

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



**Thursday, September 24, 2009**

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

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

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

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

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

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

### **Board of Trustees**

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



## Meeting of the Board of Trustees

September 24, 2009

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

#### 1.0 PROCEDURAL MATTERS

##### 1.1 Call To Order

##### 1.2 Public Comments

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

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

- A. Public Employee Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC Section 54957)
  - 1. Public Employee Discipline/Dismissal/Release (3)
- B. Conference with Labor Negotiators (GC Section 54957.6)
  - 1. SOCCCD Faculty Association
    - a. Agency Designated Negotiator: Dr. Raghu Mathur
  - 2. California School Employees Association (CSEA)
    - a. Agency Designated Negotiator: Dr. Raghu Mathur
    - b. Leave Requests (2)
- C. Conference with Real Property Negotiators (GC Section 54956.8)
  - 1. Lease of Property by District: Portion of Saddleback College site; Agency Designated Representative – Dr. Raghu Mathur; Negotiating parties: MG Properties; Under negotiation: Price and terms of payment.
- D. Conference with Legal Counsel (GC Section 54956.9)
  - 1. Anticipated Litigation/Significant Exposure to Litigation (GC Section 54956.9[b][1] and [b][3][A]) (2 cases)

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

### **2.0 PROCEDURAL MATTERS**

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

#### **2.2 Invocation**

Led by Trustee Donald P. Wagner

#### **2.3 Pledge of Allegiance**

Led by Trustee John Williams

#### **2.4 Resolutions / Presentations / Introductions**

Resolution: Martin McGrogan, Full-Time Professor of the Year  
Irvine Valley College

Resolution: Jeffrey S. Staley, Part-Time Professor of the Year  
Irvine Valley College

Resolution: Louise Jacobs, Emeritus Professor of the Year  
Irvine Valley College

Resolution: Tracey Magrann, Part Time Professor of the Year  
Saddleback College

#### **2.5 Public Comments**

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

### **3.0 REPORTS**

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

A. Board Reports

B. Chancellor's Report

C. Board Request(s) for Report(s)

- Request for Report on Saddleback College Film Program.
- Request for Report on the Communication Arts Program at Saddleback College.

### **4.0 DISCUSSION ITEM**

#### **4.1 SOCCCD: Accountability for the Community Colleges (ARCC)**

Discussion of the Accountability for Community Colleges (ARCC).

## **5.0 CONSENT CALENDAR ITEMS**

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

### **5.1 SOCCCD: Board of Trustees Meeting Minutes**

Approve minutes of a special meeting and a regular meeting held on August 31, 2009.

### **5.2 Irvine Valley College: Geology 170, Out-of-State Travel**

Approve the School of Physical Sciences and Technologies' request to travel to Utah from October 15-18, 2009. The students will be responsible to pay for their own food costs.

### **5.3 Irvine Valley College: 2009-10 Out-of-State Travel**

Approve the Associated Students of Irvine Valley College (ASIVC) request to travel to conferences and/or competitions during the 2009-10 academic year. There will be no impact on the general fund.

### **5.4 Saddleback College: Division Name Change**

Approve the name change for the Division of Fine Arts to the Division of Fine Arts and Media Technology.

### **5.5 Saddleback College: Speakers**

Approve honoraria for speakers at Saddleback College

### **5.6 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. B27160.

### **5.7 SOCCCD: Cisco Network Equipment and Related Devices**

Approve use of the California Multiple Award Schedule contract no. 3-03-07-0163S for the purchase of Cisco Network equipment and related devices.

### **5.8 SOCCCD: Auction No. 55 – Surplus Property**

Approve the sale of surplus property and authorize the Director of Facilities Planning and Purchasing to hire a private auction firm to conduct the auction and to dispose of items not sold at the auction.

### **5.9 SOCCCD: Allsteel Furniture**

Approve the use of the California Multiple Award Schedule contract no. 4-09-71-0087A for the purchase of furniture.

- 5.10 **SOCCCD: Purchase Order/Confirming Requisitions**  
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P10-01108 through P10-01449 amounting to \$2,943,491.13. Confirming requisitions dated August 12, 2009 through September 1, 2009 totaling \$81,502.24.
- 5.11 **SOCCCD: Payment of Bills**  
Approve Checks No. 084474 through 084833, processed through the Orange County Department of Education, totaling \$3,593,586.81; and Checks No. 009655 through 009661, processed through Saddleback College Community Education, totaling \$19,463.00; and Checks No. 008613 through 008619, processed through Irvine Valley College Community Education, totaling \$32,065.90.
- 5.12 **SOCCCD: Budget Amendment: Adopt Resolution No. 09-17 to Amend 2009-2010 Restricted General Fund**  
Adopt resolution to amend the adopted budget.
- 5.13 **SOCCCD: Transfer of Budget Appropriations**  
Ratify transfer of budget appropriations as shown.
- 5.14 **SOCCCD: Gifts to the District and Foundations**  
Approve gifts as presented.
- 5.15 **SOCCCD: Authorization of Payment to Student Trustee Absent from Board Meeting**  
Authorize payment to Student Trustee unable to attend Special Meeting of the Board on August 31, 2009.
- 5.16 **SOCCCD: Trustees' Requests for Attending Conferences**  
Approve/ratify Trustees' requests for attending conferences.
- 5.17 **SOCCCD: August/September 2009 Contracts**  
Ratify contracts as listed.

## **6.0 GENERAL ACTION ITEMS**

- 6.1 **SOCCCD: Contract with Neudesic LLC for Software Development and Enhancements**  
Approve contract with Neudesic LLC for software development and enhancements in an amount not to exceed \$1,650,000.
- 6.2 **SOCCCD: Basic Aid Project Priority List**  
Approve the Basic Aid Project List and the allocation of basic aid funds.
- 6.3 **SOCCCD: Board Policy Revision: BP-4208: Overtime and Shift Differential for Classified Management Personnel, BP-2210: HIPAA/CMIA Privacy Policy**  
Accept for discussion/approval.

- 6.4 **SOCCCD: Board Policy Revision: BP-5520: Accreditation, BP-4014: Smoking, BP-5320: Academic Renewal**  
Accept for review and study.
- 6.5 **SOCCCD: Academic Personnel Actions – Regular Items**  
Approve New Personnel Appointments, Voluntary Transfer, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund.
- 6.6 **SOCCCD: Classified Personnel Actions – Regular Items**  
Approve New Personnel Appointments, Authorization to Establish and Announce a Classified Position, Authorization to Change Organization Reporting Structure, Change of Status, Out of Class Assignments, Leave of Absence, Resignation/Retirement/Conclusion of Employment, Volunteers.
- 6.7 **SOCCCD: Award of Bid: Life Insurance**  
Approve Award of Contract for Life, Accidental Death and Dismemberment, Voluntary Life, and Long Term Disability to the Prudential Insurance Company.

## **7.0 REPORTS**

- 7.1 **SOCCCD: Basic Aid Report**  
Projected receipts and approved projects.
- 7.2 **SOCCCD: Facilities Plan Status Report**  
Status of current construction projects.
- 7.3 **SOCCCD: List of Board Requested Reports**  
Reports requested by Trustees.
- 7.4 **SOCCCD: Financial Status Report**  
This report displays the adopted budget, revised budget and transactions through August 31, 2009.

## **8.0 WRITTEN REPORTS**

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

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

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

**9.0    ADDITIONAL ITEMS**

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

# RESOLUTION

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

SEPTEMBER 24, 2009

## MARTIN MCGROGAN

IRVINE VALLEY COLLEGE 2008-2009 PROFESSOR OF THE YEAR

*W*hereas, Coach and Professor Martin McGrogan, a member of the faculty at Irvine Valley College since 1991, is recognized as Professor of the Year for his contributions to students and dedication to the college; and

*W*hereas, Professor Martin McGrogan is a founding member of the college's School of Health Sciences, Physical Education and Athletics and continues to teach every semester, in addition to serving as a division chair, assisting in the scheduling, curriculum development and staffing in all departments within the school; and

*W*hereas, Professor Martin McGrogan, as coach of one of the most successful men's soccer programs in the nation at the community college level, ranks second in all-time wins. He is the only head coach in IVC soccer history, with 19 years at the helm, and boasts a record of 251-115-65 that includes two state titles and a national championship; and

*W*hereas, Professor Martin McGrogan led the IVC women's badminton team to an undefeated season in 2009, giving the team its first California Community College Athletic Association Championship since 2005; therefore,

*B*e it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate Professor Martin McGrogan for his outstanding dedication and well-deserved recognition by students and faculty as the Irvine Valley College 2008-2009 Full-Time Professor of the Year.

Donald P. Wagner, President

John S. Williams, Vice President

Thomas A. Fuentes, Clerk

William O. Jay, Member

David B. Lang, Member

Marcia Milchiker, Member

Nancy M. Padberg, Member

Bi'Anca Bailey, Student Member

Raghu P. Mathur, Ed.D., Chancellor





# RESOLUTION

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

SEPTEMBER 24, 2009

## JEFFREY S. STALEY

IRVINE VALLEY COLLEGE 2008-2009 PART-TIME PROFESSOR OF THE YEAR

*W*hereas, Instructor Jeffrey S. Staley, a member of the Irvine Valley College School of Humanities and Languages teaching staff since 2001 is recognized as Part-Time Professor of the Year for his contributions to students; and

*W*hereas, Instructor Jeffrey S. Staley has taught a variety of writing courses, primarily Writing 1 and Writing 2, and is motivated by the opportunity to teach students the power of the written word; and

*W*hereas, Instructor Jeffrey S. Staley motivated one student to write, "I believe he is very passionate about learning and about students having a great grasp on the English language;" and

*W*hereas, Instructor Jeffrey S. Staley has served the South Orange County Community College District with great distinction and "tremendous commitment" to academic excellence; and

*W*hereas, Instructor Jeffrey S. Staley is highly respected by his colleagues and is recognized by his students for his passion and encouragement; therefore,

*B*e it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate Instructor Jeffrey S. Staley for his outstanding dedication and well-deserved recognition by students and faculty as the Irvine Valley College 2008-2009 Part-Time Professor of the Year.

Donald P. Wagner, President

John S. Williams, Vice President

Thomas A. Fuentes, Clerk

William O. Jay, Member

David B. Lang, Member

Marcia Milchiker, Member

Nancy M. Padberg, Member

Bi'Anca Bailey, Student Member

Raghu P. Mathur, Ed.D., Chancellor



# RESOLUTION

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

SEPTEMBER 24, 2009

## LOUISE JACOBS

IRVINE VALLEY COLLEGE 2008-2009 EMERITUS PROFESSOR OF THE YEAR

Whereas, Louise Jacobs, instructor at Irvine Valley College Emeritus Institute for ten years is recognized for her tremendous contribution to students and music education; and

Whereas, Instructor Louise Jacobs is a professional choral music instructor who has enjoyed teaching Choral Ensemble, Music Appreciation, Music Fundamentals, and For the Love of Music courses for the Irvine Valley College's Emeritus Institute; and

Whereas, Instructor Louise Jacobs has developed music arts curriculum with an emphasis on Mexican American culture for the older adult, and often hosts visiting musicians from around the world, many of whom participate in class activities; and

Whereas, Instructor Louise Jacobs is highly respected by her colleagues and is also recognized as energetic, very knowledgeable, and always uplifting. As one of her students said, "Her vibrant enthusiasm is contagious, and we students find ourselves getting excited about music in general, and about pursuing our own musical interests outside the classroom;" therefore,

Be it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate Instructor Louise Jacobs for her outstanding dedication and well-deserved recognition by students and faculty as the Irvine Valley College 2008-2009 Emeritus Professor of the Year.

Donald P. Wagner, President

John S. Williams, Vice President

Thomas A. Fuentes, Clerk

William O. Jay, Member

David B. Lang, Member

Marcia Milchiker, Member

Nancy M. Padberg, Member

Bi'Anca Bailey, Student Member

Raghu P. Mathur, Ed.D., Chancellor



# RESOLUTION

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

SEPTEMBER 24, 2009

## TRACEY MAGRANN

### SADDLEBACK COLLEGE 2008-09 PART-TIME PROFESSOR OF THE YEAR

*W*hereas, Tracey Magrann, an anatomy instructor who strives to emphasize the importance of teamwork, cheerfulness, and compassion for her students, was named Saddleback College's Part-Time Professor of the Year; and

*W*hereas, Tracey Magrann has served Saddleback College with great distinction and teaching excellence since 2007; and

*W*hereas, Tracey Magrann is loved by her students, who as aspiring health care professionals admire the perspective she brings into the classroom as a physician, and praise her ability to make a memorization-heavy subject fun and rewarding; and

*W*hereas, Tracey Magrann's warmth and accessibility are treasured by her students, who say that her encouraging emails remind them that she truly cares about their success; and

*W*hereas, Tracey Magrann provides numerous resources including class notes, articles, and internship opportunities on her website in order to accommodate her students who work full time and have family obligations; therefore,

*B*e it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate Tracey Magrann for her outstanding dedication to her students and well-deserved recognition as the 2008-09 Saddleback College Part-Time Professor of the Year.

Donald P. Wagner, President

John S. Williams, Vice President

Thomas A. Fuentes, Clerk

William O. Jay, Member

David B. Lang, Member

Marcia Milchiker, Member

Nancy M. Padberg, Member

Bi'Anca Bailey, Student Member

Raghu P. Mathur, Ed.D., Chancellor



**TO:** Board of Trustees

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

**RE:** SOCCCD: Accountability for the Community Colleges (ARCC)

**ACTION:** Discussion

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### **BACKGROUND**

In 2004 Assembly Bill 1417 triggered the creation of a performance measurement system for the California Community Colleges known as the Accountability for the Community Colleges (ARCC). AB 1417 legislation requires that the ARCC performance indicators be discussed with the Board of Trustees.

At the direction of the Board of Trustees, each month an item, specifically designed for discussion, is placed on the Board Agenda. The topic for the September Board Meeting is Accountability for the Community Colleges (ARCC).

### **STATUS**

Exhibit A is the Saddleback College portion of the ARCC report. Exhibit B is the Irvine Valley College portion of the report. Dr. Tod A. Burnett, President, Saddleback College, and Dr. Glenn R. Roquemore, President, Irvine Valley College (IVC), will present at the board meeting additional information on ARCC.

**Saddleback College**

South Orange County Community College District

**College Performance Indicators****Student Progress and Achievement: Degree/Certificate/Transfer****Table 1.1:**  
Student Progress and  
Achievement Rate

Percentage of first-time students who showed intent to complete and who achieved any of the following outcomes within six years: Transferred to a four-year college; or earned an AA/AS; or earned a Certificate (18 units or more); or achieved "Transfer Directed" status; or achieved "Transfer Prepared" status. (See explanation in Appendix B.)

	2000-2001 to 2005-2006	2001-2002 to 2006-2007	2002-2003 to 2007-2008
<b>Student Progress and Achievement Rate</b>	60.9%	60.5%	60.8%

**Table 1.1a:**  
Percent of Students Who  
Earned at Least 30 Units

Percentage of first-time students who showed intent to complete and who earned at least 30 units while in the California Community College System. (See explanation in Appendix B.)

	2000-2001 to 2005-2006	2001-2002 to 2006-2007	2002-2003 to 2007-2008
<b>Percent of Students Who Earned at Least 30 Units</b>	77.3%	77.0%	76.6%

**Table 1.2:**  
Persistence Rate

Percentage of first-time students with a minimum of six units earned in a Fall term and who returned and enrolled in the subsequent Fall term anywhere in the system. (See explanation in Appendix B.)

	Fall 2004 to Fall 2005	Fall 2005 to Fall 2006	Fall 2006 to Fall 2007
<b>Persistence Rate</b>	73.8%	72.2%	74.5%

NA: This performance indicator is not applicable for schools of continuing education



# ARCC 2009 Report: College Level Indicators

## Saddleback College

South Orange County Community College District

### College Performance Indicators

#### Student Progress and Achievement: Vocational/Occupational/Workforce Development

**Table 1.3:**  
Annual Successful Course  
Completion Rate for  
Credit Vocational Courses

See explanation in Appendix B.

	2005-2006	2006-2007	2007-2008
<b>Annual Successful Course Completion Rate for Vocational Courses</b>	78.5%	77.9%	76.2%

#### Pre-Collegiate Improvement: Basic Skills, ESL, and Enhanced Noncredit

**Table 1.4:**  
Annual Successful Course  
Completion Rate for  
Credit Basic Skills Courses

See explanation in Appendix B.

	2005-2006	2006-2007	2007-2008
<b>Annual Successful Course Completion Rate for Basic Skills Courses</b>	63.7%	64.0%	61.9%

**Table 1.5:**  
Improvement Rates for ESL  
and Credit Basic Skills Courses

See explanation in Appendix B.

	2003-2004 to 2005-2006	2004-2005 to 2006-2007	2005-2006 to 2007-2008
<b>ESL Improvement Rate</b>	36.3%	35.3%	36.1%
<b>Basic Skills Improvement Rate</b>	58.5%	56.9%	59.5%

**Table 1.6:**  
Career Development and  
College Preparation (CDCP)  
Progress and Achievement Rate

See explanation in Appendix B.

	2003-2004 to 2005-2006	2004-2005 to 2006-2007	2005-2006 to 2007-2008
<b>CDCP Progress and Achievement Rate</b>	15.9%	13.5%	14.0%

Blank cell (% only) = No CDCP data for cohort (college may not have CDCP courses)  
0% in cell = CDCP cohort data, but no outcome data as of report date

NA: This performance indicator is not applicable for schools of continuing education



Chancellor's Office  
California Community Colleges

1102 Q Street Sacramento, California 95811-6539 www.cccco.edu

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State of California

# ARCC 2009 Report: College Level Indicators

## Saddleback College

South Orange County Community College District

### College Profile

**Table 1.7:**  
Annual Unduplicated Headcount and  
Full-Time Equivalent Students (FTES)

	2005-2006	2006-2007	2007-2008
<b>Annual Unduplicated Headcount</b>	33,278	33,957	35,401
<b>Full-Time Equivalent Students (FTES)*</b>	14,186	15,311	16,169

Source: The annual unduplicated headcount data are produced by the Chancellor's Office, Management Information System. The FTES data are produced from the Chancellor's Office, Fiscal Services 320 Report.

\*FTES data for 2005-2006, 2006-2007, and 2007-2008 are based on the FTES recalculation.

**Table 1.8:**  
Age of Students at Enrollment

	2005-2006	2006-2007	2007-2008
<b>19 or less</b>	22.9%	23.2%	23.7%
<b>20 - 24</b>	24.2%	25.3%	24.8%
<b>25 - 49</b>	27.5%	26.4%	26.4%
<b>Over 49</b>	25.3%	25.0%	25.0%
<b>Unknown</b>	0.1%	0.1%	0.1%

Source: Chancellor's Office, Management Information System

**Table 1.9:**  
Gender of Students

	2005-2006	2006-2007	2007-2008
<b>Female</b>	59.8%	59.9%	59.9%
<b>Male</b>	40.1%	39.7%	39.5%
<b>Unknown</b>	0.1%	0.4%	0.6%

Source: Chancellor's Office, Management Information System



# ARCC 2009 Report: College Level Indicators

## Saddleback College

South Orange County Community College District

### College Profile

**Table 1.10:**  
Ethnicity of Students

	2005-2006	2006-2007	2007-2008
<b>African American</b>	1.6%	1.6%	1.6%
<b>American Indian/Alaskan Native</b>	0.6%	0.7%	0.6%
<b>Asian</b>	8.4%	8.8%	8.9%
<b>Filipino</b>	2.0%	2.0%	1.9%
<b>Hispanic</b>	12.6%	12.6%	12.6%
<b>Other Non-White</b>	1.1%	1.4%	1.7%
<b>Pacific Islander</b>	0.6%	0.6%	0.6%
<b>Unknown/Non-Respondent</b>	8.0%	9.0%	10.0%
<b>White Non-Hispanic</b>	65.1%	63.2%	62.0%

Source: Chancellor's Office, Management Information System





# ARCC 2009 Report: College Level Indicators

## Saddleback College

South Orange County Community College District

### College Peer Grouping

**Table 1.11: Peer Grouping**

	Indicator	College's Rate	Peer Group Average	Peer Group Low	Peer Group High	Peer Group
A	Student Progress and Achievement Rate	60.8	55.4	42.6	68.0	A4
B	Percent of Students Who Earned at Least 30 Units	76.6	73.9	67.9	82.7	B4
C	Persistence Rate	74.5	71.3	63.0	78.1	C6
D	Annual Successful Course Completion Rate for Credit Vocational Courses	76.2	75.1	62.3	84.6	D1
E	Annual Successful Course Completion Rate for Credit Basic Skills Courses	61.9	63.7	53.9	81.5	E3
F	Improvement Rate for Credit Basic Skills Courses	59.5	52.6	36.5	62.0	F2
G	Improvement Rate for Credit ESL Courses	36.1	49.7	32.4	68.2	G4

Note: Please refer to Appendices A and B for more information on these rates. The technical details of the peer grouping process are available in Appendix D.



# ARCC 2009 Report: College Level Indicators

## Saddleback College

South Orange County Community College District

### College Self-Assessment

Having celebrated its 40th anniversary in 2008, Saddleback College in Mission Viejo is a south Orange County community tradition with excellent transfer programs, a strong balance of academic and career-oriented programs, and a highly qualified faculty.

Approximately 12% of households in the service area have an annual income of less than \$15,000. The college's student body is approximately 62% White, 11.6% Hispanic and 8.9% Asian. Filipino and Black students each account for less than 2% of the student body.

The college's transfer center has a proven track record, ranking first in Orange County in transfers to USC, UC Santa Barbara, and San Diego State University. The latest cohort study by the state chancellor's office shows that the college exceeds expected transfer rates.

Saddleback College offers a comprehensive array of programs in academic and vocational areas with a combined total of 300 degrees and certificates. The National Center for Rapid Prototyping Technology is housed at Saddleback College, which boasts 19 intercollegiate athletic teams, solid Emeritus and Community Education programs, and is the cultural and artistic center of south Orange County. A significant number of the college's faculty have completed doctoral degrees. The accreditation agency (WASC) reaffirmed the college's accreditation in 2004-2005 and the next accreditation visit will occur in 2010.

Saddleback College has embarked on a renovation program, having just completed the renovation of one of its major classroom buildings while starting the renovation of the library. The renovation of the McKinney Theatre is nearing completion. Architectural plans are underway for the construction of a science building and the renovation of the Mathematics, Science, and Engineering Building.

Saddleback College has demonstrated above average performance levels on all but two of the accountability indicators. While the college is below the peer group average in the Improvement Rate for Credit Basic Skills Courses, it has shown growth over the previous year's rate. In the Annual Successful Course Completion Rate for Credit Basic Skills Courses, while the performance is below the peer group average, the margin narrows when compared to the previous year. College departments are reviewing their student learning outcomes and are confident this gap will be bridged in the very near future. Saddleback College continues to have a strong persistence rate of 74.5%, with 76.6% of students earning more than 30 credits. The Annual Successful Course Completion Rate for Credit Vocational Courses is a commendable 76.2%.

Overall, when compared to its peer institutions, Saddleback College's accountability indicators demonstrate a solid and healthy performance with a strong balance of academic and career-oriented programs. Saddleback College is proud to continue the task of fulfilling the mission of the California Community College System.



**Irvine Valley College**

South Orange County Community College District

**College Performance Indicators****Student Progress and Achievement: Degree/Certificate/Transfer****Table 1.1:**  
Student Progress and  
Achievement Rate

Percentage of first-time students who showed intent to complete and who achieved any of the following outcomes within six years: Transferred to a four-year college; or earned an AA/AS; or earned a Certificate (18 units or more); or achieved "Transfer Directed" status; or achieved "Transfer Prepared" status. (See explanation in Appendix B.)

	2000-2001 to 2005-2006	2001-2002 to 2006-2007	2002-2003 to 2007-2008
<b>Student Progress and Achievement Rate</b>	66.3%	66.1%	64.1%

**Table 1.1a:**  
Percent of Students Who  
Earned at Least 30 Units

Percentage of first-time students who showed intent to complete and who earned at least 30 units while in the California Community College System. (See explanation in Appendix B.)

	2000-2001 to 2005-2006	2001-2002 to 2006-2007	2002-2003 to 2007-2008
<b>Percent of Students Who Earned at Least 30 Units</b>	71.0%	69.9%	72.7%

**Table 1.2:**  
Persistence Rate

Percentage of first-time students with a minimum of six units earned in a Fall term and who returned and enrolled in the subsequent Fall term anywhere in the system. (See explanation in Appendix B.)

	Fall 2004 to Fall 2005	Fall 2005 to Fall 2006	Fall 2006 to Fall 2007
<b>Persistence Rate</b>	69.7%	68.0%	71.5%

NA: This performance indicator is not applicable for schools of continuing education



# ARCC 2009 Report: College Level Indicators

## Irvine Valley College

South Orange County Community College District

### College Performance Indicators

#### Student Progress and Achievement: Vocational/Occupational/Workforce Development

**Table 1.3:**  
Annual Successful Course  
Completion Rate for  
Credit Vocational Courses

See explanation in Appendix B.

	2005-2006	2006-2007	2007-2008
Annual Successful Course Completion Rate for Vocational Courses	74.4%	73.3%	71.9%

#### Pre-Collegiate Improvement: Basic Skills, ESL, and Enhanced Noncredit

**Table 1.4:**  
Annual Successful Course  
Completion Rate for  
Credit Basic Skills Courses

See explanation in Appendix B.

	2005-2006	2006-2007	2007-2008
Annual Successful Course Completion Rate for Basic Skills Courses	72.7%	72.3%	72.0%

**Table 1.5:**  
Improvement Rates for ESL  
and Credit Basic Skills Courses

See explanation in Appendix B.

	2003-2004 to 2005-2006	2004-2005 to 2006-2007	2005-2006 to 2007-2008
ESL Improvement Rate	23.8%	23.6%	21.1%
Basic Skills Improvement Rate	63.1%	58.3%	61.1%

**Table 1.6:**  
Career Development and  
College Preparation (CDCP)  
Progress and Achievement Rate

See explanation in Appendix B.

	2003-2004 to 2005-2006	2004-2005 to 2006-2007	2005-2006 to 2007-2008
CDCP Progress and Achievement Rate	.%	.%	.%

Blank cell (% only) = No CDCP data for cohort (college may not have CDCP courses)  
0% in cell = CDCP cohort data, but no outcome data as of report date

NA: This performance indicator is not applicable for schools of continuing education



Chancellor's Office  
California Community Colleges

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State of California

# ARCC 2009 Report: College Level Indicators

## Irvine Valley College

South Orange County Community College District

### College Profile

**Table 1.7:**  
Annual Unduplicated Headcount and  
Full-Time Equivalent Students (FTES)

	2005-2006	2006-2007	2007-2008
<b>Annual Unduplicated Headcount</b>	20,921	21,673	22,445
<b>Full-Time Equivalent Students (FTES)*</b>	6,857	7,658	8,021

Source: The annual unduplicated headcount data are produced by the Chancellor's Office, Management Information System. The FTES data are produced from the Chancellor's Office, Fiscal Services 320 Report.

\*FTES data for 2005-2006, 2006-2007, and 2007-2008 are based on the FTES recalculation.

**Table 1.8:**  
Age of Students at Enrollment

	2005-2006	2006-2007	2007-2008
<b>19 or less</b>	20.4%	21.6%	23.1%
<b>20 - 24</b>	27.6%	26.6%	26.5%
<b>25 - 49</b>	32.1%	31.0%	29.4%
<b>Over 49</b>	19.8%	20.8%	21.0%
<b>Unknown</b>	0.0%	0.0%	0.0%

Source: Chancellor's Office, Management Information System

**Table 1.9:**  
Gender of Students

	2005-2006	2006-2007	2007-2008
<b>Female</b>	59.4%	58.8%	58.8%
<b>Male</b>	40.5%	40.8%	40.6%
<b>Unknown</b>	0.0%	0.4%	0.7%

Source: Chancellor's Office, Management Information System



# ARCC 2009 Report: College Level Indicators

## Irvine Valley College

South Orange County Community College District

### College Profile

**Table 1.10:**  
Ethnicity of Students

	2005-2006	2006-2007	2007-2008
<b>African American</b>	1.9%	1.8%	1.9%
<b>American Indian/Alaskan Native</b>	0.3%	0.4%	0.4%
<b>Asian</b>	28.0%	28.0%	27.6%
<b>Filipino</b>	3.0%	2.8%	2.7%
<b>Hispanic</b>	10.2%	10.2%	9.9%
<b>Other Non-White</b>	1.5%	1.7%	1.9%
<b>Pacific Islander</b>	0.5%	0.6%	0.5%
<b>Unknown/Non-Respondent</b>	9.1%	10.2%	10.9%
<b>White Non-Hispanic</b>	45.5%	44.4%	44.1%

Source: Chancellor's Office, Management Information System



# ARCC 2009 Report: College Level Indicators

## Irvine Valley College

South Orange County Community College District

### College Peer Grouping

**Table 1.11: Peer Grouping**

	Indicator	College's Rate	Peer Group Average	Peer Group Low	Peer Group High	Peer Group
A	Student Progress and Achievement Rate	64.1	55.4	42.6	68.0	A4
B	Percent of Students Who Earned at Least 30 Units	72.7	67.0	56.2	74.0	B1
C	Persistence Rate	71.5	71.3	63.0	78.1	C6
D	Annual Successful Course Completion Rate for Credit Vocational Courses	71.9	75.1	62.3	84.6	D1
E	Annual Successful Course Completion Rate for Credit Basic Skills Courses	72.0	62.1	52.0	72.0	E1
F	Improvement Rate for Credit Basic Skills Courses	61.1	55.3	42.2	62.3	F5
G	Improvement Rate for Credit ESL Courses	21.1	29.1	0.0	70.5	G1

Note: Please refer to Appendices A and B for more information on these rates. The technical details of the peer grouping process are available in Appendix D.



Chancellor's Office  
California Community Colleges

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# ARCC 2009 Report: College Level Indicators

## Irvine Valley College

South Orange County Community College District

### College Self-Assessment

Irvine Valley College serves a diverse population of students in an above average socio-economic region in South Orange County. The gender balance is stable—3 out of 5 students are female; age groupings show relatively stable shares in all groups. One in four students are Asian, 2 in 5 are white, one in 10 are Hispanic; dozens of other cultures are pursuing educational opportunities at Irvine Valley College. The enrollments of African-American, Asian/pacific Islander, Hispanic, and Caucasian students at Irvine Valley College reflect the ethnic and cultural demographics of the service area. FTES did not grow between 2005-2006 and 2006-2007, remaining stable at about 6,060. FTES increased by 7%, rising to 6,492, in 2007-2008. Irvine Valley College has an established an Early College program at Beckman High School, a second program at Tustin high school, and a third at El Toro High School in Lake Forest will commence in summer 2009. A partnership with CSU-Fullerton has led to an agreement to offer lower division courses in the daytime at CSUF's Irvine Campus, which is moving to a new location in summer 2009. Using the State System Office transfer rate methodology, Irvine Valley College's transfer rate to four-year institutions is 3rd highest in the California Community College System; it remains the highest for Orange County Community Colleges. Enrollment in distance education courses is growing rapidly as is the number of DE sections offered. Irvine Valley College currently offers 104 courses in 25 subject areas in the online mode of instruction. Online offerings are among the first courses to close due to high student demand. Currently, IVC has two A.S. Degrees and two occupational certificates whose major requirements can be earned completely online. Irvine Valley College's accountability indicators in the ARCC 2009 Report demonstrate above average performance on 4 out of 7 indicators when compared to its peer institutions and is the peer group high in 1 indicator (student progress and achievement rate and improvement rate for credit basic skills). While the student persistence rate, the percent of students who earned at least 30 units, basic skills completion rate, and the student progress and achievement rate have each remained stable and relatively high, the vocational completion rate and course improvement rates for ESL have declined. The Basic Skills Initiative process is addressing needs in ESL for staff development, curriculum redesign, and development of an ESL/World Languages Student Success Center. Inspired by the Accreditation Standards, the goals of Irvine Valley College and the South Orange County Community District goals, the Irvine Valley College President and Administration, the Academic Senate, and all governance groups and committees are participating in a strategic planning process that is committed to providing an excellent learning experience for our diverse and changing communities. Evidence-based processes are in place that assess performance and support continual and sustainable improvement in service to students. In February of 2009, the College's 2008 Accreditation Progress Report was accepted without recommendations.





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

---

Minutes from :

August 31, 2009 Regular Meeting of the Board of Trustees (Exhibit A)  
And  
August 31, 2009 Special Meeting of the Board of Trustees (Exhibit B)

are submitted to the Board for review and approval.

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

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

**MINUTES OF THE BOARD OF TRUSTEES' MEETING  
August 31, 2009**

**PRESENT**

**Members of the Board of Trustees:**

Donald P. Wagner, President  
John S. Williams, Vice President  
Thomas A. Fuentes, Clerk  
William O. Jay, Member  
David B. Lang, Member  
Marcia Milchiker, Member  
Nancy M. Padberg, Member  
Bi'Anca Bailey, Student Member

**Administrative Officers:**

Raghu P. Mathur, Chancellor  
Gary Poertner, Deputy Chancellor  
Robert Bramucci, Vice Chancellor, Technology and Learning Services  
David Bugay, Vice Chancellor, Human Resources  
Tod Burnett, President Saddleback College  
Glenn Roquemore, President Irvine Valley College  
Randy Peebles, Provost, ATEP

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

**1.0 PROCEDURAL MATTERS**

**1.1 Call To Order**

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

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

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

1. Public Employee Discipline/Dismissal/Release (2)
- B. Conference with Labor Negotiators (GC Section 54957.6)
  1. SOCCCD Faculty Association
    - a. Agency Designated Negotiator: Dr. Raghu Mathur
  2. California School Employees Association (CSEA)
    - a. Agency Designated Negotiator: Dr. Raghu Mathur
    - b. Leave Requests (2)
- C. Conference with Legal Counsel (GC Section 54956.9)
  1. Anticipated Litigation/Significant Exposure to Litigation (GC Section 54956.9[b][1] and [b][3][A]) (3 cases)

RECONVENE OPEN SESSION: 6:25 P.M.

## 2.0 PROCEDURAL MATTERS

### 2.1 Actions Taken in Closed Session

### 2.2 Invocation Led by Trustee Nancy Padberg

### 2.3 Pledge of Allegiance Led by Trustee Donald P. Wagner

### 2.4 Resolutions / Presentations / Introductions

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

## 3.0 REPORTS

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

#### A. Board Reports

Reports were given by Trustees Jay, Padberg, Fuentes, Wagner, Milchiker, Lang and Student Trustee Bailey.

#### B. Chancellor's Report

**C. Board Request(s) for Report(s)**

- Request for Report on Salaries of College Professors in Orange County

On a motion made by Trustee Fuentes and seconded by Trustee Jay, the Request for Report was approved on a 7-0 vote.

**4.0 DISCUSSION ITEM**

**4.1 SOCCCD: Strategic Planning Process Discussion of the Strategic Planning Processes at Saddleback College, Irvine Valley College and the Advanced Technology and Education Park.**

A report on the strategic planning process was presented by IVC President Glenn Roquemore, Saddleback College President Tod Burnett and ATEP Provost Randy Peebles.

**5.0 CONSENT CALENDAR ITEMS**

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

Trustee Fuentes requested Items 5.3 and 5.5 be pulled for separate action.

On a motion made by Trustee Lang and seconded by Trustee Williams, the remaining items were approved on a 7-0 vote.

**5.1 SOCCCD: Board of Trustees Meeting Minutes**

Approve minutes of a regular meeting held on July 21, 2009.

**5.2 Saddleback College: Mission, Vision and Values**

Approve the revised Mission, Vision and Values for Saddleback College.

**5.3 Saddleback College: Oxford Semester Abroad in Oxford, England- Spring 2010**

Approve the Spring 2010 Saddleback College study abroad program: Oxford Semester Abroad in Oxford, England and direct the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the American Institute for Foreign Study (AIFS) for coordinating all travel.

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

**5.4 Saddleback College: Student Out-of-State Travel**

Approve the out-of-state travel request for six students and one staff member to attend the College Broadcasters/Associated Collegiate Press/College Media Advisers Conference in Austin, Texas from Oct 28-Nov 2, 2009, at a total cost not to exceed \$6,779.00.

**5.5 Saddleback College: Study Abroad Program to Salamanca, Spain**

Approve the Saddleback College study abroad program: Spanish Language Studies in Salamanca, Spain in the spring of 2010 and direct the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the Travel and Education for coordinating all travel agreements.

On a motion made by Trustee Fuentes, seconded by Trustee Jay this item passed on a 6-0 vote with Trustee Milchiker absent.

**5.6 Saddleback College: Amended 2009-2010 Faculty Request List**

Approve the announcement and recruitment of the replacement of the Generalist Counselor/Articulation Officer added to the list.

**5.7 Saddleback College: Notice of Completion: Student Services Center: Cafeteria New Flooring and Admission and Records Space Renovations, Health Sciences: Room 206 Renovation**

Approve filing of the Notice of Completion and release of retention.

**5.8 Saddleback College: Change Order Requests: Village Expansion**

Approve change order requests increasing the contract amount by \$23,161.81. The revised total contract amount is \$1,073,161.81.

**5.9 Saddleback College: Village Expansion: Furniture Acquisition**

Approve the purchase of office and classroom furniture from Corporate Business Interiors in an amount not to exceed \$100,000.00.

**5.10 Saddleback College: Cosmetology and Cosmetician Instruction Agreements**

Approve two year agreements with Lake Forest Beauty College.

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

Approve change order requests increasing the contract amount by \$18,524.87. The revised total contract amount is \$3,731,965.02.

**5.12 SOCCCD: Award of Bid: Janitorial Supplies**

Approve award of bid in the amount of \$128,911.67 to various vendors.

**5.13 SOCCCD: Purchase Order/Confirming Requisitions**

Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P09-05227 through P09-05233 amounting to \$155,148.00 and P10-00479 through P10-01107 amounting to \$25,064,960.17 and confirming requisitions dated July 1, 2009 through August 11, 2009 totaling \$125,402.81.

**5.14 SOCCCD: Payment of Bills**

Approve Checks No. 083425 through 084473, processed through the Orange County Department of Education, totaling \$7,651,182.31; and Checks No. 009589 through 009654, processed through Saddleback College Community Education, totaling \$137,550.30; and Checks No. 008599 through 008612, processed through Irvine Valley College Community Education, totaling \$11,351.91.

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

Authorize payment to Trustee unable to attend Regular Meeting of the Board on July 21, 2009.

**5.16 Saddleback College: Speakers**

Approve honoraria for speakers at Saddleback College.

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

Approve gifts as presented.

**5.18 SOCCCD: July/August 2009 Contracts**

Ratify contracts as listed.

**6.0 GENERAL ACTION ITEMS**

**6.1 SOCCCD: Adoption of the Final Budget for 2009-2010**

Adopt final budget as presented.

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

**6.2 SOCCCD: Basic Aid Project Priority List**

Approve basic aid list and allocation of basic aid funds as listed.

On a motion made by Trustee Lang and seconded by Trustee Fuentes the question was divided and it was moved to approve the District I/T Projects, ATEP, Retiree Benefits, Legislative Advocacy and SC/IVC/ATEP Instruction and Student Services items and it was also moved that the items pertaining to Saddleback College and IVC be brought back for action at the September Board meeting. The motions were approved on a 7-0 vote.

- 6.3 Saddleback College: Adoption of the Associated Student Government (ASG) Final Budget for 2009-10  
Approve the Saddleback College Associated Student Government final budget for 2009-10.

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

- 6.4 Irvine Valley College: Adoption of the Associated Students Final Budget for 2009-10  
Approve the Associated Students of Irvine Valley College (ASIVC) final budget for 2009-10.

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

- 6.5 SOCCCD: Board Policy Revision: BP-3451: Safety, BP-4017: Child Abuse Reporting, BP-3453: Emergency Response Plan, BP-5300: Grading Policy, BP-5403: Student Policy Prohibiting Discrimination and Harassment, BP-4011: Employment Procedures for Administrators and Managers, BP-4011.3: Hiring Policy for Classified Staff, BP-2125: Weapons on Campus  
Accept for discussion/approval.

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

- 6.6 SOCCCD: Board Policy Revision: BP-4208: Overtime and Shift Differential for Classified Management Personnel, BP-2210: HIPAA/CMIA Privacy Policy  
Accept for review and study.

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

- 6.7 SOCCCD: Nominating Committee election for Members of the Orange County Committee on School District Organization  
Nominate an individual to serve on the Orange County Committee on School District Organization.

On a motion made by Trustee Milchiker and seconded by Trustee Fuentes, and unanimously carried, Trustee John Williams was nominated to serve on the Orange County Committee on School District Organization.

6.8 SOCCCD: Academic Personnel Actions - Regular Items

Approve New Personnel Appointments, Change in Status, Authorization to Change Organization Reporting Structure, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Workload Banking.

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

6.9 SOCCCD: Classified Personnel Actions - Regular Items

Approve New Personnel Appointments, Authorization to Eliminate Classified Position and/or Position Numbers, Authorization to Establish and Announce a Classified Position, Authorization to Change Organization Reporting Structure, Reclassification, Change of Status, Out of Class Assignments, Resignation/Retirement/Conclusion of Employment, Authorization to Revise the Salary Schedule for the Non-Bargaining Unit, Temporary, Short Term Hourly Employees, Volunteers.

Vice Chancellor David Bugay noted five changes to this agenda item. :

Item B.3. removed, Item C.5. removed, Item C.6. should read ".....establish a part time, *not to exceed an average of 29* hours per week, categorical grant funded position.....", Item G.3 – Dates should read December 1, 2009 and December 2, 2009

and Item G.10 – Dates should read August 21, 2009 and August 24, 2009.

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

6.10 Irvine Valley College: Classified Employee Layoff

Elimination of one categorically funded position due to the termination of funding.

At the request of Chancellor Mathur, this item was pulled.

7.0 REPORTS

7.1 SOCCCD: Basic Aid Report

Projected receipts and approved projects.

7.2 SOCCCD: Facilities Plan Status Report

Status of current construction projects.

7.3 SOCCCD: List of Board Requested Reports

Reports requested by Trustees.

7.4 SOCCCD: Quarterly Investment Report

This report is for the quarter ending on June 30, 2009.



**7.5 SOCCCD: Retire (OPEB) Trust Fund**

This report is for the period ending June 30, 2009.

**7.6 SOCCCD: Quarterly Financial Status Report**

This report is for the period ending June 30, 2009 for the 2008/2009 fiscal year.

**8.0 WRITTEN REPORTS**

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

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

Reports were provided by Saddleback College President Tod Burnett, Irvine Valley College President Glenn Roquemore, ATEP Provost Randy Peebles, Irvine Valley College Academic Senate President Wendy Gabriella, Saddleback College Academic Senate President Bob Cosgrove, Faculty Association President Lee Haggerty, Saddleback ASG President , Saddleback College Classified Senate President Russ Hamilton and IVC Classified Senate Co-President Angela Mahaney.

**9.0 ADDITIONAL ITEMS**

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

The meeting was adjourned at 8:50 p.m.

---

Raghu P. Mathur, Ed.D., Secretary

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
**MINUTES OF A SPECIAL MEETING OF  
THE BOARD OF TRUSTEES**  
**August 31, 2009**

**CALL TO ORDER: 3:00 p.m.**

The Open Session of the Special Meeting of the Board of Trustees was called to order by President Wagner at 3:40 p.m.

**PRESENT**

**Members of the Board of Trustees:**

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

**Administrative Officers:**

Raghu P. Mathur, Chancellor  
Gary Poertner, Deputy Chancellor  
Robert Bramucci, Vice Chancellor, Technology and Learning Services  
David Bugay, Vice Chancellor, Human Resources  
Tod Burnett, President Saddleback College  
Glen Roquemore, President, Irvine Valley College  
Randy Peebles, Provost, ATEP

**ABSENT:**

Bi'Anca Bailey, Student Member

**1.0 PROCEDURAL MATTERS**

The Invocation was led by Trustee Padberg  
The Pledge of Allegiance was led by Trustee Wagner.

Members of the public were invited to address the Board on any item on the agenda at this time or during consideration of the item. Items not on the agenda that were within the subject matter jurisdiction of the Board may also be addressed at this time.

## 2.0 INFORMATION ITEM

### 2.1 Community Update on the Advanced Technology and Education Park (ATEP).

A community forum on the development of ATEP and its programs was presented by Dr. Raghu P. Mathur, Chancellor, Dr. Randy Peebles, Provost, ATEP, Dr. Glenn Roquemore, President, Irvine Valley College, Dr. Tod Burnett, President Saddleback College, Victor Coleman, Managing Partner, Hudson Capital, LLC., David Hunt, Architect, gkkworks and Dante Gumucio, Public Economics, Inc.

At 4:45 p.m. on a motion made by Trustee Wagner and seconded by Trustee Fuentes the meeting was extended by fifteen minutes.

The meeting was adjourned at 4:55 p.m.

---

Raghu P. Mathur, Ed.D., Secretary

**TO:** Board of Trustees

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

**RE:** Irvine Valley College: Geology 170, Out-of-State Travel

**ACTION:** Approval

---

### **BACKGROUND**

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

As part of offering high quality education to students, Irvine Valley College is offering an opportunity for students to study the geology of Zion National Park in Utah. The trip will focus on the geologic origin and evolution of Zion, in the framework of its location in the Colorado Plateau province.

### **STATUS**

The Irvine Valley College School of Physical Sciences and Technologies proposes to offer the field study course from 10/15/09 to 10/18/09, in the vicinity of Zion National Park, Utah, as described in the attached exhibits. The Out-of-State Travel Information Summary is presented in Exhibit A. The Individual Cost Breakdown Summary and Program Description are presented in Exhibit B.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the out-of-state travel in support of Geology 170.

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

OUT-OF-STATE TRAVEL INFORMATION SUMMARY

<b>1. PROGRAM</b>										
Location/Destination:		<b>Zion National Park, Utah</b>			First Trip: Yes:		No:		<b>X</b>	
Dates: From:		<b>10/15/09</b>		To:		<b>10/18/09</b>		Total No. of Days: <b>3</b>		
Partner Name (Academic Institution):		<b>N/A</b>								
Address:		<b>N/A</b>								
Contact Person:		<b>N/A</b>			Telephone No.:		<b>N/A</b>			
Description of Institution:		<b>N/A</b>								
Includes:	Accredited Instruction			Yes:	<b>X</b>	No:				
	Transfer College Units			Yes:	<b>X</b>	No:				
	Orientation			Yes:	<b>X</b>	No:				
	Books/Supplies			Yes:	<b>X</b>	No:				
	Tutors			Yes:		No:	<b>X</b>			
	Weekend Study Activities			Yes:	<b>X</b>	No:				
	Food			Yes:		No:	<b>X</b>			
	Transportation <b>LOCAL ONLY</b>			Yes:	<b>X</b>	No:				
	Lodging			Yes:		No:	<b>X</b>			
Other:										
Does Not Include: (Examples: Local Transportation at home; Personal Items, etc.)		Personal expenses during program; all meals.								
Other:		Irvine Valley College tuition/administrative fees.								
<b>2. FACULTY</b>										
Lead Faculty Name:		<b>Amy Stinson (2 OSH)</b>								
Coordinates Trip:				Yes:	<b>X</b>	No:				
If No, Explain:										
Travels to Site:				Yes	<b>X</b>	No:				
Dates: From:		<b>10/15/09</b>			To:		<b>10/18/09</b>			
Teaching Assignment at Program Site:				Yes	<b>X</b>	No:				
Dates: From:		<b>10/15/09</b>			To:		<b>10/18/09</b>			
Requires Substitute at IVC and/or SC?				Yes		No:	<b>X</b>			
Unpaid Faculty Exchange:				Yes		No:	<b>X</b>			
If Yes, Faculty Name(s) Required:										
Assignments to be Covered:										
Other:										
<b>3. COURSE(S) OFFERED AT PROGRAM SITE</b>										
Course No.:	Course Title:							No. of Units		
<b>GEOL 170</b>	<b>Field Study of National Parks and Monuments</b>							<b>1.0 Units</b>		

	<b>TOTAL</b>	<b>1.0 Units</b>

#### 4. STUDENTS

Minimum number of students required to make program:	<b>24</b>
Minimum number of units:	<b>1.0</b>
Maximum number of units:	<b>1.0</b>
If this is a repeat program site, what is the average number of units taken per student?	<b>N/A</b>
Other – Maximum number of students	<b>24</b>

#### 5. COSTS

Student:	
Contracted cost per student:	\$ 0.00
Average cost per day: <i>(It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)</i>	\$ 0.00
College:	
Additional costs to the District?	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
If Yes Explain:	
Cost of substitute pay if instruction is also receiving salary for courses at IVC and/or SC during the same period of time.	\$ N/A
Other Costs	\$ 0

#### 6. OTHER ACTIVITIES NOT PART OF THE COURSE(S) (ATTACHMENTS)

N/A

#### 7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 a.m.	Classes	Classes	Classes	Classes	Classes	Classes	Classes
9 a.m.							
10a.m.							
11a.m.							
12 Noon							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.							
7 p.m.							
8 p.m.							
9 p.m.							
10 p.m.							

