

MINUTES OF THE BOARD OF TRUSTEES
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
September 27, 2004
ROOM 105, LIBRARY BUILDING, SADDLEBACK COLLEGE

The open session of the regular meeting of the Board of Trustees was called to order by President Wagner at 5:07 p.m. CALL TO ORDER

The open session was recessed to closed session and the board reconvened open session at 7:25 p.m. RECESS/RECONVENE

Members of the Board of Trustees:

PRESENT

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

Absent

Marcia Milchiker, Member

Administrative Officers:

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

Faculty Association: Lewis Long

Academic Senate: Carmen Dominguez, Wendy Gabriella

CSEA: Mary Williams

Classified Senates: Beep Colclough

Associated Student Government: Rachel Hipolite

Police Officers Association: Cloyce Kelly

On a 6 to 0 vote with Trustee Milchiker absent, the board appointed Dr. Robert Kopecky to the position of Provost, Advanced Technology and Education Park, effective October 1, 2004.

ACTIONS TAKEN IN
CLOSED SESSION

Trustees Jay, Lang, Fuentes, Padberg, Wagner, Williams, and Chancellor Mathur gave reports. Trustees Wagner and Lang requested staff reports.

#1A/B, BOARD/CHANCELLOR REPORTS

Items 9 and 37 were pulled off the agenda. Items 13 and 14 were removed from the Consent Calendar for separate discussion/action. Approved with Trustee Milchiker absent. (Please see the listing of approved consent calendar items that is attached to these minutes.)

#S 2-19, CONSENT CALENDAR

Tabled with Trustee Milchiker absent.

#13, IVC MAINTENANCE AND POLICE FACILITY

Approved with Trustee Milchiker absent.

#14, AMENDMENT TO ATEP CONSULTANT AGREEMENT

Approved with Trustee Milchiker absent.

#43, ASG 2004-05 BUDGET

Information was provided to the board on Monthly Financial Status; Investment Policy; SOCCCD Locally Funded Projects Progress Report; Contracts Under \$5,000; Health Sciences Building Furniture; Board Requested Reports on BGS Building Status, IVC/SC Bookstores, and IVC/SC Fall 2004 Wait Lists; IVC/SC Release Time/Stipends; and District Accomplishments During 2002-04.

#S 20-30, INFORMATION ITEMS

Deputy Chancellor Poertner announced that E.1 should be removed from page 2. Approved as amended with Trustee Milchiker absent.

#31, ACADEMIC ACTIONS

Approved with Trustee Milchiker absent.

#32, CLASSIFIED ACTIONS

Approved with Trustee Milchiker absent.

#33, AWARD OF BIDS

Approved with Trustee Milchiker absent.

#34, HEALTH SCI. BLDG. CHANGE ORDERS

Approved with Trustee Milchiker absent.

#35, SCHEDULED MAINTENANCE PROJECTS FOR 2004-05.

Approved with Trustee Milchiker absent.

#36, IVC ARCHITECT FOR BUS. TECH. AND INNOVATION CTR.

Approved with Trustee Milchiker absent.

#38, SC REMODEL LIBRARY BLDG.

The recommendation was revised to state "... approve hiring an architect to study building of the M/S/E Annex building . . ." and strike from the recommendation "... and also approve additional funding . . ." Approved with Trustee Milchiker absent.

#39, SC MATH/SCI/ENGINEERING ANNEX BLDG.

Accepted for review and study.

#40, NEW BP'S 3340 AND 4016

Tabled with Trustee Milchiker absent.

#41, REVISIONS TO SECOND SEGMENT OF BP 4000

Approved with Trustee Milchiker absent.

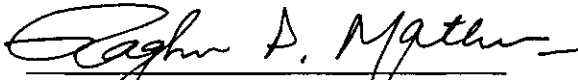
#42, IVC GRANT APPLICATIONS

Presidents McCullough and Roquemore, Professor Long, Ms. Hipolite and Ms. Williams gave reports.

#44, REPORTS

The meeting was recessed to closed session at 9:45 p.m.

ADJOURNMENT


Raghu P. Mathur, Secretary

ITEMS APPROVED BY CONSENT CALENDAR **AT THE 9/27/04 BOARD MEETING**

Item 9 was removed from the agenda. Items 13 and 14 were removed from the Consent Calendar for separate discussion/action. The following items were approved by vote on the Consent Calendar:

APPROVAL OF CONSENT CALENDAR ITEMS

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

2. MINUTES OF PREVIOUS MEETINGS
Regular meeting of August 30, 2004.
3. IRVINE VALLEY COLLEGE: CONTRACT WITH ICDL-US, LLC
Contract for IVC to provide testing for the International Computer Drivers License (ICDL) and acceptance of revenue generated by the partnership.
4. IRVINE VALLEY COLLEGE: 2004-05 OUT-OF-STATE TRAVEL
Participation by students and advisors in out-of-state conferences at a cost not to exceed \$47,000.
5. SADDLEBACK COLLEGE: STUDENT OUT-OF-STATE TRAVEL
Participation by up to 8 students and the Radio Operations Director to the ACP/CMA National College Media Convention November 3-7, 2004, in Nashville TN at a cost not to exceed \$9,000.
6. SADDLEBACK COLLEGE: STUDENT OUT-OF-STATE TRAVEL
Participation by up to 12 student and an advisor at the American West Model United Nations Conference November 19- 24, 2004, in Las Vegas NV at a cost not to exceed \$5,523.

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7. SADDLEBACK COLLEGE: STUDENT OUT-OF-STATE TRAVEL
Participation by up to 12 student and an advisor at the Harvard Model United Nations Conference February 15-21, 2005, in Boston MA at a cost not to exceed \$12,052.
8. SADDLEBACK COLLEGE: STUDENT OUT-OF-STATE TRAVEL
Participation by up to 12 student and an advisor at the National Model United Nations Conference March 19-27, 2005, in New York City NY at a cost not to exceed \$15,890.
10. SOCCCD: CONFLICT OF INTEREST CODE BIENNIAL REVIEW
Adoption of Resolution 04-23 and approval of the revised Conflict of Interest Code.
11. SOCCCD: REVISED APPROPRIATIONS LIMIT (GANN LIMIT) FOR 2004-05
Adoption of Resolution 04-24 revising required State constitutional appropriations limit.
12. SOCCCD: CONSULTANT FOR PRIVATE INVESTIGATION SERVICES
Contract with Robin Oaks of Law & Mediation Office.
14. ATEP: AMENDMENT TO CONSULTANT AGREEMENT
Increase to amount in contract with Robert Kopecky by \$18,000 to a total amount of \$105,000.
15. SOCCCD: TRANSFER OF BUDGET APPROPRIATIONS
Budget transfers as delineated.
16. PURCHASE ORDERS/CONFIRMING REQUISITIONS
Purchase orders 00983 through 01312 totaling \$1,597,803.36, and confirming requisitions dated 8/14/04 through 9/10/04 totaling 136,421.93
17. PAYMENT OF BILLS
Checks 0032010 through 032736 totaling \$2,364,622.80; Saddleback College Community Education checks 7969 though 7991 totaling \$35,269.22; and checks 8022 through 8042 totaling \$27,053.43.

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18. GIFTS TO THE DISTRICT AND FOUNDATIONS
Acceptance of various donated items.
19. TRUSTEES' REQUESTS FOR TRAVEL AND/OR LOCAL
MILEAGE REIMBURSEMENT
Requests to attend upcoming conferences and events
and/or local mileage reimbursement.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

MEETING OF THE BOARD OF TRUSTEES

MONDAY, SEPTEMBER 27, 2004

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

CALL TO ORDER (FOLLOWED BY PUBLIC COMMENTS/CLOSED SESSION): 5:00 P.M.
RECONVENE OPEN SESSION: 7:00 P.M.

AGENDA

CALL TO ORDER: 5:00 P.M.

PUBLIC COMMENTS

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

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- A. Public Employee Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC 54957):
 - 1. Public Employee Appointment
 - a. Provost, Advanced Technology & Education Park
 - 2. Public Employee Employment/Evaluation of Performance
 - a. Dean, SC
 - b. Instructor, IVC
 - 3. Public Employee Evaluation of Performance
 - a. Chancellor
 - 4. Public Employee Discipline/Dismissal/Release (6)
- B. Conference with Labor Negotiators (GC 54957.6):
 - 1. Negotiators - Dr. Raghu Mathur; SOCCCD Faculty Association
 - 2. Negotiators - Dr. Raghu Mathur; California School Employees Association (CSEA), Chapter 586
 - 3. Negotiators - Dr. Raghu Mathur; SOCCCD Police Officers Association
 - 4. Negotiators - Dr. Raghu Mathur; Unrepresented Employees - All Classified Leadership Positions
- C. Conference with Legal Counsel (GC 54956.9)
 - 1. Pending Litigation (GC 54956.9[a]) -

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

RECONVENE OPEN SESSION: 7:00 P.M.

ACTIONS TAKEN IN CLOSED SESSION

INVOCATION

Led by Trustee Padberg

PLEDGE OF ALLEGIANCE

Led by Trustee Fuentes

RESOLUTIONS/PRESENTATIONS/INTRODUCTIONS

PUBLIC COMMENTS

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

BOARD AND CHANCELLOR'S REPORTS/BOARD REQUESTS FOR REPORTS

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

Speakers are limited to two minutes each.

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

APPROVAL OF CONSENT CALENDAR ITEMS (Items 2 through 19)

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

2. MINUTES OF PREVIOUS MEETINGS
Regular meeting of August 30, 2004.
3. IRVINE VALLEY COLLEGE: CONTRACT WITH ICDL-US, LLC
Contract for IVC to provide testing for the International Computer Drivers License (ICDL) and acceptance of revenue generated by the partnership.
4. IRVINE VALLEY COLLEGE: 2004-05 OUT-OF-STATE TRAVEL
Participation by students and advisors in out-of-state conferences at a cost not to exceed \$47,000.
5. SADDLEBACK COLLEGE: STUDENT OUT-OF-STATE TRAVEL
Participation by up to 8 students and the Radio Operations Director to the ACP/CMA National College Media Convention November 3-7, 2004, in Nashville TN at a cost not to exceed \$9,000.
6. SADDLEBACK COLLEGE: STUDENT OUT-OF-STATE TRAVEL
Participation by up to 12 student and an advisor at the American West Model United Nations Conference November 19- 24, 2004, in Las Vegas NV at a cost not to exceed \$5,523.

7. SADDLEBACK COLLEGE: STUDENT OUT-OF-STATE TRAVEL
Participation by up to 12 student and an advisor at the Harvard Model United Nations Conference February 15-21, 2005, in Boston MA at a cost not to exceed \$12,052.
8. SADDLEBACK COLLEGE: STUDENT OUT-OF-STATE TRAVEL
Participation by up to 12 student and an advisor at the National Model United Nations Conference March 19-27, 2005, in New York City NY at a cost not to exceed \$15,890.
9. SADDLEBACK COLLEGE: CONTRACT WITH MATERIALISE
Contract for the college to be exclusive distributor of software training for Magic Software in the western U.S. for approximately \$100,000 worth of software licenses and a 50% split on the training dollars earned.
10. SOCCCD: CONFLICT OF INTEREST CODE BIENNIAL REVIEW
Adoption of Resolution 04-23 and approval of the revised Conflict of Interest Code.
11. SOCCCD: REVISED APPROPRIATIONS LIMIT (GANN LIMIT) FOR 2004-05
Adoption of Resolution 04-24 revising required State constitutional appropriations limit.
12. SOCCCD: CONSULTANT FOR PRIVATE INVESTIGATION SERVICES
Contract with Robin Oaks of Law & Mediation Office.
13. IRVINE VALLEY COLLEGE: MAINTENANCE AND POLICE FACILITY
Approval to build the facility and of funding the project from basic aid in the amount of \$2,700,000.
14. ATEP: AMENDMENT TO CONSULTANT AGREEMENT
Increase to amount in contract with Robert Kopecky by \$18,000 to a total amount of \$105,000.

15. SOCCCD: TRANSFER OF BUDGET APPROPRIATIONS
Budget transfers as delineated.
16. PURCHASE ORDERS/CONFIRMING REQUISITIONS
Purchase orders 00983 through 01312 totaling
\$1,597,803.36, and confirming requisitions dated 8/14/04
through 9/10/04 totaling 136,421.93
17. PAYMENT OF BILLS
Checks 0032010 through 032736 totaling \$2,364,622.80;
Saddleback College Community Education checks 7969
though 7991 totaling \$35,269.22; and checks 8022 through
8042 totaling \$27,053.43.
18. GIFTS TO THE DISTRICT AND FOUNDATIONS
Acceptance of various donated items.
19. TRUSTEES' REQUESTS FOR TRAVEL AND/OR LOCAL
MILEAGE REIMBURSEMENT
Requests to attend upcoming conferences and events
and/or local mileage reimbursement.

INFORMATION ITEMS

ITEMS FOR INFORMATION ONLY

20. MONTHLY FINANCIAL STATUS REPORT
Adopted budget, revised budget, and transactions through
the end of the prior month.
21. SOCCCD: INVESTMENT POLICY
No changes in Board Policy 3102 are recommended at this
time.
22. SOCCCD: LOCALLY FUNDED PROJECTS PROGRESS
REPORT
Status on construction projects.
23. CONTRACTS UNDER \$5,000
Summary of contracts for August/September 2004.
24. SOCCCD: HEALTH SCIENCES BUILDING FURNITURE
Information on furniture specifications.

25. BOARD REQUESTED REPORT: BGS BUILDING STATUS REPORT
Information as requested.
26. BOARD REQUESTED REPORT: IVC & SC BOOKSTORE REPORT
Information as requested.
27. BOARD REQUESTED REPORT: IVC & SC FALL 2004 WAIT LIST REPORT
Information as requested.
28. SADDLEBACK COLLEGE: RELEASE TIME/STIPENDS
Expenditures for 2003-04 fiscal year.
29. IRVINE VALLEY COLLEGE: RELEASE TIME/STIPENDS
Expenditures for 2003-04 fiscal year.

CHANCELLOR'S ITEM (Item 30)

30. DISTRICT ACCOMPLISHMENTS DURING 2002-04
Accomplishment made by educational services, business services, human resources, facilities planning and purchasing, information technology, and marketing.

DEPUTY CHANCELLOR'S ITEMS (Items 31 through 39)

ITEMS RECOMMENDED FOR APPROVAL

31. ACADEMIC PERSONNEL ACTIONS
Administrative Employment (Interim Dean); Additional Compensation; Academic Temporary Part-Time/Substitute Staff; OSH Banking Leave Provision; Resignation/Retirement/Conclusion of Employment.
32. CLASSIFIED PERSONNEL ACTIONS
New Personnel Appointments; Classified Employment; Volunteers; Change of Status; Salary Adjustments; Leave of Absence; Authorization to Establish and Announce Classified Position; Authorization to Abolish Classified Positions and/or Position Numbers; Resignation/

33. SOCCCD: AWARD OF BIDS
Award Bid 1037, Pkg. A, Theater and Electrical Systems for McKinney Theater, to LVH Entertainment for \$932,189 and approve Change Order 1 reducing the contract by \$19,456; award Bid 1037, Pkg. B, for Audiovisual Systems for McKinney Theater, to Southern California Sound Image for \$290,092; and approve corresponding agreements.
34. SOCCCD: HEALTH SCI. BLDG. CHANGE ORDERS
Approval of CORs 52,54, 55, 56,57,58, and 60 increasing the total project cost by \$19,628.
35. SOCCCD: SCHEDULED MAINTENANCE PROJECTS FOR 2004-05
Allocation of \$657,000 to Saddleback College; \$343,000 to Irvine Valley College.
36. IRVINE VALLEY COLLEGE: ARCHITECT FOR BUSINESS TECH. AND INNOVATION CENTER
Agreement with LPA to provide architectural services for the project.
37. SADDLEBACK COLLEGE: CONSULTANT FOR PARKING AND TRAFFIC STUDY
Agreement with Choate Parking Consultants, Inc., for study and recommendations for new parking in the amount of
38. SADDLEBACK COLLEGE: REMODEL LIBRARY BLDG.
Repair and partial remodel of the first floor of the Library and including related secondary effects, and approval of additional funding in the amount of \$3,410,000 from basic aid.
39. SADDLEBACK COLLEGE: MATH/SCI./ENGINEERING ANNEX BLDG.
Building of new annex and approval of additional funding in the amount of \$12,782,200 from basic aid.

VICE CHANCELLORS' ITEMS (Items 40 through 42)

EDUCATIONAL SERVICES

ACCEPTANCE FOR REVIEW AND STUDY

40. NEW BOARD POLICIES
BP 3340, Cellular Telephone Usage, and BP 4016, Drug-Free Environment and Drug Prevention Program

ITEMS RECOMMENDED FOR APPROVAL

41. BOARD POLICY REVISIONS
Second segment of Series 4000 (Personnel Section) of the Board Policy Manual.
42. SADDLEBACK COLLEGE: GRANT APPLICATIONS
Application for funding from the U.S. Dept. of Ed. for the "ARC SSSP Trio Grant," and from the City of Mission Viejo for the "Marine Fossil Interpretive Display."

PRESIDENT'S ITEM (Item 43)

SADDLEBACK COLLEGE

ITEMS RECOMMENDED FOR APPROVAL

43. SADDLEBACK COLLEGE: ASG 2004-05 BUDGET
Ratification of the Associated Student Government of Saddleback College budget.

REPORTS

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

Speakers are limited to two minutes each.

44. PRESIDENTS' / GOVERNANCE GROUPS' REPORTS
 - a. Presidents
 - b. Student Government Reports
Associated Student Government of
Saddleback College
Associated Students of Irvine Valley College
 - c. Academic Senates' Reports
Saddleback College Academic Senate
Irvine Valley College Academic Senate

- d. Faculty Association Report
- e. California School Employees Association Report
- f. Classified Senates' Reports
 - Saddleback College Classified Senate
 - Irvine Valley College Classified Senate
 - District Classified Senate
- g. Police Officers' Association Report

CORRESPONDENCE

45. CORRESPONDENCE

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

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	1
FROM:	CHANCELLOR	DATE:	9/27/04
SUBJECT:	BOARD AND CHANCELLOR'S REPORTS/ BOARD REQUESTS FOR REPORTS		
REASON FOR BOARD CONSIDERATION:	INFORMATION		

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

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

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	2
FROM:	CHANCELLOR	DATE:	9/27/04
SUBJECT:	MINUTES FROM PREVIOUS MEETINGS		
REASON FOR BOARD CONSIDERATION:	APPROVAL		

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

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	3
FROM:	CHANCELLOR	DATE:	9/27/04
SUBJECT:	IRVINE VALLEY COLLEGE: CONTRACT AGREEMENT: ICDL-US, LLC		
REASON FOR BOARD CONSIDERATION:	APPROVAL		

BACKGROUND

Irvine Valley College offers businesses leadership in the delivery of consulting, education, training, and economic development services through the Contract Education Department. The Authorized Testing Center contracts with test providers to offer test certification for industry employees and others seeking career advancement. This supports the College's mission to provide career enhancement programs and build community partners.

STATUS

The Authorized Testing Center at Irvine Valley College actively searches for test providers that meet local community requests and needs. ICDL-US, LLC is actively pursuing partners to assist with providing testing for the International Computer Drivers License (ICDL) and has identified the Authorized Testing Center to offer these services. The Authorized Testing Center has all the equipment required by the contract in EXHIBIT A. Additional revenue generated by the contract is expected to be between \$5,000-\$10,000 in the first year, increasing as the program gains community exposure and recognition. Legal review of the contract was completed by Schools Legal Service's counsel. There is no negative impact on SOCCCD general funds.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the contract with ICDL-US, LLC and accept revenue generated by this partnership, as shown in EXHIBIT A.

Item Submitted By:	Dr. Glenn R. Roquemore, President <i>ARR</i>
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor
Final Disposition:	Vote:

TEST CENTER AGREEMENT

This Test Center Agreement ("**Agreement**") is executed on September ____, 2004 ("**Effective Date**") by and between ICDL-US, LLC, a Delaware limited liability company located at 354 Pequot Avenue, Southport, Connecticut 06890 ("**ICDL**"), and South Orange County Community College District located at 28000 Marguerite Parkway, Mission Viejo, CA. ("**Test Center**").

RECITALS

- The purpose of this Agreement is to set forth the duties and obligations of the above-referenced parties with regard to the establishment and operation of a testing facility authorized by ICDL to administer Tests to users.
- The ICDL Certification Program ("**Certification**") is distributed exclusively by the ICDL-US, LLC, in the United States. ICDL is the U.S. licensee of the Certification of the European Computer Driving License Foundation ("**ECDL-F**"). ECDL-F developed and owns the Program as well as the syllabus and certification materials related to the Certification. The Certification is an internationally recognized, proprietary standard of computer competence.
- ICDL is interested in developing various distribution channels for the Certification throughout the United States.
- Integral to the success of the Certification is the ability for individuals to review and take various individual tests within a structured syllabus of computer literacy topics (referred to herein as "**Tests**") online through a web-based system in order to obtain an internationally recognized computer skills competency certification.
- ECDL-F develops, maintains and continually improves the Certification.
- Test Center will play a crucial part in the overall strategy of ICDL by providing a center where individuals to review and take Tests online through a web-based system in a controlled environment. The Test Center will further act as a protector of the integrity of the Certification. However, the Test Center will not be responsible for, or involved in, the distribution or promotion of the Certification.
- The details of testing facility operation and Test administration shall be set forth by ICDL in its Test Center Operations Manual distributed to Test Center either in hard copy or in electronic format, and Test Center agrees hereunder to strictly adhere to the Test Center Operations Manual which may change from time to time, and, the parties agree that this is necessary to ensure the integrity of the Certification.

AGREEMENT

The parties hereby agree as follows:

1. **Term.** This Agreement shall become effective upon the effective date and shall continue for a term of twelve (12) months from the effective date ("**Initial Term**"). Not later than thirty (30) days prior to the termination of the Initial Term, the parties shall agree in writing regarding any future extension of this Agreement ("**Extended Term**") as well as any additional or revised terms and conditions regarding such an extension. Not later than thirty (30) days prior to the termination of any Extended Term, the parties shall agree in writing regarding any future extension of any Extended Term. If the parties fail to reach such an agreement to extend the Initial Term or any Extended term, this Agreement shall automatically terminate at the end of the Initial Term or any Extended Term.

2. **Termination; Breach Event.** As set forth below, in addition to the automatic termination provided above in Section 1, either party may terminate this Agreement in the event that a Breach Event or a Terminating Event, as defined below, occurs or is caused by the other party. Upon termination of this Agreement, the parties shall have no further obligations under this Agreement, however the provisions contained in Section 7 shall survive any termination for a period of five (5) years.

(a) Breach Event.

In this Section, the party serving the Notice shall be referred to as the "**Declaring Party**" and the party receiving the Notice shall be referred to as the "**Receiving Party**".

At any time during this Agreement, ICDL or Test Center shall notify the Receiving Party if it considers the Receiving Party in breach of the Receiving Party's obligations under this Agreement ("**Notice**") *including* any obligation set forth in the ICDL Test Center Operations Manual which may change from time to time.

Any such Notice shall be in writing and it shall specifically identify the breach at issue ("**Breach Event**") and a request that the Breach Event be rectified.

Upon receipt of the Notice, the Receiving Party shall have two (2) calendar days to either (a) rectify the Breach Event in a manner acceptable to the Declaring Party (b) or provide a written response and/or action plan regarding rectification acceptable to the Declaring Party.

In the event that either party declares a Breach Event as defined in this Agreement, the Receiving Party shall use its best efforts to rectify such Breach Event at its sole expense. The parties hereby agree to reasonably cooperate with each other in order reach a prompt and reasonable approach with regard to the rectification of all Breach Events. Notwithstanding the foregoing, it shall be the Receiving Party's responsibility to rectify the Breach Event.

If a Breach Event is not rectified or addressed in the manner set forth herein, the Declaring Party shall be entitled to terminate this Agreement without further notice.

(b) Terminating Event.

Either party may also terminate the Agreement if the other party (1) admits in writing its inability to pay its debts generally as they become due, (2) make a general assignment for the benefit of creditors, (3) institute proceedings related to the filing of a voluntary bankruptcy or consent to the filing of a petition of bankruptcy against it, (4) seek reorganization under any bankruptcy act or consent to the filing of a petition seeking such reorganization, or (5) have a decree entered against it by a court of competent jurisdiction appointing a receiver, liquidator, trustee, or assignee is bankruptcy or insolvency covering all or substantially all of such other party's property or providing for the liquidation of such other party's property or business affairs (each of items (1) through (5) is referred to individually herein as "**Terminating Event**").

3. **Obligations of the Parties.**

(a) Test Center shall:

- (1) Adhere to all ICDL guidelines related to the testing facility and Test administration as described in the ICDL Test Center Operations Manual, which is hereby incorporated herein by reference and which may change from time to time.
- (2) Comply with all federal, state, and local laws applicable to the provision and the use of the Certification.

- (3) Not engage in any illegal, unethical, deceptive or misleading practices in connection with the provision or use of the Certification.
- (4) Not provide content or other material to be displayed or otherwise transmitted in connection with or through the Certification which is defamatory, libelous, obscene, or pornographic.
- (5) Not provide content or other material to be displayed or otherwise transmitted in connection with or through the Certification that is known to contain any viruses, worms, or other computer programming routines that are intended to damage or interfere with the Certification, or otherwise violates any law, statute, ordinance or regulation.

(b) ICDL shall:

- (1) Provide at least thirty (30) calendar day notice to Test Center regarding any changes to the ICDL Test Center Operations Manual that relate to Test Center.
- (2) Provide Proctor and Administrator training. Such training will be available online at no charge. Test centers wishing to have in person training provided by ICDL may arrange for that for a fee.
- (3) Make available to Test Center all necessary updates and upgrades to the Certification and the Software so that, within thirty (30) calendar days off the issuance of such updates or upgrades, Test Center shall have access to the latest ICDL information and product.

4. **License and Rights; Indemnification.** ICDL grants Test Center a non-transferable, non-exclusive license to use the ICDL Test Delivery Software ("Software") in order to operate the testing facility in accordance with this Agreement. Upon termination of this Agreement, the Test Center shall promptly return or destroy all copies of any proprietary Certification or Software materials as well as any related documentation or materials in its possession. ICDL warrants that it has the right to sub-license the Certification and the Software.

ICDL will defend, indemnify, and hold harmless Test Center from and against any claims, suits, proceedings, damages, costs, and expenses, including court costs, arising out of or incurred as a result of any infringement of any third party's U.S. copyright, trademark, or trade secret rights related to Test Center's authorized use of the Certification.

Test Center's rights under this Section are conditioned upon its providing ICDL with (a) the prompt written notice of any claim for which indemnification is sought, (b) complete control of the defense and settlement of such claim; and (c) reasonable assistance and cooperation in such defense at the indemnifying party's expense. Notwithstanding the foregoing, Test Center may not enter into a settlement of a claim that involves ICDL without the ICDL's written consent.

5. **Limitation of Damages.** Under no circumstances shall ICDL be liable to Test Center for any amount for any indirect, incidental, consequential, or punitive damages or business interruption, even if advised as to the prospects of the same.

6. **Commission Based Payments; Fee Schedule.** Test Center shall not be obligated to pay ICDL any amount under this Agreement for the right to open and maintain a testing facility under this Agreement. Test Center shall not receive any payments or compensation for the administration of any Tests or the performance of its obligations under this Agreement.

7. **Confidentiality.** In this Section, the party disclosing information shall be referred to as the "Disclosing Party" and the party receiving information shall be referred to as the "Receiving Party".

As used in this Section, the term "Proprietary Information" shall mean all information about the Disclosing Party's business, business plans, customers, strategies, trade secrets, operations, records, finances, assets, suppliers, related entities, licensing procedures, other licensees, technology, data and information that reveals the processes, methodologies, technology or know how by which the Disclosing Party's existing or future products, services, applications and methods of operation are developed, conducted or operated and other confidential or proprietary information designated as such in writing by the Disclosing Party whether by letter or by the use of an appropriate proprietary stamp or legend, prior to or at time any such trade secret or confidential or proprietary information is disclosed by the Disclosing Party to the Receiving Party or is orally or visually disclosed to the Receiving Party by the Disclosing Party.

Information which is orally or visually disclosed to the Receiving Party by the Disclosing Party, or is disclosed in writing without an appropriate letter, proprietary stamp or legend, shall constitute Proprietary Information if (i) it would be apparent to a reasonable person, familiar with the Disclosing Party's business and the industry in which it operates, that such information is of a confidential or proprietary nature the maintenance of which is important to the Disclosing Party or if (ii) the Disclosing Party, within thirty (30) days after such disclosure, delivers to the Receiving Party a written document or documents describing such information as confidential or proprietary and referencing the place and date of such oral, visual or written disclosure and the names of the employees or officers of the Receiving Party to whom such disclosure was made.

The Receiving Party shall hold in confidence, and shall not disclose (or permit or suffer its personnel to disclose) to any person outside its organization, any Proprietary Information for a period of five (5) years from the time of last disclosure. The Receiving Party and its personnel shall use such Proprietary Information only for the purpose set forth herein and shall not use or exploit such Proprietary Information for its own benefit or the benefit of another without the prior written consent of the Disclosing Party.

The Receiving Party shall be fully responsible for any breach of this Section by its agents, contractors, representatives and employees. The Receiving Party will promptly report to the Disclosing Party any actual or suspected violation of the terms of this Section and will take all reasonable further steps required by the Disclosing Party to prevent, control or remedy any such violation. The Receiving and Disclosing Parties agree that the Receiving Party will not contact third parties associated with the Disclosing Party without the express written permission of the Disclosing Party.

The obligations of the Receiving Party specified above shall not apply, and the Receiving Party shall have no further obligations, with respect to any Proprietary Information to the extent the Receiving Party can demonstrate, by a preponderance of the evidence, that such Proprietary Information: (a) At the time of disclosure was already in the possession of the Receiving Party free of an obligation of confidence at the time of the Disclosing Party's communication thereof to the Receiving Party, as shown by written record; (b) Was independently made available to the Receiving Party by an unrelated and independent third party whose disclosure shall not constitute a breach of any duty of confidentiality owed to the Disclosing Party; (c) Was generally available to the public in a readily available document; or (d) Is compelled to be disclosed pursuant to a court order, provided that the Disclosing Party shall first have the opportunity to request an appropriate protective order. In the event of a disputed disclosure, the Receiving Party shall bear the burden of proof of demonstrating that the information falls under one of the above exceptions.

The Receiving Party agrees that the Disclosing Party is and shall remain the exclusive owner of the Proprietary Information and all patent, copyright, trade secret, trademark and other intellectual property rights therein. No license or conveyance of any such rights to the Receiving Party is granted or implied under this Section.

The Receiving Party shall, upon the termination of the relationship between the parties or upon the earlier request of the Disclosing Party, return to the Disclosing Party all tangible property belonging to the Disclosing Party including, without limitation, all documents, records, notebooks, data, reports, notes, compilations, computer files, data and programs, equipment, parts and tools and similar repositories or materials and any and all copies or reproductions thereof.

These terms supersede all prior agreements, written or oral, between the Disclosing Party and the Receiving Party relating to the subject matter of this Section. The terms of this Section will be binding upon and inure to the benefit of the parties hereto and their respective heirs successors and assigns. The terms of this Section are necessary for the protection of the business and goodwill of both the Disclosing Party and the Receiving Party and are considered by both parties to be reasonable for such purpose.

The Receiving Party agrees that any breach of this Section will cause the Disclosing Party substantial, immediate and irreparable damages for which monetary damages alone would not be sufficient compensation, and therefore, in the event of any such breach or threatened breach, in addition to other remedies which may be available, all of which shall be cumulative, the Disclosing Party shall have the right to seek specific performance and other injunctive or equitable relief.

8. **Entire Agreement.** This Agreement sets forth all of the terms and conditions relating to the subject matter contained herein, and this Agreement supersedes any other previous agreement or discussions between the parties regarding the subject matter of this Agreement.

9. **Assignments.** Test Center may not assign or transfer any of its rights or delegate any of its obligations under this Agreement to any third party, by operation of law or otherwise, without the prior written consent of ICDL, which shall not be unreasonably withheld. Any attempted assignment or transfer in violation of the foregoing will be void. This Agreement will be binding upon, and inure to the benefit of, the successors and assigns of the parties.

10. **Amendments.** This Agreement may only be modified in a writing executed by both parties.

11. **Waiver.** The failure of either party to enforce any provision of this Agreement, unless waived in writing by such party, will not constitute a waiver of that party's right to enforce that provision or any other provision of this Agreement.

11. **Severability.** If any provision of this Agreement is held by a court of law to be illegal, invalid, or unenforceable, the legality, validity, and enforceability of the remaining provisions of this Agreement will not be affected or impaired thereby and the illegal, invalid, or unenforceable provision will be deemed modified such that it is legal, valid, and enforceable and accomplishes the intention of the parties to the fullest extent possible.

12. **Governing Law.** This Agreement shall be governed by and construed in accordance with the provisions of the laws of the State of Michigan. The parties hereby waive any and all rights they may have to a trial by jury with regard to any action or lawsuit related to the subject matter of this Agreement.

13. **Force Majure.** Neither party will be in default or otherwise liable for any delay in or failure of its performance under this Agreement (other than the payment of amounts owed) if such delay or failure arises by any reason beyond its reasonable control, including any act of God, or any acts of the common enemy, the elements, earthquakes, floods, fires, epidemics, riots, failures or delays in transportation or communications, or any act or failure to act by the other party, its employees, agents or contractors. The parties will promptly inform and consult with each other as to any of the above causes, which in their judgment may or could be the cause of a substantial delay in the performance of this Agreement.

14. **Relationship Between the Parties.** ICDL and Test Center are independent contractors and nothing in this Agreement will be deemed to create any agency, employee-employer relationship, partnership, or joint venture between the parties. Except as otherwise specifically provided in this Agreement, neither party will have or represent that it has the right, power or authority to bind, contract or commit the other party or to create any obligation on behalf of the other party.

15. **Notices.** All notices and consents required or permitted under this Agreement must be in writing and shall be personally delivered or sent (a) by registered or certified mail (postage prepaid), (b) by overnight courier (delivery confirmed), (c) by e-mail (with a hard copy to follow via regular mail to ICDL Counsel only), or (d) by facsimile (receipt confirmed, with a hard copy to follow via regular mail to ICDL Counsel only), in each case to the appropriate individual at the address set forth below, and will be effective upon receipt.

If to ICDL:

ICDL-US, LLC
c/o Lynn Rotando
543 Pequot Avenue
Southport, CT 06890
Facsimile: (203) 319-1182
E-mail: lrotando@icdlus.com

With a copy to ICDL Counsel:

Chris Nern
1052 Stratford Lane
Bloomfield Hills, MI 48304
Facsimile: (248) 647-1973
E-mail: cnern@icdlus.com

If to Test Center:

David Anderson
5500 Irvine Center Drive
Irvine, CA 92618
(949) 451-5270
E-mail: danderson@ivc.edu

16. **Authority.** The undersigned individuals warrant that they are duly authorized to execute this Agreement and bind either Test Center or ICDL, as appropriate, as stated herein.

17. **Counterparts; Facsimile.** This Agreement may be executed in counterparts or at different times by the parties, which counterparts or separate signatures together shall constitute but one and the same instrument and be binding on both parties. A facsimile copy of either a signature or the Agreement itself shall have equal standing as an original copy of the same.

18. **No Limitation.** The distribution strategy of ICDL regarding the Certification involves testing centers, end users, and resellers each of which is the subject of a separate agreement. The fact that Test Center has executed this Agreement shall not limit it from entering an additional agreement to become an end user or a reseller in the distribution strategy of ICDL.

19. **Copyrights and Trademarks.** The Tests, Certification, and Software are protected by various copyrights and trademarks, and such protections apply to all such proprietary pages, images, text, programs, and other material available from ICDL. The execution of this Agreement by Test Center indicates Test Center's acceptance of the various copyrights and trademarks, which may be revised at any time by ICDL or ECDL-F.

20. **Final Agreement.** This Agreement sets forth all of the terms and conditions relating to the subject matter contained herein, and this Agreement supersedes any other previous agreement or discussions between the parties regarding the subject matter of this Agreement.

Each party has read and agrees to be bound by the terms and conditions of this Agreement. The parties hereunder hereby execute this Agreement as of the Effective Date:

ICDL-US, LLC

By: _____
Lynn Rotando

Its: CEO

TEST CENTER

By: _____

Its: _____

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	4
FROM:	CHANCELLOR	DATE:	9/27/04
SUBJECT:	IRVINE VALLEY COLLEGE: 2004-2005 OUT-OF-STATE STUDENT TRAVEL		
REASON FOR BOARD CONSIDERATION:	APPROVAL		

BACKGROUND


The Board of Trustees has supported student programs to promote leadership and scholarship through student organizations such as the Administration of Justice (AOJ), Honor Society (Phi Theta Kappa), Wind Symphony, Geology Association, Psi Beta Honor Society, and Model United Nations (MUN). Participation in national conferences provides invaluable learning experiences for students as well as honor to Irvine Valley College. Students participating must be enrolled in at least six academic semester units, maintain a minimum 2.0 GPA, and have a current Associated Student Government card sticker. Travel to conferences held out-of-state requires approval of the Board of Trustees.

STATUS

The Associated Students of Irvine Valley College (ASIVC) seeks approval for out-of-state conference participation during the 2004-2005 academic year. Each conference/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 these events are included in the 2004-2005 ASIVC budget and club accounts. There is no negative impact on SOCCCD general funds.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the participation of Irvine Valley College students and their advisor(s) in the 2004-2005 out-of-state student conferences at a total cost not to exceed \$47,000.00 as described in EXHIBIT A.

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

**2004-2005
OUT-OF-STATE STUDENT TRAVEL
ASSOCIATED STUDENT GOVERNMENT ALLOCATIONS**

DATE	CONFERENCE	LOCATION	ALLOCATION	PARTICIPATION
November, 2004 April, 2005	AmWest MUN National Model UN	Las Vegas, NV New York, NY	*\$10,000	8-18 Students 1 Advisor
November 7-10, 2004	Geological Society of America	Denver, CO	*\$ 4,000	3 Students 1 Advisor
February 23-27, 2005	College Band Directors National Association (CBDNA)	New York, NY	\$ 4,800	5 Students 1 Advisor
March, 2005	Colorado Jazz Dance Festival	Denver, CO	\$ 4,000	3-5 Students 1 Advisor
March 14-18, 2005	National American Criminal Justice Conference	Memphis, TN	*\$14,700	17 Students 2 Advisors
April 14-17, 2005	Western Psychological Association Conference	Portland, OR	*\$ 4,000	4-8 Students 1-2 Advisors
April, 2005	National Convention-PTK (Alpha Omega Mu)	Dallas, TX	*\$ 5,500	15 Students 1 Advisor

*Co-Curricular Programs will augment ASIVC allocations with fund-raising activities to accommodate additional students.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Agenda Item

TO:	Board of Trustees	ITEM:	5
FROM:	Chancellor	DATE:	9-27-04
SUBJECT:	SADDLEBACK COLLEGE: STUDENT OUT-OF-STATE TRAVEL		
REASON FOR BOARD CONSIDERATION:	APPROVAL		

BACKGROUND

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

STATUS

Up to eight Communication Arts students and the KSBR Operations Director, Terry Wedel are planning to attend the Collegiate Broadcasters/Associated Collegiate Press/College Media Advisers Conference in Nashville, TN. Dates of the conference, including travel, are from Wednesday, November 3, 2004 through Sunday, November 7, 2004, in an amount not to exceed \$9,000.00 (Exhibit A). Funds for this conference have been approved by the Associated Student Government in the amount not to exceed \$8,000.00 and are available in the Associated Student Body budget, with a portion budgeted and available paid by KSBR Foundation account in the amount not to exceed \$1,000.00. There will be no impact to the general fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the out-of-state travel request for up to eight students and the Radio Operations Director to attend the November 3 -7, 2004, Collegiate Broadcasters/Associated Collegiate Press/College Media Advisers Conference in Nashville, TN, at a cost not to exceed \$9,000.00 (Nine thousand dollars), from the ASG budget and KSBR Foundation account budget.

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

South Orange County Community College District

SADDLEBACK COLLEGE

COLLEGIATE BROADCASTERS/ASSOCIATED COLLEGIATE PRESS/COLLEGE
MEDIA ADVISERS CONFERENCE

LOCATION: Nashville, TN

DATES: 11/3-11/7/04

ADVISOR: Terry Wedel

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

Up to 8 Communication Arts students will be chosen to attend the event, based on applications that will be judged by the Saddleback College Communication Arts faculty. The students will then be expected to make presentations on their experiences at the conference to their respective classes. In addition, it is anticipated that through interaction with student media leaders at other colleges, our students will be inspired to take leadership roles in radio and television production at Saddleback College.

Cost breakdown (per person):

Registration	\$ 79
Room	364
Air	370
Meals (per ASG)	80
<u>Ground/parking</u>	<u>55</u>
	\$ 945

83rd Annual ACP/CMA



National College Media Convention

Nov. 3-7, 2004

Renaissance Hotel & Nashville Convention Center

Highlights

Four keynotes

300+ learning sessions

SND Quick Course

Pre-convention workshops

NPR's Next Generation Journalism Project

Of Show contest

On-site critiques

ACP/CMA/CBI awards

Trade show

Vendor sessions

Minority journalist roundtables

Special interest roundtables

Student media displays, exchanges

Career fair

Display of award-winning student work

Picture Nashville competition

Networking opportunities

Honkytonks, Hatch Prints and history

Music, music, music

Celebrating...



See
page 20

Media, music share spotlight in Nashville, Music City USA during 83rd national convention

Nashville, Music City USA, will host the 83rd National College Media Convention Nov. 3-7, 2004. Sponsored by the Associated Collegiate Press and College Media Advisers and in a partnership with College Broadcasters Inc., the event marks the 50th anniversary of the founding of CMA. CMA will observe this milestone with several special events during the convention.

The largest annual event for college and university media in the world, more than 2,500 student journalists, broadcasters, media advisers and others who work with student media from the United States, Canada and other countries are expected to attend. The convention will be held at the Nashville Convention Center and the adjoining Renaissance Hotel.

Award-winning, veteran journalists will deliver keynote addresses during the convention. They include John Seigenthaler, former publisher of The Tennessean and member of the board of directors of The Freedom Forum; David Aikman, longtime Time magazine correspondent and author of several books; Leonard Pitts, Jr, nationally syndicated columnist for the Miami Herald and recipient of 2004 Pulitzer Prize for commentary and Rob Curley, director of new media for the Internet division of the Lawrence (Kan.) Journal-World newspaper and 6News television station.

"Freedom Sings," the popular musical about the history of the First Amendment, produced by The First Amendment Center in Nashville, will be performed at the convention as a special event. The musical has been performed throughout the country and features a cast of musicians, singers and narrators.

In addition to the keynotes and "Freedom Sings" program, roundtables, workshops, more than 300 breakout sessions, on-site critiques, ACP's Best of Show on-site competition, a career fair, ACP/CMA/CBI awards convocations, media resources

and student publications displays, an on-site photography opportunity, a tradeshow, vendor sessions, receptions and an adviser luncheon round out the program.

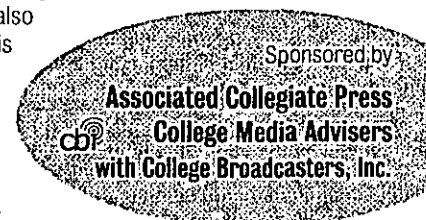
Four pre-convention workshops—Business and Advertising, Newsroom Management, Coaching Writers and Digital Photography—will begin at 1 pm on Wednesday. Pre-registration is required and enrollment is limited in each. Three of the four workshops continue on Thursday until 12 noon, while Newsroom Management is limited to a half-day program and concludes at 5:30 pm Wednesday.

An all-day Society of News Design Quick Course will be held on Thursday. Pre-registration is also required for this program.

National Public Radio will conduct a special training program for broadcast students during the convention, concluding with an open "listening session," on Saturday afternoon, when student work will be broadcast for those present.

The Editor-in-Residence program returns for the Nashville convention. Jill "JR" Labbe, senior editorial writer and columnist with the Fort Worth Star-Telegram, will lead several sessions and meet with students who want professional mentoring.

Scores of breakout sessions for all student media, including print and online newspapers, magazines, yearbooks, and radio and television broadcast will be offered. Some of these breakouts will be targeted to special audiences and interests,



continued on page 3

Convention center to host ACP/CMA sessions and activities for the first time

continued from front page

including community and private colleges, advertising and business management, press law and ethics, photography, technology, news design and advising. These sessions will be taught by working journalists and other media professionals, media advisers and occasionally by a panel of students.

One of the broadcast breakout session will feature FCC representative Allen Meyers who will discuss updates in the governments broadcast rules and regulations. A special two-hour advertising program will feature advertising professionals addressing relevant issues in the question and answer format.

The Black College Communications Association will have a special convocation for its members and other interested delegates during the convention.

Students who attend the convention can enter ACP's Best of Show competition, which is free to ACP members and open to non-members for a small fee. This convention-only, on-site competition is for newspapers, magazines, yearbooks and broadcast news programs. Entries are judged for overall excellence. The awards are presented at the convention's closing convocation on Sunday morning.

Discussion roundtables for various minority and other special interest groups, including African American, Asian American, gay and lesbian, Hispanic and Native American, will be held following the keynote address on Thursday. At the same time, special interest groups such as state and regional divisions for large and small schools, techies, radio music directors and radio program directors, will meet to network.

An exhibit hall will be open on Wednesday afternoon until Friday afternoon and will include vendors who provide goods and services to student media. Joining these vendors will be a media resources display provided by CMA and a student publications display area. Convention delegates are encouraged to bring up to two dozen copies of their best newspapers, advertising rate cards and other promotional sales materials, a non-returnable copy of their most recent yearbook or a dozen copies of their magazine for display, browsing and exchange.

For the first time, both a hotel and convention center will be used for this event. Sessions will be held at both the Nashville Convention Center and the Renaissance Nashville Hotel. Delegates are encouraged to reserve their rooms at the convention hotel early, before the deadline (see related story in this booklet).

Convention registration and hotel reservations forms are printed in this convention booklet. More information about convention programs, including those that require advance sign-up, can also be found in this booklet and on the ACP and CMA web sites.

Online convention registration is encouraged and easy at www.studentpress.org/acp. Or, delegates may register by fax or by regular mail. The full names of all delegates must be provided. Substitutions or additional names may be provided later.

Some 2,645 delegates attended the 2003 National College Media Convention in Dallas.

DEADLINES

Hotel reservations • Oct. 12*

End earlybird (reduced) registration fees • Oct. 12

Regular registration fees in effect • Oct. 13

SND Quick Course, Advertising/Business, Digital Photography, Newsroom Management and Coaching Writers workshop registrations due • Oct. 20

Last day to mail registration to ACP • Oct. 25**

Last day to fax registration to ACP • Oct. 29**

Last day for online registration • Oct. 29**

*** After Oct. 12, rooms may still be available, but phone the hotel before faxing or mailing a reservation.**

**** Walk-in (on-site) registrations are accepted beginning Wednesday, Nov. 3 at the Nashville Convention Center.**

Schedule at a Glance

Wednesday, Nov. 3

Business and Advertising/Coaching Writers/Digital Photography Workshops Pt. 1	1-5:30 pm
Newsroom Management Workshop	1-5:30 pm
Earlybird convention registration	4-7:30 pm
Earlybird Best of Show entries	4-7:30 pm
Exhibits open	4-7:30 pm

Thursday, Nov. 4

Convention registration	8 am-5 pm
Best of Show entries	8 am-5 pm
Exhibits	6 am-5 pm
Breakouts/learning sessions	8 am-3:20 pm
Business and Advertising/Coaching Writers/Digital Photography workshops Pt. 2	8:30 am-noon
SND Quick Course	8:30 am-5:30 pm
Nashville Portrait photo registration	9 am-3 pm
Media Tours registration	9 am-noon
Liaisons table	10 am-4 pm
Drop off resumes and cover letters	10 am-4 pm
New advisers meet CMA officers	10-10:50 am
Publication/Web critiques check-in	1-5 pm
Opening keynote address	3:30-4:30 pm
CBI membership meeting	4:30-5:30 pm
Nashville Portrait participant selections	4:30 pm
Roundtables (various)	4:30-5:30 pm
Reception for advisers	4:30-6:30 pm

Friday, Nov. 5

Run or Walk a Mile, Pt. 1	6-6:50 am
Convention registration	8 am-4 pm
Best of Show entries	8 am-noon
Exhibits	8 am-3:30 pm
Media Tours registration	8-9:50 am
SCJ Meeting	8-8:50 am
Breakouts/learning sessions	8 am-4:20 pm
Drop off resumes and cover letters	8 am-noon
Publication critiques	9 am-noon
BCCA meetings	9 am-4 pm
Liaisons table	10 am-3 pm
Keynote address	10-11:20 am
CMA 50th Anniversary lunch/awards	1:30-2:20 pm
All-convention reception	2:30-3:30 pm
CBI student broadcasting awards	3:30-4:30 pm
Freedom Sings	4:30-6 pm
Adviser Reception	6-7 pm

Saturday, Nov. 6

Run or Walk a Mile, pt. 2	6-6:50 am
Convention registration	8 am-2 pm
CMA membership meeting	8-8:50 am
Breakouts/learning sessions	8 am-3:20 pm
Publications critiques	9 am-noon
BCCA meetings	9 am-4 pm
ACP members meeting	9-9:50 am
Career Fair interviews pt. 1	9 am-noon
Web critiques	9 am-3 pm
Association of Christian Media meeting	10-11:20 am
CCJA Luncheon/Business meeting	noon-2 pm
Career Fair interviews pt. 2	1-4:30 pm
Keynote address	1:30-2:20 pm
ACP awards ceremony	3:30-5 pm
NPR listening session	5:30-6 pm
Reception for advisers	5:30-6:30 pm

Sunday, Nov. 7

Convention registration	8:30-10 am
Breakouts/learning sessions	8:30-9:20 am
Displays of award-winning work	8:30-10:45 am
Closing keynote/Best of Show awards	9:30-10:45 am

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Agenda Item

TO:	Board of Trustees	ITEM:	6
FROM:	Chancellor	DATE:	09-27-04
SUBJECT:	SADDLEBACK COLLEGE: AMERICAN WEST MODEL UNITED NATIONS CONFERENCE		
REASON FOR BOARD CONSIDERATION:	APPROVAL		

BACKGROUND

Saddleback College has made a commitment through the years to support activities that enhance effective student leadership. Periodically, student representatives participate in leadership activities on a national level.

STATUS

Up to twelve students and one advisor are planning to attend the 2004 American West Model United Nations Conference in Las Vegas, Nevada, as shown in Exhibit A. Dates for the conference, inclusive of travel, are from Friday, November 19, 2004 through Wednesday, November 24, 2004. Funds for this conference have been approved by the Associated Student Government and are available in the Associated Student Body budget in the amount not to exceed \$5,523.00. There will be no impact to the general fund.

RECOMMENDATION

The Chancellor recommends the Board of Trustees approve the out-of-state travel request for up to twelve students and an advisor November 19 through November 24, 2004 to Las Vegas, Nevada at a cost not to exceed \$5,523.00.

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

American West Model United Nations Conference

Location: Las Vegas, NV

Dates of Conference: 11/20/2004 to 11/23/2004

Dates of travel: 11/19/2004 to 11/24/2004

Hotel: Embassy Suites Hotel

Number of Nights: 4

Number of Students: max. 12

Number of Advisors: 1

Budget:

Delegate Fees-	\$75 x 12=	\$900
Institution Fees-	\$200 x 1=	\$200
Advisor-	\$75 x 1=	\$75
Transportation-	\$150 x 2=	\$300
Hotel-	\$440 x 6=	\$2640
Hotel tax-		\$238
Food-	\$90 x 13=	\$1170

Total		\$5523
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SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Agenda Item

TO:	Board of Trustees	ITEM:	7
FROM:	Chancellor	DATE:	09-27-04
SUBJECT:	SADDLEBACK COLLEGE: HARVARD MODEL UNITED NATIONS CONFERENCE		
REASON FOR BOARD CONSIDERATION:	APPROVAL		

BACKGROUND

Saddleback College has made a commitment through the years to support activities that enhance effective student leadership. Periodically, student representatives participate in leadership activities on a national level.

STATUS

Up to twelve students and one advisor are planning to attend the 2005 Harvard Model United Nations Conference in Boston, Massachusetts, as shown in Exhibit A. Dates for the conference, inclusive of travel, are from Tuesday, February 15, 2005 through Monday, February 21, 2005. Funds for this conference have been approved by the Associated Student Government and are available in the Associated Student Body budget in the amount not to exceed \$12,052.00. There will be no impact to the general fund.

RECOMMENDATION

The Chancellor recommends the Board of Trustees approve the out-of-state travel request for up to twelve students and an advisor February 15 through February 21, 2005 to Boston, Massachusetts at a cost not to exceed \$12,052.00

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

Harvard Model United Nations Conference

Location: Boston, Mass.

Dates of Conference: 2/17/2005 to 2/20/2005

Dates of travel: 2/15/2004 to 2/21/2005

Hotel: Park Plaza Hotel

Number of Nights: 5

Number of Students: max. 12

Number of Advisors: 1

Budget:

Delegate Fees-	$\$65 \times 12 =$	\$780
Institution Fees-	$\$0 \times 1 =$	\$0
Advisor-	$\$60 \times 1 =$	\$60

Transportation-	$\$330 \times 13 =$	\$4290
Ground Trans.-	$\$140 \times 2 =$	\$280

Hotel-	$\$800 \times 6 =$	\$4800
Hotel tax-		\$672

Food-	$\$90 \times 13 =$	\$1170
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Total-		\$12052
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SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Agenda Item

TO:	Board of Trustees	ITEM:	8
FROM:	Chancellor	DATE:	09-27-04
SUBJECT:	SADDLEBACK COLLEGE: NATIONAL MODEL UNITED NATIONS CONFERENCE		
REASON FOR BOARD CONSIDERATION:	APPROVAL		

BACKGROUND

Saddleback College has made a commitment through the years to support activities that enhance effective student leadership. Periodically, student representatives participate in leadership activities on a national level.

STATUS

Up to twelve students and one advisor are planning to attend the 2005 National Model United Nations Conference in New York City, New York, as shown in Exhibit A. Dates for the conference, inclusive of travel, are from Saturday, March 19, 2005 through Sunday, March 27, 2005. Funds for this conference have been approved by the Associated Student Government and are available in the Associated Student Body budget in the amount not to exceed \$15,890.00. There will be no impact to the general fund.

RECOMMENDATION

The Chancellor recommends the Board of Trustees approve the out-of-state travel request for up to twelve students and an advisor March 19-27, 2005 to New York City, New York at a cost not to exceed \$15,890.00

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

National Model United Nations Conference

Location: New York City, NY

Dates of Conference: 3/22/2005 to 3/26/2005

Dates of travel: 3/19/2004 to 3/27/2005

Hotel: New York Hilton

Number of Nights: 7

Number of Students: max. 12

Number of Advisors: 1

Budget:

Delegate Fees-	$\$65 \times 12 =$	\$780
Institution Fees-	$\$125 \times 1 =$	\$125
Advisor-	$\$0 \times 1 =$	\$0

Transportation-	$\$310 \times 13 =$	\$4030
Ground Trans.-	$\$140 \times 2 =$	\$280

Hotel-	$\$1330 \times 6 =$	\$7980
Hotel tax-		\$1057

Food-	$\$126 \times 13 =$	\$1638
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Total-		\$15890
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SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	Board of Trustees	ITEM: 9
FROM:	Chancellor	DATE: 9-27-04
SUBJECT:	SADDLEBACK COLLEGE: CONTRACT WITH MATERIALISE	
REASON FOR BOARD CONSIDERATION:	APPROVAL	

BACKGROUND

Saddleback College has won the right to be the exclusive distributor of software training for Magic software in the Western United States. The parent company is Materialise from Belgium. We will be given approximately \$100,000 worth of software licenses and a 50% split on the training dollars earned. The company will market the training and send the employees to Saddleback College for training. We will also be allowed to use the software licenses for student education, at no cost.

STATUS

The contract has been reviewed by the Deputy Chancellor and the County Department of Education. There may be a positive impact to the general fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the contract with Materialise.

Item Submitted by:	<u>Dr. Richard D. McCullough, President, Saddleback College</u>
Item Reviewed by:	<u>Dr. Raghu Mathur, Chancellor</u>
Final Disposition:	_____ Vote: _____

5825 Glenridge Drive
Atlanta, GA 30328
404.843.9525; www.thequalitygroup.net

Dear Prospective College Partner,

Thank you for your interest in becoming a TQG College Distribution Partner.

The attached Agreement is designed to provide you with details about the terms of our proposed relationship and the processes we will use to work together.

As you know, The Quality Group produces e-Learning Products that can be used for Contract Training, Continuing Education and Business & Industry Training purposes. They can even be incorporated into credit classes. Your College will distribute these e-Learning courses to Learners in your community. You will place your orders for Learner License IDs through your own e-Learning 'portal gateway' that TQG will set up and brand with your College identity. Though TQG provides you with a suggested list price, you may sell the e-Learning Products to Learners at whatever price you determine. On a monthly basis, TQG will bill you the 'Fee due TQG' -- roughly 40% off the suggested list price. In cases where you sell versions of the Products to corporations as Enterprise Licenses, you will receive a commission on those sales.

From time to time, TQG will add, delete and/or modify the products and terms on Appendix A. You will have plenty of notice -- a minimum of 3 months -- before any revised term goes into effect. Any agreements between you and your customers made prior to the notification date will be honored by TQG.

Appendix B is TQG's standard Learner License Agreement. Learners will be asked to indicate their agreement before they are given access to the e-Learning Products.

If you have any questions about the TQG College Distribution Partner Agreement, as currently written, please contact me directly. When you've signed the Agreement, please either send, email or fax (404.252.4475) to my attention. I'll then add my signature and return you your signed copy right away.

Thank you again for your interest in partnering with The Quality Group, and we're looking forward to successfully doing some very important work together.

Sincerely,

Rob Stewart
President, The Quality Group, Inc.
rstewart@thequalitygroup.net

E-Learning College Distribution Agreement

This Agreement dated as of August 26, 2004 is by and between The Quality Group, Inc. ("TQG"), a Georgia corporation having its principal place of business at 5825 Glenridge Drive, Bldg 3, Suite 101, Atlanta, Georgia 30328 and Saddleback College ("College"), having its principal place of business at 28000 Marguerite Parkway, Mission Viejo, CA 92692.

The parties agree as follows:

1. **Purpose:** TQG produces e-learning training and portal Products. College is an independent interested in marketing, selling and promoting College branded versions of the Products listed on Appendix A. TQG may, from time to time, add or delete Products to Appendix A.
2. **Territory:** TQG hereby grants to College non-exclusive rights to sell, market, promote and obtain orders and contracts for a) Learner License IDs that permit individuals to access Products over the internet and b) Enterprise Licenses that grant to a corporate entity the right to use Products to train employees of that entity for the specified license term. Nothing herein shall be construed as establishing an employee-employer, partnership or joint venture relationship between TQG and College.
3. **Orders:** College shall authorize its own College Administrator ("Agent(s)") to use a TQG program accessible from the portal TQG will establish for College, to generate the Learner License IDs necessary to register individual Learners for the Products. Monthly, TQG will bill College for Learner License IDs generated during the prior month. Learner License IDs can also be sold as Enterprise Licenses to corporate entities by submitting Purchase Orders to TQG. TQG's payment terms are 'Net 30 Days.'
4. **License:** College understands that EVERY LEARNER NEEDS THEIR OWN, INDIVIDUAL LEARNER LICENSE ID, EVEN IF TRAINING OCCURS IN A GROUP OR CLASS SETTING. College shall use its best efforts to assure that all Learners comply with TQG's standard License terms.
5. **Sales & Marketing Assistance:** TQG will assist College with access to online Product Demos and softcopies of marketing materials. TQG may provide College with try-buy, limited-use, no-charge access to the Products, on an as-needed basis. College agrees that all such access will be used ONLY for "limited customer evaluations", and will not be sold, rented, used as a part of a lending library, given away or used for any other purpose other than for short term evaluation by potential customers.
6. **Support:** TQG sets forth, on the portal, the minimum computer operating environment necessary for a Learner to access and utilize the Products in the manner contemplated by this Agreement. TQG will provide the additional Technical Support to Learners of the College as a part of the annual hosting fee.
7. **Confidentiality:** TQG will keep confidential all Learner information furnished by College and any other information identified as being proprietary or confidential and will take reasonable steps to protect the confidentiality of such information. The College and its employees as well as any parties retained by the College in its performance of this Agreement will treat as proprietary and confidential any information from TQG that is identified by TQG as being proprietary and confidential and will take reasonable steps to protect the confidentiality of such information.
8. **Intellectual Property:** TQG retains all right, title and interest in the copyright and other intellectual property rights associated with the Products including College branded versions of the Products, derivative works or modifications. College will respect protect TQG's intellectual property, and rights associated with the Products.
9. **Understandings:** During the term of this Agreement, College will take all reasonable steps to protect TQG trademarks and copyrights, including but not limited to TQG product names and descriptions. All promotional material to be produced by College will properly refer to The Quality Group, Inc. as the original producer of such Products.
10. **Term:** The term of this Agreement shall be from the date each party has signed below until either party for any reason, with 90 days prior written notice of the desired date of termination. The termination of this Agreement will not affect any Learner License ID or Enterprise Licenses ordered prior to the date of termination and such

Learner License IDs and/or Enterprise Licenses will remain in full force and effect.

11. **Termination:** TQG may terminate this Agreement at any time if College violates any of the terms of the Agreement and fails to cure such violation within 15 days following written notice from TQG to College describing the violation. IN THE EVENT OF TERMINATION, NEITHER PARTY SHALL BE LIABLE TO THE OTHER PARTY ON ACCOUNT OF GOODWILL, LOST PROFITS, LOST SAVINGS, OR ANY OTHER SIMILAR CONSEQUENTIAL OR INCIDENTAL DAMAGES. TERMINATION SHALL NOT EFFECT ANY AMOUNTS OUTSTANDING AS OF THE DATE OF TERMINATION. UPON TERMINATION, ALL MATERIALS CONTAINING THE CONFIDENTIAL INFORMATION OF TQG SHALL BE RETURNED TO TQG BY COLLEGE.
12. **Warranties:** College shall not make any representations or warranties to any of its Learners attributable to TQG except for those expressly made by TQG in TQG's standard license agreement (see Appendix B) under which the Products and Services are distributed. THE WARRANTIES CONTAINED IN THE LICENSE AGREEMENT ARE THE ONLY REPRESENTATIONS OR WARRANTIES MADE BY TQG AND EXCEPT FOR SUCH WARRANTIES, TQG MAKES NO WARRANTIES, EXPRESS OR IMPLIED, REGARDING THE PRODUCTS OR SERVICES, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. College shall indemnify TQG for all damages incurred by TQG arising out of a claim by a third party based on the marketing or sale of the Products or Services by College, excluding any claim that the Products or Services infringe on the intellectual property rights of any third party or that there are material software problems that can be unambiguously attributed to TQG.
13. **Laws:** This Agreement will be governed by the laws of the State of California, U.S. College shall comply with all applicable laws in connection with the marketing and distribution of Products and Services. The illegality of any provision of this Agreement shall not affect the enforceability of all other provisions of the Agreement.
14. **Consent:** College may not assign, license or sub-license to others rights under this Agreement unless it obtains the prior written consent of TQG.
15. This Agreement and the attached Appendix A constitute the entire agreement and understanding of the parties relating to the subject matter addressed. This agreement may not be amended, discharged or waived except in writing by both TQG and College. If any action at law or in equity is necessary to enforce the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and court costs, in addition to any other relief to which such party may be entitled, if ordered by the court.

For: Saddleback College
South Orange County Community College District

For: The Quality Group, Inc.

By:

By

Title: Deputy Chancellor, Business Services

Title Rob Stewart, President

Date:

Date:

Appendix A – Business Terms – Version 4 E-Learning College Distribution Agreement The Quality Group, Inc.

Products

- E-Learning **Courseware Curriculum** including:
 - A. Six Sigma-TIP-Online™: Introduction, Basics
 - B. Statistical Process Control-TIP- Online™: Basics (SPC Starter Kit, Applying SPC);
Advanced (Process Capability, Using Design of Experiments)
 - C. *Lean- TIP- Online™: Introduction, Basics
 - D. *Complete Statistics Series
- Blended E-Learning Six Sigma **Certification Packages** (includes License IDs + Instructor Materials)
 - A. Package #1 (ie White Belt): Six Sigma Introduction, 4 Statistics courses, Materials
 - B. Package #2 (ie Yellow Belt): Package #1 + Six Sigma Basics, Materials
 - C. Package #3: (ie Green Belt): Package #2 + Additional Statistics courses, Materials

Services

- Trainer Certification: Fee Negotiable (**20% OFF for NCATC (National Coalition of Advanced Technology Center) Colleges**)
- ‘Branded Portal’ Hosting: \$2,500 per year for hosting (**\$1,000 per year for NCATC Colleges**) (1st 6 months free; payment terms negotiable ... 512 Kb Internet Bandwidth Burstable to 10 MB, weekly full backup of server with daily incrementals, 24 x 7 network monitoring, maximum downtime of 5 minutes per day with 24 x 7 availability unless specific software or hardware upgrades are being performed)

Fees due TQG

Courseware Curriculum/Learner	Suggested List Price	Fee Due TQG
Six Sigma Introduction	\$99.00	\$ 60.00
Six Sigma Basics (includes Six Sigma Introduction)	\$575.00	\$ 350.00***
SPC-TIP Basics (Starter Kit & Applying SPC)	\$149.00	\$90.00
SPC-TIP Advanced (Process Cap & Using DOE)	\$149.00	\$90.00
SPC-TIP Comprehensive (Basic & Advanced)	\$249.00	\$150.00
Lean Introduction*	\$99.00	\$ 60.00
Lean Basics (includes Lean Introduction)*	\$249.00	\$150.00
Complete Statistics Series*	\$395.00	\$240.00
Certification Packages/Student		
Package #1 (ie White Belt)	\$350.00	\$125.00
Package #2 (ie Yellow Belt)**	\$895.00	\$400.00
Package #3 (ie Green Belt)**	\$1,495.00	\$600.00

* In Development

** Fee Due TQG to upgrade from Package #1 to #2 is \$300; and from Package #2 to #3 is \$225.

*** **Six Sigma Basics @ \$315 for 1st 24 IDs ordered by NCATC Colleges**

Additional Notes:

- 1) College determines Learner License ID sale price
- 2) ‘Fee due TQG’ applies to total IDs ordered by College (not IDs order by end user)
- 3) For Enterprise Licenses (Contact TQG for price quotation)
 - a. College determines final sale price
 - b. TQG’s price to College is 75% of the total price quoted by TQG to College.
 - c. TQG’s price to College for TQG provided Services (ie customization, hosting etc) is 95% of the total price quoted for those Services.
 - d. 0% commission to TQG from College for any College provided Services and/or Certifications provided as a part of the Enterprise License Sale.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM: 10
FROM:	CHANCELLOR	DATE: 09/27/04
SUBJECT:	SOCCCD: CONFLICT OF INTEREST CODE – BIENNIAL REVIEW	
REASON FOR BOARD CONSIDERATION:	APPROVAL	

BACKGROUND

On August 26, 2002, the South Orange County Community College District adopted an amendment to its Conflict of Interest Code as required by Government Code Section 87300 of the Political Reform Act of 1974. Pursuant to Government Code Section 87306.5(b), the Orange County Board of Supervisors (the "County"), as the code reviewing body for the District, has requested that the District conduct a biennial review of its Conflict of Interest Code and, if a change in the Code is necessitated by changed circumstances, submit an amended Code to the County not later than October 1, 2004. The amended code will become effective upon approval by the County.

STATUS

Consistent with the advisory opinions issued by the Fair Political Practices Commission, District legal counsel has recommended that Appendix A to the District's existing Conflict of Interest Code be amended as attached as EXHIBIT A (black lined information version) and EXHIBIT B (final version).

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution 04-23 (EXHIBIT C) and approve the revised Conflict of Interest Code, attached as EXHIBIT B, subject to the review and approval by the Orange County Board of Supervisors.

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

CONFLICT OF INTEREST CODE FOR THE
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

The Political Reform Act, Government Code section 81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, Title 2, California Code of Regulations, section 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of Title 2, California Code of Regulations, section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which officials and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the South Orange County Community College District.

Pursuant to Section 4 of the standard code, designated employees and officials shall file statements of economic interests with the agency. Upon receipt of the statements of the Chancellor and members of the Board of Trustees, the agency shall make and retain a copy and forward the original of these statements to the Orange County Board of Supervisors. Statements for all other designated employees or officials will be retained by the agency.

APPENDIX A

CONFLICT OF INTEREST CODE FOR THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

1.0 Filing of Statements

Designated employees and officials shall file statements with the South Orange County Community College District who will make the statements available for public inspection and reproduction. (Government Code section 81008).

- 1.1 It has been determined that the positions listed below manage public investments and will file a Statement of Economic Interests pursuant to Government Code section 87200 and the disclosable financial interests set forth in Section 3.0 below.

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

Member of Board of Trustees
Deputy Chancellor
Vice President, Student Services - IVC
Vice President, Student Services - SC
Director, Business Services

- 1.2 Designated Positions and disclosure categories are as follows:

DESIGNATED POSITIONS

DISCLOSURE CATEGORIES

District Services

Chancellor	1, 2, 3
Vice Chancellor/Educational Services	1, 2, 3
<u>Provost</u>	<u>1, 2, 3</u>
Director, Human Resources	2
Assistant Director, Human Resources	2
Human Resources Information System Manager	2
Accounting Manager	2
Director Facilities Planning/Purchasing	2, 3
Purchasing Supervisor	2
Payroll Manager	2

DESIGNATED POSITIONS

DISCLOSURE
CATEGORIES

Director, Information Tech., Prog. Analysis	2
District Public Affairs Director	2
<u>Director, Information Resources</u>	<u>2</u>
<u>Director, Marketing, Government & Community Relations</u>	<u>2</u>
<u>Director of Research & Planning</u>	<u>2</u>
 <u>Irvine Valley College</u>	
President	1, 2, 3
Vice President, Instruction	1, 2, 3
Dean, Business & Social Sciences	2
Dean, Health Sciences, Physical Ed. and Athletics	2
Dean, Humanities, & Fine Arts, & Library	2
Services	2
Dean, Math, Sciences, & Engineering	2
Dean, Advanced Technology & Library Services	2
Dean of Students, Guidance and Counseling	2
Director, Technology Services	2
Director, Facilities & Maintenance	2, 3
Director, College Foundation	2
Director, Emeritus Institute, Community & Contract- Education	2
Director, Economic & Resources Development	2
Director, Student Affairs	2
Director, Child Development Center	2
Director, Financial Aid	2
Director, Research, Planning & Grants	2
Director, Admissions, Records, and Enrollment Services	2
<u>Admissions & Records Registrar</u>	<u>2</u>
Chief of Police	2
<u>Deputy Chief of Police / Assistant Director of Safety & Security</u>	<u>2</u>
College Budget Manager	2

DESIGNATED POSITIONS

DISCLOSURE
CATEGORIES

Saddleback College

President	1, 2, 3
Vice President, Instruction	1, 2, 3
Dean, Business, Science, Vocational Education and Economic Development	2
Dean, Fine Arts, P.E. & Athletics	2
Dean, Counseling Services and Special Programs	2
Dean, Liberal Arts and Learning Resources	2
Dean, Advanced Technology and Applied Science	2
Dean, Social and Behavioral Science	2
Dean, Math, Science and Engineering	2
Dean, Health Sciences, Human Services and Emeritus Institute	2
Director, Nursing and Special Projects	2
<u>Assistant Dean, Health Sciences, Human Services & Emeritus Institute</u>	2
Assistant Dean, Student Services and Financial Aid	2
Assistant Dean, Athletic Director	2
Director, Research, Planning and Grants	2
Director, <u>College Foundation</u>	2
Director, <u>Emeritus Institute Program</u>	2
Director, Student Affairs	2
Chief of Police	2
<u>Deputy Chief of Police / Assistant Director of Safety & Security</u>	<u>2</u>
<u>Director, Performing Arts Director</u>	2
<u>Director, Community Education Director</u>	2
Director, Admissions, Records, and Enrollment Services	2
Associate Director, Financial Aid	2
Director, <u>Facilities & Physical Plant</u>	2
College Budget Manager	2
Director, Child Development Center	2
Director, Instructional Support Services	2

DESIGNATED POSITIONS

DISCLOSURE
CATEGORIES

Director, Technology and Broadcast Services	2
<u>Director, Student Health Center</u>	<u>2</u>
<u>Director of Public Information & Marketing</u>	<u>2</u>

2.0 Consultants

Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest category in this Conflict of Interest Code subject to the following limitations:

The Chancellor may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Chancellor's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

3.0 Officials Who Manage Public Investments

Subject to the provisions of Government Code sections 87200 through 87210, an official in this category shall disclose:

- (a) Interests in real property located within the jurisdiction of the District.
- (b) Business positions or investments in business entities or income from sources which plan to do business, are currently doing business, or have done business within the jurisdiction of the District during the previous two (2) years.

4.0 Disclosure Categories

4.1 Category 1: Designated Employees Whose Duties are
Broad and Undefinable

- 1. All sources of income.
- 2. Interests in real property.

3. Investments and business positions in business entities.

4.2 Category 2: Designated Employees Whose Duties Involve Contracting or Purchasing

A designated employee in either of the two following subcategories shall disclose:

1. Contracts or makes purchases for entire District or college:

Investments and business positions in business entities, and sources of income, which provide services, supplies, materials, machinery, or equipment of the type utilized by the District.

2. Contracts or makes purchases for specific department:

Investments and business positions in business entities, and sources of income, which provide services, supplies, materials, machinery, or equipment of the type utilized by the designated employee's department or division.

4.3 Category 3: Designated Employees Whose Decisions May Affect Real Property Interests:

A designated employee in this category shall disclose:

Investments and business positions in business entities, and sources of income, which engage in land development, construction, or the acquisition, lease or sale of real property and all interests in real property.

CONFLICT OF INTEREST CODE FOR THE
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

The Political Reform Act, Government Code section 81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, Title 2, California Code of Regulations, section 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of Title 2, California Code of Regulations, section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which officials and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the South Orange County Community College District.

Pursuant to Section 4 of the standard code, designated employees and officials shall file statements of economic interests with the agency. Upon receipt of the statements of the Chancellor and members of the Board of Trustees, the agency shall make and retain a copy and forward the original of these statements to the Orange County Board of Supervisors. Statements for all other designated employees or officials will be retained by the agency.

APPENDIX A

CONFLICT OF INTEREST CODE FOR THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

1.0 Filing of Statements

Designated employees and officials shall file statements with the South Orange County Community College District who will make the statements available for public inspection and reproduction. (Government Code section 81008).

- 1.1 It has been determined that the positions listed below manage public investments and will file a Statement of Economic Interests pursuant to Government Code section 87200 and the disclosable financial interests set forth in Section 3.0 below.

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

Member of Board of Trustees
Deputy Chancellor
Vice President, Student Services - IVC
Vice President, Student Services - SC
Director, Business Services

- 1.2 Designated Positions and disclosure categories are as follows:

DESIGNATED POSITIONS

DISCLOSURE CATEGORIES

District Services

Chancellor	1, 2, 3
Vice Chancellor/Educational Services	1, 2, 3
Provost	1, 2, 3
Director, Human Resources	2
Assistant Director, Human Resources	2
Human Resources Information System Manager	2
Accounting Manager	2
Director Facilities Planning/Purchasing	2, 3
Purchasing Supervisor	2
Payroll Manager	2

DESIGNATED POSITIONS

DISCLOSURE
CATEGORIES

Director, Information Resources	2
Director, Marketing, Government & Community Relations	2
Director of Research & Planning	2

Irvine Valley College

President	1, 2, 3
Vice President, Instruction	1, 2, 3
Dean, Business & Social Sciences	2
Dean, Health Sciences, Physical Ed. and Athletics	2
Dean, Humanities & Fine Arts	2
Dean, Math, Sciences, & Engineering	2
Dean, Advanced Technology & Library Services	2
Dean of Students, Guidance and Counseling	2
Director, Technology Services	2
Director, Facilities & Maintenance	2, 3
Director, College Foundation	2
Director, Emeritus Institute, Community & Contract Education	2
Director, Economic & Resources Development	2
Director, Student Affairs	2
Director, Child Development Center	2
Director, Financial Aid	2
Director, Admissions, Records, and Enrollment Services	2
Admissions & Records Registrar	2
Chief of Police	2
Deputy Chief of Police / Assistant Director of Safety & Security	2
College Budget Manager	2

Saddleback College

President	1, 2, 3
Vice President, Instruction	1, 2, 3

DESIGNATED POSITIONS

DISCLOSURE
CATEGORIES

Dean, Business, Science, Vocational Education and Economic Development	2
Dean, Fine Arts, P.E. & Athletics	2
Dean, Counseling Services and Special Programs	2
Dean, Liberal Arts and Learning Resources	2
Dean, Advanced Technology and Applied Science	2
Dean, Social and Behavioral Science	2
Dean, Math, Science and Engineering	2
Dean, Health Sciences, Human Services and Emeritus Institute	2
Assistant Dean, Health Sciences, Human Services & Emeritus Institute	2
Assistant Dean, Student Services and Financial Aid	2
Assistant Dean, Athletic Director	2
Director, College Foundation	2
Director, Emeritus Institute Program	2
Director, Student Affairs	2
Chief of Police	2
Deputy Chief of Police / Assistant Director of Safety & Security	2
Director, Performing Arts	2
Director, Community Education	2
Director, Admissions, Records, and Enrollment Services	2
Associate Director, Financial Aid	2
Director, Facilities & Physical Plant	2
College Budget Manager	2
Director, Child Development Center	2
Director, Instructional Support Services	2
Director, Technology and Broadcast Services	2
Director, Student Health Center	2
Director of Public Information & Marketing	2

2.0 Consultants

Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest category in this Conflict of Interest Code subject to the following limitations:

The Chancellor may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Chancellor's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

3.0 Officials Who Manage Public Investments

Subject to the provisions of Government Code sections 87200 through 87210, an official in this category shall disclose:

- (a) Interests in real property located within the jurisdiction of the District.
- (b) Business positions or investments in business entities or income from sources which plan to do business, are currently doing business, or have done business within the jurisdiction of the District during the previous two (2) years.

4.0 Disclosure Categories

4.1 Category 1: Designated Employees Whose Duties are Broad and Undefinable

- 1. All sources of income.
- 2. Interests in real property.
- 3. Investments and business positions in business entities.

4.2 Category 2: Designated Employees Whose Duties Involve Contracting or Purchasing

A designated employee in either of the two following subcategories shall disclose:

1. Contracts or makes purchases for entire District or college:

Investments and business positions in business entities, and sources of income, which provide services, supplies, materials, machinery, or equipment of the type utilized by the District.

2. Contracts or makes purchases for specific department:

Investments and business positions in business entities, and sources of income, which provide services, supplies, materials, machinery, or equipment of the type utilized by the designated employee's department or division.

4.3 Category 3: Designated Employees Whose Decisions May Affect Real Property Interests:

A designated employee in this category shall disclose:

Investments and business positions in business entities, and sources of income, which engage in land development, construction, or the acquisition, lease or sale of real property and all interests in real property.

RESOLUTION NO. 04-23
RESOLUTION OF THE BOARD OF TRUSTEES OF THE
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
AUTHORIZING SUBMISSION OF REVISED CONFLICT
OF INTEREST CODE TO BOARD OF SUPERVISORS
OF ORANGE COUNTY FOR APPROVAL

WHEREAS, the governing board of the South Orange County Community College District (the "District") has adopted and promulgated a Conflict of Interest Code (the "Code") pursuant to the provisions of Title 9, Article 3, Chapter 7 of the Political Reform Act of 1974 commencing with Government Code section 87300; and

WHEREAS, the District has performed its biennial review of its Code as required by Government Code section 87306.5 to determine if a change in the Code is necessitated by changing circumstances; and

WHEREAS, the District desires to amend its Code to ensure continued compliance with the content requirements of Government Code section 87302; and

WHEREAS, the amendment to the Code must be approved by the Board of Supervisors of Orange County in its capacity as the Code-reviewing body prior to the amended Code becoming effective pursuant to Government Code section 87303(c).

NOW, THEREFORE, the Board of Trustees hereby resolves:

1. That the Chancellor or his designated representative is authorized and directed to furnish the Board of Supervisors of Orange County a blacklined copy of the amended Code attached hereto as Exhibit "A" and the revised Code amendment attached hereto as Exhibit "B."
2. That upon the approval of the revised Code, said Code shall be deemed adopted by this District.

APPROVED AND ADOPTED by the Board of Trustees of the South Orange County Community College District this ____ day of _____, 2004.

President, Board of Trustees
South Orange County Community College District

Clerk, Board of Trustees
South Orange County Community College District

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	11
FROM:	CHANCELLOR	DATE:	9/27/04
SUBJECT:	SOCCCD: ADOPT RESOLUTION NO. 04-24: REVISED APPROPRIATIONS LIMIT FOR 2004/05 (GANN LIMIT)		
REASON FOR BOARD CONSIDERATION:	APPROVAL		

BACKGROUND

Pursuant to Article XIII-B of the Constitution and Chapter 1205, Statutes of 1980, all community college districts are required to compute an annual appropriations limit ("Gann Limit"). That appropriations limit is adjusted annually for changes in price index, population, and other factors, as applicable. On June 22, 2004, the Board of Trustees adopted Resolution 04-20, establishing an appropriations limit for the fiscal year 2004/05 in the amount \$147,309,937.

