

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

# AGENDA

## Meeting of the Board of Trustees



**Monday, August 27, 2007**

Call to order: 5:00 p.m.

[Followed by Public Comments/Closed Session]

Reconvene Open Session: 6:00 p.m.

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

### Board of Trustees

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





## Meeting of the Board of Trustees

August 27, 2007

### **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 Appointment/Employment
  - 2. Public Employee Evaluation of Performance
  - 3. Public Employee Discipline/Dismissal/Release (4)
- 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 – Use 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 – biotech proposal; (3) CSU-Fullerton (entertainment arts/Irvine campus programs); (4) Young Americans; and (5) Chapman University/University College.  
Under Negotiation – Price and Terms of Payment
  - 2. Property – Use of Portion of Irvine Valley College at 5500 Irvine Center Drive, Irvine, CA  
Agency Designated Representative – Dr. Raghu Mathur;  
Negotiating Parties – Novaquatics  
Under Negotiation – Price and Terms of Payment
- D. Conference with Legal Counsel (GC 54956.9)
  - 1. Existing Litigation (GC 54956.9[a])
    - a. Crosby v. SOCCCD
  - 2. Anticipated Litigation/Significant Exposure to Litigation (GC54956.9[b][1] and [3][A]) (3)
  - 3. Initiation of Litigation (GC 54956.9[c]) (3)



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

### **2.0 PPROCEDURAL MATTERS**

2.1 Actions Taken in Closed Session

2.2 **Invocation**  
Led by Trustee Jay

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

2.4 **Resolutions/Presentations/Introductions**

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

### **3.0 REPORTS**

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

3.2 **Board Reports**

3.3 **Chancellor's Report**

3.4 **Board Requests for Reports**

### **4.0 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.

4.1 **SOCCCD: Board of Trustees Meeting Minutes**  
Approve of minutes of a special meeting on July 19, 2007 and a regular meeting on July 23, 2007.

4.2 **Saddleback College: Student Out of State Travel**  
Approve out-of-state travel for up to four students to attend Collegiate Broadcasters/Associated Collegiate Press/College Media Advisers Conference in Washington D.C. at a cost not to exceed \$6,400 from the KSBR Foundation account budget.



- 4.3 **Saddleback College: Speakers**  
Approve general fund honorarium and travel expenses for speakers at the Saddleback College.
- 4.4 **SOCCCD: Computer Hardware to Support District-wide Email/Calendar System Replacement**  
Approve contract with Agilysys, Inc. for IBM hardware at a cost of \$134,020.97.
- 4.5 **SOCCCD: Computer Equipment and Related Devices**  
Approve contracting with Dell Marketing LP for the purchase of computer equipment and related devices pursuant to the Master Price Agreement No. A63307.
- 4.6 **Irvine Valley College: Notices of Completion: Performing Arts Center/Theater**  
Approve the filing of the notices of completion for the construction of the Performing Arts Center/Theater.
- 4.7 **Irvine Valley College: Change Order Requests: Performing Arts Center/Theater**  
Approve change order requests with several trade contractors increasing the project amount by \$44,599.00. The total revised contract amount is \$26,741,010.00.
- 4.8 **Irvine Valley College: Change Order Request No. 4: Police and Warehouse Facility**  
Approve change order with Dumarc Corporation increasing the contract amount by \$25,618.79. The total revised contract amount is \$1,959,119.80.
- 4.9 **Saddleback College: Change Order Request No. 1: BGS Building Remediation and Repair**  
Approve change order with Harbor Construction Co., Inc. increasing the contract amount by \$218,198.00. The total revised contract amount is \$6,782,198.00.
- 4.10 **ATEP: Change Order Request No. 5: Site Improvements and Signage for the Launch**  
Approve change order request with Los Angeles Engineering, Inc. increasing the contract amount by \$2,768.21. The total revised contract amount is \$2,234,055.92
- 4.11 **SOCCCD: July/August 2007 Contracts**  
Ratify contracts as listed.
- 4.12 **SOCCCD: Purchase Orders/Confirming Requisitions**  
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P08-00488 through P08-01159 amounting to \$5,833,891.10. Approve confirming requisitions dated July 2, 2007 through August 7, 2007 totaling \$85,007.57.



- 4.13 **SOCCCD: Payment of Bills**  
Approve Check Nos. 061966 through 063114, processed through the Orange County Department of Education, totaling \$8,984,232.08; Check Nos. 008981 through 009023, processed through Saddleback College Community Education, totaling \$72,593.71; and Check Nos. 008311 through 008338, processed through Irvine Valley College Community Education, totaling \$21,286.78.
- 4.14 **SOCCCD: Gifts to the District and Foundations**  
Accept various donated items.
- 4.15 **SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting**  
Approve payment to Trustee unable to attend regular Board Meeting.
- 4.16 **SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting**  
Approve payment to Trustee unable to attend special Board Meeting.
- 4.17 **SOCCCD: Authorization of Payment to Student Trustee Absent from Board Meeting**  
Approve payment to Student Trustee unable to attend special Board Meeting.
- 4.18 **SOCCCD: Trustees Requests for Travel to Conferences**  
Approve/ratify requests for trustee travel and/or mileage.

## **5.0 GENERAL ACTION ITEMS**

- 5.1 **SOCCCD: Adoption of the Final Budget for 2007-2008**  
Approve the budget as presented.
- 5.2 **SOCCCD: Board Policy Revision: BP 100: The South Orange County Community College District, BP 101: Mission, BP 102: Functions of the Governing Board, BP 103: Board Membership, BP 104: Student Member of the Board of Trustees, BP 105: Organization of the Governing Board, BP 106: Board Elections, BP 107: Board Policy and Administrative Regulation, BP 108: Vacancies of the Board, BP 109: Board Education, BP 112: Duties and Responsibilities of the Board of Trustees, BP 120: Regular Meetings of the Board, BP 122: Closed Sessions, BP 124: Special and Emergency Meetings, BP 126: Quorum and Voting, BP 128: Agendas, BP 130: Public Participation at Board Meetings, BP 132: Speakers, BP 134: Decorum, BP 136: Minutes, BP 138: Recording, BP 146: Chancellor Succession, BP 148: Evaluation of the Chancellor, BP 152: Presentation of Initial Collective Bargaining Proposals, BP 154: Conflict of Interest, BP 158: Political Activity, BP 160: Personal Use of Public Resources, BP 162: Communications Among Board Members, BP 164: Board Member Compensation, BP 166: Health Benefits, BP 168: Board Member Travel, BP 172: Board Self Evaluation**  
Approve Board Policies as presented.



- 5.3 **SOCCCD: Academic Administrators and Classified Management Salary Schedule: COLA for 2007-2008, 2008-2009 and 2009-2010**  
Approve increase to the Academic Administrators and Classified Management salary schedules equal to the state funded COLA for fiscal years 2007-2008, 2008-2009 and 2009-2010.

- 5.4 **SOCCCD: Academic Personnel Actions**  
Approve New Personnel Appointments; Academic Temporary Part-Time/Substitute Staff; Additional Compensation: General Fund; Additional Compensation: Categorical/Non-General Fund; Resignation/Retirement/Conclusion of Employment.

- 5.5 **SOCCCD: Classified Personnel Actions**  
Approve New Personnel Appointments; Authorization to Eliminate Classified and Classified Management Positions and/or Position Numbers; Authorization to Establish and Announce a Classified Position; Authorization for Reclassification of a Police Officers Association Position; Reclassification; Change of Status; Out of Class Assignments ;; Resignation/Retirement/Conclusion of Employment; Authorization to Revise the Salary Schedule for the Non-Bargaining Unit Professional Experts; Volunteers.

## **6.0 DISCUSSION ITEM**

- 6.1 **ATEP: Development of Advanced Technology & Education Park**  
Report on progress of the development of ATEP.

## **7.0 INFORMATION ITEMS**

- 7.1 **Saddleback College and Irvine Valley College: Accreditation Focused Midterm Reports**  
Draft responses to the ACCJC Focused Midterm Reports.
- 7.2 **Saddleback College, Irvine Valley College and ATEP: Campus Safety and Security Cameras**  
Progress report on safety and security measures and preliminary cost proposals for cameras.
- 7.3 **SOCCCD: Basic Aid Report**  
Projected receipts and approved projects
- 7.4 **SOCCCD: Facilities Plan Status Report**  
Status of current construction projects.
- 7.5 **SOCCCD: Monthly Financial Status Report**  
This report displays the adopted budget, revised budget and transactions through June 30, 2007.



- 7.6 **SOCCCD: Quarterly Financial Status Report**  
California Community Colleges Financial Status Report, as of June 30, 2007.
- 7.7 **SOCCCD: Transfer of Appropriations at Close of Fiscal Year 2006/07**  
Budgetary transfers made by OCDE for fiscal year 2006/07.
- 7.8 **SOCCCD: List of Board Requested Reports**  
Information as requested.

## **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.

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

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



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

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Minutes from :  
July 19, 2007 Special Meeting of the Board of Trustees (Exhibit A)  
July 23, 2007 Meeting of the Board of Trustees (Exhibit B)  
Are submitted to the Board for review and approval.

*Item Submitted by: Dr. Raghu Mathur*



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

**MINUTES OF A SPECIAL MEETING OF  
THE BOARD OF TRUSTEES  
JULY 19, 2007**

**CALL TO ORDER**

The open session of the special meeting of the Board of Trustees was called to order by President Lang at 7:00 p.m.

**PRESENT**

**Members of the Board of Trustees:**

David B. Lang, President  
Donald W. Wagner, Vice President  
Thomas A. Fuentes, Clerk  
William O. Jay, Member  
Nancy M. Padberg, Member  
John S. Williams, Member

**Administrators**

Raghu P. Mathur, Ed.D., Chancellor

There were no Public Comments.

**RECESS/RECONVENE**

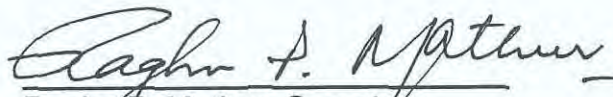
The open session was recessed to closed session at 7:01 p.m. Trustee Marcia Milchiker joined the meeting at 7:15 p.m.

**ACTIONS TAKEN IN CLOSED SESSION**

None

**ADJOURNMENT**

The meeting was adjourned at 8:35 p.m.

  
Raghu P. Mathur, Secretary



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

**MINUTES OF THE BOARD OF TRUSTEES' MEETING**  
**July 23, 2007**

**CALL TO ORDER: 5:00 P.M.**

**PRESENT**

**Members of the Board of Trustees:**

David B. Lang, President  
Donald P. Wagner, Vice President  
Thomas A. Fuentes, Clerk  
William O. Jay, Member  
Nancy M. Padberg, Member  
John S. Williams, Member  
Matthew Reynard, Student Member

**Absent**

Marcia Milchiker, Member

**Administrative Officers:**

Raghu P. Mathur, Chancellor  
Gary Poertner, Deputy Chancellor  
Andreea Serban, Vice Chancellor, Technology and Learning Services  
Robert E. King, Vice Chancellor Human Resources  
Richard D. McCullough, President, Saddleback College  
Glenn Roquemore, President, Irvine Valley College  
Robert J. Kopecky, Provost, ATEP

**1.0 PROCEDURAL MATTERS**

**1.1 Call To Order**

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

**RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:**

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

**1. Public Employee Appointment/Employment**



a. Chancellorb. District Director of Facilities, Planning and Purchasingc. SC Dean of Physical Education and Athletics2. Public Employee Evaluation of Performancea. Chancellor3. Public Employee Discipline/Dismissal/Release (4)B. Conference with Labor Negotiators (GC 54957.6)1. Negotiator - Dr. Raghu Mathur; SOCCCD Faculty Association2. Negotiator - Dr. Raghu Mathur; California School Employees Association (CSEA), Chapter 5863. Negotiator - Dr. Raghu Mathur; SOCCCD Police Officers Association4. Negotiator - Dr. Raghu Mathur; Unrepresented Employeesa. Administrators and Managers5. Negotiator - Board President; Unrepresented Employeea. ChancellorC. Conference with Real Property Negotiators (GC 54956.8)1. Property - Use 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 - biotech proposal; (3) CSU-Fullerton (entertainment arts/Irvine campus programs); (4) Young Americans; and (5) Chapman University/University College. Under Negotiation - Price and Terms of PaymentD. Conference with Legal Counsel (GC 54956.9)1. Existing Litigation (GC 54956.9[a])2. Anticipated Litigation/Significant Exposure to Litigation (GC54956.9[b][1] and [3] [A]) (3)3. Initiation of Litigation (GC 54956.9[c]) (3)



**RECONVENE OPEN SESSION: 7:01 P.M.**

**2.0 PROCEDURAL MATTERS**

**2.1 Actions Taken in Closed Session**

There were no actions taken in Closed Session.

**2.2 Invocation Led by Trustee Williams**

**2.3 Pledge of Allegiance Led by Trustee Padberg**

**2.4 Resolutions/Presentations/Introductions**

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

**3.0 REPORTS**

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

**3.2 Board Reports**

Trustees Lang, Wagner, Williams and Student Trustee Reynard gave reports. Trustee Lang requested that the meeting be adjourned in memory of Trustee Milchiker's mother-in-law, Celia Milchiker.

**3.3 Chancellor's Report**

**3.4 Board Requests for Reports**

**4.0 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.**

On a motion made by John S. Williams and seconded by Thomas A. Fuentes, the board approved on a 6 - 0 vote all items on the Consent Calendar except for items 4.8, 4.13, 4.20 and 4.22 which were pulled.

**4.1 SOCCCD: Board of Trustees Meeting Minutes Approve minutes of the June 23, 2007 meeting.**

**4.2 SOCCCD: Subcontractor Agreement Approval is requested for the subcontracting agreement (New Media/Multimedia/Entertainment Centers Grant) between North Orange**



County Community College District and South Orange County Community College District.

4.3 Irvine Valley College: Placement of Plaque in Memory of Former Professor Alan J. Cohen Approval is requested for placement of a bronze plaque in the campus greenhouse compound in memory of former professor Alan J. Cohen.

4.4 Irvine Valley College: Community Education, Summer 2007

4.5 Saddleback College: Oxford Semester Abroad in Oxford, England - Spring 2008 Approve the cost of \$5,745 per student for the Spring 2008 Saddleback College Oxford Semester Abroad in Oxford, England.

4.6 Saddleback College: Study Abroad Program to Guanajuato, Mexico Approve the Saddleback College Spanish Language Studies Program in Guanajuato, Mexico in Summer 2008.

4.7 Saddleback College: Study Abroad Program to Peru Approve the Saddleback College study abroad program: Studies In Peru in Spring 2008.

4.8 Saddleback College: Study Abroad Program to Salamanca, Spain Approve the Saddleback College Spanish Language Studies Program in Salamanca, Spain in Spring 2008.

This item was pulled from the agenda.

4.9 SOCCCD: Grant Acceptance, Articulation of Career Technical Education Pathways to Four-Year Institutions Acceptance of the California Community College Chancellor's Office Grant, Articulation of Career Technical Education Pathways to Four-Year Institutions, in the amount of \$750,000.

4.10 SOCCCD: Speakers Approval of general fund honorarium and travel expenses for speakers at the Saddleback College and Irvine Valley College.

4.11 SOCCCD: Agreement for Legal Services: Atkinson, Andelson, Loya, Ruud & Romo Approve agreement for legal services with hourly rate changes.

4.12 SOCCCD: Agreement for Legal Services: Liebert Cassidy Whitmore Approve agreement for legal services.

4.13 SOCCCD: Adopt Resolution No. 07-22 for Transfer of Appropriations at Close of Fiscal Year 2006-07 Approve adoption of resolution authorizing the Orange County Department of Education to make the necessary year-end budget transfers.

On a motion made by Thomas A. Fuentes and seconded by John S. Williams, the board approved on a 6 - 0 vote.

4.14 SOCCCD: Renewal of Systems Maintenance Agreement for Districtwide Network Infrastructure Approve maintenance agreement for districtwide telecommunication system



in the amount of \$187,242.00.

4.15 SOCCCD: Award of Bid: Chemistry Supplies Approve award of bid to vendors for chemistry supplies for Irvine Valley College and Saddleback College in the amount of \$75,320.92.

4.16 SOCCCD: Authorization for District Institutional Memberships 2007-08 Approve memberships and estimated dues for organizations.

4.17 Irvine Valley College: Change Order Request No. 3: Police and Warehouse Facility Approve change order request increasing the contract amount by \$3,829.93. The total revised contract amount is \$1,933,501.01.

4.18 Irvine Valley College: Change Order Requests: Performing Arts Center/Theater Approve change order requests increasing the contract amount by \$9,326.00. The total revised contract amount is \$26,696,411.00.

4.19 Irvine Valley College: Notices of Completion: Performing Arts/Theater Authorize the filing of the notices of completion for 7 contracts and authorize the release of retention.

4.20 Irvine Valley College: Change Order Request No. 2 and Notice of Completion: Parking Lots and Sidewalk Repairs Approve change order request with Haitbrink Asphalt decreasing the contract amount by \$2,775.00 and authorize the filing of the notice of completion.

On a motion made by Thomas A. Fuentes and seconded by John S. Williams, the board approved on a 6 - 0 vote.

4.21 ATEP: Change Order Request No. 5: Completion of Relocatable Classroom Buildings Approve change order with Resun Leasing increasing the contract amount by \$17,359.00. The total revised contract amount is \$3,399,276.84.

4.22 ATEP: Change order Request No. 4 and Notice of Completion: Site Improvements and Signage for the Launch Approve change order request with Los Angeles Engineering, Inc. increasing the contract amount by \$41,049.60 and authorize the filing of the notice of completion. The total revised contract amount is \$2,231,287.71.

On a motion made by Thomas A. Fuentes and seconded by William O. Jay, the board approved on a 6 - 0 vote.

4.23 Saddleback College: Award of Bid: Printing, Mailing Preparation of Community Education Brochure Approve the award of bid to Southwest Offset Printing in the amount of \$92,180.13.

4.24 SOCCCD: June/July 2007 Contracts Ratify contracts as listed.

4.25 SOCCCD: Purchase Orders/Confirming Requisitions Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered



P07-05115 through P07-05169 amounting to \$102,022.48 and PO8-00087 through PO8-00487 amounting to \$24,280,751.01. Confirming requisitions dated June 5, 2007 through July 1, 2007 totaling \$57,661.86.

4.26 SOCCCD: Payment of Bills Approve Check Nos. 061055 through 061965, processed through the Orange County Department of Education, totaling \$9,264,793.80; Check Nos. 008935 through 08980, processed through Saddleback College Community Education, totaling \$345,251.49; and Check Nos. 008300 through 008310, processed through Irvine Valley College Community Education, totaling \$24,566.96.

4.27 SOCCCD: Gifts to the District and Foundations Accept various donated items.

4.28 SOCCCD: Reimbursement to Trustees for Mileage to and from Required Board Meetings Approve Trustees' claims for reimbursement for mileage to and from board meetings.

## 5.0 GENERAL ACTION ITEMS

5.1 Saddleback College, Irvine Valley College, and ATEP: College and ATEP Mission Statement Update Approve mission statements for Saddleback College, Irvine Valley College and ATEP.

On a motion made by John S. Williams and seconded by Thomas A. Fuentes, the board approved on a 6 - 0 vote.

5.2 SOCCCD: Board Policy Revision: BP 100: The South Orange County Community College District, BP 101: Mission, BP 102: Functions of the Governing Board, BP 103: Board Membership, BP 104: Student Member of the Board of Trustees, BP 105: Organization of the Governing Board, BP 106: Board Elections, BP 107: Board Policy and Administrative Regulation, BP 108: Vacancies of the Board, BP 109: Board Education, BP 112: Duties and Responsibilities of the Board of Trustees, BP 120: Regular Meetings of the Board, BP 122: Closed Sessions, BP 124: Special and Emergency Meetings, BP 126: Quorum and Voting, BP 128: Agendas, BP 130: Public Participation at Board Meetings, BP 132: Speakers, BP 134: Decorum, BP 136: Minutes, BP 138: Recording, BP 146: Chancellor Succession, BP 148: Evaluation of the Chancellor, BP 152: Presentation of Initial Collective Bargaining Proposals, BP 154: Conflict of Interest, BP 158: Political Activity, BP 160: Personal Use of Public Resources, BP 162: Communications Among Board Members, BP 164: Board Member Compensation, BP 166: Health Benefits, BP 168: Board Member Travel, BP 172: Board Self Evaluation Accept Board Policies for review and study.

On a motion made by Thomas A. Fuentes and seconded by William O. Jay, the board approved on a 6 - 0 vote .

5.3 SOCCCD: Police Officers Association Master Agreement Approve Police Officers Association Master Agreement July 1, 2007 to June 30, 2010.

On a motion made by John S. Williams and seconded by Thomas A. Fuentes, the board approved on a 6 - 0 vote.



**5.4 SOCCCD: Academic Personnel Actions Approve New Personnel Appointments; Academic Temporary Part-Time/Substitute Staff; Additional Compensation: General Fund; Additional Compensation: Categorical/Non-General Fund; Administrator Contract Extension Correction; Leave of Absence; Resignation/Retirement/Conclusion of Employment.**

A motion was made by Donald P. Wagner and seconded by Nancy M. Padberg, to divide the question and vote separately on Item F.1. On a 5-1 vote the motion was approved with William O. Jay opposing.

On a motion made by Thomas A. Fuentes and seconded by John S. Williams, the board approved on a 6 - 0 vote remaining items.

The Board approved item F.1 on a 5-1 vote with Donald P. Wagner opposing.

**5.5 SOCCCD: Classified Personnel Actions Approve New Personnel Appointments; Authorization to Eliminate Classified and Classified Management Positions and/or Position Numbers; Authorization to Establish and Announce a Classified Position; Change of Status; Out of Class Assignments Leave of Absence; Resignation/Retirement/Conclusion of Employment; Authorization to Revise the Salary Schedule for the Non-Bargaining Unit Professional Experts; Additional Compensation; Volunteers.**

On a motion made by Thomas A. Fuentes and seconded by John S. Williams, the board approved on a 6 - 0 vote subject to the removal of Items B.1 and H.1 and correction in effective date in Item A.1.E to July 19, 2007.

**5.6 SOCCCD: Chancellor's Contract**

On a motion made by John S. Williams and seconded by Thomas A. Fuentes, the board approved on a 4 - 2 vote the Chancellor's contract as amended , with William O. Jay and Nancy M. Padberg opposing.

**6.0 DISCUSSION ITEM**

**6.1 Saddleback College and Irvine Valley College : Emergency Preparedness Report on emergency preparedness.**

Report was given by Chief of Police Harry Parmer, Interim Chief of Police Jim Pyle and Provost Kopecky.

**7.0 REPORTS**

**7.1 Information Items**

**7.1.1 SOCCCD: Basic Aid Report      Projected receipts and approved projects.**

**7.1.2 SOCCCD: Facilities Plan Status Report Status of current construction projects.**



**7.1.3 SOCCCD: List of Board Requested Reports Information as requested.**

**7.1.4 SOCCCD: Report - Colleges and ATEP Energy Conservation Measures and Sustainability**

Directors John Ozurovich and Phillip Brittain, Provost Kopecky and representatives from gkkWorks provided a report

**7.1.5 SOCCCD: Report - Employees with Earnings over \$90,000 for Fiscal Year 2006/07**

**7.1.6 SOCCCD: Status Report on the Authorization to Approve Contracts**

**7.2 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.**

**7.2.1 President, Saddleback College**

**7.2.2 President, Irvine Valley College**

**7.2.3 Provost, ATEP**

**7.2.4 Associated Student Government of SC**

**7.2.5 Associated Students of IVC**

**7.2.6 Saddleback College Academic Senate**

**7.2.7 Irvine Valley College Academic Senate**

**7.2.8 Faculty Association**

**7.2.9 California School Employees Association**

**7.2.10 Saddleback College Classified Senate**

**7.2.11 Irvine Valley College Classified Senate**

**7.2.12 District Services Classified Senate**

**7.2.13 Police Officers' Association**

**ADJOURNMENT: The meeting was adjourned in memory of Celia Milchiker, mother-in-law of Trustee Milchiker and Gary Stakan, Counselor, Saddleback College, at 8:35 P.M.**



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Raghu P. Mathur, Secretary



**TO:** Board of Trustees

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

**RE:** Saddleback College: Student Out of State Travel

**ACTION:** Approval

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### **BACKGROUND**

The Saddleback College Advanced Technology and Applied Science Division is committed to offering high quality educational opportunities to its students. Saddleback College has made a commitment through the years to support activities that enhance effective student leadership. Periodically, student representatives participate in leadership activities on a national level.

### **STATUS**

Up to four Communication Arts students and a Saddleback College faculty member are planning to attend the Collegiate Broadcasters/Associated Collegiate Press/College Media Advisers Conference in Washington D.C. Dates of the conference, including travel, are from Wednesday, October 24, 2007 through Sunday October 28, 2007. Funds for the conference, estimated to be \$6,400 have been budgeted for and are available in the KSBR Foundation account, with a significant portion offset by a \$4,250 appropriation from ASG. An overview of the conference and its associated expenses are detailed in Exhibit A. There is no impact to the general fund.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the out-of-state travel request for up to four students and a Saddleback College faculty member to attend the October 24 through October 28, 2007 Collegiate Broadcasters/Associated Collegiate Press/College Media Advisers Conference in Washington D.C. at a cost not to exceed \$6,400 from the KSBR Foundation account budget.



South Orange County Community College District

SADDLEBACK COLLEGE

COLLEGIATE BROADCASTERS/ASSOCIATED COLLEGIATE  
PRESS/COLLEGE MEDIA ADVISERS CONFERENCE

LOCATION: Washington D.C.

DATES: 10/24-10/28/07

Co-sponsored by the Associated Collegiate Press and College Media Advisers in partnership with College Broadcasters Inc., the CBI/CMA/ACP annual fall conference is the largest college student media convention in the world. The event is expected to draw more than 3,000 students and advisers. The conference features more than 100 breakout sessions, a career fair, on-site critiques, discussion groups, and a tradeshow.

Up to 4 Communication Arts students will be chosen to attend the event, based on applications that will be judged by the Communication Arts faculty. The students will be expected to make presentations on their experiences to their respective classes. In addition, it is anticipated that through interaction with student media leaders at other colleges, our students will be inspired to take leadership roles in radio and television production at Saddleback College.

Anticipated Expenses:

Per student

Registration	105
Airfare (including fees)	390
Lodging \$241 per night/2 per room X 4	482
Meals (student rate) \$25 x 5 days	125
Ground Transportation	40
Total	\$1,142 x 4 students = \$4,568

Faculty/Advisor

Registration	130
Airfare	390
Lodging \$241 per night x 4	964
Meals (at employee rate) \$50 x 5	250
Ground Transportation	40
Total faculty/advisor	\$1,774
Total	\$6,342



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

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**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 College President or Chancellor 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 and travel expenses as shown in Exhibit A.

**SPEAKERS APPROVED BY COLLEGE PRESIDENT/PROVOST/CHANCELLOR****SADDLEBACK COLLEGE**

<b>Date of Presentation</b>	<b>Speaker Name</b>	<b>Topic</b>	<b>Brief Biography</b>	<b>General Fund Cost (Honarium/Travel)</b>
7-30-07	Monica Actovianus	Genocide Awareness Re:Darfur & Indonesia	Educational Seminar Presentation	.00



**TO:** Board of Trustees

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

**RE:** SOCCCD: Computer Hardware to Support District-wide Email/Calendaring System Replacement

**ACTION:** Approval

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### **BACKGROUND**

The District Technology Council (DTC), with representation from both colleges and District IT, has been reviewing plans for a district-wide email system to replace our current obsolete system. A new email system is required to keep pace with technology improvements available in the district's telephone network and will support needed improvements in email functionality. With the concurrence of the DTC, District IT has been evaluating options and timelines and has identified a Microsoft Exchange-based solution that meets the current and future requirements for collaboration, calendaring, and messaging.

### **STATUS**

Full implementation of the Microsoft Exchange infrastructure will require a combination of components. The fundamental foundation of this infrastructure is provided by computer hardware and software. Additional components including implementation, services and support will also be needed. District IT staff will be involved in every phase of the project to manage, coordinate, and ensure a timely and successful implementation. To provide the hardware foundation, the District has solicited and evaluated quotes from three different hardware vendors.

The recommended solution that meets the District's needs, within the budget allocated and at the lowest cost to the District, is a clustered IBM server system quoted through Agilysys, Inc. (Exhibit A). The pricing for this system is \$134,020.97 and is available to the District through Western States Contracting Alliance (WSCA). The allocated budget for this project is \$200,000 and will be funded by the FY2006/07 and FY2007/08 District Technology Refresh funds.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve a contract with Agilysys, Inc. for IBM hardware at a cost of \$134,020.97.

## Quotation

Date of quote: 08/16/07  
 Quote number: TT081607soccddml2.1  
 Config. #(s): 44045231  
 Quotation valid for 30 days (subject to change by vendor)

# Agilysys...

Trent Ton-That

Michael Linn  
 Phone: 440-519-8428  
 Fax: 440-519-8428  
 Mike.Linn@agilysys.com

Phone: 858-335-6895

[Trent.Ton-That@agilysys.com](mailto:Trent.Ton-That@agilysys.com)

Prepared for: SOCCCD

### LOCID#46059

Please reference LOCID # on all purchase orders.

Line#	Product	Description	Qty	Unit Purchase Price	Ext Purchase Price
1					
2	IBM System x3650	Configuration	2	5,774.25	11,548.50
3	7979AC1	IBM System x3650	1		
4	7979AC1	IBM System x3650	1		
5	8294	System Documentation and Software - US English	1		
6	3456	Addl Quad-Core Intel Xeon Processor E5335 (2.0GHz 1333F	1		
7	2815	Quad-Core Intel Xeon Processor E5335 (2.0GHz 8MB L2 13	1		
8	5161	73GB 15K 3.5" Hot-Swap SAS	2		
9	9067	Internal RAID - Setup by Customer	1		
10	1671	IBM ServeRAID 8k-I SAS Controller	1		
11	1698	Emulex 4GB FC Single-Port PCI-E HBA for IBM System x	1		
12	1486	NetXtreme 1000 Express G Ethernet Adapter- PCIe	1		
13	6311	Rack power cable - 2.8m, 100-240V, C13 to IEC 320-C14 (	2		
14	975	Rack Kit	1		
15	1186	Base	1		
16	1968	xSeries 835W Redundant Power Option	1		
17	4334	PCI-Express Riser card	1		
18	9206	No Preload Specify	1		
19	2465	3.5" SAS Hot-Swap Enabled System	1		
20	542	1GB PC2-5300 CL5 ECC DDR2 Chipkill FBDIMM 667MHz	4		
21	544	2GB PC2-5300 CL5 ECC DDR2 Chipkill FBDIMM 667MHz	4		
22	773	System Packaging - WW	1		

Exhibit A  
 Page 1 of 3



Line#	Product	Description	Qty	Unit Purchase Price	Ext Purchase Price
23	3563	2U Bracket for Emulex 4Gb Single-Port PCI-X or PCI-E HBA	1		
24	2750	Box level code RF2	1		
25	982	DVD Filler Bracket	1		
26	879	3.5" HDD Filler Bezel	4		
27	2685	RF2 system Planar	1		
28	977	3.5" SAS Bay support kit	1		
29	979	Cooling Fan Asm.	5		
30	2005	Entry Cable Management Arm	1		
31	2034	2U Bracket for 39Y6101	1		
32					
33	6756025	3 Year Onsite Repair 24x7 4 Hour Response	1		
34	6756025	3 Year Onsite Repair 24x7 4 Hour Response	1		
35					
36	IBM System x3650	Configuration	2	5,542.15	11,084.30
37	7979AC1	IBM System x3650	1		
38	7979AC1	IBM System x3650	1		
39	8294	System Documentation and Software - US English	1		
40	3456	Addl Quad-Core Intel Xeon Processor E5335 (2.0GHz 1333I	1		
41	2815	Quad-Core Intel Xeon Processor E5335 (2.0GHz 8MB L2 13	1		
42	5161	73GB 15K 3.5" Hot-Swap SAS	4		
43	9067	Internal RAID - Setup by Customer	1		
44	1671	IBM ServeRAID 8k-I SAS Controller	1		
45	1698	Emulex 4GB FC Single-Port PCI-E HBA for IBM System x	1		
46	1486	NetXtreme 1000 Express G Ethernet Adapter- PCIe	1		
47	6311	Rack power cable - 2.8m, 100-240V, C13 to IEC 320-C14 (	2		
48	975	Rack Kit	1		
49	1186	Base	1		
50	1968	xSeries 835W Redundant Power Option	1		
51	4334	PCI-Express Riser card	1		
52	9206	No Preload Specify	1		
53	2465	3.5" SAS Hot-Swap Enabled System	1		
54	542	1GB PC2-5300 CL5 ECC DDR2 Chipkill FBDIMM 667MHz	8		
55	773	System Packaging - WW	1		
56	3563	2U Bracket for Emulex 4Gb Single-Port PCI-X or PCI-E HBA	1		
57	2750	Box level code RF2	1		
58	982	DVD Filler Bracket	1		
59	879	3.5" HDD Filler Bezel	2		
60	2685	RF2 system Planar	1		
61	977	3.5" SAS Bay support kit	1		
62	979	Cooling Fan Asm.	5		
63	2005	Entry Cable Management Arm	1		
64	2034	2U Bracket for 39Y6101	1		
65	6756025	3 Year Onsite Repair 24x7 4 Hour Response	1		
66					
67	IBM System Storage	Configuration for: DS4700 Express Model 70			
68	181470H	IBM System Storage DS4700 Express Model 70	1	10,307.97	10,307.97
69	42V1565	3 Year Onsite Repair 24x7 4 Hour Response	1	1,800.00	1,800.00
70	26K7941	Short Wave 4Gb SFP pair	2	548.90	1,097.80

Line#	Product	Description	Qty	Unit Purchase Price	Ext Purchase Price
71	39M5696	1M Fiber Optic Cable LC-LC	6	43.45	260.70
72	39M4594	2Gb FC 300GB/10K E-DDM	15	1,347.32	20,209.80
73	26K7941	Short Wave 4Gb SFP pair	3	548.90	1,646.70
74					
75	IBM System Storage	Configuration for:I DS4000 EXP810 Expansion Unit			
76	181281H	IBM System Storage DS4000 EXP810 Expansion Unit	3	3,180.00	9,540.00
77	10N3651	3 Year Onsite Repair 24x7 4 Hour Response	3	528.00	1,584.00
78	39M4594	2Gb FC 300GB/10K E-DDM	45	1,347.32	60,629.40
79					
80		Miscellaneous Storage Accessories			
81	41Y5222	DS4700 Mod 70 EXP Attachment (1-3 EXP Units)	1	4,028.00	4,028.00
82	39M5697	5M Fiber Optic Cable LC-LC	4	70.95	283.80
83					
84					

<b>Totals</b>	<b>\$</b>	<b>35,067.21</b>	<b>\$</b>	<b>134,020.97</b>
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<b>IBM Global Finance Credit Financing*, monthly lease payment</b>	<b>\$</b>	<b>-</b>
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IBM Global Finance Credit Financing\*, monthly lease payment

\* The monthly payment figure above is not a valid proposal. It is strictly an estimate based on current IBM Global Finance Credit rates.

\* The hardware lease estimate assumes low-rate financing for a Fair Market Value Lease of 36 equal monthly payments for

Lease rate based on IGF's best credit customer rate

These products are offered under the terms of the applicable manufacturer's agreements and Agilysys Terms of Sales.

**Prices do not include taxes, shipping, or insurance charges, if any.**

This proposal is Agilysys confidential.

Terms: Net 30, attached

FOB: Origin-Prepaid and Add



**TO:** Board of Trustees

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

**RE:** SOCCCD: Computer Equipment and Related Devices

**ACTION:** Approval

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### **BACKGROUND**

Scheduled replacement of computers for instructional and office use is an ongoing necessity as technology advances each year. For certain uses, equipment manufactured by Dell Marketing LP has been selected by the colleges as the standard and, therefore, orders for Dell computers and related devices are routinely placed according with the needs and the available budgets. The best available prices for this type of equipment are offered through 'direct from the manufacturer' agreements based on volume-discounted prices. The District has repeatedly utilized agreements awarded by different states in association with the National Association of State Procurement officials (NASPO) and the Western States Contracting Alliance (WSCA) which is an alliance consisting of many states throughout the United States that provides its members with better purchasing power and discounted prices.

### **STATUS**

The State of Minnesota, in association with NASPO/WSCA, has awarded Master Price Agreement No. A63307 to Dell Marketing, LP, effective September 1, 2004 through August 31, 2007. The State of California approved the usage of this agreement on December 27, 2004 through the California Participating Addendum No. A63307, effective September 1, 2004, through August 31, 2007. In June of 2007 the State of Minnesota, in association with Dell Marketing LP signed Amendment No. 5 to extend the agreement to August 31, 2009. To comply with public bidding requirements, legal counsel has recommended that the district approve the usage of this agreement for the purchase of Dell computer equipment and related devices.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve contracting with Dell Marketing LP for the purchase of computer equipment and related devices pursuant to the Master Price Agreement No. A63307 awarded by the State of Minnesota, in association with the National Association of State Procurement Officials/Western States Contracting Alliance (NASPO/WSCA), and approved for usage by the State of California pursuant to the California Participating Addendum No. A63307. This approval applies to purchases made within the term of the agreement and is contingent upon verification of the availability of funds for each purchase.



**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Irvine Valley College: Notices of Completion: Performing Arts Center/Theater  
**ACTION:** Approval

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### **BACKGROUND**

On April 28, 2003, the Board of Trustees hired C. W. Driver for the management of multiple prime contracts for the construction of the Performing Arts Center/Theater at Irvine Valley College. Several of these contractors have completed their work.

### **STATUS**

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

Package 02-5: **Landscaping and Irrigation**, Exhibit A  
Package 11-2: **Audio Visual Systems**, Exhibit B  
Package 12-1: **Theater Seating**, Exhibit C  
Package 15-3: **HVAC**, Exhibit D

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees authorize the filing of the Notices of Completion attached as EXHIBITS A, B, C and D for the construction of the Performing Arts Center/Theater at Irvine Valley College. It is also recommended that the Board authorize the release of retention 35 days after filing.



Recording Requested  
By and Mail to:

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

EXEMPT PER GOVERNMENT CODE 6103

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN, that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, is Owner of the property hereinafter described, caused improvements to be made to said property to wit: LANDSCAPING & IRRIGATION AT IRVINE VALLEY COLLEGE, BID NO. 270, Package 02-5, the contract for the doing of which was heretofore entered into the 16<sup>th</sup> day of DECEMBER, 2005, which contract was made with MARINA LANDSCAPE, INC. as Contractor; that said improvements were completed on the 19<sup>th</sup> day of JULY 2007, and accepted by formal action of the governing board of said District on the 27<sup>th</sup> day of AUGUST, 2007, that title to said property is vested in the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California; that the surety for the above named Contractor is the ARCH INSURANCE COMPANY; that the property hereinafter referred to and on which said improvements were made is described as follows:

IRVINE VALLEY COLLEGE  
5500 IRVINE CENTER DRIVE  
IRVINE, CALIFORNIA 92618

\_\_\_\_\_  
OF ORANGE COUNTY

By \_\_\_\_\_ Dated \_\_\_\_\_  
RAGHU P. MATHUR, Ed.D.  
Chancellor

STATE OF CALIFORNIA] ss.  
COUNTY OF ORANGE ]

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

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

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

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

\_\_\_\_\_  
RAGHU P. MATHUR, Ed.D.

SUBSCRIBED AND SWORN TO BEFORE ME  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for said County and State

Recording Requested  
By and Mail to:

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

EXEMPT PER GOVERNMENT CODE 6103

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN, that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, is Owner of the property hereinafter described, caused improvements to be made to said property to wit: AUDIO VISUAL SYSTEMS AT IRVINE VALLEY COLLEGE, BID NO. 270, Package 11-2, the contract for the doing of which was heretofore entered into the 16<sup>th</sup> day of DECEMBER, 2005, which contract was made with AUDIO ASSOCIATES OF SAN DIEGO as Contractor; that said improvements were completed on the 10<sup>th</sup> day of JULY 2007, and accepted by formal action of the governing board of said District on the 27<sup>th</sup> day of AUGUST, 2007, that title to said property is vested in the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California; that the surety for the above named Contractor is the INSURANCE COMPANY OF THE WEST; that the property hereinafter referred to and on which said improvements were made is described as follows:

IRVINE VALLEY COLLEGE  
5500 IRVINE CENTER DRIVE  
IRVINE, CALIFORNIA 92618

\_\_\_\_\_  
OF ORANGE COUNTY

By \_\_\_\_\_ Dated \_\_\_\_\_  
RAGHU P. MATHUR, Ed.D.  
Chancellor

STATE OF CALIFORNIA] ss.  
COUNTY OF ORANGE ]

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

\_\_\_\_\_  
RAGHU P. MATHUR, Ed.D.

SUBSCRIBED AND SWORN TO BEFORE ME  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for said County and State



Recording Requested  
By and Mail to:

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

EXEMPT PER GOVERNMENT CODE 6103

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN, that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, is Owner of the property hereinafter described, caused improvements to be made to said property to wit: THEATER SEATING AT IRVINE VALLEY COLLEGE, BID NO. 270, Package 12-1, the contract for the doing of which was heretofore entered into the 16<sup>th</sup> day of DECEMBER, 2005, which contract was made with HERK EDWARDS, INC. as Contractor; that said improvements were completed on the 17<sup>th</sup> day of JULY 2007, and accepted by formal action of the governing board of said District on the 27<sup>th</sup> day of AUGUST, 2007, that title to said property is vested in the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California; that the surety for the above named Contractor is the ARCH INSURANCE COMPANY; that the property hereinafter referred to and on which said improvements were made is described as follows:

IRVINE VALLEY COLLEGE  
5500 IRVINE CENTER DRIVE  
IRVINE, CALIFORNIA 92618

\_\_\_\_\_  
OF ORANGE COUNTY

By \_\_\_\_\_ Dated \_\_\_\_\_  
RAGHU P. MATHUR, Ed.D.  
Chancellor

STATE OF CALIFORNIA] ] ss.  
COUNTY OF ORANGE ]

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

\_\_\_\_\_  
RAGHU P. MATHUR, Ed.D.

SUBSCRIBED AND SWORN TO BEFORE ME  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for said County and State

Recording Requested  
By and Mail to:

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

EXEMPT PER GOVERNMENT CODE 6103

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN, that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, is Owner of the property hereinafter described, caused improvements to be made to said property to wit: HVAC AT IRVINE VALLEY COLLEGE, BID NO. 270, Package 15-3, the contract for the doing of which was heretofore entered into the 16<sup>th</sup> day of DECEMBER, 2005, which contract was made with COUTS HEATING & COOLING, INC. as Contractor; that said improvements were completed on the 13<sup>th</sup> day of JULY 2007, and accepted by formal action of the governing board of said District on the 27<sup>th</sup> day of AUGUST, 2007, that title to said property is vested in the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California; that the surety for the above named Contractor is the INSURANCE COMPANY OF THE WEST; that the property hereinafter referred to and on which said improvements were made is described as follows:

IRVINE VALLEY COLLEGE  
5500 IRVINE CENTER DRIVE  
IRVINE, CALIFORNIA 92618

\_\_\_\_\_  
OF ORANGE COUNTY

By \_\_\_\_\_ Dated \_\_\_\_\_  
RAGHU P. MATHUR, Ed.D.  
Chancellor

STATE OF CALIFORNIA] ss.  
COUNTY OF ORANGE ]

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

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

\_\_\_\_\_  
RAGHU P. MATHUR, Ed.D.

SUBSCRIBED AND SWORN TO BEFORE ME  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for said County and State



**TO:** Board of Trustees

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

**RE:** Irvine Valley College: Change Order Requests: Performing Arts Center/ Theater

**ACTION:** Approval

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### **BACKGROUND**

On April 28, 2003, the Board of Trustees hired C. W. Driver for the management of multiple prime contracts for the construction of the Performing Arts Center/Theater and adjacent parking lot at Irvine Valley College. Twenty five trade contracts have been awarded to this date for a total combined amount of \$26,077,680.00. Previously approved change orders increased that amount by \$618,731.00.

### **STATUS**

Exhibit A describes the required modifications contained in Change Order Requests (COR) numbers 142, 149 and 150. Approval of these COR's will result in an increase of \$44,599.00 in the total project cost and the individual trade contractors will be impacted as shown in EXHIBIT B.

Approval of these COR's will bring the total amount of all COR's to \$663,330.00 and the revised total contract amount to \$26,741,010.00

The total changes equal 2.54% of the original contract amount and the changes to each of the trade contracts do not exceed the limit as allowed by Public Contract Code.

Funds are available from the approved project budget which is \$31,652,000.00.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Change Order Requests numbers 142, 149 and 150 for the Performing Arts Center/Theater 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 \$44,599.00 in the total project cost.

**PERFORMING ARTS CENTER/ THEATER  
AT  
IRVINE VALLEY COLLEGE**

EXHIBIT A  
Page 1 of 1

**August 27, 2007**

<b>COR No.</b>	<b>Date</b>	<b>Description</b>	<b>Requested</b>	<b>Status</b>	<b>Amount</b>
142	7/20/2007	Revise aluminum beams at stage floor trap from welded connections to bolted connections as requested by college.	District	ATP	\$64,753.00
149	7/13/2007	Delete anti-graffiti coating from building exterior	District	ATP	-\$18,459.00
150	7/13/2007	Delete hydroseed at non-irrigated areas	District	ATP	-\$1,695.00
<b>TOTAL THIS CHANGE ORDER REQUESTS</b>					<b>\$44,599.00</b>

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



**UPDATED BID SUMMARY (8/27/2007)**

BID PKG. #	BID PACKAGE DESCRIPTION	CONTRACTOR	CONTRACT AMOUNT	Previously Approved COR's	COR #142	COR #149	COR #150	REVISED CONTRACT AMOUNT
02-1	Earthwork, Grading, Site Demolition	Zusser	\$755,714	\$33,506				\$789,220
02-2	Site Utilities	Sandoval & Johnson	\$534,125	\$37,753				\$571,878
02-3	AC Paving, Pavement Markings	Western Paving	\$445,000	\$10,882				\$455,882
02-4	Site Concrete	T.B. Hayward	\$980,000	\$51,694				\$1,031,694
02-5	Landscaping & Irrigation	Marina Landscape	\$269,100	\$2,905			-\$1,695	\$270,310
03-1	Building Concrete, Rebar, CMU	Prizio Construction	\$3,072,902	\$144,201				\$3,217,103
05-1	Structural Steel	McMahon Steel	\$3,550,000	\$162,748	\$64,753			\$3,777,501
06-1	Millwork	K & Z Cabinet Co.	\$402,470	\$22,484				\$424,954
07-1	Roofing, Waterproofing, Sheet Metal, Roof Hatches	Letner Roofing	\$759,999	\$6,542				\$766,541
08-1	Overhead Coiling Doors & Counter Doors	Cookson Door	\$55,000	\$0				\$55,000
08-2	Glass & Glazing, Insulated Metal Panel System	Moonlight Glass	\$981,000	\$7,651				\$988,651
09-1	Fireproofing, Drywall, Lath & Plaster, Acoustical Clgs.	Standard Drywall	\$5,591,830	-\$31,357				\$5,560,473
09-2	Ceramic Tile	Inland Pacific Tile	\$37,000	\$3,029				\$40,029
09-3	Carpet & Floor Coverings	SCS Flooring	\$106,000					\$106,000
09-4	Painting, Intumescent Coatings	Borbon, Inc.	\$371,025	\$2,245		-\$18,459		\$354,811
10-1	Miscellaneous Specialties	Inland Empire Arch. Specialties	\$81,500	-\$194				\$81,306
10-2	Toilet Furnishings	Stumbaugh & Asso.	\$20,858	\$4,983				\$25,841
11-1	Theater & Stage Equipment	LVH Entertainment	\$596,964	\$17,808				\$614,772
11-2	Theater Audio Visual	Audio Associates	\$717,048	\$31,585				\$748,633
12-1	Theater Seating	Herk Edwards, Inc	\$111,453					\$111,453
14-1	Elevators	Mitsubishi Elevators	\$119,900	\$2,174				\$122,074
15-1	Fire Protection	Daart Engineering	\$529,792	-\$71,406				\$458,386
15-2	Plumbing	So Cal Plumbing dba A2Z Contractors	\$593,000	\$57,012				\$650,012
15-3	HVAC	Couts Heating & Air	\$2,133,000	\$54,062				\$2,187,062
16-1	Electrical	Baker Electric	\$3,263,000	\$68,424				\$3,331,424
<b>TOTAL</b>			<b>\$26,077,680</b>	<b>\$618,731</b>	<b>\$64,753</b>	<b>-\$18,459</b>	<b>-\$1,695</b>	<b>\$26,741,010</b>



**TO:** Board of Trustees

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

**RE:** Irvine Valley College: Change Order Request No. 4: Police and Warehouse Facility

**ACTION:** Approval

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**BACKGROUND**

On January 16, 2007, the Board of Trustees approved a contract with Dumarc Corporation for construction of the Police and Warehouse Facility at Irvine Valley College for the amount of \$1,908,700.00. Three change orders were subsequently approved increasing the contract amount to \$1,933,501.01 and extending the contract completion time to 188 days. This project is the second phase of a larger project that includes the already completed Maintenance compound.

**STATUS**

EXHIBIT A describes the modifications contained in Change Order Request No. 4 for the Police and Warehouse Facility project at Irvine Valley College. Approval of this change order request will result in an increase of \$25,618.79 to the contract cost and extend the construction time by 15 calendar days. The revised contract amount will be \$1,959,119.80 and the revised contract time 214 days.

Total change orders do not exceed 10% of the contract.

Funds are available in the approved project budget which is \$4,575,000.00, including the already completed Phase I for Maintenance.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Change Order Request No. 4 for the Police and Warehouse Facility project at Irvine Valley College increasing the amount of the contract with Dumarc Corporation by \$25,618.79 and extending the contract time by 15 calendar days.



**POLICE AND WAREHOUSE FACILITY  
AT  
IRVINE VALLEY COLLEGE**

EXHIBIT A

**CHANGE ORDER No. 4**

**August 27, 2007**

No.	Date	Description	Requested	Status	Days	Amount
10	7/13/2007	Unistrut shim to align siding properly with angle detail.	Architect	ATP	4	\$5,317.45
11	7/13/2007	Modify truncated domes to meet accessible code requirements	District	ATP	2	\$1,660.12
12	7/13/2007	Provide raised concrete curb at toilets	District	ATP	5	\$6,936.15
14	7/13/2007	Provide emergency lighting fixtures in hallway	Architect	PP	1	\$1,122.74
16	7/19/2007	Provide insulation at ceiling	District	PP	1	\$4,527.17
19	7/30/2007	Provide five additional conduit for future electrical needs	District	PP	2	\$2,589.24
20	7/30/2007	Remove dirt mound at landscaping	District	ATP	0	\$3,465.92

**TOTAL THIS CHANGE ORDER**

**ORIGINAL CONTRACT AND PRIOR BOARD APPROVED CHANGE ORDERS**

**REVISED CONTRACT**

15	\$25,618.79
199	\$1,933,501.01
214	\$1,959,119.80

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

**TO:** Board of Trustees

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

**RE:** Saddleback College: Change Order Request No. 1: BGS Building Remediation and Repair

**ACTION:** Approval

---

### **BACKGROUND**

On December 11, 2006, the Board of Trustees approved a contract with Harbor Construction Co., Inc., of Irvine, CA, for BGS Building Remediation and Repair for the amount of \$6,564,000.00. The condition and appearance of the existing cabinetry at the first and second floors of the building is such that replacement is required.

### **STATUS**

EXHIBIT A describes the changes contained in Change Order No. 1 for the BGS Building Remediation and Repair Project. Approval of this Change Order will result in an increase of \$218,198.00 in the total project cost as well as an extension of 119 days in the contract completion time.

The revised total contract amount is \$6,782,198.00 and this change order represents a 3.32% increase in the contract amount. The revised completion date is February 6, 2008.

Funds are available in the approved project budget which is \$8,506,000.00.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Change Order Request No. 1, EXHIBIT A, for BGS Building Remediation and Repair at Saddleback College increasing the contract with Harbor Construction Co., Inc., by \$218,198.00 and extending the contract completion date by one hundred and nineteen days (119) days.



BGS BUILDING REMEDIATION AND REPAIR  
AT  
SADDLEBACK COLLEGE

AUGUST 27, 2007

COR #	Description	Request	Justification	Status	Days	Amount
#01	Demolition and replacement of 1st and 2nd floor cabinets per IB #35.	Owner	Scope Change	ATP	119	\$218,198.00

TOTAL THIS CHANGE ORDER	119	\$218,198.00
ORIGINAL CONTRACT & PREVIOUS CHANGE ORDERS	300	\$6,564,000.00

REVISED CONTRACT	419	\$6,782,198.00
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ATP = Authorized to Proceed  
NCP = No Change in Price  
PP = Price Proposal  
CP = Credit Proposal  
T M = Time and Material

**TO:** Board of Trustees

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

**RE:** ATEP: Change Order Request No. 5: Site Improvements and Signage for the Launch

**ACTION:** Approval

---

### **BACKGROUND**

On December 13, 2004, the Board of Trustees approved an agreement with Los Angeles Engineering, Inc. for the construction of site improvements and signage for the launch of ATEP for the amount of \$1,914,200. On January 31, 2006, the Board approved an amendment to the contract, increasing the price to \$2,168,298.76 to cover the increase in construction costs experienced as a result of the delays in starting the project. Previously approved change orders increased the contract amount by \$62,988.95 and added 326 days to the contract completion time.

### **STATUS**

EXHIBIT A describes the required modifications to the contract contained in Change Order Request No. 5. The change order increases the present contract amount by \$2,768.21 and adds no days to the contract completion time. The revised contract amount is \$2,234,055.92.

The total change orders do not exceed 10% of the contract amount.

Funds are available in the approved project budget which is \$8,160,983.00.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Change Order Request No. 5 (EXHIBIT A) to the contract with Los Angeles Engineering, Inc., for the construction of Site Improvements and Signage for the Launch of ATEP increasing the contract amount by \$2,768.21 and adding no days to the contract completion time.



**CHANGE ORDER No. 5**  
**AUGUST 27, 2007**

**EXHIBIT A**  
**Page 1 of 1**

**SITE IMPROVEMENTS AND SIGNAGE FOR ATEP**

No.	Date	Description	Requested	Status	Days	Amount
19	8/6/2007	Add controls for site lighting and fountains	District	ATP	0	\$2,768.21

**TOTAL THIS CHANGE ORDER**

0      \$2,768.21

**ORIGINAL CONTRACT & PREVIOUS CHANGE ORDERS**  
**REVISED CONTRACT**

520    \$2,231,287.71  

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520    \$2,234,055.92

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: July/August 2007 Contracts  
**ACTION:** Ratification

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**BACKGROUND**

On January 16, 2007, the board authorized the Chancellor/designee to approve individual business contracts up to a maximum limit of \$100,000, with the following exceptions: for contracts involving bid limits the Chancellor/designee shall be limited to less than \$15,000 for public works projects and \$65,000 for equipment, supplies and maintenance projects. During July/August 2007, 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**

Los Angeles Times Advertising Contract in the Los Angeles Times Orange County Edition used by the District Media & Marketing Department.	\$ 9,515.52
DEAFinitely Professional Interpreting Services Consultant Agreement to provide interpreting services.	\$ 5,000.00
Quick Caption Consultant Agreement to provide captioning services.	\$ 5,000.00
CASTLE Worldwide Internet-Based Testing Center Agreement to provide the test engine and procedures to administer testing.	\$ 2,000.00
Anita Goldin Consultant Agreement to provide a teambuilding program for staff.	\$ 600.00
1 <sup>st</sup> Identity Solutions, Inc. Agreement to provide live scan fingerprinting services. Contractor will pay the District \$4.00 per applicant fingerprinted.	\$ 0.00
Village of Hope Affiliation Agreement to provide the health sciences and human services students clinical/internship experience.	\$ 0.00



Keenan & Associates  
Amendment to Claims Administration Services Agreement to  
establish a trust account and pay fees for run-off and for new  
claims.

\$ 0.00

**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: Purchase Orders/Confirming Requisitions  
**ACTION:** Approval

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**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 P08-00488 through P08-01159 amounting to \$5,833,891.10 are submitted to the Board of Trustees for approval. Confirming requisitions dated July 2, 2007 through August 7, 2007 totaling \$85,007.57 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 CONFIRMING REQUISITION LISTING

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Req. #	Vendor Name	Description	Total Cost
RD08-00349		Dr. Cooper to attend Fall 2007 CCCAOE Co	\$0.00
RD08-00348	WELLS FARGO #4198 FISCAL-SBC	FUSER KIT FOR DEPARTMENT PRINTER	\$140.00
RD08-00347	ORANGE CO. PRINTING CO.	MAGNETS	\$852.81
RD08-00346	ORANGE CO. PRINTING CO.	BIKE BOTTLE	\$2,868.31
RD08-00345	RICE, TAMERA	REIMBURSE TAMERA RICE	\$113.74
RD08-00344	WELLS FARGO #3317 (DISTRICT)	Refresh.-EEO/S.H.Prev.Training	\$455.47
RD08-00342	TUSTIN AWARDS	Pay for Caps for the Mikel Bistany Tenni	\$0.00
RD08-00341	WELLS FARGO #3465 FISCAL-IVC	BURSARS OFFICE	\$77.80
RD08-00339		Refund CCC Live Caption Program Award	\$18,824.00
RD08-00338	MC REYNOLDS, BRAD	Expense Reimbursement	\$768.32
RD08-00337	COAST FITNESS REPAIR SHOP	Equipment Repair	\$491.90
RD08-00336	ADAMS, HOWARD	Conference Reimbursement to Howard Adams	\$90.69
RD08-00335	TROXELL COMMUNICATIONS, INC.	Cable Repair	\$200.00
RD08-00334	SHORO, NATASHA	REIMBURSEMENT FOR SUMMER 2007 ART 430 TI	\$22.47
RD08-00333	CLEAN HARBORS, INC.	HAZARDOUS WASTE REMOVAL	\$16,672.42
RD08-00313	M.A.S.	REPAIR OF REFRIGERATOR IN CLASSROOM	\$70.00
RD08-00312	PYLE, JIM	PAY BACK FOR OFFICE SUPPLIES & TRAINING	\$111.24
RD08-00311	SONRISE ELECTRICAL	SCOREBOARD REPAIR	\$363.00
RD08-00310	SECOR, MARK D.V.M.	VETERINARY CARE FOR ANIMALS	\$189.00
RD08-00309	DALY, TRACY	Reimbursement for awards for Sept.leader	\$169.48
RD08-00308	DE SHAZER, LARRY	Conference Registration	\$2,300.40
RD08-00307	WELLS FARGO #3317 (DISTRICT)	Information Systems Security Association	\$135.00
RD08-00306	DALY, TRACY	Reimbursement for NCMPR Awards entry.	\$240.00
RD08-00305	GARNER, KORI LEE	Reimbursement for office supply purchase	\$38.25
RD08-00304	GARNER, KORI LEE	Reimbursement for overnight delivery of	\$48.88
RD08-00303	WEST GROUP	Library law book per Tom Weisrock reques	\$1,870.00
RD08-00302	WELLS FARGO #4198 FISCAL-SBC	GODADDY.COM (DOMAIN NAME RENEWAL)	\$41.18
RD08-00300	MIKOLAJCZAK, MIKI	CONFERENCE TCDA TRANSFER CENTER DIRECTOR	\$598.00
RD08-00299	WELLS FARGO #3317 (DISTRICT)	BEST BUY #854	\$102.35
RD08-00298	SERBAN, ANDREEA	Accreditation Workshop	\$390.80
RD08-00297	PEREZ, JESS	Expense Reimbursement	\$16.13
RD08-00292	KHACHATRYAN, DAVIT S.	Reimbursement for Davit	\$0.00
RD08-00291	SERBAN, ANDREEA	Expenses for Andreea Serban	\$365.80
RD08-00290	KORPER, STEVE	Steve Korper - Training/Workshop in FL (	\$3,050.00
RD08-00289	SNEED, DONNA	Reimbursement-Early College Retention Ev	\$138.55
RD08-00288	EAGLE COMMUNICATIONS	RADIO REPAIR	\$0.00
RD08-00287	SADDLEBACK COLLEGE BOOKSTORE	EOPS bookstore Billing	\$936.08
RD08-00286	SADDLEBACK COLLEGE BOOKSTORE	Bookstore Billing	\$64.65
RD08-00285	WELLS FARGO #4198 FISCAL-SBC	EDUCAUSE (DOMAIN NAME RENEWAL FEE)	\$40.00
RD08-00284	EMI NETWORK	Fee for US News & World Report plaque	\$107.75
RD08-00283	ROBINSON, JOHN	Reimbursement for lab supplies (summer c	\$51.72
RD08-00282	XEROX CORPORATION	Maintenance Contract	\$80.18
RD08-00281	TACKETT, ED WARD	Conference/Workshop attendance for Ed Ta	\$2,225.75
RD08-00280	SERF'S UP ENTERPRISES	Maintenance performed on the Boston Whal	\$200.00
RD08-00279	OLAH, JEFF	Repair Work for Boston Whaler	\$267.15
RD08-00278	EAGLE COMMUNICATIONS	Non Instructional Repair - Library radio	\$158.04
RD08-00277		Investigative Svs. for HR	\$0.00
RD08-00276	ROE, CYNTHIA	Workshop Materials	\$23.85
RD08-00275	LIPTON, SANDRA	Sandra Lipton-reimburse for Articulation	\$183.67
RD08-00274	ROGERS, RUTH	Property Damage Payment	\$1,786.32
RD08-00273	CHATTOPADHYAY, COLLETTE	REIMBURSEMENT-INSTRUCTION SUPPLIES	\$12.91
RD08-00262	CLARK, KATE	Kate Clark-reimburse for Articulation su	\$97.01
RD08-00261	PATTON, KEN	Conference Attendance for Ken Patton: Po	\$2,030.00
RD08-00260	WELLS FARGO #3465 FISCAL-IVC	CASH REGISTER FOR PROPER MONEY HANDLING	\$228.00
RD08-00259	LIPTON, SANDRA	Sandra Lipton-reimburse for UC TCA repor	\$27.60
RD08-00258		District Plan.Day-Wkshop	\$0.00



## BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

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Req. #	Vendor Name	Description	Total Cost
RD08-00257	ASHTON, GILLIAN	Employee Enrollment Fee Reimbursement Re	\$60.00
RD08-00256	CHENG, MAGGIE	Reimbursement for food and supplies	\$267.56
RD08-00255	D'LENA, BRANDYE	AIRLINE TRAVEL	\$387.00
RD08-00254	SOLTANI, PARISA	Conference registration reimbursement	\$60.00
RD08-00253	TANRIVERDI, FAWN	Conference fee reimbursement	\$60.00
RD08-00252	SANCHEZ, SYLVIA	REIMBURSEMENT FOR ETS CONFERENCE MAY 200	\$80.00
RD08-00251	RITE WAY TOWEL SERVICE	LAUNDRY FOR NURSING SKILLS LAB	\$114.04
RD08-00250	LASER SOURCE	Instructional Repair	\$86.13
RD08-00249			\$ .00
RD08-00248	SAVIO, BELINDA "HALLY"	Reimburse Postal Expense - H.Savio	\$16.25
RD08-00247	CONGRESSIONAL QUARTERLY	Pay for books.	\$179.26
RD08-00246	GREENE, ROBERT B.	Royalties	\$375.00
RD08-00245	DE SHAZER, LARRY	Conference Registration	\$380.00
RD08-00244	NGUYEN, HALEY	Reimbursement for Student Supplies	\$120.50
RD08-00243	SEA LIFE DESIGNS, INC.	PUMP FOR AQUARIUM	\$62.79
RD08-00242	CAVALLARO, LISA	REIMBURSEMENT FOR CASH PAID	\$35.00
RD08-00241	CHANDOS, RAY	REIMBURSEMENT FOR SUPPLIES FOR ELECTRONI	\$288.38
RD08-00240	SECOR, MARK D.V.M.	VETERINARY CARE FOR ANIMALS	\$148.50
RD08-00239	A-1 AWARDS	NAMEPLATES FOR BOARD ROOM	\$32.00
RD08-00238	UNITED SITE SERVICES OF CA, IN	FENCE REMOVAL AT PERFORMING ARTS	\$175.00
RD08-00237	WELLS FARGO #3317 (DISTRICT)	CATERING FOR BOARD MEETING	\$151.41
RD08-00236	MILLER, SUSAN	REIMBURSEMENT - SUMMER 07 - FN 400 TICKE	\$132.53
RD08-00210	ANDERSON, JULIE	Reimbursement for Aquaponics Supplies	\$36.61
RD08-00209	SEMER, LYNN	REIMBURSEMENT-SUMMER 07 FN 400 NUTRITION	\$409.81
RD08-00208	ALLEN, ROBINA	FOOD FOR SPECIAL BOARD MEETING	\$19.46
RD08-00207	SHORO, NATASHA	REIMBURSEMENT FOR SUMMER 2007 ART 430 TI	\$44.00
RD08-00206	A-1 AWARDS	A-1 AWARDS	\$1,124.91
RD08-00205	SMITH, ANNA	Employee Enrollment Fee Reimbursement Re	\$60.00
RD08-00204	WELLS FARGO #4214 FISCAL-IVC	Credit Card for Screen Capture Tool	\$45.00
RD08-00203	BAKER & TAYLOR ENTERTAINMENT	Library book per Tom Weisrock request	\$21.64
RD08-00202	MAQUINSAL SEWING MACHINE CO.	Equip. Repair	\$200.00
RD08-00201	KINDER, KEN PHOTOGRAPHY	Photo shoot for South Pacific	\$ .00
RD08-00200	DANNA, CAROL	Reimbursement	\$ .00
RD08-00196	S & B FOODS	GUEST SPEAKER/GREEN ROOM	\$ .00
RD08-00195	O'CONNOR, KEVIN	ACCCA Board Meeting reimbursement- Kevin	\$497.96
RD08-00194	S & B FOODS	CHANCELLOR'S IN-SERVICE	\$ .00
RD08-00193	CA DEPT OF TOXIC SUBSTANCE	EPA ID AND MANIFEST FEE	\$257.50
RD08-00192	SO COAST AIR QUALITY MGMT DIST	AQMD FEE	\$136.60
RD08-00191	WILLIAMS, MARY	classified senate retreat reimbursement	\$194.17
RD08-00190	RICE, TAMERA	N-OADN CONF. FOR T.RICE	\$ .00
RD08-00189	JENSEN, BICHTUYEN	Reim. Conf/B. Jensen/ACHRO	\$730.44
RD08-00188	MAIN, DAUNE	Classified Senate Retreat	\$137.77
RD08-00187	JEFFRIES, SANDY	Reim. Conf/S. Jeffries/ACHRO	\$573.96
RD08-00186	CONGRESSIONAL QUARTERLY	Pay for book.	\$150.17
RD08-00185	MC CUE, JENNIFER	Reimbursement	\$210.00
RD08-00184	SNEED, DONNA	Reimbursement-Early College Retention Ev	\$148.55
RD08-00183	FASELER, SHANNON	Reimbursement	\$34.45
RD08-00182	NCMPR	Membership Renewal	\$ .00
RD08-00181	GRAHAM, ESTER	Reim.Conf./T. Graham PIHRA	\$669.00
RD08-00180	ORANGE CO. REGISTER	final payment for subcription	\$13.65
RD08-00179	WELLS FARGO #3317 (DISTRICT)	Allstarshop.com	\$77.47
RD08-00178	MARTIN, GLORIA	Reimbursement for food/drinks	\$114.36
RD08-1000	WELLS FARGO #3317 (DISTRICT)	HOME DEPOT CHARGE	\$198.73
RD08-00161	BOLLINGER, PAT	SIGN	\$80.80
RD08-00160	MILLER, BARRY	Reimbursement for hardware supplies	\$20.29
RD08-00159	RAMIREZ, RUBEN	Reim. Conf-R. Ramirez/ACHRO	\$261.00



## BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

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Req. #	Vendor Name	Description	Total Cost
RD08-00158	MILLER, FRANCES	Reim. Conf-F. Miller/ACHRO	\$ .00
RD08-00157	WYCHE, SONJA	Reim. Conf-S.Wyche/ACHRO	\$730.44
RD08-00156	CHA, JESSICA M.	Reim. Conf/J. Cha/ACHRO Conf.	\$573.96
RD08-00155	LAKOW, TONI	Reim. Conf-T. Lakow/ACHRO	\$573.96
RD08-00154	LORCH, TEDDI	Reim. Conf-T. Lorch/ACHRO	\$805.44
RD08-00153	PITNEY-BOWES SUPPLY	FAX REPAIR	\$ .00
RD08-00152	CITY OF COSTA MESA	Rental Space	\$ .00
RD08-00151	WELCH, NINA	Reimbursement for photo paper	\$21.54
RD08-00150	SNOWDEN, HARRY	Box office supplies	\$70.11
RD08-00149	SO COAST FAMILY MEDI-CENTER	Medical- Police Officer	\$220.00
RD08-00148	LORCH, TEDDI	Conf. Reim.-T. Lorch/PIHRA	\$55.23
RD08-00147	GRAHAM, ESTER	Conf. Reim.-E.Graham/PIHRA	\$50.33
RD08-00146	DENTON, SUZANNE D.	Reimbursement for dept. supplies	\$112.05
RD08-00145	ELSTON, LISA	Student Supplies	\$116.89
RD08-00144	PEREZ, JESS	Expense Reimbursement	\$113.57
RD08-00143	TRI-CITIES REFRIGERATION	REPAIR OF HOSHIZAKI ICE MACHINE	\$500.00
RD08-00142	PENNYSAVER	Advertising for SCLO	\$ .00
RD08-00141	SERBAN, ANDREEA	Expenses for Andreea Serban	\$772.80
RD08-00140	PEREZ, JESS	Expense Reimbursement	\$113.57
RD07-00102-2	THOMAS, ARLENE	REIMBURSEMENT	\$224.86
RD07-00102-1	THOMAS, ARLENE	REIMBURSEMENT	\$ .00
RD08-00139	WELLS FARGO #4214 FISCAL-IVC	TO PURCHASE LUMBER FOR ELETRICIAN TECH P	\$65.81
RD08-00138	S & B FOODS	Superintendent's Luncheon	\$179.78
RD08-00137	CIPRES, ELIZABETH	Administration 101 2007/ACCCA for Elizab	\$ .01
RD08-00136	MURPHY, FIONNEGAN	Reimbursement for sound supplies	\$35.22
RD08-00135	WEST GROUP	Law books per Tom Weisrock request	\$631.44
RD08-00134	SPECTRUM INDUSTRIES, INC.	Additional Freight Charge	\$440.69
RD08-00133	BARNETTE, GREGG	Payment to hairdresser	\$200.00
RD08-00132	RICOH AMERICAS CORPORATION	COPIER REPAIR IVC WH	\$ .00
RD08-00131	EYDGAHI, HAMID Y.	Reim. Candidate-IVC VP Inst.	\$1,194.14
RD08-00130	NORMS REFRIGERATION	REPAIRS FOR ICE MACHINE	\$425.70
RD08-00129	JOHN DEERE LANDSCAPES, INC.	IRRIGATION SUPPLIES	\$1,009.90
RD08-00128	HOKE OUTDOOR ADVERTISING, INC.	South Pacific banners	\$393.29
RD08-00127	WELCH, NINA	Advertising reimb	\$15.00
RD08-00126	CROW, MICHAEL G.	Reim. Candidate-IVC VP Instruction	\$643.60
RD08-00125	TISCARENO CATERING	Catering Services	\$697.93
RD08-00124	WINSTON, KATHLEEN	CONFERENCE FOR KATHLEEN WINSTON	\$609.64
RD08-00123	REALISTA, KATE	Reimb SCLO materials	\$200.90
RD07-02657	EBERHARD EQUIPMENT	REPAIR MOWER	\$643.97
RD08-00122	MC LENDON, ROBERT	REIMBURSEMENT	\$54.48
RD08-00121	WELLS FARGO #4198 FISCAL-SBC	LUBRICANT FOR SHREDDER	\$11.55
RD08-00120	FREELAND, TINA	Annual License for Q Local software	\$95.90
RD08-00119	MATHUR, RAGHU P.	CONFERENCE: OCBC 2008 ECONOMIC FORECAST	\$140.00
RD08-00118	RICE, TAMERA	CONFERENCE FOR TAMERA RICE	\$ .00
RD07-02605	MILLOVICH, JUNE M.	Reimburse supplies for CDES	\$29.41
RD08-00117	WELLS FARGO #4214 FISCAL-IVC	Tech Refresh - Annual Fee for Domain Nam	\$40.00
RD08-00104-1	PAILLE, JULIE	REIMBURSEMENT	\$8.83
RD08-00102-1	THOMAS, ARLENE	REIMBURSEMENT	\$ .00
RD08-00116	FREELAND, TINA	purchase two manuals for student mental	\$82.64
RD08-00115	OC JEWISH LIFE	Advertisement for SCLO	\$450.00
RD07-02604	WHITFIELD, JOHN	Reimbursement to circusographer/SCLO	\$250.57
RD07-02603	PIERCE, RAY PRODUCTIONS	Show rigging & installation	\$200.00
RD08-00114	RICE, TAMERA	COADN CONFERENCE FOR TAMERA RICE	\$893.05
RD08-00113	PESTOLESI, DIANE	COADN CONFERENCE FOR DIANE PESTOLESI	\$ .00
RD08-00112	JENNIFER FOROUZESH	COADN CONFERENCE FOR JENNIFER FOROUZESH	\$ .00
RD07-02602	MILLOVICH, JUNE M.	Reimburse supplies for CDES	\$143.51

## BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

-v4.2

Req. #	Vendor Name	Description	Total Cost
RD08-00111			\$ .00
RD07-02601	MILLOVICH, JUNE M.	Reimburse books for CDES	\$1,658.43
RD08-00110	DRIVE LINES INCORPORATED	REPAIR DRIVE SHAFT	\$152.41
			=====
			\$85,007.57



## BOARD OF TRUSTEES PURCHASE ORDER LISTING

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Purchase Order Numbers P08-00488 Through P08-01159

PO #	Vendor Name	Purchase Order Description	Total Cost
P08-00488	DELL MARKETING	Tech Refresh - toner	\$3,016.89
P08-00489	DANKA	New Canon Copier Maintenance	\$30,780.00
P08-00490	OCE	Maintenance Agreement	\$23,598.00
P08-00491	SEHI PROCOMP COMPUTER PRODUCTS	Canon toner for printer	\$149.39
P08-00492	SYSTEMS SOURCE, INC.	ERGONOMIC KEYBOARD	\$453.79
P08-00493	SOLINET (S.E. LIB. NETWORK)	Pay for database renewal.	\$8,151.52
P08-00494	GOODWILL INDUSTRIES OF OC	Interpreting Svcs. Fee	\$700.00
P08-00495	SMART VEND CORP.	Card Reader for new Copier	\$1,250.25
P08-00496	MC DOWELL FLOOR COVERINGS	CONTRACT SERVICES	\$10,540.00
P08-00497	MEDCO SUPPLY COMPANY	Athletic Trainers Trunk	\$1,210.65
P08-00498	EUREKA CAREER INFO. SYSTEMS	Eureka Site License Contract 07-08	\$2,128.06
P08-00499	SO COAST FIRE PROTECTION	Annual Maintenance Agreement	\$2,300.00
P08-00500	SO COAST FIRE PROTECTION	Annual Maintenance Agreement	\$1,300.00
P08-00501	TUSTIN AWARDS	Medallions	\$930.13
P08-00502	DJ ORTHOPEDICS, LLC	Knee Braces	\$1,353.00
P08-00503	COACHCOMM	Football Equipment	\$3,397.54
P08-00504	SCANTRON CORPORATION	Dept. Supplies	\$78.78
P08-00505	AIR SOURCE INDUSTRIES, INC.	purchase liquid nitrogen and oxygen for	\$400.00
P08-00506	QUEST DIAGNOSTICS INC.	Purchase lab testing for students	\$16,000.00
P08-00507	COUNCIL OF COMMUNITY CLINICS	Purchase low cost supplies and services	\$300.00
P08-00508	ALLSCRIPTS	medications needed for students	\$696.70
P08-00509	VORTEX INDUSTRIES, INC.	ANNUAL FIRE DOOR TESTING	\$1,218.00
P08-00510	BLUE BOOK OF COLLEGE ATHLETICS	Athletics Directory	\$109.31
P08-00511	BAY ALARM COMPANY	SECURITY MONITORING SYSTEM	\$912.00
P08-00512	DAIRY DEPOT	NUTRITIONAL MILK AND DAIRY SUPPLIES	\$1,000.00
P08-00513	RALPHS GROCERY CO.	NUTRITIONAL FOOD AND SUPPLIES	\$5,000.00
P08-00514	BLACK CORAL HAWAII WHOLESALE	AQUARIUM SUPPLIES AND MAINTENANCE	\$1,650.00
P08-00515	FEED BARN	FOOD AND SUPPLIES FOR ANIMAL CARE	\$500.00
P08-00516	XEROX CORPORATION	MAINTENANCE AGREEMENT FOR XEROX	\$643.80
P08-00517	PENN CORP. RELOCATION SVCS INC	ATEP FIELD OFFICE RELOCATION	\$1,170.26
P08-00518	MUSIC THEATRE INTERNATIONAL	Royalty payment	\$2,802.00
P08-00519	ORANGE CO. METRO	Special ad insertion for ATEP in OC Metr	\$1,158.00
P08-00520	INSIGHT MEDIA	instructional video	\$213.10
P08-00521	FUENTES, THOMAS A.	TFUENTES INTERNET 07/08	\$500.00
P08-00522	JAY, BILL	WJAY INTERNET 07/08	\$625.00
P08-00523	LANG, DAVID B.	DLANG INTERNET 07/08	\$625.00
P08-00524	MILCHIKER, MARCIA	MMILCHIKER INTERNET 07/08	\$500.00
P08-00525	PADBERG, NANCY	NPADBERG INTERNET 07/08	\$500.00
P08-00526	BULBTRONICS	For scene/lighting	\$1,000.00
P08-00527	WAGNER, DONALD P.	DWAGNER INTERNET 07/08	\$500.00
P08-00528	WILLIAMS, JOHN	JWILLIAMS INTERNET 07/08	\$500.00
P08-00529	HOME DEPOT	Open PO for instructional supplies	\$500.00
P08-00530	SBC	FAX LINES - TRUSTEES FY 07-08	\$1,800.00
P08-00531	FRY'S ELECTRONICS	open purchase for supplies	\$1,000.00
P08-00532	HOME DEPOT	BLANKET purchase order for supplies	\$250.00
P08-00533	KEENAN & ASSOCIATES	Keenan Agreement 7/01/07-7/01/08	\$3,500.00
P08-00534	U.S. POSTMASTER	MAIL FUNDS	\$1,200.00
P08-00535	ARAMARK UNIFORM SERVICES	Shop coats,etc	\$1,000.00
P08-00536	HOME DEPOT	Home Depot	\$400.00
P08-00537	PRAXAIR	Praxair	\$7.00
P08-00538	SYSTEMS SOURCE, INC.	FURNITURE FOR POLICE & WAREHOUSE	\$9,214.37
P08-00539	CORPORATE BUSINESS INTERIORS	FURNITURE FOR POLICE & WAREHOUSE	\$3,952.75
P08-00540	R.M. SYSTEM, INC.	Annual Maintenance Agreement	\$780.00
P08-00541	DELL MARKETING	Tech Refresh - Equipment	\$2,014.94
P08-00542	DELL MARKETING	Tech Refresh - software	\$6,819.20



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Purchase Order Numbers P08-00488 Through P08-01159

PO #	Vendor Name	Purchase Order Description	Total Cost
P08-00543	SYSTEMS SOURCE, INC.	POWER AND DATA POLES	\$407.95
P08-00544	ROOF CONSTRUCTION	ROOFING REPLACEMENT - PE COMPLEX	\$1,069,328.00
P08-00545	CA PLACEMENT ASSN	Membership Renewal for CPA	\$100.00
P08-00546	LAYTON TECHNOLOGY, INC.	Tech Refresh - Software Update	\$595.00
P08-00547	APPLE COMPUTER, INC.	Equipment - PAC	\$3,428.46
P08-00548	DANA WHARF SPORTFISHING	Charter of "Sum Fun" for MS20 at-sea lab	\$1,350.00
P08-00549	BIRCH, STEPHEN AQUARIUM/MUSEUM	Self guided tour of Birch Aquarium for M	\$175.00
P08-00550	WORKERS' COMP FIRST AID ACCOUN	WORKERS' COMP FIRST AID ACCOUNT	\$4,000.00
P08-00551	COX MEDIA, INC.	Production for cable advertisement	\$750.00
P08-00552	MERCK AND CO., INC.	vaccine needed for students	\$468.39
P08-00553	COLLINS COMPANY	Tennis supplies	\$978.99
P08-00554	MC KESSON GENERAL MEDICAL	BIOLOGY SUPPLIES	\$711.15
P08-00555	BRIDGES.COM CO	Choices Planner/ Online Career Software	\$900.00
P08-00556	MEDICAL EDUCATION TECHNOLOGIES	AIR COMPRESSOR	\$5,231.60
P08-00557	ARROWWOODS WORKS, INC.	CABINETS FOR PHLEBOTOMY	\$10,418.10
P08-00558	SIMULAIDS, INC.	INFANT TRAINING MANIKIN	\$3,483.14
P08-00559	AUDIO VISUAL INNOVATIONS, INC.	Football Stadium PA System	\$20,065.77
P08-00560	CCS PRESENTATION	Cooking Classroom Camera	\$2,798.90
P08-00561	KAPLAN SCHOOL SUPPLY	EQUIPMENT FOR CDES	\$1,212.14
P08-00562	COMMUNITY PLAYTHINGS	CDES EQUIPMENT	\$377.13
P08-00563	ETR ASSOCIATES	material needed for students	\$387.99
P08-00564	MC KESSON GENERAL MEDICAL	supplies needed for students	\$1,260.23
P08-00565	COMPUTERLAND CORPORATE OFFICE	InDesign CS3 software	\$249.98
P08-00566	RECALL SECURE DEST.SRVS INC.	Board Agenda Scanning/On-Line Project	\$600.00
P08-00567	COX COMMUNICATIONS, INC	COX Communications Intercampus WAN servi	\$52,327.80
P08-00568	U.S. POSTMASTER	Fall 2007 Fine Arts Brochures	\$4,000.00
P08-00569	SYSTEMS SOURCE, INC.	CHAIR	\$237.05
P08-00570	SCHOOLS EXCESS LIABILITY FUND	2007/2008 Excess Liability Coverage	\$38,534.81
P08-00571	KEENAN & ASSOCIATES	Broadcasters Liblity Coverage 07/08	\$8,336.00
P08-00572	DELL MARKETING	Computer Mice	\$84.05
P08-00573	DOVE PROFESSIONAL APPAREL	NURSING PATCHES	\$953.44
P08-00574	DANKA	Annual Maintenance Agreement	\$556.80
P08-00575	HOME DEPOT	HOME DEPOT BLANKET	\$400.00
P08-00576	CAROLINA BIOLOGICAL SUPPLY	CAROLINA BIOLOGICAL BLANKET	\$500.00
P08-00577	RALPHS GROCERY CO.	RALPHS BLANKET	\$400.00
P08-00578	KLM BIOSCIENTIFIC	BLANKET KLM BIOLOGICAL	\$300.00
P08-00579	COCHRANES OF OXFORD LTD.	CHEMISTRY SUPPLIES	\$61.85
P08-00580	LAKESHORE CURRICULUM MATERIALS	Equipment for CDES	\$1,740.16
P08-00581	GANDER-PRINTCO	Bus Cards Outreach Counselor for Melody	\$148.70
P08-00582	GANDER-PRINTCO	Bus Cards f/Matriculation Office	\$49.57
P08-00583	PIANO FACTORY OUTLET	Pianos-Competitive Equipment	\$11,935.70
P08-00584	COMPACT DATA WORKS, INC.	BacPac License for workgroup VMS	\$449.00
P08-00585	EMI NETWORK	Advertising Contract	\$5,700.00
P08-00586	FIETSAM, TINA	Workshop Presenter	\$3,600.00
P08-00587	EDWARDS, ARNETTE	Workshop Presenter	\$2,160.00
P08-00588	NAVARRO, AUGUSTINE	Workshop Presenter	\$2,160.00
P08-00589	PEREZ-STROUD, LILIANN	Workshop Presenter	\$5,040.00
P08-00590	DUGAN, MICHELE	Workshop Presenter	\$2,160.00
P08-00591	SHOTWELL, HELENE	Workshop Presenter	\$1,320.00
P08-00592	RICHARDS, MARLENE	Workshop Presenter	\$1,620.00
P08-00593	ACEVEDO, DAISY	Workshop Presenter	\$2,160.00
P08-00594	WELLAND, BETTYANN	Workshop Presenter	\$1,800.00
P08-00595	MC NELLY, MARGIE	Workshop Presenter	\$1,250.00
P08-00596	VASQUEZ, LUIS MAURICIO	Workshop Presentation	\$2,775.00
P08-00597	FREDENBURG, BRUCE	Worshop Presenter	\$1,080.00



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Purchase Order Numbers P08-00488 Through P08-01159

PO #	Vendor Name	Purchase Order Description	Total Cost
P08-00598	MORENO, ALEJANDRO	Workshop Presentation	\$ .00
P08-00599	LOGOS LANGUAGE, INC.	Translation Services	\$ .00
P08-00600	CANADA, JUDY	Panel Member	\$ .00
P08-00601	RENTERIA, MARIA	Workshop Presenter	\$ .00
P08-00602	MILLER, SALLIE	Workshop Presenter	\$ .00
P08-00603	KINSHIP CENTER	Workshop Presenter	\$ .00
P08-00604	MENDOZA, JOSEPH JAY	Workshop Presenter	\$ .00
P08-00605	CARMAN, LUPE	Workshop Presenter	\$ .00
P08-00606	TRUJILLO, ARACELLI	Panel Presentation	\$ .00
P08-00607	MUNDAY, PATRICE	panel Presentation	\$ .00
P08-00608	BARNES, TORHON	Panel Presentation	\$ .00
P08-00609	SCHECHTER, AMY ROSE	Panel Presentation	\$ .00
P08-00610	GRANT, TONI	Panel Presentation	\$ .00
P08-00611	ADCLUB ADVERTISING SERVICE	Recruitment/Advertising for SOCCCD	\$85,000.00
P08-00612	TMP WORLDWIDE, INC.	Recruitment/Advertising for SOCCCD	\$7,425.00
P08-00613	ARMSTRONG, LEE CO. INC.	CONTRACT SERVICES	\$450.00
P08-00614	PROAIR	CONTRACT SERVICES	\$3,200.00
P08-00615	LAKE HILLS COMMUNITY CHURCH	Facility use of classroom	\$2,000.00
P08-00616	U.S. AIR CONDITIONING DIST INC	GREENHOUSE A/C	\$3,108.59
P08-00617	DSE ARCHITECTURE, INC.	CONTRACT SERVICES	\$4,360.00
P08-00618	DSE ARCHITECTURE, INC.	CONTRACT SERVICES	\$4,840.00
P08-00619	NORTH STATE ENVIRONMENTAL	BID.....5YR CONTRACT	\$55,000.00
P08-00620	L.A. GYM EQUIPMENT	Fitness Equipment	\$4,426.17
P08-00621	VIDEO SERVICE OF AMERICA	VIDEO CAMERA FOR CDES	\$510.20
P08-00622	DELL MARKETING	LAPTOPS FOR NURSING SKILLS LAB	\$14,747.56
P08-00623	TUSTIN HIGH SCHOOL	Advertising for Tustin High Football Pro	\$200.00
P08-00624	IRVINE HIGH SCHOOL	Advertising for Irvine High Football Pro	\$300.00
P08-00625	SO CAL EDISON CO	ELECTRICITY USAGE	\$20,000.00
P08-00626	GANDER-PRINTCO	business cards for Susan Cooper	\$49.57
P08-00627	SCHULZ, TERRY	CONSTRUCT BOOM BASES	\$5,280.00
P08-00628	NORTHWOOD HIGH SCHOOL	Advertising - Northwood High School	\$250.00
P08-00629	ORANGE CO. METRO	Monthly ad insertion in OC Metro Magazin	\$25,000.00
P08-00630	ORANGE CO. WEEKLY	Monthly ad insertions in OC Weekly.	\$13,500.00
P08-00631	GATEHOUSE MEDIA, INC.	Monthly ad insertion in Today's Woman ma	\$7,000.00
P08-00632	CPP, INC.	CAREER ASSESSMENT Strong in Color Prepai	\$2,144.21
P08-00633	U.S. POSTMASTER	POSTAGE	\$8,445.30
P08-00634	XEROX CORPORATION	XEROX COPIER-CHANCELLOR'S OFFICE	\$7,798.08
P08-00635	XEROX CORPORATION	XEROX COPIER-CHANCELLOR'S OFFICE	\$9,665.49
P08-00636	RISO, INC.	Maintenance of RISO MZ790	\$900.00
P08-00637	GANDER-PRINTCO	BUSINESS CARDS	\$116.37
P08-00638	FABRIC LAND	Student Supplies	\$150.00
P08-00639	JENNY'S FABRICS	Student Supplies	\$ .00
P08-00640	TREE OF LIFE NURSERY	Blanket PO for native plant for Outdoor	\$250.00
P08-00641	WARD'S NATURAL SCIENCE	Blanket PO for Instructional Supplies	\$400.00
P08-00642	HOME DEPOT	Blanket PO fon non-instructional equipme	\$200.00
P08-00643	RICHARD THE THREAD EMPIRE TAPE	PERFORMING ARTS CENTER	\$5,113.18
P08-00644	HAZLET SEWING AND VAC, INC.	SEWING EQUIPMENT	\$5,216.43
P08-00645	AMTECH RELIABLE ELEVATOR CO.	ELEVATOR SERVICE	\$20,320.00
P08-00646	GLARO PRODUCTS, INC.	PERFORMING ARTS	\$5,540.76
P08-00647	VWR INTERNATIONAL, INC.	MICROBIOLOGY SUPPLIES	\$2,982.61
P08-00648	HARDY DIAGNOSTICS	MICROBIOLOGY SUPPLIES	\$9,848.28
P08-00649	PIONEER STATIONERS	JANITORIAL SUPPLIES	\$223.43
P08-00650	HARLAND TECHNOLOGY SERVICES	Annual Maintenance Agreement	\$621.00
P08-00651	PEAK TECHNOLOGIES, INC.	Annual Maintenance Agreement	\$1,668.00
P08-00652	DELL MARKETING	Tech Refresh computers	\$26,192.44



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Purchase Order Numbers P08-00488 Through P08-01159

PO #	Vendor Name	Purchase Order Description	Total Cost
P08-00653	KONICA MINOLTA BUSINESS SOLUT.	Annual Maintenance Contract	\$630.00
P08-00654	LAERDAL MEDICAL CORP.	CHILD TRAINING MANIKINS	\$4,234.82
P08-00655	PROMPTER PEOPLE, INC.	STUDIO LIGHTS FOR EMERITUS	\$2,175.65
P08-00656	ECONOMIC ALTERNATIVES, INC.	Annual Maintenance Agreement	\$3,000.00
P08-00657	EXCELSIOR ELEVATOR CORPORATION	ANNUAL ELEVATOR MAINTENANCE SERVICE	\$7,800.00
P08-00658	COAST FITNESS REPAIR SHOP	Fitness Equipment Services	\$2,400.00
P08-00659	KEN'S SPORTING GOODS	Football Supplies	\$1,344.94
P08-00660	HARLAND TECHNOLOGY SERVICES	Annual Maintenance Agreement	\$2,813.00
P08-00661	RICOH AMERICAS CORPORATION	Annual Maintenance Agreement	\$240.00
P08-00662	AARON BROTHERS ART MART	FRAMING MATERIALS AND SERVICES	\$3,000.00
P08-00663	BERBEE INFORMATION NETWORKS	Tech Refresh - software	\$2,946.96
P08-00664	XEROX CORPORATION	Annual Maintenance Agreement	\$600.00
P08-00665	BUDDY'S ALL STARS INC.	Women's Volleyball supplies	\$2,834.54
P08-00666	RAYVERN LIGHTING SUPPLY CO.	JANITORIAL SUPPLIES	\$2,309.75
P08-00667	CAPP ASSOCIATES, INC.	Purchasing Online Assessment Tests	\$2,625.00
P08-00668	UNISOURCE CORPORATION	JANITORIAL SUPPLIES	\$1,062.68
P08-00669	WHITE CAP INDUSTRIES	JANITORIAL SUPPLIES	\$506.74
P08-00670	WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES	\$36,373.87
P08-00671	STAR MAINTENANCE SUPPLY	JANITORIAL SUPPLIES	\$2,046.17
P08-00672	PIONEER CHEMICAL CO.	JANITORIAL SUPPLIES	\$1,282.66
P08-00673	KATHCO PRODUCTS	JANITORIAL SUPPLIES	\$6,586.70
P08-00674	HILLYARD FLOOR CARE SUPPLY	JANITORIAL SUPPLIES	\$759.47
P08-00675	CHEMSEARCH	JANITORIAL SUPPLIES	\$1,705.42
P08-00676	CHAMPION CHEMICAL CO.	JANITORIAL SUPPLIES	\$5,084.29
P08-00677	ORANGE CO. REGISTER	Monthly ad insertions in the OC Register	\$22,000.00
P08-00678	L.A. TIMES	Monthly ad insertions in LA Times.	\$10,000.00
P08-00679	DELL MARKETING	Tech Refresh - Server	\$6,974.68
P08-00680	HOME DEPOT	PO for Maintenance and Equip. Repair Sup	\$2,000.00
P08-00681	DELL MARKETING	Equipment - PAC	\$42,480.44
P08-00682	XEROX CORPORATION	Stapler for Xerox WC766P copier	\$109.51
P08-00683	CAMPUS CAREER COUNSELOR	Campus Career Counselor	\$69.00
P08-00684	XEROX CORPORATION	XEROX - Maintenance Agreement WCP35HC	\$1,257.60
P08-00685	XEROX CORPORATION	Copier	\$1,933.03
P08-00686	WARD'S NATURAL SCIENCE	Blanket PO for Expendable Classroom Supp	\$300.00
P08-00687	ORCHARD SUPPLY HARDWARE	WAREHOUSE SUPPLIES	\$700.00
P08-00688	CA DEPT OF PARKS/RECREATION	facility fee for volleyball class for Fa	\$475.00
P08-00689	HONORS TRANSFER COUNCIL	Membership Dues - HTCC	\$90.00
P08-00690	WHITE CAP INDUSTRIES	MAINTENANCE SUPPLIES	\$1,000.00
P08-00691	REGENCY LIGHTING	JANITORIAL SUPPLIES	\$134.47
P08-00692	GRAYBAR ELECTRIC CO.	CABLING FOR IT	\$245.37
P08-00693	PML MICROBIOLOGICALS	MICROBIOLOGY MEDIA	\$402.34
P08-00694	KUSUNOKI, GARY I.	Hearings	\$1,000.00
P08-00695	SEHI PROCOMP COMPUTER PRODUCTS	Toner for Fax	\$46.26
P08-00696	CAL'S CAMERAS	PHOTO SUPPLIES	\$302.22
P08-00697	MISSION VIEJO GLASS	OPEN P.O. FOR SUPPLIES	\$1,000.00
P08-00698	STUDENT INSURANCE CO.	2007/08 ACCIDENT/CATASTROPHIC/STUDENT/AT	\$148,266.00
P08-00699	PC MALL GOV. INC.	Equipment PAC	\$11,985.42
P08-00700	ORANGE CO. SHERIFF/CORONER	Registration Fees for San Clemente Jambo	\$85.00
P08-00701	POWERTRON BATTERY CO.	CART BATTERY	\$555.34
P08-00702	ZAINO TENNIS COURTS, INC.	RESURFACE TENNIS COURTS	\$21,535.00
P08-00703	BONDED WET-DRY CLEANERS	Costume cleaning	\$500.00
P08-00704	ALERT SERVICES, INC.	Athletic Training Supplies	\$4,041.05
P08-00705	MEDCO SUPPLY COMPANY	Athletic Training Supplies 07-08	\$5,020.17
P08-00706	LAPES ATHLETIC TEAM SALES, INC	Athletic Training supplies 07-08	\$2,610.78
P08-00707	PEDICRAFT INC.	PEDI-CRIB FOR NURSING	\$4,660.59



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Purchase Order Numbers P08-00488 Through P08-01159

PO #	Vendor Name	Purchase Order Description	Total Cost
P08-00708	SOMA TECHNOLOGY, INC.	INFANT WARMER AND INCUBATOR	\$4,388.50
P08-00709	PHOENIX KIOSK	Tech Refresh: Kiosk for SSC & PAC	\$6,378.43
P08-00710	GANDER-PRINTCO	Window Envelopes	\$487.03
P08-00711	JIST WORKS, INC.	College Survival Success Scale	\$265.84
P08-00712	RESOURCE NETWORK	QUICK SOURCE GUIDES	\$394.63
P08-00713	TREND OFFSET PRINTING	FALL 2007 SCHEDULE PRINTING	\$28,000.00
P08-00714	MEDIA SERVICES 55	Cable advertising	\$4,200.00
P08-00715	HITT MARKING DEVICES, INC.	MAIL CODE STAMP	\$25.86
P08-00716	MPC-G	COMPUTER EQUIPMENT/BOARD ROOM	\$2,443.77
P08-00717	RECALL SECURE DEST.SRVS INC.	Shredding of Documents	\$375.00
P08-00718	HOME DEPOT	MATERIALS AND SUPPLIES	\$4,000.00
P08-00719	COLLEGE SOURCE*****	College Source Subscr 07-08	\$2,275.00
P08-00720	LEAGUE FOR INNOVATION	LEAGUE INNOV. 07/08 MEMB. DUES/CHANCELO	\$875.00
P08-00721	ORANGE CO. BUSINESS COUNCIL	OCBC MEMBERSHIP DUES	\$5,000.00
P08-00722	AVENTURA SAILING ASSOC.	Blanket PO for rental of sail boats	\$0.00
P08-00723	SO COAST SAILING TEAM	Blanket PO for rental of sail boats	\$2,000.00
P08-00724	DANA POINT YACHT MAINTENANCE	Blanket PO for Boston Whaler Monthly Hul	\$500.00
P08-00725	SAFE NAVIGATION, INC.	Blanket PO for MST Instructional Supplie	\$400.00
P08-00726	WEST MARINE PRODUCTS	Blanket PO for MST supplies	\$1,000.00
P08-00727	XEROX CORPORATION	XEROX COPIER/PRINTER/FAX	\$8,245.71
P08-00728	MARKSTAAR	PERFORMING ARTS CENTER	\$3,833.46
P08-00729	LAUNDRY LOOPS INC.	Athletic program supplies	\$397.57
P08-00730	SADDLEBACK GOLF DRIVING RANGE	Golf Supplies	\$3,337.40
P08-00731	LASER SOURCE	Toner for laser printer	\$424.54
P08-00732	SYSTEMS SOURCE, INC.	Tech refresh equipment	\$3,686.13
P08-00733	HUMANSKALE COMPANY	for K.Schlick, AGB 134	\$0.00
P08-00734	CDW COMPUTER CENTERS	Tech Refresh software for David Kite	\$420.29
P08-00735	CHANNING L. BETE CO., INC.	Supplies for HLTH 2 class Fall07	\$99.94
P08-00736	KAPLAN SCHOOL SUPPLY	Furniture for Child Dev. Ctr.	\$1,182.84
P08-00737	L.A. GYM EQUIPMENT	Fitness Equipment	\$17,622.24
P08-00738	CDW COMPUTER CENTERS	HEADPHONES FOR COMPUTER LAB	\$172.01
P08-00739	LINCOLN EQUIPMENT, INC.	Suitmate Water Extractor/Dryer	\$1,471.94
P08-00740	L.A. GYM EQUIPMENT	Fitness Equipment	\$24,831.42
P08-00741	LINCOLN EQUIPMENT, INC.	Swimming Pool Equipment	\$1,225.16
P08-00742	APPAREL NEWS GROUP	Dept. Resource	\$59.00
P08-00743	MACHINE RUNNER	EQUIPMENT FOR CDES	\$1,911.44
P08-00744	ANTHEM SPORTS, LLC	Volleyball catch net	\$709.71
P08-00745	ALLIED HAND DRYERS AND BABY	Equipment for CDES	\$177.79
P08-00746	VEOLIA ES TECHNICAL SOLUTIONS,	Annual Maintenance Agreement	\$12,000.00
P08-00747	LASERCYCLE USA	OPEN PO FOR LASERCYCLE USA PRINTER SERVI	\$2,000.00
P08-00748	EDITS PUBLISHERS	COPS Assessment / Edits Pub	\$596.54
P08-00749	CPP, INC.	CAREER ASSESSMENT Form M	\$101.56
P08-00750	HITT MARKING DEVICES, INC.	SOCCCD ADDRESS STAMP	\$13.16
P08-00751	BUDDY'S ALL STARS INC.	Football uniform supplies	\$265.67
P08-00752	HAYWARD, T.B., INC	PROVIDE GRADING @ IVC PAC QUAD AREA	\$3,395.00
P08-00753	CRC CONSULTING GROUP, INC.	WATER TEST STOREFRONT SYSTEM BGS BUILDIN	\$2,700.00
P08-00754	COX MEDIA, INC.	Advertising	\$10,998.45
P08-00755	CONSOLIDATED ELECTRICAL DIST.	ELECTRICAL SUPPLIES TO LIGHT DISPLAY CAS	\$300.00
P08-00756	CHRISTO & GANESH-M, INC.	HAZARDOUS MATERIALS SURVEY AT ATEP	\$11,200.00
P08-00757	ALERT FIRE PROTECTION	PERFORM FIRE HYDRANT FLOW TESTING BLDG.	\$1,200.00
P08-00758	ADAMSON POLICE PRODUCTS	Pepper Spray	\$362.04
P08-00759	YALE CHASE MATERIALS HANDLING	FORKLIFT / VEHICLE REPAIRS	\$4,500.00
P08-00760	ORCHARD SUPPLY HARDWARE	SUPPLIES	\$1,000.00
P08-00761	CINTAS CORPORATION	document destruction/paper recycling ser	\$810.00
P08-00762	HOME DEPOT	SUPPLIES	\$500.00



## BOARD OF TRUSTEES PURCHASE ORDER LISTING

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Purchase Order Numbers P08-00488 Through P08-01159

PO #	Vendor Name	Purchase Order Description	Total Cost
P08-00763	QUICK SORT SANTA ANA, INC.	postage & mailing costs of IVC Fall 2007	\$6,182.33
P08-00764	PHOENIX BUSINESS MACHINES, INC	COPIER MAINTENANCE	\$350.00
P08-00765	CONTROL MAINTENANCE & REPAIR	CONTRACT SERVICES	\$873.27
P08-00766	ALERT SERVICES, INC.	Athletics	\$3,964.87
P08-00767	HEDMAN, F & E	Annual Maintenance Agreement	\$430.00
P08-00768	CARD INTEGRATORS CORPORATION	Student Photo ID card stock	\$6,147.38
P08-00769	INVERNESS MEDICAL, INC.	supplies needed for students	\$260.77
P08-00770	GLAXO SMITH KLINE (GSK)	vaccines needed for students	\$1,036.40
P08-00771	MEDCO SUPPLY COMPANY	Supplies for Pilates/Core classes	\$4,107.15
P08-00772	MC FADDEN-DALE INDUSTRIAL	OPEN P.O. FOR SUPPLIES	\$500.00
P08-00773	CA POWER PARTNERS, INC	Rebuild HMI Monitor	\$650.00
P08-00774	DELL MARKETING	Tech Refresh - Equipment	\$11,444.38
P08-00775	MISSION PRINTING COMPANY, INC.	South Pacific Program printing	\$2,346.80
P08-00776	VICTORY CUSTOM ATHLETIC, INC	Women's Basketball Uniforms	\$2,272.59
P08-00777	MISSION PRINTING COMPANY, INC.	Fall 2007 SCLO brochure	\$4,741.00
P08-00778	TAUBENPOST, INC	Folding and labeling SCLO Fall brochures	\$1,300.00
P08-00779	TROXELL COMMUNICATIONS, INC.	Security Plates	\$162.36
P08-00780	UNISOURCE CORPORATION	Paper	\$2,269.22
P08-00781	GANDER-PRINTCO	Envelope	\$3,124.21
P08-00782	DSE ARCHITECTURE, INC.	CONTRACT SERVICES	\$5,760.00
P08-00783	SEHI PROCOMP COMPUTER PRODUCTS	Various Desktop Components	\$2,484.39
P08-00784	CPP, INC.	CAREER ASSESSMENT Form M	\$662.83
P08-00785	BAMWALL CO.	DEMO & REBUILD PARTITIONS & DOORS	\$983.00
P08-00786	SCANTRON CORPORATION	Custom forms for SLO - Reading	\$1,784.21
P08-00787	MINN. MINING & MFG. CENTER	Library Equip. Service Contract	\$4,595.76
P08-00788	STARR, W.B. INC.	TREE SERVICE	\$1,250.00
P08-00789	JOHNSON & ASSOCIATES	Tech Assistance-Ad Hoc Work	\$5,000.00
P08-00790	WARREN, CARL & CO.	Claims Management and Transition Fee	\$700.00
P08-00791	SWACC	P&L Memorandum of Coverage 07/08	\$808,461.00
P08-00792	AMER. SCREEN & WINDOW COVERING	ATEP BLINDS	\$32,244.42
P08-00793	MEDCO SUPPLY COMPANY	ATHLETIC BID	\$1,840.64
P08-00794	HITT MARKING DEVICES, INC.	STAMP FOR OFFICE	\$11.72
P08-00795	BOB PARRETT CONSTRUCTION, INC.	CONTRACT SERVICES	\$4,952.00
P08-00796	WARE DISPOSAL CO., INC.	BID.....5-YR TRASH REMOVAL	\$35,000.00
P08-00797	CAS MEDICAL SYSTEMS, INC.	SUPPLIES FOR NURSING	\$112.82
P08-00798	WILSON RACQUET SPORTS	Tennis Team Supplies	\$1,293.00
P08-00799	L.A. GYM EQUIPMENT	Competitive Equip. approved 07-08	\$6,768.11
P08-00800	BUDDY'S ALL STARS INC.	Baseballs for class	\$459.62
P08-00801	SVM, LP	GAS CARDS FOR STUDENT SUCC. SCH.	\$1,510.95
P08-00802	SADDLEBACK COLLEGE BOOKSTORE	BLANKET PO FOR BOOKSTORE	\$4,000.00
P08-00803	MC KESSON GENERAL MEDICAL	vaccine for students	\$548.24
P08-00804	HSACCC	Institutional Membership dues HSACCC	\$75.00
P08-00805	CDW COMPUTER CENTERS	Tech Refresh Software	\$797.36
P08-00806	R & R SOCKS PLUS	Athletic Socks	\$470.90
P08-00807	U.S. POSTMASTER	Postage for Welcome Day postcards 2007	\$2,100.00
P08-00808	COMPUTERLAND CORPORATE OFFICE	Microsoft Campus Agreement - Saddleback	\$44,265.25
P08-00809	COMPUTERLAND CORPORATE OFFICE	Microsoft Campus Agreement - Irvine Vall	\$22,717.50
P08-00810	MC KESSON GENERAL MEDICAL	vaccine needed for students	\$387.82
P08-00811	BOB PARRETT CONSTRUCTION, INC.	NEW METAL DOOR	\$8,448.00
P08-00812	NCMPR	Membership Renewal	\$350.00
P08-00813	PUBLIC ECONOMICS, INC.	CONSULTING SERVICES-REDEVELOPMENT	\$40,000.00
P08-00814	ASSOC WRITING PROGRAMS	AWP Institutional Membership 2007-08.	\$395.00
P08-00815	G & J CONTAINER TRANSPORT	CONTRACT SERVICE	\$415.00
P08-00816	R & R SOCKS PLUS	Football supplies	\$500.48
P08-00817	GUNTHER'S ATHLETIC SERVICE	Football Supplies	\$98.13



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Purchase Order Numbers P08-00488 Through P08-01159

PO #	Vendor Name	Purchase Order Description	Total Cost
P08-00818	KAPLAN SCHOOL SUPPLY	FURNITURE/EQUIP FOR CDES	\$1,431.48
P08-00819	PHOENIX BUSINESS MACHINES, INC	RICOH: Maintenance IT Copier - Aficio 32	\$2,000.00
P08-00820	FULL COMPASS SYSTEMS	SB440 Channel Base-Comp.Equipment	\$1,807.57
P08-00821	CCS PRESENTATION	Projector Lens	\$2,859.99
P08-00822	TUFNUT WORKS	Cable Locks	\$527.67
P08-00823	HITT MARKING DEVICES, INC.	CUSTOM STAMPS FOR OFFICE	\$82.58
P08-00824	ECONOMIC ALTERNATIVES, INC.	WATER TREATMENT CHEMICALS	\$4,978.46
P08-00825	VIDEO SERVICE OF AMERICA	Videotape	\$359.80
P08-00826	CDW COMPUTER CENTERS	PGP Desktop Pro Licensing	\$454.62
P08-00827	SPSS, INC.	Tech Refresh - software renewal	\$2,237.58
P08-00828	RENNIE, BONNIE	Voice Interpreter	\$600.00
P08-00829	CURTIS 1000	BUSINESS REPLY ENVELOPES #8 STORES	\$305.55
P08-00830	HOME DEPOT	Blanket order for purchases from Home De	\$500.00
P08-00831	INGERSOLL RAND	Electronic Lock for PAC	\$812.00
P08-00832	PC MALL GOV. INC.	Equipment for PAC	\$5,933.74
P08-00833	ECOLAB PROFESSIONAL PRODUCTS	FOOD/NUTRITION SUPPLIES	\$272.79
P08-00834	JUGS	Baseball Equipment	\$2,562.22
P08-00835	BARCLAYS LAW PUBLISHERS	Library subscription renewal per Tom Wei	\$268.00
P08-00836	IMAGE SOURCE, INC.	ATIfiler software service contract	\$12,697.63
P08-00837	DELL MARKETING	REPLENISH CARTRIDGE FOR PRINTER	\$644.32
P08-00838	SHRED-IT	For Shred-it monthly service	\$2,265.00
P08-00839	SYSTEMS SOURCE, INC.	Dual-Monitor Arm Brackets	\$614.18
P08-00840	SEHI PROCOMP COMPUTER PRODUCTS	Paper and ink for IT's Plotter	\$286.82
P08-00841	ORANGE CO. REGISTER	Newspaper subscription	\$36.00
P08-00842	EAGLE COMMUNICATIONS	Tech Refresh - Emergency Call Boxes	\$4,281.63
P08-00843	SAFELITE AUTO GLASS CORP.	CONTRACT SERVICES	\$405.30
P08-00844	SAFELITE AUTO GLASS CORP.	CONTRACT SERVICES	\$179.85
P08-00845	COMMUNITY HOUSE, INC.	Facility use of classroom	\$800.00
P08-00846	LAGUNA COUNTRY METHODIST CHURCH	Facility fee for use of classroom	\$1,280.00
P08-00847	MESA ENERGY SYSTEMS	SOFTWARE UPGRADE	\$2,750.00
P08-00848	PIP PRINTING	Blanket PO for shrinkwrap	\$5,000.00
P08-00849	COMPUTERLAND CORPORATE OFFICE	ADOBE LIGHTROOM LICENSES/MEDIA	\$1,892.25
P08-00850	COMPUTERLAND CORPORATE OFFICE	AUDITION LICENSES/MEDIA	\$807.20
P08-00851	LAKE FOREST BEAUTY COLLEGE	Blanket PO to pay for Cosmetology for su	\$25,000.00
P08-00852	ALBERT, JAMES SCHOOL OF COSMET	Blanket PO to pay for cosmetology classe	\$34,000.00
P08-00853	KINDER, KEN PHOTOGRAPHY	Photo shoot for South Pacific	\$225.00
P08-00854	INTERMOUNTAIN LOCK & SECURITY	LOCKSMITH SUPPLIES	\$715.46
P08-00855	NAPA AUTO PARTS	AUTO SUPPLIES	\$2,793.89
P08-00856	CLARK SECURITY PRODUCTS	LOCKSMITH SUPPLIES	\$828.33
P08-00857	APPLE SCIENTIFIC, INC.	SCIENCE COMPETITIVE EQUIPMENT	\$10,504.73
P08-00858	EN POINTE ENTERPRISES, LTD.	Wall-mounted mirrors for Yoga Room	\$2,322.30
P08-00859	DANKA	Annual Maintenance Agreement	\$557.28
P08-00860	SIL FITNESS, INC.	Rack/pump for BOSU balls	\$391.49
P08-00861	METRONOME, INC.	Telecom System Annual Maintenance	\$187,241.60
P08-00862	O'NEIL PRODUCT DEVELOPMENT, IN	PRINTED PAPER ROLLS FOR PERMIT MACHINES	\$486.10
P08-00863	PHASE II TIRE	AUTO SUPPLIES	\$4,758.42
P08-00864	VERIZON	VERIZON Wireless Aircards for IT & Distr	\$5,040.00
P08-00865	GASTON, JIM	Reimbursement for Internet Services	\$503.40
P08-00866	PHANEUF, JIM	Reimbursement for Internet Services	\$503.40
P08-00867	DORSZ, JEFF	Reimbursement for Internet Services	\$503.40
P08-00868	VAN LEEUWEN, RICK	Reimbursement for Internet Services	\$503.40
P08-00869	KING, TAMARA	Reimbursement for Internet services	\$503.40
P08-00870	DUBAY, STEPHEN	Reimbursement for Internet Services	\$480.00
P08-00871	SYSTEMS SOURCE, INC.	DESK	\$753.78
P08-00872	DATANET SOLUTIONS INC.	Payroll Records Scanning Project	\$1,125.00