Exceptions to weekly schedule: N/A

#### 8. ATTACHMENTS

EXHIBIT B – Individual Cost Breakdown Summary and Program Description.

#### 9. REQUIRED SIGNATURES

**INDIVIDUAL COST BREAKDOWN SUMMARY**

IRVINE VALLEY COLLEGE  
SCHOOL OF PHYSICAL SCIENCES AND TECHNOLOGIES

GEOLOGY 170  
GEOLOGY FIELD STUDIES: NATIONAL PARKS AND MONUMENTS  
OUT-OF-STATE TRAVEL

<b>COSTS TO BE PAID BY STUDENTS</b>	
Campsite fees – Snow Canyon State Park (1 night); Zion National Park (2 nights)*	\$0.00
Student food – Paid by each student at no cost to IVC	\$30.00
Entry Fee Waivers to Utah and National Parks**	\$0.00
<b>TOTAL COST PER STUDENT</b>	<b>\$0.00</b>
<b>NUMBER OF STUDENTS PARTICIPATING</b>	<b>24</b>
<b>TOTAL COSTS FOR GROUP</b>	<b>\$720.00</b>
<b>APPROXIMATE COSTS NOT INCLUDED</b>	
<b>TOTAL COSTS NOT INCLUDED</b>	<b>\$0.00</b>
<b>GRAND TOTAL PER STUDENT</b>	<b>\$30.00</b>

\*The Geology Department field trip budget covers the cost of campsite fees.

\*\*Utah and National Parks entry fees are waived due to the educational nature of the course.



**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Irvine Valley College: 2009-10 Out-Of-State Travel  
**ACTION:** Approval

---

**BACKGROUND**

The Board of Trustees has supported student programs to promote leadership and scholarship through student organizations such as the Administration of Justice, Honor Society (Phi Theta Kappa), Wind Symphony, Geology Association, Psi Beta Honor Society, and Model United Nations. Participation in national conferences and/or competitions provides invaluable learning experiences for students and brings recognition to Irvine Valley College. Travel to conferences and/or competitions held out-of-state requires approval of the Board of Trustees.

**STATUS**

Associated Students of Irvine Valley College (ASIVC) seeks approval for participation in conferences and/or competitions during the 2009-2010 academic year. Each conference and/or competition will incur registration fees, meal expenses, travel and lodging costs for the students and their advisor(s) as described in Exhibit A. Funds for the out-of-state travel are included in the 2009-2010 ASIVC Budget. There is no impact on the general fund.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the 2009-2010 Out-Of-State Travel request for Irvine Valley College students and their advisor(s) for a total cost not to exceed \$86,595 as shown in Exhibit A.

2009-2010

## IRVINE VALLEY COLLEGE OUT-OF-STATE STUDENT TRAVEL

<b>DATES</b>	<b>CONFERENCE/ COMPETITION</b>	<b>LOCATION</b>	<b>PARTICIPANTS</b>	<b>TOTAL COSTS</b>	<b>COLLEGE GROUP</b>
11/21-25/09	AM West Model United Nations	Las Vegas, NV	18 Students 1 Advisor	*\$8,575	Model United Nations (MUN)
3/17-20/10	American College Dance Festival Association (ACDFA) Northeast Regional Conference	Tempe, AZ	16-20 Students 2 Advisors	*\$19,388	Dance Ensemble
3/9-14/10	College Band Directors National Association Conference (CBDNA)	Reno, NV	1-3 Students 1 Advisor	\$5,000	Wind Symphony
3/29/10- 4/3/10	2009 National Model United Nations (NMUN) Conference	New York, NY	14 Students 1 Advisor	*\$18,400	Model United Nations (MUN)
4/18-21/10	Phi Theta Kappa International Convention	Orlando, FL	12 Students 2 Advisors	*\$15,164	Phi Theta Kappa (PTK) Honors Society
4/10-16/10	National Chi Tau Epsilon National Conference Competition	Portland, OR	15 Students 2 Advisors	*\$20,068	Administration of Justice (AOJ –XTE)

**Notes:**

- \* Co-Curricular programs supplement the ASIVC funds with fund raising activities.
- ♦ Costs may vary for some Co-Curricular programs because IVC coordinates with other colleges to share rooms and team concepts.
- ♦ Differences in costs also can be affected by differing amounts in registration fees for events.
- ♦ Co-Curricular advisors may choose to take only one advisor in order to take more students to competitions.

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

---

### **BACKGROUND**

The Communication Arts Department consisting of film classes, television, and radio has been reporting to the Dean of Advanced Technology and Applied Science since 2001. On August 31, 2009 the Board of Trustees approved a change in the reporting structure for the Communication Arts Department to the Dean of Fine Arts.

### **STATUS**

With the addition of media classes to those of the current fine arts and the need to better portray the division offerings to the public, a division name change is now proposed. Faculty and staff of the Division of Fine Arts and the Communication Arts Department have been surveyed and suggestions collected. The name that was most often suggested was the Division of Fine Arts and Media Technology.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the name change for the Division of Fine Arts to the Division of Fine Arts and Media Technology.

**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 and/or ATEP since the last board meeting. In addition, all travel expenses and/or honoraria must be recommended by the Chancellor, College President, or ATEP Provost and submitted to the Board prior to reimbursement of travel expenses or payment of honoraria.

**RECOMMENDATION**

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

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

## SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

### SADDLEBACK COLLEGE

<b>Date of Presentation</b>	<b>Speaker Name</b>	<b>Topic</b>	<b>Brief Biography</b>	<b>General Fund Cost (Honorarium/Travel)</b>
9/2/09	Sass Elisha	Nurse Anesthetist	Assistant Director of KP School of Anesthesia	-0-
9/2/09	Mike Churchin	Functions of a Nurse Anesthetist	Instructor of KP	-0-
9/9/09	Nama Gillette	Homebuy Industries	Gang Intervention	-0-
9/10/09	Laurie Gillette	Search for Form: Bones & Branches	Artist	\$175
9/10/09	Jamie Sweetman	Search for Form: Bones & Branches	Artist	\$175
9/16/09	Maureen Aplin	Juvenile Court	Juvenile Court Judge	-0-
10/7/09	Paul LeBaron	Pop culture	LBPD Gang Narcotics Investigator	-0-
10/8/09	Rodney Lee	Money Magic for Musicians	Keyboardist/Author	\$200
10/20/09	Jim Kouzes	Leadership	Jim Kouzes is the Dean's Executive Professor of Leadership at the Leavey School of Business at Santa Clara University. Kouzes is a bestselling author, an award-winning speaker, and, according to the <i>Wall Street Journal</i> , one of the 12 best executive educators in the United States.	\$1,000
10/22/09	Peggy Busto	Marriage, Communication, and Relationships	Mrs. Busto has her Marriage and Family license and has been a marriage and family counselor for	

			over thirty years, specializing in couples and relationships. She will share her knowledge with the class, as well as, answer student questions on the topic.	
11/4/09	Tracy Rinauw	Gang Prosecution in O.C.	OCDA Gang Investigator	-0-
11/17/09	PFLAG Speakers Bureau: Denny Spargo	Gay, Lesbian, Bisexual awareness and related topics	Parents, Families, and Friends of Lesbians and Gays promotes the health and well-being of gay, lesbian, bi-sexual and transgendered persons, their families and friends through support to cope with an adverse society; education to enlighten an ill-informed public and advocacy to end discrimination and to secure equal civil rights.	

**TO:** Board of Trustees

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

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

**ACTION:** Approval

---

### **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 though '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. B27160 to Dell Marketing, LP, effective September 1, 2009 through August 31, 2014. The State of California approved the usage of this agreement on December 27, 2004 through the California Participating Addendum No. B27160, effective September 1, 2009, through August 31, 2014. 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. B27160 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. B27160. 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:** SOCCCD: Cisco Network Equipment and Related Devices

**ACTION:** Approval

---

### **BACKGROUND**

The telephone equipment utilizes a voice over internet protocol (VOIP) system. Additionally, the campuses have developed a wireless network for internet usage. Equipment replacement, upgrading and expanding use is ongoing and includes technology advances each year. For certain uses, equipment manufactured by Cisco Network has been selected by the colleges as the standard and, therefore, orders for Cisco Network equipment and related devices are routinely placed according to the needs and the available budgets.

Public Contract Code (PCC) Sections 10290 et seq. and 12101.5 include approval for local government agencies to use CMAS for acquisition of information technology and non-information technology products and services. The contracts are structured to comply with California procurement codes, guidelines, and policies, and provide for the highest level of contractual protection. The best value for this type of equipment can be negotiated through the use of California Multiple Award Schedule (CMAS) contracts.

### **STATUS**

Nexus IS Inc. has a CMAS contract number 3-03-07-0163S available for purchasing Cisco Network equipment. To comply with public bidding requirements, legal counsel recommends that the Board of Trustees approve the usage of specific CMAS contracts.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve use of the California Multiple Award Schedule (CMAS) contract number 3-03-07-0163S for the purchase of Cisco Network equipment and related devices. 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:** SOCCCD: Auction No. 55-Surplus Property  
**ACTION:** Approval

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**BACKGROUND**

The Facilities Planning and Purchasing Department accumulates surplus supplies, equipment, materials and other items including "lost and found" merchandise from various departments at the warehouse on both college campuses. Items, which are determined to be of no usable value to the District, are then aggregated for disposal. Board Policy 3600 requires that the Board of Trustees authorize the disposal of surplus or obsolete supplies and equipment no longer suitable for District purposes.

**STATUS**

The items described in the attached EXHIBIT A have been found no longer suitable for district or college use. It is recommended that a public auction be held in accordance with the requirements of Education Code No. 81450 (b). All items will be sold to the highest bidder upon the completion of the auction.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the sale of surplus property, Auction No. 55, authorize the Director of Facilities Planning and Purchasing to hire a private auction firm to conduct the auction, and to dispose of items not sold at the auction.

#	DESCRIPTION	LOCATION	MODEL	INVENTORY #
1	1991 FORD SEDAN	PKG. LOT	TARUS	7343
2	ELECTRIC DELIVERY CART	PKG. LOT	EZGO TXT	6653
3	ELECTRIC GOLF CART TAYLOR DUNN	PKG. LOT		3733
4	2-SMART BOARDS, 1-TRIPOD, LOT - 5	A - 3		8739, 8756
	SCIENCE SCOPES, 1-HP DESIGN JET		488CA	
	PRINTER, LOT-7 COMPUTER MONITORS			
	LOT-3 MONITOR BASE STANDS, 1-BOX			
	MISCELLANEOUS CABLES, 1-ROUND			
	TABLE, 1-ROLLING FILE SORTER,			
	1-KEYBOARD, 4-CPU SPEAKERS, 1-BOX			
	MISCELLANEOUS CABLES AND PARTS			
5	1-LARGE OVAL WOODEN TABLE	A - 7		
6	1-HP LASERJET PRINTER, LOT - 3 OVER	A - 8	4550N	1900
	HEAD PROJECTORS, 1-HP PRINTER,		4250N	9942
	1-CANNON FAX MACHINE, LOT-4 IBM		2050	8193
	WHEELWRITER TYPEWRITERS, LOT - 8			
	COMPUTER SPEAKERS, 1-CPU DVLINE,			5923
	1-HP LASERJET PRINTER, 1 - EPSON		C4224A	
	1680 SCANNER, 1 - WEIGHT SCALE,		EU35	8064
	1-COMPAQ PRESARIO COMPUTER,		5170	
	1-PANASONIC STAPLER, LOT - 2 BOXES		AS-300NN	
	MISCELLANEOUS COMPUTER PARTS			
	1-LEXMARK PRINT CARTRIDGE,		140198X	
	LOT - 18 DELL COMPUTERS		270	8473, 8510, 8546, 8540, 8535,
				8527, 8472, 8511, 8516, 8530,
				8515, 8526, 8471, 8534, 8538,
				8532, 8514, 8528
7	LOT-14 CRT MONITORS, 1-NEC PRINTER	A - 9	P2200	
	1-XEROXPRINTER,1-LOGTEC SCANNER		X532	
	2-BOXES MISC. COMPUTER PARTS,			
	1-EPSON PRINTER, 1-LOGITECH SCAN		MX-80	
	MAN SCANNER, 1-GEN. INSTRUMENTS		256	
	CABLE TV CONVERTER, LOT - 3 DELL		1700N	
	PRINTERS, LOT-7 MICRON MILLENNIA			7140, 7107, 7143, 7109, 7116,
	PENT. CPU, 3-BOXES MISC. COMPUTER			4082, 7124
	PARTS AND KEYBOARDS, 1 - DELL			
	MONITOR STAND, 2 - DELL OPTIPLEX		GX-150	6228
	PENT. CPU, 3-BOXES MISC. COMPUTER		GX-270	7655
	PARTS AND KEYBOARDS, 1-ZIP DRIVE,		IOMEGA	
	1-EIKI CASSETTE/CD, 1 - TELEPHONE		7070A	
	CONNECTION PATCH PROJECT BOARD			
	1-ELECTRIC PUNCH STAPLER, 1 - AST		GBC3230ST	
	ADVANTAGE PLUS 486 PENT. CPU,		DX/33	
	1-LEADING EDGE WIN PENT. CPU,		0104VL	
	1 - WANG PC CASE			
8	LOT-19 COMPUTER SERVERS,	A - 5		8369, 8243, 8066, 8075, 9459,
				9462, 9456, 9466, 8068, 9461,
				9458, 9463, 8227, 8242, 8245,
				8241

#	DESCRIPTION	LOCATION	MODEL	INVENTORY #
9	LOT-57 MPC CLIENT PRO COMPUTERS,	A-6 / A-12	565	9293, 9259, 9859, 9273, 9291,
				9293, 9290, 9279, 9269, 9278,
				9279, 9288, 9267, 9284, 9304,
				8371, 9301, 9258, 9275, 9287,
				5932, 9262, 9284, 5851, 8206,
				9292, 9272, 8656, 9277, 9307,
				9298, 9306, 9310, 9271, 9313,
				9300, 5935, 9311, 9299, 9294,
				9264, 9285, 9276, 9873, 9295,
				9309, 9270, 9263, 9289, 9296,
				9266, 9261, 9286, 3485, 9254,
				11936, 11369
	LOT - 3 MPC ALL IN ONE COMPUTERS,			11929, 9878, 11932
	LOT - 3 MICRON LAPTOP COMPUTERS,			3760, 5069
	1 - 250 GIG LINKSYS STORAGE, LOT - 1			
	RARITAN PARAGON USER STATION,			
	1 - SONY MONITOR, LOT - 5 MONITORS,			5762
	LOT-2 BROTHER INTELEFAX MACHINES			
	1 - HP OFFICEJET FAX MACHINE,		K60XI	
	LOT-3 HP PRINTERS, 1-EPSON PRINTER			
	LOT - 2 COMPUTER KEYBOARDS			
10	1 - HUSKEY AIR COMPRESSOR,		WL651004	
	1 - PANASONIC 27" TELEVISION,		CT27SF10R	
	2 - MITSUBISHI 21" TELEVISIONS		CS-20103	
11	LOT - 28 DELL COMPUTERS,	A-14 / A-15	150 / 280	6368, 6315, 6406, 6375, 6429,
				6305, 6312, 6370, 6302, 6331,
				6398, 6372, 6269, 6282, 7845,
				10249, 7825, 7854, 7849, 7782
				7814, 6854, 7764, 7876, 7853,
				7848, 7859, 7862
	LOT - 16 MICRON MILLENNIA PENT. CPU			7150, 7141, 4065, 7121, 7146,
				7154, 7126, 7113, 4064, 4059,
				4052, 4057, 4062, 4083, 4111,
				4055
	LOT-9 CASSETTE DICTAPHONE TAPE			
	RECORDERS, 1 - EPSON PRINTER,		EPL-6000	
	LOT - 11 ADLER ADDING MACHINES,			
	3-BOXES MISC. CABLES AND PARTS,			
	LOT - 4 PANASONIC VHS, 2-MONITORS,			4423, 4420, 4424, 4419
	LOT - 9 MICRON PC COMPUTERS,			5839, 5587, 8035, 2414, 8183,
				5976, 5568, 5912, 4637,
	LOT - 7 DELL COMPUTERS,			7614, 6920, 8338, 7616, 9390,
				9608, 6918
	1- IMAGISTICS FAX, 9 - KEYBOARDS,		9820	
	2-CPU SPEAKERS, 1-BOX MISC. PARTS			
12	1-SONY 27"TV, 1-DENNON CASS. DECK,	A / 17	DN-T620	
	LOT-6 MISC. MONITORS, LOT-1 MISC.			
	COMPUTER PARTS, LOT-3 MICROTECH			
	SCANNER, 1-JVCVCR1-EPSONSCANNER		HR-VP59U	
	1 - 3M OVERHEAD PROJECTOR,		9200	

#	DESCRIPTION	LOCATION	MODEL	INVENTORY #
	LOT - 7 HP PRINTERS, 2 - MICROTECH	A / 17		2924, 4014, 6760
	DOCUMENT FEEDER, 1-CANON COPIER		ADF-600L	
	1-AMBASSADOR SCANNER, LOT-7 DELL		ERSA	4035
	COMPUTER MONITOR STANDS, LOT - 1			
	BROTHER INTELLIFAX, 1 - JVC VCR,		1270	
	1-EPSON SCANNER, 1-BRAILLE PRINTER			
	1-ADDING MACH., 1-PAPER SHREDDER,		TI-5630	
	1-CD/CASSETTE TAPE RECORDER		EIKI 7070A	
13	2 - PANASONIC DATA PROJECTORS,	A / 18	PT-L735U	7634, 6940
	1 -NEC DATA PROJECTOR, 2 - BOXES		MT-1065	10333
	MISC. COMPUTER PARTS, LOT - 5 DELL			
	COMPUTERS, LOT - 12 HP PRINTERS,			7768, 6651, 7626, 7683, 7653
	LOT - 3 SONY DIGITAL CAMERS KITS,			
	2-KEYBOARDS, 2-BROTHER FAX MACH.,		1270	
	2-DELL MONITORS, 9 - DELL MONITOR			
	STANDS, 1-IBMTYPEWRITER, 1-NEPTUN		WW1000	
	CD COPIER, 1-APPLE LAPTOP, 1-EPSON		1400C	
	SCANNER, 1-DVD BURNER, LOT - 4 FILM		QPS525	
	SCANNERS, 1 - EMACHINES CPU		T2895	
14	1-ABBOTT VISION ANALYZER,	B - 2	LN1436-01	
	1-SORVAL CENTRIFUGE, 2-HOT PLATES		MC-12C	2657
	2-CENTRIFUGES, 1-HP OFFICE PRINTER		K550	
	2-CPU MONITOR, 1-WATER COOLER,			
	1-IBM WHEELWRITER TYPEWRITER,		2	
	1-IBM SELECTRIC TYPEWRITER,		II	
	1-SUPERSOPE CASSETTE RECORDER,		C-205	
	1-REALISTIC AMPLIFIER, 1-PANASONIC		31-1955	
	ANSWERING SYSTEM, 1-KEYBOARD,		KX-T2300	
	1-ROYAL ENVELOPE MACHINE, 1-TEAC		RS90	
	SPEAKER, LOT-16 CAMERA BODIES &		LS-4550	
	PARTS, LOT-1 PAGER AND PARTS,			
	1-TELEX TAPE COPIER, LOT-1 MISC.		300350001	
	CORDS, OFFICE SUPPLIES AND PARTS			
	1-HELIUM-NEON TUNABLE LASER AND		LSTP-1010	4863
	PARTS, LOT-1 PAGER AND PARTS,			
	1-HEDMAN ELECTRIC CHECK SIGNER,			1684
	1-BUNN COFFEE MAKER, 1 - TONER		BX-B	
	CARTRIDGE, 1-PRESTO COFFEE MAKER		283001	
	2-SONY MAVICA CAMERS AND CASE,		MVC-FD95	
	1-SONY MAVICA CAMERA AND CASE,		MVCD1000	1000
	1-SONY MAVICA CAMERA AND CASE,		MVC-FD92	
	2-SONY CYBER - SHOT CAMERAS,		DSC-T1	
	1-SONY CAMERA AND CASE,		MVC-FD83	
	1-SONY CAMERA AND CASE,		MVC-FD81	
	1-SONY CAMERA AND CASE,		MVC-FD85	
	1-SONY CAMERA AND CASE,		MVC-FD91	
	2 - WALL CLOCKS, 1 - NIKON FIELD			
	MICROSCOPE AND CASE, 2 - CANNON		43959	
	CAMERAS AND CASE, 1-TELEPHONE,		AE-1	
	2 - COMPUTER SPEAKERS, 1 - BOX OF			

#	DESCRIPTION	LOCATION	MODEL	INVENTORY #
	MISC. COMPUTER CABLES AND PARTS,			
	1 - YAMAHA POWER AMPLIFIER,	B - 2	P2150C	
	LOT - 3 SPEECH SYNTHESIZERS,			5487, 5488, 5493
	LOT - 13 HEADPHONES, 1 - OPTIMUS		SA-155	
	STEREO AMP., 2-RANGER DIVERSITY,		R-98	
	1-MOTOROLA DATA & FAX MODEM,		FASTTALK2	
	2-KEYBOARD, 1 - IBM DIST. AMPLIFIER,		DA5020P	
	2-IBM SELECTRIC TYPEWRITERS,		2	
	1-MONITOR BRACE, 1-DYNAIR DISTAMP.		VS-120	
	1-JVCCDPLAYER, 2-BOXES OF RECORD		XL-V141TN	
	ALBUMS, 1-SONY CASSETTE PLAYER,		TC-W490	
	1-SONY VIDEO CASSETTE RECORDER,		SVO-5800	
	1-PIONEER LASER DISK PLAYER,		LD-V6000A	
	1-HARD DRIVE CABINET, 1 - CRESTON			
	CONTROL PROCESSOR, 1 - FISHER		CNMSXPR	
	STEREO RECEIVER, 1-FISHER STEREO		RS-881R	
	DOUBLE CASSETTE DECK, 1-CRESTON		CR-W881R	
	MONITOR, 1 - PHILIPS 14" TV, 1-FISHER		TPS-4500	
	MICRO-CENTRIFUGE, 1-PANASONICVHS		AG-1290P	
	1 - TEAC DOUBLE CASSETTE DECK,		W-6000R	
	1-MICRO-TRAK PORTABLE CONSOLE,			
	1-MOSELY REMOTECONTROL SYSTEM			3041
	1-MARTI REMOTE PICK TRANSMITTER			
	1 - MARTI RR SERIES RECEIVER,			
	1-PANASONIC 4 HEAD VHS, 1-MICRON		PV-V4624S	
	MONITOR, 1 - MITSUBISHI MONITOR,			
	2-KEYBOARDS, 3 - IBM TYPEWRITERS,			
	2 - AUDIOTRONICS VIDEO DISPLAYS,		10M915	
	1-TV VCR COMBO, 1-IBM WHEELWRITER		CCA132A	
	TYPEWRITER, 1 - TOSHIBA 19" TV,		19A24	
	1 - MITSUBISHI 27 TV RECEIVER,		CK-27306	
	1 - HP LASERJET PRINTER,		5SIMX	3422
	1 - VARIANGAS CHROMATOGRAPH,		3300	
	LOT - 11 MICRON COMPUTERS,			5721, 5130, 5263, 5150, 5028,
				5093, 5116, 5292, 5083, 5107,
				5898
	1-CANNON COPIER, 1-EPSON PRINTER,		PC940	
	1 - HP LASERJET PRINTER,		4000N	2675
	1 - HP LASERJET PRINTER,		5	1675
	1 - MPC COMPUTER			9257
15	LOT - 14 MAC COMPUTERS,	B-3,B9,B-15		8093, 448, 586, 446, 455, 453,
				8094, 434, 5467, 443, 450,
				457, 2416
	LOT - 54 MICRON / MPC COMPUTERS			7756, 5823, 7620, 9593, 8274,
				5682, 5252, 8441, 5823, 8558,
				8556, 8288, 8287, 8618, 8289,
				8284, 8282, 8281, 8285, 5779,
				9389, 8582, 2190, 5701, 2287,
				9575, 7797, 1394, 2150, 8030,
				8536, 5907, 8044, 5910, 8219,

#	DESCRIPTION	LOCATION	MODEL	INVENTORY #
				8448, 8668, 9588, 3104, 5639,
		B-3,B9,B-15		5736, 5485, 458, 432, 451,
				1959, 983, 780, 11714
	LOT - 15 BOXES OF COMPUTER PARTS,			
	LOT - 15 HP PRINTERS,			1170, 3323, 2327, 1966, 1727,
				1860, 1840, 3274, 3331, 3148,
				5187, 370, 740, 804, 633
16	1 - PANASONIC 27" TV, 1 - GE 27" TV,	B - 6	CT-27D11E	
	1 - SONY COLOR VIDEO MONITOR,		PVM-2530	
	2 - PANASONIC COMBO TV / VCR,		PV-C1323	
	2 - OPTIMUS RECORD PLAYERS,		LAB-1000	
	1-PANASONIC VCR, 1-SONY TRINITRON		AG-2500	
	COLOR VIDEO MONITOR, 1-PANASONIC		PVM-1380	
	CD STEREO SYSTEM, 2 - PANASONIC		SA-AK47	
	SPEAKERS, 2 - DELL COMPUTERS,			6768, 6482
	4 - MICRON COMPUTERS, 1-KEYBOARD,			8173, 5852, 5933, 5975
	1-HP LASERJET 4 PRINTER, LOT - 8 HP		C2039A	1785
	LASERJET PRINTERS, 13-TELEPHONES,			5152, 1666, 2588, 1980, 1981,
	LOT - 2 UMAX SCANNERS, 1 - BOX OF			5492
	MISC. OFFICE SUPPLY LABLES,			
	1 - HP DESKJET PRINTER, 2 - BOXES OF		960C	
	FAX CARTIRDGES, 1-MICRTEKSCANNER		V310	
	1 - UMAX ASTRA SCANNER, 1 - SONY		3450	
	ANSWER MACHINE, 1-PITNEYBOWES		TAM-100	
	FAX, 2 - HP OFFICEJET PRINTERS			
17	LOT - 26 DELL OPTIPLEX PENT. CPU,	B-7 / B-13		7833, 7861, 7858, 7850, 7844,
				7856, 7860, 7792, 7857, 7851,
				7846, 7847, 7834, 7855, 6591,
				6597, 6590, 6586, 6585, 6587,
				6592, 4192, 6593, 6595, 6589,
				6588
	LOT-4 DELL 17" COMPUTER MONITORS,			
	2 - BOXES OF CABLES AND PARTS,			
	1-SMART UPS 1500, 1-SONY RECORDER,		TC-105	
	1 - GST PC CLONE PENT II CPU,			
	1-HP OFFICEJET SCAN/PRINT/COPIER,		G55xi	
	1-UMAX ASTRANET SCANNER,		e5420	
	2 - MICRON PENT. CPU., 1 - YAMAHA			7306
	CASSETTE TAPE RECORDER, 1 - HP		K-520	
	PRINTER, 1 - EPSON PRINTER, LOT - 6			
	17" COMPUTER MONITORS, 1 - BOX OF			
	HARD DRIVES, 1 - CLASSNET KEYPAD,		1CL23003	
	1-HP OFFICEJET SCAN/PRINT/COPIER,		R40xi	
	1 - BROTHER INTELLIFAX MACHINE,		1250	
	2 - PHILIPS DATA PROJECTORS,			
	1 - SHARP DATA PROJECTOR,		XG-NV6XU	
	LOT - 6 NEC DATA PROJECTORS,		MT-1055	6355, 6347, 6349, 6354, 6615,
				6352
	LOT - 4 OVERHEAD PROJECTORS,		3M 9200	
	1-BELL & HOWELL PROJECTOR,		301LA	

#	DESCRIPTION	LOCATION	MODEL	INVENTORY #
	1-BELL & HOWELL SLIDE VIEWER,		798A	
	1 - PANASONIC VHS CAMCORDER,	B-7 / B-13	PV-960	
	1 - PANASONIC 13" CRT MONITOR,		PT-1383Y	
	1 - EXTRON SCAN CONVERTER,		RGB 108	
	1 - PIONEER LASER DISK PLAYER		LD-V4400	
18	LOT - 15 MICRON COMPUTERS,	B-8 / B-14		1988, 5238, 5641, 8119, 5025,
				5123, 310, 1112, 8138, 5092,
				8055, 7500, 5457, 3206, 3201,
	1 - MICRON LAPTOP COMPUTER,			2005
	5-HP PRINTERS, 1-2100 LASER PRINTER,			1822, 3158, 1014, 3153, 2322
	LOT - 73 DELL COMPUTERS,			8520, 8529, 8487, 8379, 8501,
				8454, 8463, 7684, 7591, 8427,
				8453, 8444, 8430, 8497, 8384,
				8493, 8451, 8390, 8481, 8405,
				8419, 8387, 8522, 8414, 8376,
				8494, 8518, 8456, 8490, 8467,
				8442, 8464, 8413, 8457, 8438,
				8397, 6927, 8417, 8496, 7605,
				8424, 8505, 8411, 8396, 8544,
				8502, 8382, 8423, 8476, 8488,
				8407, 8462, 6934, 8486, 8485,
				8478, 8484, 8455, 8479, 8388,
				8445, 6139, 7656, 6939, 8543,
				8431, 8482, 8499, 8432
	LOT - 3 MAC COMPUTERS			8984, 8974, 8939
19	LOST & FOUND ITEMS, LOT - 19 BOXES,	B - 12		
	OF MISC. CLOTHING, JEWELRY, BOOKS			
	CELLPHONES, SHOES, MISC. SCHOOL			
	SUPPLIES, 3 - BICYCLES, BACKPACKS,			
	CALCULATORS, ART SUPPLIES, FLASH			
	DRIVES, MISC. GLASSES, MOTORCYCLE			
	HELMET, GOGGLES, COMPACT DISCS			
20	LOT - 2 APC 10,000 VA UPS	B - 15		
21	1 - GLASS DISPLAY CASE, 1 - YAMAHA	WH - 2		
	PIANO & PIANO BENCH, 1-41" MAGNAVOX			2529
	TV & STAND, 1-BRIDGEPORT MACHINE		412	
	CENTER, 1 - WOOD DESK	WH - O		
22	LOT - 55 MISC. OFFICE CHAIRS, LOT - 54			
	MISC. FILE CABINETS, LOT - 22 WOOD			
	DESKS, LOT - 7 METAL DESKS, LOT - 1			
	METAL CABINET, LOT-59 CHAIR STOOLS			
	1 - COUCH, LOT - 1 MISC. CHILD CARE			
	TABLES AND CABINETS, LOT - 5 METAL			
	CHILD BIKES, LOT - 2 LIGHTSAFE DARK-			
	ROOM DOOR BOOTHS, 1 - THOMAS			4792
	MELTING POINT APPARATUS, 3-PERKIN			
	ELMER SPECTROMETER, 1-TWO DOOR			4795, 4797, 4798
	CABINET, 13 - CLAY CENTRIFUGES,			
	6 - BECKMAN PH METERS, 6 - ANALOG			
	PH METERS, 2 - REFRACTOMETERS,			

#	DESCRIPTION	LOCATION	MODEL	INVENTORY #
	1 - IBM GRAPHICS PRINTER,			
	1-MICROSONICS RECORDER, 1-TRIPOD,	WH - O		
	1-DRUM PUMP, LOT-7 BOXES GOGGLES,			
	LOT-20 GAS COLLECTION TRAYS, LOT-2			
	VIDEODISKS, 1-NYLON POLISHING KIT,			
	LOT - 1 MISC. SWAGELOK FITTINGS,			
	LOT - 1 MISC. COMPUTER PARTS,			
	2 - BOXES ASSORTED LABORATORY			
	GLASSWARE & SUPPLIES, 1 - METAL			
	FLAMMABLE STORAGE CABINET,			
	1-ORION DIGITAL ION ANALYZER, MISC.			
	WATER TESTING EQUIPMENT, LOT - 1			
	MAYTAG WASHER AND DRYER, LOT - 9			
	WOOD BOOK CASES, 1 - WOOD SHELF,			
	2-METAL SHELVES, LOT - 4 WOODEN			
	CABINETS, 1-WOODEN TABLE, 1-METAL			
	CABINET, LOT-4 DESK ARM SUPPORTS,			
	LOT-2 METAL ROLLING FILES, 2-WOOD			
	ROLLING CABINETS, 1-COUNTER TOP,			
	1 - BULLETIN BOARD, 1 - HP DESKJET,		750C	4636
	LOT - 1 PORTABLE STAGE, 1 -HP WATER			2802
	CHILLER, 1-1.5HP HEAT PUMP & STAND,			9455
	LOT - 1 AQUA SUPPLIES AND PARTS,			
	LOT - 1 HOT PLATES, LOT - 3 OUTDOOR			
	SPEAKERS, 1 - WOODEN DESK, LOT - 1			3187
	GRINDER / BUFFER, 1-GE MICROWAVE,		BALDOR	
	1 - AQUEOUS PARTS CLEANER,			261
	LOT-5 CENTRIFUGE, 2-TRANSFORMERS			
	LOT - 4 HUSQVARNA SHAFT TRIMMERS,			
	1-SCIENCE GLASS WARE DRYER,		LAB-AIRE	
	1-ROOM DIVIDER CURTAIN, 2 - TRUCK			
	CABINETS, LOT-1 WALL METAL RACKS,			
	1-ROLLING TOOL CABINET, 3 - DA-LITE			7462, 4945
	CABINETS, 1-BOX OF OFFICE BINDERS,			
	1 - MOORE PRESSURE SEALER,			2669
	1 - REVCO REFRIGERATOR, LOT - 1 SET			7411
	OF SPEAKERS, 1 - KEYBOARD REST,			
	1-LOWER BODY SIMULATOR, LOT-5 ARM			
	SIMULATORS, 1-BOX PARTIAL IV ARMS,			
	1-BOX OF MASKS, 1-BOX COLLECTION			
	KITS, LOT-1 MISC. CORDS, PARTS AND			
	SUPPLIES, 1-ISOTEMP INCUBATOR,		304	7712
	1 - O & M FOLDER - MISC. PARTS, 1 - GE			1214
	MICROWAVE OVEN STOVE COMBO,		DUALWAVE	
	1-NITROGEN DETERMINATOR, 1-METAL			13521
	WOOD TABLE, 1-ROCKWELL BANDSAW,		28-200	
	1-WISSOTH GRINDER, 1 - ROCKWELL			
	DRILL PRESS, 2 - AIR CONDITIONERS,		1729239	270
	1 - POWERMATIC TABLE SAW,		66	7319
	LOT - 9 DRAFTING BOARD TABLES,			



#	DESCRIPTION	LOCATION	MODEL	INVENTORY #
	1 - PROFORCE AIR COMPRESSOR,		P30E25PC	
	1-GYM MAT, LOT-3 METAL TV BRACKETS	WH - O		
	1 - WOODEN DESK, 2 - FLOOR JACKS,			8257
	1-GROUND HOG EARTH DRILL, 1-GRND.			
	COMPACTOR, 1-CARTER WATER/TRASH		3ADF-1	
	PUMP, 1 - SHEET BOARD CUTTING		H4	
	MACHINE, 1-CATERPILLAR FORKLIFT,		V60B	889
	1-UV STERILIZER WITH BOX OF BULBS,			
	LOT-2 AQUARIUM 1-125 COMMERCIAL			
	TANK, 2-WATER CHILLERS, LOT - 156			
	MISC. COMPUTER MONITORS, LOT - 1			
	MISC. COMPUTER KEYBOARDS, 1 - AIR			
	HANDLER UNIT, LOT - 14 WOOD TABLE			
	TABOSETS, 1-SONY AUDIO CASSETTE			
	DUPLICATOR, 1-DRYEDGE FILM DRYER,			1219
	1-AERO UPPER CYCLE, 1-LIFECYCLE,			
	2-FELLOWS PAPER SHREDDERS,			
	1-OVERHEAD PROJECTOR AND STAND,			
	1-GRASS VALLEY SWITCHER CONTROL			51
	1-SONY BE 2000 LINEAR EDIT SYSTEM,			56
	1-YAMAHA CD PLAYER, 2-SONY BVR,			
	1-SONY PVM & 3 - CAMERA CONTROL			
	UNITS, 1-AUDIO PATCH BAY, 1 - SONY			
	MIXER, LOT - 1 MISC. CABLES, 2 - MAIL			61
	STANDS, 3-ROLLING CARTS, 1 - 4 HEAD			
	POLISHER, 1 - LAP 2 ARBOR, 1 - 6 HEAD			
	POLISHER, 1 - FACETING MACHINE - 3			
	STATION, 2 - METAL/WOOD TABLES,			
	1-METAL CABINET, 1 - LIGHT BOX,			
	1-COUNTER SINK, 1-GRINDER POLISHER		YOSIKAWA	
	1-STRASBAUGH GRINDER MILLING UNIT			
	1-LAP 1 ARBOR, 1-TABLE STONE TOP,			
	1 - SMART BOARD			5442
23	1-ONAN 60 GENSET DIESEL GENERATOR	I.V.C.	60 0DVB-15	
24	1-GENERAC DIESEL GENERATOR	I.V.C.	93A02171-S	

**TO:** Board of Trustees

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

**RE:** SOCCCD: Allsteel Furniture

**ACTION:** Approval

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### **BACKGROUND**

Allsteel Furniture is one of the primary furniture manufacturers repeatedly selected by both colleges and the District.

Public Contract Code (PCC) Sections 10290 et seq. and 12101.5 include approval for local government agencies to use CMAS for acquisition of information technology and non-information technology products and services. The contracts are structured to comply with California procurement codes, guidelines, and policies, and provide for the highest level of contractual protection. The best value for this type of equipment can be negotiated through the use of California Multiple Award Schedule (CMAS) contracts.

### **STATUS**

Allsteel has a CMAS contract in place, number 4-09-71-0087A, containing a variety of items that meet our needs including: modular systems furniture, storage cabinets, seating, conference tables, tables, and file cabinets. The State of California approved usage of this agreement effective March 1, 2009 through December 31, 2013. To comply with public bidding requirements, legal counsel recommends that the Board of Trustees approve the usage of specific CMAS contracts.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve use of the California Multiple Award Schedule (CMAS) contract number 4-09-71-0087A for the purchase of furniture. 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:** 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 P10-01108 through P10-01449 amounting to \$2,943,491.13 are submitted to the Board of Trustees for approval. Confirming requisitions dated August 12, 2009 through September 1, 2009 totaling \$81,502.24 are also submitted.

**RECOMMENDATION**

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

## BOARD OF TRUSTEES PURCHASE ORDER LISTING

v4.2

Purchase Order Numbers P10-01108 Through P10-01449

PO #	Vendor Name	Purchase Order Description	Total Cost
P10-01108	WOHLERS ASSOCIATES, INC.	Contract: Terry Wohlers	\$8,000.00
P10-01109	IVC BOOKSTORE	Purchase Textbooks	\$75,000.00
P10-01110	SO CAL GAS CO.	Annual Gas Service	\$160,000.00
P10-01111	BROOKSTONE CABINETS	Cabinets for A404 Project	\$2,600.00
P10-01112	COMMUNITY COLLEGE WEEK	Renewal Subscription:Community College W	\$52.00
P10-01113	TUSTIN CHAMBER OF COMMERCE	Membership Renewal to Tustin Chamber of	\$180.00
P10-01114	EXCHANGE CLUB OF IRVINE	Advertise in Exchange Club of Irvine Sch	\$1,000.00
P10-01115	BEACH PAVING	MOLD REMEDIATION BARRIER FOR B100	\$5,500.00
P10-01116	HAITBRINK ASPHALT PAVING, INC.	IMPROVE BASEBALL FIELD AREA	\$8,998.00
P10-01117	GENERAL INSTALLERS	Reset A400 Building/Move Refridgeration	\$3,260.00
P10-01118	FLOOR TECH GROUP	REHAB OF B117 AFTER MOVE OF MATH LAB	\$2,060.00
P10-01119	PINNACLE LANDSCAPE COMPANY	REHAB CORNER LOT AT JEFFREY AND IRVINE C	\$12,953.00
P10-01120	HITT MARKING DEVICES, INC.	Self-inking stamps	\$80.75
P10-01121	BLIND FACTORY	Maintenance Building Blinds Purchase	\$170.00
P10-01122	SPEC. WELDING AND FABRICATION	CDC PANIC BARS	\$2,788.00
P10-01123	TASTE CATERING, INC.	CATERING: FACULTY ORIENTATION	\$479.12
P10-01124	SADDLEBACK COLLEGE BOOKSTORE	BLANKET PO FOR BOOKSTORE	\$5,000.00
P10-01125	OCE'	RENTAL AGREEMENT	\$639.50
P10-01126	ALL ELECTRONICS CORP.	ELECTRONIC SUPPLIES	\$190.09
P10-01127	ELECTRONIX EXPRESS	ELECTRONIC SUPPLIES	\$531.84
P10-01128	OCEANSIDE PHOTO & TELESCOPE	TELESCOPE PARTS	\$125.78
P10-01129	FISHER SCIENTIFIC	CHEMISTRY SUPPLIES	\$799.04
P10-01130	MILLENNIUM BUSINESS SERVICES	Business Cards: Chris Tarman	\$50.03
P10-01131	MENDOZA, JOSEPH JAY	FOSTER PARENT TRAINER	\$210.00
P10-01132	ESTRADA, YVETTE	P.R.I.D.E. PANEL MEMBER	\$50.00
P10-01133	LAGUNA CLAY CO.	CERAMICS SUPPLIES	\$1,949.89
P10-01134	AARDVARK CLAY AND SUPPLIES	CERAMICS/SCULPTURE SUPPLIES	\$4,699.96
P10-01135	SAX ARTS & CRAFTS	ART SUPPLIES	\$405.64
P10-01136	BLICK, DICK COMPANY	ART SUPPLIES	\$266.44
P10-01137	LAB SAFETY SUPPLY CO.	ART SUPPLIES	\$332.42
P10-01138	PENN CORP. RELOCATION SVCS INC	MOVE STRENGTH CENTER STAFF TO VIL #1	\$2,251.69
P10-01139	COOK EQUIPMENT COMPANY	REPAIR TRACTOR	\$1,498.29
P10-01140	BLICK, DICK COMPANY	PHYSICS SUPPLIES	\$138.20
P10-01141	D4 SOLUTIONS, INC.	INSTALL DATA CONNECTIONS AT PE-100 RENOV	\$2,783.18
P10-01142	SPEC. WELDING AND FABRICATION	TRACTOR REPAIR	\$1,117.50
P10-01143	NEXGEN	SUPPLIES - TRANSPRTATION	\$512.85
P10-01144	SNAP-ON TOOLS CORP.	TOOLS	\$106.23
P10-01145	REPRO XPRESS	BID Document Processing	\$40.45
P10-01146	MC KESSON GENERAL MEDICAL	medical supplies	\$335.62
P10-01147	FLOOR TECH GROUP	FLOOR REPAIR	\$350.00
P10-01148	PINNACLE LANDSCAPE COMPANY	REMOVE DEBRIS AND SKIRT TREES AT EDISON	\$3,958.00
P10-01149	QUEZADA PRO LANDSCAPE, INC.	EMERGENCY REMOVAL TREE AND STUMPS	\$3,790.00
P10-01150	WEATHERWAX, KATHY	FOSTER PARENT TRAINER	\$630.00
P10-01151	OFFICE MAX	Office Max Supplies	\$5,500.00
P10-01152	SIGMA ALDRICH CHEMICAL CO	CHEMISTRY SUPPLIES	\$880.22
P10-01153	SPECTRUM LABORATORY PRODUCTS	CHEMISTRY SUPPLIES	\$287.85
P10-01154	SMITH, DANIEL INC.	ART SUPPLIES	\$716.45
P10-01155	MOORE MEDICAL CORP.	Meds	\$109.07
P10-01156	TREESMITH ENTERPRISES, INC.	grounds maintenance	\$10,000.00
P10-01157	WOSCZYNA-BIRCH, KAREN	CONTRACT: KAREN WOSCZYNA-BIRCH	\$14,000.00
P10-01158	NAT'L COALITION-ADV TECH CTRS	CONTRACT; NCATC	\$15,000.00
P10-01159	LIU, CHENG-HSIN	Contract: Cheng-Hsin Liu	\$20,000.00
P10-01160	SIMONEAU, ROBERT W.	CONTRACT: ROBERT SIMONEAU	\$26,473.00
P10-01161	LAYTON, ANDREW C.	CONTRACT: ANDREW LAYTON	\$30,000.00
P10-01162	KAMARA, SHEKU	CONTRACT: SHEKU KAMARA	\$30,000.00