STATUS

The Chancellor's Office Statewide Budget Workshop held on September 7, 2004 provided more current information for the assumptions included in the Gann Limit adopted by the Board on June 22, 2004. The auditors have requested that the Gann Limit be revised accordingly. The documentation used in determining the revised limit in the amount of \$115,349,519 has been made available to the public in the Office of the Deputy Chancellor, for fifteen (15) days prior to the adoption of this Resolution and is attached as EXHIBIT A.

RECOMMENDATION

The Chancellor recommends the Board of Trustees adopt Resolution 04-24, as presented in EXHIBIT B, revising the required State constitutional appropriations limit for fiscal year 2004/05 for the South Orange County Community College District.

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

CALIFORNIA COMMUNITY COLLEGES
GANN LIMIT WORKSHEET
2004-2005

DISTRICT NAME: South Orange County Community College District DATE: 9/27/04

I. 2004-2005 APPROPRIATIONS LIMIT:

A. 2003-2004 Limit	\$ 143,333,956	
B. Price factor: 1.0328		
C. Population factor:		
1. 2002/2003 Second Period Actual FTES	22,753.30	
2. 2003/2004 Second Period Actual FTES	22,641.48	
3. 2003/2004 Population change factor	0.9951	
(line C.2. divided by line C.1.)		
D. 2003-2004 Limit adjusted by inflation and population factors		\$ 147,309,937.
(line A multiplied by line B and line C.3.)		
E. Adjustments to increase limit:		
1. Transfers in of financial responsibility	\$ -	
2. Temporary voter approved increases	-	
3. Total adjustments - increase		-
Sub-Total		\$ -
F. Adjustments to decrease limit:		
1. Transfers out of financial responsibility	\$ -	
2. Lapses of voter approved increases	-	
3. Total adjustments - decrease		< - >
G. 2004-2005 Appropriations Limit		\$ 147,309,937

II. 2004-2005 APPROPRIATIONS SUBJECT TO LIMIT:

A. State Aid (General Apportionment, Apprenticeship Allowance, Basic Skills, and Partnership for Excellence)	\$ 3,991,940
B. State Subventions (Home Owners Property Tax Relief, Timber Yield tax, etc.)	1,342,219
C. Local Property taxes	110,380,101
D. Estimated excess Debt Service taxes	-
E. Estimated Parcel taxes, Square Foot taxes, etc.	-
F. Interest on proceeds of taxes	-
G. Local appropriations from taxes for unreimbursed State, court, and federal mandates	< 364,741 >
H. 2004-2005 Appropriations Subject to Limit	\$ 115,349,519

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
RESOLUTION 04-24
September 27, 2004

WHEREAS, Article XIII-B of the Constitution of the state of California, as approved by the voters in November 1979, requires the Governing Board of each local jurisdiction, by resolution, to establish an Appropriations Limit on "Proceeds of Taxes" revenues beginning with the 1980-81 fiscal year; and

WHEREAS, each community college district is required to determine and adopt such Appropriations Limit for the 2004/05 fiscal year, as a legislative act; and

WHEREAS, this District's Appropriations Limit has been calculated in accordance with Article XIII-B of the State Constitution and Government Code Section 7910;

NOW, THEREFORE, BE IT RESOLVED, as a legislative act of the Governing Board that, for the purposes of Article XIII-B, there is hereby established this District's revised Appropriations Limit of \$115,349,519 for the 2004/05 fiscal year.

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

I, Dr. Raghu P. Mathur, Secretary of 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 said Board at a regular meeting thereof held on September 27, 2004.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 28th day of June 2004.

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	12
FROM:	CHANCELLOR	DATE:	09/27/04
SUBJECT:	SOCCCD: HIRE CONSULTANT FOR PRIVATE INVESTIGATION SERVICES		
REASON FOR BOARD CONSIDERATION:	APPROVAL		

BACKGROUND

The District has a need for specialized private investigation services for employment matters and school law matters.

STATUS

Robin Oaks is an attorney who is qualified as an investigator and specializes in harassment investigations. The agreement has been reviewed by legal counsel.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the agreement (EXHIBIT A) with Robin Oaks.

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

AGREEMENT FOR LEGAL AND INVESTIGATION SERVICES

This Agreement is entered into by and between South Orange County Community College District (hereinafter referred to as "District"), and Robin Oaks, Attorney at Law (hereinafter referred to as "Attorney" or "Attorney Investigator"), for the performance of legal and related services for the District and for the purposes of assisting in the investigation of employee or student complaints.

1. SCOPE OF SERVICES AND DUTIES

The Attorney is being retained to investigate and assist in resolving specific complaints as designated by the District's authorized officers, administrators, or designees. Compliance with all procedural requirements is the District's responsibility, and District agrees to retain additional counsel to advise on such matters, if necessary. The Attorney will not be responsible for, nor provide advice regarding, any procedural or scheduling aspect of any investigation. In addition to conducting an investigation as an attorney investigator, Attorney may specifically provide legal consultation to and engage in privileged communications with the District's officers, administrators, or designee on matters specifically related to the subject of the investigation. District is aware that in the event the District may later request that Attorney appear as a witness, this may constitute a waiver of the attorney-client privilege as to any previous communications with District administrators. It is expressly understood that the District is responsible for any and all response actions, or any discipline and personnel decision, or any actions taken by the District involving any employee or student. No warranty is made as to the validity of evidence provided or veracity of witnesses interviewed. Attorney Investigator is being retained to conduct a reasonable and prompt professional investigation based on the information that is provided by District employees or students. Attorney's role as special counsel is limited to providing services necessarily related to conducting an investigation and responding to an employee or student complaint.

2. LEGAL AND INVESTIGATION FEES

In consideration of Attorney's legal and investigation services requested by District, it is agreed that District will pay Attorney the hourly rate of one hundred and eighty-five dollars (\$185.00). The Attorney's travel time, travel costs, or time spent on administrative matters, such as scheduling interviews, will NOT be charged. District will reimburse Attorney for the cost of accommodations and meals, if reasonably necessary. In the event that any litigation or hearing ensues as a result of any employee's complaint or District's actions, and Attorney Investigator is called as a witness, the Attorney will be compensated at the rate set forth in this Agreement for the time spent related to depositions, testimony, or related preparation.

3. STATEMENTS

Each billing will set forth all legal and investigation fees (in one-tenth hour minimum billing time units), disbursements, and other expenses. The Attorney's fees are based upon the number of hours devoted to providing legal and investigation services, including, but not limited to: 1) reviewing documentation and gathering evidence, 2) conducting interviews, 3) drafting communications, reports or work-product, and 4) providing advice to or legal consultation with the District's administrators, officers, or designees, concerning the investigation. A written report will be provided only if requested by the District. Said report will be provided only to the designee of the District, and will be designated a privileged communication from the Attorney to the District. If the District provides documentation to any personnel summarizing the findings, analysis, or evidence in any investigation report submitted by Attorney-Investigator, the Attorney, upon her request, will be provided with a copy of the documentation.

4. DELIVERY OF SERVICES

It is understood and agreed that depending on circumstances, and only with District's prior approval, Attorney may utilize other attorneys, professionals, or specialists to assist in an investigation. In the event that Attorney is later retained by District to provide mediation services, the parties will enter into a separate Agreement to Mediate, and said agreement will not affect any part of this Agreement for Legal and Investigation Services or any conditions stated herein.

5. INDEMNIFICATION

Except in the event of negligence or intentional misconduct by Attorney Investigator, District agrees to indemnify, hold harmless, and defend Attorney Investigator from any and all charges, complaints, claims, liabilities, obligations, demands, suits, actions, damages, debts and expenses (including attorney's fees and costs actually incurred), hereinafter made, or brought, arising out of services provided to District in the course of investigating, responding to, or resolving a complaint, dispute, or controversy, or related to any services performed by Attorney Investigator within the scope of this Agreement.

6. WITHDRAWAL OF SERVICES

It is understood that occasionally, because of ethical considerations or conflicts of interest that may arise unexpectedly, attorneys are required to withdraw from representation of Districts and cease providing services. While Attorney does not anticipate having to withdraw services, District agrees that a possibility for such action may arise and accepts that Attorney may, in certain situations, cease providing continued services.

7. DISCLAIMER OF GUARANTEE

Nothing in this Agreement and nothing in Attorney's communications with District will be construed as a promise or guarantee about the outcome of any matter, legal proceeding, hearing, or response involving District or any employee.

8. INDEPENDENT CONTRACTOR STATUS

It is expressly understood and agreed that Attorney is an independent contractor and under no circumstances should be considered an employee of District.

9. EFFECTIVE DATE

This Agreement shall be in effect on _____, and shall continue thereafter month to month until terminated by either party in writing.

This Agreement for Legal and Investigation Services is hereby signed and agreed to by the following parties.

_____ ("District")

By: _____

Title: _____

Date: _____

Robin Oaks, Attorney at Law
5662 Calle Real #313
Santa Barbara, CA 93117

Date: _____

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	13
FROM:	CHANCELLOR	DATE:	09/27/04
SUBJECT:	IRVINE VALLEY COLLEGE: MAINTENANCE AND POLICE FACILITY		
REASON FOR BOARD CONSIDERATION:	APPROVAL		

BACKGROUND

Construction of the new Business Technology & Innovation Center will require that the existing maintenance, police, and warehouse facilities at Irvine Valley College be relocated somewhere else on campus.

STATUS

It is proposed to move the maintenance facilities to the old Montessori site, which will be vacated when the programs currently housed in it move to ATEP. A parcel directly across the street from the Montessori site will be developed for police offices, warehouse, and grounds yard. A tentative budget has been established at Two Million Seven Hundred Thousand and No/100 Dollars (\$2,700,000.00), EXHIBIT A. Since this project and the Business Technology and Innovation Center are related, the committee that interviewed architectural firms is recommending using the same architect, LPA, for both projects. If the project is approved and funded by the Board, an agreement will be negotiated and submitted to the Board next month.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve a project to build a Maintenance and Police Facility at Irvine Valley College and approve funding from basic aid in the amount of Two Million Seven Hundred Thousand and No/100 Dollars (\$2,700,000.00) to cover the tentative budget for this project as outlined in EXHIBIT A.

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

BUDGET OUTLINE FOR IVC MAINTENANCE & POLICE FACILITY

All Cost @ CCI Index 4100 ,

PREPARED BY: Raúl Villalba

REVISED: September 14,2004

2. PLANS

A. Architect's fee for preliminary plans	\$59,140
B. Architect's fee for working drawings	\$76,037
C. Other design consultant fees	\$0
D. Office of State Architect, plan check fee	\$15,202
E. Community College, plan check fee	\$0
F. Preliminary Tests (Soil & Topographic survey)	\$12,000
G. Other Costs (Legal, Advertising, EIR, Energy)	\$3,950

Subtotal Plans

\$166,329**3. CONSTRUCTION**

A. Utility Service	\$83,250
B. Site development service	\$43,055
C. Site development general	\$256,833
D. Other site development	\$18,000
E. Reconstruction	\$0
F. New construction (building, incl Group I equipme	\$1,528,200
G. Other	\$44,618

Subtotal Construction Contract

\$1,973,956

5.5% Update to Current State Cost Index (CCI = 4328)

\$108,568**4. Tests and Inspection****\$53,121****5. Contingency**

A. Design contingency	\$138,177
B. Construction contingency	\$105,607

Subtotal Contingency

\$243,784**6. Construction Management Consultant****\$0****7. Architectural and Engineering Oversight****\$33,794****8. Total Construction Costs (Items 3 through 7 above)****\$2,413,223****9. Furniture and Group II Equipment****120,000****10. Total Project Costs (Items 2, 8 and 9)****\$2,699,552****PROJECT SCHEDULE DATES**

Funds approved	Sep-04	Bid	Oct-05
Hire architect	Oct-04	Award Contract	Nov-05
Preliminary Plans Completed	Dec-04	Start Constructior	Dec-05
Working Drawings Completed	Apr-05	Midpoint Construction	
DSA approval	Sep-05	Complete project	Apr-06

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM: 14
FROM:	CHANCELLOR	DATE: 09/27/04
SUBJECT:	ATEP: AMENDMENT TO CONSULTANT AGREEMENT: ROBERT KOPECKY	
REASON FOR BOARD CONSIDERATION:	APPROVAL	

BACKGROUND

On April 23, 2003 the Board approved a consultant agreement with Robert J. Kopecky to provide specialized services pertaining to assisting in the transfer of property at the Tustin Base from the City of Tustin to SOCCCD. The agreement commenced on May 1, 2003 and ended June 30, 2004 for an amount not to exceed \$50,000.00. On April 26, 2004, the Board of Trustees approved to extend the contract on a month-to-month basis beginning July 1, 2004 and increase the agreement amount by \$37,000.00.

STATUS

The Board of Trustees is currently deliberating regarding the position of Provost-Advanced Technology and Education Park. Mr. Kopecky continues to assist in implementing the Advanced Technology and Education Park.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve to increase the amount of the agreement in an amount not to exceed \$18,000.00. The total contract amount is \$105,000.00.

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	15
FROM:	CHANCELLOR	DATE:	09/27/04
SUBJECT:	SOCCCD: TRANSFER OF BUDGET APPROPRIATIONS		
REASON FOR BOARD CONSIDERATION:	APPROVAL		

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 approve, by a majority vote, all transfers of funds between expenditure classifications other than that originating from the Contingency Reserve.

STATUS

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

RECOMMENDATION

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

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

South Orange County Community College District

Transfer of Budget Appropriations

Journal Number	BT05-00027	Account	Description	From	To
		01-4600-2-021-4-026-083-6460	NON-INSTR SUPPLIES & MATERIALS: Student Financial Aid Admin	\$1,000.00	
		01-5270-2-021-4-026-083-6460	CONFERENCE: Student Financial Aid Admin	\$2,888.00	
		01-5811-2-021-4-026-083-6460	CONTRACT SERVICES: Student Financial Aid Admin	\$10,000.00	
		01-5830-2-021-4-026-083-6460	ADVERTISING: Student Financial Aid Admin	\$15,000.00	
		01-6411-2-021-4-026-083-6460	NEW EQUIP TECHNOLOGY: Student Financial Aid Admin	\$2,375.00	
		01-2383-2-021-4-026-083-6460	HR SHORTTERM SAL: Student Financial Aid Admin		\$31,263.00
				<u>\$31,263.00</u>	<u>\$31,263.00</u>
Journal Number	BT05-00035	Account	Description	From	To
		01-6410-0-000-7-013-090-6730	NEW EQUIPMENT: Personnel Services	\$6,962.00	
		01-5620-0-000-7-013-090-6730	RENTS & LEASES: Human Resources Management		\$2,962.00
		01-4600-0-000-7-013-090-6730	NON-INSTR SUPPLIES & MATERIALS: Human Resources Management		\$1,500.00
		01-4580-0-000-7-013-090-6730	DUPL CHBACKS: Human Resources Management		\$2,500.00
				<u>\$6,962.00</u>	<u>\$6,962.00</u>
Journal Number	BT05-00043	Account	Description	From	To
		01-6420-0-000-1-038-076-6774	REPLACE EQUIP: Duplicating/word Processing	\$11,270.00	
		01-4600-0-000-1-038-076-6774	NON-INSTR SUPPLIES & MATERIALS: Duplicating/word Processing		\$11,270.00
				<u>\$11,270.00</u>	<u>\$11,270.00</u>
Journal Number	BT05-00060	Account	Description	From	To
		01-2383-2-021-4-026-083-6460	HR SHORTTERM SAL: Student Financial Aid Admin	\$5,161.00	
		01-5830-2-021-4-026-083-6460	ADVERTISING: Student Financial Aid Admin		\$5,161.00
				<u>\$5,161.00</u>	<u>\$5,161.00</u>
Journal Number	BT05-00066	Account	Description	From	To
		40-5812-1-471-1-052-061-0799	CONTRACT SVCS SOFTWARE LICENSING, MAINT: Other Computer and	\$55,000.00	
		40-4212-1-471-1-052-061-0799	SOFTWARE (UNDER \$200): Other Computer and Information Scienc	\$15,000.00	
		40-6411-1-471-1-052-061-0799	NEW EQUIP TECHNOLOGY: Other Computer and Information Science		\$70,000.00
				<u>\$70,000.00</u>	<u>\$70,000.00</u>
TOTAL				\$124,656.00	\$124,656.00

Recommended for Ratification

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

Saddleback College

Journal Number

BT05-00004 BT05-00012 BT05-00021 BT05-00036 BT05-00047
BT05-00005 BT05-00015 BT05-00025 BT05-00037 BT05-00065
BT05-00010 BT05-00016 BT05-00033 BT05-00038 BT05-00069
BT05-00011 BT05-00017 BT05-00034 BT05-00041 BT05-00073

Irvine Valley College

Journal Number

BT05-00026
BT05-00028
BT05-00029
BT05-00046

District Services

Journal Number

BT05-00022
BT05-00030

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	16
FROM:	CHANCELLOR	DATE:	09/27/04
SUBJECT:	SOCCCD: PURCHASE ORDERS/CONFIRMING REQUISITIONS		
REASON FOR BOARD CONSIDERATION:	APPROVAL		

BACKGROUND

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

STATUS

Purchase orders processed in accordance with the general priorities of the adopted budget and numbered 00983 through 01312 totaling \$1,597,803.36 are submitted to the Board of Trustees for approval. Confirming requisitions dated 08/14/04 through 09/10/04 totaling \$136,421.93 are also submitted.

RECOMMENDATION

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

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

BOARD OF TRUSTEES PURCHASE ORDER LISTING

-v4.2

Purchase Order Numbers P05-00983 Through P05-01312

PO #	Vendor Name	Purchase Order Description	Total Cost
P05-00983	XEROX CORPORATION	Maintenance Agreement for copier	\$1,166.29
P05-00984	SEHI PROCOMP COMPUTER PRODUCTS	Adobe Photoshop	\$278.69
P05-00985	DISCOUNT LASER SUPPLY & REPAIR	Campus non instructional supplies	\$992.38
P05-00986	BROWN, MIKE GRANDSTANDS	Baseball Bleacher Rental	\$4,800.00
P05-00987	PHYSICIANS DESK REFERENCE	Reference Book	\$74.55
P05-00988	APPERSON	Scanning Student Data Service	\$2,370.00
P05-00989	ESPINOZA, MAURICE	Instructor Fee	\$700.00
P05-00990	C.W. DRIVER CONTRACTORS INC.	PROJECT MANAGEMENT SERVICES	\$15,000.00
P05-00991	MC KESSON GENERAL MEDICAL	medical supplies	\$318.01
P05-00992	MARK IV PRINT COMMUNICATIONS	IDF PO1 and PO2	\$3,948.64
P05-00993	CAL'S CAMERAS	Film	\$144.61
P05-00994	DODGE, GAIL	Instructor Fee	\$800.00
P05-00995	KUSUNOKI, GARY I.	Hearing Officer	\$1,000.00
P05-00996	STAR SOLUTIONS, LLC.	Software Engineering Services	\$67,600.00
P05-00997	DELL MARKETING	Computers for SS and Counseling	\$11,260.35
P05-00998	SEHI PROCOMP COMPUTER PRODUCTS	Printer for VPSS	\$482.74
P05-00999	B & P SERVICES, INC.	AC System for Server Room	\$10,046.00
P05-01000	NCAA PUBLISHING	NCAA Guides	\$279.24
P05-01001	PUBLIC ECONOMICS, INC.	Redevelopment Consulting Services 7/1/04	\$7,500.00
P05-01002	EBSCO SUBSCRIPTION SERVICE	Invoice for annual subscription renewal.	\$20,664.67
P05-01003	JHTM AND ASSOCIATES	LAWN MOWING SERVICES	\$9,950.00
P05-01004	MAISS, BURKHARD	Jacques Thibaud String Trio	\$6,000.00
P05-01005	COHEN, JEREMY	Quartet San Francisco	\$7,500.00
P05-01006	PASCO SCIENTIFIC	PHYSICS CLASSROOM SUPPLIES	\$543.18
P05-01007	SIGMA ALDRICH CHEMICAL CO.	CHEMICALS	\$660.52
P05-01008	LINDSEY, GARY ARTIST SERVICES	Red, Hot & Blue-Guest Artist	\$8,000.00
P05-01009	EXCELSIOR ELEVATOR CORPORATION	STATE MANDATED TEST ON BATTERY LOWERING	\$1,750.00
P05-01010	BEN'S ASPHALT & SEAL COATING	ASPHALT & CONCRETE REPAIRS MOBILE CLASSR	\$3,397.00
P05-01011	BOB PARRETT CONSTRUCTION, INC.	CREATE HANDICAP STALL	\$8,345.00
P05-01012	CHAPMAN PLASTERING	REPAIR STUCCO	\$490.00
P05-01013	SKORA ELECTRIC	ELECTRICAL INVOICE	\$6,500.00
P05-01014	MISSION PRINTING	Fall 2004 Brochures	\$3,630.10
P05-01015	COMPUTERLAND CORPORATE OFFICE	Publication Software	\$351.96
P05-01016	ROXIO, INC.	software for L-117 Media Center	\$2,474.86
P05-01017	GREGART, MARY	Instructor Fee	\$150.00
P05-01018	LADBURY, TRACY	Instructor Fee	\$1,300.00
P05-01019	LOMBARDO, JEANNIE	Instructor Fee	\$350.00
P05-01020	MAC DONALD, KRISTINE	Instructor Fee	\$900.00
P05-01021	TIRABASSI, LINDA	Instructor Fee	\$1,100.00
P05-01022	TOMOYASU, FLORA	Instructor Fee	\$700.00
P05-01023	WALLACE, JOETTA DE SWARTE	Instructor Fee	\$150.00
P05-01024	LAPES ATHLETIC TEAM SALES	Football mouthpieces	\$75.43
P05-01025	CONSOLIDATED PLASTICS CO., INC	CHEMISTRY SUPPLIES	\$271.80
P05-01026	ORANGE CO. EDUCATION & RESEARCH	OC Workforce Partnership Membership	\$250.00
P05-01027	RICOH BUSINESS SYSTEMS, INC.	COPIER LEASE & MAINTENANCE	\$755.45
P05-01028	MISSION PRINTING	Crisis Intervention Sheet	\$276.91
P05-01029	MISSION PRINTING	Student Discipline Procedures	\$263.98
P05-01030	BIO-RAD LABORATORIES, INC.	BIOLOGY SUPPLIES	\$712.86
P05-01031	LOGOS LANGUAGE, INC.	Workshop Translation Services	\$150.00
P05-01032	ABRAMOWICZ, HONIE	WORKSHOP PRESENTER	\$2,160.00
P05-01033	TEMPLETON, KAREN	Workshop Presenter	\$2,160.00
P05-01034	RICHARDS, MARLENE	Workshop Presenter	\$4,320.00
P05-01035	PEREZ-STROUD, LILIANN	Workshop presenter	\$4,900.00
P05-01036	BLOUNT, JAIME	Workshop Presenter	\$900.00
P05-01037	POSTER, RHONDA	Workshop presenter	\$1,500.00

BOARD OF TRUSTEES PURCHASE ORDER LISTING

-v4.2

Purchase Order Numbers P05-00983 Through P05-01312

PO #	Vendor Name	Purchase Order Description	Total Cost
P05-01038	SAFEWAY, INC.	Groceries for Foods Class	\$2,400.00
P05-01039	SAFEWAY, INC.	Groceries for Foods Class	\$3,000.00
P05-01040	SAFEWAY, INC.	Groceries for Foods Class	\$3,000.00
P05-01041	STATER BROTHERS	Groceries for Foods Class	\$1,500.00
P05-01042	GANDER-PRINTCO	envelope order	\$416.99
P05-01043	GANDER-PRINTCO	WINDOW ENVELOPES	\$258.60
P05-01044	BANNERSANDSIGNS.NET	SIGN FOR IVC THEATER	\$400.00
P05-01045	MASTER TEACHER, INC.	Subscription/Professor in the classroom	\$221.86
P05-01046	SUPERIOR PRESS, INC.	Various Bank Supplies - 04/05	\$100.00
P05-01047	WESTERN FIELD ORNITHOLOGISTS	FIELD LIST OF CALIFORNIA BIRDS	\$53.02
P05-01048	EMERGENCY MEDICAL PRODUCTS	Instructional Supplies	\$226.98
P05-01049	JEFF'S SPORTING GOODS	Volleyballs for PE Classes	\$1,184.71
P05-01050	TOTAL ERGONOMICS, INC.	Ergonomic Keyboard Platform	\$239.35
P05-01051	WAXIE SANITARY SUPPLY	SPIN BONNETS	\$216.04
P05-01052	MEDIC FIRST AID INT'L, INC.	STUDENT COMPLETION PACKET	\$145.58
P05-01053	MULBERRY CHILDCARE	EOPS Child Care	\$3,400.00
P05-01054	SCANTRON CORPORATION	Scantron forms for Reading Lab	\$41.47
P05-01055	SPORTLAND TEAM SPORTS	Softballs for PE class	\$338.25
P05-01056	JEFF'S SPORTING GOODS	Footballs for team	\$627.10
P05-01057	SPORTLAND TEAM SPORTS	Team athletic travel bags	\$3,633.30
P05-01058	LAPES ATHLETIC TEAM-SALES	Football equipment	\$1,194.95
P05-01059	SUNNY SLOPE TREES	TREES	\$531.21
P05-01060	COLLINS, KATHLEEN	CNA TESTING COORDINATOR	\$7,000.00
P05-01061	CENTURION TECHNOLOGIES, INC.	Annual maintenance renewal for DriveShie	\$112.24
P05-01062	CHARNSTROM W.A. CO.	MAIL SUPPLIES	\$471.30
P05-01063	PITNEY-BOWES SUPPLY	SUPPLIES	\$119.01
P05-01064	ULINE, INC.	WAREHOUSE SUPPLIES	\$165.95
P05-01065	DESIGN SCIENCE, INC.	Site license renewal for Mathtype softwa	\$416.94
P05-01066	PROFESSIONAL COMPUTER MAINT.IN	Printers - Maint. Agreement	\$2,039.00
P05-01067	SEHI PROCOMP COMPUTER PRODUCTS	Purchase a Printer	\$385.36
P05-01068	CDW COMPUTER CENTERS	COMPUTER PERIPHERAL EQUIPMENT	\$830.13
P05-01069	EMERGENCY MEDICAL PRODUCTS	Student Supplies	\$390.32
P05-01070	AARDVARK CLAY AND SUPPLIES	ART SUPPLIES	\$4,915.02
P05-01071	GKK CORPORATION	REPAIR TAS	\$13,000.00
P05-01072	COMPUTERLAND CORPORATE OFFICE	Microsoft Campus Agreement - Irvine Vall	\$20,513.90
P05-01073	COMPUTERLAND CORPORATE OFFICE	Microsoft Campus Agreement - Saddlebac C	\$37,596.20
P05-01074	VISUAL MARKETING CONCEPTS	Electronic marquee programming, 2004-05	\$4,800.00
P05-01075	HEARLIHY & COMPANY	DRAFTING SUPPLIES	\$501.93
P05-01076	OAK CREEK CHILD DEVELOP. CTR.	EOPS Child Care/Fall 2004	\$3,396.00
P05-01077	CPS SECURITY SOLUTIONS	FOR HS	\$10,000.00
P05-01078	IVC CHILD DEVELOPMENT CENTER	Child Care Services	\$1,605.00
P05-01079	DIVERSIFIED COMPUTER SYSTEMS	Annual Maintenance Renewal for for EM320	\$1,425.00
P05-01080	CCS PRESENTATION	AV EQUIPMENT FOR HS BLDG.	\$20,520.99
P05-01081	COOK EQUIPMENT COMPANY	NEW HOLLAND TRACTOR	\$500.00
P05-01082	BOB PARRETT CONSTRUCTION, INC.	TAS LIGHT	\$775.00
P05-01083	PLUMBING, PIPING & CONSTRUCT.	REP H/W LINE	\$1,788.41
P05-01084	PLUMBING, PIPING & CONSTRUCT.	INSTALL HOSE BIB	\$1,238.58
P05-01085	FORENSIC ANALYTICAL	Photo Lab	\$4,000.00
P05-01086	CHEMSEARCH	AUTO SUPPLIES	\$481.11
P05-01087	ASPIRE/DELPHI-ISS	NEW BAR UPDATE MATERIALS	\$71.13
P05-01088	VWR INTERNATIONAL, INC.	CHEMICALS	\$38.49
P05-01089	MC KESSON GENERAL MEDICAL	Supplies for Physiology	\$552.27
P05-01090	GRIMES, KELLY	Program Consultant/ Facilitator	\$12,240.00
P05-01091	ATI	ATI Software License & Maintenance Agree	\$17,800.00
P05-01092	SYSTEMS SOURCE, INC.	CHAIR	\$372.75

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Purchase Order Numbers P05-00983 Through P05-01312

PO #	Vendor Name	Purchase Order Description	Total Cost
P05-01093	MC KESSON GENERAL MEDICAL	MED ASST SUPPLIES	\$367.16
P05-01094	HOUSE OF BATTERIES	RADIO BATTERIES	\$384.97
P05-01095	TONER WORLD.COM	TONER FOR COPIER	\$258.59
P05-01096	VICTORY CUSTOM ATHLETIC, INC	Fill in Uniforms for Men's baseball	\$825.37
P05-01097	ANAHEIM FIRST CHRISTIAN CHURCH	FEE FOR FACILITY USE	\$16,500.00
P05-01098	MC KESSON GENERAL MEDICAL	needed medical supplies	\$115.79
P05-01099	COLLEGE ART ASSOC.	Institutional Membership	\$275.00
P05-01100	NANCY'S NOTIONS	SEWING SUPPLIES	\$46.45
P05-01101	HITT MARKING DEVICES, INC.	Web Application Stamp	\$284.19
P05-01102	NCMPR	Membership dues for Nat'l Council for Mk	\$325.00
P05-01103	SCHLAIFER'S ENAMELING SUPPLY	JEWELRY ART SUPPLIES	\$208.41
P05-01104	SMITH, DANIEL INC.	ART SUPPLIES	\$471.20
P05-01105	IRVINE BARCLAY THEATRE	Rental for IVC Wind Symphony Concerts	\$4,800.00
P05-01106	O'SHEA, JAN	Instructor Fee	\$200.00
P05-01107	HEINZE, MELISSA	Instructor Fee	\$100.00
P05-01108	DE STEFANO, LINDA	Instructor Fee	\$900.00
P05-01109	MASTROLIA, DEBORAH	Instructor Fee	\$600.00
P05-01110	EVANS, KELLY	CNA TESTING COORDINATOR	\$1,000.00
P05-01111	CAL'S CAMERAS	Photographic Supplies	\$400.00
P05-01112	STERLING ARTS SUPPLY	PHOTOGRAPHIC SUPPLIES	\$200.00
P05-01113	IVC CHILD DEVELOPMENT CENTER	Child Care Services	\$2,395.00
P05-01114	WILSON, MARGARET A.	Instructor Fee	\$700.00
P05-01115	STANDON, MELANIE	Instructor Fee	\$700.00
P05-01116	PROCHNOW, DONNA	Instructor Fee	\$150.00
P05-01117	STAHLBUHK, SUZANNE	Instructor Fee	\$200.00
P05-01118	STEELE, MARY	Instructor Fee	\$100.00
P05-01119	W. W. GRAINGER	FOR STORAGE FACILITY	\$664.52
P05-01120	LAB SAFETY SUPPLY CO.	HAZ SPILL KITS	\$443.50
P05-01121	FIRST SCHOOL MONTESSORI	Child Care Services	\$1,209.00
P05-01122	MC MAHAN BUSINESS INTERIORS	HS BID FOR FURNITURE	\$48,591.62
P05-01123	CONSORTIUM OF SO. CAL COLLEGES	Annual Membership Dues	\$250.00
P05-01124	WILLIAMS, JOHN	JWILLIAMS INTERNET 04/05	\$500.00
P05-01125	IVC CHILD DEVELOPMENT CENTER	Child Care Services	\$1,560.00
P05-01126	CAREER GUIDANCE FOUNDATION	Subscription Renewal	\$783.00
P05-01127	WELLS FARGO #3317	AOL Internet Account	\$126.18
P05-01128	GLAXO SMITH KLINE (GSK)	vaccines needed for student care	\$1,306.47
P05-01129	PRO LOOK SPORTS	Women's Basketball uniforms	\$1,145.92
P05-01130	LEARMEDIA	Library video per Tom Weisrock request	\$38.81
P05-01131	BOUNDTREE MEDICAL	Instructional Supplies	\$450.93
P05-01132	BLUE BOOK OF COLLEGE ATHLETICS	Athletic supplies	\$50.69
P05-01133	ACAP	Membership - Assoc. of College Admin. Pr	\$195.00
P05-01134	WORLD POINT ECC	BLS textbook for new instructor	\$32.30
P05-01135	PRO ED	Book on Learning Disabilities	\$57.70
P05-01136	PBS VIDEO	Library video per Tom Weisrock request	\$48.58
P05-01137	HIGHER EDUCATION PUBLICATIONS	2005 Higher Ed. Directory	\$64.60
P05-01138	MELISSA DATA CORPORATION	Address Verification & D/B Subscription	\$3,136.93
P05-01139	MC KESSON GENERAL MEDICAL	SEWING SUPPLIES	\$48.32
P05-01140	RIO GRANDE ALBUQUERQUE	JEWELRY ART SUPPLIES	\$207.23
P05-01141	HOLLANDER GLASS, INC.	STAINED GLASS ART SUPPLIES	\$80.37
P05-01142	MERRITT, EILEEN	Instructor Fee	\$2,450.00
P05-01143	ALLSTEEL	office furniture	\$2,819.61
P05-01144	BANNERSANDSIGNS.NET	Purchase sign for Transfer Center	\$150.85
P05-01145	BLACKBOARD INC.	Blackboard Training Expense	\$900.00
P05-01146	SPECTRUM LABORATORY PRODUCTS, I	CHEMISTRY SUPPLIES	\$35.02
P05-01147	SIMPLEX GRINNELL LP *****	FIRE PROTECTION WORK	\$4,940.00

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Purchase Order Numbers P05-00983 Through P05-01312

PO #	Vendor Name	Purchase Order Description	Total Cost
P05-01148	BOB PARRETT CONSTRUCTION, INC.	BGS RESTROOM DOOR ASSY REPLACEMENT	\$4,994.00
P05-01149	SYSTEMS SOURCE, INC.	DESK CHAIR	\$224.69
P05-01150	B & H PHOTO	FILM	\$870.60
P05-01151	WHEELER SEWING MACHINE CO.	SEWING SUPPLIES	\$294.08
P05-01152	PACIFIC GLASS	STAINED GLASS ART SUPPLIES	\$257.80
P05-01153	FRY'S ELECTRONICS	ELECTRONIC SUPPLIES	\$1,000.00
P05-01154	MICRO CENTER	COMPUTER SUPPLIES	\$2,000.00
P05-01155	HOME DEPOT	TECH SERVICES SUPPLIES	\$500.00
P05-01156	LAPES ATHLETIC TEAM SALES	FOOTBALL SUPPLIES	\$290.93
P05-01157	PRO LOOK SPORTS	Women's Basketball uniforms	\$3,707.94
P05-01158	AUTOMOTIVE WORKWEAR	AUTO SUPPLIES	\$106.60
P05-01159	WOMEN'S WEAR DAILY	Dept. Resource	\$210.11
P05-01160	SCHOOL SERVICES OF CA. INC.	Pay for Professional Services	\$12,000.00
P05-01161	W. W. GRAINGER	PALLET JACK	\$724.90
P05-01162	APPLE COMPUTER, INC.	VTEA Funds/Graphic Design	\$11,375.17
P05-01163	SYSTEMS SOURCE, INC.	FURNITURE FOR NEW HS BLDG.	\$69,777.68
P05-01164	L & N UNIFORM SUPPLY	Shop coats & towels	\$600.00
P05-01165	SEHI PROCOMP COMPUTER PRODUCTS	Printer Cartridge for Liberal Arts	\$216.34
P05-01166	HAY GROUP	Pay Invoice #331-61015	\$3,353.50
P05-01167	BLACKBOARD INC.	Blackboard Training Expense	\$1,485.00
P05-01168	COPY MAX	Blanket PO for Bindery jobs	\$600.00
P05-01169	LIEBERT CASSIDY WHITMORE	Mbrship Fee - Consortium 2004-2005	\$2,500.00
P05-01170	SIGMA ALDRICH CHEMICAL CO.	HORTICULTURE SUPPLIES	\$47.64
P05-01171	HERMAN MILLER WORKPLACE RESOUR	FURNITURE FOR NEW HS BLDG.	\$18,023.23
P05-01172	HERMAN MILLER WORKPLACE RESOUR	FURNITURE FOR NEW HS BLDG.	\$10,894.82
P05-01173	PIP PRINTING	Blanket P.O. for Shrinkwrap	\$3,900.00
P05-01174	TANGRAM INTERIORS	FURNITURE FOR NEW HS BLDG.	\$76,603.80
P05-01175	GANDER-PRINTCO	Bursar's envelope	\$.00
P05-01176	GMF SOUND, INC.	ADDITIONS FOR SMARTBOARDS	\$321.08
P05-01177	HOLLYWOOD RUBBER STAMP	Self Inking Stamp	\$24.77
P05-01178	THERMO ELECTRON CORPORATION	medical equipment for lab test	\$630.83
P05-01179	WESTERN GRAPHICS PLUS, INC.	Polo Shirts	\$227.98
P05-01180	COUNCIL ON HIGHER EDUCATION	Annual dues - CHEA	\$400.00
P05-01181	ACCJC	Annual membership to ACCJC	\$9,725.00
P05-01182	ASSN OF INSTR. ADMINISTRATORS	AIA Institutional Membership	\$200.00
P05-01183	DANA POINT FUEL DOCK	Blanket P.O. for fuel for boats	\$300.00
P05-01184	ORANGE CO. REGISTER	Year Subscription to Orange County Regis	\$139.32
P05-01185	L.A. TIMES	Los Angeles Times Subscription	\$45.96
P05-01186	IRVINE HIGH SCHOOL	Ad in Irvine High Football Program	\$600.00
P05-01187	RICOH BUSINESS SYSTEMS, INC.	RICOH COPIER MAINT. CONTRACT /YEARLY	\$1,950.00
P05-01188	SAN CLEMENTE ART SUPPLY	art supplies	\$600.00
P05-01189	CA HIGHWAY PATROL	CHP POLICE CAR PURCHASE	\$3,400.00
P05-01190	UNIVERSAL FORMS, INC.	Positive Attendance Rosters	\$909.94
P05-01191	DISCOUNT LASER SUPPLY & REPAIR	Non-instructional supplies/A100	\$392.21
P05-01192	ORANGE CO/LONG BEACH CONSORT.	OCLB AGENCY MEMBERSHIP	\$50.00
P05-01193	QUICK CAPTION, INC.	Provide Real time Captioning Services	\$4,500.00
P05-01194	LAGUNA CLAY CO.	SUPPLIES FOR CERAMICS CLASSES	\$419.99
P05-01195	DELL MARKETING	Equipment for Financial Aide	\$2,977.99
P05-01196	LAB SAFETY SUPPLY CO.	SAFETY EQUIPMENT	\$386.30
P05-01197	BARTLAU, CYNTHIA	CNA TESTING COORDINATOR	\$1,000.00
P05-01198	ARMSTRONG, LEE CO. INC.	INSTALL NEW NOSING ON STEPS	\$2,800.00
P05-01199	MCA SPORTS FIELD DESIGN, INC.	BASEBALL FIELD PRELIM. PLAN	\$3,550.00
P05-01200	PRINT FINISHING SOLUTIONS	Cutter & Drill maintenance	\$1,000.00
P05-01201	CENTRAL COMPUTER SYSTEMS, INC.	COMPUTER PERIPHERAL EQUIPMENT	\$52.27
P05-01202	MC KESSON GENERAL MEDICAL	MED ASST SUPPLIES	\$1,870.09

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Purchase Order Numbers P05-00983 Through P05-01312

PO #	Vendor Name	Purchase Order Description	Total Cost
P05-01203	PRIORITY MAILING SYSTEMS, INC.	Duplicating equipment	\$18,884.29
P05-01204	MEDICAL EDUCATION SPEAKERS NET	WORKSHOP PRESENTER	\$200.00
P05-01205	ROGER'S SYSTEMS SPECIALIST	student headphones	\$108.19
P05-01206	PACIFIC PARKING SYSTEMS, INC.	Installation of Bill Acceptor/Parking Di	\$2,180.00
P05-01207	NEATO	Purchase of CD core labels.	\$5.58
P05-01208	ADDISON, ROSEMARY	CNA TESTING COORDINATOR	\$1,000.00
P05-01209	DELL MARKETING	Dell Computers	\$2,713.62
P05-01210	TANGRAM INTERIORS	FURNITURE FOR NEW HS BLDG.	\$9,445.37
P05-01211	CARD INTEGRATORS	Fargo Pro photo ID printer system film	\$2,505.25
P05-01212	TANGRAM INTERIORS	FURNITURE FOR NEW HS BLDG.	\$10,334.09
P05-01213	TANGRAM INTERIORS	FURNITURE FOR NEW HS BLDG.	\$8,184.69
P05-01214	TANGRAM INTERIORS	FURNITURE FOR NEW HS BLDG.	\$6,759.80
P05-01215	TANGRAM INTERIORS	FURNITURE FOR NEW BLDG.	\$9,363.91
P05-01216	TANGRAM INTERIORS	NEW FURNITURE FOR NEW HS BLDG.	\$7,774.81
P05-01217	SOLINET (S.E. LIB. NETWORK)	Please pay invoice for renewal of LexisN	\$5,229.50
P05-01218	GANDER-PRINTCO	BURSAR'S WINDOW ENVELOPE	\$270.45
P05-01219	TANGRAM INTERIORS	FURNITURE FOR NEW HS BLDG.	\$6,439.14
P05-01220	CYRKIN, SHARI	WORKSHOP PRESENTER	\$1,080.00
P05-01221	NORTHWEST MEDIA, INC.	BOOK MATERIALS CONFERENCE	\$2,505.00
P05-01222	FEDERAL EXPRESS	GROUND SHIPPING COST FOR REPAIR ORDER	\$.00
P05-01223	RICOH BUSINESS SYSTEMS, INC.	YEARLY RICOH COPIER MAINTENANCE	\$1,500.00
P05-01224	MC KESSON GENERAL MEDICAL	medical equipment needed	\$1,680.37
P05-01225	SPSS, INC.	Maintenance renewal for SPss	\$1,942.00
P05-01226	VIDEO SERVICE OF AMERICA	For DE Video dubs,attn:PSchramel	\$184.17
P05-01227	CHEAP JOE'S ART STUFF	art supplies	\$111.40
P05-01228	CHEAP JOE'S ART STUFF	art supplies	\$160.10
P05-01229	AARDVARK CLAY AND SUPPLIES	art supplies	\$446.22
P05-01230	KNORR SYTSTEMS, INC.	POOL SUPPLIES	\$2,368.78
P05-01231	KNORR SYTSTEMS, INC.	POOL SUPPLIES	\$12,240.40
P05-01232	AMER. RED CROSS	BLANKET PO 2004-2005 RTE & ACPR CARDS	\$500.00
P05-01233	RICOH BUSINESS SYSTEMS, INC.	YEARLY RICOH COPIER MAINT. AGREEMENT	\$205.27
P05-01234	SOCCER POST	Portable Soccer goals	\$293.13
P05-01235	ADT SECURITY SYSTEMS	ADT Annual Service Charge	\$522.67
P05-01236	TANGRAM INTERIORS	FURNITURE FOR NEW HS BLDG.	\$9,041.63
P05-01237	DUNN-EDWARDS CORPORATION	ATHLETIC PAINT	\$7,825.88
P05-01238	SYSTEMS SOURCE, INC.	executive chair	\$372.65
P05-01239	ALLSTEEL	FILES/STORAGE FOR NEW HS BLDG.	\$34,714.53
P05-01240	CORPORATE BUSINESS INTERIORS	ADD'L FILES/STORAGE FOR NEW HS BLDG.	\$15,188.99
P05-01241	ALLSTEEL	ALLSTEEL ANCILLARY FOR NEW HS BLDG.	\$38,021.18
P05-01242	CORPORATE BUSINESS INTERIORS	WORKSTATIONS/PRIVATE OFFICES CONT.FOR NE	\$29,716.37
P05-01243	GUNLOCKE COMPANY	GUNLOCKE ANCILLARY FOR NEW HS BLDG.	\$8,264.10
P05-01244	ALLSTEEL	TEACHER'S DESKS FOR NEW HS BLDG.	\$4,075.48
* P05-01245	ALLSTEEL	WORKSTATIONS/PRIVATE OFFICES FOR NEW HS	\$218,040.22
P05-01246	ALLSTEEL	IT RECEPTION/ADD'L OFFICE FOR NEW HS BLD	\$9,071.06
P05-01247	TANGRAM INTERIORS	FURNITURE FOR NEW HS BLDG.	\$6,342.60
P05-01248	SONE SYSTEMS, INC.	Supplies	\$500.00
P05-01249	GUNLOCKE COMPANY	3RD FLOOR LOBBY SEATING FOR NEW HS BLDG.	\$4,786.59
P05-01250	CARMEN, LUPE	WORKSHOP FACILITATOR	\$840.00
P05-01251	LOGOS LANGUAGE, INC.	TRANSLATION SERVICES	\$1,500.00
P05-01252	BUSINESS RADIO LICENSING	RADIO LICENSE	\$135.00
P05-01253	HARVARD MENTAL HEALTH LETTER	SUBSCRIPTION FOR ONE YEAR	\$59.00
P05-01254	ORANGE CO. REGISTER	Ongoing printing charges to OC Register	\$4,000.00
P05-01255	INTERSERVICE, INC.	FABRIC FOR SEATING FOR 3RD FLOOR LOBBY F	\$1,695.43
P05-01256	INTERSERVICE, INC.	DIAS & PRESIDENT'S CHAIRS FOR NEW HS BLD	\$15,864.29
P05-01257	BRIDGES.COM CO	Contract Services Renewal	\$1,045.00

Purchase Order Requisition

Requisition #: RS05-00576	PO #P05-01245	Status: Printed
Requisitioner: S.SEIFERT/4680/PURCHASING		Req. Date: 8/31/04 (2005)
Order Site: SAVY, Avery Plaza/Purchasing		Room: HS
Ship to Site: SC, SADDLEBACK COLLEGE WAREHOUSE		Req. Cost: \$218,040.22
Vendor Code: 069409, ALLSTEEL		Encumbered: \$218,040.22
Req. Info: WORKSTATIONS/PRIVATE OFFICES FOR NE		Expensed:
		Invoiced:

Account Number	Amount	Expensed	Yr
40-6410-1-477-6-013-000-7100	218,040.22	0.00	05

Ln#	Item #	Qty	Unit	Purchase Order Line Items	Extended Amount	Qty Rcvd
				ALLSTEEL 2210 SECOND AVENUE MUSCATINE, IOWA 52761-5257 % CORPORATE BUSINESS INTERIORS 905 COLUMBIA STREET BREA, CA 92821 FAX (714) 671-1814 PHONE (714) 671-0988 FAX DIRECTLY TO CBI BID NO. 257D, BRD. APR. 7/26/04 FURNITURE FOR THE NEW HEALTH SCIENCE BLDG./SADDLEBACK COLLEGE PROPOSAL #26930 PROJECT #009-000036 DARREN STILES (714) 671-0988		
1		1	LOT	1ST FLOOR WORKSTATIONS & PRIVATE OFFICE	202357.51	
				AS PER ALL CONDITIONS, INSTRUCTIONS & SPECIFICATIONS LISTED ON ABOVE BID.		

Taxable Amount:	202,357.51
Sales Tax:	15,682.71
Shipping:	
Requisition Total:	218,040.22

Approved by: _____

Date: _____

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Purchase Order Numbers P05-00983 Through P05-01312

PO #	Vendor Name	Purchase Order Description	Total Cost
P05-01258	NORTHWEST MEDIA, INC.	MEDIA MATERIAL	\$1,396.00
P05-01259	L.A. TIMES	2004 SCLO ADVERTISING	\$2,500.00
P05-01260	TUFF SHED, INC.	Track and Field Storage Shed	\$13,000.00
P05-01261	GANDER-PRINTCO	Business Cards/Tom Anderson/Scott Simpso	\$105.60
P05-01262	GANDER-PRINTCO	Business Cards/Patrizia Goldberg	\$44.45
P05-01263	GANDER-PRINTCO	Business Cards	\$88.89
P05-01264	MC KESSON GENERAL MEDICAL	MEDICAL SUPPLIES	\$57.41
P05-01265	FORESTRY SUPPLIERS, INC.	HORTICULTURE SUPPLIES	\$148.67
P05-01266	L.A. TIMES	DISPLAY ADVERTISING	\$1,250.00
P05-01267	CAROLINA BIOLOGICAL SUPPLY	LAB MATERIALS	\$68.87
P05-01268	ORANGE CO. REGISTER	ADVERTISING	\$1,402.88
P05-01269	CONTENTI COMPANY	art supplies	\$391.37
P05-01270	ORANGE CO. REGISTER	ADVERTISING	\$134.88
P05-01271	CONTENTI COMPANY	art supplies	\$295.24
P05-01272	ORANGE CO. REGISTER	ADVERTISING	\$2,996.16
P05-01273	ORANGE CO. REGISTER	ADVERTISING	\$269.76
P05-01274	ORANGE CO. REGISTER	ADVERTISING	\$225.22
P05-01275	CA AUTO REFRIGERATION	Air Conditioning Refrigerant	\$161.63
P05-01276	KELLY-WRIGHT HARDWOODS	Lumber	\$1,940.19
P05-01277	VECCHIARELLI BROTHERS	FASHION DESIGN SUPPLIES	\$372.72
P05-01278	GANDER-PRINTCO	Business Cards-Pres. R. McCullough	\$44.45
P05-01279	IMAGISTICS INTERNATIONAL INC.	Maint. Agreement - Imagistics Fax	\$348.00
P05-01280	ASSOC PRESS	AP Stylebooks	\$28.17
P05-01281	LINCOLN EQUIPMENT, INC.	POOL CHEMICALS	\$62.05
P05-01282	GANDER-PRINTCO	BUSINESS CARDS	\$355.58
P05-01283	ARMSTRONG, LEE CO. INC.	CARPETING	\$6,660.00
P05-01284	YARDLEY PUMP AND VACUUM, INC.	S/M VAC PUMP	\$962.31
P05-01285	JOURNAL OF CHEMICAL EDUCATION	Subscription renewal for chem journal	\$155.00
P05-01286	WILSON, RICHARD ANTHONY	Football videotaping services	\$1,600.00
P05-01287	DUNN-EDWARDS CORPORATION	ART SUPPLIES	\$78.12
P05-01288	BLICK, DICK COMPANY	PRINTMAKING SUPPLIES	\$476.33
P05-01289	JAY'S CATERING	Catering for Conferences/ Workshops	\$3,000.00
P05-01290	AARON SCREEN SUPPLY	GRAPHIC SCREENS	\$1,294.97
P05-01291	BLICK, DICK COMPANY	GRAPHIC SUPPLIES	\$714.86
P05-01292	WESTLAKE, DOUGLAS	Open P.O. for piano repairs	\$2,250.00
P05-01293	SPECTRUM LABORATORY PRODUCTS, I	LAB SUPPLIES	\$286.55
P05-01294	GANDER-PRINTCO	BUSINESS CARDS - THOMAS FUENTES	\$105.60
P05-01295	L & N UNIFORM SUPPLY	Towel Service	\$350.00
P05-01296	CHAPMAN SERVICE CENTER	MANIKINS	\$2,433.70
P05-01297	BLACKBOARD INC.	Blackboard Training	\$2,155.00
P05-01298	UNITED FABRICARE SUPPLY, INC.	Special laundry detergent for uniforms	\$479.49
P05-01299	SEHI PROCOMP COMPUTER PRODUCTS	Printer for H.R.	\$8,074.01
P05-01300	HEWITT & O'NEIL LLP	Attorney Fees Tustin Base Property	\$20,000.00
P05-01301	CAPISTRANO SEWING MACHINE CO.	SEWING SUPPLIES	\$459.55
P05-01302	IVC CHILD DEVELOPMENT CENTER	Child Care Services	\$844.00
P05-01303	MULBERRY CHILDCARE	Child Care Services	\$882.00
P05-01304	ORANGE CO. WEEKLY	ADVERTISING	\$498.00
P05-01305	SCHOOL SPECIALTY, INC.	PRINTMAKING SUPPLIES	\$190.85
P05-01306	FOOD SYSTEMS, INC.	Refresh. - IVC College	\$73.00
P05-01307	U.S.AIR CONDITIONING DIST INC.	HVAC SUPPLIES	\$429.23
P05-01308	ST. ANDREW'S CHILDREN'S CENTER	Child Care Services	\$1,035.00
P05-01309	RANCHO CAPISTRANO	HR BPR 2-day Workshop @ Rancho Capistran	\$1,350.90
P05-01310	BLACKBOARD INC.	On-Site BlackBoard Training	\$5,000.00
P05-01311	WP ELECTRIC & COMMUNICATIONS	Bid# 259D Telephone Infrastructure Remed	\$184,356.00
P05-01312	PROGRESSIVE BUSINESS PUBLICATI	SUBSCRIPTION TO ENVIRONMENTAL COMPLIANCE	\$299.00

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\$1,597,803.36

Blanket Purchase Order Requisition

Requisition #: RB05-00852 PO #P05-01311 Status: Need Invoice
Requisitioner: Rick Van Leeuwen/IT/4331 Req. Date: 9/07/04 (2005)
Order Site: SDCC, SC Dist Information Technol Room: DCC3
Vendor Code: 069446, WP ELECTRIC & COMMUNICATIO Req. Cost: \$184,356.00
Req. Info: Bid# 259D Telephone Infrastructure Encumbered: \$184,356.00
Expensed:
Invoiced:

Account Number	Amount	Expensed	Yr
40-6120-0-487-7-015-000-6780	184,356.00	0.00	05

Description of Blanket Order

Bid # 259D - Telephone Infrastructure
Remediation awarded to WP Electric &
Communications, Inc.

Board Item #10 Approved 8/30/04

Requisition Total: \$184,356.00

Approved by:

Date:

Requisition History Notepad

NEW VENDOR:

WP ELECTRIC & COMMUNICATIONS, INC
CONTACT - JIM ROCHE
22711 EAST LA PALMA AVENUE
YORBA LINDA, CA 92887

TEL: 714-692-7170
FAX: 714-692-7177

Approved by:

Date:

Requisition #RB05-00852

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BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

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Req. #	Vendor Name	Description	Total Cost
RD05-00549	DO, TAM	Conference Reimbursement	\$65.00
RD05-00548	WELLS FARGO #4198	United Airlines Reservation	\$259.70
RD05-00547		To augment funding for new photo ID soft	\$207.29
RD05-00546	WELLS FARGO #2078	SUMMER'S END MIXER 9/15/04	\$10.00
RD05-00545			\$.00
RD05-00544	LICITRA, JOHN	Conference Reimbursement	\$55.00
RD05-00543	GOULDSMITH, YOLANDA	Conference Reimbursement	\$65.00
RD05-00542	WELLS FARGO #4248	Foam presentation boards for testing in	\$150.00
RD05-00541	TRAN, KIEU-TRANG (TIFFANY)	Conference Reimbursement	\$65.00
RD05-00540	MC CARTHY, MARY	Conference Reimbursement	\$65.00
RD05-00539	LICITRA, JOHN	Conference Reimbursement	\$65.00
RD05-00538	MC CULLOUGH, DIANA	Conference Reimbursement	\$65.00
RD05-00537	DO, TAM	Conference Reimbursement	\$55.00
RD05-00536	CCC	Annual FUSION License Fees 10/04-9/05	\$4,998.00
RD05-00535	GOULDSMITH, YOLANDA	Conference Reimbursement	\$55.00
RD05-00534	MIDWEST LIBRARY SERVICE	Please pay invoice #4425825.	\$34.15
RD05-00533	TRAN, KIEU-TRANG (TIFFANY)	Conference Reimbursement	\$55.00
RD05-00532	SUSSMAN, CARYN	Conference Reimbursement	\$55.00
RD05-00531		Payment to Cheng-Hsin Liu for Presentati	\$2,000.00
RD05-00530	SCHARF, MICHELLE	Conference Reimbursement	\$55.00
RD05-00529	MISSION VIEJO GLASS	F/A THEATRE MIRROR	\$358.21
RD05-00528	LEISURE WORLD POTTERS & SCULPT	Art supplies for Emeritus Ceramics class	\$4,035.00
RD05-00525		Payment needed for Summer MST 289 class	\$1,120.00
RD05-00524	AVENTURA SAILING ASSOC.	Boat rental for Summer MST 289 class.	\$641.00
RD05-00523	LIBRARY OF CONGRESS	Classification web solo user license ren	\$375.00
RD05-00520	PACIFIC TYPEWRITER & COMM INC.	IBM typewriter needs cleaning	\$50.00
RD05-00519	WEST GROUP	Library law books per Tom Weisrock reque	\$459.02
RD05-00516		augment ASG	\$28.72
RD05-00515	MC CULLOUGH, DIANA	Conference Reimbursement	\$55.00
RD05-00514		for ASG	\$.00
RD05-00513	SNEED, DONNA	OCBC Workforce Seminar	\$50.00
974880	OFFICE MAX	OFFICE SUPPLIES	\$239.98
974301	OFFICE MAX	OFFICE SUPPLIES	\$89.72
971386	OFFICE MAX	INSTRUCTION SUPPLIES	\$197.13
970152	OFFICE MAX	OFFICE SUPPLIES	\$130.44
RD05-00512	MOWRY, KEVIN	Office supplies	\$21.54
RD05-00508			\$.00
RD05-00507	MACKEY, GINNY	Conference Reimbursement	\$55.00
RD05-00504	MISSION TIRE CENTER	TIRES	\$32.33
974953	OFFICE MAX	OFFICE SUPPLIES	\$37.27
RD05-00503	KERR, DEBRA	mileage reimbursement	\$.00
974863	OFFICE MAX	OFFICE SUPPLIES	\$12.01
RD05-00502	MURPHY, BRIAN	Parts to repair drums	\$540.61
974970	OFFICE MAX	OFFICE SUPPLIES	\$782.72
976953	OFFICE MAX	OFFICE SUPPLIES	\$.00
974951	OFFICE MAX	SHREDDER	\$427.13
974659	OFFICE MAX	FEE-BASED SUPPLIES	\$946.66
974423	OFFICE MAX	OFFICE SUPPLIES	\$265.20
974300	OFFICE MAX	OFFICE SUPPLIES	\$54.04
973854	OFFICE MAX	OFFICE SUPPLIES	\$139.20
973853	OFFICE MAX	OFFICE SUPPLIES	\$236.64
973670	OFFICE MAX	OFFICE SUPPLIES	\$190.05
973649	OFFICE MAX	OFFICE SUPPLIES	\$111.22
973648	OFFICE MAX	OFFICE SUPPLIES	\$195.27
971144	OFFICE MAX	OFFICE SUPPLIES	\$175.07
971143	OFFICE MAX	OFFICE SUPPLIES	\$234.05

BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

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Req. #	Vendor Name	Description	Total Cost
970811	OFFICE MAX	INSTRUCTION SUPPLIES	\$92.86
970810	OFFICE MAX	INSTRUCTION SUPPLIES	\$309.50
950895	OFFICE MAX	OFFICE SUPPLIES	\$326.97
941858	OFFICE MAX	OFFICE SUPPLIES	\$130.25
960517	OFFICE MAX	OFFICE SUPPLIES	\$31.55
975039	OFFICE MAX	OFFICE SUPPLIES	\$385.32
RD05-00501	CAPISTRANO-LAGUNA BEACH ROP	Tech Prep Subaward to Capo-Laguna Beach	\$2,388.00
RD05-00500	LAGUNA BEACH UNIF. SCHOOL DIST	Tech Prep Subaward to Laguna Beach USD	\$1,508.00
RD05-00499	SADDLEBACK VALLEY U.S.D.	Tech Prep Subaward to Saddleback Valley	\$10,300.00
RD05-00497	CAPISTRANO UNIFIED SCHOOL DIST	Tech Prep subaward to Capistrano Valley	\$10,600.00
RD05-00498	JOYCE INSPECTION & TESTING	ON-SITE INSPECTION OF RELOCATABLE CLASSR	\$615.00
RD05-00492	CLARION HOTEL	Hotel Accomidations for EOPS Conference	\$756.00
RD05-00491	VITAL LINK ORANGE COUNTY	75 Seats at Vital Link Bus Educator Form	\$5,000.00
RD05-00490		Airline Tickets for EOPS Conference	\$723.40
RD05-00489	IMAGISTICS INTERNATIONAL INC.	Fax Machine Toner	\$233.82
RD05-00488		Repairs for AB Dick 9800 press	\$750.00
RD05-00487	CCCAOE	VTEA Funds, Conference	\$295.00
RD05-00486	SIERZCHULA, JAY	WS FTP Server w/Service Agreement	\$459.32
RD05-00484	RANCHO CAPISTRANO	FOOD/BEV. 10/29/04 DMC RETEAT	\$1,435.00
RD05-00473	RECALL SECURE DEST.SRVS INC.	Document Destruction Service	\$158.53
RD05-00472	OZUROVICH, JOHN	CONFERENCE	\$537.50
RD05-00471	PIEPER AND ASSOCIATES	ATEP Logo Design	\$1,223.25
RD05-00470	MAHOTKA-PATTERSON, KARA	Reimbursement for Memory Card Reader	\$21.54
RD05-00469	MOBILE MODULAR MGMT. CORP.	CITY OF IRVINE TRANSPORTATION PERMIT	\$25.00
RD05-00467	WELLS FARGO #2078	OR. CO. FORUM LUNCHEON 9-23-04	\$50.00
RD05-00465	IMAGISTICS INTERNATIONAL INC.	TONER FOR FAX MACHINE	\$233.82
RD05-00464	KEVIN O'CONNOR****	Reimbursement for emergency fax &printer	\$166.99
RD05-00463	JEFFRIES, SANDY	Conf. - Sandy Jeffries	\$207.23
RD05-00462	KALOFF, BRIANNA	REIMBURSEMENT-SUMMER 04-TICKET #62975	\$150.00
RD05-00461	HESTOR STUDIOS, INC.	Material Development for RP Workshop, 7/	\$1,500.00
RD05-00459		Library video kit per Tom Weisrock reque	\$1,044.00
RD05-00458	KORPER, STEVE	Camera & Monitor for Lab security system	\$469.79
RD05-00456		REFUND CNA TESTING FEE	\$80.00
RD05-00453			\$.00
RD05-00452	BUSINESS RADIO LICENSING	RADIO LICENSE	\$.00
RD05-00451	S & B FOODS	FOOD/BEV. 8/30/04 BOARD MEETING	\$321.79
RD05-00450	PLUMBING, PIPING & CONSTRUCT.	BGS 210 HVAC	\$2,893.16
RD05-00449	RUBENSTEIN, ELAINE	Reimbursement for Publication supplies	\$139.40
RD05-00448	TICKET CRAFT	Ticket Printing	\$74.62
RD05-00447	MC CULLOUGH, RICHARD	Reimbursements	\$40.51
RD05-00446		SUPPLIES FOR IN SERVICE MEETING	\$.00
RD05-00445	WEST GROUP	Library law books by subscription	\$220.00
RD05-00444	KEVIN O'CONNOR****	Reimbursement for purchase of emergency	\$.00
RD05-00443	WEST GROUP	Law books per subscription	\$455.79
RD05-00442		NURSING PROGRAM PINNING CEREMONY	\$.00
RD05-00441	TROXELL COMMUNICATIONS, INC.	Projector bulbs	\$786.58
RD05-00440	KELLY PAPER	NURSING PROGRAM PINNING CEREMONY	\$.00
RD05-00439	BAKER & TAYLOR ENTERTAINMENT	Library book per Tom Weisrock request	\$79.89
RD05-00437	PARA TODOS	Ad.in Para Todos mag. for 10/5 visit of	\$1,500.00
RD05-00436	KELLY PAPER	PINNING CEREMONY NURSING PROGRAM	\$.00
RD05-00435	WELLS FARGO #3465	GAS	\$66.84
RD05-00434	IMTEK INTERNATIONAL, INC.	Instructional Repair	\$1,067.50
RD05-00433	CCC	Glenn Roquemore - State Budget Wkshop	\$75.00
RD05-00430	CALKINS, KEITH	CONFERENCE REIMBURSEMENT/IVC PE DEPARTME	\$286.49
RD05-00429	GRIMM, T.A. & ASSOCIATES, INC.	Speaker Fees-NSF Educator's Conf. 7/26-3	\$2,000.00
RD05-00428	A-1 AWARDS	NAME PLATE AND ENGRAVING	\$12.93

BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

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Req. #	Vendor Name	Description	Total Cost
RD05-00427	WELLS FARGO #3317	ATEP Domain Name Renewal	\$374.85
RD05-00426	NAEYC	staff to attend NAEYC conference 11\12 &	\$2,875.00
RD05-00425		provide educational audio conference	\$169.00
RD05-00422	GREGG'S PRO AUDIO	Custom PA Enclosure	\$249.94
970006	OFFICE MAX	OFFICE SUPPLIES	\$54.19
971385	OFFICE MAX	OFFICE SUPPLIES	\$540.33
RD05-00421	ALL TECH SERVICE	AV Equip Repair	\$525.00
971561	OFFICE MAX	OFFICE SUPPLIES	\$90.50
960171	OFFICE MAX	OFFICE SUPPLIES	\$73.82
974047	OFFICE MAX	OFFICE SUPPLIES	\$26.13
973960	OFFICE MAX	INSTRUCTION SUPPLIES	\$191.26
973494	OFFICE MAX	FEE-BASED SUPPLIES	\$18.32
971142	OFFICE MAX	OFFICE SUPPLIES	\$89.76
970972	OFFICE MAX	OFFICE SUPPLIES	\$218.56
RD05-00419	MANCHIK, MIROSLAVA	Payment for overnight delivery of origin	\$.00
RD05-00418	CONSOLIDATED REPROGRAPHICS	THEATRE PROJECT	\$274.78
RD05-00413	PROMISSOR, INC.	CNA CERTIFICATION EXAMS	\$9,464.00
RD05-00412	VITAL LINK ORANGE COUNTY	Tech Prep Funds	\$5,000.00
RD05-00411	SO COAST AIR QUALITY MGMT DIST	FEES	\$201.77
RD05-00410	MIDWEST LIBRARY SERVICE	Please pay invoice	\$271.29
RD05-00409	VAN EIZENGA, KEN	12 Piano Tunings	\$1,020.00
RD05-00408	CARD INTEGRATORS	PHOTO ID CARDS	\$7,110.30
RD05-00407	MYDEA TECHNOLOGIES CORPORATION	Payment--Presentation at RP Workshop, 7/	\$2,485.00
RD05-00403	WELLS FARGO #3317	Amazon.com Order	\$62.99
RD05-00402	SOLINET (S.E. LIB. NETWORK)	Please pay invoice for LexisNexis--onlin	\$.00
RD05-00401	S & B FOODS	FOOD/BEV. 8/13/04 DMC MTG	\$270.66
RD05-00400	S & B FOODS	8/16/04 IN-SERVICE OPENING SESSION	\$779.46
RD05-00399	CCC	RMATHUR TO CCCCC 9-7-04	\$75.00
RD05-00398	LEE, STEVE	Staff Reimbursement	\$.00
RD05-00397		Cal-OSHA Penalty Payment	\$.00
C20914	WELLS FARGO #3317	ANNUAL FEE	\$45.00
C20915	WELLS FARGO #2078	ANNUAL FEE	\$45.00
C20916	WELLS FARGO #4198	ANNUAL FEE	\$45.00
RD05-00395		MEMBERSHIP/T.RICE/CLB CONSORIUM	\$.00
RD05-00394	GALE GROUP	Library book per Tom Weisrock request	\$21.78
RD05-00393	WELLS FARGO #3317	HEITS Salary Survey	\$105.00
RD05-00392		Chancellor's Matriculation Training	\$213.00
RD05-00391	CCCEOPSA	Conference Registration	\$1,050.00
RD05-00383	ORANGE CO. REGISTER	ADVERTISING	\$119.32
RD05-00382	ORANGE CO. BUSINESS COUNCIL	Conference Attendance for Ken Patton	\$50.00
RD05-00381		Publication Legal Notice - Budget 2004/0	\$119.32
RD05-00380	TANRIVERDI, FAWN	Staff Reimbursement	\$120.00
971885	OFFICE MAX	FEE-BASED SUPPLIES	\$477.90
961830	OFFICE MAX	INSTRUCTION SUPPLIES	\$303.35
RD05-00379	AMSTERDAM PRINTING & LITHO	division calenders	\$402.91
RD05-00377	HOBSON'S UNITED STATES	HOBSON'S INTERNATIONAL MAGAZINE AD & WEBS	\$1,000.00
RD05-00376			\$.00
931163	OFFICE MAX	OFFICE SUPPLIES	\$61.10
975062	OFFICE MAX	OFFICE SUPPLIES	\$884.80
973219	OFFICE MAX	OFFICE SUPPLIES	\$131.65
971560	OFFICE MAX	OFFICE SUPPLIES	\$93.64
971334	OFFICE MAX	OFFICE SUPPLIES	\$126.07
971141	OFFICE MAX	OFFICE SUPPLIES	\$113.43
941857	OFFICE MAX	OFFICE SUPPLIES	\$539.15
RD05-00375	TICKET CRAFT	Ticket Printing	\$1,534.86
RD05-00374	HIKON, LORNA	Supply - Faculty In-Service Session	\$19.39

BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

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Req. #	Vendor Name	Description	Total Cost
RD05-00373	LIEBERT CASSIDY WHITMORE	Mbrship Fee - Consortium 2004-2005	\$.00
RD05-00372	ADVANTAGE MARKETING	Supply/Advertising for Job Fair	\$853.53
RD05-00367	CONSORTIUM OF SO. CAL COLLEGES	Conference Registration Fees	\$318.00
RD05-00366			\$.00
RD05-00365	DALY, TRACY	Conf. for Tracy Daly	\$930.50
RD05-00364	BOLLINGER, PAT	REIMBURSEMENT	\$9.16
RD05-00363	VENDLEY, GWEN	Conference Reimbursement	\$205.00
RD05-00362	S & B FOODS	FOOD/BEV. 7/26/04 BOARD MEETING	\$277.29
RD05-00361		Conference attendance for Lise Telson	\$.00
RD05-00360	MILLER, SOPHIE	Pres. Council Member Workshop	\$246.45
RD05-00359	BOLLINGER, PAT	REIMBURSEMENT	\$15.00
RD05-00358	JOHNSON FLOORING	FLOODING/INSURANCE CLAIM	\$4,780.00
RD05-00354	BAKER & TAYLOR ENTERTAINMENT	Library books per request of Tom Weisroc	\$144.33
RD05-00355	CCC	Budget Workshop	\$225.00
RD05-00351	WELLS FARGO #4214	INK CARTRIDGE PURCHASE	\$95.83
RD05-00350	WILLIS, CHARLES	Payment to Charles Willis - NSF Project	\$5,660.00
RD05-00349	ARNOTT, JAMES	Payment to James Arnott - NSF Project	\$4,700.00
RD05-00348	ARUNDALE, SCOTT	Reimbursement for equipment for Media Ce	\$235.10
RD05-00347	REGION VIII CARE CONFERENCE	Region VIII CARE Conference	\$65.00
RD05-00346	AMER. FENCE CO.	TEMPORARY FENCE	\$375.00
RD05-00345	NEXTIRAONE, LLC	Scott Simpson/4997 Phone line Changes	\$75.00
RD05-00344	EDUCATIONAL MUSIC SERVICE	Purchased Music	\$180.35
RD05-00343	REGION VIII CARE CONFERENCE	Region VIII CARE Conference	\$715.00
RD05-00342	HALL, LINDA	REIMBURSEMENT OF SUPPLIES	\$57.58
RD05-00341	DUMAS, PAT	REIMBURSEMENT FOR DUPLICATING	\$568.30
RD05-00340	MEDICAL EDUCATION SPEAKERS NET	Workshop Consultant	\$.00
RD05-00339	SELLERS, JOEY	Reimbursement	\$71.18
RD05-00338	SIGNS PLUS	STAFF APPRECIATION LUNCHEON BANNER 4-30-	\$.00
970970	OFFICE MAX	OFFICE SUPPLIES	\$173.96
RD05-00337	VERTEX STANDARD	Radio Repair	\$200.00
961955	OFFICE MAX	OFFICE SUPPLIES	\$194.87
RD05-00336	GANDER-PRINTCO	Window Envelopes w/mail code	\$.00
975092	OFFICE MAX	OFFICE SUPPLIES	\$63.62
975038	OFFICE MAX	OFFICE SUPPLIES	\$176.48
975037	OFFICE MAX	OFFICE SUPPLIES	\$38.79
973801	OFFICE MAX	OFFICE SUPPLIES	\$254.78
973133	OFFICE MAX	OFFICE SUPPLIES	\$15.63
961832	OFFICE MAX	OFFICE SUPPLIES	\$96.24
950679	OFFICE MAX	OFFICE SUPPLIES	\$210.51
974046	OFFICE MAX	OFFICE SUPPLIES	\$164.83
973647	OFFICE MAX	OFFICE SUPPLIES	\$283.59
973084	OFFICE MAX	OFFICE SUPPLIES	\$221.02
971333	OFFICE MAX	OFFICE SUPPLIES	\$467.07
970971	OFFICE MAX	OFFICE SUPPLIES	\$31.85

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\$136,421.93

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	17
FROM:	CHANCELLOR	DATE:	09/27/04
SUBJECT:	SOCCCD: PAYMENT OF BILLS		
REASON FOR BOARD CONSIDERATION:	APPROVAL		

BACKGROUND

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

STATUS

Check Nos. 0032010 through 032736 processed through Orange County Department of Education totaling \$2,364,622.80, Check Nos. 7969 through 7991 processed through Saddleback College Community Education totaling \$35,269.22, and Check Nos. 8022 through 8042 processed through Irvine Valley College Community Education totaling \$27,053.43 are submitted for Board of Trustees' approval.