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PO #	Vendor Name	Purchase Order Description	Total Cost
P08-00873	DUBAY, STEPHEN	Reimbursement for Internet Services	\$160.01
P08-00874	GANDER-PRINTCO	CUSTOM BUSINESS CARDS FOR OFFICE	\$148.70
P08-00875	VORTEX INDUSTRIES, INC.	COUNSELING FIRE DOOR REPAIR	\$4,339.25
P08-00876	JUNIOR'S GOLF CARTS, INC.	EZ-GO GOLF CART/IVC ATHLETIC TRAINING	\$5,064.25
P08-00877	COPY TECH COMPANY	AUTO SUPPLIES	\$176.63
P08-00878	VIDEO SERVICE OF AMERICA	Recorders	\$855.45
P08-00879	GANDER-PRINTCO	Job Opportunity Letterhead	\$845.84
P08-00880	HITT MARKING DEVICES, INC.	OK to Pay stamp	\$19.35
P08-00881	GANDER-PRINTCO	White envelopes w/cardinal print	\$390.65
P08-00882	GANDER-PRINTCO	Official Transcript Envelopes	\$530.13
P08-00883	OFFICE DESIGN STUDIO	RECEPTION DESK	\$ .00
P08-00884	CINGULAR WIRELESS	TELEPHONE SERVICES	\$250.00
P08-00885	SOUTHERN COUNTIES OIL CO.	AUTO SUPPLIES	\$471.36
P08-00886	PETE'S ROAD SERVICE	AUTO SUPPLIES	\$1,180.17
P08-00887	PARKHOUSE TIRE, INC.	AUTO SUPPLIES	\$168.63
P08-00888	MONTGOMERY HARDWARE	LOCKSMITH SUPPLIES	\$3,192.90
P08-00889	FISHER SCIENTIFIC	CHEMISTRY EQUIPMENT	\$1,027.88
P08-00890	VWR INTERNATIONAL, INC.	CHEMISTRY EQUIPMENT	\$524.60
P08-00891	SPECTRUM LABORATORY PRODUCTS	CHEMISTRY SUPPLIES	\$34,942.80
P08-00892	PLUMMERS FURNITURE	Furniture for CDES	\$1,954.16
P08-00893	WARD'S NATURAL SCIENCE	FEE BASED ROCK AND MINERAL KITS	\$2,478.25
P08-00894	L.A. TIMES	Pay for subscription renewal.	\$101.40
P08-00895	SEHI PROCOMP COMPUTER PRODUCTS	COMPUTER EQUIPMT/CHANCELLORS OFFICE	\$4,612.84
P08-00896	SUCCESSORIES, INC.	Awards for Chancellor's event.	\$ .00
P08-00897	GANDER-PRINTCO	BUSINESS CARDS FOR JULIET WOMACK	\$99.13
P08-00898	TFM ASSOCIATES, INC.	Advertising	\$3,000.00
P08-00899	LEIVA, JAVIER	CART WASH	\$15.00
P08-00900	METROCALL	PAGER RENTAL AND MAINTENANCE CONTRACT	\$2,700.00
P08-00901	BAMWALL CO.	REVERSE OFFICE DOOR	\$635.00
P08-00902	R2A ARCHITECTURE	PROVIDE A&E SERVICES FOR VILLAGE SWING S	\$290,000.00
P08-00903	MARLA'S MANIA	100 Name Badges	\$1,039.79
P08-00904	HORIZON	SEED/FERTILIZER	\$3,786.88
P08-00905	SARGENT-WELCH/CENCO	CHEMISTRY SUPPLIES	\$10,046.73
P08-00906	VWR INTERNATIONAL, INC.	CHEMISTRY SUPPLIES	\$3,597.45
P08-00907	FISHER SCIENTIFIC	CHEMISTRY SUPPLIES	\$2,808.85
P08-00908	APPLE SCIENTIFIC, INC.	CHEMISTRY SUPPLIES	\$2,021.55
P08-00909	RICOH AMERICAS CORPORATION	PURCHASING/LEASE ON RICOH 2035E	\$1,050.00
P08-00910	RICOH AMERICAS CORPORATION	PURCHASING MAINTENANCE CONTRACT	\$200.00
P08-00911	RICOH AMERICAS CORPORATION	MAILROOM MAINTENANCE AGREEMENT	\$200.00
P08-00912	SYSTEMS SOURCE, INC.	MONITOR ARM	\$254.82
P08-00913	RICOH AMERICAS CORPORATION	COPIER, FAX, SCANNER FOR WAREHOUSE	\$3,309.00
P08-00914	RICOH AMERICAS CORPORATION	MAINTENANCEFOR MP1600SPF COPIER IVC WARE	\$500.00
P08-00915	NURSERY MAID	EQUIPMENT FOR CDES	\$2,107.49
P08-00916	FITNESS WHOLESALE, INC.	Foam rollers for Pilates class	\$355.73
P08-00917	SPECTRUM LABORATORY PRODUCTS	CHEMISTRY SUPPLIES	\$13,008.89
P08-00918	BORDERS & BOOKS	NEC CODE ON CD ROM	\$183.90
P08-00919	MEYERS ALLISON LLP	Investigative Svs. for HR	\$5,000.00
P08-00920	APPLE COMPUTER, INC.	Mouse upgrade for new Mac	\$107.70
P08-00921	SO CAL EDISON CO	ELECTRIC SERVICE FOR CACT FACILITY	\$1,000.00
P08-00922	IMAGE PRINTING SOLUTIONS	Transcript paper	\$4,202.25
P08-00923	SOCCECD TRUSTEE FOR FEDERAL/STA	Return to Title IV Funds	\$26.00
P08-00924	HITT MARKING DEVICES, INC.	OK to Pay Stamp-HR	\$21.55
P08-00925	WILSON, MICHAEL E.	CONSTRUCTION MGMT SERVICES	\$99,000.00
P08-00926	AMBIRON TRUST WAVE	PCI Compliance Validation Services Renew	\$8,100.00
P08-00927	APPLE SCIENTIFIC, INC.	CHEMISTRY SUPPLIES	\$2,603.40



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Purchase Order Numbers P08-00488 Through P08-01159

PO #	Vendor Name	Purchase Order Description	Total Cost
P08-00928	FISHER SCIENTIFIC	CHEMISTRY SUPPLIES	\$1,878.40
P08-00929	VWR INTERNATIONAL, INC.	CHEMISTRY SUPPLIES	\$1,137.61
P08-00930	CA POWER PARTNERS, INC	C/P REPAIRS	\$2,428.35
P08-00931	SARGENT-WELCH/CENCO	CHEMISTRY SUPPLIES	\$448.69
P08-00932	CAROLINA BIOLOGICAL SUPPLY	CHEMISTRY SUPPLIES	\$438.70
P08-00933	SBC	Annual Telephone Service	\$55,000.00
P08-00934	DELL MARKETING	Tech Refresh - computers	\$58,238.88
P08-00935	CULLIGAN WATER CONDITIONING	Soft Water Service for Microbiology	\$900.00
P08-00936	WARD'S NATURAL SCIENCE	Live Animals and Lab Materials for Biolo	\$1,000.00
P08-00937	HOME DEPOT	Hardware items and gardening supplies fo	\$200.00
P08-00938	RALPHS GROCERY CO.	Produce, grocery items, cleaning supplie	\$1,000.00
P08-00939	DE NAULT'S TRUE VALUE HARDWARE	Hardware and gardening supplies for biol	\$200.00
P08-00940	ACUTA	ACUTA Membership 2007 - 2008	\$541.00
P08-00941	MC MAHAN BUSINESS INTERIORS	CHAIRS FOR CLASSROOMS	\$5,033.33
P08-00942	CARD INTEGRATORS CORPORATION	District Services ID Cards	\$3,224.77
P08-00943	SEW TRUE SUPPLY	SEWING SUPPLIES	\$47.95
P08-00944	POWERTRON BATTERY CO.	RADIO BATTERIES	\$947.43
P08-00945	SEHI PROCOMP COMPUTER PRODUCTS	Fax machine	\$144.43
P08-00946	GANDER-PRINTCO	business cards for Dixie Bullock	\$49.57
P08-00947	BRODART CO.	Purchase sign holders for flyers.	\$113.73
P08-00948	WEBEX COMMUNICATIONS, INC.	Software/Online meeting program	\$5,750.00
P08-00949	CCC	State Budget Workshop 2007-2008	\$340.00
P08-00950	MARKERTEK VIDEO SUPPLY	Extensions for Headphones	\$70.22
P08-00951	ASID WASHINGTON STATE CHAPTER	Dept. Supplies	\$91.07
P08-00952	UNISOURCE CORPORATION	PAPER	\$5,287.98
P08-00953	SPECIALIZED BUILDERS HARDWARE	OPEN P.O. FOR SUPPLIES	\$100.00
P08-00954	ROGER'S SYSTEMS SPECIALIST	Headphones for students in edit classes	\$516.34
P08-00955	DEMCO INC.	Purchase supplies for book rapairs.	\$332.49
P08-00956	WOODBIDGE HIGH SCHOOL	Warrior Basketball Program for Woodbridg	\$200.00
P08-00957	LIGHT IMPRESSIONS/NCD	Archive Materials	\$62.35
P08-00958	PRINT	Magazine Subscription	\$53.00
P08-00959	HOW MAGAZINE	Magazine Subscription	\$29.96
P08-00960	I.D. MAGAZINE	Magazine Subscription	\$30.00
P08-00961	SEHI PROCOMP COMPUTER PRODUCTS	Tech Refresh - Printers	\$7,367.91
P08-00962	CITY OF IRVINE	Irvine Global Village Festival 2007	\$100.00
P08-00963	HOME DEPOT	Blanket PO for Technology Svc.	\$1,000.00
P08-00964	MICRO CENTER	Computer Supplies	\$4,000.00
P08-00965	FRY'S ELECTRONICS	Blanket PO for Tech. Svc.	\$1,000.00
P08-00966	XEROX CORPORATION	XEROX COPIER- BUSINESS SERVICES DEPARTME	\$8,300.00
P08-00967	ANDERSON, JULIE	Open purchase for fish foods and miscel	\$500.00
P08-00968	DELL MARKETING	CARTRIDGES FOR PRINTER	\$61.40
P08-00969	WESTERN HIGHWAY PRODUCTS, INC.	PARKING SUPPLIES	\$477.68
P08-00970	WARD'S NATURAL SCIENCE	SUPPLIES	\$11.12
P08-00971	ACCU-PRODUCTS	MIXING CAN	\$62.89
P08-00972	BLICK, DICK COMPANY	ART SUPPLIES	\$398.62
P08-00973	AQUATIC ECOSYSTEMS, INC.	AQUARIUM SUPPLIES	\$158.99
P08-00974	ULTIMATE OFFICE	OFFICE SUPPLIES	\$331.62
P08-00975	CHEAP JOE'S ART STUFF	ART SUPPLIES	\$196.22
P08-00976	REFRIGERATION SUPPLIES DIST.	MOTOR	\$1,285.46
P08-00977	ULINE, INC.	SHRINK WRAP	\$176.76
P08-00978	AMAZON.COM	Book for John Gotthard	\$28.44
P08-00979	VWR INTERNATIONAL, INC.	CHEMISTRY SUPPLIES	\$562.42
P08-00980	NICHOLS, BRIGITTE	Workshop Facilitator	\$840.00
P08-00981	LRP PUBLICATIONS	Referral Materials	\$135.23
P08-00982	MENDOZA, JOSEPH JAY	Workshop Presentation	\$1,080.00



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Purchase Order Numbers P08-00488 Through P08-01159

PO #	Vendor Name	Purchase Order Description	Total Cost
P08-00983	KINSHIP CENTER	Workshop Presentation	\$1,300.00
P08-00984	AMAZON.COM	DVD's for Film Classes	\$107.15
P08-00985	AMAZON.COM	Dictionaries for the Reading Lab.	\$86.01
P08-00986	KIRK XPEDX	Paper Order	\$813.32
P08-00987	ULTIMATE OFFICE	OFFICE SUPPLIES	\$133.67
P08-00988	INTERSTATE ELECTRIC	Signage Materials	\$984.76
P08-00989	COSTA MESA SENIOR CENTER	Rental Space	\$1,200.00
P08-00990	MISSION HOSPITAL REG. MED. CTR	Rental Space	\$1,676.00
P08-00991	MC CARROL, KATHY	Panel Presentation	\$50.00
P08-00992	ECONOMIC ALTERNATIVES, INC.	DOUBLE WALLED TANK	\$1,760.38
P08-00993	PENN CORP. RELOCATION SVCS INC	STORAGE	\$540.00
P08-00994	EXPERIAN	Contract Svcs from Experian	\$900.00
P08-00995	AFFILIATED COMPUTER SERVICES	Contract Svcs from ACS	\$2,250.00
P08-00996	MENDOZA, JOSEPH JAY	Workshop Presentation	\$1,785.00
P08-00997	IRVINE HIGH SCHOOL	Irvine High School Citadel (Yearbook) Ad	\$153.00
P08-00998	CCCCSSAA	INSTITUTIONAL DUES 2007-08	\$300.00
P08-00999	RAINBOW RESOURCE DIRECTORY	resource directory needed for students	\$55.25
P08-01000	ROE, CYNTHIA	Workshop Presenter	\$300.00
P08-01001	MILLER, SALLIE	Workshop Presenter	\$4,500.00
P08-01002	YAMINSKI, NINA	Panel Presentation	\$525.00
P08-01003	TITAN OUTDOOR	fee for marketing ads on OCTD buses	\$3,500.00
P08-01004	WEST GROUP	Westlaw OnLine Research-VCHR	\$1,500.00
P08-01005	COAST LEARNING SYSTEMS	enrollment fee for telecourse CA/JRN 1	\$1,140.00
P08-01006	REFRIGERATION SUPPLIES DIST.	HVAC PART	\$290.51
P08-01007	GRIMES, KELLY	Consultant	\$8,400.00
P08-01008	SYSTEMS SOURCE, INC.	COUNTER FOR FINANCIAL AID	\$6,898.53
P08-01009	PARALLAX, INC.	ROBOTICS EQUIPMENT	\$9,513.06
P08-01010	PIONEER MANUFACTURING COMPANY	PAINT	\$1,252.59
P08-01011	GALE SUPPLY COMPANY	TRASHCAN LINERS	\$888.94
P08-01012	CAPISTRANO SEWING MACHINE CO.	FASHION SUPPLIES	\$58.33
P08-01013	DEMCO INC.	Purchase sign holders for study rooms.	\$391.05
P08-01014	CAPISTRANO SEWING MACHINE CO.	SEWING SUPPLIES	\$390.03
P08-01015	LABYRINTH PUBLICATIONS	Purchase instructor support software & b	\$141.25
P08-01016	CA COMMERCIAL LIGHTING SUPPLY	PARK LOT LIGHT POLE	\$2,564.45
P08-01017	HOLLANDER GLASS, INC.	EQUIPMENT FOR EMERITUS	\$205.87
P08-01018	EPSON ACCESSORIES, INC.	Signage Materials	\$186.05
P08-01019	KAPCO LIBRARY PRODUCTS	Purchase supplies for book repairs.	\$47.30
P08-01020	BANNERSANDSIGNS.NET	Office/Room door plaques	\$40.59
P08-01021	EAGLE COMMUNICATIONS	Radio Equipment for PAC	\$4,917.90
P08-01022	WEISS, STEVE MUSIC	Percussion-Competitive Funds	\$2,992.37
P08-01023	WENGER CORP.	Music Stands-Competitive Funds	\$3,471.49
P08-01024	CALUMET PHOTOGRAPHIC INC	Developer	\$270.60
P08-01025	LEONARD, A. M., INC.	HORTICULTURE SUPPLIES	\$418.20
P08-01026	FORESTRY SUPPLIERS, INC.	HORTICULTURE SUPPLIES	\$1,142.59
P08-01027	SAN LUIS VIDEO PUBLISHING	Ordered for Instructor Z.Johnson	\$174.76
P08-01028	GAYLORD BROTHERS, INC.	Purchase supplies for books.	\$48.91
P08-01029	BOB PARRETT CONSTRUCTION, INC.	FACIA REPAIR	\$37,988.00
P08-01030	W. W. GRAINGER	EAR PROTECTION	\$140.74
P08-01031	WARE DISPOSAL CO., INC.	GREENWASTE	\$35,000.00
P08-01032	INACSL	INSTITUTIONAL MEMBERSHIP INACSL	\$275.00
P08-01033	U.S. PLASTICS CO.	ART SUPPLIES	\$584.98
P08-01034	BLICK, DICK COMPANY	ART SUPPLIES	\$514.68
P08-01035	AARDVARK CLAY AND SUPPLIES	ART SUPPLIES	\$4,947.86
P08-01036	O'NEIL PRODUCT DEVELOPMENT, IN	Paper	\$489.10
P08-01037	LAGUNA CLAY CO.	ART SUPPLIES	\$3,107.35



## BOARD OF TRUSTEES PURCHASE ORDER LISTING

-v4.2

Purchase Order Numbers P08-00488 Through P08-01159

PO #	Vendor Name	Purchase Order Description	Total Cost
P08-01038	SO COAST FIRE PROTECTION	FUME HOOD EXT. SERV.	\$360.00
P08-01039	TRAFFIC CONTROL SERVICE, INC.	TRAFFIC SUPPLIES	\$1,361.79
P08-01040	SO CAL EDISON CO	Annual Electric Service	\$864,000.00
P08-01041	PASCO SCIENTIFIC	OPTICS EQUIPMENT	\$548.60
P08-01042	QUICK CAPTION, INC.	Captioning services for Disabled Student	\$5,000.00
P08-01043	MAINTEX	BLANKET P.O. FOR SUPPLIES	\$2,000.00
P08-01044	KATHCO PRODUCTS	JANITORIAL SUPPLIES	\$391.28
P08-01045	MAQUINSAL SEWING MACHINE CO.	SEWING SUPPLIES	\$36.90
P08-01046	MESA ENERGY SYSTEMS	MAINTENANCE PROGRAM	\$3,975.00
P08-01047	JOHN DEERE LANDSCAPES, INC.	IRRIGATION SUPPLIES	\$858.06
P08-01048	VORTEX INDUSTRIES, INC.	CAFETERIA FIRE DOOR REPAIR	\$719.36
P08-01049	NASCO WEST INDUSTRIES, INC.	FASHION SUPPLIES	\$326.62
P08-01050	MYERS, W. CO.	Ice Machine Water Filters	\$110.50
P08-01051	ORANGE CO. PRINTING CO.	TRI PANEL BROCHURE	\$1,966.36
P08-01052	LAPES ATHLETIC TEAM SALES, INC	BASEBALLS FOR IVC BASEBALL PROGRAM	\$424.10
P08-01053	REALVOLLEYBALL.COM	VOLLEYBALLS AND CARTS FOR IVC WOMEN'S VO	\$2,026.49
P08-01054	BECKMAN HIGH SCHOOL	Beckman High School Online Chronicle Ad	\$100.00
P08-01055	GOODWILL INDUSTRIES OF OC	Sign language interp services for hearin	\$5,000.00
P08-01056	MEADOWS, BEN COMPANY	HORTICULTURE SUPPLIES	\$115.93
P08-01057	VAN BOURGONDIE & SON, INC.	HORTICULTURE SUPPLIES	\$139.94
P08-01058	A.C. LIGHTING INC.	Lighting Controls for IPAC	\$10,763.69
P08-01059	HARLAND TECHNOLOGY SERVICES	Site Maintenance Agreement	\$978.00
P08-01060	B & P SERVICES, INC.	REPAIR AIR HANDLER #7 IN SSC	\$2,280.00
P08-01061	SYSTEMS SOURCE, INC.	WORKSURFACE AND MOBILE PEDESTAL	\$679.30
P08-01062	IMAGE PRINTING SOLUTIONS	Parking Citation	\$1,373.81
P08-01063	NAT'L ASSO OF COLL & EMPLOYEES	Instit. Membership NACE	\$360.00
P08-01064	PEPPER, J.W. & SON, INC.	Choral Music department	\$2,300.00
P08-01065	SAX ARTS & CRAFTS	ART SUPPLIES	\$392.17
P08-01066	XEROX CORPORATION	ANNUAL MAINTENANCE AGREEMENT XEROX	\$1,436.00
P08-01067	BECKMAN HIGH SCHOOL	Beckman High School Football Banner	\$300.00
P08-01068	BECKMAN HIGH SCHOOL	Beckman High School Football Ad	\$200.00
P08-01069	AIR SOURCE INDUSTRIES, INC.	Blanket for Air Source	\$400.00
P08-01070	AT&T	MMILCHIKER CELL PHONE SVC 2007-08	\$600.00
P08-01071	QUICK SORT SANTA ANA, INC.	postage & mailing costs of IVC Fall 2007	\$193.66
P08-01072	NUTRITION ACTION NEWSLETTER	Nutrition Action	\$20.00
P08-01073	U.S. POSTMASTER	POSTAGE PERMIT FEE	\$5,000.00
P08-01074	SIGNS PLUS MORE	Banners for Advertising	\$376.05
P08-01075	WELLS FARGO #2078 (DIST TRAVL)	WFCC ANNUAL FEE	\$45.00
P08-01076	WELLS FARGO #3317 (DISTRICT)	WFCC ANNUAL FEE	\$45.00
P08-01077	M & M BOYS, INC.	IRRIGATION SUPPLIES	\$4,027.77
P08-01078	SAMY'S CAMERA	paper photographic	\$7,635.77
P08-01079	GLOBAL INDUSTRIAL EQUIPMENT	WARNING TAPE	\$36.24
P08-01080	TESTOUT CORPORATION	TESTOUT SITE LICENSE	\$6,459.61
P08-01081	GRAPHIDS INC-DANIELS	ART SUPPLIES	\$37.25
P08-01082	MYERS, W. CO.	WATER FILTERS	\$113.60
P08-01083	GANDER-PRINTCO	BUSINESS CARD SUPPLIES	\$49.57
P08-01084	WESTERN FARM SUPPLY	FERTILIZER	\$898.20
P08-01085	GLOBAL INDUSTRIAL EQUIPMENT	PALLETS	\$1,321.67
P08-01086	GANDER-PRINTCO	Business Cards	\$144.39
P08-01087	COMMUNITY COLLEGE LEAGUE OF CA	MEMBERSHIP DUES	\$32,167.00
P08-01088	FISHER SCIENTIFIC	MAGNIFIERS FOR MARINE SCIENCE	\$463.33
P08-01089	IMAGE PRINTING SOLUTIONS	Purchase name badges.	\$74.54
P08-01090	H. W. WILSON COMPANY	Index book subscriptions per Tom Weisroc	\$1,211.47
P08-01091	GANDER-PRINTCO	BUSINESS CARDS FOR JULIET WOMACK	\$49.57
P08-01092	GANDER-PRINTCO	DEPARTMENT BROCHURES	\$246.75



## BOARD OF TRUSTEES PURCHASE ORDER LISTING

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Purchase Order Numbers P08-00488 Through P08-01159

PO #	Vendor Name	Purchase Order Description	Total Cost
P08-01093	WELLS FARGO #4198 FISCAL-SBC	WFCC ANNUAL FEE	\$45.00
P08-01094	PIERCE, ELLEN	Panel Presentation	\$50.00
P08-01095	BLAIR, DENISE	Workshop Presentation	\$420.00
P08-01096	CANADA, JUDY	Panel Presentation	\$50.00
P08-01097	BARNES, TORHON	Panel Presentation	\$50.00
P08-01098	SCHECHTER, AMY ROSE	Panel Presentation	\$50.00
P08-01099	GANDER-PRINTCO	REDO BUSINESS CARDS FOR OFFICE	\$148.70
P08-01100	HITT MARKING DEVICES, INC.	"FINAL" Red Ink Stamp for Beth	\$11.72
P08-01101	PROAIR	VIL 2 - INSTALL NEW DUCTWORK & FITTINGS	\$8,400.00
P08-01102	SMARDAN SUPPLY - EL MONTE	IRRIGATION SUPPLIES	\$2,081.89
P08-01103	JOHN DEERE LANDSCAPES, INC.	IRRIGATION SUPPLIES	\$2,081.64
P08-01104	HYDRO-SCAPE PRODUCTS, INC.	IRRIGATION SUPPLIES	\$2,245.04
P08-01105	EWING IRRIGATION PRODUCTS	IRRIGATION SUPPLIES	\$975.28
P08-01106	SAMY'S CAMERA	film	\$2,618.33
P08-01107	E-Z UP DIRECT	WEIGHT BAGS FOR CANOPIES	\$744.83
P08-01108	HAZLET SEWING AND VAC, INC.	SEWING MACHINE	\$429.92
P08-01109	LAB SAFETY SUPPLY CO.	CHEMISTRY SUPPLIES	\$1,320.79
P08-01110	SAMY'S CAMERA	Photo Paper	\$506.43
P08-01111	HOME DEPOT	MATERIALS FOR ELECTRONICS LABS	\$210.00
P08-01112	COMMUNITY PLAYTHINGS	EQUIPMENT FOR CDES	\$2,710.61
P08-01113	SPOT COOLERS	Tech Refresh: A/C Unit	\$5,986.77
P08-01114	BUSH, KRISTEN	Consulting Services: Web Development & M	\$24,000.00
P08-01115	SYSTEMS SOURCE, INC.	Ergo Keyboard-Payroll Staff	\$237.05
P08-01116	BURMINCO	Purchase of rocks and minerals given to	\$1,500.00
P08-01117	VWR INTERNATIONAL, INC.	CHEMISTRY SUPPLIES	\$852.27
P08-01118	NAT'L ORGANIZATION FOR HUMAN	NOHS (National Org. for Human Svcs Member	\$190.00
P08-01119	MONSTERSLAYER, INC.	EMERITUS SUPPLIES	\$856.69
P08-01120	RIO GRANDE ALBUQUERQUE	ART SUPPLIES	\$84.37
P08-01121	IRVINE RANCH WATER DIST.	WATER SERVICE	\$12,000.00
P08-01122	GANDER-PRINTCO	Blanket PO for Bindery	\$2,500.00
P08-01123	RISO, INC.	Blanket PO to Riso for supplies	\$1,800.00
P08-01124	GANDER-PRINTCO	BUSINESS CARDS	\$49.57
P08-01125	RAY OF LIFE	DEFIBRILLATOR FOR ATEP	\$1,493.94
P08-01126	YALE CHASE MATERIALS HANDLING	TECH REFRESH EQUIPMENT	\$517.49
P08-01127	FISHER SCIENTIFIC	MICROSCOPE FOR PHLEBOTOMY	\$1,106.24
P08-01128	ALVA'S DANCE AND THEATRICAL	Supplies for Ballet classes	\$323.31
P08-01129	PACIFIC ART GLASS	ART SUPPLIES	\$392.54
P08-01130	ACOUSTICAL MATERIAL SERVICES	MAINTENANCE SUPPLIES	\$649.33
P08-01131	SIEGEL DISPLAY PRODUCTS	VIEW PLASTIC DISPLAYS FOR COUNSELING	\$468.62
P08-01132	SARGENT-WELCH/CENCO	GPS UNITS FOR GEOLOGY LAB USE	\$1,783.05
P08-01133	SPECTRUM INDUSTRIES, INC.	Equipment for IPAC	\$2,477.42
P08-01134	TISCARENO CATERING	Catering for Full Day Event	\$2,100.00
P08-01135	SEHI PROCOMP COMPUTER PRODUCTS	TONER FOR XEROX PHASER 6360DN	\$1,111.09
P08-01136	EAGLE COMMUNICATIONS	TWO-WAY RADIO CALL BOX SYSTEM	\$33,655.96
P08-01137	INGERSOLL RAND	proximity keyfobs for new bldg	\$712.58
P08-01138	ORANGE CO. PRINTING CO.	PRINTING	\$1,349.00
P08-01139	WENGER CORP.	CABINET EXCHANGE & STAND CARTS	\$4,540.73
P08-01140	ALLSTEEL INC.	FURNITURE FOR CAMPUS SAFETY BLDG	\$14,857.92
P08-01141	GRAYBAR ELECTRIC CO.	TECH REFRESH SOUND SYSTEM	\$1,012.50
P08-01142	SIGMA ALDRICH CHEMICAL CO	CHEMISTRY SUPPLIES	\$627.04
P08-01143	ORANGE CO. REGISTER	ADVERTISING	\$1,810.72
P08-01144	RAM WELDING SUPPLY	WELDING SUPPLIES	\$438.94
P08-01145	SPORTS ATTACK	Hack Attack Balls	\$169.10
P08-01146	BUDDY'S ALL STARS INC.	Softball equipment	\$2,548.83
P08-01147	PRO LOOK SPORTS CORP.	W's basketball fill in uniform	\$325.95



## BOARD OF TRUSTEES PURCHASE ORDER LISTING

-----v4.2

Purchase Order Numbers P08-00488 Through P08-01159

PO #	Vendor Name	Purchase Order Description	Total Cost
P08-01148	SYSTEMS SOURCE, INC.	Competitive Equip - Lab Chairs	\$607.23
P08-01149	WARD'S NATURAL SCIENCE	POCKET MAGNIFIERS FOR STUDENTS	\$1,160.94
P08-01150	YALE CHASE MATERIALS HANDLING	FORKLIFT FOR PAC	\$27,675.91
P08-01151	MC KESSON GENERAL MEDICAL	Medical Supplies	\$501.18
P08-01152	RP GROUP	Institutional Membership	\$350.00
P08-01153	CA POWER PARTNERS, INC	INSPECTION & REPAIR OF COOLING TOWER	\$5,215.50
P08-01154	ORANGE CO. HUMAN RELATIONS	HONORARIUM/RUSTY KENNEDY	\$300.00
P08-01155	DISC MAKERS, INC.	Printer for student film labels	\$428.37
P08-01156	STATER BROTHERS	Groceries for Foods Lab.	\$1,500.00
P08-01157	SAFEWAY, INC.	Groceries for Foods Lab.	\$2,000.00
P08-01158	INGARDIA BROTHERS PRODUCE, INC	Groceries for Foods Lab.	\$2,000.00
P08-01159	ALBERTSONS	Groceries for Foods Lab.	\$2,500.00
			=====
			\$5,833,891.10

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

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**BACKGROUND**

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

**STATUS**

Checks Nos. 061966 through 063114, processed through the Orange County Department of Education, totaling \$8,984,232.08; Checks Nos. 008981 through 009023, processed through Saddleback College Community Education, totaling \$72,593.71; and Check Nos. 008311 through 008338, processed through Irvine Valley College Community Education, totaling \$21,286.78 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 #061966 and 063114

S	Check #	Check Dt	Company Name	Check Amount	Description
O	061966	7/05/07	THE BANK OF NEW YORK TRUST COM	\$98,637.44	Energy Conservation
O	061967	7/05/07	RYAN RODRIGUEZ	\$450.00	2007 SCLO Artists/Technicians Fees
O	061968	7/05/07	Padmabindu Adunur	\$115.24	Child Development Training Consortium
O	061969	7/05/07	Sung Hee Choi	\$259.29	Child Development Training Consortium
O	061970	7/05/07	Rhonda Ellis	\$86.43	Child Development Training Consortium
O	061971	7/05/07	Padideh Golbad	\$259.29	Child Development Training Consortium
O	061972	7/05/07	Farzana Jamil	\$86.43	Child Development Training Consortium
O	061973	7/05/07	Cheryl Freer	\$86.43	Child Development Training Consortium
O	061974	7/05/07	Stacy Letteriello	\$259.29	Child Development Training Consortium
O	061975	7/05/07	Elham Mehrabadi	\$201.67	Child Development Training Consortium
O	061976	7/05/07	Marim Mikhail	\$86.43	Child Development Training Consortium
O	061977	7/05/07	Wendy Rawalt	\$172.86	Child Development Training Consortium
O	061978	7/05/07	Darlene Rhyne-Brooks	\$86.43	Child Development Training Consortium
O	061979	7/05/07	Cynthia Ross	\$86.43	Child Development Training Consortium
O	061980	7/05/07	Jenessa Rossi	\$201.67	Child Development Training Consortium
O	061981	7/05/07	Norma Shandiz	\$86.43	Child Development Training Consortium
O	061982	7/05/07	Leann Smith	\$432.15	Child Development Training Consortium
O	061983	7/05/07	Andrea Lowy-Volgyi	\$345.72	Child Development Training Consortium
O	061984	7/05/07	Najma Mirza	\$86.43	Child Development Training Consortium
O	061985	7/05/07	Anthony Sass	\$86.43	Child Development Training Consortium
O	061986	7/05/07	Sandra Becerra	\$86.43	Child Development Training Consortium
O	061987	7/05/07	Judy Apin	\$120.00	Child Development Training Consortium
O	061988	7/05/07	Erotilde Arend	\$60.00	Child Development Training Consortium
O	061989	7/05/07	Kellie Barger	\$60.00	Child Development Training Consortium
O	061990	7/05/07	Robin Bien	\$240.00	Child Development Training Consortium
O	061991	7/05/07	Star Brimer	\$220.00	Child Development Training Consortium
O	061992	7/05/07	Caroline Burton	\$60.00	Child Development Training Consortium
O	061993	7/05/07	Araceli Cardenas	\$40.00	Child Development Training Consortium
O	061994	7/05/07	Joane Cash	\$60.00	Child Development Training Consortium
O	061995	7/05/07	Erin Connally	\$60.00	Child Development Training Consortium
O	061996	7/05/07	Michelle Cresine	\$120.00	Child Development Training Consortium
O	061997	7/05/07	Tonya Dollar	\$120.00	Child Development Training Consortium
O	061998	7/05/07	Katya Fernandez	\$180.00	Child Development Training Consortium
O	061999	7/05/07	Jacquelyn Getty	\$240.00	Child Development Training Consortium
O	062000	7/05/07	Laurie Harper	\$60.00	Child Development Training Consortium
O	062001	7/05/07	Ellen Hunstein	\$60.00	Child Development Training Consortium
O	062002	7/05/07	Jody Johnson	\$320.00	Child Development Training Consortium
O	062003	7/05/07	Brandi Kerins	\$60.00	Child Development Training Consortium
O	062004	7/05/07	Charlene Lau	\$60.00	Child Development Training Consortium
O	062005	7/05/07	Cheryl Leveratt	\$240.00	Child Development Training Consortium
O	062006	7/05/07	Karen Mohajer	\$60.00	Child Development Training Consortium
O	062007	7/05/07	Kelly Rabenhorst	\$120.00	Child Development Training Consortium
O	062008	7/05/07	Maryam Sabet	\$60.00	Child Development Training Consortium
O	062009	7/05/07	Wafia Shoukry	\$120.00	Child Development Training Consortium
O	062010	7/05/07	Susan Smith	\$60.00	Child Development Training Consortium
O	062011	7/05/07	Erin Suttle	\$60.00	Child Development Training Consortium
O	062012	7/05/07	Michele Townsend	\$120.00	Child Development Training Consortium
O	062013	7/05/07	Carolyn Wertheim	\$120.00	Child Development Training Consortium
O	062014	7/05/07	Laurel White	\$60.00	Child Development Training Consortium
O	062015	7/05/07	Monser Whitehouse	\$120.00	Child Development Training Consortium
O	062016	7/05/07	Renee Williamson	\$300.00	Child Development Training Consortium



## WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #061966 and 063114

S	Check #	Check Dt	Company Name	Check Amount	Description
O	062017	7/05/07	Natalie Woodson	\$60.00	Child Development Training Consortium
O	062018	7/05/07	Patricia Wright	\$60.00	Child Development Training Consortium
O	062019	7/05/07	Sussan Avval	\$86.43	Child Development Training Consortium
O	062020	7/05/07	Ying Chang	\$86.43	Child Development Training Consortium
O	062021	7/05/07	Elham Daneshkhah	\$86.43	Child Development Training Consortium
O	062022	7/05/07	Maline Davari	\$86.43	Child Development Training Consortium
O	062023	7/05/07	Rhonda Ellis	\$201.67	Child Development Training Consortium
O	062024	7/05/07	Lorraine Forman	\$86.43	Child Development Training Consortium
O	062025	7/05/07	Kim Foss	\$86.43	Child Development Training Consortium
O	062026	7/05/07	Monica Garcia	\$86.43	Child Development Training Consortium
O	062027	7/05/07	Padideh Golbad	\$86.43	Child Development Training Consortium
O	062028	7/05/07	Jean Goonewardene	\$86.43	Child Development Training Consortium
O	062029	7/05/07	Michael Johnson	\$172.86	Child Development Training Consortium
O	062030	7/05/07	Stacy Letteriello	\$374.53	Child Development Training Consortium
O	062031	7/05/07	Andrea Lowy-Volgyi	\$172.86	Child Development Training Consortium
O	062032	7/05/07	Nicole Levine	\$86.43	Child Development Training Consortium
O	062033	7/05/07	Marim Mikhail	\$86.43	Child Development Training Consortium
O	062034	7/05/07	Keila Moreno	\$129.65	Child Development Training Consortium
O	062035	7/05/07	Lila Nawabi	\$86.43	Child Development Training Consortium
O	062036	7/05/07	Brian Percy	\$115.24	Child Development Training Consortium
O	062037	7/05/07	Shannon Pirus	\$100.84	Child Development Training Consortium
O	062038	7/05/07	Laura Ponce	\$86.43	Child Development Training Consortium
O	062039	7/05/07	Elizabeth Schirmer	\$86.43	Child Development Training Consortium
O	062040	7/05/07	Najla Qayom	\$86.43	Child Development Training Consortium
O	062041	7/05/07	Poonam Gupta	\$172.86	Child Development Training Consortium
O	062042	7/05/07	Rizwana Bawany	\$86.43	Child Development Training Consortium
O	062043	7/05/07	Monju Rao-Lerna	\$86.43	Child Development Training Consortium
O	062044	7/05/07	Charyse Parker	\$172.86	Child Development Training Consortium
O	062045	7/05/07	Jodi Sabako	\$86.43	Child Development Training Consortium
O	062046	7/05/07	Jacqueline Galvan	\$86.43	Child Development Training Consortium
O	062047	7/05/07	Charlene Lau	\$172.86	Child Development Training Consortium
O	062048	7/05/07	Lei Kung	\$172.86	Child Development Training Consortium
O	062049	7/05/07	Dilani Wijayaweera	\$86.43	Child Development Training Consortium
O	062050	7/09/07	SAVANNAH ACKERMAN	\$350.00	SCLO Artists/Technicians Fees
O	062051	7/09/07	JEFFREY MICHAEL AIKEN	\$250.00	SCLO Artists/Technicians Fees
O	062052	7/09/07	LUCY ANNE ANGELO	\$150.00	SCLO Artists/Technicians Fees
O	062053	7/09/07	CHRISTOPHER CAPUTO	\$2,000.00	SCLO Artists/Technicians Fees
O	062054	7/09/07	MARIKO CATALDO	\$300.00	SCLO Artists/Technicians Fees
O	062055	7/09/07	KAITLYN ETTER	\$250.00	SCLO Artists/Technicians Fees
O	062056	7/09/07	ALISON M. FRIEDMAN	\$250.00	SCLO Artists/Technicians Fees
O	062057	7/09/07	JACHELLE JEM GENEROSA	\$200.00	SCLO Artists/Technicians Fees
O	062058	7/09/07	NOAH GREGORY GILLET	\$250.00	SCLO Artists/Technicians Fees
O	062059	7/09/07	KATHLEEN GLAUBACH	\$300.00	SCLO Artists/Technicians Fees
O	062060	7/09/07	JASON WESLEY GREEN	\$300.00	SCLO Artists/Technicians Fees
O	062061	7/09/07	JAMES MARTIN HARRIS	\$250.00	SCLO Artists/Technicians Fees
O	062062	7/09/07	LISA ANN HILL	\$300.00	SCLO Artists/Technicians Fees
O	062063	7/09/07	GARRET HUMMEL-ESPARZA	\$250.00	SCLO Artists/Technicians Fees
O	062064	7/09/07	AIMEE KARLIN	\$250.00	SCLO Artists/Technicians Fees
O	062065	7/09/07	OLEN KITTELSEN	\$150.00	SCLO Artists/Technicians Fees
O	062066	7/09/07	JEFFREY WILLIAM LEATHERWOOD	\$350.00	SCLO Artists/Technicians Fees
O	062067	7/09/07	CHARLES LONG	\$250.00	SCLO Artists/Technicians Fees



## WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #061966 and 063114

S	Check #	Check Dt	Company Name	Check Amount	Description
O	062068	7/09/07	JEFFREY JAMES LOWE	\$250.00	SCLO Artists/Technicians Fees
O	062069	7/09/07	KYLE MILNER	\$250.00	SCLO Artists/Technicians Fees
O	062070	7/09/07	GRAYSON MOODY	\$250.00	SCLO Artists/Technicians Fees
O	062071	7/09/07	AMANDA MUELLER	\$250.00	SCLO Artists/Technicians Fees
O	062072	7/09/07	FIONNEGAN MURPHY	\$2,500.00	SCLO Artists/Technicians Fees
O	062073	7/09/07	TARA L. NELSON	\$400.00	SCLO Artists/Technicians Fees
O	062074	7/09/07	TYLER NIELSEN	\$250.00	SCLO Artists/Technicians Fees
O	062075	7/09/07	KAYLA MARIE RICHARDSON	\$500.00	SCLO Artists/Technicians Fees
O	062076	7/09/07	LINETTE ROUNGCHUN	\$200.00	SCLO Artists/Technicians Fees
O	062077	7/09/07	CHRISTA ROWER	\$250.00	SCLO Artists/Technicians Fees
O	062078	7/09/07	SCOTT SHIMIZU	\$250.00	SCLO Artists/Technicians Fees
O	062079	7/09/07	SHARON TAYLOR	\$250.00	SCLO Artists/Technicians Fees
O	062080	7/09/07	CHELSEA VANN	\$250.00	SCLO Artists/Technicians Fees
O	062081	7/09/07	JIMMY VANN	\$250.00	SCLO Artists/Technicians Fees
O	062082	7/09/07	ALISHA JODY WINTER	\$250.00	SCLO Artists/Technicians Fees
O	062083	7/09/07	BRENDA GERINGER	\$435.00	SCLO Artists/Technicians Fees
O	062084	7/12/07	CHEVRON & TEXACO CARD SVCS.	\$2,567.87	2006/07 Use of Gasoline by Various Departments
O	062085	7/16/07	AMERICAN GEOTECHNICAL	\$31,166.40	GEOTECHNICAL INSPECTION & TESTING
O	062086	7/16/07	BAKER ELECTRIC, INC.	\$58,257.90	BID 270 PKG. 16-1 ELECTRICAL
O	062087	7/16/07	BORBON, INC.	\$65,548.00	BID 275 PAINTING
O	062088	7/16/07	CARRIER JOHNSON	\$58,406.98	ARCHITECTURAL SERVICES
O	062089	7/16/07	C.E.M. LAB CORP.	\$8,618.00	INSPECTION SERVICES FOR VARIOUS PROJECTS
O	062090	7/16/07	COMMUNITY NATIONAL BANK	\$6,473.10	BID 270 PKG. 16-1 ELECTRICAL
O	062091	7/16/07	COUTS HEATING & COOLING, INC.	\$54,571.50	BID 270
O	062092	7/16/07	DAART ENGINEERING CO., INC.	\$4,853.00	BID 270, PKG. 15-1
O	062093	7/16/07	DUMARC CORPORATION	\$168,880.32	BID 284
O	062094	7/16/07	GILBERT & STEARNS, INC.	\$2,394.00	PKG. U,ELECTRICAL,BID.279 BUS.& TECHN.INNOV.CTR.
O	062095	7/16/07	gkkworks	\$55,761.97	Schematic Design Services Utt Library Renovation
O	062096	7/16/07	H2 ENVIRONMENTAL CONSULTING	\$560.00	ENVIRONMENTAL ENGINEERING SERVICES
O	062097	7/16/07	HAITBRINK ASPHALT PAVING,	\$72,425.00	PARKING LOT AND SIDEWALK REPAIRS
O	062098	7/16/07	HARBOR CONSTRUCTION CO., INC.	\$501,266.00	BID 1060
O	062099	7/16/07	T.B. HAYWARD, INC	\$107,216.00	FOR BID 281 - CONCRETE PERF. ARTS.
O	062100	7/16/07	INTERSERVICE, INC.	\$13,809.22	FURNITURE BID FOR FA AT IVC.
O	062101	7/16/07	JOYCE INSPECTION & TESTING	\$18,480.00	HIRE INSPECTOR FOR MAINT. & POLICE
O	062102	7/16/07	K & Z CABINET CO., INC.	\$15,629.00	BID 272 PERF. ARTS IVC.
O	062103	7/16/07	LAMAR SPACE INC.	\$145.46	RENTAL OF TRAILER FOR INSPECTOR
O	062104	7/16/07	DANNY LETNER, INC.	\$14,379.75	BID 272, PERF. ARTS ROOFING
O	062105	7/16/07	LPA, INC.	\$22,697.19	ARCHITECTURAL FEES
O	062106	7/16/07	LVH ENTERTAINMENT	\$27,862.00	BID 270, PKG. 11-1
O	062107	7/16/07	VERN MADISON CONSULTING	\$750.00	CURTAIN WALL CONSULTING SERVICES
O	062108	7/16/07	MARINA LANDSCAPE, INC.	\$36,707.00	BID 270, PKG.02-5
O	062109	7/16/07	MARTIN INTEGRATED SYSTEMS	\$1,662.30	FOR PKG. N,ACOUSTICAL CEILINGS,BID 279
O	062110	7/16/07	MC MAHON STEEL COMPANY INC.	\$5,976.00	BID 270, PKG. 05-1
O	062111	7/16/07	MITSUBISHI ELECTRIC &	\$12,847.00	BID 270, PK 14-1
O	062112	7/16/07	MOBILE MODULAR MGMT. CORP.	\$1,436.31	RENTAL OF POLICE TRAILER
O	062113	7/16/07	MOONLIGHT GLASS CO., INC.	\$13,042.80	BID 272, PERF. ARTS
O	062114	7/16/07	MUSSON THEATRICAL-TV-FILM	\$152,834.97	CURTAINS & LIGHTING
O	062115	7/16/07	UNION BANK OF CALIFORNIA	\$6,063.50	BID 270
O	062116	7/16/07	WELLS FARGO BANK	\$55,697.00	BID 1060
O	062117	7/16/07	ACSIG/EDGE	\$35,675.64	Vision Services FY 07/08 Fund 01
O	062118	7/16/07	ACSIG/EDGE	\$107,444.30	Delta Dental FY 07/08 Fund 01



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Bank Account (COUNTY ) - County Account

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	062119	7/16/07	CASBO	\$210.00	PRINT ADVERTISING
O	062120	7/16/07	HYATT LEGAL	\$5,774.30	Hyatt Legal Benefits
O	062121	7/16/07	PACIFICARE BEHAVIORAL HEALTH	\$2,866.71	Pacificare Behavioral FY 07/08 Fund 01
O	062122	7/16/07	PRINCIPAL LIFE INSURANCE COMPA	\$27,662.80	Life Insurance Benefitis 2007/2008 FY
O	062123	7/16/07	PRINCIPAL LIFE INSURANCE COMPA	\$29,540.91	Long-Term Disability Benefits for 2007-2008 FY
O	062124	7/16/07	SISC III HEALTH BENEFITS	\$819,698.84	SISC (PPO)-Benefits FY 2007/08 Fund 01
O	062125	7/16/07	UNUM LIFE INSURANCE COMPANY	\$1,212.21	UNUM LTC FY 2007/08
O	062126	7/16/07	UNUM LIFE INSURANCE COMPANY	\$3,164.07	UNUM LTC FY 2007/08
O	062127	7/16/07	ACSIG/EDGE	\$3,397.68	Vision Services FY 07/08 Fund 07
O	062128	7/16/07	ACSIG/EDGE	\$10,245.30	Delta Dental FY 07/08 Fund 71
O	062129	7/16/07	SISC III HEALTH BENEFITS	\$172,306.10	Blue Shield (Retiree) Benefits FY 2007/08
O	062130	7/16/07	GRACE GARCIA	\$5.25	U.S Postal Service
O	062131	7/16/07	GE CAPITAL	\$900.45	LEASE Agreement - Canon Copiers
O	062132	7/16/07	HOME DEPOT CREDIT SERVICES	\$200.25	MAINT/GROUNDS/CUST. SUPPLIES
O	062133	7/16/07	IBM	\$6,052.80	IBM Hardware Maintenance Agreement
O	062134	7/16/07	LISA INLOW	\$29.75	Reimbursement for dept. supplies
O	062135	7/16/07	IRVINE HIGH SCHOOL FOOTBALL	\$300.00	Advertising for Irvine High Football Program
O	062136	7/16/07	KIRK	\$21,408.03	WHITE PAPER
O	062137	7/16/07	LAGUNA WOODS VILLAGE POTTERS	\$1,072.00	PAYMENT TO LAGUNA WOODS VILLAGE POTTERS
O	062138	7/16/07	LIBERTY CHARTER, INC.	\$1,293.27	Bus for Emeritus Field Trip on 6/18
O	062139	7/16/07	MARIE CLAIRE	\$18.00	Dept. Resource
O	062140	7/16/07	MATERIALISE	\$4,060.00	payment to Materialise
O	062141	7/16/07	MC CALL PATTERN CO.	\$75.00	Dept. Resource
O	062142	7/16/07	MC CALL PATTERN CO.	\$75.00	Dept. Resource
O	062143	7/16/07	MC CALL PATTERN CO.	\$180.00	Dept. Resource
O	062144	7/16/07	MC KESSON MEDICAL SURGICAL	\$3,244.30	Combo Stim unit
O	062145	7/16/07	CITY NATIONAL BANK	\$103,611.83	Debt payment for SC COGEN Plant
O	062146	7/16/07	HALEY NGUYEN	\$239.90	Reimbursement for student supplies
O	062147	7/16/07	NORTHWOOD HIGH SCHOOL FOOTBALL	\$250.00	Advertising - Northwood High School
O	062148	7/16/07	ORANGE CO. BUSINESS JOURNAL	\$69.00	Renewal subscription OC Bus. Jrnl.
O	062149	7/16/07	ORANGE CO. DEPT. OF EDUCATION	\$2,959.20	POURIER SERVICES
O	062150	7/16/07	ORACLE CORPORATION	\$8,019.34	Oracle Calendar Software Updates and Support
O	062151	7/16/07	GENERAL BINDING CORP.	\$730.00	Annual Maintenance Agreement
O	062152	7/16/07	KEENAN & ASSOCIATES	\$3,500.00	Keenan Agreement 7/01/07-7/01/08
O	062153	7/16/07	CINGULAR WIRELESS	\$48.02	MMILCHIKER CELL PHONE SVC 06-07
O	062154	7/16/07	OFFICEMAX CONTRACT INC.	\$37,889.18	Office Max Supply Orders 2006/2007
O	062155	7/16/07	PACIFIC CLIPPINGS	\$55.00	Press clippings
O	062156	7/16/07	NANCY PADBERG	\$293.65	NPADBERG INTERNET 06/07
O	062157	7/16/07	JULIE PAILLE	\$8.83	REIMBURSEMENT
O	062158	7/16/07	PARAGON PLASTICS COMPANY	\$219.28	DMP SUPPLIES
O	062159	7/16/07	PARKER & COVERT LLP	\$331.50	Attorney Services FY 2006/2007
O	062160	7/16/07	BOB PARRETT CONSTRUCTION	\$41,813.00	VILLAGE
O	062161	7/16/07	PAULINE JOHNSON, PAULINE'S	\$823.43	Imprinted shirts for Terps, Aides & Staff
O	062162	7/16/07	PAYAM-E-ASHENA	\$200.00	Payam-e-Ashena ads
O	062163	7/16/07	PENNYSAVER	\$146.36	Advertising for SCLO/Barnum
O	062164	7/16/07	JIM PHANEUF	\$125.85	Reimbursement for Internet Services
O	062165	7/16/07	PICK-UP PARTS OF MISSION VIEJO	\$1,019.43	AUTOMOTIVE EQUIPMENT
O	062166	7/16/07	RAY PIERCE PRODUCTIONS	\$200.00	Show rigging & installation
O	062167	7/16/07	PLAN NET CONSULTING, INC.	\$1,480.00	ATEP Consultation
O	062168	7/16/07	PRAXAIR	\$27.48	AUTOMOTIVE SUPPLIES
O	062169	7/16/07	PRINTECH	\$4,669.73	SFAO Handbook



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Bank Account (COUNTY ) - County Account

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	062170	7/16/07	PRINTEX PRINTING & GRAPHICS	\$6,316.31	EOPS Application, Folders, Brochures
O	062171	7/16/07	PRO-MED PRODUCTS, INC.	\$571.22	Supplies for Adapted PE class
O	062172	7/16/07	PROAIR CONSTRUCTION SVCS. INC.	\$16,700.00	HEAT PUMPS GREENHOUSE
O	062173	7/16/07	QUEST DIAGNOSTICS	\$1,336.62	Blanket PO Quest
O	062174	7/16/07	QUICK SORT SANTA ANA, INC.	\$10,498.30	Postage costs
O	062175	7/16/07	RECALL SECURE DESTRUCTION	\$116.30	Provide shredding services
O	062176	7/16/07	MARIA RENTERIA	\$630.00	Workshop Presenter
O	062177	7/16/07	RICHARD THE THREAD EMPIRE TAPE	\$8,204.79	FASHION EQUIPMENT
O	062178	7/16/07	DIANE RIOPKA	\$22.70	Reimbursement for overnight mail
O	062179	7/16/07	RISO, INC.	\$653.43	Supplies for Riso MZ790
O	062180	7/16/07	CHUCK ROGERS	\$689.49	SCLO theatre purchases
O	062181	7/16/07	RYDIN DECAL	\$883.42	Permits for 07-08
O	062182	7/16/07	S & B FOODS	\$249.98	Purchase of food for monthly board meetings.
O	062183	7/16/07	SAFE NAVIGATION, INC.	\$565.51	P.O. needed for supplies for MST classes.
O	062184	7/16/07	SAFEWAY INC/PAVILIONS	\$16.25	Groceries for Foods Lab.
O	062185	7/16/07	SAMMONS PRESTON ROLYAN	\$313.88	gloves for wheelchair exercising
O	062186	7/16/07	SAMY'S CAMERA	\$1,523.06	COMMUNICATION SUPPLIES
O	062187	7/16/07	SAN DIEGO GAS & ELECTRIC	\$1,739.35	Electric Service Billing for SDG&E
O	062188	7/16/07	SANTA MARGARITA FORD	\$855.83	BLANKET PURCHASE ORDER FOR SUPPLIES
O	062189	7/16/07	SARGENT-WELCH/CENCO	\$3,485.59	CHEMISTRY SUPPLIES
O	062190	7/16/07	SARS SOFTWARE PRODUCTS, INC.	\$22,162.50	SARS TRAK
O	062191	7/16/07	AT&T/MCI	\$3,626.60	FAX LINES-TRUSTEES FY 06-07
O	062192	7/16/07	AT&T/MCI	\$305.52	Annual Telephone Service
O	062193	7/16/07	AT&T	\$118.22	Annual P.O. for telephone service
O	062194	7/16/07	SADDLEBACK COLLEGE ASSOCIATED	\$1,000.00	ASG Overpayment
O	062195	7/16/07	SCANTRON CORPORATION	\$138.61	scantron cards needed
O	062196	7/16/07	AMY ROSE SCHECHTER	\$50.00	Panel Presentation
O	062197	7/16/07	SCOTSMAN OF LOS ANGELES	\$59.77	MAINT. SUPPLIES
O	062198	7/16/07	2ND SIGHT VISUAL AIDS	\$3,383.99	Low Vision magnifier for disabled
O	062199	7/16/07	SEHI PROCOMP COMPUTER	\$3,261.94	Order Color Printer
O	062200	7/16/07	BARBARA SENDABA	\$17.09	REIMBURSEMENT FOR POSTAGE
O	062201	7/16/07	ANDREEA SERBAN	\$61.64	Reimbursement for overnight mail
O	062202	7/16/07	SHRED-IT	\$115.00	For Shred-it monthly service
O	062203	7/16/07	SIMS WELDING SUPPLY	\$739.99	Open P.O. for gas & supplies
O	062204	7/16/07	SKORA ELECTRIC	\$11,750.00	VILLAGE LIGHTING
O	062205	7/16/07	SKS, INC.	\$2,678.42	BLANKET PURCHASE ORDER FOR SUPPLIES
O	062206	7/16/07	SKYLINE DISPLAYS	\$4,712.68	Display for HR
O	062207	7/16/07	SOUTHERN CALIFORNIA EDISON CO.	\$10,700.45	Annual Electric Service
O	062208	7/16/07	SOUTHERN CALIFORNIA EDISON CO.	\$31,202.42	Annual Electric Service
O	062209	7/16/07	SOUTHERN CALIFORNIA EDISON CO.	\$164.28	ELECTRIC SERVICE ATEP
O	062210	7/16/07	SO. CAL. GAS CO.	\$21,313.30	Annual Gas Service
O	062211	7/16/07	SO. CAL. GAS CO.	\$64.89	Annual Gas Service
O	062212	7/16/07	SO. CAL. GAS CO.	\$7,083.12	PO for gas transmission service.
O	062213	7/16/07	SO. ORANGE CO. COMM. COL.DIST	\$73.00	Return to Title IV Funds
O	062214	7/16/07	SPECTRUM CHEMICAL MFG. CORP.	\$86.37	GLASSWARE FOR CHEMISTRY LABS
O	062215	7/16/07	SPECTRUM PRINTING SYSTEMS, INC.	\$3,222.42	IVC Promo Decals
O	062216	7/16/07	ST. ANDREW'S CHILDREN'S CENTER	\$300.00	Child Care Services
O	062217	7/16/07	W.B. STARR, INC.	\$1,085.00	STUMP REMOVAL
O	062218	7/16/07	STERICYCLE	\$1,146.66	Annual Maintenance Agreement
O	062219	7/16/07	STERLING ARTS SUPPLY	\$75.27	Student art supplies
O	062220	7/16/07	STERLING HEART, INC.	\$500.00	payment to guest speaker, 6/8/07, Class Development



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Bank Account (COUNTY ) - County Account

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	062221	7/16/07	SYSTEMS SOURCE, INC.	\$22,973.06	Student Workstations
O	062222	7/16/07	BARBARA TAMIALIS	\$941.00	Reimburse for supplies for CDES
O	062223	7/16/07	TANGRAM INTERIORS	\$2,095.20	Classroom Instructor Station
O	062224	7/16/07	TFM ASSOCIATES, INC.	\$3,000.00	Advertising
O	062225	7/16/07	ARLENE THOMAS	\$224.86	REIMBURSEMENT
O	062226	7/16/07	TOMARK SPORTS EQUIPMENT	\$7,947.10	WALL PADS WITH LOGO FOR GYM
O	062227	7/16/07	TOMARK SPORTS EQUIPMENT	\$3,080.90	DIVIDER CURTAIN IN IVC PE GYM
O	062228	7/16/07	TREE OF LIFE NURSERY	\$988.23	California Native Plants for Biology
O	062229	7/16/07	TRI-AD	\$553.00	Admin. & Banking Svcs. for FSA 06/07
O	062230	7/16/07	TROXELL COMMUNICATIONS, INC.	\$35,236.47	AV Equipment
O	062231	7/16/07	ARACELLI TRUJILLO	\$50.00	Panel Presentation
O	062232	7/16/07	U.S. DATA TRUST CORPORATION	\$1,068.00	Continuous Off-Site Data Backup Service(LiveVault)
O	062233	7/16/07	UC REGENTS	\$858.00	matriculation math tests
O	062234	7/16/07	UC REGENTS	\$2,933.00	CADAVER HEADS
O	062235	7/16/07	ULTIMATE OFFICE	\$25.98	OFFICE SUPPLIES
O	062236	7/16/07	US MEDICAL SUPPLIES	\$1,108.38	Wall pulley for Disabled workout in APE
O	062237	7/16/07	RICK VAN LEEUWEN	\$125.85	Reimbursement for Internet Services
O	062238	7/16/07	VERIZON WIRELESS	\$777.87	VERIZON:Cellular, IT Mgt/Tech Support Services
O	062239	7/16/07	VICENTI, LLOYD & STUTZMAN	\$38,153.09	Auditing Services for FYE 6/30/07
O	062240	7/16/07	VICTORY CUSTOM ATHLETIC	\$4,775.48	Baseball Uniforms
O	062241	7/16/07	VisionCue, LLC	\$3,328.69	Software to transform books to MP3, Kursweil
O	062242	7/16/07	VON HOLTZBRINCK PUBLISHING	\$856.62	iClicker units for classroom
O	062243	7/16/07	VWR INTERNATIONAL, INC.	\$349.75	BIOLOGY LAB/CLASS SUPPLIES
O	062244	7/16/07	WEST PAYMENT CENTER	\$127.80	Westlaw Online Research - VCHR
O	062245	7/16/07	PORT SUPPLY	\$839.54	P.O. needed to purchase supplies for MST classes
O	062246	7/16/07	WALKER BROTHERS MACHINERY	\$2,850.00	Equipment relocation - move to ATEP & Saddleback
O	062247	7/16/07	WALTERS VISTA	\$171.59	TRACK LIGHTING
O	062248	7/16/07	WARD'S NATURAL SCIENCE	\$449.97	MICROBIOLOGY SUPPLIES
O	062249	7/16/07	WARE DISPOSAL CO., INC.	\$2,758.80	ROLL OFF CONTAINERS
O	062250	7/16/07	WAUSAU TILE, INC.	\$4,472.19	Campus Beautification Project 2007
O	062251	7/16/07	WESTERN EXTERMINATOR COMPANY	\$570.00	GOPHER CONTROL
O	062252	7/16/07	JOHN WHITFIELD	\$250.57	Reimbursement to circusographer/SCLO
O	062253	7/16/07	MICHAEL E. WILSON	\$8,270.00	CONST. MGMT. SERVICES
O	062254	7/16/07	WORLD WIDE RECOVERY	\$202.00	TRANS. SERVICE PARTS
O	062255	7/16/07	XEROX CORP.	\$17,616.81	DocuTech 6135 Lease/Maintenance
O	062256	7/16/07	XEROX CORP.	\$7,496.88	Lease/Main for Satellite Copiers
O	062257	7/16/07	XEROX CORP.	\$143.98	Copier/Printer for L/R
O	062258	7/16/07	OFFICEMAX CONTRACT INC.	\$1,103.36	Office Max Supply Orders 04/07-06/07
O	062259	7/16/07	ROCKVIEW FARMS	\$268.31	milk delivery for Center
O	062260	7/16/07	SAM'S CLUB	\$320.56	purchase snacks & supplies for Center
O	062261	7/16/07	SMART & FINAL IRIS CO.	\$500.60	purchase snacks & supplies for Center
O	062262	7/16/07	US FOODS	\$1,391.17	Snack supplies for Center
O	062263	7/16/07	XEROX CORP.	\$23.12	Annual Maintenance Agreement
O	062264	7/16/07	PUBLIC ECONOMICS, INC.	\$1,837.50	CONSULTING SERVICES-REDEVELOPMENT
O	062265	7/16/07	SO. ORANGE CO. COMM. COL. DIST	\$1,344.00	To Reimburse Checking Account Workers' Comp Claims
O	062266	7/16/07	CARL WARREN & CO.	\$1,870.73	Claims Management Open PO
O	062267	7/16/07	TONY BARBAROTTA	\$1,460.00	SCLO Artists/Technicians Fees
O	062268	7/16/07	ADAM BRAVO	\$250.00	SCLO Artists/Technicians Fees
O	062269	7/16/07	JOHN GLAUDINI	\$1,700.00	SCLO Artists/Technicians Fees
O	062270	7/16/07	RANDY GRAVETT	\$1,200.00	SCLO Artists/Technicians Fees
O	062271	7/16/07	JULIE METZ	\$1,360.00	SCLO Artists/Technicians Fees



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O	062272	7/16/07	JIMMY VANN	\$2,400.00	SCLO Artists/Technicians Fees
O	062273	7/16/07	CA BANK & TRUST	\$3,783.00	BID 270, PK 09-1
O	062274	7/16/07	COMERICA BANK	\$47,853.10	PKG.C CONCRETE, BUS. & TECH INNOV.CTR. BID 279
O	062275	7/16/07	PB AMERICAS, INC.	\$7,563.48	LABOR COMP. CONSULTANT FOR PERF. ARTS.
O	062276	7/16/07	T.B. PENICK & SONS, INC.	\$430,677.90	PKG.C CONCRETE, BUS. & TECH INNOV.CTR. BID 279
O	062277	7/16/07	PENN CORPORATE RELOCATION	\$3,414.00	MOVING SERVICES
O	062278	7/16/07	RJM DESIGN GROUP, INC.	\$190.00	LANDSCAPE ARCHITECT SERVICES
O	062279	7/16/07	SALSBURY ENGINEERING, INC.	\$8,865.00	PKG. A, DEMO, BID 279
O	062280	7/16/07	SANDOVAL AND JOHNSON	\$9,573.30	BID 270, PKG. 02-2
O	062281	7/16/07	TERRY SCHULZ	\$2,500.00	CONSTRUCT BOOM BASES
O	062282	7/16/07	SCS FLOORING SYSTEMS	\$28,165.00	BID 270, PKG. 09-3
O	062283	7/16/07	THE SHALLECK COLLABORATIVE,	\$1,137.50	THEATER CONSULTING SERVICES
O	062284	7/16/07	SHAMROCK SUPPLY	\$8,865.29	MATERIAL HANDLING, IVC THEATER
O	062285	7/16/07	SKORA ELECTRIC	\$11,645.00	PARKING LOT REPAIRS
O	062286	7/16/07	SOUTHERN CALIFORNIA EDISON CO.	\$10,887.27	ELECTRICITY FOR CONSTRUCTION SITE
O	062287	7/16/07	SO. CAL. GAS CO.	\$568.38	GAS SERVICE FOR IVC THEATER
O	062288	7/16/07	STANDARD DRYWALL, INC.	\$34,045.00	BID 270, PK 09-1
O	062289	7/16/07	SYSTEMS SOURCE, INC.	\$438.88	FURNITURE BID FOR ATEP
O	062290	7/16/07	TOOL DEPOT	\$698.22	TOOLS, IVC THEATER
O	062291	7/16/07	TROXELL COMMUNICATIONS, INC.	\$1,289.15	TELEVISION & INSTALLATION
O	062292	7/16/07	UCMI, INC.	\$22,736.00	HIRE PERF. ARTS INSPECTOR
O	062293	7/16/07	UNITED SITE SERVICES	\$19,487.83	HOLD TANK FOR POLICE TRAILER
O	062294	7/16/07	WARE DISPOSAL CO., INC.	\$798.28	TRASH COLLECTION SERVICES
O	062295	7/16/07	WORKPLACE RESOURCE	\$3,163.43	CHAIRS FOR DESIGN LAB
O	062296	7/16/07	YALE CHASE MATERIALS	\$12,590.06	MATERIAL HANDLING, IVC THEATER
O	062297	7/16/07	CITY OF TUSTIN	\$1,100.00	MCAS SUBLEASE CITY OF TUSTIN
O	062298	7/16/07	PACIFIC COACHWAYS	\$754.72	Bus for 6/20 EI Field Trip
O	062299	7/16/07	PACIFIC PARKING SYSTEMS, INC.	\$3,120.00	Annual Maintenance Agreement
O	062300	7/16/07	PHOENIX GROUP INFORMATION SYS.	\$2,435.21	Annual Maintenance Agreement
O	062301	7/16/07	PRESCOTT HARDWARE/SHEET METAL	\$135.31	MAINT. SUPPLIES
O	062302	7/16/07	RADIO & RECORDS	\$325.00	Radio & Records Subscription
O	062303	7/16/07	KATE REALISTA	\$380.25	Reimbursement
O	062304	7/16/07	S & B FOODS	\$179.78	Superintendent's Luncheon
O	062305	7/16/07	SAFEWAY INC/PAVILIONS	\$436.76	Groceries for Foods Lab (summer/fall)
O	062306	7/16/07	SCHOOLS EXCESS LIABILITY FUND	\$38,534.81	2007/2008 Excess Liability Coverage
O	062307	7/16/07	HOFFMAN MEDIA LLC	\$24.99	Dept. Resource
O	062308	7/16/07	SIGMA ALDRICH CHEMICAL CO.	\$124.48	BIOCHEMISTRY SUPPLIES
O	062309	7/16/07	SIMPLICITY PATTERN CO., INC.	\$52.00	Dept. Resource
O	062310	7/16/07	SIRSI CORPORATION	\$40,347.30	IBISTRO Sirsi Annual Maintenance
O	062311	7/16/07	SO. CAL. EDISON COMPANY	\$784.00	Annual Mandatory Assessments
O	062312	7/16/07	SOLINET (S.E. LIB. NETWORK)	\$8,151.52	Pay for database renewal.
O	062313	7/16/07	SPECTRUM CHEMICAL MFG. CORP.	\$15.31	BIOLOGY SUPPLIES/CHEMICALS
O	062314	7/16/07	STUDENT INSURANCE COMPANY	\$148,266.00	2007/08 ACCIDENT/CATASTROPHIC/STUDENT/ATHLETE INS.
O	062315	7/16/07	STUDY IN THE USA INC.	\$11,000.00	payment for ISC Advertising
O	062316	7/16/07	SUPERIOR PRESS	\$939.14	Various Bank Supplies - 07/08
O	062317	7/16/07	SURFACE	\$19.95	Dept. Resource
O	062318	7/16/07	SYSTEMS SOURCE, INC.	\$711.15	Faculty Office Chairs
O	062319	7/16/07	TMP, INC,	\$7,425.00	Recruitment/Advertising for SOCCCD
O	062320	7/16/07	TREND OFFSET PRINTING	\$65,607.98	PRINTING OF SCHEDULES OF CLASSES
O	062321	7/16/07	TUSTIN TOUCHDOWN CLUB	\$200.00	Advertising for Tustin High Football Program
O	062322	7/16/07	POSTMASTER	\$1,200.00	MAIL FUNDS



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Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #061966 and 063114

S	Check #	Check Dt	Company Name	Check Amount	Description
O	062323	7/16/07	POSTMASTER	\$8,445.30	POSTAGE
O	062324	7/16/07	UNITED SITE SERVICES	\$165.13	PORTABLE TOILETS
O	062325	7/16/07	VEGETARIAN TIMES	\$23.95	Dept. Resource
O	062326	7/16/07	VM+SD	\$39.00	Dept. Resource
O	062327	7/16/07	VOCATIONAL BIOGRAPHIES, INC.	\$295.00	Vocational Biographies online
O	062328	7/16/07	VOGUE PATTERNS	\$14.95	Dept. Resource
O	062329	7/16/07	W A X I E	\$6,275.04	JANITORIAL SUPPLIES
O	062330	7/16/07	NINA WELCH	\$15.00	Advertising reimb
O	062331	7/16/07	WESTMINSTER PRESS, INC.	\$1,370.58	PRINTING OF E.I. SCHEDULES OF CLASSES
O	062332	7/16/07	WOMEN'S WEAR DAILY	\$84.00	Dept. Resource
O	062333	7/16/07	YALE CHASE MATERIALS	\$229.51	ELECTRIC CART TIRES
O	062334	7/16/07	WESTCHESTER SEWING MACHINE CO.	\$1,072.50	CHAIRS FOR COSTUME ROOM
O	062335	7/17/07	ALAN CHERRY	\$8.00	MILEAGE
O	062336	7/17/07	TRACY DALY	\$72.75	MILEAGE
O	062337	7/17/07	LEE EDGERLY	\$12.92	MILEAGE
O	062338	7/17/07	JOHN W. EDWARDS	\$71.78	MILEAGE
O	062339	7/17/07	ANDREA GALLAGHER	\$36.18	MILEAGE
O	062340	7/17/07	GANAHL LUMBER	\$794.07	Instructional Supplies
O	062341	7/17/07	GANDER-PRINTCO	\$91.59	Bindery and Specialty Printing
O	062342	7/17/07	KORI LEE GARNER	\$52.71	MILEAGE
O	062343	7/17/07	JIM GASTON	\$125.85	Reimbursement for Internet Services
O	062344	7/17/07	GENERATION COMMUNICATIONS	\$1,394.25	ADVERTISING MATERIALS FOR ATEP LAUNCH
O	062345	7/17/07	GOLDEN GLASS, INC.	\$810.00	REPLACE WINDOW IN PE200 LOBBY - SAFETY ISSUE
O	062346	7/17/07	GOVCONNECTION	\$1,287.25	BUFFALO TERASTATION
O	062347	7/17/07	GRACE TRAINING SUPPLY	\$17,432.80	SUPPLIES FOR NURSING SKILLS LAB
O	062348	7/17/07	ESTER GRAHAM	\$50.51	MILEAGE
O	062349	7/17/07	W. W. GRAINGER	\$1,481.64	MAINT. SUPPLIES
O	062350	7/17/07	GREGG'S PRO AUDIO	\$478.17	Sub Woofer for SM313
O	062351	7/17/07	SANDRA GRIFFIN	\$33.80	MILEAGE
O	062352	7/17/07	HAAKER EQUIPMENT COMPANY	\$181.31	SWEEPER REPAIR
O	062353	7/17/07	DONNA HANNA-CHASE	\$45.76	REIMBURSEMENT FOR SUMMER 2007 ART 403C TICKET #636
O	062354	7/17/07	HARDY DIAGNOSTICS	\$71.71	MICROBIOLOGY SUPPLIES
O	062355	7/17/07	HARROD MANAGEMENT SOLUTIONS,	\$8,178.00	Professional Services:Network Support Services
O	062356	7/17/07	PATTY HELTON	\$36.96	MILEAGE
O	062357	7/17/07	HERCULES PORTABLE POWER, INC.	\$1,737.05	ENGINE REFERENCE CONTROL BOARD - SCIENCE MATH
O	062358	7/17/07	HIRSCH PIPE & SUPPLY	\$784.61	PLUMBING SUPPLIES
O	062359	7/17/07	HOME DEPOT CREDIT SERVICES	\$2,370.28	SUPPLIES
O	062360	7/17/07	HPL MECHANICAL CONTRACTOR,	\$9,145.12	CONTRACT SERVICES
O	062361	7/17/07	NANCY HULSE	\$29.27	MILEAGE
O	062362	7/17/07	INCENTRA SOLUTIONS OF	\$12,300.00	IT Software Engineering/Development Services
O	062363	7/17/07	INQUIRIUM	\$138.00	InqScribe-software for transcribing & subtitling
O	062364	7/17/07	INT'L SECURITY PRODUCTS	\$3,311.49	purchase of IVC Security Transcript paper
O	062365	7/17/07	IRVINE PIPE & SUPPLY	\$781.80	PLUMBING SUPPLIES
O	062366	7/17/07	IRVINE RANCH WATER DIST.	\$1,534.61	Annual Water Service
O	062367	7/17/07	IRVINE RANCH WATER DIST.	\$3,491.97	Annual Water Service
O	062368	7/17/07	IRVINE RANCH WATER DIST.	\$91.34	Annual Water Service
O	062369	7/17/07	IRVINE RANCH WATER DIST.	\$1,736.84	Annual Water Service
O	062370	7/17/07	IRVINE RANCH WATER DIST.	\$442.75	Annual Water Service
O	062371	7/17/07	J.R.S. CONSTRUCTION	\$2,683.19	C/P REPAIRS
O	062372	7/17/07	JOURNEY EDUCATION MARKETING	\$5,656.88	VMWARE WORKSTATION 6 LICENSES
O	062373	7/17/07	KELLY PAPER	\$204.19	Open PO for printing supplies



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Bank Account (COUNTY ) - County Account

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	062374	7/17/07	DAVIT S. KHACHATRYAN	\$119.94	MILEAGE
O	062375	7/17/07	TAMARA KING	\$70.77	MILEAGE
O	062376	7/17/07	KNORR SYSTEMS, INC.	\$91.69	PART FOR PULSAR
O	062377	7/17/07	GARY L. KUSUNOKI	\$135.00	Annual Maintenance Agreement
O	062378	7/17/07	LAGUNA HILLS NURSERY	\$78.26	Lab Supplies
O	062379	7/17/07	JAVIER LEIVA	\$15.00	Cleaning of Gof Cart ATEP
O	062380	7/17/07	LESLIE'S SWIMMING POOL SUPPLY	\$32.69	POOL SUPPLIES
O	062381	7/17/07	DIANE LEWIS	\$1,496.62	SCLO COSTUME SHOP
O	062382	7/17/07	GLENDA LINDAHL	\$26.61	MILEAGE
O	062383	7/17/07	LOOMIS, FARGO & CO., INC	\$509.80	Armored Car Service 06/07
O	062384	7/17/07	TEDDI LORCH	\$35.99	MILEAGE
O	062385	7/17/07	RF MAC DONALD CO.	\$2,133.45	HW STORAGE TANK
O	062386	7/17/07	MAIN GRAPHICS	\$728.50	June 2007 Newsletter
O	062387	7/17/07	LORI MANGELS	\$36.96	MILEAGE
O	062388	7/17/07	MATERIAL HANDLING SALES, INC.	\$286.00	SHELVES FOR STORAGE ELECT TECH PROGRAM
O	062389	7/17/07	MAXIMUS, INC.	\$1,725.00	Renewal Services Cost Claiming FY 06/07
O	062390	7/17/07	McLOGAN'S SUPPLY CO.	\$1,697.92	Student Supplies for screen printing
O	062391	7/17/07	McMASTER CARR SUPPLY CO.	\$172.76	MAINT. SUPPLIES
O	062392	7/17/07	MEADE INSTRUMENTS	\$723.00	ASTRONOMY SUPPLIES
O	062393	7/17/07	MEDIA EDUCATION FOUNDATION	\$381.30	Purchase DVDs for Humanities.
O	062394	7/17/07	MIDNIGHT RAIN, INC.	\$225.00	Commencement 2007
O	062395	7/17/07	MIDWEST LIBRARY SERVICE	\$5,894.61	Purchase books.
O	062396	7/17/07	MARCIA MILCHIKER	\$692.78	MMILCHIKER INTERNET 06/07
O	062397	7/17/07	BARRY MILLER	\$23.74	MILEAGE
O	062398	7/17/07	JODY BERGER	\$10.00	FINGERPRINTING
O	062399	7/17/07	NANCY BRACKEN	\$20.00	FINGERPRINTING
O	062400	7/17/07	TODD BREI	\$10.00	FINGERPRINTING
O	062401	7/17/07	KRISTINE BROMBERGER	\$20.00	FINGERPRINTING
O	062402	7/17/07	DEBORAH COREY	\$10.00	FINGERPRINTING
O	062403	7/17/07	BRANDYE D'LENA	\$10.00	FINGERPRINTING
O	062404	7/17/07	MARCELA DURAN DE MEHRANFARD	\$20.00	FINGERPRINTING
O	062405	7/17/07	KIANOUSH FARSHIDPOUR	\$40.00	FINGERPRINTING
O	062406	7/17/07	ASHLEY HARTMAN	\$20.00	FINGERPRINTING
O	062407	7/17/07	LINDSAY HENNING	\$17.00	FINGERPRINTING
O	062408	7/17/07	JIMI HUH	\$30.00	FINGERPRINTING
O	062409	7/17/07	ALANA JOLLEY	\$17.00	FINGERPRINTING
O	062410	7/17/07	MINA NAWABI	\$30.00	FINGERPRINTING
O	062411	7/17/07	ALICIA OLVERA	\$20.00	FINGERPRINTING
O	062412	7/17/07	JOAN OWEN	\$52.00	FINGERPRINTING
O	062413	7/17/07	HEATHER WHITECOTTON	\$30.00	FINGERPRINTING
O	062414	7/17/07	AAA ACCESS SMOG	\$50.00	SMOG TESTING
O	062415	7/17/07	AARDVARK CLAY AND SUPPLIES	\$1,985.72	Open P.O. to purchase Art Supplies
O	062416	7/17/07	ABC NEWS STORE	\$632.65	Instructional supplies/Speech Dept.
O	062417	7/17/07	ABC-CLIO, INC.	\$6,414.84	Library books per Tom Weisrock request
O	062418	7/17/07	ACCUVANT INC.	\$32,000.00	Security Assessment Services
O	062419	7/17/07	ACEPEX MANAGEMENT CORPORATION	\$35,325.00	Project and Property Management Services
O	062420	7/17/07	ADCLUB ADVERTISING SERVICE	\$8,964.35	Recruitment/Advertising for SOCCCP
O	062421	7/17/07	ADORAMA CAMERA, INC.	\$23.94	GEOGRAPHY SUPPLIES
O	062422	7/17/07	AFFILIATED COMPUTER SERVICES	\$176.25	Contract Services from ACS
O	062423	7/17/07	AIR SOURCE INDUSTRIES, INC.	\$103.46	AIR SOURCE
O	062424	7/17/07	JAMES ALBERT SCHOOL OF	\$31,226.64	P.O. needed to pay for instructional contract.



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S	Check #	Check Dt	Company Name	Check Amount	Description
O	062425	7/17/07	AmbironTrustWave	\$1,875.00	PCI Compliance Validation Services Renewal
O	062426	7/17/07	AMERICAN PORTABLE STORAGE	\$9,029.45	POOL SAFETY ISSUE
O	062427	7/17/07	AMERICAN RED CROSS	\$500.00	Responding to Emergency cards for Hlth 2/KNES 47
O	062428	7/17/07	LIPPINCOTT, WILLIAMS &	\$2,134.68	CHARTS & SKELETON
O	062429	7/17/07	DAVID E. ANDERSON, JR.	\$253.46	Reimbursement for Emeritus Showcase Costs
O	062430	7/17/07	JULIE ANDERSON	\$48.35	Reimbursement for Instructional DVDs
O	062431	7/17/07	ARAMARK UNIFORM SERVICES	\$49.66	TRANS/MAINT SHOP RAGS
O	062432	7/17/07	LEE ARMSTRONG CO., INC.	\$20,800.00	CARPET AND INSTALLATION FOR COUNSELING SERVICES
O	062433	7/17/07	ARROWHEAD DRINKING WATER	\$43.09	Rental of ROHC Water Filtration System
O	062434	7/17/07	ATHLETIC TURFS, INC.	\$20,500.00	FOOTBALL FIELD
O	062435	7/17/07	ASSESSMENT TECHNOLOGIES	\$299.10	WORKBOOK FOR TEAS EXAM
O	062436	7/17/07	AVACOM	\$297.02	BLANKET PO FOR AVACOM PRINTER SERVICE
O	062437	7/17/07	AZALEOS CORPORATION	\$2,972.64	Email Assessment Services
O	062438	7/17/07	BAKER & TAYLOR	\$949.91	Library materials per Tom Weisrock request
O	062439	7/17/07	BAMWALL CO.	\$639.00	PARTITION IN A-100
O	062440	7/17/07	TORHON BARNES	\$50.00	Panel Presentation
O	062441	7/17/07	BEST COMPUTER SUPPLIES	\$62.57	SUPPLIES AND MATERIAL
O	062442	7/17/07	DICK BLICK	\$74.05	ART SUPPLIES
O	062443	7/17/07	BONDED WET-DRY CLEANERS	\$717.02	Costume cleaning
O	062444	7/17/07	BOUNTREE MEDICAL	\$533.49	Supplies for Paramedic Students
O	062445	7/17/07	KRISTEN BUSH	\$1,440.00	Consulting Services: Web Development & Maint.
O	062446	7/17/07	BOOK WHOLESALERS, INC.	\$327.51	Purchase videos.
O	062447	7/17/07	CALIFORNIA POWER PARTNERS, INC.	\$4,695.47	C/P REPAIRS
O	062448	7/17/07	CALUMET PHOTOGRAPHIC	\$888.91	Veta Grant DMA Equipment
O	062449	7/17/07	JUDY CANADA	\$50.00	Panel Member
O	062450	7/17/07	CAPSTONE TURBINE CORPORATION	\$10,775.64	MAINTENANCE AND REPAIR AGREEMENT
O	062451	7/17/07	LUPE CARMAN	\$525.00	Workshop Presenter
O	062452	7/17/07	CAROLINA BIOLOGICAL SUPPLY	\$349.39	BIOLOGY SUPPLIES
O	062453	7/17/07	CCS PRESENTATION SYSTEMS,	\$17,939.36	Child Development Center Camera
O	062454	7/17/07	CDW GOVERNMENT, INC.	\$10,340.32	DIGITAL WALL DISPLAY
O	062455	7/17/07	CENTURY BUSINESS SERVICES, INC	\$95.00	PAYMENT FOR MAINTENANCE ON COPY MACHINE
O	062456	7/17/07	CHICO UNIFORM	\$30.56	NAME TAGS FOR PHYSICAL SCIENCES
O	062457	7/17/07	CINTAS CORPORATION	\$63.86	RENTAL SERVICE AGREEMENT
O	062458	7/17/07	CINTAS DOCUMENT MANAGEMENT	\$135.00	document destruction/paper recycling service
O	062459	7/17/07	CLARK SECURITY PRODUCTS INC.	\$444.65	OPEN PURCHASE ORDER FOR SUPPLIES
O	062460	7/17/07	CLEAN HARBORS, INC.	\$201.55	HAZARDOUS WASTE REMOVAL
O	062461	7/17/07	CLEARFLITE AIR PURIFIERS, INC.	\$299.55	FILTERS FOR AIR CLEANER
O	062462	7/17/07	Clipart DeSIGN USA	\$291.83	graphics clipart
O	062463	7/17/07	MIKE COLLINS	\$1,533.84	theatre stage construction materials
O	062464	7/17/07	COMPUTER COMFORTS, INC.	\$3,476.02	Electric Powerlift tables for disabled students
O	062465	7/17/07	CONCEPT MEDIA	\$376.79	Videos series for Mary McDonough.
O	062466	7/17/07	CONSOLIDATED ELECTRICAL DIST.	\$636.82	ELECT SUPPLIES
O	062467	7/17/07	CONSOLIDATED ELECTRICAL DIST.	\$510.50	ELECTRICAL SUPPLIES TO UPGRADE OUTPUT IN B318
O	062468	7/17/07	CORE MIGRATION	\$4,295.37	Contract, HR & Budget Development System
O	062469	7/17/07	COUTTS LIBRARY SERVICES, INC.	\$31.85	Library book per Tom Weisrock request
O	062470	7/17/07	COX COMMUNICATIONS	\$6,000.00	Cox Cable Installation
O	062471	7/17/07	CRESTLINE SPECIALTIES CO., INC	\$598.98	Twills for Tables (Outreach)
O	062472	7/17/07	CRUCIAL TECHNOLOGY	\$1,667.78	2GB kit memory module-for captioning videos
O	062473	7/17/07	CULLIGAN WATER CONDITIONING	\$1.25	Soft Water Service for Microbiology
O	062474	7/17/07	DANA POINT YACHT MAINTENANCE	\$39.00	P.O. needed for boat maintenance.
O	062475	7/17/07	GOODWILL INDUSTRIES	\$4,425.00	Provide Interpreting Services for Stds-Disability



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O	062476	7/17/07	DELL MARKETING L.P.	\$2,512.27	Toner Cartridge for Career Center Printers
O	062477	7/17/07	DEPARTMENT OF JUSTICE	\$1,579.00	Fingerprinting - HR
O	062478	7/17/07	DESIGN TOSCANO, INC.	\$586.06	ART EQUIPMENT
O	062479	7/17/07	CHERYL DETTRICK	\$2,000.00	Consultant Agreement
O	062480	7/17/07	DHK PLUMBING & PIPING, INC.	\$4,554.34	CONTRACTED PLUMBER
O	062481	7/17/07	DIGITAL NETWORKS GROUP, INC.	\$18,265.78	District IT Conf Rm Projectors
O	062482	7/17/07	DIVERSIFIED PRINTERS, INC.	\$18,774.00	SC STUDENT HANDBOOK 07-08 PRINTING/PRODUCTION COST
O	062483	7/17/07	JEFF DORSZ	\$377.55	Reimbursement for Internet Services
O	062484	7/17/07	THE DRUM LAB, LLC	\$300.00	Instrument Repair
O	062485	7/17/07	DUNN-EDWARDS CORPORATION	\$19.10	BLANKET PURCHASE ORDER FOR SUPPLIES
O	062486	7/17/07	EBERHARD EQUIPMENT	\$643.97	REPAIR MOWER
O	062487	7/17/07	ELECTRONIX EXPRESS	\$97.00	ELECTRONIC SUPPLIES
O	062488	7/17/07	ENGINE & PERFORMANCE WAREHOUSE	\$640.67	Dyno cell materials
O	062489	7/17/07	ENTERPRISE RENT-A-CAR	\$755.26	OPEN P.O. FOR VEHICLE RENTAL
O	062490	7/17/07	ESP CHEMICALS, INC.	\$151.90	DMP EQUIPMENT
O	062491	7/17/07	EXCELSIOR ELEVATOR CORPORATION	\$650.00	ANNUAL ELEVATOR MAINTENANCE SERVICE
O	062492	7/17/07	EZ TEES, INC.	\$277.80	Polo Golf Shirts for Adapted PE Help
O	062493	7/17/07	FAIRFAX ELECTRONICS, INC.	\$1,777.66	camera equipt. to be installed
O	062494	7/17/07	FEDERAL EXPRESS	\$269.98	FEDERAL EXPRESS CHARGES
O	062495	7/17/07	TINA FIETSAM	\$300.00	Workshop Presenter
O	062496	7/17/07	FISHER SCIENTIFIC	\$974.17	CHEMISTRY SUPPLIES
O	062497	7/17/07	LISA FITCHNER	\$50.00	Panel Presentation
C	062498	7/17/07	FREEWAY AUTO SUPPLY	\$-267.19	AUTO SUPPLIES
O	062499	7/17/07	FRY'S ELECTRONICS	\$3,168.42	open purchase order for Fry's
O	062500	7/17/07	BLACK CORAL HAWAII WHOLESALER	\$197.00	AQUARIUM SUPPLIES AND MAINTENANCE
O	062501	7/17/07	TONI GRANT	\$50.00	Panel Presentation
O	062502	7/17/07	CANDY KINCAID	\$44.27	MILEAGE
O	062503	7/17/07	KINSHIP CENTER	\$450.00	Workshop Presenter
O	062504	7/17/07	L.A. TIMES	\$3,405.12	Ad insertions in LATimes Mar-June 2007.
O	062505	7/17/07	LAKE FOREST BEAUTY COLLEGE	\$19,965.16	P.O. needed to pay for instructional contract.
O	062506	7/17/07	TONI LAKOW	\$11.66	MILEAGE
O	062507	7/17/07	LIEBERT CASSIDY WHITMORE	\$22,196.82	Attorney Services FY 2006/2007
O	062508	7/17/07	LOGOS LANGUAGE, INC.	\$650.00	Translation Services
O	062509	7/17/07	JOSEPH JAY MENDOZA	\$1,155.00	Workshop Presenter
O	062510	7/17/07	MIDWEST LIBRARY SERVICE	\$4,442.26	Purchase books.
O	062511	7/17/07	SALLIE MILLER	\$945.00	Workshop Presenter
O	062512	7/17/07	SUSAN MILLER	\$151.21	REIMBURSEMENT - SPRING 07 - FN 400 TICKET #90205
O	062513	7/17/07	JUNE M. MILLOVICH	\$2,047.89	Reimburse supplies for CDES
O	062514	7/17/07	MONTGOMERY HARDWARE	\$3,115.03	LOCKSMITH SUPPLIES
O	062515	7/17/07	ALEJANDRO MORENO	\$120.00	Workshop Presentation
O	062516	7/17/07	MOULTON-NIGUEL WATER DIST.	\$21,842.57	Billing for Moulton-Niguel water services
O	062517	7/17/07	PATRICE MUNDAY	\$50.00	panel Presentation
O	062518	7/17/07	JAKE MUNNS	\$11.66	MILEAGE
O	062519	7/17/07	MUSICIAN'S FRIEND, INC.	\$1,041.68	Music Supplies
O	062520	7/17/07	NEXTEL COMMUNICATIONS, INC.	\$175.19	Nextel Communications
O	062521	7/17/07	NEXUS IS, INC.	\$2,450.69	Tech Refresh - VT Cameras
O	062522	7/17/07	NIAGARA DRINKING WATER, INC.	\$1,528.65	Bottled Water Service
O	062523	7/17/07	NIAGARA DRINKING WATER, INC.	\$1,060.70	Bottled Water Service
O	062524	7/17/07	NuStep, Inc.	\$3,811.14	recumbent exerciser for disabled
O	062525	7/17/07	DIANE OAKS	\$33.98	MILEAGE
O	062526	7/17/07	ORANGE CO. AUDITOR-CONTROLLER	\$311.68	Range Fees



## WARRANT REGISTER LISTING

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Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #061966 and 063114

S	Check #	Check Dt	Company Name	Check Amount	Description
O	062527	7/17/07	ORANGE CO. AUDITOR-CONTROLLER	\$3,405.00	Surcharge on Parking Citations
O	062528	7/17/07	ORANGE CO. AUDITOR-CONTROLLER	\$2,585.00	Annual Maintenance Agreement
O	062529	7/17/07	CHURM PUBLISHING CO., INC.	\$1,355.00	Ad insertions in OC Metro Magazine Mar-June 2007.
O	062530	7/17/07	ORANGE COUNTY PRINTING CO.	\$1,918.29	JR EXECUTIVE NOTEBOOKS
O	062531	7/17/07	ORANGE COUNTY REGISTER	\$421.60	ADVERTISING
O	062532	7/17/07	ORANGE COUNTY REGISTER	\$391.60	ADVERTISING
O	062533	7/17/07	ORANGE COUNTY REGISTER	\$1,206.98	Ad insertions in OC Register for Mar-June 2007.
O	062534	7/17/07	ORANGE COUNTY REGISTER	\$1,810.72	ADVERTISING
O	062535	7/17/07	OCB REPROGRAPHICS, INC.	\$41.48	COPY OF PLANS - FA THEATER FOR CHUCK ROGERS
O	062536	7/17/07	OCE-USA, INC.	\$2,092.51	Maintenance Agreement
O	062537	7/17/07	OCEANS DESIGN	\$3,043.94	VTEA - AQUARIUM & AQUACULTURE
O	062538	7/17/07	OCLC, INC.	\$996.84	Annual Maintenance Agreement
O	062539	7/17/07	ORCHARD SUPPLY HARDWARE	\$586.66	SUPPLIES
O	062540	7/17/07	OXFORD UNIVERSITY PRESS	\$11.86	Library book per Tom Weisrock request
O	062541	7/17/07	NANCY PADBERG	\$12.34	MILEAGE
O	062542	7/17/07	EARL PAGAL	\$23.44	MILEAGE
O	062543	7/17/07	MARIA PANIAGUA	\$24.49	MILEAGE
O	062544	7/17/07	LORI PARRA	\$19.92	MILEAGE
O	062545	7/17/07	DONNA PRIBYL	\$52.26	MILEAGE
O	062546	7/17/07	RUBEN RAMIREZ	\$59.41	MILEAGE
O	062547	7/17/07	JOYCE SEMANIK	\$36.38	MILEAGE
O	062548	7/17/07	LOUIS SESSLER	\$8.00	MILEAGE
O	062549	7/17/07	DIANE M. SMITH	\$31.59	MILEAGE
O	062550	7/17/07	DENNIS STACHELSKI	\$20.37	MILEAGE
O	062551	7/17/07	DON TAYLOR	\$355.99	MILEAGE
O	062552	7/17/07	JACQUELINE ZIMBALIST	\$73.91	MILEAGE
O	062553	7/17/07	JUNE M. MILLOVICH	\$1,658.43	Reimburse books for CDES
O	062554	7/17/07	GARTNER GROUP, INC.	\$52,430.00	Consulting services to perform risk assessment
O	062555	7/17/07	WILLIAM HAMRE	\$15,194.66	Consultant agreement
O	062556	7/17/07	HARROD MANAGEMENT SOLUTIONS,	\$5,115.00	AGREEMENT FOR ATEP WITH HARROD MGMT
O	062557	7/17/07	MAAS COMPANIES	\$5,610.00	ATEP Development and Implementation Plan
O	062558	7/17/07	MICROSOFT ENTERPRISE SERVICES	\$29,480.00	Consulting services, software architectural serv
O	062559	7/17/07	NEUDESIC, LLC	\$79,458.00	Student Information System, Contracted Services
O	062560	7/17/07	ACHRO/EEO	\$150.00	ACHRO TRAINING INSTITUTE - R.KING
O	062561	7/17/07	AMERICAN EXPRESS	\$574.90	CONF. BOOKCAMP FOR D. ZAKRZEWSKI
O	062562	7/17/07	ALDA BABUSEK	\$130.00	SSG CONFERENCE FOR ALDA B.
C	062563	7/17/07	BARBARA BELYEA	\$-130.00	SSG CONFERENCE FOR BARB. BELYEA
O	062564	7/17/07	COMMUNITY COLLEGE LEAGUE OF	\$190.00	2007 Student Trustee Workshop
O	062565	7/17/07	ELIZABETH CIPRES	\$333.99	Administrative Staff Development Conf.--E. Cipres
O	062566	7/17/07	LISA DAVIS-ALLEN	\$1,000.00	reimbursement Staff Development Activity
O	062567	7/17/07	DI ASSOCIATES, INC.	\$799.00	CONF. BOOKCAMP FOR T. RICE
O	062568	7/17/07	DI ASSOCIATES, INC.	\$799.00	CONF. BOOKCAMP FOR L.GLEASON
O	062569	7/17/07	JEFF DORSZ	\$59.90	Ascolta Training Class-MARS
O	062570	7/17/07	ESTER GRAHAM	\$373.67	SHRM Conf- E. Graham
O	062571	7/17/07	RUSSELL HAMILTON	\$575.66	Pre Pay Conference and Hotel Accommodations
O	062572	7/17/07	RANDY HARDICK	\$432.56	CONFERENCE FOR RANDY HARDICK
O	062573	7/17/07	BARBARA HUGGINS	\$223.00	SSG CONFERENCE FOR BARB. HUGGINS
O	062574	7/17/07	HYATT REGENCY ALBUQUERQUE	\$808.22	CONF. BOOKCAMP FOR T. RICE
O	062575	7/17/07	HYATT REGENCY ALBUQUERQUE	\$808.22	CONF. BOOKCAMP FOR L.GLEASON
O	062576	7/17/07	SAMIR KHUNDY	\$312.91	Ascolta Training Class-UCSEA and CVOICE
O	062577	7/17/07	PHILLIS KUCHARSKI	\$839.60	CONFERENCE FOR P. KUCHARSKI



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Bank Account (COUNTY ) - County Account

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	062578	7/17/07	TEDDI LORCH	\$496.65	SHRM Conf-T. Lorch
O	062579	7/17/07	EFREN MALAGON	\$300.00	Reimburse staff member for conference
O	062580	7/17/07	JUNE M. MILLOVICH	\$986.52	CONFERENCE REIMBURSEMENT
O	062581	7/17/07	DIANE OAKS	\$20.00	Irvine Chamber Event
O	062582	7/17/07	NANCY PADBERG	\$29.10	CONFERENCE - NANCY PADBERG
O	062583	7/17/07	MARIA PANIAGUA	\$50.00	Conference Attendance for Maria Y. Paniagua
O	062584	7/17/07	LORI PARRA	\$79.98	Conference Attendance for Lori Parra
O	062585	7/17/07	KEN PATTON	\$2,301.15	CONF.REIMBURSEMENT FOR KEN PATTON
O	062586	7/17/07	TAMERA RICE	\$620.45	CONFERENCE FOR TAMERA RICE
O	062587	7/17/07	DAVID SHINNICK	\$2,127.90	Training for Dave Shinnick/VOIP Class
O	062588	7/17/07	PARISA SOLTANI	\$117.03	Conference Attendance
O	062589	7/17/07	ED WARD TACKETT	\$255.46	Conference Attendace for Ed Tackett
O	062590	7/17/07	BARBARA TAMIALIS	\$698.72	Peer Reviewer Training
O	062591	7/17/07	LORETTA THARPE	\$130.00	SSG CONFERENCE FOR L.THARPE
O	062592	7/18/07	ORANGE COUNTY SHERIFF'S DEPT.	\$85.00	Registration Fees for San Clemente Jamboree
O	062593	7/19/07	LAURA ABRAMS	\$51.70	MILEAGE
O	062594	7/19/07	HOANG-QUYEN DANG	\$9.35	MILEAGE
O	062595	7/19/07	GALE SUPPLY COMPANY	\$3,498.21	JANITORIAL SUPPLIES
O	062596	7/19/07	GANDER-PRINTCO	\$600.17	Business Cards - HR
O	062597	7/19/07	W. W. GRAINGER	\$141.51	MAINT. SUPPLIES
O	062598	7/19/07	GROSH SCENIC STUDIOS, INC.	\$3,564.32	For SCLO theatre set
O	062599	7/19/07	HARLAND TECHNOLOGY SERVICES	\$2,813.00	Annual Maintenance Agreement
O	062600	7/19/07	HAWK LABELING SYSTEMS	\$850.14	BIOLOGY SUPPLIES
O	062601	7/19/07	HIRSCH PIPE & SUPPLY	\$517.99	PLUMBING/IRRIG. SUPPLIES
O	062602	7/19/07	HOKE OUTDOOR ADVERTISING, INC.	\$393.29	South Pacific banners
O	062603	7/19/07	HOME DEPOT CREDIT SERVICES	\$4,330.73	ELECTRONIC SUPPLIES
O	062604	7/19/07	INVITROGEN CORPORATION	\$137.92	BIOCHEMISTRY SUPPLIES
O	062605	7/19/07	PROTECTED INSURANCE PROGRAM	\$154,830.00	Protected Insurance Program for Schools 07/08
O	062606	7/19/07	KIRK	\$24,668.28	WHITE PAPER
O	062607	7/19/07	LAB SAFETY SUPPLY INC.	\$118.16	BIOLOGY SUPPLIES
O	062608	7/19/07	LAKE HILLS COMMUNITY CHURCH	\$2,000.00	Facility use of classroom
O	062609	7/19/07	LAKESHORE CURRICULUM	\$166.53	CDES EQUIPMENT
O	062610	7/19/07	DIANE LEWIS	\$1,019.06	SCLO Costume shop
O	062611	7/19/07	ROBERT MC LENDON	\$54.48	REIMBURSEMENT
O	062612	7/19/07	MEDIA SERVICES 55	\$380.00	Cable advertising
O	062613	7/19/07	MERCK & CO., INC.	\$459.87	vaccine needed for students
O	062614	7/19/07	METROCALL	\$212.34	PAGER RENTAL AND MAINTENANCE CONTRACT
O	062615	7/19/07	MEYERS ALLISON LLP	\$1,362.98	Investigative Svs. for HR
O	062616	7/19/07	BARRY MILLER	\$20.29	Reimbursement for hardware supplies
O	062617	7/19/07	FIONNEGAN MURPHY	\$35.22	Reimbursement for sound supplies
O	062618	7/19/07	MUSIC THEATRE INTERNATIONAL	\$2,802.00	Royalty payment
O	062619	7/19/07	MUSICIAN'S FRIEND, INC.	\$209.97	Music Supplies
O	062620	7/19/07	ORANGE CO. AUDITOR-CONTROLLER	\$387.04	Annual Maintenance Agreement
C	062621	7/19/07	ORANGE CO. CHAMBER OF COMMERCE	\$-5,000.00	OCBC MEMBERSHIP DUES
O	062622	7/19/07	ORANGE COUNTY JEWISH LIFE	\$450.00	Advertisment for SCLO
O	062623	7/19/07	CHURM PUBLISHING CO., INC.	\$1,158.00	Special ad insertion for ATEP in OC Metro Magazine
O	062624	7/19/07	ORANGE COUNTY REGISTER	\$4,536.18	ADVERTISING
O	062625	7/19/07	OC WEEKLY MEDIA	\$3,720.00	ADVERTISING FOR ATEP LAUNCH
O	062626	7/19/07	OCE-USA, INC.	\$1,133.93	Maintenance Agreement
O	062627	7/19/07	OCE-IMAGISTICS	\$52.80	FAX RENTAL
O	062628	7/19/07	JANE ROSENKRANS	\$31.91	MILEAGE



## WARRANT REGISTER LISTING

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Bank Account (COUNTY ) - County Account

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Selection: Between #061966 and 063114

S	Check #	Check Dt	Company Name	Check Amount	Description
O	062629	7/19/07	NUTRITION PERSPECTIVES	\$10.00	Dept. Resource
O	062630	7/19/07	JACKSON, DE MARCO, TIDUS,	\$19,271.10	ATEP Legal Professional Services
O	062631	7/20/07	DIANE KING VANN	\$450.00	SCLO Artists/Technicians Fees
O	062632	7/23/07	BRENDA ARNOLD	\$10.00	FINGERPRINTING
O	062633	7/23/07	JENNIFER ATHERTON	\$17.00	FINGERPRINTING
O	062634	7/23/07	MURSEL AZAR	\$17.00	FINGERPRINTING
O	062635	7/23/07	KARISSA BRENNAN	\$20.00	FINGERPRINTING
O	062636	7/23/07	DAVID BROIDA	\$20.00	FINGERPRINTING
O	062637	7/23/07	MICHAEL COLE	\$10.00	FINGERPRINTING
O	062638	7/23/07	SUSAN CROWSON	\$20.00	FINGERPRINTING
O	062639	7/23/07	IRENE DELAROSA	\$20.00	FINGERPRINTING
O	062640	7/23/07	NIDAL EL AHMAR	\$25.00	FINGERPRINTING
O	062641	7/23/07	KEVIN HEIKEN	\$20.00	FINGERPRINTING
O	062642	7/23/07	JOHN HELLRIEGEL	\$10.00	FINGERPRINTING
O	062643	7/23/07	CHRISTOPHER HERALD	\$25.00	FINGERPRINTING
O	062644	7/23/07	LISA IYER	\$10.00	FINGERPRINTING
O	062645	7/23/07	BROOKE LANGE	\$17.00	FINGERPRINTING
O	062646	7/23/07	JEFFREY LONG	\$12.00	FINGERPRINTING
O	062647	7/23/07	NANCY MILLER	\$20.00	FINGERPRINTING
O	062648	7/23/07	GENOVEVA NASCIMENTO	\$20.00	FINGERPRINTING
O	062649	7/23/07	MICHELLE NGUYEN	\$10.00	FINGERPRINTING
O	062650	7/23/07	ROBERT OLSON	\$20.00	FINGERPRINTING
O	062651	7/23/07	MICHAEL RAE	\$20.00	FINGERPRINTING
O	062652	7/23/07	MICHAEL ROUNDS	\$20.00	FINGERPRINTING
O	062653	7/23/07	EVE SMITH	\$20.00	FINGERPRINTING
O	062654	7/23/07	NATISHA WILLIAMS	\$20.00	FINGERPRINTING
O	062655	7/23/07	JULIA ZINGALE	\$20.00	FINGERPRINTING
O	062656	7/23/07	REBECCA KIMMEL	\$20.00	FINGERPRINTING
O	062657	7/23/07	A-1 AWARDS	\$65.00	NAME PLATES & ENGRAVING
O	062658	7/23/07	AAA ACCESS SMOG	\$200.00	SMOG TESTING
O	062659	7/23/07	ADCLUB ADVERTISING SERVICE	\$2,220.00	Recruitment/Advertising for SOCCCD
O	062660	7/23/07	AIRGAS WEST	\$30.45	SUPPLIES
O	062661	7/23/07	ALBERTSONS INC	\$552.14	Groceries for Foods Lab (summer)
O	062662	7/23/07	ALL THE KING'S FLAGS	\$374.84	FLAG SET
O	062663	7/23/07	AMTECH RELIABLE ELEVATOR CO.	\$1,441.25	ELEVATOR SERVICE
O	062664	7/23/07	APEX AUDIO	\$3,323.01	Sound equipment purch
O	062665	7/23/07	CALIFORNIA APPAREL NEWS	\$59.00	Dept. Resource
O	062666	7/23/07	APPLE SCIENTIFIC, INC.	\$131.00	BIOLOGY SUPPLIES
O	062667	7/23/07	ARAMARK UNIFORM SERVICES	\$24.83	SHOP RAGS
O	062668	7/23/07	BAMWALL CO.	\$983.00	DEMO & REBUILD PARTITIONS & DOORS
O	062669	7/23/07	BIOPAC SYSTEMS, INC.	\$235.50	BIOCHEMISTRY SUPPLIES
O	062670	7/23/07	PAT BOLLINGER	\$80.80	SIGN
O	062671	7/23/07	BONDED WET-DRY CLEANERS	\$3.00	Costume cleaning
O	062672	7/23/07	BOUNDTREE MEDICAL	\$22.90	Supplies for Paramedic Students
O	062673	7/23/07	BULBTRONICS	\$450.32	For scene/lighting
O	062674	7/23/07	BWI	\$65.20	Purchase videos.
O	062675	7/23/07	STATE OF CALIFORNIA/PARKS	\$475.00	facility fee for volleyball class for Fall 2007
O	062676	7/23/07	CALIFORNIA PLACEMENT ASSN.	\$100.00	Membership Renewal for CPA
O	062677	7/23/07	CAL'S CAMERAS	\$692.06	PHOTO SUPPLIES
O	062678	7/23/07	CALUMET PHOTOGRAPHIC	\$1,195.16	PHOTO SUPPLIES
O	062679	7/23/07	CAMPUS CAREER COUNSELOR	\$69.00	Campus Career Counselor