## BOARD OF TRUSTEES PURCHASE ORDER LISTING

v4.2

Purchase Order Numbers P10-01108 Through P10-01449

PO #	Vendor Name	Purchase Order Description	Total Cost
P10-01163	GORNET, TIM	Contract: Tim Gornet	\$30,000.00
P10-01164	HAITBRINK ASPHALT PAVING, INC.	STRIPING IMPROVEMENTS CAMPUS WIDE	\$41,450.00
P10-01165	CORPORATE BUSINESS INTERIORS	NEW WORKSTATION DIV. OFFICE	\$6,404.29
P10-01166	HITT MARKING DEVICES, INC.	Purchase stamp.	\$54.81
P10-01167	DELL MARKETING	DMP COMPUTER EQUIPMENT	\$4,269.53
P10-01168	COMMUNITY PRODUCTS, LLC	FURNITURE FOR RENOVATED CLASSROOMS	\$3,229.36
P10-01169	DANA POINT MARINA INN	[NTTW/PAYMENT FOR ROOMS FOR ATTENDEES	\$14,425.40
P10-01170	EMBROIDME IRVINE	WOMENS GOLF ORDER	\$554.63
P10-01171	TRANSPORT SPECIALTIES, INC.	transport of storage containers	\$603.75
P10-01172	ASSN OF GOVERNING BOARD	MEMBERSHIP DUES	\$2,300.00
P10-01173	HOME DEPOT	Graphics Area/Signage Supplies	\$500.00
P10-01174	ADVANCED EXERCISE EQUIPMENT	New Fitness Equipment	\$5,236.30
P10-01175	BORJORQUEZ, ANN M.	WORKSHOP PRESENTER	\$120.00
P10-01176	TURSI'S SOCCER SUPPLY, INC.	WOMEN'S SOCCER	\$521.78
P10-01177	DIVERSIFIED BUSINESS SERVICES	MEN'S BASKETBALL GEAR	\$2,512.73
P10-01178	DELL MARKETING	LAPTOP FOR RAGHU MATHUR	\$1,803.18
P10-01179	ADVANCED EXERCISE EQUIPMENT	Fitness Weightlifting Equipment	\$31,015.14
P10-01180	SCANTRON CORPORATION	Supplies for EMT Students	\$692.95
P10-01181	FRIENDS OF THE STANTON BRANCH	WORKSHOP PRESENTER	\$120.00
P10-01182	MOUSER ELECTRONICS	ELECTRONIC SUPPLIES	\$83.68
P10-01183	MAQUINSAL SEWING MACHINE CO.	FASHION SUPPLIES	\$275.85
P10-01184	ACOUSTICAL MATERIAL SERVICES	CEILING TILE	\$3,397.99
P10-01185	PRESQUE ISLE CULTURES	MICROBIOLOGY SUPPLIES	\$521.98
P10-01186	HARBOR FREIGHT TOOLS	PLUMBER EQUIPMENT	\$504.77
P10-01187	PRINTER WORKS	student printer supplies	\$274.42
P10-01188	PROGRESSIVE MEDICAL INT.	Supplies for Paramedic Students	\$78.30
P10-01189	TROXELL COMMUNICATIONS, INC.	BSTC - Spectrum Media Managers	\$36,878.25
P10-01190	MC CALL'S PATTERN CO.	Student Supplies	\$54.04
P10-01191	UNITED INTERIORS	Ergonomic keyboards & desk extender	\$643.14
P10-01192	XEROX CORPORATION	XEROX COPIER-CHANCELLOR'S OFFICE	\$7,258.65
P10-01193	SEHI PROCOMP COMPUTER PRODUCTS	Printer for Accounting	\$902.63
P10-01194	WAXIE SANITARY SUPPLY	janitorial supplies	\$1,000.00
P10-01195	HYDRO-SCAPE PRODUCTS, INC.	landscape irrigation supplies	\$500.00
P10-01196	SPORTS IMPORTS	NETS FOR VOLLEYBALL	\$1,520.00
P10-01197	MEDCO SUPPLY COMPANY	ANKLE BRACES FOR MEN'S BASKETBALL TEAM	\$897.95
P10-01198	MILLENNIUM TECHNOLOGIES	BUSINESS CARDS:Daniel Scott	\$100.05
P10-01199	IRON COMPANY.COM	FREE WEIGHT AND RACKS FOR THE NEW IVC A3	\$1,846.58
P10-01200	LAGUNA HILLS NURSERY	To Purchase Misc. Plants and Supplies Fo	\$500.00
P10-01201	REALVOLLEYBALL.COM	BALL CARTS FOR VOLLEYBALL TEAMS	\$540.21
P10-01202	HOME DEPOT	Lab Supplies and Materials	\$500.00
P10-01203	GREEN THUMB INTERNATIONAL	Plants and Supplies for Labs.	\$300.00
P10-01204	PACIFIC CLIPPINGS	Clipping Service	\$720.00
P10-01205	SYSTEMS SOURCE, INC.	CORES AND KEYS	\$104.23
P10-01206	SEHI PROCOMP COMPUTER PRODUCTS	PRINTERS	\$825.20
P10-01207	SEHI PROCOMP COMPUTER PRODUCTS	Cables	\$235.55
P10-01208	TRI-BEST VISUAL DISPLAY	replacement whiteboard	\$116.30
P10-01209	SEW TRUE SUPPLY	FASHION SUPPLIES	\$273.54
P10-01210	AARDVARK CLAY AND SUPPLIES	CERAMICS SUPPLIES	\$1,816.83
P10-01211	CLEVELAND GOLF COMPANY	GOLF BALLS FOR WOMEN'S GOLF	\$1,029.90
P10-01212	SUPERCIRCUITS, INC.	Video Security Camera System	\$682.49
P10-01213	C.T.I./VALUELINE	DRAFTING SUPPLIES	\$441.10
P10-01214	CAROLINA BIOLOGICAL SUPPLY	HORTICULTURE SUPPLIES	\$293.24
P10-01215	KONICA MINOLTA BUSINESS SOLUT.	STAPLES	\$313.20
P10-01216	ERC WIPING PRODUCTS, INC.	Fitness Equipment Supplies	\$1,047.19
P10-01217	WESTERN HIGHWAY PRODUCTS, INC.	Signs	\$1,058.83

## BOARD OF TRUSTEES PURCHASE ORDER LISTING

v4.2

Purchase Order Numbers P10-01108 Through P10-01449

PO #	Vendor Name	Purchase Order Description	Total Cost
P10-01218	WESTERN EXTERMINATOR COMPANY	chapel termite treatment	\$10,000.00
P10-01219	YALE CHASE MATERIALS HANDLING	Open Purchases for Supplies	\$1,000.00
P10-01220	OC REGISTER	Renewal of Subscription for OC Register	\$248.81
P10-01221	WILEY, JOHN & SONS	subscription to Department chair journal	\$99.00
P10-01222	BOB PARRETT CONSTRUCTION, INC.	PE 100 NEW DOOR ASSEMBLY & WALL	\$3,788.00
P10-01223	UNIQUE MANAGEMENT SERVICES, INC	Book collection services	\$268.65
P10-01224	H2 ENVIRONMENTAL CONSULTING	WAREHOUSE AIR MONITORING & REMEDIATION	\$2,525.00
P10-01225	H2 ENVIRONMENTAL CONSULTING	PRELIMINARY MICROBILA ASSESSMENT OF AGB	\$925.00
P10-01226	H2 ENVIRONMENTAL CONSULTING	REMEDATION TESTING IN PE-100 LOCKER ROO	\$3,050.00
P10-01227	FISHER SCIENTIFIC	BIOLOGY SUPPLIES	\$3,427.43
P10-01228	FREY SCIENTIFIC	BIOLOGY SUPPLIES	\$937.79
P10-01229	CAROLINA BIOLOGICAL SUPPLY	BIOLOGY SUPPLIES	\$823.47
P10-01230	SPECTRUM LABORATORY PRODUCTS	BIOLOGY SUPPLIES	\$6,464.49
P10-01231	DELTA BIOLOGICALS	PRESERVED SPECIMENS/BIOLOGY	\$5,789.85
P10-01232	SCIENCE KIT, INC.	PHYSIOLOGY LAB SUPPLIES	\$428.65
P10-01233	BIO-RAD LABORATORIES, INC.	BIOLOGY SUPPLIES	\$1,827.86
P10-01234	VWR INTERNATIONAL, INC.	BIOLOGY SUPPLIES	\$7,893.03
P10-01235	SARGENT-WELCH	BIOLOGY SUPPLIES	\$575.05
P10-01236	FISHER SCIENTIFIC	PHYSICS SUPPLIES	\$1,965.18
P10-01237	PASCO SCIENTIFIC	PHYSICS SUPPLIES	\$2,347.88
P10-01238	KLINGER EDUCATIONAL PRODUCTS	PHYSICS SUPPLIES	\$716.08
P10-01239	FISHER SCIENTIFIC	BIOLOGY SUPPLIES	\$4,243.85
P10-01240	VWR INTERNATIONAL, INC.	BIOLOGY SUPPLIES	\$5,263.64
P10-01241	SCIENCE KIT, INC.	BIOLOGY SUPPLIES	\$594.56
P10-01242	SARGENT-WELCH	PHYSICS SUPPLIES	\$949.08
P10-01243	WARD'S NATURAL SCIENCE	BIOLOGY SUPPLIES	\$256.32
P10-01244	NASCO WEST INDUSTRIES, INC.	BIOLOGY SUPPLIES	\$189.70
P10-01245	MODERN BIOLOGY	BIOLOGY SUPPLIES	\$1,129.58
P10-01246	BIO-RAD LABORATORIES, INC.	BIOLOGY SUPPLIES	\$474.58
P10-01247	FREY SCIENTIFIC	BIOLOGY SUPPLIES	\$1,704.81
P10-01248	SPECTRUM LABORATORY PRODUCTS	BIOLOGY SUPPLIES	\$1,782.00
P10-01249	APPLE SCIENTIFIC, INC.	BIOLOGY EQUIPMENT	\$893.11
P10-01250	WARD'S NATURAL SCIENCE	PHYSICAL SCIENCE SUPPLIES	\$246.65
P10-01251	FISHER SCIENTIFIC	PHYSICAL SCIENCE SUPPLIES	\$87.53
P10-01252	WARD'S NATURAL SCIENCE	BIOLOGY SUPPLIES	\$433.98
P10-01253	TROXELL COMMUNICATIONS, INC.	PURCHASE FOR B100 PROJECT	\$4,980.27
P10-01254	INT'L PRINTING MUSEUM, INC.	Vandercook press (Perkins Grant)	\$8,400.00
P10-01255	DELL MARKETING	COMPUTER EQUIPMENT (LAPTOPS)	\$33,179.61
P10-01256	BATTERY SPECIALTIES	LAB EQUIP BATTERIES	\$76.59
P10-01257	ERENTERPLAN INSURANCE	EGYPT GRANT RENTER INSURANCE	\$ .00
P10-01258	SAN DIEGO GAS & ELECTRIC	EGYPT GRANT HOUSEING UTILITY ELECTRICITY	\$2,640.00
P10-01259	NCMPR	NCMPR Medallion Awards 2009	\$150.00
P10-01260	SO CAL GAS CO.	EGYPT GRANT HOUSING UTILITY GAS	\$1,000.00
P10-01261	TROXELL COMMUNICATIONS, INC.	Headphones	\$174.00
P10-01262	CAMDEN CROWN VALLEY APARTMENTS	EGYPT GRANT HOUSING UTILITY WATER	\$2,000.00
P10-01263	CAMDEN CROWN VALLEY APARTMENTS	EGYPT GRANT HOUSING UTILITY SEWAGE/TRASH	\$1,500.00
P10-01264	MC MASTER CARR SUPPLY COMPANY	PRECISION TOOLS	\$23.02
P10-01265	EDMONDS COMMUNITY COLLEGE	Payment for NSF Subaward DUE 0702912	\$52,767.00
P10-01266	ST. LOUIS COMMUNITY COLLEGE	Payment for NSF Subaward/DUE0702912	\$51,201.12
P10-01267	UNIV. OF HAWAII	Payment for NSF Subaward/DUE0702912	\$25,000.00
P10-01268	PORTLAND COMMUNITY COLLEGE	Payment for NSF Subaward/DUE 0702912	\$38,238.29
P10-01269	SOUTH ORANGE CO. COMM. COL. DI	Duplicating for Theatre Arts	\$500.00
P10-01270	CLARKE & ASSOCIATES, INC.	BOARD PLAQUE FOR CHEMISTRY LABORATORY AN	\$1,364.69
P10-01271	PEREZ-STROUD, LILIANN	WORKSHOP TRAINER	\$1,500.00
P10-01272	DANA WHARF SPORTFISHING	Charter of "Sum Fun" for MS20 at-sea lab	\$2,400.00

## BOARD OF TRUSTEES PURCHASE ORDER LISTING

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Purchase Order Numbers P10-01108 Through P10-01449

PO #	Vendor Name	Purchase Order Description	Total Cost
P10-01273	GRAFIX SHOPPE	Decals	\$1,170.00
P10-01274	CARD INTEGRATORS CORPORATION	Photo ID Ribbon Order	\$1,763.00
P10-01275	VWR INTERNATIONAL, INC.	PHYSICS SUPPLIES	\$490.99
P10-01276	SCIENCE KIT, INC.	PHYSICS SUPPLIES	\$16.97
P10-01277	A-1 FENCE COMPANY	REPLACE FENCING FOR MAIN FOOTBALL FIELD	\$3,760.00
P10-01278	UNITED INTERIORS	New Office Furniture for Dir Plan. Rsrch	\$1,685.66
P10-01279	TRUJILLO, ARACELLI	P.R.I.D.E. PANEL MEMBER	\$50.00
P10-01280	CARD INTEGRATORS CORPORATION	Student Photo ID card stock	\$5,973.59
P10-01281	MILLENNIUM BUSINESS SERVICES	White #10 env w/windows-Trans	\$763.43
P10-01282	SUN COUNTRY PAINTING	PAINTING 234 LOCKERS	\$4,680.00
P10-01283	QUALITY OFFICE FURNISHINGS	EXECUTIVE ASST. OFFICE IN STUDENT SERVIC	\$3,923.47
P10-01284	MOORE WALLACE	Annual Maintenance	\$1,668.00
P10-01285	QUALITY OFFICE FURNISHINGS	LEARNING CENTER	\$47,200.61
P10-01286	S & B FOODS	Com. Rel.-EEO/Staff Diversity	\$ .00
P10-01287	NEXUS IS INC.	BSTC - UPS	\$2,642.35
P10-01288	CARVIN, INC.	BSTC - Small Sound System	\$1,207.13
P10-01289	APPLE COMPUTER, INC.	BSTC - iMacs & Macbooks	\$100,114.16
P10-01290	DELL MARKETING	BSTIC - 4 Servers	\$34,778.13
P10-01291	TROXELL COMMUNICATIONS, INC.	BSTC - Video and Audio	\$76,386.00
P10-01292	DELL MARKETING	BSTC - Comps, Notebooks, Tablets	\$41,536.11
P10-01293	SEHI PROCOMP COMPUTER PRODUCTS	Printer	\$33,120.90
P10-01294	SEHI PROCOMP COMPUTER PRODUCTS	Printer	\$19,566.30
P10-01295	SCANTRON CORPORATION	Scantron Test Scoring Machine	\$3,109.14
P10-01296	SAMY'S CAMERA	CAMERA FOR MLT PROGRAM	\$195.75
P10-01297	TROXELL COMMUNICATIONS, INC.	Integrated Control Units	\$3,783.33
P10-01298	SAMY'S CAMERA	Signage Materials	\$142.46
P10-01299	KIRK XPEDX	Paper Order	\$1,284.88
P10-01300	TROXELL COMMUNICATIONS, INC.	Audio/video equipment	\$13,247.90
P10-01301	QUALITY OFFICE FURNISHINGS	KEYBOARD ARM FOR SENIOR ADMIN ASSISTANT	\$194.21
P10-01302	GRODT, MARLYS & ASSOCIATES	Tech Assistance - Job Descriptions	\$500.00
P10-01303	CENTURION TECHNOLOGIES, INC.	DRIVESHIELD MAINTENANCE RENEWAL	\$641.00
P10-01304	BRAVO SIGN & DESIGN, INC.	CAMPUS WIDE SIGNAGE CHANGES	\$872.00
P10-01305	MICRO CENTER	Computer Supplies	\$4,500.00
P10-01306	OC LIFE MAGAZINE	Advertising for 2009/2010	\$7,500.00
P10-01307	HYDRO-SCAPE PRODUCTS, INC.	IRRIGATION ANNUAL SUPPLIES BID	\$4,506.17
P10-01308	TICKET ENVELOPE COMPANY	Ticket Office envelopes	\$483.44
P10-01309	L.A. TIMES	Annual subscription renewal.	\$162.24
P10-01310	WALL STREET JOURNAL	Annual subscription renewal.	\$480.11
P10-01311	SEPULVEDA BUILDING MATERIALS	CERAMICS SUPPLIES	\$759.88
P10-01312	WELLS FARGO #3317 (DISTRICT)	Books	\$62.92
P10-01313	PASCO SCIENTIFIC	PHYSICS SUPPLIES	\$669.11
P10-01314	HOME DEPOT	Blanket PO for Technology Services	\$1,500.00
P10-01315	BLICK, DICK COMPANY	FEE BASED ART SUPPLIES	\$201.84
P10-01316	SMITH, DANIEL INC.	FEE BASED ART SUPPLIES	\$726.71
P10-01317	AARDVARK CLAY AND SUPPLIES	FEE BASED CERAMIC SUPPLIES	\$346.48
P10-01318	BATTERY SYSTEMS OF SANTA ANA	BATTERIES FOR ELECTRIC CART	\$1,127.17
P10-01319	MAQUINSAL SEWING MACHINE CO.	FASHION SUPPLIES	\$92.06
P10-01320	MISTER ART.COM	Student Supplies	\$321.46
P10-01321	BIRCH, STEPHEN AQUARIUM/MUSEUM	Self guided tour to Birch Aquarium	\$650.00
P10-01322	INTERSTATE ALL BATTERY CENTER	BLANKET PURCHASE ORDER FOR BATTERY SUPPL	\$3,500.00
P10-01323	MINN. MINING & MFG. CENTER	Annual Renewal of 3M Service Agreement #	\$2,637.00
P10-01324	M & M BOYS, INC.	IRRIGATION ANNUAL SUPPLIES	\$2,825.47
P10-01325	JOHN DEERE LANDSCAPES, INC.	IRRIGATION ANNUAL SUPPLIES	\$1,885.31
P10-01326	SMARDAN SUPPLY - EL MONTE	IRRIGATION ANNUAL SUPPLIES	\$1,680.01
P10-01327	MARSAN TURF & IRRIGATION SUPP.	IRRIGATION ANNUAL SUPPLIES	\$429.56

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Purchase Order Numbers P10-01108 Through P10-01449

PO #	Vendor Name	Purchase Order Description	Total Cost
P10-01328	EWING IRRIGATION PRODUCTS	IRRIGATION ANNUAL SUPPLIES	\$288.57
P10-01329	GRECCO, NICOLE	Scholarship for Nicole Grecco	\$614.00
P10-01330	HYDRO-SCAPE PRODUCTS, INC.	GROUNDS ANNUAL SUPPLIES	\$5,875.44
P10-01331	MEADOWS, BEN COMPANY	GROUNDS ANNUAL SUPPLIES	\$4,174.73
P10-01332	CINTAS CORPORATION	UNIFORM AND TOWEL SERVICE	\$2,100.00
P10-01333	FLINN SCIENTIFIC, INC.	PHYSICS SUPPLIES	\$240.64
P10-01334	INNOVATIVE PLASTICS, INC.	Ticket Office outdoor flyer boxes	\$38.10
P10-01335	OC REGISTER	Online advertising	\$8,044.00
P10-01336	TRANSFER CENTER DIRECTOR ASSOC	TCDA Institutional Membership 2009-10	\$50.00
P10-01337	FOUNDATION FOR KOREAN LANGUAGE	Instructional Korean books	\$140.33
P10-01338	BISHOP COMPANY	GROUNDS ANNUAL SUPPLIES	\$5,544.66
P10-01339	SHAMROCK SUPPLY	GROUNDS ANNUAL SUPPLIES	\$3,659.49
P10-01340	SMITH PIPE & SUPPLY, INC.	GROUNDS ANNUAL SUPPLIES	\$2,794.66
P10-01341	TARGET CHEMICAL CO.	GROUNDS ANNUAL SUPPLIES	\$2,109.08
P10-01342	COMMERCIAL LANDSCAPE SUPPLY	GROUNDS ANNUAL SUPPLIES	\$1,693.65
P10-01343	CHEMSEARCH	GROUNDS ANNUAL SUPPLIES	\$3,141.11
P10-01344	JOHN DEERE LANDSCAPES, INC.	GROUNDS ANNUAL SUPPLIES	\$403.53
P10-01345	LEONARD, A. M., INC.	GROUNDS ANNUAL SUPPLIES	\$225.85
P10-01346	SMARDAN SUPPLY - EL MONTE	ANNUAL BID - PLUMBING SUPPLIES	\$20,108.04
P10-01347	HILTI	ANNUAL PLUMBING EQUIPMENT	\$1,914.09
P10-01348	RECORDING FOR BLIND/DYSLEXIC	MEMBERSHIP - RECORDING FOR THE BLIND & D	\$950.00
P10-01349	HAITBRINK ASPHALT PAVING, INC.	REHAB EXISTING TEMPORARY PARKING	\$13,000.00
P10-01350	DEMCO INC.	Library materials	\$146.33
P10-01351	MILLENNIUM BUSINESS SERVICES	Business Cards Michelle Scharf	\$50.03
P10-01352	MILLENNIUM BUSINESS SERVICES	Business Cards Robert Melendez	\$50.03
P10-01353	MILLENNIUM BUSINESS SERVICES	Business Cards	\$50.03
P10-01354	KAPLAN SCHOOL SUPPLY	MATERIALS FOR RENNOVATED CLASSROOM	\$346.40
P10-01355	UNISOURCE CORPORATION	REPLENISH PAPER	\$1,062.00
P10-01356	UNISOURCE CORPORATION	replenish paper	\$2,124.00
P10-01357	HOME DEPOT	TO PURCHASE BIO. SUPPLIES	\$500.00
P10-01358	SIGMA ALDRICH CHEMICAL CO	TO PURCHASE SUPPLIES FOR BIO. LAB CLASS	\$1,000.00
P10-01359	CAROLINA BIOLOGICAL SUPPLY	TO PURCHASE SUPPLIES FOR BIO. LAB CLASSE	\$500.00
P10-01360	ARROWHEAD DRINKING WATER	Rental of ROHC Water Filtration System	\$593.28
P10-01361	HIRSCH PIPE & SUPPLY	ANNUAL PLUMBING SUPPLIES	\$4,185.42
P10-01362	W. W. GRAINGER INC.	ANNUAL PLUMBING SUPPLIES	\$2,945.44
P10-01363	ACE MAINTENANCE MART	ANNUAL PLUMBING SUPPLIES	\$1,368.09
P10-01364	MAINTENANCE USA	ANNUAL PLUMBING SUPPLIES	\$727.00
P10-01365	IRVINE PIPE & SUPPLY	ANNUAL PLUMBING SUPPLIES	\$431.06
P10-01366	BELL PIPE & SUPPLY	ANNUAL PLUMBING SUPPLIES	\$415.12
P10-01367	CLASS LEASING, INC.	VILLAGE EXPANSION PORTABLE INTERIOR IMPR	\$263,525.00
P10-01368	RALPHS GROCERY CO.	TO PURCHASE SUPPLIES	\$400.00
P10-01369	GRIMES, KELLY	CONSULTANT	\$9,600.00
P10-01370	NAVARRO, AUGUSTINE	WORKSHOP PRESENTER	\$900.00
P10-01371	DISH NETWORK	DISH NETWORK	\$365.13
P10-01372	TBC CONTRACTORS CORPORATION	COMM.ARTS RENOVATIONS	\$618,900.00
P10-01373	MITCHELL 1	MITCHELL ON DEMAND SUBSCRIPTION	\$999.00
P10-01374	MULTIFAMILY INTERNET VENTURES	EGYPT GRANT RENTER INSURANCE	\$1,200.00
P10-01375	LAWNMOWERS ETC.	GROUNDS ANNUAL SUPPLIES	\$7,364.85
P10-01376	SHRED-IT	For Shred-it monthly service	\$2,480.00
P10-01377	RP GROUP	Research Membership Renewal 2009-2010 RP	\$350.00
P10-01378	INDUSTRIAL METAL SUPPLY CO.	OPEN PURCHASE ORDER FOR SUPPLIES	\$100.00
P10-01379	CINTAS CORPORATION	Shredding service for 3 major bins	\$3,000.00
P10-01380	BLACKBOARD INC.	Blackboard Service Level Upgrade - IVC	\$55,811.40
P10-01381	WESTMEDICS.COM	YOGA MATS FOR NEW IVC A 307 CLASSROOM	\$6,373.36
P10-01382	PINNACLE LANDSCAPE COMPANY	ADD GRASS OUTSIDE BASEBALL FIELD	\$10,875.00



## BOARD OF TRUSTEES PURCHASE ORDER LISTING

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Purchase Order Numbers P10-01108 Through P10-01449

PO #	Vendor Name	Purchase Order Description	Total Cost
P10-01383	QUEZADA PRO LANDSCAPE, INC.	tree removal	\$1,100.00
P10-01384	NCS PEARSON, INC.	Assessment Testing Materials- CISS	\$1,649.38
P10-01385	NORTHWOOD HIGH SCHOOL	Ad for Northwood HS Football Program	\$250.00
P10-01386	DISCOUNT SCHOOL SUPPLY	MATERIALS FOR RENOVATED TODDLER CLASSROO	\$738.73
P10-01387	AIRBORNE ATHLETICS, INC.	Basketball Equipment	\$6,085.23
P10-01388	SCANTRON CORPORATION	scantron forms	\$149.95
P10-01389	ARROWHEAD DRINKING WATER	BLANKET PURCHASE ORDER FOR SUPPLIES	\$700.00
P10-01390	J. RICHARDS & COMPANY	MATERIALS FOR RENOVATED CLASSROOM	\$116.94
P10-01391	BARGER, TERRY L.	ATEP Project	\$10,000.00
P10-01392	LIEBERT CASSIDY WHITMORE	Attorney Services FY 2009/2010	\$160,000.00
P10-01393	ORANGE COAST MAGAZINE	Advertisment-Tribute to Nurses	\$3,595.00
P10-01394	PB AMERICAS, INC.	LABOR COMPLIANCE COMM. ARTS RENOVATION S	\$5,900.00
P10-01395	BOB PARRETT CONSTRUCTION, INC.	INSTALLATION OF CABINETS AT CDC	\$8,500.00
P10-01396	XEROX CORPORATION	IVC-BSTIC XEROX PURCHASE	\$12,559.54
P10-01397	NEWBEGINNINGS, INC.	COM. REL. - EEO/STAFF DIVERSITY	\$650.00
P10-01398	UNISOURCE CORPORATION	JANITORIAL SUPPLIES	\$550.81
P10-01399	P & R PAPER SUPPLY COMPANY	JANITORIAL SUPPLIES	\$52,493.89
P10-01400	CLEAN SOURCE	JANITORIAL SUPPLIES	\$522.23
P10-01401	GALE SUPPLY COMPANY	JANITORIAL SUPPLIES	\$1,022.69
P10-01402	EMPIRE CLEANING SUPPLY	JANITORIAL SUPPLIES	\$1,811.56
P10-01403	MAINTEX	JANITORIAL SUPPLIES	\$2,153.94
P10-01404	WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES	\$2,736.72
P10-01405	CENTRAL SANITARY SUPPLY	JANITORIAL SUPPLIES	\$3,688.80
P10-01406	STAR MAINTENANCE SUPPLY	JANITORIAL SUPPLIES	\$789.53
P10-01407	GORM, INC.	JANITORIAL SUPPLIES	\$857.78
P10-01408	UNISOURCE CORPORATION	JANITORIAL SUPPLIES	\$23,999.45
P10-01409	P & R PAPER SUPPLY COMPANY	JANITORIAL SUPPLIES	\$10,830.72
P10-01410	UNISOURCE CORPORATION	JANITORIAL SUPPLIES	\$19,233.22
P10-01411	WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES	\$1,919.26
P10-01412	GALE SUPPLY COMPANY	JANITORIAL SUPPLIES	\$234.90
P10-01413	STAR MAINTENANCE SUPPLY	JANITORIAL SUPPLIES	\$287.75
P10-01414	MAINTEX	JANITORIAL SUPPLIES	\$3,476.50
P10-01415	EMPIRE CLEANING SUPPLY	JANITORIAL SUPPLIES	\$551.62
P10-01416	CLEAN SOURCE	JANITORIAL SUPPLIES	\$391.61
P10-01417	GORM, INC.	JANITORIAL SUPPLIES	\$384.91
P10-01418	STAR MAINTENANCE SUPPLY	JANITORIAL SUPPLIES	\$341.48
P10-01419	WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES	\$224.17
P10-01420	GALE SUPPLY COMPANY	JANITORIAL SUPPLIES	\$223.59
P10-01421	EMPIRE CLEANING SUPPLY	JANITORIAL SUPPLIES	\$70.99
P10-01422	CENTRAL SANITARY SUPPLY	JANITORIAL SUPPLIES	\$63.62
P10-01423	CLEAN SOURCE	JANITORIAL SUPPLIES	\$50.86
P10-01424	MAINTEX	JANITORIAL SUPPLIES	\$36.76
P10-01425	CAROLINA BIOLOGICAL SUPPLY	BIOLOGY INSTRUCTIONAL SUPPLIES	\$2,018.68
P10-01426	WELLS FARGO #2078 (DIST TRAVL)	SHIFT 4, MO.CHARGES	\$10,000.00
P10-01427	AT&T	RapidTech - AT&T aircards	\$1,837.80
P10-01428	COLEMAN, SUSAN M.	Set up Blanket PO for Grant related CONT	\$35,000.00
P10-01429	JONES, RITA	Set up Blanket PO for Grant related CONT	\$30,000.00
P10-01430	MODERN POSTCARD	Printing of Art Gallery Postcards	\$149.53
P10-01431	ALPHAGRAPHS	Keyboard Brochures	\$487.37
P10-01432	ENVIRONMENTS, INC.	MATERIALS FOR RENNOVATED CLASSROOM	\$623.58
P10-01433	ENDZONE VIDEO SYSTEMS	Football Filming Supplies	\$193.96
P10-01434	MILLENNIUM BUSINESS SERVICES	White Catalog Envelopes	\$496.99
P10-01435	VISUCATE	AUTODESK INVENTOR PRO SUBSCRIPTION RENEW	\$6,300.00
P10-01436	UNITED INTERIORS	OFFICE FURNITURES	\$4,638.85
P10-01437	COSMOPOLITAN	Dept. Resource	\$15.00

## BOARD OF TRUSTEES PURCHASE ORDER LISTING

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Purchase Order Numbers P10-01108 Through P10-01449

PO #	Vendor Name	Purchase Order Description	Total Cost
P10-01438	HARPER'S BAZAAR	Dept. Resource	\$8.00
P10-01439	VOGUE	Dept. Resource	\$15.00
P10-01440	WELLS FARGO #2078 (DIST TRAVL)	WFCC ANNUAL FEE	\$45.00
P10-01441	ALLURE	Dept. Resource	\$13.97
P10-01442	WELLS FARGO #3317 (DISTRICT)	WFCC ANNUAL FEE	\$45.00
P10-01443	WELLS FARGO #4198 FISCAL-SBC	WFCC ANNUAL FEE	\$45.00
P10-01444	INSTYLE	Dept. Resource	\$29.77
P10-01445	W MAGAZINE	Dept. Resource	\$29.90
P10-01446	GLAMOUR	Dept. Resource	\$16.00
P10-01447	LUCKY MAGAZINE	Dept. Resource	\$12.00
P10-01448	UNIV. OF FLORIDA	100436 CCFA 2010 ONLINE COURSE	\$2,450.00
P10-01449	UNITED INTERIORS	Saddleback Operator Station	\$6,068.01
			=====
			\$2,943,491.13

## BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

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Req. #	Vendor Name	Description	Total Cost
RD10-00443	MUSSER & ASSOCIATES, INC.	moving optics tables	\$ .00
RD10-00442		Install Moisture Reduction Barrier PE-10	\$12,794.00
RD10-00441			\$ .00
RD10-00440	VENTURA, JAN	REIMBURSEMENT FOR CSU CONFERENCE	\$65.00
RD10-00439	LONG, MICHAEL	REIMBURSEMENT FOR CSU CONFERENCE	\$65.00
RD10-00438	HANDA, STEVE	REIMBURSEMENT FOR CSU CONFERENCE	\$65.00
RD10-00437	GUY, GEORGINA	REIMBURSEMENT FOR CSU CONFERENCE	\$65.00
RD10-00436	FRANCISCO, DAVID	REIMBURSEMENT FOR CSU CONFERENCE	\$65.00
RD10-00435	DE SARACHO, MARIANA	REIMBURSEMENT FOR CSU CONFERENCE	\$65.00
RD10-00434	BALTIERRA, JUANITA	REIMBURSEMENT FOR CSU CONFERENCE	\$65.00
RD10-00433	AZARY, MARYAM	REIMBURSEMENT FOR CSU CONFERENCE	\$65.00
RD10-00432	ALFORD, JOANN	REIMBURSEMENT FOR CSU CONFERENCE	\$65.00
RD10-00431	VENTURA, JAN	REIMBURSEMENT FOR UC CONFERENCE	\$20.00
RD10-00430	NUSSENBAUM, SHARON	REIMBURSEMENT FOR UC CONFERENCE	\$20.00
RD10-00429	LONG, MICHAEL	REIMBURSEMENT FOR UC CONFERENCE	\$20.00
RD10-00428	HANDA, STEVE	REIMBURSEMENT FOR UC CONFERENCE	\$20.00
RD10-00427	GUY, GEORGINA	REIMBURSEMENT FOR UC CONFERENCE	\$20.00
RD10-00426	FRANCISCO, DAVID	REIMBURSEMENT FOR UC CONFERENCE	\$20.00
RD10-00425	DE SARACHO, MARIANA	REIMBURSEMENT FOR UC CONFERENCE	\$20.00
RD10-00424	BORATYNEC, ZINA	REIMBURSEMENT FOR UC CONFERENCE	\$20.00
RD10-00423	BALTIERRA, JUANITA	REIMBURSEMENT FOR UC CONFERENCE	\$20.00
RD10-00422	AZARY, MARYAM	REIMBURSEMENT FOR UC CONFERENCE	\$ .00
RD10-00421	ALFORD, JOANN	REIMBURSEMENT FOR UC CONFERENCE	\$20.00
RD10-00420	TACKETT, EDWARD	REIMBURSEMENT NONINSTR SUPPL	\$139.00
RD10-00419	NEWBEGINNINGS, INC.	TRANSFER CENTER EVENING COLLEGE FAIR	\$36.43
RD10-00418	BAKER & TAYLOR ENTERTAINMENT	Library cd per Tom Weisrock request	\$9.22
RD10-00417	WELLS FARGO #3317 (DISTRICT)	Adminstrator/Manager Awards	\$222.93
RD10-00416	SENDABA, BARBARA	REIMBURSEMENT FOR EGYPT GRANT	\$118.10
RD10-00415	WELLS FARGO #4198 FISCAL-SBC	Credit Card	\$108.73
RD10-00414	CASPER PIANO SERVICE	Keyboard repairs	\$25.00
RD10-00413	EMERSON MUSIC	Music purchased	\$86.06
RD10-00412	CSU LONG BEACH FOUNDATION	IA TRAINING FOR GROSCOST	\$300.00
RD10-00411	MIKOLAJCZAK, MIKI	Miki Mikolajczak to attend TCDA Meeting/	\$588.20
RD10-00410	KEENAN & ASSOCIATES	Reimburse Revolving Fund	\$275.00
RD10-00409	KEENAN & ASSOCIATES	Reimburse Revolving Fund	\$257.81
RD10-00408	KEENAN & ASSOCIATES	Reimburse Revolving Fund	\$11.00
RD10-00407		Fine Arts Brochure	\$2,172.66
RD10-00406	MILLOVICH, JUNE M.	REIMBRUSE FOR CDES/LAB COORDINATOR	\$324.73
RD10-00405			\$ .00
RD10-00404			\$ .00
RD10-00403	WELLS FARGO #3317 (DISTRICT)	Books for District Leadership Team Retre	\$1,068.70
RD10-00402	MC GROARTY, DIANE	Reimbursement to Faculty	\$94.58
RD10-00401	WELLS FARGO #3317 (DISTRICT)	The Apple Store	\$252.30
RD10-00400	CHARCOAL MASTER INT'L, INC.	Repairs to Water Cooler	\$75.00
RD10-00399	HOOKERS REPAIR SERVICE	INSTALLATION OF REPLACEMENT PARTS FOR LA	\$240.00
RD10-00398	ASICS	ASICIS ORDER FOR MEN'S SOCCER AND WOMEN'	\$3,045.01
RD10-00397	GLEN, WILL	REIMBURSE GLEN	\$156.06
RD10-00396		OVAL CUSTOM FOIL VINYL BADGE	\$154.48
RD10-00395	OC AUDITOR-CONTROLLER	OC RADIO FEES	\$235.00
RD10-00394	GROSCOST, RICHARD	REIMBURSE GROSCOST	\$139.51
RD10-00393	GROSCOST, RICHARD	REIMBURSE GROSCOST	\$537.24
RD10-00392	GROSCOST, RICHARD	REIMBURSEMENT GROSCOST	\$32.55
RD10-00391	GROSCOST, RICHARD	REIMBURSEMENT GROSCOST	\$15.84
RD10-00390	OC AUDITOR-CONTROLLER	OC RADIO FEES	\$96.00
RD10-00389	DIVERSIFIED BUSINESS SERVICES	DEPT MEETING/TRAINING ATTIRE W/IPD SWAT	\$370.75
RD10-00388	WILLIAMS, JOHN	Travel expenses for John S. Williams	\$1,035.00

## BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

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Req. #	Vendor Name	Description	Total Cost
RD10-00387	MATHUR, RAGHU P.	RMATHUR TO OCBC Workforce Dev Conf 2009	\$70.00
RD10-00386	KRUHMIN, MARK	Mileage reimbursement for research equip	\$34.93
RD10-00385	AFSHARI, MARYAM	Reimburse Staff Member for books purchas	\$69.57
RD10-00384	BRAMUCCI, ROBERT	Workshop expenses for Bob Bramucci	\$140.00
RD10-00383	MILLOVICH, JUNE M.	REIMBURSE NON-INSTRUCTIONAL SUPPLIES	\$200.79
RD10-00382	SABELLA, GARY	Expense Reimbursement	\$1,074.18
RD10-00381	WELLS FARGO #3317 (DISTRICT)	Pearson Vue Test Centers	\$250.00
RD10-00376	ACCUITY	ACH Participant Directory	\$239.00
RD10-00375		Board of Trustees Brochures	\$653.32
RD10-00374	BESNARD, MARIA	CONFERENCE REIMBURSEMENT	\$ .00
RD10-00373	SONG, SOKHA	ACHRO/EEO Conference: Sokha Song	\$738.35
RD10-00372	S & B FOODS	Refreshments For Meeting	\$26.10
RD10-00371	SHATTINGER MUSIC	Music purchased	\$41.81
RD10-00370	MC DONALD, ANITA	ACHRO/EEO Conference: Anita MacDonald	\$738.35
RD10-00369	SECOR, MARK D.V.M.	Veterinary Care for Animals	\$109.00
RD10-00368		2009 Economic Forecast Conference	\$125.00
RD10-00367	SCHULDT, TYLER	AACC ANNUAL CONFERENCE, WASHINGTON DC	\$1,234.16
RD10-00366	SO COAST FAMILY MEDI-CENTER	Pre-Employment Medical Eval-Police	\$260.00
RD10-00365	CIPRES, ELIZABETH	REIMBURSEMENT CONFERENCE Elizabeth Cipr	\$190.00
RD10-00364	REPKA, JAMES	Reimbursement to J.Repka for lab supplie	\$309.87
RD10-00363	MULL, MICHAEL	Music purchased	\$120.00
RD10-00362			\$ .00
RD10-00361	JUSTICE, CRAIG	Cost for Craig Justice to attend CCCCIO	\$885.00
RD10-00360	SADDLEBACK COLLEGE BOOKSTORE	Bus Passes for EOPS/CARE eligible studen	\$1,500.00
RD10-00359		Reim. Candidate/Ex. Asst. VCHR	\$549.20
RD10-00358	LAURIE, JAMES	ACHRO/EEO Conference: Jim Laurie	\$175.00
RD10-00357	COLLINS COMPANY	TENNIS BALL MACHINE REPAIR	\$285.00
RD10-00356	HELTON, PATTY	ACHRO/EEO Conference: Patti Helton	\$220.00
RD10-00355	GRIFFIN, SANDRA	ACHRO/EEO Conference: Sandra Griffin	\$220.00
RD10-00354	BUGAY, DAVID	ACHRO/EEO Conference: David Bugay	\$480.00
RD10-00353	UNISOURCE CORPORATION	EMERGENCY SOAP PURCHASE	\$326.82
RD10-00352	COACH AMERICA - LOS ANGELES	Bus for EI field Trip on 9/02/09	\$989.00
RD10-00351		Subscription to Bellwether College Conso	\$ .00
RD10-00350	S & B FOODS	Catering Services for Chancellor's Openi	\$633.52
RD10-00349	WELLS FARGO #3317 (DISTRICT)	SPIE ONLINE BOOKSTORE	\$120.71
RD10-00348	CHANDOS, RAY	REIMBURSEMENT FOR ELECTRONICS SUPPLIES	\$178.90
RD10-00347	EMERSON MUSIC	Music purchased	\$155.38
RD10-00346	NEW DAY FILMS	Library DVDs per Tom Weisrock request	\$343.44
RD10-00345	WELLS FARGO #3317 (DISTRICT)	www.staples.com	\$317.93
RD10-00344		Scholarship for Nicole Grecco	\$ .00
RD10-00343	NEWBEGINNINGS, INC.	In-service barbecue	\$1,308.26
RD10-00342	HUNTLEY, ANTHONY	Reimbursement to T.Huntley for division	\$283.88
RD10-00338	NEWBEGINNINGS, INC.	EGYPT GRANT STUDENT WELCOME	\$313.20
RD10-00337	SISC III HEALTH BENEFITS	Actuarial Testing Costs	\$2,080.00
RD10-00336	ALLEN, ROBINA	Reimbursement - Robina Allen	\$15.28
RD10-00335	CAMACHO, TERESA	Conference Attendance for Teresa Camacho	\$540.00
RD10-00334	PANIAGUA, MARIA	Conference Attendance for Maria Paniagua	\$540.00
RD10-00333	PARRA, LORI	Conference Attendance for Lori Parra	\$540.00
RD10-00332	TACKETT, EDWARD	RAPIDTECH NONINSTR SUPPL	\$46.71
RD10-00331	BENDER, GRETCHEN	AACC ATE PI PRINCIPALS INVESTIGATORS CON	\$1,910.00
RD10-00330	OC TRANSIT AUTHORITY	Bus Passes for EOPS Elig. students	\$2,910.00
RD10-00329	SWACC	2009/2010 SWACC Member Risk Management F	\$13,898.00
RD10-00328	SO COAST FAMILY MEDI-CENTER	Pre-Employment Medical Eval-Police	\$215.00
RD10-00327	PSYCHOLOGICAL CORPORATION, INC	Pre-Employment Medical Eval-Police	\$260.00
RD10-00326	WELLS FARGO #3465 FISCAL-IVC	Community College Transfer Guide	\$ .00
RD10-00325	BAKER & TAYLOR ENTERTAINMENT	Library books per Tom Weisrock request	\$254.72

## BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

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Req. #	Vendor Name	Description	Total Cost
RD10-00324	GALE GROUP	Library books per Tom Weisrock request	\$62.98
RD10-00323	WELLS FARGO #3317 (DISTRICT)	Moleskines.com	\$24.95
RD10-00322	LEIGHTON, RON	Reimbursement	\$253.61
RD10-00320		Reimbursement	\$ .00
RD10-00319	NEWBEGINNINGS, INC.	Catering	\$2,153.24
RD10-00318	SIGNS PLUS MORE	VETS CENTER SIGN	\$130.50
RD10-00317	ROQUEMORE, GLENN	Reimburse Glenn Roquemore for NCH Softwa	\$28.20
RD10-00316	BOURDON, BRADLEY	REIMBURSEMENT FOR MATERIALS FOR EGYPT GR	\$73.34
RD10-00315		Reimbursement for Valerie Senior, BGS 24	\$ .00
RD10-00314	NEWBEGINNINGS, INC.	Refreshments for Best Practice Workshop	\$48.94
RD10-00313	EVANS, JULIE	Cost of refreshments at BSI Writing Work	\$60.00
RD10-00312	INCIONG, DENICE	Workshop expenses	\$570.00
RD10-00311			\$ .00
RD10-00310	MEYER, CLIFFORD	Reimbursement	\$ .00
RD10-00309	WYCHE, SONJA	ACHRO/EEO Conference: Sonya Wyche	\$573.90
RD10-00308	CASEY MOIR	Reimbursement	\$107.00
RD10-00307	RAMIREZ, RUBEN	ACHRO/EEO Conference: Ruben Ramirez	\$738.35
RD10-00306	DOUG BOSWELL	Reimbursement	\$162.00
RD10-00305	MUNNS, JAKE	ACHRO/EEO Conference: Jake Munns	\$738.35
RD10-00304	LAKOW, TONI	ACHRO/EEO Conference: Toni Lakow	\$738.35
RD10-00303	CCAR	Safety tests	\$199.00
RD10-00302	COX, BARBARA	Software	\$235.42
RD10-00301	NELSON, TERENCE	CATERING FOR VETERANS OPEN HOUSE	\$60.00
RD10-00300	BAKER & TAYLOR ENTERTAINMENT	Library CD's per Tom Weisrock request	\$25.61
RD10-00299	NELSON, TERENCE	MAPS FOR FRONT OFFICE	\$62.85
RD10-00298	SHACKLEFORD, KEITH	TOOLS FOR BUILDING SOCCER BENCHES AND SH	\$80.90
RD10-00297	BAKER & TAYLOR ENTERTAINMENT	Library books per Tom Weisrock request	\$82.59
RD10-00296	BAKER & TAYLOR ENTERTAINMENT	Library materials per Tom Weisrock reque	\$36.50
RD10-00295	COUTTS LIBRARY SERVICES, INC.	Library book per Tom Weisrock request	\$36.65
RD10-00294	GALE GROUP	Library book per Tom Weisrock request	\$31.49
RD10-00293	BRENNAN, KATHLEEN	reimbursement/Women's Equipment Room Sup	\$15.87
RD10-00292	LORCH, TEDDI	ACHRO/EEO Conference: Teddi Lorch	\$813.35
RD10-00291	GUERRERO, JORGE	REIMBURSEMENT FOR UC CONFERENCE	\$20.00
RD10-00290	FORSTER, JENNIFER	REIMBURSEMENT FOR UC CONFERENCE	\$20.00
RD10-00289	LERMAN, CAROL	REIMBURSEMENT FOR UC CONFERENCE	\$20.00
RD10-00287	PEPPER, J.W. & SON, INC.	Choral folios	\$137.42
RD10-00285	TELSON, LISE S.	REIMBURSEMENT FOR EGYPT GRANT STUDENTS	\$320.39
RD10-00284	BROGAN, GEORGE	Reimbursement for field studies class	\$60.69
RD10-00283	DOLAN, BEN	AACC ANNUAL CONFERENCE, WASHINGTON DC	\$2,035.68
RD10-00282	BANES, SHERRI J.	AACC ANNUAL CONFERENCE, WASHINGTON DC	\$993.16
RD10-00281	TACKETT, EDWARD	AACC ANNUAL CONFERENCE, WASHINGTON DC	\$1,234.16
RD10-00280	PATTON, KEN	AACC ANNUAL CONFERENCE, WASHINGTON DC	\$1,311.12
RD10-00279	CHANDOS, RAY	Reimbursement for Expense to Attend Conf	\$197.96
RD10-00278	DUVINAGE, LEITHA	Reimbursement - Leitha Duvinage	\$ .00
RD10-00277	TACKETT, EDWARD	ISTANBUL WORKSHOP ON RAPID TECH	\$1,885.00
RD10-00276	CESAREO-SILVA, CLAIRE	REIMBURSE CLAIRE CESAREO-SILVA	\$21.45
RD10-00275	WELLS FARGO #4214 FISCAL-IVC	Six entries in NCMPR Medallion Awards	\$180.00
			=====
			\$81,502.24

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

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**BACKGROUND**

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

**STATUS**

Checks No. 084474 through 084833, processed through the Orange County Department of Education, totaling \$3,593,586.81; and Checks No. 009655 through 009661, processed through Saddleback College Community Education, totaling \$19,463.00; and Checks No. 008613 through 008619, processed through Irvine Valley College Community Education, totaling \$32,065.90 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 #084474 and 084833

