gift: 3 Hardback, 13 Paperback and 25 LPs

For use in the library collection or Friends of the Library sale

Donated By:

Dixie Bullock
28000 Marguerite Parkway
Mission Viejo, California 92692

Costs:

Installation: N/A
Maintenance: N/A

SADDLEBACK COLLEGE

Gift: 1 Hardback and 25 Paperback books

For use in the library collection or Friends of the Library sale

Donated By:

Mary Ann Beeler
23 Sutherland Drive
Ladera Ranch, California 92694

Costs:

Installation: N/A
Maintenance: N/A

SADDLEBACK COLLEGE

Gift: 1 Hardback book

For use in the library collection or Friends of the Library sale

Donated By:

James J. Bloom
619 Main Street
Huntington Beach, California 92648

Costs:

Installation: N/A
Maintenance: N/A

SADDLEBACK COLLEGE

Gift: 4 Hardback and 11 Paperback books

For use in the library collection or Friends of the Library sale

Donated By:

Tom Morgan
P.O. Box 925
Trabuco Canyon, California 92678

Costs:

Installation: N/A
Maintenance: N/A

SADDLEBACK COLLEGE

Gift: 1 Hardback book

For use in the library collection or Friends of the Library sale

Donated By:

Marion Scichilone
242 Avenida Del Mar
San Clemente, California 92672

Costs:

Installation: N/A
Maintenance: N/A

SADDLEBACK COLLEGE

Gift: 1 Hardback and 7 Paperback book

For use in the library collection or Friends of the Library sale

Donated By:

Helen Roditi
749 Via Otono
San Clemente, California 92672

Costs:

Installation: N/A
Maintenance: N/A

SADDLEBACK COLLEGE

Gift: 13 Hardback and 111 Paperback books

For use in the library collection or Friends of the Library sale

Donated By:

4084 Crystal Dawn Lane
La Jolla, California 92122

Costs:

Installation: N/A
Maintenance: N/A

SADDLEBACK COLLEGE

Gift: 6 Hardback and 9 Paperback books

For use in the library collection or Friends of the Library sale

Donated By:

Harvey Katsumi
20 Blue Jay Drive
Aliso Viejo, California 92656

Costs:

Installation: N/A
Maintenance: N/A

SADDLEBACK COLLEGE

Gift: 30 Paperback books

For use in the library collection or Friends of the Library sale

Donated By:

Mary Hall
27942 Calle Santa Ynez
San Juan Capistrano, California 92675

Costs:

Installation: N/A
Maintenance: N/A

SADDLEBACK COLLEGE

Gift: Computer and Accessories

Learning tool for students in the computer maintenance technology program

Donated By:

Don Taylor
21 Montgomery
Mission Viejo, California 92692

Costs:

Installation: N/A
Maintenance: N/A

SADDLEBACK COLLEGE

Gift: Projector and Camera Equipment

For use in the ATAS film department

Donated By:

R. J. Hansen
21981 Tobarra
Mission Viejo, California 92692

Costs:

Installation: N/A
Maintenance: N/A

SADDLEBACK COLLEGE

Gift: 18th Century French Tiles

For use in the Fine Arts Department

Donated By:

Hyman Fink
33872 Montanos Del Mar
San Juan Capistrano, California 92675

Costs:

Installation: N/A
Maintenance: N/A

SADDLEBACK COLLEGE

Gift: Various Garments

To be used in upcoming Theatre Arts production

Donated By:

Gloria Perkins
19565 Dorado Drive
Trabuco Canyon, California 92679

Costs:

Installation: N/A
Maintenance: N/A

SADDLEBACK COLLEGE

Gift: Piano books and Sheet Music

For music library/student resources

Donated By:

Bernard Hyde
28242 Yanez
Mission Viejo, California 92692

Costs:

Installation: N/A
Maintenance: N/A

SADDLEBACK COLLEGE

Gift: Instructional supplies

Used to support instructional lab materials

Donated By:

Energy Savers
910 Sandhill Avenue
Carson, California 90746

Costs:

Installation: N/A
Maintenance: N/A

SADDLEBACK COLLEGE

Gift: Exotic Plants

Plants will be sold to raise funds to support scholarships, etc.

Donated By:

Ken & Julie Anderson
33811 Via Cascada
San Juan Capistrano, California 92675

Costs:

Installation: N/A
Maintenance: N/A

SADDLEBACK COLLEGE

Gift: UW Camera

To be used in the Science/Math Building

Donated By:

Joe Valencic
Saddleback College MSE

Costs:

Installation: N/A
Maintenance: N/A

SADDLEBACK COLLEGE

Gift: Aquarium equipment and materials

To be used in the Marine Science Technology division.

Donated By:

Aquarium Systems
8141 Tyler Boulevard
Mentor, Ohio 44060

Costs:

Installation: N/A
Maintenance: N/A

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	30
FROM:	CHANCELLOR	DATE:	7/26/04
SUBJECT:	TRUSTEE TRAVEL TO CONFERENCES AND/OR PERSONAL MILEAGE REIMBURSEMENT		
REASON FOR BOARD CONSIDERATION:	APPROVAL		

BACKGROUND

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

STATUS

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

RECOMMENDATION

It is recommended that the Board of Trustees approve/ratify the requests for travel and/or mileage as shown in Exhibit A.

Item Submitted By:	Dr. Raghu P. Mathur, Chancellor
Item Reviewed By:	
Final Disposition:	Vote :

TRUSTEE ATTENDANCE AT CONFERENCES AND MEETINGS

Trustees wishing to attend:

EVENT/LOCATION	DATE(S)*	ESTIMATED COST** (per person)
Orange County Forum Irvine, CA	July 1, 2004	\$ 50
Center Club-Public Affairs Community Members Costa Mesa, CA	July 14, 2004	\$ 37
So. Or. Co. Regional Chamber of Commerce Mission Viejo, CA	July 15, 2004	\$ 28

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

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

South Orange County Community College District

REIMBURSEMENT CLAIM FOR USE OF PERSONAL AUTO

Name Marcia Milchiker	Position Board of Trustees
Street Address 28000 Marguerite Parkway	Department/Division District Offices
City, State ZIP Mission Viejo, CA 92653	Period Covered From 8/1/2003 to 7/31/2004

Instructions: Claims should be made on a monthly basis. Submit all copies of approved claim to Business office/Accounts Payable by the end of each month.

Date	Destination/Purpose	Odometer Reading		Miles
		Start	End	
8/11/2003	SOCCCD/ Administrative Visit	0.00	10.00	10.00
8/14/2003	SOCCCD/ Administrative Visi	0.00	10.00	10.00
8/18/2003	SC In-Service Chancellor's Address	0.00	10.00	10.00
8/18/2003	IVC Inservice - Meetings IVC	0.00	28	28.00
8/19/2003	IVC Inservice - Breakfast Mtg	0.00	28.00	28.00
8/19/2003	SC Inservice - SC Meetings	0.00	10.00	10.00
8/20/2003	SC Inservice SC Meetings	0.00	10.00	10.00
8/20/2003	IVC Inservice Meetings	0.00	28.00	28.00
8/20/2003	MVCC Inservice Chancellor Reception	0.00	10.00	10.00
8/21/2003	SC Inservice President Address Mtgs	0.00	10.00	10.00
8/21/2003	IVC Inservice All College BBQ	0.00	28.00	28.00
8/22/2003	SC Board of Trustee Audit Committee	0.00	10.00	10.00

CERTIFICATION

I hereby certify that this claim is true and correct, and submitted in accordance with the Rules and Regulations of Saddleback Community College District. I further certify that I carry public liability and damage insurance as required by Board Policy 4051.

Total	192.00
Allowance	\$0.375
CLAIM	\$72.00

Employee Signature:

Approved By Division Administrator:

Date: 7/9/2004

Date:

Account No.

01-5269-0-000-7-010-000-6610

South Orange County Community College District

REIMBURSEMENT CLAIM FOR USE OF PERSONAL AUTO

Name Marcia Milchiker	Position Board of Trustees
Street Address 28000 Marguerite Parkway	Department/Division District Offices
City, State ZIP Mission Viejo, CA 92653	Period Covered From 8/1/2003 to 7/31/2004

Instructions: Claims should be made on a monthly basis. Submit all copies of approved claim to Business office/Accounts Payable by the end of each month.

Date	Destination/Purpose	Odometer Reading		Miles
		Start	End	
8/26/2003	IVC Mars Fest	0.00	28.00	28.00
8/28/2003	SC Administrative Visit	0.00	10.00	10.00
9/2/2003	IVC Administrative Visit	0.00	28.00	28.00
9/3/2003	OC Board of Ed/ OSCBA Bd Mtg	0.00	34.00	34.00
9/4/2003	SC Administrative Visit	0.00	10.00	10.00
9/5/2003	SC Foundation Director Mtg	0.00	10.00	10.00
9/5/2003	Rancho Santiago CC District New Trustee Swearing In/ Santa Ana	0.00	60.00	60.00
9/11/2003	IVC 9/11 Ceremony	0.00	28.00	28.00
9/11/2003	SC 9/11 Ceremony	0.00	10.00	10.00
9/12/2003	SOCCCD Adm Visit	0.00	10.00	10.00
9/17/2003	OCSBA Dinner Mtg. Irvine Marriott	0.00	30.00	30.00
9/18/2003	IVC Administrative Visit	0.00	28	0.00

CERTIFICATION I hereby certify that this claim is true and correct, and submitted in accordance with the Rules and Regulations of Saddleback Community College District. I further certify that I carry public liability and damage insurance as required by Board Policy 4051.	Total	258.00
	Allowance	\$0.375
	CLAIM	\$96.75
Employee Signature:	Approved By Division Administrator:	
Date: 7/8/2004	Date:	
Account No.		
01-5269-0-000-7-010-000-6610		

South Orange County Community College District

REIMBURSEMENT CLAIM FOR USE OF PERSONAL AUTO

Name Marcia Milchiker	Position Board of Trustees
Street Address 28000 Marguerite Parkway	Department/Division District Offices
City, State ZIP Mission Viejo, CA 92653	Period Covered From 8/1/2003 to 7/31/2004

Instructions: Claims should be made on a monthly basis. Submit all copies of approved claim to Business office/Accounts Payable by the end of each month.

Date	Destination/Purpose	Odometer Reading		Miles
		Start	End	
9/29/2003	SC Ribbon cutting	0.00	10.00	10.00
10/2/2003	SOCCCD Audit Committee	0.00	10.00	10.00
10/3/2003	IVC Administrative Visit	0.00	28.00	28.00
10/7/2003	IVC Administrative Visit	0.00	28.00	28.00
10/10/2003	ACES Meeting (Statewide Trustee Committee) LA Airport	0.00	140.00	140.00
10/16/2003	SOCCCD Bd Appointment	0	10.00	10.00
10/18/2003	SC Gaucho Homecoming	0.00	10.00	10.00
10/20/2003	SOCCCD Board Hearing	0.00	28.00	28.00
10/22/2003	IVC Administrative Visit	0.00	28.00	28.00
10/27/2003	SC Tony DeLeva Retirement	0.00	10.00	10.00
10/28/2003	IVC Adminsitrativie Visitt	0.00	28.00	28.00
10/29/2003	Leisure World TV Leisure World	0.00	14.00	14.00

CERTIFICATION

I hereby certify that this claim is true and correct, and submitted in accordance with the Rules and Regulations of Saddleback Community College District. I further certify that I carry public liability and damage insurance as required by Board Policy 4051.

Total **344.00**

Allowance **\$0.375**

CLAIM **\$129.00**

Employee Signature:	Approved By Division Administrator:
Date: 7/8/2004	Date:
Account No. 01-5269-0-000-7-010-000-6610	

South Orange County Community College District

REIMBURSEMENT CLAIM FOR USE OF PERSONAL AUTO

Name Marcia Milchiker	Position Board of Trustees
Street Address 28000 Marguerite Parkway	Department/Division District Offices
City, State ZIP Mission Viejo, CA 92653	Period Covered From 8/1/2003 to 7/31/2004

Instructions: Claims should be made on a monthly basis. Submit all copies of approved claim to Business office/Accounts Payable by the end of each month.

Date	Destination/Purpose	Odometer Reading		Miles
		Start	End	
10/31/03	Adm Visit Eric Norby Santa Ana	0.00	50	50.00
10/2/2003	SOCCCD Administrative Visit	0.00	10.00	10.00
11/3/2003	IVC Administrative Visit	0.00	28.00	28.00
11/4/2003	Chacellor Evaluation Holiday Inn	0.00	10	10.00
11/13/2003	IVC Academic Seate Meeting	0.00	28.00	28.00
11/14/3	SC Administrative Visit	0	10.00	10.00
11/15/03	Irvine -- Spoke at Phi Theta Kappa Induction Ceremony	0.00	28	28.00
11/19/2003	OCSBA Nominating Committee Irvine Marriott	0.00	30	30.00
11/20/03	IVC Administrative Visit	0.00	28.00	28.00
12/2/2003	IVC Administrative Visit	0.00	28	28.00
12/16/3	SC Retirement Classified Event	0.00	10.00	10.00
12/16/3	SC Nurse Pinning Ceremony	0.00	10.00	14.00

CERTIFICATION

I hereby certify that this claim is true and correct, and submitted in accordance with the Rules and Regulations of Saddleback Community College District. I further certify that I carry public liability and damage insurance as required by Board Policy 4051.

Total	274.00
Allowance	\$0.375
CLAIM	<u>\$102.75</u>

Employee Signature:

Approved By Division Administrator:

Date: 7/8/2004

Date:

Account No.

01-5269-0-000-7-010-000-6610

South Orange County Community College District

REIMBURSEMENT CLAIM FOR USE OF PERSONAL AUTO

Name Marcia Milchiker	Position Board of Trustees
Street Address 28000 Marguerite Parkway	Department/Division District Offices
City, State ZIP Mission Viejo, CA 92653	Period Covered From 8/1/2003 to 7/31/2004

Instructions: Claims should be made on a monthly basis. Submit all copies of approved claim to Business office/Accounts Payable by the end of each month.

Date	Destination/Purpose	Odometer Reading		Miles
		Start	End	
1/12/2004	IVC Administrative Visit	0.00	28	28.00
1/15/2004	SC Administrative Visit	0.00	10.00	10.00
1/15/2004	IVC Administrative Visit	0.00	28.00	28.00
1/16/2003	SOCCCD Administrative Visit	0.00	10	10.00
1/22/2004	IVC Administrative Visit	0.00	28.00	28.00
2/4/04	IVC Mashid Hajir Retirement Party	0.00	28.00	28.00
2/9/2004	IVC Administrative Visit	0.00	28	28.00
2/11/2004	SOCCCD Administrative Visit	0.00	10.00	10.00
2/18/2004	SC Administrative Visit	0.00	10	10.00
3/4/2004	SC Administrative Visit	0.00	10	10.00
3/11/2004	IVC Administrative Visit	0.00	28	28.00
3/31/2004	OC Board of Education, OCSBA Board Meeting	0.00	34	34.00

CERTIFICATION

I hereby certify that this claim is true and correct, and submitted in accordance with the Rules and Regulations of Saddleback Community College District. I further certify that I carry public liability and damage insurance as required by Board Policy 4051.

Total	252.00
Allowance	\$0.375
CLAIM	\$94.50

Employee Signature:

Approved By Division Administrator:

Date: 7/8/2004

Date:

Account No.

01-5269-0-000-7-010-000-6610

Division: Reimbursement Claim for Use of Personal Auto (03/00)

South Orange County Community College District

REIMBURSEMENT CLAIM FOR USE OF PERSONAL AUTO

Name Marcia Milchiker	Position Board of Trustees
Street Address 28000 Marguerite Parkway	Department/Division District Offices
City, State ZIP Mission Viejo, CA 92653	Period Covered From 8/1/2003 to 7/31/2004

Instructions: Claims should be made on a monthly basis. Submit all copies of approved claim to Business office/Accounts Payable by the end of each month.

Date	Destination/Purpose	Odometer Reading		Miles
		Start	End	
4/1/04	IVC Nelson Cayabaya Ret Party	0.00	28	28.00
4/6/04	SC President Bullock College Wide Meeting	0.00	10.00	10.00
4/29/2004	SOCCCD Audit Committee Meeting	0.00	10.00	10.00
4/21/04	OCSBA Dinner Meeting Irvine Marriott Judge Pam Isles	0.00	30.00	30.00
4/27/2004	IVC Administrative Visit	0.00	28.00	28.00
4/27/2004	SC Administraive Visit Loc Pham	0.00	10.00	10.00
4/30/2004	SOCCCD District Appreciation Day	0.00	10	10.00
5/10/2004	IVC Administrative Visit	0.00	28	28.00
5/19/2004	OC Board of Education, OCSBA Yearly Planning Meeting	0.00	34	34.00
5/20/04	SOCCCD College President Selection	0.00	10	10.00
5/21/2004	SC Graduation	0.00	19.00	19.00
5/21/2004	IVC Graduation	0.00	28	34.00
CERTIFICATION I hereby certify that this claim is true and correct, and submitted in accordance with the Rules and Regulations of Saddleback Community College District. I further certify that I carry public liability and damage insurance as required by Board Policy 4051.		Total	251.00	
		Allowance	\$0.375	
		CLAIM	\$94.12	
Employee Signature:		Approved By Division Administrator:		
Date: 7/8/2004		Date:		
Account No. 01-5269-0-000-7-010-000-6610				

South Orange County Community College District

REIMBURSEMENT CLAIM FOR USE OF PERSONAL AUTO

Name Marcia Milchiker	Position Board of Trustees
Street Address 28000 Marguerite Parkway	Department/Division District Offices
City, State ZIP Mission Viejo, CA 92653	Period Covered From 8/1/2003 to 7/31/2004

Instructions: Claims should be made on a monthly basis. Submit all copies of approved claim to Business office/Accounts Payable by the end of each month.

Date	Destination/Purpose	Odometer Reading		Miles
		Start	End	
5/26/2004	Leisure World TV Broadcast	0.00	14	14.00
5/27/2004	SC Administrative Visit	0.00	10.00	10.00
6/4/2004	IVC Chancellor's Coordinating Council	0.00	28.00	28.00
6/8/2004	SOCCD Lunch Mtg Chancellor	0.00	10.00	10.00
6/9/2004	SC Administrative Visit	0.00	10.00	10.00
6/14/2004	SC Administraive Visit	0.00	10.00	10.00
6/15/2004	IVC Ruth Jacobson Retirment	0.00	28	28.00
6/16/2004	Board Retreat Dana Point	0.00	30	30.00
6/16/2004	SC Administrative Visit	0.00	34	34.00
		0.00	10	10.00
		0.00		0.00
		0.00		0.00

CERTIFICATION

I hereby certify that this claim is true and correct, and submitted in accordance with the Rules and Regulations of Saddleback Community College District. I further certify that I carry public liability and damage insurance as required by Board Policy 4051.

Total	184.00
Allowance	\$0.375
CLAIM	\$69.00

Employee Signature:

Approved By Division Administrator:

Date: 7/8/2004

Date:

Account No.

01-5269-0-000-7-010-000-6610

Division: Reimbursement Claim for Use of Personal Auto (03/00)

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	31
FROM:	CHANCELLOR	DATE:	7/26/04
SUBJECT:	REIMBURSEMENT TO TRUSTEES FOR MILEAGE TO AND FROM REQUIRED BOARD MEETINGS		
REASON FOR BOARD CONSIDERATION:	APPROVAL		

BACKGROUND

The Orange County Department of Education requires that all mileage claimed by trustees for attending board meetings be approved/ratified by the Board of Trustees.

STATUS

The reimbursement claims indicated on Exhibit A are individual trustees' mileage claims for the months of January, February, March, April, May, and June, 2004.

RECOMMENDATION

It is recommended that the board approve/ratify the trustees' claims for reimbursement for mileage to and from board meetings as indicated.

Item Submitted By:	Dr. Raghu P. Mathur, Chancellor
Item Reviewed By:	
Final Disposition:	Vote :

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

REIMBURSEMENT CLAIM FOR TRUSTEES' USE OF PERSONAL
AUTOMOBILES

Reimbursement claims for mileage for the months of January, February, March, April, May, and June, 2004, are:

Trustee Fuentes	\$62.25
Trustee Jay	\$21.00
Trustee Lang	\$95.25
Trustee Milchiker	\$30.75
Trustee Padberg	\$73.13
Trustee Wagner	\$98.25
Trustee Williams	\$26.25
Student Trustee Erquiaga	\$88.50
Student Trustee Smetanova	\$ 6.00

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM: 32
FROM:	CHANCELLOR	DATE: 7/26/04
SUBJECT:	SOCCCD: BASIC AID REPORT	
REASON FOR BOARD CONSIDERATION:	INFORMATION	

BACKGROUND

The Board of Trustees has requested regular information reports about projected basic aid receipts and the possible impact of the *Pool* case. This case addresses the method used in assessing property values after properties have dropped in value and their assessment lowered.

STATUS

A "basic aid" district is one that receives more revenue from local sources (property taxes and student enrollment fees) than it would receive in total for Program Based Funding. The assumptions used in the cash-flow projection attached (EXHIBIT A) have been updated to reflect actual receipts and expenses through June 30, 2004 for the 2003-04 fiscal year. For the 2004-05 fiscal year, Program Based Funding COLA is estimated at 2.41%, growth at 1.5%, and enrollment fees at \$26 per unit; and, for each of the next two years, both Program Based Funding COLA and growth is estimated at 2.00%. For the 2004-05 fiscal year, secured taxes are estimated at 10.0%, unsecured at 5.00%. For the next two years, secured taxes are estimated to increase at 6.0% per year, and unsecured taxes at 2.0% per year. All tax estimates have included the effects that the Pool Case would have on tax collections. These are projections about the future and are not certain. EXHIBIT B shows the receipts and uses of Basic Aid Funds in prior years and for the 2004-05 proposed budget.

On March 26, the Appellate Court reversed the Superior Court's decision on the Pool Case on a vote of 3-0. On May 5, 2004, a petition for review was filed with the California Supreme Court. As of June 7, 2004, the filing process related to the Petition for Review of 2004 was completed. The California State Supreme Court will issue its decision within sixty days. The 2003-04 budget provides a \$13,975,000 reserve for the potential prior year impact of the *Pool* case in accordance with the estimate provided by the Orange County Treasurer. At its March 29, 2004 Meeting, the Board directed the District to continue to reserve for the *Pool* case pending resolution at the State Supreme Court level. In accordance with this directive, an additional \$4,375,000 will be in the 2004-05 Final Budget.

Item Submitted By:	Gary Poertner, Deputy Chancellor
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
Basic Aid Estimated Cash Flow Analysis
As of 6/30/04

	With Pool Case Consideration	Without Pool Case Consideration
Basic Aid Funds Reserved for Future Building Projects (Capital Outlay Fund 7/01/03)	\$ 16,317,542	\$ 16,317,542
Estimated Basic Aid Receipts 2003/04	\$ 27,356,952	\$ 27,356,952
Estimated Use of Basic Aid Receipts:		
Potential Prior Year Impact of Pool Case	\$ (4,375,000)	\$ (4,375,000)
College/District Contributions for Debt Retirement	\$ (1,543,653)	\$ (1,543,653)
2003/04 Retiree Benefit Past Service Liability**	\$ (1,129,408)	\$ (1,129,408)
2003/04 Retiree Benefit Current Year Service Liability**	\$ (1,690,089)	\$ (1,690,089)
Debt Retirement Contribution	\$ (5,000,000)	\$ (5,000,000)
Legislative Advocacy Services - Basic Aid	\$ (24,000)	\$ (24,000)
Special Trustee Election	\$ (453,867)	\$ (453,867)
ATEP Renovation	\$ (370,243)	\$ (370,243)
Distictwide Telephone System Replacement	\$ (127,271)	\$ (127,271)
IVC Performing Arts Center	\$ (57,850)	\$ (57,850)
IVC Relocatable Building	\$ (65,666)	\$ (65,666)
SC Completion of Track and Field Facility	\$ (55,964)	\$ (55,964)
SC Demolition of Lower Campus Buildings	\$ (405,282)	\$ (405,282)
SC Greenhouse and Lower Campus Demolition	\$ (523,330)	\$ (523,330)
SC Library Building Remodel - Final Project Proposal	\$ (40,000)	\$ (40,000)
SC McKinney Theater Lighting and Sound Systems	\$ (46,200)	\$ (46,200)
SC Health Science Bldg/District Offices*	\$ (8,046,150)	\$ (8,046,150)
Estimated Basic Aid Balance 6/30/04	\$ 19,720,521	\$ 19,720,521
Estimated Basic Aid Receipts 2004/05	\$ 33,900,109	\$ 38,275,109
Estimated Use of Basic Aid Receipts:		
Debt Retirement Contribution	\$ (5,000,000)	\$ (5,000,000)
Potential Prior Year Impact of Pool Case	\$ (4,375,000)	\$ (4,375,000)
Legislative Advocacy Services - Basic Aid	\$ (2,000)	\$ (2,000)
ATEP Operating Budget	\$ (1,000,000)	\$ (1,000,000)
ATEP Renovation	\$ (6,360,000)	\$ (6,360,000)
Building Repairs (SC TAS and SC Library Floor Repairs)	\$ (1,123,500)	\$ (1,123,500)
Distictwide Telephone System Replacement	\$ (4,372,729)	\$ (4,372,729)
IVC Design and Install Entrance from Barranca	\$ (260,000)	\$ (260,000)
IVC Business & Technology Innovation Center	\$ (186,000)	\$ (186,000)
IVC Lot 5 Expansion and Phase 1 of Lot 6	\$ (730,000)	\$ (730,000)
IVC Performing Arts Center	\$ (747,150)	\$ (747,150)
SC Completion of Track and Field Facility	\$ (44,036)	\$ (44,036)
SC Demolition of Lower Campus Buildings	\$ (60,000)	\$ (60,000)
SC McKinney Theater Lighting and Sound Systems	\$ (1,288,800)	\$ (1,288,800)
SC Health Science Bldg/District Offices*	\$ (8,110,850)	\$ (8,110,850)
Estimated Basic Aid Balance 6/30/05	\$ 19,960,565	\$ 24,335,565
Estimated Basic Aid Receipts 2005/06	\$ 36,561,920	\$ 41,199,420
Estimated Use of Basic Aid Receipts:		
Debt Retirement Contribution	\$ (4,200,000)	\$ (4,200,000)
Building Repairs (SC Library and Math Science Floor Repairs)	\$ (1,404,000)	\$ (1,404,000)
IVC Design and Install Entrance from Barranca	\$ (470,000)	\$ (470,000)
IVC Business & Technology Innovation Center	\$ (2,187,000)	\$ (2,187,000)
IVC Performing Arts Center***	\$ (6,447,000)	\$ (6,447,000)
SC Demolition of Lower Campus Buildings	\$ (521,675)	\$ (521,675)
Estimated Basic Aid Balance 6/30/06	\$ 41,292,810	\$ 50,305,310
Estimated Basic Aid Receipts 2006/07	\$ 39,437,112	\$ 44,352,862
Estimated Use of Basic Aid Receipts:		
Debt Retirement Contribution	\$ (4,200,000)	\$ (4,200,000)
Building Repairs (SC TAS and SC Library Floor Repairs)	\$ (962,000)	\$ (962,000)
IVC Performing Arts Center***	\$ (863,000)	\$ (863,000)
IVC Business & Technology Innovation Center	\$ (500,000)	\$ (500,000)
Estimated Basic Aid Balance 6/30/07	\$ 74,204,922	\$ 88,133,172

* 2002/03 costs in the amount of \$2,000,000 are to be paid by COP Synthetic Refinancing

** Unrestricted General Fund Contribution Only

*** Local contribution for Preliminary Plans/Working Drawing Phase of project

**South Orange County Community College District
Use of Basic Aid Funds by Fiscal Year**

	1999/00	2000/01	2001/02	2002/03	2003/04	2004/05			Future Funding
	Actual	Actual	Actual	Actual	Actual	Budget	Total	Approved Amount	Required
Completed Projects									
<u>Project Description</u>									
IVC Sports Facilities		500,000	396,000				896,000	896,000	-
SC Sports Facilities		672,000	45,310				717,310	717,310	-
IVC Science Equip & TV Studio		500,000					500,000	500,000	-
SC Science Equip & TV Studio		500,000					500,000	500,000	-
Totals	-	2,172,000	441,310	-	-	-	2,613,310	2,613,310	

Future/Current Projects

Priority		1999/00	2000/01	2001/02	2002/03	2003/04	2004/05			Future Funding
Number	<u>Project Description</u>	Actual	Actual	Actual	Actual	Actual	Proposed Budget	Total	Approved Amount	Required
1	Debt Retirement Contribution		6,000,000	5,000,000	5,000,000	5,000,000	5,000,000	26,000,000	34,400,000	8,400,000
2	College/District Contributions for Debt Retirement					1,543,653		1,543,653	1,543,653	-
3	2003/04 Retiree Benefit Past Service Liability***					1,129,408		1,129,408	1,129,408	-
4	2003/04 Retiree Benefit Current Year Service Liability***					1,690,089		1,690,089	1,690,089	-
5	SC Health Science/District Office Building* (project in progress)			11,753,629	2,764,913	1,638,458		16,157,000	16,157,000	-
6	IVC Modular Building (project in progress)				370,000			370,000	370,000	-
7	SC Demolition of Lower Campus Buildings (project in progress)			1,429,000				1,429,000	1,429,000	-
8	Districtwide Telephone System					4,368,000	132,000	4,500,000	4,500,000	-
9	ATEP Renovation			1,792,438	685,006	1,164,539	5,360,000	9,001,983	9,001,983	-
9a	ATEP Operating Budget						1,000,000	1,000,000	1,000,000	-
10	IVC Performing Arts Center**					300,000	7,815,000	8,115,000	8,115,000	-
11	IVC Business & Technology Innovation Center						978,764	978,764	2,873,000	1,894,236
12	Building Repairs (SC TAS and IVC Misc. Floor Repairs)					739,755	2,749,745	3,489,500	3,489,500	-
13	IVC Design and Install Entrance from Barranca						730,000	730,000	730,000	-
14	IVC Lot Expansion and Phase 1 of Lot 6						730,000	730,000	730,000	-
15	SC Science Building						2,631,800	2,631,800	2,631,800	-
16	IVC Fine Arts Building						1,192,800	1,192,800	1,192,800	-
17	SC McKinney Theater Lighting and Sound Systems Upgrade					132,000	1,203,000	1,335,000	1,335,000	-
18	SC Completion of Track and Field Facility (approved 1/20/04)					100,000		100,000	100,000	-
19	SC Final Project Proposals for Library Building Remodel					42,000		42,000	42,000	-
20	Legislative Advocacy Services - Basic Aid					24,000	2,000	26,000	26,000	-
21	Special Trustee Election					453,867		453,867	453,867	-
22	Reserve for Capital Outlay Projects					4,656,183		4,656,183	4,656,183	-
Totals Future/Current Projects		-	6,000,000	19,975,067	8,819,919	22,981,952	29,525,109	87,302,047	97,596,283	10,294,236

Reserves

Reserved for Potential Impact of Pool Case				9,600,000	4,375,000	4,375,000	18,350,000	18,350,000	-
Total Reserves	-	-	-	9,600,000	4,375,000	4,375,000	18,350,000	18,350,000	-
Grand Totals		8,172,000	20,416,377	18,419,919	27,356,952	33,900,109	108,265,357	118,559,593	10,294,236
Total Basic Aid Receipts	5,676,800	9,192,300	13,719,277	18,419,919	27,356,952	33,900,109	108,265,357		
Basic Aid Carry-over to New Fiscal Year	5,676,800	6,697,100	-	-	-	-	-		

* Does not include \$2,000,000 to be paid by COP Synthetic Refinancing

** Local contribution

***Unrestricted General Fund Contribution only.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM: 33
FROM:	CHANCELLOR	DATE: 07/26/04
SUBJECT:	SOCCCD: MONTHLY FINANCIAL STATUS REPORT	
REASON FOR BOARD CONSIDERATION:	INFORMATION	

BACKGROUND

Monthly General Fund financial reports (EXHIBIT A) for the two colleges and the District are provided to the Board of Trustees to keep members regularly informed of current information and provide an alert to any significant changes in the projected year ending balance.

STATUS

The reports display the adopted budget, revised budget, and transactions through the end of the prior month. A review of current revenues and expenditures for the 2003/04 fiscal year shows that they are in line with the budget.

Item Submitted By:	Gary Poertner, Deputy Chancellor
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

General Fund Income and Expenditure Summary

As of June 30, 2004

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Year to Date Receipts/ Expenditures
SOURCES OF FUNDS					
BEGINNING FUND BALANCE:		23,707,587	23,707,587	0	
REVENUES:					
Federal Sources	8100-8199	\$ 1,527,234	1,536,779	9,545	980,059
Other State Sources	8600-8699	14,601,203	17,000,967	2,399,764	16,608,545
Other Local Sources	8800-8899	112,108,619	112,383,347	274,728	117,444,075
Total Revenue		128,237,056	130,921,093	2,684,037	135,032,679
INCOMING TRANSFERS	8980-8989	425,000	425,000	0	0
TOTAL SOURCES OF FUNDS		<u>152,369,643</u>	<u>155,053,680</u>	<u>2,684,037</u>	<u>135,032,679</u>
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	43,494,086	43,906,041	411,955	41,214,213
Other Staff Salaries	2000-2999	25,009,374	25,511,582	502,208	24,191,826
Employee Benefits	3000-3999	22,536,483	22,816,153	279,670	21,551,049
Supplies & Materials	4000-4999	2,880,415	2,862,477	(17,938)	1,563,975
Services & Other Operating	5000-5999	12,655,750	13,131,201	475,451	11,209,739
Capital Outlay	6000-6999	3,310,926	3,386,580	75,654	1,955,973
Payments to Students	7500-7699	449,739	668,573	218,834	601,970
Total Expenditures		110,336,773	112,282,607	1,945,834	102,288,745
OTHER FINANCING USES:					
Transfers Out	7300-7399	2,859,483	2,859,483	0	2,859,483
Basic Aid Transfers Out		12,700,769	13,586,700	885,931	13,342,749
Debt Service	7100-7199	516,691	560,650	43,959	521,939
Total Other Sources (Uses)		16,076,943	17,006,833	929,890	16,724,171
TOTAL USES OF FUNDS		<u>126,413,716</u>	<u>129,289,440</u>	<u>2,875,724</u>	<u>119,012,916</u>
ENDING FUND BALANCE		25,955,927	25,764,240	(191,687)	39,727,350
Reserve for Economic Uncertainties		6,230,927	6,581,535	350,608	
College Reserve for Economic Uncertainties		750,000	5,207,705	4,457,705	
Reserve for Full-Time Faculty Obligation Adjustment		0	0	0	
Reserve for Potential Mid-Year Cuts		0	0	0	
One Time Revenue Including Basic Aid		18,975,000	13,975,000	(5,000,000)	
Nondesignated Budget Allocation		\$ 0	\$ 0	\$ 0	\$ 0

SADDLEBACK COLLEGE

General Fund Income and Expenditure Summary
As of June 30, 2004

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Year to Date Receipts/ Expenditures
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		4,948,260	4,948,260	0	0
REVENUES:					
Unrestricted Budget Allocation		\$ 53,499,940	56,808,371	3,308,431	54,167,378
Restricted Budget Allocation		6,724,438	7,672,728	948,290	7,233,318
Total Revenue		60,224,378	64,481,099	4,256,721	61,400,696
INCOMING TRANSFERS	8980-8989	425,000	425,000	0	0
TOTAL SOURCES OF FUNDS		<u>65,597,638</u>	<u>69,854,359</u>	<u>4,256,721</u>	<u>61,400,696</u>
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	27,651,076	27,749,519	98,443	26,525,145
Other Staff Salaries	2000-2999	13,333,401	13,527,179	193,778	12,573,810
Employee Benefits	3000-3999	11,513,571	11,569,842	56,271	10,906,485
Supplies & Materials	4000-4999	2,090,222	2,022,375	(67,847)	1,025,839
Services & Other Operating	5000-5999	6,689,717	6,719,152	29,435	5,586,796
Capital Outlay	6000-6999	1,370,257	1,853,859	483,602	1,155,786
Payments to Students	7500-7699	201,449	356,057	154,608	298,272
Total Expenditures		62,849,693	63,797,983	948,290	58,072,133
OTHER FINANCING SOURCES/(USES):					
Transfers Out	7300-7399	1,981,254	1,981,254	0	1,981,254
Debt Service	7100-7199	516,691	516,691	0	477,980
Total Other Sources (Uses)		2,497,945	2,497,945	0	2,459,234
TOTAL USES OF FUNDS		<u>65,347,638</u>	<u>66,295,928</u>	<u>948,290</u>	<u>60,531,367</u>
LOCATION OPERATING BALANCE		250,000	3,558,431	3,308,431	5,817,589
Reserve for Economic Uncertainties		250,000	3,558,431	3,308,431	0
Nondesignated Budget Allocation		<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>0</u>

IRVINE VALLEY COLLEGE

General Fund Income and Expenditure Summary
As of June 30, 2004

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Year to Date Receipts/ Expenditures
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		2,707,390	2,707,390	0	0
REVENUES:					
Unrestricted Budget Allocation		\$ 27,590,743	29,325,677	1,734,934	27,974,614
Restricted Budget Allocation		3,980,645	4,496,354	515,709	4,405,921
Total Revenue		31,571,388	33,822,031	2,250,643	32,380,535
INCOMING TRANSFERS	8980-8989	0	0	0	0
TOTAL SOURCES OF FUNDS		34,278,778	36,529,421	2,250,643	32,380,535
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	14,307,150	14,620,662	313,512	14,108,030
Other Staff Salaries	2000-2999	7,716,277	8,044,487	328,210	7,688,724
Employee Benefits	3000-3999	6,245,353	6,510,141	264,788	6,050,948
Supplies & Materials	4000-4999	701,026	739,703	38,677	443,855
Services & Other Operating	5000-5999	2,575,535	2,552,806	(22,729)	1,768,085
Capital Outlay	6000-6999	1,180,571	1,251,297	70,726	568,322
Payments to Students	7500-7699	248,290	312,516	64,226	303,698
Total Expenditures		32,974,202	34,031,612	1,057,410	30,931,662
OTHER FINANCING SOURCES/(USES):					
Transfers Out	7300-7399	804,576	804,576	0	804,576
Debt Service	7100-7199	0	43,959	43,959	43,959
Total Other Sources (Uses)		804,576	848,535	43,959	848,535
TOTAL USES OF FUNDS		33,778,778	34,880,147	1,101,369	31,780,197
LOCATION OPERATING BALANCE		500,000	1,649,274	1,149,274	3,307,728
Reserve for Economic Uncertainties		500,000	1,649,274	1,149,274	0
Nondesignated Budget Allocation		\$ 0	\$ 0	\$ 0	0

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM: 34
FROM:	CHANCELLOR	DATE: 07/26/04
SUBJECT:	SOCCCD: QUARTERLY INVESTMENT REPORT	
REASON FOR BOARD CONSIDERATION:	INFORMATION	

BACKGROUND

Senate Bill Number 564 added Government Code Section 53646 requiring the local agencies in California, including educational institutions, to render a statement of investment policy to their local governing Board on an annual basis. In addition, a quarterly report in compliance with the investment policy is to be rendered to the governing Board with respect to the agency's investments. The Board approved the District's investment policy on September 16, 1996, and since then, quarterly reports have been rendered for the Board's information.

STATUS

This report is for the quarter ending on June 30, 2004. Our cash balances at the end of June 2004 were Sixty-nine Million Eight Hundred Fifty-three Thousand Five Hundred Forty-five and 85/100 Dollars (\$69,853,545.85) in the Orange County Investment Pool (OCIP) and Thirty-nine Million Nine Hundred Forty-one Thousand and no/100 Dollars (\$39,941,000.00) in the Local Agency Investment Fund (LAIF) Pooled Investment Account. The OCIP investment pool is yielding an average of 1.24% and the LAIF investment pool is yielding an average of 1.44% for the fiscal quarter ending June 30, 2004. Both pools are highly liquid, with overnight wire transfers available upon request.

Item Submitted By:	Gary Poertner, Deputy Chancellor
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM: 35
FROM:	CHANCELLOR	DATE: 07/26/04
SUBJECT:	SOCCCD: JUNE/JULY 2004 CONTRACTS UNDER \$5,000	
REASON FOR BOARD CONSIDERATION:	INFORMATION	

BACKGROUND

During June/July 2004 the following contracts were reviewed and approved by the Deputy Chancellor following review by legal counsel, when appropriate.

CONTRACTOR NAME

CONTRACT AMOUNT

Johnson Brothers \$2,500.00

Lease agreement for use of vacant land at Irvine Valley College
for Christmas tree resale business.
(Attachment 1)

LML Music \$2,400.00

Agreement for performance at Saddleback College.
(Attachment 2)

MTI Theatrical Resources \$1,905.48

Agreement for performance at Saddleback College
(Attachment 3)

Saddleback Valley Unified School District \$ 0.00

Affiliation agreement to provide clinical/internship training for students.
(Attachment 4)

California Department of Mental Health \$ 0.00

Affiliation agreement renewal to provide clinical/internship training for
students.
(Attachment 5)

Lake Forest Beauty College-Betty Livingston \$ 0.00

Agreement for teaching services for the cosmetology course
offered by Saddleback College.
(Attachment 6)

Lake Forest Beauty College-Mary Tahavi \$ 0.00

Agreement for teaching services for the cosmetology course
offered by Saddleback College.
(Attachment 7)

Lake Forest Beauty College-Neva L. Stout \$ 0.00

Agreement for teaching services for the cosmetology course
offered by Saddleback College.
(Attachment 8)

Contracts Under \$5,000**Page 2 of 2**

Lake Forest Beauty College-Thu Pham Agreement for teaching services for the cosmetology course offered by Saddleback College. (Attachment 9)	\$ 0.00
Lake Forest Beauty College-Olga L. Mora Agreement for teaching services for the cosmetology course offered by Saddleback College. (Attachment 10)	\$ 0.00
Lake Forest Beauty College-Bette Dalot Agreement for teaching services for the cosmetology course offered by Saddleback College. (Attachment 11)	\$ 0.00
Lake Forest Beauty College-Christine Salcido Agreement for teaching services for the cosmetology course offered by Saddleback College. (Attachment 12)	\$ 0.00
Elegante Beauty College-Vincent E. Garcia Agreement for teaching services for the cosmetology course offered by Saddleback College. (Attachment 13)	\$ 0.00
Elegante Beauty College-Suzanne K. Field Agreement for teaching services for the cosmetology course offered by Saddleback College. (Attachment 14)	\$ 0.00
Elegante Beauty College-Chris Locker Agreement for teaching services for the cosmetology course offered by Saddleback College. (Attachment 15)	\$ 0.00

Item Submitted By:	Gary Poertner, Deputy Chancellor
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote:

LEASE AGREEMENT

THIS LEASE, between IRVINE VALLEY COLLEGE, hereinafter referred to as "LESSOR" and JOHNSON BROTHERS, hereinafter referred to as "LESSEE" is entered into this 1st day of September 2004.

WHEREAS, LESSEE has a need to conduct a Christmas tree resale business, and is temporarily in need of a suitable location and,

WHEREAS, facilities are available on Jeffrey Road before Irvine Center Drive, on the SCE easement, in Irvine, and which are suitable for such purposes,

NOW, THEREFORE, IT IS MUTUALLY AGREED as follows:

- 1. LESSEE shall be permitted to use the above referenced location, which consist of vacant land for the period of September 1, 2004 through December 31st, 2004.**
- 2. The term of the Lease shall be for the period of September 1, 2004 through December 31, 2004.**
- 3. LESSEE agrees to pay the IRVINE VALLEY COLLEGE, 5500 Irvine Center Drive, Irvine, California 92618, the sum of five thousand dollars (\$5,000.00) for use of said easement. Such amount to be tendered to the College as follows: \$2,500.00 upon contracts agreement and \$2,500.00 due by January 3, 2005. In addition a \$500.00 refundable deposit is required for any work necessary to restore the easement to original condition. Said deposit will be refunded or deducted from the last payment January 3, 2005 upon inspection by College staff.**
- 4. The LESSEE shall not assign all or any part of the premises. LESSEE shall not make any alterations or additions to the premises without prior approval of LESSOR. Any alterations or additions to premises with permission of the IRVINE VALLEY COLLEGE shall be at sole cost of LESSEE.**
- 5. LESSEE shall indemnify and hold harmless LESSOR. As well as the South Orange County Community College District, its officers, employees, and agents from any and all claims for personal injury or property damage arising out of the use of the premises, and for this purpose LESSEE shall secure and maintain in force during the term of this Lease full comprehensive public liability insurance, insuring against all claims for injuries to persons or property occurring in, upon or about the leased premises. Said policy shall have limits of not less than \$1,000,000.00 for injuries to person or persons. LESSEE shall supply LESSOR with a Certificate of Insurance.**
- 6. All notices pursuant to this Lease shall be addressed as set forth below, or as either party may hereinafter designate by written notice, and may be sent through the United States mail to:**

LESSOR: Irvine Valley College
Attention: Gail Stevenson
5500 Irvine Center Driver
Irvine, California 92618
(949) 451-5255

LESSEE: Johnson Brothers
18039 Briar Street
Fountain Valley, California 92708
(714) 962-6276

7. LESSEE agrees that all terms and conditions as specified in Temporary Entry permit (Attachment A) by and between Johnson Brothers and Southern California Edison will be adhered to.
8. In the event of any breach of this Lease by LESSEE, LESSOR shall notify which to cure said breach. If said breach is not cured *within the specified time* this Lease shall be terminated in which event LESSEE agrees to immediately surrender possession of the premises and to pay to LESSOR, in addition to any other remedy LESSOR may have, all damages LESSOR may incur by reason of its defaults, including the cost of recovering the premises.
9. If either party hereto shall be delayed or prevented from the performance of any act required hereunder by reason of acts of God, restrictive governmental laws or regulations, or other cause without cause and beyond the control of the party obligated (financial inability excepted), performance of such acts shall be excused for the period of the delay and the period for the performance of any such act shall be extended for a period equivalent to the period of such delay. However, nothing in this clause shall excuse either party from the prompt payment of any rental or other charges required except as may be expressly provided elsewhere in this Lease.
10. This Lease sets forth the entire agreement between LESSEE and LESSOR and any modifications must be in the form of a written amendment.
11. If any term, covenant, condition or provision of this Lease is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and affect and shall in no way be affected, impaired or invalidated thereby.
12. The failure of either party to insist upon strict performance of any of the terms, conditions or covenants in this Lease shall not be deemed a waiver of any right or remedy for a subsequent breach or default of the terms, conditions or covenants herein contained.
13. LESSEE shall be responsible for securing all necessary City/County Permits and Licenses/Inspections and shall restore the property to its present condition at the conclusion of this Lease.

IN WITNESS WHEREOF, the parties hereto have executed this Lease as of the date first written above.

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
(Irvine Valley College)

By: 

Gary Poertner
Deputy Chancellor
SOCCCD

Date: 6-16-04

JOHNSON BROTHERS

By: _____

Tom Johnson
Owner/President

Date: _____



212 N. Plymouth Blvd.
Los Angeles, California 90004
(323) 856-9202 phone (323) 856-9204 fax
Bookings@LMLmusic.com

ANY ATTACHED RIDER IS AN INTEGRAL PART OF THIS CONTRACT

AGREEMENT made this 26th day of April 2004, between the South Orange County Community College District (referred to as PURCHASER) and LML MUSIC, INC. for services of TAMI TAPPAN DAMIANO & BILL HUTTON (referred to as ARTIST(S)).

IT IS MUTUALLY AGREED between the parties as follows:

The PURCHASER hereby engages the ARTIST and the ARTIST hereby agrees to perform the engagement hereinafter provided upon all the Terms and Conditions set forth including those entitled "Additional Terms and Conditions."

PLACE OF ENGAGEMENT: SADDLEBACK COLLEGE
28000 MARGUERITE PARKWAY
MISSION VIEJO, CA 92692

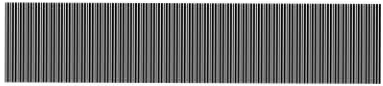
DATE(S) and TIME(S) OF ENGAGEMENT: AUG. 2 & 3, 2004 (TAMI TAPPAN DAMIANO)
AUG. 9 & 10, 2004 (BILL HUTTON)

FULL PRICE AGREED UPON:

\$2,400.00 (Two Thousand Four Hundred Dollars)

Price agreed upon shall remain strictly CONFIDENTIAL between the parties.

TIME AND MANNER OF PAYMENT:

A 50% deposit in the amount of \$1,200.00 is payable on or before July 1, 2004. Check should be made payable to LML Music, Inc. and give to artist directly on the date of the concert.
LML Music, Inc. Fed. 

The balance in the amount of \$1,200.00 is payable on or before July 25, 2004.

FORM OF PAYMENT:

Check, cashier's check, certified funds or money order.

This Agreement may be modified only by mutual consent of the parties hereto. Any modification shall be in writing and signed by both parties. This Agreement cannot be assigned by either party. The parties hereto agree to the full performance of the conditions and provisions contained herein.

Executed as of the day and year first written.

ARTIST:

LML Music, Inc.

PURCHASER:

G. Poertner 6-14-04
Gary Poertner, South Orange County Community College District

PRODUCTION CONTRACT

ATTACHMENT 3



MUSIC THEATRE INTERNATIONAL
 421 West 54th Street, New York, NY 10019 • (212) 541-4684
 Fax: (212) 397-4684 • E-Mail: Licensing@MTIShows.com • www.MTIShows.com

Page 1 of 2

Licensee:

CUSTOMER ACCT: 6638570

SADDLEBACK COLLEGE PERFORMING ARTS
 ATTN.: GEDFREY ENGLISH
 28000 MARGUERITE PARKWAY

MISSION VIEJO

CA 92692 3635

DATE: 4/23/2004 SHARON
 CONTRACT#: 245404 CD:001
 RE: 4/23/04
 Expiration Date: 06/04/2004

Performance Dates:

10/07/2004 - 10/17/2004

THIS IS A LICENSE FOR ** A NON-EQUITY ** PRODUCTION OF
 LUCKY STIFF

Special Conditions:**ROYALTY**

ROYALTY A) 80.00 For Each Regular, Benefit or Other Performance
 Provisions: **The royalty fee is based on 75 seats & \$9.25 average
 ticket price**

SECURITY FEE

\$400.00 to be refunded following the safe timely return of the rented material to us, less handling/shipping/missing materials/
 brokerage fees, late charges and/or any outstanding account obligations.

RENTAL FEE

\$ 470.00 for a standard set of materials or any part thereof(see below).

Please Add 7.750 Sales Tax to All Rental Items

BILLING CREDITS

For proper usage, refer to Section I, Paragraphs 4 (A & B) of the Performance License.

"LUCKY STIFF"	size type
	100%
Book and Lyrics by LYNN AHRENS	50%
Music by STEPHEN FLAHERTY	50%
Based on "The Man Who Broke the Bank at Monte Carlo"	
By Michael Butterworth	25%
First Produced by Playwrights Horizons, Inc.	
Off-Broadway in 1988	

STANDARD RENTAL SET

A standard set of materials is itemized below and is the ONLY acting edition authorized by the Authors and must be rented from us as a condition of this offering. If the rental materials are needed in advance of the standard two-month rental period, they may be rented for \$400.00 each extra month or part thereof, pending availability.

Rehearsal Set:
 15 Libretto/Vocal Books
 2 Piano-Conductor Scores

Orchestration:
 1 Synthesizer
 1 Bass
 1 Percussion

ADDITIONAL MATERIALS/RESOURCES

ITEM	ADDITIONAL	DAMAGED	MISSING
Lib/Vocal Books	\$ 6.25	\$ 12.50	\$ 25.00
Piano-Conductor Scores	\$ 30.00	\$ 60.00	\$ 120.00
Orchestra Parts	\$ 15.00	\$ 30.00	\$ 60.00

: **Reference Recording \$20** :



CHECK FRONT OF PRODUCTION CONTRACT FOR AVAILABILITY

CONFIRMATION OF PERFORMANCE INFORMATION

Please complete, sign and return with full payment. Refer to reverse side for all fees. Please PRINT.

Name of Show: "Lucky Stiff"

Name and address of place of performance: Studio Theatre, Saddleback College, 28000 Marquerite Pkwy., Mission Viejo, CA 92692

Date(s) of performance(s): October 7 (preview), 8, 9, 12, 13, 14, 15, 16, 2004 at 8 PM

SHIP WITH: Full Orchestration ☒ No Orchestration ☐ Partial/Alternate Orchestration ☐
(circle required orchestra parts on front of contract)

ROYALTY: (see front of contract for Royalty fees)
Royalty A for 12 performance(s) @ \$ 80.00 per performance, a total of \$ 960.00
Royalty B for _____ performance(s) @ \$ _____ per performance, a total of \$ _____
Royalty C for _____ performance(s) @ \$ _____ per performance, a total of \$ _____

RENTAL: (see front of contract for Rental fees)
Rental fee for a standard set of materials \$ 470.00
Extra rental time for _____ months @ \$400.00 per month \$ _____

Additional Materials/Resources (See front of contract for availability)

RehearsScore®: \$250.00 ☐ \$ _____

Reference Recording: \$20.00 ☐ Logo Pack: \$50.00 ☐ \$ _____

Other (please specify)

Piano Conductor Score @ \$30.00 a total of \$ 30.00

Libretto/Vocal Score @ \$ 6.25 a total of \$ 6.25

_____ @ \$ _____ a total of \$ _____

_____ @ \$ _____ a total of \$ _____

SECURITY FEE: \$ 400.00

TAX (NY, MN, CA PLEASE ADD APPLICABLE SALES TAX TO ALL RENTAL ITEMS): \$ 39.23

TOTAL \$ 1,905.48

TOTAL AMOUNT ENCLOSED \$ _____

OUTSTANDING OBLIGATIONS \$ _____

SHIPPING

Shipment is made by standard ground service unless otherwise instructed. You will be billed for all shipping charges. Canadian and overseas shipments are by most efficient carrier, unless otherwise instructed.