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Bank Account (COUNTY ) - County Account

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	062680	7/23/07	CAPISTRANO SEWING MACHINE CO	\$143.87	FASHION SUPPLIES
O	062681	7/23/07	COLLEGE SOURCE, INC.	\$823.00	College Source Subscription Renewal
O	062682	7/23/07	COMMUNITY COLLEGE LEAGUE OF	\$1,500.00	CCLC POLICY & PROCEDURE SERVICE
O	062683	7/23/07	CLARK SECURITY PRODUCTS INC.	\$3.41	LOCKSMITH SUPPLIES
O	062684	7/23/07	COCTYC	\$25.00	Annual membership renewal
O	062685	7/23/07	COLE SCIENTIFIC, INC.	\$28,224.70	COMPETITIVE EQUIPMENT
O	062686	7/23/07	COLLEGE SOURCE	\$2,275.00	College Source Subscr 07-08
O	062687	7/23/07	COLLINS COMPANY	\$978.99	Tennis supplies
O	062688	7/23/07	COMPREHENSIVE CONTROL SYSTEMS,	\$8,619.00	Annual Maintenance Agreement
O	062689	7/23/07	CONDE NAST PUBLICATIONS	\$106.92	Dept. Resource
O	062690	7/23/07	CONTROL MAINTENANCE	\$873.27	CONTRACT SERVICES
O	062691	7/23/07	COPYNET OFFICE SOLUTIONS, INC	\$425.00	Annual Maintenance Agreement
O	062692	7/23/07	COSMO GIRL	\$14.97	Dept. Resource
O	062693	7/23/07	COX COMMUNICATIONS	\$4,340.28	COX Communications Intercampus WAN service
O	062694	7/23/07	COX MEDIA, INC.	\$750.00	Production for cable advertisement
O	062695	7/23/07	DANKA	\$654.89	MAINTENANCE - CANON COPIER
O	062696	7/23/07	JOHN DEERE LANDSCAPES, INC.	\$1,009.90	IRRIGATION SUPPLIES
O	062697	7/23/07	DELL MARKETING L.P.	\$130,030.41	Tech Refresh Equipment
O	062698	7/23/07	SUZANNE D. DENTON	\$112.05	Reimbursement for dept. supplies
O	062699	7/23/07	DEPARTMENT OF JUSTICE	\$2,129.00	Fingerprinting - HR
O	062700	7/23/07	DIGITAL SPORTS VIDEO	\$7,928.46	Football Equipment
O	062701	7/23/07	ECONOMIC ALTERNATIVES, INC.	\$247.91	Annual Maintenance Agreement
O	062702	7/23/07	LISA ELSTON	\$116.89	Student Supplies
O	062703	7/23/07	EMI NETWORK	\$5,700.00	Advertising Contract
O	062704	7/23/07	ESCAPE TECHNOLOGY, INC.	\$63,123.00	Escape Maintenance Renewal
O	062705	7/23/07	ETR ASSOCIATES	\$387.99	material needed for students
O	062706	7/23/07	EWING IRRIGATION PRODUCTS	\$574.26	OPEN P.O. FOR SUPPLIES
O	062707	7/23/07	FABRIC LAND	\$201.96	Student Supplies for Summer Sewing class
O	062708	7/23/07	FEDERAL EXPRESS	\$428.46	FEDERAL EXPRESS CHARGES
O	062709	7/23/07	TINA FIETSAM	\$300.00	Workshop Presenter
O	062710	7/23/07	FISHER SCIENTIFIC	\$381.40	BIOLOGY SUPPLIES
O	062711	7/23/07	TINA FREELAND, PhD	\$82.64	purchase two manuals for student mental health svc
O	062712	7/23/07	FREEWAY AUTO SUPPLY	\$77.34	TRANSPORTATION SUPPLIES
O	062713	7/23/07	FRIEDRICH & DIMMOCK, INC.	\$471.01	SUPPLIES
O	062714	7/23/07	DEPARTMENT OF SOCIAL SERVICES	\$800.00	Annual license fee State of California
O	062715	7/23/07	DAIRY DEPOT	\$44.70	NUTRITIONAL MILK AND DAIRY SUPPLIES
O	062716	7/23/07	AMERICAN HARLEQUIN CORPORATION	\$9,360.83	REVERSIBLE DANCE FLOOR
O	062717	7/23/07	DICK BLICK	\$6,407.46	IVC THEATER
O	062718	7/24/07	AT&T/MCI	\$625.48	FAX LINES - TRUSTEES FY 07-08
O	062719	7/24/07	AT&T/MCI	\$656.27	Annual P.O. for telephone service
O	062720	7/24/07	AT&T/MCI	\$267.92	Annual P.O. for telephone service
O	062721	7/24/07	AT&T/MCI	\$1,004.22	Annual P.O. for telephone service
O	062722	7/24/07	AT&T/MCI	\$365.92	Annual P.O. for telephone service
O	062723	7/24/07	AT&T/MCI	\$558.73	Annual P.O. for telephone service
O	062724	7/24/07	AT&T/MCI	\$332.41	Annual P.O. for telephone service
O	062725	7/24/07	AT&T/MCI	\$122.76	Annual P.O. for telephone service
O	062726	7/24/07	AT&T	\$3,720.52	FAX LINES - TRUSTEES FY 07-08
O	062727	7/24/07	AT & T	\$220.70	Annual P.O. for telephone service
O	062728	7/24/07	WELLS FARGO BANK #4198	\$659.44	FIRE DEPT. INSP. REQUIREMENT
O	062729	7/24/07	WELLS FARGO BANK #3465	\$635.64	BATTERIES FOR POLICE RADIOS, NEED ASAP!
O	062730	7/24/07	WELLS FARGO BANK #4214	\$512.65	Tech Refresh - Annual Fee for Domain Name



## WARRANT REGISTER LISTING

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Bank Account (COUNTY ) ~ County Account

Sort: Sorted by Warrant #

Selection: Between #061966 and 063114

S	Check #	Check Dt	Company Name	Check Amount	Description
O	062731	7/24/07	WELLS FARGO BANK #3317	\$1,007.51	Verisign
O	062732	7/24/07	WELLS FARGO #2078	\$3,370.56	Aspen Online-Book for VCHR
O	062733	7/25/07	LINDA BASHOR	\$131.98	Conference for Linda Bashor
O	062734	7/25/07	LOIS DI ALTO	\$131.88	Lois DiAlto attending Curriculum Institute
O	062735	7/25/07	PATRICIA DUMAS	\$31.00	SB500 MEETING
O	062736	7/25/07	MARY HALL	\$655.60	NASFAA Conference
O	062737	7/25/07	HOTEL SAN CARLOS	\$836.00	NLN CONF. IN PHX FOR LINDA CALL
O	062738	7/25/07	HOTEL SAN CARLOS	\$836.00	NLN CONF. IN PHX FOR D.PESTOLESI
O	062739	7/25/07	HOTEL SAN CARLOS	\$418.00	NLN CONF. IN PHX FOR T. WHITT
O	062740	7/25/07	HYATT REGENCY PHOENIX	\$378.00	NLN CONF. IN PHX FOR T. WHITT
O	062741	7/25/07	JOHE MORRIS	\$115.00	SSG CONFERENCE FOR J. MORRIS
O	062742	7/25/07	KEVIN O'CONNOR	\$470.09	ACCCA Board Meeting reimbursement- Kevin O'connor.
O	062743	7/25/07	JANET OLSEN	\$500.00	Staff Development Activity
O	062744	7/25/07	TINA SHAFFIE	\$139.00	A Strength Based Approach to Asperger
O	062745	7/25/07	SHERATOR SAN DIEGO HOTEL,	\$289.64	CONFERENCE FOR KATHLEEN WINSTON
O	062746	7/25/07	SO CAL STT RESEARCH FUND	\$120.00	CONFERENCE FOR KATHLEEN WINSTON
O	062747	7/25/07	ALCOHOL AND TOBACCO TAX AND	\$250.00	Renewal Reg.-Alcohol, Tobacco, Firearms Permit
O	062748	7/26/07	AUDIO ASSOCIATES OF SAN DIEGO	\$67,102.00	BID. 270, PKG. 11-2
O	062749	7/26/07	BAKER ELECTRIC, INC.	\$60,223.50	BID 270 PKG. 16-1 ELECTRICAL
O	062750	7/26/07	CA BANK & TRUST	\$4,236.00	BID 270, PK 09-1
O	062751	7/26/07	COMMUNITY NATIONAL BANK	\$6,691.50	BID 270 PKG. 16-1 ELECTRICAL
O	062752	7/26/07	COUTS HEATING & COOLING, INC.	\$11,182.50	BID 270
O	062753	7/26/07	CPS SECURITY SOLUTIONS	\$2,089.52	SECURITY SERVICES
O	062754	7/26/07	ERG INTERNATIONAL	\$3,058.28	FURNITURE FOR IVC PERF. ARTS
O	062755	7/26/07	GROUND ENGINEERING	\$19,760.00	SHOP FABRICATION INSPECTION
O	062756	7/26/07	HAITBRINK ASPHALT PAVING,	\$5,950.00	PARKING LOT AND SIDEWALK REPAIRS
O	062757	7/26/07	INLAND EMPIRE ARCHITECTURAL	\$17,011.00	BID 270, PKG. 10-1
O	062758	7/26/07	JOYCE INSPECTION & TESTING	\$5,544.00	HIRE INSPECTOR FOR MAINT. & POLICE
O	062759	7/26/07	K & Z CABINET CO., INC.	\$3,613.00	BID 272 PERF. ARTS IVC.
O	062760	7/26/07	LPA, INC.	\$18,390.90	ARCHITECTURAL FEES
O	062761	7/26/07	LVH ENTERTAINMENT	\$5,734.00	BID 270, PKG. 11-1
O	062762	7/26/07	SCS FLOORING SYSTEMS	\$1,350.00	BID 270, PKG. 09-3
O	062763	7/26/07	SHAMROCK SUPPLY	\$14,686.60	MATERIAL HANDLING, IVC THEATER
O	062764	7/26/07	SO. CAL. GAS CO.	\$148.67	GAS SERVICE FOR IVC THEATER
O	062765	7/26/07	SO. CAL. GAS CO.	\$194.30	GAS SERVICE FOR IVC THEATER
O	062766	7/26/07	SO. CAL. GAS CO.	\$314.88	GAS SERVICE FOR IVC THEATER
O	062767	7/26/07	STANDARD DRYWALL, INC.	\$38,124.00	BID 270, PK 09-1
O	062768	7/26/07	UNION BANK OF CALIFORNIA	\$1,242.50	BID 270
O	062769	7/26/07	UNITED SITE SERVICES	\$263.32	RENTAL OF PORTABLE RESTROOMS
O	062770	7/26/07	ZIMKOR INDUSTRIES, INC	\$440,481.40	BID 279,PKG.F, BUS & TECH CTR.
O	062771	7/26/07	ATKINSON, ANDELSON, LOYA, RUND	\$20,083.90	Attorney Services FY 2006/2007
O	062772	7/26/07	EMPLOYMENT DEVELOPMENT DEPT.	\$11,281.85	Unemployment Insurance Quarterly P/R Taxes
O	062773	7/26/07	BP ENERGY COMPANY	\$54,916.01	NATURAL GAS PURCHASES
O	062774	7/26/07	P & R PAPER SUPPLY COMPANY	\$764.34	JANITORIAL SUPPLIES
O	062775	7/26/07	PACIFIC SOD	\$29,110.00	FOOTBALL FIELD UPGRADES
O	062776	7/26/07	PARKWAY LAWNMOWER SHOP	\$416.45	OPEN P.O. FOR SUPPLIES
O	062777	7/26/07	BOB PARRETT CONSTRUCTION	\$48,474.00	REPLACE CHILLED WATER PIPING
O	062778	7/26/07	PENNYSAVER	\$334.40	Advertising for SCLQ/South Pacific
O	062779	7/26/07	LILIANN STROUD	\$420.00	Workshop Presenter
O	062780	7/26/07	PIONEER STATIONERS	\$223.43	JANITORIAL SUPPLIES
O	062781	7/26/07	POSTAL PRIVILEGE, PITNEY-BOWES	\$2,832.00	MAILING SYSTEM LEASE



## WARRANT REGISTER LISTING

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Bank Account (COUNTY ) - County Account

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	062782	7/26/07	PML MICROBIOLOGICALS	\$241.29	MICROBIOLOGY SUPPLIES
O	062783	7/26/07	POWERTRON BATTERY CO.	\$555.34	CART BATTERY
O	062784	7/26/07	PRESQUE ISLE CULTURES	\$27.00	MICROBIOLOGY MEDIA
O	062785	7/26/07	PRINTEX PRINTING & GRAPHICS	\$343.45	Overage charges to order
O	062786	7/26/07	QUICK SORT SANTA ANA, INC.	\$6,182.33	postage & mailing costs of IVC Fall 2007 Permits
O	062787	7/26/07	RAYVERN LIGHTING SUPPLY CO.	\$2,309.75	JANITORIAL SUPPLIES
O	062788	7/26/07	RECALL SECURE DESTRUCTION	\$274.06	Board Agenda Scanning/On-Line Project
O	062789	7/26/07	REGENCY LIGHTING	\$134.47	JANITORIAL SUPPLIES
O	062790	7/26/07	BONNIE RENNIE	\$60.00	Voice Interpreter
O	062791	7/26/07	RR SYSTEMS, INC.	\$958.00	VILLAGE MOVING
O	062792	7/26/07	SAFEWAY INC/PAVILIONS	\$67.61	Groceries for Foods Lab (summer/fall)
O	062793	7/26/07	SAN DIEGO GAS & ELECTRIC	\$53,742.91	Electric Service Billing for SDG&E
O	062794	7/26/07	SARGENT-WELCH/CENCO	\$3,107.20	BIOLOGY SUPPLIES
O	062795	7/26/07	SADDLEBACK COLLEGE FOUNDATION	\$500.00	pay for ad in Orange Appeal
O	062796	7/26/07	SCANTRON CORPORATION	\$78.73	Dept. Supplies
O	062797	7/26/07	SCIENCE KIT, INC.	\$276.44	BIOLOGY SUPPLIES
O	062798	7/26/07	SEHI PROCOMP COMPUTER	\$149.39	Canon toner for printer
O	062799	7/26/07	SHRED-IT	\$230.00	For Shred-it monthly service
O	062800	7/26/07	SIGMA ALDRICH CHEMICAL CO.	\$263.12	CHEMICALS TO BE PHONED IN AS NEEDFD
O	062801	7/26/07	SMART VEND CORP.	\$1,250.25	Card Reader for new Copier
O	062802	7/26/07	HARRY SNOWDEN	\$70.11	Box office supplies
O	062803	7/26/07	SOUTH COAST A.Q.M.D.	\$136.60	AQMD FEE
O	062804	7/26/07	SOUTHERN COUNTIES OIL	\$4,102.47	FUEL
O	062805	7/26/07	SPECTRUM CHEMICAL MFG. CORP.	\$1,538.11	BIOLOGY SUPPLIES
O	062806	7/26/07	SUPERIOR PRESS	\$145.17	Various Bank Supplies - 07/08
O	062807	7/26/07	SVM, LP	\$1,510.95	GAS CARDS FOR STUDENT SUCC. SCH.
O	062808	7/26/07	SWACC	\$808,461.00	P&L Memorandum of Coverage 07/08
O	062809	7/26/07	TIM SWISS	\$79.69	SCLO theatre equipment needs
O	062810	7/26/07	SYSTEMS SOURCE, INC.	\$237.05	CHAIR
O	062811	7/26/07	TISCARENO CATERING*	\$697.93	Catering Services
O	062812	7/26/07	TREND OFFSET PRINTING	\$16,855.93	FALL 2007 SCHEDULE PRINTING
O	062813	7/26/07	TRI-AD	\$541.00	Admin. & Banking Svcs. for FSA 07/08
O	062814	7/26/07	TROXELL COMMUNICATIONS, INC.	\$4,571.75	Handheld responders
O	062815	7/26/07	TURF TIRE DISTRIBUTORS	\$488.11	OPEN P.O. FOR SUPPLIES
O	062816	7/26/07	TUTTLE-CLICK FORD	\$235.39	TRANS. PARTS
O	062817	7/26/07	U.S. AIR CONDITIONING	\$271.87	OPEN P.O. FOR SUPPLIES
O	062818	7/26/07	POSTMASTER	\$4,000.00	Fall 2007 Fine Arts Brochures
O	062819	7/26/07	ULTIMATE OFFICE	\$475.61	OFFICE SUPPLIES
O	062820	7/26/07	ULTRABAC SOFTWARE	\$1,130.00	BEI/Ultrabac License
O	062821	7/26/07	UNIPAK CORP.	\$2,692.50	JANITORIAL SUPPLIES
O	062822	7/26/07	UNISOURCE WORLDWIDE INC.	\$935.16	JANITORIAL SUPPLIES
O	062823	7/26/07	VWR INTERNATIONAL, INC.	\$3,233.43	BIOLOGY LAB SUPPLIES
O	062824	7/26/07	WEST PAYMENT CENTER	\$631.44	Law books per Tom Weisrock request
O	062825	7/26/07	PORT SUPPLY	\$232.84	Blanket PO for MST supplies
O	062826	7/26/07	WALTERS VISTA	\$138.19	OPEN P.O. FOR SUPPLIES
O	062827	7/26/07	WARD'S NATURAL SCIENCE	\$85.12	BIOLOGY SUPPLIES
O	062828	7/26/07	WARE DISPOSAL CO., INC.	\$3,191.37	BID.....5-YR TRASH REMOVAL
O	062829	7/26/07	W A X I E	\$2,539.71	JANITORIAL SUPPLIES
O	062830	7/26/07	NINA WELCH	\$21.54	Reimbursement for photo paper
O	062831	7/26/07	WHITE CAP INDUSTRIES	\$484.27	JANITORIAL SUPPLIES
O	062832	7/26/07	MARY WILLIAMS	\$194.17	classified senate retreat reimbursement



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S	Check #	Check Dt	Company Name	Check Amount	Description
O	062833	7/26/07	XEROX CORP.	\$3,489.03	Lease/Maintenance for DocuColor 2045 Printer
O	062834	7/26/07	XEROX CORP.	\$4,894.63	XEROX COPIER-PAYROLL DEPARTMENT
O	062835	7/26/07	RALPHS GROCERY COMPANY	\$438.37	NUTRITIONAL FOOD AND SUPPLIES
O	062836	7/26/07	XEROX CORP.	\$109.07	MAINTENANCE AGREEMENT FOR XEROX
O	062837	7/26/07	CARL WARREN & CO.	\$378.31	Claims Management and Transition Fee
O	062838	7/27/07	NICHOLAS BOOKER	\$20.00	FINGERPRINTING
O	062839	7/27/07	CATHY BROKAW	\$10.00	FINGERPRINTING
O	062840	7/27/07	MARIA ENCISO	\$20.00	FINGERPRINTING
O	062841	7/27/07	LISA HESSE	\$20.00	FINGERPRINTING
O	062842	7/27/07	MICHAEL JUSTESON	\$20.00	FINGERPRINTING
O	062843	7/27/07	STEPHEN JUSTICE	\$15.00	FINGERPRINTING
O	062844	7/27/07	ZELIDA KEO	\$25.00	FINGERPRINTING
O	062845	7/27/07	JOE C. SALCIDO	\$10.00	FINGERPRINTING
O	062846	7/27/07	ADAM VELARDO	\$20.00	FINGERPRINTING
O	062847	7/27/07	PATRICIA VILLEGAS SILVA	\$20.00	FINGERPRINTING
O	062848	7/27/07	A-1 AWARDS	\$32.00	NAMEPLATES FOR BOARD ROOM
O	062849	7/27/07	ACCUVANT INC.	\$28,822.00	Nevis Labs Service License and Maintenance
O	062850	7/27/07	ADAMSON POLICE PRODUCTS	\$362.04	Pepper Spray
O	062851	7/27/07	ADORAMA CAMERA, INC.	\$179.95	GEOGRAPHY SUPPLIES
O	062852	7/27/07	AIRGAS WEST	\$296.36	POOL SUPPLIES
O	062853	7/27/07	ALERT SERVICES, INC.	\$4,041.05	Athletic Training Supplies
O	062854	7/27/07	ROBINA ALLEN	\$19.46	FOOD FOR SPECIAL BOARD MEETING
O	062855	7/27/07	ALLIED REFRIGERATION INC	\$15.47	OPEN P.O. FOR SUPPLIES
O	062856	7/27/07	AMTECH RELIABLE ELEVATOR CO.	\$1,525.83	ELEVATOR SERVICE
O	062857	7/27/07	JULIE ANDERSON	\$36.61	Reimbursement for Aquaponics Supplies
O	062858	7/27/07	ASSOCIATED WRITING PROGRAMS	\$395.00	AWP Institutional Membership 2007-08.
O	062859	7/27/07	BAKER & TAYLOR	\$21.64	Library book per Tom Weisrock request
O	062860	7/27/07	ARNOLD BRAY	\$2,000.00	Contract for Legislative Advocacy
O	062861	7/27/07	BRIDGES TRANSITIONS INC.	\$900.00	Choices Planner/ Online Career Software
O	062862	7/27/07	BWI	\$48.38	Purchase videos.
O	062863	7/27/07	CA DEPT OF TOXIC SUBSTANCES	\$257.50	EPA ID AND MANIFEST FEE
O	062864	7/27/07	CALIFORNIA STAGE/LIGHTING, INC	\$1,583.52	Theatre purchase
O	062865	7/27/07	CAL'S CAMERAS	\$302.22	PHOTO SUPPLIES
O	062866	7/27/07	CDW GOVERNMENT, INC.	\$592.30	Tech Refresh software for David Kite
O	062867	7/27/07	CHAMPION CHEMICAL CO.	\$5,084.29	JANITORIAL SUPPLIES
O	062868	7/27/07	CHEMSEARCH	\$1,705.42	JANITORIAL SUPPLIES
O	062869	7/27/07	COMMUNITY HOUSE, INC.	\$800.00	Facility use of classroom
O	062870	7/27/07	COMMUNITY PLAYTHINGS	\$350.00	CDES EQUIPMENT
O	062871	7/27/07	COMPUTERLAND	\$5,452.38	BUS SCI LICENSES/MEDIA
O	062872	7/27/07	CONGRESSIONAL QUARTERLY	\$307.50	Pay for book.
O	062873	7/27/07	COPY TECH COMPANY	\$582.93	COPIER
O	062874	7/27/07	CPP, INC.	\$2,755.54	CAREER ASSESSMENT Form M
O	062875	7/27/07	MICHAEL G. CROW	\$643.60	Reim. Candidate-IVC VP Instruction
O	062876	7/27/07	DANA POINT YACHT MAINTENANCE	\$39.00	Blanket PO for Boston Whaler Monthly Hull Maintena
O	062877	7/27/07	DELL MARKETING L.P.	\$33,166.62	Tech Refresh - Equipment
O	062878	7/27/07	DELTA BIOLOGICALS	\$3,069.00	PRESERVED BIOLOGICAL SPECIMENS
O	062879	7/27/07	SPARKLETTTS	\$24.63	DRINKING WATER FOR ATEP
O	062880	7/27/07	EDITS PUBLISHERS	\$596.54	COPS Assessment / Edits Pub
O	062881	7/27/07	EWING IRRIGATION PRODUCTS	\$174.76	OPEN P.O. FOR SUPPLIES
O	062882	7/27/07	SHANNON FASELER	\$34.45	Reimbursement
O	062883	7/27/07	FISHER SCIENTIFIC	\$1,886.92	BIOCHEMISTRY SUPPLIES



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S	Check #	Check Dt	Company Name	Check Amount	Description.
O	062884	7/27/07	TINA FREELAND, PhD	\$95.90	Annual License for Q Local software
O	062885	7/27/07	FREY SCIENTIFIC	\$306.21	BIOLOGY SUPPLIES
O	062886	7/27/07	AIRGAS	\$513.31	SWIM POOL CO2
O	062887	7/27/07	ALERT FIRE PROTECTION	\$1,200.00	PERFORM FIRE HYDRANT FLOW TESTING BLDG. B-200
O	062888	7/27/07	APPLE COMPUTER INC.	\$3,428.46	Equipment - PAC
O	062889	7/30/07	AT&T/MCI	\$2,974.00	Annual P.O. for telephone service
O	062890	7/30/07	AT&T/MCI	\$1,525.48	Annual P.O. for telephone service
O	062891	7/30/07	AT&T	\$2,543.75	Annual Telephone Service
O	062892	7/30/07	POSTMASTER	\$2,100.00	Postage for Welcome Day postcards 2007
O	062893	8/01/07	BARBARA BELYE	\$130.00	SSG CONFERENCE FOR BARB. BELYE
O	062894	8/01/07	CALIFORNIA COMMUNITY COLLEGE	\$340.00	State Budget Workshop 2007-2008
O	062895	8/01/07	HILTON GARDEN INN	\$529.65	Conference/Workshop attendance for Ed Tackett
O	062896	8/01/07	BRUCE CARTER	\$10.00	FINGERPRINTING
O	062897	8/01/07	ADRIENE MERLO	\$20.00	FINGERPRINTING
O	062898	8/01/07	SARA NIEVES-LUCAS	\$20.00	FINGERPRINTING
O	062899	8/01/07	ZIA SALIM	\$17.00	FINGERPRINTING
O	062900	8/01/07	A TO Z CIRCUIT BREAKERS	\$107.75	ELECTRICAL SUPPLIES
O	062901	8/01/07	AA EQUIPMENT RENTALS	\$159.29	OPEN P.O. FOR SUPPLIES
O	062902	8/01/07	AAA ACCESS SMOG	\$50.00	SMOG TESTING
O	062903	8/01/07	DAISY ACEVEDO RIVAS	\$180.00	Workshop Presenter
O	062904	8/01/07	ACUTA	\$541.00	ACUTA Membership 2007 - 2008
O	062905	8/01/07	AFFILIATED COMPUTER SERVICES	\$176.20	Contract Svcs from ACS
O	062906	8/01/07	ALL4DVD, INC.	\$2,564.45	Marketing/DVD's
O	062907	8/01/07	MARGARETHA ALLEBES	\$33.46	Reimbursement for student supplies
O	062908	8/01/07	ALLIED HAND DRYERS AND BABY	\$165.00	Equipment for CDES
O	062909	8/01/07	AMAZON.COM	\$26.39	Book for John Gotthard
O	062910	8/01/07	AMAZON.COM	\$99.44	DVD's for Film Classes
O	062911	8/01/07	AMAZON.COM	\$79.82	Dictionaries for the Reading Lab.
O	062912	8/01/07	AMER. MUSICAL THEATRE SAN JOSE	\$374.87	Theatre rentals
O	062913	8/01/07	ANTHEM SPORTS, LLC	\$709.71	Volleyball catch net
O	062914	8/01/07	GILLIAN ASHTON	\$60.00	Employee Enrollment Fee Reimbursement Request
O	062915	8/01/07	THOMSON-WEST/BARCLAYS	\$268.00	Library subscription renewal per Tom Weisrock requ
O	062916	8/01/07	BARKSHIRE LASER LEVELING, INC.	\$5,680.00	FOOTBALL FIELD UPGRADES
O	062917	8/01/07	GREGG BARNETTE	\$200.00	Payment to hairdresser
O	062918	8/01/07	BERBEE INFORMATION NETWORKS	\$2,946.96	Tech Refresh - software
O	062919	8/01/07	HSBC BUSINESS SOLUTIONS	\$89.25	Video Duplicator for Lang. Lab.
O	062920	8/01/07	BESTWARE RESTAURANT SUPPLY	\$74.35	FOOD/NUTRITION SUPPLIES
O	062921	8/01/07	MIKE BROWN GRANDSTANDS, INC.	\$400.00	Baseball Seating Rentals
O	062922	8/01/07	BUDDY'S ALL STARS	\$265.67	Football uniform supplies
O	062923	8/01/07	CAPT	\$208.25	MBTI-Scoring Costs,As Needed
O	062924	8/01/07	CAS MEDICAL SYSTEMS, INC.	\$105.84	SUPPLIES FOR NURSING
O	062925	8/01/07	CCCCSSAA	\$300.00	INSTITUTIONAL DUES 2007-08
O	062926	8/01/07	CHANNING L. BETE CO., INC.	\$99.94	Supplies for HLTH 2 class Fall07
O	062927	8/01/07	COLLETTE CHATTOPADHYAY	\$12.91	REIMBURSEMENT-INSTRUCTION SUPPLIES
O	062928	8/01/07	MAGGIE CHENG	\$267.56	Reimbursement for food and supplies
O	062929	8/01/07	KATE CLARK	\$97.01	Kate Clark-reimburse for Articulation supplies
O	062930	8/01/07	CONSOLIDATED ELECTRICAL DIST.	\$193.93	OPEN P.O. FOR SUPPLIES
O	062931	8/01/07	ECOLAB PROFESSIONAL PRODUCTS	\$272.79	FOOD/NUTRITION SUPPLIES
O	062932	8/01/07	ECONOMIC ALTERNATIVES, INC.	\$247.91	Annual Maintenance Agreement
O	062933	8/01/07	EMI NETWORK	\$100.00	Fee for US News & World Report plaque
O	062934	8/01/07	ENTERPRISE RENT-A-CAR	\$269.32	VAN RENTAL



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O	062935	8/01/07	EUREKA CAREER INFO. SYSTEMS	\$2,128.06	Eureka Site License Contract 07-08
O	062936	8/01/07	EXPERIAN	\$75.00	Contract Svcs from Experian
O	062937	8/01/07	MINH PHAM	\$100.00	SCLO Artists/Technicians Fees
O	062938	8/01/07	MORIAH PHAM	\$100.00	SCLO Artists/Technicians Fees
O	062939	8/01/07	FLOLIGHT	\$2,115.65	STUDIO LIGHTS FOR EMERITUS
O	062940	8/01/07	SO. COAST FAMILY MEDI-CENTER	\$220.00	Medical- Police Officer
O	062941	8/01/07	LISA CAVALLARO	\$35.00	REIMBURSEMENT FOR CASH PAID
O	062942	8/01/07	KATE CLARK	\$128.10	Kate Clark to attend 2007 Curriculum Institute
O	062943	8/01/07	WENDY GABRIELLA	\$34.94	State Academic Senate Plenary Session
O	062944	8/01/07	ESTER GRAHAM	\$50.33	Conf. Reim.-E.Graham/PIHRA
O	062945	8/01/07	TEDDI LORCH	\$55.23	Conf. Reim.-T. Lorch/PIHRA
O	062946	8/01/07	SPIE	\$230.00	Conference Registration
O	062947	8/01/07	AMERICAN GEOTECHNICAL	\$2,650.00	GEOTECHNICAL INSPECTION & TESTING
O	062948	8/01/07	ARQUITECTONICA INT'L CORP.	\$22,643.17	ARCHITECTURAL FEES
O	062949	8/01/07	BORBON, INC.	\$4,045.00	BID 275 PAINTING
O	062950	8/01/07	C.E.M. LAB CORP.	\$1,416.00	AGRMT FOR BUS.& TECHN.INNOV.CTR.
O	062951	8/01/07	CRC CONSULTING GROUP, INC.	\$2,700.00	WATER TEST STOREFRONT SYSTEM BGS BUILDING
O	062952	8/01/07	DEFENSE TECHNOLOGIES, INC.	\$4,400.00	INSTALL BULLET RESISTANT GLASS AT HS LOBBY
O	062953	8/01/07	DELL MARKETING L.P.	\$42,464.96	Equipment - PAC
O	062954	8/01/07	DUMARC CORPORATION	\$145,177.66	BID 284
O	062955	8/01/07	ENTERTAINMENT LIGHTING SERV.	\$77,592.94	CURTAINS & LIGHTING
O	062956	8/01/07	GLOBAL INDUSTRIAL EQUIPMENT	\$10,425.93	MATERIAL HANDLING, IVC THEATER
O	062957	8/01/07	T.B. HAYWARD, INC	\$3,395.00	PROVIDE GRADING @ IVC PAC QUAD AREA
O	062958	8/01/07	INTERSERVICE, INC.	\$417.43	FURNITURE BID FOR FA AT IVC.
O	062959	8/01/07	JLN DESIGN	\$4,400.00	ARCHITECTURAL SERVICES
O	062960	8/01/07	JOYCE INSPECTION & TESTING	\$11,704.00	INSPECTOR OF RECORD SERVICES
O	062961	8/01/07	LOS ANGELES ENGINEERING, INC.	\$191,934.23	ATEP SIGNAGE
O	062962	8/01/07	MARINA LANDSCAPE, INC.	\$4,145.00	BID 270, PKG.02-5
O	062963	8/01/07	MC MAHON STEEL COMPANY INC.	\$21,275.00	BID 270, PKG. 05-1
O	062964	8/01/07	PC MALL GOV. INC.	\$892.17	Equipment PAC
O	062965	8/01/07	PENN CORPORATE RELOCATION	\$45.00	STORAGE
O	062966	8/01/07	SOUTHERN CALIFORNIA EDISON CO.	\$16,764.64	ELECTRICITY USAGE
O	062967	8/01/07	UNITED SITE SERVICES	\$287.79	RENTAL OF PORTABLE RESTROOMS
O	062968	8/01/07	WESTERN PAVING CONTRACTORS,	\$9,851.00	BID 270, PKG. 02-3
O	062969	8/02/07	NANCY PADBERG	\$113.90	MILEAGE
O	062970	8/02/07	CINGULAR WIRELESS	\$10.75	TELEPHONE SERVICES
O	062971	8/02/07	CITY OF TUSTIN	\$550.00	MCAS SUBLEASE CITY OF TUSTIN
O	062972	8/02/07	OFFICEMAX CONTRACT INC.	\$4,398.35	Office Max Supply Orders 2007/2008
O	062973	8/02/07	BOB PARRETT CONSTRUCTION	\$9,215.00	CONTRACT SERVICES
O	062974	8/02/07	PEDICRAFT INC.	\$4,351.04	PEDI-CRIB FOR NURSING
O	062975	8/02/07	PIONEER CHEMICAL CO.	\$1,282.66	JANITORIAL SUPPLIES
O	062976	8/02/07	PLUMMERS FURNITURE	\$1,954.16	Furniture for CDES
O	062977	8/02/07	PRAXAIR	\$12.40	Annual Maintenance Agreement
O	062978	8/02/07	PRINT MAGAZINE	\$53.00	Magazine Subscription
O	062979	8/02/07	PYRO-COMM SYSTEMS	\$2,475.00	Software Programming
O	062980	8/02/07	RAINBOW RESOURCE DIRECTORY	\$55.25	resource directory needed for students
O	062981	8/02/07	RALPHS GROCERY COMPANY	\$37.30	RALPHS BLANKET
O	062982	8/02/07	THE RESOURCE NETWORK	\$361.68	QUICK SOURCE GUIDES
O	062983	8/02/07	RICOH AMERICAS CORPORATION	\$328.64	PURCHASING/LEASE ON RICOH 2035E
O	062984	8/02/07	S & B FOODS	\$78.17	PURCHASE OF FOOD FOR MONTHLY BOARD MEETINGS
O	062985	8/02/07	SAFeway INC/PAVILIONS	\$39.59	Groceries for Foods Lab (summer/fall)



## WARRANT REGISTER LISTING

Escape - AP

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Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #061966 and 063114

S	Check #	Check Dt	Company Name	Check Amount	Description
O	062986	8/02/07	SARGENT-WELCH/CENCO	\$68.08	BIOLOGY SUPPLIES
O	062987	8/02/07	AT&T/MCI	\$252.33	Annual P.O. for telephone service
O	062988	8/02/07	AT&T	\$50.52	Annual P.O. for telephone service
O	062989	8/02/07	SCANTRON CORPORATION	\$1,767.94	Custom forms for SLO - Reading
O	062990	8/02/07	SCIENCE KIT, INC.	\$86.12	BIOLOGY SUPPLIES
O	062991	8/02/07	SEHI PROCOMP COMPUTER	\$1,129.22	Various Desktop Components
O	062992	8/02/07	LYNN SEMER	\$409.81	REIMBURSEMENT-SUMMER 07 FN 400 NUTRITION/COOKING
O	062993	8/02/07	NATASHA SHORO	\$44.00	REIMBURSEMENT FOR SUMMER 2007 ART 430 TICKET #9001
O	062994	8/02/07	SMART VEND CORP.	\$3,736.12	Annual License/Maintenance for Card Readers
O	062995	8/02/07	ANNA SMITH	\$60.00	Employee Enrollment Fee Reimbursement Request
O	062996	8/02/07	SOUTHERN CALIFORNIA EDISON CO.	\$195.23	ELECTRIC SERVICE FOR CACT FACILITY
O	062997	8/02/07	SO. ORANGE CO. COMM. COL.DIST	\$26.00	Return to Title IV Funds
O	062998	8/02/07	SPECTRUM CHEMICAL MFG. CORP.	\$266.91	BIOLOGY SUPPLIES
O	062999	8/02/07	STAR MAINTENANCE SUPPLY	\$10,145.87	JANITORIAL SUPPLIES
O	063000	8/02/07	W.B. STARR, INC.	\$1,250.00	TREE SERVICE
O	063001	8/02/07	SUPERIOR PRESS	\$441.29	Various Bank Supplies - 07/08
O	063002	8/02/07	TIM SWISS	\$305.07	SCLO theatre equipment needs
O	063003	8/02/07	TFM ASSOCIATES, INC.	\$3,000.00	Advertising
O	063004	8/02/07	TITAN OUTDOOR	\$3,021.00	fee for marketing ads on OCTD buses
O	063005	8/02/07	TREND OFFSET PRINTING	\$58,191.88	Class Schedules 07-08 Fall, Spring, Summer
O	063006	8/02/07	UNISOURCE WORLDWIDE INC.	\$2,269.22	Paper
O	063007	8/02/07	UNITED SITE SERVICES	\$83.90	PORTABLE TOILETS
O	063008	8/02/07	VERIZON WIRELESS	\$196.20	Tech Supply
O	063009	8/02/07	VERIZON WIRELESS	\$509.48	Annual Maintenance Agreement
O	063010	8/02/07	VIDEO SERVICE OF AMERICA	\$510.20	VIDEO CAMERA FOR CDES
O	063011	8/02/07	VISTA PAINT	\$351.57	PAINT SUPPLIES
O	063012	8/02/07	VWR INTERNATIONAL, INC.	\$1,391.23	MICROBIOLOGY SUPPLIES
O	063013	8/02/07	BETTYANN WELLAND	\$750.00	Workshop Presenter
O	063014	8/02/07	WILSON RACQUET SPORTS	\$1,293.00	Tennis Team Supplies
O	063015	8/02/07	OFFICEMAX CONTRACT INC.	\$57.80	Office Max Supply Orders 2007/2008
O	063016	8/02/07	SEA LIFE DESIGNS, INC.	\$62.79	PUMP FOR AQUARIUM
O	063017	8/02/07	MARK SECOR, D.V.M., INC.	\$148.50	VETERINARY CARE FOR ANIMALS
O	063018	8/02/07	RUTH ROGERS	\$1,786.32	Property Damage Payment
O	063019	8/02/07	BICSI	\$950.00	Steve Korper - Training/Workshop in FL (8/18-8/26)
O	063020	8/02/07	METRO CREEKSIDE CALIFORNIA, LLC	\$6,412.00	LEASE OF CACT FACILITY, IRVINE
O	063021	8/03/07	SO. ORANGE CO. COMM. COL. DIST	\$35,000.00	Miscellaneous
O	063022	8/03/07	G & J CONTAINER TRANSPORT	\$415.00	CONTRACT SERVICE
O	063023	8/03/07	GALE SUPPLY COMPANY	\$1,734.34	JANITORIAL SUPPLIES
O	063024	8/03/07	GANDER-PRINTCO	\$165.94	BUSINESS CARDS
O	063025	8/03/07	GE CAPITAL	\$900.45	LEASE Agreement - Canon Copiers
O	063026	8/03/07	GLAXOSMITHKLINE PHARMACEUTICAL	\$1,036.40	vaccines needed for students
O	063027	8/03/07	GoEngineer	\$1,301.62	Solidworks software license subscription renewal
O	063028	8/03/07	GOLF VENTURES WEST	\$1,454.63	PARTS FOR MOWER
O	063029	8/03/07	GOVCONNECTION	\$335.83	student supplies
O	063030	8/03/07	W. W. GRAINGER	\$214.64	MAINT. SUPPLIES
O	063031	8/03/07	ROBERT B. GREENE, JR.	\$375.00	Royalties
O	063032	8/03/07	HAAKER EQUIPMENT COMPANY	\$494.65	OPEN P.O FOR SUPPLIES
O	063033	8/03/07	F & E HEDMAN	\$430.00	Pnnual Maintenance Agreement
O	063034	8/03/07	HILLYARD FLOOR CARE SUPPLY	\$2,075.47	JANITORIAL SUPPLIES
O	063035	8/03/07	HIRSCH PIPE & SUPPLY	\$34.01	PLUMBING/IRRIG. SUPPLIES
O	063036	8/03/07	HITT MARKING DEVICES, INC.	\$50.74	SOCCCD ADDRESS STAMP



Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #061966 and 063114

S	Check #	Check Dt	Company Name	Check Amount	Description
O	063037	8/03/07	HOME DEPOT CREDIT SERVICES	\$1,070.56	OPEN P.O. FOR SUPPLIES
O	063038	8/03/07	HONORS TRANSFER COUNCIL OF CA	\$90.00	Membership Dues - HTCC
O	063039	8/03/07	HORIZON	\$3,786.87	SEED/FERTILIZER
O	063040	8/03/07	HOW MAGAZINE	\$29.96	Magazine Subscription
O	063041	8/03/07	HSACCC	\$75.00	Institutional Membership dues HSACCC
O	063042	8/03/07	I.D. MAGAZINE	\$30.00	Pagazine Subscription
O	063043	8/03/07	IACLEA	\$225.00	Pembership
O	063044	8/03/07	IMAGE SOURCE, INC.	\$12,697.63	ATIfiler software service contract
O	063045	8/03/07	INSIGHT MEDIA	\$198.45	instructional video
O	063046	8/03/07	INTERMOUNTAIN LOCK & SECURITY	\$249.98	LOCKSMITH SUPPLIES
O	063047	8/03/07	INVERNESS MEDICAL, INC.	\$260.77	supplies needed for students
O	063048	8/03/07	IRVINE PIPE & SUPPLY	\$449.02	PLUMBING SUPPLIES
O	063049	8/03/07	IRVINE RANCH WATER DIST.	\$1,420.90	Annual General & Royalty fees
O	063050	8/03/07	JIST WORKS, INC.	\$248.19	College Survival Success Scale
O	063051	8/03/07	JOHNSON & ASSOCIATES	\$1,225.00	Tech Assistance-Ad Hoc Work
O	063052	8/03/07	JUNIOR'S GOLF CARTS	\$5,064.25	EZ-GO GOLF CART/IVC ATHLETIC TRAINING
O	063053	8/03/07	KATHCO PRODUCTS	\$6,586.70	JANITORIAL SUPPLIES
O	063054	8/03/07	KEENAN & ASSOCIATES	\$8,336.00	Broadcasters Libility Coverage 07/08
O	063055	8/03/07	TAMARA KING	\$125.85	Reimbursement for Internet services
O	063056	8/03/07	KONICA MINOLTA BUSINESS	\$630.00	Annual Maintenance Contract
O	063057	8/03/07	L.A. TIMES	\$101.40	Pay for subscription renewal.
O	063058	8/03/07	LAB SAFETY SUPPLY INC.	\$9.20	BIOLOGY SUPPLIES
O	063059	8/03/07	LAGUNA COUNTRY METHODIST	\$1,280.00	Facility fee for use of classroom
O	063060	8/03/07	LAKESHORE CURRICULUM	\$1,740.16	Equipment for CDES
O	063061	8/03/07	LAPES ATHLETIC TEAM SALES, INC.	\$2,439.24	Athletic Training supplies 07-08
O	063062	8/03/07	LASER SOURCE	\$510.67	Instructional Repair
O	063063	8/03/07	LAUNDRY LOOPS INC.	\$369.86	Athletic program supplies
O	063064	8/03/07	LEAGUE FOR INNOVATION	\$875.00	LEAGUE INNOV. 07/08 MEMB. DUES/CHANCELLOR
O	063065	8/03/07	DIANE LEWIS	\$75.76	PCLO Costume shop
O	063066	8/03/07	LIEBERT CASSIDY WHITMORE	\$2,500.00	Subscription for HR
O	063067	8/03/07	LINCOLN EQUIPMENT, INC.	\$1,468.94	Suitmate Water Extractor/Dryer
O	063068	8/03/07	SANDRA LIPTON	\$211.27	Sandra Lipton-reimburse for Articulation supplies
O	063069	8/03/07	DAUNE MAIN	\$137.77	Classified Senate Retreat
O	063070	8/03/07	MAQUINSAL SEWING MACHINE CO.	\$200.00	Equip. Repair
O	063071	8/03/07	KATHY MC CARROL	\$50.00	Panel Presentation
O	063072	8/03/07	MC FADDEN-DALE INDUSTRIAL	\$106.88	OPEN P.O. FOR SUPPLIES
O	063073	8/03/07	MC KESSON MEDICAL SURGICAL	\$2,810.75	vaccine for students
O	063074	8/03/07	MEDCO SUPPLY COMPANY	\$1,210.65	Athletic Trainers Trunk
O	063075	8/03/07	MEDICAL EDUCATION	\$5,231.60	AIR COMPRESSOR
O	063076	8/03/07	JOSEPH JAY MENDOZA	\$105.00	Workshop Presentation
O	063077	8/03/07	MARCIA MILCHIKER	\$41.95	MMILCHIKER INTERNET 07/08
O	063078	8/03/07	SUSAN MILLER	\$132.53	REIMBURSEMENT - SUMMER 07 - FN 400 TICKET #90005
O	063079	8/03/07	MISSION PRINTING COMPANY, INC	\$2,346.80	South Pacific Program printing
O	063080	8/03/07	MISSION VIEJO GLASS	\$510.00	OPEN P.O. FOR SUPPLIES
C	063081	8/03/07	MUNICIPAL FINANCE CORP.	\$-48,324.55	Viron mechanical retrofit and energy mgt. program
O	063082	8/03/07	MUSICIAN'S FRIEND, INC.	\$17.97	Music Supplies
O	063083	8/03/07	NASFAA	\$1,819.00	NASFAA Membership
O	063084	8/03/07	NCMPR	\$350.00	Membership Renewal
O	063085	8/03/07	HALEY NGUYEN	\$120.50	Reimbursement for Student Supplies
O	063086	8/03/07	ORANGE CO. BUSINESS COUNCIL	\$5,000.00	OCBC MEMBERSHIP DUES
O	063087	8/03/07	CHURM PUBLISHING CO., INC.	\$1,930.00	Monthly ad insertion in OC Metro Magazine.



## WARRANT REGISTER LISTING

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Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #061966 and 063114

S	Check #	Check Dt	Company Name	Check Amount	Description
O	063088	8/03/07	ORANGE CO. PUMP CO.	\$630.04	OPEN P.O. FOR SUPPLIES
O	063089	8/03/07	ORANGE COUNTY REGISTER	\$36.00	Newspaper subscription
O	063090	8/03/07	OCE-USA, INC.	\$122.98	Annual Maintenance Agreement
O	063091	8/03/07	ORLANDI	\$3,260.10	FINE ARTS EQUIPMENT
O	063092	8/03/07	NEUDESIC, LLC	\$312,957.00	Student Information System, Contracted Services
O	063093	8/03/07	IMAGE PRINTING SOLUTIONS	\$448.24	Porm: Participation Consent & Awaiver
O	063094	8/03/07	KEENAN & ASSOCIATES	\$6,275.00	Loss Control/Risk Mgmt. Agreement 06/07
O	063095	8/03/07	TRACY DALY	\$67.96	MILEAGE
O	063096	8/03/07	STEPHEN DUBAY	\$57.04	MILEAGE
O	063097	8/03/07	THOMAS A. FUENTES	\$74.21	MILEAGE
O	063098	8/03/07	KORI LEE GARNER	\$45.88	MILEAGE
O	063099	8/03/07	BILL JAY	\$61.11	MILEAGE
O	063100	8/03/07	ELIZABETH KELLY	\$66.93	MILEAGE
O	063101	8/03/07	CANDY KINCAID	\$42.01	MILEAGE
O	063102	8/03/07	DAVID B. LANG	\$108.64	MILEAGE
O	063103	8/03/07	MARCIA MILCHIKER	\$26.19	MILEAGE
O	063104	8/03/07	CITIZENS BUSINESS BANK	\$48,324.55	Viron mechanical retrofit and energy mgt. program
O	063105	8/03/07	MICHAEL O'MEARA	\$11.90	MILEAGE
O	063106	8/03/07	NANCY PADBERG	\$111.55	MILEAGE
O	063107	8/03/07	MATTHEW REYHNARD	\$21.34	5/21-6/25/07 MILEAGE
O	063108	8/03/07	WALTER RICE	\$129.85	MILEAGE
O	063109	8/03/07	JAYNE SINEGAL	\$26.00	MILEAGE
O	063110	8/03/07	DIANE M. SMITH	\$17.27	MILEAGE
O	063111	8/03/07	DONALD P. WAGNER	\$116.40	MILEAGE
O	063112	8/03/07	JOHN WILLIAMS	\$24.74	MILEAGE
O	063113	8/03/07	JESSICA M. CHA	\$23.39	MILEAGE
O	063114	8/03/07	EARL PAGAL	\$53.51	MILEAGE

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\$8,984,232.08



FUND SUMMARY
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Description	Amount
01 - General Fund	\$4,613,021.51
12 - Child Development Fund	\$18,387.95
40 - Capital Outlay Fund	\$4,116,174.04
68 - Self-Insurance Fund	\$50,679.50
71 - Retiree Benefit Fund	\$185,949.08
	<u>\$8,984,232.08</u>



## WARRANT REGISTER LISTING

Escape - AP

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Bank Account (IVC-CMED) - IVC Community Ed

Sort: Sorted by Warrant #

Selection: Between #008311 and 008338

S	Check #	Check Dt	Company Name	Check Amount	Description
O	008311	7/06/07	EUNJUNG KIM	\$158.00	IVC COMMUNITY EDUCATION REFUND
O	008312	7/06/07	TAE LIM CHOI	\$79.00	IVC COMMUNITY EDUCATION REFUND
O	008313	7/06/07	A.G. WEALTH MANAGEMENT	\$1,044.00	Contract Instructor Payment for Comm. Ed 2006-07
O	008314	7/06/07	COLEEN BRYAN	\$93.60	CONTRACT INSTRUCTOR PAYMENT FOR COMMUNITY EDUCATIO
O	008315	7/06/07	KAYLAA FOX	\$390.00	Independent Contractor for IVC Comm. Ed. Classes
O	008316	7/06/07	LES H. LEVITAN	\$120.00	CONTRACT INSTRUCTOR PAYMENT FOR COMMUNITY EDUCATIO
O	008317	7/06/07	SUE MC CULLOUGH	\$106.20	IVC Comm. Ed. Contract Instructor
O	008318	7/06/07	MOHINDER SPORTS, INC.	\$2,075.39	materials and supplies for basketball camp
O	008319	7/06/07	WORKSHOPS ON WELLNESS	\$552.50	CONTRACT INSTRUCTOR PAYMENT FOR COMMUNITY EDUCATIO
O	008320	7/18/07	IVANS COLLAS	\$160.00	IVC Community Education Contract Class Instructor
O	008321	7/18/07	EDUCATION TO GO	\$1,993.00	CONTRACT INSTRUCTOR PAYMENT FOR COMMUNITY ED.
O	008322	7/18/07	JERRY HERNANDEZ	\$125.32	Lunch Supplies for Basketball Camp June 26-28,2007
O	008323	7/18/07	JERRY HERNANDEZ	\$32.16	Lunch Supplies for Basketball Camp June 26-28,2007
O	008324	7/18/07	JERRY HERNANDEZ	\$101.85	Lunch Supplies for Basketball Camp June 26-28,2007
O	008325	7/18/07	JERRY HERNANDEZ	\$107.21	Lunch Supplies for Basketball Camp June 26-28,2007
O	008326	7/18/07	SUE MC CULLOUGH	\$283.20	IVC Comm. Ed. Contract Instructor
O	008327	7/19/07	GATLIN EDUCATION SERVICES	\$7,775.00	ONLINE INSTRUCTIONAL SERVICES - COMMUNITY EDUCATIO
O	008328	7/19/07	KYLIE DAVIS	\$35.00	IVC COMMUNITY EDUCATION REFUND
O	008329	7/19/07	MARK SEVI	\$195.00	Community Ed. Instructor for IVC 2007-08
O	008330	7/27/07	IVANS COLLAS	\$320.00	IVC Community Education Contract Class Instructor
O	008331	7/27/07	GATLIN EDUCATION SERVICES	\$1,095.00	ONLINE INSTRUCTIONAL SERVICES - COMMUNITY EDUCATIO
O	008332	7/27/07	JERRY HERNANDEZ	\$312.51	Lunch Supplies for Basketball Camp
O	008333	7/27/07	IRVINE VALLEY COLLEGE	\$24.68	Community Ed. Duplicating Charges
O	008334	7/27/07	IRVINE VALLEY COLLEGE	\$18.76	Community Ed. Duplicating Charges
O	008335	7/27/07	ROD KRUECKEMEIER	\$118.00	Contract Instructor Payment for Comm. Ed.
O	008336	7/27/07	MAD SCIENCE OF ORANGE COUNTY	\$3,165.40	Contract instructor Payment for IVC Comm. Ed.
O	008337	7/27/07	WORKSHOPS ON WELLNESS	\$357.50	CONTRACT INSTRUCTOR PAYMENT FOR COMMUNITY EDUCATIO
O	008338	8/03/07	ROUNDS, MILLER AND ASSOC	\$448.50	Contract instructor for IVC Community Eduation

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 \$21,286.78



FUND SUMMARY

Description	Amount
07 - IVC Community Education F	\$21,286.78
	<u>\$21,286.78</u>



## WARRANT REGISTER LISTING

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Bank Account (SC-CMED) - Saddleback Community Ed

Sort: Sorted by Warrant #

Selection: Between #008981 and 009023

S	Check #	Check Dt	Company Name	Check Amount	Description
O	008981	7/03/07	ACTING EXPRESS	\$4,223.00	Com. Ed. Presenter
O	008982	7/03/07	BILLY TEES	\$1,928.83	Shirts & Hats for Summer Programs
O	008983	7/03/07	NANCY Y. LARRAGOITI	\$259.00	Reimbursement for art supplies
O	008984	7/03/07	ALAN LUGENA	\$25.04	Instructional supplies for Art Classes
O	008985	7/03/07	JAN WOOD	\$210.00	Reimbursement for art supplies
O	008986	7/19/07	CHRISTY DAHL	\$58.00	SADDLEBACK COMMUNITY EDUCATION REFUND
O	008987	7/19/07	CHRISTY DAHL	\$52.00	SADDLEBACK COMMUNITY EDUCATION REFUND
O	008988	7/19/07	BRIANNA BOND	\$100.00	SADDLEBACK COMMUNITY EDUCATION REFUND
O	008989	7/19/07	PREMA VORA	\$49.00	SADDLEBACK COMMUNITY EDUCATION REFUND
O	008990	7/19/07	JODY MASTERS	\$30.00	SADDLEBACK COMMUNITY EDUCATION REFUND
O	008991	7/19/07	JENNIFER WHITE	\$58.00	SADDLEBACK COMMUNITY EDUCATION REFUND
O	008992	7/19/07	NATALIE LILLEY	\$40.00	SADDLEBACK COMMUNITY EDUCATION REFUND
O	008993	7/19/07	THE GLASS SPECTRUM	\$600.00	Com. Ed. Presenter
O	008994	7/19/07	JOSHUA BALLARD SEMINARS	\$2,642.50	Com. Ed. Presenter
O	008995	7/19/07	CA SCHOOL OF NOTARY PUBLIC, INC	\$35.00	Com. Ed. Presenter - Online
O	008996	7/19/07	KAYLAA FOX	\$1,552.50	Com. Ed. Presenter
O	008997	7/19/07	NANCY Y. LARRAGOITI	\$336.00	Reimbursement for art supplies
O	008998	7/19/07	MAD SCIENCE OF ORANGE COUNTY	\$2,100.00	Com. Ed. Presenter
O	008999	7/19/07	DAN MIKELS	\$2,905.00	Com. Ed. Presenter
O	009000	7/19/07	NOESS LLC	\$2,307.00	Com. Ed. Presenteer
O	009001	7/19/07	MARSHALL REDDICK SEMINARS	\$411.50	Com. Ed. Presenter
O	009002	7/19/07	RITZ-CARLTON, LAGUNA NIGUEL	\$2,253.25	CFK - Mind Your Manners Tea
O	009003	7/19/07	SUSAN M. UNOURA	\$75.00	Com. Ed. Presenter
O	009004	7/19/07	JAN WOOD	\$203.00	Reimbursement for art supplies
O	009005	7/27/07	ELEANORE THILL-RUDVIN	\$55.00	SADDLEBACK COMMUNITY EDUCATION REFUND
O	009006	7/27/07	STAN MORISHIMA	\$52.00	SADDLEBACK COMMUNITY EDUCATION REFUND
O	009007	7/27/07	ACTING EXPRESS	\$2,987.25	Com. Ed. Presenter
O	009008	7/27/07	JAMES COSPER	\$1,092.00	Com. Ed Presenter
O	009009	7/27/07	DESTINATION SCIENCE	\$12,355.30	Com. Ed. Presenter
O	009010	7/27/07	DESTINATION SCIENCE	\$6,545.90	Com. Ed. Presenter
O	009011	7/27/07	DESTINATION SCIENCE	\$8,889.00	Com. Ed. Presenter
O	009012	7/27/07	KID'S GYM INC.	\$2,500.00	Community Education Presenter
O	009013	7/27/07	ADOLF KIEFER & ASSOC.	\$401.78	Supplies For Aquatics Program
O	009014	8/03/07	CA SCHOOL OF NOTARY PUBLIC, INC	\$75.00	Notary Proctor Exam Fees
O	009015	8/03/07	COMPUTRAX, INC.	\$3,300.00	Com. Ed. Presenter
O	009016	8/03/07	ESTELLA GARRISON	\$21.52	Purchase of non-instructional supplies
O	009017	8/03/07	SUE PARK	\$150.00	SADDLEBACK COMMUNITY EDUCATION REFUND
O	009018	8/03/07	KID'S GYM INC.	\$30.50	Purchase of non-instructional supplies
O	009019	8/03/07	DAN MIKELS	\$3,183.00	Com. Ed. Presenter
O	009020	8/03/07	MARSHALL REDDICK SEMINARS	\$899.50	Com. Ed. Presenter
O	009021	8/03/07	ROUNDS, MILLER AND ASSOC	\$100.00	Com. Ed. Presenter
O	009022	8/03/07	SOUTH ORANGE COUNTY COMMUNITY	\$5,339.52	Postage Refund
O	009023	8/07/07	POSTMASTER	\$2,162.82	Postage for Com. Ed. Class

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\$72,593.71



FUND SUMMARY
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Description	Amount
09 - SC Community Education Fu	\$72,593.71
	<u>\$72,593.71</u>



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

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**BACKGROUND**

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

**STATUS**

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

**RECOMMENDATION**

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



**DONATIONS**  
**August 27, 2007**

**SADDLEBACK COLLEGE**

<b>Gift</b>	<b>Donated By:</b>
36 bottles of cider, 10 flats of bottled water and 400 lbs. of ice	Rocky and Debbie Cifone P.O. Box 3329 Mission Viejo, California 92690
10 cases of seal salt mix, 19-24" power compact lights and 8 light bulbs	Central Aquatics 9675 South 69 <sup>th</sup> Street Franklin, Wisconsin 53132
Hospital props	John Ludwig 22252 Destello Mission Viejo, California 92691
Fabric, Vintage Dress Patterns and Books	Diane Peyrebrune 1056 Sequoia Drive Big Bear City, California 92314
Camera Hard Cases and Light Stands	Vic Braden 23582 Via Paloma Coto De Caza, California 92679
3 Sea Clone Protein Skimmer, 8-200 watt heaters, 4-300 watt heaters, 2-Sea Testers, Sea Water Booklets and 10 buckets of Instant Ocean	Aquarium Systems 8141 Tyler Boulevard Mentor, Ohio 44060
Video Camera and Accessories	Bob Leef 28826 Paseo Malaga Mission Viejo, California 92692
Fabric Trim	Produce Apparel Inc. 22822 Granite Way Laguna Hills, California 92647
Drafting Supplies	Jerry Sutor 25712 Minoa Drive Mission Viejo, California 92691
Incubator, Nuclear Magnetic Resonance Spectroscopy, and Protein/Nitrogen Analyzer	Irvine Pharmaceutical Services, Inc. 10 Vanderbilt Irvine, California 92618
35 Hardback and 27 Paperback Books	Arram Sabeti 26362 Lombardy Road Mission Viejo, California 92692
3 Hardback and 7 Paperback Books	Zafar Ahmed 27 Mahogany Drive Irvine, California 92620
16 Hardback and 65 Paperback Books	Amir Nilipour 27091 Pacific Terrace Drive Mission Viejo, California 92692



**DONATIONS**  
**August 27, 2007**

**IRVINE VALLEY COLLEGE**

Gift	Donated By:
Flowers	Jim Browne Browne's Flowers 34156 Pacific Coast Highway Dana point, California 92692



**TO:** Board of Trustees

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

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

**ACTION:** Approval

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**BACKGROUND**

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

**STATUS**

Trustee Marcia Milchiker was absent from the Regular Board Meeting on July 23, 2007 due to a hardship.

**RECOMMENDATION**

The Chancellor recommends that the board adopt resolution 07-23 (Exhibit A) authorizing payment to Trustee Milchiker who was unable to attend the Regular Board meeting, as noted above, due to hardship.

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



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

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

**RESOLUTION 07- 23**

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

WHEREAS, on July 23, 2007, the Board of Trustees of the South Orange County Community College District held a regular meeting; and

WHEREAS, Trustee Marcia Milchiker could not be present at the regular meeting; and

WHEREAS, it was determined that Trustee Milchiker's absence was due to a hardship;

NOW, THEREFORE, BE IT RESOLVED that Trustee Milchiker shall be paid at the regular rate of compensation for the meeting of the Board of Trustees held on July 23, 2007. .



**TO:** Board of Trustees

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

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

**ACTION:** Approval

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**BACKGROUND**

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

**STATUS**

Trustee Thomas Fuentes was absent from a Special Board Meeting on August 15, 2007 due to a hardship.

**RECOMMENDATION**

The Chancellor recommends that the board adopt resolution 07-25 (Exhibit A) authorizing payment to Trustee Fuentes who was unable to attend the Special Board meeting, as noted above, due to hardship.

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



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

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

**RESOLUTION 07- 25**

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

WHEREAS, on August 15, 2007, the Board of Trustees of the South Orange County Community College District held a special meeting; and

WHEREAS, Trustee Fuentes could not be present at the special meeting;  
and

WHEREAS, it was determined that Trustee Fuentes' absence was due to a hardship;

NOW, THEREFORE, BE IT RESOLVED that Trustee Fuentes shall be paid at the regular rate of compensation for the special meeting of the Board of Trustees held on August 15, 2007.



**TO:** Board of Trustees

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

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

**ACTION:** Approval

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**BACKGROUND**

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

**STATUS**

Student Trustee Matthew Reynard was absent from a Special Board Meeting on August 15, 2007 due to a hardship.

**RECOMMENDATION**

The Chancellor recommends that the board adopt resolution 07-24 (Exhibit A) authorizing payment to Student Trustee Reynard who was unable to attend the Special Board meeting, as noted above, due to hardship.

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



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

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

**RESOLUTION 07- 24**

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

WHEREAS, on August 15, 2007, the Board of Trustees of the South Orange County Community College District held a special meeting; and

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

WHEREAS, it was determined that Student Trustee Reynard's absence was due to a hardship;

NOW, THEREFORE, BE IT RESOLVED that Student Trustee Reynard shall be paid at the regular rate of compensation for the special meeting of the Board of Trustees held on August 15, 2007.



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

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**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 approval for payment by the County of Orange.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve/ratify the requests for travel and/or mileage as shown in Exhibit A.

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



### TRUSTEE ATTENDANCE AT CONFERENCES AND MEETINGS

Trustees wishing to attend:

EVENT/LOCATION	DATE(s)*	ESTIMATED COST** (per person)
World Conference on E-Learning in Corporate, Government, Healthcare & Higher Education 2007 Quebec City, Canada	October 15 – 19, 2007 (5)	\$3,000.00
CCLC – Annual Convention and Partner Conference San Jose Fairmont, San Jose, CA	November 15 - 17, 2007 (3)	\$1,500.00
CCLC Trustee Workshop and Annual Legislative Conference Sheraton Grand, Sacramento, CA	January 25 - 28, 2008(4)	\$1,200.00

\* 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: *Adoption of the Final Budget for 2007-2008*  
**ACTION:** Approval

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**BACKGROUND**

Title 5, California Code of Regulations, Section 58305© requires that each September the governing board of each community college district shall adopt a final budget. Enclosed for approval is the proposed Final Budget for the 2007-2008 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 25, 2007, the Board of Trustees approved a Tentative Budget for 2007-2008. Since that time, total unrestricted resources have increased from \$179,870,585 to \$187,506,013. The unrestricted General Fund ending balance on June 30, 2007 is \$18,913,567. The District Reserve for economic uncertainties has been set at 6.5%.

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 2007-2008 Final Budget as presented in the enclosure.



**TO:** Board of Trustees

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

**RE:** SOCCCD: Board Policy Revision: BP 100: The South Orange County Community College District, BP 101: Mission, BP 102: Functions of the Governing Board, BP 103: Board Membership, BP 104: Student Member of the Board of Trustees, BP 105: Organization of the Governing Board, BP 106: Board Elections, BP 107: Board Policy and Administrative Regulation, BP 108: Vacancies of the Board, BP 109: Board Education, BP 112: Duties and Responsibilities of the Board of Trustees, BP 120: Regular Meetings of the Board, BP 122: Closed Sessions, BP 124: Special and Emergency Meetings, BP 126: Quorum and Voting, BP 128: Agendas, BP 130: Public Participation at Board Meetings, BP 132: Speakers, BP 134: Decorum, BP 136: Minutes, BP 138: Recording, BP 146: Chancellor Succession, BP 148: Evaluation of the Chancellor, BP 152: Presentation of Initial Collective Bargaining Proposals, BP 154: Conflict of Interest, BP 158: Political Activity, BP 160: Personal Use of Public Resources, BP 162: Communications Among Board Members, BP 164: Board Member Compensation, BP 166: Health Benefits, BP 168: Board Member Travel, BP 172: Board Self Evaluation

**ACTION:** Approval

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### **BACKGROUND**

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

### **STATUS**

Thirty-two board policies are being presented to the Board for 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 included shared governance group representatives.

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Board for Review and Study at the July 23, 2007, Board of Trustees meeting.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the following board policies 100 through 172, as shown in Exhibits A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, A2, B2, C2, D2, E2 and F2 respectively.



# DRAFT

## BOARD POLICY

100

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BYLAWS BOARD OF TRUSTEES

### DISTRICT IDENTIFICATION DATA

#### THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

##### CURRENT POLICY

~~Name of District. The governing board of this District shall be known officially as the Board of Trustees of the South Orange County Community College District (Calif. Ed. Code, Section 72000).~~

~~Geographic Area of District. The District shall consist of all the geographic area within the boundaries of the District as recorded in the Office of the Orange County Superintendent of Schools (Calif. Ed. Code, Section 2600).~~

##### REVISED POLICY

The District has been named the South Orange County Community College District.

The name is the property of the District. No person shall, without the permission of the Board of Trustees, use this name or the name(s) of any college(s) or other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District

The District consists of the following college(s) and campuses:

1. Irvine Valley College
2. Saddleback College
3. Advanced Technology Education Park (ATEP)

*Reference:*  
*Education Code Section 72000(b);*  
*Elections Code Section 18304*

Adopted: 3-24-82  
Revised: 3-7-88  
Revised: 4-26-99



# DRAFT

## BOARD POLICY

101

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BY LAWS BOARD OF TRUSTEES

### AUTHORITY AND POWERS OF THE GOVERNING BOARD MISSION

#### CURRENT POLICY

Authority. ~~The colleges of the South Orange County Community College District, a political subdivision of the State of California, shall be supervised by the Board of Trustees (Calif. Ed. Code, Section 70902) in accordance with the California Education Code, the California Administrative Code, Title 5 and such other statutes and laws that are applicable to California Community College Districts.~~

Powers. ~~The board shall exercise those powers expressly granted to it or implied by statute and any powers not restricted by statute to govern or manage the District and the District's property. In accordance with the California Education Code, the Board of Trustees may initiate and carry on any program, activity or may otherwise act in any manner which is not in conflict with or inconsistent with, or preempted by, any law and which is not in conflict with the purposes for which community college districts are established. It shall establish the educational goals of the colleges and supervise the colleges' educational programs designed to meet those goals (Calif. Ed. Code, Section 70902).~~

#### REVISED POLICY

The District and College mission will be evaluated and revised, as appropriate, on an annual basis.

Reference:  
WASC/ACCJC Standard One

Adopted: 8-24-82  
Revised: 3-07-88  
Revised: 4-26-99



DRAFT

# BOARD POLICY

102

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BY LAWS

## FUNCTIONS OF THE GOVERNING BOARD

### CURRENT POLICY

### REVISED POLICY

Rules. The Board of Trustees shall establish rules and regulations not inconsistent with the regulations of the Board of Governors and the laws of this state for the governance and operation of the South Orange County Community College District (Calif. Ed. Code, Section 70902(a)). Bylaws and policies may be adopted, amended, or repealed at any meeting of the board, provided that generally any proposed bylaw or policy shall be presented at a previous meeting of the board.

DELETE

Bylaws and policies shall be adopted, amended or repealed by a majority vote of all the members of the board.

Under the direction of the board, the Chancellor shall be responsible for developing and updating the board's policy manual. There shall be a review of the policy manual by the board every three years.

Acts. The board shall exercise its executive power by appointing a District Chancellor to serve as its chief executive officer. The Chancellor may issue regulations consistent with applicable codes, statutes, rules and policies.

The Chancellor shall be authorized to take any necessary action in situations or circumstances not provided for under a

Adopted: 8-24-82  
Revised: 3-07-88  
Revised: 3-20-95  
Revised: 4-26-99  
Revised: 9-29-03



# DRAFT

BP-102

policy of the board, provided that any action taken is reported to the board at its next meeting.

Adopted: 8-24-82  
Revised: 3-07-88  
Revised: 3-20-95  
Revised: 4-26-99  
Revised: 9-29-03



# DRAFT

## BOARD POLICY

103

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BY LAWS BOARD OF TRUSTEES

### MEMBERSHIP OF THE BOARD OF TRUSTEES BOARD MEMBERSHIP

#### CURRENT POLICY

Number. ~~The Board of Trustees shall consist of seven (7) members (Calif. Ed. Code, Section 72023).~~

Qualifications. ~~Each member of the board shall meet the following qualifications:~~

- ~~1. A member shall be eighteen (18) years of age or older, a citizen of California, a resident of the District, and a registered voter not previously disqualified from holding civil office by the Constitution or laws of California (Calif. Ed. Code, Section 72103).~~
- ~~2. A member shall not have any interest in any contract considered by the board (Calif. Ed. Code, Section 72530 et seq.; Govt. Code, Section 1090 et. seq.).~~
- ~~3. The member shall take and subscribe to the oaths prescribed by statute before assuming office (Calif. Constitution, Art. XX, Section 3; Govt. Code, Sections 1360-1369).~~

Election. ~~All members of the board shall be elected in the manner specified by law (Calif. Ed. Code, Section 5000, et seq.; 5220, et seq.; 5300, et seq.).~~

Filling a Vacancy. ~~Whenever a vacancy occurs, or whenever a resignation has been filed with the County Superintendent of Schools containing a deferred effective date, the board shall, within 60 days of the~~

#### REVISED POLICY

The Board shall consist of 7 members elected by the qualified voters of the District. Members shall be elected by trustee area as defined in Board Policy 106.

Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board.

An employee of the district may not be sworn into office as an elected or appointed member of the governing board unless he or she resigns as an employee. (See AR-154)

No member of the governing board shall, during the term for which he or she is elected, hold an incompatible office.

*Reference:*  
*Education Code Sections 72023, 72103; 72104*



# DRAFT

BP-103

~~vacancy or the filing of the deferred resignation, either order an election or make a provisional appointment to fill the vacancy. A Board of Trustees member may not defer the effective date of his or her resignation for more than 60 days after he or she files the resignation with the County Superintendent of Schools. A written resignation, whether specifying a deferred effective date or otherwise, shall, upon being filed with the County Superintendent of Schools be irrevocable. A member of the Board of Trustees who has tendered a resignation with a deferred effective date pursuant to Section 5090 shall, until the effective date of the resignation, continue to have the right to exercise all powers of a member of the Board of Trustees, except that such member shall not have the right to vote for his or her successor in an action taken by the board to make a provisional appointment pursuant to Section 5091 (Calif. Ed. Code, Section 72203.5).~~

~~When an election occurs, it shall be held according to the requirements of the California Education Code, Section 5091.~~

~~When a provisional appointment is made, the board shall post notices of the vacancy and the provisional appointment in three (3) public places in the District within ten (10) days and shall publish a notice pursuant to the requirements of Section 6061 of the Government Code (Calif. Ed. Code, Section 5092). From the date of the appointment, registered voters of the District have thirty (30) days to petition for a special election in accordance with California Education Code, Section 5091. A provisional appointment made pursuant to subdivision (a) of Education Code, Section 5091, confers all powers and duties of a Board of Trustees member upon the~~

Adopted: 8-24-82  
Revised: 3-07-88  
Revised: 6-13-88  
Revised: 4-26-99  
Revised: 2-18-03



# DRAFT

BP-103

~~appointee immediately following his or her appointment. An appointee shall hold office only until the next regularly scheduled election of the board. Then an election will be held to fill the vacancy for the balance of the unexpired term (Calif. Ed. Code, Section 5091(e)).~~

~~Term. The term of each member of the board shall be four (4) years commencing on the first Friday in December following his or her election, except that a member appointed to fill a vacancy shall hold the office only until the next regularly scheduled election of the board. All members shall serve after the expiration of their respective terms until the appointment and qualification process of their successors have been completed (Calif. Ed. Code, Section 5017(a)).~~

~~Vacancy. (Previously Removal). A vacancy on the board is caused by any of the events specified in Section 1770 of the Government Code, or by a failure to elect. The events specified in Section 1770 which give rise to a vacancy include, but are not limited to, a member's resignation, death, or removal from office.~~

~~Compensation. A board member shall be compensated for the services provided in the following manner: Each member of the Board of Trustees of the District who actually attends all meetings held shall receive compensation for his or her services in the amount of four hundred dollars (\$400) per month. This compensation may be adjusted under the provisions of the California Education Code, Section 72425.~~

~~Any member of a governing board who does not attend all meetings held by the board in any month shall receive, as compensation for his or her services, a pro rata share of the~~

Adopted: 8-24-82  
Revised: 3-07-88  
Revised: 6-13-88  
Revised: 4-26-99  
Revised: 2-18-03



# DRAFT

BP-103

~~number of meetings actually attended based upon the amount of compensation authorized by this section.~~

~~A member may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill, or on jury duty, or the absence was due to a hardship deemed acceptable to the board (Calif. Ed. Code, Section 72425).~~

~~Expenses incurred by a board member in the performance of board activities and functions, communication connections, and travel shall be reimbursed by the District. (Calif. Ed. Code, Section 72423).~~

Adopted: 8-24-82  
Revised: 3-07-88  
Revised: 6-13-88  
Revised: 4-26-99  
Revised: 2-18-03



DRAFT

# BOARD POLICY

104

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BYLAWS BOARD OF TRUSTEES

## STUDENT MEMBER OF THE BOARD OF TRUSTEES

### CURRENT POLICY

- A. The Board of Trustees of the South Orange County Community College District (SOCCCD) has established that within its membership there shall be one nonvoting (advisory) student member (Calif. Ed. Code, Section 72023.5).
- B. Qualifications
- Candidates for Student Trustee must:
1. Be a resident of California as determined pursuant to Calif. Ed. Code, Section 68000 et. seq., including but not limited to Section 68062 (a-i).
  2. Be currently enrolled in the SOCCCD for at least five units and is in good standing (i.e., not on academic or social probation).
  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

### REVISED POLICY

- A. ~~The Board of Trustees of the South Orange County Community College District (SOCCCD) has established that within its membership t~~There shall be one nonvoting (advisory) student member of the Board of Trustees (Calif. Ed. 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 Bbe a resident of California as determined pursuant to Calif. Ed. Code, Section 68000 et. seq., including but not limited to Section 68062 (a-i).
  2. Be currently enrolled in the SOCCCD for at least five units and is in good standing (i.e., not on academic or social probation).
  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



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

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.

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



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.

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.

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Revised: 11-14-05



The student member position on the board will remain vacant for that time.

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

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.

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.

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,

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Revised: 11-29-03  
Revised: 11-14-05



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.

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.
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

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.
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.

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Revised: 11-29-03  
Revised: 11-14-05



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

- L. In May of each year, the Board of Trustees shall review and adopt rules and regulations implementing this policy.

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

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Revised: 11-14-05



# BOARD POLICY

105

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BY LAWS BOARD OF TRUSTEES

## ORGANIZATION OF THE GOVERNING BOARD

### ORGANIZATION MEETING

The Board of Trustees shall organize annually at a meeting held during the regular board meeting that falls between the dates of December 1 and December 15.

### ELECTION OF OFFICERS

The board shall organize by electing from among its members a president, a vice president, and a clerk. The Chancellor shall be appointed secretary to the board. Election to a particular office shall be by a majority vote of the entire board.

1. Officers shall serve for one year—and until their respective successors have completed the qualification process.
2. An officer may be removed by majority vote of the entire board for refusing to perform the duties of the office imposed by law or by the policies of the board.

### TIME AND PLACE OF MEETINGS

At the organization meeting, the board shall establish the time and place for its regular meetings.

#### *Reference:*

*California Education Code, Section 72000, et seq*  
*Government Code, Sections 54954 and 54961*



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## BOARD POLICY

106

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BY LAWS BOARD OF TRUSTEES

### MEETINGS OF THE BOARD OF TRUSTEES BOARD ELECTIONS

#### CURRENT POLICY

Parliamentary Authority. In all cases, Robert's Rules of Order, Newly Revised 1990 Ninth Edition by Scott, Foresman and Company, edited by Henry R. Roberts III, William J. Evans, and James W. Cleary, shall govern the deliberations of the Board of Trustees during its meetings, except when any deliberation would be inconsistent with law. The rules of order of the board, however, may be amended by a majority of those board members present at any meeting.

Quorum. A majority of the number of members composing the board shall constitute the quorum of the board. When less than the number of board members that constitutes a quorum is present, the meeting may be adjourned.

Presiding Officer. The president shall preside at all meetings of the board. In the absence, disability or disqualification of the president, the vice president or the clerk, in that order, shall preside. The act of any duly designated presiding officer shall be legal and binding.

Agenda. The Chancellor, in consultation with the Board President, shall prepare an agenda containing the items of business to come before the board at each regular and special meeting.

Any member of the public may request that a

#### REVISED POLICY

The term of office of each trustee shall be four years, commencing on the date of the December Board meeting following the election. Elections shall be held every two years, in even numbered years. Terms of trustees are staggered so that, as nearly as practical, one half of the trustees shall be elected at each trustee election. Trustees shall be elected at large throughout the district but have legal residence within one of the seven (7) trustee areas (trustee area boundary map is available at the District Office):

- Area 1 – Irvine\*
- Area 2 – Tustin\*, Santa Ana\*, Irvine\*, unincorporated area
- Area 3 – Laguna Beach, Aliso Viejo, Dana Point, Laguna Hills\*, Newport Beach\*, unincorporated area
- Area 4 – San Clemente, Laguna Niguel\*, San Juan Capistrano, Rancho Santa Margarita\*, Coto de Caza, unincorporated area
- Area 5 – Laguna Hills\*, Laguna Woods, Laguna Niguel\*
- Area 6 – Lake Forest, Mission Viejo\*, Foothill Ranch/Portola Hills, unincorporated area
- Area 7 – Mission Viejo \*, Rancho Santa Margarita\*, unincorporated area.

(\*) Not entire community/city



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~~matter directly related to District business be placed on the agenda of a regular meeting of the Board of Trustees. The request must be in writing and submitted to the Chancellor with supporting documents and information, if any, at least 10 business days before the scheduled board meeting date. Consistent with Calif. Ed. Code, Section 72121.5, the Chancellor shall decide whether the request is directly related to District business, and whether an item is appropriate for discussion in open or closed session. Discussion of the requested agenda item by members of the public is subject to the requirements of this Board's policies regarding time limitations on public speakers.~~

Reference:  
Education Code Sections 5000 et seq.

~~Hearing of Staff and Citizens. The board welcomes open discussion and provides opportunities for members of the staff and the public as defined according to the following protocol:~~

- ~~1. Members of the public may address the board on any agenda item or nonagenda item(s) that are within the subject matter jurisdiction of the board during the "public comments" time period. Speakers are limited to two minutes each. This time may be extended with the approval of a majority of the board.~~
- ~~2. Members of the public wishing to address the board must complete the form which includes name, address and affiliation except for staff representatives listed on the agenda.~~

~~The presiding officer is responsible for the orderly conduct of the meeting, assuring that the board's business is completed, and shall rule on matters such as the time to be allowed for public discussion, the appropriateness of any subject presented and~~

Adopted: 8-24-82  
Revised: 3-07-88  
Revised: 4-26-99  
Revised: 11-19-03



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~~the allocation of time for a presentation  
(Govt. Code, Section 54953.3).~~

~~In order to accomplish these responsibilities,  
the board president may limit the total  
amount of time allocated to members of the  
public addressing the board. Such limitation  
imposed by the board shall not result in less  
than 30 minutes being allocated to all public  
speakers at that meeting.~~

~~When citizens are disruptive or create a  
disturbance that prevents the orderly  
conduct of the meeting, the board may  
order the removal of the offending  
individuals. If that action does not  
restore order, the board may clear the  
room, except for orderly members of the  
press (Govt. Code, Section 54957.9).~~

~~Voting. All votes resulting in board action  
shall require a majority of the entire  
membership of the board, except where  
otherwise required by law Calif. Ed. Code,  
Section 72000 (d). While board members  
may abstain from voting on a proposition, the  
abstention will be counted with the  
affirmative of any given proposition.~~

~~Minutes. Minutes shall be kept of all  
public meetings of the board and shall be  
maintained in a suitable journal of  
proceedings (Calif. Ed. Code, Section  
72121; Title 5, Calif. Code of  
Regulations, Section 16023 (b)). The  
minutes shall record every official act of  
the board and be recorded in sufficient  
detail to show compliance with the law.  
The minutes shall be part of the public  
record of the board and be available for  
public inspection (Govt. Code, Section  
6250, et seq).~~

Adopted: 8-24-82  
Revised: 3-07-88  
Revised: 4-26-99  
Revised: 11-19-03



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# BOARD POLICY

107

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BY LAWS BOARD OF TRUSTEES

## BOARD POLICY AND ADMINISTRATIVE REGULATION

Board policies are adopted by the Board of Trustees, and state the philosophy of the Board and give direction for the operation of the District. Administrative regulations are developed by the Chancellor in consultation with the various constituent groups, and provide for the implementation of board policy.

### BOARD POLICIES

The Board of Trustees will periodically review board policies. The Chancellor shall assist the Board of Trustees in the formation and revision of all board policies.

In addition, recommendations for new or revised board policies may originate at any time from members of the Board of Trustees, the Chancellor, members of the District or college administration, faculty, staff, students, or members of the public.

The Chancellor shall receive recommendations for policy and/or administrative regulation development or revision from the Academic and Classified Senates, Associated Student organizations as well as the various bargaining units, in addition to other segments of the administration. If the Chancellor concludes that a new or revised policy and/or administrative regulation is appropriate or necessary, then he shall refer the matter to the appropriate groups, identified above, either for the development or revision of proposed policies and/or administrative regulations, or for the timely review and comment on draft policies and/or administrative regulations.

### TRUSTEE APPROVAL

1. The Board of Trustees Board Policy Subcommittee may meet to review proposed board policies and will either:
  - a. Return the policy draft to the Chancellor with recommendations for further revision, or
  - b. Direct the Chancellor to forward the policy draft to the Board of Trustees for review and study
2. New or revised board policies presented to the Board of Trustees by the Chancellor shall normally receive at least two readings; however, the Board may adopt new or revised policies at a first reading if the agenda indicates that action may occur at the first reading.
  - a. At the first reading, new or revised policies are normally submitted to the Board for "Acceptance for Review and Study"
  - b. The second reading is for revision and/or approval



- c. Subsequent readings may be conducted if policy approval is not accomplished at the second reading. A draft policy revised following either a first or second or subsequent reading need not be subject to further readings prior to action



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## BOARD POLICY

108

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

### VACANCIES OF THE BOARD

Vacancies on the Board may be caused by any of the events specified in Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Board shall be governed by Education Code 5090.

Within 60 days of the vacancy or filing of a deferred resignation, the Board shall either order an election or make a provisional appointment to fill the vacancy.

If an election is ordered, it shall be held on the next regular election date not less than 130 days after the occurrence of the vacancy.

If a provisional appointment is made, it shall be subject to the conditions in Education Code 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for district governing board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.

The provisional appointment will be made by a majority public vote of the board members at a public meeting.

The Chancellor shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board will determine the schedule and appointment process, which may include interviews at a public meeting.

#### *Reference:*

*Education Code Sections 5090, et seq.*  
*Government Code 1770*

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# BOARD POLICY

109

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

## BOARD EDUCATION

The Board of Trustees is committed to its ongoing development as a board and to a trustee education program that includes new trustee orientation. To that end, the Board will engage in study sessions, provide access to reading materials, and support conference attendance and other activities that foster trustee education.

### I. RESPONSIBILITY

It is the responsibility of each individual trustee to pursue professional development opportunities to maintain knowledge of evolving educational governance, policies, legislation, best practices, employee relations, and leadership.

### II. GUIDELINES

1. Individual trustees should try to participate in at least one, but not more than three, conference s each year, that provide professional development of trustee related knowledge and skills.
2. On an annual basis, the Chancellor will circulate a list of national, state and regional conferences for trustees to select which they will attend, in order to take advantage of discounts on early registration and travel.
3. The District will budget for each trustee to participate in up to two out of district conferences each year, in addition to participation/presentations at regional meetings and workshops.
4. At the board meetings following conferences, workshops and meetings, trustees are encouraged to share their written report from attendance of such conferences, meetings or workshops. The Board President may allow additional time for oral reports beyond the allotted two minutes, provided in the board report section of the agenda.

*Reference:*

*Accreditation Standard IV.B.1.f*



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## BOARD POLICY

112

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

### DUTIES AND RESPONSIBILITIES OF THE BOARD OF TRUSTEES

The Board of Trustees governs on behalf of the citizens of the South Orange County Community College District in accordance with the authority granted and duties defined in Education Code Section 70902.

The Board is committed to:

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

*Reference:*

*Accreditation Standard IVB.1.d*

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# BOARD POLICY

120

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

## REGULAR MEETINGS OF THE BOARD

Regular meetings of the Board shall normally be held the fourth Monday of the month at Saddleback College, 28000 Marguerite Parkway, Mission Viejo, California.

A notice identifying the location, date, and time of each regular meeting of the Board shall be posted at least ten (10) days prior to the meeting and shall remain posted until the day and time of the meeting. All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.

All regular and special meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

### *Reference:*

*Education Code Section 72000(d);*

*Government Code 54952.2, 54953 et seq.; 54961*



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## BOARD POLICY

122

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

### CLOSED SESSIONS

Closed sessions of the Board shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code and California Education Code. Matters discussed in closed session may include:

- the appointment, employment, evaluation of performance, discipline or dismissal of a public employee;
- charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least twenty-four (24) hours written notice of the closed session.
- advice of counsel on pending litigation, as defined by law;
- consideration of tort liability claims as part of the district's membership in any joint powers agency formed for purposes of insurance pooling;
- real property transactions;
- threats to public security;
- review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;
- discussion of student disciplinary action, with final action taken in public;
- conferring of honorary degrees;
- consideration of gifts from a donor who wishes to remain anonymous;
- consideration of a response to a confidential final draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

CLOSED SESSIONS

BP 122

After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.

If any person requests an opportunity to present complaints to the Board about a specific employee, such complaints shall first be presented to the Chancellor or Deputy Chancellor. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board. The employee shall be given at least twenty-four (24) hours written notice of the closed session, and shall be given the opportunity to request that the complaints be heard in an open meeting of the Board.

*Reference:*

*Government Code Sections 54956.8, 54956.9, 54957, 54957.6; 11125.4*

*Education Code Section 72122*



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## BOARD POLICY

124

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

### SPECIAL AND EMERGENCY MEETINGS

Special meetings may be called by the President of the Board or by a majority of the members of the Board. Notice of such meetings shall be posted at least 24 hours before the time of the meeting, and shall be noticed in accordance with Brown Act. No business other than that included in the notice may be transacted or discussed.

Every notice for a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that is described in the notice for the meeting before or during consideration of that item.

Emergency meetings may be called by the President of the Board, or the Chancellor in his or her capacity as secretary to the Board, as permitted by the Brown Act. For purposes of this Policy, emergency consists of those circumstances set forth in Government Code Section 54956.5(a)(1) and (2).

During an emergency meeting, the Board may meet in closed session when such a meeting is authorized by Government Code Sections 54956.5(c) and 54957.

The Chancellor shall ensure that notice of such meetings is provided to the local news media as required by law.

#### *Reference:*

*Government Code Sections 54956, 54956.5, 54957;*

*Education Code Section 72129*

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# BOARD POLICY

126

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

## QUORUM AND VOTING

### PRESIDING OFFICER

The Board President shall preside at all meetings of the board. In the absence, disability or disqualification of the president, the vice president or the clerk, in that order, shall preside. The act of any duly designated presiding officer shall be legal and binding.

### PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Board of Trustees in all cases to which they are applicable and in which they are not inconsistent with the by laws and any special rules of order of the Board of Trustees.

A quorum of the Board shall consist of four members.

The Board shall act by majority vote of all of the membership of the Board, except as noted below.

Board members may abstain from voting on a motion; the abstention will be counted with the affirmative vote on the motion.

No action shall be taken by secret ballot.

The following actions require a two-thirds majority of all members of the Board:

- Resolution of intention to sell or lease real property (except where a unanimous vote is required);
- Resolution of intention to dedicate or convey an easement;
- Resolution authorizing and directing the execution and delivery of a deed;
- Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
- Appropriation of funds from an undistributed reserve;



- Resolution to condemn real property.

The following actions require a unanimous vote of all members of the Board:

- Resolution authorizing a sales or lease of District real property to the state, any county, city, or to any other school or community college district;
- Resolution authorizing lease of District property under a lease for the production of gas.

*Reference:*

*Education Code Sections 72000(d)(3), 81310 et seq., 81365, 81511, 81432;*

*Government Code Section 53094;*

*Code of Civil Procedure Section 1245.240*

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## BOARD POLICY

128

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

### AGENDAS

An agenda shall be posted adjacent to the place of meeting and on line, at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- a majority decides there is an “emergency situation” as defined for emergency meetings;
- two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted;
- an item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

The order of business may be changed by consent of the Board.

The Chancellor shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may place matters directly related to the business of the District on an agenda for a board meeting by submitting a written summary of the item to the Chancellor. The written summary must be signed by the initiator.

The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

Agendas shall be developed by the Chancellor in consultation with the Board President. Agenda items submitted by members of the public must be received by the office of the Chancellor at least 2 weeks prior to the regularly scheduled board meeting.

Agenda items initiated by members of the public shall be placed on the Board’s agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90 day period following the initial submission.



*Reference:*  
*Government Code Sections 54954 et seq., 6250 et seq.;*  
*Education Code Sections 72121, 72121.5*

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## BOARD POLICY

130

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

### PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board shall provide opportunities for members of the general public to participate in the business of the Board.

Members of the public may bring matters directly related to the business of the District to the attention of the Board in one of three ways:

1. There will be a time at each regularly scheduled board meeting for the general public to discuss items not on the agenda.

Members wishing to present such items shall submit a written request at the beginning of the meeting to the President of the Board that summarizes the item and provides his or her name and organizational affiliation, if any. No action may be taken by the Board on such items.

2. Members of the public may place items on the prepared agenda in accordance with Board Policy 128.

A written summary of the item must be submitted to the Chancellor at least two weeks prior to the board meeting. The summary must be signed by the initiator.

3. Members of the public may submit written communications to the Board on items on the agenda and/or speak to agenda items at the board meeting. All written communications shall be dated and signed by the author.

If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Claims for damages are not considered communications to the Board under this rule, but shall be submitted to the District.

*Reference:*

*Government Code Sections 54954.3, 54957.5;*

*Education Code 72121.5*



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## BOARD POLICY

132

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

### SPEAKERS

Persons may speak to the Board either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.

Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called on the item.

Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment.

Those wishing to speak to the Board are subject to the following:

- The President of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.
- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.
- Persons wishing to speak to the Board will be given an opportunity prior to adjournment to closed session and also prior to discussion of action items at the regular, special or emergency meeting.
- They shall complete a written request to address the Board at the beginning of the meeting at which they wish to speak.
- The request shall include the person's name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.
- No member of the public may speak without being recognized by the President of the Board.

- Each speaker will be allowed two (2) minutes per topic. Thirty (30) minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one board meeting. At the discretion of a majority of the Board, these time limits may be extended.
- Each speaker coming before the Board is limited to one presentation per specific agenda item before the Board, and to one presentation per meeting on non-agenda matters.

*Reference:*

*Government Code Sections 54950, et seq.;*

*Education Code Section 72121.5*



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## BOARD POLICY

134

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

### DECORUM

The following will be ruled out of order by the presiding officer:

- Remarks or discussion in public meetings on charges or complaints which the Board has scheduled to consider in closed session.
- Profanity, obscenity and other offensive language.
- Physical violence and/or threats of physical violence directed towards any person or property.

In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the meeting room.

Speakers who engage in such conduct may be removed from the podium and denied the opportunity to speak to the Board for the duration of the meeting.

Before removal, a warning and a request that the person(s) curtail the disruptive activity will be made by the President of the Board. If the behavior continues, the person(s) may be removed by a vote of the Board, based on a finding that the person is violating this policy, and that such activity is intentional and has substantially impaired the conduct of the meeting.

If order cannot be restored by the removal in accordance with these rules of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and may continue in session. The Board shall consider only matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.

#### *Reference:*

*Education Code Section 72121.5;*

*Government Code Section 54954.3 (b)*

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## BOARD POLICY

136

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

### MINUTES

The Chancellor shall cause minutes to be taken of all meetings of the Board. The minutes shall record all actions taken by the Board. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

The minutes shall also record names of those present, all motions, name of those making and seconding motions, votes.

#### *Reference:*

*Education Code Section 72121(a);*

*Government Code Section 54957.5*



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## BOARD POLICY

138

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

### RECORDING

If the Board causes any tape or video recording of a meeting, the recording shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 6250, *et seq.* The Chancellor shall enact administrative procedures to ensure that any such recordings are maintained for at least thirty days following the taping or recording.

Persons attending an open and public meeting of the Board may, at their own expense, record the proceedings with an audio or video tape recording or a still or motion picture camera or may broadcast the proceedings. However, if the Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the President of the Board to stop.

#### *Reference:*

*Government Code Sections 54953.5, 54953.6;*

*Education Code Section 72121(a);*

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## BOARD POLICY

146

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

### CHANCELLOR SUCCESSION

The Board delegates authority to the Chancellor to appoint an acting chancellor to serve in his or her absence for short periods of time, not to exceed 60 calendar days at a time.

In the absence of the Chancellor and when an acting chancellor has not been named, administrative responsibility shall reside with the Deputy Chancellor.

The Chancellor shall establish procedures for succession when the Deputy Chancellor is absent.

The Board shall appoint an acting chancellor for periods exceeding 60 calendar days.

#### *Reference:*

*Education Code Sections 70902(d); 72400;*

*Title 5 Section 53021(b)*



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## BOARD POLICY

148

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

### EVALUATION OF THE CHANCELLOR

The Board shall conduct an evaluation of the Chancellor at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the Chancellor as well as this policy.

The Board shall evaluate the Chancellor using an evaluation process developed and jointly agreed upon by the Board and the Chancellor.

The criteria for evaluation shall be based on board policy, the Chancellor job description, and performance goals and objectives developed in accordance with Board Policy 2100.

*Reference:*

*Accreditation Standard IV.B.1*

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## BOARD POLICY

152

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

### PRESENTATION OF INITIAL COLLECTIVE BARGAINING PROPOSALS

The Chancellor shall enact administrative procedures that assure compliance with the requirements of Government Code Section 3547 regarding the presentation to the Board of initial proposals for collective bargaining.

Collective bargaining begins when either an exclusive representative or the District itself presents an initial proposal for consideration in accordance with the collective bargaining agreement.

*Reference:*

*Government Code Section 3547*



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## BOARD POLICY

154

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

### CONFLICT OF INTEREST

Board members shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as board members.

A board member shall not be considered to be financially interested in a contract if his or her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

A board member who has a remote interest in any contract considered by the Board shall disclose his or her interest during a board meeting and have the disclosure noted in the official board minutes. The board member shall not vote or debate on the matter or attempt to influence any other board member to enter into the contract.

A board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his or her duties as an officer of the district.

In compliance with law and regulation, the Chancellor shall establish administrative procedures to provide for disclosure of assets or income of board members who may be affected by their official actions, and prevent members from making or participating in the making of board decisions which may foreseeably have a material effect on their financial interest.

Board members shall file statements of economic interest with the filing officer identified by the administrative procedures.

#### *Reference:*

*Government Code Sections 1090, et seq.; 1126; 87200, et seq.;*  
*Title 2, Sections 18730 et seq.*

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## BOARD POLICY

158

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

### POLITICAL ACTIVITY

Members of the Board shall not use District funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing board.

Initiative or referendum measures may be drafted on an area of legitimate interest to the district. The Board may by resolution express the board's position on ballot measures. Public resources may be used only for informational efforts regarding ballot measures.

#### *Reference:*

*Education Code Sections 7054; 7056;  
Government Code 8314*



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## BOARD POLICY

160

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

### PERSONAL USE OF PUBLIC RESOURCES

No trustee shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law.

*Reference:*  
*Government Code Section 8314;*  
*Penal Code Section 424*

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## BOARD POLICY

162

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

### COMMUNICATIONS AMONG BOARD MEMBERS

Except as authorized pursuant to Government Code Section 54953, any use of direct communication, personal intermediaries, or technological devices that is employed by a majority of the members of the District's legislative bodies to develop a collective concurrence as to action to be taken on an item by the members of the legislative body is prohibited.

*Reference:*  
*Government Code Section 54952.2*



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## BOARD POLICY

164

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

### BOARD MEMBER COMPENSATION

Members of the Board who attend all board meetings shall receive \$400 per month and the student member \$200 per month. A member of the Board who does not attend all meetings held by the Board in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.

A member of the Board may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting the member is performing services outside the meeting for the community college district, is ill, on jury duty, or the absence is due to a hardship deemed acceptable by the Board.

The Board may, on an annual basis, increase the compensation of board members by five percent. However, any increase is subject to rejection in a referendum by a majority of the voters in the district.

*Reference:*

*Education Code Section 1090, 35120, 72024*

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## BOARD POLICY

166

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

### HEALTH BENEFITS

Members of the Board shall be permitted to participate in the District's health benefit programs.

Former members of the Board may continue to participate in the District's health benefits programs upon leaving the Board if the following criteria are met: the member must have begun service on the Board after January 1, 1981; the member must have been first elected to the Board before January 1, 1995; and the member must have served at least 12 years.

Other former Board members, who have been elected for two terms, may continue to participate in the District's health benefits programs on a self-pay basis. Former trustees who participate on a self pay basis shall pay in advance the cost the district pays for the plan.

The benefit plan options shall cover only the former trustee, trustee spouse or domestic partner, survivor, and the trustee's minor dependents to the age of 21 years. The former trustee may select one or more health benefit options provided to administrators, faculty, and/or classified employees.

Once a benefit plan is selected by the former trustee's surviving family, no additional members can be added.

#### *Reference:*

*Government Code Section 53201*



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## BOARD POLICY

168

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

### BOARD MEMBER TRAVEL

Members of the Board shall have travel expenses paid whenever they travel as representatives of and perform services directed by the Board. Expenses shall be reimbursed according to the limits of travel policies and regulations for employees.

*Reference:*  
*Education Code Section 72423*

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## BOARD POLICY

172

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

### BOARD SELF EVALUATION

The Board is committed to assessing its own performance as a board in order to identify its strengths and areas in which it may improve its functioning.

To that end, the Board has established the following processes:

1. The Board Leadership shall determine the instrument or process to be used in board self-evaluation. Any evaluation instrument shall incorporate criteria contained in these board policies regarding board operations, as well as criteria defining board effectiveness promulgated by recognized practitioners in the field. The process for evaluation shall be recommended to and approved by the Board.
2. If an instrument is used, all board members will be asked to complete the evaluation instrument and submit them to the Board President.
3. A summary of the evaluations will be presented and discussed at an open board session scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year in order to strengthen Board effectiveness.
4. This process shall occur during the same time period as does the Board evaluation of the Chancellor.

*Reference:*

*Accreditation Standard IV.B.1.e & g*



**TO:** Board of Trustees

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

**RE:** SOCCCD: Academic Administrators and Classified Management  
Salary Schedule: COLA for 2007-2008, 2008-2009, and 2009-2010

**ACTION:** Approval

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### **BACKGROUND**

The Board approved the last Cost of Living Adjustment (COLA) for Academic Administrators and Classified Management for three years ending in fiscal year 2006-2007.

### **STATUS**

In keeping with actions taken for other employee groups, it is desirable to establish wage increases for Academic Administrators and Classified Management for three additional years. A salary schedule increase equal to the state funded COLA for community colleges is traditional and appropriate.

The estimated cumulative cost of this proposal for salaries and benefits for the three year period for Academic Administrators and Classified Management is:

	Year 1*	Year 2*	Year 3*
Academic Administrators	257,312	435,436	618,905
Classified Management	<u>354,039</u>	<u>599,123</u>	<u>851,560</u>
TOTAL	<u>611,351</u>	<u>1,034,560</u>	<u>1,470,464</u>

\*The proposed COLA for 2007-08 is 4.53%. It is estimated that the COLA for years 2 and 3 will be 3% per annum.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve an increase to the Academic Administrators and Classified Management Annual Salary Schedules equal to the state funded COLA for the fiscal years 2007-2008, 2008-2009, and 2009-2010.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 5.4**  
**DATE: 08/27/07**

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

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**BACKGROUND**

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

**STATUS**

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

Those academic personnel actions shown in Exhibit A 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. ACADEMIC EMPLOYMENT (Ratified – Pursuant to Board Policy 4002.1)

- A. SHARMA, UPASNA, is to be employed as Chemistry Instructor, Full Time one year replacement, Pos #3691, Division of Mathematics, Sciences and Engineering, Saddleback College, effective August 13, 2007. Approximate Salary Placement: Class II, Step 6. This is a temporary replacement position for Terence Miraglia, who retired. (See Attachment 1)

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

##### 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>
Gevers, Nicole K.	MA/Sociology	Sociology/SC	II/6	10/15/07

#### 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>
Arrowsmith, Beverly	MA/Theatre Arts	Theater/SC	II/6	08/20/07
Carter, Bruce	MA/Pysics	Physics/SC	II/6	08/20/07
Cordero, Carol	MA/Special Education	CIS-Spec.Serv./IVC	II/6	08/20/07
Diaz, Frances	Psy.D./Psychology	Counseling/SC	V/6	08/20/07
Hesse, Lisa <sup>1</sup>	MPH/Public Health	Foods & Nutr./SC	II/6	07/18/07
Hilen, Peter	MA/M&F Therapy	Human Serv./SC	II/6	08/20/07
King, Pamela	MA/Psychology	Psychology/SC	II/6	08/20/07
Mazzaferro, Anthony	DMA/Music	Music/IVC	V/6	08/20/07
McCoy, Sean	MA/Cultural Anthro.	Anthropology/IVC	II/6	08/20/07
McKercher, Gary	DMA/Choral Music	Music/IVC	V/6	08/20/07
Merlo, Adrienne	MA/Spanish	Spanish/IVC	II/6	08/20/07
Nguyen, Truyen (Trent)	PhD/Social Work	Human Services/SC	V/6	08/20/07
Wie, Gener	MFA/Music	Music/SC	II/6	08/20/07
Wilkerson, Ingrid	MA/History	Humanities/ATEP	II/6	08/20/07

<sup>1</sup>Emergency Hire



**C. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF** (Ratified - Pursuant to Board Policy 4002.1) - 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>
Matsuura, Gary	BA/Music Education	Music/IVC	I/6	08/20/07

Equivalency is based on a Bachelor of Arts degree in Music Education from California State University, Fullerton, and a Diploma in Composition and Arranging from Dick Grove School of Music in Studio City, California. Mr. Matsuura has been an Instructor of Music at Chapman University where he has specialized in Applied Woodwind Methods for the last 21 years. He has also maintained a large and active private music studio for approximately 25 years. In addition to teaching, Mr. Matsuura has performed as a professional musician in both studio recording as well as live performance for celebrities such as Celene Dion, The Temptations, The Four Tops, Disneyland Bands and many others.

Mayling, Carol	BA/Education	Emeritus Art/SC	I/6	08/20/07
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Equivalency is based on a Bachelor of Arts degree in Education with concentration in Spanish and a lifetime teaching credential in Elementary Education at University of California, Riverside, Riverside, California. Ms. Mayling has been an Art Jeweler for the past 15 years specializing in glass, gold, silver, beads, enamel and gems. Ms. Mayling has taught multiple seminars in various aspects of jewelry making and is a member of various organizations including Bowers Bead Society, Riverside Art Association, Laguna Woods Jewelry and Allied Arts Association, and Catalina Art Association.

Meek, Dennis	No Degree	Comp. Info./ATEP	I/6	08/20/07
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Equivalency is based on 136 units in Electrical Engineering from Long Beach City College in Long Beach, CA and El Camino College in Torrance, CA, plus 21 semester units in Computer Science from Saddleback College. Mr. Meek spent 26 years working for Hewlett-Packard Company as a Service Center Technician, Field Service Engineer and Senior Technical Engineer. After leaving Hewlett-Packard, Mr. Meek began his most recent career as Owner/Manager of Computer Troubleshooters, a service franchise specializing in computer maintenance and repair.

Patterson, Robert	MBA/Int'l. Business	Geography/SC	II/6	08/20/07
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Equivalency is based on a Bachelor of Arts degree in Geography from California State University, Fullerton, and a Masters of Business Administration Degree in International Business from Pepperdine University. In addition, Mr. Patterson received a Certificate in International Trade from University of Antwerp in Antwerp, Belgium as well as a professional certificate in Erosion and Sediment Control.



**D. ADDITIONAL COMPENSATION: GENERAL FUND**

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2006/2007 and 2007/2008 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	<u>Effective Date</u>
		<u>Amount</u>	
Anderson, Randy	Sec./Treasurer, Acad. Senate/SC	\$ 381.29	05/21/07-08/10/07
Bahar, Lisa	Liaison SC Drug Court/SC	1,830.19	05/21/07-08/12/07
Bahar, Lisa	Liaison SC Drug Court/SC	2,037.31	08/20/07-12/16/07
Bahar, Lisa	Chair, Human Services/SC	3,183.30	08/20/07-12/16/07
Barrows, Morgan	Chair, Envir. Stud./Marine Tech/SC	2,387.48	08/20/07-12/16/07
Bishopp, Gregory	Chair, Art Department/IVC	1,591.65	08/20/07-12/16/07
Chin, Lem	Chair, Architecture/Drafting/SC	1,591.65	08/20/07-12/16/07
Davis-Allen, Lisa	Write, Graphics Course online/IVC	1,500.00	04/01/07-04/30/07
Denton, Suzanne	Chair, CFS/FN/SC	1,591.65	08/20/07-12/16/07
Dominguez, Carmen	President, Academic Senate/SC	1,563.29 <sup>2</sup>	05/21/07-08/10/07
Evancoe, Eugene	Chair, Electronic Technology/SC	1,591.65	08/20/07-12/16/07
Faseler, Shannon	Director, Art Gallery/IVC	2,546.64	08/20/07-12/16/07
Fesler, Susan	Chair, Languages/IVC	3,183.30	08/20/07-12/16/07
Fox, Lindsay	Chair, Fashion/SC	1,591.65	08/20/07-12/16/07
Fretz, David	Chair, Life Sci. & Technology/IVC	3,183.30	08/20/07-12/16/07
Harrison, Charles	Chair, Horticulture/SC	1,591.65	08/20/07-12/16/07
Luzko, Daniel	Chair, Music/IVC	1,591.65	08/20/07-12/16/07
Manuel-Ellison, Ron	Chair, Theatre/IVC	1,591.65	08/20/07-12/16/07
Manuel-Ellison, Ron	Coordinator, Theatre Prod./IVC	2,546.64	08/20/07-12/16/07
Marangi, Kent	Physician, Ath. Team Doctor/SC	3,000.00	08/01/07-05/22/08
Marmolejo, Francisco	Chair, Humanities/IVC	2,546.64	08/20/07-12/16/07
McCaughey, Colin	Chair, Social & Behavioral Sci/IVC	3,183.30	08/20/07-12/16/07
McCaughey, Colin	Facilitator, Admin. of Justice/IVC	2,546.64	08/20/07-12/16/07
McLeod, Paul	Advisor, Lariat Newspaper/SC	3,188.70	08/20/07-12/16/07
McDonough, Mary	Facilitator, Human Dev./IVC	2,546.64	08/20/07-12/16/07
McGrogan, Martin	Chair, Athletics/IVC	3,183.30	08/13/07-12/21/07
Meyer, Clifford	Chair, Auto Technology/SC	1,591.65	08/20/07-12/16/07
Monte, Brent	Facilitator, Math Lab/IVC	1,273.32	08/20/07-12/16/07
Myers, Charles	Chair, Communication Arts/SC	1,591.65	08/20/07-12/16/07
Pestolesi, Thomas	Chair, Health, PE & Athletics/IVC	3,183.30	08/13/07-12/21/07
Reisch, Carla	Coordinator, Music/IVC	2,546.64	08/20/07-12/16/07
Rudmann, Gerald	Co-Facilitator for SLO/IVC	3,183.30	08/20/07-12/16/07
Schureman, Robert	Dev. Design Model Mkg Prog/IVC	2,000.00	08/13/07-12/17/07
Sergeyeva, Larisa	Facilitator, Learning Center/IVC	5,093.28	08/20/07-12/16/07
Shephard, David	Director, Choir/IVC	1,273.32	08/20/07-12/16/07
Sinegal, Jayne	Chair, Library/IVC	3,183.30	08/20/07-12/16/07
Stinson, Amy	Chair, Physical Sci & Tech/IVC	3,183.30	08/20/07-12/16/07
Taylor, Karen	Chair, Graphics/SC	1,591.65	08/20/07-12/16/07
Thomas, Arlene	Chair, Interior Des./Travel Mgt/SC	1,591.65	08/20/07-12/16/07
Thomas, Linda	Director, Humanities Center/IVC	3,819.96	08/20/07-12/16/07

<sup>2</sup> Correcting stipend originally approved by the Board of Trustees in the amount of \$1,944.58 on July 23, 2007.