S	Check #	Check Dt	Company Name	Check Amount	Description
O	084474	8/12/09	AMERICAN ACADEMY OF	\$120.00	AMER. ACADEMY OF PROFESSIONAL CODER MEMBERSHIP
O	084475	8/12/09	AMERICAN SCIENCE & SURPLUS	\$70.65	PHYSICS SUPPLIES
O	084476	8/12/09	ARAMARK UNIFORM SERVICES	\$35.11	SHOP RAGS
O	084477	8/12/09	ASI-MODULEX	\$2,203.56	AGB SIGNS
O	084478	8/12/09	AURORA ENTERPRISES	\$32,499.25	Anti-Spam/Anti-Virus Annual Maintenance Renewal
O	084479	8/12/09	AVACOM	\$80.00	OPEN P0 FOR AVACOM PRINTER SERVICE
O	084480	8/12/09	CATHERINE BERES	\$120.00	Reimbursement for 26 copies "Tempest" script
O	084481	8/12/09	KARYN PERUGINI BOWER	\$300.00	REIMBURSEMENT FOR SPEAKER
O	084482	8/12/09	BUDDY'S ALL STARS	\$2,067.86	Football Team '09 supplies
O	084483	8/12/09	CA DEPT OF TOXIC SUBSTANCES	\$322.00	CA ENVIRONMENTAL PROTECTION AGENCY
O	084484	8/12/09	CAAHEP	\$450.00	Institutional Fee for 2009-2010
O	084485	8/12/09	CAPISTRANO UNIFIED SCHOOL	\$8,121.64	CTE COLLABORATIVE GRANT CUSD AGREEMENT
O	084486	8/12/09	CARQUEST AUTO PARTS	\$528.82	BLANKET PURCHASE ORDER FOR AUTO SUPPLIES
O	084487	8/12/09	CALIFORNIA COMMUNITY	\$7,800.00	Reporting Subscription Agreement
O	084488	8/12/09	CHEMSEARCH	\$580.21	JANITORIAL SUPPLIES
O	084489	8/12/09	CLARK SECURITY PRODUCTS INC.	\$591.43	LOCKSMITH SUPPLIES
O	084490	8/12/09	COMMUNITY COLLEGE LEAGUE OF	\$16,255.00	CCLC ON ATHLETICS MEMBERSHIPS
O	084491	8/12/09	COMMUNITY COLLEGE LEAGUE OF	\$33,022.00	09/10 CCLC MEMBERSHIP DUES
O	084492	8/12/09	COX COMMUNICATIONS	\$7,656.31	COX Communications Intercampus WAN Service
O	084493	8/12/09	CRAFCO, INC.	\$176.48	ASPHALT SEALER
O	084494	8/12/09	DHK PLUMBING & PIPING, INC.	\$19,862.71	FINE ART 300 HOT WATER HEATER REPLACEMENT
O	084495	8/12/09	CABLES PLUS	\$198.66	CAT5E NETWORK PATCH CABLES
O	084496	8/12/09	CDW GOVERNMENT, INC.	\$7,536.25	Server Room Power/Cooling Upgrade
O	084497	8/12/09	COMPUTERLAND	\$228.63	SQL SERVER 2008 LICENSE/MEDIA
O	084498	8/12/09	SOUTHERN CALIFORNIA EDISON CO.	\$61,231.56	Annual Electric Service
O	084499	8/12/09	SOUTHERN CALIFORNIA EDISON CO.	\$3,935.12	ELECTRIC SERVICE ATEP
O	084500	8/12/09	SOUTHERN CALIFORNIA EDISON CO.	\$184.46	ELECTRIC SERVICE ATEP
O	084501	8/13/09	ACSIG/EDGE	\$116,492.50	Delta Dental FY 09/10 Fund 01
O	084502	8/13/09	ACSIG/EDGE	\$39,945.94	Vision Services FY 09/10 Fund 01
O	084503	8/13/09	HYATT LEGAL	\$6,391.60	Hyatt Legal Benefits
O	084504	8/13/09	PACIFICARE BEHAVIORAL HEALTH	\$3,005.94	Pacificare Behavioral FY 09/10 Fund 01
O	084505	8/13/09	PRINCIPAL LIFE INSURANCE	\$29,900.60	Life Insurance Benefitis 2009/2010 FY
O	084506	8/13/09	PRINCIPAL LIFE INSURANCE	\$32,759.57	Long-Term Disability Benefits for 2009-2010 FY
O	084507	8/13/09	SISC III HEALTH BENEFITS	\$996,216.00	SISC (PPO)-Benefits FY 2009/10 Fund 01
O	084508	8/13/09	UNUM LIFE INSURANCE COMPANY	\$3,488.90	UNUM LTC FY 2009/10
O	084509	8/13/09	UNUM LIFE INSURANCE COMPANY	\$6,650.80	UNUM LTC FY 2009/10
O	084510	8/13/09	ACSIG/EDGE	\$10,266.32	Delta Dental FY 09/10 Fund 71
O	084511	8/13/09	ACSIG/EDGE	\$3,200.37	Vision Services FY 09/10 Fund 07
O	084512	8/13/09	SISC III HEALTH BENEFITS	\$214,588.00	Blue Shield (Retiree) Benefits FY 2009/10
O	084513	8/13/09	LEITHA DUVINAGE	\$12.89	MILEAGE
O	084514	8/13/09	THE GALLUP ORGANIZATION	\$350.18	CLASSIFIED SENATE STRENGTHQUEST
O	084515	8/13/09	GOLF VENTURES WEST	\$814.54	GROUPS EQUIPMENT
O	084516	8/13/09	W. W. GRAINGER	\$210.13	MAINTENANCE SUPPLIES
O	084517	8/13/09	HITT MARKING DEVICES, INC.	\$38.28	Purchase stamp.
O	084518	8/13/09	CHRIS HOGSTEDT	\$126.37	Chris Hogstedt
O	084519	8/13/09	HYDRO ENGINEERING, INC.	\$89.61	Replacement Wand for ECIN washout booth
O	084520	8/13/09	HYDRO-SCAPE PRODUCTS, INC.	\$4,241.26	GROUPS SUPPLIES
O	084521	8/13/09	INCENTRA LLC	\$11,825.00	ADN Nursing Program Grant-Programmer/Consultant
O	084522	8/13/09	ISA MEDIA, LTD.	\$5,940.00	payment for ISC Advertising
O	084523	8/13/09	JAMECO ELECTRONICS	\$28.64	PHYSICS SUPPLIES
O	084524	8/13/09	JAMES PUBLISHING, INC.	\$10.00	Resource Guide

## WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #084474 and 084833

S	Check #	Check Dt	Company Name	Check Amount	Description
O	084525	8/13/09	JOHNSTONE SUPPLY	\$252.19	SUPPLIES FOR MAINTENANCE
O	084526	8/13/09	KAPCO LIBRARY PRODUCTS	\$133.30	Purchase book covers.
O	084527	8/13/09	KATHCO PRODUCTS	\$2,717.88	PLUMBING/GROUNDS SUPPLIES
O	084528	8/13/09	LOS ANGELES TIMES	\$22.60	LA TIMES SUBSCRIPTION
O	084529	8/13/09	LAB SAFETY SUPPLY CO.	\$699.51	GROUNDS SUPPLIES
O	084530	8/13/09	ERIN (MAREMONT) LONG	\$150.00	Erin Long/Guest Artist
O	084531	8/13/09	MC KESSON MEDICAL SURGICAL	\$719.81	SUPPLIES FOR NURSING
O	084532	8/13/09	MESA GOLF CARTS	\$65.00	electric cart maintenance
O	084533	8/13/09	MARCIA MILCHIKER	\$298.78	MILEAGE
O	084534	8/13/09	MILLENNIUM BUSINESS SERVICES	\$315.38	Window Envelopes
O	084535	8/13/09	SALLIE MILLER	\$180.00	WORKSHOP PRESENTER
O	084536	8/13/09	MIRAMAR WHOLESALE NURSERIES	\$4,259.74	GROUND COVER FOR FINE ART WALKWAY
O	084537	8/13/09	ORANGE CO. HEALTH CARE AGENCY	\$1,104.00	HAZARDOUS MATERIALS BILLING - FIRE AUTHORITY
O	084538	8/13/09	ORANGE COUNTY REGISTER	\$2,000.00	ADVERTISING
O	084539	8/13/09	ORANGE COUNTY REGISTER	\$456.00	ADVERTISING
O	084540	8/13/09	ONE DAY PAINT & AUTO BODY	\$1,917.10	Paint Vehicle
O	084541	8/13/09	POSTMASTER	\$375.00	Postage for Fine Arts mailing
O	084542	8/14/09	ALVAREZ & MARSAL	\$2,100.00	ATEP PROJECT
O	084543	8/14/09	ENVIRON	\$11,294.30	ATEP Project
O	084544	8/14/09	LAMAR SPACE INC.	\$146.81	TRAILER RENTAL FOR INSPECTOR OF RECORD
O	084545	8/14/09	LAVEY ROOFING SERVICES, INC.	\$268,617.60	SSC BUILDING ROOFING SYSTEM
O	084546	8/14/09	UNITED SITE SERVICES OF	\$677.26	fence rental
O	084547	8/17/09	CARRIER JOHNSON	\$2,875.19	HIRE ARCHITECT FOR A-300 REMODEL
O	084548	8/17/09	CRC CONSULTING GROUP, INC.	\$6,950.00	ATEP WINDOW TESTING CONSULTANT SERVICES FOR RE-TES
O	084549	8/17/09	gkkworks	\$44,263.00	CONSTR. MGMT AGRMT
O	084550	8/17/09	JACKSON, DE MARCO, TIDUS,	\$58,545.97	ATEP Project
O	084551	8/17/09	JOYCE INSPECTION & TESTING	\$7,626.00	INSPECTOR AGRMT FOR F.A. RESTROOM
O	084552	8/17/09	LAMAR SPACE INC.	\$146.81	TRAILER RENTAL FOR INSPECTOR OF RECORD
O	084553	8/17/09	NEUDESIC, LLC	\$127,359.00	Software Engineering - Data Warehouse Development
O	084554	8/17/09	BOB PARRETT CONSTRUCTION	\$19,127.00	Construct Lateral Bracing at wall PE-100
O	084555	8/17/09	PB AMERICAS, INC.	\$1,860.00	LABOR COMPLIANCE PROGRAM
O	084556	8/17/09	PCN3, INC.	\$371,103.72	BID 296, B200 SCIENCE LAB ANNEX AND B239 CONVERSIO
O	084557	8/17/09	PUBLIC ECONOMICS, INC.	\$7,246.07	ATEP PROJECT
O	084558	8/17/09	RED STONE, INC	\$6,580.00	CONSULTANT AGRMT.
O	084559	8/17/09	REPRO XPRESS	\$40.45	BID Document Processing
O	084560	8/18/09	AT & T MOBILITY	\$12.99	TELEPHONE SERVICES
O	084561	8/18/09	AT&T	\$19.57	FAX LINES - TRUSTEES FY 09-10
O	084562	8/18/09	AT&T	\$50.01	Annual:Telephone Service
O	084563	8/18/09	AT&T	\$35.56	Annual:Telephone Service
O	084564	8/18/09	AT&T	\$223.54	Annual P.O. for telephone service
O	084565	8/18/09	AT&T	\$57.00	Annual P.O. for telephone service
O	084566	8/18/09	AT&T	\$32.61	Annual P.O. for telephone service
O	084567	8/18/09	AT&T	\$303.86	Annual P.O. for telephone service
O	084568	8/18/09	AT&T	\$27.61	Annual P.O. for telephone service
O	084569	8/18/09	AT&T	\$32.61	Annual P.O. for telephone service
O	084570	8/18/09	AT&T	\$49.65	Annual P.O. for telephone service
O	084571	8/18/09	AT&T	\$49.65	Annual P.O. for telephone service
O	084572	8/18/09	AT&T	\$49.65	Annual P.O. for telephone service
O	084573	8/18/09	AT&T	\$11.43	FAX LINES - TRUSTEES FY 09-10
O	084574	8/18/09	AT&T	\$11.54	FAX LINES - TRUSTEES FY 09-10
O	084575	8/18/09	AT&T	\$10.16	FAX LINES - TRUSTEES FY 09-10



## WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #084474 and 084833

S	Check #	Check Dt	Company Name	Check Amount	Description
O	084576	8/18/09	AT&T	\$11.53	FAX LINES - TRUSTEES FY 09-10
O	084577	8/18/09	AT&T	\$31.92	DATA LINES AT ATEP
O	084578	8/18/09	AT&T	\$445.05	Annual:Telephone Service
O	084579	8/18/09	AT&T	\$1,779.04	Annual:Telephone Service
O	084580	8/18/09	AT&T	\$6,150.78	Annual P.O. for telephone service
O	084581	8/18/09	AT&T	\$546.89	Annual P.O. for telephone service
O	084582	8/18/09	AT&T	\$11.43	Annual P.O. for telephone service
O	084583	8/18/09	SAN DIEGO GAS & ELECTRIC	\$43,421.07	Electric Service Billing for SDG&E
O	084584	8/18/09	SOUTHERN CALIFORNIA GAS CO.	\$1,727.67	Annual Gas Service
C	084585	8/18/09	SOUTHERN CALIFORNIA GAS CO.	\$-4,308.19	Annual Gas Service
C	084586	8/18/09	SOUTHERN CALIFORNIA GAS CO.	\$-22.38	Annual Gas Service
C	084587	8/18/09	SOUTHERN CALIFORNIA GAS CO.	\$-10.46	NATURAL GAS
C	084588	8/18/09	SOUTHERN CALIFORNIA GAS CO.	\$-5,732.47	PO for gas transmission service.
O	084590	8/18/09	SOUTHERN CALIFORNIA GAS CO.	\$4,308.19	Annual Gas Service
O	084591	8/18/09	SOUTHERN CALIFORNIA GAS CO.	\$22.38	Annual Gas Service
O	084592	8/18/09	SOUTHERN CALIFORNIA GAS CO.	\$10.46	NATURAL GAS
O	084593	8/18/09	SOUTHERN CALIFORNIA GAS CO.	\$5,732.47	PO for gas transmission service.
O	084594	8/19/09	JOANN ALFORD	\$419.15	Conference for Cheryl Altman
O	084595	8/19/09	MIRIAM CASTROCONDE	\$1,289.85	Exps for Miriam Castroconde to attend SI Workshop.
O	084596	8/19/09	ILKNUR ERBAS-WHITE	\$1,355.57	Exps for Ilkner Erbas White to attend SI Workshop
O	084597	8/19/09	THE GALE GROUP	\$382.80	Gale - Blue Book 36th Ed.
O	084598	8/19/09	W. W. GRAINGER	\$75.32	BUILDING MAINTENANCE SUPPLIES
O	084599	8/19/09	HARDY DIAGNOSTICS	\$323.75	MICROBIOLOGY SUPPLIES
O	084600	8/19/09	HITT MARKING DEVICES, INC.	\$65.20	CUSTOM STAMP FOR GYNECOLOGY CHARTING
O	084601	8/19/09	HOME DEPOT CREDIT SERVICES	\$12,731.00	RapidTech - Open PO w/ Home Depot
O	084602	8/19/09	JAMES D. HORTON	\$515.90	NTTW PARTICIPANT SUPPORT
O	084603	8/19/09	IMAGE PRINTING SOLUTIONS	\$3,552.86	Parking Citations
O	084604	8/19/09	INTERSTATE ELECTRIC	\$1,191.47	Laminating Equipment
O	084605	8/19/09	IRVINE PIPE & SUPPLY	\$28.44	BLANKET PURCHASE ORDER FOR PARTS AND SUPPLIES
O	084606	8/19/09	IRVINE RANCH WATER DIST.	\$271.81	WATER SERVICE
O	084607	8/19/09	KINETIC VIDEO	\$297.85	Instructional DVD's for Hum. Svcs.
O	084608	8/19/09	ROBERT J. KOPECKY	\$1,289.85	Exps for Bob Kopecky to attend SI Workshop
O	084609	8/19/09	KATHRYN KRAMER	\$170.00	Conference for Kathryn Kramer
O	084610	8/19/09	MARK KRUHMIN	\$1,129.80	Reimburse staff member for class fee
O	084611	8/19/09	LAB SAFETY SUPPLY INC.	\$58.40	GROUPS SUPPLIES
O	084612	8/19/09	LASER SOURCE	\$116.55	Parts and labor for HP Laserjet Printers
O	084613	8/19/09	LIFETIME MEMORY PRODUCTS,	\$724.54	Memory upgrades for Macs
O	084614	8/19/09	LOOMIS, FARGO & CO., INC	\$497.84	Armored Car Service 09/10
O	084615	8/19/09	GRACE B. MAC MILLAN	\$509.20	Reim.Candidate/Ex. Asst VCHR
O	084616	8/19/09	MC KESSON MEDICAL SURGICAL	\$427.42	McKesson Medical Supplies Order
O	084617	8/19/09	METALLIFEROUS	\$503.76	ART SUPPLIES
O	084618	8/19/09	MICRO CENTER	\$406.57	COMPUTER AND ELECTRONIC SUPPLIES
O	084619	8/19/09	MICROFIBER PRODUCTS ONLINE,INC	\$220.45	Request pointing laser for observational astronomy
O	084620	8/19/09	MILLENNIUM BUSINESS SERVICES	\$712.31	PRINTING: ADVISEMENT SHEETS 09-10
O	084621	8/19/09	MIRAMAR WHOLESALE NURSERIES	\$2,106.22	GROUND COVER FOR FINE ART WALKWAY
O	084622	8/19/09	MOUSER ELECTRONICS	\$214.24	PHYSICS SUPPLIES
O	084623	8/19/09	NACE	\$400.00	Renewal of institutional membership
O	084624	8/19/09	NAT'L GEOGRAPHIC SOCIETY	\$85.36	DVD's for classroom use
O	084625	8/19/09	NCMPR NATIONAL OFFICE	\$200.00	NCMPR District 6 2009 Conference
O	084626	8/19/09	NEUDESIC, LLC	\$23,009.00	Software Engineering - "B" Features Enhancement
O	084627	8/19/09	OCE-USA, INC.	\$1,821.71	Maintenance Agreement: Copiers

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Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #084474 and 084833

S	Check #	Check Dt	Company Name	Check Amount	Description
O	084628	8/19/09	OCE-IMAGISTICS	\$148.58	MAINTENANCE AGREEMENT FOR FAX MACHINE
O	084629	8/19/09	OCLC, INC.	\$541.17	Annual Maintenance:Library Data Processing
O	084630	8/19/09	ONESOURCE DISTRIBUTORS, INC.	\$859.42	ELECTRICAL ANNUAL SUPPLIES
O	084631	8/19/09	MONICA PARKS	\$396.11	Chancellor's office MIS Training for Monica Parks
O	084632	8/19/09	LARISA SERGEYEVA	\$1,469.28	Exps for Larisa Sergeyeva to attend SI Workshop
O	084633	8/19/09	NAEYC	\$19.00	NAEYC MEMBERSHIP
O	084634	8/20/09	KARIN COOPER	\$44.00	Fingerprinting
O	084635	8/20/09	A & M COMMERCIAL SWEEPING, INC	\$600.00	STREET SWEEPING SERVICES
O	084636	8/20/09	BACK STAGE	\$99.00	Annual renewal for print Back Stage West
O	084637	8/20/09	BORDERS & BOOKS	\$84.16	DVD's for German Classes/P.Friede
O	084638	8/20/09	BP ENERGY COMPANY	\$71,483.98	NATURAL GAS PURCHASES
O	084639	8/20/09	GEORGE BROGAN	\$368.95	Yellowstone Fuel Reimbursement
O	084640	8/20/09	BUDDY'S ALL STARS	\$1,832.41	W Soccer Equipment 09
O	084641	8/20/09	COMMUNITY COLLEGE WEEK	\$52.00	Renewal Subscription:Community College Weekly
O	084642	8/20/09	COMPUTERLAND	\$59.00	Acrobat Pro 9 License
O	084643	8/20/09	CONSOLIDATED ELECTRICAL DIST.	\$1,015.13	ELECTRICAL SUPPLIES
O	084644	8/20/09	COVER CONNECTION	\$201.14	GLOVES - PHOTO SUPPLIES
O	084645	8/20/09	CPS SECURITY SOLUTIONS	\$13,120.00	SECURITY SERVICES
O	084646	8/20/09	CULLIGAN	\$111.09	MICRO WATER
O	084647	8/20/09	DELL MARKETING L.P.	\$9,392.92	COMPUTERS FOR ADMINISTRATIVE STAFF
O	084648	8/20/09	DEMCO INC.	\$62.54	Purchase instructional supplies.
O	084649	8/20/09	DEXON COMPUTER, INC.	\$666.00	Wan Link and Disaster Recovery
O	084650	8/20/09	DISCOUNT SCHOOL SUPPLY	\$3,901.91	LEARNING MATERIALS FOR CDC TODDLER ROOM
O	084651	8/20/09	DUNN-EDWARDS CORPORATION	\$54.10	DUNN-EDWARDS CORP
O	084652	8/20/09	EWING IRRIGATION PRODUCTS	\$232.98	Blanket P.O. for supplies
O	084653	8/20/09	EXPERIAN	\$77.00	Experian Contract Services
O	084654	8/20/09	FEDERAL EXPRESS	\$223.36	FEDERAL EXPRESS CHARGES
O	084655	8/20/09	FOSTER CARE AUXILIARY OF OC	\$240.00	C.R.I.S. SOFTWARE TRAINER
O	084656	8/20/09	FREESTYLE	\$22.73	Camera caps
O	084657	8/20/09	NATIONAL ASSOCIATION OF	\$41.00	Roberts Rules of Order
O	084658	8/20/09	AEROFUND FINANCIAL, INC.	\$94.87	BID.....5YR CONTRACT
O	084659	8/20/09	SHELL FLEET CARD SERVICES	\$2,249.96	2009/10 Gasoline
O	084660	8/20/09	BLACK CORAL HAWAII WHOLESALE	\$135.00	AQUARIUM SUPPLIES AND MAINTENANCE
O	084661	8/20/09	DEPARTMENT OF SOCIAL SERVICES	\$25.00	CAPACITY INCREASE FEE FOR SADDLEBACK CDC
O	084662	8/20/09	CORPORATE BUSINESS INTERIORS	\$2,215.18	PRODUCT FOR FURNITURE PANEL WRAPS VIL#5
O	084663	8/20/09	DLT SOLUTIONS	\$910.00	Student Messaging Project
O	084664	8/20/09	FLOOR TECH GROUP	\$2,153.00	REMOVE AND DISPOSE OF CARPETING
O	084665	8/21/09	ACADEMIC SENATE	\$350.00	Kathy Schmeidler to Curriculum Institute 2009
O	084666	8/21/09	CASEY MOIR	\$107.00	Reimbursement
O	084667	8/21/09	DANA POINT MARINA INN	\$14,425.40	[NTTW/PAYMENT FOR ROOMS FOR ATTENDEES
O	084668	8/21/09	JENNIFER FORSTER	\$189.20	MILEAGE
O	084669	8/21/09	HITT MARKING DEVICES, INC.	\$101.14	STAMP FOR CROSS-CULTURAL STUDIES
O	084670	8/21/09	HOME DEPOT CREDIT SERVICES	\$436.60	MAINT/GROUNDS/CUST. SUPPLIES
O	084671	8/21/09	ISLAND PROMOTIONAL PRODUCTS	\$907.02	EGYPT GRANT BACKPACKS FOR STUDENTS
O	084672	8/21/09	FHEG IVC BOOKSTORE	\$1,277.97	Purchase Textbooks
O	084673	8/21/09	FHEG IVC BOOKSTORE	\$658.43	Purchase Textbooks
O	084674	8/21/09	FHEG IVC BOOKSTORE	\$5,604.19	Purchase Textbooks
O	084675	8/21/09	FHEG IVC BOOKSTORE	\$190.86	Purchase Textbooks
O	084676	8/21/09	FHEG	\$15.50	Purchase Textbooks
O	084677	8/21/09	FHEG	\$36.70	Purchase Textbooks
O	084678	8/21/09	KNORR SYSTEMS, INC.	\$21,158.11	POOL ANNUAL SUPPLIES

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Bank Account (COUNTY ) - County Account

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Selection: Between #084474 and 084833

S	Check #	Check Dt	Company Name	Check Amount	Description
O	084679	8/21/09	CAROL LERMAN	\$20.71	MILEAGE
O	084680	8/21/09	LIBRARY OF SOCIAL SCIENCE	\$50.45	Library book per Tom Weisrock request
O	084681	8/21/09	MARK IV COMMUNICATIONS, INC.*	\$1,138.81	Data runs for new community ed offices
O	084682	8/21/09	JOSEPH JAY MENDOZA	\$210.00	FOSTER PARENT TRAINER
O	084683	8/21/09	MISSION PRINTING COMPANY	\$4,146.64	Fall '09 Performing Arts Brochure
O	084684	8/21/09	ORANGE COUNTY REGISTER	\$248.81	Renewal of Subscription for OC Register
O	084685	8/21/09	OCEANSIDE PHOTO & TELESCOPE	\$125.78	TELESCOPE PARTS
O	084686	8/21/09	ONESOURCE DISTRIBUTORS, INC.	\$15.71	ELECTRICAL ANNUAL SUPPLIES
O	084687	8/21/09	NICOLE ORTEGA	\$518.50	Conference for Cheryl Altman
O	084688	8/21/09	JENNIFER TARULLI	\$77.89	MILEAGE
O	084689	8/21/09	D4 SOLUTIONS INC.	\$2,783.18	INSTALL DATA CONNECTIONS AT PE-100 RENOVATION
O	084690	8/21/09	MJ CONTRACTORS, INC.	\$132,317.57	VILLAGE EXPANSION - SITE IMPROVEMENT
O	084691	8/21/09	KEENAN & ASSOCIATES	\$3,500.00	Keenan Agreement 7/01/09-7/01/10
O	084692	8/24/09	PACIFIC CLIPPINGS	\$59.00	Clipping Service
O	084693	8/24/09	PACIFIC SOD	\$18,834.00	PRACTICE FIELDS SOD
O	084694	8/24/09	PACIFIC SOD	\$9,206.00	SOD FOR EAST PRACTICE FIELD
O	084695	8/24/09	PT AND C INC.	\$79.50	Equipment Repair
O	084696	8/24/09	J.W. PEPPER & SON, INC.	\$137.42	Choral folios
O	084697	8/24/09	PETE'S ROAD SERVICE	\$936.52	TRANSPORTATION ANNUAL SUPPLIES
O	084698	8/24/09	PHASE II TIRE	\$312.67	TRANSPORTATION ANNUAL SUPPLIES
O	084699	8/24/09	PHOENIX GROUP INFORMATION SYS.	\$2,607.80	CITATION MANAGEMENT
O	084700	8/24/09	PJHM ARCHITECTS	\$659.15	ARCHITECT CONSULTING SERVICE FOR KITCHEN FLOORING
O	084701	8/24/09	PRAXAIR	\$51.67	Emergency supplies
O	084702	8/24/09	PSYCHOLOGICAL ASSESSMENT	\$176.00	Self-Directed Search (SDS) Form R, Occupations Fin
O	084703	8/24/09	QUEST DIAGNOSTICS	\$327.50	Quest Diagnostics
O	084704	8/24/09	QUEZADA PRO LANDSCAPE, INC.	\$900.00	trimming palms on campus
O	084705	8/24/09	RAYVERN LIGHTING SUPPLY CO.	\$501.77	ELECTRICAL ANNUAL SUPPLIES
O	084706	8/24/09	REALVOLLEYBALL.COM	\$941.90	WOMEN'S VOLLEYBALLS
O	084707	8/24/09	REFRIGERATION SUPPLIES DIST.	\$256.97	HVAC SUPPLIES
O	084708	8/24/09	SAMY'S CAMERA	\$3,293.49	Photography supplies
O	084709	8/24/09	SCRIP-SAFE SECURITY PRODUCTS	\$645.00	printing of IVC diplomas (reprint)
O	084710	8/24/09	SEHI PROCOMP COMPUTER PRODUCTS	\$269.45	Maintenance Kit for HPLJ4250 dtn
O	084711	8/24/09	SIEMENS WATER TECHNOLOGIES	\$182.44	Annual Service& Deionized Water System
O	084712	8/24/09	ROBERT W. SIMONEAU	\$1,800.00	CONTRACT: ROBERT SIMONEAU
O	084713	8/24/09	SOUTHERN COUNTIES OIL CO.	\$370.50	TRANSPORTATION ANNUAL SUPPLIES
O	084714	8/24/09	THE SPIVEY GROUP, LLC	\$1,025.00	TRAINING DVD's
O	084715	8/24/09	TERMITE TERRY PEST CONTROL	\$150.00	bee removal and eradication as needed
O	084716	8/24/09	TRICIA TINER	\$600.00	INSTRUCTOR
O	084717	8/24/09	SOCAL AWARDS AND ENGRAVING	\$48.88	Award for Presentor
O	084718	8/24/09	U.S. DATA TRUST CORPORATION	\$3,480.00	Continuous OffSite Data Backup Service (LiveVault)
O	084719	8/24/09	UNISOURCE WORLDWIDE INC.	\$2,105.62	COLOR PAPER
O	084720	8/24/09	UNITED INTERIORS	\$23,446.64	Competitive Equip/Int.Lang. Lab
O	084721	8/24/09	UNITED RENTALS	\$87.36	GROUPS RENTAL EQUIPMENT FOR FINE ARTS
O	084722	8/24/09	USA DATA, INC.	\$860.37	Mailing list for theatre arts brochure
O	084723	8/24/09	USA MOBILITY	\$69.99	PAGER RENTAL AND MAINTENANCE CONTRACT
O	084724	8/24/09	USI	\$249.44	Laminating Materials
O	084725	8/24/09	LUIS MAURICIO VASQUEZ	\$675.00	INSTRUCTOR
O	084726	8/24/09	VISTA PAINT	\$304.84	PAINT SUPPLIES
O	084727	8/24/09	VWR INTERNATIONAL, INC.	\$597.39	MICROBIOLOGY SUPPLIES
O	084728	8/24/09	WARD'S NATURAL SCIENCE	\$67.03	OPEN PURCHASE FOR LIVE CULTURES
O	084729	8/24/09	WENGER CORPORATION	\$1,563.16	Piano Music Holders

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Bank Account (COUNTY ) - County Account

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Selection: Between #084474 and 084833

S	Check #	Check Dt	Company Name	Check Amount	Description
O	084730	8/24/09	WESTERN EXTERMINATOR COMPANY	\$895.00	CONTRACT SERVICES - GOPHER CONTROL
O	084731	8/24/09	XEROX CORP.	\$91.89	Annual Maintenance: DSPS Copier
O	084732	8/24/09	YALE CHASE MATERIALS	\$285.62	REPAIRS & SUPPLIES
O	084733	8/24/09	U.S. TOY CO.,INC./CONSTRUCTIVE	\$32.56	Classroom supplies
O	084734	8/24/09	RJT COMPUQUEST	\$5,200.00	QA Consulting Services
O	084735	8/24/09	SOURCE GRAPHICS	\$20,071.26	BSTC - Plotter
O	084736	8/24/09	RPM CONSULTANT GROUP	\$2,097.35	GASB 43 & 45 Compliance
O	084737	8/24/09	RICHARD SNEED	\$289.20	Reimburse Medicare Premiums
O	084738	8/24/09	OFFICEMAX CONTRACT INC.	\$26,721.54	Office Max Supply Orders 2009/2010
O	084739	8/24/09	SAN DIEGO GAS & ELECTRIC	\$2,177.36	Electric Service Billing for SDG&E
O	084740	8/24/09	SOUTHERN CALIFORNIA EDISON CO.	\$12,261.47	Annual Electric Service
O	084741	8/24/09	SOUTHERN CALIFORNIA EDISON CO.	\$15,685.12	Annual Electric Service
O	084742	8/24/09	SOUTHERN CALIFORNIA EDISON CO.	\$29,280.58	Annual Electric Service
O	084743	8/24/09	VERIZON WIRELESS	\$147.78	Cellular Phone Service
O	084744	8/24/09	OFFICEMAX CONTRACT INC.	\$4,911.15	Office Max Supplies
O	084745	8/24/09	CAMDEN CROWN VALLEY APARTMENTS	\$6,233.12	EGYPT COMMUNITY COLLEGE INITIATIVE GRANT LEASE
C	084746	8/24/09	ERENTERPLAN INSURANCE	\$-200.00	EGYPT GRANT RENTER INSURANCE
O	084747	8/24/09	HOME DEPOT CREDIT SERVICES	\$1,930.58	BLANKET PURCHASE ORDER FOR SUPPLIES
O	084748	8/25/09	ADAMS-HALL PUBLISHING	\$17.31	College Transfer Guide
O	084749	8/25/09	ALERT SERVICES, INC.	\$11.83	athletic training supplies
O	084750	8/25/09	AMTECH ELEVATOR SERVICES	\$1,693.33	ANNUAL ELEVATOR SERVICES
O	084751	8/25/09	ASSN OF GOVERNING BOARD	\$2,300.00	MEMBERSHIP DUES
O	084752	8/25/09	ASSESSMENT TECHNOLOGIES	\$7,764.75	ATI TESTING
O	084753	8/25/09	BAKER & TAYLOR	\$139.70	Library books per Tom Weisrock request
O	084754	8/25/09	BLOCK AND COMPANY, INC.	\$42.98	MAIL POUCHES
O	084755	8/25/09	BORJORQUEZ, ANN M.	\$120.00	WORKSHOP PRESENTER
O	084756	8/25/09	BUDDY'S ALL STARS	\$1,287.39	Football Team '09 supplies
O	084757	8/25/09	CLARK SECURITY PRODUCTS INC.	\$98.78	LOCKSMITH SUPPLIES
O	084758	8/25/09	COUTTS LIBRARY SERVICES, INC.	\$36.65	Library book per Tom Weisrock request
O	084759	8/25/09	D4 SOLUTIONS INC.	\$4,264.76	HS/A&R/VILLAGE CABLE SYSTEM
O	084760	8/25/09	DANA POINT YACHT MAINTENANCE	\$83.80	Monthly Whaler Hull Cleaning
O	084761	8/25/09	DIRECT PAINTING & DECORATING	\$8,452.00	PAINTING SSC 208 & 211
O	084762	8/25/09	DUNN-EDWARDS CORPORATION	\$949.21	BLANKET PURCHASE ORDER FOR SUPPLIES
O	084763	8/25/09	EDGEWOOD PRESS, INC.	\$1,859.63	TRANSFER CTR-PRESENTATION FOLDERS
O	084764	8/25/09	JOHN W. EDWARDS	\$84.74	REIMBURSEMENT
O	084765	8/25/09	ELLE DECOR	\$10.00	Dept. Resource
O	084766	8/25/09	YVETTE ESTRADA	\$50.00	P.R.I.D.E. PANEL MEMBER
O	084767	8/25/09	EXCHANGE CLUB OF IRVINE	\$1,000.00	Advertise in Exchange Club of Irvine Scholar Athle
O	084768	8/25/09	FAIRCHILD BOOKS & VISUALS	\$74.95	Dept. Resource
O	084769	8/25/09	FREEWAY AUTO SUPPLY	\$927.93	TRANSPORTATION SUPPLIES
O	084770	8/25/09	SAMUEL FRENCH	\$198.09	Instructional Supplies
O	084771	8/25/09	DIGICERT	\$1,185.00	DIGICERT SSL WILDCARD PLUS CERTIFICATE
O	084772	8/27/09	PIPS	\$174,166.00	Protected Insurance Program for Schools 09/10
O	084773	8/27/09	TRANSFER CENTER DIRECTOR ASSN	\$50.00	TCDA Institutional Membership 2009-10
O	084774	8/28/09	A-1 AWARDS	\$428.91	Awards for Staff Members
O	084775	8/28/09	AARDVARK CLAY AND SUPPLIES	\$1,816.83	CERAMICS SUPPLIES
O	084776	8/28/09	ADCLUB ADVERTISING SERVICE	\$1,331.75	Recruitment/Advertising for SOCCCD
O	084777	8/28/09	ALL ELECTRONICS CORP.	\$109.17	ELECTRONIC SUPPLIES
O	084778	8/28/09	AMERICAN SCIENCE & SURPLUS	\$94.80	PHYSICS INSTRUCTIONAL SUPPLIES
O	084779	8/28/09	ARAMARK UNIFORM SERVICES	\$35.11	SHOP RAGS
O	084780	8/28/09	ASSESSMENT TECHNOLOGIES	\$13,516.54	ATI TESTING

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Bank Account (COUNTY ) - County Account

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	084781	8/28/09	B & H PHOTO	\$66.72	Manfrotto multiclips
O	084782	8/28/09	BAKER & TAYLOR	\$254.72	Library books per Tom Weisrock request
O	084783	8/28/09	THOMSON REUTERS BARCLAYS	\$48.48	Office supplies
O	084784	8/28/09	BATTERY SPECIALTIES	\$76.59	LAB EQUIP BATTERIES
O	084785	8/28/09	BLICK ART MATERIALS	\$404.64	PHYSICS SUPPLIES
O	084786	8/28/09	BRAVO SIGN & DESIGN	\$11,217.98	CAMPUS WIDE SIGNAGE CHANGES
O	084787	8/28/09	GEORGE BROGAN	\$60.69	Reimbursement for field studies class
O	084788	8/28/09	ROBERT BROOKE & ASSOCIATES	\$159.48	Parts for Lockers
O	084789	8/28/09	BROOKSTONE CABINETS	\$10,657.50	Cabinets for A300 Project
O	084790	8/28/09	BUDDY'S ALL STARS	\$2,292.22	W. Golf '09 supplies
O	084791	8/28/09	C.T.I./VALUELINE	\$441.10	DRAFTING SUPPLIES
O	084792	8/28/09	CA COMMERCIAL LIGHTING SUPPLY	\$64.71	ELECTRICAL ANNUAL SUPPLIES
O	084793	8/28/09	CARD INTEGRATORS CORPORATION	\$1,763.00	Photo ID Ribbon Order
O	084794	8/28/09	CHEMSEARCH	\$425.24	HVAC SUPPLIES
O	084795	8/28/09	CLARK SECURITY PRODUCTS INC.	\$38.88	LOCKSMITH SUPPLIES
O	084796	8/28/09	CONSUMERS PIPE - FONTANA	\$528.43	HVAC ANNUAL
O	084797	8/28/09	CSK AUTO, INC.	\$554.19	TRANSPORTATION ANNUAL SUPPLIES
O	084798	8/28/09	CYNMAR CORPORATION	\$780.29	MICROBIOLOGY SUPPLIES
O	084799	8/28/09	DANA POINT FUEL DOCK	\$229.35	Purchase of Fuel/related expenses for MST Classes
O	084800	8/28/09	DE NAULT'S TRUE VALUE	\$46.13	OPEN PURCHASE FOR SUPPLIES
O	084801	8/28/09	DELL MARKETING L.P.	\$1,460.02	DMP COMPUTER EQUIPMENT
O	084802	8/28/09	ECONOMIC ALTERNATIVES, INC.	\$347.91	Annual Maintenance:Water Treatment
O	084803	8/28/09	EMERSON MUSIC	\$155.38	Music purchased
O	084804	8/28/09	ENTERPRISE RENT-A-CAR	\$1,519.83	OPEN P.O. FOR VEHICLE RENTAL
O	084805	8/28/09	ERC WIPING PRODUCTS, INC.	\$975.00	Fitness Equipment Supplies
O	084806	8/28/09	TINA FIETSAM	\$300.00	MONTHLY WORKSHOP PRESENTER
O	084807	8/28/09	FISHER SCIENTIFIC	\$425.39	CHEMISTRY SUPPLIES
O	084808	8/28/09	FIVE STAR TROPHIES	\$667.50	Name Badges for Paramedic Students
O	084809	8/28/09	FRIENDS OF THE STANTON BRANCH	\$120.00	WORKSHOP PRESENTER
O	084810	8/28/09	DAIRY DEPOT	\$65.72	NUTRITIONAL MILK AND DAIRY SUPPLIES
O	084811	8/28/09	ARIAL SOFTWARE, LLC.	\$495.00	EMAIL MARKETING DIRECTOR LICENSE
O	084812	8/31/09	CDW GOVERNMENT, INC.	\$22,800.00	Symantec Anti-Virus Renewal
O	084813	8/31/09	COX COMMUNICATIONS	\$15,085.32	COX Communications Intercampus WAN service
O	084814	8/31/09	GEOPRIME MINERALS	\$2,880.75	Rocks/minerals for student kits
O	084815	8/31/09	IRVINE RANCH WATER DIST.	\$11,747.89	Annual Water Service
O	084816	8/31/09	ASSOCIATED STUDENT BODY	\$170.00	EGYPT GRANT ASB CARDS FOR STUDENTS
O	084817	9/01/09	WALEED M. M. AHAMED	\$650.00	EGYPT GRANT PER DIEM FOR STUDENTS
O	084818	9/01/09	ZEINAT EID SOLIMAN AHMED	\$650.00	EGYPT GRANT PER DIEM FOR STUDENTS
O	084819	9/01/09	WAHEED A. A. ALI	\$650.00	EGYPT GRANT PER DIEM FOR STUDENTS
O	084820	9/01/09	KARIM A. A. E. ALY	\$650.00	EGYPT GRANT PER DIEM FOR STUDENTS
O	084821	9/01/09	AMIR H. H. A. AMIN	\$650.00	EGYPT GRANT PER DIEM FOR STUDENTS
O	084822	9/01/09	SIDIEE S. M. A. AWADIEN	\$650.00	EGYPT GRANT PER DIEM FOR STUDENTS
O	084823	9/01/09	HANAN A. A. BADAWEY	\$650.00	EGYPT GRANT PER DIEM FOR STUDENTS
O	084824	9/01/09	AHMED E. E. M. B. ELHEDENY	\$650.00	EGYPT GRANT PER DIEM FOR STUDENTS
O	084825	9/01/09	MONAMED F. E. Y. GABALLA	\$650.00	EGYPT GRANT PER DIEM FOR STUDENTS
O	084826	9/01/09	AHMED A. E. M. IBRAHIM	\$650.00	EGYPT GRANT PER DIEM FOR STUDENTS
O	084827	9/01/09	OMAR M. S. IBRAHIM	\$650.00	EGYPT GRANT PER DIEM FOR STUDENTS
O	084828	9/01/09	MOHAMMED A. E-D. Z. ISMAIL	\$650.00	EGYPT GRANT PER DIEM FOR STUDENTS
O	084829	9/01/09	AMRO H. A. A. F. A. MANSOUR	\$650.00	EGYPT GRANT PER DIEM FOR STUDENTS
O	084830	9/01/09	AHMED M. H. MOHAMED	\$650.00	EGYPT GRANT PER DIEM FOR STUDENTS
O	084831	9/01/09	KHALED M. M. A. NASR	\$650.00	EGYPT GRANT PER DIEM FOR STUDENTS

## WARRANT REGISTER LISTING

Report Date: 9/02/09

Escape - AP

v 4.2

Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #084474 and 084833

S	Check #	Check Dt	Company Name	Check Amount	Description
O	084832	9/01/09	MAHMOUD S. A. SAYED	\$650.00	EGYPT GRANT PER DIEM FOR STUDENTS
O	084833	9/01/09	ALAA S. H. TAHA	\$650.00	EGYPT GRANT PER DIEM FOR STUDENTS
				<u>\$3,593,586.81</u>	

FUND SUMMARY
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Description	Amount
01 - General Fund	\$2,242,604.23
12 - Child Development Fund	\$277.28
40 - Capital Outlay Fund	\$1,116,764.06
68 - Self-Insurance Fund	\$3,500.00
71 - Retiree Benefit Fund	\$230,441.24
	<u>\$3,593,586.81</u>

## WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (SC-CMED ) - Saddleback Community Ed

Sort: Sorted by Warrant #

Selection: Between #009655 and 009661

S	Check #	Check Dt	Company Name	Check Amount	Description
O	009655	8/14/09	KID'S GYM INC.	\$963.09	Com. Ed. Presenter
O	009656	8/21/09	ACTIVE NETWORK, INC.	\$6,578.99	CLASS Maintenance & Support Intial & Renewal
O	009657	8/21/09	ACTIVE NETWORK, INC.	\$6,572.86	CLASS Maintenance & Support Intial & Renewal
O	009658	8/21/09	COMPUTRAX, INC.	\$175.00	Com. Ed. Presenter
O	009659	8/21/09	ESTELLA GARRISON	\$94.51	College For Kids Kick Off snacks & Wrap Up Luncheo
O	009660	8/21/09	RANDELEIGH HARRIS	\$50.00	Com. Ed. Presenter
O	009661	8/21/09	KID'S GYM INC.	\$5,028.55	Purchase of non-instructional supplies
				<hr/>	
				\$19,463.00	



FUND SUMMARY
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Description	Amount
09 - SC Community Education Fu	\$19,463.00
	<u>\$19,463.00</u>

## WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (IVC-CMED) - IVC Community Ed

Sort: Sorted by Warrant #

Selection: Between #008613 and 008619

S	Check #	Check Dt	Company Name	Check Amount	Description
O	008613	8/14/09	A.G. WEALTH MANAGEMENT	\$464.00	Contract Instructor Payment for Comm. Ed 2006-07
O	008614	8/14/09	ADVANCED TUTORING	\$22,393.80	IVC Community Education presenter 2009-10
O	008615	8/14/09	EDUCATION TO GO	\$865.00	CONTRACT INSTRUCTOR PAYMENT FOR COMMUNITY ED.
O	008616	8/14/09	MAD SCIENCE OF ORANGE COUNTY	\$1,629.60	Contract instructor Payment for IVC Comm. Ed.
O	008617	8/14/09	SOUTH ORANGE COUNTY COMMUNITY	\$5,000.00	SALARIES & BENEFITS FOR October-December 2007
O	008618	8/14/09	KYONG SONG	\$968.50	Community Education presenter IVC 2009-2010
O	008619	8/14/09	TEACH ME HELP ME EDUCATIONAL	\$745.00	Contract instructor payment for IVC Comm. Ed
				<u>\$32,065.90</u>	

FUND SUMMARY
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Description	Amount
07 - IVC Community Education F	\$32,065.90
	<u>\$32,065.90</u>

**TO:** Board of Trustees

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

**RE:** SOCCCD: Budget Amendment: Adopt Resolution No. 09-17 to Amend 2009-2010 Restricted General Fund

**ACTION:** Approval

---

**BACKGROUND**

Title 5 of the California Code of Regulations, Section 58199.5 provides that the Board of Trustees by resolution may amend the District budget to provide for the expenditure of funds, the amount of which was unknown at the time of the adoption of the final budget.

**STATUS**

In order to properly account for the revenues and expenditures of these funds, it is necessary to amend the 2009/2010 Adopted Budget.

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

Telecommunications & Technology Infrastructure at Irvine Valley College	-\$28,829
New Media/Multimedia/Entertainment Center at Irvine Valley College	-\$2,500
NSF Rapid Tech at Saddleback College	<u>\$28,535</u>
Total Decrease to the General Fund	<u>-\$2,794</u>
 Total Budget Amendment	 <u>(\$2,794)</u>

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt Resolution No. 09-17 to amend the 2009/2010 Adopted Budget as indicated in Exhibits A & B.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION 09-13

June 22, 2009

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$523,000.00 is assured to said District in excess of the amounts required to finance the total proposed budget expenditures and transfers for the current fiscal year from sources listed in Title 5 of the California Code of Regulations, Section 58199.5 as follows:

<u>Fund</u>	<u>Account</u>	<u>Income Source</u>	<u>Amount</u>
01	8690	State Revenue	\$500,000
01	8881	Local Revenue	\$23,000
			<hr/>
			\$523,000

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

<u>Fund</u>	<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
01	1000	Academic Salaries	\$0
01	2000	Classified Salaries	\$23,000
01	3000	Fringe Benefits	\$0
01	4000	Books and Supplies	\$10,000
01	5000	Other Operating Expenses & Services	\$490,000
01	6000	Capital Outlay	\$0
01	7000	Other Outgo	\$0
			<hr/>
			\$523,000

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

**RESOLUTION 09-13**

June 22, 2009

BUDGET AMENDMENT EXPENDITURE DETAIL

**Parking Fee Services at Irvine Valley College**

INCOME

01-	8881-	1-050-4-034-089-6952	Parking Services at Irvine Valley College	<u>23,000</u>
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EXPENDITURE

01-	2346-	1-050-4-034-089-6950	Non-Instr Classified, Substitutes	<u>23,000</u>
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**CTE Career Dev Work-based Learning Linkages to Prof Organizations at Irvine Valley College**

INCOME

01-	8690-	1-243-4-080-093-4900	CTE Career Development at Irvine Valley College	<u>500,000</u>
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EXPENDITURE

01-	4600-	1-243-4-080-093-4900	Non-Instr Supp & Mat (<\$200 or useful life...)	10,000
01-	5999-	1-234-4-080-093-4900	Allocated but not distributed	<u>490,000</u>
				<u>500,000</u>

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

**RESOLUTION 09-13**

June 22, 2009

STATE OF CALIFORNIA   )  
  )  
COUNTY OF ORANGE    )

I, Dr. Raghu P. Mathur, Secretary to the Board of Trustees of South Orange County Community College District of Orange County, California, hereby certify that the above and foregoing Resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on June 22, 2009.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 22nd day of June, 2009.