Special Shipping Instructions: OVERNIGHT ☐ SECOND DAY ☐ GROUND ☒

Shipping Address: Performing Arts, Saddleback College

(NO P.O. Boxes) 28000 Marquerite Pkwy.

City Mission Viejo State CA Zip 92692

Daytime Phone Number (949) 582-4763 Fax Number (949) 347-8653

Email Address calbertson@saddleback.edu genglish@saddleback.edu

PAYMENT

☒ **CHECK or MONEY ORDER** (No Personal Checks accepted. Make payable to MUSIC THEATRE INTERNATIONAL.)

☐ **CREDIT CARD:** VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS ☐

Card Number: _____ Expiration Date: _____

Name on card: _____

Signature: _____ Amount: _____

PLEASE NOTE: ANY REFUNDS ISSUED ON CREDIT CARD PAYMENTS WILL BE PAID TO THE ORGANIZATION BY CHECK

☒ **PURCHASE ORDERS:** For schools and government agencies only, a signed, authorized purchase order is acceptable for ROYALTY and RENTAL payment. You must still return your check, money order or credit card information for the SECURITY FEE along with your signed, authorized P.O. with this license to cause materials to be shipped.

ACCEPTANCE

By signing below, you signify that you have read and that you understand the terms and conditions set forth in this Production Contract and the accompanying Performance License and agree to abide by terms and conditions contained therein.

South Orange County Community College District

Print Your Name: Gary Poertner, Title: Deputy Chancellor

Authorized Signature: [Signature] Date: 6-28-04

RETURN ONE (1) COMPLETED COPY TO MTI

AGREEMENT

(HEALTH SCIENCES / HUMAN SERVICES STUDENT PROGRAM)

THIS AGREEMENT is made and entered into this 1st day of June 2004, by and between:

Saddleback Valley Unified School District
25121 Pradera Drive
Mission Viejo, CA 92691
(949) 586-1234

hereinafter called the Agency, and

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692
(949) 582-4500

hereinafter called the College.

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

WHEREAS, the College and Agency acknowledge a public obligation to contribute to health sciences and human services education for the benefit for students and to meet community needs.

WHEREAS, the College provides approved programs in health sciences and human services education, including, but not limited to nursing at the RN level, Psychiatric Technician, Emergency Medical Technician - Basic and Emergency Medical Technician - Paramedic, Medical Assisting, Phlebotomy and Human Services, which require clinical/internship experiences for students enrolled in these programs.

WHEREAS, the Agency has facilities suitable for the clinical/internship needs of the College programs in health sciences and human services.

WHEREAS, it is to the benefit of both College and the Agency that health sciences and human services students have opportunities for clinical/internship experience to enhance their capabilities as practitioners.

Now, THEREFORE, the College and Agency do covenant and agree as follows:

PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE COLLEGE

A. For the Program in General

1. The College representative shall be the Dean of Health Sciences, Human Services and Emeritus Institute, who will serve as coordinator and liaison of this agreement between the Agency and the College.

2. The College will assume full responsibility for offering health sciences and human services education programs eligible for accreditation or approval by the appropriate State Board or Agency.
3. College faculty members may be invited to serve as voluntary resource persons to the Agency staff by serving on health sciences and human services committees, by sharing knowledge as experts, and by participating in other matters dealing with the quality of patient/client care.
4. For Workers' Compensation
The College shall carry Workers' Compensation Insurance on students of the College during clinical/internship assignment, and shall keep records of clinical/internship attendance for audit by the State Workers' Compensation Insurance Fund.
5. Hold Harmless Agreement
College agrees to and does hereby indemnify and hold harmless to the extent authorized by law the Agency and its officers, agents and employees from every liability, loss, damage, or expense which may be incurred by reason of: liability for (1) death or bodily injury to persons, (2) injury to, loss or theft of property, or (3) any other loss, damage or expense arising under either (1) or (2) above, sustained by the College, the College students participating in laboratory learning experiences, or by any person employed by the College in connection with the laboratory learning experience called for in this Agreement, except for liability resulting from the negligence or willful misconduct of the Agency or its officers, employees, or agents, or independent contractors who are directly employed by the Agency; and any injury to or death of persons or damage to property caused by any act, neglect, default or omission of the College, its employees or students.

Agency agrees to and does hereby indemnify and hold harmless to the extent authorized by law, the College, its officers, agents and employees from every liability, loss, damage, or expense which may be incurred by reason of: liability for (1) death or bodily injury to persons, (2) injury to, loss or theft of property, or (3) any other loss, damage or expense arising under either (1) or (2) above, sustained by the Agency, its officers, agents and employees in connection with the laboratory learning experience called for in this Agreement, except for liability resulting from the negligence or willful misconduct of the College, its officers, employees, agents of independent contractors who are directly employed by the College; and any injury to or death of persons or damage to property caused by any act, neglect, default or omission of the Agency, its officers, agents and employees.

6. Public Liability and Property Damage Insurance

The College and Agency agree to take out and maintain during the life of this agreement such public liability and property damage coverage as shall protect the College and the Agency harmless. Such insurance shall be in the following amounts:

Bodily Injury	\$1,000,000.00
Property Damage	\$1,000,000.00

B. For Program Planning

The College will initiate the development of mutually acceptable clinical/internship instruction plans for using the Agency's clinical/internship areas to meet the educational goals of health sciences and human services curricula. These plans will be made available to the Agency at a mutually agreed upon time prior to the beginning of the school term and subject to revision in instances of conflict with patient care/client responsibilities and/or College interests.

C. For Instruction

1. The College shall supervise all instruction and clinical/internship experience for all students assigned to the Agency; and participate in the supervision of the instruction and clinical experience for the Nursing Program's - Clinical Preceptorship and Health Sciences, Human Services Program's Internship. The College shall assume full responsibility for the content of the educational programs.
2. The College will provide faculty members who are both qualified teachers and competent health sciences and human services practitioners, as required by the health sciences and human services program in which they teach.
3. The College will provide orientation for its health sciences and human services faculty members to familiarize them with Agency policies, practices, and facilities before assigning them to instructional duties at the Agency.
4. The College faculty will be responsible for learning and observing the regulations of both College and Agency as they apply to the circumstances of clinical/internship teaching.
5. The College has the privilege of regularly scheduled meetings with Agency staff, including both selected floor personnel and administrative level representatives for the purpose of interpreting, discussing, and evaluating the educational program in health sciences and human services.

D. For Health Sciences and Human Services Students

The College will be responsible for assuring the health sciences and human services students assigned to the Agency for clinical/internship instruction meet both College and Agency standards of health and physical fitness, and shall provide certification that the students have been immunized against the common communicable diseases.

PART III. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE AGENCY

A. For the Program in General

1. The Agency will maintain the standards which make it eligible for approval as a clinical/internship area for instruction in an accredited health sciences and human services program.
2. The Agency staff may participate in the educational program on request of the College instructor. This may be resource persons, clinical experts, or assisting in the planning and implementation of aspects of clinical/internship education. Such participation will be voluntary and shall not interfere with assigned Agency duties.
3. The Agency will designate a staff member who will function as Educational Coordinator for health sciences and human services education uses of the Agency facilities, including joint planning with representatives of all involved health sciences and human services programs.
4. The Agency will permit the faculty and students of the College to use its patient/client care and service facilities for clinical/internship education according to the approved curricula.

B. For Services and Facilities

1. The Agency will permit the educational use of such supplies and equipment as are commonly available for patient/client care.
2. The Agency will permit use of the following facilities and services by College health services and human services students and faculty at such times and to the degrees considered feasible by the Agency:
 - a. Parking areas.
 - b. Locker, storage and dressing facilities.
 - c. Same food services as are available to Agency staff.
 - d. First aid treatment with written consent required for minors.
 - e. Classroom and conference room space.
 - f. Office and/or desk space for health sciences and human services faculty.
 - g. Equipment demonstration areas.
 - h. Access to sources of information for educational purposes, such as:
 - (1) Charts, nursing station references, Kardex files.
 - (2) Procedure guides, policy manuals.
 - (3) Medical dictionaries, pharmacology references.
 - (4) Books and periodicals in the Medical Library.

C. For Control of College Personnel

The Agency may refuse access to its clinical/internship areas to health sciences and human services students or College faculty who do not meet its employee standards for safety, health, cooperation, or ethical behavior, pending investigation and resolution of the matter by the Agency and the College.

PART IV. JOINT RESPONSIBILITIES AND PRIVILEGES

Publication by College faculty or Agency staff members of any material relative to their clinical/internship experience, that has not been approved for release by the College and Agency signers of this agreement, is prohibited.

PART V. STATUS OF HEALTH SCIENCES AND HUMAN SERVICES STUDENTS

- A. Health sciences and human services students shall have the status of learners and shall not be considered to be Agency employees, nor shall they replace Agency staff. Clinical/internship experience will be conducted as a laboratory learning experience.
- B. Health sciences and human services students are subject to the authority, policies and regulations of the College. They are also subject, during clinical/internship assignments, to applicable Agency regulations and must conform to the same standards as are set for Agency employees in matters relating to the welfare of patients/clients and general Agency operation.
- C. No student under the influence of drugs, alcohol, or other chemicals will be allowed presence or practice in any clinical/internship setting. Any student who, in the opinion of the instructor, is judged unsafe according to the above regulation shall be excluded from the clinical/internship setting. Such exclusion from instruction shall be made in the presence of a suitable witness (any licensed/certificated personnel). The student will be directed by the instructor to report to the Dean of the Division of Health Sciences, Human Services and Emeritus Institute, who will refer the matter to the Saddleback College Vice President of Student Services, for investigation pursuant to College regulations. At the completion of the investigation, a student found to have violated the above regulations may be disqualified from the program.

PART VI. PERIOD OF AGREEMENT

This agreement shall be effective as of the date signed, and shall continue in effect until terminated by written notice of either party. The said termination shall become effective only at the close of an academic year, but not before six months after receipt of said notice, except that this agreement may be terminated at anytime upon written mutual consent by the College and the Agency.


IN WITNESS WHEREOF, the said parties have hereunto set their hands:

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

SADDLEBACK VALLEY UNIFIED
SCHOOL DISTRICT

District

Agency



By: Gary Poertner
Deputy Chancellor

By:

Reviewed by:
Kathleen Winston, Dean
Division of Health Sciences,
Human Services and Emeritus Institute

Title:

6-16-04

Date

Date



CALIFORNIA DEPARTMENT OF

Mental Health

Metropolitan State Hospital

Our Mission: To provide mental health services in a safe and secure setting that enhance the quality of life

CONTRACT REVIEW AND RENEWAL

The affiliation agreement between South Orange County Community College District (Saddleback College), Administrative Services and Metropolitan State Hospital was reviewed by Kay Sitanggan, RN, DrPH, Nursing Education Director, on June 1, 2004.

PROBLEM AREAS IDENTIFIED:

None

MODIFICATIONS OR AMENDMENTS NECESSARY:

None

The School District shall continue to furnish to the State a Certificate of insurance stating that there is liability insurance presently in effect for the School District with a combined single limit (CSL) of not less than \$500,000 per occurrence.

Both parties mutually agree to continue to abide by the terms of the current agreement. The agreement shall be reviewed at the completion of the next school year, June 2005.

K. Sitanggan
Metropolitan State Hospital Representative

6-1-04

Date

G. Poertner

South Orange County Community College Representative
Gary Poertner, Deputy Chancellor

6/16/04

Date

Kathleen Winston
Kathleen Winston, Dean
Health Sciences, Human Services and Emeritus Institute

6-11-04

Date

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
Saddleback College
Mission Viejo, California 92692

AGREEMENT FOR TEACHING SERVICES

THIS AGREEMENT is made and entered into this 1st day of September, 2008 by and between SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT" and Betty Livingston LAKE FOREST BEAUTY COLLEGE, hereinafter referred to as "Teacher."

WITNESSETH:

1. The Teacher agrees to serve as a teacher for the Cosmetology Cosmetician course offered by Saddleback College.
2. The Teacher shall be an employee of Lake Forest Beauty College.
3. The District shall have the primary right to control and direct the Teacher's activities. Said activities shall be performed by the Teacher in accordance with such direction and control, subject to the provisions as set forth in more particularity in a contract by and between Lake Forest Beauty College and South Orange County Community College District.
4. The District shall not be obligated to make any payment to the Teacher for services and for normal benefits such as Workers' Compensation, medical insurance, vacation, sick leave, or any other employee benefits now available to regular employees of the District.

IN WITNESS WHEREOF, the said parties have hereunto set their name.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

By: [Signature] Date: 6-22-04

Title: Deputy Chancellor

INSTRUCTOR

[Signature] Date: 6-18-04

LAKE FOREST BEAUTY COLLEGE

By: [Signature] Date: 6-18-04

Title: DIRECTOR

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
Saddleback College
Mission Viejo, California 92692

AGREEMENT FOR TEACHING SERVICES

THIS AGREEMENT is made and entered into this 17 day of APRIL, 2004, by and between SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT" and Mary Taghavi LAKE FOREST BEAUTY COLLEGE, hereinafter referred to as "Teacher."

WITNESSETH:

1. The Teacher agrees to serve as a teacher for the Cosmetician Manicuring course offered by Saddleback College.
2. The Teacher shall be an employee of Lake Forest Beauty College.
3. The District shall have the primary right to control and direct the Teacher's activities. Said activities shall be performed by the Teacher in accordance with such direction and control, subject to the provisions as set forth in more particularity in a contract by and between Lake Forest Beauty College and South Orange County Community College District.
4. The District shall not be obligated to make any payment to the Teacher for services and for normal benefits such as Workers' Compensation, medical insurance, vacation, sick leave, or any other employee benefits now available to regular employees of the District.

IN WITNESS WHEREOF, the said parties have hereunto set their name.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

By: [Signature] Date: 6-22-04

Title: Deputy Chancellor

INSTRUCTOR

Mary Taghavi Date: 4.17.04

LAKE FOREST BEAUTY COLLEGE

By: [Signature] Date: 4-20-04

Title: Supervisor

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
Saddleback College
Mission Viejo, California 92692

AGREEMENT FOR TEACHING SERVICES

THIS AGREEMENT is made and entered into this 10th day of September, 2008 by and between SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT" and Neva L. Stout
LAKE FOREST BEAUTY COLLEGE, hereinafter referred to as "Teacher."

WITNESSETH:

1. The Teacher agrees to serve as a teacher for the Cosmetology/Cosmetician course offered by Saddleback College.
2. The Teacher shall be an employee of Lake Forest Beauty College.
3. The District shall have the primary right to control and direct the Teacher's activities. Said activities shall be performed by the Teacher in accordance with such direction and control, subject to the provisions as set forth in more particularity in a contract by and between Lake Forest Beauty College and South Orange County Community College District.
4. The District shall not be obligated to make any payment to the Teacher for services and for normal benefits such as Workers' Compensation, medical insurance, vacation, sick leave, or any other employee benefits now available to regular employees of the District.

IN WITNESS WHEREOF, the said parties have hereunto set their name.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

By: [Signature] Date: 6-22-08

Title: Deputy Chancellor

INSTRUCTOR

Neva L. Stout Date: 6-17-08

LAKE FOREST BEAUTY COLLEGE

By: [Signature] Date: 6/18/08

Title: DIRECTOR

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Saddleback College
Mission Viejo, California 92692

AGREEMENT FOR TEACHING SERVICES

THIS AGREEMENT is made and entered into this 1st day of September, 2008 by and between SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT" and Thu Pham
LAKE FOREST BEAUTY COLLEGE, hereinafter referred to as "Teacher."

WITNESSETH:

1. The Teacher agrees to serve as a teacher for the Manicuring course offered by Saddleback College.
2. The Teacher shall be an employee of Lake Forest Beauty College.
3. The District shall have the primary right to control and direct the Teacher's activities. Said activities shall be performed by the Teacher in accordance with such direction and control, subject to the provisions as set forth in more particularity in a contract by and between Lake Forest Beauty College and South Orange County Community College District.
4. The District shall not be obligated to make any payment to the Teacher for services and for normal benefits such as Workers' Compensation, medical insurance, vacation, sick leave, or any other employee benefits now available to regular employees of the District.

IN WITNESS WHEREOF, the said parties have hereunto set their name.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

By: [Signature] Date: 6-22-08

Title: Deputy Chancellor

INSTRUCTOR

[Signature] Date: 6/17/08

LAKE FOREST BEAUTY COLLEGE

By: [Signature] Date: 6/18/08

Title: DIRECTOR

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
Saddleback College
Mission Viejo, California 92692

AGREEMENT FOR TEACHING SERVICES

THIS AGREEMENT is made and entered into this 1st day of September, 2004 by and between SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT" and Olga L. Mora
LAKE FOREST BEAUTY COLLEGE, hereinafter referred to as "Teacher."

WITNESSETH:

1. The Teacher agrees to serve as a teacher for the Cosmetology
Cosmetician course offered by Saddleback College.
2. The Teacher shall be an employee of Lake Forest Beauty College.
3. The District shall have the primary right to control and direct the Teacher's activities. Said activities shall be performed by the Teacher in accordance with such direction and control, subject to the provisions as set forth in more particularity in a contract by and between Lake Forest Beauty College and South Orange County Community College District.
4. The District shall not be obligated to make any payment to the Teacher for services and for normal benefits such as Workers' Compensation, medical insurance, vacation, sick leave, or any other employee benefits now available to regular employees of the District.

IN WITNESS WHEREOF, the said parties have hereunto set their name.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

By: [Signature] Date: 6-22-04

Title: Deputy Chancellor

INSTRUCTOR

Olga L. Mora Date: 6/18/04

LAKE FOREST BEAUTY COLLEGE

By: [Signature] Date: 6/18/04

Title: DIRECTOR

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
Saddleback College
Mission Viejo, California 92692

AGREEMENT FOR TEACHING SERVICES

THIS AGREEMENT is made and entered into this 1st day of May, 2004, by and between SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT" and Bette Dalot
LAKE FOREST BEAUTY COLLEGE, hereinafter referred to as "Teacher."

WITNESSETH:

1. The Teacher agrees to serve as a teacher for the Cosmetology
Manicuring course offered by Saddleback College.
2. The Teacher shall be an employee of Lake Forest Beauty College.
3. The District shall have the primary right to control and direct the Teacher's activities. Said activities shall be performed by the Teacher in accordance with such direction and control, subject to the provisions as set forth in more particularity in a contract by and between Lake Forest Beauty College and South Orange County Community College District.
4. The District shall not be obligated to make any payment to the Teacher for services and for normal benefits such as Workers' Compensation, medical insurance, vacation, sick leave, or any other employee benefits now available to regular employees of the District.

IN WITNESS WHEREOF, the said parties have hereunto set their name.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

By: [Signature] Date: 6-22-04

Title: Deputy Chancellor

INSTRUCTOR

Bette R. Dalot Date: 6/18/04

LAKE FOREST BEAUTY COLLEGE

By: [Signature] Date: 6/18/04

Title: DIRECTOR

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
Saddleback College
Mission Viejo, California 92692

AGREEMENT FOR TEACHING SERVICES

THIS AGREEMENT is made and entered into this 10th day of March, 2004, by and between SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT" and Christine Salcido
LAKE FOREST BEAUTY COLLEGE, hereinafter referred to as "Teacher."

WITNESSETH:

1. The Teacher agrees to serve as a teacher for the Cosmetology
Cosmetician course offered by Saddleback College.
2. The Teacher shall be an employee of Lake Forest Beauty College.
3. The District shall have the primary right to control and direct the Teacher's activities. Said activities shall be performed by the Teacher in accordance with such direction and control, subject to the provisions as set forth in more particularity in a contract by and between Lake Forest Beauty College and South Orange County Community College District.
4. The District shall not be obligated to make any payment to the Teacher for services and for normal benefits such as Workers' Compensation, medical insurance, vacation, sick leave, or any other employee benefits now available to regular employees of the District.

IN WITNESS WHEREOF, the said parties have hereunto set their name.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

By: [Signature] Date: 6-22-04

Title: Deputy Chancellor

INSTRUCTOR

[Signature] Date: 6/17/04

LAKE FOREST BEAUTY COLLEGE

By: [Signature] Date: 6/18/04

Title: DIRECTOR

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
Saddleback College
Mission Viejo, California 92692

AGREEMENT FOR TEACHING SERVICES

THIS AGREEMENT is made and entered into this 24 day of Feb, 2004, by and between SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT" and Vincent E Garcia, hereinafter referred to as "Teacher."

WITNESSETH:

1. The Teacher agrees to serve as a teacher for the Cosmetology course offered by Saddleback College.
2. The Teacher shall be an employee of Elegante Beauty College.
3. The District shall have the primary right to control and direct the Teacher's activities. Said activities shall be performed by the Teacher in accordance with such direction and control, subject to the provisions as set forth in more particularity in a contract by and between Elegante Beauty College and South Orange County Community College District.
4. The District shall not be obligated to make any payment to the Teacher for services and for normal benefits such as Workers' Compensation, medical insurance, vacation, sick leave, or any other employee benefits now available to regular employees of the District.

IN WITNESS WHEREOF, the said parties have hereunto set their name.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

By: [Signature] Date: 6-22-04

Title: Deputy Chancellor

INSTRUCTOR

[Signature] Date: 6/16/03

ELEGANTE BEAUTY COLLEGE

By: [Signature] Date: 06/14/03

Title: [Signature]

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
Saddleback College
Mission Viejo, California 92692

AGREEMENT FOR TEACHING SERVICES

THIS AGREEMENT is made and entered into this 09/1/03 day of _____, 2003, by and between SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT" and Suzanne K. Field, hereinafter referred to as "Teacher."

WITNESSETH:

1. The Teacher agrees to serve as a teacher for the Cosmetology course offered by Saddleback College.
2. The Teacher shall be an employee of Elegante Beauty College.
3. The District shall have the primary right to control and direct the Teacher's activities. Said activities shall be performed by the Teacher in accordance with such direction and control, subject to the provisions as set forth in more particularity in a contract by and between Elegante Beauty College and South Orange County Community College District.
4. The District shall not be obligated to make any payment to the Teacher for services and for normal benefits such as Workers' Compensation, medical insurance, vacation, sick leave, or any other employee benefits now available to regular employees of the District.

IN WITNESS WHEREOF, the said parties have hereunto set their name.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

By: G. Bestner Date: 6-24-04

Title: Deputy Chancellor

INSTRUCTOR

Suzanne K. Field Date: 06/17/04

ELEGANTE BEAUTY COLLEGE

By: Suzanne K. Field Date: 06/17/04
Title: Lead Instructor

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
Saddleback College
Mission Viejo, California 92692

AGREEMENT FOR TEACHING SERVICES

THIS AGREEMENT is made and entered into this 9th day of sept, 2004, by and between SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT" and Chris Locker, hereinafter referred to as "Teacher."

WITNESSETH:

1. The Teacher agrees to serve as a teacher for the Cosmetology course offered by Saddleback College.
2. The Teacher shall be an employee of Elegante Beauty College.
3. The District shall have the primary right to control and direct the Teacher's activities. Said activities shall be performed by the Teacher in accordance with such direction and control, subject to the provisions as set forth in more particularity in a contract by and between Elegante Beauty College and South Orange County Community College District.
4. The District shall not be obligated to make any payment to the Teacher for services and for normal benefits such as Workers' Compensation, medical insurance, vacation, sick leave, or any other employee benefits now available to regular employees of the District.

IN WITNESS WHEREOF, the said parties have hereunto set their name.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

By: [Signature] Date: 6-22-04

Title: Deputy Chancellor

INSTRUCTOR

[Signature] Date: 6/17/04

ELEGANTE BEAUTY COLLEGE

By: [Signature] Date: 06/17/04

Title: Deputy Instructor

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM: 36
FROM:	CHANCELLOR	DATE: 7/26/04
SUBJECT:	SOCCCD: UPDATE ON CERTIFICATE OF PARTICIPATION DEBT RETIREMENT	
REASON FOR BOARD CONSIDERATION:	INFORMATION	

BACKGROUND

On July 31, 2000, the Board of Trustees adopted Budget Development Guidelines that included the provision that the Certificates Of Participation (COP) issues would be retired on the following call dates: 1) The 1991 issue on August 1, 2001; 2) the 1999 issue on August 1, 2004; and 3) the 1996 issue on June 1, 2008. The 1991 issue was retired on August 1, 2001 as planned.

STATUS:

The 1999 COP debt will be retired on August 1, 2004, as scheduled. The total cost to retire the debt will be \$22,266,621.25, as outlined below:

Interest Due 8/1/2004:	\$	496,621.25
Maturity due 8/1/2004:		605,000.00
Full Call due 8/1/2004:		<u>21,165,000.00</u>
Total	\$	22,266,621.25

The Board has an established plan to retire the 1996 COP issue on June 1, 2008.

Item Submitted By: Gary Poertner, Deputy Chancellor	
Item Reviewed By: Dr. Raghu P. Mathur, Chancellor	
Final Disposition:	Vote:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	37
FROM:	CHANCELLOR	DATE:	7/26/04
SUBJECT:	SADDLEBACK COLLEGE: TAS BUILDING REPAIR: PROJECT SCHEDULE		
REASON FOR BOARD CONSIDERATION:	INFORMATION		

BACKGROUND

On May 24, 2004, a report was presented to the Board of Trustees regarding the repair of several buildings at both campuses, including the repair of the TAS building at Saddleback College.

STATUS

Attached as EXHIBIT A is the preliminary project schedule for the TAS Building Repairs project at Saddleback College.

Item Submitted By:	Gary Poertner, Deputy Chancellor
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote:

**TAS BUILDING REPAIR
at
SADDLEBACK COLLEGE**

EXHIBIT A

PROJECT SCHEDULE

July 26, 2004

July 26, 2004	Board approves hiring architect
August 1 to October 15, 2004	Preliminary plans
October 16 to December 31, 2004	Working drawings
January 1 to May 30, 2005	DSA review and approval
June 2005	Bid of construction contracts
July 26, 2005	Board approval of construction contracts
August 1 to October 30, 2005	Remodel of lower campus buildings for use as swing space.
December 2005	Move affected classes to temporary location
January 1 to June 30, 2006	Repair TAS building

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO: BOARD OF TRUSTEES	ITEM: 38
FROM: CHANCELLOR	DATE: 7/26/04
SUBJECT: <u>BOARD REPORT</u> : REGIONAL HEALTH OCCUPATIONAL RESOURCE CENTER (RHORC)	
REASON FOR BOARD CONSIDERATION: INFORMATION	

BACKGROUND

At the June 22, 2004 board meeting, members of the Board of Trustees requested a report on the history and status of the Regional Health Occupational Resource Center (RHORC) at Saddleback.

STATUS

The requested report on the history and status of the Regional Health Occupational Resource Center (RHORC) at the Saddleback College was coordinated by Thomas F. Anderson, Vice Chancellor of Educational Services, and prepared by Joanne Gray, RN, MSN, Project Director, Health Sciences and Human Services, at Saddleback College.

This report is intended to answer the questions of the SOCCCD Board of Trustees. In the event additional information would be useful or desired by the board, supplemental information will be provided.

Item Submitted by:	<u>Dr. Thomas F. Anderson, Vice Chancellor, Educational Services</u>
Item Reviewed by:	<u>Dr. Raghu P. Mathur, Chancellor</u>
Final Disposition:	_____Vote_____

**South County Community College Board Report
Submitted July 8, 2004
Joanne Gray, RN, MSN, Project Director**

The Regional Health Occupations Resource Center (RHORC) was established in 1992 as one of eight regions established through out the State of California. It has been competitive grant funded over the past 14 years. The funds are from an Economic and Workforce Development monies. The focus has been to improve the education related to health occupations, meeting industry needs. Over the past 12 years, the RHORC has brought in over \$2,000,000 in grants for the purpose of health occupation curriculum development.

One of the major tasks accomplished was the development of a State Model Curriculum for Nurse Assistants, and developing the statewide certification exam for the Department of Health Services. The Testing Center portion of the center has grown from testing 1000 students per year to over 7000. In addition to nurse assistants, the center now provides services to Emergency Medical Technicians taking the National Registry Exam. In 2003, the testing center was established as a separate entity from the RHORC. The testing center is self supporting through fees paid by the client.

The fee of \$15,000 is a part of the Nurse Workforce Initiative Grant funded in 2002. Joanne Gray facilitated the grant objectives with the Orange County Workforce Board. This fee pays for the services as an enrollment manager of all students entering the four community college RN programs using the grant funds. This is a Federal Grant and it requires volumes of data and follow up with each student. This fee also covers expenses of data gathering related to the number of nursing students on the wait list for the four community colleges in Orange County.

The budget of \$135,000 pays for the salaries of two employees and the Director's salary and office expenses. Joanne Gray has been the project director since 1992. Since the department has always been considered soft money, the college has chosen not to institutionalize the center.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO: BOARD OF TRUSTEES	ITEM: 39
FROM: CHANCELLOR	DATE: 7-26-04
SUBJECT: <u>BOARD REPORT</u> : INTERVIEWS ON LEISURE WORLD TELEVISION	
REASON FOR BOARD CONSIDERATION: INFORMATION	

BACKGROUND

At the June 22, 2004 board meeting, the Board of Trustees requested that staff inquire whether the monthly interviews on Leisure World Television, following each board meeting, could be broadcast on Irvine Valley College and Saddleback College channels.

STATUS

Staff contacted Leisure World TV-Channel 6 and received permission to air the interviews on the College channels each month. The June 23, 2004 interview with Chancellor Raghu P. Mathur and President Richard McCullough aired on Saddleback College Channel 39 and Irvine Valley College 33 at 6:30 p.m. on July 9 and 10, 2004. The requested report was coordinated by Thomas F. Anderson, Vice Chancellor of Educational Services, and prepared by Tracy Daly, District Director, Marketing, Government, and Community Relations.

This report is intended to answer the questions of the SOCCCD Board of Trustees. In the event additional information would be useful or desired by the board, supplemental information will be provided.

Item Submitted by:	<u>Dr. Thomas F. Anderson, Vice Chancellor, Educational Services</u>
Item Reviewed by:	<u>Dr. Raghu P. Mathur, Chancellor</u>
Final Disposition:	_____Vote_____

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM: 40
FROM:	CHANCELLOR	DATE: 07/26/04
SUBJECT:	ACADEMIC PERSONNEL ACTIONS – REGULAR ITEMS	
REASON FOR BOARD CONSIDERATION:	APPROVAL/RATIFICATION	

BACKGROUND

In accordance with Education Code Section 72200, all employee actions must be approved or ratified by the Board of Trustees of each respective community college district.

STATUS

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

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

RECOMMENDATIONS

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

Item Submitted By:	Gary Poertner, Deputy Chancellor
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS

A. ADMINISTRATIVE EMPLOYMENT

1. KEITH CALKINS, ID #2923, is to be employed as Interim Dean of Health Sciences, Physical Education and Athletics, Irvine Valley College, effective July 6, 2004 through December 31, 2004, or until a permanent replacement is selected for Dean of Health Sciences, Physical Education and Athletics, Irvine Valley College, Administrative Salary Schedule, 80% of Category II, Step 8, and will be awarded benefits. This is a temporary replacement for the position formerly held by John Rodney Poindexter.
2. WILLIAM KELLY, ID #1233, is to be employed as Interim Dean of Math, Science and Engineering, Irvine Valley College, effective August 1, 2004 through February 28, 2005, or until a permanent replacement is selected for Dean of Math, Science and Engineering, Irvine Valley College, Administrative Salary Schedule, Category II, Step 2, but shall not be awarded benefits. This is a temporary replacement for Ruth Jacobson who retired July 1, 2004.
3. DON R. LOW, ID #13069, is to be employed as Interim Dean of Humanities and Fine Arts, Irvine Valley College, effective July 1, 2004 through June 30, 2005, or until a permanent replacement is selected for Dean of Humanities and Fine Arts, Irvine Valley College, Administrative Salary Schedule, 75% of Category II, Step 2, but shall not be awarded benefits. This is a temporary replacement for the position formerly held by Howard Gensler, who was reassigned to Saddleback College.
4. GWENDOLYN VENDLEY, ID #12455, is to be employed as Interim Vice President for Student Services, Pos #2680, Office of the President, Irvine Valley College, effective, July 1, 2004. Executive Salary Schedule, Category I, Step 2, This is a temporary replacement for Vern Hodge who resigned June 30, 2004 and retired August 1, 2004.
5. RAMALINGUM VURDIEN, is to be employed as Vice President for Instruction, Pos #1486, Office of the President, Saddleback College, effective, July 12, 2004. Executive Salary Schedule, Category I, Step 3. This is a replacement position for Hans Kuss whose employment ended on August 31, 2003. (See Attachment 1).

B. ACADEMIC EMPLOYMENT (Pursuant to Board Policy 4002.1):

1. CLIFFORD MEYER, ID #8161 is to be employed as Automotive Technology Instructor, Pos #1619, Division of Technology and Applied Science, Saddleback College, effective August 16, 2004. This is a replacement for William McFarland who retired. Approximate Salary Placement Class III, Step 11. (See Attachment 2).
2. RANDOLPH HARDICK, is to be employed as Emergency Medical Technician Instructor, Pos #2840, Division of Health Science, Human Services and Emeritus Institute, Saddleback College, effective August 16, 2004. This is a new position Board approved on November 19, 2003. Approximate Salary Placement Class I, Step 6. (See Attachment 3).

C. ADDITIONAL COMPENSATION: GENERAL FUND

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	<u>Effective Date</u>
		<u>Amount</u>	
Dominguez, Carmen	Academic Senate Pres/Sumr'04/SC	\$2,160.00	07/01/04-08/13/04
Dominguez, Carmen	Academic Senate Pres/Fall'04/SC	5,400.00	08/16/04-12/20/04
Kuykendall, Carolyn	Honors Program Chair/Sumr'04/SC	1,000.00	06/21/04-08/15/04
Long, Lewis	Faculty Assoc President/Sumr'04/IVC	1,093.00	05/24/04-08/13/04
Lovett, Margot	Women's & Gender Studies Chair/SC	1,350.00	08/16/04-12/20/04
McCaughey, Colin	Coord Admin of Justice Program/IVC	2,160.00	08/16/04-12/20/04
McGrogan, Martin	Dept of Athletics Chair/Fall'04/IVC	5,400.00	08/16/04-12/20-04
Meyer, Clifford	Auto Tech/Avia Dept Chair/SC	1,350.00	08/16/04-12/20/04
Paul, Jeff	Actor/SCLO Production/SC	1,000.00	07/01/04-07/31/04
Weisrock, Tom	Faculty Dev Coord/Summer'04/SC	1,080.00	07/01/04-08/23/04
Welc, Martin	Real Estate Dept Chair/SC	2,000.00	08/16/04-12/20/04

2. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated at their respective hourly rate for Non-Instructional Assignments/Projects (3-for-1) in accordance with Appendix C of the Academic Employee Master Agreement, 2000-2002.

<u>Name</u>	<u>Assignment/Activity</u>	<u>Effective Dates</u>
Atkinson, Dawn	Writing Sample Reader/IVC	08/23/04-12/19/04
Bauman, Natasha	Writing Sample Reader/SC	08/23/04-12/19/04
Beasley, James	Writing Sample Reader/IVC	08/23/04-12/19/04
Boster, Linda	Writing Sample Reader/IVC	08/23/04-12/19/04
Erohina, Tatiana	Writing Sample Reader/IVC	08/23/04-12/19/04
Fisher, Suki	Writing Sample Reader/IVC	08/23/04-12/19/04
Friberg, Josiah	Writing Sample Reader/IVC	08/23/04-12/19/04
Gilman, Bruce	Writing Sample Reader/IVC	08/23/04-12/19/04
Jackson, Carole	Writing Sample Reader/IVC	08/23/04-12/19/04
Joseph, Loretta	Writing Sample Reader/IVC	08/23/04-12/19/04
Kaefer, Kenneth	Writing Sample Reader/IVC	08/23/04-12/19/04
Knopf, Ellen	Writing Sample Reader/IVC	08/23/04-12/19/04
Kramer, Kathryn	Writing Sample Reader/IVC	08/23/04-12/19/04
Livote, Michelle	Writing Sample Reader/IVC	08/23/04-12/19/04
Luttrell, Judt	Writing Sample Reader/SC	08/23/04-12/20/04
McLean, Dani	Writing Sample Reader/SC	08/23/04-12/20/04
Mintie, Donna	Writing Sample Reader/IVC	08/23/04-12/20/04
Schendel, Kelly	Writing Sample Reader/SC	08/23/04-12/20/04
Scherschel, Ottilia	Writing Sample Reader/IVC	08/23/04-12/20/04
Sims, Larry	Writing Sample Reader/IVC	08/23/04-12/20/04
Stern, Susan	Writing Sample Reader/IVC	08/23/04-12/20/04
Striedter, Anna	Writing Sample Reader/IVC	08/23/04-12/20/04
Turnbull, Lisa	Writing Sample Reader/SC	08/23/04-12/20/04
Van Beek, Milo	Writing Sample Reader/IVC	08/23/04-12/20/04
Victor, Richard	Writing Sample Reader/SC	08/23/04-12/20/04

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.

<u>Name</u>	<u>Activity</u>	<u>Not to exceed</u> <u>Amount</u>	<u>Effective Date</u>
Braun, Ginger	Clinical Expert/SC	\$ 800.00	07/09/04-07/30/04
Connor, Kathy	Clinical Expert/SC	2,000.00	07/09/04-08/20/04
Smith, Gayla	Clinical Expert/SC	800.00	07/09/04-07/30/04
Sweet, Vicki	Clinical Expert/SC	200.00	07/09/04-08/20/04

E. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF

<u>APPLICANT</u>	<u>HIGHEST DEGREE</u>	<u>PROBABLE ASSIGNMENT</u>	<u>APPROX SALARY PLACEMENT</u>	<u>START DATE</u>
Afshar, Babak	MS/Industrial Arts	CIM*/IVC	III/1	08/23/04
Bhimaraju, Madhu	MS/Compute Appl	CIM/SC	II/1	08/23/04
Burger, Alice ²	BFA/Fine Arts	Graphic Des.*/IVC	I/1	07/06/04
Caramagno, Sebastian	MS/Music Educ	Tai Chi*/IVC	II/1	08/23/04
Castillo-Munoz, V.	MA/History	History/SC	II/1	08/23/04
Clauss, Lee S.	MA/Anthropology	Anthropology/SC	II/1	08/23/04
Davies, Simon ^{1&4}	PhD/Physical Ed.	PE/IVC	V/6	07/06/04
Davis, Daniel ¹	MS/Physical Ed.	PE/SC	III/1	06/22/04
Desopo, Camille	MS/Social Work	Counseling/SC	II/1	08/23/04
Dorsz, Silke ³	BA/Int'l Business	CIM*/SC	I/1	08/23/04
Egalon, Claudio ¹	PhD/Physics	Physics/IVC	V/1	06/21/04
Erbstoesser, Rebecca ⁵	MA/Art	Art/IVC	III/1	08/23/04
Evans, Thomas**	MA/Art	Graphic Comm.	II/15	05/24/04
Freeman, Tommy	MFA/Fine Arts	Art/IVC	II/1	08/23/04
Gershman, Barbara**	MA/Journalism	Foods & Nutrition/SC	V/25	08/23/04
Hardy, Mary M.	MA/History	History/SC	II/1	08/23/04
Hovanec, Timothy	PhD/Marine Sci	Marine Sci/SC	V/1	08/23/04
Kopfstein, Robert**	PhD/English	English/SC	V/30	08/23/04
Kosulandich, Roseann	MLS/Library Sci	Librarian/IVC	II/1	08/23/04
Kvaska, Colleen	MA/Fam&Cons Sci	Foods & Nutrition/SC	II/1	08/23/04
LeFever, John	PhD/Math	Math/IVC	V/1	08/23/04
Long, Michael	MA/Counseling	Counseling/SC	II/1	08/23/04
Lovett, Grace	MA/Education	English/SC	II/1	08/23/04
Mach, Kaye**	PhD/Bus Admin	Accounting/IVC	V/30	08/23/04
Mannix, Patricia	PhD/Art Hist.	Art History/IVC	V/1	08/23/04
March, Andrew*	BS/Ind. Design	Model Making/IVC	I/1	08/23/04
Marino, David	MA/Math	Math/SC	II/1	08/23/04
Marzolo, Gary	MS/Math	Math/SC	II/1	08/23/04
Moore, Mark	MA/Sports Psych	Swimming/Diving/SC	II/1	08/23/04
Murphy, Linda Suk-Ling	MS/Library Sci.	Library/IVC	II/1	08/23/04
Ortiz-Franco, Luis	PhD/Math	Math/SC	V/1	08/23/04
Otta, William**	MA/Phys. Ed.	Sociology/SC	V/25	08/23/04
Page, Jennifer	MA/Speech	Speech/IVC	II/1	08/23/04
Reeve, Derek	JD/Law	Poli. Sci./SC	V/1	08/23/04
Rodgers, Patrick ¹	PhD/Human Behav.	Emeritus Music/IVC	V/1	07/06/04
Sierakowski, Elisia	MA/Intl.Relations	Comp.Maint.Tech./SC	II/1	08/23/04
Simard, Isabel	MS/Nutrition	Nutrition Sci./SC	II/1	08/23/04
Smith, Frances	MAEd/Education	Cultural Div./SC	II/1	08/23/04

E. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF (Cont'd.)

<u>APPLICANT</u>	<u>HIGHEST DEGREE</u>	<u>PROBABLE ASSIGNMENT</u>	<u>APPROX SALARY PLACEMENT</u>	<u>START DATE</u>
Solem, Richard	MS/Oceanography	Marine Sci./SC	II/1	08/23/04
Soltani, Parissa	MA/Bus.-BA-Coun.	Counseling/SC	II/1	08/23/04
Stack, Donald	MS/Math	Math/IVC	II/1	08/23/04
Stroll, Susan	MFA/Studio Art	Emeritus Photo/IVC	II/1	08/23/04
Valverde, Vanessa	MS/Chemistry	Chemistry/IVC	II/1	08/23/04
Vidal, Laura	MS/Child Dev.	Child Dev./SC	II/1	08/23/04
Waldorf, Alyssa	MS/Kinesiology	Emeritus PE/SC	II/1	08/23/04
West, Alison	MS/Chemistry	Chemistry/SC	II/1	08/23/04
Yang, Catalina	MS/Math	Math/SC	II/1	08/23/04
Yun, Myung Sik	PhD/Math	Math/IVC	V/1	08/23/04

¹Ratification to fill unstaffed classes and/or to replace instructors that have withdrawn from their assignments.

²Alice Burger was board approved on 6/22/04 to start on 8/23/04. Her starting date is being amended to 7/6/04. Ms. Burger is needed to teach a class for the second 6-week Summer Session.

³Silke Dorsz was board approved on 6/22/04 as associate faculty to teach Computer Information Management at Saddleback College. Human Resources has since gained knowledge that she is related by marriage to Jeffery Dorsz, associate faculty who teaches Computer Information Management at Saddleback College.

⁴Dr. Davies was board approved on 5/24/04 as full-time, tenure track PE Instructor, Head Women's Softball/Soccer Coach, effective 8/16/2004. He is being hired as Associate Faculty to teach an unstaffed 2004 Summer class.

⁵Ms Erbstoesser is related by marriage to Mark Ala, Associate Faculty in the Health Sciences, Human Services, and Emeritus Division at Saddleback College.

*Per the Board of Governors of the California Community Colleges, this is a discipline in which a Master's degree is not generally expected or available.

**Full-time faculty retiree rehired to teach part-time.

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>PROBABLE ASSIGNMENT</u>	<u>APPROX SALARY PLACEMENT</u>	<u>START DATE</u>
Cohen, Heidi	BA/Hum Biodyn	Phys Educ/SC	II/1	08/23/04

Equivalency is based on a Bachelor of Arts degree in Human Bio-dynamics with a minor in Exercise Physiology from the University of California, Berkeley that included courses in Human Anatomy, Physical Education, and Kinesiology. Ms. Cohen will receive her Master of Science degree from the California State University, Fullerton in December 2004. She is certified in Fall Proof Balance Program, AFFA National Group Fitness Instruction, Pilates and Yoga, Reeboc Core Program, Dynaband Older Adult Programs, and many other. She has been teaching older adults for the Center for Successful Aging at California State University, Fullerton for the last year and a half.

EQUIVALENCY (cont'd)

corrected at mtg. JSM

<u>APPLICANT</u>	<u>HIGHEST DEGREE</u>	<u>PROBABLE ASSIGNMENT</u>	<u>APPROX SALARY PLACEMENT</u>	<u>START DATE</u>
Davis, Jeanne	BA/English	Art (Watercolor)/TVC	I/1	08/23/04

Equivalency is based on a Bachelor of Arts degree in English from Graceland University, Lamoni, Iowa and fifteen (15) years of experience teaching adult beginning and intermediate classes painting in watercolor. Ms. Davis has studied with several of the nation's best instructors, including Linda Doll, Judy Morris, Skip Lawrence, Don Andrews, and Carlton Plummer. She was awarded signature membership in Northwest Watercolor Society in 1995.

Kray, Ryan	BA/Theatre Arts	History/SC	I/1	8/23/04
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Kray
Equivalency is based on a Bachelor of Science degree in Theatre Arts from the University of California, Riverside and PhD candidacy in History at the University of California, Irvine. Ms. Cohen has completed her PhD candidacy exam and is ABD and has completed 128 quarter units, including all coursework required for an MA in History. Ms. Kray worked several years as a substitute teacher at secondary schools in Southern California and has been a teaching assistant for the past two years at the University of California, Irvine.

Wurtz, Timothy	BA/Poli Sci.	Screenwriting/SC	I/1	08/23/04
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Equivalency is based on a Bachelor of Arts degree in Political Science from the University of Denver, Colorado. Mr. Wurtz has over 20 years of experience in the field of entertainment production as a manager of an entertainment company, vice president and co-owner of a production company, and as a freelance screenwriter. Mr. Wurtz also has experience teaching screenwriting courses through the UCLA Extension program, West Los Angeles Community College Extension program, and the American Film Institute Public Service Program.

F. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

The following full-time employee has been approved to participate in the PARS Supplementary Retirement Plan (SRP):

1. THOMAS D. EVANS, ID #1269, Professor of Graphic Communications, Technology & Applied Science Division, Saddleback College, Pos #1534, has submitted his resignation effective May 21, 2004 and retirement effective May 22, 2004 (start date: September 4, 1981).

NAME: DR. RAMALINGUM (RAJEN) VURDIEN

POSITION: VICE PRESIDENT FOR INSTRUCTION
Saddleback College

EDUCATION:

Ph.D. Psychology of Reading/Educational Psychology
Minor: School and Educational Psychology
Temple University
Philadelphia, PA

M.Ed. Psychology of Reading
Temple University
Philadelphia, PA

M.A. English
Minor: French
University of Upper Brittany
Rennes, France

MBA Business Administration
Long Island University
C.W. Post Campus, NY

B.A. English
University of Upper Brittany
Rennes, France

EXPERIENCE:

Dr. Vurdien has been Dean, School of Language Arts, Work Experience, Honors and Study Abroad Programs at Long Beach City College from August 1998 to present; Dean, School of Language Arts and Physical Education at Long Beach City College from December 1999 to August 2003; Instructor of Reading at Long Island University from August 1998 to December 1999; Professor of Education at Long Island University from September 1995 to August 1998; Associate Professor of Education, Director, Graduate Programs in Education, Coordinator of Reading and Literacy at Gwynedd Mercy College from December 1989 to December 1995, and United Nations Volunteer, Teacher of English and Speech, Coordinator of UN Language Programs from April 1982 to August 1985.

PROFESSIONAL ORGANIZATIONS:

Currently a member of the College Reading and Learning Association, the International Reading Association, the American Statistical Association, the National Council of Instructional Administrators, the Association of California Community College Administrators, and The Chair Academy.

ATTACHMENT 2

NAME: CLIFFORD G. MEYER

POSITION: AUTOMOTIVE TECHNOLOGY INSTRUCTOR
Saddleback College
Full-Time, Tenure Track

EDUCATION:

M.A. Occupational Studies, (Corporate Training & Development emphasis)
California State University, Long Beach
Long Beach, CA

B.S. Vocational Education
California State University, Long Beach
Long Beach, CA

EXPERIENCE:

Mr. Meyer has been a part-time instructor in the Automotive Technology program at Saddleback College since August 1997, teaching numerous Automotive Technology courses including Automotive Fundamentals, Basic Clean Air Car Course, Advanced Clean Air Car Course and Automotive Electrical Systems, and is currently teaching the Advanced Clean Air Car Course during the Summer 2004. He has been a full time assistant professor at Palomar College, San Marcos, CA since 2001, teaching in the Automotive Technology Department. Mr. Meyer's experience includes over twenty-five years of automotive industry experience. This includes teaching experience at Automotive Data Systems, the largest technical hot-line company in the world; Cypress College; Golden West College; and for the Garden Grove Unified School District ROP.

PROFESSIONAL ASSOCIATIONS:

Member of the Society of Automotive Engineering (SAE).
Member and advisor for California Automotive Teachers Association (CAT)
Founding member of the Orange County Chapter of Service Technicians Society (STS), serving as chapter president for two years.
Member of California Industrial and Technology Association (CIETA).
Member of North American Council of Automotive Teachers (NACAT).
Certified advanced instructor for the California Bureau of Automotive Repair.

ATTACHMENT 3

NAME: RANDOLPH SCOTT HARDICK

POSITION: EMERGENCY MEDICAL TECHNICIAN INSTRUCTOR
Saddleback College
Full-Time, Tenure Track

EDUCATION:

B.A. Business Management
University of Sioux Falls,
Sioux Falls, South Dakota

CERTIFICATES: EMT - Paramedic, EMT - Basic
McKenna Hospital,
Sioux Falls, South Dakota

EXPERIENCE:

Mr. Hardick has been a full-time instructor at the Avera McKenna School of Emergency Medical Science, Sioux Falls, South Dakota, since March 1991, teaching numerous EMS courses, in-service programs, and continuing educational and refresher programs. Prior to his position at Avera McKenna School he served as an EMT and later as a paramedic (street medic), and a fixed and rotor-wing flight medic. He has instructed the EMS specialty courses, including Advanced Cardiac Life Support, Automated External Defibrillator, Basic Trauma Life Support, EMS Instructor/Coordinator, Geriatric Education for Emergency Medical Services, and Pediatric Community Awareness and Resource Education programs. Mr. Hardick has also coordinated the provision of accrediting or regulating requirements, including the Commission on Accreditation of Allied Health Education Programs, South Dakota Board of Medical Examiners, and the South Dakota Department of Health-EMS Division. Mr. Hardick has provided presentations to numerous district, regional, and state organizations and has served as the Pilot Program Site Instructor/Coordinator for the 1994 EMT-Basic Curriculum and also as the Beta Site Instructor/Coordinator for the Center for Emergency Medicine for the 1998 EMT-Intermediate Curriculum.

PROFESSIONAL ASSOCIATIONS:

Emergency Medical Technician – National Registry since 1985
National Association of EMS Educators: Charter Member since 1997
South Dakota Instructor/Coordinator: Member – Past President
EMT-Basic Test Item Contributor: National Registry of EMTs, Columbus, Ohio
Sioux Empire Critical Incident Stress Management: Peer De-briefer, South Dakota
South Dakota Basic and Advanced Test Team Member:
South Dakota Department of Health, EMS Division, Pierre, SD
Child C.A.R.E. Instructor Trainer: Emergency Medical Services for Children Project

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM: 41
FROM:	CHANCELLOR	DATE: 07/26/04
SUBJECT:	CLASSIFIED PERSONNEL ACTIONS – REGULAR ITEMS	
REASON FOR BOARD CONSIDERATION:	APPROVAL/RATIFICATION	

BACKGROUND

In accordance with Education Code Section 72200, 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.

RECOMMENDATIONS

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

Item Submitted By:	Gary Poertner, Deputy Chancellor
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

1. DEAN LEBEAU, is to be employed as Locksmith, Facilities and Maintenance, Irvine Valley College, Pos #2407, Classified Range 125, Step 1, 16 hours per week, 12 months per year, effective July 27, 2004. This is a replacement position for Robert LeBeau who resigned.
2. BRENDA CONSTANTINO, is to be employed as Senior Graphic Designer, Advanced Technology, Irvine Valley College, Pos #2380, Classified Range 130, Step 1, 40 hours per week, 12 months per year, effective July 27, 2004. This is a replacement position for Viet Le who resigned.
3. The following individuals are to be employed as **Substitutes** in the classification noted below, on an if-and-as-needed basis.