RECOMMENDATION

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

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

WARRANT REGISTER LISTING

Escape - AP

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Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #032010 and 032736

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	032010	8/19/04	\$177.79	GANDER-PRINTCO	44.45	01-4600-0-000-1-022-000-6620
					88.89	01-4600-0-000-1-055-056-1007
					44.45	01-4600-0-000-1-050-000-6011
O	032011	8/19/04	\$105.65	GIANT CO2	105.65	01-4600-0-000-1-021-081-6550
O	032012	8/19/04	\$348.03	GLOBAL IMAGING	348.03	01-5620-0-000-1-022-000-6620
O	032013	8/19/04	\$196.77	GRAYBAR ELECTRI	196.77	01-4600-0-000-1-021-080-6510
O	032014	8/19/04	\$562.04	T.A. GRIMM & AS	562.04	01-5271-2-094-1-050-000-6011
O	032015	8/19/04	\$224.21	HARDY DIAGNOSTI	224.21	01-4300-0-000-1-056-008-0401
O	032016	8/19/04	\$306.89	HOME DEPOT CRED	38.26	01-4300-0-000-1-056-008-0401
					133.58	01-4600-0-000-1-021-080-6510
					66.79	01-4600-0-000-1-021-079-6550
					68.26	01-4600-1-050-1-034-089-6950
O	032017	8/19/04	\$77.64	WALLY HUNTOON	77.64	01-4600-0-000-1-055-084-6891
O	032018	8/19/04	\$795.82	IMAGE PRINTING	795.82	01-4600-0-000-4-021-080-6510
O	032019	8/19/04	\$186.42	IMAGISTICS INTE	86.21	01-5620-0-000-7-013-064-6720
					52.80	01-5620-0-000-7-013-092-6773
					47.41	01-5620-0-000-1-021-080-6510
O	032020	8/19/04	\$3,122.59	IRVINE VALLEY C	3,122.59	01-7600-1-023-4-035-077-6430
O	032021	8/19/04	\$40.30	JOHN WILEY & SO	40.30	01-4200-0-000-4-030-000-6210
O	032022	8/19/04	\$59.37	L & N UNIFORM S	32.98	01-4600-0-000-1-021-062-6772
					26.39	01-4600-0-000-1-021-080-6510
O	032023	8/19/04	\$275.75	LAB SAFETY SUPP	293.73	01-4300-0-000-1-054-033-1203
					-17.98	01-9552- - - - -
O	032024	8/19/04	\$736.22	LABORATORY CORP	736.22	01-5811-1-046-1-024-094-6440
O	032025	8/19/04	\$12,072.69	LAPES ATHLETIC	8,331.60	01-4300-0-000-1-055-006-0835
					3,741.09	01-4300-0-093-1-055-006-0835
O	032026	8/19/04	\$4,608.00	LIEBERT CASSIDY	282.00	01-5721-0-000-9-001-000-6610
					4,326.00	01-5721-0-000-9-001-000-6732
O	032027	8/19/04	\$1,600.00	GARY LINDSEY AR	1,600.00	01-5174-0-000-1-055-084-1001
O	032028	8/19/04	\$6,400.00	GARY LINDSEY AR	6,400.00	01-5174-0-000-1-055-084-1001
O	032029	8/19/04	\$271.53	M & M BOYS, INC	271.53	01-4600-0-000-1-021-079-6550

WARRANT REGISTER LISTING

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Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #032010 and 032736

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
C	032030	8/19/04	\$-6,000.00	BURKHARD MAISS	-6,000.00	01-5174-0-000-1-055-084-1001
O	032031	8/19/04	\$475.82	MARSAN TURF & I	475.82	01-4600-0-000-1-021-079-6550
O	032032	8/19/04	\$90.00	DAYLE McINTOSH	90.00	01-5811-1-024-1-051-075-4930
O	032033	8/19/04	\$918.79	MC KESSON GENER	147.73	01-4300-0-000-1-054-033-1203
					771.06	01-4600-1-046-1-024-094-6440
O	032034	8/19/04	\$911.88	MC MAHAN DESK	911.88	01-6411-2-025-4-074-024-1501
O	032035	8/19/04	\$757.91	MIDWEST LIBRARY	757.91	01-6300-2-074-4-037-087-6120
O	032036	8/19/04	\$1,987.99	MISSION PRINTIN	1,987.99	01-5810-1-021-1-026-000-6460
O	032037	8/19/04	\$948.00	MULBERRY CHILDC	800.00	01-7600-1-023-4-035-077-6430
					148.00	01-7600-1-022-4-035-077-6310
O	032038	8/19/04	\$224.66	NAPA AUTO PARTS	224.66	01-4600-0-000-1-021-062-6772
O	032039	8/19/04	\$376.03	NEXTEL COMMUNIC	376.03	01-5590-0-000-1-025-000-6570
O	032040	8/19/04	\$374.27	NEXTEL COMMUNIC	374.27	01-9510- - - - -
O	032041	8/19/04	\$414.08	NEXTEL COMMUNIC	414.08	01-9510- - - - -
O	032042	8/19/04	\$1,775.86	NEXTIRAONE, LLC	1,775.86	01-5590-0-000-4-025-082-6570
O	032043	8/19/04	\$249.75	NIAGARA DRINKIN	249.75	01-4600-0-000-1-025-000-6570
O	032044	8/19/04	\$1,055.49	OCE-USA, INC.	1,055.49	01-5651-0-000-4-041-076-6774
O	032045	8/19/04	\$312.24	OCLC, INC.	312.24	01-5811-2-035-4-037-087-6120
O	032046	8/19/04	\$761.58	GMF SOUND, INC.	761.58	40-6410-1-477-6-013-000-7100
O	032047	8/19/04	\$20.00	JENNIFER MCLEOD	20.00	01-5820-0-000-7-013-090-6730
O	032048	8/19/04	\$10.00	YONG H. KIM	10.00	01-5820-0-000-7-013-090-6730
O	032049	8/19/04	\$20.00	LEONA JOYCE ARN	20.00	01-5820-0-000-7-013-090-6730
O	032050	8/19/04	\$12.00	JULIE KIRK	12.00	01-5820-0-000-7-013-090-6730
O	032051	8/19/04	\$19.34	ABC ICE HOUSE	19.34	01-4600-0-000-1-055-084-6891
O	032052	8/19/04	\$1,400.00	ACTUATE CORPORA	1,400.00	01-5270-0-000-7-015-000-6780
O	032053	8/19/04	\$963.47	ADCLUB ADVERTIS	963.47	01-5830-0-000-9-013-090-6730

WARRANT REGISTER LISTING

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Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #032010 and 032736

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	032054	8/19/04	\$3,604.46	AMER. AIR FILTE	3,604.46	01-4600-0-000-1-021-080-6510
O	032055	8/19/04	\$1,251.72	AMTECH RELIABLE	1,251.72	01-5811-0-000-1-021-080-6510
O	032056	8/19/04	\$6,191.88	ANCORA	4,833.22	01-5840-0-000-1-030-000-6210
					1,358.66	01-5840-0-000-4-030-000-6210
O	032057	8/19/04	\$1,105.00	RANDY ANDERSON	1,105.00	01-5270-0-000-1-023-000-6030
O	032058	8/19/04	\$902.98	APPERSON PRINT	527.98	01-4344-0-000-1-050-012-0799
					375.00	01-5811-2-051-1-054-000-6011
O	032059	8/19/04	\$192.56	ARBOR SCIENTIFI	207.48	01-4300-0-000-1-056-050-1902
					-14.92	01-9552- - - - -
O	032060	8/19/04	\$58.54	DUFFIE GRAPHICS	62.43	01-4300-0-000-4-077-006-0835
					-3.89	01-9552- - - - -
C	032061	8/19/04	\$-3,202.50	AVERY PLAZA	-3,202.50	01-5620-0-000-7-013-092-6773
O	032062	8/19/04	\$192.87	B. J. BINDERY	192.87	01-5810-0-000-4-020-000-6790
O	032063	8/19/04	\$273.94	RAY & LOIS BEEM	273.94	01-4300-0-093-1-055-006-0835
O	032064	8/19/04	\$42.02	MATT BRODET	42.02	01-4600-0-000-1-052-011-0601
O	032065	8/19/04	\$400.00	MIKE BROWN GRAN	400.00	01-5620-0-000-1-055-006-0835
O	032066	8/19/04	\$378.37	CAL PRO SPORTS	378.37	01-4300-0-000-4-077-006-0835
O	032067	8/19/04	\$5,220.39	CAL'S CAMERAS	4,979.19	01-4344-0-000-1-055-005-1011
					144.61	01-4600-1-050-1-034-089-6950
					96.59	01-4600-0-000-1-038-091-6710
O	032068	8/19/04	\$67.00	CAPT	71.65	01-4344-0-000-1-051-065-6499
					-4.65	01-9552- - - - -
O	032069	8/19/04	\$502.53	CAROLINA BIOLOG	113.54	01-4300-0-000-1-052-035-0109
					91.36	01-4300-0-000-1-056-008-0401
					50.01	01-4300-0-000-1-056-008-1919
					50.72	01-4344-0-000-1-056-008-1919
					196.90	01-4300-2-074-4-076-008-0401
O	032070	8/19/04	\$7,400.00	BOARD OF GOVERN	3,700.00	01-4200-0-000-1-020-000-6620
					3,700.00	01-4200-0-000-4-024-000-6620
O	032071	8/19/04	\$612.26	JERILYN CHUMAN	612.26	01-5270-0-000-1-024-000-6620
O	032072	8/19/04	\$72.97	CLARK SECURITY	72.97	01-4600-0-000-1-050-000-6011

WARRANT REGISTER LISTING

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Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #032010 and 032736

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	032073	8/19/04	\$197.07	ROBIN R. CLOUD	197.07	01-4344-0-000-1-054-022-1399
O	032074	8/19/04	\$107.38	CLUB CAR, INC.	107.38	01-4600-0-000-1-021-062-6772
O	032075	8/19/04	\$888.94	COACHMAN & ASSO	888.94	01-4300-0-000-4-077-006-0835
O	032076	8/19/04	\$1,530.05	COMPREHENSIVE C	1,530.05	01-6410-2-045-4-025-000-6720
O	032077	8/19/04	\$289.77	CONSUMERS PIPE	289.77	01-4600-0-000-1-021-080-6510
O	032078	8/19/04	\$212.89	COOK EQUIPMENT	212.89	01-4600-0-000-1-021-062-6772
O	032079	8/19/04	\$2,772.66	COX COMMUNICATI	2,772.66	01-5812-0-000-7-015-000-6780
O	032080	8/19/04	\$392.63	CONSULTING PSYC	392.63	01-4344-0-000-1-051-066-6470
O	032081	8/19/04	\$1,141.90	DANKA	1,141.90	01-5651-0-000-4-041-076-6774
O	032082	8/19/04	\$196.60	EAGLE COMMUNICA	196.60	01-5650-0-000-4-025-000-6599
O	032083	8/19/04	\$27.75	THE EAR PLUG SU	27.75	01-4600-1-024-4-035-075-6420
O	032084	8/19/04	\$20,664.67	EBSCO SUBSCRIPT	20,664.67	01-6300-2-074-4-037-087-6120
O	032085	8/19/04	\$343.33	EDITS PUBLISHER	343.33	01-4344-0-000-1-051-065-6499
O	032086	8/19/04	\$545.81	EDUCATIONAL MUS	545.81	01-4300-0-000-1-055-046-1004
O	032087	8/19/04	\$48.60	ELECTRONIX EXPR	51.82	01-4344-0-000-1-052-021-0934
					-3.22	01-9552- - - - -
O	032088	8/19/04	\$2,750.00	EMERGENCY POWER	2,750.00	01-5811-0-000-1-021-080-6510
O	032089	8/19/04	\$274.11	EMERGENCY MEDIC	274.11	01-4300-0-000-1-054-033-1250
O	032090	8/19/04	\$739.41	EWING IRRIGATIO	739.41	01-4600-0-000-1-021-079-6550
O	032091	8/19/04	\$178.78	FEDERAL EXPRESS	178.78	01-9221- - - - -
O	032092	8/19/04	\$7,035.18	FISHER SCIENTIF	6,035.26	01-4344-0-000-1-056-010-1905
					901.69	01-4300-0-093-1-056-010-1905
					98.23	01-4300-2-074-4-076-008-0401
O	032093	8/19/04	\$978.94	FKM COPIER PROD	587.97	01-5651-0-000-4-026-083-6460
					390.97	01-5651-1-040-4-026-083-6460
O	032094	8/19/04	\$75.00	RHONDA FOSTER	75.00	01-9510- - - - -
O	032095	8/19/04	\$21.11	FREEWAY AUTO SU	21.11	01-4600-0-000-1-021-062-6772

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Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #032010 and 032736

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	032096	8/19/04	\$1,431.38	DON GOODWIN	1,431.38	01-5825-0-000-8-016-000-6610
O	032097	8/19/04	\$583.70	MARY HALL	583.70	01-5270-1-021-1-026-000-6460
O	032098	8/19/04	\$798.32	HOTEL REGENCY S	798.32	01-5270-2-094-1-050-000-6011
O	032099	8/19/04	\$2,441.28	OFFICE MAX	317.02	01-4300-0-000-4-070-055-1506
					110.20	01-4344-0-000-1-055-049-0835
					1,066.73	01-6410-0-000-1-025-000-6799
					152.75	01-4600-0-000-1-053-087-6120
					292.78	01-4600-0-000-4-021-080-6510
					38.57	01-4600-0-000-4-024-000-6620
					-57.27	01-4600-0-000-1-050-000-6011
					59.90	01-4600-0-000-1-038-091-6710
					68.23	01-4600-0-000-7-013-064-6720
					125.66	01-4600-0-093-1-040-000-6630
					142.88	01-4600-0-000-7-010-000-6610
					123.83	01-4600-0-000-7-013-090-6730
O	032100	8/19/04	\$1,251.76	OFFICE MAX	59.70	01-4300-0-093-1-056-010-1905
					268.41	01-4600-0-000-1-053-000-6011
					923.65	01-4600-0-000-9-000-000-0000
O	032101	8/19/04	\$579.00	OMNI SHOREHAM H	579.00	01-5270-2-094-1-050-000-6011
O	032102	8/19/04	\$19.98	ALTA DENA CERTI	19.98	12-4710-0-000-1-026-067-6920
O	032103	8/19/04	\$375.00	AMER. FENCE CO.	375.00	40-6220-1-477-6-013-000-7100
O	032104	8/19/04	\$4,699.16	AMERICAN GEOTEC	4,699.16	40-9510- - - - -
O	032105	8/19/04	\$2,746.15	ARQUITECTONICA	2,746.15	40-9510- - - - -
O	032106	8/19/04	\$859.50	BROADCAST SUPPL	-66.57	40-9552- - - - -
					926.07	40-6410-1-477-6-013-000-7100
O	032107	8/19/04	\$58,601.48	C.W. DRIVER CON	58,601.48	40-6220-1-477-6-013-000-7100
O	032108	8/19/04	\$722.84	PORTOSAN COMPAN	722.84	40-6220-1-477-6-013-000-7100
C	032109	8/19/04	\$-275.44	AT & T WIRELESS	-79.14	01-5590-0-000-7-010-000-6610
					-43.78	01-5590-0-000-7-013-000-6610
					-22.00	01-5590-0-000-7-013-092-6773
					-47.49	01-5590-1-050-1-034-089-6950
					-59.64	01-5590-1-050-4-034-089-6950
					-23.39	01-5590-0-000-7-013-090-6730
C	032110	8/19/04	\$-700.00	MAURICE ESPINOZ	-700.00	01-5811-1-091-1-054-033-1203
C	032111	8/19/04	\$-1,400.00	ANTHONY MC GUIR	-1,400.00	01-5811-1-091-1-054-033-1203

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Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #032010 and 032736

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
C	032112	8/19/04	\$-429.67	SBC/MCI	-429.67	01-5590-0-000-1-025-000-6570
C	032113	8/19/04	\$-597.71	SBC/MCI	-597.71	01-5590-0-000-1-025-000-6570
C	032114	8/19/04	\$-309.78	SBC/MCI	-309.78	01-5590-0-000-1-025-000-6570
C	032115	8/19/04	\$-2,599.17	SBC/MCI	-2,599.17	01-5590-0-000-1-025-000-6570
C	032116	8/19/04	\$-758.30	SBC/MCI	-758.30	01-5590-0-000-1-025-000-6570
C	032117	8/19/04	\$-384.84	SBC/MCI	-417.58	01-5590-0-000-1-025-000-6570
					32.74	01-9552- - - - -
C	032118	8/19/04	\$-215.62	SBC	-215.62	01-5590-0-000-1-025-000-6570
C	032119	8/19/04	\$-67.50	PACIFIC GLASS	-67.50	01-4300-0-000-1-054-022-1399
C	032120	8/19/04	\$-99.00	PT AND C INC.	-49.50	01-5650-0-000-1-053-000-6011
					-49.50	01-5650-0-000-7-013-092-6773
C	032121	8/19/04	\$-21,499.00	BOB PARRETT CON	-4,998.00	01-5811-0-000-1-021-080-6510
					-16,501.00	01-6220-0-000-1-021-080-6510
C	032122	8/19/04	\$-24.19	PETOWN	-24.19	01-4300-0-000-1-056-008-0401
C	032123	8/19/04	\$-50.00	LIDIA PLACINTA	-50.00	01-5811-1-091-1-054-033-1203
C	032124	8/19/04	\$-24.00	PLAYBILL	-24.00	01-4200-0-000-1-055-056-1007
C	032125	8/19/04	\$-90.51	PRAXAIR	-90.51	01-4344-0-000-1-055-005-1002
C	032126	8/19/04	\$-79.00	PRESQUE ISLE CU	-83.92	01-4300-0-000-1-056-008-0401
					4.92	01-9552- - - - -
C	032127	8/19/04	\$-45.00	PRO AUTO CARE	-45.00	01-5811-0-000-1-021-062-6772
C	032128	8/19/04	\$-25,129.00	PROMISSOR, INC.	-5,129.00	01-5153-1-054-1-054-033-1203
					-20,000.00	01-9510- - - - -
C	032129	8/19/04	\$-120.00	PUBLIC ECONOMIC	-120.00	01-5811-0-000-7-013-000-6610
C	032130	8/19/04	\$-2,178.11	RAYVERN LIGHTIN	-2,178.11	01-4600-1-050-1-034-089-6950
C	032131	8/19/04	\$-28.51	REFRIGERATION S	-28.51	01-4600-0-000-4-021-080-6510
C	032132	8/19/04	\$-509.68	RICOH CORPORATI	-386.94	01-5620-0-000-7-013-092-6773
					-122.74	01-5651-0-000-7-013-092-6773
C	032133	8/19/04	\$-9,816.22	ROYAL WHOLESALE	-2,224.59	01-4600-0-000-1-021-080-6510
					-7,591.63	01-4600-1-050-1-034-089-6950

WARRANT REGISTER LISTING

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Bank Account (COUNTY) - County Account

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S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
C	032134	8/19/04	\$-63.87	RUN-PC, INC.	-63.87	01-4344-0-000-1-052-011-0601
C	032135	8/19/04	\$-31,166.57	SAN DIEGO GAS &	-31,166.57	01-5591-0-000-1-025-000-6570
C	032136	8/19/04	\$-60.18	SARGENT-WELCH/C	-60.18	01-4300-0-000-1-056-008-0401
C	032137	8/19/04	\$-74.35	SADDLEBACK COLL	-74.35	01-7600-1-023-4-035-077-6430
C	032138	8/19/04	\$-3,420.00	SCHOOL SERVICES	-3,420.00	01-4200-0-000-7-012-000-6610
C	032139	8/19/04	\$-345.00	CLIFFORD SENIOR	-345.00	01-5811-0-000-1-055-084-6891
C	032140	8/19/04	\$-799.67	SKS, INC. HALVOL	-799.67	01-4600-0-000-1-021-062-6772
C	032141	8/19/04	\$-111.74	SMARDAN SUPPLY	-111.74	01-4600-0-000-1-021-079-6550
C	032142	8/19/04	\$-1,036.66	SMITH PIPE & SU	-1,036.66	01-4600-0-000-1-021-079-6550
C	032143	8/19/04	\$-238.43	SO. CAL. EDISON	-238.43	01-5591-0-000-4-025-082-6570
C	032144	8/19/04	\$-11,998.21	SO. CAL. GAS CO	-11,998.21	01-5592-0-000-1-025-000-6570
C	032145	8/19/04	\$-22,840.00	SOCCCD REVOLVIN	-22,800.00	01-5840-0-000-7-011-091-6710
					-40.00	01-5811-0-000-7-013-000-6610
C	032146	8/19/04	\$-1,952.96	SPECTRUM LABS	-1,108.04	01-4344-0-000-1-056-010-1905
					-844.92	01-4300-0-093-1-056-010-1905
C	032147	8/19/04	\$-223.25	SPORT CHALET SP	-223.25	01-4300-0-000-4-077-006-0835
C	032148	8/19/04	\$-9,282.00	STAR SOLUTIONS	-9,282.00	01-5811-0-004-9-015-000-6780
C	032149	8/19/04	\$-44.00	STEELE SPRING P	-44.00	01-5321-0-000-1-055-084-6891
C	032150	8/19/04	\$-294.08	TEACHERS VIDEO	-294.08	01-4300-0-000-1-050-000-4930
C	032151	8/19/04	\$-603.83	TRIARCH INC.	-281.85	01-4300-0-000-1-056-008-1919
					-321.98	01-4344-0-000-1-056-008-1919
C	032152	8/19/04	\$-118.13	VIDEO SERVICE O	-118.13	01-4344-0-000-1-052-011-0601
C	032153	8/19/04	\$-226.98	VWR INTERNATIONAL	-147.53	01-4300-0-000-1-056-008-0401
					-79.45	01-4300-2-074-4-078-010-1905
C	032154	8/19/04	\$-245.60	WALL STREET JOU	-245.60	01-6300-2-074-4-037-087-6120
C	032155	8/19/04	\$-670.55	WALTERS WHOLESA	-670.55	01-4600-0-000-4-021-080-6510
C	032156	8/19/04	\$-189.16	WARD'S NATURAL	-19.61	01-4300-0-000-1-056-008-1919
					-169.55	01-4344-0-000-1-056-008-1919

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Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #032010 and 032736

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
C	032157	8/19/04	\$-46,095.90	WASATCH ENERGY	-46,095.90	01-5592-0-000-1-025-000-6570
C	032158	8/19/04	\$-86.20	WEST GROUP	-86.20	01-6300-2-074-4-037-087-6120
C	032159	8/19/04	\$-1,678.03	XEROX CORP.	-615.23	01-5620-0-000-7-013-064-6720
					-95.77	01-5651-0-000-4-030-000-6210
					-52.73	01-5651-1-024-4-035-075-6420
					-9.19	01-5651-1-030-4-024-000-6320
					-28.54	01-5651-0-000-1-024-072-6499
					-687.52	01-5620-0-000-7-013-090-6730
					-189.05	01-5620-0-000-1-021-080-6510
C	032160	8/19/04	\$-211.04	RALPHS GROCERY	-211.04	12-4710-0-000-1-026-067-6920
C	032161	8/19/04	\$-377.51	SMART & FINAL I	-377.51	12-4710-0-000-4-036-067-6920
C	032162	8/19/04	\$-18.32	XEROX CORP.	-18.32	12-5651-0-000-4-036-067-6920
C	032163	8/19/04	\$-86.21	BURST COMMUNICA	-86.21	40-6410-1-477-6-013-000-7100
C	032164	8/19/04	\$-15,343.60	TROXELL COMMUNI	-15,343.60	40-6410-1-477-6-013-000-7100
C	032165	8/19/04	\$-42,741.28	VIDEO TAPE PROD	-42,741.28	40-6410-1-477-6-013-000-7100
C	032166	8/19/04	\$-199.80	RICHARD SNEED	-199.80	71-3430-0-000-9-000-000-6740
O	032167	8/19/04	\$275.44	AT & T WIRELESS	79.14	01-5590-0-000-7-010-000-6610
					43.78	01-5590-0-000-7-013-000-6610
					22.00	01-5590-0-000-7-013-092-6773
					47.49	01-5590-1-050-1-034-089-6950
					59.64	01-5590-1-050-4-034-089-6950
					23.39	01-5590-0-000-7-013-090-6730
O	032168	8/19/04	\$700.00	MAURICE ESPINOZ	700.00	01-5811-1-091-1-054-033-1203
O	032169	8/19/04	\$1,400.00	ANTHONY MC GUIR	1,400.00	01-5811-1-091-1-054-033-1203
O	032170	8/19/04	\$429.67	SBC/MCI	429.67	01-5590-0-000-1-025-000-6570
O	032171	8/19/04	\$597.71	SBC/MCI	597.71	01-5590-0-000-1-025-000-6570
O	032172	8/19/04	\$309.78	SBC/MCI	309.78	01-5590-0-000-1-025-000-6570
O	032173	8/19/04	\$2,599.17	SBC/MCI	2,599.17	01-5590-0-000-1-025-000-6570
O	032174	8/19/04	\$758.30	SBC/MCI	758.30	01-5590-0-000-1-025-000-6570
O	032175	8/19/04	\$384.84	SBC/MCI	417.58	01-5590-0-000-1-025-000-6570
					-32.74	01-9552- - - - -

WARRANT REGISTER LISTING

Escape - AP

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Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #032010 and 032736

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	032176	8/19/04	\$215.62	SBC	215.62	01-5590-0-000-1-025-000-6570
O	032177	8/19/04	\$67.50	PACIFIC GLASS	67.50	01-4300-0-000-1-054-022-1399
O	032178	8/19/04	\$99.00	PT AND C INC.	49.50	01-5650-0-000-1-053-000-6011
					49.50	01-5650-0-000-7-013-092-6773
O	032179	8/19/04	\$21,499.00	BOB PARRETT CON	4,998.00	01-5811-0-000-1-021-080-6510
					16,501.00	01-6220-0-000-1-021-080-6510
O	032180	8/19/04	\$24.19	PETOWN	24.19	01-4300-0-000-1-056-008-0401
O	032181	8/19/04	\$50.00	LIDIA PLACINTA	50.00	01-5811-1-091-1-054-033-1203
O	032182	8/19/04	\$24.00	PLAYBILL	24.00	01-4200-0-000-1-055-056-1007
O	032183	8/19/04	\$90.51	PRAXAIR	90.51	01-4344-0-000-1-055-005-1002
O	032184	8/19/04	\$79.00	PRESQUE ISLE CU	83.92	01-4300-0-000-1-056-008-0401
					-4.92	01-9552- - - - -
O	032185	8/19/04	\$45.00	PRO AUTO CARE	45.00	01-5811-0-000-1-021-062-6772
O	032186	8/19/04	\$25,129.00	PROMISSOR, INC.	5,129.00	01-5153-1-054-1-054-033-1203
					20,000.00	01-9510- - - - -
O	032187	8/19/04	\$120.00	PUBLIC ECONOMIC	120.00	01-5811-0-000-7-013-000-6610
O	032188	8/19/04	\$2,178.11	RAYVERN LIGHTIN	2,178.11	01-4600-1-050-1-034-089-6950
O	032189	8/19/04	\$28.51	REFRIGERATION S	28.51	01-4600-0-000-4-021-080-6510
O	032190	8/19/04	\$509.68	RICOH CORPORATI	386.94	01-5620-0-000-7-013-092-6773
					122.74	01-5651-0-000-7-013-092-6773
O	032191	8/19/04	\$9,816.22	ROYAL WHOLESALE	2,224.59	01-4600-0-000-1-021-080-6510
					7,591.63	01-4600-1-050-1-034-089-6950
O	032192	8/19/04	\$63.87	RUN-PC, INC.	63.87	01-4344-0-000-1-052-011-0601
O	032193	8/19/04	\$31,166.57	SAN DIEGO GAS &	31,166.57	01-5591-0-000-1-025-000-6570
O	032194	8/19/04	\$60.18	SARGENT-WELCH/C	60.18	01-4300-0-000-1-056-008-0401
O	032195	8/19/04	\$74.35	SADDLEBACK COLL	74.35	01-7600-1-023-4-035-077-6430
O	032196	8/19/04	\$3,420.00	SCHOOL SERVICES	3,420.00	01-4200-0-000-7-012-000-6610
O	032197	8/19/04	\$345.00	CLIFFORD SENIOR	345.00	01-5811-0-000-1-055-084-6891

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #032010 and 032736

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	032198	8/19/04	\$799.67	SKS, INC. HALVOL	799.67	01-4600-0-000-1-021-062-6772
O	032199	8/19/04	\$111.74	SMARDAN SUPPLY	111.74	01-4600-0-000-1-021-079-6550
O	032200	8/19/04	\$1,036.66	SMITH PIPE & SU	1,036.66	01-4600-0-000-1-021-079-6550
O	032201	8/19/04	\$238.43	SO. CAL. EDISON	238.43	01-5591-0-000-4-025-082-6570
O	032202	8/19/04	\$11,998.21	SO. CAL. GAS CO	11,998.21	01-5592-0-000-1-025-000-6570
O	032203	8/19/04	\$22,840.00	SOCCCD REVOLVIN	22,800.00	01-5840-0-000-7-011-091-6710
					40.00	01-5811-0-000-7-013-000-6610
O	032204	8/19/04	\$1,952.96	SPECTRUM LABS	1,108.04	01-4344-0-000-1-056-010-1905
					844.92	01-4300-0-093-1-056-010-1905
O	032205	8/19/04	\$223.25	SPORT CHALET SP	223.25	01-4300-0-000-4-077-006-0835
O	032206	8/19/04	\$9,282.00	STAR SOLUTIONS	9,282.00	01-5811-0-004-9-015-000-6780
O	032207	8/19/04	\$44.00	STEELE SPRING P	44.00	01-5321-0-000-1-055-084-6891
O	032208	8/19/04	\$294.08	TEACHERS VIDEO	294.08	01-4300-0-000-1-050-000-4930
O	032209	8/19/04	\$603.83	TRIARCH INC.	281.85	01-4300-0-000-1-056-008-1919
					321.98	01-4344-0-000-1-056-008-1919
O	032210	8/19/04	\$118.13	VIDEO SERVICE O	118.13	01-4344-0-000-1-052-011-0601
O	032211	8/19/04	\$226.98	VWR INTERNATIONAL	147.53	01-4300-0-000-1-056-008-0401
					79.45	01-4300-2-074-4-078-010-1905
O	032212	8/19/04	\$245.60	WALL STREET JOU	245.60	01-6300-2-074-4-037-087-6120
O	032213	8/19/04	\$670.55	WALTERS WHOLESA	670.55	01-4600-0-000-4-021-080-6510
O	032214	8/19/04	\$189.16	WARD'S NATURAL	19.61	01-4300-0-000-1-056-008-1919
					169.55	01-4344-0-000-1-056-008-1919
O	032215	8/19/04	\$46,095.90	WASATCH ENERGY	46,095.90	01-5592-0-000-1-025-000-6570
O	032216	8/19/04	\$86.20	WEST GROUP	86.20	01-6300-2-074-4-037-087-6120
O	032217	8/19/04	\$1,678.03	XEROX CORP.	615.23	01-5620-0-000-7-013-064-6720
					95.77	01-5651-0-000-4-030-000-6210
					52.73	01-5651-1-024-4-035-075-6420
					9.19	01-5651-1-030-4-024-000-6320
					28.54	01-5651-0-000-1-024-072-6499
					687.52	01-5620-0-000-7-013-090-6730
					189.05	01-5620-0-000-1-021-080-6510

WARRANT REGISTER LISTING

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Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #032010 and 032736

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	032218	8/19/04	\$211.04	RALPHS GROCERY	211.04	12-4710-0-000-1-026-067-6920
O	032219	8/19/04	\$377.51	SMART & FINAL I	377.51	12-4710-0-000-4-036-067-6920
O	032220	8/19/04	\$18.32	XEROX CORP.	18.32	12-5651-0-000-4-036-067-6920
O	032221	8/19/04	\$86.21	BURST COMMUNICA	86.21	40-6410-1-477-6-013-000-7100
O	032222	8/19/04	\$15,343.60	TROXELL COMMUNI	15,343.60	40-6410-1-477-6-013-000-7100
O	032223	8/19/04	\$42,741.28	VIDEO TAPE PROD	42,741.28	40-6410-1-477-6-013-000-7100
O	032224	8/19/04	\$199.80	RICHARD SNEED	199.80	71-3430-0-000-9-000-000-6740
O	032225	8/26/04	\$10.00	NICUSOR AVRAM	10.00	01-5820-0-000-7-013-090-6730
O	032226	8/26/04	\$10.00	THOMAS CALLIAN	10.00	01-5820-0-000-7-013-090-6730
O	032227	8/26/04	\$10.00	TIMOTHY DOWNEY	10.00	01-5820-0-000-7-013-090-6730
O	032228	8/26/04	\$10.00	STEPHEN SHARP	10.00	01-5820-0-000-7-013-090-6730
O	032229	8/26/04	\$10.00	GUY DADSON	10.00	01-5820-0-000-7-013-090-6730
O	032230	8/26/04	\$20.00	JUDY CHENG-CHEN	20.00	01-5820-0-000-7-013-090-6730
O	032231	8/26/04	\$10.00	BRENDA CONSTANT	10.00	01-5820-0-000-7-013-090-6730
O	032232	8/26/04	\$10.00	LAURA LITTLE	10.00	01-5820-0-000-7-013-090-6730
O	032233	8/26/04	\$20.00	MARK KIRTNER	20.00	01-5820-0-000-7-013-090-6730
O	032234	8/26/04	\$10.00	RANDOLPH S. HAR	10.00	01-5820-0-000-7-013-090-6730
O	032235	8/26/04	\$15.00	KATHERINE PLOEG	15.00	01-5820-0-000-7-013-090-6730
O	032236	8/26/04	\$20.00	STEPHANIE STOLL	20.00	01-5820-0-000-7-013-090-6730
O	032237	8/26/04	\$45.58	ABC-CLIO, INC.	45.58	01-6300-0-000-1-053-087-6120
O	032238	8/26/04	\$855.58	ACE MAINTENANCE	394.98 460.60	01-4600-0-000-1-021-080-6510 01-4600-1-050-1-034-089-6950
O	032239	8/26/04	\$727.00	ADCLUB ADVERTIS	727.00	01-5830-0-000-9-013-090-6730
O	032240	8/26/04	\$853.53	ADVANTAGE MARKE	853.53	01-5830-2-034-7-013-090-6760
O	032241	8/26/04	\$201.26	AMERICAN SOCIET	215.98 -14.72	01-4200-0-000-1-056-008-0401 01-9552- - - - -

WARRANT REGISTER LISTING

Escape - AP

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Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #032010 and 032736

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	032242	8/26/04	\$1,251.72	AMTECH RELIABLE	1,251.72	01-5811-0-000-1-021-080-6510
O	032243	8/26/04	\$3,000.00	ANAHEIM FIRST C	3,000.00	01-5620-1-054-1-054-033-1203
O	032244	8/26/04	\$925.97	ANCORA	925.97	01-5840-0-000-1-030-000-6210
O	032245	8/26/04	\$4,700.00	JAMES ARNOTT JR	4,700.00	01-5811-2-094-1-050-000-6011
O	032246	8/26/04	\$17,800.00	ADVANCED TOTAL	7,200.00	01-5812-1-021-1-026-000-6460
					10,600.00	01-5651-1-021-1-026-000-6460
O	032247	8/26/04	\$5,184.00	ATI	5,184.00	01-5814-0-000-1-054-033-1203
O	032248	8/26/04	\$86.00	BAY ALARM COMPA	59.00	01-5811-0-000-1-021-080-6510
					27.00	01-5811-1-050-1-034-089-6950
O	032249	8/26/04	\$3,397.00	BEN'S ASPHALT &	3,397.00	01-5811-0-000-4-021-080-6510
O	032250	8/26/04	\$447.18	BISHOP COMPANY	447.18	01-4600-0-000-1-021-079-6550
O	032251	8/26/04	\$180.00	JAIME BLOUNT	180.00	01-5153-1-069-1-058-036-1305
O	032252	8/26/04	\$24.16	PAT BOLLINGER	15.00	01-5821-0-000-1-021-000-6510
					9.16	01-4600-0-000-1-021-080-6510
O	032253	8/26/04	\$1,679.63	CAL PRO SPORTS	1,679.63	01-4300-0-000-4-077-006-0835
O	032254	8/26/04	\$360.00	CAPISTRANO DISP	360.00	01-5830-0-000-1-038-091-6710
O	032255	8/26/04	\$783.00	COLLEGE SOURCE,	783.00	01-5811-0-093-4-073-000-6011
O	032256	8/26/04	\$402.08	CAROLINA BIOLOG	109.87	01-4300-0-000-1-052-035-0109
					119.62	01-4300-0-000-1-056-008-0401
					172.59	01-4300-2-074-4-076-008-0401
O	032257	8/26/04	\$225.00	CALIFORNIA COMM	225.00	01-5270-0-000-7-013-064-6720
O	032258	8/26/04	\$112.24	CENTURION TECHN	112.24	01-4300-0-000-1-056-014-0701
O	032259	8/26/04	\$710.17	CLARK SECURITY	86.50	01-4600-0-000-4-021-080-6510
					287.48	01-4600-1-006-1-052-011-0603
					336.19	01-4600-0-000-1-052-061-6130
O	032260	8/26/04	\$150.00	COADN	150.00	01-5270-0-000-1-054-000-6011
O	032261	8/26/04	\$275.00	COLLEGE ART ASS	275.00	01-5374-0-000-1-055-000-6011
O	032262	8/26/04	\$351.96	COMPUTERLAND	351.96	01-6412-0-000-4-041-073-6022
O	032263	8/26/04	\$19.67	CONSUMERS PIPE	11.92	01-6410-0-000-1-021-079-6550

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #032010 and 032736

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
					7.75	01-4600-0-000-1-021-080-6510
O	032264	8/26/04	\$85.00	CROWN VALLEY SE	85.00	01-5620-0-000-7-011-000-6610
O	032265	8/26/04	\$606.39	DANKA	606.39	01-5651-0-000-1-052-061-0799
O	032266	8/26/04	\$16.66	DE NAULT'S TRUE	16.66	01-4300-0-093-1-056-010-1905
O	032267	8/26/04	\$416.00	DELTA BIOLOGICA	448.24	01-4300-0-000-1-056-008-0401
					-32.24	01-9552- - - - -
O	032268	8/26/04	\$2,040.00	DEPARTMENT OF J	2,040.00	01-5820-0-000-7-013-090-6730
O	032269	8/26/04	\$992.38	DISCOUNT LASER	992.38	01-4600-0-000-4-041-061-6110
O	032270	8/26/04	\$235.20	DOUBLETREE HOTE	235.20	01-5270-0-000-7-011-091-6710
O	032271	8/26/04	\$1,448.08	ENVOY PLAN SERV	83.19	01-5811-0-000-7-013-064-6720
					1,364.89	01-9510- - - - -
O	032272	8/26/04	\$1,451.45	EWING IRRIGATIO	1,451.45	01-4600-0-000-1-021-079-6550
O	032273	8/26/04	\$357.00	FEDERAL EXPRESS	357.00	01-5840-1-054-1-054-033-1203
O	032274	8/26/04	\$1,302.67	FISHER SCIENTIF	38.41	01-4344-0-000-4-078-010-1905
					1,264.26	01-4300-2-074-4-076-008-0401
O	032275	8/26/04	\$75.00	RHONDA FOSTER	75.00	01-5153-1-069-1-058-036-1305
O	032276	8/26/04	\$545.93	FREEWAY AUTO SU	545.93	01-4600-0-000-1-021-062-6772
O	032277	8/26/04	\$23.99	LORNA HIXON	23.99	01-4600-0-000-7-013-090-6730
O	032278	8/26/04	\$619.94	HYATT REGENCY S	619.94	01-5270-1-006-1-050-000-6011
O	032279	8/26/04	\$1,050.00	ZANE JOHNSON	1,050.00	01-5270-0-000-1-023-000-6030
O	032280	8/26/04	\$30.00	TAMARA KING	30.00	01-5270-0-000-7-015-000-6780
O	032281	8/26/04	\$190.00	NAT'L COUNCIL F	190.00	01-5270-0-000-7-011-091-6710
O	032282	8/26/04	\$283.00	ANN NOVICK	283.00	01-5270-1-024-1-051-075-6420
O	032283	8/26/04	\$352.43	OFFICE MAX	-67.89	01-4300-0-000-1-052-061-0799
					4.93	01-4600-0-000-7-013-092-6773
					415.39	01-4600-0-000-9-000-000-0000
O	032284	8/26/04	\$305.52	RADISSON MIYAKO	305.52	01-5270-0-000-1-054-000-6011
O	032285	8/26/04	\$112.25	LISE S. TELSON	112.25	01-5270-0-000-1-024-000-6620

WARRANT REGISTER LISTING

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Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #032010 and 032736

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	032286	8/26/04	\$302.41	WELLS FARGO BAN	257.41	01-5650-0-000-1-055-084-6891 45.00 01-5821-0-000-1-025-068-6720
O	032287	8/26/04	\$185.08	WELLS FARGO BAN	45.00	01-5821-0-000-4-025-000-6720 140.08 01-4600-0-000-4-041-073-6022
O	032288	8/26/04	\$181.00	WELLS FARGO BAN	45.00	01-5821-0-000-4-025-000-6720 136.00 01-5651-0-000-4-041-061-6110
O	032289	8/26/04	\$243.28	WELLS FARGO BAN	100.00	01-5651-0-000-7-015-000-6780 45.00 01-5811-0-000-7-013-092-6773 9.95 01-5811-0-000-7-015-000-6780 88.33 01-4600-0-000-7-011-091-6710
O	032290	8/26/04	\$300.00	WELLS FARGO BAN	300.00	01-9510- - - - -
O	032291	8/26/04	\$1,614.27	WELLS FARGO #20	1,392.96	01-5270-0-000-7-011-000-6610 45.00 01-5811-0-000-7-013-092-6773 176.31 01-5825-0-000-9-013-000-6610
O	032292	8/26/04	\$64.00	BAY ALARM COMPA	64.00	12-5811-0-000-1-026-067-6920
O	032293	8/26/04	\$2,429.59	BROADCAST SUPPL	-188.28	40-9552- - - - - 2,617.87 40-6410-1-477-6-013-000-7100
O	032294	8/26/04	\$4,919.37	CDW GOVERNMENT,	4,919.37	40-6120-0-487-7-015-000-6780
O	032295	8/26/04	\$27,324.81	KI (KRUEGER INT	27,324.81	40-6220-1-477-6-013-000-7100
O	032296	8/26/04	\$2,689.82	LPA, INC.	2,689.82	40-6226-1-477-6-013-000-7100
O	032297	8/26/04	\$960.00	OVERLAND CONSTR	960.00	40-6220-1-477-6-013-000-7100
O	032298	8/26/04	\$66.00	BRENDA CONSTANT	66.00	01-5269-0-000-4-041-000-6011
O	032299	8/26/04	\$5,881.40	GALE SUPPLY COM	36.72	01-4600-0-000-1-021-078-6530 5,844.68 01-4600-0-000-4-021-078-6530
O	032300	8/26/04	\$432.88	GALLS /L.B. UNI	360.75	01-4600-0-000-1-034-000-6771 72.13 01-4600-1-050-4-034-089-6950
O	032301	8/26/04	\$10.50	GRACE GARCIA	10.50	01-5269-0-000-7-013-090-6730
O	032302	8/26/04	\$900.45	GE CAPITAL	900.45	01-6430-1-045-4-041-076-6774
O	032303	8/26/04	\$296.75	GLOBAL IMAGING	296.75	01-5620-0-000-1-022-000-6620
O	032304	8/26/04	\$72.57	W. W. GRAINGER	72.57	01-4600-0-000-1-021-080-6510
O	032305	8/26/04	\$281.55	GRAYBAR ELECTRI	281.55	01-4600-0-000-1-021-080-6510

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #032010 and 032736

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	032306	8/26/04	\$425.53	GRILLO'S FILTER	425.53	01-4600-0-000-1-021-080-6510
O	032307	8/26/04	\$161.44	HARDY DIAGNOSTI	161.44	01-4300-0-000-1-056-008-0401
O	032308	8/26/04	\$1,107.43	HOME DEPOT CRED	39.82	01-4300-0-093-1-055-006-0835
					441.43	01-4600-0-000-1-021-080-6510
					220.73	01-4600-0-000-1-021-079-6550
					405.45	01-4600-0-000-1-052-035-0109
O	032309	8/26/04	\$75.00	HEALTH SERVICES	75.00	01-5374-1-046-4-036-094-6440
O	032310	8/26/04	\$304.97	IMAGE PRINTING	304.97	01-4600-0-000-7-013-064-6720
O	032311	8/26/04	\$939.37	INTUIT	280.10	01-9510- - - - -
					652.86	01-5812-2-074-4-075-015-0701
					6.41	01-5812-2-074-1-022-000-4900
O	032312	8/26/04	\$9,850.00	JOHNSON & ASSOC	9,850.00	01-5811-0-000-9-013-090-6732
O	032313	8/26/04	\$99.67	JOHNSTONE SUPPL	99.67	01-4600-0-000-4-021-080-6510
O	032314	8/26/04	\$133.95	MARIA KIERNAN	133.95	01-4344-0-000-1-054-022-1399
O	032315	8/26/04	\$283.68	WILMAD/LABGLASS	84.95	01-4344-0-000-1-056-010-1905
					198.73	01-4300-0-093-1-056-010-1905
O	032316	8/26/04	\$220.52	DIANE LEWIS	220.52	01-4600-0-000-1-055-084-6891
O	032317	8/26/04	\$4,254.00	LIEBERT CASSIDY	589.00	01-5721-0-000-9-001-000-6610
					221.00	01-5811-0-000-7-013-064-6720
					3,444.00	01-5721-0-000-9-001-000-6732
O	032318	8/26/04	\$150.00	LOGOS LANGUAGE,	150.00	01-5153-1-069-1-058-036-1305
O	032319	8/26/04	\$3,957.12	MAINTEX	3,957.12	01-4600-0-000-1-021-080-6510
O	032320	8/26/04	\$3,948.64	MARK IV COMMUNI	3,948.64	01-5811-0-000-4-025-068-6599
O	032321	8/26/04	\$228.97	MARSAN TURF & I	228.97	01-4600-0-000-1-021-079-6550
O	032322	8/26/04	\$221.86	THE MASTER TEAC	221.86	01-4200-0-000-1-050-000-6011
O	032323	8/26/04	\$5,721.85	MC KESSON GENER	4,659.91	01-4344-0-000-1-054-000-6011
					300.92	01-4600-1-046-4-036-094-6440
					761.02	01-4600-1-046-1-024-094-6440
O	032324	8/26/04	\$39.95	MARCIA MILCHIKI	39.95	01-5811-0-000-7-010-000-6610
O	032325	8/26/04	\$4,170.99	MISSION PRINTIN	540.89	01-5810-0-000-1-051-074-6310
					3,630.10	01-5810-0-000-1-055-000-6011

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #032010 and 032736

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	032326	8/26/04	\$843.68	MOLE-RICHARDSON	840.66 01-9510- - - - -	3.02 01-4344-0-000-1-052-011-0603
O	032327	8/26/04	\$400.00	MULBERRY CHILDC	400.00 01-7600-1-023-4-035-077-6430	
O	032328	8/26/04	\$13,371.16	NEXTIRAONE, LLC	2,025.00 01-5590-0-000-1-025-000-6570	5,327.58 01-5590-0-000-4-025-082-6570 6,018.58 01-5651-0-000-1-025-000-6570
O	032329	8/26/04	\$684.96	ORANGE CO. AUDI	684.96 01-9510- - - - -	
O	032330	8/26/04	\$615.60	ORANGE CO. AUDI	615.60 01-9510- - - - -	
O	032331	8/26/04	\$250.00	ORANGE COUNTY E	250.00 01-5374-0-000-1-050-000-6011	
O	032332	8/26/04	\$87.38	DONNA SNEED	87.38 01-5269-0-000-4-042-000-6710	
O	032333	8/26/04	\$124.99	GANDER-PRINTCO	124.99 12-5810-0-000-4-036-067-6920	
O	032334	8/26/04	\$2,810.32	MARK IV COMMUNI	2,810.32 40-6120-0-487-7-015-000-6780	
O	032335	8/26/04	\$336.00	KATHLEEN COLLIN	336.00 01-5153-1-054-1-054-033-1203	
O	032336	8/26/04	\$170.00	LEORA DEBOER	170.00 01-5153-1-054-1-054-033-1203	
O	032337	8/26/04	\$3,636.00	HEALTH ED CONSU	3,636.00 01-5153-1-054-1-054-033-1203	
O	032338	8/26/04	\$2,079.90	PACER INTERNATI	540.70 01-5620-0-000-1-055-084-6891 1,539.20 01-5811-0-000-1-055-084-6891	
O	032339	8/26/04	\$580.43	SBC/MCI	580.43 01-5590-0-000-1-025-000-6570	
O	032340	8/26/04	\$3,484.73	SBC/MCI	3,520.67 01-5590-0-000-1-025-000-6570 6.76 01-5590-0-000-4-025-082-6570 -43.35 01-9552- - - - - 0.65 01-5590-0-000-6-016-000-6610	
O	032341	8/26/04	\$473.40	SBC	367.48 01-5590-0-000-1-025-000-6570 105.92 01-5590-0-000-4-025-082-6570	
O	032342	8/26/04	\$180.00	LILIANN PEREZ-S	180.00 01-5153-1-069-1-058-036-1305	
O	032343	8/26/04	\$1,220.18	PHOENIX GROUP	330.51 01-5811-1-050-1-034-089-6950 889.67 01-5811-1-050-4-034-089-6950	
O	032344	8/26/04	\$475.18	PIONEER STATION	475.18 01-4600-0-000-1-021-078-6530	
O	032345	8/26/04	\$232.62	PITNEY-BOWES SU	201.76 01-5840-1-054-1-054-033-1203 30.86 01-5620-1-054-1-054-033-1203	

WARRANT REGISTER LISTING

Escape - AP

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Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #032010 and 032736

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	032346	8/26/04	\$2,039.00	PROFESSIONAL CO	2,039.00	01-5651-0-000-7-015-000-6780
O	032347	8/26/04	\$57.49	RALPHS GROCERY	44.72	01-4300-0-000-1-056-008-0401
					12.77	01-4300-2-074-4-076-008-0401
O	032348	8/26/04	\$360.00	MARLENE RICHARD	360.00	01-5153-1-069-1-058-036-1305
O	032349	8/26/04	\$368.51	RICOH CORPORATI	368.51	01-5620-0-000-7-013-092-6773
O	032350	8/26/04	\$291.54	S AND B FOODS	291.54	01-5271-0-000-7-013-090-6730
O	032351	8/26/04	\$41.47	SCANTRON CORPOR	41.47	01-4600-0-000-1-053-000-6011
O	032352	8/26/04	\$109.56	PAM SCHADER	109.56	01-4344-0-000-4-080-022-1002
O	032353	8/26/04	\$761.43	SEHI PROCOMP CO	278.69	01-4600-0-000-7-011-091-6710
					482.74	01-6411-2-030-4-024-000-6320
O	032354	8/26/04	\$656.27	SIGMA ALDRICH C	656.27	01-4300-0-093-1-056-010-1905
O	032355	8/26/04	\$310.03	SMITH PIPE & SU	310.03	01-4600-0-000-4-021-079-6550
O	032356	8/26/04	\$684.62	SO. CAL. GAS CO	684.62	01-5592-0-000-4-025-082-6570
O	032357	8/26/04	\$41.00	SPECTRA SERVICE	-2.79	01-9552- - - - -
					43.79	01-4300-2-074-4-078-010-1905
O	032358	8/26/04	\$4,383.75	STRATA INFORMAT	166.52	01-9510- - - - -
					4,217.23	01-5811-0-000-7-013-000-6610
O	032359	8/26/04	\$596.44	SYSTEMS SOURCE,	371.75	01-6410-0-000-1-050-012-0799
					224.69	01-6410-0-000-1-025-000-6799
O	032360	8/26/04	\$7,490.00	ED WARD TACKETT	7,490.00	01-5153-2-094-1-050-000-6011
O	032361	8/26/04	\$180.00	KAREN TEMPLETON	180.00	01-5153-1-069-1-058-036-1305
O	032362	8/26/04	\$3,600.00	THEATRE COMPANY	3,600.00	01-5620-0-000-1-055-084-6891
O	032363	8/26/04	\$2,106.65	TRAFFIC CONTROL	2,106.65	01-4600-1-050-1-034-089-6950
O	032364	8/26/04	\$14,594.80	TREND OFFSET PR	14,594.80	01-5810-0-000-7-011-091-6710
O	032365	8/26/04	\$165.95	ULINE	165.95	01-4600-0-000-7-013-092-6773
O	032366	8/26/04	\$152.10	ULTIMATE OFFICE	-10.77	01-9552- - - - -
					162.87	01-4600-0-000-1-038-091-6710
O	032367	8/26/04	\$3,855.09	UNITED GREEN MA	3,855.09	01-4600-0-000-1-021-079-6550

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #032010 and 032736

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	032368	8/26/04	\$225.51	VISTA PAINT	225.51	01-4600-0-000-1-021-080-6510
O	032369	8/26/04	\$2,052.48	VWR INTERNATIONAL	493.85	01-4344-0-000-1-056-010-1905
					1,519.12	01-4300-0-093-1-056-010-1905
					39.51	01-4300-2-074-4-078-010-1905
O	032370	8/26/04	\$199.75	DONALD P. WAGNE	39.95	01-5811-0-000-7-010-000-6610
					159.80	01-9510- - - - -
O	032371	8/26/04	\$606.00	VIDELLA WALLER	606.00	01-5153-1-054-1-054-033-1203
O	032372	8/26/04	\$53.02	WESTERN FIELD O	53.02	01-4344-0-000-4-080-022-0401
O	032373	8/26/04	\$53.02	WESTERN FIELD O	53.02	01-4344-0-000-1-054-022-1399
O	032374	8/26/04	\$13,528.14	XEROX CORP.	13,528.14	01-5620-0-000-1-038-076-6774
O	032375	8/26/04	\$1,770.86	XEROX CORP.	48.33	01-5651-0-000-4-077-000-0835
					80.18	01-5811-0-000-1-021-080-6510
					863.38	01-4600-0-000-1-038-076-6774
					687.27	01-5620-0-000-1-038-076-6774
					91.70	01-5651-0-000-1-054-033-1250
O	032376	8/26/04	\$79,972.19	VIDEOTAPE PRODU	79,972.19	40-6410-1-477-6-013-000-7100
O	032377	9/01/04	\$25.00	KIANOUSH FARSHI	25.00	01-5820-0-000-7-013-090-6730
O	032378	9/01/04	\$25.00	RAUL GUTIERREZ	25.00	01-5820-0-000-7-013-090-6730
O	032379	9/01/04	\$20.00	RENEE MILLS	20.00	01-5820-0-000-7-013-090-6730
O	032380	9/01/04	\$10.00	BARBARA SENDABA	10.00	01-5820-0-000-7-013-090-6730
O	032381	9/01/04	\$18.00	SHERRI GUST	18.00	01-5820-0-000-7-013-090-6730
O	032382	9/01/04	\$25.00	VANNIE PHAM	25.00	01-5820-0-000-7-013-090-6730
O	032383	9/01/04	\$32.00	WILLIAM ETTER	32.00	01-5820-0-000-7-013-090-6730
O	032384	9/01/04	\$25.00	DORINA IACINO-T	25.00	01-5820-0-000-7-013-090-6730
O	032385	9/01/04	\$25.00	CAROLANN MESSNE	25.00	01-5820-0-000-7-013-090-6730
O	032386	9/01/04	\$20.00	RICHARD SOLEM	20.00	01-5820-0-000-7-013-090-6730
O	032387	9/01/04	\$1,743.40	AARDVARK CLAY A	1,743.40	01-4344-0-000-1-055-005-1002
O	032388	9/01/04	\$195.00	ACAP	195.00	01-5374-0-000-7-011-091-6710
O	032389	9/01/04	\$157.45	ADORAMA CAMERA,	59.27	01-6410-2-025-4-041-061-6110

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #032010 and 032736

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
					-8.53	01-9552- - - - -
					106.71	01-4600-0-000-4-041-000-6011
O	032390	9/01/04	\$177.25	AFFILIATED COMP	177.25	01-5811-0-000-1-026-083-6460
O	032391	9/01/04	\$155.82	AIR SOURCE INDU	60.19	01-5811-1-046-1-024-094-6440
					95.63	01-4600-1-046-4-036-094-6440
O	032392	9/01/04	\$1,659.35	ALL STATE POLIC	1,659.35	01-6410-1-050-1-034-089-6950
O	032393	9/01/04	\$525.00	ALL TECH SERVIC	525.00	01-5650-0-000-1-052-061-6130
O	032394	9/01/04	\$172.59	AMERICAN CLASSI	172.59	01-5510-0-000-1-025-000-6570
O	032395	9/01/04	\$5,987.20	ANCORA	4,907.73	01-5840-0-000-1-030-000-6210
					1,079.47	01-5840-0-000-4-030-000-6210
O	032396	9/01/04	\$1,604.05	MICHELLE ANSTAD	1,601.05	01-5271-0-000-7-011-000-6610
O	032397	9/01/04	\$169.76	AQUATIC ECOSYST	182.27	01-5650-0-000-1-052-044-0959
					-12.51	01-9552- - - - -
O	032398	9/01/04	\$39.86	ARROWHEAD DRINK	39.86	01-5620-0-000-1-030-000-6210
O	032399	9/01/04	\$66.49	ASPIRE, INC.	71.13	01-4300-0-000-1-052-007-0948
					-4.64	01-9552- - - - -
O	032400	9/01/04	\$200.00	ASSN OF INSTR.	200.00	01-5374-0-000-4-022-000-6620
O	032401	9/01/04	\$83,151.73	ATKINSON, ANDEL	81,734.23	01-5721-0-000-9-001-000-6610
					1,417.50	01-5721-0-000-9-001-000-6732
O	032402	9/01/04	\$3,202.50	ARCHER PROPERTI	3,202.50	01-5620-0-000-7-013-092-6773
O	032403	9/01/04	\$325.63	BAKER & TAYLOR	325.63	01-6300-0-000-1-053-087-6120
O	032404	9/01/04	\$2,650.00	GARY BISHOP	2,650.00	01-5811-2-094-1-050-000-6011
O	032405	9/01/04	\$2,385.00	BLACKBOARD INC.	2,385.00	01-5811-0-000-7-015-000-6780
O	032406	9/01/04	\$450.93	BOUNDTREE MEDIC	213.90	01-4300-0-000-1-054-000-6011
					237.03	01-4300-0-000-1-054-033-1250
O	032407	9/01/04	\$32.28	BUDDY'S ALL STA	32.28	01-4300-0-093-1-055-006-0835
O	032408	9/01/04	\$1,861.31	CAL PRO SPORTS	1,861.31	01-4300-0-093-1-055-006-0835
O	032409	9/01/04	\$5,096.58	CAL'S CAMERAS	5,096.58	01-4344-0-000-1-055-005-1011
O	032410	9/01/04	\$323.78	CAROLINA BIOLOG	244.65	01-4300-0-000-1-056-008-0401

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #032010 and 032736

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
					79.13	01-4300-2-074-4-076-008-0401
O	032411	9/01/04	\$1,500.00	LEONARD CHAIDEZ	1,500.00	01-5811-0-000-4-021-079-6550
O	032412	9/01/04	\$438.81	W.A. CHARNSTROM	-32.49	01-9552- - - - -
					471.30	01-4600-0-000-7-013-092-6773
O	032413	9/01/04	\$481.11	CHEMSEARCH	481.11	01-4600-0-000-1-021-062-6772
O	032414	9/01/04	\$136.93	CLARK SECURITY	136.93	01-4600-0-000-4-021-080-6510
O	032415	9/01/04	\$39.31	CLUB CAR, INC.	39.31	01-4600-0-000-1-021-062-6772
O	032416	9/01/04	\$259.92	CONSOLIDATED PL	-11.88	01-9552- - - - -
					271.80	01-4300-0-093-1-056-010-1905
O	032417	9/01/04	\$250.00	CONSORTIUM OF S	250.00	01-5374-0-000-1-030-000-6210
O	032418	9/01/04	\$318.00	CONSORTIUM OF S	318.00	01-5270-0-000-1-030-000-6210
O	032419	9/01/04	\$145.74	COUTTS LIBRARY	145.74	01-6300-0-000-1-053-087-6120
O	032420	9/01/04	\$2,124.00	DELTA BIOLOGICA	2,288.61	01-4300-0-000-1-056-008-0401
					-164.61	01-9552- - - - -
O	032421	9/01/04	\$7,356.48	DELTA PRINTING	7,356.48	01-5810-0-000-4-041-073-6022
O	032422	9/01/04	\$416.94	DESIGN SCIENCE,	416.94	01-4344-0-000-1-056-045-1701
O	032423	9/01/04	\$568.30	PATRICIA DUMAS	568.30	01-5810-1-069-1-058-036-1305
O	032424	9/01/04	\$313.04	DUNN-EDWARDS CO	313.04	01-4600-0-000-1-021-080-6510
O	032425	9/01/04	\$247.91	ECONOMIC ALTERN	247.91	01-5811-0-000-4-021-080-6510
O	032426	9/01/04	\$180.35	EDUCATIONAL MUS	180.35	01-4600-0-000-1-055-046-1004
O	032427	9/01/04	\$226.98	EMERGENCY MEDIC	226.98	01-4300-0-000-1-054-033-1250
O	032428	9/01/04	\$1,727.94	FAIRWAY VOLLEYB	1,727.94	01-4300-0-000-4-077-006-0835
O	032429	9/01/04	\$36.01	FEDERAL EXPRESS	36.01	01-5840-1-091-1-054-033-1203
O	032430	9/01/04	\$218.52	FISHER SCIENTIF	218.52	01-4300-2-074-4-076-008-0401
O	032431	9/01/04	\$50.00	ORANGE CO. BUSI	50.00	01-5270-0-000-1-050-000-6011
O	032432	9/01/04	\$1,255.63	OFFICE MAX	-505.89	01-6410-1-040-1-026-083-6460
					221.02	01-4600-0-000-1-053-087-6120
					93.64	01-4600-0-000-1-054-000-6011

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #032010 and 032736

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
					61.10	01-4600-0-000-4-024-000-6620
					15.63	01-4600-0-000-4-037-087-6120
					210.51	01-4600-1-024-4-035-075-6420
					194.87	01-4600-0-000-4-020-095-6630
					119.85	01-4600-0-000-1-030-000-6210
					31.85	01-4600-1-024-1-051-075-6420
					126.07	01-4600-0-000-1-026-083-6460
					96.24	01-4600-0-000-4-020-091-6710
					303.35	01-4300-2-074-4-074-000-1501
					173.96	01-4600-0-000-1-025-000-6799
					113.43	01-4600-0-000-7-013-090-6730
O	032433	9/01/04	\$2,432.72	OFFICE MAX	477.90	01-4344-0-000-4-078-029-1914
					63.62	01-4600-0-000-1-021-000-6510
					884.80	01-4600-0-000-1-053-000-6011
					176.48	01-4600-0-000-4-022-000-6620
					159.90	01-4600-0-000-7-013-092-6773
					131.65	01-4600-0-000-7-015-000-6780
					254.78	01-4600-0-000-4-079-000-6011
					283.59	01-4600-0-000-1-051-074-6310
	032434	9/01/04	\$19.98	ALTA DENA CERTI	19.98	12-4710-0-000-1-026-067-6920
O	032435	9/01/04	\$173,155.00	ARTESIA GLASS I	173,155.00	40-6220-1-477-6-013-000-7100
O	032436	9/01/04	\$142,005.00	BEST INTERIORS,	142,005.00	40-6220-1-477-6-013-000-7100
O	032437	9/01/04	\$122,993.39	BURST COMMUNICA	122,993.39	40-6410-1-477-6-013-000-7100
O	032438	9/01/04	\$38,700.00	CARMEL ARCHITEC	38,700.00	40-6220-1-477-6-013-000-7100
O	032439	9/01/04	\$998.84	CCS PRESENTATIO	998.84	40-6410-1-477-6-013-000-7100
O	032440	9/01/04	\$19,094.00	CMF, INC.	19,094.00	40-6220-1-477-6-013-000-7100
O	032441	9/01/04	\$274.78	CONSOLIDATED RE	274.78	40-6226-1-483-1-025-000-7101
O	032442	9/01/04	\$55,962.90	GMF SOUND, INC.	55,962.90	40-6220-1-477-6-013-000-7100
O	032443	9/01/04	\$76,595.00	INLAND ACOUSTIC	76,595.00	40-6220-1-477-6-013-000-7100
O	032444	9/01/04	\$32,727.00	ISEC INCORPORAT	32,727.00	40-6220-1-477-6-013-000-7100
O	032445	9/01/04	\$19,790.00	NEW DIMENSION M	19,790.00	40-6220-1-477-6-013-000-7100
O	032446	9/01/04	\$66,401.00	PERFORMANCE CON	66,401.00	40-6220-1-477-6-013-000-7100
O	032447	9/01/04	\$43,870.00	PLUMBING, PIPIN	43,870.00	40-6220-1-477-6-013-000-7100
	032448	9/01/04	\$40,624.00	PREMIER TILE &	40,624.00	40-6220-1-477-6-013-000-7100

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #032010 and 032736

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	032449	9/01/04	\$35,759.00	STUMBAUGH & ASS	35,759.00	40-6220-1-477-6-013-000-7100
O	032450	9/02/04	\$207.98	AT & T WIRELESS	103.80	01-5590-0-000-7-010-000-6610
					31.84	01-5590-0-000-7-013-000-6610
					72.34	01-5590-0-000-7-013-090-6730
O	032451	9/02/04	\$295.24	AT&T WIRELESS	251.98	01-5590-0-000-4-025-082-6570
					43.26	01-5590-0-000-7-011-000-6610
O	032452	9/02/04	\$514.00	KATHLEEN COLLIN	514.00	01-5153-1-054-1-054-033-1203
O	032453	9/02/04	\$300.00	MARY LOUISE CON	300.00	01-5153-1-054-1-054-033-1203
O	032454	9/02/04	\$30.00	LEORA DEBOER	30.00	01-5153-1-054-1-054-033-1203
O	032455	9/02/04	\$300.00	KELLY EVANS	300.00	01-5153-1-054-1-054-033-1203
O	032456	9/02/04	\$50.00	KIMBERLY FRANCHI	50.00	01-5153-1-054-1-054-033-1203
O	032457	9/02/04	\$50.00	VIRGINIA GOODWIN	50.00	01-5153-1-054-1-054-033-1203
O	032458	9/02/04	\$815.00	KIRSTEN GRIFFIN	815.00	01-5153-1-054-1-054-033-1203
O	032459	9/02/04	\$295.00	KATHY GUTKNECHT	295.00	01-5153-1-054-1-054-033-1203
O	032460	9/02/04	\$100.00	ROBERT L. HARDI	100.00	01-5153-1-054-1-054-033-1203
O	032461	9/02/04	\$2,257.00	HEALTH ED CONSUMERS	2,257.00	01-5153-1-054-1-054-033-1203
O	032462	9/02/04	\$100.00	MELISSA HEINZE	100.00	01-5811-1-091-1-054-033-1203
O	032463	9/02/04	\$280.00	DEE NIEDRINGHAUS	280.00	01-5153-1-054-1-054-033-1203
O	032464	9/02/04	\$295.00	NORTH ORANGE CO	295.00	01-5153-1-054-1-054-033-1203
O	032465	9/02/04	\$200.00	JAN O'SHEA	200.00	01-5811-1-091-1-054-033-1203
O	032466	9/02/04	\$1,263.29	SBC/MCI	874.41	01-5590-0-000-1-025-000-6570
					350.12	01-5590-0-000-4-025-082-6570
					38.76	01-5590-0-000-7-010-000-6610
O	032467	9/02/04	\$251.01	PACIFIC GLASS	251.01	01-4344-0-000-1-054-022-1399
O	032468	9/02/04	\$1,783.19	PARKER & COVERT	1,783.19	01-5721-0-000-9-001-000-6610
O	032469	9/02/04	\$42.60	PARKHOUSE TIRE,	42.60	01-4600-0-000-1-021-062-6772
O	032470	9/02/04	\$617.53	PASCO SCIENTIFIC	617.53	01-4300-2-074-4-078-050-1902
O	032471	9/02/04	\$16.17	PITNEY-BOWES SU	14.02	01-5840-1-054-1-054-033-1203

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #032010 and 032736

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
					2.15	01-5620-1-054-1-054-033-1203
O	032472	9/02/04	\$19.78	PRAXAIR	9.89	01-5620-0-000-4-078-010-1905
					9.89	01-5620-0-000-4-078-050-1902
O	032473	9/02/04	\$475.05	PRESCOTT HARDWA	475.05	01-4600-0-000-1-021-080-6510
O	032474	9/02/04	\$715.00	REGION VIII STA	715.00	01-7600-1-022-4-035-077-6310
O	032475	9/02/04	\$365.90	SAVIN CORPORATI	74.00	01-5651-0-000-1-054-037-2104
					254.50	01-5651-0-000-7-013-092-6773
					37.40	01-5651-0-000-1-024-000-6990
O	032476	9/02/04	\$1,327.41	S AND B FOODS	277.29	01-5271-0-000-7-010-000-6610
					1,050.12	01-5271-0-000-7-011-000-6610
O	032477	9/02/04	\$2,000.00	SCHOOL SERVICES	2,000.00	01-5811-0-000-6-001-000-6610
O	032478	9/02/04	\$500.34	SCIENCE KIT, IN	500.34	01-4300-0-000-1-056-008-0401
O	032479	9/02/04	\$71.18	JOEY SELLERS	71.18	01-4600-0-000-1-055-046-1004
O	032480	9/02/04	\$337.22	SMITH PIPE & SU	337.22	01-4600-0-000-1-021-079-6550
O	032481	9/02/04	\$66,568.48	SO. CAL. EDISON	66,568.48	01-5591-0-000-4-025-082-6570
O	032482	9/02/04	\$784.00	SO. CAL. EDISON	784.00	01-5722-0-000-4-025-000-6599
O	032483	9/02/04	\$201.77	S.C.A.Q.M.D.	201.77	01-5821-0-000-1-021-000-6510
O	032484	9/02/04	\$2,276.91	SOUTHERN COUNTI	2,276.91	01-4610-0-000-1-021-062-6772
O	032485	9/02/04	\$262.51	SPECTRUM LABS	129.07	01-4344-0-000-1-056-010-1905
					133.44	01-4300-0-093-1-056-010-1905
O	032486	9/02/04	\$2,300.00	SPICE OF LIFE	2,300.00	01-5271-0-000-7-013-064-6720
O	032487	9/02/04	\$14.86	STERLING ARTS S	14.86	01-4344-0-000-4-070-005-1002
O	032488	9/02/04	\$531.21	SUNNY SLOPE TRE	531.21	01-4600-0-000-4-021-079-6550
O	032489	9/02/04	\$977.00	SYSTEMS & HARDW	-74.40	01-9552- - - - -
					1,051.40	01-4600-0-000-7-015-000-6780
O	032490	9/02/04	\$35.86	TEACHER'S VIDEO	35.86	01-4600-0-093-1-053-087-6120
O	032491	9/02/04	\$95.54	TROXELL COMMUNI	95.54	01-6411-2-025-4-072-012-0799
O	032492	9/02/04	\$91.64	TUSTIN LOCK & S	91.64	01-4300-2-074-4-078-010-1905

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #032010 and 032736

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	032493	9/02/04	\$187.70	UNITED GREEN MA	187.70	01-4600-0-000-1-021-079-6550
O	032494	9/02/04	\$4,800.00	VISUAL MARKETIN	4,800.00	01-5811-0-000-1-038-091-6710
O	032495	9/02/04	\$5,000.00	VITAL LINK ORAN	5,000.00	01-5811-1-002-4-042-093-6011
O	032496	9/02/04	\$20.45	VWR INTERNATIONAL	20.45	01-4300-0-000-1-056-008-0401
O	032497	9/02/04	\$2,264.00	VIDELLA WALLER	2,264.00	01-5153-1-054-1-054-033-1203
O	032498	9/02/04	\$1,080.80	WARE DISPOSAL C	1,080.80	01-5510-0-000-4-025-082-6570
O	032499	9/02/04	\$295.00	VICKI WARREN	295.00	01-5153-1-054-1-054-033-1203
O	032500	9/02/04	\$2,076.11	W A X I E	1,860.07	01-6410-0-000-1-021-078-6530
					216.04	01-4600-0-000-4-021-078-6530
O	032501	9/02/04	\$700.00	MARGARET A. WIL	700.00	01-5811-1-091-1-054-033-1203
O	032502	9/02/04	\$6,253.80	MICHAEL E. WILS	6,253.80	01-5153-0-093-1-021-000-6510
O	032503	9/02/04	\$210.11	WOMEN'S WEAR DA	210.11	01-4200-0-000-1-052-017-1303
O	032504	9/02/04	\$579.00	XEROX CORPORATI	579.00	01-5811-0-000-1-052-000-6011
O	032505	9/02/04	\$185.76	RALPHS GROCERY	185.76	12-4710-0-000-1-026-067-6920
O	032506	9/02/04	\$81.00	MARK SECOR, D.V	81.00	12-5811-0-000-1-026-067-6920
O	032507	9/02/04	\$4,125.91	VIDEOTAPE PRODU	4,125.91	40-6410-1-477-6-013-000-7100
O	032508	9/02/04	\$496.77	CARL WARREN & C	496.77	68-5811-0-000-7-013-000-6720
O	032509	9/02/04	\$198.28	MARRIOTT'S RANC	198.28	01-5270-0-000-4-070-055-1506
O	032510	9/03/04	\$15.00	LAURA ABRAMS	15.00	01-5269-0-000-7-013-064-6720
O	032511	9/03/04	\$30.00	SUSAN CORUM	30.00	01-5269-0-000-4-072-000-6012
O	032512	9/03/04	\$21.78	THE GALE GROUP	21.78	01-6300-0-000-1-053-087-6120
O	032513	9/03/04	\$845.84	GANDER-PRINTCO	127.68	01-4600-0-000-4-030-072-6499
					258.60	01-4600-0-000-7-013-092-6773
					416.99	01-4600-1-040-4-026-083-6460
					42.57	01-4600-0-000-4-077-000-6011
O	032514	9/03/04	\$365.69	GIANT CO2	365.69	01-4600-0-000-1-021-081-6550
O	032515	9/03/04	\$1,212.50	GLAXO SMITH KLI	-93.97	01-9552- - - - -
					1,306.47	01-4600-1-046-1-024-094-6440

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #032010 and 032736

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	032516	9/03/04	\$439.05	GLOBAL IMAGING	439.05	01-5620-0-000-1-022-000-6620
O	032517	9/03/04	\$57.49	GOLF VENTURES W	57.49	01-4600-0-000-1-021-062-6772
O	032518	9/03/04	\$31.50	ESTER GRAHAM	31.50	01-5269-0-000-7-013-090-6730
O	032519	9/03/04	\$664.52	W. W. GRAINGER	664.52	01-4600-0-000-1-021-080-6510
O	032520	9/03/04	\$1,780.10	GRAYBAR ELECTRI	1,780.10	01-4600-0-000-1-021-080-6510
O	032521	9/03/04	\$249.94	GREGG'S PRO AUD	249.94	01-6410-0-000-1-052-061-6130
O	032522	9/03/04	\$1,020.00	KELLY GRIMES	1,020.00	01-5153-1-069-1-058-036-1305
O	032523	9/03/04	\$57.58	LINDA HALL	57.58	01-4600-1-069-1-058-036-1305
O	032524	9/03/04	\$3,353.50	HAY GROUP, INC.	3,353.50	01-5811-0-000-7-013-090-6730
O	032525	9/03/04	\$501.93	HEARLIHY & COMP	501.93	01-4300-0-000-1-052-004-0201
O	032526	9/03/04	\$64.60	HIGHER EDUCATIO	64.60	01-4200-0-000-7-012-000-6610
O	032527	9/03/04	\$29.89	LORNA HIXON	10.50	01-5269-0-000-7-013-090-6730
					19.39	01-4600-0-000-7-013-090-6730
O	032528	9/03/04	\$1,000.00	HOBSON'S UNITED	1,000.00	01-5830-0-000-1-024-072-6499
O	032529	9/03/04	\$156.13	HOME DEPOT CRED	46.33	01-4600-0-000-1-021-080-6510
					23.17	01-4600-0-000-1-021-079-6550
					86.63	01-4600-0-000-4-021-080-6510
O	032530	9/03/04	\$651.61	IMAGE PRINTING	651.61	01-9210- - - - -
O	032531	9/03/04	\$600.00	IRVINE HIGH SCH	600.00	01-5830-0-000-4-020-091-6710
O	032532	9/03/04	\$789.00	IVC CHILD DEVEL	399.00	01-7600-1-023-4-035-077-6430
					390.00	01-7600-1-022-4-035-077-6310
O	032533	9/03/04	\$1,498.26	JEFF'S SPORTING	1,184.71	01-4300-0-000-1-055-049-0835
					313.55	01-4300-0-093-1-055-006-0835
O	032534	9/03/04	\$6,984.00	JOHNSON FLOORIN	6,984.00	01-5811-0-000-4-021-080-6510
O	032535	9/03/04	\$6,448.20	ROBERT J. KOPEC	6,448.20	01-5811-0-000-6-016-000-6610
O	032536	9/03/04	\$45.96	L.A. TIMES	45.96	01-4200-0-000-4-020-091-6710
O	032537	9/03/04	\$413.55	LAB SAFETY SUPP	-29.95	01-9552- - - - -
					443.50	01-4600-0-000-1-021-078-6530

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #032010 and 032736

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	032538	9/03/04	\$409.46	LAPES ATHLETIC	409.46	01-4300-0-093-1-055-006-0835
O	032539	9/03/04	\$2,500.00	LIEBERT CASSIDY	2,500.00	01-5374-0-000-7-013-090-6730
O	032540	9/03/04	\$12.00	GLENDA LINDAHL	12.00	01-5269-0-000-1-030-000-6210
O	032541	9/03/04	\$21.38	TEDDI LORCH	21.38	01-5269-0-000-7-013-090-6730
O	032542	9/03/04	\$830.00	MAILING US	830.00	01-5811-0-000-1-055-000-6011
O	032543	9/03/04	\$347.06	MC KESSON GENER	48.32	01-4300-0-000-1-054-022-1399
					164.90	01-4344-0-000-1-054-033-1208
					133.84	01-4600-1-046-1-024-094-6440
O	032544	9/03/04	\$198.29	McLOGAN'S SUPPL	198.29	01-4300-0-000-1-052-030-1030
O	032545	9/03/04	\$414.28	MC MAHAN DESK	414.28	01-6410-2-025-1-053-000-4900
O	032546	9/03/04	\$135.50	MEDIC FIRST AID	145.58	01-4300-0-000-1-054-033-1203
					-10.08	01-9552- - - - -
O	032547	9/03/04	\$3,136.75	MELISSA DATA CO	3,136.75	01-6412-0-000-7-015-000-6780
O	032548	9/03/04	\$176.24	METROCALL	168.34	01-5620-0-000-1-054-033-1203
					7.90	01-5811-0-000-7-013-092-6773
O	032549	9/03/04	\$271.29	MIDWEST LIBRARY	271.29	01-6300-2-074-4-037-087-6120
O	032550	9/03/04	\$74.00	MULBERRY CHILDC	74.00	01-7600-1-022-4-035-077-6310
O	032551	9/03/04	\$2,485.00	MYDEA TECHNOLOG	2,485.00	01-5811-2-094-1-050-000-6011
O	032552	9/03/04	\$155.73	NCAA PUBLISHING	-11.23	01-9552- - - - -
					166.96	01-4300-0-093-1-055-006-0835
O	032553	9/03/04	\$325.00	NCMPR NATIONAL	325.00	01-5374-0-000-7-011-091-6710
O	032554	9/03/04	\$75.00	NEXTIRAONE, LLC	75.00	01-5590-0-000-7-012-000-6610
O	032555	9/03/04	\$315.00	NIAGARA DRINKIN	94.50	01-5811-0-000-4-025-000-6599
					220.50	01-4600-0-000-1-025-000-6570
O	032556	9/03/04	\$2,505.00	NORTHWEST MEDIA	2,505.00	01-4200-1-069-1-058-036-1305
O	032557	9/03/04	\$50.00	OC/LONG BCH.CON	50.00	01-5374-0-000-1-054-033-1203
O	032558	9/03/04	\$1,354.42	ORANGE COUNTY P	1,354.42	01-5810-0-093-1-051-086-6310
O	032559	9/03/04	\$139.32	ORANGE COUNTY R	139.32	01-4200-0-000-4-020-091-6710

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #032010 and 032736

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	032560	9/03/04	\$119.32	ORANGE COUNTY R	119.32	01-5830-0-000-9-013-092-6773
O	032561	9/03/04	\$2,395.80	OFSI	2,395.80	01-5651-0-000-4-041-076-6774
O	032562	9/03/04	\$156.63	ONESOURCE DISTR	156.63	01-4600-0-000-1-021-080-6510
O	032563	9/03/04	\$18.75	JOHN OZUROVICH	18.75	01-5269-0-000-1-021-000-6510
O	032564	9/03/04	\$108.00	GWEN VENDLEY	108.00	01-5269-0-000-4-024-000-6620
O	032565	9/03/04	\$5.25	ELAINE WAIKNIS	5.25	01-5269-0-000-7-013-090-6730
O	032566	9/03/04	\$30.00	JESSICA M. CHA	30.00	68-5269-0-000-7-013-000-6610
O	032567	9/03/04	\$4,780.00	JOHNSON FLOORIN	4,780.00	68-6220-0-000-7-013-000-6720
O	032568	9/03/04	\$10.50	EARL PAGAL	10.50	68-5269-0-000-7-013-000-6610
O	032569	9/03/04	\$362.28	SO. ORANGE CO.	362.28	68-5899-0-000-7-013-000-6750
O	032570	9/09/04	\$1.46	ROBERT FRANTZ	1.46	01-5269-0-000-1-056-000-6011
O	032571	9/09/04	\$2,023.82	GE CAPITAL MODU	1,103.10	01-5620-0-000-4-022-000-4999
					920.72	01-5620-0-000-4-025-000-6599
O	032572	9/09/04	\$280.20	THE GALE GROUP	280.20	01-6300-0-000-1-053-087-6120
O	032573	9/09/04	\$61.81	GANAHL LUMBER	61.81	01-4600-0-000-4-021-080-6510
O	032574	9/09/04	\$473.03	GANDER-PRINTCO	473.03	01-9210- - - - -
O	032575	9/09/04	\$1,544.31	G.E. CAPITAL MO	1,544.31	01-5620-0-000-4-022-000-4999
O	032576	9/09/04	\$164.67	W. W. GRAINGER	164.67	01-4600-0-000-1-021-080-6510
O	032577	9/09/04	\$2,000.00	T.A. GRIMM & AS	2,000.00	01-5811-2-094-1-050-000-6011
O	032578	9/09/04	\$1,500.00	HESTOR STUDIOS,	1,500.00	01-5811-2-094-1-050-000-6011
O	032579	9/09/04	\$284.19	HITT MARKING DE	284.19	01-4600-0-000-1-030-000-6210
O	032580	9/09/04	\$80.37	HOLLANDER GLASS	80.37	01-4344-0-000-1-054-022-1399
O	032581	9/09/04	\$24.77	HOLLYWOOD RUBBE	24.77	01-4600-0-000-1-050-000-6011
O	032582	9/09/04	\$615.62	HOME DEPOT CRED	105.97	01-4300-0-000-1-056-050-1914
					66.49	01-4600-0-000-1-052-035-0109
					304.68	01-4600-0-000-4-021-079-6550
					138.48	01-4600-0-000-4-021-080-6510

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #032010 and 032736

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	032583	9/09/04	\$913.43	IES/ILS	913.43	01-4600-0-000-1-021-080-6510
O	032584	9/09/04	\$233.82	IMAGISTICS INTE	233.82	01-4600-0-000-1-051-074-6310
O	032585	9/09/04	\$259.97	IRVINE PIPE & S	259.97	01-4600-0-000-4-021-080-6510
O	032586	9/09/04	\$256.25	IRVINE RANCH WA	256.25	01-5593-1-050-4-034-089-6950
O	032587	9/09/04	\$1,190.44	IRVINE RANCH WA	1,190.44	01-5593-1-050-4-034-089-6950
O	032588	9/09/04	\$47.05	IRVINE RANCH WA	47.05	01-5593-1-050-4-034-089-6950
O	032589	9/09/04	\$254.72	IRVINE RANCH WA	254.72	01-5593-1-050-4-034-089-6950
O	032590	9/09/04	\$4,244.25	IRVINE RANCH WA	4,244.25	01-5593-1-050-4-034-089-6950
O	032591	9/09/04	\$89.43	IRVINE RANCH WA	89.43	01-5593-1-050-4-034-089-6950
O	032592	9/09/04	\$1,687.24	IRVINE RANCH WA	1,687.24	01-5593-1-050-4-034-089-6950
O	032593	9/09/04	\$1,316.80	IRVINE RANCH WA	1,316.80	01-5593-1-050-4-034-089-6950
O	032594	9/09/04	\$1,420.90	IRVINE RANCH WA	1,217.91	01-5321-0-000-4-025-082-6570
					202.99	01-5821-0-000-4-025-082-6570
O	032595	9/09/04	\$195.00	IVC CHILD DEVEL	195.00	01-7600-1-023-4-035-077-6430
O	032596	9/09/04	\$313.55	JEFF'S SPORTING	313.55	01-4300-0-093-1-055-006-0835
O	032597	9/09/04	\$66.22	JOHNSTONE SUPPL	66.22	01-4600-0-000-1-021-080-6510
O	032598	9/09/04	\$150.00	BRIANNA KALOFF	150.00	01-4344-0-000-4-080-022-1001
O	032599	9/09/04	\$166.99	KEVIN O'CONNOR	166.99	01-4600-0-093-1-053-000-6011
O	032600	9/09/04	\$469.79	STEVE KORPER	469.79	01-6410-0-000-1-050-012-0799
O	032601	9/09/04	\$1,637.78	M & M BOYS, INC	1,637.78	01-4600-0-000-1-021-079-6550
O	032602	9/09/04	\$200.00	MEDICAL EDUCATI	200.00	01-5153-1-069-1-058-036-1305
O	032603	9/09/04	\$5,650.00	3M SCY7538	5,650.00	01-5651-0-000-4-037-087-6120
O	032604	9/09/04	\$10,625.08	MOULTON-NIGUEL	10,625.08	01-5593-0-000-1-025-000-6570
O	032605	9/09/04	\$43.76	NANCY'S NOTIONS	46.45	01-4300-0-000-1-054-022-1399
					-2.69	01-9552- - - - -
O	032606	9/09/04	\$619.39	NEXTEL COMMUNIC	619.39	01-5590-0-000-7-015-000-6780

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #032010 and 032736

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	032607	9/09/04	\$379.51	NEXTEL COMMUNIC	379.51	01-5590-0-000-1-025-000-6570
O	032608	9/09/04	\$288.00	NIAGARA DRINKIN	288.00	01-4600-0-000-1-025-000-6570
O	032609	9/09/04	\$1,463.00	ORANGE COUNTY R	1,463.00	01-5810-0-000-1-053-041-0602
O	032610	9/09/04	\$487.00	ORANGE COUNTY R	487.00	01-5810-0-000-1-053-041-0602
O	032611	9/09/04	\$118.90	ORCHARD SUPPLY	118.90	01-4600-0-000-7-013-092-6773
O	032612	9/09/04	\$120.00	ORKIN EXTERMINA	120.00	01-5811-0-000-1-021-080-6510
O	032613	9/09/04	\$32.25	CHRISTINA M. OR	32.25	01-5269-0-000-1-038-076-6774
O	032614	9/09/04	\$7.87	DIANE M. SMITH	7.87	01-5269-0-000-1-038-076-6774
O	032615	9/09/04	\$118.53	LAMAR SPACE INC	118.53	40-6220-1-477-6-013-000-7100
O	032616	9/09/04	\$268.04	AT & T WIRELESS	112.04	01-5590-0-000-1-025-000-6570
					31.45	01-5590-0-000-7-012-000-6610
					29.60	01-5590-0-000-7-013-092-6773
					94.95	01-5590-1-050-1-034-089-6950
O	032617	9/09/04	\$1,400.00	BARRY M. BARNHI	1,400.00	01-5811-1-091-1-054-033-1203
O	032618	9/09/04	\$240.00	CYNTHIA BARLAU	240.00	01-5153-1-054-1-054-033-1203
O	032619	9/09/04	\$630.00	MARY LOUISE CON	630.00	01-5153-1-054-1-054-033-1203
O	032620	9/09/04	\$96.00	LEORA DEBOER	96.00	01-5153-1-054-1-054-033-1203
O	032621	9/09/04	\$1,242.00	HEALTH ED CONSU	1,242.00	01-5153-1-054-1-054-033-1203
O	032622	9/09/04	\$255.00	NORTH ORANGE CO	255.00	01-5153-1-054-1-054-033-1203
O	032623	9/09/04	\$2,779.15	SBC/MCI	1,602.61	01-5590-0-000-1-025-000-6570
					1,176.54	01-5590-0-000-4-025-082-6570
O	032624	9/09/04	\$42.81	PARKWAY LAWNMOW	42.81	01-4600-0-000-4-021-079-6550
O	032625	9/09/04	\$775.00	BOB PARRETT CON	775.00	01-5811-0-000-1-021-080-6510
O	032626	9/09/04	\$1,223.25	PIEPER AND ASSO	1,223.25	01-5810-0-000-8-016-000-6610
O	032627	9/09/04	\$119.01	PITNEY-BOWES SU	119.01	01-4600-0-000-7-013-092-6773
O	032628	9/09/04	\$1,019.22	PLUMBING & INDU	1,019.22	01-4600-0-000-1-021-080-6510
O	032629	9/09/04	\$6,405.16	PLUMBING, PIPIN	2,893.16	01-5811-0-000-1-021-080-6510
					3,512.00	01-9510- - - - -