---

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

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

---

**BACKGROUND**

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

**STATUS**

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

**RECOMMENDATION**

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



South Orange County Community College District

Transfer of Budget Appropriations

Journal Number Account		Description	From	To
BT10-00013	95-4600-D-M11-1-024-000-0000	NINSTR SUP: SENIOR DAY	\$5,989.00	
	95-5271-D-M11-1-024-000-0000	DIST EVENT: SENIOR DAY		\$4,789.00
	95-5811-D-M11-1-024-000-0000	CONTR SERV: SENIOR DAY		\$1,200.00
			<u>\$5,989.00</u>	<u>\$5,989.00</u>
TOTAL			\$5,989.00	\$5,989.00

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Recommended for Ratification

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

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**Saddleback College**

<b>Journal Number</b>			
	BT10-00007	BT10-00015	BT10-00020
	BT10-00008	BT10-00016	
	BT10-00009	BT10-00018	
	BT10-00010	BT10-00019	

**Irvine Valley College**

<b>Journal Number</b>		
	BT10-00005	BT10-00006

**District Services**

**Journal Number**

**A T E P**

**Journal Number**

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**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 5.14**  
**DATE: 9/29/09**

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

---

### **BACKGROUND**

Pursuant to the California Education Code Section 72241 and Board Policy 3300, the Board of Trustees "receives and administers gifts to the District." The division/school or office within the college receiving the donated item reviews all gifts.

### **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/or the Foundations listed on EXHIBIT A and further direct that its appreciation be appropriately conveyed to the donor(s).

**DONATIONS**  
**September 29, 2009**

**IRVINE VALLEY COLLEGE**

<b>Gift</b>	<b>Donated By:</b>
Food	Karima Feldhus 15661 Sunflower Lane Huntington Beach, California 92647
Pizza & Potato Chips	Al & Emilee Tello 17261 Chestnut Irvine, California 92612
Candy and Tee Shirt	Heather Dewar Deward's Candy Shop 1120 Eye Street Bakersfield, California 93304

**TO:** Board of Trustees

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

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

**ACTION:** Approval

---

**BACKGROUND**

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

**STATUS**

Student Trustee Bi'Anca Bailey was absent from a Special Board Meeting on August 31, 2009 due to academic commitments.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt resolution 09-18 (Exhibit A) authorizing payment to Trustee Bailey who was unable to attend the Special Board meeting, as noted above, due to academic commitments.

*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 09-18**

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 31, 2009, the Board of Trustees of the South Orange County Community College District held a special meeting; and

WHEREAS, Student Trustee Bi'Anca Bailey could not be present at the special meeting; and

WHEREAS, it was determined that Student Trustee Bailey's absence was due to academic commitments.

NOW, THEREFORE, BE IT RESOLVED that Student Trustee Bailey shall be paid at the regular rate of compensation for the special meeting of the Board of Trustees held on August 31, 2009.

**TO:** Board of Trustees

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

**RE:** SOCCCD: Trustees' Requests for Attending Conferences

**ACTION:** Approval

---

**BACKGROUND**

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

**STATUS**

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

**RECOMMENDATION**

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

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

**TRUSTEE ATTENDANCE AT CONFERENCES AND MEETINGS**

Trustees wishing to attend:

EVENT/LOCATION	DATE(s)*	ESTIMATED COST** (per person)
Association of Governing Boards Orlando, Florida	March 19-23, 2010 (4)	\$2,000.00

\* 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: August/September 2009 Contracts

**ACTION:** Ratification

---

**BACKGROUND**

On January 16, 2007, the board authorized the Chancellor/designee to approve individual business contracts up to a maximum limit of \$100,000, with the following exceptions: for contracts involving bid limits the Chancellor/designee shall be limited to less than \$15,000 for public works projects and \$65,000 for equipment, supplies and maintenance projects. During August/September 2009, the following contracts were reviewed and approved by the Deputy Chancellor, following review by legal counsel, when appropriate.

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

Susan Coleman Consultant Agreement to identify professional associations by industry sector and career pathway, identify resources available from professional associations for students along with contact information, develop a framework of high quality career development and work-based learning activities, tools, and resources that promote students' educational career and personal development goals, develop opportunities for faculty and students to increase industry knowledge and experience utilizing professional associations, research and develop effective ways to deliver the information and resources to students and faculty statewide and develop and train a network of intermediaries in each region to deliver the career development and work-based learning activities, tools and resources to the colleges and their region.	\$40,000.00
Keenan & Associates Renewal Proposal for Directors & Officers Liability OPEB Liability.	\$38,800.00
Rita Jones Consultant Agreement to identify professional associations by industry sector and career pathway, identify resources available from professional associations for students along with contact information, develop a framework of high quality career development and work-based learning	\$35,000.00

Item Submitted By: Gary L. Poertner, Deputy Chancellor

activities, tools, and resources that promote students' educational career and personal development goals, develop opportunities for faculty and students to increase industry knowledge and experience utilizing professional associations, research and develop effective ways to deliver the information and resources to students and faculty statewide and develop and train a network of intermediaries in each region to deliver the career development and work-based learning activities, tools and resources to the colleges and their region.

Think Education Solutions, LLC STARS Application Services Agreement to provide software modules.	\$32,943.00
DEAFinitely Professional Services Consultant Agreement to provide an interpreter.	\$15,000.00
Irvine Unified School District Educational Service Agreement to provide a specified curriculum, faculty that meet minimum qualifications to instruct the curriculum, enrollment and student services.	\$10,000.00
Terry L. Barger Consulting Agreement to provide lease/operating expense consultant/expert witness for the project located at Tustin Legacy.	\$10,000.00
P.B. Americas Consultant Agreement for Labor Compliance Program at the Village Expansion project at Saddleback College.	\$9,500.00
Melody Akhavan Consultant Agreement for re-design of Rapidtech.org to visually appeal to visitors, designed specifically for the target market. The website design will be composed of designing the graphic-use interface, page layout, navigation tabs and updating content. Contractor will optimize the website for basic search engine positioning using keywords relevant to RapidTech's niche market that will allow for easy content indexing of each page by online search engines. The website creation will be implemented through two phases which will address specific elements of the project in a timely manner. The first phase is the design aspect where a graphic user interface is creased and the second phase is adding content and the programming aspect of the development process.	\$6,000.00

P.B. Americas Consultant Agreement for Labor Compliance Program Communications Arts Building W Interior Renovation at Saddleback College.	\$5,900.00
Quick Caption Consultant Agreement to provide real time captioning.	\$5,000.00
Payam-eAshena Magazine Agreement to print advertisements in the magazine for the college.	\$2,400.00
Scott Sodorff Consultant Agreement to provide tutoring.	\$2,000.00
Angerman Communications Group Consultant Agreement to create 4 enewsletters for quarterly distribution that contain case studies, events, tips and tricks, IAB Industry reports and general news specific to education and industry. This contract also includes the establishment and management of an email distribution system for two target audiences. Rapidtech will receive a monthly enewsletter distribution report which identifies email statistics as well as HTML newsletters for download from the Rapidtech.org and Saddleback.edu websites.	\$1,782.00
Camden Crown Valley Apartments California Rental Contract for apartment rental for students from Egypt.	\$1,657.78
Camden Crown Valley Apartments California Rental Contract for apartment rental for students from Egypt.	\$1,657.78
Camden Crown Valley Apartments California Rental Contract for apartment rental for students from Egypt.	\$1,657.78
Arnel Management Holding Deposit Agreement/Acknowledgment and Receipt of Applicant Screening Fees to lease apartment for student from Egypt.	\$1,595.00
Portland Community College Addendum to Subaward Agreement to hold a week long training session at Portland Community College: Continuing Education in Rapid Manufacturing and to support the 3 travel requirements by NSF/Rapid Tech.	\$1,500.00

Computer Protection Technology Equipment Maintenance Renewal Agreement #M09-377 to provide service and preventive maintenance including inspection, testing, cleaning, adjusting, lubricating and other services necessary or desirable to reduce or eliminate all premature equipment failure or downtime on equipment owned or operated by SOCCCD.	\$1,320.00
Camden Crown Valley Apartments California Rental Contract for apartment rental for students from Egypt.	\$1259.78
Terry Wohlers Consultant Agreement amendment to include reimbursement of travel expenses.	\$1,000.00
James Event Productions Service Agreement to provide catering services for event at Irvine Valley College.	\$560.69
Snackaholic, Inc. Location Agreement to grant access of Saddleback College for the purpose of recording, filming, taping and/or photographing.	\$0.00
CMS Document Management and Support Services Agreement to provide software and equipment for copier services to the students.	\$0.00
Step Up Recovery Agreement to provide internship experience for Saddleback College students.	\$0.00
Edmonds Community College Addendum to Subaward Agreement to revise the invoice requirement and notification that all unused allocations of funds will be forfeited if invoices are not received by the dates indicated in the addendum.	\$0.00
University of Hawaii Addendum to Subaward Agreement to revise the invoice requirement and notification that all unused allocations of funds will be forfeited if invoices are not received by the dates indicated in the addendum.	\$0.00
St. Louis Community College Addendum to Subaward Agreement to revise the invoice requirement and notification that all unused allocations of	\$0.00

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

funds will be forfeited if invoices are not received by the dates indicated in the addendum.

Portland Community College

\$0.00

Addendum to Subaward Agreement to revise the invoice requirement and notification that all unused allocations of funds will be forfeited if invoices are not received by the dates indicated in the addendum.

Edmonds Community College

\$0.00

Addendum to Subaward Agreement to revise the invoice requirement and notification that all unused allocations of funds will be forfeited if invoices are not received by the dates indicated in the addendum.

Tim Gornet

\$0.00

Addendum to Subaward Agreement to revise the invoice requirement and notification that all unused allocations of funds will be forfeited if invoices are not received by the dates indicated in the addendum.

Sheku Kamara

\$0.00

Addendum to Subaward Agreement to revise the invoice requirement and notification that all unused allocations of funds will be forfeited if invoices are not received by the dates indicated in the addendum.

Andrew Layton

\$0.00

Addendum to Subaward Agreement to revise the invoice requirement and notification that all unused allocations of funds will be forfeited if invoices are not received by the dates indicated in the addendum.

Cheng-Hsin Liu

\$0.00

Addendum to Subaward Agreement to revise the invoice requirement and notification that all unused allocations of funds will be forfeited if invoices are not received by the dates indicated in the addendum.

National Coalition of Advanced Technology Centers

\$0.00

Addendum to Subaward Agreement to revise the invoice requirement and notification that all unused allocations of funds will be forfeited if invoices are not received by the dates indicated in the addendum.

Robert Simoneau

\$0.00

Addendum to Subaward Agreement to revise the invoice requirement and notification that all unused allocations of funds will be forfeited if invoices are not received by the dates indicated in the addendum.

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

Karen Wosczyzna-Birch

\$0.00

Addendum to Subaward Agreement to revise the invoice requirement and notification that all unused allocations of funds will be forfeited if invoices are not received by the dates indicated in the addendum.

Terry Wohlers

\$0.00

Addendum to Subaward Agreement to revise the invoice requirement and notification that all unused allocations of funds will be forfeited if invoices are not received by the dates indicated in the addendum.

### **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: Contract with Neudesic LLC for Software Development and Enhancements

**ACTION:** Approval

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### **BACKGROUND**

On August 31, 2009, the Board of Trustees approved \$5,000,000 in 2009-2010 Basic Aid funds for District IT Projects for Student Services and Instruction at Saddleback College, Irvine Valley College (IVC), and the Advanced Technology and Education Park (ATEP).

### **STATUS**

Several projects in the District IT Basic Aid request require the development and enhancement of software for systems necessary to the operations at Saddleback College, IVC, and ATEP. The enhancements identified in the request are for the Student Information System and Data Warehouse developed by Neudesic LLC.

The attached contract, Exhibit A, identifies the projects to be completed at a cost not to exceed \$1,650,000.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the contract, Exhibit A, including the specified component projects and rate schedule, with Neudesic LLC in an amount not to exceed \$1,650,000

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

## CONSULTANT AGREEMENT

### SPECIAL SOFTWARE ENGINEERING SERVICES

This AGREEMENT is hereby entered into between the South Orange County Community College District, a public community college district of the state of California, hereinafter referred to as ("DISTRICT"), and Neudesic LLC, a California limited liability company located at 8105 Irvine Center Drive, Suite 1200, Irvine, California, 92618, telephone 800-805-1805, hereinafter referred to as ("CONSULTANT").

WHEREAS, DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required;

WHEREAS, DISTRICT is in need of such special services and advice; and

WHEREAS, CONSULTANT is specially trained and experienced and competent to perform the special services required by the DISTRICT, and such services are needed on a limited basis;

NOW, THEREFORE, the parties agree as follows:

#### I.

#### Scope Of Work

A. Overview. CONSULTANT shall provide the professional services specified herein for purposes of maintaining the District's Student Information System. The work outlined in section B below is to support the deployed code in production. This contract serves as a bridge to retain existing team members until 2009-2010 Basic Aid contracts are approved.

B. Services To Be Provided By CONSULTANT. Staff resource services, including software engineering, project management, software architecture, business and database analysis, and expert computer programming for the following software development projects:

1. SIS Support
2. SIS Enhancements
3. Data Warehouse

C. CONSULTANT's Staff. CONSULTANT shall submit for DISTRICT approval a resume of each of individual CONSULTANT assigned to work on this Agreement for prior written approval by the DISTRICT's two Associate Directors of Administrative/Academic Systems. CONSULTANT agrees to provide the DISTRICT with the resumes (qualifications, experience and education) at least two weeks prior to assigning the individual to work on this Agreement. The DISTRICT may choose to interview individual CONSULTANTS prior to approving them to work on this Agreement. CONSULTANTS' Senior Project Manager(s),



Project Manager(s), Business Systems Analyst Lead(s), Senior Microsoft .NET Architect(s) and other lead positions need written approval from the an Associate Directors of Administrative/Academic Systems prior to beginning work on this Agreement. The DISTRICT shall not be responsible for payment to CONSULTANT for the services of any individual who works on this Agreement without the DISTRICT's prior written consent.

D. Documentation. Functional and technical specification documentation shall be developed by CONSULTANT and delivered to DISTRICT for acceptance by the DISTRICT's Associate Directors of Administrative/Academic Systems. "Documentation" means the documents, manual and written materials (including end-user and technical manuals) developed pursuant to this Agreement. Formal review and acceptance of all written user and technical documentation is required. The documentation may be reviewed by the Associate Directors of Administrative/Academic Systems and designated DISTRICT IT staff and DISTRICT and College end users.

E. Methodology. All work must be completed following documented industry standard agile methodology, protocol and best practices and be previously approved by an Associate Directors of Administrative/Academic Systems. Methodology documentation should include the following sections:

1. Methodology overview.
2. Scope and resource management.
3. Process for defining functional and technical specifications.
4. Functional (product backlog) and technical specification documentation.
5. Functional and technical specification review and sign-off by DISTRICT stakeholders. These artifacts are to be consistent with an agile software development methodology. Stakeholders are identified DISTRICT business experts, Education and Support Services and IT technical staff.
6. Code review by DISTRICT IT staff.
7. Unit testing of source code modifications.
8. Module and functionality specific business testing scenarios.
9. Formal user acceptance and sign-off.

F. Quality Assurance And Testing.

During software development, CONSULTANT shall include a phase for quality assurance and testing of all Software. Quality assurance and testing must follow documented industry standard methodology, protocol and best practices and be previously approved by an appropriate District Associate Director Administrative/Academic Systems. Quality assurance and testing documentation should include the following:

1. Quality assurance and testing overview.
2. Module and functionality testing.
3. Modifications based upon quality control and quality assurance testing results. The CONSULTANT, DISTRICT IT and designated DISTRICT and college end users will conduct quality assurance testing.
4. Release Management:

Develop standards and practices for identifying and resolving billings for software defects, including regression bugs (both pre-release and post-release) and develop definitions of "mission critical" and "non-mission critical" bugs and timelines required for consultant to fix each. These will be developed by CONSULTANT and DISTRICT and included as Exhibit "A" to this Agreement, which is hereby incorporated by reference as if fully set out herein.

G. Deliverables And Modules.

Software Deliverables and Software Modules shall be as specified in writing by CONSULTANT and approved in writing by one of the DISTRICT's Associate Directors of Administrative/Academic Systems, as needed, based on decisions made during the design process and in consultation with the DISTRICT. "Software Deliverables" are defined as products, including, but not limited to, program source code, model/entity definitions, and build/migration instructions. "Software Modules" are defined as the functioning products of a software development project (a list of such projects is included in Section I.B. of this Agreement) as well as any and all functionality described in the As-Built Documentation delivered by CONSULTANT prior to "Go-live Software release."

Software documentation must be delivered and accepted by the DISTRICT prior to acceptance of software source code. Below is a general description of each Software Module. Additional functionality will be defined during the software development process, where such functionality fits within the allocated budget and schedule, as agreed upon and formally approved by Associate Directors of Administrative/Academic Systems and designated college end users.

<b><u>ITEM NO.</u></b>	<b><u>GENERAL DESCRIPTION</u></b>
<b>1. <u>SIS Support</u></b>	<p>The CONSULTANT will support the following SIS – Production modules:</p> <p>Web Registration</p> <p>Core Records</p> <p>Student Accounts</p> <p>DSPS</p> <p>Data Warehouse Phase 1 and 2</p> <p>Grade Collection</p> <p>Transcript Processing</p> <p>Awards Management System</p> <p>Class Schedule</p> <p>Instructional Staffing</p> <p>Counseling and Matriculation</p>
<b>2. <u>SIS Enhancements</u></b>	<p>The CONSULTANT will develop SIS enhancements as identified and prioritized by appropriate college staff and facilitated by the Associate Directors of Administrative/Academic Systems. This is a staff augmentation effort where the deliverable will be all the enhancements the CONSULTANT can build within project funding constraints.</p>

<b>3. <u>Data Warehouse</u></b>	<p>The CONSULTANT provide the following Data Warehouse services:</p> <p>Completion of State MIS data submission files and reports</p> <p>Development of data marts for SIS modules deployed during FY 2009-2020 (Class Scheduling, Instructional Staffing, Counseling and Matriculation)</p> <p>Development of data marts for other administrative functions (financial system data, nursing program data)</p> <p>Development of project meta data repository</p> <p>Training of end users on use of Data Warehouse</p>
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#### H. Progress Reports.

1. Project Management Review. Formal review and approval of overall project management resources and project management structure by DISTRICT is required. CONSULTANT shall provide written progress reports to the Associate Directors of Administrative/Academic Systems on a minimum of a quarterly basis, or more frequently if changes occur. One of the Associate Directors of Administrative/Academic Systems has authority to approve such progress reports for the DISTRICT.

2. Quality Assurance & Testing Plan Review. Formal review and approval of overall quality assurance and testing plans, approach and schedule by DISTRICT is required. CONSULTANT shall provide written reports for each module. The reports will be reviewed by the Associate Directors of Administrative/Academic Systems. One of the Associate Directors of Administrative/Academic Systems has authority to approve such reports for the DISTRICT.

3. Monthly Progress Reports. CONSULTANT shall submit to the Associate Directors of Administrative/Academic Systems a detailed written monthly progress report describing the work performed during the reporting period.

#### I. Formal Progress Meetings.

CONSULTANT and DISTRICT shall conduct formal quarterly schedule of scope management and risk assessment meetings with senior CONSULTANT management. These meetings will involve CONSULTANT project manager(s) on site, other key CONSULTANT staff on site, DISTRICT Associate Directors of Administrative/Academic Systems. CONSULTANT shall provide in writing the following minimum information at the progress meetings:

- Complete and detailed account of the work completed (e.g., modules worked on, functionality developed, documentation written and reviewed, testing and quality

assurance completed, involvement of DISTRICT IT staff, etc.) from the last quarterly meeting, as appropriate.

- Cumulative CONSULTANT personnel hours expended by position and dollar amount from the last quarterly meeting, as appropriate.
- Review of any issues and concerns that have arisen and approach to dealing with them or assistance needed from the DISTRICT from the last quarterly meeting, as appropriate.
- Written documentation for each module consistent with agile development methodology management reporting (e.g., Product Backlog, Sprint Backlog and Burndown Chart).
- Planning for the next quarter (e.g., project plan for next quarter software development, any changes in CONSULTANT personnel).

Additional information may be required and will be agreed upon between CONSULTANT and DISTRICT IT. These meetings shall occur at the Information Technology Department of the DISTRICT.

## **II.**

### **Term**

CONSULTANT shall commence providing services under this AGREEMENT on July 22, 2009, and will diligently perform as required and complete performance including all acceptance testing by June 30, 2010.

## **III.**

### **Compensation**

DISTRICT agrees to pay the CONSULTANT on an hourly basis according to the Rate Schedule for services as defined above in I. Scope Of Work, section B, item 1 satisfactorily rendered pursuant to this AGREEMENT, fee not to exceed a total of One Million, Six Hundred Fifty Thousand & no/100 (\$1,650,000.00). CONSULTANT shall perform services based on the hourly rates listed in the Rate Schedule. CONSULTANT shall invoice the DISTRICT bi-weekly, for efforts expended in the prior two-week period and include with each invoice a detailed description of services performed by each of CONSULTANT's personnel and subcontractors, if any. The DISTRICT shall have a fifteen (15) day period from the DISTRICT's receipt of each invoice in which to review, accept or dispute each invoice ("Invoice Review Period"). The DISTRICT shall notify the CONSULTANT within the Invoice Review Period of any concerns regarding the invoice in which case the Parties shall attempt to resolve the dispute in accordance with Article XXVI Disputes. In case of a dispute, if the dispute relates to only specific item(s) within an invoice, that portion of the invoice will be withheld pending attempt to resolve the dispute in accordance with Article XXVI Disputes; the rest of the invoice will be processed for payment at the end of the respective Invoice Review Period. If the dispute

is about the invoice in its entirety, then payment on the entire invoice will be withheld pending attempt to resolve the dispute in accordance with Article XXVI Disputes.

CONSULTANT shall submit an itemized invoice in duplicate indicating the Contract Number and charges in accordance with the Deliverables. Invoices are to be rendered only if the items or services have been furnished to and accepted by the DISTRICT. No payment will be made in advance of work performed. The burden of proof regarding disputes as to the accuracy of CONSULTANT invoices shall fall upon CONSULTANT.

The contract Rate Schedule is shown below.

**Neudesic Rate Schedule:**

<b>ROLE / REQUIRED EXPERIENCE</b>	<b>HOURLY RATE</b>
<b><u>MC - Senior Project Manager</u></b>	\$164
Experienced and proven senior project manager with at least 10 years experience managing Information Technology projects. Plans, directs and controls projects of 2,000 work-hours or larger. Capable of serving in the role of a Business Systems Analyst, or working with a team of analysts to define project requirements and drive an appropriate solution design. The Senior Project Manager role requires a hands-on approach to managing, directing and controlling successful Information Technology solutions.	
<b><u>EM - Project Manager</u></b>	\$154
Experienced and proven project manager with at least 7 years experience managing Information Technology projects. Plans, directs and controls projects of 1,000 work-hours or larger. Capable of serving in the role of a Business Systems Analyst, or working with a team of analysts to define project requirements and drive an appropriate solution design. The Project Manager role requires a hands-on approach to managing, directing and controlling successful software development projects.	
<b><u>PCBSA - Business Systems Analyst – Lead</u></b>	\$154
Responsible for maintaining the overall direction and coordination of the requirements gathering efforts for the development process. Develops the templates, approaches and methods used in the analysis and requirements gathering process. Participates in hands-on sessions with end users and organizational stakeholders. Responsible for the work products and quality control of the Business Systems Analysts working beneath them. Familiar with a variety of software development and requirements methodologies such as RUP, MSF, Scrum and Agile. Minimum experience of 7 years in the software requirements gathering space with at least the last 2 in an oversight role.	
<b><u>SCBSA - Business Systems Analyst</u></b>	\$139
Responsible for interviewing users and stakeholders to gather functional requirements of the software system. Records these interview sessions into documents that are executed by the development team. Should have a solid understanding of the organizational goals of the client as well as an understanding of the high level capabilities of the chosen technology palette. Strong communication skills and an ability to work within several development methodologies. Minimum of 3 years analysis and requirements gathering in the Microsoft technology space.	

**ACDEV - Senior Microsoft .NET Architect /Technical Lead**

\$164

Experienced and proven solutions architect and software engineer with at least 15 years experience designing and developing software solutions, and 6 or more years focused on Microsoft .NET technology. Capable of designing software architecture for enterprise-level software solutions, developing enterprise architecture components, developing full lifecycle solutions, leading and directing technology teams, mentoring technology teams. Responsible for the successful application of best practices, design patterns, and innovative solutions to each project they touch, the Architect/Technical Lead is expected to make well informed technology decisions for the projects. An expert in several software technology disciplines, this team member is also expected to participate in the development of the solution, and to assist other team members to solve difficult problems.

**PCDEV - Senior Microsoft .NET Technical Lead**

\$154

Experienced and proven solutions architect and software engineer with at least 10 years experience designing and developing software solutions, and 6 or more years focused on Microsoft .NET technology. Capable of designing software architecture for software solutions, developing architecture components, developing full lifecycle solutions, leading and directing technology teams, mentoring technology teams. Responsible for the successful application of best practices, design patterns, and innovative solutions to each project they touch, the Technical Lead is expected to make well informed technology decisions for the projects. An expert in several software technology disciplines, this team member is also expected to participate in the development of the solution, and to assist other team members to solve difficult problems.

**SCDEV - Senior Microsoft .NET Developer**

\$139

Experienced and proven software engineer, with 6-10 years experience designing and developing software and 3-5 years experience developing Microsoft .NET applications for both Client/Server and web-based solutions. Capable of working independently or in a team to develop strong technology solutions using ASP.NET, WinForms, C#, VB.NET, and Transact-SQL, with a strong understanding of .NET Framework internals.

**CCDEV - Microsoft .NET Developer**

\$101

Software engineer with 1-3 years experience in developing web based and thick client applications within the Microsoft development stack. Knowledge of ASP .NET, c# .NET, and their interactions with HTML and SQL Server for business applications.



**CDWEB - Creative Director of Web Solutions**

\$154

A proven and consistent creative force behind web solutions and rich media projects. A Creative Director of Web Solutions provides the creative direction for a project, according to the requirements of the users. The critical role of this person on a web project is to create the design concept (sample comps and/or animations) to define and refine the design of the overall user experience.

**SDWEB - Senior Web Designer**

\$111

Experienced designer of user experience through web media. Skilled and proven in producing rich graphics, animation, and interactive media, consistently following and extending concept designs developed by a Creative Director. Experienced in working with web developers to integrate rich media with program code.

**PCDBA - Senior Database Architect**

\$154

A database architect and business intelligence specialist with at least 10 years experience developing IT solutions. Capable of modeling enterprise databases, architecting database access and security practices, designing high-availability database and data warehouse solutions for the enterprise.

**SCDBA - Database Architect & Developer**

\$139

Creates application level functionality for the database elements of the application suite such as stored procedures, views, indexes and triggers. Ensures that the data elements are high performing and can accommodate the needs of the business logic and user interface modules. 5+ years of developing technologies on Microsoft SQL Server.

**PCQA - QA Director**

\$154

Responsible for creating, planning and directing the quality assurance effort of the project. Works with the client to determine the needs of the user base and anticipated demands on the system. Creates test harnesses (load and functionality) and staging environments for the project. Oversees the defect tracking and resolution process for the project. Involved in key areas of the QA process in a hands-on role. 7+ years of QA work as a team member, with the last 2 in a managerial role.

**SCQA - Senior QA Engineer**

\$122

Self-directed in planning, documenting and executing test cases based on direct interaction with software developers, analysts and end-users. Able to create automated tests (load and functionality) as necessary. Able to manually test a software application according to project test plans and test scenarios. Able to perform rigorous exploratory testing (heuristics-based attacks) with little or no direction. Carries out the testing of the application on both a unit and integration level. Reports defects found into the issue tracking system and re-tests as remedies are deployed. Also responsible for carrying out the load tests for the application. 5+ years in a QA role.

**CCQA - QA Engineer**

\$101

Carries out the testing of the application on both a unit and integration level. Reports defects found into the issue tracking system and re-tests as remedies are deployed. Also responsible for carrying out the load tests for the application. 3+ years in a QA role.

**OFFRE – Offshore India Resource**

\$49

India resources perform the following roles as defined above: EM, ACDEV, PCDEV, SCDEV, CCDEV, SCQA, CCQA. The rate is a blended rate for and will be charged for all Offshore resources.

**IV.****Unapproved Expenses**

DISTRICT shall not be liable to CONSULTANT for any unapproved costs or expenses paid or incurred by CONSULTANT in performing services for DISTRICT.

**V.****Independent Contractor/Subcontractor Status**

CONSULTANT, in the performance of this AGREEMENT, shall be and act as an independent contractor. CONSULTANT understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONSULTANT assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this AGREEMENT. CONSULTANT shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONSULTANT's employees.

CONSULTANT has prime contractor responsibility; subcontractors may be used, but the CONSULTANT shall accept full responsibility for subcontractors' performance. The CONSULTANT shall identify all subcontractors, and describe the type of contractual arrangement with all subcontractors. The CONSULTANT shall be responsible for meeting all terms and conditions of this AGREEMENT. The DISTRICT reserves the right to approve/disapprove all subcontractors. In the event the DISTRICT determines that an employee of CONSULTANT or a subcontractor hired by CONSULTANT is unqualified, unruly, or in any way endangering the project, CONSULTANT shall remove the employee/subcontractor at the request of the DISTRICT. This provision shall apply to all CONSULTANT's personnel including the Senior Project Manager.

## **VI.**

### **Expenses**

DISTRICT shall furnish, or reimburse CONSULTANT for DISTRICT approved expenses incurred for materials, equipment, supplies, travel and other items necessary to complete the services to be provided pursuant to this AGREEMENT. Reimbursement of expenses, including travel, will be subject to the DISTRICT's rules and procedures. CONSULTANT's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

Project complexity may require team members to travel to and from India. In addition, offshore India resources may need to travel to the DISTRICT offices. The DISTRICT agrees to pay Travel Expenses. Travel expenses shall include airfare, hotel, meals, Visa application and shipping fees, and ground transportation costs for the team of SOCCCD and Neudesic employees. CONSULTANT will provide an estimate of schedule of charges prior to travel. If schedule of charges is approved by DISTRICT, the DISTRICT will be obligated to pay not to exceed approved schedule of charges.

## **VII.**

### **Originality Of Services**

CONSULTANT agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays, and video productions prepared for, written for, submitted to the DISTRICT and/or used in connection with this AGREEMENT, shall be wholly original to CONSULTANT and shall not be copied in whole or in part from any other source, except that submitted to CONSULTANT by DISTRICT as a basis for such services, or otherwise licensed or publicly released materials suitable for purposes of reasonable use in connection with services provided to DISTRICT by CONSULTANT pursuant to this AGREEMENT.

## **VIII.**

### **Copyright/Trademark/Patent**

All originals and copies of the Work Product, as well as intermediate versions and working papers and all copyrights, trade secrets, know-how, patents, trademarks, and all other

intellectual property rights in the Work Product and all inventions embodied therein (collectively, the "Proprietary Rights") will be the exclusive property of DISTRICT and shall constitute trade secrets owned exclusively by DISTRICT. CONSULTANT hereby assigns and agrees to assign all Proprietary Rights to the DISTRICT, for no further consideration, and agrees to require all its employees, agents, and independent contractors to assign all Proprietary Rights to DISTRICT in a manner consistent with this AGREEMENT. CONSULTANT agrees to assist DISTRICT to register, enforce, and maintain any and all Proprietary Rights in any and all countries considered relevant by DISTRICT in its discretion. CONSULTANT agrees to execute and deliver all documents requested by DISTRICT in connection with such registration and enforcement, and to perfect any such rights in DISTRICT, its licensees, successors, and assigns. At no time, without the prior written consent of DISTRICT, will CONSULTANT use, copy, disclose to any third party, license, transfer, or otherwise exploit the Proprietary Rights. Further CONSULTANT will maintain the confidentiality of the fact that DISTRICT is pursuing development of the Work Product. CONSULTANT will use and maintain appropriate security measures to honor all of such obligations. CONSULTANT consents to the use of CONSULTANT's name in conjunction with the sale, use, performance and distribution of the matters produced under this AGREEMENT, for any purpose and in any medium.

#### IX.

#### **Warranty Of Conformity To Specifications**

CONSULTANT warrants that all Software Deliverables and Software Modules developed by CONSULTANT hereunder shall conform to the specifications provided in this Agreement ("Specifications"). During a period of six (6) months after final acceptance of each of the Software Deliverables and Software Modules by DISTRICT, CONSULTANT shall, at its own expense, provide programming services to correct defects that caused the Software Deliverables and/or Software Modules to fail to conform to the Specifications and that significantly affect performance (as defined in Exhibit "A") in accordance with those Specifications, provided that DISTRICT has notified CONSULTANT thereof and, upon inspection, CONSULTANT has found the Software Deliverables and/or Software Modules to be nonconforming.

#### X.

#### **Mutual Termination**

DISTRICT may, at any time, with or without reason, terminate this AGREEMENT. If DISTRICT terminates DISTRICT shall compensate CONSULTANT only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of services by CONSULTANT. Notice shall be deemed given when received by the either party or no later than three days after the day of mailing, whichever is sooner.

DISTRICT or CONSULTANT may terminate this AGREEMENT upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this AGREEMENT by either party; or (b) any act by either party exposing the other party to liability to others for personal injury or property damage; or (c) Either party is adjudged a bankrupt, if either party makes a general assignment for the benefit of creditors or a receiver is appointed on

account of either party's insolvency. Written notice by either party shall contain the reasons for such intention to terminate and unless within ten (10) days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this AGREEMENT shall upon the expiration of the ten (10) days cease and terminate. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to DISTRICT. Written notice by either party shall be deemed given when received by the other party or no later than three days after the day of mailing, whichever is sooner.

The rights and remedies provided in this Section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this AGREEMENT.

## **XI.**

### **Hold Harmless**

CONSULTANT agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its Board of Trustees, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense (including attorneys' fees), of any nature whatsoever, which may be incurred by reason of:

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

b. Any judgment or proceeding in which it is determined, or any settlement Contract arising out of the allegations, that CONSULTANT's furnishing or supplying DISTRICT with goods, components, programs, practices, or methods supplied by CONSULTANT under this AGREEMENT constitutes an infringement of any patent, copyright, trademark, trade name, trade secret or other proprietary or contractual right of any third party. The foregoing shall not apply unless DISTRICT has informed CONSULTANT as soon as practicable of the suit or action alleging such infringement. CONSULTANT shall not settle such suit or action without the consent of the DISTRICT. DISTRICT retains the right to participate in the defense against any such suit or action. The DISTRICT agrees to provide CONSULTANT with prompt notice of any such claims and to permit CONSULTANT to defend any claim or suit, and that it will cooperate fully in such defense.

## **XII.**

### **Insurance**

CONSULTANT agrees to carry a comprehensive general and automobile liability insurance with limits of One Million Dollars (\$1,000,000.00) per occurrence combined single limit for bodily injury and property damage in a form mutually acceptable to both parties to protect CONSULTANT and DISTRICT against liability or claims of liability which may arise out of this AGREEMENT. In addition, CONSULTANT agrees to provide an endorsement to

this policy stating, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by DISTRICT shall be excess and noncontributory." No later than July 30, 2007 CONSULTANT shall provide DISTRICT with certificates of insurance evidencing all coverages and endorsements required hereunder including a thirty (30) day written notice of cancellation or reduction in coverage. CONSULTANT agrees to name DISTRICT and its officers, agents and employees as additional insured under said policy. Consultant agrees to maintain workers' compensation insurance as required under the laws of the state of California.

**XIII.**  
**Assignment**

This AGREEMENT and/or the obligations of the CONSULTANT pursuant to this AGREEMENT shall not be assigned or otherwise transferred by the CONSULTANT, without the prior written consent of DISTRICT. Any attempt to make such an assignment without DISTRICT's prior written consent shall be void.

**XIV.**  
**Compliance With Applicable Laws**

The services completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT's general right of inspection to secure the satisfactory completion thereof. CONSULTANT agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to CONSULTANT, CONSULTANT's business, equipment and personnel engaged in operations covered by this AGREEMENT or accruing out of the performance of such operations.

**XV.**  
**Permits/Licenses**

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

**XVI.**  
**Employment With Public Agency**

CONSULTANT, if an employee of another public agency, agrees that CONSULTANT will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this AGREEMENT.

**XVII.**  
**Entire Agreement/Amendment**

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

**XVIII.**  
**Equal Opportunity Employment**

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

**XIX.**  
**Non Waiver**

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

**XX.**  
**Notice**

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

**DISTRICT:**

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

**CONSULTANT:**

Neudesic, LLC  
8105 Irvine Center Dr., Suite 1200  
Irvine, CA 92618  
Attn: Jodi Schlessel

**XXI.**  
**Severability**

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

**XXII.**  
**Governing Law**

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

**XXIII.**  
**Force Majeure**

Notwithstanding any other terms and conditions hereof, in the event that a Party is materially unable to perform any of its obligations hereunder because of severe weather, natural disasters, riots, wars, acts of terrorism, governmental action or other event of force majeure beyond such Party's control, then such Party shall, upon written notice to the other Party thereof, be relieved from its performance of such obligations to the extent, and for the duration, that such performance is prevented by such events; provided that such Party shall at all times use its best efforts to resume such performance.

**XXIV.**  
**Taxes**

CONSULTANT shall pay all contributions, taxes and premiums payable under federal, state and local laws measured upon the payroll of employees engaged in the performance of work under this AGREEMENT, and all applicable sales, use, excise, transportation, privilege,



occupational and other taxes applicable to furnish the work performance hereunder and shall save DISTRICT harmless from liability for any such contributions, premiums, and taxes for CONSULTANT employees and sub-contractors, if applicable.

**XXV.**

**Personnel Qualifications And Performance**

CONSULTANT shall furnish all personnel which may be required to perform the work outlined within this AGREEMENT. CONSULTANT is required to provide qualified personnel and maintain the skill and experience levels of personnel through the AGREEMENT term. All personnel assigned to this AGREEMENT shall be approved by the DISTRICT as specified in Section 1 herein.

**XXVI.**

**Disputes**

In the event of any disputes or disagreement between the DISTRICT and CONSULTANT with respect to the interpretation of any provision of this AGREEMENT, or to the performance of the parties under this AGREEMENT, each party shall appoint a designated representative to meet, in good faith, to resolve the dispute or to negotiate an adjustment to any provision of this AGREEMENT within two weeks from the date of the communicated dispute. The representatives shall meet as often as the parties deem necessary in order to gather and exchange all applicable information with respect to the matter in issue which the parties believe appropriate to its resolution. No formal proceeding for the judicial resolution of any dispute or disagreement may be commenced until the representatives conclude in good faith that an amicable resolution of the matter in issue through continued negotiation does not appear likely.

**XXV.**

**Attorneys' Fees And Interest**

In any dispute between the Parties, whether or not resulting in litigation, the party substantially prevailing shall be entitled to recover from the other party all reasonable costs, including, without limitation, reasonable attorneys' fees. In addition, such prevailing party shall be entitled to interest at ten percent (10%) per year from the date any amount should have been paid until the date such amount is paid.

**XXVI.**

**Records And Audit**

This AGREEMENT shall be subject to examination and audit for a period of one (1) year after final payment under this AGREEMENT. The examination and audit shall be confined to those matters connected with the performance of the AGREEMENT, including, but not limited to, the costs of administering the AGREEMENT. CONSULTANT shall maintain books, records, documents, and other evidence and accounting procedures and practices, sufficient to reflect properly all costs of whatever nature claimed to have been incurred and anticipated to be included in the performance of this AGREEMENT. CONSULTANT shall preserve and make available records to the DISTRICT and/or other representative agencies having a pecuniary or other bona fide interest in the AGREEMENT including designees of the interested parties for a

period of one (1) year from the date of expiration on this AGREEMENT or until released in writing from this obligation by the DISTRICT.

**XXVII.**  
**Conflicts Of Interest**

CONSULTANT shall not hire any officer or employee of DISTRICT to perform any service covered by this AGREEMENT. CONSULTANT affirms to the best of their knowledge that there exists no actual or potential conflict between CONSULTANT's family, business, or financial interest and the services provided under this AGREEMENT. In the event of change in either private interests or service under this AGREEMENT, any question regarding possible conflict of interest which may arise as a result of such change shall be raised with the DISTRICT.

**XXVIII.**  
**Security Of Existing District Information**

To preserve the security of campus automated information systems and confidentiality of data pertaining to students, faculty and staff, CONSULTANT and any subcontractors must exercise appropriate and adequate security precautions for such data and systems design information that is made available for the performance of this Agreement.

**XXXI.**  
**Compliance With Statutes And Regulations**

CONSULTANT warrants and certifies that in the performance of this AGREEMENT, it shall comply with all applicable statutes, rules and regulations and orders, including laws and regulations pertaining to labor, wages, hours and other conditions of employment, and applicable price ceilings, if any. Failure of the DISTRICT to insist on the strict performance of the terms, conditions, and agreements herein contained or any of them shall not constitute or be construed as a waiver or relinquishment of the DISTRICT's right thereafter to enforce strict compliance with any such terms, agreements or conditions, but the same shall continue in full force and effect.

**XXXII.**  
**Limitation of Liability**

Under no circumstances will NEUDESIC have any liability for any claim arising from or relating to this Agreement in excess of the amount paid to NEUDESIC by Client pursuant to this Agreement or received by NEUDESIC under any insurance policy required to be maintained herein. Neither Party shall have any liability for consequential, incidental, special or indirect damages (including loss of profit and business opportunities) regardless of whether the Party has been advised of, or is aware of, the possibility of such damages.

THIS AGREEMENT IS ENTERED INTO THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2009.

**South Orange County Community College District**   **Neudesic, LLC**

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

Gary Poertner/ Deputy Chancellor

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

\_\_\_\_\_  
Typed Name/Title

\_\_\_\_\_  
Social Security or Taxpayer  
Identification Number

### **EXHIBIT A**

**Standards and practices for identifying and resolving billings rate schedules for Software Deliverables and Modules defects including regression bugs (both pre-release and post-release) and definitions of “mission critical” and “non-mission critical” bugs and timelines required for CONSULTANT to fix each.**

The two major intents of EXHIBIT A are:

1. To provide definitions, criteria and processes for reviewing and resolving two types of post-production issues with software developed by CONSULTANT:
  - a. mission critical issues
  - b. non-mission critical, but important issues
2. Establish acceptable levels of responsiveness by CONSULTANT to repair post-production, mission critical software issues.

3. To define a process and set of criteria for resolving claims for financial remuneration in consideration of mission-critical defects in work product found within a limited time after the work product is in full production release.

EXHIBIT A applies only when all of the following criteria are true:

- Software components and systems were designed, programmed and implemented by CONSULTANT pursuant to this AGREEMENT.
- Defect in software identified by DISTRICT was caused by an agent of CONSULTANT.
- Both DISTRICT and CONSULTANT agree that the identified defect in software meets the criteria stated herein for a “mission critical defect”.
- Defect in software was identified by DISTRICT more than 10 calendar days and less than 60 calendar days after the software was released to full production release.
- Defect in software is not explained by or caused by the requirements, business rules or design guidance provided to CONSULTANT by DISTRICT.

### **Definitions and Examples**

“Mission Critical Defect” shall mean any flaw in the software work product produced by CONSULTANT pursuant to this AGREEMENT that vitally impairs ability for DISTRICT to meet its operational mission as it relates to the intended purpose of said software, and whereupon such flaw is not explained by or caused by the requirements, business rules or design guidance provided to CONSULTANT by DISTRICT.

“Full Production Release” shall mean the single event or moment in time when the software system is made permanently available (and not in a pilot test) to all intended system users for real use in real operational procedures and transactions.

Examples of mission critical defects might include:

- SIS Student Accounts module failing to properly calculate account balance, leading to inaccurate financial records for many students.
- SIS Student Records module that corrupts or loses student grades, name, address, residency status or other similarly critical data elements that are key to records management and State or MIS Reporting requirements.

Examples of issues that are *not* mission critical defects include:

- SIS Student Grades module displaying typographical errors in the descriptive text shown on the faculty grade submission web page.
- SIS Student Accounts module failing to properly calculate account balance for one student transaction during an academic term (e.g. 1 in 50,000).
- A mismatched data value on a small percentage (<1%) of the records between the new SIS database and the clean records in the legacy Alpha database, where that data value does not affect State or MIS Reporting requirements, financial calculations, student transcripts or student enrollment rules.
- A web page that “does not look the way I would prefer”.

- A set of web pages that do not flow the way that some users would prefer, but is capable of performing the intended function, given the proper manual process and user willingness to operate the software.
- Any feature that functions as specified by the appropriately designated user design group, but does not function according to inconsistent, changed or improved thinking.

### **Defect Escalation Process**

DISTRICT will notify CONSULTANT in writing, and within two (2) business days of discovery, of any post-release defects that DISTRICT considers to meet the criteria for remuneration as set forth in EXHIBIT A. DISTRICT will present the necessary information to CONSULTANT to assist in evaluating the defect for EXHIBIT A consideration. For the purposes of repairing any identified post-release mission critical defect, CONSULTANT and DISTRICT will proceed with the escalated defect repair processes without waiting for billing resolution decisions, and CONSULTANT will respond to reported mission critical defects reported within the first 60 days after full production release with consultants to begin investigation and repair within 12 hours during the normal business week and within 24 hours on holidays and weekends. For the purposes of determining any alterations in CONSULTANT billing, within 30 days of written escalation, DISTRICT and CONSULTANT will review and mutually decide upon the disposition of any defect identified by DISTRICT to be a post-release, mission critical defect.

### **Timely Resolution**

Once notified by DISTRICT of a post-release, mission critical defect, CONSULTANT shall either resolve the affected defect within five (5) business days from formal notification, or (in the event that said defect cannot be repaired in that time) provide a written justification for delay and advise DISTRICT of alternative measures that CONSULTANT and/or DISTRICT can take in a more timely manner. If CONSULTANT fails to provide a resolution or an alternative measure within this time window, CONSULTANT will discount contracted bill rate to 20% for any efforts expended by CONSULTANT in connection with resolving the affected defect.

### **Billing Effects**

For any defects that are escalated as described herein and are mutually disposed by DISTRICT and CONSULTANT to meet the criteria described herein, and only if CONSULTANT fails to provided a timely response, the following billing ramifications will take effect:

- CONSULTANT will discount the contracted hourly billing rate by 20% for any efforts expended by CONSULTANT in connection with resolving the affected defect, commencing from the date that CONSULTANT received notification from DISTRICT of the Defect Escalation.
- CONSULTANT will provide to DISTRICT a report of time spent by CONSULTANT in connection with resolving the affected defect.

**TO:** Board of Trustees

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

**RE:** SOCCCD: Basic Aid Project Priority List

**ACTION:** Approval

---

### **BACKGROUND**

On August 29, 2005 the Board of Trustees approved a process to identify and prioritize basic aid funded projects. This process allows the district to allocate basic aid dollars in a comprehensive, fair and systematic manner.

### **STATUS**

The Presidents have presented priorities in the area of scheduled maintenance for their respective colleges. The Chancellor's Executive Council has reviewed the lists and developed a list of recommendations for the Chancellor as shown in Exhibit A.

Exhibit B includes the following background information: 1) total basic aid allocations to date for each college; 2) a summary of funds remaining at the colleges for basic aid priority list projects such as Instructional Equipment; Scheduled Maintenance, and Technology Refresh that were allocated in prior years; 3) Irvine Valley College 2009-2010 basic aid request list; and 4) Saddleback College 2009-2010 basic aid request list.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the Basic Aid Project List and the allocation of basic aid funds for the purposes designated for 2009-10, as shown in Exhibit A.