<u>Name</u>	<u>Classification</u>	<u>Range/Step</u>	<u>Start Date</u>
¹ Barraza, Joseph	Custodian/SC	113/1	06/22/04
¹ Halkett, Karen	Administrative Assistant II/District	121/1	07/19/04
¹ Hillius, Ann	Administrative Assistant II/District	121/1	07/12/04
¹ Inciong, Denise	Research Analyst	127/1	07/01/04
¹ Johannessen, Nathan	Counseling Office Assistant/SC	114/1	07/13/04
¹ Le, Quan	Network Systems Technician II/SC	130/1	07/12/04
¹ McKee, Robert	Custodian/SC	113/1	05/10/04
¹ O'Donnell, Kim	Administrative Assistant II/SC	121/1	06/21/04
¹ Rios, Rosann	Counseling Office Assistant/SC	114/1	07/12/04
¹ Serota, Nancy	Child Care Instr. Specialist/IVC	121/1	07/12/04

4. The following individuals are to be employed as **Short-Term (Temporary)** positions, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year.

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Start/End Date</u>
¹ Araiza, Kathryn	Clerk Short Term/IVC	8.50	07/01/04-12/31/04
Arkell, Simon	Coaching Aid/SC	15.00	08/15/04-06/30/05
¹ Austin, Chester	Clerk Short Term/IVC	8.50	07/01/04-12/31/04
¹ Babellon, Lilith	Model/SC	15.50	04/20/04-06/30/04
¹ Bell, John	Specialist Aide/IVC	8.50	07/01/04-06/30/05
¹ Bermond, Clotilde	Tutor/IVC	8.00	07/05/04-06/30/05
¹ Cassidy, Michael	Clinical Skills Specialist/SC	15.00	07/27/04-12/31/04
¹ Chakos, Nichia	Registration Cashier/SC	10.50	07/12/04-12/31/04
¹ Chang, Mu Sywe	Tutor/IVC	8.00	07/01/04-06/30/05
¹ Cuevas, Glenn	Tutor/IVC	8.00	07/01/04-06/30/05
¹ Cho, Steve	Specialist Aide/IVC	8.50	06/15/04-06/30/05
¹ Cloughen, John	Clinical Skills Specialist/SC	25.00	07/01/04-12/31/04
Costales, Steve	Coaching Aid/SC	15.00	08/15/04-06/30/05
¹ DeJesus, Olivia	Specialist Aide/SC	8.50	07/01/04-06/30/05
¹ DeLaCruz, Juan	Specialist Aide/SC	9.50	07/01/04-12/21/04
¹ Deliman, Karen	Clinical Skills Specialist/SC	25.00	07/01/04-12/31/04
¹ Demorest, Kristi	Project Clerk/SC	7.25	06/28/04-06/30/05
Dill, Laura	Coaching Aid/SC	15.00	08/15/04-06/30/05
¹ Dorman, Kyle	Tutor/IVC	8.00	07/01/04-06/30/05
¹ Duvinae, Leitha	Project Specialist III/Dist.	15.25	06/08/04-06/30/05
Eldridge, Sandra	Clerk Short Term/SC	9.25	08/15/04-06/30/05

4. The following individuals are to be employed as **Short-Term (Temporary)** positions, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. **(Continued)**

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Start/End Date</u>
¹ Fair, Patricia	Admissions & Records Aide/IVC	10.72	07/01/04-12/31/04
¹ Falk, Rebecca	Tutor/IVC	8.00	07/05/04-06/30/05
¹ Farnaghi, Amirpasha	Specialist Aide/IVC	8.50	07/01/04-06/30/05
¹ Farmer, Damian	Recreation Leader/SC	14.00	05/15/04-09/14/04
¹ Ferrell, Ann	Tutor/IVC	8.00	07/05/04-06/30/05
Ferdinand, Justin	Coaching Aid/SC	15.00	08/15/04-06/30/05
¹ Freeman, Kathy	Specialist Aid/SC	8.50	07/01/04-06/30/05
Gardner, Arianna	Coaching Aid/SC	15.00	08/15/04-06/30/05
¹ Gordon, Roger	Clerk Short Term/IVC	8.50	07/01/04-12/31/04
Ground, Andy	Coaching Aid/SC	15.00	08/15/04-06/30/05
¹ Groves, Hailey	Recreation Aide/SC	10.00	06/15/04-09/14/04
¹ Guerrero, Jorge	Specialist Aide/SC	8.50	07/01/04-08/20/04
¹ Hall, Ezekiel	Clerk Short Term/IVC	8.50	07/01/04-12/31/04
¹ Hansen, Barbara J.	Admissions & Records Aide/IVC	10.72	07/01/04-12/31/04
¹ Hart, Jeanette	Project Specialist III/Dist.	15.25	06/14/04-06/30/04
¹ Hilton, John	Sh.Tm Campus Security Officer/SC	11.86	06/21/04-06/30/05
Holland, Larry	Coaching Aid/SC	15.00	08/15/04-06/30/05
¹ Holmes, Brittany	Recreation Aide/SC	10.00	06/15/04-09/14/04
Huang, Florence C.	Specialist Aide/SC	8.50	06/19/04-06/30/05
¹ Hunter, Lisa	Clinical Skills Specialist/SC	25.00	07/01/04-12/31/04
Hurtarte, Erick	Coaching Aid/SC	15.00	08/15/04-06/30/05
Inciong, Denice	Project Specialist III/SC	15.25	06/24/04-06/30/04
¹ Jacobson, Anne	Tutor/IVC	8.00	07/01/04-06/30/05
¹ Jimenez, Mark	Tutor/IVC	8.00	07/05/04-06/30/05
¹ Johannessen, Nathan	Project Specialist I/SC	12.75	06/30/04-07/12/04
¹ Joiner, Laura	Recreation Leader/SC	10.00	06/21/04-09/14/04
¹ Jordan, Blake	Tutor/IVC	8.00	07/05/04-06/30/05
¹ Joyce, Maureen	Events Aide/IVC	12.00	07/13/04-06/30/05
¹ Kazemi, Farzaneh	Tutor/IVC	8.00	07/05/04-06/30/05
¹ Khadra, Lina	Clerk Short Term/IVC	8.50	07/01/04-12/31/04
¹ Krol, Susan	Specialist Aide/SC	8.50	04/29/03-09/30/04
¹ Kroner, Tara	Recreation Leader/SC	10.00	06/15/04-09/14/04
¹ Kuganenthira, Thenmoli	Tutor/IVC	8.00	07/01/04-06/30/05
¹ Kyle, Dorman	Tutor/IVC	8.00	07/01/04-06/30/05
¹ Lau, Jennifer	Recreation Leader/SC	9.00	06/15/04-09/14/04
¹ Lay, Chanphanny	Project Clerk/SC	7.25	06/14/04-06/30/05
¹ Levin, Lara	Recreation Leader/SC	10.00	06/21/04-09/14/04
Lindahl, David	Clerk Short Term/SC	9.25	08/15/04-06/30/05
¹ Loh, Theresa	Tutor/IVC	8.00	07/05/04-06/30/05
¹ Long, Lawrence	Specialist Aide/IVC	8.50	02/01/04-06/30/04
¹ Malamut, Jason	Recreation Aide/SC	10.00	06/15/04-09/14/04
¹ Malani, Rajkumani	Clerk Short Term/IVC	8.50	07/01/04-12/31/04
¹ MacRae, Anne	Clinical Skills Specialist/SC	25.00	07/01/04-12/31/04
¹ Mathavorn, Tom	Project Specialist I/IVC	12.75	07/01/04-06/30/05
¹ Mayhew, Ruby	Clerk Short Term/IVC	8.50	07/01/04-12/31/04
¹ McCluskey, Katie	Project Specialist I/IVC	12.75	07/01/04-06/30/05
¹ McLafferty, Leigh	Tutor/IVC	8.00	07/05/04-06/30/05
¹ McMackin, Kelly	Recreation Leader/SC	10.00	06/15/04-09/14/04
Miller, Steve	Coaching Aid/SC	15.00	08/15/04-06/30/05

4. The following individuals are to be employed as **Short-Term (Temporary)** positions, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. **(Continued)**

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Start/End Date</u>
¹ Mohassel, Sedigheh	Tutor/IVC	8.00	07/01/04-06/30/05
¹ Morley, Kylie	Specialist Aide/IVC	8.50	05/30/04-06/30/05
¹ Mosher, Sisi	Tutor/IVC	8.00	07/05/04-06/30/05
¹ Narenthiran, Nandhini	Tutor/IVC	8.00	07/05/04-06/30/05
¹ Nieto, David	Senior Lifeguard/SC	10.50	07/06/04-09/14/04
¹ Nithipanthawong, Thanik	Tutor/IVC	8.00	07/05/04-06/30/05
Otto, Heather	Coaching Aid/SC	15.00	08/15/04-06/30/05
¹ Park, Kwang Ho	Tutor/IVC	7.25	07/05/04-06/30/05
¹ Paquin, Rene	Clinical Skills Specialist/SC	15.00	07/27/04-12/31/04
¹ Pontiakos, Michael	Recreation Aide/SC	9.00	06/15/04-09/14/04
¹ Qari, Masooda	Tutor/IVC	8.00	07/01/04-06/30/05
¹ Quinones, Alejander	Project Specialist I/IVC	12.75	07/01/04-06/30/05
¹ Reenders, Andrew	Senior Lifeguard/SC	9.50	06/15/04-09/14/04
Reidenbaugh, Byron	Coaching Aid/SC	15.00	08/15/04-06/30/05
¹ Richards, Dustin	Specialist Aide/SC	9.50	07/01/04-12/21/04
Roach, Dana	Coaching Aid/SC	15.00	08/15/04-06/30/05
¹ Salarian, Soudeh	Tutor/IVC	8.00	07/01/04-06/30/05
Samara, Sam	Coaching Aid/SC	15.00	08/15/04-06/30/05
¹ Schultz, James	Admissions & Records Aide/IVC	10.72	07/01/04-12/31/04
¹ Scott, Ann	Clinical Skills Specialist/SC	25.00	07/01/04-12/31/04
¹ Shabunin, Pavel	Tutor/IVC	8.00	07/01/04-06/30/05
¹ Sharif, Mehrak	Specialist Aide/IVC	10.50	07/01/04-06/30/05
¹ Shaw-Kingery, You-Lin	Tutor/IVC	8.00	07/01/04-06/30/05
¹ Shilian, Pouneh	Specialist Aide/IVC	9.50	07/01/04-06/30/05
¹ Shvetsky, Natalya	Tutor/IVC	8.00	07/01/04-06/30/05
¹ Sinha, Neetu	Tutor/IVC	8.00	07/01/04-06/30/05
¹ Smith, Patricia	Tutor/IVC	8.00	07/05/04-06/30/05
¹ Smith, Travis	Senior Lifeguard/SC	9.50	06/15/04-09/14/04
Soifeia, Lito	Coaching Aid/SC	15.00	08/15/04-06/30/05
¹ Springer, George	Tutor/IVC	8.00	07/05/04-06/30/05
¹ Sundberg, Lars	Project Specialist I/SC	12.75	07/01/04-06/30/05
¹ Tabibzadeh, Akbar	Specialist Aide/IVC	11.50	07/01/04-06/30/05
¹ Tabrizi, Sara	Clerk Short Term/IVC	8.50	07/01/04-09/30/04
¹ Taleghani, Neda	Tutor/IVC	8.00	07/05/04-06/30/05
¹ Tanaka, Midori	Project Specialist III/IVC	15.25	07/01/04-06/30/05
¹ Thorpe, Jack	Recreation Leader/SC	12.00	06/15/04-09/14/04
¹ Tucker, Rachel	Recreation Aide/SC	8.00	06/15/04-09/14/04
¹ Tutton, Matt	Project Specialist I/IVC	12.75	07/01/04-06/30/05
¹ Unsworth, Samantha	Project Specialist I/IVC	12.75	07/12/04-06/30/05
¹ Valerio, Nadia	Recreation Aide/SC	9.00	06/15/04-09/14/04
¹ Verhage, Jamie	Tutor/IVC	8.00	07/01/04-06/30/05
Walrath, Preston	Coaching Aid/SC	15.00	08/15/04-06/30/05
¹ Wani, Jenifer	Project Specialist I	12.70	07/01/04-06/30/05
¹ Wu, Joanne	Tutor/IVC	8.00	07/05/04-06/30/05
Wuebben, Diana	Clerk Short Term/IVC	8.50	07/01/04-12/31/04
Zahidi, Sameena Z.	Clerk Short Term/IVC	8.50	07/01/04-12/31/04
¹ Zakaryan, Karine	Clerk Short Term/IVC	8.50	07/06/04-12/31/04

5. The following individuals are to be employed on a temporary basis, as **Professional Expert**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the 2004-2005 Academic year. Rate of pay not to exceed the amount defined per individual.

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Start/End Date</u>
¹ Chirpich, Carol	Community and Contract Ed.	\$2500 per Course	07/15/04-06/14/05
¹ Cox, Barbara	Community and Contract Ed.	\$2500 per Course	07/01/04-06/14/05
¹ Milostan-Egus, Kathryn	Community and Contract Ed.	\$2500 per Course	07/06/04-08/31/04
¹ Prosper, Charles	Community and Contract Ed.	\$2500 per Course	07/01/04-06/14/05
¹ Scott, Anita	Community and Contract Ed.	\$2500 per Course	07/12/04-06/14/05
¹ Seagrave, Veral	Community and Contract Ed.	\$2500 per Course	06/15/04-06/14/05

6. 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 2003-2004 and the 2004-2005 academic years.

<u>Name</u>	<u>Start/End Date</u>
Kheradmand, Negar	07/01/04-12/20/04
Grinvald, Alla	07/01/04-12/20/04
Dehbozorgi, Sam	07/01/04-12/20/04
Munyaani, Sharon	06/14/04-06/30/05
Rashid-Poor, Arezoo	07/01/04-12/20/04
Rolke, Dennis	07/01/04-12/20/04
Shekaraniz, Elham	07/01/04-12/20/04
Thet, Su	07/01/04-12/20/04
Patel, Nidhi K.	07/01/04-12/20/04
Yim, Jung	07/01/04-12/20/04

¹Ratification prior to Board Approval

B. CLASSIFIED EMPLOYMENT (Information Item – Pursuant to Board Policy 4002.1)

1. ANTHONY RODGERS, is to be employed as Operations Supervisor, Maintenance, Operations and Support Services, Saddleback College, Position #2500, Classified Leadership Range 220, Step A, 40 hours per week, 12 months per year, effective June 30, 2004. This is a replacement position for Michael James who was given a change of status.

C. VOLUNTEERS

The following individuals are to be approved as Volunteers for the 2003-2004 academic year.

Advanced Technology & Applied Science, Saddleback College
SEAN STUART

Counseling Services & Special Programs, Saddleback College
IRENE BURNHAM
LARA HILL
SARAH KOBATA
SYDNEY PRESLEY

C. VOLUNTEERS

The following individuals are to be approved as Volunteers for the 2003-2004 academic year.
(Continued)

Fine Arts, Physical Education & Athletics, Saddleback College

AMANDA ABEL	DAVID MARCHESANO
SHARZAD ALETAHA	LINDSAY MARTIN
JOSEPH ANDERSON	JASON MCGREGOR
RICK BOYER	EMILY PRICE
RICHARD CERATO	JESSE RHODUS
PATTY COLLINS	FRANK RICH
SHANNON COOGAN	NATALIE RICHTER
ALLIE COSTA	SUSAN RICHTER
ROSS COSTA	JOSEPH ROTTA
ELIZABETH CLAWSON	JULIANA ROTTA
JILL CLAWSON	PAMELA ROTTA
PHIL COLLINS	BRIANNE SANBORN
STU ERIKSEN	DANIEL SCHWEIKERT
STEPHEN KNOLL-GENTRY	CARA SCHWELLER
NATALIE KOLLAR	TOM SHORT
BRENDON KONDRATCZYK	NIK SIMONOVICH
CORY KOTAS	CRISTINA TAYLOR
CELIA LUGO	MICHELLE WEINGARDEN
LAUREN LUGO	KIM WEIRATH
MOLLY MAHONEY	CLARK WEYENBERG
ALEXANDRA MANDALA	CHELSEY WHITELOCK
LINDA MANDALA	

Office of Student Services, Saddleback College

JERRY HEWITT

D. CHANGE OF STATUS

1. WANDA RENEE BARENBAUM, ID #7167, Custodian, Maintenance, Operations and Support Services, Saddleback College, Pos #1404, Range 113, Step 6, evening shift is to be given a change of status to Pos #1216, Range 113, Step 6, day shift effective July 26, 2004. This is a replacement for Annie Haven whose employment ended.
2. NEENA VERMA, ID#13487, is to be given a reclassification from Research Analyst, Office of President, Irvine Valley College, Pos #2556, Classified Range 127, Step 3, 40 hours per week, 12 months per year, to Research Analyst, Office of President, Irvine Valley College, Classified Range 135, Step 1, 40 hours per week, 12 months per year effective July 27, 2004. This is a reclassification as a result of re-organization at the college level.

E. LEAVE OF ABSENCE

1. DARLENE HILL, ID# 1465, Administrative Assistant II, Maintenance, Operations & Support Services, Saddleback College, Pos #2696, Classified Range 121, Step 6, is to be placed on administrative leave through September 1, 2004.

F. AUTHORIZATION TO ESTABLISH AND ANNOUNCE CLASSIFIED POSITION

1. EQUIPMENT SERVICE WORKER, Maintenance, Operations and Support Services, Saddleback College seeks authorization to establish a new full-time, 12 month, classified position, Range 120, within its staff complement (New Job Description Attachment 1).
2. EOPS FACILITATOR/SPECIALIST, Supportive Services, Irvine Valley College, seeks authorization establish and announce a revised full-time position description, 12 month classified position, Classified Range 120, within its staff complement. (One incumbent and one vacant position will be included in this revised position description created by Marlys Grodt & Associates on 07-9-04. (New Job Description Attachment 2).
3. SENIOR HUMAN RESOURCES SPECIALIST, Human Resources, District, seeks authorization to establish a full-time, 12 month, classified position, Range 127, within its staff complement (New Job Description Attachment 3).
4. PAYROLL SPECIALIST, Business Service, District, seeks authorization to establish a full-time, 12 month, classified position, Range 124, Position #2926 within its staff complement (New Job Description Attachment 4).
5. COLLEGE RESEARCH AND PLANNING ANALYST, Office of the President, Saddleback and Irvine Valley Colleges seek authorization to establish and announce a revised full-time position description, 12 month classified position, Classified Range 135, within its staff complement. (One incumbent and one vacant position will be included in this revised position description created by Marlys Grodt & Associates on 07-15-04. (Job Description Attachment 5).
6. HUMAN RESOURCES ASSISTANT, Human Resources, District, seeks authorization to establish part-time, 30 hours per week, 12 month, classified position, Range 119, within its staff complement (New Job Description Attachment 6).

G. AUTHORIZATION TO ABOLISH CLASSIFIED POSITION AND/OR POSITION NUMBERS

1. EQUIPMENT OPERATOR, Pos #1340, Maintenance, Operations and Support Services, Saddleback College, seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year, Classified Range 123 from its staff complement.
2. RESEARCH ANALYST, Pos. #2556, Office of the President, Irvine Valley College, and Pos. #2656, Office of the President, Saddleback College, seeks authorization to eliminate these two full time, 12 month position numbers, Classified Range 127, in previous job description dated 04-30-01 by Marlys Grodt and Associates from its staff complement.
3. EOPS FACILITATOR, Pos. #1124, Supportive Services, Irvine Valley College and Pos. #2716, Counseling Service and Special Programs, Saddleback College, seeks authorization to eliminate these two full time, 12 month position numbers, Classified Range 120, in previous job description dated 07-01-01 by Marlys Grodt and Associates from its staff complement.
4. HUMAN RESOURCES ANALYST (Confidential), Pos #2491, District, seeks authorization to eliminate this full-time, 40 hours per week, 12 month per year, Classified Leadership position, Range 334, from its staff complement.

H. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. JOHNNY ALEXANDER, ID #8786, Electrician, Facilities & Maintenance, Saddleback College, Pos #2719, conclusion of employment effective June 26, 2004. Employee shall be placed on 39 month re-employment list in accordance with Education Code 88192. (Start Date: October 21, 1997).
2. BARBARA ANZLOVAR, ID #10942, Payroll Specialist, Business Services, District, Pos #2127, resignation effective August 2, 2004. Payment is authorized for any compensated time off. (Start date: August 1, 2000)
3. PEGGY CASEY, ID #1800, Human Resources Analyst (Confidential), District, Pos #2491, resignation effective July 9, 2004 and retirement July 10, 2004. Payment is authorized for any compensated time off. (Start date: February 23, 1981).
4. KATHRYN DUNN, ID #11845, Administrative Secretary II, Confidential, Office of the Chancellor, District, Pos #2118, resignation effective June 30, 2004. Payment is authorized for any compensated time off. (Start date: September 17, 2001).
5. DENISE FRYE, ID #10145, Acting Student Affairs Director, Office of Student Affairs, Saddleback College, Pos #2866, interim assignment has ended effective July 20, 2004. Payment is authorized for any compensated time off. (Start date: August 18, 2003).
6. ANGELA HUSTED, ID #12378, Network Systems Technician II, Innovation Technology Center, Saddleback College, Pos #2645, resignation effective June 16, 2004. Payment is authorized for any compensated time off. (Start date: May 1, 2002)
7. CHERYL LUDOLPH, ID #1920, Application Specialist II, Office of Information Technology, District, Pos #2467, resignation effective August 2, 2004, retirement effective August 3, 2004. Payment is authorized for any compensated time off. (Start date: July 23, 1985)
8. JANNA NOYES, ID #12957, Counseling Office Assistant, Counseling Services and Special Programs, Saddleback College, Pos #2692, resignation effective June 11, 2004. Payment is authorized for any compensated time off. (Start date: January 22, 2003)
9. MARY O'MALLEY-EVANS, ID #2372, Senior Graphic Designer, Publications, Saddleback College, Pos # 1051, resignation effective July 16, 2004, retirement effective August 25, 2004. Payment is authorized for compensated time off. (Start date: March 8, 1988)
10. TONY ROGERS, ID #5375, Police Officer, Office of Safety & Security, Irvine Valley College, Pos #2571, conclusion of employment effective June 2, 2004. Employee shall be placed on the 39 month re-employment list in accordance with Education code 88192. (Start date: April 1, 1994)
11. BEVERLY STUMBERG, ID #2094, Senior Administrative Assistant, Office of Information Technology, District, Pos #2772, resignation effective August 19, 2004, retirement effective August 20, 2004. Payment is authorized for compensated time off. (Start date: October 20, 1986)
12. YURICA YAMAGUCHI, ID #13231, Program Assistant, Transfer Center, Saddleback College, Pos #2406, resignation effective August 5, 2004. Payment is authorized for compensated time off. (Start date: January 21, 2004)

South Orange County Community College District

EQUIPMENT SERVICE WORKER - ID #310 – Range 120

DEFINITION

To perform semi-skilled work in the maintenance, repair and service of gasoline powered equipment.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Transportation Supervisor,

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

Fuel, grease and lubricate automobiles, trucks and heavy automotive equipment; service batteries and other parts.

Change and repair tires and install and service batteries, spark plugs, light bulbs, fan belts and other simple mechanical parts.

Service automotive equipment with gasoline and oil; record amounts used; maintain preventative maintenance records.

Weld, fabricate and assemble parts for light equipment, fenders and body work; perform heli-arc and acetylene gas welding and brazing.

Perform safety inspections on vehicles and equipment; perform routine repair work and reports safety and other priority repair work to supervisor.

Perform service calls; make temporary repairs, pick up and deliver vehicles to outside garages; pick up parts; road test vehicles to insure proper operation.

Assist other mechanics in the performance of mechanical repairs as required.

Requisition, issue, and pick up and deliver automotive and equipment parts and supplies.

Assist in general maintenance and cleanliness of automotive shop area; sweep and wash windows; maintain shop and equipment in a clean and orderly condition.

Steam clean and wash motorized equipment.

Sweep and vacuum car interiors.

Perform related duties as assigned.

South Orange County Community College District
Page 2 - Equipment Service Worker

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required 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 functions.

Work Environment

At least half of each week requires exposure to sensory extremes. Several times weekly, exposure to chance of injury or loss of life, which can be substantially controlled by use of significant safety precautions.

Physical Demands

Significant exertion on a daily basis. Awkward postures and work positions; sustained activities requiring strength (e.g. using tools). Frequent moderate lifting (30-60 lbs.). Occasionally requires high level of sustained strenuous exertion.

QUALIFICATIONS

Knowledge of:

Lubricating systems and oils, greases and attachments used in lubricating automotive and related equipment.

Principles and practices of gas and arc welding.

Less complex components of automotive equipment.

Safe work practices.

Ability to:

Understand and follow oral and written instructions.

Keep simple records.

Learn to service automotive and heavy equipment according to policies and procedures.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

Establish and maintain cooperative working relationships with those contacted in the course of work.

South Orange County Community College District
Page 3 - Equipment Service Worker

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way would be:

Experience:

One year of increasingly responsible experience performing automotive servicing work is desirable.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in the maintenance and repair of mechanical equipment.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

EOPS FACILITATOR - Range 120

DEFINITION

To provide specialized assistance to qualifying Extended Opportunity Program and Services students in areas of registration and admissions, financial aid, residency requirements and other services; to facilitate functions of the EOPS office and implement the outreach, recruitment and retention efforts of the program

SUPERVISION RECEIVED AND EXERCISED

Receives daily direction from the EOPS Director/Coordinator or other assigned supervisor; receives evaluation and supervision jointly from the Dean of Counseling Services and Special Programs and the EOPS Director/Coordinator or other assigned supervisors.

Exercises functional and technical supervision over temporary and/or part-time employees and student assistants.

EXAMPLES OF DUTIES

Provide detailed information to students requesting information regarding college admissions, financial aid programs, EOPS program regulations, immigration and residency requirements, and student support services available on campus and in the community;

Provide general information to students and community members regarding the availability of various courses and majors, two-and four-year degree programs, certificate programs; provide technical assistance for financial aid and scholarship applications.

Organize and conduct EOPS outreach activities to recruit potential EOPS students at high schools, community agencies, businesses and on campus; conduct classroom and other presentations for students, parents and other diverse audiences in both English and occasionally a second language.

Organize and conduct orientation sessions for students entering EOPS and its subprograms; coordinate and plan workshops to explain financial aid programs and assist students with application procedures; conduct campus tours and train students on tour procedures.

Advise students on the terms, conditions, requirements and limitations of EOPS awards; provide information concerning financial aid determinations and allocations; explain loan versus grant acceptance and the program requirements regarding satisfactory academic progress and compliance with regulations.

Prepare and maintain a variety of records related to eligibility, outreach activities, student contacts, program participation, financial aid grants and other financial and statistical data

Collect, compile and evaluate data related to program area; assist the EOPS Director/Coordinator in compiling information and preparing comprehensive reports for State agencies; assist in the coordination of the college's EOPS newsletter; participate in community relations activities to publicize EOPS programs and services; design and distribute flyers and announcements using computer graphics software; develop Web pages.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
Page 2 - EOPS FACILITATOR

Represent the College at community events, public agencies, high school career and college fairs; serve as liaison with community resources including food banks, welfare and others; advise students clubs of EOPS programs and services.

Participate in financial assistance programs; consult on policies and procedures; participate in workshops to remain current and up-to-date on program requirements; maintain current knowledge of new and revised program regulations and requirements.

Disseminate and receive program applications from students throughout the year, screen for eligibility by verifying income, units enrolled, units completed, placement scores and other required documentation; complete forms and prepare student files.

Refer students to counselors for information regarding eligibility for graduation, general education requirements, and transfer to other colleges and universities, vocational certificate programs and personal counseling.

Perform general clerical work in support of EOPS operation; type a variety of documents; answer telephones; enter information into computer; and maintain files and records.

Perform other duties reasonably related to the job classification as assigned.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required 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 functions.

Work Environment:

Standard office setting. At least minimal environmental controls to ensure health and comfort. May be required to travel to other off-site locations, such as local high schools and required community events, to conduct work. May be required to work evening hours and attend weekend events.

Physical Demands:

Desk work; occasional visits to local high schools or other locations to make oral presentations. Insignificant effort other than normal movement, except for lifting and carrying presentation handout materials.

QUALIFICATIONS

Knowledge of:

Philosophy, goals and objectives of the EOPS program and its sub-programs.

Student recruitment and retention strategies and techniques.

District policies regarding admissions, matriculation, evaluation, residency, financial aid.

Federal and State financial aid; and local regulations, policies, procedures.

Rules and regulations pertaining to student admissions, financial aid, and residency.

Basic public relations techniques.

Effective public speaking practices.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
Page 3 - EOPS FACILITATOR

Paraprofessional guidance techniques used to assist students.
Modern office practices, procedures, methods and equipment, including computers and peripherals.
Business letter writing and basic report preparation.
Record keeping methods and practices.
Correct usage, spelling, grammar and punctuation used to communication in English.

Ability to:

Perform a wide variety of specialized duties related to the outreach, recruitment and retention of EOPS students.
Make oral presentations to potential program participants at high schools and other locations in the community.
Interpret, apply and explain Federal, State and local policies, procedures, laws and regulations.
Assess student needs and provide appropriate referrals.
Provide information regarding college admission, matriculation, financial aid programs, EOPS and other student services.
Publicize program services and activities.
Respond to a wide range of inquiries and requests for information from students.
Maintain current knowledge of EOPS and financial aid programs and requirements.
Operate a variety of modern office equipment such as an electronic keyboard, calculator and copier.
Operate a personal computer and a variety of software used in administrative support.
Compile and analyze data and prepare related reports.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative and effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and/or training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible experience including coordinating, implementing and providing administrative support to a program designed for special populations

Training:

Associate of Arts degree with major course work in psychology, sociology, human services, liberal arts or a related area.

Desirable Qualifications:

Ability to communicate in a designated second language is preferred.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

SENIOR HUMAN RESOURCES SPECIALIST ID # - (Range 127)

DEFINITION

Provides support and assistance for the Director of Human Resources in the overall administration and operation of the Office of Human Resources; trains and provides direction in a lead capacity to Human Resources Specialists and Human Resources Assistants as assigned; performs a variety of professional, technical and analytical human resources duties related to basic, day-to-day office operations; provides technical assistance to the Director of Human Resources and the Assistant Director of Human Resources.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Human Resources.

Provides training and lead work direction to others as assigned.

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

Oversee the day-to-day operations of the OHR, ensuring that work is completed in a timely, accurate and effective manner.

Ensure that all written office procedures are current and maintained; recommend changes to internal workflow procedures as appropriate; review office forms and paper flow procedures and recommend changes as needed.

Train, schedule and provide daily work direction to Human Resources Specialists, Human Resources Assistants and others as assigned; schedule additional part-time staff to ensure adequate office coverage.

Assist the Director and Assistant Director in the research and preparation of documents and information in the administration of the collective bargaining agreements.

Compose, proofread and edit a variety of correspondence, manuals and forms; maintain pertinent files and records; compose, proofread and edit academic and/or classified docket and Board agenda items pertaining to human resources.

Research and prepare statistical data, reports and surveys; prepare institutional reports; perform human resources-related studies as directed.

Interpret, explain and apply policies, procedures, codes and regulations relating to the OHR.

Provide technical assistance to other Human Resource employees as directed.

Communicate with the District Payroll department for a variety of requests including employee status changes, step increases and column adjustments and salary schedules as directed.

Participate in a variety of other Human Resources actions and activities as directed.

Assist with evaluation of transcripts and work experience to determine proper placement on salary schedule.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
Page 2 – SENIOR HUMAN RESOURCES SPECIALIST

Maintain and update a variety of documents including seniority lists, employee evaluation schedules, TB Tests, active positions report, tenure report and authorized position lists.

Perform job specification analysis; and coordinate job announcement preparation.

Coordinate sabbatical leave process with HR Specialist(s); may serve as liaison with Sabbatical Leave Committee; prepare Sabbatical Leave agreements and contracts for participants as directed.

Operate standard office machines, modern office equipment including knowledge of one or more automated computer HR systems and/or specialized software requiring understanding of office automation.

Perform other duties reasonably related to the job classification as assigned.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required 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 functions.

Work Environment:

Standard office setting. At least minimal environmental controls to ensure health and comfort. May be required to travel to other District locations, such as another campus to conduct work.

Physical Demands:

Dexterity of hands and fingers to operate a variety of office equipment including a computer; sitting for extended periods of time; hearing and speaking to exchange information in person or on the telephone; seeing to read a variety of materials; reaching overhead, above the shoulders and horizontally; lift, push, pull, and carry a minimum of 5 lbs. to a maximum of 20 lbs.

QUALIFICATIONS

Knowledge of:

Principles and practices of human resources administration and employee relations.

Modern office practices, procedures and equipment.

Record keeping techniques.

Professional business letter composition and report preparation.

Applicable sections of Education and State codes and other laws regarding assigned human resources activities.

Oral and written communication skills.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
Page 3 – SENIOR HUMAN RESOURCES SPECIALIST

Interpersonal skills using tact, diplomacy, patience and courtesy.

Operation of office machines including computer equipment and specified software.

Ability to:

Learn, interpret, explain and apply federal, State and local laws, codes, rules and regulations related to area of assignment.

Learn, interpret, explain and apply District organization, operations, policies and objectives related to classified and/or certificated personnel.

Provide technical information and assistance to others concerning employment policies and human resources transactions.

Conduct research and maintain records and prepare reports.

Operate modern office machines including a computer, peripherals and word processing, spreadsheet and specialized software.

Operate an electronic keyboard at an acceptable rate of speed not less than 45 wpm.

Compose correspondence and written materials independently.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little supervision.

Plan, organize and conduct work effectively within assigned timelines.

Experience and Training Guidelines

Any combination of experience and/or training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of human resources generalist experience and two years of increasingly responsible professional and/or technical experience in a human resources office.

Training:

A bachelor's degree with course work in human resources, business administration, industrial organization psychology or a related field

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

PAYROLL SPECIALIST - ID #221 – Range 124

DEFINITION

To perform complex technical tasks including the coordination and application of *Current Federal and State* regulations as well as County and District policies in the preparation of payrolls for all District employees. To provide specific payroll information and interpretation to faculty and staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from supervisory or management staff.

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

Audit and prepare payroll information and time reporting documentation; process and balance all adjustments and deductions; ensure accuracy and completeness of time sheets, data records and adjustment sheets; distribute, hold or cancel checks as necessary.

Assist management, department payroll coordinators, and other district staff in understanding payroll reporting documents, and time reporting procedures.

Perform on-line computer terminal transactions to input, update and maintain employee payroll records, reports and files; research, calculate and process retroactive, manual or special salary payments.

Execute a variety of complex computations involving gross pay, retirement, taxes, vacation, sick leave and other leave balances, voluntary deductions, and worker's compensation payments.

Provides payroll related information to employees, public agencies, businesses, and the general public.

Coordinate payroll activities with management, Information Systems and Services and the Orange County Department of Education in the development, implementation and maintenance of payroll computer systems.

Establishes and maintains deadlines in accordance with Orange County Department of Education's payroll processing policies and procedures. Insures coordination and reconciliation of payroll information with Office of Human Resources staff, payroll coordinators, and Information Systems and Services.

Interpret policies and procedures from bargaining unit contracts, State Education Codes, Orange County Department of Education, retirement agencies, and the Office of Human Resources. Respond to requests for information and assistance from employees, management, outside agencies and the public.

South Orange County Community College District
Page 2 - Payroll Specialist

Prepare and maintain accurate and up-to-date reports and records on assigned activities; ensure compliance with various Federal, State and District policies, rules and regulations.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required 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 functions.

WORK ENVIRONMENT

Standard office setting. At least minimal environmental controls to assure health and comfort.

PHYSICAL DEMANDS

Desk work; occasional field trips e.g. for inspection. Insignificant effort other than normal movement.

QUALIFICATIONS

Knowledge of:

Principles and practices of general accounting and auditing. Pertinent Federal, State, County and District laws, codes, regulations, policies and procedures affecting payroll records and programs.

Statistical procedures and mathematical concepts.

Oral and written communication skills.

Basic research principles and procedures.

Knowledge of public relations; dealing with all categories of employees and difficult people.

Ability to:

Perform difficult payroll work requiring independent judgment and initiative.

Analyze situations accurately and adopt an effective course of action.

Understand and follow oral and written communications.

Conduct basic research and problem resolution.

Interpret and apply Federal, State and District policies, procedures, laws and regulations.

South Orange County Community College District
Page 3 - Payroll Specialist

Respond to inquiries and request for information both orally and in writing.
Operate a variety of office equipment including a calculator, computer and typewriter.

Learn various software packages for implementation and application.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

At least three years of responsible payroll and/or accounting experience.

Training:

Significant job related experience in finance, accounting, business administration or related field.

07-01-88 Andersen

07-26-2004

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

COLLEGE RESEARCH AND PLANNING ANALYST - Range 135

DEFINITION

Plan, organize, perform and coordinate research and analysis of data related to the planning, development and evaluation of College functions, programs, services and activities; to provide complex decision and planning support to the President of the College in cooperation with the District Director of Research and Planning.

SUPERVISION RECEIVED AND EXERCISED

Receives formal direction from the President. May receive technical work direction from the District Director of Research and Planning.

Does not supervise any employees.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Assist the President in implementation of program reviews, College planning activities, and decision-making process related to student success and institutional effectiveness.

Cooperate with the District Director of Research in analysis, report preparation and dissemination related to statistical, demographic and empirical studies used in College programs and services; consult with the President regarding research needs, current studies, results of research and related matters.

Format and design, according to faculty, staff and community specifications, quantitatively sound, criterion-referenced survey instruments used as the basis for a variety of research studies and projects; interpret finding in written reports and oral presentations.

Provide the necessary research support to existing grants as required; maintain assigned office website and publish the latest research information on the site; maintain an expanded database of research, planning and development

Operate computer and peripheral equipment including the technical aspects of current spreadsheet and database management software, utilize query programs to access mainframe data, download and transfer data as required for various projects.

Oversee the distribution, cataloging, archiving, and maintenance of a repository of data and reports received and produced by the department; assist the President as needed.

Participate in budget preparation, prepare cost estimates for budget recommendations, submit justifications for budget items, monitor and control expenditures.

Perform other duties reasonable related to the job classification.

South Orange County Community College District
Page 2 – Research Analyst

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required 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 functions.

Work Environment

Typical office environment, subject to working at a computer for long periods of time.

Physical Demands

Sitting for extended periods of time.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard and a variety of office operation machines.

QUALIFICATIONS

Knowledge of:

Principles and practices of standard statistical procedures related to sampling, correlation analysis projections;

Operation of personal and mainframe computer, peripherals and a variety of software including statistical, work processing, advanced spreadsheet and database management applications;

Principles and practices of fiscal, statistical and administrative data collection and report preparation;

Research and evaluation methodologies, survey techniques and instruments, collection and coding of data;

Oral and written communication skills;

Data analysis tools, techniques and terminology;

Principles and procedures of complex data management and reporting;

Techniques used in public relations.

Ability to:

Communicate effectively, clearly and concisely, both orally and in writing;

Operate modern personal and mainframe computers, peripherals and software used in data analysis and maintenance and report preparation;

Learn local, State and federal policies regarding grants and research in educational institutions;

South Orange County Community College District
Page 3 – Research Analyst

Work well in team situations and collaborate effectively with diverse groups of people;
Work effectively with little direction using independent judgment and personal initiative;

Assist in planning, organizing and directing complex projects requiring multiple tasks and input from a variety of sources;

Manage database records for statistical reports and audits;

Prioritize and schedule work;

Analyze current and historical statistical data and develop sound, logical conclusion and recommendations;

Establish and maintain cooperative working relationships with those contacted in the course of work;

Relate effectively to persons with disabilities and students of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy;

Meet schedules and timelines;

Plan and organize time and work effectively.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible experience in the collection, analysis and reporting of research data.

Training:

Training equivalent to a Master's degree with major course work in research, statistics or a related field.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES ASSISTANT (Office Automation) - Range 119

DEFINITION

Under supervision, perform specialized and routine clerical duties in support of the Office of Human Resources. Serve as Human Resources support related to staffing, recruitment, position classification, employee benefits and pay. Assist applicants, community members, college and district staff.

SUPERVISION RECEIVED AND EXERCISED

Receive formal direction from the Director of Human Resources but may receive indirect technical supervision from other higher-level employees in the Office of Human Resources of as required.

Does not supervise other employees.

May provide or receive work direction or assistance on projects as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Use the HRIS (Human Resources Information System) to review, monitor, and process a wide variety of personnel and pay actions.

Resolve difficult personnel actions and personnel problems and provide advice and assistance to employees and HR Specialists.

Review and assist administrative staff in the completion of HR Forms in accordance with District HR policies and procedures.

Coordinate with various departments on campus to ensure that the necessary Human Resources forms are completed in a timely and accurate manner.

Assist employees with all types of Human Resources information, in accordance with the Collective Bargaining agreements.

File HR forms and other personnel forms in employees official personnel file.

Provide clerical and technical support in recruitment efforts, including sending out offer letters and non-select letters, closing out recruitment files, preparing and posting vacancy announcements and logging in applicants using specialized HR software.

Develop and maintain applicant database in accordance with specialized HR software processes and requirements.

Administer skill tests for employment, tabulate exam scores, assist with recruitment scheduling and interview/meeting timelines.

Serve on assigned District committees.

South Orange County Community College District
Page 2 – Human Resources Assistant

Assist with employee processing such as orientation, file maintenance, fingerprinting and TB testing.

Perform duties in a sensitive and confidential manner; assist complaints as assigned.

Greet applicants and the general public in person, by telephone or other means; respond to requests for employment information.

Prepare and distribute recruitment materials.

Assist with the receipt and distribution of mail.

Perform related duties as assigned.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required 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 functions.

Work Environment

Typical office environment, subject to working at a computer for long periods of time and to traveling to a variety of employment testing sites to conduct work.

Physical Demands

Sitting for extended periods of time.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard and a variety of office operation machines.

QUALIFICATIONS

Knowledge of:

Laws, regulations, policies, and procedures governing District staffing and Human Resources administration

Standard office procedures and organizational skills.

Operation of standard office machines.

Modern office practices, procedures and equipment including knowledge of one or more automated computer HR systems and/or specialized software requiring understanding of office automation.

Record-keeping techniques.

Telephone techniques and etiquette.

South Orange County Community College District
Page 3 – Human Resources Assistant

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, diplomacy, patience and courtesy.

Ability to:

Provide specialized clerical support requiring knowledge of HR functions.

Perform a wide variety of clerical duties involving interpretation, application or modification of existing procedures.

Provide proactive, customer-oriented human resources operation services to assigned client, department, school and division within the colleges and/or District.

Remain current, apply, and explain policies, procedures and activities as related to Office of Human Resources.

Identify problems, devise and implement solutions, and effectively resolve concerns or complaints.

Work independently or in a team environment.

Be flexible to changing schedules and demands

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Provide clerical support to the Office of Human Resources.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible office experience including the use of a specialized computer system in a modern office environment.

Training:

Completion of the twelfth grade with course in human resources, business administration, organization development or a related field.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM: 42
FROM:	CHANCELLOR	DATE: 07/26/04
SUBJECT:	SOCCCD: 2004-2005 COMPUTER TECHNOLOGY NEEDS FOR SADDLEBACK COLLEGE, IRVINE VALLEY COLLEGE AND THE DISTRICT	
REASON FOR BOARD CONSIDERATION:	APPROVAL	

BACKGROUND

At the April 26, 2004 board meeting, the Board of Trustees requested a report on the computer technology needs in the classroom and student support areas at Saddleback College, Irvine Valley College and the District. The report was presented to the Board of Trustees at the June 22, 2004 meeting. The Board requested the item be returned for action.

STATUS

The estimated costs for the 2004-2005 computer technology needs in the classroom and student support areas at Saddleback College (EXHIBIT A), Irvine Valley College (EXHIBIT B) and the District (EXHIBIT C) are listed below:

Saddleback College	\$ 1,470,140
Irvine Valley College	\$ 1,413,275
District	<u>\$ 665,000</u>
2004-2005 Total	<u>\$ 3,548,415</u>

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the computer technology needs as listed in Exhibit A, B and C in an amount not to exceed \$3,548,415.00. The Budget for the technology needs will come from Basic Aid.

Item Submitted By:	Gary Poertner, Deputy Chancellor
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Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor
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Final Disposition:

Vote:

2004-2005 Technology Refresh Plan Saddleback College

Over the past eight years, since the District Technology Initiative I, Saddleback College has made every effort to maintain and upgrade its technology inventory. Working towards industry standards, the College has attempted to sustain a 3 year refresh cycle – a practice also recommended by the California Community Colleges Technology Strategic Plan. This cycle will help insure that our students are working with current technology, and therefore be more competitive in job search. Unfortunately with light or non-existent technology funding for several years we have fallen far below our goal.

Saddleback College currently supports over 1500 desktop computers in all operational areas on campus – classrooms, labs, library, faculty, administration and staff. Our goal is to replace one third of these units each year placing the newest technology in the classrooms and laboratories where it will directly impact student learning. The computers that come out of classrooms and labs will have a second life in less demanding technical locations.

Since technology extends far beyond the desktop computer, several other areas of technology would also be included in the three-year refresh cycle. Our faculty is becoming more reliant on technology in the classroom as a teaching tool. Our goal is to make every classroom a “multimedia” classroom, equipped with a projector/computer/DVD and VHS player. We are proposing 33 additional multimedia classrooms be installed towards that goal. We also need to upgrade the video projectors in 18 of our 43 current “multimedia” classrooms.

The majority of the high-speed network printers on campus purchased in 1996 - these too would be on the three-year refresh cycle. The network servers that provide service to student computer labs also need to be considered in the plan. We have identified 10 servers for replacement over the next year.

Software is another area of technology that has been historically under funded. With textbook revisions as a driving force, there is a continuous need for software upgrades. This is an ongoing expense and needs to be funded on a yearly basis.

Saddleback College has been working closely with Irvine Valley College to identify equipment standards for both campuses. We will be selecting standards for desktop computers, both Windows and Macintosh, laptop computers, printers, and multimedia classroom components. By doing so we expect to achieve savings through quantity purchases and attain a more consistent level of technology throughout the district.

With any large technology purchase, staffing needs to be considered. New computers need to be unboxed and installed. The computer being removed needs to be set up in its new location or surplused. The time required for a computer installation varies depending on its intended purpose. Lab computers tend to require less installation time that faculty and staff desktops due to the migration of documents and email. In general both Saddleback and IVC have agreed that it takes about 4 hours to install and configure a faculty/staff desktop. The most cost effect source of labor for this type of work would

be to hire temporary project specialists at \$15 per hour. This, however, does not address the added burden of technical support that will be required to maintain the equipment. There will be a need to hire additional IT support staff as the technology demands increase.

Description	Cost Per Hour	Hours Required	Total
Hourly Computer Help	\$15	1956	\$ 29,340.00

The student computer labs upgrade will include:

SM 348 Math/Science Computer Lab – 60 PC's
 LIB 213 Computer Classroom – 31 PC's
 TAS 227 Graphics Classroom – 31 Macintosh's
 TAS 115 Graphics Lab – 17 Macintosh's
 Lariat Classroom – 20 Macintosh's
 ITC Lab – 18 PC's
 Library – 86 PC's
 DSPS Lab – 15 PC's
 Chemistry Lab – 29 PC's

Faculty/Staff Desktops – 250

Description	Cost	Count	Total	Cycle
Multimedia Classrooms	\$ 6,900.00	33	\$ 227,700.00	3-Years
Replacement Projectors	\$ 2,300.00	18	\$ 41,400.00	3-Years
High Speed Workgroup Printers	\$ 5,000.00	10	\$ 50,000.00	3-Years
Software Licenses	\$100,000.00	1	\$ 100,000.00	Annually
Dell PCs	\$ 1,300.00	489	\$ 635,700.00	3-Years
Servers	\$ 5,000.00	10	\$ 50,000.00	3-Years
Notebooks	\$ 3,000.00	10	\$ 30,000.00	3-Years
Macintosh Computers	\$ 4,500.00	68	\$ 306,000.00	3-Years
Sub-Total for Annual Technology			\$ 1,440,800.00	
Sub-Total for Annual Staffing			\$ 29,340.00	
Annual Total			\$ 1,470,140.00	

2004-2005 Technology Refresh Plan

Irvine Valley College

Irvine Valley College proposes a technology refresh plan that will occur each year, with the goal of each patron having a new computer every three years. This will include computer laboratories, library, classrooms, student access areas, and offices of faculty, staff, and administration. With approximately 1000 computing devices on campus we hope to accomplish an almost complete refresh of the student computer laboratories during this first year. This will permit us to cascade the three-year old Dell and Macintosh computers to faculty and staff offices as well as providing new equipment for faculty and staff offices as appropriate. It is essential to remember that this 3-year technology refresh plan is contingent on consistent funding every year specifically dedicated for this purpose. IVC and Saddleback are examining the impact of using thin clients in the libraries and some specific academic laboratories. This would reduce the cost of purchasing microcomputers and would shift some of the computing tasks to a client/server environment. Any shift in computing environment would not take place before the second year of this cycle in 2005-2006.

This first year refresh cycle will also provide 30 additional multi-media classrooms that will enable faculty and students to use a computer with DVD capability, data projector, screen, VCR, overhead projector, and instructor desk. This will mean that with 91 instructional spaces on campus, 83 will have multi-media equipment for presentation. This will greatly reduce the delivery rate of equipment, maximize staff time for the help desk, and reduce the need for instructors to call for assistance. The remaining eight classrooms installed during year two of the refresh plan.

Channel 33 IVC-TV will receive equipment to replace original equipment based on a videotape model. New equipment will work on a DVD platform to integrate with the new digital television medium. Saddleback College received funding recently to replace their outdated equipment. The studio and signal room purchases will enable us to better control the broadcasts to Cox Communications by computer. It will also enable our studio to better shoot and broadcast from the perspective of distance learning as well as from a studio/interview approach. Purchases will also allow us to better serve our disabled students by allowing us to send images directly to DVD that will allow us to more easily closed caption them.

Students, through materials fees have traditionally provided funding for software licenses on campus. Since by law that revenue source has ceased, funding is required to provide the licenses and software maintenance for programs available in student laboratories and classrooms. This includes disciplines such as biology, math, reading, drafting, psychology, digital media arts, graphics, music, keyboarding, and all CIM/CIS courses. Additionally, there is the requirement to provide software for administrative requirements. The funding provided during this first year will extend software licenses,

purchase upgrades, and provide additional concurrent copies for the campus to be used by faculty, staff and administrative offices as appropriate.

High-speed workgroup printers will be provided for faculty and staff when practical, to enable many persons in a building to print at low cost when compared to many individual office printers.

Five additional notebook computers for checkout will consist of four PCs and a Macintosh. They are useful for instructional space that has not been upgraded to multimedia classroom status. They are also used for checkout for conference rooms, emeritus activities, hiring committees, accreditation teamwork, and travel.

The purchase of new Dell and Macintosh computers for the student laboratories will allow the most current versions of software by the students in their classes. This is very vital to the success and retention of students in our programs. To prepare students for work in their career choices as well as for those who plan to transfer to the UC, CSU, and private systems, knowledge of current hardware and software platforms is essential. Irvine Valley College and Saddleback College have jointly agreed to purchase Dell computers with similar configurations. We are also selecting standards for printers and multimedia classroom components. This practice will allow for a maximum discount and ease of use by students and faculty who use facilities at both campuses. The Dell computer configuration is: GX 270 Optiplex, Pentium IV Processor at 3 GHz, 512 MB SDRAM, 80 GB hard drive, CD-ROM and burner, DVD, 250 MB Zip Drive, sound card, internal speakers, keyboard and optical mouse with 17" flat panel, 20" for graphics based equipment, and 3 year maintenance contracts. The Macintosh configuration is: Macintosh G5 with 2 GHz dual processors, 250 GB drive, 1 GB RAM, DVD/CD with burner, super drive, 20" flat panel, no zip drive, keyboard and optical mouse with 3 year Apple Care maintenance contract.

