

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

AGENDA

Meeting of the Board of Trustees



Tuesday, August 26, 2008

Call to order: 5:00 p.m.

[Followed by Public Comments/Closed Session]

Reconvene Open Session: 6:30 p.m.

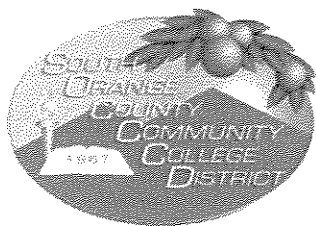
Auditorium, Room 145
Health Sciences/District Offices Building
Saddleback College
28000 Marguerite Parkway
Mission Viejo, CA 92692

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

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

Board of Trustees

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



Meeting of the Board of Trustees

August 26, 2008

CALL TO ORDER: 5:00 P.M.

1.0 PROCEDURAL MATTERS

1.1 Call To Order

1.2 Public Comments

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

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- A. Public Employee Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC 54957)
 - 1. Public Employee Discipline/Dismissal/Release (4 cases)
- B. Conference with Labor Negotiators (GC 54957.6)
 - 1. Negotiator – Dr. Raghu Mathur; SOCCCD Faculty Association
 - 2. Negotiator – Dr. Raghu Mathur; California School Employees Association (CSEA), Chapter 586
- C. Conference with Real Property Negotiators (GC 54956.8)
 - 1. Property –Advanced Technology and Education Park (ATEP)
Agency Designated Representative – Dr. Raghu Mathur
 - 2. Property-Lease
- D. Conference with Legal Counsel (GC 54956.9)
 - 1. Existing Litigation (GC54956.9[b])
 - a. Crosby v. SOCCCD
 - b. Dobbs v SOCCCD
 - c. Hammel v. SOCCCD
 - 2. Anticipated Litigation/Significant Exposure to Litigation (GC54956.9[b][1] and [3][A]) (4 cases)
 - 3. Initiation of Litigation (GC 54956.9[c]) (2 cases)

RECONVENE OPEN SESSION: 6:30 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

2.2 Invocation

Led by Trustee Donald P. Wagner

2.3 Pledge of Allegiance

Led by Trustee John S. Williams

2.4 Resolutions / Presentations / Introductions

Resolution: Professor Terri Whitt and Judy Krieg, R.N.

2.5 Public Comments

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

3.0 REPORTS

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

A. Board Reports

B. Chancellor's Report

C. Board Requests for Report(s)

- a. Alternative Energy Sources for Saddleback College and Irvine Valley College.

4.0 DISCUSSION ITEMS

4.1 Saddleback College and Irvine Valley College: Reports on Online Degree and Certificate Programs

Reports from Saddleback College Vice President of Instruction and Irvine Valley College Vice President of Instruction on the status of online degree and certificate programs.

5.0 CONSENT CALENDAR ITEMS

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

5.1 SOCCCD: Board of Trustees Meeting Minutes

Approve minutes of a regular meeting on July 28, 2008.

- 5.2 **Saddleback College: Oxford Semester Abroad in Oxford, England**
Approve the study abroad program, Oxford Semester in Oxford, England, during the Spring Semester 2009.
- 5.3 **Saddleback College: Substitution of Subcontractor: Fine Arts Restroom Expansion Project**
Approve the removal of Inmar West Co., Inc. and its substitution by Multi Scope as a subcontractor.
- 5.4 **Saddleback College: Furnish Leased Modular Buildings for Temporary Classroom Facility**
Approve issuing a purchase order to Mobile Modular for temporary classroom buildings in the amount of \$240,966.00.
- 5.5 **Irvine Valley College: Award of Bid: Classroom Video Projection Systems and Installation**
Approve an agreement with Troxell Communications in the amount of \$104,670.65.
- 5.6 **Irvine Valley College: Amendment to Architect Scope of Work: Business Sciences and Technology Innovation Center**
Approve amendment to agreement with LPA in the amount of \$2,400.00.
- 5.7 **Irvine Valley College: Change Order Requests: Business Sciences and Technology Innovation Center**
Approve change order request resulting in an increase of \$43,309.00. The total revised contract amount is \$15,177,604.00.
- 5.8 **Irvine Valley College: French Language & Culture Study Abroad Program in Paris, France**
Approve study abroad program in Paris, France during Summer 2009.
- 5.9 **SOCCCD: Adopt Resolution No. 08-25: Declaring membership in SEWUP Insurance Program**
Approve resolution declaring membership.
- 5.10 **ATEP Award of Bid: Grounds Cleanup**
Approve award of bid to Gruett Tree Company, Inc. in the amount of \$74,900.00.
- 5.11 **SOCCCD: Sabbatical Request to Rescind**
Approve request to rescind Professor Carolyn Kuykendall's sabbatical for Spring 2009.
- 5.12 **Saddleback College and Irvine Valley College: Speakers**
Approve honorarium for speakers at Saddleback College and Irvine Valley College.

- 5.13 **SOCCCD: Trustees' Requests for Attending Conferences**
Approve/ratify Trustees' requests for attending conference.
- 5.14 **SOCCCD: Purchase Orders/Confirming Requisitions**
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P09-00536 through P09-00813 amounting to \$8,078,654.96. Approve confirming requisitions dated July 9, 2008 through August 5, 2008 totaling \$40,201.54.
- 5.15 **SOCCCD: Payment of Bills**
Approve Check Nos. 072864 through 073690 processed through the Orange County Department of Education, totaling \$6,635,784.83; and Check Nos. 009280 through 009332, processed through Saddleback College Community Education, totaling \$94,585.20; and Check Nos. 008457 through 008472, processed through Irvine Valley College Community Education, totaling \$25,086.05.
- 5.16 **SOCCCD: Gifts to the District and Foundation**
Approve acceptance of various donated items.
- 5.17 **SOCCCD: July/August 2008 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 **SOCCCD: Adoption of Final Budget for 2008-09**
Approve the budget as presented.
- 6.2 **SOCCCD: Naming of Health Sciences Building, Room 145, Saddleback College**
Approve giving direction to Chancellor to communicate with Mrs. Ronald Reagan to seek permission for naming Health Sciences Building, Room 145, The Ronald Reagan Board of Trustees Room.
- 6.3 **SOCCCD: Invocation**
Approve reaffirmation of Board of Trustees commitment to holding invocations at Board meetings and District functions, and to establish a policy for members of the community to offer those invocations.

- 6.4 **SOCCCD: Board Policy Revision: BP 104 – Student Member of the Board of Trustees; BP 3001 – Delegation of Authority; BP 3005 – Designation of Authorized Signatures; BP 3801 – Bookstore; BP 3300 – Gifts; BP 3101.6 – Real Property Management; BP 3200 – Purchasing Discussion/Approval.**
- 6.5 **SOCCCD: Board Policy Revision: BP-3340 Cellular Telephone/Personal Digital Assistant Usage, BP-1500 Naming of College Facilities, BP-3500 Claims Against the District, BP-3102 Investment Policy**
Accept for review and study.
- 6.6 **Academic Personnel Actions**
Approve New Personnel Appointments; Academic Temporary Part-time/Substitute Staff; Change of Status; Additional Compensation: General Fund; Workload Banking.
- 6.7 **Classified Personnel Actions**
Approve New Personnel Appointments; Authorization to Eliminate Classified Position and/or Position Numbers; Reorganization; Authorization to Revise the Police Officers Association Salary Schedule; Authorization to Establish and/or Announce Classified Position; Change of Status; Change in Reporting Structure; Out of Class Assignments; Leave of Absence; Resignation/Retirement, Conclusion of Employment; Volunteers.
- 6.8 **Saddleback College: Sciences Building Final Project Proposal**
Approve relocation of Saddleback College's Sciences building and approve an increase in basic aid funding for this project by \$4,517,000.

7.0 REPORTS

- 7.1 **Irvine Valley College: Classified Senate Resolution**
Resolution adopted by Irvine Valley College Classified Senate.
- 7.2 **SOCCCD: Basic Aid Report**
Projected receipts and approved projects.
- 7.3 **SOCCCD: Facilities Plan Status Report**
Status of current construction projects.
- 7.4 **SOCCCD: List of Board Requested Reports**
List of reports requested by members of the Board.
- 7.5 **SOCCCD: Quarterly Investment Report**
This report is for the quarter ending on June 30, 2008

- 7.6 **SOCCCD: Quarterly Financial Status Report**
This request is for the quarter ending June 30, 2008.

8.0 **WRITTEN REPORTS**

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

- A. President, Saddleback College
- B. President, Irvine Valley College
- C. Provost, ATEP
- D. Associated Student Governments of SC
- E. Associated Students of IVC
- F. Saddleback College Academic Senate
- G. Irvine Valley College Academic Senate
- H. Faculty Association
- I. California School Employees Association
- J. Saddleback College Classified Senate
- K. Irvine Valley College Classified Senate
- L. District Services Classified Senate
- M. Police Officers' Association

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

RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
AUGUST 26, 2008

PROFESSOR TERRI WHITT AND JUDY KRIEG, R.N.

FOR THEIR DEDICATION TO THE NURSING PROFESSION AND
COMMITMENT TO PROVIDING HEALTHCARE SERVICES TO ALL

*W*hereas, Saddleback College Nursing Professor Terri Whitt and Saddleback College graduate Judy Krieg have provided health care services to thousands of poor residents in Belize; and

*W*hereas, Judy Krieg, after earning her degree at Saddleback College and nursing for five years at Saddleback Memorial Medical Center, returned with her husband to her native land to operate Equity House Belize, a nonprofit health clinic that pledges equal care for all residents of the town of Hopkins Village; and

*W*hereas, Professor Whitt led a team of nurses and nursing students to help Judy Krieg administer health care services to more than 4,000 school children in the Stann Creek District of Belize; and

*W*hereas, Judy Krieg and her husband have sent several area youths to college, who will return as laboratory technicians, pharmacists, radiologists, and nurses to help provide urgent care at Equity House Belize; and

*W*hereas, through her own example of visiting poverty-stricken nations to provide health care services, Professor Whitt has inspired her students and fellow faculty members to follow her lead; therefore

*B*e it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate Nursing Professor Terri Whitt and Judy Krieg, R.N., for their outstanding dedication to the nursing profession and for their commitment to providing health care services to all.

Donald P. Wagner, President

John S. Williams, Vice President

Thomas A. Fuentes, Clerk

William O. Jay, Member

David B. Lang, Member

Marcia Milchiker, Member

Nancy M. Padberg, Member

Hannah Hee Eun Lee, Student Member

Raghu P. Marhur, Ed.D., Chancellor



TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Saddleback College and Irvine Valley College: Online Degree and Certificate Programs

ACTION: Discussion

BACKGROUND

Per Board direction, each month an item is placed on the Board agenda specifically designed for discussion. This month the item is online degree and certificate programs.

STATUS

Rajen Vurdien, Vice President for Instruction, Saddleback College, and Craig Justice, Vice President for Instruction, Irvine Valley College, have prepared reports on online degree and certificate programs, which are attached as Exhibits A and B.

Vice Presidents Vurdien and Justice will present additional information at the Board of Trustees meeting.

**Saddleback College Online Certificate and Degree Programs
Action Plan and Timeline
Update August 2008**

Saddleback College's commitment to offering quality distance education is demonstrated in a fivefold increase in the number of online sections offered, student headcount, and FTES generated by online courses during the past four years. Saddleback College currently offers certificate programs online and is preparing to offer a degree that can be earned entirely online. Such a capability will add to the already established stellar prestige of Saddleback College.

Online Associate Degree Program

As Saddleback College creates a degree that can be entirely earned online, the College has to ensure that the degree will be acceptable and transferable to public as well as private four-year colleges and universities. The articulation specialist is working with the articulation specialists of these institutions to ensure that the courses will be fully transferable.

The Business Administration degree will be the first Saddleback College associate degree to be available entirely online. Currently, all the major courses and all but three of the general education requirements can be completed online. The only issue left to address is how to deliver the three remaining general education requirements in an online format. The three requirements are: Oral Communication, Natural Sciences with a laboratory component, and Physical Fitness Assessment.

Saddleback College has developed the following Action Plan and Time Line to address these three requirements:

1. *Oral Communications Requirement:* Three courses currently satisfy this requirement: Speech 1, Speech 5, and Business 102.

The Speech faculty is working on developing an online version of Speech 1. The Business faculty submitted an online version of the Business 102 course to the Curriculum Committee in spring 2008. The course was not approved because the Committee felt the proposal did not adequately address how the required speech activity portion of the course would be presented without the student's presence in a classroom setting. The Business faculty is planning to submit a revised proposal for an online Business 102 course in fall 2008. The proposal would request approval to offer an online version of the course with the understanding that it would be a pilot course and that an analytical review of the course outcomes would be done to assess if the course provided the same content and produced desired outcomes as the campus-based version.

2. *Natural Science Requirement.* Because this requirement has a mandatory lab component, it is more difficult to address. Research shows community colleges find it difficult to teach an entirely online laboratory course. In addition, the CSU and the UC view online laboratory courses unfavorably and often refuse to accept them. The Saddleback College Anthropology 1, which includes a laboratory component, meets the Natural Science requirement. The anthropology faculty were actively developing an online offering of the course, but halted its work upon learning that UC and CSU campuses might not accept online courses with a laboratory component.

The Biological Sciences faculty are designing an online laboratory component for the Biology 20 class. Once the laboratory component is completed, the faculty will seek articulation agreements with the UC and CSU campuses. It is expected that the laboratory components will be reviewed by the Saddleback College Curriculum Committee in the spring 2009.

3. *Physical Assessment Requirement.* This general education requirement can be waived by the department faculty or the student can take the lecture portion of the class online and have the physical tests performed at an off-campus location and submit the results to the department faculty.

Online Certificate Programs

Saddleback College currently offers 14 certificate programs entirely online:

Real Estate Appraisal Certificate	Small Business Management Certificate
Real Estate Escrow Certificate	Early Childhood Teacher Certificate
Real Estate Sales/Broker Certificate	Educational Assistant: School Age
Business Leadership Certificate	Children and Youth Certificate
Business Marketing Certificate	Master Teacher Certificate in Early
International Business Certificate	Childhood
Professional Retailing Certificate	Infant Toddler Teacher Certificate
Retail Management Certificate	Associate Teacher Occupational Skills

Conjoint Online Certificate and Degree Programs

Saddleback College will join with Irvine Valley College in promoting online certificates and degrees, whereby students can take online courses at either college that can be applied to a Saddleback College or Irvine Valley College award. With this type of cooperation, more online degrees will be available for students attending the two colleges of the South Orange County Community College District.

Online Bachelor Degree Program Opportunity

Saddleback College has an agreement with Indiana University whereby Saddleback College students can complete an online bachelor's degree in General Studies after completing 90 units of pre-approved Saddleback College courses.

Concluding Remarks

The intent of this update is to provide a projected schedule for bringing a fully online associate's degree opportunity to Saddleback College students as soon the issues identified in this report are addressed.

**Irvine Valley College Online Certificate and Degree Programs
Action Plan and Timeline
Update August 2008**

Online course offerings at Irvine Valley College are very popular and are among the first courses to close due to high student demand. In the last three years, the number of college online course offerings at IVC has increased four-fold. Advances in technology and support for online teaching have increased significantly. As a result, the online education (the main form of what is known as “distance education”) mode of teaching has risen along with the increase in student demand.

College Online Education

Irvine Valley College currently offers 98 courses in 24 subject areas in the online mode of instruction. The College Technology and Distance Education Committee is the “think tank” that guides the development process for online and distance education. The Curriculum Committee evaluates proposals whereby courses become qualified for the online mode of offering. Technology support for faculty to develop online curriculum is impressive, both in terms of a full-time trainer and other support staff and in terms of high quality computers and equipment maintained by the college.

Online Associate Degree Programs

Currently, IVC has two associate in science degrees and two occupational certificates whose major requirements can fully be earned online: (1) Accounting and (2) Business Management. In addition, two career technical education certificates may be earned completely online: (1) Accounting and (2) Spreadsheets. A list of the courses required by these four degrees and certificates is published in the college catalog. Additionally, numerous major areas are partially offered online, including economics, real estate, and computer information management. Each semester, over 60 online courses are offered so that students can earn degrees and certificates in a timely manner.

General Education Requirements

In addition to major requirements for an associate’s degree, approximately 39 units in general education are required in several key categories, such as mathematics, writing, social sciences, etc. At this time, it is possible to earn course credit online in each category except (a) Reading and Writing (*Writing 1*), (b) Speaking (*Speech 1*), and (c) Natural Sciences (one lecture and one lab course required). Discipline faculty in English, speech, and life and physical sciences will be addressing this gap in online curriculum delivery with their Dean and the Dean of Online College Education in the coming months.

- *Writing 1-College Writing* is taught online at numerous universities and colleges where it is often called “English 1A.” At Irvine Valley College, students are supported by a course entitled “Writing Conference” that is designed to provide the student with one-on-one instruction with their professor. The challenge at IVC is not

merely to offer a college writing course online, but also to preserve the quality and personal learning support that IVC students expect in their college writing experience.

- *Speech I-Communication Fundamentals* teaches the student to use the processes of oral communication and develop important critical thinking skills. The requirement of a platform speaking performance is a challenge for the online experience because presenting a speech to a camera that is hooked up to a computer web interface is not the same experience as addressing a group of 30 people. Also, the cost of the camera hardware and software must be borne by the student. The course might also be taught mainly online but require an on-site presentation for the public speaking experience.
- *Life and Physical Sciences Laboratory* is combined with a lecture course to teach the critical thinking and applied knowledge skills that demonstrate the scientific method. The University of California does not accept credit for an online “wet lab” experience; thus, the student who takes it online will be required to repeat the course once he or she transfers to the university. Nonetheless, some scientific fields can readily support a completely online laboratory experience (astronomy, for example) or at least a hybrid experience where part of the lab is online and part is in-person. Professor Amy Stinson is writing curriculum in earth science laboratory that includes an online component. She states that in the next phase of curriculum development, a completely online version of the lab will be written.

Leadership for College Online Education

In Spring 2008, a proposal to create a leadership function for distance education in one dean’s assignment was approved by the Board. The Dean, Fine Arts, Business Sciences, and College Online Education position was created and it was filled on July 1, 2008. Dean Karima Feldhus is responsible for providing leadership in further developing the College Online Education program. Professor Bob Urell is continuing his faculty leadership role and co-chairs the Distance Education Committee. Tran Hong, Director of Technology Services, co-chairs IVC’s Distance Education Committee with Bob Urell and provides technical expertise and leadership in alternative technologies that support college online education.

Online Orientations to Distance Education Courses

Currently, many IVC professors require that students who enroll in online courses attend an in-person orientation meeting during the first week of school or a Friday or Saturday prior to the start of the semester. This is required because the instructor wants to ensure that the students know how to “navigate” the online course and, in some cases, to validate the student’s identity. The benefits of in-person orientation are outweighed by significant costs borne by student and college alike. Online students often live out of the district and travel to IVC is a real financial and scheduling challenge for them. Also, for those orientations during the first week, rooms are not readily available because classes are meeting in them and online students also frequently take in-person classes, thus creating schedule conflicts. To address this problem, IVC online faculty are developing an online instructional module orienting students to distance education. This module will be tested

and reviewed by distance education faculty. It is hoped that in-person orientations can be reduced significantly as a result.

Concluding Remarks

Distance education has emerged as an undisputed core component of Irvine Valley College's mission and strategic plan. With attention to quality, the online experience for the student is different, but no less, than the in-person experience. With leadership, IVC faculty are engaged in continuous dialogue about the future directions college online education is headed, including working toward the opportunity for a student to pursue a completely online associate's degree.

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

Minutes from :

July 28, 2008 Regular Meeting of the Board of Trustees (Exhibit A)
are submitted to the Board for review and approval.

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

MINUTES OF THE BOARD OF TRUSTEES' MEETING
July 28, 2008

CALL TO ORDER: 5:00 P.M.

1.0 PROCEDURAL MATTERS

1.1 Call To Order

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

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

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

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

2. Public Employee Appointment

a. Vice Chancellor, Human Resources

b. Vice Chancellor, Technology and Learning Services

c. Associate Provost, Advanced Technology and Education Park

B. Conference with Labor Negotiators (GC 54957.6)

1. Negotiator - Dr. Raghu Mathur; SOCCCD Faculty Association

2. Negotiator - Dr. Raghu Mathur; California School Employees Association (CSEA), Chapter 586

C. Conference with Real Property Negotiators (GC 54956.8)

1. Property - Lease of Portion of Advanced Technology and Education Park (ATEP) Property at 15445 Lansdowne Road, Tustin, CA Agency Designated Representative - Dr. Raghu Mathur; Negotiating Parties (1) Camelot Entertainment; (2) CSU-Fullerton; (3) Young Americans; and (4) Chapman University/University College. Under Negotiation - Price and Terms of Payment

2. Property-Lease a Portion of Irvine Valley College; Swimming Pool Project**D. Conference with Legal Counsel (GC 54956.9)**

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

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

RECONVENE OPEN SESSION: 6:30 P.M.

2.0 PROCEDURAL MATTERS**2.1 Actions Taken in Closed Session****2.2 Invocation Led by Trustee Nancy Padberg****2.3 Pledge of Allegiance
Led by Trustee Donald P. Wagner****2.4 Resolutions / Presentations / Introductions Resolution: Advanced Technology and Education Park: Celebrating One Year of Higher Education Opportunities for Students**

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

3.0 REPORTS**3.1 Oral Reports: Speakers are limited to two minutes each.****A. Board Reports**

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

B. Chancellor's Report

Chancellor Mathur gave a report.

C. Board Requests for Report(s)**a. Review of Board Policy 1500: Naming of College Facilities.**

On a motion made by Trustee Williams and seconded by Trustee Padberg the request for report was approved on a 6-0 vote.

4.0 DISCUSSION ITEMS

4.1 Saddleback College and Irvine Valley College: Campus Facilities Maintenance Plans Reports from Saddleback College and Irvine Valley College Directors of Facilities on the status of Campus Facilities Maintenance Plans.

Directors of Facilities John Ozurovich and John Edwards gave reports on campus facilities maintenance plans at Saddleback College and Irvine Valley College.

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

Administration indicated Item 5.13 had been pulled. Trustee Padberg requested items 5.9, 5.12 and 5.17 be pulled and Trustee Fuentes requested item 5.14 be pulled. On a motion made by Trustee Lang and seconded by Trustee Jay the remaining items on the consent calendar were approved on a 6-0 vote. On a motion made by Trustee Williams and seconded by Trustee Padberg it was unanimously approved to extend the meeting to 9:30 p.m.

5.1 SOCCCD: Board of Trustees Meeting Minutes Approve minutes of a regular meeting on June 24 , 2008.

5.2 Irvine Valley College: Business Sciences and Technology Innovation Center: Increase Amount for Testing and Inspection Services Approve increasing the not-to-exceed amount with Joyce Inspection by \$32,000.00. The revised total amount is \$262,000.00.

5.3 Irvine Valley College: Business Sciences and Technology Innovation Center: Hire Labor Compliance Consultant Approve increasing the amount with Parsons Brinckerhoff Construction Aervices, Inc., by \$8,488.00 for a revised total of \$69,454.00.

5.4 Irvine Valley College: Change Order Requests: Business Sciences and Technology Innovation Center Approve change orders with various trade contractors for an increase of \$57,667.00. The total revised contract amount is \$15,134,295.00.

5.5 Irvine Valley College: Reject Bid for the Lease of Real Property Reject bid from Manassero Farms for agricultural use of real property at Irvine Valley College and withdraw the property from the lease.

5.6 Irvine Valley College: Amendment to Increase Contract Services with Arquitectonica: Performing Arts Center Approve increase for architectural services with Arquitectonica in the amount of \$15,000.00. The total revised contract amount is \$1,589,740.

5.7 Irvine Valley College: Speaker Approve honorarium for a speaker at Irvine Valley College.

5.8 Saddleback College: Out-of-State Field Studies Course Approve the Biology 186 out-of-state travel to Grand Canyon National Park (Arizona) from September 18 through September 21, 2008.

5.9 Saddleback College: Award of Bid: Exterior Signage

Approve award of bid to Bravo Sign and Design in the amount of \$344,500.00.

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

5.10 Saddleback College: Substitution of Subcontractor: Fine Arts Restroom Expansion Project Approve removal of Tucker Engineering and substitution of Mark Matson Construction Services, Inc.

5.11 Saddleback College: Cosmetology and Cosmetician Instruction Agreements Approve a two year agreement with Lake Forest Beauty College.

5.12 Saddleback College: Resolution No. 08-22: Classified Employee Layoff: Counseling Office Assistant Adopt resolution and approve reduction of classified services.

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

5.13 Saddleback College: Resolution No. 08-23: Classified Employee Layoff: Administrative Assistant Adopt resolution and approve reduction of classified services.

This item was pulled by administration.

5.14 ATEP: Architectural Services: Bastien and Associates, Inc. Approve increasing the not-to-exceed amount with Bastien and Associates by \$125,000.00. The revised total amount is \$185,000.00.

On a motion made and seconded this item was approved on a 5-1 vote, with Trustee Fuentes opposing.

5.15 ATEP: Professional Services: RGP Planning and Development Services Approve consultant agreement with RGP for \$80,000.00.

5.16 ATEP: Donate Equipment Approve property to be of insufficient value and donate to Main Place Christian Fellowship.

5.17 SOCCCD: Adopt Resolution No. 08-21: Transfer of Appropriations at Close of Fiscal Year 2007-2008 Adopt resolution authorizing Orange County Department of Education to make necessary year-end budget transfers.

On a motion made by Trustee Williams and seconded by Trustee Fuentes, this item was approved on a 6.0 vote.

5.18 SOCCCD: Authorization For District Institutional Memberships 2008/2009 Approve memberships and estimated dues for organizations.

5.19 SOCCCD: Trustees' Requests for Attending Conferences Approve/ratify Trustees' requests for attending conference.

5.20 SOCCCD: Change August Board Meeting Date Approve change of date for August Board Meeting to August 26, 2008.

5.21 SOCCCD: Purchase Orders/Confirming Requisitions Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P08-05052 through P08-05145 amounting to \$1,093,631.42 and P09-00092 through P09-00535 amounting to \$25,230,706.48. Approve confirming requisitions dated May 30, 2008 through July 8, 2008 totaling \$59,327.54.

5.22 SOCCCD: Payment of Bills Approve Check Nos. 071732 through 072863 processed through the Orange County Department of Education, totaling \$7,722,298.61; and Check Nos. 009232 through 009279, processed through Saddleback College Community Education, totaling \$208,192.34; and Check Nos. 008440 through 008456, processed through Irvine Valley College Community Education, totaling \$31,087.48.

5.23 SOCCCD: Gifts to the District and Foundation Approve acceptance of various donated items.

5.24 SOCCCD: June/July 2008 Contracts Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

6.1 SOCCCD: Basic Aid Project Priority List Approve the basic aid project priority list and the allocation of basic aid funds.

On a motion made by Trustee Fuentes and seconded by Trustee Lang, this item passed on a 5-0 vote with Trustee Williams absent.

6.2 SOCCCD: Construction Management Pool Approve six firms for a pool from which to draw construction management services.

On a motion made by Trustee Wagner and seconded by Trustee Fuentes, this item passed on a 6-0 vote.

6.3 SOCCCD: Terminate Exclusive Right to Negotiate Agreement: Camelot Entertainment Group Approve termination of agreement.

On a motion made by Trustee Fuentes and seconded by Trustee Williams, this item passed on a 6-0 vote.

6.4 SOCCCD: Agreement for Legal Services: Atkinson, Andelson, Loya, Ruud & Romo Approve retainer agreement with hourly rate change.

On a motion made by Trustee Williams and seconded by Trustee Fuentes, this item passed on a 6-0 vote.

6.5 SOCCCD: Board Policy Revision: BP 3008: Records Retention and Destruction; BP-118: Committees of the Board, BP-3201: Capital Construction; BP-3004: Public Records Approve Board Policies.

On a motion made by Trustee Williams and seconded by Trustee Fuentes, this item passed on a 6-0 vote.

6.6 SOCCCD: Board Policy Revision: BP 104 - Student Member of the Board of Trustees; BP 3001 - Delegation of Authority; BP 3005 - Designation of Authorized Signatures; BP 3801 - Bookstore; BP 3300 - Gifts; BP 3101.6 - Real Property Management; BP 3200 - Purchasing Accept Board Policies for review and study.

On a motion made by Trustee Lang and seconded by Trustee Williams, this item passed on a 6-0 vote.

6.7 Academic Personnel Actions Approve New Personnel Appointments; Academic Temporary Part-time/Substitute Staff; Academic Temporary Part-Time/Substitute Staff Ratified; Authorization to Eliminate Academic Positions and/or Position Numbers; Authorization to Establish an Academic Faculty Position; Authorization to Establish Administrator Position; Authorization to Establish a New Salary Range Ila For Associate Provost Position on the Administrator Salary Schedule; Change of Status; Additional Compensation: General Fund; Additional Compensation: Categorical/Non-General Fund; Resignation/Retirement/Conclusion of Employment.

On a motion made by Trustee Williams and seconded by Trustee Fuentes, this item passed on a 6-0 vote.

6.8 Classified Personnel Actions Approve New Personnel Appointments; Authorization to Establish and Announce A Classified Position; Change in Categorical Position Funding; Change of Status; Out of Class Assignments; Leave of Absence; Resignation/Retirement/Conclusion of Employment; Volunteers.

On a motion made by Trustee Lang and seconded by Trustee Williams, this item passed on a 6-0 vote.

6.9 Resolution Regarding Implementation of Brown Act/SB 343 Approve resolution designation Public Office or Location of Public Records as required by Government Code Section 54957.5(b)(2) and providing for related matters.

On a motion made by Trustee Williams and seconded by Trustee Jay, this item passed on a 6-0 to include the proposed amendment to the resolution indicating the location as the District "Chancellor's" office.

6.10 SOCCCD: Saddleback College Accreditation Report Approve direction for the Saddleback College Academic Senate to work with its President and the District Chancellor to seek approval of compensation to faculty members for completion of Accreditation Report.

This item was pulled by administration.

7.0 REPORTS

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

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

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

7.4 SOCCCD: Report on Employees with Earnings Over \$90,000 for Fiscal Year 2007/2008 List of employees with earnings over \$90,000 for fiscal year 2007/2008.

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

A. President, Saddleback College

B. President, Irvine Valley College

C. Provost, ATEP

D. Associated Student Governments of SC

E. Associated Students of IVC

F. Saddleback College Academic Senate

G. Irvine Valley College Academic Senate

H. Faculty Association

I. California School Employees Association

J. Saddleback College Classified Senate

K. Irvine Valley College Classified Senate

L. District Services Classified Senate

M. Police Officers' Association

President Glenn Roquemore, IVC Academic Senate President Wendy Gabriella, SC Academic Senate President Bob Cosgrove, SC Classified Senate President Mary Williams, and IVC Classified Senate President Gee Dickson gave reports.

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

Raghu P. Mathur, Secretary

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Saddleback College: Oxford Semester Abroad in Oxford, England – Spring 2009

ACTION: Approval

BACKGROUND

Saddleback College is committed to providing high quality education and a full range of cultural activities for students. In the past, the College has offered similar courses, which have been conducted in many countries of the world by expert faculty who provide academic course work in conjunction with cultural travel experiences. 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, during the Spring Semester 2009 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, which includes evidence of liability insurance of not less than \$5,000,000. The proposal from AIFS is included in Exhibit C. The cost per student is \$6,355 or \$91.00 per day plus \$660 airfare, so the total cost for the semester will be \$7,015. Financial Aid opportunities will be provided through the Office of Financial Aid for those students who qualify. There is no impact to the General Fund.

The current travel warnings list, Exhibit D, which is issued by the U.S. Department of State, does not include England.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Spring 2009 Saddleback College study abroad program: Oxford Semester Abroad in Oxford, England, 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: Dr. Tod A. Burnett, President

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

STUDY ABROAD PROGRAM INFORMATION SUMMARY

1. PROGRAM									
Location/Destination:		Oxford, England			First Trip: Yes:		No:		X
Dates:	From:	March 12, 2009	To:	May 20, 2009	Total No. of Days:		70		
Partner Name (Academic Institution):		American Institute for Foreign Study							
Address:		AIFS, Partnership Programs, River Plaza, 9 W. Broad Street, Stamford, Connecticut 06902							
Contact Person:		Sharon Secki			Telephone No.:		203-399-5507		
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:		No:	x				
	Tutors	Yes:		No:	x				
	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. Weekly on-site liaison to assist students with travel, planning, group activities, tours, life, etc.								
Does Not Include: (Examples: Local Transportation at home; Personal Items, etc.)		Local transportation, personal expenses, Saddleback College tuition, and books.							
Other:									
2. FACULTY									
Lead Faculty Name:		Suki Fisher							
Coordinates Trip:		Yes:	x	No:					
If No, Explain:									
Travels to Site:		Yes	x	No:					
Dates:	From:	3/12/09			To:	5/20/09			
Teaching Assignment at Program Site:		Yes	x	No:					
Dates:	From:	3/12/09			To:	5/20/09			
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)			
Eng. 1A	Principles of Composition I			1/12-3/11		4-6:50, T/Th			
Eng. 1B	Principles of Composition II			1/12-3/11		9-11:50, M/W			
Eng. 27A	Introduction to the Novel			1/12-3/11		10:30-11:50, T/Th			
Eng. 4	Fiction Fundamentals (independent study)			TBA		TBA			
Other:									

3. COURSE(S) OFFERED AT PROGRAM SITE							
Course No.:	Course Title:						No. of Units
Art 26	Survey of Art History: Renaissance to Modern						3
History 40	English History to 1688						3
English 18	Shakespeare: The Tragedies						3
English 27A	Introduction to the Novel (full semester)						3
English 4	Independent Study – Fiction Fundamentals						3
4. STUDENTS							
Minimum number of students required to make program:						20	
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:						\$	6355
Average cost per day: (It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)						\$	91
College:							
Additional costs to the District?		Yes:		No:	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.						\$	
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.	Art 26	Eng 18A	Eng 27A	Field trips			
10 a.m.	X	X	X	X			
11 a.m.	X	X	X	X			
12 Noon	X	X	Hist 40	X			
1 p.m.	X	X	X	X			
2 p.m.	X	X	X	X			
3 p.m.	X	X	X	X			
4 p.m.	Eng 4		X	X			
5 p.m.			X	X			
6 p.m.				X			
7 p.m.				X			
8 p.m.				X			
9 p.m.				X			
10 p.m.				X			
Exceptions to weekly schedule:			Field trips are scheduled during 3 of the 10 weeks students are in Oxford.				

8. ATTACHMENTS	
1. Course Outline 2. Course Syllabus 3. Contract Provider	
9. REQUIRED SIGNATURES	



Lead Faculty Member

8/6/08

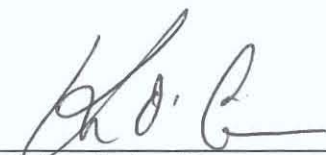
Date



Department Chair

8/08/08

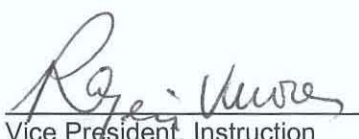
Date



Division/School Dean

8/8/08

Date



Vice President, Instruction

8/12/08

Date

College President

Date

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

Spring 2009 Study Abroad in Oxford, England

This Agreement is made this 6th of August, 2008 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), Partnership Programs, River Plaza, 9 W. Broad Street, Stamford, Connecticut 06902, 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 \$50,000,000 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 the Deputy Chancellor 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: _____
Sharon Secki

Title:
Program Administrator
AIFS

Address:
Partnership Programs
River Plaza
9 W. Broad Street
Stamford, Connecticut 06902
Phone: (203) 399-5507

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 SADDLEBACK COLLEGE
9 – WEEK OXFORD PARTNERSHIP PROGRAMME – SPRING SEMESTER 2009

PROGRAMME COMPONENTS INCLUDED IN THE STUDENT FEE:

Depart US:	Thursday 12 th March 2009
Arrive England:	Friday 13 th March 2009
Spring Break dates:	Friday 10 th April – Sunday 19 th April 2009
Depart England:	Wednesday 20 th May 2009

PROGRAMME COMPONENTS INCLUDED IN THE STUDENT FEE:

- Transportation package consisting of international airfare (LAX – London - LAX) and round-trip transfers between the London airport and the housing in Oxford on regular programme dates. Please note that mandatory U.S. government and airline-imposed departure taxes, fees and fuel surcharges (estimated at \$660) are not included and students will be billed separately for these.
- An Orientation Programme consisting of an orientation pack for each student including comprehensive student handbook, local area information; an orientation meeting with AIFS staff, and a walking tour of Oxford by a professional guide including entrances to two Oxford University Colleges followed by a welcome reception (suggested cream tea and scones.)
- Accommodation in single room homestays on a half-board basis with breakfast and dinner provided. Students will live no further than a short bus ride from Oxford Brookes University and will be located in safe, residential areas. 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. The homestay coordinator will visit the group once every fortnight for the first few weeks of the program and then regularly once every three-four weeks, or more frequently should it be requested by SADDLEBACK COLLEGE.
- A classroom to accommodate up to 35 students at Cotuit Hall, Oxford Brookes University campus (a British University established by the UK authorities separate from the Oxford University Collegiate system). A classroom will be available from 8.30-5pm Monday to Wednesday. Audio/visual equipment to include a US/UK format TV, VCR and DVD player, OHP and lap top and data projector will be provided.
- Access to Oxford Brookes University campus facilities: student computer labs, Internet, library (for reference purposes only) and Student Union facilities. Students will also be able to use the sports facilities on campus for the same rates as British students are charged and have membership to Oxford public library.
- The services of AIFS staff including a local, Oxford based homestay coordinator and London based student services staff member to (respectively)allocate and deal with any homestay issues; and 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 on a designated day 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 or approved by Saddleback College.



- 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. Day-trips will primarily be scheduled on Thursdays.
- An operating fund of £30 per student to be used for academic entrances on field trips in London and Oxford. *Students will not be required to use the London underground during any of the AIFS organised visits.*
- \$50 non-refundable application fee
- Student medical and programme fee refund insurance policies, as outlined in the AIFS programme brochure. Coverage includes \$10,000 accidental medical expense and \$10,000 accidental death payment plus 24-hour emergency care assistance during the programme and repatriation in cases of verified emergency beyond the students' control.
- \$51,000,000 liability coverage with SADDLEBACK COLLEGE named as co-insured for the duration of the programme
- Accounting / billing services in the U.S.
- Pre-departure information services and a toll-free contact number in the U.S.
- Promotional materials
- Advance planning services of the AIFS London programme headquarters.

FACULTY BENEFITS INCLUDED IN THE STUDENT FEE:

Faculty support services (target enrolment 20 students with 1 faculty member) as listed below:

- Roundtrip flights between LAX and London.
- AIFS can arrange air travel for faculty companions if they are traveling on the same flight as the faculty member (either outbound or inbound). Since airfares change frequently, the cost cannot be determined until the ticket has been booked. Faculty will be billed for any companion tickets and they must be paid for in advance of planned travel. If, for any reason, a faculty member no longer requires an issued ticket, cancellation notification must reach AIFS by Friday, 19th December 2008 and s/he will need to pay a \$100 cancellation fee. After this date, the ticket is non-refundable and faculty will be responsible for the entire cost. Faculty may charge tickets to a major credit card.
- AIFS will provide a SADDLEBACK COLLEGE faculty member with housing in centrally located, one bedroom apartment with Internet access, TV and a washing machine and printer provided.



- Full participation on all activities scheduled on the itinerary, on the same basis as the students, including transfers, entrances, sightseeing tours, etc.
- AIFS will provide the SADDLEBACK COLLEGE faculty member with a pay as you go cell phone and printer (in the apartment.) The faculty member will have access to the photocopier in the Cotuit Hall office.
- Faculty benefits are paid in full for an enrolment of 20 paying students or more, or pro rata for a lower enrolment.

FEES

Based on an enrolment of 20-24 paying student participants with 1 faculty member, for the services specified above, the fee per person is \$6355.

Based on an enrolment of 25-29 paying student participants with 1 faculty member, for the services specified above, the fee per person is \$5970.

Should SADDLEBACK COLLEGE wish to run this programme with an enrolment below 20 paying student participants it would be necessary either to add a supplement to the fee above or to remove some components from the programme. AIFS would discuss these options with SADDLEBACK COLLEGE.

This fee excludes airfare, a \$250 refundable damage deposit, passport or visa fees if applicable, meals other than those indicated on the itinerary, personal expenses, any SADDLEBACK COLLEGE tuition or administrative fees, textbooks, additional fieldtrips or excursions required by the SADDLEBACK COLLEGE faculty and anything not specified.

These fees are guaranteed not to change as a result of fluctuations in the \$ exchange rate. AIFS will charge a \$35 returned cheque fee on each cheque returned by the bank for insufficient funds.

OPTIONAL COMPONENTS

- Optional three-day, two night, stay in a hotel in York on a bed and breakfast basis, including travel to and from Oxford and York (by train or by private coach), a guided walking tour of the city, with entrances to York Minster, and transfers to and from the train station and accommodations for \$450. A minimum enrolment of 12 students is required in order to run the trip. A free place will be provided for the faculty member in a single room.
- Optional Extra Protection Insurance Coverage, including increased medical insurance (\$65) and/or personal effects insurance (\$90) as outlined in the AIFS programme brochure.

PROGRAMME APPLICATION PROCEDURE AND BILLING

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

Penalties apply to changed programme bookings after Friday, 19th December 2008. Therefore AIFS would require the SADDLEBACK COLLEGE to collect the application forms and deposits of \$450 per student and to forward them to AIFS by Friday, 19th December 2008. AIFS would then bill the individual student for the balance of fees owing. Full payment and confirmation of final numbers must be received by Wednesday, 21st January



2009. 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 December 2008, but cannot guarantee programme costs after this date.

Students applying after the application deadline date of Friday, 19th December 2008 can only be accepted on a space-available basis.

AIRFARE CONDITIONS

AIFS will reserve spaces according to information on the student application form. Once airline tickets have been issued to students they can only be changed directly with the issuing agent once the student is abroad – agent and airline-imposed penalties apply.

AIFS cannot arrange airline tickets for students applying after Friday, 19th December 2008. AIFS is financially committed to any confirmed airline seats from Tuesday, 2nd December 2008 and therefore an airfare review will take place prior to this date. AIFS requests that SADDLEBACK COLLEGE provide an indication of how many students intend to participate on the programme. However, should SADDLEBACK COLLEGE subsequently decide to offer the programme but arrange their own student airfare then AIFS must be notified before Tuesday, 2nd December 2008 and will be able to provide a land only fee.

REFUND POLICY

Should an individual participant withdraw on or before Friday, 19th December 2008 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 December 2008, but on or before Wednesday, 21st January 2009 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 \$210 insurance premium.

Students withdrawing voluntarily for any reason after Wednesday, 21st January 2009 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 December 2008.

In the event of the U.S. State Department issuing a travel warning which advises U.S. citizens not to travel to Oxford, or if they are already in Oxford, to leave it, AIFS will:



- If the program has not started, either make suitable alternative arrangements or cancel the program and refund all fees paid.
- If the program has started, suspend the program and fly the students home. If students are returned home they will receive a pro-rata rebate of fees paid to AIFS for the proportion of the program not completed, less the \$100 processing fee, the \$210 insurance premium, the \$50 non-refundable application fee and any costs incurred flying the student home.

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. This will enable us to prepare your programme materials accurately. A confirmation in writing is required by Friday, 12th September 2008.

This confirmation should be faxed to Sharon Secki, Director of Admissions, AIFS, Partnership Programs in Stamford, CT on 203 399 5597.

PROPOSAL ACCEPTED BY _____
SADDLEBACK COLLEGE

DATE _____

U.S. Department of State

Current Travel Warnings

Wednesday August 6, 2008

Travel Warnings are issued to describe long-term, protracted conditions that make a country dangerous or unstable. A Travel Warning is also issued when the U.S. Government's ability to assist American citizens is constrained due to the closure of an embassy or consulate or because of a drawdown of its staff. **The countries listed below meet those criteria.**

Georgia 08/08/2008
Colombia 08/07/2008
Congo, Democratic Republic of the 07/23/2008
Timor-Leste 07/21/2008
Saudi Arabia 07/09/2008
Uzbekistan 07/03/2008
Chad 06/23/2008
Sri Lanka 06/13/2008
Iraq 06/13/2008
Eritrea 06/11/2008
Côte d'Ivoire 06/09/2008
Lebanon 05/30/2008
Somalia 05/20/2008
Nepal 05/07/2008
Haiti 04/30/2008
Burundi 04/22/2008
Syria 04/15/2008
Yemen 04/07/2008
Algeria 03/26/2008
Central African Republic 03/25/2008
Kenya 03/21/2008
Israel, the West Bank and Gaza 03/19/2008
Sudan 03/14/2008
Philippines 02/13/2008
Afghanistan 02/06/2008
Iran 01/03/2008
Nigeria 10/30/2007
Pakistan 09/21/2007

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Saddleback College: Substitution of Subcontractor: Fine Arts Restroom Expansion Project

ACTION: Approval

BACKGROUND

On April 28, 2008, the Board of Trustees approved the award of bid for the Fine Arts Restroom Expansion project at Saddleback College.

Chapter 4, Section 4107 of the California Public Contract Code known as the "Subletting and Subcontracting Fair Practices Act," requires that in all public contracts, the awarding authority must approve the substitution of one subcontractor for another after a bid has been awarded. The acceptable reasons for requesting substitutions provided in Government Code Section 4107 include, "...when the listed subcontractor fails to execute a written contract."

STATUS

JRH Construction, Inc., the general contractor for the Fine Arts Restroom Expansion project at Saddleback College has informed the District that the listed toilet partitions and toilet accessories subcontractor, Inmar West Co., Inc., is unable to perform the work and has asked to be released of its obligation. JRH Construction recommends Multi Scope of Anaheim, California be accepted as its replacement, EXHIBIT A. In accordance with Section 4107 of the Government Code, a certified letter notifying Inmar West Co., Inc. of this request was sent on July 18, 2008, EXHIBIT B.

This substitution will have no impact on the cost of the project.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the removal of Inmar West Co., Inc. and its substitution by Multi Scope, as subcontractor on the Fine Arts Restroom Expansion project at Saddleback College.

1185 Warner Ave
Tustin, CA 92780

July 07, 2008

Walter R. Rice
Asst Director – Facilities and Planning
South Orange County Community College District
28000 Margueritte Parkway
Mission Viejo, Ca 92692-3635

Re: Fine Arts Restroom Expansion / Subcontractor Substitution

Dear Walt,

Inmar West Co has failed to execute the tendered contract based on the project scope for toilet partitions and toilet accessories. They have tendered their June 18, 0228 letter, copy attached, noting that they made an error and can not accept the contract.

Please be advised that we are formally requesting the substitution of Inmar West. We are requesting that Multi Scope located at 3081 E. La Jolla Street, Unit C, Anaheim, CA 92806 be approved.

If you have any questions please call.



Ed Cadena
Vice President

Cc: Chris Ivany / **JRH**

Attachment – Inmar West 6/18/08 letter



July 18, 2008

Mr. Jim Willemsz
Inmar West Co., Inc.
515 West Allen Ave. #14
San Dimas, CA 91773

Dear Mr. Willemsz:

Subject: **Substitution of subcontractor**

We have received from JRH Construction, a request for substitution of toilet partitions and toilet accessories subcontractor for the construction of the Fine Arts Restroom Expansion at Saddleback College project, (copy attached).

In compliance with Article 4107 of the California Contract Code, this is your notification of said request. You have five working days to submit written objections to the substitution. Failure to file a written request will constitute your consent to the substitution.

Sincerely,

Walter R. Rice
Assistant Director of Facilities Planning

WRR/lh

c: Ed Cadena, JRH Construction
File

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Saddleback College: Furnish Leased Modular Buildings for Temporary Classroom Facility

ACTION: Approval

BACKGROUND

On March 27, 2006, the Board of Trustees approved funding to increase swing space capacity using leased modulators on the lower campus of Saddleback College. College enrollment requires additional classroom facilities. In order to accommodate the demand for space, the College is interested in maintaining the lease on the additional swing space, leaving the remaining leased modulators available to address swing space needs for the upcoming Library Renovation.

STATUS

Mobile Modular has provided the district with pricing for the extended lease in the amount of \$240,966.00 for approximately one year in accordance with a piggyback contract held with the Franklin-McKinley School District.

Staff has reviewed the bid and recommends award.

Funding will be provided through the College's General Fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve issuing a purchase order to Mobile Modular for a one year lease of temporary classroom buildings for the amount of \$240,966.00.

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Irvine Valley College: Award of Bid: Classroom Video Projection Systems and Installation

ACTION: Approval

BACKGROUND

Construction for the Business Sciences and Technology Innovation Center at Irvine Valley College is in progress with partial occupancy scheduled for fall 2008. There is a need to purchase and install the audio/visual equipment required for instruction.