WARRANT REGISTER LISTING

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v 4.2

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #032010 and 032736

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	032630	9/09/04	\$9,464.00	PROMISSOR, INC.	9,464.00	01-5153-1-054-1-054-033-1203
O	032631	9/09/04	\$395.00	PURETEC	395.00	01-5811-0-000-1-056-000-6011
O	032632	9/09/04	\$135.00	QUICK CAPTION	135.00	01-5811-1-024-1-051-075-4930
O	032633	9/09/04	\$220.59	RECALL SECURE D	110.30	01-5811-0-000-7-013-064-6720
					110.29	01-5811-0-000-7-013-090-6730
O	032634	9/09/04	\$764.40	SAVIN CORPORATI	18.80	01-5651-0-000-4-075-015-0701
					187.00	01-5651-0-000-7-015-000-6780
					56.10	01-5651-1-023-1-051-077-6430
					163.60	01-5651-0-000-7-013-092-6773
					187.00	01-5651-0-000-1-051-065-6499
					80.40	01-5651-0-000-1-052-017-1304
					56.10	01-5651-1-026-1-051-000-6310
					15.40	01-5651-0-000-1-020-000-6620
O	032635	9/09/04	\$192.85	RIO GRANDE ALBU	207.23	01-4344-0-000-1-054-022-1399
					-14.38	01-9552- - - - -
O	032636	9/09/04	\$108.19	ROGER'S SYSTEMS	108.19	01-4344-0-000-1-052-011-0601
O	032637	9/09/04	\$5,215.64	ROYAL WHOLESALE	5,215.64	01-4600-1-050-1-034-089-6950
O	032638	9/09/04	\$139.40	ELAINE RUBENSTE	139.40	01-4600-0-000-4-041-073-6022
O	032639	9/09/04	\$1,391.86	S & B FOODS	321.79	01-5271-0-000-7-010-000-6610
					1,070.07	01-5271-2-094-1-050-000-6011
O	032640	9/09/04	\$193.67	SADDLEBACK GOLF	193.67	01-4600-0-000-4-021-062-6772
O	032641	9/09/04	\$1,422.27	SAN DIEGO GAS &	1,422.27	01-5591-0-000-1-025-000-6570
O	032642	9/09/04	\$208.41	SCHLAEFER'S ENA	208.41	01-4344-0-000-1-054-022-1399
O	032643	9/09/04	\$289.85	SCHOOL HEALTH S	289.85	01-4300-2-074-4-077-006-0835
O	032644	9/09/04	\$601.70	SEHI PROCOMP CO	216.34	01-4600-0-093-1-053-000-6011
					385.36	01-6411-0-000-1-055-000-6011
O	032645	9/09/04	\$47.64	SIGMA ALDRICH C	47.64	01-4300-0-000-1-052-035-0109
O	032646	9/09/04	\$420.00	SIMPLEX GRINNEL	420.00	01-5811-0-000-1-021-080-6510
O	032647	9/09/04	\$385.79	DANIEL SMITH, I	415.69	01-4344-0-000-1-054-022-1399
					-29.90	01-9552- - - - -
O	032648	9/09/04	\$5,229.50	SOLINET	5,229.50	01-5812-2-029-4-037-087-6120

WARRANT REGISTER LISTING

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Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #032010 and 032736

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	032649	9/09/04	\$2,455.08	SOUTHERN COUNTI	2,455.08	01-4610-0-000-1-021-062-6772
O	032650	9/09/04	\$700.00	MELANIE STANDON	700.00	01-5811-1-091-1-054-033-1203
O	032651	9/09/04	\$27.37	SUPERIOR PRESS	27.37	01-4600-0-000-7-013-064-6720
O	032652	9/09/04	\$630.83	THERMO ELECTRON	630.83	01-6410-2-046-1-024-094-6440
O	032653	9/09/04	\$1,516.65	TICKET CRAFT	1,534.86	01-5810-0-000-1-055-056-1007
					74.62	01-5810-0-000-1-055-084-6892
					-92.83	01-9552- - - - -
O	032654	9/09/04	\$258.59	TONER WORLD.COM	258.59	01-4600-0-000-1-053-087-6120
O	032655	9/09/04	\$786.58	TROXELL COMMUNI	786.58	01-4300-0-000-1-052-061-6130
O	032656	9/09/04	\$54.13	UNIVERSAL SPECI	54.13	01-4600-0-000-1-021-080-6510
O	032657	9/09/04	\$254.51	VIDEO SERVICE O	254.51	01-4600-0-000-7-011-091-6710
O	032658	9/09/04	\$93.62	VISTA PAINT	93.62	01-4600-0-000-1-021-080-6510
O	032659	9/09/04	\$181.31	WALTERS WHOLESA	181.31	01-4600-0-000-4-021-080-6510
O	032660	9/09/04	\$17.19	WARD'S NATURAL	17.19	01-4300-0-000-1-056-008-0401
O	032661	9/09/04	\$5,166.75	WARE DISPOSAL C	5,166.75	01-5510-0-000-1-025-000-6570
O	032662	9/09/04	\$295.00	VICKI WARREN	295.00	01-5153-1-054-1-054-033-1203
O	032663	9/09/04	\$80.00	DOUGLAS WESTLAK	80.00	01-5811-0-000-1-055-084-6891
O	032664	9/09/04	\$5,660.00	CHARLES WILLIS	5,660.00	01-5811-2-094-1-050-000-6011
O	032665	9/09/04	\$32.30	WORLDPOINT ECC,	32.30	01-4300-0-000-1-054-033-1250
O	032666	9/09/04	\$1,344.63	XEROX CORP.	810.83	01-5651-0-000-1-038-076-6774
					533.80	01-5620-0-000-1-038-076-6774
O	032667	9/09/04	\$2,870.74	XEROX CORP.	674.78	01-5620-0-000-7-011-000-6610
					969.31	01-5620-0-000-7-013-064-6720
					80.18	01-5651-0-000-1-034-000-6771
					1,146.47	01-4600-0-000-1-038-076-6774
O	032668	9/09/04	\$2,089.27	XEROX SPECIAL I	1,259.86	01-5651-0-000-1-038-076-6774
					829.41	01-5620-0-000-1-038-076-6774
O	032669	9/09/04	\$221.42	RALPHS GROCERY	221.42	12-4710-0-000-1-026-067-6920
O	032670	9/09/04	\$115.00	SEA LIFE DESIGN	115.00	12-5651-0-000-1-026-067-6920

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #032010 and 032736

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	032671	9/09/04	\$373.50	CARL WARREN & C	373.50	68-5811-0-000-7-013-000-6720
O	032672	9/09/04	\$20,318.60	SO. ORANGE CO.	19,645.37	68-5721-0-000-7-013-000-6720
					673.23	68-5899-0-000-7-013-000-6720
O	032673	9/09/04	\$30.00	RICK SALAZAR	30.00	01-5820-0-000-7-013-090-6730
O	032674	9/09/04	\$20.00	RENEE GARCIA	20.00	01-5820-0-000-7-013-090-6730
O	032675	9/09/04	\$20.00	GEORGE KYLE	20.00	01-5820-0-000-7-013-090-6730
O	032676	9/09/04	\$10.00	LOUIS LEO	10.00	01-5820-0-000-7-013-090-6730
O	032677	9/09/04	\$25.00	MARY HALL	25.00	01-5820-0-000-7-013-090-6730
O	032678	9/09/04	\$25.00	BERIT AUSTIN FU	25.00	01-5820-0-000-7-013-090-6730
O	032679	9/09/04	\$10.00	MARK COLLINSON	10.00	01-5820-0-000-7-013-090-6730
O	032680	9/09/04	\$20.00	ROBERT SIMPSON	20.00	01-5820-0-000-7-013-090-6730
O	032681	9/09/04	\$10.00	GWENDOLYN VENDL	10.00	01-5820-0-000-7-013-090-6730
O	032682	9/09/04	\$25.00	CLAIRE ELKINS	25.00	01-5820-0-000-7-013-090-6730
O	032683	9/09/04	\$25.00	RICHARD WHITE	25.00	01-5820-0-000-7-013-090-6730
O	032684	9/09/04	\$20.00	JAMES LAURIE	20.00	01-5820-0-000-7-013-090-6730
O	032685	9/09/04	\$10.00	DEAN LEBEAU	10.00	01-5820-0-000-7-013-090-6730
O	032686	9/09/04	\$12.93	A-1 AWARDS	12.93	01-4600-0-000-7-010-000-6610
O	032687	9/09/04	\$3,171.62	AARDVARK CLAY A	3,171.62	01-4344-0-000-1-055-005-1002
O	032688	9/09/04	\$45.26	ABC ICE HOUSE	45.26	01-4300-0-093-1-056-010-1905
O	032689	9/09/04	\$120.00	HONIE ABRAMOWIC	120.00	01-5153-1-069-1-058-036-1305
O	032690	9/09/04	\$9,725.00	ACCREDITING COM	7,725.00	01-5374-0-000-4-020-000-6620
					2,000.00	01-5825-0-000-4-020-000-6620
O	032691	9/09/04	\$1,856.38	ADCLUB ADVERTIS	1,856.38	01-5830-0-000-9-013-090-6730
O	032692	9/09/04	\$522.67	ADT SECURITY SY	522.67	01-5811-0-000-1-052-061-0799
O	032693	9/09/04	\$2,833.60	AMERICAN EXPRES	436.70	01-5270-0-000-1-054-000-6011
					238.70	01-5270-0-000-7-011-091-6710
					636.90	01-5270-0-000-7-015-000-6780
					357.70	01-5270-1-006-1-050-000-6011

WARRANT REGISTER LISTING

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Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #032010 and 032736

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
					386.70	01-5270-2-034-7-013-090-6760
					776.90	01-5270-2-094-1-050-000-6011
O	032694	9/09/04	\$44.00	AMERICAN RED CR	44.00	01-4344-0-000-4-077-031-0837
O	032695	9/09/04	\$377.33	AMSTERDAM PRINT	-25.58	01-9552- - - - -
					402.91	01-4600-0-000-1-058-000-6011
O	032696	9/09/04	\$901.51	ANCORA	659.16	01-5840-0-000-1-030-000-6210
					242.35	01-9221- - - - -
O	032697	9/09/04	\$1,105.00	RANDY ANDERSON	1,105.00	01-5270-0-000-1-023-000-6030
O	032698	9/09/04	\$25.33	ARCH WIRELESS	25.33	01-5811-1-050-1-034-089-6950
O	032699	9/09/04	\$565.69	ATLAS SALES & R	565.69	01-5811-0-000-1-021-080-6510
O	032700	9/09/04	\$106.60	AUTOMOTIVE WORK	106.60	01-4600-0-000-1-021-062-6772
O	032701	9/09/04	\$13.57	E.B. BRADLEY CO	13.57	01-4600-0-000-4-021-080-6510
O	032702	9/09/04	\$400.00	MIKE BROWN GRAN	400.00	01-5620-0-000-1-055-006-0835
O	032703	9/09/04	\$135.00	BUSINESS RADIO	135.00	01-5821-0-000-1-021-000-6510
O	032704	9/09/04	\$3,400.00	CALIFORNIA HIGH	3,400.00	01-6410-1-050-4-034-089-6950
O	032705	9/09/04	\$66.38	CABLE SPECIALIS	66.38	01-4600-1-006-1-052-011-0603
O	032706	9/09/04	\$1,380.50	CAL PRO SPORTS	1,380.50	01-4300-0-000-4-077-006-0835
O	032707	9/09/04	\$2,505.25	CARD INTEGRATOR	305.25	01-4344-0-000-1-025-000-6570
					2,200.00	01-4344-0-000-1-025-068-6720
O	032708	9/09/04	\$150.00	CALIFORNIA COMM	75.00	01-5270-0-000-4-020-000-6620
					75.00	01-5270-0-000-7-011-000-6610
O	032709	9/09/04	\$12.20	COMMUNITY COLLE	12.20	01-4200-0-000-1-024-000-6620
O	032710	9/09/04	\$525.25	CHEVRON U.S.A.,	118.99	01-4610-0-000-1-021-062-6772
					406.26	01-4610-0-000-4-021-062-6772
O	032711	9/09/04	\$1,344.33	CONNEY SAFETY P	-93.19	01-9552- - - - -
					1,437.52	01-4600-0-000-1-021-079-6550
O	032712	9/09/04	\$102.41	CONSOLIDATED EL	102.41	01-4600-0-000-4-021-080-6510
O	032713	9/09/04	\$400.00	COUNCIL FOR HIG	400.00	01-5374-0-000-4-020-000-6620
O	032714	9/09/04	\$2,772.66	COX COMMUNICATI	2,772.66	01-5812-0-000-7-015-000-6780

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #032010 and 032736

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	032715	9/09/04	\$180.00	SHARI CYRKIN	180.00	01-5153-1-069-1-058-036-1305
O	032716	9/09/04	\$994.86	DANKA	994.86	01-5651-0-000-4-041-076-6774
O	032717	9/09/04	\$14.82	DARBY DRUG CO.	15.97	01-4300-0-000-1-055-006-0835
					-1.15	01-9552- - - - -
O	032718	9/09/04	\$1,425.00	DIVERSIFIED COM	1,425.00	01-5651-0-000-7-015-000-6780
O	032719	9/09/04	\$3,479.00	EMERGENCY POWER	3,479.00	01-5811-0-000-1-021-080-6510
O	032720	9/09/04	\$228.77	EMERGENCY MEDIC	228.77	01-4344-0-000-1-054-033-1250
O	032721	9/09/04	\$98.69	EWING IRRIGATIO	98.69	01-4600-0-000-4-021-079-6550
O	032722	9/09/04	\$650.00	EXCELSIOR ELEVA	650.00	01-5651-0-000-4-021-080-6510
O	032723	9/09/04	\$75.00	EXPERIAN	75.00	01-5811-0-000-1-026-083-6460
O	032724	9/09/04	\$57.00	FIRST SCHOOL MO	57.00	01-7600-1-023-4-035-077-6430
O	032725	9/09/04	\$54.48	FISHER SCIENTIF	-7.80	01-4300-0-000-1-056-008-0401
					54.18	01-4344-0-000-1-056-010-1905
					8.10	01-4300-0-093-1-056-010-1905
O	032726	9/09/04	\$105.00	RHONDA FOSTER	105.00	01-5153-1-069-1-058-036-1305
O	032727	9/09/04	\$1,756.64	OFFICE MAX	191.26	01-4300-0-000-1-056-000-6011
					18.32	01-4344-0-000-1-052-004-0201
					90.50	01-4600-0-000-1-054-000-6011
					26.13	01-4600-0-000-7-013-092-6773
					73.82	01-4600-0-000-4-041-073-6022
					540.33	01-4600-0-000-1-055-049-0835
					89.76	01-4600-0-000-7-013-090-6730
					218.56	01-4600-1-030-1-051-096-6320
					54.19	01-4600-2-021-4-026-083-6460
					453.77	01-4600-0-000-9-000-000-0000
O	032728	9/09/04	\$310.14	TASHA FRANKIEM	310.14	01-5270-0-000-7-015-000-6780
O	032729	9/09/04	\$26.65	ALTA DENA CERTI	26.65	12-4710-0-000-1-026-067-6920
O	032730	9/09/04	\$63.30	THE FEED BARN	63.30	12-4600-0-000-1-026-067-6920
O	032731	9/09/04	\$30,423.00	ADVANTAGE PAINT	30,423.00	40-6220-1-477-6-013-000-7100
X	032732	9/09/04	\$201,475.00	ANDERSON & HOWA	201,475.00	40-6220-1-477-6-013-000-7100
O	032733	9/09/04	\$57,501.00	ARROWWOODS WORK	57,501.00	40-6220-1-477-6-013-000-7100

Blanket Purchase Order Requisition

Requisition #: RB04-00706 PO #P04-01821 Status: Paid Partial
 Requisitioner: R.VILLALBA, 4680, PURCH. Req. Date: 10/29/03 (2005)
 Order Site: SAVY, Avery Plaza/Purchasing Room: 207
 Vendor Code: 010383, ANDERSON & HOWARD ELECTRIC Req. Cost: \$1,954,551.00
 Req. Info: CONTRACT FOR HS Encumbered: \$512,557.00
 Expensed: \$1,441,994.00
 Invoiced: \$1,441,994.00

Account Number	Amount	Expensed	Yr
40-9510- - - - -	147,479.00	147,479.00	05
40-6220-1-477-6-013-000-7100	1,094,934.00	582,377.00	05
40-6220-1-477-6-013-000-7100	712,138.00	712,138.00	04

Description of Blanket Order

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

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

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

Requisition Total:\$1,954,551.00

Approved by:

Date:

Requisition Invoice History

Vendor Name	Invoice #	Amount	Date	Check #	Paid Dt
ANDERSON & HOW ONE		\$71,709.00	11/30/03	025453	12/04/03
ANDERSON & HOW RETENTION 12/02/03		\$7,171.00-	12/02/03	025453	12/04/03
ANDERSON & HOW #2		\$89,750.00	12/31/03	026179	1/08/04
ANDERSON & HOW #2 RETENTION		\$8,975.00-	12/31/03	026179	1/08/04
ANDERSON & HOW #3		\$68,709.00	1/31/03	026675	2/05/04
ANDERSON & HOW #3 RETENTION		\$6,871.00-	1/31/04	026675	2/05/04
ANDERSON & HOW #4		\$9,925.00	2/29/04	027576	3/11/04
ANDERSON & HOW #4 RETENTION		\$992.00-	2/29/04	027576	3/11/04
ANDERSON & HOW #5		\$114,836.00	3/31/04	028224	4/02/04
ANDERSON & HOW #5 RETENTION		\$11,484.00-	3/31/04	028224	4/02/04
ANDERSON & HOW #6		\$191,835.00	4/30/04	029119	5/06/04
ANDERSON & HOW #6 RETENTION		\$19,183.00-	4/30/04	029119	5/06/04
ANDERSON & HOW #7		\$244,500.00	5/31/04	030096	6/08/04
ANDERSON & HOW #7 RETENTION		\$24,450.00-	5/31/04	030096	6/08/04
ANDERSON & HOW #8		\$163,866.00	6/30/04	030783	7/08/04
ANDERSON & HOW #8 RETENTION		\$16,387.00-	6/30/04	030783	7/08/04
ANDERSON & HOW #9		\$423,225.00	7/31/04	031733	8/05/04
ANDERSON & HOW #9 RETENTION		\$42,323.00-	7/31/04	031733	8/05/04
ANDERSON & HOW #10		\$223,861.00	8/31/04	032732	9/09/04
ANDERSON & HOW #10 RETENTION		\$22,386.00-	8/31/04	032732	9/09/04
		\$1,441,994.00			

Approved by:

Date:

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #032010 and 032736

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	032734	9/09/04	\$11,764.14	CCS PRESENTATIO	11,764.14	40-6410-1-477-6-013-000-7100
* O	032735	9/09/04	\$195,660.00	CONTROL AIR CON	195,660.00	40-6220-1-477-6-013-000-7100
O	032736	9/09/04	\$18,070.00	UCMI, INC.	18,070.00	40-6224-1-477-6-013-000-7100
			<u>\$2,364,622.80</u>		<u>\$2,364,622.80</u>	

Blanket Purchase Order Requisition

Requisition #: RB04-00709 PO #P04-01682

Status: Paid Partial
Req. Date: 10/30/03 (2005)

Requisitioner: R.VILLALBA, 4680, PURCH.

Room: 207

Order Site: SAVY, Avery Plaza/Purchasing

Req. Cost: \$1,298,362.00

Vendor Code: 068554, CONTROL AIR CONDITIONING C

Encumbered: \$196,402.00

Req. Info: CONTRACT FOR PK CC, HS

Expensed: \$1,101,960.00

Invoiced: \$1,101,960.00

Account Number	Amount	Expensed	Yr
40-9510- - - - -	309,600.00	309,600.00	05
40-6220-1-477-6-013-000-7100	467,212.00	270,810.00	05
40-6220-1-477-6-013-000-7100	521,550.00	521,550.00	04

Description of Blanket Order

BID NO. 1026, BRD. APR. 9/29/03
PACKAGE CC, HEATING, VENTILATION & AIR,
FOR HEALTH SCIENCE/DISTRICT OFFICES
BLDG. AT SADDLEBACK COLLEGE

\$1,292,400.00

Requisition Total: \$1,298,362.00

Approved by:

Date:

Requisition Invoice History

<u>Vendor Name</u>	<u>Invoice #</u>	<u>Amount</u>	<u>Date</u>	<u>Check #</u>	<u>Paid Dt</u>
CONTROL AIR CO 1		\$70,000.00	11/30/03	025456	12/04/03
CONTROL AIR CO RETENTION 12/02/03		\$7,000.00-	12/02/03	025456	12/04/03
CONTROL AIR CO #2		\$20,000.00	1/31/04	026678	2/05/04
CONTROL AIR CO #2 RETENTION		\$2,000.00-	1/31/04	026678	2/05/04
CONTROL AIR CO #3		\$10,000.00	2/29/04	027581	3/11/04
CONTROL AIR CO #3 RETENTION		\$1,000.00-	2/29/04	027581	3/11/04
CONTROL AIR CO #4		\$132,000.00	3/31/04	028229	4/02/04
CONTROL AIR CO #4 RETENTION		\$13,200.00-	3/31/04	028229	4/02/04
CONTROL AIR CO #5		\$166,000.00	4/30/04	029123	5/06/04
CONTROL AIR CO #5 RETENTION		\$16,600.00-	4/30/04	029123	5/06/04
CONTROL AIR CO #6		\$181,500.00	5/28/04	029905	6/03/04
CONTROL AIR CO #6 RETENTION		\$18,150.00-	5/28/04	029905	6/03/04
CONTROL AIR CO #7		\$344,000.00	6/30/04	030789	7/08/04
CONTROL AIR CO #7 RETENTION		\$34,400.00-	6/30/04	030789	7/08/04
CONTROL AIR CO #8		\$83,500.00	7/31/04	031741	8/05/04
CONTROL AIR CO #8 RETENTION		\$8,350.00-	7/31/04	031741	8/05/04
CONTROL AIR CO #9		\$217,400.00	8/31/04	032735	9/09/04
CONTROL AIR CO #9 RETENTION		\$21,740.00-	8/31/04	032735	9/09/04
		<u>\$1,101,960.00</u>			

Approved by:

Date:

Requisition #RB04-00709

Page 2

9/10/04

FUND SUMMARY

Description	Amount
01 - General Fund	\$759,369.77
12 - Child Development Fund	\$922.08
40 - Capital Outlay Fund	\$1,577,959.30
68 - Self-Insurance Fund	\$26,371.65
71 - Retiree Benefit Fund	\$0.00
	<u>\$2,364,622.80</u>

OPEN:	\$2,634,098.66 667	VOIDED:	\$0.00 0
CLEARED:	\$0.00 0	CANCELLED:	\$269,475.86 60
		STALE DATED:	\$0.00 0

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (SC-CMED) - Saddleback Community Ed

Sort: Sorted by Warrant #

Selection: Between #007969 and 007991

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	007969	8/25/04	\$49.00	MICHAEL REESE E	49.00	09-8872-1-044-1-031-000-6822
O	007970	8/25/04	\$39.00	HIDE IGAWA	39.00	09-8872-1-044-1-031-000-6822
O	007971	8/25/04	\$10.00	CHRISTIE ALVA	10.00	09-8872-1-044-1-031-000-6822
O	007972	8/25/04	\$637.00	GREG ATWOOD	637.00	09-5173-1-044-1-031-000-6822
O	007973	8/25/04	\$2,427.50	COMPUTRAX, INC.	2,427.50	09-5173-1-044-1-031-000-6822
O	007974	8/25/04	\$1,265.00	CALIFORNIA DISC	1,265.00	09-5173-1-044-1-031-000-6822
O	007975	8/25/04	\$1,757.00	EDUCATION TO GO	1,757.00	09-5173-1-044-1-031-000-6822
O	007976	8/25/04	\$110.00	JACK HODGES	110.00	09-4600-1-044-1-031-000-6822
O	007977	8/25/04	\$11,534.62	KID'S GYM INC.	11,534.62	09-5173-1-044-1-031-000-6822
O	007978	8/25/04	\$1,575.00	MAD SCIENCE OF	1,575.00	09-5173-1-044-1-031-000-6822
O	007979	8/25/04	\$385.75	OFFICE MAX	385.75	09-4600-1-044-1-031-000-6822
O	007980	8/25/04	\$3,160.00	PRINCETON REVIE	3,160.00	09-5173-1-044-1-031-000-6822
O	007981	8/25/04	\$2,443.70	DEAN BERRY	2,443.70	09-5173-1-044-1-031-000-6822
O	007982	8/25/04	\$108.00	KRISTINE ROBBIN	108.00	09-5173-1-044-1-031-000-6822
O	007983	8/30/04	\$61.25	CA SCHOOL OF NO	61.25	09-5811-1-044-1-031-000-6822
O	007984	8/30/04	\$1,045.00	COMPUTRAX, INC.	1,045.00	09-5173-1-044-1-031-000-6822
O	007985	8/30/04	\$826.00	JAMES COSPER	826.00	09-5173-1-044-1-031-000-6822
O	007986	8/30/04	\$1,614.00	CALIFORNIA DISC	1,614.00	09-5173-1-044-1-031-000-6822
O	007987	8/30/04	\$1,314.50	MARSHALL REDDIC	1,314.50	09-5173-1-044-1-031-000-6822
O	007988	8/30/04	\$441.90	S AND B FOODS	441.90	09-5271-1-044-1-031-000-6822
O	007989	8/30/04	\$125.00	SADDLEBACK COLL	125.00	09-4600-1-044-1-031-000-6822
O	007990	8/30/04	\$2,040.00	POSTMASTER	2,040.00	09-5840-1-044-1-031-000-6822
O	007991	8/30/04	\$2,300.00	POSTMASTER	2,300.00	09-5840-1-044-1-031-000-6822
			\$35,269.22		\$35,269.22	

FUND SUMMARY

Description	Amount
09 - SC Community Education Fu	\$35,269.22
	<u>\$35,269.22</u>

OPEN:	\$35,269.22	VOIDED:	\$0.00
	23		0
CLEARED:	\$0.00	CANCELLED:	\$0.00
	0		0
		STALE DATED:	\$0.00
			0

WARRANT REGISTER LISTING

Escape - AP

v 4.2

k Account (IVC-CMED) - IVC Community Ed

Sort: Sorted by Warrant #

Selection: Between #008022 and 008042

S	Check #	Check Dt	Check Amt	Company Name	Acct Amount	Account #
O	008022	8/13/04	\$30.00	FRANK DAVARI	30.00	07-8872-1-044-4-031-000-6822
O	008023	8/13/04	\$65.00	KAREN JACHETTA	65.00	07-8872-1-044-4-031-000-6822
O	008024	8/13/04	\$49.00	ROGER AWAD	49.00	07-8872-1-044-4-031-000-6822
O	008025	8/13/04	\$395.50	THOMAS M. APKE	395.50	07-5811-1-044-4-031-000-6822
O	008026	8/13/04	\$1,319.50	WORKSHOPS ON WE	1,319.50	07-5811-1-044-4-031-000-6822
O	008027	8/13/04	\$299.00	DR.CHOI'S ACADE	299.00	07-5811-1-044-4-031-000-6822
O	008028	8/13/04	\$2,569.00	EDUCATION TO GO	2,569.00	07-5811-1-044-4-031-000-6822
O	008029	8/13/04	\$1,131.00	NICHOLAS GATES	1,131.00	07-5811-1-044-4-031-000-6822
O	008030	8/13/04	\$800.00	INSIGHT SYSTEMS	800.00	07-5811-1-044-4-031-000-6822
O	008031	8/13/04	\$10.28	IVC DUPLICATING	10.28	07-4580-1-044-4-031-000-6821
O	008032	8/13/04	\$2,810.12	THE PM GROUP, I	2,810.12	07-5810-1-044-4-031-000-6821
O	008033	8/13/04	\$442.00	VAN SPENCER	442.00	07-5811-1-044-4-031-000-6822
O	008034	8/25/04	\$1,666.00	ASCOLTA TRAININ	1,666.00	07-5811-1-047-4-031-000-6820
O	008035	8/25/04	\$182.00	WORKSHOPS ON WE	182.00	07-5811-1-044-4-031-000-6822
O	008036	8/25/04	\$1,551.00	EDUCATION TO GO	1,551.00	07-5811-1-044-4-031-000-6822
O	008037	8/25/04	\$476.00	RON L. GORMAN	476.00	07-5811-1-044-4-031-000-6822
O	008038	8/25/04	\$14,519.03	SOUTH ORANGE CO	14,519.03	07-9521- - - - -
O	008039	8/25/04	\$39.00	WELLS FARGO BAN	39.00	07-5812-1-044-4-031-000-6821
C	008040	8/27/04	\$-1,300.00	POSTMASTER	-1,300.00	07-5840-1-044-4-031-000-6821
C	008041	8/27/04	\$-1,300.00	POSTMASTER	-1,300.00	07-5840-1-044-4-031-000-6821
O	008042	8/27/04	\$1,300.00	POSTMASTER	1,300.00	07-5840-1-044-4-031-000-6821
			<u>\$27,053.43</u>		<u>\$27,053.43</u>	

FUND SUMMARY

Description	Amount
07 - IVC Community Education F	\$27,053.43
	<u>\$27,053.43</u>

WARRANT REGISTER LISTING

OPEN:	\$29,653.43	VOIDED:	\$0.00
	19		0
CLEARED:	\$0.00	CANCELLED:	\$2,600.00
	0		2
		STALE DATED:	\$0.00
			0

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	18
FROM:	CHANCELLOR	DATE:	09/27/04
SUBJECT:	GIFTS TO THE DISTRICT AND FOUNDATIONS		
REASON FOR BOARD CONSIDERATION:	APPROVAL		

BACKGROUND

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

STATUS

The gifts listed on EXHIBIT A have been reviewed by the appropriate District and college officials and have been determined to be of benefit to the receiving location. Any impact on students is described on the exhibit.

RECOMMENDATION

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

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
GIFTS TO THE DISTRICT
September 27, 2004

IRVINE VALLEY COLLEGE

Gift: Map of the World

To be used in geography classes

Donated By:

Susan Corum
1552 Ocean Boulevard
Newport Beach, California 92661

Costs:

Installation: N/A

Maintenance: N/A

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	19
FROM:	CHANCELLOR	DATE:	9/27/04
SUBJECT:	TRUSTEE TRAVEL TO CONFERENCES AND/OR PERSONAL MILEAGE REIMBURSEMENT		
REASON FOR BOARD CONSIDERATION:	APPROVAL		

BACKGROUND

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

STATUS

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

RECOMMENDATION

It is recommended that the Board of Trustees approve/ratify the requests for travel and/or mileage as shown in Exhibit A.

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

TRUSTEE ATTENDANCE AT CONFERENCES AND MEETINGS

Trustees wishing to attend:

<u>EVENT/LOCATION</u>	<u>DATE(S)*</u>	<u>ESTIMATED COST** (per person)</u>
Living Leadership Conference Disneyland Hotel, Anaheim	Oct. 20, 2004	\$174.12
Community College League of California 2004 Annual Convention & Partner Conferences Anaheim Marriott	Nov. 18-20, 2004	\$285
Orange County Forum Irvine, CA	Sept. 23, 2004	\$ 50
OCSBA Dinner Meeting Irvine, CA	Sept. 29, 2004	\$ 37
OCSBA Dinner Meeting Irvine, CA	Nov. 17, 2004	\$ 37
OCSBA Dinner Meeting Irvine, CA	Feb. 9, 2005	\$ 37
OCSBA Dinner Meeting Irvine, CA	Apr. 20, 2005	\$ 37

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

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	20
FROM:	CHANCELLOR	DATE:	09/27/04
SUBJECT:	SOCCCD: MONTHLY FINANCIAL STATUS REPORT		
REASON FOR BOARD CONSIDERATION:	INFORMATION		

BACKGROUND

Monthly General Fund financial reports (EXHIBIT A) for the two colleges and the District are provided to the Board of Trustees to keep members regularly informed of current information and provide an alert to any significant changes in the projected year ending balance.

STATUS

The reports display the adopted budget, revised budget, and transactions through the end of the prior month. A review of current revenues and expenditures for the 2004/05 fiscal year shows that they are in line with the budget.

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

General Fund Income and Expenditure Summary
of August 31, 2004

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Year to Date Receipts/ Expenditures
SOURCES OF FUNDS					
BEGINNING FUND BALANCE:		19,789,436	19,789,436	0	
REVENUES:					
Federal Sources	8100-8199	\$ 1,089,636	1,089,636	0	34,174
Other State Sources	8600-8699	15,635,819	15,635,819	0	1,759,296
Other Local Sources	8800-8899	129,458,208	129,458,208	0	6,026,775
Total Revenue		146,183,663	146,183,663	0	7,820,245
INCOMING TRANSFERS	8980-8989	250,000	250,000	0	0
TOTAL SOURCES OF FUNDS		<u>166,223,099</u>	<u>166,223,099</u>	<u>0</u>	<u>7,820,245</u>
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	46,749,012	46,742,799	(6,213)	3,573,653
Other Staff Salaries	2000-2999	27,402,762	27,367,499	(35,263)	2,092,673
Employee Benefits	3000-3999	25,309,473	25,313,727	4,254	3,099,915
Supplies & Materials	4000-4999	3,089,280	3,072,334	(16,946)	297,058
Services & Other Operating	5000-5999	14,908,632	14,946,113	37,481	2,165,100
Capital Outlay	6000-6999	5,099,891	5,116,578	16,687	555,150
Payments to Students	7500-7699	367,720	367,720	0	6,019
Total Expenditures		122,926,770	122,926,770	0	11,789,568
OTHER FINANCING USES:					
Transfers Out	7300-7399	1,785,330	1,785,330	0	1,755,330
Basic Aid Transfers Out		32,741,093	32,741,093	0	5,000,000
Debt Service	7100-7199	812,409	812,409	0	203,286
Total Other Sources (Uses)		35,338,832	35,338,832	0	6,958,616
TOTAL USES OF FUNDS		<u>158,265,602</u>	<u>158,265,602</u>	<u>0</u>	<u>18,748,184</u>
ENDING FUND BALANCE		7,957,497	7,957,497	0	8,861,497
Reserve for Economic Uncertainties		6,639,492	6,639,492	0	
Location Reserves for Economic Uncertainties		1,318,005	1,318,005	0	
Reserve for Full-Time Faculty Obligation Adjustment		0	0	0	
Reserve for Potential Mid-Year Cuts		0	0	0	
One Time Revenue Including Basic Aid		0	0	0	
Nondesignated Budget Allocation		\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>

SADDLEBACK COLLEGE

General Fund Income and Expenditure Summary
As of August 31, 2004

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Year to Date Receipts/ Expenditures
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		8,289,197	8,289,197	0	0
REVENUES:					
Unrestricted Budget Allocation		\$ 55,520,372	55,520,372	0	3,344,976
Restricted Budget Allocation		7,201,817	7,201,817	0	1,527,177
Total Revenue		62,722,189	62,722,189	0	4,872,153
INCOMING TRANSFERS	8980-8989	250,000	250,000	0	0
TOTAL SOURCES OF FUNDS		<u>71,261,386</u>	<u>71,261,386</u>	<u>0</u>	<u>4,872,153</u>
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	29,437,848	29,432,844	(5,004)	1,841,647
Other Staff Salaries	2000-2999	14,063,742	14,059,742	(4,000)	1,155,198
Employee Benefits	3000-3999	12,714,876	12,719,130	4,254	1,683,534
Supplies & Materials	4000-4999	2,184,262	2,175,381	(8,881)	195,050
Services & Other Operating	5000-5999	7,132,773	7,139,966	7,193	785,154
Capital Outlay	6000-6999	2,981,714	2,988,152	6,438	451,511
Payments to Students	7500-7699	161,770	161,770	0	0
Total Expenditures		68,676,985	68,676,985	0	6,112,094
OTHER FINANCING SOURCES/(USES):					
Transfers Out	7300-7399	949,254	949,254	0	919,254
Debt Service	7100-7199	635,147	635,147	0	159,327
Total Other Sources (Uses)		1,584,401	1,584,401	0	1,078,581
TOTAL USES OF FUNDS		<u>70,261,386</u>	<u>70,261,386</u>	<u>0</u>	<u>7,190,675</u>
LOCATION OPERATING BALANCE		1,000,000	1,000,000	0	5,970,675
Reserve for Economic Uncertainties		1,000,000	1,000,000	0	0
Nondesignated Budget Allocation		<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>0</u>

IRVINE VALLEY COLLEGE

General Fund Income and Expenditure Summary
As of August 31, 2004

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Year to Date Receipts/ Expenditures
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		4,471,181	4,471,181	0	0
REVENUES:					
Unrestricted Budget Allocation		\$ 29,139,375	29,139,375	0	1,815,321
Restricted Budget Allocation		4,182,852	4,182,852	0	906,502
Total Revenue		33,322,227	33,322,227	0	2,721,823
INCOMING TRANSFERS	8980-8989	0	0	0	0
TOTAL SOURCES OF FUNDS		37,793,408	37,793,408	0	2,721,823
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	15,539,979	15,538,770	(1,209)	1,624,204
Other Staff Salaries	2000-2999	8,581,140	8,549,877	(31,263)	603,076
Employee Benefits	3000-3999	7,094,452	7,094,452	0	979,354
Supplies & Materials	4000-4999	739,899	738,607	(1,292)	83,626
Services & Other Operating	5000-5999	2,601,797	2,632,274	30,477	274,623
Capital Outlay	6000-6999	1,773,853	1,777,140	3,287	99,668
Payments to Students	7500-7699	205,950	205,950	0	6,019
Total Expenditures		36,537,070	36,537,070	0	3,670,570
OTHER FINANCING SOURCES/(USES):					
Transfers Out	7300-7399	829,076	829,076	0	829,076
Debt Service	7100-7199	177,262	177,262	0	43,959
Total Other Sources (Uses)		1,006,338	1,006,338	0	873,035
TOTAL USES OF FUNDS		37,543,408	37,543,408	0	4,543,605
LOCATION OPERATING BALANCE		250,000	250,000	0	2,649,399
Reserve for Economic Uncertainties		250,000	250,000	0	0
Nondesignated Budget Allocation		\$ 0	\$ 0	\$ 0	0

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	21
FROM:	CHANCELLOR	DATE:	09/27/04
SUBJECT:	SOCCCD: INVESTMENT POLICY		
REASON FOR BOARD CONSIDERATION:	INFORMATION		

BACKGROUND

Senate Bill Number 564 added Government Code Section 53646 requiring the Chief Fiscal Officer of each local agency in California, including educational institutions, to annually render a Statement of Investment Policy to the legislative body of the local agency for consideration at a public meeting. The District's Investment Policy, Board Policy 3102, was approved on September 16, 1996 and revised on April 26, 1999 and September 29, 2003.

STATUS

Board Policy 3102 (EXHIBIT A) is being submitted to the Board of Trustees for consideration as required by Government Code Section 53646. No changes in the Investment Policy are recommended at this time.

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

BOARD POLICY

3102

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS

INVESTMENT POLICY

Purpose:

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

Policy:

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

Responsibility:

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

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

Deposits of Proceeds From the Issuance of Debt:

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

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

Changes to Investment Policy:

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

Financial Professional's Compliance with Investment Policy:

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	22
FROM:	CHANCELLOR	DATE:	09/27/04
SUBJECT:	SOCCCD: LOCALLY FUNDED PROJECTS PROGRESS REPORT		
REASON FOR BOARD CONSIDERATION:	INFORMATION		

BACKGROUND

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

STATUS

Exhibit A provides an up to date report on the status of the locally funded construction projects.

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

LOCALLY FUNDED FACILITIES PLAN

PLAN STATUS REPORT

September 27, 2004

On August 30, 2004, a status report was submitted to the Board of Trustees for information. Since then, a request for qualifications was sent to architectural firms interested in providing architectural services for some of these projects. Thirteen firms responded to the invitation and eight were selected for interviews, which were conducted on September 8. As a result, several firms will be recommended to the board as the projects are ready to move forward. Also, after the last report, the State updated the construction cost index by 5.56% in recognition of recent increases in construction cost. We have updated the cost estimates of new projects accordingly. The following is an update on the status of each project:

SADDLEBACK COLLEGE

1. REPAIR TAS BUILDING. The architect has met several times with the college/district project team. Also, a meeting took place between the architect, structural engineer, and geotechnical engineer; as a result, the geotechnical engineer is adjusting his recommendations with the goal of providing an even better solution that will guarantee long lasting results. Studies for usage of the HS complex as swing space have been approved by the college. The committee is recommending not using of any of the old Cal State Fullerton buildings as swing space because of the possible presence of mold, air pollution, and other problems that will likely surface if remodeling takes place; instead, if necessary, portables will be rented for the duration of the project. The deciding factor in relation to swing space will be whether or not the second floor of the TAS building can remain occupied during the repair of the first floor and this is being investigated with DSA and other sources.

2. LIBRARY REMODEL. The college and district administration have been discussing different options for this project. Since there is still a possibility that state funds may become available in 2006-07, a phased approach is recommended. The first phase would consist in repairing the slab on grade and remodeling the front (west) part of the first floor, from the area currently occupied by the LAP to the board room, for classroom, the Lariat, and the photography lab. In this scheme, the LAP will move to the portion of the third floor currently occupied by HR and the college administration will move to the part currently occupied by Business Services and the district's executive offices. The part of AGB building vacated by the college administration will be remodeled to house the ITC and one large classroom. The SA and CC buildings will be demolished. GKK has been tentatively identified as the architect for this project and, if the project is approved and funded by the Board, a recommendation to hire this firm will be submitted at the next board meeting.

3. MATH/ SCIENCE/ ENGINEERING ANNEX. On the last report it was proposed that a new annex facility be built adjacent to the M/S/E building to house the science labs.

Carrier Johnson an architectural with extensive experience in designing science labs has been identified by the committee for this project and, if the project is approved and funded by the Board, a recommendation to hire this firm will be submitted at the next board meeting.

4. REPAIR & REMODEL M/S/E BUILDING. This project will take place after the M/S/E Annex is completed.

5. NEW PARKING. One parking consultant team has been identified for this project, lead by Choate Parking Consultants, Inc., and including A. C. Martin as consulting architects. The first step will be to conduct an analysis of existing parking and traffic conditions and provide recommendations. These recommendations should include parking solutions, access/egress studies for proposed parking, and general campus traffic recommendations (including loop road). A proposal to hire CPC to perform this study is being submitted to the Board under separate cover.

6. BGS REPAIRS. A separate report on this project is being submitted to the Board.

IRVINE VALLEY COLLEGE

1. PERFORMING ARTS THEATER. Progress is continuing on this project with working drawings approaching the 50% completion level. The current volatility of the construction market makes difficult to validate cost estimates. C W Driver has been reviewing the cost assumptions made by the architect and now is working with the design team, their cost estimator, and college and district staff to keep the project within budget.

2. BUSINESS & TECHNOLOGY INNOVATION CENTER. It was the consensus of the committee that interviewed architectural firms that LPA was the best candidate for this particular project, based on the success of the HS Building at Saddleback College and the experience of this firm with other similar community college projects. A recommendation to hire LPA study is being submitted to the Board under separate cover. As reported in August, a cost estimate by C. W. Driver calculated the construction cost of this project at more than one million dollars over budget. The architect's first priority will be to study the budget and report to the Board.

3. UTILITIES INFRASTRUCTURE. Preliminary contacts with the Gas Company and Southern California Edison have been established. The cost associated with these services will depend on whether we can establish a separate address for the Jeffrey Road entrance to the campus; since the college has no objection to having a separate address, the next step will be researching this with the city of Irvine.

4. MAINTENANCE & POLICE FACILITY. Construction of this project is required to make room for the Business Technology & Innovation Center. Since the two projects are related, the committee is recommending using the same architect, LPA. If the project is

approved and funded by the Board, a recommendation to hire this firm will be submitted at the next board meeting.

5. LOT #5 EXPANSION AND LOT #6 (Phase I). The design of the new parking is included in the plans being prepared by Arquitectonica for the theater. The Board has already approved \$730,000 from basic aid for this project; the estimated cost is about \$1,500,000. At the time of bid, this project will be bid separately and additional funds will be required. Construction will take place at the same time as the theater.

6. BARRANCA ENTRANCE. No change of status to report at this time.

ATEP

DEVELOPMENT OF ATEP SITE. In accordance with the conveyance documents, plans were submitted to the City of Tustin for review and comment/ approval. This process is now practically completed but delayed the project by about six weeks. Also, plans have been submitted to DSA and will have to go through the standard review process as opposed to the over-the-counter approval process as anticipated (this is due to the state budget cuts that limited staff availability). This will further delay the project which now is expected to be completed in the Summer of 2005 and be ready for occupancy in the Fall of 2005.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	23
FROM:	CHANCELLOR	DATE:	09/27/04
SUBJECT:	SOCCCD: AUGUST/SEPTEMBER 2004 CONTRACTS UNDER \$5,000		
REASON FOR BOARD CONSIDERATION:	INFORMATION		

BACKGROUND

During August/September 2004 the following contracts were reviewed and approved by the Deputy Chancellor following review by legal counsel, when appropriate.

CONTRACTOR NAME

CONTRACT AMOUNT

Quick Caption Consultant agreement to perform real time captioning services. (Attachment 1)	\$4,500.00
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Keenan & Associates Workers' Compensation Run-Off Claims Agreement to administer self-insured Workers' Compensation claims programs. (Attachment 2)	\$3,500.00
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Southern California Edison Extend the license agreement for an additional two years. (Attachment 3)	\$ 754.00
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Diversified Monitoring Services Affiliation agreement to provide clinical/internship training for students. (Attachment 4)	\$ 0.00
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Silverado Senior Living Affiliation agreement to provide clinical/internship training for students. (Attachment 5)	\$ 0.00
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Orange County Youth & Family Services Affiliation agreement to provide clinical/internship training for students. (Attachment 6)	\$ 0.00
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South Coast Counseling & Psychological Services Affiliation agreement to provide clinical/internship training for students. (Attachment 7)	\$ 0.00
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Able to Change Recovery Inc. Affiliation agreement to provide clinical/internship training for students. (Attachment 8)	\$ 0.00
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Stand Up for Kids Affiliation agreement to provide clinical/internship training for students. (Attachment 9)	\$ 0.00
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Contracts Under \$5,000**Page 2 of 2**

Action Family Counseling	\$	0.00
Affiliation agreement to provide clinical/internship training for students. (Attachment 10)		
The Villa Center	\$	0.00
Affiliation agreement to provide clinical/internship training for students. (Attachment 11)		
Girls Incorporated of Orange County	\$	0.00
Affiliation agreement to provide clinical/internship training for students. (Attachment 12)		
Weller Health Institute	\$	0.00
Affiliation agreement to provide clinical/internship training for students. (Attachment 13)		
Orange County Child Abuse Prevention Center	\$	0.00
Affiliation agreement to provide clinical/internship training for students. (Attachment 14)		
Gary's Place for Kids	\$	0.00
Affiliation agreement to provide clinical/internship training for students. (Attachment 15)		
South Coast Recovery	\$	0.00
Affiliation agreement to provide clinical/internship training for students. (Attachment 16)		
Recovery Achievement Program	\$	0.00
Affiliation agreement to provide clinical/internship training for students. (Attachment 17)		
National Therapeutic Services, Inc.	\$	0.00
Affiliation agreement to provide clinical/internship training for students. (Attachment 18)		
Newport Coast Recovery	\$	0.00
Affiliation agreement to provide clinical/internship training for students. (Attachment 19)		
Mount St. Mary's	\$	0.00
Clinical training agreement for students. (Attachment 20)		
The Regents of the University of California	\$	0.00
Affiliation agreement to provide clinical/internship training for students. (Attachment 21)		

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

INDEPENDENT CONTRACTOR/CONSULTANT AGREEMENT

ATTACHMENT 1

Page 1 of 3

This Agreement is made and entered into this 23rd day of August, 2004 between:

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692-3635
Telephone (949) 582-4664
Requisition #RB05-00783

hereinafter called DISTRICT, and

(Name of Consultant): **Quick Caption**
(Street Address): **2374 Arroyo Drive**
(City, State, Zip Code): **Riverside, CA 92506**
(Telephone #): **(909)536-0850**

hereinafter called CONSULTANT.

WHEREAS, the DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ an independent contractor specially trained to perform special services required; and

WHEREAS, the CONSULTANT is specially trained and experienced and competent to perform the special consultant services pursuant to this agreement.

The parties agree as follows:

1. The period of this Agreement shall be from August, 2004 to June 30, 2005, inclusive. The DISTRICT shall have the discretion to terminate this contract by providing CONSULTANT 30 days prior written notice.
2. The CONSULTANT shall, at times and places designated by it and acceptable to the DISTRICT perform the following services:
See attached job duties.


3. The DISTRICT shall pay the CONSULTANT **\$45.00** an hour, not to exceed **\$4,500.00** for services specified above, plus DISTRICT shall reimburse the following expenses (none) not to exceed **\$0.00** in accordance with the South Orange County Community College District guidelines. The total contract amount is \$4,500. Upon completion of the services provided for hereof and upon a signed invoice acceptable to the DISTRICT and approved by Randy Anderson, payment will be made.
4. The DISTRICT shall not be liable to the CONSULTANT for personal injury or property damage sustained by him/her in the performance of this contract, whether caused by himself/herself, the DISTRICT, its officers, agents or employees, or by any third party. CONSULTANT agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever.
5. While performing service hereunder, the CONSULTANT is an independent contractor and not an officer, agent or employee of the South Orange County Community College District inclusive of Saddleback College and Irvine Valley College.
6. Neither party shall assign this Agreement or any part thereof without the written consent of the other party.

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

Consultant

South Orange County Community College District

Signature: _____

Signature: 

By: _____

By: Gary Poertner

Title: Consultant

Title: Deputy Chancellor

Date: _____

Date: 8-26-04

Contact Person: _____

College Contact Person: _____

Quick Caption
Job Duties

1. The CONSULTANT shall, at times and places designate by it and acceptable to the DISTRICT, perform real time captioning services at the request of District. The District shall place a real time captioning request for Orange County by calling Quick Caption at (909) 536-0850.
 - a. At the time the real time captioning request is made, District shall relay the following information:
 - i. Name and phone number of person placing the request.
 - ii. Date, time, and duration real time captioning services are needed.
 - iii. The deaf person's name if applicable.
 - iv. Nature of real time captioning assignment.
 - v. Location of assignment, address, city and major cross streets.
 - vi. Person to whom real time captionist reports to and phone number.
2. The DISTRICT shall pay the CONSULTANT as provided for below upon completion of the services provided for hereof.
 - a. An hourly rate of \$45.00 per hour in 30-minute increments
 - b. Class notes provided directly to student on 3.5" disk or via email
 - c. Cancellation received a minimum of 48 hours prior to assignment – no charge
 - d. Two-hour minimum per day (not per class)
 - e. No charge for travel time or mileage
 - f. Services invoiced biweekly; net 30 days; 5% late fee will apply after 45 days
3. The CONSULTANT shall assume all expenses, including but not limited to travel expenses incurred by him/her in connection with performance hereunder.



- REALTIME CAPTIONING
- TRANSCRIPTION
- PROOFREADING
- VIDEO CAPTIONING
- LED ELECTRONIC
DISPLAY SALES

AGREEMENT

The following terms and conditions are entered into on June 30, 2004. The period of this agreement shall be for one year.

This agreement is by and between:

QuickCaption, Inc.

and

South Orange Community College District

for the express purpose of providing realtime captioning services
for the deaf and hard of hearing

Terms and Conditions

1. Realtime academic captioning (Captionists provide steno machine, captioning software and laptop)
2. Specific emergency captionists utilized as needed to insure coverage
3. Class notes provided directly to student on 3.5" disk or via email
4. All notes archived for one year following completion of class
5. \$45.00 per hour in 30-minute increments
6. Cancellation received a minimum of 48 hours prior to assignment - no charge
7. Two-hour minimum per day per captionist (not per class)
8. No charge for travel or editing (unless specifically agreed upon prior to assignment)
9. Services invoiced biweekly; net 30 days; 5% late fee will apply after 45 days

The undersigned agree to the terms and conditions as outlined above. Either party may terminate this agreement with 20 days written notice.

Anthia A. Ward
QuickCaption, Inc.
Anthia A. Ward

Saddleback Community College

8/23/04
Date

Date

- 2374 ARROYO DRIVE
- RIVERSIDE, CALIFORNIA 92506
- TEL 909.536.0850
- WWW.QUICKCAPTION.COM

WORKERS' COMPENSATION RUN-OFF CLAIMS AGREEMENT

THIS AGREEMENT is made and entered into this _____ day of _____, 2004 by and between SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter called "CLIENT," and KEENAN & ASSOCIATES, hereinafter called "SERVICE COMPANY."

WHEREAS, Government Code Section 53060 authorizes public agencies to contract with specially trained, experienced, and competent persons for the furnishing to said agencies of special services and/or advice in financial, economic, accounting, engineering, legal or administrative matters and to pay said persons for said services and/or advice; and

WHEREAS, SERVICE COMPANY has specialized experts in administering self-insured Workers' Compensation claims programs; and

WHEREAS, pursuant to Title I, Division 7, Chapter 5, Article I (Section 6500 et seq.) of the Government Code, CLIENT has entered into a joint powers agreement with other public educational agencies to jointly provide for a Self-Insurance Program for Workers' Compensation for the mutual benefit of the public educational agencies; and

WHEREAS, CLIENT now desires to contract with SERVICE COMPANY for the administration of run-off claims under its Self-Insurance Program for Workers' Compensation which are the responsibility of the CLIENT.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties agree as follows:

- I. This Agreement shall be effective on the approval of the parties hereto, or on July 1, 2004 whichever occurs later. Unless terminated pursuant to paragraph IV, this Agreement shall be continuous for the one-year period from July 1, 2004 through June 30, 2005.
- II. On behalf of CLIENT, SERVICE COMPANY agrees to perform the following services in connection with CLIENT's Self-Insurance Workers' Compensation Program:

A. Claims Administration

1. Determine liability for claimed injuries and illnesses in accordance with California Workers' Compensation Laws.
2. Review and process all run-off claims in accordance with rules and regulations established by the Department of Industrial Relations Self-Insurance Plans.
3. Establish files containing medical and factual information on each reported claim together with complete accounting records and maintain same in accordance with statutory time requirements.
4. Compute and pay temporary disability benefits to injured or ill employees based on earnings information and authorized disability periods.
5. Determine nature and extent of permanent disability and arrange for informal disability rating whenever possible to avoid Workers' Compensation Appeals Board litigation.
6. Explain to and assist employee in completing necessary forms for permanent disability ratings.
7. Review, compute and pay informal ratings, findings and awards, life pensions or compromise and release settlements.
8. Maintain and establish reserve estimates for each reported claim.

9. Arrange for and supervise necessary investigation to determine eligibility for compensation benefits and/or liability of negligent third parties.
10. Handle excess reinsurance claims on CLIENT's behalf, complying with all conditions of reinsurance contract and submit billings and collect paid losses in excess of self-insurance retention.
11. Arrange and supervise rehabilitation services where indicated.
12. Arrange for and set up system for payment of benefits and allocated expenses in accordance with CLIENT's needs.
13. Assist in the preparation of all reports which are now, or will be required by the State of California or other government agencies with respect to self-funded programs.
14. Partner with CLIENT to develop and assist in the implementation of a transitional return to work program to accommodate vocational rehabilitation.

B. Medical Administration

1. Select, with CLIENT's written approval, a panel of general practitioners, physicians, specialists, hospitals and emergency treatment facilities to which injured employees should be referred and review and update panel on a regular basis.
2. Authorize, review and monitor all medical treatment required on injury or illness claims and audit and pay all medical expenses.
3. Maintain close contact with treating physicians, specialists and hospitals to ensure employees receive proper medical treatment and are returned to full employment at earliest date.

4. Arrange for medical-legal opinions in disputed cases, conferring with medical examiners, CLIENT, and legal counsel where indicated.
5. Consult frequently with CLIENT in those cases where injury residual might involve restriction and/or retirement potential.

C. Legal Administration

1. Refer litigated cases to attorneys recommended by SERVICE COMPANY and approved in writing by CLIENT for purposes of defending CLIENT'S interests before Workers' Compensation Appeals Board and the court.
2. Work closely with counsel in preparing defense of litigated cases.
3. Obtain CLIENT's written authorization on all settlements or stipulations.
4. Work closely with applicant's attorney and legal counsel in informal dispositions of litigated cases.
5. Attend, where indicated, Workers' Compensation Appeals Board hearings.
6. Discharge, on behalf of CLIENT, all legal obligations to its injured employees imposed by Workers' Compensation Appeals Board and higher courts.
7. Protect and preserve CLIENT's interests in all potential subrogation cases.

D. Employee Services

1. Develop with CLIENT written materials which will provide information and guidance to employees regarding Workers' Compensation and the Self-Insurance Program.
2. Meet and confer with CLIENT on a quarterly basis or as otherwise reasonably requested by CLIENT to review and update CLIENT on Workers' Compensation benefits and self-insurance.

3. Meet with and assist injured employees in resolving problems that arise from injury or illness claims.
4. Develop and recommend in writing policies and procedures in areas such as pre-employment physicals, work restrictions and disability retirement.

E. Statistical

1. Report to CLIENT in writing monthly status of claim payments and reserves on an individual claim basis and in the aggregate.
2. Report to CLIENT in writing quarterly loss analysis of claims filed by frequency and severity.
3. Assist in the preparation of all reports required by the State of California or other government agencies relating to Workers' Compensation claims.

III. CONSIDERATION. In consideration for services rendered, the CLIENT agrees to pay SERVICE COMPANY a fee of \$3,500 for the contract period of July 1, 2004 through June 30, 2005, payable in full on July 1, 2004.

IV. TERMINATION: Either party may cancel this Agreement by providing sixty (60) days prior written notice to the other party specifying the desired date of termination. Notice shall be given in the manner set forth in Section XXV of this Agreement.

Upon termination, SERVICE COMPANY shall be entitled to only that pro rata fee based upon work actually accomplished as of the effective date of the termination. Any monies paid to the SERVICE COMPANY in excess of the pro rata fee shall be refunded to the CLIENT within 30 days of the termination date.

V. OWNERSHIP RIGHTS. All claim files, loss reports, payroll information and other documents and materials arising out of this Agreement shall be delivered to CLIENT upon request and following the effective termination date of this Agreement.

VI. CONFIDENTIALITY. SERVICE COMPANY agrees not to release any information, file, document, written report, any portion thereof, or any information regarding any investigation it may undertake on behalf of the CLIENT to any third party without the express written consent of CLIENT, except as provided by law or in this Agreement. SERVICE COMPANY shall keep confidential all information concerning CLIENT and its employees possessed by SERVICE COMPANY, regardless of the medium thereof, except information that is generally available to the public

VII. INDEPENDENT CONTRACTOR. In the performance of this Agreement, SERVICE COMPANY is an independent contractor, not an employee. As such, CLIENT will not provide to or pay for any benefits normally furnished to employees of CLIENT, including but not limited to Workers' Compensation Insurance coverage, liability insurance coverage, health and accident insurance coverage, disability insurance coverage, unemployment insurance coverage or retirement benefits.

VIII. INSURANCE. SERVICE COMPANY shall maintain the following minimum coverage at all times during the period of the Agreement:

- A. WORKERS' COMPENSATION. If SERVICE COMPANY employs any person to perform work in connection with this Agreement, SERVICE COMPANY shall procure and maintain at all times during the performance of such work Workers' Compensation

Insurance in conformance with the laws of the State of California and federal laws where applicable. Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000.00) per accident, disease, or work-related incident.

B. ERRORS AND OMISSIONS LIABILITY INSURANCE. SERVICE COMPANY shall procure and maintain at all times for the duration of this Agreement Professional Errors and Omissions Liability Insurance in an amount not less than One Million Dollars (\$1,000,000.00) combined single limits per occurrence and aggregate.

C. BODILY INJURY, DEATH AND PROPERTY DAMAGE LIABILITY INSURANCE. SERVICE COMPANY shall procure and maintain at all times for the duration of this Agreement General Liability Insurance (including motor vehicle operation). The policy(ies) shall not be less than One Million Dollars (\$1,000,000.00) for each occurrence.

IX. INDEMNIFICATION.

1. SERVICE COMPANY agrees to defend any demand, claim or legal action commenced against CLIENT caused directly or indirectly by wrongful or negligent acts of SERVICE COMPANY's officers, employees, agents or others engaged by SERVICE COMPANY and agrees to indemnify CLIENT against any liability, loss, cost or damage, including attorney fees, resulting therefrom.
2. CLIENT agrees to defend any demand, claim or legal action commenced against SERVICE COMPANY caused directly or indirectly by the wrongful or negligent acts of CLIENT's officers, employees, agents or others engaged

by CLIENT and agrees to indemnify SERVICE COMPANY against any liability, loss, cost or damage, including attorney fees, resulting therefrom.

X. ASSIGNMENT. SERVICE COMPANY shall not assign this Agreement or any part thereof. Any such purported assignment shall be deemed null and void by CLIENT and shall be cause for immediate termination of this Agreement by CLIENT.

XI. COMPLIANCE. SERVICE COMPANY shall comply with all the applicable Federal, State and local laws in the performance of service to CLIENT as described herein.

XII. ARBITRATION. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof shall be settled by arbitration after the parties have used best efforts to amicably resolve any disagreement, dispute or question regarding this Agreement. Said arbitration shall be initiated by either party hereto, in writing, and set forth the nature and conduct of the dispute to be arbitrated in accordance to the rules of the American Arbitration Association. Said arbitration shall take place in a mutually agreed upon location and shall occur within ninety (90) days after the date of the written election to arbitrate referenced above. The decision made by the arbitrator shall be binding and may be entered as a judgment in any court of law having jurisdiction thereof.

XIII. MODIFICATION and AMENDMENT. No modifications or amendments to any provision hereof shall be binding unless in writing and signed by both parties hereto.

XIV. ENTIRE AGREEMENT. This Agreement contains the entire understanding relating to the terms covered by this Agreement and supercedes all prior and collateral communications, reports, understanding, if any, between the parties.

XV. AUDIT NOTICE. In the event that SERVICE COMPANY is requested to disclose its books, documents, or records relating to the services rendered pursuant to this Agreement, CLIENT shall notify SERVICE COMPANY in writing of the nature and scope of the request and SERVICE COMPANY shall make available, upon written request of CLIENT, all such books, documents, or records, during regular business hours of SERVICE COMPANY. Such request notice shall be given at least fifteen (15) working days prior to the inspection and/or disclosure date.

XVI. FORCE MAJEURE. Neither party shall be liable nor deemed to be in default for any delay or failure in performance under this Agreement or any other interruption of service or employment deemed resulting, directly or indirectly, from acts of God, civil or military authority, acts of public enemy, war, accidents, fires, explosions, earthquakes, floods, vandalism, strike, or other work interruptions by CLIENT's employees, or any similar cause beyond the reasonable control of either party provided that such party gives the other party written notice thereof promptly and, in any event, within fifteen (15) calendar days of discovery thereof and uses reasonable care, skills and diligence in curing the delay. In the event of such Force Majeure, the time for performance or cure shall be extended for a period equal to the duration of the Force Majeure but not in excess of three (3) months.

XVII. FAIR EMPLOYMENT OPPORTUNITY. In connection with the performance of this Agreement, SERVICE COMPANY shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, physical handicap, marital status, national origin or any other protected category. SERVICE COMPANY shall take affirmative actions to ensure that applicants are employed, and that employees treated during their employment, without regards to their race, religion, color, sex, physical handicap, marital status, national origin, or any other

protected category. Such actions shall include, but are not limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertisement, rate of pay or other forms of compensation, and selection for training, including apprenticeship.

XVIII. NON -WAIVER. No failure or delay in exercising any right, power or privilege under this Agreement shall be construed as a waiver thereof, nor shall any single or partial exercise thereof preclude any other or further exercise thereof or the exercise of any right, power or privilege under this Agreement.

XIX. HEADING NOT CONTROLLING. The sections in this Agreement are for convenience only and shall not be construed in any way to limit or define the content, scope or intent thereof.

XX. SEVERABILITY. The various terms of this Agreement and Addenda and/or attachment hereto are severable and if any one or more provisions are adjudged to be unenforceable, in whole or in part, the remaining provisions shall remain in full force and effect.

XXI. ATTORNEYS' FEES. If any arbitration proceeding should be instituted by either of the parties hereto for the enforcement of the terms of this Agreement or to determine the rights of the parties thereunder, the prevailing party in said proceeding shall recover, reasonable attorneys' fees, if so ordered by the arbitrator.

XXII. BINDING ON SUCCESSORS. All terms, provisions, and conditions and addenda to this Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and legal representatives.

XXIII. FINES & PENALTIES. The SERVICE COMPANY will pay any fines, and/or penalties levied by regulatory authorities that are determined to be the fault of the SERVICE COMPANY.

XXIV. SOLICITATION OF EMPLOYEES. For purposes of this provision, "employee" shall mean all individuals on the payroll of each party. Each party specifically agrees not to solicit directly for itself or any third party any of the other party's employee(s) during the performance of this Agreement and for a period of one (1) year following the completion of this Agreement or termination thereof.

XXV. NOTICE. All communication relating to the day-to-day activities of the parties shall be exchanged between the CLIENT's designated representative and SERVICE COMPANY's designated representative. All other communication and notices deemed by either party to be necessary or desirable are to be given to the other party in writing and may be given by personal delivery to the designated representative of the parties or by certified mail to the following address, in which case it shall be effective five (5) calendar days after the postmarked date:


If to SERVICE COMPANY: Tara Schilling, Senior Vice President
Keenan & Associates
2355 Crenshaw Boulevard, Suite 200
Torrance, CA 90510

If to CLIENT:

Ms. Katie Slavin, Director of Business Services
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA. 92692-3635

XXVI. APPLICABLE LAW. This Agreement shall be governed by and interpreted in accordance with the laws of the State of California.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

By: 

Print Name: Gary L. Poertner

Title: Deputy Chancellor

Date Approved: September 14, 2004

KEENAN & ASSOCIATES

By: _____

Print Name: _____

Title: _____

Date Approved _____

Permittor

AMENDMENT TO LICENSE AGREEMENT

Property No. P86S014-1-43
Account No. 2211

IT IS MUTUALLY AGREED that the License Agreement entered into on July 15, 1999, between SOUTHERN CALIFORNIA EDISON, a corporation, as Licensor, and South Orange County Community College District, as Licensee, covering that certain real property in the City of Irvine, County of Orange, State of California, as described in said license, is being amended in order to extend the license for an additional two (2) years. Therefore, Licensor and Licensee hereby amend the License, effective July 1, 2004, as follows:

1. **Article 2 (Term)** of the License is hereby amended, adding an additional two (2) years, commencing on the first day of July, 2004 and ending on the last day of June 2006.

Except as otherwise herein provided, it is mutually understood and agreed that all the terms, covenants, and conditions of said License Agreement dated August 5, 1999, shall be and remain in full force and effect.

DATED as of August 9, 2004

SOUTHERN CALIFORNIA EDISON,
a corporation

By: Lorena Munoz by DB
LORENA MUNOZ
Agent
Real Estate Revenue Division
Corporate Real Estate Department

Transmission Design and Right of Way

Date: 7/29/04


Approved: Doreen Grigo

By: G. Poertner
LICENSEE
South Orange County Community College District

Print Name: Gary L. Poertner, Deputy Chancellor



TOTAL AREA (GROSS)		SQ.FT. 165,912	AC. 3.81
FACILITY NAME: JOHANNA - SANTIAGO 220KV T/L R/W		P.I.D. NO. 5012108	J.O. JAMIN ID: REO-10155
LIC# SEE: SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT		CITY: IRVINE	T.G.: 860G5
PROPERTY NO. : POSAJ860G52	R/P AGENT: ALICE LIKELY	COUNTY: ORANGE	STATE: CA
LAND MAPPING: P. VANEKRIS	ACCOUNT NO.: 2211		
SANDERS MAP NO.: 5151269 & 5151270	OTHER REF.: LS015143.DWG ; SURVEY TOPO RC3226A.DWG		
M.S.: 41-93/94 ; 42-94	DATE: 07/15/99		


**SOUTHERN CALIFORNIA
EDISON**
An EDISON INTERNATIONAL Company

AGREEMENT

(HEALTH SCIENCES / HUMAN SERVICES STUDENT PROGRAM)

THIS AGREEMENT is made and entered into this 20th day of August 2004, by and between:

Diversified Monitoring Services
23193 La Cadena Dr., Suite 104
Laguna Hills, CA 92653
(949) 305-3140

hereinafter called the Agency, and

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692
(949) 582-4500

hereinafter called the College.

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

WHEREAS, the College and Agency acknowledge a public obligation to contribute to health sciences and human services education for the benefit for students and to meet community needs.

WHEREAS, the College provides approved programs in health sciences and human services education, including, but not limited to nursing at the RN level, Psychiatric Technician, Emergency Medical Technician - Basic and Emergency Medical Technician - Paramedic, Medical Assisting, Phlebotomy and Human Services, which require clinical/internship experiences for students enrolled in these programs.

WHEREAS, the Agency has facilities suitable for the clinical/internship needs of the College programs in health sciences and human services.

WHEREAS, it is to the benefit of both College and the Agency that health sciences and human services students have opportunities for clinical/internship experience to enhance their capabilities as practitioners.

Now, THEREFORE, the College and Agency do covenant and agree as follows:

PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE COLLEGE

A. For the Program in General

1. The College representative shall be the Dean of Health Sciences, Human Services and Emeritus Institute, who will serve as coordinator and liaison of this agreement between the Agency and the College.

2. The College will assume full responsibility for offering health sciences and human services education programs eligible for accreditation or approval by the appropriate State Board or Agency.
3. College faculty members may be invited to serve as voluntary resource persons to the Agency staff by serving on health sciences and human services committees, by sharing knowledge as experts, and by participating in other matters dealing with the quality of patient/client care.
4. For Workers' Compensation
The College shall carry Workers' Compensation Insurance on students of the College during clinical/internship assignment, and shall keep records of clinical/internship attendance for audit by the State Workers' Compensation Insurance Fund.
5. Hold Harmless Agreement
College agrees to and does hereby indemnify and hold harmless to the extent authorized by law the Agency and its officers, agents and employees from every liability, loss, damage, or expense which may be incurred by reason of: liability for (1) death or bodily injury to persons, (2) injury to, loss or theft of property, or (3) any other loss, damage or expense arising under either (1) or (2) above, sustained by the College, the College students participating in laboratory learning experiences, or by any person employed by the College in connection with the laboratory learning experience called for in this Agreement, except for liability resulting from the negligence or willful misconduct of the Agency or its officers, employees, or agents, or independent contractors who are directly employed by the Agency; and any injury to or death of persons or damage to property caused by any act, neglect, default or omission of the College, its employees or students.

Agency agrees to and does hereby indemnify and hold harmless to the extent authorized by law, the College, its officers, agents and employees from every liability, loss, damage, or expense which may be incurred by reason of: liability for (1) death or bodily injury to persons, (2) injury to, loss or theft of property, or (3) any other loss, damage or expense arising under either (1) or (2) above, sustained by the Agency, its officers, agents and employees in connection with the laboratory learning experience called for in this Agreement, except for liability resulting from the negligence or willful misconduct of the College, its officers, employees, agents of independent contractors who are directly employed by the College; and any injury to or death of persons or damage to property caused by any act, neglect, default or omission of the Agency, its officers, agents and employees.

6. Public Liability and Property Damage Insurance

The College and Agency agree to take out and maintain during the life of this agreement such public liability and property damage coverage as shall protect the College and the Agency harmless. Such insurance shall be in the following amounts:

Bodily Injury	\$1,000,000.00
Property Damage	\$1,000,000.00

B. For Program Planning

The College will initiate the development of mutually acceptable clinical/internship instruction plans for using the Agency's clinical/internship areas to meet the educational goals of health sciences and human services curricula. These plans will be made available to the Agency at a mutually agreed upon time prior to the beginning of the school term and subject to revision in instances of conflict with patient care/client responsibilities and/or College interests.

C. For Instruction

1. The College shall supervise all instruction and clinical/internship experience for all students assigned to the Agency; and participate in the supervision of the instruction and clinical experience for the Nursing Program's - Clinical Preceptorship and Health Sciences, Human Services Program's Internship. The College shall assume full responsibility for the content of the educational programs.
2. The College will provide faculty members who are both qualified teachers and competent health sciences and human services practitioners, as required by the health sciences and human services program in which they teach.
3. The College will provide orientation for its health sciences and human services faculty members to familiarize them with Agency policies, practices, and facilities before assigning them to instructional duties at the Agency.
4. The College faculty will be responsible for learning and observing the regulations of both College and Agency as they apply to the circumstances of clinical/internship teaching.
5. The College has the privilege of regularly scheduled meetings with Agency staff, including both selected floor personnel and administrative level representatives for the purpose of interpreting, discussing, and evaluating the educational program in health sciences and human services.

D. For Health Sciences and Human Services Students

The College will be responsible for assuring the health sciences and human services students assigned to the Agency for clinical/internship instruction meet both College and Agency standards of health and physical fitness, and shall provide certification that the students have been immunized against the common communicable diseases.

PART III. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE AGENCY

A. For the Program in General

1. The Agency will maintain the standards which make it eligible for approval as a clinical/internship area for instruction in an accredited health sciences and human services program.
2. The Agency staff may participate in the educational program on request of the College instructor. This may be resource persons, clinical experts, or assisting in the planning and implementation of aspects of clinical/internship education. Such participation will be voluntary and shall not interfere with assigned Agency duties.
3. The Agency will designate a staff member who will function as Educational Coordinator for health sciences and human services education uses of the Agency facilities, including joint planning with representatives of all involved health sciences and human services programs.
4. The Agency will permit the faculty and students of the College to use its patient/client care and service facilities for clinical/internship education according to the approved curricula.

B. For Services and Facilities

1. The Agency will permit the educational use of such supplies and equipment as are commonly available for patient/client care.
2. The Agency will permit use of the following facilities and services by College health services and human services students and faculty at such times and to the degrees considered feasible by the Agency:
 - a. Parking areas.
 - b. Locker, storage and dressing facilities.
 - c. Same food services as are available to Agency staff.
 - d. First aid treatment with written consent required for minors.
 - e. Classroom and conference room space.
 - f. Office and/or desk space for health sciences and human services faculty.
 - g. Equipment demonstration areas.
 - h. Access to sources of information for educational purposes, such as:
 - (1) Charts, nursing station references, Kardex files.
 - (2) Procedure guides, policy manuals.
 - (3) Medical dictionaries, pharmacology references.
 - (4) Books and periodicals in the Medical Library.

C. For Control of College Personnel

The Agency may refuse access to its clinical/internship areas to health sciences and human services students or College faculty who do not meet its employee standards for safety, health, cooperation, or ethical behavior, pending investigation and resolution of the matter by the Agency and the College.

PART IV. JOINT RESPONSIBILITIES AND PRIVILEGES

Publication by College faculty or Agency staff members of any material relative to their clinical/internship experience, that has not been approved for release by the College and Agency signers of this agreement, is prohibited.

PART V. STATUS OF HEALTH SCIENCES AND HUMAN SERVICES STUDENTS

- A. Health sciences and human services students shall have the status of learners and shall not be considered to be Agency employees, nor shall they replace Agency staff. Clinical/internship experience will be conducted as a laboratory learning experience.
- B. Health sciences and human services students are subject to the authority, policies and regulations of the College. They are also subject, during clinical/internship assignments, to applicable Agency regulations and must conform to the same standards as are set for Agency employees in matters relating to the welfare of patients/clients and general Agency operation.
- C. No student under the influence of drugs, alcohol, or other chemicals will be allowed presence or practice in any clinical/internship setting. Any student who, in the opinion of the instructor, is judged unsafe according to the above regulation shall be excluded from the clinical/internship setting. Such exclusion from instruction shall be made in the presence of a suitable witness (any licensed/certificated personnel). The student will be directed by the instructor to report to the Dean of the Division of Health Sciences, Human Services and Emeritus Institute, who will refer the matter to the Saddleback College Vice President of Student Services, for investigation pursuant to College regulations. At the completion of the investigation, a student found to have violated the above regulations may be disqualified from the program.

PART VI. PERIOD OF AGREEMENT

This agreement shall be effective as of the date signed, and shall continue in effect until terminated by written notice of either party. The said termination shall become effective only at the close of an academic year, but not before six months after receipt of said notice, except that this agreement may be terminated at anytime upon written mutual consent by the College and the Agency.

IN WITNESS WHEREOF, the said parties have hereunto set their hands:

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

DIVERSIFIED MONITORING SERVICES

District

Agency



By: Gary Poertner
Deputy Chancellor

By:



Reviewed by:
Kathleen Winston, Dean
Division of Health Sciences,
Human Services and Emeritus Institute

Title:

8-26-04
Date

Date

AGREEMENT

(HEALTH SCIENCES / HUMAN SERVICES STUDENT PROGRAM)

THIS AGREEMENT is made and entered into this 20th day of August 2004, by and between:

Silverado Senior Living
27121 Calle Arroyo, Suite 2220
San Juan Capistrano, CA 92675
(949) 240-7200

hereinafter called the Agency, and

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692
(949) 582-4500

hereinafter called the College.

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

WHEREAS, the College and Agency acknowledge a public obligation to contribute to health sciences and human services education for the benefit for students and to meet community needs.

WHEREAS, the College provides approved programs in health sciences and human services education, including, but not limited to nursing at the RN level, Psychiatric Technician, Emergency Medical Technician - Basic and Emergency Medical Technician - Paramedic, Medical Assisting, Phlebotomy and Human Services, which require clinical/internship experiences for students enrolled in these programs.

WHEREAS, the Agency has facilities suitable for the clinical/internship needs of the College programs in health sciences and human services.

WHEREAS, it is to the benefit of both College and the Agency that health sciences and human services students have opportunities for clinical/internship experience to enhance their capabilities as practitioners.

Now, THEREFORE, the College and Agency do covenant and agree as follows:

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A. For the Program in General

1. The College representative shall be the Dean of Health Sciences, Human Services and Emeritus Institute, who will serve as coordinator and liaison of this agreement between the Agency and the College.

2. The College will assume full responsibility for offering health sciences and human services education programs eligible for accreditation or approval by the appropriate State Board or Agency.
3. College faculty members may be invited to serve as voluntary resource persons to the Agency staff by serving on health sciences and human services committees, by sharing knowledge as experts, and by participating in other matters dealing with the quality of patient/client care.
4. For Workers' Compensation
The College shall carry Workers' Compensation Insurance on students of the College during clinical/internship assignment, and shall keep records of clinical/internship attendance for audit by the State Workers' Compensation Insurance Fund.
5. Hold Harmless Agreement
College agrees to and does hereby indemnify and hold harmless to the extent authorized by law the Agency and its officers, agents and employees from every liability, loss, damage, or expense which may be incurred by reason of: liability for (1) death or bodily injury to persons, (2) injury to, loss or theft of property, or (3) any other loss, damage or expense arising under either (1) or (2) above, sustained by the College, the College students participating in laboratory learning experiences, or by any person employed by the College in connection with the laboratory learning experience called for in this Agreement, except for liability resulting from the negligence or willful misconduct of the Agency or its officers, employees, or agents, or independent contractors who are directly employed by the Agency; and any injury to or death of persons or damage to property caused by any act, neglect, default or omission of the College, its employees or students.

Agency agrees to and does hereby indemnify and hold harmless to the extent authorized by law, the College, its officers, agents and employees from every liability, loss, damage, or expense which may be incurred by reason of: liability for (1) death or bodily injury to persons, (2) injury to, loss or theft of property, or (3) any other loss, damage or expense arising under either (1) or (2) above, sustained by the Agency, its officers, agents and employees in connection with the laboratory learning experience called for in this Agreement, except for liability resulting from the negligence or willful misconduct of the College, its officers, employees, agents of independent contractors who are directly employed by the College; and any injury to or death of persons or damage to property caused by any act, neglect, default or omission of the Agency, its officers, agents and employees.