The student computer laboratories that will be upgraded include:

- B353 Computer Center and Business Graphics Lab – 69 PCs with 17" Monitors, 10 PCs with 20" Monitors, 10 Macintoshes with 20" Monitors
- Library – 128 PCs, 4 Macintoshes
- Forensics (B257) – 6 PCs
- Mathematics Lab (B118) – 49 PCs
- Graphics Lab (B106) – 26 Macintoshes
- Music Lab (A503) – 20 PCs
- Keyboarding Lab (B327) – 44 PCs
- Humanities Center (A303) – 30 PCs
- ADAM Lab (A407) – 16 PCs
- Drafting Lab (B363) – 25 PCs
- Social Science Lab (B116) – 21 PCs
- Training Lab for faculty and staff (L201) 7 PCs, 1 Macintosh
- Technical Support Staff – 20 PCs
- Multi-Media Classrooms – 30 PCs, 3 Macintoshes

- Assistive Workstations – 20 PCs
- Transfer Center & Matriculation – 9 PCs

Description	Cost	Number	Total	Cycle
IVC-TV Instructional Equipment	\$170,000	1	\$ 170,000	1-Time
Multi-Media Classrooms	\$ 5,500	30	\$ 165,000	3-Years
High Speed Workgroup	\$ 5,500	3	\$ 15,000	3-Years
Software Licenses	\$100,000	1	\$ 100,000	Annually
Dell PCs with 17" Flat Panel Monitors	\$ 1,300	494	\$ 652,200	3-Years
Dell PCs with 20" Flat Panel Monitors	\$ 2,084	10	\$ 20,840	3-Years
Servers (9 PC and 1 Mac)	\$ 5,000	10	\$ 50,000	3-Years
Notebooks (4 PC and 1 Mac)	\$ 3,000	5	\$ 15,000	3-Years
Macintosh Computers with 20" Flat Panel Monitors	\$ 5,100	44	\$224,000	3-Years
External FireWire Hard Drives	\$ 167	5	\$ 835	3-Years
Total			\$1,413,275	

It is important to note that as enrollments continue to grow and new facilities, faculty, staff, and administrative support personnel requirements on the campus expand that the annual total will need to increase accordingly in order to accommodate this expansion.

2004-2005 DISTRICT IT PROJECTS

The projects listed below are requested to enhance services to colleges and students. Current district and college PBF-based budgets will not fund any of these listed projects. Special one-time funding is required for any of these projects to be implemented. A brief description of each of these projects is identified below.

IT Infrastructure Projects to Enhance Services to Colleges and Services to Students

#1: Servers/Web Farm (*Hardware*)

Substantial increases in web-based services being made available to students and staff are placing mounting pressure to ensure availability of these services around the clock. A more robust server environment which will enable the services and the server workload to be balanced among multiple devices is needed. Web farm technology will assure both reliability and availability of these critical services and enable an improved management environment.

#2: SAN/Disk Based Backup (*Hardware*)

SAN (Storage Attached Network) technology will enable disk storage to be combined and centrally managed independent of the server architecture. This will permit faster, more reliable backups and enable an orderly path for growth of the district data storage resources.

#3: .NET Implementation (*Consulting/Training*)

.NET is the current incarnation of the Microsoft software development environment. Maintaining technology platform currency is important to the reliability of our services. Some consulting assistance and training is required in order to migrate existing systems to .NET.

#4: Exchange Implementation (*Consulting/Hardware*)

Microsoft Exchange is being planned for implementation by District IT to replace the current Email services and support a unified messaging (voice and Email) environment. Deployment of Microsoft Exchange is essential to realizing the full capabilities of the messaging system included in the new Cisco telephone system scheduled for installation through June 2005. (Related Projects: #5)

#5: Scheduling Tools for Deans (SmartSchedule) (*Contract Programming*)

This project will provide a number of new tools for instructional Deans which will allow them to more easily schedule classes by having greater visibility into facilities and staff resources.

#6: Messaging Infrastructure (Event driven email) (*Contract Programming*)

The purpose of this project is to provide an easy and efficient infrastructure with which to communicate with students electronically. It will include improvements to email (i.e. validating student email addresses every semester) and possibly employ other forms of electronic communications such as instant messaging and text messaging. This project has the potential to improve services to students and to lower postage and staff costs by reducing the amount of conventional mail sent.

District Services Projects

#7: Document Management System (*Contracted Services*)

As district functions prepare to move to the new building it would be highly desirable not to move any more paper records than necessary to the new building. A document management system would enable scanner technology combined with database technology to electronically store critical documents. This project would potentially assist all district offices in improving and simplifying record storage and retrieval.

#8: Board Agenda Automation (*Software/Contracted Services*)

The current process for creating board agendas is very labor and time intensive. Powerful software which would assist in the development and automation of public sector board agenda preparation and electronic distribution is now available. This project would implement such a system for the district.

#9: Desktop Computer Upgrades (*Hardware*)

The computers in many district services offices are due for refresh and replacement. The cost, effort and disruption of office workflow resulting from the relocation of district services to the new building will be greatly reduced, and the manageability of these workstations greatly improved by obtaining new, current technology that can be set up with a standard configuration and software.

Project No.	Project Title	Estimated One-Time Cost
1	Servers/Web Farm	\$ 75,000
2	SAN/Disk Based Backup	\$ 200,000
3	.NET Implementation (Consulting & Training)	\$ 20,000
4	Exchange Implementation	\$ 80,000
5	Scheduling Tools for Deans (Smart Schedule)	\$ 30,000
6	Messaging Infrastructure (Event Driven E-mail)	\$ 90,000
7	Document Management System	\$ 20,000
8	Board Agenda Automation	\$ 50,000
9	Desktop Computer Upgrades	\$ 100,000
	Total	\$ 665,000

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM: 43
FROM:	CHANCELLOR	DATE: 07/26/04
SUBJECT:	BUDGET PREPARATION UPDATE: USE OF BASIC AID FUNDS	
REASON FOR BOARD CONSIDERATION:	APPROVAL	

BACKGROUND

The Board of Trustees has adopted the following guidelines for use of Basic Aid funds:

- A. The expenditure budgets for ongoing purposes shall be the resources that would have been available from state Program Based Funding.
- B. Excess revenue above Program Based Funding shall be used to retire the COP debt and/or allocated at the college or district level for one-time purposes such as to cover some of the unfunded obligation for the retiree benefits plans.
- C. Excess revenue above Program Based Funding shall not be used for regular ongoing expenditures, such as salaries.
- D. Excess revenue above Program Based Funding shall not be used for any other purposes that will jeopardize the District's future financial stability.

STATUS

At the August meeting, the Board will be presented with the 2004-2005 Final Budget for review and approval. Budget development for 2004-2005 has been challenging even though state funding is expected to include a 2.41% COLA and eligibility for growth funding with a combined total of \$3,120,897. As was reported in the Tentative Budget in June, the colleges are facing increased costs of \$3,147,921 for employee step and column increases, CSEA and POA wage increases, retirement contributions, unemployment, workers compensation, property and liability insurance, and retiree benefits liability funding. In addition, in 2003-2004 the colleges did receive an additional augmentation of \$4.3 Million. If the additional augmentation is not continued for at least another year, the colleges will not be able to continue programs at the same level as in 2003-2004.

As was approved by the Board in 2003-2004, the District can provide additional resources to pay for debt retirement and the annual contribution to the reserve for future liabilities for the retiree benefits plans. The budget funds that are freed up will be used to continue important programs.

In addition, it is likely but not certain that the District will receive "equalization aid" of \$1.5 to \$2 Million in the state budget that has not yet been adopted. If that additional money does materialize, it will also assist the colleges in program offerings.

Consideration by the Board is necessary this month so the additional resources, if approved, can be included in the Final Budget.

The proposals are:

A. For the 2004-2005 budget year:

1. Use Basic Aid funds to make the 2004-2005 COP's debt payment (Basic Aid has been used to set up a reserve to pay off the total obligation at the earliest call dates. The colleges and district have been paying the annual debt payments from General Fund) \$1,351,330
2. Use Basic Aid funds to make the annual transfer to the Retiree Benefits Fund for past service liability. \$1,223,940
3. Use Basic Aid funds to make the annual transfer to the Retiree Benefits Fund for current year service liability. \$1,831,550

B. Add the following infrastructure projects to the list of approved Basic Aid Capital projects:

1. For 2004-2005, establishment of a District funded scheduled maintenance that \$1,000,000 will replace the significantly reduced state program and provide a source of funding for large maintenance projects. As with the state program it is proposed that the local program provide 50% matching funds to stretch collage dollars and increase the amount maintenance that can accomplished. The colleges will match this amount with \$1,000,000 from their budgets. Also, as with state funding, the colleges will present a list of projects to the Board for approval to be eligible for this budget allocation. \$1,000,000

If the equalization aid revenue mentioned above is included in the state budget, it is recommended that we reduce the augmentation by that amount.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the use of Basic Aid funds in the amount of \$4,406,820 (less equalization aid revenue that may be in the state budget) for the COP's debt payment and retiree benefits fund transfer during the 2004-2005 budget year, and in the amount of \$1,000,000 for the implementation of a District sponsored scheduled maintenance program in 2004-2005 which will replace the diminished state funding source.

*added by Chancellor & accepted by Board: -
If the district receives scheduled maintenance money from the state that that amount be subtracted from the \$1,000,000 from basic aid for a district sponsored scheduled maintenance program.*

Item Submitted By:	Gary Poertner, Deputy Chancellor
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM: 44
FROM:	CHANCELLOR	DATE: 07/26/04
SUBJECT:	SOCCCD: HILLPOINTE/PROMENADE APARTMENTS: ADMINISTER GROUND LEASE AGREEMENT AND APPROVE ASSIGNMENT AND ASSUMPTION OF THE LEASE TO MG PROPERTIES INVESTMENT REAL ESTATE	
REASON FOR BOARD CONSIDERATION: APPROVAL		

BACKGROUND

In April 2001, the Agreement for Joint Use and Occupancy of School Property and Ground Lease for the Hillpointe/Promenade Apartments was assigned to a new partnership named The Bascom Group, LLC.

STATUS

On July 12, 2004, The Bascom Group, LLC notified the District of their intent to sell their interest in the Hillpointe/Promenade Apartments to MG Properties Investment Real Estate.

The Bascom Group has complied with the requirements of Section 19 of the Ground Lease which provides: "The lessee shall have the right to assign this Lease with the prior written consent of the District. District shall consent to the assignment of the Lease provided that (a) lessee or any of its successors or assigns shall not be in default hereunder at the time of the proposed assignment; (b) the proposed transferee shall covenant in writing with the District to keep, perform and be bound by each and all of the covenants and conditions of this lease herein provided to be kept and performed by the lessee; and, (c) the lessee or proposed transferee shall furnish District with an executed copy of assignment or other document to be used to effect such transfer, the address of the proposed transferee and the proposed effective date thereof."

The "Consent to Encumbrance of Leasehold Estate," "Assignment and Assumption of Agreement" and the "Landlord's Certificate" documents have been reviewed by the District's legal representatives, Parker and Covert, and found to be in conformance with the best interests of the District.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the assignment of Hillpointe/Promenade Apartments to MG Properties Investment Real Estate and approve motion for authorization (EXHIBIT A) to the Deputy Chancellor to execute all documents necessary to carry out the terms of the assignment and assumption.

Item Submitted By:	Gary Poertner, Deputy Chancellor
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote:

**MOTION OF THE BOARD OF TRUSTEES
OF THE
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
IN CONNECTION WITH LEASE OF THE
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

NOW, THEREFORE, BE IT ORDERED, by the Board of Trustees of the South Orange County Community College District:

As provided in Section 19 of the Lease, the South Orange County Community College District hereby consents to the request by Hillpointe Associates, LLC for assignment and assumption of the Lease to MG Promenade Apartments, LLC, for purposes of the Hillpointe Associates Project. The Deputy Chancellor, or designee, is authorized to execute all documents necessary to carry out the terms of the assignment and assumption.

ADOPTED, SIGNED AND APPROVED by the Board of Trustees of the South Orange County Community College District this ____ day of _____, 2004.

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

By: _____
Donald P. Wagner
President

By: _____
Raghu P. Mathur, Ed D.
Secretary

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM: 45
FROM:	CHANCELLOR	DATE: 07/26/04
SUBJECT:	SOCCCD: AGREEMENT FOR LEGAL SERVICES	
REASON FOR BOARD CONSIDERATION: APPROVAL		

BACKGROUND

The District has used the services of the legal firm Parker & Covert, LLP since November 1979 to provide legal services on an as needed basis, for the community college legal matters. The current hourly rates have been in effect since May, 2001.

STATUS

The firm is requesting an hourly rate increase for Partners be increased from \$165 to \$190, the rate for Senior Associate Attorneys be increased from \$150 to \$180, the rate for Junior Associate Attorneys be increased from \$140 to \$160, and the rate for a Paralegal be increased from \$90 to \$110.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the retainer agreement (EXHIBIT A) with Parker & Covert, LLP increasing their rates for professional services as shown in Exhibit A, effective July 1, 2004.

Item Submitted By:	Gary Poertner, Deputy Chancellor
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote:

RETAINER AGREEMENT

THIS AGREEMENT is made and entered into effective this 1st day of July, 2004, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "District," and PARKER & COVERT LLP, hereinafter referred to as "Attorneys."

WITNESSETH

WHEREAS, District desires to obtain from Attorneys certain legal services to be rendered at the request and direction of the District pursuant to Education Code section 35041.5; and

WHEREAS, District has determined that it is in the best interest of District to appoint Attorneys to represent District in the matters that are hereinafter specified;

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

1. District retains Attorneys for the purpose of providing specific legal services as particularly required by District. For the purpose of requesting specific legal services, the Chancellor and the Chancellor's designee(s) are hereby designated as the District's representatives in selecting the legal services to be rendered.

2. District shall pay Attorneys for the services herein performed at the rates set forth in Exhibit "A" which is attached hereto and by this reference incorporated herein.

3. Attorneys shall perform the services herein provided at the rate set forth in said Exhibit.

4. District shall also pay and reimburse Attorneys for any actual and necessary costs and expenses incurred in the course of handling such services. Actual and necessary costs and expenses include those charges that Attorneys directly incur including, but not limited to, filing fees, reproduction of documents, toll telephone charges, messenger and delivery services, travel expenses other than for mileage costs and court reporting costs.

5. Attorneys shall present statements for the services rendered pursuant hereto during the preceding month, and District shall pay the same upon presentation or within a reasonable time thereafter.

6. Attorneys shall serve under the terms of the Agreement at the pleasure of the District, and District hereby reserves the right to terminate Attorneys upon written notice to Attorneys.

7. Attorneys reserve the right in their discretion to terminate this Agreement at any time Attorneys deem necessary or advisable upon thirty (30) days written notice to District.

**SOUTH ORANGE COUNTY COMMUNITY
COLLEGE DISTRICT**

Date: _____

By: _____

PARKER & COVERT LLP

Date: 6/23/04

By: Michael Y. Toy

EXHIBIT "A"

PARTNERS	\$190.00 per hour
SENIOR ASSOCIATE ATTORNEYS	\$180.00 per hour
ASSOCIATE ATTORNEYS	\$160.00 per hour
LAW CLERKS/PARALEGALS	\$ 110.00 per hour

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM: 46
FROM:	CHANCELLOR	DATE: 07/26/04
SUBJECT:	SOCCCD: AGREEMENT FOR LEGAL SERVICES	
REASON FOR BOARD CONSIDERATION:	APPROVAL	

BACKGROUND

The District has used the services of the legal firm Atkinson, Andelson, Loya, Ruud & Romo since December 7, 1999. The agreement provides specialized legal services pertaining to labor relations, labor negotiations, and other community college legal matters.

STATUS

The firm is requesting an hourly rate increase for Partners and Senior Associates be increased from \$185 to \$210, the rate for Associates be increased from \$165 to \$185, the rate for Junior Associate Attorneys be increased from \$140 to \$160, and the rate for a Paralegal be increased from \$100 to \$115. The firm's last hourly rate increase was in July 2003.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the retainer agreement (EXHIBIT A) with Atkinson, Andelson, Loya, Ruud & Romo increasing their rates for professional services effective July 1, 2004 through June 30, 2005.

Item Submitted By:	Gary Poertner, Deputy Chancellor
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote:

AGREEMENT FOR SPECIAL SERVICES

I. PARTIES

This Agreement for Special Services (the "Agreement") is made this ___ day of _____, 2004, between the law firm of ATKINSON, ANDELSON, LOYA, RUUD & ROMO, A Professional Law Corporation, hereinafter referred to as "Attorney" or the "Law Firm" and the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT hereinafter referred to as the "DISTRICT."

II. RECITALS; PURPOSE; MATTERS

The DISTRICT desires to retain and engage the Law Firm to perform specialized legal services on the DISTRICT's behalf, and the Law Firm is willing to accept said engagement on the terms and conditions contained in this Agreement. Attorney agrees to provide legal and consultive services to the DISTRICT in regard to matters relating to education law and related matters including representation in administrative and judicial proceedings, as requested by the DISTRICT. The place and time for such services are to be designated by the Superintendent/Chancellor of the DISTRICT or his designee.

III. TERMS AND CONDITIONS

A. The DISTRICT hereby agrees to pay the Law Firm in connection with the above-referenced services as authorized at the following hourly rates: Two Hundred Ten Dollars (\$210.00) for Partners and Senior Associates; One Hundred Eighty-Five Dollars (\$185.00) for associates and One Hundred Fifteen Dollars (\$115.00) for paralegals. The Law Firm will bill in quarter hour increments.

B. The Firm shall not be obligated to advance costs on behalf of the DISTRICT. However, for the purposes of convenience and in order to expedite matters, the Law Firm reserves the right to advance costs on behalf of the DISTRICT with the DISTRICT's prior approval in the event a particular item's cost exceeds \$200.00 in amount, and without the prior approval of the DISTRICT in the event a particular item's cost is \$200.00 or less. Typical cost items include, by way of example and not limitation, document preparation and word processing, long distance telephone charges, fax/telecopy charges (at \$2.00 per page), copying charges (at \$0.20 per page), appearance fees, messenger fees, travel costs, bonds, witness fees, deposition and court reporter fees, transcript costs, expert witness fees, investigative fees, etc.

C. A detailed description of the attorney work performed and the costs advanced by the Law Firm will be prepared on a monthly basis as of the last day of the month and will be mailed to the DISTRICT on or about the 15th of the following month. Payment of the full amount due, as reflected on the monthly statements, will be paid to the Law Firm within fifteen (15) days of invoice, unless other arrangements are made. In the event there are retainer funds of the DISTRICT in the Law Firm's Trust account at the time a monthly billing statement is prepared, funds will be transferred from the Law Firm's Trust Account to the Law Firm's

General Account to the extent of the balance due on the monthly statement and a credit therefor will be reflected on the monthly statement.

D. The DISTRICT agrees to review the Law Firm's monthly statements promptly upon receipt and to notify the Law Firm, in writing, with respect to any disagreement with the monthly statement. Failure to communicate written disagreement with the Law Firm's monthly statement within thirty (30) days of the DISTRICT's receipt thereof shall be deemed to signify the DISTRICT's agreement that the monthly billing statement accurately reflects: (a) the legal services performed; and (b) the proper charge for those legal services.

E. The DISTRICT agrees to fully cooperate with the Law Firm in connection with the Law Firm's representation of the DISTRICT including but not limited to attending mandatory court hearings and other appearances and providing necessary information and documentation to enable the Law Firm to adequately represent the DISTRICT.

F. The DISTRICT has the right, at any time, and either with or without good cause, to discharge the Law Firm as the DISTRICT's attorneys. In the event of such a discharge of the Law Firm by the DISTRICT, however, any and all unpaid attorneys' fees and costs owing to the Law Firm from the DISTRICT shall be immediately due and payable.

G. The Law Firm reserves the right to discontinue the performance of legal services on behalf of the DISTRICT upon the occurrence of any one or more of the following events:

1. Upon order of Court requiring the Law Firm to discontinue the performance of said legal services;

2. Upon a determination by the Law Firm in the exercise of its reasonable and sole discretion, that state or federal legal ethical principles require it to discontinue legal services for the DISTRICT;

3. Upon the failure of the DISTRICT to perform any of the DISTRICT's obligations hereunder as respects the payment of the Law Firm's fees and costs advanced; or

4. Upon the failure of the DISTRICT to perform any of the DISTRICT's obligations hereunder as respects cooperation with the Law Firm in connection with the Law Firm's representation of the DISTRICT.

H. In the event that the Law Firm ceases to perform legal services for the DISTRICT as hereinabove provided, the DISTRICT agrees that it will promptly pay to the Law Firm any and all unpaid fees or costs advanced, and retrieve all of its files, signing a receipt therefor. Further, the DISTRICT agrees that, with respect to any litigation where the Law Firm has made an appearance in Court on its behalf, the DISTRICT will promptly execute an appropriate Substitution of Attorney form.

I. The Law Firm maintains errors and omissions insurance coverage applicable to the services to be rendered.

J. It is understood and agreed that the Law Firm, while engaged in carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the DISTRICT.

IV. ARBITRATION

A. The parties agree that all disputes which arise between the DISTRICT and the Law Firm, whether financial or otherwise regarding the attorney-client relationship, shall be resolved by binding arbitration. The parties agree to waive their right to a jury trial and to an appeal.

V. DURATION

A. This Agreement shall be effective from July 1, 2004, through June 30, 2005, and thereafter shall continue from month-to-month at the then current hourly rate set forth herein until modified in writing by mutual agreement or terminated by either party upon thirty (30) days' written notice.

VI. EXECUTION DATE

This Agreement is entered into this ____ day of _____, 2004.

Dated: 6/22/04

"Law Firm"
ATKINSON, ANDELSON, LOYA, RUUD & ROMO

By: Warren S. Kinsler
WARREN S. KINSLER

Dated: _____

"DISTRICT"
SOUTH ORANGE COUNTY COMMUNITY COLLEGE
DISTRICT

By: _____
GARY POERTNER
Executive Vice Chancellor

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	47
FROM:	CHANCELLOR	DATE:	7/26/04
SUBJECT:	SOCCCD: AWARD OF BID: FURNITURE FOR THE HEALTH SCIENCES/ DISTRICT OFFICES BUILDING		
REASON FOR BOARD CONSIDERATION:	APPROVAL		

BACKGROUND

On February 18, 2003, the Board of Trustees approved a budget augmentation for the Health Sciences/District Offices project at Saddleback College that included additional funds for equipment and related soft costs. Furniture plans and specifications were subsequently developed by LPA.

STATUS

On May 29 and June 5, 2004, Bid No. 257D for Office and Classroom Furniture for the Health Sciences/District Offices building was advertised and invitations were sent to fifteen (15) vendors. Nine (9) vendors responded to the invitation for bids and their bids opened on June 23, 2004. Eight vendors submitted low bids on specific items as shown on EXHIBIT A. The respective purchase order amounts will not exceed the amounts shown and will be determined after finalizing the details and adjusting the quantities required. Staff, with the assistance of the consultant, has reviewed the bids and recommend award as indicated. Funds from basic aid are available in the project account.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees award Bid No. 257D for Office and Classroom Furniture for the Health Sciences/ District Offices building to the vendors as listed on EXHIBIT A for a total amount not to exceed Six Hundred Ninety Eight Thousand Dollars (\$698,000).

Item Submitted By:	Gary Poertner, Deputy Chancellor
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote:

BID NO. 257D

**OFFICE AND CLASSROOM FURNITURE
FOR
HEALTH SCIENCES/ DISTRICT OFFICES BUILDING**

July 26, 2004

Bid Item	VENDOR	Total Price Not to Exceed
Wood Casewoods	Tangram Interiors Santa Ana	\$70,000
Systems Furniture	Corporate Business Interiors Brea	\$248,000
Metal Filing/ Storage	Corporate Business Interiors Brea	\$48,000
Classroom Furniture	McMahan Business Interiors Irvine	\$53,000
Ancillary Furniture Item S-15	Boise Workspace Irvine	\$7,500
Ancillary Furniture Items S-4, S-5, S-12 & S-16	Corporate Business Interiors Brea	\$44,500
Ancillary Furniture Item L-1	Fullmer Contract Santa Ana	\$2,000
Ancillary Furniture Items S-8 & S-9	Herman Miller Workplace Resource Irvine	\$24,000
Ancillary Furniture Items S-11, S-13, S-14 & D-3	Interservice Orange	\$40,000
Ancillary Furniture Items S-2, S-3, T-1, T-3 & T-7	Systems Source, Inc. Irvine	\$74,000
Ancillary Furniture Items S-6, S-7, S-10, T-2, T-4, T-5 & T-6	Tangram Interiors Santa Ana	\$87,000
TOTAL NOT TO EXCEED		\$698,000

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM: 48
FROM:	CHANCELLOR	DATE: 7/26/04
SUBJECT:	SOCCCD: HEALTH SCIENCES/DISTRICT OFFICES BUILDING: AMENDMENT NO. 2 TO TESTING AND INSPECTION SERVICES AGREEMENT	
REASON FOR BOARD CONSIDERATION:	APPROVAL	

BACKGROUND

California Administrative Code Title 21, Division of the State Architect (DSA) requires specialized materials tests and inspections made by a qualified engineering laboratory. On October 27, 2003, the Board approved an agreement with Civil Engineering Material Laboratory to provide such services on a time and materials basis not to exceed Eighty Six Thousand Five Hundred and No/100 Dollars (\$86,500.00). On April 26, 2004, the Board approved an amendment increasing the not-to-exceed compensation amount to One Hundred Twenty Six Thousand Five Hundred and No/100 Dollars (\$126,500.00).

STATUS

DSA has requested more on-site deputy inspections than anticipated and current costs have reached the previously authorized amount. There is a need to increase the not-to-exceed amount of the agreement to cover inspections during ongoing and upcoming phases of the project. It is recommended that the not-to-exceed amount of the agreement be increased by Forty Thousand and No/100 Dollars (\$40,000.00) for a revised total amount of One Hundred Sixty Six Thousand Five Hundred and No/100 Dollars (\$166,500.00). Funds are available in the project account.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve an amendment to the agreement with Civil Engineering Material Laboratory, EXHIBIT A, revising the not-to-exceed compensation amount to One Hundred Sixty Six Thousand Five Hundred and No/100 Dollars (\$166,500.00).

Item Submitted By:	Gary Poertner, Deputy Chancellor
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote:

**AMENDMENT NO. 2
TO CONSULTANT SERVICES AGREEMENT
FOR HEALTH SCIENCES/DISTRICT OFFICES BUILDING**

JULY 27, 2004

THIS AMENDMENT shall modify the original agreement dated October 31, 2003 by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and Civil Engineering Material Laboratory, 2670 Walnut Ave., Unit "J", Tustin, CA 92780, (800) 303-2365, hereinafter referred to as "CONSULTANT."

WHEREAS, Article 16 of the original agreement establishes that it may be amended by mutual consent of both parties; and

WHEREAS, Article 3 of the original agreement establishes a not-to-exceed amount for time and material services to be rendered under this agreement; and

WHEREAS, an amendment dated April 26, 2004 increased the not-to-exceed amount to One Hundred Twenty Six Thousand Five Hundred and No/100 Dollars (\$126,500.00); and

WHEREAS, there is a need to provide special inspection and materials testing services beyond the previously authorized amount;

NOW, THEREFORE, the Parties agree to modify Article 3, of the original contract as follows:

3. **Compensation.** DISTRICT agrees to pay the CONSULTANT for services satisfactorily rendered pursuant to this AGREEMENT on a time and materials basis at the rates shown on EXHIBIT A, not-to-exceed One Hundred Sixty Six Thousand Five Hundred and No/100 Dollars (\$166,500.00) upon satisfactory completion of the services.

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

"DISTRICT"

South Orange County Community College District

"CONSULTANT"

Civil Engineering Material Laboratory

By: _____
Gary Poertner

By: _____

Title: _____
Deputy Chancellor

Title: _____

Date: _____

Date: _____

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	49
FROM:	CHANCELLOR	DATE:	07/26/04
SUBJECT:	SOCCCD: AUTHORIZATION FOR DISTRICT INSTITUTIONAL MEMBERSHIPS 2004/2005		
REASON FOR BOARD CONSIDERATION:	APPROVAL		

BACKGROUND

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

STATUS

Members of the staff of the District and Colleges have benefited by participation in various professional organizations. District and college officials have identified the organizations for memberships (EXHIBIT A).

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the 2004/2005 memberships and estimated dues for organizations represented in EXHIBIT A.

Item Submitted By:	Gary Poertner, Deputy Chancellor
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote:

Jan 20, 04 Jul 26, 04 Difference

OFFICE OF THE PRESIDENT (20)

* 20	Academic Senate for California Community Colleges	1,292.90	0.00	-1,292.90
20	American Association of Community Colleges	5,725.00	5,725.00	0.00
20	California Community College Council for Staff Development (4C/SD)	125.00	125.00	0.00
20	Community College Public Relations Organization	25.00	25.00	0.00
20	Council for Higher Education Accreditation	400.00	400.00	0.00
20	Irvine Chamber of Commerce	1,210.00	1,210.00	0.00
20	National Coalition of Advanced Technology Center (NCATC)	600.00	600.00	0.00
20	National Council for Marketing and Public Relations	250.00	250.00	0.00
20	National Council for Staff, Program & Organizational Development	35.00	35.00	0.00
20	Network of California Community College Foundations	250.00	250.00	0.00
20	Southern Calif. Community College Staff Developers	25.00	25.00	0.00
* 20	Tustin Chamber of Commerce	125.00	0.00	-125.00
20	Western Assoc. of Sch. & Coll. Accreditation Commission for Colleges	7,725.00	7,725.00	0.00
SUBTOTAL		17,787.90	16,370.00	-1,417.90

OFFICE OF INSTRUCTION (22)

* 22	American Association of Community College Women	0.00	300.00	300.00
22	American Association for Higher Education	125.00	125.00	0.00
22	Association of Instructional Administrators	200.00	200.00	0.00
22	California Colleges of International Education	200.00	200.00	0.00
22	California Community Colleges Chief Instructional Officers	300.00	300.00	0.00
22	Honors Transfer Council	50.00	50.00	0.00
22	National Collegiate Honors Council	250.00	250.00	0.00
22	National Council of Instructional Administrators	100.00	100.00	0.00
* 22	Orange Empire Athletic Conference	0.00	4,300.00	4,300.00
SUBTOTAL		1,225.00	5,825.00	4,600.00

OFFICE OF THE ACADEMIC SENATE (23)

* 23	Academic Senate for California Community Colleges	0.00	1,292.90	1,292.90
SUBTOTAL		0.00	1,292.90	1,292.90

OFFICE OF STUDENT SERVICES (24)

24	Calif. Association of Financial Aid Administrators	100.00	100.00	0.00
24	Calif. Assoc. of Student Financial Aid Administrators	250.00	250.00	0.00
24	Calif. Assoc. of Student Financial Aid Administrators (Regional Managers Forum)	10.00	10.00	0.00
24	Calif. Community College Chief Student Services Officers Association	300.00	300.00	0.00
24	Calif. Community College Early Childhood Educators	30.00	30.00	0.00
24	Calif. Community College Student Financial Aid Admin. Association	250.00	250.00	0.00
24	City of Irvine Child Resource & Information Center	80.00	80.00	0.00
* 24	Council of Community Clinics Service Corporation	50.00	0.00	-50.00
24	Health Services Assoc. of the Calif. Community Colleges	75.00	75.00	0.00
24	National Academy of Education for Young Children (NAEYC)	100.00	100.00	0.00
24	National Association of Financial Aid Administrators	1,025.00	1,025.00	0.00
* 24	Orange Empire Athletic Conference	4,300.00	0.00	-4,300.00
24	Pacific Coast College Health Association	65.00	65.00	0.00
24	Western Association of Financial Aid Administrators	400.00	400.00	0.00
SUBTOTAL		7,035.00	2,685.00	-4,350.00

OFFICE OF COLLEGE BUSINESS SERVICES (25)

25	California Bursars Association	150.00	150.00	0.00
25	Western Assoc. of College & University Business Officers (WACUBO)	120.00	120.00	0.00
SUBTOTAL		270.00	270.00	0.00

		Jan 20, 04	Jul 26, 04	Difference
OFFICE OF ADMISSIONS & RECORDS (30)				
*	30 American Association of Collegiate Registrars and Admission Officers	0.00	1,068.00	1,068.00
	30 Consortium of Southern California Colleges and Universities	225.00	225.00	0.00
	SUBTOTAL	225.00	1,293.00	1,068.00
OFFICE OF COMMUNITY EDUCATION (31)				
	31 Association of Community & Continuing Education (ACCE)	48.00	48.00	0.00
	SUBTOTAL	48.00	48.00	0.00
OFFICE OF SAFETY & SECURITY (34)				
	34 American Society for Industrial Security (ASIS)	150.00	150.00	0.00
	34 California College and University Police Chiefs Association	75.00	75.00	0.00
*	34 International Association of Chiefs of Police	0.00	100.00	100.00
	34 Orange County Training Managers Association	70.00	70.00	0.00
	SUBTOTAL	295.00	395.00	100.00
OFFICE OF STUDENT DEVELOPMENT (36)				
	36 Calif. Community College Student Affairs Association	50.00	50.00	0.00
	SUBTOTAL	50.00	50.00	0.00
OFFICE OF LIBRARY SERVICES (37)				
*	37 American Library Association	50.00	175.00	125.00
	37 California Academic and Research Libraries	15.00	15.00	0.00
	37 California Library Association	250.00	250.00	0.00
	37 California Organization for Library Technicians	50.00	50.00	0.00
	37 Council of Chief Librarians	100.00	100.00	0.00
*	37 Learning Resources Association of the California Community College	150.00	200.00	50.00
	SUBTOTAL	615.00	790.00	175.00
OFFICE OF RESEARCH, PLANNING & GRANTS (40)				
	40 Association for Institutional Research (AIR)	90.00	90.00	0.00
	40 National Council of Resource Development	150.00	150.00	0.00
	40 The Research and Planning Group for the Calif. Community Colleges	300.00	300.00	0.00
	SUBTOTAL	540.00	540.00	0.00
OFFICE OF ADVANCE TECHNOLOGY & DISTANCE LEARNING (41)				
	41 Association for Telecommunications Professionals in Higher Education	390.00	390.00	0.00
	41 Consortium of College and University Media Centers	250.00	250.00	0.00
*	41 Western Interstate Commission for Higher Education (WICHE)	1,150.00	1,350.00	200.00
	SUBTOTAL	1,790.00	1,990.00	200.00
OFFICE OF ECONOMIC & RESOURCE DEVELOPMENT (42)				
	42 California Community College Administrators of Occupational Education	125.00	125.00	0.00
	42 Center for Occupational Research and Development, Inc.	95.00	95.00	0.00
*	42 National Association of Colleges & Employers (NACE)	300.00	360.00	60.00
	42 National Council for Occupational Education	255.00	255.00	0.00
*	42 Orange County Workforce Partnership	250.00	0.00	-250.00
	SUBTOTAL	1,025.00	835.00	-190.00

Jan 20, 04 Jul 26, 04 Difference

SCHOOL OF FINE ARTS (70)

70	American Forensic Association	30.00	30.00	0.00
70	Association of Performing Arts Presenters	416.00	416.00	0.00
70	College Art Association of America	125.00	125.00	0.00
70	Cross Examination Debate Association	40.00	40.00	0.00
70	Los Angeles Center for Photographic Studies	50.00	50.00	0.00
70	Music Association of California Community Colleges	75.00	75.00	0.00
70	National Parliamentary Debate Association	30.00	30.00	0.00
70	Phi Rho Pi	25.00	25.00	0.00
70	Society for Photographic Education	50.00	50.00	0.00
70	Southern California Educational Theatre Association	50.00	50.00	0.00
70	United States Institute of Theatre Technology	125.00	125.00	0.00

SUBTOTAL 1,016.00 1,016.00 0.00

SCHOOL OF BUSINESS SCIENCES (72)

72	Academy of Legal Studies in Business	50.00	50.00	0.00
72	Cisco Consortium	500.00	500.00	0.00
72	Oracle	500.00	500.00	0.00

SUBTOTAL 1,050.00 1,050.00 0.00

SCHOOL OF GUIDANCE & COUNSELING (73)

73	National Association of Student Personnel Administrators	182.00	182.00	0.00
73	South Coast Higher Education Council (SHEC)	25.00	25.00	0.00
73	Southern California Intersegmental Articulation Council	40.00	40.00	0.00
73	Transfer Center Director Association	25.00	25.00	0.00

SUBTOTAL 272.00 272.00 0.00

SCHOOL OF HUMANITIES & LANGUAGES (74)

74	American Council on the Teaching of Foreign Languages	150.00	150.00	0.00
74	American Historical Association	140.00	140.00	0.00
74	Calif. Association of Teachers of English to Speakers of Other Languages	45.00	45.00	0.00
74	CMA/College Media Advisers	70.00	70.00	0.00
74	Community College Humanities Association	150.00	150.00	0.00
74	English Council of California Two Year Colleges	85.00	85.00	0.00
74	Medieval Academy of America	80.00	80.00	0.00
74	Modern Language Association	50.00	50.00	0.00
74	Organization of American Historians	140.00	140.00	0.00
74	Teachers of English to Speakers of Other Languages	90.00	90.00	0.00

SUBTOTAL 1,000.00 1,000.00 0.00

SCHOOL OF LIFE SCIENCES & TECHNOLOGIES (76)

76	Association of Biology Laboratory Education	35.00	35.00	0.00
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SUBTOTAL 35.00 35.00 0.00

SCHOOL OF HEALTH SCIENCES, PHYSICAL ED & ATHLETICS (77)

77	American College Dance Festival Association	250.00	250.00	0.00
*	77 Calif. Assoc. for Health, Physical Education, Recreation & Dance	75.00	0.00	-75.00
*	77 Calif. Athletic Trainers Association	20.00	0.00	-20.00
*	77 Calif. Community College Athletic Directors Association	80.00	0.00	-80.00
*	77 Calif. Community College Athletic Trainers Association	20.00	0.00	-20.00
*	77 Calif. Community College Badminton Coaches Association	0.00	40.00	40.00
77	Calif. Community College Baseball Coaches Association	65.00	65.00	0.00
*	77 Calif. Community College Basketball Coaches Association	100.00	125.00	25.00
77	Calif. Community College Ladies Golf Coaches Assn. (CCCLGCA)	35.00	35.00	0.00

		Jan 20, 04	Jul 26, 04	Difference
*	77 Calif. Community College Men's Golf Coaches Association	0.00	25.00	25.00
	77 California Community College Men's Volleyball Coaches Association	75.00	75.00	0.00
	77 Calif. Community College Soccer Coaches Association	50.00	50.00	0.00
*	77 Calif. Community College Softball Coaches Association	40.00	0.00	-40.00
	77 California Community College Tennis Coaches Association	50.00	50.00	0.00
	77 Calif. Comm. College Women's Basketball Coaches Assn.(CCCWBCA)	75.00	75.00	0.00
*	77 California Community College Women's Volleyball Coaches Association	50.00	75.00	25.00
	77 Intercollegiate Tennis Association	150.00	150.00	0.00
*	77 National Alliance of Two-Year College Athletic Administrators	25.00	0.00	-25.00
*	77 National Association for Academic Advisors for Athletics (N4A)	75.00	0.00	-75.00
*	77 National Association of Collegiate Directors of Athletics	50.00	0.00	-50.00
*	77 National Athletic Trainers Association	150.00	0.00	-150.00
	77 National Soccer Coaches Association of America	70.00	70.00	0.00
	77 United States Soccer Association	50.00	50.00	0.00
	77 WBCA Coaches Association	125.00	125.00	0.00

SUBTOTAL	1,680.00	1,260.00	-420.00
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SCHOOL OF PHYSICAL SCIENCES & TECHNOLOGIES (78)

78	American Association of Physics Teachers	75.00	75.00	0.00
78	American Chemical Society	106.00	106.00	0.00
78	National Association of Geology Teachers	25.00	25.00	0.00
78	Orange County Astronomers Association	35.00	35.00	0.00

SUBTOTAL	241.00	241.00	0.00
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SCHOOL OF SOCIAL & BEHAVIORAL SCIENCES (79)

79	Community College Economic Educators	100.00	100.00	0.00
79	Western Economics Association	350.00	350.00	0.00

SUBTOTAL	450.00	450.00	0.00
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* Changes from January 20, 2004 list.

TOTAL IRVINE VALLEY COLLEGE MEMBERSHIPS

36,649.90	37,707.90	1,058.00
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Jan 20, 04 Jul 26, 04 Difference

OFFICE OF THE PRESIDENT (20)

20	American Association of Community Colleges (AACC)	6,925.00	6,925.00	0.00
20	San Juan Capistrano Chamber of Commerce	75.00	75.00	0.00
* 20	<i>South Orange County Chamber of Commerce</i>	<i>235.00</i>	<i>0.00</i>	<i>-235.00</i>
20	Western Assoc. of Sch. & Coll. Accreditation Commission for Colleges	7,725.00	7,725.00	0.00
SUBTOTAL		14,960.00	14,725.00	-235.00

OFFICE OF PHYSICAL PLANT (21)

21	Assn. of Physical Plant Adm. of Universities and Colleges (APPA)	950.00	950.00	0.00
SUBTOTAL		950.00	950.00	0.00

OFFICE OF INSTRUCTION (22)

* 22	<i>African Americans of the California Community Colleges</i>	<i>0.00</i>	<i>500.00</i>	<i>500.00</i>
22	Honors Transfer Council	50.00	50.00	0.00
22	LA/OC Regional Consortium for Contract Education	100.00	100.00	0.00
22	National Collegiate Council	250.00	250.00	0.00
22	Western Regional Honors Council	50.00	50.00	0.00
SUBTOTAL		450.00	950.00	500.00

OFFICE OF THE ACADEMIC SENATE (23)

23	Academic Senate for California Community Colleges	2,425.00	2,425.00	0.00
23	National Council for Staff Program & Organizational Development	400.00	400.00	0.00
SUBTOTAL		2,825.00	2,825.00	0.00

OFFICE OF STUDENT SERVICES (24)

* 24	<i>California Community Colleges Chief Student Services Adm. Assoc.</i>	<i>0.00</i>	<i>300.00</i>	<i>300.00</i>
24	Health Services Association for California Community Colleges	75.00	75.00	0.00
24	NAFSA (National Association of Foreign Student Advisors)	265.00	265.00	0.00
* 24	<i>National Association for the Education of Young Children</i>	<i>0.00</i>	<i>900.00</i>	<i>900.00</i>
24	Orange County Disaster Recovery Alliance Association	250.00	250.00	0.00
24	Pacific Coast Colleges Health Association	50.00	50.00	0.00
SUBTOTAL		640.00	1,840.00	1,200.00

OFFICE OF COLLEGE FISCAL SERVICES (25)

25	California Association of School Business Officials	0.00	0.00	0.00
* 25	<i>California Bursar's Association</i>	<i>150.00</i>	<i>0.00</i>	<i>-150.00</i>
SUBTOTAL		150.00	0.00	-150.00

OFFICE OF FINANCIAL AID & STUDENT SERVICES (26)

* 26	<i>African Americans of the Calif. Community Colleges</i>	<i>500.00</i>	<i>0.00</i>	<i>-500.00</i>
* 26	<i>National Assoc. for the Education of Young Children</i>	<i>900.00</i>	<i>0.00</i>	<i>-900.00</i>
26	National Assoc. of Student Financial Aid Administrators (NASFAA)	1,269.00	1,269.00	0.00
SUBTOTAL		2,669.00	1,269.00	-1,400.00

OFFICE OF ADMISSIONS, RECORDS & STUDENT SERVICES (30)

30	Amer. Assoc. of Collegiate Registrars & Adm. Off. (AACRAO)	1,050.00	1,050.00	0.00
30	Consortium of So. Calif. Colleges and Universities (CSCCU)	225.00	225.00	0.00
SUBTOTAL		1,275.00	1,275.00	0.00

Jan 20, 04 Jul 26, 04 Difference

OFFICE OF COMMUNITY EDUCATION & CONTRACT EDUCATION (31)

31	Association of Continuing & Community Education (ACCE)	75.00	75.00	0.00
	SUBTOTAL	75.00	75.00	0.00

OFFICE OF SAFETY & SECURITY (34)

34	Int'l Assoc. of Campus Law Enforcement Adm.	225.00	225.00	0.00
	SUBTOTAL	225.00	225.00	0.00

OFFICE OF STUDENT DEVELOPMENT (36)

36	Alpha Gamma Sigma Honor Society	50.00	50.00	0.00
36	California Nurses Student Association (CNSA)	30.00	30.00	0.00
36	National Student Nurses Association (NSNA)	70.00	70.00	0.00
36	National Wheelchair Basketball Association	425.00	425.00	0.00
36	Phi Theta Kappa	55.00	55.00	0.00
	SUBTOTAL	630.00	630.00	0.00

OFFICE OF RESEARCH, PLANNING & GRANTS (40)

40	Research & Planning Group (RPGROUP)	300.00	300.00	0.00
	SUBTOTAL	300.00	300.00	0.00

DIVISION OF BUSINESS SCI, VOC ED & ECONOMIC DEVT. (50)

50	California Association for Local Economic Development (ASTD)	75.00	75.00	0.00
50	National Coalition of Advance Technology Centers (NCATC)	600.00	600.00	0.00
50	Orange County Workforce Partnership, O.C. Ed. & Research Institute	250.00	250.00	0.00
	SUBTOTAL	925.00	925.00	0.00

DIVISION OF COUNSELING SERVICES & SPECIAL PROGRAMS (51)

51	American Association of Women in Community Colleges (AAWCC)	100.00	100.00	0.00
* 51	<i>Association of Higher Education & Disability</i>	<i>75.00</i>	<i>0.00</i>	<i>-75.00</i>
* 51	<i>California Association of Post Secondary Education & Disability</i>	<i>214.00</i>	<i>0.00</i>	<i>-214.00</i>
51	California Community College Counselors Association	15.00	15.00	0.00
51	California Community College EOPS Association	85.00	85.00	0.00
51	California Counseling & Development Association	150.00	150.00	0.00
51	California Placement Association	100.00	100.00	0.00
51	Cooperative Education Association	350.00	350.00	0.00
51	National Association of Colleges and Employers (NACE)	300.00	300.00	0.00
51	South Coast Higher Education Council (SCHEC)	50.00	50.00	0.00
51	Southern Calif. Intersegmental Articulation Council (SCIAC)	40.00	40.00	0.00
51	Transfer Center Directors Association	50.00	50.00	0.00
51	Western Association of Colleges & Employers (WACE)	90.00	90.00	0.00
	SUBTOTAL	1,619.00	1,330.00	-289.00

DIVISION OF ADVANCED TECHNOLOGY & APPLIED SCIENCE (52)

52	Automotive Engine Rebuilders Association	100.00	100.00	0.00
52	Broadcast Education Association	100.00	100.00	0.00
52	California Cooperative Education Association (CCEA)	50.00	50.00	0.00
52	International Fabricare Institute	35.00	35.00	0.00
52	National Association of Broadcasters	360.00	360.00	0.00
52	NATPE College Television Society	75.00	75.00	0.00
52	Population Reference Bureau	39.00	39.00	0.00
52	Society Conservation Biology	75.00	75.00	0.00
52	Society for Ecological Restoration	111.00	111.00	0.00
52	Society for Ecological Restoration-California	15.00	15.00	0.00
52	Women in Film	125.00	125.00	0.00
	SUBTOTAL	1,085.00	1,085.00	0.00

Jan 20, 04 Jul 26, 04 Difference

DIVISION OF LIBERAL ARTS & LEARNING RESOURCES (53)

53	American Library Association	175.00	175.00	0.00
53	Associated Writing Programs	370.00	370.00	0.00
53	Association of College and Research Libraries	90.00	90.00	0.00
53	Association of Department of Foreign Languages	250.00	250.00	0.00
53	Consortium of College & University Media Centers	160.00	160.00	0.00
53	Council of Chief Librarians	100.00	100.00	0.00
53	English Council of California Two Year Colleges	125.00	125.00	0.00
53	Journalism Association of Community Colleges	125.00	125.00	0.00
53	Learning Resources Assoc. of the Calif. Community Colleges	200.00	200.00	0.00
53	Library Orientation and Instruction Exchange (LEOX)	60.00	60.00	0.00
53	Recording for Blind and Dyslexic Program	425.00	425.00	0.00

SUBTOTAL 2,080.00 2,080.00 0.00

DIVISION OF HEALTH, HUMAN SERVICES & EMERITUS (54)

54	California Association of Alcohol and Drug Abuse Counselors (CAADAC)	300.00	300.00	0.00
54	California Association for Alcohol & Drug Educators	200.00	200.00	0.00
54	California Paramedic Program Directors	50.00	50.00	0.00
* 54	CoAEMSP (Paramedic Accrediting Organization)	500.00	300.00	-200.00
* 54	National Association of EMS Educators	50.00	65.00	15.00
54	National League for Nursing	1,050.00	1,050.00	0.00
* 54	National League for Nursing Accrediting Commission	1,460.00	1,560.00	100.00
54	National Organization of Associated Degree Nursing (NOADN)	400.00	400.00	0.00
* 54	National Organization for Human Services Education (NOHSE)	0.00	170.00	170.00
* 54	Orange County/Long Beach Consortium For Nursing	50.00	100.00	50.00
54	So. Calif. Organ. of Assoc. Degree Nurs'g Prog. Directors	75.00	75.00	0.00

SUBTOTAL 4,135.00 4,270.00 135.00

DIVISION OF FINE ARTS, P.E. & ATHLETICS (55)

55	Association of Performing Arts Presenters	759.00	759.00	0.00
* 55	California Community Athletic Director	55.00	100.00	45.00
* 55	California Presenters	100.00	150.00	50.00
55	College Art Association of America	275.00	275.00	0.00
55	Golden State Spirit Association (GASSA)	30.00	30.00	0.00
* 55	Mission Conference	1,150.00	1,250.00	100.00
55	Music Association of California Community Colleges	75.00	75.00	0.00
55	National Communication Assoc.	275.00	275.00	0.00
55	Orange Empire Conference	4,300.00	4,300.00	0.00
55	The International Ticket Association (INTIX)	195.00	195.00	0.00
55	Western Alliance of Arts Administrators	290.00	290.00	0.00
55	Western States Communication Assoc.	40.00	40.00	0.00

SUBTOTAL 7,544.00 7,739.00 195.00

DIVISION OF MATH, SCIENCE & ENGINEERING (56)

56	American Association for the Advancement of Science	250.00	250.00	0.00
56	Committee on Chemistry in the Two Year College	25.00	25.00	0.00
56		65.00	65.00	0.00
56	Two Year College Chemistry Consortium	25.00	25.00	0.00

SUBTOTAL 365.00 365.00 0.00

* Changes from January 20, 2004 list.

TOTAL SADDLEBACK COLLEGE MEMBERSHIPS

42,902.00 42,858.00 -44.00

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT MEMBERSHIPS
2004/05

Jan 20, 04 Jul 26, 04 Difference

OFFICE OF THE GOVERNING BOARD (10)

10	Association of Governing Boards of Universities and Colleges	1,800.00	1,800.00	0.00
10	Commission on Athletics (formerly CCLC)	13,538.00	13,538.00	0.00
10	Orange County School Board Association	100.00	100.00	0.00

SUBTOTAL 15,438.00 15,438.00 0.00

OFFICE OF THE CHANCELLOR (11)

11	Community College League of California (CCLC)	23,536.00	23,536.00	0.00
11	Community College Public Relations Organization	35.00	35.00	0.00
11	League For Innovation in the Community College	600.00	600.00	0.00
11	National Association of Installation Developers (NAID)	150.00	150.00	0.00
* 11	<i>National Council for Marketing & Public Relations</i>	300.00	0.00	-300.00
11	UCI University Club	280.00	280.00	0.00

SUBTOTAL 24,901.00 24,601.00 -300.00

Office of Public Information (11)

* 11	<i>Association of College Administration Professionals</i>	0.00	195.00	195.00
* 11	<i>National Council for Marketing & Public Relations</i>	0.00	300.00	300.00
* 11	<i>Orange County Public Affairs Association</i>	0.00	45.00	45.00
* 11	<i>Public Relations Association of Southern California Colleges</i>	0.00	50.00	50.00
* 11	<i>South Orange County Chamber of Commerce</i>	0.00	235.00	235.00

SUBTOTAL 0.00 825.00 825.00

OFFICE OF EDUCATIONAL SERVICES (12)

12	Tustin Chamber of Commerce	150.00	150.00	0.00
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SUBTOTAL 150.00 150.00 0.00

OFFICE OF BUSINESS SERVICES (13)

13	Education Mandated Cost Network	2,500.00	2,500.00	0.00
13	Public Agency Risk Managers Association (PARMA)	100.00	100.00	0.00

SUBTOTAL 2,600.00 2,600.00 0.00

OFFICE OF HUMAN RESOURCES (13)

13	Assn. of Chief H.R. Off./Equal Employ. Opportunity Off. (ACHRO/EEO)	200.00	200.00	0.00
13	California Association of School Business Officials (CASBO)	350.00	350.00	0.00
13	Equal Employment, Diversity & Equity Consortium (EEDEC)	200.00	200.00	0.00
13	Society for Human Resource Management (SHRM)	160.00	160.00	0.00
13	So. Cal. Comm. College Dist. Employment Relations Consortium (LCW Videoconf.)	3,000.00	3,000.00	0.00
13	So. Thirty Human Resources Consortium (Southern 30)	200.00	200.00	0.00

SUBTOTAL 4,110.00 4,110.00 0.00

OFFICE OF FACILITY PLANNING/PURCHASING (13)

13	Community College Facility Coalition (CCFC)	1,000.00	1,000.00	0.00
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SUBTOTAL 1,000.00 1,000.00 0.00

OFFICE OF INFORMATION TECHNOLOGY/PROGRAM ANALYSIS (15)

15	EDUCAUSE (Professional Assoc. for Computing & Information)	2,305.00	2,305.00	0.00
15	Research and Planning Group for Calif. Comm. Colleges	300.00	300.00	0.00

SUBTOTAL 2,605.00 2,605.00 0.00

* Changes from January 20, 2004 list.