**D. ADDITIONAL COMPENSATION: GENERAL FUND - Continued**

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2006/2007 and 2007/2008 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	<u>Effective Date</u>
		<u>Amount</u>	
Tiongson, Edwin	Director, Forensics Team/IVC	\$ 4,774.95	08/20/07-12/16/07
Tiongson, Edwin	Chair, Speech Department/IVC	1,591.65	08/20/07-12/16/07
Tran, Tiffany	Chair, Guidance & Counseling/IVC	3,183.30	08/20/07-12/16/07
Tucker, Kari	Co-Facilitator, SLO/IVC	3,183.30	08/20/07-12/16/07
Tucker, Kark	Chair, Social & Behavioral Sci/IVC	3,183.30	08/20/07-12/16/07
Urell, Robert	Chair, Business Sciences/IVC	3,183.30	08/20/07-12/16/07
Urell, Robert	Facilitator, Comp. Learning Ctr/IVC	3,819.96	08/20/07-12/16/07
Weatherford, Ted	Coordinator, Dance Production/IVC	2,546.64	08/13/07-12/21/07

2. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated at their respective hourly rate for Non-Instructional Assignments/Projects (3-for-1) for 2006/2007 and 2007/2008 fiscal year.

<u>Name</u>	<u>Assignment/Project</u>	<u>Effective Dates</u>
Atkinson, Dawn	ESL Reading and Writing Samples/IVC	08/20/07-12/17/07
Beasley, James	ESL Reading and Writing Samples/IVC	08/20/07-12/17/07
Erohina, Tatiana	ESL Reading and Writing Samples/IVC	08/20/07-12/17/07
Hildebrand, Colleen	ESL Reading and Writing Samples/IVC	08/20/07-12/17/07
Kukkonen, Noreen	ESL Reading and Writing Samples/IVC	08/20/07-12/17/07
Livote, Michelle	ESL Reading and Writing Samples/IVC	08/20/07-12/17/07
McGirr, Julie	ESL Reading and Writing Samples/IVC	08/20/07-12/17/07
Sims, Larry	ESL Reading and Writing Samples/IVC	08/20/07-12/17/07
Stern, Susan	ESL Reading and Writing Samples/IVC	08/20/07-12/17/07
Streidter, Anna	ESL Reading and Writing Samples/IVC	08/20/07-12/17/07
Woodruff, Sandra	ESL Reading and Writing Samples/IVC	08/20/07-12/17/07

**E. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND**

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for 2006/2007 and 2007/2008 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	<u>Effective Date</u>
		<u>Amount</u>	
Altman, Cheryl	Develop Remediation Plan/SC	\$ 2,000.00	06/01/07-08/31/07
Bagwell, Janet	Develop Remediation Plan/SC	2,000.00	06/01/07-08/31/07
Barr, Douglas	Develop Remediation Plan/SC	2,000.00	06/01/07-08/31/07
Forouzesh, Jennifer	Mentor, Enrollment Growth/SC	510.00	08/20/07-05/23/08
Forouzesh, Jennifer	Faculty Advisor Stud Success/SC	10,000.00	08/20/07-05/23/08
Forouzesh, Jennifer	Develop Remediation Plan/SC	2,000.00	06/01/07-08/31/07
Gleason, Linda	Develop Remediation Plan/SC	2,000.00	06/01/07-08/31/07
Hardison, Jennifer	Develop Remediation Plan/SC	2,000.00	06/01/07-08/31/07
Jacobs, Paula	Develop Remediation Plan/SC	2,000.00	06/01/07-08/31/07
Kucharski, Phillis	Faculty Advisor Stud Success/SC	10,000.00	08/20/07-05/23/08
Mikolajczak, Mich.	Assist, Teachers Prep. Pipeline/SC	2,440.26	07/01/07-07/30/07
Pestolesi, Diane	Faculty Advisor Stud Success/SC	10,000.00	08/20/07-05/23/08



**E. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND**

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for 2006/2007 and 2007/2008 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	<u>Effective Date</u>
		<u>Amount</u>	
Renault, Irene	Develop Remediation Plan/SC	\$ 2,000.00	06/01/07-08/31/07
Street, Karah	Develop Remediation Plan/SC	2,000.00	06/01/07-08/31/07
Tharpe, Loretta	Faculty Advisor Stud Success/SC	5,000.00	08/20/07-12/18/07
Tharpe, Loretta	Faculty Advisor Stud Success/SC	10,000.00	08/20/07-05/23/08
Venable, Samantha	Mentor, Enrollment Growth/SC	510.00	08/20/07-05/23/08

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

1. POTTER, DONALD, ID #11201, American Sign Language and Interpreting Instructor, Pos #2945, Division of Health Sciences, Human Services and Emeritus Institute, Saddleback College, resignation effective August 1, 2007. (Initial Hire date: January 8, 2001; Tenure Track Hire date: August 15, 2005)

ATTACHMENT 1

NAME: UPASNA SHARMA

POSITION: CHEMISTRY INSTRUCTOR  
SADDLEBACK COLLEGE  
FULL TIME, 1 YEAR REPLACEMENT

EDUCATION:

M.A. Biochemistry  
San Diego State University  
San Diego, CA

M.S.  
(Honors) Chemistry  
Panjab University  
Chandigarh, U.T., India

B.S.  
(Honors) Chemistry  
Panjab University  
Chandigarh, U.T., India

EXPERIENCE:

Upasna Sharma has been teaching part-time at the community college level since 1997 and is currently working for Orange Coast College, in Costa Mesa, California teaching Introductory Chemistry, lecture and laboratory. She has also taught chemistry part-time for Saddleback College, Irvine Valley College, Mira Costa College and Cypress College. Ms Sharma also taught full-time at Fullerton College for two semesters in 2003. She was a Teaching Assistant for the Department of Chemistry at San Diego State University, in San Diego, California from Fall, 1995 to Spring 1997. Ms. Sharma has developed instructional styles to suit both science and non-science majors and uses various medias, such as Blackboard, Power Point presentations, Micrograde, WebCT, Excel, and Internet resources in her classroom and online teaching.

AWARDS:

Summer Research Fellowship in Old Dominion University  
Council of Scientific and Industrial Research Fellowship (CSIR), India

AFFILIATIONS:

American Chemical Society  
2YC<sub>3</sub>



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 5.5**  
**DATE: 08/27/07**

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

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**BACKGROUND**

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

**STATUS**

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

**RECOMMENDATION**

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



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS**

**A. NEW PERSONNEL APPOINTMENTS**

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

- A. DUBEI, EMANUEL is to be employed as Custodian, Pos #1250, Facilities Custodial, Office of Physical Plant, Saddleback College, Classified Bargaining Unit Salary Range 113, Step 1, 40 hours per week, 12 months per year, effective August 7, 2007. This is a replacement position for Luis Mendoza, who was given a change in status.
- B. FRANCE, DANA ID #14800 is to be reemployed as Laboratory Technician, Physical Education and Athletics, Pos #3427, School of Health, Physical Education and Athletics, Irvine Valley College, Classified Bargaining Unit Salary Range 122, Step 2, 20 hours per week, 12 months per year, effective August 15, 2007, pursuant to Board Policy 4201.3, reemployment within 39 months.
- C. GARCIA, SANTOS is to be employed as Police Officer, Pos #2578, Office of Safety and Security, Saddleback College, Classified Police Officers Association Bargaining Unit Salary Range II, Step 1, 40 hours per week, 12 months per year, effective July 23, 2007. This is a replacement position for Cynthia Guerra Payan.
- D. HERNANDEZ, RODRIGO is to be employed as Custodian, Pos #1404, Facilities Custodial, Office of Physical Plant, Saddleback College, Classified Bargaining Unit Salary Range 113, Step 1, 40 hours per week, 12 months per year, effective August 1, 2007. This is a replacement position for Roberto Araujo, who was given a change in status.
- E. LEONARD, SALLY is to be employed as Administrative Assistant (categorical), Pos #3729, Office of Technology and Learning Services, District, Classified Bargaining Unit Salary Range 121, Step 1, 10 hours per week, 12 months per year, effective July 30, 2007. This is a new categorical grant funded position approved by the Board of Trustees on April 23, 2007. Employment in this position is contingent upon the availability of funding by the Transfer Counselor Website and Transfer Leadership Center Grant.
- F. SILGAILIS, STEVEN is to be employed as Office Assistant, Pos #3149, DSPS, Office of Special Programs and Services, Irvine Valley College, Classified Bargaining Unit Salary Range 113, Step 1, 25 hours per week, 12 months per year, effective July 23, 2007. This position was approved with a new classification by the Board of Trustees on February 27, 2006.
- G. SINGH, RAJBIR is to be employed as Campus Security Officer, Pos #3659, Office of Campus Safety and Security, Advanced Technology and Education Park, Classified Police Officers Association Salary Range I, Step 1, 40 hours per week, 12 months per year, effective July 23, 2007. This is a new position approved by the Board of Trustees on November 20, 2007.
- H. SWANIKER, RHODEL is to be employed as Applications Specialist II, Pos #3146, Office of Admissions, Records and Enrollment Services, Saddleback College, Classified Bargaining Unit Salary Range 136, Step 1, 40 hours per week, 12 months per year, effective August 6, 2007. This is a replacement position for Janet Deis, who resigned.



**A. NEW PERSONNEL APPOINTMENTS - Continued**

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

<u>Name</u>	<u>Classification</u>	<u>Range/Step</u>	<u>Start Date</u>
<sup>1</sup> Bollinger, Patricia	Sr. Administrative Assistant/SC	127/1	08/01/2007
Brown, Chadwick	Groundskeeper/IVC	118/1	06/26/2007
Crowson, Susan	Graphic Designer/SC	130/1	06/26/2007
Dawood, Matthew	Office Assistant/IVC	113/1	07/06/2007
Desmond, Kelley	Receptionist/District	113/1	07/06/2007
Fischer, Alice	Accounting Assistant/IVC	118/1	07/31/2007
Gauthier, Shirley	Admissions& Records Specialist II/SC	120/1	07/01/2007
Guerrero, Jorge	Program Technician (Categorical)/SC	122/1	07/16/2007
Manders, Rachel	Grants Analyst/IVC	137/1	08/06/2007
Winn, Fentriss	Administrative Assistant/SC	121/1	07/30/2007

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2006/2007 and 2007/2008** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Ratified – 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>
Belot, Nicole	Clerk, Short-Term/SC	\$ 11.00	07/01/07-12/31/07
Cho, Nancy	Project Specialist/SC	20.00	07/16/07-12/31/07
Davis, Madhava	Coaching Aide/SC	15.00	07/10/07-12/31/07
Dorri, Ali	Project Specialist/ATEP	20.00	08/01/07-12/31/07
Dunnican, Gloria	Clerk, Short-Term/IVC	8.50	07/23/07-12/31/07
Fischer, Alice	Clerk, Short-Term/IVC	12.00	08/15/07-12/31/07
Follosco, Meryl	Clerk, Short-Term/IVC	8.50	07/23/07-12/31/07
Freitas, Sami	Coaching Aide/SC	15.00	07/25/07-12/31/07
Good, Pauline	Theater Aide/SC	9.50	07/01/07-12/31/07
Grandstaff, Min	Clerk, Short-Term/IVC	8.50	07/30/07-12/31/07
Kellejian, Lindsey	Clerk, Short-Term/IVC	8.50	07/26/07-12/31/07
Kitagawa, Michiko	Project Specialist/IVC	8.50	06/15/07-08/14/07
Mansfield, Anne	Clerk, Short-Term/SC	10.00	07/01/07-12/31/07
Marks, Zachary	Clerk, Short-Term/IVC	8.50	07/30/07-12/31/07
Matthews, Brenda	Clerk, Short-Term/IVC	10.00	07/01/07-12/31/07
Mehrabian, Shakeh	Project Specialist/IVC	14.00	08/01/07-12/31/07
Norton, Christina	Project Specialist/SC	8.50	07/23/07-12/31/07
Pohl, Judi	Project Specialist/SC	16.00	07/26/07-12/31/07
Price, Kay	Theater Aide/SC	9.50	07/01/07-12/31/07
Rubio, Kathleen	Clerk, Short-Term/IVC	8.50	07/23/07-12/31/07
Sheriff, David	Project Specialist/SC	8.50	07/01/07-12/31/07
Smith, Thomas	Project Specialist/ATEP	20.00	07/01/07-12/31/07
Sutcliffe, Erica	Project Specialist/IVC	14.00	08/13/07-12/31/07
Thornton, Donna	Project Specialist/SC	15.00	07/27/07-12/31/07
Weidenkopf, Sashiko	Clerk, Short-Term/SC	11.50	07/16/07-12/31/07

<sup>1</sup> Rehire temporary - Retired from PERS August 1, 2007.



**A. NEW PERSONNEL APPOINTMENTS - Continued**

4. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2007/2008** academic year.

<u>Name</u>	<u>Start/End Date</u>
Birmingham, Jill	07/10/07-06/30/08
Graff, William	07/01/07-06/30/08
Jam, Fara	07/24/07-06/30/08
Kim, WonGyn	07/16/07-06/30/08
May, Michael	08/01/07-06/30/08
McQuillan, Jonathan	07/19/07-06/30/08
Nunz, Trent	07/26/07-06/30/08
Patterson, Reginald	08/06/07-06/30/08
Rashidi, Atrem	07/16/07-06/30/08
Sherwin, Destry	07/01/07-06/30/08
Theis, Jordan	07/16/07-06/30/08

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 **2006/2007** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Ratified – 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>
Suzuki, Shinya	Tutor/IVC	\$ 8.50/hr	05/15/07-06/30/07

6. 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 **2007/2008** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Ratified – 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>
Boenker, Karyn	Sr. Lifeguard/SC	\$ 10.50/hr	07/25/07-06/30/08
Burnett, Richard	Recreation Leader/SC	15.00/hr	07/19/07-06/30/08
Cunningham, Travis	Sr. Lifeguard/SC	10.50/hr	07/17/07-12/31/07
DelloRusso, Mathew	Sr. Lifeguard/SC	10.50/hr	07/10/07-12/31/07
Ebol, Anne Merielle	Recreation Aide/SC	8.50/hr	07/17/07-12/31/07
Hamm, Christopher	Clinical Specialist/SC	20.00/hr	07/12/07-12/31/07
Lange, Brooke	Comm. Ed. Instructor/SC	2500.00/cs <sup>2</sup>	07/01/07-12/31/07
Miller, Carrie	Tutor/IVC	11.00/hr	07/01/07-12/31/07
Nguyen, Phu	Tutor/IVC	9.00/hr	07/09/07-12/31/07
Nguyen, Thao	Clinical Specialist/SC	30.00/hr	07/19/07-12/31/07
Olson, Robert	Comm. Ed. Instructor/IVC	2500.00/cs	07/12/07-12/31/07
Ovadia, Nargues	Comm. Ed. Instructor/IVC	2500.00/cs	07/13/07-12/31/07
Price, Joanna	Recreation Aide/SC	8.50/hr	07/09/07-12/31/07
Shilian, Pouneh	Certified Test Proctor/IVC	11.50/hr	07/01/07-12/31/07
Silberman, Don	CACT Educator/ATEP	7000.00/cs	07/23/07-06/30/08

<sup>2</sup> Per Course



**A. NEW PERSONNEL APPOINTMENTS - Continued**

6. 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 **2007/2008** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Ratified – 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>
Stevens, Bradley	Recreation Aide/SC	\$ 8.50/hr	07/16/07-12/31/07
Stewart, David	Sr. Lifeguard/SC	13.50/hr	07/01/07-12/31/07
Suzuki, Shinya	Tutor/IVC	8.50/hr	07/01/07-12/31/07

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

1. ADMINISTRATIVE ASSISTANT, Pos #3397, Classified Bargaining Unit Salary Range 121, International Students, Office of Admissions, Records and Enrollment Services, Irvine Valley College seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, effective August 28, 2007. (Position approved: February 27, 2006)
2. ATHLETIC TRAINER, Pos #3209, Classified Bargaining Unit Salary Range 131, School of Health, Physical Education and Athletics, Irvine Valley College seeks authorization to eliminate this part-time, 20 hours per week, 11 months per year position from its staff complement, effective August 28, 2007. (Position approved: February 27, 2006)
3. CAMPUS POLICE OFFICE ASSISTANT, Pos #3531, Classified Bargaining Unit Salary Range 115, Office of Safety and Security, Irvine Valley College seeks authorization to eliminate this part-time, 28 hours per week, 12 months per year position from its staff complement, effective August 28, 2007. (Position approved: February 27, 2006)
4. LOCKSMITH, Pos #3626, Classified Bargaining Unit Salary Range 128, Facilities Maintenance, Office of Physical Plant, Irvine Valley College seeks authorization to eliminate this part-time 30 hours per week, 12 months per year position from its staff complement, effective September 6, 2007. (Position approved: September 25, 2006)
5. OFFICE ASSISTANT, Pos #3478, Classified Bargaining Unit Salary Range 113, EOPS, Office of Specials Programs and Services, Irvine Valley College seeks authorization to eliminate this part-time, 25 hours per week, 12 months per year position from its staff complement, effective September 1, 2007. (Position approved: February 27, 2006)
6. PAINTER, Pos #3675, Classified Bargaining Unit Salary Range 128, Facilities Maintenance, Office of Physical Plant, Irvine Valley College seeks authorization to eliminate this part-time, 30 hours per week, 12 months per year position from its staff complement, effective August 28, 2007. (Position approved: January 16, 2007)
7. SENIOR ACCOUNTING TECHNICIAN, Pos #3250, Classified Salary Range 128, College Foundation, Office of the President, Irvine Valley College, seeks authorization to eliminate this full time, 40 hours per week, 12 months per year position from its staff complement, effective August 28, 2007. (Position approved: February 27, 2006)



**B. AUTHORIZATION TO ELIMINATE CLASSIFIED AND CLASSIFIED MANAGEMENT POSITIONS AND/OR POSITION NUMBERS - Continued**

8. STUDENT DEVELOPMENT OFFICE ASSISTANT, Pos #3167, an Associated Student Government Grant funded position, Student Affairs, Office of Student Development, Irvine Valley College seeks authorization to eliminate this part-time, 20 hours per week, 11 months per year position from its staff complement, effective August 28, 2007. (Position approved: November 14, 2005)

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

1. ATHLETIC TRAINER, Classified Bargaining Unit Salary Range 131, School of Health, Physical Education and Athletics, Irvine Valley College seeks authorization to establish this full-time, 40 hours per week, 11 months per year position to its staff complement, effective August 27, 2007. (Job Description, Attachment 1)
2. CAMPUS POLICE OFFICE ASSISTANT, Classified Bargaining Unit Salary Range 115, Office of Safety and Security, Irvine Valley College seeks authorization to establish this full-time, 40 hours per week, 12 months per year position to its staff complement, effective August 1, 2007. (Job Description, Attachment 2)
3. DIRECTOR OF PRODUCTION MANAGEMENT, Classified Management Salary Range 07, Performing Arts Center, School of Fine Arts, Irvine Valley College seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position, to its complement, effective August 28, 2007. (Job Description, Attachment 3)
4. INTERNATIONAL STUDENT PROGRAM TECHNICIAN, Classified Bargaining Unit Salary Range 125, International Students, Office of Admissions, Records and Enrollment Services, Irvine Valley College seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position, to its complement, effective August 28, 2007. (Job Description, Attachment 4)
5. LOCKSMITH, Classified Bargaining Unit Salary Range 128, Facilities Maintenance, Office of Physical Plant, Irvine Valley College seeks authorization to establish this full-time, 40 hours per week, 12 months per year position to its staff complement, effective September 6, 2007. (Job Description, Attachment 5)
6. OFFICE ASSISTANT, Classified Bargaining Unit Salary Range 113, EOPS, Office of Specials Programs and Services, Irvine Valley College seek authorization to establish a full-time, 40 hours per week, 12 months per year position to its staff complement, effective September 1, 2007. (Job Description, Attachment 6)
7. PAINTER, Classified Bargaining Unit Salary Range 128, Facilities Maintenance, Office of Physical Plant, Irvine Valley College seeks authorization to establish this full-time, 40 hours per week, 12 months per year position to its staff complement, effective August 6, 2007. (Job Description, Attachment 7)



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

8. SENIOR ACCOUNTING SPECIALIST, Classified Bargaining Unit Salary Range 128, College Foundation, Office of the President, Irvine Valley College, authorization to establish this full time, 40 hours per week, 12 months per year position to its staff complement (a change in title only from Senior Accounting Technician), effective April 23, 2007. (Job Description, Attachment 8)
9. SENIOR ADMINISTRATIVE ASSISTANT, Classified Bargaining Unit Salary Range 127, Advanced Technology and Education Park seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement, effective August 28, 2007. (Job Description, Attachment 9)
10. STUDENT DEVELOPMENT OFFICE ASSISTANT, an Associated Student Government Grant funded position, Student Affairs, Office of Student Development, Irvine Valley College seeks authorization to establish this part-time, 29 hours per week, 12 months per year position to its staff complement, effective August 13, 2007. (Job Description, Attachment 10)
11. TICKET OFFICE OPERATIONS MANAGER, Classified Bargaining Unit Salary Range 122, School of Fine Arts, Irvine Valley College seeks authorization to establish and announce this part-time, 20 hours per week, 12 months per year position to its staff complement, effective August 28, 2007. (Job Description, Attachment 11)

**D. AUTHORIZATION FOR RECLASSIFICATION OF A POLICE OFFICERS ASSOCIATION POSITION**

1. CAMPUS SECURITY OFFICER, Police Officers Association Salary Range I, Advanced Technology and Education Park is requesting a reclassification of the assigned duties, as specified in the attached job description, and to be given a 13.7 percent increase per step, at the maximum of six steps, on the Police Officers Association Salary Schedule, effective July 23, 2007. (Job Description and POA Salary Schedule, Attachment 12)

**E. RECLASSIFICATION**

1. DISTRICT, Office of Human Resources, is seeking to reclassify the following employee from College Foundation, Office of the President, Irvine Valley College, in title only to align with the change in job description title approved by the Board of Trustees on April 23, 2007.

<u>Name</u>	<u>Old Title</u>	<u>Range</u>	<u>New Title</u>	<u>Range</u>
Kim, Carol	Sr. Accounting Technician	128	Sr. Accounting Specialist	128

**F. CHANGE OF STATUS**

1. CLASSIFIED EMPLOYMENT (Ratified – Pursuant to Board Policy 4002.1)
  - A. ADAMS, DEVIN, ID #10118, Athletic Trainer, Pos #3209, Classified Bargaining Unit Salary Range 131, Step 4, School of Health, Physical Education and Athletics, Irvine Valley College, 20 hours per week, 11 months per year, is to be given a change in hours to 40 hours per week, 11 months per year, effective August 27, 2007, per Article 7.3.2 of the CSEA contract.



**F. CHANGE OF STATUS - Continued**

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

- B. EMMETT, KRISTIN, ID #15342, Student Development Office Assistant, Pos #3167, an Associated Student Government Grant funded position, Classified Bargaining Unit Salary Range 120, Step 1, Student Affairs, Office of Student Development, Irvine Valley College, 20 hours per week, 11 months per year, is to be given a change in hours to 29 hours per week, 12 months per year, effective August 13, 2007, per Article 7.3.2 of the CSEA Contract. Employment in this position is contingent upon the availability of funds by the Associated Student Government Grant.
- C. FAIN, TRICIA, ID #14834, Administrative Assistant, Pos #3124, Classified Bargaining Unit Salary Range 121, Step 2, Office of Administration and Business Systems, District, 25 hours per week, 12 months per year, is to be employed as Administrative Assistant, Pos. #3425, Classified Bargaining Unit Salary Range 121, Step 2, 40 hours per week, 12 months per year, Division of Counseling Services and Special Programs, Saddleback College, effective August 13, 2007. This is a replacement position for Catherine Verma.
- D. LE BEAU, DEAN, ID #13755, Locksmith, Pos #3626, Classified Bargaining Unit Salary Range 128, Step 4, Facilities Maintenance, Office of Physical Plant, Irvine Valley College, 30 hours per week, 12 month per year is to be given a change in hours to 40 hours per week, 12 months per year, effective September 6, 2007, per Article 7.3.2 of the CSEA contract.
- E. LEAHY, MICHAEL, ID #5580, Painter, Pos #3675, Classified Bargaining Unit Salary Range 128, Step 3, Facilities Maintenance, Office of Physical Plant, Irvine Valley College, 30 hours per week, 12 months per year is to be given a change in hours to 40 hours per week, 12 months per year, effective August 6, 2007, per Article 7.3.2 of the CSEA contract.
- F. MANCHIK, MIROSLAVA, ID #10951, Administrative Assistant, Pos #3357, Classified Bargaining Unit Salary Range 121, Step 6, International Students, Office of Student Services, Saddleback College, 40 hours per week, 12 months per year is to be employed as Senior Administrative Assistant, Pos #3332, Division of Business Sciences, Vocational Education and Economic Development, Saddleback College, Classified Bargaining Unit Salary Range 127, Step 4, 40 hours per week, 12 months per year, effective August 6, 2007. This is a replacement position for Kathleen Schlick, who received a change in status.
- G. NUNEZ, MARIA, ID #12242, Office Assistant, Pos #3478, Classified Bargaining Unit Salary Range 113, Step 6, EOPS, Office of Special Programs and Services, Irvine Valley College, 25 hours per week, 12 months per year, is to be given a change in hours to 40 hours per week, 12 months per year, effective September 1, 2007, pursuant to Article 7.3.2 of the CSEA contract.
- H. WOMACK, JULIET, ID#13932, Campus Police Office Assistant, Pos #3531, Classified Bargaining Unit Salary Range 115, Step 4, Office of Safety and Security, Irvine Valley College, 28 hours per week, 12 months per year, is to be given a change in hours to 40 hours per week, 12 months per year, effective August 1, 2007, pursuant to Article 7.3.2 of the CSEA contract.



**F. CHANGE OF STATUS - Continued**

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

- I. WANI, JENIFER, ID#13108, Office Assistant, Pos #3202, Classified Bargaining Unit Salary Range 113, Step 2, Learning Assistance Program, Office of Library Services, Irvine Valley College, 15 hours per week, 10 months per year is to be given a temporary change in hours to 20 hours per week, effective August 1, 2007 through June 30, 2008, pursuant to Article 7.3.1 of the CSEA contract.
- J. POTTER, LANCE, ID #2300, Senior Laboratory Technician, Chemistry, Pos #2157, Classified Bargaining Unit Salary Range 130, Step 6, 40 hours per week, 12 months per year, Division of Mathematics, Sciences and Engineering, Saddleback College, is to be employed as Senior Laboratory Technician, Physical Sciences, Pos #1144, Classified Bargaining Unit Salary Range 130, Step 6, 40 hours per week, 12 months per year, Division of Mathematics, Sciences and Engineering, Saddleback College, effective August 20, 2007. This is a replacement position for Matthew Suarez, who was given a change in status.
- K. VU, PHUONG ID #15426, Financial Aid Specialist, Pos #3650, Office of Financial Aid, Saddleback College, Classified Bargaining Unit Salary Range 125, Step 1, 25 hours per week, 12 months per year is to be employed as Financial Aid Specialist, Pos #3403, a categorical grant funded position, Office of Financial Aid, Saddleback College, Classified Bargaining Unit Salary Range 125, Step 1, 40 hours per week, effective August 6, 2007. This is a replacement position for Dennis Stachelski, who was given a change in status. Employment in this categorical grant funded position is contingent upon the availability of the BFAP grant funds.

**G. OUT OF CLASS ASSIGNMENTS**

- 1. ARAUJO, ROBERTO, ID #13594, Lead Custodian, Pos #3379, Facilities Custodial, Office of Physical Plant, Saddleback College, Classified Bargaining Unit Salary Range 119, Step 2, 40 hours per week, 12 months per year, has been given a temporary change in assignment to Night Custodial Supervisor, Pos #3043, Office of Physical Plant, Saddleback College, Classified Management Salary Range 04, Step 1, 40 hours per week, effective August 24, 2007 through September 10, 2007. This is a temporary reassignment for Anthony Rodgers, who will be on leave.
- 2. ARREOLA, JOSE, ID #1888, Groundskeeper, Pos #2794, Facilities Maintenance, Office of Physical Plant, Saddleback College, Classified Bargaining Unit Salary Range 118, Step 6, 40 hours per week, 12 months per year, has been given a temporary change in assignment to Building Maintenance Worker, Pos #3303, Facilities and Maintenance, Office of Physical Plant, Saddleback College, Classified Bargaining Unit Salary Range 124, Step 4, 40 hours per week, effective July 16, 2007 through July 29, 2007. This is a temporary reassignment for Pablo Saldana, who is in a temporary out of class assignment.



**G. OUT OF CLASS ASSIGNMENTS - Continued**

3. CAMPBELL, DANIEL, ID #12020, HVAC Technician, Pos #3350, Facilities Maintenance, Office of Physical Plant, Irvine Valley College, Classified Bargaining Unit Salary Range 128, Step 6, 40 hours per week, 12 months per year, has been given a temporary change in assignment to Plant Engineer, Pos #3286, Facilities Maintenance, Office of Physical Plant, Irvine Valley College, Classified Bargaining Unit Salary Range 134, Step 4, 40 hours per week, effective July 16, 2007 through August 10, 2007. This is a temporary replacement for Robert Bennett, who is on leave.
4. JAMES, MICHAEL, ID #5136, Facilities Maintenance and Operations Manager, Pos #3022, Administration, Office of Physical Plant, Saddleback College, Classified Management Salary Range 05, Step 9, 40 hours per week, 12 months per year, has been given a temporary change in assignment to Acting Director of Facilities, Administration, Office of Physical Plant, Saddleback College, Classified Management Salary Range 09, Step 1, 40 hours per week, effective August 10, 2007 through August 24, 2007. This is a temporary reassignment for John Ozurovich, who is on leave.
5. LANDINGHAM, GABRIELLE, ID #13553, Administrative Assistant, Pos #3290, Office of Physical Plant, Saddleback College, Classified Bargaining Unit Salary Range 121, Step 3, 40 hours per week, 12 months per year, has been given a temporary change in assignment to Senior Administrative Assistant, Pos #3302, Office of Physical Plant, Saddleback College, Classified Salary Range 127, Step 1, 40 hours per week, effective August 1, 2007. This is a temporary reassignment for Patricia Bollinger, who has retired.
6. MALAGON, SANDRA, ID #10314, Administrative Assistant, Pos #3357, a temporary out of class assignment, International Education, Office of Student Services, Saddleback College, Classified Bargaining Unit Salary Range 121, Step 3, 40 hours per week, has been extended in this temporary assignment through November 8, 2007.
7. OSUNA, ALFREDO, ID #8931, Custodian, Pos #2020, Classified Bargaining Unit Salary Range 113, Step 6, 40 hours per week, 12 month per year, has been given a temporary change in assignment to HVAC Technician, Pos #2387, Facilities Maintenance, Office of Physical Plant, Irvine Valley College, Classified Bargaining Unit Salary Range 128, Step 1, 40 hours per week, effective July 16, 2007 through August 10, 2007. This is a temporary replacement for Daniel Campbell, who is in an out of class assignment.
8. SALDANA, PABLO, ID #6233, Building Maintenance Worker, Pos #3303, Facilities Maintenance, Office of Physical Plant, Saddleback College, Classified Bargaining Unit Salary Range 124, Step 6, 40 hours per week, 12 months per year, has been given a temporary change in assignment to Lead Building Maintenance Worker, Pos #2615, Facilities Maintenance, Office of Physical Plant, Saddleback College, Classified Bargaining Unit Salary Range 130, Step 4, 40 hours per week, effective July 16, 2007 through July 29, 2007. This is a temporary replacement for Rodney Fitz, who is on leave.



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

1. COPPIN, PHILIP ID #14018, Locksmith, Pos #3556, Facilities Maintenance, Office of Physical Plant, Saddleback College, Classified Bargaining Unit Salary Range 128, Step 4, 40 hours per week, 12 months per year, resignation effective August 22, 2007. Payment is authorized for any compensated time off. (Initial Hire date: November 10, 2004; Permanent Probationary Hire date: January 16, 2007)
2. EDGERLY, LEE ID #6097, Library Assistant III, Pos #2795, Office of Library Services, Irvine Valley College, Classified Bargaining Unit Salary Range 121, Step 6, 40 hours per week, 12 months per year, resignation effective September 4, 2007 and retirement effective September 5, 2007. Payment is authorized for any compensated time off. (Initial and Permanent Hire dates: November 29, 1993)
3. HULL, CLINTON ID #14446, Athletic Equipment Specialist/Driver, Pos #2785, School of Health, Physical Education and Athletics, Irvine Valley College, Classified Bargaining Unit Salary Range 121, Step 2, 40 hours per week, 12 months per year, resignation effective August 15, 2007. Payment is authorized for any compensated time off. (Initial Hire date: August 3, 2005; Permanent Probationary Hire date: August 1, 2006)
4. KOTOWSKI, GENEVIEVE ID #15062, Administrative Assistant, Pos #3434, Office of Instruction, Saddleback College, Classified Bargaining Unit Salary Range 121, Step 2, 29 hours per week, 12 months per year, resignation effective July 27, 2007. Payment is authorized for any compensated time off. (Initial and Permanent Probationary Hire date: September 5, 2006)
5. MICHAEL, ERIC ID #15424, Office Assistant, Pos #3453, Division of Counseling Services and Special Programs, Saddleback College, Classified Bargaining Unit Salary Range 113, Step 1, 40 hours per week, 12 months per year, resignation effective August 3, 2007. (Initial and Permanent Probationary Hire dates: March 15, 2007)
6. NELSON, MONICA, ID #14157, Health Center Nurse, Pos #3470, Student Health Center, Office of Student Services, Saddleback College, correct resignation date is effective July 10, 2007. Payment is authorized for any compensated time off. (Initial and Permanent Probationary Hire date: February 2, 2005)
7. SALGADO, JOSE, ID #12466, Office Assistant, Pos #3728, Office of Special Programs and Services, Irvine Valley College, Classified Bargaining Unit Salary Range 113, Step 1, 25 hours per week, 12 months per year, resignation effective July 5, 2007. Payment is authorized for any compensated time off. (Initial and Permanent Hire date: May 20, 2002)
8. SMITH, MARILYN ID #2554, Executive Assistant to the Office of the President, Pos #3011, Office of the President, Irvine Valley College, Classified Management Salary Range 04, Step 10, 40 hours per week, 12 months per year, resignation effective September 28, 2007, retirement effective September 29, 2007. Payment is authorized for any compensated time off. (Initial and Permanent Hire date: November 6, 1989)



**I. AUTHORIZATION TO REVISE THE SALARY SCHEDULE FOR THE NON-BARGAINING UNIT PROFESSIONAL EXPERTS**

1. Approval is requested to establish a new position, CACT Educator, with one range at \$68.89 per hour on the Non-Bargaining Unit, Professional Expert Salary Schedule, effective August 1, 2007. (Revised Salary Schedule, Attachment 13)

**J. VOLUNTEERS**

1. The following individuals are to be approved as Volunteers for the 2007/2008 academic year.

Advanced Technology and Applied Science, Saddleback College  
Eidenmuller, Heather

Counseling Services and Special Programs, Saddleback College  
Petty, Valerie

Fine Arts, Saddleback College

Bates, Manssa	Bianco, Bailey	Bianco, Leslie	Borovinsky, Kelsey
Borovinsky, Mary	Boyd, Chandler	Boyd, Melody	Cannon, Keely
Cannon, Sally	Clipping, Grace	Gallitto, Jenna	Gallitto, Kelsey
Gallitto, Susan	Grade, Chandler	Grade, Tania	Gutierrez, Mary
Gutierrez, Mia	Gutierrez, Nina	Herring, Jennifer	Herring, Jessica
Hill, Lisa	Jarvis, Jedeon	Jarvis, Rozane	Jones, Tiffany
Jones, Silker	Kaufmann, Elizabeth	Kaufmann, Laura	Kelly, Cassidy
Kelly, Julia	Kiddoo, Cheryl	Kiddoo, Megan	Langham, Jena

Fine Arts, Saddleback College

Langham, Michele	Lindsey, Emily	Lindsey, Pamela	Loepkey, Pamela
Long, Charles	Mandala, Alexandra	Mandala, Linda	McGauley, Karen
McGauley, Katherine	McNutt, Kelly	McNutt, Rose	Miller, Lindsay
Miller, Marcee	Morris, Claire	Morris, Jan	Mueller, Amanda
Pulone, Caitlin	Pulone, Carrie	Raymond, Morgan	Rigsby, Julianne
Rigsby, Laurel	Roberts, Janet	Roberts, Kimberly	Roberts, Shelby
Ryan, Colleen	Ryan, Kathleen	Slone, Eden	Slone, Judy
Skuarna, Karen	Skuarna, Kelly	Skuarna, Nicole	Summers, Elizabeth
Summers, Pryor	Vann, Jimmy	Vansell, Eileen	Vansell, Hilary
Vansell, Maddie	Webb, Walter	Zeller, Joe	

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

Brennan, Patrick	Dadsetan, Sharareh	Danielson, Warren	Dutta, Marcella
Good, Shirley	Jhu, Candice	Laird, Alan	McConaughy, Richard
	MacDonald, Donald	Volz, Donald	Zimbalist, Jacqueline

Geology, Mathematics, Sciences and Engineering, Saddleback College  
Clark, Wendy

Physical Education and Athletics, Saddleback College  
Tuason, Anthony



**J. VOLUNTEERS - Continued**

1. The following individuals are to be approved as Volunteers for the 2007/2008 academic year.

Social and Behavioral Sciences, Saddleback College

Mounsey, Kimberly

Emeritus Institute, Irvine Valley College

Choi, Kyung

Facilities Maintenance, Office of Physical Plant, Irvine Valley College

Skrabe, Nick

Health, Physical Education and Athletics, Irvine Valley College

Dunn, Dwayne

Humanities and Languages, Irvine Valley College

McGarry, Ruthann

Learning Center, Irvine Valley College

Kim, Won Gyu

**ATTACHMENT 1**

South Orange County Community College District

**ATHLETIC TRAINER, ID #492 – Classified Bargaining Unit Salary Range 131**

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

**SUMMARY DESCRIPTION**

Under direction from the Athletic Director, administers preventive measures, first aid and rehabilitative treatment to athletes in various intercollegiate sports; maintains athletic equipment and facilities used in the intercollegiate sports program; and administers athletic training according to the needs of each athlete.

**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. Provide athletic training services to athletic teams at home and during travel; set-up sidelines with water, ice, cups, and emergency supplies for home and visiting teams; apply preventive and protective taping and padding for athletes; under the supervision of a physician, apply general first aid including cleaning and dressing wounds and splinting fractures; perform emergency first aid as required.
2. Provide preventative and emergency care for visiting teams as necessary.
3. Provide information to athletes on the care and prevention of athletic injuries; inform and advise athletes on various health topics including nutrition and diet.
4. Under the supervision of a physician, develop and implement rehabilitation of injured athletes; assist in development of conditioning and exercise programs.
5. Communicate with coaches, athletes, parents, team physicians, physical therapy clinics and insurance companies regarding injuries, treatments and rehabilitation programs.
6. Coordinate team physicals and doctor appointments with the team doctor and other outside health agencies.
7. Maintain and update a variety of records including medical records, injury and progress reports, treatment and rehabilitation logs, insurance forms and referrals from doctors; coordinate insurance claims and medical bills from both primary and secondary insurance companies.
8. Instruct and apply OSHA guidelines regarding blood borne pathogens; maintain biohazard and sharp containers and empty as needed; ensure proper protection when working with blood and bodily fluids.
9. Oversee athletic training room, supply and equipment maintenance and inventory; maintain sanitary conditions in the training room and with the equipment and supplies used; prepare purchase orders for supplies and equipment.
10. Provide assistance to the Athletic Director; assist in budget preparation; prepare cost estimates for budget recommendations; monitor and control expenditures; provide general clerical support to the office.
11. Recommend and assist in the implementation of goals and objectives to improve training and safety; implement policies and procedures.
12. Plan, prioritize, assign, supervise, monitor, and review the work of student assistants involved in function activities.
13. Perform related duties as required.



South Orange County Community College District  
Page 2 - Athletic Trainer

## REPRESENTATIVE DUTIES

### 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:

Policies, procedures and objectives of an athletic program including health and safety regulations.  
Athletic sports medicine practices used in the prevention and treatment of sports injuries, including conditioning techniques and practices.  
Methods of various therapeutic and rehabilitative techniques including hydrotherapy, ultrasound, cryotherapy, electro therapy, thermal therapeutic techniques, exercise therapy and physical conditioning.  
Equipment and devices used to treat and rehabilitate injured athletes.  
Human anatomy, physiology, kinesiology, and exercise physiology.  
Common athletic injuries and athletics psychology.  
OSHA guidelines regarding blood borne pathogens.  
First aid, CPR and other emergency medical practices and procedures, including taping, wrapping, bandaging and therapeutic techniques.  
Athletic equipment supplies, materials, quality of materials, design, manufacture and distribution.  
Rules and regulations of a variety of sports and athletic activities.  
Office procedures, methods, and equipment including computers.  
Principles and procedures of record keeping.  
Interpersonal skills using tact, patience and courtesy.  
Basic housekeeping methods.  
Basic mathematical principles.

#### Ability to:

Administer preventive measures, first aid, CPR, emergency care and rehabilitative treatments to athletes in various intercollegiate sports.  
Evaluate the nature and extent of injuries to determine the need for immediate medical attention and the participation status of athletes.  
Identify symptoms of various injuries and take appropriate action.  
Operate a variety of therapeutic equipment and devices used to treat athletic injuries.  
Tape, wrap and bandage body joints and apply protective pads and equipment.  
Maintain current knowledge of treatment modalities and preventive techniques related to sports injuries.  
Oversee the conditioning and exercises of athletes.  
Instruct and apply OSHA guidelines regarding blood borne pathogens.  
Maintain accurate and timely records related to insurance, injuries, treatment, athletic equipment and supplies, inventory and budget.  
Communicate with various health care professionals and follow technical and detailed instructions of the team and attending physicians.  
Train and provide work direction to student workers.  
Work independently with little direction.  
Meet schedules and timelines.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.



South Orange County Community College District  
Page 3 - Athletic Trainer

EDUCATION AND EXPERIENCE GUIDELINES

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

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in athletic training, kinesiology, physical education, exercise physiology, anatomy or a related field.

Experience:

Two years of experience as an athletic trainer in a high school or college athletic training environment.

License or Certificate:

Possession of a valid certification as an Athletic Trainer issued by the National Athletic Trainers Association. (Must maintain certification by completing 80 continuing education units every three years.)

Possession of a valid California driver's license and proof of insurability.

Possession of, or ability to obtain, a valid BLS/AED and C.P.R. Certificate.

Possession of, or ability to obtain, a valid First Aid Certificate.

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 primarily performed in indoor and outdoor environments; travel from site to site; frequently works around athletic playing fields; exposure to all types of weather and temperature conditions, blood borne pathogens and bodily fluids. Occasional exposure to risks controlled by safety precautions.

Physical:

Primary functions require sufficient physical ability and mobility to work with athletes on playing fields or in training facilities; 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 athletic training equipment requiring repetitive hand movement and fine coordination ; and to verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction; vision sufficient to distinguish color.

Hearing:

Hear in the normal audio range with or without correction.



**ATTACHMENT 2**

South Orange County Community College District

**CAMPUS POLICE OFFICE ASSISTANT, ID #508 – Classified Bargaining Unit Salary Range 115**

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

**SUMMARY DESCRIPTION**

Under general supervision from the Chief of Police, performs a variety of specialized office support and clerical duties in support of the Campus Police Department at an assigned campus; receives incoming calls including emergency calls for police, fire, and other emergency assistance; dispatches police units and informs other emergency service agencies as appropriate; and provides a variety of information and assistance to students, faculty, staff, and the general public relative to assigned area of responsibility.

**REPRESENTATIVE DUTIES**

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

1. Serve as receptionist for the Campus Police Department at an assigned campus; receive office and telephone callers; provide material and information in response to requests for information related to assigned area of responsibility; convey telephone messages; refer callers to appropriate staff for further assistance as needed.
2. Receive emergency calls for help from students and staff requesting police, fire, paramedic, or other emergency services; determine nature, priority, and location of emergency; dispatch campus police and call other emergency units as necessary including Sheriff's Department and Fire Department/Paramedics; coordinate arrival of outside agencies and provide directions to appropriate location.
3. Operate two-way radio for direct communication with Police Officers; radio dispatch Police Officers to service calls, requests for assistance, and emergencies; dispatch Police Officers as needed to escort students and staff.
4. Monitor fire and intruder alarms on computer detection screens and take appropriate action.
5. Answer maintenance service emergencies during evenings, weekends, and holidays; contact appropriate maintenance staff after hours as necessary.
6. Assist with the issuance of parking permits to students, staff, and special student categories; receipt payment received; prepare ledger, balance monies received, and send to business office.
7. Process parking citations; separate copies; batch and transmit citations to contract service-processing agency.
8. Provide assistance to individuals having received citations; provide information for appealing citation; process initial Administrative Reviews from walk-in customers, the citation processing agency, or by mail; log in requests for hearings; enter results; receive, record, and issue receipts for parking citation payments and enter payments into system; prepare and balance receipt books for deposit.
9. Monitor and maintain key logs and files related to the issuance and retrieval of building and room keys; notify employees of key pick up and return procedures; document returned keys from faculty and staff; coordinate with locksmith as required to ensure the timely distribution and return of keys.



South Orange County Community College District  
Page 2 - Campus Police Office Assistant

REPRESENTATIVE DUTIES

10. Receive and maintain safe storage of campus lost and found items; attempt to contact owner of item; maintain records of items received and claimed.
11. Perform general clerical duties; type, word process, and proofread a variety of documents and forms including general correspondence, reports, and memoranda from rough draft, recordings, or verbal instruction; enter parking permit numbers and other information into computer system; access student information as requested/necessary.
12. Maintain accurate and up-to-date files and records for assigned areas; develop and monitor various logs, accounts, and files for current and accurate information including to establish and maintain daily log of all field calls and units dispatched; file police reports and other documents; organize and maintain filing systems including to maintain records and reports in a safe/secure filing system for permanent record keeping.
13. Provide information and reports to Police Officers including daily and weekend report with information regarding weekend classes and events on campus.
14. Utilize various computer applications and software packages; maintain and generate reports from a database or network system.
15. Operate office equipment including computer equipment, typewriter, calculator, copier, and facsimile machine.
16. Perform related duties as required.

QUALIFICATIONS

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

Knowledge of:

Office assistance and support duties applicable to a campus police department.  
Emergency procedures and proper radio communication procedures and rules.  
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.  
Basic principles of business letter writing and basic report preparation.  
Principles and practices used to establish and maintain files and information retrieval systems.  
Principles, practices, and procedures of record keeping.  
Basic principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.  
Basic mathematical concepts.  
Work organization principles and practices.  
English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

Learn and understand the organization and operation of the assigned program area as necessary to assume assigned responsibilities.  
Learn, understand, interpret, and apply general administrative and office policies and procedures.  
Learn geographic features and streets of the campus.  
Perform a variety of office support and clerical duties and activities of a general and specialized nature for assigned campus police office.  
Receive and appropriately respond to calls for emergency service.  
Effectively communicate with and elicit information from upset and irate callers.  
Operate two-way radio equipment to dispatch and maintain contact with campus police officers.



South Orange County Community College District  
Page 3 - Campus Police Office Assistant

QUALIFICATIONS

Ability to:

Respond appropriately to the needs and requests and inquiries from students, staff, faculty, or the public; effectively present information in person or on the telephone.  
Remain calm and efficient in emergency situations.  
Exercise good judgment and maintain confidentiality regarding critical and sensitive information, records and reports.  
Use sound judgment in recognizing scope of authority.  
Type or enter data at a speed necessary for successful job performance.  
Compile and organize data and information.  
Maintain filing systems.  
Exercise good judgment in maintaining information, records, and reports.  
Plan and organize work to meet schedules and changing deadlines.  
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.  
Adapt to changing technologies and learn functionality of new equipment and systems.  
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.  
Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES

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

Education/Training:

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

Experience:

Two years of general clerical experience preferably involving extensive public contact. Some telephone or dispatch experience is desirable.

License or Certificate:

A valid California driver's license and proof of insurability may be required for some positions to drive a District or personal vehicle to attend meetings or pick up/deliver documents or other materials.

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.

South Orange County Community College District  
Page 4 - Campus Police Office Assistant

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Environment:

Work is performed primarily in a campus police office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, staff, and others. At least minimal environmental controls are in place to assure health and comfort.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and may occasionally travel to other offices or locations to attend meetings or to pick up or deliver materials.

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 3**

South Orange County Community College District

**DIRECTOR OF PRODUCTION MANAGEMENT - Classified Management Range 07**

**DEFINITION**

To plan, develop, organize, coordinate, implement, direct and evaluate the technical production management operations, activities and staff of the Irvine Valley College Performing Arts Center by selecting, scheduling, coordinating, staffing and producing theatre, music, dance performances and special events in coordination and collaboration with the Chairs of the Dance, Music and Theatre Arts Departments and in accordance with the Academic Performance Calendar, thereby serving the cultural and entertainment needs of the students and the community.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction and supervision from the Irvine Valley College Dean of the School of Humanities and Fine Arts. Works in coordination and collaboration with the Chairs of the Dance, Music and Theatre Arts Departments. Exercises functional and technical supervision over assigned technical, administrative support, clerical staff and other hourly or temporary production staff as needed.

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

After collaborating with the Dean of Fine Arts and the Department Chairs for Dance, Music and Theatre Arts to finalize the Academic performance calendar, schedule community events on the various stages in the IVC Performing Arts Center for Dance, Music and Theatre Arts performances and special/rental events,

Organize, coordinate and implement the management of the front of house and box office of the IVC Performing Arts Center, including support for academic, college, community and commercial performances or events in the building; help facilitate the needs of the Dance and Music and Theatre Arts departments relative to their respective seasons; manage the finances for the front of house, box office and rental components of the Performing Arts Center.

Work cooperatively with the Dean of Fine Arts, as well as Dance, Music and Theatre Arts Department Chairs, Conductors, Directors and production staff, to review and plan the front of house staffing and operational goals of the Performing Arts Center; collaborate and coordinate with Department Chairs, Conductors, Directors, Designers and Production Staff as needed to assist academic and professional staff and assure quality productions.

Select, train, develop, supervise and evaluate the performance of classified and temporary employees working in the Performing Arts Center; process paperwork for all staff employed or contracted by IVC for the Performing Arts Center events.

Work with Department Chairs to set up employment contracting and scheduling of all hourly or temporary backstage staff; set up employment contracting and scheduling of all adult hourly or temporary front of house staff; log all front of house staff hours and keeping accurate time sheets for daily calls.

Effectively oversee, promote, raise funds and administratively support the Academic Performing Arts schedule, as well as the Performing Arts offering for the rest of the annual calendar of academic, college, community and commercial performances or events; develop a performing arts support group and assist in fund raising for the Center.



South Orange County Community College District  
Page 2 - Director of Production Management

#### EXAMPLES OF DUTIES

Respond to and process requests for price quotes and contracts for all space rentals; supervise the enforcement of all safety and fire codes and practices; coordinate with on-campus audio/visual department for equipment as required.

Perform other related duties as assigned.

#### QUALIFICATIONS

##### Knowledge of:

Management theories and practices.

Principles and procedures of training and supervision.

Principles and practices of program planning, assessment and evaluation.

Principles and practices of public relations, promotion, advertising, marketing, fundraising, and public opinion research.

State and federal laws and regulations related to assigned program.

Performing arts touring programs.

Areas of technical theater including lighting, scenery design, costume design, construction techniques, and technical theater terminology.

Current technology and computer applications used in automating scheduling and box office operations.

Critical issues and problems affecting performing arts programs and theatres in community colleges.

Contractual principles and laws.

Local media resources.

Budget preparation and administration.

Operation of computer, peripherals and software programs, including database management, spreadsheet, word processing and software specific to assignment.

Planning and organizational skills.

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

Oral and written communication skills.

Interpersonal skills including tact, patience and diplomacy.



South Orange County Community College District  
Page 3 - Director of Production Management

QUALIFICATIONS

Knowledge of:

Safety standards and basic first aid practices.

Ability to:

Learn the organization, functions, and inter-relationships of various operating units of the District and its colleges.

Learn District and College operations, objectives, policies and procedures.

Plan, organize, coordinate and direct the technical operations and front house activities of a comprehensive performing arts program in a manner conducive to full performance and high morale.

Apply participative management and creative organizational leadership.

Develop, implement and evaluate the delivery of performing arts services to students and the community.

Establish and implement structures, systems and processes to accomplish stated goals and objectives.

Develop and oversee contracts for front of house and box office personnel.

Facilitate scheduling processes and create a plan that maximizes utilization of available resources and organizational efficiency.

Maintain current knowledge of the performing arts and local, national and international performance artists.

Plan and systematically allocate resources to further institutional goals, evaluate the results of the allocations and develop strategies for continued development.

Prepare and administer budgets for assigned program areas.

Process and file time sheets and purchase orders.

Interpret, apply and explain complex and technical local, State and federal laws and regulations related to area of assignment.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.

Serve as an effective representative of the College in the community.

Facilitate partnerships with commercial and civic groups.

South Orange County Community College District  
Page 4 - Director of Production Management

### QUALIFICATIONS

#### Ability to:

Interact with staff and students in planning and conducting theatre production management activities.

Demonstrate clear evidence of a sensitivity to, and understanding of the diverse academic, socioeconomic, ethnic, cultural, disability, religious and sexual orientation backgrounds of community college students, staff and the community and relate effectively using tact, diplomacy and courtesy.

Establish and maintain cooperative and effective working relationships, and meet the public with courtesy and tact.

Achieve the understanding and support of individuals or groups with indifferent or opposing points of view.

Work effectively with others to build trust and achieve common goals including student recruitment and retention.

Perform work in a visible, accessible and collaborative manner.

Demonstrate commitment to continued improvement.

Encourage and acknowledge the contributions of others.

Take risks and create an environment that is open to new ideas.

Meet deadlines, follow structure and solve daily problems or challenges with initiative and to completion.

Manage effectively in changing circumstances

Maintain the security of confidential materials and information.

Select, train, develop, supervise and evaluate assigned personnel.

Understand and carry out oral and written directions.

Communicate clearly and concisely, orally and in writing.

Communicate effectively with peers, subordinates, supervisors, and students in an open, honest manner.

Collect, compile and analyze data.

Prepare and distribute written documents such as news releases, public service announcements and calendar listings.

Prepare and submit oral and written reports and recommendations in an accurate and timely manner.

August 27, 2007



South Orange County Community College District  
Page 5 - Director of Production Management

### QUALIFICATIONS

#### Ability to:

Operate office equipment such as computer, printer, calculator, copier and facsimile machine.

### 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:

#### Education:

A Master's degree in Theatre Management or three or more years experience as lead technical supervisor for front of house operations of a performing arts center or comparable facility.

#### Experience:

Five years of experience in producing and presenting theatre, music and dance performances and special events. Supervisory experience managing a team, supervising and training staff is highly desirable.

#### Licenses and Other Requirements:

A valid California driver's license.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS

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

#### Work Environment

Duties are performed in an office environment while sitting at a desk or computer workstation or in a field location such as a performing arts center, other areas of campus, or off campus. Incumbents are subject to contact with students, community, guest artists, performers, vendors, college and faculty and staff; subject to frequent interruptions, noise from talking or office/theater equipment and demanding timelines; subject to at least minimal environmental controls to assure health and comfort; must travel to other locations on and off campus to conduct work; and must work a flexible schedule that includes evening and weekend assignments.

#### Physical Demands

The Incumbent regularly sits for long periods, walks short distances on a regular basis, travels to various locations to attend meetings and conduct work, uses hands and fingers to operate an electronic keyboard or other office or theatre equipment; reaches with hands and arms; bends, stoops, kneels or crouches; speaks clearly and distinctly to answer telephones and to provide information; sees to read fine print and operate computer; hears and understands voices over telephone and in person; may occasionally exert 10 to 25 pounds of force to lift, carry, push, pull or otherwise move objects; and may lift up to 50 pounds.

New Position prepared by Marlys Grodt & Associates – April 9, 2007



**ATTACHMENT 4**

South Orange County Community College District

**INTERNATIONAL STUDENT PROGRAM TECHNICIAN – Classified Bargaining Unit Salary Range 125**

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 supervisory or management staff, performs a variety of administrative, programmatic, and routine technical duties in support of the International Student Program at an assigned College including duties related to the recruitment and admission of international students; processes, reviews, and approves international student admissions applications; maintains and updates student records and reports; provides information and assistance to international students; provides staff assistance to College administrators regarding laws, policies, and procedures related to international students; and investigates and resolves a variety of problems related to assigned services and operations.

**REPRESENTATIVE DUTIES**

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

1. Perform a variety of responsible programmatic, administrative, and routine technical duties in support of the International Student Program at an assigned College.
2. Serve as a liaison between the International Student Program Office and staff, current and prospective students, outside agencies, and the general public; answer questions, clarify information, respond to requests, and interpret and explain District, College, and program area policies and procedures as well as immigration laws, rules, and regulations.
3. Serve as a Designated School Official; provide information to prospective and continuing students on admissions and interpret federal regulations relative to visas; receive, review accuracy of, evaluate, validate, approve, and process international student admissions applications; determine eligibility for acceptance; maintain related records.
4. Coordinate services and activities with the College counseling office; set up appointments for all new international students for matriculation and orientation.
5. Monitor and evaluate international students' progress, grade point average, and enrollment; coordinate with students whose GPA and enrollment are not according to policy; provide information to international students who are falling out of status on options available to correct status; discuss violation and provide information for reinstatement; take necessary action and assume responsibility for complete follow-through for reinstatement; place international office student holds as necessary.
6. Maintain the immigration compliance processes and procedures related to foreign students and their stay in the United States; maintain information and records related to travel authorization, extension authorizations, transfer of schools authorization, employment authorization, termination of visa, Federal adjudication process, enforcement issues, and related matters.



South Orange County Community College District  
Page 2 - International Student Program Technician

REPRESENTATIVE DUTIES

7. Investigate and resolve a variety of problems related to international students including students eligibility to enter or stay in the program, visa and immigration status problems, and students personal fund requirements; prepare recommendations and correspondence to the United State Bureau of Citizenship and Immigration Services, Department of Homeland Security, embassies, consulate, and other colleges regarding students' status based on counselors academic recommendations and other factors; ensure appropriate *College certification with Department of Homeland Security* according to programs offered at the College.
8. Assist in ensuring College compliance with federal regulations relative to international students holding F-1 visas; attend and participate in conferences, training sessions, workshops, and professional group meetings; maintain awareness of new laws, policies, or directives relative to international students; participate in the implementation of necessary changes in International Student Office procedures to ensure compliance with new laws; ensure and maintain confidentiality of student financial and personal records; participate in the implementation of new or changed policies and criteria to ensure compliance; conduct international student immigration and College compliance orientations.
9. Maintain cooperative working relationships with other agencies and law enforcement entities including the Federal Bureau of Investigation, customs enforcement agencies, federal immigration adjudication officers, United States embassies, Department of Homeland Security, Bureau of Citizenship & Immigration Services, and the State Department; communicate using phone, internet, and Student Exchange and Visitor Information System (SEVIS).
10. Participate in program audits, visitations, and reviews; meet the Department of Homeland Security representatives to complete on-site reviews; provide requested information and respond to questions.
11. Perform outreach and recruiting activities with educational language institutions, colleges, universities, community organizations, overseas foreign embassies, and overseas colleges and universities.
12. Collect, compile, verify, summarize, record, and evaluate a variety of data and information related to assigned program and services; prepare and distribute narrative and statistical data; provide recommendations and alternatives; complete reports including to participate in the preparation of annual administrative reports on the operations of International Student Program; develop forms and reports and recommend changes as necessary.
13. Coordinate with insurance companies to review and ensure international students are provided with health insurance coverage; ensure all international students receive proper insurance and are continually covered with health and accident insurance; approve insurance refunds; work with insurance companies to resolve problems.
14. Enter and maintain a variety of data and information into various systems including SEVIS; oversee and participate in the establishment and maintenance of a variety of complex, interrelated filing systems; establish and maintain files for information, records, and reports.
15. Update webpage information related to events and immigration information for international students.
16. Train and provide work direction to assigned student workers, clerical assistants, and other staff as assigned.
17. Operate office equipment including computer equipment; utilize various computer applications and software packages; maintain and generate reports from a database or network system.
18. Perform related duties as required.



South Orange County Community College District  
Page 3 - International Student Program Technician

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:

Functions, programs, and operations of the International Student Office.

Pertinent federal, state, and local laws, codes, and regulations including immigration rules, regulations, procedures, policies, and codes related to foreign entry student visas.

District policy regarding admissions and records, evaluations, residency, transference of credit units, grievances, and general education requirements.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

English proficiency testing requirements and application procedures.

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

Work organization and basic office management principles and practices.

Principles, practices and procedures of fiscal, statistical, and administrative research and report preparation.

Principles, practices, and procedures of business letter writing.

Principles and procedures used in complex, inter-related record keeping.

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

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

Interpersonal skills using tact, patience and courtesy.

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

A designated second language is desirable.

Ability to:

Perform a variety of administrative, programmatic, and routine technical duties in support of the International Student Program at an assigned College involving the use of independent judgment and personal initiative.

Understand the organization and operation of the International Student Program Office as necessary to assume assigned responsibilities.



South Orange County Community College District  
Page 4 - International Student Program Technician

QUALIFICATIONS

Ability to:

Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.

Maintain current knowledge of program rules, regulations, requirements, and restrictions.

Evaluate student transcripts and other admissions documents according to established procedures.

Provide information and assistance to international students on a variety of topics; advise students in compliance with federal regulations.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Exercise good judgment and discretion in analyzing and resolving confidential, difficult, and sensitive situations.

Use sound judgment in recognizing scope of authority.

Respond to requests and inquiries from students, staff, foreign governments, or the public; effectively present information in person or on the telephone to students, staff, or the public.

Compile and interpret data and information.

Prepare a variety of clear and concise administrative and financial reports.

Implement and maintain filing and record-keeping systems.

Independently compose and prepare correspondence and memoranda.

Plan and organize work to meet schedules and changing deadlines.

Work within the policies, functions, and requirements of area of assignment.

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.

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

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

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



South Orange County Community College District  
Page 5 - International Student Program Technician

QUALIFICATIONS

Ability to:

Work independently and effectively in the absence of supervision

Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Communicate clearly and concisely, both orally and in writing.

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

EDUCATION AND EXPERIENCE GUIDELINES

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

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college-level coursework or specialized training in business administration, secretarial science, or a related field.

Experience:

Two years of increasingly responsible secretarial and clerical experience preferably in an administrative office of a public agency or in an educational environment. Experience interpreting and ensuring program compliance with rules and regulations, preferably in an educational environment, is highly desirable.

License or Certificate:

Ability to obtain certification from the Department of Homeland Security, Bureau of Citizenship & Immigration Services to serve as the Designated School Official.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment:

Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, academic and classified staff, and others. At least minimal environmental controls are in place to assure health and comfort.

Physical:

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



South Orange County Community College District  
Page 6 - International Student Program Technician

QUALIFICATIONS

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

New Position prepare by Johnson & Associates - July, 2007

**ATTACHMENT 5**

South Orange County Community College District

**LOCKSMITH, ID #286 – Classified Bargaining Unit Salary Range 128**

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 Facilities/ Maintenance Supervisor, performs skilled work in the installation, repair and maintenance of the District locking systems through a variety of mechanical and electronic devices including locks, keys and related parts and hardware; maintains security of District keys.

**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. Install, repair and maintain District locking systems to support a controlled access system of the campus through a variety of mechanical and electronic devices including locks, keys and related parts and hardware; re-combine locks; maintain doors and hardware in a safe operational condition..
2. Repair, replace, install and adjust door locks, cabinet locks and hardware, padlocks and other locking devices; repair and maintain electrically controlled doors; specify electronic access control systems; track and maintain computerized records of facility wide usage.
3. Repair and adjust various types of door closers and holders; repair panic bars and other exit hardware; disassemble door closing and holding parts as necessary for repair purposes.
4. Maintain master and duplicate key files and records; prepare keys by duplication or from key code; key and re-key various types of locks; maintain keying records.
5. Input and retrieve keying information using a computerized key system.
6. Open and repair jammed and vandalized locks; respond to emergency situations as required.
7. Repair and maintain fire alarm activated hold open devices.
8. Maintain storage and inventory of supplies and equipment; requisition materials as required.
9. 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:

Modern methods, materials, tools and equipment used in locksmith work including electronic door systems.

Master key systems.

Hardware specifications and reference codes used in construction specifications and plans.

Occupational hazards and standard safety practices.

Basic electronic theory.

Interpersonal skills using tact, patience and courtesy.

Principles and practices of record keeping.



South Orange County Community College District  
Page 2 - Locksmith

### QUALIFICATIONS

Ability to:

Perform skilled work involving the installation, repair and replacement of locks and related hardware.

Operate and maintain specialized locksmith tools, materials and equipment.

Maintain computerized and manual records.

Maintain tools and equipment in safe, clean and proper working conditions.

Plan and organize work to meet changing deadlines and priorities.

Program electronic locks and locking devices.

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

Work independently with little direction.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

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

### EDUCATION AND EXPERIENCE GUIDELINES

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

#### Education/Training:

Equivalent to the completion of the twelfth grade supplemented by completion of a recognized locksmith trade school or journeyman level certification.

#### Experience:

Two years of increasingly responsible locksmith experience.

#### License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license and proof of insurability.

### 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 an indoor and outdoor environment; travel from site to site; exposure to noise, dust, grease, oil, solvents and inclement weather conditions. Occasional exposure to risks controlled by safety precautions.

#### Physical:

Primary functions require sufficient physical ability and mobility to travel to various locations to perform locksmith work; stand or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; requires a sense of touch, finger dexterity, gripping with fingers and hands; and to verbally communicate to exchange information.

South Orange County Community College District  
Page 3 - Locksmith

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

**OFFICE ASSISTANT, ID #566 – Classified Bargaining Unit Salary Range 113**

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

**SUMMARY DESCRIPTION**

Under supervision from assigned supervisory or management staff, performs a variety of office support, clerical, and routine secretarial duties of a general or specialized nature in support of the function to which assigned; provides word processing and data entry support; maintains a variety of files and records; and provides information and assistance to students, faculty, staff, and the general public. May receive technical training and work direction from an academic bargaining unit program supervisor, an executive assistant, or an administrative assistant.

**DISTINGUISHING CHARACTERISTICS**

This is a journey level clerical classification. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Administrative Assistant level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and/or fits an established structure or pattern. Exceptions or changes in procedures are explained 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. Serve as receptionist for assigned area; receive office and telephone callers; provide material and information in response to requests for information related to assigned area of responsibility; convey telephone messages; refer callers to appropriate staff for further assistance as needed.
2. Verify and review materials, applications, records, files, and reports for completeness and conformance with established regulations and procedures; apply applicable policies and procedures in determining completeness of applications, records, files, and reports; collect and process appropriate information.
3. Type, word process, and proofread a variety of documents and forms including general correspondence, agendas, reports, and memoranda from rough draft, recordings, or verbal instruction; disseminate information as appropriate.
4. Maintain accurate and up-to-date files and records for assigned areas; develop and monitor various logs, accounts, and files for current and accurate information; verify accuracy of information, researching discrepancies and recording information; organize and maintain filing systems.
5. Access student files on computer terminal; input corrections such as status, address, and course changes.
6. Perform a variety of routine clerical accounting duties and responsibilities involved in financial record keeping and reporting for assigned area; maintains a variety of accounting records, logs, and files; compile information and data for statistical and financial reports; check and tabulate data.
7. Receive, sort, and distribute incoming and outgoing correspondence.



South Orange County Community College District  
Page 2 - Office Assistant

REPRESENTATIVE DUTIES

8. Present program information to students and faculty; assist in preparing program materials; receive, sort, and deliver materials.
9. May prepare a variety of documents for publications and marketing pieces including brochures, flyers, event programs, and related materials.
10. Maintain office supplies and inventories; order, receive, and maintain office supplies and equipment; prepare and deliver requisitions, purchase orders, and work order forms.
11. Maintain calendar of activities, meetings, and various events for assigned staff; coordinates activities with others.
12. Schedule and prepare for a variety of meetings; prepare and distribute agendas; make arrangements for facility usage; attend meetings related to assigned division; take and prepare minutes as assigned; disseminate information as appropriate.
13. Utilize various computer applications and software packages; maintain and generate reports from a database or network system.
14. Operate office equipment including computer equipment, typewriter, calculator, copier, and facsimile machine.
15. Perform related duties as required.

QUALIFICATIONS

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

Knowledge of:

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.  
Basic principles of business letter writing and basic report preparation.  
Principles and practices used to establish and maintain files and information retrieval systems.  
Principles, practices, and procedures of basic fiscal, statistical, and administrative record keeping.  
Basic principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.  
Basic mathematical concepts.  
Work organization principles and practices.  
English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

Learn and understand the organization and operation of the assigned program area as necessary to assume assigned responsibilities.  
Learn, understand, interpret, and apply general administrative and office policies and procedures.  
Learn the methods and standards used in processing College paperwork.  
Perform a variety of office support and clerical duties and activities of a general and specialized nature for an assigned office.  
Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff or the public.  
Use sound judgment in recognizing scope of authority.  
Type or enter data at a speed necessary for successful job performance.  
Compile and organize data and information.  
Maintain filing systems.  
Exercise good judgment in maintaining information, records, and reports.



South Orange County Community College District  
Page 3 - Office Assistant

### QUALIFICATIONS

#### Ability to:

Plan and organize work to meet schedules and changing deadlines.

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

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

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

Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Communicate clearly and concisely, both orally and in writing.

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

### EDUCATION AND EXPERIENCE GUIDELINES

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

#### Education/Training:

Equivalent to the completion of the twelfth grade.

#### Experience:

Two years of general clerical experience preferably involving extensive public contact.

#### License or Certificate:

A valid California driver's license and proof of insurability may be required for some positions to drive a District or personal vehicle to attend meetings or pick up/deliver documents or other materials.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

#### Environment:

Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, academic and classified staff, and others. At least minimal environmental controls are in place to assure health and comfort.

#### Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and may occasionally travel to other offices or locations to attend meetings or to pick up or deliver materials.

South Orange County Community College District  
Page 4 - Office Assistant

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

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



**ATTACHMENT 7**

South Orange County Community College District

**PAINTER, ID #288 – Classified Bargaining Unit Salary Range 128**

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 Facilities Maintenance Supervisor, performs a variety of skilled painting duties for District buildings, facilities and furnishings; performs all duties in a safe and effective manner, ensuring a safe work environment for self and others; maintains and properly disposes of flammable and hazardous paints and materials; and performs general preventive maintenance.

**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. Prepare interior and exterior surfaces for painting by scraping, brushing, scrubbing, washing, patching and priming.
2. Finish interior and exterior surfaces with proper interior and exterior water and oil-based paints.
3. Maintain and refinish a variety of indoor and outdoor equipment, including mechanical, non-mechanical and athletic equipment.
4. Layout and paint football and soccer fields and equipment, tennis and basketball courts, running track, swimming pool, parking lots, curbs and related campus areas.
5. Paint traffic signs, curbs, parking and handicapped stalls and other signs or details.
6. Install wall covering and wallpaper; refinish furniture.
7. Operate, maintain, clean, and repair a variety of painting tools and machinery; clean work area and protect other surfaces from spattered or sprayed paint.
8. Maintain storage and inventory of supplies and equipment according to safe practices; properly dispose of hazardous materials according to established safety procedures.
9. Estimate time, materials, and equipment required for jobs assigned.
10. Perform related duties as required.

**QUALIFICATIONS**

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

**Knowledge of:**

Methods and techniques of painting.

Methods, equipment and tools used in painting interior and exterior walls, fields, courts, equipment, pools, parking lots and signs.

Methods and techniques of airless spray gun usage.

Methods and techniques of surface preparation and painting.

Principles and procedures of record keeping.

Proper storage and maintenance of painting supplies and equipment.

Occupational hazards and standard safety practices.

Pertinent federal, state, and local codes, laws, and regulations governing use and disposal of hazardous materials.



South Orange County Community College District  
Page 2 - Painter

QUALIFICATIONS

Ability to:

- Prepare and paint a variety of surfaces for District buildings and facilities.
- Use and care for tools and equipment used in painting.
- Maintain storage and inventory of supplies and equipment.
- Estimate time, materials, and equipment for required jobs.
- Ensure adherence to safe work practices and procedures.
- Properly dispose of paint and other hazardous materials.
- Maintain time and materials records.
- Work independently with little direction.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES

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

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by additional training in the painting trade.

Experience:

Two years of skilled painting experience.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license and proof of insurability.

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 indoor and outdoor environments; travel from site to site; work at heights on scaffolding and ladders; exposure to noise, dust, grease, oil, toxic chemicals, fumes, gases, solvents and inclement weather conditions. Occasional exposure to risks controlled by safety precautions.

Physical:

Primary functions require sufficient physical ability and mobility to walk and stand for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; verbally communicate to exchange information.



South Orange County Community College District  
Page 2 - Painter

Vision:

See in the normal visual range with or without correction; vision abilities required by this job include close, distance, and peripheral vision, color perception, depth perception, and the ability to adjust focus; and to operate assigned equipment.

Hearing:

Hear in the normal audio range with or without correction.

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

**ATTACHMENT 8**

South Orange County Community College District

**SENIOR ACCOUNTING SPECIALIST – Classified Bargaining Unit Salary Range 128**

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

**SUMMARY DESCRIPTION**

Under direction from higher level supervisory or management staff, performs technical and complex accounting duties in the preparation, maintenance and review of financial records, accounts and reports; interprets accounting policies and procedures to assure accuracy and compliance; and may have functional or technical supervisory responsibility over clerical and technical employees.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the Accounting Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including the most complex clerical accounting functions at the paraprofessional level requiring principles of accounting and bookkeeping as well as significant directly related and progressive experience. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

**REPRESENTATIVE DUTIES**

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

1. Perform technical and complex accounting and auditing work in the preparation, maintenance and review of financial records, accounts and reports; monitor, reconcile and balance assigned accounts, budgets and bank statements.
2. Analyze accounts receivable balances to determine and ensure ability to collect funds; process all accounts receivable checks and prepare receipts and reports for deposit.
3. Interpret and assure assigned functions are in compliance with applicable rules, regulations, policies and procedures.
4. Prepare and maintain a variety of difficult and complex financial and accounting records, ledgers and reports; audit accounts as necessary to assure proper internal controls; prepare and post adjusting journal entries; reconcile District accounts for accuracy.
5. Prepare and process various documents involved in financial transactions, including invoices, requisitions and purchase orders.
6. Review financial documents to assure accuracy, completeness and compliance with applicable regulations, requirements and established procedures.
7. Review financial reports and computer print-outs to assure accuracy and completeness; make corrections and adjustments as necessary.
8. Review and reconcile fund balances; compile data and assist in the preparation of regular and special reports; perform related duties as assigned.
9. Assist in the preparation and monitoring of operating budgets as assigned; prepare and review budget and account transfers; assist in the annual financial audit.
10. Coordinate accounting activities with other college/district department management and staff, governmental and private agencies and vendors.



South Orange County Community College District  
Page 2 - Senior Accounting Specialist

REPRESENTATIVE DUTIES

11. Provide information to district/college management and staff regarding various records, budgets, accounts and programs; answer questions and resolve problems related to assigned program or accounting function.
12. Assist assigned supervisor in the coordination of workflow, and resolving and troubleshooting problems; may act as lead in the absence of assigned supervisor.
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:

Principles, practices and procedures of accounting, auditing and bookkeeping.  
Methods and techniques of financial and statistical recordkeeping and reporting.  
Interpersonal skills using tact, patience and courtesy.  
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.  
Mathematical principles.  
English usage, spelling, grammar, and punctuation.  
Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

Perform technical and complex accounting and auditing work in the preparation, maintenance and review of District or campus financial records, accounts and reports.  
Audit, review, analyze and reconcile accounting and fiscal reports.  
Assure compliance with applicable rules, regulations, policies and procedures.  
Apply auditing and financial recordkeeping principles to assigned work.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.  
Make arithmetic calculations quickly and accurately.  
Plan and organize work to meet changing priorities and deadlines.  
Work independently with little direction.  
Understand and follow oral and written directions.  
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 accounting, finance, business administration or a related field.

Experience:

Three years of responsible bookkeeping or clerical accounting experience.

South Orange County Community College District  
Page 3 - Senior Accounting Specialist

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

Environment:

Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, academic and classified staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical:

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

Job Description written by Johnson and Associates, February 2006  
Revised by Johnson and Associates, April 2007  
Approved by the Board of Trustees, April 23, 2007



**ATTACHMENT 9**

South Orange County Community College District

**SENIOR ADMINISTRATIVE ASSISTANT, ID #108 – Classified Bargaining Unit Salary Range 127**

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

**SUMMARY DESCRIPTION**

Under direction from the assigned administrator of record of a highly complex, multi-function division of large size, staff, and budget, such as a Dean or Director, performs the full range of administrative, secretarial, and clerical assistance in support of assigned complex program in a large business, instructional, or student services division; or serves as secondary administrative support for a larger office, such as a Vice President's office or the President's office. May receive direction from a Vice-President if assigned to provide specialized, independent secondary support in that office. May receive direction from the President or Executive Assistant to the President if assigned to provide specialized, independent secondary support in that office. May receive functional supervision, technical training, and work direction from an academic bargaining unit program supervisor or an executive assistant.

**DISTINGUISHING CHARACTERISTICS**

This classification is distinguished from other levels of the Administrative Assistant series in that the Senior Administrative Assistant is the experienced, journey-level classification of the series. Incumbents are assigned to perform the full range of complex administrative support, secretarial, and clerical duties independently for a large/complex business, instructional, or student services program. Incumbents at this level typically receive instruction or assistance only as new or unusual situations arise, and must be fully aware of the operating procedures and policies of the work unit.

**REPRESENTATIVE DUTIES**

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

1. Participate in the administration of the office to which assigned; assist supervisor in meeting reporting requirements, functional responsibilities, and research objectives; provide responsible and complex secretarial and administrative support and confidential assistance, relieving the supervisor of a wide variety of clerical, technical, and administrative detail; assist in organizing functions and activities promoted by the District, college, or program area.
2. Plan and organize administrative office support functions; coordinate, oversee, and evaluate the flow of office work and assure that work is performed in a timely and accurate manner; review, update, and inform the supervisor and others of essential timelines; discuss and review calendar of events on a regular basis with supervisor to assure timely coordination of office activities and status of assigned projects; develop schedules related to division/department activities and services.
3. Utilize electronic technology to correspond with others and to maintain assigned calendars, schedules, and appointments; coordinate and arrange meetings; coordinate activities with other divisions and departments; make travel arrangements for department staff; process conference reimbursement and other requests.



South Orange County Community College District  
Page 2 - Senior Administrative Assistant

REPRESENTATIVE DUTIES

4. Participate in the orientation and training of new classified and academic employees when assigned; assign, schedule, train, and provide work direction to lower-level office staff and student workers as assigned; prioritize work assignments; review and validate completed work for accuracy; determine the necessity for and assign substitute classified and/or academic personnel as needed.
5. Collect, research, compile, analyze, verify, summarize, record, and evaluate information; prepare and distribute narrative, statistical, and financial data, recommendations, and alternatives as requested; complete reports; verify and review forms and reports for completeness and conformance with established regulations and procedures.
6. Coordinate and oversee specialized functions or projects independently, as assigned including special event planning and implementation; assure that work is performed in a timely and accurate manner; use independent judgment to develop and provide recommendations, suggestions, or information as appropriate.
7. Answer telephones and respond to questions and requests for information from administrative, management, academic, and/or classified staff and the general public; communicate information in person or by telephone where judgment, knowledge, and interpretation of policies and procedures are necessary.
8. Serve as liaison between assigned supervisor and the College president, vice presidents, administrative staff, academic and classified staff, students, representatives of community agencies, and the general public by relaying messages, answering questions, clarifying information, responding to requests, resolving problems, explaining District, College, Department, or program area policies and procedures, or referring callers to the administrator or others as necessary.
9. Assure that Board agenda items and supporting documents are developed, prepared, and forwarded within District timelines and legal requirements and guidelines; assure the administrator receives timely notification of Board requests for information or action; assure that the Board receives information and notification of action taken as requested.
10. Assist supervisor in the preparation and administration of program budget(s); assist in preparing cost estimates for budget recommendations; assist in submitting justifications for budget items; allocate funds to proper budget codes; monitor and track expenditures in a timely manner; provide regular budget reports to administrator for control of expenditures; assist in resolving budget issues and problems; interact with others regarding deposits; process budget/expense transfers; recommend budget revisions.
11. Recommend expenditures for office equipment, materials, and supplies and assure their timely ordering, receipt, and storage; assure proper functioning of office equipment; prepare purchase requisitions, check requests, independent contracts, and claims for reimbursement of special funds related to assignment; post, monitor, and track invoices and other expenditures; process and prepare time sheets for signature.
12. Provide staff support to standing and ad hoc committees and other groups as assigned; attend meetings and take notes or record proceedings; prepare and distribute agendas, background materials, and minutes as appropriate.
13. Compose correspondence independently; prepare preliminary responses to letters, general correspondence, and personal inquiries of a sensitive nature, including faculty, students, and staff grievances and complaints, for administrator's approval.
14. Format, type, proofread, duplicate, and distribute correspondence, notices, lists, forms, memoranda, and other materials according to established procedures, policies, and standards.



South Orange County Community College District  
Page 3 - Senior Administrative Assistant

REPRESENTATIVE DUTIES

15. Establish and maintain a variety of complex, interrelated filing systems including confidential files; establish and maintain files for information, records, and reports involving classified, academic, and administrative payroll and attendance, budget, production and cost records, inventory, manuals, and updated resource materials.
16. Receive mail and identify and refer matters to the administrator in order of priority.
17. Utilize various computer applications and software packages; maintain and generate reports from a database or network system.
18. Operate office equipment including computer equipment, typewriter, calculator, copier, and facsimile machine.
19. Interact with South Orange County Community College District, Irvine Valley College, and Saddleback College's administrators, divisions, departments, faculty, staff, and students in all matters related to the area of assignment; interpret and apply policies and procedures and process sensitive complaints and requests for information.
20. When assigned to an instructional division: develop, proof, and submit schedule of classes; direct the process for development of new course/curriculum and/or program offerings and assist in keeping current programs up-to-date; manage and coordinate use of facilities assigned to the division; assist in processes and procedures to facilitate the submission of grades and attendance records in accordance with guidelines and time schedules to meet established deadlines including to serve as contact point and liaison with Admissions and Records.
21. Perform related duties as required.

QUALIFICATIONS

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

Knowledge of:

Operational characteristics, services, and activities of the functions, programs, and operations of the assigned division or department.

Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Code and other legal requirements related to area of assignment.

Work organization and office management principles and practices.

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

Processes, procedures, and practices of budget preparation and administration.

Principles, practices, and procedures of business letter writing.

Principles and procedures used in complex, inter-related record keeping.

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

Principles, practices and procedures of complex fiscal, statistical, and administrative research and report preparation.

Statistical procedures and mathematical concepts.

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

Principles and practices of providing training, work direction, and guidance to lower-level office staff and student workers.

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



South Orange County Community College District  
Page 4 - Senior Administrative Assistant

QUALIFICATIONS

Ability to:

Understand the organization and operation of the assigned division and/or department as necessary to assume assigned responsibilities.

Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.

Perform responsible and difficult administrative duties involving the use of independent judgment and personal initiative.

Oversee and participate in the management of the administrative functions and operations of the assigned office.

Establish, review, and revise office work priorities.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Use sound judgment in recognizing scope of authority.

Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.

Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.

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

Take and transcribe dictation, if required by the position, at a speed necessary for successful job performance.

Participate in the preparation and administration of assigned budgets.

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

Research, compile, analyze, and interpret data.

Prepare a variety of clear and concise administrative and financial reports.

Implement and maintain filing systems.

Independently compose and prepare correspondence and memoranda.

Plan, schedule, direct, coordinate, and review the work and performance of assigned staff in a manner conducive to proficient performance and high morale.

Plan and organize work to meet schedules and changing deadlines.

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

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

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

Work independently and effectively in the absence of supervision.

Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Communicate clearly and concisely, both orally and in writing.

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

EDUCATION AND EXPERIENCE GUIDELINES

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



South Orange County Community College District  
Page 5 - Senior Administrative Assistant

### EDUCATION AND EXPERIENCE GUIDELINES

#### EDUCATION/TRAINING:

Equivalent to two years of college level course work or specialized training in public administration, business administration, secretarial science, or a related field.

#### Experience:

Three years of increasingly responsible experience as an administrative assistant or secretary, preferably in an administrative office of a public agency or in an educational environment, including some experience in a lead capacity.

#### License or Certificate:

A valid California driver's license and proof of insurability may be required for some positions to drive a District or personal vehicle to attend meetings or pick up/deliver documents or other materials.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

#### Environment:

Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, academic and classified staff, and others. At least minimal environmental controls are in place to assure health and comfort.

#### Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and to occasionally travel to other offices or locations to attend meetings or to pick up or deliver materials.

#### Vision:

See in the normal visual range with or without correction.

#### Hearing:

Hear in the normal audio range with or without correction.

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

August 27, 2007



**ATTACHMENT 10**

South Orange County Community College District

**STUDENT DEVELOPMENT OFFICE ASSISTANT (CATEGORICAL FUNDING), ID #121 –  
Classified Bargaining Unit Salary Range 120**

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 supervisory or management staff, performs a variety of specialized office support and clerical duties in support of the assigned Student Development office activities; assists the Student Affairs Director of an assigned college by participating in overseeing the day-to-day activities of the Student Development facility including the Office and Game Room; assists in coordinating special events and activities; provides information and assistance to students involved in Associated Student Government (ASG); works with the Interclub Council (ICC) and over 30 student clubs in promoting leadership opportunities; and maintains a variety of records and files, including financial records, and generates a variety of statistics and reports.

**DISTINGUISHING CHARACTERISTICS**

An incumbent assigned to this categorically funded classification is assigned to perform a wide range of clerical and financial record-keeping duties independently for the Student Development Office in the Student Services division of a college. The incumbent oversees the student activities of the Office and Game Room and typically receives only occasional instruction or assistance as new or unusual situations arise. An incumbent should know and understand the operating procedures and policies of the Office upon completion of the probationary period.

**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. Prepare cost estimates for budget recommendations; develop and track assigned budgets including accounts for ICC and ASG; monitor and control expenditures and recommend budget transfers as needed; assist in preparing recommendations and justifications regarding budget requests; process requisitions for the ICC and student clubs; assist ICC executive cabinet members with budgetary tracking.
2. Verify eligibility for students participating in the Interclub Council (ICC) and club representatives; provide rosters as needed for verification purposes; assist ICC student representatives and faculty advisors in planning events; assist with special events and activities related to the Student Development Office.
3. Oversee the operations of the game room including hiring and supervising staff and accounting for deposits; coordinate the sales of ASB stamps with ASG and ICC representatives; work evening hours from 10 a.m. until 7 p.m. to oversee Student Development Office and Game Room or participate in student activities.
4. Answer telephone and walk in queries to the office; coordinate program activities with other student services functions and programs as needed; communicate with other students and staff as needed to coordinate events and activities.



South Orange County Community College District  
Page 2 - Student Development Office Assistant (Categorical Funding)

REPRESENTATIVE DUTIES

5. Operate an electronic keyboard to input, retrieve and maintain financial data and text; type, format, proofread and print financial records and reports as well as letters and memos; type from rough draft or verbal instructions; compose correspondence.
6. Apply applicable policies and procedures while preparing and maintaining a variety of records and reports; keep ASG and Board minutes updated in the Student Development Office; verify and review written materials for completeness and conformance with established regulations and procedures.
7. Assist in maintaining office supplies, facilities and resources.
8. Perform related duties as required.

QUALIFICATIONS

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

Knowledge of:

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.  
Principles, practices and procedures of business letter writing, data collection, recordkeeping and report preparation.  
Financial and statistical recordkeeping.  
Interpersonal skills including tact, patience and diplomacy.  
Office assistance and support duties applicable to a student development office.  
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.  
Work organization principles and practices.  
English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

Learn, interpret, apply, explain and comply with general District, administrative, and office policies and procedures as well as pertinent laws, regulations, ordinance, and other legal requirements and eligibility criteria for Student Development programs.  
Understand the organization and operation of the assigned program area as necessary to assume assigned responsibilities.  
Apply accounting principles to the maintenance of financial accounting transactions and auditing of financial records.  
Maintain the security of confidential materials.  
Respond to requests and inquiries from students, staff or the public; effectively present information in person or by telephone to students, staff or the public.  
Operate word processing, desktop publishing, spreadsheet, database management and specialized software proficiently.  
Operate office equipment such as computer, printer, calculator, copier and facsimile machine and ASG card and photo ID.  
Schedule and coordinate a variety of departmental activities.  
Independently prepare routine correspondence and memoranda.



South Orange County Community College District  
Page 3 - Student Development Office Assistant (Categorical Funding)

QUALIFICATIONS

Ability to:

Work independently in the absence of supervision.  
Hire, train, supervise and evaluate the performance of game room personnel.  
Perform a variety of office support and clerical duties and activities of a general and specialized nature in support of the assigned student development services and activities.  
Use sound judgment in recognizing scope of authority.  
Type or enter data at a speed necessary for successful job performance.  
Compile and organize data and information.  
Maintain filing systems.  
Exercise good judgment in maintaining information, records, and reports.  
Plan and organize work to meet schedules and changing deadlines.  
Adapt to changing technologies and learn functionality of new equipment and systems.  
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.  
Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES

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

Education/Training:

Equivalent to completion of the twelfth grade supplemented by coursework or on-the-job training in clerical and administrative support practices and procedures.

Experience:

Two years of increasingly responsible technical accounting clerical experience involving public contact.

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 Student Development office and Game Room setting. Duties are primarily performed in an office environment while sitting at a desk or computer terminal but are also performed in a Game Room or at various student activities while overseeing student events and activities. Incumbents are in constant contact with students. Work is subject to frequent interruptions, noise from talking, laughing or other student interaction; also noise from office or game room equipment. Also subject to working under demanding timelines. At least minimal environmental controls to assure health and comfort. Must be willing to work evening hours from 10 a.m. to 7 p.m.



South Orange County Community College District  
Page 4 - Student Development Office Assistant (Categorical Funding)

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; 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 11**

South Orange County Community College District

**TICKET OFFICE OPERATIONS MANAGER, ID #382 – 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 general supervision from the Dean of Fine Arts or an administrative designee, participates in planning, coordinating, implementing, promoting, and overseeing assigned programs, projects, and/or initiatives for College ticket office operations; performs a variety of technical, administrative, and programmatic work in support of assigned programs; directs, coordinates, and monitors the work of assigned staff; and performs a variety of accounting and record keeping duties relative to ticket sales and promotions.

**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 planning, coordinating, implementing, promoting, and overseeing assigned College ticket office programs, projects, and initiatives; participate in the development and implementation of program goals, objectives, policies, procedures, and priorities; develop strategies for the achievement of these goals.
2. Coordinate, assign, and monitor the work of assigned staff members; provide clear, concise, and consistent direction; provide or coordinate staff training; work with employees to correct deficiencies.
3. Initiate, design, produce, and distribute a variety of promotional, marketing, outreach, and informational materials, communications, and presentations for the College ticket office and related performing arts events and activities.
4. Coordinate, oversee and participate in the sale of tickets by phone, mail or in person including single, group and complimentary tickets, season subscriptions and summer event tickets; exchange tickets as required.
5. Collect and count money received for all ticket office events; verify transactions; prepare and verify bank deposits for various accounts; coordinate weekly deposits with Business Services staff; audit and prepare regular fiscal reports for ticket office operations.
6. Coordinate ticket orders with outside ticket supplier; oversee and approve the layout and design of ticket for each event; prepare tickets for sale to the public; enter ticketing information into appropriate computer program.
7. Coordinate and participate in revising and distributing seasonal brochures and marketing materials for all ticket office events and performances; work closely with performing arts and public information staff; update mailing list of subscribers.
8. Work closely with performing arts directors to meet special needs or requirements for various events and performances.
9. Respond to inquiries and requests for information; investigate complaints and recommend corrective action as necessary to resolve complaints regarding ticket sales and availability.
10. Participate in fund raising activities sponsored by performing arts docents; receive and account for money collected from fund raising events.
11. Perform related duties as required.



South Orange County Community College District  
Page 2 - Ticket Office Operations Manager

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:

Theatre operations and procedures, and ticket office management techniques for a performing arts facility.  
Principles and practices of customer service.  
Methods and techniques of accounting, cashiering and bookkeeping.  
Computerized ticketing systems.  
Methods and techniques of sales and marketing.  
Principles and procedures of financial record keeping and reporting.  
Basic mathematical principles.  
Principles of supervision and training.  
Methods and techniques used in public relations and marketing.  
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Supervise, coordinate, and direct ticket office activities and operations.  
Select, train, oversee, organize, and review the work of assigned staff involved in providing customer service at the ticket office.  
Recommend and implement goals, objectives, policies, and procedures for providing ticket sales and promotions.  
Perform basic and complex mathematical functions with speed and accuracy.  
Promote and market all ticket office events and performing arts activities.  
Work varying hours, remain calm in stressful situations, and stand for extended periods of time in a confined area.  
Count and verify money received and corresponding transactions.  
Operate and use modern office equipment including a computer and various software packages.  
Prepare clear, concise, and comprehensive reports.  
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 supplemented by some specialized training in bookkeeping, accounting or a related field.

Experience:

Two years of general clerical accounting experience including one year of cashiering experience.  
Experience in a ticket office 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.

South Orange County Community College District  
Page 3 - Ticket Office Operations Manager

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Environment:

Work is performed primarily in a standard office setting; extensive public contact.

Physical:

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

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

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



**ATTACHMENT 12**

South Orange County Community College District

**CAMPUS SECURITY OFFICER - Police Officers 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.  
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.



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

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

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

**2007-2008 (13.7% Increase on Range I only)**

		<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>
<hr/>							
<b>Range I</b>	Monthly	2,638	2,769	2,908	3,053	3,206	3,366
Campus Security Officer	Hourly	15.702	16.482	17.310	18.173	19.083	20.036
<b>Range II</b>	Monthly	4,138	4,349	4,563	4,792	5,031	5,286
Police Officer	Hourly	24.631	25.887	27.161	28.524	29.946	31.464
Police Officer (Weekends/Holidays)							
<b>Range III</b>	Monthly	4,350	4,565	4,794	5,038	5,290	5,553
Police Officer Lead	Hourly	25.893	27.173	28.536	29.988	31.488	33.054

\*Based on 21 days/month



ATTACHMENT 13

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
NON-BARGAINING UNIT SALARY SCHEDULES  
2007-2008**

**NON-BARGAINING UNIT, TEMPORARY, SHORT TERM HOURLY SALARY  
SCHEDULE\***

\*Non-Bargaining Unit, Temporary, Short Term, Hourly employees do not exceed (in any combination of assignments) a maximum of **160 days** in any fiscal year. Any number of hours per day constitutes a day worked.

<b><u>Job Title</u></b>	<b><u>Hourly Rate</u></b>
Clerk -- Short Term (A&R/Registration/Comm. Ed./Fiscal)	
Level of Service	
Range 001 Entry .....	8.50
Range 002 .....	9.00
Range 003 .....	9.50
Range 004 Intermediate.....	10.00
Range 005 .....	10.50
Range 006 Skilled.....	11.00
Range 007 .....	11.50
Range 008 Advanced.....	12.00
Range 009 .....	12.50
Range 010 .....	13.00
Coaching Aide	
Level of Service	
Range 001 .....	14.00
Range 002 .....	15.00
Short Term Campus Security Officer	
Level of Service	
Range 001 Entry-Level.....	12.00
Range 002 Intermediate Level	14.50
Range 003 Skilled Level.....	15.25
Range 004 .....	15.50
Range 005 Advanced.....	16.00
Range 006 .....	18.00
Range 007 .....	20.00
Info Tech Aide (formerly Hardware/Software Aide).....	10.00

South Orange County Community College District  
Page 2 – NBU Salary Schedules, 2007-2008

<u>Job Title</u>		<u>Level of Service</u>	<u>Hourly Rate</u>
Theatre Aide			
	Range 001	Entry Level.....	8.50
	Range 002	Intermediate.....	9.00
	Range 003	.....	9.50
	Range 004	.....	10.50
	Range 005	.....	11.50
	Range 006	Skilled.....	12.50
	Range 007	.....	13.00
	Range 008	.....	14.00
	Range 009	.....	15.00
	Range 010	.....	15.50
	Range 011	Advanced Level..	16.00
	Range 012	HR app. req.....	18.00
	Range 013	HR app. req.....	20.00

**PROJECT BASED NON BARGAINING:**

Project Specialist		<u>Level of Service</u>	
	Range 001	Entry Level.....	8.50
	Range 002	.....	9.00
	Range 003	.....	9.50
	Range 004	.....	10.50
	Range 005	.....	11.50
	Range 006	.....	12.50
	Range 007	Intermediate Level	13.00
	Range 009	.....	15.00
	Range 010	.....	15.50
	Range 011	Advanced Level..	16.00
	Range 012	HR app req.....	18.00
	Range 013	HR app req.....	20.00
HR Project Specialist	Range 001	.....	\$ 16.00



South Orange County Community College District  
Page 3 – NBU Salary Schedules, 2007-2008

**STUDENT HELP/WORK-STUDY:**

<b><u>Job Title</u></b>			<b><u>Hourly Rate</u></b>
Student Help **:	<b><u>Level of Service</u></b>		
	Range 001	Entry Level.....	8.50
	Range 002	Intermediate.....	9.00
	Range 003	.....	9.50
	Range 004	Skilled.....	10.00
	Range 005	.....	10.50
	Range 006	.....	11.00
	Range 007	.....	11.50
	Range 008	Advanced Level..	12.00
	Range 009	.....	12.50
	Range 010	.....	13.00
	Range 011	.....	14.00
	Range 012	.....	15.00
** [(Range based on skill, not longevity)]			
Student Help/Escort***	Range 001	Entry Level.....	8.50
***Live Scan Required	Range 002	Intermediate Level	9.00
	Range 003	.....	9.50
	Range 004	.....	10.00
Work-Study	Range 001	Entry Level.....	8.50
	Range 002	Intermediate .....	9.00
	Range 003	.....	9.50
	Range 004	Skilled Level.....	10.00
	Range 005	.....	10.50
	Range 006	.....	11.00
	Range 007	.....	11.50
	Range 008	Advanced Level..	12.00

NBU, Short Term Revision: 06-01-98, Approved 03-23-98  
NBU, Short Term Revision: 07-01-98, Approved 06-15-98  
<sup>1</sup>NBU, Short Term Revision: 10-01-00, Approved 09-25-00  
NBU, Short Term Revision: 01-01-01, Approved 12-11-00  
NBU, Short Term Revision: 03-01-02, Approved 02-25-02  
NBU, Short Term Revision: 11-17-04; Approved 11-16-04  
NBU, Short Term Revision: 08-30-05; Approved 08-29-05  
NBU, Short Term Revision: 02-07-06; Approved 02-27-06

NBU, Short Term Revision: 05-18-98, Approved 05-18-98  
NBU, Short Term Revision: 06-28-99, Approved 06-28-99  
NBU, Short Term Revision: 10-01-00, Approved 10-23-00  
NBU, Short Term Revision: 01-01-02, Approved 01-14-02  
NBU, Short Term Revision: 08-31-04; Approved 08-30-04  
NBU, Short Term Revision: 07-20-05; Approved 07-19-05  
NBU, Short Term Revision: 01-06-06; Approved 01-31-06

<sup>1</sup> (Project Specialist established)  
August 27, 2007

**PROFESSIONAL EXPERT SALARY SCHEDULE**

Non-Bargaining Unit Professional Experts are employed on a temporary basis for a specific project, regardless of length of employment and are not considered part of the classified bargaining unit, as outlined in California Education Code 88003.

<b><u>Job Title</u></b>		<b><u>Hourly Rate</u></b>
<b>CACT Educator</b>	<b>Range 001</b>	<b>68.89</b>
Certified Test Proctor		
	Range 001 Entry	9.50
	Range 002 Intermediate	10.50
	Range 003 Skilled	11.50
	Range 004 Advanced	12.50
Clinical Skills Specialist		
	Range 001 Entry	15.00
	Range 002 Intermediate	20.00
	Range 003 Skilled	25.00
	Range 004 Senior	30.00
Copywriter		
	Range 001	65.00
	Range 002	75.00
	Range 003	85.00
Interpreter I	Range 001 Entry	13.00
Interpreter II	Range 001 Intermediate	16.00
Interpreter III	Range 001 Skilled	19.00
Interpreter IV	Range 001 Advanced	25.00
	Range 002	29.00
	Range 003	31.00
	Range 004	35.00
Model, Professional		
	Range 001 Entry	18.00
	Range 002 Intermediate	19.00
	Range 003	20.00
	Range 004	22.00
	Range 005 Skilled	25.00
Tutor***		
	Range 001 Entry	8.50
	Range 002 Intermediate	9.00
	Range 003	9.50
	Range 004 Skilled	10.00
	Range 005	10.50
	Range 006	11.00
	Range 007	11.50
	Range 008 Advanced	12.00

\*\*\* (Possession of AA degree in subject area, or equivalent experience)



**COMMUNITY EDUCATION EXPERTS:**

<b><u>Job Title</u></b>			<b><u>Hourly Rate</u></b>
Community and Contract Education (LiveScan req.)			Salary Specified in Community Education Service Agreement
Aquatic Aide	Range 001	Entry	8.50
	Range 002	Intermediate	9.00
	Range 003		9.50
	Range 004		10.00
Lifeguard, Senior	Range 001	Entry	10.50
	Range 002		11.00
	Range 003		11.50
	Range 004	Intermediate	12.00
	Range 005		12.50
	Range 006	Skilled	13.00
	Range 007		13.50
	Range 008	Advanced	14.00
	Range 009		14.50
	Range 010		15.00
Recreation Aide (Live Scan Required)			
	Range 001	Entry	8.50
	Range 002	Intermediate	9.00
	Range 003	Skilled	9.50
	Range 004		10.00
	Range 005	Disabled Student Services	10.50
Recreation Leader (Live Scan Required)			
	Range 001	Entry	10.50
	Range 002		11.00
	Range 003		11.50
	Range 004	Intermediate	12.00
	Range 005		12.50
	Range 006		13.00
	Range 007		13.50
	Range 008	Skilled	14.00
	Range 009		14.50
	Range 010		15.00
	Range 011	Advanced	20.00

NBU, Prof. Expert established: 04-15-02; Approved 04-29-02  
NBU, Prof. Expert Revision: 11-16-04; Approved 01-01-05  
NBU, Prof. Expert Revision: 07-20-05; Approved 07-19-05  
NBU, Prof. Expert Revision: 07-23-07

NBU, Prof. Expert Revision: 08-30-05; Approved 08-29-05  
NBU, Prof. Expert Revision: 10-25-05; Approved 10-24-05  
NBU, Prof. Expert Revision: 02-07-06; Approved 02-27-06

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** ATEP: Development of Advanced Technology & Education Park  
**ACTION:** Information/Discussion

---

**BACKGROUND**

A request was made for a report to the SOCCCD Board of Trustees on the development of the Advanced Technology & Education Park campus in Tustin. The campus is poised to start offering classes in high-tech and general education areas, beginning Fall 2007.

**STATUS**

Dr. Robert J. Kopecky, Provost, and Dr. Cathie Peterson, Dean, have prepared a PowerPoint presentation on ATEP. The PowerPoint is presented as Exhibit A.





**Board of Trustees Meeting**  
**South Orange County Community College District**

**The Advanced Technology & Education Park**

**Robert J. Kopecky, Ph.D., Provost**  
**Cathie Peterson, Ed.D., Dean**

August 27, 2007



## Advanced Technology & Education Park





## Land Conveyance

On April 22, 2004 SOCCCD and the City of Tustin jointly signed the conveyance document which conveyed to the District 68.37 acres of land destined to become the new Advanced Technology & Education Park.





## Mission

Create a learning environment of the highest caliber through multiple academic partnerships and strategic public/private alliances, in order to prepare students for successful competition within local and international economies.







## ATEP Today



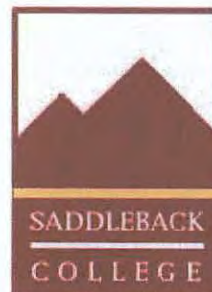
# Tustin Legacy Master Plan







## Academic Programs



IVC  
IRVINE VALLEY COLLEGE

Dr. Cathie Peterson, Dean  
Instruction and Student Services

Fall 2007  
Spring 2008  
Long Term Programs





## Current Enrollments

### Fall 2007 (35 sections)

Design Model Making	20
Photonics	55
Languages	45
Health On Line	35
Humanities	45
Other	35
<b>Total</b>	<b>235</b>







**Spring 2008**

## **Computer Courses**

Photoshop, Animation, Digital Photography  
Computer Aided Drafting (CAD), SolidWorks

## **Design Model Making & Prototyping**

Creative development and design, model making,  
prototyping (making the working part), modern  
manufacturing technology

Industries served: Automotive, industrial products,  
aerospace, entertainment, medical devices, marine  
technology

## **Optics & Photonics**

Lasers, fiber optics, optics fabrication and lens design

Industries served: Biomedical, space/satellite, aerospace,  
computer, telecommunications

## **Opportunities for new programs**



# Master Development Partners

Camelot Entertainment Group

Exclusive Right to Negotiate



and

Lowe Enterprises





## Other Development Partners

City of Tustin



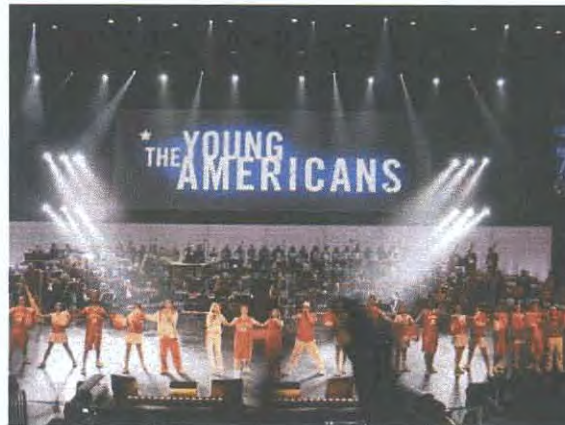
California State University, Fullerton



Chapman University/University College



And . . .





**Please Join Us**

**Question & Answer Sessions:**

**Irvine Valley College**

Sep. 11	8:30 am	Lib 213
Sep. 12	3:30 pm	Lib 213

**Saddleback College**

Sep. 18	8:30 am	SSC 212
Sep. 19	3:00 pm	SSC 212





**TO:** Board of Trustees

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

**RE:** Saddleback College and Irvine Valley College: Accreditation Focused Midterm Reports

**ACTION:** Information

---

### **BACKGROUND**

Saddleback College and Irvine Valley College submitted accreditation progress reports on October 15, 2006 and were subsequently visited by teams in November 2006. On January 31, 2007, Saddleback College and Irvine Valley College received the letters from the Accrediting Commission for Community and Junior Colleges (ACCJC), which indicated that based on the progress reports submitted by the colleges and the evaluations of the visiting teams the progress reports were accepted. The decision of ACCJC was that both colleges need to submit a focused midterm report due to the commission on October 15, 2007. In addition, Saddleback College will be visited during the Fall 2007 semester by an accrediting team to validate the focused midterm report.

### **STATUS**

Since receipt of the ACCJC letter of January 31, 2007, Saddleback College and Irvine Valley College have been engaged in a comprehensive effort to provide the necessary responses as requested by ACCJC and prepare the focused midterm reports. This effort has included analysis of college processes, programs, services and operations relative to the recommendations. The accreditation review process requires that the Board of Trustees be fully apprised of the colleges' efforts related to the recommendations, both in content and process of development, and certifies that the document accurately reflects the colleges' findings. The Board of Trustees participates in the validation of the progress report due to ACCJC on October 15, 2007. Attachment 1 is the Saddleback College draft Focused Midterm Report. Attachment 2 is the Irvine Valley College draft Focused Midterm Report. Attachment 3 is the response from the District/Board of Trustees to the Saddleback College Focused Midterm Report and Attachment 4 to the Irvine Valley College Focused Midterm Report.

**SADDLEBACK COLLEGE**  
**ACCREDITATION PROGRESS REPORT**

**October 2007**

***Presented to the Western Association of Schools  
and Colleges***

**Saddleback College  
South Orange County Community College District  
28000 Marguerite Pkwy.  
Mission Viejo, CA 92692  
Richard D. McCullough, Ph.D., President**

**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, SOCCCD**



## CERTIFICATION OF THE PROGRESS REPORT

To:           Accrediting Commission for Community and Junior Colleges  
              Western Association of Schools and Colleges

From:        Saddleback College

This progress report is in response to recommendations cited in the October 2004 and October 2005 visiting team reports and the corresponding January 31, 2005, and January 31, 2006, action letters from the accrediting commission.

We certify that preparation of this report included opportunities for participation by the campus community and that the progress report accurately reflects action taken by Saddleback College in response to the ACCJC recommendations.

---

David B. Lang, President, Board of Trustees

Date

---

Dr. Raghu P. Mathur, Chancellor, SOCCCD

Date

---

Dr. Richard D. McCullough, President Saddleback College

Date

---

Dr. Rajen Vurdien, Vice-President of Instruction  
Accreditation Liaison Officer

Date

---

Randy Anderson, Co-Progress Report Coordinator

Date

---

Mary Williams, Co-Progress Report Coordinator

Date

---

Dr. Carmen Dominguez, Academic Senate President

Date

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Recommendation 5 .....	
Recommendation 6 .....	



## INTRODUCTION

This Progress Report is submitted in response to the requirement by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges that all colleges submit a mid-term report the third year after evaluation. It also recognizes and responds to the commission's requirement that the college prepare a Focused Mid-term Report, giving special attention to evaluation of progress in four specific areas that were selected for emphasis during the Commission's visit to Saddleback College in November 2006. The report addresses each of the six recommendations made by the accrediting commission team that visited Saddleback College in October 2004. Further, it describes specific actions taken and planned to address the specific recommendations made by the commission in January 2007 based on the November 2006 team visit.