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The College and Agency agree to take out and maintain during the life of this agreement such public liability and property damage coverage as shall protect the College and the Agency harmless. Such insurance shall be in the following amounts:

Bodily Injury \$1,000,000.00

Property Damage \$1,000,000.00

B. For Program Planning

The College will initiate the development of mutually acceptable clinical/internship instruction plans for using the Agency's clinical/internship areas to meet the educational goals of health sciences and human services curricula. These plans will be made available to the Agency at a mutually agreed upon time prior to the beginning of the school term and subject to revision in instances of conflict with patient care/client responsibilities and/or College interests.

C. For Instruction

1. The College shall supervise all instruction and clinical/internship experience for all students assigned to the Agency; and participate in the supervision of the instruction and clinical experience for the Nursing Program's - Clinical Preceptorship and Health Sciences, Human Services Program's Internship. The College shall assume full responsibility for the content of the educational programs.
2. The College will provide faculty members who are both qualified teachers and competent health sciences and human services practitioners, as required by the health sciences and human services program in which they teach.
3. The College will provide orientation for its health sciences and human services faculty members to familiarize them with Agency policies, practices, and facilities before assigning them to instructional duties at the Agency.
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3. The Agency will designate a staff member who will function as Educational Coordinator for health sciences and human services education uses of the Agency facilities, including joint planning with representatives of all involved health sciences and human services programs.
4. The Agency will permit the faculty and students of the College to use its patient/client care and service facilities for clinical/internship education according to the approved curricula.

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1. The Agency will permit the educational use of such supplies and equipment as are commonly available for patient/client care.
2. The Agency will permit use of the following facilities and services by College health services and human services students and faculty at such times and to the degrees considered feasible by the Agency:
 - a. Parking areas.
 - b. Locker, storage and dressing facilities.
 - c. Same food services as are available to Agency staff.
 - d. First aid treatment with written consent required for minors.
 - e. Classroom and conference room space.
 - f. Office and/or desk space for health sciences and human services faculty.
 - g. Equipment demonstration areas.
 - h. Access to sources of information for educational purposes, such as:
 - (1) Charts, nursing station references, Kardex files.
 - (2) Procedure guides, policy manuals.
 - (3) Medical dictionaries, pharmacology references.
 - (4) Books and periodicals in the Medical Library.

C. For Control of College Personnel

The Agency may refuse access to its clinical/internship areas to health sciences and human services students or College faculty who do not meet its employee standards for safety, health, cooperation, or ethical behavior, pending investigation and resolution of the matter by the Agency and the College.

PART IV. JOINT RESPONSIBILITIES AND PRIVILEGES

Publication by College faculty or Agency staff members of any material relative to their clinical/internship experience, that has not been approved for release by the College and Agency signers of this agreement, is prohibited.

PART V. STATUS OF HEALTH SCIENCES AND HUMAN SERVICES STUDENTS

- A. Health sciences and human services students shall have the status of learners and shall not be considered to be Agency employees, nor shall they replace Agency staff. Clinical/internship experience will be conducted as a laboratory learning experience.
- B. Health sciences and human services students are subject to the authority, policies and regulations of the College. They are also subject, during clinical/internship assignments, to applicable Agency regulations and must conform to the same standards as are set for Agency employees in matters relating to the welfare of patients/clients and general Agency operation.
- C. No student under the influence of drugs, alcohol, or other chemicals will be allowed presence or practice in any clinical/internship setting. Any student who, in the opinion of the instructor, is judged unsafe according to the above regulation shall be excluded from the clinical/internship setting. Such exclusion from instruction shall be made in the presence of a suitable witness (any licensed/certificated personnel). The student will be directed by the instructor to report to the Dean of the Division of Health Sciences, Human Services and Emeritus Institute, who will refer the matter to the Saddleback College Vice President of Student Services, for investigation pursuant to College regulations. At the completion of the investigation, a student found to have violated the above regulations may be disqualified from the program.

PART VI. PERIOD OF AGREEMENT

This agreement shall be effective as of the date signed, and shall continue in effect until terminated by written notice of either party. The said termination shall become effective only at the close of an academic year, but not before six months after receipt of said notice, except that this agreement may be terminated at anytime upon written mutual consent by the College and the Agency.


IN WITNESS WHEREOF, the said parties have hereunto set their hands:

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

SILVERADO SENIOR LIVING


District

Agency



By: Gary Poertner
Deputy Chancellor

By:



Reviewed by:
Kathleen Winston, Dean
Division of Health Sciences,
Human Services and Emeritus Institute

Title:

8-26-04

Date

Date

AGREEMENT

(HEALTH SCIENCES / HUMAN SERVICES STUDENT PROGRAM)

THIS AGREEMENT is made and entered into this 11th day of August 2004, by and between:

Orange County Youth and Family Services
1415 17th St., Suite 100
Santa Ana, CA 92705
(714) 543-8468 ext. 11

hereinafter called the Agency, and

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692
(949) 582-4500

hereinafter called the College.

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

WHEREAS, the College and Agency acknowledge a public obligation to contribute to health sciences and human services education for the benefit for students and to meet community needs.

WHEREAS, the College provides approved programs in health sciences and human services education, including, but not limited to nursing at the RN level, Psychiatric Technician, Emergency Medical Technician - Basic and Emergency Medical Technician - Paramedic, Medical Assisting, Phlebotomy and Human Services, which require clinical/internship experiences for students enrolled in these programs.

WHEREAS, the Agency has facilities suitable for the clinical/internship needs of the College programs in health sciences and human services.

WHEREAS, it is to the benefit of both College and the Agency that health sciences and human services students have opportunities for clinical/internship experience to enhance their capabilities as practitioners.

Now, THEREFORE, the College and Agency do covenant and agree as follows:

PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE COLLEGE

A. For the Program in General

1. The College representative shall be the Dean of Health Sciences, Human Services and Emeritus Institute, who will serve as coordinator and liaison of this agreement between the Agency and the College.

2. The College will assume full responsibility for offering health sciences and human services education programs eligible for accreditation or approval by the appropriate State Board or Agency.
3. College faculty members may be invited to serve as voluntary resource persons to the Agency staff by serving on health sciences and human services committees, by sharing knowledge as experts, and by participating in other matters dealing with the quality of patient/client care.
4. **For Workers' Compensation**
The College shall carry Workers' Compensation Insurance on students of the College during clinical/internship assignment, and shall keep records of clinical/internship attendance for audit by the State Workers' Compensation Insurance Fund.
5. **Hold Harmless Agreement**
College agrees to and does hereby indemnify and hold harmless to the extent authorized by law the Agency and its officers, agents and employees from every liability, loss, damage, or expense which may be incurred by reason of: liability for (1) death or bodily injury to persons, (2) injury to, loss or theft of property, or (3) any other loss, damage or expense arising under either (1) or (2) above, sustained by the College, the College students participating in laboratory learning experiences, or by any person employed by the College in connection with the laboratory learning experience called for in this Agreement, except for liability resulting from the negligence or willful misconduct of the Agency or its officers, employees, or agents, or independent contractors who are directly employed by the Agency; and any injury to or death of persons or damage to property caused by any act, neglect, default or omission of the College, its employees or students.

Agency agrees to and does hereby indemnify and hold harmless to the extent authorized by law, the College, its officers, agents and employees from every liability, loss, damage, or expense which may be incurred by reason of: liability for (1) death or bodily injury to persons, (2) injury to, loss or theft of property, or (3) any other loss, damage or expense arising under either (1) or (2) above, sustained by the Agency, its officers, agents and employees in connection with the laboratory learning experience called for in this Agreement, except for liability resulting from the negligence or willful misconduct of the College, its officers, employees, agents of independent contractors who are directly employed by the College; and any injury to or death of persons or damage to property caused by any act, neglect, default or omission of the Agency, its officers, agents and employees.

6. Public Liability and Property Damage Insurance

The College and Agency agree to take out and maintain during the life of this agreement such public liability and property damage coverage as shall protect the College and the Agency harmless. Such insurance shall be in the following amounts:

Bodily Injury	\$1,000,000.00
Property Damage	\$1,000,000.00

B. For Program Planning

The College will initiate the development of mutually acceptable clinical/internship instruction plans for using the Agency's clinical/internship areas to meet the educational goals of health sciences and human services curricula. These plans will be made available to the Agency at a mutually agreed upon time prior to the beginning of the school term and subject to revision in instances of conflict with patient care/client responsibilities and/or College interests.

C. For Instruction

1. The College shall supervise all instruction and clinical/internship experience for all students assigned to the Agency; and participate in the supervision of the instruction and clinical experience for the Nursing Program's - Clinical Preceptorship and Health Sciences, Human Services Program's Internship. The College shall assume full responsibility for the content of the educational programs.
2. The College will provide faculty members who are both qualified teachers and competent health sciences and human services practitioners, as required by the health sciences and human services program in which they teach.
3. The College will provide orientation for its health sciences and human services faculty members to familiarize them with Agency policies, practices, and facilities before assigning them to instructional duties at the Agency.
4. The College faculty will be responsible for learning and observing the regulations of both College and Agency as they apply to the circumstances of clinical/internship teaching.
5. The College has the privilege of regularly scheduled meetings with Agency staff, including both selected floor personnel and administrative level representatives for the purpose of interpreting, discussing, and evaluating the educational program in health sciences and human services.

D. For Health Sciences and Human Services Students

The College will be responsible for assuring the health sciences and human services students assigned to the Agency for clinical/internship instruction meet both College and Agency standards of health and physical fitness, and shall provide certification that the students have been immunized against the common communicable diseases.

PART III. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE AGENCY

A. For the Program in General

1. The Agency will maintain the standards which make it eligible for approval as a clinical/internship area for instruction in an accredited health sciences and human services program.
2. The Agency staff may participate in the educational program on request of the College instructor. This may be resource persons, clinical experts, or assisting in the planning and implementation of aspects of clinical/internship education. Such participation will be voluntary and shall not interfere with assigned Agency duties.
3. The Agency will designate a staff member who will function as Educational Coordinator for health sciences and human services education uses of the Agency facilities, including joint planning with representatives of all involved health sciences and human services programs.
4. The Agency will permit the faculty and students of the College to use its patient/client care and service facilities for clinical/internship education according to the approved curricula.

B. For Services and Facilities

1. The Agency will permit the educational use of such supplies and equipment as are commonly available for patient/client care.
2. The Agency will permit use of the following facilities and services by College health services and human services students and faculty at such times and to the degrees considered feasible by the Agency:
 - a. Parking areas.
 - b. Locker, storage and dressing facilities.
 - c. Same food services as are available to Agency staff.
 - d. First aid treatment with written consent required for minors.
 - e. Classroom and conference room space.
 - f. Office and/or desk space for health sciences and human services faculty.
 - g. Equipment demonstration areas.
 - h. Access to sources of information for educational purposes, such as:
 - (1) Charts, nursing station references, Kardex files.
 - (2) Procedure guides, policy manuals.
 - (3) Medical dictionaries, pharmacology references.
 - (4) Books and periodicals in the Medical Library.

C. For Control of College Personnel

The Agency may refuse access to its clinical/internship areas to health sciences and human services students or College faculty who do not meet its employee standards for safety, health, cooperation, or ethical behavior, pending investigation and resolution of the matter by the Agency and the College.

PART IV. JOINT RESPONSIBILITIES AND PRIVILEGES

Publication by College faculty or Agency staff members of any material relative to their clinical/internship experience, that has not been approved for release by the College and Agency signers of this agreement, is prohibited.

PART V. STATUS OF HEALTH SCIENCES AND HUMAN SERVICES STUDENTS

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- B. Health sciences and human services students are subject to the authority, policies and regulations of the College. They are also subject, during clinical/internship assignments, to applicable Agency regulations and must conform to the same standards as are set for Agency employees in matters relating to the welfare of patients/clients and general Agency operation.
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PART VI. PERIOD OF AGREEMENT

This agreement shall be effective as of the date signed, and shall continue in effect until terminated by written notice of either party. The said termination shall become effective only at the close of an academic year, but not before six months after receipt of said notice, except that this agreement may be terminated at anytime upon written mutual consent by the College and the Agency.


IN WITNESS WHEREOF, the said parties have hereunto set their hands:

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

ORANGE COUNTY YOUTH AND
FAMILY SERVICES

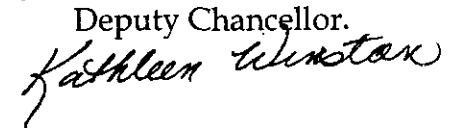
District

Agency



By: Gary Poertner
Deputy Chancellor.

By:



Reviewed by:
Kathleen Winston, Dean
Division of Health Sciences,
Human Services and Emeritus Institute

Title:

8-27-04

Date

Date

AGREEMENT

(HEALTH SCIENCES / HUMAN SERVICES STUDENT PROGRAM)

THIS AGREEMENT is made and entered into this 11th day of August 2004, by and between:

South Coast Counseling & Psychological Services
2900 Bristol St.
Costa Mesa, CA 92626
(714) 540-9070

hereinafter called the Agency, and

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692
(949) 582-4500

hereinafter called the College.

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

WHEREAS, the College and Agency acknowledge a public obligation to contribute to health sciences and human services education for the benefit for students and to meet community needs.

WHEREAS, the College provides approved programs in health sciences and human services education, including, but not limited to nursing at the RN level, Psychiatric Technician, Emergency Medical Technician - Basic and Emergency Medical Technician - Paramedic, Medical Assisting, Phlebotomy and Human Services, which require clinical/internship experiences for students enrolled in these programs.

WHEREAS, the Agency has facilities suitable for the clinical/internship needs of the College programs in health sciences and human services.

WHEREAS, it is to the benefit of both College and the Agency that health sciences and human services students have opportunities for clinical/internship experience to enhance their capabilities as practitioners.

Now, THEREFORE, the College and Agency do covenant and agree as follows:

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3. College faculty members may be invited to serve as voluntary resource persons to the Agency staff by serving on health sciences and human services committees, by sharing knowledge as experts, and by participating in other matters dealing with the quality of patient/client care.
4. **For Workers' Compensation**
The College shall carry Workers' Compensation Insurance on students of the College during clinical/internship assignment, and shall keep records of clinical/internship attendance for audit by the State Workers' Compensation Insurance Fund.
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College agrees to and does hereby indemnify and hold harmless to the extent authorized by law the Agency and its officers, agents and employees from every liability, loss, damage, or expense which may be incurred by reason of: liability for (1) death or bodily injury to persons, (2) injury to, loss or theft of property, or (3) any other loss, damage or expense arising under either (1) or (2) above, sustained by the College, the College students participating in laboratory learning experiences, or by any person employed by the College in connection with the laboratory learning experience called for in this Agreement, except for liability resulting from the negligence or willful misconduct of the Agency or its officers, employees, or agents, or independent contractors who are directly employed by the Agency; and any injury to or death of persons or damage to property caused by any act, neglect, default or omission of the College, its employees or students.

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IN WITNESS WHEREOF, the said parties have hereunto set their hands:

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

SOUTH COAST COUNSELING &
PSYCHOLOGICAL SERVICES

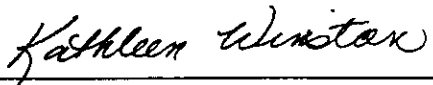
District

Agency



By: Gary Poertner
Deputy Chancellor

By:



Reviewed by:
Kathleen Winston, Dean
Division of Health Sciences,
Human Services and Emeritus Institute

Title:

8-27-04

Date

Date

AGREEMENT

(HEALTH SCIENCES / HUMAN SERVICES STUDENT PROGRAM)

THIS AGREEMENT is made and entered into this 11th day of August 2004, by and between:

Able to Change Recovery Inc.
31882 Camino Capistrano, # 220
San Juan Capistrano, CA 92675
(949) 493-6800

hereinafter called the Agency, and

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692
(949) 582-4500

hereinafter called the College.

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

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PART VI. PERIOD OF AGREEMENT

This agreement shall be effective as of the date signed, and shall continue in effect until terminated by written notice of either party. The said termination shall become effective only at the close of an academic year, but not before six months after receipt of said notice, except that this agreement may be terminated at anytime upon written mutual consent by the College and the Agency.


IN WITNESS WHEREOF, the said parties have hereunto set their hands:

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

ABLE TO CHANGE RECOVERY INC.

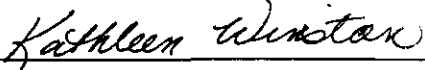
District

Agency



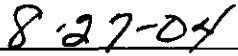
By: Gary Poertner
Deputy Chancellor

By:



Reviewed by:
Kathleen Winston, Dean
Division of Health Sciences,
Human Services and Emeritus Institute

Title:



Date

Date

AGREEMENT

(HEALTH SCIENCES / HUMAN SERVICES STUDENT PROGRAM)

THIS AGREEMENT is made and entered into this 11th day of August 2004, by and between:

Stand Up for Kids
23421 Camino Lazara
Laguna Hills, CA 92653
(949) 933-6766

hereinafter called the Agency, and

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692
(949) 582-4500

hereinafter called the College.

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

WHEREAS, the College and Agency acknowledge a public obligation to contribute to health sciences and human services education for the benefit for students and to meet community needs.

WHEREAS, the College provides approved programs in health sciences and human services education, including, but not limited to nursing at the RN level, Psychiatric Technician, Emergency Medical Technician - Basic and Emergency Medical Technician - Paramedic, Medical Assisting, Phlebotomy and Human Services, which require clinical/internship experiences for students enrolled in these programs.

WHEREAS, the Agency has facilities suitable for the clinical/internship needs of the College programs in health sciences and human services.

WHEREAS, it is to the benefit of both College and the Agency that health sciences and human services students have opportunities for clinical/internship experience to enhance their capabilities as practitioners.

Now, THEREFORE, the College and Agency do covenant and agree as follows:

PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE COLLEGE

A. For the Program in General

1. The College representative shall be the Dean of Health Sciences, Human Services and Emeritus Institute, who will serve as coordinator and liaison of this agreement between the Agency and the College.

2. The College will assume full responsibility for offering health sciences and human services education programs eligible for accreditation or approval by the appropriate State Board or Agency.
3. College faculty members may be invited to serve as voluntary resource persons to the Agency staff by serving on health sciences and human services committees, by sharing knowledge as experts, and by participating in other matters dealing with the quality of patient/client care.
4. **For Workers' Compensation**
The College shall carry Workers' Compensation Insurance on students of the College during clinical/internship assignment, and shall keep records of clinical/internship attendance for audit by the State Workers' Compensation Insurance Fund.
5. **Hold Harmless Agreement**
College agrees to and does hereby indemnify and hold harmless to the extent authorized by law the Agency and its officers, agents and employees from every liability, loss, damage, or expense which may be incurred by reason of: liability for (1) death or bodily injury to persons, (2) injury to, loss or theft of property, or (3) any other loss, damage or expense arising under either (1) or (2) above, sustained by the College, the College students participating in laboratory learning experiences, or by any person employed by the College in connection with the laboratory learning experience called for in this Agreement, except for liability resulting from the negligence or willful misconduct of the Agency or its officers, employees, or agents, or independent contractors who are directly employed by the Agency; and any injury to or death of persons or damage to property caused by any act, neglect, default or omission of the College, its employees or students.

Agency agrees to and does hereby indemnify and hold harmless to the extent authorized by law, the College, its officers, agents and employees from every liability, loss, damage, or expense which may be incurred by reason of: liability for (1) death or bodily injury to persons, (2) injury to, loss or theft of property, or (3) any other loss, damage or expense arising under either (1) or (2) above, sustained by the Agency, its officers, agents and employees in connection with the laboratory learning experience called for in this Agreement, except for liability resulting from the negligence or willful misconduct of the College, its officers, employees, agents of independent contractors who are directly employed by the College; and any injury to or death of persons or damage to property caused by any act, neglect, default or omission of the Agency, its officers, agents and employees.

6. Public Liability and Property Damage Insurance

The College and Agency agree to take out and maintain during the life of this agreement such public liability and property damage coverage as shall protect the College and the Agency harmless. Such insurance shall be in the following amounts:

Bodily Injury \$1,000,000.00

Property Damage \$1,000,000.00

B. For Program Planning

The College will initiate the development of mutually acceptable clinical/internship instruction plans for using the Agency's clinical/internship areas to meet the educational goals of health sciences and human services curricula. These plans will be made available to the Agency at a mutually agreed upon time prior to the beginning of the school term and subject to revision in instances of conflict with patient care/client responsibilities and/or College interests.

C. For Instruction

1. The College shall supervise all instruction and clinical/internship experience for all students assigned to the Agency; and participate in the supervision of the instruction and clinical experience for the Nursing Program's - Clinical Preceptorship and Health Sciences, Human Services Program's Internship. The College shall assume full responsibility for the content of the educational programs.
2. The College will provide faculty members who are both qualified teachers and competent health sciences and human services practitioners, as required by the health sciences and human services program in which they teach.
3. The College will provide orientation for its health sciences and human services faculty members to familiarize them with Agency policies, practices, and facilities before assigning them to instructional duties at the Agency.
4. The College faculty will be responsible for learning and observing the regulations of both College and Agency as they apply to the circumstances of clinical/internship teaching.
5. The College has the privilege of regularly scheduled meetings with Agency staff, including both selected floor personnel and administrative level representatives for the purpose of interpreting, discussing, and evaluating the educational program in health sciences and human services.

D. For Health Sciences and Human Services Students

The College will be responsible for assuring the health sciences and human services students assigned to the Agency for clinical/internship instruction meet both College and Agency standards of health and physical fitness, and shall provide certification that the students have been immunized against the common communicable diseases.

PART III. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE AGENCY

A. For the Program in General

1. The Agency will maintain the standards which make it eligible for approval as a clinical/internship area for instruction in an accredited health sciences and human services program.
2. The Agency staff may participate in the educational program on request of the College instructor. This may be resource persons, clinical experts, or assisting in the planning and implementation of aspects of clinical/internship education. Such participation will be voluntary and shall not interfere with assigned Agency duties.
3. The Agency will designate a staff member who will function as Educational Coordinator for health sciences and human services education uses of the Agency facilities, including joint planning with representatives of all involved health sciences and human services programs.
4. The Agency will permit the faculty and students of the College to use its patient/client care and service facilities for clinical/internship education according to the approved curricula.

B. For Services and Facilities

1. The Agency will permit the educational use of such supplies and equipment as are commonly available for patient/client care.
2. The Agency will permit use of the following facilities and services by College health services and human services students and faculty at such times and to the degrees considered feasible by the Agency:
 - a. Parking areas.
 - b. Locker, storage and dressing facilities.
 - c. Same food services as are available to Agency staff.
 - d. First aid treatment with written consent required for minors.
 - e. Classroom and conference room space.
 - f. Office and/or desk space for health sciences and human services faculty.
 - g. Equipment demonstration areas.
 - h. Access to sources of information for educational purposes, such as:
 - (1) Charts, nursing station references, Kardex files.
 - (2) Procedure guides, policy manuals.
 - (3) Medical dictionaries, pharmacology references.
 - (4) Books and periodicals in the Medical Library.

C. For Control of College Personnel

The Agency may refuse access to its clinical/internship areas to health sciences and human services students or College faculty who do not meet its employee standards for safety, health, cooperation, or ethical behavior, pending investigation and resolution of the matter by the Agency and the College.

PART IV. JOINT RESPONSIBILITIES AND PRIVILEGES

Publication by College faculty or Agency staff members of any material relative to their clinical/internship experience, that has not been approved for release by the College and Agency signers of this agreement, is prohibited.

PART V. STATUS OF HEALTH SCIENCES AND HUMAN SERVICES STUDENTS

- A. Health sciences and human services students shall have the status of learners and shall not be considered to be Agency employees, nor shall they replace Agency staff. Clinical/internship experience will be conducted as a laboratory learning experience.
- B. Health sciences and human services students are subject to the authority, policies and regulations of the College. They are also subject, during clinical/internship assignments, to applicable Agency regulations and must conform to the same standards as are set for Agency employees in matters relating to the welfare of patients/clients and general Agency operation.
- C. No student under the influence of drugs, alcohol, or other chemicals will be allowed presence or practice in any clinical/internship setting. Any student who, in the opinion of the instructor, is judged unsafe according to the above regulation shall be excluded from the clinical/internship setting. Such exclusion from instruction shall be made in the presence of a suitable witness (any licensed/certificated personnel). The student will be directed by the instructor to report to the Dean of the Division of Health Sciences, Human Services and Emeritus Institute, who will refer the matter to the Saddleback College Vice President of Student Services, for investigation pursuant to College regulations. At the completion of the investigation, a student found to have violated the above regulations may be disqualified from the program.

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This agreement shall be effective as of the date signed, and shall continue in effect until terminated by written notice of either party. The said termination shall become effective only at the close of an academic year, but not before six months after receipt of said notice, except that this agreement may be terminated at anytime upon written mutual consent by the College and the Agency.

IN WITNESS WHEREOF, the said parties have hereunto set their hands:

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STAND UP FOR KIDS

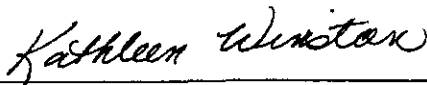
District

Agency



By: Gary Poertner
Deputy Chancellor

By:



Reviewed by:
Kathleen Winston, Dean
Division of Health Sciences,
Human Services and Emeritus Institute

Title:

8-27-04
Date

Date

AGREEMENT

(HEALTH SCIENCES / HUMAN SERVICES STUDENT PROGRAM)

THIS AGREEMENT is made and entered into this 11th day of August 2004, by and between:

Action Family Counseling
371 Robinson Way
Tustin, CA 92782
(949) 533-6075

hereinafter called the Agency, and

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692
(949) 582-4500

hereinafter called the College.

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

WHEREAS, the College and Agency acknowledge a public obligation to contribute to health sciences and human services education for the benefit for students and to meet community needs.

WHEREAS, the College provides approved programs in health sciences and human services education, including, but not limited to nursing at the RN level, Psychiatric Technician, Emergency Medical Technician - Basic and Emergency Medical Technician - Paramedic, Medical Assisting, Phlebotomy and Human Services, which require clinical/internship experiences for students enrolled in these programs.

WHEREAS, the Agency has facilities suitable for the clinical/internship needs of the College programs in health sciences and human services.

WHEREAS, it is to the benefit of both College and the Agency that health sciences and human services students have opportunities for clinical/internship experience to enhance their capabilities as practitioners.

Now, THEREFORE, the College and Agency do covenant and agree as follows:

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A. For the Program in General

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The College shall carry Workers' Compensation Insurance on students of the College during clinical/internship assignment, and shall keep records of clinical/internship attendance for audit by the State Workers' Compensation Insurance Fund.
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College agrees to and does hereby indemnify and hold harmless to the extent authorized by law the Agency and its officers, agents and employees from every liability, loss, damage, or expense which may be incurred by reason of: liability for (1) death or bodily injury to persons, (2) injury to, loss or theft of property, or (3) any other loss, damage or expense arising under either (1) or (2) above, sustained by the College, the College students participating in laboratory learning experiences, or by any person employed by the College in connection with the laboratory learning experience called for in this Agreement, except for liability resulting from the negligence or willful misconduct of the Agency or its officers, employees, or agents, or independent contractors who are directly employed by the Agency; and any injury to or death of persons or damage to property caused by any act, neglect, default or omission of the College, its employees or students.

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6. Public Liability and Property Damage Insurance

The College and Agency agree to take out and maintain during the life of this agreement such public liability and property damage coverage as shall protect the College and the Agency harmless. Such insurance shall be in the following amounts:

Bodily Injury	\$1,000,000.00
Property Damage	\$1,000,000.00

B. For Program Planning

The College will initiate the development of mutually acceptable clinical/internship instruction plans for using the Agency's clinical/internship areas to meet the educational goals of health sciences and human services curricula. These plans will be made available to the Agency at a mutually agreed upon time prior to the beginning of the school term and subject to revision in instances of conflict with patient care/client responsibilities and/or College interests.

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IN WITNESS WHEREOF, the said parties have hereunto set their hands:

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

ACTION FAMILY COUNSELING

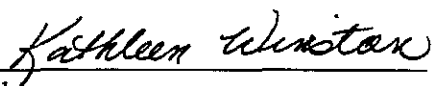
District

Agency



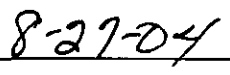
By: Gary Poertner
Deputy Chancellor

By:



Reviewed by:
Kathleen Winston, Dean
Division of Health Sciences,
Human Services and Emeritus Institute

Title:



Date

Date

A G R E E M E N T

(HEALTH SCIENCES / HUMAN SERVICES STUDENT PROGRAM)

THIS AGREEMENT is made and entered into this 11th day of August 2004, by and between:

The Villa Center
910 No. French St.
Santa Ana, CA 92701
(714) 541-2732

hereinafter called the Agency, and

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692
(949) 582-4500

hereinafter called the College.

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

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IN WITNESS WHEREOF, the said parties have hereunto set their hands:

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

THE VILLA CENTER

District

Agency

G. Poertner
By: Gary Poertner
Deputy Chancellor

By:

Kathleen Winston
Reviewed by:
Kathleen Winston, Dean
Division of Health Sciences,
Human Services and Emeritus Institute

Title:

8-27-04
Date

Date

AGREEMENT

(HEALTH SCIENCES / HUMAN SERVICES STUDENT PROGRAM)

THIS AGREEMENT is made and entered into this 11th day of August 2004, by and between:

Girls Incorporated of Orange County
1815 Anaheim Ave.
Costa Mesa, CA 92627
(949) 646-7181

hereinafter called the Agency, and

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692
(949) 582-4500

hereinafter called the College.

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

WHEREAS, the College and Agency acknowledge a public obligation to contribute to health sciences and human services education for the benefit for students and to meet community needs.

WHEREAS, the College provides approved programs in health sciences and human services education, including, but not limited to nursing at the RN level, Psychiatric Technician, Emergency Medical Technician - Basic and Emergency Medical Technician - Paramedic, Medical Assisting, Phlebotomy and Human Services, which require clinical/internship experiences for students enrolled in these programs.

WHEREAS, the Agency has facilities suitable for the clinical/internship needs of the College programs in health sciences and human services.

WHEREAS, it is to the benefit of both College and the Agency that health sciences and human services students have opportunities for clinical/internship experience to enhance their capabilities as practitioners.

Now, THEREFORE, the College and Agency do covenant and agree as follows:

PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE COLLEGE

A. For the Program in General

1. The College representative shall be the Dean of Health Sciences, Human Services and Emeritus Institute, who will serve as coordinator and liaison of this agreement between the Agency and the College.

2. The College will assume full responsibility for offering health sciences and human services education programs eligible for accreditation or approval by the appropriate State Board or Agency.
3. College faculty members may be invited to serve as voluntary resource persons to the Agency staff by serving on health sciences and human services committees, by sharing knowledge as experts, and by participating in other matters dealing with the quality of patient/client care.
4. For Workers' Compensation
The College shall carry Workers' Compensation Insurance on students of the College during clinical/internship assignment, and shall keep records of clinical/internship attendance for audit by the State Workers' Compensation Insurance Fund.
5. Hold Harmless Agreement
College agrees to and does hereby indemnify and hold harmless to the extent authorized by law the Agency and its officers, agents and employees from every liability, loss, damage, or expense which may be incurred by reason of: liability for (1) death or bodily injury to persons, (2) injury to, loss or theft of property, or (3) any other loss, damage or expense arising under either (1) or (2) above, sustained by the College, the College students participating in laboratory learning experiences, or by any person employed by the College in connection with the laboratory learning experience called for in this Agreement, except for liability resulting from the negligence or willful misconduct of the Agency or its officers, employees, or agents, or independent contractors who are directly employed by the Agency; and any injury to or death of persons or damage to property caused by any act, neglect, default or omission of the College, its employees or students.

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6. Public Liability and Property Damage Insurance

The College and Agency agree to take out and maintain during the life of this agreement such public liability and property damage coverage as shall protect the College and the Agency harmless. Such insurance shall be in the following amounts:

Bodily Injury	\$1,000,000.00
Property Damage	\$1,000,000.00

B. For Program Planning

The College will initiate the development of mutually acceptable clinical/internship instruction plans for using the Agency's clinical/internship areas to meet the educational goals of health sciences and human services curricula. These plans will be made available to the Agency at a mutually agreed upon time prior to the beginning of the school term and subject to revision in instances of conflict with patient care/client responsibilities and/or College interests.

C. For Instruction

1. The College shall supervise all instruction and clinical/internship experience for all students assigned to the Agency; and participate in the supervision of the instruction and clinical experience for the Nursing Program's - Clinical Preceptorship and Health Sciences, Human Services Program's Internship. The College shall assume full responsibility for the content of the educational programs.
2. The College will provide faculty members who are both qualified teachers and competent health sciences and human services practitioners, as required by the health sciences and human services program in which they teach.
3. The College will provide orientation for its health sciences and human services faculty members to familiarize them with Agency policies, practices, and facilities before assigning them to instructional duties at the Agency.
4. The College faculty will be responsible for learning and observing the regulations of both College and Agency as they apply to the circumstances of clinical/internship teaching.
5. The College has the privilege of regularly scheduled meetings with Agency staff, including both selected floor personnel and administrative level representatives for the purpose of interpreting, discussing, and evaluating the educational program in health sciences and human services.

D. For Health Sciences and Human Services Students

The College will be responsible for assuring the health sciences and human services students assigned to the Agency for clinical/internship instruction meet both College and Agency standards of health and physical fitness, and shall provide certification that the students have been immunized against the common communicable diseases.

PART III. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE AGENCY

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 - e. Classroom and conference room space.
 - f. Office and/or desk space for health sciences and human services faculty.
 - g. Equipment demonstration areas.
 - h. Access to sources of information for educational purposes, such as:
 - (1) Charts, nursing station references, Kardex files.
 - (2) Procedure guides, policy manuals.
 - (3) Medical dictionaries, pharmacology references.
 - (4) Books and periodicals in the Medical Library.

C. For Control of College Personnel

The Agency may refuse access to its clinical/internship areas to health sciences and human services students or College faculty who do not meet its employee standards for safety, health, cooperation, or ethical behavior, pending investigation and resolution of the matter by the Agency and the College.

PART IV. JOINT RESPONSIBILITIES AND PRIVILEGES

Publication by College faculty or Agency staff members of any material relative to their clinical/internship experience, that has not been approved for release by the College and Agency signers of this agreement, is prohibited.

PART V. STATUS OF HEALTH SCIENCES AND HUMAN SERVICES STUDENTS

- A. Health sciences and human services students shall have the status of learners and shall not be considered to be Agency employees, nor shall they replace Agency staff. Clinical/internship experience will be conducted as a laboratory learning experience.
- B. Health sciences and human services students are subject to the authority, policies and regulations of the College. They are also subject, during clinical/internship assignments, to applicable Agency regulations and must conform to the same standards as are set for Agency employees in matters relating to the welfare of patients/clients and general Agency operation.
- C. No student under the influence of drugs, alcohol, or other chemicals will be allowed presence or practice in any clinical/internship setting. Any student who, in the opinion of the instructor, is judged unsafe according to the above regulation shall be excluded from the clinical/internship setting. Such exclusion from instruction shall be made in the presence of a suitable witness (any licensed/certificated personnel). The student will be directed by the instructor to report to the Dean of the Division of Health Sciences, Human Services and Emeritus Institute, who will refer the matter to the Saddleback College Vice President of Student Services, for investigation pursuant to College regulations. At the completion of the investigation, a student found to have violated the above regulations may be disqualified from the program.

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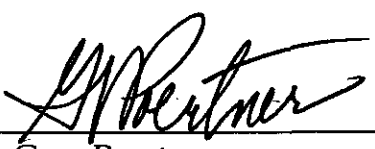
IN WITNESS WHEREOF, the said parties have hereunto set their hands:

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

GIRLS INCORPORATED OF
ORANGE COUNTY

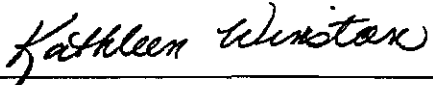
District

Agency



By: Gary Poertner
Deputy Chancellor

By:



Reviewed by:
Kathleen Winston, Dean
Division of Health Sciences,
Human Services and Emeritus Institute

Title:

8-27-04

Date

Date

AGREEMENT

(HEALTH SCIENCES / HUMAN SERVICES STUDENT PROGRAM)

THIS AGREEMENT is made and entered into this 11th day of August 2004, by and between:

Weller Health Institute
23046 Avenida de la Carlota, Suite 600
Laguna Hills, CA 92653
(949) 454-8772

hereinafter called the Agency, and

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692
(949) 582-4500

hereinafter called the College.

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WITNESSETH:

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SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

WELLER HEALTH INSTITUTE

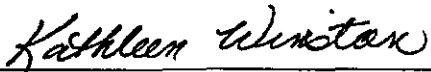
District

Agency



By: Gary Poertner
Deputy Chancellor

By:



Reviewed by:
Kathleen Winston, Dean
Division of Health Sciences,
Human Services and Emeritus Institute

Title:

8-27-04
Date

Date

A G R E E M E N T

(HEALTH SCIENCES / HUMAN SERVICES STUDENT PROGRAM)

THIS AGREEMENT is made and entered into this 11th day of August 2004, by and between:

Orange County Child Abuse Prevention Center
515 Cabrillo Park Dr., Suite 205
Santa Ana, CA 92701
(714) 543-4333

hereinafter called the Agency, and

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692
(949) 582-4500

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PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

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COMMUNITY COLLEGE DISTRICT

District

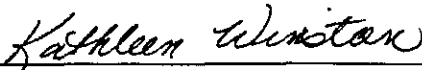


By: Gary Poertner
Deputy Chancellor

ORANGE COUNTY CHILD ABUSE
PREVENTION CENTER

Agency

By:



Reviewed by:
Kathleen Winston, Dean
Division of Health Sciences,
Human Services and Emeritus Institute

Title:

Date

8-27-04

Date

AGREEMENT

(HEALTH SCIENCES / HUMAN SERVICES STUDENT PROGRAM)

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Gary's Place for Kids
23332 Mill Creek Dr., Suite 230
Laguna Hills, CA 92653
(949) 290-6184

hereinafter called the Agency, and

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692
(949) 582-4500

hereinafter called the College.

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

WHEREAS, the College and Agency acknowledge a public obligation to contribute to health sciences and human services education for the benefit for students and to meet community needs.

WHEREAS, the College provides approved programs in health sciences and human services education, including, but not limited to nursing at the RN level, Psychiatric Technician, Emergency Medical Technician - Basic and Emergency Medical Technician - Paramedic, Medical Assisting, Phlebotomy and Human Services, which require clinical/internship experiences for students enrolled in these programs.

WHEREAS, the Agency has facilities suitable for the clinical/internship needs of the College programs in health sciences and human services.

WHEREAS, it is to the benefit of both College and the Agency that health sciences and human services students have opportunities for clinical/internship experience to enhance their capabilities as practitioners.

Now, THEREFORE, the College and Agency do covenant and agree as follows:

PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE COLLEGE

A. For the Program in General

1. The College representative shall be the Dean of Health Sciences, Human Services and Emeritus Institute, who will serve as coordinator and liaison of this agreement between the Agency and the College.

2. The College will assume full responsibility for offering health sciences and human services education programs eligible for accreditation or approval by the appropriate State Board or Agency.
3. College faculty members may be invited to serve as voluntary resource persons to the Agency staff by serving on health sciences and human services committees, by sharing knowledge as experts, and by participating in other matters dealing with the quality of patient/client care.
4. For Workers' Compensation
The College shall carry Workers' Compensation Insurance on students of the College during clinical/internship assignment, and shall keep records of clinical/internship attendance for audit by the State Workers' Compensation Insurance Fund.
5. Hold Harmless Agreement
College agrees to and does hereby indemnify and hold harmless to the extent authorized by law the Agency and its officers, agents and employees from every liability, loss, damage, or expense which may be incurred by reason of: liability for (1) death or bodily injury to persons, (2) injury to, loss or theft of property, or (3) any other loss, damage or expense arising under either (1) or (2) above, sustained by the College, the College students participating in laboratory learning experiences, or by any person employed by the College in connection with the laboratory learning experience called for in this Agreement, except for liability resulting from the negligence or willful misconduct of the Agency or its officers, employees, or agents, or independent contractors who are directly employed by the Agency; and any injury to or death of persons or damage to property caused by any act, neglect, default or omission of the College, its employees or students.

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6. Public Liability and Property Damage Insurance

The College and Agency agree to take out and maintain during the life of this agreement such public liability and property damage coverage as shall protect the College and the Agency harmless. Such insurance shall be in the following amounts:

Bodily Injury	\$1,000,000.00
Property Damage	\$1,000,000.00

B. For Program Planning

The College will initiate the development of mutually acceptable clinical/internship instruction plans for using the Agency's clinical/internship areas to meet the educational goals of health sciences and human services curricula. These plans will be made available to the Agency at a mutually agreed upon time prior to the beginning of the school term and subject to revision in instances of conflict with patient care/client responsibilities and/or College interests.

C. For Instruction

1. The College shall supervise all instruction and clinical/internship experience for all students assigned to the Agency; and participate in the supervision of the instruction and clinical experience for the Nursing Program's - Clinical Preceptorship and Health Sciences, Human Services Program's Internship. The College shall assume full responsibility for the content of the educational programs.
2. The College will provide faculty members who are both qualified teachers and competent health sciences and human services practitioners, as required by the health sciences and human services program in which they teach.
3. The College will provide orientation for its health sciences and human services faculty members to familiarize them with Agency policies, practices, and facilities before assigning them to instructional duties at the Agency.
4. The College faculty will be responsible for learning and observing the regulations of both College and Agency as they apply to the circumstances of clinical/internship teaching.
5. The College has the privilege of regularly scheduled meetings with Agency staff, including both selected floor personnel and administrative level representatives for the purpose of interpreting, discussing, and evaluating the educational program in health sciences and human services.

D. For Health Sciences and Human Services Students

The College will be responsible for assuring the health sciences and human services students assigned to the Agency for clinical/internship instruction meet both College and Agency standards of health and physical fitness, and shall provide certification that the students have been immunized against the common communicable diseases.

PART III. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE AGENCY

A. For the Program in General

1. The Agency will maintain the standards which make it eligible for approval as a clinical/internship area for instruction in an accredited health sciences and human services program.
2. The Agency staff may participate in the educational program on request of the College instructor. This may be resource persons, clinical experts, or assisting in the planning and implementation of aspects of clinical/internship education. Such participation will be voluntary and shall not interfere with assigned Agency duties.
3. The Agency will designate a staff member who will function as Educational Coordinator for health sciences and human services education uses of the Agency facilities, including joint planning with representatives of all involved health sciences and human services programs.
4. The Agency will permit the faculty and students of the College to use its patient/client care and service facilities for clinical/internship education according to the approved curricula.

B. For Services and Facilities

1. The Agency will permit the educational use of such supplies and equipment as are commonly available for patient/client care.
2. The Agency will permit use of the following facilities and services by College health services and human services students and faculty at such times and to the degrees considered feasible by the Agency:
 - a. Parking areas.
 - b. Locker, storage and dressing facilities.
 - c. Same food services as are available to Agency staff.
 - d. First aid treatment with written consent required for minors.
 - e. Classroom and conference room space.
 - f. Office and/or desk space for health sciences and human services faculty.
 - g. Equipment demonstration areas.
 - h. Access to sources of information for educational purposes, such as:
 - (1) Charts, nursing station references, Kardex files.
 - (2) Procedure guides, policy manuals.
 - (3) Medical dictionaries, pharmacology references.
 - (4) Books and periodicals in the Medical Library.

C. For Control of College Personnel

The Agency may refuse access to its clinical/internship areas to health sciences and human services students or College faculty who do not meet its employee standards for safety, health, cooperation, or ethical behavior, pending investigation and resolution of the matter by the Agency and the College.

PART IV. JOINT RESPONSIBILITIES AND PRIVILEGES

Publication by College faculty or Agency staff members of any material relative to their clinical/internship experience, that has not been approved for release by the College and Agency signers of this agreement, is prohibited.

PART V. STATUS OF HEALTH SCIENCES AND HUMAN SERVICES STUDENTS

- A. Health sciences and human services students shall have the status of learners and shall not be considered to be Agency employees, nor shall they replace Agency staff. Clinical/internship experience will be conducted as a laboratory learning experience.
- B. Health sciences and human services students are subject to the authority, policies and regulations of the College. They are also subject, during clinical/internship assignments, to applicable Agency regulations and must conform to the same standards as are set for Agency employees in matters relating to the welfare of patients/clients and general Agency operation.
- C. No student under the influence of drugs, alcohol, or other chemicals will be allowed presence or practice in any clinical/internship setting. Any student who, in the opinion of the instructor, is judged unsafe according to the above regulation shall be excluded from the clinical/internship setting. Such exclusion from instruction shall be made in the presence of a suitable witness (any licensed/certificated personnel). The student will be directed by the instructor to report to the Dean of the Division of Health Sciences, Human Services and Emeritus Institute, who will refer the matter to the Saddleback College Vice President of Student Services, for investigation pursuant to College regulations. At the completion of the investigation, a student found to have violated the above regulations may be disqualified from the program.

PART VI. PERIOD OF AGREEMENT

This agreement shall be effective as of the date signed, and shall continue in effect until terminated by written notice of either party. The said termination shall become effective only at the close of an academic year, but not before six months after receipt of said notice, except that this agreement may be terminated at anytime upon written mutual consent by the College and the Agency.

IN WITNESS WHEREOF, the said parties have hereunto set their hands:

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

GARY'S PLACE FOR KIDS

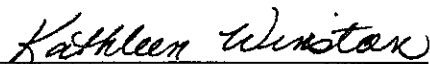
District

Agency



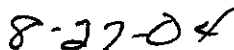
By: Gary Poertner
Deputy Chancellor

By:



Reviewed by:
Kathleen Winston, Dean
Division of Health Sciences,
Human Services and Emeritus Institute

Title:



Date

Date

AGREEMENT

(HEALTH SCIENCES / HUMAN SERVICES STUDENT PROGRAM)

THIS AGREEMENT is made and entered into this 11th day of August 2004, by and between:

SouthCoast Recovery
33701 Big Sur St.
Dana Point, CA 92629
(949) 493-1993

hereinafter called the Agency, and

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692
(949) 582-4500

hereinafter called the College.

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

WHEREAS, the College and Agency acknowledge a public obligation to contribute to health sciences and human services education for the benefit for students and to meet community needs.

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WHEREAS, the Agency has facilities suitable for the clinical/internship needs of the College programs in health sciences and human services.

WHEREAS, it is to the benefit of both College and the Agency that health sciences and human services students have opportunities for clinical/internship experience to enhance their capabilities as practitioners.

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IN WITNESS WHEREOF, the said parties have hereunto set their hands:

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

District



By: Gary Poertner
Deputy Chancellor

SOUTHCOAST RECOVERY

Agency

By:

Reviewed by:

Kathleen Winston, Dean
Division of Health Sciences,
Human Services and Emeritus Institute

Title:

Date

8-27-04

Date

AGREEMENT

(HEALTH SCIENCES / HUMAN SERVICES STUDENT PROGRAM)

THIS AGREEMENT is made and entered into this 25th day of August 2004, by and between:

Recovery Achievement Program
660 West Baker St., Suite 421
Costa Mesa, CA 92626
(714) 432-0727

hereinafter called the Agency, and

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692
(949) 582-4500

hereinafter called the College.

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

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IN WITNESS WHEREOF, the said parties have hereunto set their hands:

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

RECOVERY ACHIEVEMENT PROGRAM

District

Agency

Gary Poertner
By: Gary Poertner
Deputy Chancellor

By:

Kathleen Winston
Reviewed by:
Kathleen Winston, Dean
Division of Health Sciences,
Human Services and Emeritus Institute

Title:

9-2-04
Date

Date

AGREEMENT

(HEALTH SCIENCES / HUMAN SERVICES STUDENT PROGRAM)

THIS AGREEMENT is made and entered into this 27th day of August 2004, by and between:

National Therapeutic Services, Inc.
660 W. Baker, Suite 421
Costa Mesa, CA 92626
(714) 432-0727

hereinafter called the Agency, and

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692
(949) 582-4500

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3. College faculty members may be invited to serve as voluntary resource persons to the Agency staff by serving on health sciences and human services committees, by sharing knowledge as experts, and by participating in other matters dealing with the quality of patient/client care.
4. For Workers' Compensation
The College shall carry Workers' Compensation Insurance on students of the College during clinical/internship assignment, and shall keep records of clinical/internship attendance for audit by the State Workers' Compensation Insurance Fund.
5. Hold Harmless Agreement
College agrees to and does hereby indemnify and hold harmless to the extent authorized by law the Agency and its officers, agents and employees from every liability, loss, damage, or expense which may be incurred by reason of: liability for (1) death or bodily injury to persons, (2) injury to, loss or theft of property, or (3) any other loss, damage or expense arising under either (1) or (2) above, sustained by the College, the College students participating in laboratory learning experiences, or by any person employed by the College in connection with the laboratory learning experience called for in this Agreement, except for liability resulting from the negligence or willful misconduct of the Agency or its officers, employees, or agents, or independent contractors who are directly employed by the Agency; and any injury to or death of persons or damage to property caused by any act, neglect, default or omission of the College, its employees or students.

Agency agrees to and does hereby indemnify and hold harmless to the extent authorized by law, the College, its officers, agents and employees from every liability, loss, damage, or expense which may be incurred by reason of: liability for (1) death or bodily injury to persons, (2) injury to, loss or theft of property, or (3) any other loss, damage or expense arising under either (1) or (2) above, sustained by the Agency, its officers, agents and employees in connection with the laboratory learning experience called for in this Agreement, except for liability resulting from the negligence or willful misconduct of the College, its officers, employees, agents of independent contractors who are directly employed by the College; and any injury to or death of persons or damage to property caused by any act, neglect, default or omission of the Agency, its officers, agents and employees.

6. Public Liability and Property Damage Insurance

The College and Agency agree to take out and maintain during the life of this agreement such public liability and property damage coverage as shall protect the College and the Agency harmless. Such insurance shall be in the following amounts:

Bodily Injury	\$1,000,000.00
Property Damage	\$1,000,000.00

B. For Program Planning

The College will initiate the development of mutually acceptable clinical/internship instruction plans for using the Agency's clinical/internship areas to meet the educational goals of health sciences and human services curricula. These plans will be made available to the Agency at a mutually agreed upon time prior to the beginning of the school term and subject to revision in instances of conflict with patient care/client responsibilities and/or College interests.

C. For Instruction

1. The College shall supervise all instruction and clinical/internship experience for all students assigned to the Agency; and participate in the supervision of the instruction and clinical experience for the Nursing Program's - Clinical Preceptorship and Health Sciences, Human Services Program's Internship. The College shall assume full responsibility for the content of the educational programs.
2. The College will provide faculty members who are both qualified teachers and competent health sciences and human services practitioners, as required by the health sciences and human services program in which they teach.
3. The College will provide orientation for its health sciences and human services faculty members to familiarize them with Agency policies, practices, and facilities before assigning them to instructional duties at the Agency.
4. The College faculty will be responsible for learning and observing the regulations of both College and Agency as they apply to the circumstances of clinical/internship teaching.
5. The College has the privilege of regularly scheduled meetings with Agency staff, including both selected floor personnel and administrative level representatives for the purpose of interpreting, discussing, and evaluating the educational program in health sciences and human services.

D. For Health Sciences and Human Services Students

The College will be responsible for assuring the health sciences and human services students assigned to the Agency for clinical/internship instruction meet both College and Agency standards of health and physical fitness, and shall provide certification that the students have been immunized against the common communicable diseases.

PART III. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE AGENCY

A. For the Program in General

1. The Agency will maintain the standards which make it eligible for approval as a clinical/internship area for instruction in an accredited health sciences and human services program.
2. The Agency staff may participate in the educational program on request of the College instructor. This may be resource persons, clinical experts, or assisting in the planning and implementation of aspects of clinical/internship education. Such participation will be voluntary and shall not interfere with assigned Agency duties.
3. The Agency will designate a staff member who will function as Educational Coordinator for health sciences and human services education uses of the Agency facilities, including joint planning with representatives of all involved health sciences and human services programs.
4. The Agency will permit the faculty and students of the College to use its patient/client care and service facilities for clinical/internship education according to the approved curricula.

B. For Services and Facilities

1. The Agency will permit the educational use of such supplies and equipment as are commonly available for patient/client care.
2. The Agency will permit use of the following facilities and services by College health services and human services students and faculty at such times and to the degrees considered feasible by the Agency:
 - a. Parking areas.
 - b. Locker, storage and dressing facilities.
 - c. Same food services as are available to Agency staff.
 - d. First aid treatment with written consent required for minors.
 - e. Classroom and conference room space.
 - f. Office and/or desk space for health sciences and human services faculty.
 - g. Equipment demonstration areas.
 - h. Access to sources of information for educational purposes, such as:
 - (1) Charts, nursing station references, Kardex files.
 - (2) Procedure guides, policy manuals.
 - (3) Medical dictionaries, pharmacology references.
 - (4) Books and periodicals in the Medical Library.

C. For Control of College Personnel

The Agency may refuse access to its clinical/internship areas to health sciences and human services students or College faculty who do not meet its employee standards for safety, health, cooperation, or ethical behavior, pending investigation and resolution of the matter by the Agency and the College.

PART IV. JOINT RESPONSIBILITIES AND PRIVILEGES

Publication by College faculty or Agency staff members of any material relative to their clinical/internship experience, that has not been approved for release by the College and Agency signers of this agreement, is prohibited.

PART V. STATUS OF HEALTH SCIENCES AND HUMAN SERVICES STUDENTS

- A. Health sciences and human services students shall have the status of learners and shall not be considered to be Agency employees, nor shall they replace Agency staff. Clinical/internship experience will be conducted as a laboratory learning experience.
- B. Health sciences and human services students are subject to the authority, policies and regulations of the College. They are also subject, during clinical/internship assignments, to applicable Agency regulations and must conform to the same standards as are set for Agency employees in matters relating to the welfare of patients/clients and general Agency operation.
- C. No student under the influence of drugs, alcohol, or other chemicals will be allowed presence or practice in any clinical/internship setting. Any student who, in the opinion of the instructor, is judged unsafe according to the above regulation shall be excluded from the clinical/internship setting. Such exclusion from instruction shall be made in the presence of a suitable witness (any licensed/certificated personnel). The student will be directed by the instructor to report to the Dean of the Division of Health Sciences, Human Services and Emeritus Institute, who will refer the matter to the Saddleback College Vice President of Student Services, for investigation pursuant to College regulations. At the completion of the investigation, a student found to have violated the above regulations may be disqualified from the program.

PART VI. PERIOD OF AGREEMENT

This agreement shall be effective as of the date signed, and shall continue in effect until terminated by written notice of either party. The said termination shall become effective only at the close of an academic year, but not before six months after receipt of said notice, except that this agreement may be terminated at anytime upon written mutual consent by the College and the Agency.


IN WITNESS WHEREOF, the said parties have hereunto set their hands:

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

NATIONAL THERAPEUTIC SERVICES, INC.

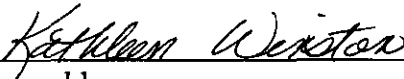
District

Agency



By: Gary Poertner
Deputy Chancellor

By:



Reviewed by:
Kathleen Winston, Dean
Division of Health Sciences,
Human Services and Emeritus Institute

Title:

9-2-04

Date

Date

AGREEMENT

(HEALTH SCIENCES / HUMAN SERVICES STUDENT PROGRAM)

THIS AGREEMENT is made and entered into this 25th day of August 2004, by and between:

Newport Coast Recovery
1216 W. Balboa Blvd.
Newport Beach, CA 92661
(949) 673-0589

hereinafter called the Agency, and

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692
(949) 582-4500

hereinafter called the College.

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

WHEREAS, the College and Agency acknowledge a public obligation to contribute to health sciences and human services education for the benefit for students and to meet community needs.

WHEREAS, the College provides approved programs in health sciences and human services education, including, but not limited to nursing at the RN level, Psychiatric Technician, Emergency Medical Technician - Basic and Emergency Medical Technician - Paramedic, Medical Assisting, Phlebotomy and Human Services, which require clinical/internship experiences for students enrolled in these programs.

WHEREAS, the Agency has facilities suitable for the clinical/internship needs of the College programs in health sciences and human services.

WHEREAS, it is to the benefit of both College and the Agency that health sciences and human services students have opportunities for clinical/internship experience to enhance their capabilities as practitioners.

Now, THEREFORE, the College and Agency do covenant and agree as follows:

PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE COLLEGE

A. For the Program in General

1. The College representative shall be the Dean of Health Sciences, Human Services and Emeritus Institute, who will serve as coordinator and liaison of this agreement between the Agency and the College.

2. The College will assume full responsibility for offering health sciences and human services education programs eligible for accreditation or approval by the appropriate State Board or Agency.
3. College faculty members may be invited to serve as voluntary resource persons to the Agency staff by serving on health sciences and human services committees, by sharing knowledge as experts, and by participating in other matters dealing with the quality of patient/client care.
4. **For Workers' Compensation**
The College shall carry Workers' Compensation Insurance on students of the College during clinical/internship assignment, and shall keep records of clinical/internship attendance for audit by the State Workers' Compensation Insurance Fund.
5. **Hold Harmless Agreement**
College agrees to and does hereby indemnify and hold harmless to the extent authorized by law the Agency and its officers, agents and employees from every liability, loss, damage, or expense which may be incurred by reason of: liability for (1) death or bodily injury to persons, (2) injury to, loss or theft of property, or (3) any other loss, damage or expense arising under either (1) or (2) above, sustained by the College, the College students participating in laboratory learning experiences, or by any person employed by the College in connection with the laboratory learning experience called for in this Agreement, except for liability resulting from the negligence or willful misconduct of the Agency or its officers, employees, or agents, or independent contractors who are directly employed by the Agency; and any injury to or death of persons or damage to property caused by any act, neglect, default or omission of the College, its employees or students.

Agency agrees to and does hereby indemnify and hold harmless to the extent authorized by law, the College, its officers, agents and employees from every liability, loss, damage, or expense which may be incurred by reason of: liability for (1) death or bodily injury to persons, (2) injury to, loss or theft of property, or (3) any other loss, damage or expense arising under either (1) or (2) above, sustained by the Agency, its officers, agents and employees in connection with the laboratory learning experience called for in this Agreement, except for liability resulting from the negligence or willful misconduct of the College, its officers, employees, agents of independent contractors who are directly employed by the College; and any injury to or death of persons or damage to property caused by any act, neglect, default or omission of the Agency, its officers, agents and employees.

6. Public Liability and Property Damage Insurance

The College and Agency agree to take out and maintain during the life of this agreement such public liability and property damage coverage as shall protect the College and the Agency harmless. Such insurance shall be in the following amounts:

Bodily Injury	\$1,000,000.00
Property Damage	\$1,000,000.00

B. For Program Planning

The College will initiate the development of mutually acceptable clinical/internship instruction plans for using the Agency's clinical/internship areas to meet the educational goals of health sciences and human services curricula. These plans will be made available to the Agency at a mutually agreed upon time prior to the beginning of the school term and subject to revision in instances of conflict with patient care/client responsibilities and/or College interests.

C. For Instruction

1. The College shall supervise all instruction and clinical/internship experience for all students assigned to the Agency; and participate in the supervision of the instruction and clinical experience for the Nursing Program's - Clinical Preceptorship and Health Sciences, Human Services Program's Internship. The College shall assume full responsibility for the content of the educational programs.
2. The College will provide faculty members who are both qualified teachers and competent health sciences and human services practitioners, as required by the health sciences and human services program in which they teach.
3. The College will provide orientation for its health sciences and human services faculty members to familiarize them with Agency policies, practices, and facilities before assigning them to instructional duties at the Agency.
4. The College faculty will be responsible for learning and observing the regulations of both College and Agency as they apply to the circumstances of clinical/internship teaching.
5. The College has the privilege of regularly scheduled meetings with Agency staff, including both selected floor personnel and administrative level representatives for the purpose of interpreting, discussing, and evaluating the educational program in health sciences and human services.

D. For Health Sciences and Human Services Students

The College will be responsible for assuring the health sciences and human services students assigned to the Agency for clinical/internship instruction meet both College and Agency standards of health and physical fitness, and shall provide certification that the students have been immunized against the common communicable diseases.

PART III. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE AGENCY

A. For the Program in General

1. The Agency will maintain the standards which make it eligible for approval as a clinical/internship area for instruction in an accredited health sciences and human services program.
2. The Agency staff may participate in the educational program on request of the College instructor. This may be resource persons, clinical experts, or assisting in the planning and implementation of aspects of clinical/internship education. Such participation will be voluntary and shall not interfere with assigned Agency duties.
3. The Agency will designate a staff member who will function as Educational Coordinator for health sciences and human services education uses of the Agency facilities, including joint planning with representatives of all involved health sciences and human services programs.
4. The Agency will permit the faculty and students of the College to use its patient/client care and service facilities for clinical/internship education according to the approved curricula.

B. For Services and Facilities

1. The Agency will permit the educational use of such supplies and equipment as are commonly available for patient/client care.
2. The Agency will permit use of the following facilities and services by College health services and human services students and faculty at such times and to the degrees considered feasible by the Agency:
 - a. Parking areas.
 - b. Locker, storage and dressing facilities.
 - c. Same food services as are available to Agency staff.
 - d. First aid treatment with written consent required for minors.
 - e. Classroom and conference room space.
 - f. Office and/or desk space for health sciences and human services faculty.
 - g. Equipment demonstration areas.
 - h. Access to sources of information for educational purposes, such as:
 - (1) Charts, nursing station references, Kardex files.
 - (2) Procedure guides, policy manuals.
 - (3) Medical dictionaries, pharmacology references.
 - (4) Books and periodicals in the Medical Library.

C. For Control of College Personnel

The Agency may refuse access to its clinical/internship areas to health sciences and human services students or College faculty who do not meet its employee standards for safety, health, cooperation, or ethical behavior, pending investigation and resolution of the matter by the Agency and the College.

PART IV. JOINT RESPONSIBILITIES AND PRIVILEGES

Publication by College faculty or Agency staff members of any material relative to their clinical/internship experience, that has not been approved for release by the College and Agency signers of this agreement, is prohibited.

PART V. STATUS OF HEALTH SCIENCES AND HUMAN SERVICES STUDENTS

- A. Health sciences and human services students shall have the status of learners and shall not be considered to be Agency employees, nor shall they replace Agency staff. Clinical/internship experience will be conducted as a laboratory learning experience.
- B. Health sciences and human services students are subject to the authority, policies and regulations of the College. They are also subject, during clinical/internship assignments, to applicable Agency regulations and must conform to the same standards as are set for Agency employees in matters relating to the welfare of patients/clients and general Agency operation.
- C. No student under the influence of drugs, alcohol, or other chemicals will be allowed presence or practice in any clinical/internship setting. Any student who, in the opinion of the instructor, is judged unsafe according to the above regulation shall be excluded from the clinical/internship setting. Such exclusion from instruction shall be made in the presence of a suitable witness (any licensed/certificated personnel). The student will be directed by the instructor to report to the Dean of the Division of Health Sciences, Human Services and Emeritus Institute, who will refer the matter to the Saddleback College Vice President of Student Services, for investigation pursuant to College regulations. At the completion of the investigation, a student found to have violated the above regulations may be disqualified from the program.

PART VI. PERIOD OF AGREEMENT

This agreement shall be effective as of the date signed, and shall continue in effect until terminated by written notice of either party. The said termination shall become effective only at the close of an academic year, but not before six months after receipt of said notice, except that this agreement may be terminated at anytime upon written mutual consent by the College and the Agency.

IN WITNESS WHEREOF, the said parties have hereunto set their hands:

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

NEWPORT COAST RECOVERY

District

Agency

G. Poertner
By: Gary Poertner
Deputy Chancellor

By:

Kathleen Winston
Reviewed by:
Kathleen Winston, Dean
Division of Health Sciences,
Human Services and Emeritus Institute

Title:

9-2-04
Date

Date

MOUNT ST. MARY'S COLLEGE
Department of Nursing

CLINICAL TRAINING AGREEMENT

THIS AGREEMENT is made between Mount St. Mary's ("College"), Los Angeles, and **Saddleback College** ("Agency") as of the **30th day of August 2004**.

RECITALS

- A. Colleges, through its Department of Nursing, provides educational training and preparation for students pursuing careers in the nursing profession.
- B. College requires clinical experience as part of the nursing curriculum.
- C. Agency has available clinical facilities to provide certain educational experiences and clinical in patient care.
- D. College desires the cooperation of Agency and its staff in the development and implementation of the clinical experience for its students.
- E. Agency has agreed to make its facilities available to College for such purposes.

NOW, THEREFORE, in consideration of the mutual promises and conditions set forth herein, College and Agency do hereby agree as follows:

I. OBLIGATIONS OF COLLEGE

College shall:

- A. Develop the curriculum for its nursing programs, maintain responsibility for its students' learning objectives and evaluation, and instruct and supervise students in their designated areas.
- B. Maintain a record for each student which includes a skills checklist indicating the procedures/skills for which the student has been trained. Any procedures which students will be asked to perform shall be consistent with the program(s) in which they are enrolled.
- C. Ensure that faculty and students conform to the Agency's policies, procedures, regulations, and orientation protocols as established by the Agency.
- D. Reach mutual agreement with Agency representatives, prior to the

beginning of each academic year, on the following:

1. Student schedules.
 2. Student placements.
 3. Attendance at scheduled programs for the purpose of collaboration, coordination, and communication of information relating to student practice and faculty supervision.
- E. Maintain all students' records in conjunction with the clinical experience at the Agency.
- F. Verify that students conform to Agency's health requirements.
- G. Assure that faculty (Clinical Instructors) fulfill their responsibilities as outlined in the Faculty Handbook applicable to the program of the Department of Nursing providing students to the Agency..
- H. Assure that students maintain essential behaviors relative to confidentiality, safety, and other matters of patient harm as outlined in the Student Handbook and course syllabi of the Department of Nursing.
- I. Assure that students in training under this Agreement are informed that they shall receive no wages, either from College or Agency, and shall be considered volunteers in the Agency.
- J. Specify appropriate student and faculty dress subject to Agency approval which distinguishes students from Agency's regular personnel.
- K. Maintain standards of accreditation as formulated by its professional bodies.
- L. Regularly schedule meetings with the Agency representative(s) for the purpose of interpreting, discussing, and evaluating the clinical instruction program.
- M. Designate a representative who will be responsible for scheduling and selecting College representatives to attend meetings with Agency.
- N. Call a meeting, in the event of a dispute between any member of the College faculty or student and members of the Agency staff, over matters which cannot be resolved by the persons immediately involved, or in the event of substance abuse by a member of the College faculty or student on Agency's premises or in the presence of Agency's patients, which is attended by representatives of both institutions within (5) days of the event.
- O. Keep minutes of all College-Agency meetings and file copies with both the Department of Nursing of the College and the nursing administrative

office of the field Agency.

II. OBLIGATIONS OF AGENCY

Agency shall:

- A. Permit students access to mutually agreed upon clinical areas.
- B. Conform to the requirements set forth by the Agency's accreditation bodies, including the California Board of Registered Nursing.
- C. Designate a representative for the purpose of planning, implementing, and coordinating teaching/ learning activities with College representatives and who will meet regularly with College representatives.
- D. Arrange for an orientation to the Agency for the College's representatives and students.
- E. Assure that its staff is sufficient in number, quality, and stability to insure safe and continuous service to patients and families.
- F. Not decrease the number staff or otherwise alter staffing patterns due to the presence or absence of students in assigned areas.
- G. Control all nursing service functions, and supervise nursing service personnel and activities of Agency management as related to patient care.
- H. Permit, upon reasonable request, College to inspect: Agency's clinical facilities; Agency's services available for the clinical experience; student records; and other such items pertaining to the clinical education program by the College and/or agencies charged with the responsibility for accreditation of the program.
- I. Make available Agency's physical facilities and equipment necessary to conduct the clinical experience and any other specialized learning experience for College's students.
- J. Provide the following for the students and faculty while assigned to the Agency:
 - (1) Reasonable use of parking areas.
 - (2) Reasonable use of locker and dressing areas.
 - (3) Access to library according to Agency policies and procedures.
 - (4) Ability to purchase meals at prices offered to Agency employees.

- (5) If required by Agency, uniforms and uniform laundry for specified areas, e.g., ICUs or surgical areas.
- (6) If required by the Agency, photograph identification and/or identification tags.
- K. Advise the College of any changes in its personnel, operation, accreditation status or policies related to or which may effect the clinical experience.
- L. Agency retains the right to refuse access and to remove any faculty/student who jeopardizes patient care.

III. ACCREDITATION OF AGENCY

Saddleback College holds the following accreditation, license, or certification for the current year:

Accreditation: _____

Licenses: _____

(Please use the back of this page for additional space, if needed)

IV. INSURANCE

College shall:

- A. Provide Workmen's Compensation coverage for its faculty and students during scheduled periods of duty at the Agency.
- B. Provide general comprehensive liability insurance to cover faculty and students while at the Agency at no less than two million dollars (\$2,000,000.00) per occurrence.
- C. Provide professional liability insurance for faculty and students at no less than one million dollars (\$1,000,000.00) per occurrence and three million dollars (\$3,000,000.00) annual aggregate.
- D. Validate that nursing students and faculty carry professional liability insurance at no less than one million dollars (\$1,000,000.00) per occurrence and three million dollars (\$3,000,000.00) annual aggregate.

- E. Assure that students not covered by personal insurance carry the College's Student Health Accident Policy. In case of accident or injury, students may be treated by the physician of Health Services at the College, personal physician, or be attended at the agency under contract with the College, if student's injury is covered by Worker's Compensation.
- F. Verify that students on community and public health assignments, who are operating vehicles, carry automobile liability insurance as well as current driver's license.

V. INDEMNIFICATION

College shall:

- A. Indemnify and hold harmless (and at request, defend) Agency from and against any and all demands, debts, liens, claims, loss, damage, liability, costs, expenses, judgments, or obligations, actions or causes of action, (including the payment of attorney's fees and expenses actually incurred whether or not litigation be commenced) for or in connection with injury or damage (including, but not limited to, death) to any person or property resulting from or in any way connected with the performance of or failure to perform obligations hereunder by College, its officers, partners, employees, instructors, students or agents.
- B. Notwithstanding the foregoing, College's liability hereunder shall not include any responsibility for or obligation to indemnify and hold harmless Agency from any loss, damage or expense resulting from the negligence or willful misconduct of Agency.
- C. To the extent that College is obligated to defend or provide indemnification hereunder, Agency shall be responsible for and cooperate as to all claims administration and investigation necessary for College's defense.

Agency shall:

- A. Agency shall indemnify and hold harmless (and at college's request, defend). College from any and all claims, demands, damages, liabilities, losses, costs and expenses (including, without limitation, attorneys' fees and costs and expenses of such (attorneys) for or in connection with injury or damage to any person or property resulting from the performance of or failure to perform obligations hereunder by Agency or its officers, employees, partners or agents
- B. Notwithstanding the foregoing, Agency's liability hereunder shall not

include any responsibility for or obligation to indemnify and hold harmless College from any loss, damage or expense resulting from the negligence or willful misconduct of College.

- C. To the extent that Agency is obligated to defend or provide indemnification hereunder, College shall be responsible for and cooperate as to all claims, administration and investigation necessary for Agency's defense.

VI. INDEPENDENT CONTRACTOR

The parties expressly understand and agree that this is an Agreement by and between independent contractors. Neither party has authorization to enter into any contracts, assume any obligations or make any warranties or representations on behalf of the other party. Agency shall not be responsible to College, College's students, employees, instructors or agents or to any governing body for any payroll-related liability in connection with the performance of services by faculty or students under this Agreement. College will be responsible for all legally required tax withholding for itself and its employees. College warrants that it will comply with all applicable federal, state and local laws, including, but not limited to, wage and hour laws and employment discrimination laws. Neither College nor any of its students, instructors, employees or agents shall receive any compensation from Agency.

VII. TERM: TERMINATION AND AMENDMENT

- A. This Agreement shall be effective for a three (3) year term, commencing on August 30, 2004 and terminating on August 30, 2007. This Agreement may, however, be terminated, with or without cause, by either party after giving the other party sixty (60) days advance written notice of its intention to terminate. Any "without cause" termination of this Agreement or termination of an individual program at any Agency shall not take effect with respect to students participating in the affected program on the date of such notice of termination or deletion until such time as the program is completed in accordance with its original terms.
- B. Agency representatives have sole discretion to terminate, decline to renew, or modify the program at their clinical facility.
- C. Any written notice under this Section IX shall be sent postage prepaid, by certified mail, return receipt requested, addressed as follows:

College:

Mount St. Mary's College
12001 Chalon Road
Los Angeles, California 90049
Attention: Chairperson
Department of Nursing

Agency:

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692
(949) 582-4500

VIII. ASSIGNMENT

Neither College nor Agency shall have the right to assign or transfer all or any portion of their respective interests in this Agreement without the written consent of the other.

IX. AGREEMENT

This Agreement constitutes the entire agreement between the College and Agency with respect to the subject matter hereof and may be altered or amended only by a written instrument executed by each of the parties hereto. This Agreement supersedes all prior agreements, negotiations, and communications of whatever type, whether written or oral, between the parties with respect to the subject matter hereof. This Agreement is made and entered into in the State of California, and shall in all respects be interpreted, enforced and governed by and under the laws of that State.

This Agreement may be executed in counterparts, and all such counterparts together shall constitute the entire agreement of the parties hereto.

The undersigned parties hereto have executed this Agreement as of the day and year first above written.

MOUNT ST. MARY'S COLLEGE:

BY: _____
(Dr. Jacqueline Powers Doud, President)

BY: _____
Director of MSN Program

AGENCY: Saddleback College

Reviewed by: Kathleen Winston
Kathleen Winston, Dean
Health Sciences, Human Services
and Emeritus Institute

South Orange County Community
District

BY: G. Poertner 9-8-04
Gary Poertner
Deputy Chancellor

**ALLIED HEALTH SCIENCES EDUCATION AGREEMENT
BETWEEN
THE REGENTS OF THE UNIVERSITY OF CALIFORNIA
AND
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

This Agreement is made and entered into this 1st day of July, 2004, in the State of California between South Orange County Community College District / Saddleback College, hereinafter referred to as "AFFILIATE", and The Regents of the University of California, a California Corporation, hereinafter referred to as "UNIVERSITY".

WITNESSETH

WHEREAS, UNIVERSITY own and operates the University of California, Irvine, College of Medicine, fully accredited for training graduate and undergraduate medical students, hereinafter referred to as "College"; and

WHEREAS, UNIVERSITY owns and operates the University of California, Irvine Medical Center, a fully accredited and duly licensed acute care hospital facility, hereinafter referred to as "Medical Center"; and

WHEREAS, the AFFILIATE conducts approved programs in health sciences education which require clinical experiences for students enrolled in said programs; and

WHEREAS, it is to the benefit of both AFFILIATE and UNIVERSITY that students enrolled in Affiliate's health sciences programs have opportunities for clinical experience to enhance their capabilities;

NOW, THEREFORE, the AFFILIATE and UNIVERSITY do covenant and agree as follows:

I. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE MEDICAL CENTER AND COLLEGE

- A. The Associate Executive Vice Chancellor is authorized to approve Allied Health Programs to be conducted at the Medical Center upon the recommendation of the Dean of the College, except in areas of authority delegated to the Academic Senate by the Standing Orders of the Regents.
- B. Each program will have a College faculty member, approved by his/her supervisor, who will function as Education Coordinator for use of Medical Center facilities for clinical experience of Affiliate's health sciences students, including joint planning with representatives of all involved services. Responsibilities of coordinator will also include scheduling of student rotations, and in cases where not provided by Affiliate, supervision and instruction while at the Medical Center.
- C. The College faculty and staff may participate in the educational program, (i.e., clinical instruction) on written request of the Affiliate's faculty member and written approval of College's Dean. (Reference II C)

- D. Students enrolled in Affiliate's health sciences educational programs conducted at the Medical Center will be permitted to use such Medical Center supplies and equipment as are determined by Medical Center to be made available to perform the patient care services which are necessary to meet the clinical experience requirements of the student's educational program.
- E. Service facilities (i.e., conference rooms, parking and cafeteria) at the Medical Center will be made available to Affiliate's health sciences students and faculty at such times and to the extent approved by the Medical Center's Director.
- F. Educational facilities of the College will be made available to Affiliate's health sciences students and faculty at such times and to the degrees approved by the Dean of the College, and in accord with established policy of the College.
- G. In his/her sole discretion, the Director of the Medical Center may refuse access to clinical areas in the Medical Center to Affiliate's health sciences student(s) or faculty in the event that Affiliate's health science student(s) or faculty member(s) violate University or Medical Center rules and regulations.

II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE AFFILIATE

- A. The AFFILIATE will assume full responsibility for offering health science education programs accredited by the appropriate accrediting body.
- B. AFFILIATE will provide workers compensation insurance for each participating student and maintain the insurance for the complete length of time the student is assigned to the Medical Center.
- C. Compensation paid by AFFILIATE for teaching and/or other services to paid faculty members of the College shall be reported to the Dean of the College as required under the College Compensation Plan. All compensation paid as either a salary or professional fee must be reported by Affiliate by January 31st of each year for the preceding calendar year.
- D. The AFFILIATE will initiate the development of an instructional program acceptable to both the Affiliate and the University for using the Medical Center and/or College faculty, staff, resources, and facilities to meet the educational goals of the prescribed curriculum. The program will be made available to the Education Coordinator at a time agreed upon by said coordinator and the designated representative of the Affiliate not less than ninety (90) days prior to the beginning of the proposed program. The proposed program will be revised at the written request of the Medical Center's Director or College's Dean in instances of conflict with Medical Center's patient care responsibilities and/or College's education, research and training programs.
- E. Prior to the beginning of each clinical training period, the AFFILIATE or a designated representative shall provide the Education Coordinator with a list of the student's names and addresses for that training period.

- F. The AFFILIATE will provide the Education Coordinator with a copy of the approved curriculum for each course of study covered by this Agreement prior to the start of the clinical training period.
- G. The AFFILIATE will provide a member of the Affiliate faculty who is both a qualified teacher and a competent, licensed (where applicable) practitioner in the applicable health sciences field to coordinate the clinical education program with Medical Center and College faculty and staff.
- H. The AFFILIATE will provide orientation for its faculty members to familiarize them with Medical Center policies, practices, and facilities *before assigning them to institutional duties* at the Medical Center.
- I. The AFFILIATE'S faculty will be responsible for learning and observing the regulations of both Affiliate and Medical Center as they apply to the clinical education program.
- J. The AFFILIATE will provide name badges designating student status and assure that patients are made fully aware of the student status.
- K. The AFFILIATE shall have the privilege of regularly scheduled meetings with appropriate Medical Center and/or College staff, including both selected floor personnel and administrative representatives for the purpose of interpreting, discussing, and evaluating the educational program in the applicable clinical experience.
- L. Each program shall be reviewed by University's administration for its cost implications. Should it be determined that there are costs to the University and/or Affiliate to carry out the program, such costs must be determined and must be set forth in the addendum to this Agreement. Further, such addendum shall provide that the amount of the determined costs to be reimbursed to University by the Affiliate or by the University to Affiliate shall be paid prior to the beginning or renewal date of the approved program. To the extent that the addendum involves direct financial obligations or commitments of University resources to programs not previously approved by The Regents of the University of California, prior to such addendum becoming effective, Regents' approval shall be obtained. In the event such program is not approved or in the event that reimbursement is not agreed upon and/or the agreed reimbursement is not made, *the proposed program may be terminated by either party upon five days written notice.* Cancellation of the approved program shall not cause cancellation of this Agreement.

III. STATUS OF HEALTH SCIENCES STUDENTS

- A. Affiliate's health sciences students shall have the status of learners and shall not be considered to be University and Medical Center employees, nor shall they be intended to replace Medical Center staff. Clinical experience will be conducted as a laboratory learning experience.
- B. Health sciences students are subject, during their clinical experience assignment, to applicable University and Medical Center regulations and *must conform to the same standards* as are set for University and Medical Center employees in matters relating to the welfare of patients and general Medical Center operation.

IV. **PERIOD OF AGREEMENT**

This agreement shall be effective from July 1, 2004 to June 30, 2007 unless terminated by written notice of either party. The said termination shall effective only at the close of an academic year, but not before six months after receipt of said notice, except that this Agreement may be terminated at any time upon written mutual consent by the Affiliate and the University.

V. **INDEMNIFICATION**

- A. AFFILIATE shall defend, indemnify and hold University, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Affiliate, its officers, agents, or employees.
- B. UNIVERSITY shall defend, indemnify and hold Affiliate, its Board of Trustees, officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of University, its officers, agents, or employees.

VI. **INSURANCE**

- A. AFFILIATE at its sole cost and expense, shall insure its activities in connection with this Agreement and obtain, keep in force and maintain insurance as follows:
1. Comprehensive or Commercial Form General Liability Insurance (contractual liability included) with limits as follows:

(a) Each Occurrence	\$2,000,000
(b) General Aggregate (Not applicable to the Comprehensive form)	\$5,000,000

However, if such insurance is written on a claims made form following termination of this Agreement coverage shall survive for a period of not less than three years. Coverage shall provide for a retroactive date of placement coinciding with the effective date of this Agreement.
 2. Professional Medical and Hospital Liability Insurance with limits as follows:

(a) Each Occurrence	\$2,000,000
(b) General Aggregate	\$5,000,000

If such insurance is written on a claims made form, following termination of the Agreement, coverage shall survive for the maximum reporting period available from insurance sources. Coverage shall also provide for a retroactive date of placement prior to or coinciding with the effective date of the Agreement.