TOTAL DISTRICT MEMBERSHIPS

50,804.00 51,329.00 525.00

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM: 50
FROM:	CHANCELLOR	DATE: 7/26/04
SUBJECT:	SADDLEBACK COLLEGE: REPAIR TAS BUILDING: HIRE ARCHITECT	
REASON FOR BOARD CONSIDERATION:	APPROVAL	

BACKGROUND

On March 24, 2003, the Board of Trustees approved funding from Basic Aid to repair several buildings on both campuses. Nine Hundred Seventy One Thousand and No/100 Dollars (\$971,000.00) were approved to repair the distressed floor slab in the north wing of the TAS building at Saddleback College.

STATUS

A Request for Proposals for architectural services for the repair of the TAS building project at Saddleback College was sent to six (6) local firms. Five (5) firms responded to the invitation and were interviewed on June 24 and 25, 2004. The committee found GKK, of Newport Beach, to be the firm whose qualifications more closely match the requirements of this project. GKK proposes to provide architectural services for a fee equal to ten percent (10%) of the construction cost plus reimbursable expenses. Funds are available from Basic Aid.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees retain GKK to provide architectural services for the repair of the TAS building project for a fee equal to ten percent (10%) of the construction cost and approve the related Agreement (EXHIBIT A).

Item Submitted By:	Gary Poertner, Deputy Chancellor
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote:

ARCHITECTURAL SERVICES AGREEMENT

This AGREEMENT is made and entered into this 27th day of July in the year 2004, between the South Orange County Community College District, 28000 Marguerite Parkway, Mission Viejo, California 92692, hereinafter referred to as "DISTRICT", and GKK Corporation, 20411 SW Birch Street, Suite 300, Newport Beach, California, 92660, hereinafter referred to as Architect.

WHEREAS, DISTRICT desires to obtain architectural/engineering services for Repair/Remodel TAS Building at Saddleback College, hereinafter referred to as "PROJECT"; and

WHEREAS, ARCHITECT is fully licensed to provide architectural services in conformity with the laws of the State of California;

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE I: ARCHITECT'S SERVICES AND RESPONSIBILITIES:

1. The ARCHITECT'S services shall consist of those services performed by the ARCHITECT, ARCHITECT'S employees and ARCHITECT'S consultants as enumerated in Articles II and III of this agreement.
2. The ARCHITECT'S services shall be performed in a manner which is consistent with professional skill and care and the orderly progress of the work. The ARCHITECT represents that he/she will follow the standards of his/her profession in performing all services under this AGREEMENT. Upon request of the DISTRICT, the ARCHITECT shall submit for the DISTRICT'S approval a schedule for the performance of the ARCHITECT'S services. The schedule may be adjusted as the PROJECT proceeds by mutual written agreement of the parties and shall include allowances for time required for the DISTRICT'S review and for approval by authorities having jurisdiction over the PROJECT. The time limits established by this schedule shall not, except for reasonable cause, be exceeded by the ARCHITECT.
3. The services covered by this AGREEMENT shall be completed within Twenty-Four (24) months of the date of this AGREEMENT.

ARTICLE II - SCOPE OF ARCHITECT'S SERVICES:

1. The ARCHITECT'S services consist of those described in paragraphs 2 through 27 of Article II, and include structural, mechanical and electrical engineering services and any other engineering services necessary to produce a reasonably complete and accurate set of construction documents as described in paragraph 9, except those engineering services provided by the DISTRICT.
2. The ARCHITECT shall ascertain the DISTRICT'S needs and the requirements of the PROJECT and shall arrive at a mutual written understanding of such needs and requirements with the DISTRICT, prior to drafting preliminary designs for the PROJECT.

EXHIBIT A
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3. The ARCHITECT shall provide a written preliminary evaluation of the DISTRICT'S PROJECT, schedule and construction budget requirements, each in terms of the other, subject to the limitations set forth in Article V. Such evaluation shall include alternative approaches to design and construction of the PROJECT.
4. The ARCHITECT shall prepare, for approval by the DISTRICT, Schematic Design Documents consisting of drawings and other documents illustrating the scale and relationship of PROJECT components. These documents shall comply with all applicable laws, statutes, ordinances, codes, rules and regulations currently existing and as amended, enacted, issued or adopted in the future which are applicable to these documents while such services are being rendered and which are applicable to these documents.
5. The ARCHITECT shall submit to the DISTRICT a written preliminary estimate of the construction cost and shall advise the DISTRICT, in writing, of any adjustments to the estimate of Construction Cost.
6. The ARCHITECT shall investigate existing observable conditions or facilities and make measured drawings of such conditions or facilities.
7. Based on the approved Schematic Design Documents and any adjustments authorized by the DISTRICT, the ARCHITECT shall prepare, for approval by the DISTRICT, Design Development Documents consisting of drawings and other documents to describe the size and character of the PROJECT as to architectural, structural, mechanical and electrical systems, materials, and such other elements as may be appropriate.
8. Based on the approved Design Development documents and any further adjustments authorized by the DISTRICT, the ARCHITECT shall prepare, for approval by the DISTRICT, Construction Documents consisting of drawings and specifications setting forth in detail the requirements for the construction of the PROJECT. ARCHITECT shall submit a list of qualified engineers for the PROJECT for the DISTRICT's approval. ARCHITECT shall ensure that each engineer places his or her name, seal and signature on all drawings and specifications prepared by said engineer.
9. The ARCHITECT shall prepare all necessary bidding information and bidding forms required by the DISTRICT and shall assist the DISTRICT in preparing the conditions of the Contractor's contract. Plans or specifications, which include a requirement that the Contractor provide operation manuals and adequate training for the DISTRICT in the operation of mechanical, electrical, heating and air conditioning systems installed by the Contractor, shall be part of the bid documents prepared by the ARCHITECT.
10. The ARCHITECT, following the DISTRICT'S approval of the Construction Documents and of the latest preliminary estimate of Construction Cost, shall assist the DISTRICT in obtaining bids for the PROJECT.
11. If the lowest bid exceeds the budget for the PROJECT by 10% or more, the ARCHITECT, in consultation with and at the direction of the DISTRICT, shall provide such modifications in the Construction Documents as necessary to bring the cost of the PROJECT within its budget.

12. The ARCHITECT shall file documents required for the approval of governmental authorities having jurisdiction over the PROJECT with the DISTRICT's assistance. The DISTRICT shall pay all fees required by such governmental authorities.
13. The ARCHITECT'S responsibility to provide services for the construction of the PROJECT commences with the award of a construction contract and terminates at the issuance to the DISTRICT of the final certificate for payment by the ARCHITECT, or as otherwise provided in Article VII.
14. The ARCHITECT shall provide administration of the construction contract as set forth below. The ARCHITECT shall observe the construction performed by the selected contractors.
15. The duties, responsibilities and limitations of authority of the ARCHITECT shall not be restricted, modified, or extended without written agreement between the DISTRICT and ARCHITECT.
16. The ARCHITECT shall be the DISTRICT'S representative during construction and shall advise and consult with the DISTRICT until final payment to the Contractor is due. The ARCHITECT shall have authority to act on behalf of the DISTRICT only to the extent provided in this agreement unless otherwise modified in writing.
17. The ARCHITECT shall visit the site at intervals appropriate to the stage of construction or as otherwise agreed by the DISTRICT and ARCHITECT in writing to become generally familiar with the progress and quality of the work completed and to determine in general if the work is being performed in a manner indicating that the work when completed will be in accordance with the contract documents and to determine for DISTRICT'S benefit and protection if the work is proceeding in accordance with the construction contract and schedule. However, the ARCHITECT shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work. On the basis of on-site observations, the ARCHITECT shall keep the DISTRICT informed of the progress *and quality* of the work and whether or not is in general compliance with the Contract Documents, and shall endeavor to guard the DISTRICT against defects and deficiencies in the work.
18. The ARCHITECT shall have access to the work at all times.
19. Based on the ARCHITECT'S periodic observations, review of the construction schedule, payment schedule and evaluations of the contractor's applications for payment, the ARCHITECT shall review and certify the amounts due the contractor. The ARCHITECT's certification for payment shall constitute a representation to the DISTRICT, based on the ARCHITECT's periodic observations at the site as provided in Article 2, subparagraph 17, and on the data comprising the contractor's application for payment, that the work has progressed to the point indicated and that, to ARCHITECT's knowledge, information and belief, *the quality* of the work is in accordance with the contract documents.

20. The ARCHITECT shall reject work which does not conform to the construction contract. The ARCHITECT has authority to require additional inspection or testing of the work in accordance with the provisions of the construction contract, whether or not such work is fabricated, installed or completed.
21. The ARCHITECT shall review and approve or take other appropriate action upon Contractor's submittal schedule and submittals of shop drawings, product data, and samples for the purpose of checking for conformance with the construction contract. The ARCHITECT'S action shall be taken as to cause no delay in the work, while allowing sufficient time in the ARCHITECT'S professional judgment to permit adequate review. When certification of performance characteristics of materials, systems or equipment is required by the construction contract, the ARCHITECT shall be entitled to rely upon such certification from the manufacturer to establish that the materials, systems or equipment will meet the performance criteria required by the construction contract.
22. The ARCHITECT shall prepare change orders with supporting documentation and data for the DISTRICT'S approval and execution in accordance with the construction contract, and may authorize minor changes in the work not involving an adjustment in the contract sum or an extension of time. The ARCHITECT shall evaluate and make written recommendations regarding Contractor's proposals for possible change orders. ARCHITECT shall prepare a set of reproducible record drawings showing significant changes in the work made during construction based on marked-up prints, drawings and other data furnished by the Contractor to the ARCHITECT.
23. The ARCHITECT shall periodically observe the PROJECT to determine the date or dates of substantial completion and the date of final completion, receive from the General Contractor and forward to the DISTRICT for the DISTRICT'S review all written warranties and related documents required by the construction contract and issue a final certificate for payment upon compliance with the requirements of the construction contract.
24. The ARCHITECT shall evaluate the performance of the Contractor under the requirements of the construction contract when requested in writing by the DISTRICT.
25. ARCHITECT shall provide services in connection with evaluating substitutions proposed by the Contractor and making subsequent revisions to drawings, specifications, and other documentation resulting there from.
26. The ARCHITECT shall evaluate and render written recommendations, within a reasonable time on all claims, disputes or other matters at issue between the DISTRICT and Contractor relating to the execution or progress of the work as provided in the construction contract.
27. The ARCHITECT shall comply with federal, state and local laws, rules, regulations and ordinances that are applicable to the DISTRICT'S PROJECT.

ARTICLE III - ADDITIONAL ARCHITECTURAL SERVICES

1. The ARCHITECT shall be given additional compensation for the services described in Article III.
2. The ARCHITECT shall notify the DISTRICT in writing of the need for additional services required due to circumstances beyond the ARCHITECT's control. ARCHITECT shall obtain written authorization from the DISTRICT before rendering such services. Compensation for such services shall be compensated based on attached standard hourly rates. Such services shall include:
 - a. Making materials revisions in drawings, specifications or other documents when such revisions are required by the enactment or revision of laws, rules or regulations subsequent to the preparation of such documents.
 - b. Providing services required because of significant changes in the PROJECT including, but not limited to, size, quality, complexity, or the DISTRICT's schedule, except for services required under Article V, paragraph 10, and except where the ARCHITECT's fee for ARCHITECT's services is based on a percentage of the construction cost and such changes will result in a significant increase in the construction cost.
 - c. Preparing drawings, specifications and other documentation and supporting data, and providing other services in connection with change orders required by causes beyond the control of the ARCHITECT.
 - d. Providing consultation concerning replacement of work damaged by fire and furnishing services required in connection with the replacement of such work.
 - e. Providing services made necessary by the default of the contractor, by major defects or deficiencies in the work of the Contractor, or by failure of performance of either the DISTRICT or Contractor under the construction contract.
 - f. Providing services in connection with an arbitration proceeding or legal proceeding except where the ARCHITECT is a party thereto.
 - g. Providing services in connection with the work of consultants retained by the DISTRICT.
 - h. Providing interior design and other similar services required for or in connection with the selection, procurement or installation of furniture, furnishings and related equipment.
 - i. Providing assistance in the utilization of equipment or systems such as testing, adjusting and balancing, preparation of operation and maintenance manuals, training personnel for operation and maintenance and consultation during operation.
 - j. Providing services after issuance to the DISTRICT of the final certificate for payment except as provided in Article VIII, paragraph 6.

- k. Providing services of consultants for other than architectural, structural, mechanical and electrical engineering portions of the PROJECT.
 - l. Providing any other services not otherwise included in this AGREEMENT or not customarily furnished in accordance with generally accepted architectural practice.
3. If authorized in writing by DISTRICT, ARCHITECT shall provide one or more Project Representatives to assist in carrying out more extensive representation at the site than is described in paragraph 17 of Article II. The Project Representative(s) shall be selected, employed and directed by the ARCHITECT, and the ARCHITECT shall be compensated therefore as agreed by the DISTRICT and ARCHITECT. Through the observations of such Project Representative(s), the ARCHITECT shall endeavor to provide further protection for the DISTRICT against defects and deficiencies in the work, but the furnishing of such project representation shall not modify the rights, responsibilities or obligations of the ARCHITECT as described elsewhere in this AGREEMENT. Such services shall be compensated based on the attached standard hourly rates.

ARTICLE IV - DISTRICT'S RESPONSIBILITIES:

1. The DISTRICT shall provide to the ARCHITECT full information regarding requirements for the Project, including information regarding the DISTRICT's objectives, schedule, constraints and criteria.
2. The DISTRICT shall prepare a current overall budget for the PROJECT, including the construction cost.
3. The DISTRICT shall appoint a representative authorized to act on the DISTRICT's behalf with respect to the Project. The DISTRICT or its authorized representative shall render decisions in a timely manner pertaining to documents submitted by the ARCHITECT.
4. The DISTRICT shall furnish a legal description of the site and surveys describing physical characteristics, legal limitations and utility locations for the site of the PROJECT.
5. The DISTRICT shall give prompt written notice to the ARCHITECT if the DISTRICT becomes aware of any fault or defect in the Project or nonconformance with the construction contract. However, the DISTRICT's failure or omission to do so shall not relieve the ARCHITECT of his/her responsibilities hereunder and the DISTRICT shall have no duty to observe, inspect or investigate the PROJECT.
6. The proposed language of certifications requested of the ARCHITECT or ARCHITECT's consultants shall be submitted to the ARCHITECT for review and approval at least fourteen (14) days prior to execution.
7. The District shall provide Architect with adequate geologic and soils reports.

ARTICLE V - COST OF CONSTRUCTION:

1. The construction cost shall be the total cost or estimated cost to the DISTRICT of all elements of the Project designed or specified by the ARCHITECT.
2. During the Schematic Design, Design Development and Construction Document phases, construction cost shall be determined by the DISTRICT's budget for the project.
3. During the bidding phase, construction cost shall be determined by the lowest responsible bid.
4. During construction, construction cost shall be determined by the contract sum or as amended by any change orders approved by the DISTRICT.
5. Construction cost does not include the compensation of the ARCHITECT and ARCHITECT's consultants, or other costs which are the responsibility of the DISTRICT.
6. The ARCHITECT's evaluations of the DISTRICT's Project budget, preliminary estimates of construction cost and detailed estimates of construction cost, if any, represent the ARCHITECT's best judgment as a professional familiar with the construction industry.
7. A fixed limit of construction cost shall not be established as a condition of this AGREEMENT by the furnishing, proposal or establishment of a Project budget, unless such fixed limit has been agreed upon in writing and signed by the parties hereto.
8. Any PROJECT budget or fixed limit of construction cost shall be adjusted if the bidding has not commenced within ninety (90) days after the ARCHITECT submits the Construction Documents to the DISTRICT, to reflect changes in the general level of prices in the construction industry between the date of submission of the Construction Documents to the DISTRICT and the date on which bids are sought for the PROJECT.
9. If the lowest bid received exceeds the fixed limit of construction cost (adjusted as provided in paragraph 8), the DISTRICT shall:
 - a. Give written approval of an increase of such fixed limit;
 - b. authorize re-bidding of the PROJECT within a reasonable time;
 - c. if the PROJECT is abandoned, terminate it in accordance with Article VII, paragraph 3; or
 - d. cooperate in revising the PROJECT scope and quality as required to reduce the construction cost.
10. If the DISTRICT chooses to proceed under paragraph 9(d) and the lowest bid received exceeds the fixed limit of construction costs by ten percent or greater, the ARCHITECT, without additional charge, shall modify the construction contract documents as necessary to comply with the fixed limit.

ARTICLE VI - ARCHITECT'S DRAWINGS AND SPECIFICATIONS:

The drawings, specifications and other documents prepared by the ARCHITECT for this Project shall be and remain the property of the DISTRICT pursuant to Education Code Section 17316. Such drawings and specifications and other documents supplied as herein required shall be the property of the DISTRICT whether or not the work for which they were made is executed. ARCHITECT grants to DISTRICT the right to reuse all or part of the aforementioned documents at its sole discretion for the construction of all or part of this or another Project constructed for the DISTRICT. The DISTRICT is not bound by this agreement to employ the services of ARCHITECT in the event such documents are re-used. ARCHITECT grants to the DISTRICT the right to copy, use, modify, and reuse any and all copyrights and designs embodied in the plans, specifications and other documents prepared or caused to be prepared by the ARCHITECT pursuant to this agreement. District agrees to indemnify, defend and hold Architect harmless from and against any claims, costs, losses, or damages resulting from any future use of all or part of the aforementioned documents.

ARTICLE VII - TERMINATION:

1. This AGREEMENT may be terminated without cause by the DISTRICT upon not less than seven (7) days written notice to the ARCHITECT. This agreement may be terminated by either party upon not less than seven (7) days written notice should the other party fail substantially to perform in accordance with the terms of this AGREEMENT through no fault of the party initiating the termination.
2. If the PROJECT is suspended by the DISTRICT for more than ninety (90) consecutive days, the ARCHITECT shall be compensated for services satisfactorily performed prior to such suspension. When the PROJECT is resumed, the ARCHITECT's compensation shall be equitably adjusted to provide for expenses incurred in the interruption and resumption of the ARCHITECT's services.
3. If the DISTRICT abandons the PROJECT for more than ninety (90) consecutive days, the ARCHITECT shall be compensated for services satisfactorily performed prior to the abandonment and ARCHITECT may terminate this by giving not less than seven (7) days written notice to the DISTRICT.
4. The DISTRICT's failure to make payments to the ARCHITECT in accordance with this AGREEMENT shall be considered substantial nonperformance and cause for termination by the ARCHITECT.
5. In the event the DISTRICT fails to make timely payment, the ARCHITECT may, upon seven (7) days written notice to the DISTRICT, suspend performance of services under this AGREEMENT. Unless payment in full is received by the ARCHITECT within seven (7) days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, the ARCHITECT shall have no liability to the DISTRICT for delay or damage caused the DISTRICT because of such suspension of services.
6. The ARCHITECT shall be compensated for services satisfactorily performed prior to a termination which is not the fault of the ARCHITECT, together with termination expenses which are expenses directly attributable to termination. Termination

expenses shall be computed as a percentage of the total compensation to ARCHITECT earned to the time of termination, as follows:

- a. Eight (8%) Percent of the total compensation to ARCHITECT earned to date, if termination occurs before or during the pre-design, site analysis, or Schematic Design phase; or
 - b. Five (5%) percent of the total compensation to ARCHITECT earned to date, if termination occurs during the Design Development phase; or
 - c. Three (3%) percent of the total compensation to ARCHITECT earned to date, if termination occurs during any subsequent phase.
7. In the event of termination due to the fault of ARCHITECT, ARCHITECT shall receive only compensation due for services satisfactorily rendered prior to the date of termination. The ARCHITECT is liable for all damages suffered by DISTRICT due to ARCHITECT's failure to perform as provided in the AGREEMENT.

ARTICLE VIII - COMPENSATION TO THE ARCHITECT:

The DISTRICT shall compensate the ARCHITECT as follows:

1. For ARCHITECT services, as described in Article II, compensation shall be computed as follows:

Ten percent (10%) of construction cost.

Where compensation is based on a percentage of construction cost or stipulated sum, progress payments for ARCHITECT services in each phase shall total the following percentages of the total compensation payable:

Schematic Design Phase:	Fifteen	Percent	(15%)
Design Development Phase:	Twenty	Percent	(20%)
Construction Documents Phase:	Forty-Five	Percent	(45%)
Construction Phase:	Twenty	Percent	(20%)
Total Compensation:	One Hundred	Percent	(100%)

2. This compensation shall be compensation in full for all services performed by the ARCHITECT under the terms of this AGREEMENT, except where additional compensation is agreed upon between the ARCHITECT and DISTRICT in writing as provided for as additional services.
3. Payments for ARCHITECT services shall be made monthly and, where applicable, shall be in proportion to services performed within each phase of service, on the basis set forth in paragraph 1.

4. Payments are due and payable upon receipt of the ARCHITECT's invoice. Amounts unpaid thirty-five (35) days after the invoice date shall bear interest at the legal rate prevailing at the time at the site of the PROJECT.
5. When ARCHITECT'S compensation is based on a percentage of construction cost and any portions of the PROJECT are deleted or otherwise not constructed, compensation for those portions of the PROJECT shall be payable to the extent services are performed on those portions, in accordance with the schedule set forth in paragraph 1 based on the lowest bona fide bid.
6. To the extent that the time initially established for the completion of ARCHITECT's services is exceeded or extended through no fault of the ARCHITECT, compensation for any services rendered during the additional period of time shall be computed as follows: at standard hourly rates.
7. Reimbursable Expenses incurred by the ARCHITECT and ARCHITECT's employees and consultants in the interest of the PROJECT shall have prior DISTRICT written approval before incurred and the records of such expenses shall be provided to DISTRICT for the DISTRICT's review.
 - a. Reimbursable expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and Architect's employees and consultants in the interest of the Project.
 - b. Reimbursable expenses shall be expense of transportation in connection with the Project; expenses in connection with out-of-town travel; long-distance communications; and fees paid for securing approval of authorities having jurisdiction over the Project. ARCHITECT's normal travel expense are excluded.
 - c. Expense of reproductions, except those needed for the use of the ARCHITECT and his or her consultants, postage and handling of Drawings, Specifications and other documents are reimbursable upon DISTRICT's prior written approval.
 - d. If authorized in advance in writing by the DISTRICT, expense of overtime work requiring higher than regular rates will be reimbursed.
 - e. Expense of renderings, models and mock-ups requested by the DISTRICT if not part of ARCHITECT's Basic Services will be reimbursed.
 - f. For reimbursable expenses, compensation shall be computed at a multiple of one point one (1.1) times the expenses incurred by the Architect, the Architect's employees and consultants in the interest of the project.
 - g. For additional services of consultants, compensation shall be computed at a multiple of one point one (1.1) times the amounts billed to the ARCHITECT for such services.

ARTICLE IX – MISCELLANEOUS

1. The ARCHITECT shall make a written record of all meetings, conferences, discussions and decisions made between or among the DISTRICT, ARCHITECT and Contractor during all phases of the PROJECT and concerning any material condition in the requirements, scope, performance and/or sequence of the work. The ARCHITECT shall provide a copy of such record to the DISTRICT and contractor upon request.
2. To the fullest extent permitted by law, ARCHITECT agrees to indemnify, and hold DISTRICT harmless from all liability arising out of:
 - a. any and all claims under workers' compensation acts and other employee benefit acts with respect to ARCHITECT's employees or his/her consultants' employees arising out of ARCHITECT's services under this AGREEMENT; and
 - b. any and all claims for damages because of personal injury or death or damages to property, or other costs and charges, directly or indirectly arising out of or attributable to, in whole or in part, to ARCHITECT's negligent acts, errors and/or omissions in the performance of his/her obligations as stated in this AGREEMENT, or the negligent acts, errors and/or omissions of ARCHITECT's consultants, employees in the performance of their obligations as stated in this AGREEMENT. The coverages of such indemnification shall include, without limitation, reasonable attorneys' fees and court costs incurred by DISTRICT with regard thereto. Said indemnity is intended to apply during the period of this AGREEMENT of ARCHITECT's performance and shall survive the expiration or termination of this AGREEMENT until such time as action against DISTRICT on account of any matter covered by such waiver or indemnity is barred by the applicable statute of limitations.
3. The DISTRICT agrees to indemnify, and hold ARCHITECT harmless from all liability arising out of any claims for damages, injury, or death attributable to negligence of the DISTRICT, its employees, and consultants similarly as noted in paragraphs 2a and 2b above.
4. ARCHITECT shall purchase and maintain insurance with an insurer or insurers, qualified to do business in the State of California and acceptable to DISTRICT policies of insurance, which will protect ARCHITECT and DISTRICT from claims which may arise out of or result from ARCHITECT's actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves or by any consultant or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:
 - a. Statutory workers' compensation and employers' liability;
 - b. Comprehensive general and auto liability insurance with limits of not less than \$1,000,000 combined single limit, bodily injury and property damage liability per occurrence, including:

1. owned, non-owned and hired vehicles;
 2. blanket contractual;
 3. broad form property damage;
 4. products/completed operations; and
 5. personal injury.
- c. Professional liability insurance, including contractual liability, with limits of \$1,000,000. Such insurance shall be maintained during the term of this AGREEMENT and renewed for a period of at least five (5) years thereafter if available to the professional and/or at rates consistent with the time of execution of this AGREEMENT adjusted for inflation. In the event that ARCHITECT subcontracts or assigns any portion of his/her duties, he/she shall require any such subcontractor to purchase and maintain insurance coverage as provided in this subparagraph.
- d. Each policy of insurance required in (a) and (b) above shall name DISTRICT and its officers, agents, and employees as additional insureds; shall state that, with respect to the operations of ARCHITECT hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days written notice shall be given to DISTRICT prior to cancellation; and, shall waive all rights of subrogation. ARCHITECT shall notify DISTRICT in the event of material change in, or failure to renew, each policy. Prior to commencing work, ARCHITECT shall deliver to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event ARCHITECT fails to secure or maintain any policy of insurance required hereby excepting professional liability, DISTRICT may, at its sole discretion, secure such policy of insurance in the name of and for the account of ARCHITECT, and in such event ARCHITECT shall reimburse DISTRICT upon demand for the cost thereof.
5. ARCHITECT, in the performance of this agreement, shall be and act as an independent contractor. ARCHITECT understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. ARCHITECT assumes the full responsibility for the acts and/or omissions of his or her employees or agents as they relate to the services to be provided under this AGREEMENT. ARCHITECT shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes for the respective ARCHITECT's employees.
6. Unless otherwise provided in this AGREEMENT, the ARCHITECT and ARCHITECT's consultants shall have no responsibility for the presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the Project site, including, but not limited to: asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances.

EXHIBIT A
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7. Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of any third party against either the DISTRICT or ARCHITECT.
8. The DISTRICT and ARCHITECT, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this AGREEMENT with respect to the terms of this AGREEMENT. Neither DISTRICT nor ARCHITECT shall assign this agreement without the written consent of the other
9. This AGREEMENT shall be governed by the laws of the State of California.
10. This AGREEMENT represents the entire AGREEMENT between the DISTRICT and ARCHITECT and supersedes all prior negotiations, representations or agreements, either written or oral. This AGREEMENT may be amended or modified only by an AGREEMENT in writing signed by both the DISTRICT and the ARCHITECT.

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

DISTRICT

ARCHITECT

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

GKK CORPORATION

Signature_____

Signature_____

Printed Name: Gary Poertner

Printed Name: Leonard C. Metcalf, AIA

Title: Deputy Chancellor

Title: Principal

Date:_____

Date:_____

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM: 51
FROM:	CHANCELLOR	DATE: 7/26/04
SUBJECT:	SADDLEBACK COLLEGE: AWARD OF BID: CAFETERIA SERVICES	
REASON FOR BOARD CONSIDERATION:	APPROVAL	

BACKGROUND

On May 24, 2004, the Board of Trustees rejected all bids submitted in relation to Bid No. 1031, Package A, for Food Services at Saddleback College and instructed staff to solicit new bids.

STATUS

On June 1, 2004, Bid No. 1036 for a three-year agreement for Cafeteria Services at Saddleback College was sent to twelve (12) vendors. Three (3) vendors responded to the invitation for bids and their bids were opened on June 28, 2004. S & B Foods, of Long Beach, submitted the most attractive proposal, EXHIBIT A. The cafeteria committee and President's council have reviewed the bids and recommend S & B Foods.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve a three-year agreement for Cafeteria Services at Saddleback College with S & B Foods, EXHIBIT B. The agreement contains provisions for two one-year extensions under the same terms and conditions.

Item Submitted By:	Gary Poertner, Deputy Chancellor
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote:

**CAFETERIA OPERATION SERVICES
FOR SADDLEBACK COLLEGE**

JULY 26, 2004

	S & B FOODS (1)	FOOD SYSTEMS	THE DRIP COFFEE
GUARANTEED MINIMUM PER YEAR	\$50,000	\$32,000	
PERCENTAGE COMMISSION	10%	7%	7% ON FIRST \$400,000 8.5% ABOVE \$400,000 GROSS
ASG CATERING CREDIT	\$5,000		
PRESIDENT'S OFFICE CATERING CREDIT	\$3,000		
ASB CARD DISCOUNT	10%		WOULD CONSIDER 10%

(1) RECOMMENDED AWARD

**CAFETERIA OPERATION AGREEMENT
SADDLEBACK COLLEGE**

This Agreement is made this 1st day of July, 2004, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter called the "DISTRICT", and S & B FOODS, 1750 E. Ocean Blvd., #1109, Long Beach, CA 90802, hereinafter called the "CONTRACTOR".

I. SCOPE

The food services CONTRACTOR hereby agrees to provide food services at Saddleback College during the term of this Agreement. Contractor will have the right to the use of the cafeteria, kitchens, service rooms, auxiliary storage rooms, and the dining room and its serving facilities and equipment, hereinafter all referred to as "Facilities". CONTRACTOR agrees to operate said Facilities under the direction and control of the DISTRICT as hereinafter set forth for the benefit of Saddleback College students and to procure, prepare, and serve at CONTRACTOR's own expense, food items for Saddleback College during the term of this Agreement.

II. TERM

The term of this Agreement shall commence on September 7, 2004, and shall terminate on June 30, 2007. At the end of this period, there will be an option for renewal, under the same terms and conditions, for two additional one-year periods.

III. CONTRACTOR'S RESPONSIBILITIES

CONTRACTOR shall be responsible for providing food services including the following:

1. Operate the Saddleback College cafeteria and provide catering services for College and Associated Students of Saddleback College sponsored functions, except as otherwise specified in this Agreement.
2. Maintenance of the food service premises to include cleaning of all filter screens, service and maintenance of overhead sprinkler system, and cleaning of the entire hood exhaust system. Sprinkler system and hood exhaust system shall be serviced no less than twice annually, and CONTRACTOR shall provide proof of maintenance to the DISTRICT.
3. Maintain in proper condition and repair, at CONTRACTOR's expense, all food service furniture, fixtures and equipment used by CONTRACTOR in the food preparation and service areas.
4. With the exception of items that may need replacement due to ordinary wear and tear; or damage resulting from the negligence of the DISTRICT, its agents or employees, or acts of God; CONTRACTOR shall replace, at his expense, all lost or broken furniture, fixtures, and equipment with new items of equal or greater quality and value. At the termination of the Agreement, CONTRACTOR shall surrender these items to the DISTRICT. In particular, CONTRACTOR shall be responsible for the replacement of the loss and breakage to the initial inventory of china, glassware, silverware, and all other movable kitchen and serving supplies originally furnished by the DISTRICT.

5. Cleaning and maintaining proper sanitation in the food preparation, service, and dining areas, including the faculty lounge and the outside dining areas. This shall include bussing of dishes and cleaning of tables; cleaning spills from floors; and mopping, waxing, and shampooing floors as applicable and as needed. Failure to comply with this paragraph shall be cause for termination of this Agreement.
6. Furnishing and maintaining two microwave ovens for use by cafeteria customers, one located in the main dining area and the second located in the staff dining area.
7. Removal of all trash and garbage to waste receptacles (DISTRICT provided). CONTRACTOR shall keep trash and garbage receptacle areas clean at all times.
8. Extermination and pest control services in the Facilities.
9. All linens, towels, uniforms, table linens, and laundry service costs.
10. All paper supplies including disposable plates, cups, napkins and utensils.
11. All required disposable or permanent serving trays.
12. All office supplies and telephone expenses.
13. All kitchen supplies not originally furnished by DISTRICT.
14. CONTRACTOR agrees that food services under this Agreement shall remain in operation during the three (3) instructional terms of the year. The regular days of operation for the 2004-2005 academic years shall be as shown on Exhibit A. CONTRACTOR shall post days and hours of operation information at designated locations.
15. CONTRACTOR shall give preference to college students for employment as needed. Students are available through the Saddleback College office of career placement and shall be employed to work as waiters, waitresses, cleaning personnel, or other help in accordance with State of California and federal labor laws.
16. CONTRACTOR shall assume responsibility for ensuring that food service employees obtain health examinations as required by law.
17. CONTRACTOR shall consult with the DISTRICT with regard to the appointment, service, transfer, or dismissal of all CONTRACTOR personnel working at the college.
18. CONTRACTOR shall provide DISTRICT a list of all CONTRACTOR's personnel scheduled to work at the college. All CONTRACTOR's personnel shall be subject to DISTRICT and Saddleback College regulations regarding personal behavior and use of Facilities, and shall be subject to exclusion from the Facilities if requested in writing by the DISTRICT for violations thereof. DISTRICT reserves the right to exclude any of CONTRACTOR's personnel with or without reason from the Facilities providing that such request does not violate any applicable federal, state, or local employment laws, and is administered in accordance with CONTRACTOR's personnel policies.

19. Menus, upon request of the DISTRICT's representatives, shall be submitted for review. CONTRACTOR agrees to meet the District's representative's requests regarding menu content unless CONTRACTOR can demonstrate that compliance would impose a financial hardship upon the food services operation. Menus shall be posted and distributed daily/weekly by the CONTRACTOR.
20. CONTRACTOR shall be responsible for the following items:
 - 20.1. All food costs.
 - 20.2. All labor costs, Social Security taxes, and unemployment insurance.
 - 20.3. All salaries, wages, and employee benefits payable to or on behalf of the CONTRACTOR's employees. All employees (including students) shall be employed by the CONTRACTOR in his/her own name, and the CONTRACTOR shall hold the DISTRICT harmless from any and all claims, demands or liability on account thereof.
 - 20.4. All transportation and vehicle costs required for CONTRACTOR's operation.
 - 20.5. All taxes including real estate taxes, applicable and insurance costs incurred by CONTRACTOR.
 - 20.6. To collect and remit to the State Board of Equalization all sales taxes, where required, generated by the food services program at the College. A copy of the remittance shall be submitted to the DISTRICT at the time of each payment. Failure to pay any taxes owed to any governmental body shall be cause for termination of this Agreement.
21. CONTRACTOR agrees that no intoxicating beverages shall be kept, sold, or served upon the premises of the DISTRICT (except amounts required for food preparation, i.e., cooking wine).
22. On termination of the Agreement, CONTRACTOR shall vacate all parts of DISTRICT'S Facilities occupied by it or assignees and shall restore the same to the DISTRICT in the same condition as when originally made available to CONTRACTOR, reasonable wear and tear expected. CONTRACTOR and DISTRICT shall jointly conduct a closing inventory and inspection and CONTRACTOR shall replace or repair all lost, damaged or destroyed DISTRICT-supplied equipment, supplies or other property.
23. The following minimum food specifications shall be adhered to:

Meats	USDA Choice
Poultry and Eggs	USDA Inspected
Milk and Dairy Products	Grade A
Fresh Fruits and Vegetables	US Fancy or No. 1
Canned Fruits and Vegetables	US Fancy
Frozen Foods	US Grade A Fancy
Beverages	National Brands

24. CONTRACTOR shall provide, at no cost to the DISTRICT, a hot breakfast for approximately 300 guests four times a year, generally prior to the start of each semester, during in-service activities. Menu will be mutually acceptable. Breakfast shall be served in an adequate banquet setting, including linens, flowers, plastic flatware, etc.
25. CONTRACTOR shall offer at the cafeteria fountain only drinks from the designated exclusive beverage vendor.
26. CONTRACTOR shall provide the College with a phone number where they can be reached 24 hours a day, seven days a week, in case of emergencies. CONTRACTOR shall also provide an e-mail address for emergency notifications.
27. CONTRACTOR shall invest Three Thousand Seven Hundred Dollars (\$3,700) in purchasing and installing new custom awnings for the cafeteria.
28. CONTRACTOR shall invest Six Thousand Dollars (\$6,000) in enhancing the salad bar area.
29. CONTRACTOR shall invest Three Thousand Three Hundred Dollars (\$3,300) in a new custom warmer.
30. CONTRACTOR shall provide Five Thousand Dollars (\$5,000) of upfront catering credit to be used at the discretion of ASG.
31. CONTRACTOR shall provide Three Thousand Dollars (\$3,000) of upfront catering credit to be used at the discretion of the office of the Saddleback president.

IV. **FACILITIES USAGE – MAIN CAFETERIA**

- A. The cafeteria, kitchens, service rooms, auxiliary storage rooms, dining room and serving facilities shall be used and occupied by CONTRACTOR for the supplying of meals aforesaid to the DISTRICT and for no other purpose, except as hereinafter provided.
- B. The CONTRACTOR understands that the DISTRICT will complete an inventory of DISTRICT owned supplies and equipment each year on or by July 1 of the year for which the inventory is effective. In connection therewith, CONTRACTOR shall permit DISTRICT to enter the Facilities to complete this task.
- C. CONTRACTOR shall be responsible for installing CONTRACTOR's own equipment, supplies, etc. as required to fulfill this Agreement.
- D. CONTRACTOR shall coordinate the usage of the Facilities with the designated Saddleback College staff member.

V. **DISTRICT'S RESPONSIBILITIES**

1. DISTRICT shall provide an academic calendar for the guidance of the CONTRACTOR prior to the beginning of each fiscal year (July 1). DISTRICT and CONTRACTOR shall thereafter determine the regular days of operation for each year.

2. DISTRICT shall make available to the CONTRACTOR, during the duration of this Agreement, the existing food services facilities at Saddleback College (these facilities shall be and remain the sole property of the DISTRICT). The DISTRICT reserves the right to use the dining areas for such purposes as registration of students, testing, lectures, performances, dances, etc., provided that these activities do not interfere with normal food service operation. The DISTRICT, College, and Associated Students of Saddleback College shall have the right to use bulletin boards and distribute materials inside the food service facilities at any time in accordance with procedures and limitations established by the DISTRICT and College.
3. DISTRICT shall furnish the services of maintenance staff when available as required for the proper maintenance and repair of facilities and utilities (including plumbing and wiring).
4. DISTRICT shall be responsible for and assume the costs of the following:
 - a. All utilities required for the operation of the food services.
 - b. Provide building space only for the CONTRACTOR to use and maintain.
 - c. Provide maintenance of outside areas except the areas noted in Section III, paragraph 5 as being the responsibility of the CONTRACTOR.
5. DISTRICT shall provide CONTRACTOR office space in the cafeteria. The office shall be for the use of the CONTRACTOR during the term of this Agreement.
6. DISTRICT shall provide all necessary keys to insure that CONTRACTOR's supervisory personnel shall have access to facilities at all times.
7. DISTRICT shall make available all furniture, fixtures and equipment currently owned by DISTRICT for the provision of food services, as shown in EXHIBIT B.
8. DISTRICT will provide all building replacement lamps required.
9. When equipment owned by the DISTRICT is no longer functional through normal wear and must be replaced, funds shall be made available for procuring a replacement. The brand, model, and quality shall be at the sole discretion of the DISTRICT, but recommendations by the CONTRACTOR shall be taken under advisement.

VI. **PRICES**

- A. DISTRICT reserves the right to insure that charges for items sold under this Agreement are not in excess of what would be considered reasonable and in balance to what is being charged at similar college facilities.
- B. Changes in the food services menu as requested by CONTRACTOR or recommended by DISTRICT may be implemented at any time if mutually agreed by both parties in writing.

- C. Prices may be renegotiated once a year provided the CONTRACTOR can prove to the satisfaction of the DISTRICT that costs have increased by that percentage or more during the preceding period. New prices, as mutually agreed upon, will become effective the first day of the Fall semester and the first day of the Spring semester. Contractor will submit its request for price changes with sufficient time for the Cafeteria Committee to review the request. If satisfactory negotiations cannot be consummated, the CONTRACTOR or DISTRICT may terminate this Agreement upon ninety (90) days written notice to the other party.
- D. CONTRACTOR agrees to the following percentage price discounts for ASB cardholders: Ten Percent (10%)

VII. PAYMENTS BY CONTRACTOR

- A. The CONTRACTOR agrees to operate all cash sales on a straight profit and loss system, returning to the DISTRICT the greater of:

- 10% commission on gross sales
- OR*
- A minimum annual commission of \$50,000.

- B. Commission payments are due monthly within twenty (20) days after the close of each calendar month. CONTRACTOR shall submit a sales analysis report indicating monthly and year to date information. Amount of monthly payments shall be calculated using the above figures as follows:

1. Minimum year to date guaranteed commission:

$\frac{1}{12} \times (\$ \text{ minimum guaranteed}) \times \text{number of months} =$ _____

2. Percentage commission:

$(\text{Agreed percentage \%}) \text{ of year to date gross sales less sales tax} =$ _____

3. Year to date payment:

Enter the greater of 1 or 2 = _____

4. Less previous payments:

(From line 3 of previous month) = _____

5. Amount due:

(Line 3 less line 4) = _____

Failure to provide sales analysis reports and failure to pay commissions on time shall be cause for termination of this Agreement.

VIII. AUTHORIZED VENDOR

1. CONTRACTOR will be given first priority for food services for all Associated Students of Saddleback College or College sponsored functions such as banquets, parties, conferences or other special events. CONTRACTOR agrees to provide such services if requested by the Associated Students of Saddleback College or College and also agrees that the Associated Students of Saddleback College or College have the right to obtain catering services from other vendors if they determine that the CONTRACTOR cannot provide the variety and quality of services required at reasonable and competitive price.
2. The following exceptions shall apply:
 - 2.1. Athletic events on campus shall be catered by the College.
 - 2.2. Occasional home-baked item "bake sales"; ethnic food events; theater, music, art, speech, etc. receptions sponsored by student or faculty groups and approved by DISTRICT or college administration;
 - 2.3. Mobile food trucks at construction sites within campus.
 - 2.4. Food services required by non-college-related individuals or organizations that may rent facilities from the DISTRICT on a periodic basis.
3. Also not included in the food services agreement are:
 - 3.1 All beverage vending machines. The DISTRICT will enter into a separate agreement for beverage vending.
 - 3.2 All coin-operated food vending machines. The DISTRICT will enter into a separate agreement for food vending.
 - 3.3 Satellite coffee cart services, which shall include, but not be limited to the sale of coffee, tea, milk, donuts and pastries, fruits, and sandwiches. No cooked meals shall be sold at the satellite carts. The DISTRICT will enter into a separate agreement for coffee cart services.

IX. LIQUIDATED DAMAGES

If the main cafeteria is not open for business in accordance with this Agreement, it is understood that the DISTRICT will suffer damage. It being impractical and infeasible to determine the amount of actual damage, the CONTRACTOR agrees to pay to DISTRICT as fixed and liquidated damages, and not as a penalty, the sum of two hundred dollars (\$200) for each business day of delay until the cafeteria is open for business. This amount shall be in addition to any payments due to or to become due to DISTRICT.

X. DISTRICT'S SUBSTITUTE PERFORMANCE

In the event that CONTRACTOR fails, refuses, or neglects to commence and complete promptly and adequately its maintenance obligations or any other necessary repairs of the

Facilities or equipment that are its responsibility, the DISTRICT may, but shall not be required to, make or complete such maintenance or repairs and CONTRACTOR shall reimburse DISTRICT for all costs and expenses thereby incurred within thirty (30) calendar days after receipt of an invoice from the DISTRICT. If reasonably possible under the circumstances, the DISTRICT shall give CONTRACTOR written notice prior to commencement of any substitute performance. Any failure by DISTRICT to give such notice, however, shall not prejudice the DISTRICT's rights hereunder or alter CONTRACTOR'S obligations hereunder.

XI. EVALUATION OF SERVICE

The DISTRICT shall have a food service committee to appraise and evaluate the operations of the CONTRACTOR. The DISTRICT reserves the right to have designated representatives review, inspect and evaluate the operation and condition of the food service facilities with respect to the quantity and quality of food sold and served, the methods of service, the prices of a la carte selections, the hours of meal service, and the safety, sanitation, and maintenance of all Facilities.

If the committee determines that the cafeteria operation does not meet the requirements of this Agreement, it will notify the CONTRACTOR in writing of the complaint, the facts involved, and the solution sought. If the CONTRACTOR fails to satisfy the complaint within ten (10) days, the DISTRICT shall have the right to terminate the Agreement in accordance with section XXII, paragraph B of this Agreement.

XII. HEALTH AND SAFETY REGULATIONS

The CONTRACTOR shall comply with all federal, state and local health and sanitation regulations relating to personnel and maintenance of the Facilities and shall also comply with any DISTRICT rules and regulations.

Failure to comply with this section within ten (10) days of receiving notice from the DISTRICT of a violation shall be cause for termination of the Agreement in accordance with Section XXII, paragraph B of this Agreement.

XIII. SUPERVISION COORDINATION

Food Services CONTRACTOR shall provide, at all times, adequate and expert managerial and administrative supervision for its employees. CONTRACTOR shall employ a Food Services Manager who shall be assigned to the cafeteria on a full-time basis. The Food Services Manager shall coordinate all activities connected with the provision of services specified in the Agreement and shall meet with the assigned DISTRICT representative(s) on an as needed basis to coordinate enforcement of DISTRICT/COLLEGE policy, the implementation of suggestions and requests, and the prompt resolution of complaints. It will be the responsibility of CONTRACTOR to respond, in writing if so requested, to inquiries, requests for change, and recommendations. Failure to provide adequate supervision shall be cause for termination of this Agreement.

XIV. PARKING

Parking at Saddleback College by the CONTRACTOR's employees shall be subject to the same regulations and parking fees as apply to college employees generally.

XV. INDEPENDENT CONTRACTOR

CONTRACTOR is and shall at all times be deemed to be an independent CONTRACTOR and shall be wholly responsible for the manner in which it performs the services required of it by the terms of this Agreement. Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between the DISTRICT and CONTRACTOR or any of CONTRACTOR's agents or employees. CONTRACTOR assumes exclusively the responsibility for the acts of its employees as they relate to the services to be provided during the course and scope of their employment. CONTRACTOR, its agents and employees shall not be entitled to any rights or privileges of DISTRICT employees and shall not be considered in any manner to be DISTRICT employees.

XVI. FINANCIAL RECORDS

It is expressly understood that the CONTRACTOR shall maintain financial records reflecting its operations at Saddleback College in accordance with standard accounting practices and procedures and shall make said financial records and supporting data and documents available for inspection, reproduction and audit by the DISTRICT, the DISTRICT's independent auditor or the Office of the Auditor General of the State of California at its request. Records, data and documents shall be retained for five (5) years after the end of each contract year.

XVII. LICENSES

It is expressly understood that the CONTRACTOR assumes sole responsibility for the observances of, and so observes and complies with all provisions of federal, state, and local laws relating to or governing the operation of food service areas and food vending machines. All licenses and permits shall be obtained, displayed, and paid for by the CONTRACTOR.

XVIII. TAXES

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

XIX. INSURANCE

- A. The CONTRACTOR shall provide at its sole expense, general liability insurance including operations, contractual, products, and protective liability subject to the following limits:
 - 1. Public Liability Insurance and Products Liability Insurance with limits of \$1,000,000 single person and \$5,000,000 aggregate coverage; \$1,000,000 Employer's Liability Insurance per accident limit for bodily injury and property damage liability; \$1,000,000 products liability; \$1,000,000 for each accident or death; \$500,000 comprehensive automotive liability, injury or death of each person; \$100,000 each accident in a single policy or a combination of an underlying and excess or umbrella-type coverage. CONTRACTOR shall furnish a Certificate of Insurance naming the South

Orange County Community College District, the Board of Trustees, Saddleback College, the Associated Students of Saddleback College and all of their respective officers, agents, employees, and volunteers as certificate holders.

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

2. Worker's Compensation Insurance covering all CONTRACTOR's employees connected with the performance of food service and food vending machine operations.
- B. These policies shall name the DISTRICT as an additional insured to the extent indemnified and shall contain a covenant requiring thirty (30) days written notice to the DISTRICT before cancellation, reduction or other modification of coverage. These policies shall be primary and non contributing with any insurance carried by the DISTRICT and shall contain a sever ability of interests clause with respect to gross liability, protecting each named insured as though a separate policy had been issued to each. Certificates of the above policies shall be furnished to the DISTRICT, together with copies of receipts for all premium payments made thereon.
- C. DISTRICT shall keep its buildings, including the Premises and all property contained therein, insured against loss or damage from fire, explosion or other cause normally covered by standard broad form property insurance policies.

XX. HOLD HARMLESS CLAUSE

The CONTRACTOR agrees to indemnify and hold harmless the DISTRICT, the College, the Board of Trustees, Associated Students of Saddleback College, and all of their respective 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:

1. Liability for damages for (i) death or bodily injury to person(s); (ii) injury to, loss or theft of property; or (iii) any other loss, damage or expense arising under either (i) or (ii) above, sustained by the CONTRACTOR upon or in connection with the operations and services called for in this Agreement, except for liability resulting from the sole negligence, or willful misconduct of the DISTRICT, the College, the Board of Trustees, Associated Students of Saddleback College or their officers, employees or agents.
2. Liability for damages for injury to or death of any person(s) or damage to loss or theft of any property caused by any act, neglect, default of the CONTRACTOR, its employees or agents, arising out of, or in any way connected with the operations and services covered by this Agreement, whether said injury or damage occurs either on or off DISTRICT property.

The CONTRACTOR, at CONTRACTOR's own expense, cost, and risk shall defend at DISTRICT's request, any and all actions, suits, or other proceedings that may be brought or instituted against the DISTRICT, the College, the Board of Trustees, Associated

Students of Saddleback College or their officers, agents or employees, on any such claim or liability, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, the College, the Board of Trustees, Associated Students of Saddleback College or their officers, agents or employees in any action, suit or other proceedings as a result thereof.

XXI. ASSIGNMENT/ADVERTISEMENT

- A. This Agreement shall not be assigned by either party in whole or in part for vending machine operations or food services without the express written consent of the other party, nor shall the CONTRACTOR have the right to authorize or permit the use of DISTRICT Facilities by third parties without the express written consent of the DISTRICT, and the CONTRACTOR shall not use Facilities for purposes not relating to the DISTRICT activities without prior written consent of the DISTRICT.
- B. In no instance shall the DISTRICT name be used by the CONTRACTOR in connection with any advertising or promotions without the specific prior written consent of the DISTRICT.

XXII. TERMINATION

- A. Either party shall have the right to terminate the Agreement for any reason upon one hundred twenty (120) days' prior written notice to the other party.
- B. If either party breaches a material provision hereof ("Cause"), the non-breaching party shall give the other party notice of such Cause. If the Cause is remedied within ten (10) days in the case of failure to make payment when due or sixty (60) days in the case of any other Cause, the notice shall be null and void. If such Cause is not remedied within the specific period, the party giving notice shall have the right to terminate this Agreement upon expiration of such remedy period. The rights of termination referred to in this Agreement are not intended to be exclusive and are in addition to any other rights or remedies available to either party at law or in equity.
- C. In the event that the CONTRACTOR fails to maintain and keep in force general liability insurance, worker's compensation insurance or any licenses and permits as required, the DISTRICT shall have the right to cancel and terminate this Agreement forthwith and without notice.

XXIII. AMENDMENT

The terms, conditions, rates and provisions of the Agreement between the DISTRICT and CONTRACTOR may be amended by mutual consent of the parties from time to time by written modification only.

XXIV. FORCE MAJEURE

CONTRACTOR shall notify the DISTRICT immediately of any material delay in performance of specified service or operations and shall specify in writing the proposed revised performance date within five (5) days after the notice of delay. CONTRACTOR shall not be liable for delays in performance due to causes beyond its reasonable control, but it will be liable for delays due to its fault or negligence.

XXV. NOTICE

Any notice required under the contract shall be in writing and may either be given by personal delivery or sent by certified mail to the following:

CONTRACTOR:

Bob Staniskis
Owner
S & B Foods
1750 E. Ocean Boulevard, #1109
Long Beach, CA 90802

DISTRICT:

Gary Poertner
Deputy Chancellor
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692

XXVI. NON-DISCRIMINATION

In the performance of this Agreement, the CONTRACTOR shall not discriminate against any person, employee, or applicant for employment and/or service because of race, creed, color, sex, handicap, or national origin; and shall comply with all federal, state, and local laws, regulations, and ordinances regarding equal employment opportunities and DISTRICT's adopted affirmative action policy.