STATUS

On July 25, 2008, eight (8) contractors attended the pre bid job walk for Bid No. 295. Two (2) bidders were present at the August 7, 2008, bid opening with one providing notification of no bid. One (1) bid was provided by Troxell Communications, Inc. for \$104,670.65 which met all specification requirements and falls within the engineer's estimated project cost.

Staff has reviewed the bid and recommends award.

Funds are available within the approved project budget which is \$22,817,000.00.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the agreement, Exhibit A, with Troxell Communications, Inc. of Westminster, California for the Classroom Video Projection Systems and Installation in the amount of \$104,670.65.

AGREEMENT

THIS AGREEMENT, dated the 27th day of August, 2008, in the County of Orange, State of California, is by and between SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, (hereinafter referred to as "DISTRICT"), and TROXELL COMMUNICATION., 16478 Beach Blvd., #325, Westminster, CA 92683, 714/895-8063, (hereinafter referred to as "CONTRACTOR").

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

1. CONTRACTOR agrees to complete the Project known as:

BID NO. 295
CLASSROOM VIDEO PROJECTION SYSTEMS AND INSTALLAION
AT IRVINE VALLEY COLLEGE

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

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

working days of the date of occurrence of the act or omission preventing the CONTRACTOR from fully complying with the Project Documents.

3. DISTRICT shall pay to the CONTRACTOR, as full consideration for the faithful performance of this Agreement, subject to any additions or deductions as provided in the Project Documents, the sum of One Hundred Four Thousand Six Hundred Seventy and 65/100 Dollars (\$104,670.65).

4. The work shall be commenced on or before the fifth (5th) day after receiving the DISTRICT'S Notice to Proceed and shall be completed within ninety (90) consecutive calendar days from the date specified in the Notice to Proceed.

5. **Time is of the essence.** If the work is not completed in accordance with Paragraph 4 above, it is understood that the DISTRICT will suffer damage. It being impractical and infeasible to determine the amount of actual damage, in accordance with Government Code Section 53069.85, it is agreed that CONTRACTOR shall pay to DISTRICT as fixed and liquidated damages, and not as a penalty, the sum of One Thousand Dollars (\$1,000.00) for each calendar day of delay until work is completed and accepted. Time extensions may be granted by the DISTRICT as provided in Article 63 of the General Conditions. Liquidated damages shall be imposed as set forth in Article 63 of the General Conditions.

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

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

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

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

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

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

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

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

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

Public Liability Insurance for injuries
including accidental death, to any one
person in an amount not less than \$1,000,000.00

and

Subject to the same limit for each
person on account of one accident,
in an amount not less than \$1,000,000.00

Property Damage Insurance
in an amount not less than \$1,000,000.00

Course of Construction
Insurance without exclusion
or limitation in an
amount not less than \$1,000,000.00

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

Automotive and truck where operated in amounts as above

Material hoist where used in amounts as above

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

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

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

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

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

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

DISTRICT

CONTRACTOR

By: _____
Signature

By: _____
Signature

Gary Poertner
Print Name

Print Name

Deputy Chancellor
Title

Title

Contractor's License No.

Tax ID/Social Security No.

(CORPORATE SEAL OF CONTRACTOR,
if corporation)

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Irvine Valley College: Amendment to Architect Scope of Work:
Business Sciences and Technology Innovation Center

ACTION: Approval

BACKGROUND

On October 27, 2004, the Board of Trustees approved an agreement with LPA to provide architectural services for the Business and Technology Innovation Center (BSTIC) at Irvine Valley College for 7.5% of the construction costs.

The original agreement provided for additional design services if significant changes were required on the Project. This scope change relates to a gas meter configuration, installed during the Performing Arts Center construction that provides a lower gas pressure than called for by the BSTIC design.

STATUS

This amendment to the LPA agreement for \$2,400.00, EXHIBIT A, is required to coordinate and support replacing the existing gas meter configuration to accommodate BSTIC's medium gas pressure requirement.

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

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approves the amendment to the LPA agreement for an amount of \$2,400.00 at the Business Sciences and Technology Innovation Center at Irvine Valley College.

Brandy D'Lena

From: Raver, Jim [jraver@lpainc.com]
Sent: Wednesday, August 06, 2008 7:50 AM
To: Brandy D'Lena
Cc: Henning, Michael; Torrey, Christopher D.
Subject: IVC BTIC Gas Connection Additional Services Request
Attachments: A05062B-1.pdf

Brandy,

We are requesting additional services to cover the cost of our mechanical consultant who is coordinating the corrections to the theater project natural gas service to support our requirements for the BTIC building. We have proceed with this work to aid in getting a timely fix to avoid delays in the project delivery. The additional service is \$2,400, which is our consultants fees and our markup. LPA will not be adding time to this cost. I have attached the additional service request from our consultant as back up. Please provide a PO to our contract for these additional services. If you have any questions please contact me.

JAMES **RAVER** | ARCHITECT

LPA Associate

5161 California Ave., Suite 100
Irvine, CA 92617
P (949) 701-4107
F (949) 701-4307
www.lpainc.com

Architecture | Planning | Interior Design | Landscape Architecture | Graphics

Warning: This electronic mail message is furnished without guarantee of compatibility with recipient's hardware or software and may contain undetected viruses or other harmful material. It is recommended that this message and any attachments be checked prior to use. LPA assumes no responsibility for damage to user's property as a result of receiving this message and/or using its contents.



Tsuchiyama Kaino Sun & Carter

Consulting Mechanical Engineers

EXHIBIT A
Page 2 of 2

Principals

*Kenneth K. Kaino, P.E.
Roger Carter, P.E.
Larry Sun, P.E.*

Associate Principal

Tjwan L. Tang, P.E.

Senior Associate

Russell D. Gault

Associates

*Travis R. English, P.E.
Robert J. Scully
Dawn Sera, P.E.*

August 5, 2008

TKSC Job #05-062B.01

Mr. James Raver
LPA, INC.
5161 California, Suite 100
Irvine, CA 92612

Subject: Scope Change
Irvine Valley College – Business Technologies Complex
Gas Meter Replacement

Dear Jim:

The following additional services have been requested. They constitute a change in scope and are hereby presented for your review. Included is a man-hour estimate breakdown of the work.

DESCRIPTION:

Coordination and support associated with replacing existing gas meter to accommodate medium gas pressure requirement at the Business & Technology Building.

HOURLY BREAKDOWN OF WORK:

Principal	1	hrs.	@	\$150.00	per hr.
Associate	2	hrs.	@	\$125.00	per hr.
Engineer	18	hrs.	@	\$100.00	per hr.

The Additional Fee for this Scope Change: \$2,200.00

Sincerely,
TSUCHIYAMA KAINO SUN & CARTER

Larry Sun, P.E.
Principal

taa

j:\addserv\A05\A05062B-1.doc

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Irvine Valley College: Change Order Requests: Business Sciences and Technology Innovation Center

ACTION: Approval

BACKGROUND

On March 27, 2006, the Board of Trustees hired gkkworks for the management of multiple prime contracts for the construction of the Business and Technology Innovation Center at Irvine Valley College. This management includes the negotiation of changes to all contracts. Twenty one trade contracts have been awarded to this date for a total combined amount of \$14,930,348. Previously approved change orders increased the amount by \$203,947 for a revised contract amount of \$15,134,295.

STATUS

Exhibit A describes the required modifications contained in Change Order Requests (COR) numbers 81, 161, 163, 171, 172, 181, 187, 188, 191 and 199. Approval of these COR's will result in an increase of \$43,309 in the total project cost and the individual trade contractors will be impacted as shown in EXHIBIT B.

The total changes to each of the trade contracts do not exceed the 10% limit allowed by Public Contract Code. Approval of these COR's will bring the revised total contract amount to \$15,177,604.

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

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Change Order Request's numbers 81, 161, 163, 171, 172, 181, 187, 188, 191 and 199 for the Business and Technology Innovation Center project at Irvine Valley College as described in EXHIBIT A and B and authorize staff to execute the corresponding change orders with each of the trade contractors involved which will result in an increase of \$43,309.00. The total revised project cost is \$15,177,604.

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

EXHIBIT A
1 of 1

August 26, 2008

COR No.	Date	Description	Requested	Status	Amount
81	5/19/2008	CCD No 7 - HVAC Redesign	Arch	APP	\$18,745.00
161	7/2/2008	Restore irrigation/turf around Library and PAC Lawn Area	Owner	APP	\$7,954.00
163	6/18/2008	Float floor at 2F offices at edge of building.	Arch	APP	\$3,121.00
171	6/20/2008	Relocate Floorboxes in Room 217	Arch	APP	\$2,764.00
172	7/14/2008	Change UPS to 50-amp circuits	Owner	APP	\$651.00
181	7/16/2008	Add "Innovation" to Bldg Name	Owner	APP	\$2,081.00
187	7/30/2008	Add garbage disposal power/switch at Board Room kitchenette - RFI 367	Arch	APP	\$1,066.00
188	7/8/2008	Add HVAC circuit to Rm 111B panel	Arch	APP	\$1,028.00
191	7/29/2008	Add Landscape Drains at east side of Bldg	Owner	APP	\$4,383.00
199	5/13/2008	Add ADA electric door openers at main bldg entrances (3 locations)	Arch	APP	\$1,516.00

TOTAL THESE CHANGE ORDER REQUESTS

\$43,309.00

ATP = Authorized to Proceed
NCP = No Change in Price
PP = Price Proposal
CP = Credit Proposal
T M = Time and Material

Exhibit B

EXHIBIT B
Page 1 of 1

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Irvine Valley College: French Language & Culture Study Abroad Program in Paris, France

ACTION: Approval

BACKGROUND

Irvine Valley College is committed to providing high quality education and a full range of cultural activities for students. For many years, the College has offered courses in many different countries by expert, talented faculty who provide academic work in conjunction with cultural travel experiences. Study abroad programs are authorized under Board Policy 6150 and Education Code 72640.

STATUS

The French program in the School of Humanities and Languages at Irvine Valley College proposes to offer French Language Studies in Paris, France during the summer 2009 session from June 30 to August 1, 2009. The program will be organized and arranged by ACCENT International Consortium for Academic Programs Abroad for an estimated fee of \$3,775 per student, or \$121 per day. The details of the program are summarized in the Study Abroad Program Information Summary (Exhibit A), the Educational Tour/Field Study Contractor Agreement (Exhibit B), and the Course Description (Exhibit C). Financial aid opportunities will be provided through the Office of Financial Aid for those students who qualify. France is not listed on the U.S. Department of State Current Travel Warnings (Exhibit D).

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Irvine Valley College study abroad program: French Language & Culture Study Abroad Program in Paris, France during the summer of 2009.

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

STUDY ABROAD PROGRAM INFORMATION SUMMARY

1. PROGRAM									
Location/Destination:		Paris, France			First Trip: Yes:		X		No:
Dates: From:		6/30/09		To:		8/01/09		Total No. of Days: 31	
Partner Name (Academic Institution):				University of Paris (Sorbonne) /ACCENT International					
Address:		870 Market St., Ste. 1026, San Francisco, CA 94102							
Contact Person:		Ray Vernon			Telephone No.:		(415) 835-3744		
Description of Institution:		University							
Includes:	Accredited Instruction		Yes:	X	No:				
	Transfer College Units		Yes:	X	No:				
	Orientation		Yes:	X	No:				
	Books/Supplies		Yes:		No:	x			
	Tutors		Yes:	X	No:				
	Cultural Activities / Field Trips		Yes:	X	No:				
	Food		Yes:		No:	X			
	Local Transportation		Yes:	X	No:				
	Lodging		Yes:	X	No:				
Other:									
Does Not Include: (Examples: Local Transportation at home; Personal Items, etc.)		Airfare, supplement for single room, meals, personal expenses (e.g., books, passport fee, medical insurance)							
Other:		Irvine Valley College tuition							
2. FACULTY									
Lead Faculty Name:		Irvine Valley College Faculty (5 OSH)							
Coordinates Trip:		Yes:		X		No:			
If No, Explain:									
Travels to Site:		Yes		X		No:			
Dates: From:		6/30/09		To:		8/01/09			
Teaching Assignment at Program Site:		Yes		X		No:			
Dates: From:		7/01/09		To:		7/31/09			
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
French 1	Beginning French I	5
French 2	Beginning French II	5
French 3	Intermediate French	5
French 4	Intermediate French	5
French 5	Advanced French	5
French 189	Special Topics: French Civilization	1

4. STUDENTS

Minimum number of students required to make program:	15
Minimum number of units:	5.0
Maximum number of units:	6.0
If this is a repeat program site, what is the average number of units taken per student?	N/A
Other	

5. COSTS

Student:				
Contracted cost per student:			\$	3,775
Average cost per day: (It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)			\$	121
College:				
Additional costs to the District?	Yes:		No:	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	
10 a.m.	↓	↓	↓	↓	↓	↓	
11 a.m.							
12 Noon							
1 p.m.							
2 p.m.	↓	↓	↓	↓	↓	↓	
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.							
7 p.m.							
8 p.m.							
9 p.m.							
10 p.m.						↓	

Exceptions to weekly schedule:	Extra curricular activities during non-instructional periods
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8. ATTACHMENTS

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

9. REQUIRED SIGNATURES

Daniel Rivas (or other faculty
member)

Date

Susan Fesler
School Chair

Date

Dr. Daniel E. Rivas,
Interim School Dean

Date

Dr. Craig Justice
Vice President, Instruction

Date

Dr. Glenn R. Roquemore
IVC President

Date



Paris / Florence / London / Madrid / Rome

PROGRAM CONTRACT PROPOSAL (IVC-ParSU09)

This Contract, made this Contract Signature Date TBD (the Effective Date), by and between Irvine Valley College (IVC) and ACCENT International Consortium for Academic Programs Abroad, Ltd. (ACCENT).

Whereas, the parties wish to provide IVC program participants with an opportunity to study in Paris, France, for Summer 2009,

NOW, THEREFORE, the parties agree as follows:

1. **Program Dates:**

Depart U.S.	Tuesday, June 30, 2009
Arrive Paris	Wednesday, July 1, 2009
Depart Paris	Saturday, August 1, 2009

National Holidays July 14, Bastille Day
Number of nights 31

2. **Program Housing:**

- Double occupancy rooms in the Cité Universitaire or similar student residences will be provided for the duration of the program.
- Exact housing placements will be given to participants upon arrival.
- Supplement to be charged for a single room in a student residence, when available. Single rooms are limited and availability will not be known until approximately 1-2 weeks prior to program departure date.
- ACCENT is able to provide the housing referenced above up to the maximum number of participants specified in the "Pricing" paragraph. If the maximum number of spaces has been filled, ACCENT will provide assistance in finding comparable or alternative housing options for participants, based on availability.

3. **Food:**

- A welcome meal at the Cité Universitaire is provided for all participants.

4. **Transportation:**

- ACCENT will organize an optional round-trip group flight from LAX to Paris on a regularly scheduled airline. Airfare is not included in the program price.
- The group flight must have a minimum of 10 participants. Space on the group flight cannot be guaranteed after flight payment deadline of March 19, 2009.
- ACCENT representative(s) will meet the group flight at the appropriate airport in Paris on July 1, 2009.
- For group flight participants, ACCENT will arrange a transfer by rental bus, taxi or shuttle from the airport to student housing on the day of arrival, and from designated departure point in Paris to the airport on the group departure date.

ACCENT INTERNATIONAL CONSORTIUM FOR ACADEMIC PROGRAMS ABROAD

SAN FRANCISCO / 870 Market Street, Suite 1026 / San Francisco, CA 94102 / tel: (415) 835 3744 / fax: (415) 835 3749
www.accentintl.com / info@accentintl.com

- Non-group-flight participants are responsible for checking in at the ACCENT Paris Center between 9 a.m. and 5 p.m. on the scheduled date of arrival and are responsible for all transfer arrangements and costs. Participants who are unable to check in by 5 p.m. should be prepared to make and pay for their own accommodations for the first night, checking into ACCENT the following morning by 9 a.m.
- ACCENT shall provide a transit pass, valid on bus and métro for the duration of the program, to each participant.

5. **Orientation Program:**

- A *pre-departure orientation* program will be conducted on location in California for all program participants. ACCENT staff address general aspects of study abroad and cross-cultural learning and provide practical information regarding preparation and travel.
 - A pre-departure handbook is provided to all participants. Specifically designed for participants going on this program, the handbook gives vital information about preparing for a stay in Paris.
 - An internet-based orientation will be conducted with participants unable to attend the pre-departure orientation.
- An *on-site orientation* in Paris covers practical matters as well as cross-cultural living and learning, giving participants the tools they need to make the most of their time in Paris. An information briefing is provided the day of arrival followed by a more extensive orientation program the next day.
 - General orientation: includes a tour of the ACCENT facilities and addresses local customs, money, personal safety, emergency contingency plan, telephones, mail, transportation, etc.
 - Academic orientation: covers all aspects of the academic program and rules/regulations.
 - Housing orientation: provides information specific to living in Paris and in student residences.
 - Orientation materials: maps, practical living information and copies of "Paris at your Fingertips" and "The ACCENT Guide to Living in Paris", guides written by ACCENT for American program participants living in Paris.
 - Seine River tour of Paris is included for participants and faculty.
- A *faculty orientation meeting* in Paris will address topics including: program academics, student safety, ACCENT facilities and staff, administrative matters, alcohol and harassment policies and faculty cell phone use.

6. **Academic Program:**

- *Classrooms:* ACCENT will provide 2.5 hours of classroom space per week. Exact hours of use will be decided closer to arrival and cannot be guaranteed.
- Faculty may schedule access to DVD/VCR (U.S. and French systems), monitor, overhead projector, digital imaging projector, slide projectors, screens, radio/cassette/CD players, limited audio-visual library.
- Local Faculty will be hired to teach the following courses:
 - *Civilization:* (approximately 30-40 participants per class, 15-20 participants per on-site visit) 2 hours per week, including on-site visits. ACCENT shall provide classroom space when necessary, and €15 per student for museum visits and guides within Paris related to the Civilization course.
- French Language Courses offered as follows:
 - EITHER:
 - *Cours pratiques, phonétique at the Université de Paris - Sorbonne:* (approximately 20-30 participants per class) all levels offered, a total of 60, 50-minute hours. To be supplemented by Sorbonne back-up tutorials of 2 x 1.5 hours taught by visiting faculty.
 - OR:
 - *Beginners French class:* Special course designed for U.S. students with no previous French language experience taught by local faculty. 3.25 hours per day for 4 weeks (equivalent to 78, 50-minute classroom hours).
- ACCENT will be responsible for liaising with Sorbonne, for group testing, class changes, grade reports, etc. and will provide IVC with participants' grades. ACCENT will ensure that mid-term and final

examinations proceed according to U.S. regulations and will be responsible for employing and remunerating local faculty according to the needs of IVC.

7. **Museum Entries:**

- ACCENT shall provide a student ID card allowing free entry to most National museums in Paris. This arrangement depends on the goodwill of the French government and ACCENT cannot guarantee continuation of this service. If the aforementioned service is withdrawn, it is the responsibility of the school to pay entrance fees for course-related visits not covered by the terms of this contract.

8. **Cultural Program and Excursions:**

- ACCENT shall provide €110 per student for cultural activities to be decided by IVC in coordination with the ACCENT Paris Activities Department by the final payment deadline. This amount normally includes two performances of ballet, opera or classical music.
- ACCENT shall offer the following optional excursions, to be paid directly to ACCENT in U.S. dollars prior to departure.
 - Two one-day excursions, including entry costs, guide and transport, with minimum of 25 participants, (shared with other groups) to:
Chartres/Giverny (\$70)
Loire Valley (\$90)
or similar
 - One three-day, two-night excursion, including entry costs, guides, and transport, with minimum of 25 participants (shared with other groups) to Normandy/Brittany. Accommodation in two-star hotel (double/triple/quad rooms). Breakfast provided daily. Cost: \$360.

9. **Center/Administrative Assistance:**

- The ACCENT Paris Center will be open 9:00am - 5:00pm weekdays to program participants and faculty for the duration of the program (closed weekends/French national holidays).
- The ACCENT Paris staff will coordinate housing arrangements and excursions and will resolve any logistical problems that may arise.
- ACCENT will provide participants and faculty with a list of emergency telephone numbers for ambulances, hospitals, doctors, taxis, etc. at the overseas orientation. During the program, an ACCENT staff member will be assigned to be reasonably accessible by telephone 24 hours a day/7 days a week in the case of a serious emergency.
- Extensive practical and cultural information is available at the ACCENT Paris Center, allowing participants to take full advantage of their time in Paris: travel guides and information, a lending library of English and French books (both academic and fiction), and listings of practical locations of banks, doctors, laundry facilities, etc.
- The experienced ACCENT staff is available to provide general information, crisis intervention and referrals to other professionals as needed.
- ACCENT will make all arrangements for class/visit scheduling.
- Within the ACCENT Center participants have limited access to a Macintosh based computer lab with Internet access and WIFI network Monday through Friday during regular business hours indicated above. A classroom within the ACCENT Center also serves as a study room when available.
- Access to a general office within the ACCENT Center is provided for all faculty members. The office includes shared use of a photocopier, fax machine, Macintosh computer with Internet access, ADSL lines and WIFI for Internet access from a laptop (should faculty choose to bring one) and a telephone.
- ACCENT administrative services are available to faculty (faxing and photocopying). Any charges incurred through use of these services are at the U.S. institution's expense and must either be paid on-site or by invoice at the end of the program.

10. **Faculty Housing and Services:**

- Provisions indicated in the Faculty Housing and Services section are included in program pricing for 1 accompanying faculty.

- *Housing, Food and Telephone*
 - One single occupancy room at the Cité Universitaire shall be provided for faculty member. Note: Housing may include land line telephone, but land line access is not guaranteed.
 - Cell phone will be distributed to faculty on a loan basis upon arrival. The phone is provided for general communication use and for use as part of ACCENT's emergency communication network. Faculty are responsible for charges incurred by the use of this phone including loss of/damage to the phone until it is returned to ACCENT.
 - Telephone charges are not included. A security deposit of \$150 must be paid for the single occupancy room prior to start of program; phone, damages, and any excessive cleaning costs will be deducted from this deposit. Any remaining amount will be returned to payer after receipt of final utilities bills for period during which occupant was in room (approximately 3 months following end of program).
 - Welcome meal included as indicated for participants.
- *Transportation and Excursions/Visits*
 - Transportation and entries on course-related visits are included.
 - Transportation, accommodations and entries on the optional one-day excursions and the optional Normandy/Brittany weekend excursion are included for one faculty with a minimum excursion participation of 10 IVC participants for each excursion.
 - 1 round-trip transatlantic ticket on the scheduled group flight from LAX to Paris included.
 - Faculty not taking the group flight will be given an equivalent allowance and will be responsible for their own travel arrangements.
 - For faculty taking the group flight, transfer is included from the group arrival point in Paris to lodgings upon arrival.
 - Faculty not taking the group-flight are responsible for checking in at the ACCENT Paris Center and for associated transfer costs.
 - A Paris transit pass, valid on bus and métro, is included for each faculty member.
- *Additional expenses*
 - Should faculty members wish to invite guests or others who are not paid program participants to accompany them on any part of the program they must seek approval from ACCENT. Upon approval by ACCENT, they are then responsible for paying ACCENT (on-site) for their share of any additional housing, transportation, food, excursion ticket, and other additional costs.

11. **Insurance and Liability:**

- It is the responsibility of all program participants and faculty to obtain their own medical insurance. ACCENT requires proof of such insurance from each program participant.
- ACCENT recommends that individuals obtain trip cancellation and personal property insurance.
- ACCENT advises IVC that it would be prudent to require their program participants who carry costly laptops, cameras, ipods, and/or other costly valuables to Europe to purchase private insurance to compensate them for any losses, whether due to theft, damage, breakage or other causes. Should IVC decide to not require such insurance, the school is advised to urge its participants in writing to voluntarily purchase such insurance.
- Upon request, ACCENT will supply information to participants concerning health/travel/cancellation insurance options.
- ACCENT will provide each participant with an International Student Identity Card which includes a limited emergency health insurance policy for necessary hospitalization, medical transportation, in-hospital doctor fees, etc. Proof of supplemental medical coverage is required from all participants.
- Participants who choose to or who are required to obtain a visa from the host country's consulate may be subject to additional insurance requirements.
- ACCENT holds foreign general liability coverage to the amount of \$7,000,000.
- ACCENT will provide IVC a certificate of insurance naming the school as an "additional insured" on this policy.

- ACCENT defers to IVC's authority over the supervision and use of alcoholic beverages by its participants and faculty.
- See attached Contract Addendum RE: Authority and Responsibility for Use of Alcohol.

12. **Pre-departure Services:**

- ACCENT will produce a PDF version of a program brochure approved by IVC.
- ACCENT will assist IVC in promoting the program and will be an integral part of the recruiting process.
- ACCENT will work in collaboration with IVC throughout the enrollment process.

13. **Subcontracting:**

- ACCENT will perform the herewithin agreed services, subcontracting as necessary with Opportunities in International Learning, Standing Euro Tours and other organizations.

14. **Pricing:**

Prices indicated are for 15-19 participants.

- | | |
|--|--------|
| • Program price per participant (not including security deposit) | \$3775 |
| • Refundable security deposit per participant | \$150 |

- | | |
|--|-------|
| • Single room supplement (to be paid directly to ACCENT by each participant) | \$300 |
|--|-------|

Prices are subject to change based on the number of participants enrolled (as follows):

20-25 participants:	\$3675 + \$150 security deposit
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15. **Payment & Enrollment Deadlines:**

- | | |
|--|--------|
| • Non-refundable first payment due with application: | \$250 |
| • Final payment due April 22, 2009: | \$3675 |

Payment amounts may vary according to previous paragraph. All payments, including any supplements, will be paid directly to ACCENT by each participant.

Participants will be accommodated on a space available basis until the final payment deadline. After the final payment deadline, the program is considered closed; additional participants may be able to join the program on a case-by-case basis, depending on conditions at the time and ACCENT's sole discretion.

A security deposit of \$150 per participant (included in the payments above) will be paid directly to ACCENT by each participant. This amount will be refunded to program participants approximately 3 months following the end of the program, less any charges for damages, unreturned items, etc. This amount is in addition to the program fee as indicated in the Pricing paragraph above.

Failure to make any payment when due shall automatically cancel participant from the program one week after payment due date. All payments are effective the day they are received by the ACCENT San Francisco Center. ACCENT, in its sole discretion, may reinstate an applicant subject to availability of space and late enrollment fees.

16. **Refunds/Cancellations**

- Any individual cancellation must be made in writing to the ACCENT San Francisco Center and is effective the date of the receipt by ACCENT.

Cancellation fees:

70 days or more prior to start of program:	\$250
50-69 days prior to start of program:	\$500
30-49 days prior to start of program:	\$750
8-29 days prior to start of program:	\$1000
0-7 days prior to start of program:	No refund

- Before the start date of the program, should the U.S. State Department issue a "Travel Warning" telling American citizens not to travel to Paris, France, ACCENT will immediately advise the sponsoring school to cancel its program. In such case, if the program is immediately canceled in writing by the sponsoring school, ACCENT will refund the entire program fee to all participants on that program.
- Should a program be canceled in writing by the sponsoring school after the program start date, no refund amount can be guaranteed, although ACCENT will make reasonable efforts to seek refunds from third parties for costs not yet incurred.

17. **Exchange Rate:**

Program price is based on a U.S. \$1.00 = €0.63 (conversion rate of July 7, 2008).

Should the value of the dollar increase or decrease outside of a 10% margin (official rate to be determined by the international exchange rate listed on www.xe.com on April 15, 2009, ACCENT will require a per-participant supplement or provide a refund as follows:

Supplement of 1% of final program price for each eurocent below €0.57
Refund of 1% of final program price for each eurocent above €0.69

For: Irvine Valley College

For: ACCENT International Consortium
for Academic Programs Abroad, Ltd.

Signature

Ray Vernon

Executive Director

Name (printed)

Title

Date

July 16, 2008
Date

CONTRACT ADDENDUM:

SCHOOL AUTHORITY AND RESPONSIBILITY FOR USE OF ALCOHOL

- (1) ACCENT recognizes that:
Many colleges and universities prohibit outright the presence and/or consumption of alcohol on university property such as campuses, off campus dormitories, and other facilities.
- (2) ACCENT also recognizes that:
Some colleges and universities permit the purchase and consumption of alcohol in connection with specific school-related activities, and some schools supervise and regulate the presence and consumption of alcohol under specified conditions.
- (3) ACCENT also recognizes that:
Program participants are adults who are expected to comport themselves maturely, and their European cultural experience includes exposure to the host country's gastronomy, including wine, and alcoholic beverages.
- (4) ACCENT believes the authority and responsibility to buy and serve alcoholic beverages must be that of the college or university, and its representatives. Accordingly, when the college or university chooses to make alcohol available to its program participants, ACCENT, as service provider will cooperate and assist the school, subject to (5) and (6) below.
- (5) It is understood that the college or university is fully responsible for supervision of students and faculty who consume these alcoholic beverages, and the school agrees to hold ACCENT harmless, to defend, and to indemnify ACCENT, including attorneys' fees and costs, from any liability or damages claims which arise directly or indirectly in connection with use of alcohol by its faculty or students.
- (6) It is also understood that the institution is responsible for instructing the University's faculty and/or institutional representative to act in conformity with his/her institution's alcohol policy, if any, and when the faculty or institutional representative authorizes or acquiesces in faculty or student alcohol use, he/she thereby binds his/her institution pursuant to (4) and (5), above.

**IRVINE VALLEY COLLEGE
FRENCH LANGUAGE & CULTURE STUDY ABROAD PROGRAM**

COURSE DESCRIPTION

**University of Paris (Sorbonne)
June 30 – August 1, 2009**

PROPOSED BY: School of Humanities & Languages

DESCRIPTION

The School of Humanities and Languages offers very successful French language and culture courses. A Semester-in-Paris Program was offered for a number of years in the 1980's. The proposed Summer in Paris Program will afford students an opportunity to study French language and culture at one of the world's most prestigious universities.

STUDY CENTER / LODGING

Classes will be conducted at the University of Paris (Sorbonne) located in the center of the French capital, with easy access to world renowned museums, concert halls, art galleries, and historical sites. The University of Paris (Sorbonne), founded in 1257, is one of the premier centers of higher education in Europe and has a long-standing history of providing instruction in French language and culture to international students. Classroom facilities at the ACCENT Paris Center will also be used, as needed, for language tutorial sessions and culture lectures. The ACCENT Center holds an extensive collection of practical and cultural information and its staff is available to assist students in making the most of their stay in Paris. In addition, ACCENT will provide pre-departure and on-site orientation as well as a Seine river guided tour of Paris.

Students will be housed at the "Cite Universitaire" of the University of Paris or similar student residences.

COURSE OF STUDY

French 1 (5 units), French 2 (5 units), French 3 (5 units), French 4 (5 units), or French 5 (units). An optional, 1 unit Special Topics course in French culture/civilization will also be available.

EXCURSIONS

1. Guided visits of museums and historical sites.
2. Cultural activities, which include two performances of ballet, opera, or classical music.
3. Two, one-day optional excursions to Chartres/ Giverny and the Loire Valley.
4. Optional three-day, two-night excursion to Normandy and Brittany.

PROGRAM SCHEDULE

6/30 (Tues.)	Departure from LAX
7/1 (Wed.)	Arrive in Paris. Welcome meal at the "Cite Universitaire" (residential campus of the University of Paris)
7/2 (Thurs.) to 7/31 (Fri.)	Academic and Cultural Program
8/1 (Sat.)	Departure from Paris, Charles de Gaulle Airport

TOTAL INSTRUCTION TIME

Total instructional time:	83 hrs per 5 unit class.
Field trip/cultural activities:	40 hrs (minimum, including optional activities)

BENEFITS:

- A unique opportunity for students to engage in an intensive, first rate academic program in French language and culture and to experience living abroad.
- Enrichment of the French Language program at Irvine Valley College and generating additional enrollment.
- Excellent opportunity for the professional development of the instructor coordinating the program.

Estimated cost per student: \$3,775 (exclusive of airfare).

Travel Information

Country Specific Information

Travel Warnings

Travel Alerts

Current Travel Warnings

Travel Warnings are issued to describe long-term, protracted conditions that make a country dangerous or unstable. A Travel Warning is also issued when the U.S. Government's ability to assist American citizens is constrained due to the closure of an embassy or consulate or because of a drawdown of its staff. **The countries listed below meet those criteria.**

Yemen 08/13/2008
Georgia 08/12/2008
Colombia 08/07/2008
Congo, Democratic Republic of the 07/23/2008
Timor-Leste 07/21/2008
Saudi Arabia 07/09/2008
Uzbekistan 07/03/2008
Chad 06/23/2008
Sri Lanka 06/13/2008
Iraq 06/13/2008
Eritrea 06/11/2008
Côte d'Ivoire 06/09/2008
Lebanon 05/30/2008
Somalia 05/20/2008
Nepal 05/07/2008
Haiti 04/30/2008
Burundi 04/22/2008
Syria 04/15/2008
Algeria 03/26/2008
Central African Republic 03/25/2008
Kenya 03/21/2008
Israel, the West Bank and Gaza 03/19/2008
Sudan 03/14/2008
Philippines 02/13/2008
Afghanistan 02/06/2008
Iran 01/03/2008
Nigeria 10/30/2007
Pakistan 09/21/2007

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: Adopt Resolution No. 08-25: Declaring Membership in SEWUP Insurance Program

ACTION: Approval

BACKGROUND

ATEP campus has a regular need for contractors to perform work in the leased area known as the LIFOC. The City of Tustin and the Department of the Navy require insurance that is difficult for many contractors to obtain. The District recently lost a low bid contractor who could not meet the insurance requirements. Others have required no less than a three month approval process during which numerous revisions were first reviewed by District staff and then forward to the City of Tustin for their approval.

California law authorizes districts to enter into a Joint Powers Agency (JPA) to establish owner controlled insurance programs.

STATUS

Staff met with Keenan and Associates to discuss an owner controlled insurance program. Once the District becomes a member of this program, insurance would be employed, per project, at 2.9% of the project's construction value. The cost of the insurance would be incorporated into project cost and be borne by the successful low bidder for most work performed in the LIFOC area of the ATEP campus. There are no additional fees associated with becoming a member.

Funding for this insurance would be incorporated in the budget set forth for relevant ATEP projects.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 08-25 (EXHIBIT A) declaring its membership in the Statewide Educational Wrap Up Program.

RESOLUTION NO. 08-25

RESOLUTION OF THE BOARD OF TRUSTEES
OF THE
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
DECLARING
ITS MEMBERSHIP IN THE
STATEWIDE EDUCATIONAL WRAP UP PROGRAM

August 26, 2008

WHEREAS, South Orange County Community College District along with other community college and school districts in the State of California have been studying Owner Controlled Insurance Programs (Wrap Up); and

WHEREAS, these districts/JPAs have determined there is a need for Owner Controlled Insurance Programs (Wrap Up) by combining their respective efforts to establish, operate and maintain a joint powers agency for Owner Controlled Insurance Programs (Wrap Up); and

WHEREAS, Title I, Division 7, Chapter 5, Article I (Section 6500 et seq.) of the Government Code of the State of California, authorizes joint exercise by two or more public agencies of any power common to them,

WHEREAS, California law authorizes districts JPAs to establish Owner Controlled Insurance Programs (Wrap Up).

NOW, THEREFORE, BE IT RESOLVED that:

The Board of Trustees of South Orange County Community College District hereby declares its membership in the Statewide Educational Wrap Up program and instructs its duly authorized agent to execute on behalf of the District/JPA the attached Joint Powers Agreement and appoints Earl Pagal as its official representative to the SEWUP JPA.

PASSED AND ADOPTED, by the Board of Trustees of the South Orange County Community College District, Orange County, State of California, on August 26, 2008.

President

Member

Vice President

Member

Clerk

Member

Member

Resolution No. 08-25
RESOLUTION OF THE BOARD OF TRUSTEES OF THE
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
DECLARING ITS MEMEBERSHIP IN THE STATEWIDE EDUCATIONAL WRAP UP
PROGRAM

August 26, 2008

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

I, Dr. Raghu P. Mathur, Secretary to the Board of Trustees of the South Orange County Community College District of Orange County, California, hereby certify that the above and foregoing Resolution was duly and regularly adopted by said Board at a regular meeting held on the 26th day of August, 2008.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 27th day of August, 2008.

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

Resolution No. 08-25

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: ATEP: Award of Bid: Grounds Cleanup
ACTION: Approval

BACKGROUND

Five (5) bidders responded to the invitation for bids on the ATEP: Grounds Cleanup. Work scope includes monthly performance of mowing, weed abatement, trees/bushes trimming, sweeping and debris collection. Bids were opened on April 10, 2008. The lowest bid meeting all specifications was submitted by Custom Country for \$42,000.00. On April 28, 2008, the Board of Trustee approved award of the ATEP: Grounds Cleanup to the Custom Country.

STATUS

Custom Country has determined that they will be unable to meet the insurance requirements and therefore has become a non-responsive bidder. Public Contract Code allows the District to pursue a contract with the second low bidder when the first low bidder is determined to be non-responsive. Gruett Tree Company, Inc. provided the second low bid for \$74,900.00 EXHIBIT A.

Staff has reviewed the bid and recommends award.

Funding will be provided through the College's General Fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees award Bid No. 02 for Grounds Cleanup at ATEP to Gruett Tree Company, Inc. in an amount of \$74,900.00.

**BID NO. 02
GROUNDS CLEANUP
ATEP**

AUGUST 26, 2008

<u>VENDORS</u>	<u>AMOUNT</u>
CUSTOM COUNTRY Mission Viejo, CA	\$ 42,000.00
* GRUETT TREE CO., INC. Orange, CA	74,900.00
TREESMITH ENTERPRISES, INC. Anaheim, CA	119,000.00
MBF CONSTRUCTION, INC. Oceanside, CA	183,000.00
QUEZADA PRO LANDSCAPE Lake Elsinore, CA	445,550.00

***RECOMMENDED AWARD**

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Sabbatical Request to Rescind
ACTION: Approval

BACKGROUND

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

On January 22, 2008, the Board of Trustees approved the sabbatical project of Carolyn Kuykendall, Professor of Liberal Arts and Learning Resources, Saddleback College, for the Spring Semester 2009.

STATUS

Professor Kuykendall has requested that approval of her Spring 2009 sabbatical be rescinded. Professor Kuykendall plans to reapply for a sabbatical for the 2009-2010 academic year.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept the request to rescind the sabbatical for Spring 2009 for Professor Carolyn Kuykendall.

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

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Date of Presentation	Speaker Name	Topic	Brief Biography	General Fund Cost (Honorarium/Travel)

SADDLEBACK COLLEGE

Date of Presentation	Speaker Name	Topic	Brief Biography	General Fund Cost (Honorarium/Travel)
September - November 2008	Bobbe L. Sommer, Ph.D.	"Unblocking Your Path to Success"	Dr. Sommer is an award winning lead trainer for "CareerTrack" Seminars. She's been training organizations and specialty groups in relationship strengths for more than 20 years. She has conducted leadership, supervision and management seminars all over the world. She has been sited by Working Woman Magazine as the "Hottest Speaker" on the professional training circuit, appeared on Oprah, interviewed by Maria Shriver and published "Psycho-Cybernetics 2000."	-0-
10/23/08	Peggy Busto	Marriage, Communication,	Mrs. Busto has her Marriage and	-0-

		and Relationships	Family license and has been a marriage and family counselor for over 30 years, specializing in couples and relationships. She will share her knowledge with the class and answer student questions on the topic.	
11/18/08	PFLAG Speakers Bureau; Lenny Spargo	Gay, Lesbian, Bisexual awareness and related topics	Parent, Families and Friends of Lesbians and Gays promotes the health and we-being of gay lesbian, bi-sexual & transgendered persons, their families and Friends through support, to cope with an adverse society; education, to enlighten the public; and advocacy to end discrimination and to secure equal civil rights.	-0-

IRVINE VALLEY COLLEGE

Date of Presentation	Speaker Name	Topic	Brief Biography	General Fund Cost (Honorarium/Travel)
5/20/08	Pastor Brian Broderson	Question about Bible & Christianity	Pastor at Calvary Chapel Costa Mesa	-0-
				-0-
				--
				-0-

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

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

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

TRUSTEE ATTENDANCE AT CONFERENCES AND MEETINGS

Trustees wishing to attend:

EVENT/LOCATION	DATE(s)*	ESTIMATED COST** (per person)
Los Angeles Technology Forum Los Angeles Marriott Downtown 333 S. Figueroa Street Los Angeles, CA	September 22, 2008	\$90.00

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

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

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

BACKGROUND

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

STATUS

Purchase orders processed in accordance with the general priorities of the adopted budget and numbered P09-00536 through P09-00813 amounting to \$8,078,654.96 are submitted to the Board of Trustees for approval. Confirming requisitions dated July 9, 2008 through August 5, 2008 totaling \$40,201.54 are also submitted.

RECOMMENDATION

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

BOARD OF TRUSTEES PURCHASE ORDER LISTING

-v4.2

Purchase Order Numbers P09-00536 Through P09-00813

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-00536	ACCUVANT INC.	Nevis Labs Service License/Maintenance R	\$28,822.00
P09-00537	ESCAPE TECHNOLOGY, INC.	Escape Maintenance Renewal	\$65,000.00
P09-00538	KOCH FILTER CORPORATION	HVAC SUPPLIES - AIR FILTERS	\$4,653.90
P09-00539	ROSSI, ANASTASI	Child Care Services	\$210.00
P09-00540	VOCATIONAL BIOGRAPHIES, INC.	Vocational Biographies online	\$316.00
P09-00541	KING, TAMARA	Reimbursement for Internet services	\$251.70
P09-00542	ART.COM	Request posters for 1st floor hallway	\$56.71
P09-00543	PEAK TECHNOLOGIES, INC.	Annual maintenance renewal Peak Tech.	\$1,668.00
P09-00544	CA PLACEMENT ASSN	Membership Renewal for CPA	\$100.00
P09-00545	XEROX CORPORATION	XEROX - Maintenance Agreement WCP35HC	\$1,294.16
P09-00546	CCBENEFITS INC.	Subscription renewal	\$2,916.00
P09-00547	HOSPIRA	INFUSION SYSTEMS FOR NURSING	\$6,443.45
P09-00548	PBS VIDEO	DVD-TEACH ME DIFFERENT	\$82.37
P09-00549	IRVINE HIGH SCHOOL	Advertising for Irvine High Football Pro	\$700.00
P09-00550	BECKMAN HIGH SCHOOL	Beckman High School Football Ad	\$200.00
P09-00551	BECKMAN HIGH SCHOOL	Beckman High School Football Banner	\$200.00
P09-00552	O'NEIL PRODUCT DEVELOPMENT****	PRINTED PAPER ROLLS FOR PERMIT MACHINES	\$.00
P09-00553	COMMUNICATIONS BRIEFINGS	Communication Briefings Subscription	\$79.00
P09-00554	QUEST DIAGNOSTICS INC.	Blanket for Quest Diagnostics	\$7,000.00
P09-00555	HOGSTEDT, CHRIS	Blanket purchase order for Chris Hogsted	\$1,000.00
P09-00556	CA STAINLESS MFG	Film dryer	\$111.44
P09-00557	REGAL PHOTO PRODUCTS, INC.	Thermostat for Photography Dept	\$29.71
P09-00558	HITT MARKING DEVICES, INC.	Custom stamps for Theatre Dept	\$73.81
P09-00559	MUSIC DISPATCH	Book for jazz courses	\$.00
P09-00560	COMMUNITY HOUSE, INC.	FACILITY USAGE FEE FOR EMERITUS CLASS	\$800.00
P09-00561	LAKE HILLS COMMUNITY CHURCH	FACILITY USAGE FEE FOR EMERITUS CLASS	\$2,000.00
P09-00562	LAGUNA COUNTRY METHODIST CHURCH	FACILITY USAGE FEE FOR EMERITUS CLASS	\$1,280.00
P09-00563	SHRED-IT	For Shred-it monthly service	\$3,700.00
P09-00564	RICOH AMERICAS CORPORATION	Annual maintenance agreement Ricoh	\$639.83
P09-00565	IMAGIC	Bus Advertising Production	\$2,180.44
P09-00566	INTERMOUNTAIN LOCK & SECURITY	BLANKET P.O. FOR MAINTENANCE SUPPLIES	\$1,500.00
P09-00567	TRI DIM FILTER CORPORATION	HVAC SUPPLIES - AIR FILTERS	\$162.50
P09-00568	AMER. AIR FILTER INT'L (AAF)	HVAC SUPPLIES - AIR FILTERS	\$383.12
P09-00569	DATAMAX O'NEIL PRINTER SUPPLIE	PAPER ROLLS	\$724.56
P09-00570	TROXELL COMMUNICATIONS, INC.	Communication equipment	\$22,056.41
P09-00571	ALERT SERVICES, INC.	Athletic Training Supplies 08-09	\$2,883.77
P09-00572	CAPT	MBTI-Scoring Costs,As Needed	\$2,500.00
P09-00573	MC KESSON GENERAL MEDICAL	SUPPLIES FOR NURSING	\$470.47
P09-00574	SWACC	P&L Memorandum of Coverage 08/09	\$630,784.00
P09-00575	PRESS SOLUTIONS, INC.	Newsletter printing	\$544.14
P09-00576	MC KESSON GENERAL MEDICAL	medical supplies for student medical car	\$1,107.46
P09-00577	BRIGGS CORPORATION	SUPPLIES FOR NURSING	\$153.88
P09-00578	AGILYSYS	SIS Infrastructure Build-Out	\$30,937.88
P09-00579	AGILYSYS	SIS Infrastructure Backfill RAM	\$7,454.22
P09-00580	XEROX CORPORATION	Xerox 7665P for HR	\$12,633.12
P09-00581	SEHI PROCOMP COMPUTER PRODUCTS	Ergonomic Equip.for Campus Safety	\$147.23
P09-00582	NEUDESIC, LLC	Student Information System, Year 3	\$4,150,000.00
P09-00583	APPA INSTITUTE	APPA MEMBERSHIP DUES E	\$1,126.00
P09-00584	WARE DISPOSAL CO., INC.	TRASH REMOVAL SERVICES	\$2,000.00
P09-00585	KEENAN & ASSOCIATES	Loss Control/Risk Mgmt. Agreement	\$20,525.00
P09-00586	COASTAL CLEANING MANAGEMENT	CONTRACT SERVICES	\$1,150.00
P09-00587	RICOH AMERICAS CORPORATION	Annual Ricoh Copier Maint. Agreement	\$203.28
P09-00588	W. W. GRAINGER INC.	BUILDING MAINTENANCE SUPPLIES	\$1,000.00
P09-00589	IRVINE PIPE & SUPPLY	Maintenance Materials	\$500.00
P09-00590	CONSORTIUM OF SO. CAL COLLEGES	CSCCU Membership Renewal	\$250.00