3. Business Automobile Liability Insurance for owned, scheduled, non-owned or hired automobiles with a combined single limit no less than One Million Dollars (\$1,000,000) per occurrence.
4. Workers' Compensation and Employers Liability Insurance in a form and amount covering AFFILIATE'S full liability under the Workers' Compensation Insurance and Safety Act of the State of California as amended from time to time.
5. Such other insurance in such amounts which from time to time may be reasonably required by the mutual written consent of University and AFFILIATE against other insurable risks relating to performance.

It should be expressly understood, however, that the coverages required under this Section A.(1),(2) (3) shall not in any way limit the liability of AFFILIATE. The coverages referred to under (1), (2) and (3) of this Section A. shall be endorsed to include University as an insured. Such a provision, however, shall only apply in proportion to and to the extent of the negligent acts or omissions of AFFILIATE, its officers, agents, employees. AFFILIATE upon the execution of this Agreement shall furnish University with Certificates of Insurance evidencing compliance with all requirements. Certificates shall further provide for thirty (30)-day advance written notice to University of any modification, change or cancellation of any of the above insurance coverages.

- B. Students of the AFFILIATE will be insured by professional liability/malpractice insurance which each student must maintain as a prerequisite for participating in the clinical training program at the MEDICAL CENTER. This insurance shall be considered primary. Students must provide certificates of insurance verifying coverage and limits before participating in the program.
 - C. UNIVERSITY at its sole cost and expense, shall insure its activities in connection with this Agreement and obtain, keep in force and maintain insurance as follows:
 1. General Liability Self-Insurance Program with limits as follows:

(a) Each Occurrence	\$2,000,000
(b) General Aggregate	\$5,000,000
 2. Professional Medical and Hospital Liability Insurance with limits as follows:

(a) Each Occurrence	\$2,000,000
(b) General Aggregate	\$5,000,000
- If such insurance is written on a claims made form, following termination of the agreement, coverage shall survive for the maximum reporting period available from insurance sources. Coverage shall also provide for a retroactive date of placement prior to or coinciding with the effective date of the agreement.

3. Business Automobile Self-Insurance Program for owned, scheduled, non-owned, or hired automobiles with a combined single limit no less than One Million Dollars (\$1,000,000) per occurrence.
4. Workers' Compensation and Employers Liability equivalent Self-Insurance Program covering University's full liability under the Workers' Compensation Insurance and Safety Act of the State of California as amended from time to time.
5. Such other insurance in such amounts which from time to time may be reasonably required by the mutual written consent of AFFILIATE and UNIVERSITY against other insurable risks relating to performance.

It should be expressly understood, however, that the coverages required under this Section B.(1), (2) and (3) shall not in any way limit the liability of UNIVERSITY. The coverages referred to under (1), (2) and (3) of this Section B. shall be endorsed to include AFFILIATE as an insured. Such a provision, however, shall only apply in proportion to and to the extent of the negligent acts or omissions of UNIVERSITY, its officers, agents, employees. UNIVERSITY upon the execution of this Agreement shall furnish AFFILIATE with Certificates of Self-Insurance evidencing compliance with all requirements. Certificates shall further provide for thirty (30)-day advance written notice to AFFILIATE of any modification, change or cancellation of any of the above insurance coverages.

VII. REQUIRED NOTICES

Any notice required to be given pursuant to this Agreement shall be in writing and shall be served by personal service or first class mail. When served by first class mail, service shall be conclusively deemed effective three (3) days after deposit thereof in the United States mail, postage prepaid, addressed to the party to whom such notice is to be given as herein provided:

- A. Notice to the AFFILIATE shall be addressed and mailed as follows:

Gary Poertner
Deputy Chancellor
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92675

*Copy to: Kathleen Winston, Dean
Health Sciences, Human Services and Emeritus Institute
Saddleback College
28000 Marguerite Pkwy.
Mission Viejo, CA 92692

- B. Notice to UNIVERSITY shall be addressed and mailed as follows:

Vice Chancellor
Administrative and Business Services
University of California, Irvine
Irvine, CA 92717

VIII. **INTEGRATION CLAUSE**

This Agreement states the entire contract between the parties in respect to the subject matter of this Agreement and supersedes any oral or written proposals, statements, discussions, negotiations, or other Agreements before or contemporaneous to this Agreement. The parties acknowledge that they have not been induced to enter into this Agreement by any oral or written representations or statements not expressly contained in this Agreement. This Agreement may be modified, or any provisions waived, only by a writing signed by the parties.

IX. **NON ASSIGNMENT CLAUSE**

The parties hereto shall not have either the power or the right to assign this Agreement or any part thereof to any person or party for any reason, and any attempt to do so shall be void and of no legal effect.

X. **AUTHORIZATION WARRANTY**

A. UNIVERSITY hereby represents and warrants that the person executing this Agreement for UNIVERSITY is an authorized agent who has actual authority to bind UNIVERSITY to each and every term, condition and obligation set forth in this Agreement and that all requirements of UNIVERSITY have been fulfilled to provide such actual authority.

B. AFFILIATE warrants that the person executing this Agreement is an authorized agent who has actual authority to bind AFFILIATE to each and every term, condition and obligation set forth in this Agreement and that all requirements of AFFILIATE have been fulfilled to provide such actual authority.

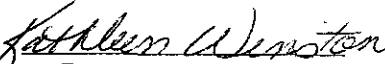
IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of that date first appearing hereinabove, and this Agreement shall become effective as of that commencement date specified in Paragraph I.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT



Gary Poertner, Deputy Chancellor

Date: 9-13-04

Reviewed by: 
Kathleen Winston, Dean
Health Sciences, Human Services and Emeritus Institute
Saddleback College

THE REGENTS OF THE UNIVERSITY
OF CALIFORNIA

Michael P. Clark, PhD
Associate Executive Vice Chancellor

Date: _____

Thomas Cesario, M.D.
Dean, College of Medicine

Date: _____

Ellen Lewis, MSN, RN, FAAN
Program Director, Nursing and Allied
Health

Date: _____

Lisa Reiser
Chief Patient Care Services Officer, UCIMC

Date: _____

Maureen Zehntner
Chief Operating Officer, UCIMC

Date: _____

Ralph Cygan, M.D.
Chief Executive Officer, UCIMC

Date: _____

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	24
FROM:	CHANCELLOR	DATE:	09/27/04
SUBJECT:	SOCCCD: HEALTH SCIENCES BUILDING: FURNITURE		
REASON FOR BOARD CONSIDERATION:	INFORMATION		

BACKGROUND

On July 26, 2004, the Board of Trustees awarded to eight vendors Bid No. 257D for furniture for the Health Sciences building at Saddleback College for a total amount of Six Hundred Ninety Eight Thousand Dollars (\$698,000).

STATUS

To this date, purchase orders in the amount of Six Hundred Seventy Seven Thousand Fifteen Dollars & 43/100 (\$677,015.43) have been placed, EXHIBIT A. Other purchase orders for items not included in the bid (furniture for new employees, additional filing cabinets, furniture for Health Sciences Dean's office, etc.) will follow. EXHIBIT B describes the furniture specifications in more detail.

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

**BID No. 257D
FURNITURE FOR HEALTH SCIENCES BUILDING**

EXHIBIT A
Page 1 of 2

PURCHASE ORDERS REPORT

Vendor	Description/ Location			Amount
	1st Floor	2nd. Floor	3rd. Floor	
Tangram		Conf. Room Chairs		\$4,476.91
		Staff Lounge Chairs		\$745.90
		Staff Lounge Tables		\$768.28
	Paramedics Tables			\$10,893.35
	Lecterns			\$1,826.07
CBI	Teachers' Desks			\$4,075.48
		File Cabinets		\$3,986.20
	Faculty Desks			\$2,213.63
		Faculty Desks		\$28,777.15
		Workstations		\$25,310.48
		Chairs		\$38,021.18
		Installation		\$7,490.16
Systems Source	Classroom Tables			\$10,397.88
	Classroom Stools			\$1,646.98
	Breakout Rm. Tables			\$8,295.24
		Conf. Room Tables		\$2,798.73
		Faculty Task Chairs		\$9,691.61
McMahan	Student Desks & Chairs			\$25,000.00
		Student Desks & Chairs		\$23,591.62
TOTAL FURNITURE FOR HEALTH SCIENCES				\$210,006.85

BID No. 257D
FURNITURE FOR HEALTH SCIENCES BUILDING

EXHIBIT A
Page 2 of 2

PURCHASE ORDERS REPORT

Vendor	Description/ Location			Amount
	1st Floor	2nd. Floor	3rd. Floor	
Tangram	Closed Session Tables			\$10,733.86
	Auditorium Tables			\$6,195.30
		Conf. Room Chairs		\$3,837.35
			Conf. Room Chairs	\$10,232.94
			Staff Lounge Chairs	\$1,491.81
			Waiting & Office Chairs	\$10,448.73
			Staff Lounge Tables	\$1,536.56
			Conf. Room Tables	\$10,733.86
			Office Tables	\$2,682.71
			Office Wood Furniture	\$73,686.04
CBI		IT Reception		\$5,308.65
			Office Furniture	\$3,762.41
		File Cabinets		\$3,986.20
			File Cabinets	\$26,742.13
			Laminate Countertops	\$15,188.99
		Office Furniture		\$10,116.79
			Office Furniture	\$12,414.57
		Workstations		\$37,965.71
			Workstations	\$101,241.90
		Installation		\$7,500.00
Systems Source			Installation	\$14,786.37
			Guest Chairs	\$8,204.10
		Training Rm. Tables		\$2,458.25
		Conf. Room Tables		\$2,798.73
			Conf. Room Tables	\$5,597.46
Herman Miller			Task Chairs	\$26,092.80
	Closed Session Rm. Chairs			\$10,894.82
			Conf. Room Chairs	\$18,023.23
Interservice			Lobby Seating	\$6,482.02
	Dias & President's Chairs			\$15,864.29
TOTAL FURNITURE FOR DISTRICT OFFICES				\$467,008.58

HEALTH SCIENCES BUILDING FURNITURE INFORMATION

The single most expensive item is the modular systems workstations and related metal filing and storage units for the district offices, faculty offices, and the Health Sciences division offices. The lowest bid received was for "Terrace 2.6" systems, by Allsteel, a middle priced line that meets all specifications, and offers flexibility, quality construction, effective cable management, and lifetime warranty. In addition to two bids from Allsteel dealers, six bids proposing alternate systems were also received with prices ranging from 13% to 205% more than the lowest bid. For individual offices, "Terrace Freestanding", the matching line of furniture from Allsteel was specified. Matching metal filing and storage cabinets from the same manufacturer are also part of this group. As a result of the bid and the purchase orders placed thereafter, the District qualifies for a special large volume discount applicable to all Allsteel purchases for one year. This special discount has been used to purchase furniture for the colleges and will be used for any additional furniture needed for the Health Sciences building (office of the Director of Research & Planning, additional filing cabinets, etc.)

For the classrooms, "Intellect" tables and chairs from KI were specified. This line offers functionality, sturdy construction, and attractive design at reasonable prices. Six bids were received and the lowest bid was so competitively priced that we were able to purchase, within the established budget, new tables and chairs for all classrooms instead of reusing some existing furniture as initially planned. Existing furniture in Health Science classrooms that is in acceptable condition will remain in place while these classrooms are temporarily assigned to other users and will eventually replace older furniture somewhere else.

After reviewing options available within the budget with the users, for the District's executive offices wood casegoods were specified. Six bids were received for the district's executive offices proposing different lines of furniture; the lowest bid received was for "Elective Elements" furniture, from Steelcase. Specifications for the offices of the Dean and Assistant Dean in the Health Sciences division were not ready at the time of the bid; they have now been identified as wood casegoods and will be purchased taking advantage of the discounts offered in the bid.

A variety of seating furniture was specified for different uses; finishes also vary with the function, from fabric to mesh, plastic, and vinyl. The largest item is the task chairs for faculty and staff; the "RPM" chair from Knoll was specified because it provides comfort and fully ergonomic capabilities in a mid-price range. For the board room, a line of chairs was selected that provide comfort and a dignified appearance at a reasonable price. For the closed session room, the chancellor's conference room, and the conference table in the chancellor's office, the "Aeron" chair, from Herman Miller, with basic controls and mesh finish was specified. The same chair with fully ergonomic controls will be purchased for use in the vice chancellors' offices. Guest chairs in the executive areas will be "Valor", from Gunlocke, a line with wood frame and fabric upholstery; in other staff

offices, guest chairs will be "Tolleson", from Allsteel, with metal frame and fabric finish. For the 3rd floor lobby, the "Meet& Greet" line of furniture from Gunlocke was specified because of its flexibility to adapt to different spaces and clean, modern design.

The tables specified also vary according to the function, from folding tables for multiuse instructional spaces, to tables with casters for ease of transportation, to round tables for the staff lounge, to conference tables for meeting and breakout room, to multiple modular tables for the chancellor's conference room. Tops are plastic laminate in most cases and veneer in the chancellor's conference room.

As originally planned when budgeting for this project, in addition to new furniture, the building will be furnished with existing furniture that is in acceptable condition. As a general rule, existing furniture will be used only in private offices, storage rooms, and enclosed areas. The open office areas will be furnished with new, coordinated, furniture to provide a professional environment.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO: BOARD OF TRUSTEES	ITEM: 25
FROM: CHANCELLOR	DATE: 9/27/04
SUBJECT: <u>BOARD REPORT</u> : BGS BUILDING STATUS REPORT	
REASON FOR BOARD CONSIDERATION: INFORMATION	


BACKGROUND

At the August 30, 2004 board meeting, members of the Board of Trustees requested a status report on the problems of the BGS Building at Saddleback College and how these problems are being addressed.

STATUS

The requested status report on the Saddleback College BGS Building was coordinated by Thomas F. Anderson, Vice Chancellor of Educational Services, and prepared by Richard McCullough, Saddleback College President.

This report is intended to answer the questions of the SOCCCD Board of Trustees. In the event additional information would be useful or desired by the board, supplemental information will be provided.



Item Submitted by:	<u>Dr. Thomas F. Anderson, Vice Chancellor, Educational Services</u>
Item Reviewed by:	<u>Dr. Raghu P. Mathur, Chancellor</u>
Final Disposition:	Vote _____

SADDLEBACK COLLEGE**BGS BUILDING STATUS REPORT**

The following activities are in process to address air quality and safety concerns in the Saddleback College BGS Building:

- Replacement of entire roofing system including tile roofing and built-up roofing systems at a cost of \$615,000.
- Replacement of window seals.
- Replacement of carpet in isolated areas due to water damage.
- Mold abatement in BGS 211 and 323 at a cost of \$75,000.
- Inspection of and repairs where needed of all roof drains.
- Completing of additional air quality studies.
- Seeking approval for a new college position with the title of Director of Safety and Risk Management with responsibility for all health, safety and loss prevention programs.

The table below provides a short summary of past activities completed in the BGS building:

BGS Activity

Date	Activity	Result
March 1997	CAL-OSHA Inspection	No Violations
September 1997	Indoor Air Quality Assessment Prepared by: Jeff Westervelt – Keenan & Associates	Indoor Air Quality meets CAL-OSHA standards
August 1999	\$3 million HVAC Renovation for entire BGS building completed	All air handlers, controls, zones and ducting replaced.
January 2002	CAL-OSHA Letter of Inquiry Subject: Air conditioning not working	No violations
May 2002	CAL-OSHA Inspection of BGS Building	No violations
October 2002	CAL-OSHA Letter of Inquiry Subject: Visible Mold	No violations

SC BGS BUILDING STATUS REPORT

Page 2

October 2002	Inspection in portions of BGS completed for presence of mold. Completed by Jim Kubalik – Keenan & Assoc.	No visible mold
November 2002	Indoor Air Quality Assessment Prepared by: Norbert Kramer – Hygienetics Environmental	Indoor Air Quality meets CAL-OSHA standards
August 2003	Decision to replace BGS roof was made and specifications prepared	Contract awarded and roof replacement in process
August 2004	CAL-OSHA Inspection	Indoor Air Quality was in compliance. Three minor violations were cited (penalty \$450.00) for water intrusion and mold in room, BGS 211, carpet tripping hazard in two rooms in BGS 314 and BGS 320, and cleanliness in one room, BGS 314. Corrective action on all three violations have been completed or are in process.
September 2004	Inspection in portions of BGS completed for presence of mold. Completed by Tom Harmon – IHM & Assoc.	Mold was found behind wall covering in BGS 211 and 323. Source of water intrusion was from a failed roof drain concealed in walls. Corrective action is in process. Estimated cost is \$75,000.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO: BOARD OF TRUSTEES	ITEM: 26
FROM: CHANCELLOR	DATE: 9/27/04
SUBJECT: <u>BOARD REPORT</u> : IVC & SC BOOKSTORE REPORT	
REASON FOR BOARD CONSIDERATION: INFORMATION	

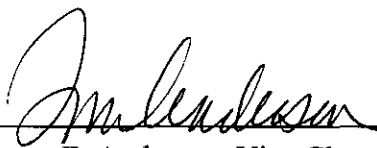
BACKGROUND

At the August 30, 2004 board meeting, members of the Board of Trustees requested a report on the Irvine Valley College and Saddleback College Bookstores, providing textbook cost comparisons between our colleges and other selected community colleges.

STATUS

The requested report on the Irvine Valley College and Saddleback College Bookstores was coordinated by Thomas F. Anderson, Vice Chancellor of Educational Services, and prepared by Richard McCullough, Saddleback College President, and Glenn Roquemore, Irvine Valley College President.

This report is intended to answer the questions of the SOCCCD Board of Trustees. In the event additional information would be useful or desired by the board, supplemental information will be provided.

	
Item Submitted by:	<u>Dr. Thomas F. Anderson, Vice Chancellor, Educational Services</u>
Item Reviewed by:	<u>Dr. Raghu P. Mathur, Chancellor</u>
Final Disposition:	Vote

**Saddleback College and Irvine Valley College
Bookstore Report**

- Our students today have the choice of buying their course materials and books from the campus bookstore, Follett Higher Education Group, an off-campus competitor, or online retailers nationally and internationally. National Association of College Stores research shows that 18 percent of four-year college students and 20 percent of community college students do not purchase ALL required textbooks initially because of the price of textbooks. Although new textbooks are priced virtually the same in community and four-year college vendor bookstores, there is a perception that books are more expensive at California Community Colleges as books are often more costly than the tuition.
- Per the contract with Follett, prices are to be no higher than the publisher's list price of 25 percent gross profit margin on net priced books. Gross margin is determined by taking the net price of a book, which is the cost to the bookstore, and dividing by 75 percent to equal the retail price to students. This is standard to the textbook industry.
- According to the National Association of College Stores, the price nationwide including community and four-year college bookstores for a typical textbook has increased by an average of almost 6 percent a year over the last six years.
- A comprehensive study of bookstore profit comparisons was completed and presented to the SOCCCD Board of Trustees in February 2002. Selected textbooks from the study were updated (Exhibits B, C, and D) showing that once again the Saddleback College and Irvine Valley College bookstore margin on both new and used books is among the best and that the bookstores are competitive.

Actions Taken to Assist Students:

- In an effort to support students, Saddleback College has increased the reserve textbook lending section of the library. Each semester Follett donates 50 new adoptions to the College library to be held on reserve and used by students in the library.
- Saddleback College faculty request additional complimentary copies of their adopted textbooks from publishers and use these copies to loan to students who cannot purchase their books and/or send them to be maintained in the reserve section of the library.
- Faculty are encouraged to use the same textbook if teaching pedagogy is not compromised. This practice results in the availability of more used books.
- Faculty are, in some cases, reconsidering bundling of texts, CD's and other instructional materials, which may be more expensive for the student and hinder the students selling back their texts.
- As more book purchases are online, Saddleback College and Irvine Valley College will work with the bookstore vendor and legislators to reduce overhead and the price of books.

Where New Textbook Dollars Go:

- **77.6% Publisher Total including:**

11.6% (paid by publisher)	Author's Income
7.1%	Publisher's Income
10.0%	Publisher's Expense Operation
15.4%	Publisher's Expense Marketing
32.3%	Publisher's Expense Paper/Printing
1.2%	Freight

- **22.4% Store Total including:**

11.3%	Store Personnel
6.6%	Store Operations
4.5%	Store Income

Where the Profit Made by SOCCCD Bookstore Vendor Goes:

- Saddleback College is guaranteed \$500,000 the first two years of the bookstore vendor contract, \$550,000 the third and fourth years, and \$600,000 the fifth year or 10.1 percent of all gross revenue up to \$5,000,000 and 10.6 percent of any part of gross revenue over \$5,000,000.
- Irvine Valley College is guaranteed \$250,000 the first three years of the contract and \$300,000 minimum in years four and five or 9.6 percent of all gross revenue up to \$2,500,000 and 10.1 percent of any part of gross revenue over \$2,500,000.
- The profit is utilized by the Associated Student Government at both colleges to fund their annual budget comprised of bookstore and cafeteria revenues, student body card sales, and a portion of the profit from athletic and fine arts ticket sales.
- Although students in all colleges pay premium prices for textbooks and classroom materials from their respective vendors, profits are used in turn to benefit the entire student body by supporting programs and activities such as commencement, family night, senior day, forensics team, Model UN, athletic, fine arts, multicultural, and college club activities.

Why Textbooks Are So Expensive:

- Textbooks require research, validation of facts, and presentation in a clear format with charts, graphs, photographs, detailed tables of contents, bibliographies, and often footnotes.
- Production costs including pictures, graphs, charts, formulas, illustrations, high quality paper stock, extra durable binding, and copyright licensing fees increase the publisher's initial investment.
- The demand for any textbook title is small compared to a popular book. In addition, publishers and authors, motivated by profit margins and the desire to present state-of-the-art material, update texts every two or three years. This increases the costs to students by reducing the value of their used books and forcing the incoming student to pay more for a new edition.

Textbook Packages:

- Course materials are no longer limited to books. “Packages,” including books, videos, multimedia CDs, study guides, workbooks, and homework and research support materials, are sometimes bundled together to appeal to instructors who wish to offer their students multiple means of learning the course information.
- Unless all the pieces of the “package” are integrated into the curriculum by the instructor, most students feel that the increased costs are neither fair nor warranted. In addition, when required books are sold only as a part of a package, comparison shopping is curtailed and students are unable to purchase used books, which often saves students considerable money.

Used Textbooks:

- Used textbooks are the most affordable way for a college student to buy books. A student, who is fortunate enough to purchase a used book, use it for the term, and sell it back when it is “readopted,” saves about 60 percent over the new book price.
- Faculty, who readopt the same text and are not forced to change their textbook to improve or update their pedagogy, further the chances for students to find and purchase a used book.
- Students may purchase used texts at the online and on-campus bookstore. Saddleback College students also have the option of purchasing texts at an off-campus bookstore, located adjacent to the Marguerite Parkway college entrance.

Online Book Sales:

- The Saddleback College and Irvine Valley College bookstore vendor offers new and used textbooks for sale online through an easy link on “My Site.” Immediately after registering online, students may order their books, pay by credit card, and pick up the book on campus or have it sent to their home. All college adoptions are available for purchase in this matter.
- Amazon.com, Ebay, and many other vendors offer textbooks online. Savvy students shop around and sometimes find better book prices.
- For many students, however, the challenge of finding the adopted book through another online vendor, purchasing it, and having it sent is not worth the savings. And, if books ordered are international or older editions, students are burdened with the cost of returning the books.
- Most dot-com booksellers do not pay taxes to the college community, employ staff and students locally, or contribute to the college via a commission on sales and promised minimum revenue.

The International Market:

- The *New York Times* published an article last year on how textbooks may be purchased overseas for substantially lower prices, including shipping. Although Internet savvy students who have the time to deal with the increased shipping times and risks are able to save some money, for most this is not a viable option.

Saddleback College and Irvine Valley College Textbook Cost Comparison

The following textbooks were selected at random from among
the Fall Semester 2004 titles ordered by the Saddleback College and Irvine
Valley College Bookstores and compared to online bookstores.
The shipping policy for each bookstore is listed below the table.

SUBJECT COURSE NO. TICKET NO.	COURSE TEXTBOOK	NEW USED	NEW USED	NEW USED	NEW USED
IVC & SC		Efollett IVC	Efollett SC	Amazon.com	Half.com (Ebay)
ACCT 1A 60020 – IVC 20980 - SC	FINANCIAL & MANAGERIAL ACCOUNTING (w/personal trainer access code)	\$140.75 \$105.75	\$138.75 \$104.25	\$123.95# \$114.03*^	\$123.95* \$99.50*^
CHEM 1A 63350 - IVC 18195 - SC	CHEMISTRY (w/CD)	\$142.50 \$107.00	\$137.25 \$103.00		
GD 64120 – IVC 19595A - SC	GRAPHIC DESIGN BASICS	\$71.50 \$53.75	\$73.50 \$55.25		
PSYC 1 60645 – IVC 13035 - SC	PSYCHOLOGY	\$94.75 \$71.25	\$91.25 \$68.50	\$95.00# \$65.00*^	\$97.00* \$29.99*^

denotes free shipping

* denotes shipping fee required, price based on shipping origination location

^ price will vary based on availability of used books

EXHIBIT C

Fall 2004 Cost Comparison
 Irvine Valley College/Saddleback College
 and
 Selected Community Colleges

<i>Course</i>	<i>Textbook / Course</i>	<i>SC & IVC</i>	<i>Fullerton College</i>	<i>Golden West College</i>	<i>West Valley College</i>	<i>Luzerne County College – Penn.</i>
ACCT 1A	Financial & Managerial Accounting	\$140.75	\$106.75	*	*	127.75
ANTH	Physical/Bio Anthropology	86.00	83.75	85.00	70.70	*
ANTH	Cultural Anthropology	90.25	90.50	*	*	*
ASTR 20	Astronomy	61.75	*	90.75	111.45	
BIO 1/3A	Principles Biology	132.75	111.00	111.00	102.90	129.00
BIO 11	Human Anatomy	142.75	*	141.25	*	150.00
CHEM 1A	General Chemistry	142.50	139.00	150.00	149.65	162.00
ECON 1/2	Principles of Microeconomics	96.50	130.75	98.75	96.00	*
EARTH/GEO 20	Earth Science	98.75	*	*	98.80	96.00
MATH 3 A/B	Calculus – Single Variable	116.50	*	*	114.70	123.00
MATH 8	College Algebra	104.00	104.50	*	*	101.00
MS 20	Oceanography	113.75	*	*	95.75	*
PHIL 3/12	Intro to Logic	91.50	93.00	*	98.25	83.75
PS 1	American Government	91.50	79.00	*	80.00	*
SPAN 1/1A	Dos Mundos – Intro to Spanish	106.00	*	*	144.65	148.25

*not available

***Irvine Valley College
Textbook Cost Comparison
(provided by Dean Goetz, Follett Higher Education)***

The following textbooks were selected at random from among the Fall Semester 2004 large volume titles ordered from College Bookstore. Please note that the online competitors also add shipping to the price of the textbooks, except for Barnes & Noble. In addition, many of the titles, especially at Amazon, are coded as "limited, special order" items, and customers are charged a \$1.99 handling fee and the books are not returnable. All prices below are "new" prices. Used books available at College Bookstore on most titles, at a savings of 25% off of new prices.

Course	Text	Irvine Valley	Alibris.com	Amazon.com	Barnes Noble.com	eCampus.com
ACCT 1A	Financial & Managerial Acct.	\$140.75	not available	Not available	Not available	Not available
ANTH 1	Intro to Physical Anthropology	86.00	not available	\$83.95	not available	Not available
ANTH 2	Cultural Anthropology	90.25	not available	87.95	89.75 + shipping	not available
ART 004	Exploring Art	81.25	not available	78.95 + shipping	78.95 + shipping	\$76.10 + shipping
Astr 020	Astronomy w / CD	61.75	Not available	59.05 + shipping	59.50 + shipping	56.87 + shipping
Bio 001	Biology	132.75	Not available	119.69 + shipping	133.75 + shipping	126.66 + shipping
Bio 011	Prin of Human Anatomy	142.75	not available	not available	Not available	not available
Bio 012	Vander, Sherman, etc, Human Physiology	138.50	Not available	132.00	133.75 + shipping	129.66 + shipping
Bio 015	Microbiology	137.25	Not available	132.00	132.00 + shipping	119.26 + shipping
Chem 001A	Chemistry w / CD	142.50	126.28 + shipping	137.16	136.76 + shipping	Not available
CHI 001	New Practical Chinese Reader	21.50	Not available	19.95 + shipping	Not available	Not available

Textbook Cost Comparison

CIM 2121	Microsoft Excel 2002	56.50	Not available	Not available	55.95 + shipping	48.75 + shipping
Econ 001	Microeconomics	96.50	Not available	93.95	93.95 + shipping	Not available
ERTH 020	Earth Science w/CD	98.75	148.38 + shipping	95.00 + shipping	95.00 + shipping	92.25 + shipping
ESL 361A	Focus on Grammar	38.75	37.94 + shipping	37.27 + shipping	Not available	33.95 + shipping
FA 027	Humanities thru the Arts	78.00	87.60 + shipping	70.31 + shipping	128.75 + shipping	71.25 + shipping
Geog 001	Intro Physical Geog (media version)	101.25	91.70 + shipping	93.95	97.75 + shipping	97.46 + shipping
HLTH 001	Understanding Your Health	81.50	Not available	83.45	Not available	79.28 + shipping
JA 001	Elem Japanese	41.00	Not available	Not available	Not available	Not available
Math 002	PreCalculus	109.50	Not available	Not available	108.95 + shipping	Not available
Math 003A	Calculus: single variable w/CDs	116.50	Not available	112.95 + shipping	114.95 + shipping	107.30 + shipping
Math 008	College Algebra	104.00	Not available	100.00	101.00 + shipping	95.00 + shipping
Math 124	Trigonometry	101.00	90.90 (used)	97.00 + shipping	97.00 + shipping	92.75 + shipping
Math 251	Elementary & Intermediate Algebra	123.50	Not available	Not available	Not available	Not available
Mgt 135	Marketing: the Core	100.50	110.61 + shipping	90.62 + shipping	96.76 + shipping	Not available
MS 020	Oceanography	113.75	Not available	110.95 + shipping	110.95 + shipping	101.60 + shipping
NUT 001	Nutrition	98.00	88.40 (used) + shipping	not available	98.50 + shipping	Not available
Phil 003	Intro to Logic	91.50	85.95 (used) + shipping	Not available	Not available	83.60 + shipping
PS 001	Politics in America	91.50	Not available	88.00	88.00 + shipping	83.60 + shipping
Psyc 001	Psychology	94.75	Not	97.00 +	93.75 +	98.34 +

Textbook Cost Comparison

			available	shipping	shipping	shipping
Psyc 007	Developing Person (Childhood & Adolescent)	95.75	163.01 + shipping	98.00 + shipping	91.75 + shipping	93.58 + shipping
Soc 001	Society: Basics	67.75	64.46 + shipping	Not available	65.00 + shipping	62.75 + shipping
SP 001	Art of Public Speaking	72.50	141.95 + shipping	65.00 + shipping	70.75 + shipping	65.86 + shipping
Span 001	Dos Mundos with 2 CD's	106.00	116.27 + shipping	95.62 + shipping	102.75 + shipping	99.90 + shipping
Span 001	Dos Mundos (Cuad de Trabajo)	57.00	34.90 (used) + shipping	51.25 + shipping	55.75 + shipping	52.94 + shipping
WR 001	Writer's Reference 2003	46.50	110.95 + shipping	44.75 + shipping	44.65 + shipping	46.79 + shipping

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO: BOARD OF TRUSTEES	ITEM: 27
FROM: CHANCELLOR	DATE: 4/26/04
SUBJECT: <u>BOARD REPORT</u> : IVC & SC FALL 2004 WAIT LIST REPORT	
REASON FOR BOARD CONSIDERATION: INFORMATION	


BACKGROUND

At the August 30, 2004 board meeting, members of the Board of Trustees requested a report on the Fall 2004 Wait List Status at Irvine Valley College and Saddleback College.

STATUS

The requested report on the 2004 Wait List Status at Irvine Valley College and Saddleback College was coordinated and prepared by Thomas F. Anderson, Vice Chancellor of Educational Services, and prepared by Allan MacDougall, Director of Information Technology.

This report is intended to answer the questions of the SOCCCD Board of Trustees. In the event additional information would be useful or desired by the board, supplemental information will be provided.



Item Submitted by:	<u>Dr. Thomas F. Anderson, Vice Chancellor, Educational Services</u>
Item Reviewed by:	<u>Dr. Raghu P. Mathur, Chancellor</u>
Final Disposition:	_____ Vote _____

IVC AND SC FALL 2004 WAIT LIST REPORT

The wait list process was discontinued in January 2004.

In Fall 2004, new processes were implemented for students attempting to enroll in full classes. This procedure replaced the previous "waitlist" system.

Under the current system*:

- 1) If any student drops a full class prior to the first day of classes, the class immediately reopens and any student may register on a first-come, first-serve basis.
- 2) After classes begin, instructors are able to create Add Permission Codes for a student wishing to enroll in their class. These are unique and can only be used once

It is virtually impossible to construct a schedule of offerings within realistic budget constraints, which will enable every student to get in every class they want.

Students registering have varying registration priorities; therefore, the most useful, practical advice is for the student to enroll at the earliest possible time available to them. A student will automatically improve their registration priority in subsequent semesters by persisting at the college.

**This procedure is described in Saddleback's Fall 2004 Schedule of Classes on page 5 under the heading "Add/Dropping Courses" and in IVC's Fall 2004 Schedule of Classes on page 11 under the heading "Adding Full-Semester Classes."*

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Agenda Item

TO:	BOARD OF TRUSTEES	ITEM:	28
FROM:	CHANCELLOR	DATE:	9-27-04
SUBJECT:	RELEASE TIME and/or STIPENDS		
REASON FOR BOARD CONSIDERATION:	INFORMATION		

BACKGROUND

At the Board of Trustees July 26, 1999 meeting, the Board approved "College Guidelines for Release Time and/or Stipends". These guidelines mandate that colleges limit annual expenditures for release time and/or stipends to 2% of the colleges unrestricted General Fund Budget for object account categories 1100, 1200, and 1300.

STATUS

Saddleback College has compiled information from the final 2003-2004 budget. The attached document represents the unrestricted budget for object account categories 1100, 1200, and 1300, and the stipend release time total allowable. This worksheet identifies actual expenditures for release time and stipends, and Saddleback College calculates this to be 1.2%, .8% below the 2% maximum.

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

Saddleback College
Analysis of Release Time and Stipends
2003-2004 Fiscal Year

Unrestricted Budget

Budget for Academic Object Codes :

1100	\$ 14,996,654
1200	\$ 2,953,999
1300	\$ 7,686,001
Total	\$ 25,636,654
2% of Total Budget	\$ 512,733

Expenditures:

	Summer 2003	Fall 2003	Spring 2004	Total	
Stipends	\$ 9,696	\$ 123,055	\$ 118,940	\$ 251,691	
Release Time	-	\$ 26,226	\$ 26,226	\$ 52,452	
Total Expenditures	\$ 9,696	\$ 149,281	\$ 145,166	\$ 304,143	1.2%

Mandated Release Time* \$ - \$ 42,527 \$ 56,039 \$ 98,566

*President SOCCCDFA, Chief Negotiator, Negotiators, Grievance Chair, Paramedic Program Chair

Note: Partnership for Excellence budgets and expenditures included

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	29
FROM:	CHANCELLOR	DATE:	9/27/04
SUBJECT:	IRVINE VALLEY COLLEGE: 2003-2004 RELEASE TIME AND/OR STIPENDS		
REASON FOR BOARD CONSIDERATION:	INFORMATION		

BACKGROUND

At the Board of Trustees July 26, 1999 meeting, the Board approved "College Guidelines for Release Time and/or Stipends". These guidelines mandate that colleges limit annual expenditures for release time and/or stipends to 2% of the colleges unrestricted General Fund Budget for object account categories 1100, 1200, and 1300.

STATUS

Irvine Valley College has compiled information from the final 2003-2004 budget. EXHIBIT A represents the unrestricted budget for object account categories 1100, 1200 and 1300, and the stipend release time total allowable. This worksheet identifies actual expenditures for release time and stipends. 2003-2004 Release Time and/or Stipends expenses are calculated to be 1.72%, .28% below the 2% maximum.

Item Submitted By:	Dr. Glenn R. Roquemore, President	<i>DRR</i>
Item Reviewed By:	Dr. Raghu P. Mathur, Chancellor	
Final Disposition:	Vote:	

**Irvine Valley College
Analysis of Release Time and Stipends
2003 - 2004**

Unrestricted Budget**Budget For Academic Object Codes:**

1100	6,997,417
1200	2,079,593
1300	<u>4,448,356</u>
Total	\$13,525,366
2% of Total	\$270,507

Expenditures:

	Summer 2003	Fall 2003	Spring 2004	Total
Stipends	\$8,351	\$48,277	\$46,443	\$103,071
Release Time*	<u>0</u>	<u>\$64,463</u>	<u>\$64,463</u>	<u>\$128,926</u>
Total Expenditures	\$8,351	\$112,740	\$110,906	\$231,997 1.72%
Mandated Release Time**	0	\$19,226	\$9,736	\$28,962

*Release Time Includes: Academic Senate positions, Chair of Committee on Courses,
Chair of Program Review, and Director of Honors Program.

**Mandated Release Time Includes: President SOCCCFA, CTA, Grievance Chair.

Excludes: Banked OSH, Sabbatical, and Reassignment to CA State Academic Senate.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	30
FROM:	CHANCELLOR	DATE:	9/27/04
SUBJECT:	DISTRICT ACCOMPLISHMENTS DURING 2002-04		
REASON FOR BOARD CONSIDERATION:	INFORMATION		

BACKGROUND

As a result of the Districtwide planning process, a number of significant accomplishments have been made at the district level in the South Orange County Community College District during the last two academic years, namely 2002-03 and 2003-04.

STATUS

The attached exhibit enumerates the accomplishments in the following departments of SOCCCD: educational services, business services, human resources, facilities planning and purchasing, information technology and marketing, government and community relations. This report is provided in efforts to keep the Board of Trustees informed of tremendous accomplishments in the SOCCCD.

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

SOUTH ORANGE COMMUNITY COLLEGE DISTRICT

Thomas F. Anderson, Ph.D.
Vice Chancellor, Educational Services**2002-2004 Accomplishments of Duties and Responsibilities**

1. Attends District, college, and community meetings and events as a representative of the district and in the Vice Chancellor role.
2. Member and attends the Mission Hospital CEO Council monthly breakfast meetings.
3. Member of ACCCA's Commission for Legislation and Advocacy (CFLA). Meets monthly, except for November, February, and May.
4. Reviews and coordinates the writing and revision of board policies and administrative regulations to ensure they are satisfactory, meet the district's needs, and comply with current laws and regulations. Completed (board approval) the 100, 1000, 2000, 3000, 8000 Series, first segment of the 4000 Series, and selected policies in the 4000 and 5000 Series of the Board Policy Manual. Continuing to work and complete the 4000, 5000, and 6000 Series.
5. Member of the Hiring Policy Task Force, which successfully completed the negotiations/approval process by all shared governance groups of the District of these arbitrated policies.
6. Member of the District team for negotiating the Academic Employee Master Agreement. Assists in contract language revisions, planning meetings, and negotiations.
7. Chair of the District Academic Calendar Committee: Coordinates calendar development, preparation, board approval, publication, and distribution to District staff.
8. Chair of the Chancellor's Coordinating Council, which includes representatives of SOCCCD and the South Orange County area high schools and ROP Programs. The council meets monthly.
9. Chair of the (ESCC) Educational Services Coordinating Council, which includes the IVC and SC Vice Presidents of Instruction and Student Services. This Council meets every other week. Some of the projects acted on with this group were:
 - a. Enrollment Management (including concurrent enrollment)
 - b. Minimum Conditions Review
 - c. Organizational Map for Accreditation
 - d. Faculty Evaluations
 - e. Field Study Courses
10. Advisor of the Sabbatical Leave Committee: Coordinates and attends meetings, monitors the application process, and makes recommendations for sabbatical leave board approval. Sends letters of notification to all approved faculty, and coordinates and notifies any changes to approved sabbaticals appointments to appropriate areas.

11. Chair of the Districtwide Outreach and Communications Committee (currently disbanded). This committee met monthly until March 2003.
12. Participation SOCCCD Administrative Management Search Committees
 - a. SC Director, Student Services
 - b. SC Vice President, Instruction (Chaired)
 - c. Director, Research & Planning (Chaired)
 - d. Media Marketing Specialist
 - e. Provost, ATEP (Chaired)
13. Chancellor's designee for Level Three Grievances: Meet with Grievants and Faculty Association Grievance Chair to hear grievance and make recommendations.
14. District liaison/advisor over grants: Works with District Director of Research and Planning and the IVC and SC Research Analysts. Monitors the grant process, and takes all grant applications to the board for approval.
15. District contact/coordinator for Orange County Teacher of the Year recognition program.
16. Member of the IVC Homeland Security Advisory Committee.
17. Coordinated Spring 2003 In-Service administrative workshops with professional keynote speakers: 1) "Assessment Workshop" presented by Stephen Spangehl, and 2) "Great Teacher Movement" presented by David Gottshall.
18. District liaison over Staff Development: Coordinates annual Staff Development Reports requested by the CCC Chancellor's Office for District Services, Irvine Valley College, and Saddleback College.
19. Coordinates and monitors Districtwide Action Plans for Office of Educational Services, IVC & SC Instruction and Student Services, and District Public Affairs.
20. Attended the ACCCA's LFC meeting and the 2004 Governor's Budget and Legislative Workshop in Sacramento
21. Attended ACCCA's 29th 2004 Annual Conference in Los Angeles, CA.
22. Attended the League for Innovation's "International Appreciative Inquiry Facilitator Training and Practicum" in San Diego, CA.
23. Attended Distance Education Workshop in San Diego, CA.

**South Orange County Community College District
Business Services Department
Accomplishments 2002 - 2004**

ACCOUNTING AND BUDGETING

1. **Banking Services:** Developed a request for proposal for banking services. Chaired the committee that resulted in recommendation to change the District's entire banking relationship from Bank of America to Wells Fargo. Planned and implemented a schedule to transition the District's banking and merchant services to Wells Fargo.
2. **Accounting Processes:** Developed streamlined accounting processes as identified in the Business Process Review (simplified chart of accounts, procedures for processing consultant contracts and travel, Boise Orders). Implemented on-line requisition approval Districtwide.
3. **Foundation Accounting:** Developed improved accounting procedures for Foundation transactions. Reorganized Foundation chart of accounts to allow for online requisition approvals. Online approvals implemented in 2004/05.
4. **Budget Development:** Made significant change to the budget document that makes it easier to read and understand.
5. **Foundation Accounting:** Developed improved accounting procedures for Foundation transactions. Reorganized Foundation chart of accounts to allow for online requisition approvals. Online approvals implemented in 2004/05.
6. **Accounts Payable:** Implemented laser check printing for all vendor warrants issued by the District. This change has eliminated the need to separate multiple copies of checks, check registers, and to process the checks through a separate machine for facsimile signature.
7. **Debt Retirement:** Retired 1999 Certificate of Participation debt.

EMPLOYEE BENEFITS

1. **Change in Benefit Providers:** Chaired a committee that recommended changes to employee benefit providers. Worked with new benefit broker and district bargaining units to implement recommended changes to the District's employee benefit program which resulted in approximately \$1.6 million savings for the 2003/04 fiscal year.
2. **Employee Access to Leave Balance/Benefit Information:** Coordinated program to provide employee leave balances, pay and benefit information on My Site. Employees are now able to access this information online at any time they wish, eliminating the need for Payroll to distribute leave balance and benefit information to every employee annually.
3. **Employee Benefit Enrollment:** Coordinated benefit enrollment procedures between Human Resources and Risk Management to provide new employees with more detailed explanations of benefits available through the District. Also, implemented confirmation that enrollment forms are completed according to requirements so that benefit delivery is not delayed.

4. **District Health Fair:** Expanded District Health Fair to provide a more inviting venue and a broader spectrum of benefits to employees.

FINANCIAL REPORTING

1. **Financial Reporting:** Fully implemented GASB 35 reporting for the District. This GASB statement established new financial reporting requirements for state and local governments throughout the United States. This new reporting requirement significantly changed the presentation of District's external reporting, in particular as it relates to the District's fixed assets, long-term debt, and management's disclosure.
2. **District Audit:** Ended two consecutive fiscal years that resulted in audited financial statements with only three audit findings.

PAYROLL

1. **Tax-Sheltered Annuity/Deferred Compensation Compliance:** Improved District compliance for Tax Sheltered Annuity and Deferred Compensation Plans by contracting with outside vendor to provide administration and compliance services.
2. **County Payroll System:** The Payroll Manager participated in a committee to develop the Orange County Department of Education's new web-based payroll system. The District implemented the new system in January, 2003. The system continues to be modified based on District experience and input. This system has improved reporting capabilities and has a better interface to the District's financial system. Further improvements are being developed to verify the accuracy of account numbers and salary placement. In addition, the new system will allow the District to use employee identification numbers rather than social security numbers, thereby providing better security for sensitive employee information.

RISK MANAGEMENT

1. **Written Safety Plans:** Coordinated the development of District safety plans to include Illness and Injury Protection, Ergonomics, Bloodborne Pathogens, and Chemical Hygiene Plans. These plans, and the training on them, were needed to bring the District into compliance with CalOSHA requirements.
2. **Return to Work Program:** Developed return to work program aimed at returning injured employees back to work more quickly. This program will result in increased employee morale and reduce the District's workers' compensation claims cost.
3. **District Safety Action Plans:** Coordinated the development of District-wide safety action plans which have resulted in reduced frequency and severity of workers' compensation claims. Coordinated program to develop safe work rules for Maintenance and Operations employees.

4. **Safety Training:** Implemented District-wide safety training schedule for compliance with CalOSHA requirements.

MISCELLANEOUS

1. **Website Development:** Updated District Services website to include commonly used forms and procedures. Posted both District audit and Budget document to the District's website.
2. **Foundation Filings:** Directed project to update Foundation articles of incorporation, bylaws and legal filings to comply with federal and state requirements.

HUMAN RESOURCES TEAM ACCOMPLISHMENTS

Academic Year 2002-2004

1. Establishing a Mission Statement.
2. Electronic position postings and applications.
3. Documentation and implementation of a detailed Master Calendar for Part-time Faculty timelines.
4. Centralized mailing of Employment Agreements/Activity Reports for Fall & Spring Semesters in Human Resources.
5. Revised Part-time Instructional Activity Reports to show LHE and % of FTE to track 60% FTE and be in compliance with Ed Code.
6. All HR staff contributed input for the MIS Report to State Chancellor's Office (could NOT have accomplished without Cynthia).
7. Streamlined the extraction of data from the VAX to prepare the annual Sabbatical Leave Eligibility Report & other F/T Faculty reports (with Cynthia's expertise).
8. IVC Pilot Project; implemented into HR Department personnel on the IVC campus on a rotational basis, one day a week.
9. Job Fairs – preparation of materials, arrangements, etc. & training to set up the new display for attendance at two Job Fairs in 2003; possibility of attending two additional Job Fairs within the 2004-05 academic year.
10. Development of new Full-Time Faculty Hiring Policies & Procedures.
11. Human Resources staff attended ACHRO Spring (Lake Tahoe) & Fall Institute (San Diego) programs in 2002 and various ACHRO conferences to date.
12. Implementing and training Administrators, Managers and staff on New Hiring Procedures for all positions.
13. Human Resources staff continually educated on new laws and implementation of the procedures to stay in compliance with the laws.
14. Ensuring District compliance with State and Federal laws (e.g. sexual harassment, medical leave, background checks, and union-related business).
15. Educating college administrators and staff on compliance laws (e.g. telecommunications learning sessions, sexual harassment workshops).

HUMAN RESOURCES TEAM ACCOMPLISHMENTS (Continued)
Academic Year 2002-2004

16. Workshops for Administrators, Directors, Faculty and Staff on Policies and Procedures; Sexual Harassment Training Sessions at both colleges for all staff.
17. Classified Reclassification - entering information associated with reclassification in the VAX (now Alpha system).
18. Human Resource Specialist serving as EEO Representatives on Hiring Committees - this is a team effort in order to assist the Hiring Committee, as the Human Resource Specialists get more involved with the hiring process.
19. Hiring of new, qualified Human Resources staff - provide assistance for department workload, new input and creative solutions to on going challenges. Specifically, HRIS Manager, Sr. HR Specialist, HR Specialist.
20. Completion of on going recruitments - hiring of new academic, classified, classified leadership and non-bargaining employees. Hiring of 20 full time faculty members in 2004, and projected 21-22 full time academic for Fall 2005.
21. Implementing and training Administrators and staff on New Hiring Policies & Procedures.
22. I-9 training.
23. On-line Employment applications with PEOPLEADMIN- trained to use the new system, implementation of the new system and integrating the current processes of Human Resources with the new technology.
24. Lobby 'applicant' computer workstation.
25. Organization of Library 301/hallway storage.
26. IT Meetings with Payroll and HR.
27. Reestablishing a procedure for employee evaluations. Established form letters, procedures, and an implementation of the process.
28. Revised employee on-line evaluation forms.
29. Implementation of a new tracking system, on Microsoft Access, for the 185 day tracking of Non bargaining employees.
30. Establish instructions and procedures for the Fiscal Year roll over.

HUMAN RESOURCES TEAM ACCOMPLISHMENTS (Continued)
Academic Year 2002-2004

31. Worked with IT to establish instructions on Salary Schedule changes.
32. Harassment Policy & Complaint Brochure revised and online.
33. Equipment – purchase color printer for the department.
34. CSEA Job Analysis Questionnaires; completion, *coordination to schedule interviews.*
35. An office created for the Assistant Director of Human Resources.
36. Service Pins for all classifications of staff including Classified, Classified Leadership, Faculty & Administrators.
37. Outstanding Classified Employees (3) of the Year for District Services, Irvine Valley College, and Saddleback College.

FACILITIES PLANNING AND PURCHASING DEPARTMENT

LIST OF ACCOMPLISHMENTS 2002/2004

The following are the major accomplishments of the Facilities Planning and Purchasing Department in the last two years:

1. Design and construction of the Health Sciences building at Saddleback College. This process started in July 2002 after the board approved hiring LPA for this project. Working with the architect, staff, and faculty, the design process was completed in a timely manner resulting in an elegant project that meets the needs of the users in an efficient way. Construction started in August 2003 using a construction management firm and multiple prime contractors. It is now about 80% completed and it is anticipated to be completed on schedule and under budget.
2. Work with the State Chancellor's Office to successfully obtain approval and funding of two major projects at IVC: the Performing Arts/ Theater building, funded in 2003-04, and the Business Technology & Innovation Center, funded in 2004-05. Again, working with faculty, staff, and the architect, an outstanding design was developed for the Performing Arts/ Theater and the project is now 50% through working drawings. The Business Technology & Innovation Center was recently funded and the design phase will start in October.
3. Develop a comprehensive construction plan, including locally funded projects in addition to those funded by the state. Under the guidance of the Board and the administration, priorities were established; projects proposed and developed; funding analyzed; and design professionals selected. At this point, the following locally funded projects are ready to be submitted to the board for approval, funding, and authorization to proceed: Saddleback College Library remodel, Math/Science/Engineering Annex at Saddleback College, Parking Structure at Saddleback College, and Maintenance & Police Facility at Irvine Valley College.
4. Provide support and guidance to the team working on the ATEP launching program. After lengthy negotiations with the City of Tustin, the property was finally conveyed to the District and plans have been developed for the initial building complex at the corner of Red Hill and Valencia. Plans have been reviewed by the city of Tustin and are now pending DSA approval.
5. On the Purchasing side, the department participated in the Business Reengineering Process that successfully implemented of the on line requisition and approval process throughout the district and resulted in a much streamlined procurement process.

Recent District Information Technology Accomplishments

September 2004

In the past few years District IT has completed a large number of projects. Listed below are some of the most significant projects.

1. MySite

The district wide portal for delivering personalized web-based services for students, faculty and staff. MySite received the state-wide Technology Focus Award in 2001 and has been considerably enhanced with a number of new services added each year.

2. Web Registration

South Orange County Community College District was one of the first schools to implement a web-based registration service. This capability has continued to be enhanced since its inception in early 2002.

3. Smart Schedule

This system has already been used 850,000 times by students to search the class schedule for information about our scheduled offerings.

4. Leadership Information System (LIS)

In 2000, a powerful web-based tool for instructional management was implemented. This system provides aggregated information for enrollment staffing productivity and has the capability to “drill-down” and display this information at any organizational level, from the district to the section. Three years of comparative information is available each day.

5. Replacement of the District’s Ten-Year Old VAX Computer Systems

The IT staff completed a Herculean project to host all of the VAX-based applications on new state-of-the-art 64-bit Alpha technology. Many processes now run 10 to 20 times faster than on the old computers.

6. New Web-Based Services for Employees

Employee evaluations, leave balances, benefits information are among a new set of services delivered this year to employees through the MySite portal.

7. Business Process Analysis (Reengineering)

In 2003, the District began the process of reviewing all major administrative systems through a business process analysis review. This activity has resulted in streamlining, simplification, strategic automation and improvement of several processes. The Procurement process was heavily reviewed during 2003-04 and currently the Human Resources processes are under review.

8. Server-level Virus and Spam Protection

A significant new layer of server software was implemented protecting the District's network from virus and spam activity in August 2003.

9. Knowledge Base / Agent

This system used advanced technology and communications capabilities to quickly and easily answer questions students have about college. The Agent technology uses a response to queries, using the web, instant messaging and cell phone. This system began operation in October 2003.

10. Replacement of Library Automation System

The DRA Library Automation System which has been in use since 1991 was replaced by a new web-based system by SIRSI. The conversion was led by a district wide committee, new server hardware and application software was installed and operating in January of 2004.

11. BlackBoard Implementation and Upgrade

In 1999, BlackBoard Course Management System was installed which provides significant web-based content management services for distance education and on-campus classes. A major new upgrade was implemented during the spring of 2004. This has enabled a much tighter integration with our student information system significantly reducing the faculty workload and student records maintenance aspects of the BlackBoard System.

12. On-line Class Petitioning System

A new capability was enabled for students and faculty which replaced the old pink card-based method used by instructors to add students. This project became known as the APC (Add Permission Code) System and began operation in Summer 2004 Term.

13. New Network and IP Telephone System / Evaluation and Procurement

Considerable work was done during FY 2003-2004 to investigate, evaluate and procure a new data network and telephone system infrastructure. The Board authorized the acquisition of the new authorized system in May 2004. The system should be installed and operational in early 2005.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Tracy A. Daly
Director, Marketing, Government and Community Relations
2004 Accomplishments

Background: The public affairs functions of the District have been handled since January 2004 by two new staff members, the Director of Marketing, Government and Community Relations and the Media and Marketing Specialist. Under the supervision of the Chancellor, they meet regularly as a team with College public information staff and seek input from College Presidents. Two interns have significantly contributed to projects. Accomplishments for the past nine months are listed below.

1. Informational Brochure: The District brochure was updated, printed and distributed in January, June and September.
2. Web Site: The "Governing Board", "Chancellor", and "General Information" sections were updated. "Newsroom" was created and is the location for news releases, newsletters, television programs, and links to College newsrooms.
3. Board Highlights: With one exception, summaries of Board meetings were posted electronically within 48 hours of the meeting.
4. Vision: Education: Two one-half hour television programs of *Vision: Education* have been produced and aired. The programs are televised on College stations and Leisure World TV6. Two more episodes are in active production for fall and three additional episodes are being planned for spring.
5. Mission: Education: The first newsletter was printed in March as a full page ad in the *Orange County Register* and community editions, and a half page ad in the *Los Angeles Times*. A brochure version was widely distributed to College campuses, College Foundation mailing lists, offices of elected officials, school districts, libraries, senior centers and community centers. The second newsletter was sent district wide to 330,000 homes and distributed to College campuses, College Foundation mailing lists, offices of elected officials, school districts, and chambers of commerce. Extra copies will be distributed at faculty recruitment events in January 2005. The third newsletter is in development and distribution to all homes in the District is planned for late fall 2004.
6. Chancellor's Updates: Chancellor's e-mail updates appear regularly (18 so far this year) to inform employees of the latest campus/District news, Sacramento news, accomplishments, events, and important information.

7. Government Relations: Letters communicating “Oppose Unless Amended” were transmitted to legislators on SB1785 and SB1817. Congressman Gary Miller visited Saddleback College campus. As part of our participation in the Orange County Community Colleges Legislative Task Force, District representatives visited several state Assembly Members and Senators at their district and Sacramento offices. Staff is prepared for a new legislative season and our District is chairing the Task Force for 2004-05. The Director of Marketing, Government and Community Relations serves on the South Orange County Chamber of Commerce Governmental Relations Committee and chairs the Education Subcommittee.
8. Annual Report: A “Report to the Community” showcasing Saddleback and Irvine Valley Colleges is in development and planned for distribution in late fall 2004.
9. Print Media: Six news releases and two op-ed pieces were submitted to media outlets. Assistance was provided to the writer of the August *OC Metro* story “Community Colleges in Crisis” and representatives from our District were quoted. Assistance was provided to the writer of the September *Orange County Business Journal* special report on biotechnology and biomedicine. The only Community Colleges quoted were from Saddleback and Irvine Valley Colleges.
10. Television Coverage: Board meetings airing each month now feature captions which list the agenda item number and subject, making it easier for viewers to know what the Board is discussing. Board interviews on Leisure World TV-Channel 6 are being aired each month on College television stations. The Chancellor and Board of Trustees President Wagner appeared on *Cox Forum* in June to discuss the future of Community Colleges.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM: 31
FROM:	CHANCELLOR	DATE: 09/27/04
SUBJECT:	ACADEMIC PERSONNEL ACTIONS – REGULAR ITEMS	
REASON FOR BOARD CONSIDERATION:	APPROVAL/RATIFICATION	

BACKGROUND

In accordance with Education Code Section 72200, all employee actions must be approved or ratified by the Board of Trustees of each respective community college district.

STATUS

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

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

RECOMMENDATIONS

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

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS

A. ADMINISTRATIVE EMPLOYMENT

1. DON LOW, ID#13069, Interim Dean of Humanities and Fine Arts, Irvine Valley College, Pos #2833, Dean/Director Salary Schedule, Category II, Step 1. Extension of contract through June 8, 9, 14, 15, 16 and 21. To be paid at a daily rate beyond his contract end date of June 7.

B. ADDITIONAL COMPENSATION: GENERAL FUND

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

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	<u>Effective Date</u>
		<u>Amount</u>	
Belic, Zoran	Art Gallery Coordinator/IVC	\$1,350.00	08/23/04-12/19/04
Bright, Julie	Drug Court Liaison/So County/SC	2,000.00	08/23/04-12/19/04
Lukasik, Linda	Dept Chair/FCS/FN	1,350.00	08/23/04-12/19/04
Newell, Linda	Coord Business. Honors Program	913.00	08/23/04-12/19/04
O'Hern, Eileen	Guest Musician/Associated Students	100.00	08/23/04-12/19/04
Rivas, Daniel	Academic Affairs Chair/IVC	2,160.00	08/16/04-12/19/04
Roberts, Mary Jane	Work on Reflections IX/Emeritus/SC	200.00	08/23/04-12/19/04
Skaff, Penelope	Alumni Assoc. Work/Foundation	2,045.00	08/23/04-12/19/04
Weatherford, Ted	Pres-Elect, Academic Senate/IVC	2,700.00	08/16/04-12/19/04

C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND

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

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	<u>Effective Date</u>
		<u>Amount</u>	
Brewington, Elizabeth	Nursing/Clinical Skills Spec	\$ 450.00	08/23/04-12/19/04
Smith, Gayla	Specialty Nursing Program/SC	800.00	08/23/04-12/19/04
Stelts, Kathleen	VTEA Coordinator-Bus. Outreach	500.00	08/23/04-12/19/04

D. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF

(Pursuant to Board Policy 4002.1):

<u>APPLICANT</u>	<u>HIGHEST DEGREE</u>	<u>PROBABLE ASSIGNMENT</u>	<u>APPROX.SALARY PLACEMENT</u>	<u>START DATE</u>
Amster, Sara-Ellen*	EdD/English	English/SC	V/1	08/23/04
Buchanan, Melonie*	MFA/Dance	Dance/IVC	II/1	08/23/04
Collinson, Mark*	MBA/Finance	Economics/SC	II/1	09/11/04
Forgett, Lisa*	MS/Nutrition	Nutrition/SC	II/1	08/23/04
Howing, Donna	MS/Education	Human Develop/IVC	II/1	11/06/04 ²
Ploeger, Katherine*	MA/English	English/SC	V/1	08/23/04
Porter, John*	MA/English	English/SC	IV/1	08/23/04
Theurer, Bernadette ¹	MA/Childhood Ed.	Child Dev./SC	II/1	10/18/04
Westover, Leo*	MA/English	English/SC	IV/1	08/23/04

*Needed to fill unstaffed classes and/or to replace instructors that have withdrawn from their assignments.

**Per the Board of Governors of the California Community Colleges, this is a discipline in which a Master's degree is not generally expected or available.

¹ Eight-week course.

² Teaching a 1-day class in November.

EQUIVALENCY

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

<u>APPLICANT</u>	<u>HIGHEST DEGREE</u>	<u>PROBABLE ASSIGNMENT</u>	<u>APPROX SALARY PLACEMENT</u>	<u>START DATE</u>
Ables, Sara-Ellen*	BFA/Graphic Des.	Graphic Des./SC	I/1	08/23/04

Equivalency is based on a Bachelor of Fine Arts degree in Graphic Design from Laguna College of Art and Design, and five years as a Graphic Designer and Art Director. Ms. Ables has taught several classes at the Laguna College of Art and Design, including Fundamentals of Graphic Design and Fundamentals of Digital Imaging. She presently works as a freelance designer for her own business, Able2Design.

Gandall, Beverly*	BA/Social Welfare	English/TVC	I/1	09/02/04
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Equivalency is based on a Bachelor of Arts in Social Welfare with a minor in English from Sir George Williams University, Montreal, Quebec, Canada; a TESL Certificate (30 units completed) from Concordia University, Montreal, Quebec, Canada; and seven years of experience teaching all levels of ESL from literacy-low-beginning to high-intermediate to all age groups of adults. Ms. Gandall has taught at Rancho Santiago Community College District and currently teaches at Coast Community College District.

*Needed to fill unstaffed classes and/or to replace instructors that have withdrawn from their assignments.

**Per the Board of Governors of the California Community Colleges, this is a discipline in which a Master's degree is not generally expected or available.

E. OSH BANKING LEAVE PROVISION

1. CHERYL ALTMAN, ID #2500, Professor of Reading, Saddleback College, Pos #1015, is requesting a leave of absence for the Spring 2005 Semester, based on the equivalent of 16.81 banked OSH, in accordance with Article VIII, Section 15, Academic Master Agreement 2000-2002 Revised, and in compliance with the MOU-OSH Banking, Article VIII, Leaves, Section 15, dated August 30, 1999.

*removed
per G.
Pacheco
at mfg.
- J.M.*

E. OSH BANKING LEAVE PROVISION (cont'd.)

2. ROBERT COSGROVE, ID #1057, Professor of English Composition, Saddleback College, Pos #1516, is requesting a leave of absence for the Spring 2005 Semester, based on the equivalent of 15 banked OSH, in accordance with Article VIII, Section 15, Academic Master Agreement 2000-2002 Revised, and in compliance with the MOU-OSH Banking, Article VIII, Leaves, Section 15, dated August 30, 1999.
3. KALON MORRIS, ID #12538, Oceanography Instructor, Saddleback College, Pos #1479, is requesting a leave of absence for the Spring 2005 Semester, based on the equivalent of 16 banked OSH, in accordance with Article VIII, Section 15, Academic Master Agreement 2000-2002 Revised, and in compliance with the MOU-OSH Banking, Article VIII, Leaves, Section 15, dated August 30, 1999.

F. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. STEPHEN Y. TAMANAHA, ID #12524, EOPS Coordinator/EOPS Counselor, Pos #2637, Division of Counseling Services and Special Programs, Saddleback College, has submitted his resignation effective September 8, 2004 (start date: August 5, 2002).

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	32
FROM:	CHANCELLOR	DATE:	09/27/04
SUBJECT:	CLASSIFIED PERSONNEL ACTIONS – REGULAR ITEMS		
REASON FOR BOARD CONSIDERATION:	APPROVAL/RATIFICATION		

BACKGROUND

In accordance with Education Code Section 72200, all employee actions must be approved or ratified by the Board of Trustees of each respective community college district.

STATUS

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

RECOMMENDATIONS

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

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

1. Ramona Meehan is to be employed as Matriculation Specialist, Students, Guidance and Counseling, Irvine Valley College, Pos #2864, Classified Range 121, Step 1, 40 hours per week, 10 months per year, effective October 13, 2004. This is a replacement position for Beth Kohler who was given a change of status.
2. The following individuals are to be employed as **Substitutes** in the classification noted below, on an if-and-as-needed basis.

<u>Name</u>	<u>Classification</u>	<u>Range/Step</u>	<u>Start/End Date</u>
Hart, Jennifer	Sr. Admin. Asst./IVC	126/1	09/21/04

3. The following individuals are to be employed as **Short-Term (Temporary)** positions, on an if-and-as-needed basis, and shall work no more than 170 days in any fiscal year.

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Start/End Date</u>
¹ Arevalo Labayen, Roxanne	Specialist Aide/SC	\$ 8.50	08/09/04-06/30/05
¹ Adams, Devin	Coaching Aide/IVC	\$ 15.00	08/23/04-08/31/04
¹ Barr, Jessica	Theatre Aide/SC	\$ 8.50	07/01/04-06/30/05
¹ Bischoff, Kristine	Tutor/SC	\$ 7.25	08/30/04-06/30/05
¹ Boland, Christina	Coaching Aide/SC	\$ 15.00	08/17/04-06/30/05
¹ Boyer, John	Coaching Aide/SC	\$ 15.00	08/17/04-06/30/05
¹ Ciccarello, Nicole	Tutor/SC	\$ 7.25	09/08/04-06/30/05
¹ Claure, Mauricio	Coaching Aide/SC	\$ 15.00	08/13/04-06/30/05
^{1&3} Edwards, Mark	Project Specialist I/IVC	\$ 12.75	08/09/04-06/30/05
¹ Eslami, Parastou	Specialist Aide/IVC	\$ 10.50	08/23/04-06/30/05
¹ Esmaili, Simin Sharon	Project Specialist I/SC	\$ 12.75	08/30/04-06/30/05
¹ Evans, Laura	Tutor/SC	\$ 8.00	08/30/04-06/30/05
¹ Gillis, Tandy	Coaching Aide/IVC	\$ 15.00	08/23/04-06/30/05
¹ Garcia Walker, Dawn	Project Specialist I/SC	\$ 12.75	08/30/04-06/30/05
¹ Greene, Wanda	Theatre Aide/SC	\$ 8.50	07/01/04-06/30/05
¹ Hall, Linda	Project Specialist III/SC	\$ 15.25	07/01/04-06/30/05
¹ Hart, Jennifer	Project Specialist III/DIST	\$ 14.00	08/23/04-09/30/04
¹ Hoffman, Kenneth	Coaching Aide/SC	\$ 15.00	08/17/04-06/30/05
¹ Jacobs, Kirby	Coaching Aide/SC	\$ 15.00	08/17/04-06/30/05
¹ Jones, David	Specialist Aide/IVC	\$ 15.00	08/23/04-06/30/05
¹ Kaspin, Raya	Tutor/SC	\$ 7.25	08/30/04-06/30/05
¹ Keller, Christine	Specialist Aide/SC	\$ 9.50	08/16/04-06/30/05
¹ Khoshnevis, Vahid	Specialist Aide/IVC	\$ 10.50	07/01/04-06/30/05
¹ Lakow-Oram, Gina	Secretary/Receptionist/SC	\$ 14.00	08/17/04-12/21/04
¹ Lehman, Cameron	Specialist Aide/IVC	\$ 8.50	08/23/04-06/30/05
¹ Mallory, Mary	Adm. & Records Aide/SC	\$ 10.72	07/01/04-06/30/05
¹ Martin, Mary	Clerk Short Term/SC	\$ 10.00	10/01/04-12/31/04
¹ Marino, John	Coaching Aide/SC	\$ 15.00	08/17/04-06/30/05
¹ Mathavorn, Tom C.	Project Specialist II/IVC	\$ 14.00	07/01/04-06/30/05
¹ Mattson, Kathleen	Clerk Short Term/SC	\$ 10.00	09/15/04-06/14/05

3. The following individuals are to be employed as **Short-Term (Temporary)** positions, on an if-and-as-needed basis, and shall work no more than 170 days in any fiscal year. (Continued)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Start/End Date</u>
¹ May, Michael	Specialist Aide/IVC	\$ 8.50	08/23/04-12/31/04
¹ May, Misty	Coaching Aide/IVC	\$ 15.00	08/23/04-06/30/05
¹ McClusky, Katie	Coaching Aide/IVC	\$ 15.00	08/23/04-06/30/05
¹ McNicol, William	Coaching Aide/IVC	\$ 15.00	08/27/04-06/30/05
¹ Mehregan, Rouhina	Specialist Aide/IVC	\$ 10.50	07/01/04-06/30/05
¹ Mendoza, Ismael	Project Specialist I/SC	\$ 12.75	08/17/04-12/19/04
¹ Nguyen, Thu Anh	Specialist Aide/IVC	\$ 10.50	07/01/04-06/30/05
¹ Olvera, Alicia	Adm. & Records Aide/SC	\$ 10.72	09/20/04-12/21/04
¹ Olson, Eric	Coaching Aide/IVC	\$ 15.00	08/23/04-06/30/05
¹ Parmer, Barbara	Clerk Short Term/SC	\$ 8.90	09/15/04-06/14/05
¹ Parmer, Barbara	Clerk Short Term/SC	\$ 8.50	06/15/04-06/14/05
¹ Parsa, Arash	Specialist Aide/IVC	\$ 10.50	07/01/04-06/30/05
¹ Petersen, Mark	Specialist Aide/IVC	\$ 8.50	07/01/04-06/30/05
¹ Petralia, Nicholas (Jim)	Coaching Aide/IVC	\$ 15.00	08/23/04-06/30/05
¹ Pham, Quang	Tutor/SC	\$ 7.25	08/30/04-06/30/05
¹ Sanchez, Beth	Specialist Aide/IVC	\$ 11.50	07/05/04-05/20/05
¹ Schlenker, Karla	Tutor/SC	\$ 7.25	07/01/04-07/14/04
¹ Sebold, Margaret	Adm. & Records Aide/SC	\$ 10.72	06/15/04-06/14/05
¹ Sebold, Margaret	Clerk Short Term/SC	\$ 10.00	09/15/04-06/14/05
¹ Shreeves, Shawn	Project Specialist III/District	\$ 15.25	08/11/04-08/19/04
Smith, Jason	Coaching Aide/IVC	\$ 15.00	01/10/05-06/30/05
¹ Smith, Jason	Project Specialist I/IVC	\$ 12.75	08/16/04-01/09/05
¹ Stout, Linda	Specialist Aide/SC	\$ 10.50	08/30/04-06/30/05
¹ Trang, Nam	Tutor/SC	\$ 7.25	08/30/04-06/30/05
¹ Whitt, Ross	Project Specialist II/SC	\$ 14.00	08/25/04-06/30/05
¹ Yavari, Shirin	Specialist Aide/IVC	\$ 10.50	07/01/04-06/30/05

4. The following individuals are to be employed on a temporary basis, as **Professional Expert**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the 2004-2005 Academic year. Rate of pay not to exceed the amount defined per individual.

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Start/End Date</u>
¹ Anderson, Alexandra	Interpreter/IVC	\$25.00 per hour	07/01/04-06/30/05
¹ Castro, James	Clinical Skills Spec/SC	\$15.00 per hour	09/01/04-12/31/04
¹ Chapman, Julie	Interpreter IV/SC & IVC	\$25.00 per hour	07/01/04-06/30/05
¹ Contreras, Pamela	Interpreter/IVC	\$25.00 per hour	07/01/04-06/30/05
¹ Dollar, Al	Contract Ed./IVC	\$50.00 per hour	11/01/04-12/19/04
¹ Ebat, Maryann	Interpreter/IVC	\$25.00 per hour	07/01/04-06/30/05
¹ Ferrandino, Vince	Clinical Skills Spec/SC	\$15.00 per hour	07/01/04-06/30/05
¹ Foster, Kellie	Interpreter/IVC	\$19.00 per hour	07/01/04-06/30/05
¹ Jordan, Katherine	Interpreter/IVC	\$25.00 per hour	07/01/04-06/30/05
¹ Montalvo, Patricia	Interpreter/IVC	\$25.00 per hour	07/01/04-06/30/05
¹ Murphy, William	Contract Ed./IVC	\$50.00 per hour	11/01/04-12/19/04
¹ Nava, Anna	Interpreter/IVC	\$25.00 per hour	07/01/04-06/30/05
¹ Oberle, Denise	Interpreter/IVC	\$19.00 per hour	07/01/04-06/30/05
¹ Pardoen, Brent	Clinical Skills Spec/SC	\$15.00 per hour	09/01/04-12/31/04
¹ Purcell, Scott	Clinical Skills Spec/SC	\$15.00 per hour	09/01/04-12/31/04
¹ Smith, Shirley	Interpreter/IVC	\$25.00 per hour	07/01/04-06/30/05
¹ Sokolow, Melissa	Interpreter/IVC	\$25.00 per hour	07/01/04-06/30/05

4. The following individuals are to be employed on a temporary basis, as **Professional Expert**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the 2004-2005 Academic year. Rate of pay not to exceed the amount defined per individual.
(Continued)

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Start/End Date</u>
¹ Strand, Vicki	Interpreter/IVC	\$19.00 per hour	07/01/04-06/30/05
¹ Takemoto, Jack	Contract Ed./IVC	\$50.00 per hour	11/01/04-12/19/04

5. The following individuals are to be employed on a temporary basis, as **Professional Expert**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the 2004-2005 Academic year. Rate of pay not to exceed the amount defined per individual.
(Continued)

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Start/End Date</u>
¹ Tidrick, Brian	Contract Ed./IVC	\$50.00 per hour	11/01/04-12/19/04
Vargas, Jorge	Clinical Skills Spec/SC	\$15.00 per hour	09/01/04-12/31/04

6. The following individuals are to be employed as **Student Help (Temporary)**, at \$7.25 per hour, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the 2003-2004 academic year.

<u>Name</u>	<u>Start/End Date</u>
^{1&2} Acain, Grace	09/02/04-12/20/04
¹ Burton, Eric	08/25/04-06/30/05
¹ Chang, Minah	08/23/04-06/30/05
¹ Hallowell, Marke	08/25/04-06/30/05
¹ Hohl, Sebastian	07/01/04-06/30/05
^{1&2} Hu, Chun Ying	09/02/04-05/19/05
¹ Jokar, Elnaz	08/23/04-06/30/05
¹ Lay, Chanphanny	08/13/04-06/30/05
¹ Lloyd, Kevin	08/24/04-06/30/05
^{1&2} Puentes, Maryori	08/30/04-12/31/04
¹ Shim, Jae Hee	08/23/04-06/30/05
¹ Thomas, Bonnie	08/23/04-06/30/05

¹Approved by the Chancellor or Ratification prior to Board Approval

²Authorization by International Students office to work through Fall 2004/Spring 2005

³Son of John Edwards, Director of Admissions and Records, Student Services at IVC.

7. 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 2003-2004 academic year.

<u>Name</u>	<u>Position</u>	<u>Not to Exceed</u>	<u>Start/End Date</u>
Sposato, Rebecca	Interpreter III/IVC	\$19.00 per hour	08/23/04-06/30/05

B. CLASSIFIED EMPLOYMENT (Information Item – Pursuant to Board Policy 4002.1)

1. MASTOORA HAMID, is to be employed as Child Care Instructional Specialist, Child Development Center, Irvine Valley College, Pos #2938, Classified Range 121, Step 1, 27.5 hours per week, 12 months per year, effective September 1, 2004. This is a replacement position for Lareta Sison who retired.

2. DEVIN ADAMS, ID# 10118 is to be employed as Athletic Trainer, Health Sciences, Physical Education and Athletics, Irvine Valley College, Position #2921, Classified Range 130, Step 1, 20 hours per week, 11 months per year, effective September 1, 2004.

C. VOLUNTEERS

The following individuals are to be approved as Volunteers for the 2003-2004 academic year.

Advanced Technology & Library Services, Irvine Valley College

EVA ARMSTRONG	DEIRDRE B. KUSHNER
WEN-CHUNG CHANG	CHRIS PICKFORD

Counseling Services & Special Programs, Saddleback College

NOL ERICSON	CHRIS LAMBLIN
RONELIO E. FERNANDEZ	MARYBETH SAMMIE SNOWDEN
GARRICK GARCIA	LORI THIBEAU
ANGELA JENT	AMADO TOLIMAO
THOMAS KLAUS	JOSE C. TOLIMAO, JR.

Emeritus Institute, Community Contract Education, Irvine Valley College

ROBBIN NESTOR

Fine Arts, Physical Education & Athletics, Saddleback College

MONICA BECKMAN	ROSS COSTA
JOSHUA BROOKS	WAYNE HERTEL
NICOLE BUCKLEY	NIK SIMOVICH

Health Sciences, Human Services & Emeritus Institute, Saddleback College

ANGELA BECKHAM	APRIL GRIGG
MIKI H. BOYLE	KATHY HANKE
JODI BRITTON	FABIENNE KOBRAK
KEN BROWN	AMY MICHALSKI
LISA CARRIGER	TERI TORCHE
SUSAN CATLETT	

Health Sciences, Physical Education & Athletics, Irvine Valley College

LAURIE ABRAHAMAS	FRANK McGROGAN
KATHY ANDERSON	LAUREN MIRALLEGRO
GINA ARTAVIA	JOSE NEWKIRK
BEVERLY BEREKIAN	NGA T. NGUYEN
MARK BORDELON	DANNY NUNEZ
GEORGE BROGAN	GILA PARHIZKARI
ADRIAN CALLARD	JOHN POTTER
CYNTHIA CALLARD	ANDREA RAMELLA
FRANCES CORNEJO	NOELLE SEGUIN
LARRY CORNEJO	STEVE SIMONS
NORA GARIBOTTI	JAMIE SMITH

C. VOLUNTEERS

The following individuals are to be approved as Volunteers for the 2003-2004 academic year.
(Continued)

Health Sciences, Physical Education & Athletics, Irvine Valley College (Continued)

NANCY IKEDA	JASON SMITH
MAUREEN LI	WILLIAM R. SMITH
JOSEPH LIN	AMY STINSON
KARIE MARTIN	

Math, Computer Science & Engineering, Irvine Valley College

FARIBA ALLYASIN
MAHSA MAHMOUDI
NOLAN WRIGHT

Math, Science, and Engineering, Saddleback College

AMIR EMAMI

Social and Behavioral Sciences, Saddleback College

MICHAEL PINCHER

D. CHANGE OF STATUS

1. JOY ROSA, ID# 2072, Senior Administrative Assistant, Office of Instruction, Irvine Valley College, Pos #2768, Classified Range 126, Step 6, 40 hours per week, 12 month per year, is to be given a change of status to Senior Administrative Assistant, Office of Economic and Resource Development, Irvine Valley College, Pos 2777, Classified Range 126, Step 6, 40 hours per week, 12 months per year effective September 1, 2004. This is a replacement for Earlene Munder, who was given a change of status.
2. LORI CASSIDY, ID# 11594, Library Assistant I, Library Services, Saddleback College, Pos ID# 1309, Classified Range 114, Step 4, Part-Time, 28 hours per week is to be given a change of status to increase the number of hours to 38 hours per week, effective August 1, 2004.
3. MATTHEW BRODET, ID# 10966, Instructional Assistant, (Radio/T.V.), Saddleback College, Pos ID# 2643, Classified Range 121, Step 3, Part-Time, 22 hours per week is to be given a change of status to increase the number of hours to 26 hours per week, effective September 28, 2004.
4. SCOTT GREENE, ID# 12380, Instructional Assistant, (Radio/T.V.), Saddleback College, Pos ID# 2644, Classified Range 121, Step 3, Part-Time, 22 hours per week is to be given a change of status to increase the number of hours to 26 hours per week, effective September 28, 2004.
5. NANCY FIACCO, ID# 8616, Admissions & Records Specialist I, Office of Admissions, Records and Enrollment Services, Saddleback College, Pos ID# 2617, Classified Range 116, Step 4, Part-Time, 25 hours per week is to be given a change of status to increase the number of hours to 40 hours per week, Admissions & Records Specialist I, Pos ID# 2891, Range 116, Step 4 effective September 1, 2004.

E. SALARY ADJUSTMENTS

The following individuals have adjustments to their salaries as recommended by the Hay Group Classified Leadership Compensation Study. These adjustments are retroactive to July 1, 2004.

1. CAROL HILTON, ID# 2075, College Budget Manager, new salary \$93,050 (CL7, Step 8); old salary \$88,930 (CL7, Step 7).
2. BRENDA M. FRAME, ID# 8210, Director of Student Health Center, new salary \$79,840 (CL6, Step 7); old salary \$76,400 (CL6, Step 6).
3. JOHN G. AVERA, ID# 2366, Facilities and Energy Projects Manager, new salary \$76,400 (CL6, Step 6); old salary \$73,110 (CL6, Step 5).