XXVII. COMPREHENSIVENESS

- A. If any provision of the Agreement as applied to either party or to any circumstance shall be adjudged by a court to be void or unenforceable, the same shall in no way affect any other provision of the Agreement or its validity or enforceability.
- B. The complete Agreement shall include the Request for Proposals and CONTRACTOR's Proposal, all bonds, this Agreement and all amendments thereto, Exhibits A and B. The contract documents are complementary and what is called for by any one shall be as binding as if called for by all. In the case of conflict, the terms and conditions of this mutually agreed upon Agreement shall prevail.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

CONTRACTOR:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT:

By _____
(Signature)

By _____
(Signature)

(Print Name)

(Print Name)

(Title)

(Title)

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM: 52
FROM:	CHANCELLOR	DATE: 07/26/04
SUBJECT:	SADDLEBACK COLLEGE: AWARD OF BID: COSMETOLOGY, MANICURING AND COSMETICIAN AGREEMENTS	
REASON FOR BOARD CONSIDERATION:	APPROVAL	

BACKGROUND

California Education Code and Title 5 of the Administrative Code provide that the Board of Trustees may contract with a private post secondary school to deliver vocational education instruction. For the past twenty six years, the District has contracted with local beauty colleges to provide instruction in the Saddleback College Cosmetology, Manicuring and Cosmetician Programs.

STATUS

On May 28 and June 4, 2004, Bid No. 1035, for a two (2) year agreement for Cosmetology, Manicurist and Cosmetician Instruction at Saddleback College was advertised in the newspaper and invitations were sent to two vendors. One vendor, Lake Forest Beauty College, of Lake Forest, submitted a bid that opened on June 14, 2004. Lake Forest Beauty College has provided this type of instruction to Saddleback College students for many years. The bid price is Two and No/100 Dollars (\$2.00) per hour of instruction. The college has reviewed the proposal and recommends approval. The agreements contain an option for two one-year renewal periods under the same terms and conditions. Funds are available in the college budget.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve two (2) year agreements with Lake Forest Beauty College for Cosmetology, Manicuring and Cosmetician Instruction as shown in EXHIBITS A, B, and C.

Item Submitted By:	Gary Poertner, Deputy Chancellor
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote:

5. The CONTRACTOR shall comply with applicable provisions of the Higher Education Act of 1965, as amended, and, prior to the assignment by the DISTRICT of any of its students to the CONTRACTOR'S school, shall submit to the DISTRICT evidence of such compliance.
6. The CONTRACTOR shall comply with applicable provisions of Title VI of the Civil Rights Act of 1964, and, prior to the assignment by the DISTRICT of any of its students to the CONTRACTOR'S school, shall submit to the DISTRICT evidence of such compliance. "CONTRACTOR agrees that it will not unlawfully discriminate against any person because of race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status or sex of such person." In addition, CONTRACTOR shall comply with Title 9 of the Higher Education Act of 1972, Presidential Executive Order 11246 and subsequent amendments, and all applicable State and Federal Health and Safety regulations.
7. The DISTRICT and the CONTRACTOR shall comply with all applicable general provisions of the California State Plan for Vocational Education and all special provisions in such Plan relating to instruction in the vocational area of which cosmetology is a part.
8. The DISTRICT shall enroll a maximum of students up to capacity with no minimum in the CONTRACTOR'S school; it being understood that the DISTRICT does NOT guarantee any set number of its students will be enrolled in the CONTRACTOR'S school at any time.
9. The CONTRACTOR shall provide for sixteen hundred (1600) hours of approved instruction and training in cosmetology for each DISTRICT student and shall provide staff, facilities, non-personal equipment, supervision and related services required for such instruction and training for each of the students of the DISTRICT authorized to attend the CONTRACTOR'S school located at 23600 ROCKFIELD BLVD, LAKE FOREST CA, as established elsewhere in this Contract; and it being further understood that the actual number of hours of such instruction and training available to any such authorized student at the expense of the DISTRICT shall be limited by the period of time between the enrollment date of the student and the final termination date of this Contract and the limitations on hours of instruction and training as established elsewhere in this Contract.
 - a. The sixteen hundred (1600) hours of approved instruction and training shall be in accordance with applicable requirements of appropriate California State Board(s) or licensing agencies having responsibility for admission to examination for a certificate of registration and/or a license in Cosmetology.
 - b. The sixteen hundred (1600) hours of approved instruction and training shall be given in a proportionate manner over a period of less than two hundred (200) school days within two (2) calendar years from date of enrollment. Instruction and training for an individual student shall be limited to eight (8) hours on any day for a minimum of twenty-five (25) hours and a maximum of forty (40) hours in any calendar week unless changes in hours are mutually agreed upon by the CONTRACTOR and the DISTRICT. No instruction and/or training shall be given on Sundays.
 - c. The scope, content, and scheduling of the instruction and training to be provided under this Contract shall be subject to the prior written approval of the authorized representative of the DISTRICT, it being understood that the DISTRICT, acting through such representative, has the right to modify the scope, content, and/or scheduling of instruction and training, if, in the opinion of such representative, modification is necessary to achieve the vocational objective of the instruction and training.
 - d. The sixteen hundred (1600) hours of approved instruction and training shall be given under the direct supervision of California licensed cosmetology instructors holding valid

California teaching credentials authorizing services in the area of cosmetology in vocational programs in a community college or possessing equivalent experience as established by the DISTRICT, and all DISTRICT students while engaged in such instruction and training shall be under the immediate supervision and control of such instructors. As stated and required in the Administrative Code, Title V, Section 55630(e), all instructors employed by the private agency shall enter into an "Agreement for Teaching Services" (see Attachment).

- e. Should it become necessary for one or more DISTRICT student(s) to transfer to the CONTRACTOR from schools and colleges, both public and private, that are accredited and hold valid certificates of course approval and licenses as private, post-secondary, vocational schools for instruction and training in cosmetology, the CONTRACTOR agrees to accredit each of such students with one hour of credit for each and every hour of approved instruction and/or training received by, or credited to, such student in the former program.
 - f. Any student of the DISTRICT who completes sixteen hundred (1600) hours of training, and has not had the minimum instruction and training hours required for certification to take the examination for a certificate of registration and/or license because of deficiency in one or more areas of required expertise, shall receive from the CONTRACTOR such instruction, training, and preparation as may be necessary, forthwith, at no cost to either the student or the DISTRICT.
 - g. Any student of the DISTRICT who completes the sixteen hundred (1600) hours of approved instruction and training, and within thirty (30) days of such completion takes for the first time, and fails to pass, the California State Board of Cosmetology's examination for licensure, shall be entitled to fifty (50) additional hours of instruction and training in the CONTRACTOR'S school at no expense to the DISTRICT or to such student, subject to the following conditions:
 - (1) If such student fails to commence the additional instruction and training provided for herein within thirty (30) days of the date of notice of failure to pass said examination, such student shall lose the entitlement to said instruction and training; or,
 - (2) If such student, having commenced said instruction, fails to complete the fifty (50) hours within thirty (30) calendar days of the date of such commencement, said student shall lose the entitlement to the hours remaining in the initial fifty (50) hour entitlement.
 - h. The CONTRACTOR shall participate in a program review and validation conducted by the DISTRICT and at the discretion of the DISTRICT. Said program review shall include, but is not limited to, a review of CONTRACTOR'S curriculum, units of instruction, methods of instruction, instructional supplies and materials, physical resources, recordkeeping process and practices, governance, and CONTRACTOR-DISTRICT relationship. In the event a program review is requested, CONTRACTOR shall be given at least 60 days written notice. CONTRACTOR shall complete a self-appraisal in the format supplied by DISTRICT and submit said self-appraisal to DISTRICT 30 days prior to a site visitation by DISTRICT representatives.
10. The CONTRACTOR shall provide, without additional charges to the DISTRICT or the DISTRICT'S students covered by the Contract, all necessary instructional materials and supplies as ordinarily supplied by the DISTRICT without cost to students in this or other vocational offerings of said DISTRICT; and may require students covered by this Contract to purchase such

types and/or kinds of instructional materials as the DISTRICT ordinarily requires students in this or other vocational offerings of said DISTRICT to furnish without cost to said DISTRICT; it being agreed that each student covered by this Contract shall furnish his/her personal textbook(s) and personal tools, supplies, and/or equipment; and it being further agreed that such items and such materials as are required to be supplied by students shall be obtainable on the open market from two (2) or more commercial outlets within the boundaries to the DISTRICT; it being understood that the CONTRACTOR may make available for voluntary purchase or rental by such students any of such personal items or materials.

11. The DISTRICT shall pay to the CONTRACTOR \$ 2.00 for each hour of approved attendance by authorized students of the DISTRICT covered by this Contract, pursuant to the terms and conditions noted hereinafter.
 - a. DISTRICT payments shall be made monthly, and shall be based upon a certification of the hours of such attendance during the previous calendar month at the CONTRACTOR'S place of instruction and training; it being agreed that each certification shall be on forms supplied by the DISTRICT, and shall be based upon daily records maintained by the CONTRACTOR, and subject to review and/or audit by an authorized representative of the DISTRICT.
 - b. The CONTRACTOR shall not be reimbursed for more than a total of sixteen hundred (1600) hours of instruction and training for any one student.
 - c. In the event a DISTRICT student withdraws from the program of instruction, or, because of failure to attend scheduled instruction, is dropped from the program, the DISTRICT shall be responsible to the CONTRACTOR for payment for only the actual hours of authorized attendance of such student prior to the drop or withdrawal date.
 - d. In the event that the DISTRICT determines that the total direct and indirect cost to provide the same sixteen hundred (1600) hour program of instruction and training, or a recognized portion thereof, in an operating school of the DISTRICT, or the tuition the CONTRACTOR charges its private students for such program or portion thereof, is less than the amount computed as noted herein before, the CONTRACTOR agrees to enter into an amendment to this Contract to provide for a reduction in hourly rate to produce no more than the lower of such total cost of instruction or tuition.
12. Except as noted in this Contract, the CONTRACTOR shall not charge students receiving instruction and training under this Contract additional cost for tuition, supplies, and/or equipment for any instruction and/or training to be provided in accordance with this Contract.
13. The CONTRACTOR agrees to accept new students during each enrollment period established by the DISTRICT.
14. The DISTRICT shall provide the normal administrative functions relating to admissions, counseling, registration, permanent achievement records, program monitoring, and awarding evidence(s) of completion; it being understood that during such times as any DISTRICT student is in attendance in the CONTRACTOR'S school, such student will be subject to the CONTRACTOR'S rules and regulations relating to conduct, health, and safety; and operating procedures; it being understood that disciplinary action leading to suspension or dismissal of a DISTRICT student shall be taken only by the DISTRICT after consultation with the CONTRACTOR.

15. The CONTRACTOR shall maintain accurate records of attendance and progress for each student, and shall submit to the DISTRICT such information from such records as is requested by the authorized representative(s) of the DISTRICT; it being understood that such submittals may be upon a regular schedule and/or upon special requests' and it being further understood that there shall be no release of information from such records to any party other than such representative(s). CONTRACTOR shall insure that such information shall be used only for purposes directly related to the academic or professional goals of the DISTRICT.
16. The DISTRICT shall be financially committed to the cosmetology program only for the amount of monies adopted by the South Orange County Community College District Board of Trustees for this program during the 2004-2005 and 2005-2006 fiscal years. In the event that monies in either fiscal year are exhausted, the CONTRACTOR'S school agrees to continue the program for each student enrolled for the remainder of the contract period or until the student has completed the course, whichever comes first, at no additional cost to the DISTRICT or the student.
17. The CONTRACTOR shall permit inspections by authorized representatives of the DISTRICT, the Bureau of School Approvals of the California State Board of Finance, the California Community Colleges, and/or any state, county, or local licensing board and/or agency having jurisdiction in matters relating to the operation of the CONTRACTOR'S school; it being understood that when such inspections are made, it shall be made possible for said representatives to evaluate course offerings; examine, and, if required, audit school records; interview students and others; and/or evaluate physical plant, instructional aids equipment, and classes in session.
18. The CONTRACTOR shall obtain and maintain, at the expense of the CONTRACTOR, all workmen's compensation insurance required by law for employees involved in the operation of this program, including coverage for any student performing services or utilizing products that represent actual or potential income for the CONTRACTOR.
19. The CONTRACTOR shall indemnify and hold harmless the DISTRICT and its Board of Trustees, the Board of Governors of the California Community Colleges, and the State of California, and their respective officers, agents and employees of each such entity against any and all claims and liabilities for death or injury to any person and/or loss, and/or damage to any property arising out of, or in any manner connected with the making of and/or performance of this Contract by CONTRACTOR.
 - a. In satisfaction of this requirement, the CONTRACTOR, in order to protect said entities, officers, agents, and employees, shall secure and maintain, at the CONTRACTOR'S expense, a policy of public liability insurance with limits not less than ONE MILLION DOLLARS (\$1,000,000) per occurrence for personal injury or death, and not less than ONE MILLION DOLLARS (\$1,000,000) per occurrence for property damage.
 - (1) Said policy shall be obtained from a reliable insurance carrier authorized to do such public liability and property damage insurance business in the State of California.
 - (2) Said policy shall expressly name such entities, officers, agents, and employees as additional insured.
 - (3) Said policy shall provide that the DISTRICT shall be given not less than ten (10) days written notice of any cancellation or modification of policy coverage.

- (4) A copy of said policy shall be furnished to the DISTRICT prior to the assignment of any DISTRICT students to the CONTRACTOR; and said copy shall be kept up to date by the CONTRACTOR.
- b. In satisfaction of this requirement, the CONTRACTOR shall, upon request of any such entities, officers, agents, and/or employees, come in and defend said entities and/or individuals against any claims or legal action arising out of, or in any manner connected with, the making of and/or performance of this Contract by CONTRACTOR.
20. The CONTRACTOR shall not use, without prior written approval of the DISTRICT, the name "South Orange County Community College District" or any of said District's administrative units, singly or in combination, in any printing or posted materials referring to the CONTRACTOR'S school and/or the course of instruction.
21. The term of this Contract shall commence on the date of its execution and shall terminate on June 30, 2006. At the end of this period, there will be an option for renewal, under the same terms and conditions, for two additional one-year periods.
22. It is agreed that either Party to this Contract may terminate the Contract at the end of any enrollment term by giving sixty (60) calendar days prior written notice to the other Party; it is also agreed that at the time of termination of this Contract neither party shall have any obligation to the other Party other than payment for authorized services rendered and submittal of required records covering such services prior to the date of termination.
23. This Contract may be amended and/or extended by mutual consent of the parties hereto, it being understood that any amendment shall not be effective until stated in written form and signed by the Parties hereto.
24. The DISTRICT and the CONTRACTOR will ensure that ancillary and support services are provided for the students (e.g. counseling and guidance, placement assistance). These services will be provided by the DISTRICT and CONTRACTOR will ensure that students are aware of their availability.
25. Any notice given under this Contract shall be deemed given when personally served upon the Chancellor of the DISTRICT or upon the CONTRACTOR, or when deposited in the mail in a sealed envelope with postage thereon fully prepaid from one party to the other, addressed as follows, respectively:

TO DISTRICT:

South Orange County Community College District
Attn: Mr. Gary Poertner
28000 Marguerite Parkway
Mission Viejo, CA 92692

TO CONTRACTOR:

LAKE FOREST BEAUTY COLLEGE
23600 ROCKFIELD BLVD 3 E
LAKE FOREST, CA 92630

This Contract shall be valid and effective upon the approval of the Office of the Chancellor of the California Community Colleges.

IN WITNESS WHEREOF, the Parties hereto have executed this Contract as of the day and year first written above.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BY _____

PRINT NAME Gary Poertner

TITLE Deputy Chancellor

COMPANY NAME: LAKE FOREST BEAUTY COLLEGE

BY Arthur G. Nadeau

PRINT NAME ARTHUR G. NADEAU

TITLE DIRECTOR

VOCATIONAL MANICURING EDUCATION CONTRACT

THIS CONTRACT, MADE AND ENTERED INTO THIS 23 day of August, 2004, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, hereinafter referred to as the DISTRICT, and LAKE FOREST BEAUTY COLLEGE located at LAKE FOREST, California hereinafter referred to as the CONTRACTOR.

WITNESSETH

WHEREAS, the DISTRICT intends to provide, for the benefit of selected, eligible students of the DISTRICT, a vocation education program under the State Plan for Vocational Education and the Federal Carl Perkins Vocational and Applied Technology Educational Act, through this agreement with the CONTRACTOR, in order to prepare such students for the vocation of Manicuring, it being understood that such program shall be so designed and conducted that it may lead to a California State License in Manicuring for such students; and,

WHEREAS, the CONTRACTOR operates as a private, post-secondary, vocational school offering instruction and training in Manicuring;

NOW, THEREFORE, it is mutually agreed as stated hereinafter:

1. The CONTRACTOR shall comply with all provisions of Article 5 (commencing at Section 8090) of Division 1, Part 6, Education Code, State of California, applicable to said CONTRACTOR'S school to which the DISTRICT'S students are to be assigned, including, but not limited to, the holding by CONTRACTOR of this valid certificate of course approval and a license as a private, post-secondary vocational school for instructions and training in manicuring; it being agreed that
 - a. The CONTRACTOR shall submit to the DISTRICT evidence of compliance with this certificate and license requirement prior to the assignment by the DISTRICT of any of its students to the CONTRACTOR'S school; and
 - b. The CONTRACTOR shall continue to operate such a school during the term of this Contract.
2. The CONTRACTOR'S school shall either be currently accredited by an accrediting agency recognized by the United States Office of Education or shall conform to the applicable portion of the Western Association of School and Colleges guidelines on contractual relationships with nonaccredited organizations.
3. The CONTRACTOR shall provide, operate, and maintain at its school, physical facilities that comply with requirements of all federal and state laws and statues including safety and health regulations, applicable to its operations as a private, post-secondary vocational school for instruction and training in manicuring.
4. The CONTRACTOR shall provide and maintain at its school, approved equipment and instructional materials for the courses offered, and the number of students in attendance.

5. The CONTRACTOR shall comply with applicable provisions of the Higher Education Act of 1965, as amended, and, prior to the assignment by the DISTRICT of any of its students to the CONTRACTOR'S school, shall submit to the DISTRICT evidence of such compliance.
6. The CONTRACTOR shall comply with applicable provisions of Title VI of the Civil Rights Act of 1964, and, prior to the assignment by the DISTRICT of any of its students to the CONTRACTOR'S school, shall submit to the DISTRICT evidence of such compliance. "CONTRACTOR agrees that it will not unlawfully discriminate against any person because of race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status or sex of such person." In addition, CONTRACTOR shall comply with Title 9 of the Higher Education Act of 1972, Presidential Executive Order 11246 and subsequent amendments, and all applicable State and Federal Health and Safety regulations.
7. The DISTRICT and the CONTRACTOR shall comply with all applicable general provisions of the California State Plan for Vocational Education and all special provisions in such Plan relating to instruction in the vocational area of which manicuring is a part.
8. The DISTRICT shall enroll a maximum of students up to capacity with no minimum in the CONTRACTOR'S school; it being understood that the DISTRICT does NOT guarantee any set number of its students will be enrolled in the CONTRACTOR'S school at any time.
9. The CONTRACTOR shall provide for four hundred (400) hours of approved instruction and training in manicuring for each DISTRICT student and shall provide staff, facilities, non-personal equipment, supervision and related services required for such instruction and training for each of the students of the DISTRICT authorized to attend the CONTRACTOR'S school located at LAKE FOREST, CA as established elsewhere in this Contract; and it being further understood that the actual number of hours of such instruction and training available to any such authorized student at the expense of the DISTRICT shall be limited by the period of time between the enrollment date of the student and the final termination date of this Contract and the limitations on hours of instruction and training as established elsewhere in this Contract.
 - a. The four hundred (400) hours of approved instruction and training shall be in accordance with applicable requirements of appropriate California State Board(s) or licensing agencies having responsibility for admission to examination for a certificate of registration and/or a license in Manicuring.
 - b. The four hundred (400) hours of approved instruction and training shall be given in a proportionate manner over a period of less than two (200) hundred school days within two (2) calendar years from date of enrollment. Instruction and training for an individual student shall be limited to eight (8) hours on any day for a minimum of twenty-five (25) hours and a maximum of forty (40) hours in any calendar week unless changes in hours are mutually agreed upon by the CONTRACTOR and the DISTRICT. No instruction and/or training shall be given on Sundays.
 - c. The scope, content, and scheduling of the instruction and training to be provided under this Contract shall be subject to the prior written approval of the authorized representative of the DISTRICT, it being understood that the DISTRICT, acting through such representative, has the right to modify the scope, content, and/or scheduling of instruction and training, if, in the opinion of such representative, modification is necessary to achieve the vocational objective of the instruction and training.
 - d. The four hundred (400) hours of approved instruction and training shall be given under the direct supervision of California licensed manicuring instructors holding valid

California teaching credentials authorizing services in the area of manicuring in vocational programs in a community college or possessing equivalent experience as established by the DISTRICT, and all DISTRICT students while engaged in such instruction and training shall be under the immediate supervision and control of such instructors. As stated and required in the Administrative Code, Title V, Section 55630(e), all instructors employed by the private agency shall enter into an "Agreement for Teaching Services" (see Attachment).

- e. Should it become necessary for one or more DISTRICT student(s) to transfer to the CONTRACTOR from schools and colleges, both public and private, that are accredited and hold valid certificates of course approval and licenses as private, post-secondary, vocational schools for instruction and training in manicuring, the CONTRACTOR agrees to accredit each of such students with one hour of credit for each and every hour of approved instruction and/or training received by, or credited to, such student in the former program.
 - f. Any student of the DISTRICT who completes four hundred (400) hours of training, and has not had the minimum instruction and training hours required for certification to take the examination for a certificate of registration and/or license because of deficiency in one or more areas of required expertise, shall receive from the CONTRACTOR such instruction, training, and preparation as may be necessary, forthwith, at no cost to either the student or the DISTRICT.
 - g. Any student of the DISTRICT who completes the four hundred (400) hours of approved instruction and training, and within thirty (30) days of such completion takes for the first time, and fails to pass, the California State Board of Manicuring's examination for Licensure, shall be entitled to fifty (50) additional hours of instruction and training in the CONTRACTOR'S school at no expense to the DISTRICT or to such student, subject to the following conditions:
 - (1) If such student fails to commence the additional instruction and training provided for herein within thirty (30) days of the date of notice of failure to pass said examination, such student shall lose the entitlement to said instruction and training; or,
 - (2) If such student, having commenced said instruction, fails to complete the fifty (50) hours within thirty (30) calendar days of the date of such commencement, said student shall lose the entitlement to the hours remaining in the initial fifty (50) hour entitlement.
 - h. The CONTRACTOR shall participate in a program review and validation conducted by the DISTRICT and at the discretion of the DISTRICT. Said program review shall include, but is not limited to, a review of CONTRACTOR'S curriculum, units of instruction, methods of instruction, instructional supplies and materials, physical resources, recordkeeping process and practices, governance, and CONTRACTOR-DISTRICT relationship. In the event a program review is requested, CONTRACTOR shall be given at least 60 days written notice. CONTRACTOR shall complete a self-appraisal in the format supplied by DISTRICT and submit said self-appraisal to DISTRICT 30 days prior to a site visitation by DISTRICT representatives.
10. The CONTRACTOR shall provide, without additional charges to the DISTRICT or the DISTRICT'S students covered by the Contract, all necessary instructional materials and supplies as ordinarily supplied by the DISTRICT without cost to students in this or other vocational offerings of said DISTRICT; and may require students covered by this Contract to purchase such

types and/or kinds of instructional materials as the DISTRICT ordinarily requires students in this or other vocational offerings of said DISTRICT to furnish without cost to said DISTRICT; it being agreed that each student covered by this Contract shall furnish his/her personal textbook(s) and personal tools, supplies, and/or equipment; and it being further agreed that such items and such materials as are required to be supplied by students shall be obtainable on the open market from two (2) or more commercial outlets within the boundaries to the DISTRICT; it being understood that the CONTRACTOR may make available for voluntary purchase or rental by such students any of such personal items or materials.

11. The DISTRICT shall pay to the CONTRACTOR \$ _____ for each hour of approved attendance by authorized students of the DISTRICT covered by this Contract, pursuant to the terms and conditions noted hereinafter.
 - a. DISTRICT payments shall be made monthly, and shall be based upon a certification of the hours of such attendance during the previous calendar month at the CONTRACTOR'S place of instruction and training; it being agreed that each certification shall be on forms supplied by the DISTRICT, and shall be based upon daily records maintained by the CONTRACTOR, and subject to review and/or audit by an authorized representative of the DISTRICT.
 - b. The CONTRACTOR shall not be reimbursed for more than a total of four hundred (400) hours of instruction and training for any one student.
 - c. In the event a DISTRICT student withdraws from the program of instruction, or, because of failure to attend scheduled instruction, is dropped from the program, the DISTRICT shall be responsible to the CONTRACTOR for payment for only the actual hours of authorized attendance of such student prior to the drop or withdrawal date.
 - d. In the event that the DISTRICT determines that the total direct and indirect cost to provide the same four hundred (400) hour program of instruction and training, or a recognized portion thereof, in an operating school of the DISTRICT, or the tuition the CONTRACTOR charges its private students for such program or portion thereof, is less than the amount computed as noted herein before, the CONTRACTOR agrees to enter into an amendment to this Contract to provide for a reduction in hourly rate to produce no more than the lower of such total cost of instruction or tuition.
12. Except as noted in this Contract, the CONTRACTOR shall not charge students receiving instruction and training under this Contract additional cost for tuition, supplies, and/or equipment for any instruction and/or training to be provided in accordance with this Contract.
13. The CONTRACTOR agrees to accept new students during each enrollment period established by the DISTRICT.
14. The DISTRICT shall provide the normal administrative functions relating to admissions, counseling, registration, permanent achievement records, program monitoring, and awarding evidence(s) of completion; it being understood that during such times as any DISTRICT student is in attendance in the CONTRACTOR'S school, such student will be subject to the CONTRACTOR'S rules and regulations relating to conduct, health, and safety; and operating procedures; it being understood that disciplinary action leading to suspension or dismissal of a DISTRICT student shall be taken only by the DISTRICT after consultation with the CONTRACTOR.

15. The CONTRACTOR shall maintain accurate records of attendance and progress for each student, and shall submit to the DISTRICT such information from such records as is requested by the authorized representative(s) of the DISTRICT; it being understood that such submittals may be upon a regular schedule and/or upon special requests' and it being further understood that there shall be no release of information from such records to any party other than such representative(s). CONTRACTOR shall insure that such information shall be used only for purposes directly related to the academic or professional goals of the DISTRICT.
16. The DISTRICT shall be financially committed to the *manicuring* program only for the amount of monies adopted by the South Orange County Community College District Board of Trustees for this program during the 2004-2005 and 2005-2006 fiscal years. In the event that monies in either fiscal year are exhausted, the CONTRACTOR'S school agrees to continue the program for each student enrolled for the remainder of the contract period or until the student has completed the course, whichever comes first, at no additional cost to the DISTRICT or the student.
17. The CONTRACTOR shall permit inspections by authorized representatives of the DISTRICT, the Bureau of School Approvals of the California State Board of Finance, the California Community Colleges, and/or any state, county, or local licensing board and/or agency having jurisdiction in matters relating to the operation of the CONTRACTOR'S school; it being understood that when such inspections are made, it shall be made possible for said representatives to evaluate course offerings; examine, and, if required, audit school records; interview students and others; and/or evaluate physical plant, instructional aids equipment, and classes in session.
18. The CONTRACTOR shall obtain and maintain, at the expense of the CONTRACTOR, all workmen's compensation insurance required by law for employees involved in the operation of this program, including coverage for any student performing services or utilizing products that represent actual or potential income for the CONTRACTOR.
19. The CONTRACTOR shall indemnify and hold harmless the DISTRICT and its Board of Trustees, the Board of Governors of the California Community Colleges, and the State of California, and their respective officers, agents and employees of each such entity against any and all claims and liabilities for death or injury to any person and/or loss, and/or damage to any property arising out of, or in any manner connected with the making of and/or performance of this Contract by CONTRACTOR.
 - a. In satisfaction of this requirement, the CONTRACTOR, in order to protect said entities, officers, agents, and employees, shall secure and maintain, at the CONTRACTOR'S expense, a policy of public liability insurance with limits not less than ONE MILLION DOLLARS (\$1,000,000) per occurrence for personal injury or death, and not less than ONE MILLION DOLLARS (\$1,000,000) per occurrence for property damage.
 - (1) Said policy shall be obtained from a reliable insurance carrier authorized to do such public liability and property damage insurance business in the State of California.
 - (2) Said policy shall expressly name such entities, officers, agents, and employees as additional insured.
 - (3) Said policy shall provide that the DISTRICT shall be given not less than ten (10) days written notice of any cancellation or modification of policy coverage.

- (4) A copy of said policy shall be furnished to the DISTRICT prior to the assignment of any DISTRICT students to the CONTRACTOR; and said copy shall be kept up to date by the CONTRACTOR.
- b. In satisfaction of this requirement, the CONTRACTOR shall, upon request of any such entities, officers, agents, and/or employees, come in and defend said entities and/or individuals against any claims or legal action arising out of, or in any manner connected with, the making of and/or performance of this contract by CONTRACTOR.
20. The CONTRACTOR shall not use, without prior written approval of the DISTRICT, the name "South Orange County Community College District" or any of said District's administrative units, singly or in combination, in any printing or posted materials referring to the CONTRACTOR'S school and/or the course of instruction.
21. The term of this Contract shall commence on the date of its execution and shall terminate on June 30, 2006. At the end of this period, there will be an option for renewal, under the same terms and conditions, for two additional one-year periods.
22. It is agreed that either Party to this Contract may terminate the Contract at the end of any enrollment term by giving sixty (60) calendar days prior written notice to the other Party; it is also agreed that at the time of termination of this Contract neither party shall have any obligation to the other Party other than payment for authorized services rendered and submittal of required records covering such services prior to the date of termination.
23. This Contract may be amended and/or extended by mutual consent of the parties hereto, it being understood that any amendment shall not be effective until stated in written form and signed by the Parties hereto.
24. The DISTRICT and the CONTRACTOR will ensure that ancillary and support services are provided for the students (e.g. counseling and guidance, placement assistance). These services will be provided by the DISTRICT and CONTRACTOR will ensure that students are aware of their availability.
25. Any notice given under this Contract shall be deemed given when personally served upon the Chancellor of the DISTRICT or upon the CONTRACTOR, or when deposited in the mail in a sealed envelope with postage thereon fully prepaid from one party to the other, addressed as follows, respectively:

TO DISTRICT: South Orange County Community College District
Attn: Mr. Gary Poertner
28000 Marguerite Parkway
Mission Viejo, CA 92692

TO CONTRACTOR: LAKE FOREST BEAUTY COLLEGE
ATTN: ARTHUR G. KADAM
23600 ROCKFIELD BLVD 3C
LAKE FOREST, CA 92630

This Contract shall be valid and effective upon the approval of the Office of the Chancellor of the California Community Colleges.

IN WITNESS WHEREOF, the Parties hereto have executed this Contract as of the day and year first written above.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BY _____

PRINT NAME Gary Poertner

TITLE Deputy Chancellor

Company: LAKELAND BEAUTY COLLEGE

BY Arthur G. Nadeau

PRINT NAME ARTHUR G. NADEAU

TITLE DIRECTOR

VOCATIONAL COSMETICIAN EDUCATION CONTRACT

THIS CONTRACT, MADE AND ENTERED INTO THIS 23 day of August, 2004, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, hereinafter referred to as the DISTRICT, and LAKE FIREST BEAUTY COLLEGE located at 23600 ROCKFIELD BLVD 3C California hereinafter referred to as the CONTRACTOR.

WITNESSETH

WHEREAS, the DISTRICT intends to provide, for the benefit of selected, eligible students of the DISTRICT, a vocation education program under the State Plan for Vocational Education and the Federal Carl Perkins Vocational and Applied Technology Educational Act, through this agreement with the CONTRACTOR, in order to prepare such students for the vocation of Cosmetician, it being understood that such program shall be so designed and conducted that it may lead to a California State License in Cosmetician for such students; and,

WHEREAS, the CONTRACTOR operates as a private, post-secondary, vocational school offering instruction and training in Cosmetician;

NOW, THEREFORE, it is mutually agreed as stated hereinafter:

1. The CONTRACTOR shall comply with all provisions of Article 5 (commencing at Section 8090) of Division 1, Part 6, Education Code, State of California, applicable to said CONTRACTOR'S school to which the DISTRICT'S students are to be assigned, including, but not limited to, the holding by CONTRACTOR of this valid certificate of course approval and a license as a private, post-secondary vocational school for cosmetician instruction and training; it being agreed that
 - a. The CONTRACTOR shall submit to the DISTRICT evidence of compliance with this certificate and license requirement prior to the assignment by the DISTRICT of any of its students to the CONTRACTOR'S school; and
 - b. The CONTRACTOR shall continue to operate such a school during the term of this Contract.
2. The CONTRACTOR'S school shall either be currently accredited by an accrediting agency recognized by the United States Office of Education or shall conform to the applicable portion of the Western Association of School and Colleges guidelines on contractual relationships with nonaccredited organizations.
3. The CONTRACTOR shall provide, operate, and maintain at its school, physical facilities that comply with requirements of all federal and state laws and statutes including safety and health regulations, applicable to its operations as a private, post-secondary vocational school for cosmetician instruction and training.
4. The CONTRACTOR shall provide and maintain at its school, approved equipment and instructional materials for the courses offered, and the number of students in attendance.

5. The CONTRACTOR shall comply with applicable provisions of the Higher Education Act of 1965, as amended, and, prior to the assignment by the DISTRICT of any of its students to the CONTRACTOR'S school, shall submit to the DISTRICT evidence of such compliance.
6. The CONTRACTOR shall comply with applicable provisions of Title VI of the Civil Rights Act of 1964, and, prior to the assignment by the DISTRICT of any of its students to the CONTRACTOR'S school, shall submit to the DISTRICT evidence of such compliance. "CONTRACTOR agrees that it will not unlawfully discriminate against any person because of race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status or sex of such person." In addition, CONTRACTOR shall comply with Title 9 of the Higher Education Act of 1972, Presidential Executive Order 11246 and subsequent amendments, and all applicable State and Federal Health and Safety regulations.
7. The DISTRICT and the CONTRACTOR shall comply with all applicable general provisions of the California State Plan for Vocational Education and all special provisions in such Plan relating to instruction in the vocational area of which cosmetician is a part.
8. The DISTRICT shall enroll a maximum of students up to capacity with no minimum in the CONTRACTOR'S school; it being understood that the DISTRICT does NOT guarantee any set number of its students will be enrolled in the CONTRACTOR'S school at any time.
9. The CONTRACTOR shall provide for six hundred (600) hours of approved cosmetician instruction and training for each DISTRICT student and shall provide staff, facilities, non-personal equipment, supervision and related services required for such instruction and training for each of the students of the DISTRICT authorized to attend the CONTRACTOR'S school located at 23600 ROCKFIELD BLVD LAREFOREST, CA as established elsewhere in this Contract; and it being further understood that the actual number of hours of such instruction and training available to any such authorized student at the expense of the DISTRICT shall be limited by the period of time between the enrollment date of the student and the final termination date of this Contract and the limitations on hours of instruction and training as established elsewhere in this Contract.
 - a. The six hundred (600) hours of approved instruction and training shall be in accordance with applicable requirements of appropriate California State Board(s) or licensing agencies having responsibility for admission to examination for a certificate of registration and/or a license as Cosmetician.
 - b. The six hundred (600) hours of approved instruction and training shall be given in a proportionate manner over a period of less than two hundred (200) school days within two (2) calendar years from date of enrollment. Instruction and training for an individual student shall be limited to eight (8) hours on any day for a minimum of twenty-five (25) hours and a maximum of forty (40) hours in any calendar week unless changes in hours are mutually agreed upon by the CONTRACTOR and the DISTRICT. No instruction and/or training shall be given on Sundays.
 - c. The scope, content, and scheduling of the instruction and training to be provided under this Contract shall be subject to the prior written approval of the authorized representative of the DISTRICT, it being understood that the DISTRICT, acting through such representative, has the right to modify the scope, content, and/or scheduling of instruction and training, if, in the opinion of such representative, modification is necessary to achieve the vocational objective of the instruction and training.
 - d. The six hundred (600) hours of approved instruction and training shall be given under the direct supervision of California licensed Cosmetician instructors holding valid California

teaching credentials authorizing services in the area of Cosmetician in vocational programs in a community college or possessing equivalent experience as established by the DISTRICT, and all DISTRICT students while engaged in such instruction and training shall be under the immediate supervision and control of such instructors. As stated and required in the Administrative Code, Title V, Section 55630(e), all instructors employed by the private agency shall enter into an "Agreement for Teaching Services" (see Attachment).

- e. Should it become necessary for one or more DISTRICT student(s) to transfer to the CONTRACTOR from schools and colleges, both public and private, that are accredited and hold valid certificates of course approval and licenses as private, post-secondary, vocational schools for cosmetician instruction and training, the CONTRACTOR agrees to accredit each of such students with one hour of credit for each and every hour of approved instruction and/or training received by, or credited to, such student in the former program.
 - f. Any student of the DISTRICT who completes six hundred (600) hours of training, and has not had the minimum instruction and training hours required for certification to take the examination for a certificate of registration and/or license because of deficiency in one or more areas of required expertise, shall receive from the CONTRACTOR such instruction, training, and preparation as may be necessary, forthwith, at no cost to either the student or the DISTRICT.
 - g. Any student of the DISTRICT who completes the six hundred (600) hours of approved instruction and training, and within thirty (30) days of such completion takes for the first time, and fails to pass, the California State Board of Cosmetician's examination for licensure, shall be entitled to fifty (50) additional hours of instruction and training in the CONTRACTOR'S school at no expense to the DISTRICT or to such student, subject to the following conditions:
 - (1) If such student fails to commence the additional instruction and training provided for herein within thirty (30) days of the date of notice of failure to pass said examination, such student shall lose the entitlement to said instruction and training; or,
 - (2) If such student, having commenced said instruction, fails to complete the fifty (50) hours within thirty (30) calendar days of the date of such commencement, said student shall lose the entitlement to the hours remaining in the initial fifty (50) hour entitlement.
 - h. The CONTRACTOR shall participate in a program review and validation conducted by the DISTRICT and at the discretion of the DISTRICT. Said program review shall include, but is not limited to, a review of CONTRACTOR'S curriculum, units of instruction, methods of instruction, instructional supplies and materials, physical resources, recordkeeping process and practices, governance, and CONTRACTOR-DISTRICT relationship. In the event a program review is requested, CONTRACTOR shall be given at least 60 days written notice. CONTRACTOR shall complete a self-appraisal in the format supplied by DISTRICT and submit said self-appraisal to DISTRICT 30 days prior to a site visitation by DISTRICT representatives.
10. The CONTRACTOR shall provide, without additional charges to the DISTRICT or the DISTRICT'S students covered by the Contract, all necessary instructional materials and supplies as ordinarily supplied by the DISTRICT without cost to students in this or other vocational offerings of said DISTRICT; and may require students covered by this Contract to purchase such

types and/or kinds of instructional materials as the DISTRICT ordinarily requires students in this or other vocational offerings of said DISTRICT to furnish without cost to said DISTRICT; it being agreed that each student covered by this Contract shall furnish his/her personal textbook(s) and personal tools, supplies, and/or equipment; and it being further agreed that such items and such materials as are required to be supplied by students shall be obtainable on the open market from two (2) or more commercial outlets within the boundaries to the DISTRICT; it being understood that the CONTRACTOR may make available for voluntary purchase or rental by such students any of such personal items or materials.

11. The DISTRICT shall pay to the CONTRACTOR \$2.00 for each hour of approved attendance by authorized students of the DISTRICT covered by this Contract, pursuant to the terms and conditions noted hereinafter.
 - a. DISTRICT payments shall be made monthly, and shall be based upon a certification of the hours of such attendance during the previous calendar month at the CONTRACTOR'S place of instruction and training; it being agreed that each certification shall be on forms supplied by the DISTRICT, and shall be based upon daily records maintained by the CONTRACTOR, and subject to review and/or audit by an authorized representative of the DISTRICT.
 - b. The CONTRACTOR shall not be reimbursed for more than a total of six hundred (600) hours of instruction and training for any one student.
 - c. In the event a DISTRICT student withdraws from the program of instruction, or, because of failure to attend scheduled instruction, is dropped from the program, the DISTRICT shall be responsible to the CONTRACTOR for payment for only the actual hours of authorized attendance of such student prior to the drop or withdrawal date.
 - d. In the event that the DISTRICT determines that the total direct and indirect cost to provide the same six hundred (600) hour program of instruction and training, or a recognized portion thereof, in an operating school of the DISTRICT, or the tuition the CONTRACTOR charges its private students for such program or portion thereof, is less than the amount computed as noted herein before, the CONTRACTOR agrees to enter into an amendment to this Contract to provide for a reduction in hourly rate to produce no more than the lower of such total cost of instruction or tuition.
12. Except as noted in this Contract, the CONTRACTOR shall not charge students receiving instruction and training under this Contract additional cost for tuition, supplies, and/or equipment for any instruction and/or training to be provided in accordance with this Contract.
13. The CONTRACTOR agrees to accept new students during each enrollment period established by the DISTRICT.
14. The DISTRICT shall provide the normal administrative functions relating to admissions, counseling, registration, permanent achievement records, program monitoring, and awarding evidence(s) of completion; it being understood that during such times as any DISTRICT student is in attendance in the CONTRACTOR'S school, such student will be subject to the CONTRACTOR'S rules and regulations relating to conduct, health, and safety; and operating procedures; it being understood that disciplinary action leading to suspension or dismissal of a DISTRICT student shall be taken only by the DISTRICT after consultation with the CONTRACTOR.

15. The CONTRACTOR shall maintain accurate records of attendance and progress for each student, and shall submit to the DISTRICT such information from such records as is requested by the authorized representative(s) of the DISTRICT; it being understood that such submittals may be upon a regular schedule and/or upon special requests' and it being further understood that there shall be no release of information from such records to any party other than such representative(s). CONTRACTOR shall insure that such information shall be used only for purposes directly related to the academic or professional goals of the DISTRICT.
16. The DISTRICT shall be financially committed to the Cosmetician program only for the amount of monies adopted by the South Orange County Community College District Board of Trustees for this program during the 2004-2005 and 2005-2006 fiscal years. In the event that monies in either fiscal year are exhausted, the CONTRACTOR'S school agrees to continue the program for each student enrolled for the remainder of the contract period or until the student has completed the course, whichever comes first, at no additional cost to the DISTRICT or the student.
17. The CONTRACTOR shall permit inspections by authorized representatives of the DISTRICT, the Bureau of School Approvals of the California State Board of Finance, the California Community Colleges, and/or any state, county, or local licensing board and/or agency having jurisdiction in matters relating to the operation of the CONTRACTOR'S school; it being understood that when such inspections are made, it shall be made possible for said representatives to evaluate course offerings; examine, and, if required, audit school records; interview students and others; and/or evaluate physical plant, instructional aids equipment, and classes in session.
18. The CONTRACTOR shall obtain and maintain, at the expense of the CONTRACTOR, all workmen's compensation insurance required by law for employees involved in the operation of this program, including coverage for any student performing services or utilizing products that represent actual or potential income for the CONTRACTOR.
19. The CONTRACTOR shall indemnify and hold harmless the DISTRICT and its Board of Trustees, the Board of Governors of the California Community Colleges, and the State of California, and their respective officers, agents and employees of each such entity against any and all claims and liabilities for death or injury to any person and/or loss, and/or damage to any property arising out of, or in any manner connected with the making of and/or performance of this Contract by CONTRACTOR.
 - a. In satisfaction of this requirement, the CONTRACTOR, in order to protect said entities, officers, agents, and employees, shall secure and maintain, at the CONTRACTOR'S expense, a policy of public liability insurance with limits not less than ONE MILLION DOLLARS (\$1,000,000) per occurrence for personal injury or death, and not less than ONE MILLION DOLLARS (\$1,000,000) per occurrence for property damage.
 - (1) Said policy shall be obtained from a reliable insurance carrier authorized to do such public liability and property damage insurance business in the State of California.
 - (2) Said policy shall expressly name such entities, officers, agents, and employees as additional insured.
 - (3) Said policy shall provide that the DISTRICT shall be given not less than ten (10) days written notice of any cancellation or modification of policy coverage.

- (4) A copy of said policy shall be furnished to the DISTRICT prior to the assignment of any DISTRICT students to the CONTRACTOR; and said copy shall be kept up to date by the CONTRACTOR.
- b. In satisfaction of this requirement, the CONTRACTOR shall, upon request of any such entities, officers, agents, and/or employees, come in and defend said entities and/or individuals against any claims or legal action arising out of, or in any manner connected with, the making of and/or performance of this Contract by CONTRACTOR.
20. The CONTRACTOR shall not use, without prior written approval of the DISTRICT, the name "South Orange County Community College District" or any of said District's administrative units, singly or in combination, in any printing or posted materials referring to the CONTRACTOR'S school and/or the course of instruction.
21. The term of this Contract shall commence on the date of its execution and shall terminate on June 30, 2006. At the end of this period, there will be an option for renewal, under the same terms and conditions, for two additional one-year periods.
22. It is agreed that either Party to this Contract may terminate the Contract at the end of any enrollment term by giving sixty (60) calendar days prior written notice to the other Party; it is also agreed that at the time of termination of this Contract neither party shall have any obligation to the other Party other than payment for authorized services rendered and submittal of required records covering such services prior to the date of termination.
23. This Contract may be amended and/or extended by mutual consent of the parties hereto, it being understood that any amendment shall not be effective until stated in written form and signed by the Parties hereto.
24. The DISTRICT and the CONTRACTOR will ensure that ancillary and support services are provided for the students (e.g. counseling and guidance, placement assistance). These services will be provided by the DISTRICT and CONTRACTOR will ensure that students are aware of their availability.
25. Any notice given under this Contract shall be deemed given when personally served upon the Chancellor of the DISTRICT or upon the CONTRACTOR, or when deposited in the mail in a sealed envelope with postage thereon fully prepaid from one party to the other, addressed as follows, respectively:

TO DISTRICT: South Orange County Community College District
Attn: Mr. Gary Poertner
28000 Marguerite Parkway
Mission Viejo, CA 92692

TO CONTRACTOR: LAKE FOREST BEAUTY COLLEGE
ATTN: ARTHUR G. NADEAU
23605 ROCKFIELD BLVD 30
LAKE FOREST, CA. 92630

This Contract shall be valid and effective upon the approval of the Office of the Chancellor of the California Community Colleges.

IN WITNESS WHEREOF, the Parties hereto have executed this Contract as of the day and year first written above.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BY _____

PRINT NAME Gary Poertner

TITLE Deputy Chancellor

COMPANY: LAKE FOREST BEAUTY COLLEGE

BY Arthur G. Nadeau

PRINT NAME ARTHUR G. NADEAU

TITLE DIRECTOR

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO: BOARD OF TRUSTEES	ITEM: 53
FROM: CHANCELLOR	DATE: 7/26/04
SUBJECT: BOARD POLICY REVISIONS: SECOND SEGMENT OF THE SERIES 4000 (PERSONNEL SECTION) OF THE BOARD POLICY MANUAL	
REASON FOR BOARD CONSIDERATION: DISCUSSION/APPROVAL	

BACKGROUND

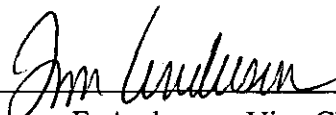
It is the policy of the South Orange County Community College District that the complete set of board policies and administrative regulations be periodically reviewed to ensure that they are satisfactory, meet the District's needs, and be in compliance with current laws and regulations. Because the District's board policies and administrative regulations have not been reviewed completely since 1991, with the exception of a technical review in 1999, a thorough review is now in order.

STATUS

The second segment of the 4000 Series (Personnel Section) is being presented for discussion/approval. The policies being recommended for revision are: BP-4002.1, 4055, 4056, 4079, 4081, 4084, 4102, 4111, 4201.1, 4202, 4207, 4211, and 4316. The amendments to these policies were made by District administration and by legal counsel Warren Kinsler of Andelson, Loya, Ruud, and Romo. The amended policies were sent by email to the District's Shared Governance units for their review and input on April 13, 2004, presented to the board for Acceptance for Review and Study on April 26, 2004, and presented for Approval on May 24, 2004. The board is now requesting that these approved policies be reviewed again; hence, they are being presented for Discussion/Approval.

RECOMMENDATIONS

The Chancellor recommends that the Board of Trustees approve the revisions to the second segment of the 4000 Series (Personnel Section) of the Board Policy Manual, as shown in Exhibits 1 through 13.



Item Submitted by: Dr. Thomas F. Anderson, Vice Chancellor, Educational Services

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

Final Disposition: _____ Vote _____

DRAFT

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

EXHIBIT 1

4316 3320

PERSONNEL

TELEPHONES

~~District and college telephone equipment
should not be used by employees and
students for personal business.~~

The Chancellor shall establish
Administrative Regulations regulating the
use of telephones.

Revised: 4-10-89
Revised: 5-11-92
Revised: 4-26-99

BOARD POLICY

4002.1

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PERSONNEL

AUTHORIZATION FOR EMPLOYMENT

The Board of Trustees authorizes all employment and all employment transactions per California Education Code, Sections 72411, 87604, and 88003. ~~Persons may not be employed prior to authorization by the Board of Trustees, unless expressly approved by the Chancellor or designee. Even when prior authorization is given, the employment must be ratified by an official action of the Board of Trustees.~~

The Board of Trustees authorizes all employment and all employment transactions per California Education Code, Sections 72411, 87604, and 88003. The Board of Trustees hereby delegates pursuant to Calif. Ed Code, Section 70902 (d), to the Chancellor authority to employ persons in all positions except for the executive level positions. All actions to employ and all employment transactions shall be reported to the Board of Trustees at its next regular meeting. All subsequent employment transactions shall be approved or ratified by the Board of Trustees.

BOARD POLICY

4050

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PERSONNEL

EMPLOYEE USE OF DISTRICT MOTOR VEHICLES

The Chancellor shall establish Administrative Regulations regulating the use of District motor vehicles by District employees in conducting District business.

Adopted: 4-13-70
Revised: 4-10-89
Revised: 4-26-99
Revised: 5-24-04

DRAFT

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

EXHIBIT 4

4055

PERSONNEL

ACCESS TO COLLEGE FACILITIES DURING NON-BUSINESS HOURS

~~All personnel, academic, and classified, upon entering the specific location during non-business hours of the college and district, shall report their presence on campus to the Safety and Security Department in person or by phone.~~

~~Other employees who are required to have occasional access to specific locations shall obtain approval for each usage from the appropriate administrator. The appropriate administrator shall notify the Safety and Security Department and furnish name, specific locations, purpose and length of time such employee(s) will remain at the location, or shall provide written authorization to be presented to Safety and Security at the time of entry.~~

~~The Safety and Security Department is authorized to require identification of any employee or visitor. A district identification card and/or driver's license is to be shown on request.~~

~~Non-business hours of the colleges and district are as follows:~~

~~Weekdays: Monday through
Thursday—11:00 p.m.—
6:30 a.m.~~

~~Weekends: Friday, Saturday, and
Sunday—7:00 p.m.—
Friday through 6:00 a.m.—
Monday.~~

The Chancellor will establish
Administrative Regulations governing
access to college facilities by employees
during non-business hours.

ACCESS TO COLLEGE FACILITIES DURING
NON-BUSINESS HOURS

BP-4055

~~This policy shall not apply when
activities and use of facilities have been
previously approved.~~

DRAFT

Adopted: 2-11-80
Revised: 4-10-89
Revised: 6-21-93
Revised: 4-26-99

DRAFT

EXHIBIT 5

BOARD POLICY

4056

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PERSONNEL

CLASSIFIED EMPLOYEES PARTICIPATION IN DECISION MAKING

The South Orange County Community College District classified staff shall be provided with opportunities to participate in the formulation and development of district policies and procedures that have a significant effect on staff, as defined by law (Title 5, Calif. Code of Regulations, Section 51023.5 and Calif. Ed. Code, Section 70902). The opinions and recommendations of the Classified Senates of ~~Irvine Valley College, Saddleback College, and District Offices~~ will be given every reasonable consideration.

The South Orange County Community College District classified staff shall be provided with opportunities to participate in the formulation and development of district policies and procedures that have a significant effect on classified staff, as defined by law (Title 5, Calif. Code of Regulations, Section 51023.5 and Calif. Ed. Code, Section 70902). The opinions and recommendations of the Classified Senates of the District will be given every reasonable consideration.

~~Except in emergency situations, the Board of Trustees shall not take any action on matters subject to this policy until the appropriate group or groups have been provided the opportunity to participate.~~

~~Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Education Employment Relations Act, Government Code, Section 3540, et seq.~~

~~Nothing in this policy shall be construed to cause changes in the current practices of classified employee participation in the formulation and development of SOCCCD policies and procedures.~~

Adopted: 12-11-00

DRAFT

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

EXHIBIT 6

4079

PERSONNEL

BEREAVEMENT LEAVE FOR ADMINISTRATORS AND CLASSIFIED LEADERSHIP PERSONNEL

Administrators and ~~classified leadership~~ employees shall be granted three (3) days leave of absence or five (5) days if more than two hundred (200) miles of travel from their residence is required because of the death of any member of the employee's immediate family.