BOARD OF TRUSTEES PURCHASE ORDER LISTING

-v4.2

Purchase Order Numbers P09-00536 Through P09-00813

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-00591	AT&T	2 CELL PHONES AND SERVICE	\$740.41
P09-00592	OC REGISTER	OC REGISTER SUBSCRIPTION	\$200.00
P09-00593	LAGUNA GRAPHIC ARTS, INC	DIGITAL PRINTING SERVICES	\$2,000.00
P09-00594	COX MEDIA, INC.	Production of cable advertisement	\$500.00
P09-00595	SHER MUSIC CO.	BOOK FOR JAZZ COURSES	\$30.69
P09-00596	GRAYBAR ELECTRIC CO.	TECH REFRESH SUPPLIES	\$559.87
P09-00597	NEWT TOUCH GRAPHICS LLC	Purchase Community Cards.	\$167.01
P09-00598	GANDER-PRINTCO	Bus Cards Outreach Counselor for Melody	\$148.70
P09-00599	MC KESSON GENERAL MEDICAL	TUBING FOR LIFECARE PCA	\$230.72
P09-00600	EMERGENCY MEDICAL PRODUCTS	SUPPLIES FOR PALS CLASS	\$280.80
P09-00601	HOME DEPOT	Blanket PO for supplies for Environmental	\$300.00
P09-00602	HOME DEPOT	Blanket PO supplies for Aquarium & Aquac	\$500.00
P09-00603	COX MEDIA, INC.	CABLE ADVERTISING	\$3,503.00
P09-00604	MINN. MINING & MFG. CENTER	Annual Maintenance: Library Gates & Soft	\$5,545.00
P09-00605	CORPORATE BUSINESS INTERIORS	computer tables	\$7,232.18
P09-00606	JAMES PUBLISHING, INC.	Purchase book.	\$57.80
P09-00607	DEMCO INC.	Purchase instructional supplies.	\$251.99
P09-00608	CPS SECURITY SOLUTIONS	SECURITY SERVICES	\$25,000.00
P09-00609	HSACCC	Institutional membership dues HSACCC	\$75.00
P09-00610	LAYTON TECHNOLOGY, INC.	Software Update	\$595.00
P09-00611	HITT MARKING DEVICES, INC.	Prescription Pad Stamp	\$26.13
P09-00612	SAMY'S CAMERA	Photography supplies	\$7,984.28
P09-00613	GALLUP PRESS BOOKS	ONLINE ASSESSMENT MATERIAL	\$105.00
P09-00614	EXPERIAN	Contract Svcs - Experian	\$924.00
P09-00615	AFFILIATED COMPUTER SERVICES	Contract Svcs - ACS	\$2,250.00
P09-00616	DS WATERS OF AMERICA, INC.	DRINKING WATER FOR ATEP	\$400.00
P09-00617	MC DOWELL-CRAIG OFFICE FURNITU	BGS DISTANCE EDUCATION FURNITURE	\$62,361.65
P09-00618	UNIV. HIGH SCHOOL	University HS Football Program AD	\$250.00
P09-00619	RENNIE, BONNIE	Sign Interpreter Services	\$600.00
P09-00620	CITY OF IRVINE	Irvine Global Village Festival 2007	\$100.00
P09-00621	SUNTAMERS WINDOW TINTING	A&R WINDOW TINTING	\$1,379.00
P09-00622	WESTERN EXTERMINATOR COMPANY	CONTRACT SERVICES	\$10,740.00
P09-00623	COMMUNITY COLLEGE LEAGUE OF CA	CCLC ON ATHLETICS MEMBERSHIPS	\$16,255.00
P09-00624	COMMUNITY COLLEGE LEAGUE OF CA	CCLC POLICY & PROCEDURE SERVICE	\$1,500.00
P09-00625	ANDERSON, JULIE	Blanket PO for purchase of fish food & s	\$500.00
P09-00626	COLLINS COMPANY	BACKSTOP PADDING	\$2,956.00
P09-00627	STATE OF CALIFORNIA DEPT. OF	ELEVATOR CONVEYANCE INVOICE	\$105.00
P09-00628	PENN CORP. RELOCATION SVCS INC	STORAGE	\$540.00
P09-00629	ADVANTA ENERGY	ENERGY SERVICING AGREEMENT	\$8,550.00
P09-00630	RECALL SECURE DEST.SRVS INC.	Shredding Account Documents 08/09	\$2,000.00
P09-00631	R.M. SYSTEM, INC.	AnnualContract for alarm	\$1,980.00
P09-00632	EUREKA CAREER INFO. SYSTEMS	Eureka Site License Contract 08-09	\$2,128.06
P09-00633	SADDLEBACK GOLF CARS, INC.	CART REPAIR	\$2,215.45
P09-00634	OC REGISTER	AD FOR RES. LEASE OF PROPERTY STRAWBERRI	\$1,751.52
P09-00635	G/M BUSINESS INTERIORS	Window covers for A&R lobby & second pha	\$4,302.46
P09-00636	DANKA	Annual Maintenance: Copier	\$815.00
P09-00637	TERMITE TERRY PEST CONTROL	Bee removal as needed	\$6,000.00
P09-00638	AGILYSYS	VMWare Servers	\$16,895.66
P09-00639	MINN. MINING & MFG. CENTER	Service Contract	\$4,608.00
P09-00640	DANKA	Annual Maintenance: Copier	\$518.00
P09-00641	SO COAST FIRE PROTECTION	Annual Maintenance: Fire Extinguishers	\$1,300.00
P09-00642	DS WATERS OF AMERICA, INC.	Annual Water Service	\$3,200.00
P09-00643	RECALL SECURE DEST.SRVS INC.	Shredding Account Documents 08/09	\$1,000.00
P09-00644	TROXELL COMMUNICATIONS, INC.	AV Screens	\$426.69
P09-00645	LIEBERT CASSIDY WHITMORE	Membership Subscript. for HR	\$2,500.00

BOARD OF TRUSTEES PURCHASE ORDER LISTING

v4.2

Purchase Order Numbers P09-00536 Through P09-00813

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-00646	PROMARK SIGNS	NO SMOKING SIGNS	\$1,174.46
P09-00647	FOR-A CORPORATION OF AMERICA	Rack Mount for Switcher	\$83.55
P09-00648	RICOH AMERICAS CORPORATION	WARRANTY CONTRACT	\$264.00
P09-00649	JANUS CORPORATION	REMOVE TRANSITE PIPE SADDLEBACK COLLEGE	\$10,000.00
P09-00650	SKORA ELECTRIC	ELECTRICAL INSTALLATION OF HOT WATER HEA	\$8,280.00
P09-00651	TITAN OUTDOOR	Bus advertising	\$3,000.00
P09-00652	G/M BUSINESS INTERIORS	Doors & moveable walls/A&R lobby	\$6,544.96
P09-00653	TEKNION LLC	PHASE ONE FURNITURE FOR BSTIC	\$51,913.43
P09-00654	PASCO SCIENTIFIC	PHYSICS SUPPLIES	\$2,065.33
P09-00655	SPECTRUM LABORATORY PRODUCTS	PHYSICS SUPPLIES	\$373.97
P09-00656	VWR INTERNATIONAL, INC.	PHYSICS SUPPLIES	\$2,025.65
P09-00657	PRAXAIR	Annual Maintenance: Nitrogen Cylinders	\$160.00
P09-00658	CA POWER PARTNERS, INC	ECOM EMISSION ANALYZERS	\$15,549.30
P09-00659	MC MASTER CARR SUPPLY COMPANY	PHYSICS SUPPLIES	\$41.83
P09-00660	ALLSCRIPTS	Allscripts	\$176.24
P09-00661	MERCK AND CO., INC.	vaccines required by students	\$2,792.58
P09-00662	MARK IV PRINT COMMUNICATIONS	Tech Refresh	\$20,245.75
P09-00663	QUALITONE INDUSTRIES, INC.	AV Cables	\$338.25
P09-00664	FISHER SCIENTIFIC	NITRILE GLOVES	\$31.10
P09-00665	MAQUINSAL SEWING MACHINE CO.	FASHION SUPPLIES	\$889.63
P09-00666	ADAMSON POLICE PRODUCTS	TACTICAL VESTS	\$14,919.07
P09-00667	GRIMES, KELLY	WORKSHOP PRESENTER	\$3,960.00
P09-00668	NAVARRO, AUGUSTINE	WORKSHOP PRESENTER	\$1,980.00
P09-00669	COAST LEARNING SYSTEMS	ok to pay, enrollment fees for telecours	\$1,120.00
P09-00670	DEWEY'S APPLIANCES	Refrigerator	\$700.38
P09-00671	ANTHEM SPORTS, LLC	GROUPS SUPPLY	\$162.84
P09-00672	OC TREASURER	Annual Mandatory Assessments	\$2,000.00
P09-00673	KUSUNOKI, GARY I.	Annual Maintenance: Citation hearings	\$600.00
P09-00674	SEHI PROCOMP COMPUTER PRODUCTS	HP laser toner cartridge.	\$183.42
P09-00675	DELL MARKETING	Toner	\$261.01
P09-00676	MATERIAL SALES UNLIMITED	BARNEY BLEND INFIELD MIX	\$1,708.92
P09-00677	ULINE, INC.	MAIL ROOM SUPPLIES	\$136.00
P09-00678	COX MEDIA, INC.	Cable advertising	\$3,505.00
P09-00679	COX MEDIA, INC.	Cable Advertising	\$3,505.00
P09-00680	ELECTRONIC PRODUCTS, INC.	Calculators for Accounting	\$320.62
P09-00681	EXIT LIGHT CO., INC.	ELECTRICAL SUPPLIES	\$152.08
P09-00682	SARGENT-WELCH	PHYSICS SUPPLIES	\$748.00
P09-00683	FREY SCIENTIFIC	PHYSICS SUPPLIES	\$397.47
P09-00684	ROY KLOPPING ENTERPRISES	GROUPS EQUIPMENT	\$10,921.13
P09-00685	TERRA UNIVERSAL, INC.	SINK	\$2,927.32
P09-00686	GLOBAL INDUSTRIAL EQUIPMENT	TAPE	\$35.59
P09-00687	MC KESSON GENERAL MEDICAL	Medical supplies	\$487.15
P09-00688	HOLLANDER GLASS, INC.	STUDENT SUPPLIES - FALL 2008	\$265.56
P09-00689	PACIFIC ART GLASS	STUDENT SUPPLIES - FALL 2008	\$619.88
P09-00690	COLLEGIATE PACIFIC	330' MEASURING TAPE FOR FOOTBALL FIELD	\$108.71
P09-00691	CAMPUS CAREER COUNSELOR	Campus Career Counselor	\$69.00
P09-00692	XEROX CORPORATION	SERVICE AGREEMENT FOR COPIER	\$700.00
P09-00693	H. W. WILSON COMPANY	Index book subscriptions per Tom Weisroc	\$1,195.18
P09-00694	GOVCONNECTION	Computer battery back-ups	\$329.76
P09-00695	COPYNET OFFICE SOLUTIONS, INC	Annual Maintenance: Copier	\$425.00
P09-00696	CSK AUTO, INC.	AUTOMOTIVE SUPPLIES	\$350.90
P09-00697	PRESQUE ISLE CULTURES	MICROBIOLOGY SUPPLIES	\$129.43
P09-00698	HOME DEPOT	Purchase of tools and misc. supplies	\$500.00
P09-00699	ABC ICE HOUSE	Blanket purchase order for purchase of d	\$700.00
P09-00700	DE NAULT'S TRUE VALUE HARDWARE	For purchase of material and tools	\$300.00

BOARD OF TRUSTEES PURCHASE ORDER LISTING

-v4.2

Purchase Order Numbers P09-00536 Through P09-00813

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-00701	TROXELL COMMUNICATIONS, INC.	DVD Players	\$1,267.14
P09-00702	AQUATIC ECOSYSTEMS, INC.	AquaSci SUPPLIES	\$28.24
P09-00703	KEENAN & ASSOCIATES	Broadcasters Liability Coverage 08/09	\$6,591.13
P09-00704	LIFETIME MEMORY PRODUCTS, INC.	2GB USB Drives	\$83.80
P09-00705	IMAGE SOURCE, INC.	ATIfiler software service contract	\$13,194.56
P09-00706	PC MALL GOV. INC.	INSTRUCTIONAL SUPPLIES	\$920.87
P09-00707	QUICK SORT LOS ANGELES	Postage costs	\$40,000.00
P09-00708	TRAFFIC CONTROL SERVICE, INC.	PARKING SUPPLIES:SIGNS,CONES, ETC.	\$3,036.81
P09-00709	TRAFFIC CONTROL SERVICE, INC.	CUSTOM NOTICE SIGNS	\$351.70
P09-00710	QORPAK	BIOLOGY SUPPLIES	\$514.16
P09-00711	SPORTS ATTACK	SB Hack Attack Balls	\$128.88
P09-00712	XEROX CORPORATION	MAINTENANCE AGREEMENT FOR COPIER	\$485.35
P09-00713	JOURNAL OF NURSING EDUCATION	MAGAZINE SUBSCRIPTION	\$319.00
P09-00714	SPECTRUM LABORATORY PRODUCTS	MARINE SCIENCE SUPPLIES	\$213.19
P09-00715	ADAMSON POLICE PRODUCTS	Video Recorder	\$1,054.87
P09-00716	WARE DISPOSAL CO., INC.	Annual Maintenance: Trash removal	\$20,545.00
P09-00717	VEOLIA ES TECHNICAL SOLUTIONS,	Annual Maintenance: Waste Removal	\$17,750.00
P09-00718	SO COAST FIRE PROTECTION	Annual Maintenance:Fire Inspections	\$3,660.00
P09-00719	ECONOMIC ALTERNATIVES, INC.	Annual Maintenance:Water Treatment	\$4,175.00
P09-00720	EXCELSIOR ELEVATOR CORPORATION	ANNUAL ELEVATOR MAINTENANCE SERVICE	\$10,020.00
P09-00721	MESA ENERGY SYSTEMS, INC.	Annual Maintenance:Support Software of A	\$4,134.00
P09-00722	US MARKERBOARD	Letters for directory boards	\$680.61
P09-00723	NAT'L ASSN OF COLL & EMPLOYEES	Instit. Membership NACE 08-09	\$400.00
P09-00724	WOODBIDGE HIGH SCHOOL	Purchase of Ad & Banner at Woodbridge Hi	\$500.00
P09-00725	BAMWALL CO.	CLASSROOM PARTITION IN A-200	\$4,675.00
P09-00726	GALLUP PRESS BOOKS	Strength Quest - individual	\$582.40
P09-00727	RALPHS GROCERY CO.	TO PURCHASE SUPPLIES FOR BIO. LAB CLASS	\$400.00
P09-00728	CAROLINA BIOLOGICAL SUPPLY	SUPPLIES FOR BIO. CLASS LAB EXERCISE.	\$500.00
P09-00729	WAXIE SANITARY SUPPLY	janitorial supplies	\$1,000.00
P09-00730	ST. ANDREW'S CHILDREN'S CENTER	Child Care Services	\$2,980.00
P09-00731	CA ENERGY COMMISSION	Energy Conservation	\$197,275.00
P09-00732	MUNICIPAL FINANCE CORP.	Viron mechanical retrofit and energy mgt	\$207,424.70
P09-00733	APPLE COMPUTER, INC.	Tech Refresh - computers	\$71,657.19
P09-00734	OC AUDITOR-CONTROLLER	Annual Maintenance:Citations	\$18,000.00
P09-00735	PHOENIX GROUP	Annual Maintenance: Citation Fees	\$6,880.00
P09-00736	IRVINE RANCH WATER DIST.	Annual Sewage & Royalty fees	\$18,000.00
P09-00737	GANDER-PRINTCO	LETTER HEAD/SADDLEBACK	\$2,801.50
P09-00738	NORTHWOOD HIGH SCHOOL	Advertising - Northwood High School	\$250.00
P09-00739	MOBILE MODULAR MGMT. CORP.	Annual Maintenance: Comm Ed Buildings	\$38,808.00
P09-00740	ALL ELECTRONICS CORP.	ELECTRONICS SUPPLIES	\$150.96
P09-00741	MICRO CENTER	Blanket PO for Micro Center	\$4,000.00
P09-00742	FRY'S ELECTRONICS	Blanket PO for Tech. Svc.	\$1,000.00
P09-00743	DELL MARKETING	Tech Refresh Computers	\$356,680.47
P09-00744	SADDLEBACK GOLF DRIVING RANGE	Golf Team Supplies	\$3,754.58
P09-00745	COAST FITNESS REPAIR SHOP	Athletic Equipment Mainteance Contract	\$2,400.00
P09-00746	BORDERS & BOOKS	Book materials.	\$279.48
P09-00747	HARBOR FREIGHT TOOLS	TOOLS	\$206.91
P09-00748	BATTERY WHOLESALE.COM	BATTERIES	\$81.29
P09-00749	SO CAL FOOTBALL ASSOCIATION	Membership	\$1,125.00
P09-00750	APPLE COMPUTER, INC.	Tech Refresh - computers	\$156,178.88
P09-00751	SOUTHWEST MATERIAL HANDLING	WAREHOUSE FORKLIFT	\$27,502.11
P09-00752	XEROX CORPORATION	maintenance for printer	\$420.00
P09-00753	ELITE COOLING	RENTING 10 A/C UNITS FOR 3RD FL. BGS BLD	\$2,931.25
P09-00754	PHOENIX BUSINESS MACHINES, INC	RICOH: Maint Renewal IT Copier - Aficio	\$1,728.00
P09-00755	HEWLETT PACKARD	HP/Alpha System Maintenance Agreement	\$8,891.58

BOARD OF TRUSTEES PURCHASE ORDER LISTING

v4.2

Purchase Order Numbers P09-00536 Through P09-00813

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-00756	COMPACT DATA WORKS, INC.	BacPac License for workgroup VMS	\$449.00
P09-00757	DATA CENTER SOFTWARE	QUEMAN Annual Maintenance	\$749.00
P09-00758	INCENTRA SOLUTIONS	IT Software Engineering/Development Serv	\$89,440.00
P09-00759	BUDDY'S ALL STARS INC.	Softball team supplies	\$1,142.82
P09-00760	ORKIN EXTERMINATING	ANNUAL MAINTENANCE: Bug Control	\$11,050.00
P09-00761	RR SYSTEMS, INC.	STORAGE OF 324 VIRCO CHAIRS FOR BGS CLAS	\$958.00
P09-00762	CONSOLIDATED ELECTRICAL DIST.	ELECTRICAL SUPPLIES	\$3,630.85
P09-00763	SKORA ELECTRIC	FINE ARTS - ELECTRICAL INSTALLATION OF F	\$5,000.00
P09-00764	WOHLERS ASSOCIATES, INC.	Contract: Terry Wohlers	\$8,000.00
P09-00765	CDW COMPUTER CENTERS	Hardware Parts	\$292.02
P09-00766	METRONOME, INC.	Internet Access Switch Upgrade	\$5,168.55
P09-00767	BUDDY'S ALL STARS INC.	Volleyball team supplies	\$2,037.21
P09-00768	K-LOG COMPANY, INC.	DISPLAYS FOR SBS/BGS	\$454.71
P09-00769	SHELF MASTER, INC.	GEOLOGY & PHYSICS SUPPLIES	\$385.86
P09-00770	JOHNSON FLOORING, INC.	GYM FLOOR - MAINTENANCE	\$6,000.00
P09-00771	INTEGRA SERVICES INTERNATIONAL	Maintenance for SLS Machine	\$5,975.00
P09-00772	ORANGE EMPIRE CONFERENCE	Annual Membership	\$5,000.00
P09-00773	G/M BUSINESS INTERIORS	Office supplies	\$72.02
P09-00774	BURMINCO	Student rock & mineral supplies	\$2,500.00
P09-00775	EWING IRRIGATION PRODUCTS	Open Purchase for Instructional Plumbing	\$200.00
P09-00776	ONE SOURCE DISTRIBUTORS, INC.	BUS SHELTER - REPLACE FIXTURES	\$2,008.82
P09-00777	WEST-LITE SUPPLY CO.	ELECTRICAL SUPPLIES	\$3,087.89
P09-00778	GRAYBAR ELECTRIC CO.	ELECTRICAL SUPPLIES	\$2,396.04
P09-00779	BUDDY'S ALL STARS INC.	W Basketball team equipment	\$1,679.80
P09-00780	BUDDY'S ALL STARS INC.	soccer team/partial Soccer class	\$6,278.82
P09-00781	BIOPAC SYSTEMS, INC.	PHYSIOLOGY SUPPLIES	\$225.50
P09-00782	PHIPPS & BIRD	BIOLOGY SUPPLIES	\$29.78
P09-00783	SO CAL EDISON CO	Annual: License Fee	\$784.00
P09-00784	GENERAL BINDING CORP.	Annual Maintenance: CDC Laminator	\$786.00
P09-00785	ORKIN EXTERMINATING	Annual Maintenance: Bug Control	\$1,100.00
P09-00786	XEROX CORPORATION	Annual Maintenance: Copier	\$700.00
P09-00787	RECALL SECURE DEST.SRVS INC.	Shredding of Documents	\$375.00
P09-00788	CLARK SECURITY PRODUCTS	DOOR CLOSER	\$1,099.94
P09-00789	HOME DEPOT	HOME DEPOT BLANKET REQUISITION	\$400.00
P09-00790	TOTAL ACCESS GROUP	healthy lifestyles program supplies	\$323.25
P09-00791	VIDEO SERVICE OF AMERICA	VIDEO EQUIPMENT FOR FOOTBALL PRO	\$844.35
P09-00792	EWING IRRIGATION PRODUCTS	OPEN P.O. FOR SUPPLIES	\$3,000.00
P09-00793	MID-AMERICA SPORTS ADVANTAGE	GROUND SUPPLIES	\$828.49
P09-00794	BUDDY'S ALL STARS INC.	baseball team uniforms	\$894.78
P09-00795	TROXELL COMMUNICATIONS, INC.	CAMCORDERS FOR NURSING	\$1,907.18
P09-00796	ENTERPRISE SECURITY, INC.	Service to door access system in HS Bldg	\$1,669.00
P09-00797	DANKA	Annual Maintenance: Copier	\$700.00
P09-00798	GANDER-PRINTCO	NEW LOGO LETTERHEAD DIST	\$1,810.20
P09-00799	AMER. CHEMICAL SOCIETY	A Guide to Classroom Instruction for Adj	\$172.46
P09-00800	AT&T	Annual: Telephone Service	\$56,000.00
P09-00801	EAGLE COMMUNICATIONS	Tech Supply	\$68.96
P09-00802	SO CAL EDISON CO	Annual Electric Service	\$800,000.00
P09-00803	IRVINE RANCH WATER DIST.	Annual Water Service	\$70,000.00
P09-00804	SO CAL GAS CO.	Annual Gas Service	\$240,000.00
P09-00805	JOHN DEERE LANDSCAPES, INC.	IRRIGATION - SUPPLIES	\$1,463.08
P09-00806	CBS RADIO	Radio Advertising	\$8,250.00
P09-00807	TREESMITH ENTERPRISES, INC.	tree removal	\$6,930.00
P09-00808	MARK IV PRINT COMMUNICATIONS	Tech Refresh - data drops	\$9,926.73
P09-00809	HOME DEPOT	Blanket PO for Athletic Dept. Supplies	\$3,000.00
P09-00810	TRAFFIC CONTROL SERVICE, INC.	McCain and parking lot signs	\$547.62

BOARD OF TRUSTEES PURCHASE ORDER LISTING

v4.2

Purchase Order Numbers P09-00536 Through P09-00813

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-00811	VIDEO SERVICE OF AMERICA	tape for student use	\$413.54
P09-00812	B & P SERVICES, INC.	ROOM B320 EXHAUST SYSTEM	\$8,165.00
P09-00813	MUSSER & ASSOCIATES, INC.	RELOCATE OPTICAL TABLE	\$1,200.00
			=====
			\$8,078,654.96

BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

-v4.2

Req. #	Vendor Name	Description	Total Cost
RD09-00203		International Career Development Confere	\$.00
RD09-00202		International Career Development Confere	\$.00
RD09-00201	D'LENA, BRANDYE	CONFERENCE REGISTRATION	\$185.00
RD09-00200		Royalties	\$33.00
RD09-00199	WEBEX COMMUNICATIONS, INC.	Online meeting program software	\$1,150.00
RD09-00198	A-1 AWARDS	Plaques for Academic Senate	\$566.12
RD09-00197	PARKS, MONICA	Training for DSPS Directors/Coordinators	\$.00
RD09-00196	IVC	EMERITUS ENROLLMENT FOR SPRING 2008	\$.00
RD09-00195	GRAHAM, ESTER	EEOC Seminar-Ettie Graham	\$359.00
RD09-00194	WELLS FARGO #3317 (DISTRICT)	amazon.com	\$51.85
RD09-00193	WELLS FARGO #4198 FISCAL-SBC	MagazineRacks.com	\$299.99
RD09-00192	WILLIAMS, MARY	Reimburse staff member for supplies & fo	\$157.55
RD09-00191	A-1 AWARDS	Name plate for Audra DiPadova	\$17.78
RD09-00190	PHAM, DAN	Reimbursement for hardware	\$17.24
RD09-00189	VURDIEN, RAJEN	Conference Attendance for Rajen Vurdien	\$135.00
RD09-00188	SANCHEZ, SYLVIA	Conference Attendance	\$121.33
RD09-00187	SOLTANI, PARISA	Mileage Reimbursement	\$.00
RD09-00186	SOLTANI, PARISA	Mileage Reimbursement	\$.00
RD09-00184	AAA ELECTRIC MOTOR SALES	MOTOR FOR A/C #13 ON LRC	\$.00
RD09-00183	CHEZ NAZ BAKERY	Lunch costs for two day event	\$221.10
RD09-00182	MATHUR, RAGHU P.	R.MATHUR TO GREEN CACC SUMMIT	\$459.45
RD09-00181	WELLS FARGO #4198 FISCAL-SBC	Crowd Control Warehouse	\$484.41
RD09-00180		Green CA College Summit Conference Fee-C	\$165.00
RD09-00179	A-1 AWARDS	NAMEPLATES FOR BOARD ROOM	\$.00
RD09-00178	TANRIVERDI, PAWN	Conference Attendance	\$1,351.00
RD09-00177		EQUIPMENT RENTAL FOR DRIVING RANGE	\$.00
RD09-00176	WELLS FARGO #3465 FISCAL-IVC	Background Check	\$200.00
RD09-00175	KENNY'S AUTO UPHOLSTERY	TRUCK BENCH SEAT REPAIR	\$500.00
RD09-00174	MC CUE, JENNIFER	Reimbursement	\$450.00
RD09-00173	WELLS FARGO #4198 FISCAL-SBC	Staples.com	\$188.51
RD09-00172	BENSON, LAURA	Cand. Reimbursement-Laura Benson	\$.00
RD09-00171	H2 ENVIRONMENTAL CONSULTING	VILLAGE BLDG 2 ENVIRON. SURVEY	\$1,020.00
RD09-00170	BRODET, MATT	Reimburse staff member for various suppl	\$42.83
RD09-00169	MANCHIK, MIROSLAVA	Reimbursement for Fall 2008 inservice pu	\$.00
RD09-00168	WELLS FARGO #4198 FISCAL-SBC	EDUCAUSE (DOMAIN NAME RENEWAL FEE)	\$40.00
RD09-00167		Reim. Candidate-Howard Sanchez	\$817.67
RD09-00166		Reim. Candidate-Craig Hayward	\$358.26
RD09-00165		Reim. Candidate-Reza Azarmsa	\$600.95
RD09-00164	HOFFMAN, ALLAN M.	Reim. Candidate-Allan Hoffman	\$609.85
RD09-00163	PATTON, KEN	RAPIDTECH TEACHER TRAINING WORKSHOP	\$.00
RD09-00162	AMER. TIME & SIGNAL CO.	SUPPLIES - NEW CLOCKS FOR BGS BLDG.	\$.00
RD09-00161	BURNETT, TOD	Reim. Candidate-Tod Burnett	\$667.35
RD09-00160	SUN BADGE COMPANY	ADDITIONAL BADGE FOR CHIEF	\$59.37
RD09-00159	KRUHMIN, MARK	Reimburse staff member for purchase of s	\$64.10
RD09-00158	SKAFF, PENNY	Reimbursement to P.Skaff for 7/8 Bootcam	\$109.78
RD09-00157	DMG CORPORATION	PARTS TO REPAIR BGS AIR HANDLER	\$1,953.00
RD09-00156	WELLS FARGO #3317 (DISTRICT)	Cyberguys.com	\$306.80
RD09-00155	BUTTE-GLENN COMMUNITY COLLEGE	Refund CCC Live Caption Program Award	\$4,699.00
RD09-00154	STERILIZER TECHNICAL SPECIALIS	Service Call for repair of dishwasher	\$290.00
RD09-00153	MARSHALL MATERIALS	CLEAN DIRT FOR FOOTBALL FIELD	\$510.00
RD09-00152	MARSHALL MATERIALS	WHITE PLASTER SAND	\$897.81
RD09-00151	EVERLEY, JOHN	POST Training	\$103.18
RD09-00150	MICKELSON, BRETT	POST Training	\$103.18
RD09-00149	LEE, HANNAH H.E.	CCLC STUDENT TRUSTEE WORKSHOP-HANNAH LEE	\$845.90
RD09-00148	MANCINI, TONY	POST Training	\$103.18
RD09-00147	LUMUX LIGHTING, INC.	TRANSFORMER 12V LAMP	\$17.46

BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

-----v4.2

Req. #	Vendor Name	Description	Total Cost
RD09-00146	WILLIAMS, JOHN	JWILLIAMS TO LEAGUE OF INNOVATION CONFER	\$.00
RD09-00145	WILLIAMS, JOHN	JWILLIAMS TO EDUCAUSE CONFERENCE	\$.00
RD09-00144	DHK PLUMBING & PIPING, INC.	F.A. SEWER REPAIR	\$.00
RD09-00143	WELLS FARGO #2078 (DIST TRAVL)	Lake Mission Viejo Association	\$1,150.00
RD09-00142	DORRI, ALI	Reimbursement for Mail In Entry fee to J	\$50.00
RD09-00141	MAC DOUGALL, ALLAN	Reimbursement for TTAC Mtg-Sacramento-2/	\$328.59
RD09-00140	SESSLER, LOUIS	REIMBURSE FOR PURCHASE OF GAS	\$10.00
RD09-00139	BAKER & TAYLOR ENTERTAINMENT	Library DVD per Tom Weisrock request	\$8.61
RD09-00138	COUTTS LIBRARY SERVICES, INC.	Library book per Tom Weisrock request	\$36.26
RD09-00137	WELLS FARGO #4198 FISCAL-SBC	SUPPLIES FOR COUNSELING INSERVICE	\$298.42
RD09-00136	PACIFIC TYPEWRITER & COMM INC.	Non instructional Repair	\$69.50
RD09-00135	OC PUMP CO.	EMERGENCY REPAIR FOR B200 COOLING TOWER	\$.00
RD09-00134	SMITH, THOMAS L.	Reimburse for funds expended	\$83.88
RD09-00133	MAQUINSAL SEWING MACHINE CO.	Repair Equipment	\$369.93
RD09-00132	ALFORD, JOANN	Reimbursement for food	\$97.43
RD09-00131	MARTIN, GLORIA	Reimbursement for food	\$62.92
RD09-00130	TROXELL COMMUNICATIONS, INC.	AV Repair	\$862.00
RD09-00129	A-1 INTERNATIONAL TV SALES &	Repair of Video Equipment	\$1,144.34
RD09-00128	MILLER, DANIELLE	862243-SCHOLARSHIP FOR STUDENT	\$250.00
RD09-00127	BAKER & TAYLOR ENTERTAINMENT	Library DVD per Tom Weisrock request	\$12.91
RD09-00126	SADDLEBACK COLLEGE GRAPHIC ART	WAYFINDING SIGNAGE	\$.00
RD09-00124	AUDIO VISUAL INTEGRATION SYST	AV Equipment Repair	\$600.00
RD09-00123	3D RAPID PROTOTYPING	SUPPLIES FOR ZCORP	\$2,111.13
RD09-00122	WELLS FARGO #3317 (DISTRICT)	Cyberguys.com	\$267.46
RD09-00121	ALL TECH SERVICE	AV Repair	\$190.00
RD09-00120	EWING IRRIGATION PRODUCTS	Open PO for instructional plumbing needs	\$.00
RD09-00119	SMITH, THOMAS L.	Reimbursement for Supplies/RapidTech	\$55.41
RD09-00118	BESNARD, MARIA	CSU COMMUNITY COLLEGE COUSELORS CONFEREN	\$138.94
RD09-00117	DOLAN, BEN	Reimbursement of Supplies/RapidTech	\$8.60
RD09-00116	OXFORD UNIVERSITY PRESS	Library book per Tom Weisrock request	\$10.31
RD09-00115	BAKER & TAYLOR ENTERTAINMENT	Library books per Tom Weisrock request	\$40.12
RD09-00114	BESNARD, MARIA	UC COUNSELOR CONFERENCE 2008: UC RIVERSI	\$106.33
RD09-00113	MC REYNOLDS, BRAD	Expense Reibursement	\$500.00
RD09-00112	GLEN, WILL	CAMPUS TERRORISM INTELLIGENCE & TACTICS	\$204.00
RD09-00111	RICE, TAMERA	CONFERENCE FOR TAMERA RICE	\$.00
RD09-00110	EBERHARD EQUIPMENT	PARTS FOR KABOTA TRACTOR	\$139.40
RD09-00109	DORSZ, JEFF	Reimbursement for monitor mount	\$215.49
RD09-00108	GLEN, WILL	CRIMINAL INVESTIGATION TRAINING	\$378.42
RD09-00107	WELLS FARGO #4198 FISCAL-SBC	Musician's Friend, Inc.	\$250.00
RD09-00106	COOK EQUIPMENT COMPANY	NEW STARTER FOR NEW HOLLAND TRACTOR	\$716.65
RD09-00105	DO, TAM	Staff Reimbursement	\$65.00
RD09-00104	PEOPLESUPPORT	Captioning Services	\$673.27
RD09-00103	JAMES, MICHAEL	Copies of BGS Bldg. New Floor Plans	\$54.63
RD09-00102	GEORGIANNA, SIBYLLE	REGISTRATION FOR S. Georgianna - APA Con	\$1,394.77
RD09-00101	PESTOLESI, DIANE	CONFERENCE FOR DIANE PESTOLESI	\$1,346.12
RD09-00100	JENNIFER FOROUZESH	CONFERENCE FOR JENNIFER FOROUZESH	\$1,346.12
RD09-00099	DANA POINT MARINA INN	Payment for Rooms for Workshop Attendees	\$.00
RD09-00098	WELLS FARGO #3465 FISCAL-IVC	Campus Terrorism & Tactics Conference	\$304.00
RD09-00097	MATHUR, RAGHU P.	RMATHUR TO OCBC Leadership Breakfast	\$55.00
RD09-00096	CSU NORTHRIDGE	Conference Attendance	\$65.00
RD09-00095	MORTECH MANUFACTURING	REPAIR OF AUTOPSY SAW FOR BIO.200 HUMAN	\$90.00
RD09-00094	MORRIS, KALON	Reimbursement to K.Morris for DVD purcha	\$26.46
RD09-00093	REPKA, JAMES	Reimbursement to J.Repka for department	\$73.45
RD09-00092	AMBER MARINE	Repair work for the Whaler motor	\$748.81
RD09-00091	SAGE PUBLICATIONS, INC.	Pay for book.	\$152.43
RD09-00090	OXFORD UNIVERSITY PRESS	Library book per Tom Weisrock request	\$10.31

BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

-v4.2

Req. #	Vendor Name	Description	Total Cost
RD09-00089	B & H PHOTO	Balance due for exchanged items for Phot	\$280.00
RD09-00088	RICE, TAMERA	CONFERENCE FOR TAMERA RICE	\$1,346.12
RD09-00087	PAPA PESTICIDE APPLICATORS	CONFERENCE REGISTRATION	\$70.00
			=====
			\$40,201.54

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

BACKGROUND

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

STATUS

Checks No. 072864 through 073690, processed through the Orange County Department of Education, totaling \$6,635,784.83; and Checks No. 009280 through 009332, processed through Saddleback College Community Education, totaling \$94,585.20; and Checks No. 008457 through 008472, processed through Irvine Valley College Community Education, totaling \$25,086.05 are submitted for the approval of the Board of Trustees.

RECOMMENDATION

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

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #072864 and 073690

S	Check #	Check Dt	Company Name	Check Amount	Description
O	072864	7/10/08	CHEVRON AND TEXACO BUSINESS	\$3,461.71	2007/08 Use of Gasoline by Various Departments
O	072865	7/10/08	DAY & NIGHT DOOR SERVICE, INC	\$12,487.80	REMOTE DOOR BUTTONS
O	072866	7/10/08	JAMEY AEBERSOLD JAZZ, INC.	\$75.95	Book purchase
O	072867	7/10/08	G/M BUSINESS INTERIORS	\$20.43	MOUSE PLATFORM
O	072868	7/10/08	HALL & FOREMAN, INC.	\$3,500.00	SSC & AGB TOPOGRAPHIC SURVEY
O	072869	7/10/08	HARLAND TECHNOLOGY SERVICES	\$670.00	Annual Maintenance:Scantron
O	072870	7/10/08	HITT MARKING DEVICES, INC.	\$121.71	OFFICE SUPPLIES
O	072871	7/10/08	HOME DEPOT CREDIT SERVICES	\$123.04	MAINT/GROUNDS/CUST. SUPPLIES
O	072872	7/10/08	IBM CORPORATION	\$6,052.80	IBM Hardware Maintenance Agreement
O	072873	7/10/08	IMAGIC	\$2,180.44	Bus Advertising Production
O	072874	7/10/08	INGARDIA BROTHERS PRODUCE, INC.	\$364.51	Groceries for Foods Lab.
O	072875	7/10/08	INTUIT	\$750.00	Intuit Quickbooks Software License Renewal
O	072876	7/10/08	KEENAN & ASSOCIATES	\$751.00	Fine Arts Premium
O	072877	7/10/08	PIPS	\$166,222.00	Protected Insurance Program for Schools 08/09
O	072878	7/10/08	LA CUCINA ITALIANA	\$23.97	Dept. Resource
O	072879	7/10/08	LAB SAFETY SUPPLY INC.	\$31.93	SAFETY SUPPLIES
O	072880	7/10/08	LAGUNA COUNTRY UNITED	\$1,280.00	FACILITY USAGE FEE FOR EMERITUS CLASS
O	072881	7/10/08	LAGUNA WOODS VILLAGE POTTERS	\$1,528.00	PYMT-LAGUNA WOODS VILLAGE POTTERS & SCULPTORS CLUB
O	072882	7/10/08	LAKE HILLS COMMUNITY CHURCH	\$2,000.00	FACILITY USAGE FEE FOR EMERITUS CLASS
O	072883	7/10/08	LAUNDRY LOOPS INC.	\$340.71	Laundry Supplies
O	072884	7/10/08	MARKETLAB, INC.	\$134.47	MICROBIOLOGY SUPPLIES
O	072885	7/10/08	MC KESSON MEDICAL SURGICAL	\$509.64	medical supplies neede for student care
O	072886	7/10/08	MEDCO SUPPLY COMPANY	\$7,977.69	Athletic Training Supplies
O	072887	7/10/08	MERIDIAN EDUCATION CORP.	\$81.37	DVD FOR PEDIATRIC NURSING
O	072888	7/10/08	W. MYERS CO.	\$117.11	Ice Machine Filters
O	072889	7/10/08	NEXT DAY GOURMET	\$120.64	Ice Machine Filters - Training Room
O	072890	7/10/08	NUTRITION ACTION HEALTHLETTER	\$24.00	Dept. Resource
O	072891	7/10/08	OCEANSIDE PHOTO & TELESCOPE	\$46.71	ASTRONOMY SUPPLIES
O	072892	7/10/08	ON THE CAPITOL DOORSTEP	\$60.60	Pamphlets
O	072893	7/10/08	CARLOS TUCCIO	\$100.36	REPAIR OF WASHING MACHINE
O	072894	7/10/08	NEXUS IS, INC.	\$841.44	Technology equipment Tech Refresh
O	072895	7/10/08	KEENAN & ASSOCIATES	\$3,500.00	Keenan Agreement 7/01/08-7/01/09
O	072896	7/10/08	A-1 AWARDS	\$32.86	NAMEPLATES FOR BOARD ROOM
O	072897	7/10/08	AAA ACCESS SMOG	\$50.00	SMOG TESTING
O	072898	7/10/08	AARDVARK CLAY AND SUPPLIES	\$499.84	Art supplies
O	072899	7/10/08	ABC-CLIO, INC.	\$57.05	Library books per Tom Weisrock request
O	072900	7/10/08	ACCESS TO RECREATION CORP.	\$6,314.64	EQUIP. FOR ADAPTED KNEA CLASSES
O	072901	7/10/08	THE ACTIVE NETWORK, INC.	\$15,125.31	Active Network Comm Education Reg System
O	072902	7/10/08	ADCLUB ADVERTISING SERVICE	\$2,060.00	Recruitment/Advertising for SOCCCD
O	072903	7/10/08	AFFILIATED COMPUTER SERVICES	\$244.06	Contract Svcs from ACS
O	072904	7/10/08	AIRGAS WEST	\$329.16	POOL SUPPLIES
O	072905	7/10/08	ANDREW ALHADEFF	\$464.00	REIMB. IVC EQUIP.SPECIALIST/SOCCER INST.SUPPLIES
O	072906	7/10/08	ALPHA OMEGA	\$1,316.73	AUTOMOTIVE EQUIPMENT
O	072907	7/10/08	AmbironTrustWave	\$675.00	PCI Compliance Validation Services Renewal
O	072908	7/10/08	AMSTERDAM PRINTING & LITHO	\$328.33	ACADEMIC PLANNERS 2008-2009
O	072909	7/10/08	AMTECH ELEVATOR SERVICES	\$46,210.00	PROPOSAL TO REPAIR MAIN CAMPUS ELEVATOR
O	072910	7/10/08	APPLIED INDUSTRIAL TECH.	\$91.01	HVAC SUPPLIES
O	072911	7/10/08	ARAMARK UNIFORM SERVICES	\$27.70	SHOP RAGS
O	072912	7/10/08	LEE ARMSTRONG CO., INC.	\$2,400.00	Carpet Installation
O	072913	7/10/08	ARROWHEAD DRINKING WATER	\$43.09	Rental of ROHC Water Filtration System
O	072914	7/10/08	ASSESSMENT TECHNOLOGIES GROUP	\$3,390.00	SOCCCD-Candidate Assessments

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #072864 and 073690

S	Check #	Check Dt	Company Name	Check Amount	Description
O	072915	7/10/08	ASSESSMENT TECHNOLOGIES	\$30.00	RN PREDICTOR TEST
O	072916	7/10/08	AUTOMOTIVE SERVICE EQUIPMENT	\$903.00	AUTOMOTIVE EQUIPMENT
O	072917	7/10/08	AVACOM	\$114.43	OPEN PO FOR AVACOM PRINTER SERVICE
O	072918	7/10/08	AVENTURA SAILING ASSOC.	\$140.00	Blanket PO for rental of sail boats
O	072919	7/10/08	B & H PHOTO	\$4,324.00	Microphone systems for studio and remote use
O	072920	7/10/08	BAKER & TAYLOR	\$740.93	Library books and materials per Tom Weisrock req.
O	072921	7/10/08	BAKER & TAYLOR	\$23.99	Library books and materials per Tom Weisrock req.
O	072922	7/10/08	BAMWALL CO.	\$994.00	FIRE DOOR REPLACEMENT DSPS
O	072923	7/10/08	BANNERSANDSIGNNS.NET	\$1,492.34	Replace Office Bldg signs
O	072924	7/10/08	STEPHANIE BECKER	\$50.00	PANEL PRESENTATION
O	072925	7/10/08	BEE MAN	\$95.00	SSC - REMOVE BEE HIVE
O	072926	7/10/08	CATHERINE BERES	\$193.48	Costs associated with "Flying Karamazov Bros."
O	072927	7/10/08	BJB ENTERPRISES, INC.	\$1,331.47	open purchase for supplies
O	072928	7/10/08	BLACK SHEEP	\$7,952.11	STUDIO THEATRE CURTAINS
O	072929	7/10/08	ARNOLD BRAY	\$2,000.00	Legislative Advocacy
O	072930	7/10/08	BrightEye Technology	\$1,250.00	Software to create MP3 for Math for disabled stud
C	072931	7/10/08	SCHOOL SPECIALITY INC.	\$-175.44	supplies for DMP at ATEP
O	072932	7/10/08	BUDDY'S ALL STARS	\$248.69	WOMEN'S BASKETBALL
O	072933	7/10/08	CA DEPT OF PUBLIC HEALTH	\$59.00	Clinical Laboratory Registration
O	072934	7/10/08	CABLES TO GO	\$489.32	Computer support tools and accessories.
O	072935	7/10/08	CALUMET PHOTOGRAPHIC	\$1,631.03	Camera batteries
O	072936	7/10/08	CAPISTRANO-LAGUNA BEACH ROP	\$2,317.50	Tech Prep Allocation
O	072937	7/10/08	CAPISTRANO UNIFIED SCHOOL	\$24,595.49	7 & 8th GRADE GRANT CAREER EXPLORATION CUSD
O	072938	7/10/08	CAPP ASSOCIATES, INC.	\$4,290.00	Purchase of Contract Software
O	072939	7/10/08	CARDINAL HEALTH	\$19,196.49	ALARIS SYSTEMS FOR NURSING
O	072940	7/10/08	CAREER COMMUNICATIONS, INC.	\$890.85	Career Books/Research Materials
O	072941	7/10/08	CAROLINA BIOLOGICAL SUPPLY	\$184.14	CAROLINA BIOLOGICAL BLANKET
O	072942	7/10/08	JOHN T. CASAGRANDE	\$9,500.00	Consultant for EOPS
O	072943	7/10/08	CCS PRESENTATION SYSTEMS, INC	\$6,840.30	MICROPHONE SYSTEM
O	072944	7/10/08	CENTRAL MAINE COMMUNITY COLL.	\$20,581.29	Payment on NSF Subaward - Central Maine Comm Coll
O	072945	7/10/08	CINTAS CORPORATION	\$39.20	RENTAL SERVICE AGREEMENT
O	072946	7/10/08	KATE CLARK	\$47.44	Reimbursement
O	072947	7/10/08	COAST FITNESS REPAIR SHOP	\$693.34	fitness equipment repair
O	072948	7/10/08	COAST LEARNING SYSTEMS	\$1,200.00	license agreement for telecourse broadcast
O	072949	7/10/08	COASTLINE ROP	\$4,365.00	Tech Prep Allocation
O	072950	7/10/08	CONSOLIDATED ELECTRICAL DIST.	\$1,196.64	ELECTRICAL SUPPLIES
O	072951	7/10/08	CORE SOFTWARE CORP	\$11,000.00	Contract, HR & Budget Development System
O	072952	7/10/08	COX MEDIA, INC.	\$955.00	Sponsorship of "Brain Wave" on Cox Cable
O	072953	7/10/08	CPS SECURITY SOLUTIONS	\$13,981.00	SECURITY SERVICES
O	072954	7/10/08	CSU FULLERTON ASC	\$6,000.00	AMERICORPS-WECARE PROGRAM-VOLUNTEER PROGRAM
O	072955	7/10/08	CULLIGAN	\$1.25	Soft Water Service for Microbiology
O	072956	7/10/08	DANKA OFFICE IMAGING	\$139.20	Annual Maintenance Agreement
O	072957	7/10/08	DANKA OFFICE IMAGING	\$125.19	New Canon Copier Maintenance
O	072958	7/10/08	MICHAEL F. DE ROBERTIS	\$953.00	Student Help for moving theatre equipment
O	072959	7/10/08	GOODWILL INDUSTRIES	\$6,300.00	Provide Interp.Svs.Stds.w/Disabilities
O	072960	7/10/08	DELTA BIOLOGICALS	\$2,250.00	SUPPLIES FOR ANATOMY CLASS
O	072961	7/10/08	DHK PLUMBING & PIPING, INC.	\$29,176.22	AGB - SEWER CAMERA SERVICE FOR WASTE LINE
O	072962	7/10/08	DIVERSIFIED PRINTERS, INC.	\$18,774.00	SADDLEBACK COLLEGE STUDENT HANDBOOK
O	072963	7/10/08	BEN DOLAN	\$12.93	Reimbursement for Supplies/RapidTech
O	072964	7/10/08	JEFF DORSZ	\$251.70	Reimbursement for Internet Services
O	072965	7/10/08	SPARKLETTTS	\$65.70	DRINKING WATER FOR ATEP