The Accrediting Commission Team last visited Saddleback College for a full study in October, 2004. The College was notified of the receipt of full accreditation on February 4, 2005, in a letter dated January 31, 2005. The Commission report cited six areas of concern and detailed specific areas where improvement was required. Three of these concerns specifically addressed college issues, while the other three addressed the relationship between the college and the district. Further, the college was required to provide an interim progress report in October, 2005.

The team that visited the College in October 2005 noted significant improvement in a number of areas but again required an interim study and visit in October 2006. The report from that visit was released to the College on January 31, 2007. It noted that two areas of concern had been addressed to the Commission's satisfaction, but four needed further review during the required mid-term report. The Commission's letter of January 31, 2007, required a Focused Mid-term Report with visit to be conducted in October, 2007.

In April, 2007, responsibility for the Focused Mid-term Report was transferred to Professor Randy Anderson and Grants Analyst Mary Williams. Professor Ana Maria Cobos, who prepared the previous two reports agreed to act as a consultant to the co-chairs. In order to better measure campus climate and provide concrete data for use in preparing this report, the "Employee Voice" a survey originally conducted in preparation for the 2004 self-study, was repeated. In addition, information has been gathered from constituency groups through an all-campus meeting, through constituency group representation on the Planning and Budget Council, and as part of the review process during the preparation and development of this document.

A draft-report was presented to the Board of Trustees as an information item at their August 27, 2007 meeting. A revised report was submitted to the Board at the September 24, 2007, meeting for review and study. The college community discussed the initial draft during the in-service week activities in August. A revised report was submitted to the Academic Senate (AS) for its review at the meeting held on August 29, 2007, and to the Classified Senate (CS) on August 22, 2007. Suggested modifications were integrated and the final report was submitted to the AS on September 11, 2007, and to the CS on September 12, 2007.



## STATEMENT OF REPORT PREPARATION

This report was prepared in response to a requirement by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. The Report addresses each of the six areas of concern identified in the initial accrediting team report issued in January, 2005, with specific in-depth focus on the three areas of concern identified by the visiting team of November 2006. This report focuses on and provides a detailed history of actions taken between October 2006 and September 2007. The responses describe initiatives taken in response to the team's recommendations and, where appropriate contain formative evaluations.

DRAFT



## INSTITUTIONAL CONTEXT

Over the past year, the College has made considerable progress in validating and internalizing the decisions made through the strategic planning process initiated in 2005-2006. Many affirmative steps have been taken to institutionalize planning and tie budget allocation and decision making to adopted strategic plans. The College believes that it has fully implemented the Commission's suggestions with regard to Recommendation 2. The Board of Trustees, District leadership, and the college administration have also made measurable progress in fulfilling the requirements set forth in Recommendations 4 and 6.

Among the steps taken by the District and college are:

### District

- Active implementation of the Educational and Facilities Master Plans
- Integration of Strategic Planning Process with Saddleback College
- Establishment of District-wide vision, mission and goals based on shared governance group participation.
- Coordination of District and College Research and Planning staff, which resulted in more data-based decision making.
- "Implementation of Accreditation Recommendations by the District and Board of Trustees" resolution adopted.
- Participated in technical assistance session followed-up with sessions with shared governance groups, employee discussion forums, and a special meeting of the Board.
- Board policies and administrative regulations adopted ensuring constituent group participation in the decision-making process.
- Continued operation of Board Policy and Administrative Regulations Advisory Council.
- Developed and promoted on-line access to Board Policies and Administrative Regulations to improve employee access to information.

### Saddleback College

- Student Learning Outcomes (SLO) team and process established and implemented.
- Institutional Effectiveness Committee established, assessment hardware and software funded, training programs implemented,
- Strategic planning process developed.
- Interim Strategic Plan 2006-2007 adopted and implemented.
- Distance Education Committee recommends and PBC approves new positions based on Interim Strategic Plan
- College Mission and Vision Statements reviewed and adopted.
- Budget developed using priorities established through Interim Strategic Plan and process.
- Matriculation staffing requests reviewed and hiring authorization made in accordance with Interim Strategic Plan.
- Equipment and Technology Committees review requests and make recommendations for funding using Interim Strategic Plan as a guideline.
- Strategic Plan 2007-2010 developed and adopted.

## Draft Midterm Report

- Staff development funding allocated to Classified Staff and Faculty in accordance with College goals, values, and Interim Strategic Plan.
- Faculty and Classified Hiring processes reviewed and revised to tie hiring to strategic planning.

REF



***Recommendation 1.***

***The College create a formal process for the regular review of the mission statement. This process should:***

***A. Use college governance and decision-making structures (Standards LA3, LAA);***

***B. Be institutionalized through college publications and practices (Standards LA.2, LAA)***

***C. Ensure that the mission guide college planning and decision making (Standard I.AA); and***

***D. Allow for the implementation of revisions as appropriate to assure continuous improvement of college efforts to accomplish the mission (Standards LA.6, LA.7)***

**Response:** The findings of the Accrediting team that visited the College in November 2005 were that the college had satisfied the requirements set forth in this area and had institutionalized an annual review of the mission statement. The college again reviewed its Mission Statement in spring 2007, and submitted it to the Board of Trustees. After review by the Board, a slightly revised mission statement was approved at the Board Meeting held on July 23, 2007. The approved mission statement will continue to be published in the college catalog and class schedules.

Three questions from the 2007 "Employee Voice" survey addressed the Mission Statement. 65% of the 172 administrators, faculty, and staff who responded felt that the President of the college made decisions that are consistent with the mission of the college, a 10% increase over the 2004 respondents. Significantly more of the 2007 respondents believe that the college is working to fulfill its vision and mission. 74% of the 2007 respondents indicated that they agreed or strongly agreed with this statement as opposed to only 45% in 2004. Finally, and most significantly, in 2004 only 22% of the respondents indicated that all constituent groups worked collaboratively to achieve the college vision and mission. That number doubled to 42% in 2007.

**Evaluation:** The Planning and Budget Council continues to publish the Mission Statement on its weekly Agenda and encourages other campus groups to do the same. College units are encouraged to review their mission statement regularly and to use them as the basis for planning and decision making. Survey data indicates that employee groups are confident that the college uses its mission and vision statement for planning purposes and collaboratively work to achieve these goals.



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### *Recommendation 2.*

*The College fully develop, implement, and coordinate an integrated college planning and evaluation structure by:*

**Response:** Since July 2004, the college has taken major affirmative steps to improve its institutional planning culture. In 2005-2006, the college focused on developing and strengthening the planning and evaluation infrastructure. 2006-2007 saw the college make positive strides in integrating the use of the strategic planning process for decision making through the adoption and implementation of an Interim Strategic plan and development of a means to tie strategic planning to budget allocation. During this period, the college developed a three year plan that will guide decision making for the three year period 2007-2010. The planning process establishes three-year targeted goals, but will be critically reviewed and updated on an annual basis.

The Planning and Budget Council (PBC), which was established in March 2005 in response to a Planning Agenda recommendation from the 2004 Accreditation Report, makes recommendations to the College president. PBC is the main body responsible for coordinating integrated college planning and evaluation. PBC has established as its primary goal the development of a strategic planning process which ties budget allocation to planning. The charge of the PBC is, "to provide leadership in college wide planning so that Saddleback College will have a defined mission that will drive budget augmentations to college committees and service areas."<sup>1</sup> The PBC, which meets weekly, includes representation from all shared governance groups. Meetings are facilitated by the College President, who serves in an ex officio capacity. Minutes of PBC meetings are published on its website and disseminated widely<sup>2</sup>. Budget decisions tied to planning are also listed on the website, and are communicated to the college community through the shared governance units represented on the PBC. The PBC website also contains comprehensive information for the college community explaining its structure, the information gathering and decision making processes used, and documentation of its accomplishments.

In 2005, the College established an Institutional Effectiveness (IE) Office for the purpose of enhancing coordinated planning and evaluation through the implementation of student learning outcomes (SLOs) and administrative unit outcomes (AUOs), curriculum update and revision, and the revision of the Program Review process. The data generated by the IE Office establishes direct links between assessment, program review, and curriculum revision. The IE Office consists of the Institutional Effectiveness Coordinator, the chairs of Curriculum and Program Review, and a full-time Research Specialist dedicated to outcomes assessment and program review.

Following months of study and deliberation by the Academic Senate and PBC, the Saddleback College Strategic Planning Process was first adopted on March 13, 2006, and revised on April 26, 2006<sup>3</sup>. During spring semester 2006, the PBC established a Strategic Planning Steering Committee (SPSC). After extensive research and

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<sup>1</sup> PBC Minutes, March 28, 2006.

<sup>2</sup> <http://www.saddleback.edu/gov/pbc/>.

<sup>3</sup> <http://www.saddleback.edu/gov/senate/PDF/selfstudy2004.pdf>



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deliberation, this group, which consisted of the two College vice-presidents, the Faculty Senate president, a dean, a classified manager, a classified representative, and the College researcher, recommended that an interim strategic plan be developed to facilitate decision making and resource allocation during the 2006-2007 academic year. The Interim Strategic Plan 2006 -2007 established four overarching planning groups responsible for devising goals and strategies in four key areas: enrollment management, student success, campus environment, and institutional effectiveness.

These four planning groups, with membership determined by the SPSC and appointed through the shared governance process, were tasked with two *primary purposes*: developing and implementing the related Interim Strategic Plan 2006 -2007 and establishing a permanent, ongoing plan that will be used to guide the college over the 2007-2010 period. PBC also determined that the committees were to focus on developing a means by which facilities, technology, and human resources planning would be tied to the strategic directions identified by the group. Key planning documents were identified for use in internal and external scanning. In particular, the Committees were directed to rely heavily on the Saddleback College Educational and Facilities Master Plans, 2006-2010, which were finalized in 2005. Other tools that were used included demographic data provided by the Orange County Business Council, college statistical data and demographics, and community based information including feeder high school data.

Another focus of PBC during 2005 was review of the core philosophies of the college. The Mission Statement, Vision Statement, and Values Statement were adopted in 2005, and reviewed and reaffirmed in 2006 and 2007. As part of an annual process, the Mission Statement was submitted to the Board of Trustees for approval at their May meeting. The work of the four planning groups resulted in an Interim Strategic Plan which has been successfully used to guide decision making and budget allocations during the 2006-2007 academic year.

### Enrollment Management

The mission of the Enrollment Management Steering Committee (EMC) is to implement, document, monitor and periodically revise the structure of student enrollment and retention using processes that are flexible, educationally sound, evidence based, and provide guidance to the Planning and Budget Council for a collaborative approach to establishing priorities and determining strategies. The College Marketing, Distance Education, and Scheduling and Facilities committees are sub-committees of Enrollment Management. These groups also develop annual goals and work plans. The committee developed an interim plan with five goals associated with the following strategic direction: While developing strategies to increase enrollment, the college will renew its commitment to the three missions of a comprehensive community college of providing courses to prepare students for a career, to transfer to four-year institutions and to transition from basic skills to academic courses.

### Student Success

The Mission of the Student Success Planning Group is to encourage, document and support the persistence and retention of Saddleback College students. The Committee established three goals in order to accomplish its strategic direction of improving student persistence and retention.

### Campus Environment



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The Mission and Strategic Direction of the Campus Environment group is to have safe, clean, and well-maintained facilities. To this end, they established three goals.

### Institutional Effectiveness

The Mission of the Institutional Effectiveness Committee is: to promote institutional quality through a comprehensive process of assessment, planning, implementation, and *evaluation in alignment with the college's mission and goals*. The committee's strategic direction was "To create a culture of institutional effectiveness based on assessment of outcomes," which lead to the establishment of four goals.

The 15 goals established by the four planning groups made up the 2006-2007 Interim Strategic Plan, which was approved by the PBC and College President on April 25, 2006. Each group reported their progress toward completion of their goals on a quarterly basis. Final reporting was completed on July 19, 2007, at a PBC retreat. Any goals that had been only partially achieved were carried over to the 2007-2010 plan. The final review by the PBC showed that more than \$3,000,000 in expenditures were tied directly to planned activities.

On April 25, 2006, with the four planning groups well established, interim goals developed, and 2006-2007 activities underway, the PBC directed that the focus change to development of the 2007-2010 Strategic Plan. The College President presented both the interim plan and guidelines for development of the three year plan at the Classified and Faculty breakfasts, which were held during the August 2006 in-service week prior to the start of the semester. All members of the college community were invited to provide input. Discussions regarding the planning process were held at Academic and Classified Senate meetings, at Dean's meetings, and at Student Services Leaders meetings. The President also discussed the development and implementation of both the interim and three-year plans at each of his monthly President's chats. Requests for input were repeated during the January in-service breakfasts for faculty and classified staff prior to the start of the spring semester.

The Strategic Planning Process developed and approved by the PBC set forth the documents to be used by each group. External and internal scans were conducted. The student Success committee relied heavily on the Transfer, Matriculation, and Equity Plans as well as the EOPS/CARE and DSPS plans. All four groups used the EFMP, Accreditation Reports, current work on SLO's and AUO's, and Program Review data. Finally, in order to arrive at commonly agreed to goals, the PBC recommended and the college president approved nine strategic directions for the committees to use in developing their goals and action plans. Various opportunities for input were made available to the campus community. For example, the work of the four groups was discussed in detail at a Student Services retreat held on Friday, June 8, 2007.

Each group provided documentation of its progress in developing the 3-year plan to PBC on a monthly basis. Final committee recommendations were submitted to PBC for review, discussion, and acceptance during the month of June 2007. A decision was made at the June 26<sup>th</sup> meeting to submit the proposed goals to an outside consultant for an objective review and recommendations. Finally, a PBC retreat was held on July 19, 2007, at which the proposed 2007-2010 plan was accepted. Following the plan's adoption, the body decided to address several key themes that were common to all four groups such as allocation of funding for the purchase of technology and equipment and the need for a process to prioritize the addition of new classified staff positions. In



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August, a process was developed to allow Deans and Managers to request increases in staffing levels in their areas. These requests will be forwarded to the appropriate planning groups for prioritization and then forwarded to the PBC. By mid-fall it is anticipated that the PBC will make a recommendation to the president for additional positions and/or increased hours for permanent part-time employees. This process will effectively tie staffing levels with the planning process.

The Strategic Plan 2007-2010 will be briefly reviewed with faculty and staff at the fall 2007 in-service week breakfasts, and in more depth at an all college meeting to be held during the fall semester. The campus community will have an opportunity for input through the shared governance process, which will allow the PBC to consider incorporating any suggested modifications prior to publication and dissemination of the plan to the college community in October or November of 2007.

For several years there has been much healthy discussion about the process of developing goals. College goals and objectives have previously been developed in response to board and district goals and objectives. The colleges suggested an alternative process, believing that college and district goals should be symbiotic and developed collegially. The two Academic Senate presidents met with Chancellor Mathur on two separate occasions in spring 2006 to voice their objections to the district-developed planning process. In response to these meetings, the chancellor created the District Planning Process Task Force and appointed its membership in summer 2006<sup>4</sup>. The task force was originally convened under the direction of Interim Vice Chancellor Allan McDougall, and completed its work with Vice Chancellor for Technology and Learning Services Dr. Andreea Serban's supervision. A District planning process that integrated with the colleges' processes was submitted to the Chancellor on October 9, 2006, reviewed by Chancellor's Cabinet in February, 2007, and subsequently adopted.

Based on this document, meetings were held on February 27, 2007, and April 18, 2007, to formulate district goals. Based on the recommendations of the task force, the goals to be developed were revised to be concept rather than task oriented. The meetings were attended by leadership from both colleges and the District and resulted in the development of 11 goals that were submitted to the board of trustees and approved in May 2007.

**Evaluation:** Significant progress has been made since the PBC was created in fall, 2004 and first implemented in spring, 2005. At that time, the college had no plan to guide decision making or link these decisions to budgetary allocations. By establishing the Strategic Planning Task Force and assigning it the charge of developing a one-year *Interim Strategic Plan* for 2006-2007, the PBC shifted college decision making toward a model that linked planning and research with resource allocation. As the *Interim Strategic Plan*, 2006-2007 was implemented and the three-year Strategic Plan, 2007-2010 developed and approved, another critically important component was put in place to integrate college planning and evaluation and strengthen the college's institutional effectiveness. With the revisions to the District planning suggested by the District Planning Process Task force, faculty believe that their concerns about faculty involvement have been heard and addressed. While only one-third of the faculty and staff expressed satisfaction with the amount of opportunity they had to participate in college-wide planning in 2004, that figure has now increased to more than 53%.

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<sup>4</sup> See response to Recommendation 2.A below.



**A. *Updating the educational master plan annually at the college and department levels and using the master plan for decision making and resource allocation (Standards I.A.4, IA.6, I.B.4, II.A.2.e, and II.A.2.f);***

**Response:** In early spring 2006 the Academic Senate presidents met with Chancellor Mathur to request integration of the college planning process with that of the district. In response to their request, the chancellor created the District Planning Process Task Force. The chancellor announced the composition of this task force in early summer 2006<sup>5</sup>. The college's strategic planning process has resulted in Strategic Plan, 2007-2010, that is to be updated yearly to provide flexibility while still ensuring that long-range planning is the basis of all decision-making and resource allocation at the college.

The strategic planning process was developed during spring 2006. Prior to its approval by PBC and the college president, the planning process was presented to the Academic Senate, the Classified Senate, Deans' Cabinet, the Student Services Leadership Council, and the Enrollment Management and Institutional Effectiveness Committees. The strategic planning process was presented to the college community during fall 2006 and spring 2007 in-service weeks. Efforts were made by the PBC, the Strategic Planning Steering Committee, and the four planning groups, to integrate as many members of the college community as possible into the development of the three-year strategic plan. Discussions were routinely held at meetings of the Faculty Senate, Classified Senate, Deans Cabinet, and Student Services Leaders Council. When appropriate, subject matter experts were consulted and college and community demographics were analyzed. All college committees, divisions, and departments had input into the process through formal strategic planning committees and public forums. Countless meetings provided input to the more than 50 individuals across the College who served on planning committees and were part of the process of developing the plan.

The strategic planning process relies on numerous college planning documents including SLO, AUO, and department-level program reviews. An external scan, an internal scan, the Equity, Transfer and Matriculation Plans, among others, as well as the state-mandated Educational and Facilities Master Plan, finalized in March 2006, were consulted. Each of these documents is available for review by any member of the college community on the College website. Where in the past the college community believed that the Saddleback College Educational and Facilities Master Plans were rarely used, the departments, divisions, and strategic planning groups learned to rely on them as they created a process for developing plans.

During a recent redesign of the District website the five-year Educational and Facilities Master Plan were placed on-line for easy access. In addition, more hard copies were secured and widely disseminated to district and college leadership. This key decision-making and resource allocation document has played a key role in the development of the Strategic Plan, 2007-2010, and was used by PBC as they implemented the Interim Strategic Plan, 2006-2007. Furthermore, the PBC, college divisions, and the four college planning groups will, as they have done with the college mission statement, annually review the five-year Educational and Facilities Master Plan.

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<sup>5</sup> May 26, 2006, Chancellor Mathur email announcing the creation of the District Planning Process Task Force.



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During 2006-2007 a comprehensive student survey was professionally developed and administered. Survey results were presented to the college community at a flex-week in-service presentation prior to the fall semester 2007, and will be published for review by the entire college community. This data will allow the planning groups to complete the final two columns of the SLO/AUO form and enable the college to better plan for the future. The survey will be administered again in 2008 and then every two years until a new survey is developed. It is anticipated that this may occur in 2014.

**Evaluation:** *The college has made great strides in building a foundation for linking planning with decision making and resource allocation with the creation and approval of the strategic planning process, the adoption of the Interim Strategic Plan, 2006-2007, and the formulation of the Strategic Plan, 2007-2010. The college governance groups are ensuring that all committees and programs on campus use the strategic plan as the basis for their decision-making processes. Several significant changes to established college practices occurred during 2006-2007 to demonstrate that this is indeed working. The Faculty Hiring Prioritization Committee process was modified through an agreement reached by the Committee and PBC and approved by the College President to ensure that funding allocated to a division for a faculty member who has resigned or retired remains with the division for faculty replacement. The college Equipment Committee requested and received direction from the PBC that will lead to development of a policy that allows the committee to tie the allocation of funding for new equipment or technology to program review. The PBC will be working with the Academic Senate, the Classified Senate, and other shared governance groups to recommend revisions to additional college practices that will result in the tying of all new expenditures to the Strategic Plan 2007-2010.*

While much progress has been made, it is clear that the tensions that exist between Saddleback College faculty and staff and district leadership have not been completely eradicated. There is much concern among Academic Senate leadership about the tendency of the Chancellor to involve himself in routine College decisions. An example of this was a request by Academic Senate officers for additional release time and/or increased stipends for those willing to assume leadership positions, which was recommended for approval by the PBC and approved by the College President. College funding sources were identified, yet the recommendations were, at least in part, vetoed by the Chancellor. Although the Senate had requested substantially more, the college president recommended and the chancellor approved a 50% increase in LHEs, from 24 to 36 to be used at the senate's discretion. The Chancellor approved both requests for 2006-2007. Both the College President and the Chancellor believe that any additional increase in reassigned time should be part of the Faculty Association Contract and not decided as a separate college issue each year, a concept which is opposed by both faculty bodies. Summer stipend hours were also increased by 45% in 2007.

Because many faculty members believe that the requirement that shared governance participation be in addition to a full teaching load is a quality of life issue, there has been a significant reduction in the number of faculty willing to participate at the leadership level. Indeed, for the second year in a row, the Senate has no president elect, and several of the SLO/AUO coordinators have decided to step down even though individuals who are willing to replace them have not been identified. This is widely regarded as another example of the district making decisions for the college. A decision by Senate leadership to take their concerns directly to the Board of Trustees led to



public recriminations and finger pointing. Furthermore, it is unlikely that the lengthy period of animosity that has characterized college-district relations will end as long as these kinds of disagreements continue. Overcoming this sense of concern about district actions will improve only as a result of transparent and sincere communication between the parties.

***B. Refining the focus of institutional research so that research and information are used and integrated systematically in planning, decision making, and program review structures for ongoing institutional improvement (Standards I.A.4, I.A.5, I.A.6, I.A.7, I.B.3, I.B.4, IB.6, II.A.1, and II.A.2);***

**Response:** Research is the basis of our strategic planning model, which relies on data from external and internal scans. Other planning documents used in the strategic planning process, such as the Equity Plan, completed program reviews, and the Facilities and Educational Master Plan, are also based largely on institutional research. The PBC also recommend and make decisions about institutional research needs. Furthermore, the four planning groups that comprise the strategic planning process: Enrollment Management, Student Success, Campus Environment, and Institutional Effectiveness, have developed their respective research agendas as have the Deans' Cabinet and the Student Services Leaders Council. In response to a request from the Enrollment Management Committee, the College Research Analyst has published an Annual Research Calendar that will ensure that necessary reports are routinely compiled and made available to interested constituencies.

In Spring, 2007, the College completed a comprehensive student survey to measure student satisfaction. This survey will be widely used to drive decision making and improve services to students.

To provide information for the 2003 Accreditation report preparation and visit, an employee survey, the Employee Voice was completed. It measured faculty, administrator, and staff satisfaction with college and district governance and administration. In order to adequately measure changing perceptions, the PBC recommended and the College President approved repeating the survey in spring 2007. Additionally, the college Research Office developed a research agenda to support each of the strategic planning groups. These agendas are published on both the Research Office web page and on the pages of the individual planning groups.

The college recognizes the importance of research in institutional evaluation and improvement and has, therefore, allocated resources to strengthen the Research and Planning office. The additional funds, requested through the Interim Strategic Plan 2006-2007, recommended by the PBC, and approved by the president, were used to hire a research specialist and to purchase software and hardware to be used for assessment. The additional staffing made it possible to dedicate the majority of time for one staff member to focus on the statistical data necessary to prepare accurate and informative program reviews, and to develop SLO's and AUO's that are meaningful. This second position was an essential component that allowed the college to move forward in the process of measuring institutional effectiveness. This new staff member has also freed up the Research Analyst to support other college-wide research needs. The college Research Analyst works closely with the district Director of Research and Planning to



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ensure that the college has current and valid data. Together with the district, the Research and Planning Office is developing a set of annual reports to be used to support college decisions.

In accordance with the Institutional Effectiveness Committee's interim Strategic Plan, 2006-2007, the PBC recommended and the president approved the purchase of PAR Score and the Scantron materials necessary to facilitate surveying. In mid-August 2006, the purchase of Scantron software and hardware was approved by the Board of Trustees at a cost of \$130,000. The system was purchased to make available to the entire campus a systematic data collection and analysis tool for SLO/AUO and Program Review. At the end of August, Class Climate, survey creation and data collection software, ParSystems testing software, and a specialized scanner designed to be used with the Scantron software systems, were purchased.

A presentation during faculty in-service week informed faculty and staff of the status of SLO/AUO progress and introduced the Scantron system. The ease of data collection and analysis for SLO/AUO and program review was emphasized.

In September, the college's Information Technology Center worked with Scantron to facilitate the implementation of the networked systems. Considerable time and energy was spent in the installation of a dedicated server and establishment of nine assessment stations, one for each division at the college and one in the Research and Planning office. Each station has a dedicated CPU, monitor and scanner. Full-day training sessions for each system were conducted in October and November. These sessions included the college researchers, faculty and staff representatives from the divisions, members of the Institutional Effectiveness Committee were present.

After the training and installation of the Scantron systems the college researchers spent most of spring 2007 testing and training faculty and staff on the systems. The Sign Language, Automotive, Library, Real Estate, Transfer Center, Counseling and Child Development programs developed surveys on Class Climate. Approximately 15 to 20 existing surveys using other software will be migrated to Class Climate. To date, faculty and staff from four divisions on campus have been trained in ParSystems and approximately 20 user accounts are active. The Nursing, Speech, Spanish, English, and Reading programs are currently using scanable test forms for their SLOs.

Two college-wide surveys were developed using Class Climate. Approximately 3,600 surveys were created and scanned in with the new system to collect information from VTEA (Vocational Technical Education Act) classes. The second large survey was a college-wide Student Survey with over 5,000 surveys distributed to a randomly selected set of classes.

Two in-service presentations were conducted during fall in-service 2007 to highlight again each piece of software and its capacity to collect data for SLO/AUOs and Program Reviews. Training for faculty who attended the workshop will follow. The research office will continue to offer training throughout the next year and work with the divisions to facilitate more usage of these data collection systems.

**Evaluation:** The college has taken concrete steps towards the systematic integration of planning, decision making, and assessment as a means towards ongoing institutional improvement. The college recognizes that research is a central component in this



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linkage and resources are being allocated to the research and planning office to enhance its ability to support institutional effectiveness.

To date, 100% of the 69 instructional programs have completed SLOs up to column three of the college's five column model. 46% of the programs have completed all five columns and are working on the next cycle of their SLOs. 53% of the 32 administrative and student support units have completed AUOs up to column three of the five column model. 22% of these units have completed all five columns. The IE office is in the process of developing strategies to assist the remaining programs and units as they work to complete all five columns of their SLOs.

**C. *Identifying intended institutional student learning outcomes, coordinated with the college mission statement, and measuring progress towards accomplishment (Standards I.A.1, I.B.1, I.B.2, I.B.3, II.A.1);***

**Response:** The SLO Implementation Plan, launched in summer 2005, requires that all instructional programs identify and assess student learning outcomes (SLO). Similarly, every student support and administrative service unit must complete Administrative Unit Outcomes (AUO). The program review process uses these outcomes assessments as the basis for institutional evaluation and future planning.

The SLO Implementation Plan, which includes program review, begins with the college mission statement, assesses the strengths and weaknesses of programs or administrative units in fulfilling the college mission, and concludes with a discussion of steps that have been taken to improve programs and services including future efforts. The purpose of the SLO Implementation Plan is to link the unit's mission statement, intended outcomes, and assessment, with ongoing improvement<sup>6</sup>.

The college mission statement is placed on all PBC meeting agendas and meeting minutes as a reminder for all decisions made by PBC and the College President. As was its responsibility, the PBC reviewed the Mission Statement that was previously adopted and approved its continued use in 2007-2008 without change. It was again submitted to the Board of Trustees in May, 2007, with routine ratification expected. The Mission Statement reads, "Our Mission: To provide access to learning opportunities that promote student success; to foster intellectual growth, individual expression, and character development; and to support a dynamic and diverse environment of innovation and collegiality." At the May 2007 meeting, the trustees questioned how the College addresses character development, causing the agenda item to be tabled and deferred to a subsequent meeting. The College responded to questions by the trustees by presenting a number of examples as to how "character development" may take place at the College. The trustees rejected the examples and, as a result, the Board Agenda item was pulled from the June 25, 2007 Board of Trustees meeting. The revised Mission Statement was approved by the Board at its July 2007 meeting following the elimination of the character development reference.

**Evaluation:** The college has made significant progress in institutionalizing outcomes

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<sup>6</sup> See response to Recommendation 3 that describes in depth the SLO Implementation Plan.



assessment. One of the key changes that has taken place as a result of the SLO Implementation Plan is the recognition of the importance of having a mission statement and using it as a decision making and action guide. Many members of the college community were actively involved in the reevaluation of the college's mission statement and in creation of their program/unit's mission statement.

***D. Coordinating program review more thoroughly with the educational master plan, department plans, and decision-making processes (Standards I.B.1, I.B.4);***

**Response:** In August, 2005, the college implemented a new, simplified, and integrated program review process for instructional programs. A similar plan for services and administrative units was recommended by the PBC and approved by the College President in September 2005 with input from the Student Services Council and other instructional support units<sup>7</sup>.

Under the process, program review will be conducted every two years for vocational programs and every five years for all other programs and units. At its May 15, 2007, meeting the PBC and president decided to not require a full program review for vocational programs every two years when an abbreviated program review will comply with Title V requirements. Therefore, vocational programs will now have to do a full program review only when required to do so by law. The data for program review includes: 1) an organizational chart; 2) a five-year staffing profile; 3) SLO and AUO assessment forms for the previous years; and 4) data sets on enrollment and success indicators created by the college research analyst for the previous three to five years. As each needs assessment is created through the program review process it will serve as a tool to establish the basis for planning within departments and within the college as a whole. Program reviews are one of the key documents used in the strategic planning process. The PBC is still in the process of finalizing how Program review will be used in the strategic planning and budget allocation processes.

Needs assessment plans will also be included in the justification of all requests such as hiring and funding. Since 2005, the college has required that an executive summary of the completed program review be formally presented during a PBC meeting. These presentations guide the decision-making process by ensuring that PBC members are cognizant of all programs on campus, are able to evaluate their strengths and weaknesses, and are able to ask questions of the presenter. During 2006-2007, 18 program reviews were presented to PBC during the regularly scheduled PBC meetings. The PBC is still discussing how much supporting documentation should be provided and developing a referral mechanism that will provide information that will allow relevant campus committees to prioritize the needs of the various presenters.

Program review is linked with curriculum revision. Each program is required by the state to review and revise its course offerings every two years for vocational programs and every five years for all other programs through a process known as technical review. In each cycle, programs will undergo program review the year before they are due for

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<sup>7</sup> Saddleback College Program Review Handbook for Instructional Programs, 2006-2007 and the Saddleback College Program Review Handbook for Student Support and Administrative Services, 2006-2007 (<http://www.saddleback.edu/gov/senate/ie/>).



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curriculum technical review so that the data and assessment used in program review will be the basis for curriculum revisions. All completed program reviews are available to the entire college community via the IE web site and in the IE office. A schedule of the SLO assessment (yearly), program review (every two or five years), and curriculum technical review (every two or five years) cycles is regularly updated and can be found on the IE web site.

The SLO Implementation Team includes the Institutional Effectiveness Coordinator, the Program Review chair, the Curriculum chair, and the Research Specialist. This team has primary responsibility for ensuring that the programs and units complete each phase of the cycle in a timely manner. In addition, college committees have a key role to play in implementing the needs assessments generated by program review. The use of needs assessments produced by program reviews, while envisioned, has not yet been written into the procedures of college committees. This was begun during 2006-2007 academic year and will continue as the college revises various committee procedures in alignment with the 2007-2010 strategic planning process. Program review data was used to justify three new faculty positions that were approved in 2007. Previously completed program reviews for Matriculation and Counseling resulted in the decision to hire classified staff. All future technology and equipment requests must be documented through a completed program review although no program will be penalized if it has not yet been required to complete the process.

Since December 12, 2004 there have been 9.4 FTE added in new classified positions funded from the General Fund and 11 new positions funded through various categorical budgets. Several years ago the Classified Hiring Process was revised to bring decision making for replacement hiring of classified staff down to the Division level. If a Division chose to replace a departing employee's position they were at liberty to do so. New classified position requests were periodically submitted to a committee composed of a cross section of shared governance representatives, with 50% of the members being appointed by the classified senate and classified union. The new policy recently developed by the PBC and approved by the President will centralize these decisions in the strategic planning groups and the PBC. New positions will be prioritized using the Strategic Plan 2007-2010 as the fundamental guide. While the classified staff is somewhat concerned that their voice in recommending new positions to reduce existing workloads will be diminished, it is too early to tell how the new process will be received by the college as a whole.

**Evaluation:** Though program review has been recently revitalized, it is expected that the new coordinated plan will be more successful in improving institutional effectiveness, primarily because of its link to strategic planning. Much additional work needs to be done to fully integrate the work of the planning groups with program review and the budget allocation process.

***E. Requiring and implementing program review for all departments, including instructional student services, and administrative departments (Standards II.A.1, II.A.2, II.B.3, II.B.4);***

**Response:** The IE Office created a schedule for all programs and administrative units for the completion of SLO and AUO assessment on a yearly basis, program review on a two or five-year cycle, and curriculum on a two or five-year cycle.



The SLO Implementation Team secured funding for two years<sup>8</sup>, with the hope of securing one additional year, to allow for the institutionalization of this new process. The 2006-2007 academic year was the second year of funding. This funding provides some reassigned time for the members of the implementation team. Once the plan becomes fully institutionalized, the IE Coordinator, the Program Review Chair and the Curriculum Chair, in conjunction with the College Research Analyst and Research Specialist, will be responsible for ensuring that all programs and units continue adhering to the schedule, recognizing the need for some flexibility. The reassigned time/stipend issue discussed previously may also adversely affect the continuation of the effective processes that have been developed. For a variety of reasons, most of the SLO Implementation Team did not continue in the functions they established when instruction resumed in the fall. The college finds itself in a transitional period and is in urgent need of qualified, committed faculty who are willing to continue the processes put in place by their colleagues over the past two years.

**Evaluation:** Measurable progress has been made though it is too early to assess the success of the streamlined program review process and its integration into strategic planning until one complete cycle of program reviews is completed. With the approval of Strategic Plan, 2007-2010, and as the college begins its implementation, the college community is ready to assess the effectiveness of the program review process based on the baseline assessments the SLO, AUO, and program reviews provide.

***F. Linking facilities, technology, and human resources plans into the overall comprehensive planning and evaluation structure of the college (Standards I.B, III.A.6, III.B.2.b, III.C.2, and III.D.1.d;***

**Response:** As mentioned above, the college has taken several important steps to enhance its institutional effectiveness by revising its planning and decision-making structure and devising a strategic planning process that will guide all decision making and budget allocations.

The PBC and the college president have the ultimate responsibility for ensuring that college wide planning is integrated, comprehensive, and that the strategic plan is implemented. The success of this process is exemplified by the funding that has been allocated to goals set forth in the Interim Strategic Plan, 2006-2007. By allocating funds in this way, the PBC and College President have taken an important step in ensuring the linkage between planning and resource allocation. The result is that College committees are now implementing the recommendations of a centralized body comprised of all constituent groups at the college after lengthy and intense deliberation..

Two new planning groups were created to implement the Interim Strategic Plan and work on the development of the Strategic Plan for 2007-2010. The Campus Environment Group combined several prior committees for the purpose of implementing comprehensive planning for facilities and safety issues at the college. This committee recommended a facilities improvement plan in compliance with the College's Strategic Plan. The Campus Environment Committee membership consists of all college governance units and is chaired by the college's Director of Facilities. The need to take

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<sup>8</sup> In 2005-2006, the three faculty chairs of Institutional Effectiveness, SLO, AUO, and Program Review were granted 57 LHEs of re-assigned time to work on their new duties.



the college's largest classroom building off line for mold remediation and reconstruction during 2006-2007 required that the Campus Environment Committee focus most of its energy on the coordination of this major move of personnel and equipment to swing space specifically constructed for that purpose. The swing space, termed "The Village," is located on the lower campus. The college, through the chancellor, requested funds from Basic Aid in the amount of approximately \$18 million, which were approved by the Board of Trustees. The actual move took place between fall 2006 and spring 2007. By consolidating decision making, communication, and coordination in one group, the College was better able to address the big picture and make certain that small details were not missed.

The Student Success Council (SSC), chaired by the Vice President of Student Services, is the second new planning body created to implement the Interim Strategic Plan and develop the Strategic Plan for 2007-2010. Like all planning groups, this body consists of representatives from all governance units. The SSC, with input from the Matriculation Committee and the Student Services Leaders Council, utilized the various student services plans to develop strategic planning goals. Because the council believed that student success is an institutional responsibility and function, membership and input was requested from across the college. It is also understood that a number of the planning strategies of the groups will overlap, causing some confusion about which group has primary responsibility.

**Evaluation:** PBC and administrative analysis of the results of the implementation of the Interim Strategic Plan 2006-2007 demonstrates that planning was successfully linked to budget allocation. While the development of a strategic plan is the first step in linking planning with decision making, it is recognized that the important work of implementing the strategic plan and revising current resource allocations, such as equipment, technology, facilities, and staffing, will continue to be of primary importance through 2010. The IE Office and PBC will be responsible for evaluating the effectiveness of the new planning structure.

***G. Publishing and widely disseminating the completed planning and evaluation process (Standards I.A.4, I.B).***

**Response:** The college president has made improving communication a top priority. The PBC meets weekly<sup>9</sup>, Deans' Cabinet, and Student Services Council meet bimonthly. The Academic and Classified Senates meet bimonthly. All representatives provide reports to and seek input from their respective units or constituencies. In addition, the college president has instituted monthly President's Chats<sup>10</sup> and a once-a-month Leadership Forum. The Vice President for Instruction meets with the instructional deans weekly to disseminate PBC minutes and to review/update division goals. The Vice President of Student Services has established a Student Services Leaders Council that enables her to meet regularly with key employees in each of her units. In turn, divisions and departments meet regularly to disseminate information and create unit plans. During these meetings, the unit mission statement and goals are reviewed regularly.

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<sup>9</sup> The PBC web site includes meeting minutes, <http://www.saddleback.edu/gov/pbc/>

<sup>10</sup> In 2005-2006, President McCullough held his "President's Chat" sessions in September and November, 2005, February, March, April, May and September, 2006. During these informal Q&A sessions, 20-40 faculty and staff are in attendance.



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Progress reports are due mid-year and annually. In addition to these regular meetings where college information and decisions are discussed, made, and announced, the president's office disseminates broadcast email updates on a regular basis. The Gaucho Gazette, a newsletter published by the Office of Marketing and Public Relations, has done much to improve communication campus-wide.

The IE Office is responsible for disseminating the results of SLO and AUO assessment and program review. The IE web site contains reports for SLO and AUO and completed program reviews<sup>11</sup>. All programs reviews are submitted to the IE Office in conjunction with an open and formal presentation to the PBC and all interested parties.

In-service week always includes presentations and training opportunities about the planning and evaluation process. Over the past two years, these presentations have focused on outcomes assessment, program review, and strategic planning. In fall 2006, the Interim Strategic Plan was presented and kick-off meetings for the 2007-2010 Strategic Plan were held by the four strategic planning groups (Enrollment Management, Campus Environment, Student Success, and Institutional Effectiveness)<sup>12</sup>.

A prime example of improved communication in 2006-2007 were the regular updates provided to the campus community about the closure of the BGS building, the construction of the Village, and the move of all classrooms and offices during the winter break. What could have been a chaotic transition, with a much feared loss of students, ended up going very smoothly and having little or no negative impact on enrollments. All campus constituencies were involved with the communication and planning process.

**Evaluation:** Communication has greatly improved at the college through the PBC, the Leadership Forum, President's Chats, The Gaucho Gazette, and the various email communications from the President's Office. 67% of those who responded to the 2007 Employee Voice survey indicated that they receive timely communication on critical information affecting their job. Every member of the institution is beginning to take personal responsibility for communicating important decisions and participating actively in their department, unit, or college-wide planning as evidenced by the completion of the numerous planning activities that have been characterized by active participation by all segments of the college community. Unfortunately, there will always be rumors that can sometimes thwart progress<sup>13</sup>.

### ***Recommendation 3:***

***The College develop and implement student learning outcomes across the college by:***

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<sup>11</sup> <http://www.saddleback.edu/gov/senate/ie/>

<sup>12</sup> Focus on Strategic Planning: Faculty Flex/In-Service & Professional Development Program of Activities, fall, 2006.

<http://www.saddleback.edu/gov/senate/FlexInservice.html>.

<sup>13</sup> On July 12, 2006, President McCullough sent an email message to all faculty and staff to dispel a rumor about a potential centralization of computer labs. In so doing, he emphasized his commitment to maintain communication channels open.



***A. Developing measurable learning outcomes for all courses, degrees, certificates, programs, and services (Standards I.B.1, I.B.2, II.A.1.c, II.A.2.a, and II.A.2.b)***

***B. Defining and instituting research, procedures for measuring, assessing, and tracking learning outcomes (Standards I.B.2, I.B.3, II.A.1.c, II.A.2.A, and II.A.2.b)***

***C. Creating a staff development program to educate and train all pertinent faculty and staff members in the identification, assessment, and evaluation of student learning outcomes (Standards I.BA, II.A.2.d, II.A.5).***

**Response:** The Commission representative that visited Saddleback College in November 2005 found that considerable progress had been made to achieve the goal of developing measurable learning outcomes for programs and services. This was accomplished through the establishment of a Student Learning Outcomes (SLO) Implementation Plan and the formation of the SLO Task Force. The plan linked SLO's with program review and curriculum revision. The college is currently focusing on reviews at the program level, but is developing strategies to move into SLO development and review at the course level.

**Evaluation:** Saddleback College has made a commitment to the continuation of the SLO Implementation Plan and Task Force on an on-going basis. While there is some concern about the need to transition new faculty onto the Task Force due to the resignation of several key participants, the college has confidence that others who have completed training will agree to fill these vital positions.

***Recommendation 4.***

***The Board of Trustees review and revise the "Employment Procedures for Executive Positions" so that it conforms to accepted best practices. Specifically, this process should be fair, equitable, and provide for meaningful constituency input. Once revised, the implementation of these procedures should be delegated to the Chief Executive Officer and the direct involvement of the Board should be limited to the appointment of the Chancellor (Standards III.A.1, III.A.3).***

**Response:** The Progress Report Visit Findings of November 3, 2005, stated that the Board of Trustees had not acted in good faith to address this recommendation. The District and the Board of Trustees have now taken action to address this finding, and have developed Board Policies and Administrative Regulations that are in compliance with models that establish best practices.

Several years ago, the Chancellor convened a district committee, comprised of members from all constituency groups, The Board Policy and Administrative Regulations Review Committee. The committee, which meets bi-monthly, was established to review and recommend existing and proposed board policies and administrative regulations. Over the past year, this committee has undertaken the review of a number of employment procedures policies. In spring 2006, the group addressed Board Policy



4011.6<sup>14</sup>. The revised policy, which is limited to employment procedures for the hiring of the chancellor, complies with best practices as recommended by the accrediting commission and was approved by the Board or Trustees in July, 2006. Board Policy 4011, which was approved by the Board of Trustees on November 20, 2006, establishes policy for the hiring of administrators and managers and removes the Board from the process until final approval of the appointment of the candidate is required. Several administrators and managers were hired during the 2007 spring semester. Representatives who served on the various hiring committees did not report any problems. Board Policy 4011.3, Hiring of Classified Staff, was approved by the Board of Trustees at the June 25, 2007 Board meeting.

Evaluation: The processes defined by BP 4011, 4011.3, and BP 4011.6 are fair, comply with best practices, and provide for effective constituency input and debate.

***Recommendation 5.***

***The Board of Trustees cease its involvement in college and district operations and delegate all non-policy issues, including policy implementation, at the district level to the chancellor and at the college level to the president. To achieve this end, the Board of Trustees, district leadership, and college leadership are encouraged to:***

Response: Since 2005, the college and district have made progress in collaborating on significant policy matters. The technical assistance process that the Academic Senate, Classified Senate, college administration, all bargaining units, student leadership, the District and the Board of Trustees engaged in with the Community College League of California and the State Academic Senate on February 13 and April 24, 2006, seems to have mitigated some of the tension between the Board and the constituent groups.

Board Policies 2100.2, Role and Scope of Authority of the Academic Senates," and, revisions to existing Board Policy 4056, Classified Employees Participation in Decision Making were made by the Board Policy and Administrative Regulation Review Committee, submitted to the Board of Trustees for ratification, and approved on August 27, 2005, and December 11, 2006 respectively.

A number of other controversial policies such as BP-1311 Civic Center and Other Facilities Use, BP-1600 Public Communications, BP-4420 Enrollment Fee Reimbursement for Employees, and BP 6140 and its accompanying AR on College Speakers have been deliberatively debated, edited, revised, reconsidered, rewritten, and approved. Despite occasional frustration, the committee functions collegially and effectively and has done an immeasurable amount of quality work. To date, the Council has been very productive and under the leadership of the Deputy Chancellor Gary Poertner, has forged a positive atmosphere that has resulted in numerous Board policies being revised, recommended to the Chancellor and approved by the Board of Trustees/

A continuing issue of concern to the college constituency is what often appears to be the board's meddling in seemingly insignificant routine business. When asked whether the

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<sup>14</sup> Board Policy 4011.6, Employment Procedures for Chancellor.



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Board of Trustees, the District and the College are mutually supporting yet independent and self-governing units in the 2007 Employee Voice survey, 47% of those responding either disagreed or strongly disagreed. Commonly cited examples of the Board interjecting themselves into the business of the college are the continued rejection of college-requested institutional memberships, the hesitancy to approve certain specific study abroad programs, and the recent decision to omit "character development" from the college mission statement.

A third area of concern for the College is that the Board of Trustees continues to focus on issues of importance to one or more of them that are not ranked highly on College or EFMP priority lists. Examples of this are continuing discussions about security cameras on campus and the desire of several of the trustees to build stadiums on the two campuses using Basic Aid funding. Various members of the Board have expressed a belief that this funding is there for their use and it is their right as representatives of the taxpayers to use it as they see fit no matter the priorities of the campus or constituents. While the Board has established a process for requesting Basic Aid funds, and they are reminded of that process when such Board requests are brought before the entire Board, they continue to persist. In fact, the examples cited continue to be discussed.

**Evaluation:** Progress has been made to create effective mechanisms for participatory governance (e.g., the Board Policy and Administrative Regulation Advisory Council) though some important questions remain regarding the role of college governance groups in district governance and that of the district and its relationship with the college<sup>15</sup>. Several questions in the Employee Voice 2007 survey identifies these concerns. Despite their efforts to incorporate shared governance into decision making, only 19% of respondents agree or strongly agree that the Chancellor allows the College President to implement decisions according to College processes and procedures. Similar results were reflected when the question was whether the Chancellor incorporates the shared governance process into budget decisions (14% agreed or strongly agreed) or whether the Board of Trustees effectively uses the shared governance process to make district-wide decisions (13% agreed or strongly agreed). It may very well be that the perceptions of the rank and file employee may not have adjusted to the reality of the situation. It does appear, however, that when there are nine steps forward and one step back, that negative action is the one that is observed and internalized by the college community.

College governance leaders remain hopeful that the District Planning Process Task Force and Board Policy and Administrative Regulation Advisory Council will continue to function in a mutually respectful way that will help to develop a relationship of trust between the college, the district, and the Board of Trustees. A framework to assume future challenges will be in place once the parties achieve some level of clarity to this basic question.

- A. Define their respective roles in decision making and clearly delineate the areas and scope of responsibility for each constituent group (Standards I.B.1, IV.A.1, and IV.A.2);**

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<sup>15</sup> See discussion of district planning process under response to Recommendation 2 above.



**Response:** The purpose of participation in the Technical Assistance process was to clarify and define the roles of the constituency groups in college/district governance. As described above, the Board Policy and Administrative Regulation Advisory Council has worked with the documents the governance groups developed that define their roles and responsibilities to create a new board policy, BP 2100.2. The Board Policy and Administrative Regulation Advisory Council, a shared governance group, has worked well under the leadership of Deputy Chancellor Gary Poertner.

In July, 2006, the district hired Dr. Andreea Serban, the new Vice Chancellor of Technology and Learning Services. The new vice chancellor works closely with Deputy Chancellor Gary Poertner and Robert King, Vice Chancellor of Human Resources, on the Board Policy and Administrative Regulation Advisory Council.

As described above, BP 107 defines the development and revision of board policies and clearly delineates the role of constituent groups in the process. BP and AR 107 were approved in April, 2006. AR 107 provides for the establishment of a district committee with representation from all constituent groups. BP 107 and AR 107 replace AR 102 which *excluded participation by the constituent groups in the development of board policies and administrative regulations. This is a very positive and welcome development.*

**Evaluation:** Steps have been taken to clarify the respective roles of each constituent group. The shared governance groups (Academic Senate, Classified Senate, CSEA, the SOCCCD Faculty Association, and the Police Officers Association) have worked to clarify their role in decision-making. The board approved Board Policy 107 and with its accompanying administrative regulation the parties are now in a position to move forward with approval of other significant board policies and issues.

**B. Identify the roles and scope of authority of district and college committees in the decision-making process (Standards I.B.1, IV.A.1, and IV.A.2);**

**Response:** The college president and the PBC created a flow chart and narrative that define the relations between the various college committees and the PBC<sup>16</sup>. The PBC web site contains minutes of all meetings and other important planning documents including the links to all of the four Planning Groups associated with the Strategic Plan 2007-2010<sup>17</sup>. The Academic Senate maintains a web page of all college and senate committees with mission statements, membership, meeting times, etc.<sup>18</sup>

The District Decision-Making Chart is an effort to clarify roles and scope of authority of district committees. It lists all district committees and the constituency groups that participate in them. This document was created by the chancellor with input from the Chancellor's Cabinet.<sup>19</sup>

Another positive effort is the chancellor's creation of the Board Policy and Administrative

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<sup>16</sup> Saddleback College 2005 Governance/Planning Process chart; see also discussion of PBC planning process under response to Recommendation 2 above.

<sup>17</sup> <http://www.saddleback.edu/gov/pbc/>

<sup>18</sup> <http://www.saddleback.edu/gov/senate/committees.html>

<sup>19</sup> SOCCCD Level Decision Making chart, June 28, 2006.



Regulation Advisory Council, which has been working successfully to revise and create new policies that clarify roles and scope of authority of the college and district's constituent groups. The college vice presidents are meeting weekly with Dr. Andreea Serban, Vice Chancellor for Technology and Learning Services in an effort to enhance communication. And, the college presidents meet weekly with Deputy Chancellor Gary Poertner.

Other examples that demonstrate the need to clarify the relationship between college and district committees are the following: the District DE Committee and issues that result from district efforts to centralize technical support for the colleges' distance education program even though Saddleback College already has a well established program<sup>20</sup>; the College Technology Priority List, 2006-2007, that was perceived to have been compiled without college input.

**Evaluation:** Though noteworthy efforts have been made regarding this recommendation, it is too soon to judge how the new District Decision-Making Chart and other efforts will serve to strengthen and/or clarify the decision-making process. College staff is hopeful that the chancellor will continue to take steps to strengthen college autonomy in planning and that the vice chancellor of technology and learning services will be empowered to address these concerns through the District Planning Task Force.

**C. Involve all constituent groups in a meaningful and collaborative manner in the decision-making process (Standards I.B.1, IV.A.1, and IV.A.2, and,**

Response: With respect to how the college involves its constituent groups in decision making, please see Recommendation 2 above.

There has been progress in involving more college representatives in district decision-making although for Classified Senate leadership, this remains a concern. While it is true that state law requires that the classified collective bargaining representative has responsibility for selecting the first classified representative appointed to any shared governance committee, it is the district's decision to in many cases limit classified representation to one person, thus eliminating the voice of the senates. For example, the recently revised BP 4011 establishes that the bargaining unit has one representative, but their will be only one representative selected by the senate. The most important examples of productive collaboration between the college and district are the Faculty Hiring Policy, the creation of BP 107 and AR 107, Board Policies and Administrative Regulations, and BP 4011.6, Employment Procedures for Chancellor. These examples have provided valuable opportunities for meaningful and collaborative participation by all constituency groups.

From April through early June of 2006, the Saddleback College Academic Senate (AS) completed a state-wide survey of reassigned time allotted to officers of other academic senates. Of the 105 colleges to which the electronic survey was sent, 78 colleges replied. Results indicated that other schools within Orange County and schools of comparable size were offered greater amounts of reassigned time than SC received.

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<sup>20</sup> According to the State Chancellor's Office, Saddleback College ranks 4<sup>th</sup> among community colleges in the California in terms of WSCH generation for DE courses.



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Based on the data collected and evaluated, the AS recommended that 45 LHE's (lecture hour equivalents) be provided to the leadership of the AS in order for the AS to work efficiently and effectively.

Using the results of the survey, the AS presented its findings to, and made a request of the PBC. The PBC accepted the recommendation and the college president endorsed it. The college president made his recommendation to the Chancellor and the Senate President made a presentation to the Board of Trustees and chancellor. Charts, graphs, and a written report were provided. At that time, the Senate had 30 LHEs, just 3 more than the 1995 number of 27, despite a growing college, the addition of ATEP, and an increased number of committee requirements at the locally and through the state senate. The Chancellor and Board granted 6 additional LHE's per semester for fall 2006 and spring 2007. The is was fewer than the 45 LHEs that Senate leadership estimated it needed. Money was not an issue; funds were available in the college budget.

This issue was compounded in the spring and summer of 2007. After consultation with the AS, the AS president advised the college president that 28 OSH would be needed to accomplish the work of the senate during the summer. AS officers and committee chairs signed agreements for those allocations. The AS president and AS vice president gave up summer classes based on that agreement.

The item to approve these levels of compensation went forward as a BOT agenda item, but was pulled from the agenda. The college president was informed that he had exceeded his authority. The stipend allocation was returned to the previous summer's allocations. The final payout to some of the faculty is still unclear.

**Evaluation:** In order for faculty and staff to participate in a meaningful manner in the college and district decision-making process, they must have sufficient time away from their required duties. They must also have faith that their time is effectively spent in meaningful work. Since reassigned time was significantly reduced 10 years ago, faculty willingness to step forward and participate in college and district leadership has been problematic<sup>21</sup>. Numerous faculty feel that after teaching a full load, little or no energy remains to dedicate to committees whose work may not result in concrete outcomes. Academic Senate leaders are hopeful that the recent increase of reassigned time for faculty leaders will be restored. When coupled with the positive changes in constituency participation in district governance, it is hoped that the result will be greater interest among the faculty to assume leadership positions.

### **D. Publicize the roles and responsibilities of each group through college publications and procedures (Standards I.B.1, IV.A.1, and IV.A.2).**

**Response:** The PBC revised and is using the Saddleback College 2006 Governance/Decision Making Process chart and Governance/Planning Chart and Narrative. This chart defines how college committees provide input to the PBC. This

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<sup>21</sup> Though the reassigned time allocation for the Academic Senate was increased, the Senate has been unable to identify a candidate to run for president-elect in 2006-2007. Nor has anyone stepped forward to assume responsibility for coordinating the work of the Accreditation Midterm Report. {I thought Randy Anderson and Mary Williams was doing this along with working with Ana Maria Cobos}}



chart has been distributed to the constituency groups, it appears in the Faculty Handbook, 2007-2008, and the updated chart was distributed to the college community during in-service 2007. The chart is also available on the PBC web site. The Academic Senate has revised its web site and the college committee structure is a prominent feature of the site.<sup>22</sup>

**Evaluation:** Progress has been made to document and publicize the roles and responsibilities of the constituent groups. Although it is too early to assess the long-term effectiveness of these efforts, the college was successful in developing and approving the strategic planning process and the *Interim Strategic Plan, 2006-2007*, and the 3-year Strategic Plan 2007-2010. These planning tools leave the college well positioned to make budgeting decisions that are integrated with existing and future plans<sup>23</sup>.

#### ***District Recommendation 6.***

***The Board of Trustees, chancellor, presidents, administrators, managers, faculty senates and unions, classified senates and unions, and students take measures to bring all constituent groups together to enable the campus to work toward:***

**Response:** Most of the "climate" issues in this recommendation are a direct result of tensions between the board and district with the college.

The college has been successful in taking key steps to improve college climate. Noteworthy are the President's Chats, The Gaucho Gazette (college electronic newsletter),<sup>24</sup> and the president's regular communications with college staff<sup>25</sup>. The creation of the PBC has streamlined and linked decision-making more closely with budget planning. In addition, in response to concerns that the streamlined PBC eliminated a valuable communication and input venue, the Leadership Forum was created in June, 2005 to fill the need for disseminating information. The Leadership Forum<sup>26</sup> is a college wide monthly meeting for information sharing and discussion to ensure that all groups are well informed about important college activities such as planning, college budget issues, outreach, etc.

On August 1, 2006, the chancellor wrote a memo to the Academic Senate presidents outlining the "responses to accreditation team recommendations pertaining to the district."<sup>27</sup> This document outlines various examples of activities directly related to the accrediting commission recommendations such as the board's discussion and special meetings of same including the technical assistance process.

In conjunction with these positive strategies, the district has been pursuing numerous

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<sup>22</sup> <http://www.saddleback.edu/gov/senate/collegecommittees.html>

<sup>23</sup> See the evaluation under Recommendation 5.B above.

<sup>24</sup> <http://www.saddleback.edu/news/index.html>

<sup>25</sup> See notebook of Saddleback College communications from the President's Office.

<sup>26</sup> In August, 2006, the members of the Leadership Forum met with the PBC for a one-day retreat where the strategic plan and the college budget were discussed. See the PBC retreat agenda.

<sup>27</sup> August 1, 2006 memo to the Academic Senate presidents from Chancellor Mathur.



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communication efforts to try to ease board/district-college tensions. These attempts include formal and informal meetings (e.g., the chancellor's Q&A with college faculty and staff and his visits to division meetings; Special board meetings dedicated to accreditation and scheduled Board Forums held at both campuses; the Director of Marketing, Government, and Community Relations regularly disseminates highlights of board meetings and other important announcements, a DVD of board meetings is made available through the college library; as well as faculty and staff social events<sup>28</sup>.

A number of social events have been held to increase the collegial relationships between administration, faculty and staff. The college has hosted three Holiday Season parties for SC and District staff. In addition, there is a fall in-service welcome for both SC staff and District staff

**Evaluation:** Although notable progress regarding "climate" issues is being made at the college level, some tensions remain at the board/district-college level. The college community remains optimistic and will continue to welcome initiatives to create a more collegial climate.

***A. Developing a positive and in-depth dialogue on essential issues (e.g., evaluation, planning and research, student learning outcomes, decision making roles and responsibilities, etc.) that will ultimately lead to strengthening student learning and success at the college (Standards I.A.3, IB.1);***

**Response:** In an effort to improve communication within the college and between the college and the district, the college president has instituted informal, monthly, "President's Chats" (usually held monthly since November, 2004) that are widely publicized and open to all faculty, staff, and students. Attendance has ranged from 20 to 40 members of the faculty and staff who have attended each session of the President's Chats. Topics of discussion include BGS updates, institutional effectiveness, proposed new construction, additional renovations, and other pressing issues.<sup>29</sup> Some deans have organized workshops for faculty to enhance institutional effectiveness.<sup>30</sup>

In December, the president held the 3<sup>rd</sup> Annual Holiday Party that was very well attended by college and district administrators, college faculty, staff, and students. According to the president, the purpose of these gatherings is to promote college-wide unity among all personnel and increase and improve communication and enhance trust.

With respect to district and Board of Trustees efforts to improve communication with the college community, the chancellor meets with faculty and staff of each division once per semester or has college wide meetings to discuss issues of interest. The Board of Trustees held special board meetings to focus on the accreditation recommendations.

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<sup>28</sup> SOCCCD Communication Strategies, November 2005-August 2006.

<sup>29</sup> A copy of The Report of the Saddleback College Compressed Calendar Task Force, March, 2006 is contained in the folder for Reference 28. This is one example of college communication efforts.

<http://www.saddleback.edu/gov/senate/PDF/CompressedCalendarTaskForce.pdf>

<sup>30</sup> Teaching & Learning Workshops, 2005-2006.



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The district has also sponsored faculty and staff social events<sup>31</sup>.

**Evaluation:** The college emphasis on improving communication and promoting a dialog about institutional effectiveness, plus the lengthy list of accomplishments for 2006-2007, demonstrate that the college continues to make progress in this area as it continues to work with the district to identify strategies to further improve college—district communication.

***B. Creating an environment which ensures greater administrative stability and empowerment at the college (Standards IV.A.1, IV.A.2, A.2.a, A.2.b, A.3, A.5, IV.B.1, IV.B.2, and IV.B.3); and,***

**Response:** The perception remains among some faculty and classified staff that the governance style of the board and district discourages college administrators from taking risks to solve difficult problems and yet several noteworthy improvements have taken place within the last year.

College leadership has empowered the college deans by ensuring that they are well represented in all major strategic planning groups. The past year has been unusual in that no contract negotiations were underway, providing a sense of rest and comfort that has been long absent. Unfortunately, when the Board's contract proposal for the 2007-2010 contract was released in January, it was considered by many to be regressive. Much frustration was expressed at the next Board meeting, which seemed to be met with some surprise from various trustees who were quick to attempt to reassure the faculty that this was not their intent.

**Evaluation:** These positive changes are welcomed by the college community though it is still early to evaluate whether these changes will result in long-term improvements in administrative stability and empowerment.

***C. Enhancing the college and district communication structure so that it is clear to everyone who the responsible party is for making decisions and how those decisions are or will be made (Standards IV.A.1, IV.A.2, A.2.a, A.2.b, A.3, A.5, IV.B.1, IV.B.2, and IV.B.3).***

**Response:** At the college level much has been accomplished to improve and clarify decision making and affirmative communication steps have been taken. See also recommendations 1, 2, and 3, and 5.

At the college-district level positive steps have been taken. During 2006-2007, the chancellor attended division meetings to meet with faculty and staff and discuss issues of interest. The Board of Trustees held several special board meetings to focus on issues of concern including accreditation. All these sessions were open to faculty and staff who were invited to ask questions, express concerns, or simply provide opinions<sup>32</sup>.

Yet, examples of unresolved questions between the college and district remain. Faculty

<sup>31</sup> SOCCCD Communication Strategies, November 2005-August 2006.

<sup>32</sup> Chancellor Mathur's August 1, 2006 memo to the Academic Senate Presidents and SOCCCD Communication Strategies, November 2005-August 2006.



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at both colleges have noted that Board Forums are scheduled exclusively at the convenience of Board members without regard for other planned activities. A recent Board Forum was scheduled for the first Monday of finals week when very few faculty or students could take the time to participate.

**Evaluation:** During 2005-2007, the college has been working diligently to improve communication. In response to fall 2006 and spring 2007 flex activities, anecdotal evidence indicates that these efforts yielded palpable results and there is a feeling that we are re-building our institutional esprit de corps, though admittedly more work remains to be done by every member of the college community.

With respect to college-district communication, a level of improvement is apparent though more time is needed to overcome the years of distrust that have characterized college-district relations since 1997. While some faculty and classified staff are eager to move forward, these strongly-held feelings sometimes affect the interpretation of board and/or district actions and clearly affect morale. Careful attention to sincere and open communication should help to minimize such instances.

In summary, the numerous improvements at the college level coupled with the cautious optimism of better board/district-college relations leave the college well positioned to make continuous and responsible changes that affect both the quality of our programs and services in a climate of cooperation and shared purpose among the faculty, staff, and administration.



**FOCUSED MIDTERM REPORT**  
**OF**  
**IRVINE VALLEY COLLEGE**

Presented to the Western Association of Schools and Colleges  
October 15, 2007

South Orange County Community College District  
Irvine Valley College  
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Irvine, California 92618  
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Dr. Raghu P. Mathur, Chancellor

Dr. Glenn R. Roquemore, President, Irvine Valley College



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# **I. CERTIFICATION OF THE PROGRESS REPORT**

**To:**           **Accrediting Commission for Community and Junior Colleges  
Western Association of Schools and Colleges**

**From:**       **Irvine Valley College, South Orange County Community  
College District**

**This focused midterm report provides the following: (1) the institutional responses to team recommendations cited in the WASC-ACCJC January 31, 2005 action letter, the January 31, 2006 action letter, and the January 31, 2007 action letter; and (2) the institutional responses to self-identified issues based on the planning agenda sections of the 2004 self study. We certify that preparation of this report included opportunities for participation by the campus community and that the progress report accurately reflects the nature of this institution in relation to the issues addressed.**

<hr/>	<hr/>
<b>Dave B. Lang, President, Board of Trustees, SOCCCD</b>	<b>Date</b>

<hr/>	<hr/>
<b>Dr. Raghu P. Mathur, Chancellor, SOCCCD</b>	<b>Date</b>

<hr/>	<hr/>
<b>Dr. Glenn R. Roquemore, President, IVC</b>	<b>Date</b>

<hr/>	<hr/>
<b>Dr. Gwen Plano,</b>	<b>Date</b>
<b>Vice President of Student Services</b>	
<b>Accreditation Liaison Officer</b>	
<b>Accreditation Co-Chair</b>	

<hr/>	<hr/>
<b>Wendy Gabriella,</b>	<b>Date</b>
<b>Academic Senate President</b>	
<b>Accreditation Co-Chair</b>	



<b>?, Representative, Classified Leadership</b>	<b>Date</b>
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<b>Beep Colclough, Representative, Classified Senate</b>	<b>Date</b>
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<b>Matthew Wechslar, President, ASIVC</b>	<b>Date</b>
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## II. STATEMENT ON REPORT PREPARATION

On behalf of the South Orange County Community College District, Irvine Valley College submits this focused midterm report to the Accrediting Commission for Community and Junior Colleges. This report addresses the team recommendations identified in the commission action letter of January 31, 2005, the team recommendations identified in the commission action letter of January 31, 2006, and the team recommendations identified in the commission action letter of January 31, 2007. In accordance with commission guidelines, the college recognizes that a focused midterm report requires that the college demonstrate significant progress as stated in the January 31, 2007 action letter relative to recommendations 6, 7, and 8. The focused midterm report also addresses the self-identified planning agendas of the 2004 self-study as required by commission policy.

On March 23, 2006, in preparation for the midterm report, the academic senate recommended that the faculty co-chair (and academic senate president) who assisted in the development of the 2005 progress report and the 2006 progress report continue as the faculty co-chair to assist in the preparation of the focused midterm report for 2007.<sup>1</sup> The appointment of the faculty co-chair was approved by the college president on March 24, 2006.<sup>2</sup> The college agreed to continue the practices followed in the production of the 2005 and 2006 progress reports with the continuation of the accreditation oversight committee composed of a Vice President and co-chair, a dean, the president of the student government, the president of the classified senate, three academic senate representatives (in addition to the academic senate president as the co-chair), and the president of the classified leadership council.<sup>1,3</sup>

Pursuant to commission guidelines, the January 31, 2007 commission action letter and progress visit report, were made available to the college community and the public by posting both documents on the Irvine Valley College web site on February 6, 2007.<sup>4</sup> Further, in order to engage the college community in inclusive, informed, and intentional dialogue regarding accreditation, on February 7 and 8, 2007, the Office of the President held two college-wide "accreditation dialogue" meetings to discuss the January 31, 2007 action letter, the progress visit report, an overview of college progress relative to strategic planning as well as an update on the college's evaluation of institutional effectiveness.<sup>5</sup>

The following procedures were utilized in preparing the focused midterm report: drafts of the report were prepared by the oversight committee and distributed through the shared governance process to all constituent groups, including president's council, instructional council, dean's council, the general assembly of the academic senate (all faculty), the classified senate, the classified leadership council, and the associated student government for review.<sup>6</sup> After receiving, reviewing, and incorporating (when appropriate) the input from all aforementioned constituent groups, the oversight committee prepared the final draft of the focused midterm report which was submitted to the board of trustees of the South Orange County Community College District on \_\_\_\_\_, 2007.



## References

- <sup>1</sup> *Academic Senate Minutes: Item 13 (3-23-06)*
- <sup>2</sup> *Office of the President: Memo Accepting Faculty Co-chair (3-24-06)*
- <sup>3</sup> *President's Council Minutes: Oversight Committee (12-\_\_-06) (Need)*
- <sup>4</sup> *Office of the President Announcement: Action Letter/Progress Report Visit Findings Available on College Website (2-6-07)*
- <sup>5</sup> *Office of the President/Academic Senate Announcement: College-wide Accreditation Dialogue Meetings (2-6/7-07)*
- <sup>6</sup> *Announcements: Midterm Drafts Available for Review (Need Jan. 07 Oversight Notice and August 2007 when entire draft submitted to College for Review.)*



### III. RESPONSES TO TEAM RECOMMENDATIONS: 2005, 2006, and 2007 ACTION LETTERS

- A. **Recommendation 1.** The college develop, implement and evaluate a long range strategic planning process that is cyclical, comprehensive, inclusive, systematic and integrates budget and resource allocations with program review and all institutional planning, which includes educational master planning, human resource planning, physical resource planning, technology resource planning, and fiscal resource planning. (Standards I. B. 1, 2, 3, 4, 5, 6, 7; II. A. 1, 2; II. B. 1, 3, 4; and II. C. 2)

**Response:** As documented in the 2005 progress report, in February of 2005, the academic senate revised the college strategic planning process and submitted the proposed draft to the college for review and study based on the commission's recommendation in 2005. All constituent groups participated in the revision of the strategic planning process and on September 1, 2005, a final draft of the planning process was adopted by the college. According to the visiting team, at the time of the November 3, 2005, site visit, the college effort towards meeting the recommendation was evident; however, the team noted that much work remained to be done with implementation and evaluation of the planning processes, in order to fully meet the recommendation.

#### **Fall 2005 and Spring 2006: College Strategic Planning Delayed**

The implementation of the college strategic plan was delayed for two reasons. First, the college researcher resigned her position on \_\_\_\_.<sup>1</sup> Since implementation of the strategic planning model is contingent on the acquisition of research and data collection via internal and external data scans, it was difficult to implement the strategic planning process in the absence of a college researcher.

The second reason for the delay in implementation of the college strategic planning model was due to the development and execution of the district planning process. In January of 2006, the chancellor developed a district planning process directing the college to establish annualized goals, action plans, and progress/final reports.<sup>2</sup> On January 27, 2006, the IVC college administration developed a process to implement a 17-month planning cycle based on the district planning process.<sup>3</sup>

The academic senate objected to the development of the district planning process and its implementation at the college.<sup>4</sup> Pursuant to Title 5, section 53200 (c) (10) and board policy 2100.1, the senates should be consulted in the discussion of institutional planning and the senate was not informed or included in the development of the district planning process.<sup>4</sup> Thus, the district planning process was not broad based or inclusive. Further, the district goals were not connected to the college mission statement and were not related to student learning and/or connected to program review or an ongoing systematic method of evaluation and improvement. Additionally, the senate viewed the implementation of the district planning process as problematic because it interfered with the implementation of the college strategic plan.<sup>4</sup> The administration and the faculty



could not realistically implement two entirely separate planning processes at the college, the district planning process and the college strategic planning process. On March 24, 2006, the senate requested the college president implement the college strategic plan commensurate with the commission's recommendation.<sup>5</sup>

Also, in March of 2006, the senate requested that the chancellor withdraw the district planning process and allow the college to implement the college strategic planning process.<sup>6,7</sup> This request was not honored.<sup>8</sup> Therefore, the college administration complied with the timelines set by the district planning process and in May of 2006 submitted college goals, action plans, and progress reports, developed by the administration in April and May of 2006.<sup>9</sup>

On May 26, 2006, at the joint request of the Saddleback College academic senate and the Irvine Valley College academic senate, the chancellor established the district planning process task force in order to examine possible strategies regarding the future integration of district and college planning processes.<sup>10</sup> The district planning process task force met on August 25, 2006, September 8, 2006, and September 21, 2006, and submitted the final recommendations to the chancellor on October 8, 2006.<sup>11</sup> The recommendations of the district planning process task force were accepted by the chancellor on October 30, 2006.<sup>12</sup>

The district planning task force recommendations allow the colleges to implement their strategic planning processes and present the plans to the board of trustees in April/May of 2007.<sup>12</sup> Regarding the district planning process, the task force recommended that the chancellor's cabinet, with representatives from all constituent groups, develop annual district-wide goals in February and April of every year beginning in 2007.<sup>12</sup> According to the recommendation of the task force, the chancellor's cabinet may request an outside facilitator to assist in the development of district-wide goals rather than district goals or operational goals as had been developed in the past.<sup>12</sup> The task force also recommended that in order to integrate district and college planning, the district-wide goals will be associated with the college strategic directives and reflected in the planning documents.<sup>12</sup> (Further discussion of the development of the district mission statement and the district-wide goals will be presented in the response to recommendation 8.)

#### **Fall 2006 and Spring 2007: Implementation of the College Strategic Plan**

Once the district level planning issues were resolved and the college research position was filled, under the leadership of the president, the college moved forward with the implementation of the college strategic plan in the fall of 2006. A strategic planning workshop was held during the fall 2006 flex week. The college president and the academic senate discussed the strategic planning model and the college strategic planning process.<sup>13</sup> On September 28, 2006, the two processes were modified to incorporate the input of all constituent groups.

The college strategic planning process is broad based and inclusive involving all members of the college community. For example, during September 2006, the college president and the academic senate populated the strategic planning steering team,



consisting of the president of the classified senate, the president of the student government, the president of the classified leadership council, the president of the academic senate and a representative from the faculty bargaining agent as well as a representative from the dean's council and all senior college administrators.<sup>15</sup> The planning process involves five focus groups as follows: academic /facilities/educational support/technology; enrollment management; institutional effectiveness; resource and budget; and student success/access.<sup>15</sup> Each of the five focus groups include a representatives from the student government (ASIVC), the classified bargaining agent (CSEA), classified management, the classified senate, the administration, and two representatives from the academic senate.<sup>15</sup>

On October 4, 2006, the college held a strategic planning kick off meeting with all members of the five focus groups and the steering team.<sup>16</sup> The meeting was chaired by the president, the college researcher, and the vice chancellor of technology and learning services.<sup>16</sup> The purpose of the meeting was to discuss the implementation of the planning model, the charge of the five focus groups, the development of planning assumptions based on data as well as the development of objectives and planning strategies.<sup>16</sup> The relationship between the implementation of the planning model and resource distribution was also discussed. And, the vice chancellor of technology and educational services presented an overview of the college's institutional effectiveness and the key indicators.<sup>16</sup>

### **Strategic Planning and the College Mission Statement**

In order to ensure that the college mission statement is an integral component of the institutional planning process and that decision-making is guided by the college mission statement, the strategic planning steering committee met on October 13, 2006, to develop overarching goals for the college based on the college mission statement.<sup>17, 18</sup> Moreover, the committee incorporated the accreditation standards as they relate to strategic planning as well as the statewide strategic planning goals and also established a timeline for the strategic planning process.<sup>19</sup> These goals reflect the purpose of the institution, the intended population, and a strong commitment to providing evidence of and assessing student learning. The mission statement and the IVC goals were distributed to the five focus groups to form the guiding principles of the development of the planning assumptions, objectives, and planning strategies of the five focus groups.<sup>18</sup> Therefore, the IVC goals are integrally related to the college mission statement and institutional planning is driven by the college goals and mission statement. (The relationship will be discussed more fully in the planning agendas relative to standard 1.)

### **The Strategic Planning Process**

The five focus groups met throughout October, November, and December of 2006 to develop objectives, planning assumptions, and strategies based on the external and internal data scans. The college researcher, college president, and the academic senate president initially met with each focus group to explain the process and the specific charge of each focus group.<sup>20</sup> The college researcher provided each focus group with the college mission statement, the IVC goals, definitions and examples of objectives, planning assumptions, and strategies as well as research gathered from the external and internal data scans. According to the planning model, each focus group utilized six



categories of data including, demographics, economy and employment, education trends, social trends, public policies, and technology in this process.

During the January 2007 flex week, two college-wide strategic planning workshops were held for members of the focus groups as well as the college community. On January 2, 2007, the college reviewed the planning assumptions developed by the five focus groups.<sup>21</sup> On January 4, 2007, the college researcher presented a workshop on how to generate objectives and strategies based on the planning assumptions.<sup>22</sup> All five focus groups met on January 25, 2007, February 14, 2007, and on March 1, 2007 to review the objectives and planning strategies.<sup>23</sup> During the aforementioned meetings considerable dialogue occurred between members of the focus groups and members of the steering team with respect to institutional quality and the reliability of the data concerning the college's programs and services. The nature of strategic planning prompted self reflection and deliberations as to how the college could improve to meet the needs of a diverse student population.

On February 7<sup>th</sup> and 8<sup>th</sup> of 2007, the college held two accreditation dialogue collegewide meetings to inform the college community of the 2007 commission action letter and further engage the college community within the strategic planning effort.<sup>24</sup> The meetings were facilitated by the college president and the academic senate president. At the meetings, the 2007 commission action letter was presented as well as the expectations of the commission for the college with respect to the October 2007 focused midterm report.<sup>24</sup> The research and planning analyst provided an update on the strategic planning efforts, including a review of the college goals, the research provided to the strategic planning focus groups, and the development of objectives, planning assumptions, strategies based on the research provided.<sup>24</sup> In order to assist the college community in its understanding of strategic planning, a strategic planning primer for higher education was discussed. The vice chancellor of technology and educational services presented an overview of how to measure institutional effectiveness and the institutional effectiveness measures commonly used throughout the state of California.<sup>24</sup>

Throughout the spring semester of 2007, the strategic planning focus groups and the steering committee worked together to finalize the objectives and strategies for the 2006-2012 college strategic plan.<sup>25</sup> As will be discussed and documented in the budget section below, in April and May of 2007, the final objectives and strategies were analyzed by the resource and budget focus group for fiscal impact. In June and July of 2007, the research analyst prepared a preliminary draft of the strategic plan for review by the steering committee. On July 11, 2007, the steering committee, including the director of fiscal services, reviewed and revised the preliminary draft of the strategic plan based upon the budget analysis.<sup>26</sup> The 2006-2012 college strategic plan was distributed to the college community for review August 1, 2007 through August 24, 2007 and the steering team reviewed and incorporated revisions, when appropriate, as per the agreed upon process (see reference 14).



### **The 2006-2012 College Strategic Plan**

The college strategic plan includes eleven major objectives and several strategies (per objective) designed to attain the objective.<sup>27</sup> The objectives include (not in priority order):

- Increasing alternative methods of instruction by offering an online degree and/or certificate in 2008; offering technical training for distance education faculty, providing funding to develop an online distance education orientation;
- Supporting the development of new programs through the request of funding to conduct a community needs assessment;
- Increasing course completion rates in credit basic skills and credit career technology courses as well as increasing the percentage of degree and certificate awards;
- Increasing student success, retention rates, and persistence rates;
- Increasing the number of second language students that enroll in college level English courses;
- Expanding the curriculum offerings for lifelong learning and work force development;
- Increasing enrollment in contract and career technology courses;
- Maintaining and annual marketing and recruiting plan;
- Increasing the enrollment and persistence rates of concurrently enrolled high school students;
- Producing an Institutional Effectiveness Report;
- Developing a preventive maintenance plan.<sup>27</sup>

The strategies (actions) to attain the objectives will be implemented throughout the fall of 2007 and spring of 2008.<sup>28</sup> In January of 2008, the steering team will evaluate the outcomes and begin the development of the 2008-2009 strategies.<sup>28</sup> Additionally, the steering team will review the strategic planning model and make revisions as necessary.

### **Strategic Planning and the College Budget Development Process**

As stated in the 2005 progress report, the college administration and the academic senate agreed to review the college resource and budget allocation process to ensure an open, inclusive process. Although, the 2005 progress report indicated that this review would occur in fall of 2005, it became more relevant with the implementation of the strategic planning model and the work of the resource and budget focus group in spring of 2007.

In spring/summer of 2007, the academic senate, administration, and the strategic planning steering team reviewed a proposed college budget development process.<sup>26</sup> The proposed budget development process is connected to the strategic planning process as follows:

- 1) All funding proposals will be tied to specific goals, objectives, and strategies/actions approved by the strategic planning process;
- 2) Every college program/unit will be required to prepare a justification for every key item of their budgets. As part of each request, an assessment of success in



terms of meeting the program's strategic planning goals, objectives, and strategies/actions will be included.<sup>29</sup>

The proposed budget development process included the development of a revised strategic planning budget development committee which would combine the functions of the original strategic steering team, the strategic planning resource and budget focus group, and the former college budget committee into one new standing college committee. This new committee will continue to implement the college strategic plan as well as provide budgetary guidance for the college.<sup>29</sup> (page 3)

During the discussion of the college budget development process, in the spring of 2007, the strategic planning steering team integrated the strategic planning objectives and strategies within the budget development process. On April 20, 2007, the strategic planning steering team submitted the objectives and strategies to the resource and budget focus group for review and fiscal recommendations. On May 23, 2007, and June 27, 2007, the strategic planning steering team reviewed the fiscal analysis of the planning objectives and strategies.<sup>30, 31</sup>

#### **Strategic Planning, Budget Development, and Program Review**

In accordance with the 2006 revised program review process (which is discussed in the response to recommendation 3), program review recommendations were integrated into the budget development process as well as the strategic planning process in the following manner: the president, the vice president of instruction (or the vice president of student services if the program lies within that division), and the academic senate shall mutually agree upon the program review recommendations which will be forwarded to the appropriate strategic planning focus group for planning consideration and possible implementation commensurate with the budgetary consideration of the college.<sup>32</sup> In accordance with this process, on January 9, 2007, the president, the vice president of instruction, the academic senate president, and the college research analyst met to review the 2004-2005 program review recommendations as well as the 2005-2006 program review recommendations in relation to the strategic planning efforts at the college.<sup>33</sup> On May 23, 2007, the strategic planning steering team reviewed the 2004-2005, 2005-2006, and the 2006-2007 program review recommendations. The program review recommendations fell within four broad categories:

1. Departmental recommendations concerning curriculum development, review of library holdings and media resources, development of student surveys, and creation of new articulation agreements etc.;
2. Recommendations concerning establishing or increasing dedicated classroom space for a specific discipline;
3. Recommendations for additional equipment;
4. Recommendations for additional full-time faculty positions.<sup>34</sup>



Because of the nature of these recommendations, on July 11, 2007, the academic senate in collaboration with the steering team proposed the following revisions to the program review process to better integrate the recommendations within the college budget and planning procedures:

1. The dean or manager, in collaboration with the faculty, will implement the departmental recommendations, program objectives and strategies;
2. All recommendations, program objectives and strategies pertaining to facilities will be directed to the academic and facilities committee (formerly a strategic planning focus group which will be converted to a college standing committee for this purpose, among others);
3. All recommendations, program objectives and strategies pertaining to equipment needs will be directed to the dean or manager to be incorporated into a budget proposal from the school or department, if appropriate, which would then be considered by the strategic planning budget development committee;
4. All recommendations, program objectives and strategies pertaining to additional full-time faculty positions will be directed to the dean for consideration in the development of the deans' annual full-time faculty hiring priority proposal.<sup>35</sup> All recommendations, program objectives and strategies pertaining to additional full-time positions within student services will be directed to the manager for consideration in the college-wide hiring priority process.

All other program review recommendations, objectives and strategies will be forwarded to the appropriate planning committee and/or the strategic planning budget development committee for implementation commensurate with the budgetary considerations of the college.<sup>35</sup>

The 2007 program review process was further revised with regards to the integration of the strategic planning methodology. Programs and services undergoing review in 2007-2008 will develop program objectives, which must be specific, measurable, achievable, realistic, and time related. And, each program and service must develop strategies or actions to attain the objective, specifying, what action will be taken, the responsible party, the date of completion, the rationale, as well as the fiscal impact.<sup>35</sup>

#### **College Facilities and Educational Master Planning**

At the time of the 2005 progress report, the college and the district were interviewing several firms to prepare an educational master plan. The district selected gkkworks and Maas & Associates to prepare the college facilities and educational master plan. During fall of 2006, the firm conducted interviews with representatives of all constituent groups and conducted extensive reviews of current as well as projected enrollment numbers in the development a five year facilities and educational master plan.<sup>36</sup> Throughout the spring 2007 semester, the college reviewed the facilities and educational master plan and the five year construction plan for the district and the college.<sup>37</sup> The academic and



facilities planning committee will continue to monitor the implementation of the master plan and the district construction plan to develop recommendations for the use of pre-existing facilities as new buildings are constructed and occupied. The college is fortunate to be nearing completion (October of 2007) on a new fine arts performing center which will create additional classroom space when the departments occupy the new building.<sup>38</sup> Additional science lab space will be created with the completion of a science lab annex. The college has begun construction of the new business and technology innovation center which will create new opportunities for classroom and laboratory space.<sup>38</sup> The college recently received notification that state and district funding will now be available to begin construction on a new life sciences building.<sup>38</sup>

With the development of the additional buildings, more classroom and laboratory space will be available in implementing the program review recommendations pertaining to additional classroom and lab space.

## References

- 1<sup>1</sup> Resignation: Office of Institutional Research (\_\_\_-\_\_\_-05) (Need)*
- 1<sup>2</sup> District Planning Process (1-06)*
- 1<sup>3</sup> College Process to Implement District Planning Process (1-27-06)*
- 1<sup>4</sup> Academic Senate Minutes (Item 5) (2-16-06)*
- 1<sup>5</sup> Academic Senate Memo to Office of President: Request to Implement College Strategic Planning Process (3-24-06)*
- 1<sup>6</sup> Academic Senate Minutes (Item 5) (3-2-06)*
- 1<sup>7</sup> Academic Senate: Memo to Faculty Regarding District Planning Process (3-10-06)*
- 1<sup>8</sup> Office of Chancellor: Memo to IVC Faculty Regarding District Planning Process (3-11-06)*
- 1<sup>9</sup> Sample: College Goals & Action Plans (5-06) (Need)*
- 1<sup>10</sup> Office of Chancellor: Memo Establishing District Planning Task Force (5-26-06)*
- 1<sup>11</sup> District Planning Task Force Proposed Recommendations (10-8-06)*
- 1<sup>12</sup> Office of Chancellor: Memo Accepting District Planning Task Force Recommendations (10-30-06)*
- 1<sup>13</sup> Flex Workshop: Implementation of the College Strategic Planning Process (8-28-06)*
- 1<sup>14</sup> College Strategic Planning Process-Final Draft (9-28-06)*
- 1<sup>15</sup> Strategic Planning Focus Group and Steering Team Membership (9-06)*
- 1<sup>16</sup> Strategic Planning Kickoff Meeting (10-4-06)*
- 1<sup>17</sup> Strategic Planning Steering Team Meeting: College Goal Development (10-13-06)*
- 1<sup>18</sup> Strategic Planning Steering Team: Proposed College Goals (10-13-06)*
- 1<sup>19</sup> Strategic Planning Steering Team: Timeline (10-13-06)*
- 1<sup>20</sup> Office of Institutional Research: Memo Regarding Initial Strategic Planning Focus Group Meetings with Office of President, Academic Senate President, and College Researcher (10-13-06)*
- 1<sup>21</sup> January 2007 Flex Workshop: Review Planning Assumptions (1-2-07)*
- 1<sup>22</sup> January 2007 Flex Workshop: Development of Objectives & Planning Strategies (1-4-07)*
- 1<sup>23</sup> Focus Group Meetings: Review Objectives & Planning Strategies (1-25-07),*



- (2-14-07), and (3-1-07)
- I<sup>24</sup> Accreditation Dialogue Collegewide Meetings (2-7-07) (2-8-07)*
- I<sup>25</sup> Strategic Planning Timeline: Development of Objectives and Strategies (Spring, 2007)*
- I<sup>26</sup> Strategic Planning Steering Team Retreat (7-11-07)*
- I<sup>27</sup> 2006-2012 College Strategic Plan (Need Final Draft)*
- I<sup>28</sup> Strategic Planning Timeline: Implementation of Objectives and Strategies (2007-2008 and 2008-2009)*
- I<sup>29</sup> Strategic Planning Budget Development Committee: College Resource Allocation Process (7-11-07)*
- I<sup>30</sup> Strategic Planning Steering Team Meeting: Review Fiscal Recommendations of 2007- 2008 Objectives and Strategies (5-23-07)*
- I<sup>31</sup> Strategic Planning Steering Team Meeting: Review Fiscal Recommendations of 2007- 2008 Objectives and Strategies (6-27-07)*
- I<sup>32</sup> Program Review Process: Revised (11-16-07)*
- I<sup>33</sup> Review: 2004-2005 and 2005-2006 Program Review Recommendations (1-9-07)*
- I<sup>34</sup> Strategic Planning Steering Team: Review 2004-2007 Program Review Recommendations (5-23-07)*
- I<sup>35</sup> Irvine Valley College Program Review/Planning Process-Proposed Revisions (7-11-07)*
- I<sup>36</sup> Irvine Valley College Facilities & Educational Master Plan (Fall 2006)*
- I<sup>37</sup> College Review: Facilities & Educational Master Plan (Spring 2007)*
- I<sup>38</sup> SOCCCD Five Year Construction Plan (6-29-06)*



**B. Recommendation 2: The college implement college-wide dialogue on establishment and assessment of student learning outcomes at the course, program, degree, certificate, and institutional levels. (Standard I. B. 1)**

**Response:** Due to the combined effort of the faculty co-chairs of the learning outcomes committee, the office of the president, and the academic senate, the college has continued to increase the level of engagement, motivation, and ongoing college-wide dialogue regarding the establishment and assessment of student learning outcomes as noted by the evaluating team during the on November 3, 2005, site visit.

**Student Learning Outcomes: Institutional Commitment**

As reported in the 2005 progress report, the learning outcomes committee was formally adopted as a college-wide standing committee which collaborates on a routine basis with the academic senate.<sup>1</sup> The academic senate coordinates the work of the learning outcomes committee with the administrative components of the college such as the instructional council, the student services council, and the president's council.<sup>1</sup> In fall of 2005, the learning outcomes committee forwarded an SLO implementation plan and a draft of proposed institutional/core learning outcomes for the college to the academic senate for review and adoption. On September 29, 2005, the academic senate reviewed, revised, and adopted the SLO implementation plan and the institutional/core learning outcomes for IVC.<sup>2</sup> (Item 10, page 4) In order to facilitate college-wide dialogue regarding student learning outcomes, the committee prepared a definition of terms to provide clarification and standardization of learning outcomes terminology throughout the institution.<sup>2,3</sup>

The administration and the faculty leadership are committed to making student learning outcomes a visible priority across the institution as documented below. To this end, the college has allocated appropriate resources to implement the student learning outcomes plan.<sup>4</sup> On June 6, 2006, the office of the president approved the budget request for 2006-2007 submitted by the learning outcome committee.<sup>4</sup> The 2006-2007 budget provides reassigned time and a stipend for the faculty co-chairs, clerical support, technological resources, including hardware and software, and the budget provides for the requested conference money.<sup>5</sup> In June of 2007, the office of the president approved the 2007-2008 proposed budget.<sup>5</sup>

**College-wide Dialogue: Student Learning Outcomes Flex Week Workshops and Training Sessions 2005-2007**

In order to address recommendation 2, student learning outcomes workshops and training sessions have become an ongoing aspect of staff development during the in-service flex week as well as throughout the semester. As reported in the 2005 progress report, at the onset of the fall 2005 semester, the learning outcomes co-chairs conducted a flex week learning outcomes workshop designed to assist faculty in differentiating goals, objectives, and learning outcomes.<sup>6</sup> After a review of the accreditation standards related to learning outcomes, participants generated learning outcomes statements at the course and/or program level and created a scoring rubric for assessing student progress on robust



learning outcomes.<sup>6</sup> In addition, participants formulated a program level learning outcomes assessment plan for the fall semester using embedded, authentic assessment strategies.<sup>6</sup>

The college conducted learning outcomes flex week workshops throughout the fall 2006 semester. On August 25, 2006, and September 15, 2006, the learning outcomes co-chairs facilitated workshops designed as a two part sequence to assist faculty undergoing program review in 2006-2007 to develop course, program, degree, and/or certificate level outcomes and to develop assessment strategies.<sup>7</sup> The workshops introduced faculty to robust level learning outcomes, Bloom's Taxonomy as well as numerous examples of sample learning outcomes.<sup>7</sup> The follow-up workshop on September 15, 2006, assisted faculty in the development of effective assessment strategies.<sup>7</sup> The workshop examined embedded multiple choice methods of assessment as well as development of rubrics for evaluating student learning outcome statements.<sup>7</sup>

The college hosted numerous learning outcomes training sessions throughout the spring of 2006. The learning outcomes co-chairs conducted training sessions with full-time and adjunct faculty in early childhood education and human development to assist faculty in developing a rubric for scoring student portfolios.<sup>8</sup> In February of 2006, IVC hosted an all day workshop on the use of focus groups for gathering evidence of student learning and eight of the fifty attendees were IVC faculty and administrators.<sup>8</sup> In March of 2006, the co-chairs facilitated the region 8 DSP&S workshop on learning outcomes.<sup>8</sup> Also in March of 2006, the co-chairs also facilitated a IVC student services retreat with school of guidance and counseling, including DSP&S and EOPS administrators, faculty, and staff.<sup>8</sup> On September 28, 2006, the co-chairs participated in a workshop on student response systems at Coastline College's Garden Grove Center and on October 4, 5, and 6, 2006, the co-chairs and members of the learning outcomes committee participated the assessment conference in San Diego.<sup>9</sup> In order to enhance administrative support of the development of learning outcomes at the college, on October 17, 2006, the faculty co-chairs hosted a workshop for all college administrators.<sup>9</sup>

#### **Implementation of 2005 Learning Outcomes Planning Agendas**

As indicated in the 2005 progress report, the learning outcomes co-chairs developed an extensive website to provide faculty with the necessary resources to assist with the development and assessment of learning outcomes.<sup>11</sup> The website contains a list of resources and links to information regarding the development and assessment of learning outcomes as well as a wealth of examples of learning outcomes for numerous disciplines, and a step by step explanation of how to develop course/program level outcomes.<sup>10</sup> The website has been extremely helpful in facilitating dialogue between faculty, staff, and the administration.

To avoid repetition, the college's continued efforts to implement and assess course, program, degree, certificate, and institutional learning outcomes will be further discussed in the response to recommendation 4 and the response to the 2004 self-study planning agendas in standard II.



## References

- 2<sup>1</sup> *Academic Senate Minutes: Learning Outcomes Committee-College Standing Committee (9-29-05)*
- 2<sup>2</sup> *Academic Senate Minutes: Adoption of the SLO Implementation Plan & Institutional Core Learning Objectives—Item 10 (9-29-05)*
- 2<sup>3</sup> [www.irvinevalleycollege.edu/offices](http://www.irvinevalleycollege.edu/offices) & services/academic senate
- 2<sup>4</sup> *2006-2007 Student Learning Outcomes Budget Approval (6-6-06)*
- 2<sup>5</sup> *Learning Outcomes Committee Minutes-Budget (6-22-06)*
- 2<sup>6</sup> *Learning Outcomes Flex Workshops (8-16-05)*
- 2<sup>7</sup> *Learning Outcomes Flex Workshops (8-25-06 and 9-15-06 “One Stop SLO Workshops)*
- 2<sup>8</sup> *Student Learning Outcomes Committee Progress Report (5-20-06)*
- 2<sup>9</sup> *Student Learning Outcomes Committee Agenda (9-29-06)*
- 2<sup>10</sup> *Student Learning Outcomes Website: <http://intranet.ivc.edu/slo>*



C. **Recommendation 3: The college develop and implement cyclical and systematic evaluations and improvements of the program review processes in instructional and student services programs. (Standard II. A. 1, 2; B. 1, 3)**

**Response:** As documented in the 2005 progress report, the program review process was revised on November 2, 2004 in accordance with the commission's recommendation. The program review process was again systematically evaluated and modified in the summer and fall of 2006 with the onset of the strategic planning process and the resignation of the program review co-chairs. On March 29, 2006, the program review chairs resigned after serving in their roles approximately nine years. They maintained that until strategic planning process was implemented, in their opinion, the program review process was perceived as meaningless by the campus community.<sup>1</sup> The subsequent implementation of the strategic planning process during the fall of 2006 and spring of 2007 resulted in an in-depth institutional evaluation of the purpose, process, and methodology of program review.

**Modification of Program Review: Purpose**

According to the revised program review process adopted by the college in November of, 2006, the purpose of program review is an opportunity for self-study, self-renewal, and recognition of the excellence of educational and support programs at the college as well as the opportunity for each program and service to identify the need for improvement.<sup>2</sup> Program review involves self-scrutiny by all college entities to determine how well each program is achieving objectives and advancing the mission, vision, goals, and institutional learning outcomes of the college.<sup>2</sup>

**Modification of Program Review: Process**

The in-depth institutional evaluation of the program review process resulted in substantial procedural revisions designed to streamline the process and more fully involve the administration as well as the departmental faculty/staff in the review.<sup>2</sup> For example, in the spring prior to the year of the review, the dean or director and the departmental faculty/staff develop program review teams with the membership they recognize as important to the review; the office of research and planning and dean or director assist the departmental faculty/staff in the development and selection of key performance indicators, student surveys questions, and identify the classes and/or offices to be surveyed.<sup>2</sup> In the fall of the review, the office of research and planning assists in administering the student surveys as well as compiles the data for analysis by the program review teams.<sup>2</sup>

Other revisions to the process occur in how the program review is conducted. The program review team submits a preliminary draft of the document to the appropriate dean or director at the end of the fall semester of the review.<sup>2</sup> Based upon the dean or director's review, the document may be revised, if appropriate.<sup>2</sup> At the end of the spring semester, the team submits the final document to the office of instruction for review and approval.<sup>2</sup> Upon approval by the office of instruction, the document is submitted to the office of the president for approval.<sup>2</sup> The modification of the program review process



also included integrating the program review recommendations within the budget and resource allocation process as a component of the strategic planning process as documented in the response to recommendation 1. The integration of program review, budget, and the strategic planning processes ensure that the college consider possible funding for and implementation of the program review recommendations.

In accordance with the program review process, all programs are reviewed on a six year cycle.<sup>2</sup> In 2006-2007, the following programs participated in program review:

- Anthropology
- Dance
- Electronics
- Library Services
- Transfer/Career Placement
- Counseling Services
- Art History
- Visual Arts
  - Photography
  - Digital media art
  - Painting, Drawing
  - Gallery
  - 2D/3D Design
- Music
- Geography

The 2006-2007 programs undergoing program review were the remaining programs from the original 2000-2006 cycle, which means that at the conclusion of the spring 2006 semester, every program and service at the college has undergone the first cycle of program review.

On August 31, 2006, the instructional council, president's council, and the academic senate adopted the second six year program review cycle for 2007-2012.<sup>3</sup> The following programs are scheduled for program review in 2007-2008:<sup>3</sup>

- Biology
- Chemistry
- History
- Intercollegiate Athletics
- Mathematics
- Computer Information Management
- Psychology
- Speech
- International Student Center
- Supportive Services
- Financial Aid and Veteran's Program



### **Modification of Program Review: Methodology**

With the revision of the purpose of program review as well as the process, the college agreed to modify the academic and student services templates commensurate with the commission expectations as discussed in the accreditation notes produced by Barbara Beno, Executive Director.<sup>4</sup> The revised templates were implemented by the college in August of 2006.<sup>5</sup> The templates focus the program review on three components: first, describing the status quo and evaluating whether the program meets the needs of the institutional mission/goals; second, measuring program effectiveness through the development and assessment of student learning outcomes; and third, planning for improvement, including program and institutional recommendations.<sup>5</sup> Each section of the program review template will be discussed below.

#### **Mission, Purpose and/or Goals:**

The first component of the revised template, *requires each program or service to identify the mission, purpose or goal of the program; how the mission, purpose or goal of the program relates to the overall mission and/or goals of the institution; and how student needs are met.*<sup>5</sup> Each program review packet included the college mission statement for reference.

#### **Program Effectiveness:**

The second component of the revised templates requires an analysis of program effectiveness. With the assistance of the office of research and planning, each program under review is provided with indirect learning outcomes assessment data to determine the student population served by the program such as a student profile (age, major, goal, etc. which is gathered from the student surveys referred to above) as well as enrollment data, student retention rates, course completion rates, persistence rates, student success rates, and graduation and transfer rates.<sup>6</sup> As will be fully discussed and documented in the response to self-identified issues associated with standard II, the college felt that student learning outcomes are a substantial component of measuring program effectiveness. Therefore, the templates for instruction as well as student services include the identification of course, program, degree, and certificate learning outcomes as well as assessment methods for each learning outcome, and documentation of the modifications to pedagogy based on the assessment data.<sup>5</sup>

#### **Program Planning, Recommendations, and/or Improvements:**

The third component of the template includes specific program recommendations and/or improvements to address student progress, student learning, and efficiency as well as the short term and long term plans to implement the recommendations and/or improvements.<sup>5</sup> The faculty/staff at the program level are further requested to identify institutional changes necessary to implement the program recommendations and/or improvements.<sup>5</sup>



### **Fall 2007 Revisions to the Program Review Process**

In a system of ongoing dialogue, reflection and self-evaluation, as documented in the response to recommendation 1, in July of 2007, the academic senate, in collaboration with the strategic planning steering team developed proposed revisions to the program review process based on the college strategic plan. (See recommendation 1, reference 35)

### **Additional Planning**

In February of 2007, the district purchased a curriculum management system (CurricUNET).<sup>7</sup> An additional component of the CurricUNET system is a program review feature which will greatly assist the college in integrating program review with the strategic planning process and the budget development process. The program review component could be implemented in the fall of 2007 after the curriculum and student learning outcomes components are completed.

### **References**

- <sup>3<sup>1</sup></sup> *Resignation: Program Review Co-chairs (3-29-06)*
- <sup>3<sup>2</sup></sup> *Program Review Process Revised (11-16-06)*
- <sup>3<sup>3</sup></sup> *2007-2012 Program Review Cycle (8-31-06)*
- <sup>3<sup>4</sup></sup> *Accreditation Expectations: Program Review*
- <sup>3<sup>5</sup></sup> *Academic and Student Services Program Review Templates Revised (8-28-06)*
- <sup>3<sup>6</sup></sup> *Program Review Data Packet (2006-2007)*
- <sup>3<sup>7</sup></sup> *Academic Senate Memo: CurricUNET, Student Learning Outcomes, and Program Review (5-11--07)*



- D. **Recommendation 4:** The college develop and implement research to support the establishment and assessment of student learning outcomes at the course, program, degree, certificate, and institutional levels. (Standard II. A. 1. c, 2. e, f, h, i; 3, 6. a; B. 1, 3, 4; C. 1, 2)

**Response:** As stated in the 2005 progress report, individuals with extensive research expertise assumed primary leadership roles with regards to assisting the college in the development of learning outcomes and implementation of an assessment plan for student learning outcomes at the course, program, degree, certificate, and institutional levels. At the time of the November 3, 2005 team visit, the team found that although the college's progress was still in the planning stage, among the learning outcomes committee members and the researchers, there was a sense that a good "team" is in place which would make every effort to ensure that the college move forward in fully meeting this recommendation.

#### **Research Team**

With continued institutional support regarding resources and budget, the research team has continued to work diligently to assist the college in the establishment and assessment of learning outcomes. The college is fortunate to have hired a highly qualified college researcher, Dr. Sibylle Georgianna as discussed in the response to recommendation 1. The college has maintained continuity with the faculty co-chairs of the learning outcomes committee. Drs. Rudmann and Tucker have continued to serve as the learning outcomes co-chairs through 2005-2006, 2006-2007 and 2007-2008. The learning outcomes co-chairs have worked closely with the office of research and planning, the administration, the academic senate, the departmental faculty, and student services units.

#### **Implementation of the 2005 Learning Outcomes Research Agenda**

As projected in the 2005 progress report, the college stated that it would investigate options for efficient learning outcomes data acquisition and analysis using Blackboard and Share Point. To this end, the learning outcomes co-chairs and the college researcher created modules wherein faculty were trained to use assessment strategies and procedures. On January 2, 4, and 5, of 2007, the learning outcomes co-chairs and other faculty trained in this area, facilitated several learning outcomes assessment workshops to assist faculty acquire valid, direct learning outcome data through scannable hard copy surveys, online surveys, rubrics, student response systems, and calibrated peer review.<sup>1</sup>

#### **Learning Outcomes Assessment Workshops**

On January 2, 2007, members of the learning outcomes committee and other trained faculty presented a workshop which included the following topics:

- the use of blackboard to gather pre-test and post test learning assessment scores as a means to assess course learning outcomes;



- student response systems (classroom clickers) to engage students, determine comprehension levels, and automatically record learning outcome assessment data during class sessions;
- the development of online scoring rubrics for the assessment of robust learning outcomes;
- the use of calibrated peer review methods used to evaluate written assignments and assess robust student learning outcomes.<sup>2</sup>

On January 4 and 5, 2007, the learning outcomes co-chairs facilitated additional workshops for faculty in disciplines undergoing 2006-2007 program review. The workshops were designed to assist faculty in developing assessment strategies in order to implement learning outcomes assessment in spring of 2007. The research team provided information on embedded assessment procedures, authentic assessment procedures, and, for objective format assessments, item analysis procedures.<sup>1</sup>

Three learning outcomes workshops were conducted during the fall 2007 flex week. Due to substantial faculty interest indicated at the 2006 workshops, the learning outcomes co-chairs purchased state of the art "student response systems" (clickers) to allow faculty to automatically track and assess course level learning outcomes; the August 13, 2007 flex workshop provided training for faculty in the use of the clickers. On August 14, 2007, the learning outcomes co-chairs presented a workshop to assist faculty undergoing program review in 2007-2008 with the development of course/program level learning outcomes. Also, due to faculty interest, on August 15, 2007, the learning outcomes co-chairs presented the calibrated peer review techniques to assist faculty in course level learning outcomes assessment.<sup>3</sup>

#### Acquisition of Indirect Evidence of Learning Outcomes

As indicated in the 2005 progress report, the learning outcomes research team developed a proposal to facilitate the acquisition of indirect evidence of learning outcomes in order to develop a more comprehensive assessment of student learning via a data-sharing agreement (formally known as a CalPASS MOU agreement) between Irvine Valley College and local transfer institutions.<sup>4</sup>

The college research office provided indirect evidence for learning outcomes to those programs undergoing program review in 2006-2007 and in 2007-2008. Each program was provided with student retention rates, course completion rates, persistence rates, student success rates, and graduation and transfer rates for analysis within their program review. (See recommendation 3, reference 3<sup>6</sup>)

#### Assessment of Learning Outcomes: Software Databases

As will be discussed in the response to standard II, the college has a substantial amount of work to do in assessing learning outcomes as indicated in the 2006-2007 learning outcomes ACCJC annual report. In order to facilitate this effort, the college/district explored several software programs to establish a learning outcomes database to assist the



research team in accumulating and tracking the assessment of learning outcomes. Two software systems are scheduled to be implemented in the fall of 2007. First, as previously mentioned, in February of 2007, the district purchased a curriculum management software system, CurricUNET. (See recommendation 3, reference 3<sup>8</sup>.) One component of the software system will allow faculty to record learning outcome assessment data, analyze the results, and record the modifications to instruction based on the assessment data.<sup>5</sup>

The second software system that would assist the research team in tracking learning outcomes assessment data is a system designed specifically for this purpose. On March 9, 2007, the college and the district participated in a presentation regarding the software management system (eLumen) that would allow the research team to store, organize, aggregate, and sort assessment data. On June 25, 2007, the board of trustees authorized the purchase of the eLumen software.<sup>6 (Item 5.3)</sup> Fortunately, the learning outcomes co-chairs, the research and planning analyst, and the vice chancellor of technology and educational services have extensive expertise in research and technology. Throughout the fall of 2007, these individuals will collaborate to interface the two software systems which will greatly enhance the collection of assessment data. Additionally, the software management systems will facilitate the efforts of the faculty in the development of assessment plans, assessing learning outcomes, analyzing the results, and recording the modifications to instruction based on the assessment data.

#### **Use of Assessment Data**

On April 5, 2007, the academic senate reviewed a memorandum of understanding from Modesto Junior College concerning the use of student learning outcomes assessment data.<sup>7</sup> The academic senate endorsed the document and referred it to the learning outcomes committee for modifications to adapt the procedures to Irvine Valley College.<sup>7</sup> This work should be completed by the learning outcomes committee in the fall of 2007. The academic senate endorses the principle that assessment of learning outcomes is not a single action, but an ongoing process which involves gathering the assessment data and using that information to modify and improve teaching and student learning.

#### **Research Assistant**

Due to a substantial increase in reports required by the state of California, the college's emphasis on strategic planning based on data and measuring institutional effectiveness, program review, and acquisition of student learning outcomes assessment data, the college hired a research specialist to provide assistance to the research and planning analyst.<sup>8</sup> The research specialist will provide much needed help to the research and planning analyst and will assist the college in meeting its goals with respect to the above projects.

The college, in collaboration with the learning outcomes committee, the curriculum committee, and the academic senate has taken significant action to facilitate the development and implementation of research to support the assessment of student learning outcomes as follows:



- 1) The implementation of the CurricUNET and eLumen learning outcomes assessment management systems;
- 2) The implementation of the student response systems (clickers) and the use of scantron software which allow faculty to score embedded learning outcomes assessment questions; and
- 3) Additional personnel to assist the research analyst.

Although the college stated in the 2005 progress report that indirect evidence of institutional outcomes would be analyzed based on the May 2005 graduate follow-up survey, this project did not occur. Depending on the outcome of the above projects, it may be possible to complete this analysis by 2010 or it may be subsumed in the institutional effectiveness report.

### References

- <sup>41</sup> *January 2007 Student Learning Outcomes Newsletter: Assessment Workshops* (1-2-07, 1-4-07, 1-5-07)
- <sup>42</sup> *Assessment Workshops: Blackboard, Rubrics, Clickers, and Calibrated Peer Review* (1-2-07, 1-4-07, 1-5-07)
- <sup>43</sup> *Learning Outcomes Committee Announcement: Fall 2007 Flex Workshops* (6-22-07)
- <sup>44</sup> *CalPASS MOU: Indirect Assessment of Learning Outcomes* (1-30-07)
- <sup>45</sup> *CurricUNET: Course Outline of Record, SLO Assessment Fields* (6-27-07) (Need)
- <sup>46</sup> *Learning Outcomes Co-chairs: Memo eLumen SLO Management System* (3-9-07)
- Board of Trustee Agenda: Purchase of eLumen Software System (Item 5.3)* (6-25-07)
- <sup>47</sup> *Academic Senate Minutes: MOU Assessment Data* (4-5-07) (Need)
- <sup>48</sup> *Board of Trustees Agenda: Research Specialist Approved* (2-26-07) (Need)



- E. **Recommendation 5:** The college assess the high rate of turnover among administrators and other staff, take actions to reduce the number of vacant administrative and classified positions filled on a short term basis, fill the positions that are necessary to ensure the integrity of the college's programs and services. (Eligibility Requirement 5; Standard III. A. 2)

**Response:** At the time of the November 3, 2005 team visit, the team found that the college had made significant progress in filling vacant administrative positions, with one position being advertised to be filled in January of 2006 (the dean of the school of mathematics, sciences, and technology). Additionally, the 2005 progress visit report stated that the college had made some progress in filling vacant classified positions, however there still remain several vacant classified positions which the college reported would be advertised but the announcements were not yet posted. According to the commission report, the college will need to continue to fill needed vacant positions to fully meet this recommendation. The college's efforts to address the vacant administrative positions and classified positions will be addressed respectively below.