F. LEAVE OF ABSENCE

1. MARIA RAMIREZ, ID #9783, Custodian, Facilities and Maintenance, Saddleback College, Pos #1326, Classified Range 113, Step 6, is to be placed on an unpaid general leave of absence with benefits starting September 24, 2004 and ending December 31, 2004 per CSEA Contract Article 12.11.1.
2. BARBARA SENDABA, ID# 12978 Senior Health Office Assistant, Student Health Services, Saddleback College, Position #2820, Classified Range 124, Step 1, is to be placed on personal leave with loss of pay from August 9, 2004 to August 20, 2004 per Board Policy 4077.2.
3. WHITNEY KWOK, ID# 9839, Police Officer (Weekends/Holidays), Office of Safety & Security, Irvine Valley College, Pos #2574, Police Officers Salary Schedule, Range 2, Step 6, is to be placed on paid administrative leave, effective August 30, 2004.
4. DARLENE HILL, ID# 1465, Administrative Assistant II, Maintenance, Operations & Support Services, Saddleback College, Pos #2696, Classified Range 121, Step 6, is to be placed on paid administrative leave through October 26, 2004.

G. AUTHORIZATION TO ESTABLISH AND ANNOUNCE CLASSIFIED POSITION

1. PROGRAM ASSISTANT (TRANSFER CENTER), Counseling Services and Special Programs, Saddleback College seeks authorization to establish and announce a new full-time, 12 month, classified position, Range 112, within its staff complement (New Job Description Attachment 1).
2. ASSISTANT DIRECTOR OF FACILITIES PLANNING, Facilities, Planning & Purchasing, District Services, seeks authorization to establish and announce a new full-time, 12 month, classified leadership position, Range CL7, within its staff complement (New Job Description Attachment 2).
3. PLUMBER, Maintenance, Operations & Support, Support Services, Saddleback College, seeks authorization to establish and announce a new full-time, 12 month, classified position, Range 125, within its staff complement (New Job Description Attachment 3).

H. AUTHORIZATION TO ABOLISH CLASSIFIED POSITIONS AND/OR POSITION NUMBERS

1. PROGRAM ASSISTANT (TRANSFER CENTER), Pos #2483, Counseling Services and Special Programs, Saddleback College, seeks authorization to eliminate this part time 20 hour per week, 11 months per year Classified position, Range 112, from its staff complement.
2. PROGRAM ASSISTANT (TRANSFER CENTER), Pos #2406, Counseling Services and Special Programs, Saddleback College, seeks authorization to eliminate this part time 29 hour per week, 11 months per year Classified position, Range 112, from its staff complement.

I. ADDITIONAL COMPENSATION

1. ROSALIE ANN DONOVAN, ID# 11835, Senior Administrative Assistant, Business Services, District, Pos # 1208, Classified Salary Range 126, Step 4 will be temporarily assigned additional duties while Cheryl Clavel, Executive Assistant to Vice Chancellor, Business Services, District, Classified Leadership Pos # 2244 is on leave. Additional compensation will be \$500 per month effective September 27, 2004 until Cheryl Clavel returns from leave.

A. NEW PERSONNEL APPOINTMENTS (Addition to Item A, Page 1)

6. GLORIA MARTIN is to be employed as Administrative Secretary II - Confidential, Office of the Chancellor, District, Pos #2118, Classified Leadership Range 1, Step 3, 40 hours per week, 12 months per year, effective October 1, 2004. This is a replacement position for Kathryn Dunn who resigned.

J. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. MARK MURPHY, ID #6346, Custodian, Facilities & Maintenance, Saddleback College, Pos #2585, resignation effective August 27, 2004. Payment is authorized for any compensated time off. (Start date: April 13, 1994)
2. SHAUN RUSMISEL, ID #5241, Groundskeeper, Facilities & Maintenance, Irvine Valley College, Pos #2800, resignation effective September 7, 2004 and retirement effective September 8, 2004. Payment is authorized for any compensated time off. (Start date: January 4, 1993)
3. GAIL STEVENSON, ID #1357, Senior Administrative Assistant, Facilities & Maintenance, Irvine Valley College, Pos #2173, resignation effective September 9, 2004 and retirement effective September 10, 2004. Payment is authorized for any compensated time off. (Start date: May 1, 2002)

PROGRAM ASSISTANT - ID #566 – Range 112

DEFINITION

To perform a variety of paraprofessional duties involving a college program; to participate in program activities; and to assist students, faculty, staff and the general public.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Department Dean or Division Head.

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

Perform paraprofessional duties in support of either Special Services, Health/ Human Services, Instruction of other student assistance programs.

Perform general clerical work; answer phones; type a variety of documents, reports and memos; enter information into computer; maintain files and records.

Present program information to students and faculty; assist in preparing program materials; receive, sort and deliver materials.

Register students during class enrollment; collect fees for enrollment; process student add and drops; maintain appropriate application and registration materials.

Respond to routine questions and provide information to the public.

Order, receive and maintain office supplies and equipment; prepare and deliver requisitions, purchase orders and work order forms.

May accept various requests for processing including various applications and registrations, transcripts and add/drop cards.

May provide tutoring services to disabled and disadvantaged students; assess and place students appropriately.

Attend meetings related to assigned division; take and prepare minutes.

Perform related duties as assigned.

South Orange County Community College District
Page 2 - Program Assistant

WORK ENVIRONMENT AND PHYSICAL DEMANDS

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

WORK ENVIRONMENT

Standard office setting. At least minimal environmental controls to assure health and comfort.

PHYSICAL DEMANDS

Desk work; occasional field trips e.g. for inspection. Insignificant effort other than normal movement.

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and computer equipment.

Principles of business letter writing and basic report preparation.

Methods and standards used in processing College paperwork.

Principles and procedures of record keeping.

Practices used in minute taking and preparation.

English usage, spelling, grammar and punctuation.

Basic techniques used in public relations.

Ability to:

Type and word process at a speed necessary for successful job performance.

Respond to inquiries and requests for information.

Type at a speed necessary for successful job performance.

Communicate clearly and concisely, both orally and in writing.

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

South Orange County Community College District
Page 3 - Program Assistant

Experience and Training Guidelines

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

Experience:

Two years of clerical and public contact experience is desirable.

Training:

Equivalent to the completion of the twelfth grade.

ASSISTANT DIRECTOR OF FACILITIES PLANNING – RANGE CL7

DEFINITION

To assist the Director of Facilities Planning and Purchasing in planning and developing capital outlay projects including programs, supporting documentation, budgets and schedules; prepare and administer contracts for project consultants; attend project meetings, provide support to college building committees; assist the project architects in coordinating project requirements and schedules; provide project status reports.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision of assigned duties from the Director of Facilities Planning and Purchasing. The Assistant Director of Facilities Planning may or may not work in proximity to his/her supervisor. In the process of performing the assigned duties, the Assistant Director of Facilities Planning may be required to exercise judgment or choice among possible actions, sometimes without clear precedents and often with concern for the consequences of the action.

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

Assist in the development of educational specifications and project requirements with staff and faculty.

Supervise and coordinate project design with architects and other consultants and staff and faculty as directed.

Interface with public agencies: (California Community Colleges, DSA, Fire Marshall, City and County, etc.) as required for the performance of the assigned duties.

Administer project budget and schedule, including *status reports and claims*. Prepare agenda for Board approval.

Coordinate and review final construction contract documents and final plan changes prior to bidding.

Coordinate advertising and bidding procedures. Approve bid alternates and addenda. Attend prebid conference.

Represent the District in administration of the construction contract. Work with the architect, inspectors and contractors.

Coordinate keying of new facilities. Assist with coordination of telecommunications requirements.

Process requisitions, purchase orders, change orders, payment applications, and billings.

South Orange County Community College District
Page 2 - ASSISTANT DIRECTOR OF FACILITIES PLANNING

Obtain surveys and soil tests required by architects and engineers.

Assist with furnishing and move-in of new facility. Assist in development budget, monitoring requisitions, approve claims.

Coordinate installation of utility company services including electrical, gas, water; obtain operating permits.

Issue contracts and coordinate information for construction inspectors, soils engineer, material testing lab, and other consultants.

Administer close-out of project including punch list, submittals, training of maintenance and operations personnel, filing Notice of Completion and approval of final payment.

Assist in the preparation of the space inventory and maintenance of up to date plans of campus facilities.

Perform other related duties as assigned.

QUALIFICATIONS

Familiarity with design and construction process (community college) including code requirements (Title 21 – Public Works, and Title 24 – Building Code), legal responsibilities and contract obligations. Knowledge of structure, electrical and mechanical systems, and finish materials.

Ability to read and evaluate construction drawings, specifications and cost estimates.

Knowledge of project budget management and accounting.

Effective writing abilities.

EXPERIENCE AND TRAINING GUIDELINES

A minimum of five (5) years related experience with an educational background in construction management, architecture or engineering; knowledge of codes, contracts, construction drawings and specs: administrative ability.

Training equivalent to a Bachelor's degree in architecture, engineering, construction management, or related discipline.

South Orange County Community College District
Page 3 - **ASSISTANT DIRECTOR OF FACILITIES PLANNING**

MACHINE/EQUIPMENT

Ability to use personal computer for word processing, spreadsheet, and database applications.

Working knowledge of CAD for preparation of architectural drawings.

LICENSE OR CERTIFICATE

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

PLUMBER — Range 125

DEFINITION

To perform skilled work involving the installation, maintenance and repair of pipes, fittings and fixtures of heating, water, drainage, and gas systems and lines, and irrigation systems.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level management staff.

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

Perform a variety of skilled plumbing tasks.

Troubleshoot malfunctions and identify plan of action to resolve problems.

Maintain, test, adjust and record water treatment towers and boilers, electronic timers and back flow devices.

Install, maintain and repair air, gas, water, waste and steam lines, and assist contractors with location of water and sewer lines.

Install, maintain and repair a variety of valves, controllers and shut off valves.

Replace and repair a wide variety of sprinkler heads and lines by removing disassembling and replacing worn or broken parts.

Operate construction equipment such as dump trucks, trenchers and backhoes, and power tools such as compressors and jackhammers, Identify equipment needs for each assigned project.

Maintain and unclog storm drains and sewer lines.

Maintain and repair toilets, urinals, sinks, showers and other bathroom fixtures.

Remove and install water heaters and plumbing fixtures.

Maintain drinking fountains.

Purchase supplies and materials as needed.

Perform preventative maintenance on equipment.

Perform related duties as assigned.

South Orange County Community College District
Page 2 – Plumber

WORK ENVIRONMENT AND PHYSICAL DEMANDS

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

Work Environment

At least half of each week requires exposure to sensory extremes. Frequent exposure to hazardous activities.

Physical Demands

Significant exertion on a daily basis. Awkward postures and work positions; sustained activities requiring strength (e.g. using tools). Frequent moderate lifting (30-60 lbs.). Occasionally requires high level of sustained strenuous exertion.

QUALIFICATIONS

Knowledge of:

Methods, materials, tools and equipment used in plumbing and irrigation work.

Methods and procedures in water treatment and installation and maintenance of irrigation systems.

Practices and techniques in plumbing.

Irrigation system layout and design.

Electrical systems related to landscape irrigation.

Safe and approved methods in the use of chemicals contacted in the course of work.

Standard uniform plumbing code.

Safe work practices.

South Orange County Community College District
Page 3 – Plumber

Ability to:

Perform skilled irrigation systems maintenance, installation and repair work.

Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner.

Perform heavy manual labor.

Use and operate hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner.

Identify and correct plumbing problems.

Install, maintain and repair a variety of fixtures, and pipes.

Work effectively and independently in the absence of supervision.

Understand and follow oral and written communication.

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

Experience and Training Guidelines

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

Experience:

Two years of responsible plumbing and/or irrigation system installation and maintenance experience.

Training:

Equivalent to completion of the twelfth grade supplemented by completion of a recognized plumbing trades school or specialized training in irrigation system maintenance and repair.

License or Certificate

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	33
FROM:	CHANCELLOR	DATE:	9/27/04
SUBJECT:	SOCCCD: AWARD OF BID: THEATER EQUIPMENT UPGRADE		
REASON FOR BOARD CONSIDERATION:	APPROVAL		

BACKGROUND

On November 19, 2003, the Board of Trustees approved funding from basic aid for upgrading the light and sound systems at the McKinney Theater. On February 23, 2004, the board approved hiring John Sergio Fisher and Associates to provide architectural services for this project.

STATUS

On August 2, 2004, Bid No. 1037, Packages A and B, for Theater Equipment Upgrade at Saddleback College, was sent to eleven (11) vendors. Bids were opened on August 30, 2004. One (1) vendor, LVH Entertainment Systems, of Oxnard, submitted a bid for Package A, Theater and Electrical Systems, in the amount of Nine Hundred Thirty Two Thousand One Hundred Eighty Nine and No/100 Dollars (\$932,189.00). College staff and the architect have reviewed the bid, found it in compliance with the specifications, and recommend award of bid and approval of change order No. 1, which will decrease the contract amount by Nineteen Thousand Four Hundred Fifty Six and No/100 Dollars (\$19,456.00), EXHIBIT A. Three (3) vendors submitted bids for Package B, Audio Visual Systems, and the lowest bid meeting all specifications was submitted by Southern California Sound Image of Escondido, in the amount of Two Hundred Ninety Thousand Ninety Two and No/100 Dollars (\$290,092.00), EXHIBIT B.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees award Bid No. 1037, Package A, for Theater and Electrical Systems for the McKinney Theater, to LVH Entertainment for the amount of Nine Hundred Thirty Two Thousand One Hundred Eighty Nine and No/100 Dollars (\$932,189.00) and approve the agreement for the construction of this project (EXHIBIT C) and approve Change Order No. 1 reducing the contract amount by Nineteen Thousand Four Hundred Fifty Six and No/100 Dollars (\$19,456.00). The Chancellor further recommends that the Board of Trustees award Bid No. 1037, Package B, for Audio Visual Systems for the McKinney Theater, to Southern California Sound Image for the amount of Two Hundred Ninety Thousand Ninety Two and No/100 Dollars (\$290,092.00) and approve the corresponding agreement, EXHIBIT D.

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

John Sergio Fisher & Associates Inc.

60 Thirteenth Street
 San Francisco, CA 94103
 415.552.1288
 Fax 415.552.1298
 mfisher@jsfarchs.com

jsfa

THEATER EQUIPMENT UPGRADE
 SEPTEMBER 27, 2004

PROJECT Theatre Equipment Upgrade at Saddleback College PROJECT NO.

OWNER Saddleback College

CONTRACT NO.

CONTRACTOR LVH Entertainment Systems

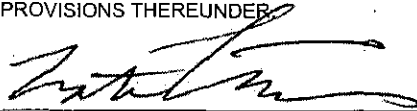
DATE 9/10/04

CONTRACT CHANGE ORDER NO.1

DESCRIPTION OF CHANGES TO CONTRACT (Supplemental Plans and Specifications Attached, if Any)	DECREASE in Contract Price	INCREASE in Contract Price	DAYS
Section 11064: Provide the requested cable package as standard product in lieu of product specified in Para 2.12, quantities to remain as specified.	\$2,600		0
Section 11065: Delete five 19" fixtures from Para 2.3, five 26" fixtures from Para 2.4, and two Par fixtures from Para 2.6.	\$3,544		0
Drawing E1.1: Provide ASTS Transfer Switch in lieu of ELTS Transfer Switch specified, circuit count and function to remain as specified.	\$3,952		0
Drawing E2.1: Delete removal of (E) patch panel enclosure and installation of custom terminal cabinet. Delete five (N) 3-1/2" conduits from (N) dimmer rack to custom terminal cabinet. Add removal of internal components of (E) patch panel, use (E) patch panel enclosure as (N) junction box and fabricate (N) blank covers for patch panel enclosure. Add 6"x6" gutter between (N) dimmer racks and patch panel. Use two (E) 3-1/2" conduits and (N) gutter to route (N) and (E) dimmer circuits to (N) dimmer racks. Use (N) terminal blocks in patch panel enclosure to splice (E) circuit conductors. Pull all (N) circuit conductors through the patch panel enclosure without splices directly to the dimmer racks.	\$9,360		0
TOTAL DECREASE IN CONTRACT PRICE:	\$19,456.00		
TOTAL INCREASE IN CONTRACT PRICE:		0	
TOTAL CALENDAR DAYS TIME EXTENDED TO CONTRACT:			0

EXECUTION OF THIS CHANGE ORDER REPRESENTS FULL AND FINAL COSTS FOR THE SCOPE OF SERVICES IDENTIFIED HEREIN. UPON EXECUTION THIS DOCUMENT BECOMES A SUPPLEMENT TO THE CONTRACT AND SUBJECT TO ALL THE PROVISIONS THEREUNDER.

RECOMMENDED



9/10/04

(John Sergio Fisher & Associates Inc.)

(Date)

APPROVED

(Signature of Owner)

(Title)

(Date)

ACCEPTED

(Signature of Contractor)

(Title)

(Date)

MDF/ld

EXHIBIT B

**BID NO. 1037
THEATER EQUIPMENT UPGRADE
PACKAGE B
SADDLEBACK COLLEGE
SEPTEMBER 27, 2004**

VENDORS

AMOUNT

**SO. CALIFORNIA SOUND IMAGE
Escondido, CA**

\$290,092.00 *

**SPL INTEGRATED SOLUTIONS
Las Vegas, NV**

\$315,000.00

**ELECTROSONIC SYSTEMS, INC.
Burbank, CA**

\$352,068.00

*** RECOMMENDED AWARD**

AGREEMENT

THIS AGREEMENT, dated the 28th day of September, 2004, in the County of Orange, State of California, is by and between SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, (hereinafter referred to as "DISTRICT"), and LVH ENTERTAINMENT SYSTEMS, 300 Irving Drive, Oxnard, CA 93030-5131, (hereinafter referred to as "CONTRACTOR").

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

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

2. CONTRACTOR shall perform within the time set forth in Paragraph 4 of this Agreement everything required to be performed, and shall provide, furnish and pay for all the labor, materials, necessary tools, expendable equipment, and all taxes, utility and transportation services required for construction of the Project:

**THEATER EQUIPMENT UPGRADE
(Theater and Electrical Systems)
AT SADDLEBACK COLLEGE
PACKAGE A (Base Bid)**

All of said work shall be performed and completed in a good workmanlike manner in strict accordance with the drawings, specifications and all provisions of this Agreement as hereinabove defined and in accordance with applicable laws, codes, regulations, ordinances and any other legal requirements governing the Project. The CONTRACTOR shall be liable to the DISTRICT for any damages arising as a result of a failure to fully comply with this obligation, and the CONTRACTOR shall not be excused with respect to any failure to so comply by any act or omission of the Architect, Engineer, Inspector, Division of State Architect, or representative of any of them, unless such act or omission actually prevents the CONTRACTOR from fully complying with the requirements of the

Project Documents, and unless the CONTRACTOR protests at the time of such alleged prevention that the act or omission is preventing the CONTRACTOR from fully complying with the Project Documents. Such protest shall not be effective unless reduced to writing and filed with the DISTRICT within three (3) working days of the date of occurrence of the act or omission preventing the CONTRACTOR from fully complying with the Project Documents.

3. DISTRICT shall pay to the CONTRACTOR, as full consideration for the faithful performance of this Agreement, subject to any additions or deductions as provided in the Project Documents, the sum of Nine Hundred Thirty Two Thousand One Hundred Eighty Nine and No/100 Dollars (\$932,189.00).

4. The work shall start on December 13, 2004 and be completed by February 23, 2005.

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

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

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

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

In case of such termination for DISTRICT's convenience, CONTRACTOR shall be entitled to receive payment from DISTRICT for work satisfactorily executed and for proven loss with respect to materials, equipment, and tools, including overhead and profit for that portion of the work

completed. In the case of Termination for Convenience, DISTRICT shall have the right to accept assignment of subcontractors. The foregoing provisions are in addition to and not in limitation of any other rights or remedies available to the DISTRICT.

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

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

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

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

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

Public Liability Insurance for injuries including accidental death, to any one person in an amount not less than	\$1,000,000
and	
Subject to the same limit for each person on account of one accident, in an amount not less than	\$1,000,000

Property Damage Insurance

in an amount not less than \$1,000,000

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

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

Automotive and truck where operated in amounts as above

Material hoist where used in amounts as above

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

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

11. If CONTRACTOR is a corporation, the undersigned hereby represents and warrants that the corporation is duly incorporated and in good standing in the State of California, and that Luanna L. Van Holten, whose title is President, is authorized to act for and bind the corporation.

12. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not

inserted, or is not currently inserted, then upon application of either party the Agreement shall forthwith be physically amended to make such insertion or correction.

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

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

DISTRICT

CONTRACTOR

By: _____
Signature

By: _____
Signature

Gary Poertner
Print Name

Print Name

Deputy Chancellor
Title

Title

Contractor's License No.

Tax ID/Social Security No.

(CORPORATE SEAL OF CONTRACTOR,
if corporation)

AGREEMENT

THIS AGREEMENT, dated the 28th day of September, 2004, in the County of Orange, State of California, is by and between SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, (hereinafter referred to as "DISTRICT"), and SOUTHERN CALIFORNIA SOUND IMAGE, INC., 2415 W. Vineyard Ave., Escondido, CA 92029, (hereinafter referred to as "CONTRACTOR").

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

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

2. CONTRACTOR shall perform within the time set forth in Paragraph 4 of this Agreement everything required to be performed, and shall provide, furnish and pay for all the labor, materials, necessary tools, expendable equipment, and all taxes, utility and transportation services required for construction of the Project:

**THEATER EQUIPMENT UPGRADE
(Audio Visual Systems)
AT SADDLEBACK COLLEGE
PACKAGE B (Base Bid)**

All of said work shall be performed and completed in a good workmanlike manner in strict accordance with the drawings, specifications and all provisions of this Agreement as hereinabove defined and in accordance with applicable laws, codes, regulations, ordinances and any other legal requirements governing the Project. The CONTRACTOR shall be liable to the DISTRICT for any damages arising as a result of a failure to fully comply with this obligation, and the CONTRACTOR shall not be excused with respect to any failure to so comply by any act or omission of the Architect, Engineer, Inspector, Division of State Architect, or representative of any of them, unless such act or

omission actually prevents the CONTRACTOR from fully complying with the requirements of the Project Documents, and unless the CONTRACTOR protests at the time of such alleged prevention that the act or omission is preventing the CONTRACTOR from fully complying with the Project Documents. Such protest shall not be effective unless reduced to writing and filed with the DISTRICT within three (3) working days of the date of occurrence of the act or omission preventing the CONTRACTOR from fully complying with the Project Documents.

3. DISTRICT shall pay to the CONTRACTOR, as full consideration for the faithful performance of this Agreement, subject to any additions or deductions as provided in the Project Documents, the sum of Two Hundred Ninety Thousand Ninety Two and No/100 Dollars (\$290,092.00).

4. The work shall start on December 13, 2004 and be completed by February 23, 2005.

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

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

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

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

In case of such termination for DISTRICT's convenience, CONTRACTOR shall be entitled to receive payment from DISTRICT for work satisfactorily executed and for proven loss with respect

to materials, equipment, and tools, including overhead and profit for that portion of the work completed. In the case of Termination for Convenience, DISTRICT shall have the right to accept assignment of subcontractors. The foregoing provisions are in addition to and not in limitation of any other rights or remedies available to the DISTRICT.

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

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

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

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

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

Public Liability Insurance for injuries including accidental death, to any one person in an amount not less than	\$1,000,000
and	
Subject to the same limit for each person on account of one accident, in an amount not less than	\$1,000,000

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

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

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

Automotive and truck where operated in amounts as above

Material hoist where used in amounts as above

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

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

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

12. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not

inserted, or is not currently inserted, then upon application of either party the Agreement shall forthwith be physically amended to make such insertion or correction.

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

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

DISTRICT

CONTRACTOR

By: _____
Signature

By: _____
Signature

Gary Poertner
Print Name

Print Name

Deputy Chancellor
Title

Title

Contractor's License No.

Tax ID/Social Security No.

(CORPORATE SEAL OF CONTRACTOR,
if corporation)

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	34
FROM:	CHANCELLOR	DATE:	09/27/04
SUBJECT:	SOC CCD: HEALTH SCIENCES BUILDING: APPROVAL OF CHANGE ORDER REQUESTS		
REASON FOR BOARD CONSIDERATION:	APPROVAL		

BACKGROUND

On April 28, 2003, the Board of Trustees hired C.W. Driver for the management of multiple prime contracts for the construction of the Health Sciences building at Saddleback College. Twenty seven (27) trade contracts have been approved to date for a total combined amount of Eleven Million Eight Hundred Sixteen Thousand Eight Hundred Seventy Five and No/100 Dollars (\$11,816,875.00). Previously approved change orders increased that amount by One Hundred Thirty Seven Thousand Nine Hundred Sixty One and No/100 Dollars (\$137,961.00) for a revised total contract amount of Eleven Million Nine Hundred Fifty Four Thousand Eight Hundred Thirty Six and No/100 Dollars (\$11,954,836.00).

STATUS

EXHIBIT A describes required modifications contained in Change Order Requests (COR) numbers 52, 54, 55, 56, 57, 58, and 60. Approval of these COR's will result in an increase of Nineteen Thousand Six Hundred Twenty Eight and No/100 Dollars (\$19,628.00) in the total project cost and the individual trade contracts will be impacted as shown on EXHIBIT B. Funds are available in the project's contingency account.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve COR's Nos. 52, 54, 55, 56, 57, 58, and 60 for the Health Sciences building at Saddleback College, as described in EXHIBITS A and B, and authorize staff to execute the corresponding change orders with each of the trade contractors involved which will result in an increase of Nineteen Thousand Six Hundred Twenty Eight and No/100 Dollars (\$19,628.00) in the total project cost.

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

**HEALTH SCIENCES/ DISTRICT OFFICES BUILDING
AT SADDLEBACK COLLEGE**

EXHIBIT A

September 27, 2004

52	8/30/2004	To increase storage capacity, delete sink in storage room No. 312 and change restroom No. 313 into coffee nook/ storage area.	District	PP	0	\$8,750.00
54	9/3/2004	Provide 1-1/2" dia stainless steel handrails in lieu of 2" dia wood handrails to comply with DSA accessibility requirements.	District	PP	0	-\$10,832.00
55		Enclose alcove in room 202. Add power and data outlet in rooms No. 329 and 205 as needed for new location of furniture. Add power and data at dais for portable audio visual equipment.	District	PP	0	\$7,957.00
56	8/31/2004	Furnish and install plan storage cabinet in room No. 364	District	PP	0	\$1,576.00
57	8/31/2004	Replace aluminum plate with tinted tempered glass at doors No. 108, 133, 136 & 143 to facilitate visual communication.	District	PP	0	\$1,672.00
58	9/7/2004	Electrical contractor to install one each additional gang box at classrooms No. 102, 103, 104, 105, 134, and 208 for audio visual equipment.	District	PP	0	\$2,482.00
60		Provide 50' serial cable, power supply, and angle adaptor for smart boards. Add TOA mixer/amplifier, volume control, revised I-O panel in rooms No. 102, 104, & 105. Modify lectern side cart in auditorium to have same depth as lectern. Design changes to add amplifier system in rooms No. 102, 104, & 105. Provide amplifiers and required by presentation system.	District	PP	0	\$8,023.00
TOTAL THESE CHANGE ORDER REQUESTS					0	\$19,628.00

ATP = Authorized to Proceed

NCP = No Change in Price

PP = Price Proposal

CP = Credit Proposal

T M = Time and Material

HEALTH SCIENCES/ DISTRICT OFFICES BUILDING
AT SADDLEBACK COLLEGE
CHANGE ORDER REQUEST APPROVAL
September 27, 2004

Package Number	Bid Package Description	Contract Amount	Previously Apprd COR	COR #52	COR #54	COR #55	COR #56	COR #57	COR #58
A	Earthwork / Site Clearing/ Demolition	\$231,700	\$23,000						
B	Electrical / Telephone Relocation	\$193,700	\$11,928						
C	Cast in Place Concrete Piles	\$345,000							
D	Asphalt Paving	\$39,620							
E	Landscape/ Irrigation	\$179,900	\$4,117						
F	Structural Concrete/ Site Concrete/	\$1,190,000	-\$1,286						
G	Masonry /CMU	\$218,880	-\$2,679						
H	Structural Steel / Misc Steel / Steel	\$1,599,200			\$8,988				
J	Interior Architectural Woodwork	\$410,310	\$17,003	\$1,019	-\$19,820		\$1,576		
K	Roofing / Waterproofing	\$141,690							
L	Sheet Metal / Expansion Joints &	\$67,071							
M	Glass and Glazing	\$500,000	\$850					\$1,672	
N	Clay Tile Wall Cladding System	\$387,650	-\$86,600						
O	Framing / Plaster / Drywall / Insulation /	\$1,521,843	\$38,067	\$5,866					
P	Ceramic Tile	\$126,300	\$12,197	-\$148					
Q	Acoustical Ceilings / Window Shades	\$192,665	\$2,019						
S	Resilient Flooring and Carpeting	\$162,769	-\$175						
T	Painting	\$135,730	-\$16,394			\$1,840			
U	Track/ Marker/ Chalk Boards	\$46,515	-\$8,974						
W	Toilet Partitions / Toilet Accessories	\$33,479	\$6,253						
Y	Operable Partitions	\$58,163							
Z	Elevator	\$98,425							
AA	Fire Sprinklers	\$129,372	-\$14,372						
BB	Plumbing / Site Utilities	\$376,280	\$14,897	\$810					
CC	Heating, Ventilation and Air	\$1,292,400	\$5,962						
DD	Electrical / Fire Alarm / Low Voltage	\$1,844,500	\$110,051	\$1,203		\$6,117			\$2,48
EE	Audio Visual Installation & Equipment	\$293,713	\$7,102						
	B & D Granite		\$14,995						
		\$11,816,875	\$11,954,836	\$8,750	-\$10,832	\$7,957	\$1,576	\$1,672	\$2,48

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	35
FROM:	CHANCELLOR	DATE:	09/27/04
SUBJECT:	SOCCCD: SCHEDULED MAINTENANCE PROJECTS FOR 2004-2005		
REASON FOR BOARD CONSIDERATION:	APPROVAL		

BACKGROUND

At the July 26, 2004 board meeting, the Board of Trustees approved the allocation of Basic Aid funds for the colleges scheduled maintenance projects in the amount of \$1,000,000.

STATUS

It is recommended that the scheduled maintenance pro ration is the same as used in the current year District Resource Allocation Model (34.3% for Irvine Valley College and 65.7% for Saddleback College). The colleges will match the Board's contribution from college budgets.

Saddleback College and Irvine Valley College have compiled a list of scheduled maintenance projects that are being considered for 2004-2005 (EXHIBIT A).

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Scheduled Maintenance allocation for Saddleback College in the amount of \$657,000 and Irvine Valley College in the amount of \$343,000.

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

Scheduled Maintenance Project List 2004-2005

Saddleback College

Project Description	Basic Aid Funding	College Contribution	Estimated Total Project Cost
12KV Electrical Distribution	\$250,000	\$250,000	\$ 500,000
Carpet Replacement	\$100,000	\$100,000	\$ 200,000
Baseball Field Repair	\$220,000	\$220,000	\$ 440,000
TAS Emergency Power	\$ 20,000	\$ 20,000	\$ 40,000
Exterior Door Replacement	\$ 25,000	\$ 25,000	\$ 50,000
Ticket Office Renovation	\$ 20,000	\$ 20,000	\$ 40,000
Theater Rigging	\$ 37,500	\$ 37,500	\$ 75,000
Total	\$672,500	\$672,500	\$1,345,000

Project costs are estimated amounts. The college may move funds between funded projects, but will not exceed the allocation

Irvine Valley College

Project Description	Basic Aid Funding	College Contribution	Estimated Total Project Cost
Re-key Locksets College wide	\$ 100,000	\$ 100,000	\$ 200,000
Repair Concrete Walkways	\$ 72,500	\$ 72,500	\$ 145,000
Repair Damaged Roadways and Parking Lots	\$ 170,500	\$ 229,500	\$ 400,000
Total	\$ 343,000	\$ 402,000	\$ 745,000

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	36
FROM:	CHANCELLOR	DATE:	09/27/04
SUBJECT:	IRVINE VALLEY COLLEGE: BUSINESS TECHNOLOGY AND INNOVATION CENTER: HIRE ARCHITECT		
REASON FOR BOARD CONSIDERATION:	APPROVAL		

BACKGROUND

On August 3, 2004, the State Chancellor's Office notified the District that funds for the Business Technology and Innovation Center at Irvine Valley College had been appropriated and the state's share of funding for preliminary plans had been encumbered and released.

STATUS

The District invited architectural firms to submit statements of qualifications for this and other future projects. Thirteen firms responded to the invitation and eight were interviewed by a committee of administrators and staff from the District and both colleges that will recommend several firms for different projects. For the Business Technology and Innovation Center at Irvine Valley College, the committee is recommending that LPA, of Irvine, be retained to provide architectural services for a fee equal to 7.5% of the construction cost of the project, which has been established in the FFP at Ten Million One Hundred Sixty One Thousand and No/100 Dollars (\$10,161,000.00). Recent and significant increases in construction cost may have impacted the cost of this project and one of the architect's first priorities will be to review the budget and report on its adequacy.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve an agreement with LPA to provide architectural services for the Business Technology and Innovation Center at Irvine Valley College (EXHIBIT A).

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

ARCHITECTURAL SERVICES AGREEMENT

This AGREEMENT is made and entered into this 29 day of September in the year 2004 between the **South Orange County Community College District**, 28000 Marguerite Parkway, Mission Viejo, California 92692, hereinafter referred to as "DISTRICT", and **LPA Inc.**, 5161 California Avenue, Suite 100, Irvine, California, 92612, hereinafter referred to as "ARCHITECT";

WHEREAS, DISTRICT desires to obtain architectural services for the **Business Technology & Innovation Center** project at Irvine Valley College, hereinafter referred to as "PROJECT"; and

WHEREAS, ARCHITECT is fully licensed to provide architectural services in conformity with the laws of the State of California;

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE I - ARCHITECT'S SERVICES AND RESPONSIBILITIES

1. The ARCHITECT'S services shall consist of those services performed by the ARCHITECT, ARCHITECT'S employees and ARCHITECT'S consultants as enumerated in Articles II and III of this AGREEMENT.

2. The ARCHITECT'S services shall be performed in a manner which is consistent with professional skill and care and the orderly progress of the work. The ARCHITECT represents that he/she will follow the standards of his/her profession in performing all services under this AGREEMENT. Upon request of the DISTRICT, the ARCHITECT shall submit for the DISTRICT'S approval a schedule for the performance of the ARCHITECT'S services. The schedule may be adjusted as the PROJECT proceeds by mutual written agreement of the parties and shall include allowances for time required for the DISTRICT'S review and for approval by authorities having jurisdiction over the PROJECT. The time limits established by this schedule shall not, except for reasonable cause, be exceeded by the ARCHITECT.

3. The services covered by this AGREEMENT shall be completed within thirty six (36) months of the date of this AGREEMENT.

ARTICLE II - SCOPE OF ARCHITECT'S SERVICES

1. The ARCHITECT'S services consist of those described in paragraphs 2 through 27 of Article II, and include normal civil, structural, mechanical and electrical engineering services as well as landscape architecture, interior design, and cost estimation services.

2. The ARCHITECT shall ascertain the DISTRICT'S needs and the requirements of the PROJECT and shall arrive at a mutual written understanding of such needs and requirements with the DISTRICT, prior to drafting preliminary designs for the PROJECT.

3. The ARCHITECT shall provide a written preliminary evaluation of the DISTRICT'S PROJECT, schedule and construction budget requirements, each in terms of the other, subject to the limitations set forth in Article V. Such evaluation shall include alternative approaches to design and construction of the PROJECT.

4. The ARCHITECT shall prepare, for approval by the DISTRICT, Schematic Design Documents consisting of drawings and other documents illustrating the scale and relationship of PROJECT components. These documents shall comply with all applicable laws, statutes, ordinances, codes, rules and regulations currently existing and as amended, enacted, issued or adopted in the future which are applicable to these documents.

5. The ARCHITECT shall submit to the DISTRICT a written preliminary estimate of the construction cost and shall advise the DISTRICT, in writing, of any adjustments to the estimate of Construction Cost.

6. The ARCHITECT shall investigate existing conditions or facilities and make measured drawings of such conditions or facilities.

7. Based on the approved Schematic Design Documents and any adjustments authorized by the DISTRICT, the ARCHITECT shall prepare, for approval by the DISTRICT, Design Development Documents consisting of drawings and other documents to describe the size and character of the PROJECT as to architectural, structural, mechanical and electrical systems, materials, and such other elements as may be appropriate.

8. Based on the approved Design Development Documents and any further adjustments authorized by the DISTRICT, the ARCHITECT shall prepare, for approval by the DISTRICT, Construction Documents consisting of drawings and specifications setting forth in detail the requirements for the construction of the PROJECT. ARCHITECT shall submit a list of qualified engineers for the PROJECT for the DISTRICT'S approval. ARCHITECT shall ensure that each engineer places his or her name, seal and signature on all drawings and specifications prepared by said engineer.

9. The ARCHITECT shall prepare all necessary bidding information and bidding forms required by the DISTRICT and shall assist the DISTRICT in preparing the conditions of the Contractor's contract. Plans or specifications, which include a requirement that the Contractor provide operation manuals and adequate training for the DISTRICT in the operation of mechanical, electrical, heating and air conditioning systems installed by the Contractor, shall be part of the bid documents prepared by the ARCHITECT.

10. The ARCHITECT, following the DISTRICT'S approval of the Construction Documents and of the latest preliminary estimate of Construction Cost, shall assist the DISTRICT in obtaining bids for the PROJECT.

11. If the lowest bid exceeds the budget for the PROJECT (or exceeds the budget by a certain percentage), the ARCHITECT, in consultation with and at the direction of the DISTRICT, shall provide such modifications in the Construction Documents as necessary to bring the cost of the PROJECT within its budget.

12. The ARCHITECT shall file documents required for the approval of governmental authorities having jurisdiction over the PROJECT with the DISTRICT'S assistance. The DISTRICT shall pay all fees required by such governmental authorities.

13. The ARCHITECT'S responsibility to provide services for the construction of the PROJECT commences with the award of a construction contract and terminates at the issuance to the DISTRICT of the final certificate for payment by the ARCHITECT.

14. The ARCHITECT shall provide administration of the construction contract as set forth below. The ARCHITECT shall coordinate construction performed by separate contractors or by the DISTRICT'S own employees.

15. The duties, responsibilities and limitations of authority of the ARCHITECT shall not be restricted, modified or extended without written agreement between the DISTRICT and ARCHITECT.

16. The ARCHITECT shall be the DISTRICT'S representative during construction and shall advise and consult with the DISTRICT until final payment to the Contractor is due. The ARCHITECT shall have authority to act on behalf of the DISTRICT only to the extent provided in this AGREEMENT unless otherwise modified in writing.

17. The ARCHITECT shall visit the site not less than once per week while work is in progress, and as often as necessary and appropriate to the stage of construction, to inspect the site and work; to familiarize himself/herself with the progress and quality of the work; and to determine for the DISTRICT'S benefit and protection if the work is proceeding in accordance with the construction contract and schedule. On the basis of his/her on-site observations and inspections as an ARCHITECT, the ARCHITECT shall keep the DISTRICT informed of the progress and quality of the work and he/she shall use reasonable care to guard the DISTRICT against defects and deficiencies in the work and against the Contractor's failure to carry out the work in accordance with the construction contract and the schedule. The ARCHITECT shall provide services made necessary by major defect or deficiencies in the work of the Contractor which through reasonable care should have been discovered by the ARCHITECT

and promptly reported to the DISTRICT and Contractor but which he/she failed to do.

18. The ARCHITECT shall have access to the work at all times.

19. The ARCHITECT shall review and certify the amounts due the Contractor. The ARCHITECT'S certification for payment shall constitute a representation to the DISTRICT, based on the ARCHITECT'S observations and inspections at the site as provided in paragraph 17, that the work has progressed to the point indicated, that quality of the work is in accordance with the construction contract and that the Contractor is entitled to payment in the amount certified.

20. The ARCHITECT shall reject work which does not conform to the construction contract. The ARCHITECT has authority to require additional inspection or testing of the work in accordance with the provisions of the construction contract, whether or not such work is fabricated, installed or completed.

21. The ARCHITECT shall review and approve or take other appropriate action upon Contractor's submittals of shop drawings, product data, and samples for the purpose of checking for conformance with the construction contract. The ARCHITECT'S action shall be taken as to cause no delay in the work, while allowing sufficient time in the ARCHITECT'S professional judgment to permit adequate review. When certification of performance characteristics of materials, systems or equipment is required by the construction contract, the ARCHITECT shall be entitled to rely upon such certification to establish that the materials, systems or equipment will meet the performance criteria required by the construction contract.

22. The ARCHITECT shall prepare change orders with supporting documentation and data for the DISTRICT'S approval and execution in accordance with the construction contract, and may authorize minor changes in the work not involving an adjustment in the contract sum or an extension of time. The ARCHITECT shall evaluate and make written recommendations regarding Contractor's proposals for possible change orders. ARCHITECT shall prepare a set of reproducible record drawings showing significant changes in the work made during construction based on marked-up prints, drawings and other data furnished by the Contractor to the ARCHITECT.

23. The ARCHITECT shall inspect the PROJECT to determine the date or dates of substantial completion and the date of final completion, receive and forward to the DISTRICT for the DISTRICT'S review all written warranties and related documents required by the construction contract and issue a final certificate for payment upon compliance with the requirements of the construction contract.

24. The ARCHITECT shall evaluate the performance of the Contractor under the requirements of the construction contract when requested in writing by the DISTRICT.

25. ARCHITECT shall provide services in connection with evaluating substitutions proposed by the Contractor and making subsequent revisions to drawings, specifications and other documentation resulting therefrom.

26. The ARCHITECT shall evaluate and render written recommendations, within a reasonable time on all claims, disputes or other matters at issue between the DISTRICT and Contractor relating to the execution or progress of the work as provided in the construction contract.

27. The ARCHITECT shall comply with all federal, state and local laws, rules, regulations and ordinances that are applicable to the DISTRICT'S PROJECT.

ARTICLE III -ADDITIONAL ARCHITECT'S SERVICES

1. The ARCHITECT shall be given additional compensation for the services described in Article III.

2. ARCHITECT shall notify the DISTRICT in writing of the need for additional services required due to circumstances beyond the ARCHITECT'S control. ARCHITECT shall obtain written authorization from the DISTRICT before rendering such services. Compensation for such services shall be compensated based on attached standard hourly rates. Such services shall include:

a. Making material revisions in drawings, specifications or other documents when such revisions are required by the enactment or revision of laws, rules or regulations subsequent to the preparation of such documents.

b. *Providing services required because of significant changes in the PROJECT including, but not limited to, size, quality, complexity, or the DISTRICT'S schedule, except for services required under Article V, paragraph 10, and except where the ARCHITECT'S fee for ARCHITECT'S services is based on a percentage of the construction cost and such changes will result in a significant increase in the construction cost.*

c. Preparing drawings, specifications and other documentation and supporting data, and providing other services in connection with change orders required by causes beyond the control of the ARCHITECT.

d. Providing consultation concerning replacement of work damaged by fire and furnishing services required in connection with the replacement of such work.

- e. Providing services made necessary by the default of the Contractor, by major defects or deficiencies in the work of the Contractor, or by failure of performance of either the DISTRICT or Contractor under the construction contract.
- f. Providing services in connection with an arbitration proceeding or legal proceeding except where the ARCHITECT is a party thereto.
- g. Providing services in connection with the work of consultants retained by the DISTRICT.
- h. Providing services required for or in connection with the selection, procurement or installation of furniture, furnishings and related equipment.
- i. Providing assistance in the utilization of equipment or systems such as testing, adjusting and balancing, preparation of operation and maintenance manuals, training personnel for operation and maintenance and consultation during operation.
- j. Providing services after issuance to the DISTRICT of the final certificate for payment except as provided in Article VIII, paragraph 6.
- k. Providing services of consultants for other than those listed in Article II, paragraph 1.
- l. Providing any other services not otherwise included in this AGREEMENT or not customarily furnished in accordance with generally accepted architectural practice.

3. If authorized in writing by DISTRICT, ARCHITECT shall provide one or more Project Representatives to assist in carrying out more extensive representation at the site than is described in paragraph 17 of Article II. The Project Representative(s) shall be selected, employed and directed by the ARCHITECT, and the ARCHITECT shall be compensated therefore as agreed by the DISTRICT and ARCHITECT. Through the observations of such Project Representative(s), the ARCHITECT shall endeavor to provide further protection for the DISTRICT against defects and deficiencies in the work, but the furnishing of such project representation shall not modify the rights, responsibilities or obligations of the ARCHITECT as described elsewhere in this AGREEMENT. Such services shall be compensated based on the attached standard hourly rates.

ARTICLE IV - DISTRICT'S RESPONSIBILITIES

1. The DISTRICT shall provide to the ARCHITECT full information regarding requirements for the PROJECT, including information regarding the DISTRICT'S objectives, schedule, constraints and criteria.
2. The DISTRICT shall prepare a current overall budget for the PROJECT, including the construction cost.
3. The DISTRICT shall appoint a representative authorized to act on the DISTRICT'S behalf with respect to the PROJECT. The DISTRICT or its authorized representative shall render decisions in a timely manner pertaining to documents submitted by the ARCHITECT.
4. The DISTRICT shall furnish a legal description of the site and surveys describing physical characteristics, legal limitations and utility locations for the site of the PROJECT.
5. The DISTRICT shall give prompt written notice to the ARCHITECT if the DISTRICT becomes aware of any fault or defect in the PROJECT or nonconformance with the construction contract. However, the DISTRICT'S failure or omission to do so shall not relieve the ARCHITECT of his/her responsibilities hereunder and the DISTRICT shall have no duty to observe, inspect or investigate the PROJECT.
6. The proposed language of certifications requested of the ARCHITECT or ARCHITECT'S consultants shall be submitted to the ARCHITECT for review and approval at least five (5) days prior to execution.

ARTICLE V - COST OF CONSTRUCTION

1. The construction cost shall be the total cost or estimated cost to the DISTRICT of all elements of the PROJECT designed or specified by the ARCHITECT.
2. During the Schematic Design, Design Development and Construction Document phases, construction cost shall be determined by the DISTRICT'S budget for the PROJECT.
3. During the bidding phase, construction cost shall be determined by the lowest responsible bid.
4. During construction, construction cost shall be determined by the contract sum or as amended by any change orders approved by the DISTRICT.
5. Construction cost does not include the compensation of the ARCHITECT and ARCHITECT'S consultants, or other costs which are the responsibility of the DISTRICT.

6. The ARCHITECT'S evaluations of the DISTRICT'S PROJECT budget, preliminary estimates of construction cost and detailed estimates of construction cost, if any, represent the ARCHITECT'S best judgment as a professional familiar with the construction industry.

7. A fixed limit of construction cost shall not be established as a condition of this AGREEMENT by the furnishing, proposal or establishment of a Project budget, unless such fixed limit has been agreed upon in writing and signed by the parties hereto.

8. Any PROJECT budget or fixed limit of construction cost shall be adjusted if the bidding has not commenced within ninety (90) days after the ARCHITECT submits the Construction Documents to the DISTRICT, to reflect changes in the general level of prices in the construction industry between the date of submission of the Construction Documents to the DISTRICT and the date on which bids are sought for the PROJECT.

9. If the lowest bid received exceeds the fixed limit of construction cost (adjusted as provided in paragraph 8), the DISTRICT shall:

- a. give written approval of an increase of such fixed limit;
- b. authorize rebidding of the PROJECT within a reasonable time;
- c. if the PROJECT is abandoned, terminate it in accordance with Article VII, paragraph 3; or
- d. cooperate in revising the PROJECT scope and quality as required to reduce the construction cost.

10. If the DISTRICT chooses to proceed under paragraph 9(d), the ARCHITECT, without additional charge, shall modify the construction contract as necessary to comply with the fixed limit.

ARTICLE VI - ARCHITECT'S DRAWINGS AND SPECIFICATIONS

The drawings, specifications and other documents prepared by the ARCHITECT for this PROJECT shall be and remain the property of the DISTRICT pursuant to Education Code Section 17316. Such drawings and specifications and other documents supplied as herein required shall be the property of the DISTRICT whether or not the work for which they were made is executed. ARCHITECT grants to DISTRICT the right to reuse all or part of the fore mentioned documents at its sole discretion for the construction of all or part of this or another PROJECT constructed for the DISTRICT. The DISTRICT is not bound by this AGREEMENT to employ the services of ARCHITECT in the event such documents are reused. ARCHITECT grants to the DISTRICT the right to copy, use, modify, and reuse any and all copyrights and designs embodied in the

plans, specifications and other documents prepared or caused to be prepared by the ARCHITECT pursuant to this AGREEMENT.

ARTICLE VII – TERMINATION

1. This AGREEMENT may be terminated without cause by the DISTRICT upon not less than seven (7) days written notice to the ARCHITECT. This AGREEMENT may be terminated by either party upon not less than seven (7) days written notice should the other party fail substantially to perform in accordance with the terms of this AGREEMENT through no fault of the party initiating the termination.

2. If the PROJECT is suspended by the DISTRICT for more than ninety (90) consecutive days, the ARCHITECT shall be compensated for services satisfactorily performed prior to such suspension. When the PROJECT is resumed, the ARCHITECT'S compensation shall be equitably adjusted to provide for expenses incurred in the interruption and resumption of the ARCHITECT'S services.

3. If the DISTRICT abandons the PROJECT for more than ninety (90) consecutive days, the ARCHITECT shall be compensated for services satisfactorily performed prior to the abandonment and ARCHITECT may terminate this AGREEMENT by giving not less than seven (7) days written notice to the DISTRICT.

4. The DISTRICT'S failure to make payments to the ARCHITECT in accordance with this AGREEMENT shall be considered substantial nonperformance and cause for termination by the ARCHITECT.

5. In the event the DISTRICT fails to make timely payment, the ARCHITECT may, upon seven (7) days written notice to the DISTRICT, suspend performance of services under this AGREEMENT. Unless payment in full is received by the ARCHITECT within seven (7) days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, the ARCHITECT shall have no liability to the DISTRICT for delay or damage caused the DISTRICT because of such suspension of services.

6. The ARCHITECT shall be compensated for services satisfactorily performed prior to a termination which is not the fault of the ARCHITECT, together with termination expenses which are expenses directly attributable to termination. Termination expenses shall be computed as a percentage of the total compensation to ARCHITECT earned to the time of termination, as follows:

- a. Eight percent (8%) of the total compensation to ARCHITECT earned to date, if termination occurs before or during the Schematic Design phase; or

- b. Five percent (5%) of the total compensation to ARCHITECT earned to date, if termination occurs during the Design Development phase; or
- c. Three percent (3%) of the total compensation to ARCHITECT earned to date, if termination occurs during any subsequent phase.
- d. If termination occurs during the program validation or site feasibility phase of the project, there will be no additional termination expenses payable to the ARCHITECT, compensation shall be for actual billable time at standard hourly rates.

7. In the event of termination due to the fault of ARCHITECT, ARCHITECT shall receive only compensation due for services satisfactorily rendered prior to the date of termination. The ARCHITECT is liable for all damages suffered by DISTRICT due to ARCHITECT'S failure to perform as provided in the AGREEMENT.

ARTICLE VIII - COMPENSATION TO THE ARCHITECT

The DISTRICT shall compensate the ARCHITECT as follows:

1. For ARCHITECT services, as described in Article II, compensation shall be computed as follows:

Seven and a half percent (7.5%) of construction cost.

Where compensation is based on a percentage of construction cost or stipulated sum, progress payments for ARCHITECT services in each phase shall total the following percentages of the total compensation payable:

Pre-Design (program):	Three percent (3%)
Preliminary Plans:	Thirty Percent (30%)
Working Drawings:	Forty percent (40%)
Bidding:	Two percent (2%)
Construction:	Twenty percent (20%)
Post-Construction:	<u>Five percent (5%)</u>

Total Compensation: One Hundred Percent (100%)

During the Pre-Design phase, ARCHITECT shall provide detailed hourly billing for services rendered, based on the attached standard hourly rates. Should these charges exceed the allowed three percent (3%) of the fee, the excess time shall be considered additional services and reimbursed accordingly.

2. This compensation shall be compensation in full for all services performed by the ARCHITECT under the terms of this AGREEMENT, except

where additional compensation is agreed upon between the ARCHITECT and DISTRICT in writing as provided for as additional services.

3. Payments for ARCHITECT services shall be made monthly and, where applicable, shall be in proportion to services performed within each phase of service, on the basis set forth in paragraph 1.

4. Payments are due and payable upon receipt of the ARCHITECT'S invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the legal rate prevailing at the time at the site of the PROJECT.

5. When ARCHITECT'S compensation is based on a percentage of construction cost and any portions of the PROJECT are deleted or otherwise not constructed, compensation for those portions of the PROJECT shall be payable to the extent services are performed on those portions, in accordance with the schedule set forth in paragraph 1 based on the lowest bona fide bid.

6. To the extent that the time initially established for the completion of ARCHITECT'S services is exceeded or extended through no fault of the ARCHITECT, compensation for any services rendered during the additional period of time shall be computed as follows: at standard hourly rates.

7. Reimbursable Expenses incurred by the ARCHITECT and ARCHITECT'S employees and consultants in the interest of the PROJECT shall have prior DISTRICT written approval before incurred and records of such expenses shall be provided to DISTRICT for the DISTRICT'S review.

a. Reimbursable expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and ARCHITECT'S employees and consultants in the interest of the Project.

b. Reimbursable expenses shall be expense of transportation in connection with the Project outside the Orange County area; expenses in connection with authorized out-of-town travel; and fees paid for securing approval of authorities having jurisdiction over the Project. ARCHITECT'S normal travel expense are excluded.

c. Expense of reproductions, except those needed for the use of the ARCHITECT and his or her consultants, postage and handling of Drawings, Specifications and other documents are reimbursable upon DISTRICT'S prior written approval. Also, expenses for CADD vellum plotting of drawings, plans, and construction documents shall be reimbursable.

d. If authorized in advance in writing by the DISTRICT, expense of overtime work requiring higher than regular rates will be reimbursed.

e. Expense of presentation boards, renderings, models and mock-ups, photographs and other special reproductions requested by the DISTRICT will be reimbursed.

f. For reimbursable expenses, compensation shall be computed at a multiple of one point one (1.1 %) times the expenses incurred by the Architect, the ARCHITECT'S employees and consultants in the interest of the Project.

g. For additional services of consultants, compensation shall be computed at a multiple of one point one (1.1%) times the amounts billed to the ARCHITECT for such services.

ARTICLE IX - MISCELLANEOUS

1. The ARCHITECT shall make a written record of all meetings, conferences, discussions and decisions made between or among the DISTRICT, ARCHITECT and Contractor during all phases of the PROJECT and concerning any material condition in the requirements, scope, performance and/or sequence of the work. The ARCHITECT shall provide a copy of such record to the DISTRICT and Contractor upon request.

2. To the fullest extent permitted by law, ARCHITECT agrees to indemnify, defend and hold DISTRICT entirely harmless from all liability arising out of:

a. any and all claims under workers' compensation acts and other employee benefit acts with respect to ARCHITECT'S employees or his/her subcontractor's employees arising out of ARCHITECT'S work under this AGREEMENT; and

b. any and all claims for damages because of personal injury or death to any person(s) or damages to property, or other costs and charges, directly or indirectly to the extent of and arising out of or attributable to ARCHITECT'S negligent acts, errors and/or omissions in the performance of his/her obligations as stated in this AGREEMENT, or the negligent acts, errors and/or omissions of ARCHITECT'S consultants, employees or agents in the performance of their obligations as stated in this AGREEMENT. The coverages of such indemnification for other than professional negligence shall include, without limitation attorneys' fees and court costs incurred by DISTRICT with regard thereto. The ARCHITECT'S obligation to indemnify for professional negligence (errors and/or omissions) does not include the obligation to defend actions or proceedings brought against the DISTRICT, but rather to reimburse the DISTRICT for attorney's fees and costs incurred by the DISTRICT in defending such actions or proceedings brought against the DISTRICT to the extent caused by the professional negligence of the ARCHITECT. Said indemnity is intended to apply during the period of this AGREEMENT of ARCHITECT'S performance and shall survive the expiration or termination of this AGREEMENT until such time as action against DISTRICT on account of any matter covered by such waiver or indemnity is barred by the applicable statute of limitations. However, said indemnification and hold harmless shall not apply to any loss, injury, death, or damage caused by the sole or active negligence or willful misconduct of the

District or of other third parties not under the control or the supervision of the Architect.

3. ARCHITECT shall purchase and maintain insurance with an insurer or insurers, qualified to do business in the State of California and acceptable to DISTRICT policies of insurance, which will protect ARCHITECT and DISTRICT from claims which may arise out of or result from ARCHITECT'S actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

- a. Statutory workers' compensation and employers' liability.
- b. Comprehensive general and auto liability insurance with limits of not less than \$1,000,000 combined single limit, bodily injury and property damage liability per occurrence, including:
 1. owned, non-owned and hired vehicles;
 2. blanket contractual;
 3. broad form property damage;
 4. products/completed operations; and
 5. personal injury.
- c. Professional liability insurance, including contractual liability, with limits of not less than \$1,000,000. Such insurance shall be maintained during the term of this AGREEMENT and renewed for a period of at least five (5) years thereafter if available to the professional and/or at rates consistent with the time of execution of this AGREEMENT adjusted for inflation. In the event that ARCHITECT subcontracts or assigns any portion of his/her duties, he/she shall require any such subcontractor to purchase and maintain insurance coverage as provided in this subparagraph.
- d. Each policy of insurance required in (b) above shall name DISTRICT and its Board of Trustees, officers, agents and employees as additional insureds; and shall state that, with respect to the operations of ARCHITECT hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance. Each policy of insurance required in (a) and (b) above shall state that not less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation, except for non-payment of premium in which case notice shall be ten (10) days; and shall waive all rights of subrogation. ARCHITECT shall notify DISTRICT in writing in the event of material change in, or failure to renew, each policy. Prior to commencing work, ARCHITECT shall deliver to DISTRICT certificates of insurance and endorsements as evidence of compliance with the requirements herein. In the event ARCHITECT

fails to secure or maintain any policy of insurance required hereby excepting professional liability, DISTRICT may, at its sole discretion, secure such policy of insurance in the name of and for the account of ARCHITECT, and in such event ARCHITECT shall reimburse DISTRICT upon demand for the cost thereof.

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

5. Unless otherwise provided in this AGREEMENT, the ARCHITECT and ARCHITECT'S consultants shall have no responsibility for the presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the PROJECT site, including, but not limited to, asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances.

6. *Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of any third party against either the DISTRICT or ARCHITECT.*

7. The DISTRICT and ARCHITECT, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this AGREEMENT with respect to the terms of this AGREEMENT. Neither DISTRICT nor ARCHITECT shall assign this AGREEMENT without the written consent of the other.

8. This AGREEMENT shall be governed by the laws of the State of California.

9. This AGREEMENT represents the entire AGREEMENT between the DISTRICT and ARCHITECT and supersedes all prior negotiations, representations or agreements, either written or oral. This AGREEMENT may be amended or modified only by an agreement in writing signed by both the DISTRICT and the ARCHITECT.

This AGREEMENT entered into as of the day and year first written above.

DISTRICT

ARCHITECT

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

LPA, INC.

(Signature)

(Signature)

Gary Poertner
(Printed name)

Robert O. Kupper, AIA
(Printed name)

Deputy Chancellor
(Title)

Chief Executive Officer
(Title)

(Date)

(Date)

LPA's BASIC HOURLY RATE SCHEDULE

Senior Principal.....	\$185.00/hr
Principal.....	\$165.00/hr
Project Director.....	\$140.00/hr
Senior Project Manager.....	\$130.00/hr
Managing Professional.....	\$120.00/hr
Senior Professional.....	\$110.00/hr
Professional.....	\$100.00/hr
Professional Staff.....	\$90.00/hr
Intermediate Staff.....	\$80.00/hr
Staff.....	\$70.00/hr
Support Specialist.....	\$65.00/hr
Clerical Staff.....	\$60.00/hr
Intern.....	\$50.00/hr

Note: These rates became effective June 26, 2004, and are subject to change annually.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM: 37
FROM:	CHANCELLOR	DATE: 09/27/04
SUBJECT:	SADDLEBACK COLLEGE: HIRE CONSULTANT FOR PARKING AND TRAFFIC STUDY	
REASON FOR BOARD CONSIDERATION:	APPROVAL	

BACKGROUND

On August 30, 2004, a plan for locally funded facilities was presented to the Board of Trustees for information. Included in this plan was a project to provide new parking spaces at Saddleback College.

STATUS

On September 8, 2004, architects and consultants for various projects were interviewed by a committee of staff and administrators. Of the firms interested and qualified to provide services for the parking project, the committee selected Choate Parking Consultants, Inc., of Irvine. Choate Parking Consultants, Inc. has submitted a proposal to provide services for a parking and traffic study and recommendations for new parking solutions for the amount of _____, EXHIBIT A.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve retaining Choate Parking Consultants, Inc., to conduct parking and traffic studies of the Saddleback College campus and provide recommendations for new parking for the amount of _____.

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	38
FROM:	CHANCELLOR	DATE:	09/27/04
SUBJECT:	SADDLEBACK COLLEGE: REMODEL LIBRARY BUILDING		
REASON FOR BOARD CONSIDERATION:	APPROVAL		

BACKGROUND

On March 24, 2003, the Board of Trustees approved One Million Four Hundred Nineteen Thousand and No/100 Dollars (\$1,419,000.00) for the repairs of the first floor of the Library building at Saddleback College. On July 1, 2004, the District submitted to the State a FPP for the remodel of the entire Library building for consideration for funding in 2006-07.

STATUS

While still pursuing state funding for the full remodel project, there is a desire to address the immediate need of repairing the first floor of the Library building and make the portions of the third floor vacated by the District available for other uses. It is proposed to repair and remodel the front (west) part of the first floor for classroom, the Lariat, and the photography lab following the FPP design. The Learning Assistance Program will be relocated to the portion of the third floor currently occupied by HR and the college administration will be relocated to the portion of the 3rd floor currently occupied by the District Administration. The space in the AGB building vacated by the College Administration will be remodeled to house the ITC and classroom space. It is anticipated that the Student Affairs and Classroom Cluster buildings will be demolished. A tentative budget for the repair and remodel project has been established at Four Million Eight Hundred Twenty Nine Thousand and No/100 Dollars (\$4,829,000.00), EXHIBIT A. After interviewing several firms, a committee has identified GKK, of Newport Beach, as the architect to recommend for this project. If the Board approves and funds this project, an agreement will be negotiated and presented to the Board next month. The architect's first tasks will be to validate the program, verify the budget, and report his findings to the Board.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve a project to repair and partially remodel the first floor of the Library building at Saddleback College and related secondary effects and also approve additional funding in the amount of Three Million Four Hundred Ten Thousand and No/100 Dollars (\$3,410,000.00) from basic aid which, in conjunction with the already approved One Million Four Hundred Nineteen Thousand and No/100 Dollars (\$1,419,000.00) will cover the tentative budget as outlined in EXHIBIT A.

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

SADDLEBACK COLLEGE PARTIAL LIBRARY REMODEL**PRELIMINARY BUDGET OUTLINE**

I T E M #	T Y P E	WSCH	Estimated ASF	Space Type	Description (Provide TOPS code for all lab spaces)	Allowable \$ per ASF for type of Space CCI=4100	Total Estimated Facility Cost (2) x (5)	Group II Equip/Furn. Guideline Cost per ASF	Group II Estimated Equip/Furn. Cost/Total (2) x (7)
(1)			(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	R				1st. Floor Slab Repair & Tenant Improvements				
			9,120				1,329,000	12.00	109,440
					3rd. Floor Tenant Improvements				
2	R		3,900	400	LAP	100	390,000	28.00	109,200
3	R		4,864	300	SC Admin Offices	50	243,200	10.00	48,640
					Additional technology funding				630,000
					AGB Remodel				
4	R		3,120		ITC	100	312,000	28.00	87,360
5	R		1,230		Classroom	80	98,400	12.00	14,760
					Demo Existing Buildings				
			5,760		Classroom Cluster	20	115,200		0
			4,067		SA	20	81,340		0
			12,000		Landscape	5	60,000		0
			0				2,629,140		999,400
			44,061						

P Preliminary Plans Preliminary Plans and Misc. Plan items associated (b)*(3.6% Const) \$109,840

W Working Drawings Working Drawings and Misc. Plan items associated (c)*(5.4% Const) \$164,760

C Construction: Total Estimated Facility Costs (Total Column 6)* \$2,629,140
 5.5% Update to Current State Cost Index (CCI = 4328) \$144,603
 10% Design Contingency (estimate)* \$277,374
 Total Estimated Construction Contract Costs (Total)*(1) \$3,051,117
 Tests and Inspections (2.5% Const Cost)*(2) \$76,278
 Contingency (10% for Reconstruction)*(3) \$305,112
 Construction Management (if justified) (2% Const Cost)*(4) \$61,022
 Architectural and Engineering oversight (2% Const Cost)*(5) \$61,022
Total Construction Costs \$3,554,551

E Furniture & Group II Equipment (Total column 8)* \$999,400
 Existing Usable Furniture & Group II Equipment (Estimate)**
Total Furniture and Group II Equipment (e)*(Total) \$999,400

Total Project Cost (f)*(a+b+c+d+e) \$4,828,552

PROJECT SCHEDULE DATES				SCHEDULE OF FUNDS		
Funds approved	Sep-04	Bld	Dec-05	04-05 FY	P/W	\$274,601
Hire architect	Oct-04	Award Contract	Feb-06	05-06FY	C	\$4,553,951
Preliminary Plans Completed	Jan-05	Start Construction	Mar-06	06-07 FY	C/E	\$0
Working Drawings Completed	May-05	Midpoint Construction				\$4,828,552
DSA approval	Nov-05	Complete project	Jan-07			

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	39
FROM:	CHANCELLOR	DATE:	09/27/04
SUBJECT:	SADDLEBACK COLLEGE: MATH/SCIENCE/ENGINEERING ANNEX BUILDING		
REASON FOR BOARD CONSIDERATION:	APPROVAL		

BACKGROUND

On May 27, 2003, when submitting the Science building project at Saddleback College for State consideration, the Board of Trustees approved Two Million Six Hundred Thirty One Thousand Eight Hundred and No/100 Dollars (\$2,631,800.00) from basic aid funds as local contribution. This project has been relocated next to the existing M/S/E Annex building to avoid duplication of support spaces and renamed M/S/E Annex building.

STATUS

This project will include new science labs to replace the existing ones and provide a safe, well ventilated, and up-to-date lab environment for our students. A tentative budget has been established at Fifteen Million Four Hundred Fourteen Thousand and No/100 Dollars (\$15,414,000.00), EXHIBIT A. After interviewing several firms, a committee has identified Carrier Johnson, of Costa Mesa, as the architect to recommend for this project because of their extensive experience designing science labs. If the Board approves and funds this project, an agreement will be negotiated and presented to the Board next month. The architect will then proceed to validate the program, verify the budget and report to the Board.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve a project to build a new M/S/E Annex building at Saddleback College and also approve additional funding in the amount of Twelve Million Seven Hundred Eighty Two Thousand Two Hundred and No/100 Dollars (\$12,782,200.00) from basic aid which, in conjunction with the already approved Two Million Six Hundred Thirty One Thousand Eight Hundred and No/100 Dollars (\$2,631,800.00) will cover the tentative budget as outlined in EXHIBIT A.

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

SC MATH/ SCIENCE/ENGR ANNEX
PRELIMINARY BUDGET OUTLINE

ITEM #	TYPE	WSCH (1)	Estimated ASF (2)	Space Type (3)	Description (Provide TOPS code for all lab spaces) (4)	Allowable \$ per ASF for type of Space CCI = 4100 (5)	Total Estimated Facility Cost (2) x (5) (6)	Group II Equip/Furn. Guideline Cost/ ASF EI = 2564 (7)	Group II Estimated Equip/Furn. Cost/Total (2) x (7) (8)
1					Classroom				
2			0	110	General Classroom	\$261.00	\$0	\$12.05	\$0
3					Lab				
4			11,500	210-215	1905 Chemistry	\$403.00	\$4,634,500	\$60.76	\$698,740
5			9,000	210-215	0401 Natural Science	\$402.00	\$3,618,000	\$60.76	\$546,840
6			1500	210-215	0402 Botany	\$402.00	\$603,000	\$60.76	\$91,140
7				210-215	1905 Chemistry Storage	\$403.00	\$0	\$60.76	\$0
8					Office				
9				310	Offices	\$275.00	\$0	\$18.71	\$0
10					Other				
11				585	Greenhouse	\$174.00	\$0	\$14.10	\$0
12									
13					Secondary Effects (Vacate 2nd flr. of M/S/E bldg.)				
14					Classroom				
15			-11,117		1900 Chemistry Labs & Storage				
16			-9,987		0400 Natural Sci & Bio labs				
17					Faculty Office				
18					Greenhouse				
19					Other: Chem Store & Greenhouse occupied by Maintenance				
		0	896				\$8,855,500		\$1,336,720

(P) Preliminary Plans	Preliminary Plans and Misc. Plan items associated	(b)* 3.6% of (1)	<u>\$405,112</u>
(W) Working Drawings	Working Drawings and Misc. Plan items associated	(c)* 5.4% of (1)	<u>\$607,668</u>
Construction: Total Estimated Facility Costs		(Total Column 6)*	<u>\$8,855,500</u>
5.5% Update to Current State Cost Index (CCI = 4328)			<u>\$487,053</u>
10 % Design Contingency			<u>\$885,550</u>
Site Develop./Infrastructure/Demolition & Cost beyond Guidelines		(estimate)*	<u>\$1,025,000</u>
Total Estimated Construction Contract Costs		(Total)*(1)	<u>\$11,253,103</u>
Tests and Inspections		(2.5% Const Cost)*(2)	<u>\$281,328</u>
Contingency		10%	<u>\$1,125,310</u>
Construction Management (if justified)		(2% Const Cost)*(4)	<u>\$225,062</u>
Architectural and Engineering oversight		(1.6% Const Cost)*(5)	<u>\$180,050</u>
(C) Total Construction Costs	(items 1 through 5)		<u>\$13,064,852</u>
Furniture & Group II Equipment		(Total column 8)*	<u>\$1,336,720</u>
Existing Usable Furniture & Group II Equipment		(Estimate)**	<u>\$0</u>
(E) Total Furniture and Group II Equipment			<u>\$1,336,720</u>
Total Project Cost	A+P+W+C+E		\$15,414,351

PROJECT SCHEDULE DATES				SCHEDULE OF FUNDS		
Funds approved	Sep-04	Bid	Feb-04	04-05 FY	P/W	\$1,012,779
Hire architect	Oct-04	Award Contract	Mar-06	05-06FY	C	\$1,500,000
Preliminary Plans Completed	Mar-05	Start Construction	Apr-06	06-07 FY	C/E	\$12,901,572
Working Drawings Completed	Jul-05	Midpoint Construction				\$15,414,351
DSA approval	Jan-06	Complete project	Jun-07			

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO: BOARD OF TRUSTEES	ITEM: 40
FROM: CHANCELLOR	DATE: 9/27/04
SUBJECT: <u>BOARD POLICIES: BP-3340, CELLULAR TELEPHONE USAGE AND BP-4016, DRUG-FREE ENVIRONMENT AND DRUG PREVENTION PROGRAM</u>	
REASON FOR BOARD CONSIDERATION: ACCEPTANCE FOR REVIEW AND STUDY	

BACKGROUND

It is the policy of the South Orange County Community College District that the complete set of board policies and administrative regulations be periodically reviewed to ensure that they are satisfactory, meet the District's needs, and be in compliance with current laws and regulations. Because the District's board policies and administrative regulations have not been reviewed completely since 1991, with the exception of a technical review in 1999, a thorough review is now in order.

STATUS

Two board policies are being presented to the board for Review and Study: BP-3340, Cellular Telephone Usage, and BP-4016, Drug-Free Environment and Drug Prevention Program. BP-3340 is a newly proposed policy, which has been written to meet the District's increasing usage of cellular telephones. BP-4016 has been amended to extend our policy on a drug-free environment and to include language regarding a drug-free prevention program. The language to these board policies were made by District administration and by legal counsel Warren Kinsler of Andelson, Loya, Ruud, and Romo. BP-3340 and BP-4016 will be presented to the District's Shared Governance representatives at Chancellor's Cabinet on September 16, 2004.

RECOMMENDATIONS

The Chancellor recommends that the Board of Trustees accept for review and study BP-3340, Cellular Telephone Usage, and BP-4016, Drug-Free Environment and Drug Prevention Program, as shown in Exhibits 1 and 2.



Item Submitted by: Dr. Thomas F. Anderson, Vice Chancellor, Educational Services

Item Reviewed by: Dr. Raghu P. Mathur, Chancellor

Final Disposition: _____ Vote _____

BOARD POLICY

3340

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS

CELLULAR TELEPHONE USAGE

- I. The Chancellor or designee shall establish an Administrative Regulation relating to the reimbursement for use of a cellular telephone in conjunction with District business.

A. Board of Trustees

The SOCCCD Board of Trustees may be reimbursed for their use of a cellular telephone. Requests for reimbursement shall be submitted to District Business Services.

B. Employees of the District

The Chancellor or College Presidents may designate employees to receive an annual allowance for the use of a cellular telephone. An annual authorization will be required to establish the allowance which shall not exceed \$50 per month.

DRAFT

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

EXHIBIT 2

4016

PERSONNEL

DRUG-FREE WORKPLACE

~~It is the purpose of the Board of Trustees to implement the provisions of the Drug-Free Workplace Act of 1988 (Public Law 100-690, 41 U.S.C. 5151, et seq.) which requires federal grant recipients to provide a drug-free workplace. The Chancellor shall develop and publish an administrative regulation in accordance with the requirements of the Drug-Free Workplace Act.~~

DRUG-FREE ENVIRONMENT AND DRUG PREVENTION PROGRAM

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

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

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

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

References: Drug Free Schools and Communities Act, 20 U.S.C. Section 445g- 1011i and 34 C.F.R., Section 86.1 et seq.; Drug Free Workplace Act of 1988, 41 U.S.C. Section 702

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO: BOARD OF TRUSTEES	ITEM: 41
FROM: CHANCELLOR	DATE: 9/27/04
SUBJECT: BOARD POLICY REVISIONS: SECOND SEGMENT OF THE SERIES 4000 (PERSONNEL SECTION) OF THE BOARD POLICY MANUAL	
REASON FOR BOARD CONSIDERATION: APPROVAL	

BACKGROUND

It is the policy of the South Orange County Community College District that the complete set of board policies and administrative regulations be periodically reviewed to ensure that they are satisfactory, meet the District's needs, and be in compliance with current laws and regulations. Because the District's board policies and administrative regulations have not been reviewed completely since 1991, with the exception of a technical review in 1999, a thorough review is now in order.

STATUS

The second segment of the 4000 Series (Personnel Section) is being presented for final approval. The policies being recommended for revision are: BP-3320 (was BP-4316), 4002.1, 4050 (was BP-4084), 4055, 4056, 4079, 4081, 4102, 4111, 4201.1 (deleted), 4202, 4207, and 4211. The amendments to these policies were made by District administration and by legal counsel Warren Kinsler of Andelson, Loya, Ruud, and Romo. The amended policies were sent by email to the District's Shared Governance units for their review and input on April 13, 2004, presented to the board for Acceptance for Review and Study on April 26, 2004, and presented for Approval on May 24, 2004. The board then requested that these approved policies be pulled for further review; hence, they were presented for Discussion/Approval at the July 26, 2004 board meeting.

RECOMMENDATIONS

The Chancellor recommends that the Board of Trustees make final approval to the revisions of the second segment of the 4000 Series (Personnel Section) of the Board Policy Manual, as shown in Exhibits 1 through 13.



Item Submitted by: <u>Dr. Thomas F. Anderson, Vice Chancellor, Educational Services</u>	
Item Reviewed by: <u>Dr. Raghu P. Mathur, Chancellor</u>	
Final Disposition: _____	Vote _____

DRAFT

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

EXHIBIT 1

4316 3320

PERSONNEL

TELEPHONES

~~District and college telephone equipment
should not be used by employees and
students for personal business.~~

The Chancellor shall establish
Administrative Regulations regulating the
use of telephones.

Revised: 4-10-89
Revised: 5-11-92
Revised: 4-26-99

DRAFT

EXHIBIT 2

BOARD POLICY

4002.1

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PERSONNEL

AUTHORIZATION FOR EMPLOYMENT

The Board of Trustees authorizes all employment and all employment transactions per California Education Code, Sections 72411, 87604, and 88003. ~~Persons may not be employed prior to authorization by the Board of Trustees, unless expressly approved by the Chancellor or designee. Even when prior authorization is given, the employment must be ratified by an official action of the Board of Trustees.~~

The Board of Trustees authorizes all employment and all employment transactions per California Education Code, Sections 72411, 87604, and 88003. The Board of Trustees hereby delegates pursuant to Calif. Ed Code, Section 70902 (d), to the Chancellor authority to employ persons in all positions except for the executive level positions. All actions to employ and all employment transactions shall be reported to the Board of Trustees at its next regular meeting. All subsequent employment transactions shall be approved or ratified by the Board of Trustees.

Adopted: 8-17-92
Revised: 4-26-99
Revised: 1-20-04

DRAFT

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

EXHIBIT 3

4084 4050

PERSONNEL

EMPLOYEE USE OF DISTRICT MOTOR VEHICLES

Employees of the District may be assigned the use of District motor vehicles to conduct District business. Personal use of any District vehicle is prohibited except as provided in the Air Quality Management District Trip Reduction Plan.

The Chancellor shall establish Administrative Regulations regulating the use of District motor vehicles by District employees in conducting District business.

Adopted: 4-13-70
Revised: 4-10-89
Revised: 4-26-99

BOARD POLICY

4055

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PERSONNEL

ACCESS TO COLLEGE FACILITIES DURING
NON-BUSINESS HOURS

All personnel, academic, and classified, upon entering the specific location during non-business hours of the college and district, shall report their presence on campus to the Safety and Security Department in person or by phone.

The Chancellor will establish Administrative Regulations governing access to college facilities by employees during non-business hours.

Other employees who are required to have occasional access to specific locations shall obtain approval for each usage from the appropriate administrator. The appropriate administrator shall notify the Safety and Security Department and furnish name, specific locations, purpose and length of time such employee(s) will remain at the location, or shall provide written authorization to be presented to Safety and Security at the time of entry.

The Safety and Security Department is authorized to require identification of any employee or visitor. A district identification card and/or driver's license is to be shown on request.

Non-business hours of the colleges and district are as follows:

Weekdays: Monday through
Thursday — 11:00 p.m. —
6:30 a.m.

Weekends: Friday, Saturday, and
Sunday — 7:00 p.m. —
Friday through 6:00 a.m. —
Monday.

~~This policy shall not apply when
activities and use of facilities have been
previously approved.~~

DRAFT

Adopted: 2-11-80
Revised: 4-10-89
Revised: 6-21-93
Revised: 4-26-99

DRAFT

EXHIBIT 5

BOARD POLICY

4056

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PERSONNEL

CLASSIFIED EMPLOYEES PARTICIPATION IN DECISION MAKING

The South Orange County Community College District classified staff shall be provided with opportunities to participate in the formulation and development of district policies and procedures that have a significant effect on staff, as defined by law (Title 5, Calif. Code of Regulations, Section 51023.5 and Calif. Ed. Code, Section 70902). The opinions and recommendations of the Classified Senates of ~~Irvine Valley College, Saddleback College, and District Offices~~ will be given every reasonable consideration.

The South Orange County Community College District classified staff shall be provided with opportunities to participate in the formulation and development of district policies and procedures that have a significant effect on classified staff, as defined by law (Title 5, Calif. Code of Regulations, Section 51023.5 and Calif. Ed. Code, Section 70902). The opinions and recommendations of the Classified Senates of the District will be given every reasonable consideration.

~~Except in emergency situations, the Board of Trustees shall not take any action on matters subject to this policy until the appropriate group or groups have been provided the opportunity to participate.~~

~~Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Education Employment Relations Act, Government Code, Section 3540, et seq.~~

~~Nothing in this policy shall be construed to cause changes in the current practices of classified employee participation in the formulation and development of SOCCCD policies and procedures.~~

Adopted: 12-11-00

BOARD POLICY

4079

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PERSONNEL

BEREAVEMENT LEAVE FOR
ADMINISTRATORS AND
CLASSIFIED LEADERSHIP
PERSONNEL

Administrators and classified leadership employees shall be granted three (3) days leave of absence or five (5) days if more than two hundred (200) miles of travel from their residence is required because of the death of any member of the employee's immediate family.

The term member of the immediate family as used in this policy means the mother, father, grandmother, grandfather, or grandchild of the employee or of the spouse of the employee; and the spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, of the employee, or a former spouse, or any relative living in the immediate household of the employee. No deduction shall be made from the salary of any employee qualifying for bereavement leave.

BEREAVEMENT LEAVE FOR
ACADEMIC
ADMINISTRATORS,
MANAGERS, AND
CONFIDENTIAL
EMPLOYEES

Academic Administrators, managers, and confidential employees shall be granted three (3) days leave of absence or five (5) days if more than two hundred (200) miles of travel each way from their residence is required because of the death of any member of the employee's immediate family.

The term member of the immediate family as used in this policy means the mother, father, grandmother, grandfather, or grandchild of the employee or of the spouse of the employee or a registered domestic partner, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, of the employee, or a former spouse, or any relative living in the immediate household of the employee or a registered domestic partner. No deduction shall be made from the salary of any employee qualifying for bereavement leave.