The term member of the immediate family as used in this policy means the mother, father, grandmother, grandfather, or grandchild of the employee or of the spouse of the employee; and the spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, of the employee, or a former spouse, or any relative living in the immediate household of the employee. No deduction shall be made from the salary of any employee qualifying for bereavement leave.

BEREAVEMENT LEAVE FOR ACADEMIC ADMINISTRATORS, MANAGERS, AND CONFIDENTIAL EMPLOYEES

Administrators and management employees shall be granted three (3) days leave of absence or five (5) days if more than two hundred (200) miles of travel each way from their residence is required because of the death of any member of the employee's immediate family.

The term member of the immediate family as used in this policy means the mother, father, grandmother, grandfather, or grandchild of the employee or of the spouse of the employee or a registered domestic partner, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, of the employee, or a former spouse, or any relative living in the immediate household of the employee or a registered domestic partner. No deduction shall be made from the salary of any employee qualifying for bereavement leave.

Adopted: 2-26-68
Revised: 2-22-72
Revised: 11-26-79
Revised: 4-10-89
Revised: 4-26-99

DRAFT

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

EXHIBIT 7

4081

PERSONNEL

PAYROLL DEDUCTIONS

The ~~Executive Vice Chancellor of Administrative and Business Services~~ is authorized to ~~deduct~~ only those payroll deductions required by state and federal laws and those that are part of a collective bargaining agreement. All other deduction requests must receive the approval of the Board of Trustees.

The Chancellor or designee is authorized to process only those payroll deductions required by state and federal laws and those that are part of a collective bargaining agreement. All other deduction requests must receive the approval of the Board of Trustees.

Adopted: 3-10-69
Revised: 4-10-89
Technical Update: 4-26-99

DRAFT

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

EXHIBIT 8

4102

PERSONNEL

SALARY SCHEDULE PLACEMENT FOR ADMINISTRATORS AND CLASSIFIED LEADERSHIP

I. Administrators

A. Initial Salary Placement

~~Successful applicants who are appointed to a management position in the district will be placed on Step 1 of the appropriate salary schedule. In unusual circumstances the Chancellor may approve a higher placement.~~

B. Promotion

~~If an employee is promoted from one management position to another, salary placement shall be made as follows:~~

- ~~1. Add one step to the employee's present step placement.~~
- ~~2. Place the employee on the new schedule or new category at the step level~~

SALARY SCHEDULE PLACEMENT FOR ACADEMIC ADMINISTRATORS, MANAGERS, CONFIDENTIAL EMPLOYEES, AND CLASSIFIED BARGAINING UNITS

A. Initial Salary Placement

New District hires will normally be placed on Step 1 of the appropriate salary schedule. The Chancellor may approve a higher placement to be competitive with the employment market and/or the work experience and skill level of the new employee.

B. Promotion

If an employee is promoted from one District position to a higher level, the Chancellor may place the employee on a step that results in a pay increase that appropriately compensates for the increase in responsibilities.

SALARY SCHEDULE PLACEMENT FOR ACADEMIC
ADMINISTRATORS, MANAGERS, CONFIDENTIAL EMPLOYEES,
AND CLASSIFIED BARGAINING UNITS

BP-4102

which is higher but as close
to the salary computed in I.,
B.1.

C. Demotion

If an existing management
employee is demoted to a
lower salary level
management position, the
new salary placement will be
determined by the
Chancellor.

C. Demotion

If an employee is demoted from one
District position to a lower level,
the Chancellor may place the
employee on a step that reflects the
reduction in responsibility.

II. Classified Leadership

Confidential employees or any
employee in the collective
bargaining unit who is moved into
a Classified Leadership position
shall be placed on the Classified
Leadership Salary Schedule as
follows:

A. Confidential or Bargaining
Unit Employees to Classified
Leadership

1. Add one step to the
employee's monthly
salary placement and if
bargaining unit
employee, compute the
annual salary.
2. Place the employee on
the new salary schedule
in the appropriate
column at the nearest
salary which is higher
than II., A.1. above.

SALARY SCHEDULE PLACEMENT FOR ACADEMIC
ADMINISTRATORS, MANAGERS, CONFIDENTIAL EMPLOYEES,
AND CLASSIFIED BARGAINING UNITS

BP-4102

B. New Employee to Classified
Leadership

The initial placement shall be at Step 1 of the appropriate column unless the employee has verifiable related experience. In that event, Step 3 of the appropriate column may not be exceeded.

C. Change in Class

If an employee is moved from one Classified Leadership position to another, the provisions of II, A.1. and 2. of this policy shall apply.

D. Demotion

If an existing Classified Leadership employee is demoted to a lower salary level Classified Leadership position, the new salary placement will be determined by the Chancellor.

III. Management/Classified Leadership
Substitutes

Administrators and Classified Leadership substitutes shall be paid at the hourly rate computed on the basis of Step 1 of the appropriate classification of the individual for whom the employee is substituting.

Adopted: 12-08-80
Revised: 4-13-81
Revised: 4-10-89
Revised: 4-26-99

DRAFT

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

EXHIBIT 9

4111

PERSONNEL

ADMINISTRATIVE AND CLASSIFIED LEADERSHIP LEAVE (Without Loss of Pay)

The Board of Trustees will grant administrative leaves to administrators and classified leadership personnel under the following conditions and procedures:

Purpose of Leave: This leave is designed to provide employees with an opportunity for professional growth, development and revitalization. Activities pursued during the leave must contribute to the effectiveness of the employee's performance within the South Orange County Community College District.

Eligibility and Frequency: Full time, twelve-month, administrators and classified leadership employees who have served the district for six (6) years or more are eligible to apply for an administrative leave. If an administrative leave is granted, the employee shall not be eligible for another administrative leave for seven (7) years.

Duration: An administrative leave cannot exceed sixty (60) calendar days.

District Costs, Employees Pay and Benefits: Employees granted an

LEAVE FOR ACADEMIC ADMINISTRATORS, MANAGERS, AND CONFIDENTIAL EMPLOYEES (Without Loss of Pay)

The Board of Trustees may grant administrative leaves to academic administrators, managers, and confidential employees.

The Chancellor shall develop administrative regulations establishing the application process for leaves under this policy.

**LEAVE FOR ACADEMIC ADMINISTRATORS, MANAGERS,
AND CONFIDENTIAL EMPLOYEES (Without Loss of Pay)**

BP-4111

administrative leave will be paid their full salary and receive all benefits during the leave period. The duties of the employee on leave will be temporarily reassigned.

Application Procedure: Employees who apply for an administrative leave will direct a written request, which must be approved by the appropriate administrators, to the Executive Vice Chancellor of Administrative and Business Services for forwarding to the Chancellor. The request will include information on the conditions of the leave, the proposed dates of absences, and the proposed coverage of the employee's assignment during the absence. Applications supported by the Chancellor will be presented to the board for approval.

Adopted: 2-25-74
Revised: 2-24-75
Revised: 7-11-77
Revised: 6-10-85
Revised: 4-10-89
Revised: 4-26-99

DRAFT

EXHIBIT 10

BOARD POLICY

4201.1

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PERSONNEL

EMPLOYMENT OF CLASSIFIED CONFIDENTIAL PERSONNEL

Appointment

POLICY DELETED. Please remove
from the Board Policy Manual.

~~Except as otherwise provided, new confidential employees will be appointed to the first step of the grade to which the appointment is made. Credit for additional related experience, however, may be recognized and a placement recommendation may be made as follows:~~

~~At least 5 years of experience—Step 3~~

~~At least 3 years of experience—Step 2~~

~~Upon the recommendation of the Chancellor and with the approval of the Board of Trustees, a particular position may be filled by placing an employee at any step within the grade when unusual circumstances exist and it is judged to be in the best interest of the district.~~

~~For purposes of calculating months of service, the date of employment shall be considered the first day of the month employed if the starting date of employment is the first through the fifteenth day of the month, or the first day of the following month when the starting date is the sixteenth through the thirty-first day of the month.~~

Probationary Period

~~New confidential employees shall serve a probationary period of (1) year. During this period the employee is subject to summary dismissal. And during this period, the work~~

~~performance and efficiency of the employee
shall be appraised by the immediate
supervisor after the employee has worked
three (3) months, five (5) months and eleven
(11) months.~~

DRAFT

Adopted: 9-29-69
Revised: 4-10-89
Revised: 4-26-99

BOARD POLICY

4202

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PERSONNEL

TRANSFER OF SICK LEAVE FOR CLASSIFIED PERSONNEL

Any classified employee of a community college district or county superintendent of schools who has been employed for a period of one calendar year or more whose employment is terminated for reasons other than action initiated by the employer for cause and who subsequently accepts employment with the South Orange County Community College District within one year of such termination of his/her former employment, shall have transferred with him/her the total amount of earned leave of absence for illness or injury to which he/she is entitled under California Education Code, Section 88191. In any case where an employee was terminated as a result of action initiated by his/her former employer for cause, such a transfer may be made if agreed to by the Board of Trustees (Calif. Ed. Code, Section 88202).

Any classified employee of a community college district, school district, or county superintendent of schools who has been employed for a period of one calendar year or more whose employment is terminated for reasons other than action initiated by the employer for cause and who subsequently accepts employment with the South Orange County Community College District within one year of such termination of his/her former employment, shall have transferred with him/her the total amount of earned leave of absence for illness or injury to which he/she is entitled under California Education Code, Section 88191. In any case where an employee was terminated as a result of action initiated by his/her former employer for cause, such a transfer may be made if agreed to by the Board of Trustees. The District may elect to allow transferred service to apply toward seniority, provided that personnel reduction has not been ordered. (Calif. Ed. Code, Section 88202).

Adopted: 10-09-67
Revised: 4-10-89
Revised: 1-22-91
Revised: 4-26-99

DRAFT

EXHIBIT 12

BOARD POLICY

4207

**SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT**

PERSONNEL

**PAYROLL PERIOD FOR
CLASSIFIED LEADERSHIP
PERSONNEL**

All full-time, classified employees who are not members of a collective bargaining unit shall be paid twice per month, ~~on or before the tenth (10th) and the twenty-fifth (25th) day of the month.~~ If the normal pay period date falls on a Saturday, Sunday, or holiday, the paycheck shall be issued on the work day preceding the Saturday or holiday. If there is a change in the pay procedures used by the Orange County Department of Education, the issuance of District paychecks will be in accordance with the new procedures.

**PAYROLL PERIOD FOR
MANAGEMENT PERSONNEL**

All full-time, classified employees who are not members of a collective bargaining unit shall be paid twice per month. If the normal pay period date falls on a Saturday, Sunday, or holiday, the paycheck shall be issued on the work day preceding the Saturday or holiday. If there is a change in the pay procedures used by the Orange County Department of Education, the issuance of District paychecks will be in accordance with the new procedures.

Adopted: 9-29-69
Revised: 2-24-76
Revised: 4-10-89
Revised: 4-26-99

BOARD POLICY

4211

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PERSONNEL

RETIREMENT INCENTIVE
PLAN FOR CLASSIFIED
ADMINISTRATORS, AND
CLASSIFIED LEADERSHIP
PERSONNEL

RETIREMENT INCENTIVE
PLAN FOR ACADEMIC
ADMINISTRATORS,
MANAGERS, AND
CONFIDENTIAL EMPLOYEES

I. Health, Medical, Dental, and Vision
Benefits

- A. Health, medical, dental and vision benefits in effect in the District at the time of retirement of a ~~classified administrative or classified leadership~~ employee shall continue in effect upon the employee's retirement for those employees who have been employed full-time by the District for ten (10) years immediately preceding the date of retirement.

1. Health, medical, dental and vision benefits shall continue in effect for the retiree and eligible dependents until the retiree is sixty-five (65) years old. If at age sixty-five (65) the retiree is eligible for Social Security benefits, including Medicare (Parts A and B), the district will provide supplemental coverage to Medicare for the retiree only.

I. Health, Medical, Dental, and
Vision Benefits

- A. Health, medical, dental and vision benefits in effect in the District at the time of retirement of a academic administrator or management employee shall continue in effect upon the employee's retirement for those employees who have been employed full-time by the District for ten (10) years immediately preceding the date of retirement.

1. Same

RETIREMENT INCENTIVE PLAN FOR ACADEMIC
ADMINISTRATORS, MANAGERS, AND
CONFIDENTIAL EMPLOYEES

BP-4211

- | | |
|---|---------|
| 2. If at age sixty-five (65) the retiree is <u>not</u> eligible for Social Security benefits, including Medicare, the District obligation to the retiree shall be terminated (i.e., the District shall not pay for any health, medical, dental or vision insurance for the retired employee nor provide any supplemental coverage). | 2. Same |
|---|---------|

Adopted: 3-23-81
Revised: 9-14-81
Revised: 4-10-89
Revised: 4-26-99

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO: BOARD OF TRUSTEES	ITEM: 54
FROM: CHANCELLOR	DATE: 7/26/04
SUBJECT: BOARD POLICY REVISIONS: MISCELLANEOUS POLICIES— 4000 AND 5000 SECTIONS OF THE BOARD POLICY MANUAL	
REASON FOR BOARD CONSIDERATION: APPROVAL	

BACKGROUND

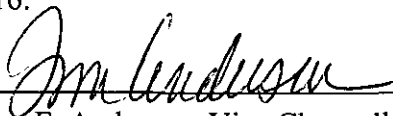
It is the policy of the South Orange County Community College District that the complete set of board policies and administrative regulations be periodically reviewed to ensure that they are satisfactory, meet the District's needs, and be in compliance with current laws and regulations. Because the District's board policies and administrative regulations have not been reviewed completely since 1991, with the exception of a technical review in 1999, a thorough review is now in order.

STATUS

Five policies in the 4000 Series (Personnel Section) and 13 policies in the 5000 Series (Students Section) are being presented for approval. The policies being recommended for revision are: BP-4010, 4016, 4051, 4052, 4054, 5601, 5604, 5605, 5608, 5610, 5611, 5613, 5614, 5615, 5618, and 5626. The amendments to these policies were made by District administration and by legal counsel Warren Kinsler of Andelson, Loya, Ruud, and Romo. The amended policies were presented to the District's Shared Governance units for their review and input on June 10, 2004, and presented to the board for Acceptance for Review and Study on June 22, 2004.

RECOMMENDATIONS

The Chancellor recommends that the Board of Trustees approve the miscellaneous policies in the 4000 Series (Personnel Section) and the 5000 Series (Students Section) of the Board Policy Manual, as shown in Exhibits 1 through 16.


Item Submitted by: Dr. Thomas F. Anderson, Vice Chancellor, Educational Services

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

Final Disposition: _____ Vote _____

DRAFT

EXHIBIT 1

BOARD POLICY

4010

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PERSONNEL

RESIDENT CLASSIFICATION

Concerning the payment of tuition, all full-time district employees, their spouses and children will be granted resident classification until they have resided in California the minimum period necessary to become a resident.

DELETED. Please remove from the Board Policy Manual

DELETED

Adopted: 10-12-81

Revised: 4-10-89

Revised: 4-26-99

DRAFT

BOARD POLICY

**SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT**

EXHIBIT 2

4016

PERSONNEL

DRUG-FREE WORKPLACE

It is the purpose of the Board of Trustees to implement the provisions of the Drug-Free Workplace Act of 1988 (Public Law 100-690, 41 U.S.C. 5151, et seq.) which requires federal grant recipients to provide a drug-free workplace. The Chancellor shall develop and publish an administrative regulation in accordance with the requirements of the Drug-Free Workplace Act.

**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, which may include the referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

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

References: Drug Free Schools and Communities Act, 20 U.S.C. Section 1145g and 34 C.F.R., Section 86.1 et seq.; Drug Free Workplace Act of 1988, 41 U.S.C. Section 702

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

DRAFT BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

EXHIBIT 3

4051

PERSONNEL

MILEAGE REIMBURSEMENT

All members of the Board of Trustees and all District employees who are not members of a collective bargaining unit who are required to use their private automobiles while on District business shall carry public liability insurance of not less than \$50,000/\$100,000 and property damage insurance of not less than \$25,000. No member of the board or any District employee shall use or be authorized to use any private automobile while on District business unless the employee is so insured.

When authorized by the Chancellor or a College President, employees having appropriate insurance in force are authorized to use their private automobiles while on District business and to receive compensation at the rate of current reimbursement allowed by the Internal Revenue Service (adjusted annually by the board on January 1). The point of origin and return shall be the District office, Building 100 at Irvine Valley College or the library at Saddleback College.

Each claim for mileage reimbursement shall include a statement signed by the board member or District employee signifying that appropriate insurance was in force at the time the automobile was used.

REIMBURSEMENT

The Chancellor shall establish Administrative Regulations relating to the reimbursement of approved mileage and travel expenses.

Adopted: 5-08-67	Revised: 11-24-80
Revised: 6-04-69	Revised: 4-10-89
Revised: 10-08-73	Revised: 4-26-99
Revised: 11-06-78	

DRAFT

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

EXHIBIT 4

4052

PERSONNEL

REIMBURSEMENT OF TRAVEL EXPENSES

District elected officials, administrators, faculty, and staff shall be reimbursed for all actual and necessary expenses incurred while attending District approved conventions, conferences, workshops, and special meetings (Calif. Ed. Code, Sections 72423 and 87032). The method of travel approved shall be that which results in the most economical mode of transportation without unreasonably inconveniencing the traveler. Reimbursement for actual and necessary expenses will be made within the limitations and guidelines established and in accordance with the appropriate collective bargaining contract. Reimbursement for alcoholic beverages is not allowed under any circumstance.

DELETED. Please remove from the Board Policy Manual. Language found in BP-4051 and AR-4051, Reimbursement.

Adopted: 6-09-69
Revised: 4-10-89
Revised: 3-14-94
Revised: 4-26-99

POLITICAL ACTIVITIES

~~No District employee shall engage in political activities on any property under the jurisdiction of the district. Property includes any college or approved off-campus site and property owned, leased or rented by the District. However, outside of on-duty hours, employees have the same rights as all other persons to participate in political activities.~~

~~Except as provided in the California Education Code, Section 72632, no community college district funds, services, supplies or equipment shall be used for the purpose of urging the passage or defeat of any school measure of the District, including, but not limited to, the candidacy of any person for election to the Board of Trustees of the District.~~

~~Except as permitted under the Civic Center Act, California Education Code, Section 82537, the following activities on property under the jurisdiction of the District are specifically prohibited:~~

- ~~1. The posting of political circulars or petitions on bulletin boards.~~
- ~~2. The distribution of political circulars or petitions to employees whether by placing them in their school mailboxes or otherwise. (United States mail is excepted.)~~
- ~~3. The collection or solicitation for campaign funds.~~

POLITICAL ACTIVITY

Employees shall not use District funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Board of Trustees. This policy prohibits political activity during an employee's working hours, but shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure or candidate during nonworking time (Calif. Ed. Code, Sections 7054, 7056; Gov. Code, Section 8314).

4. ~~The solicitation for campaign workers.~~
5. ~~The use of students for writing or addressing political material or for distributing political materials to students.~~

~~Elections to determine membership on the Board of Trustees shall be considered to be political within the context of this policy.~~

~~Employees shall obey all applicable sections of the California Education Code, Title 5, California Code of Regulations and other applicable statutes and codes.~~

~~Violations of any of the aforementioned rules shall constitute cause for appropriate action by the board.~~

~~Nothing in these rules shall prevent the following activities:~~

1. ~~The dissemination of information concerning school tax or bond elections.~~
2. ~~The discussion and study of politics and political issues when such discussion and study is appropriate to classroom studies.~~
3. ~~The campaigning and conducting of student and employee elections.~~

DRAFT

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

EXHIBIT 6

5601

STUDENTS

CERTIFICATE PROGRAMS

The awarding of a certificate acknowledges to the recipient and the potential employer that all courses in an approved ~~occupational~~ program have been completed. The courses chosen by the faculty on the basis of determination of education experiences which lead to ~~vocational~~ competency.

Students with previous educational or ~~vocational~~ experience who wish to waive a course on the certificate list may be expected to verify equivalency through examination. Petitions for course waivers or substitutions are available in both the Admissions and Records office and the Counseling office. The certificate is issued upon completion of the required courses including a minimum of twelve (12) units and at least one course required in the certificate program in residence in the ~~South Orange County Community College District~~. It is the student's responsibility to make formal application for the certificate to the ~~Office of~~ Admissions and Records.

The awarding of a certificate acknowledges to the recipient and the potential employer that all courses in an approved career and technical program have been completed. The courses are chosen by the faculty on the basis of determination of education experiences which lead to career and technical competency.

Students with previous educational or career and technical experience who wish to waive a course on the certificate list may be expected to verify equivalency through examination. Petitions for course waivers or substitutions are available in the colleges' Admissions and Records and Counseling offices. The certificate is issued upon completion of the required courses including a minimum of twelve (12) units and at least one course required in the certificate program in residence in the District. It is the student's responsibility to make formal application for the certificate to the colleges' Admissions and Records offices.

Revised: 5-15-89

Revised: 4-26-99

DRAFT

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

EXHIBIT 7

5604

STUDENTS

ELIGIBILITY FOR ADMISSION

~~Admission to the Saddleback College and/or Irvine Valley College is open to anyone who is a high school graduate, has a High School Equivalency Certificate or is 18 years of age or older and shows evidence of being able to benefit from the instruction (Calif. Ed. Code, Section 76000).~~

~~Students in elementary through high school grades may attend Saddleback College and/or Irvine Valley College as special part-time students, enrolled in up to 12 units per semester, or as full-time students, in accordance with the requirements of this policy (Calif. Ed. Code, Sections 48800, 76001). Students in the 9th through 12th grades may enroll in the number of classes and/or units recommended by their school principal (district official for home schooled students) where applicable course prerequisites have been met. Students at the 8th grade level and below will require both a recommendation from their school principal (district official for home schooled students) and permission of the college president or designee prior to enrollment.~~

ADMISSIONS AND CONCURRENT ENROLLMENT

The District shall admit students who meet one of the following requirements, and who are capable of profiting from the instruction offered:

1. Any person over the age of 18 and possessing a high school diploma or its equivalent.
2. Other persons who are over the age of 18 years and who, in the judgment of the Chancellor or designee, are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
3. Persons who are apprentices as defined in Section 3077 of the Labor Code.

Admission

1. Any student in grades K-12 is eligible to attend as a special part-time student for advanced scholastic or career technical courses.
2. Any student in grades K-12 is eligible to attend as a special full-

time student with the permission of the College President.

3. Students at the 8th grade level and below will require both a recommendation from their school principal (District official for home schooled students) and permission of the college president or designee prior to enrollment.

The Chancellor shall establish procedures regarding ability to benefit and admission of high school and younger students.

Denial of Requests for Admission

1. If the board denies a request for special full-time or part-time enrollment by a pupil who is identified as highly gifted, the board will record its findings and the reason for denying the request in writing within 60 days.
2. The written recommendation and denial shall be issued at the next regularly scheduled board meeting that occurs at least 30 days after the pupil submits the request to the District.

The Chancellor shall establish procedures regarding evaluation of requests for special full time or part time enrollment by a pupil who is identified as highly gifted.

Claims for State Apportionment for Concurrent Enrollment

Claims for state apportionment submitted by the District based on

enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

The Chancellor shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

DRAFT

References: Calif. Ed. Code, Sections 76000, 76001, and 76002; Labor Code, Section 3077

Revised: 5-15-89
Revised: 4-26-99
Revised: 12-10-01

DRAFT

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

EXHIBIT 8

5605

STUDENTS

RESIDENCE REGULATIONS

~~Legal residents of the State of California are eligible to attend the colleges of the South Orange County Community College District (Calif. Ed. Code, Sections 68060 et seq.; Title 5, Calif. Code of Regulations, Section 54020).~~

~~The Admissions and Records Office determines the residence status of all new and returning students for nonresident tuition purposes. Responses to the Application for Admission and, if necessary, other evidence furnished by the student is used in making this determination. A student who fails to submit adequate information to establish a right to classification as a California resident will be classified as a nonresident.~~

~~The following statement of the rules regarding residency determination for nonresident tuition purposes is not a complete discussion of the laws, but a summary of the principal rules and their exceptions.~~

~~Legal residence may be established by an adult who is physically present in the state and who, at the same time, intends to make California his or her permanent home. Steps must be taken at least one year prior to the residence determination date to show an intent to make California the permanent home with concurrent relinquishment of the prior legal residence. The residence determination date is that day immediately preceding the opening day of instruction each semester or summer session during which the student proposes to attend classes in the~~

RESIDENCE DETERMINATION

Students shall be classified at the time of each application for admission or registration as a resident or nonresident student.

A resident is any person who has been a bona fide resident of California for at least one year on the residence determination date. The residence determination date shall be the day immediately preceding the first day of a semester or summer session for which the student applies to attend.

Residence classification shall be made for each student at the time applications for admission are accepted or registration occurs and whenever a student has not been in attendance for more than one semester. A student previously classified as a nonresident may be reclassified as of any residence determination date.

The Chancellor shall enact procedures to assure that residence determinations are made in accordance with Calif. Ed. Code and Title 5, Calif. Code of Regulations.

~~South-Orange County Community College District. The steps necessary to show California residency intent will vary from case to case. Included among the steps may be registering to vote and voting in elections in California, filing resident California state income tax forms on total income, ownership of residential property or continuous occupancy or renting of an apartment on a lease basis where one's permanent belongings are kept; maintaining active resident membership in California professional organization(s), maintaining California vehicle plates and operator's license, maintaining active savings and checking accounts in California banks, maintaining permanent military address and home of record in California if one is in the military service.~~

~~Military personnel who are nonresidents and their dependents are exempt from paying nonresident tuition until they have lived in the state the minimum time necessary to become a resident (one year). However, after one year has elapsed, the student is not entitled to continue in the resident classification unless he has satisfied the intent requirements for one year period. The requirements necessary to demonstrate intent to become a California resident will be made available at time of application.~~

~~Reclassification: Reclassification to resident status must be requested by the student. Financial independence during the current year and preceding two years will be considered at the time the student requests reclassification. Information regarding requirements for reclassification is available in the Admissions and Records Office.~~

Reference: Calif. Ed. Code, Sections 68040 and 76140; Title 5, Calif. Code of Regulations, Section 54000, et seq.

Revised: 5-15-89

Revised: 4-26-99

DRAFT

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

EXHIBIT 9

5608

STUDENTS

TUITION REFUND POLICY

A request for all or partial refund of nonresident tuition may be made in any of the five categories listed below (Title 5, Calif. Code of Regulations, Section 54070):

1. Tuition fees collected in error. In such cases, 100% of the nonresident tuition will be refunded.
2. Tuition fees refundable as a result of the cancellation of a class or some similar action on the part of the college, clearly beyond the control of the student and for which the fees have been paid. In cases of cancellation of a class, 100% of nonresident tuition will be refunded.
3. Tuition fees refundable as a result of military withdrawal as described in Board Policy 5300. In such cases, 100 percent of the nonresident tuition will be refunded.
4. Tuition fees refundable as a result of a student's reduction of units through the third week of classes according to the following schedule.

Before class(es) begin	100%
First week of classes	75%
Second week of classes	50%
Third week of classes	25%

REFUNDS

A request for all or partial refund of nonresident tuition may be made in any of the five categories listed below:

1. Same
2. Same
3. Tuition fees refundable as a result of military withdrawal as described in SOCCCD Board Policy 5300. In such cases, 100 percent of the nonresident tuition will be refunded.
4. Same

Same

5. Tuition fees refundable as a result of a student's total withdrawal from school. In such cases, refunds will be made according to the schedule in ~~(3)~~ above.

5. Tuition fees refundable as a result of a student's total withdrawal from school. In such cases, refunds will be made according to the schedule in (4) above.

Refunds for partial withdrawal will be made after the end of the refund period (Third week of classes).

Same

Revised: 5-03-82
Revised: 5-15-89
Revised: 4-08-91
Revised: 4-26-99

BOARD POLICY

5610

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS

ENROLLMENT IN COURSES

~~All students must enroll in each course.
Auditing credit courses may be permitted
for a fee (Calif. Ed. Code, Section 70902).~~

~~Priority in class enrollment shall be given
to the students desiring to take the course
for credit towards a degree or certificate.~~

~~No student auditing a course shall be
permitted to change his or her enrollment
in that course to receive credit for the
course.~~

ENROLLMENT PRIORITIES

All courses of the District shall be open
to enrollment, subject to a priority
system that may be established.
Enrollment also may be limited to
students meeting properly validated
prerequisites and corequisites, or due to
other, practical considerations.

The Chancellor shall establish
procedures defining enrollment
priorities, limitations, and processes for
student challenge, which shall comply
with Title 5, Calif. Code of Regulations.

Reference: Title 5, Calif. Code of Regulations, Sections 51006, 58106, 58108

Revised: 5-15-89

Revised: 4-26-99

BOARD POLICY

5611

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS

OPEN ENROLLMENT, PREREQUISITES, COREQUISITES,
AND ADVISORIES POLICY

The Board of Trustees of the South Orange County Community College District affirms a policy of open enrollment. Unless specifically exempted by statute, every course and course section or class, wherever offered and maintained by the District and where FTES (Full-Time Equivalent Students) is reported for state aid, shall be fully open to enrollment and participation by any person admitted to the college and who meets such prerequisites, corequisites, and advisories as established by the board in accordance with Title 5, Calif. Code of Regulations, Sections 55002, 55200, 55201, 55202, 55530, 55534, 58100, and 58106.

The Board of Trustees of the South Orange County Community College District affirms a policy of open enrollment. Unless specifically exempted by statute, every course and course section or class, wherever offered and maintained by the District and where FTES (Full-Time Equivalent Students) is reported for state aid, shall be fully open to enrollment and participation by any person admitted to the colleges and who meets such prerequisites, corequisites, and advisories as established by the board in accordance with statute.

The statement of policy adopted by the board shall be published in the official catalog, schedule of classes, and addenda to the schedule of classes for which full-time equivalent student (FTES) is reported for state apportionment. A copy of the statement shall also be filed with the Chancellor (Title 5, Calif. Code of Regulations, Section 51006).

The Chancellor is authorized to establish prerequisites, corequisites and advisories on recommended preparation for courses in the curriculum. All such prerequisites, corequisites and advisories shall be established in accordance with the standards set out in Title 5. Any prerequisites, corequisites or advisories shall be necessary and appropriate for

OPEN ENROLLMENT, PRE-REQUISITES, CO- REQUISITES,
AND ADVISORIES POLICY

BP-5611

achieving the purpose for which they are
established. The procedures shall include
a way in which a prerequisite or
corequisite may be challenged by a
student on grounds permitted by law.
Prerequisites, corequisites and advisories
shall be identified in District
publications available to students.

DRAFT

Reference: Title 5, Calif. Code of Regulations, Section 55200

Revised: 5-15-89
Revised: 3-14-94
Revised: 4-26-99

DRAFT

EXHIBIT 12

BOARD POLICY

5613

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS

TRANSCRIPTS

Each student who completes work at the college is entitled to two copies of transcripts without charge. Additional copies may be obtained at a reasonable charge as stated in the college catalogs (Calif. Ed. Code, Section 76223).

Each student who completes work at the college is entitled to two copies of transcripts and two verifications without charge. Additional copies may be obtained at a reasonable charge as stated in the college catalogs (Calif. Ed. Code, Section 76223).

BOARD POLICY

5614

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS

WITHHOLDING OF ACADEMIC
SERVICES

Any student or former student who has been notified in writing by the student's lender of a Title IV loan at the student's last known address that he or she is in default of that loan shall have the following academic services withheld until the student provides documentation of compliance to applicable federal law:

1. Official grade reports
2. Official academic transcripts
3. Conference of diploma

This policy does not include the withholding of registration privileges.

WITHHOLDING OF STUDENT
RECORDS

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation may have grades, transcripts, diplomas, and registration privileges withheld (Title 5, Calif. Code of Regulations, Section 59410).

BOARD POLICY

5615

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS

ACCESS TO RECORDS AND
RELEASE OF INFORMATION

The Congressional Legislation entitled The Family Education Rights and Privacy Act is designed to protect the privacy of students' information (Title 5, Calif. Code of Regulations, Section 54626).

In compliance with this law, the college provides students access to specified official records directly related to student and an opportunity to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. While providing for the challenge of incorrectly recorded grades, the law does not provide for the challenge of the actual grade received.

The college will not release, except to state, local or federal government officials, personally identifiable data about students without their prior written permission. The following directory items are exceptions to this policy.

We regard as public information the facts concerning whether a person is currently enrolled, whether the person has received degrees and awards from the college, and if so, what degrees and awards unless the student notifies the dean of admissions and records of his/her desire not to have the information released.

STUDENT RECORDS AND
DIRECTORY INFORMATION

The Chancellor shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the district.

No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

Directory information shall include:

1. Student participation in officially recognized activities and sports including weight, height, and high school of graduation of athletic team members.
2. Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition.

~~A standard fee has been established to cover the cost of furnishing copies of some college records to the student.~~

~~Students wishing to have a copy of other records will be furnished copies at the actual reproduction cost except that copies of transcripts from other institutions must be obtained from those institutions.~~

~~The Act applies to educational records only and does not include administrative records.~~

Reference: Calif. Ed. Code, Section 76200, et seq.; Title 5, Calif. Code of Regulations, Section 54600, et seq.

Revised: 5-15-89

Revised: 4-26-99

BOARD POLICY

5618

**SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT**

STUDENTS

CREDIT BY EXAMINATION - SPECIFIC COURSE CREDIT

A student may qualify for credit by examination for courses in the current South Orange County Community College District catalog for which he/she appears to be reasonably qualified by training or experience, and for which he/she has not received previous high school or college credit, attempted credit by examination, or even enrolled. However, the course in which the student seeks credit by examination should be one in which the course content can be tested by examination, in the opinion of the department and of the instructor assigned. A student may not receive credit by examination for any course which is a prerequisite to one for which credit has been received. Inasmuch as a minimum 2.0 grade point average in at least twelve units completed at Irvine Valley College and Saddleback College is required to enroll in credit by examination, units earned through credit by examination shall not be counted in determining the 12 units required in residence for graduation (Title 5, Calif. Code of Regulations, Section 55753).

Credit may be earned by students who satisfactorily pass authorized examinations. The Chancellor shall establish Administrative Regulations to implement this policy.

The procedures for securing permission to obtain Credit by Examination for a course are as follows:

1. The student obtains a Credit by Examination petition form from the Office of Admissions and Records. Eligibility will be

determined by the Dean of Admissions and Records.

2. The student contacts an instructor who teaches the course for which Credit by Examination is requested. If it is the judgment of that instructor that the course content can be tested by examination, and that the student possesses sufficient background, previous training and/or skill to attempt the examination, the instructor signs the form.
3. The student, following policies and procedures developed within the department, obtains the signature of the division/school administrator.
4. Following division/school endorsement, the request is forwarded to the Vice President of Instruction for signature.
5. The initiating instructor prepares, administers and grades the examination.
6. A grade of credit (Cr) or no credit (NCr) will be assigned and the course will be identified as "Credit by Examination" on the transcript.

Reference: Title 5, Calif. Code of Regulations, Section 55753

Revised: 5-15-89

Revised: 4-26-99

BOARD POLICY

5626

SOUTH ORANGE COUNTY STUDENTS
COMMUNITY COLLEGE DISTRICT

**INDEPENDENT STUDY –
REGULAR COURSE**

For courses listed in the college catalogs a student may, because of special circumstances, petition to take the course on an individual independent study basis. A petition must be approved by the instructor who will supervise the contract study as well as by the division director and Office of Instruction. Petitions for regular (catalog-listed) courses on an independent study basis are available in division offices. Completed petitions shall be filed no later than the tenth day of classes in the Office of Admissions and Records to complete enrollment (Calif. Ed. Code, Section 70902).

**DIRECTED STUDIES –
REGULAR COURSE**

The Chancellor is authorized to adopt Administrative Regulations relating to the offering of directed studies.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM: 55
FROM:	CHANCELLOR	DATE: 7/26/04
SUBJECT:	BOARD POLICY REVISION: BP-2100.1, DELEGATION OF AUTHORITY TO THE ACADEMIC SENATE	
REASON FOR BOARD CONSIDERATION:	APPROVAL	

BACKGROUND

Section 53203(a) of Title 5 of the California Code of Regulations provides, in pertinent part, "The governing board of a community college district shall adopt policies for appropriate delegation of authority and responsibility to its college and/or district academic senate. Among other matters, said policies, at a minimum, shall provide that the governing board or its designees will consult collegially with the academic senate when adopting policies and procedures on academic and professional matters." Pursuant to this requirement, prior to February 25, 2002, BP-2100.1 provided, in part, "In response to Sections 53200-53205 of Title 5, Calif. Code of Regulations, the governing board delegates to the college academic senates responsibility for and authority over academic and professional matters." However, whereas Section 53203(a) makes reference to "appropriate delegation of authority," BP-2100.1 did not, prior to February 25, 2002, use the modifier "appropriate" with reference to the delegation of authority described in the policy. This gave rise to a concern that the policy would be subject to misinterpretation and/or confusion regarding the scope of authority delegated to the academic senates—specifically, that the policy might be incorrectly interpreted to establish a delegation of authority different in scope from that called for in Section 53203(a).

STATUS

In response to this and other concerns, on February 25, 2002, the Board adopted certain revisions to BP 2100.1. Among these revisions was the insertion of the word "appropriate" into the first sentence of the policy. Thus the policy was amended to provide, as it does currently, "In response to Sections 53200-53205 of Title 5, Calif. Code of Regulations, the governing board delegates to the college academic senates *appropriate* responsibility for and authority over academic and professional matters." (Emphasis added.) As the Board's February 25, 2002, agenda item makes clear, this was not intended to change the scope of the authority delegated to the senates, but rather merely to bring the language of the policy into closer conformity with the language of the regulation, and thereby to minimize the likelihood of misinterpretation. The academic senates objected to this and other changes to the policy adopted on February 25, 2002, and filed a minimum conditions complaint with the State Chancellor's Office.

BOARD POLICY REVISION: BP-2100.1, DELEGATION OF AUTHORITY TO THE ACADEMIC SENATE

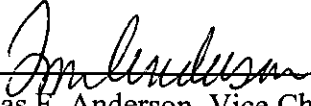
Page 2

In response to the complaint, the State Chancellor's Office has advised that, in its opinion, the addition of the word "appropriate" to the policy did not conform precisely to the regulation, because in the regulation, the word "appropriate" modifies the word "delegation," whereas in the District's policy, the word "appropriate" modifies the words "authority" and "responsibility." In response, the District, through legal counsel, has advised the Chancellor's Office that the amendment was not intended to have any meaning different from Section 53203(a), and that the District accordingly would be willing to revise BP-2100.1 so that the word "appropriate" modifies the word "delegation" rather than the words "authority" or "responsibility." By correspondence dated May 13, 2004, the Chancellor's Office advised that such a revision will result in dismissal of this aspect of the complaint, and that the other aspects of the complaint have been dismissed on other grounds.

The proposed amendment to BP-2100.1 is consistent with Title 5, Section 53203(a), and with the Board's original intention in amending BP-2100.1 on February 25, 2002. BP-2100.1 was sent to the District's Shared Governance units for their review on June 9, 2004, and presented to the board for Acceptance for Review and Study on June 22, 2004.

RECOMMENDATION

The Chancellor recommends that the Board approve the proposed amendment to BP 2100.1, Delegation of Authority to the Academic Senate, as shown in Exhibit A.

Item Submitted by:	 Dr. Thomas F. Anderson, Vice Chancellor, Educational Services
Item Reviewed by:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote

DRAFT

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

EXHIBIT A

2100.1

ADMINISTRATION

DELEGATION OF AUTHORITY TO THE ACADEMIC SENATE

In response to Sections 53200-53205, of Title 5, Calif. Code of Regulations, the ~~governing~~ board delegates to the college academic senates ~~appropriate~~ responsibility for and authority over academic and professional matters [53203(a)]. Regarding such matters, the ~~governing~~ board:

1. Recognizes the college academic senates as the representative of the faculties; and
2. Will rely primarily upon the advice and judgment of the academic senates in accordance with processes of collegial consultation as defined below; and
3. Designates the Chancellor of the District as its agent for purposes of implementation.

Scope

Academic and professional matters upon which the ~~governing~~ board will rely primarily upon the advice and counsel of the academic senates include [53200]:

1. Curriculum, including established prerequisites and placing courses within disciplines;
2. Degree and certificate requirements;

In response to Sections 53200-53205, of Title 5, Calif. Code of Regulations, it is the policy of the Board of Trustees that there shall be appropriate delegation to the college academic senates of responsibility for and authority over academic and professional matters [53203(a)]. Regarding such matters, the Board of Trustees:

1. Same
2. Same
3. Same

Scope

Academic and professional matters upon which the Board of Trustees will rely primarily upon the advice and counsel of the academic senates include [53200]:

1. Same
2. Same

- | | |
|---|----------|
| 3. Grading policies; | 3. Same |
| 4. Educational program development; | 4. Same |
| 5. Standards or policies regarding student preparation and success; | 5. Same |
| 6. District and college governance structures, as related to faculty roles; | 6. Same |
| 7. Faculty roles and involvement in accreditation processes, including self-study and annual reports; | 7. Same |
| 8. Policies for faculty professional development activities; | 8. Same |
| 9. Processes for program review; | 9. Same |
| 10. Processes for institutional planning and budget development; and | 10. Same |
| 11. Other matters as mutually agreed upon between the Board of Trustees and the academic senate, or as otherwise provided by statute or regulation. | 11. Same |

Process of Collegial Consultation

Primary reliance upon the advice and counsel of the academic senates means that the ~~governing~~ board and/or its designees will accept the recommendations of the academic senates regarding academic and professional matters as itemized above, and will act otherwise only in exceptional circumstances and for compelling reasons. If a recommendation of the senate is not accepted, the ~~governing~~ board or its designee will promptly communicate its reasons in writing [53203(d.1)]. Such

Process of Collegial Consultation

Primary reliance upon the advice and counsel of the academic senates means that the Board of Trustees and/or its designees will accept the recommendations of the academic senates regarding academic and professional matters as itemized above, and will act otherwise only in exceptional circumstances and for compelling reasons. If a recommendation of the senate is not accepted, the Board of Trustees or its designee will promptly communicate its reasons in writing [53203(d.1)]. Such

explanation will convey the "exceptional circumstances and compelling reasons" that necessitated the action in question.

explanation will convey the "exceptional circumstances and compelling reasons" that necessitated the action in question.

In exercising their delegated authorities and responsibilities, the college academic senates will consult collegially with administrative staff and other governance groups and will do so through appropriate governance processes developed and implemented at each college. Each college president has the responsibility and the authority to determine whether the college senate has duly observed these obligations and may refuse to accept recommendations that have been formulated outside defined processes of college governance. Any such rejection is to be made in writing and is to specify the procedural concerns to be addressed before the recommendation is reconveyed.

Same

Implementation

All existing policy regulations, procedures, and guidelines addressing academic and professional matters will remain in place and be subject to modification only through the processes of collegial consultation as defined herein. The academic senates will honor requests from the governing board and/or its agents to review relevant policies, regulations, procedures, and/or guidelines should the governing board and/or its agents believe that modifications are necessary or appropriate.

Status

Nothing contained herein will limit other rights and responsibilities of the academic senate as otherwise provided in statute or

Implementation

All existing policy regulations, procedures, and guidelines addressing academic and professional matters will remain in place and be subject to modification only through the processes of collegial consultation as defined herein. The academic senates will honor requests from the Board of Trustees and/or its agents to review relevant policies, regulations, procedures, and/or guidelines should the Board of Trustees and/or its agents believe that modifications are necessary or appropriate.

Status

Nothing contained herein will limit other rights and responsibilities of the academic senate as otherwise provided in statute or

regulation, nor will this policy constrain the ~~governing~~ board in ways other than are herein agreed [53203(a)]. Nothing contained herein is to impinge upon the due process rights of faculty, nor to limit the collective bargaining rights of the faculty's exclusive representative. The ~~governing~~ board will respect agreements between the academic senates and collective bargaining agents as to how they will consult, collaborate, share, or delegate among themselves the responsibilities that are delegated to the senates pursuant to this policy [53204].

regulation, nor will this policy constrain the Board of Trustees in ways other than are herein agreed [53203(a)]. Nothing contained herein is to impinge upon the due process rights of faculty, nor to limit the collective bargaining rights of the faculty's exclusive representative. The Board of Trustees will respect agreements between the academic senates and collective bargaining agents as to how they will consult, collaborate, share, or delegate among themselves the responsibilities that are delegated to the senates pursuant to this policy [53204].

Adopted: 5-08-95
Revised: 4-26-99
Revised: 2-25-02

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO: BOARD OF TRUSTEES	ITEM: 56
FROM: CHANCELLOR	DATE: 7/26/04
SUBJECT: GRANT APPLICATION — IRVINE VALLEY COLLEGE	
REASON FOR BOARD CONSIDERATION: APPROVAL	

BACKGROUND

Irvine Valley College, Saddleback College, and the South Orange County Community College District regularly apply for grant funds to carry out the mission of the District.

STATUS

Application is being made by Irvine Valley College for grant funds as summarized in the attached grant abstract:

“Learning by Anyone, Anytime, Anywhere” — SBC Foundation — November 2004 through October 2005.

Application for the above grant has been submitted to meet required deadlines, subject to ratification by the Board of Trustees.

RECOMMENDATION

The Chancellor recommends approval of the Irvine Valley College grant proposal summarized in the attached exhibit.



Item Submitted by:	Dr. Thomas F. Anderson, Vice Chancellor, Educational Services
Item Reviewed by:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Unit Applying: Advanced Technology

(X) GRANT APPLICATION ABSTRACT

() GRANT ACCEPTANCE ABSTRACT

() GRANT RENEWAL ABSTRACT

1. PROJECT TITLE: Learning by Anyone, Anytime, Anywhere
2. PROJECT DIRECTOR: Tran Hong
Paul Tang
3. PROJECT ADMINISTRATOR: Susan Cooper
4. FUNDING SOURCE: SBC Foundation
5. STARTING AND ENDING DATES OF THE PROJECT: Nov. 2004 through Oct. 2005
6. EXECUTIVE SUMMARY OF THE PROJECT (limit 125 words):

The School of Advanced Technology submits this grant to resolve the conflict between scheduled workshop training and the varied work schedules of staff and faculty. There is a need for greater access and availability of training workshops through DVD videos that can be viewed by anyone, anytime, and anywhere. Based on the Fall 2003 Employee Census, there are 111 full-time faculty, 248 part-time faculty, and 138 full-time support staff who may seek technology-based staff training at Irvine Valley College.

The proposed project will complement the successfully completed 2002 SBC Excelerator technology project which provided open-captioned e-training (streaming) videos for disabled and ESL students learning Blackboard online. This 2004 SBC Excelerator technology project will focus on staff and faculty learning Blackboard through DVD training videos in order to develop and deliver Web-based courses online. The project will produce a Blackboard Video Series consisting of the following four parts:

- Part I – Blackboard 6: Getting Started
- Part II – Communication Tools
- Part III – Assessments and Gradebooks
- Part IV – Archiving Courses and Importing and Exporting Course Contents

All DVD videos will include closed captioning for the deaf or hearing impaired and learning disabled. These training videos can be played on (1) a TV with a DVD player, (2) a PC with a DVD player, and (3) a portable DVD player.

The DVD training videos will (1) enhance our technology-based training program and instructional delivery system, (2) reach greater numbers of staff and faculty who seek professional growth, (3) bring availability, portability, and usability of training workshops to all staff and faculty, and (4) hold a larger capacity of training materials and provide a better picture quality compared to streaming videos. This proposed SBC technology project will strengthen IVC's ability to meet its organizational goals of teaching and learning excellence to ensure student success and staying at the forefront of instructional technology.

The objectives of this grant are to:


- (1) Produce the Blackboard Video Series consisting of four DVD training videos with closed captioning to augment the Blackboard workshop.
- (2) Increase the number of staff and faculty served by the DVD training videos for staff development.
- (3) Increase the number of online components designed and developed by instructors such as online learning materials, discussion boards, and assessments.
- (4) Increase the number of students successfully completing online courses.

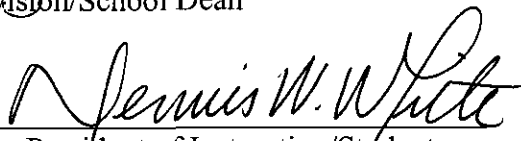
7. SUMMARY BUDGET:

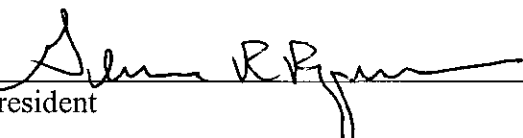
Grant Award	Indirect Costs	Project Total
\$4,980.46	\$0	\$4,980.46

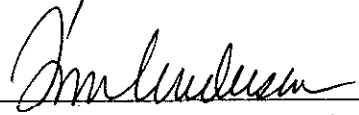
8. APPROVALS:



Division/School Dean


Director of Advanced Technology


Vice President of Instruction/Students


President


Vice Chancellor, Educational Services


Chancellor

EXPENDITURES SUMMARY

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

	GRANT (Amount)	MATCHING* (In-Kind/Actual)	SOURCE OF MATCH (Partnership/College/Vendor)
1000 Certificated Salaries	\$ _____	\$ _____	_____
2000 Classified Salaries	\$ _____	\$ _____	_____
3000 Benefits	\$ _____	\$ _____	_____
4000 Supplies	\$3,713.98	\$ _____	_____
5000 Contracted Services and Other Expenses	\$1,266.48	\$ _____	_____
6000 Capital Outlay	\$ _____	\$ _____	_____
7000 Other Charges (e.g.: Indirect Costs)	\$ _____	\$ _____	_____
TOTALS	<u>\$4,980.46</u>	<u>\$ _____</u>	

*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.	[]	[]	[]	[]
2.	[]	[]	[]	[]
3.	[]	[]	[]	[]

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 |



USE AS COVER SHEET

SBC FOUNDATION 2004 PROPOSAL APPLICATION

(Please type)

OFFICE USE ONLY

Date received:

Name of Organization: Irvine Valley College (South Orange County Community College District)

Project Title: Learning By Anyone, Anytime, Anywhere

Address: 5500 Irvine Center Drive

City: Irvine

State: California Zip: 92618

Web Site: www.ivc.edu

Amount Requested: \$4,980.46

PRESIDENT OR CEO

PROGRAM CONTACT

Name and Title: Dr. Glenn Roquemore, Pres. Name and Title: Dr. Susan Cooper, Dean Adv. Tech.

Phone: 949-451-5210

Fax:

Phone: 949-451-5518

Fax:

E-mail: groquemore@ivc.edu

E-mail: scooper@ivc.edu

Signature: _____

Signature: _____

PROGRAM INFORMATION

Type of Organization: (please select one) _____

☒ Education

☐ Health & Human Services

☐ Community Development

☐ Arts & Culture

Racial and Ethnic Clients Served: (please list by percentages, so that total equals 100 percent) _____

African-American 1.90%

Hispanic 9.49%

White 47.27%

Asian-American 28.19%

Native American .33%

Other 12.83%

Are you applying as a Collaborative? ☒ No ☐ Yes

Name(s) of Collaborator(s): _____

2004 SBC Excelerator Grant Tactical Technology Project Plan

Learning by Anyone, Anytime, Anywhere

APPLICANT ORGANIZATION

Organizational Mission and Programs

Irvine Valley College (IVC) is an accredited, comprehensive institution of higher education, dedicated to excellence and committed to meeting the current and future learning needs of the diverse communities it serves. As an educational institution within the South Orange County Community College District, the College provides a broad range of programs and courses. Student learning outcomes and student success are the measure of quality for all offerings. The central purpose of these programs and services is the education of students to think critically and act responsibly within the global community. IVC commits itself to being at the forefront of instructional technology while providing exemplary services to ensure student success.

Technology Vision to Support Mission

In the planning for staff development training to implement emerging technology, the need for knowledge and need for access become inseparable. Specifically, IVC's technology vision is to:

- Improve availability to staff development training by providing DVD videos to accommodate the varied work schedules of staff and faculty.
- Improve accessibility to technology training workshops by creating DVDs with closed captioning for the deaf or hearing impaired and learning disabled.
- Design and produce a Blackboard Video Series on DVD format with beginning, intermediate, and advanced subjects to implement newly developing technologies.
- Ensure excellence in teaching and learning and being at the forefront of instructional technology by writing grants to procure additional hardware and software.

Current Use of Technology

In December 2002, the Staff and Faculty Technology Training Center upgraded its Local Area Network by setting up seven Intel Pentium III 927 MHz Dell workstations each with 1GB of RAM, ATI Fire GL2 video card, 57 GB hard drive, floppy drive, Zip drive, CD-ROM, and CD-RW. The following year, in December 2003, the principal operating system and office software packages were upgraded to Microsoft Windows XP Professional and Office XP Professional. The classroom has a wall mounted data projector plus one HP scanner and one HP printer.

On a monthly basis, there are an average of eleven different technology-training workshops offered to IVC staff and faculty at the Technology Training Center. Among the training workshops offered are Blackboard, Microsoft Office, Internet Explorer, Photoshop, Digital Photography, Scanning, Turnitin, and Xanedu. The depth and breadth of these technology training workshops provide skill building and professional growth to staff and faculty members.