South Orange County Community College District  
2009-2010 Basic Aid Priority List

Exhibit A  
Page 1 of 1

Project		Allocation Requested
<b>Saddleback College</b>		
Math/Science/ Eng Bldg Ventilation System Upgrade	5,000,000	
Pool Deck Replacement	1,500,000	
Roof Replacement-Tech & Applied Science and Village Buildings 3 - 8	<u>1,500,000</u>	
		\$8,000,000
<b>Irvine Valley College</b>		
Replace the Main Water Valves for A100, A200, A400, SSC, B100, B200, & B300	275,000	
Replace the Natural Gas Piping in A & B Quads	230,000	
Repair Failing Brick Facades & Wood Paneling on Exteriors of A100, A200, A300, A400, & B100	400,000	
SSC HVAC System	<u>800,000</u>	
		\$1,705,000
<b>Total Amount Requested</b>		<b><u>\$9,705,000</u></b>

**South Orange County Community College District  
Board Approved Basic Aid Project Distribution  
As of August 31, 2009 Board Meeting**

<b>Approved Projects</b>	<b>IVC</b>	<b>SC</b>
2005/06 Allocation for Salary Schedule Restructure	\$1,422,791	\$2,467,908
College Instructional Equipment Allocation	\$468,000	\$924,000
College Retiree Benefit Liability Contribution	\$9,103,662	\$18,314,276
College/District Contributions for Debt Retirement	\$1,727,469	\$2,552,232
College Scheduled Maintenance Projects	\$1,673,000	\$3,327,000
Campus Appearance Improvement	\$335,000	\$665,000
Technology Needs for IVC, SC & District	\$5,203,275	\$8,667,343
College Science Equipment & TV Studio Updates	\$500,000	\$500,000
College Sports Facilities	\$896,000	\$817,310
IVC Business & Technology Innovation Center	\$12,882,000	
IVC Design and Install Entrance from Barranca	\$2,850,000	
IVC Fine Arts Building	\$4,652,000	
IVC Floor Repairs	\$58,340	
IVC Life Sciences Project	\$9,930,800	
IVC Lot Expansion and Phase 1 of Lot 6	\$1,476,759	
IVC Maintenance and Police Facility	\$4,575,000	
IVC Modular Building - AT100	\$370,000	
IVC Landscaping (PAC & BSTIC)	\$1,250,000	
IVC Performing Arts Center	\$17,180,000	
IVC Utility Service Project	\$416,000	
IVC Remove/Relocate IVC Maint., Police, Whse, & A-500 Bldgs	\$514,000	
IVC Modular Building Replacement (CEC)	\$197,402	
IVC Science Lab Addition & Remodel	\$6,980,000	
IVC A-300 Building Remodel	\$2,481,000	
IVC Early College Program	\$60,000	
SC M/S/E Bldg, Soil, & Slab Repairs		\$2,337,000
SC M/S/E Plaza Repair		\$5,081,000
SC M/S/E Renovation		\$2,608,344
SC Building Repairs TAS Building		\$1,956,000
SC Building Repairs/Library Remodel		\$20,141,000
SC Demolition of Lower Campus Buildings		\$1,719,000
SC Demolition 2007/08		\$1,000,000
SC Village Remodel		\$4,130,000
SC Village Expansion		\$3,942,000
SC Golf Driving Range Net Replacement		\$300,000
SC Health Science/District Office Building		\$8,238,780
SC Hire Consultant for Parking/Traffic Study		\$48,500
SC McKinney Theater Lighting and Sound Systems Upgrade		\$1,335,000
SC Mold Abatement and Air Quality Improvements		\$9,006,000
SC New Science Building (M/S/E annex)		\$3,742,000
SC Science/Applied Science Bldg		\$14,850
SC Temporary Classroom Facilites		\$7,269,285
SC McKinney Theater Restroom Remodel		\$2,542,000
SC Loop Road		\$3,442,000
<b>Total Approved Projects</b>	<b>\$87,202,498</b>	<b>\$117,087,828</b>

# Basic Aid Remaining Balances

Exhibit B  
Page 2 of 11

## INSTRUCTIONAL EQUIPMENT

	Project #	SC	IVC		
2005-2006	606	324,000	168,000		
2007-2008	606	300,000	150,000		
2008-2009	606	<u>300,000</u>	<u>150,000</u>		
	<b>TOTAL</b>	<b>924,000</b>	<b>468,000</b>		
<b>Unspent Balance</b>	<b>TOTAL</b>	<b>29,846</b>	<b>3.23%</b>	<b>29,923</b>	<b>6.39%</b>

## SCHEDULED MAINTENANCE

	Project #	SC	IVC
2004-2005	634	657,000	343,000
2005-2006	636	670,000	330,000
2008-2009	636	<u>2,000,000</u>	<u>1,000,000</u>
	<b>TOTAL</b>	<b>3,327,000</b>	<b>1,673,000</b>
<b>Unspent Balance</b>	634	0	2,630
	636	<u>141,456</u>	<u>595,904</u>
	<b>TOTAL</b>	<b>141,456</b>	<b>598,534</b>
		<b>4.25%</b>	<b>35.78%</b>

## TECH REFRESH

	Project #	SC	IVC	
2004-2005	671	1,470,140	1,413,275	
2005-2006	605	1,497,203	1,095,000	
2006-2007	607	2,500,000	1,095,000	
2007-2008	671	2,000,000	1,000,000	
2008-2009	671	<u>1,200,000</u>	<u>600,000</u>	
	TOTAL	8,667,343	5,203,275	
Unspent Balance	605	0	0	
	607	0	29,658	
	671	<u>672,594</u>	<u>412,736</u>	
	TOTAL	672,594	442,394	8.50%
		7.76%		

## Campus Improvement

	Project #	SC		IVC	
2008-2009	660	665,000		335,000	
<b>Unspent Balance</b>	<b>TOTAL</b>	<b>358,373</b>	<b>53.89%</b>	<b>163,329</b>	<b>48.75%</b>

Grand Total	Saddleback		Irvine	
Allocated	13,583,343		7,679,275	
Unspent	1,202,270	8.85%	1,234,179	16.07%

These projects are managed by the college.

College: Irvine Valley College		Fiscal Year: 2009-10	
Scheduled Maintenance Projects			
Priority	Item	Cost	Item Description
Scheduled Maintenance Projects *			
1	Replace the main water valves for A 100, A 200, A 400, SSC, B 100, B 200, & B 300	\$ 275,000	Due to age off infrastructure water valves are failing and need to be replaced. For some buildings listed, this will allow for isolation that has not previously been available for earthquakes or other emergency situations.
2	Replace the natural gas piping in A & B Quads	\$ 230,000	Replace the natural gas piping under the older part of the campus due to corrosion and constantly occurring spot leaks. We would replace the black metal pipes with poly pipe for an extended system service life.
3	Repair failing brick facades and wood paneling on exteriors of A 100, A 200, A 300, A 400 & B 100	\$ 400,000	Replace facades detaching from the underside of buildings and replace the wood with stucco on the exterior portions of these buildings...the wood is rotting and has termite damage.
4	SSC HVAC System	\$ 800,000	Replace central HVAC system on SSC
5	Classroom/Office Rehab in A200, B200 and Library Copy Center	\$ 350,000	Critical need exists to convert existing space to add classroom space and improve cap load ratios. This effort will result in decreased office space (now in excess) and increase number of classrooms. It will also establish a centralized Copy Center in a space formerly occupied by Technology Services to centrally serve the campus needs. This is critical to meet the needs for future campus construction projects.
6	Parking lot rehabilitation	\$ 310,000	Repair failing parking lot infrastructure and seal surfaces in areas where failure has not yet occurred.
7	Athletic Fields Fencing	\$ 475,000	Existing fencing around the soccer field must be replaced and while doing this fencing would be extended to incorporate all athletic fields. This step is needed to secure the athletic fields from unauthorized use, thereby avoiding potential liability claims, prevent vandalism, and other criminal activity as well as minimize the wear and tear of the fields.
8	Rehab bathrooms in A 200, A 400 & B 100	\$ 425,000	Replace fixtures, floors and stalls due to age failures
9	Refresh College Signage and Monuments	\$ 250,000	Update campus signage and monuments for improved wayfinding and emergency response. Most of the signage was installed in 1979 and is corroded and inaccurate.
10	Space/Office Rehab in Assessment, A&R, Financial Aid, DSPS/EOPS, & Health Center.	\$ 200,000	The assessment staff currently work in a converted storage area, and are in need of a reconfiguration of space due to inappropriate electrical and heating/cooling service. A&R, Financial Aid, EOPS/DSPS offices need to be modernized to appropriately serve 14,000 or more students. This area is now congested and poorly configured to meet the needs of today's students. The Health Center needs to expand to accommodate increased student caseloads. Additionally, aging office furniture needs to be refreshed due to ergo and safety concerns.
11	Rehabilitate Athletic Fields	\$ 300,000	Since construction over 10 years ago, no major infrastructure work has been completed on the baseball or soccer fields. Under this project the fields would be restored to their original condition and the baseball backstop will be repaired.
12	Rehab Publications Workspace Area	\$ 45,000	Rehab the publications workspace including the replacement of furniture.
13	Restrooms are needed on the Athletic Fields. Proximity of restrooms to classrooms (in this case athletic fields) is a DSA requirement and a standard on college campuses.	\$ 600,000	Restrooms are needed to address the health and safety of our students and the public when visiting our campus. This project does not qualify for State dollars for Title 5, therefore funding must come from District resources.
Total		\$ 4,660,000	
* Scheduled Maintenance is defined as a restoration of a site or a building to its original condition.			

# Saddleback College New Facilities, Renovation and Scheduled Maintenance Requests 2009-2010

	A	B	C	D	E
1	<b>New Facilities Project Requests</b>				
2	<b>Building</b>	<b>Location</b>	<b>Description</b>	<b>Priority</b>	<b>Estimate</b>
3					
4	SM	Parking Lot 7	New Sciences building.	1	*
5	Restrooms, Fitness, and Strength Center	Parking Lot 1B	Construct a new restroom facility for Athletics, Fitness and Strength Center.	2	\$ 9,000,000
6	PE 600	All	Bookstore relocation and expansion.		\$ 4,000,000
7	New	ATAS Annex	Aquaculture, Cosmetology, Culinary Facility.	3	\$ 10,000,000
8	Biotech Building	New	Biotechnology building that will allow the teaching/instruction in this program at Saddleback College	4	\$ 8,400,000
9	New	Admin Annex	Community Education & Campus Police Facility.	5	\$ 3,500,000
10	Maintenance Building	Lot 1	Construct a new maintenance facility.	6	\$ 7,500,000
11	Central Plant	Building	Build a new Central Plant building and grounds sized to accommodate our campuses growing HVAC and electrical needs.	7	\$ 14,000,000
12	FA	Any	Fine Arts Addition and Recital/Lecture Halls:	8	*
13	Aquarium Facility	Lower Campus	Stand alone Aquarium Facility with Lab Classroom.		*
14	Cosmetology Facility	Lower Campus	Stand alone Facility with Lab Classroom.		*
15			<b>New Facilities Requests Total</b>		<b>\$ 56,400,000</b>

\* **Saddleback College New Facilities, Renovation and Scheduled Maintenance Requests 2009-2010**

	A	B	C	D	E
2	Building	Location	Description	Priority	Estimate
16	<b>Scheduled Maintenance Requests</b>				
17	SM	SM Bldg.	SM ventilation upgrade.	1	\$ 5,000,000
18	Pool	Deck	Replacement of pool deck.	2	\$ 1,500,000
19	VIL & TAS	3-8 Roof, TAS	Repair roofs.	3	\$ 1,500,000
20	Campus Wide	SM,PE,TAS,SSC,VIL 1, POLICE	Replace flooring.	4	\$ 1,700,000
21	SM	Planter Area & 3 <sup>rd</sup> Floor	Repair the planter on the 3 <sup>rd</sup> floor & numerous leaks from the 3 <sup>rd</sup> floor onto the 2 <sup>nd</sup> & 1 <sup>st</sup> floors.	5	\$ 75,000
22	HS	206B	Remodel Sign Language classroom to Medical Laboratory Technician (MLT) classroom. A permanent wall to replace the folding door, electricity, and a sink are needed. In addition, the carpet needs to be removed and replaced with vinyl flooring.	6	\$ 100,000
23	Campus Wide	SM,PE,TAS,SSC,VIL 1, POLICE	Interior painting of space.	7	\$ 750,000
24	Campus Wide	SM,PE,TAS,SSC,VIL 1, POLICE	Paint building exteriors.	8	\$ 800,000
25	CDC	Outdoor Play Yards	Renovate outdoor play yards.	9	\$ 250,000
26	Campus Wide	All	Surface drainage.	10	\$ 1,400,000
27	Campus Wide	Restrooms	Upgrade all restrooms to meet ADA requirements	11	\$ 2,500,000
28	VIL-3 thru 8	Exterior	Re-Stucco Village buildings and elastomeric coat.	12	\$ 250,000
29	Upper Quad	Main Quad	Renovate upper quad.	13	\$ 4,800,000
30	FA	Entrance Plaza	Complete resurfacing and re-landscape of Fine Arts entrance plaza leading from Theatre Circle through walkway entrances to existing studio art patio/kiln area.	14	\$ 500,000
31	AGB	126, 127, 128, 131, 132	Relocate the Student Payment and Veterans Offices to SSC (1,256 square feet required).	15	\$ 75,000
32	SSC	Does Not Exist	One Stop Veterans Services Office.	16	\$ 55,000
33	PE 100	Roof	Replace fan coil unit in its entirety, including drives and dampers. Upsize chilled water piping to unit.	17	\$ 175,000
34	PE 200	Roof	Install new air conditioning and heating coil units on roof and remove existing heating coils and piping inside the gym. Replace the old fan coil unit in the mechanical room and re-pipe hot and chilled water lines.	18	\$ 700,000
35	SM	3 <sup>rd</sup> floor	SM facade removal.	19	\$ 250,000
36	College Entrance	All	Improve hardscape and landscape at all college entrances.	20	\$ 600,000
37	Campus Wide	Grounds	Improve hardscape and landscape.	21	\$ 1,900,000
38	Athletic Fields	Practice Fields	Install artificial turf on fields.	22	\$ 4,000,000

Exhibit B Page 5 of 11

# Saddleback College New Facilities, Renovation and Scheduled Maintenance Requests 2009-2010

	A	B	C	D	E
2	Building	Location	Description	Priority	Estimate
39	Campus Wide	SM,PE,TAS,SSC,VIL 1, POLICE	Replace window coverings.	23	\$ 125,000
40	Campus Wide	Walk Ways	Eliminate tripping hazards.	24	\$ 1,600,000
41	FA 200	203, 206, 207, 209, 210	Replace sink sediment traps.	25	\$ 125,000
42	FA 200	209D	Update dust and particulate removal system.	26	\$ 360,000
43	Campus Wide	All	Replace all asphalt roadways paving throughout the campus.	27	\$ 2,000,000
44	Campus Wide	All	Replace all asphalt walkway paving throughout the campus and replace with concrete.	28	\$ 275,000
45	Campus Wide	Network Rooms	Install and/or upgrade AC to all IDF and network rooms.	29	\$ 300,000
46	TAS	Auto Tech Lab	Repair, replacement and painting of the current walls, iron fence and gates that enclosed the auto tech lab area.	30	\$ 45,000
47	TAS	Auto Tech Lab	Repair, seal and stripe the auto tech lab parking lot.	31	\$ 20,000
48	Grounds Yard	V Bldg.	Renovate grounds yard & Bldg.	32	\$ 550,000
49	Parking Lot #01	Area between Parking Lot 1 and Residents	Construct a concrete wall & sidewalk between parking lot 1 and the residents.	33	\$ 100,000
50	PE 200	Gym	Renovate bleachers, HVAC, and goals.	34	\$ 450,000
51	PE 100	Locker Rooms	Renovate showers, lockers and drainage.	35	\$ 1,000,000
52	FA 200	Exterior FA 200	Retaining wall behind studio art building.	36	\$ 225,000
53	FA 200	209-210	Replace/renovate kiln patio roof.	37	\$ 600,000
54	Campus wide	SM,PE,TAS,SSC,VIL 1, POLICE	Clean HVAC ducts.	38	\$ 335,000
55	New	New	Thrower's Park.	39	\$ 600,000
56	Campus Wide	SM,PE,TAS,SSC,VIL 1, POLICE	Replace HVAC package units with new energy efficient units.	40	\$ 1,500,000
57	BGS	347	Add whiteboard that can be viewed at front of room with A/V screen pulled down.		\$ 3,000
58	HS	141	Renovation of Phlebotomy classroom to a high fidelity Simulation Lab for Nursing, Paramedic, and EMT programs.		\$ 150,000
59	SM	All	Renovation of SM Building.		*
60	SM	3 <sup>rd</sup> , 2 <sup>nd</sup> & 1 <sup>st</sup> Floor Stairs, South End	Place mirrors at the stairways for 3 <sup>rd</sup> , 2 <sup>nd</sup> and 1 <sup>st</sup> floors of SM.		\$ 2,000
61	SM	SM Bldg.	Maintenance for air handling systems. Continued dirt/debris noted on 3 <sup>rd</sup> , 2 <sup>nd</sup> and 1 <sup>st</sup> floors and table counters.		*
62	SM	233	Hood and exhaust needs.		*
63	SM	SM Bldg.	Emergency shut off valves for natural gas and deionizer		\$ 150,000

Exhibit B Page 6 of 11

# Saddleback College New Facilities, Renovation and Scheduled Maintenance Requests 2009-2010

	A	B	C	D	E
2	Building	Location	Description	Priority	Estimate
64	SM	240, 241, 242	Shut off switches for mini hoods.		\$ 25,000
65	SM	SM Bldg.	SM process piping replacement.		\$ 375,000
66	SM	2 <sup>nd</sup> Floor, North Hallway	Replace/repair "popcorn" ceiling in hallway.		\$ 200,000
67	SM	SM Bldg.	Replace/repair the ceiling tiles in a number of rooms in SM.		*
68	SM	343	Fix the water leaks from the windows.		\$ 15,000
69	SM	309B	Handicapped ramp needed.		\$ 125,000
70	SM	309A/B	Sound proof walls between SM 309A & SM 309B.		\$ 100,000
71	SM	122/123	Sound proof wall between SM 122 & SM 123.		\$ 100,000
72	SM	109	Install false ceiling.		\$ 100,000
73	SM	236	Seal floor in Biology prep area.		\$ 15,000
74	SM	349 West Corridor	Re-carpet hallway.		\$ 75,000
75	SM	All Restrooms	Upgrade Men's & Women's restrooms.		*
76	SM	Ceilings in a Number of Office Areas	Replace "popcorn" ceilings in faculty office areas.		*
77	SM	Faculty Office Areas	Replace carpet in many faculty offices.		\$ 125,000
78	SM	Exterior	Thorough cleaning of the outside floors and stairways of SM.		*
79	SM	Exterior	Lots of gum on the floors.		*
80	SM	Exterior	Beautification of SM - lots of weeds and dead plants.		*
81	SM	Exterior	Repair sprinklers around SM Bldg.		*
82	SM	Office Areas	Provide automatic door closure in office areas.		\$ 15,000
83	SM	SM Bldg.	Re-key and/or re-do the locks in SM Bldg.		*
84	SM	1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Floors	Place floor number signs in front of elevators.		*
	TAS	Auto Tech Lab Covered Roof Area for Vehicle Hoists/Smog Dyno	This roof has been repaired many times and still leaks water. This presents a major safety hazard to our students and equipment. Vehicle hoists are in this covered area that is used by students during lab assignments.		*
85	TAS	Auto Tech Lab Covered Roof Cleaning Room/ Chassis Dyno	The roof needs to be replaced. This roof has leaked for many years and presents a safety hazard for our students and equipment.		*
86	VIL 3	3-01, 3-02, 3-03 and 3-04	Remodel of 3-01 for Culinary Arts Expansion into 3-02, 3-03 and 3-04.		\$ 750,000
87	CDC	Toddler Rooms	Renovate toddler rooms and outdoor toddler play yard using funds already allocated in CTE Grant.		\$ 500,000
88	CDC	Interior	Replace all carpeting throughout the CDC.		\$ 100,000

Exhibit B Page 7 of 11



# Saddleback College New Facilities, Renovation and Scheduled Maintenance Requests 2009-2010

	A	B	C	D	E
2	Building	Location	Description	Priority	Estimate
89	SSC	All	All SSC wallpaper either needs to be replaced or painted over.		*
90	SSC	All	ALL SSC shared areas (hallways, cafeteria, SSC 212, 208, etc.) need new carpeting and/or tiles.		*
91	SSC	207, 210, 211	Replace carpeting and/or tiles.		*
92	SSC	211	Paint all.		*
93	SSC		Create a Stand Alone Transfer Center.		*
94	SSC	224	New flooring. Remove wall paper and paint all of SSC-224 and SSC-224A (Darkroom). Removal of cabinets and sink in SSC-224. Removal of whiteboard. New vertical blinds for		*
95	SSC	224A	Better lighting in Darkroom, SSC-224A. Removal of ½ of the wall shelving. New flooring, painting – Light color.		*
96	SSC	131 & 132	Office entries closed and new entries relocated to corridor in SSC 111.		*
97	SSC	139	Move projection screen and LCD projection and whiteboard to room SSC 113B (New conference room).		*
98	SSC	126	Add wall and create another office space (SSC 127 B).		*
99	SSC	125 & 129	Storage rooms: Need renovation.		*
100	SSC	167	Need for additional counseling offices provided with the sectioning off of the Articulation Office.		*
101	SSC	172	Create addition workroom with scanner station.		*
102	SSC	225	Dedicated testing center for Matriculation. Additional electrical and data lines.		*
103	SSC	CCLD	Space vacated by the Transfer Center modified into additional computer classroom space and counseling offices for career counseling.		*
104	Campus Wide	Roof	Install new heating and air conditioning heating and cooling coil units with new energy efficient units.		\$ 1,900,000
105	Central Plant	Yard	Replace cooling towers and chillers with new. Expand and repair thermal storage tank.		\$ 6,000,000
106	Central Plant	All	Install third engine for cogeneration.		\$ 2,000,000
107	Campus Wide	All	Replace underground utility systems including chilled water, hot water, network, gas, electrical and controls conduits.		\$ 12,000,000
108	Area between LIB and FA	Grass Area	Install stairs on the grass slope.		\$ 235,000

Exhibit B Page 8 of 11

# Saddleback College New Facilities, Renovation and Scheduled Maintenance Requests 2009-2010

	A	B	C	D	E
2	Building	Location	Description	Priority	Estimate
109	Campus Wide	Parking Lots	Replace all existing parking lot lighting with new energy efficient LED or induction lighting.		\$ 625,000
110	Campus Wide	All	Install Photo Voltaic Solar Power Panels.		\$ 7,500,000
111	Parking	Parking Lots	Construct a parking structure.		\$ 11,000,000
112	Pool	Pool	Construct a removable roof for the pool.		\$ 3,500,000
113	Transportation	All	Install a natural gas or propane fueling station.		\$ 250,000
114	Football	Stadium	Replace all existing lighting and light poles.		\$ 400,000
115	Baseball	Stadium	Replace all existing lighting with new energy efficient lighting.		\$ 250,000
116	Softball	Stadium	Replace all existing lighting with new energy efficient lighting.		\$ 175,000
117	Tennis	Courts	Replace all existing lighting with new energy efficient lighting.		\$ 250,000
118	Pool	Pool	Replace all existing lighting with new energy efficient lighting.		\$ 175,000
119	Campus Wide	All	Replace and/or retrofit all interior lighting with new energy efficient, perfect power factor lighting.		\$ 1,000,000
120	Campus Wide	All	Replace and/or retrofit all exterior lighting with new energy efficient, perfect power factor lighting.		\$ 2,000,000
121	CDC	All	Playground renovation.		\$ 750,000
122	FA	Exterior	Retaining wall.		\$ 225,000
123	Campus Wide	Grounds	Upgrade irrigation system.		\$ 650,000
124	Campus Wide	All	Upgrade 12,000 volt electrical distribution system.		\$ 2,500,000
125	Stadium	Stadium	Renovate existing Stadium.		\$ 9,000,000
126	FA 300	Back Stage	Paint and welding area.		\$ 350,000
127	FA 300	Back Stage	Storage racks.		\$ 450,000
128	SSC	All	Interior modifications to accommodate, Veterans Office, Student Payments and Transfer Center		\$ 3,000,000
129	SSC	A&R	Modify A&R to accommodate International Students Office.		\$ 50,000
130	All		Building Access Control.		\$ 3,500,000
131	LIB	TBD	Photography Digital Lab (Apple Mac computers and		*
132	LIB	TBD	Two Fine Arts Digital Computer Labs (Apple Mac).		*
133	LIB	TBD	Photo Shooting Studio.		*
134	FA or LIB	Any	The Speech Department as a whole needs to have at least one more (in addition to LIB 132) classroom to provide instruction for students.		*

Exhibit B Page 9 of 11

# Saddleback College New Facilities, Renovation and Scheduled Maintenance Requests 2009-2010

	A	B	C	D	E
2	Building	Location	Description	Priority	Estimate
135	FA	Any	Theatre Arts Rehearsal Space (Accomplished possibly as result of secondary effects of Division Priority #1).		*
136	FA, LIB, Proposed New Building	Any	TA Lecture Classroom		*
137	FA 300	311, 312	Replace these two classrooms with comparable assigned square footage as a result of secondary effects of Division Priority #1. <b>OR</b> A permanent wall needs to be constructed between FA 311 and FA 312. The rooms also need to be sound proofed.		*
138	FA, LIB, Proposed New Building	Any	Theatre Arts Design Studio/Class Room (Accomplished possibly as result of secondary effects of Division Priority #1).		*
139	FA, LIB, or Any	Any	Forensics Squad Room. The ideal situation would be to have a space that is 800 square feet and within that space to have a smaller practice room that is 200 square feet. We would also request that the space have at least 2 computers, a phone, two desks and a wall with mirrors.		*
140	FA 300	305, 307	Renovate Men's and Women's restrooms attached to Theatre dressing rooms. Replace counters, fixtures, stalls. Install automatic flushers and faucet controls to conserve water.		\$ 800,000
141	FA	Entire Complex	Rixson-Firemark Fire Alarm Activated Door Holders and Closers.		\$ 375,000
142	FA 200	206, 207, 209, 210	Replace drapes.		\$ 175,000
143	FA, Proposed New Building	Any	Theatre Arts Costume Shop/Lab classroom (Accomplished possibly as result of secondary effects of Division Priority #1).		*
144	FA 200	209	Replace sink and countertop.		\$ 25,000
145	FA, Proposed New Facility	Any	99-seat Black Box Theatre/Flexible space to replace FA 308 with dedicated dressing rooms and control booth, modern lighting, sound and video systems.		*
146	FA	Any	TA Light Laboratory (Accomplished possibly as result of secondary effects of Division Priority #1).		*

Exhibit B Page 10 of 11

# Saddleback College New Facilities, Renovation and Scheduled Maintenance Requests 2009-2010

	A	B	C	D	E
2	Building	Location	Description	Priority	Estimate
147	FA	Any	TA Scene Shop enlargement or new scene shop with adequate materials storage facility.		*
148	Softball	Complex	Replace outfield grass on main diamond with turf.		\$ 650,000
149	Softball	Complex	Scoreboard.		\$ 150,000
150	Softball	Complex	Bleachers.		\$ 175,000
151	Softball	Complex	Outfield Fence – Field 2.		\$ 20,000
152	Softball	Complex	Covered dugouts – Field 2.		\$ 55,000
153	Baseball		Upgrade Baseball Stadium.		\$ 1,500,000
154			<b>Scheduled Maintenance Requests Total</b>		<b>\$ 115,675,000</b>
155					
156			<b>Summary</b>		
157			<b>New Facilities Request</b>		\$ 56,400,000
158			<b>Existing Unfunded Projects from 5 Year Plan</b>		\$ 176,778,000
159			<b>Total Facilities Need</b>		\$ 233,178,000
160			<b>Existing Funding Through Basic Aid</b>		\$ (54,729,000)
161			<b>Funding Request for Facilities</b>		\$ 178,449,000
162					
163			<b>Funding Request for Scheduled Maintenance</b>		\$ 115,675,000
164					
165			<b>Total Request for Facilities and Scheduled Maintenance</b>		<b>\$ 294,124,000</b>
166					
167	* Indicates request amount included in another item description in the Facilities, Maintenance and Operations section.				

**TO:** Board of Trustees

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

**RE:** SOCCCD: Board Policy Revision: BP-4208: Overtime and Shift  
Differential for Classified Management Personnel, BP-2210:  
HIPAA/CMIA Privacy Policy

**ACTION:** Discussion/Approval

---

### **BACKGROUND**

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

### **STATUS**

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

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Cabinet on August 21, 2009 for review and recommendation to the Chancellor and presented to the Board of Trustees for review and study at the August 31, 2009 board meeting.

### **RECOMMENDATION**

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

# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

4208  
PERSONNEL

## OVERTIME AND SHIFT DIFFERENTIAL FOR CLASSIFIED MANAGEMENT PERSONNEL

### Overtime Exemption and Compensatory Time for Holidays

~~All managers, supervisors, and confidential employees, except as otherwise provided in this policy, are not subject to overtime provisions in accordance with Calif. Education Code, Section 88029. These positions based upon duties and authority, flexibility of hours, salary and benefit structure are of such a nature they should be set apart from positions subject to overtime provisions.~~

~~Any employee in the classification of manager, supervisor, or confidential status, except as otherwise provided in this policy, working on a holiday shall receive compensatory time off for the number of hours worked.~~

### Shift Differential Compensation

~~Any full-time supervisory or confidential employee whose assigned work shift commences between 11 a.m. and 12 midnight inclusive shall be paid a shift differential premium of five (5) percent above the regular rate of pay for the position held.~~

~~An employee who receives a shift differential premium will suffer no reduction in pay, including any differential pay, when assigned temporarily to a day shift.~~

## DELETE

Revised: 5-26-87  
Revised: 4-10-89  
Revised: 5-11-92  
Technical Update: 4-26-99

# BOARD POLICY

22104005

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

ADMINISTRATION PERSONNEL

## HIPAA/CMIA PRIVACY POLICY

### A. Purpose

Medical information regarding an individual is protected by the Confidentiality of Medical Information Act (CMIA), Calif. Civil Code, Section 56 et. seq., and may be protected by the Health Insurance Portability Accountability Act (HIPAA), Public Law 104-196. It is the intent of the South Orange County Community College District ("District") to protect the privacy of medical information in accordance with these laws.

This policy is intended to do the following:

1. Serve as a foundation for the District's privacy practices;
2. Describe what health or health-related information is considered private;
3. Outline, in part, individual rights regarding private medical information (PMI), see Section B.8 for definition of PMI;
4. Designate the HIPAA Privacy Officer and Complaint Official; and
5. Require employee training in Protected Health Information (PHI). PHI is defined as "individually identifiable information, in electronic, paper or oral form, which is created or received by or on behalf of the District or its health care components."

The colleges and the District Office shall also be responsible for developing additional policies and procedures as necessary to safeguard PMI. Such policies are subject to approval by the Privacy Officer and must be consistent with this policy. Any and all policies and procedures relating to the subject matter of the policy in existence at the time this policy is adopted by the District's Board of Trustees shall be subject to this policy. As part of the implementation of this policy, the Privacy Officer shall review and revise any and all existing District policies and procedures relating to the subject matter of this policy, including but not limited to those policies and procedures utilized by Saddleback College's Student Health Center and Irvine Valley College's Health and Wellness Center. This Policy pertains to all District individuals who have access to, use, or disclose PMI. The District's Privacy Officer develops and implements policies and procedures with respect to HIPAA compliance and receives HIPAA non-compliance allegations.

B. Definitions

1. Authorization

Authorization means the execution of a written document required for the District to use or disclose PMI. Authorization must be obtained in advance of use or disclosure except for purposes of emergency treatment. The Authorization attached hereto as Exhibit "A" to this Policy is the only form approved for use by District employees.

2. Business Associate

A Business Associate (BA) is a person or an entity not a member of the District's workforce who performs a function and/or activity for a Covered Entity involving the use, disclosure or creation of PHI. The function and/or activity performed does not have to be a covered function and/or activity, but must be a function and/or activity that the Covered Entity would have had to perform themselves. All entities that perform as a BA of the District will be required to enter into a BA Agreement with the District. A BA could be, for example, a copy service that has access to PHI, or a flexible spending account's third party administrator.

3. Covered Entity

A "Covered Entity" is a health plan, a health care clearinghouse, or a health care provider that transmits any health information in electronic form in connection with a HIPAA transaction as defined by HIPAA (45 C.F.R. § 160.103).

4. Covered Functions

Covered functions refers to those functions of a covered entity, the performance of which subjects the covered entity to the HIPAA requirements, i.e. use, disclosure, or creation of PHI.

5. Hybrid Entity

A hybrid entity is a single legal entity, portions of which are covered entities within the meaning of the HIPAA that perform covered functions. The District is such a hybrid entity (45 C.F.R. § 160.103). The District's operations which perform covered functions and, therefore, are designated as health care components, are: the District's Student Health Center at Saddleback College and the Health and Wellness Center at Irvine Valley College, which engage in standard electronic HIPAA transactions.



6. Limited Data Sets

PHI that excludes the direct identifiers of the individuals, relatives, employers, or household members of the individual, listed below in subsections (a) through (p), constitutes a limited data set. Limited data sets may be used or disclosed, without written authorization, where three criteria are met: (1) the use and/or disclosure is only for purposes of research, public health, or health care operations; (2) the covered entity obtains a data use agreement from the recipient whereby the recipient agrees to limit the use of the limited data set to the purpose allowed by the rules, to limit who can use or receive the data and not to re-identify the data or contact the individuals; and (3) where the covered entity does not have knowledge that the remaining information can be used to identify an individual.

- a. Names;
- b. Postal address information, other than town or city, State, and zip code;
- c. Telephone numbers;
- d. Fax numbers;
- e. Electronic mail addresses;
- f. Social security numbers;
- g. Medical record numbers;
- h. Health plan beneficiary numbers;
- i. Account numbers;
- j. Certificate/license numbers;
- k. Vehicle identifiers and serial numbers, including license plate numbers;
- l. Device identifiers and serial numbers;
- m. Web Universal Resource Locators (URLs);
- n. Internet Protocol (IP) address numbers;
- o. Biometric identifiers, including finger and voice prints; and
- p. Full face photographic images and any comparable images.

7. Notice of Privacy Practices

The District shall issue a "District Notice of Privacy Practices" for its Covered Entities. The notice shall specify individual rights under HIPAA as well as the District's contact information and the method of filing a complaint.

8. Private Medical Information

For purposes of this policy, Private Medical Information (PMI) includes medical information covered by both HIPAA and the CMIA. PMI is any information that could specifically identify an individual's past, present, or future health condition. For example, medical billing records and a doctor's note. As a precautionary measure, all medical information shall be treated by District employees as PMI unless it can be clearly demonstrated to the Privacy Officer that said information is outside the scope of HIPAA or the CMIA.

9. Security

Security in this policy is defined as all measures taken by the District and its agents, contractors, officers and employees to insure that PMI is protected in a manner which complies with the HIPAA and the CMIA. Security measures include, but are not limited to, policies, procedures, practices, directives, manuals, training, and methods as they relate to compliance with HIPAA and the CMIA. Security measures may also include mechanical and technological protections such as locks, secure access rooms and containers, computer hardware and software with security levels and protocols, secure communication devices and settings, and any other method, device or practice that limits improper access to PHI.

C. Policy

1. Allowable Uses/Disclosures of PHI

PMI shall only be used and/or disclosed on a need-to-know basis or where authorization has been received. In general, PMI may not be used or disclosed by the District without an authorization except in the following circumstances:

- a. When the information is provided to the individual whose PMI it is;
- b. When the information is required by the United States Secretary of Health and Human Services to investigate compliance with the HIPAA;
- c. When the information is requested pursuant to a valid subpoena;
- d. When the information is part of a limited data set as defined above;

- e. When the information is provided to a business associate (safeguarded by a business associate agreement);
- f. When the information is provided to another government agency that is administering a public benefit health plan;
- g. When the individual, whose PMI is being disclosed, has been given an opportunity to contest the disclosure of PMI in advance;
- h. When the information is used for public health activities authorized by law;
- i. When disclosure of the information is necessary to report child abuse or neglect as authorized by law;
- j. When the information is provided to a person who may have been exposed to a communicable disease;
- k. When the information is disclosed to a government authority, which is authorized by law to receive reports of abuse, neglect, or domestic violence, because there is reasonable belief that the individual is a victim of abuse, neglect, and/or domestic violence;
- l. When the information is used for law enforcement purposes;
- m. When the District believes that disclosure of the information is necessary to avert a serious threat to health or safety;
- n. When the information is used for government programs providing public benefits;
- o. When the information is required for worker's compensation purposes;
- p. When the information is used or disclosed to a business associate or to an institutionally related foundation for the purpose of raising funds for its own benefit. PHI released can only be in the form of demographic information relating to an individual and dates of health care provided to an individual used for fundraising;
- q. When the information is disclosed for underwriting and related purposes.

2. Internal Audit

In order to ensure appropriate use and disclosure PMI, each college and the District Office shall audit itself on a semi-annual basis. Each college and the

District Office shall identify PMI in its possession, then determine whether there are potential HIPAA and CMIA violations and develop a plan for correction. Upon completion of the audit, the information shall be delivered to the District Privacy Officer. The Privacy Officer shall work with each college and the District Office create a Remediation Plan, if necessary.

3. Individual Rights

An individual has the following rights as to his or her PHI protected under HIPAA. Individuals covered by HIPAA have the following rights:

- a. The right to request restrictions on certain uses and disclosures of protected health information as provided by 45 C.F.R. § 164.522(a);
- b. The right to receive his or her PHI confidentially as provided by 45 C.F.R. § 164.522(b), as applicable;
- c. The right to inspect and copy his or her PHI held in the covered entity's designated record set as provided by 45 C.F.R. § 164.524;
- d. The right to request amendments to his or her PHI held in the covered entity's designated record set as provided by 45 C.F.R. § 164.526; and
- e. The right to receive an accounting of disclosures of protected health information as provided by 45 C.F.R. § 164.528.

For individually identifiable medical information protected by the CMIA, but not HIPAA, an employee shall have the right to review and copy his or her medical information.

4. District Privacy Official and Contact Person

The District Privacy Official is the ~~Vice Chancellor of Educational Services~~Vice Chancellor of Technology and Learning Services. The Privacy Official is responsible for resolving complaints under HIPAA and/or the CMIA. This official shall be identified as the person to receive complaints of alleged HIPAA and/or CMIA violations. Specific duties include, but are not limited to:

- a. Pursuant to HIPAA, develop privacy policies and procedures and the Notice of Privacy Practice;
- b. Develop training documents for the workforce on policies and procedures regarding PHI;
- c. Set up a complaint process and sanctions;

- d. Track all PHI;
- e. Ensure policies are implemented for determining when an individual can inspect, copy, amend, or request restrictions on their PHI disclosures;
- f. Receiving complaints from individuals concerning violations of HIPAA and/or CMIA and requirements;
- g. Logging all complaints received and tracking the disposition of the complaints;
- h. Reviewing complaints for allowable uses and disclosures and disposing of complaints that identify allowable uses and disclosures;
- i. Reviewing complaints for non-HIPAA and/or non-CMIA related issues and referring the individuals to the appropriate organization, if any;
- j. Identifying and investigating all HIPAA and/or CMIA-related complaints including allegations of: inappropriate use or disclosure of PMI; inappropriate disposal of PMI; denial of access to PMI; denial of amendments to PMI;
- k. Coordinating and collaborating with members of the workforce to investigate and develop actions to resolve the complaints;
- l. Resolving complaints, seeking approval of the resolution (from the complainants) and overseeing implementation of the resolution; Resolutions can include changes in business practices or information technology changes; personnel actions; contract changes or terminations, etc.;
- m. Serving as the District's liaison with the federal and/or state government with respect to any inquiries into HIPAA and/or CMIA privacy violation complaints.

The District's Contact Person for complaints concerning HIPAA and/or the CMIA, as well as questions regarding the Notice of Privacy Practices is the ~~Vice Chancellor of Educational Services~~ Vice Chancellor of Technology and Learning Services.

5. Sanctions and Penalties

Employees may be subject to discipline, up to and including termination for violations of this policy, which includes the inappropriate use or disclosure of

PMI, in accordance with existing provisions of law, policies of the Board of Trustees, or applicable collective bargaining agreements.

In addition, federal authorities may sanction employees and the District for violations of the HIPAA privacy rule as follows:

- a. Civil penalties of not more than \$100 per incident. Not more than \$25,000 per person, per calendar year, per standard;
- b. Criminal penalties for violations of the Privacy Rule:
  - 1) A person who knowingly and in violations of the privacy rule either (a) obtains individually identifiable health information relating to an individual; or (b) discloses individually identifiable information to another person may have a criminal penalty assessed against them. Any violator may be fined up to \$50,000 or imprisoned for up to one (1) year, or both;
  - 2) Where a known violation is committed under false pretenses, the person may be fined up to \$100,000 or imprisoned for up to five (5) years, or both;
  - 3) Where a known violation is committed with the intent to sell, transfer, or use individually identifiable health information for commercial advantage, personal gain, or malicious harm, a person can be fined up to \$250,000, and/or incarcerated for not more than ten (10) years.

Any violation of CMIA that results in economic loss or personal injury to a patient is punishable as a misdemeanor. Any person and/or entity that negligently, knowingly, or willfully discloses medical information, in violation of CMIA, may be assessed fines or civil penalties.

6. Training

The District shall train employees so that they understand their obligations under this policy. The training requirement may be satisfied by providing new employees with a copy of this privacy policy and documenting that new members have reviewed the policies. From time to time, the District may provide training through live instruction, video presentations, or interactive software programs.

7. Audit and Compliance

Each college and the District Office is responsible for compliance with this policy. The Privacy Officer may, in his or her discretion, audit and examine the procedures and practices of any college and the District Office to ascertain compliance with the requirements of this policy.

**TO:** Board of Trustees

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

**RE:** SOCCCD: Board Policy Revision: BP- 5520: Accreditation, BP-4014: Smoking, BP-5320: Academic Renewal

**ACTION:** Acceptance for Review and Study

---

### **BACKGROUND**

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

### **STATUS**

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

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Cabinet on September 10, 2009 for review and recommendation to the Chancellor.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees accept for review and study the board policies, as shown in EXHIBITS A, B, and C.

# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

5520  
STUDENTS

## ACCREDITATION

The College Presidents shall ensure the College complies with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges and of other District programs that seek special accreditation.

The Chancellor shall keep the Board informed of approved accrediting organizations and the status of accreditations.

The Chancellor shall ensure that the District and the Board is are involved in any accreditation process in which the District and the Board participation is required.

The Chancellor shall provide the Board with the accreditation reports.

### Reference:

Accreditation Eligibility Requirement 20, Standard IV.B.1.i



# BOARD POLICY

4014

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

PERSONNEL

## SMOKING

Consistent with the requirements of state law, no person shall engage in the smoking of tobacco products in an enclosed space at any District facility, or within 25 feet of the entrance of such facility.

Vehicles transporting students and staff for instructional/extra-curricular activities are considered non-smoking areas.

The College President and Provost, for their respective locations, shall establish rules and regulations regarding smoking on campus.

Adopted: 12-05-88  
Revised: 4-26-99  
Revised: 1-20-04

# BOARD POLICY

5320

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS

## ACADEMIC RENEWAL

Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. The College President shall establish procedures that provide for academic renewal consistent with the District AR-5320 on Academic Renewal.

### Reference:

Title 5 Section 55044

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 6.5**  
**DATE: 09/24/09**

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

---

**BACKGROUND**

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

**STATUS**

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

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

**RECOMMENDATION**

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

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS**

**A. NEW PERSONNEL APPOINTMENTS**

**1. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF**

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Gamez Whitten, Jennifer	<sup>1</sup> BA/Psychology	Interior Design/SC	I/6	01/11/10

**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>
Kotel, Colleen	MA/Teaching	Child Dev./SC	II/6	10/03/09

Equivalency is based on a Master of Arts degree in Teaching from the University of Saint Mary in Leavenworth, Texas, and a Bachelor of Arts degree in Deaf Education from Northern Illinois University in De Kalb, Illinois. Ms. Kotel also possesses a CLAD (Cross-Cultural Language, and Academic Development) certificate from the University of San Diego, and a Preliminary Level II Deaf Education Credential from the University of Southern California. For the past seven years, she has taught early childhood and elementary education in the Capistrano Unified School District. Ms. Kotel's expertise in Deaf Education and Cross-Cultural Language Acquisition makes her especially beneficial for the Child Development Department's courses covering special needs and multilingual learning. Professional memberships to which she belongs include NAEYC (National Association for Educating Young Children), Cal-Ed (Educators for Students who are Deaf or Hard of Hearing), and IMPACT (Independently Merging Parent Association of California).

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<sup>1</sup> Per Minimum Qualifications for California Community Colleges, a Master's degree is not required to teach in this subject area.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
<sup>2</sup> Bhakta, Asmita	BS/Medical Technology	Medical Lab Tech/SC	I/6	08/24/09
<sup>3</sup> Garcia, Beatriz	MA/Spanish	Spanish/SC	II/6	08/24/09
Holley, Lauren	MA/English	Writing/IVC	II/6	08/24/09
Neilson, Christine	MA/English Literature	English/IVC	II/6	08/24/09
Nguyen, Thu	MS/Counseling	Counseling/IVC	II/6	08/24/09

**EQUIVALENCY**

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
<sup>4</sup> Boyle, Miki	BS/Nursing	Nursing Lab/SC	I/6	08/24/09

Equivalency is based on a Bachelor of Science degree in Nursing, and is working toward a Master of Science degree in Nursing from California State University, Fullerton (CSUF). For the past three years, Ms. Boyle has been a Clinical Registered Nurse (RN) at Saddleback Memorial Hospital in Laguna Hills, and is currently working as a Clinical Specialist for the Nursing Program at Saddleback College. Ms. Boyle is currently responsible for providing instruction to students and instructors, as well as independently evaluating student performance at the Nursing Simulation Center at CSUF.

Cruz, Raul	BA/Dance	Dance/IVC	I/6	08/24/09
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Equivalency is based on a Bachelor of Arts degree in Dance from the University of California, Irvine, and extensive experience as a dance teacher and choreographer. Mr. Cruz has taught dance at Golden West College in Huntington Beach, Orange County High School of the Performing Arts in Santa Ana, the Dance Factory in Los Alamitos, and the De Fore Dance Center in Costa Mesa, where he continues to teach and choreograph. He has been a guest choreographer at the University of California, Irvine, Golden West College, and in high schools throughout California, as well as choreograph internationally in Mexico City and Vietnam.

<sup>2</sup> Per Minimum Qualifications for California Community Colleges, a Master's degree is not required to teach in this subject area.

<sup>3</sup> Current, temporary, part-time Classified Project Specialist in the Language Lab at Saddleback College.

<sup>4</sup> Current, temporary, part-time Classified Clinical Specialist in the Health Sciences Division at Saddleback College.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

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

Danaee, Parastoo    MS/Education    Persian/SC    II/6    08/24/09

Equivalency is based on a Master of Science degree in Education from California State University, Fullerton (CSUF), and over fifteen years of experience teaching the Persian language to both heritage and non-heritage learners. Ms. Danaee, a native Persian speaker, has taught Persian at CSUF since 2003. She also has taught English as a Second Language at Santiago Canyon College. Ms. Danaee is actively involved in the development of Persian language teaching tools and curriculum. In the summer of 2007 she wrote "Communicative Persian," a resource for teaching conversation to beginning and intermediate students, and designed a corresponding website to aid in reading, writing, listening, and speaking skills.