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	072966	7/10/08	DSE ARCHITECTURE, INC.	\$31,363.27	BGS ARCHITECTURAL SERVICES
O	072967	7/10/08	STEPHEN DUBAY	\$95.97	Reimbursement for Internet Services
O	072968	7/10/08	DUNKEL BROTHERS	\$1,475.00	MACHINERY MOVING
O	072969	7/10/08	DUNN-EDWARDS CORPORATION	\$53.81	OPEN P.O. FOR SUPPLIES
O	072970	7/10/08	EAGLE COMMUNICATIONS	\$703.44	RADIO SUPPLIES
O	072971	7/10/08	ELECTRONIX EXPRESS	\$45.15	ELECTRONIC SUPPLIES
O	072972	7/10/08	EMI NETWORK	\$1,750.00	Reprints of U.S. News on IVC
O	072973	7/10/08	ENTERPRISE RENT-A-CAR	\$484.82	VAN RENTAL
O	072974	7/10/08	EWING IRRIGATION PRODUCTS	\$112.57	OPEN P.O. FOR SUPPLIES
O	072975	7/10/08	EXCELSIOR ELEVATOR CORPORATION	\$650.00	ANNUAL ELEVATOR MAINTENANCE SERVICE
O	072976	7/10/08	FILMS FOR HUMANITIES INC.	\$1,232.41	Library DVDs per Tom Weisrock request
O	072977	7/10/08	FINNEY COMPANY, INC.	\$40.00	Purchase DVDs for Career Center.
O	072978	7/10/08	FISHER SCIENTIFIC	\$16,058.12	CHEMISTRY EQUIPMENT
O	072979	7/10/08	TINA FREELAND, PhD	\$738.09	materials required for psych testing
O	072980	7/10/08	FREEWAY AUTO SUPPLY	\$78.85	Emergency supplies
O	072981	7/10/08	FRY'S ELECTRONICS	\$6,001.93	Blanket PO for Tech. Svc.
O	072982	7/10/08	S & B FOODS	\$351.05	CATERING FOR DLC MEETING
O	072983	7/10/08	S & B FOODS	\$128.22	Payment to S&B Foods
O	072984	7/10/08	BLACK CORAL HAWAII WHOLESALE	\$165.00	AQUARIUM SUPPLIES AND MAINTENANCE
O	072985	7/10/08	BAMWALL CO.	\$330.00	B-304 EMERGENCY DOOR REPAIR
O	072986	7/10/08	BOND LOGISTIX LLC	\$2,600.00	Arbitrage Rebate Compliance Services
O	072987	7/11/08	AMERICAN EXPRESS	\$3,677.50	Payment of Registration/hotel fees for conference
O	072988	7/11/08	SCHOOLSFIRST FCU	\$796.81	R. MATHUR TO CHRONICLE OF HIGHER ED CONFERENCE
O	072989	7/11/08	ALVAREZ & MARSAL	\$9,834.66	ATEP Project
O	072990	7/11/08	AMERICAN GEOTECHNICAL	\$1,882.00	GEOTECHNICAL INSPECTION & TESTING
O	072991	7/11/08	AUDIO ASSOCIATES OF SAN DIEGO	\$14,983.46	PROVIDE ADDITIONAL AUDIO CONNECTION FOR AUDITORIUM
O	072992	7/11/08	AUSTIN-FOUST ASSOCIATES, INC.	\$13,585.00	ATEP Project -
O	072993	7/11/08	B & H PHOTO	\$6,797.00	HD Production Package Equipment
O	072994	7/11/08	CALIFORNIA POWER PARTNERS, INC.	\$76,477.59	ENERGY CONSERVATION PROJECTS
O	072995	7/11/08	CARRIER JOHNSON	\$7,511.67	HIRE ARCHITECT FOR A-300 REMODEL
O	072996	7/11/08	LEONARD CHAIDEZ TREE SERVICE	\$4,125.00	LANDSCAPE REFRESH PROJECT
O	072997	7/11/08	C.E.M. LAB CORP.	\$405.00	AGRMT FOR BUS. & TECHN. INNOV. CTR.
O	072998	7/11/08	CRC CONSULTING GROUP, INC.	\$1,093.75	PROFESSIONAL SERVICES FOR WATER TESTING ATEP WINDO
O	072999	7/11/08	CSUF ASC	\$5,000.00	ATEP Project
O	073000	7/11/08	D4 SOLUTIONS INC.	\$44,592.52	NETWORK CABLING FOR BGS
O	073001	7/11/08	DAY & NIGHT DOOR SERVICE, INC	\$3,641.96	ELECTRIC DOOR BUTTON
O	073002	7/11/08	ENVIRON	\$7,434.84	ATEP Project
O	073003	7/11/08	gkkworks	\$91,137.91	AGMT FOR. BUS. & TECH CTR.
O	073004	7/11/08	gkkworks/CCS Group	\$13,800.00	CONSULTANT AGRMT.
O	073005	7/11/08	H2 ENVIRONMENTAL CONSULTING	\$780.00	SC VILLAGE 10 BLDG ENVIRON SURVEY
O	073006	7/11/08	HARBOR CONSTRUCTION CO., INC.	\$95,895.00	BID 1060
O	073007	7/11/08	JUDGE NETTING, INC.	\$41,600.00	GOLF DRIVING RANGE - CHANGE OUT SIDE PANEL NETS
O	073008	7/11/08	KONSORTUM 1	\$4,750.00	Data Center UPS/HVAC Upgrade
O	073009	7/11/08	LOS ANGELES ENGINEERING, INC.	\$10,000.00	ATEP SIGNAGE
O	073010	7/11/08	LAMAR SPACE INC.	\$145.46	RENTAL OF TRAILER FOR INSPECTOR
O	073011	7/11/08	LEWIS CONSULTING GROUP	\$5,000.00	ATEP Project
O	073012	7/11/08	LPA, INC.	\$23,659.23	ARCHITECTURAL SERVICES
O	073013	7/11/08	MESA ENERGY SYSTEMS	\$993.75	MAINTENANCE PROGRAM
O	073014	7/11/08	THE NATELSON DALE GROUP, INC.	\$11,613.12	ATEP Project
O	073015	7/11/08	NEUDESIC, LLC	\$215,946.00	Student Information System, Contracted Services
O	073016	7/11/08	NEUDESIC, LLC	\$144,932.50	Student Information System, Contracted Services

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	073017	7/11/08	ORANGE COUNTY REGISTER	\$1,609.12	ADVERTISING
O	073018	7/11/08	PSOMAS	\$23,008.68	ATEP Project
O	073019	7/11/08	PUBLIC ECONOMICS, INC.	\$12,803.63	CONSULTING SERVICES-REDEVELOPMENT
O	073020	7/11/08	R2A ARCHITECTURE	\$29,280.79	NEW RESTROOMS FOR MCKINNEY THEATER ARCHITECT
O	073021	7/11/08	RGP PLANNING & DEVELOPMENT	\$25,891.94	ATEP Project
O	073022	7/11/08	RJT COMPUQUEST	\$9,880.00	QA Consulting Services
O	073023	7/11/08	SPECTRUM INDUSTRIES, INC.	\$5,468.26	Computer Chairs
O	073024	7/11/08	TROXELL COMMUNICATIONS, INC.	\$36,716.90	BSTIC CLASSROOM EQUIPMENT
O	073025	7/11/08	TSUCHIYAMA & KAINO	\$2,790.00	HS Bldg HVAC Heat Load Increase
O	073026	7/11/08	UNITED SITE SERVICES OF CA,	\$2,745.20	RENTAL OF PORTABLE RESTROOMS
O	073027	7/11/08	WARE DISPOSAL CO., INC.	\$2,711.30	TRASH COLLECTION SERVICES
O	073028	7/11/08	WELLS FARGO BANK	\$10,655.00	BID 1060
O	073029	7/11/08	LINDA BASHOR	\$47.19	MILEAGE
O	073030	7/11/08	GENO DRAKE	\$41.51	MILEAGE
O	073031	7/11/08	TERESA FLUEGEMAN	\$451.47	MILEAGE
O	073032	7/11/08	THOMAS A. FUENTES	\$41.76	MILEAGE
O	073033	7/11/08	G/M BUSINESS INTERIORS	\$8,219.79	New Equipment for Dean's Office
O	073034	7/11/08	GANAHL LUMBER	\$501.35	Supplies
O	073035	7/11/08	GLENN GARRIDO	\$848.47	Reim. Candidate-IVC Fine Arts
O	073036	7/11/08	JIM GASTON	\$110.85	Reimbursement for Internet Services
O	073037	7/11/08	SIBYLLE GEORGIANNA	\$55.34	MILEAGE
O	073038	7/11/08	LINDA GLEASON	\$77.00	MILEAGE
O	073039	7/11/08	ESTER GRAHAM	\$26.51	MILEAGE
O	073040	7/11/08	HAAKER EQUIPMENT COMPANY	\$35.31	OPEN P.O FOR SUPPLIES
O	073041	7/11/08	HARDY DIAGNOSTICS	\$2,621.73	MICROBIOLOGY SUPPLIES
O	073042	7/11/08	PATTY HELTON	\$13.27	MILEAGE
O	073043	7/11/08	CAROL HILTON	\$38.87	MILEAGE
O	073044	7/11/08	CHRIS HOGSTEDT	\$55.43	Blanket for Chris Hogstedt
O	073045	7/11/08	HOME DEPOT CREDIT SERVICES	\$3,284.63	Open Purchase Order w/Home Depot
O	073046	7/11/08	TRAN HONG	\$24.07	Additional supplies needed for BT Bld.
O	073047	7/11/08	HORIZON	\$41.89	GROUPS SUPPLIES
O	073048	7/11/08	NANCY HULSE	\$14.15	MILEAGE
O	073049	7/11/08	IRVINE RANCH WATER DIST.	\$2,090.73	WATER SERVICE
O	073050	7/11/08	IRVINE UNIFIED SCHOOL DIST.	\$4,414.67	Contract Services - Tech Prep Program
O	073051	7/11/08	ISLAND PROMOTIONAL PRODUCTS	\$1,576.00	CARE Outreach supplies
O	073052	7/11/08	IRVINE VALLEY COLLEGE	\$5,895.01	Purchase Textbooks
O	073053	7/11/08	MICHAEL JAMES	\$94.79	OFFICE MAX PURCHASE
O	073054	7/11/08	BILL JAY	\$178.70	MILEAGE
O	073055	7/11/08	BEVERLY JOHNSON	\$112.98	MILEAGE
O	073056	7/11/08	AT & T MOBILITY	\$111.85	MMILCHIKER CELL PHONE SVC 2007-08
O	073057	7/11/08	AT&T/MCI	\$2,793.26	TELEPHONE/FAX SERVICE FOR ATEP
O	073058	7/11/08	AT&T	\$1,727.96	Annual P.O. for telephone service
O	073059	7/11/08	CHEZ NAZ BAKERY	\$338.98	Lunches for EOPS eligible students
O	073060	7/11/08	OFFICEMAX CONTRACT INC.	\$1,209.74	Office Max Supply Orders 2007/2008
O	073061	7/11/08	PT AND C INC.	\$69.50	Non instructional Repair
O	073062	7/11/08	BOB PARRETT CONSTRUCTION	\$52,047.00	AGB - FACIA AND GUTTER REPAIR
O	073063	7/11/08	PUBLIC BROADCASTING SERVICE	\$26.45	Instructional DVD
O	073064	7/11/08	PENN CORPORATE RELOCATION	\$3,359.50	BGS MOVE BACK INTO BLDG
O	073065	7/11/08	JIM PHANEUF	\$125.85	Reimbursement for Internet Services
O	073066	7/11/08	POLLOCK, BLANK & MCGINNIS ASSO	\$4,757.98	Consulting Services to District IT
O	073067	7/11/08	PORT SUPPLY	\$1,498.62	Blanket PO for MST supplies

WARRANT REGISTER LISTING

Escape - AP

v 4.2

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O	073068	7/11/08	PRAXAIR	\$55.78	Annual Maintenance Agreement
O	073069	7/11/08	PREMIER	\$20,490.65	Student Planners
O	073070	7/11/08	PROMARK SIGNS, INC.	\$114.00	CAMPUS WIDE SIGNS "DANGER KEEP OFF"
O	073071	7/11/08	PYRO-COMM SYSTEMS	\$4,925.00	FIRE ALARM TESTING
O	073072	7/11/08	QUEST DIAGNOSTICS	\$1,964.35	Purchase lab testing for students
O	073073	7/11/08	RECALL SECURE DESTRUCTION	\$123.44	Shredding Account Documents 07/08
O	073074	7/11/08	REDROCK MICRO	\$104.54	Replacement part for lens system
O	073075	7/11/08	REFRIGERATION SUPPLIES DIST.	\$46.34	EMERGENCY PURCHASE - FAN MOTOR
O	073076	7/11/08	RICOH AMERICAS CORPORATION	\$75.80	yearly Ricoh copier Maint. agreement
O	073077	7/11/08	ROCHESTER INSTITUTE OF TECH.	\$3,479.22	Payment on NSF Subaward - Rochester Inst of Tech
O	073078	7/11/08	ANASTASI ROSSI	\$105.00	Child Care/Summer 2008
O	073079	7/11/08	THE RP GROUP	\$50,000.00	Consultant agreement
O	073080	7/11/08	THE RP GROUP	\$50,000.00	Consultant agreement Center for Student Success
O	073081	7/11/08	RYDIN DECAL	\$2,070.50	STAFF PARKING PERMIT
O	073082	7/11/08	S & B FOODS	\$1,515.09	JOB FAIR 7 & 8 TH GRADE GRANT
O	073083	7/11/08	SADDLEBACK VALLEY UNIFIED	\$218.08	KALEIDOSCOPE 7&8TH GRADE GRANT TRANS REIM
O	073084	7/11/08	SADDLEBACK VALLEY UNIFIED	\$322.54	KALEIDOSCOPE 7&8TH GRADE GRANT TRANS REIM
O	073085	7/11/08	SAMY'S CAMERA	\$215.50	Photography equipment
O	073086	7/11/08	SAN DIEGO GAS & ELECTRIC	\$1,790.30	Electric Service Billing for SDG&E
O	073087	7/11/08	MIKE SAUTER	\$120.00	Employee Enrollment Fee Reimbursement Request
O	073088	7/11/08	FHEG - SADDLEBACK BOOKSTORE	\$455.57	Purchase textbooks for EOPS Students
O	073089	7/11/08	FHEG - SADDLEBACK BOOKSTORE	\$132.48	March Saddleback Bookstore Billing
O	073090	7/11/08	SCANTRON CORPORATION	\$430.93	Order Scantron Forms
O	073091	7/11/08	SCHOOLS EXCESS LIABILITY FUND	\$41,174.56	2008/2009 Excess Liability Coverage
O	073092	7/11/08	SCHOOLS FIRST FEDERAL CREDIT	\$7,070.00	premium for sabbatical bonds for faculty
O	073093	7/11/08	SARA LEILA SHEYBANI	\$54.72	REIMBURSEMENT - SUPPLIES
O	073094	7/11/08	SIMS-ORANGE WELDING SUPPLY	\$401.83	Art supplies
O	073095	7/11/08	E.J. SKIDMORE SERVICES	\$21,543.64	Exhaust fume hoods for Art Dept
O	073096	7/11/08	THOMAS L. SMITH	\$83.65	Reimbursement for Supplies/RapidTech
O	073097	7/11/08	DONNA SNEED	\$16.40	Reimbursement for Health and Lifestyle Cost
O	073098	7/11/08	SOUTHERN CALIFORNIA EDISON	\$35,793.92	Annual Electric Service
O	073099	7/11/08	SOUTHERN CALIFORNIA EDISON	\$3,109.48	ELECTRIC SERVICE ATEP
O	073100	7/11/08	SOUTHERN CALIFORNIA EDISON	\$187.27	ELECTRIC SERVICE ATEP
O	073101	7/11/08	SOUTH COAST A.Q.M.D.	\$4,451.67	EMISSIONS FEES INSTALLATION
O	073102	7/11/08	SOUTH COAST A.Q.M.D.	\$141.11	AQMD FEE - HOT SPOTS PROGRAM
O	073103	7/11/08	SOUTH COAST A.Q.M.D.	\$193.78	EMISSIONS FEES INSTALLATION
O	073104	7/11/08	SOUTH COAST SAILING TEAM	\$600.00	Blanket PO for rental of sail boats
O	073105	7/11/08	SOUTHERN COUNTIES OIL	\$1,051.23	OPEN P.O. FOR DIESEL FUEL
O	073106	7/11/08	SOC CCD REVOLVING FUND	\$170.13	Change Fund Reconciliation
O	073107	7/11/08	STUDIO TWO GRAPHICS &	\$4,002.06	Purchase of General IVC Brochures
O	073108	7/11/08	LISE S. TELSON	\$75.25	STAFF DEVELOPMENT EXPENSE
O	073109	7/11/08	TestEquity, LLC	\$13,390.76	COMPETITIVE EQUIPMENT
O	073110	7/11/08	TRI-AD	\$859.00	Admin. & Banking Svcs. for FSA 07/08
O	073111	7/11/08	U.S. AIR CONDITIONING	\$51.23	HVAC SUPPLIES
O	073112	7/11/08	POSTMASTER	\$25.00	Postage Costs for General Brochures
O	073113	7/11/08	UNITED FABRICARE SUPPLY, INC.	\$225.74	Laundry Supplies for Women's Equip
O	073114	7/11/08	UNITED SITE SERVICES OF CA,	\$264.07	PORTABLE TOILETS
O	073115	7/11/08	VER SALES, INC.	\$2,821.86	Theatre Supplies
O	073116	7/11/08	VERIZON WIRELESS	\$35.06	BlackBerry solutions data plan
O	073117	7/11/08	VICENTI, LLOYD & STUTZMAN LLP	\$43,164.42	Auditing/Tax Preparation Services for FYE 6/30/08
O	073118	7/11/08	VWR INTERNATIONAL, INC.	\$15,994.91	AQUA EQUIPMENT

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O	073119	7/11/08	WEST PAYMENT CENTER	\$432.64	Library books and materials per Tom Weisrock req.
O	073120	7/11/08	WALTERS VISTA	\$1,085.66	Theatre supplies
O	073121	7/11/08	W A X I E	\$344.06	CUSTODIAL SUPPLIES
O	073122	7/11/08	WESTERN EXTERMINATOR COMPANY	\$1,790.00	CONTRACT SERVICES
O	073123	7/11/08	JACQUELINE WILLIAMS	\$212.00	REIMBURSEMENT FOR SPRING 2008 - ART 435 & ART 430
O	073124	7/11/08	MICHAEL E. WILSON	\$7,751.00	CONSTRUCTION MGMT SERVICES
O	073125	7/11/08	WIRED PLANET	\$300.00	District Website Maintenance and Monthly Upgrades.
O	073126	7/11/08	WITT COMPANY	\$446.39	Blanket PO to Riso for supplies
O	073127	7/11/08	KAREN WOSCZYNA-BIRCH	\$16,000.00	NSF Grant Contract: Karen Wosczyzna-Birch
O	073128	7/11/08	XEROX CORP.	\$1,788.65	ANNUAL MAINTENANCE AGREEMENT XEROX
O	073129	7/11/08	YALE CHASE MATERIALS	\$16,583.26	FORKLIFT REPAIRS/ SUPPLIES
O	073130	7/11/08	SWACC	\$630,784.00	P&L Memorandum of Coverage 08/09
O	073131	7/14/08	ANNE AKERS	\$168.47	Advance Purchase of Career Development Workshop
O	073132	7/14/08	ELIZABETH CIPRES	\$387.40	REIMBURSEMENT CONFERENCE Elizabeth Cipres
O	073133	7/14/08	APRIL CUNNINGHAM	\$85.00	Conference Reimbursement
O	073134	7/14/08	TOM DE DONNO	\$159.89	Conference Reimbursement
O	073135	7/14/08	ILKNUR ERBAS-WHITE	\$73.73	Ilknur Erbas-White to Basic Skills Regional Meetin
O	073136	7/14/08	JAMES K. FAGAN	\$760.28	Reimburse staff member for conference attendance
O	073137	7/14/08	SUSAN FESLER	\$39.25	Susan Fesler to attend BSI Regional Meeting
O	073138	7/14/08	PHILLIS KUCHARSKI	\$1,333.57	CONFERENCE FOR P.KUCHARSKI
O	073139	7/14/08	MARJORIE LUESEBRINK	\$500.00	Marjorie Luesebrink to Visonary Lanscapes Conf.
O	073140	7/14/08	EFREN MALAGON	\$760.27	Reimbursement for conference attendance
O	073141	7/14/08	RAGHU MATHUR	\$300.00	R. MATHUR TO CHRONICLE OF HIGHER ED CONFERENCE
O	073142	7/14/08	DIANA MC CULLOUGH	\$224.86	Diana McCullough to Laughter Yoga Certified Leader
O	073143	7/14/08	BARRY MILLER	\$730.67	Credit Card for InfoCom 08 workshop
O	073144	7/14/08	KEVIN O'CONNOR	\$879.81	Conference Reimbursement- Kevin O'Connor.
O	073145	7/14/08	KEN PATTON	\$2,534.30	Ken Patton/2008 ASEE Conf Pittsburgh
O	073146	7/14/08	TAMERA RICE	\$39.96	Reimbursement of internet charges
O	073147	7/14/08	JANE ROSENKRANS	\$45.60	COURT REIMBURSEMENT
O	073148	7/14/08	ED WARD TACKETT	\$818.00	Ed Tackett/2008 ASEE Conf Pittsburgh
O	073149	7/14/08	LORETTA THARPE	\$1,268.57	Reimbursement
C	073150	7/14/08	TERRI WHITT	\$-2,180.21	WHITT CONFERENCE
O	073151	7/14/08	JOHN WILLIAMS	\$875.89	J. WILLIAMS TO CCLC CAPITOL DAYS
O	073152	7/14/08	JIM GASTON	\$46.11	MILEAGE
O	073153	7/14/08	IMAGE PRINTING SOLUTIONS	\$493.71	ENVELOPES
O	073154	7/14/08	DAVIT S. KHACHATRYAN	\$47.60	MILEAGE
O	073155	7/14/08	TAMARA KING	\$125.85	Reimbursement for Internet services
O	073156	7/14/08	KIRK	\$1,211.38	COLOR PAPER "WAUSAU" ORCHID
O	073157	7/14/08	KNORR SYSTEMS, INC.	\$603.42	POOL SUPPLIES
O	073158	7/14/08	LOS ANGELES TIMES	\$2,000.00	Monthly ad insertions in LA Times.
O	073159	7/14/08	LA WEEKLY	\$1,200.00	To pay LA Weekly for advertisement.
O	073160	7/14/08	LAKE FOREST BEAUTY COLLEGE	\$1,278.80	P.O. needed to pay for off campus instruction
O	073161	7/14/08	TONI LAKOW	\$26.53	MILEAGE
O	073162	7/14/08	LAMA BOOKS	\$145.14	Publication of occupational programs in CC College
O	073163	7/14/08	DAVID B. LANG	\$149.84	MILEAGE
O	073164	7/14/08	HANNAH H.E. LEE	\$32.38	MILEAGE
O	073165	7/14/08	LESLIE'S SWIMMING POOL SUPPLY	\$371.79	POOL SUPPLIES
O	073166	7/14/08	CHENG-HSIN LIU	\$8,000.00	NSF DUE 0501527 - CONSULTANT - Paul Liu
O	073167	7/14/08	MAIN GRAPHICS	\$2,672.20	Purchase of Four IVC Program Brochures....
O	073168	7/14/08	LORI MANGELS	\$106.13	MILEAGE
O	073169	7/14/08	MATERIALISE	\$4,060.00	payment to Materialise

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #072864 and 073690

S	Check #	Check Dt	Company Name	Check Amount	Description
O	073170	7/14/08	MC FADDEN-DALE INDUSTRIAL	\$124.02	OPEN P.O. FOR SUPPLIES
O	073171	7/14/08	MC MAHAN DESK	\$59,215.31	S/M - MSE 313 LECTURE HALL THEATER SEATS
O	073172	7/14/08	McMASTER CARR SUPPLY CO.	\$106.73	MAINT. SUPPLIES
O	073173	7/14/08	MICRO CENTER	\$2,776.82	Computer Supplies
O	073174	7/14/08	MIDWEST LIBRARY SERVICE	\$450.93	Purchase books.
O	073175	7/14/08	MARCIA MILCHIKER	\$267.22	MILEAGE
O	073176	7/14/08	SOPHIE MILLER	\$25.92	MILEAGE
O	073177	7/14/08	MINI MAILERS, INC.	\$667.48	To pay MMI for Postcards
O	073178	7/14/08	RAMON MONTIEL	\$14.72	MILEAGE
O	073179	7/14/08	MOULTON-NIGUEL WATER DIST.	\$11,723.48	Billing for Moulton-Niguel water services
O	073180	7/14/08	BETH MUELLER	\$19.34	MILEAGE
O	073181	7/14/08	RACHEL LEE NARDO	\$400.34	Reim. Candidate-IVC Fine Arts
O	073182	7/14/08	NIKON INSTRUMENTS, INC.	\$45,888.24	MICROSCOPES
O	073183	7/14/08	ORANGE CO. AUDITOR-CONTROLLER	\$331.20	Range Fees
O	073184	7/14/08	ORANGE CO. AUDITOR-CONTROLLER	\$339.84	Annual Maintenance Agreement
O	073185	7/14/08	ORANGE CO. AUDITOR-CONTROLLER	\$1,080.00	Annual Maintenance Agreement
O	073186	7/14/08	ORANGE CO. AUDITOR-CONTROLLER	\$3,500.00	SURCHARGE ON CITATIONS
O	073187	7/14/08	ORANGE COUNTY FIRE AUTHORITY	\$850.00	FALSE ALARM FEES
O	073188	7/14/08	ORANGE COUNTY PRINTING	\$1,608.91	STRESS BALLS FOR DSPS STUDENTS
O	073189	7/14/08	ORANGE COUNTY REGISTER	\$875.76	AD FOR RES. LEASE OF PROPERTY STRAWBERRIES
O	073190	7/14/08	ORANGE COUNTY REGISTER	\$7,648.00	ONLINE ADVERTISING
O	073191	7/14/08	ORANGE COUNTY REGISTER	\$5,320.00	ONLINE ADVERTISING
O	073192	7/14/08	ORANGE COUNTY REGISTER	\$1,572.33	PRINT ADVERTISING
O	073193	7/14/08	ORANGE COUNTY REGISTER	\$356.00	AD FOR BID 1080
O	073194	7/14/08	ORANGE COUNTY REGISTER	\$320.40	ADVERTISING
O	073195	7/14/08	ORANGE COUNTY REGISTER	\$1,499.00	ADVERTISING
O	073196	7/14/08	OCB REPROGRAPHICS, INC.	\$36.10	OPEN P.O. FOR SERVICES AS NEEDED
O	073197	7/14/08	OCE-IMAGISTICS	\$385.27	FAX TONER
O	073198	7/14/08	OCLC, INC.	\$519.54	Annual Maintenance Agreement
O	073199	7/14/08	FRED OLSEN	\$12,197.11	KILN FOR ART DEPT
O	073200	7/14/08	ONESOURCE DISTRIBUTORS, INC.	\$190.62	ELECT. SUPPLIES
O	073201	7/14/08	ORCHARD SUPPLY HARDWARE	\$717.05	SUPPLIES
O	073202	7/14/08	NANCY PADBERG	\$91.34	MILEAGE
O	073203	7/14/08	DR. CATHIE PETERSON	\$146.05	MILEAGE
O	073204	7/14/08	DONNA PRIBYL	\$79.30	MILEAGE
O	073205	7/14/08	MATTHEW REYNARD	\$43.79	MILEAGE
O	073206	7/14/08	EDMUND RICHARDS	\$41.65	MILEAGE
O	073207	7/14/08	THOMAS L. SMITH	\$22.61	MILEAGE
O	073208	7/14/08	DONALD P. WAGNER	\$116.66	MILEAGE
O	073209	7/14/08	TANISHA WASHINGTON	\$39.80	MILEAGE
O	073210	7/14/08	TERRI WHITT	\$48.05	MILEAGE
O	073211	7/14/08	JOHN WILLIAMS	\$13.72	MILEAGE
O	073212	7/14/08	SONJA WYCHE	\$66.33	MILEAGE
O	073213	7/14/08	JUNE M. MILLOVICH	\$1,707.09	REIMBURSEMENT FOR CDES
O	073214	7/14/08	EARL PAGAL	\$33.41	MILEAGE
O	073215	7/14/08	ACSIG/EDGE	\$111,073.09	Delta Dental FY 08/09 Fund 01
O	073216	7/14/08	ACSIG/EDGE	\$36,568.35	Vision Services FY 08/09 Fund 01
O	073217	7/14/08	HYATT LEGAL	\$6,133.20	Hyatt Legal Benefits
O	073218	7/14/08	PACIFICARE BEHAVIORAL HEALTH	\$2,884.56	Pacificare Behavioral FY 08/09 Fund 01
O	073219	7/14/08	PRINCIPAL LIFE INSURANCE	\$30,190.57	Long-Term Disability Benefits for 2008-2009 FY
O	073220	7/14/08	PRINCIPAL LIFE INSURANCE	\$27,983.00	Life Insurance Benefitis 2008/2009 FY

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #072864 and 073690

S	Check #	Check Dt	Company Name	Check Amount	Description
O	073221	7/14/08	SISC III HEALTH BENEFITS	\$878,468.20	SISC (PPO)-Benefits FY 2008/09 Fund 01
O	073222	7/14/08	UNUM LIFE INSURANCE COMPANY	\$2,645.40	UNUM LTC FY 2008/09
O	073223	7/14/08	UNUM LIFE INSURANCE COMPANY	\$3,116.66	UNUM LTC FY 2008/09
O	073224	7/14/08	ACSIG/EDGE	\$9,605.59	Delta Dental FY 08/09 Fund 71
O	073225	7/14/08	ACSIG/EDGE	\$3,170.15	Vision Services FY 08/09 Fund 07
O	073226	7/14/08	SISC III HEALTH BENEFITS	\$191,407.20	Blue Shield (Retiree) Benefits FY 2008/09
O	073227	7/17/08	A-1 TEXTILES	\$354.09	Athletic Team Laundry Supplies
O	073228	7/17/08	AERA ENGINE REBUILDERS ASSN.	\$329.00	Engine spec. renewal
O	073229	7/17/08	JAMES ALBERT SCHOOL OF	\$21,746.26	P.O. needed to pay for Cosmo instruction
O	073230	7/17/08	A/R CENTRAL BILLING- BOISE	\$437.04	Groceries for Foods Lab.
O	073231	7/17/08	AMAZON.COM	\$50.00	BOOK FOR SSG
O	073232	7/17/08	AMTECH ELEVATOR SERVICES	\$1,693.33	ELEVATOR SERVICE
O	073233	7/17/08	ARCHITECTURAL DIGEST	\$39.95	Dept. Resource
O	073234	7/17/08	ATKINSON, ANDELSON, LOYA,	\$18,438.67	Attorney Services FY 2007/2008
O	073235	7/17/08	BRIDGES TRANSITIONS INC.	\$850.00	Choices Planner/ Online Career Software
O	073236	7/17/08	BRODHEAD GARRETT	\$175.44	supplies for DMP at ATEP
O	073237	7/17/08	CA STATE DEPT OF INDUSTRIAL	\$840.00	CONVEYANCE INVOICES
O	073238	7/17/08	CAPSTONE TURBINE CORPORATION	\$10,775.64	MAINTENANCE AND REPAIR AGREEMENT
O	073239	7/17/08	CCAR (COORDINATING COMMITTEE	\$199.00	online safety training certification
O	073240	7/17/08	CENTER STAGE ARTISTS	\$900.00	Performance: An Evening with Mark Twain
O	073241	7/17/08	CERAMICS MONTHLY	\$34.95	Subscription renewal
O	073242	7/17/08	CINTAS DOCUMENT MANAGEMENT	\$45.00	document destruction/paper recycling service
O	073243	7/17/08	CLOTILDE'S SEWING SAVVY	\$23.95	Dept. Resource
O	073244	7/17/08	COACH AMERICA	\$1,632.50	Bus for Emeritus Institute Field Trip/7/9/08 KM-P.
O	073245	7/17/08	COAST LEARNING SYSTEMS	\$1,075.00	Video Course Use License
O	073246	7/17/08	COLLINS COMPANY	\$1,574.24	Tennis Team Supplies
O	073247	7/17/08	CONSUMER REPORTS	\$26.00	Dept. Resource
O	073248	7/17/08	COOKING LIGHT	\$22.00	Dept. Resource
O	073249	7/17/08	COSMO GIRL	\$15.00	Dept. Resource
O	073250	7/17/08	COX COMMUNICATIONS, INC	\$4,294.04	COX Communications Intercampus WAN service
O	073251	7/17/08	GOODWILL INDUSTRIES	\$15,197.50	Provide Interp.Svs.Stds.w/Disabilities
O	073252	7/17/08	EBSCO SUBSCRIPTION SERVICE	\$33,218.51	Annual subscription renewal.
O	073253	7/17/08	EDU BUSINESS SOLUTIONS	\$2,922.00	Maintenance & Upgrades for PrintShop Pro
O	073254	7/17/08	ELLE MAGAZINE	\$14.00	Dept. Resource
O	073255	7/17/08	EUREKA CAREER INFO. SYSTEMS	\$3,812.19	Eureka Site License Contract 08-09
O	073256	7/17/08	CONDE NAST PUBLICATIONS	\$49.00	Dept. Resource
O	073257	7/17/08	FEDERAL EXPRESS	\$171.09	FEDERAL EXPRESS CHARGES
O	073258	7/17/08	FINE COOKING	\$29.95	Dept. Resource
O	073259	7/17/08	FISHER SCIENTIFIC	\$3,326.83	CHEMISTRY LAB SUPPLIES
O	073260	7/17/08	THOMAS A. FUENTES	\$251.70	TFUENTES INTERNET 07/08
O	073261	7/17/08	ACADEMIC INNOVATIONS	\$1,190.00	CONFERENCE FOR PENNY SKAFF - GRANTS
O	073262	7/17/08	TERRI WHITT	\$2,180.21	WHITT CONFERENCE
O	073263	7/17/08	CITY OF TUSTIN	\$550.00	MCAS SUBLEASE CITY OF TUSTIN
O	073264	7/17/08	P & R PAPER SUPPLY COMPANY	\$847.17	Laundry Supplies
O	073265	7/17/08	PUBLIC BROADCASTING SERVICE	\$7.95	DVD-TEACH ME DIFFERENT
O	073266	7/17/08	PENN CORPORATE RELOCATION	\$2,344.00	STORAGE OF FURNITURE
O	073267	7/17/08	PENNSAVER	\$532.82	Advertising for Summer 08 Guest Artists
O	073268	7/17/08	PING CO.	\$1,261.37	W Golf Supplies
O	073269	7/17/08	POCKET NURSE ENTERPRISES, INC.	\$343.14	SUPPLIES FOR NURSING
O	073270	7/17/08	PRESS SOLUTIONS, INC.	\$544.14	Newsletter printing
O	073271	7/17/08	PROGRESSIVE LIGHTING & ENERGY	\$13,932.58	Exterior Lighting

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #072864 and 073690

S	Check #	Check Dt	Company Name	Check Amount	Description
O	073272	7/17/08	PROMARK SIGNS, INC.	\$1,091.91	NO SMOKING SIGNS
O	073273	7/17/08	R2A ARCHITECTURE	\$1,172.44	VIL 1 - DESIGN OF PROPOSED PHOTOGRAPHY WET LAB
O	073274	7/17/08	REFRIGERATION SUPPLIES DIST.	\$111.74	HVAC SUPPLIES
O	073275	7/17/08	BONNIE RENNIE	\$60.00	Sign Interpreter Services
O	073276	7/17/08	JAMES REPKA	\$73.45	Reimbursement to J.Repka for department equipment
O	073277	7/17/08	RICOH AMERICAS CORPORATION	\$47.62	LEASE OF 1013 COPIER LOCATED IN MAIL ROOM
O	073278	7/17/08	RICOH AMERICAS CORPORATION	\$264.00	WARRANTY CONTRACT
O	073279	7/17/08	SADDLEBACK VALLEY UNIFIED	\$1,440.75	3-D MODELING GRANT STIPEND
O	073280	7/17/08	SADDLEBACK VALLEY UNIFIED	\$194.64	KALEIDOSCOPE 7 & 8TH GRADE GRANT TRANSPORTATION
O	073281	7/17/08	SADDLEBACK VALLEY UNIFIED	\$111.22	KALEIDOSCOPE 7 & 8TH GRADE GRANT TRANSPORTATION
O	073282	7/17/08	SEHI PROCOMP COMPUTER PRODUCTS	\$927.08	XEROX REPLACEMENT PARTS
O	073283	7/17/08	SHAMROCK SUPPLY	\$2,849.21	ELECTRICAL TOOLS
O	073284	7/17/08	SHRED-IT	\$120.00	For Shred-it monthly service
O	073285	7/17/08	SO. CAL. GAS CO.	\$8,791.04	PO for gas transmission service.
O	073286	7/17/08	SOUTHERN COUNTIES OIL	\$7,148.25	FUEL
O	073287	7/17/08	STEVE SPANGLER SCIENCE	\$68.80	CHEMISTRY SUPPLIES
C	073288	7/17/08	SUPERIOR PRESS	\$-343.28	Various Bank Supplies - 08/09
O	073289	7/17/08	TREND OFFSET PRINTING	\$68,497.34	PRINTING OF SCHEDULES OF CLASSES
O	073290	7/17/08	TRIARCH INC.	\$422.11	MICROBIOLOGY SUPPLIES
O	073291	7/17/08	TROXELL COMMUNICATIONS, INC.	\$7,468.91	LCD MONITORS
O	073292	7/17/08	UNIVERSITY HIGH SCHOOL	\$250.00	University HS Football Program AD
O	073293	7/17/08	VICENTI, LLOYD & STUTZMAN LLP	\$15,299.97	Investigation Services
O	073294	7/17/08	VOMAR PRODUCTS, INC.	\$2,800.00	CAMPUS DIRECTORIES
O	073295	7/17/08	VQS ENTERPRISES, INC.	\$10,963.56	from VQS bid, 2nd year of 2 yr contract
O	073296	7/17/08	VWR INTERNATIONAL, INC.	\$224.15	MICROBIOLOGY SUPPLIES
O	073297	7/17/08	WARD'S NATURAL SCIENCE	\$611.65	MICROBIOLOGY SUPPLIES
O	073298	7/17/08	WARE DISPOSAL CO., INC.	\$1,527.30	TRASH REMOVAL SERVICES
O	073299	7/17/08	W A X I E	\$34.00	JANITORIAL SUPPLIES
O	073300	7/17/08	XEROX CORP.	\$799.77	DocuTech 6135 Lease/Maintenance
O	073301	7/17/08	XEROX CORP.	\$9,943.24	Blanket PO for staples, binding & specialty paper
O	073302	7/17/08	XEROX CORP.	\$947.29	Xerox 7665P for HR
O	073303	7/17/08	OFFICEMAX CONTRACT INC.	\$11.64	Office Max Supply Orders 2007/2008
O	073304	7/17/08	RALPHS GROCERY COMPANY	\$243.81	NUTRITIONAL FOOD AND SUPPLIES
O	073305	7/17/08	ROCKVIEW FARMS	\$457.30	milk delivery for Center
O	073306	7/17/08	US FOODS	\$3,181.68	food and supplies for CDC
O	073307	7/17/08	SO. ORANGE CO. COMM. COL. DIST	\$11,122.11	Reimburse SOCCCD Checking
O	073308	7/17/08	SO. ORANGE CO. COMM. COL. DIST	\$1,705.07	To Reimburse Checking Account Workers' Comp Claims
O	073309	7/17/08	RPM CONSULTANT GROUP	\$4,339.39	GASB 43 & 45 Compliance
O	073310	7/17/08	VICENTI, LLOYD & STUTZMAN LLP	\$3,223.49	GASB45 Consulting Services
O	073311	7/17/08	AGILYSYS INC	\$6,686.88	SAN Data Storage Infrastructure
C	073312	7/17/08	COMMERCE WEST BANK	\$-7,943.74	BID NO.1071, F.A. RESTRM EXPANSION
O	073313	7/17/08	H2 ENVIRONMENTAL CONSULTING	\$29,220.00	FOR HAZ MATERIAL AGRMT.
O	073314	7/17/08	INCENTRA SOLUTIONS	\$31,100.00	IT Software Engineering/Development Services
O	073315	7/17/08	JACKSON, DE MARCO, TIDUS,	\$58,468.45	ATEP Legal Professional Services
O	073316	7/17/08	JOYCE INSPECTION & TESTING	\$6,512.00	INSPECTOR AGRMT FOR F.A. RESTROOM
C	073317	7/17/08	JRH CONSTRUCTION COMPANY, INC.	\$-71,493.64	BID NO.1071, F.A. RESTRM EXPANSION
O	073318	7/17/08	NEUDESIC, LLC	\$124,417.50	Student Information System, Contracted Services
O	073319	7/17/08	R2A ARCHITECTURE	\$9,133.72	MAIN PLAZA CONEPTUAL DESIGN SERVICES
O	073320	7/17/08	RJM DESIGN GROUP, INC.	\$6,363.72	ARCHITECTURAL SERV. ATEP
O	073321	7/17/08	TROXELL COMMUNICATIONS, INC.	\$5,193.55	BSTIC CLASSROOM EQUIPMENT
O	073322	7/17/08	UNITED SITE SERVICES OF CA,	\$1,753.78	FENCE RENTAL FOR BUSINESS & TECH PROJECT

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #072864 and 073690

S	Check #	Check Dt	Company Name	Check Amount	Description
O	073323	7/18/08	G/M BUSINESS INTERIORS	\$7,754.96	chairs for conference room
O	073324	7/18/08	GALLUP PRESS BOOKS	\$105.00	ONLINE ASSESSMENT MATERIAL
O	073325	7/18/08	GANDER-PRINTCO	\$1,489.10	Blanket PO to Gander for Shrinkwrap and Bindery
O	073326	7/18/08	KORI LEE GARNER	\$31.37	MILEAGE
O	073327	7/18/08	GARTNER GROUP, INC.	\$26,210.00	Specialized consulting
O	073328	7/18/08	HAITBRINK ASPHALT PAVING,	\$4,860.00	POOL - REPLACE ASPHALT SIDEWALK
O	073329	7/18/08	HAWK LABELING SYSTEMS	\$642.19	BIOLOGY SUPPLIES
O	073330	7/18/08	HICKEY'S MUSIC CENTER	\$41.90	Book purchase
O	073331	7/18/08	HIRSCH PIPE & SUPPLY	\$876.68	PLUMBING & IRRIGATION SUPPLIES
O	073332	7/18/08	HITT MARKING DEVICES, INC.	\$73.81	Custom stamps for Theatre Dept
O	073333	7/18/08	HOME DEPOT CREDIT SERVICES	\$325.03	Blanket PO supplies for Aquarium & Aquaculture Sci
O	073334	7/18/08	HOPPER EQUIPMENT & SUPPLY	\$166,571.76	AUTOMOTIVE EQUIPMENT
O	073335	7/18/08	HORIZON	\$1,363.93	BASEBALL FIELD - FUNGICIDE
O	073336	7/18/08	INCENTRA SOLUTIONS OF	\$4,512.50	Exchange deployment and troubleshooting support
O	073337	7/18/08	INDUSTRIAL HYGIENE MGMT., INC.	\$5,490.60	SSC - PHASE 1 INDOOR AIR QUALITY EVALUATION
O	073338	7/18/08	INGARDIA BROTHERS PRODUCE, INC.	\$89.54	Groceries for Foods Lab.
O	073339	7/18/08	THE INVENTURE GROUP, INC.	\$470.95	Inventure Group -Card Sort game
O	073340	7/18/08	IRVINE HIGH SCHOOL PIGSKIN	\$700.00	Advertising for Irvine High Football Program
O	073341	7/18/08	IRVINE PIPE & SUPPLY	\$208.28	PLUMBING SUPPLIES
O	073342	7/18/08	MICHAEL JAMES	\$54.63	Copies of BGS Bldg. New Floor Plans
O	073343	7/18/08	JOHNSON & ASSOCIATES	\$25,075.00	Base Salary Survey
O	073344	7/18/08	JOHNSTONE SUPPLY	\$173.69	SUPPLIES FOR MAINTENANCE
O	073345	7/18/08	KEENAN & ASSOCIATES	\$6,591.13	Broadcasters Liability Coverage 08/09
O	073346	7/18/08	KEN'S SPORTING GOODS	\$818.01	Football supplies
O	073347	7/18/08	KNORR SYSTEMS, INC.	\$520.32	POOL SUPPLIES
O	073348	7/18/08	KONICA MINOLTA BUSINESS	\$693.00	Annual Maintenance: DSPS Copier
O	073349	7/18/08	LAWNMOWERS ETC.	\$107.58	BLADE SHARPENING/GROUNDS
O	073350	7/18/08	LIEBERT CASSIDY WHITMORE	\$8,151.46	Attorney Services FY 2007/2008
O	073351	7/18/08	MAGNA SYSTEMS, INC.	\$160.00	SUPPLIES FOR PEDIATRIC NURSING
O	073352	7/18/08	MC KESSON MEDICAL SURGICAL	\$926.12	BIOLOGY SUPPLIES
O	073353	7/18/08	McMASTER CARR SUPPLY CO.	\$585.56	PHYSICS SUPPLIES
O	073354	7/18/08	MC PEEK'S DODGE OF ANAHEIM	\$26,973.87	2007 Dodge Charger
O	073355	7/18/08	MEDCO SUPPLY COMPANY	\$49.74	Athletic Training Supplies
O	073356	7/18/08	USA MOBILITY WIRELESS, INC.	\$57.33	PAGER RENTAL AND MAINTENANCE CONTRACT
O	073357	7/18/08	3M	\$5,545.00	Annual Maintenance: Library Gates & Software
O	073358	7/18/08	KALON MORRIS	\$26.46	Reimbursement to K.Morris for DVD purchase
O	073359	7/18/08	MOULTON-NIGUEL WATER DIST.	\$8,164.34	Billing for Moulton-Niguel water services
O	073360	7/18/08	OBJET GEOMETRIES INC.	\$4,659.16	Supplies for DMP Program
O	073361	7/18/08	ORANGE CO. BUSINESS COUNCIL	\$5,000.00	OCBC MEMBERSHIP DUES
O	073362	7/18/08	ORANGE CO. DEPT. OF EDUCATION	\$3,369.00	COURIER SERVICES
O	073363	7/18/08	OCE-USA, INC.	\$1,065.87	Maintenance Agreement: Copiers
O	073364	7/18/08	OXFORD UNIVERSITY PRESS	\$10.31	Library book per Tom Weisrock request
O	073365	7/21/08	EMPLOYMENT DEVELOPMENT DEPT.	\$10,616.44	Unemployment Insurance Quarterly P/R Taxes
O	073366	7/22/08	SHELL FLEET PLUS	\$211.96	2007/08 Gasoline Usage by Various Departments
O	073367	7/23/08	APPLE COMPUTER INC.	\$38,795.50	computers
O	073368	7/23/08	BEST CONTRACTING SERVICES, INC	\$25,888.96	PK G, ROOFING & WATERPROOFING, BUS. & TECH.
O	073369	7/23/08	COMERICA BANK	\$8,125.00	PKG.C CONCRETE, BUS. & TECH INNOV.CTR. BID 279
O	073370	7/23/08	COMMERCE WEST BANK	\$7,943.74	BID NO.1071, F.A. RESTRM EXPANSION
O	073371	7/23/08	DAART ENGINEERING CO., INC.	\$2,918.00	BID NO. 283, PKG. S
O	073372	7/23/08	1ST CENTENNIAL BANK	\$2,294.70	FOR BID 279, PKG.E, MASONRY
O	073373	7/23/08	GOVERNMENT FINANCIAL	\$1,210.00	ATEP Project

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

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Selection: Between #072864 and 073690