#### **Administrative Positions**

In January of 2005, the college hired two permanent deans; one in the school of physical education and athletics and a second in the school of fine arts and the school of humanities and languages. Both deans have continued in their positions from 2005 through the present. In June of 2005, the college hired a permanent dean for the school of guidance and counseling. The dean has continued in that position from 2005 through the present. In December of 2005, based upon an administrative reorganization, the college eliminated the administrative position of dean of advanced technology. The dean of advanced technology was assigned to the dean of the school of mathematics, sciences, and technology, thus filling the one vacant dean position noted by the visiting team in 2005. Thus, the college has attempted to address the commission recommendation by filling vacant administrative positions and reducing the administrative turnover noted in the 2005 progress report.

In November of 2006, the vice president of instruction took administrative leave and then retired in December. An interim vice president of instruction served from November 2006 to June 27, 2007. Pursuant to board policy 4011, the (revised) administrative hiring procedures, a permanent vice president of instruction was approved by the board on June 25, 2007.<sup>1</sup>

On April 23, 2007, the college identified a new administrative dean position, a dean of career technical education and workforce development, based partially on the recommendations of the strategic planning focus groups (documented in the response to recommendation 1 and in the response to self identified issues, Standard I) and based on other factors.<sup>2 (page 6)</sup> The current dean of the school of mathematics, sciences, and technology will fill this position and the college will advertise and hire a permanent dean for the school in 2007-2008.<sup>3</sup> (In June of 2007, an acting dean was appointed to fill the dean of mathematics, sciences, and technology position.)



### Classified Positions

The November 3, 2005, progress visit report stated that the classified senate expressed the desire to have a more substantive and formal role in the development of the classified hiring priority list. In order to address the concern of the classified senate and recommendation 5, on August 17, 2006, the administration and the classified senate jointly adopted a classified hiring priority list development process which is inclusive and is based on the participation of all constituent groups.<sup>4</sup> The process provides for the development of a classified hiring list within each school or department in collaboration with the administrator or manager. After administrative review, the school/department list is submitted to the appropriate vice president or college president. The vice presidents and college president submit the respective lists to the classified hiring priority task force, which is comprised of two academic senate representatives, one dean, one classified manager, one classified senate member, one classified bargaining unit representative, and one vice president.<sup>4</sup> The task force produces one classified hiring list that is then submitted to the administrative council, president's executive council, and finally to the office of the president.<sup>4</sup> In spring of 2007, based upon implementation of this process, a classified hiring list identifying 21 classified positions was mutually developed and agreed upon by the task force.<sup>5</sup>

Based upon the 2006-2007 and 2007-2008 budgets, the college was able to create and fill the following positions:

- Full-time Parking Coordinator
- Part-Time Administrative Assistant for the Office of Academic Senate
- Full-time Research Specialist
- Full-time Senior Administrative Assistant

In 2007-08, the college has also budgeted funds to hire additional classified positions in the area of Maintenance and Operations.

Based on a historical overview of classified hiring from 2005 to the present, the college hired twelve classified positions in 2005, seven classified positions in 2006, and six classified positions in 2007.<sup>6</sup>

### Districtwide Administrative and Classified Staffing Ratios Compared to Other Colleges

On May 21, 2007, the deputy chancellor presented a report to the board of trustees concerning data from the California State Chancellor's Office regarding administrative and classified staffing ratios within the district.<sup>7</sup> According to the report, of the total full-time equivalent employees within the South Orange County Community College District, three percent are administrators. This percentage is within an average range in comparison to nearby community college districts.<sup>7</sup> For example, of the sixteen colleges compared in the report, nine report that they employ three percent administrators (including South Orange); six colleges report they employ two percent administrators, and only one college reports that it employs four percent administrators.<sup>7</sup> Thus, the districtwide percentage for administrative staffing is within the average range.



The report produced by the deputy chancellor included data regarding classified positions within the district. According to the report, of the total full-time equivalent employees within the district, forty-two percent are classified employees.<sup>7</sup> (Classified employees include one percent confidential classified positions, three percent classified managers, and thirty-eight percent other classified positions for the total of forty-two percent).<sup>7</sup> The percentage of classified employees within the district is the third highest in comparison to surrounding community colleges. For example, only two colleges report a higher percentage of classified employees (fifty percent and forty five percent) whereas twelve colleges report a lower percentage from forty-one percent to thirty-four percent.<sup>7</sup>

However, the data presented by the deputy chancellor regarding administrative and classified positions is aggregated data for the district, which includes the district offices, Saddleback College as well as Irvine Valley College. The college needs to conduct a similar analysis of administrative and classified positions based on the number of positions relative to colleges of similar size and composition.

### **References**

- <sup>5<sup>1</sup></sup> *Permanent Vice President of Instruction (June, 25, 2007) (Need)*
- <sup>5<sup>2</sup></sup> *Dean of Career Technical Education and Workforce Development (4-23-07)*
- <sup>5<sup>3</sup></sup> *Office of the President: Memo Dean of Career Technical Education and Workforce Development. (7-10-07)*
- <sup>5<sup>4</sup></sup> *Classified Hiring Priority List Development Process (8-17-06)*
- <sup>5<sup>5</sup></sup> *Classified Hiring Priority List (Spring, 2007)*
- <sup>5<sup>6</sup></sup> *IVC Historical Classified Positions (2005-2006)*
- <sup>5<sup>7</sup></sup> *Staffing & Expense Comparison: Deputy Chancellor Report to Board (5-21-07)*



- F. **Recommendation 6: The board of trustees cease involvement in college and district operations, delegate all non-policy issues and policy implementation at the district and college level to the chancellor and presidents respectively. (Standards IV B. 1. e, j)**

**Response:** As stated by the visiting team in the November 30, 2006, progress visit report, the board of trustee's self-assessment relative to addressing this recommendation was more positive than the college's assessment. The board viewed the extent of their continued involvement in micromanaging the college and the district as less frequent, however the college viewed their involvement as frequent and inappropriate. The college also viewed the chancellor as engaging in micromanagement of the college. The commission concluded that based upon these findings, while the board and the chancellor express no desire to micromanage, in the college's view, they continue to do so. According to the November 30, 2006, progress visit report, progress in addressing recommendation 6 was evident, however, continued progress is needed.

As stated in the 2005 and in 2006 progress reports pertaining to this recommendation, the college is limited in authority and/or ability to respond to recommendation 6 as it pertains to the practices of the board of trustees and the management style of the chancellor.

**Special Board of Trustee Meetings: March 30, 2007 and April 23, 2007**

On March 30, 2007, the board held a special meeting at Irvine Valley College. The agenda item, 2.1, for the meeting listed a 'board forum'.<sup>1</sup> The meeting consisted of an open question and answer format.<sup>1</sup> The March 30<sup>th</sup> meeting was not videotaped. The accreditation co-chairs were present as well as the college and district administration. The information included herein regarding the March 30, 2007, special board meeting is based on the notes of the accreditation co-chairs and has been reviewed and approved by the accreditation oversight committee. At the meeting, the issue of board and chancellor micromanagement was raised.<sup>2</sup> Several trustees expressed the opinion that they would like to place this issue behind us, and although there are moments where the board has back slid, they are attempting to focus on policy issues without leaving their expertise behind.<sup>2</sup>

Other trustees expressed the opinion that there may be a natural tendency for elected officials to micromanage since they are 'free thinking' officials.<sup>2</sup> According to one trustee, elected bodies need to recognize when it is time to let the college resolve the matter. Other trustees indicated that it is not just the board that is accused of micromanaging, but the administration has played a role as well. According to this trustee, it is better for the board to be involved than be a rubber stamp.<sup>2</sup> One trustee believes that a board should engage in micromanagement when there is a crisis and gave his home phone number, encouraging phone calls in the event there is a problem.<sup>2</sup> Another trustee expressed the opinion that the district and the colleges are not in a precarious situation and the board will not change the way they are doing business. According to this trustee, there is a campaign of scare mongering and he is not afraid to engage the commission as to the appropriate level of board/chancellor involvement in the daily, routine matters of the college.<sup>2</sup>



#### Board of Trustee Meeting: April 23, 2007

On April 23, 2007, the board of trustees held a special meeting for “the purpose of discussing accreditation issues and the district’s response”.<sup>3</sup> The meeting was not videotaped. The accreditation co-chair was present as well as the college and district administration. The information included herein regarding the April 23, 2007, special board meeting is based on the notes of the accreditation co-chair and has been reviewed and approved by the accreditation oversight committee. The meeting was facilitated by the board president and consisted of an open forum format wherein trustees, administrators, faculty, and staff discussed their perceptions.

#### The Board of Trustees

At the April 23<sup>rd</sup> meeting, the trustees responded to the issue of board and chancellor micromanagement as follows: The board president felt that, frequently, the board is invited to micromanage. For example, the board was invited to become involved with issue of reassigned time for faculty performing leadership duties. He felt that the issue of reassigned time was not a board matter and should be resolved by the college presidents.<sup>4</sup> He stated that it was the role of the board to create the opportunity for open and honest dialogue wherein there can be different interests competing for scarce resources. Another trustee agreed that the board should not be involved in the issue of reassigned time since it is not a policy issue. He suggested that the board should not be receiving reports on reassigned time as the college presidents and the chancellor should be empowered to make those decisions.<sup>4</sup> He disagreed with the college and the commission’s interpretation that the board’s rejection of the institutional membership in the American Library Association was an example of micromanagement as reported in the commission’s November 30, 2006 progress visit report. Rather, he felt that the board has the obligation to monitor the expenditure of taxpayer dollars and the board must avoid becoming rubber stamp. This trustee also reported that in his perception, the accreditation process needs to be more accountable, that there is a problem with the commission’s closed meetings, and there is a lack of involvement with trustees. Other trustees agreed that there should be more trustee involvement within the ACCJC.<sup>4</sup>

Several trustees expressed the concern that the board should not become a rubber stamp. One trustee felt that there was a constant barrage of information telling trustees what to do. She recognized that there is, however, no reason for a lack of civility. Another trustee felt that conflict is quite regular throughout the country and that is important to get things accomplished rather than identify who should get the credit. He also felt that the board has chosen a great district leadership team.<sup>4</sup>

#### The Chancellor

The Chancellor stated that, in his opinion, disagreement is healthy and should not be interpreted as an attack. He commended all parties for making tremendous progress, commented that the district and the colleges are one, and the responsibility for progress rests with everyone.<sup>4</sup> In response to a comment raised by a member of the IVC academic senate regarding the politics of power displayed at the meeting when the trustees sit at the dais with the constituent groups sitting below the gaze of the trustees, the chancellor



stated that by law the board of trustees has the ultimate authority and that a dialogue as equals was unrealistic.<sup>4</sup>

The chancellor criticized the Saddleback College academic senate president and the Irvine Valley College academic senate president for not following the proper process. For example, the chancellor stated that the saddleback college senate president should not badger the chancellor regarding reassigned time. He stated that the chancellor's job is to implement board policies and provide oversight. The chancellor admonished the Saddleback College senate president for not working within the process and directed him to work with the college president regarding the issue of reassigned time.<sup>4</sup> The chancellor also criticized the Irvine Valley College academic senate president for calling the board president to receive clarification regarding a senate report to the board pursuant to board policy 6100 (curriculum). (At the April 23<sup>rd</sup> meeting, the board president publicly stated that the IVC senate president had not contacted him for over two years. He confirmed that the IVC senate president called to get clarification as to the senate report to the board and further suggested that the senate presidents should communicate with him as well as the chancellor.<sup>4</sup>) The chancellor also stated that he thought the IVC senate president and accreditation co-chair had attacked him by making threatening statements about what would be included in the midterm report.<sup>4</sup>

The chancellor stated that he felt that the voice of the trustees was not properly included in the two previous progress reports and that important documentation he provided for the 2005 and 2006 progress reports was included as footnotes and appendices. For example, the 2006 progress report failed to state that the chancellor established the board policy administrative regulation advisory committee. He felt that the college progress reports were biased. He also stated that he felt the senates' two minute report to the board of trustees pursuant to board policy 6100 (curriculum) was inadequate.<sup>4</sup>

#### District and College Administrators

The district administrators, including the deputy chancellor, the vice chancellor of education and technology services, and the vice chancellor of human resources, reported positive and collegial interactions with the shared governance groups.<sup>4</sup> The deputy vice chancellor reported that the district board policy and administrative advisory council has continued to work together in a collegial manner to advance revised board policies and administrative regulations to the board of trustees and to the chancellor. He stated that he felt that there has been significant improvement in the interaction between the colleges and the district and there was a tremendous willingness to cooperate. He also noted that there has been a tremendous positive change with respect to micromanagement.<sup>4</sup>

The vice chancellor for education and technology services also reported that there was positive reinforcement from all shared governance groups and that all dialogue has been collegial. Further, she stated that the commission standards and procedures involved a process of peer evaluation rather than governmental review and that she thought the accreditation process was valuable.<sup>4</sup>



The IVC college president also reported that interactions with the shared governance groups have been positive and collegial. The college president cited specific examples including implementation of the college strategic planning process, the revision of the classified hiring priority development process, the revision of the program review process, and the continued efforts of the faculty relative to student learning outcomes. The college president particularly noted that he appreciated the assistance and cooperation of the academic senate.<sup>4</sup>

#### The IVC Academic Senate

All members of the IVC academic senate cabinet were present at the April 23<sup>rd</sup> meeting and were allowed to participate. The chair of academic affairs noted that the trustee remarks criticizing the accreditation process may not be a good strategy. He also commented on the politics of power evident in the physical set up of the meeting where the trustees were located upon the dais, clearly in a position of power, and all constituent groups were placed below the trustees. In an authentic dialog there is no power over, rather there is mutual agreement, collaboration, and consensus among co-equal partners.<sup>4</sup> The chair of the curriculum committee noted that the point of the meeting was not clear. The meeting consisted of consecutive monologues where the senate presidents were attacked rather than a meaningful dialogue. She also provided clarification as to specific college process utilized in producing the accreditation reports, which included review/revision of all accreditation drafts and documents by the accreditation oversight committee (consisting of the vice president for student services/accreditation co-chair, the senate president/accreditation co-chair, the president of the student government, the president of the classified senate, and a classified manager as well as senate representatives), review/revision by the entire college community, and final review/revision by the college president.<sup>4</sup> She reported that all relevant data is included in the accreditation reports, whether it is perceived as "positive" or "negative".<sup>4</sup>

On April 5, 2007, the academic senate agendaized recommendations 6, 7, and 8 for discussion.<sup>5</sup> (Item 8, page 3; Item 8, page 4) At the April 23<sup>rd</sup> special board meeting, the senate president reported on the April 5, senate deliberations with respect to recommendation 6 as follows: (1) the senate noted that the lack of collegiality and lack of cooperation on the part of college and district administrators in most cases does not appear to stem from willful obstructionism, but instead from a lack of understanding of good management practices; (2) on the other hand, some members of the board of trustees have publicly stated that they believe the taxpayers expect them to micromanage the college; (3) the senators expressed concern for failing to give faculty sufficient notice of the March 30, 2007, special board meeting which was held on a Friday afternoon at 2:00 p.m. when most faculty are not on campus; (4) the senators felt that some trustees gave rude answers to faculty questions (to those able to attend) at the special meeting on March 30, 2007; (5) and the senators expressed concern regarding the board's lack of understanding of the faculty's critical and helpful role in the accreditation process.<sup>5</sup> (Item 8, page 3; Item 8, page 4)

#### Administrative Regulation 6140 College Speakers

As reported in the 2006 progress report and noted by the visiting team, there was an issue concerning administrative regulation 6140, which required that all college speakers be



approved by the board of trustees. In 2006, the board policy and administrative advisory council had proposed revisions to the regulation which required the notification of college speakers be received by the college presidents rather than approved by the board. At that time, the chancellor had taken the proposed revisions under advisement but no action had been taken to address the regulation.

Subsequently, the district sought legal advice concerning the regulation and the payment of travel expenditures and honoraria that may be associated with college speakers. In November of 2006, it was determined by district's legal counsel that such payments would need board approval. Therefore, on January 4, 2007, the administrative regulation was revised to include prior board approval for speakers receiving payment for travel expenditures and honoraria upon recommendation of the college president and the chancellor.<sup>6</sup>

### **College Study Abroad Program**

During the November 30, 2006 team visit, the student government leadership requested to meet with the team to express concerns about board meetings and actions of the board. The student government leaders were concerned about the board's involvement in operations rather than policy and cited as an example the problems relative to the study abroad program. Throughout 2005-2006, during the board approval process of study abroad courses, trustees expressed concerns about the content of the courses, the location of the courses (on February 28, 2005, the board did not approve travel to Spain because one trustee noted that Spain has "abandoned our fighting men and women, [by]withdrawing their support" of the United States troops in Iraq, other trustees voted against the course due to the expense)<sup>7</sup>.

On November 20, 2006, the board requested a report on the study abroad programs within the district.<sup>8 (Item 40)</sup> According to the report, the district had a long history of providing high-quality, study abroad programs.<sup>9 (page 1)</sup> A 10 year study indicated that 92 programs have been offered with travel to 23 different countries serving nearly 2,000 students.<sup>9 (page 1)</sup> The report goes on to state that:

[I]t is interesting to note that in the face of both local and national discussions on expanding study abroad opportunities, there has recently been a significant reduction in the number of programs offered by our colleges. In the previous five years, we have averaged approximately 12 programs a year. During the most recent year, 2005-2006, ending with the summer of 2006, we have offered two programs.<sup>9 (page 1)</sup>

The board set a \$50 million liability insurance as the desired level for study abroad programs.<sup>9 (page 3)</sup> The insurance requirement narrowed the available providers and increased the costs of the program by as much as 50%.<sup>8 (page 3)</sup> Most colleges nationwide require \$1-3 million in liability insurance.<sup>9 (page 3)</sup>

On December 11, 2006, the board of trustees reduced the liability insurance for study abroad programs from \$50 million to \$5-10 million per program.<sup>10 (Item 24)</sup> Consequently,



the number of study abroad programs offered is increasing. At the regular board meeting on April 23, 2007, the board approved a study abroad program to Guanajuato, Mexico and on May 21, 2007, the board approved two study abroad programs one to Paris, France and a second course in Greece.<sup>11</sup>

At the April 23, 2007, special meeting of the board of trustees, the student trustee reported that the students' concerns regarding the study abroad programs had been adequately addressed.<sup>4</sup>

#### **Intersegmental General Education Transfer Curriculum (IGETC)**

During the November 30, 2006 team visit, the student government leadership also raised concerns about the timely offering of courses needed to transfer to four-year institutions. After review of the IGETC course offerings, it was determined that courses needed to transfer are offered on a regular basis in order to meet the needs of IVC students. There are two areas that need to be addressed "critical thinking" and "oral communication" where IVC only offers one course in each area. Other colleges have more choices within each category. This situation will be addressed by the college general education committee and the curriculum committee in 2007-2008.

#### **Actions of the Chancellor/Board of Trustees**

As stated by the visiting team in the November 30, 2006, progress visit report, while the board and the chancellor express no desire to micromanage, in the college's view, they continue to do so even though improvement is evident. Two recent examples of micromanagement are as follows (1) the goals set by the chancellor for the college president; and (2) the chancellor's recent procedures regarding classified hiring. Each situation will be discussed respectively below.

#### **Chancellor's Goals for College President 2006-2007**

Following a practice established by then IVC President Mathur (need to reference Goals and Action Plans Book), the college president distributed his goals set by the chancellor to the college community and called for assistance in meeting them successfully. On February 15, 2007, the academic senate reviewed the goals set by the chancellor. The college president would be evaluated, in part, based on the accomplishment of these goals for the evaluation period from November 1, 2006 through November 1, 2007.<sup>12</sup> The goals set by the chancellor are as follows:

1. Increase student enrollment by 333 full-time equivalent students (FTES) during the academic year through strategies such as development and offering of 4-6 new academic and/or career programs, 4-6 online degree programs, and continued marketing and outreach efforts.
2. Continue to operate the college within the allocated budget and maintain a contingency. Review all existing expenditures and prioritize by eliminating less desirable and least effective programs and services.



3. Ensure that the total cost of reassigned time and stipends does not exceed 2.4% of the total budget during 2007-2008.
4. Ensure implementation of district goals through its integration with the college goals.
5. Ensure implementation of accreditation recommendations.
6. Provide leadership in ensuring institutional effectiveness of IVC.<sup>13</sup>

According to the chancellor, the above goals represent just one portion of the overall evaluation criteria for the college president.<sup>12</sup> (Item 12, page 4) The discussion of the academic senate focused on how the evaluation criteria cited above were clear examples of micromanagement.<sup>12</sup> (Item 12, page 4) The first goal, to create 4-6 academic and/or career programs contradicts, the “new program development policy” adopted by the college on April 12, 2006.<sup>12</sup> (Item 12, page 4)<sup>14</sup> In addition, the development of even four new programs in one academic year at IVC would be unprecedented. Further, with respect to the portion of goal number one concerning the development of 4-6 online degree programs, this contradicts the recommendations of the district distance education advisory council recommendations (see response to self identified issues, standard II, reference numbers 19-20 and pages \_\_\_ of this report). As agreed upon by the chancellor and the advisory council, the district identified fourteen recommendations to be implemented over a three year time span. The chancellor’s goal relative to the development of 4-6 online degree programs in the academic year of 2007-2008 runs in direct opposition to the recommendations of the advisory council formed by the chancellor on May 17, 2006. This places the College President in the difficult situation of being required, for a successful evaluation, to establish programs that fall within the purview of several college processes, budget considerations, research, and the Delegation of Authority to the Academic Senate (BP 2100.1).

The academic senate also noted that goal number three requiring the college president to ensure that the total cost of reassigned time and stipends does not exceed 2.4% of the college budget does not “create an environment which ensures greater administrative stability and empowerment at the college” as the college president is precluded from granting reassigned time and/or stipends to faculty to complete reports such as this one or granting reassigned time as he deems appropriate to conduct the business of the college.<sup>12</sup> (Item 12, page 4)

Goal number four requiring the implementation of the district goals through the integration of the college goals, directly contradicts the recommendations of the district planning process advisory council, formed by the chancellor on May 26, 2006 (see response to recommendation 1, references 10-12, pages \_\_\_ of this report). The recommendations of the district planning advisory council were adopted by the chancellor on October 30, 2006 (see response to recommendation 1, reference 12, pages \_\_\_ of this report).



With respect to goal number five, implementation of accreditation recommendations, the academic senate expressed concern as recommendations 6, 7, and 8 from the 2006 progress report pertain to the chancellor and the board of trustees. The college president is powerless to “implement” the aforementioned recommendations.<sup>12</sup> (Item 12, page 5)

It is the concern of the academic senate that the chancellor is micromanaging the college via the evaluation criteria set by the chancellor for the college president. The chancellor’s goals for the college president are in direct contradiction to the recommendations of the advisory councils established by the chancellor. Further, the chancellor’s goals for the college president run in direct opposition and obviate the work of the college strategic planning process, also agreed to by the chancellor.

#### Classified Hiring

On April 10, 2007, the vice chancellor of human resources issued a memorandum concerning classified hiring procedures for the college.<sup>15</sup> According to the memorandum, effective immediately, all proposed new classified positions must be discussed with the chancellor before submitting any paperwork to the department of human resources.<sup>15</sup> “If the chancellor approves the creation of a new position, he will forward the paperwork to human resources”.<sup>15</sup> “Unless the chancellor approves the position, human resources will not act on any requests to add positions to the board agenda”.<sup>15</sup> According to the memorandum from human resources:

In the past, occasionally, individuals have submitted paperwork directly to human resources authorizing the creation of new positions. This can no longer occur, and any such paperwork, if submitted, will be returned to your offices for routing through the Chancellor’s office. Only new positions approved by the Chancellor transmitted from his office will be placed on the board agenda.<sup>15</sup>

#### References

- <sup>61</sup> *Special Meeting of the Board of Trustees (3-30-07)*
- <sup>62</sup> *Special Meeting Notes (3-30-07)*
- <sup>63</sup> *Notice & Agenda for Special Meeting of the Board of Trustees (4-23-07)*  
*Chancellor’s Memo: Special Meeting of the Board of Trustees (4-2-07)*
- <sup>64</sup> *Special Meeting Notes (4-23-07)*
- <sup>65</sup> *Academic Senate Minutes: Item 8, Recommendations 6, 7, 8 (4-5-07)*
- <sup>66</sup> *Administrative Regulation 6140 (College Speakers) (1-4-07)*
- <sup>67</sup> *The Chronicle of Higher Education: Community College District Cancels Program In Spain (3-18-05); Inside Higher Ed: Cost and Safety, or Politics (3-7-05)*
- <sup>68</sup> *Board of Trustees Meeting Agenda: Board Report on Study Abroad Programs (11-20-06)*
- <sup>69</sup> *Board Report: Study Abroad Programs (11-9-06)*
- <sup>610</sup> *Board of Trustee Meeting Agenda: Reduction in Liability Insurance (12-11-06)*
- <sup>611</sup> *Board of Trustee Meeting Agendas: Approval of Study Abroad Programs (4-23-07; 5-21-07)*
- <sup>612</sup> *Academic Senate Minutes: Chancellor’s Goals for College President (2-15-07)*



6<sup>13</sup> *President's Goals for Annual Evaluation Period 11-1-06 through 11-1-07*

6<sup>14</sup> *New Program Approval Policy (4-12-06)*

6<sup>15</sup> *Procedure for Adding New Positions to Board Agenda (5-10-07)*

- G. **Recommendation 7:** The board of trustees, district leadership and college leadership, publish, adhere to, regularly evaluate, and continuously improve the respective leadership roles and scopes of authority of college and district constituent groups and governance committees in meaningful, collegial decision making processes. (Standard IV. A. 1, 2, 3, 5)

**Response:** As stated in the November 30, 2006, progress visit report, there continues to be some disagreement among college governance leaders, and the chancellor and board of trustees regarding roles and authority. There continues to be blaming of responsibility for their failure to be in agreement, and a lack of understanding between them. The commission commended the college leadership, district leadership and board of trustees for the actions they did take to define leadership roles and scopes of authority and found that, in spite of continued strained relationships between the college and the chancellor and the board, the chancellor, district leadership, and board of trustees are making progress in addressing recommendation 7.

**Board Policies Delineating Roles and Scopes of Authority**

As documented in the 2006 progress report, district leadership and college leadership developed board policies delineating the roles and scopes of authority of the constituent groups and the board. At that time, the policies had not yet been approved by the board. Subsequently, the policies were approved by the board as discussed below.

**Board Policy 101 Authority and Powers of the Board of Trustees**

On       , 2007, board policy 101 delineating the authority and powers of the board of trustees was adopted by the board.<sup>1</sup> (When drafting this report it was discovered that the policy was not brought forward for board approval at the time it was drafted.) Board policy 101 mirrors the California Education Code (E.C.) section 70902 (a) and establishes the authority and powers of the board as follows:

- (1) The district and colleges shall be under the authority and control of the board;
- (2) The board shall exercise those powers expressly granted or implied;
- (3) The board shall establish policies for: academic and facilities planning, instructional and educational programs, academic standards/probation/dismissal/readmission/graduation, recruitment and employment of the chancellor,
- (4) To the extent authorized by law, the board shall determine and control the district's operational and capital outlay budgets,



manage and control district property,

(5) The board shall establish procedures to: ensure effective participation of faculty, staff, and administrators, regulate student conduct, and establish student fees, receive gifts;

(6) The board shall provide auxiliary services, determine the district's calendar, hold and convey property for the district, and participate in the consultation process established by the board of governors.<sup>1</sup>

#### Board Policy 2100.2 Role and Scope of Authority of the Academic Senates

On September 25, 2006, the board approved board policy 2100.2 delineating the role and scope of the academic senate.<sup>2</sup> Board policy 2100.2 mirrors the California Education Code and California Code of Regulations (C.C.R.) as follows:

- (1) The academic senates assume primary responsibility for making recommendations in the areas of curriculum and academic standards (E.C. 70901 (b)(1)(E), 5 C.C.R. section 51023);
- (2) The board and the academic senates shall develop and agree upon jointly hiring criteria, policies, and procedures (E.C. section 87360);
- (3) The board and the academic senates shall develop and agree upon jointly the process for determining minimum qualifications for an administrator whose administrative assignment has expired or terminated (E.C. section 87458);
- (4) The board and the academic senate shall develop and agree upon jointly, the process to determine whether a faculty member possesses qualifications equivalent to the minimum qualifications determined by the California board of governors (E.C. 87359).<sup>2</sup>

#### Board Policy 4056 Classified Employees Participation in Decision Making

On December 11, 2006, the board approved board policy 4056 delineating the role of classified employees' participation in decisions making.<sup>3</sup> This policy also mirrors the California Education Code and California Code of Regulations as follows:

- (1) The board and the classified staff shall jointly develop district policies and procedures that the board reasonably determines (in consultation with the classified senates) will have a significant effect on classified staff (E.C. 70902, 5 C.C.R.51023.5);
- (2) Appointments to college or district committees to implement this policy shall be made in consultation with the bargaining unit and/or the classified senates;
- (3) In implementing this policy, the board shall not dominate or interfere with any employee organization or intrude on matters within scope of the bargaining unit.<sup>3</sup>



### **District Governance Committees**

According to the November 30, 2006, progress visit report, the team heard some sentiments expressed among college staff that there are too many district led governance committees that take time away from the college. In particular, it was felt that the chancellor's coordinating council could be more effective if the colleges were able to take the lead with their K-12 feeder schools. The vice chancellor of technology and learning services, who is the chair of the committee, has reduced the number of the meetings and has shifted the direction of the committee to be more data driven.

### **Continued Disagreement: Roles and Authority**

The November 30, 2006, progress visit report stated that there continues to be disagreement concerning roles and authority. To avoid repetition, this issue will be discussed in recommendation 8 below.

### **References**

<sup>71</sup> BP 101 *Authority and Powers of the Board of Trustees* (*Need To Do*)

<sup>72</sup> BP 2100.2 *Role & Scope of the Academic Senates* (9-25-06)

<sup>73</sup> BP 4056 *Classified Employees Participation in Decision Making* (12-11-06)

- H. **Recommendation 8:** The board of trustees, chancellor, presidents, administrators, managers, faculty senates and unions, classified senates and unions, and students take measures to bring all constituent groups together to enable the campus to work toward:
- A. Developing positive and in-depth dialogue on essential issues (e.g., evaluation, planning and research, student learning outcomes, decision making roles and responsibilities, etc.) that will ultimately lead to strengthening student learning and success at the college. (Standards I. A. 3., I. B. 1);
  - B. Creating an environment which ensures greater administrative stability and empowerment at the college (Standards IV. A. 1, IV. A. 2, A. 2. a., A. 2. b., A. 3, A. 5, IV. B. 1, IV. B. 2, and IV. B. 3); and
  - C. Enhancing the college and district communication structure so that it is clear to everyone who the responsible party is for making decisions and how those decisions are or will be made. (Standards IV. A. 1, IV. A. 2, A. 2. a, A. 2. b, A. 3, A. 5, IV. B. 1, IV. B. 2, and IV. B. 3)

**Response:** This response will address the issues raised by the team in the November 30, 2006 progress visit report within the response to recommendation 8, sections A, B, and C, above.

### **A. Developing Positive and In-Depth Dialogue on Essential Issues**



### The Integration of District Planning with College Strategic Planning

The integration of the district planning process with the college strategic planning process provides evidence that the college and the district are working together to develop a positive and in-depth dialogue on essential issues such as planning. As documented in the response to recommendation 1, the chancellor established the district planning process task force and the recommendations of the task force were accepted by the chancellor on October 30, 2006 (see recommendation 1, reference 12). The recommendations of the district planning task force allowed the college to develop and implement a college strategic planning process, which is documented in the response to recommendation 1.

Relative to the integration of the district planning process with the college strategic planning process, the task force recommended two special planning meetings of the chancellor's cabinet to address district planning issues. In accordance with the task force recommendations, the chancellor's cabinet met on February 27, 2007, to develop a preliminary draft of the SOCCCD mission/vision statement and district-wide goals.<sup>1</sup> The chancellor's cabinet was agreed upon as the body to conduct the district planning sessions because it consists of representatives from all shared governance groups at both colleges, the college presidents, and the senior district administrators. In order to ensure that the district planning process was broad based and inclusive, all interested parties were invited to attend the planning session.<sup>1</sup> In addition, to ensure participation, reflection, and exchange by as many members of the district and college community as possible, prior to the planning session, all governance groups, advisory councils, and the chancellor's coordinating council were invited to submit proposed district-wide goals, mission and vision statements for review at the chancellor's cabinet special planning meetings.<sup>2</sup>

On behalf of the college, the IVC strategic planning steering committee and the academic senate jointly submitted proposed district-wide goals for review at the meeting.<sup>3</sup>

The February 27<sup>th</sup> planning session was well attended by the representatives of all the governance groups as well as additional faculty, staff, and administrators from both colleges.<sup>4</sup> The vice chancellor of technology and learning facilitated the meeting, wherein participants reviewed the district mission/vision statement as well as examples from other multi-college districts.<sup>4</sup> All goals submitted by the governance groups and administrators were compiled into a proposed draft of district-wide goals for discussion.<sup>5</sup> The vice chancellor's expertise and extensive background in research and planning greatly facilitated the discussion and review of all goals submitted by the governance groups. After clarification of the scope and breath of district-wide goals, certain goals were eliminated because they were operational goals, administrative goals, or were more appropriate as college goals.<sup>5</sup>



At the conclusion of the first planning session, all participants agreed upon a preliminary draft of a district mission statement, district vision statement, and proposed draft of seventeen district-wide goals to be reviewed by all members of the district/college community and revised at the second planning session accordingly.<sup>6</sup> As per the task force recommendations, on March 22, 2007,<sup>7</sup> (Item 5, page 2) and April 5, 2007,<sup>8</sup> (see recommendation 6, reference 5, Item 6), the academic senate reviewed the proposed mission/vision statements and the proposed goals developed at the February 27, 2007 planning session. On\_\_\_\_\_, the president's council also reviewed the information from the February 27<sup>th</sup> planning session and, on behalf of the college, the college president submitted proposed revisions.<sup>9</sup>

As per the agreed upon recommendations, a second special planning meeting of the chancellor's cabinet occurred on April 18, 2007.<sup>10</sup> On April 11, 2007, in a written memorandum, the chancellor notified and invited all members of the district and college community of the meeting and sent the proposed drafts of the February 27<sup>th</sup> meeting to the entire district for review.<sup>10</sup> The second planning meeting was also well attended and productive. The participants reviewed the revisions suggested by the governance groups and district/college community.<sup>11</sup> At the April 18<sup>th</sup> special planning meeting a final proposed draft of the district mission and vision statements as well as eleven proposed district-wide goals were agreed upon.<sup>12</sup> The proposed drafts were submitted to the board on May 21, 2007, however the items were tabled at that meeting.<sup>13</sup> (See Recommendation 6, Reference 11) On June 25, 2007, the board approved the district mission statement, the district vision statement and the district-wide goals.<sup>14</sup> (page 3)

#### Planning, Research, and Student Learning Outcomes

As documented in the response to recommendations 1, 2, 3, and 4, the college has continued to implement the strategic plan, the student learning outcomes implementation plan, program review, and to evaluate and measure institutional effectiveness with considerable assistance and guidance from the college research analyst. The college is fortunate to have such a skilled expert in this position. As documented in recommendation 4, because the college is committed to regular evaluation and improvement of programs and services and due to the increasing workload, the college hired a second research position as well as a student aide to assist in the aforementioned projects. The college research analyst routinely collaborates with the vice chancellor of technology and educational services at the district. Fortunately, this individual has substantial expertise in the area of research and planning and has supported the college's efforts. For example, as previously mentioned, the vice chancellor attended the October 4, 2006 strategic planning kick off meeting at the college to present an overview of institutional effectiveness and key indicators and the vice chancellor assisted in the institutional effectiveness report for the college-wide accreditation dialogues held on February 6 and February 7, 2007. The college community responded positively to the information presented at the college-wide meetings.<sup>15</sup>



As documented in the response to recommendations 2 and 4, the college is committed to developing and assessing student learning outcomes at the course, program, and institutional level. The student learning outcomes co-chairs have extensive backgrounds in research and assessment and have contributed greatly to the college's progress in this area. As stated in the response to recommendation 4, the vice chancellor of technology and educational services has also assisted the college in the evaluation and purchase of two software programs to allow the college to better develop and track the assessment of student learning outcomes.

Since the 2006 progress report, the college and the district are routinely working together in the areas of planning and research to strengthen student learning and success at the college.

#### Decision Making Roles and Responsibilities

The clarification of decision making roles and responsibilities was addressed in the response to recommendation 7 and will be further discussed in the response to recommendation 8, section C below.

### **B. Creating an Environment Which Ensures Greater Administrative Stability and Empowerment at the College**

#### Administrative Staffing Ratios

As previously discussed in the response to recommendation 5, on May 21, 2007, the deputy chancellor presented information to the board of trustees regarding districtwide administrative staffing ratios as compared to other colleges (see response to recommendation 5, reference 7.) According to this data, the districtwide administrative staffing ratios are within a normal range in comparison to other colleges. However, since the research conducted by the deputy chancellor concerns aggregated data concerning administrative staffing ratios, the college must conduct similar research to determine if the administrative staffing at the college is sufficient to ensure greater administrative stability.

Also, as indicated in the response to recommendation 5, reference 2, on April 23, 2007, the college (with district and board approval) identified a new administrative dean position, a dean of career technical education and workforce development. This new administrative position could decrease the workload of the current deans and may contribute to greater administrative stability as individual workloads decrease.

#### Administrative Workload

A second area that remains to be examined pertains to administrative workload. As reported in the 2005 progress report, the current administrative structure at the college is a result of the July 1997 reorganization by the board of trustees. On June 19, 1998, the commission requested an additional progress report concerning the administrative reorganization of the college by the board. In 1998, the commission stated "[T]he report from the district does not indicate a coherent



planning process for the reorganization of the district colleges, nor has any objective evaluation of the consequences of that reorganization been developed.”<sup>16</sup> The commission goes on to state “[T]he commission remains very concerned that the district does not effectively link planning to decision making, thereby continuing the practice of *ad hoc* decisions at the board level.”<sup>16</sup> The May 21, 2007, report produced by the deputy chancellor is an attempt to address the longstanding concerns of the commission and the college.

As reported in the 2005 progress report, on April 20, 2005, the vice president of instruction conducted a re-evaluation of the duties and compensation of the academic chairs, who provide administrative assistance to the deans.<sup>17</sup> In 2005, the compensation rate for academic chairs was increased slightly commensurate with the expected duties.<sup>17</sup> However, the issue of adequate compensation for the academic chairs remains unresolved at this time. In the 2005 progress report, it was suggested that the current mode of compensation for academic chairs may need to shift from a stipend to reassigned time. The issue of adequate compensation for the academic chairs and their assistance in reducing the administrative workload could be addressed within the 2007 faculty contract negotiations.

#### Administrative Empowerment at the College

Recommendation 8. B. requests that the college address administrative empowerment at the college.

#### From the administrative perspective

As documented in the 2005 progress report (see recommendation 5, reference 6), on May 23, 2005, the district began offering administrators three year contracts, after the successful completion of the initial contract. Moreover, at the same board meeting, administrators were given a notable salary adjustment. These actions provided a needed sense of security. That being said, administrators have an inherent vulnerability, because they are not protected by tenure and cannot retire with benefits until they have completed ten years with the district.

#### From the faculty perspective

Based on the continued micromanagement of the college, as documented in the response to recommendation 6, the college administrators are not empowered to make decisions in the best interest of the college and this issue needs to be addressed in the future.

#### From the classified perspective

Administrative instability directly impacts classified staff. In some instances, administrative vacancies can cause an imbalance in workload, because sometimes classified staff are relied upon for administrative duties; and depending on the circumstance, they may help train new administrators when the changes occur. This dependency can lead to potential conflict and confusion about roles and responsibilities.



#### November 30, 2006 Progress Visit Report

The November 30, 2006 progress visit report states that the classified staff reported that, although they are pleased with the increased involvement they have in district and college governance, “they described one unit of the college in which in their view a hostile work environment still exists”. This information was brought to the attention of the college president by the visiting team. The college president did investigate the concerns of the classified staff and, subsequently, the individual supervisor resigned his position.

The November 30, 2006 progress visit report also states that “the team observed a high degree of stress and anxiety among college administrators, and learned that in the current academic year, two college administrators have been placed on administrative leave”. The campus police chief and deputy chief were placed on paid administrative leave pending an investigation of alleged misconduct. At the conclusion of the investigation, the chief retired and the deputy chief resigned. In addition, the vice president of instruction went on administrative leave and then retired. Both instances involved personnel matters for which details were not disclosed to the college community. This caused some level of anxiousness among all college employees.

#### **C. Enhancing the College and District Communication Structure**

The college has collaborated with the district in enhancing the communication structure as follows:

##### Board Policy and Administrative Regulation Advisory Council

As stated in the 2006 progress visit report, the team observed a sense of pride regarding the achievements of the board policy and administrative regulation advisory council, which the chancellor had created earlier that year. From the college’s perspective, due to the expertise and leadership of the deputy chancellor, this council has continued to operate in a collegial manner since the visit of the accrediting commission in 2006. The evidence of the dedicated efforts of this council are found in the board approval of numerous new/revised board policies and the approval of the chancellor of many new/revised administrative regulations.<sup>18</sup> This level of communication and collaboration is unprecedented in the district within the last decade and the deputy chancellor must be recognized for his skill in working with all constituent groups in a collegial and collaborative manner.

The deputy chancellor has assisted all members of the council (and the colleges as well as the district) in understanding the communication structure as to who the responsible party is for making decisions relative to board policies and administrative regulations and how those decisions will be made. As reported in the 2006 progress report, on April 24, 2006, the board approved board policy 107 and in June of 2006, the chancellor approved administrative regulation 107. Board policy 107 and the companion regulation 107 clearly define the roles of all



constituent groups, communication structure, and the role of the board in the final approval of board policies as well as the role of the chancellor in the final approval of administrative regulations. The clear delineation of the responsible parties for making the ultimate decision relative to board policies and administrative regulations has enhanced the communication structure within the district. Most importantly, based on the work of the deputy chancellor and this council, the board, the district, and the college have been successful in complying with the board policy 107 and the administrative regulation 107. With regards to the functioning of this advisory council, there has been a direct correlation between what is written on paper and the implementation of the policy and regulation.

#### ACCJC Function Map

As stated in the 2006 progress visit report, the team met with several new college and district executive administrators, who were hired after the October 2005 progress report team visit. As noted by the visiting team, the college leaders expressed optimism for their continued efforts to make progress as a team. One of the newest district executive administrators, who has greatly enhanced the communication structure within the district, is the vice chancellor of technology and educational services. For example, on April 23, 2007, district and college leaders met to discuss the South Orange County Community College function map with respect to the accreditation standards.<sup>19</sup> The participants reviewed each component of all accreditation standards and agreed upon which party has primary responsibility (P), secondary responsibility (S), and which components required shared responsibility (SH).<sup>20</sup> Primary responsibility indicates leadership and oversight of a given function, secondary responsibility indicates support of a given function which may include input and liaisons to assist with successful integration, and shared responsibility indicates that the district and the college are equally responsible for the leadership and oversight of a given function. All parties reached agreement as to which entity, the college or district, has primary responsibility, secondary responsibility, or the responsibility is shared. This was a valuable exercise which assisted all parties in understanding who the responsible party is for making decisions and how those decisions are or will be made.

#### Strategies for Effective Board Meetings

Upon the recommendation of the chancellor, on \_\_\_\_\_, 2007, the board adopted strategies for enhancement of effectiveness board agendas and meetings.<sup>21</sup> During the deliberations concerning this topic, numerous issues were raised regarding communication with the board, which items must be board approved, which items will be sent to the board for information as well as jointly submitting similar college items to the board. These discussions helped to clarify the role of the board.

The strategies adopted by the board include the following: starting the public session of the meetings in a timely manner; submitting requests for board reports in writing to the chancellor prior to the board meeting; encouraging board



members to refrain from pulling items from the consent calendar absent a compelling reason; encouraging all shared governance groups to submit written reports; authorizing the chancellor to approve individual business contracts up to a maximum of \$100,000 dollars; encouraging trustees to contact the chancellor with questions prior to the board meeting; and in consultation with legal counsel, decreasing the number of board agenda items as well as the volume of exhibits.<sup>21</sup>

The strategies for effective board meetings have been implemented. The meetings have been ending at a more reasonable hour due to the decrease in amount of items sent to the board and the meetings are running more efficiently.

### **November 30, 2006, Progress Visit Report: Significant Progress at the College**

In the November 30, 2006, progress visit report, the team concluded that:

The college has made significant progress in addressing recommendation 8. The faculty view their working relationships with college administration as progressing in a positive direction.

#### **From the administrative perspective**

The administration views their working relationship with the faculty and classified staff as very collegial and productive. The renewed trust and cooperation among all governance groups is particularly evident in the strategic planning process which was adopted and initiated in 2006. This planning process demonstrates the in-depth, focused and a very constructive dialogue that has emerged over these past two years. Because of the nature of the relationship between administration, faculty and staff, there has been a significant increase in the breadth and quality of work produced by the college community as a whole.

#### **From the perspective of the academic senate:**

Based on the April 5, 2007, discussion of the academic senate, the senate agreed that, while the college climate has improved and some relations with district personnel are excellent, there are still instances of lack of collegiality and lack of cooperation with certain district administrators.<sup>22</sup> (see recommendation 6, reference 5, Item 8)

At the April 23, 2007, special meeting of the board of trustees, the senate president reported that the relationship between the senate and the college president as well as the vice presidents has continued to improve, citing evidence of the successful implementation of the strategic plan, the continued efforts to develop and assess student learning outcomes, the revision of the program review process and the integration of program review with the college budget process.<sup>23</sup> (see recommendation 6, reference 4)

The college administration and faculty leadership remain committed to keeping the lines of communication open. The college president and the vice president of instruction continue to meet weekly or bimonthly with the classified senate president and the academic senate president. In addition, the administration and the senate president regularly communicate via email and cell phone in between



the biweekly face to face meetings. The vice president of instruction continues to attend the meetings of the academic senate and, there has been at least one dean in attendance at every senate meeting for 2006-2007. The academic senate continues to attend all meetings of the instructional (administrative) council to ensure adequate communication between the faculty and the administration.

#### From the perspective of the classified staff

The classified unit has appreciated more inclusion and representation within the strategic planning process and other important decision making bodies within the college and district. New classified positions are being created and advertised within an inclusive collegial process.

Staff development funding allowed several members appropriate training for their areas that otherwise would have been denied. This crucial training allows a stronger service to our students as well as a feeling of value within the individual and a stronger sense of the college community. The full and half day staff development events truly enhance the sense of the college community while providing a different perspective of our careers.

In the November 30, 2006, progress visit report, the team concluded that:

There have also been district efforts to find ways to bring all groups together, however, communications between faculty leaders and the chancellor and board minutes reveal ongoing disagreements and power struggles. While some progress has been made in addressing recommendation 8, there continues to be much work to be done by the board of trustees, the chancellor and members of the college community to improve the climate of the district as a whole.

#### From the perspective of the administration

The administration has noticed improved relationships with the chancellor, the board of trustees and all governance groups. To encourage this progress, the college administration is highlighting the efforts of each governance group in building the campus community. The strategic planning process is an excellent example of a living document that interconnects all sectors of the college. By explaining the success of this mechanism to the chancellor and the board of trustees, the respective duties and responsibilities of each governance group is better understood and appreciated. They are realizing that we have a hard working faculty and classified staff that remains focused on open dialog, quality, high standards, and continued improvement.

#### From the perspective of the academic senate

Based on the April 5, 2007, discussion of the academic senate, the senate agrees with the commission and the college administration that communications between faculty leaders and the chancellor reveal ongoing disagreements and power struggles.<sup>22</sup>



At the May 3, 2007, meeting of the academic senate, it was reported that at the April 23, 2007, special meeting of the board of trustees to address the accreditation recommendations, the comments were very positive and full of praise for faculty-administrative collegiality at the college as well as with some district administrators. Three were two exceptions.<sup>24</sup> First, two board members called into question the procedures of the accrediting commission relative to closed meetings as well as trustee involvement on the commission.<sup>24</sup> Second, the chancellor publicly criticized both senate presidents for raising the issue of compensation for senate officer and criticized the senate presidents for engaging in discussions with individual board members.<sup>24</sup> The senate expressed disappointment that in a meeting to address "fixing a bad environment, the chancellor would choose to go on the offensive".<sup>24</sup> The academic senate noted that some members of the board of trustees continue to display what appears to be an unfairly biased and negative view of the faculty, which is not helpful to improving the climate.<sup>22</sup>

At the April 23, 2007, special meeting of the board of trustees, the senate president reported that relations with the deputy chancellor and the vice chancellor of technology and education services have been excellent, citing examples of the continued progress of the district board policy and administrative regulation advisory council and the integration of the district planning process with the college strategic planning process as well as the collaboration between the college and the district relative to developing an institutional effectiveness report, and the district support of the college distance education efforts.<sup>23</sup>

#### From the perspective of the classified senate

The classified senate feels that their relationship with the chancellor and the board of trustees has certainly improved. There seems to be an effort to better communicate with classified employees and an increasing effort to invite their input. The classified senate would be less than candid if they did not report a sense that the best behavior seems to be in place during times of increased exposure. This does not lessen the importance of better communications but is still a factor when discussing the issue of trust.

#### Conclusion

Discussions and deliberations at the college level concerning strategic planning, student learning outcomes, and program review are progressing at a reasonable pace with the cooperation and collaboration of the college administration, the faculty, and the classified staff. Collaboration between the college and the district is increasing because of the expertise and leadership of the deputy chancellor and the vice chancellor of technology and educational services. These two district administrators have worked with the college governance groups and college leadership to develop and implement board policies and administrative regulations, integrate the district planning process with the college strategic planning process, facilitate the MIS reporting system, develop the new student information system, and secure appropriate technology to implement and assess



student learning outcomes as well as college distance education initiatives. Through their combined efforts, there is now a solid working relationship between the college constituencies and some district administrators.

### References

- <sup>8<sup>1</sup></sup> Chancellor's Memo: February 27, 2007 District-wide Planning Session (\_\_\_\_-07) (Need)
- <sup>8<sup>2</sup></sup> Vice Chancellor Memo: Soliciting Governance Group Input (1-4-07)
- <sup>8<sup>3</sup></sup> IVC Strategic Planning Steering Team & Academic Senate Proposed District-wide Goals (2-20-07)
- <sup>8<sup>4</sup></sup> District-wide Planning Work Session Agenda (2-27-07)
- <sup>8<sup>5</sup></sup> Review of All Proposed District-wide Goals (2-27-07)
- <sup>8<sup>6</sup></sup> Revised District-wide Goals (3-7-07)
- <sup>8<sup>7</sup></sup> Academic Senate Agenda: Review District-wide Goals (3-22-07)
- <sup>8<sup>8</sup></sup> See Recommendation 6, Reference 5, Item 6 (4-5-07)
- <sup>8<sup>9</sup></sup> President's Council Agenda: Review District-wide Goals (\_\_\_\_-7) (Need); College President Memo: IVC's Proposed Revisions to District-Wide Goals (\_\_\_\_-07) (Need)
- <sup>8<sup>10</sup></sup> Chancellor Memo: Announcing April 18<sup>th</sup> Planning Meeting (4-11-07)
- <sup>8<sup>11</sup></sup> Suggested Revisions: Mission/Vision Statements/District-wide Goals (4-18-07)
- <sup>8<sup>12</sup></sup> Final Draft: Proposed Mission/Vision Statements/District-wide Goals (4-23-07)
- <sup>8<sup>13</sup></sup> See Recommendation 6, Reference 11 (5-21-07)
- <sup>8<sup>14</sup></sup> Board Meeting Highlights (6-25-07)
- <sup>8<sup>15</sup></sup> Academic Senate Memo: College-wide Accreditation Dialogue Meetings (2-9-07)
- <sup>8<sup>16</sup></sup> ACCJC Report (6-19-98)(Need-See 2005 Progress Report Rec 5, Ref. 1)
- <sup>8<sup>17</sup></sup> Proposed and Approved Chair Compensation (4-20-05)(Need—See 2005 Progress Report, Rec 5, Ref. 5)
- <sup>8<sup>18</sup></sup> List of Approved Board Policies and Administrative Regulations (7-07)
- <sup>8<sup>19</sup></sup> Memo: District Function Map Meeting (4-27-07)
- <sup>8<sup>20</sup></sup> SOCCCD Function Map (\_\_\_\_-07) (Need)
- <sup>8<sup>21</sup></sup> Strategies for Enhancement of Effectiveness of Board Agendas and Meetings (\_\_\_\_07)
- <sup>8<sup>22</sup></sup> See Recommendation 6, Reference 5, Item 8 (Academic Senate Minutes (4-5-07)
- <sup>8<sup>23</sup></sup> See Recommendation 6, Reference 4, ( Special Board Meeting Notes 4-23-07)
- <sup>8<sup>24</sup></sup> Academic Senate Minutes, Item D (5-3-07)



#### **IV. RESPONSES TO SELF-IDENTIFIED ISSUES: 2004 SELF STUDY**

The following section of the focused midterm report describes the college's response to the planning agendas based on the 2004 self study as well as identifying timelines for completion and identifying the responsible parties as required by commission policy. Each planning agenda is correlated with the corresponding accreditation standard. With the increased focus on college-wide dialogue and institutional integrity, the college found that not all planning agendas included in the 2004 self study were relevant and given the results of the strategic planning process. In some cases, the college collegially decided that some planning agendas would not be completed or would be modified. This section of the report will address the progress on the 2004 self study planning agendas as well as the 2004 self study planning agendas which have been modified and provide an explanation for the modifications.

Additionally, based on the college's progress relative to the extensive recommendations in the 2005 and 2006 progress reports, additional planning agendas were added as the college has refocused its commitment to strategic planning, institutional effectiveness, evaluation, and improvement. Additional planning agendas are correlated with the corresponding accreditation standard.

##### **A. STANDARD I: INSTITUTIONAL MISSION AND EFFECTIVENESS**

1. **2004 Self-Study Planning Agendas:** IVC will revise the college mission statement to reflect the specific student populations served by the college; the revised mission statement will be presented to the board for review; student learning programs and services will be presented to the board annually; the college will highlight the mission statement in its council and governance meetings by including the statement in its documents and by setting up a regular review process. (Standard I. A. 1, 2, 3, 4)

**Progress Status:** As documented in the 2004 self study, the college mission statement was reviewed and revised on February 24, 2004. The mission statement was reviewed again in spring of 2006 and adopted by the president's council on \_\_\_\_, 2006.<sup>1</sup> As part of the 2006 review, the mission statement identifies the intended student populations served by the college in the following statements: "The College serves students seeking to transfer, enhance career skills, obtain a degree or certificate, or improve basic skills. The College also provides student support services, community education, opportunities for lifelong learning, cultural experiences, and activities promoting economic partnerships with the community. The central purpose of these programs is the education of students to think critically and act responsibly within the global community."<sup>2</sup>

The college mission statement was reviewed and approved by the board on July 23, 2007.<sup>3</sup>



Although the 2004 self study planning agenda cited above states that “student learning programs and services” would be submitted to the board annually, it is not clear what the college intended by this statement. However, pursuant to board policy 6100, curriculum is regularly submitted to the board for approval after a rigorous internal college review and approval process.<sup>4</sup> The policy stipulates that curriculum which has not been revised in a timely manner pursuant to the internal college review cycle as well as within the specified time limits as prescribed by the articulation agreements will not be offered by the college.<sup>4</sup> Additionally, as documented in the 2005 progress report, the college has adopted policies and procedures for program discontinuance and program/course realignment.<sup>(see 2005 progress report, page 4, reference 3)</sup> As stated in the 2005 progress report, in the fall of 2005, the college was reviewing a new program development policy which was adopted on April 12, 2006.<sup>5</sup> Combined with the revised program review process (discussed in the response to recommendation 3), the program discontinuance policy, the program/course realignment policy, and the new program development policy, the college’s programmatic review process has been completed and all modifications that require board approval are forwarded as appropriate.

The college has highlighted the mission statement in council and governance meetings in the following manner: As documented in the response to recommendation 1, with the implementation of the college strategic planning process in the fall of 2006, the mission statement was reviewed again on October 13, 2006 by the strategic planning steering team in order to develop the college goals. The college mission statement provided the framework for the development of the college goals and formed the basis for the entire strategic planning process. For example, based on the aforementioned portions of the mission statement which identifies the intended student population, the strategic planning steering team developed the corresponding college goal “[T]o focus college processes on the central purpose of providing programs and services which educates students to think critically, prepare for career choices and academic pursuits, and act responsibly within a global community.”<sup>6</sup>

The nexus between the mission statement and college goals subsequently influenced the development of the objectives, planning assumptions, and planning strategies. For example, the college mission statement further states that “[A]s an educational institution within the South Orange County Community College District, the college provides a board range of programs courses. Student learning outcomes and student success are the measure of quality for all offerings”.<sup>6</sup> A corresponding planning assumption developed by the student success/access strategic planning focus group provides “[S]tudent learning outcomes and quantifiable measures of success for programs and students will become increasingly vital. Demonstration of this success will be a requirement for the state and will be a valuable marketing and recruiting tool for the college.”<sup>6</sup> By using the college mission statement as the foundation of the strategic planning process, the mission statement has become a more integral component of the college community influencing all segments of the college.

**On 2007**, the college developed and adopted a regular systematic process for reviewing the mission statement and the college goals on an annual basis. According to



the review process the strategic planning steering team will be the responsible party for disseminating the college mission statement and college goals to all constituent groups as well as the five strategic planning focus groups for annual review and revision in the spring of each academic year in order to facilitate planning for the next year.<sup>7</sup>

2. **2004 Self-Study Planning Agendas: Ensure the institution is aware of the goals and objectives of the college and work collaboratively toward achieving the college goals; use the results of the program review recommendations (the student survey in particular) to improve student opportunities for learning. (Standard I. B. 1, 2, 4)**

**Progress Status:** The broad-based and inclusive nature of the strategic planning process which is based on the college goals has created the opportunity for the college community to become more aware of the goals of the college. As documented in the response to recommendation 1, during the January 2007, flex week, two college-wide workshops were held on January 2, 2007, and January 4, 2007, to address the planning process and the development of the college goals(see recommendation 1, reference #21). Also, as documented in the statement on report preparation, two college-wide meetings were held on February 7<sup>th</sup> and 8<sup>th</sup>, 2007, to discuss the strategic planning process and the college goals (see statement on report preparation, reference #5). The college goals are featured on the college website.<sup>8</sup> Thus, the college is making every reasonable effort to ensure broad participation in the development and awareness of the college goals.

#### **Time to Completion and Responsible Parties**

Regarding the 2004 planning agenda which states that the institution will work together collaboratively to achieve the college goals: Since the college developed a strategic plan in spring of 2007, there has not been sufficient opportunity for the institution to assess whether the goals have been achieved or to what extent. This assessment will become an on-going component of the planning process and will begin in the spring of 2008 and/or fall of 2009. The responsible parties for ensuring that this assessment is completed on a regular basis will be the office of the president in consultation with the office of research and planning.

Although the 2004 self study planning agenda stated that the college would use the program review recommendations as the method for identifying priorities for improvement, the program review recommendations became one component of the overall college strategic planning process as documented in the response to recommendation 1. Therefore, the program review recommendations were used to identify programmatic priorities for improvement within the overall strategic planning process.



3. **Additional Planning Agendas In Progress:** The institution provides evidence that the planning process is broad-based offers opportunities for input by appropriate constituencies, allocates necessary resources, and leads to improvement of institutional effectiveness; the institution uses documented assessment results to communicate matters of quality assurance to appropriate constituencies. (Standard I. B. 4, 5)

**Progress Status and Comments:** Although the 2004 self study did not identify planning agendas for standard I. B. 4 and 5, other than streamlining the committee structure, which falls short of addressing the components of this standard, the college began addressing the specific aspects of this standard with the implementation of a broad based strategic planning model that created the opportunity for input by the appropriate constituencies as documented in the response to recommendation 1. The college is presently addressing the allocation of necessary resources that leads to institutional effectiveness in the following manner:

At the October 4, 2006, strategic planning kick off meeting, the vice chancellor of technology and learning services presented an overview of institutional effectiveness concepts and measures.<sup>9</sup> The vice chancellor reviewed the definitions of institutional effectiveness as well as the relationship with accrediting commission standards and presented the accountability reporting for the community colleges pursuant to state performance reporting requirements, specifically assembly bill 1417.<sup>10</sup>

As part of the ongoing dialogue regarding institutional effectiveness, on October 12, 2006, the academic senate reviewed and discussed the list of required as well as optional performance indicators.<sup>11</sup>

The strategic planning process specifically included an institutional effectiveness focus group in order to begin the assessment process regarding the achievement of the college goals and the improvement of institutional effectiveness in an ongoing, systematic cycle of evaluation, integrated planning, resource allocation, and implementation. On October 20, 2006, the research and planning analyst provided the college with the institutional effectiveness quantitative data for this process.<sup>12</sup> The data included evidence of student learning from 2000-2006 as follows:

- the total and percentage of overall headcount of students on academic probation;
- overall course completion rates by academic school;
- course completion rates in math and English transfer courses;
- course completion rates in math and English basic skills courses;
- cumulative GPA of full-time students;
- persistence rates;
- number of degrees and certificates awarded;
- number of annual transfers to the UC and CSU's;
- Number of students with transfer goal and number who transferred.<sup>13</sup>



The data also included quantitative evidence of student outreach, technology data as well as student success rates, retention rates, and fill rates from spring 2000-2006 for the college and by each academic school.<sup>12</sup>

On February 7<sup>th</sup> and 8<sup>th</sup> of 2007, during the college-wide accreditation dialogues, the research/planning analyst and the vice chancellor of technology and learning services presented the relationship between institutional effectiveness and strategic planning.<sup>13</sup> During the development of the strategic plan, institutional effectiveness measures serve as the baseline data for determining the status quo. Once the baseline data has been identified, the institutional effectiveness measures assist the college in assessing progress toward achievement of the stated goals as well as identify areas that may need improvement. Baseline college level data was presented in the following areas:

- annual successful course completion Rates for credit basic skills courses from 2003 through 2006;<sup>13, page 9</sup>
- basic skills improvement rates from 2001 through 2006;<sup>13, page 9</sup>
- course completion rates in English basic skills courses from fall 2001 through fall 2005;<sup>13, page 10</sup>
- course completion rates in English level transfer courses from fall 2001 through fall 2005;<sup>13, page 11</sup>
- course completion rates in Math basic skills courses from fall 2001 through fall 2005;<sup>13, page 12</sup>
- course completion rates in Math transfer level courses from fall 2001 through fall 2005;<sup>13, page 13</sup>
- full-time equivalent students (FTES) in basic skills, vocational, and non-vocational courses from 2002 through 2006;<sup>13, page 14</sup>
- full-time equivalent faculty (FTEF—15 lecture hour equivalent as 1 FTEF) in basic skills, vocational, and non-vocational courses from 2002 through 2006;<sup>13, page 15</sup>

The institutional effectiveness strategic planning focus group identified the production of an annual report on institutional effectiveness as a planning assumption and objective.<sup>14</sup> The focus group identified the college president, the academic senate, and the office of research and planning as the responsible parties to determine the key indicators to be included in the annual report.<sup>14</sup> To this end, on February 15, 2007, the academic senate cabinet, the college president, and the research/planning analyst agreed upon the institutional effectiveness measures to be included in the annual report for June 2007.<sup>15, 16</sup>

**We need to fill in here once the June 2007 institutional effectiveness report is completed:**



4. **Additional Planning Agendas In Progress:** The institution assures the effectiveness of its ongoing planning and resource allocation processes by systematically reviewing and modifying, as appropriate, all parts of the cycle, including institutional and other research efforts; the institution assesses its evaluation mechanisms through a systematic review of their effectiveness in improving instructional programs, student support services, and library and other learning services. (Standard I. B. 6, 7)

**Progress Status and Comments:** Although the 2004 self study did not identify any planning agendas in response to standard I. B. 6 and 7, subsequently, the college has more fully addressed the components of this standard. In **September of 2007**, at the conclusion of the first phase of the implementation of the strategic planning process, the college systematically reviewed all parts of the cycle, including institutional research efforts.

**We need to fill in here once we have reviewed the strategic planning cycle:**

**We need to document proposed modifications here:**

**We could include the proposed revisions to the college committee structure if we get this far.**

**We need to assess our evaluation mechanisms based on a systematic review of their effectiveness in improving instructional programs, student support services, and library and other learning services:**



## **References**

- I<sup>1</sup> President's Council Minutes: Review, Revision, & Adoption of the College Mission Statement (5 or 6-06) (Need)*
- I<sup>2</sup> Revised College Mission and Vision Statement (5 or 6-06)*
- I<sup>3</sup> College Mission Statement: Board Approval (July 23,2007)\_(Need)*
- I<sup>4</sup> Board Policy 6100: Curriculum Approval*
- I<sup>5</sup> New Program Development Policy (4-12-06) (Need)*
- I<sup>6</sup> College Goals: Nexus with the Mission Statement (1-2-07)*
- I<sup>7</sup> College Process: Review/Revision of the College Mission Statement ( - -07) (Need to Do)***
- I<sup>8</sup> [www.ivc.edu/offices](http://www.ivc.edu/offices)*
- I<sup>9</sup> Vice Chancellor of Technology & Learning Services: Overview of Institutional Effectiveness (10-4-06)*
- I<sup>10</sup> Vice Chancellor of Technology & Learning Services: Accountability Reporting (10-4-06)*
- I<sup>11</sup> Academic Senate Minutes Item 17:Review Institutional Effectiveness (10-26-06)*
- I<sup>12</sup> Institutional Effectiveness Data: IVC 2000-2006 (10-20-06)*
- I<sup>13</sup> Institutional Effectiveness at IVC (2-7/8-07)*
- I<sup>14</sup> Institutional Effectiveness Focus Group Planning Assumption (2-14-07)*
- I<sup>15</sup> Academic Senate Memo: Institutional Effectiveness Key Indicators (2-9-07)*
- I<sup>16</sup> Office of Research/Planning, Office of President: Institutional Effectiveness Key Indicators (2-15-07)*



## **B. STANDARD II: STUDENT LEARNING PROGRAMS AND SERVICES**

1. **2004 Self Study Planning Agendas:** Each school will identify student learning goals/competencies (i.e. outcomes) for courses, programs, degrees, and certificates; the college, which is in the initial stages of developing research methodologies to assess student learning outcomes, will continue this effort; the college will incorporate the definition of specific and measurable student learning outcomes in the curriculum development process at the course and program levels; the college will develop a process to assess the achievement of learning outcomes/competencies for programs in order to award certificates, degrees, and majors; the college will improve the dissemination of data available to delineate the achievement of learning outcomes (Standard II. A. 1. a, c; 2. a, b, f, h, i) (Note: All 2004 self study planning agendas related to the development and assessment of student learning outcomes will be addressed in the discussion below and are addressed in the college responses to recommendations 2, 3, and 4.)

**Progress Status:** The college addressed the 2004 self study planning agendas related to the development of a process for the identification and assessment of student learning outcomes in the following manner: First, as previously mentioned in the response to recommendation 3, the program review templates for instruction and student support services were modified to include the development and assessment of course and program/certificate learning outcomes. (Although the former program review process described in the 2004 self study did include a learning outcomes component, the revisions to the 2006 templates focus on the identification of assessment plans and modifications to pedagogy based on analysis of the assessment data.) Second, within the curriculum development process, the college modified the course outline of record templates to include course learning outcomes. The revisions to the program review process and the curriculum process will be addressed respectively below.

### **Modification of Program Review: Student Learning Outcomes and Analysis of Assessment Data to Implement Changes to Pedagogy to Improve Student Learning**

The college recognizes a nexus between the evaluation of the effectiveness of a program and the development and assessment of learning outcomes. A program should be focused on student learning, and the assessment of course, program, degree, and/or certificate learning outcomes is a fundamental component of reviewing the effectiveness of a program. Consequently, in February and March of 2006, the learning outcomes committee, the academic senate, and the instructional council agreed to modify the program review process to focus on student learning outcomes and the assessment of student learning through indirect as well as direct assessment methodologies.<sup>1, 2, 3</sup>

In August of 2006, as a fundamental component of program review, the college adopted a four column matrix to assist faculty in developing and assessing learning outcomes.<sup>4, page 6</sup> The first column of the matrix directs faculty to identify course and/or program level



student learning outcomes for key courses.<sup>4, page 6</sup> The second column of the matrix assists faculty in identifying assessment methodologies for each outcome as well as the date of assessment completion.<sup>4, page 6</sup> The third column includes the assessment results, main findings, date, and author(s).<sup>4, page 6</sup> The fourth column assists faculty in documenting how instruction and student support services will be modified based upon the assessment results.<sup>4, page 6</sup>

In 2006-2007, the following programs undergoing review developed learning outcomes and assessment plans at the course and/or program level.<sup>5</sup>

- Anthropology
- Dance
- Electronics
- \*Library Services
- \*Transfer/Career Placement
- \*Counseling Services
- Art History
- Visual Arts
  - Photography
  - Digital media art
  - Painting, Drawing
  - Gallery
  - 2D/3D design
- Music
- Geography

(\*Library services, transfer/career placement, and counseling services student learning outcomes matrixes are discussed separately below within the analysis of student support services, see reference number 38.)

Based on the 2007-2012 program review cycle adopted by the college (see recommendation 3, reference 3, the following programs within instruction as well as student services will be developing and assessing learning outcomes at the course and/or program/certificate level in 2007-2008:

- Biology
- Chemistry
- History
- Intercollegiate Athletics
- Mathematics\*
- Computer Information Management
- Psychology\*
- Speech
- International Student Center
- Supportive Services



- Financial Aid and Veteran's Program

\*The faculty in the departments of mathematics and psychology have been leaders at the college in establishing and assessing learning outcomes as well as modifying instruction based on the assessment results.<sup>6</sup> **Summarize their work here:**

The learning outcomes co-chairs began meeting with members of the aforementioned programs in March of 2007 in order to assist the faculty in the development and assessment of learning outcomes.<sup>7</sup>

### **Modification of the Course Outlines of Record: Student Learning Outcomes**

In February and March of 2007, the learning outcomes committee and the curriculum committee, in collaboration with the academic senate, discussed the incorporation of course learning outcomes within the development of curriculum and the course outlines of record.<sup>8</sup> (page 10, 12), 9,<sup>10</sup> On February 15, 2007, the academic senate unanimously approved a motion to modify the IVC course outline of record template to include learning outcomes.<sup>10</sup> (Item 18)

On March 2, 2007, in a joint meeting with the learning outcomes co-chairs, the chair of the curriculum committee, the academic senate president and vice president, the officers agreed upon a strategy to implement the decision to include learning outcomes in the course outlines of record.<sup>11</sup> As instructional programs undergo curriculum review in 2007-2008, the course outline of record template will be expanded to include learning outcomes as well as learning objectives in accordance with the direction of the academic senate and the results of the 2007 curriculum review by the office of research and planning.<sup>11</sup> In order to assure the development of high quality and meaningful learning outcomes, the model suggested by the learning outcomes co-chairs was reviewed by the academic senate.<sup>12, 13</sup>

Commensurate with the aforementioned decisions, in June of 2007, the development of course learning outcomes and assessment plans were formally incorporated into the curriculum review process through the implementation of the software management system, curricUNET.<sup>14</sup>

In order to ascertain the current status of learning outcomes development within the curriculum, in March of 2007, the research analyst, in collaboration with the learning outcomes co-chairs, the chair of the curriculum committee, and the academic senate president, systematically reviewed the learning objectives of the course outlines of record for all active courses. In addition, in preparation for the 2006-2007 student learning outcomes annual report required by the accrediting commission, the college engaged in an extensive review to ascertain the status of the development of learning outcomes and assessment plans as well as how many programs and services have assessed learning outcomes, analyzed the data, and modified instruction/practices based on the assessment data within instruction as well as student services. The results for instruction and student services will be discussed respectively below.



### Instruction

Based on the review of 492 active courses, 95.0% have identified course level learning outcomes.<sup>15</sup> (page two, table 1) However, with respect to the number of instructional programs which have identified an assessment plan substantially decreases to 12.2%. The number of programs which have assessed learning outcomes also decreases to 3.3% and the number of programs that have analyzed assessment data and modified instruction decreases to 2.7%.<sup>15</sup> (The break down for specific programs that contain course level learning outcomes, assessment plans, data analysis, and modifications is contained in table 2, reference 15, pages 3-4.)<sup>15</sup>

Within instruction, the number of programs which have identified learning outcomes is 21.1 %, the identification of assessment plans is 14.0%, and the number of programs which have assessed, analyzed, and modified the program decreases to 3.5%.<sup>15</sup> (The break down for specific programs that contain program level learning outcomes, assessment plans, data analysis, and modifications is contained in table 2, reference 15, pages 3-4.)<sup>15</sup>

The number of certificate programs which have identified learning outcomes is 24.10%. No certificate program has identified an assessment plan, assessed learning outcomes, analyzed or modified the certificate.<sup>15</sup>

### Student Services

The percentage of student services units which have identified learning outcomes is 100%. 92.3% have an assessment plan, however only 15.4 have assessed the learning outcomes and analyzed the data. 7.7% of student services units have modified practices as a result of the assessment data.<sup>15</sup>

Clearly, the college must focus on assessing learning outcomes, analyzing the assessment data and modifying instruction/practices based on the data.

### Time to Completion and Responsible Parties

As documented above, the college must focus on the assessment of student learning outcomes. The adoption of the curricUNET and eLumen software may greatly facilitate this process.

In order to increase assessment of course/program learning outcomes, in the fall of 2007, the college agreed upon the following targets:

- 1) The college will increase the number of departments that assess course, program, and certificate student learning outcomes by \_\_\_\_% by 2010?;
- 2) The college will increase the number of departments that analyze course, program, and certificate learning outcome data by \_\_\_\_% by 2010?; and



3) And, the college will increase the number of departments that have modified pedagogy based on course, program, and/or certificate learning outcomes by \_\_\_% by 2010?.

The responsible parties for ensuring implementation of a college-wide learning outcomes assessment plans will be the vice president of instruction, the vice president of student services, and the academic senate in collaboration with the learning outcomes committee.

2. **2004 Self-Study Planning Agendas:** IVC will continue to work toward expanding distance education through the development of online curriculum; the college will also attempt to reestablish the telecourse and live interactive modes of instruction based on available funding; IVC will implement a two-year program plan developed in spring 2003 to address breadth, depth, rigor, sequencing and time for completion for all programs; Irvine Valley College will implement the new two-year program plan developed in the spring 2003 across the curriculum, so that all courses in a state-approved program will be offered once in two years...all stand alone courses will be offered once every year. (Standard II. A. 1. b; A. 2. c, d)

**Progress Status:** The college progress relative to expanding the distance education curriculum and the development of a two-year program plan to address breadth, depth, rigor, sequencing, and time for completion for all programs will be discussed respectively below.

**Distance Education: Institutional Context and Commitment**

The delivery of courses through electronic means is consistent with the college role and mission. The college mission statement, in pertinent part, provides:

To best serve the needs of the diverse population and workforce, the college delivers its curriculum in a variety of traditional and distance learning methods. In this era of rapid change, the college commits itself to being at the forefront of instructional and administrative technologies while providing exemplary services to ensure student success. (See recommendation 1, references 17 and 18.)

Further, the delivery of courses through electronic means is consistent with the districtwide goals. The first districtwide goal is to:

Promote and support enrollment growth to meet student demand through new programs, distance education, workforce development, and alternative instructional delivery modes. (See recommendation 8, reference 12)

In accordance with the college mission statement, the districtwide goal, and 2004 self-study planning agenda relative to distance education, the college, in collaboration with the vice chancellor of technology and learning services, explored distance education options during the summer and fall of 2006. On May 17, 2006, the chancellor formed the district distance education advisory council, with representation from all constituent



groups, to examine the status of distance education at the colleges and clarify the role of the district in providing support to the colleges in this endeavor.<sup>19</sup> The council met on May 25, 2006, June 8, 2006, June 22, 2006, September 1, 2006, September 19, 2006, and October 9, 2006.<sup>20</sup> The council examined baseline information regarding distance education course offerings at the colleges; a review of the state system office information on distance education; members of the colleges and the district conducted a site visit to Rio Salado College; the council conducted an extensive review of distance education best practices; the vice chancellor interviewed administrators and faculty from Foothill College, San Diego Community College District, and San Joaquin Delta College; and the council reviewed the distance education practices at numerous colleges and universities recognized as leaders in this area.<sup>20</sup>

Commensurate with the commission guidelines as defined in the ACCJC distance learning manual of 2006, the distance education advisory council established fourteen recommendations to be implemented in three phases over a three year time span from 2006-2009.<sup>20</sup> (page 2-3) In phase 1 (2006-2007), the vice chancellor will work with the college to establish mechanisms to coordinate distance education curriculum, training, support, and infrastructure to assist students and faculty.

In January and February of 2007, the office of the president and the academic senate agreed to reformulate the college information technology committee as the college technology and distance education committee.<sup>21</sup> (Item 13), <sup>22</sup> In conjunction with the district distance education advisory council, the college committee established a comprehensive distance education policy in compliance with state regulations, best practices, and accreditation standards as defined in the commission distance learning manual of August, 2006.<sup>22, 23</sup> (page 6)

#### Distance Education Curriculum and Instruction

According to state regulations (which are compatible with commission standards) distance education is a means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. (Title 5, California Code of Regulations, Section 55205) Additionally, distance education includes any regularly scheduled course work that replaces otherwise scheduled class ("face") time. (Kathy is checking on a citation. It does not appear to be Ed Code 55378 as stated in the course proposal form.) The same standards of course quality as are applied to traditional classroom courses shall be applied to distance education and all approved distance education courses shall include regular effective contact between instructor and students. (Title 5, California Code of Regulations, Sections 55207, 55211) Pursuant to state regulations each proposed or existing course, if delivered by distance education, shall be separately reviewed and approved according the certified course approval process. (Title 5, California Code of Regulations, Section 55213)

In order to meet state regulations and commission standards, the college committee revised the distance education curriculum approval forms and the distance education curriculum approval process (the revised forms and revised separate approval process



were incorporated within the implementation of the curricUNET software management system) as follows:

- All distance education courses are separately reviewed and approved by the curriculum committee to ensure the course results in learning outcomes appropriate to the rigor and breadth of the course credit awarded. For example, all distance education courses require faculty to describe activities the students will perform to achieve the stated learning outcomes as provided in the course outline of record.<sup>23</sup> (pages 20-21) ( However, the college must establish a regulatory body which has the expertise to review, evaluate, and recommend approval to the curriculum committee of distance education courses.)
- Any course with a distance education component which replaces in class instruction, even if it is less than 100% (synchronous or asynchronous interaction between faculty and students and among students), must state the percentage of distance instruction and classroom instruction and must submit the distance education course proposal form for separate approval.<sup>23</sup> (page 20)
- The separate approval process for courses offered as 100% distance education and/or portions of courses delivered through electronic means ensures that all courses, despite the mode of instruction, are evaluated according to the same principles of academic quality and integrity as the traditional course. Course proposals must include a description of each of the methods of evaluation for each learning objective/outcome as required for the approval of a traditional course.<sup>23</sup> (pages 21-22)
- Distance education course proposals are evaluated according to how the instructor will ensure regular and effective contact between faculty and students as well as student to student contact as required by California regulations, and the type of technology used and whether the technology is appropriate to the nature and objective of the course;<sup>23</sup> (page 20-21)
- The institution ensures that all materials used in distance education courses and programs are current by requiring faculty to complete a “distance education addendum curriculum form” where all instructional resources are specified. The distance education instructional resources are proposed by the faculty author and evaluated by the faculty department chair, school dean, faculty task force chair, the library coordinator, the chair of the technology committee, the faculty chair of the curriculum committee and the vice president of instruction.<sup>23</sup> (page 23)
- The institution ensures that faculty have the responsibility for and exercise oversight of electronically-delivered courses and programs as the faculty are directly responsible for authoring distance education course proposals as required for a traditional course. The curriculum committee, which consists of faculty representative from each school, are responsible for the course approval just as it is responsible for approving a traditional course, although as noted above, the



college must establish a regulatory body which has the expertise to make an informed recommendation.

- At this time, the college does not offer any fully electronic degree or certificate programs. The degree and certificate programs that are partially delivered through electronic means is coherent and complete and results in learning outcomes comparable to the traditional means of instruction as demonstrated in the separate course approval process described above.

### Commitment to Support

The institution demonstrates a commitment to ongoing program support, both financial and technical to enable students to complete a degree/certificate. Although the college does not offer any fully online degree or certificate programs at this time, discussions did take place in this regard within the district distance education task force and this became a component of the task force recommendations.

According to the college committee report, there is technical support personnel in all required areas.<sup>23 (page 9)</sup> There has been fiscal support for hardware and software technology renewal through the district allocation of basic aid monies. The report notes, however, that there is much work to be completed relative to instructional design, web design, development of audio and video resources, course material development, and faculty training.<sup>23 (page 10)</sup>

The college committee has established a distance education webpage to provide support and information for students enrolled in distance education classes.<sup>23 (page 11)</sup> Students are also given information as to whether they have the background, knowledge, and technical skills needed to successfully use the technology involved in distance education coursework.<sup>23 (pages 25-31)</sup>

### Distance Education Expansion

Distance Education course offerings have increased steadily for the past four years. The total number of sections offered annually increased from 79 in 2002-2003 to 137 in 2005-2006. In 2004-2005, at the time of the self-study planning agenda, the college offered 118 distance education courses. In 2005-2006, the college offered 137 distance education courses.<sup>23 (pages 32-33)</sup>

### Additional Planning

In order to further expand distance education at the college, additional deliberation and institutional commitment will be necessary as follows:

- The college committee has given consideration relative to the technical skill and needs of faculty teaching distance education by establishing a faculty technical



skills certification for instructors. However, the college must establish regulatory body to ensure compliance with the policies and procedures.<sup>23</sup> (page 7)

- The college must ensure ongoing fiscal and technological support for the expansion of distance education course offerings as well as for the development of fully online degrees and/or certificates.

Based on college budget constraints and the distance education policy, the reestablishment of telecourse and live interactive modes of instruction is not feasible at this time and will be reexamined in 2008-2009?

### **Breadth, Depth, Rigor, Sequencing, and Time for Completion for all Programs**

Although the 2004 self study planning agendas noted above stated that the college would implement the two-year plan designed in spring of 2003, the college has not formally taken action to address this issue. The faculty in collaboration with the school chairs and deans routinely review course offerings during the production of the fall, spring, and summer schedules to ensure proper sequencing of courses and time for completion of all programs.

The breadth, depth, and rigor of all courses offered by the college are monitored by the academic senate in consultation with the curriculum committee pursuant to board policy 6100 adopted in May of 2006.<sup>24</sup> Board policy 6100 states that courses of instruction and educational programs shall be written by faculty teaching in instruction and educational programs. All curriculum and educational programs are reviewed and approved by the academic senate and forwarded to the board of trustees for approval. If required, all curriculum and educational programs are subsequently forwarded to the California Community College Chancellor's Office for final approval.<sup>24</sup>

3. **2004 Self Study Planning Agendas:** The college will define comprehensive general education learning outcomes; the college will consider the possibility of including a computer literacy requirement as part of the graduation requirements. (Standard II. A. 3. a, b, c)

**Progress Status:** As previously stated in the response to recommendation 2, in the fall of 2005, the college adopted institutional (general education) learning outcomes.<sup>25</sup> As part of the ongoing process of institutional self reflection, in spring of 2007, the instructional council, the academic senate, the learning outcomes committee, and the general education committee reviewed and revised the institutional learning outcomes.<sup>26, 27, 28, 29, 30</sup> The revised institutional learning outcomes include:

- communication skills (reading, writing, speaking, listening);
- critical thinking/problem solving (creative thinking, decision making, analysis and use of numerical data);
- global awareness (diversity sensitivity, cultural awareness, community awareness);
- information management (collecting and analyzing information, technology literacy);



\*this category was revised to include a broader framework referred to as aesthetic awareness

- personal and professional (personal responsibility, teamwork/relationship management, conflict resolution, workplace skills).<sup>30</sup>

The adoption of the revised institutional learning outcomes ensure that practices in academic and instructional support programs are intentionally aligned and establish student learning as a focus addressed collaboratively across disciplines, departments, and services.

Based upon the collegewide review regarding the status of learning outcomes discussed in section B. 1 above, within instruction, the percentage of general education courses that have mapped their courses to the institutional learning outcomes are as follows:

- communication 26%
- critical thinking 26%
- global awareness 17%
- aesthetic awareness 15%
- personal, professional, civic responsibility 14%<sup>15</sup>

Within student services, the percentage of service units that have mapped the learning outcomes to the institutional learning outcomes are as follows:

- communication 87%
- critical thinking 26%
- global awareness 17%
- aesthetic awareness 15%
- personal, professional, civic responsibility 14%<sup>15</sup>

With the implementation of the curriUNET software, the above percentages should increase by 2010 as every course undergoing curriculum review through 2007-2010 will map their course level learning outcomes to the institutional learning outcomes as a component of the curriculum review process.<sup>14</sup>

The institutional learning outcomes are widely publicized and are available on the college website, the academic senate website, the college catalog, and the faculty manual.<sup>31</sup>

In the fall of 2007, the college general education committee will consider including a computer literacy requirement as part of an overall review of the college general education package.

4. **2004 Self Study Planning Agendas:** Irvine Valley College will include the academic dishonesty policy in publications; IVC will restructure the degree and certificate evaluation process so students are notified in a more timely manner about their status and can make informed decisions on how to proceed with transfer or graduation; the academic freedom statement will be included in the next publication of the catalog; the college will develop ways



**to provide additional services for its online students; the school of guidance and counseling will complete program review in 2005-2006.**  
**(Standard II. A. 7. b) (Standard II. B. 1. 2; B. 2. d; B. 3. a, c)**

**Response:** The academic honesty/dishonesty policy is contained in administrative regulation 5401 and is part of the regulation entitled student conduct.<sup>32</sup> (pages 4-6) The regulations were revised in April and September of 2006 by the district board policy and administrative regulations advisory council which contains representatives from all constituent groups as well as district and college administrators and directors. Relevant excerpts pertaining to student conduct generally and forms of academic dishonesty (falsification, plagiarism, cheating) and the corresponding disciplinary action (verbal reprimand, written reprimand, suspension, expulsion) were published in the 2006-2007 catalog on pages 28-30.<sup>33</sup> All administrative regulations, including AR 5401 are published on the district website as well as on the college website.

The academic freedom statement referred to in the above 2004 planning agenda is contained in board policy 6120.<sup>34</sup> Board policy 6120 was included in the 2007-2008 catalog on pages \_\_\_\_?<sup>35</sup> All board policies are published on the district website as well.

The 2004 planning agendas related to the degree/certificate evaluation process and the additional services for online students are being addressed in a district-wide project to revise all student information systems (SIS).<sup>36</sup> The student tracking system which would include the degree/certificate evaluation process is scheduled to be revised and updated in 2008-2009.<sup>36</sup> The additional services such as online matriculation and assessment processes as well as an online orientation for all students is being addressed as a component of the registration process in 2007-2008.<sup>36</sup> The responsible parties for the SIS project are the vice chancellor of education and technology services in collaboration with district informational technology staff.

In order to evaluate the counseling program, the school of guidance and counseling participated in program review in 2006-2007 (rather than in 2005-2006 as indicated in the 2004 planning agenda).<sup>37</sup> According to the results of the program review, student development and success are supported through orientations, academic, personal and career counseling as well as numerous workshops (study skills, transfer, career, and resume writing), classroom presentations, individual counseling, drop-in counseling as well as online and telephone counseling appointments, probation workshops, and transfer application reviews. The counselors also assist in high school outreach efforts such as high school counselor's breakfast, high school college workshops, high school senior day, college nights at local high schools, welcome day, campus tours, and host open house events for the community.<sup>37</sup>

5. **2004 Self Study Planning Agendas:** IVC will develop tools and procedures to evaluate whether student support services contribute to the achievement of student learning outcomes; the school of library services will: invite faculty to earn in-service credit by attending bibliographic workshops geared toward their subject disciplines after approval by the academic senate,



suggest library workshops as part of in-service staff development, encourage faculty to use the library workshops as extra-credit for “at risk” students, advertise the library courses and the monthly workshops on the IVC website and through the college television station channel 33; IVC will expand online database contractual obligations to include remote student access via student user name and ID, liaison with disabled student services to ensure that specific resource materials and equipment are section 508 compliant, work with the academic senate to create an acceptable formula for including library faculty in the list of new hires; the college will assign specific student assistants to patrol the library floors and bookshelves on a regular basis, post appropriate signage regarding checkout and return policies for library materials, notify patrons that defacing or stealing library property warrants disciplinary action. (Standard II. B. 4; C. 1. b, c, d; C. 2)

**Response:** The planning agendas pertaining to student support services and student learning outcomes as well as the library services planning agendas will be addressed respectively below.

#### **Student Support Services: Student Learning Outcomes**

Library services, the transfer/career center, and counseling services identified student learning outcomes and assessment methodologies as a component of their program review.<sup>38</sup> Other support services such as financial aid, student discipline, outreach & community relations, the office of the vice president for student services, student affairs, and the child development center identified student learning outcomes for each of their respective areas, identified assessment methodologies, assessed the learning outcomes, and modified services based on the assessment results.<sup>39</sup>

#### **Library Services: 2004 Planning Agendas**

The school of library services prepared a summary to address all aforementioned planning agendas.<sup>40</sup> The progress with respect to each planning agenda will be summarized below.

#### **Flex Week Workshops 2004-2007 and Workshops for Faculty/Students**

The school of library services invited faculty to earn flex (or in-service) credit by attending numerous bibliographic workshops in August of 2004,<sup>41</sup> in August of 2005,<sup>42</sup> in January of 2005,<sup>43</sup> in January of 2006<sup>44</sup> and in January of 2007.<sup>45</sup>

Throughout 2004-2007, the school of library services offered numerous workshops to enhance the library skills of all students, including those students “at risk”.<sup>46</sup>

#### **Library Services Advertisements**

In order to address the 2004 self-study planning agenda concerning library services advertisements, the school prepared a summary of their efforts relative to advertisements and enrollment in the library 10 course.<sup>47</sup> The school has placed an advertisement in every schedule of classes between the years of 2004 through 2007.<sup>48</sup> The library 10



course addresses traditional and online resources, including but not limited to, Lexis-Nexis, Proquest, Grove Art, Grove Music, Gale Literary Index, and Access Science.<sup>48</sup> In addition, from 2005-2007, the school of library has advertised the library 10 course on the college television station, channel 33.<sup>49</sup>

#### Expansion of Online Database Access for Students, Faculty, and Staff

The school of library service has expanded the off-site access to online databases.<sup>50</sup> IVC students, faculty, and staff can access numerous databases from off-campus locations via student/faculty/staff user name and identification.<sup>50</sup>

#### Section 508 Compliance

Federal and State statutes in California as well as the California Community College guidelines for library information competency require all course materials to be accessible to disabled students. All new and revised course outlines of record are reviewed for section 508 compliance via college interaction with disabled student services and the technical review committee.<sup>51</sup>

#### Full-time Faculty Hiring Formula: Library Services

On December 11, 2003, the academic senate and the school of library services agreed upon a formula to include the library faculty within the priority list for full-time faculty hiring.<sup>52</sup> The formula is based on unduplicated headcount for the college minus the unduplicated headcount of students in supportive services divided by 1000.<sup>52</sup> In October of 2006, a full-time instructor in the school of library sciences was the second position on the full-time faculty hiring priority list.<sup>52</sup> However, due to extenuating circumstances, including a decline in full-time equivalent students, there were no full-time faculty hired in 2006-2007.

#### Student Assistants: Library Services

The library technician managing the circulation desk regularly assigns four student assistants to patrol the library in order to alert staff to problematic situations such as exit alarms, defacing of library materials, locating lost personal items, and other library issues.<sup>53</sup> In addition, the student assistants re-shelve all books and periodicals and check shelves for misfiled resources.<sup>53</sup>

#### Appropriate Signage: Library Services

Library services has posted appropriate signage informing patrons of library policies.<sup>54</sup> In addition, all patrons are informed of the college lost or damaged materials policies.<sup>54</sup>

#### References:

<sup>21</sup> *Learning Outcomes Committee Report to Academic Senate (2-16-06)*

<sup>22</sup> *Learning Outcomes Committee Minutes: Connecting Learning Outcomes/Assessment with Program Review (3-24-06)*

<sup>23</sup> *Academic Senate Minutes: Connecting Learning Outcomes/Assessment with Program Review (3-23-06) (Need)*



- 2<sup>4</sup> Academic/Student Services Program Review Templates: Modified to Focus on Learning Outcomes/Assessment (8-28-06)
- 2<sup>5</sup> 2006-2007 Program Review Student Learning Outcomes Matrixes (4-2-07) (*Need*)
- 2<sup>6</sup> Department of Mathematics and Psychology: Modification of Instruction Based on Assessment Results (*Need*)
- 2<sup>7</sup> Learning Outcomes Meeting with Department of Physical Sciences (3-2-07) (*Need*);
- 2<sup>8</sup> Modification of Course Outlines of Record To Include Student Learning Outcomes (Spring 2007)
- 2<sup>9</sup> Curriculum Committee Minutes: Modification of Course Outlines of Record and Learning Outcomes (2-13-07)
- 2<sup>10</sup> Academic Senate Minutes: Modification of Course Outlines of Record and Learning Outcomes (2-15-07)
- 2<sup>11</sup> Student Learning Outcomes: Joint Meeting Agenda (3-2-07)
- 2<sup>12</sup> Student Learning Outcomes-Transforming Course Learning Objectives into Student Learning Outcomes (2-22-07)
- 2<sup>13</sup> Academic Senate Minutes: Learning Objectives & Learning Outcomes (3-22-07)
- 2<sup>14</sup> CurricUNET: Course Outline of Record Revised Learning Outcomes (6-27-07) (*Need*)
- 2<sup>15</sup> 2006-2007 Annual Student Learning Outcomes Report (6-21-07) (*Need Final Draft*)

Update Changes in References numbers below:

- 2<sup>19</sup> Memorandum: Office of Chancellor—District Distance Education Advisory Council (5-17-06)
- 2<sup>20</sup> District Distance Education Advisory Council Recommendations (11-15-06)
- 2<sup>21</sup> Academic Senate Minutes: College Technology and Distance Education Committee (1-18-07)
- 2<sup>22</sup> College Technology and Distance Education Committee: Reformulated (2-1-07)
- 2<sup>23</sup> College Technology & Distance Education Committee Report (6-07)
- 2<sup>24</sup> Board Policy 6100 Curriculum Review (5-22-06)
- 2<sup>25</sup> College Level Outcomes Summary (9-29-05)
- 2<sup>26</sup> Instructional Council Minutes: Review & Approval of Institutional Learning Outcomes (1-16-07) (4-3-07); President's Council Agenda: Review & Approval of Institutional Learning Outcomes (4-11-07)
- 2<sup>27</sup> Academic Senate Agenda: Review Institutional Learning Outcomes (2-15-07)  
Academic Senate Minutes: Review of Revised Institutional Learning Outcomes (3-22-07)  
Academic Senate Minutes: Review of Revised Institutional Learning Outcomes (4-5-07)
- 2<sup>28</sup> Learning Outcomes Committee Minutes: Adoption of Revised GE Learning Outcomes (\_\_\_\_07) (*Need*)
- 2<sup>29</sup> General Education Committee Minutes: Adoption of Revised GE Learning Outcomes (5-2-07)
- 2<sup>30</sup> 2007 General Education Learning Outcomes (5-3-07)
- 2<sup>31</sup> Institutional Learning Outcomes: [www.ivc.edu](http://www.ivc.edu); [www.ivc.edu/academicsenate](http://www.ivc.edu/academicsenate); College Catalog, page \_\_\_\_ (*Need*); Faculty Manual 2007-2008, page\_\_ (*Need*)
- 2<sup>32</sup> Student Conduct/Academic Dishonesty Regulations: Administrative Regulation 5401



- (9-14-06)
- 2<sup>33</sup> *Catalog: Student Conduct/Academic Dishonesty Regulations (2006-2007)*
  - 2<sup>34</sup> *Academic Freedom: Board Policy 6120 (10-24-05)*
  - 2<sup>35</sup> *Catalog: Academic Freedom (2007-2008) (Need)*
  - 2<sup>36</sup> *Student Information Systems Project Timeline and Agenda (2-1-07)*
  - 2<sup>37</sup> *School of Guidance and Counseling: Program Review (2006-2007) (Need)*
  - 2<sup>38</sup> *Library Services, Transfer/Career Center, Counseling Services: Student Learning Outcomes-4 Column matrixes (2006-2007) (Need)*
  - 2<sup>39</sup> *Support Services Student Learning Outcomes 4 Column Matrixes*
  - 2<sup>40</sup> *Library Services: Planning Agendas--Summary of Progress (2007)*
  - 2<sup>41-45</sup> *Library Services: Flex Week Workshops (2004-2007)*
  - 2<sup>46</sup> *Library Services: Workshops for At Risk Students (2004-2007)*
  - 2<sup>47</sup> *Library Services: Advertisements (2004-2007)*
  - 2<sup>48</sup> *Library Services: Class Schedule Advertisements (2004-2007)*
  - 2<sup>49</sup> *Library Services: Advertisements—Channel 33 (2005-2007)*
  - 2<sup>50</sup> *Library Services: Expansion of Online Databases (2004-2007)*
  - 2<sup>51</sup> *Library Services: Section 508 Compliance (2004-2007)*
  - 2<sup>52</sup> *Library Services: Full-Time Faculty Hiring Formula (12-11-2003)*
  - 2<sup>53</sup> *Library Services: Student Assistants (2004-2007)*
  - 2<sup>54</sup> *Library Services: Appropriate Signage (2004-2007)*



### C. STANDARD III: RESOURCES

1. **2004 Self-Study Planning Agenda:** The college will recommend that the district and faculty association include effectiveness in producing learning outcomes in the contractually negotiated evaluation criteria. (Standard III. A. 1. c)

**Progress Status:** The south orange county community college academic employee master agreement (faculty contract) is a part of the collective bargaining process mandated by California government code section \_\_\_ et. seq. By statute, the college does not participate in the collective bargaining process as this is the responsibility of the district and the bargaining agent of the faculty. The academic employee master agreement expired in June of 2007. Based upon the statutorily defined process, it is not clear as to how the contract negotiations will proceed at this time and what specific provisions will be negotiated.

2. **2004 Self-Study Planning Agendas:** Advanced Technology (AT) will: create short monthly web newsletters describing innovative ideas on campus and will encourage members of the information technology committee to attend meetings and share information with their related constituencies; the college will complete installation of the VoIP telephone system; the college will strive to budget ongoing funds to address the technology needs of the campus. (Standard III. C. 1)

**Progress Status:** As documented in the response to standard II, planning agenda number 2 (see pages \_\_\_ of this report), in January/February of 2007, the college agreed to reformulate the college information technology committee as the college technology and distance education committee. The committee membership includes administrators, classified staff, and a faculty representative from each of the ten schools. The meetings were well attended throughout the spring semester of 2007. Monthly web newsletters and information about innovative ideas and technology related projects have been shared via this revised committee.

Technology services remains the department which supports all technology needs of the campus. As of 2007, IVC has completed the installation of a VoIP telephone system. Additions and modifications of phones/extensions are being handled internally by college staff.

In the last 3 years, funds to support ongoing technology needs at the college have been funded through the district resource allocation model. Currently, there is not a budget line item in the college general fund to support annual technology projects and initiatives. However, through the integration of strategic planning and the budget process, the college would like to establish technology as a separate line item within the college budget. (See recommendation 1, reference 2?, pages \_\_\_\_.)



3. **2004 Self-Study Planning Agendas:** IVC will: continue the computer refresh program with available funding; prioritize requests for media, equipment, and software commensurate with available funding; offer computer training workshops for students who do not want a complete course; IVC will take advantage of state and California Multiple Award Schedule contracts and work with Saddleback College to achieve economy of scale in the purchase of hardware and software (Standard III. C. 1. a. b. c)

**Progress Status:** As stated above, since there is no line item within the college general fund to support technology renewal, the computer refresh program has proceeded commensurate with available district funding and requests are prioritized according to a process and criteria established by the deans council.<sup>1</sup> The renewal consists of computers, media equipment for classrooms, software, printers, and much more.

Unfortunately, due to limited funding and staff, the college has not been able to offer computer workshops for students.

Since 2001, IVC has used the "California multiple award schedule" (CMAS) contract as a mechanism for purchasing technology hardware and software.<sup>2</sup> Saddleback is now taking advantage of the same contract on various purchases and projects.

4. **2004 Planning Agenda:** IVC will continue to solidify a core network foundation in order to support the growth of distance education. Network architecture and design are important in this process; IVC will also continue to work with district information technology and Saddleback to enhance course management tools affecting learning outcomes. (Standard III. C. 1. d)

**Progress Status:** The college's progress regarding establishment of a core network foundation to support the growth of distance education course offerings is discussed in the response to self-identified issues, Standard II (see pages \_\_\_\_ of this report). Additionally, the college has coordinated its efforts with district information technology and Saddleback College through the office of the vice chancellor of technology and educational services relative to course management tools which affect the acquisition student learning outcomes assessment data as discussed in the response to recommendation 4 (see pages \_\_\_\_ of this report) and in the response to self-identified issues, Standard II (see pages \_\_\_\_ of this report).

5. **2004 Planning Agendas:** IVC will expense the banked OSH earned twice a year, after the fall session and again after the spring session/year-end; IVC will work toward a goal of no audit exceptions. (Standard III. D. 1. c, e) (2004 Self-Study Pages III-45, 49)

**Progress Status:** Incorporate update here...



6. **2004 Planning Agenda:** IVC will develop a process for regularly evaluating its financial management processes and use the results of the evaluation to improve financial management systems. (Standard III. D. 1. k)

**Progress Status:** The proposed budget development process previously discussed in the response to recommendation 1 and the implementation of the strategic planning process, address this 2004 planning agenda (see pages \_\_\_\_ of this report).

#### **References**

<sup>31</sup> *Deans Council Process for Distribution of Basic Aid Funds (Need)*

<sup>32</sup> <http://www.pd.dgs.ca.gov/cmas/about.htm>



#### **D. STANDARD IV: GOVERNANCE AND LEADERSHIP**

1. **2004 Self-Study Planning Agendas:** It is recommended that the board requirement of a percentage cap on fiscal resources available to support faculty governance activities be reexamined; it is recommended that the board requirement superimposed on the college administration restricting instructional overload assignments for those faculty receiving reassigned time for serving on approved committees be reexamined; the administration, working closely with the academic senate and other constituent bodies of the college, will work to implement the new committee structure. (Standard IV. A. 1, IV. A. 2. b)

**Progress Status:** Faculty who perform extra duties for the college in addition to their normal teaching load (such as student learning outcomes coordinators, senate officers, director of the honors program, and academic chairs etc.) are compensated through two mechanisms, a stipend or reassigned time. As reported in the 2004 self-study, page IV-8, there is a problem with the how the college can allocate stipends and reassigned time. From 2004 through 2007, the board, via the chancellor, continued to enforce a limit: the total amount of stipends and reassigned time for the college cannot exceed a certain percentage of the total college budget. This requirement is contained in a 1998 document entitled “\_\_\_\_\_”.<sup>1</sup> As documented in the response to recommendation 6, reference number \_\_\_, as part of the college president’s goals for 2007-2008, the chancellor set an overall 2.4% limit of the college budget which can be allocated for stipends and reassigned time.<sup>2</sup>

The board/chancellor limit on stipends/reassigned time has many detrimental effects on the functioning of the college. First, the college president’s authority to conduct business is restricted as he is not at liberty to grant a stipend or reassigned time which may exceed the 2.4% limit even if the college budget could support the expenditure. Second, there is and has been a long standing dispute as to how the 2.4% limit is calculated. Presently, this issue is under discussion but remains unresolved. Third, the college and the district must meet federal and state reporting requirements, including reports to the accreditation commission (including the new student learning outcomes report), a human resource development report, a flexible calendar report, an institutional effectiveness report, a strategic planning report, and numerous other reporting functions. The federal and state reporting requirements are in addition to the ACCJC requirements for program review and student learning outcomes development and assessment. All of the reports as well as the commission standards require faculty involvement. Presently, under the 2.4% limit for stipends and reassigned time, the senior college administration does not have the ability to adequately compensate faculty to complete the necessary work.

As reported in the 2004 self-study (page IV-7-8), there was an unwritten “management rule” superimposed on the college by the chancellor, that faculty members who accepted reassigned time for governance positions (such as the academic senate or director of the



honors program) were precluded from teaching overload over-load teaching assignments. This "management rule" has subsequently been rescinded and is no longer enforced.

Although the 2004 self-study indicated that the college would implement a new committee structure, this project was postponed for two reasons. First, the five committee structure proposed by the academic senate would require compensation for the committee chairs in terms of reassigned time or a stipend due to the increase in workload. As discussed above, there is a limit on the amount of stipends and/or reassigned time that can be authorized by the college president. The second reason for the delay in implementing the proposed committee structure is due to the extensive amount of work involved in the strategic planning process. The administration and the academic senate agreed that the college should focus on developing a strategic plan and reformation of the college committee structure could become a component of the strategic plan.

#### **Time to Completion and Responsible Parties**

In 2007-2008, as the college begins to implement and revise the strategic plan, the vice president of instruction and the academic senate will revise the college committee structure. The revised committee structure will be implemented by 2010.

2. **2004 Self-Study Planning Agendas:** Commencing with the 2004 fall semester, IVC will reestablish the program review process using the revised accreditation standards; the college president will present accreditation accomplishments at collegewide meetings; it is recommended that the board consider developing self-evaluation processes which are included in board policies and regulations; the board will develop a timeline for the annual evaluation of the chancellor and college president; IVC will develop a strategic planning process which incorporates the college budget process; (Standard IV. A. 4, IV. B. 1. f, IV. B. 1. j, IV. B. 2. a)

**Progress Status:** As documented in the response to recommendation 3 and in the response to self-identified issues in standard II, the college resumed the program review cycle in 2004 through the present. Also, as documented in the aforementioned sections of this report, the program review process and templates have been reevaluated and revised in August of 2006 and again in August of 2007.

As documented in the response to recommendation 1, the college president, did conduct several collegewide meetings during flex week of 2006, and 2007, as well as throughout the spring of 2007 highlighting the college efforts relative to accreditation, strategic planning, and institutional effectiveness.

Upon the recommendation of the district board policy and administrative regulation advisory council, the board is reviewing a board policy (BP 2745) regarding self-evaluation.<sup>3</sup> BP 2745 was sent to the board for review and study in May of 2007 and for board approval in of 2007.<sup>4</sup> **Check to make sure it was approved.** According to



provision 4 of the board policy, the self evaluation of the board would occur during the same time period as the evaluation of the chancellor.<sup>3</sup> According to a separate process, the college presidents are evaluated regularly during November of each year.

As documented in the response to recommendation 1 and in the response to self-identified issues in standard I, the college developed a strategic plan wherein the college budget process is integrated within the planning process.

3. **2004 Self-Study Planning Agendas:** The district will review the list of participants in docket meetings and will take corrective action, if necessary, to maintain effective methods of communication; (Standard IV. B. 3. f)

**Progress Status:** As indicated in the 2004 self-study (page IV-53), until fall 2002, the presidents of the academic senates, classified senates, and the presidents of the faculty and classified bargaining units participated in the district meeting to assemble the agendas for the board of trustees (docket meetings). At that time, the governance units were removed from attending docket meetings. In summer of 2005, the presidents of all of the aforementioned constituent groups were invited to attend docket meetings. This has greatly improved communication between the board of trustees, the district, and the colleges.

However, in one instance, items which were included on the board agenda at the docket meeting were subsequently pulled from the agenda without consultation or communication with the constituent groups (the senates' reports per board policy 6100 were pulled from the February 2007 board meeting).<sup>5</sup> And, in another circumstance an item was included on the board agenda after the docket meeting without consultation or communication with the constituent groups (the agreement between Camelot and the district regarding the development of the advanced technology and education park was added after the docket meeting).<sup>6</sup> The academic senate, classified senate, and the bargaining units are hopeful that this does not become a routine practice as it undermines the purpose of including the constituent groups in the docket meetings and results in confusion at meetings of the board of trustees.

#### **Time to Completion and Responsible Parties**

The academic senate, classified senate, and bargaining unit representatives will work with the chancellor and college president to develop a process whereby modifications to the board agendas will be regularly communicated to the constituent groups prior to the meeting of the board of trustees. This process will be in place by 2010.

#### **References**

<sup>4</sup> 1998 Document-College Cap on Stipends/Reassigned Time (1998) (Need)

<sup>4</sup> Chancellor's Goals for College President (11-2006-11-2007)

<sup>4</sup> Board Policy 2745 Board Self Evaluation (6 or 7- 07)(Check BOT Approval Date

<sup>4</sup> Board Policy 6100 Curriculum (May 2006) (Need)



*4<sup>6</sup> Board Meeting Agenda: Agreement with Camelot ( 2 or 3-\_\_2007) (Need)*



**BOARD OF TRUSTEES AND CHANCELLOR  
RESPONSE TO THE NOVEMBER 30, 2006 PROGRESS VISIT REPORT  
FOR SADDLEBACK COLLEGE**

**SADDLEBACK COLLEGE RECOMMENDATION 5.** *The Board of Trustees cease their involvement in college and district operations and delegate all non-policy issues, including policy implementation, at the district level to the chancellor and at the college level to the president.*

District/Board of Trustees Response: We are pleased that the visiting team found many instances of good progress at the college, as it related to the Board and District Administration, including the following.

- Administrative Regulation 107 was adopted which allows constituent group participation in the decision-making processes; and two Technical Assistance visits were conducted to assist the Board, administration, faculty and staff in responding to governance recommendations.
- The Board Policy and Administration Regulation Advisory Council was created by Chancellor Mathur which has improved collegial decision-making.
- Board Policy 2100.2: Role and Scope of Authority of the Academic Senates was adopted on September 25, 2006 [Exhibit A] and, subsequently since the progress report visit was made, Board Policy 4056: Classified Employees Participation in Decision Making was adopted on December 11, 2006 [Exhibit B].

While Board involvement in day to day operations is sometimes a source of friction in most organizations with an elected board, SOCCCD Trustees have made concerted efforts to respond to the team's recommendation, as noted below.