Garey, Jason    BS/Kinesiology    PE/IVC    I/6    08/24/09

Equivalency is based on a Bachelor of Science degree from California State University, East Bay in Hayward, California, and professional experience in the field of training and athletics. Mr. Garey has coached basketball at University High School in Irvine for the past two years, and also worked at a fitness gym as a personal trainer during this time. He is certified by NASM (National Academy of Sports Medicine) in personal training, and will bring this experience to his work with the basketball program at Irvine Valley College.

McNulty, Karen    BA/Theatre    Theatre Arts/SC    I/6    08/24/09

Equivalency is based upon a Bachelor of Arts degree in Theatre from Baldwin-Wallace College in Berea, Ohio, and a Bachelor of Arts degree in Studio Art from Cleveland State University, Cleveland, Ohio. Ms. McNulty was a Scenic Artist for Disneyland Resort in Anaheim for twelve years, an Art Director for Ripley's Believe It or Not Museum in Buena Park for six years, a Scenic Artist for Movieland Wax Museum in Buena Park for eight years, and is a Project Manager for Frankly Made, Inc., a company which provides themed painting and specialty finishes.

Tinker, James    MA/Health & Recreation    Education /SC    II/6    08/24/09

Equivalency is based upon a Master of Arts degree in Health, Physical Education and Recreation from St. Mary's College, Moraga, California, and a Bachelor of Arts degree in Recreation from California State University, Long Beach, California. Mr. Tinker holds a Cross-Cultural, Language and Academic Development (CLAD) certificate from University of San Diego. Mr. Tinker has taught algebra, mathematics, geometry, physical education, and health at various public and private California high schools for thirty consecutive years. Mr. Tinker is also an experienced high school athletic coach.

**B. VOLUNTARY TRANSFER**

1. FRANCISCO, DAVID, ID #10387, Counselor (Generalist and Articulation), Pos #2960, Academic Faculty Salary Column V, Step 11, Division of Counseling Services and Special Programs, Saddleback College is to be given a voluntary lateral transfer to Counselor (Generalist), Pos #1652, Academic Faculty Salary Column V, Step 11, Division of Counseling Service and Special Programs, Saddleback College, pursuant to Article XIX of the Academic Employee Master Agreement, effective August 3, 2009. This is a replacement position for Richard Potratz, who retired.

**C. ADDITIONAL COMPENSATION: GENERAL FUND**

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2009/2010 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount</u>	<u>Effective Date</u>
Copeland, Mindy	Choreography, Dance Concert/SC	\$ 800.00	08/24/09-11/21/09
Yell, Lacey	Choreography, Dance Concert/SC	800.00	08/24/09-11/21/09

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 2009/2010 fiscal year.

<u>Name</u>	<u>Assignment/Project</u>	<u>Effective Dates</u>
Beasley, James	ESL Read Writing Samples/IVC	08/24/09-12/21/09
Benson, Madelyn	ESL Read Writing Samples/IVC	08/24/09-12/21/09
Bodnar, Coral	ESL Read Writing Samples/IVC	08/24/09-12/21/09
Henderson, Pamela	ESL Read Writing Samples/IVC	08/24/09-12/21/09
Hildebrand, Colleen	ESL Read Writing Samples/IVC	08/24/09-12/21/09
Kukkonen, Noreen	ESL Read Writing Samples/IVC	08/24/09-12/21/09
Livote, Michelle	ESL Read Writing Samples/IVC	08/24/09-12/21/09
Luther, Barbara	ESL Read Writing Samples/IVC	08/24/09-12/21/09
Man, Georgina	ESL Read Writing Samples/IVC	08/24/09-12/21/09
McGirr, Julie	ESL Read Writing Samples/IVC	08/24/09-12/21/09
Sims, Larry	ESL Read Writing Samples/IVC	08/24/09-12/21/09
Stern, Susan	ESL Read Writing Samples/IVC	08/24/09-12/21/09
Striedter, Anna	ESL Read Writing Samples/IVC	08/24/09-12/21/09
Woodruff, Sandra	ESL Read Writing Samples/IVC	08/24/09-12/21/09

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

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for 2008/2009 and 2009/2010 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount</u>	<u>Effective Date</u>
Evans, Julie	Basic Skills Wkshop, Eng Dept/SC	\$ 1,721.00	08/17/09-12/21/09
Haeri, Melanie	Basic Skills Wkshop, Eng Dept/SC	1,721.00	08/17/09-12/21/09
Reed, Michael	Externship, Career Tech. Ed/SC	900.00	08/01/09-09/30/09
Tucker, Murl	Externship, Career Tech. Ed/SC	900.00	05/01/09-06/30/09
Ventura, Janet	Externship, Career Tech. Ed/SC	900.00	05/01/09-06/30/09

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 6.6**  
**DATE: 09/24/09**

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

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**BACKGROUND**

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

**STATUS**

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

**RECOMMENDATION**

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



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
**CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS**

**A. NEW PERSONNEL APPOINTMENTS**

1. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4002.1)
  - a. MURILLO, JEANETTE is to be employed as Library Assistant II, Pos #3933, Periodicals, School of Library Services, Irvine Valley College, Classified Bargaining Unit Salary Range 119, Step 1, 20 hours per week, 12 months per year, effective August 26, 2009. This is a replacement for Dorothy Tucker, who retired. This position was approved by the Board of Trustees on August 26, 2008, as part of a reorganization of Pos #2382, which was eliminated.
  - b. <sup>1</sup>NGUYEN, THU THI, ID #17063 is to be employed as Acting Teachers Preparation Pipeline Project Director (Categorical), School of Career Technical Education and Workforce Development, Irvine Valley College, Classified Management Salary Range 06, Step 1, prorated to sixty (60) percent salary, effective August 17, 2009 through December 31, 2009. This is a continuing grant, part-time temporary exempt position presented to the Board of Trustees for approval on this agenda. Employment in this categorical funded position is contingent upon funding by the Teachers Preparation Pipeline Grant.
  - c. POLING, ELLEN, is to be employed as Veterans Office Assistant, Pos #4015, Veterans, Office of College Fiscal Services, Saddleback College, Classified Bargaining Unit Salary Range 115, Step 1, 28 hours per week, 12 months per year, effective August 10, 2009. This is a replacement for Constance Tolleson.
2. The following individuals are to be employed as **Substitutes** in the classification noted below, on an if-and-as-needed basis. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Classification</u>	<u>Range/Step</u>	<u>Start Date</u>
Anzlovar, Barbara	Accounting Specialist/District	127/1	08/28/2009
Cornejo, Lisa	Receptionist/District	113/1	08/12/2009
Dantzier, Sierra	Custodian/SC	113/1	09/08/2009
Enfinger, William	Program Sr. Lab. Tech. (Simulation)/SC	130/1	08/28/2009
Fitzgerald, Anne	Sr. Administrative Assistant/District	127/1	09/08/2009
Gutierrez, Leticia	Accounting Specialist/District	127/1	08/14/2009
McCullough, William	Police Officer/IVC	II/1	08/07/2009
Mercado, Romeo	Instructional Assistant/SC	122/1	08/15/2009
Mitchell, McStrail	Custodian/SC	113/1	09/08/2009
Pearce, Gary	Lab. Tech./Life/Physical Sciences/IVC	122/1	09/08/2009
Yu, Lydia	Accounting Assistant/IVC	118/1	08/17/2009
Yunt, Sandra	Executive Assistant/ATEP	133/1	08/27/2009

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<sup>1</sup> Current Associate Faculty, School of Guidance and Counseling, Irvine Valley College.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2009/2010** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Start/End Date</u>
Aikins, Richard	TPP Aide/SC	\$ 10.00	08/18/09-12/31/09
Albo, Mark	TPP Aide/SC	10.00	08/20/09-12/31/09
Anzlovar, Barbara	Project Specialist/SC	20.00	08/21/09-12/31/09
Barnes, Kyle	Coaching Aide/SC	15.00	09/08/09-12/31/09
Blasco, Rosecarmel	TPP Aide/SC	10.00	08/11/09-12/31/09
Camp, Amanda	Project Specialist/District	16.00	08/07/09-12/31/09
Edwards, Azure	TPP Aide/SC	10.00	08/13/09-12/31/09
Ephrain, Jilliam	TPP Aide/SC	10.00	08/25/09-12/31/09
Fong, Harkit	TPP Aide/SC	10.00	09/08/09-12/31/09
Gaynor, Michelle	Project Specialist/SC	20.00	08/27/09-12/31/09
Groover, Michael	TMD Aide/SC	10.00	09/01/09-12/31/09
Hamilton, Elizabeth	Project Specialist/SC	8.50	08/25/09-12/31/09
Hansen, Mariann	TPP Aide/SC	10.00	08/20/09-12/31/09
Ibarra, Marleth	Project Specialist/SC	10.50	09/01/09-12/31/09
Jimenez, Kevin	Outreach Aide/SC	10.50	08/17/09-12/31/09
Kean, Margaret	Clerk, Short-Term/SC	10.00	08/04/09-12/31/09
Kirsten, Dona	Clerk, Short-Term/SC	8.50	08/24/09-09/04/09
Kohlhas, Paul	Project Specialist/IVC	14.00	08/25/09-12/31/09
Konopasky, Peter	TPP Aide/SC	10.00	08/21/09-12/31/09
Kwon, Susan	Project Specialist/SC	8.50	08/10/09-12/31/09
Langdon, Chloe	Outreach Aide/SC	10.50	08/17/09-12/31/09
Laudadio, Eileen	Project Specialist/SC	20.00	08/24/09-12/31/09
Le, Janine	TPP Aide/TPP	10.00	08/11/09-12/31/09
McGinley, Andrea	Project Specialist/SC	15.50	08/05/09-12/31/09
Morgan, Shelly	TPP Aide/SC	10.00	08/18/09-12/31/09
Nguyen, Dianne	TPP Aide/SC	10.00	08/25/09-12/31/09
Osuna, Candis	TPP Aide/SC	10.00	08/25/09-12/31/09
Pena, Adam	TPP Aide/SC	10.00	08/25/09-12/31/09
Reiser, Alan	TMD Aide/SC	12.00	08/06/09-12/31/09
Schull, Rachel	TMD Aide/SC	8.50	08/27/09-12/31/09
Sendaba, Mekial	Project Specialist/SC	12.00	09/02/09-12/31/09
Sendaba, Sheleme	Project Specialist/SC	12.50	08/03/09-12/31/09
Spielman, Daniel	Outreach Aide/SC	10.50	08/03/09-12/31/09
Uhlman, Jennifer	TPP Aide/SC	10.00	08/06/09-12/31/09
Vargas, Angel	Project Specialist/SC	10.00	08/24/09-12/31/09
Wertheim, Carolyn	TPP Aide/SC	10.00	09/01/09-12/31/09
Yannarella, Leiane	Project Specialist/SC	16.00	08/11/09-12/31/09
Yniguez, Austin	TPP Aide/SC	10.00	08/25/09-12/31/09
Yu, Lydia	Clerk, Short-Term/IVC	8.50	08/17/09-12/31/09
Zeisler, Megan	TPP Aide/SC	10.00	08/25/09-12/31/09

**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 **2009/2010** academic year.

<u>Name</u>	<u>Start/End Date</u>
Cartasova, Evelina	09/01/09-12/31/09
Harper, Michael	07/15/09-09/30/09
Hashemi, Saman	08/25/09-12/31/09
Mosafaei Shirazi, Neda	09/01/09-12/31/09
Runyon, Spencer	09/01/09-12/31/09
Shahin, Ahlam	07/15/09-09/30/09
Villanueva, Catherine	08/24/09-12/31/09
Zhang, Fan	08/28/09-12/31/09

5. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2009/2010** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed</u>	<u>Start/End Date</u>
Baron, Patricia	Comm. Ed./IVC	\$ 2500.00/cs <sup>2</sup>	09/01/09-06/30/10
Cohen, Robert	Model/SC	22.00/hr	08/04/09-06/30/10
Dixon, Kathleen	Tutor/IVC	12.00/hr	08/17/09-06/30/10
Hashemi, Saman	Tutor/SC	8.50/hr	08/25/09-06/30/10
Kim, Sungmo	Tutor/IVC	10.00/hr	08/15/09-06/30/10
Mojtahedi, Zohreh	Tutor/IVC	12.00/hr	08/24/09-06/30/10
Parakhin, Dmitry	Tutor/IVC	12.00/hr	08/24/09-06/30/10
Ramey, Anthony	Model/SC	22.00/hr	08/20/09-06/30/10
Rudmann, Brent	Comm. Ed./IVC	2500.00/cs	09/01/09-06/30/10
Seekins, M. Elizabeth	Comm. Ed./IVC	2500.00/cs	08/14/09-06/30/10
Sergeyeva, Larisa	Comm. Ed./IVC	3000.00/cs	08/13/09-06/30/10
Sharar, Erika	Comm. Ed./IVC	2500.00/cs	09/01/09-06/30/10
Smith, Elizabeth	Comm. Ed./IVC	2500.00/cs	09/01/09-06/30/10
Stahler, John	Comm. Ed./IVC	2500.00/cs	09/01/09-06/30/10

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

1. SENIOR ADMINISTRATIVE ASSISTANT, Pos #3396, Classified Bargaining Unit Salary Range 127, Office of Human Resources, District seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, pursuant to a reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021, effective September 25, 2009 through December 31, 2009. (Position approved: February 27, 2006)

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<sup>2</sup> Per Course

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

1. HUMAN RESOURCES SPECIALIST, Classified Bargaining Unit Salary Range 127, Office of Human Resources, District seeks authorization to establish and announce a full-time, 40 hours per week, temporary position to its staff complement, pursuant to a reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021 effective September 25, 2009 through December 31, 2009. (Job Description, Exhibit B, Attachment 1)
2. SENIOR ADMINISTRATIVE ASSISTANT, Classified Bargaining Unit Salary Range 127, Division of Counseling Services and Special Programs, Saddleback College seeks authorization to establish and announce a part-time, 29 hours per week, 12 months per year position to its staff complement, effective September 25, 2009. (Job Description, Exhibit B, Attachment 2)
3. TEACHER PREPARATION PIPELINE GRANT PROJECT DIRECTOR (Categorical), Classified Management Salary Range 06, School of Guidance and Counseling, Irvine Valley College seeks authorization to establish a categorical grant funded, part-time temporary exempt position, prorated to 60 percent salary, to its staff complement, effective August 17, 2009 through December 31, 2009. Employment in this grant funded position is contingent upon the availability of funding by the Teacher Preparation Pipeline grant. (Job Description, Exhibit B, Attachment 3)

**D. AUTHORIZATION TO CHANGE COMPENSATION OF CLASSIFIED MANAGEMENT CATEGORICAL POSITIONS**

1. COMMUNITY COLLABORATIVE GRANT PROJECT DIRECTOR, Classified Management Salary Range 06, Office of Student Services, Saddleback College seeks authorization to change compensation from a part-time, 29 hours per week, 12 months per year categorical, grant funded position to part-time temporary exempt, prorated to fifty (50) percent annual salary, temporary categorical grant funded position effective July 1, 2009 through June 30, 2010. (Position Approved: August 31, 2009)
2. TECHNICAL PREPARATION PROJECT DIRECTOR (CATEGORICAL), Classified Management Salary Range 06, School of Guidance and Counseling, Irvine Valley College seeks authorization to change compensation from a part-time, 29 hours per week, categorical grant funded position to part-time temporary exempt, prorated to twenty (20) percent annual salary, temporary categorical grant funded position effective July 1, 2009 through June 30, 2010. (Position Approved: August 31, 2009)

**E. AUTHORIZATION TO CHANGE ORGANIZATION REPORTING STRUCTURE**

1. Irvine Valley College seeks authorization to change the organization reporting structure for the Webmaster from reporting to the Director of Technology Services to report to the Director of Public Information and Marketing, effective August 1, 2009.

## **F. CHANGE OF STATUS**

### **1. CLASSIFIED EMPLOYMENT**

- a. O'TOUSA, YVONNE, ID #15292, Financial Analyst, Classified Management Salary Range 04, Step 6, 40 hours per week, 12 month per year, Fiscal Services, Office of Administrative and Business Systems, District correct placement is Step 7 pursuant to Administrative Regulation 4101 (b). Reclassification from a Classified Bargaining Unit assignment to Classified Management assignment for Ms. O'Tousa was approved by the Board of Trustees at Step 6 on August 31, 2009.
- b. POHL, JUDITH, ID #1904, Transfer Center Specialist, Pos #3262, Classified Bargaining Unit Salary Range 123, Step 2, 40 hours per week, submitted to the Board of Trustees on January 20, 2009 as 11 months per year, Division of Counseling Services and Special Programs, Saddleback College, correct permanent assignment is 12 months per year, effective January 5, 2009. This was a permanent replacement, in lieu of layoff proceedings in departmental organizational structure, for Barbara Benavides, who has been given a change in status.
- c. <sup>3</sup>SKAFF, PENELOPE, ID #9356, Acting Community Collaborative Grant Project Director (Categorical), Office of Student Services, Saddleback College, Classified Management Salary Range 06, Step 1, 29 hours per week, is to receive a change in compensation to Classified Management Salary Range 06, Step 1, prorated to fifty (50) percent annual salary effective July 1, 2009 through June 30, 2010. This is a continuing grant, part-time temporary exempt position presented to the Board of Trustees for approval August 31, 2009. Employment in this categorical funded position is contingent upon funding by the Community Collaborative Grant.
- d. <sup>4</sup>WEISS, ELIZABETH, ID #16352, Acting Technical Preparation Project Director (Categorical), School of Career Technical Education and Workforce Development, Irvine Valley College, Classified Management Salary Range 06, Step 1, 29 hours per week, is to receive a change in compensation to Classified Management Salary Range 06, Step 1, prorated to twenty (20) percent annual salary effective July 1, 2009 through June 30, 2010. This is a continuing grant, part-time temporary exempt position presented to the Board of Trustees for approval on this agenda. Employment in this categorical funded position is contingent upon funding by the Technical Preparation Grant.

## **G. OUT OF CLASS ASSIGNMENTS**

1. ARIAS, MAYRA, ID #14821, Senior Administrative Assistant, Pos #3429, Classified Bargaining Unit Salary Range 127, Step 4, 40 hours per week, 12 months per year, Fiscal Services, Office of Business Services, District, has been given a temporary change in assignment to Executive Assistant to the Vice Chancellor, Pos #3162, Classified Management Salary Range 04, Step 1, 40 hours per week, Office of Human Resources, District, effective September 14, 2009 through September 25, 2009. This is a temporary reassignment for Beverly Johnson, who is on leave.

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<sup>3</sup> Resigned as Student Affairs Director, July 31, 2003, Office of Student Services, Saddleback College. Current Associate Faculty, Division of Counseling Services and Special Programs, Saddleback College.

<sup>4</sup> Current Associate Faculty, School of Guidance and Counseling, Irvine Valley College.

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

2. OSZ, HELEN, ID #16145, Administrative Assistant, Pos #3124, Classified Bargaining Unit Salary Range 121, Step 2, 25 hours per week, 12 months per year, Payroll, Office of Business Services, District, has been given a temporary change in assignment to Senior Administrative Assistant, Pos #3429, Classified Bargaining Unit Salary Range 127, Step 1, 40 hours per week, Fiscal Services, Office of Business Services, District, effective September 14, 2009 through September 25, 2009. This is a temporary reassignment for Mayra Arias, who has been temporarily reassigned.

**H. LEAVE OF ABSENCE**

1. ESPINOZA, SERGIO ID #11990, Custodian, Pos #2265, Classified Bargaining Unit Salary Range 113, Step 6, 20 hours per week, 12 months per year, Office of Physical Plant, Irvine Valley College, has been granted a leave without pay, without benefits, effective July 20, 2009 through August 21, 2009.

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

1. HAMBRICK, JULIE, ID#6720, Disabled Student Program Specialist, Pos #3341, Classified Bargaining Unit Salary Range 123, Step 6, Office of Supportive Services, School of Guidance and Counseling, Irvine Valley College, resignation effective September 8, 2009. Payment is authorized for any compensated time off. (Start date: January 4, 1999)
2. RICHARDS, EDMUND, ID#16100, Accounting and Budget Manager, Pos #3054, Classified Management Salary Range 06, Step 3, Fiscal Services, Office of Administrative and Business Services, resignation effective September 2, 2009. Payment is authorized for any compensated time off. (Start date: March 3, 2008)
3. TOLLESON, CONSTANCE, ID#16962, Veterans Office Assistant, Pos #4015, Classified Bargaining Unit Salary Range 115, Step 1, Veterans, Office of College Fiscal Services, Saddleback College, conclusion of probationary employment effective August 3, 2009. (Probationary Start date: July 1, 2009)

**J. VOLUNTEERS**

1. The following individuals are to be approved as Volunteers for the 2008/2009 and 2009/2010 academic years.

Environmental Studies, Advanced Technology and Applied Science, Saddleback College

Ackerman, Lindy	Aguayo, Justin	Aguilar, Alejandro	Alesi, Kayli
Allredge, Alexa	Alstor, Malcolm	Alt, Jacob	Amundson, Tyler
Anter, Andrew	Arteaga, Briana	Asami, Yukitaka	Atkins, Taylor
Bakula, Stephanie	Barlow, Ryan	Baumgartner, Jason	Beckman, Andrew
Belot, Nicole	Belteton, Efren	Benedix, Bobby	Blyleven, Timothy
Brady, Lauren	Bramer, Kendra	Bridges, Kim	Brillhart, Kyle
Browning, Mysha	Brunton, Pamela	Buckley, Anthony	Bulsiewicz, Kassandra
Burbridge, Evan	Burdette, Tyler	Caldwell, Taylor	Camilo, Amanda
Campos, Diana	Cannavo, Mario	Carlson, Cory	Carra, Gabrielle
Cassidy, Jordan	Cenzer, Jordan	Champion, Ginnelle	Chapman, Rychelle
Chavez, Daina	Chen, Jesse	Clark, Debi	Clements, Melissa
Cole, Steven	Colicchio, Erin	Collins, Ricky	Congelliere, Nichole

**J. VOLUNTEERS** - Continued

1. The following individuals are to be approved as Volunteers for the 2008/2009 and 2009/2010 academic years.

Environmental Studies, Advanced Technology and Applied Science, Saddleback College

Conlon, Kevin	Cordova, Jeremy	Cowell, Michelle	Cumaco, Joshua
Curzon, Geoff	Danfield, Britney	Davila, Gabriel	Davis, Dillon
Davis, Joshua	Denton, Marc	Deppe, Jeff	DeRueda, Andrea
Dittrick, Natalie	Dixon, Madison	Doan, Spencer	Dodson, Garrett
Dohm, Alexandria	Donohue, Sean	Douglass, Jenna	Doyle, Erin
Drotzman, Laura	Ecord, Andrew	ElMoudani, Ahmad	Ely, Scott
Esquivel, Ivan	Evans, Ruth	Fearnley, Chad	Feccia, Stephanie
Ferlisi, Alysia	Fiore, Kristin	Fleisher, Christopher	Florimonte, Derek
Foreman, Julie	Gallina, Jose	Garcia, Jeff	Garcia, Liliana
Garduno, Anthony	Gates, Jennifer	Gentry, Zack	Gillette, Julia
Goldstein, Blake	Gomez, Bryant	Gomez, Erin	Graff, Allyson
Grandy, Allison	Gray, Maria	Greene, Taylor	Griffin, James
Grundy, James	Gurrola, Dennis	Haghani, Bejan	Halpern, Samantha
Hare, Shannon	Harkey, Michael	Harris, Lori	Hays, Kali
Heger, Evan	Heinsius, Jessica	Hernandez, Karla	Herrera, Roger
Higgins, Anthony	Hinsch, Maggie	Howe, Demi	Hsieh, Marian
Hubers, Kyle	Hudnall, Jessica	Hug, Tommy	Hughes, Garrett
Huynh, Jessica	Iler, Stuart	Iwanaga, Julie	Jackson, Marcelle
Jeffers, Billy	Johnson, Bryan	Johnston, Kimmy	Jones, Andria
Jones, Brie	Jung, Steven	Kachad, Dustin	Kelley, Kirk
Kelly, Jordan	Kimura, Alexander	King, Samantha	Kirkpatrick, Colin
Kross, Jonathan	Kulick, Lindsay	Kuwabara, Yoshihisa	Lee, Stephanie
Lefler, Eric	Lemke, Nick	Lewey, Randy	Lister, Jordan
Long, Dustin	Long, Shelby	Lupica, Raquel	MacClean, Lucas
Mahramnia, Justin	Manky, Tyler	Martz, Coral	Matthey, Ryan
McClain, Katie	McGilvrey, Megan	McKinney, Keith	Medina, Joe
Meier, Ryan	Mitchell, Penny	Mittleman, Monty	Moore, Robert
Moorehead, Sarah	Morey, Candice	Mumma, Christopher	Murphy, Natalie
Myran, Eric	Nadel, Mike	Neill, Karl	Nelson, Michael
Newman, Dylan	Ngen, Trenton	Nguyen, Nick	Nhep, Khim
Njaka, Adaeze	Nordfelt, Andrew	Nowak, Danielle	O'Bannan, Caitlyn
Odwald, Kayla	O'Halloran, Scott	Olson, Garrett	O'Malley, Michael
O'Neill, Nick	Parsons, Ryan	Pena, Delisa	Phillips, Regina
Picknell, Anthony	Piltz, Cameron	Poe, Brittney	Poe, Tanya
Prescott, George	Provenzino, Angelina	Pronty, Ashley	Pubniczk, Michael
Rabas, Anthony	Real, Jasmin	Redman, Ryan	Regalbuto, Brad
Rehmeier, Heather	Reimel, Matthew	Remmes, Keisey	Reza, Matthew
Richter, Mark	Robinson, Parisah	Rosen, Hope	Rosen, Lauren
Rowland, Brendan	Rubinstein, Alana	Rudesill, Ryan	Russo, Pete
Rys, Devon	Sacks, Charisa	Salimi, Bit	Salinger, Shawna
Samicky, Elly	Sandoval, Richard	Sayer, Mason	Scherillo, Oliver
Scherr, Dillon	Schindler, Anne	Schlenker, Joshua	Scopellite, Avalon
Sedaghati, Lilly	Senger, Josh	Seremet, Omar	Sharifan, Shawn
Shum, Crystal	Sickles, Robert	Silvani, Kaylee	Simard, Emilie
Sisto, Nick	Skillern, Eric	Smith, Bryan	Smith, Holly
Smith, Jerelyn	Smith, Joshua	Smith, Karl	Smith, Kelly

**J. VOLUNTEERS - Continued**

1. The following individuals are to be approved as Volunteers for the 2008/2009 and 2009/2010 academic years.

Environmental Studies, Advanced Technology and Applied Science, Saddleback College

Sobie, Jaydel	Speelman, Ariana	Stewart, Scott	Straw, Tarl
Strom, Alyson	Sutton, Devin	Szyperski, Nicole	Taylor, Olivia
Testa, Ed	Thomas, Jarrett	Thormaehlen, Kris	Timossi, Ryan
Trexler, Amy	Tsalmanis, Ioannis	Tucker, Jeff	Turney, Heather
Vangell, Kaila	Wamyonyi, James	Ward, Brandon	Ward, Elizabeth
Waterbury, Sean	Watson, James	Wilburton, Lauren	Wilford, Ashley
Williams, Mariel	Winterswyk, Aaron	Wong, Brent	Wright, Woodrow
Young, Dattrick	Zermeno, Manny		

Counseling Services and Special Services, Saddleback College

Arriaza, Susanne      Matthews, Thomasine

Fine Arts, Saddleback College

Boland, Nate	Fanney, Elise	Faulkner, Bryn	Ward, Larry
Whetstone, Samson			

Health Sciences and Human Services, Saddleback College

Switzer, Barbara

Kinesiology, Physical Education and Athletics, Saddleback College

Hopkins, Kirsten      Verespej, Robin

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

Aghili, Amirali	Anderson, Doris	Brennan, Patrick	Dadsetan, Sharareh
Ewing, Hal	Karlan, Bruce	Ledezma, Milton	Lindblad, Jim
Lindblad, Vicki	MacDonald, Donald	Mayani, Homa	Nozkova, Radmila
Phan, Nguyen	Stempel, Emil	Tipura, Selma	Wada, Nathan

Geography Department, Irvine Valley College

Wallace, Brennan

Health, Physical Education and Athletics, Irvine Valley College

Brown, Rich	Kimm, Edward	Ly, Raymond
Nakamura, Gary		

Office of Library Services, Irvine Valley College

Khosravi, Megan

Physical Sciences and Technology, Irvine Valley College

Vaccher, Robert



ATTACHMENT 1

South Orange County Community College District

**HUMAN RESOURCES ASSISTANT – CLASSIFIED BARGAINING UNIT SALARY RANGE 121**

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 the Director of Human Resources, performs specialized and routine clerical duties in support of human resource operations; provides clerical support related to staffing, recruitment, position classification, employee benefits and compensation; and assists applicants, community members, College and District staff in 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. Use the HRIS (Human Resources Information System) to review, monitor, and process a wide variety of personnel and pay actions.
2. Assist in resolving difficult personnel actions and problems; provide advice and assistance to employees and staff.
3. Review and assist administrative staff in the completion of various forms in accordance with District human resource policies and procedures.
4. Respond to employee requests for information in accordance with collective bargaining agreements.
5. Maintain confidential human resource and other personnel forms in employees official personnel files.
6. Provide clerical and technical support in recruitment efforts; distribute recruitment materials, send out offer letters and non-select letters, close out recruitment files, prepare and post vacancy announcements and log in applicants using specialized software.
7. Develop and maintain applicant database in accordance with specialized software processes and requirements.
8. Administer skills tests for employment; tabulate exam scores; assist with recruitment scheduling and interview/meeting timelines.
9. Assist with employee processing such as orientation, file maintenance, fingerprinting and TB testing.
10. Greet applicants and the general public in person or by telephone ; respond to requests for employment information.
11. Serve on assigned District committees.
12. Perform related duties as required.

QUALIFICATIONS

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

Knowledge of:

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases. Principles and procedures of record keeping and filing. Principles and practices used to establish and maintain files and information retrieval systems. Methods and techniques of proper phone etiquette. English usage, spelling, grammar, and punctuation. Interpersonal skills using tact, diplomacy, patience and courtesy.

South Orange County Community College District  
Page 2 - Human Resources Assistant

## QUALIFICATIONS

### Ability to:

Learn and apply laws, regulations, policies, and procedures governing District staffing and human resources administration. Provide specialized clerical support for a variety of human resource functions. Perform a wide variety of clerical duties involving interpretation, application or modification of existing procedures. Provide proactive, customer-oriented human resources operation services to employees. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications. Adapt to changing schedules and demands. 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 the completion of the twelfth grade.

### Experience:

Two years of general office experience.

## LICENSE OR CERTIFICATE:

Possession of a valid California driver's license.

## 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.

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.

ATTACHMENT 2

South Orange County Community College District

**SENIOR ADMINISTRATIVE ASSISTANT – Classified Bargaining Unit Salary Range 127**

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

**SUMMARY DESCRIPTION**

Under direction from the assigned administrator of record of a highly complex, multi-function division of large size, staff, and budget, such as a Dean or Director, performs the full range of administrative, secretarial, and clerical assistance in support of assigned complex program in a large business, instructional, or student services division; or serves as secondary administrative support for a larger office, such as a Vice President's office or the President's office. May receive direction from a Vice-President if assigned to provide specialized, independent secondary support in that office. May receive direction from the President or Executive Assistant to the President if assigned to provide specialized, independent secondary support in that office. May receive functional supervision, technical training, and work direction from an academic bargaining unit program supervisor or an executive assistant.

**DISTINGUISHING CHARACTERISTICS**

This classification is distinguished from other levels of the Administrative Assistant series in that the Senior Administrative Assistant is the experienced, journey-level classification of the series. Incumbents are assigned to perform the full range of complex administrative support, secretarial, and clerical duties independently for a large/complex business, instructional, or student services program. Incumbents at this level typically receive instruction or assistance only as new or unusual situations arise, and must be fully aware of the operating procedures and policies of the work unit.

**REPRESENTATIVE DUTIES**

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

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.
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.

South Orange County Community College District  
Page 2 - Senior Administrative Assistant

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.
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.

South Orange County Community College District  
Page 3 - Senior Administrative Assistant

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.

#### 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.

South Orange County Community College District  
Page 4 - Senior Administrative Assistant

Ability to:

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:*

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.

South Orange County Community College District  
Page 5 - Senior Administrative Assistant

**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

ATTACHMENT 3

South Orange County Community College District

**TEACHER PREPARATION PIPELINE GRANT PROJECT DIRECTOR** (Categorical) – Classified  
Management Salary Range 06

DEFINITION

To serve as the operational Project Director of the Teacher Preparation Pipeline (TPP) Grant at Irvine Valley College; plan, organize, coordinate, implement, oversee, monitor, and evaluate all aspects of the project; direct the development, administration, implementation, and evaluation of all grant components, including programs, operations and activities; administer grant budgets; ensure the timely and accurate preparation and submission of required reports and statistics; and ensure compliance with District policies and applicable State and federal regulations related to the Teacher Preparation Pipeline Grant.

MISSION OF THE TEACHER PREPARATION PIPELINE GRANT

The Teacher Preparation Pipeline (TPP) Grant mission addresses the shortage of secondary and post-secondary Career Technical Education instructors in the State of California in the coming decade. Objectives include: engaging faculty and staff in curriculum development; strengthening mathematics, science and English language arts components of courses included in the CTE teacher preparation pathways; increase awareness of teacher preparation at the community college through outreach and recruitment of current CTE professionals; and identify and select students to participate in the cohort. Partners include, but are not limited to, Irvine Valley College, Coastline ROP, Irvine Unified School District, Tustin Unified School District, California State University Long Beach, California State University Los Angeles, and Vital Link.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Dean of Career Technical Education & Workforce Development or designee at Irvine Valley College.

Exercises functional and technical supervision over administrative support and contractual personnel, including the Project Specialist, sub-award project directors, and consultants.

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

Serve as the overall manager of all components of the Teacher Preparation Pipeline Grant; plan, organize, coordinate, and direct all programs, operations, and activities; develop and implement appropriate methods and procedures to optimize efficient and effective delivery of services; direct, monitor, and evaluate grant activities and operations regularly to ensure that each grant objective is met on a timely basis.

Compile and analyze data related to grant participation and evaluation; develop organizational structures and work processes that facilitate attainment of established goals and objectives; and ensure the timely and accurate preparation and submission of required reports.

Plan, organize, and direct administrative processes including human resources, budgeting and accounting, purchasing, printing and other support for the grant; evaluate and train support personnel to coordinate the Teacher Preparation Pipeline Grant activities; and respond to inquiries and concerns from the general public.



South Orange County Community College District  
Page 2 - Teacher Preparation Pipeline Grant Project Director (Categorical)

Monitor and ensure the timely maintenance and updating of the Teacher Preparation Pipeline Grant website; provide information regularly to Webmaster.

Administer grant budgets; act on budget requests, recommendations, and justifications; forecast funding for staffing, equipment, materials, and supplies; and implement yearly budget adjustments as appropriate.

Train, supervise and support assigned support personnel; delegate and review assignments and projects; evaluate work products and results; and establish and monitor timelines and prioritize work.

Coordinate program activities and services with representatives of partnering districts; serve on committees, task forces, and other work groups as needed; and provide technical expertise concerning the Teacher Preparation Pipeline Grant.

Ensure compliance with District policies as well as State and federal laws related to assigned program; and review the accuracy of data concerning program participation.

Prepare and submit narrative reports; and prepare semiannual data and special reports, proposals, recommendations and other materials as requested.

Communicate with other College and District personnel, grant partners, representatives of State and federal agencies, educational institutions and others to coordinate programs and activities.

Maintain current knowledge of the regulations, policies, application requirements and eligibility criteria for the Teacher Preparation Pipeline Grant program, including computer hardware and software enhancements.

Make oral presentations to students, parents, counselors, and professional colleagues at various gatherings; conduct workshops to provide specialized information regarding the Teacher Preparation Pipeline Grant and related programs and services.

Develop and direct the distribution of information, schedules, brochures, flyers and other materials to publicize the Teacher Preparation Pipeline Grant opportunities for partners, students and staff.

Perform related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

Modern principles, practices, methods and techniques of management.  
Principles and practices of training, supervision and performance evaluation.  
Development and coordination of the Teacher Preparation Pipeline Grant.  
Marketing, promotion and public relations techniques.  
Preparation, publication and distribution of informational and promotional materials.  
Community demographics and consumer trends.  
Principles and practices of financial record keeping and reporting.  
Statistical procedures and mathematical concepts.  
District and College policies and procedures.  
Applicable District policies and local, State and federal laws, codes and regulations.  
District and College organization, operations and objectives.  
Correct English composition, grammar, spelling and vocabulary.

South Orange County Community College District  
Page 3 - Teacher Preparation Pipeline Grant Project Director (Categorical)

Knowledge of:

Oral and written communication skills.  
Interpersonal skills including tact, patience and diplomacy.  
Budget preparation and administration.  
Operation of computer, peripherals and software programs, including student information systems, database management, spreadsheet, word processing and specialized software.  
Planning and organizational skills.  
Modern office practices, procedures, methods, and equipment.  
Computer systems and software applications related to area of assignment, including capabilities and limitations.

Ability to:

Plan, organize, coordinate and direct a Teacher Preparation Pipeline Grant.  
Develop, implement and evaluate all components of the Teacher Preparation Pipeline Grant.  
Work effectively with others to achieve common goals.  
Maintain current knowledge of the Teacher Preparation Pipeline Grant.  
Respond to requests and inquiries from the public.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.  
Interpret, apply and explain State and federal laws and regulations related to assigned program.  
Maintain the security of confidential materials.  
Select, train, lead, direct, supervise and evaluate the performance of assigned personnel.  
Prepare and administer budgets for assigned program areas.  
Establish and maintain cooperative working relationships with those contacted in the course of work.  
Communicate clearly and concisely, both orally and in writing.  
Prepare oral and written reports and recommendations.  
Prepare effective letters, press releases and promotional materials.  
Collect, compile and analyze data.  
Operate office equipment such as computer, printer, scanner, calculator, copier and facsimile machine.  
Operate computer applications software, including database management, spreadsheet, word processing and software related to area of assignment.  
Relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy.  
Plan and organize work.  
Work independently with little direction.

**EXPERIENCE AND TRAINING GUIDELINES**

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

Experience:

Five years of increasingly responsible teaching, counseling, student services or other directly related work experience, preferably in an administrative capacity at an institution of higher education, including experience in working with students in the community.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in education, business or public administration, human services or closely related field.

South Orange County Community College District  
Page 4 - Teacher Preparation Pipeline Grant Project Director (Categorical)

Licenses or Other Requirements:  
Valid California driver's license.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

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

Work Environment

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Work also requires travel to various community locations to communicate with grant partners, attend meetings or otherwise conduct work. Incumbents are subject to contact with partner students and staff, frequent interruptions, noise from talking or office equipment and demanding legal timelines. At least minimal environmental controls to assure health and comfort.

Physical Demands

Incumbents regularly sit for long periods, walk short distances on a regular basis, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 10 pounds.

Prepared by Marlys Grodt & Associates: August 21, 2009

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** **SOCCCD: Award of Bid: Life Insurance**  
**ACTION:** Approval

---

### **BACKGROUND**

Each year, South Orange County Community College District invites bids for its benefit services it provides to its employees.

### **STATUS**

Annually the District receives proposals from vendors on various benefits. The bid for services received from the Prudential Insurance for a policy including Life, Accidental Death and Dismemberment, Voluntary Life, and Long Term Disability was substantially more inexpensive while providing essentially the same or better services to the employees. The Health Insurance Committee which comprises representatives from all employee groups unanimously recommends the acceptance of this proposal. This acceptance will save the District approximately \$646,828 annually. In addition, Prudential has provided the District a 3 year rate guarantee.

Funds are budgeted in the College's. ATEP and District's general fund.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees award the contract for Life, Accidental Death and Dismemberment, Voluntary Life, and Long Term Disability to the Prudential Insurance Company for the term beginning October 1, 2009 through September 30, 2012.

**TO:** Board of Trustees

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

**RE:** SOCCCD: Basic Aid Report

**ACTION:** Information

---

### **BACKGROUND**

The Board of Trustees has requested regular information reports about projected basic aid receipts and approved projects.

### **STATUS**

EXHIBIT A shows actual Basic Aid receipts since the District became a Basic Aid District in 1999/2000, as well as the projects that the Board of Trustees has approved for funding with Basic Aid Funds. As of 8/31/09 Total Basic Aid Estimated Receipts of \$350.0M less Total Approved Projects in the amount of \$325.1M leaves a \$24.9M balance for uncommitted Basic Aid Funds. EXHIBIT B shows actual and estimated expenditures for Basic Aid Funds through the 2009/2010 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 2009/2010.

The District estimates receipts in future years as follows:

<b><u>Year</u></b>	<b><u>Basic Aid Receipts</u></b>
2009 – 2010	\$33,827,968
2010 – 2011	\$29,906,938
2011 – 2012	\$28,731,559
2012 – 2013	\$27,520,272
2013 – 2014	\$26,247,312

**South Orange County Community College District  
Board Approved Basic Aid Project Distribution  
As of August 31, 2009 Board Meeting**

	1999-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	Total
Actual Basic Aid Receipts	\$47,008,296	\$27,356,952	\$40,162,878	\$46,899,203	\$52,896,017	\$50,692,873	\$51,179,365	\$316,195,584
Estimated Basic Aid Receipts 2009/10								\$33,827,968
							<b>Total Receipts</b>	<b>\$350,023,552</b>
							<b>Total Approved Projects</b>	<b>\$325,126,582</b>
							<b>Uncommitted Basic Aid Funds</b>	<b>\$24,896,970</b>

Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
2005/06 Allocation for Salary Schedule Restructure			\$354,301	\$1,422,791	\$2,467,908	\$4,245,000
College Instructional Equipment Allocation				\$468,000	\$924,000	\$1,392,000
College Retiree Benefit Liability Contribution				\$9,103,662	\$18,314,276	\$27,417,938
College/District Contributions for Debt Retirement			\$101,000	\$1,727,469	\$2,552,232	\$4,380,701
College Scheduled Maintenance Projects				\$1,673,000	\$3,327,000	\$5,000,000
Campus Appearance Improvement				\$335,000	\$665,000	\$1,000,000
Technology Needs for IVC, SC & District		\$200,000	\$5,297,000	\$5,203,275	\$8,667,343	\$19,367,618
ATEP Operating Budget		\$9,203,957				\$9,203,957
ATEP Staffing, Equipment, Program Development		\$4,000,000				\$4,000,000
ATEP Renovation/Temp Bldgs		\$15,034,576				\$15,034,576
ATEP Building Demolition		\$7,000,000				\$7,000,000
ATEP Hangar & Chapel Utilities		\$1,000,000				\$1,000,000
ATEP Site Development Negotiations		\$4,750,000				\$4,750,000
ATEP Development		\$3,750,000				\$3,750,000
ATEP Parking Lot Renovation		\$950,000				\$950,000
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				\$12,882,000		\$12,882,000
IVC Design and Install Entrance from Barranca				\$2,850,000		\$2,850,000
IVC Fine Arts Building				\$4,652,000		\$4,652,000
IVC Floor Repairs				\$58,340		\$58,340
IVC Life Sciences Project				\$9,930,800		\$9,930,800
IVC Lot Expansion and Phase 1 of Lot 6				\$1,476,759		\$1,476,759
IVC Maintenance and Police Facility				\$4,575,000		\$4,575,000
IVC Modular Building - AT100				\$370,000		\$370,000
IVC Landscaping (PAC & BSTIC)				\$1,250,000		\$1,250,000
IVC Performing Arts Center				\$17,180,000		\$17,180,000
IVC Utility Service Project				\$416,000		\$416,000
IVC Remove/Relocate IVC Maint., Police, Whse, & A-500 Bldgs				\$514,000		\$514,000
IVC Modular Building Replacement (CEC)				\$197,402		\$197,402
IVC Science Lab Addition & Remodel				\$6,980,000		\$6,980,000
IVC A-300 Building Remodel				\$2,481,000		\$2,481,000
IVC Early College Program				\$60,000		\$60,000

Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
SC M/S/E Bldg, Soil, & Slab Repairs					\$2,337,000	\$2,337,000
SC M/S/E Plaza Repair					\$5,081,000	\$5,081,000
SC M/S/E Renovation					\$2,608,344	\$2,608,344
SC Building Repairs TAS Building					\$1,956,000	\$1,956,000
SC Building Repairs/Library Remodel					\$20,141,000	\$20,141,000
SC Demolition of Lower Campus Buildings					\$1,719,000	\$1,719,000
SC Demolition 2007/08					\$1,000,000	\$1,000,000
SC Village Remodel					\$4,130,000	\$4,130,000
SC Village Expansion					\$3,942,000	\$3,942,000
SC Golf Driving Range Net Replacement					\$300,000	\$300,000
SC Health Science/District Office Building			\$7,012,875		\$8,238,780	\$15,251,655
SC Hire Consultant for Parking/Traffic Study					\$48,500	\$48,500
SC McKinney Theater Lighting and Sound Systems Upgrade					\$1,335,000	\$1,335,000
SC Mold Abatement and Air Quality Improvements					\$9,006,000	\$9,006,000
SC New Science Building (M/S/E annex)					\$3,742,000	\$3,742,000
SC Science/Applied Science Bldg					\$14,850	\$14,850
SC Temporary Classroom Facilities					\$7,269,285	\$7,269,285
SC McKinney Theater Restroom Remodel					\$2,542,000	\$2,542,000
SC Loop Road					\$3,442,000	\$3,442,000
SOCCCD Replace HR & Bdgt Dev Systems			\$897,740			\$897,740
SOCCCD Student Information System Upgrade-Phase I/Phase II			\$14,102,260			\$14,102,260
SOCCCD Districtwide Telephone System	\$4,499,498					\$4,499,498
SOCCCD Fiscal and HR Systems Repl.			\$27,500			\$27,500
SOCCCD Consultant for District Educational & Facilities Master Plan	\$370,010					\$370,010
SOCCCD HR Recruitment Work Plan			\$85,911			\$85,911
SOCCCD Legislative Advocacy Services - Basic Aid	\$210,000					\$210,000
SOCCCD Enrollment Mgmt, Mktg, Outreach & Recruitment Efforts	\$329,830					\$329,830
SOCCCD IT Projects SC/IVC/ATEP Instruction & Student Services			\$5,000,000			\$5,000,000
SOCCCD Additional 1% Contingency	\$1,278,101					\$1,278,101
SOCCCD Special Trustee/General Election Expense	\$981,697					\$981,697
<b>Total Approved Projects</b>	<b>\$42,069,136</b>	<b>\$45,888,533</b>	<b>\$32,878,587</b>	<b>\$87,202,498</b>	<b>\$117,087,828</b>	<b>\$325,126,582</b>