S	Check #	Check Dt	Company Name	Check Amount	Description
O	073374	7/23/08	HPL MECHANICAL CONTRACTOR,	\$1,015.20	BID 279,PKG. B PLUMBING, BUS. & TECHN INNOV.CTR.
O	073375	7/23/08	JRH CONSTRUCTION COMPANY, INC.	\$71,493.64	BID NO.1071, F.A. RESTRM EXPANSION
O	073376	7/23/08	MACERICH CONSTRUCTION, INC.	\$63,594.00	BGS CABINET PROJECT
O	073377	7/23/08	MITSUBISHI ELECTRIC &	\$9,096.30	BID 279, PKG.R.ELEVATOR,BUS,& TECH INNOV.CTR.
O	073378	7/23/08	T.B. PENICK & SONS, INC.	\$73,125.00	PKG.C CONCRETE, BUS. & TECH INNOV.CTR. BID 279
O	073379	7/23/08	PENN CORPORATE RELOCATION	\$45.00	STORAGE
O	073380	7/23/08	SEARS ROOFING SERVICE	\$979.00	EMERGENCY REPAIR
O	073381	7/23/08	TROXELL COMMUNICATIONS, INC.	\$1,659.35	BSTIC CLASSROOM EQUIPMENT
O	073382	7/23/08	UNITED SITE SERVICES OF CA,	\$84.10	FENCE RENTAL FOR BUSINESS & TECH PROJECT
O	073383	7/23/08	WINEGARDNER MASONRY, INC.	\$20,652.30	FOR BID 279,PKG.E,MASONRY
O	073384	7/24/08	CSUN	\$65.00	Conference Attendance
O	073385	7/24/08	RUTH HIGGINS	\$868.13	NASFAA Conference
O	073386	7/24/08	PAPA	\$70.00	CONFERENCE REGISTRATION
O	073387	7/24/08	LYNDELLE STONICK	\$300.00	Conference Reimbursement
O	073388	7/24/08	AT&T/MCI	\$6,319.87	Annual P.O. for telephone service
O	073389	7/24/08	AT&T	\$2,241.04	Annual P.O. for telephone service
O	073390	7/24/08	PACIFIC PARKING SYSTEMS, INC.	\$3,953.33	Annual Maintenance: Parking ticketing machines
O	073391	7/24/08	PUBLIC BROADCASTING SERVICE	\$82.37	DVD-TEACH ME DIFFERENT
O	073392	7/24/08	PENN CORPORATE RELOCATION	\$13,499.68	BGS MOVE BACK INTO BLDG
O	073393	7/24/08	PENNYSAVER	\$360.85	Advertising for Summer 08 Guest Artists
O	073394	7/24/08	PEOPLESUPPORT	\$673.27	Captioning Services
O	073395	7/24/08	PITNEY-BOWES SUPPLY	\$2,832.00	MAILING SYSTEM LEASE
O	073396	7/24/08	PURETEC	\$483.60	EQUIPMENT MAINTENANCE & SUPPLIES
O	073397	7/24/08	QUICK SORT SANTA ANA, INC.	\$11,500.07	Postage costs
O	073398	7/24/08	REGAL PHOTO PRODUCTS, INC.	\$28.00	Thermostat for Photography Dept
O	073399	7/24/08	RIDDELL ALL AMERICAN	\$4,053.39	Football supplies
O	073400	7/24/08	RR SYSTEMS, INC.	\$958.00	STORAGE OF 324 VIRCO CHAIRS FOR BGS CLASSROOMS
O	073401	7/24/08	RUSCO, INC.	\$2,000.00	Locker Frame Demolition
O	073402	7/24/08	SADDLEBACK GOLF CARS, INC.	\$2,215.45	CART REPAIR
O	073403	7/24/08	SAFeway INC/PAVILIONS	\$103.07	Groceries for Foods Lab.
O	073404	7/24/08	SAGE PUBLICATIONS, INC.	\$142.35	Pay for book.
O	073405	7/24/08	SEHI PROCOMP COMPUTER PRODUCTS	\$147.23	Ergonomic Equip.for Campus Safety
O	073406	7/24/08	SEPULVEDA BUILDING MATERIALS	\$335.82	Decomposed Granite for the Outdoor Classroom Trail
O	073407	7/24/08	SIRSI CORPORATION	\$41,797.81	Annual Software Maintenance Renewal
O	073408	7/24/08	SKORA ELECTRIC	\$8,280.00	ELECTRICAL INSTALLATION OF HOT WATER HEATERS
O	073409	7/24/08	THOMAS L. SMITH	\$55.41	Reimbursement for Supplies/RapidTech
O	073410	7/24/08	SO. CAL. GAS CO.	\$21.25	NATURAL GAS
O	073411	7/24/08	SOUTH COAST DIST. CO.	\$247.29	BIOLOGY SUPPLIES
O	073412	7/24/08	SPORT SUPPLY GROUP, INC.	\$774.70	gym wipes for weight equipment
O	073413	7/24/08	TREND OFFSET PRINTING	\$18,975.64	PRINTING OF CLASS SCHEDULES
O	073414	7/24/08	TRIANGLE SCENERY & DRAPERY CO.	\$1,287.61	THEATRICAL EQUIPMENT
O	073415	7/24/08	TUTTLE-CLICK FORD	\$241.06	TRANSPORTATION PARTS
O	073416	7/24/08	U.S. AIR CONDITIONING	\$5.68	HVAC SUPPLIES
O	073417	7/24/08	ULINE	\$131.40	MAIL ROOM SUPPLIES
O	073418	7/24/08	VOCATIONAL BIOGRAPHIES, INC.	\$316.00	Vocational Biographies online
O	073419	7/24/08	VWR INTERNATIONAL, INC.	\$409.41	MICROBIOLOGY SUPPLIES
O	073420	7/24/08	WARE DISPOSAL CO., INC.	\$6,584.89	TRASH REMOVAL 2ND YEAR OF 5 YEAR CONTRACT
O	073421	7/24/08	THE H. W. WILSON CO. LOCKBOX	\$1,195.18	Index book subscriptions per Tom Weisrock request
O	073422	7/24/08	WOODBIDGE HIGH SCHOOL	\$275.00	Purchase of Ad & Banner at Woodbridge High School
O	073423	7/24/08	WOODBIDGE HIGH SCHOOL	\$225.00	Purchase of Ad & Banner at Woodbridge High School
O	073424	7/24/08	XEROX CORP.	\$1,344.63	Lease/Maint. for DocuColor 2045 Printer

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	073425	7/24/08	XEROX CORP.	\$255.65	SERVICE AGREEMENT FOR COPIER
O	073426	7/24/08	ZOLL MEDICAL CORPORATION	\$10,884.35	DEFIBRILLATOR FOR NURSING
O	073427	7/24/08	3D RAPID PROTOTYPING	\$2,111.13	SUPPLIES FOR ZCORP
O	073428	7/24/08	A-1 INTERNATIONAL TV SALES &	\$1,144.34	Repair of Video Equipment
O	073429	7/24/08	ABC-CLIO, INC.	\$72.93	Library book per Tom Weisrock request
O	073430	7/24/08	ADCLUB ADVERTISING SERVICE	\$459.00	Recruitment/Advertising for SOCCCD
O	073431	7/24/08	AIR SOURCE INDUSTRIES, INC.	\$70.89	liquid nitrogen and oxygen for student care
O	073432	7/24/08	A/R CENTRAL BILLING- BOISE	\$201.69	Groceries for Foods Lab.
O	073433	7/24/08	ALERT SERVICES, INC.	\$2,883.77	Athletic Training Supplies 08-09
O	073434	7/24/08	ALL TECH SERVICE	\$190.00	AV Repair
O	073435	7/24/08	ALLIED REFRIGERATION INC	\$89.23	HVAC SUPPLIES
O	073436	7/24/08	ALLSCRIPTS, INC	\$134.00	medications for student medical care
O	073437	7/24/08	AMTECH ELEVATOR SERVICES	\$1,815.57	ELEVATOR SERVICE
O	073438	7/24/08	CALIFORNIA APPAREL NEWS	\$65.00	Dept. Resource
O	073439	7/24/08	ARAMARK UNIFORM SERVICES	\$30.85	SHOP RAGS
O	073440	7/24/08	ARBOR SCIENTIFIC	\$294.11	PHYSICS SUPPLIES
O	073441	7/24/08	ART.COM	\$56.71	Request posters for 1st floor hallway
O	073442	7/24/08	ASI-MODULEX	\$91.59	QUOTATION FOR SIGNAGE
O	073443	7/24/08	AUDIO VISUAL INTEGRATION	\$600.00	AV Equipment Repair
O	073444	7/24/08	BAKER & TAYLOR	\$52.10	Library DVD per Tom Weisrock request
O	073445	7/24/08	BATTERY SPECIALTIES	\$31.83	BIOLOGY SUPPLIES
O	073446	7/24/08	BATTERY ZONE	\$73.97	BATTERIES
O	073447	7/24/08	BECKMAN FOOTBALL BOOSTERS	\$200.00	Beckman High School Football Banner
O	073448	7/24/08	BECKMAN FOOTBALL BOOSTERS	\$200.00	Beckman High School Football Ad
O	073449	7/24/08	BRIGGS CORPORATION	\$153.88	SUPPLIES FOR NURSING
O	073450	7/24/08	MIKE BROWN GRANDSTANDS, INC.	\$400.00	BASEBALL BLEACHER SEATING
O	073451	7/24/08	BUDDY'S ALL STARS	\$2,970.08	Cross Country Uniform Supplies
O	073452	7/24/08	CA STATE DEPT OF INDUSTRIAL	\$105.00	ELEVATOR CONVEYANCE INVOICE
O	073453	7/24/08	CALIFORNIA STAINLESS MFG	\$111.44	Film dryer
O	073454	7/24/08	CAMPUS CAREER COUNSELOR	\$69.00	Campus Career Counselor
O	073455	7/24/08	CARD INTEGRATORS CORPORATION	\$2,568.40	Photo ID Ribbon Order
O	073456	7/24/08	EMSI, INC.	\$2,916.00	Subscription renewal
O	073457	7/24/08	CLARK SECURITY PRODUCTS INC.	\$50.62	PADLOCKS
O	073458	7/24/08	CLIA LABORATORY PROGRAM	\$150.00	CLIA Laboratory user fee
O	073459	7/24/08	COACH AMERICA	\$1,757.70	Bus for Emeritus Institute Field Trip-Chattopadhy
O	073460	7/24/08	COAST LEARNING SYSTEMS	\$1,120.00	ok to pay, enrollment fees for telecourses
O	073461	7/24/08	COASTAL CLEANING MANAGEMENT	\$1,150.00	CONTRACT SERVICES
O	073462	7/24/08	COMMUNICATION BRIEFINGS	\$79.00	Communication Briefings Subscription
O	073463	7/24/08	COX COMMUNICATIONS, INC	\$3,885.08	COX COMMUNICATIONS INTERCAMPUS WAN SERVICE
O	073464	7/24/08	SPARKLETTS	\$666.25	Annual Water Service
O	073465	7/24/08	SPARKLETTS	\$46.26	DRINKING WATER FOR ATEP
O	073466	7/24/08	EMPIRE CLEANING SUPPLY	\$18,642.28	CUSTODIAL SUPPLIES
O	073467	7/24/08	FEDERAL EXPRESS	\$180.37	FEDERAL EXPRESS CHARGES
O	073468	7/24/08	BLACK CORAL HAWAII WHOLESALE	\$135.00	AQUARIUM SUPPLIES AND MAINTENANCE
O	073469	7/25/08	CITY OF IRVINE	\$100.00	Irvine Global Village Festival 2007
O	073470	7/25/08	GANDER-PRINTCO	\$151.93	Business Cards for Fiscal&Bursar's
O	073471	7/25/08	GOVCONNECTION	\$329.76	Computer battery back-ups
O	073472	7/25/08	H2 ENVIRONMENTAL CONSULTING	\$6,505.00	BGS BLDG: PRELIMINARY MICROBIAL ASSESSMENT TESTING
O	073473	7/25/08	HARVARD APPARATUS	\$419.41	BIOLOGY SUPPLIES
O	073474	7/25/08	HEWLETT PACKARD	\$8,252.04	HP/Alpha System Maintenance Agreement
O	073475	7/25/08	HITT MARKING DEVICES, INC.	\$26.13	Prescription Pad Stamp

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	073476	7/25/08	INTEGRA SERVICES	\$5,975.00	Maintenance for SLS Machine
O	073477	7/25/08	IRVINE RANCH WATER DIST.	\$685.89	WATER SERVICE
O	073478	7/25/08	JAMES PUBLISHING, INC.	\$57.80	Purchase book.
O	073479	7/25/08	SLACK, INCORPORATED	\$319.00	MAGAZINE SUBSCRIPTION
O	073480	7/25/08	LIFETIME MEMORY PRODUCTS,	\$83.80	2GB USB Drives
O	073481	7/25/08	MAQUINSAL SEWING MACHINE CO.	\$1,259.56	Repair Equipment
O	073482	7/25/08	MC KESSON MEDICAL SURGICAL	\$1,577.93	SUPPLIES FOR NURSING
O	073483	7/25/08	McMASTER CARR SUPPLY CO.	\$41.83	PHYSICS SUPPLIES
O	073484	7/25/08	MEDCO SUPPLY COMPANY	\$99.83	Athletic Training Supplies
O	073485	7/25/08	MUSSER & ASSOCIATES, INC.	\$1,200.00	RELOCATE OPTICAL TABLE
O	073486	7/25/08	NEWT TOUCH GRAPHICS LLC	\$167.01	Purchase Community Cards.
O	073487	7/25/08	NORTHWOOD HIGH SCHOOL	\$250.00	Advertising - Northwood High School
O	073488	7/25/08	OXFORD UNIVERSITY PRESS	\$10.31	Library book per Tom Weisrock request
O	073489	7/25/08	GENERAL BINDING CORP.	\$786.00	Annual Maintenance: CDC Laminator
O	073490	7/25/08	AIRGAS WEST	\$154.75	CO2 FOR SWIMMING POOL
O	073491	7/25/08	COMMUNITY COLLEGE LEAGUE OF	\$1,500.00	CCLC POLICY & PROCEDURE SERVICE
O	073492	7/25/08	CLARK SECURITY PRODUCTS INC.	\$96.28	LOCKSMITH SUPPLIES
O	073493	7/25/08	COMMUNITY HOUSE, INC.	\$800.00	FACILITY USAGE FEE FOR EMERITUS CLASS
O	073494	7/25/08	COLLINS COMPANY	\$7,928.00	BASEBALL FIELD-HEAVY DUTY NYLON NETTING
O	073495	7/25/08	COOK EQUIPMENT COMPANY	\$716.65	NEW STARTER FOR NEW HOLLAND TRACTOR
O	073496	7/25/08	COX MEDIA, INC.	\$500.00	Production of cable advertisement
O	073497	7/25/08	DANKA OFFICE IMAGING	\$687.63	MAINTENANCE - CANON COPIER
O	073498	7/25/08	DATAMAX O'NEIL PRINTER	\$673.41	PAPER ROLLS
O	073499	7/25/08	LEIZEL DAYRIT	\$200.00	APAC Dance Performance for CTE Event
O	073500	7/25/08	DE NAULT'S TRUE VALUE	\$64.36	SUPPLIES
O	073501	7/25/08	GOODWILL INDUSTRIES OF	\$2,220.00	Provide Interp.Svs.Stds.w/Disabilities
O	073502	7/25/08	DELL MARKETING L.P.	\$866.31	Camera
O	073503	7/25/08	DEPARTMENT OF JUSTICE	\$608.00	Fingerprinting - HR
O	073504	7/25/08	BEN DOLAN	\$8.60	Reimbursement of Supplies/RapidTech
O	073505	7/25/08	JEFF DORSZ	\$215.49	Reimbursement for monitor mount
O	073506	7/25/08	EBERHARD EQUIPMENT	\$139.40	PARTS FOR KABOTA TRACTOR
O	073507	7/25/08	ECONOMIC ALTERNATIVES, INC.	\$247.91	Annual Maintenance: Water Treatment
O	073508	7/25/08	EDUCATIONAL GLOBAL	\$494.88	TUTORIAL FOR NURSING
O	073509	7/25/08	EDMUND OPTICS AMERICA	\$371.21	PHYSICS SUPPLIES
O	073510	7/25/08	EMERGENCY MEDICAL PRODUCTS	\$280.80	SUPPLIES FOR PALS CLASS
O	073511	7/25/08	ESCAPE TECHNOLOGY, INC.	\$65,000.00	Escape Maintenance Renewal
O	073512	7/25/08	THE EXIT LIGHT CO., INC.	\$152.08	ELECTRICAL SUPPLIES
O	073513	7/25/08	EXPERIAN	\$77.00	Contract Svcs - Experian
O	073514	7/25/08	FABRIC LAND	\$193.98	Student Supplies for Summer Class
O	073515	7/25/08	FISHER SCIENTIFIC	\$694.86	CHEMISTRY SUPPLIES
O	073516	7/25/08	DAIRY DEPOT	\$27.76	NUTRITIONAL MILK AND DAIRY SUPPLIES
O	073517	7/25/08	KARI L. TUCKER	\$120.00	Kari Tucker to Western Psychological Association
O	073518	7/25/08	MARY WILLIAMS	\$759.42	CONFERENCE FOR MARY WILLIAMS
O	073519	7/29/08	BASTIEN AND ASSOCIATES	\$61,536.06	ATEP Project
O	073520	7/30/08	BOSTON PARK PLAZA	\$404.82	REGISTRATION FOR S. Georgianna - APA Conv.
O	073521	7/30/08	CA ASSN OF COLLEGE NURSING	\$250.00	CONFERENCE FOR TAMERA RICE
O	073522	7/30/08	CA ASSN OF COLLEGE NURSING	\$250.00	CONFERENCE FOR JENNIFER FOROUZESH
O	073523	7/30/08	CA ASSN OF COLLEGE NURSING	\$250.00	CONFERENCE FOR DIANE PESTOLESI
O	073524	7/30/08	ORANGE COUNTY SHERIFF'S DEPT.	\$40.00	POST Training
O	073525	7/30/08	ORANGE COUNTY SHERIFF'S DEPT.	\$40.00	POST Training
O	073526	7/30/08	ORANGE COUNTY SHERIFF'S DEPT.	\$40.00	POST Training

WARRANT REGISTER LISTING

Escape - AP

v 4.2

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O	073527	7/30/08	SIR FRANCIS DRAKE HOTEL	\$408.12	CONFERENCE FOR TAMERA RICE
O	073528	7/30/08	SIR FRANCIS DRAKE HOTEL	\$408.12	CONFERENCE FOR JENNIFER FOROUZESH
O	073529	7/30/08	SIR FRANCIS DRAKE HOTEL	\$408.12	CONFERENCE FOR DIANE PESTOLESI
O	073530	7/30/08	APPLE COMPUTER INC.	\$2,388.00	computers
O	073531	7/30/08	FIRST ENTERPRISE BANK	\$728.00	BID 279, PKG. L, PLASTER, BUS & TECH. INNOV. CTR.
O	073532	7/30/08	GILBERT & STEARNS, INC.	\$63,660.24	PKG. U, ELECTRICAL, BID. 279 BUS. & TECHN. INNOV. CTR.
O	073533	7/30/08	GOVERNMENT FINANCIAL	\$1,870.00	ATEP Project
O	073534	7/30/08	H2 ENVIRONMENTAL CONSULTING	\$1,020.00	VILLAGE BLDG 2 ENVIRON. SURVEY
O	073535	7/30/08	NEUDESIC, LLC	\$181,589.50	Student Information System, Year 3
O	073536	7/30/08	RGP PLANNING & DEVELOPMENT	\$29,239.05	ATEP Project
O	073537	7/30/08	THE M.S. ROUSE COMPANY, INC.	\$16,815.00	PKG. O FLOORING, BID 279, BUS. & TECH. INNOV. CTR.
O	073538	7/30/08	TREESMITH ENTERPRISES, INC.	\$6,930.00	tree removal
O	073539	7/30/08	TROXELL COMMUNICATIONS, INC.	\$5,174.17	Communication equipment
O	073540	7/30/08	UNITED SITE SERVICES OF CA,	\$538.86	FENCE RENTAL
O	073541	7/30/08	USS CAL BUILDERS, INC.	\$6,552.00	BID 279, PKG. L, PLASTER, BUS & TECH. INNOV. CTR.
O	073542	7/30/08	WARE DISPOSAL CO., INC.	\$869.01	TRASH COLLECTION SERVICES
O	073543	7/31/08	AT & T MOBILITY	\$12.13	TELEPHONE SERVICES
O	073544	7/31/08	AT&T/MCI	\$186.18	Annual: Telephone Service
O	073545	7/31/08	AT&T	\$2,544.68	Annual: Telephone Service
O	073546	7/31/08	ROY KLOPPING ENTERPRISES	\$10,921.13	GROUNDS EQUIPMENT
O	073547	7/31/08	OFFICEMAX CONTRACT INC.	\$8,909.56	Office Max Supply Orders 2008/2009
O	073548	7/31/08	PACIFIC ART GLASS	\$584.16	STUDENT SUPPLIES - FALL 2008
O	073549	7/31/08	PASCO SCIENTIFIC	\$1,995.30	PHYSICS SUPPLIES
O	073550	7/31/08	PENN CORPORATE RELOCATION	\$837.86	BGS MOVE BACK INTO BLDG
O	073551	7/31/08	PHOENIX GROUP INFORMATION SYS.	\$2,025.54	Annual Maintenance: Citation Fees
O	073552	7/31/08	ALL-PAK, INC.	\$75.00	BIOLOGY SUPPLIES
O	073553	7/31/08	REFRIGERATION SUPPLIES DIST.	\$988.07	HVAC SUPPLIES
O	073554	7/31/08	RIDOUT PLASTICS COMPANY, INC.	\$333.86	CHEMISTRY SUPPLIES
O	073555	7/31/08	THE RP GROUP	\$350.00	Institutional membership, The RP Group
O	073556	7/31/08	LOUIS SESSLER	\$10.00	REIMBURSE FOR PURCHASE OF GAS
O	073557	7/31/08	SARA LEILA SHEYBANI	\$3.29	INSTRUCTIONAL SUPPLIES
O	073558	7/31/08	SIEMENS WATER TECHNOLOGIES	\$141.75	Annual Contract: Deionized Water Tanks
O	073559	7/31/08	THOMAS L. SMITH	\$83.88	Reimburse for funds expended
O	073560	7/31/08	SOUTHERN 30	\$200.00	Southern 30 -Mbrship Dues
O	073561	7/31/08	SOUTHERN CALIFORNIA EDISON	\$14,821.18	Annual Electric Service
O	073562	7/31/08	SOUTHERN CALIFORNIA EDISON	\$29,255.15	Annual Electric Service
O	073563	7/31/08	SOUTHERN CALIFORNIA EDISON	\$2,711.84	Annual Electric Service
O	073564	7/31/08	SOUTHERN CALIFORNIA FOOTBALL	\$1,125.00	Membership
O	073565	7/31/08	SO. CAL. GAS CO.	\$179.80	Annual Gas Service
O	073566	7/31/08	SO. CAL. GAS CO.	\$911.18	Annual Gas Service
O	073567	7/31/08	SO. CAL. GAS CO.	\$16,587.00	Annual Gas Service
O	073568	7/31/08	SOUTH COAST HIGHER EDUCATION	\$50.00	SCHEC INSTITUTIONAL MEMBERSHIP 08-09
O	073569	7/31/08	SOCCCD REVOLVING FUND	\$505.35	PERMIT APPLICATION
O	073570	7/31/08	SOMA TECHNOLOGY, INC.	\$7,600.00	EQUIPMENT FOR MEDICAL ASSISTING
O	073571	7/31/08	SPECTRUM CHEMICAL MFG. CORP.	\$322.59	PHYSICS SUPPLIES
O	073572	7/31/08	SPORTS ATTACK	\$120.98	SB Hack Attack Balls
O	073573	7/31/08	STS, INC.	\$290.00	Service Call for repair of dishwasher
O	073574	7/31/08	TITAN OUTDOOR	\$3,000.00	Bus advertising
O	073575	7/31/08	TOTAL ACCESS GROUP	\$323.25	healthy lifestyles program supplies
O	073576	7/31/08	POSTMASTER	\$4,904.89	Postage for mailing Fall 08 Perf. Arts brochures
O	073577	7/31/08	ULLMAN SAILS, INC.	\$1,565.07	NEW SAILS FOR CATALINA BOATS

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #072864 and 073690

S	Check #	Check Dt	Company Name	Check Amount	Description
O	073578	7/31/08	UNITED SITE SERVICES OF CA,	\$264.07	PORTABLE TOILETS
O	073579	7/31/08	VERIZON WIRELESS	\$159.71	Cell Phone Service
O	073580	7/31/08	VWR INTERNATIONAL, INC.	\$280.85	PHYSICS SUPPLIES
O	073581	7/31/08	WARD'S NATURAL SCIENCE	\$72.68	MICROBIOLOGY SUPPLIES
O	073582	7/31/08	WARE DISPOSAL CO., INC.	\$3,530.88	GREENWASTE
O	073583	7/31/08	JOHN WILEY & SONS, INC.	\$76.57	Book purchase
O	073584	7/31/08	XEROX CORP.	\$2,950.92	Lease/Maint. for DocuColor 2045 Printer
O	073585	7/31/08	XEROX CORP.	\$13,544.81	Lease/Mtce Agmet for 15 Xerox Walk-up Copiers
O	073586	7/31/08	XEROX CORP.	\$4,980.29	DocuTech 6135 Lease/Maintenance
O	073587	7/31/08	XEROX CORP.	\$90.02	Annual Maintenance: Copier
O	073588	7/31/08	AACRAO	\$1,421.00	AACRAO Membership
O	073589	7/31/08	ACCREDITING COMMISSION FOR	\$14,454.00	Annual membership to ACCJC
O	073590	7/31/08	ACUTA	\$557.00	ACUTA Membership 2008-2009
O	073591	7/31/08	ADCLUB ADVERTISING SERVICE	\$512.50	Recruitment/Advertising for SOCCCD
O	073592	7/31/08	ADVANTA ENERGY	\$950.00	ENERGY SERVICING AGREEMENT
O	073593	7/31/08	AFFILIATED COMPUTER SERVICES	\$176.25	Contract Svcs - ACS
O	073594	7/31/08	ALLSCRIPTS, INC	\$176.24	Allscripts
O	073595	7/31/08	AMAZON.COM	\$34.96	DVD's for Film Studies Classes
O	073596	7/31/08	JULIE ANDERSON	\$21.97	Blanket PO for purchase of fish food & supplies
O	073597	7/31/08	ASSOCIATION OF HIGHER	\$1,126.00	APPA MEMBERSHIP DUES E
O	073598	7/31/08	AQUATIC ECOSYSTEMS, INC.	\$26.79	AquaSci SUPPLIES
O	073599	7/31/08	ARAMARK UNIFORM SERVICES	\$27.70	SHOP RAGS
O	073600	7/31/08	ARROWHEAD DRINKING WATER	\$67.88	BLANKET PURCHASE ORDER FOR SUPPLIES
O	073601	7/31/08	ASSOCIATED WRITING PROGRAMS	\$405.00	AWP Institutional Membership 2008-09
O	073602	7/31/08	ASW EXPRESS	\$3,473.29	FASHION SUPPLIES
O	073603	7/31/08	BAKER & TAYLOR	\$7.99	Library DVD per Tom Weisrock request
O	073604	7/31/08	BANNERSANDSIGNS.NET	\$83.81	Door signs for new instructors
O	073605	7/31/08	BUDDY'S ALL STARS	\$2,280.67	Cross Country Uniform Supplies
O	073606	7/31/08	CA STATE DEPT OF INDUSTRIAL	\$420.00	B-300 CONVEYANCE INVOICE
O	073607	7/31/08	CALIFORNIA PLACEMENT ASSN	\$100.00	Membership Renewal for CPA
O	073608	7/31/08	CIWEA	\$150.00	Annual membership renewal
O	073609	7/31/08	COMMUNITY COLLEGE LEAGUE OF	\$16,255.00	CCLC ON ATHLETICS MEMBERSHIPS
O	073610	7/31/08	CCUPCA (CALIFORNIA COLLEGE &	\$75.00	Membership
O	073611	7/31/08	CDW GOVERNMENT, INC.	\$41.40	Hardware Parts
O	073612	7/31/08	CINTAS CORPORATION	\$157.39	UNIFORM AND TOWEL SERVICE
O	073613	7/31/08	CLARK SECURITY PRODUCTS INC.	\$93.40	LOCKSMITH SUPPLIES
O	073614	7/31/08	CLEAN SOURCE	\$13,389.42	JANITORIAL SUPPLIES
O	073615	7/31/08	CLEAN SOURCE	\$5,000.98	JANITORIAL SUPPLIES
O	073616	7/31/08	COMMUNITY COLLEGE WEEK	\$40.00	Community College Week Publication
O	073617	7/31/08	COATINGS SPECIALIST GROUP	\$1,180.79	Laundry Supplies
O	073618	7/31/08	CSHL PRESS	\$292.67	Reference book, Molecular clone
O	073619	7/31/08	COLLEGE ART ASSOCIATION	\$325.00	Membership renewal
O	073620	7/31/08	COLLEGIATE PACIFIC	\$108.71	330' MEASURING TAPE FOR FOOTBALL FIELD
O	073621	7/31/08	CONSORTIUM OF SO. CALIFORNIA	\$250.00	CSCCU Membership Renewal
O	073622	7/31/08	CONSUMERS PIPE & SUPPLY CO.	\$19.93	HVAC SUPPLIES
O	073623	7/31/08	COUNCIL FOR HIGHER EDUCATION	\$501.00	Annual dues - CHEA
O	073624	7/31/08	COUTTS LIBRARY SERVICES, INC.	\$36.26	Library book per Tom Weisrock request
O	073625	7/31/08	CPS SECURITY SOLUTIONS	\$4,756.00	SECURITY SERVICES
O	073626	7/31/08	MW DANNER	\$954.92	Maintenance for Cutter, Drill & Folder
O	073627	7/31/08	DATA CENTER SOFTWARE	\$749.00	QUEMAN Annual Maintenance
O	073628	7/31/08	DELL MARKETING L.P.	\$1,916.20	LAPTOP FOR R. MATHUR

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #072864 and 073690

S	Check #	Check Dt	Company Name	Check Amount	Description
O	073629	7/31/08	DEWEY'S APPLIANCES	\$700.38	Refrigerator
O	073630	7/31/08	DHK PLUMBING & PIPING, INC.	\$3,550.00	F.A. SEWER REPAIR
O	073631	7/31/08	EBSCO SUBSCRIPTION SERVICE	\$80.64	Subscription rate adjustment per Tom Weisrock
O	073632	7/31/08	ECONOMIC ALTERNATIVES, INC.	\$247.91	Annual Maintenance:Water Treatment
O	073633	7/31/08	ECOTALITY STORES, INC.	\$4,031.26	AUTOMOTIVE EQUIPMENT
O	073634	7/31/08	FISHER SCIENTIFIC	\$1,143.87	SUPPLIES FOR PHLEBOTOMY
O	073635	7/31/08	FOAMORDER.COM	\$100.70	ASTRO SUPPLIES
O	073636	7/31/08	FOR-A CORPORATION OF AMERICA	\$83.55	Rack Mount for Switcher
O	073637	7/31/08	DISCOUNT SCHOOL SUPPLY	\$6,082.01	Classroom supplies.
O	073638	8/01/08	JUANITA BALTIERRA	\$12.97	MILEAGE
O	073639	8/01/08	G/M BUSINESS INTERIORS	\$237.05	Ergonomic Equip-Chair to T. Lorch
O	073640	8/01/08	GALLS INC.	\$268.23	Open PO - Uniforms
O	073641	8/01/08	GALLUP PRESS BOOKS	\$6,405.50	7 & 8TH GRADE GRANT STRENGTHS EXPLORER
O	073642	8/01/08	GANDER-PRINTCO	\$488.24	Bus Cards Outreach Counselor for Melody Harper
O	073643	8/01/08	GILMAN GEAR	\$69.68	Football supplies
O	073644	8/01/08	GLOBAL INDUSTRIAL EQUIPMENT	\$35.59	TAPE
O	073645	8/01/08	GOLF VENTURES WEST	\$271.73	MOWER AND CART PARTS
O	073646	8/01/08	GOVPLACE	\$31,854.00	Endpoint Anti-Virus Renewal
O	073647	8/01/08	GRACE TRAINING SUPPLY	\$3,126.60	SKILLS LAB KITS FOR N244/245
O	073648	8/01/08	GRAYBAR ELECTRIC CO.	\$1,937.40	ELECTRICAL SUPPLIES
O	073649	8/01/08	HOME DEPOT CREDIT SERVICES	\$983.14	BLANKET PURCHASE ORDER FOR SUPPLIES
O	073650	8/01/08	HOME DEPOT CREDIT SERVICES	\$1,064.45	AV Supplies
O	073651	8/01/08	HYDRO-SCAPE PRODUCTS, INC.	\$109.36	GROUNDS SUPPLIES
O	073652	8/01/08	I2S, INC.	\$598.00	Service and calibrate 31 pipettors
O	073653	8/01/08	IRVINE PIPE & SUPPLY	\$826.54	BLANKET PURCHASE ORDER FOR PARTS AND SUPPLIES
O	073654	8/01/08	IRVINE RANCH WATER DIST.	\$10,028.20	Annual Water Service
O	073655	8/01/08	KOCH FILTER CORPORATION	\$4,639.32	HVAC SUPPLIES - AIR FILTERS
O	073656	8/01/08	MARK KRUHMIN	\$64.10	Reimburse staff member for purchase of scripts
O	073657	8/01/08	LOOMIS, FARGO & CO., INC	\$510.61	Armored Car Service 07/08
O	073658	8/01/08	LRP PUBLICATIONS, INC.	\$198.00	LRP PUBLICATIONS
O	073659	8/01/08	GLORIA MARTIN	\$62.92	Reimbursement for food
O	073660	8/01/08	MATERIAL FLOW & CONVEYOR	\$64.75	FASHION SUPPLIES
O	073661	8/01/08	MC KESSON MEDICAL SURGICAL	\$705.25	Medical supplies
O	073662	8/01/08	MC MAHAN DESK	\$148,362.05	BGS FURNITURE
O	073663	8/01/08	MEDCO SUPPLY COMPANY	\$7,870.93	Athletic Training Supplies
O	073664	8/01/08	MEDI CALL REPAIR SERVICE	\$259.77	MAINTENANCE ON EKG MACHINE
O	073665	8/01/08	NAT'L ASSO OF COLL/EMPLOYEES	\$400.00	Instit. Membership NACE 08-09
O	073666	8/01/08	ORANGE COUNTY ASTRONOMERS	\$50.00	Orange County Astronomers membership
O	073667	8/01/08	ORANGE COUNTY REGISTER	\$462.80	AD FOR BID 295
O	073668	8/01/08	OCE-IMAGISTICS	\$66.13	OCE FAX MAINTENANCE AGREEMENT
O	073669	8/01/08	OCPC MAGAZINE	\$7,500.00	Advertising for 2008/2009
O	073670	8/01/08	ORANGE EMPIRE CONFERENCE	\$5,000.00	Annual Membership
O	073671	8/01/08	ORKIN EXTERMINATING, INC.	\$621.99	ANNUAL MAINTENANCE: Bug Control
O	073672	8/01/08	BRAD MCREYNOLDS	\$500.00	Expense Reibursement
O	073673	8/01/08	CHEVRON AND TEXACO BUSINESS	\$2,945.00	2008/09 Use of Gasoline by Various Departments
O	073674	8/01/08	HYATT REGENCY CENTURY PLAZA	\$209.93	CONFERENCE-ICDC
O	073675	8/01/08	ICDC/CCC	\$399.00	CONFERENCE-ICDC
O	073676	8/01/08	KATHLEEN SCHRADER	\$291.00	Kathleen Scharader Curriculum Institute Conference
O	073677	8/01/08	WELLS FARGO BANK #4198	\$1,017.65	DELL HARD DRIVES
O	073678	8/01/08	WELLS FARGO BANK #3465	\$638.99	FIRE EXTINGUISHER SERVICING
O	073679	8/01/08	WELLS FARGO BANK #4214	\$493.50	RESERVATIONS FOR GEOL 170: NAT'L PARKS

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #072864 and 073690

S	Check #	Check Dt	Company Name	Check Amount	Description
O	073680	8/01/08	CRC CONSULTING GROUP, INC.	\$750.00	PROFESSIONAL SERVICES FOR WATER TESTING ATEP WINDO
O	073681	8/01/08	DELL MARKETING L.P.	\$14,994.00	Tech Refresh Computers
O	073682	8/01/08	HARROD MANAGEMENT SOLUTIONS,	\$20,000.00	Professional Services:Network Support Services
O	073683	8/01/08	JOYCE INSPECTION & TESTING	\$6,160.00	INSPECTOR OF RECORD SERVICES
O	073684	8/01/08	LAND SPECTRUM	\$4,475.60	ARCHITECTURAL AGRMT FOR ATEP
O	073685	8/01/08	LPA, INC.	\$6,890.00	ARCHITECTURAL SERVICES
O	073686	8/01/08	METRANOME, INC.	\$5,168.55	Internet Access Switch Upgrade
O	073687	8/01/08	RGP PLANNING & DEVELOPMENT	\$22,208.73	ATEP Project
O	073688	8/01/08	RJT COMPUQUEST	\$9,360.00	QA Consulting Services
O	073689	8/01/08	TROXELL COMMUNICATIONS, INC.	\$1,187.41	Communication equipment
O	073690	8/01/08	UNITED SITE SERVICES OF CA,	\$1,165.54	RENTAL OF PORTABLE RESTROOMS
				<hr/>	
				\$6,635,784.83	

FUND SUMMARY

Description	Amount
01 - General Fund	\$4,370,139.34
12 - Child Development Fund	\$12,987.67
40 - Capital Outlay Fund	\$2,021,951.41
52 - COPS Capital Lease Paymen	\$2,600.00
68 - Self-Insurance Fund	\$16,360.59
71 - Retiree Benefit Fund	\$211,745.82
	<u>\$6,635,784.83</u>

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (SC-CMED) - Saddleback Community Ed

Sort: Sorted by Warrant #

Selection: Between #009280 and 009332

S	Check #	Check Dt	Company Name	Check Amount	Description
O	009280	7/09/08	NANCY Y. LARRAGOITI	\$224.00	Reimbursement for art supplies
O	009281	7/09/08	JAN WOOD	\$322.00	Reimbursement for art supplies
O	009282	7/15/08	THOMAS LI	\$10.00	SADDLEBACK COMMUNITY EDUCATION REFUND
O	009283	7/15/08	CRYSTAL LYONS-TRACY	\$10.00	SADDLEBACK COMMUNITY EDUCATION REFUND
O	009284	7/15/08	ANDREW LAWSON	\$20.00	SADDLEBACK COMMUNITY EDUCATION LIVE SCAN SERVICE
O	009285	7/15/08	AMANDA GREEN	\$20.00	SADDLEBACK COMMUNITY EDUCATION LIVE SCAN
O	009286	7/15/08	BRENT NEWMAN	\$20.00	SADDLEBACK COMMUNITY EDUCATION LIVE SCAN
O	009287	7/15/08	BRITTNEY HEWITT	\$20.00	SADDLEBACK COMMUNITY EDUCATION LIVE SCAN
O	009288	7/15/08	GEOFFREY CURZON	\$20.00	SADDLEBACK COMMUNITY EDUCATION LIVE SCAN
O	009289	7/15/08	KRISTINA BINDI	\$20.00	SADDLEBACK COMMUNITY EDUCATION LIVE SCAN
O	009290	7/15/08	ERIC MARCH	\$25.00	SADDLEBACK COMMUNITY EDUCATION LIVE SCAN
O	009291	7/15/08	KELVIN MOTA	\$20.00	SADDLEBACK COMMUNITY EDUCATION LIVE SCAN
O	009292	7/15/08	MACKENNA MUELLER	\$10.00	SADDLEBACK COMMUNITY EDUCATION LIVE SCAN
O	009293	7/15/08	MEGAN MODES	\$20.00	SADDLEBACK COMMUNITY EDUCATION LIVE SCAN
O	009294	7/15/08	AARON WESTBROOK	\$20.00	SADDLEBACK COMMUNITY EDUCATION LIVE SCAN
O	009295	7/15/08	ALEX GERONMO	\$20.00	SADDLEBACK COMMUNITY EDUCATION LIVE SCAN
O	009296	7/15/08	ACTING EXPRESS	\$4,826.99	Com. Ed. Presenter
O	009297	7/15/08	JOSHUA BALLARD SEMINARS	\$2,617.50	Com. Ed. Presenter
O	009298	7/15/08	FSC SECURITIES	\$155.50	Com. Ed. Presenter
O	009299	7/15/08	EDUCATION TO GO	\$1,834.25	Com. Ed. Presenter - Online Classes
O	009300	7/15/08	FASTSIGNS	\$187.44	Hand-held paddle STOP sign
O	009301	7/15/08	ESTELLA GARRISON	\$154.21	Purchase of non-instructional supplies
O	009302	7/15/08	RANDELEIGH HARRIS	\$855.00	Reimbursement for Supplies CFK
O	009303	7/15/08	KID'S GYM INC.	\$7,775.15	Com. Ed. Presenter
O	009304	7/15/08	NOESS LLC	\$1,004.00	Reimbursement of CFK classes supplies
O	009305	7/15/08	ACTING EXPRESS	\$3,134.18	Com. Ed. Presenter
O	009306	7/18/08	NANCY Y. LARRAGOITI	\$210.00	Reimbursement for art supplies
O	009307	7/18/08	JAN WOOD	\$217.00	Reimbursement for art supplies
O	009308	7/24/08	CAROL KEENE	\$49.00	SADDLEBACK COMMUNITY EDUCATION REFUND
O	009309	7/24/08	DEBBIE MARTIN	\$10.00	SADDLEBACK COMMUNITY EDUCATION REFUND
O	009310	7/24/08	COMPUTRAX, INC.	\$192.50	Com. Ed. Presenter
O	009311	7/24/08	JAMES COSPER	\$868.00	Com. Ed. Presenter
O	009312	7/24/08	NANCY D'ALEO-RUSSEY	\$598.00	Com. Ed. Presenter
O	009313	7/24/08	RANDELEIGH HARRIS	\$1,319.18	Com. Ed. Presenter
O	009314	7/24/08	KID'S GYM INC.	\$87.28	Purchase of non-instructional supplies
O	009315	7/24/08	MAD SCIENCE OF ORANGE COUNTY	\$7,320.00	Com. Ed. Presenter
O	009316	7/24/08	DAN MIKELS	\$2,253.00	Com. Ed. Presenter
O	009317	7/24/08	NOESS LLC	\$3,761.00	Reimbursement of CFK classes supplies
O	009318	7/24/08	REGINA ROCHA TOURS	\$3,190.00	Com. Ed. Tour Guide
O	009319	8/01/08	ACTING EXPRESS	\$3,958.02	Com. Ed. Presenter
O	009320	8/01/08	BILLY TEES	\$419.61	Shirts & Hats for Summer Programs
O	009321	8/01/08	CSNP, INC.	\$75.00	Proctor Exam Fees
O	009322	8/01/08	COMPUTRAX, INC.	\$145.00	Com. Ed. Presenter
O	009323	8/01/08	DESTINATION SCIENCE	\$5,552.90	Com. Ed. Presenter
O	009324	8/01/08	EDUCATION TO GO	\$1,884.75	Com. Ed. Presenter - Online Classes
O	009325	8/01/08	ESTELLA GARRISON	\$92.55	College For Kids Kick Off snacks & Wrap Up Luncheon
O	009326	8/01/08	KID'S GYM INC.	\$8,307.40	Purchase of non-instructional supplies
O	009327	8/01/08	RITZ-CARLTON, LAGUNA NIGUEL	\$1,838.49	CFK - Mind Your Manners Tea
O	009328	8/01/08	TERRY ROWEN, INC.	\$2,125.00	Comm. Ed. Presenter
O	009329	8/01/08	JODI BAUM	\$5.00	SADDLEBACK COMMUNITY EDUCATION REFUND
O	009330	8/04/08	RANDELEIGH HARRIS	\$2,025.00	Reimbursement for Supplies CFK

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (SC-CMED) - Saddleback Community Ed

Sort: Sorted by Warrant #

Selection: Between #009280 and 009332

S	Check #	Check Dt	Company Name	Check Amount	Description
O	009331	8/05/08	RANDELEIGH HARRIS	\$1,451.34	Com. Ed. Presenter
O	009332	8/05/08	U.S. POSTAL SERVICE	\$23,284.96	Postage for Com Ed Fall 08 Catalog
				<u>\$94,585.20</u>	

FUND SUMMARY

Description	Amount
09 - SC Community Education Fu	\$94,585.20
	<u>\$94,585.20</u>

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (IVC-CMED) - IVC Community Ed

Sort: Sorted by Warrant #

Selection: Between #008457 and 008472

S	Check #	Check Dt	Company Name	Check Amount	Description
O	008457	7/15/08	EDUCATION TO GO	\$1,115.00	CONTRACT INSTRUCTOR PAYMENT FOR COMMUNITY ED.
O	008458	7/15/08	GATLIN EDUCATION SERVICES	\$13,060.00	ONLINE INSTRUCTIONAL SERVICES - COMMUNITY EDUCATIO
O	008459	7/15/08	JERRY HERNANDEZ	\$278.11	Lunch Supplies for Basketball Camp June 23-26,2008
O	008460	7/15/08	IRVINE VALLEY COLLEGE	\$1,373.00	Payment for Work Study Program
O	008461	7/15/08	MAD SCIENCE OF ORANGE COUNTY	\$4,914.70	Contract instructor Payment for IVC Comm. Ed.
O	008462	7/15/08	SHIPLI SHAMS	\$99.00	IVC COMMUNITY EDUCATION REFUND
O	008463	7/15/08	DENISE BABYAK	\$49.00	IVC COMMUNITY EDUCATION REFUND
O	008464	7/24/08	KAYLAA FOX	\$72.00	Independent Contractor for IVC Comm. Ed. Classes
O	008465	7/24/08	MINA FLOWER	\$360.00	IVC Community Education presenter 2008-09
O	008466	7/24/08	NR COMPUTER LEARNING CENTER*	\$269.40	Contract presenter for IVC Comm. Ed.
O	008467	8/01/08	TERI LOCKHART	\$89.00	IVC COMMUNITY EDUCATION REFUND
O	008468	8/01/08	LAURA MURGALO	\$59.00	IVC COMMUNITY EDUCATION REFUND
O	008469	8/01/08	HILLARY CHUNG	\$320.00	IVC COMMUNITY EDUCATION
O	008470	8/01/08	GATLIN EDUCATION SERVICES	\$2,690.00	ONLINE INSTRUCTIONAL SERVICES - COMMUNITY EDUCATIO
O	008471	8/01/08	JERRY HERNANDEZ	\$237.89	Lunch Supplies for Basketball Camp July 7-11,2008
O	008472	8/01/08	WELLS FARGO BANK #4214	\$99.95	Network Solutions
				<hr/>	
				\$25,086.05	

FUND SUMMARY

Description	Amount
07 - IVC Community Education F	\$25,086.05
	<u>\$25,086.05</u>

OPEN:	\$25,086.05 16	VOIDED:	\$0.00 0
CLEARED:	\$0.00 0	CANCELLED:	\$0.00 0
		STALE DATED:	\$0.00 0

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

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

DONATIONS
August 26, 2008

IRVINE VALLEY COLLEGE

Gift	Donated By:
Snacks and Gift Cards from In-N-Out Hired a driver for Lake Forest Fourth of July Parade Purchase food at Wahoo's Fish Taco	Al Tello 17261 Chestnut Irvine, California 92618
Repair of Contra Bass clarinet Food and Drinks Supplies Flowers	Dr. Stephen M. Rochford 11 Spicewood Way Irvine, California 92612

SADDLEBACK COLLEGE

Gift	Donated By:
1 Wedding Gown 2 Formal Dresses Components to make Renaissance Middle Class Costumes	Anita Drake 27831 Higuera Mission Viejo, California 92691

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: July/August 2008 Contracts
ACTION: Ratification

BACKGROUND

On January 16, 2007, the board authorized the Chancellor/designee to approve individual business contracts up to a maximum limit of \$100,000, with the following exceptions: for contracts involving bid limits the Chancellor/designee shall be limited to less than \$15,000 for public works projects and \$65,000 for equipment, supplies and maintenance projects. During July/August 2008, the following contracts were reviewed and approved by the Deputy Chancellor, in consultation with the Chancellor, following review by legal counsel, when appropriate.

CONTRACTOR NAME**CONTRACT AMOUNT**

Environ Consultant Agreement to assist, evaluate and manage Environmental issues associated with ATEP property.	\$ 50,000.00
Robert Simoneau Consultant Agreement to provide services as an internal Evaluator on ATE.	\$ 25,000.00
R2A Architecture Architectural Services Agreement to provide architectural Services for the saddleback College Water Infiltration Mitigation project.	\$ 22,400.00
Cheng-Hsin Liu Consultant Agreement to provide workshop evaluations For improvements for Rapid tech training workshop.	\$ 20,000.00
Andrew Layton Consultant Agreement to develop a standardized Additive Manufacturing Testing Tool, evaluation and testing procedures for Standardized Material.	\$ 15,000.00
Sheku Kamara Consultant Agreement to develop standardized material testing procedures.	\$ 15,000.00

Tim Gornet Consultant Agreement to provide Curriculum Research Metal Processes for Additive Manufacturing.	\$ 15,000.00
National Coalition of Advanced Technology Centers Consultant Agreement to provide external evaluation services.	\$ 15,000.00
Karen Wosczyzna-Birch Consultant Agreement to develop workshop for non-traditional students.	\$ 14,000.00
Granicus Managed Services renewal of streaming media solutions.	\$ 11,825.00
XAP Corporation Institution Agreement with Irvine Valley College for participation in an online electronic admission application system.	\$ 10,822.00
XAP Corporation Institution Agreement with Saddleback College for participation in an online electronic admission application system.	\$ 10,822.00
William F. Genevro Consultant Agreement to produce four case studies.	\$ 10,000.00
Terry Wohlers Consultant Agreement to develop and support the Industry Advisory Board.	\$ 8,000.00
H2 Environmental Consulting Services, Inc. Consultant Agreement to provide hazardous materials project Monitoring services and write an approved SCAQMD Procedure 5 plan.	\$ 4,000.00
Strata Information Group Professional Services Agreement to provide consulting services to the staff.	\$ 3,550.00
Her Place Affiliation agreement to provide internship for students.	\$ 0
Dr. Willa's Detox Affiliation agreement to provide internship for students.	\$ 0
Ocean Hills Recovery, Inc. Affiliation agreement to provide internship for students.	\$ 0

City of Irvine
Program Services agreement for senior program offerings
for the senior population.

\$ 0

RECOMMENDATION

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

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Adoption of the Final Budget for 2008 - 2009
ACTION: Approval

BACKGROUND

Title 5, California Code of Regulations, Section 58305© requires that each September the Board of Trustees of each community college district shall adopt a final budget. Enclosed for approval is the proposed Final Budget for the 2008-2009 fiscal year. As required by Section 58301 of Title 5, this document has been available for public inspection at each college library.

STATUS

On June 24, 2008, the Board of Trustees approved a Tentative Budget for 2008-2009. Since that time, total unrestricted resources have increased from \$197,088,578 to \$205,066,963. The unrestricted General Fund ending balance on June 30, 2008 is \$28,373,829. The District Reserve for economic uncertainties has been set at 7.5%.

As of the time of the preparation of the district's final budget, the state budget has not yet been adopted. If the legislative compromise resolution of the budget results in significant changes to community college revenue and the District's revenue computation, budget amendments will be submitted to the board for approval.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the 2008 – 2009 Final Budget as presented in the enclosure.