- The Board has publicly stated its opposition to micromanagement.
- The Board adopted a resolution "Implementation of Accreditation Recommendations by the District and Board of Trustees" in March, 2006 [Exhibit C] and "Strategies for Enhancement of Effectiveness of Board Agendas and Meetings" in January, 2007 [Exhibit D].
- In the course of monthly board meetings, Trustees do point out to each other when they perceive members may be engaging in micromanagement.
- In direct response to input from faculty, staff and students, changes were made to the administrative regulation regarding speaker approval (January, 2007) [Exhibit E] and the Trustees adopted changes to study abroad programs (December, 2006) [Exhibit F].
- At the April, 2006 meeting the Board discussed the issue of trustee professional development and its importance in effective governance.

There are some areas that the District Board and Administration would like to clarify in order to put our progress in perspective. It should be acknowledged that Board members are "invited" to micromanage by some of the same faculty and staff who at the same time have also expressed concerns about Board micromanagement when it suits them. The Board rightly tries to resist these invitations, but the irony of these



employees complaining of micromanagement at other times should not be lost in the discussion. Rather than working with the administration, members of faculty and staff continue to directly contact Board members to intervene or request reports on non-policy related issues. If administration is not first given an opportunity to address issues, it remains a challenge for the Board to cease involvement in college operations. The Chancellor continues to work with faculty and staff to refer these issues to him instead of inviting Board micromanagement, and he works with the College Presidents to address issues of concern as appropriate.

In addition, it should be noted that, at times, charges of "micromanagement" are brought by some faculty and staff when they merely disagree with policy decisions or actions and points of view of the Chancellor and the Board. For example, the progress report mentions the denial of approval for membership in the American Library Association. But, memberships are subject to Board approval for two reasons. First, they involve an expenditure of public funds. This is a matter within the discretion of the Board. Elected Trustees have a right and an obligation to raise issues of spending, whether independently or at the urging of taxpayers, faculty and staff.

Second, the elected Board members are responsible to the community, as to what private organization the colleges will support with their membership. It is beyond question that the community's representatives can and should be satisfied that the mission, goals and agenda of any organization to which the colleges belong are consistent with community values. While any member of the district community may disagree with the Board's decision as to that consistency, the decision legally resides with the Board. The Commission's criticism and evident conclusion to the contrary is patently wrong.

Trustees, first and foremost, represent students on behalf of their elected constituency. The Board of Trustees, as a publicly elected and independent body, must consider many factors in their decisions. It is important to understand that when items are presented to the Board, it may approve, or not approve, or seek additional information as needed. It is fundamentally inappropriate for faculty, staff and accreditation team members to expect that any given Board of Trustees must always approve all faculty, staff and administration recommendations without question.

In the College's Midterm Report in August 2007, an area of concern is raised that the Board focuses on issues of importance that are not ranked highly on the College or Master Plan priority lists. The Report further states that some Board members have expressed that funding is for their use as representatives of the taxpayers, no matter the priority of the campus or constituents. The fact is, the Board, as individuals and as elected representatives of all taxpayers in their respective districts, has a responsibility to share their vision in the college planning processes. They are elected to be involved and responsive to the community and current events, not merely to sit at a monthly meeting and favorably vote on all faculty and administrative recommendations.



The progress visit reports mention negative feedback regarding an amendment to the March 26, 2006 resolution titled "Implementation of Accreditation Recommendations by the District and Board of Trustees." The statement, as amended reads, "Whereas, the Board and District are committed to clarifying the respective leadership roles and scopes of authority of College and District constituent groups and governance committees in meaningful, collegial decision making processes, thereby avoiding macromanagement by constituent groups."

This was an important distinction to the Board, which was in direct response to the Academic Senates' initial description of their roles and responsibilities as reviewed during the Technical Assistance visit the month before. The Saddleback College report stated that, "The team did not find any compelling evidence to support this contention" (of macromanagement) but, in fact, no evidence was sought from those who could provide it. The Academic Senates had a broader view of their role (Exhibit G), until corrected by facilitator Dr. Diane Woodruff (Exhibit H), now the interim Chancellor of the California Community Colleges System.

Many perceptions were presented in the progress reports without evidence or opportunity for other points of view. The Board and Administration regrettably have no choice but to conclude that the visiting teams were biased in favor of what was said by faculty leaders. This view is reinforced by the unwillingness of the visiting teams to share with the Board what was being said by others so the unsubstantiated charges could be refuted. The visiting teams for Saddleback College and Irvine Valley College who met with the Board refused, despite a request from the Board President, to provide context for some of the statements made. Instead, the Board was forced to respond to vague questions and innuendo in a public meeting with the press in attendance. This was a patently unfair process which should not be allowed to happen again.

While there was an opportunity for faculty and staff to share their feedback with the visiting teams in a confidential manner, that information was not shared in an open and meaningful way with the Board. The lack of two-way communication and secrecy seems antithetical to the process of establishing an institutional dialog with a focus on students. The Saddleback report states that the Board is censoring points of view. That is simply not the case and there were no examples provided to illuminate this statement.

It is of concern that there were no trustees on the visiting teams, to add a balance and perspective to the points of view. The Saddleback report even took on a tone of lecturing to the Board about how it should behave, with no temperance or understanding of the individual differences that trustees bring in approaching their sworn duties. A trustee representative could have made sure that the visiting teams were reminded that it is not unusual for the faculty to be more liberal in their points of view and board members more reflective of the community and region (e.g., more conservative in south Orange County). Disagreements between the Board and the college communities are not "censoring," as it appears to have been implied by the visiting team. Under the Education Code the Trustees have the right to take action on



policy, financial and other items that, at times, may be contrary to the recommendation of the administration or the wishes of faculty.

**SADDLEBACK COLLEGE RECOMMENDATION 6.** *Representatives of all formally recognized constituent groups (trustees, chancellor, presidents, other administrators and managers, faculty senates and unions, classified senates and unions, and students) come together and take measures to reduce the hostility, cynicism, despair, and fear that continue to plague the college.*

District/Board of Trustees Response: Improvements in the climate at the district and college levels have been observed, due to the Chancellor's initiation of employee meetings at the colleges, the Chancellor's administrative team, and avenues of communication between constituent groups and the District Administration that include monthly Chancellor's Cabinet and Docket meetings.

The report overstated alleged instances of behavior by individual Trustees, such as publicly criticizing employees. The report failed to put that criticism in any context. Trustees respond at public board meetings--to take the examples discussed by the visiting team--only when there have been long-standing problems that go unaddressed or to respond to false, misleading, or erroneous misstatements made by employees to the public. This is well within the proper role of the Trustees. They owe the public an honest presentation of the facts and they cannot address employee behavior problems in secret without facing the micromanagement charge from those eager to score political points.

The report also neglects to mention negative, disrespectful and unprofessional faculty behavior off camera. At the March, 2006 Board meeting, faculty leadership left during the Chancellor's comments, and during many meetings faculty leadership openly talk out loud to each other when Trustees and the Chancellor are speaking on Board agenda items. In addition, faculty leaders routinely talk out loud to each other during the Chancellor's Docket and Cabinet meetings when other committee members are speaking. Some faculty leaders have filed complaints with the State Chancellor's Office and have gone to the media instead of working with the Chancellor and the Board of Trustees with the intention to seek resolution of issues in positive, constructive and professional ways.

There are many examples of efforts by the Board and Chancellor to reinforce a positive environment, some of which are listed below.

- At most board meetings, the Board presents formal resolutions to recognize students, faculty, staff and community members.
- At almost every board meeting, individual Trustees and the Chancellor give oral reports and mention the accomplishments of faculty and staff, and thank them for their hard work.
- An electronic board meeting update, sent to all employees the day after board meetings, displays photos and text about such recognitions.



- Since July, 2007, board meetings are available for viewing on demand on the district website. Employees and the public can view board meetings in their entirety, or easily go to discussion of a specific agenda item. The full agendas and minutes are also readily available.
- Trustees regularly attend college events to demonstrate their support.
- A Board discussion forum, open to all employees, was held to get input from constituent groups in May, 2007.
- A public meeting, facilitated by the Board President, was held in April, 2007 during which progress on accreditation teams' recommendations was the sole topic of discussion between the Board and all constituent groups.
- The Chancellor has initiated manager and administrator of the year awards, accepting nominations from all employees, in addition to continuing the recognition of outstanding faculty members and staff.
- Faculty presentations are being included in board meetings, most recently on the topics of distance education and curriculum development. More are planned in the coming months. These presentations were well received by the Board.
- The Chancellor's Opening Session during flex-week each semester provides employee recognition opportunities and features well-known speakers, entertainment and refreshments for all faculty and staff.

Unfortunately, the College's Midterm Report in August 2007 presents a rehash of issues with the previous planning efforts, rather than the positive progress made with the 2007-08 process. The Report states that the colleges believed the District goals should be in support of college goals, not vice versa. Months of valuable time from the College's planning were lost because faculty leadership instead spent time in meetings complaining about the process, and refused to accept the Chancellor's invitation to work collegially so that the District goals could be better integrated within those being established individually by the Colleges. The final result, with the input from faculty, Chancellor's Cabinet, and Chancellor's Executive Council, the process was revised and positively resulted in the adopted, inclusive approach for 2007-08.

There was broad participation in establishing the 2007-08 district-wide mission, vision and goals through a series of meetings which were well attended by all constituent groups. Over two work sessions, time was dedicated to discussion and clarification that the results were to serve as an umbrella for the Colleges and District Services and as an enhancement to the concurrent college planning efforts. Together we developed a vision, mission and goals (which received Board approval in June 2007) that were broad enough in nature to complement college planning efforts.

The issue of workload was raised in regards to classified staff. It was reported that there had been no action to a long-standing request for a workload study. Had the visiting team inquired, it would have found that an exhaustive organizational assessment was completed by Johnson & Associates by January, 2006 for every classified position. Classified staff participated actively in the study which was conducted over a period of 19 months. Also, a presentation by Deputy Chancellor Poertner to the Board in May, 2007 revealed that SOCCCD, compared to other



California community college districts, is in the high range of ratios of classified staff to support instructional programs (Source: State Chancellor's Office Management Information System).

The issues of workload and release time were raised for faculty, too. Overall faculty release time is up from 2% to 2.4% of the college's instructional budget. Academic Senate officers release time is up 50% in 2006-07 over the 2005-06 academic year. Through conferences and professional networks, the Board and administration have learned over many years that the issue of release time is a common lament amongst higher education faculty members at the community college level.

Release time is a contractual issue in the SOCCCD. Our faculty contract, entitled the Academic Employee Master Agreement, states: "Reassigned time may be recommended by the College President and approved by the Chancellor" [Exhibit I]. It should be noted that the Faculty Association has not chosen to take up the issue of additional release time in their current round of negotiations with the District. Because reassigned time has financial ramifications, it falls within the responsibility of the District and as stated in the Budget Development Guidelines, "...the Deputy Chancellor shall monitor the college budgets to ensure there are no negative balances" [Exhibit J].

The Chancellor is perceived to engage in micromanagement and inappropriate involvement in day-to-day operations of the college. It should be pointed out that the Chancellor, College Presidents and District executives work collaboratively and as a team to provide leadership within the District. The Board of Trustees expects from the Chancellor that, overall, the District is managed well in all aspects, including finances and in the area of faculty and staff accountability.

The Saddleback College report acknowledges that, "It is difficult for the team, as outsiders, to fully assess the cause of the climate issues in the district." This is particularly true when the visiting team does not ask for evidence, examples or other points of view. Simply reporting perceptions rather than facts perpetuates the negative environment that the team is making an effort to illuminate and does not allow for a well-rounded, balanced and comprehensive view of the colleges.

There were some acknowledgements of progress and balance in the reports that are notable, as mentioned below.

- "It is not unusual in a multi-college district to have tension between the desire for autonomy at the colleges and the need for accountability or oversight by the district."
- "The district has negotiated generous contracts with the bargaining units such that they are among the best paid in the state. The list of positive district actions could go on. The point is that the district has shared resources with the college and is supporting the college in an appropriate manner."



- "The chancellor, to a certain extent, appears to be a lightning rod for much of the blame for strained relations. However, after seeing first hand and sharing anecdotal evidence about the actions of constituent leadership, especially the faculty leadership, the constituent groups must own up to their part in causing and sustaining a negative environment. It is almost as if there is a culture of conflict that is relished by some parties in the district, not for any great principle, but for the sport and enjoyment of conflict itself."

The Board and District Administration take exception to the statement in the report: "While there is sufficient blame to go around to all parties for contributing to the climate described in this recommendation, it remains for the board to show the way in moving the district and colleges to a better place." The visiting team failed to understand the legitimate role of elected public officials and seems to reflect a bias. It is the responsibility of everyone as professionals, educators and elected representatives to be respectful of each other and tolerant of individual differences.

Although there is an inclusive review process, the College Self-Study and Progress Reports are authored primarily by one or two academic senate-appointed faculty members who are leading the charge in airing criticisms and gripes about past decisions in a judgmental fashion. Unfortunately some of this negativity has been echoed in the visiting team reports. Is it the purpose of the Accrediting Commission and its Standards to allow airing of perceived faults, to rebuke and to hold accountable the Trustees and District Administration? Publicly elected Trustees delegate responsibility to the Chancellor, and one of their roles together is to hold faculty, administrators and staff accountable. The use of the accreditation process to reverse this role leads to confusion and lack of collegiality. It is our understanding that the accreditation process is designed to strengthen dialog in a positive and professional educational environment and to improve processes to enhance student learning and success.

For the good of the College, it is critical that the Saddleback College faculty leadership recognize the progress made and make the effort to be professional and constructive in working with the Chancellor and the Board. The Board of Trustees and District Administration remain committed to making progress in the areas detailed by the visiting team. It is in everyone's best interest to work collaboratively, based on mutual trust and respect, to fulfill our vision to create an environment of excellence that best serves our students and the community.



# BOARD POLICY

2100.2

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

ADMINISTRATION

## ROLE AND SCOPE OF AUTHORITY OF THE ACADEMIC SENATES

- I. This Policy and Board Policy 2100.1 ("Delegation of Authority to the Academic Senate") are intended to define the role and scope of authority of the District's academic senates in relation to the Board of Trustees. Nothing contained in this Policy is intended to limit or abridge any other authority granted to the academic senates by either the Education Code or Title 5 of the California Code of Regulations.
  - II. It is the policy of this Board that:
    - A. Faculty have the right to participate in district and college governance;
    - B. Faculty have the opportunity to express their opinions at the college and district level, and to ensure that these opinions are given every reasonable consideration, and;
    - C. The academic senates assume primary responsibility for making recommendations in the areas of curriculum and academic standards
- [See, Education Code Sections 70901(b)(1)(E) and 70902(b)(7), and 5 California Code of Regulations Section 51023.]
- III. Pursuant to Education Code Section 87360, hiring criteria, policies and procedures for new faculty members shall be developed and agreed upon jointly by representatives of the Board of Trustees and the academic senates, and approved by the Board.<sup>1</sup>
  - IV. Pursuant to Education Code Section 87458, the process by which the Board of Trustees determines whether an administrator whose administrative assignment has expired or has been terminated possesses the minimum qualifications for assignment as a first year probationary faculty member shall be developed and agreed upon jointly by representatives of the Board of Trustees and the academic senate, and approved by the Board. The Board of Trustees will rely primarily on the advice and judgment of the academic senates in determining that the administrator possesses the *minimum qualifications for employment* as a faculty member. The Board of Trustees will provide the academic senates with an opportunity to present their views to the Board before the Board makes the

<sup>1</sup> See Board Policies 4011.1 and 4011.2



determination whether an administrator possesses the minimum qualifications for assignment as a first year probationary faculty member, and that the written record of the Board's decision, including the views of the academic senate, shall be available for review pursuant to Education Code Section 87358.<sup>2</sup>

- V. Pursuant to Education Code Section 87359, the process, as well as the criteria and standards by which the Board of Trustees determines whether a potential faculty member possesses qualifications at least equivalent to the minimum qualifications specified in the regulations of the Board of Governors shall be developed and agreed upon jointly by representatives of the Board of Trustees and the academic senate, and approved by the Board. The Board of Trustees shall rely primarily upon the advice and judgment of the academic senates in determining that each individual faculty member employed under the authority granted by the regulations of the Board of Governors possesses qualifications that are at least equivalent to the applicable minimum qualifications specified in the regulations adopted by the Board of Governors. The Board of Trustees shall provide the academic senates with an opportunity to present its views to the Board before the Board makes a determination on possession of equivalent qualifications, and that the written record of the Board's decision, including the views of the academic senate, shall be available for review pursuant to Section 87358.

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<sup>2</sup>See Board Policy 4091.



# BOARD POLICY

4056

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

PERSONNEL

## CLASSIFIED EMPLOYEES PARTICIPATION IN DECISION MAKING

1. The South Orange County Community College District classified staff shall be provided with opportunities to participate effectively in District and college governance, and in the joint formulation and development of District policies and procedures, that the Board reasonably determines, in consultation with the Classified Senates, have or will have a significant effect on staff. (Title 5, California Code of Regulations, Section 51023.5 and California Education Code, Section 70902). The opinions and recommendation of the Classified Senates of the District will be given every reasonable consideration.
2. For purposes of this policy the term "staff" is defined to include all management and nonmanagement classified employees of the District. The term "staff" is further defined to include all employees in classified management, confidential and bargaining unit positions.
3. Except in unforeseeable, emergency situations, the Board of Trustees shall not take action on matters significantly affecting staff until it has provided staff an opportunity to participate in the formulation and development of those matters through appropriate structures and procedures, as determined by the Board, in accordance with the provisions of this policy.
4. When a college or District task force, committee or other governance group, is used to consult with staff regarding implementation of this Policy or to deal with other issues which have been determined by the Board of trustees to significantly affect staff, the appointment of staff representative shall be made as follows:
  - A. The exclusive representative shall appoint the first classified staff representative for the respective bargaining unit. When additional representatives are to be selected from the classified staff, appointment will be made in consultation with the appropriate classified senate(s).
  - B. Where a group of employees is not represented by an exclusive representative, the appointment of a representative of such employees shall be made in consultation with the affected group of employees or their representatives.
  - C. In all cases, representatives shall be selected from the category that they represent.
5. In developing and carrying out policies and procedures set forth above, the Board of Trustees shall ensure that its actions do not dominate or interfere with the formation or administration of any employee organization, or contribute financial or other support to it, or in any way encourage employees to join any organization in preference to another. In addition, in order to comply with Government Code Sections 3540 et seq., such procedures for staff participation shall not intrude on matters within the scope of representation as set forth in



Section 3543.2 of the Government Code. The Board of Trustees shall not interfere with the exercise of employee rights to form, join and participate in the activities of employee organization of their own choosing for the purpose of representation on all matters of employer-employee relations. Nothing in this Policy shall be construed to impinge upon or detract from any negotiations or negotiated agreements between exclusive representatives and the Board of Trustees.



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**RESOLUTION 06-06**

**IMPLEMENTATION OF ACCREDITATION RECOMMENDATIONS  
BY THE DISTRICT AND BOARD OF TRUSTEES**

**Whereas**, the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, reaffirmed accreditation of Irvine Valley College and Saddleback College in January 2005 and made recommendations specific to the District and Board of Trustees; and

**Whereas**, the role of the Board of Trustees is to establish policy, provide budget oversight, and establish the vision, mission and goals of the District; and

**Whereas**, it is an accepted best practice that the Board delegate authority to the District Chancellor who provides overall leadership in the implementation of policy and direction, with the leadership of the College Presidents, rather than micromanage operations and non-policy issues; and

**Whereas**, the Board and District are committed to clarifying the respective leadership roles and scopes of authority of College and District constituent groups and governance committees in meaningful, collegial decision making processes, thereby avoiding macromanagement by constituent groups; and

**Whereas**, the Board and District are committed to revising employment procedures for executive positions to conform with accepted best practices; and

**Whereas**, the Board and District are committed to building an institutional climate in which management, faculty, and staff are empowered to do their jobs and the leadership of all constituent groups share in the responsibility to treat each other with respect, seek open and honest communication, resolve issues privately and praise each other publicly, and focus on finding solutions to best serve students; therefore

**Be it resolved** that the Board of Trustees of the South Orange County Community College District is fully committed to addressing the Accreditation recommendations and fulfilling the District vision to create an environment of excellence that best serves the students and community.



## South Orange County Community College District

### **STRATEGIES FOR ENHANCEMENT OF EFFECTIVENESS OF BOARD AGENDAS AND MEETINGS**

*Adopted by the Board of Trustees 1-16-07*

1. Start public session of meetings on time at 6pm. Conduct regular monthly Board meetings from 6:00 to 9:00pm. Conduct monthly closed sessions initially for one hour, from 5:00 to 6:00pm, and then if necessary continue closed session business at the close of the regular meeting.

Include closed session information items in the Chancellor's Closed Session Update.

2. Summarize Board resolutions instead of reading them in their entirety.
3. Board requests for staff reports should be submitted to the Chancellor on the Request for Report form, at least one week in advance of the Board meeting. This provides the Chancellor an opportunity to evaluate the request and assess staff preparation time. In consultation with the Board President, the Chancellor will respond to requests under the "Requests for Reports" section of the agenda at the upcoming Board meeting.
4. Consolidate similar items under one agenda item for Board consideration (e.g., from both colleges action on faculty reassigned time and hiring priority lists).
5. Staff should only place on the consent calendar routine business items and those items which follow the standard and legal bid award process for which the Board has already approved the funds. Any minor revisions to consent calendar items should be presented to the Board in writing at the beginning of the meeting.
6. Board Members should refrain from pulling and requesting separate action on consent calendar items. When pulling an item, the Board member should state the compelling reason for separate action.
7. The College Presidents, Provost and shared governance reports should be submitted in writing through the monthly docket agenda process and incorporated into the published agenda. The Board President may call for brief oral reports, as warranted.



8. Authorize the Chancellor/designee to approve individual business contracts up to the maximum limit of \$100,000. For contracts involving bid limits by the Education Code, the Chancellor/designee shall be limited to less than \$15,000 for public works projects, and \$65,000 for equipment, supplies and maintenance projects. Contracts approved by the Chancellor/designee shall be subsequently submitted to the Board for ratification.
9. Continue to videotape and broadcast Board meetings, and make them available to the public through the District website.
10. Send correspondence to Trustees through the Chancellor's Update, instead of including on the monthly board agenda.
11. Contact the Chancellor with questions about agenda items before the meeting.
12. Authorize the Chancellor to work with the Board President and legal counsel to condense the Board agenda as much as feasible and reduce the volume of exhibits.



# ADMINISTRATIVE REGULATION

6140

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

INSTRUCTION

## COLLEGE SPEAKERS

Speakers may be invited by college administrators, faculty members, or recognized student groups to speak to classes, or at events sponsored by the college faculty, administrator or student groups which are not necessarily open to the public. Classes, and events sponsored by the college faculty, administrators or student groups are not speech deemed to be permitted and regulated pursuant to AR-8000. The President of the College or Provost of a center must be notified of the speaker's name and background at least three college days prior to any speaker coming to campus. The Board of Trustees will be notified at each board meeting about any speakers who have been invited to speak and/or who have spoken at any college or center since the last board meeting.

Travel expenses or honoraria for speakers may be paid only under the following circumstance:

Any travel expense or honorarium must be recommended by the College President and Chancellor and submitted to the Board for approval prior to any district reimbursement of travel expenses or payment of honorarium.

Any college representative who invites a speaker is responsible for getting prior board approval or for informing a speaker that prior board approval is required before payment can be made. No college representative shall be authorized to bind the Board with regard to payment.

Nothing in this regulation shall affect the right of any person or group in accordance with AR-8000.



## SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Agenda Item

<b>TO:</b> BOARD OF TRUSTEES	<b>ITEM:</b> 24
<b>FROM:</b> CHANCELLOR	<b>DATE:</b> 12/11/06
<b>SUBJECT:</b> SOCCCD: STUDY ABROAD PROGRAM, LIABILITY INSURANCE LEVEL	
<b>REASON FOR BOARD CONSIDERATION:</b> APPROVAL	

BACKGROUND

A request was made for a report to the SOCCCD Board of Trustees on the Study Abroad Program. Dr. Andreea M. Serban, Vice Chancellor for Technology and Learning Services, and Dr. Allan MacDougall, Director of Information Technology, in consultation with Irvine Valley College and Saddleback College deans and faculty as well as study abroad experts, prepared a report for the Board of Trustees (Exhibit A).

STATUS

The Study Abroad Programs report, which consists of Exhibits A through G, was discussed at the Board of Trustees meeting of November 20, 2006. Exhibit A, page 6, includes four recommended actions with the goal of preserving the educational quality of the Study Abroad Programs while ensuring reasonable cost and accommodations, safety, and an enriching cultural experience for our students. While recommendations 2, 3 and 4 are being addressed administratively, there is a need for the Board to approve the first recommendation related to the level of the liability insurance for providers of Study Abroad programs. It should be noted that the recommended \$5 to 10 million liability insurance for the providers is in addition to the \$20 million liability insurance that the district carries. This would bring the total liability insurance to \$25 to \$30 million per program occurrence, which is above the levels that experts in the field recommend for such programs.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve liability insurance for study abroad programs within the limits of \$5-10 million per program occurrence.

<b>Item Submitted By:</b>	Dr. Andreea M. Serban, Vice Chancellor, Technology & Learning Services
<b>Item Reviewed By:</b>	Dr. Raghu P. Mathur, Chancellor



***Study Abroad Programs***  
***Office of Technology and Learning Services***  
November 9, 2006

Since November 2004, there has been considerable Board and staff attention and analysis focusing on study abroad programs, with specific interest in cost and liability issues. The South Orange County Community College District has a long history of providing high-quality, study abroad programs. A 10-year study shows that 92 programs have been offered with travel to 23 different countries serving nearly 2,000 students. The costs for the study abroad programs have ranged from \$1,200 to \$6,200 per program (please see Exhibit B for a copy of a study abroad summary presented to the Board of Trustees on May 23, 2005).

***Study Abroad and Global Economy***

There is a significant relationship between study abroad programs and the increasing importance of the global economy. Educators indicate that the global economy is creating new imperatives for educational policy. For example, according to an American Association of Community Colleges article dated April 7, 2006, "International education, and its importance to national security and economic competitiveness" has been receiving a great deal of attention.

***National Policy Recommendation***

Currently, 191,000 American students study abroad. In November 2005, the Commission on the Abraham Lincoln Study Abroad Fellowship Program (Lincoln Commission) issued recommendations and communicated an overall goal of the commission to have one million American students studying abroad by the 2016-17 academic year. One of the key recommendations of the commission is that to achieve the one-million-student goal there must be a greater diversity of students studying abroad, including a greater number of community college students. In addition, the commission was responsible for drafting legislation promoting 2006 as the Year of Study Abroad.

It is interesting to note that, in the face of both local and national discussions on expanding study abroad opportunities, there has recently been a significant reduction in the number of programs offered by our colleges. In the previous five years, we have averaged approximately 12 programs a year. During the most recent year, 2005-06, ending with the summer of 2006, we have offered two programs.



## *California Law and International Education<sup>1</sup>*

International education programs have existed within California's community colleges since at least the early 1970s. By 1976, the Coast Community College District had developed a semester abroad program that allowed its students to enroll in District courses, taught by district faculty, but located in other countries. At the time, the statutory authority for such programs was found in former Education Code section 72640.

The substance of former Education Code section 72640 is now found in Section 55450 of Title 5 of the California Code of Regulations. Notwithstanding the somewhat limiting nature of the requirement that study abroad programs cannot exclude students who are unable to pay the costs of such programs, community college international education programs have continued to grow and flourish. This growth has been made possible both by a strong level of interest and available financial aid. This expansion is entirely consistent with California law. Education Code section 66015.7, which was added to the Code in 2002, provides as follows:

- (a) In order to maintain and strengthen the high quality of international education in California, the Legislature encourages public and private institutions of higher education to further develop, as their resources permit, programs that support learning about other cultures, global issues, and the exchange of Californians and international students and scholars.
- (b) For California students and scholars, institutions are encouraged, as resources permit, to accomplish all of the following:
  - 1. Develop courses of study in as many fields as possible to increase students' understanding of global issues and cultural differences.
  - 2. Offer courses in languages other than English to train students to communicate effectively in other cultures and to enhance understanding of other nations' values.
  - 3. Provide opportunities for students in all majors to participate in study abroad programs to enrich their academic training, perspectives, and personal development.
  - 4. Provide opportunities for domestic and international students to interact effectively and routinely share their views, perceptions, and experiences in educational settings.
  - 5. Develop innovative public educational forums and venues to explore global issues and showcase world cultures.
- (c) For international students and scholars, institutions are encouraged, as resources permit, to accomplish all of the following:

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<sup>1</sup> This section is based on the material presented by Robert Henry, of Counsel School and College Legal Services of California at the CCIE Conference on October 6, 2006. Robert Henry is the most knowledgeable legal counsel for study abroad programs in California Community Colleges.



1. Encourage the presence of qualified students from other countries with sufficient geographic diversity to inspire an appreciation for differences among cultures and a deeper understanding of the values and perspectives of other people.
  2. Facilitate faculty exchange and collaborative partnership programs with institutions in other countries.
  3. Initiate collaborative research undertakings to address issues of global significance.
  4. Recruit and retain the world's best and brightest faculty to educate California's students as *globally competent citizens*.
- (emphasis added)

Henry states that "on the basis of the above it continues to be my opinion that the typical community college study abroad programs are *entirely consistent with California law and the community college mission of open access.*"

### ***Safety and Insurance***

This thrust is in stark contrast to earlier post 9-11 concerns about the threat of global terrorism and safety of Americans traveling abroad. These conditions have heightened concern of local policy makers regarding the safety, security, and potential institutional liability of study abroad. In the context of approving study abroad programs nearly two years ago, trustees raised concerns of the appropriate liability insurance coverage and simultaneously questioned the affordability of study abroad programs for our students.

Dr. Gary Rhodes, Director of Global Education, Loyola Marymount University, indicated that institutional liability insurance is only one part of the coverage needed. In his view, more important is comprehensive, emergency assistance, and medical insurance coverage. In his experience, there were far greater problems for study abroad students who did not have comprehensive, emergency assistance, and medical insurance coverage.

Students participating in the study abroad programs offered at our colleges have been consistently asked to provide evidence of medical insurance and offered the option to purchase such insurance or additional insurance. In addition, students are asked to buy emergency assistance insurance. Before leaving abroad, participating students complete an orientation session conducted by the instructor leading the study abroad program in which all aspects of the program are covered, including information from the Department of State regarding travel advisories for the respective country, rules of the program, attendance and behavior expectations, and consequences of inappropriate behavior. Students sign a behavior agreement that asks students to follow specific rules. In a few occasions, students who have had inappropriate behaviors (e.g., not participating in the courses per schedule) were returned to the US before the end of the program.

### ***Program Costs***

With regard to liability insurance, the Board, in the past, has requested \$50 million as the desired level for study abroad programs. A limited survey and conversations with experts indicate that



there are three California community college districts seeking the \$50 million liability insurance level. Among these are Chabot-Las Positas, Chaffey, and South Orange County Community College District.

The \$50 million level of liability insurance is available from the American Institute for Foreign Study (AIFS), which is a major, high-quality study abroad provider. This level may be available from one or two additional providers, who do not have an unqualified recommendation from travel abroad experts.

Rosalyn Raby, Director of California Colleges for International Education (CCIE), indicated that requiring insurance at the \$50 million level narrows the providers available and increases the costs of the program. When requiring liability insurance at \$50 million, it is typical for the individual cost of the trip to be as much as 50 percent higher. For example, a \$4,000 trip with AIFS and high liability insurance could often cost \$6,000. She indicated that CCIE's legal counsel recommends, as a **reasonable maximum** level of liability insurance, \$10 million. Both she and Don Culton, former Director of International Education for the SOCCCD, indicated that most colleges nationwide typically have \$1-3 million in liability insurance.

At the October 2006 CCIE Conference, Robert Henry, who has provided legal counsel to California Community Colleges in relation to study abroad programs for almost 30 years and is a recognized expert in the field, indicated that he advises colleges to ask providers for a \$5-10 million liability coverage. *Discussions with conference participants*, both colleges and providers of study abroad programs, reinforced this suggestion as well as the fact that there have been extremely rare cases in the history of study abroad programs where the liability insurance was actually used.

Greg Trapp of Keenan and Associates, in a letter dated February 10, 2005, addressing the feasibility of increasing the insurance requirement (Exhibit C), recommended that the limit be re-evaluated and a requirement of \$5-10 million per occurrence considered. Mr. Trapp also stated that the district is well protected with the \$15 million of coverage (has been raised to \$20 million) provided through the joint powers agreement. *It is important to understand that any liability insurance explicitly required from travel providers is additive to the district's basic liability coverage.* For example, liability insurance as high as \$50 million would create a total of \$70 million in coverage. Attached is a copy of the February 10, 2005, correspondence from Mr. Trapp. Sections of this communication indicate that "from a risk management standpoint, the education code and waivers signed by the participants should insulate the district from liability."

There are other factors impacting the cost of study abroad programs including duration, transportation, lodging, meals, cultural events, and local trips. Transportation is one of the most significant contributors to the cost of a study abroad program as airfares have actually increased over time. Students generally stay in a college or university dorm or in the homes of local families (home stays). In both cases, the provider is responsible for verifying the quality and safety of the lodging options. The provider also has staff on site who provide 24-hour assistance. Students are given the telephone number to contact local staff. Faculty are provided with separate lodging. The cost of the faculty's transportation and lodging is part of the program cost. This is a customary practice for study abroad programs across the state.



Faculty leading study abroad programs, invest, on average, 18 months of preparation prior to the start date of the program. This preparation is not compensated and the faculty has no guarantee that the program will actually take place (there is a minimum number of students needed for each program to allow it to go forward). However, one possibility for lowering the cost of the programs is to provide faculty with lodging reasonably similar to those of the students.

It should be noted that the costs of study abroad programs tend to be high at other colleges as well. Exhibit D provides a list of recent study abroad programs at selected community colleges in California. As shown in Exhibit E, Saddleback College has made efforts to ensure that the costs of the study abroad programs have not increased significantly in the past 10 years in spite of increases in cost of the airfare, lodging, and other expenses.

### ***Financial Support for Students***

Financial aid is available to students interested in participating in study abroad. In 2005-06, six of the Saddleback College students who participated in study abroad received financial aid, up from two students in 2004-05 (Exhibit F lists all students participating in the Oxford or Spain study abroad programs at Saddleback College between 1998/99 and 2005/06 who received financial aid). In addition, during the October 2006 CCIE conference, Saddleback College and Irvine Valley College participants learned about federal and state grant and scholarship opportunities dedicated exclusively to students who want to enroll in study abroad programs. This information is now actively provided to students.

### ***Benefits to Students***

Many of the October 2006 CCIE conference sessions, the Lincoln commission report as well as numerous recent articles have addressed the wide array of benefits that study abroad programs provide to students. These benefits include:

- Improved learning opportunities
- Preparation for the workplace and global citizenship
- Increased graduation rates
- Comprehension of the international dimensions of students' major field of study
- Development of a diverse and knowledgeable world view
- Enhanced ability to communicate effectively in another language and cross-culturally
- Strengthened cross-cultural sensitivity and adaptability

Students who have participated in our study abroad programs speak very highly of their experiences. Exhibit G includes a number of student testimonials. Their number was limited for space considerations.

### ***Recommendations***

In order to provide for opportunities for study abroad that ensure the lowest possible costs while preserving educational quality, safety, reasonable accommodations and cultural experiences, the following are recommended actions:



- 1) Allow for a level of liability insurance between \$5-10 million. Such a level is within the norms that experts in the field consider appropriate. In addition, such level would make it possible for the colleges to seek competitive bidding from providers of study abroad programs. Currently, with the \$50 million liability insurance requirement, AIFS is the only high-quality vendor willing to provide such level of insurance.
- 2) Develop and conduct consistent and uniform evaluations of each study abroad program. Although each faculty leading study abroad programs conducts an evaluation at the end of the program, there is no consistency across the format or content of these evaluations. Neither are these evaluations currently tracked and compiled in a formal manner.
- 3) Faculty accommodations should be reasonably similar to those of the students. As noted above, one way to lower the cost of the program is to have faculty stay in similar quarters as the students.
- 4) Explore new travel destinations. As suggested by some of the Board members at previous meetings, the colleges should look into new travel destinations. Currently, Saddleback College is researching the possibility of offering again a study abroad to Mexico, as requested at prior Board meetings.
- 5) Set a target of at least 5% of students participating in any study abroad program receiving financial aid. Setting such a target would ensure that any of the study abroad programs offered includes students with limited incomes.

NOTE: The information in the report was gathered from a wide variety of sources, including web searches, correspondence from Keenan & Associates, interviews, participation in sessions presented at the October 2006 CCIE conference, session materials, and discussions with conference participants. Interviews were conducted with Gary Rhodes, Director of Global Education, Loyola Marymount University; Rosalyn Raby, Director, California Colleges for International Education; Don Culton, former Director of International Education, SOCCCD; and Kevin O'Connor, Dean of Liberal Arts and Learning Resources. Of those contacted, Gary Rhodes is considered most knowledgeable in the area of study abroad.



### Summary of Academic Senate Roles and Responsibilities

Codified Role	Responsibility Mandated by			Mutually Agree	Rely Primarily
	Title 5	Ed Code	Accreditation Standards		
Faculty Hiring					
Faculty Hiring Policy Development and Revisions		x	x	x	
Policy on Minimum Qualifications		x	x	x	
Determination of Possession of Minimum Qualifications		x	x		x
Policy on Equivalency		x	x	x	
Determination of Equivalency		x	x		x
Selection of Faculty		x	x		x
Administrative Retreat Rights					
Administrative Retreat Rights Procedures		x		x	
Determination of Possession of Minimum Qualifications		x	x		x
Policy on Equivalency		x	x	x	
Determination of Equivalency		x	x		x
Curriculum					
Course Development and Revisions	x		x		x
Course Offerings	x		x		x
Distance Education Policies	x		x		x
Degree and Certificate Requirements					
Degree Requirements	x		x		x
Certificate Requirements	x		x		x
Minimum Standards	x		x		x
Grading Policies					
Grading Policy	x		x		x
Academic Appeal Process	x		x		x
Grade Grievance Policy	x		x		x



Codified Role	Responsibility Mandated by			Mutually Agree	Rely Primarily
	Title 5	Ed Code	Accreditation Standards		
Educational Program Development					
Program Development and Revisions	x		x		x
Program Discontinuance	x		x		x
Study Abroad Programs	x		x		x
Supplemental Educational Activities (i.e. College Speakers)	x		x		x
Standards of Policies Regarding Student Preparation and Success					
Student Success and Equity Programs	x		x		x
Student Preparation (Basic Skills)	x		x		x
Course Repetition Policy	x		x		x
Academic Dishonesty Policy	x		x		x
Selection of Instructional Materials and Equipment	x		x		x
District/College Governance Structures, as related to faculty roles					
Committee Structure	x		x		x
Committee Memberships	x		x		x
Board Policies and Administrative Regulations	x		x		x
Faculty Roles and Involvement in Accreditation Processes					
Self-Study	x		x		x
Progress Report(s)	x		x		x
Midterm Report	x		x		x
Policies for Faculty Professional Development Activities					
Faculty Development Policies	x				x
In-Service Activities	x				x
Institutional and Professional Memberships	x				x
Process for Program Review					
SLO Procedures and Oversight	x		x		x



Codified Role	Responsibility Mandated by			Mutually Agree	Rely Primarily
	Title 5	Ed Code	Accreditation Standards		
Program Review Procedures and Oversight	x		x		x
Processes for District/College Institutional Planning and Budget Development					
Strategic Planning Process	x		x		x
Strategic Plan (including development of College Mission Statement, Vision, Values and Goals)	x		x		x
Budget Development	x		x		x
Academic Calendar	x		x		x
Consultation with Faculty Association					
Tenure Evaluation Procedures		x			
Faculty Evaluation Procedures		x			
Faculty Service Areas		x			

Approved: 4/12/06



## Summary of Academic Senate Roles and Responsibilities

Responsibility Mandated by						
Codified Role	Title 5	Ed Code	Accreditation Standards	Mutually Agree	Rely Primarily	Significant Involvement of Admin. & Faculty
<b>Faculty Hiring</b>						
Faculty Hiring Policy Development and Revisions		X	X	X		
Policy on Minimum Qualifications		X	X	X		
Determination of Possession of Minimum Qualifications		X	X		X	
Policy on Equivalency		X	X	X		
Determination of Equivalency		X	X		X	
Selection of Faculty		X	X			X
<b>Administrative Retreat Rights</b>						
Administrative Retreat Rights Procedures		X		X		
Determination of Possession of Minimum Qualifications		X	X		X	
Policy on Equivalency		X	X	X		
Determination of Equivalency		X	X		X	



Responsibility Mandated by						
Codified Role	Title 5	Ed Code	Accreditation Standards	Mutually Agree	Rely Primarily	Involvement of Admin. &
Course Development and Revisions	X		X		X	
Course Offerings	X		X			X
Distance Education Policies	X		X			X
Degree and Certificate Requirements						
Degree Requirements	X		X		X	
Certificate Requirements	X		X		X	
Minimum Standards	X		X		X	
Grading Policies						
Grading Policy	X		X		X	
Academic Appeal Process	X		X		X	
Grade Grievance Policy	X		X		X	
Educational Program Development						
Program Development and Revisions	X		X			X
Program Discontinuance	X		X			X
Study Abroad Programs	X		X			X
Supplemental Educational Activities in Class/Fac-Yes (i.e. College Speakers)	X		X			X



**Responsibility Mandated by**

<b>Codified Role</b>	<b>Title 5</b>	<b>Ed Code</b>	<b>Accreditation Standards</b>	<b>Mutually Agree</b>	<b>Rely Primarily</b>	<b>Involvement of Admin. &amp;</b>
<b>Student Success and Equity Programs</b>	X		X		X	
<b>Student Preparation (Basic Skills)</b>	X		X		X	
<b>Course Repetition Policy</b>	X		X		X	
<b>Academic Dishonesty Policy</b>	X		X		X	
<b>Selection of Instructional Materials and Equipment</b>	X		X			X
<b>District/College Governance Structures, as related to faculty roles</b>						
<b>Committee Structure</b>	X		X		X	
<b>Committee Memberships</b>	X		X			X
<b>Board Policies and Administrative Regulations</b>	X		X			X
<b>Faculty Roles and Involvement in Accreditation Processes</b>						
<b>Self-Study</b>	X		X			X
<b>Progress Report(s)</b>	X		X			X
<b>Midterm Report</b>	X		X			X
<b>Policies for Faculty Professional Development Activities</b>						
<b>Faculty Development Policies</b>	X				X	
<b>In-Service Activities</b>	X				X	
<b>Institutional and Professional Memberships</b>	X					X



**Responsibility Mandated by**

<b>Codified Role</b>	<b>Title 5</b>	<b>Ed Code</b>	<b>Accreditation Standards</b>	<b>Mutually Agree</b>	<b>Rely Primarily</b>	<b>Involvement of Admin. &amp;</b>
<b>SLO Procedures and Oversight</b>	<b>X</b>		<b>X</b>			<b>X</b>
<b>Program Review Procedures and Oversight</b>	<b>X</b>		<b>X</b>			<b>X</b>
<b>Processes for District/College Institutional Planning and Budget Development</b>						
<b>Strategic Planning Process</b>	<b>X</b>		<b>X</b>		<b>X</b>	
<b>Strategic Plan (including development of College Mission Statement, Vision, Values and Goals)</b>	<b>X</b>		<b>X</b>			<b>X</b>
<b>Budget Development</b>	<b>X</b>		<b>X</b>			<b>X</b>
<b>Academic Calendar</b>	<b>X</b>		<b>X</b>			<b>X</b>
<b>Consultation with Faculty Association</b>						
<b>Tenure Evaluation Procedures</b>		<b>X</b>				
<b>Faculty Evaluation Procedures</b>		<b>X</b>				
<b>Faculty Service Areas</b>		<b>X</b>				



# EXHIBIT I

2. Summer school assignments do not constitute an overload assignment.
3. Overload assignments will be calculated and compensated by the following ratios:

	<u>Contact Hours</u>	<u>Hours of Pay</u>
Lecture	1	1
Laboratory	1	1
	<u>Clock Hours</u>	<u>Hours of Pay</u>
Library	1	1
Counseling	1	1

**C. Stipend:** A stipend allows a faculty member to accept additional duties and responsibilities in a specific activity such as chairing, directing, or coordinating. When a faculty member accepts a stipend assignment the following conditions apply:

1. The Dean will assign and approve all stipends in his/her area.
2. All stipends will be in addition to the faculty member's workload assignment.
3. Faculty members must sign a stipend contract which will require the faculty member to provide evidence of completion and/or satisfaction of the assignment.

## **D. Reassigned Time**

1. Reassigned time may be recommended by the College President and approved by the Chancellor.
2. Faculty members must sign a reassigned time contract which will include stated outcomes such as expectations, objectives and dates of completion of the assignment. The faculty member will be required to provide evidence of completion and/or satisfaction of the assignment.
3. Faculty members receiving reassigned time will be eligible for additional workload assignments. The Dean and faculty member will develop a work schedule that will provide the appropriate time for the faculty member to complete the activities identified in the reassigned project.  
  
For example: If a faculty member's reassignment activities include scheduled meetings for every Tuesday during the semester, at a time during which there is no assigned contractual duty, then there shall be no conflicts with the assignment.
4. The reassigned time allocated to the bargaining unit as described in Article VI, Section G, may not be converted to a stipend.

**E. Summer Session Assignments:** Faculty members may accept summer session assignments. The following conditions apply:

1. The Dean will give first consideration to full-time faculty members who meet minimal qualifications within their respective organizational unit.



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**BUDGET DEVELOPMENT GUIDELINES**

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*Revised for 2006-2007 Budget***Board Philosophy:**

The Board of Trustees shall support and follow fiscal policies that:

1. Ensure wise and prudent use of public resources
2. Promote financial strength and stability
3. Maximize educational opportunities for students

**Shared Governance:**

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

**Guiding Principles:**

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

**1. Reserve for Economic Uncertainties**

The general fund reserve for economic uncertainties shall be no less than 6.5% of the projected unrestricted revenue. A monthly update will be provided to the Board of Trustees that reviews current revenue, expenditure, and ending balance projections. Any action proposed by a staff member, a Board member, or the Board of Trustees as a governing body, which could potentially reduce the reserve, will be reported to the Board in the monthly update. A reported reduction in the reserve below 6.5% shall be accompanied by a plan that indicates how the reserve shall be restored.

**2. Certificates of Participation (COP) Debt Retirement**

The District will retire the current COP debt by June 2008. From basic aid funds, the District will direct \$4,200,000 in 2006-2007 and will retire the 1996 COP issue on June 1, 2008.

**3. Future Long Term Debt Issues**

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

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

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



**4. Retirement Incentives**

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

**5. Area/College Allocations**

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

**6. Deficit Financing**

Deficit financing is defined as a budget in which projected expenditures exceed projected revenue for the year. Deficit financing should not occur for ongoing expenses, such as salary increases. The amount of deficit financing should always be clearly presented in the budget document. Deficit financing shall not result in a reserve balance that is less than 6.5%.

**7. Retiree Medical, Dental, Vision, and Medicare Supplement Plans**

A May 2006 actuarial study provided an update on the status of the unfunded liability for retiree medical, dental, vision and Medicare supplement plans. The study estimates the total value of all future retiree health benefits to be paid for current retirees and employees is \$80,198,097. Of this amount, \$21,921,103 is attributable to expected future services. The recommended annual accrual to cover the current year cost for existing employees when they retire is \$3,051,966. The total past service liability is calculated to be \$58,276,994 of which \$24,027,588 has already been funded. To cover the remaining \$34,249,406 unfunded cost of past years' service liability, the actuary recommended a thirty year plan that requires an additional allocation of \$1,629,946. These amounts will be adjusted each year by the annual percentage increase in the cost of benefits. Another actuarial study should be completed in 2009 to verify that the current allocations are maintaining the fund on a sound basis.

**8. Basic Aid**

While the District is a basic aid district:

- a. The expenditure budgets for ongoing purposes shall be the resources that would have been available from state program based funding.
- b. Excess revenue above program based funding shall be used to retire the COP debt and/or allocated at the college or district level for one-time purposes such as to cover some of the unfunded obligation for the retiree benefit plans.
- c. Excess revenue above program based funding shall not be used for regular ongoing expenditures, such as salaries.
- d. Excess revenue above program based funding shall not be used for any other purposes that will jeopardize the District's future financial stability.



**9. One-time Cost Savings**

One-time cost savings shall be allocated to purposes such as the COP payments, or to one-time expenditures.

**10. Full Time Equivalent Student Targets**

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

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



**BOARD OF TRUSTEES AND CHANCELLOR  
RESPONSE TO THE NOVEMBER 30, 2006 PROGRESS VISIT REPORT  
FOR IRVINE VALLEY COLLEGE**

**IRVINE VALLEY COLLEGE RECOMMENDATION 6.** *The Board of Trustees cease involvement in college and district operations, delegate all non-policy issues and policy implementation at the district and college levels to the chancellor and presidents respectively.*

District/Board of Trustees Response: There are some areas that the District Board and Administration would like to clarify in order to put our progress in perspective. While board involvement in day to day operations is sometimes a source of friction in most organizations with an elected board, SOCCCD Trustees have made concerted efforts to respond to the team's recommendation, as noted below.

- The Board has publicly stated its opposition to micromanagement.
- The Board adopted a resolution "Implementation of Accreditation Recommendations by the District and Board of Trustees" in March, 2006 [Exhibit A] and "Strategies for Enhancement of Effectiveness of Board Agendas and Meetings" in January, 2007 [Exhibit B].
- In the course of monthly board meetings, Trustees do point out to each other when they perceive members may be engaging in micromanagement.
- In direct response to input from faculty, staff and students, changes were made to the administrative regulation regarding speaker approval (January, 2007) [Exhibit C] and the Trustees adopted changes to study abroad programs (December, 2006) [Exhibit D].
- At the April, 2006 meeting the Board discussed the issue of trustee professional development and its importance in effective governance.

It should be acknowledged, however, that Board members are "invited" to micromanage by some of the same faculty and staff who at the same time have also expressed concerns about Board micromanagement when it suits them. The Board rightly tries to resist these invitations, but the irony of these employees complaining of micromanagement at other times should not be lost in the discussion. Rather than working with the administration, members of faculty and staff continue to directly contact Board members to intervene or request reports on non-policy related issues. If administration is not first given an opportunity to address issues, it remains a challenge for the Board to cease involvement in college operations. The Chancellor continues to work with faculty and staff to refer these issues to him instead of inviting Board micromanagement, and he works with the College Presidents to address issues of concern as appropriate.

In addition, it should be noted that, at times, charges of "micromanagement" are brought by some faculty and staff when they merely disagree with policy decisions or actions and points of view of the Chancellor and the Board. For example, the progress report



mentions the denial of approval for membership in the American Library Association. But, memberships are subject to Board approval for two reasons. First, they involve an expenditure of public funds. This is a matter within the discretion of the Board. Elected Trustees have a right and an obligation to raise issues of spending, whether independently or at the urging of taxpayers, faculty and staff.

Second, the elected Board members are responsible to the community, as to what private organization the colleges will support with their membership. It is beyond question that the community's representatives can and should be satisfied that the mission, goals and agenda of any organization to which the colleges belong are consistent with community values. While any member of the district community may disagree with the Board's decision as to that consistency, the decision legally resides with the Board. The Commission's criticism and evident conclusion to the contrary is patently wrong.

Trustees, first and foremost, represent students on behalf of their elected constituency. The Board of Trustees, as a publicly elected and independent body, must consider many factors in their decisions. It is important to understand that when items are presented to the Board, it may approve, or not approve, or seek additional information as needed. It is fundamentally inappropriate for faculty, staff and accreditation team members to expect that any given Board of Trustees must always approve all faculty, staff and administration recommendations without question.

Under the Education Code the Trustees have the right to take action on policy, financial and other items that, at times, may be contrary to the recommendation of the administration or the wishes of faculty.

**IRVINE VALLEY COLLEGE RECOMMENDATION 7.** *The Board of Trustees, District leadership and College leadership define, publish, adhere to, regularly evaluate, and continuously improve the respective leadership roles and scopes of authority of college and district constituent groups and governance committees in meaningful, collegial decision-making process.*

District/Board of Trustees Response: There are many instances of good progress in response to this recommendation, including the following.

- Administrative Regulation 107 was adopted which allows constituent group participation in the decision-making processes; and two Technical Assistance visits were conducted to assist the Board, administration, faculty and staff in responding to governance recommendations.
- The Board Policy and Administration Regulation Advisory Council was created by Chancellor Mathur which has improved collegial decision-making.
- Board Policy 2100.2: Role and Scope of Authority of the Academic Senates was adopted on September 25, 2006 [Exhibit E] and, subsequently since the progress report visit was made, Board Policy 4056: Classified Employees Participation in Decision Making was adopted on December 11, 2006 [Exhibit F].



- An exhaustive organizational assessment was completed by Johnson & Associates by January, 2006 for every classified position. Classified staff participated actively in the study which was conducted over a period of 19 months. Also, a presentation by Deputy Chancellor Poertner to the Board in May, 2007 revealed that SOCCCD, compared to other California community college districts, is in the high range of ratios of classified staff to support instructional programs (Source: State Chancellor's Office Management Information System).
- Overall faculty release time is up from 2% to 2.4% of the college's instructional budget. Academic Senate officers release time is up 50% in 2006-07 over the 2005-06 academic year.

The progress visit report mentions negative feedback regarding an amendment to the March 26, 2006 resolution titled "Implementation of Accreditation Recommendations by the District and Board of Trustees." The statement, as amended reads, "Whereas, the Board and District are committed to clarifying the respective leadership roles and scopes of authority of College and District constituent groups and governance committees in meaningful, collegial decision making processes, thereby avoiding macromanagement by constituent groups."

This was an important distinction to the Board, which was in direct response to the Academic Senates' initial description of their roles and responsibilities as reviewed during the Technical Assistance visit the month before. The Academic Senates had a broader view of their role (Exhibit G), until corrected by facilitator Dr. Diane Woodruff (Exhibit H), now the interim Chancellor of the California Community Colleges System. Also, no evidence appears to have been sought by the visiting team to explain the amendment to the resolution.

The Board's concern about macromanagement is reinforced in the College's Midterm Report in August 2007 in which the Academic Senate's concerns are mentioned regarding the Chancellor's goals for the College President. There seems to be a lack of understanding that it is the Chancellor's responsibility to set goals and communicate the criteria for evaluation of college presidents. While the Academic Senate may see this as micromanagement, it is not unusual in any work setting for a supervisor to set goals for an employee.

Some college staff at IVC expressed that there are too many district led governance committees that take time away from the college. While no one likes more meetings than are necessary, there are defined purposes to district committees, many of which were formed in direct response to address college issues and needs. Good communication and shared governance take an investment of time and collaboration. It has repeatedly proven of value to the colleges and the District to meet together to identify, coordinate and resolve shared issues, and exchange information and strategies. There are many projects being led by the district that require the involvement of the colleges to guide district services, and expenditures, in the most



effective way to serve students. At this time, the district is pursuing internet-based meeting technologies and many staff already attend meetings via teleconference and web-cam.

It was mentioned that the Chancellor's Coordinating Council could be more effective if the colleges were able to take the lead with their feeder K-12 schools, rather than the district. The council is a different type of opportunity for the district and colleges to meet with representatives of unified school districts, regional occupational projects, and four year colleges to better serve students as they transfer from high school to college. It helps to establish communication and build relationships between all educational entities. Many students attend IVC and Saddleback College from outside the obvious feeder schools. Also, because students can and do take classes at both colleges, it only makes sense to make all schools in the geographic region aware of the resources available. The council is a compliment to the college efforts which continue to nurture special relationships with their feeder K-12 schools.

Many perceptions were presented in the progress reports without evidence or opportunity for other points of view. The Board and Administration regrettably have no choice but to conclude that the visiting teams were biased in favor of what was said by faculty leaders. This view is reinforced by the unwillingness of the visiting teams to share with the Board what was being said by others so the unsubstantiated charges could be refuted. The visiting teams for Saddleback College and Irvine Valley College who met with the Board refused, despite a request from the Board President, to provide context for some of the statements made. Instead, the Board was forced to respond to vague questions and innuendo in a public meeting with the press in attendance. This was a patently unfair process which should not be allowed to happen again.

While there was an opportunity for faculty and staff to share their feedback with the visiting teams in a confidential manner, that information was not shared in an open and meaningful way with the Board. The lack of two-way communication and secrecy seems antithetical to the process of establishing an institutional dialog with a focus on students.

It is of concern that there were no trustees on the visiting team, to add a balance and perspective to the points of view. A trustee representative could have made sure that the visiting team was reminded that it is not unusual for the faculty to be more liberal in their points of view and board members more reflective of the community and region (e.g., more conservative in south Orange County).

**IRVINE VALLEY COLLEGE RECOMMENDATION 8.** *The Board of Trustees, chancellor, presidents, administrators, managers, faculty senates and unions, classified senates and unions, and students come together and take measures to reduce the hostility, cynicism, despair, and fear that continue to plague the college.*



District/Board of Trustees Response: Improvements in the institutional climate at the district and college levels have been observed, due to the Chancellor's initiation of employee meetings at the college, the Chancellor's administrative team, and avenues of communication between constituent groups and the District Administration that include monthly Chancellor's Cabinet and Docket meetings.

The report overstated alleged instances of behavior by individual Trustees, such as publicly criticizing employees. The report also fails to put that criticism in any context. Trustees respond at public board meetings--to take the examples discussed by the visiting team--only when there have been long-standing problems that go unaddressed or to respond to false, misleading, or erroneous misstatements made by employees to the public. This is well within the proper role of the Trustees. They owe the public an honest presentation of the facts and they cannot address employee behavior problems in secret without facing the micromanagement charge from those eager to score political points.

The report also neglects to mention negative, disrespectful and unprofessional faculty behavior off camera. At the March, 2006 Board meeting, faculty leadership left during the Chancellor's comments, and during many meetings faculty leadership openly talk out loud to each other when Trustees and the Chancellor are speaking on Board agenda items. In addition, faculty leaders routinely talk out loud to each other during the Chancellor's Docket and Cabinet meetings, when other committee members are speaking. Some faculty leaders have filed complaints with the State Chancellor's Office and have gone to the media instead of working with the Chancellor and the Board of Trustees with the intention to seek resolution of issues in positive, constructive and professional ways.

There are many examples of efforts by the Board and Chancellor to reinforce a positive environment, some of which are listed below.

- At most board meetings, the Board presents formal resolutions to recognize students, faculty, staff and community members.
- At almost every board meeting, individual Trustees and the Chancellor give oral reports and mention the accomplishments of faculty and staff, and thank them for their hard work.
- An electronic board meeting update, sent to all employees the day after board meetings, displays photos and text about such recognitions.
- Since July, 2007, board meetings are available for viewing on demand on the district website. Employees and the public can view board meetings in their entirety, or easily go to discussion of a specific agenda item. The full agendas and minutes are also readily available.
- Trustees regularly attend college events to demonstrate their support.
- A Board discussion forum, open to all employees, was held to get input from constituent groups in March, 2007.



- A public meeting, facilitated by the Board President, was held in April, 2007 during which progress on accreditation teams' recommendations was the sole topic of discussion between the Board and all constituent groups.
- The Chancellor has initiated manager and administrator of the year awards, *accepting nominations from all employees*, in addition to continuing the recognition of outstanding faculty members and staff.
- Faculty presentations are being included in board meetings, most recently on the topics of distance education and curriculum development. More are planned in the coming months. These presentations were well received by the Board.
- The Chancellor's Opening Session during flex-week each semester provides employee recognition opportunities and features well-known speakers, entertainment and refreshments for all faculty and staff.

There was broad participation in establishing the 2007-08 district-wide mission, vision and goals through a series of meetings which were well attended by all constituent groups. Over two work sessions, time was dedicated to discussion and clarification that the results were to serve as an umbrella for the Colleges and District Services and as an enhancement to the concurrent college planning efforts. Together we developed a vision, mission and goals (which received Board approval in June 2007) that were broad enough in nature to complement college planning efforts.

Unfortunately, the College's Midterm Report in August 2007 details a biased perspective of the 2005-06 planning process rather than the positive progress made with the 2007-08 process. The Report states that the mission statement and goals were not related to student learning and were interfering with the implementation of the college strategic plan. This perception is an affront to the Chancellor's Cabinet members and Trustees who gave of their time and perspective to the 2005-06 process. Months of valuable time from the College's planning were lost because faculty leadership instead spent time in meetings complaining about the process, and refused to accept the Chancellor's invitation to work together so that the District goals could be better integrated within those being established individually by the Colleges. The final result is that with the input from faculty, Chancellor's Cabinet, and Chancellor's Executive Council, the process was revised and positively resulted in the adopted, inclusive approach for 2007-08.

The Chancellor is perceived to engage in micromanagement and inappropriate involvement in day-to-day operations of the colleges. Further, faculty members at IVC suggested that the Chancellor should "cease taking punitive measures against administrators and faculty who express contrary views to his." The Chancellor has not taken any punitive measures against administrators and faculty. It is not surprising that there were no examples provided. The lack of examples should demonstrate the Chancellor's point that *it is not happening*. The Board of Trustees expects from the Chancellor that, overall, the District is managed well in all aspects, including finances and in the area of faculty and staff accountability.



It should be acknowledged that the Chancellor, College Presidents and District executives work collaboratively and as a team to provide leadership within the District.

In the College's Midterm Report in August 2007 the Academic Senate President is attributed to have said at a special board meeting that the lack of collegiality and cooperation on the part of College and District administrators does not appear to stem from willful obstructionism, but instead from a lack of understanding of good management practices. This reiteration in the Report of one person's opinion, who has had no administrative-management experience or administrative leadership training, is questionable.

The IVC team "observed a high degree of stress and anxiety among college administrators, and learned that in the current academic year, two college administrators have been placed on administrative leave." These two issues are not connected. The visiting team made no inquiries about the circumstances of the leaves which were long-term personnel matters that the District and college administration were compelled to address. Reporting perceptions, rather than facts and evidence, perpetuates the negative environment that the team is making an effort to illuminate and does not allow for a well-rounded, balanced and comprehensive view of the college.

Although there is an inclusive review process, the College Self-Study and Progress Reports are authored primarily by an academic senate-appointed faculty member who is leading the charge in airing criticisms and gripes about past decisions in a judgmental fashion. Unfortunately some of this negativity has been echoed in the visiting team reports. Is it the purpose of the Accrediting Commission and its Standards to allow airing of perceived faults, to rebuke and to hold accountable the Trustees and District Administration? Publicly elected Trustees delegate responsibility to the Chancellor, and one of their roles together is to hold faculty, administrators and staff accountable. The use of the accreditation process to reverse this role leads to confusion and lack of collegiality. It is our understanding that the accreditation process is designed to strengthen dialog in a positive and professional educational environment and to improve processes to enhance student learning and success.

The Board of Trustees and District Administration remain committed to making progress in the areas detailed by the visiting teams. It is in everyone's best interest to work collaboratively, based on mutual trust and respect, to fulfill our vision to create an environment of excellence that best serves our students and the community.



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

RESOLUTION 06-06

IMPLEMENTATION OF ACCREDITATION RECOMMENDATIONS  
BY THE DISTRICT AND BOARD OF TRUSTEES

Whereas, the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, reaffirmed accreditation of Irvine Valley College and Saddleback College in January 2005 and made recommendations specific to the District and Board of Trustees; and

Whereas, the role of the Board of Trustees is to establish policy, provide budget oversight, and establish the vision, mission and goals of the District; and

Whereas, it is an accepted best practice that the Board delegate authority to the District Chancellor who provides overall leadership in the implementation of policy and direction, with the leadership of the College Presidents, rather than micromanage operations and non-policy issues; and

Whereas, the Board and District are committed to clarifying the respective leadership roles and scopes of authority of College and District constituent groups and governance committees in meaningful, collegial decision making processes, thereby avoiding macromanagement by constituent groups; and

Whereas, the Board and District are committed to revising employment procedures for executive positions to conform with accepted best practices; and

Whereas, the Board and District are committed to building an institutional climate in which management, faculty, and staff are empowered to do their jobs and the leadership of all constituent groups share in the responsibility to treat each other with respect, seek open and honest communication, resolve issues privately and praise each other publicly, and focus on finding solutions to best serve students; therefore

Be it resolved that the Board of Trustees of the South Orange County Community College District is fully committed to addressing the Accreditation recommendations and fulfilling the District vision to create an environment of excellence that best serves the students and community.



## South Orange County Community College District

### **STRATEGIES FOR ENHANCEMENT OF EFFECTIVENESS OF BOARD AGENDAS AND MEETINGS**

*Adopted by the Board of Trustees 1-16-07*

1. Start public session of meetings on time at 6pm. Conduct regular monthly Board meetings from 6:00 to 9:00pm. Conduct monthly closed sessions initially for one hour, from 5:00 to 6:00pm, and then if necessary continue closed session business at the close of the regular meeting.

Include closed session information items in the Chancellor's Closed Session Update.

2. Summarize Board resolutions instead of reading them in their entirety.
3. Board requests for staff reports should be submitted to the Chancellor on the Request for Report form, at least one week in advance of the Board meeting. This provides the Chancellor an opportunity to evaluate the request and assess staff preparation time. In consultation with the Board President, the Chancellor will respond to requests under the "Requests for Reports" section of the agenda at the upcoming Board meeting.
4. Consolidate similar items under one agenda item for Board consideration (e.g., from both colleges action on faculty reassigned time and hiring priority lists).
5. Staff should only place on the consent calendar routine business items and those items which follow the standard and legal bid award process for which the Board has already approved the funds. Any minor revisions to consent calendar items should be presented to the Board in writing at the beginning of the meeting.
6. Board Members should refrain from pulling and requesting separate action on consent calendar items. When pulling an item, the Board member should state the compelling reason for separate action.
7. The College Presidents, Provost and shared governance reports should be submitted in writing through the monthly docket agenda process and incorporated into the published agenda. The Board President may call for brief oral reports, as warranted.



8. Authorize the Chancellor/designee to approve individual business contracts up to the maximum limit of \$100,000. For contracts involving bid limits by the Education Code, the Chancellor/designee shall be limited to less than \$15,000 for public works projects, and \$65,000 for equipment, supplies and maintenance projects. Contracts approved by the Chancellor/designee shall be subsequently submitted to the Board for ratification.
9. Continue to videotape and broadcast Board meetings, and make them available to the public through the District website.
10. Send correspondence to Trustees through the Chancellor's Update, instead of including on the monthly board agenda.
11. Contact the Chancellor with questions about agenda items before the meeting.
12. Authorize the Chancellor to work with the Board President and legal counsel to condense the Board agenda as much as feasible and reduce the volume of exhibits.



# ADMINISTRATIVE REGULATION

6140

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

INSTRUCTION

## COLLEGE SPEAKERS

Speakers may be invited by college administrators, faculty members, or recognized student groups to speak to classes, or at events sponsored by the college faculty, administrator or student groups which are not necessarily open to the public. Classes, and events sponsored by the college faculty, administrators or student groups are not speech deemed to be permitted and regulated pursuant to AR-8000. The President of the College or Provost of a center must be notified of the speaker's name and background at least three college days prior to any speaker coming to campus. The Board of Trustees will be notified at each board meeting about any speakers who have been invited to speak and/or who have spoken at any college or center since the last board meeting.

Travel expenses or honoraria for speakers may be paid only under the following circumstance:

Any travel expense or honorarium must be recommended by the College President and Chancellor and submitted to the Board for approval prior to any district reimbursement of travel expenses or payment of honorarium.

Any college representative who invites a speaker is responsible for getting prior board approval or for informing a speaker that prior board approval is required before payment can be made. No college representative shall be authorized to bind the Board with regard to payment.

Nothing in this regulation shall affect the right of any person or group in accordance with AR-8000.



## SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Agenda Item

<b>TO:</b> BOARD OF TRUSTEES	<b>ITEM:</b> 24
<b>FROM:</b> CHANCELLOR	<b>DATE:</b> 12/11/06
<b>SUBJECT:</b> SOCCCD: STUDY ABROAD PROGRAM, LIABILITY INSURANCE LEVEL	
<b>REASON FOR BOARD CONSIDERATION:</b> APPROVAL	

BACKGROUND

A request was made for a report to the SOCCCD Board of Trustees on the Study Abroad Program. Dr. Andreea M. Serban, Vice Chancellor for Technology and Learning Services, and Dr. Allan MacDougall, Director of Information Technology, in consultation with Irvine Valley College and Saddleback College deans and faculty as well as study abroad experts, prepared a report for the Board of Trustees (Exhibit A).

STATUS

The Study Abroad Programs report, which consists of Exhibits A through G, was discussed at the Board of Trustees meeting of November 20, 2006. Exhibit A, page 6, includes four recommended actions with the goal of preserving the educational quality of the Study Abroad Programs while ensuring reasonable cost and accommodations, safety, and an enriching cultural experience for our students. While recommendations 2, 3 and 4 are being addressed administratively, there is a need for the Board to approve the first recommendation related to the level of the liability insurance for providers of Study Abroad programs. It should be noted that the recommended \$5 to 10 million liability insurance for the providers is in addition to the \$20 million liability insurance that the district carries. This would bring the total liability insurance to \$25 to \$30 million per program occurrence, which is above the levels that experts in the field recommend for such programs.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve liability insurance for study abroad programs within the limits of \$5-10 million per program occurrence.

<b>Item Submitted By:</b>	Dr. Andreea M. Serban, Vice Chancellor, Technology & Learning Services
<b>Item Reviewed By:</b>	Dr. Raghu P. Mathur, Chancellor



***Study Abroad Programs***  
***Office of Technology and Learning Services***  
**November 9, 2006**

Since November 2004, there has been considerable Board and staff attention and analysis focusing on study abroad programs, with specific interest in cost and liability issues. The South Orange County Community College District has a long history of providing high-quality, study abroad programs. A 10-year study shows that 92 programs have been offered with travel to 23 different countries serving nearly 2,000 students. The costs for the study abroad programs have ranged from \$1,200 to \$6,200 per program (please see Exhibit B for a copy of a study abroad summary presented to the Board of Trustees on May 23, 2005).

***Study Abroad and Global Economy***

There is a significant relationship between study abroad programs and the increasing importance of the global economy. Educators indicate that the global economy is creating new imperatives for educational policy. For example, according to an American Association of Community Colleges article dated April 7, 2006, "International education, and its importance to national security and economic competitiveness" has been receiving a great deal of attention.

***National Policy Recommendation***

Currently, 191,000 American students study abroad. In November 2005, the Commission on the Abraham Lincoln Study Abroad Fellowship Program (Lincoln Commission) issued recommendations and communicated an overall goal of the commission to have one million American students studying abroad by the 2016-17 academic year. One of the key recommendations of the commission is that to achieve the one-million-student goal there must be a greater diversity of students studying abroad, including a greater number of community college students. In addition, the commission was responsible for drafting legislation promoting 2006 as the Year of Study Abroad.

It is interesting to note that, in the face of both local and national discussions on expanding study abroad opportunities, there has recently been a significant reduction in the number of programs offered by our colleges. In the previous five years, we have averaged approximately 12 programs a year. During the most recent year, 2005-06, ending with the summer of 2006, we have offered two programs.



## *California Law and International Education<sup>1</sup>*

International education programs have existed within California's community colleges since at least the early 1970s. By 1976, the Coast Community College District had developed a semester abroad program that allowed its students to enroll in District courses, taught by district faculty, but located in other countries. At the time, the statutory authority for such programs was found in former Education Code section 72640.

The substance of former Education Code section 72640 is now found in Section 55450 of Title 5 of the California Code of Regulations. Notwithstanding the somewhat limiting nature of the requirement that study abroad programs cannot exclude students who are unable to pay the costs of such programs, community college international education programs have continued to grow and flourish. This growth has been made possible both by a strong level of interest and available financial aid. This expansion is entirely consistent with California law. Education Code section 66015.7, which was added to the Code in 2002, provides as follows:

- (a) In order to maintain and strengthen the high quality of international education in California, the Legislature encourages public and private institutions of higher education to further develop, as their resources permit, programs that support learning about other cultures, global issues, and the exchange of Californians and international students and scholars.
- (b) For California students and scholars, institutions are encouraged, as resources permit, to accomplish all of the following:
  - 1. Develop courses of study in as many fields as possible to increase students' understanding of global issues and cultural differences.
  - 2. Offer courses in languages other than English to train students to communicate effectively in other cultures and to enhance understanding of other nations' values.
  - 3. Provide opportunities for students in all majors to participate in study abroad programs to enrich their academic training, perspectives, and personal development.
  - 4. Provide opportunities for domestic and international students to interact effectively and routinely share their views, perceptions, and experiences in educational settings.
  - 5. Develop innovative public educational forums and venues to explore global issues and showcase world cultures.
- (c) For international students and scholars, institutions are encouraged, as resources permit, to accomplish all of the following:

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<sup>1</sup> This section is based on the material presented by Robert Henry, of Counsel School and College Legal Services of California at the CCIE Conference on October 6, 2006. Robert Henry is the most knowledgeable legal counsel for study abroad programs in California Community Colleges.



1. Encourage the presence of qualified students from other countries with sufficient geographic diversity to inspire an appreciation for differences among cultures and a deeper understanding of the values and perspectives of other people.
  2. Facilitate faculty exchange and collaborative partnership programs with institutions in other countries.
  3. Initiate collaborative research undertakings to address issues of global significance.
  4. Recruit and retain the world's best and brightest faculty to educate California's students as globally competent citizens.
- (emphasis added)

Henry states that "on the basis of the above it continues to be my opinion that the typical community college study abroad programs are entirely consistent with California law and the community college mission of open access."

### *Safety and Insurance*

This thrust is in stark contrast to earlier post 9-11 concerns about the threat of global terrorism and safety of Americans traveling abroad. These conditions have heightened concern of local policy makers regarding the safety, security, and potential institutional liability of study abroad. In the context of approving study abroad programs nearly two years ago, trustees raised concerns of the appropriate liability insurance coverage and simultaneously questioned the affordability of study abroad programs for our students.

Dr. Gary Rhodes, Director of Global Education, Loyola Marymount University, indicated that institutional liability insurance is only one part of the coverage needed. In his view, more important is comprehensive, emergency assistance, and medical insurance coverage. In his experience, there were far greater problems for study abroad students who did not have comprehensive, emergency assistance, and medical insurance coverage.

Students participating in the study abroad programs offered at our colleges have been consistently asked to provide evidence of medical insurance and offered the option to purchase such insurance or additional insurance. In addition, students are asked to buy emergency assistance insurance. Before leaving abroad, participating students complete an orientation session conducted by the instructor leading the study abroad program in which all aspects of the program are covered, including information from the Department of State regarding travel advisories for the respective country, rules of the program, attendance and behavior expectations, and consequences of inappropriate behavior. Students sign a behavior agreement that asks students to follow specific rules. In a few occasions, students who have had inappropriate behaviors (e.g., not participating in the courses per schedule) were returned to the US before the end of the program.

### *Program Costs*

With regard to liability insurance, the Board, in the past, has requested \$50 million as the desired level for study abroad programs. A limited survey and conversations with experts indicate that



there are three California community college districts seeking the \$50 million liability insurance level. Among these are Chabot-Las Positas, Chaffey, and South Orange County Community College District.

The \$50 million level of liability insurance is available from the American Institute for Foreign Study (AIFS), which is a major, high-quality study abroad provider. This level may be available from one or two additional providers, who do not have an unqualified recommendation from travel abroad experts.

Rosalyn Raby, Director of California Colleges for International Education (CCIE), indicated that requiring insurance at the \$50 million level narrows the providers available and increases the costs of the program. When requiring liability insurance at \$50 million, it is typical for the individual cost of the trip to be as much as 50 percent higher. For example, a \$4,000 trip with AIFS and high liability insurance could often cost \$6,000. She indicated that CCIE's legal counsel recommends, as a reasonable maximum level of liability insurance, \$10 million. Both she and Don Culton, former Director of International Education for the SOCCCD, indicated that most colleges nationwide typically have \$1-3 million in liability insurance.

At the October 2006 CCIE Conference, Robert Henry, who has provided legal counsel to California Community Colleges in relation to study abroad programs for almost 30 years and is a recognized expert in the field, indicated that he advises colleges to ask providers for a \$5-10 million liability coverage. Discussions with conference participants, both colleges and providers of study abroad programs, reinforced this suggestion as well as the fact that there have been extremely rare cases in the history of study abroad programs where the liability insurance was actually used.

Greg Trapp of Keenan and Associates, in a letter dated February 10, 2005, addressing the feasibility of increasing the insurance requirement (Exhibit C), recommended that the limit be re-evaluated and a requirement of \$5-10 million per occurrence considered. Mr. Trapp also stated that the district is well protected with the \$15 million of coverage (has been raised to \$20 million) provided through the joint powers agreement. It is important to understand that any liability insurance explicitly required from travel providers is additive to the district's basic liability coverage. For example, liability insurance as high as \$50 million would create a total of \$70 million in coverage. Attached is a copy of the February 10, 2005, correspondence from Mr. Trapp. Sections of this communication indicate that "from a risk management standpoint, the education code and waivers signed by the participants should insulate the district from liability."

There are other factors impacting the cost of study abroad programs including duration, transportation, lodging, meals, cultural events, and local trips. Transportation is one of the most significant contributors to the cost of a study abroad program as airfares have actually increased over time. Students generally stay in a college or university dorm or in the homes of local families (home stays). In both cases, the provider is responsible for verifying the quality and safety of the lodging options. The provider also has staff on site who provide 24-hour assistance. Students are given the telephone number to contact local staff. Faculty are provided with separate lodging. The cost of the faculty's transportation and lodging is part of the program cost. This is a customary practice for study abroad programs across the state.



Faculty leading study abroad programs, invest, on average, 18 months of preparation prior to the start date of the program. This preparation is not compensated and the faculty has no guarantee that the program will actually take place (there is a minimum number of students needed for each program to allow it to go forward). However, one possibility for lowering the cost of the programs is to provide faculty with lodging reasonably similar to those of the students.

It should be noted that the costs of study abroad programs tend to be high at other colleges as well. Exhibit D provides a list of recent study abroad programs at selected community colleges in California. As shown in Exhibit E, Saddleback College has made efforts to ensure that the costs of the study abroad programs have not increased significantly in the past 10 years in spite of increases in cost of the airfare, lodging, and other expenses.

### ***Financial Support for Students***

Financial aid is available to students interested in participating in study abroad. In 2005-06, six of the Saddleback College students who participated in study abroad received financial aid, up from two students in 2004-05 (Exhibit F lists all students participating in the Oxford or Spain study abroad programs at Saddleback College between 1998/99 and 2005/06 who received financial aid). In addition, during the October 2006 CCIE conference, Saddleback College and Irvine Valley College participants learned about federal and state grant and scholarship opportunities dedicated exclusively to students who want to enroll in study abroad programs. This information is now actively provided to students.

### ***Benefits to Students***

Many of the October 2006 CCIE conference sessions, the Lincoln commission report as well as numerous recent articles have addressed the wide array of benefits that study abroad programs provide to students. These benefits include:

- Improved learning opportunities
- Preparation for the workplace and global citizenship
- Increased graduation rates
- Comprehension of the international dimensions of students' major field of study
- Development of a diverse and knowledgeable world view
- Enhanced ability to communicate effectively in another language and cross-culturally
- Strengthened cross-cultural sensitivity and adaptability

Students who have participated in our study abroad programs speak very highly of their experiences. Exhibit G includes a number of student testimonials. Their number was limited for space considerations.

### ***Recommendations***

In order to provide for opportunities for study abroad that ensure the lowest possible costs while preserving educational quality, safety, reasonable accommodations and cultural experiences, the following are recommended actions:



- 1) Allow for a level of liability insurance between \$5-10 million. Such a level is within the norms that experts in the field consider appropriate. In addition, such level would make it possible for the colleges to seek competitive bidding from providers of study abroad programs. Currently, with the \$50 million liability insurance requirement, AIFS is the only high-quality vendor willing to provide such level of insurance.
- 2) Develop and conduct consistent and uniform evaluations of each study abroad program. Although each faculty leading study abroad programs conducts an evaluation at the end of the program, there is no consistency across the format or content of these evaluations. Neither are these evaluations currently tracked and compiled in a formal manner.
- 3) Faculty accommodations should be reasonably similar to those of the students. As noted above, one way to lower the cost of the program is to have faculty stay in similar quarters as the students.
- 4) Explore new travel destinations. As suggested by some of the Board members at previous meetings, the colleges should look into new travel destinations. Currently, Saddleback College is researching the possibility of offering again a study abroad to Mexico, as requested at prior Board meetings.
- 5) Set a target of at least 5% of students participating in any study abroad program receiving financial aid. Setting such a target would ensure that any of the study abroad programs offered includes students with limited incomes.

NOTE: The information in the report was gathered from a wide variety of sources, including web searches, correspondence from Keenan & Associates, interviews, participation in sessions presented at the October 2006 CCIE conference, session materials, and discussions with conference participants. Interviews were conducted with Gary Rhodes, Director of Global Education, Loyola Marymount University; Rosalyn Raby, Director, California Colleges for International Education; Don Culton, former Director of International Education, SOCCCD; and Kevin O'Connor, Dean of Liberal Arts and Learning Resources. Of those contacted, Gary Rhodes is considered most knowledgeable in the area of study abroad.



# BOARD POLICY

2100.2

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

ADMINISTRATION

## ROLE AND SCOPE OF AUTHORITY OF THE ACADEMIC SENATES

- I. This Policy and Board Policy 2100.1 ("Delegation of Authority to the Academic Senate") are intended to define the role and scope of authority of the District's academic senates in relation to the Board of Trustees. Nothing contained in this Policy is intended to limit or abridge any other authority granted to the academic senates by either the Education Code or Title 5 of the California Code of Regulations.
  - II. It is the policy of this Board that:
    - A. Faculty have the right to participate in district and college governance;
    - B. Faculty have the opportunity to express their opinions at the college and district level, and to ensure that these opinions are given every reasonable consideration, and;
    - C. The academic senates assume primary responsibility for making recommendations in the areas of curriculum and academic standards
- [See, Education Code Sections 70901(b)(1)(E) and 70902(b)(7), and 5 California Code of Regulations Section 51023.]
- III. Pursuant to Education Code Section 87360, hiring criteria, policies and procedures for new faculty members shall be developed and agreed upon jointly by representatives of the Board of Trustees and the academic senates, and approved by the Board.<sup>1</sup>
  - IV. Pursuant to Education Code Section 87458, the process by which the Board of Trustees determines whether an administrator whose administrative assignment has expired or has been terminated possesses the minimum qualifications for assignment as a first year probationary faculty member shall be developed and agreed upon jointly by representatives of the Board of Trustees and the academic senate, and approved by the Board. The Board of Trustees will rely primarily on the advice and judgment of the academic senates in determining that the administrator possesses the minimum qualifications for employment as a faculty member. The Board of Trustees will provide the academic senates with an opportunity to present their views to the Board before the Board makes the

<sup>1</sup> See Board Policies 4011.1 and 4011.2



determination whether an administrator possesses the minimum qualifications for assignment as a first year probationary faculty member, and that the written record of the Board's decision, including the views of the academic senate, shall be available for review pursuant to Education Code Section 87358.<sup>2</sup>

- V. Pursuant to Education Code Section 87359, the process, as well as the criteria and standards by which the Board of Trustees determines whether a potential faculty member possesses qualifications at least equivalent to the minimum qualifications specified in the regulations of the Board of Governors shall be developed and agreed upon jointly by representatives of the Board of Trustees and the academic senate, and approved by the Board. The Board of Trustees shall rely primarily upon the advice and judgment of the academic senates in determining that each individual faculty member employed under the authority granted by the regulations of the Board of Governors possesses qualifications that are at least equivalent to the applicable minimum qualifications specified in the regulations adopted by the Board of Governors. The Board of Trustees shall provide the academic senates with an opportunity to present its views to the Board before the Board makes a determination on possession of equivalent qualifications, and that the written record of the Board's decision, including the views of the academic senate, shall be available for review pursuant to Section 87358.

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<sup>2</sup>See Board Policy 4091.



# BOARD POLICY

4056

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

PERSONNEL

## CLASSIFIED EMPLOYEES PARTICIPATION IN DECISION MAKING

1. The South Orange County Community College District classified staff shall be provided with opportunities to participate effectively in District and college governance, and in the joint formulation and development of District policies and procedures, that the Board reasonably determines, in consultation with the Classified Senates, have or will have a significant effect on staff. (Title 5, California Code of Regulations, Section 51023.5 and California Education Code, Section 70902). The opinions and recommendation of the Classified Senates of the District will be given every reasonable consideration.
2. For purposes of this policy the term "staff" is defined to include all management and nonmanagement classified employees of the District. The term "staff" is further defined to include all employees in classified management, confidential and bargaining unit positions.
3. Except in unforeseeable, emergency situations, the Board of Trustees shall not take action on matters significantly affecting staff until it has provided staff an opportunity to participate in the formulation and development of those matters through appropriate structures and procedures, as determined by the Board, in accordance with the provisions of this policy.
4. When a college or District task force, committee or other governance group, is used to consult with staff regarding implementation of this Policy or to deal with other issues which have been determined by the Board of trustees to significantly affect staff, the appointment of staff representative shall be made as follows:
  - A. The exclusive representative shall appoint the first classified staff representative for the respective bargaining unit. When additional representatives are to be selected from the classified staff, appointment will be made in consultation with the appropriate classified senate(s).
  - B. Where a group of employees is not represented by an exclusive representative, the appointment of a representative of such employees shall be made in consultation with the affected group of employees or their representatives.
  - C. In all cases, representatives shall be selected from the category that they represent.
5. In developing and carrying out policies and procedures set forth above, the Board of Trustees shall ensure that its actions do not dominate or interfere with the formation or administration of any employee organization, or contribute financial or other support to it, or in any way encourage employees to join any organization in preference to another. In addition, in order to comply with Government Code Sections 3540 et seq., such procedures for staff participation shall not intrude on matters within the scope of representation as set forth in



Section 3543.2 of the Government Code. The Board of Trustees shall not interfere with the exercise of employee rights to form, join and participate in the activities of employee organization of their own choosing for the purpose of representation on all matters of employer-employee relations. Nothing in this Policy shall be construed to impinge upon or detract from any negotiations or negotiated agreements between exclusive representatives and the Board of Trustees.



## Summary of Academic Senate Roles and Responsibilities

Codified Role	Responsibility Mandated by				
	Title 5	Ed Code	Accreditation Standards	Mutually Agree	Rely Primarily
Faculty Hiring					
Faculty Hiring Policy Development and Revisions		x	x	x	
Policy on Minimum Qualifications		x	x	x	
Determination of Possession of Minimum Qualifications		x	x		x
Policy on Equivalency		x	x	x	
Determination of Equivalency		x	x		x
Selection of Faculty		x	x		x
Administrative Retreat Rights					
Administrative Retreat Rights Procedures		x		x	
Determination of Possession of Minimum Qualifications		x	x		x
Policy on Equivalency		x	x	x	
Determination of Equivalency		x	x		x
Curriculum					
Course Development and Revisions	x		x		x
Course Offerings	x		x		x
Distance Education Policies	x		x		x
Degree and Certificate Requirements					
Degree Requirements	x		x		x
Certificate Requirements	x		x		x
Minimum Standards	x		x		x
Grading Policies					
Grading Policy	x		x		x
Academic Appeal Process	x		x		x
Grade Grievance Policy	x		x		x



Codified Role	Responsibility Mandated by			Mutually Agree	Rely Primarily
	Title 5	Ed Code	Accreditation Standards		
Educational Program Development					
Program Development and Revisions	x		x		x
Program Discontinuance	x		x		x
Study Abroad Programs	x		x		x
Supplemental Educational Activities (i.e. College Speakers)	x		x		x
Standards of Policies Regarding Student Preparation and Success					
Student Success and Equity Programs	x		x		x
Student Preparation (Basic Skills)	x		x		x
Course Repetition Policy	x		x		x
Academic Dishonesty Policy	x		x		x
Selection of Instructional Materials and Equipment	x		x		x
District/College Governance Structures, as related to faculty roles					
Committee Structure	x		x		x
Committee Memberships	x		x		x
Board Policies and Administrative Regulations	x		x		x
Faculty Roles and Involvement in Accreditation Processes					
Self-Study	x		x		x
Progress Report(s)	x		x		x
Midterm Report	x		x		x
Policies for Faculty Professional Development Activities					
Faculty Development Policies	x				x
In-Service Activities	x				x
Institutional and Professional Memberships	x				x
Process for Program Review					
SLO Procedures and Oversight	x		x		x



Codified Role	Responsibility Mandated by				
	Title 5	Ed Code	Accreditation Standards	Mutually Agree	Rely Primarily
Program Review Procedures and Oversight	x		x		x
Processes for District/College Institutional Planning and Budget Development					
Strategic Planning Process	x		x		x
Strategic Plan (including development of College Mission Statement, Vision, Values and Goals)	x		x		x
Budget Development	x		x		x
Academic Calendar	x		x		x
Consultation with Faculty Association					
Tenure Evaluation Procedures		x			
Faculty Evaluation Procedures		x			
Faculty Service Areas		x			

Approved: 4/12/06



## Summary of Academic Senate Roles and Responsibilities

Responsibility Mandated by						
Codified Role	Title 5	Ed Code	Accreditation Standards	Mutually Agree	Rely Primarily	Significant Involvement of Admin. & Faculty
<b>Faculty Hiring</b>						
Faculty Hiring Policy Development and Revisions		X	X	X		
Policy on Minimum Qualifications		X	X	X		
Determination of Possession of Minimum Qualifications		X	X		X	
Policy on Equivalency		X	X	X		
Determination of Equivalency		X	X		X	
Selection of Faculty		X	X			X
<b>Administrative Retreat Rights</b>						
Administrative Retreat Rights Procedures		X		X		
Determination of Possession of Minimum Qualifications		X	X		X	
Policy on Equivalency		X	X	X		
Determination of Equivalency		X	X		X	



**Responsibility Mandated by**

Codified Role	Title 5	Ed Code	Accreditation Standards	Mutually Agree	Rely Primarily	Involvement of Admin. &
Course Development and Revisions	X		X		X	
Course Offerings	X		X			X
Distance Education Policies	X		X			X
<b>Degree and Certificate Requirements</b>						
Degree Requirements	X		X		X	
Certificate Requirements	X		X		X	
Minimum Standards	X		X		X	
<b>Grading Policies</b>						
Grading Policy	X		X		X	
Academic Appeal Process	X		X		X	
Grade Grievance Policy	X		X		X	
<b>Educational Program Development</b>						
Program Development and Revisions	X		X			X
Program Discontinuance	X		X			X
Study Abroad Programs	X		X			X
Supplemental Educational Activities in Class/Fac-Yes (i.e. College Speakers)	X		X			X



**Responsibility Mandated by**

<b>Codified Role</b>	<b>Title 5</b>	<b>Ed Code</b>	<b>Accreditation Standards</b>	<b>Mutually Agree</b>	<b>Rely Primarily</b>	<b>Involvement of Admin. &amp;</b>
<b>Student Success and Equity Programs</b>	X		X		X	
<b>Student Preparation (Basic Skills)</b>	X		X		X	
<b>Course Repetition Policy</b>	X		X		X	
<b>Academic Dishonesty Policy</b>	X		X		X	
<b>Selection of Instructional Materials and Equipment</b>	X		X			X
<b>District/College Governance Structures, as related to faculty roles</b>						
<b>Committee Structure</b>	X		X		X	
<b>Committee Memberships</b>	X		X			X
<b>Board Policies and Administrative Regulations</b>	X		X			X
<b>Faculty Roles and Involvement in Accreditation Processes</b>						
<b>Self-Study</b>	X		X			X
<b>Progress Report(s)</b>	X		X			X
<b>Midterm Report</b>	X		X			X
<b>Policies for Faculty Professional Development Activities</b>						
<b>Faculty Development Policies</b>	X				X	
<b>In-Service Activities</b>	X				X	
<b>Institutional and Professional Memberships</b>	X					X



**Responsibility Mandated by**

<b>Codified Role</b>	<b>Title 5</b>	<b>Ed Code</b>	<b>Accreditation Standards</b>	<b>Mutually Agree</b>	<b>Rely Primarily</b>	<b>Involvement of Admin. &amp;</b>
<b>SLO Procedures and Oversight</b>	<b>X</b>		<b>X</b>			<b>X</b>
<b>Program Review Procedures and Oversight</b>	<b>X</b>		<b>X</b>			<b>X</b>
<b>Processes for District/College Institutional Planning and Budget Development</b>						
<b>Strategic Planning Process</b>	<b>X</b>		<b>X</b>		<b>X</b>	
<b>Strategic Plan (including development of College Mission Statement, Vision, Values and Goals)</b>	<b>X</b>		<b>X</b>			<b>X</b>
<b>Budget Development</b>	<b>X</b>		<b>X</b>			<b>X</b>
<b>Academic Calendar</b>	<b>X</b>		<b>X</b>			<b>X</b>
<b>Consultation with Faculty Association</b>						
<b>Tenure Evaluation Procedures</b>		<b>X</b>				
<b>Faculty Evaluation Procedures</b>		<b>X</b>				
<b>Faculty Service Areas</b>		<b>X</b>				



**TO:** Board of Trustees

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

**RE:** Saddleback College, Irvine Valley College, & ATEP: Campus Safety and Security Cameras

**ACTION:** Information

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**BACKGROUND**

On July 24, 2006, the Board of Trustees requested a report on the feasibility of installing security cameras at Saddleback College, Irvine Valley College, and the Advanced Technology and Education Park (ATEP). In response to the request, on October 30, 2006, the colleges presented their report, "Installation of Video Surveillance Cameras," and Honeywell representatives were available to answer questions.

In November 2006 Chancellor Mathur established the Campus Safety: Video Surveillance Camera Task Force that was charged with gathering information on best safety practices of California Community Colleges and developing a plan that would identify additional campus safety and security needs.

On April 25, 2007, the Board of Trustees received the report of the Campus Safety Video Surveillance Camera Task Force.

**STATUS**

Exhibit A is a progress report on safety and security measures at Saddleback College, Irvine Valley College, and ATEP.

Exhibits B, C, and D are preliminary proposals, including cost information, from Honeywell Building Solutions for digital video management systems at Saddleback College (Exhibit B), Irvine Valley College (Exhibit C), and ATEP (Exhibit D). Specifically, the costs are: Saddleback College, \$435,000.00, IVC, \$515,047.00, and ATEP, \$29,535.00. Exhibit E is an estimate from WP Electric and Communications for security cameras at Saddleback College in the amount of \$687,000.00.

At this time the colleges and ATEP are in the process of evaluating the scope of all safety measures, including costs of cameras and related work. It is anticipated that a final report on this topic will be presented to the Board in October 2007.

Item Submitted By: *Dr. Richard McCullough and Dr. Glenn R. Roquemore, Presidents, and Dr. Robert Kopecky, Provost*



**Safety and Security Measures**  
**Saddleback College, Irvine Valley College, & ATEP**  
August 2007

The ongoing efforts by Saddleback College to ensure campus safety and security include:

- An increase in the number of full time Campus Safety Officers from seven to nine officers during Spring 2007.
- An increase in the number of emergency phones on campus from six to fifteen to be completed by the beginning of the Fall Semester 2007 semester.
- Installation of the Berbee Informacast emergency phone system campus wide during Summer 2007.
- A review of campus emergency response practices as presented at the Board of Trustees meeting of July 23, 2007.
- An investigation of the use of safety and security cameras at key locations throughout the campus as presented by the Video Surveillance Camera Task Force in Spring 2007.

Irvine Valley College efforts to ensure campus safety and security include:

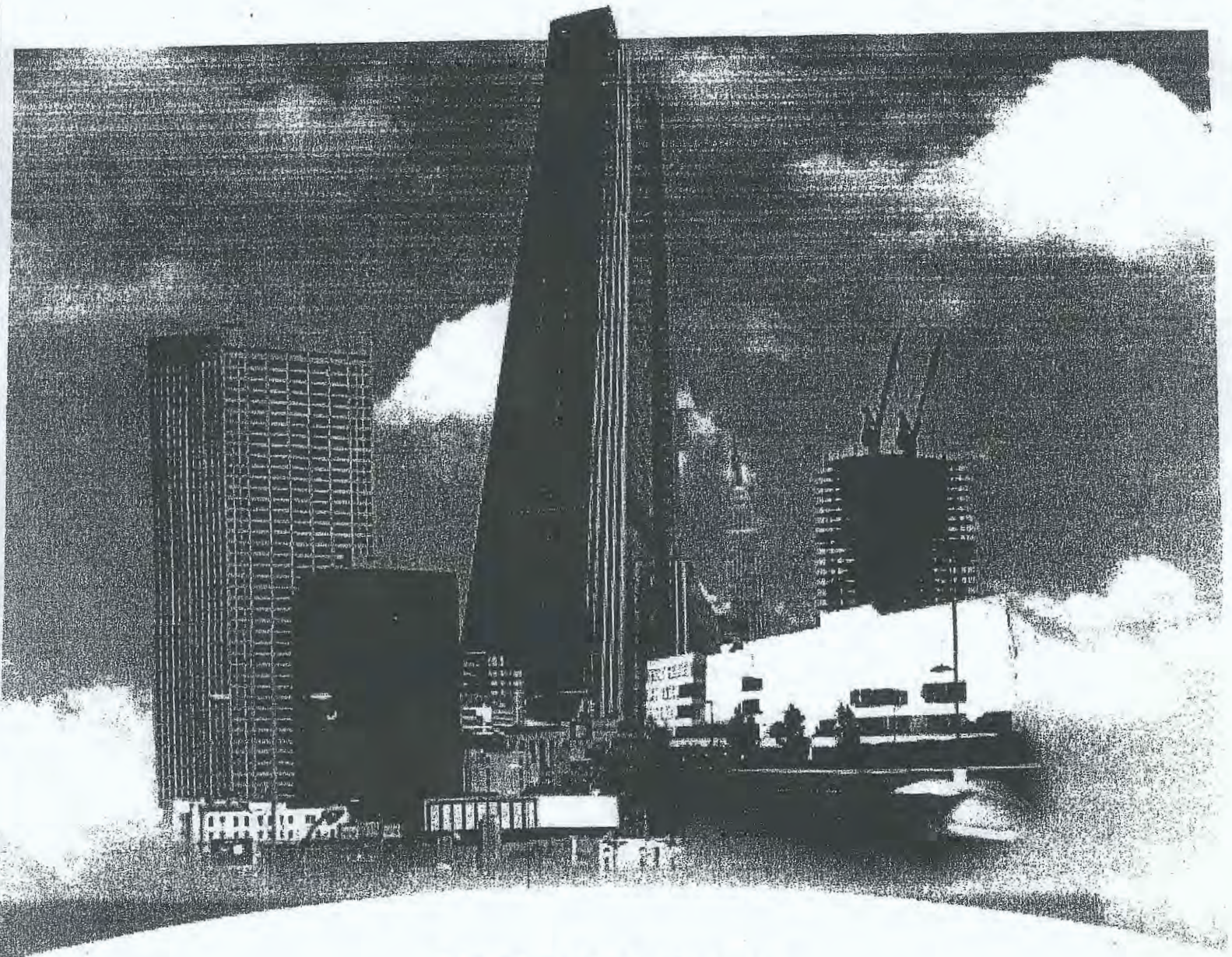
- A plan, budgets permitting, to add Campus Safety Officers to compliment the existing police force.
- An increase in the number of emergency phones on campus from seven to eleven and a plan to install emergency phones in all buildings.
- Installation of the Berbee Informacast emergency phone system campus wide during Sumer 2007.
- A review of campus emergency response practices as presented at the Board of Trustees meeting of July 23, 2007.
- A review of the security camera deployment plan.

The Advanced Technology and Education Park efforts to ensure campus safety and security include:

- A full-time security guard patrolling the one-acre campus.
- Telephones available in all buildings and rooms on campus.
- A review of external security monitoring and alarm systems.
- A Memorandum of Understanding (MOU) established with the Tustin Police Department to patrol and assist ATEP as necessary.



**Honeywell**



**SADDLEBACK COLLEGE  
DIGITAL VIDEO MANAGER AND CAMPUS SURVEILANCE  
SYSTEM**

**Budgetary Proposal**

**Presented by**

**James Grimes**

**Honeywell Building Solutions**

**July 27th, 2007**



**Honeywell Building Solutions**  
**Building Systems Budgetary Proposal for Saddleback College DVM System**

**Proposal Name: LP 200801**

**Date: July 27, 2007**

**Provider:**

**Honeywell Building Solutions**  
6 Centerpointe Drive Suite #300  
LaPalma, CA 90623

**Customer:**

**Saddleback College**  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

**Honeywell's Proposed Scope of Work:**

1. Provide and Install Wireless network links and poles from all three campus entrances.
2. Install two Outdoor IP PTZ Day/Night cameras with 360 degree continuous rotation, 35X zoom and guard tour capable with pole mounting hardware at all three campus entrances.
3. Install three Outdoor IP PTZ Day/Night cameras with 360 degree continuous rotation, 35X zoom and guard tour capable to cover main campus quad using wall mounts to avoid rood penetration. Two will be mounted on BGS building one will mount on the SSC building.
4. Install two Outdoor IP PTZ Day/Night cameras with 360 degree continuous rotation, 35X zoom and guard tour capable with wall mounts to avoid roof penetration on SM building to cover Science/Math/Engineering Quad area.
5. Install one Outdoor IP PTZ Day/Night camera with 360 degree continuous rotation, 35X zoom and guard tour capable with parapet mount on PE 400 building to cover College Drive West Perimeter
6. Install indoor POE mini dome IP cameras inside all computer/equipment labs including SME (two fixed domes), BGS, (two fixed domes) ATAS Rooms 218, 219, 221 install two fixed domes in each room, room 207 install one fixed dome and install one fixed dome in front of Deans office door.
7. Install eight POE fixed mini domes on all three floors of library. (24 cameras total)
8. Install two fixed POE Mega-Pixel mini domes at A&R reception/counter area
9. Install one fixed POE Mega-Pixel mini dome at Financial Aid counter area.
10. Install one fixed POE Mega-Pixel mini dome at counseling reception desk
11. Install one fixed POE Mega-Pixel dome at the reception desk in AGB adjacent to the president's office.
12. Install fixed POE Mega-Pixel mini domes at all cash collection points throughout the campus. (four total)
13. Install fixed POE Mini dome in lobby area new HS building.
14. Install one Outdoor Day/Night IP PTZ camera with 360 degree continuous rotation, 35X zoom and guard tour capable with pedestal mount and two fixed dome cameras to cover Entrance/Exit and parking of child development center



15. Install seven outdoor POE fixed cameras with outdoor weather proof housings for entry/exits to men's and woman's and team lockers.
16. Install one POE Mega-Pixel fixed dome camera at parking adjudication office/desk
17. Install three Indoor IP PTZ Day/Night cameras with 25X and 360 rotation in HS building district board room.
18. Install two outdoor Day/Night IP PTZ cameras with 360 degree continuous rotation, 35X zoom and guard tour capable on the roof of BGS building with parapets to cover parking lot 9.
19. Install two outdoor Day/Night IP PTZ cameras with 360 degree continuous rotation, 35X zoom and guard tour capable on roof of SM building with parapet mounts to cover parking lot 10.
20. Install two outdoor IP PTZ Day/Night cameras with 360 degree continuous rotation, 35X zoom and guard tour capable on the TAS building to cover parking lots 13 and 9 as well as surrounding areas.
21. Install one outdoor IP PTZ Day/Night camera with 360 degree continuous rotation, 35X zoom and guard tour capable on rear of the SSC building to cover lot 9 and 5A.
22. Install one outdoor IP PTZ Day/Night camera with 360 degree continuous rotation, 35X zoom and guard tour capable on the FA300 building to cover lot 7A and lot 7.
23. Install one outdoor IP PTZ Day/Night camera with 360 degree continuous rotation, 35X zoom and guard tour capable on building PE 100 building to cover Lot 4, Pool and baseball field.
24. Install one outdoor IP PTZ Day/Night Camera with 360 degree continuous rotation, 35X zoom and guard tour capable on GYM 200 building to cover lot 19 and surrounding areas.
25. Install one outdoor IP PTZ with 360 degree continuous rotation, 35X zoom and guard tour capable on FA 200 building to cover lot 11 and 12 and surrounding areas.
26. Install two indoor IP PTZ cameras with 25X zoom and 360 degree rotation in Art Gallery
27. Install outdoor IP PTZ with 360 degree continuous rotation, 35X zoom and guard tour capable to existing pole to watch bus stop bench at Fine Arts.
28. Install nine fixed POE IP mini dome cameras in fine arts quad, hallways and office quad area.
29. Install camera pole and wireless link with one fixed and one Outdoor IP PTZ with 360 degree continuous rotation, 35X zoom and guard tour capable to cover flag pole bus stop bench as well as all surrounding areas. (110 power provided by Saddleback Electrical Subs)
30. Install two out door fixed POE IP cameras to cover chemical storage area.
31. Install one 42 inch flat screen (Spot monitor) wall mounted and six 20 inch wall mounted flat screens in Police office for 16 camera display on each. System has 90 cameras. Install new Joy Stick Control for control of all PTZ cameras (customer to provide wall space and rack space for new monitors and servers)
32. Install five DVM servers including programming and set up)



**Material List:**

Qty	Description
6	23MULTIMEDIA FLAT SCREEN MONITOR WITH WALL MOUNTS
1	0 to 250 point EBI software
90	CAMERA LICENSE FOR LUSD
1	Software documentation for DVM
1	MS SQL CLIENT
1	DVM INTERNET EXPLORER CLIENT
1	DVM Data Base Server - Dell Advanced rack mount
5	DELL 1850 RACK MOUNT SERVER FOR DVM
1	DELL 490 WORKSTATION, 2x3.0 GHz, 1GB RAM, DUAL 20 INCH
22	outdoor pendant for 233D PTZ cameras
8	Gooseneck Wall Mount for 231D+ PTZ
5	PARAPET ROOF MOUNT FOR THE AXIS PENDANT FUSION DOME
9	Pole Mount Adapter for Axis 231D+ PTZ
1	295 VIDEO SURVEILLANCE JOYSTICK
46	216FD - IP POE Color Mini Domes
22	233D IP PTZ Camera, Guard Tour, 35x zoom
10	216MFD-V Mega-Pixel Dome Camera, IP POE, MPEG 4, Vandal Resistant for Cash Rooms etc need super high definition
1	PHILLIPS 42 INCH LCD DISPLAY WITH WALL MOUNT
3	Miscellaneous cable Cat 5 etc.
5	214 Indoor PTZ NETWORK CAMERA
12	Power over Ethernet cam
12	Outdoor Fixed Weather Proof Housing for axis 211 and 221
6	Wireless Network Links

**Exclusions:**

- All conduits if needed
- Patching and Painting
- Graphics are an option and a price can be calculated when exact quantity is determined. (see attachment for sample)
- 110V circuits or any power related work
- EBI upgrades or options other than those shown on proposal.
- Network Connections and IP addresses. Racks, UPS, Fiber, and Power Over Ethernet to accommodate closest cameras to IDF rooms.
- Any equipment not listed within this proposal.
- Permits, Bonds and licenses
- Hubs, firewall, fiber and cables.
- Server Software Redundancy
- Honeywell Back Up solutions
- Premium time and weekend work
- Shift work (All work is to be performed during Honeywell's normal business hours)
- Support for 3<sup>rd</sup> party commissioning
- Phone Lines



- Crystal Reports (These are custom made reports and the price for these is not included in the base package price.)
- Excludes any fire alarm related work or connection
- UPS and surge protection systems.
- Underground work, Coring, Trenching or backfilling.
- Hazardous material abatement, remediation or removal.
- Equipment Racks
- Roof penetration
- Wall Space for new Flat Screen Monitors
- Maintenance /Service contract not included in base price. (See attached service agreement included with this proposal.)



**Budget Price: Four Hundred and Thirty Five Thousand Dollars - (\$435,000.00)** This price includes sales tax.



**Payment:** Upon CUSTOMER acceptance of this proposal or contract execution, whichever occurs first, the CUSTOMER shall pay HONEYWELL twenty percent 20% of the Price. Such payment shall be used for engineering, drafting, And other mobilization costs reasonably incurred prior to on-site installation.

**This proposal is valid for 30 days.**

**Proposal Submitted By:** \_\_\_\_\_  
(Signature)

**Name:**

*James Grimes*

**Title:** **Account Executive**

**Date:** July 27, 2007

**Acceptance:** This proposal and the pages attached shall become an Agreement in accordance with Article 13 Of the General Terms and Conditions below and only upon signature below by an authorized representative of HONEYWELL and CUSTOMER.

**Accepted by**  
**HONEYWELL BUILDING SOLUTIONS**

**Customer**  
**Saddleback College**

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

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

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

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

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

Please let me know if you have any questions:

Saddleback College DVM Budget Proposal



Honeywell Building Solutions  
Building Systems Budgetary Proposal for Irvine Valley College DVM System

**Proposal Name:** LP 200803JG

**Date:** August 3, 2007

**Provider:**

Honeywell Building Solutions  
6 Centerpointe Drive Suite #300  
LaPalma, CA 90623

**Customer:**

Irvine Valley College  
5500 Irvine Center Drive  
Irvine, CA 92618

Honeywell's Proposed Scope of Work:

**A: Outdoor PTZ cameras for Coverage of Parking Lots and Surrounding Areas.**

1. Install outdoor IP PTZ camera on roof of new Police building for view of Lot #8
2. Provide and Install camera pole as well as outdoor pole mounted outdoor IP PTZ camera near Red Shed for coverage of Lot 8 and 8A as well as surrounding areas.
3. Install outdoor IP PTZ camera on roof of B-200 Building for view of lot 9 and surrounding areas.
4. Install outdoor IP PTZ camera on roof of CDC building for view of CDC, lot 9 and all surrounding areas.
5. Provide and install new camera pole with outdoor IP PTZ camera and tie into Scrolling Electronic Sign for AC power and provide necessary equipment and labor to bring video back on existing data lines. (Or provide wireless point to point link if this is not possible) Right side of street to cover entry/exit, lot 9 and main drive.
6. Provide and install new camera pole with outdoor IP PTZ camera and tie into Scrolling Electronic Sign for AC power and provide necessary equipment and labor to bring video back on existing data lines. (Or provide wireless point to point link if this is not possible) Left side of street to cover entry/exit, lot 1, main drive and surrounding areas.
7. Install two outdoor IP PTZ cameras on each corner of the roof on building A-400 for view of lot 2, lot 1 and surrounding areas.
8. Install outdoor IP PTZ camera on roof of book store on lot 2/3 for view of lot 2 and 3 and surrounding areas.
9. Install outdoor IP PTZ camera on roof of building A-300 for view of lot 4.
10. Install outdoor IP PTZ camera on roof of new Business and Technology Building for view of lot 4, 5 and all surrounding areas.
11. Install two outdoor IP PTZ cameras on roof of new Performing Arts Center for view of lot 5 and entire perimeter of the PAC.