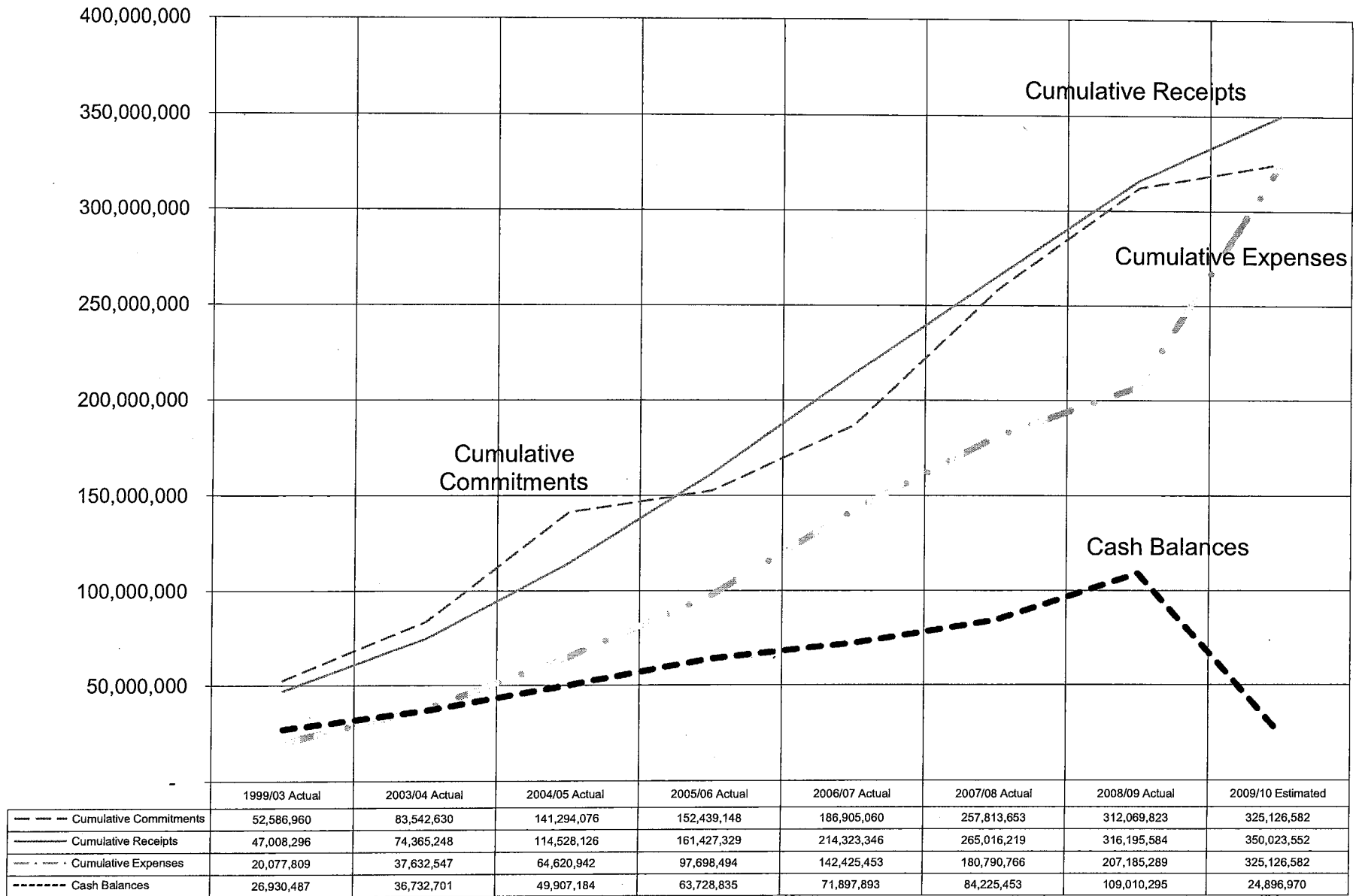
**South Orange County Community College District  
Expenditure History for Approved Projects**

Project Description	Approved Amount	1999/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Actual	2009/10 Estimated	Total	Project Balance
College Scheduled Maintenance Projects	5,000,000			381,124	900,200	431,327	441,875	759,396	2,086,078	5,000,000	-
2005/06 Allocation for Salary Schedule Restructure	4,245,000				4,245,000					4,245,000	-
2005/06 College Instructional Equipment Needs	1,392,000				438,461	41,503	378,311	473,955	59,770	1,392,000	-
Technology Needs for IVC, SC & District	19,367,618			2,394,995	3,580,783	3,178,825	3,647,238	3,919,852	2,645,925	19,367,618	-
Campus Appearance Improvement IVC & SC	1,000,000							378,837	621,163	1,000,000	-
ATEP Operating Budget*	9,203,957			266,981	706,587	1,119,987	1,841,834	2,273,645	2,995,023	9,203,957	-
ATEP Staffing, Equipment, Program Development	4,000,000							20,689	3,979,311	4,000,000	-
ATEP Renovation	15,034,576		370,243	630,096	1,035,239	3,838,068	1,318,978	103,660	7,738,291	15,034,576	-
ATEP Building Demolition	7,000,000								61,693	7,000,000	-
ATEP Hangar & Chapel Utilities	1,000,000								1,000,000	1,000,000	-
ATEP Site Development Negotiations	4,750,000					12,066	887,067	1,080,568	2,770,300	4,750,000	-
ATEP Development	3,750,000						565,425	1,041,250	2,143,325	3,750,000	-
ATEP Parking Lot Renovation	950,000								950,000	950,000	-
College/District Contributions for Debt Retirement - COPS	4,380,701		1,543,653	1,351,330	1,485,718					4,380,701	-
Debt Retirement Contribution	34,400,000	16,000,000	5,000,000	5,000,000	4,200,000	4,200,000				34,400,000	-
IVC Business & Technology Innovation Center	12,882,000				25,860	981,852	5,563,594	2,392,351	3,918,342	12,882,000	-
IVC Design and Install Entrance from Barranca	2,850,000				9,950				2,840,050	2,850,000	-
IVC Fine Arts Building	4,652,000						61,163	115	4,590,722	4,652,000	-
IVC Floor Repairs	58,340			57,458	882					58,340	-
IVC Life Sciences Project	9,930,800							81,776	9,849,024	9,930,800	-
IVC Lot Expansion and Phase 1 of Lot 6	1,476,759			1,500	222,418	1,183,432	69,409			1,476,759	-
IVC Maintenance and Police Facility	4,575,000			90,046	1,575,308	1,412,747	1,475,172	383	21,344	4,575,000	-
IVC Modular Building	370,000	303,790	65,666	544						370,000	-
IVC Landscaping (PAC & BSTIC)	1,250,000								1,250,000	1,250,000	-
IVC Performing Arts Center	17,180,000		57,850	623,625	4,235,617	10,727,931	1,137,271	38,469	359,236	17,180,000	-
IVC Science Equip & TV Studio	500,000	471,023	21,791	7,186						500,000	-
IVC Sports Facilities	896,000	896,000								896,000	-
IVC Utility Service Project	416,000				125,332	220,576	315		69,778	416,000	-
IVC Remove/Relocate IVC Maint., Police, Whse., & A-500 Bldgs	514,000				35,700	413,103	29,853	5,466	29,877	514,000	-
IVC Modular Bldg Replacement (CEC)	197,402					197,402				197,402	-
IVC Science Lab Addition & Remodel	6,980,000					276,823	86,014	2,373,462	4,243,701	6,980,000	-
IVC A-300 Bldg Remodel	2,481,000					49,177	94,785	1,529,452	807,566	2,481,000	-
IVC Early College Program	60,000						19,626	40,374	0	60,000	-
Retiree Benefits	27,417,938		2,819,497	3,055,490	3,361,039	4,681,912	10,500,000	500,000	2,500,000	27,417,938	-
SC M/S/E Bldg, Soil, & Slab Repairs	2,337,000			57,748		9,684	61,163	115	2,208,290	2,337,000	-
SC M/S/E Plaza Repairs	5,081,000							69,288	5,011,712	5,081,000	-
SC M/S/E Renovation	2,608,344							39,000	2,569,344	2,608,344	-
SC Building Repairs - TAS Building	1,956,000			26,775	97,135	28,465		1,048	1,802,576	1,956,000	-
SC Building Repairs - Library Remodel	20,141,000		40,000	37,892					20,063,108	20,141,000	-
SC Demolition of Lower Campus Buildings	1,719,000	442,043	523,330	15,917	737,255				455	1,719,000	-
SC Demolition	1,000,000								1,000,000	1,000,000	-
SC Village Remodel	4,130,000						244,229	2,014,945	1,870,826	4,130,000	-
SC Village Expansion	3,942,000							463,110	3,478,890	3,942,000	-
SC Golf Driving Range Net Replacement	300,000				1,800	43,400	46,600	5,000	203,200	300,000	-
SC Health Science/District Office Building	15,251,655	744,885	6,411,204	7,887,463	189,994	5,096	13,014		0	15,251,655	-
SC Hire Consultant for Parking/Traffic Study	48,500			24,250					24,250	48,500	-
SC McKinney Theater Lighting and Sound Systems Upgrade	1,335,000		46,200	1,288,800						1,335,000	-
SC Mold Abatement and Air Quality Improvements	9,006,000				682,740	3,735,624	4,277,090	28,746	281,800	9,006,000	-
SC New Science Building (M/S/E annex)	3,742,000					29,595			3,712,405	3,742,000	-
SC Science Equip & TV Studio	500,000	497,407	2,501	92						500,000	-
SC Science/Applied Science Bldg	14,850			14,850						14,850	-
SC Sports Facilities	817,310	722,661	55,964	26,695	11,990					817,310	-
SC Temporary Classroom Facilities	7,269,285			714	3,729,338	3,341,007	105,308	450	92,468	7,269,285	-
SC McKinney Theater Restroom remodel	2,542,000					162,708	105,248	2,023,613	250,431	2,542,000	-
SC Loop Road	3,442,000								3,442,000	3,442,000	-
SOCCCD: Replace HR & Bldg Dev Systems	897,740				208,797	672,943	16,000		0	897,740	-
SOCCCD: Student Information System Upgrade-Phase I/Phase II	14,102,260					3,515,073	5,304,918	4,111,633	1,170,636	14,102,260	-
SOCCCD: Districtwide Telephone System	4,499,498		127,271	3,636,911	627,911	107,404			0	4,499,498	-
SOCCCD: Fiscal and HR Systems Repl.	27,500				27,500					27,500	-
SOCCCD: Consultant District Educational & Facilities Master Plan	370,010				370,010					370,010	-
SOCCCD: HR Recruitment Work Plan	85,911			85,911			0			85,911	-
SOCCCD: Legislative Advocacy Services - Basic Aid	210,000		15,700	24,002	24,298	24,000	14,000	34,354	73,646	210,000	-
SOCCCD: Enrollment Mgmt/Mktg, Outreach & Recruit Strategy	329,830				184,690	85,327	59,813			329,830	-
SOCCCD: IT Projects SC/IVC/ATEP Instruct & Student Svc	5,000,000								5,000,000	5,000,000	-
SOCCCD: Additional 1% Contingency	1,278,101								1,278,101	1,278,101	-
SOCCCD: Trustee Election/General Election Expense	981,697		453,867					527,830		981,697	-
Totals	325,126,582	20,077,809	17,554,738	26,988,395	33,077,552	44,726,959	38,365,313	26,394,523	117,941,293	325,126,582	-

	1999/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Actual	2009/10 Estimated
Commitments	52,586,960	30,955,870	57,751,446	11,145,072	34,465,912	70,908,593	54,256,170	13,056,759
Cumulative Commitments	52,586,960	83,542,830	141,294,076	152,439,148	186,905,060	257,813,653	312,069,823	325,126,582
Receipts	47,008,296	27,356,952	40,162,878	46,899,203	52,896,017	50,692,873	51,179,365	33,827,968
Cumulative Receipts	47,008,296	74,365,248	114,528,126	161,427,329	214,323,346	265,016,219	316,195,584	350,023,552
Cumulative Expenses	20,077,809	37,632,547	64,620,942	97,698,494	142,425,453	180,790,766	207,185,289	325,126,582
Cash Balances	26,930,487	36,732,701	49,907,184	63,728,835	71,897,893	84,225,453	109,010,295	24,896,970



**South Orange County Community College District**  
**Basic Aid Receipts, Commitments, Expenses and Cash Balances**  
 (As of August 31, 2009 Board Meeting)



**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Facilities Plan Status Report  
**ACTION:** Information

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**BACKGROUND**

On August 30, 2004, the Board of Trustees received a list of projects under consideration for local funding and a report on the status of each project. The Board requested to be kept informed about these and other facilities projects.

**STATUS**

EXHIBIT A provides an up-to-date report on the status of current construction projects.

## FACILITIES PLAN STATUS REPORT

### September 24, 2009

#### SADDLEBACK COLLEGE

##### 1. JAMES B. UTT LIBRARY REMODEL

The DSA approved construction documents were approved by the State Chancellor's Office for bid and delayed by State budget issues. The District notified the State Chancellor's office that an extension for the equipment appropriations may be needed as a result of delays. Reallocation to basic aid funding has allowed this project to move forward. Swing space needs must be completed before construction start. McCarthy Building Companies, Inc. *is the* approved Construction Management firm for this project. *A constructability review meeting was held with McCarthy, District, gkkworks, and College representatives this month with a second session scheduled for October, 2009.* The overall project budget is \$21,124,000 with a state contribution of \$16,139,000 and a basic aid contribution of \$4,985,000. gkkworks will provide furniture consulting services.

##### 2. SCIENCES BUILDING

The FPP was re-submitted to the State Chancellor's Office on September 30, 2008, to re-compete for funding. Though final budget numbers will not be resolved until the State Chancellor's Office has completed the funding process, the overall project budget is anticipated at \$48,279,000 with \$27,693,000 anticipated from the state and \$20,844,000 proposed as funded through basic aid.

##### 3. MCKINNEY THEATER RESTROOMS (Fine Arts Restrooms)

Construction began on June 23, 2008. The new concrete sidewalks and plaza areas are complete. The Concession Area portion of the project is 100% complete. The canopy extension is 100% complete. Construction was completed May, 2009. The punch list walk was conducted on June 2, 2009 and the contractor and the architect are working on punch-list items and close out documentation. The punch list items have been corrected per the contractor. The design team, College and District staff are reviewing contractor corrections in order for the Notice of Completion to be brought to the Board of Trustees.

##### 4. REMODEL FOR SWING SPACE DURING LIBRARY REMODEL

On June 25, 2007, the Board approved funding \$4,130,000 for the Portable Renovation, the Gaucho Strength Center renovation and PE100 renovation projects and hiring R2A for architectural services. Portable Renovation began on October 13, 2008, and is complete. The contractor and the architect are working on punch-list items and close out documentation. The punch list items have been corrected per the contractor. The design team, College and District staff are reviewing contractor corrections in order for the Notice of Completion to be brought to the Board of Trustees.

The Board approved award of contract for PE100 at the March 2009, meeting. Construction began on April 13, 2009. *The PE-100 project construction was completed*

*mid-September with punch list to be completed by the end of September. Project close out is underway and is expected to be submitted to DSA in October.*

The Gaucho Strength Center renovation for Communication Arts was advertised for bid and a mandatory job walk was conducted on June 4<sup>th</sup>, 2009. Bids were opened on June 25<sup>th</sup>, 2009, and a request for award of construction contract was approved by the Board at the July meeting. *Construction is scheduled to commence by the third week of September.*

#### 5. MATH/SCIENCES/ENGINEERING BUILDING

The District re-submitted a final project proposal to the State Chancellor's Office on June 30, 2009. Though final budget numbers will not be resolved until the State Chancellor's Office has completed the funding process, the overall project budget is anticipated at \$28,716,000 with \$18,000,000 anticipated from the state and \$10,716,000 proposed as funded through basic aid.

#### 6. LOOP ROAD

The Board approved funding for the Loop Road project during the March board meeting. Currently, the project is estimated at \$5,650,000 which is believed to be an inadequate amount. *Architectural selection is underway after which staff will recommend an architectural firm to design and estimate this project. \$3,442,000 of the overall project budget is approved for funding through basic aid.*

#### 7. M/S/E PLAZA RENOVATION

Uneven settlement under the plaza area between the Library and the Math/ Science/ Engineering building has resulted in slab heaving, cracking and water penetration at the M/S/E building. The Board of Trustees approved basic aid funding at the May, 2009, meeting. District and College staff are evaluating the appropriate delivery method and anticipate recommending R2A for the next phase of the design.

#### 8. VILLAGE EXPANSION PROJECT

The Board approved funding for the Village Expansion project during the November, 2008, meeting. There are two construction packages, one for site work and one for building installation and interior improvements. Purchase of the portable buildings, was approved by the Board at the February meeting and an agreement with Class Leasing was executed. Site work is underway. The *sitework* contractor *continues having difficulty in* executing quality work and has *an estimated 30 day delay. The contractor agreed to adopt a schedule developed with the aid of District staff and District's Construction Manager in order to avoid additional delay.* Construction for the interiors portion of the work is underway.

### IRVINE VALLEY COLLEGE

#### 1. PERFORMING ARTS CENTER AND PARKING LOT 5 EXTENSION

*The building construction is 100% complete. Total change orders represent 2.75% of the original contract amount. DSA closeout is underway.*

## 2. BUSINESS SCIENCES & TECHNOLOGY INNOVATION CENTER

The building construction is 100% complete. Total change orders represent 1.00% of the original contract amount. The third major phase of equipment acquisition was approved at the February meeting. The final equipment phase is under review and will proceed as a result of the Board of Trustee's approval to move basic aid funds from the Fine Arts project to the Business Sciences Technology and Innovation Center. DSA closeout is underway.

## 3. B-200 SCIENCE LAB ANNEX AND B-239 REMODEL

In addition to the Annex and Remodel, the Board approved funding for accessible restroom facilities February 20, 2008. *Electrical, mechanical, plumbing, and interior improvements at the new and existing building are underway. Fire sprinklers, a deferred approval item with DSA, is on the third round of reviews. Any further delay in approval will result in project delay. The DSA inspector of record, the architect and the contractor have agreed to meet at DSA to finalize approvals.* The Project is on schedule with completion scheduled for December, 2009. The overall project budget is \$6,980,000 funded through basic aid.

## 4. A-300 REMODEL FOR MUSIC DEPARTMENT

Project is 100% complete with Notice of Completion recommended to the Board of Trustees at the July, 2009, meeting. The overall project budget is \$2,484,000 funded through basic aid. DSA closeout is underway.

## 5. LIFE SCIENCES PROJECT

The state chancellor's office provided the District with approval to move forward with design. Design meetings were placed on hold while state funding was in question. The Design portion of this project is underway once again with meetings on-going between the end users, staff and the architects. The overall project budget is \$24,628,000 with \$17,488,000 from the state and \$7,468,000 funded through basic aid.

## 6. FINE ARTS BUILDING

The District submitted a final project proposal to the State Chancellor's Office on June 30, 2008. Though final budget numbers will not be resolved until the State Chancellor's Office has completed the funding process, the overall project budget is anticipated at \$38,229,000 with \$28,305,000 anticipated from the state and \$9,924,000 proposed as funded through basic aid.

## 7. BARRANCA ENTRANCE

The Board approved funding for the Barranca Entrance project during the March board meeting. Currently, the project is estimated at \$2,850,000 which will be evaluated for appropriateness once the designer provides a cost estimate. *Architectural selection is underway after which staff will recommend an architectural firm to design and estimate this project.* The overall project budget is \$2,850,000 funded through basic aid.

## ATEP

### 1. ATEP RENOVATION

ATEP campus was substantially complete in time for the start of fall 2008/09 semester. All windows have been tested for water tightness with a 62% failure rate. Repair procedures were accepted with remediation underway on the fixed windows. The operable windows are under review to determine whether remediation is necessary here as well. To date, total change orders represent 3.01% of the original contract amount.

### 2. ATEP BUILDING DEMOLITION

The environmental consultant has performed building surveys and has developed the report, specifications and plans for hazardous material removal and building demolition. City of Tustin provided additional requests during *a third* review. Plans and specifications for all seven phases of demolition have been returned with *minor* comments by the City of Tustin. *A letter of transmittal indicates that upon receipt of the minor changes, the documents will be forwarded to the Navy for their review.* The design team is *making corrections.*

### 3. ATEP LANDSCAPING IMPROVEMENT

Landscape plans have been developed in accordance with the City of Tustin's landscape palette. The Architect has addressed the City of Tustin's comments and resubmitted construction documents for approval. Minor comments have been returned with plan set under final review with master planning architect. The City of Tustin is in the process of revising their plant pallet to a more drought tolerant approach. As the existing planting consist of a drought tolerant pallet, the District is awaiting this revision before taking any action.

### 4. ATEP MONUMENT SIGNAGE

A monument sign is needed at Valencia Loop Road that reflects the design of the City's monument sign on the opposite corner. Plans have been submitted to the City of Tustin *and have been returned with comments. Comments have been addressed and resubmitted to the City.*

### 5. ATEP PARKING LOT

Plans *for improvement at the existing parking lot* have been approved through DSA and the City of Tustin has performed their courtesy review. The *Architect is addressing District's constructability comments. Upon completion, the plans will be advertised for bid.*

**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>
8/31/09	Salaries of College Professors in Orange County	Trustee Fuentes	October 26, 2009	David Bugay	
5/12/09	Registration Problem and Comprehensive Report on Protocols at Both Colleges for Handling High School Aged Student Enrollments	Trustee Wagner	June 22, 2009	Tod Burnett Glenn Roquemore	June 22, 2009
5/18/09	District I.T. Annual Update on Accomplishments, Changes and Future Projects in Technology District wide	Trustee Williams	June 22, 2009	Bob Bramucci	June 22, 2009
2/23/09	Mechanism for Reduction in District Property Tax Rate	Trustee Williams	April 2009	Gary Poertner	April 27, 2009
10/27/08	Sustainability/Green Technology	Trustee Williams	February 2009	Tod Burnett, Glenn Roquemore, Randy Peebles	February 23, 2009



**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Monthly Financial Status Report  
**ACTION:** Information

---

**BACKGROUND**

Monthly General Fund financial reports (EXHIBIT A) for the two colleges and the District are provided to the Board of Trustees to keep members regularly informed of current information and provide an alert to any significant changes in the projected year ending balance.

**STATUS**

The reports display the adopted budget, revised budget, and transactions through August 31, 2009. A review of current revenues and expenditures for the 2009/2010 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 August 31, 2009

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
<b>SOURCES OF FUNDS</b>					
BEGINNING FUND BALANCE:		31,930,391	31,930,391	0	31,930,391
REVENUES:					
Federal Sources	8100-8199	\$ 3,246,917	3,246,917	0	88,386
Other State Sources	8600-8699	18,548,183	18,548,183	0	3,576,753
Other Local Sources	8800-8899	170,839,772	170,839,772	0	13,435,367
Total Revenue		192,634,872	192,634,872	0	17,100,506
BASIC AID				0	
INCOMING TRANSFERS	8980-8989			0	
<b>TOTAL SOURCES OF FUNDS</b>		<b>224,565,263</b>	<b>224,565,263</b>	<b>0</b>	<b>49,030,897</b>
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	65,750,670	65,750,670	0	8,600,029
Other Staff Salaries	2000-2999	41,023,241	41,023,241	0	2,883,349
Employee Benefits	3000-3999	32,302,949	32,302,949	0	4,395,126
Supplies & Materials	4000-4999	6,425,644	6,425,654	10	314,525
Services & Other Operating	5000-5999	21,274,414	21,274,404	(10)	3,199,038
Capital Outlay	6000-6999	10,870,940	10,870,940	0	211,210
Payments to Students	7500-7699	577,264	577,264	0	17,134
Total Expenditures		178,225,122	178,225,122	0	19,620,411
OTHER FINANCING USES:					
Inter Fund Transfers Out	7300-7399	864,000	864,000	0	0
Basic Aid Transfers Out		31,267,968	31,267,968	0	0
Intra Fund Transfers Out	7400-7499	0	0	0	0
Debt Service	7100-7199	412,000	412,000	0	53,039
Total Other Sources (Uses)		32,543,968	32,543,968	0	53,039
<b>TOTAL USES OF FUNDS</b>		<b>210,769,090</b>	<b>210,769,090</b>	<b>0</b>	<b>19,673,450</b>
<b>ENDING FUND BALANCE</b>		<b>13,796,173</b>	<b>13,796,173</b>	<b>0</b>	<b>29,357,447</b>
Reserve for Economic Uncertainties		10,446,173	10,446,173	0	
Location Reserves for Economic Uncertainties		3,350,000	3,350,000	0	
Nondesignated Budget Allocation		\$ 0	\$ 0	\$ 0	\$ 0

**SADDLEBACK COLLEGE**

General Fund Income and Expenditure Summary  
As of August 31, 2009

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
<b>SOURCES OF FUNDS</b>					
LOCATION BEGINNING BALANCE		11,702,879	11,702,879	0	11,702,879
REVENUES:					
Unrestricted Budget Allocation		\$ 80,691,012	80,691,012	0	8,379,785
Restricted Budget Allocation		11,459,371	11,459,371	0	3,246,950
Total Revenue		92,150,383	92,150,383	0	11,626,735
BASIC AID		0	0	0	0
INCOMING TRANSFERS	8980-8989	0	0	0	0
<b>TOTAL SOURCES OF FUNDS</b>		<b>103,853,262</b>	<b>103,853,262</b>	<b>0</b>	<b>23,329,614</b>
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	40,933,766	40,933,766	0	4,950,829
Other Staff Salaries	2000-2999	20,978,861	20,978,861	0	1,510,964
Employee Benefits	3000-3999	18,577,481	18,577,481	0	852,114
Supplies & Materials	4000-4999	4,363,353	4,363,353	0	249,902
Services & Other Operating	5000-5999	9,712,513	9,712,513	0	1,053,596
Capital Outlay	6000-6999	5,749,310	5,749,310	0	150,876
Payments to Students	7500-7699	387,978	387,978	0	9,350
Total Expenditures		100,703,262	100,703,262	0	8,777,631
OTHER FINANCING SOURCES/(USES):					
Transfers Out	7300-7399	400,000	400,000	0	0
Other Transfers	7400-7499	0	0	0	0
Debt Service	7100-7199	0	0	0	0
Total Other Sources (Uses)		400,000	400,000	0	0
<b>TOTAL USES OF FUNDS</b>		<b>101,103,262</b>	<b>101,103,262</b>	<b>0</b>	<b>8,777,631</b>
<b>LOCATION OPERATING BALANCE</b>		<b>2,750,000</b>	<b>2,750,000</b>	<b>0</b>	<b>14,551,983</b>
Reserve for Economic Uncertainties		2,750,000	2,750,000	0	0
Nondesignated Budget Allocation		\$ 0	\$ 0	\$ 0	0

**IRVINE VALLEY COLLEGE**

General Fund Income and Expenditure Summary  
As of August 31, 2009

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
<b>SOURCES OF FUNDS</b>					
LOCATION BEGINNING BALANCE		3,168,759	3,168,759	0	3,168,759
REVENUES:					
Unrestricted Budget Allocation		\$ 43,326,341	43,326,341	0	5,678,796
Restricted Budget Allocation		5,637,033	5,637,033	0	846,303
Total Revenue		48,963,374	48,963,374	0	6,525,099
BASIC AID		0	0	0	150,000
INCOMING TRANSFERS	8980-8989	0	0	0	66,331
<b>TOTAL SOURCES OF FUNDS</b>		<b>52,132,133</b>	<b>52,132,133</b>	<b>0</b>	<b>9,910,189</b>
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	21,764,846	21,764,846	0	3,324,609
Other Staff Salaries	2000-2999	12,127,529	12,127,529	0	819,880
Employee Benefits	3000-3999	10,008,971	10,008,971	0	539,115
Supplies & Materials	4000-4999	1,232,294	1,232,304	10	45,526
Services & Other Operating	5000-5999	4,216,487	4,216,477	(10)	424,296
Capital Outlay	6000-6999	1,346,720	1,346,720	0	50,548
Payments to Students	7500-7699	189,286	189,286	0	7,784
Total Expenditures		50,886,133	50,886,133	0	5,211,758
OTHER FINANCING SOURCES/(USES):					
Transfers Out	7300-7399	234,000	234,000	0	0
Other Transfers	7400-7499	0	0	0	0
Debt Service	7100-7199	412,000	412,000	0	53,038
Total Other Sources (Uses)		646,000	646,000	0	53,038
<b>TOTAL USES OF FUNDS</b>		<b>51,532,133</b>	<b>51,532,133</b>	<b>0</b>	<b>5,264,796</b>
<b>LOCATION OPERATING BALANCE</b>		<b>600,000</b>	<b>600,000</b>	<b>0</b>	<b>4,645,393</b>
Reserve for Economic Uncertainties		600,000	600,000	0	0
Nondesignated Budget Allocation		\$ 0	\$ 0	\$ 0	0

**TO:** Board of Trustees

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

**RE:** Written Reports

**ACTION:** None

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**Written Reports**

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

President, Saddleback College  
President, Irvine Valley College  
Provost, ATEP  
Associated Student Government of SC  
Associated Students of IVC  
Saddleback College Academic Senate  
Irvine Valley College Academic Senate  
Faculty Association  
California School Employees Association  
Saddleback College Classified Senate  
Irvine Valley College Classified Senate  
District Services Classified Senate  
Police Officers' Association

**TO:** Chancellor Raghu P. Mathur and Members of the Board of Trustees

**FROM:** Glenn R. Roquemore, President *GR*

**DATE:** September 17, 2009

**SUBJECT: President's Report for the September 24 Board of Trustees Meeting**

## **Launch of IVC's College Success Program**

During flex week, IVC officially launched its first College Success Program designed to create a learning community among students and professors. The program links together College Studies 10, Math 351/351 lab and Reading 370. The same group of students will take the same classes together throughout the entire academic year, with the goal of creating a special community where students and professors share in the learning experience together. Students will be given personalized instruction, tutoring and counseling. The program is funded through the basic skills initiative and is highly supported by instruction and student services. Forty-four students have joined the program and are now a cohort. According to Dr. John Licitra, program coordinator, "instructors in the College Success program have reported that students are excited and glad to be in the program."

## **IVC Foundation to Hold Casino Night Fundraiser**

Irvine Valley College will hold a "Casino Night" fundraiser on October 16, 2009 from 7 to 11 p.m. in the Performing Arts Center. The theme is *Hollywood: Past and Present* and all proceeds will be used to provide student scholarships. The Irvine Valley College Foundation welcomes everyone from the community to attend. There will be music, food, beverages, free casino chips and fabulous prizes. Tickets are \$50 for individuals and \$80 for couples. The festivities will include blackjack, craps, roulette, and other popular casino games, including Texas Hold'em. Delicious food will be provided by the Clay Oven Restaurant. And the music will feature the ultra cool jazz sounds of The Ashley Johnson Trio.

## **Annual Tonya Reed Gardner Memorial Endowed Music Scholarship Benefit**

On September 12, the 17<sup>th</sup> Annual Tonya Reed Gardner Memorial Endowed Music Scholarship Benefit Recital was held featuring the world premiere of a new work by IVC alumnus Raul Hernandez Vega. The composition was written for an ensemble composed

### **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

of 2009 scholarship recipients – a quartet for soprano, clarinet, bassoon and piano. All proceeds support the Tonya Reed Gardner Memorial Endowed Music Scholarship.

### **September 11 Marked**

Irvine Valley College commemorated the eighth anniversary of 9/11 on Friday, September 11, from noon to 12:30 p.m. in the IVC Performing Arts Center. Guest speakers included Police Chief David Maggard, Jr., Orange County Fire Authority Chief Keith Richter, Orange County Sheriff Sandra Hutchens, and South Orange County Community College District President Donald Wagner. Tustin Councilman Jim Palmer offered the invocation, former Staff Sergeant in the U.S. Army Green Berets Larry Broughton, President and CEO of Broughton Hospitality Group led the pledge of allegiance and Dr. Matthew Tresler, Irvine Valley College Choral Director performed two musical selections. Trustee Thomas Fuentes of the South Orange County Community College District served as master of ceremonies. The ceremony also included a moment of silence in commemoration of the lives lost on this day.

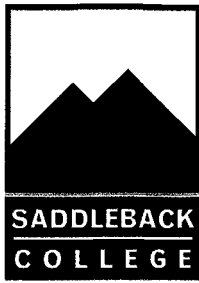
### **Honors and Phi Theta Kappa Open House Held**

The IVC Honors Program and the Phi Theta Kappa Honor Society invited all students to an Information Session and Open House on Wednesday, September 9 from 3:00 to 5:00 p.m. The groups invited students to learn about the opportunities for academic challenges, leadership positions, scholarship monies, and fellowship available through these programs.

#### **SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

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Raghu P. Mathur, Ed.D., Chancellor; Glenn R. Roquemore, Ph.D., President, Irvine Valley College

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# SADDLEBACK COLLEGE

28000 Marguerite Parkway • Mission Viejo • CA 92692-3635

www.saddleback.edu

(949) 582-4500

## MEMORANDUM

TO: Members of the Board of Trustees  
Dr. Raghu P. Mathur, Chancellor

FROM: Dr. Tod A. Burnett, President

SUBJECT: REPORT FOR SEPTEMBER 24, 2009 BOARD OF TRUSTEES' MEETING

Dr. Burnett hosted his inaugural President's Club breakfast on Wednesday, September 23<sup>rd</sup> in the Student Services Center. Local elected officials, foundation board members, alumni, and other guests were invited to hear Dr. Burnett's State of the College speech and learn about the President's Club, a select group of community supporters dedicated to educational excellence and student success.

Saddleback College held a September 11<sup>th</sup> Remembrance Ceremony on Friday, September 11<sup>th</sup> at 10:00 a.m. at the Saddleback College Veterans Memorial. Chief of Police Harry Parmer served as Master of Ceremonies, and the college was pleased to host Chancellor Mathur and members of the Board of Trustees at the event.

Saddleback College's strategic planning process for 2010-2013 is underway and is guided by Gretchen Bender, Director of Planning, Research and Grants. Four new strategic planning groups have been established and will work toward establishing goals based on strategic directions developed by the college's Consultation Council.

### ***Advanced Technology & Applied Science***

Our Intro to Landscape Design students have an excellent opportunity this semester working on a real life design project in San Clemente. We are working on a design for the landscape renovation of a historic Ole Hanson cottage (in its third generation of same family ownership). Monrovia Nursery will be supplying the plant material and there is a possibility of project coverage in Sunset Magazine. ENV 105 students interned at AutoGenomics, Cannon Pacific Services, California Department of Fish and Game, The Ecology Center, Santa Ana Zoo, Earth Rights Institute, and Saddleback College during the summer. Communication Arts student Chelsea Gonnering was hired as a production assistant on a reality TV show (title still TBA) filmed next six months in Las Vegas. Former student/current instructor, Carrie Gallison worked as an assistant to director Garry Marshall (Pretty Woman, Runaway Bride) on a Hollywood film, "Valentine's Day." The department is now offering an Apple Final Cut Pro certification class (CA 232). We are one of the few educational institutions authorized by Apple. Communication Arts will be in the Fine Arts Department starting September 1.

### ***Emeritus Institute***

Fine Arts Professor Pamme Turner has been invited to curate an art exhibition in the new California Court of Appeals building, Fourth District, Division Three, in Santa Ana. A majority of the artwork – oil paintings, drawings, pastels, photographs and mixed media works – are created by current faculty and students of the Saddleback College Emeritus Institute. The artworks will be on exhibit for one year and will be installed on the second and third floors of the new building located on the corner of Santa Ana Blvd. and Ross Street.

### ***Fine Arts***

The Division of Fine Arts is thrilled to welcome the Department of Communication Arts to the division. Funded by the Career Technology Education Community Collaborative Grant, Communication Arts held a week-long boot camp on HD video with 23 local high school instructors this summer. Also, Professor Charlie Myers filmed a feature-length film, "Biology 101" with his former and current students. September was a busy month with a variety of performances to open the fall semester, which included Joey Sellers' free Concert Hour performance; an art exhibit in the gallery; an art lecture in FA 101; a Spanish classical guitar, song and dance concert; The Saddleback Jazz faculty performance; The professional Guest Artist's Brad Zinn in *The Great Comedians*; Jazz Studies guest artist Ben Wendel and a Holocaust Remembrance concert featuring Saddleback College Associate Music Faculty Carol Stephenson.

### ***Health Science and Human Services***

The Nursing Program continues its tradition of excellence with the most recent graduates achieving a 100% pass rate on the Nursing Licensure Exam (N-CLEX). This outstanding achievement was duplicated by the current Paramedic students as they, too, achieved a 100% pass rate on the National Registry Examination. This fall marked the start of two new programs: The Mental Health Worker Certificate within the Department of Human Services has been very positively received; and the new fully funded Medical Laboratory Technician (MLT)

#### **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*

**SADDLEBACK COLLEGE:** Tod A. Burnett, Ed.D., *President*

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Program—only the second of its kind in the state--has admitted twice the number of students initially anticipated in this first class. Medical Assisting continues to meet the needs of the healthcare community with the recently added Insurance Coding option, while demand for American Sign Language remains high, due in large part to the innovative hybrid online format which permits unlimited practice opportunities and course flexibility.

### ***Liberal Arts & Learning Resources***

In time for the opening of the school year, the *Lariat* published its Fall Orientation Issue, which gives thousands of new students at Saddleback an introduction to our campus, its services, and its abundant academic, co-curricular, and athletic opportunities. This special edition is the work of the summer 2009 Journalism 120 class, many of its students themselves new to our campus and to the field of news reporting and publications. A centerpiece story describes how students can access the online version of the *Lariat* at [www.lariatnews.com](http://www.lariatnews.com).

### ***Math, Science & Engineering***

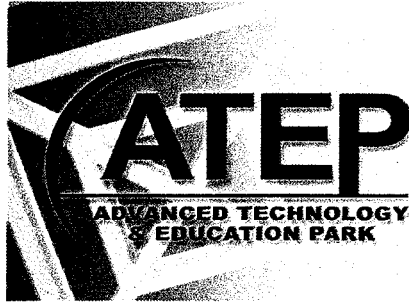
Dr. Mert Hill, Associate Professor, from the Division of Mathematics, Science & Engineering was responsible for the two docent-led talks/hikes on September 13, 2009 to the Laguna Coast Wilderness Park (Laurel Canyon) and on September 26, 2009 to the Beach geology hike at Crystal Cove (Los Trancos). The Division has increased 11.6% in enrollment (headcount) for the Fall 2009 semester and 7.2% in weekly student contact hours (WSCH). The Division is one of the largest generators of WSCH on campus.

### ***Social & Behavioral Sciences***

The Sociology department is working on the development of a Gerontology Certificate program. The program would provide students with the knowledge and experience to gain employment in business and agencies that provide services for older adults. Our first Sociology Club meeting is on Thursday, 9/24. The Sociology Club is planning several community service events this semester and will be partnering with other clubs on campus to increase the amount of community service Saddleback students participate in. - Ken Woodward, the new Department Chair for Economics and Political Science, has solicited input from the faculty on SLO development and assessment. SLO information has been requested from Cal State Fullerton, UCI Irvine, and other community colleges. The list of department goals developed for this year includes: 1) Each course will have 3-5 SLOs written. 2) Each department should assess 3-5 program level SLOs on a yearly basis. 3) All five columns of 2008-09 program level SLOs will be submitted by September 26. 4) All course level SLOs should be linked to institutional SLOs so that yearly reports can be produced. 5) Each department will have its Program Review updated this academic year. The Foster and Kinship Care Education program received the budget allocations for the 09-10 fiscal year and is optimistic, despite the budget constraints. Under new leadership, the program will be reinvigorated and expanded throughout South Orange County. This month we have our quarterly foster care advisory committee meeting to optimize our program and services offered to foster and kinship care providers. The program will collaborate closely with the Orange County Department of Social Services, Orange County Foster Parent Advisory Board, Child and Family Services, Families and Communities Together (FaCT), Orangewood Children's Foundation, Olive Crest, Kinship Center, Strategies, and Family to Family (F2F) Committees: Recruitment, Development, and Support (RDS) and Educational Outcomes. September 24<sup>th</sup> we will have our first trainers meeting to introduce the new program director and staff to the trainers, implement new efficient trainer policies, and collaborate with all attendees on the new visions for the program. Our program plan for the year details our ideas to build on existing workshops, while locating new training sites such as Aliso Viejo, San Juan Capistrano, Lake Forest, Irvine, and Mission Viejo, recruiting new, experienced trainers, and creating new topics for the trainings. Along with the FKCE monthly trainings and support groups, we will also offer the "Moral Development" series on September 21<sup>st</sup> and 28<sup>th</sup>. The program is working diligently this month to schedule innovative guest speakers and trainers to instruct various workshops throughout Orange County this year. The Anthropology Department has teamed up with the Geology department to offer a Special Studies Student Workshop in fossil preparation. Professor Renee Garcia offered the class on the preparation and preservation of vertebrate fossils for the first time in summer 2009. This fall more sections are being offered, and we hope to develop a stronger partnership with geology in the future.

### ***Student Services***

Sixteen Egyptian Fulbright Scholars are attending classes at Saddleback College as part of a unique one year program improve there skills in technical fields and to learn about the culture and people of America. The Transfer Center conducted multiple transfer workshops, quad sits, and transfer fairs. Of the 113 student applications received for the TPP program, 25 students were placed in the EDUC 115 class which includes 50 hours of field experience. TPP was represented at the RTEC (Regional Teacher Education Council) meeting on September 18<sup>th</sup>. The Future Teachers Club advisor and president attended a mandatory orientation meeting and club rush events. Campus Police and Student Health Services attended and participated in the State Chancellor's Office Disaster Resistant California Community Colleges and Orange County's City Emergency Management Agency (OCOMO) Higher Education Pandemic Planning and Best Practices meeting at Cypress Community College on September 10<sup>th</sup>. Student Health Services provided seasonal influenza vaccine to 300 faculty and staff.



## **MEMORANDUM**

**TO:** Chancellor Raghu P. Mathur  
Members of the Board of Trustees

**FROM:** Dr. Randy W. Peebles, Provost

**DATE:** September 9, 2009

**RE:** Report for the September 24, 2009 Board of Trustees Meeting

## **PLANNING**

Provost Randy Peebles continues to attend weekly ATEP development team meetings led by Deputy Chancellor Gary Poertner.

Provost Randy Peebles led a discussion with Saddleback College's Joint Consultation Council and Management Team regarding ATEP scheduling, development and operations. This is helping to better coordinate ATEP with college activities and to help staff understand the established processes that are in place at ATEP to support the colleges.

Provost Randy Peebles and IVC President Glenn Roquemore met with Janice Arrington, Orange County Film Commissioner, to discuss industry workforce development needs and the potential of establishing an advisory committee to support future program development. Ms. Arrington has offered to assist ATEP and college leadership in launching a survey to the business community to help identify the education and training needs for local industry. This could include a review of past surveys and data gathered for support of the ATEP Long Range Academic Plan approved by the Board of Trustees in November 2008.

Provost Peebles, Dean Cifone, CACT Director Bruce Sobczak and Marketing Director Tere Fluegeman met with Kathy Johnson, Executive Director of Vital Link, to begin long-range planning of a career exploration partnership with ATEP. Vital Link's future ventures include a proposed Career Exploration Center which will enhance established outreach efforts, site visits and industry demonstrations to middle school and high school students.

ATEP staff was well represented at the Chancellor's Opening Session and ATEP leadership also participated in staff development activities and events at Saddleback College and Irvine Valley College.

Several members of the ATEP team participated in the Campaign for College Opportunity teleconference on Technical Difficulties: Meeting California's Workforce Needs in Science, Technology, Engineering and Math (STEM) Fields. This information will be shared in future advisory meetings to assist with program planning and development.

In addition to attending the Chancellor Executive Team, Provost Randy Peebles meets twice per month with Saddleback College President Tod Burnett and Irvine Valley College President Glenn Roquemore, as well as regularly scheduled meetings of the Irvine Valley College Council, Saddleback College Consultation Council, Saddleback College Management Council and both colleges' accreditation councils. ATEP Dean Rocky Cifone and Education Director Don Busche regularly attend Irvine Valley College Deans Council and Saddleback College Deans Cabinet. Additionally, ATEP managers attend established district committees, including Learning Services Coordinating Council, Student Information Steering Committee, Leadership Information, System Redevelopment / Inform Data Warehouse Task Force, District Technology Council and District Online Education Council.

#### **INSTRUCTION & STUDENT SERVICES**

The scheduling and high utilization of the facilities at ATEP continues with Instruction and Student Services staff working closely with the colleges to continue to maximize space utilization. At census, ATEP is serving over 1,300 Saddleback College and Irvine Valley College students. This high use supports and demonstrates to the Department of the Navy and City of Tustin that ATEP has and continues to make significant progress toward fulfilling the Long Range Academic and Facilities Master Plan approved by the Board of Trustees in November 2008.

Dean Rocky Cifone visited facilities and staff at Citrus College, Fullerton College, and Santiago Canyon College as part of the environmental scanning process crucial to ATEP program planning and development. His assessment included all areas of entertainment arts technology, with emphasis on current trends in industry partnerships and entrepreneurial models.

Dean Cifone, along with ATEP staff, conducted a planning conference with members of the District IT and Research team that included a campus tour, an overview of the Concept 3A expansion, a needs assessment strategy session for enrollment management and scheduling, and preliminary identification of IT needs for ATEP's physical and instructional growth over the next three years.

Dr. Maria Besnard, ATEP counselor, organized a celebration event including presentation of certificates of completion, for the first cohort of students from the Orange County Rescue Mission who completed the 12-week Academic Foundations Summer Institute. Students, faculty and staff shared their experiences and success stories and offered support for continuing the program.

A fall semester faculty orientation was held on Aug. 20 for Saddleback College and Irvine Valley College instructors teaching at ATEP during fall semester. The luncheon was well attended with more faculty than ever and presentations by each ATEP staff member. Tours of the campus facilities were provided.

Short presentations were given in each ATEP class during the first week of fall semester to welcome students and orient them with availability of student services, future plans, staff and campus procedures.

### **MARKETING AND OUTREACH**

The ATEP community update was held on Aug. 31 in the Ronald Reagan Board of Trustees Room and had good representation from the community, including city and county elected officials, trustees from several unified school districts, K-12 educational leaders, faculty, student government groups, and business and industry professionals. Detailed information was provided in support of the board approved Phase 3A Concept plan. The update featured presentations by Chancellor Raghu Mathur, Provost Randy Peebles, Irvine Valley College President Glenn Roquemore, Saddleback President Tod Burnett, Development Partner Victor Coleman from Hudson Capital, LLC, gkkworks Architect David Hunt, and Financial Consultant Dante Gumucio from Public Economics, Inc. A DVD of the community update was recorded and is available on the ATEP website. A copy of the 3A Concept Plan is also available on the ATEP website.

A link called "Fun Stuff" has been added to the ATEP website that currently features a student photo gallery, promotional video and a student spotlight. Several program areas have been added to the website to help students identify certificate areas.

Provost Randy Peebles sent out his first @ATEP newsletter to faculty, staff and administrators to provide an update and share the progress at ATEP.

Many tours were given to the community. There has been a significant increase in public interest in the ATEP campus.

### **CENTER FOR APPLIED COMPETITIVE TECHNOLOGIES (CACT)**

#### **Optics, Photonics and Laser program**

CACT is announcing the creation of the Southern California Precision Optics Consortium at ATEP. The consortium will be made up of local industry leaders with a focus on identifying training needs of local optics companies and opportunities to promote optics education in the southern California area. Representatives from OP-TEC, The National Center for Optics and Photonics Education, and the Field Operations Manager for Schott North America, Inc. will collaborate with ATEP in the project planning and implementation. These activities will align ATEP with OP-TEC in order to jointly apply for program development funds from the National Science Foundation.

ATEP and OP-TEC already received an invitation to submit a full proposal after recently providing a concept letter to the NSF to further develop related classes and curriculum. Any future funds from NSF from this effort will support further development of curriculum and purchase of technical equipment and instrumentation for this program.

Recruiting efforts continue with our list of 130 local optics companies. We have contacted over 70 companies via telephone calls as a follow up to our direct mailings. The response has been good with several companies requesting additional information and tours of the optics lab and ATEP campus.

#### **Other Activities for CACT**

Representatives from National Instruments visited ATEP recently to demonstrate "LabView" software and the specific training hardware it interacts with. Our desire is to establish a LabView Academy in the CACT center. National Instruments is preparing a formal proposal for our review. LabView software and hardware are state of the art virtual tools in measurements, circuits, control, signal processing and more.

The optics lab in D106 is being reconfigured to accommodate a 16-seat lecture and computer lab area. This area will be used to offer training on multiple CAD/CAM software systems and the LabView Academy as well as serving as a lecture area for all optics, photonics and laser classes.

We are preparing updates and improvements to the CACT information on the ATEP and CACT websites. We are also requesting updates for the state CACT site to align with current activities and contact information.

CACT is exploring lean administrative/manufacturing concepts to offer as extended education. Some areas include: rapid prototype in the context of new product development; product design for manufacturability; production operation improvements; and lean administration (going "paperless") to reduce labor hours required.