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: Naming of Health Sciences Building, Room 145,
Saddleback College

ACTION: Approval

BACKGROUND

According to Board Policy 1500 it is within the legal purview of the Board of Trustees to name campus buildings and other facilities based upon information provided by the Chancellor, following an appropriate nomination and review process.

STATUS

Ronald Reagan, 40th President of the United States of America, broke ground for the construction of Saddleback College forty years ago, and in recognizing that no greater national leader has ever had a role in the history of our community college district, Trustee Tom Fuentes has proposed (Exhibit A) that a letter be sent to Mrs. Ronald Reagan, seeking her permission in dedicating the Health Sciences and District Services Building, Room 145, Saddleback College to the memory of her husband, President Ronald Reagan, and naming the room The Ronald Reagan Board of Trustees Room.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees direct him to communicate with Mrs. Ronald Reagan to seek her permission for naming The Health Sciences Building, Room 145, as The Ronald Reagan Board of Trustees Room.

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

TO: The Board of Trustees
South Orange County Community College District

RE: The Ronald Reagan Board of Trustees Room – The Preservation of
SOCCCD History

Dear Colleagues:

In commemoration of the 40th Anniversary Year of our District, and to honor the memory of the 40th President of the United States Ronald Reagan, who, as the Governor of California, broke ground at Saddleback College at the historic time of the founding of our District, I would like to propose that we name our board meeting room the Ronald Reagan Board of Trustees Room.

I invite your support for this fitting tribute to the Governor and President who was always so very popular in South Orange County. Well tested by democracy, he carried our community in every election which he won for both the offices of Governor and President. The people of the South Orange County Community College District have always held him in the highest esteem and affection.

His noble state and national leadership and brilliant record of public service mark him as a superlative individual worthy of our recognition. No greater national leader has ever had a role in the history of our community college district.

In keeping with appropriate protocol, and with your concurrence, I propose that a letter be sent to Former First Lady Nancy Reagan to seek her approval for the South Orange County Community College District to honor the memory of her late husband with this recognition.

I believe that naming the board of trustees meeting room in honor of Ronald Reagan will help to preserve the history of our District, and will bring prestige to the South Orange County Community College District.

With the hope of your support for this action, I send you every good wish.

Sincerely,

Thomas A. Fuentes
Clerk of the Board of Trustees
South Orange County Community College District

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

BACKGROUND

Our District was founded in 1967. For every year except one in the ensuing more than 40 years, the Board has opened its meetings with invocations. Trustees have offered these invocations and used the opportunity to do so for traditional prayers, moments of silence, and words of inspiration.

STATUS

The legal propriety of continued invocations has been challenged by some faculty members. The District has consulted with legal counsel, who has advised that the Board may, within the parameters of the United States and California Constitutions, continue to open Board meetings with invocations. Counsel has further recommended that the District offer opportunities to provide invocations to members of the community.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees re-affirm its commitment to begin Board meetings and District functions with invocations. The Chancellor further recommends that the Board establish a policy for members of the community to offer those invocations.

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

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: Board Policy Revision: BP 104-Student Member of the Board of Trustees, BP 3001-Delegation of Authority, BP 3005-Designation of Authorized Signatures, BP 3801-Bookstore, BP 3300-Gifts, BP 3101.6-Real Property Management, BP 3200-Purchasing

ACTION: Discussion/Approval

BACKGROUND

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

STATUS

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

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Cabinet on July 17, 2008 for review and recommendation to the Chancellor, and to the Board of Trustees for review and study at the July 28, 2008 board meeting.

RECOMMENDATION

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

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

104
BOARD OF TRUSTEES

STUDENT MEMBER OF THE BOARD OF TRUSTEES

A. There shall be one nonvoting (advisory) student member of the Board of Trustees (California Education Code, Section 72023.5).

B. Qualifications

Candidates for Student Trustee must:

1. At the time of nomination and during the term of service the student shall be a resident of California as determined pursuant to California Education Code, Section 68000 et. seq., including but not limited to Section 68062 (a-i).
2. Be currently enrolled in the South Orange County Community College District (SOCCCD) for at least five units and is in good standing (i.e., not on academic or social probation). The student member is not required to give up employment with the District.
3. Have completed no less than 12 units in the SOCCCD.
4. Have a minimum cumulative 2.0 G.P.A.

C. Requirements of Office

While in office the Student Trustee must:

1. Maintain eligibility as defined in Section B, 1., 2., 3., and 4 (above), during his/her term of office.
2. Hold no other elected or appointed Associated Student Government (ASG) positions within the SOCCCD.

D. Term of Office

1. The term of the Student Trustee is one year (May through the following April).
2. A Student Trustee term of office terminates upon a determination of disqualification under the provisions of Section E.

E. Disqualification from Office

1. Automatic and immediate forfeiture of office, including all rights and privileges thereof, will be required if the Student Trustee:
 - a. Does not maintain the requirements of office contained in Sections B, C, and K; or
 - b. Is suspended for more than 10 days pursuant to student conduct policies or regulations.
2. A student disqualified from office under the provisions above, shall be liable for any compensation received after he or she became ineligible for office.
3. Upon disqualification from office, the student must immediately return all District property provided to him or her while in office.

F. Election

There shall be a general election during the spring semester at each campus. All eligible Districtwide candidates shall be placed on one ballot at each campus. The Student Member of the Board of Trustees will be elected by students enrolled within the SOCCCD.

G. Recall

The Student Trustee is subject to recall procedures established for recalling officers of the Associated Student Governments at each campus. If the recall vote fails at any campus, the recall fails. No recall election will be held if the petition to recall is received within 90 days prior to the scheduled student elections, which are held in April.

H. Selection of a Replacement

If a Student Trustee position becomes vacant due to qualification, recall, resignation, or other reasons, the board shall:

1. Order a special election, or
2. Make an appointment to fill the vacancy within 60 days. All rules of eligibility shall apply and the replacement Student Trustee shall serve out the remainder of the one-year term.

No special election will be called if the vacancy occurs within 90 days prior to the *scheduled April student elections*. The student member position on the board will remain vacant for that time.

Adopted: 7-14-80

Revised: 4-23-82

Revised: 3-07-88

Revised: 1-17-89

Revised: 5-11-92

Revised: 4-25-94

Revised: 4-26-99

Revised: 8-26-02

Revised: 11-29-03

Revised: 11-14-05

Revised: 8-27-07

I. Installation in Office

1. The person elected or appointed student trustee will be sworn into office at the first board meeting following his or her election, or at the meeting at which he or she is appointed by the board.
2. The President of the Board of Trustees may appoint a Trustee to serve as his or her mentor.

J. Rights and Privileges

On or before the regular meeting in April of each year, the Board shall consider whether to afford the student member any of the following privileges:

1. The Student Trustee shall be seated with the board and be recognized as a full member of the Board at public meetings, and shall receive all materials presented to board members for open session, and to participate in discussion at board meetings.
2. The Student Trustee shall have the right to make and second motions.
3. The Student Trustee shall be compensated in the amount of \$200 per month paid by the District.
4. The Student Trustee shall receive mileage reimbursement (BP-4051, Reimbursement) paid by the District.
5. The Student Trustee shall receive the same college health services available to all college students, and said services shall be paid for by the District.
6. With prior Board of Trustee approval, the Student Trustee may attend State of California conferences which relate to their duties as a student member of the Board of Trustees. Reimbursement will be paid by the District.
7. The Student Trustee shall receive college parking fee reimbursement paid by the District.

K. Duties and Responsibilities

The Student Trustee shall agree to perform to the best of his/her ability the following duties and responsibilities:

1. Attend all regular and special meetings of the board, except closed sessions. In addition to any of the disqualifying event set forth above, the office of Student Trustee will become vacant upon the occurrence of any of the events set forth in Government Code, Section 1770.

Adopted: 7-14-80

Revised: 5-11-92

Revised: 11-29-03

Revised: 4-23-82

Revised: 4-25-94

Revised: 11-14-05

Revised: 3-07-88

Revised: 4-26-99

Revised: 8-27-07

Revised: 1-17-89

Revised: 8-26-02

STUDENT MEMBER OF THE BOARD OF TRUSTEES

2. Review the agenda of the board prior to each meeting.
3. Confer with leaders of the Associated Students at each campus prior to each meeting of the board.
4. When appropriate, confer with students, student groups and organizations, and/or college and District administrators in relation to District policies and board actions and/or agenda items.
5. Participate in the discussion of agenda items presented.
6. Cast an advisory vote on public agenda items; however, the Student Trustees vote will not be included in determining the vote required to carry any measure before the board.
7. When appropriate, provide feedback to all students, student groups, and leaders of the associated student governments at each campus concerning District and board policies and actions.

See J. (above), Rights & Privileges

Reference:

Education Code Section 72023.5

Adopted: 7-14-80
Revised: 4-23-82
Revised: 3-07-88
Revised: 1-17-89

Revised: 5-11-92
Revised: 4-25-94
Revised: 4-26-99
Revised: 8-26-02

Revised: 11-29-03
Revised: 11-14-05
Revised: 8-27-07

BOARD POLICY

3001

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS

DELEGATION OF AUTHORITY

The South Orange County Community College District Board of Trustees delegates to the Chancellor or his/her designee the authority to manage and supervise the general business procedures of the District to assure the proper administration of property and contracts; the budget, audit and accounting of funds; the acquisition of supplies, equipment and property; and the protection of assets and persons. All transactions shall comply with the legal requirements of the California Education Code, Title 5, California Code of Regulations, federal guidelines, and with the California Community Colleges Budget and Accounting Manual. ~~other applicable statutes and regulations.~~

No contract shall constitute an enforceable obligation against the District until it has been approved or ratified by the Board.

The Chancellor has broad authority to monitor and coordinate the fiscal affairs of District-related auxiliary organizations.

The Chancellor or his/her designee shall make appropriate periodic reports to the Board and shall keep the Board fully apprised regarding the financial status of the District.

Reference:

California Education Code, Sections 70902(d), 81655, and 81656

BOARD POLICY

3005

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS

DESIGNATION OF AUTHORIZED SIGNATURES

Authority to sign orders and other transactions on behalf of the Board of Trustees is delegated to the Chancellor and other officers appointed by the Chancellor.

Reference:

Education Code Section 85232, 85233

BOARD POLICY

3801

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS

BOOKSTORE

College bookstores shall be established and operated by a qualified vendor.

Contracts for outside vendors to operate bookstores shall be awarded by competitive bid, submitted to the Board for approval, and awarded in the best interests of the students.

Reference:

Education Code Section 81676

BOARD POLICY

3300

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS

GIFTS

~~All gift proposals to the district shall be presented to the Board of Trustees for approval of acceptance. In accepting gifts, the board will not establish the price of or state the monetary value of the gift.~~

The Board shall consider all gifts, donations and bequests made to the District. The Board reserves the right to refuse to accept any gift which does not contribute toward the goals of the District, or the ownership of which would have the potential to deplete resources of the District.

The District shall assume no responsibility for appraising the value of gifts made to the District.

Acceptance of a gift shall not be considered endorsement by the District of a product, enterprise or entity.

In no event shall the District accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of race, sex (i.e., gender), color, religion, national origin, age, disability, or sexual preference; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.

Reference:

California Education Code, Section ~~70902~~ 72122

Adopted: 4-07-75

Revised: 5-23-88

Revised: 4-26-99

Revised: 9-29-03

BOARD POLICY

3101.6

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS

REAL PROPERTY MANAGEMENT

The Chancellor is delegated the authority to act as the Board's negotiator regarding all property management matters that are necessary for the benefit of the District. No transaction regarding the lease, sales, use or exchange of real property by the District shall be enforceable until acted on by the Board itself.

The Chancellor shall establish such procedures as may be necessary to assure compliance with all applicable laws relating to the sales, lease, use or exchange of real property by the District.

Reference:

Education Code Section 81300, et seq.

BOARD POLICY

3200

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS

PURCHASING

The Chancellor, or his/her designee, is authorized to approve individual business contracts up to the maximum limit of \$100,000. For contracts involving bid limits by the Education Code, the Chancellor or his/her designee shall be limited to less than \$15,000 for public works projects, and ~~\$65,000~~\$72,400 for equipment, supplies and maintenance projects as adjusted for inflation each year pursuant to Public Contract Code 20651(d). Contracts approved by the Chancellor or his/her designee shall be subsequently submitted to the Board for ratification.

Reference:

Education Code Section 81656;

Public Contracts Code Section 20650, et seq.

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: Board Policy Revision: BP 3340 – Cellular Telephone/Personal Digital Assistant Usage, BP 1500 – Naming of College Facilities, BP 3500 – Claims Against the District, BP 3102 – Investment Policy

ACTION: Acceptance for Review and Study

BACKGROUND

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

STATUS

Seven board policies are being presented to the board for "Review and Study." The new language and amendments to the board policies were reviewed and revised by the District's Board Policy and Administrative Regulation Advisory Council, which was established by Chancellor Mathur, and includes shared governance group representatives.

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Cabinet on August 14, 2008 for review and recommendation to the Chancellor.

RECOMMENDATION

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

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

3340

BUSINESS

CELLULAR TELEPHONE/PERSONAL DIGITAL ASSISTANT USAGE

- I. The Chancellor or designee shall establish an Administrative Regulation relating to ~~the reimbursement~~ an allowance for the use of a cellular telephone/Personal Digital Assistant (PDA) in conjunction with District business.

A. Board of Trustees

The SOCCCD Board of Trustees may be reimbursed for their District Business use of a cellular telephone. Requests for reimbursement shall be submitted to ~~the Chancellor, District Business Services.~~ The reimbursement shall not exceed \$65 per month.

B. Employees of the District

The Chancellor/~~or~~ College Presidents may designate employees to receive an ~~annual~~ monthly allowance for the use of a cellular telephone or personal digital assistant. The allowance shall not exceed \$65 per month for a cellular telephone or \$130 per month for a personal data device. Employees experiencing high usage may request a high usage allowance upon proper documentation as required in AR3340. ~~\$50 per month.~~

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

1500

COMMUNITY
RELATIONS

NAMING OF COLLEGE FACILITIES

It is within the legal purview of the Board of Trustees to name campus buildings and other facilities based upon information provided by the chancellor, following an appropriate nomination and review process. The naming of facilities can have philosophical and practical value to the institution from the standpoint of identity and community and regional pride.

Procedures shall be established to assure that the name of campus buildings and other facilities will be consistent in style and application. General guidelines to be applied to the process of naming campus buildings include the following:

1. Consideration of geographic location of facilities, including prominent landmarks and geographical features or community names.
2. Consideration of names with historic or cultural significance in the region.
3. Extraordinary financial support of the college to further its programs, activities or capital construction.
4. Extraordinary contribution to the college and its students by an individual, group or organization other than college staff.
5. Extraordinary individual or organizational service to the community served by the college, not necessarily the college alone.
6. Extraordinary and/or long-standing service by a former member of the faculty, staff, student body, administration or Board of Trustees to the students and programs of Irvine Valley College, ~~and/or~~ Saddleback College, and/or Advanced Technology and Education Park (ATEP).
7. Other extraordinary reasons as determined by the Board of Trustees.

The District reserves the right to change the name of college facilities at any time.

Reference:

California Education Code, Section 72000

Adopted: 12-12-83

Revised: 3-07-88

Revised: 4-26-99

Revised: 9-29-03

BOARD POLICY
SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

3500
BUSINESS

CLAIMS AGAINST THE DISTRICT PROCEDURE

~~Pursuant to the authority contained in Section 935 of the California Government Code, the following claims procedures are established for those claims against the South Orange County Community College District for money or damages not now governed by State or local laws:~~

Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title 1, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

Claims must be presented according to this policy and related procedures as a prerequisite to filing suit against the District.

Claims that are subject to the requirements of this policy include, but are not limited to, the following:

- Claims by public entities: claims by the state or by a state department or agency or by another public entity.
- Claims for fees, wages and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances.
- Lawsuits or other type of legal process shall be served to the Chancellor or his/her designee.

[See Administrative Regulation 3500 – Claims Procedure]

Reference:

Education Code Section 72502;

Government Code Sections 900 et seq.; 910

1. Employee Claims

Adopted: 2-24-76

Revised: 5-23-88

Revised: 10-18-93

Revised: 4-26-99

Revised: 9-29-03

~~— Notwithstanding the exceptions contained in Section 905 of the California Government Code, all claims by public officers or employees for fees, salaries, wages, overtime pay, holiday pay, compensating time off, vacation pay, sick leave pay, and any other expenses or allowances claimed due from the district, when a procedure for processing such claims is not otherwise provided by State or local laws, shall be presented within the time limitations and in the manner prescribed by Sections 910 through 915.2 of the California Government Code. Such claims shall further be subject to the provisions of Section 945.4 of the California Government Code relating to the prohibition of suits in the absence of the presentation of claims and action thereon by the District.~~

2. Contract and Other Claims

~~— In addition to the requirement of Subsection (1) of this section, and notwithstanding the exemptions set forth in Section 905 of the California Government Code, all claims against the District for damages or money, when a procedure for processing such claims is not otherwise provided by State or local laws, shall be presented within the time limitations and in the manner prescribed by Sections 910 through 915.2 of the California Government Code. Such claims shall further be subject to the provisions of Section 945.4 of the California Government Code relating to the prohibition of suits in the absence of the presentation of claims and action thereon by the District.~~

~~The District claim form (FS#36) shall be used in the submission of all claims against the District (Calif. Gov. Code, Sections 910, 901.2 et. seq.).~~

Adopted: 2-24-76
Revised: 5-23-88
Revised: 10-18-93
Revised: 4-26-99
Revised: 9-29-03

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

3102
BUSINESS

INVESTMENT POLICY

The Chancellor is responsible for ensuring that the funds of the District are invested that are not required for the immediate needs of the District. Investments shall be in accordance with law, including California Government Code Sections 53600, et seq.

Investments shall be made based on the following criteria:

The preservation of principal shall be of primary importance.

The investment Program must remain sufficiently flexible to permit the District to meet all operating requirements.

Transactions should be avoided that might impair public confidence.

Purpose:

~~To establish a policy for investment of District funds in accordance with applicable federal, state, and local laws, rules and regulations, and prudent money management practices.~~

Policy:

~~The primary investment objective is to maintain the safety and liquidity of District funds. Secondary to the safety of funds will be the attainment of maximum yield by investing funds in money instruments within the restrictions of Government Code, Sections 53600 and 53601. The District will not invest in inverse floaters, reverse repurchase agreements, range notes, interest only strips, or any other speculative money instrument. The District will not relinquish these fiscal rights and responsibilities to any other governmental entity.~~

Responsibility:

~~The Chancellor and his/her designee are charged with the responsibility to ensure the safety and liquidity of district funds by implementing this investment policy. The Chancellor or designee is authorized to periodically transfer from the Orange County Treasury, by law the initial depository of all funds received by the District, the necessary funds not immediately needed for operations to the Local Investment Agency Fund (LAIF) pool so as to maximize yield and liquidity.~~

The District's Chief Fiscal Officer must provide the Chancellor and the Board of Trustees with, at least, the required quarterly and annual report on investments as specified by Government Code Section 53646.

Deposits of Proceeds from the Issuance of Debt:

~~The District shall not issue debt for the sole purpose of generating funds for investment. However, the District can issue debt for the purposes of meeting short term cash flow needs and to fund capital projects.~~

~~In order to provide operational funds during the first six months of a given fiscal year, the District may issue short term debt in the form of Tax Revenue Anticipation Notes (TRANS). Proceeds from this short term debt will be deposited with a trustee as provided by the trust agreement that is the normal requirement of said debt instrument. The same guideline is applicable when issuing long term debt such as Certificates of Participation (COPS) as it may be required from time to time for capital outlay purposes and if approved by the Board of Trustees.~~

Changes to Investment Policy:

This policy will be reviewed annually to ensure its consistency with the objectives of safety, yields, and possible changes in applicable laws and financial trends. Any proposed amendments will be presented to the Board for review prior to approval.

Financial Professional's Compliance with Investment Policy:

All private investment advisors/managers, legal counsel, or any other financial professionals employed or retained by the District including without limitation financial advisors, underwriters, bond counsel, and disclosure counsel must review this policy and sign the statement of compliance confirming that they have reviewed this investment policy and will fully comply with its requirements.

[See Administrative Regulation 3102-Investments]

Reference:

Government Code Section 53600 et seq.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 6.6
DATE: 08/26/08

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

BACKGROUND

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

STATUS

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

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

RECOMMENDATION

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

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

- A. BRAMUCCI, ROBERT, is to be employed as Vice Chancellor, Pos # 3166, Technology and Learning Services, Office of Technology and Learning Services, District, Administrative Salary Schedule, Category IV, Step 1, effective August 14, 2008. This is a replacement position for Andreea Serban, who resigned. (See Attachment 1)
- B. BUGAY, DAVID, is to be employed as Vice Chancellor, Human Resources, Pos #3115, Office of Human Resources, District, Administrative Salary Schedule Category IV, Step 1, effective August 11, 2008. This is a replacement position for Bob King, who resigned. (See Attachment 2)
- C. DALY, TRACY, ID #13403, is to be employed as Acting Associate Provost, Advanced Technology and Education Park, Academic Administrator Salary Schedule, Category IIa, Step 1, effective August 1, 2008 to December 31, 2008. This is temporary placement for one semester only. Position approved by the Board of Trustees on July 28, 2008.
- D. GATEWOOD, DAVID, is to be employed as Interim Dean, Career Technology Education and Workforce Development, Pos #3880, School of Extended Education, Irvine Valley College, Administrative Salary Category II, Step 2, effective August 11, 2008. This is an interim replacement position for Susan Cooper, who resigned. (See Attachment 3)

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

- A. VIDAL-PRUDHOLME, LAURA, is to be employed as Child Development and Educational Studies Instructor, Pos #3724, Social and Behavioral Sciences, Saddleback College, temporary, one (1) year contract only, effective August 18, 2008 through May 22, 2009. Approximate salary placement: Class II, Step 11. This is a temporary contract.

B. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Nelsen, Jefford	MA/Science Education	Marine Science/SC	II/6	08/25/08
¹ Rainey, Arthur	BS/Zoology	CIM/SC	I/6	08/25/08
Schiller, Barbara	M.Ed./Counseling	Applied Psych./SC	II/6	08/25/08

¹ Per California Community Colleges Minimum Qualifications, Computer Information Management does not require a Master's Degree

B. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF - Continued

EQUIVALENCY

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Lax, Darren	M.Ed./Education	Kinesiology/SC	II/6	08/25/08

Equivalency is based on a Master of Education degree in Education from National University and a Bachelor of Science degree in Physical Education from Concordia University in Irvine, CA. Mr. Lax has worked for over two years as Assistant Basketball Coach at University of California, Irvine, and five years as adjunct Assistant Basketball Coach at Saddleback College. In addition to his coaching experience, Mr. Lax has taught multiple subjects in various locations within the Orange County Department of Education, and recently became Assistant Principal at Los Pinos High School.

O'Donnovan, Eamonn	MS/Education Admin	Anthropology/SC	II/6	08/25/08
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Equivalency is based on a Master of Science degree in Education Administration from California State University, Fullerton; a Master of Arts in Education from California State University, Chico, and Bachelor of Arts degrees in both Education and Gaelic Literature and Languages from St. Patrick's College of Education in Dublin, Ireland. Mr. O'Donnovan worked for three years as a social science and technology teacher for Capistrano Unified School District.

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Bleakney, Julia	PhD/English	English/SC	V/9	08/25/08
Carlander, David	MFA/Creative Writing	English/SC	II/6	08/25/08
Efron, Alan	MS/Chemistry	Chemistry/SC	II/6	08/25/08
Flores, Elizabeth	MA/Ed. Counseling	Counseling/IVC	II/6	08/25/08
Hardesty, Catharine	MA/English	English/SC	II/6	08/25/08
Hesse, Douglas	MA/English	English/SC	II/6	08/25/08
Hughes-Mandani, M.	MS/Counseling	Counseling/IVC	II/6	08/25/08
Kushon, Stuart	PhD/Chemistry	Chemistry/SC	V/6	08/25/08
Martinez, Julie	MS/Counseling	Counseling/IVC	II/6	08/25/08
O'Connell, Carrie	MA/English Literature	English/SC	II/6	08/25/08
Paik, Jocelyn	MA/Education	Counseling/IVC	II/6	08/25/08
Robertson, Stephen	MA/Communication	Speech/IVC	II/6	08/25/08
Saporito, Vincent	MA/Speech & Lang.	ASL/SC	II/6	08/25/08

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Wijte, Tonny	PhD/Marine Bio/Biochem.	Biology/IVC	V/6	08/25/08
Zajac, Mark	MA/Applied Anthropology	Anthropology/SC	II/6	08/25/08

EQUIVALENCY

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Cooper, Karin	MFA/Dramaturgy	English/SC	II/6	08/25/08

Equivalency is based on a Master of Fine Arts degree in Dramaturgy from the University of California at San Diego, a Master of Education degree in Arts Education from the Harvard Graduate School of Education in Cambridge, Massachusetts, and a Bachelor of Arts degree in Liberal Arts from Sarah Lawrence College in Bronxville, New York. Ms. Cooper has seven years of experience teaching Writing and Composition in higher education. She has taught at Antioch University in Santa Barbara, California, Santa Barbara City College, the University of California, Santa Barbara, and the University of California, Irvine.

Fournier, Dominique	Culinary Certificate	Foods/SC	I/6	08/25/08
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Equivalency is based on a Culinary Certificate from the Ecole Hotelier de Paris in Paris, France, and over thirty-five years of experience in the restaurant field. Mr. Fournier has worked as Chef de Cuisine at a number of prestigious restaurants in both France and the United States, and in 1980 opened his own French restaurant on the Ivory Coast in Africa. In addition to his culinary skills, Mr. Fournier is experienced in purchasing, cost control, menu planning, development, and all additional aspects of the restaurant business. Since the year 2000, Mr. Fournier has been a Chef Instructor at the Art Institute's of Orange County and Los Angeles.

Sheriff, David	High School Diploma	Marine Science/SC	I/6	08/25/08
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Equivalency is based upon vast knowledge of and experience with electronic navigational equipment, obtaining the professional certification by the National Marine Electronic Association (NMEA), and formal studies including chemistry, physics, mathematics, weather, navigation, sailing and seamanship. Mr. Sheriff owns his own company, Electric Marine, that specializes in diagnosing complex electrical systems and major vessel systems rework. He also installs, trains, and troubleshoots issues regarding autopilots, Global Positioning Systems, radar, and the Chartplotter device. Mr. Sheriff also holds an FCC license to repair radar and has personally navigated boats to Ensenada, Northern California and the Channel Islands.

D. CHANGE OF STATUS

BUSCHE, DONALD, ID #1263, has been given a change of status to Acting Educational Program Director, Advanced Technology and Education Park, Academic Administrator Salary Category IV, Step 1, 20 hours per week, effective August 14, 2008 through December 31, 2008. This is temporary placement for one semester only. Position approved by the Board of Trustees on July 28, 2008.

E. ADDITIONAL COMPENSATION: GENERAL FUND

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2007/2008 and 2008/2009 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>		<u>Effective Date</u>
		<u>Amount</u>		
Cosgrove, Bob	Revise Faculty Handbook/SC	\$ 4,400.00		05/27/08-08/15/08
Dominguez, Carmen	Revise Faculty Handbook/SC	2,200.00		05/27/08-08/15/08
Mikolajczak, Miki	Revise Faculty Handbook/SC	2,200.00		05/27/08-08/15/08
Ridnor, Rachel	Workshop, Student Outcomes/SC	150.00		08/20/08-08/20/08
Rybold, Gary	Director, Forensics/Debate/IVC	4,774.95		08/25/08-12/21/08
Weatherford, Ted	Facilitator, Dance Prod./IVC	1,273.32		08/25/08-12/21/08

F. WORKLOAD BANKING

1. TSENG, BEATRICE, ID #4624, Spanish Instructor, School of Humanities and Languages, Irvine Valley College, Pos #1875, is requesting a leave of absence for the Spring, 2009 Semester, based on the equivalent of 15 banked LHE, in accordance with Article XXVIII, Academic Employee Master Agreement 2004-2007, in compliance with the Workload Banking Program.

ATTACHMENT 1

NAME: ROBERT S. BRAMUCCI

POSITION: VICE CHANCELLOR, TECHNOLOGY AND LEARNING
SERVICES
DISTRICT

EDUCATION:

Ph.D. Experimental Psychology
Washington State University, WA

M.A.P. Industrial Organizational Psychology
University of Arkansas, Little Rock, AK

B.S. Psychology
University of Memphis, TN

EXPERIENCE:

Dr. Bramucci has been employed as the District Dean, *Open Campus*, at Riverside Community College's for the past seven years, where he was responsible for technology-mediated instruction and faculty technology training for a campus that serves over 50,000 enrollees per year in online classes. He also served as Interim Dean for the Center for International Trade Development, which expanded the district's international focus and delivery of corporate/business training. Dr. Bramucci was a full-time Academic Technology Consultant at California State University, Fullerton from 1998 to 2001. He is a nationally-known speaker and author and has served as a faculty member at various colleges and universities, including Santiago Canyon College, Orange, CA and Alamance College, Graham, CA.

ATTACHMENT 2

NAME: DAVID P. BUGAY

POSITION: VICE CHANCELLOR, HUMAN RESOURCES
DISTRICT

EDUCATION:

Ph.D. Organizational Behavior
Union Institute and University, Cincinnati, OH

M.B.A. Business Administration
Oakland University, Rochester, MI

B.S. Business Administration
Wayne State University, Detroit, MI

A.A. Liberal Arts
Macomb Community College, Warren, MI

EXPERIENCE:

Dr. Bugay has been employed as Vice President of Human Resources and Employee Relations at College of the Desert in Palm Desert for the past six years. While there, he initiated several successful programs to improve employee relations, diversity training, and employee recognition. Previously he was Director of Operations for Oakland Community College in Bloomfield Hills, MI. Dr. Bugay has been a part-time faculty in the Business Department at Oakland Community College and Macomb Community College and has taught graduate and undergraduate level classes, including Employment Law and Critical Thinking at the University of Phoenix.

ATTACHMENT 3

NAME: DAVID D. GATEWOOD

POSITION: INTERIM DEAN, CAREER TECHNICAL EDUCATION AND
WORKFORCE DEVELOPMENT
IRVINE VALLEY COLLEGE

EDUCATION:

Ph.D. Higher Education Administration
University of Michigan, Ann Arbor, MI

M.B.A. General Business
Southern Methodist University, Dallas, TX

M.A. Arts Administration
Southern Methodist University, Dallas, TX

M.M. (abt) Music
Pacific Lutheran University, Tacoma, WA

B.A. Music
Oregon State University, Corvallis, OR

EXPERIENCE:

Dr. Gatewood has been employed as Interim Dean of Business, Applied Technology, and Health Sciences at Chaffey College for the past year. Additionally, he has worked from 2001 to the present, on a contract basis, as a Higher Education Leadership Consultant for Maricopa Community College in Mesa, AZ, where he has facilitated global community college leadership development programs. He has also worked as an Adjunct Faculty at the University of Nebraska and at Keller Graduate School of Management in Portland, OR teaching undergraduate, graduate, and continuing education students in small business development and entrepreneurship, higher education leadership and management. Dr. Gatewood worked as Budget Director for Washtenaw Community College, Ann Arbor, MI from 1996 to 2001 and among other accomplishments has been a guest lecturer at the Center for the Study of Higher and Postsecondary Education at the University of Michigan.

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

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

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

- A. JEFFRIES, SANDY, ID #12796, is to be employed as Executive Assistant to the President, Pos #3011, Office of the President, Irvine Valley College, Classified Management Salary Range 4, Step 6, 40 hours per week, 12 months per year, effective August 11, 2008. This is a replacement position for Marilyn Smith, who resigned.
- B. LOZANO, JAMES, is to be employed as Network Systems Technician III, Pos #3878, Office of Information Technology, District, Classified Bargaining Unit Salary Range 138, Step 2, 40 hours per week, 12 months per year, effective August 4, 2008. This is a new position approved by the Board of Trustees on April 28, 2008.
- C. ORTEGA, NICOLE, is to be employed as Research and Planning Analyst, Pos #3419, Office of Instruction, Saddleback College, Classified Bargaining Unit Salary Range 137, Step 1, 40 hours per week, 12 months per year, effective August 4, 2008. This is a replacement position for Denice Inciong, who was given a change of status.

2. The following individuals are to be employed as **Substitutes** in the classification noted below, on an if-and-as-needed basis. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Classification</u>	<u>Range/Step</u>	<u>Start Date</u>
¹ Aguilar, Rebecca	Articulation Specialist/SC	127/1	07/15/08
Bean, Leanne	Administrative Assistant/SC	121/1	07/15/08
Callian, Ted	Campus Security Officer/IVC	1/1	07/23/08
Cho, Nancy	Program Assistant (Categorical)/SC	118/1	07/01/08
Hayes, Dawn	Health Office Assistant/SC	115/1	07/24/08
Hoiseth, Bradley	Administrative Assistant/SC	121/1	07/29/08
Landrum, David	Warehouse Worker/Delivery/SC	114/1	07/22/08
Landrum, David	Warehouse Worker/SC	120/1	07/22/08
McConnell, Tracy	Program Assistant (Categorical)/SC	118/1	07/07/08
McDonald, Anita	Human Resources Associate/Dist	02/1	08/11/08
Steele, Juliette	Child Development Specialist/SC	122/1	08/04/08

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2008/2009** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Start/End Date</u>
Abila, Ryan	Outreach Aide/SC	\$ 12.50	07/01/08-12/31/08

¹ Retired from Saddleback College June 2, 2007.

A. NEW PERSONNEL APPOINTMENTS - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2008/2009** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Start/End Date</u>
Baird, Daniel	TMD Aide/SC	\$ 12.50	07/01/08-12/31/08
Brown, Gloria	DSPS Proctor/SC	16.00	07/01/08-12/31/08
Brown, Lucy	IT Project Specialist/Dist	30.00	07/01/08-12/31/08
Brown, Megan	TMD Aide/IVC	9.00	07/01/08-12/31/08
Buehler, Jason	Project Specialist/SC	16.00	05/12/08-12/31/08
Burks, Cecelia	Matriculation Proctor/SC	16.00	08/04/08-12/31/08
Caldwell, Thomas	Lab. Aide./SC	8.50	07/01/08-12/31/08
Carlin, Timothy	TMD Aide/SC	8.50	07/01/08-12/31/08
Christman, Tyler	TMD Aide/SC	9.00	07/01/08-12/31/08
Clement, Anthony	Project Specialist/SC	16.00	07/31/08-12/31/08
Clement, Eddy	TMD Aide/SC	20.00	07/01/08-12/31/08
Cone, Allison	Lab. Aide./IVC	8.50	07/01/08-12/31/08
Cook-Sneathen, Amanda	Lab. Aide./IVC	9.50	07/01/08-12/31/08
Coon, Ryan	TMD Aide/IVC	9.50	07/01/08-12/31/08
Davani, Farideh	TMD Aide/SC	9.00	07/01/08-12/31/08
Dawood, Matthew	Project Specialist/IVC	16.00	07/30/08-12/31/08
Deyo, Michelle	Project Specialist/SC	20.00	07/01/08-12/19/08
Duvinage, Leitha	Project Specialist/Dist	20.00	08/22/08-09/08/08
Edwards, Travis	Outreach Aide/SC	10.50	08/07/08-12/31/08
Esparza, Joaquin	Matriculation Proctor/SC	16.00	07/01/08-12/31/08
Espinal Guadarrama	Cesar Lab. Aide./SC	9.00	07/01/08-12/31/08
Evans, Vanessa	TMD Aide/IVC	9.00	07/01/08-12/31/08
Fletcher, Jenny	Adapted Kinesiology Aide/IVC	9.00	07/01/08-12/31/08
Florentino, Yesenia	Project Specialist/SC	13.00	07/01/08-12/31/08
Forghani, Kamran	Outreach Aide/SC	10.50	08/01/08-12/31/08
Gannon, Ashley	TMD Aide/SC	9.00	07/01/08-12/31/08
Garber, Shaylene	TMD Aide/SC	9.50	07/01/08-12/31/08
Geier, Brian	Adapted Kinesiology Aide/SC	20.00	07/01/08-12/31/08
Gonzalez, Deyanira	Project Specialist/SC	12.50	07/01/08-12/31/08
Good, Pauline	TMD Aide/SC	10.50	07/01/08-12/31/08
Graff, William	Lab. Aide./SC	20.00	07/01/08-12/31/08
Gray, Daniel	TMD Aide/SC	9.50	07/01/08-12/31/08
Greer, Deanna	Lab. Aide./IVC	8.50	07/01/08-12/31/08
Grigorieff, Matthew	Adapted Kinesiology Aide/IVC	11.50	07/01/08-12/31/08
Grigsby, Shauna	Project Specialist/SC	16.00	08/01/08-12/31/08
Gross, Rachel	TMD Aide/SC	9.50	07/01/08-12/31/08
Hellriegel, John	Matriculation Proctor/SC	16.00	07/01/08-12/31/08
Herz, Peter	TMD Aide/SC	20.00	07/01/08-12/31/08
Higgins, Christopher	TMD Aide/IVC	8.50	07/01/08-12/31/08
² Hilton, Natasha	Outreach Aide/SC	12.50	07/01/08-12/31/08
Honeyman, Ilona	TMD Aide/IVC	8.50	07/01/08-12/31/08
Huang, Ximeng	Adapted Kinesiology Aide/IVC	9.00	07/15/08-12/31/08

² Daughter of Carol Hilton, Director of College Fiscal Services, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2008/2009** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Start/End Date</u>
Jackson, Pamela	Lab. Aide./SC	\$ 10.50	07/01/08-12/31/08
Jahed, Shirin	TMD Aide/SC	8.50	07/01/08-12/31/08
Jarema, Veronica	TMD Aide/SC	9.00	07/01/08-12/31/08
Johnson, Stephen	TMD Aide/IVC	10.50	07/01/08-12/31/08
Knopick, Eric	Adapted Kinesiology Aide/SC	8.50	07/01/08-12/31/08
Kristjanson, Johann	DSPS Proctor/SC	16.00	07/01/08-12/31/08
Lantz, Marilyn	Adapted Kinesiology Aide/SC	10.50	07/01/08-12/31/08
Leong Yu, Rita	TMD Aide/SC	8.50	07/01/08-12/31/08
Liedholm, Christopher	TMD Aide/IVC	8.50	07/01/08-12/31/08
Lindhahl, Glenda	Project Specialist/SC	16.00	07/17/08-12/31/08
Ling, Jyuguang	Clerk, Short-Term/SC	12.00	07/31/08-12/31/08
³ Lipold, Anthony	Outreach Aide/SC	12.50	07/01/08-12/31/08
Lucas, Richard	TMD Aide/SC	12.50	07/01/08-12/31/08
Marquez, Melissa	TMD Aide/SC	9.00	07/01/08-12/31/08
Marsden, Pamela	TMD Aide/SC	10.50	07/01/08-12/31/08
⁴ Mastrangelo, Dennis	Outreach Aide/SC	10.50	08/07/08-12/31/08
Matthews, JamieAnn	TMD Aide/SC	9.00	07/01/08-12/31/08
Mayville, Joseph	Adapted Kinesiology Aide/SC	8.50	07/01/08-12/31/08
McCormick, Michael	TMD Aide/SC	16.00	08/12/08-12/31/08
Molina, Angela	Adapted Kinesiology Aide/IVC	8.50	07/01/08-12/31/08
Mondi, Anthony	Lab. Aide./SC	8.50	07/01/08-12/31/08
⁵ Muniz, Travis	TMD Aide/SC	11.50	07/01/08-12/31/08
Myers, Ashley	TMD Aide/SC	10.50	07/01/08-12/31/08
Noonen, Ethlean	TMD Aide/SC	11.50	07/01/08-12/31/08
Nowland, Judith	TMD Aide/SC	10.50	07/01/08-12/31/08
⁶ Olvera, Amanda	Clerk, Short-Term/SC	12.00	07/31/08-12/31/08
Owens-Gilliam, Shirelle	Project Specialist/Dist	20.00	07/28/08-12/31/08
Palma Serrano, Nayeli	Adapted Kinesiology Aide/SC	10.50	07/01/08-12/31/08
Patterson, Pamela	Adapted Kinesiology Aide/SC	20.00	07/01/08-12/31/08
Pena, Sylvia	Clerk, Short-Term/SC	12.00	07/17/08-12/31/08
Price, Kay	TMD Aide/SC	10.50	07/01/08-12/31/08
Robertson, Scott	TMD Aide/SC	12.50	07/01/08-12/31/08
Rodriguez, Ryan	TMD Aide/IVC	8.50	07/01/08-12/31/08
Roh, Matthew	TMD Aide/SC	8.50	07/01/08-12/31/08
Sadeghieh, Iden	IT Project Specialist/Dist	18.00	07/01/08-12/31/08
Schuldt, Tyler	Lab. Aide./SC	11.50	07/01/08-12/31/08
⁷ Sendaba, Alem	Project Specialist/SC	10.50	07/22/08-09/30/08

³ Son of Tony Lipold, Dean of Dean, PE, Kinesiology & Athletics, Saddleback College.

⁴ Son of Janice Mastrangelo, Applications Specialist I, Information Technology, Saddleback College.

⁵ Son of Harry Snowden, Ticket Office Operations Manager and Mary Snowden, Theatre Aide, Division of Fine Arts, Saddleback College.

⁶ Daughter of Alicia Olvera, Admissions & Records Specialist I, Office of Admissions & Records, Saddleback College and Niece of Teresa Camacho, Senior Administrative Assistant, Counseling Service & Special Programs, Saddleback College.

⁷ Son of Barbara Sendaba, Executive Assistant to Vice President of Student Services, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2008/2009** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Start/End Date</u>
Smith, Shannon	Lab. Aide./SC	\$ 10.50	07/01/08-12/31/08
⁸ Snowden, Marybeth	TMD Aide/SC	13.00	07/01/08-12/31/08
St Amant, Erik	Adapted Kinesiology Aide/SC	10.50	07/01/08-12/31/08
Stanley, Keith	TMD Aide/SC	9.00	07/01/08-12/31/08
Thompson, Carole	TMD Aide/SC	10.50	07/01/08-12/31/08
Tomlinson, Warren	DSPS Proctor/SC	16.00	07/01/08-12/31/08
Valensky, Dana	Lab. Aide./SC	11.50	07/01/08-12/31/08
Vasquez, Fernando	TMD Aide/IVC	18.00	07/01/08-12/31/08
Velasquez, James	TMD Aide/IVC	8.50	07/01/08-12/31/08
Vexler, Melissa	TMD Aide/IVC	8.50	07/01/08-12/31/08
Wallace, Kyle	Outreach Aide/SC	10.50	07/24/08-12/31/08
Webb, Rebecka	TMD Aide/IVC	8.50	07/01/08-12/31/08
Webster, Perry	Outreach Aide/SC	10.50	07/24/08-12/31/08
Wells, Douglas	Adapted Kinesiology Aide/SC	10.50	07/01/08-12/31/08
Yunes, Omar	Adapted Kinesiology Aide/SC	20.00	07/01/08-12/31/08

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

<u>Name</u>	<u>Start/End Date</u>
Boston, Gavin	08/12/08-06/30/09
Deeter, Valerie	07/07/08-06/30/09
Fleming, Jason	08/12/08-06/30/09
Guthy, Tara	07/01/08-06/30/09
Icreverzi, Ovidiu	07/21/08-06/30/09
Ikemura, Kenji	07/28/08-06/30/09
Karimi, Azadeh	07/28/08-06/30/09
Mochalova, Margarita	07/28/08-06/30/09
Park, Hanwool	08/12/08-06/30/09
Senkbeil, Susan	07/15/08-06/30/09
Weber, Daniel	07/22/08-06/30/09
Williams, Jed	07/01/08-06/30/09

5. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2008/2009** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed</u>	<u>Start/End Date</u>
Appleman, Jack	Comm. Ed. Inst./IVC	\$ 2500.00/cs ⁹	07/14/08-06/30/09

⁸ Wife of Harry Snowden, Ticket Office Operations Manager and Travis Muniz, TMD Aide, Division of Fine Arts, Saddleback College.

⁹ Per Course.

5. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2008/2009** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed</u>	<u>Start/End Date</u>
Chase-Wagniere, Taylor	Recreation Leader/SC	\$ 15.00/hr	07/01/08-06/30/09
Farhadi, Mojgan	Tutor/IVC	12.00/hr	07/14/08-06/30/09
Icreverzi, Ovidiu	Tutor/IVC	12.00/hr	07/21/08-06/30/09
Lange, Brooke	Comm. Ed. Inst./SC	2500.00/cs	08/12/08-06/30/09
Ly, Toua	Tutor/IVC	12.00/hr	07/21/08-06/30/09
McCurdy, Kristie	Clinical Skills Spec./SC	30.00/hr	07/31/08-06/30/09
McRitchie-Romanos, Dawn	Clinical Skills Spec./SC	30.00/hr	07/17/08-06/30/09
Onorato, Philomena	Tutor/IVC	12.00/hr	07/31/08-06/30/09
Pham, Jenny	Sr. Lifeguard/SC	11.50/hr	07/15/08-06/30/09
Reed, Jon	Rec. Leader/IVC	15.00/hr	07/14/08-06/30/09
Shaw, Stephanie	Model/SC	22.00/hr	07/17/08-06/30/09
¹⁰ Uhlman, John	Comm. Ed. Instr./SC	2500.00/cs	07/01/08-06/30/09
Williams, Jed	Tutor/IVC	12.00/hr	07/17/08-06/30/09

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

1. LABORATORY TECHNICIAN LIFE/PHYSICAL SCIENCES, Pos #3216, Classified Salary Range 122, School of Life Sciences, Irvine Valley College seeks authorization to eliminate this part-time, 25 hours per week, 12 months per year position from its staff, effective August 1, 2008. (Position approved February 27, 2006)
2. LABORATORY TECHNICIAN, LIFE/PHYSICAL SCIENCES, Pos #3632, Classified Salary Range 122, College School of Physical Sciences, Irvine Valley seeks authorization to eliminate this part-time, 25 hours per week, 12 months per year position from its staff, effective August 1, 2008. (Position approved September 25, 2006)
3. LIBRARY ASSISTANT I, Pos #3673, Classified Salary Range 115, Library Services, Irvine Valley College seeks authorization to eliminate this part-time, 29 hours per week, 12 months per year position from its staff, effective August 31, 2008. (Position approved February 27, 2006)
4. LIBRARY TECHNICIAN Pos #2382, Classified Salary Range 125, School of Library Services, Irvine Valley College seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff, effective September 1, 2008 (Position approved: August 11, 1999)
5. LIBRARY ASSISTANT III, Pos #2795, Classified Salary Range 121, School of Library Service, Irvine Valley College seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff, effective September 1, 2008 (Position approved: September 30, 2002)

¹⁰ Father of Jennifer Uhlman, Recreation Aide & Diana Uhlman, Recreation Leader, Community Education, Saddleback College.

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

6. SENIOR LABORATORY TECHNICIAN, MUSIC, Pos #3578, Classified Salary Range 130, Irvine Valley College School of Fine Arts seeks authorization to eliminate a part-time position, 25 hours per week, 12 months per year, from its staff, effective August 1, 2008. (Position approved: January 31, 2006)

C. REORGANIZATION

1. IRVINE VALLEY COLLEGE seeks authorization to reorganize reporting structure for position #3526, Senior Administrative Assistant from reporting to the Vice President of Instruction to begin reporting to Director of Public Information and Marketing, Office of the President effective August 1, 2008.

D. AUTHORIZATION TO REVISE THE POLICE OFFICERS ASSOCIATION SALARY SCHEDULE

1. As indicated by current market comparisons, in order to be competitive with local Community College Districts, the new starting salary for Campus Security Officers will reflect a 5 percent increase per step, at the maximum of six steps, on the Police Officers Association Salary Schedule, effective September 2, 2008. (See Exhibit B, POA Salary Schedule).