**Total: Thirteen Outdoor PTZ cameras**



## B: Outdoor Fixed Cameras:

1. Install four outdoor fixed IP cameras at building A-100 to cover all entries to building.
2. Install four outdoor fixed IP cameras at building A-200 to cover all entries to building.
3. Install four outdoor fixed IP cameras at building A-300 to cover all entries to building.
4. Install two outdoor fixed IP cameras at building A-400 to cover all entries to building.
5. Install two outdoor fixed IP cameras at building A-500 to cover all entries to building.
6. Install seven outdoor fixed IP cameras at building B-200 to cover all entries to building including new doors that will be created during upcoming expansion.
7. Install two outdoor fixed IP cameras at building B-300 to cover all entries to building.
8. Install one outdoor fixed IP cameras at CDC building to cover main entry to building.
9. Install three outdoor fixed IP cameras at CEC buildings to cover entries to building.
10. Install four outdoor fixed IP cameras at building A-100 to cover all entries to building.
11. Install three outdoor fixed IP cameras at building Library to cover all entries to building.
12. Install four outdoor fixed IP cameras at building M-100 to cover entries to building.
13. Install two outdoor fixed IP cameras at building P-0 to cover all entries to building.
14. Install six outdoor fixed IP cameras at PAC building to cover all entries to building.
15. Install six outdoor fixed IP cameras at PE building to cover all entries to building.
16. Install four outdoor fixed IP cameras at SSC building to cover all entries to building.

**Total: 56 out door fixed cameras**

## C: Indoor Fixed Cameras

1. Install two indoor fixed IP cameras in each lab (2 labs total) at building A-300 to cover labs.
2. Install two indoor fixed IP cameras in lab (1 lab total) at building A-400 to cover lab.
3. Install two indoor IP fixed cameras in Labs B-110 and math lab B-118 and one indoor IP fixed camera in lab B-117 (All labs are in building B-100)
4. Install indoor IP fixed cameras in labs in building B-300 as follows: 2 in lab B-327, 6 in lab B-353, 1 in laser test lab and 2 in B-363.
5. Install two indoor fixed IP cameras in CDC building
6. Install twelve indoor fixed IP cameras in library.



7. Install twelve indoor fixed IP cameras in PAC building.
8. Install one Indoor IP mega-pixel camera in ticket booth at PAC building.
9. Install two indoor fixed IP cameras in lab at SSC building.
10. Install six indoor fixed IP cameras in Student Services building.
11. Install one indoor fixed IP cameras in multi-purpose room located in PE-200 building.
12. Install one indoor fixed IP mega-pixel cameras in Bursars office.

**Total: 59 Indoor IP Fixed cameras**

**Total camera count including outdoor PTZ's, outdoor fixed and indoor fixed cameras. (128 cameras)** Note: This camera count is based on the site walk that was performed by Honeywell with IVC representatives on 7-30-2007

### Head End:

Install eight 23 inch wall mounted flat screen monitors for 16 camera display on each, one 42 inch wall mounted LCD spot monitor, Install USB mouse, install six rack mounted servers with dual video cards to support two monitors each and one data base server with external rack mounted RAID 5 storage (4TB).



### Material List:

Qty	Description
8	23 inch MULTIMEDIA FLAT SCREEN MONITOR
1	0 to 250 point EBI software
6	POWER CONNECT 24 PORT MANAGED NETWORK SWITCH
128	CAMERA LICENSE FOR LUSD
1	Software documentation for DVM
1	MS SQL CLIENT
1	DVM INTERNET EXPLORER CLIENT
1	DVM Data Base Server - Dell Advanced rack mount
6	DELL 1850 RACK MOUNT SERVER FOR DVM
1	DELL 490 WORKSTATION, 2x3.0 GHz, 1GB RAM, DUAL 20 INCH
13	Outdoor pendant
3	Gooseneck Wall Mount for 231D+ PTZ
6	PARAPET ROOF MOUNT FOR THE AXIS PENDANT FUSION DOME
3	Pole Mount Adapter for Axis 231D+ PTZ
1	295 VIDEO SURVEILLANCE JOYSTICK
56	216FD - Single order
13	233D IP PTZ Camera, Guard Tour, 35x zoom
3	216MFD-V Mega-Pixel Dome Camera, IP POE, MPEG 4, Vandal Resistant
1	PHILLIPS 42 INCH LCD DISPLAY
5	Misc. cable
56	Color Power over Ethernet cam
56	Outdoor Fixed Housing for axis 211 and 221
1	Raid 5 array 4.0 TB with 16 HDD
8	23' LCD wall mount brackets



**Exclusions:**

- All conduits if needed
- Patching and Painting
- Graphics are an option and a price can be calculated when exact quantity is determined. (see attachment for sample)
- 110V circuits or any power related work
- EBI upgrades or options other than those shown on proposal.
- Network Connections and IP addresses. Racks, UPS, Fiber, and Power Over Ethernet to accommodate closest cameras to IDF rooms.
- Any equipment not listed within this proposal.
- Permits, Bonds and licenses
- Hubs, firewall, fiber and cables.
- Server Software Redundancy
- Honeywell Back Up solutions
- Premium time and weekend work
- Shift work (All work is to be performed during Honeywell's normal business hours)
- Support for 3<sup>rd</sup> party commissioning
- Phone Lines
- Crystal Reports (These are custom made reports and the price for these is not included in the base package price.)
- Excludes any fire alarm related work or connection
- UPS and surge protection systems.
- Underground work, Coring, Trenching or backfilling.
- Hazardous material abatement, remediation or removal.
- Equipment Racks
- Roof penetration
- Wall Space for new Flat Screen Monitors
- Maintenance /Service contract not included in base price. (See attached service agreement included with this proposal.)

 **Budget Price: (\$515,047.00)** 

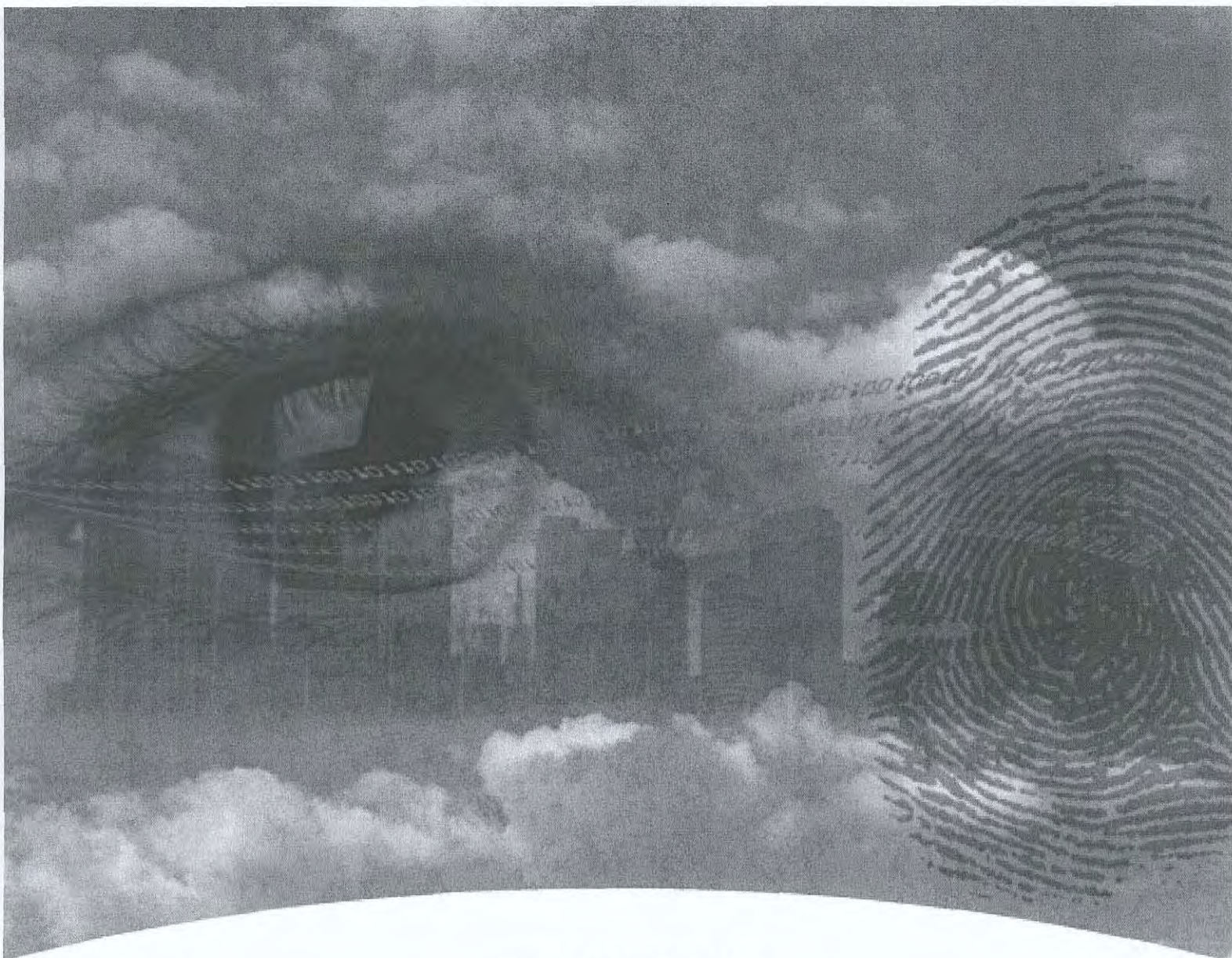
Five Hundred and fifteen Thousand and Forty Seven Dollars. (This price includes sales tax)

**Budget Price if IVC provides all Servers, PC's, Hard Drives,  
And Monitors: \$404,613.44 (Includes Sales tax)**

Four Hundred and Four Thousand Six Hundred and Thirteen dollars and forty four cents.

**Payment:** Upon CUSTOMER acceptance of this proposal or contract execution, whichever occurs first, the CUSTOMER shall pay HONEYWELL twenty percent 20% of the Price. Such payment shall be used for engineering, drafting, And other mobilization costs reasonably incurred prior to on-site installation.





**Budget Proposal for  
Advanced Technology &  
Education Park  
Digital Video Manager System**

**Presented by  
James Grimes  
Honeywell Building Solutions**



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## Need/Value

### The Honeywell Value Proposition

Honeywell's approach has been developed to demonstrate our qualifications, technical expertise, and commitment relative to the Advanced Technology & Education Park. By teaming with Advanced Technology & Education Park we can assure *comprehensive design solution and implementation* for this project.

As the nation's leader in CCTV and security manufacturing and design, Honeywell has the engineering and project management expertise, technological leadership, and corporate stamina that will assure the success of your project.

Specifically, Honeywell provides a better value and "lowest risk" solution due to the following:

- Team approach to implementing the project design
- Extensive CCTV, Access Control And Security and Control systems project management experience
- Use of advanced state of the art technology and architecture

We are pleased to provide this proposal, and appreciate the opportunity to participate in this project.



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# Honeywell Budget Proposal

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## Honeywell Building Solutions

### Building Systems Agreement

(Rev.07/05)

**Proposal Number:** 921-10709JG

**Agreement Number:** TBD

**Proposal Name:** Advanced Technology & Education Park DVM CCTV System Budget Proposal

**Date:** August 6, 2007

**Provider:**

**Honeywell Building Solutions**  
6 Centerpointe Drive, #300  
La Palma, CA 90623

**Customer:**

**Advanced Technology & Education Park**  
15445 Lansdown Rd  
Tustin, CA 92782  
Attention: Bob Kopecky (949) 282-2701

### *Scope of Work for Digital Video Manager:*

Honeywell will provide and run all necessary cables from equipment/server room to 9 new camera locations as per supplied customer drawings. Two of the cameras will be indoor fixed IP color cameras with power over Ethernet (POE) for interior lab coverage, Five will be an outdoor fixed Color Day/Night IP cameras with POE and weather proof enclosures for exterior coverage and one will be an outdoor Color Day/Night Pan Tilt Zoom Dome camera with 360 degree continuous rotation and 35X zoom, this camera will be mounted on light pole in parking lot and will transmit back to main building via Honeywell installed wireless network link. All cameras will include mounts, enclosures and will all be installed and focused for optimum camera views. Tie all new cameras into new EBI and DVM software and install camera channel licenses onto server and set up DVM system to record cameras at customers desired frame rates and for motion recording etc.

**Product Features:**

- Review past footage as well as mark certain footage for permanent storage.
- Validity capability, providing that digital surveillance video has not been altered with (Water Marking)
- Ability to easily add additional storage.
- 30 days of storage at 5fps, medium resolution and medium compression.
- Ability to main screens in security booth to change camera layouts as needed and to save templates for the layouts.
- Creation of zones with motion to send of alarms.
- Ability to mask certain areas of the camera picture



- 5fps to view live video, maximum resolution and medium compression.
- 5fps for background record, medium resolution and medium compression.
- 5fps for alarm/motion-activated record, m
- Maximum resolution and medium compression.
- Provision for +5 seconds for pre and post record, 5fps, medium resolution and medium compression.
- Joystick control.

#### Material List:

Q ty	Description
1	USB Compact Joystick
1	0 to 250 point EBI software
9	CAMERA LICENSE FOR LUSD
1	Software documentation for DVM
1	MS SQL CLIENT
1	DVM INTERNET EXPLORER CLIENT
3	Miscellaneous cable
1	CAT 5e blue plenum
1	AXIS Pendant Dome Outdoor for 231D
1	Pole Mount Adapter for Axis 231D+ PTZ
1	AXIS 233D IP PTZ Camera, Guard Tour, 35x zoom, Day/Night
2	AXIS 216FD Indoor Mini Dome Camera with POE
5	Axis Power over Ethernet cam
5	Axis Outdoor Fixed Housing for axis 211 and 221

#### **Period of Performance**

The Work shall commence on **TBD** ("Effective Date") and shall be completed by **TBD** ("Completion Date")



\$29,535.00 U.S. Dollars including all applicable sales tax. 

**Payment:** Upon CUSTOMER acceptance of this proposal or contract execution, whichever occurs first, the CUSTOMER shall pay HONEYWELL 25% of the Price. Such payment shall be used for engineering, drafting, and other mobilization costs reasonably incurred prior to on-site installation.

#### **Inclusions**

- 1 year warranty on parts and labor furnished by Honeywell
- Proposal is valid for 30 days
- Project schedule (TBD)
- Demolition and disposal



- Checkout, testing and commissioning
- Factory Acceptance Test
- Use of owner's network

#### Exclusions

- Cutting, patching and painting
- Net work Connection, Static IP Addresses, Network drops, Powered Network Switch of POE feature.
- AC power at light pole must be 110VAC un-switched power to power wireless transmitter.
- Customer to Provide Server and Storage drives that meet Honeywell's minimum specifications. Honeywell will assist in providing specs.
- All viewing monitors and PC workstations
- Hazardous substances cleanup
- Premium and over time
- Shift work
- Permits, licenses, insurance and bonds
- All AC power
- Conduits
- Work in areas where asbestos is present.

#### ***Clarifications, Assumptions and Exceptions***

- Proposal is based on licensed use of standard, off the shelf versions of EBI and controller software. EBI and controllers will be programmed and/or configured to closely match project requirements. Software development is not included
- **Note:** All cable will not be in conduit.
- Warranty for one (1) year parts and 90 days labor.
- All work to be done during normal business hours, Monday through Friday 8:00 a.m. – 5:00 p.m.
- **NOTE:** Extra work orders; When Honeywell is asked or directed to provide additional labor and devices that are not included in this proposal, the Owner agrees to pay for these charges that will be added to the contract on a time and materials bases.



- Honeywell will set up DVM system and focus all cameras with the assistance of the customer at the monitor viewing location that will be used as final acceptance and sign off for the picture acceptability by the customer. (Focus with customers co-operation with acceptance and final sign off)
- Customer to provide 120v wire to power and any necessary conduits.
- Customer to provide LAN access.

**This proposal is valid for 30 days.**

**Proposal Submitted By:** \_\_\_\_\_  
(Signature)

Name: **James Grimes**  
Title: **Account Executive**  
Date: **August 6, 2007**  
**Honeywell Building Solutions**

### **Acceptance**

This proposal and the pages attached shall become an Agreement in accordance with Article 13 of the General Terms and Conditions below and only upon signature below by an authorized representative of HONEYWELL and CUSTOMER, subject to credit approval by HONEYWELL.

**Accepted by:**  
**HONEYWELL BUILDING SOLUTIONS CUSTOMER: Advanced Technology**  
**& Education Park**

**Signature:** \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**Signature:** \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Let me know if you have any questions.

Sincerely,

*James A. Grimes*

**Honeywell**

Account Executive, So. California District  
6 Centerpointe Drive Suite #300  
La Palma, CA 90623

☎ (714) 562-3046 Office

☎ (714) 519-8824 Mobile

☎ (714) 562-3292 Fax

✉ [james.grimes@honeywell.com](mailto:james.grimes@honeywell.com)



## ***Honeywell Terms and Conditions***

### **General Terms and Conditions**

#### **1. WORKING HOURS**

Unless otherwise stated, all labor and services under this Agreement will be performed during the hours of 8:00 a.m. - 4:30 p.m. local time Monday through Friday, excluding federal holidays. If for any reason CUSTOMER requests HONEYWELL to furnish any such labor or services outside of the hours of 8:00 a.m. - 4:30 p.m. local time Monday through Friday (or on federal holidays), any overtime or other additional expense occasioned thereby, such as repairs or material costs not included in this Agreement, shall be billed to and paid by CUSTOMER.

#### **2. TAXES**

CUSTOMER agrees to pay the amount of any new or increased taxes or governmental charges upon labor or the production, shipment, sale, installation, or use of equipment or software which become effective after the date of this Agreement. If CUSTOMER claims any such taxes do not apply to transactions covered by this Agreement, CUSTOMER shall provide HONEYWELL with a tax exemption certificate acceptable to the applicable taxing authorities.

#### **3. PROPRIETARY INFORMATION**

**3.1** All proprietary information (as defined herein) obtained by CUSTOMER from HONEYWELL in connection with this Agreement shall remain the property of HONEYWELL, and CUSTOMER shall not divulge such information to any third party without prior written consent of HONEYWELL. As used herein, the term "proprietary information" shall mean written information (or oral information reduced to writing), or information in machine-readable form, including but not limited to software supplied to CUSTOMER hereunder which HONEYWELL deems proprietary or confidential and characterizes as proprietary at the time of disclosure to CUSTOMER by marking or labeling the same "Proprietary", "Confidential", or "Sensitive". The CUSTOMER shall incur no obligations hereunder with respect to proprietary information which: (a) was in the CUSTOMER'S possession or was known to the CUSTOMER prior to its receipt from HONEYWELL; (b) is independently developed by the CUSTOMER without the utilization of such confidential information of HONEYWELL; (c) is or becomes public knowledge through no fault of the CUSTOMER; (d) is or becomes available to the CUSTOMER from a source other than HONEYWELL; (e) is or becomes available on an unrestricted basis to a third party from HONEYWELL or from someone acting under its control; (f) is received by CUSTOMER after notification to HONEYWELL that the CUSTOMER will not accept any further information.

**3.2** CUSTOMER agrees that HONEYWELL may use nonproprietary information pertaining to the Agreement, and the work performed under the Agreement, for press releases, case studies, data analysis, promotional purposes, and other similar documents or statements to be publicly released, as long as HONEYWELL submits any such document or statement to CUSTOMER for its approval, which shall not be unreasonably withheld.

#### **4. INSURANCE OBLIGATIONS**

**4.1** HONEYWELL shall, at its own expense, carry and maintain in force at all times from the effective date of the Contract through final completion of the work the following insurance. It is agreed, however, that HONEYWELL has the right to insure or self-insure any of the insurance coverages listed below:

- (a) Commercial General Liability Insurance to include contractual liability, products/completed operations liability with a combined single limit of USD \$5,000,000 per occurrence. Such policy will be written on an occurrence form basis;
- (b) If automobiles are used in the execution of the Contract, Automobile Liability Insurance with a minimum combined single limit of USD \$5,000,000 per occurrence. Coverage will include all owned, leased, non-owned and hired vehicles.
- (c) Where applicable, "All Risk" Property Insurance, including Builder's Risk insurance, for physical damage to property which is assumed in the Contract.
- (d) Workers' Compensation Insurance Coverage A - Statutory limits and Coverage B-Employer's Liability Insurance with limits of USD \$1,000,000 for bodily injury each accident or disease.

**4.2** Prior to the commencement of the Contract, HONEYWELL will furnish evidence of said insurance coverage in the form of a Memorandum of Insurance which is accessible at: <http://places.honeywell.com/moi>. All insurance required in this Article will be written by companies with a rating of no less than "A-, XII" by A.M. Best or equivalent rating agency. HONEYWELL will endeavor to provide a thirty (30) day notice of cancellation or non-renewal to the Customer. In the event that a self-insured program is implemented, HONEYWELL will provide adequate proof of financial responsibility.

#### **5. HAZARDOUS SUBSTANCES, MOLD AND UNSAFE WORKING CONDITIONS**

**5.1** CUSTOMER has not observed or received notice from any source (formal or informal) of (a) Hazardous Substances or Mold, either airborne or on or within the walls, floors, ceilings, heating, ventilation and air conditioning systems, plumbing systems, structure, and



other components of the Site, or within furniture, fixtures, equipment, containers or pipelines in a Site; or (b) conditions that, to CUSTOMER'S knowledge, might cause or promote accumulation, concentration, growth or dispersion of Hazardous Substances or Mold on or within such locations.

**5.2** HONEYWELL is not responsible for determining whether the Covered Equipment or the temperature, humidity and ventilation settings used by CUSTOMER, are appropriate for CUSTOMER and the Site except as specifically provided in an attached Work Scope Document.

**5.3** If any such materials, situations or conditions, whether disclosed or not, are in fact discovered by HONEYWELL or others and provide an unsafe condition for the performance of the work or Services, the discovery of the condition shall constitute a cause beyond HONEYWELL'S reasonable control and HONEYWELL shall have the right to cease the work or Services until the area has been made safe by CUSTOMER or CUSTOMER'S representative, at CUSTOMER'S expense. HONEYWELL shall have the right to terminate this Agreement if CUSTOMER has not fully remediated the unsafe condition within sixty (60) days of discovery.

**5.4** CUSTOMER represents that CUSTOMER has not retained HONEYWELL to discover, inspect, investigate, identify, prevent or remediate Hazardous Substances or Mold or conditions caused by Hazardous Substances or Mold.

**5.5 TO THE FULLEST EXTENT ALLOWED BY LAW, CUSTOMER SHALL INDEMNIFY AND HOLD HONEYWELL HARMLESS FROM AND AGAINST ANY AND ALL CLAIMS AND COSTS OF WHATEVER NATURE, INCLUDING BUT NOT LIMITED TO, CONSULTANTS' AND ATTORNEYS' FEES, DAMAGES FOR BODILY INJURY AND PROPERTY DAMAGE, FINES, PENALTIES, CLEANUP COSTS AND COSTS ASSOCIATED WITH DELAY OR WORK STOPPAGE, THAT IN ANY WAY RESULTS FROM OR ARISES UNDER THE BREACH OF THE REPRESENTATIONS AND WARRANTIES IN THIS SECTION, THE EXISTENCE OF MOLD OR A HAZARDOUS SUBSTANCE AT A SITE, OR THE OCCURRENCE OR EXISTENCE OF THE SITUATIONS OR CONDITIONS DESCRIBED IN THIS SECTION, WHETHER OR NOT CUSTOMER PROVIDES HONEYWELL ADVANCE NOTICE OF THE EXISTENCE OR OCCURRENCE AND REGARDLESS OF WHEN THE HAZARDOUS SUBSTANCE OR OCCURRENCE IS DISCOVERED OR OCCURS. THIS INDEMNIFICATION SHALL SURVIVE**

## **TERMINATION OF THIS AGREEMENT FOR WHATEVER REASON.**

### **6. WARRANTY AND LIMITATION OF LIABILITY**

**6.1** HONEYWELL will replace or repair any product HONEYWELL provides under this Agreement that fails within the warranty period (one) 1 year because of defective workmanship or materials, except to the extent the failure results from CUSTOMER negligence, or from fire, lightning, water damage, or any other cause beyond the control of HONEYWELL. This warranty applies to all products HONEYWELL provides under this Agreement, whether or not manufactured by HONEYWELL. The warranty is effective as of the date of CUSTOMER acceptance of the product or the date CUSTOMER begins beneficial use of the product, whichever occurs first.

**6.2 THE WARRANTIES SET FORTH HEREIN ARE EXCLUSIVE, AND HONEYWELL EXPRESSLY DISCLAIMS AND CUSTOMER EXPRESSLY WAIVES ALL OTHER WARRANTIES, WHETHER WRITTEN OR ORAL, IMPLIED OR STATUTORY, INCLUDING BUT NOT LIMITED TO, ANY WARRANTY OF WORKMANSHIP, CONSTRUCTION, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, WITH RESPECT TO THE SERVICES, EQUIPMENT, AND MATERIALS PROVIDED HEREUNDER. HONEYWELL SHALL NOT BE LIABLE FOR ANY PROPERTY DAMAGE, PERSONAL INJURY, LOSS OF INCOME, EMOTIONAL DISTRESS, DEATH, LOSS OF USE, LOSS OF VALUE, ADVERSE HEALTH EFFECT OR ANY SPECIAL, INCIDENTAL, INDIRECT, SPECULATIVE, REMOTE, CONSEQUENTIAL, PUNITIVE, OR EXEMPLARY DAMAGES, ARISING FROM, OR RELATING TO, THIS LIMITED WARRANTY OR ITS BREACH.**

**6.3** HONEYWELL makes no representation or warranty, express, implied or otherwise, regarding Hazardous Substances or Mold. HONEYWELL shall have no duty, obligation or liability, all of which CUSTOMER expressly waives, for any damage or claim, whether known or unknown, including but not limited to property damage, personal injury, loss of income, emotional distress, death, loss of use, loss of value, adverse health effect or any special, consequential, punitive, exemplary or other damages, regardless of whether such damages may be caused by or otherwise associated with defects in the Services, in whole or in part due to or arising from any investigation, testing, analysis, monitoring, cleaning, removal, disposal, abatement, remediation, decontamination, repair, replacement,



relocation, loss of use of building, or equipment and systems, or personal injury, death or disease in any way associated with Hazardous Substances or Mold.

## **7. INDEMNITY**

HONEYWELL agrees to indemnify and hold CUSTOMER and its agents and employees harmless from all claims for bodily injury and property damages to the extent such claims result from or arise under HONEYWELL'S negligent actions or willful misconduct in its performance of the Work required under this Agreement, provided that such indemnity obligation is valid only to the extent (i) CUSTOMER gives HONEYWELL immediate notice in writing of any such claims and permits HONEYWELL, through counsel of its choice and HONEYWELL'S sole cost and expense, to answer the claims and defend any related suit and (ii) CUSTOMER gives HONEYWELL all needed information, assistance and authority, at HONEYWELL'S expense, to enable HONEYWELL to defend such suit. HONEYWELL shall not be responsible for any settlement without its written consent. HONEYWELL shall not be liable for loss or damage caused by the negligence of CUSTOMER or any other party or such party's employees or agents. This obligation shall survive termination of this Agreement. Notwithstanding the foregoing, CUSTOMER agrees that HONEYWELL will not be responsible for any damages caused by Mold or any other fungus or biological material or agent, including but not limited to property damage, personal injury, loss of income, emotional distress, death, loss of use, loss of value, adverse health effect or any special, consequential, punitive, exemplary or other damages, regardless of whether such damages may be caused by or otherwise associated with defects in the Services.

## **8. LIMITATION OF LIABILITY**

**8.1 IN NO EVENT SHALL HONEYWELL BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT, SPECULATIVE, REMOTE, CONSEQUENTIAL, PUNITIVE OR EXEMPLARY DAMAGES, WHETHER ARISING OUT OF OR AS A RESULT OF BREACH OF CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, MOLD, MOISTURE, INDOOR AIR QUALITY, OR OTHERWISE, ARISING FROM, RELATING TO, OR CONNECTED WITH THE SERVICES, EQUIPMENT, MATERIALS, OR ANY GOODS PROVIDED HEREUNDER.**

**8.2 NOTWITHSTANDING ANYTHING TO THE CONTRARY HEREIN, IF A PORTION OF THE SERVICES INVOLVES THE INSTALLATION AND/OR MAINTENANCE OF SYSTEMS**

**ASSOCIATED WITH SECURITY AND/OR THE DETECTION OF AND/OR REDUCTION OF RISK OF LOSS ASSOCIATED WITH FIRE, HONEYWELL'S TOTAL LIABILITY ARISING OUT OF OR AS A RESULT OF ITS PERFORMANCE UNDER THIS AGREEMENT SHALL NOT EXCEED THE AMOUNT OF THIS AGREEMENT.**

## **9. EXCUSABLE DELAYS**

HONEYWELL shall not be liable for damages caused by delay or interruption in Services due to fire, flood, corrosive substances in the air, strike, lockout, dispute with workmen, inability to obtain material or services, commotion, war, acts of God, the presence of Hazardous Substances or Mold, or any other cause beyond HONEYWELL'S reasonable control. Should any part of the system or any Equipment be damaged by fire, water, lightning, acts of God, the presence of Hazardous Substances or Mold, third parties, or any other cause beyond the control of HONEYWELL, any repairs or replacement shall be paid for by CUSTOMER. In the event of any such delay, date of shipment or performance shall be extended by a period equal to the time lost by reason of such delay, and HONEYWELL shall be entitled to recover from CUSTOMER its reasonable costs, overhead, and profit arising from such delay.

## **10. PATENT INDEMNITY**

**10.1** HONEYWELL shall, at its expense, defend or, at its option, settle any suit that may be instituted against CUSTOMER for alleged infringement of any United States patents related to the hardware or software manufactured and provided by HONEYWELL under this Agreement ("the equipment"), provided that a) such alleged infringement consists only in the use of such equipment by itself and not as part of, or in combination with, any other devices, parts or software not provided by HONEYWELL hereunder, b) CUSTOMER gives HONEYWELL immediate notice in writing of any such suit and permits HONEYWELL, through counsel of its choice, to answer the charge of infringement and defend such suit, and c) CUSTOMER gives HONEYWELL all needed information, assistance and authority, at HONEYWELL'S expense, to enable HONEYWELL to defend such suit.

**10.2** If such a suit has occurred, or in HONEYWELL'S opinion is likely to occur, HONEYWELL may, at its election and expense: a) obtain for CUSTOMER the right to continue using such equipment; b) replace, correct or modify it so that it is not infringing; or c) remove such equipment and grant CUSTOMER a credit therefore, as depreciated.



10.3 In the case of a final award of damages in any such suit, HONEYWELL will pay such award. HONEYWELL shall not, however, be responsible for any settlement made without its written consent.

**10.4 THIS ARTICLE STATES HONEYWELL'S TOTAL LIABILITY AND CUSTOMER'S SOLE REMEDY FOR ANY ACTUAL OR ALLEGED INFRINGEMENT OF ANY PATENT BY THE HARDWARE MANUFACTURED AND PROVIDED BY HONEYWELL HEREUNDER.**

**11. SOFTWARE LICENSE**

All software provided in connection with this Agreement shall be licensed and not sold. The end user of the software will be required to sign a license agreement with provisions limiting use of the software to the equipment provided under these specifications, limiting copying, preserving confidentiality, and prohibiting transfer to a third party. Licenses of this type are standard for computer-based equipment of the type covered by this Agreement. CUSTOMER shall be expected to grant HONEYWELL access to the end user for purposes of obtaining the necessary software license.

**12. DISPUTE RESOLUTION**

With the exception of any controversy or claim arising out of or related to the installation, monitoring, and/or maintenance of fire and/or security systems, the Parties agree that any controversy or claim between HONEYWELL and CUSTOMER arising out of or relating to this Agreement, or the breach thereof, shall be settled by arbitration in a neutral venue, conducted in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association. Any award rendered by the arbitrator shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. Any controversy or claim arising out of or related to the installation, monitoring, and/or maintenance of systems associated with security and/or the detection of, and/or reduction of risk of loss associated with fire shall be resolved in a court of competent jurisdiction.

**13. ACCEPTANCE OF THE CONTRACT**

This proposal and the pages attached shall become an Agreement upon signature above by HONEYWELL and CUSTOMER. The terms and conditions are expressly limited to the provisions hereof, including Honeywell's General Terms and Conditions attached hereto, notwithstanding receipt of, or acknowledgment by, HONEYWELL of any purchase order, specification, or other document issued by CUSTOMER. Any additional or different terms set forth or referenced in CUSTOMER'S purchase order are hereby objected to by

HONEYWELL and shall be deemed a material alteration of these terms and shall not be a part of any resulting order.

**14. MISCELLANEOUS**

14.1 This Agreement represents the entire Agreement between CUSTOMER and HONEYWELL for the Work described herein and supersedes all prior negotiations, representations or Agreements between the Parties related to the work described herein.

14.2 None of the provisions of this Agreement shall be modified, altered, changed or voided by any subsequent Purchase Order or other document unilaterally issued by CUSTOMER that relates to the subject matter of this Agreement. This Agreement may be amended only by written instrument signed by both Parties.

14.3 This Agreement shall be governed by the law of the State where the work is to be performed.

14.4 Any provision or part of this Agreement held to be void or unenforceable under any laws or regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon HONEYWELL and CUSTOMER, who agree that this Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

14.5 CUSTOMER may not assign its rights or delegate its obligations under this Agreement, in whole or in part, without the prior written consent of HONEYWELL. HONEYWELL may assign its right to receive payment to a third party.

**15. TERMS OF PAYMENT**

Subject to HONEYWELL'S approval of CUSTOMER'S credit, payment terms are as follows:

Progress Payments - HONEYWELL will invoice at least monthly for all materials delivered to the job site or to an off-site storage facility and for all installation, labor, and services performed, both on and off the job site.

CUSTOMER agrees to pay the full amounts invoiced, less retainage, upon receipt of the invoice at the address specified by the CUSTOMER. Invoices not paid within thirty (30) days of the invoice date are past due and accrue interest from the invoice date to the date of payment at the rate of one percent (1%) per month, compounded monthly, or the highest legal rate then allowed.

Retainage - CUSTOMER shall not withhold, as retainage, a greater percentage than is withheld from CUSTOMER under a prime contract, if applicable. CUSTOMER shall



pay all retainage to HONEYWELL within 30 days after HONEYWELL'S work is substantially complete.  
Suspension of work - If HONEYWELL, having performed work per Agreement requirements, does not receive payment within thirty (30) days after submission of a HONEYWELL invoice, HONEYWELL may suspend work until CUSTOMER provides remedy.

#### **16. WORK BY OTHERS**

**16.1** Unless otherwise indicated, the following items are to be furnished and installed by others: electric wiring and accessories, all in-line devices (including but not limited to flow tubes, hand valves, orifice plates, orifice flanges, etc.), pipe and pipe penetrations including flanges for mounting pressure and level transmitters, temperature sensors, vacuum breakers, gauge glasses, water columns, equipment foundations, riggings, steam tracings, and all other items and work of like nature. Automatic valve bodies and dampers furnished by HONEYWELL are to be installed by others.

**16.2** Services HONEYWELL will provide under this Agreement specifically exclude professional services which constitute the practice of architecture or engineering unless specifically set forth in the Scope of Work. CUSTOMER or Owner will specify all performance and design criteria that HONEYWELL will follow in performing Work under this Agreement. If professional design services or certifications by a design professional related to systems, materials, or equipment is required, such services and certifications are the responsibility of others. To the fullest extent permitted by law, CUSTOMER shall indemnify and hold harmless HONEYWELL and its agents and employees from and against any and all claims, damages, losses and expenses, including but not limited to attorneys' fees, that in any way result from or arise under breach of the representations in this Section 16. This indemnification shall survive termination of this Agreement for whatever reason. Nothing in this Section 16 shall be construed to require that CUSTOMER indemnify and hold harmless HONEYWELL from claims and costs resulting from HONEYWELL'S negligent actions or willful misconduct.

#### **17. DELIVERY**

Delivery of equipment not agreed on the face hereof to be installed by or with the assistance of HONEYWELL shall be F.O.B. at HONEYWELL'S factory, warehouse, or office selected by HONEYWELL. Delivery of equipment agreed on the face hereof to be installed by or with the assistance of HONEYWELL shall be C.I.F. at site of installation.

#### **18. DAMAGE OR LOSS**

HONEYWELL shall not be liable for damage to or loss of equipment and software after delivery to destination determined by this Agreement or any applicable prime contract. If thereafter, and prior to payment in full to HONEYWELL by CUSTOMER, any such equipment or software is damaged or destroyed by any cause whatsoever, other than by the fault of HONEYWELL, the CUSTOMER agrees promptly to pay or reimburse HONEYWELL for such loss.

#### **19. TERMINATION**

**19.1** By Customer. CUSTOMER may terminate this Agreement for cause if HONEYWELL defaults in the performance of any material term of this Agreement, or fails or neglects to carry forward the Work in accordance with this Agreement, after giving HONEYWELL written notice of its intent to terminate. If HONEYWELL has not, within seven (7) business days after receipt of such notice, acted to remedy and make good such deficiencies, CUSTOMER may terminate this Agreement and take possession of the site together with all materials thereon, and move to complete the Work itself expeditiously. Upon request of HONEYWELL, CUSTOMER will furnish to HONEYWELL a detailed accounting of the costs incurred by CUSTOMER in finishing the Work. If the unpaid balance of the contract price exceeds the expense of finishing the Work, the excess shall be paid to HONEYWELL, but if the expense exceeds the unpaid balance, HONEYWELL shall pay the difference to CUSTOMER.

**19.2** By Honeywell. HONEYWELL may terminate this Agreement for cause (including, but not limited to, CUSTOMER'S failure to make payments as agreed herein) after giving CUSTOMER written notice of its intent to terminate. If, within seven (7) days following receipt of such notice, CUSTOMER fails to make the payments then due, or otherwise fails to cure or perform its obligations, HONEYWELL may, by written notice to CUSTOMER, terminate this Agreement and recover from CUSTOMER payment for Work executed and for losses sustained for materials, tools, construction equipment and machinery, including but not limited to, reasonable overhead, profit and applicable damages.

#### **20. CHANGES IN THE WORK**

**20.1** A Change Order is a written order signed by CUSTOMER and HONEYWELL authorizing a change in the Work or adjustment in the price or a change to the schedule.



**20.2** CUSTOMER may request HONEYWELL to submit proposals for changes in the Work, subject to acceptance by HONEYWELL. If CUSTOMER chooses to proceed, such changes in the Work will be authorized by a Change Order. Unless otherwise specifically agreed to in writing by both parties, if HONEYWELL submits a proposal pursuant to such request but CUSTOMER chooses not to proceed, CUSTOMER shall issue a Change Order to reimburse HONEYWELL for any and all costs incurred in preparing the proposal.

**20.3** HONEYWELL may make a written request to CUSTOMER to modify this Agreement based on the receipt of, or the discovery of, information that that HONEYWELL believes will cause a change to the scope, price, schedule, level of performance, or other facet of the Agreement. HONEYWELL will submit its request to CUSTOMER within a reasonable time after receipt of, or the discovery of, information that HONEYWELL believes will cause a change to the scope, price, schedule, level of performance, or other facet of the Agreement. This request shall be submitted by HONEYWELL before proceeding to execute the Work, except in an emergency endangering life or property, in which case HONEYWELL shall have the authority to act, in its discretion, to prevent threatened damage, injury or loss. HONEYWELL'S request will include information necessary to substantiate the effect of the change and any impacts to the Work, including any change in schedule or contract price. If HONEYWELL'S request is acceptable to CUSTOMER, CUSTOMER will issue a Change Order consistent therewith. If CUSTOMER and HONEYWELL cannot agree on the amount of the adjustment in the Price, or the Schedule, it shall be determined pursuant to the Dispute Resolution article of this Agreement. Any change in the Price or the Schedule resulting from such claim shall be authorized by Change Order.

## **21. ACCEPTANCE OF THE WORK**

Upon receipt of notice by HONEYWELL that the Work is ready for final inspection and acceptance, CUSTOMER will make such final inspection and issue acceptance within three (3) business days. Acceptance will be in a form provided by HONEYWELL, stating that to the best of CUSTOMER'S knowledge, information and belief, and on the basis of CUSTOMER'S on-site visits and inspections, the Work has been fully completed in accordance with the terms and conditions of this Agreement. If CUSTOMER finds the Work unacceptable due to non-compliance with a material element of this Agreement, which non-compliance is due solely to the fault of HONEYWELL, CUSTOMER will notify HONEYWELL in writing within the three (3)

business days setting forth the specific reasons for non-acceptance. CUSTOMER agrees that failure to inspect and/or failure to issue proper notice of non-acceptance within three (3) business days shall constitute final acceptance of the Work under this Agreement. CUSTOMER further agrees that partial or beneficial use of the Work by CUSTOMER or Owner prior to final inspection and acceptance will constitute acceptance of the Work under this Agreement. To the fullest extent permitted by law, CUSTOMER shall indemnify and hold harmless HONEYWELL and its agents and employees from and against any and all claims, damages, losses and expenses, including but not limited to attorneys' fees, that in any way result from or arise under breach of the representations in this Section 21. This indemnification shall survive termination of this Agreement for whatever reason. Nothing in this Section 21 shall be construed to require that CUSTOMER indemnify and hold harmless HONEYWELL from claims and costs resulting from HONEYWELL'S negligent actions or willful misconduct.

## **22. DEFINITIONS**

**22.1** "Hazardous substance" includes all of the following, and any by-product of or from any of the following, whether naturally occurring or manufactured, in quantities, conditions or concentrations that have, are alleged to have, or are believed to have an adverse effect on human health, habitability of a Site, or the environment: (a) any dangerous, hazardous or toxic pollutant, contaminant, chemical, material or substance defined as hazardous or toxic or as a pollutant or contaminant under state or federal law, and (b) any petroleum product, nuclear fuel or material, carcinogen, asbestos, urea formaldehyde, foamed-in-place insulation, polychlorinated biphenyl (PCBs), and (c) any other chemical or biological material or organism, that has, is alleged to have, or is believed to have an adverse effect on human health, habitability of a Site, or the environment.

**22.2** "Mold" means any type or form of fungus or biological material or agent, including mold, mildew, moisture, yeast and mushrooms, and any mycotoxins, spores, scents, or by-products produced or released by any of the foregoing. This includes any related or any such conditions caused by third parties.

**22.3** "Covered Equipment" means the equipment covered by the Services to be performed by HONEYWELL under this Agreement, and is limited to the equipment included in the respective work scope attachments.



# Corporate Capabilities

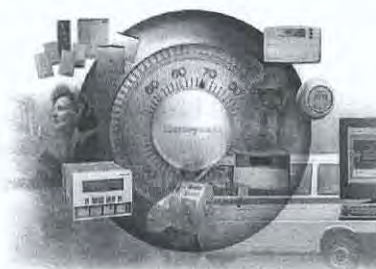
## Honeywell Building Solutions



Today's business leaders face many complex and critical issues: improving safety and security, managing risk, improving productivity, leveraging investments, regulatory compliance, handling increasing costs. At Honeywell Building Solutions, our objective is to provide applications that help you run your business. Honeywell is at its best when we are given an opportunity to review a customer's critical issues, and then assemble a response that addresses those issues. Our solution is based upon a unique mix of Honeywell offerings and services.

Customers use our knowledge and innovation to:

- **Help optimize operations** through installation, maintenance, and repair of critical systems
- **Ensure ongoing effectiveness** of system operation through critical building system integration (Security, Fire, HVAC, and Industrial Process)
- **Obtain greater peace of mind** through the creation and maintenance of comfortable, safe working environments
- **Reduce expenses and conserve natural resources** through better management of energy use



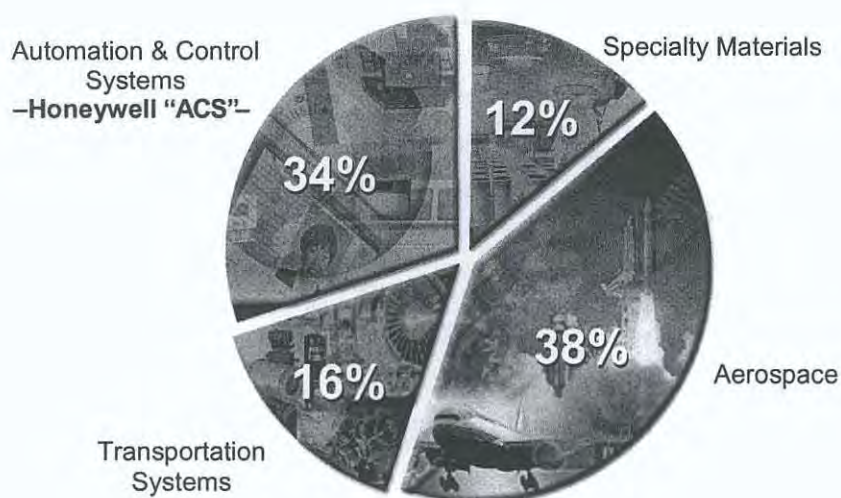
### ***Who Is Honeywell Today?***

Honeywell is a \$27.6 billion diversified technology and manufacturing leader of control technologies for buildings, homes and industry; aerospace products and services; automotive products; power generation systems; specialty chemicals; fibers; plastics and advanced materials.

Honeywell's business segments comprise a broad and diverse range of technologies and products:

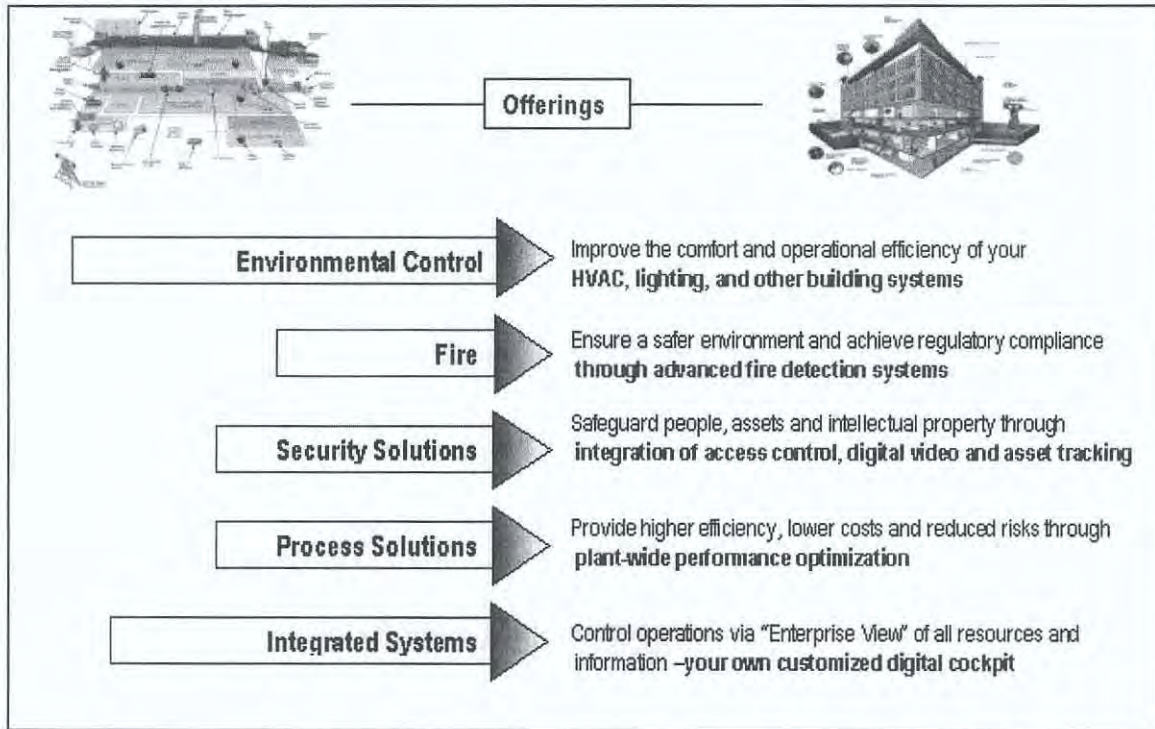
- Aerospace: 38%
- Automation and Control Systems: 34%
- Transportation and Power Systems: 16%
- Specialty Materials: 12%





Automation and Control Systems business represents approximately 32% of the company's revenue. Honeywell Building Solutions is part of this core business. We spend about \$750M annually in R&D—to provide better solutions for our customers. We have worked hard to develop core competencies that span multiple Honeywell businesses (such as control systems)—which can be effectively leveraged to ensure that the R&D investments we are making have impact. For example, the primary operator interface in our industrial process control systems is the same one used for our building HVAC, Fire and Security control systems. Investment funds can now be spent to carry the single platform forward, as opposed to inefficiently funding two separate and independent systems.





Honeywell Building Solutions offers a broad range of services for industrial and commercial settings:

- **Installation:** Delivery of expertise, experience, and responsiveness through engineering, construction, commissioning and management
- **Building:** Protecting value of installed systems and optimize building system performance with experience, resources and support
- **Energy:** Optimizing energy supply, energy assets and on-going active demand management by applying Honeywell expertise and technology
- **Monitoring:** Protecting your assets and providing comfort, safety and security when the staff is not there -- 24/7
- **Support:** Improving cash management, productivity and employee effectiveness through financing and customized training

### Environmental Control Solutions

Honeywell was founded in 1886 as temperature controls manufacturer. We are still a world leader, with nearly a century of experience in over 100,000 buildings. Our portfolio spans the range from the simplest to the most complex environments. We offer adaptable control systems layered with advanced applications to drive performance and reduce operational costs. Yes, we manufacture our own controls. But we are also industry leaders in application knowledge (our Engineering Manual of Automatic Control, aka the "Gray Manual," is one example of that—it's been in print since 1934). It is the combination of





our application knowledge with our control technology that helps our customers reduce operational costs by pursuing peak performance and operational excellence.

We help you leverage your investment by using industry standard open protocols that increase operational flexibility and provide seamless integration with existing and third-party systems. We can connect to and build upon the control system investments you have already made in your existing systems, Honeywell or non-Honeywell, making your investment dollars go farther. We have adopted all of the industry's leading open protocols into our architecture. Our integration expertise combined with open systems technologies allow you to consolidate your "islands of automation" into a single enterprise view of your facility.



### Sustainable Design



Honeywell is a proponent of environmental impact and energy initiatives as demonstrated through our presence in the U.S. Green Building Council, the nation's foremost coalition of leaders from across the building industry working to promote buildings that are environmentally responsible, profitable, and healthy places to live and work.

### Fire Solutions

Our holistic approach to building controls can be seen in our fire alarm and life safety solutions, which offer such features as greater fire detection accuracy, better strategies for reducing nuisance alarms, and more effective evacuation management. The integrity of our system technology has made it possible for it to be granted a UL listing that includes operator stations, Ethernet networks, and smoke management. Because of our UL listing for Ethernet, installation costs can be reduced. Our systems lead the industry when it comes to reducing installation costs via the re-use of existing wire and conduit.



With a system like this, during times of emergency your staff have *all* information about any sub-system in your building presented to them on the same workstation, with the same user interface. No more multiple PCs to look at to try to get the whole picture of events that are happening. Quicker and easier access to critical information means less risk and greater peace of mind for building management.



## Security Solutions

Safeguarding people, assets, and intellectual property is a prime capability of Honeywell Building Solutions. We provide:

- **Improved safety and security** through access control via biometrics and smart card; theft and personal abduction prevention; and safeguarding of assets and intellectual property
- **Risk mitigation** through quicker and more accurate response via an enterprise view with actionable data
- **Improved productivity and efficiency** through real-time tracking of critical personnel and high-demand mobile equipment; and integration of all security related data and systems, reducing duplication of effort



## Process Solutions

For decades, we have offered comprehensive process control solutions. Our automatic controls and continuing monitoring process can reduce maintenance costs by as much as 30%.

Our knowledge-driven applications make it easier for your key employees to make better decisions, thereby increasing production and reducing risk of abnormal situations.



We jointly develop and share technologies between process and building control sides of our business. The benefit to our building control customers include greater system integrity (the same system that is controlling an off-shore oil platform is controlling my HVAC system) and seamless integration between process and building control systems.

## Integrated Systems Solutions

Integration provides a single point of access to all information and resources you need to:

- Lower energy and operational costs



- Maximize your productivity
- Optimize your assets
- Secure and safeguard your facility and employees

This “digital cockpit” exposes your staff to all building information in a single user interface. Your staff sees what they need to see each time they log in—customized as defined by you, specifically for their job function—regardless of what subsystem it is a part of (fire, security, HVAC). By providing all the information, organized in a way that makes sense for your staff, you can maximize productivity and utilization. Ultimately, your facility is more comfortable, safe, and more secure.



### Life Cycle Services

Your building starts with the installation of a new system. After installation is complete, we offer:

- Training services to get your staff up-to-speed and keep them current
- Integrated energy services to help you reduce energy costs
- Various types of maintenance services to help you reduce operational costs and eliminate system downtime

And when it is time to renovate your facility or upgrade your systems, we can help via design-build support services and system upgrades.

Once systems are installed in your building, Honeywell does not walk away. We take a “life-cycle” view of your facility. We are constantly investing in new technologies and





strategies to help you run your facilities in a more productive and effective manner. We work with our customers to create a solution that meets their specific needs through:

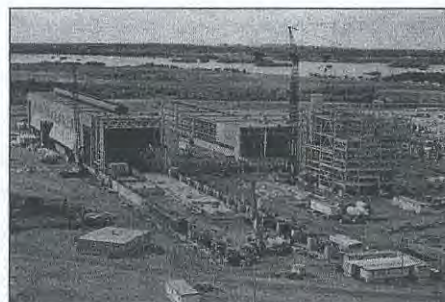
- **Ongoing maintenance**, including preventive maintenance, component replacement, and emergency back-up
- **Installation services**, including new construction, renovations, upgrades, design-build
- **Support services**, including training and financing
- **Integrated energy services**, including asset management, supply management, and demand management

The life your building leads is constantly changing. We are interested in the entire life cycle of your building and we are there throughout to help you maximize the investment you have made and will continue to make in the years to come.

## Industry Integration Experience

Honeywell is a seasoned player in providing complete integrated solutions for building management applications. This experience has primarily focused on the Industrial Marketplace where the impact of integration can clearly be viewed in the productivity, safety and energy efficiency metrics of production.

**The Alcan Story**—The business mission was to triple production while reducing the workforce by 50%. Integration allowed Alcan to remove layers of supervision from their workforce by empowering their staff through the use of technology to provide them with the right information and monitor their actions. Integrated production, temperature control, access control, surveillance, and life safety systems through EBI have allowed them to leverage their IT investments in support of their business mission of becoming the lowest cost Aluminum Smelter in the world.



**The Suncor Story**—The business mission was to improve workplace safety. Integration of different life safety systems allows Suncor to use a single integrated platform for Crisis Management. By integrating fire detection, gas detection and other plant information on a single platform, Suncor has been able to increase plant uptime by managing false alarms and crisis situations better. This has been so successful that Suncor considers this to be a significant advantage over their competitors.

**The Toyota Story**—The business mission was to incorporate facility energy data into the plant's business management systems so that the true cost of energy could be calculated on a per unit basis for each car. Toyota's belief is that if you can't measure it, you can't



control it. Toyota considers the facility system's ability to support this business driven initiative to be a key advantage over their competitors.

Honeywell has grown beyond the belief that integration for integration sake is good enough. We understand that integration is a tool that can be used to implement specific measures to improve productivity, enhance safety and improve energy efficiency.

What does this mean for Advanced Technology & Education Park? It means that Honeywell can apply the lessons it has learned from its other customer sites to the specific business missions you wish to pursue. Honeywell understands how to support and develop integration initiatives.



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# Delivery Plan

## Performance History and Delivery Plan

### ***Performance History***

Honeywell has an outstanding record of performance, with a very impressive list of EBI System users. We have formed partnerships with these customers to help them achieve their goals; they continue to obtain the benefits and top performance that they expected to receive from their investment.

We are pleased to be recognized by our customers as the highest source of quality, delivery, value and technology. Many of our customers have gone through a careful selection process; they toured existing installed system sites, traveled to corporate headquarters, visited manufacturing facilities and looked closely at local capabilities. Then they selected Honeywell; a global leader in control systems and services, as their control solution provider.

### **DVM System Description:**

#### **Honeywell Digital Video Manager**

Honeywell Digital Video Manager (Honeywell DVM) is a Closed Circuit Television (CCTV) application that combines the advantages of digital video with the latest Web and networking technologies. You can configure Honeywell DVM so that it initiates recordings in response to specified EBI alarms and events. Also, because Honeywell DVM uses the EBI Operator Workstation as its user interface, operators can seamlessly switch between EBI and Honeywell DVM displays. Digital Video Manager uses industry standard open architecture that can take advantage of the most powerful and cost effective components.



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# Appendixes

## Appendix (1) Project Team Responsibilities

The following matrix defines project team member responsibilities.

Name and Title	Responsibilities
Project Manager	<p>Responsible for overall technical and commercial aspects of the project in accordance with the contractual conditions agreed-upon for the project, including:</p> <ul style="list-style-type: none"><li>• Overall scheduling and coordination of project</li><li>• Technical scope management</li><li>• Project staffing and resource coordination</li><li>• Invoicing and purchase order tracking</li><li>• Project cost and schedule tracking</li><li>• Communication of all financial and commercial information to Advance Technology &amp; Education Park</li><li>• Change management</li><li>• Monthly progress reports</li><li>• Progress meetings</li></ul>

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Name and Title	Responsibilities
Regional Project/Installation Manager	<p>Responsible for execution of individual site implementation efforts at various sites. Assist project manager in development of individual site project execution plans. Other responsibilities include:</p> <ul style="list-style-type: none"> <li>• Overall scheduling and coordination of project</li> <li>• Local project staffing and resource coordination</li> <li>• Coordination and management of local resources: subcontractors, engineers, and service technicians</li> <li>• Local project cost and schedule tracking</li> <li>• Local quality control procedures</li> <li>• Site-specific safety procedures</li> <li>• Site safety procedures and compliance</li> <li>• Assist project manager in progress reporting</li> <li>• Project change identification and management</li> <li>• Local project monthly progress reports</li> <li>• Input to progress meeting</li> </ul>
Solution Design Center	<p>Responsible for execution of the engineering work for the project. Assist project manager in the development of the project plan. Lead support engineers/technicians to fulfill the project requirements and implementation of the project. Schedule and oversee all site-engineering operations. Other responsibilities include:</p>
Lead Project Engineer	<ul style="list-style-type: none"> <li>• Develop project submittals</li> <li>• Coordinate development of all project deliverables</li> <li>• Act as liaison between Honeywell engineers</li> <li>• Track and report progress to Honeywell PM</li> <li>• Execution of change control plan</li> <li>• Coordination of all application software (database, graphics)</li> <li>• Customer acceptance test specification</li> <li>• Develop startup specification</li> <li>• Configuration of EBI / DVM servers</li> <li>• Support local engineers during site startup</li> </ul>



Name and Title	Responsibilities
Project Engineer	<p>Support Lead Project Engineer in site verification study and design engineering. Specific responsibilities for this project include:</p> <ul style="list-style-type: none"><li>• Assist in shop drawing submittal</li><li>• Procurement coordination</li><li>• Standard documentation</li><li>• Prepare equipment arrangement</li><li>• Configure hardware and software</li><li>• Lead field verification and final acceptance testing</li><li>• Revise as-built drawings</li></ul>
Field Technicians	<ul style="list-style-type: none"><li>• Support Project Engineer in system integration, field verification testing, and final acceptance testing</li><li>• Assist project engineer with equipment arrangement</li><li>• Implementation of graphics</li><li>• Testing of graphics</li><li>• Participate in field verification and final acceptance testing</li></ul>
Project Administrator	<ul style="list-style-type: none"><li>• Support the Project Manager and Engineering Team as required for administration of the project including contract administration, invoicing, document distribution and tracking, and project correspondence</li><li>• Report weekly project costs to the Project Manager</li></ul>





June 7, 2007

Saddleback College   
28000 Marguerite Parkway  
Mission Viejo, CA 92692-3635  
Attn: Mark Schiffelbein  
949.582.4882

**RE: IP Video Solution – Budgetary Estimate**

**Proposal: J41851**

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**PROPOSED FEE SCHEDULE**

WP Electric & Communications, Inc is pleased to provide you with the following pricing for the scope of work listed below.

Labor: \$174,000.00  
Material: \$513,000.00

 **Total Project Cost:** \$687,000.00 

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**PROPOSED SCOPE OF WORK**

WP Electric and Communications, Inc. is submitting the following scope of work to provide a turnkey IP video solution for the Saddleback College campus in Mission Viejo, CA as follows:

**IP Video Surveillance System – Budgetary Estimate:**

- Outdoor cameras
  - Estimate quantity 20 hi-resolution, day/night outdoor PTZ (Pan-Tilt-Zoom) cameras.
  - All cameras to be in weather-resistant, vandal-resistant dome housings.
  - All camera locations to be powered locally.
  - All cameras to be connected to Saddleback-provided network at nearest IDF location.
- Indoor cameras
  - Estimate quantity 35 indoor fixed cameras.
  - All cameras will be vandal-resistant.
  - All camera locations to be powered locally.
  - All cameras to be connected to Saddleback-provided network at nearest IDF location.
- Electrical work
  - Provide conduit installation, trenching and directional boring. Install conduits & circuits, & provide pathway wherever necessary to facilitate proper placement of cameras.



**Labeling:**

- WP shall provide labeling, which is typed, or computer printed. The labeling scheme will be of WP's design unless otherwise requested prior to construction. At such time a jointly agreed upon labeling scheme will be incorporated into WP's pre-construction plan.

**Caveats and Assumptions:**

- This proposal is for budgetary purposes only & is based upon the general site survey and discussion conducted with Mark Schiffelbein on 30 May 2007.
- All work shall be completed during normal working hours & assumes 8 hours continuous.
- All work shall adhere to NEC, IEEE, and EIA/TIA codes and regulations that may apply.
- Bid pricing does not include permit fees if required.
- WP shall provide all sawcutting, trenching, removal, and asphalt repairs to complete project.
- Bid pricing does not include any delays incurred by unforeseen circumstances related to site or work area access, sawcutting/trenching, electrical work, or any coordination with other trades.

**Exclusions:**

- Repairing of any existing surfaces, ceiling tiles, cutting, painting or patching.
- Parking.
- Permits and associated fees.
- Overtime, weekends or holidays.

**Payment:**

- Payment terms are NET 30 days from the original invoice date. Any deviations or changes to the scope of work will constitute a written change order to be agreed upon and executed by both parties.



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**PROPOSAL AUTHORIZATION**

Authorization on Behalf of WP Electric and Communications Inc.:

SALESPERSON: J. Kelsey DATE: June 7, 2007  
Janelli Kelsey

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**PROPOSAL ACCEPTANCE**

**Acceptance of Proposal: J41851**

The above listed prices, specifications and conditions are satisfactory and are hereby accepted. WP Electric and Communications is authorized to proceed and perform the work as specified. Payment will be made as outlined above.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**\* Note: This proposal may be considered valid for a period of thirty (30) days from the proposal date provided.**



**TO:** Board of Trustees

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

**RE:** SOCCCD: Basic Aid Report

**ACTION:** Information

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### **BACKGROUND**

The Board of Trustees has requested regular information reports about projected basic aid receipts and approved projects.

### **STATUS**

EXHIBIT A shows actual Basic Aid receipts since the District became a Basic Aid District in 1999/2000, as well as the projects that the Board of Trustees has approved for funding with Basic Aid Funds. As of 8/27/07 Total Basic Aid Receipts of \$257.8M less Total Approved Projects in the amount of \$234.4M leaves an estimated uncommitted Basic Aid Fund balance of \$23.4M. EXHIBIT B shows actual and estimated expenditures for Basic Aid Funds through the 2007/2008 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 2007/2008.

The District estimates receipts in future years as follows:

<u>Year</u>	<u>Basic Aid Receipts</u>
2007 – 2008	\$43,490,307
2008 – 2009	\$45,934,846
2009 – 2010	\$49,392,761
2010 – 2011	\$53,091,341
2011 – 2012	\$57,044,652



**South Orange County Community College District  
Board Approved Basic Aid Project Distribution  
As of August 27, 2007**

	1999-01	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	Total
Actual Basic Aid Receipts	\$14,869,100	\$13,719,277	\$18,419,919	\$27,356,952	\$40,162,878	\$46,899,203	\$52,896,017	\$214,323,346
Estimated Basic Aid Receipts 2007/08								\$43,490,307
							<b>Total Receipts</b>	<b>\$257,813,653</b>
							<b>Total Approved Projects</b>	<b>\$234,385,060</b>
							<b>Estimated Uncommitted Basic Aid Funds</b>	<b>\$23,428,593</b>

Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
2003/04 College Retiree Benefit Liability Contribution				\$964,268	\$1,855,229	\$2,819,497
2003/04 College/District Contributions for Debt Retirement				\$527,929	\$1,015,724	\$1,543,653
2003/04 Special Trustee Election	\$453,867					\$453,867
2004/05 College Retiree Benefit Liability Contribution				\$1,046,634	\$2,008,856	\$3,055,490
2004/05 College/District Contributions for Debt Retirement			\$7,000	\$595,076	\$749,254	\$1,351,330
2004/05 Scheduled Maintenance Project				\$343,000	\$657,000	\$1,000,000
2004/05 Technology Needs for IVC, SC & District			\$665,000	\$1,413,275	\$1,470,140	\$3,548,415
2005/06 Allocation for Salary Schedule Restructure			\$354,301	\$1,422,791	\$2,467,908	\$4,245,000
2005/06 College Instructional Equipment Allocation				\$318,000	\$624,000	\$942,000
2005/06 College Retiree Benefit Liability Contribution				\$1,109,143	\$2,251,896	\$3,361,039
2006/07 College Retiree Benefit Liability Contribution				\$1,535,667	\$3,146,245	\$4,681,912
2007/08 College Retiree Benefit Liability Contribution				\$3,444,000	\$7,056,000	\$10,500,000
2005/06 College/District Contributions for Debt Retirement			\$94,000	\$604,464	\$787,254	\$1,485,718
2005/06 Scheduled Maintenance Project				\$330,000	\$670,000	\$1,000,000
2005/06 Technology Needs for IVC, SC & District			\$732,000	\$1,095,000	\$1,497,203	\$3,324,203
2006/07 Technology Needs for IVC, SC & District			\$800,000	\$1,095,000	\$2,500,000	\$4,395,000
2007/08 Technology Needs for IVC, SC & District		\$100,000	\$1,000,000	\$1,000,000	\$2,000,000	\$4,100,000
ATEP Operating Budget		\$4,553,957				\$4,553,957
ATEP Staffing, Equipment, Program Development		\$4,000,000				\$4,000,000
ATEP Renovation		\$8,160,983				\$8,160,983
ATEP Building Demolition		\$7,000,000				\$7,000,000
ATEP Hangar & Chapel Utilities		\$1,000,000				\$1,000,000
ATEP Site Development Negotiations		\$750,000				\$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				\$730,000		\$730,000
*IVC Fine Arts Building				\$0		\$0
IVC Floor Repairs				\$62,500		\$62,500
*IVC Life Sciences Project				\$1,363,000		\$1,363,000
IVC Lot Expansion and Phase 1 of Lot 6				\$1,480,000		\$1,480,000



Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
IVC Maintenance and Police Facility						
IVC Modular Building - AT100				\$4,575,000		\$4,575,000
IVC Performing Arts Center				\$370,000		\$370,000
IVC Utility Service Project				\$17,180,000		\$17,180,000
IVC Remove/Relocate IVC Maint., Police, Whse, & A-500 Bldgs				\$416,000		\$416,000
IVC Modular Building Replacement (CEC)				\$514,000		\$514,000
IVC Science Lab Addition & Remodel				\$200,000		\$200,000
IVC A-300 Building Remodel				\$5,480,000		\$5,480,000
SC Building Repairs Math, Science Engineering Buildings				\$2,481,000		\$2,481,000
SC Building Repairs TAS Building					\$2,337,000	\$2,337,000
**SC Building Repairs/Library Remodel					\$1,956,000	\$1,956,000
SC Demolition of Lower Campus Buildings					\$4,829,000	\$4,829,000
SC Demolition 2007/08					\$1,719,000	\$1,719,000
SC Village Remodel					\$1,000,000	\$1,000,000
SC Final Project Proposals for Library Building Remodel					\$4,130,000	\$4,130,000
SC Golf Driving Range Net Replacement					\$40,000	\$40,000
SC Health Science/District Office Building					\$300,000	\$300,000
SC Hire Consultant for Parking/Traffic Study			\$7,018,220		\$8,238,780	\$15,257,000
SC McKinney Theater Lighting and Sound Systems Upgrade					\$48,500	\$48,500
SC Mold Abatement and Air Quality Improvements					\$1,335,000	\$1,335,000
*SC Science Building (M/S/E annex)					\$9,006,000	\$9,006,000
*SC Science/Applied Science Bldg					\$2,689,300	\$2,689,300
SC Temporary Classroom Facilities					\$14,850	\$14,850
SC McKinney Theater Restroom Remodel					\$7,269,285	\$7,269,285
SOCCCD: Replace HR & Bdgt Dev Systems					\$2,542,000	\$2,542,000
SOCCCD: Student Information System Upgrade-Phase I/Phase II			\$898,000			\$898,000
SOCCCD Districtwide Telephone System			\$14,102,000			\$14,102,000
SOCCCD Fiscal and HR Systems Repl.	\$4,500,000					\$4,500,000
SOCCCD Consultant for District Educational & Facilities Master Plan	\$370,010		\$27,500			\$27,500
SOCCCD HR Recruitment Work Plan						\$370,010
SOCCCD: Marketing, Outreach and Recruitment Efforts			\$85,911			\$85,911
SOCCCD Legislative Advocacy Services - Basic Aid	\$229,830					\$229,830
SOCCCD One-time Investment in Enrollment Management	\$120,000					\$120,000
SOCCCD Early Childhood Program	\$100,000					\$100,000
<b>Total Approved Projects</b>	<b>\$40,233,707</b>	<b>\$25,564,940</b>	<b>\$25,783,932</b>	<b>\$63,273,747</b>	<b>\$79,528,734</b>	<b>\$234,385,060</b>



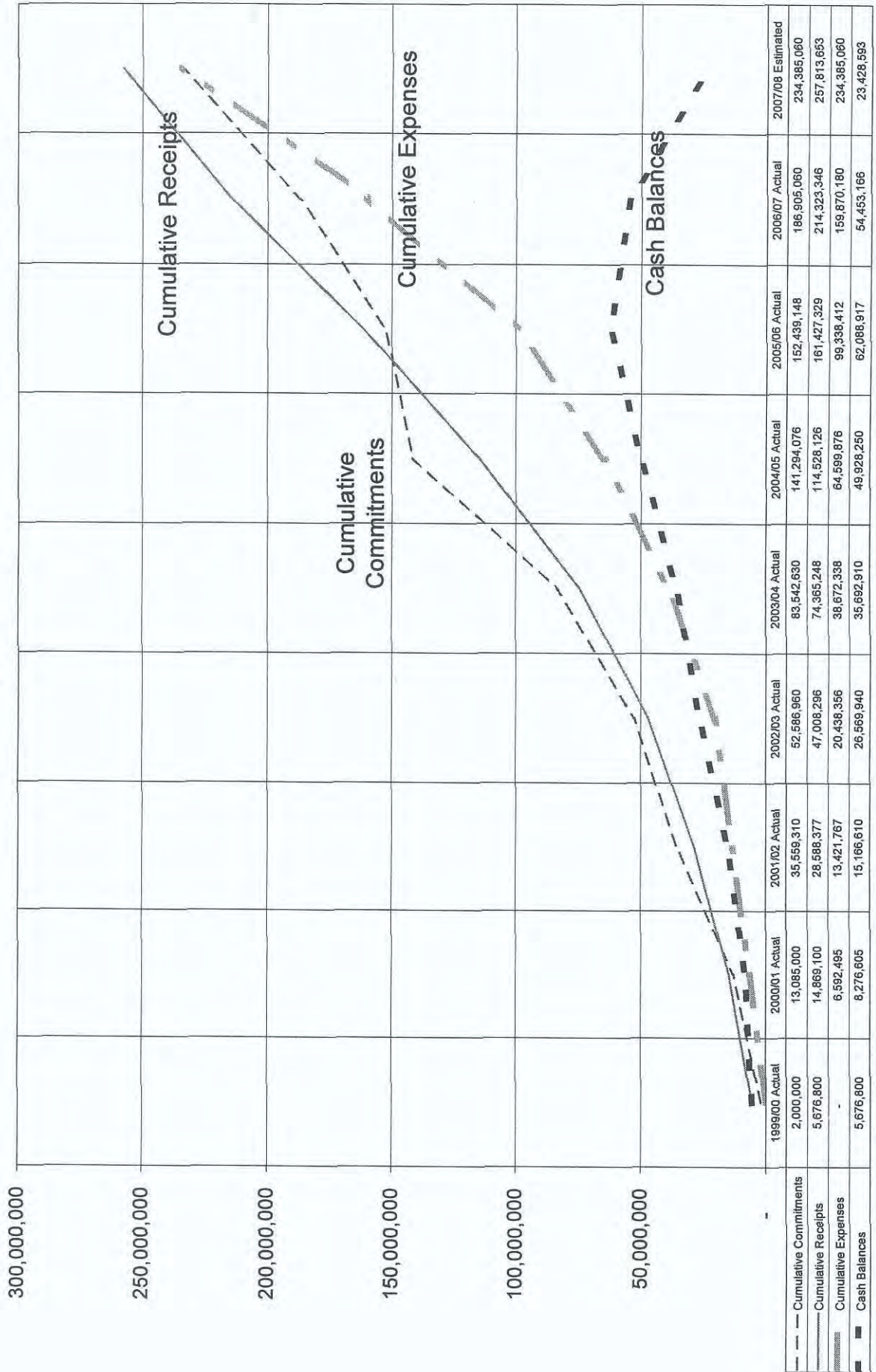
**South Orange County Community College District  
Expenditure History for Approved Projects**

Project Description	Approved Amount	1999/00 Actual	2000/01 Actual	2001/02 Actual	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Estimated	Total	Project Balance
2004/05 College Scheduled Maintenance Projects	1,000,000						381,124	272,888	345,988	-	1,000,000	-
2004/05 Technology Needs for IVC, SC, & District	3,548,415						2,394,994	1,140,549	12,872	-	3,548,415	-
2005/06 Allocation for Salary Schedule Restructure	4,245,000							4,245,000		-	4,245,000	-
2005/06 College Instructional Equipment Needs	942,000							492,000		450,000	942,000	-
2005/06 College Scheduled Maintenance Projects	1,000,000							627,312	372,688	-	1,000,000	-
2005/06 Technology Needs for IVC, SC & District	3,324,203							2,729,203	595,000	-	3,324,203	-
2006/07 Technology Needs for IVC, SC & District	4,395,000								4,395,000	-	4,395,000	-
2007/08 Technology Needs for IVC, SC & District	4,100,000									4,100,000	4,100,000	-
ATEP Operating Budget*	4,553,957						266,981	1,286,976	1,000,000		2,000,000	4,553,957
ATEP Staffing, Equipment, Program Development	4,000,000										4,000,000	-
ATEP Renovation	8,160,983					370,243	630,096	1,478,919	5,681,725	-	8,160,983	-
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	750,000									750,000	750,000	-
College/District Contributions for Debt Retirement	4,380,701					1,543,653	1,351,330	1,485,718		-	4,380,701	-
Debt Retirement Contribution	34,400,000		6,000,000	5,000,000	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							25,861	3,160,139	6,996,000	10,182,000	-
IVC Design and Install Entrance from Barranca	730,000							9,950	720,050	-	730,000	-
IVC Fine Arts Building	-									-	-	-
IVC Floor Repairs	62,500						57,458	882	4,160	-	62,500	-
IVC Life Sciences Project	1,363,000									1,363,000	1,363,000	-
IVC Lot Expansion and Phase 1 of Lot 6	1,480,000						1,500	222,418	1,256,082	-	1,480,000	-
IVC Maintenance and Police Facility	4,575,000						90,046	1,575,308	2,704,646	205,000	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	12,262,908	-	17,180,000	-
IVC Science Equip & TV Studio	500,000		215,161	245,745	21,303	17,791				-	500,000	-
IVC Sports Facilities	896,000		20,671	675,329						-	896,000	-
IVC Utility Service Project	416,000							125,332	290,668	-	416,000	-
IVC Remove/Relocate IVC Maint., Police, Whse, & A-500 Bldgs	514,000							35,700	478,300	-	514,000	-
IVC Modular Bldg Replacement (CEC)	200,000								200,000	-	200,000	-
IVC Science Lab Addition & Remodel	5,480,000								4,120,000	1,360,000	5,480,000	-
IVC A-300 Bldg Remodel	2,481,000								158,900	2,322,100	2,481,000	-
Retiree Benefit Past Service Liability	5,329,628					1,129,408	1,223,940	1,346,334	1,629,946	-	5,329,628	-
Retiree Benefit Current Year Service Liability	8,588,310					1,690,089	1,831,550	2,014,705	3,051,966	-	8,588,310	-
Retiree Benefit Current Year Service Liability	10,500,000									10,500,000	10,500,000	-
SC Building Repairs - Math, Science Engineering Bldg	2,337,000						57,748			2,279,252	2,337,000	-
SC Building Repairs - TAS Building	1,956,000						26,775	97,135	832,090	-	1,956,000	-
SC Building Repairs -Library Remodel	4,829,000						37,892	-	496,000	4,295,108	4,829,000	-
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									4,130,000	4,130,000	-
SC Final Project Proposals for Library Building Remodel	40,000						40,000			-	40,000	-
SC Golf Driving Range Net Replacement	300,000							1,800		298,200	300,000	-
SC Health Science/District Office Building	15,257,000			29,334	1,076,099	7,151,418	6,786,700	189,994	23,455	-	15,257,000	-
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	3,323,260	5,000,000	9,006,000	-
SC Science Building (M/S/E annex)	2,689,300									2,689,300	2,689,300	-
SC Science Equip & TV Studio	500,000		126,720	234,558	124,942	6,593	7,187			-	500,000	-
SC Science/Applied Science Bldg	14,850						14,850	-	-	-	14,850	-
SC Sports Facilities	817,310		229,943	432,378	60,340	50,603	26,695	17,351		-	817,310	-
SC Temporary Classroom Facilities	7,269,285						714	3,729,338	3,539,233	-	7,269,285	-
SC McKinney Theater Restroom remodel	2,542,000								168,080	2,373,920	2,542,000	-
SOCCCD: Replace HR & Bdgt Dev Systems	898,000							350,000	548,000	-	898,000	-
SOCCCD: Student Information System Upgrade-Phase I/Phase II	14,102,000								4,802,000	9,300,000	14,102,000	-
SOCCCD: Districtwide Telephone System	4,500,000					127,271	3,636,911	627,911	107,907	-	4,500,000	-
SOCCCD: Fiscal and HR Systems Repl.	27,500							27,500		-	27,500	-
SOCCCD: Hire Consultant for District Educational and Facilities M	370,010							370,010		-	370,010	-
SOCCCD: HR Recruitment Work Plan	85,911						85,911			-	85,911	-
SOCCCD: Legislative Advocacy Services - Basic Aid	120,000						24,000	27,000	26,000	43,000	120,000	-
SOCCCD: Marketing, Outreach and Recruitment Efforts	\$229,830							229,830		-	229,830	-
SOCCCD: One time Investment in Enrollment Management	100,000							100,000		-	100,000	-
SOCCCD: Early Childhood Program	60,000									60,000	60,000	-
SOCCCD: Special Trustee Election	453,867					453,867				-	453,867	-
Totals	234,385,060	-	6,592,495	6,829,272	7,016,589	18,233,982	25,927,538	34,738,536	60,531,768	74,514,880	234,385,060	-

	1999/00 Actual	2000/01 Actual	2001/02 Actual	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Estimated
Commitments	2,000,000	11,085,000	22,474,310	17,027,650	30,955,670	57,751,446	11,145,072	34,465,912	47,480,000
Cumulative Commitments	2,000,000	13,085,000	35,559,310	52,586,960	83,542,630	141,294,076	152,439,148	186,905,060	234,385,060
Receipts	5,676,800	9,192,300	13,719,277	18,419,919	27,356,952	40,162,878	46,899,203	52,896,017	43,490,307
Cumulative Receipts	5,676,800	14,869,100	28,588,377	47,008,296	74,365,248	114,528,126	161,427,329	214,323,346	257,813,653
Cumulative Expenses	-	6,592,495	13,421,767	20,438,356	38,672,338	64,599,876	99,338,412	159,870,180	234,385,060
Cash Balances	5,676,800	8,276,605	15,166,610	26,569,940	35,692,910	49,928,250	62,088,917	54,453,166	23,428,593



**South Orange County Community College District**  
**Basic Aid Receipts, Commitments, Expenses and Cash Balances**  
(As of August 27, 2007)





**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Facilities Plan Status Report  
**ACTION:** Information

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**BACKGROUND**

On August 30, 2004, the Board of Trustees received a list of projects under consideration for local funding and a report on the status of each project. The Board requested to be kept informed about these and other facilities projects.

**STATUS**

EXHIBIT A provides an up-to-date report on the status of current construction projects.



## **FACILITIES PLAN STATUS REPORT**

**August 27, 2007**

### **SADDLEBACK COLLEGE**

#### **1. BGS BUILDING REPAIRS.**

Remediation and repair work started on January 8, 2007, and is progressing according to schedule. Remediation work inside the building is 100% completed; site and building repair work is about 70% completed and is scheduled for completion by the end of February, 2008. A recommendation to approve a change order request in the amount of \$218,198.00 is also being submitted to the Board at this meeting; if approved, total change orders will represent 3.32% of the original contract amount.

#### **2. UTT LIBRARY REMODEL**

The architect has completed the preliminary plans for this project and made the required submittal to the state Chancellor's Office on July 2, 2007. After the Chancellor's Office approves the preliminary drawings and releases funding for working drawings, the architect will proceed with the development of the construction documents. Construction is anticipated to start in September, 2008, and be completed by the end of December, 2009.

The state contribution for this project is in excess of \$16,000,000.

#### **3. SCIENCES BUILDING**

The architect has completed the FPP which was submitted to the State Chancellor's Office on June 28, 2007, with the 5-Year Construction Plan.

#### **4. MCKINNEY THEATER RESTROOMS**

The architect submitted plans to DSA on April 11, 2007. The plan check process will take several months; bidding could take place in late 2007. Construction is expected to start in early 2008 and be completed by the end of September, 2008.

#### **5. REMODEL VILLAGE FOR SWING SPACE DURING LIBRARY REMODEL**

On June 25, 2007, the Board approved funding in the amount of \$4,130,000 for this project. The Board also approved hiring R2A to provide architectural services for this project. The architect has been retained and has commenced work.



## IRVINE VALLEY COLLEGE

### 1. PERFORMING ARTS CENTER AND PARKING LOT 5 EXTENSION.

In June and July, 2007, the Board approved filing the notices of completion for 18 prime contractors. Four additional notices of completion are being recommended to the Board at this August, 2007, meeting. Of the three remaining contracts, two are under negotiation for outstanding claims and one contractor is in the process of completing work. A recommendation to approve change order requests in the amount of \$44,599 is also being submitted to the Board at this meeting; if approved, total change orders will represent 2.54% of the original contract amount.

### 2. BUSINESS & TECHNOLOGY INNOVATION CENTER.

Structural steel began arriving in mid-July. Delivery continues and steel erection is underway. The architect and college are investigating a landscape solution to address the change in elevation between this building and the Performing Arts Center. Project completion is anticipated in June, 2008.

### 3. MAINTENANCE AND POLICE FACILITY.

After adding days per change order agreements, construction is progressing according to schedule. Structural steel erection is wrapping up with interior walls under construction. The project was 50% complete at the end of July, 2007. Project completion is anticipated in October, 2007. A recommendation to approve change order requests in the amount of \$25,619 is being submitted to the Board at this meeting; if approved, total change orders will represent 2.64% of the original contract amount.

### 4. B-200 SCIENCE LAB ANNEX AND B-239 REMODEL

The architect submitted the completed working drawings to DSA on July 11, 2007. At this time, the architect estimates that additional \$1,360,000 will be required to complete this project. Rather than requesting additional funds now, a request will be submitted to the Board after bids are received and the exact amount of the shortfall is known. Construction is scheduled to start in March, 2008, and be completed in February, 2009.

### 5. A-300 REMODEL FOR MUSIC DEPARTMENT

The architect has completed 90% of the working drawings. College and district review of the 90% drawings has been completed and returned to the architect. After submittal and approval of drawings by DSA, construction will follow. Construction operations may affect instructional activities in other portions of the building. Construction scheduling will be coordinated with faculty and staff. This project could be completed by December, 2008.

### 6. LIFE SCIENCES PROJECT

The state chancellor's office has recommended the Life Sciences building for inclusion in the 2008-09 state budget. If approved, preliminary plans for this project could start in September 2008, with a proposed construction completion of late 2011. The state is estimating the total cost of this project at \$19,048,000 with \$17,488,000 from the state and \$1,560,000 from local contribution.



**ATEP**

**1. DEVELOPMENT OF ATEP SITE.**

Site development work is substantially complete. During a site walk with the civil engineer, he noted minor corrections currently being addressed by the contractor. A recommendation to approve change order requests in the amount of \$2,768.21 is also being submitted to the Board at this meeting; if approved, total change orders will represent 3.03% of the original contract amount.

**2. ATEP LAUNCH BUILDINGS**

The exterior of the buildings is substantially complete as well as the interior of buildings A and B. An initial punch list walk took place on August 8, 2007. The entire campus will be ready for occupancy before the start of the fall semester. Furniture and equipment for this project have been purchased and delivery and installation is underway. Total change orders will stand at 3.25% of the original contract amount.



**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Monthly Financial Status Report  
**ACTION:** Information

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**BACKGROUND**

Monthly General Fund financial reports (EXHIBIT A) for the two colleges and the District are provided to the Board of Trustees to keep members regularly informed of current information and provide an alert to any significant changes in the projected year ending balance.

**STATUS**

The reports display the adopted budget, revised budget, and transactions through June 30, 2007. A review of current revenues and expenditures for the 2006/2007 fiscal year shows that they are in line with the budget.



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

General Fund Income and Expenditure Summary

As of June 30, 2007

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
<b>SOURCES OF FUNDS</b>					
BEGINNING FUND BALANCE:		26,494,101	26,494,101	0	26,494,101
REVENUES:					
Federal Sources	8100-8199	\$ 1,402,406	1,398,065	(4,341)	1,264,817
Other State Sources	8600-8699	21,889,057	23,961,115	2,072,058	22,720,859
Other Local Sources	8800-8899	155,202,130	155,389,424	187,294	159,753,569
Total Revenue		178,493,593	180,748,604	2,255,011	183,739,245
BASIC AID		4,399,145	4,399,145	0	4,399,145
INCOMING TRANSFERS	8980-8989	314,946	314,946	0	399,531
<b>TOTAL SOURCES OF FUNDS</b>		<b>209,701,785</b>	<b>211,956,796</b>	<b>2,255,011</b>	<b>215,032,022</b>
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	54,944,055	55,367,912	423,857	53,211,962
Other Staff Salaries	2000-2999	33,262,862	33,708,888	446,026	31,457,339
Employee Benefits	3000-3999	31,570,120	31,693,126	123,006	29,241,881
Supplies & Materials	4000-4999	4,373,861	4,602,534	228,673	2,382,157
Services & Other Operating	5000-5999	16,549,592	16,836,240	286,648	12,239,484
Capital Outlay	6000-6999	12,320,408	12,919,686	599,278	7,893,808
Payments to Students	7500-7699	336,478	473,292	136,814	464,495
Total Expenditures		153,357,376	155,601,678	2,244,302	136,891,126
OTHER FINANCING USES:					
Transfers Out	7300-7399	706,000	713,000	7,000	4,610,870
Basic Aid Transfers Out		40,463,291	40,463,291	0	42,793,105
Basic Aid Restricted	7400-7499	4,629,069	4,632,778	3,709	4,634,588
Debt Service	7100-7199	800,568	800,568	0	800,568
Total Other Sources (Uses)		46,598,928	46,609,637	10,709	52,839,131
<b>TOTAL USES OF FUNDS</b>		<b>199,956,304</b>	<b>202,211,315</b>	<b>2,255,011</b>	<b>189,730,257</b>
<b>ENDING FUND BALANCE</b>		<b>9,745,481</b>	<b>9,745,481</b>	<b>0</b>	<b>25,301,765</b>
Reserve for Economic Uncertainties		7,697,487	7,697,487	0	
Location Reserves for Economic Uncertainties		2,047,994	2,047,994	0	
Nondesignated Budget Allocation		\$ 0	\$ 0	\$ 0	\$ 0



**SADDLEBACK COLLEGE**

General Fund Income and Expenditure Summary  
As of June 30, 2007

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
<b>SOURCES OF FUNDS</b>					
LOCATION BEGINNING BALANCE		11,983,069	11,983,069	0	11,983,069
REVENUES:					
Unrestricted Budget Allocation		\$ 65,741,047	65,741,047	0	66,187,468
Restricted Budget Allocation		9,931,267	11,057,577	1,126,310	8,877,380
Total Revenue		75,672,314	76,798,624	1,126,310	75,064,848
BASIC AID		2,500,000	2,500,000	0	2,500,000
INCOMING TRANSFERS	8980-8989	157,294	157,294	0	157,294
<b>TOTAL SOURCES OF FUNDS</b>		<b>90,312,677</b>	<b>91,438,987</b>	<b>1,126,310</b>	<b>89,705,211</b>
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	35,000,019	35,382,593	382,574	33,291,554
Other Staff Salaries	2000-2999	17,508,339	17,845,620	337,281	16,192,936
Employee Benefits	3000-3999	15,880,247	15,960,870	80,623	14,131,136
Supplies & Materials	4000-4999	3,218,687	3,272,356	53,669	1,648,088
Services & Other Operating	5000-5999	7,795,800	7,787,213	(8,587)	5,831,364
Capital Outlay	6000-6999	7,835,883	8,059,617	223,734	4,217,776
Payments to Students	7500-7699	126,961	180,268	53,307	165,765
Total Expenditures		87,365,936	88,488,537	1,122,601	75,478,619
OTHER FINANCING SOURCES/(USES):					
Transfers Out	7300-7399	350,000	350,000	0	4,031,290
Other Transfers	7400-7499	157,294	161,003	3,709	161,003
Debt Service	7100-7199	414,447	414,447	0	414,447
Total Other Sources (Uses)		921,741	925,450	3,709	4,606,740
<b>TOTAL USES OF FUNDS</b>		<b>88,287,677</b>	<b>89,413,987</b>	<b>1,126,310</b>	<b>80,085,359</b>
<b>LOCATION OPERATING BALANCE</b>		<b>2,025,000</b>	<b>2,025,000</b>	<b>0</b>	<b>9,619,852</b>
Reserve for Economic Uncertainties		2,025,000	2,025,000	0	0
Nondesignated Budget Allocation		\$ 0	\$ 0	\$ 0	0



**IRVINE VALLEY COLLEGE**

General Fund Income and Expenditure Summary  
As of June 30, 2007

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
<b>SOURCES OF FUNDS</b>					
LOCATION BEGINNING BALANCE		4,041,770	4,041,770	0	4,041,770
REVENUES:					
Unrestricted Budget Allocation		\$ 33,282,476	33,282,476	0	33,393,011
Restricted Budget Allocation		4,886,614	5,524,823	638,209	5,114,317
Total Revenue		38,169,090	38,807,299	638,209	38,507,328
BASIC AID		1,095,000	1,095,000	0	1,095,000
INCOMING TRANSFERS	8980-8989	157,652	157,652	0	157,652
<b>TOTAL SOURCES OF FUNDS</b>		<b>43,463,512</b>	<b>44,101,721</b>	<b>638,209</b>	<b>43,801,750</b>
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	17,537,834	17,608,739	70,905	17,567,954
Other Staff Salaries	2000-2999	9,834,146	9,921,713	87,567	9,633,513
Employee Benefits	3000-3999	8,085,061	8,131,994	46,933	7,708,755
Supplies & Materials	4000-4999	958,580	1,086,019	127,439	595,416
Services & Other Operating	5000-5999	2,590,184	2,560,392	(29,792)	2,164,621
Capital Outlay	6000-6999	3,429,294	3,674,319	245,025	2,182,444
Payments to Students	7500-7699	209,517	292,649	83,132	298,354
Total Expenditures		42,644,616	43,275,825	631,209	40,151,057
OTHER FINANCING SOURCES/(USES):					
Transfers Out	7300-7399	356,000	363,000	7,000	362,978
Other Transfers	7400-7499	76,775	76,775	0	78,585
Debt Service	7100-7199	386,121	386,121	0	386,121
Total Other Sources (Uses)		818,896	825,896	7,000	827,684
<b>TOTAL USES OF FUNDS</b>		<b>43,463,512</b>	<b>44,101,721</b>	<b>638,209</b>	<b>40,978,741</b>
LOCATION OPERATING BALANCE		0	0	0	2,823,009
Reserve for Economic Uncertainties		0	0	0	0
Nondesignated Budget Allocation		\$ 0	\$ 0	\$ 0	0



**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Quarterly Financial Status Report  
**ACTION:** Information

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**BACKGROUND**

Title 5, California Code of Regulations, Section 58310 requires each community college district to prepare a Quarterly Financial Status Report based on measurements and standards as established by the Board of Governors and certified on forms provided by the Chancellor no later than forty-five days following completion of each quarter.

**STATUS**

The California Community Colleges Quarterly Financial Status Report, as of June 30, 2007, for the 2006/2007 fiscal year is attached (EXHIBIT A) for the Board of Trustees' information and review.



District: 890 South Orange County Community College District

Quarter Ended: 30-Jun

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2003-04	Actual 2004-05	Actual 2005-06	Projected 2006-07
<b>I.</b>	<b>Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>				
A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	122,714,476	137,400,879	152,922,213	168,463,854
A.2	Other Financing Sources (Object 8900)	0	0	250,000	85,022
A.3	<b>Total Unrestricted Revenues (A.1 + A.2)</b>	122,714,476	137,400,879	153,172,213	168,548,876
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	91,571,161	98,228,007	109,096,586	117,782,462
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	35,266,963	38,603,888	40,666,330	52,839,131
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	126,838,124	136,831,895	149,762,916	170,621,593
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	-4,123,648	568,984	3,409,297	-2,072,717
D.	<b>Fund Balance, Beginning</b>	21,138,192	17,014,544	17,576,987	20,986,284
D.1	Prior Year Adjustments + (-)	0	-6,541	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	21,138,192	17,008,003	17,576,987	20,986,284
E.	<b>Fund Balance, Ending (C. + D.2)</b>	17,014,544	17,576,987	20,986,284	18,913,567
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	13.4%	12.8%	14.0%	11.1%
<b>II.</b>	<b>Annualized Attendance FTES:</b>				
G.1	Annualized FTES (excluding apprentice and non-resident)	22,363	21,569	20,044	22,969

Line	Description	As of the specified quarter ended for each fiscal year presented			
		2003-04	2004-05	2005-06	2006-07
<b>III.</b>	<b>Total General Fund Cash Balance (Unrestricted and Restricted)</b>				
H.1	Cash, excluding borrowed funds				39,754,187
H.2	Cash, borrowed funds only				0
H.3	<b>Total Cash (H.1+ H.2)</b>	34,290,404	19,812,117	27,807,641	39,754,187

**IV. Unrestricted General Fund Revenues and Expenditures: 2006-07 Budget to Year-to-Date Actuals**

Line	Description	Adopted Budget	Annual Current Budget	Year-to-Date Actuals	Percentage
		(Col. 1)	(Col. 2)	(Col. 3)	(Col. 3/Col. 2)
<b>I.</b>	<b>Revenues:</b>				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	162,313,611	162,313,611	168,463,854	104%
I.2	Other Financing Sources (Object 8900)	85,022	85,022	85,022	100%
I.3	<b>Total Unrestricted Revenues (I.1 + I.2)</b>	162,398,633	162,398,633	168,548,876	104%
<b>J.</b>	<b>Expenditures:</b>				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	127,165,508	127,154,799	117,782,462	93%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	46,498,928	46,509,637	52,839,131	114%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	173,664,436	173,664,436	170,621,593	98%
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	-11,265,803	-11,265,803	-2,072,717	
L.	<b>Adjusted Fund Balance, Beginning</b>	20,986,284	20,986,284	20,986,284	
L.1	<b>Fund Balance, Ending</b>	9,720,481	9,720,481	18,913,567	
M.	Percentage of UGF Fund Balance to UGF Expenditures (L.1 / J.3)	5.6%	5.6%		



V. Has the district settled any employee contracts during this quarter? No

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Permanent Academic		Temporary		Classified	
	Total Cost Increase	%*	Total Cost Increase	%*	Total Cost Increase	%*	Total Cost Increase	%*
<b>a. SALARIES:</b>								
Year 1: 0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Year 2: 0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Year 3: 0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
<b>b. BENEFITS:</b>								
Year 1: 0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Year 2: 0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Year 3: 0	0	0.0%	0	0.0%	0	0.0%	0	0.0%

\*: As specified in Collective Bargaining Agreement or other Employment Contract.

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? No

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed this year? No  
Next year? —

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)



**CERTIFICATION**

District : 890 South Orange County Community College District

To the best of my knowledge, the data contained in this report are correct.  
I further certify that this report was/will be presented at the governing board meeting specified below, and afforded the opportunity to be discussed and entered into the minutes of that meeting.

To the best of my knowledge, the data contained in this report are correct.

District Chief Business Officer

Date

Qtr. Ended: June 30, 2007

District Superintendent

Date

Governing Board Meeting Date: \_\_\_\_\_



**TO:** Board of Trustees

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

**RE:** SOCCCD: Transfer of Appropriations at Close of Fiscal Year  
2006/2007

**ACTION:** Information

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**BACKGROUND**

The Board of Trustees annually adopts a resolution that grants the Orange County Department of Education (OCDE) the authority to make necessary budgetary transfers at the close of the fiscal year to meet the obligations of the District. Resolution No. 07-22, adopted by the Board of Trustees on July 23, 2007, has granted such authority to the OCDE for fiscal year 2006/2007.

**STATUS**

On August 8, 2007, the OCDE made budgetary transfers for the fiscal year 2006/2007. The transfers are reflected in Exhibit A.



**SOC CCD**  
**County Year-End Transfers of Budget Appropriations**

<b>OCDE Major Object Code</b>	<b>Description</b>	<b>From</b>	<b>To</b>
01-7900	Reserve for Contingency (Budget)	\$ 6,368,220.16	
01-7300	Interfund Transfers Out		\$ 6,368,220.16
		<u>\$ 6,368,220.16</u>	<u>\$ 6,368,220.16</u>
<b>OCDE Major Object Code</b>	<b>Description</b>	<b>From</b>	<b>To</b>
12-2100	Non-Instructional Salaries, Regular Full-Time Schedule	\$ 9,294.11	
12-4500	Other Supplies		\$ 145.35
12-6120	Site Improvements - Contract Services		\$ 805.16
12-7600	Other Payments to Students		\$ 8,343.60
		<u>\$ 9,294.11</u>	<u>\$ 9,294.11</u>
<b>OCDE Major Object Code</b>	<b>Description</b>	<b>From</b>	<b>To</b>
40-7900	Reserve for Contingency (Budget)	\$ 64,887.42	
40-5800	Other Operating Expense		\$ 64,887.42
		<u>\$ 64,887.42</u>	<u>\$ 64,887.42</u>
<b>OCDE Major Object Code</b>	<b>Description</b>	<b>From</b>	<b>To</b>
68-7900	Reserve for Contingency (Budget)	\$ 211,616.49	
68-2100	Non-Instructional Salaries, Regular Full-Time Schedule		\$ 154,876.90
68-3220	PERS Non-Instructional Staff		\$ 55,570.87
68-4500	Other Supplies		\$ 1,168.72
		<u>\$ 211,616.49</u>	<u>\$ 211,616.49</u>
<b>TOTAL</b>		<u><b>\$ 6,654,018.18</b></u>	<u><b>\$ 6,654,018.18</b></u>



**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: List of Board Requested Reports  
**ACTION:** Information

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### **BACKGROUND**

At the June 21, 2005 board meeting, members of the Board of Trustees requested a listing of reports requested by the board for the past six months. The listing is to include: date report is requested by the board, report topic, name of trustee requesting report, requested due date, person responsible for preparing the report and the date the report is scheduled to be submitted to the board for their review. At the July 19, 2005 board meeting, it is requested that this six-month report be a standing item on every board agenda, with old information dropped off and new requests added.

### **STATUS**

The Board report listing (EXHIBIT A) for the past six months is coordinated and prepared by the Office of the Deputy Chancellor.

This report is intended to answer the questions of the South Orange County Community College District Board of Trustees. In the event, additional information would be useful or desired by the board, supplemental information will be provided.



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
LISTING OF BOARD REPORTS REQUESTED**

<b>Date Report Requested</b>	<b>Report Topic</b>	<b>Board Member Requesting Report</b>	<b>Report Due Date</b>	<b>Report Prepared By:</b>	<b>Date Submitted to the Board of Trustees</b>
5-21-07	College & ATEP Energy Conservation Measures and Sustainability	Trustee Lang	7-23-07	Richard McCullough Glenn Roquemore Robert Kopecky	7-23-07
5-21-07	List of Employee compensation with Wages Over \$90,000 During 2006-2007 Academic Year	Trustee Fuentes	7-23-07	Gary Poertner	7-23-07
4-23-07	Courses and Programs Offered at ATEP	Trustee Padberg	5-21-07	Robert Kopecky	5-21-07
4-23-07	Feasibility of Offering a BSN degree at Saddleback College's Nursing Program	Trustee Padberg Trustee Williams	5-21-07	Richard McCullough	5-21-07
3-26-07	Cost of Upgrade of Stadium at Saddleback College and Development of a New Stadium at Irvine Valley College	Trustee Padberg	4-23-07	Gary Poertner	4-23-07
11/20/06	Returning Veterans to Saddleback College and Irvine Valley College	Trustee Fuentes	1-16-07	Richard McCullough Glenn Roquemore	1-16-07
10/30/06	Funding of Lariat	Trustee Milchiker	11-20-06	Richard McCullough	11-20-06



**TO:** Board of Trustees

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

**RE:** Written Reports

**ACTION:** None

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**Written Reports**

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

President, Saddleback College  
President, Irvine Valley College  
Provost, ATEP  
Associated Student Government of SC  
Associated Students of IVC  
Saddleback College Academic Senate  
Irvine Valley College Academic Senate  
Faculty Association  
California School Employees Association  
Saddleback College Classified Senate  
Irvine Valley College Classified Senate  
District Services Classified Senate  
Police Officers' Association





## MEMORANDUM

TO: Members of the Board of Trustees  
Dr. Raghu P. Mathur, Chancellor

FROM: Dr. Richard D. McCullough, President

SUBJECT: REPORT FOR AUGUST 27, 2007 BOARD OF TRUSTEES' MEETING

Saddleback College completed an 18 page summary of college-wide Accomplishments for 2006-2007 on August 14, 2007.

### *Advanced Technology and Applied Science*

The Environmental Studies Department Chair, Morgan Barrows, earned her Ph.D. in Environmental Analysis from UC Irvine.

A promotional DVD was produced to highlight the three certificates in Marine Science Technology.

### *Health Sciences, Human Services, & Emeritus Institute*

Dean Kathleen Winston has moved to Ph.D. Candidacy and is the only Community College Dean completing a Ph.D. in Nursing Science.

On August 1<sup>st</sup> the Nursing Program welcomed 79 new incoming nursing students for the Fall, 2007 semester. These students consisted of 1<sup>st</sup> semester, advanced placement LVN, and transfer students. The students spent most of the day meeting their instructors, representatives from our student services and the medical equipment company, and trying on their uniforms. They also visited the computer lab and the Skills Lab. Our Student Nurses' Association hosted a BBQ which was attended by faculty, staff, and District employees.

Nursing Professor Dr. Terri Whitt and a group of nurses recently returned from a 10 day Nursing Outreach Mission – Belize 2007. They worked in a remote Mayan village, evaluating 350 school children and 100 women, babies, and toddlers. Terri wants to thank the College and the District for their generous support.



Nursing instructor Linda Call recently returned from Antigua and Guatemala on a Medical Mission Trip. The group performed approximately 40 orthopedic surgical procedures, mostly pediatrics receiving clubbed foot and hip dysplasia repairs, during a 4- day period.

Assistant Dean Tamera Rice and Nursing Professors Linda Gleason and Danuta Zakrzewski attended the Boot Camp for Nurse Educators August 3 – 6 in Albuquerque, New Mexico.

EMS students recently finished the theory portion of their coursework and are beginning their field internship as they anticipate a November graduation.

### ***P.E. & Athletics***

The Athletic Department will be launching a new website this week which is geared more toward the interactive skills and abilities of the students we are recruiting. It will be more comprehensive than the current athletic website which was drawing over 800,000 hits per year.

The fall athletic seasons will get underway this week with women's soccer hosting San Diego City College in its season opener on Wednesday, Aug. 29. The football team hosts Mt. San Jacinto College on Saturday, Sept. 1, in its season-opener. Women's volleyball will play its first home game on Wednesday, Sept. 5, against Southwestern College. All fall athletic schedules are now available on-line at [www.saddleback.edu/athletics](http://www.saddleback.edu/athletics).

The Saddleback College Foundation Athletic Associates golf tournament which helps to raise funds for the Athletic Department will be held on Saturday, October 6. Entry forms are available in the Athletic Department or online on the athletic website.

### ***Social and Behavioral Sciences***

Dr. Amira Rezec, professor of psychology and faculty advisor of the Psi Beta Chapter is the 2007 winner of the National PsiBeta/Verginia Staudt Sexton Faculty Advisor "Rising Star" Award. This award recognizes faculty advisors who are new but already performing exemplary work in support of their students and chapter.






# IRVINE VALLEY COLLEGE

## MEMORANDUM

### OFFICE OF THE PRESIDENT

**TO:** Chancellor Raghu P. Mathur and Members of the Board of Trustees

**FROM:** Glenn R. Roquemore, President 

**DATE:** August 16, 2007

**SUBJECT:** **President's Report for the August 27 Board of Trustees Meeting**

#### **IVC Foundation Names 2007-2008 Board**

The college Foundation's board recently elected Cecilia Goodman as its chairman for the 2007-2008 academic year. Other officers who will be serving on the Foundation's executive committee are: Mark Cheung (Wu & Cheung) as first vice chairman, David Robinson (Enterprise Counsel Group) as second vice chairman, Julie Davis (Coast to Coast Business Equipment) as treasurer, Kay Kearney (Doctor's Ambulance Service) as secretary and Howard Klein (Klein, O'Neill & Singh) as immediate past chairman. Cecilia Goodman is past president of Charter 100, a philanthropic women's community organization that has donated over \$100,000 to low-income, single-parent students at Irvine Valley College. Mark Cheung is an attorney with Wu & Cheung, an Irvine-based law firm. David Robinson is the managing partner of Enterprise Counsel Group, an Irvine-based law firm. Julie Davis is a partner and CFO of Coast to Coast Business Equipment, an authorized dealer of office equipment for Toshiba, Okidata, and Kyocera-Mita. Kay Kearney is vice president of business and community relations for Doctor's Ambulance Service, a provider of emergency transportation services within the city of Irvine. Howard Klein, a patent attorney, is a partner at Klein, O'Neill & Singh, LLP, an Irvine-based law firm.

#### **Media Open House for Performing Arts Center**

On July 25, IVC hosted its first Media Open House in the new Performing Arts Center. The focus of the event was to allow area media to tour the venue and publicize the upcoming opening of the building. The event generated a front page story in the *Irvine World News* and a story in the local section of the Sunday edition of the *Orange County Register*, and an additional story in the *OC Post*. Other articles are still to come. A formal dedication and gala/preview is slated for October 30.

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

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### **Dr. Stephen Rochford Appointed as CBDNA State Chair**

Dr. Stephen Rochford, director of Instrumental Music at Irvine Valley College (IVC), was recently appointed as state chair of the College Band Directors National Association (CBDNA). The members of the CBDNA are devoted to the teaching, performance, study and cultivation of music, with particular focus on the wind band medium. A member of CBDNA for 17 years, Dr. Rochford has regularly attended local, regional, state, and national conferences held by the organization. And, he has regularly conducted and presented in sessions at both the regional and national conferences. By participating in CBDNA, Dr. Rochford's also supports his IVC music students. CBDNA supports an intercollegiate band, and since 1999, IVC has had students selected every year to perform in either a regional or national intercollegiate group. As state chair, Dr. Rochford's responsibilities will include responsibilities within the Western Division.

### **IVC Holds Kids Kollege**

IVC's Community Education Department hosted a variety of classes and camps for pre-school, elementary, junior high and high school students this summer session. Approximately 400 children participated in classes and camps which included components related to education, physical fitness, fine arts and personal enrichment. The programs were designed to keep kids learning while having fun over the summer months.

### ***U.S. News and World Report's Best Colleges***

IVC will once again be included in the *U.S. News and World Report* issue on Best Colleges in America scheduled for home and news stand distribution in the Orange County area on August 27, 2007.

### **IVC Honors/UCLA TAP Program**


IVC's Honors Program, a member of the UCLA Transfer Alliance Program, had 21 TAP applicants to UCLA and a 100% admission rate. IVC was one of only eight TAP participants to achieve 100% success.





## MEMORANDUM

To: Dr. Raghu P. Mathur, Chancellor;  
Members of the Board of Trustees

From: Dr. Robert J. Kopecky, Provost 

Date: August 15, 2007

Re: **PROVOST REPORT** – August 27, 2007 Board of Trustees Meeting

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### ***ATEP Campus Update***

The ATEP campus is open! Staff has moved in, classrooms are ready for students and the computer lab is getting finishing touches. The move of the CACT program to the ATEP campus has been accelerated for the September start of CACT classes.

### ***ATEP Partnership Update***

Negotiations and progress continue with Camelot Entertainment, California State University, Fullerton, Chapman University and Young Americans.

### ***Outreach, Marketing and Public Relations Efforts***

Print advertising continues in the Tustin News, Irvine World News, OC Weekly, OC Metro and OC Post. Online advertising continues on OC Register.com and OC Weekly.com.

A media tour was held at ATEP last week and an article is scheduled for the Tustin News, Irvine World News on Thursday, Aug. 16 and the OC Register on Saturday, Aug. 18. Additionally, several public service announcements have been published weekly for the last month to target market classes.

KSBR will broadcast live from ATEP the first day of classes for three hours during morning rush hour and will air six interviews on the half hours with various ATEP staff, faculty and students to create a buzz about the new campus opening.



Director Fluegeman is coordinating a dedication event for October to coincide with OC Innovation month.

### ***Instruction and Student Services Efforts***

ATEP held a faculty orientation luncheon to welcome faculty and orient them to the campus. Faculty received a general information guide, a tour and several presentations about ATEP, including student services, marketing and outreach efforts and an overview of future development plans.

### ***Spring 2008 Planning***

A planning summit was held at ATEP to discuss course offerings for spring 2008. In attendance were: presidents, vice presidents and deans from both IVC and Saddleback; Chancellor Mathur and ATEP staff.

An email will be sent to all students welcoming them to the campus and giving them directions on how to get to the new campus. Materials will also be distributed at several IVC and Saddleback campus locations to assist students with directions, key contacts, hours of operation and other frequently asked questions.

### ***ATEP Staffing***

ATEP is facilitating two new positions for Spring 2008: a full time counselor and a full time administrative assistant.