Project Partners

Not applicable

PROJECT SUMMARY

Executive Summary

IVC will integrate technology into its ongoing operations with DVD training videos viewed by anyone, anytime, and anywhere to facilitate a flexible technology training program. The DVD training series will include closed captioning for the deaf or hearing impaired and learning disabled.

Proposed Technology Project

The proposed technology project will complement the successfully completed 2002 SBC Excelerator technology project which provided open-captioned e-training (streaming) videos for disabled and ESL students learning Blackboard online. This 2004 SBC Excelerator technology project will focus on staff and faculty learning Blackboard through DVD training videos in order to develop and deliver Web-based courses online. Blackboard is a course management system that provides an environment for teaching by faculty and learning by students. The project will produce a Blackboard Video Series consisting of four parts: Part I – Blackboard 6 Getting Started, Part II – Communication Tools, Part III – Assessments and Gradebooks, and Part IV – Archiving Courses and Importing/Exporting Course Contents. All DVD videos will include closed captioning for the deaf or hearing impaired and learning disabled. These training videos can be viewed by anyone, anytime, and anywhere. They provide a better picture quality and hold a larger capacity of training materials. The training videos can be played on (1) a TV with a DVD player, (2) a PC with a DVD player, and (3) a portable DVD player.

Meeting Organizational Mission

Training is a critical element for increased instructional effectiveness and deployment of new technology systems such as Blackboard. The DVD training videos will (1) enhance the technology-based training program and instructional delivery system, (2) bring availability, portability, and usability of training workshops to all staff and faculty, and (3) reach greater numbers of staff and faculty who seek continued professional growth. This proposed SBC technology project will strengthen IVC's ability to meet its organizational goals of teaching and learning excellence to ensure student success and staying at the forefront of instructional technology.

Project Needs

As a result of a staff and faculty survey and common complaints by prospective attendees about workshop scheduling conflicts, a need exists to better serve staff and faculty in technology training. IVC developed a technological vision with the purpose of providing staff and faculty greater access and availability of Blackboard workshops through DVD training videos. To achieve these goals, the table below presents a list of priority levels and required resources that are needed to accomplish its technology vision.

Required Project Resources

Priority	Item	Reason
High Priority	Hardware Pentium 4 - 3.2 GHz processor; 1 GHz DDR SDRAM; 160 GB 7200 RPM hard drive; DVD+R/RW and DVD ROM; 128 MB nVidia GeForce FX5200 video card	To provide the necessary hardware power and capacity to effectively and efficiently produce DVD training videos
	Software Adobe Encore DVD Adobe Premier Pro Adobe After Effects Adobe Audition Adobe PhotoShop	To professionally create DVDs with closed captioning and navigation menus using authoring and editing software tools
Medium Priority	Software InterVideo Win DVD Roxio Easy CD and DVD Creator	To review the completed DVD videos To easily burn DVD videos to disks
	Supplies DVD+R disks DV tapes	To store converted MPEG2 video files To store digital data from camcorder
Low Priority	Supplies DVD disk labels DVD jewel cases	To identify the DVD videos To protect the DVD videos

Project Audience

The target population based on the Fall 2003 Employee Census are the 111 full-time faculty, 248 part-time faculty, and 138 full-time support staff who may seek technology-based staff training at Irvine Valley College.

PROJECT SPECIFICS

Project Implementation Plan

12-Month Time Line and Key Implementation Activities

Date	Project Activity	Responsible Individual
Nov 2004	Target start date	
	Announce receipt of SBC Excelerator grant to target community	Public Information Office
	Purchase Dell computer and software	Applications Specialist II
	Set up Dell computer and install software	Network Systems Technician
	Test Dell computer and software	Network Systems Technician
Dec 2004	Storyboard 30-minute DVD Video #1	Instructional Designer
	Produce 30-minute DVD video	TV Production Specialist; Applications Specialist II
	Winter Recess	
Jan 2005	Transcribe 30-minute DVD video	Project Assistant
	Close caption 30-minute DVD video	Applications Specialist II
	Author, Edit, and Burn DVD video	
Feb 2005	Storyboard 30-minute DVD Video #2	Instructional Designer
	Produce 30-minute DVD video	TV Production Specialist; Applications Specialist II
Mar 2005	Transcribe 30-minute DVD video	Project Assistant
	Close caption 30-minute DVD video	Applications Specialist II
	Author, Edit, and Burn DVD video	

Date	Project Activity	Responsible Individual
Apr 2005	Storyboard 30-minute DVD Video #3	Instructional Designer
	Produce 30-minute DVD video	TV Production Specialist; Applications Specialist II
May 2005	Transcribe 30-minute DVD video	Project Assistant
	Close caption 30-minute DVD video	Applications Specialist II
	Author, Edit, and Burn DVD video	
Jun 2005	Storyboard 30-minute DVD Video #4	Instructional Designer
	Produce 30-minute DVD video	TV Production Specialist; Applications Specialist II
Jul 2005	Transcribe 30-minute DVD video	Project Assistant
	Close caption 30-minute DVD video	Applications Specialist II
	Author, Edit, and Burn DVD video	
Aug 2005	Create Marketing and Publicity	Public Information Office; Applications Specialist II
	Implement Marketing and Publicity	Public Information Office; IVC Webmaster
Sep 2005	Evaluate Project	Instructional Designer; Applications Specialist II
Oct 2005	Complete and Submit Report of Project Results	Applications Specialist II
	Target completion date	

Project Budget

See Attachment 1 of the Project Budget Information sheet.

Project Sustainability

IVC will update the DVD training videos whenever new features of Blackboard are released by integrating this task into the work assignments of the five technology services personnel:

Applications Specialist II, Instructional Designer, TV Production Specialist, Network Systems Technician, and Project Assistant.

PROJECT OUTCOMES

Specific Outcomes

Project success will be measured by (1) completion of the four Blackboard DVD training videos with closed captioning, (2) increased number of staff and faculty served by the Blackboard DVD training videos, (3) increased number of online components designed and developed by instructors, and (4) increased number of students successfully completing online courses.

Data Collection

Data will be collected in three phases: Baseline Phase, Formative Phase, and Summative Phase.

The purpose of each phase and its associated collection tools are summarized in the table below.

The collection and analysis of data will enable IVC to ensure the timely and effective implementation of each activity to reach stated project goals and provide measurable outcomes to be used in the "Report of Project Results."

Data Collection Process

Phase	Purpose	Collection Tools
Baseline Phase November 2004	Establishes baseline data at the beginning of the project	<ul style="list-style-type: none">• Staff and faculty surveys• Interview questions• Student grade books
Formative Phase December 2004 to August 2005	Establishes ongoing data gathering throughout the project	<ul style="list-style-type: none">• Checklists with due dates• Field notes of key activities• Workshop sign-in sheets• Workshop evaluations• DVD checkout sheets• DVD training evaluations
Summative Phase September 2005	Provides comparative data at the end of the project	<ul style="list-style-type: none">• Staff and faculty surveys• Interview questions• Student grade books

Data Collection Intervals

The ongoing collection of data will take place during the Formative Phase. Data will be collected at monthly intervals for each key implementation activity. This process will provide timely, accurate, and reliable data on each of the key implementation activities.

PROJECT COMMUNICATION

The IVC Public Information Office will play an active and important role in carrying out the marketing/publicity campaign. They will contact the *Irvine World News*, *Los Angeles Times – Orange County Edition*, *The Orange County Register*, and the City of Irvine P.E.G. Channel (IVC-TV) Channel 33 through Cox Communications.

Marketing and Publicity Plan

Date	Marketing And Publicity Activity	Responsible Individual
Nov 2004	Announcement of SBC grant receipt	
	<i>Irvine World News</i>	Public Information Office
	<i>Los Angeles Times – Orange County Edition</i>	Public Information Office
	<i>Orange County Register</i>	Public Information Office
	IVC Home page announcement	Webmaster
	Community cable TV announcement	TV Production Specialist
Apr 2005	Completion of DVD # 1 and #2	
	IVC Home page announcement	Webmaster
	Community cable TV announcement	TV Production Specialist
Aug 2005	Announcement of SBC grant completion	
	<i>Irvine World News</i>	Public Information Office
	<i>Los Angeles Times – Orange County Edition</i>	Public Information Office
	<i>Orange County Register</i>	Public Information Office
	IVC Home page announcement	Webmaster
	Community cable TV announcement	TV Production Specialist

Attachment 1

2004 SBC Excelerator Grant

Project Budget Information

Total Project Budget: \$5,000.00

Amount Applied for: \$4,980.46

Name of Organization:

Irvine Valley College
(South Orange County
Community College District)

Budget Period:

November 2004 to October 2005

Project Expenses

Hardware:

Dell OptiPlex GX270 Computer \$2,344.12
(\$2079 + \$161.12 tax + \$104.00 S&H)

Reason

- To provide hardware to effectively and efficiently create DVD videos

Software:

Adobe Video Collection:

Adobe Encore DVD

Adobe Premiere Pro

Adobe After Effects

Adobe Audition

Adobe PhotoShop

(\$899.99 + \$69.75 tax + \$25 S&H) 994.74

InterVideo WinDVD

(\$69.95 + \$5.42 tax + \$8.99 S&H) 84.36

Roxio Easy CD and DVD Creator

(\$49.89 + \$3.87 tax + \$5.00 S&H) 58.76

- To professionally create closed captioning and navigation menus using authoring and editing software tools

- To review the completed DVD videos
- To easily burn DVD videos to disks

Supplies:

DV tapes (2 tapes @ \$36) 72.00

DVD+R disks (6 disks @ \$20) 120.00

DVD disk labels (1 packet @ \$20) 20.00

DVD jewel cases (20 cases @ \$1.00) 20.00

Subtotal \$3,713.98

- To store digital data
- To store MPEG2 videos
- To identify DVD videos
- To protect DVD videos

Marketing Expenses

Irvine World News (2 ads @\$70.08) \$140.16

Orange County Register(2 ads @\$253.08) 506.16

L.A. Times - Orange County (2 ads @\$310.08) 620.16

Subtotal 1,266.48

- To announce and promote the SBC Technology Grant

Total Expenses

\$4,980.46

Attachment 2
South Orange County Community College District
Board of Trustees

The South Orange County Community College District Board of Trustees is composed of seven trustees elected by the registered voters of the communities of South Orange County.

Donald P. Wagner, President – President Wagner is a partner in Wagner Lautsch LLP, a business practice law firm. Mr. Wagner is active in the Orange County business and legal communities, including the Orange County Bar Association where he served on several committees and a board of advisors. He also serves as a Judge Pro Tempore in the Superior Court of Orange County, and frequently publishes articles on legal, political, and cultural topics in the local media. Donald Wagner has served on the Board of Directors of two for-profit corporations. He is also a past President of the Board of Directors of the American Lung Association of Orange County, an affiliate of the nation's oldest voluntary health organization. He founded and served as the first President of the Orange County Chapter of the Federalist Society, a national organization of lawyers, judges, and law professors.

Nancy M. Padberg, Vice President – Vice President Padberg has held the positions of Board President and Clerk. Mrs. Padberg attended Western State University College of Law to begin a career in law. In 1991, at WSU she received two American Jurisprudence Awards earning her Juris Doctorate Degree. Mrs. Padberg is principal in the firm of Padberg & Associates where she practices primarily property law. She is licensed to practice before all Courts in the state of California and the United States Court of Appeals for the Federal Circuit. In recent years she has

served on the Orange County Bar Association's Resolutions Committee and other Bar committees. Nancy Padberg has served as a member of the San Clemente Growth Management Committee. She has served in other civic, professional, and community associations.

Thomas A. Fuentes, Clerk – Clerk Fuentes is the Senior Vice President of Tait & Associates, Inc., a 200-member professional civil and environmental engineering firm based in Orange County. He also serves in the administration of President George W. Bush as a member of the Board of Directors of the Legal Services Corporation. Mr. Fuentes serves on several community and national boards. He was the Chairman of the Republican Party of Orange County from 1984 to 2004. He is also a member of the Board of Directors of Eagle Publishing, Inc. in Washington, D.C., the Chairman of the Board of Counselors of Whittier Law School in Costa Mesa, a member of the Board of Directors of the Claremont Institute, and a member of the Board of Trustees of the World Affairs Council of Orange County. Mr. Fuentes is the founding Chairman Emeritus of the Orange County Food Bank.

William O. Jay – Trustee Jay dedicated 25 years of his professional career to the South Orange County Community College District from 1974 to 1999. At Saddleback College he served in many capacities, most notably College President, Dean of Instruction, and Professor of Mathematics. In his role as Dean, he helped develop off-campus programs for what is now Irvine Valley College. From 1996 until his retirement in 1999, Dr. Jay served as Vice Chancellor of Administrative Services and Human Resources for the District. He was elected to fill a vacancy on the Board in a special election held March 30, 2004.

David B. Lang – Trustee Lang is a certified public accountant and founding shareholder of the firm Hausmaninger Benoe Lang and Alford. Mr. Lang is very active in the District and the community. He has served on the Irvine Valley College Foundation, including two terms as President, and has represented the District on the Community College Advocacy Committee of the Orange County Community Colleges Legislative Task Force. He is a member of the Irvine Chamber of Commerce and was past President of the Rotary Club of Santa Ana and the Orange County Academic Decathlon Association.

Marcia Milchiker - Trustee Milchiker has held the positions of Board President, Vice President, and Clerk. Ms. Milchiker is one of the founders of the Orange County Community Colleges Legislative Task Force and wrote the initial plan to organize the four community college districts for legislative advocacy. She serves on the Orange County School Boards Association Board of Directors where she has held various positions, including Vice President of Programs, Treasurer, Secretary and Community College Representative. Ms. Milchiker is well-known in Orange County for her involvement in service organizations. She founded the Orange County Chapter of the California Elected Women's Association for Education and Research, where she created and organized the chapter's first events and committees.

John S. Williams - Trustee Williams has served as Board President, Vice President, and Clerk. He served on the Community College League of California in the Legislation and Finance Commission and the Trustee and Staff Development Commission. He also fulfilled three terms as the District representative to the Orange County Community Colleges Legislative Task Force. Mr. Williams has been involved in a number of community organizations. He was an officer of

the Association of Deputy Marshals of Orange County and coordinated fundraising efforts for the March of Dimes Walkathon, the Women's Transitional Living Center, and the Blind Children's Learning Center of Orange County.



Attachment 3

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

28000 Marguerite Parkway • Mission Viejo • California • 92692-3635
949/582-4999 • FAX 949/364-2726 • <http://www.socccd.cc.ca.us>

June 14, 2004

To Whom It May Concern:

Re: Tax Exempt Status of South Orange County Community College District

This will certify that South Orange County Community College District, Employer Identification Number 95-2479872, is organized as a political subdivision of the state of California. Moreover, the District is a qualified educational organization as described in Section 170(b)(1)(A)(ii) of the Internal Revenue Code and, consequently, is not subject to federal taxation on its income.

The South Orange County Community College District has two colleges: Saddleback College in Mission Viejo, CA, and Irvine Valley College in Irvine, CA.

A handwritten signature in cursive script, appearing to read "K. Slavin", is written over a horizontal line.

Katie Slavin
Director
Business Services

BOARD OF TRUSTEES: Dorothy Fortune, Thomas A. Fuentes, David B. Lang, Marcia Milchiker,
Nancy M. Padberg, Donald P. Wagner, John S. Williams • Dr. Raghu P. Mathur, Chancellor

An Equal Opportunity Employer

CALL FOR PROPOSALS

APPLICATION

DEADLINE: August 13, 2004

All proposals must be received in SBC offices by 5 p.m. on August 13, 2004

2004 SBC EXCELSIOR COMPETITIVE GRANTS PROGRAM

SBC Foundation is pleased to announce the 2004 SBC Excelsior competitive technology grants program. This year's multi-million dollar program focuses on helping nonprofits fully integrate technology into their ongoing operations and community outreach.

SBC Foundation, the philanthropic arm of SBC Communications Inc., recognizes the valuable role of nonprofits in meeting human needs and shaping successful communities. Technology holds tremendous potential in strengthening the ability of nonprofits across the sector to further advance their missions.

SBC Excelsior seeks to fund projects that build the technology infrastructure of nonprofits enabling them to increase their organizational effectiveness and/or service delivery capability. Examples of qualifying projects include the following:

- **Internet Access** – Networked, high-speed access to the Internet and e-mail.
- **Data Networking** – Network connectivity to enable easy sharing of database applications and information systems.
- **Online Outreach** – Interactive web-based applications that support activities such as service delivery, volunteer recruiting, e-fundraising, etc. SBC Excelsior is interested in web-based interactive applications activities only. Static, brochure-type web development projects will not be favorably considered.
- **Staff Technology Capacity** – Technology training programs for nonprofit staff members. Basic, intermediate, and advanced training programs are eligible for consideration.
- **Pooled Technology Resources** - Programs that work to address the technology needs of multiple nonprofits, e.g. technology circuit riders (mobile, skilled technology consultants) and application service providers. Nonprofit technology training providers will also be considered in this category. To qualify, providers must be nonprofits themselves and exclusively or primarily serve the nonprofit community.

PROGRAM QUALIFICATIONS

1. **To qualify, the major focus of the organization and project must have emphasis in one of the following areas:**
 - Education
 - Community Development
 - Health and Human Services
 - Arts and Culture
2. **Project funding decisions are made on a state-by-state basis. Projects and project collaborations should be developed for the benefit of the submitting state. Example: An Arkansas review committee will make all decisions on Arkansas submissions, so they should include only Arkansas-based organizations.**
3. **Additionally, programs need to outline a process to achieve and measure success.**



SCOPE AND USE OF GRANTS

SBC Excelerator competitive grants range from \$2,500 to \$25,000 and are for one year in length.

NOTE: *The majority of grants will be at the \$5,000 level.*

Collaborations by two or more organizations will be considered for grants up to \$50,000 for one year. No grants over \$50,000 will be awarded.

Grant funds may be used for data communications services, hardware, software, technology training, personnel, and application development.

Grant recipients of the 2003 SBC Excelerator program are eligible to submit for the 2004 program.

GRANTS WILL NOT BE AWARDED FOR:

- Projects outside SBC operating areas. (SBC is the primary telecommunications provider in Arkansas, California, Connecticut, Illinois, Indiana, Kansas, Michigan, Missouri, Nevada, Ohio, Oklahoma, Texas, and Wisconsin.)
- Individual K-12 schools, districts, systems foundations, both public and private. (Please note the K-12 schools may be part of a collaborative grant request, but not the lead agents.)
- Individuals
- United Ways that receive corporate contributions from the SBC Foundation
- 211 Information and Referral Service Agencies/Collaboratives
- Organizations without 501(c)3 public charity or government instrumentality status
- Private foundations
- Programs that SBC Foundation is currently funding
- Capital campaigns or endowments
- Facility construction or renovation
- Religious organizations for sectarian purposes
- Events or sponsorships
- Projects that include only a planning/development phase

PROPOSAL SUBMISSION

Although we do not require a technology plan as a part of this application, the primary goal of this RFP is to select projects that use technology to support the overall goals and mission of your organization. Going through a strategic technology planning process may help your organization identify ways in which technology can support your mission and uncover good technology projects. If you want more information about developing a technology plan for your organization, please refer to the information on our web site at: www.sbc.com/foundation or refer to TechAtlas, a free online technology planning guide. TechAtlas can be found at www.TechAtlas.org. For those nonprofits without access to the internet, you may contact the SBC Foundation at 1-800-591-9663 to request a copy of the booklet, *Technology Literacy Benchmarks for Nonprofits*, to facilitate your technology plan development process.

Your proposal package should be no more than five to eight typed pages (excluding required attachments), double-spaced, with 12-point font and one-inch margins. Each page is to be numbered at the bottom. Additionally, the attached proposal application is to be completed and submitted as the cover of your proposal. Submit one original and four (4) copies of your proposal package, identified as "SBC Excelerator," to your appropriate office as listed on the final page. *Faxed copies will not be accepted.* REMINDER: All proposals must be received in SBC offices by 5 p.m. on August 13, 2004.



1. Applicant Organization (*Who Are You?*)

- Provide a brief description of your organization's mission, history, and programs.
- Describe your vision of how technology can support the mission of your organization.
- Briefly describe your organization's current use of technology.
- Project Partners - (If applying as a collaborative) Please provide participant names and their roles in the project.

Note: The "Envision" and "Assess" elements of TechAtlas (www.TechAtlas.org) can assist your organization in completing the mission, vision, and current state of technology use in the section above.

2. Project Summary (*Where Do You Want To Go?*)

- Provide an executive summary of your proposed technology project (270 characters or less).
- Provide a full description of your proposed technology project.
- How will this project strengthen your organization's ability to meet its mission?
- What specific needs will this project address?
- Who is it that you hope to reach with this project?

3. Project Specifics (*How Will You Get There?*)

- Implementation Plan: Provide an implementation plan that includes key implementation activities, estimated timeline and who is responsible for each activity. Please include the project's start (after November 2004) and completion dates.
- Project Budget: Clearly describe your project budget using the attached budget form and categories. In addition, please include a short narrative in bullet point format that provides background on the budget items. Are there other funding sources, either pending or committed? Please list by funder and amount.
- Sustainability: What plans do you have to sustain the project beyond the term of this grant?

Note: Requests above the funding thresholds identified under "Scope and Use of Grants" will not be considered, so if your project requires funding beyond what can be sought through SBC Excelerator, it is important to demonstrate that other funding has already been secured and/or that requests are in progress.

4. Project Outcomes (*How Will you Know When You've Arrived?*)

- What specific outcomes do you expect (e.g. staff technology capacity, increased number of clients served, new outreach capabilities, time efficiencies)?
- What data will you collect to measure these outcomes and how will you collect it?
- At what intervals will you collect the data?

5. Project Communication (*Spread the Word.*)

- Describe how you plan to announce and to promote your proposed project. Marketing/publicity plans should include regular opportunities to inform the community about your project and how it successfully meets the objective of the SBC Excelerator competitive grant program, as well as recognize the SBC Foundation.

REQUIRED ATTACHMENTS

- Completed Grant Cover Sheet
- IRS 501(c)3 tax determination letter and classification as "not a private foundation" under Section 509(a) of the Internal Revenue Code or evidence of being a government instrumentality.
- A list of the current board of directors and their organization affiliations.
- Budget information, using recommended form or your own format, and an accompanying short background narrative.



REVIEW AND FUNDING PROCESS

All qualified proposals will be considered by a review panel and evaluated on the criteria defined within the grant RFP. Funding decisions will be announced in late October/early November.

REPORT OF PROJECT RESULTS

A final "Report of Project Results" will be required of each selected entry no later than one year following receipt of the grant check.

**APPLICATIONS MUST BE RECEIVED IN SBC OFFICES
BY 5 P.M. ON
August 13, 2004**

**INCOMPLETE AND/OR INCORRECTLY FORMATTED APPLICATIONS
WILL NOT BE CONSIDERED**



USE AS COVER SHEET

SBC FOUNDATION 2004 PROPOSAL APPLICATION

(Please type)

OFFICE USE ONLY

Date received:

Name of Organization: _____

Project Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Web Site: _____ Amount Requested: _____

PRESIDENT OR CEO

PROGRAM CONTACT

Name and Title: _____ Name and Title: _____

Phone: _____ Fax: _____ Phone: _____ Fax: _____

E-mail: _____ E-mail: _____

Signature: _____ Signature: _____

PROGRAM INFORMATION

Type of Organization: (please select one) _____

- | | |
|---------------------------|-------------------------|
| – Education | – Community Development |
| – Health & Human Services | – Arts & Culture |

Racial and Ethnic Clients Served: (please list by percentages, so that total equals 100 percent) _____

African-American	%	Hispanic	%	White	%
Asian-American	%	Native American	%	Other	%

Are you applying as a Collaborative? No Yes

Name(s) of Collaborator(s): _____



BUDGET INFORMATION:

Please use this budget form as a guide for outlining your expenses for the PROJECT ONLY. You may modify it or submit your own budgets if they approximate this format and provide all necessary information.

Total Project Budget: \$ _____	
Amount Applied for: \$ _____	
Name of Organization:	
Budget Period: _____ to _____	
Technology	
Data Communications Services	
Hardware	
Software	
Technology Training	
Personnel	
Application Development	
(A) Total Technology	\$ _____
Other Project-related Expenses	
(B) Total Other Project-related Expenses	\$ _____
Total Direct Cost (A+B)	\$ _____



Submit SBC Excelerator RFPs based on the geographic scope of your project to the appropriate local contact indicated below. For questions, you may contact us at 1-800-591-9663.

Local or statewide for Arkansas
SBC Excelerator
1111 W. Capitol, Room 1070
Little Rock, Arkansas 72201

Local for Orange Co. California
SBC Excelerator
1442 Edinger Ave.
Tustin, California 92780

Local or statewide for Oklahoma
SBC Excelerator
800 North Harvey, Room 373
Oklahoma City, Oklahoma 73102

Local for San Antonio/ South Texas
SBC Excelerator
105 Auditorium Circle,
Room 107
San Antonio, Texas 78205

Statewide for California
SBC Excelerator
140 New Montgomery
Room 2238
San Francisco, California 94105

Local for Los Angeles
SBC Excelerator
1010 Wilshire Blvd.
Room 1672
Los Angeles, California 90017

Local or statewide for Nevada
SBC Excelerator
645 E. Plumb Lane, C-142
P.O. Box 11010
Reno, Nevada 89520

Local for Rio Grande Valley
SBC Excelerator
721 Beech Ave., Floor 1
McAllen, Texas 78501

Local for South Bay Area
SBC Excelerator
100 Park Center Plaza
Suite 325
San Jose, California 95113

Local for Sacramento/ Northern California
SBC Excelerator
P.O. Box 15038
2700 Watt Avenue, Room 2278
Sacramento, California 95851

Statewide for Texas and Local for Austin-Central Texas
SBC Excelerator
1616 Guadalupe, Room 634
Austin, Texas 78701

Local or statewide for Ohio
SBC Excelerator
150 E. Gay, Room 4A
Columbus, Ohio 43215

Local for E. Bay Area – Alameda and Contra Costa Counties
SBC Excelerator
1150 Webster St., Room 1030
Oakland, California 94612

Local for San Diego – California
SBC Excelerator
101 W. Broadway, Suite 1440
San Diego, California 92101

Local for Dallas/North Texas
SBC Excelerator
308 S. Akard, Room 1100
Dallas, Texas 75202

Local or statewide for Indian
SBC Excelerator
240 N. Meridian Street,
Room 1827
Indianapolis, Indiana 46204

Local for West Bay Area – San Francisco, Marin, San Mateo
SBC Excelerator
140 New Montgomery,
Room 2244
San Francisco, California 94105

Local or statewide for Connecticut
SBC Excelerator
310 Orange Street, Room 911
New Haven, Connecticut 06510

Local for El Paso/West Texas
SBC Excelerator
500 Texas, Room 312
El Paso, Texas 79901

Local or statewide for Michigan
SBC Excelerator
444 Michigan Avenue,
Room 1700
Detroit, Michigan 48226

Local for Central California
SBC Excelerator
5555 East Olive, Room B162
Fresno, California 93762

Local or statewide for Kansas
SBC Excelerator
220 East 6th Street, Room 505
Topeka, Kansas 66603

Local for Fort Worth/ North Texas
SBC Excelerator
1116 Houston, Room 104
Fort Worth, Texas 76102

Local or statewide for Illinois
SBC Excelerator
225 W. Randolph, Room 27C
Chicago, Illinois 60606

Local or statewide for Missouri
SBC Excelerator
One SBC Center, Room 41-L-01
St. Louis, Missouri 63101

Local for Houston/East Texas
SBC Excelerator
6500 W. Loop S., Zone 4.2
Bellaire, Texas 77401

Local or statewide for Wisconsin
SBC Excelerator
722 N. Broadway, 13th Floor
Milwaukee, Wisconsin 53202

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	57
FROM:	CHANCELLOR	DATE:	7/26/04
SUBJECT:	PRESIDENTS' / GOVERNANCE GROUPS' REPORTS		
REASON FOR BOARD CONSIDERATION:	INFORMATION		

Section 54954.2(a) of the Ralph M. Brown Act states that "No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of a legislative body or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities." Per board approval, reports by the following individuals should be written and submitted to the board prior to board meetings. The reports may given verbally, however, if enough time remains prior to the board approved meeting adjournment time of 10:00 p.m. Speakers are limited to two minutes each.

- a. Presidents' Reports
 - Saddleback College
 - Irvine Valley College
- b. Student Government Reports
 - Associated Student Government of Saddleback College
 - Associated Students of Irvine Valley College
- c. Academic Senates' Reports
 - Saddleback College Academic Senate
 - Irvine Valley College Academic Senate
- d. Faculty Association Report
- e. California School Employees Association Report
- f. Classified Senates' Reports
 - Saddleback College Classified Senate
 - Irvine Valley College Classified Senate
 - District Classified Senate
- g. Police Officers' Association Report

Item Submitted By:	Dr. Raghu P. Mathur, Chancellor
Item Reviewed By:	
Final Disposition:	Vote :



MEMORANDUM

OFFICE OF THE PRESIDENT

DATE: 7/15/04

TO: Members of the Board of Trustees
Dr. Raghu Mathur, Chancellor

FROM: Dr. Richard *Mc*McLough, President

SUBJECT: REPORT FOR JULY 26, 2004, BOARD OF TRUSTEES' MEETING

Athletics

- The Saddleback College Athletic Department raised over \$15,000 at its annual golf tournament in June to help support its athletic teams and support programs.
- Dick Stuetz, who has been an assistant football coach at Saddleback since the 1969 season, announced that he has retired from coaching. He spent 35 years with the program, serving as head coach during the 1998 season. Stuetz retired from his full-time teaching position at Saddleback in 1999 and remains as an associate faculty member.
- Saddleback hired Dan Davis to coach the women's basketball team, replacing Fentriss Winn. Winn spent the past two seasons at Saddleback, leading the Gauchos to playoff appearances both years before he was hired away as a full-time assistant coach at San Diego State. Davis has previously served as the head men's basketball coach at Point Loma Nazarene University, assistant coaching positions at Pasadena City College and Christian Heritage College, and assistant women's basketball coach at the University of Portland.
- Sad note: Saddleback assistant football coach Steve Crapo lost his wife, Mary, in an automobile accident on June 25. She leaves behind four small children. Mary Crapo is also the daughter of Saddleback math instructor Patricia Schubert. Donations may be made to the Mary Crapo Children Fund at the Orange County Teachers Federal Credit Union (OCTFCU).

Fine Arts

- Enrollments for the second summer session are strong. Two experimental classes are closed at full capacity: Associate Professor of Theatre, Nancy White's Comedy and Improvisation class, and Ceramics Professor Richard White's Experimental Forming and Firing class. The class, which began July 19 and runs through July 29, was offered for the first time three years ago and was featured on the cover of the Fall 2001 Saddleback College schedule of classes. . Internationally known ceramicist, Fred Olsen' is once again guest artist.
- Excellent ticket sales continue for SCLO shows. *Route 66* is completely sold out, and matinees of *Singin' in the Rain* are also sold out. SCLO season subscriptions are up 57% over last year. The Cabaret Series continues to draw audiences from Orange County and beyond, as we are one of the few cabaret venues on the West Coast. There is excellent ticket availability for all shows in the "Just For Kids" series in the Outdoor Children's Theatre. Each show can accommodate up to 100 people.
- Good reviews keep coming for SCLO shows. *Route 66* was reviewed in "Backstage West", the actors trade publication on the West Coast, and in the "Irvine World News." *Singin' in the Rain* was reviewed in the "Orange County Register."

Foundation

- The Foundation has been actively pursuing gifts for the health sciences, human services, and Emeritus Institute building project.
 - Mission Hospital has generously matched Hoag Hoospital's pledge of \$100,000.
 - The campaign also received a \$15,000 pledge from nursing alumnus Donna
- The Foundation planning retreat held in early June, welcomed the following new board members:
 - Charlie Ware, Rancho Mission Viejo
 - Mary Jane Foley, MJF Consulting
 - Majid Karimi, SICOR Pharmaceuticals
 - Krysta MacKulain, MBNA Marketing Sytsems
 - Attorney Greg Powers, Best, Best and Kreiger
 - Dr. Michael Valentine, educator
 - Donnar Varner, Perception Public Relations/Special Events
 - Ron Zayas, Sir Speedy, Inc.
 - Ken Patton, Dean, Business Science, Vocational Education and Economic

Health Sciences & Human Services

- The SC Paramedic Graduation will take place on July 29, 2004 at 10:30 a.m. at the Capistrano Valley Church of Religious Science. Over 200 will be in attendance including members of the O.C. Fire Authority. SC will graduate 26 students.
- Dean of Health Sciences, Human Services and Emeritus Institute Kathleen Winston and Assistant Dean for HSHSEI and Nursing Program Director Tammy Rice have been asked to serve on the Associate Degree Nursing State Chancellor's Curriculum Model Project. The State Chancellor has requested a design for a curriculum model for associate degree nursing to be used as a new program or to improve existing troubled programs. Kathleen and Tammy were invited due to the quality of SC's program and its success—a 100% pass rate on NCLEX –RN licensing exam.
- More than 30 SC nursing program graduates accepted positions with HOAG Hospital. HOAG has been a generous supporter of SC's health sciences, human services, and emeritus institute and our capital campaign.

Police Department

- Successfully completed a compliance inspection from the California Commission on Peace Officer Standards and Training. Received full recertification through 2006.
- Received formal approval from the Orange County Sheriff's Department to operate on the County of Orange 800MHz Countywide Coordinated Communications System (CCCS) for joint operations and mutual aid communications
- Ten officers completed mandated compliance training in Racial Profiling at the Orange County Sheriff's Training Center in Orange, CA
- Eight officers completed mandated compliance training in Defensive Driving and Force Option Simulation at the Orange County Sheriff's Training Center in Orange, CA
- Purchased replacement signs for existing outdated and damaged parking and traffic control signs
- Designed and implemented an online parking citation appeal form and process

Public Information & Marketing

The following press releases and pitches were disseminated among the Southern California Media:

- Reagan's impact on Orange County, especially Saddleback College. Result: OC Register ran SC Reagan photo & caption plus mention about him being at the dedication ceremony in 1968
- Diane Turner named director of Public information and Marketing at SC. Result: Story and photo ran in Capistrano Dispatch and should appear in other publications in the near future
- SC's Media Center Opening in the fall. Result: Story ran in OC Register
- SC's College for Kids photo opportunity. Result: Photo from a theater makeup class & caption about the entire program ran in OC Register

I R V I N E V A L L E Y C O L L E G E

OFFICE OF THE PRESIDENT

TO: Chancellor Raghu P. Mathur and Members of the Board of Trustees

FROM: Glenn R. Roquemore, President *GRR*

DATE: July 15, 2004

SUBJECT: **President's Report for the June 26 Board of Trustees Meeting**

SCHOLARSHIP RECIPIENTS MEET BENEFACTOR

Irvine Valley College Administration of Justice students Tanya Salazar and Hector Saavedra were congratulated personally by Orange County Sheriff Michael Carona in June on being the first recipients of the Michael S. Carona Scholarship. The students met with the Sheriff at his office in Santa Ana where they had the opportunity to thank him and talk about their educational goals. Tanya and Hector each received a \$2,500 scholarship at the Scholarship Awards Ceremony in May. The Michael S. Carona Scholarship was established in 2003 to encourage Irvine Valley College students to pursue careers in law enforcement. Michael Carona announced the scholarship during last year's Foundation Awards Dinner where he was honored as the 2003 Hometown Hero. The Michael S. Carona Scholarship awards were made for the first time in 2004. Both students plan a career in law enforcement and expect to obtain their bachelor's degree in Criminal Justice at California State University, Fullerton. The students were accompanied by IVC President Glenn Roquemore, Foundation Director Al Tello, and Administration of Justice Instructor Monty Mauney.

SBC DONATES \$6,000 TO FOUNDATION

SBC Communications presented a gift of \$6,000 at the IVC Foundation Retreat in June to help kick off the capital campaign for the Performing Arts Center. SBC made the donation as part of its pledge to sponsor the 2004 Foundation Awards Dinner, IVC's premier fund raising event in October. It is hoped that SBC's donation will be the catalyst to encourage other corporations and organizations in Orange County to make donations toward the Performing Arts Center, which is expected to be completed in 2006. Even with funding in place for construction, the IVC Foundation has the responsibility of raising funds for other expenses including a new parking lot, classrooms and lab materials.

EMERITUS DIRECTOR APPEARS ON CABLE FOR COLLEGE

David Anderson, IVC's Director of Emeritus Institute, Community and Contract Education, was interviewed by George Layton, host of the TV show "Tustin City View" in June. The show appears locally in Tustin, and each episode generally runs 3-5 times during the scheduled week. The show was televised during the last week of June and featured by David and part-time instructor Beejay Janiga, this year's Part-Time Teacher of

the Year. The interview provided an excellent opportunity to share with the community information about the college. David talked generally about the Community and Contract Education programs at IVC, and in detail about the Emeritus Institute. He emphasized the benefits the program adds to the community and talked at length about the Institute's first-ever Emeritus Showcase in May. He also took the opportunity to promote registration for the fall and encouraged viewers to contact the college for additional information. Beejay was also interviewed about her teaching experience, her extra-curricular activities and what being named Part-Time Teacher of the Year has meant to her. The program was taped in the Cox studios and may soon run on our own Channel 33.

TESTING CENTER OFFERS INTERNATIONAL CERTIFICATE VERIFICATION

IVC's Testing Center is now authorized to test and certify the International Computer Driving License (ICDL) for students and other members of the community. The ICDL is a globally recognized certification program that has prepared computer literate, skilled workers for employment in more than 130 countries. Over 3.5 million people worldwide have earned their ICDL certificate or will soon earn a certificate for their workforce-ready computer skills. ICDL validates each user's proficiency in areas of basic computer competency including concepts of Information Technology, file management, Internet and email use, word processing, spreadsheets, presentations and databases. IVC is now part of a collaborative of colleges statewide to better prepare students and employees to compete in a global workforce while closing California's digital literacy skills gap. The Irvine Valley College Authorized Testing Center is located in the Computer Science Building, Room B-355. For more information, contact David Anderson at 949-451-5226, danderson@ivc.edu or Donna Sneed, 949-451-5218, dsneed@ivc.edu.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	58
FROM:	CHANCELLOR	DATE:	7/26/04
SUBJECT:	CORRESPONDENCE		
REASON FOR BOARD CONSIDERATION:	INFORMATION		

The following items of correspondence are submitted
to the Board of Trustees for review.

Item Submitted By:	Dr. Raghu P. Mathur, Chancellor
Item Reviewed By:	
Final Disposition:	Vote :

Subject: Wonderful teacher

Date: Sat, 17 Jul 2004 21:31:28 -0700

From: Rich and Carol Mikan <RanchoRelaxo2@cox.net>

To: jwright@saddleback.edu

CC: Iacino Dorina <physiodoc@hotmail.com>

Dear Dr. Wright,

I'm a 52-year-old student, changing careers from corporate Human Resources to nursing. I was concerned that I wouldn't be able to keep up with the "young ones", or that I'm just too old to get through it at all. This summer I have completed my final pre-requisite science course and I have gotten an A in every one (the brain still works!). However, the major difference in experiences I encountered throughout this process was most impactful when I walked into Dr. Iacino's physiology class in May.

I had heard campus scuttlebutt of Dr. Iacino being demanding and Dr. Iacino giving too much information to comprehend in one semester - not to mention a summer semester. I was even advised to take physiology at Irvine Valley just to avoid all of this, and just go for the "A" somewhere easier. I am SO GRATEFUL that I ignored all of that, and petitioned my way into Dr. Iacino's class.

Instead of a miserable eight weeks, I have just experienced something quite the opposite. Everything was presented with such enthusiasm and passion. Everything was presented in a logical format that was easy to digest. Possibly most important, everything was presented with an underlying theme of the importance of these systems and their interdependence to all of us would-be health professionals - we will have the lives of other human beings in our hands. We NEED to be exposed to all of this information. We NEED to challenge ourselves to learn how one thing causes a reaction somewhere else. We NEED to think things through and problem solve - this is a very new skill for some people. Once you are in a hospital with a set of contradictory symptoms in front of you, it is a little late to develop problem-solving skills. We, more than others perhaps, NEED to push ourselves to be as proficient as possible in order to do the best job possible in a life and death environment. The LAST thing we, or our future patients, need is for us to go looking for an easy way to skate through physiology.

The passion Dr. Iacino shows for the material is definitely contagious. My family is probably very tired of hearing day after day, "Wait until you find out what I learned today..." (then fill in the blank). That is how Dr. Iacino's class is. Fascinating, challenging, an inspiration, a way to know you've chosen the right field because you just hate to see it end!

I've never written a note like this before, and I thank you so much for taking time to read it. It comes from me being very grateful that I will go into the nursing program with a solid, comprehensive background that will serve me well for years to come.

Sincerely,
Carol Mikan

May 20, 2004

Glenn R. Roquemore
President, Irvine Valley College
5500 Irvine Center Drive
Irvine, CA 92618

Dear President Roquemore,

I would like to take this opportunity to "toot my horn" for IVC's Music Department. Although I don't know them all personally, I can tell you there is a real spirit of cooperation among the faculty and a true concern for the students in general. The music staff is always helpful and full of encouragement.

In particular, there are three instructors that I would like to highlight. First, Dr. Lusko does a wonderful job of managing all of the department, with the different classes, the piano lab, and so forth, and seeing to it that the instructor concert performances are of the utmost quality. In particular was the presentation benefit the entire piano faculty performed in the foyer of the Student Services Building. All of the instructors participated, and they really seemed to enjoy the evening as much as we were to hear them. It was wonderful to hear their own unique musical talents.

Secondly, I must brag about my piano instructor of whom I will have had consecutive instruction from for almost an entire year. Christine Dow is such a wonderful asset to the music community here at the college. Not only is she brilliantly gifted and talented, and freely shares herself with us, but she is a very nice person, too. A real breath of fresh air to the department, her warmth and concern is very well received by all who know her. She is able to bring out talent from students that they didn't know they possessed and provides tremendous encouragement, especially to the very beginning piano students.

Last, but certainly not least, it is truly amazing how Dr. Jan Wyma has does such a terrific job, even with so many projects set before her. I just completed her online World Music course, and found it a very enriching learning experience. I might add that she did a great job of keeping up

with our e-mails we sent with questions, etc., and is constantly looking for ways to improve the class format.

The very pinnacle of Dr. Wyma's commitment to excellence, was in the Beethoven Mass in C Major performed last weekend at Concordia University in Irvine. Everything about the evening was about as perfect as one can get—the setting was beautiful, the master chorale and soloists were well rehearsed and they blended together marvelously with the symphony orchestra for a completely impeccably professional sound.

A lot of work went into this production. I would walk by in the evenings and hear her rehearsing with the chorale often. How fortunate IVC is to have in its employ such genius and talent. Having been a part of another college for a long season, and now joining IVC this last year, I can truly say that IVC's Music Department is one of Orange County's, if not Southern California's, best kept secrets. I hope that the department will be able to enjoy many future seasons, and that the community appreciates what they have and continues to show their support. Thanks so much.

Kindest regards,

A handwritten signature in cursive script, appearing to read 'md', written in dark ink.

Mary Donaldson

Received: 5/20/04
Yean Sun
26 Crest Terrace
Irvine, CA 92603

Dr. Roquemore,

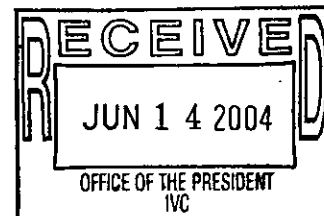
This letter is in recognition for an outstanding member of Irvine Valley College's staff. I just wanted to let you know that I have attended Orange Coast College and Saddleback in addition to IVC. I wanted to pursue a career in teaching and went to see numerous counselors at every college. I was quite frustrated with the run around that I received on what curriculum to select. Every counselor I saw did not know the correct path for me to follow or even seemed to care. I felt that I was very dissatisfied with the college system and did not know where to find help. I was very lucky to make an appointment with the best counselor, Tiffany Tran. She went above and beyond what all the other counselors did for me in the past. She helped me get my faith back that counselors are not only there to earn a paycheck. She truly cares about a student's needs. Her professionalism and experience should be taught to every counselor. Thank you so much for taking the time to read this letter and I hope you can pass this on to your staff.

Current IVC student,

Yean Sun

A handwritten signature in cursive script that reads "Yean Sun". The signature is written in black ink and is positioned below the printed name "Yean Sun".

COMMISSION ON ATHLETICS



June 3, 2004

Tom Pestolesi
Women's Volleyball Coach
Irvine Valley College
5500 Irvine Center Dr
Irvine CA 92618-0301

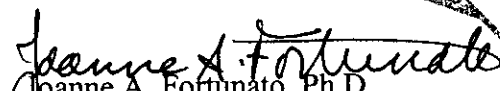
Dear Tom:

The Commission on Athletics would like to extend its deep appreciation to Irvine Valley College and especially to you for administering the 2003-04 Women's Volleyball State Championship. You and your colleagues at Irvine Valley College provided a wonderful event for the athletes, parents, and fans; who are important components to the student athletes' educational experience.

The COA is successful because of the involvement of its membership. We greatly appreciate the many hours and effort you put into providing this championship event.

Thank you so much for a job well done, and for your commitment to our student athletes and women's volleyball.

Sincerely,


Joanne A. Fortunato, Ph.D.
State Commissioner

cc: Glenn Roquemore
Keith Calkins
Christa White

**Community College
League of California**

JOANNE A. FORTUNATO, Ph.D.
Commissioner of Athletics

COA PHONE: (916) 444-1600

COA FAX: (916) 444-2616

Public information phone:

(916) 444-1699

Get mail:

rtrotter@coasports.org

2017 O Street
Sacramento, CA 95814-5285



Animal Assistance League of Orange County

15101 Jackson St., Midway City, CA. 92655

Website: www.aaloc.com • Phone: (714) 893-4393 • Fax: (714) 799-6953

June 10, 2004

Darryl Cox
Irvine Valley College
5500 Irvine Center Dr.
Irvine, Ca. 92615

Dear Darryl:

Thank you so much for participating in our Chili Cook-Off fundraiser for the animals.

As a non-profit organization, you can imagine how difficult planning this event would be without the generous support of people like you.

We hope you enjoyed the event and thank you for your support.

Sincerely,
The Chili Cook-Off and Dog Fashion Show Committee
Animal Assistance League of Orange County
15101 Jackson St.
Midway City, Ca. 92655

SPONSORS

Our thanks and appreciation goes to all the sponsors and donors who supported us. We hope you will support those who generously donated!

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Souplantation
Villa Animal Hospital-Orange

Special Thanks To:

Aliso Viejo Single Volunteers
Raslene Kretzman
Pat Freeley
Cindy M
Kelly S

Event Volunteers
Quilt
Clown- Corki T. & Me
Hay Bale Props
Photographer

ANIMAL ASSISTANCE OF ORANGE

OVER 30 YEARS
HELPING ANIMALS
IN ORANGE COUNTY

Chili Cook-off

OG Fashion Show

**Saturday, June 1st
Garden Grove
11551 Trabuco
Garden Grove**

The Animal Assistance League
is a non-profit humane society dedicated to helping
pets, helping people with pet related problems, promoting
pet-ownership and pet population control through education.
**Animal Assistance League
15101 Jack
Midway City,
(714) 893-
Pet Helpline (714) 893-1111**

SCHEDULE OF EVENTS

- 12:30** **Welcome and Introductions**
- 1:00** **Dog Fashion Show**
Western Wear
****Door Prizes Announced**
Formal Wear
****Door Prizes Announced**
Dog Fashion Show Winners Announced For
Western and Formal Wear Categories
- 2:30** **Disc Dogs in Southern California**
Demonstration
- 3:00** **Dog Fashion Show**
Beach Wear
****Door Prizes Announced**
Silly Attire
****Door Prizes Announced**
Dog Fashion Show Winners Announced For
Beach Wear and Silly Attire Categories
- 3:00** **Chili Ballot Box Closes**
- 3:30** **Award Announcements**
Chili Cook-Off Winners
Opportunity Drawing Winners

CHILI COOK-OFF TEAMS

American Thunder	Indian Jack & Maria Pate
I.T. Chili	Jayne Sanchez & Micah Muller
Double Trouble Chili	Lynn and Mike Elder
Two Red Hot Chili Peppers	Aurora Palva & Candy Valko
Outback Chili	H. Tsukiyaa- Garden Grove Elks Lodge
Fireball Express	Darryl Cox - Irvine Valley College
PVAS Chili	Lori Kuhn-Prof Vet Assistant School
Hogwart's Chili	Jacque Cavaletto -Taylor's Post
Pirate's Chili	Julie Walsh
Cindy's Windy Chili	Howard Reece & Cindy Radford
BS Sun's Burner Chili Company	Bob Griffith

DOG FASHION SHOW

Name	Breed
Mindy	Chihuahua- Longco
*Bear	Shepherd/Akita Mix
Samson	Rottweiler
Murray	Pug
Kiki & Kobe	Pomeranians
Ariel	French Bulldog
Dean	Boxer
Peppe Le Peu	Poodle
*Camille	Pomeranian Mix
Kelbie	Pomeranian
Michael & Handsome	Great Danes
Mademoiselle Bianca	Maltese
Molly Ann & Morgan May	
*Snickers	Min Pin Mix
Dottie	Cavalier King Charles
Muppet	Papillion
Cricket & Stretch	Dachshunds
Jack	Dachshund
Ralphie	Jack Russell Terrier
Madison	Basset Hound
*Sage	Pit Mix

* These dogs are available
 Animal Assistance League
 15101 Jack
 Midway City,
 (off the 405 Fwy at
 For adoptions, please call

EVENT COMMITTEE

Event Committee	
Patti Buhler	Event
Gail Dennison	Com
Barbara Elness	Com
Pam Murdock	Com
Kathy Tenchka	Event
Evie Thayer	Com
Dee Vuksanovich	Com
Melissa Willenbring	Com

DOG FASHION SHOW

Dr Kelly A. Blackwood, DVM	Crossroads
Maryanne Dell	Orange County
Patricia Gulver	Author, "Pet
	Director of S
Mickey Laszlo	Reporter, "T
Gary Lycan	Producer, "T

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Agenda Item

TO:	Board of Trustees	ITEM:	59
FROM:	Chancellor	DATE:	7.26.04
SUBJECT:	SADDLEBACK COLLEGE: PRESIDENT'S COUNCIL MEMBER WORKSHOP		
REASON FOR BOARD CONSIDERATION:	APPROVAL		

BACKGROUND

The passage of AB 1725 brought numerous benefits to community colleges in their effort to become and be recognized as a full partner in the California higher education community. Among the positive provisions of this legislation was a special initiative in the area of professional development for members of the faculty, administration and classified staff. As part of its institutional philosophy, Saddleback College assigns high value to the professional development of its entire staff and believes that staff development funds should provide skills for all administrators and managers.

STATUS

Saddleback College President's Council proposes a workshop for the purpose of planning and evaluating the College's goals and objectives. The workshop is planned for President's Council members (attachment A), to be held at St. Clement's By the Sea Church on August 9 & 10, 2004. Employees can either travel in a college van or drive themselves; however, there will be no mileage reimbursement. The total cost of the 2 day workshop is not to exceed Three Hundred Dollars (\$300.00). Selected Saddleback College administration will be on campus to supervise operations during this period.

RECOMMENDATION

The Chancellor recommends the Board of Trustees approve the staff development workshop as outlined above.

Item Submitted By: _____	Dr. Richard McCullough, President, Saddleback College
Item Reviewed By: _____	Dr. Raghu P. Mathur, Chancellor
Final Disposition: _____	Vote: _____

President's Council Members

1. Richard McCullough, President
2. Rajen Vurdien, VP, Office of Instruct.
3. Lise Telson, VP, Office of Student Services
4. Don Taylor, Dean, Advanced, Technology & Applied Science
5. James Wright, Dean, Mathematics, Science and Engineering
6. Jerilyn Chuman, Dean, Counseling Services & Special Programs
7. Kathleen Winston, Dean, Health Sciences & Human Services
8. Ken Patton, Dean, Business Science, Workforce & Economic Develop.
9. Kevin O'Connor, Dean, Liberal Arts & Learning Resources
10. Patricia Flanigan, Dean, Social & Behavioral Sciences
11. Rocky Cifone, Dean, Fine Arts, Physical Education & Athletics
12. Tammy Rice, Assistant Dean, Health Sciences & Human Services
13. Tony Lipold, Assist. Dean, Physical Education & Athletics
14. Mary Hall, Interim Assist. Dean, Student Services & Financial Assistants
15. Eric Garant, Instructional Support
16. Diane Turner, Public Information & Marketing
17. Geoffrey English, Performing Arts
18. Harry Parmer, Safety & Security
19. Jane Rosenkrans, Admission, Records & Enrollment
20. John Ozurovich, Physical Plant
21. Mark Schiffelbein, Technology & Broadcasting Services
22. Michele Anstadt, Foundation
23. Nise Frye, Interim Student Services
24. Sophie Miller, Exec. Assistant
25. Carol Hilton, Budget
26. Sandy Marzilli, Emeritus Institute
27. Susan Gordon, Community Education
28. Leslie Humphrey, President, Classified Senate
29. Mary Williams, President, CSEA
30. Carmen Dominguez, President, Academic Senate
31. Rachel Hipolite, President, Associated Student Gov.