E. AUTHORIZATION TO ESTABLISH AND/OR ANNOUNCE A CLASSIFIED POSITION

1. ASSISTANT MANAGER, CHILD DEVELOPMENT CENTER (Grant Funded), Children's Center, Office of Student Services, Classified Management Salary Range 2, Office of Student Services, Saddleback College seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff, effective August 27, 2008 through December 30, 2009. This position is categorical funded by the Career Technical Education Community Collaborative Project, with employment contingent upon the availability of these funds. (Job Description, Attachment 1)
2. CAMPUS SECURITY OFFICER, Advanced Technology and Education Park, Police Officers Association Salary Range 1, Office of Safety and Security, Irvine Valley College authorization to establish and announce a full-time position, 40 hours per week, 12 months per year, to its staff, effective August 1, 2008. (Job Description, Attachment 2)
3. LABORATORY TECHNICIAN, LIFE SCIENCES/PHYSICAL SCIENCES, Classified Salary Range 122, School of Life Sciences, Irvine Valley College seeks authorization to establish and announce a full-time position, 40 hours per week, 12 months per year, to its staff, effective August 1, 2008. (Job Description, Attachment 3)
4. LABORATORY TECHNICIAN, LIFE SCIENCES/PHYSICAL SCIENCES, Classified Salary Range 122, School of Physical Sciences, Irvine Valley College seeks authorization to establish and announce a full-time position, 40 hours per week, 12 months per year, to its staff, effective August 1, 2008. (Job Description, Attachment 3)
5. LIBRARY ASSISTANT I, Classified Salary Range 115, Library Services, Irvine Valley College seeks authorization to establish and announce a full-time position, 40 hours per week, 12 months per year, to its staff, effective September 1, 2008. (Job Description, Attachment 4)

E. AUTHORIZATION TO ESTABLISH AND/OR ANNOUNCE A CLASSIFIED POSITION

- Continued

6. LIBRARY ASSISTANT I, Classified Salary Range 115, Library Services, Irvine Valley College seeks authorization to establish and announce three (3) part-time positions, 20 hours per week, 12 months per year, to its staff, effective September 1, 2008. (Job Description, Attachment 4)
7. LIBRARY ASSISTANT II, Classified Salary Range 119, Library Services, Irvine Valley College seeks authorization to establish and announce a part-time position, 20 hours per week, 12 months per year, to its staff, effective September 1, 2008. (Job Description, Attachment 5)
8. SENIOR LABORATORY TECHNICIAN, MUSIC, Classified Salary Range 130, School of Fine Arts, Irvine Valley College seeks authorization to establish and announce a full-time position, 40 hours per week, 12 months per year, to its staff, effective August 1, 2008. (Job Description, Attachment 6)

F. CHANGE OF STATUS

1. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4002.1)
 - A. AKERS, LEWIS, ID #3277, Laboratory Technician, Life/Physical Sciences, Pos #3216, Classified Bargaining Unit Salary Range 122, Step 6, 25 hours per week, 12 months per year, School of Life Sciences, Irvine Valley College, is to given a permanent change in hours to 40 hours per week, 12 months per year, School of Life Sciences, Irvine Valley College, effective August 1, 2008.
 - B. CARMONA, SYLVIA, ID #8250, Financial Aid Specialist, Pos #3596, a BFAP categorical funded position, Classified Bargaining Unit Salary Range 125, Step 6, Office of Financial Aide, Irvine Valley College, 40 hours per week, 12 months per year, has been reassigned to Financial Aid Specialist, Pos #2659, a general funded position, Classified Bargaining Unit Salary Range 125, Step 6, 40 hours per week, 12 months per year, Office of Financial Aide, Irvine Valley College, effective July 1, 2008. This is a replacement position for Kelly Hambrick, who resigned.
 - C. HALL, LINDA, ID #12166, Administrative Assistant II (Grant Funded), Pos #3126, Classified Bargaining Unit Salary Range 121, Step 6, 40 hours per week, 12 months per year, Human Development, Division of Social and Behavioral Sciences, Saddleback College is to be given a change in status to Senior Administrative Assistant, Pos #3243, Classified Bargaining Unit Salary Range 127, Step 4, 40 hours per week, 12 months per year, Division of Social and Behavioral Sciences, Saddleback College effective August 11, 2008. This is a replacement position for Cynthia Roberts, who retired.
 - D. LEONARD, SALLY, ID #15663, Administrative Assistant (Categorical), Pos #3783, Classified Bargaining Unit Salary Range 121, Step 2, 20 hours per week, 12 months per year, Office of the Vice Chancellor of Technology and Educational Services, District, is to be given a change in status to Administrative Assistant, Pos #3279, Classified Bargaining Unit Salary Range 121, Step 2, 40 hours per week, 12 months per year, Children's Center, Irvine Valley College, effective August 12, 2008. This is a replacement position for Diann Gaffney, who retired.

F. CHANGE OF STATUS

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

- E. PAYAN, BERNADETTE, ID #14862, Library Assistant I, Pos #3673, Classified Bargaining Unit Salary Range 115, Step 3, 29 hours per week, 12 months per year, Office of Library Services, Irvine Valley College is to be given a permanent change of hours to 40 hours per week, 12 months per year, effective September 1, 2008.
- F. PETERSON, MARK, ID #11111, Senior Laboratory Technician, Music, Pos #3578, Classified Salary Range 130, Step 3, 25 hours per week, 12 months per year, School of Fine Arts, Irvine Valley College, is to given a permanent change in hours to 40 hours per week, 12 months per year, School of Fine Arts, Irvine Valley College, effective August 1, 2008.
- G. RODGERS, ANTHONY, ID #13685, Night Custodial Supervisor, Pos #3043, Office of Physical Plant, Saddleback College, Classified Management Salary Range 04, Step 5 is to be given a change in status to Facilities, Maintenance and Operations Manager, Pos #3144, Office of Physical Plant, Irvine Valley College, Classified Management Salary Range 5, Step 4, 40 hours per week, effective August 25, 2008. This is a replacement position for Philip Brittain, who retired.

G. CHANGE IN REPORTING STRUCTURE

- 1. DICKSON, GARILYN, ID #5977, Senior Administrative Assistant, Pos #3526, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, Office of Instruction, Irvine Valley College is to begin reporting to the Director of Public Information, Office of the President, Irvine Valley College effective August 1, 2008. This change is contingent upon the approval of item C1 of this agenda.

H. OUT OF CLASS ASSIGNMENTS

- 1. FLUEGEMAN, TERESA, ID #14540, Director of Public Information and Marketing, Pos #3135, Advanced Technology and Education Park, Classified Management Salary Range 6, Step 4, 40 hours per week, 12 months per year, is to be given a temporary change in status to Acting District Director of Public Affairs/Intergovernmental Relations, Classified Management Salary Range 8, Step 1, 40 hours per week, Office of the Chancellor, District, effective August 1, 2008. This is a temporary replacement for Tracy Daly, who is in a temporary assignment.
- 2. PAYAN, BERNADETTE, ID #14862, Library Assistant I, Pos #3673, Office Classified Bargaining Unit Salary Range 115, Step 3, 29 hours per week, 12 months per year, Office of Library Services, Irvine Valley College is to be given a temporary change in status to Library Assistant III, Classified Bargaining Unit Salary Range 121, Step 1, 40 hours per week, Office of Library Services, Irvine Valley College, effective August 1, 2008. This is a temporary replacement for Lee Edgerly, who retired.
- 3. SCHMIDT, NICHOLAS, ID #13470, Child Development Specialist, Pos #3495, Classified Bargaining Unit Salary Range 122, Step 4, 29 hours per week, 12 months per year, Children's Center, Saddleback College is to be given a temporary change in status to Administrative Assistant, Classified Bargaining Unit Salary Range 121, Step 5, 40 hours per week, Children's Center, Saddleback College, effective July 28, 2008. This is a temporary replacement for Joyce Sarro, who retired.

I. LEAVE OF ABSENCE

1. HUGHES, LINDA, ID #4913, Admissions and Records Specialist I, Pos #2726, Classified Bargaining Unit Salary Range 116, Step 6, 20 hours per week, 12 months per year, Office of Admissions, Records and Enrollment Services, Irvine Valley College has been granted to extended leave without pay, without paid benefits, for six months effective July 2, 2008.

J. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. BARBOD, FATANEH, ID #11518, Child Development Specialist, Pos #3266, Classified Bargaining Unit Salary Range 122, Step 6, Office of Student Development, Irvine Valley College, resignation effective August 5, 2008. Payment is authorized for any compensated time off. (Initial hire date: March 27, 2001, Permanent hire date: October 1, 2003)
2. CLARK, MARIE, ID #15862, Senior Accounting Specialist, Pos #3715, Classified Bargaining Unit Salary Range 128, Step 2, 40 hours per week, 12 months per year, Office Administrative and Business Services, District, conclusion of employment effective August 5, 2008. Payment is authorized for any compensated time off. (Probationary start date: October 31, 2007)
3. WOMACK, JULIET, ID#13932, Campus Police Office Assistant, Pos #3764, Classified Bargaining Unit Salary Range 115, Step 5, Office of Safety and Security, Irvine Valley College, resignation effective July 31, 2008. Payment is authorized for any compensated time off. (Initial hire date: September 9, 2004; Permanent hire date: December 7, 2004)

K. VOLUNTEERS

1. The following individuals are to be approved as Volunteers for the 2008/2009 academic year.

Community Education, Saddleback College
Harris, Collin

Environmental Studies/Advanced Technology and Applied Science, Saddleback College

Audee, Daniel	Ball, Gina	
Burrows, Christopher	Cochran, James	Cooper, Doug
Cuevas, Mary Lynn	DeVore, Brian	GaraKcani, Anoush
Hamilton, Kacie	Humphrey, Sandra	Mansouri, Payman
Masudal, Nathaniel	Melchor, Arlene	Morgan, Shelly
O'Flaherty, Rachel	Oshin, Natalie	Reicheg, Jennifer
Ricci, Erica	Rosati, Meagan	Roshanaee, Ciranoosh
Roudanez, Marc	Saulus, Michael	Stamps, Holly
Tateyama, Michelle	Wyman-Dill, Robyn	Yaganeh, Samira

Health Sciences, Human Services and Emeritus Institute, Saddleback College

Agnabeigi, Kevan	Addis, Chalice	Bahadar, Neeti
Barlin, Maryrose	Blazquez, Veronica	Buhle, Marina
Chau, Grace	Childers, Allison	Craib, Jennifer
Dunlap, Samantha	Edameder, Amanda	Geloso, Kristy
Giermann, Alexis	Grant, Anne	Gremel, Jenee
Hagopian, Danielle	Henshaw, Beth	Hickey, Stephanie
Huber, Jeff	Hyden, Lisa	Jalowiel, Lori
Jenny, Rebecca	Kelly, Juliana	Kennedy, Lani
Link, Marissa		

K. VOLUNTEERS - Continued

1. The following individuals are to be approved as Volunteers for the 2008/2009 academic year.

Health Sciences, Human Services and Emeritus Institute, Saddleback College

Machutt, Monika	Marks, Holli	Mooney, Karen
Mulvana, Kristin	Munson, Blair	Mwenga, Jane
Nguyen, Cathy	Oliveira, Sandra	Poelstra, Sherri
Puglisi, Ryan	Ritter, Karen	Root, Kim
Skopelja, James	Sheriff, Ann	Soltero, Elizabeth
Steimer, Candace	Stevens, Diane	Stone, April
Swanberg, Jennifer	Thomas, Kathaleine	Tilton, Cindy
Varga, Jill	Vaughan, Misty	Vosseller, Cindy
Wall, Jennifer	Vayo, Annette	Whitaker, Treva

Learning Assistance Program, Liberal Arts and Learning Resources, Saddleback College

Brennan, Patrick	Danielson, Warren	Gilman, Bruce
Good, Shirley	Josey, Raiff	Keck, Dave
Laird, Alan	MacDonald, Donald	McConaughy, Richard
Miller, Matt	Shaffer, Robert	Zimbalist, Jacqueline

Mathematics, Sciences and Engineering, Saddleback College

Freeman, Kristopher

Physical Education and Athletics, Saddleback College

Holt, Larry

Office of Special Programs and Services, Saddleback College

Lau, Zelarie

Health Sciences, Physical Education and Athletics, Irvine Valley College

Ly, Toua

Learning Center, Irvine Valley College

Kobashi, Makiko

Mathematics, Science and Engineering, Irvine Valley College

Daniels, Jenna	Daniels, Ryck
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Public Information and Marketing, Irvine Valley College

Smith, Benjamin

ATTACHMENT 1

South Orange County Community College District

ASSISTANT MANAGER, CHILD DEVELOPMENT CENTER (Grant Funded) - Classified
Management Salary Range 02

DEFINITION

To assist the Child Development Center Manager in planning, organizing, coordinating, implementing, managing, monitoring and evaluating the programs, services, operations, activities, staff and facilities of a community college Child Development Center for children ages 0-5, including an Early Childhood Education lab school; assist in preparing and administering annual program budgets; assist in ensuring compliance with District policies and applicable State and federal regulations related to child development centers; assist in coordinating activities with other divisions and departments; assist in training, scheduling, supervising and evaluating assigned staff; and assist in offering staff assistance to the Vice President of Student Services in order to provide a quality program that assists students in their educational and child care needs.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Child Development Center Manager. Assists the Manager in exercising direct supervision over Child Development Center staff, including a Senior Child Development Specialist, Child Development Specialists and Administrative Assistant. Assists the Manager in exercising indirect supervision over College students assigned to work in the Early Childhood Education Lab, work study students, project clerks and custodial personnel assigned to the Child Development Center.

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

Assist in planning, organizing, coordinating and managing the operations and activities of the Child Development Center, including the Lab School for Early Childhood Education, ensuring compliance with applicable State of California laws and regulations and District policies and procedures.

Assist in directing, overseeing and participating in the development of the Child Development Center work plan; assist in assigning work activities, projects and programs; assist in monitoring workflow; assist in implementing policies and procedures; assist in reviewing and evaluating work products, methods and procedures.

Assist in developing and implementing appropriate methods and procedures to optimize efficient and effective delivery of services to students.

Assist in developing, managing and evaluating program activities and operations; assist in compiling and analyzing data related to program participation and evaluation; assist in developing organizational structures and work processes that facilitate attainment of established program goals and objectives.

Participate in regularly scheduled staff meetings, classroom meetings, and meetings with instructional specialists, as assigned, to provide information and to discuss and resolve issues and concerns related to daily routines, activities and the instructional program.

Assist in reviewing and overseeing the development of curriculum taking into consideration the needs and skills of the children and the policies and procedures of the Child Development Center; assist in preparing curriculum or approving curriculum prepared by Child Development Specialists and other

instructional personnel, taking into consideration the needs and skills of children.

South Orange County Community College District
Page 2 - Assistant Manager

EXAMPLES OF DUTIES

Assist the Manager in observing, recording and evaluating each child's activity, performance, behavior and development to analyze children and to assist parents and teachers in developmental appropriateness; participate in identifying child behavior problems and recommend action to Manager; participate in scheduling and conducting parent conferences as assigned.

Work to provide a safe and healthy environment for children; identify and correct safety hazards; report faulty or malfunctioning equipment; ensure classroom and play area equipment is clean and sanitary.

Assist in planning, organizing, coordinating, implementing and managing a learning lab environment for early childhood education students, nursing students, student teachers and others as assigned to provide a valuable resource to the College community.

Assist in preparing, implementing and administering annual approved program budgets, ensuring adequate supplies and funding within annual budget amounts; assist in preparing recommendations and justifications regarding budget requests; assist in forecasting additional funds needed for staffing, equipment, materials, and supplies; authorize expenditures according to District policies and applicable regulations when authorized by Manager.

Assist the Manager in recommending the appointment of personnel; assist in training, supervising and evaluating the performance of assigned professional, technical and support personnel; delegate and review assignments and projects when assigned; assist in evaluating work products and results; assist in establishing and monitoring timelines and in prioritizing work.

Assist in providing and/or coordinating staff training to promote staff development and motivation; work with employees to correct deficiencies; assist in implementing discipline procedures; and assist recommending employee terminations as appropriate.

Assist in coordinating program activities with other student services functions and instructional programs; serve on campus and District committees, task forces and other work groups as directed; provide technical expertise concerning child development and childcare as needed.

Assist in recommending goals and objectives; assist in the development of policies and procedures; ensure compliance with District policies as well as State and federal laws related to assigned program; assist in reviewing and certifying the accuracy of data concerning program participation.

Assist the Manager in preparing and submitting a variety of statistical and narrative reports; assist in preparing budget reports, annual recap data and special reports, proposals, recommendations and other materials as requested; assist in coordinating and responding to periodic audits.

Communicate with other student services program personnel, District administrators and support personnel, representatives of State and federal agencies, educational institutions, social service organizations, counselors and others to assist in coordinating programs and activities.

Assist in overseeing and monitoring the selection, ordering and care of supplies and equipment in the learning centers.

South Orange County Community College District
Page 3 - Assistant Manager

EXAMPLES OF DUTIES

Maintain current knowledge of the regulations, policies and application requirements and eligibility criteria for child development and childcare programs, including computer hardware and software enhancements.

Make oral presentations to students, parents, counselors and professional colleagues at various gatherings when assigned; attend professional meetings in the Early Childhood Education field to receive current information and participate with professional peers as assigned.

Assist in conducting workshops to provide specialized information regarding the Child Development Center and related student services; assist in coordinating the distribution of brochures, flyers and other materials to publicize childcare opportunities for students.

Assist in inspecting facilities for potential health, safety and security risks and hazards.

Administer basic first aid and CPR as needed; report accidents to appropriate personnel and to parents.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of training and supervision

Principles of child and human development theory.

Principles and practices of child development, child guidance and child care for children ages 0 - 5.

Principles of basic nutrition.

Appropriate activities for children of various age and skill levels for children ages 0 - 5.

Principles and practices of curriculum development for children ages 0 - 5.

Preparation and implementation of developmentally appropriate lesson plans for children ages 0 - 5.

Open classroom team teaching techniques for children ages 0 - 5.

Safe practices in classroom activities.

Identification and reporting signs and symptoms of child abuse.

Requirements of maintaining a classroom in a safe, clean and orderly condition.

District and College organization, operations and objectives.

Applicable District and College policies and procedures.

Applicable State and federal laws and regulations.

Correct English composition, grammar, spelling and vocabulary.

Oral and written communication skills.

Interpersonal skills including tact, patience and diplomacy.

Budget preparation and administration procedures and techniques.

Operation of computer, peripherals and software programs, including student information systems, database management, spreadsheet, word processing and specialized software.

Planning and organizational skills.

Current word processing, spreadsheet and database programs, methods and techniques.

Statistical and financial record keeping.

South Orange County Community College District
Page 4 - Assistant Manager

QUALIFICATIONS

Ability to:

Plan, organize, coordinate, manage and evaluate a comprehensive Child Development Center Program for children ages 0 - 5.
Develop and implement curriculum according to the needs of the children using the center and the center policies.
Develop, implement and evaluate the delivery of childcare services to students.
Participate in the development and implementation of curriculum.
Develop lesson plans and review the lesson plans of others.
Plan, prepare and implement a variety of developmentally appropriate learning activities for children for children ages 0 - 5.
Train, supervise, provide technical work direction and evaluate the performance of assigned personnel.
Instruct and supervise children of various ages involved in the Child Development Center activities.
Observe and record the behavior of young children.
Recognize and define potential behavioral and learning problems of young children.
Apply the policies and procedures of the District and the Child Development Center.
Apply appropriate disciplinary action.
Identify children with special needs and recommend appropriate referrals as necessary.
Oversee and motivate children's learning activities.
Maintain a clean and healthy classroom environment that facilitates learning and development.
Work effectively with others to achieve common goals including student recruitment and retention.
Maintain current knowledge of early childhood education, childcare and child development.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.
Learn, analyze, Interpret, apply and explain complex and technical State and federal laws and regulations related to assigned program.
Maintain the security of confidential materials.
Prepare and administer budgets for assigned program areas.
Establish and maintain cooperative working relationships with those contacted in the course of work.
Communicate clearly and concisely, both orally and in writing.
Prepare oral and written reports and recommendations.
Collect, compile and analyze data.
Operation of computer, peripherals and software programs, including information systems, database management, spreadsheet, word processing and specialized software.
Relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy.

South Orange County Community College District
Page 5 - Assistant Manager

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 increasingly responsible teaching experience in a licensed child care center or comparable group childcare program, including one year working with children ages 0 – 3.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework or emphasis in early childhood education, child development, education or related field, including six units in administration or staff relations, two units of adult supervision, and six units of infant & toddler specific coursework.

Licenses or Other Requirements:

A Child Development Site Supervisor Permit or a Child Development Program Director Permit issued by the California Commission on Teacher Credentialing.

Current pediatric CPR and pediatric first aid certifications issued by an authorized agency;

At least 15 hours training on preventative health practices, including pediatric CPR and first aid; recognition, management and prevention of infectious diseases, including immunizations and prevention of childhood injuries.

A valid California driver's license.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Duties are performed in a child development center environment. Occasionally exposed to the risks of exposure to childhood illnesses. The work environment is moderately noisy.

Physical Demands

Frequently required to stand for long periods of time, move quickly to assist children; use hands to finger, handle, or feel objects, a keyboard or other office machines, tools or controls, reach with hands and arms, stoop, kneel, crouch, speak clearly and distinctly to provide information, and hear and understand voices over telephone and in person. May lift and carry children weighing up to 40 pounds. Must see to observe children and write lesson plans.

New job description written by Marlys Grodt and Associates August 5, 2008

ATTACHMENT 2

South Orange County Community College District

CAMPUS SECURITY OFFICER - Police Officers Bargaining Unit Salary Range I

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision from the Chief of Police and/or Deputy Chief of Police, provides for the physical security of district property and the personal protection of students, faculty, staff, and visitors, by implementing and enforcing district policies, rules and regulations, and crime prevention and awareness strategies.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Serve as additional visible security presence particularly to alert college police officers of matters pertaining to campus security issues.
2. Perform foot and vehicular patrols of the entire campus before, during, and after business and school hours; offer assistance and aid to any person in need of help.
3. Check buildings and grounds regularly for security and safety compliance.
4. Coordinate with campus police and external emergency services agencies for assistance when required.
5. Inspect for and prevent vandalism, illegal entry, theft, and fire.
6. Identify, observe, and question persons on campus grounds when the reasons for their presence or intentions are questionable.
7. Receive and respond to requests for help and assistance for ill, injured, or disabled persons; administer basic first aid and CPR according to established guidelines.
8. Take non-police incident reports or complaints from students, visitors, faculty, and staff; maintain an accurate daily log of performed duties and relevant observations.
9. Observe, report, and preserve evidence of crimes and incidents or problems; communicate with superiors and peers as soon as possible after observing an incident.
10. Conduct routine investigations of minor campus incidents.
11. Answer questions and direct students and visitors.
12. Operate district vehicles in a safe and conscientious manner.
13. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

California criminal law and safety statutes.

Basic patrol, investigation, and protection procedures.

Crowd control techniques.

Common fire and safety hazards and related equipment.

Techniques and procedures applicable to theft and loss prevention and reporting.

South Orange County Community College District
Page 2 - Campus Security Officer

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Traffic and parking control.
Appropriate safety and security precautions and emergency procedures.
Radio procedures and equipment.
Basic methods and techniques of report preparation and writing.
Principles and procedures of record keeping and filing.
Principles and applications of public relations.
English usage, spelling, grammar, and punctuation.

Ability to:

Conduct investigations and security patrol.
Interrelate and deal effectively with diverse campus groups and individuals under routine and stressful conditions.
Learn and correctly interpret district and college rules, regulations, and policies.
Exercise sound judgment.
Write clear, concise, and comprehensive reports.
Remember details such as faces, license plate numbers, names and incidents.
Gather, collect, and preserve evidence.
Administer emergency first aid and/or CPR.
Effectively use and maintain issued equipment.
Operate a vehicle observing legal and defensive driving practices.
Prepare clear and concise reports and routine correspondence.
Understand and effectively carry out oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Training:

Equivalent to the completion of the twelfth grade.

Experience:

Prior successful experience in the security or law enforcement fields is desirable.

License or Certificate:

Possession of an appropriate, valid California driver's license.
Possession of current P.C. 832 certification or ability to successfully complete P.C. 832 training within one year after hire.

South Orange County Community College District
Page 3 - Campus Security Officer

EDUCATION AND EXPERIENCE GUIDELINES

License or Certificate:

Possession of current school security officer training certificate pursuant to California Education Code Section 72330.5 and Business and Profession Code Section 7583.45, as provided by the Bureau of Security and Investigative Services of the California Department of Consumer Affairs, or ability to successfully complete said training within one year after hire.

Possession of a valid and current basic first aid and CPR certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Reactive emergency and routine peace keeping environments with travel from site to site; regular exposure to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, blood borne pathogens and bodily fluids, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; exposed to potentially hostile environments; extensive public contact; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens; incumbents required to work various shifts, including evenings and weekends.

Physical:

Primary functions require sufficient physical ability and mobility to work in a law enforcement setting and an office setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; operate assigned patrol and security equipment including patrol car, patrol bicycle and two-way radio; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing:

Hear in the normal audio range with or without correction.

Revised by Johnson & Associates: August, 2007

Approved by the Board of Trustees: August 27, 2007

ATTACHMENT 3

South Orange County Community College District

LAB TECHNICIAN, LIFE/PHYSICAL SCIENCES – Classified Bargaining Unit Salary Range 122

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direction from higher level administrative or academic staff, assists in the preparation of materials and demonstrations for an assigned instructional area; operates and demonstrates use of specialized equipment, supplies and materials; provides assistance to students within the assigned subject area; and maintains the general cleanliness of the assigned laboratory.

DISTINGUISHING CHARACTERISTICS

Positions in the Lab Technician class are distinguished from the Senior Lab Technician by the level of responsibility assumed. In comparison to the Senior Lab Technician, positions at this level are assigned to less complex labs, have less exposure to hazardous or otherwise dangerous materials, and limited involvement in budget activities and ordering of supplies and equipment. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and are fully aware of the operating procedures and policies of the work unit.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assist instructors in developing instructional materials; prepare study sheets, visual instructional aides, sample exercises and exams, and laboratory experiments; may assist in grading exams and maintaining related records.
2. Prepare for laboratory demonstrations; set up laboratory apparatus; assist students in the use of a variety of laboratory equipment and instruments; ensure student compliance with laboratory policies, procedures and safety precautions; demonstrate proper care and cleaning procedures for laboratory equipment.
3. Provide assistance to students on a variety of laboratory and course related matters; review student work in progress and assist in resolving problems.
4. Maintain a clean and safe learning environment; clean floors, table tops, desks and furniture; perform routine and minor repairs on laboratory equipment; maintain, clean and test equipment related to biology, chemistry and other experiments and studies.
5. Make solutions and mixtures of chemicals for chemistry labs; dispense and label chemicals in vials and test tubes.
6. Monitor and dispose of chemicals and chemical waste; identify, collect and store unwanted and expired chemicals according to established safety guidelines and procedures.
7. Participate in the ordering and maintenance of supplies, materials and equipment; store, discard and rotate materials according to standard procedures; receive, assemble and test new equipment.
8. Respond to inquiries and requests for information; relay messages for faculty and staff.
9. Perform related duties as required.

South Orange County Community College District
Page 2 - Lab Technician, Life/Physical Sciences

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics of laboratory apparatus, equipment and materials pertaining to assigned laboratory and subject area.
Theories and applications of the assigned scientific discipline.
Principles and practices of laboratory operations.
Proper methods of storing equipment, materials and supplies used within the assigned laboratory.
Mathematical principles and scientific concepts.
Methods and techniques used in handling and disposing of hazardous chemicals.
Proper methods of handling and storing equipment, materials, chemicals and supplies used within the assigned laboratory.
Principles and procedures of record keeping and filing.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Occupational hazards and standard safety practices.

Ability to:

Assist in the preparation of instructional materials and demonstrations for an assigned subject area.
Correctly and efficiently set up laboratory equipment and materials used in exercises and experiments.
Operate and demonstrate the proper use of specialized equipment, supplies and materials.
Provide assistance to students on matters related to assigned laboratories.
Safely mix and dispense solutions for chemistry lab experiments.
Properly store and dispose of hazardous chemicals and materials.
Operate, understand the mechanical function of and perform routine maintenance and repairs on laboratory equipment within assigned area.
Maintain the cleanliness of assigned laboratory.
Interpret and apply department policies, procedures, rules and regulations.
Ensure adherence to safe work practices and procedures.
Maintain an adequate inventory of materials for instructional programs.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to two years of college level course work in chemistry, astronomy, biology, geology, physics or a related field.

Experience:

Two years of increasingly responsible chemistry, astronomy, biology, geology or physics laboratory experience.

South Orange County Community College District
Page 3 - Lab Technician, Life/Physical Sciences

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed primarily in a laboratory setting; exposure to noise, dust, grease, smoke, fumes, noxious odors, and gases; work with laboratory equipment and apparatus; may work with water. Moderate exposure to risks controlled by safety precautions.

Physical:

Primary functions require sufficient physical ability and mobility to work in a laboratory setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate laboratory equipment and apparatus requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information; may require the wearing of safety glasses or goggles, lab coats, rubber or plastic gloves, respirators or face shields.

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

Johnson & Associates - June, 2005
Board of Trustees Approved – February 27, 2006

ATTACHMENT 4

South Orange County Community College District

LIBRARY ASSISTANT I – Classified Bargaining Unit Salary Range 115

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under supervision from assigned library supervisory or management staff, performs clerical and routine technical duties in support of the various sections/functions of the library; assists in processing library materials; checks materials in and out of the library; and provides general assistance to library patrons.

May receive technical training and work direction from higher-level Library Assistants or Library Technicians.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Library Assistant series providing clerical and routine technical duties in support of assigned program area in the library. This class is distinguished from the Library Assistant II by the performance of the more routine tasks and duties assigned to positions within the series including providing public assistance, checking materials in and out, assisting in processing library materials, and preparing and maintaining documentation and records. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Library Assistant II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assist students, instructors, and other patrons at the circulation desk, Audio Visual/periodicals area, or other assigned library desk/area; check out books and other library materials; check in library materials and prepare/process materials for return to the circulating collection; renew material including by telephone; provide minor supplies to patrons; register new patrons; input accounts and issue library cards; notify patron of lost picture ID cards; notify patrons of filled book requests.
2. Provide support to the audio visual public services desk; assist students with audio visual equipment including televisions, VHS and DVD players, headphones, cassette and record players, and microfiche and microfilm readers; search database for video requests; inspect audio visual material and equipment; check tapes, films, and records for damage or distortion; make duplicate cassettes and collect fees; check out media course videos; retrieve and resshelf audio visual items.
3. Provide support to the periodicals area of the library; prepare and maintain lists and reports relating to the periodicals collection; prepare duplicating orders and forms for necessary copies; process new periodicals including to sort, enter issue information into computer, type and apply labels, stamp, insert anti-theft strips, and place on display racks and in stacks; maintain periodicals including to repair, reinforce, tape pages, and laminate covers; retrieve and resshelf periodicals; perform weeding of periodicals collection as required including to make changes of holdings recommendations, remove old issues, clean shelves, shift current holdings, re-label shelves, update holdings list.

South Orange County Community College District
Page 2 - Library Assistant I

REPRESENTATIVE DUTIES

4. Receive, process, and record overdue fines; count, balance, and record money received; search for/locate books turned in; place and release holds as required.
5. Research missing books per public/interdepartmental requests.
6. Provide public assistance/information; respond to in-person and telephone requests for library materials, services, and information; assist library patrons in routine information requests; answer directional questions.
7. Assist patrons with library equipment; provide instruction on the use of library computers; troubleshoot problems with copiers and provides cash refunds for problems with copiers, printers, and AV equipment.
8. Assist in general library maintenance functions; shelf books; evaluate and maintain orderliness of shelved materials including to read shelves, clean shelves, and shift books; pull and route materials in need of mending, binding, repairing, or discarding; assist with annual inventory of library materials.
9. Assist in preparing print and non-print materials for introduction into the library collection; physically process books including to stamp new books with property stamp, paste date due slips inside book, add security strip inside book, add protective covering, add barcode label, and type and add call number label to spine of book.
10. Perform general clerical work; type a variety of documents; answer phones; enter information into computer; maintain files and records; sort and distribute mail, correspondence, and other materials.
11. Assist with various projects and special assignments as assigned; assist in recording, tabulating, and compiling data and statistics for summary reports.
12. Perform library closing duties as assigned; play closing tape; secure money; turn off equipment; ensure all items are returned; clear building of patrons; turn off lights.
13. May assist and provide back-up support to other library staff and in other areas of the library; provide back-up support to the inter-library loan function; provide back-up support to the Library reserves function.
14. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Clerical and general office assistance and support duties applicable to a library.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles, practices, and procedures of record keeping.

Basic principles of report preparation.

Principles and practices used to establish and maintain files and information retrieval systems.

Basic principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.

Basic mathematical concepts.

English usage, grammar, spelling, punctuation, and vocabulary.

South Orange County Community College District
Page 3 - Library Assistant I

QUALIFICATIONS

Ability to:

Learn and understand the organization and operation of the assigned library program area, services, and functions as necessary to assume assigned responsibilities.

Learn library terminology.

Learn, understand, interpret, and apply general administrative, office, and operating policies and procedures of the library.

Perform a variety of library support duties and activities of a general clerical and routine technical nature in support of the assigned library program area or function.

Provide assistance and respond appropriately to requests and inquiries from students, staff, faculty, or the public; effectively present information in person or on the telephone.

Deal with irate patrons in a calm manner.

Type or enter data at a speed necessary for successful job performance.

Compile and organize data and information.

Maintain filing systems.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Understand and follow oral and written instruction.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade. Additional specialized coursework or on-the-job training in library science or library practices and procedures is desirable.

Experience:

One year of clerical or public contact experience. Experience in a library is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed in a library; subject to noise from office equipment operation; frequent interruptions and contact in person with students, staff, and others. At least minimal environmental controls are in place to assure health and comfort. Positions may be required to work some weekend and evening hours; may be required to adjust work schedule to meet library needs.

South Orange County Community College District
Page 4 - Library Assistant I

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Physical:

Primary functions require sufficient physical ability and mobility to work in a library; to stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate library and office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Johnson & Associates - June, 2005
Board of Trustees Approved – February 27, 2006

ATTACHMENT 5

South Orange County Community College District

LIBRARY ASSISTANT II – Classified Bargaining Unit Salary Range 119

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision from assigned library supervisory or management staff, performs a wide variety of routine technical and clerical duties in support of various sections/functions of the library including acquiring, cataloging, and circulating material for a specific function of the library; and provides general information and assistance to library patrons.

May receive technical training and work direction from Library Technicians.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Library Assistant series performing a full range of routine technical and clerical duties in support of assigned program area in the library with only occasional instruction or assistance. Positions at this level are distinguished from the Library Assistant I level by the performance of the full range of duties as assigned, working independently, applying well developed general library and specific program area knowledge, and exercising judgment and initiative. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assist in acquisition and collection development services and activities; review book order list against items currently in the library collection to eliminate duplicate ordering; receive donated books; coordinate selection and review of donated books with librarians and members of the Friends of the Library; withdraw books and library materials from the collections; maintain records on items added and withdrawn from the library collection.
2. Order and receive office and special library supplies using various ordering systems; contact vendors and resolve ordering and receiving problems.
3. Assist in cataloging functions and activities; locate bibliographic information for items on established databases; download bibliographic information; perform descriptive/copy cataloging and original cataloging; assist Librarian with subject cataloging; maintain individual item records in library database; maintain authority records related to bibliographic records.
4. Oversee and participate in the maintenance and updating of the patron database; oversee and participate in maintaining the database for the reserve room, periodicals, and audio-visual materials.
5. Train and provide work direction to assigned student workers, lower level assistants, substitutes, and other staff as assigned.
6. Assume responsibility for maintaining the Reserve Room; catalog, process, and maintain reserve materials; perform bibliographic searches for reserve materials using automated library systems and databases; maintain, add, delete, track, and monitor reserve room materials; prepare reserves report; notify faculty and staff of overdue material; resolve conflicts and errors in bibliographic records for reserve items.

South Orange County Community College District
Page 2 - Library Assistant II

REPRESENTATIVE DUTIES

7. Assist students, instructors, and other patrons at the circulation desk, Audio Visual/periodicals area, reserve room, or other assigned library desk/area; check out books and other library materials; check in library materials and prepare/process materials for return to the circulating collection; renew material including by telephone; provide minor supplies to patrons; register new patrons; input accounts and issue library cards; notify patron of lost picture ID cards; notify patrons of filled book requests.
8. Provide support to the audio visual public services desk; assist students with audio visual equipment including televisions, VHS and DVD players, headphones, cassette and record players, and microfiche and microfilm readers; search database for video requests; inspect audio visual material and equipment; check tapes, films, and records for damage or distortion; make duplicate cassettes and collect fees; check out media course videos; retrieve and resshelf audio visual items.
9. Provide support to the periodicals area of the library; order periodicals, newspapers, and indexes for library collection; prepare and maintain lists and reports relating to the periodicals collection; prepare duplicating orders and forms for necessary copies; process new periodicals including to sort, enter issue information into computer, type and apply labels, stamp, insert anti-theft strips, and place on display racks and in stacks; claim missing periodicals and newspapers; maintain periodicals including to repair, reinforce, tape pages, and laminate covers; retrieve and resshelf periodicals; perform weeding of periodicals collection as required including to make changes of holdings recommendations, remove old issues, clean shelves, shift current holdings, re-label shelves, update holdings list.
10. Identify overdue items by running reports and checking shelves; notify patrons of overdue items; receive, process, and record overdue fines; count, balance, and record money received; search for/locate books turned in; place and release holds as required; notify collection agency of patron accounts that meet criteria of overdue items or fines and notify collection agency when patron has cleared any outstanding debts with the library.
11. Research missing books per public/interdepartmental requests.
12. Provide public assistance/information; respond to in-person and telephone requests for library materials, services, and information; assist library patrons in routine information requests; answer directional questions.
13. Assist patrons with library equipment; provide instruction on the use of library computers; troubleshoot problems with copiers and provides cash refunds for problems with copiers, printers, and AV equipment.
14. Assist in general library maintenance functions; shelf books; evaluate and maintain orderliness of shelved materials including to read shelves, clean shelves, and shift books; pull and route materials in need of mending, binding, repairing, or discarding; mend materials; assist with annual inventory of library materials.
15. Assist in preparing print and non-print materials for introduction into the library collection; physically process books including to stamp new books with property stamp, paste date due slips inside book, add security strip inside book, add protective covering, add barcode label, and type and add call number label to spine of book.
16. Receive interlibrary loan requests; obtain materials using interlibrary loan service.
17. Perform general clerical work; type a variety of documents; answer phones; enter information into computer; maintain files and records; sort and distribute mail, correspondence, and other materials.
18. Assist with various projects and special assignments as assigned; assist in recording, tabulating, and compiling data and statistics for summary reports.

South Orange County Community College District
Page 3 - Library Assistant II

REPRESENTATIVE DUTIES

19. Perform library opening duties; turn on computers for student and staff use; collect, stamp, and date daily newspapers and contact newspaper vendors if daily newspapers were not delivered as necessary.
20. Perform library closing duties as assigned; play closing tape; secure money; turn off equipment; ensure all items are returned; clear building of patrons; turn off lights.
21. May assist and provide back-up support to other library staff and in other areas of the library.
22. Attend and participate in professional group meetings, conferences, and workshops; maintain awareness of new trends and developments in library science; incorporate new developments as appropriate.
23. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Library services, materials, practices, and procedures.

Routine technical and clerical support duties applicable to a library.

Library terminology.

Practices and techniques used in the classification and cataloging of library materials.

Computerized cataloging, bibliographical, and circulation system databases and basic procedures for entry of information and materials.

Bibliographic search techniques.

Basic principles of supervision and training.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles, practices, and procedures of record keeping.

Basic principles of report preparation.

Principles and practices used to establish and maintain files and information retrieval systems.

Basic principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.

Basic mathematical concepts.

English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

Understand the organization and operation of the assigned library program area, services, and functions as necessary to assume assigned responsibilities.

Understand, interpret, and apply general administrative, office, and operating policies and procedures of the library.

Perform a full range of general clerical and routine technical duties in support of the assigned library program area or function.

Order, receive, and catalog library materials.

Apply library practices and procedures in the cataloging and processing of library materials.

Operate computerized cataloging, bibliographical, and circulation system databases.

Conduct complex bibliographic searches and correct errors and conflicts as needed.

Participate in overseeing the activities and operations of assigned desk/area during assigned hours.

South Orange County Community College District
Page 4 - Library Assistant II

QUALIFICATIONS

Ability to

Provide assistance and respond appropriately to requests and inquiries from students, staff, faculty, or the public; effectively present information in person or on the telephone.

Deal with irate patrons in a calm manner.

Type or enter data at a speed necessary for successful job performance.

Compile and organize data and information.

Maintain filing systems.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Understand and follow oral and written instruction.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to completion of the twelfth grade supplemented by specialized coursework or on-the-job training in library science or library practices and procedures.

Experience:

Two years of increasingly responsible clerical library experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed in a library; subject to noise from office equipment operation; frequent interruptions and contact in person with students, staff, and others. At least minimal environmental controls are in place to assure health and comfort. Positions may be required to work some weekend and evening hours; may be required to adjust work schedule to meet library needs.

Physical:

Primary functions require sufficient physical ability and mobility to work in a library; to stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate library and office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

South Orange County Community College District
Page 5 - Library Assistant II

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

Johnson & Associates - June, 2005
Board of Trustees Approved – February 27, 2006

ATTACHMENT 6

South Orange County Community College District **SENIOR LAB TECHNICIAN, MUSIC** – Classified Bargaining Unit Salary Range 130

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direction from the Dean of Fine Arts, performs complex technical work for the college Music Department including operation of the digital recording studio, maintenance of equipment and instruments and coordination of performances, concerts and recitals at McKinney Theatre or off site events; exercises judgment and initiative in coordinating labs and other instructional facilities and materials within the assigned area; and provides a high level of academic assistance to assigned instructors.

DISTINGUISHING CHARACTERISTICS

Positions in the Senior Lab Technician class are distinguished from the Lab Technician by the level of responsibility assumed and the complexity of duties assigned. Employees assume greater responsibility for more technical aspects of a learning program, perform at a skill level with a considerable degree of independence, and operate complex apparatus, equipment, systems and machines. In addition, the Senior Lab Technician must possess extensive technical or academic training and experience in the assigned field, set up complex labs, monitor assigned budgets, order and inventory laboratory supplies and materials and provide significant academic assistance to assigned instructors. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and are fully aware of the operating policies and procedures of the work unit.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Participate in the planning and implementation of laboratory exercises and experiments; implement new or modified policies and procedures as required.
2. Prepare for laboratory demonstrations; set up laboratory apparatus; assist students in the use of a variety of laboratory equipment and instruments; ensure student compliance with laboratory policies, procedures and safety precautions; demonstrate proper care and cleaning procedures for laboratory equipment.
3. Assist instructors in developing and using instructional materials including video, audio, computer and Powerpoint lectures; may assist in grading exams and maintaining related records.
4. Provide assistance to students on a variety of laboratory and course related matters; review student work in progress and assist in resolving problems.
5. Operate professional digital recording equipment to record, mix and produce audio masters of College performing groups, concerts, recitals and other performances; make duplicates of programs recorded; maintain and repair all recording equipment; coordinate outside vendor repairs.
6. Operate professional digital recording equipment to record and produce audio masters of musical programs for distance education and music composition classes, and recorded lecture series; digitally record, produce, edit and mix masters and duplicate CDs; maintain and update lecture series with new dialog and music.

South Orange County Community College District
Page 2 - Senior Lab Technician, Music

REPRESENTATIVE DUTIES

7. Coordinate the set up and tear down for various stage performances including guest and student recitals, concerts or lectures at on and off campus locations; load, transport, unload and set up appropriate instruments, amplifiers and other equipment.
8. Operate theatre lighting, sound and all support equipment and systems for Music Department concerts, recitals and lectures; set up and tear down portable public announcement systems for vocal performing class rehearsals.
9. Troubleshoot and perform routine maintenance and repairs on musical instruments and equipment; requisition major repairs and maintenance involving pianos, harpsichords and organs; coordinate moving of instruments including pianos, harpsichords, organs and keyboards.
10. Check out musical instruments on a daily to semester basis; collect payment for insurance and process paperwork; inspect equipment and materials for proper condition upon return.
11. Organize the college music library; distribute and collect library materials; maintain accurate check-out list; receive and file materials.
12. Research and order all Music Department supplies, materials and equipment; store, discard and rotate materials according to standard procedures; receive, assemble and test new equipment.
13. Respond to inquiries and requests for information; answer phones; relay messages for faculty and staff.
14. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics of laboratory apparatus, equipment and materials pertaining to assigned laboratory and subject area.

Proper methods of storing equipment, musical instruments, materials and supplies used within the assigned laboratory.

Advanced principles and applications of music theory.

Advanced principles of music production.

Principles of professional sound recording, digital editing and engineering.

Current industry standard hardware systems utilized in professional sound recording and engineering.

Operational characteristics of theatrical lighting and support equipment and systems.

Principles and procedures of record keeping and filing.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Occupational hazards and standard safety practices.

Ability to:

Perform complex technical work in an instructional learning environment for a highly technical or complex subject area.

Perform duties at an advanced skill level with a considerable degree of independence.

Provide assistance to students on matters related to assigned laboratories.

Provide assistance to instructors in the development of relevant materials.

Operate and demonstrate the proper use of specialized equipment, musical instruments, systems, supplies and materials.

Operate highly complex digital recording equipment to mix and produce audio masters of musical programs.

South Orange County Community College District
Page 3 - Senior Lab Technician, Music

Ability to:

Operate theatre sound and lighting systems and theatrical support equipment for various concerts and recitals.

Maintain the cleanliness of assigned laboratory.

Interpret and apply department policies, procedures, rules and regulations.

Ensure adherence to safe work practices and procedures.

Maintain an adequate inventory of materials for instructional programs.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to two years of college level course work in music or a related field.

Experience:

Two years increasingly responsible experience working with musical instruments and equipment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed primarily in a recording studio or theatre/classroom setting; may be exposed to noise, dust; work with musical instruments, laboratory equipment and apparatus. At least minimal environmental controls to assure health and comfort.

Physical:

Primary functions require sufficient physical ability and mobility to work in a laboratory setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate theatre equipment and apparatus requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

Johnson & Associates - June, 2005
Board of Trustees Approved – February 27, 2006

August 26, 2008

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

POLICE OFFICER SALARY SCHEDULE

2008-2009

		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Range I Campus Security Officer	Monthly	3,024	3,175	3,334	3,501	3,676	3,860
	Hourly	18.000	18.899	19.845	20.839	21.881	22.976
Range II Police Officer Police Officer - (Weekends/Holidays)	Monthly	4,325	4,546	4,770	5,009	5,259	5,525
	Hourly	25.744	27.060	28.393	29.815	31.304	32.887
Range III Police Officer Lead	Monthly	4,547	4,772	5,011	5,266	5,530	5,805
	Hourly	27.065	28.405	29.827	31.345	32.917	34.554

*Based on 21 days/month

SCHEDULE PA08

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
POLICE OFFICER SALARY SCHEDULE**

2008-2009

DAILY SALARY SCHEDULE

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Range I Campus Security Officer	144.000	151.190	158.762	166.714	175.048	183.810
Range II Police Officer Police Officer (Weekends/Holidays)	205.952	216.476	227.143	238.524	250.429	263.095
Range III Police Officer Lead	216.524	227.238	238.619	250.762	263.333	276.429

*Based on 21 days/month

SCHEDULE PA08

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
POLICE OFFICER SALARY SCHEDULE**

2008-2009

YEARLY

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Range I Campus Security Officer	36,288	38,100	40,008	42,012	44,112	46,320
Range II Police Officer Police Officer (Weekends/Holidays)	51,900	54,552	57,240	60,108	63,108	66,300
Range III Police Officer Lead	54,564	57,264	60,132	63,192	66,360	69,660

*Based on 21 days/month

SCHEDULE PA08

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Saddleback College: Sciences Building Final Project Proposal
Revision

ACTION: Approval

BACKGROUND

On March 27, 2006, the Board of Trustees approved the 2006 Educational and Facilities Master Plan which identified future building locations. Saddleback College's 2007 Final Project Proposal sited the Sciences building at the location identified in the Master Plan. The Board approved basic aid dollars to meet 30% in matching funds for the Sciences Building, an amount recommended to achieve substantial points during the competitive funding process.