Adopted: 2-26-68
Revised: 2-22-72
Revised: 11-26-79
Revised: 4-10-89
Revised: 4-26-99

DRAFT

EXHIBIT 7

BOARD POLICY

4081

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PERSONNEL

PAYROLL DEDUCTIONS

The ~~Executive Vice Chancellor of Administrative and Business Services~~ is authorized to ~~deduct~~ only those payroll deductions required by state and federal laws and those that are part of a collective bargaining agreement. All other deduction requests must receive the approval of the Board of Trustees.

The Chancellor or designee is authorized to process only those payroll deductions required by state and federal laws and those that are part of a collective bargaining agreement. All other deduction requests must receive the approval of the Board of Trustees.

Adopted: 3-10-69
Revised: 4-10-89
Technical Update: 4-26-99

SALARY SCHEDULE
PLACEMENT FOR
ADMINISTRATORS
AND CLASSIFIED LEADERSHIP

SALARY SCHEDULE
PLACEMENT FOR ACADEMIC
ADMINISTRATORS,
MANAGERS, CONFIDENTIAL
EMPLOYEES, AND
CLASSIFIED BARGAINING
UNITS

I. Administrators

A. Initial Salary Placement

Successful applicants who are appointed to a management position in the district will be placed on Step 1 of the appropriate salary schedule. In unusual circumstances the Chancellor may approve a higher placement.

B. Promotion

If an employee is promoted from one management position to another, salary placement shall be made as follows:

1. Add one step to the employee's present step placement.
2. Place the employee on the new schedule or new category at the step level

A. Initial Salary Placement

New District hires will normally be placed on Step 1 of the appropriate salary schedule. The Chancellor may approve a higher placement to be competitive with the employment market and/or the work experience and skill level of the new employee.

B. Promotion

If an employee is promoted from one District position to a higher level, the Chancellor may place the employee on a step that results in a pay increase that appropriately compensates for the increase in responsibilities.

SALARY SCHEDULE PLACEMENT FOR ACADEMIC
ADMINISTRATORS, MANAGERS, CONFIDENTIAL EMPLOYEES,
AND CLASSIFIED BARGAINING UNITS

BP-4102

which is higher but as close
to the salary computed in I.,
B.1.

C. Demotion

If an existing management
employee is demoted to a
lower salary level
management position, the
new salary placement will be
determined by the
Chancellor.

C. Demotion

If an employee is demoted from one
District position to a lower level,
the Chancellor may place the
employee on a step that reflects the
reduction in responsibility.

H. Classified Leadership

Confidential employees or any
employee in the collective
bargaining unit who is moved into
a Classified Leadership position
shall be placed on the Classified
Leadership Salary Schedule as
follows:

A. Confidential or Bargaining
Unit Employees to Classified
Leadership

1. Add one step to the
employee's monthly
salary placement and if
bargaining unit
employee, compute the
annual salary.
2. Place the employee on
the new salary schedule
in the appropriate
column at the nearest
salary which is higher
than H., A.1. above.

SALARY SCHEDULE PLACEMENT FOR ACADEMIC
ADMINISTRATORS, MANAGERS, CONFIDENTIAL EMPLOYEES,
AND CLASSIFIED BARGAINING UNITS

BP-4102

B. New Employee to Classified
Leadership

The initial placement shall be at Step 1 of the appropriate column unless the employee has verifiable related experience. In that event, Step 3 of the appropriate column may not be exceeded.

C. Change in Class

If an employee is moved from one Classified Leadership position to another, the provisions of II, A.1. and 2. of this policy shall apply.

D. Demotion

If an existing Classified Leadership employee is demoted to a lower salary level Classified Leadership position, the new salary placement will be determined by the Chancellor.

III. Management/Classified Leadership
Substitutes

Administrators and Classified Leadership substitutes shall be paid at the hourly rate computed on the basis of Step 1 of the appropriate classification of the individual for whom the employee is substituting.

Adopted: 12-08-80
Revised: 4-13-81
Revised: 4-10-89
Revised: 4-26-99

DRAFT

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

EXHIBIT 9

4111

PERSONNEL

ADMINISTRATIVE AND CLASSIFIED LEADERSHIP LEAVE (Without Loss of Pay)

The Board of Trustees will grant administrative leaves to administrators and classified leadership personnel under the following conditions and procedures:

Purpose of Leave: This leave is designed to provide employees with an opportunity for professional growth, development and revitalization. Activities pursued during the leave must contribute to the effectiveness of the employee's performance within the South Orange County Community College District.

Eligibility and Frequency: Full time, twelve month, administrators and classified leadership employees who have served the district for six (6) years or more are eligible to apply for an administrative leave. If an administrative leave is granted, the employee shall not be eligible for another administrative leave for seven (7) years.

Duration: An administrative leave cannot exceed sixty (60) calendar days.

District Costs, Employees Pay and Benefits: Employees granted an

LEAVE FOR ACADEMIC ADMINISTRATORS, MANAGERS, AND CONFIDENTIAL EMPLOYEES (Without Loss of Pay)

The Board of Trustees may grant administrative leaves to academic administrators, managers, and confidential employees.

The Chancellor shall develop administrative regulations establishing the application process for leaves under this policy.

**LEAVE FOR ACADEMIC ADMINISTRATORS, MANAGERS,
AND CONFIDENTIAL EMPLOYEES (Without Loss of Pay)**

BP-4111

administrative leave will be paid their full salary and receive all benefits during the leave period. The duties of the employee on leave will be temporarily reassigned.

Application Procedure: Employees who apply for an administrative leave will direct a written request, which must be approved by the appropriate administrators, to the Executive Vice Chancellor of Administrative and Business Services for forwarding to the Chancellor. The request will include information on the conditions of the leave, the proposed dates of absences, and the proposed coverage of the employee's assignment during the absence. Applications supported by the Chancellor will be presented to the board for approval.

Adopted: 2-25-74
Revised: 2-24-75
Revised: 7-11-77
Revised: 6-10-85
Revised: 4-10-89
Revised: 4-26-99

DRAFT

EXHIBIT 10

BOARD POLICY

4201.1

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PERSONNEL

EMPLOYMENT OF CLASSIFIED CONFIDENTIAL PERSONNEL

Appointment

POLICY DELETED. Please remove
from the Board Policy Manual.

~~Except as otherwise provided, new confidential employees will be appointed to the first step of the grade to which the appointment is made. Credit for additional related experience, however, may be recognized and a placement recommendation may be made as follows:~~

~~At least 5 years of experience — Step 3~~

~~At least 3 years of experience — Step 2~~

~~Upon the recommendation of the Chancellor and with the approval of the Board of Trustees, a particular position may be filled by placing an employee at any step within the grade when unusual circumstances exist and it is judged to be in the best interest of the district.~~

~~For purposes of calculating months of service, the date of employment shall be considered the first day of the month employed if the starting date of employment is the first through the fifteenth day of the month, or the first day of the following month when the starting date is the sixteenth through the thirty-first day of the month.~~

Probationary Period

~~New confidential employees shall serve a probationary period of (1) year. During this period the employee is subject to summary dismissal. And during this period, the work~~

performance and efficiency of the employee shall be appraised by the immediate supervisor after the employee has worked three (3) months, five (5) months and eleven (11) months.

DRAFT

Adopted: 9-29-69
Revised: 4-10-89
Revised: 4-26-99

BOARD POLICY

4202

**SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT**

PERSONNEL

TRANSFER OF SICK LEAVE FOR CLASSIFIED PERSONNEL

Any classified employee of a community college district or county superintendent of schools who has been employed for a period of one calendar year or more whose employment is terminated for reasons other than action initiated by the employer for cause and who subsequently accepts employment with the South Orange County Community College District within one year of such termination of his/her former employment, shall have transferred with him/her the total amount of earned leave of absence for illness or injury to which he/she is entitled under California Education Code, Section 88191. In any case where an employee was terminated as a result of action initiated by his/her former employer for cause, such a transfer may be made if agreed to by the Board of Trustees (Calif. Ed. Code, Section 88202).

Any classified employee of a community college district, school district, or county superintendent of schools who has been employed for a period of one calendar year or more whose employment is terminated for reasons other than action initiated by the employer for cause and who subsequently accepts employment with the South Orange County Community College District within one year of such termination of his/her former employment, shall have transferred with him/her the total amount of earned leave of absence for illness or injury to which he/she is entitled under California Education Code, Section 88191. In any case where an employee was terminated as a result of action initiated by his/her former employer for cause, such a transfer may be made if agreed to by the Board of Trustees. The District may elect to allow transferred service to apply toward seniority, provided that personnel reduction has not been ordered. (Calif. Ed. Code, Section 88202).

Adopted: 10-09-67
Revised: 4-10-89
Revised: 1-22-91
Revised: 4-26-99

DRAFT BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

EXHIBIT 12

4207

PERSONNEL

PAYROLL PERIOD FOR CLASSIFIED LEADERSHIP PERSONNEL

All full-time, classified employees who are not members of a collective bargaining unit shall be paid twice per month, ~~on or before the tenth (10th) and the twenty-fifth (25th) day of the month.~~ If the normal pay period date falls on a Saturday, Sunday, or holiday, the paycheck shall be issued on the work day preceding the Saturday or holiday. If there is a change in the pay procedures used by the Orange County Department of Education, the issuance of District paychecks will be in accordance with the new procedures.

PAYROLL PERIOD FOR MANAGEMENT PERSONNEL

All full-time, classified employees who are not members of a collective bargaining unit shall be paid twice per month. If the normal pay period date falls on a Saturday, Sunday, or holiday, the paycheck shall be issued on the work day preceding the Saturday or holiday. If there is a change in the pay procedures used by the Orange County Department of Education, the issuance of District paychecks will be in accordance with the new procedures.

Adopted: 9-29-69
Revised: 2-24-76
Revised: 4-10-89
Revised: 4-26-99

BOARD POLICY

4211

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PERSONNEL

RETIREMENT INCENTIVE
PLAN FOR CLASSIFIED
ADMINISTRATORS, AND
CLASSIFIED LEADERSHIP
PERSONNEL

RETIREMENT INCENTIVE
PLAN FOR ACADEMIC
ADMINISTRATORS,
MANAGERS, AND
CONFIDENTIAL EMPLOYEES

I. Health, Medical, Dental, and Vision
Benefits

- A. Health, medical, dental and vision benefits in effect in the District at the time of retirement of a ~~classified administrative or classified leadership~~ employee shall continue in effect upon the employee's retirement for those employees who have been employed full-time by the District for ten (10) years immediately preceding the date of retirement.

1. Health, medical, dental and vision benefits shall continue in effect for the retiree and eligible dependents until the retiree is sixty-five (65) years old. If at age sixty-five (65) the retiree is eligible for Social Security benefits, including Medicare (Parts A and B), the district will provide supplemental coverage to Medicare for the retiree only.

I. Health, Medical, Dental, and
Vision Benefits

- A. Health, medical, dental and vision benefits in effect in the District at the time of retirement of a academic administrator or management employee shall continue in effect upon the employee's retirement for those employees who have been employed full-time by the District for ten (10) years immediately preceding the date of retirement.

1. Same

RETIREMENT INCENTIVE PLAN FOR ACADEMIC
ADMINISTRATORS, MANAGERS, AND
CONFIDENTIAL EMPLOYEES

BP-4211

- | | |
|---|---------|
| 2. If at age sixty-five (65) the retiree is <u>not</u> eligible for Social Security benefits, including Medicare, the District obligation to the retiree shall be terminated (i.e., the District shall not pay for any health, medical, dental or vision insurance for the retired employee nor provide any supplemental coverage). | 2. Same |
|---|---------|

Adopted: 3-23-81
Revised: 9-14-81
Revised: 4-10-89
Revised: 4-26-99

AGENDA ITEM

TO: BOARD OF TRUSTEES	ITEM: 42
FROM: CHANCELLOR	DATE: 9/27/04
SUBJECT: GRANT APPLICATIONS — SADDLEBACK COLLEGE	
REASON FOR BOARD CONSIDERATION: APPROVAL	

BACKGROUND

Irvine Valley College, Saddleback College, and the South Orange County Community College District regularly apply for grant funds to carry out the mission of the District.

STATUS

Applications are being made by Saddleback College for grant funds as summarized in the attached grant abstracts:

1. "ARC SSSP Trio Grant" — U.S. Department of Education — September 1, 2005 through August 31, 2009
2. "Marine Fossil Interpretive Display" — City of Mission Viejo — January 1, 2005 through June 30, 2005

Application for the above grants have been submitted to meet required deadlines, subject to ratification by the Board of Trustees.

RECOMMENDATION

The Chancellor recommends approval of the Saddleback College grant proposals summarized in the attached exhibits.

Jim Anderson

Item Submitted by:	<u>Dr. Thomas F. Anderson, Vice Chancellor, Educational Services</u>
Item Reviewed by:	<u>Dr. Raghu P. Mathur, Chancellor</u>
Final Disposition:	Vote

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

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

1. PROJECT TITLE: ARC SSSP TRIO GRANT
2. PROJECT DIRECTOR: Diane Crary, Professor, CS&SP
3. PROJECT ADMINISTRATOR: Dr. Richard D. McCullough, President
4. GRANTOR AGENCY: U. S. Department of Education
5. FUNDING SOURCE: U.S. Department of Education
6. STARTING AND ENDING DATES OF THE PROJECT: Sept. 1, 2005 – Aug. 31, 2009


7. EXECUTIVE SUMMARY OF THE PROJECT (limit 125 words):

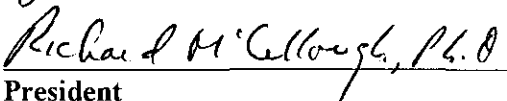
The Division of Counseling Services and Special Programs (CS&SP) and the Disabled Students Programs and Services (DSPS) office at Saddleback College have identified barriers that stand in the way of academic success for disabled students. While the State allocates categorical funding to provide disabled students with college access through DSPS, access does not mean success. Therefore, the Division is requesting \$220,000 in first year funding (renewable for three years) under the U.S. Department of Education Trio Program. This funding would enable us to provide in-depth counseling and intensive tutoring to disabled students. Because we find that many disabled students can succeed until confronted with mathematics requirements, a portion of the funding will be used to provide one-on-one tutoring and supplemental instruction in math.

8. SUMMARY BUDGET


Grant Award	In Kind Matching	Indirect Costs	Project Total
\$220,000	\$ 0	\$ 0	\$ 220,000

9. APPROVALS


 Division/School Dean


 President


 Vice President of Instruction/Students


 Vice Chancellor, Educational Services

 Chancellor

EXPENDITURES SUMMARY

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

	GRANT (Amount)	MATCHING* (In-Kind/Actual)	SOURCE OF MATCH (Partnership/College/Vendor)
1000 Certificated Salaries	\$ 62,522_____	\$ 0_____	_____
2000 Classified Salaries	\$ 95,180_____	\$ 0_____	_____
3000 Benefits	\$ 26,531_____	\$ 0_____	_____
4000 Supplies	\$ 4,325_____	\$ 0_____	_____
5000 Contracted Services and Other Expenses	\$ 13,842_____	\$ 0_____	_____
6000 Capital Outlay	\$ 0_____	\$ 0_____	_____
7000 Other Charges (e.g.: Indirect Costs)	\$ 17,600_____	\$ 0_____	_____
TOTALS	\$ 220,000_____	\$ 0_____	_____

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

PROJECT PERSONNEL (reflects the Expenditure Detail above)

<u>Positions</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>New</u>	<u>Existing</u>
1. ARC Director	[X]	[]	[]	[X]
2. Learning Disabilities Assistant	[X]	[]	[X]	[]
3. Administrative Assistant	[X]	[]	[X]	[]

PARTNERSHIPS (if applicable)

Partnership Name/Location_____

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

Partnership Name/Location_____

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

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

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

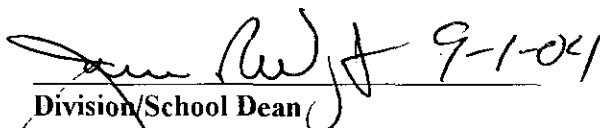
1. **PROJECT TITLE:** Marine Fossil Interpretive Display
2. **PROJECT DIRECTOR:** Dr. Anthony C. Huntley/Mary Amelotte
3. **PROJECT ADMINISTRATOR:** Dr. Richard D. McCullough
4. **GRANTOR AGENCY:** City of Mission Viejo
5. **FUNDING SOURCE:** City of Mission Viejo
6. **STARTING AND ENDING DATES OF THE PROJECT:** January 1, 2005 – June 30, 2005
7. **EXECUTIVE SUMMARY OF THE PROJECT (limit 125 words):**

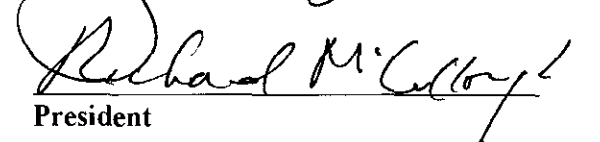
The Saddleback College Marine Sciences Program wishes to develop a public, scientific, interpretive display at the current Mission Viejo Whale Fossil site near Chrisanta Drive and Oso Parkway. Currently, this site houses several unique, interesting and scientifically valuable marine fossils collected in the Mission Viejo area, but there are no interpretive materials to explain to the public the importance or relationship among the objects. The funds requested would provide for the preservation of fossil material, an accessible display, and creation of interpretive materials in a scientific context, with work to be completed by the students, faculty and staff of a museum methods course to be taught in Spring, 2005.

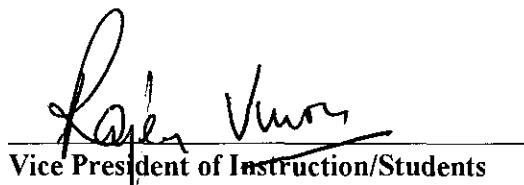
8. **SUMMARY BUDGET**

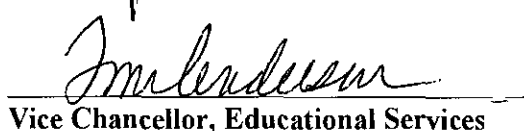
Grant Award	In Kind Matching	Indirect Costs	Project Total
\$ 4,150	\$ 0	\$ 0	\$ 4,150

9. **APPROVALS**


Division/School Dean


President


Vice President of Instruction/Students


Vice Chancellor, Educational Services

Chancellor

EXPENDITURES SUMMARY

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

	GRANT (Amount)	MATCHING* (In-Kind/Actual)	SOURCE OF MATCH (Partnership/College/Vendor)
1000 Certificated Salaries	\$ _____	\$ _____	_____
2000 Classified Salaries	\$ _____	\$ _____	_____
3000 Benefits	\$ _____	\$ _____	_____
4000 Supplies	\$ 2,800 _____	\$ _____	_____
5000 Contracted Services and Other Expenses	\$ 1,350 _____	\$ _____	_____
6000 Capital Outlay	\$ _____	\$ _____	_____
7000 Other Charges (e.g.: Indirect Costs)	\$ _____	\$ _____	_____
TOTALS	\$ 4,150	\$ _____	

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

PROJECT PERSONNEL (reflects the Expenditure Detail above)

<u>Positions</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>New</u>	<u>Existing</u>
1.	[]	[]	[]	[]
2.	[]	[]	[]	[]
3.	[]	[]	[]	[]

PARTNERSHIPS (if applicable)

Partnership Name/Location _____

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

Partnership Name/Location _____

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Agenda Item

TO:	Board of Trustees	ITEM:	43
FROM:	Chancellor	DATE:	09-27-04
SUBJECT:	Saddleback College Associated Student Government 2004-05 Budget		
REASON FOR BOARD CONSIDERATION:	APPROVAL		

BACKGROUND

The Associated Student Government (ASG) of Saddleback College was originally established in 1968 as a student government organization dedicated to the goals of providing a high-quality program of student development, and enhancing the overall collegiate environment of Saddleback College. Each year the Associated Student Government establishes a budget designed to fund a comprehensive program of activities and educational experiences at Saddleback College for the benefit of students, staff and the community. The funding sources for this budget are generated through the sale of ASB Cards, revenue from the Bookstore, Coffee Cart, Cafeteria, and other fund-raising activities sponsored by ASG.

STATUS

The 2004-05 Saddleback College Associated Student Government budget has been developed and approved by the Associated Student Government Senate and Executive Cabinet, and was reviewed and endorsed by the Saddleback College Deans' Cabinet.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees ratify the Associated Student Government of Saddleback College Budget for 2004-05 as presented in Exhibit A.

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

Division of Advanced Technology & Applied Sciences

Line Item Description	2003-2004 Funds Received	2004-2005 Funds Requested	2004-2005 Funds Approved
Environmental Studies			
Microscope *1st Time Request	\$0.00	\$2,012.00	0.00
Sub-Total	0.00	2,012.00	0.00
Horticulture Studies			
Fuel *1st Time Request	\$0.00	\$1,700.00	0.00
Sub-Total	0.00	1,700.00	0.00
Design & Merchandising			
Fashion Merchandising (equipment rental)	1,400.00	1,400.00	1,400.00
Sub-Total	1,400.00	1,400.00	1,400.00
Aquarium Science			
Marine Aquarium Project(Signs for building) *1st Time Request	0.00	265.00	265.00
Marine Aquarium Project(Signs for aquariums) *1st Time Request	0.00	862.00	862.00
Sub-Total	0.00	1,127.00	1,127.00
Communication Arts			
Film Festival (saddleback college creative directory)	0.00	5,000.00	0.00
Film Festival (operating costs)	750.00	1,500.00	1,500.00
Sub-Total	750.00	6,500.00	1,500.00
KSBR			
Broadcast (5 Away Football Games)	0.00	1,250.00	0.00
Conference	0.00	8,000.00	8,000.00
Sub-Total	0.00	9,250.00	8,000.00
Advanced Technology & Applied Sciences Totals	\$2,150.00	\$21,989.00	\$12,027.00

Division Actual Budget Request	\$21,989.00	Division Funds Received 03-04	\$2,150.00
		Division Funds Approved	\$12,027.00
		Difference (In dollars)	\$9,877.00
		Difference (percentage)	82.12%

Division of Business Science

Line Item Description	2003-2004 Funds Received	2004-2005 Funds Requested	2004-2005 Funds Approved
<u>CT/BUS/CIM/Real Estate</u>			
Food and plaques for Advisory Committee Breakfast Meeting	491.00	500.00	500.00
Flowers - décor, boutonnieres and corsages	0.00	76.00	0.00
Sub-Total	491.00	576.00	500.00
Business Science Totals	<u>\$491.00</u>	<u>\$576.00</u>	<u>\$500.00</u>

Division Actual Budget Request	\$576.00	Division Funds Received 03-04	\$491.00
		Division Funds Approved	\$500.00
		Difference (in dollars)	\$9.00
		Difference (percentage)	1.80%

Division of Math, Science & Engineering

Line Item Description	2003-2004 Funds Received	2004-2005 Funds Requested	2004-2005 Funds Approved
Guest Speaker/Supplies			
Guest Speaker *1st Time Request	0.00	1,125.00	1,000.00
Brochure Holders *1st Time Request	0.00	206.00	206.00
Sub-Total	0.00	1,331.00	1,206.00
Math, Science & Engineering Totals	<u>\$0.00</u>	<u>\$1,331.00</u>	<u>\$1,206.00</u>

Division Actual Budget Request	\$1,331.00	Division Funds Received 03-04	\$0.00
		Division Funds Approved	\$1,206.00
		Difference (in dollars)	\$1,206.00
		Difference (percentage)	100.00%

Division of Counseling & Special Programs

Line Item Description	2003-2004 Funds Received	2004-2005 Funds Requested	2004-2005 Funds Approved
Articulation			
High School Counselors Day	396.00	500.00	400.00
Senior Day	10,000.00	10,000.00	10,000.00
Sub-Total	10,396.00	10,500.00	10,400.00
EOPS/CARE/Calworks			
Trip to Getty Museum	570.00	1,300.00	750.00
Latina Mother/Daughter Day	743.00	1,500.00	1,500.00
Student Recognition Luncheon	594.00	1,500.00	1,000.00
Sub-Total	1,907.00	4,300.00	3,250.00
Special Services			
Students w/Disabilities: orientation, registration, etc.	0.00	350.00	350.00
Volunteer Recognition & Awards Recognition	421.00	1,200.00	750.00
Ability Awareness Fall Event	1,250.00	2,500.00	1,500.00
Ability Awareness Sprint Event Sports Camp	5,000.00	6,000.00	5,000.00
Sub-Total	6,671.00	10,050.00	7,600.00
Re-Entry & Women's Center			
Learning Resources (books, videos, tapes, etc)	0.00	400.00	400.00
Food for workshops, groups, meetings, etc.	0.00	300.00	0.00
Women's Conference	2,000.00	3,000.00	2,000.00
Sub-Total	2,000.00	3,700.00	2,400.00
Transfer Center			
Transfer Newsletter	5,000.00	5,000.00	5,000.00
University Road Trip for 20 Students	2,500.00	3,080.00	2,250.00
Transfer Student Celebration	1,350.00	3,080.00	2,000.00
Transfer Day	250.00	285.00	285.00
Jump Start	250.00	0.00	0.00
Transfer Night	300.00	250.00	250.00
South Coast Higher Education Council Fairs	250.00	380.00	250.00
Sub-Total	9,900.00	12,075.00	10,035.00
Office of relations			
Activity Planning Luncheon	0.00	300.00	300.00
Sub-Total	0.00	300.00	300.00
Counseling & Special Programs Totals	<u>\$30,874.00</u>	<u>\$40,925.00</u>	<u>\$33,985.00</u>

Division Actual Budget Request	\$40,925.00	Division Funds Received 03-04	\$30,874.00
		Division Funds Approved	\$33,985.00
		Difference (In dollars)	\$3,111.00
		Difference (percentage)	9.15%

Division of Human Services/Health Sciences

Line Item Description	2003-2004 Funds Received	2004-2005 Funds Requested	2004-2005 Funds Approved
Human Services CAADE Conference			
Drug & Alcohol Conference for 10 Students	\$880.00	\$1,100.00	\$1,100.00
Red Ribbon/Criminal Justice Celebration	1,000.00	2,000.00	2,000.00
Access Day	400.00	400.00	400.00
Human Services Banquet *1st Time Request	0.00	500.00	500.00
Sub-Total	2,280.00	4,000.00	4,000.00
Health Sciences/Nursing			
Student Career Fair	1,000.00	1,500.00	1,000.00
Nursing Pinning Ceremony	700.00	1,000.00	1,000.00
National Nursing Student Convention	5,000.00	8,665.00	5,000.00
State Nursing Student Convention	3,040.00	3,110.00	2,200.00
Midyear Nursing Student Convention *1st Time Request	0.00	8,915.00	0.00
California State Caucus Meeting	192.00	0.00	0.00
Nursing Student Orientation *1st Time Request	0.00	250.00	250.00
Nursing Recognition Week BBQ *1st Time Request	0.00	600.00	600.00
Sub-Total	9,932.00	24,040.00	10,050.00
Medical Assisting/Paramedic/Emeritus			
Medical Assistant Recognition Days *1st Time Request	0.00	700.00	500.00
Paramedic Graduation *1st Time Request	0.00	150.00	150.00
Emeritus Art Show *1st Time Request	0.00	1200.00	1200.00
Sub-Total	0.00	2050.00	1850.00
Human Services/Health Sciences Totals	\$12,212.00	\$30,090.00	\$15,900.00

Division Actual Budget Request	\$30,090.00	Division Funds Received 03-04	\$12,212.00
		Division Funds Approved	\$15,900.00
		Difference (in dollars)	\$3,688.00
		Difference (percentage)	23.19%

Division of Liberal Arts & Learning Resources

Line Item Description	2003-2004 Funds Received	2004-2005 Funds Requested	2004-2005 Funds Approved
English/Creative Writing			
Publication of The Wall (Printing & Awards)	\$4,200.00	\$4,200.00	\$4,200.00
Creative Writing Contest:	1,900.00	2,000.00	1,900.00
1st-3rd Place in 6 Categories - Cash		1,050.00	
Honorary Mention in 6 Categories - Merchandise		450.00	
Banquet/Awards Ceremony		150.00	
Duplication Costs		150.00	
Office Supplies		50.00	
Student Intern Salary		150.00	
High School Writing Contest:	1,000.00	1,100.00	1,000.00
High School Writing Contest (Prizes)		850.00	
High School Writing Contest (Food)		150.00	
Office Supplies		50.00	
Duplication Costs		50.00	
Sub-Total	7,100.00	7,300.00	7,100.00
Journalism/LARIAT			
Magazine	4,037.00	7,500.00	6,500.00
Conferences and Special Events:	8,886.00	20,800.00	16,000.00
So Cal Journalism Association of Community Colleges		1,200.00	
Collegiate Press National Convention		10,000.00	
State Journalism Association of Community Colleges		8,000.00	
Editors Bootcamp *1st Time request	0.00	800.00	
Leadership Retreat *1st Time Request	0.00	500.00	
Lariat Open House *1st Time Request	0.00	300.00	
Banquet and Plaques	200.00	1,800.00	800.00
Sub-Total	13,123.00	30,100.00	23,300.00
ESL			
International Voice (Student Magazine)	2,500.00	2,500.00	2,500.00
Sub-Total	2,500.00	2,500.00	2,500.00
Humanities Hour			
Guest Speakers (9)	0.00	6,000.00	4,000.00
Sub-Total	0.00	6,000.00	4,000.00
Foreign Languages/Study Abroad			
Scholarship	0.00	10,000.00	2,000.00
Education Abroad in Spain(Spring 2005) *1st Time request	0.00	12,000.00	0.00
Education Abroad in Spain(Summer 2005) *1st Time request	0.00	12,000.00	0.00
Sub-Total	0.00	34,000.00	2,000.00
Liberal Arts			
Curator Internship	0.00	3,000.00	3,000.00
Hate Crime Guest Speakers(Gays) *1st Time Request	0.00	5,000.00	1,000.00
Hate Crime Guest Speakers(Islam) *1st Time Request	0.00	5,000.00	1,000.00
Sub-Total	0.00	13,000.00	5,000.00
Honors Program			
Transfer Council Luncheon	124.00	0.00	0.00
Conference Fees	400.00	400.00	400.00
Graduation Medallions	300.00	300.00	300.00
Sub-Total	824.00	700.00	700.00
Learning Assistance Program (LAP)			
Student Tutor Compensation	30,000.00	30,000.00	30,000.00
Tutor Awards	238.00	0.00	0.00
Food Supply	238.00	0.00	0.00
Misc. Supply (paper goods, décor, etc)	190.00	0.00	0.00
Sub-Total	30,666.00	30,000.00	30,000.00
Liberal Arts & Learning Resources Totals	\$54,213.00	\$123,600.00	\$74,600.00

Division Actual Budget Request \$123,600.00 Division Funds Received 03-04 \$54,213.00

Division Funds Approved \$74,600.00

Difference (in dollars) \$20,387.00

Difference (percentage) 27.33%

Division of Social & Behavioral Sciences

Line Item Description	2003-2004 Funds Received	2004-2005 Funds Requested	2004-2005 Funds Approved
Cross Cultural Studies			
Anthnic Studies	0.00	3,000.00	3,000.00
Entertainment Fees	350.00	0.00	0.00
Sub-Total	350.00	3,000.00	3,000.00
Model United Nations			
Advisor Fees		250.00	
Delegate Fees		4,775.00	
Hotel Fees		16,048.19	
Institution Fees		555.00	
Transportation Fees		10,704.00	
Per Diem		2,272.00	
Sub-Total	13,000.00	34,604.19	20,000.00
Social & Behavioral Sciences Totals	\$13,350.00	\$37,604.19	\$23,000.00

Division Actual Budget Request	\$37,604.19	Division Funds Received 03-04	\$13,350.00
		Division Funds Approved	\$23,000.00
		Difference (in dollars)	\$9,650.00
		Difference (percentage)	72.28%

Division of Student Services

Line Item Description	2003-2004 Funds Received	2004-2005 Funds Requested	2004-2005 Funds Approved
College Family Night			
Food, Postage, Copies, Entertainment, Prizes	\$2,500.00	\$5,000.00	\$3,000.00
Sub-Total	2,500.00	5,000.00	3,000.00
College Handbook			
Student Handbook (Partial Funding)	2,500.00	10,000.00	5,000.00
Sub-Total	2,500.00	10,000.00	5,000.00
Child Development Center			
Books, Music, Puzzles, Toys	2,233.00	2,225.73	2,226.00
Sub-Total	2,233.00	2,225.73	2,226.00
Maintenance and Operations			
24 Tables	4,250.00	4,137.60	3,650.00
Sub-Total	4,250.00	4,137.60	3,650.00
Health Services			
Free Condoms & Information	1,000.00	1,000.00	1,000.00
Office Supplies	200.00	200.00	200.00
Sub-Total	1,200.00	1,200.00	1,200.00
Audio Visual			
Roller Shades in Perimeter Windows of SSC 212	2,785.00	0.00	0.00
Hot Stamp Machine for ASB Card	2,480.00	0.00	0.00
Photo ID Card Software Upgrade *1st Time Request	0.00	2,500.00	2,500.00
Sub-Total	5,265.00	2,500.00	2,500.00
Other			
Financial Aid Daze	62.00	120.00	120.00
Scholarships (Supplies)	15,000.00	15,711.00	15,000.00
Emergency Student Loans	8,000.00	8,000.00	8,000.00
Kiosk Paper *1st Time Request	0.00	300.00	0.00
Sub-Total	23,062.00	24,131.00	23,120.00
Student Services Totals	\$41,010.00	\$49,194.33	\$40,696.00

Division Actual Budget Request	\$49,194.33	Division Funds Received 03-04	\$41,010.00
		Division Funds Approved	\$40,696.00
		Difference (In dollars)	-\$314.00
		Difference (percentage)	-0.77%

Division of Fine Arts

Line Item Description	2003-2004 Funds Received	2004-2005 Funds Requested	2004-2005 Funds Approved
Theatre Arts			
Materials & Supplies:		\$50,255.00	
Lighting and Sound		6,375.00	
Scenery and Properties		33,900.00	
Costumes and Makeup		7,600.00	
Theatre Production		1,000.00	
Scripts		760.00	
Photo Supplies		350.00	
Publicity Packages And Logos		270.00	
Equipment Rentals:		31,445.00	
Costume Rentals		9,000.00	
Scenery Rental		10,450.00	
Prop Rental		1,045.00	
Lighting and Sound Rentals		6,950.00	
Special Effects		4,000.00	
Contract Services:		51,101.00	
Wigs		456.00	
Musicians for Musicals		19,980.00	
Trucking of Rental Equipment		1,140.00	
Photographer		1,900.00	
Tram Driver		1,500.00	
Student Interns and Short Term Staff		26,125.00	
Equipment Repair:		3,810.00	
Lighting and Sound		1,370.00	
Costumes		350.00	
Scenery		2,090.00	
Royalty Fees		9,000.00	
Dry Cleaning (Costumes)		950.00	
Publicity		4,500.00	
Guest Artist Series		2,000.00	
Drama Workshop		1,000.00	1,000.00
Sub-Total	130,950.00	\$154,061.00	141,000.00
Gallery			
Promotional Materials & Catalogs		8,000.00	
Exhibits (Supplies, Services, Postage, Rental)		3,000.00	
Equipment Rental		1,500.00	
Sub-Total	10,000.00	12,500.00	10,000.00
Architectural			
Architectural Ceramics *1st Time Request	0.00	1,500.00	1,500.00
Sub-Total	0.00	1,500.00	1,500.00
Fine Arts			
Guest Lecture Series	0.00	5,700.00	4,000.00
Sub-Total	0.00	5,700.00	4,000.00
Music Department			
Instrumental Music Program	0.00	11,200.00	10,000.00
Concert Hour	0.00	3,800.00	2,000.00
Jazz Program	0.00	4,000.00	3,500.00
Sub-Total	6,000.00	19,000.00	15,500.00
Forensics			
Awards/Banquet	0.00	2,100.00	800.00
Books/Supplies	0.00	1,700.00	1,700.00
Lodging/Meals/Transportation/Entry/Judging/Royalty	0.00	25,000.00	23,000.00
Sub-Total	18,351.00	28,800.00	25,500.00
Fine Arts Totals	\$165,301.00	\$221,561.00	\$197,500.00

Division Actual Budget Request	\$211,151.00	Division Funds Received 03-04	\$165,301.00
		Division Funds Approved	\$197,500.00
		Difference (In dollars)	\$32,199.00
		Difference (percentage)	19.48%

Division of Physical Education

Exhibit A

Line Item Description	2003-2004 Funds Received	2004-2005 Funds Requested	2004-2005 Funds Approved
Dance			
General Supplies (costumes, fabric, props, etc)		2,500.00	2,500.00
Publicizing (posters, programs)		800.00	800.00
Contracted Items (construction, printing, sewing)		200.00	200.00
Sub-Total	3,500.00	3,500.00	3,500.00
Sports Information			
Banquets (annual media luncheon)	60.00	60.00	60.00
Promotion & Publicity Supplies	80.00	80.00	80.00
Press Box (snacks for 5 home football games)	200.00	225.00	225.00
Game Workers/Campus Police	5,545.00	9,985.00	9,985.00
Sub-Total	5,885.00	10,350.00	10,350.00
Athletics			
Scouting	1,000.00	1,000.00	1,000.00
Meals	57,647.00	47,793.00	47,793.00
Lodging 18 Sports & Trainers	17,545.00	17,545.00	17,545.00
Annual Football Bleacher Lease *Moved from ASG to PE	0.00	9,000.00	0.00
Athletic Passes *Moved from ASG to PE	0.00	200.00	200.00
Ambulance Rental *Moved from ASG to PE	0.00	1,000.00	1,000.00
Post Season Playoffs	47,000.00	47,000.00	47,000.00
Officials	20,000.00	20,000.00	20,000.00
Program Development	0.00	2,500.00	0.00
Banquet	1,981.00	5,786.00	5,000.00
Banquet Special Guests	0.00	500.00	500.00
Awards	1,500.00	3,400.00	1,500.00
Scholar Athlete Luncheon	0.00	1,700.00	1,000.00
Championship Awards	2,000.00	3,000.00	2,000.00
Entry Fees	15,455.00	15,455.00	15,455.00
Sub-Total	164,128.00	175,879.00	159,993.00
Athletic Training			
T-Shirts	0.00	1,000.00	400.00
Volunteer Recognition Banquet	0.00	500.00	200.00
Sub-Total	600.00	1,500.00	600.00
Squad			
Supplies	50.00	0.00	0.00
Meals	750.00	1,152.00	1,104.00
Workshop	400.00	0.00	0.00
Cheer Camp	4,250.00	6,965.00	5,585.00
Coach's Conference	0.00	200.00	200.00
Judge's Fee	0.00	200.00	200.00
Poms Poms	0.00	150.00	0.00
Storage	0.00	400.00	0.00
Uniforms	3,140.00	0.00	0.00
Awards & Banquet	79.00	540.00	250.00
Sub-Total	8,669.00	9,607.00	7,339.00
Surf Training			
Entry Fees (September '03-February '04)	0.00	900.00	0.00
State Championships	0.00	350.00	0.00
National Championships	0.00	450.00	0.00
T-Shirts, Sweatshirts, Awards	0.00	500.00	0.00
Meals	0.00	1,001.00	0.00
Sub-Total	2,000.00	3,201.00	2,000.00
Physical Education Totals	\$184,782.00	\$204,037.00	\$183,782.00

Division Actual Budget Request	\$203,472.00	Division Funds Received 03-04	\$184,782.00
		Division Funds Approved	\$183,782.00
		Difference (in dollars)	-\$1,000.00
		Difference (percentage)	-0.54%

NOTES:

Bleacher Lease, Athletic Passes and Ambulance Rental has been moved from ASG's budget to PE

Division of Associated Student Government

Exhibit A

Line Item Description	2003-2004 Funds Received	2004-2005 Funds Requested	2004-2005 Funds Approved
G			
Omni Association (postage, printing, rehearsal dinner, homecoming)	\$5,000.00	\$5,670.00	\$5,670.00
Advertising in Lariat & College Magazine	0.00	500.00	0.00
Ambulance Rental *Moved to PE	1,000.00	1,000.00	0.00
Annual Football Bleacher Lease *Moved to PE	9,000.00	9,000.00	0.00
ASB Conference Travel (Club Travel)	8,000.00	8,000.00	6,000.00
ASG Banquet	594.00	1,350.00	1,350.00
ASG Conferences	2,000.00	4,000.00	4,000.00
ASG Equipment	3,000.00	8,000.00	7,000.00
ASG Guest Speakers	16,000.00	0.00	5,000.00
ASG Supplies (New Furniture-Office Supplies-Polo Shirts)	1,500.00	20,000.00	16,000.00
ASG Postage	1,000.00	1,000.00	1,000.00
ASG Executive Cabinet Budget *1st Time Request	0.00	5,000.00	5,000.00
ASG Credit Card Fees *1st Time Request	0.00	45.00	45.00
ASG Retreats (fall-\$2500/spring-\$2500)	3,000.00	5,000.00	5,000.00
Athletic Passes *Moved to PE	200.00	200.00	0.00
Awards (ASG Banquet, Commencement, Retirement, TOY, Academic Senate Press & T-shirts)	4,000.00	4,000.00	4,000.00
Best Buddies (Graduation)	0.00	1,750.00	0.00
Best Buddies (Kick-Off Event)	0.00	300.00	0.00
Best Buddies (Spring Talent Show)	0.00	330.00	0.00
Bookstore Assessment	35,000.00	35,000.00	35,000.00
Cafeteria Assessment	50,000.00	50,000.00	50,000.00
Cafeteria New Equipment & Repairs	10,000.00	18,000.00	16,000.00
Campus Beautification Projects/Benches	0.00	8,000.00	8,000.00
Charitable Awards	500.00	500.00	0.00
Charitable Donations:			
Leadership Program/Conference (fundraiser)	1,000.00	1,000.00	1,000.00
Make a Wish (money for fundraising)	150.00	150.00	150.00
Relay for Life Sponsorship (06/04)	150.00	150.00	150.00
Commencement	7,500.00	15,000.00	15,000.00
Contract Printing (NCR Continuous Check Form)	2,100.00	2,100.00	2,100.00
Contract Services for Student Development *1st Time Request	0.00	1,000.00	1,000.00
Dean's List Reception (invitations, postage, food, decorations, rentals)	1,500.00	5,500.00	1,500.00
Duplicating (weekly meetings, all events)	4,000.00	4,000.00	4,000.00
Fall Faculty Inservice Breakfast	1,486.00	1,650.00	0.00
Gameroom Equipment	2,000.00	3,200.00	2,500.00
Gameroom Worker Salaries	30,000.00	30,000.00	30,000.00
Gameworkers (elections)	8,400.00	6,000.00	6,000.00
Homecoming Court	350.00	3,500.00	3,000.00
ICC	22,000.00	16,000.00	15,000.00
Movie Tickets (sold back for ASB Cards)	4,000.00	4,000.00	4,000.00
Purchase Small Flatbed Cart (ASG Special Events & Catering)	0.00	5,000.00	5,000.00
Storage Unit Lease (15' for ASG supplies & cafeteria)	1,000.00	1,500.00	1,500.00
Student Scholarships	35,727.00	40,000.00	38,000.00
Student Union Fund (Repairs to SSC 208, 207, 212, 211, Cafeteria)	5,000.00	3,500.00	3,000.00
Theatre Tickets (giveaway at ASG events)	2,000.00	2,000.00	2,000.00
Sub-Total	278,157.00	331,895.00	303,965.00
ASG Totals	\$278,157.00	\$331,895.00	\$303,965.00

Division Actual Budget Request	\$331,895.00	Division Funds Received 03-04	\$278,157.00
		Division Funds Approved	\$303,965.00
		Difference (in dollars)	\$25,808.00
		Difference (percentage)	9.28%

	2003-2004 Funds Received	2004-2005 Funds Requested	2004-2005 Funds Approved
Division of Advanced Technology & Applied Science	\$2,150.00	\$21,989.00	\$12,027.00
Division of Business Science	491.00	576.00	500.00
Division of Math, Science & Engineering	0.00	1,331.00	1,206.00
Division of Counseling & Special Programs	30,874.00	40,925.00	33,985.00
Division of Human Services/Health Sciences	12,212.00	30,090.00	15,900.00
Division of Liberal Arts & Learning Resources	54,213.00	123,600.00	74,600.00
Division of Social & Behavioral Sciences	13,350.00	37,604.19	23,000.00
Division of Student Services	41,010.00	49,194.33	40,696.00
Division of Fine Arts	165,301.00	221,561.00	197,500.00
Division of Physical Education	184,782.00	204,037.00	183,782.00
Division of Associated Student Government	278,157.00	331,895.00	303,965.00
TOTALS	\$782,540.00	\$1,062,802.52	\$887,161.00

2003 - 2004 ASG Budget: \$796,000.00

2004 - 2005 ASG Budget: \$1,041,478.00

Funds Approved: \$887,161.00

Cafeteria Saving: \$40,000.00

Abate 03-04 Loan to Savings: \$10,000.00

Invest in Savings: \$20,000.00

Allocated Undistributed: \$84,317.00

Associated Student Government Funding Guidelines

I. Structure

Associated Student Government (ASG) shall establish accounts for expenditures of funds held within ASG accounts for support and development of the students, organizations, and the college.

Access to your ASG account is done by submitting a properly completed and approved requisition to the Student Development Office (SDO) at least four weeks prior to the stated event date. This requisition must include the total amount of expected expenditure totals so that the money will be available in time and the SDO may have a check cut and ready for distribution before you leave on your trip. Specifically, your requisition should include the following:

- 1 Conference/Travel information, Brochure or invitation and purpose with dates of travel and event and location of event
- 2 Hotel accommodation information and cost
- 3 Registration fee, information, and cost
- 4 Miscellaneous, meal, and ground travel expenses
- 5 Travel/Airfare information and cost
 - a. Out of state travel must be approved by Board of Trustees and approval date submitted on requisition

Attached to this requisition should be a participant list of staff and students with corresponding ID numbers for verification purposes (each participant must be register Saddleback student, be enrolled in a minimum of 5 units or its equivalent and maintain a total of a 2.0 grade point average, GPA, to use ASG funds). Advisor or guardian of student participants must also be designated on this participant list.

ASG/ Board authorization shall be obtained prior to undertaking official travel/conferences; travelers who fail to obtain prior approval may be liable for the expenses incurred. Travel and liability waivers must be completed and on file in the SDO before the conference/travel date.

II. Saddleback College Guidelines

All student participants should purchase an ASB (Associated Student Government) card and renew it each semester.

Student participants must have a minimum course load of five (5) units or its equivalent based on the California Ed. code.

Student participants must have a minimum GPA of 2.0 based on the California ed. Code.

The SDO will verify that students meet all the requirements prior to travel with ASG funding.

III. Guest Speakers

ASG is under no obligation to fund any guest speaker request in part or whole.

Interested college entities that wish to host/provide a guest speaker using ASG funds must initiate their request to the ASG through the division representative or senator or by contacting the ASG President or Vice President for instructions or guidance.

Each division and or requestor will be responsible for following district guidelines and obtaining board approval as necessary.

Events are encouraged to be advertised on and off campus in the following manor:

Event details and community invitation extended off campus in community publications: Orange County Register, Saddleback Valley News, OC Weekly, LA Times, National Public Radio, etc.

Event details and student invitation extended on campus in: KSBR, Saddleback College Television (Channel 39), Lariat, Marquee, fliers, my site, College Homepage, and banners

ASG strongly encourages an admission charge for community members and students with out an ASB card. ASG also encourages students with an ASB card get in for free or at a discounted rate.

IV. Requisition Approvals

In order to ensure timely processing of requisitions, original receipts and or appropriate justification must be included with the completed requisitions. Checks are normally processed once a week generally on Wednesday.

Direct reimbursements require the following signatures before ASG can provide funding: Division or Department Dean or club advisor and student club officer, ASG treasurer or ASG President, Director of Student Affairs and Vice President of Student Services.

After obtaining these approvals, the requisition is submitted to the district office for approval and release of funds. Expenditures for over \$5000 require additional approval from the College president and or the College budget manager. The individual being reimbursed certifies expenses incurred for college business and the dean or director of the person or organization being reimbursed approves expenses appropriate and authorized.

V. Travel Funding Guidelines

It is the policy of ASG that all official travel shall be properly authorized, reported, and reimbursed in accordance with ASG, College, and District travel regulations.

Reimbursement for the expenses paid for students or advisors must include the names, ID numbers, and itemization of the expenses incurred by the student or staff.

Reimbursements will be managed by the following policies:

1. Meal Per Diem

Meal per diem consists of food allocation money for meals as provided by the ASG for travel participants. ASG mandates a per diem rate of the following:

\$5 breakfast

\$5 lunch

\$8 dinner

Total allotment of \$18/day for all ASG funded travel requires that participants (student travelers and advisors) must be afforded the per diem rate for each day traveling with consideration to travel time and meal times. These per diem allotments may be waived by the student traveler/advisor only if each participant agrees. The student traveler/advisor MUST sign a per diem total expenditure sign-in sheet for each conference. Per diem allotments will only be distributed for submitted and approved traveling participants. Only the number of approved participants will be sponsored by ASG funds. Per diem record and allocations must be observed for the submitter to receive ASG funding.

2. Hotel Accommodations

ASG will pay for hotel pre-approved accommodations including tax associated with conference travel. ASG will not be responsible for or pay for any additional services including room, service, cable, or phone services.

3. Miscellaneous Travel Expenses

The following expenses may be reimbursed as travel expenses: charge for commercial carrier fares; rental car charges; overnight and day parking; bridge and road tolls; necessary taxi, bus, or streetcar fares; and, all other charges essential to the purpose of conference travel.

Travelers must utilize the most economical mode of transportation and the most traveled route. Expenses resulting from the extension of route for the convenience of the traveler will be borne by the traveler.

4. Registration Fees

Registration fees for conferences/tournaments/competitions/events must be paid in advance through submission of a requisition, which must be submitted four (4) weeks prior to the travel date. The requisition must be accompanied by supporting documentation indicating the cost of the conference. This documentation may be

a brochure, letter, invitation, or admission material. Registration fees must be authorized by the appropriate approving authority for the account

5. Drug and Alcohol Policy

District and college policies must be observed during conference travel. ASG does not endorse the use of purchase of drugs or alcohol during school related activities.

After completion of the conference, the advisor or guardian must submit the following to the SDO:

1. Per diem sheet signed by each participant with the specified per diem meal allotment.
2. Original itemized receipts must be collected and submitted for all expenses. Disbursements will be issued ONLY with original itemized receipts or itemized invoices that substantiate all payments. Credit card statements/bills are not acceptable by the district payroll office as "itemized" receipts. As ASG must abide by district policy, these receipts cannot be accepted as itemized receipts to be considered for ASG reimbursement.
3. Return of any unused funds for deposit or advance checks must be deposited back into the account specified.

Failure to follow these guidelines will result in the delay of or the inability to fund your request.

VI. Amendments and change

ASG retains the right to amend these rules. Any changes whatsoever must be approved by a 2/3 vote of the ASG senate.

VII. Approval

Rachel Hipolite
ASG President

James Sinclair
ASG Vice President

Reza Akhavain
ASG Treasurer

Henry Ku
ICC Director

Kevin Fitzpatrick
ASG Senator

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	44
FROM:	CHANCELLOR	DATE:	9/27/04
SUBJECT:	PRESIDENTS' / GOVERNANCE GROUPS' REPORTS		
REASON FOR BOARD CONSIDERATION:	INFORMATION		

Section 54954.2(a) of the Ralph M. Brown Act states that "No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of a legislative body or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities." Per board approval, reports by the following individuals should be written and submitted to the board prior to board meetings. The reports may given verbally, however, if enough time remains prior to the board approved meeting adjournment time of 10:00 p.m. Speakers are limited to two minutes each.

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

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



MEMORANDUM

OFFICE OF THE PRESIDENT
DATE: 9/9/04

TO: Members of the Board of Trustees
Dr. Raghu Mathur, Chancellor

FROM: Dr. Richard McCullough, President

SUBJECT: REPORT FOR SEPTEMBER 30, 2004, BOARD OF TRUSTEES' MEETING

Advanced Technology and Applied Science

Communication Arts

- The new Media Center is up and running, featuring 25 G5 Macintosh editing stations. As hoped, students are responding by filling the post-production classes.
- Jon Meyers, a graduate of our program, raised over half a million dollars and shot his feature film "Confession" this past summer.
- Chris Lorenz, a student last semester in Film 1, had his script optioned and purchased by Miramax for over \$100,000. The picture is slated to go into production in the spring of next year.
- Kim Lacroix is now an editor at Steven Odekirk's production company O Entertainment.
- "I think I can," a short film by our student Jason Hooper, was honored by being a winner at the Los Angeles Short Film Festival. He was one of fourteen winners out of over four hundred entries. The film has now made the first cut at the Sundance Film Festival as well.
- Kaine Charleston was accepted into the USC School of Cinema and was asked to walk on as a back-up punter on the football team as well.
- Kaine Charleston also directed the short film (approximately 35 minutes) "Hawaiian Summer" last summer on location in Hawaii along with approximately 10 very lucky Saddleback students.

Electronic Technology and Computer Maintenance Technology

- During the summer session we had a very successful Computer Networking class, Computer Maintenance Technology 230, taught by Mark Sierakowski. The class

is the culmination of the Computer Maintenance certificate and gets very high student reviews because of the practical and hands-on nature of this popular topic.

- This fall we are offering for the first time ***Preparation for A+ Certification***, Computer Maintenance Technology 235. This class is a low cost alternative to similar classes at private technical schools and is taken after all the other Computer Maintenance classes and just before taking the A+ exams. It serves as a review of the important fundamentals learned in the other classes and includes test taking strategies and sample tests.
- The ***South Orange County Tech-Prep Consortium***, managed by Saddleback College, has begun meeting for the 2004-05 year. One of the primary activities will be faculty/staff visits to and collaboration with local companies that employ students in the Tech-Prep academic and vocational areas.

Environmental Studies and Ecological Restoration

- Over the summer, work was done in the **outdoor classroom** including the sanding and paint of the bridge and benches, ordering of a new canvas for the amphitheater, and the planting of more California native species.
- The Department Chair had the opportunity to attend several wildlife lectures in Alaska over the summer looking at the preservation of native species.

Foods/ Nutrition/ Family and Consumer Sciences

- Barbara Gershman attended the International Federation of Home Economics 20th World Congress in Kyoto, Japan, this summer where over 1000 participants from all over the world discussed the role of Family and Consumer Sciences in contributing to global harmony and the quality of life issues.
- Janet Barth - Saddleback Nutrition Certificate and Culinary Arts graduate is teaching through the IVC Emeritus Program Nutrition/Cooking for 1or 2. Janet is well prepared to provide nutrition and cooking information for a unique population and offering educational experiences for Saddleback students as well who will work as teacher aides for this class.
- Linda Lukasik – Associate Faculty is taking over duties as FN/FCS department chair.

- Barbara Gershman is phasing down but not out after 29 years as the only full time instructor in Foods, Nutrition and Family & Consumer Sciences Department, several years as department chair, and one year as associate faculty. More time to catch up on life, savor the roses, even cook for pleasure, and play more music

Horticulture

- One of our students, Michelle Scharf, has opened her own landscape design business, GreenRoom Garden Designs, in Laguna Beach. She reports that she is off to a great start.

Innovation and Technology Center (ITC)

- ITC participated in the Fall 2004 In-Service program "Using Saddleback's Technological Resources to Deploy Course Materials and Communicate Effectively with Students", which was well attended by faculty.
- User Services enhanced our Blackboard online instruction Web page for students and faculty. <http://www.saddleback.edu/itc/user/blackboardfaq.html>
In addition, it created new Blackboard videos on how to get started using it.
- We re-imaged our "Professional Development Center," formally known as ITC lab, with Windows XP, MS Office 2003 and other applications.
- User Services created a Web template <http://www.saddleback.edu/faculty/mhowe/> that replaces the old faculty "include" files. We are having great success with over 100 faculty taking advantage to place their syllabus, assignments, outlines etc. online. The district also enabled us to link it directly to their class.
- With the omission of roll sheets starting at the beginning of the semester, User Services developed an Excel template so faculty would have a way of tracking attendance.
- A class survey was sent to all administrators, faculty, and staff by User Services to get input for classes that would better serve their needs.

Travel and Tourism

- We recently received an E-mail from Tokyo, from Jun Hatagawa, a Travel & Tourism graduate last semester. She has been hired by Japan Airlines (JAL) as an agent at Narita airport, one of the world's largest and busiest. Her feeling was that she would not have landed the job without the certificate and knowledge earned through our program at Saddleback.

- Carla Nordstrom, a graduate two years ago, has been promoted to Manager of the World Travel Dept. at the San Clemente AAA. Carla had been hired almost immediately after completing the program.
- Another happy story from 2003 is Norma McClellan. Working as an independent contractor, she recently sold her 20th cruise couple this year. Sticking to our "Niche Marketing" theory, Norma has made super commissions while selling only "high end" cruises such as Crystal and Radisson.

Business Science, Workforce & Economic Development

- Saddleback College and the South County Regional Chambers of Commerce will present "HR Survival Breakfast: 10 Ways to Keep from Being Sued," at the Holiday Inn in Laguna Hills on October 15 at 7:15 a.m.

Fine Arts

- This semester, two graduates from Saddleback College's art program have returned to teach. Marian Stewart and Angie Plunkett each teach a section of Art 80, Beginning Drawing.
- Marian graduated valedictorian from Saddleback in 2000. She then went on to Cal State Long Beach where she graduated in 2002 with honors and a BFA degree. Marian is currently more than half way to finishing her MFA at Cal State Long Beach where she teaches Beginning Illustration. Extremely sought after outside the classroom, she is working on numerous commissions from private individuals, as well as a commission from the Getty Museum's publishing department to illustrate an upcoming book on papyrus.
- Angie Plunkett graduated from Saddleback in 1998 with honors. She went on to Cal State Long Beach where she received her BFA in 2002 and her MFA in 2003. Angie currently teaches Two Dimensional and Color Design at Laguna College of Art and Design. You can see her figurative drawings in a show opening September 24 at the Peter Blake Gallery in Laguna Beach.

Public Information & Marketing

- The following press releases and pitches were disseminated among the Southern California and Community College Media:
 - New Vice President, Office of Instruction, Rajen Vurdien
 - Dolores Huerta to Speak at Saddleback College
 - 9-11 Commemoration

- New SC Foundation Board
- A 9/11 Commemoration Ceremony took place on 9-13-04 with the Capistrano Dispatch newspaper in attendance.

Student Services

- Jack Hodges has been chosen the American Baseball Coaches Association/Diamond Sports Company California Community College Coach of the Year. Jack will be presented with the award at the Hall of Fame and Coach of the Year banquet during the American Baseball Coaches Association National Convention in Tennessee on January 7, 2005.
- Students completing their orientation and assessment sessions or visiting any of the Student Services offices receive the new edition of the Student Services Calendar that debuted last semester. As well as important workshops and college events, the calendar provides information and deadline dates on scholarships and other types of financial assistance available to students.
- Hats off to Gary Stakan and Maryam Azary of Counseling Services and Special Programs and Diane Smith of Publications for once again doing a superb job of designing, editing, and coordinating the publication of the Student Handbook, a comprehensive guide to Saddleback College for new and continuing students.
- Special Services has been selected as one of six DSPS programs at colleges in California to "test run" the Daisy reading tool. As a participant of the Daisy Reading Tool and Production Project, Saddleback College will receive software to scan textbook copy, which enables students to access the material through the use of earphones or a compact disk. President Bush has been quoted in recent news articles as a supporter of this cutting-edge technology to make education more accessible to students with vision and learning disabilities.
- The Saddleback College International Students Office recently participated in an on-site review by the Department of Homeland Security. Homeland Security conducted the review to ensure compliance with record-keeping and reporting requirements of the Student and Exchange Visitor Information System (SEVIS). In Fall 2002 Saddleback College implemented SEVIS, a computerized, government system that maintains and manages data on foreign students and exchange visitors during their stay in the United States. Homeland Security representative Ken Luna stated he was impressed with the record keeping of our International Students Office and the staff's knowledge of immigration regulations.
- The Associated Student Government Budget Committee worked diligently to complete the 2004-05 budget, which will be presented to the Board of Trustees

this fall. ASG invited administrators and staff to a series of meetings in June to provide clarification and additional information on appropriation requests submitted for ASG funding.

- Saddleback College welcomed new food and beverage service vendors to the campus in July. Maggie Lee of S&B Foods is managing cafeteria services and Scott Cohen and Michael Peltz of Drip Coffee have opened a coffee cart located between the Library and Science Math buildings. In addition, Coca Cola, the new beverage vendor, installed new vending machines throughout the campus. S&B is offering a 10-percent discount on all cafeteria purchases for ASG card holders, and the Drip Coffee has instituted a frequent buyer card program.
- Student Services Center 225 was recently remodeled to accommodate ongoing student assessments, orientations, and department meetings. Matriculation staff will be moving soon to new offices located adjacent to the orientation and assessment area.

Veterans Office

- In August a compliance audit was conducted on the Veterans Office by the U.S. Dept of Veterans Affairs. The Veterans Office passed with flying colors. During the exit interview the Compliance Specialist commented on how refreshing it was to audit an office with such organized processes and files.

I R V I N E V A L L E Y C O L L E G E

OFFICE OF THE PRESIDENT

TO: Chancellor Raghu P. Mathur and Members of the Board of Trustees

FROM: Glenn R. Roquemore, President *GR*

DATE: September 16, 2004

SUBJECT: **President's Report for the September 27 Board of Trustees Meeting**

IVC ALUMNUS TAKES CENTER STAGE AT COMICS CONVENTION

Former IVC student Dustin Nguyen was a featured artist during a panel interview at the Comic-Con International 2003 Convention in San Diego, July 22-24. Dustin studied graphic and industrial design at Irvine Valley College in 1994-95 and later went on to work for DC Comics. He is currently working as the artist for a new graphic novel *The Authority: Revolution* to be published by Wildstorm, a DC Comics company. Dustin recently gained recognition with his stunning renderings of *Batman* comics, and has been acclaimed for his lavish work as an illustrator. In addition to his work as a comics artist, Dustin has also contributed art and design work to Stan Lee Media, and three-dimensional mechanical design work to companies including Northrop, Boeing, and McDonnell Douglas. Comic-Con International is a nonprofit educational organization dedicated to creating awareness of, and appreciation for, comics and related popular art forms that celebrate the historic and ongoing contribution of comics to art and culture.

ACCREDITATION REPORT AVAILABLE IN PRINT AND ONLINE

The Irvine Valley College *Accreditation 2004 Self-Study Report* has been completed and bound in a full-color, 250-page document, complete with a CD-ROM version as part of the final document. The *Accreditation 2004 Self-Study Report* is a campus-wide process to ensure that IVC has defined the objectives which meet the state's accrediting commission's standards. The report provides and encourages institutional development and improvement through self-study and evaluation, and contributes to the institutional self-determination and educational effectiveness of IVC. At the time that the document was approved by the SOCCCD Board of Trustees, it was made available on IVC's webpage through the Accreditation Intranet. The report is now available both in print and online in anticipation of the Accreditation team visit on Oct. 12-14, 2004.

IVC FOUNDATION OBSERVES SEPTEMBER 11 ANNIVERSARY

Irvine Valley College marked the third anniversary of the 9/11 attacks with a commemoration ceremony for the victims on Thursday, Sept. 9 in front of the Student Services Center. With the 9/11 anniversary falling this year on a Saturday, IVC held the service on a weekday in order for students to attend. Nearly 100 people attended the noon hour ceremony, which included a tribute to the lives lost during the Attack on America in 2001, and a stirring rendition of the national anthem by Professor Frank Pangborn. Master

of Ceremonies and IVC Foundation member Keith Carlson led the gathering in a moment of silence and presided over the laying of a wreath at IVC's 9/11 Memorial, which was dedicated by the IVC Foundation on the first anniversary of the 9/11 attacks. The Irvine Police Department provided a color guard for the ceremony.

COMMUNITY EDUCATION OFFERS COMPUTER SECURITY CURRICULA

Irvine Valley College has published its Fall 2004 Career & Community Education Schedule. The eight-page, two-color schedule is unique because it focuses this year on computer security courses. Community Education is working with the Technology Crime Institute to provide classes in *Computer Espionage*, *Identity Theft*, *Wireless Security*, *Computer Surveillance* (Spyware), and *Computer Counter Surveillance* (Anti-spyware). The new courses focus on computer crime prevention and security while offering practical instruction for a wide range of people who work in human resources, computer information technology, banking and finance. The new courses also complement the Homeland Security curricula that eventually will be offered through ATEP at Tustin.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGENDA ITEM

TO:	BOARD OF TRUSTEES	ITEM:	45
FROM:	CHANCELLOR	DATE:	9/27/04
SUBJECT:	CORRESPONDENCE		
REASON FOR BOARD CONSIDERATION:	INFORMATION		

The following items of correspondence are submitted
to the Board of Trustees for review.

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



OFFICE OF THE DEANS
UCLA COLLEGE • LETTERS & SCIENCE
2300 MURPHY HALL
BOX 951438
LOS ANGELES, CALIFORNIA 90095-1438

July 14, 2004

Dr. Richard McCullough, President
Saddleback College
28000 Marguerite Parkway
Mission Viejo, CA 92692-3699

Dear Dr. McCullough,

On behalf of UCLA College, I am pleased to inform you that Bonnie V. Silverman, who transferred to UCLA from Saddleback College, is among the 30 outstanding students to receive a Transfer Alliance Program (TAP) Scholarship for the 2004–05 academic year.

Through a number of generous endowments, UCLA College is able to provide annual scholarships for transfer students entering UCLA. Recipients must be certified as having completed the TAP Honors / Scholars Program at their community college. The students are officially recognized as participants in the College's TAP Scholars Program.

Selection as a TAP Scholar entitles transfer students to an academic scholarship of \$4,000 per year. The scholarship is renewable for a second year if students have achieved a UCLA GPA of at least 3.0 (B average), completed 45 units (by Fall 2005), and have participated in or are committed to participating in undergraduate research. In addition, TAP Scholars maintain quarterly contact with Angela Deaver Campbell, Director, Scholarship Resource Center.

For your information I have enclosed a list of the awardees for 2004–05. I know that you will take great pride in the exceptional accomplishments of these students; their successes reflect well on the achievements of the Honors / Scholars Programs and our California Community College Programs.

I look forward to a continued relationship with Saddleback College and Amy Ahearn, Honors Program Director, as we continue our efforts to enhance the academic experience of UCLA transfer students.

Sincerely,

A handwritten signature in black ink, appearing to read "Judith L. Smith".

Judith L. Smith
Vice Provost for Undergraduate Education

Cc: Amy Ahearn, Honors Program Director
Miki Mikolajczak, Transfer Center Coordinator and Honors Program Counselor

Enclosure (1)

UCLA TRANSFER ALLIANCE PROGRAM
TAP SCHOLARS
2004 – 2005

BERKMAN TAP SCHOLARS

Jana Courter..... East Los Angeles College
Roy P. Khater Mount San Antonio College

CAGAN TAP SCHOLARS

Gurmeher S. Allagh..... Cerritos College

GOODMAN TAP SCHOLAR

Heshanthi Rohanath Los Angeles Valley College
Bonnie V. Silverman Saddleback College

INGRAM TAP SCHOLARS

Emily J. Foote Los Angeles Valley College
Lucia F. Mota Long Beach City College
Asal Nadjarzadeh Mount San Antonio College

KESSLER TAP SCHOLARS

Christine D. Flury..... Santa Barbara City College
Sophie Moine-Lysenko Los Angeles Valley College
Irina Pechekhonova Los Angeles Pierce College

ROTH TAP SCHOLARS

Rosette Abayahoudian..... Santa Monica College
Dario Nunez Batungbakal, Jr. Los Angeles Harbor College
Gina M. Hanson Chaffey College
Sumiya Naeem Jafri Orange Coast College
Mariana C. Maguire City College of San Francisco

SPARKS TAP SCHOLARS

Latifat Alli El Camino College
Albert Y. Chen Fullerton College
Regina Cronenweth-Schneider..... Santa Monica College
Babak Hassanzadeh..... Glendale Community College
Amanda K. Vignone..... Santa Monica College

WASSERMAN TAP SCHOLARS

Francis A. Baking..... Los Angeles Pierce College
Mary Kathryn Burgess Santa Monica College
Nikia J. Chaney San Bernardino Valley College
Amber L. Escamilla..... Los Angeles Mission College
Shahbaz Khan..... Los Angeles Valley College
Juliana Fricks Lima College of the Canyons
Bryan Jeffrey McKendricks Mount San Jacinto College
Alicia Spring Okada Cypress College
Rassilee N. Sharma Mount San Antonio College

32450 Crown Valley Pkwy. Apt. 211
Dana Point, CA 92629

15 July 2004

Dr. Kevin O'Connor, Dean
Liberal Arts and Learning Resources
Saddleback College
28000 Marguerite Parkway
Mission Viejo, CA 92692-3635

Subject: The importance of the LAP/ ICC for an ESL student.

Dear Dr. O'Connor,

I am an ESL student, and I have just finished taking English 1A with Professor Luke. I am writing a letter that I consider important for the future learning process of other ESL students, as well as students needing help with their English assignments.

I took the ESL English placement test a year ago, and I have been following the required process to achieve a functional level in reading and writing English. The English program at Saddleback has helped me achieved this goal, and today with much more confidence in myself, I am writing to you. I can't be more grateful for the help I found in the LAP program throughout the entire year; from the people at the front desk to the tutors, everybody has played an important role in my language acquisition.

I thought that it would be helpful for the department to know from a student's perspective how much help we can get from the sources being provided. I have learned a great deal and enjoyed every class I have taken; in addition, every one of my teachers has provided a unique learning experience.

I have also found needed help using the computer, and I thank Judi McWilliams and Clyde Gaier, for their guidance. I also want to thank every one of the LAP tutors: Amy Worthington, Laura Evans, Cecilia Clem, and Kathy Gonzales at the front desk, for their help and patience. I would also like to mention that the LAP Website has been an important grammar tool. It is with gratitude and admiration I am now saying thank you and good bye until the fall semester.

Respectfully,

Maria Claudia Niemi

cc: Patti Weekes, Program Specialist, Learning Assistance Program/Interdisciplinary
Lise S.Telson, Vice President, Student Services Saddleback College
Dr. Richard D. McCullough, President Saddleback College
Gary Luke, English Professor and Faculty Advisor of LAP

Burton & Marion Neuburger
5029 Avenida Del Sol
Laguna Hills, CA 92653
(714) 859-1990

JUL 20 2004

July 16, 2004

Dr. Richard McCullough
President, Saddleback College
28000 Marguerite Parkway
Mission Viejo, CA 92692

Dear Dr. McCullough:

Thank you for accepting Saddleback Kiwanis' invitation to speak on Monday, August 9. We meet for lunch at 11:45 and start the program at 12:45. We do hope you will be able to join us for lunch if your busy schedule allows you to do so.

We meet at Clubhouse Two which is on Moulton Parkway, Gate 12 by the golf course, between El Toro Road and Santa Maria.

Please ^{end} send us your resume for publicity purposes and for the introduction. Will you include a title of your remarks also.

There should be a reserved parking space for you near the guardhouse. Send the above information to me at the above address.

Looking forward to your talk on the 9th.

Sincerely,

Marion Neuburger

Marion Neuburger, Program Chair



SADDLEBACK COLLEGE

28000 Marguerite Parkway • Mission Viejo • CA 92692-3635

www.saddleback.edu

(949) 582-4500

AUG 20 2004

President Richard McCullough,

August 18, 2004

Dear Rich,

I would like to share some information about a fellow faculty member. Mr. Charles Myers is an Assistant Professor in the Division of Advanced Technology and Applied Science. He was hired in 2002, and teaches film and video classes. I have known him for about one year, and during that time have found him to exhibit a high level of professional behavior and excellence in teaching. I first became aware of his talents through my son, who took a couple of Charlie's courses. My son was greatly inspired and encouraged by Charlie to pursue a career in film/video production, and now has a fledgling business in that field.

Charlie may have been perceived by some other faculty as a bit of a nonconformist or rule breaker, but I view his freshness, boldness, energy, and focus on achievement as significant virtues. The enthusiasm of his students may have tended occasionally to be on the exuberant or vocal side, and this may have disturbed some of his colleagues, but if keeping students docile, rule abiding and silent is a primary faculty goal, then I am greatly mistaken.

Charlie will at some point come up for tenure review. I would strongly recommend that Charlie be retained and promoted to full Professor status. He is one of those gifted teachers who not only knows and teaches his subject well, but serves as an inspiring role model and generous supporter of his students. He demands much from his students, but is extremely well respected, admired, and loved by them.

Charlie displays the ideal attitude, that we all should share, of keeping the students' best interests uppermost in importance. He is an excellent complement to the College faculty and should be retained.

This is a copy of a letter I'm sending to Dean Don Taylor. Charlie did not ask me to write this letter nor is he even aware of it.

Respectfully,

Curtis McLendon, Ph.D.

Professor of Chemistry,

Math, Science, Engineering Division

AUG 17 2004

Scott Greene
P.O. Box 4971
Palos Verdes Estates, CA
90274

13 August 2004

Dear Dr. McCullough,

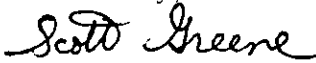
I wish to express my appreciation for a professor who has touch many aspects of my life. She is German Instructor Carol Bander. I was a student of Professor Bander for four straight semesters. I remember how much she wanted all of her students to be successful - speaking the German language. She took a personal interest in the academic progressiveness of each student. German is not an easy language to learn (especially among adults), but popular opinions around the world seem to agree that German is the universal business language. It is certainly an essential language to know in the world of finance.

Professor Bander has not only increased my knowledge of the German language and culture, but she has successfully re-ignited an interest in my own German ethnic background and ancestry. Because of my renewed interest in my German heritage, I have become politically and socially active in the causes of the German culture. I am now a member of the *United German-American Committee, USA* and the *Pennsylvania German Society*. One of the missions of both political/social groups is to promote tolerance and acceptance in America and around the world - by introducing the rich history and contributions to America by the German people.

Another example of how Professor Bander has positively influenced someone's life is the example of a former classmate. Like myself, this classmate was a student of Professor Bander for four straight semesters. Before her first semester with Professor Bander, she had just graduated high school, and had not decided what her major in college would be. My classmate was more interested in having a good time, instead of being interested in forming a direction for her future. After 2 years (four semesters) with Professor Bander, she became serious about her life and career; and presently, she working as an English/German interpreter for a major company in Austria. She couldn't be happier.

Having attended several colleges, I have had the experience of being a student of some professors who 'go through the motions' of teaching for various reasons. They convey the attitude that they are happy just collecting a paycheck. Unfortunately, it sometimes resonates to the students. But Professor Bander really does care about her students and cares about their futures. Her teaching techniques are not, in any way, condescending because of the lack of knowledge by her students. But rather, her approach helps students obtain the confidence they need to be successful.

I consider Professor Bander a valuable part of my academic experience, and I hope Saddleback College considers her just as valuable. Thank you for your time and consideration.

Sincerely,

Scott Greene

P.O. Box 455
Lake Forest, CA 92609

29 June 2004

Dr. Kevin O'Connor, Dean
Liberal Arts and Learning Resources
Saddleback College
28000 Marguerite Parkway
Mission Viejo, CA 92692-3635

Subject: Cooperative Project Between California State University Long Beach (CSULB) and Saddleback College:
Directed Studies 598, Learning Assistance Program/Interdisciplinary Computer Center (LAP/ICC) Component

Dear Dr. O'Connor,

I am a former Saddleback College student currently enrolled in the graduate program in English Literature at CSULB. I contacted Cheryl Altman in January 2004 and asked her if she would help me implement my own version of an internship. I believed that such an internship would enable me to take the first steps in understanding what it means to teach and work with community college students. Gary Luke, who is mentoring me in the English 300 portion of my experience, suggested that I propose the idea as a Directed Study and Eileen Klink, Chair of the English Department at CSULB, generously agreed to support this.

Professor Altman generously referred me to Patti Weekes LAP/ICC's Program Specialist so I could present the idea to her. I contacted Patti in March and told her that I would like to design an internship-type experience that would include participation in the LAP as part of an overall program that would help me understand what it means to teach and serve students in the community college environment.

I had some familiarity with the LAP because, as a Saddleback student fulfilling pre-business math requirements, I had visited the lab often, and gratefully. However, I really was not familiar with the full range of opportunities available to students or the kind of care, support services, and expertise Patti and her staff provide. She agreed immediately to meet with me to discuss that possibility and to introduce me to the wide-ranging services available to LAP students.

When I first met with Patti, I was impressed that she listened carefully to my expressed desire to be available in the LAP as a complement to learning about and tutoring students in the Reading Lab as well as being available to support Professor Luke's English 300 and other English students looking to LAP for help meeting their goals. I was also impressed that as she listened, she explained the LAP/ICC program and asked me questions that would assure her that Saddleback's students' interests would be, and remain, the premiere focus of the time I spent there. Those questions also made me feel secure because that was exactly what I hoped for – an opportunity to understand how to meet the needs of Saddleback College students in this support environment.

I am grateful to Patti and her staff, Amy Worthington, Marilyn Leeburg, and Laura Evans, for their guidance, their readiness to share their expertise, and the wealth of personal experience they have made available to me. This experience has been incredibly valuable and working with Saddleback's students has been rewarding beyond what I imagined. The experience confirms to me why I love community college students. It has also given me a new vision of, and increasing respect for, the professionals who make this program a reality.

Respectfully,


Sally Stuart

cc: Patti Weekes, Program Specialist, Learning Assistance Program/Interdisciplinary Computer Center
Dr. Eileen Klink, Chair, English Department, California State University Long Beach
Dr. Richard D. McCullough, Interim Vice President, Office of Instruction Saddleback College
Lise S. Telson, Vice President, Student Services Saddleback College

Subject: Hello!

Date: Mon, 23 Aug 2004 21:28:53 -0700

From: "suzanne stockbridge" <evenstar2k3@yahoo.com>

To: <rgoodman@saddleback.cc.ca.us>

Dear Professor Goodman,

Hi! It's Suzanne Speed from your Criminal Justice and Juvenile Crime class. I have since transferred to Cal State Fullerton and am living on campus. I'm writing because a few weeks ago I came across your syllabus from last fall's HS 187 class and decided to take it with me to use as a reference. It brought back all the memories of your classes and how worthwhile they were. Today was my first day of school here at CSUF, and while the classes and professors seem nice, I miss having you as a teacher. I also miss all the diversity in the classes you taught - every student had a story to tell, and a few had actually "been there", so to speak. You always put a very poignant touch to your lectures, which made them unique and special.

I still have my battered copy of Gavin DeBecker's *The Gift of Fear* - it goes wherever I go. I also kept my *Savage Spawn* book as well - both have valuable lessons to teach.

You'll be pleased to know that I have quit smoking :) . It had a bit to do with the fact that Travis dumped me (well, maybe not...that actually upset me so much I smoked more...but in the end it wasn't a HUGE loss...he kept wanting me to be a lawyer instead of a police officer...and that was one of many red flags), but moreso because I need to get in shape for the police academy, and because I hate having my chest hurt after I'm finished working out.

Anyhow, I wanted to drop you a line to see how you are doing and what classes you are teaching...and because I wanted to tell you have made such a huge impact on my life as far as pursuing my degree and being a police officer goes. Thank you so much for going above and beyond. There's alot that some professors here could learn from you.

Take care,

Suzanne Speed

Do you Yahoo!?

Win 1 of 4,000 free domain names from Yahoo! [Enter now.](#)

Dear Saddleback faculty, EOPS family + students,
I apologize that I cannot be here today to
join in celebration of Steve's contribution to the
● EOPS organization. When I first heard of his
departure, my heart grew heavy because of
the special relationship that grew between
us. There are only a few angels that enter
your life, and I was blessed to have
Steve as a mentor, role model and
cheerleader!! From my first interaction with
Steve, I knew what a giving, dedicated,
and professional individual he was.
Although he has a quiet demeanor, I
always felt his presence in the room.
● I often would reflect to myself how Steve
cared for his staff and all of his EOPS
Students. Whether in the hallway, in the
EOPS office ^{at Saddleback} or on the campus, Steve
always had a smile, a hug, a kind
word to say.

Whenever I was feeling frustrated about
my coursework, Steve could find a way
to make me laugh it off. There was never
a time that I didn't feel that I could
reach up in the sky + grab a star of my ^{own} ^{own}
● Steve always built me up and made
me feel like I could do anything!
For that I am forever grateful.

Steve, I want to thank you for (2)
touching my heart & helping me
succeed. As a mother of five children,
a high school dropout, a survivor of
parental suicide, and single parent,
I entered school with a very low
self-esteem. You + your wonderful
program changed my life in enormous
ways! Since starting the program
with EOPS, I've managed to stop
smoking (1 yr strong!), lose 70 lbs,
keep my grades @ a 4.0 level, and
become a better mother + friend.
I truly believe in my heart that you
were a pivotal person in that remarkable
change! You stood by me and helped
me jump through the necessary hoops
to qualify, you encouraged me to
go after my dreams + you cared for
me much like a father would for his
daughter.

I am going to miss you terribly
but am happy for the growth and
opportunity in your life!

I wish you all of the best in your ③
life. Please remember that although
we won't pass in the hallway any
longer, the impressions you've made in
my heart will last forever.

Much happiness + success,
warmly, you "black sheep"
+
mentor

Danielle
Miller