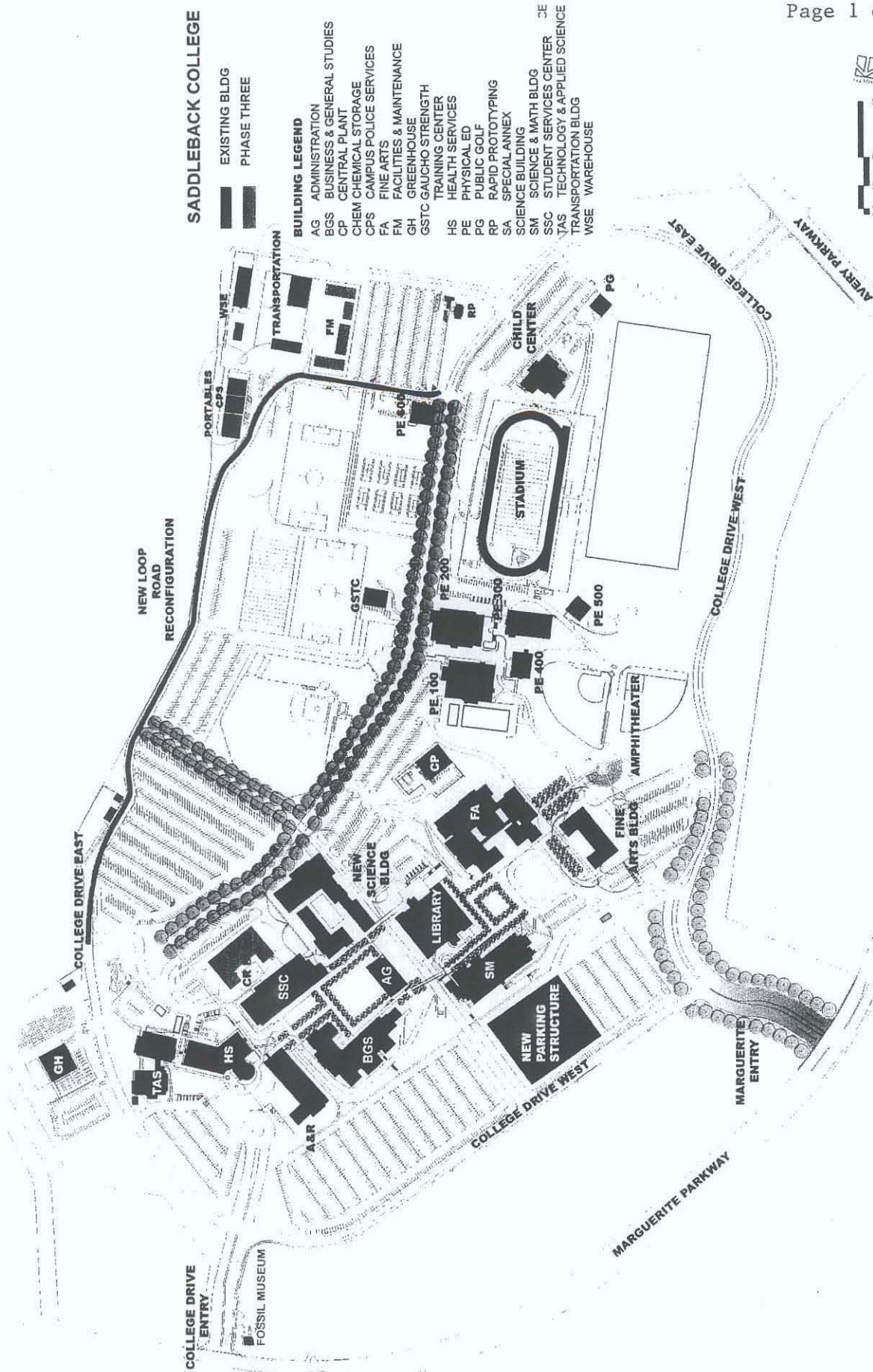
STATUS

The State Chancellor's office is requiring that all FPPs approved last year be re-submitted and have offered a window of opportunity to change the FPP if there is a desire to do so. Saddleback College administration and staff want to move the Sciences Building further away from the hillside. The new proposed location is currently being discussed with the President of the College and will be presented during this Board meeting using the attached map, (EXHIBIT A).

The Board has approved a 30% funding match equal to \$11,870,000 for this project. With this re-submittal, there is a change in the allowable cost index to address escalation. This increases both the State funding and the required amount to maintain a 30% match. The new amount required to maintain the District match is \$16,387,000, an increase of \$4,517,000; the state match equals \$38,238,000, for a total project budget of \$54,625,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the relocation of Saddleback College's Sciences building and approve an increase in basic aid funding for this project by \$4,517,000.



TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Irvine Valley College: Classified Senate Resolution
ACTION: Information

BACKGROUND

The IVC Classified Senate has adopted a resolution affirming its commitment to its role in planning and decision-making at Irvine Valley College. This resolution also renews the Classified Senate's pledge to work collegially with the Board of Trustees, Chancellor, district administration, college administration, faculty and students in order to maximize student success and institutional effectiveness.

STATUS

On July 25, 2008, the IVC Classified Senate, at their monthly meeting, voted unanimously to approve the resolution.

The approved resolution is presented in Exhibit A.

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

**Resolution of the Irvine Valley College Classified Senate
On Role and Scope of Authority in College Decision-Making
July 25, 2008**

WHEREAS, South Orange County Community College District (hereafter known as "SOCCCD") Board Policy 4056 establishes the role and scope of authority of the classified senate in college decision-making processes; and

WHEREAS, Board Policy 4056 implements California Code of Regulations Section 51023.5 and California Education Code, Section 70902; and

WHEREAS, The Irvine Valley College Planning and Decision-Making Manual implements Board Policy 4056 and further clarifies the role and scope of authority of the classified senate in college planning and decision-making processes; and

WHEREAS, Adherence by constituent groups to their respective roles and scopes of authority is a recommendation of the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges; and

WHEREAS, Respectful and professional interactions between the members of an institution are fundamental to the success of that institution; and

WHEREAS, Student success and institutional effectiveness are among the stated goals of Irvine Valley College;

THEREFORE BE IT RESOLVED, That the Classified Senate will adhere to the role and scope of authority defined in SOCCCD Board Policy 4056 and implemented in the Irvine Valley College Planning and Decision-Making Manual ; and

BE IT FURTHER RESOLVED, That the Classified Senate acknowledges the respective roles and scopes of authority of the Board of Trustees, Chancellor, District administration, College administration, Academic Senate, Associated Students of Irvine Valley College (ASIVC), the SOCCCD Faculty Association (SOCCCDFA), and the California School Employee Association (CSEA) Chapter 586; and

BE IT FINALLY RESOLVED, That the Classified Senate renews their commitment to work collegially with the Board of Trustees, Chancellor, district administration, college administration, faculty and students in order to maximize student success and institutional effectiveness.



Gee Dickson

President, Irvine Valley College Classified Senate



Beep Colclough

Past President, Irvine Valley College Classified Senate

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: Basic Aid Report

ACTION: Information

BACKGROUND

The Board of Trustees has requested regular information reports about projected basic aid receipts and approved projects.

STATUS

EXHIBIT A shows actual Basic Aid receipts since the District became a Basic Aid District in 1999/2000, as well as the projects that the Board of Trustees has approved for funding with Basic Aid Funds. As of 7/31/08 Total Basic Aid Estimated Receipts of \$312.4M less Total Approved Projects in the amount of \$274.6M leaves an estimated uncommitted Basic Aid Fund balance of \$37.8M. EXHIBIT B shows actual and estimated expenditures for Basic Aid Funds through the 2008/2009 fiscal year. It should be noted that some of the approved projects are for state funded project match. Although approved, these funds will not be needed until the projects are approved by the State for funding. EXHIBIT C shows in chart form estimated cumulative receipts, Board commitments, actual expenses, and cash balances through 2008/2009.

The District estimates receipts in future years as follows:

<u>Year</u>	<u>Basic Aid Receipts</u>
2008 – 2009	\$47,398,334
2009 – 2010	\$48,708,717
2010 – 2011	\$47,982,019
2011 – 2012	\$47,229,084

**South Orange County Community College District
Board Approved Basic Aid Project Distribution
As of August 26, 2008**

	1999-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	Total
Actual Basic Aid Receipts	\$28,588,377	\$18,419,919	\$27,356,952	\$40,162,878	\$46,899,203	\$52,896,017	\$50,692,873	\$265,016,219
Estimated Basic Aid Receipts 2008/09								\$47,398,334
							Total Receipts	\$312,414,553
							Total Approved Projects	\$274,581,709
							Uncommitted Basic Aid Funds	\$37,832,844

Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
2005/06 Allocation for Salary Schedule Restructure			\$354,301	\$1,422,791	\$2,467,908	\$4,245,000
College Instructional Equipment Allocation				\$468,000	\$924,000	\$1,392,000
College Retiree Benefit Liability Contribution				\$8,264,662	\$16,653,276	\$24,917,938
College/District Contributions for Debt Retirement			\$101,000	\$1,727,469	\$2,552,232	\$4,380,701
College Scheduled Maintenance Projects				\$1,673,000	\$3,327,000	\$5,000,000
Campus Appearance Improvement				\$335,000	\$665,000	\$1,000,000
Technology Needs for IVC, SC & District		\$200,000	\$5,297,000	\$5,203,275	\$8,667,343	\$19,367,618
ATEP Operating Budget		\$6,703,957				\$6,703,957
ATEP Staffing, Equipment, Program Development		\$4,000,000				\$4,000,000
ATEP Renovation/Temp Bldgs		\$15,034,576				\$15,034,576
ATEP Building Demolition		\$7,000,000				\$7,000,000
ATEP Hangar & Chapel Utilities		\$1,000,000				\$1,000,000
ATEP Site Development Negotiations		\$2,750,000				\$2,750,000
ATEP Development		\$2,750,000				\$2,750,000
College Science Equipment & TV Studio Updates				\$500,000	\$500,000	\$1,000,000
College Sports Facilities				\$896,000	\$817,310	\$1,713,310
COPS Debt Retirement Contribution	\$34,400,000					\$34,400,000
IVC Business & Technology Innovation Center				\$10,182,000		\$10,182,000
IVC Design and Install Entrance from Barranca				\$830,000		\$830,000
*IVC Fine Arts Building				\$3,200,000		\$3,200,000
IVC Floor Repairs				\$58,340		\$58,340
*IVC Life Sciences Project				\$7,468,000		\$7,468,000
IVC Lot Expansion and Phase 1 of Lot 6/Barranca Entrance				\$1,480,000		\$1,480,000
IVC Maintenance and Police Facility				\$4,575,000		\$4,575,000
IVC Modular Building - AT100				\$370,000		\$370,000
IVC Performing Arts Center				\$17,180,000		\$17,180,000
IVC Utility Service Project				\$416,000		\$416,000
IVC Remove/Relocate IVC Maint., Police, Whse, & A-500 Bldgs				\$514,000		\$514,000
IVC Modular Building Replacement (CEC)				\$197,402		\$197,402
IVC Science Lab Addition & Remodel				\$6,980,000		\$6,980,000
IVC A-300 Building Remodel				\$2,481,000		\$2,481,000
IVC Early College Program				\$60,000		\$60,000

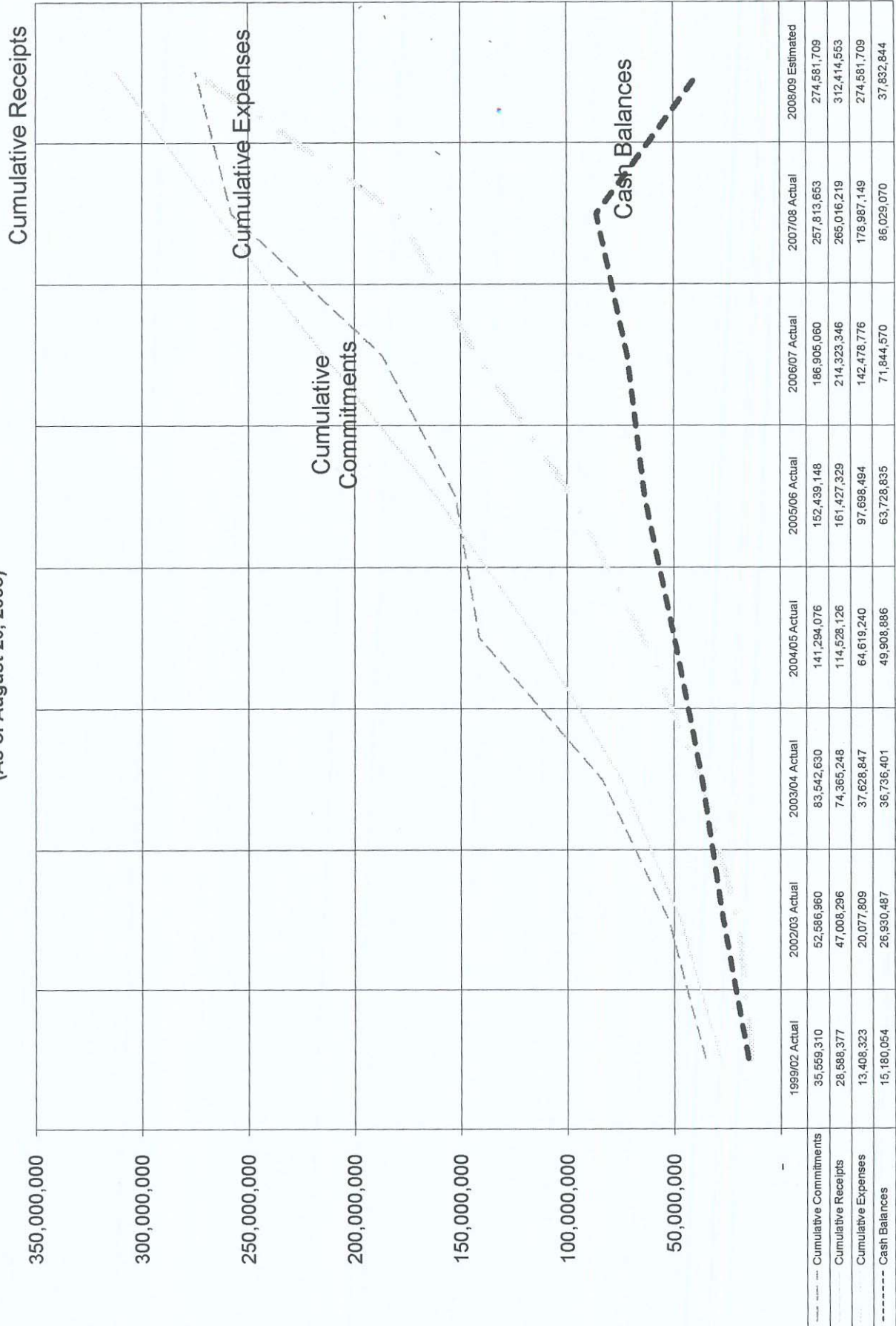
Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
SC M/S/E Bldg, Soil, & Slab Repairs					\$2,337,000	\$2,337,000
SC M/S/E Plaza Repair					\$2,300,000	\$2,300,000
SC Building Repairs TAS Building					\$1,956,000	\$1,956,000
**SC Building Repairs/Library Remodel					\$4,869,000	\$4,869,000
SC Demolition of Lower Campus Buildings					\$1,719,000	\$1,719,000
SC Demolition 2007/08					\$1,000,000	\$1,000,000
SC Village Remodel					\$4,130,000	\$4,130,000
SC Golf Driving Range Net Replacement					\$300,000	\$300,000
SC Health Science/District Office Building			\$7,012,875		\$8,238,780	\$15,251,655
SC Hire Consultant for Parking/Traffic Study					\$48,500	\$48,500
SC McKinney Theater Lighting and Sound Systems Upgrade					\$1,335,000	\$1,335,000
SC Mold Abatement and Air Quality Improvements					\$9,006,000	\$9,006,000
*SC Science Building (M/S/E annex)					\$2,689,300	\$2,689,300
*SC Science/Applied Science Bldg					\$14,850	\$14,850
SC Temporary Classroom Facilities					\$7,269,285	\$7,269,285
SC McKinney Theater Restroom Remodel					\$2,542,000	\$2,542,000
SC Loop Road					\$2,100,000	\$2,100,000
SOCCCD Replace HR & Bdgt Dev Systems			\$898,000			\$898,000
SOCCCD Student Information System Upgrade-Phase I/Phase II			\$14,102,000			\$14,102,000
SOCCCD Districtwide Telephone System	\$4,499,498					\$4,499,498
SOCCCD Fiscal and HR Systems Repl.			\$27,500			\$27,500
SOCCCD Consultant for District Educational & Facilities Master Plan	\$370,010					\$370,010
SOCCCD HR Recruitment Work Plan			\$85,911			\$85,911
SOCCCD Legislative Advocacy Services - Basic Aid	\$150,000					\$150,000
SOCCCD Enrollment Mgmt, Mktg, Outreach & Recruitment Efforts	\$329,830					\$329,830
SOCCCD Additional 1% Contingency	\$1,278,101					\$1,278,101
SOCCCD Special Trustee/General Election Expense	\$1,326,427					\$1,326,427
Total Approved Projects	\$42,353,866	\$39,438,533	\$27,878,587	\$76,481,939	\$88,428,784	\$274,581,709

**South Orange County Community College District
Expenditure History for Approved Projects**

Project Description	Approved Amount	1999/02 Actual	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Estimated	Total	Project Balance
College Scheduled Maintenance Projects	5,000,000				381,124	900,200	431,327	441,875	2,845,473	5,000,000	-
2005/06 Allocation for Salary Schedule Restructure	4,245,000					4,245,000		-	-	4,245,000	-
2005/06 College Instructional Equipment Needs	1,392,000					438,461	41,503	828,311	83,724	1,392,000	-
Technology Needs for IVC, SC & District	19,367,618				2,394,995	3,580,783	3,178,825	1,375,000	8,838,015	19,367,618	-
Campus Appearance Improvement IVC & SC	1,000,000									1,000,000	-
ATEP Operating Budget*	6,703,957				266,981	706,587	1,119,887	1,843,283	2,767,219	6,703,957	-
ATEP Staffing, Equipment, Program Development	4,000,000								4,000,000	4,000,000	-
ATEP Renovation	15,034,576			370,243	630,096	1,035,239	3,838,068	1,318,978	7,841,951	15,034,576	-
ATEP Building Demolition	7,000,000								7,000,000	7,000,000	-
ATEP Hangar & Chapel Utilities	1,000,000								1,000,000	1,000,000	-
ATEP Site Development Negotiations	2,750,000						12,066	887,067	1,850,868	2,750,000	-
ATEP Development	2,750,000							565,425	2,184,575	2,750,000	-
College/District Contributions for Debt Retirement - COPS	4,380,701			1,543,653	1,351,330	1,485,718	-	-	-	4,380,701	-
Debt Retirement Contribution	34,400,000	11,000,000	5,000,000	5,000,000	5,000,000	4,200,000	4,200,000	-	-	34,400,000	-
IVC Business & Technology Innovation Center	10,182,000				-	25,860	981,852	5,563,594	3,610,693	10,182,000	-
IVC Design and Install Entrance from Barranca	830,000					9,950	-	-	820,050	830,000	-
IVC Fine Arts Building	3,200,000							61,163	3,138,837	3,200,000	-
IVC Floor Repairs	58,340				57,458	882	-	-	-	58,340	-
IVC Life Sciences Project	7,468,000				1,500	222,418	1,183,432	69,409	7,468,000	7,468,000	-
IVC Lot Expansion and Phase 1 of Lot 6	1,480,000								3,241	1,480,000	-
IVC Maintenance and Police Facility	4,575,000				90,046	1,575,308	1,412,747	1,475,172	21,727	4,575,000	-
IVC Modular Building	370,000		303,790	65,666	544			-	-	370,000	-
IVC Performing Arts Center	17,180,000			57,850	623,625	4,235,617	10,727,931	1,137,271	397,705	17,180,000	-
IVC Science Equip & TV Studio	500,000	449,721	21,303	21,791	7,186			-	-	500,000	-
IVC Sports Facilities	896,000	896,000						-	-	896,000	-
IVC Utility Service Project	416,000					125,332	220,576	315	69,778	416,000	-
IVC Remove/Relocate IVC Maint., Police, Whse, & A-500 Bldgs	514,000					35,700	413,103	29,853	35,343	514,000	-
IVC Modular Bldg Replacement (CEC)	197,402						200,000	-	(2,598)	197,402	-
IVC Science Lab Addition & Remodel	6,980,000						276,823	86,014	6,617,163	6,980,000	-
IVC A-300 Bldg Remodel	2,481,000						49,177	94,785	2,337,037	2,481,000	-
IVC Early College Program	60,000							19,626	40,374	60,000	-
Retiree Benefits	24,917,938			2,819,497	3,055,490	3,361,039	4,681,912	10,500,000	500,000	24,917,938	-
SC M/S/E Bldg, Soil, & Slab Repairs	2,337,000				57,748		9,684	61,163	2,208,405	2,337,000	-
SC M/S/E Plaza Repairs	2,300,000							-	2,300,000	2,300,000	-
SC Building Repairs - TAS Building	1,956,000				26,775	97,135	28,465	-	1,803,624	1,956,000	-
SC Building Repairs - Library Remodel	4,869,000			40,000	37,892	-	48,725	(42,151)	4,784,534	4,869,000	-
SC Demolition of Lower Campus Buildings	1,719,000	11,928	430,115	523,330	15,917	737,255	-	-	455	1,719,000	-
SC-Demolition	1,000,000							-	1,000,000	1,000,000	-
SC-Village Remodel	4,130,000							244,229	3,885,771	4,130,000	-
SC Golf Driving Range Net Replacement	300,000					1,800	43,400	46,600	208,200	300,000	-
SC Health Science/District Office Building	15,251,655	15,888	728,996	6,411,204	7,887,463	189,994	5,096	13,014	0	15,251,655	-
SC Hire Consultant for Parking/Traffic Study	48,500				24,250	-	-	-	24,250	48,500	-
SC McKinney Theater Lighting and Sound Systems Upgrade	1,335,000			46,200	1,288,800			-	-	1,335,000	-
SC Mold Abatement and Air Quality Improvements	9,006,000					682,740	3,735,624	4,277,090	310,546	9,006,000	-
SC Science Building (M/S/E annex)	2,689,300						29,595	-	2,659,705	2,689,300	-
SC Science Equip & TV Studio	500,000	372,465	124,942	2,501	92			-	-	500,000	-
SC Science/Applied Science Bldg	14,850				14,850	-	-	-	-	14,850	-
SC Sports Facilities	817,310	662,321	60,340	55,964	26,695	11,990		-	-	817,310	-
SC Temporary Classroom Facilities	7,269,285				714	3,729,338	3,341,007	105,308	92,918	7,269,285	-
SC McKinney Theater Restroom remodel	2,542,000						162,708	105,248	2,274,044	2,542,000	-
SC Loop Road	2,100,000							-	2,100,000	2,100,000	-
SOCCCD: Replace HR & Bdgt Dev Systems	898,000					208,797	672,943	-	16,260	898,000	-
SOCCCD: Student Information System Upgrade-Phase I/Phase II	14,102,000						3,515,073	5,304,918	5,282,009	14,102,000	-
SOCCCD: Districtwide Telephone System	4,499,498			127,271	3,636,911	627,911	107,404	-	0	4,499,498	-
SOCCCD: Fiscal and HR Systems Repl.	27,500					27,500		-	-	27,500	-
SOCCCD: Consultant District Educational & Facilities Master Plan	370,010					370,010		-	-	370,010	-
SOCCCD: HR Recruitment Work Plan	85,911				85,911			0	-	85,911	-
SOCCCD: Legislative Advocacy Services - Basic Aid	150,000			12,000	26,000	26,000	26,000	36,000	24,000	150,000	-
SOCCCD: Enrollment Mgmt/Mktg, Outreach & Recruit Strategy	329,830					184,690	85,327	59,813	-	329,830	-
SOCCCD: Additional 1% Contingency	1,278,101								1,278,101	1,278,101	-
SOCCCD: Trustee Election/General Election Expense	1,326,427			453,867				-	872,560	1,326,427	-
Totals	274,581,709	13,408,323	6,669,486	17,551,038	26,990,393	33,079,254	44,780,282	36,508,373	95,594,560	274,581,709	-

	1999/02 Actual	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Estimated
Commitments	35,559,310	17,027,650	30,955,670	57,751,446	11,145,072	34,465,912	70,908,593	16,768,056
Cumulative Commitments	35,559,310	52,586,960	83,542,630	141,294,076	152,439,148	186,905,060	257,813,653	274,581,709
Receipts	28,588,377	18,419,919	27,356,952	40,162,878	46,899,203	52,896,017	50,692,873	47,398,334
Cumulative Receipts	28,588,377	47,008,296	74,365,248	114,528,126	161,427,329	214,323,346	265,016,219	312,414,553
Cumulative Expenses	13,408,323	20,077,809	37,628,847	64,619,240	97,698,494	142,478,776	178,987,149	274,581,709
Cash Balances	15,180,054	26,930,487	36,736,401	49,908,886	63,728,835	71,844,570	86,029,070	37,832,844

South Orange County Community College District
Basic Aid Receipts, Commitments, Expenses and Cash Balances
(As of August 26, 2008)



TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Facilities Plan Status Report
ACTION: Information

BACKGROUND

On August 30, 2004, the Board of Trustees received a list of projects under consideration for local funding and a report on the status of each project. The Board requested to be kept informed about these and other facilities projects.

STATUS

EXHIBIT A provides an up-to-date report on the status of current construction projects.

FACILITIES PLAN STATUS REPORT

August 26, 2008

SADDLEBACK COLLEGE

1. BGS BUILDING REPAIRS.

The Notice of Completion documents for the Remediation and Repair of the BGS Building Project were approved by the Board *in June*. This project was completed with no change orders to the original contract amount. The Casework and Interior Improvements Project is almost completed *with a few minor* punch list items remaining. *The College is in the final stages of relocating faculty and staff back into the building from the Village.*

2. JAMES B. UTT LIBRARY REMODEL

The DSA approved construction documents have been sent to the State Chancellor's Office and they have released the project to bid. Swing space needs must be completed before construction start, anticipated in September, 2009, with construction completion schedule for the end of May, 2011. The overall project budget is \$20,800,000 with a state contribution of \$16,139,000 and a basic aid contribution of \$4,800,000.

3. SCIENCES BUILDING

The architect has submitted the FPP to the State Chancellor's Office on June 28, 2007. The FPP has been approved, *however the FPP must be resubmitted this year and re-compete for funding due to the expectation that there will be no bond. This will set the construction schedule back by one year.* The State Chancellor's Office has not yet assigned funding to this project. Though final budget numbers will not be resolved until the State Chancellor's Office has completed the funding process, the overall project budget is anticipated at \$48,279,000 with \$27,693,000 anticipated from the state and \$20,586,000 proposed as funded through basic aid.

4. McKINNEY THEATER RESTROOMS (Fine Arts Restrooms)

A pre-construction kick-off meeting was held on June 12, 2008 and the Notice to Proceed was issued commencing construction on June 23, 2008. *An environmental consultant and remediation contractor were hired for the removal of unforeseen transite pipe. Construction is on schedule and is expected to be completed by the end of February, 2009.*

5. REMODEL VILLAGE FOR SWING SPACE DURING LIBRARY REMODEL

On June 25, 2007, the Board approved funding \$4,130,000 for this project and hiring R2A to provide architectural services. The advertisement and bidding process is underway with a bid date of August 20, 2008. A mandatory job walk was held with eighteen potential bidders on July 9, 2008.

6. MATH/SCIENCES/ENGINEERING BUILDING

The District submitted a final project proposal to the State Chancellor's Office on June 30, 2008. *Because of the expectation that there will be no bond this year, the FPP submittal will be reviewed as an IPP submittal setting the schedule back by one year.* Though final budget numbers will not be resolved until the State Chancellor's Office has completed the funding process, the overall project budget is anticipated at \$28,716,000 with \$18,000,000 anticipated from the state and \$10,716,000 proposed as funded through basic aid. The State Chancellor's Office is preparing for the funding request to the Legislative Analyst's Office.

7. LOOP ROAD

The Board approved funding for the Loop Road project during the March board meeting. Currently, the project is estimated at \$2,100,000 which is believed to be an inadequate amount. Staff will hire an architectural firm to design and estimate this project and will bring updates to the Board in the future. The overall project budget is \$2,100,000 funded through basic aid.

8. M/S/E PLAZA RENNOVATION

Uneven settlement under the plaza area between the Library and the Math/ Science/ Engineering building has resulted in slab heaving, cracking and water penetration at the M/S/E building. R2A Architects have been enlisted to provide three options toward the design solution. Design is expected to commence in August 2008.

IRVINE VALLEY COLLEGE

1. PERFORMING ARTS CENTER AND PARKING LOT 5 EXTENSION

Minor equipment orders remain. Warranty issues are being reviewed in earnest as the one year period following construction completion is coming to a close. Outstanding warranty issues include audio, electrical, seating and stage floor items. Total change orders represent 2.75% of the original contract amount.

2. BUSINESS SCIENCES & TECHNOLOGY INNOVATION CENTER

The building is 97% complete. Punch list, landscape and hardscape installations are underway. A potential code change related to fire sprinkler requirements is under review. DSA field inspector has requested additional calculations for the mounting detail on the glazing at the library. District Facilities staff meets with site staff weekly to define furniture and equipment needs. Except for the landscaping maintenance period, project completion is anticipated in July, 2008. Total change orders represent 1.35% of the original contract amount.

IRVINE VALLEY COLLEGE

3. B-200 SCIENCE LAB ANNEX AND B-239 REMODEL

The Board approved funding for additional accessible restroom facilities February 20, 2008. *The advertising and bidding process is underway with a scheduled bid opening on September 4, 2008.* Construction is scheduled to start after contract award at the September, board meeting, and be completed in October, 2009. The overall project budget is \$6,980,000 funded through basic aid.

4. A-300 REMODEL FOR MUSIC DEPARTMENT

The advertising and bidding process is underway with a scheduled bid opening on September 4, 2008. Construction is scheduled to start after contract award at the September, board meeting, and be completed in July, 2009. The overall project budget is \$2,484,000 funded through basic aid.

5. LIFE SCIENCES PROJECT

The state chancellor's office has recommended the Life Sciences building for inclusion in the 2008-09 state budget. Architectural selection is anticipated to begin fall of 2008. The overall project budget is \$24,628,000 with \$17,488,000 from the state and \$7,468,000 funded through basic aid.

6. FINE ARTS BUILDING

The District submitted a final project proposal to the State Chancellor's Office on June 30, 2008. *Because of the expectation that there will be no bond this year, the FPP submittal will be reviewed as an IPP submittal setting the schedule back by one year.* Though final budget numbers will not be resolved until the State Chancellor's Office has completed the funding process, the overall project budget is anticipated at \$38,229,000 with \$28,305,000 anticipated from the state and \$9,924,000 proposed as funded through basic aid.

7. BARRANCA ENTRANCE

The Board approved funding for the Barranca Entrance project during the March board meeting. Currently, the project is estimated at \$830,000 which is believed to be an inadequate amount. Staff will recommend an architectural firm to design and estimate this project and will bring updates to the Board in the future. The overall project budget is \$830,000 funded through basic aid.

ATEP

1. ATEP RENOVATION

ATEP campus was substantially complete in time for the start of fall semester. Punch list items are being addressed. All windows have been tested for water tightness with a 62% failure rate. The contractor is in the process of developing remediation measures having received the final report. To date, total change orders represent 3.01% of the original contract amount.

Site development work is substantially complete. Punch work items are complete and the withheld retention has been released. Total change orders represent 3.22% of the original contract amount.

2. ATEP BUILDING DEMOLITION

The environmental consultant has performed building surveys and is currently developing the report, specifications and plans for hazardous material removal. *Staff has worked with the Environmental consultant to develop a demolition phasing plan with the bid process for Phase I kicking off in late August.*

3. ATEP LANDSCAPING IMPROVEMENT

Landscape plans have been developed in accordance with the City of Tustin's landscape palette. *The Architect has addressed the City of Tustin's comments and resubmitted construction documents for approval.* After the Navy review, the Architect will address the comments. Upon final review by the City, documents will be ready for bid.

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: List of Board Requested Reports
ACTION: Information

BACKGROUND

At the June 21, 2005 board meeting, members of the Board of Trustees requested a listing of reports requested by the board for the past six months. The listing is to include: date report is requested by the board, report topic, name of trustee requesting report, requested due date, person responsible for preparing the report and the date the report is scheduled to be submitted to the board for their review. At the July 19, 2005 board meeting, it is requested that this six-month report be a standing item on every board agenda, with old information dropped off and new requests added.

STATUS

The Board report listing (EXHIBIT A) for the past six months is coordinated and prepared by the Office of the Deputy Chancellor.

This report is intended to answer the questions of the South Orange County Community College District Board of Trustees. In the event, additional information would be useful or desired by the board, supplemental information will be provided.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
LISTING OF BOARD REPORTS REQUESTED**

Date Report Requested	Report Topic	Board Member Requesting Report	Report Due Date	Report Prepared By:	Date Submitted to the Board of Trustees
6/24/08	Policy for Naming Buildings	Trustee Fuentes	September 2008	Gary Poertner	August 2008

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Quarterly Investment Report
ACTION: Information

BACKGROUND

Senate Bill Number 564 added Government Code Section 53646 requiring the local agencies in California, including educational institutions, to render a statement of investment policy to their local governing Board on an annual basis. In addition, a quarterly report in compliance with the investment policy is to be rendered to the governing Board with respect to the agency's investments. The Board approved the District's investment policy on September 16, 1996, and since then, quarterly reports have been rendered for the Board's information.

STATUS

This report is for the quarter ending on June 30, 2008. Our cash balances at the end of June 2008 were One Hundred Thirteen Million, Two Hundred Eighty-One Thousand, Two Hundred Thirty-Eight Dollars (\$113,281,238) in the Orange County Investment Pool (OCIP) and Twenty-Four Million, Five Hundred Seventy (\$24,570,000) in the Local Agency Investment Fund (LAIF) Pooled Investment Account. The OCIP investment pool is yielding an average of 2.94% and the LAIF investment pool is yielding an average of 3.11% for the fiscal quarter ending June 30, 2008. Both pools are highly liquid, with overnight wire transfers available upon request.

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Quarterly Financial Status Report
ACTION: Information

BACKGROUND

Title 5, California Code of Regulations, Section 58310 requires each community college district to prepare a Quarterly Financial Status Report based on measurements and standards as established by the Board of Governors and certified on forms provided by the Chancellor no later than forty-five days following completion of each quarter.

STATUS

The California Community Colleges Quarterly Financial Status Report, as of June 30, 2008, for the 2007/08 fiscal year is attached (EXHIBIT A) for the Board of Trustees' information and review.

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICEQuarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2007-2008

Quarter Ended: (Q4) Jun 30, 2008

District: (890) SOUTH ORANGE

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2004-05	Actual 2005-06	Actual 2006-07	Projected 2007-2008
Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	137,400,879	152,922,213	168,463,854	177,706,924
A.2	Other Financing Sources (Object 8900)	0	250,000	85,022	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	137,400,879	153,172,213	168,548,876	177,706,924
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	98,228,007	109,096,586	117,782,460	120,989,151
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	38,603,888	40,666,330	52,839,132	47,257,511
B.3	Total Unrestricted Expenditures (B.1 + B.2)	136,831,895	149,762,916	170,621,592	168,246,662
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	568,984	3,409,297	-2,072,716	9,460,262
D.	Fund Balance, Beginning	17,014,544	17,576,987	20,986,284	18,913,568
D.1	Prior Year Adjustments + (-)	-6,541	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	17,008,003	17,576,987	20,986,284	18,913,568
E.	Fund Balance, Ending (C. + D.2)	17,576,987	20,986,284	18,913,568	28,373,830
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	12.8%	14%	11.1%	16.9%

I. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	21,569	20,044	22,969	24,196
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II. Total General Fund Cash Balance (Unrestricted and Restricted)

		As of the specified quarter ended for each fiscal year			
		2004-05	2005-06	2006-07	2007-2008
H.1	Cash, excluding borrowed funds				30,119,630
H.2	Cash, borrowed funds only				0
H.3	Total Cash (H.1 + H.2)	19,812,117	27,807,641	39,754,187	30,119,630

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	168,592,445	168,592,445	177,706,924	105.4%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	168,592,445	168,592,445	177,706,924	105.4%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	142,609,262	137,603,689	120,989,151	87.9%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	34,764,854	39,770,427	47,257,511	118.8%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	177,374,116	177,374,116	168,246,662	94.9%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-8,781,671	-8,781,671	9,460,262	
L.	Adjusted Fund Balance, Beginning	18,913,568	18,913,568	18,913,568	

L.1	Fund Balance, Ending (C. + L.2)	10,131,897	10,131,897	28,373,830
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	5.7%	5.7%	

I. Has the district settled any employee contracts during this quarter? NO

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY		Management		Academic		Classified	
		Permanent		Temporary			
		Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:	Year 1:						
	Year 2:						
	Year 3:						
b. BENEFITS:	Year 1:						
	Year 2:						
	Year 3:						

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

II. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? YES

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)
Retired COPs debt and completely funded OPEB liability.

III. Does the district have significant fiscal problems that must be addressed? This year? NO
Next year? NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q
CERTIFY QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2007-2008

Quarter Ended: (Q4) Jun 30, 2008

District: (890) SOUTH ORANGE

Your Quarterly Data is ready for certification.
Please complete the fields below and click on the 'Certify This Quarter' button

Chief Business Officer

CBO Name: Gary Poertner

CBO Phone: Use format 999-555-1212
949-582-4664

CBO Signature: _____

Date Signed: _____

Chief Executive Officer Name: Raghu Mathur, District Chancellor

CEO Signature: _____

Date Signed: _____

Electronic Cert Date: _____

District Contact Person

Name: Beth Mueller

Title: District Director of Fiscal Services

Telephone: Use format 999-555-1212
949-582-4661

Fax: Use format 999-555-1212
949-347-0390

E-Mail: bmueller@socccd.edu

Certify This Quarter

California Community Colleges, Chancellor's Office
1102 Q Street Sacramento, California 95814-6511
Send questions to Kuldeep Kaur, (916) 327-6818 kkaur@cccco.edu

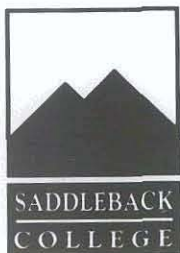
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TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Written Reports
ACTION: None

Written Reports

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

President, Saddleback College
President, Irvine Valley College
Provost, ATEP
Associated Student Government of SC
Associated Students of IVC
Saddleback College Academic Senate
Irvine Valley College Academic Senate
Faculty Association
California School Employees Association
Saddleback College Classified Senate
Irvine Valley College Classified Senate
District Services Classified Senate
Police Officers' Association



MEMORANDUM

TO: Members of the Board of Trustees
Dr. Raghu P. Mathur, Chancellor

FROM: Dr. Tod A. Burnett, Saddleback College President

SUBJECT: REPORT FOR AUGUST 26, 2008 BOARD OF TRUSTEES' MEETING

Dr. Burnett's first three weeks on the job were primarily spent meeting with numerous students, faculty, staff and administrators. He held two campus-wide breakfasts during In-Service Week for faculty and classified staff. He welcomed everybody to the new academic year and discussed several of his goals for the coming year including accreditation, student success, 40th anniversary celebration, veterans' memorial, facilities and campus beautification.

Dr. Burnett met with the Saddleback College Foundation Board of Governors on August 21st and discussed his goals for the college's fundraising efforts with a renewed focus on student scholarships.

Plans are underway for a September 11th commemoration ceremony. A committee has been established and details will be forthcoming.

Student Services

Welcome Fest, an opportunity for new and current students to kick-off the academic year, was held on Friday, August 22. Students had access to campus tours, workshops, information tables on academic programs, and a barbecue and entertainment.

The Transfer Center conducted CSU Application Workshops for students interested in applying for spring 2009 admission on the following dates: Monday, August 4, Tuesday August 5, Wednesday, August 6, Thursday, August 7, Friday, August 8, Tuesday, August 12, Wednesday, August 13, Thursday, August 14, and Friday, August 15.

The Transfer Center will hold "Think Transfer" Quad Sits on Monday, August 25, Tuesday, August 26, Wednesday, August 27, and Thursday, August 28. Transfer Center Counselors will be available to answer students' brief questions on transfer policies and procedures.

A representative from UCLA visited the Transfer Center on Thursday, August 28. Students were able to make individual appointments with the representative to discuss admission criteria and to obtain additional information about UCLA.

The following four-year universities hosted visits in the Student Services Center (SSC) Quad: CSU Dominguez Hills, Bellevue University, and Vanguard University. Students were able to obtain information from the universities regarding admission requirements and academic programs.

The Teacher Preparation Pipeline (TPP) grant started recruitment workshops. As of August 13, seventy-two students submitted an application for the program. The TPP grant had an advisory meeting with members from Coastline ROP, Capo – Laguna ROP, Saddleback Valley USD, Capistrano USD, CSU Fullerton, National University, Chapman and Concordia University regarding the grant's second year goals and to establish new partnerships.

As of August 13, 2008, 41 international students were accepted for the fall 2008 semester.

Fine Arts

Choir Auditions were held on campus on August 12, 19 and 20 for Women's Camerata, Saddleback Community Chorale and Concert Choir.

Theatre Arts Auditions took place on campus on August 26 and 27 for *To Kill A Mockingbird*, *Charley's Aunt*, and *A Contemporary Christmas Carol*.

Marketing & Public Relations

Press releases were sent to the media and college community on Tuttle-Click Automotive Group's \$50,000 donation to Saddleback College's automotive technology department, RapidTech's national rapid prototyping workshop, and Welcome Fest.

A 40th anniversary celebration committee was established to create a plan to commemorate Saddleback College's anniversary and acknowledge the contributions and achievements of the faculty and staff in helping nearly one million students prepare for life's challenges. The district and college community will be notified of plans as they are confirmed.


Advertising efforts are currently underway to promote enrollment in the fall semester. Radio ads are under rotation on KROQ, television ads are appearing on channels such as Discovery, MTV, and VH1, print ads are running in the community newspapers of the Orange County register, online ads are appearing on OCRegister.com, OCVarsity.com, and MyOCHigh.com, and advertisements are on three bus lines of the Orange County Transit Authority.



I R V I N E V A L L E Y C O L L E G E

OFFICE OF THE PRESIDENT

TO: Chancellor Raghu P. Mathur and Members of the Board of Trustees

FROM: Glenn R. Roquemore, President 

DATE: August 14, 2008

SUBJECT: President's Report for the August 26 Board of Trustees Meeting

IVC Wind Symphony Receives \$50,000 Anonymous Donation

For the fifth year in a row, an anonymous donor has given \$50,000 to the IVC Wind Symphony. A portion of the donation, \$20,000, will be placed in the symphony's endowment account, which now has a principal balance of more than \$188,000. Conductor Dr. Stephen Rochford is enjoying tremendous success with the prestigious IVC Wind Symphony.

IVC Alumnus of Year Visits Rome

Irvine City Manager Sean Joyce recently travelled to Rome on vacation and posed for a photo in front of the Coliseum proudly wearing an Irvine Valley College shirt to let everyone know where he started his college education. The photo appeared in the Irvine World News. Sean was last year's Alumnus of the Year.

IVC Alumna Eva Lee in Beijing

Former Irvine Valley College badminton player Eva Lee competed in the 2008 Olympic Games in Beijing, China. She played in three events: women's singles, women's doubles (with Mesinee Mangkalakiri) and mixed doubles (with 2004 Olympian and 2005 World Champion Howard Bach). In 2006, Eva played college badminton at Irvine Valley College, where she routinely defeated her singles and doubles opponents and won both the singles and doubles Community College State Championship titles. She is currently attending the University of California, Irvine.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES: Thomas A. Fuentes, William O. Jay, David B. Lang, Marcia Milchiker, Nancy M. Padberg, Donald P. Wagner, John S. Williams
Raghu P. Mathur, Ed.D., Chancellor; Glenn R. Roquemore, Ph.D., President, Irvine Valley College

An Equal Opportunity Employer

National Media Exposure for IVC Men's Volleyball Team

IVC's Men's Volleyball team received more media coverage this month, with a picture and article about the men's team winning the state title in *Volleyball* monthly. The magazine also did a sidebar feature about Peter Johnson who was named National Player of the Month. Peter plans to attend UC San Diego next season.

Welcome Arleen Elseroad – Director, Admissions, Records and Enrollment Services

Arleen Elserod comes to IVC from Santa Ana College where she was their Associate Dean of Admissions and Records for two years. She was at Cal Poly Pomona for more than three years, and for two of those years served as Interim University Registrar. Prior to this, she spent 19 years with North Orange County Community College District at Fullerton College and Cypress College. She is a resident of Tustin Ranch and is very excited to serve the community in which she lives.

Cheerleading Squad Seeks New Members

The IVC cheerleading squad will hold fall tryouts on September 12 and 13. The co-ed squad gives a halftime performance at all IVC home basketball games and seeks to get the crowd involved for a true home advantage.

Faculty Member Featured Artist

IVC 3D design instructor Linda Southwell was chosen as a featured artist at the 2008 Orange County Fair. An exhibition of her sculptures was on display throughout the run of the fair.

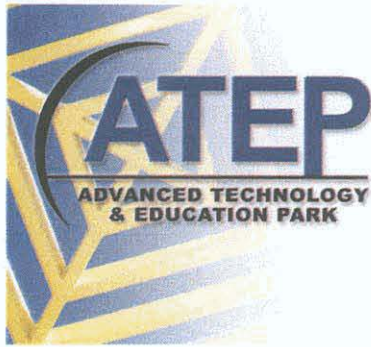
Gala Inaugural Organ Benefit Recital

On Sunday, September 14, IVC will feature world-renowned organist Frederick Swann, playing the music of Bach, Franck and Mendelssohn on the college's new Allen Quantum Digital Organ. Mr. Swann recently was chosen as the inaugural recitalist for the prestigious pipe organs in Disney Hall and Segerstrom Hall in Orange County. Concertgoers will have the opportunity to meet Mr. Swann at a reception following the concert. Proceeds from the concert will benefit the IVC Organ Scholarship Fund.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES: Thomas A. Fuentes, William O. Jay, David B. Lang, Marcia Milchiker, Nancy M. Padberg, Donald P. Wagner, John S. Williams
Raghu P. Mathur, Ed.D., Chancellor; Glenn R. Roquemore, Ph.D., President, Irvine Valley College

An Equal Opportunity Employer



MEMORANDUM

TO: Chancellor Raghu P. Mathur
Members of the Board of Trustees

FROM: Tracy Daly, Acting Associate Provost

DATE: August 13, 2008

RE: Report for the August 26, 2008 Board of Trustees Meeting

ENROLLMENT

Enrollment continues to grow daily for fall, with the current headcount over 550 students. The top enrolled classes to date are: spreadsheet/database (two classes of 40 and 32 students), intermediate algebra (35 students), introduction to statistics (29 students), business communications (26 students), history of film (25 students), and medical terminology (18 students). Summer headcount was approximately 600 students.

STUDENT SERVICES AND INSTRUCTION

A "deans' summit" is scheduled for all deans from Saddleback College and Irvine Valley College to discuss ATEP planning and the course schedules for spring and summer 2009. A faculty orientation will be held during flex week to welcome all faculty and overview the facilities and resources on the campus. SC Vice President of Student Services Lise Telson gave a presentation to staff regarding student conduct policies and procedures, and student grievances.

CAMPUS AND FACILITIES

ATEP staff and the campus are ready for the fall influx of students. Saddleback College maintenance crews are assisting in removal of weeds throughout the campus. Repairs to the small parking lot, across Valencia and adjacent to the Village of Hope, are being made in order to add 20 additional spaces for students by the first day of fall classes. A meeting was held with the Village of Hope to coordinate shared parking. The hiring process has begun for police officers who will be working through IVC to provide 24/7 security coverage to ATEP. IVC Police Chief Will Glenn is updating the Memorandum of Understanding with the City of Tustin Police Department as well as working with the department on coordination of radio frequencies.

MARKETING AND OUTREACH EFFORTS

Six new flash ads are running on OC Register.com to promote fall classes. Targeted areas include: Design Model Making/Prototyping, Entrepreneurship Institute, Languages, Computer Skills and Art/Science/Technology. Ads are being tracked with special landing pages created by ATEP's webmaster so that data can be gathered and used to further target marketing efforts. The ads are also running on the ATEP website.

A marketing campaign was developed to promote the counseling services at ATEP. Colorful, high tech looking bookmarks were developed promoting four different areas of interest: transfer, degrees, career counseling and certificates. Special URLs and landing pages were created for each category to track the effectiveness of the campaign. The bookmarks will be distributed in libraries, one-stop centers, and other resource centers determined by counseling.

MASTER DEVELOPMENT

Preliminary conferences were held with potential bidders for master development of the 68 acre campus. Proposals are being sought for partners willing to continue with the current long range academic and facilities plans.

EDUCATION PARTNERS

President Glenn R. Roquemore and members of the ATEP manager's team met with the California State University, Fullerton Dean of Biology, Chair of Biology Department, Dean of the Irvine Campus and others to discuss a biotechnology educational partnership. This very productive meeting reviewed ATEP's long range academic plan, curriculum, and facilities. Dr. Roquemore, Dr. Cathie Peterson (ATEP Dean of Instruction and Student Services) and Dr. Don Busche (ATEP Director of Education) met with the Chancellor of Chapman University College, Dr. Gary Brahm, to discuss potential educational partnerships.

STUDENT PROFILE

"Charles" lives next door to ATEP at the Orange County Rescue Mission – Village of Hope. He will successfully complete a design model making (DMP) course this summer and is planning to enroll in horticulture and more DMP courses this fall. He has utilized the EOPS counseling services at IVC.